

## **AGENDA**

**Regular Council Meeting**  
**Tuesday, April 21, 2026, at 6:30 p.m.**  
**Powassan Council Chambers**  
**252 Clark Street, Powassan, ON**

**1. CALL TO ORDER**

**2. LAND ACKNOWLEDGMENT**

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

**3. ROLL CALL**

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

**5. APPROVAL OF THE AGENDA**

**6. DELEGATIONS TO COUNCIL**

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

7.1 Regular Council Meeting of March 17, 2026

7.2 Special Budget Meeting of March 24, 2026

**8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**

8.1 Powassan Maple Syrup Festival Committee - Minutes of February 12, 2026

8.2 Powassan Maple Syrup Festival Committee – Minutes of March 16, 2026

**9. MINUTES AND REPORTS FROM APPOINTED BOARDS**

9.1 The Golden Sunshine Municipal Non-Profit Housing Corporation – Minutes of February 17, 2026

**10. STAFF REPORTS**

10.1 2026 Draft Municipal Operating and Capital Budget

10.2 2026 Draft Municipal Water and Sewer Budget

10.3 Protective Services Official, M. Peddle – Kennel Licences

10.4 Planscape Planning Report – Zoning Bylaw Amendment Application (Tomaselli)

10.5 Planscape Planning Report – Consent Application B11/Powassan/2026 (Hughes)

10.6 Protective Services Official, M. Peddle – Issues Surrounding Trailers

**11. BYLAWS**

- 11.1 Bylaw 2026-04 – To Appoint a Protective Services Official
- 11.2 Bylaw 2026-05 – To Authorize authority during the “Lame Duck Period” of Council
- 11.3 Bylaw 2026-06 – To Regulate Parking in the Municipality of Powassan
- 11.4 Bylaw 2026-07 – Zoning Bylaw Amendment (Tomaselli)
- 11.5 Bylaw 2026-08 – Zoning Bylaw Amendment (Hughes)
- 11.6 Bylaw 2026-09 – To Adopt an Election Resources Policy
- 11.7 Bylaw 2026-10 – To Close Roads for Maple Syrup Festival
- 11.8 Bylaw 2026-11 – To Close Roads for Maple Hill Sap Run Fundraiser

**12. UNFINISHED BUSINESS**

- 12.1 Powassan and District Union Public Library – Budget Forecast
- 12.2 Powassan and District Union Public Library Agreement

**13. NEW BUSINESS**

- 13.1 Ontario Clean Water Agency – 2025 Annual Performance Report for the Powassan Sewage Treatment Lagoon & Sewage Collection System (January 1 – December 31, 2025)
- 13.2 Municipality of Callander – District of Parry Sound Social Services Administration Board appointment
- 13.3 Canadian Heritage – Canaday Day 2026 Celebration Funding

**14. CORRESPONDENCE**

- 14.1 Discovery Routes – New Adventure Trails Map Partnership Opportunity
- 14.2 Re-Nature Foundation - Outdoor classrooms Mapleridge Public School and St. Gregory Catholic Elementary
- 14.3 Near North Palliative Care Network – First Annual Virtual Art Auction
- 14.4 Women’s Own Resource Centre – Rural Community Kitchen Program

**15. ADDENDUM**

**16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS**

**17. CLOSED SESSION**

**18. MOTION TO ADJOURN**

**Regular Council Meeting**  
**Tuesday, March 17, 2026, at 6:30 pm**  
**Council Chambers**

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

**Staff:** Allison Quinn, Clerk

**Absent,**  
**With Regrets:** Markus Wand, Deputy Mayor

**Presentations:** None.

**Disclosure of Monetary Interest and General Nature Thereof:** None.

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- 2026-63** Moved by: R. Hall                      Seconded by: D. Britton  
That the agenda of the Regular Council Meeting of March 17, 2026, be approved. **Carried**
- 2026-64** Moved by: D. Britton                      Seconded by: L. Patey  
That the minutes of the Regular Meeting of Council of February 17, 2026, be adopted. **Carried**
- 2026-65** Moved by: L. Patey                      Seconded by: R. Hall  
That the minutes of the Special Budget Meeting of Council of March 10, 2026, be adopted. **Carried**
- 2026-66** Moved by: R. Hall                      Seconded by: D. Britton  
That the minutes from the Powassan and District Union Public Library Board meeting of January 19, 2026, be received. **Carried**
- 2026-67** Moved by: D. Britton                      Seconded by: L. Patey  
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of January 20, 2026, be received. **Carried**
- 2026-68** Moved by: L. Patey                      Seconded by: R. Hall  
That the draft Bylaw to update the Municipal Parking Bylaw, be received; and,  
  
FURTHER that staff be directed to bring the Bylaw back to the next Regular Meeting of Council for adoption. **Carried**

- 2026-69** Moved by: R. Hall Seconded by: D. Britton  
That the memo from Protective Services Official, M. Peddle, regarding the Draft Bylaw to Licence Trailers, be received; and,  
FURTHER that any comments or changes be sent to staff by April 15, 2026. **Carried**
- 2026-70** Moved by: D. Britton Seconded by: L. Patey  
That the memo from Clerk, A. Quinn regarding the 2026 Municipal Election be received, for information purposes. **Carried**
- 2026-71** Moved by: L. Patey Seconded by: R. Hall  
That the memo from Manager of Operations, T. Keefe, regarding the Review of 2025 Annual Drinking Water System Report, be received for information purposes. **Carried**
- 2026-72** Moved by: R. Hall Seconded by: D. Britton  
That Bylaw 2026-04 being a Bylaw to appoint a Protective Services Official,  
Be **READ** a **FIRST** and **SECOND** time on the 17<sup>th</sup> day of March 2026 and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council meeting on the 7<sup>th</sup> day of April 2026. **Carried**
- 2026-73** Moved by: D. Britton Seconded by: L. Patey  
That Bylaw 2026-05 being a Bylaw to Authorize Delegated Authority during the “Lame Duck Period” of Council,  
Be **READ** a **FIRST** and **SECOND** time on the 17<sup>th</sup> day of March 2026 and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council meeting on the 7<sup>th</sup> day of April 2026. **Carried**
- 2026-74** Moved by: D. Britton Seconded by: L. Patey  
That the correspondence from the Powassan and District Union Public Library dated February 19, 2026, regarding the Powassan Library Budget 2026 follow-up, be received for information purposes. **Carried**
- 2026-75** Moved by: R. Hall Seconded by: D. Britton  
That the New Official Plan be reviewed for discussion purposes; and,  
FURTHER that any additional comments, questions, or concerns be sent to staff by Tuesday, March 24, 2026, to be communicated to Planscape for response.
- 2026-76** Moved by: D. Britton Seconded by: L. Patey  
That the 2025 Annual Summary for the Powassan Drinking Water system, prepared by Ontario Clean Water Agency, be received.  
Recorded Vote: Requested by Councillor Patey  
Councillor Patey: Yea  
Councillor Hall: Yea  
Councillor Britton: Yea  
Mayor McIsaac: Yea **Carried**

2026-77

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

That the Council for the Municipality of Powassan appoints Dr. Bill Finnis and Mr. Will Armstrong to the Board of the Powassan and District Union Public Library Board, for the remaining term of Council. **Carried**

2026-78

Moved by: R. Hall                      Seconded by: D. Britton

**WHEREAS** the Municipality of East Ferris is planning the construction of a new fire hall that will serve as a regional fire training centre for fire departments including from across the Nipissing, East Parry Sound, and East Sudbury districts;

**AND WHEREAS** the closest accredited and operational training facilities are currently located in Huntsville, Haileybury, and Sault Ste. Marie, requiring significant travel, increased costs, and reduced training frequency for volunteer and composite departments in our region;

**AND WHEREAS** the summer 2025 storm in the Municipality of Calvin demonstrated the effectiveness of regional collaboration under a declared state of emergency, highlighting the value of joint training and coordinated emergency response;

**AND WHEREAS** a regional training centre in East Ferris would allow firefighters to train closer to home, reduce operational costs, foster inter-departmental collaboration, and improve readiness for future emergencies;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Powassan supports the Municipality of East Ferris in its application to the Northern Ontario Heritage Fund Corporation (NOHFC) for funding assistance to construct the East Ferris Regional Fire Training Centre;

**AND FURTHER THAT** a copy of this resolution be forwarded to the Municipality of East Ferris to demonstrate our municipality's support for this important regional initiative. **Carried**

2026-79

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

That the notice of a public meeting on Wednesday, March 25, 2026, at 6pm in Council Chambers, for a Zoning Bylaw Amendment, be received. **Carried**

2026-80

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

That the Report dated March 12, 2026, from PlanScape to Council regarding Consent Application B15/B16/POWASSAN/2026 (Brooks), recommending approval subject to standard conditions, be received; and,

**FURTHER**, that the Council for the Municipality of Powassan supports the requested Consent and asks that the following conditions be applied by the North Almaguin Planning Board in rendering its approval of Consent Applications:

- a) That driveway entrance permits for the new lots fronting on Lindquist Golf Line be obtained from the Municipality of Powassan.
- b) Confirmation from the local school boards that school bus service is available at the subject locations.
- c) That the Municipality of Powassan works with the applicant to accept the parcel of land at the corner of Main Street and Pine Tree Way that accesses Highway 11.

2026-81

Moved by: R. Hall

Seconded by: D. Britton

That the Report dated March 12, 2026, from PlanScape to Council regarding Consent Application B9, B10, B11, B12 /POWASSAN/2026 (St. Joseph), recommending approval subject to standard conditions, be received; and,

**FURTHER** that the Council for the Municipality of Powassan supports the requested Consent and asks that the following conditions be applied by the North Almaguin Planning Board in rendering its approval of Consent Applications:

- a) That driveway entrance permits for the new lots fronting on Lindquist Golf Line be obtained from the Municipality of Powassan.
- b) Confirmation from the local school boards that school bus service is available at the subject locations.
- c) That the Municipality of Powassan works with the applicant to accept the parcel of land at the corner of Main Street and Pine Tree Way that accesses Highway 11.

2026-82

Moved by: R. Hall

Seconded by: D. Britton

**WHEREAS** LifeLabs has announced its intention to close its Greater Sudbury laboratory, and the transfer of medical specimen processing from Northern Ontario to laboratories in southern Ontario;

**AND WHEREAS** the Greater Sudbury laboratory provides essential diagnostic services to communities across Northern Ontario, including urban, rural, and remote municipalities, and

**AND WHEREAS** transporting medical specimens long distances to southern Ontario increases the risk of delays, specimen degradation, and retesting, particularly during frequent winter highway closures, potentially jeopardizing patient outcomes;

**AND WHEREAS** Northern Ontario is already experiencing shortages of health-care professionals, and the closure of this laboratory further undermines regional workforce stability, training capacity, and recruitment and retention efforts;

**THEREFORE BE IT RESOLVED** that the Council for the Municipality of Powassan calls on the Province of Ontario and the Ministry of Health to take immediate action to ensure that essential medical laboratory services remain accessible within Northern Ontario, including maintaining local laboratory processing capacity in Greater Sudbury;

**AND BE IT FURTHER RESOLVED** that the Province be urged to ensure reliable, timely, and medically appropriate laboratory turnaround times for Northern Ontario patients, recognizing the unique geographic and climatic challenges of the region;

**AND BE IT FURTHER RESOLVED** that the Province be requested to protect and support the Northern Ontario health-care workforce, including medical laboratory technologists, by preventing further service centralization that disproportionately impacts Northern communities;

**AND BE IT FURTHER RESOLVED** that copies of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, Honourable Sylvia Jones, Minister of Health, Nipissing MPP Vic Fedeli, the Federation of Northern Ontario Municipalities, the Association of Municipalities of Ontario, and the Rural Ontario Municipal Association. **Carried**

- 2026-83**                      Moved by: D. Britton                      Seconded by: L. Patey  
That the donation request from the Almaguin Pride Network, be received; and,  
**FURTHER** that Council donates \$500.00 to support 2026 Pride Events that help support representation, de-stigmatization and growth of community.                      **Carried**
- 2026-84**                      Moved by: L. Patey                      Seconded by: R. Hall  
That the correspondence dated February 19, 2026, from Mayor Bradley of the City of Sarnia, regarding Mayoral Authority and Municipal Police Budget sustainability, be received.                      **Carried**
- 2026-85**                      Moved by: R. Hall                      Seconded by: D. Britton  
That the correspondence from Matthew Larivee of the Powassan Farmers Market regarding a temporary contingency location for the 2026 Farmers Market season, be received; and,  
**FURTHER** that staff be directed to work with the Powassan Farmers Market to ensure the proposed location can be used temporarily if needed during the 2026 market season.                      **Carried**
- 2026-86**                      Moved by: D. Britton                      Seconded by: L. Patey  
That Council now adjourns to closed session at 7:32 p.m. to discuss:  
  
17.1 Adoption of Closed Session Minutes of February 17, 2026  
  
17.2 Legal Matters – Section 239(2)(f) of the Municipal Act and under Section 9(4)(f) of the Procedural Bylaw – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.  
  
17.3 Negotiations – Section 239(2)(k) Section 9(4)(k) of the Procedural Bylaw - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.                      **Carried**
- 2026-87**                      Moved by: D. Britton                      Seconded by: L. Patey  
That Council now reconvenes to regular session at 8:16 p.m.                      **Carried**
- 2026-88**                      Moved by: L. Patey                      Seconded by: R. Hall  
That Council now adjourns at 8:06 p.m.                      **Carried**

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Mayor

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Clerk

**Special Budget Meeting**  
**Tuesday, March 24, 2026, at 6:00 pm**  
**Powassan Council Chambers**

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

**Staff:** A. Quinn, Clerk  
B. Jones, Treasurer  
T. Keefe, Operations Manager

**Absent,**  
**With Regrets:** Markus Wand, Councillor

**Presentation:** None

**Disclosure of Monetary Interest and General Nature Thereof: None**

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**2026-89**

Moved by: L. Patey                      Seconded by: D. Britton  
That the agenda of the Special Budget Meeting of March 24, 2026, be approved.                      **Carried**

Treasurer, B. Jones, presented the updated draft 2026 Operating Budget for review, with a written report detailing expenditures. The updated draft budget represents a 5.33% increase to the residential tax rate.

The draft budget will be brought back to the next Regular Meeting of Council for final review before being brought forward to the Regular Meeting of Council on April 21, 2026, for adoption.

The Water and Sewer Budget was reviewed.

**2026-90**

Moved by: R. Hall                      Seconded by: D. Britton  
That Council now adjourns at 6:48 p.m.                      **Carried**

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Mayor

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Clerk

**POWASSAN MAPLE SYRUP FESTIVAL COMMITTEE MEETING  
MINUTES  
FEBRUARY 12 2026**

**Call to order:**

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

Leo Patey / Monika Gibbings / Lori Costello / Christine Wendover

Municipal staff in attendance: Kim Bester

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

**1. Maple Producers –**

A Rogers TV representative (Farm to Table ???) will be going to Bella Hill on March 28<sup>th</sup> to talk about maple syrup production.

Producers in our area have not yet started tapping trees.

**2. New Business –**

**a) Budget / Vendor Update –**

Vendor revenue is higher than budgeted, with approximately 59 indoor and 105 outdoor vendor spots so far.

Food vendor numbers are down – Kim to email some of previous year's participants.

Our budget currently shows a deficit of around 2,500.00. Sponsor letters have just gone out so hopefully once donations start coming in we will show a profit.

We will send a Thank you card and festival sponsor poster to Neco in appreciation of their ongoing contributions to the festival.

**b) Offsite Parking Coordinator and Security for Sportplex -**

Lori has a contact for a bylaw officer from a nearby community who might be interested in supervising the offsite parking area. This would be a paid position.

Christine will reach out to a family member to determine if students working towards employment at corrections facilities might have any interest in volunteering.

Kim to speak to the manager of the recreation facilities to ensure that staff working in the Sportsplex the day of the festival are easy for Christine to contact in case of an incidence. We will provide both Christine and staff with 2 way radios to communicate.

Paid Duty OPP officers will be asked to walk the festival grounds and within the Sportsplex.

c) Northern Sweet Spots Tourism Showcase –

So far we've had one response only to our Northern Sweets Spot tour. Emails and information has been provided to approximately 20 communities in our region. Leo to follow up by phone. Kim to also reach out to local parks / tourist accommodations in the area to see if they would be interested in participating in this.

d) Firepits on Main Street

The committee members were supportive of this idea, as long as safe locations could be identified, dry wood was used and smoke produced was minimal, especially as many vendors have products impacted by this. Firepits could be placed on Memorial Park E., down by the Sportsplex and perhaps one other location. The idea of having '1' firepit open so that marshmallows could be roasted might be ok if some form of supervision could be provided.

e) The committee is fine with the Food Bank having tickets for a prize basket inside the Sportsplex.

f) North Bay Tourism has advised that they won't have enough time this year to partner with the festival committee to provide a 'maple experience'. We will touch base with them again next year.

**Other discussions:**

Angela has resigned from the committee. We will provide both her and Mike with cards and tokens of our appreciation.

We will once again set up a food court on Clark Street (to one side of the street). We'll need to rent three tents for this, and will also rent smaller tents for the offsite parking area and for down by the Sportsplex where the branding / sap boiling demo will be taking place. The Ag Society will donate one tent for use for the stage and we'll pay them \$200 for the use of another. Public Works is to pick up these two tents on the Friday from Jim Hilton and then return Saturday after the festival is over. Public works to also provide cement blocks and chairs to the stage area.

Lori has ordered maple candy for our mascot to pass out to the schools when they visit in early April and on the day of the festival. Bella Hill has contributed \$100 towards these, Matthews and Longs have also agreed to contribute to pay for these.

Lori to contact a sheep shearer to determine whether or not they would be interested in participating and to find out what they would charge. We would then have to contact Mr. Ford or another farmer in the area for sheep.

We will see if we can find someone to do a cooking with maple demo.

Wayne Vester is interested in doing the sap boiling/branding again – we will move him closer to the Sportsplex this year.

Another group has agreed to provide a pancake breakfast upstairs at the Sportsplex (to replace the Lions one in the curling club). We will put signage outside to direct people to this, and will need a Sportsplex staff member to man the elevator for this.

The Astronomy club will be attending if the weather cooperates.

The curling club may be considered as an alternative for indoor vendors if the local hockey team is still using the Sportsplex.

Kim to reach out to the library for a listing of their events.

Kim to find out if the mayor will be doing a breakfast again.

Leo to contact an indigenous group about performing on the stage to open the festival.

Monika has 2 or 3 buskers confirmed – so looking for another 1-2.

We have an individual who will be donning the Moose mascot costume for us this year. The mascot will make its first appearance at the Trout Creek carnival on Saturday. He will also accompany Leo to the local schools to promote the festival at the end of March and to the producer's sugar bushes on Maple weekend in early April.

All volunteers including committee members will be provided with a free pancake breakfast voucher. The Pipers will go the Legion as they have done in past years.

Motion to end the meeting at 7:02 pm – moved by Monika, seconded by Christine. **Carried**

**Next meeting – Tuesday, March 10<sup>th</sup> at 6 pm.**

Minutes approved by: \_\_\_\_\_  
Leo Patey

Recorded by : \_\_\_\_\_  
Kimberly Bester, Secretary

**POWASSAN MAPLE SYRUP FESTIVAL COMMITTEE MEETING  
MINUTES  
MARCH 16, 2026**

**Call to order:**

Meeting called to order at 6:21 pm. with the following members in attendance:

Leo Patey / Monika Gibbings / Lori Costello / Joanne Long

Municipal staff in attendance: Kim Bester

Guest – Dave Turkington

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

**1. Maple Producers –**

Sap is running off and on (depending on the temperature).

Maple weekend will be held April 4-5 – Sugarstone and Matthews will be participating in this.

Matthews advised that they have a very large turnout to the First Tapping Event. Maple the Moose also attended.

**2. New Business –**

**a) Budget / Vendor Update –**

Budget numbers are looking good with the exception of Food Vendor revenue. We may have one more to add to this.

There have been virtually no concerns brought forth about the \$10 increase to vendor fees or the \$40 late charge.

Members asked if there is a fee to participate in the Butter tart contest and suggested that \$5 per contestant would be good.

**b) Offsite Parking Coordinator and Security for Sportplex -**

Dave Turkington, who is the bylaw officer for Burks Falls, South River, Joly and Strong Townships attended the meeting and will be in charge of the offsite parking lot.

A sandwich board will be placed at this location to advise people that they must remove their vehicles from the parking lot before 4 pm, at which time the gate is located. We will also have a porta potty and small tent at the offsite parking location.

It would be helpful to provide the buses with 2 way radios and ask that they coordinate their trips to and from 250 Clark / the parking lot / and Matthews.

Kim, Kathie and Sarah will manage the Indoor vendors who will be placed in both the Curling Club and inside 250 Clark, given that the Sportsplex will not be available.

**c) Sheep Shearer -**

We have a sheep shearer interested in doing a few shows for us and now just have to source 10 sheep for him and provide transport to bring the sheep to the festival. The sheep shearer has pens to keep them in when they arrive. He will be located outside the Sportsplex.

**d) Firepits on Main Street -**

Ian Van Blyderveen of VB Steel will place one firepit adjacent to his vendor location on Main St. and will manage this.

Kim to speak to Powassan Firewood about having them donate a bit of hard wood for this in exchange for sponsorship recognition.

**e) Stage Location -**

Concerns expressed by the loudness of the entertainment have been expressed.

We are considering putting the stage at the south end of Main – just north of the access to the grocery store. We will need to access power for it.

Kim to touch base with Richard Paul to determine if he would consider allowing entertainers to access his washroom and leave their equipment inside when not in use.

**f) Indoor Vendors -**

The Voodoos will be playing inside the Sportsplex in April so we will have to make other arrangements for our Indoor Vendors. Some will be placed inside the Curling Club and some inside 250 Clark (probably in the Maple Room). The Curling Club will invoice us \$700 for rental. Our maintenance person (Luc) will be responsible for cleaning up the Curling Club after the event.

**g) Northern Sweet Spots Tourism Showcase –**

We have only had 2 responses to our outreach re: the above noted, so will revisit this next year and not have this year. Kim to reach out to those who have expressed interest in attending.

Leo advised that he and Pauline Rochefort, MPP discussed the Tourism concept at the First Tapping. She will endeavour to assist and to encourage more participation in this next year.

**h) Tents -**

The cost to buy tents is very high. We will revisit this next year and potentially consider purchasing tents if we can partner with the Municipality on these.

We will rent the two required tents for the stage and entertainment area from the Powassan Agricultural Society at a cost of \$200 each. Kim to advise the Chair and put our Public Works foreman in contact with James Hilton to coordinate pickup and drop off.

## **Maple the Moose Mascot –**

Maple attended the Trout Creek Winter carnival and the First Tapping event. Carnival photos were put on our Facebook page and Kim to put ones from the First Tapping on once received from Leo.

Maple will visit Matthews, Bella Hill and Sugarstone on Maple Weekend. Maple will also visit St. Gregory's, Mapleridge and Southshore on March 26<sup>th</sup> to hand out color pages/information about the festival and maple candies.

## **Other discussions:**

Kim to create a small leaflet of events, etc. to provide to Dave to hand out at the offsite parking location. We will also drop some off at a few Main Street businesses the week before the festival.

The Commanda Community Centre group will be putting on a pancake breakfast upstairs at the Sportsplex.

Leo will advise whether or not a local indigenous group would be able to do a drum or other ceremony at the opening ceremonies.

Kim to confirm that Kevin from the radio station can be the MC for the festival opening ceremonies / pancake toss.

Diane has approximately 9 student volunteers who are willing to assist on the festival day. It would be good for us to have a few adults as well especially on Clark St.

We will need to ensure we have staff available to assist with the elevator inside the Sportsplex so that people have access to the upstairs pancake breakfast.

Signage / sandwich boards will be used to ensure that people are aware that there is a breakfast upstairs and to advertise the indoor vendors inside the Curling Club.

to end the meeting at 7:24 pm – moved by Monika, seconded by Joanne. **Carried**

## **Next meeting – Monday, April 6<sup>th</sup> at 6:10 pm**

Minutes approved by: \_\_\_\_\_  
Leo Patey

Recorded by : \_\_\_\_\_  
Kimberly Bester, Secretary

## THE GOLDEN SUNSHINE MUNICIPAL NON-PROFIT HOUSING CORPORATION

### BOARD OF DIRECTORS MEETING MINUTES

Common Room – February 17, 2026

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A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday February 17, 2026.

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

#### 1. Call to Order

The meeting was called to order by Bernadette Kerr

#### Resolution 2026-10:

the Golden Sunshine Non-Profit Housing Corporation calls the Board of Directors meeting on February 17, 2026 at: 9:25am.

**Moved by: Mieke Seconded by: Lynne Carried.**

#### 2. Additions to Agenda

None noted.

#### 3. Approval of the Agenda

The agenda was approved as presented.

#### Resolution 2026-11

the Golden Sunshine Non-Profit Housing Corporation hereby approves the agenda for February 17, 2026, board of directors meeting.

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

**4. Conflict of Interest Disclosure:** No conflicts of interest were declared.

#### 5. Approval of the Minutes from January 20, 2026

The minutes from the January 20, 2026 board meeting were reviewed and approved.

#### Resolution 2026-12:

the Golden Sunshine Non-Profit Housing Corporation hereby approves the minutes of the January 20, 2026.

**Moved by: Dave B Seconded by: Mieke Carried.**

#### 6. Business Arising

##### a) COCHI Funding

The financial statements as at February 2, 2026, were presented and reviewed with the Board. The Board discussed DSSAB's suggestion to withdraw funds from capital reserves to cover costs associated with the project under the new funding payment structure.

#### Resolution 2026-13:

the Golden Sunshine Non-Profit Housing Corporation hereby approves the redemption of \$75,000 from the Capital Reserve Fund to cover costs associated with the elevator repair project, with the understanding that these funds are expected to be returned to the Capital Reserve Fund once the

project funding is received through the COCHI program.

**Moved by: Dave Y Seconded by: Dave B Carried.**

## **b) Letters Patent**

The Letters Patent document was presented to the Board. It confirms that following each municipal election, the Property Manager will confirm Board representation as follows: one representative from Nipissing, two representatives from Powassan, and one representative from Chisholm.

The Member-at-large position currently held by Calvin will be subject to replacement after a four-year term. Tenant representatives Mieke and Lynne will also be subject to replacement after four-year terms

## **c) Contract Clarification**

As requested at the previous meeting, Amber confirmed to the Board that DSSAB will provide additional subsidy for increases in energy, insurance, winter road maintenance, municipal taxes, and utility costs, benchmarked to 2024.

## **c) Hydro VS Natural Gas Costs**

As requested 2025 costs were shared with the board and a discussion took place.

## **7. Correspondence**

### **a/b) Financials**

The Board reviewed and accepted all financial documents as presented.

#### **Resolution 2026-14:**

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

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

## **8. Closed Session**

#### **Resolution 2026-15:**

That the Golden Sunshine Non-Profit Housing Corporation moved into closed session at 9:45.

**Moved by: Dave B Seconded by: Calvin Carried.**

#### **Resolution 2026-16:**

The Golden Sunshine Non-Profit Housing Corporation has approved as of February 17, 2026, the minimum age requirement for all applicants to The Pines Apartments shall be at minimum sixty-five (65) years of age.

**Moved by: Dave Y Seconded by: Lynne Carried.**

#### **Resolution 2026-17:**

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

**Moved by: Dave Y Seconded by: Mieke Carried.**

## **9. Next Meeting**

The next meeting of the Board is scheduled for March 17, 2026 @ 9:30am.


**10. Adjournment**


There being no further business, the meeting was adjourned at 10:11 a.m.

**Resolution 2026-18:**

Be it resolved that the Board of Directors meeting of February 17, 2026 is hereby adjourned

**Moved by: Dave Y Seconded by: Lynne Carried.**

  
Bernadette Kerr, President

  
Amber Mclsaac, Secretary

To: Council  
From: Treasurer and Clerk  
Re: 2026 Draft Budget – Version 3

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**RECOMMENDATION:**

Received for information purposes.

**ANALYSIS:**

Enclosed please find a copy of the third Draft 2026 Municipal Budget.

The following amendments have been made since the second draft:

- Recreation- Major Projects (10-55-67900) has been increased by \$26,000 to reflect the installation of netting at the Powassan Lion's ball diamond.
- \$3,000 has been removed from the Downtown- Materials and Supplies account (10-20-63820) with respect to the placement of flower baskets on Main Street.
- Recycling costs (10-25-64940) has been reduced by \$22,800 to reflect the cancellation of recycling pickup services for commercial sites in the downtown core.
- A total of \$1,500 has been removed from the Administration- Office Equipment account (10-10-61640) with respect to the purchase of new chairs in the Council chambers.
- The balancing net transfer to reserve (10-10-61710) has increased to \$19,223.

There has been no change to the required tax levy from the previous draft.

Not included is the fencing at Glendale and a renewed membership with ACED:

- Fencing along the third baseline at the Glendale Ballfield has been quoted at approximately \$30,000. Staff is recommending this be added to the 2027 budget, once the Master Recreation plan is completed.
- A membership with ACED is not included in this budget. It is the recommendation of staff that the Municipality does not renew the membership with ACED. While staff support ACED initiatives and will continue to do so, we do not believe the membership provides enough value to the Municipality at this time.

If Council wishes to make further additions to the draft budget, it should be noted that any such additions will lead to an increase in the required tax levy at a rate of approximately 0.2% per \$10,000.

| ACCOUNT     | DESCRIPTION                           | 2025 DRAFT BUDGET  | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget  | NOTES  |
|-------------|---------------------------------------|--------------------|----------------------|--------------------|--|
|             | <b>TAXATION REVENUE</b>               |                    |                      |                    |  |
| 10-10-51000 | Property Taxes                        | (4,754,115)        | (4,801,588)          | (5,053,529)        | 5.33%  |
| 10-10-51030 | Railway                               | (6,856)            | (6,856)              | (6,856)            |  |
| 10-10-51160 | Grants in Lieu - Power Dams           | (50,652)           | (50,652)             | (50,652)           |  |
|             | <b>Total Taxation Revenues</b>        | <b>(4,811,623)</b> | <b>(4,861,190)</b>   | <b>(5,111,037)</b> |  |
|             |                                       |                    |                      |                    |  |
|             | <b>Operating Grant Revenue</b>        |                    |                      |                    |  |
| 10-10-52020 | Province of Ontario - OMPF            | (1,158,100)        | (1,158,100)          | (1,294,300)        |  |
| 10-10-52025 | Federal Grants                        | (4,800)            | (4,816)              | -                  | 2025- Canada Summer Jobs                                       |
| 10-10-52035 | Grants, Donations, Fundraising        | (7,000)            | (1,505)              | (1,000)            |  |
|             | <b>Total Operating Grant Revenues</b> | <b>(1,169,900)</b> | <b>(1,164,421)</b>   | <b>(1,295,300)</b> |  |
|             |                                       |                    |                      |                    |  |
|             | <b>Licenses</b>                       |                    |                      |                    |  |
| 10-50-53000 | Animal Licenses                       | (1,500)            | (1,314)              | (1,400)            | 3-year average   |
| 10-10-53010 | Lottery Licenses                      | (2,700)            | (3,861)              | (2,700)            | 3-year average   |
| 10-10-53015 | Marriage Licencing & Officiating Rev. | (13,600)           | (9,300)              | (11,000)           | 3-year average   |
|             | <b>Total Licenses</b>                 | <b>(17,800)</b>    | <b>(14,475)</b>      | <b>(15,100)</b>    |  |
|             |                                       |                    |                      |                    |  |
|             | <b>Service Charges</b>                |                    |                      |                    |  |
| 10-45-53500 | Interest & Tax Penalties              | (52,400)           | (69,950)             | (61,300)           | Average of 12.6% of prior year arrears collected as interest   |
| 10-45-53510 | NSF Cheque Fees                       | (400)              | (235)                | (400)              |  |
| 10-45-53520 | Interest Earned                       | (54,000)           | (70,632)             | (59,900)           | Interest on bank accounts                                      |
| 10-50-53550 | Provincial Offences                   | (1,800)            | (1,130)              | (1,400)            |  |
| 10-50-53560 | Policing Detachment Revenues          | (6,900)            | (10,802)             | (7,200)            | pending notification   |
| 10-50-53655 | Parking Tickets/Court Fees            | (100)              | -                    | -                  |  |
|             | <b>Total Service Charges</b>          | <b>(115,600)</b>   | <b>(152,748)</b>     | <b>(130,200)</b>   |  |
|             |                                       |                    |                      |                    |  |
|             | <b>General Government</b>             |                    |                      |                    |  |
| 10-10-54000 | Administration Funds                  | (6,100)            | (88,937)             | (5,000)            | MFIPPA requests, tax sale fees, other misc (2025- WSIB rebate) |
| 10-65-57700 | Municipal Logo Merchandise            | (100)              | (64)                 | (100)              | logo merchandise   |
| 10-10-54010 | Tax Certificates                      | (4,000)            | (2,985)              | (3,400)            | 3-year average   |
| 10-10-54510 | Transfer From Reserves                | -                  | -                    | (18,750)           | re: election costs   |
| 10-10-54030 | Photocopies & Faxes & Oaths           | (2,400)            | (1,297)              | (2,200)            | 3-year average   |
|             | <b>Total General Government</b>       | <b>(12,600)</b>    | <b>(93,283)</b>      | <b>(29,450)</b>    |  |
|             |                                       |                    |                      |                    |  |
|             | <b>250 Clark Street</b>               |                    |                      |                    |  |
| 10-12-57040 | 250 Clark-Sponsorships and Donations  | (30,000)           | (46,522)             | (30,000)           | Senior's Active Living grant                                   |
| 10-12-57041 | 250 Clark-Space/Room Rental           | (35,500)           | (32,839)             | (30,400)           | planning bd, agilis, EMS, other                                |
| 10-12-57042 | 250 Clark-Program and Event Revenue   | (47,700)           | (67,177)             | (60,800)           | 3-year average   |
| 10-12-57045 | Fitness Centre @ 250 Clark            | (43,800)           | (57,974)             | (50,800)           | 3-year average   |
| 10-12-57580 | GAP Program Revenue                   | (27,500)           | (29,664)             | (29,000)           |  |
|             | <b>Total 250 Clark</b>                | <b>(184,500)</b>   | <b>(234,175)</b>     | <b>(201,000)</b>   |  |

| ACCOUNT     | DESCRIPTION                               | 2025 DRAFT BUDGET | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget | NOTES                 |
|-------------|---|-------------------|----------------------|-------------------|-----------------------|
|             | <b>Protection to Persons and Property</b> |                   |                      |                   |                       |
| 10-15-53030 | Fire - Fees                               | (10,400)          | (9,210)              | (10,000)          | 3-year average        |
| 10-15-55040 | Fire- MTO Calls                           | (23,100)          | (30,029)             | (27,200)          | 3-year average        |
| 10-15-55030 | Fire- Letters and Inspections             | (500)             | (264)                | (500)             | 3-year average        |
| 10-45-54550 | 911 Service                               | (600)             | (390)                | (600)             | 3-year average        |
| 10-15-54600 | Nipissing Twp -fire agreement             | (600)             | (600)                | (600)             |                       |
|             | <b>Total Protection Services</b>          | <b>(35,200)</b>   | <b>(40,493)</b>      | <b>(38,900)</b>   |                       |
|             | <b>Building</b>                           |                   |                      |                   |                       |
| 10-45-55000 | Building Permits                          | (60,000)          | (67,965)             | (65,000)          | per CBO estimate      |
| 10-45-55010 | Building - Zoning Letters                 | (1,100)           | (385)                | (750)             | 3-year average        |
| 10-45-55020 | Building - Work Orders                    | (1,300)           | (1,050)              | (1,300)           | 3-year average        |
|             | <b>Total Building</b>                     | <b>(62,400)</b>   | <b>(69,400)</b>      | <b>(67,050)</b>   |                       |
|             | <b>Transportation</b>                     |                   |                      |                   |                       |
| 10-20-55500 | Transportation                            | (33,600)          | (34,827)             | (34,100)          | aggregate pmt, misc   |
|             | <b>Total Transportation</b>               | <b>(33,600)</b>   | <b>(34,827)</b>      | <b>(34,100)</b>   |                       |
|             | <b>Environment</b>                        |                   |                      |                   |                       |
| 10-25-56200 | Enviro-Lift Charges                       | (25,900)          | (24,520)             | (25,500)          | 3-year average        |
| 10-25-56220 | Enviro - Tags                             | (1,900)           | (2,982)              | (2,500)           | 3-year average        |
| 10-25-56230 | Enviro - Gate Receipts                    | (51,400)          | (58,267)             | (56,000)          | 3-year average        |
| 10-25-56240 | Enviro - Billings                         | (117,100)         | (127,224)            | (121,200)         | 3-year average        |
| 10-25-56260 | WDO Rebates                               | (47,125)          | (59,108)             | -                 | program ended in 2025 |
| 10-25-56268 | Electronic Stewardship Rebates            | (1,000)           | -                    | -                 | program ended in 2025 |
|             | <b>Total Environment</b>                  | <b>(244,425)</b>  | <b>(272,101)</b>     | <b>(205,200)</b>  |                       |
|             | <b>Health Services</b>                    |                   |                      |                   |                       |
| 10-60-56500 | Medical Centre Rent                       | (18,000)          | (19,000)             | (24,000)          | medical centre leases |
|             | <b>Total Health Services</b>              | <b>(18,000)</b>   | <b>(19,000)</b>      | <b>(24,000)</b>   |                       |
|             | <b>Cemetery</b>                           |                   |                      |                   |                       |
| 10-85-56530 | Cemetery - Service Revenue                | (22,800)          | (19,725)             | (21,000)          | 3-year average        |
| 10-85-56540 | Cemetery - Interest Income - C&M          | (6,300)           | (5,679)              | (5,500)           |                       |
|             | <b>Total Cemetery</b>                     | <b>(29,100)</b>   | <b>(25,405)</b>      | <b>(26,500)</b>   |                       |
|             | <b>Social &amp; Family Services</b>       |                   |                      |                   |                       |
| 10-65-57020 | Trout Creek Seniors Hall                  | (1)               | -                    | (1)               |                       |
| 10-65-57030 | Legion-Revenue                            | (1)               | -                    | (1)               |                       |
|             | <b>Total Social &amp; Family Services</b> | <b>(2)</b>        | <b>-</b>             | <b>(2)</b>        |                       |
|             | <b>Recreation and Cultural Services</b>   |                   |                      |                   |                       |
| 10-55-52000 | Province of Ontario - Recreation          | (5,000)           | (14,236)             | (5,000)           | Canada Day grant      |

| ACCOUNT     | DESCRIPTION                                     | 2025 DRAFT BUDGET  | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget  | NOTES                                     |
|-------------|---|--------------------|----------------------|--------------------|---|
| 10-55-57490 | Recreation Activities                           | (20,000)           | (15,369)             | (16,000)           | soccer, tball, ball hockey                |
| 10-55-57500 | Park Rentals                                    | (1,000)            | (1,150)              | (1,000)            |   |
| 10-55-57510 | Pool Revenue                                    | (15,000)           | (20,683)             | (20,000)           |   |
| 10-55-57550 | Maple Syrup Festival                            | (35,900)           | (37,679)             | (28,215)           | per draft budget                          |
| 10-55-57570 | Donations                                       | (5,000)            | (31,458)             | (5,000)            |   |
|             | <b>Total Recreation &amp; Cultural Services</b> | <b>(81,900)</b>    | <b>(120,576)</b>     | <b>(75,215)</b>    |   |
|             |   |                    |                      |                    |   |
|             | <b>Trout Creek Community Centre</b>             |                    |                      |                    |   |
| 10-75-53700 | Ice Rentals                                     | (56,100)           | (67,610)             | (62,900)           |   |
| 10-75-53710 | Hall Rentals                                    | (4,700)            | (6,595)              | (6,500)            |   |
| 10-75-53740 | Canteen Proceeds-Downstairs                     | (500)              | (600)                | (500)              | rent                                      |
| 10-75-53750 | Sign Rentals                                    | (2,400)            | (1,800)              | (1,800)            |   |
| 10-75-53810 | Socials Revenue                                 | (20,000)           | (26,352)             | (23,100)           | TC carnival                               |
| 10-75-53815 | Bar Revenues                                    | (3,800)            | (6,666)              | (4,100)            | 3-year average                            |
|             | <b>Total TCCC Revenues</b>                      | <b>(87,500)</b>    | <b>(109,623)</b>     | <b>(98,900)</b>    |   |
|             |   |                    |                      |                    |   |
|             | <b>Sportsplex</b>                               |                    |                      |                    |   |
| 10-80-53700 | Ice Rentals                                     | (173,700)          | (189,622)            | (185,000)          |   |
| 10-80-53710 | Hall Rentals                                    | (1,300)            | (1,302)              | (1,300)            |   |
| 10-80-53720 | Booth Rental                                    | (500)              | (582)                | (500)              | candy machine royalties                   |
| 10-80-53830 | Other Revenues                                  | (32,000)           | (36,525)             | (33,000)           | canteen sales                             |
| 10-80-53850 | Curling Club                                    | (19,500)           | (19,520)             | (19,500)           |   |
| 10-80-53856 | Donations                                       | (100)              | -                    | (100)              |   |
| 10-80-53786 | Bar Revenue-Sportsplex                          | (19,200)           | (16,620)             | (21,000)           | 3-year average                            |
|             | <b>Total Sportsplex Revenues</b>                | <b>(246,300)</b>   | <b>(264,171)</b>     | <b>(260,400)</b>   |   |
|             |   |                    |                      |                    |   |
|             | <b>Planning &amp; Economic Development</b>      |                    |                      |                    |   |
| 10-70-58000 | Planning Fees                                   | (5,000)            | (11,780)             | (10,000)           | planning admin fees                       |
|             | <b>Total Planning and Economic Development</b>  | <b>(5,000)</b>     | <b>(11,780)</b>      | <b>(10,000)</b>    |   |
|             |   |                    |                      |                    |   |
|             | Total Non-Tax Operating Revenues                | (2,343,827)        | (2,626,479)          | (2,511,317)        |   |
|             | <b>TOTAL OPERATING REVENUES</b>                 | <b>(7,155,450)</b> | <b>(7,487,669)</b>   | <b>(7,622,354)</b> |   |
|             |   |                    |                      |                    |   |
|             | <b>General Government</b>                       |                    |                      |                    |   |
| 10-10-61000 | Council Salaries                                | 47,100             | 47,305               | 48,200             | per calculation                           |
| 10-10-61020 | Council - Other Expenses                        | 5,200              | 5,926                | 9,800              | mileage, courses, conference, phones, etc |
| 10-10-61030 | Donations                                       | 2,500              | 2,473                | 2,500              |   |
| 10-10-61040 | Elections                                       | -                  | -                    | 25,000             |   |
| 10-10-61050 | Advertising                                     | 5,000              | 1,653                | 2,500              |   |
| 10-10-61500 | Administration Salaries                         | 434,700            | 411,432              | 481,600            | per calculation                           |
| 10-10-61510 | Admin-Benefits                                  | 36,900             | 36,539               | 40,550             | per calculation                           |
| 10-10-61520 | Admin-RRSP/OMERS                                | 40,400             | 31,013               | 42,100             | per calculation                           |
| 10-10-61530 | Admin-Convention, Training                      | 6,100              | 3,653                | 7,400              |   |
| 10-10-61540 | Admin-Office Supplies, Copies                   | 11,200             | 10,410               | 11,300             |   |

| ACCOUNT                                  | DESCRIPTION                           | 2025 DRAFT BUDGET | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget | NOTES   |
|--|---------------------------------------|-------------------|----------------------|-------------------|---|
| 10-10-61545                              | Marriage Licencing & Officiating Exp. | 4,000             | 1,200                | 2,900             | cost of marriage licence forms                        |
| 10-10-61550                              | Admin-Telephones, cells, internet     | 3,900             | 3,438                | 4,400             | cell phones and internet                              |
| 10-10-61560                              | Admin-Audit & Legal                   | 44,600            | 29,823               | 41,100            |   |
| 10-10-61570                              | Admin-Computers                       | 97,700            | 104,517              | 98,700            | IT support, licensing fees                            |
| 10-10-61600                              | Admin-Postage/Courier/Copier          | 27,300            | 24,461               | 26,700            |   |
| 10-10-61610                              | Admin-Heat & Hydro                    | 10,800            | 14,677               | 15,300            | inflationary increase over actuals                    |
| 10-10-61640                              | Admin-Office & Equipment Maintenance  | 2,000             | 863                  | 4,000             |   |
| 10-10-61650                              | Admin-Insurance                       | 18,700            | 17,996               | 19,200            |   |
| 10-10-61660                              | Admin-Bank Charges & Interest         | 9,000             | 7,310                | 9,000             |   |
| 10-10-61670                              | Admin-Financial - Taxes Written Off   | 10,900            | 10,117               | 10,600            | Taxes on municipally-owned properties                 |
| 10-10-61675                              | Uncollectable Debt                    | 2,000             | -                    | 2,000             |   |
| 10-10-61690                              | MPAC                                  | 55,713            | 55,713               | 57,886            | per levy notification                                 |
| 10-10-61730                              | Memberships & Association Dues        | 5,500             | 4,336                | 4,500             | AMCTO, AMO, MFOA, etc.                                |
| 10-10-68410                              | B.I.A. - Material/Supplies            | 6,100             | 3,842                | 4,000             |   |
| <b>Total General Government Expenses</b> |                                       | <b>887,313</b>    | <b>828,651</b>       | <b>971,236</b>    |   |
| <b>250 Clark</b>                         |                                       |                   |                      |                   |   |
| 10-12-61500                              | 250 Clark-Labour                      | 103,700           | 118,365              | 100,100           |   |
| 10-12-61525                              | 250 Clark-Janitorial Expense          | 10,800            | 6,136                | 8,400             |   |
| 10-12-61641                              | 250 Clark-Building Maintenance        | 25,000            | 16,342               | 25,000            |   |
| 10-12-61650                              | 250 Clark-Insurance                   | 27,900            | 27,420               | 28,800            |   |
| 10-12-61753                              | 250 Clark-Utilities                   | 37,400            | 30,549               | 31,800            | inflationary increase over actuals                    |
| 10-12-61754                              | 250 Clark- Program Expenses           | 38,200            | 32,045               | 30,400            |   |
| 10-12-61755                              | 250 Clark-Sponsored Program Expenses  | 36,000            | 35,399               | 30,000            | Senior's Active Living Centre                         |
| 10-12-61757                              | Fitness Centre @ 250 Clark Expense    | 3,400             | 3,257                | 3,400             |   |
| 10-12-67510                              | GAP Program Labour                    | 22,500            | -                    | 23,400            |   |
| 10-12-67520                              | GAP Program Expense                   | 2,500             | 1,069                | 2,500             |   |
| <b>Total 250 Clark Expenses</b>          |                                       | <b>307,400</b>    | <b>270,582</b>       | <b>283,800</b>    |   |
| <b>Fire Department</b>                   |                                       |                   |                      |                   |   |
| 10-15-61500                              | Fire Wages                            | 150,800           | 156,439              | 161,500           | per detailed calculation. Includes 50% of PSO wages   |
| 10-15-62000                              | Fire Dept. - Answering Service        | 3,400             | 3,800                | 4,500             |   |
| 10-15-62010                              | Fire Dept.- Maintenance               | 58,600            | 68,522               | 65,400            |   |
| 10-15-62020                              | Fire Department - Insurance           | 35,100            | 35,486               | 37,200            |   |
| 10-15-62030                              | Fire Dept. - Trucks                   | 17,000            | 15,454               | 17,000            | fuel, repairs, licenses etc.                          |
| 10-15-62040                              | Fire Dept. - Equipment                | 28,100            | 13,934               | 44,000            | bunker gear, gloves, coveralls, lights, nozzles, foam |
| 10-15-62050                              | Fire Dept.- Gratuity/Wardens          | 52,175            | 52,179               | 53,175            |   |
| 10-15-62060                              | Fire Prevention                       | 3,000             | 2,049                | 3,000             |   |
| 10-15-62061                              | Fire Dept- Training                   | 10,000            | 6,613                | 15,000            |   |
| 10-15-62064                              | Fire Hydrants & Maintenance           | 15,000            | 4,319                | 15,000            | replace 3 hydrants                                    |
| <b>Total Fire Department Expenses</b>    |                                       | <b>373,175</b>    | <b>358,794</b>       | <b>415,775</b>    |   |

| ACCOUNT     | DESCRIPTION                               | 2025 DRAFT BUDGET | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget | NOTES   |
|-------------|---|-------------------|----------------------|-------------------|---|
|             | <b>Protection to Persons and Property</b> |                   |                      |                   |   |
| 10-50-62500 | Policing - OPP                            | 488,044           | 488,040              | 541,728           | per levy notification                                     |
| 10-50-62510 | Police Services Board                     | 9,000             | -                    | 5,200             |   |
| 10-50-62555 | 911 and Signage                           | 2,500             | 2,243                | 2,500             |   |
| 10-50-61500 | Emergency Management- CEMC                | 41,800            | 39,942               | 47,100            | per detailed calculation. 50% PSO                         |
| 10-50-62600 | Animal Control                            | 5,500             | (1,090)              | 5,500             |   |
| 10-50-62585 | By-Law/Property Standards Expense         | 4,900             | 4,421                | 3,900             |   |
| 10-45-62700 | Building Inspector                        | 139,100           | 139,277              | 145,600           | per detailed calculation                                  |
| 10-45-62710 | Building Inspector - Mat/Supplies         | 6,300             | 7,006                | 6,900             | training & conferences, forms, etc                        |
| 10-45-62715 | CBO/Office Vehicle Expense                | 3,500             | 1,043                | 3,500             | cbo/office vehicle-gas, maintenance                       |
|             | <b>Total Protection Expenses</b>          | <b>700,644</b>    | <b>680,882</b>       | <b>761,928</b>    |   |
|             | <b>Transportation Services</b>            |                   |                      |                   |   |
| 10-20-63000 | Street Lighting-Labour/Cont.Serv.         | 34,700            | 34,663               | -                 | contract ended Oct 2025                                   |
| 10-20-63010 | Street Lighting - Mat/Supplies            | 6,400             | 6,992                | 10,500            | contingency- contract ended                               |
| 10-20-63020 | Street Lighting - Power                   | 17,700            | 14,569               | 16,800            | inflationary increase over actuals                        |
| 10-20-63040 | Public Works - Training & Development     | 15,000            | 7,827                | 15,000            | incl health & safety training, driver training, OGRA, CRS |
| 10-20-61500 | Public Works - Labour Expenses            | 567,900           | 757,789              | 569,900           | per detailed calculation                                  |
| 10-20-63060 | Public Works - Mat/Supplies               | 77,600            | 85,655               | 83,500            | insurance, other miscellaneous                            |
| 10-20-63062 | Public Works Buildings Utilities          | 18,600            | 18,037               | 18,700            | inflationary increase over actuals                        |
| 10-20-63065 | Public Works Admin. Mat/Supplies          | 7,500             | 10,721               | 8,400             |   |
| 10-20-63070 | Public Works-Health and Safety supplies   | 6,300             | 3,071                | 4,000             |   |
| 10-20-63075 | Public Works- Fuel                        | 100,000           | 83,647               | 140,000           | increase due to pricing pressure                          |
| 10-20-63110 | Sidewalks - Mat/Supplies                  | 5,000             | 617                  | 5,000             | maintenance & rehabilitation                              |
| 10-20-63210 | Bridges & Culverts - Mat/Supplies         | 19,000            | 3,042                | 39,000            | replacement of culverts 17k, beaver trapping 2k; OSIM 20k |
| 10-20-63230 | Brushing - Materials/Supplies             | 19,000            | 2,745                | 19,000            | roadside mowing 8k, brushing 11k                          |
| 10-20-63270 | Roadside Maintenance - Mat/Supplies       | 23,500            | 15,067               | 16,500            | ditching, signage, other                                  |
| 10-20-63320 | Hardtop Maintenance - Mat/Supplies        | 59,000            | 52,116               | 69,800            | cold patching 25k, sweeping 45k                           |
| 10-20-63370 | Loose Top Maintenance-Mat/Supplies        | 143,300           | 129,026              | 139,700           | dust control, gravel stockpile                            |
| 10-20-63420 | Winter Control - Mat/Supplies             | 95,300            | 119,634              | 116,700           | salt, sand, plowing                                       |
| 10-20-63470 | Safety Devices/CN - Mat/Supplies          | 29,000            | 30,978               | 29,500            | reg monthly fees  |
| 10-20-63520 | 2011 Freightliner - Mat/Supplies          | 18,500            | 36,432               | 23,500            |   |
| 10-20-63540 | 2015 GMC 4X4 Truck -mat /supplies         | 4,500             | 3,338                | 5,000             |   |
| 10-20-63560 | 2013 Freightliner Truck - Mat/Supp        | 25,400            | 38,834               | 28,000            |   |
| 10-20-63580 | 2019 3/4 ton GMC-Mat/supp                 | 2,500             | 8,104                | 5,000             |   |
| 10-20-63600 | 2015 GMC Truck - Mat/Supp                 | 3,800             | 16,071               | 5,000             |   |
| 10-20-63626 | Backhoe-CAT 420-material/supplies         | 8,700             | 5,989                | 10,000            |   |
| 10-20-63640 | 96 Backhoe - Materials/Supplies           | 2,500             | 2,031                | 5,000             |   |
| 10-20-63660 | 22 Grader - Mat/Supplies                  | 11,000            | 11,972               | 13,000            |   |
| 10-20-63700 | Steamer - Materials/Supplies              | 1,500             | -                    | 1,500             |   |
| 10-20-63710 | Trackless - New - Material/Supplies       | 5,000             | 2,629                | 5,000             |   |
| 10-20-63720 | Trackless - Sidewalk Sander- Mat/Supplies | 19,800            | 15,744               | 16,000            |   |

| ACCOUNT                                   | DESCRIPTION                               | 2025 DRAFT BUDGET | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget | NOTES                                   |
|---|---|-------------------|----------------------|-------------------|---|
| 10-20-63740                               | Lawn Equipment - Material/Supplies        | 7,000             | 4,114                | 7,000             | needs new tires (~\$2,000)              |
| 10-20-63760                               | Other Equipment - Mat/Supplies            | 3,000             | 1,204                | 3,000             |   |
| 10-20-63780                               | 2014 Freightliner - Mat/Supplies          | 19,500            | 13,064               | 19,500            |   |
| 10-20-63820                               | Downtown - Materials/Supplies             | 1,000             | -                    | 1,000             |   |
| 10-50-63900                               | Crossing Guard - Labour / Benefits        | 5,200             | -                    | 5,300             |   |
| <b>Total Transportation Services</b>      |   | <b>1,383,700</b>  | <b>1,535,721</b>     | <b>1,454,800</b>  |   |
|   | <b>Environmental Services</b>             |                   |                      |                   |   |
| 10-50-64730                               | NB Mattawa Conservation Levy              | 417               | 393                  | 458               | per levy notification                   |
| 10-25-64810                               | Garbage Collection - Mat/Supplies         | 2,000             | 2,442                | 2,500             |   |
| 10-25-64830                               | Garbage Vehicle Expense                   | 17,800            | 12,540               | 17,000            |   |
| 10-25-64900                               | Waste Management - Labour                 | 144,300           | 127,704              | 157,600           |   |
| 10-25-64910                               | Landfill Site - Material/Supplies         | 53,000            | 31,116               | 44,500            | grinding, cover material, glass bin     |
| 10-25-64920                               | Landfill Site Equipment Expenses          | 40,100            | 17,549               | 32,300            | rental equipment costs                  |
| 10-20-63620                               | 710 Backhoe - Material/Supplies           | 23,000            | 6,568                | 1,000             | to be disposed of                       |
| 10-25-64930                               | Hazardous Waste                           | 5,524             | 5,524                | 6,985             | per levy notification                   |
| 10-25-64940                               | Recycling Program                         | 146,400           | 115,499              | 45,600            | commercial recycling- est \$5,700/month |
| 10-25-64965                               | Landfill Site Maintenance as per C of A   | 67,400            | 57,806               | 69,200            | Knight Plesold, SGS                     |
| <b>Total Environmental Services</b>       |   | <b>499,941</b>    | <b>377,141</b>       | <b>377,143</b>    |   |
|   | <b>Health Services</b>                    |                   |                      |                   |   |
| 10-60-65000                               | Health Unit                               | 116,465           | 116,465              | 121,010           | per levy notification                   |
| 10-60-65220                               | Land - Ambulance                          | 124,238           | 124,238              | 132,270           | per levy notification                   |
| 10-70-68045                               | Medical Centre - Powassan Town Square     | 81,700            | 78,320               | 80,800            |   |
| 10-60-65350                               | North Bay Regional Health Centre          | 37,359            | 37,359               | 37,359            | 2027 final year                         |
| 10-85-65110                               | Cemetery - Service Materials-Interment    | 7,800             | 1,424                | 7,800             |   |
| 10-85-65130                               | Cemetery- Maintenance Material            | 3,500             | 3,616                | 3,500             | tree removal, headstone maint.          |
| <b>Total Health Services</b>              |   | <b>371,062</b>    | <b>361,423</b>       | <b>382,739</b>    |   |
|   | <b>Social &amp; Family Services</b>       |                   |                      |                   |   |
| 10-60-66100                               | District Social Services DSSAB            | 163,330           | 163,330              | 173,589           | per levy notification                   |
| 10-60-66200                               | Eastholme - Levy                          | 131,332           | 131,332              | 135,280           | per levy notification                   |
| <b>Total Social &amp; Family Services</b> |   | <b>294,662</b>    | <b>294,662</b>       | <b>308,869</b>    |   |
|   | <b>Recreation &amp; Cultural Services</b> |                   |                      |                   |   |
| 10-55-67005                               | Playground Inspection Expense             | 500               | -                    | 500               |   |
| 10-55-67010                               | Parks - Material/Supplies                 | 15,100            | 19,373               | 17,900            |   |
| 10-55-67020                               | Parks - Canada Day                        | 5,000             | 6,810                | 5,000             |   |
| 10-55-67030                               | Playground Equipment                      | 1,000             | -                    | 1,000             | misc costs                              |
| 10-55-67100                               | Pool - Labour                             | 33,700            | 30,914               | 34,300            |   |
| 10-55-67110                               | Pool - Material and Supplies              | 15,000            | 10,252               | 12,000            |   |
| 10-55-67112                               | Pool Utilities                            | 14,600            | 6,278                | 14,100            | hydro, gas, water/sewer                 |
| 10-55-67115                               | Pool Chemicals                            | 5,000             | 41                   | 5,000             |   |
| 10-55-67210                               | Outdoor Rink - Materials/Supplies         | 1,000             | -                    | 1,000             |   |
| 10-55-67310                               | Beach - Material/Supplies                 | 1,000             | -                    | 1,000             |   |

| ACCOUNT     | DESCRIPTION                                     | 2025 DRAFT BUDGET | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget | NOTES                              |
|-------------|---|-------------------|----------------------|-------------------|------------------------------------|
| 10-55-67410 | S.H.C.C. Materials/Supplies                     | 6,700             | 6,546                | 6,700             | misc costs                         |
| 10-55-67500 | Recreation - Fund Raising                       | 500               | -                    | 500               |                                    |
| 10-55-67610 | Recreation - General Exp.- Mat/Supplies         | 500               | 430                  | 500               |                                    |
| 10-55-67650 | Recreation Buildings. - Repair & Maint          | 3,000             | -                    | 3,000             |                                    |
| 10-55-67920 | Recreation-Activities Expenses                  | 12,900            | 4,615                | 10,500            | soccer, tball, new years           |
| 10-65-66030 | TC Seniors Hall                                 | 2,700             | 3,070                | 3,100             | misc costs                         |
| 10-55-61052 | Maple Syrup Festival expenses                   | 41,475            | 24,813               | 28,250            | per draft budget                   |
| 10-65-67800 | Library Levy                                    | 141,617           | 141,617              | 139,280           | per draft budget at 60% cost share |
| 10-65-67680 | Legion Building Labour/Mat/Supplies             | 25,800            | 28,595               | 30,600            | insurance, gas, hydro              |
| 10-65-61725 | Municipal Logo Merchandise expense              | 1,000             | -                    | 2,000             |                                    |
|             | <b>Total Recreation &amp; Cultural Services</b> | <b>328,092</b>    | <b>283,355</b>       | <b>316,230</b>    |                                    |
|             |   |                   |                      |                   |                                    |
|             | <b>Trout Creek Community Centre</b>             |                   |                      |                   |                                    |
| 10-75-61500 | TCCC Salaries                                   | -                 | -                    | -                 | budgeted with Sportsplex           |
| 10-75-61510 | TCCC Benefits                                   | -                 | -                    | -                 |                                    |
| 10-75-61800 | Supplies  | 4,000             | 4,226                | 4,400             |                                    |
| 10-75-61820 | Maintenance                                     | 29,300            | 29,630               | 27,800            |                                    |
| 10-75-61610 | Hydro   | 35,800            | 39,137               | 40,700            |                                    |
| 10-75-61620 | Natural Gas                                     | 6,800             | 5,774                | 6,100             |                                    |
| 10-75-61550 | Telephone                                       | 3,300             | 3,529                | 3,500             |                                    |
| 10-75-61650 | TCCC Insurance                                  | 15,600            | 15,326               | 16,100            |                                    |
| 10-75-61840 | Socials Expense - Spring                        | 10,600            | 5,384                | 10,000            | carnival excl staff wages          |
| 10-75-61865 | Bar Expenses                                    | 5,000             | 3,177                | 5,000             |                                    |
| 10-75-61870 | Fees  | 1,000             | 321                  | 1,000             |                                    |
|             | <b>Total TCCC Expenses</b>                      | <b>111,400</b>    | <b>106,503</b>       | <b>114,600</b>    |                                    |
|             |   |                   |                      |                   |                                    |
|             | <b>Sportsplex</b>                               |                   |                      |                   |                                    |
| 10-80-61500 | Salaries  | 317,700           | 273,155              | 329,900           |                                    |
| 10-80-61510 | Benefits  | 11,400            | 11,028               | 20,100            |                                    |
| 10-80-61910 | Clothing Allowance                              | 1,000             | 70                   | 1,000             |                                    |
| 10-80-61610 | Hydro   | 119,600           | 93,850               | 115,000           |                                    |
| 10-80-61620 | Heat-Natural Gas                                | 22,100            | 17,548               | 22,000            |                                    |
| 10-80-61850 | Canteen- Supplies                               | 14,500            | 12,188               | 15,500            |                                    |
| 10-80-61920 | Water and Sewer                                 | 8,800             | 6,631                | 8,300             |                                    |
| 10-80-61930 | Zamboni-Repairs & Maintenance                   | 14,800            | 17,031               | 13,800            |                                    |
| 10-80-61940 | Equipment Repairs and Maintenance               | 26,500            | 8,744                | 25,000            |                                    |
| 10-80-61945 | Equipment Supplies                              | 1,000             | 583                  | 1,000             |                                    |
| 10-80-61950 | Building-Repairs and Maintenance                | 45,000            | 29,251               | 45,000            |                                    |
| 10-80-61960 | Building-Supplies                               | 5,000             | 8,941                | 5,000             |                                    |
| 10-80-61650 | Insurance                                       | 33,900            | 33,254               | 34,900            |                                    |
| 10-80-61970 | Mat Rentals                                     | 600               | 375                  | 600               |                                    |
| 10-80-61982 | Bar supplies /expenses                          | 13,500            | 5,535                | 13,000            |                                    |
| 10-80-61550 | Telephone                                       | 250               | 229                  | 250               |                                    |
| 10-80-61555 | Office Expenses                                 | 4,000             | 3,318                | 3,500             |                                    |
| 10-80-61985 | Staff training                                  | 4,300             | 700                  | 3,000             |                                    |

| ACCOUNT   | DESCRIPTION                                     | 2025 DRAFT BUDGET | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget | NOTES   |
|---|---|-------------------|----------------------|-------------------|---|
| Total Sportsplex Expenses                           |   | 643,950           | 522,448              | 656,850           |   |
|   | <b>Planning &amp; Economic Development</b>      |                   |                      |                   |   |
| 10-70-68005   | Planning Consultants                            | 10,000            | 10,844               | 12,000            |   |
| 10-70-68010   | Planning & Development - Mat/Supp               | 18,200            | 17,667               | 18,600            | CGIS \$17,600; public notices, training, other misc \$1,000           |
| 10-70-68020   | Green Plan                                      | 321               | 321                  | 336               | LAS Energy Planning tool  |
| <b>Total Planning &amp; Economic Development</b>    |   | <b>28,521</b>     | <b>28,831</b>        | <b>30,936</b>     |   |
|   | <b>Debt Repayment</b>                           |                   |                      |                   |   |
| 10-10-61875   | Term Loan- Principal                            | 71,424            | 71,424               | 71,424            | Final payment October 2028  |
| 10-10-61876   | Term Loan- Interest                             | 13,742            | 13,272               | 9,247             |   |
| 10-10-61775   | OSIFA Capital Loan Principal                    | 90,217            | 90,217               | 92,222            | Final payment 2036  |
| 10-10-61780   | OSIFA Capital Loan Interest                     | 25,838            | 26,582               | 23,817            |   |
| 10-12-61756   | 250 Clark Loan Payments- Principal              | 61,105            | 61,104               | 62,720            | Final payment 2048  |
| 10-10-61751   | 250 Clark Loan Payments- Interest               | 71,568            | 71,400               | 67,415            |   |
| 10-15-62072   | Fire Hall Loan Payment- Principal               | 36,300            | 36,301               | 37,470            | Final payment 2048  |
| 10-15-62073   | Fire Hall Loan Payment- Interest                | 45,794            | 46,000               | 43,981            |   |
| 10-15-62075   | Fire Rescue Loan- Principal                     | 30,000            | 30,000               | 17,500            | Final payment July 2026   |
| 10-15-62076   | Fire Rescue Loan- Interest                      | 2,093             | 1,957                | 347               |   |
| 10-20-63815   | 2022 Grader Loan Principal                      | 56,707            | 56,747               | 60,324            | Final payment September 2029  |
| 10-20-63816   | 2022 Grader Loan Interest                       | 17,224            | 17,185               | 13,607            |   |
| 10-25-64880   | Compactor Loan- Principal                       | 19,762            | 19,762               | 8,234             | Final payment May 2026  |
| 10-25-64885   | Compactor Loan- Interest                        | 1,174             | 1,087                | 122               |   |
| <b>Total Debt Repayment</b>                         |   | <b>542,948</b>    | <b>543,038</b>       | <b>508,430</b>    |   |
|   | <b>Operating Reserve Transfers</b>              |                   |                      |                   |   |
| 10-10-63875   | Transfer to Reserve - Election                  | 6,250             | 6,250                | -                 | election year- restart in 2027  |
| 10-10-61700   | Transfer to Reserve - Operating Contingency     | 8,200             | 8,200                | 8,400             | per reserve fund policy   |
| 10-20-63885   | Transfer to Reserve - Accrued Pit Closure Costs | 1,288             | 1,288                | 1,320             |   |
| 10-20-63880   | Transfer to Reserve - Infrastructure Renewal    | 52,100            | 52,900               | 97,600            | 2% of rental revenues plus 90,000 re: Hummel Bridge replacement       |
| 10-20-63865   | Transfer to Reserve - Water Loan Repayment      | 75,000            | 75,000               | 100,000           |   |
| 10-25-64950   | Landfill - Accrued Closure Costs                | -                 | -                    | -                 | cost TBD  |
| <b>Total Operating Reserve Transfers</b>            |   | <b>142,838</b>    | <b>143,638</b>       | <b>207,320</b>    |   |
| <b>TOTAL OPERATING EXPENDITURES</b>                 |   | <b>6,615,646</b>  | <b>6,335,669</b>     | <b>6,790,656</b>  |   |
| <b>NET OPERATING REVENUE- AVAILABLE FOR CAPITAL</b> |   | <b>(539,804)</b>  | <b>(1,152,000)</b>   | <b>(831,698)</b>  |   |
|   | <b>Capital Revenues</b>                         |                   |                      |                   |   |
| 10-10-99999   | Prior Year Deficit (Surplus)                    | -                 | -                    | -                 |   |
| 10-10-51950   | Province of Ontario                             | (586,600)         | (108,273)            | (474,325)         | OCIF 232,900; PPRP 38,000; OTF SEED 60,200; NOHFC 98,025; EASE 45,200 |

| ACCOUNT                       | DESCRIPTION                               | 2025 DRAFT BUDGET  | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget  | NOTES   |
|-------------------------------|---|--------------------|----------------------|--------------------|---|
| 10-10-52025                   | Federal Grants                            | (91,525)           | (4,816)              | (24,950)           | EAF 24,950  |
| 10-10-53525                   | Insurance Proceeds                        | (31,300)           | (18,716)             | -                  |   |
| 10-20-52040                   | Federal Grants - Infrastructure-Gas Tax   | (316,100)          | (242,038)            | (432,000)          | O'Connor Line Culvert; Clark Street   |
| 10-20-55520                   | Transfer From Reserve - PW Equipment      | -                  | -                    | (155,000)          | 2025 reserve transfer re: tandem plow   |
| 10-10-54060                   | Sale of Equipment                         | -                  | -                    | (10,000)           | surplus tandem plow   |
| 10-15-53035                   | Fire Grant/Donations                      | (33,400)           | (16,823)             | (36,200)           | Fire Protection Grant   |
| <b>Total Capital Revenues</b> |   | <b>(1,058,925)</b> | <b>(390,666)</b>     | <b>(1,132,475)</b> |   |
|                               | <b>Capital Projects</b>                   |                    |                      |                    |   |
| 10-10-61580                   | Admin-Asset Management Program            | -                  | -                    | 40,000             | Updated AMP per O.Reg 588/17  |
| 10-10-61680                   | Admin-Office Capital                      | 57,100             | 11,580               | 44,800             | replace PCs, server, switches; new website  |
| 10-10-61685                   | Reorganization Expenses                   | -                  | -                    | -                  |   |
| 10-70-68140                   | Official Plan Development                 | 5,900              | 2,900                | 24,900             | zoning by-law update per estimate received  |
|                               | <b>250 Clark</b>                          |                    |                      |                    |   |
| 10-12-61680                   | 250 Clark-Building Capital                | 73,900             | 19,400               | 24,950             | stairlift replacement   |
| 10-12-61758                   | Fitness Centre- Equipment Capital         | -                  | -                    | 5,300              | Vision VF pec fly/rear delt   |
|                               | <b>Fire Department</b>                    |                    |                      |                    |   |
| 10-15-62070                   | Capital - Fire Department                 | 79,300             | 130,017              | 46,200             | Station 2 repairs (fire protection grant); roof repairs                               |
|                               | <b>Transportation</b>                     |                    |                      |                    |   |
| 10-20-63080                   | Public Works - Reports and Studies        | -                  | -                    | 16,800             | Road Needs Study  |
| 10-20-63240                   | Capital- Bridges & Culverts               | 60,300             | -                    | 60,300             | Hummel Bridge engineering   |
| 10-20-63375                   | Loose Top Maintenance- Gravel Resurfacing | -                  | -                    | -                  |   |
| 10-20-63790                   | Equipment - Capital Purchases             | -                  | -                    | 714,600            | Plow truck; pickup; backhoe   |
| 10-20-63860                   | Capital - Materials/Supplies              | -                  | 4,093                | 352,600            | Clark Street resurfacing  |
| 10-20-63895                   | Capital-Gas Tax Projects                  | 450,000            | 403,259              | 250,000            | O'Connor Line Culvert   |
|                               | <b>Environmental Services</b>             |                    |                      |                    |   |
| 10-25-64840                   | Garbage - Capital                         | -                  | -                    | -                  |   |
| 10-25-64860                   | Landfill- Capital                         | -                  | -                    | -                  |   |
|                               | <b>Recreation Services</b>                |                    |                      |                    |   |
| 10-55-67900                   | Recreation-Major Projects                 | 615,900            | 355,094              | 286,600            | EASE 49,700; SHCC 130,700; TC swingset 10,200; Rec Master Plan 70,000; netting 26,000 |
| 10-75-61880                   | TCCC Capital                              | 55,000             | 24,650               | 30,000             | engineering; other misc capital   |
| 10-80-61880                   | Sportsplex Capital                        | 30,000             | 8,643                | 37,900             | upgrade to LED lights   |
| <b>Total Capital Projects</b> |   | <b>1,427,400</b>   | <b>959,636</b>       | <b>1,934,950</b>   |   |
|                               | <b>Net Reserve Transfers</b>              |                    |                      |                    |   |
| 10-15-62080                   | Fire Dept.- Transfer to Reserve           |                    |                      |                    |   |

| ACCOUNT                         | DESCRIPTION                                  | 2025 DRAFT BUDGET | 2025 YTD (PRE-AUDIT) | 2026 Draft Budget | NOTES                             |
|---------------------------------|--|-------------------|----------------------|-------------------|-----------------------------------|
| 10-10-61710                     | Transfer to Reserve - Working Capital        | 16,329            | 16,329               | 19,223            | budget balancing figure           |
| 10-10-61700                     | Transfer for Reserve - Operating Contingency | -                 | -                    | -                 |                                   |
| 10-20-63880                     | Transfer to Reserve - Infrastructure Renewal | 155,000           | 155,000              | 10,000            | proceeds from sale of tandem plow |
| <b>Total Reserve Transfers</b>  |  | <b>171,329</b>    | <b>171,329</b>       | <b>29,223</b>     |                                   |
|                                 |  |                   |                      |                   |                                   |
|                                 |  |                   |                      |                   |                                   |
| <b>NET CAPITAL EXPENDITURES</b> |  | <b>539,804</b>    | <b>740,299</b>       | <b>831,698</b>    |                                   |
|                                 |  |                   |                      |                   |                                   |
| <b>BALANCE</b>                  |  | <b>-</b>          | <b>(411,701)</b>     | <b>0</b>          |                                   |

## Water & Sewer Draft Budget 2026

|  | 2023 Actual       | 2024 Actual       | 2025 Budget       | 2025 YTD (12/31)  | 2026 DRAFT BUDGET |                                      |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------------|
| <b>Sewer - Revenue</b>                         |                   |                   |                   |                   |                   |                                      |
| 10-40-56050 Sewer Rates                        | 189,420.45        | 196,754.02        | 196,500.00        | 198,917.92        | 202,900.00        | 2% rate increase                     |
| 10-40-56080 Sewer Penalties                    | 2,018.81          | 3,422.33          | 3,600.00          | 4,539.09          | 4,050.00          | 9.1% of arrears collected as penalty |
| 10-40-56090 Sewer Transfer from Reserve        | -                 | -                 | 42,149.67         | -                 | -                 |                                      |
| <b>Total Sewer Revenue</b>                     | <b>191,439.26</b> | <b>200,176.35</b> | <b>242,249.67</b> | <b>203,457.01</b> | <b>206,950.00</b> |                                      |
|  |                   |                   |                   |                   |                   |                                      |
| <b>Sewer - Expenses</b>                        |                   |                   |                   |                   |                   |                                      |
|  |                   |                   |                   |                   |                   |                                      |
| 10-40-64000 Admin - Labour                     | 5,300.00          | 6,093.51          | 9,030.00          | 5,430.70          | 9,015.00          |                                      |
| 10-40-64010 Admin Material and Supplies        | 13,689.80         | 14,727.66         | 15,950.00         | 15,603.02         | 16,400.00         | insurance                            |
| 10-40-64020 Transfer to Reserves               | 48,322.74         | 6,322.31          | -                 | -                 | 32,009.00         |                                      |
| 10-40-64110 Pumphouse Material and Supplies    | 2,204.85          | 973.39            | 3,000.00          | 5,743.69          | 5,000.00          |                                      |
| 10-40-64120 OCWA                               | 69,308.00         | 72,529.00         | 71,864.00         | 59,886.70         | 73,301.00         |                                      |
| 10-40-64130 Distribution Labour                | 7,860.00          | 12,687.31         | 20,400.00         | 17,167.52         | 21,225.00         |                                      |
| 10-40-64140 Distribution Material and Supplies | 10,227.65         | 52,327.01         | 30,000.00         | 13,423.06         | 30,000.00         |                                      |
| 10-40-64320 Special Projects                   | -                 | -                 | 1,000.00          | 100.00            | 1,000.00          |                                      |
| 10-40-64310 Capital Material and Supplies      | -                 | -                 | 56,500.00         | 4,752.45          | 19,000.00         | wet well 19k                         |
| 10-40-64350 Loan Payment Interest              | 3,229.94          | 1,993.80          | 709.23            | 986.62            | -                 | repaid in 2025                       |
| 10-40-64355 Loan Payment Principal             | 31,296.28         | 32,522.36         | 33,796.44         | 33,796.43         | -                 |                                      |
|  |                   |                   |                   |                   |                   |                                      |
| <b>Total Sewer Expenses</b>                    | <b>191,439.26</b> | <b>200,176.35</b> | <b>242,249.67</b> | <b>156,890.19</b> | <b>206,950.00</b> |                                      |
|  |                   |                   |                   |                   |                   |                                      |
|  |                   |                   |                   |                   |                   |                                      |
| <b>Water - Revenue</b>                         |                   |                   |                   |                   |                   |                                      |
| 10-30-52015 Provincial Grant                   | -                 | 41,456.12         | -                 | -                 | -                 |                                      |
| 10-30-56005 Water Rates                        | 415,088.74        | 427,449.78        | 434,800.00        | 431,624.71        | 440,200.00        | 2% rate increase                     |
| 10-30-56030 Transfer From Reserves             | -                 | 17,267.22         | -                 | -                 | -                 |                                      |
| 10-30-56040 Water Penalties                    | 3,028.22          | 5,133.50          | 5,400.00          | 6,808.64          | 6,075.00          | 9.1% of arrears collected as penalty |
|  |                   |                   |                   |                   |                   |                                      |
| <b>Water Revenue</b>                           | <b>418,116.96</b> | <b>491,306.62</b> | <b>440,200.00</b> | <b>438,433.35</b> | <b>446,275.00</b> |                                      |
|  |                   |                   |                   |                   |                   |                                      |
|  |                   |                   |                   |                   |                   |                                      |
| <b>Total Water and Sewer Revenue</b>           | <b>609,556.22</b> | <b>691,482.97</b> | <b>682,449.67</b> | <b>641,890.36</b> | <b>653,225.00</b> |                                      |
|  |                   |                   |                   |                   |                   |                                      |
| <b>Water - Expenses</b>                        |                   |                   |                   |                   |                   |                                      |
|  |                   |                   |                   |                   |                   |                                      |
| 10-30-64400 Admin - Labour                     | 12,400.00         | 14,218.20         | 21,070.00         | 12,671.63         | 21,035.00         |                                      |
| 10-30-64410 Admin Material and Supplies        | 25,038.64         | 26,936.88         | 30,950.00         | 30,962.56         | 32,500.00         | insurance                            |
| 10-30-64430 Transfer to Reserves               | 8,682.98          | -                 | 8,098.33          | -                 | 145,227.00        |                                      |

|             |                                     |                   |                   |                   |                   |                   |  |
|-------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|
| 10-30-64440 | Personnel Training                  | 1,038.00          | 344.40            | 1,500.00          | -                 | 1,500.00          |  |
| 10-30-64510 | Pumphouse Material and Supplies     | 21,241.72         | 18,407.38         | 25,000.00         | 20,665.25         | 25,000.00         |  |
| 10-30-64520 | Distribution Labour                 | 18,340.00         | 29,603.73         | 47,600.00         | 40,057.54         | 49,525.00         |  |
| 10-30-64530 | Distribution Materials and Supplies | 22,708.35         | 34,392.11         | 30,000.00         | 45,496.15         | 35,000.00         |  |
| 10-30-64720 | OCWA Agency Operations              | 115,021.14        | 122,868.04        | 121,459.00        | 109,781.77        | 123,888.00        |  |
| 10-30-64715 | Capital Material and Supplies       | 10,684.80         | 88,850.32         | 10,000.00         | 3,129.21          | 12,600.00         | chlorine analyzer, valves, reservoir building (per OCWA) |
| 10-30-64750 | Meter Capital Expenditure           | 44,856.46         | 17,620.95         | 6,500.00          | -                 | -                 | completed in 2025  |
| 10-30-64760 | Loan Payment Interest               | 12,919.74         | 7,975.19          | 2,836.93          | 3,946.50          | -                 |  |
| 10-30-64765 | Loan Payment Principal              | 125,185.13        | 130,089.42        | 135,185.74        | 135,185.75        | -                 | repaid in 2025   |
|             | <b>Total Water Expenses</b>         | <b>418,116.96</b> | <b>491,306.62</b> | <b>440,200.00</b> | <b>401,896.36</b> | <b>446,275.00</b> |  |

Total Water and Sewer Expenses

Total Water and Sewer Revenues

609,556.22  
609,556.22

691,482.97  
691,482.97

682,449.67  
682,449.67

558,786.55  
641,890.36

653,225.00  
653,225.00

## MEMO

To: Council  
From: Protective Services Official, M. Peddle  
Re: Update to Kennel Licenses and Animal Bylaw

---

### **RECOMMENDATION:**

That this report regarding an update to kennel licenses and the Animal Bylaw (Bylaw 2025-14) be received; and,

FURTHER that staff be directed to bring the Bylaw amendments back to the next Regular Meeting of Council for adoption.

### **ANALYSIS:**

The previous version of the kennel license application was last updated in 2016, now ten years ago, and was lacking fields for information that is vital to the issuance of the kennel license. A review of the applicable Bylaw (Bylaw 2025-14) was also conducted, and it was found that there is currently no enforcement ability regarding kennels.

### **DISCUSSION:**

The kennel licence application draft attached was designed based on the kennel licence applications of various municipalities with regulations similar to ours. The major changes to this application draft are fields to indicate the maximum number of dogs allowed at the kennel, and the type of kennel being operated. This addition is necessary as the fee for the application is based on the maximum number of dogs allowed at the kennel, and the information is also invaluable when deciding to move forward with the application. Additionally, two more required submissions were added. Applicants will be required to provide proof of valid business insurance, and a site plan along with their application. This will ensure that all kennels are being operated legally, professionally, and in compliance with our zoning and Bylaw standards.

The drafted amendment to Bylaw 2025-14 is solely to address the lack of enforcement options regarding kennels. The Bylaw already contains regulations and provisions stating what the infractions are, however, no Provincial Offence Fine was set. The purpose of creating this set fine is to provide the Municipality with support for enforcing the Bylaw and to aid in generating voluntary compliance.

**SCHEDULE "C"**  
**To BYLAW #2025-14**

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

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**  
**PROVINCIAL OFFENCES FINES**  
**BYLAW # 2025-14**

| <b>Item</b> | <b>COLUMN 1<br/>Short Form Wording</b>   | <b>COLUMN 2<br/>Provision<br/>Creating or<br/>Defining Offence</b> | <b>COLUMN 3<br/>Set Fine</b> |
|-------------|--|--|------------------------------|
| 11          | Operate a kennel without a valid license | 11.3   | \$500.00                     |

### Kennel Licence Application

|                               |                         |
|-------------------------------|-------------------------|
| <b>Business Name</b>          | <b>Application Date</b> |
| <b>Address of Kennel</b>      |                         |
| <b>Business Phone Number</b>  |                         |
| <b>Hours of Operation</b>     |                         |
| <b>Maximum Number of Dogs</b> |                         |

|                               |                                |
|-------------------------------|--------------------------------|
| <b>Applicant Name</b>         |                                |
| <b>Applicant Home Address</b> |                                |
| <b>Applicant Phone Number</b> | <b>Applicant Email Address</b> |

Have you previously had a Kennel Licence?      Yes                       No

Type of Kennel       Boarding Kennel                       Breeding Kennel

**Required Submissions**

- Proof of valid business insurance
- Application fee – as per Municipality of Powassan Bylaw 2025-14
- Site Plan (drawing showing all buildings including the use of all buildings on the property and the setbacks to all property lot lines)
- Letter of consent from property owner (If property owner is not the applicant)

I solemnly declare that to the best of my knowledge, the above information is true and complete in all respects.

\_\_\_\_\_ **Signature of Applicant**

**Note:** Prior to the issuance of a Kennel Licence:

1. The application must first be approved by the Municipality of Powassan
2. The site plan must be approved Zoning regulations and comply with the Zoning Bylaw
3. A site inspection will be completed at the location of the kennel by the Protective Services Official

All Licences expire December 31<sup>st</sup> of each year and must be renewed annually.

All information, including Personal Information, collected by the Municipality of Powassan is done so under the authority of the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act, each as amended and will be used for the administration of the Municipality's Protective Services Department. Questions about the collection of this personal information should be directed to [clerk@powassan.net](mailto:clerk@powassan.net).

**Planning Report – TOMASILLI, Plan 57, Block 7, PT Lot 25; PT LT 16 CON 12 HIMSWORTH, POWASSAN, (Civic Address: 81 King Street), in the Municipality of Powassan**

**Introduction – Proposal Description**

A Zoning By-law Amendment application has been submitted to rezone the subject lands from Village Residential One (RV1) to Village Commercial One (CV1) to permit a commercial use, the application specifically notes a “not for profit retail store” that will operate out of the existing building.

**Location and Lot Description**

The subject lands are known municipally as 81 King Street, Powassan and are legally described as Plan 57, Block 7, Part of Lot 25; Part of Lot 16, Concession 12 in the former geographic township of Himsworth, in the Municipality of Powassan. The subject lands are on the southwest corner of King Street and Edward Street. The lands are approximately 915 m<sup>2</sup> in size with approximately 45 m of frontage on King Street and approximately 20 m along Edward Street. The application notes that no new buildings will be constructed and the commercial use will occur in the existing buildings. A property sketch was not included as part of the application confirming building size, setbacks, or proposed parking. Multiple attempts by staff were made to acquire a site sketch and further information has been received to date. The location of the subject lands is shown in [Figure 1](#).

The property has an existing converted residential dwelling and detached garage. The application indicates the building was converted to a residential use about 2 years ago. Communication with staff identify the building as the site of a former senior club and prior to that it was a municipal building. Despite the previous uses, it appears the property has always been zoned Village Residential (RV1). On Monday March 23, 2026, the Chief Building Officer (CBO) was able to confirm the size of the main floor is approximately 2340 ft<sup>2</sup> (± 217.4 m<sup>2</sup>).

The current 2003 Official Plan designates the property as being part of the Powassan Settlement Area and specifically “Downtown Area” on Schedule C. The 2025 adopted Official Plan identifies the subject property as “Residential Area” on the adopted Schedule D.

**FIGURE 1. GENERAL LOCATION MAP**



### **Provincial Planning Statement, 2024**

The subject lands are considered Settlement Area where these “areas shall be the focus of growth and development.” Section 2.3.2 states:

*Land use patterns within settlement areas should be based on densities and a mix of land uses which:*

- a) efficiently use land and resources;*
- b) optimize existing and planned infrastructure and public service facilities;*
- c) support active transportation;*
- d) are transit-supportive, as appropriate; and e) are freight-supportive.*

Both residential and commercial uses would be supported uses in the Settlement Area of Powassan.

Section 2.8 of the PPS is policy relating to “Employment” where Section 2.8.1 says:

*Planning authorities shall promote economic development and competitiveness by:*

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;*

- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;*
- c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;*
- d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities;*  
*and*
- e) addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land use*

The proposed zoning amendment has been reviewed against the applicable policies within the 2024 PPS and is consistent.

### **Growth Plan for Northern Ontario, 2011**

The Growth Plan for Northern Ontario is a 25-year plan that provides guidance to align provincial decision-making and investment for economic and population growth in Northern Ontario. The proposed amendment is consistent with the applicable policies of the Growth Plan.

### **Municipality of Powassan Official Plan, October 2003**

The subject property is in the Powassan Urban Service Area on 'Schedule C' in the Downtown land use designation, shown in [Figure 2](#). No additional constraints have been identified from the desktop review.

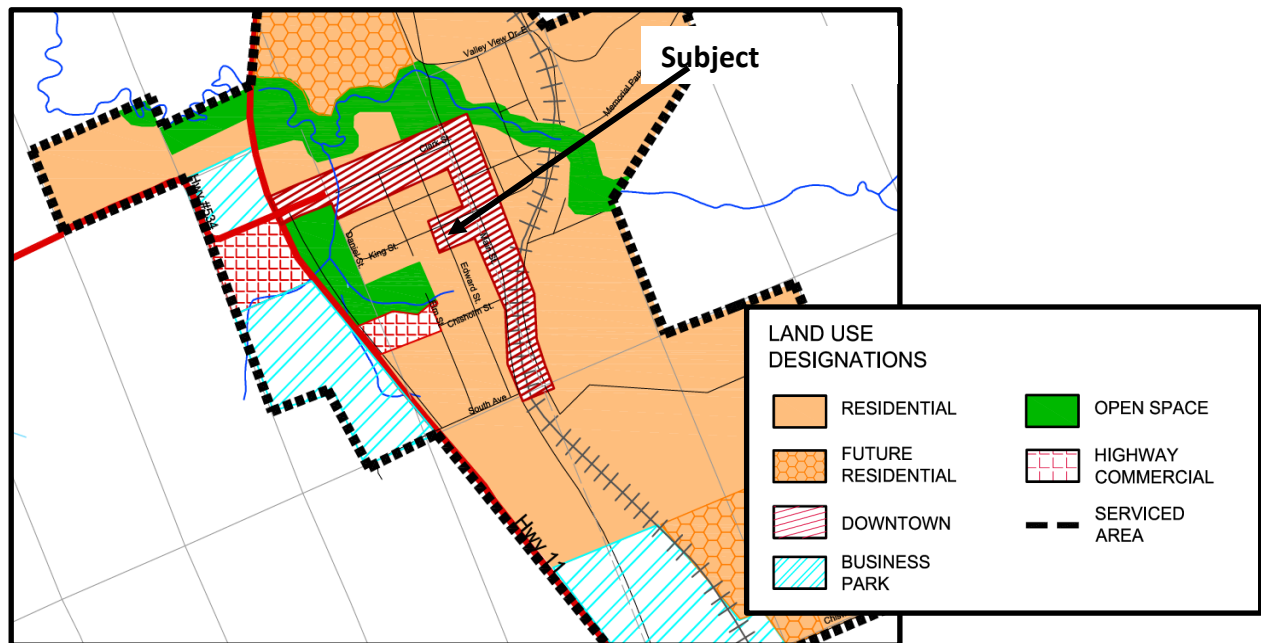
Section 5.1.2 identifies the permitted uses of the Powassan Urban Service Area that would permit a "range of residential, commercial and institutional uses." Additionally, the subject property is also within the Downtown Designation where Section 5.4.1 states:

*A wide range of commercial, institutional and residential uses shall be encouraged within the Downtown Designation. These uses can occur as a single use in a single building or as mixed uses within a building.*

*Small scale commercial uses that service the Community are encouraged to locate in the Downtown designation. New commercial uses may be established through redevelopment of existing residential uses.*

*Commercial uses should develop on the ground level. Residential uses, including special need uses and multi-unit residences will be encouraged to located on the upper floors provided that adequate access and parking can be provided.*

**FIGURE 2. OFFICIAL PLAN DOWNTOWN DESIGNATION (2003)**



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

### **Municipality of Powassan Adopted Official Plan, September 2025**

The subject property continues to be in the Powassan Urban Service Area now on 'Schedule D.' The Downtown land use designation has been adjusted and now ends at Edward Street and identifies the property as being part of the Residential land use designation, shown in [Figure 3](#).

Section 5.1.2 identifies the permitted uses of the Powassan Urban Service Area that would permit:

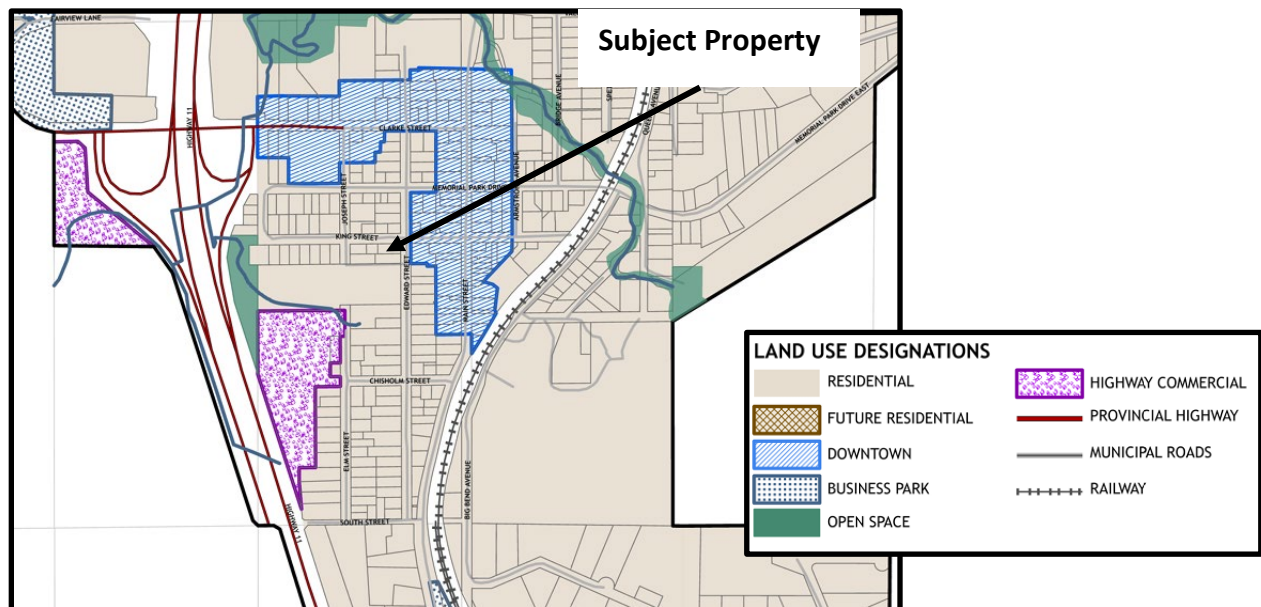
*A large range of residential, commercial, mixed-use, governmental, and institutional uses shall be permitted in the Urban Service Area. In considering these uses Council shall*

*ensure that the primary residential character of any neighbourhood is maintained and that the impacts associated with a non-residential development are compatible with surrounding land uses.*

The property is no longer within the Downtown Designation and now proposed as Residential where Section 5.3.1 would permit:

*A mix of residential and institutional community uses are encouraged within the residential area in both the urban serviced and settlement areas. A range of housing types and tenures should be developed to meet the needs of present and future inhabitants while being compatible in scale and density with the existing residential uses.*

**FIGURE 3. OFFICIAL PLAN RESIDENTIAL DESIGNATION (2025)**



Section 4.17 of the adopted Official Plan is policy related to Land Use Capacity that states:

*Whenever a change in land use is proposed, through any application made under the Planning Act, consideration shall be given to the effect of the proposed use on existing land uses. Where there are potential compatibility concerns, Council will only approve the development when it is satisfied that compatibility issues have been adequately addressed.*

Section 11 is policy of the Plan for interpretation where Section 11.1 states:

*It is intended that the boundaries of the Land Use categories shown on Schedule 'A', 'C' or 'D' of this Plan, shall be considered as general only, and are not intended to define the exact limits of such areas except in the case of roads, railways, and other physical barriers that provide definitive boundaries. Minor adjustments may be made to these boundaries for the purpose of any Zoning By-law without necessitating an amendment to this Plan. Other than minor adjustments, no areas or zones, except as provided in this Plan, shall be created that do not conform with this Plan.*

While Land Use Designations are intended as general area and not defined as exact limits, it also states that “*except in case of roads... that provide definitive boundaries.*”

Looking at the existing neighbourhood, the property does appear to be at a major intersection with a commercial use permitted on King Street and Edward Street on the northeast and southeast corners. Residential uses are permitted on the northwest corner, and residential lots abut the property to the south and west. The proposed commercial use could be considered compatible given the location and surrounding uses.

### **Zoning By-law 2003-38**

The subject lands are currently zoned Village Residential One (RV1) on Schedule B of the Zoning By-law and shown in [Figure 4](#). The proposed Zoning By-law Amendment will rezone the property from Village Residential One (RV1) to Village Commercial One (CV1).

As previously discussed, the property has been historically used for an institutional use until it was converted to a residential dwelling a few years ago. The proposed commercial use is compatible with land uses directly east of Edward Street where a commercial use is permitted.

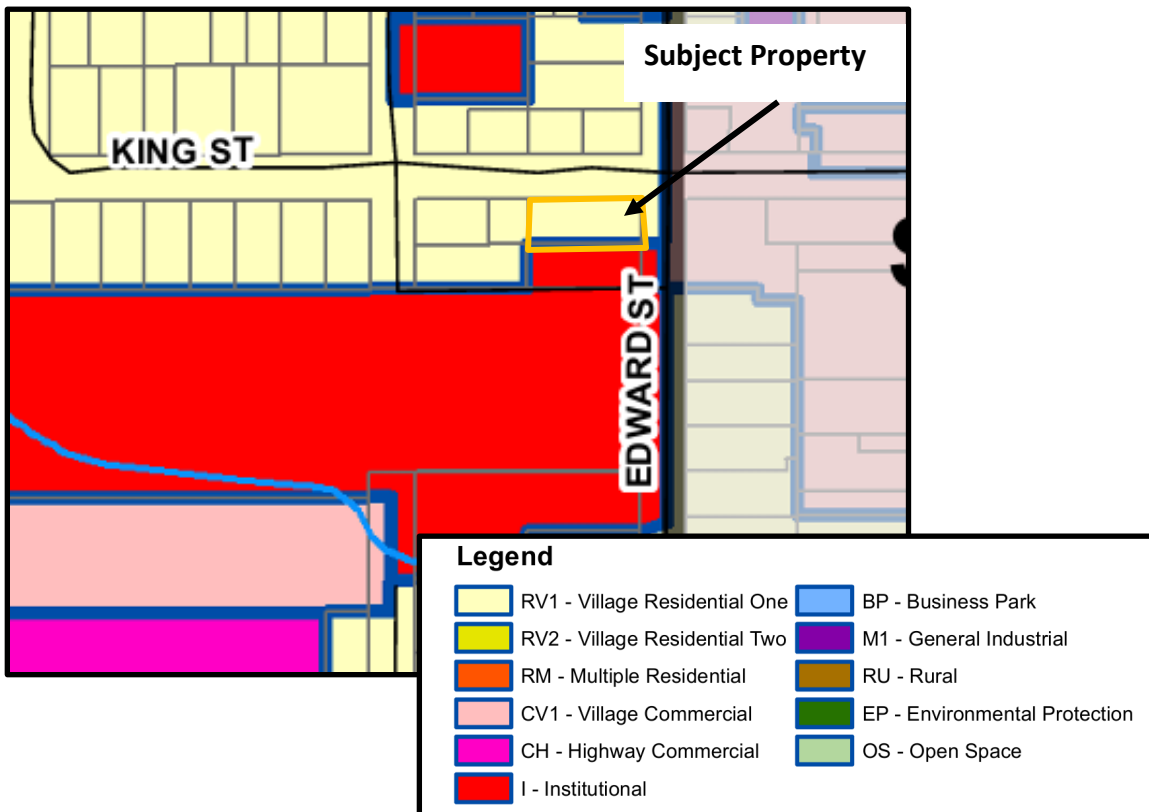
Several attempts were made by staff requesting a detailed property sketch. The applicant did forward a marked-up drawing, all the required details as set out by the application were not included. [Figure 5](#) is the property sketch as submitted by the applicant. As indicated, there are no new buildings or structures being proposed and setbacks, building heights and coverage would remain unchanged. Based on a desktop review, it is my opinion that the buildings are legal non-complying structures and the Zoning By-law does not prohibit a change in use. The application proposes to rezone the property to the Village Commercial One (CV1) Zone where a retail store would be permitted, and no setbacks are required for the use as indicated in Section 4.6.2.

Section 3.21 does require a change in use to meet the parking provisions of the new uses where:

*f) Additions to or Changes in, the Use of Existing Buildings and Structures*

*The parking space requirements referred to herein shall not apply to any existing building or structure so long as the gross floor area is not increased. If any addition is made to a building or structure, which increases its gross floor area, parking spaces for the addition shall be provided as required by the Parking Space Requirement Table. Where a change in use occurs, parking spaces shall be provided for such new use in accordance with the requirements of the Parking Space Requirement Table.*

**FIGURE 4. SCHEDULE A: MUNICIPALITY OF POWASSAN ZONING BY-LAW (81 KING STREET)**



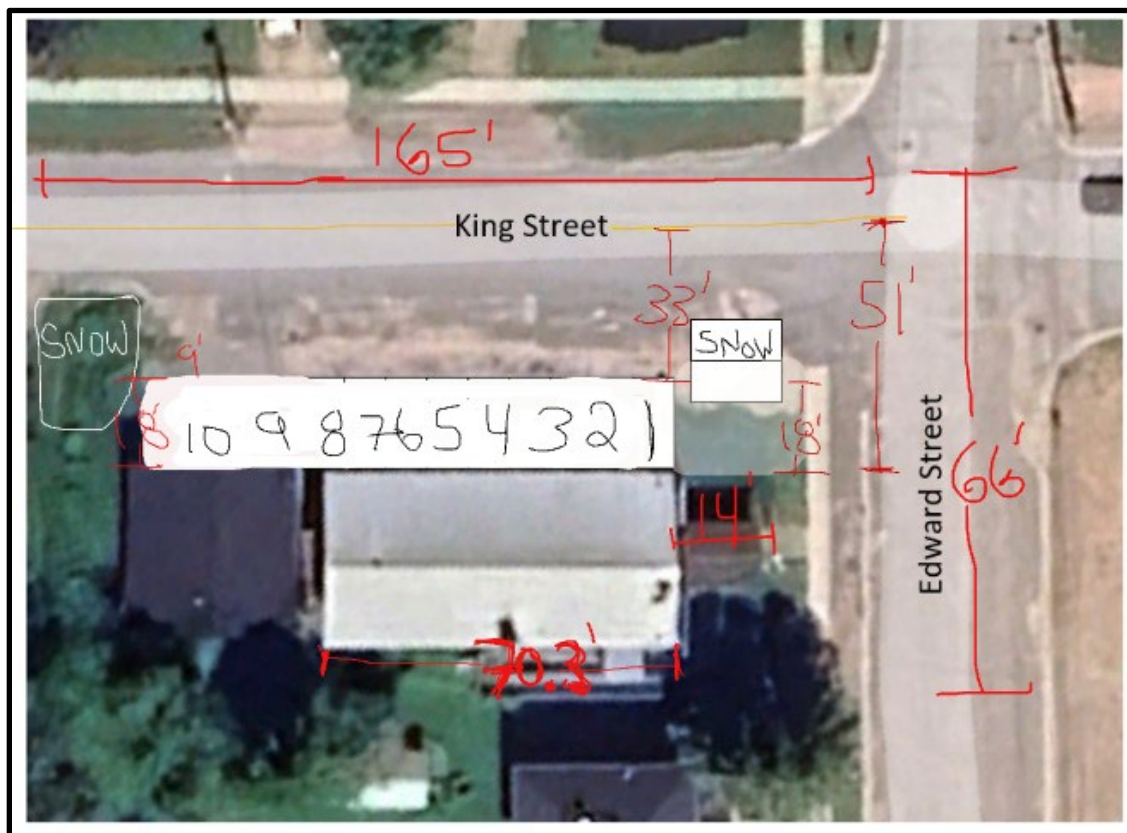
A retail commercial establishment requires “1 parking space for each 20 m<sup>2</sup> of gross floor area of the building directly related to the specified permitted use.”

It would also be appropriate to determine a location of snow storage during winter use where:

*h) Winter Use If the parking area is required to be used in the winter, an additional area equal to 20% of the required area shall be provided for snow storage.*

Powassan’s CBO confirmed the area on the main floor is approximately 2340 ft<sup>2</sup> (±217.4 m<sup>2</sup>). Using this floor area, the use would require a minimum of 11 parking spaces. This does not consider floor areas on the lower level or detached garage. The latest sketch provided by the applicant indicates that there are 10 parking spaces available. The sketch also shows areas for snow storage, however, does not provide the dimensions available for snow storage. It is assumed that both the parking spaces and snow storage are completely on the subject property, but the sketch provided does not confirm this. The subject rezoning will require an exception to the parking provision of the Zoning By-law.

**FIGURE 5. PROPERTY SKETCH AS PROVIDED BY APPLICANT (81 KING STREET)**



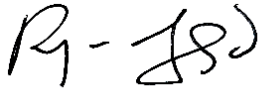
### Recommendation

The Zoning By-Law amendment is consistent with the PPS 2024 and Northern Growth Plan. The rezoning is consistent with the 2003 Powassan Official Plan and would be a permitted use. The adopted 2025 Official Plan would no longer permit commercial uses; however, the use can be considered compatible with the surrounding uses and is otherwise consistent with the intentions of the adopted Official Plan.

Should Council support the rezoning application it is recommended that the Zoning By-law amendment rezone the subject property to the commercial use and recognize the deficit parking spaces.

Respectfully Submitted,

**PLANSCAPE INC.**



Ryan Lloyd MCIP, RPP  
Planning Consultant

File # B1/POWASSAN/2026

December 3, 2025

## **Planning Report: Municipality of Powassan, Consent Application: B11/POWASSAN/2026**

### **Background**

Tulloch Engineering has applied for Consent to the North Almaguin Planning Board on behalf of their clients Evan Hughes and Shawn Hughes. The Application has been circulated to the Municipality of Powassan for comment. The Application for Consent is for a lot line addition, where no new lot will be created. The subject lands will be severed and added to an abutting lot that was created in 2010 as indicated on the application.

### **Location and Lot Description**

The subject lands are legally described as, Part of Lots 19 and 20, Concession 13 (Himsworth); PIN 52207-0289, in the Municipality of Powassan, District of Parry Sound. The property is civically known as 118 Highway 534. The location of the subject lands is shown in [Figure 1](#).

### **Proposal Description**

The subject property is approximately 31.0 hectares in size (76.7 ac), with approximately 270.3 m ( $\pm$  886.6 ft) of frontage on Provincial Highway 534. The proposed severed lot (illustrated as 'retained area' in the application) would have an area of approximately 22.9 ha (37.8 ac) and no actual road frontage. The retained lot (illustrated as 'severed' in the application) would maintain approximately 8.1 ha ( $\pm$  20.0 ac) and retain the entire frontage of approximately 270.3 m ( $\pm$  886.6 ft) on Highway 534; [Figure 2](#) illustrates the proposed severed lot as provided by the applicant. For clarity [Figure 3](#) shows the resulting lots.

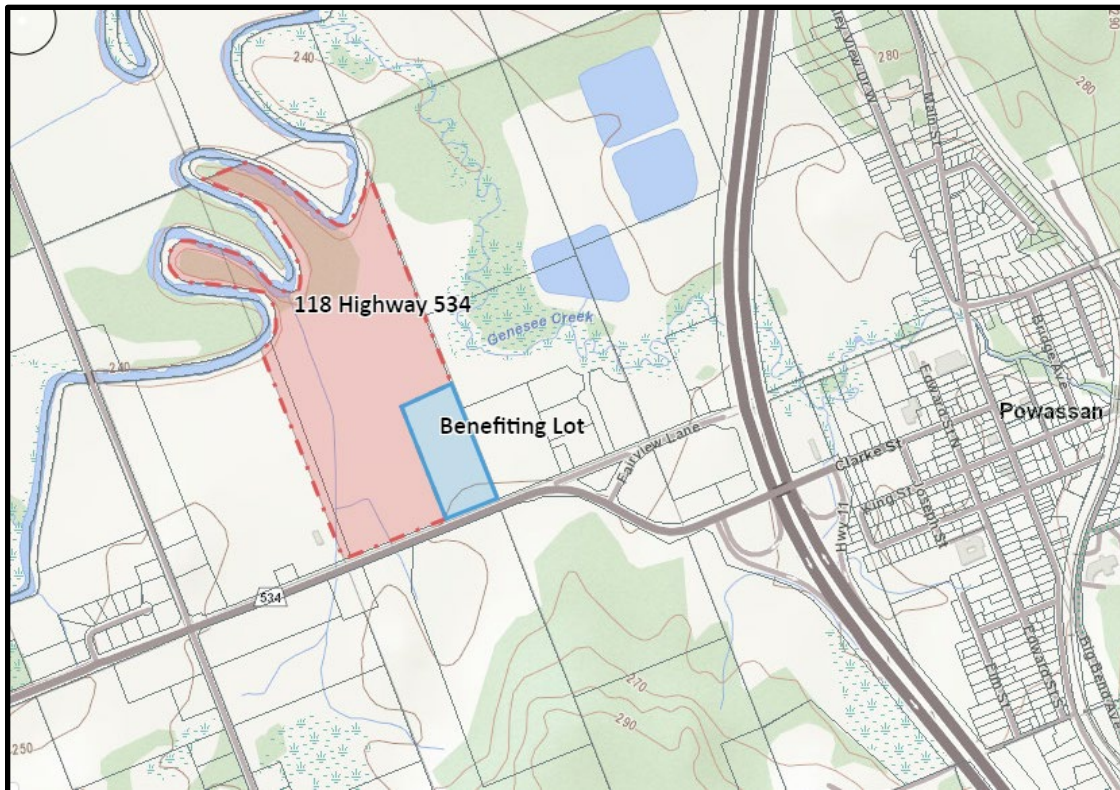
The resulting benefiting lot will have an approximate area of 26.9 ha ( $\pm$  66.7 ac) and 118.0 m ( $\pm$  387.1 ft) of frontage on Highway 534. The benefiting lot is also owned by Evan Hughes and Shawn Hughes and is described as Part of Lot 19, Concession 13 (Himsworth); Plan 42R-19103, Part 1; PIN 52207-0288, in the Municipality of Powassan, District of Parry Sound. The application and Planning Justification Briefing indicates the proposed use on the resulting lot is for residential uses in the form of a single detached dwelling. It is our understanding that a building permit for the dwelling has already been granted. No current buildings or structures exist on the benefiting lands.

The property currently has an operating “Contractor’s Yard” with an existing building used for the Hughes’ excavating business. The intention of the application is to sever this operation and use. The agent has confirmed both lots have existing entrance permits to Highway 534.

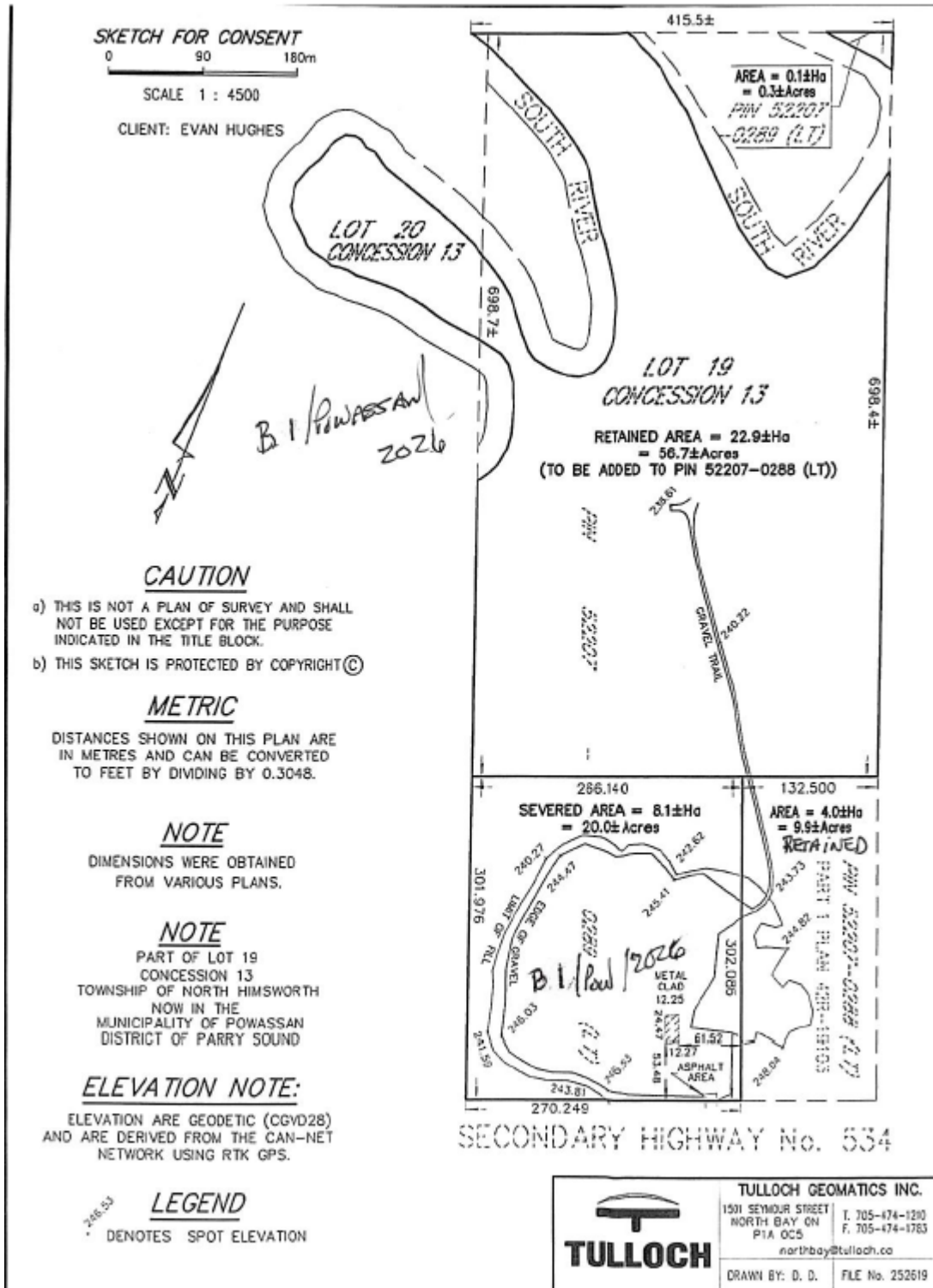
The current (2003) Municipality of Powassan Official Plan was recently reviewed, updated and Council adopted it on September 16, 2025. This application has been reviewed against both documents for conformity. The subject property is designated as Rural and Open Space in the 2003 Official Plan as shown on Schedule ‘A’ and as Agricultural and Open Space in the 2025 adopted Plan.

The property is zoned Rural (RU), General Industrial Exception Zone Five (M1- 5) and a Hazard Overlay (HZ) according to available zoning schedules. During the policy review, the subject lands appear to be subject to By-law 2009-44 that would suggest the property is zoned M1-5 and Multiple Residential (RM). No schedule was attached to the by-law as provided by Powassan. The applicant’s agent with access to historical client information has provided a zoning sketch they believe identifies the approved zoning as part of the 2009 Zoning Amendment Application and is shown below in Figure 4. All information has been reviewed as part of this report.

**Figure 1: Location Map**

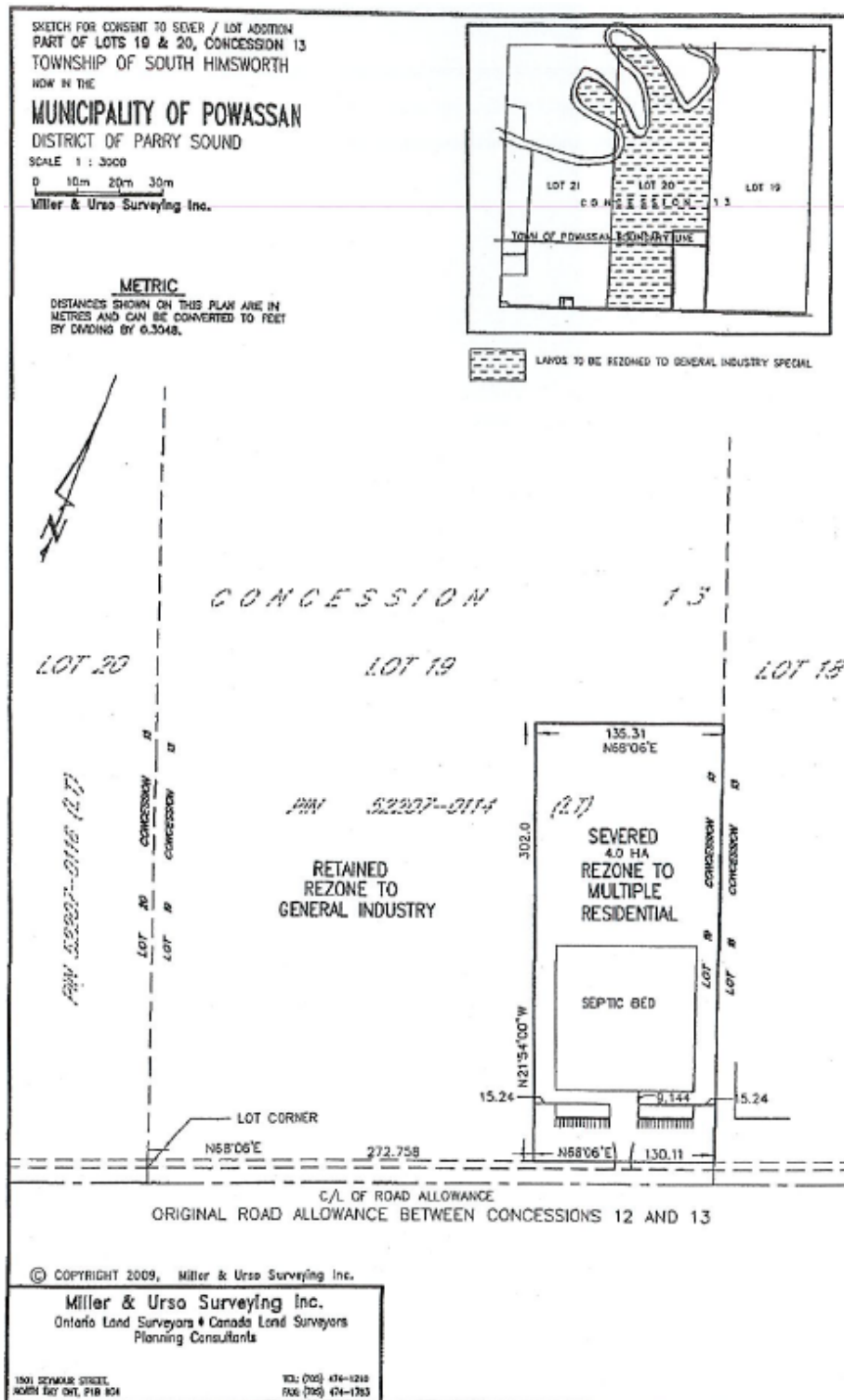


**Figure 2: Proposed Severance**





**Figure 4: Potential By-law 2009-44 Schedule (provided by Agent)**



## **Policy Analysis**

### **Provincial Planning Statement, 2024**

The subject property is located in the Rural Area according to the PPS. Using the 2003 Powassan Official Plan, the subject lands would be further considered Rural Lands, the adopted Powassan Official Plan (2025) now recognizes the subject lands as Agricultural Area. The most relevant policies have been provided.

Lot creation in the Rural Lands is permitted in Section 2.6.1 and this would include lot additions. No new lot creation or new uses are being proposed as part of this application and Minimum Distance Separation Formulae (MDS) would not be a requirement.

Section 4.1 of the policies refer to Natural Heritage, noting that natural features shall generally be protected and 4.1.2 states:

*The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.*

Lot adjustments are permitted in Agricultural Areas where section 4.3.3. 2 states:

*Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons.*

According to the PPS, legal or technical reasons mean:

*...severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.*

No new uses are being proposed, and no new lot creation will result in the proposed lot line adjustment. The proposed lot addition has been reviewed against the relevant policies of the PPS. Provided that no development or site alteration takes place on natural heritage features, the proposed lot addition application is found to be consistent with the PPS.

### **Growth Plan for Northern Ontario, 2011**

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

## **Municipality of Powassan Official Plan, October 2003**

The Subject property is designated Rural Area and Open Space Area on Schedule 'A'. Schedule 'B' of the Plan further identifies portions of the property as being Primary Sand and Gravel Resource Area and wetland and floodplain features; both schedules illustrate the South River and small creeks.

Section 4.1 addresses Aggregate and Mineral Resources where:

*4.1.1 Areas having high mineral potential are identified as Bedrock Resources and Primary Sand and Gravel Resource Areas on Schedule "B". These areas shall be protected for long term use for resource extraction. Development of these areas for purposes other than resource extraction will not be permitted except where it can be demonstrated that the proposed development has a greater long term public interest than the extraction of the resource and will not hinder or preclude the establishment of future extractive activities and issues of public health, public safety and environmental impact are addressed, or that the extraction of the resource is not feasible due to surrounding land uses or other physical or human-made features. Proponents of non-extractive land uses in these areas will be required to provide a justification to the satisfaction of the appropriate approval authority to support alternate land use proposals. Technical reports may be required as part of the justification."*

Using a mapping and desktop review, it appears that the aggregate potential will remain with the retained (referred to as the severed in the application) lot and the land currently being operated as the Hughes' Contractor's Yard.

Portions of the property to the back half of the property and along the South River are depicted as wetland features and/or floodplains where Section 4.13 Natural Hazards states:

*4.13.1 Development will generally be directed to areas outside of hazardous land adjacent to river and stream systems which are impacted by flooding and/or erosion hazards, and hazardous sites. Hazardous sites may consist of steep slopes, unstable soils, organic soils, and unstable bedrock. Where development is proposed within or partly within these features, the development proponent shall submit a technical study prepared by a qualified professional to the satisfaction of the appropriate approval authority which demonstrates the following:*

- a) the hazard can be safely addressed, and the development and site alteration is carried out in accordance with established standards and procedures;*
- b) new hazards are not created and existing hazards are not aggravated;*
- c) no adverse environmental impacts will result;*

*d) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;*

*e) the development does not include institutional uses or essential emergency services or the disposal, manufacture, treatment or storage of hazardous substances. Recommendations made in the technical report(s) will be implemented through the planning process. Where the technical report indicates that development within a particular hazard is not feasible, the development shall not proceed.*

*4.13.2 Development and site alteration will not be permitted within a floodplain. Floodplains and wetland features are identified on Schedule "B" to this Plan. Where development is proposed within a floodplain, the development shall not proceed, unless the development proposal is for a use or structure which, by its very nature, needs to be located within the floodplain, such as floodproofing features.*

Any future development on or near the existing wetland or floodplain areas would be subject to policies of 4.22 where:

*4.22.1 Locally significant wetlands are shown on Schedule B. Wherever possible these areas should be left in their natural state. Where it can be demonstrated to the satisfaction of Council that there is no reasonable alternative for the logical development of lands, other than to develop a portion of a locally significant wetland, the Municipality may permit the development and may impose site plan control to ensure that the appropriate mitigation measures are employed to minimize the impact on the wetland.*

*4.22.2 Areas that are subject to flooding under regional flooding conditions or are covered with water during significant portions of the year shall be considered as Environmental Protection Areas despite being otherwise designated on Schedule A. When lands within the Municipality are developed, additional Environmental Protection Areas may be identified in the Zoning By-law without amending this Plan.*

*4.22.3 Prior to approving any development that is within 60 metres of a wetland feature, the proponent shall submit an Environmental Impact Assessment to the satisfaction of the Municipality in consultation with the Ministry of Natural Resources. Any development permitted in these areas shall incorporate the recommendations of the Environmental Impact Assessment*

Any development within or partially within any natural hazard areas would require a technical study by a qualified professional. The retained lot has existing development, and no additional development has been indicated with this application. The severed portion will be added to the abutting lot to the south. It is our understanding that a building permit has been obtained for a

detached residential dwelling and adequate area on the resulting benefiting lot is available to build with sufficient setbacks to the natural heritage features and outside of the flood plain.

Section 4.15 of the Plan addresses concerns related to land use compatibility where:

*4.15.1 Whenever a change in land use is proposed, through any application made under the Planning Act, consideration shall be given to the effect of the proposed use on existing land uses. Where there are potential compatibility concerns, Council will only approve the development when it is satisfied that compatibility issues have been adequately addressed.*

*4.15.2 Incompatible land uses are to be protected from one another. While buffers between incompatible land uses may be used to prevent or minimized adverse effects, distance is often the only effective buffer, and therefore adequate separation distance, based on a major facility's influence area, is the preferred method of mitigating adverse effects. The separation distance should be sufficient to permit the functioning of the incompatible land uses without adverse effect occurring. Separation of incompatible land uses should not result in the sterilization of intervening land usage.*

Section 4.18 of the plan speaks to Private Sewage Disposal and Water Systems. The application has included comments from the North Bay Mattawa Conservation Authority concluding that both existing and resulting lots are adequately sized to accommodate private on-site services.

Section 5.7 of the Official Plan would permit low density residential uses in the Rural Area and Section 5.8 are policies of Open Space Area that generally discourage development and would not permit residential uses. As previously stated, the resulting benefiting lot is large enough to accommodate development outside of lands designated as Open Space. Again, it is our understanding that a building permit has been granted for a dwelling.

Section 8.1.2 of the Official Plan refers to the policies of Land Division and Technical Consents where this application is supported by:

*Notwithstanding the policies of this section, consents may be granted for the following technical purposes, provided that the retained and severed portions conform with the Zoning By-law:*

- i) boundary corrections or adjustments;*
- ii) lot enlargements;*
- iii) re-creation of original 40 ha (100 acre lots)*
- iv) discharge of mortgage;*
- v) road widening and road allowances; and*
- vi) easements.*

Section 8.1.4 refer to consent application in Open Space Areas, where:

*Open Space Areas and Hazard Lands Consents shall not be permitted in areas designated as Open Space or in any area that could be unsafe as a result of naturally occurring or man-made hazards. Consent may be granted for the creation of a lot that encompasses lands designated Open Space, provided that there are sufficient lands not designated Open Space for the purpose for which the lot is being proposed.*

As this is considered a technical severance (lot line adjustment), no new lot is being created, no development is being proposed in or near the identified Open Space, and sufficient area appears to exist outside of the Open Space Area for potential residential development, a technical study would not be recommended for this application.

Provided the existing and proposed uses are compatible and no development is permitted within the natural heritage features of the property, the proposal meets the general intentions of the Municipality of Powassan's 2003 Official Plan.

### **Municipality of Powassan Official Plan, August 2025**

The Official Plan review and update was adopted by Powassan Council, in September 2025. The subject lands are now designated as Agricultural Area and Open Space on Schedule 'A' of the plan and Schedule 'B1' illustrates areas as floodplains along the South River and Schedule 'B2' identifies areas of Sand and Gravel Resources consistent with the 2003 schedule. Appendix 1 illustrates Wildland Fire risk areas from moderate to extreme, where pockets exist along the South River where areas of forest exist and are outside any potential areas of development.

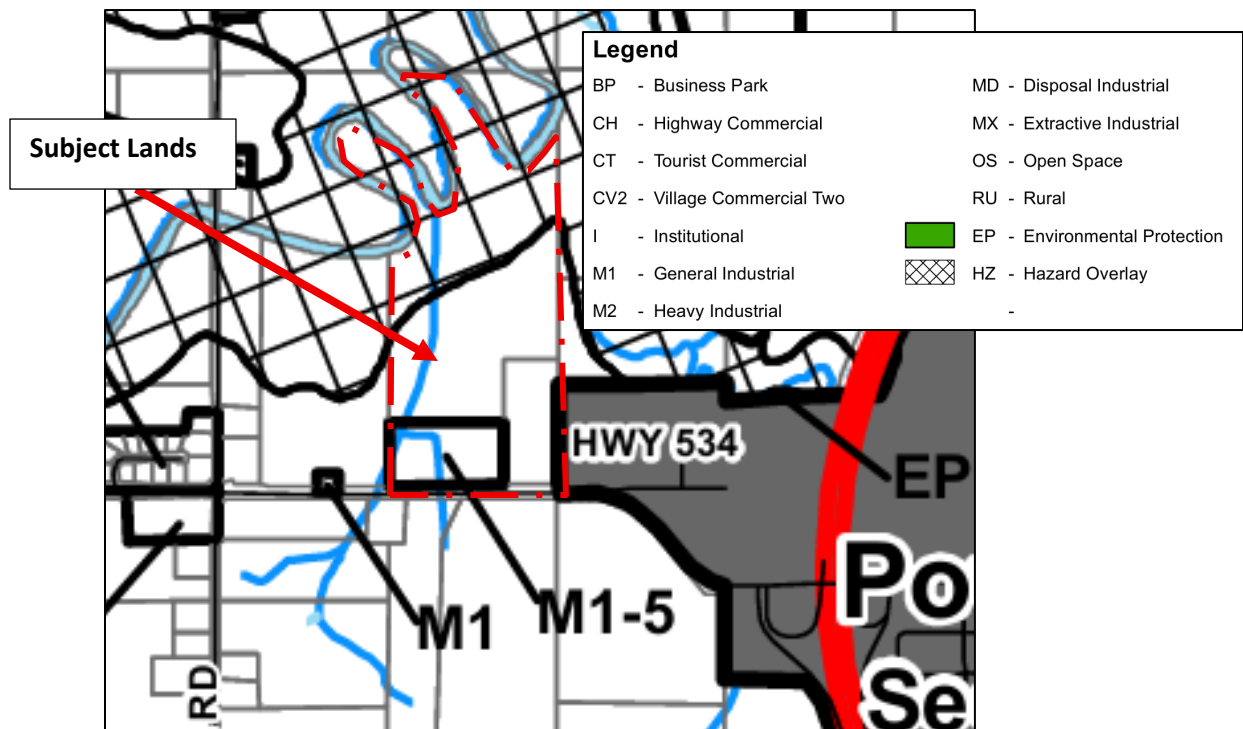
The two main changes in the adopted Official Plan include the property designation change to Agricultural Area and the Open Space Area is recognized as floodplain rather than wetland and/or floodplain. Development within or in proximity to floodplains continues to be regulated and appropriate setbacks will apply. Policies for Agricultural Areas including permitted uses, generally refer to new uses or new lots. The result of the application will not create a new lot, and no new uses are being proposed through this application. Section 8.1.2 continue to permit "boundary adjustments" and "lot enlargements." Given the nature of the application, the proposal generally meets the intention of the adopted 2025 Official Plan.

### **Municipality of Powassan Zoning By-law No. 2003-38**

Following the policy review and analysis, there appears to be a discrepancy in property zoning. Available zone maps including the GIS zoning available depict the subject lands as Rural (RU) and General Industrial Exception Zone Five (M1-5) and with a Hazard Overlay (HZ). The zone mapping available is shown below in [Figure 5](#). As previously mentioned, existing By-law 2009-44 applies

to the subject lands that suggest the lands are zoned General Industrial Exception Zone Five (M1-5) and Multiple Residential (RM). The Schedule as previously shown in [Figure 4](#) would suggest that the entire subject lands are zoned M1-5 and the benefiting lot is zoned RM. It is our understanding that the 4.0 ha lot was severed from the original parcel following the rezoning application in the year 2010.

**Figure 5: Zoning By-law No. 2003-38 (Schedule 'A' Excerpt)**



The lot line adjustment and reconfiguration would continue to meet any of the three zoning regulations for lot area and frontage, but the permitted uses become difficult to confirm. [Figures 6 to 8](#) explain the various uses permitted by each associated zone.

**Figure 6: RU Zoning Uses and Regulations**

|              |   |  |   |
|--------------|---|--|---|
| <b>4.4</b>   | <b>RURAL (RU) ZONE</b>  |  |   |
|              | No person shall within any Rural (RU) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:   |  |   |
| <b>4.4.1</b> | Permitted Uses  |  |   |
|              | <b>Column A Uses</b>  | <b>Column B Uses</b>   |   |
|              | <ul style="list-style-type: none"> <li>i) farm</li> <li>ii) farm produce sales outlet</li> <li>iii) fire hall</li> <li>iv) hunt camp</li> <li>v) kennel</li> <li>vi) lodge or boarding house</li> <li>vii) municipal or provincial offices or works garage</li> <li>viii) resource management activities</li> <li>ix) riding school or boarding stables</li> <li>x) an accessory farm dwelling on one lot of at least 30 hectares (75 acres)</li> </ul> | <ul style="list-style-type: none"> <li>i) single detached dwelling</li> <li>ii) duplex dwelling</li> <li>iii) semi-detached dwelling</li> <li>iv) bed and breakfast</li> <li>v) home occupation</li> <li>vi) home industry</li> <li>vii) hobby farm</li> <li>viii) group home</li> <li>ix) public park</li> <li>x) veterinary hospital</li> <li>xi) observatory</li> </ul> |   |
| <b>4.4.2</b> | Regulations for Permitted Uses  | Column A Uses  | Column B Uses   |
|              | <ul style="list-style-type: none"> <li>i) Minimum Lot Area</li> <li>ii) Minimum Lot Frontage</li> <li>iii) Minimum Front Yard</li> <li>iv) Minimum Interior Side Yard</li> <li>v) Minimum Exterior Side Yard</li> <li>vi) Minimum Rear Yard</li> <li>vii) Maximum Lot Coverage</li> <li>viii) Maximum Height</li> <li>ix) No kennel shall be located within 120 metres (400 ft) of a residential dwelling on another lot.</li> </ul>                    | <ul style="list-style-type: none"> <li>10 ha</li> <li>135 m</li> <li>30.0 m</li> <li>15.0 m</li> <li>15.0 m</li> <li>15.0 m</li> <li>25%</li> <li>10.5 m</li> </ul>  | <ul style="list-style-type: none"> <li>1.0 ha</li> <li>50 m</li> <li>30 m</li> <li>15.0 m</li> <li>15.0 m</li> <li>15.0 m</li> <li>25%</li> <li>10.5 m</li> </ul> |
|              | Minimum Lot Area for a hobby farm   |  | 2.0 ha  |

**Figure 7: RM Zoning Uses and Regulations**

|              |   |  |   |
|--------------|---|--|---|
| <b>4.3</b>   | <b>MULTIPLE RESIDENTIAL (RM) ZONE</b>   |  |   |
|              | No person shall within any Multiple Residential (RM) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:  |  |   |
| <b>4.3.1</b> | Permitted Uses  |  |   |
|              | <ul style="list-style-type: none"> <li>i) single detached dwelling</li> <li>ii) duplex dwelling</li> <li>iii) semi-detached dwelling</li> <li>iv) townhouse dwelling</li> <li>v) multi-unit dwelling</li> </ul>   |  |   |
| <b>4.3.2</b> | Regulations for Permitted Uses  | Metric   | Imperial  |
|              | <ul style="list-style-type: none"> <li>i) Minimum Lot Area</li> <li>ii) Minimum Lot Frontage</li> <li>iii) Minimum Front Yard</li> <li>iv) Minimum Interior Side Yard</li> <li>v) Minimum Exterior Side Yard</li> <li>vi) Minimum Rear Yard</li> <li>vii) Maximum Lot Coverage</li> <li>viii) Maximum Height</li> </ul> | <ul style="list-style-type: none"> <li>- 0.1 ha per unit plus 0.01 over 2 units</li> <li>- 30 m</li> <li>- 15.0 m</li> <li>- 7.5 m</li> <li>- 7.5 m</li> <li>- 7.5 m</li> <li>- 30%</li> <li>- 10.5 m</li> </ul> | <ul style="list-style-type: none"> <li>25acres</li> <li>100 ft</li> <li>50 ft</li> <li>25 ft</li> <li>25 ft</li> <li>25 ft</li> <li>30%</li> <li>35 ft</li> </ul> |

**Figure 8: M1-5 Zoning Uses**

|                 |  |
|-----------------|--|
| <b>4.10.4.5</b> | <b>General Industrial Exception Five (M1-5) Zone<br/>(2009-44)</b>   |
|                 | On lands located in Part Lot 19, 20 Concession 13 and located in the M1-5 zone, the following uses shall be permitted:   |
|                 | ii) Contractor's Yard  |
|                 | iii) Lumber Yard   |
|                 | iv) Retail outlet or wholesale outlet or business office accessory to a permitted use provided that it does not exceed 25% of the gross floor area of the principle use. |
|                 | v) Warehouse   |
|                 | vi) Wood products or planning mill   |
|                 | vii) Accessory single detached dwelling  |
|                 | viii) Open storage of goods or materials if accessory to a permitted use.  |

Additional to the zoning provisions, the following general provisions of Section 3 also apply to the proposed consent applications:

*3.29 Setback from Watercourses No building or structure except marine facilities, gazebos, boathouses and pump houses shall be located within 10 metres (33 feet) of the normal or maintained high water mark of any river, stream or other watercourse.*

Zoning provisions would require a minimum 10 m setback from a watercourse. The Retained Lot is already developed with nothing being proposed. The resulting Benefiting Lot has sufficient size and area to meet the required setback.

*3.38 Hazard Overlay Lands shown on the attached schedules to this By-law as Hazard Overlay may be susceptible to flooding. The construction of buildings and structures is discouraged in these areas, but may be permitted subject to confirmation that the location proposed for development has no history of flooding. Lands located in the Hazard Overlay Zone shall be subject to the use permissions and regulations of the underlying zone category.*

Development within the Hazard Overlay Lands is discouraged unless it is determined the location of any proposed development is outside areas of flooding.

Due to the discrepancies of the available zoning, and By-law 2009-44, the lot line adjustment would continue to permit the existing Contractor's Yard on the retained lot and could also continue to permit an additional Contractor's Yard on the new benefiting lot, along with a detached dwelling and potentially other residential uses as permitted in the RM Zone. In an effort to clarify and correct the zoning, it is recommended that as a condition of consent, By-law 2009-44 be rescinded and the resulting lots be rezoned to recognize the existing or proposed uses. It is also recommended that a residential use is not permitted on the retained lot unless the applicant can justify the use is compatible with the current operation.

## Recommendation

The proposed lot line adjustment will comply with the minimum lot size requirements and have frontage on a public road. Provided that any future development is appropriately setback from the natural heritage features and floodplains on the subject land, the proposed Consent Application generally meets the intentions of the 2024 Provincial Planning Statement and the Growth Plan for Northern Ontario, would conform to both the current and updated Municipal Official Plans.

It is our recommendation that Council include a condition requiring the applicants to:

- Submit a zoning amendment application to rescind By-law 2009-44 and rezone the resulting lots to appropriately recognize the existing uses;
- That an agreement be registered on title pursuant to Section 51 (26) of the Planning Act on the resulting benefiting lot recognizing the general industrial use of the adjacent lot;
- That the lands subject to this Consent be legally merged on title with the abutting lot described as Part of Lot 19, Concession 13 (Himsworth); Plan 42R-19103, Part 1; PIN 52207-0288; and
- That the other standard conditions of consent are met.

Respectfully Submitted,

### PLANSCAPE INC.



Stefan Szczerbak, M.Sc, MCIP, RPP  
Planning Consultant



Ryan Lloyd, MCIP, RPP  
Planning Consultant

## MEMO

To: Council  
From: Protective Services Officer, M. Peddle  
Re: Issues Surrounding Trailers

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### **RECOMMENDATION:**

That this memo regarding issues and concerns surrounding trailers be received; and, further that the draft Bylaw to Licence Trailers in the Municipality be brought back to the next Regular Meeting of Council for further consideration.

### **ANALYSIS:**

Currently, as per the Municipality of Powassan Zoning Bylaw (2003-38) the storage and use of trailers on vacant land is strictly prohibited. Despite this prohibition, the storage and use of trailers on vacant land within the Municipality of Powassan is a common occurrence. Many people use trailers on their vacant property as living quarters while they prepare the property for building or development, and others use their trailers while hunting or other outdoor activities on their vacant property. By introducing a trailer bylaw and a licensing process we will be authorizing these activities that are already taking place, therefore drastically reducing the number of people in the community that are in non-compliance with local bylaws. Trailers that are stored for the winter on already developed property are considered accessory to the primary building, and therefore the licensing rules and regulations do not apply in this circumstance.

Additionally, the Municipality receives frequent complaints from people with neighbours that use their property as noted above. The most common complaints received include noise, garbage not being properly disposed of, and several trailers being parked on a property long term. The implementation of a trailer bylaw and licensing system will reduce these complaints in the following ways:

- Receiving a trailer licence will require the submission of a site plan and approval by the Zoning Department. This will ensure that trailers are not being placed too close to neighbouring property lines where noise will be a greater issue.
- A trailer licence will require a proper method of waste management, reducing the amount of waste being improperly disposed of.
- The trailer bylaw will also stipulate that only one (1) licensed trailer may be stored and used on the vacant lot, preventing properties from turning into impromptu trailer parks.

This Bylaw removes older, more restrictive regulations that may cause residents undo hardship, while providing the Municipality with a way of enforcing these issues when complaints are received.

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BYLAW NO. 2026-04**

---

Being a Bylaw to Appoint a Protective Services Official

---

**WHEREAS** pursuant to the Municipal Act, 2001, as amended, the Council of a municipality may appoint municipal employees to govern its affairs.

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

1. That Matthew Peddle be appointed as Protective Services Official for the Corporation of the Municipality of Powassan, and that this position is inclusive of the titles of Municipal Law Enforcement Officer, Property Standards Officer, Fire Prevention Officer, Fence Viewer, Livestock Valuer, and Weed Inspector.
2. That Bylaw 2024-24, be rescinded.

**READ** a **FIRST** and **SECOND** 17<sup>th</sup> day of March 2026 and to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council on the 21<sup>st</sup> day of April 2026.

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Mayor

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Clerk

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BYLAW 2026-05**

---

Being a Bylaw to authorize delegated authority during the  
“Lame Duck Period” of Council

---

**WHEREAS** Section 275 of the Municipal Act, 2001, c. 25 as amended, restricts acts that a Council can take after Nomination Day (August 21, 2026) and after Voting Day (October 26, 2026), if the Council is in a Lame Duck position;

**AND WHEREAS** Section 275(3) of the Municipal Act, 2001, c. 25 restricts Council from taking action on the following:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality, which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000;

**AND WHEREAS** Section 275 (6) of the Municipal Act, 2001, c. 25 states that nothing in this section prevents any person or body exercising authority of a Municipality that is delegated to the person or body prior to Nomination Day for the election of the new Council;

**AND WHEREAS** Council deems it expedient to delegate authority to the Municipal Clerk to take action, where necessary, on certain acts during the "Lame Duck" period;

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

1. **THAT** the Municipal Clerk be delegated the authority to take action, where necessary, on certain restrictions listed in Section 275(3) of the Municipal Act, 2001 between Nomination Day and the commencement of the Council Term.
2. **THAT** the Municipal Clerk will report to Council on any actions taken under the restrictions listed in Section 275(3) of the Municipal Act, 2001, between Nomination Day and the Commencement of the council Term.
3. **THAT** this Bylaw is in effect for the 2026 Municipal Election and will come into force after August 21, 2026, only if a “Lame Duck” period is required, according to the provisions of Section 275 of the Municipal Act, 2001.
4. **THAT** this Bylaw shall come into force and effect upon its final passage.
5. **THAT** this Bylaw may be cited as the “Lame Duck Delegation of Powers Bylaw”.

**READ a FIRST and SECOND** 17<sup>th</sup> day of March 2026 and to be **READ a THIRD and FINAL** time and considered passed as such in open Council on the 21<sup>st</sup> day of April 2026.

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Mayor

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Clerk

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2026-06

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Being a Bylaw to Regulate Parking on Highways in the Municipality of Powassan

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

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

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

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

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

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

**Short Title**

1. This Bylaw may be cited as the “Parking Bylaw”.

**Application**

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

**Schedules**

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

Severability

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

## **Definitions**

5. For the purposes of this Bylaw:

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

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

“Boulevard” means an area between:

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

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

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

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

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

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

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

“Crosswalk” means:

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

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

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

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

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

“Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designed and intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof. Highway also includes parking lots on properties owned or operated by the Municipality of Powassan as well as any privately owned roads or parking lots designated as Fire Routes by the municipality.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“School Bus” means a bus that,

- (1) is painted chrome yellow; and
- (2) displays on the front and rear thereof the words “school bus” and on the rear thereof the words “do not pass when signals flashing”.

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

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

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

“Street” means a highway as defined in this bylaw.

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

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

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

## **General Parking Regulations**

6. No person shall park a vehicle on any highway, other than a highway where angle

parking is permitted, unless:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Emergency Access**

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

## **Accessible Parking**

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

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

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

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

## **Winter Months**

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

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

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

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

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

## **Intersections, Parks, Narrow Highways**

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

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

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

## **Bus Zones**

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

## **Angle Parking**

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

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

## **No Parking Areas – Any Time**

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

## **Extent of Signed No Parking Areas**

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

(1) at an intersection with a highway; or,

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

## **Loading Zones**

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

## **Authorizations**

42. The Public Works Foreman, or their delegate, is hereby authorized to:

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

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

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

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

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

(d) in the event of an emergency;

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

### **Exemptions**

43. The provisions of this by-law prohibiting and regulating parking shall not apply to:

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

(2) Municipality bylaw enforcement vehicles;

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

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

(5) Canada Post Corporation vehicles.

### **Enforcement**

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

(2) The Chief, a Deputy Chief, or a Captain of the Municipality of Powassan Fire Department may enforce the provisions of sections 20 and 29.

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

### **Offences and Penalties**

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

### **Owner Liability**

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

### **Order Prohibiting Continuation**

48. Where any person contravenes any of the provisions of this bylaw and a conviction is entered, in addition to any other remedy and to any penalty imposed by this by-law, the

court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an Order prohibiting the continuation or repetition of the offence by the person convicted.

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

### **Vehicle Towing**

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

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

### **Coming Into Force**

51. (1) This Bylaw No. 2026-XX shall not come into force and effect until the date that Orders made by the Regional Senior Justice of the Ontario Court of Justice pursuant to the Provincial Offences Act, and the Courts of Justice Act, RSO 1990, c. C.43, and regulations thereunder take effect, approving set fines for offences under this bylaw.

(2) Upon the coming into force Bylaw No. 2001-23 and Bylaw 2009-54 and all amendments thereto are hereby repealed.

**READ a FIRST and SECOND** time on 21<sup>st</sup> day of April 2026 and **READ a THIRD and FINAL** time and passed as such in open Council on the 5<sup>th</sup> day of May 2026.

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Mayor

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Clerk

## **SCHEDULE "A"**

### **PARKING RESTRICTIONS**

No Parking Any Time When Authorized Signs Are Posted

| <b>HIGHWAY</b>        | <b>SIDE</b>     | <b>FROM</b>  | <b>TO</b>  |
|-----------------------|-----------------|--|--|
| Main Street           | West            | Chisholm Street  | Northern boundary of Plan 43, Block 2, Lot 5, also known as 555 Main Street                                  |
| Main Street           | East            | Southern boundary of Plan 44, Block A, Lot 2, also known as 440 Main Street                                  | Valley View Drive  |
| Main Street           | East and West   | Valley View Drive East   | Valley View Drive West (northern intersection of Main Street and Valley View Drive W)                        |
| Spetz Avenue          | West            | Valley View Drive East   | Southern terminus of Spetz Avenue  |
| Memorial Park Drive W | North           | Main Street  | Edward Street  |
| Memorial Park Drive E | North and South | Bridge Street  | Queens Ave   |
| Oakwood Road          | West            | Northern boundary of lot at Concession 16, Part Lots 14 and 16, parcel 17479; also known as 430 Oakwood Road | Southern boundary of lot at Concession 16, Part Lots 14 and 16, parcel 17479; also known as 430 Oakwood Road |

### 30 Minute Loading Zones

| <b>HIGHWAY</b> | <b>SIDE</b> | <b>FROM</b>     | <b>TO</b>   |
|----------------|-------------|-----------------|-------------|
| Edward Street  | West        | Chisholm Street | King Street |

## **SCHEDULE "B"**

### ACCESSIBLE PARKING SPOTS

Parking only permitted for vehicles with valid Accessible Parking Permit

#### 1. Main Street

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

2. Powassan and District Union Library – 324 Clark Street, Powassan
  - a. Two parking stalls along the eastern facing wall, running from the southeast corner of the building, north for a combined width of 5 metres.
  
3. Trout Creek Community Centre - 181 Main Street West, Trout Creek
  - a. From the east entrance into the parking lot of Trout Creek Community Centre, an area the extends 16metres to the west along the fence that borders the north boundary of the parking lot, having a depth of 6metres extending south from the fence
  
4. Municipality of Powassan – 250 Clark Street, Powassan
  - a. On the south face of the building, the first parking stall located directly to the east of the main entrance.
  - b. On the north (rear) face of the building, the first parking stall to the east of the northwest corner of the building.
  
5. Powassan Sportsplex Community Centre – 433 Main Street
  - a. Along the front (east) wall, a 2.6-metre-wide parking space extending south from southern edge of the main entrance.
  - b. Along the front (east) wall, a 2.6-metre-wide parking space extending south from the northeast corner of the building.

## SCHEDULE “C”

### FIRE ROUTES/EMERGENCY ACCESS ROUTES Parking Prohibited When Authorized Signs Posted

1. Municipality of Powassan – 250 Clark Street, Powassan

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

2. Fire Station 1/Council Chambers – 252 Clark Street, Powassan

a.

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

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

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

3. Powassan Sportsplex Community Centre – 433 Main Street

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

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

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

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

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

6. Eastholme Home for the Aged – 62 Big Bend Avenue

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

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

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

7. The Pines Senior Apartments – 325 Catherine Street

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

8. The Meadow View – 175 Big Bend Avenue

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

**SCHEDULE “D”**

PART II PROVINCIAL OFFENCES ACT

Set Fines

| ITEM | COLUMN 1<br>Short Form Wording | COLUMN 2<br>Provision | COLUMN 3<br>Set Fine (\$) |
|------|--------------------------------|-----------------------|---------------------------|
|------|--------------------------------|-----------------------|---------------------------|

|     |  | creating or defining the offence |     |
|-----|--|----------------------------------|-----|
| 1.  | Fail to park on the right hand side of highway.  | 6(1)                             | 50  |
| 2.  | Fail to park within 50cm of curb/edge of roadway.  | 6(2)                             | 50  |
| 3.  | Fail to park within painted lines in designated parking space.   | 7                                | 50  |
| 4.  | Park/stop/stand vehicle in manner that interferes with movement of traffic/clearing of snow.                                   | 8                                | 50  |
| 5.  | Park where prohibited by authorized sign.  | 10                               | 50  |
| 6.  | Park vehicle on sidewalk.  | 11                               | 50  |
| 7.  | Park vehicle on boulevard.   | 12                               | 50  |
| 8.  | Park vehicle on crosswalk.   | 13                               | 50  |
| 9.  | Park vehicle in intersection/obstruct intersection.  | 14                               | 50  |
| 10. | Park vehicle within 3 metres of corner.  | 15                               | 50  |
| 11. | Park vehicle in front of public/private entrance/driveway.   | 16                               | 50  |
| 12. | Park vehicle within 3 metres of hydrant.   | 17                               | 50  |
| 13. | Park vehicle within 90 metres of fire scene in progress.   | 18                               | 100 |
| 14. | Park vehicle on/within 10 metres of a bridge.  | 19                               | 50  |
| 15. | Park vehicle on approach to fire station/police station/ambulance station.   | 20                               | 250 |
| 16. | Park vehicle on roadway side of vehicle parked at edge of highway.   | 21                               | 50  |
| 17. | Park vehicle in manner that will prevent removal of previously parked vehicle.   | 22                               | 50  |
| 19. | Park vehicle on highway for more than 72 consecutive hours.  | 23                               | 50  |
| 20. | Park vehicle on highway while advertising for sale by way of sign.   | 24                               | 50  |
| 21. | Park vehicle on highway without currently valid permit.  | 26(1)(a)                         | 50  |
| 22. | Park vehicle on highway without issued number plates properly affixed.   | 26(1)(b)                         | 50  |
| 23. | Park vehicle on highway without evidence of current permit validation affixed to number plate                                  | 26(1)(c)                         | 50  |
| 24. | Park bus/commercial motor vehicle/heavy vehicle/recreational vehicle/construction equipment on highway within residential zone | 27                               | 50  |
| 25. | Park unattached trailer on highway   | 28                               | 50  |
| 26. | Park vehicle on highway if vehicle on jack/similar device  | 29(1)                            | 50  |
| 27. | Park vehicle on highway when one or more wheels have been removed  | 29(2)                            | 50  |
| 28. | Park vehicle on a highway in a fire  | 30                               | 250 |

|     |  |       |     |
|-----|--|-------|-----|
|     | route/emergency access route   |       |     |
| 30. | Park vehicle on highway in designated accessible parking space without valid permit                          | 31(1) | 300 |
| 31  | Park vehicle on highway in designated accessible parking space if permit not displayed as required           | 31(2) | 300 |
| 32. | Park vehicle on highway in designated accessible parking space for more than 2 hours                         | 32    | 50  |
| 33. | Park vehicle on any highway between 11:00pm and 7:00am between November 1 and March 31                       | 33.   | 50  |
| 34. | Park vehicle on highway when snow removal sign posted  | 34(1) | 50  |
| 35. | Fail to remove vehicle parked on highway within 12 hours of snow removal sign being posted                   | 34(2) | 50  |
| 36. | Park vehicle on highway during snowfall or within e 24-hour period following a snowfall                      | 35    | 50  |
| 37. | Park vehicle on highway within 3 metres of any corner when sign on display                                   | 36(1) | 50  |
| 38. | Park vehicle on highway other than on one side when roadway is less than 7.5m wide when signs on display     | 36(2) | 50  |
| 39. | Park vehicle on highway other than bus at designated bus stop when sign on display                           | 37    | 50  |
| 40. | Park vehicle on highway where angle parking permitted not at angle indicated by authorized sign              | 38(2) | 50  |
| 41. | Park vehicle on highway where prohibited by authorized sign  | 39    | 50  |
| 42. | Park vehicle on highway in area identified as loading zone for longer than time specified by authorized sign | 41    | 50  |

**Note: The general penalty provision for the offences listed above is Section 46 of Bylaw 2026-06, a certified copy of which has been filed.**

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN  
(TOMASELLI)  
BYLAW NO. 2026-07**

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Being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands described as Plan 57, Block 7, Part of Lot 25; Part of Lot 16, Concession 12, Himsworth, (Civic Address: 81 King Street, Powassan), in the Municipality of Powassan, District of Parry Sound.

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

**AND WHEREAS** the owners of the subject lands have filed an application with the Municipality of Powassan to amend Bylaw No. 2003-38, as amended;

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

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

1. **THAT** Schedule ‘B’ to Zoning Bylaw No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as 57, Block 7, Part of Lot 25; Part of Lot 16, Concession 12, Himsworth, (81 King Street), in the Municipality of Powassan, from Village Residential One (RV1) to Village Commercial One – Exception Five (CV1-5) as shown hatched on Schedule ‘A-1’ attached hereto and forming part of this By-law.
2. **THAT** Section 4.6.3 “Exceptions” of Zoning Bylaw No. 2003-38, as amended is further amended by adding the following subsection:

**4.6.3.5 Village Commercial Exception Five (CV1-5) Zone**  
Notwithstanding Table 1 of Section 3.21 Parking Area Regulations, to the contrary, the provision of on-site parking, within the Village Commercial Exception Five (CV1-5) Zone, shall require a minimum of 10 parking spaces.
3. This Bylaw shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act, 1990.

**READ** a **FIRST** and **SECOND** time on 21<sup>st</sup> day of April 2026 and **READ** a **THIRD** and **FINAL** time and passed as such in open Council on the 5<sup>th</sup> day of May 2026.

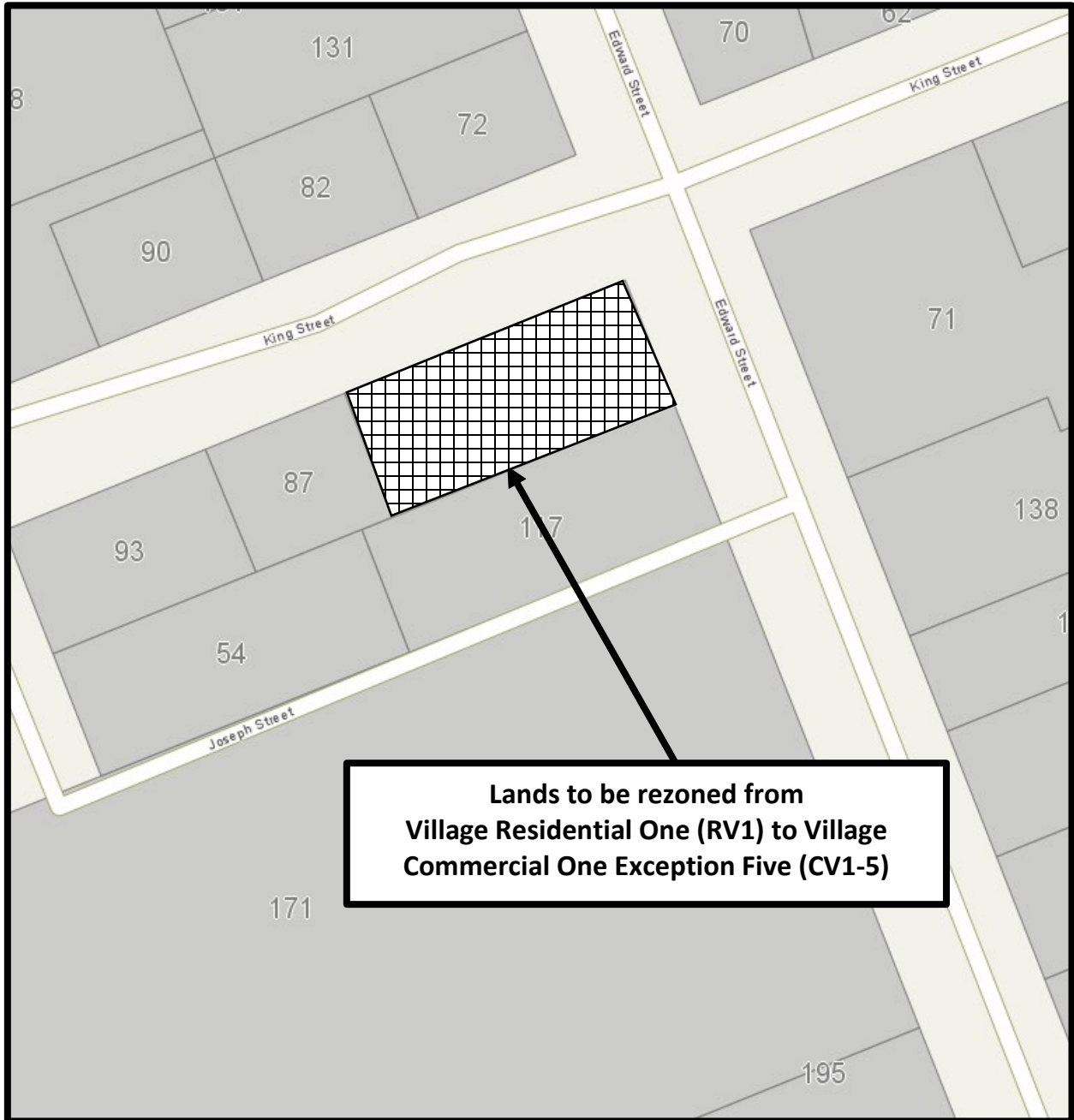
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Mayor

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Clerk

**SCHEDULE 'A-1'**



**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**  
**(HUGHES)**  
**BYLAW NO. 2026-08**

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Being a Bylaw to amend Bylaw No. 2003-38, as amended, the Zoning By-law for the Municipality of Powassan with respect to lands described as Parts of Lots 19 and 20, Concession 13 (Himsworth), in the Municipality of Powassan, District of Parry Sound.

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

**AND WHEREAS** the owners of the subject lands have filed an application with the Municipality of Powassan to amend Bylaw No. 2003-38, as amended;

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

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

1. **THAT** Schedule 'A' to Zoning Bylaw No. 2003-38 as amended, is hereby further amended by re-zoning affected lands described as Part of Lots 19 and 20, Concession 13 (Himsworth); in the Municipality of Powassan from General Industrial Exception Five (M1-5), Multiple Residential (RM) and Hazard Overlay to Rural (RU) General Industrial Exception Ten (M1-10) and Hazard Overlay as shown hatched on Schedule 'A-1' attached hereto and forming part of this By-law.
2. **THAT** Section 4.10.4 "Exceptions" of Zoning Bylaw No. 2003-38, as amended is further amended by adding the following subsection:

**4.10.4.10 General Industrial Exception Ten (M1-10) Zone**

Notwithstanding the provisions of the General Industrial (M1) Zone, to the contrary, no person shall within any General Industrial Exception Ten (M1-10) Zone use any land, or erect, alter or use any building or structure except in accordance with the following:

Permitted Uses:

- i. Contractor's Yard
  - ii. Lumber Yard
  - iii. Retail outlet or wholesale outlet or business office accessory to a permitted use provided that it does not exceed 25% of the gross floor area of the principal use
  - iv. Warehouse
  - v. Wood products or planning mill
  - vi. Open storage of goods or materials if accessory to a permitted use.
3. **THAT** Bylaw 2009-044 be repealed
  4. This Bylaw shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act, 1990.

**READ** a **FIRST** and **SECOND** time on 21<sup>st</sup> day of April 2026 and **READ** a **THIRD** and **FINAL** time and passed as such in open Council on the 5<sup>th</sup> day of May 2026.

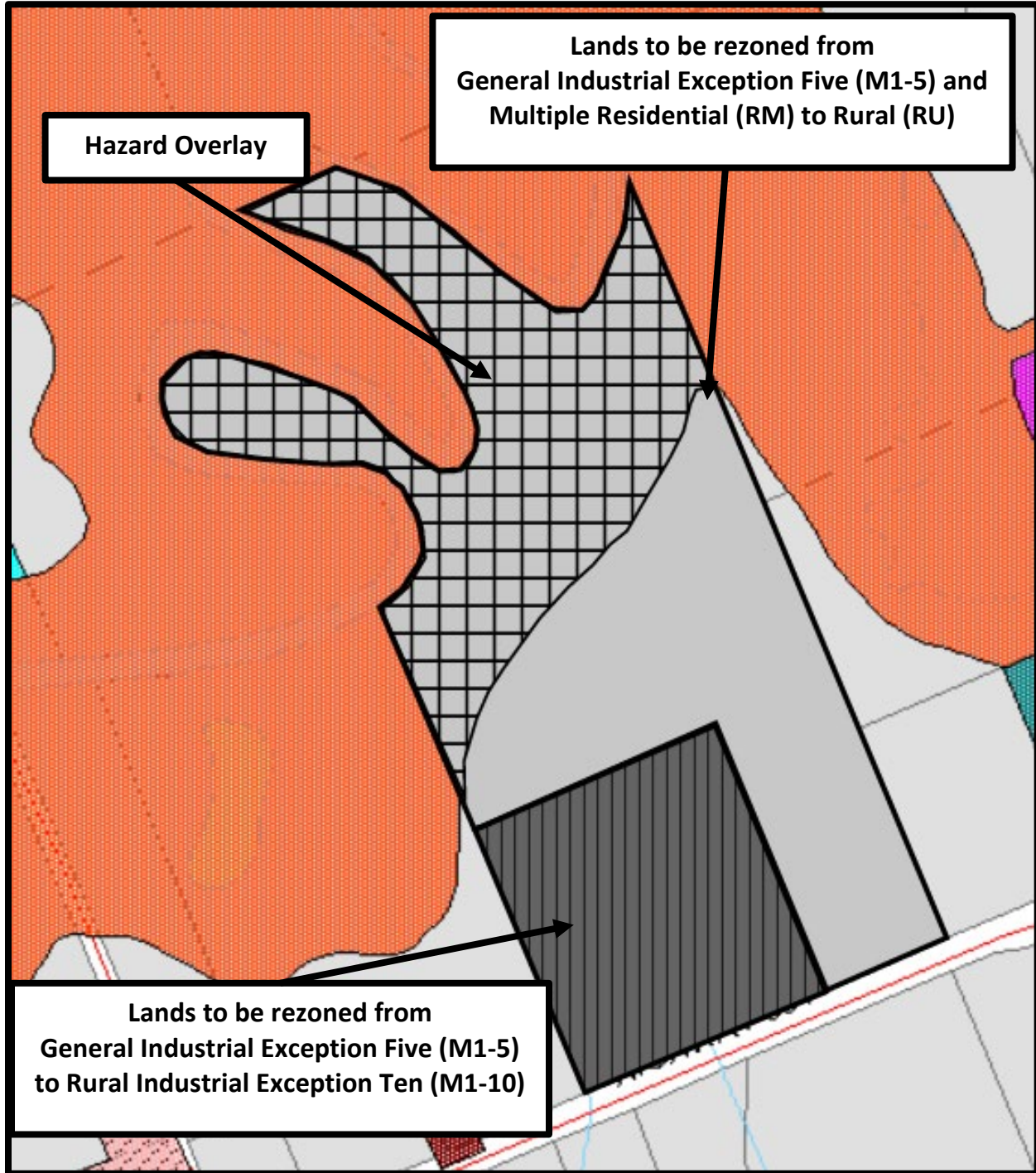
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Mayor

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Clerk

SCHEDULE 'A-1'



**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BYLAW 2026-09**

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Being a Bylaw to Adopt an Election-Related Resources Policy

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**WHEREAS** the Province of Ontario passed the Municipal Elections Act, 1996;

**AND WHEREAS** Section 88.18 of the Municipal Elections Act, 1996, as amended, requires that before May 1 in the year of a regular election, municipalities establish rules and procedures with respect to the use of municipal resources during the Election Campaign Period;

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

1. That the “Election-Related Resources Policy”, attached as Schedule “A” to this Bylaw and forming part of this Bylaw, be hereby adopted.
2. That this Bylaw shall take effect on the date of final passing thereof.

**READ** a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council this 21<sup>st</sup> day of April 2026, for the immediate wellbeing of the Municipality.

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Mayor

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Clerk

## Election Related Resource Policy

Office of the Clerk

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### Policy Statement:

To provide direction regarding the use of Municipal resources with respect to election-related matters.

### Purpose:

In compliance with the Municipal Elections Act, 1996 (the MEA), public funds and resources are not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office. Subsection 88.8(4)5 of the MEA provides that a municipality shall not make a campaign contribution, and Section 363 of the Canada Elections Act, 2000 similarly provides that only individuals may make campaign contributions.

The purpose of this policy is to clarify that all election candidates, including members of Municipal Council are required to follow the provisions of the MEA and that during *a campaign period*:

- 1) No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign related activities, including Municipally registered trademarks or Municipal branding such as the logo or crest.
- 2) No candidate shall undertake campaign related activities on Municipal property.
- 3) No candidate shall use the services of persons during hours in which those persons receive any compensation from the Municipality of Powassan *for election related purposes*.

### Application:

This Policy applies to the following:

- Members of Council
- Municipal employees
- Public members of any quasi-judicial body established by Council that is not considered to be a “local board” of the Municipality for the purposes of Section 88.18 of the MEA (for example, the Election Compliance Audit Committee and the Property Standards Committee)

This Policy applies to the occurrence of:

- A municipal election, by-election, or campaign related to a question on the ballot; and,
- Any participation in federal and provincial elections that is partisan in nature.

Where applicable, provisions in this Policy shall also apply to activities of all candidates, registered third party advertisers and ballot question campaigns in relation to Municipal resources. The term “election-related” may be used in this Policy to refer to the matters set out above. Certain provisions of this Policy may be subject to additional Municipal Bylaws, policies, and procedures. Guidance should be sought from the Municipal Clerk or designate if clarification or interpretation is required, or if any situation arises that is not expressly addressed in this Policy or the Election-Related Blackout Period Procedures attached as Appendix 1.

## **Members of Council:**

This Policy applies to all Members of Council.

This Policy is intended to balance the duty of a Member to represent their constituents and the legal obligation of the Municipality not to contribute to, or be perceived as contributing to, an election campaign. Members are required to conduct themselves in accordance with the Municipal Elections Act, 1996 and this Policy.

It is recognized that Members, as elected officials, are responsible to serve their constituents and fulfill their responsibilities until the end of their term. Clear separation must exist between an elected official’s role as a Member of Council and their role as a candidate.

Since there is no defined workday/paid time/on-duty time for a Member of Council, a Member may be involved in election-related activities in their capacity as a candidate at times of the day that may generally be considered Municipal “office hours.” This is permitted, as long as the Member’s activities do not contravene provisions of this Policy, and public funds and resources are not used for election-related purposes.

## **Municipal Employees:**

This Policy applies to all Municipal employees.

Municipal employees are expected to preserve the public trust and confidence in the Municipality and apply the core values of their code of conduct and are responsible for conducting themselves in accordance with this Policy.

With respect to election-related activities, while the Municipality encourages employees to become involved in their community, it is recognized that some activities unrelated to work can interfere with an employee’s ability to do their job and may undermine the neutrality of the Municipality. Employees are expected to promote the principles of transparency, impartiality, respect and accountability as set out in Section 6 of this Policy.

# **Activities of Candidates, Registered Rhird Party Advertisers and Ballot Question Campaigns in Relation to Municipal Resources:**

This Policy is intended to balance the statutory and legal rights of candidates, registered third party advertisers and campaigns related to a question on the ballot with the legal obligation of the Municipality not to contribute to, or be perceived as contributing to, an election campaign. Provisions of this Policy will therefore apply to certain activities of all candidates, registered third party advertisers and ballot question campaigns that relate to the use of Municipal resources. This Policy does not apply to candidates' use of public information.

## **Policy Requirements:**

### **Section 1 - General provisions**

1.1. Municipal resources shall not at any time be used to sponsor or produce any materials that promote or oppose the candidacy of a person for elected office, or that promote or oppose a campaign related to a question on the ballot.

1.2. This Policy is not meant to restrict Members of Council from routinely communicating with constituents by way of materials such as flyers, newsletters, websites, and email, and through activities such as events. However, Members shall ensure that any communications materials or activities produced or funded using Municipal resources are not related to an election.

### **Section 2 - Municipal events, community and Member-organized events**

2.1. Attendance at Municipal and community events by Elected Officials:

- Members of Council and other elected officials may attend Municipal and community-organized events and act as participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities, provided that they do not promote or oppose the candidacy of a person for elected office.

2.2. Attendance at Municipal events by candidates, registered third party advertisers and ballot question campaigns:

- Candidates, registered third party advertisers, ballot question campaigns and their representatives may attend Municipal events in their capacity as private citizens, but shall not campaign while in attendance or distribute campaign-related materials.
- Candidates, registered third party advertisers and representatives of ballot question campaigns shall not be invited to deliver formal remarks at a Municipal event in their capacity as a candidate, registered third party advertiser or ballot question campaign representative.

2.3. Member-organized events in the year of a municipal election:

- Donations and sponsorships for Member-organized events in a municipal election year are subject to approval by the Municipal Clerk to ensure compliance with all Election and Municipal rules and regulations.

## Section 3 - Municipal facilities

### 3.1. Booking space in Municipal facilities:

- Members of the public, including community groups, candidates, registered third party advertisers, ballot question campaigns and their representatives, may book space in Municipal facilities for election-related activities, subject to the following:
  - a. The booking and any activities shall be subject to applicable Municipal bylaws, rules, policies and procedures with respect to matters such as facility use, signs and campaigning;
  - b. The subject organization/individual shall make its own arrangements directly with Municipal staff and pay all of the associated costs for the event;
  - c. Municipal resources, including staff, shall not play a role in the event outside of the general support associated with booking the space;
  - d. Rental contract holders may decide who may participate in their event and what activities may take place in the rented area, provided the contract holders and participants respect facility rules and make appropriate use of the space as set out in the rental contract and applicable Municipal bylaws, rules, policies and procedures; and
  - e. With respect to Municipal facilities that are used as a voting location:
    - i. Space in such facilities shall not be booked for election-related activities on any day in which voting is to take place at the facility; and
    - ii. Any signs or promotional material relating to forthcoming election-related activities/events shall be removed from such facilities on any day in which voting is to take place at the facility. This does not apply to signs or promotional material placed by Municipal staff in relation to the voting process.
- Credits for community use of recreation facilities and other Municipal resources shall not be used to book/sponsor Municipal facilities for election-related activities (for example, an all-candidates meeting at any level of government). This prohibition does not apply to events related to general participation in municipal government and/or the election process (for example, information sessions for the public), which shall be subject to pre-approval from the Municipal Clerk or designate further to the principles of this Policy,

### 3.2. Campaigning in Municipal facilities and other Municipal properties

- Campaigning is permitted in common areas of Municipal facilities (such as building lobbies and public entranceways), as well as on public right of way sidewalks and thoroughfares, and in public parks and public areas, subject to the following:
  - a. Anyone campaigning shall not impede traffic, cause safety issues or disrupt other facility users;
  - b. Campaigning shall not occur at Municipal events or programming;
  - c. Anyone campaigning shall not enter Municipal program spaces for the purpose of campaigning/soliciting support from participants in Municipal programs;
  - d. Anyone campaigning shall not enter rented spaces for the purpose of campaigning/soliciting support from participants at private functions without permission from the rental contract holder;
  - e. The Parks Bylaw (Bylaw 2017-09) regulates and promotes the responsible enjoyment and use of Municipal parks and related facilities. Use of parks and related facilities for formal campaigning purposes such as events, rallies etc. shall be subject to review by the Municipal Clerk and any applicable bylaw conditions and/or other requirements with respect to permits, contracts and/or permission letters.

## Section 4 - Municipal resources

### 4.1. Members' communications and related matters:

- As set out in Subsection 1(2) of this Policy, all Members of Council shall ensure that the content of any communications material produced or funded using Municipal resources is not for an election-related purpose, including the promotion of or opposition to the candidacy of a person for elected office.
- Municipal resources shall not be used to pay for, access, develop, maintain or update election-related communications platforms such as campaign websites and social media accounts. This includes but is not limited to the use of Municipal-funded computers, tablets and smartphones; Municipal wireless networks available to the Member's office and not the general public; Municipal staff during the working hours for those office staff.
- Communications materials, including branding (symbols, logos, graphics) and photographic or video materials, which were or are created or produced by Municipal employees or with Municipal resources shall not be used in campaign materials or for any other election related purposes. Branding created by an election campaign may be used by a Member when in office following the election. Such branding may also be used in subsequent election campaigns provided Municipal resources have not been used to modify or produce the branding.
- Constituent information (including telephone numbers and email and mailing addresses) that is collected, stored, accessed, maintained or updated using Municipal resources shall not be used for election-related purposes.
- Members shall ensure that any communications materials issued to constituents following an election or by-election do not include reference to election-related matters. This includes but is not limited to the following:
  - a) Communications materials issued by a Member shall not thank people for voting or support, or refer to matters such as the campaign, other candidates or the election. Such materials may include a general statement to the effect of being proud or honoured to continue to represent constituents; and
  - b) Communications materials issued by a Member shall not include statements to the effect of farewell columns or a summary of past achievements/term of office, etc.

### 4.2. Members' social media use

- Social media accounts that are *free* to use are generally not considered to be Municipal resources. These accounts are personal to the individual Member and have not been created by the Municipality, nor are they used by the Municipality for the purposes of official communications. That said, the following applies to social media accounts of Members of Council:
  - a) Members are encouraged to clearly distinguish between an elected official social media account and a campaign (election related) social media account. Any official social media account operated by a Member's office (for example, the "Councillor \_\_\_\_\_" account) should not be used for election-related purposes;
  - b. Members who post or share election-related materials through a social media account shall ensure that those activities are not conducted using Municipal resources, including but not limited to office staff during working hours or using Municipal smartphones and/or computers; and,
  - c) If a Member's social media account includes election-related posts or sharing, any links or references to that account shall not appear on the Member's communications

materials (for example, Municipal-funded Member's business cards, email signature blocks, letterhead, community newspaper columns, flyers, photographs, newsletters, advertisements, media releases, mail outs and emails).

#### 4.3. Members' content on the Municipal website

- Members' content on powassan.net, including biographies, shall not be related to an election, and shall be provided to the Municipal Clerk or designate for review to ensure compliance with this policy when initially posted or substantially revised.

#### 4.4. Municipal communications and related matters

- Municipal-funded websites or domain names shall not include any campaign materials, make reference to and identify any individual as a candidate, registered third party advertiser or ballot question campaign member, or profile any slogan or symbol associated with a candidate, registered third party advertiser, or ballot question campaign. This prohibition does not apply to the identification of candidates on official municipal election or by-election pages of the website.
- Municipal social media accounts shall not reissue or repurpose (for example, by way of "retweeting," "liking," or linking to) any posts by a nominated candidate (for office on municipal Council, or provincial or federal candidates). This restriction does not apply to posts by the Mayor related to intergovernmental activities and proclamations in the Mayor's capacity as set out in Sections 225 and 226.1 of the Municipal Act, 2001.

#### 4.5. Municipal information and related matters

- Municipal information provided upon request to one candidate, registered third party advertiser or ballot question campaign shall also be provided to any other candidate, registered third party advertiser or ballot question campaign that requests the same information.
- Requests by a candidate, registered third party advertiser or ballot question campaign for individual meetings with Managers or other Municipal employees, or for tours of Municipal facilities, may not always be accommodated due to resource and time constraints. If such a meeting or tour is organized for one candidate, registered third party advertiser or ballot question campaign, the department shall also organize a similar meeting or tour for any other candidate, registered third party advertiser or ballot question campaign that makes such a request.

#### 4.6. Municipal visual identity and related matters

- The Municipality's corporate logos, official marks, slogan, coat of arms etc., shall not be printed, posted or distributed on any campaign materials except to link to the Municipal website to obtain information about the municipal election.
- Photographic or video materials that are copyright of the Municipality or that are or have been created by Municipal employees or with Municipal resources shall not be used for any external election-related purpose or in campaign materials.

#### 4.7. Election campaigns at other levels of government

- Members of Council shall not use Municipal resources to host, promote, sponsor or otherwise organize or assist with any event that involves direct participation by candidates at other levels of government, given that there is potential for partisanship, real or perceived, to occur at, or in the organization of, any such event that directly involves candidate participation.
- Members of Council may communicate with constituents regarding federal/provincial matters

relevant to the Municipality of Powassan, as well as any issues that have a direct bearing on municipal business between the federal/provincial government and the Municipality. Any such communication shall be non-partisan in nature and may be conducted through communications such as general questionnaires to all candidates, or messages to constituents highlighting federal/provincial matters of importance to the ward without commentary/indicating a preference for a particular candidate/party.

- The following applies if a Member of Council becomes a candidate in a provincial or federal election/by-election:
  - a) A Member, who is a candidate, shall seek guidance from the Municipal Clerk with respect to responsibilities and obligations required to comply with this Policy. While certain restrictions may apply in order to ensure compliance with this Policy and its purpose, it is recognized that the Member continues to be the elected representative and may remain active in their capacity as a Member of Council. This may include participating in meetings of Council, its Standing Committees, Sub-Committees, attending Municipal and community meetings and events in their capacity as Councillor, and fulfilling any other statutory roles and responsibilities of a Member of Council.
  - b) Communications materials published, issued or otherwise used by a Member who is a candidate shall not advertise the Member's participation/attendance in events.
  - c) Following a provincial or federal election/by-election, Subsection 4.1 of this Policy applies to any communications materials issued to constituents by a Member who is a candidate.
  - d) Communications materials published, issued or otherwise used by the Municipality shall not reference the name or image of a Member of Council who is a candidate in a federal/provincial election/by-election. This includes but is not limited to municipal publications, advertisements, media releases and public service announcements, speaking notes and social media content (for example, Municipal social media accounts shall not retweet, link to, "like," or otherwise reissue or repurpose the Member's communications). This does not include materials such as Council and Committee meeting minutes and agendas.
  - e) Any reference made in Municipal communications materials to a specific Councillor who is a candidate in a federal/provincial election/by-election shall be to the "Councillor" or "Chair of the \_\_\_ Committee," rather than by name. The Mayor shall be subject to the same restrictions as Councillors, but may be named in media releases and Municipal materials related to intergovernmental activities and proclamations only in the Mayor's capacity as set out in Sections 225 and 226.1 of the Municipal Act, 2001.
  - f) Media releases, speaking notes and other communications materials that relate to a Member of Council who is a candidate in a federal/provincial election/by-election and are to be published, used or distributed by the Municipality during the applicable campaign period shall be provided to the Municipal Clerk or designate for review and approval.
  - g) Section 5 of this Policy applies with respect to Municipal employees should they be engaged in political activities.

## **Section 5 - Municipal employees**

5.1. The following applies to Municipal employee participation in Municipal or external community events in their official position as a Municipal employee:

- a) A Municipal employee may participate in an event, by providing information or otherwise, if the event has no election-related purposes, including the promotion of or

opposition to the candidacy of a person for elected office.

b) A Municipal employee shall not participate in any event, by providing information or otherwise, if an event is to have any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

c) A Municipal employee shall seek guidance from the Municipal Clerk or designate with respect to participation in any of the following:

i) Events involving one or more candidates at any level of government as participants;

ii) Events related to matters at the provincial/federal level during a provincial/federal election campaign, as the case may be; and/or

iii) Events related to matters at the provincial/federal level during a provincial/federal election campaign, as the case may be; and/or

iv) Events involving one or more MPPs or MPs as participants following the issuing of the writ.

5.2. Employees engaged in political activities shall separate those personal activities from their official positions. This includes the following:

a) Employees may participate in political activity at the municipal, provincial and federal levels provided that such activity does not take place during the employee's work hours or use Municipal resources;

b) Employees who involve themselves in an election campaign by posting or sharing campaign-related materials through personal social media accounts shall separate these activities from their role as a Municipal employee and shall ensure that none of these activities are done during the employee's work hours or using Municipal resources;

c) Any Municipal information obtained by an employee through their employment with the Municipality shall not be used for election-related purposes; and

d) Employees must ensure vacation or Time Off In Lieu is submitted to their Manager, or their designates, as the case may be, in advance of any campaign-related work conducted during traditional working hours.

5.3. Notices, posters or similar materials in support of a particular candidate, campaign related to a question on the ballot, or political party shall not be displayed or distributed by employees at Municipal work sites or facilities.

5.4. Employees wishing to run for municipal, provincial or federal office shall request and obtain a leave of absence without pay and abide by the respective legislation governing such elections. Employees with questions regarding their obligations with respect to obtaining a leave of absence without pay may contact the Municipal Clerk or designate.

5.5. Should an employee run for election or by-election, that employee shall begin the required leave of absence immediately upon certification of the nomination by the Municipal Clerk or designate. Subsequently, all employee access (including email and security) related to Municipal resources used by the individual as a result of employment (such as computers, smartphones and electronic storage devices) shall be returned immediately.

5.6. An employee who identifies a potential conflict of interest with respect to election-related matters (for example, a family member or close friend is a candidate, etc.) shall advise the manager or director to whom they report in writing of the potential conflict of interest. Thereafter, the manager or

director shall develop a process, with input from the Municipal Clerk or designate, to insulate the employee against any claim of conflict, be it real or perceived.

## **Responsibilities**

### **Members of Council:**

- Ensure relevant requirements of this Policy and its Procedures are fulfilled in any duties and activities undertaken.
- Understand and support this Policy and its Procedures and ensure accountability for their actions.
- Seek clarification of any aspect of this Policy and its Procedures, as required.

### **Municipal employees, including management:**

- Ensure relevant requirements of this Policy and its Procedures are fulfilled in any duties and activities undertaken in their official position as a Municipal employee.
- Ensure relevant requirements of this Policy and its Procedures are fulfilled with respect to any political activity or candidacy undertaken by the employee, and regarding any conflict of interest identified by the employee.
- Understand and support this Policy and its Procedures and ensure accountability for their actions.
- Seek clarification of any aspect of this Policy and its Procedures, as required.

### **Municipal Clerk**

- Ensure relevant requirements of this Policy and its Procedures are fulfilled in any duties and activities undertaken.
- Ensure the administration, communication, interpretation and monitoring/enforcement of this Policy and its Procedures.
- Receive and respond to any complaints, concerns and inquiries/requests for guidance related to this Policy and its Procedures.
- Delegate in writing any designate(s) assigned to administer any or all of this Policy and its Procedures.
- Review this Policy and its Procedures at least every two (2) years as well as in the third year of the Council term, and as required by changes to legislation. The Municipal Clerk is authorized to make minor administrative updates as may be necessary to maintain compliance and consistency with legislation, while respecting and preserving the intent of the Policy and its Procedures.

## **Monitoring/Contraventions**

### **Guidance and interpretation**

The Municipal Clerk or designate shall have the delegated authority to provide guidance with respect to election-related matters in relation to this Policy and/or its Procedures, and to issue in writing any interpretation on the application of this Policy and/or its Procedures and any related approvals or prohibitions. Such guidance, interpretation, approvals and prohibitions shall be based on the overarching legislative requirement for public funds and resources not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

## **Complaints and investigation**

The Municipal Clerk or designate shall have the delegated authority to receive and investigate any written complaint with respect to the alleged use of Municipal resources in contravention of this Policy and/or its Procedures. The written complaint must be submitted to the Municipal Clerk or designate and set out specific example(s) and corresponding details of how the alleged use of a particular resource may have contravened this Policy and/or its Procedures.

Upon completion of any investigation, the Municipal Clerk or designate may resolve any issues and, if necessary, determine appropriate corrective action based on the findings of the investigation, in consultation with the Municipality of Powassan's Integrity Commissioner as necessary in relation to the Code of Conduct for Members of Council. If the investigation determines that a Member of Council has contravened the Policy and/or its Procedures, the Member shall be required to personally repay any direct costs associated with the breach. The Municipal Clerk shall advise the complainant of the outcome of the complaint and any repayment that was made. The Municipal Clerk shall report on the exercise of delegated authority under this Policy to the appropriate Committee following a municipal election or by-election.

If the investigation by the Municipal Clerk or designate determines that a Municipal employee contravened this Policy and/or its Procedures, the failure on the part of an employee to comply with this Policy and/or its Procedures may result in corrective action as appropriate, including discipline up to and including dismissal, to be conducted in accordance with Human Resources' processes and in alignment with terms and conditions of employment.

## **Legislative and administrative authorities:**

Canada Elections Act  
Election Finances Act  
Municipal Act, 2001  
Municipal Elections Act, 1996

## **Definitions**

“Campaign materials” means any materials used to solicit votes for, or opposition to, a candidate or campaign related to a question on the ballot, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include but are not limited to materials in all media, such as print, displays, electronic, radio or television and online sources including websites or social media.

“Campaigning” means any activity by or on behalf of a candidate, registered third party advertiser, political party, or campaign related to a question on a ballot meant to elicit support for, or opposition to, a candidate, registered third party advertiser, political party, or campaign related to a question on a ballot. Campaigning does not include the appearance of elected officials, other candidates, registered third party advertisers or ballot question campaign members at an event in their personal capacity without the display of any signage, graphics or campaign-related clothing, buttons and other paraphernalia that identify the individual as a candidate, registered third party advertiser or ballot question campaign member and without the solicitation of votes (including distribution of campaign materials).

“Candidate” means any person who has filed and not withdrawn a nomination for an elected office at the municipal (including school board), provincial or federal level in an election or by-election.

“Municipal resources” means but is not limited to: Municipal employees/staff, Municipal - events, facilities, funds, information and infrastructure, as follows:

- “Municipal employees” and “Municipal staff” – All manage, full-time, part-time, casual, temporary, seasonal and contract employees.
- “Municipal events” – Events funded or organized by Municipal departments and/or Members of Council, including events that may be jointly organized with community organizations or with external sponsors. This includes but is not limited to: Announcements relating to Municipal programs, policies and other initiatives, including funding announcements; Celebratory, commemorative, educational or memorial events; Community meetings, consultations and other gatherings; Facility openings; and Open houses.
- “Municipal facilities” – Any facility that is owned or leased by the Municipality and/or its departments and that is directly managed and operated by Municipal departments or programs.
- “Municipal funds” – Funding support provided through the Municipality’s annual operating or capital budgets, including but not limited to funds provided directly to Municipal programs and services.
- “Municipal information” – Any information in the custody and control of the Municipality, including databases that may be the repository of names, contact information, business records, financial information or other identifiers compiled and used by Municipal employees to conduct Municipal business.

- “Municipal infrastructure” – Any physical or technology systems that support the operation of Municipal programs and services, including but not limited to Municipal fleet vehicles, public display signage, computer network, telecommunications and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet.

“Communications materials” means materials produced for the purpose of communicating with residents, including but not limited to business cards, email signature blocks, letterhead, newspaper columns, flyers, photographs, videos, branding (symbols, logos, graphics), householders, newsletters, advertisements, media releases, mail outs and emails. Communications materials include materials in all media, such as print, displays and other physical formats, electronic, radio or television and online sources including websites or social media.

“Community events” and “community-organized events” means events staged by external organizations such as community groups and other levels of government and not funded or organized fully or jointly by Municipal departments and/or Members of Council. Examples include events such as community association meetings, business openings, sporting events, festivals, fundraisers and other ticketed events, etc.

“Member-organized events” means a type of Municipal event staged by a Member of Council as a one-time or sporadic occurrence (for example, a planning-related open house; an event to benefit the Municipality or a local charity, etc.) For clarity, such onetime or sporadic events are different from a “Member’s annual community event” as defined in this policy.

“Contribution” means the general definition set out in the Municipal Elections Act, 1996 (MEA), which includes but is not limited to the following:

- For an election campaign – As set out in Subsection 88.15(1) of the MEA: “... [M]oney, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person’s direction, are contributions.”
- For third party advertisements – As set out in Subsection 88.15(2) of the MEA: “... [M]oney, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.”

“Elected officials” means individuals elected to the Council of the Municipality of Powassan, the Legislative Assembly of Ontario, the House of Commons, or a school board.

“Member’s annual community event” means an event that has been staged by a Member of Council in the previous two years (with similar event name/title, same approximate date and same general purpose).

“Members” means the Mayor and Councillors of the Municipality of Powassan.

“Political party” means a political party for a provincial and/or federal election that is registered in accordance with applicable provisions of Ontario’s Election Finances Act or the Canada Elections Act.

“Question on the ballot” means any question or bylaw submitted to the electors by Council, a school board or other elected local board, or the Minister of Municipal Affairs under the Municipal Elections Act, 1996.

“Registered third party advertiser” means, in relation to a municipal election, an individual, corporation or trade union that is registered with the Municipal Clerk, as per Section 88.6 of the Municipal Elections Act, 1996, whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

“Third party advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, as per the definition established under Subsection 1(1) of the *Municipal Elections Act, 1996*. Further to Subsection 1(2) of the *Municipal Elections Act, 1996*, an advertisement is deemed not to be a third-party advertisement if the person or entity that causes the advertisement to appear in any broadcast, print, electronic or other medium incurs no expenses in relation to the advertisement. Furthermore, as per Subsection 1(2.1) of the *Municipal Elections Act, 1996*, an advertisement is deemed not to be a third-party advertisement when it is given or transmitted by an individual to their employees, by a corporation to its shareholders, directors, members or employees or by a trade union to its members or employees.

“Voting Day” means the day the final vote is to be taken in an election or by-election, as set out in the applicable legislation (municipal, provincial or federal).

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BYLAW NO. 2026-10**

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Being a Bylaw to Close Highways for the Purpose of the  
Powassan Maple Syrup Festival

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**WHEREAS** Section 27(1) of the Municipal Act 2001, provides that a municipality may pass By-Laws in respect of a highway only if it has jurisdiction over the highway; and

**WHEREAS** Main Street, Memorial Park Drive, Clark Street, Edward Street and King Street are municipally maintained roads; and

**WHEREAS** the safety of residents, pedestrians and vehicular traffic are of the utmost importance;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Municipality of Powassan hereby enacts as follows:

1. That no vehicular traffic or parking be permitted in the locations listed below for the specific purpose of the Powassan Maple Syrup Festival:
  - a. Clark Street from just east of Joseph Street to Main Street; and,
  - b. Main Street from just north of Hodge's ValuMart to the Main Street bridge north of the Sportsplex; and,
  - c. Memorial Park Drive (East and West) from Edward Street to Armstrong Avenue; and,
  - d. Edward Street North and South from Clark Street to Chisholm Street; and
  - e. King Street from Edward Street to Armstrong Avenue

Beginning at 7:00 am and ending at 4:00 pm on Saturday, April 25, 2026

2. That Schedule 'A' attached hereto and forming part of this Bylaw detail the aforementioned routes;
3. That this Bylaw become effective upon adoption;

**READ** a **FIRST**, **SECOND** and **THIRD** and **FINAL** time and adopted as such in Open Council, for the immediate wellbeing of the Municipality, this the 21st day of April 2026.

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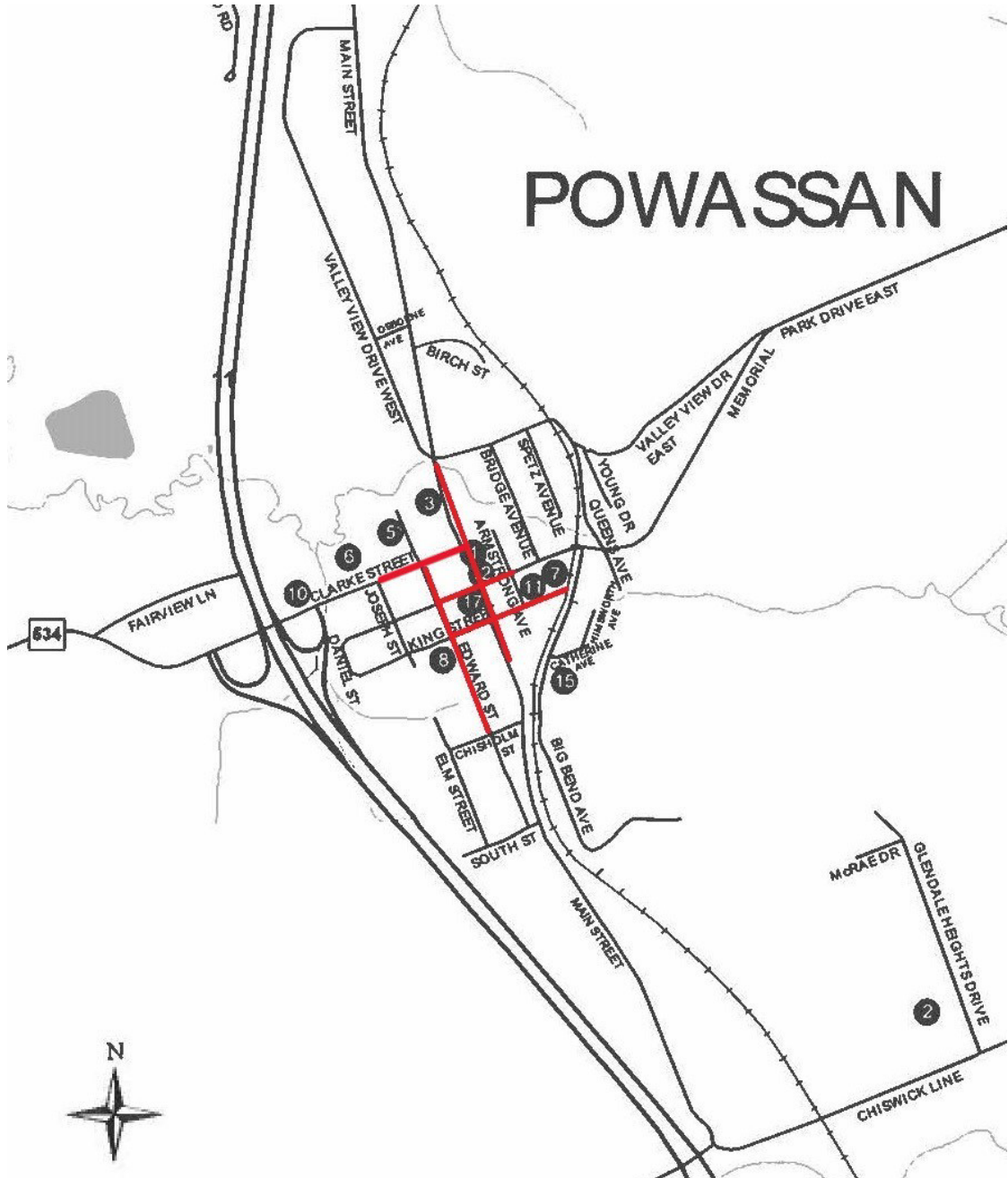
Mayor

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Clerk

BYLAW 2026-10

SCHEDULE "A"



**CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BYLAW NO. 2026-11**

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Being a Bylaw to Close Highways for the Purpose of Safety while the Fundraiser Maple Hill SAP Run Takes Place.

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**WHEREAS** Section 27(1) of the Municipal Act 2001, provides that a municipality may pass bylaws in respect of a highway only if it has jurisdiction over the highway; and

**AND WHEREAS** Main Street, Clark Street, and Memorial Park Drive East are municipally maintained roads;

**AND WHEREAS** the safety of pedestrians and vehicular traffic are of the utmost importance;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Municipality of Powassan hereby enacts as follows:

1. That no vehicular traffic be permitted on the following roadways on April 26<sup>th</sup>, 2026 for the durations listed below while a fundraising run/walk takes place:
  - a. Clark Street from Joseph to Main Street beginning at 8:30 am and ending no later than 12:00 pm;
  - b. Main Street to Memorial Park Drive beginning at 8:30 am, and ending no later than 12:00 pm; and
  - c. Memorial Park Drive from Main Street to Genesee Lake Road, beginning no sooner than 8:30 am, and ending no later than 12:00 pm.
2. That these closure are no greater in duration than necessary to minimize impact to local traffic and businesses;
3. That emergency vehicles and local traffic only be permitted to pass along Clark Street, Main Street, Memorial Park Drive, and through local intersections when it can be assessed that it poses no risk to safety, and is controlled by staff;
4. That Municipal barricades be provided to assist in the visibility of the closure, and public notice be posted to indicate which areas, will be closed; and,
5. That OPP presence be requested to assist in the closures and re-opening of roadways;
6. That Schedule 'A' attached hereto and forming part of this Bylaw detail the aforementioned route;
7. That this Bylaw become effective upon the date of adoption;

**READ a FIRST, SECOND, and a THIRD and FINAL** time and adopted as such, for the immediate wellbeing of the Municipality this 21<sup>st</sup> day of April, 2026.

---

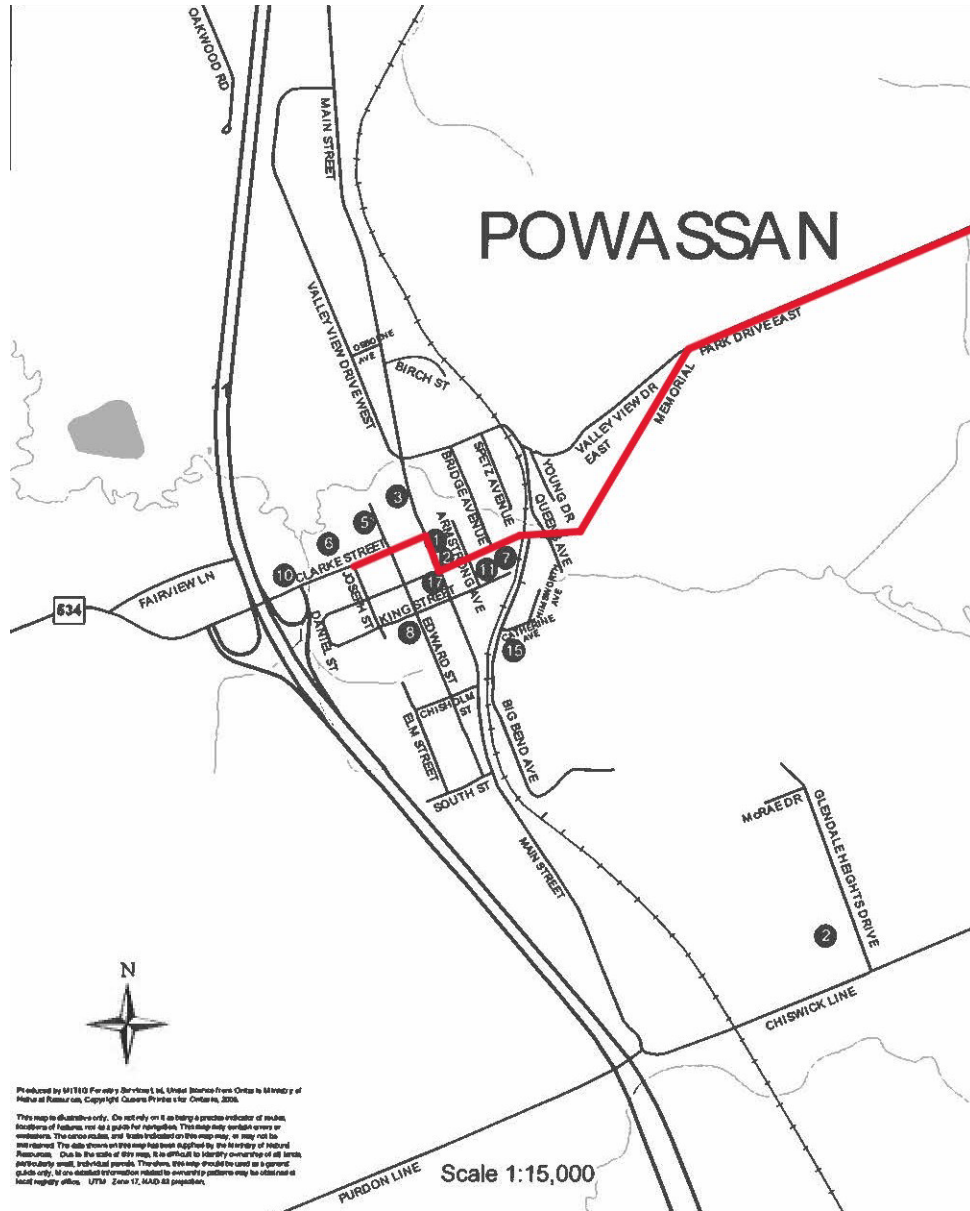
Mayor

---

Clerk

# BYLAW 2026-11

## SCHEDULE "A"



## ESTIMATED FUTURE LIBRARY LEVY TO MUNICIPALITY OF POWASSAN

### Based on Historical Levy vs Revenue

| Year | Total Municipal Levy                                | Yearly % inc.                | Revenue | % rev. to levy | Powassan levy | % of total Levy | Wages & Benefits | W & B % of revenue | W & B as % of M. Levy |
|------|---|------------------------------|---------|----------------|---------------|-----------------|------------------|--------------------|-----------------------|
| 2019 | 157,545   |                              | 262,740 | 166.8%         |               |                 |                  |                    |                       |
| 2020 | 161,850   | 2.7%                         | 246,164 | 152.1%         |               |                 |                  |                    |                       |
| 2021 | 163,468   | 1.0%                         | 232,030 | 141.9%         | 101,350       | 62.0%           |                  |                    |                       |
| 2022 | 165,104   | 1.0%                         | 251,163 | 152.1%         | 102,364       | 62.0%           |                  |                    |                       |
| 2023 | 166,755   | 1.0%                         | 261,178 | 156.6%         | 103,388       | 62.0%           |                  |                    |                       |
| 2024 | 178,428   | 7.0%                         | 298,086 | 167.1%         | 114,194       | 64.0%           |                  |                    |                       |
| 2025 | 206,741   | 15.9%                        | 293,492 | 142.0%         | 141,618       | 68.5%           | 218,088          | 74.3%              | 84.6%                 |
| 2026 | 232,134   | 12.3%                        | 355,165 |                | 139,280       | 60.0%           | 189,805          | 53.4%              | 81.8%                 |
| 2027 | 249,857   | 7.6%                         | 382,281 |                | 149,914       | 60.0%           | 203,958          | 53.4%              | 81.6%                 |
| 2028 | 267,347   | 7.0%                         | 409,041 |                | 160,408       | 60.0%           | 217,569          | 53.2%              | 81.4%                 |
| 2029 | 286,061   | 7.0%                         | 437,674 |                | 171,637       | 60.0%           | 232,573          | 53.1%              | 81.3%                 |
| 2030 | 306,086   | 7.0%                         | 468,311 |                | 183,651       | 60.0%           | 249,857          | 53.4%              | 81.6%                 |
|      |   |                              |         |                |               |                 |                  |                    |                       |
|      |   | average revenue to mun. levy |         | 153.8%         |               |                 |                  |                    |                       |
|      | unaudited figure                                    |                              |         |                |               |                 |                  |                    |                       |
|      | estimates   |                              |         |                |               |                 |                  |                    |                       |
|      | est. based on av. rev. to mun. levy                 |                              |         |                |               |                 |                  |                    |                       |
|      | est. Municipality of Powassan levy for 2026 to 2030 |                              |         |                |               |                 |                  |                    |                       |

Please Note: Pay parity will have been achieved by 2030, at which point there should be a decrease in the yearly percentage increase of the Total Municipal Levy.

Powassan & District Union Public Library

6 year Wage Parity Plan - 2025 to 2030

|                             | Year 1 |         | Year 2 |        | Year 3 |        | Year 4 |        | Year 5 |        | Year 6 |        |
|-----------------------------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                             | PDUPL  | mdn+1%* | PDUPL  | mdn+1% | PDUPL  | mdn+1% | PDUPL  | mdn+1% | PDUPL  | mdn+1% | PDUPL  | mdn+1% |
| 1. CEO                      | 37.76  | 48.58   | 40.40  | 49.07  | 43.23  | 49.56  | 46.26  | 50.05  | 50.55  | 50.55  | 51.06  | 51.06  |
| 2. Head Librarian           | 28.95  | 40.74   | 31.85  | 41.15  | 34.07  | 41.56  | 36.46  | 41.97  | 38.15  | 42.39  | 42.82  | 42.82  |
| 3. Media & Com. Coordinator | 25.00  | 36.72   | 27.50  | 37.09  | 30.25  | 37.46  | 32.37  | 37.83  | 34.96  | 38.21  | 38.59  | 38.59  |
| 4. Casual Clerk             | 20.00  | 20.00   | 21.00  |        | 22.00  |        | 23.00  |        | 24.00  | 25.16  | 25.16  | 25.16  |
| 5. Junior Librarian         | 17.60  | 17.88   | 18.00  | 18.06  | 18.24  | 18.24  | 18.42  | 18.42  | 18.61  | 18.61  | 18.79  | 18.79  |

|                 |            |            |            |            |            |            |
|-----------------|------------|------------|------------|------------|------------|------------|
| Yearly Total    | 174,943.20 | 189,804.59 | 203,958.09 | 217,568.89 | 232,573.32 | 249,769.64 |
| \$ Diff         |            | 14,861.39  | 14,153.50  | 13,610.80  | 15,004.43  | 17,196.32  |
| less Pay Equity |            |            |            |            |            |            |
| Grant           |            | 7,601.00   | 7,601.00   | 7,601.00   | 7,601.00   | 7,601.00   |
| total \$diff    |            | 7,260.39   | 6,552.50   | 6,009.80   | 7,403.43   | 9,595.32   |
|                 |            | 4.2%       | 3.5%       | 2.9%       | 3.4%       | 4.1%       |

Oct 2025

\* mdn represent the median wage of libraries sized 5,000 to 9,999 from the 2023 Ontario Public Library Compensation Survey

| Assumptions: | Position # | Hrs/wk      | Total hrs |
|--------------|------------|-------------|-----------|
|              | 1.         | 30 hrs/wk   | 1560      |
|              | 2.         | 40hrs/wk    | 2080      |
|              | 3.         | 35hrs/wk    | 1820      |
|              | 4.         | as requirec | 143       |
|              | 5.         | 8hrs/wk     | 416       |

70.8085  
87.625

## **AGREEMENT**

for

### **THE POWASSAN AND DISTRICT UNION PUBLIC LIBRARY**

#### **BETWEEN:**

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

hereinafter called Powassan of the First part

AND:

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

hereinafter called Nipissing in the Second part

AND:

THE CORPORATION OF THE TOWNSHIP OF CHISHOLM

hereinafter called Chisholm in the Third part

WHEREAS the parties hereto wish to enter into an agreement to provide for the maintenance of the Powassan and District Union Public Library (the "Library"), as provided for in the Public Libraries Act, R.S.O. 1990, c. P-44, Section 5(1) and 9(4).

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and conditions contained herein and subject to the terms and conditions hereinafter set forth, the parties hereto agree as follows:

#### **1. The Board**

1.1 The Powassan and District Union Public Library Board (the "Board") shall be comprised of one (1) Councillor appointed from each Municipality and additional members appointed by the respective councils as follows:

The Corporation of the Municipality of Powassan shall have an additional minimum of two (2) members and a maximum of five (5) members for a total of six (6) members;

The Corporation of the Township of Chisholm shall have an additional one (1) member for a total of two (2) members;

The Corporation of the Township of Nipissing shall have an additional one (1) member for a total of two members.

1.2 It is the responsibility of each Municipality to ensure that their representatives are appointed in accordance with Section 10 of the Public Libraries Act, R. S. O. (1990), Chapter P.44, as amended.

1.3 Each Member shall have one vote only. The Chair may vote with other members. An equal vote is deemed to be negative.

1.4 A board member's Term shall be concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms.

1.5 At any time the Council of a non-participating Municipality or representatives from an unorganized Township may make a request to the Councils of the participating Parties to become a participating Member. If all Councils agree, this Agreement will be amended accordingly.

1.6 The Library Board shall set Library operating hours in accordance with the interests and usage of all participating members and visitors.

## **2. Costs**

2.1 The cost of operating and maintaining the Powassan and District Union Library shall be based on the following formula:

Municipality of Powassan 60%

Township of Chisholm 18%

Township of Nipissing 22%

2.2 The Powassan and District Union Public Library shall annually prepare a budget of all funds required during the year for the purposes of the Board, and the budget shall:

- a) set forth the estimated revenues and expenditures of the Board
- b) make allowance for surplus of the previous year to be available during the current year
- c) provide for any deficiencies of any previous year
- d) set forth the amount to be chargeable to each of the Municipalities, and the estimated populations of each
- e) provide for capital expenditures from current funds, not to exceed 10% of the annual budget unless approved by all three Councils
- f) be made available to participating Councils on or before January 31st of the current year.

The proportion of the Budget to be charged to each of the Parties of the Agreement shall be based on the cost-sharing formulas provided in Section 2.1.

2.3 The annual budget prepared by the Board shall be circulated to the participating Municipalities as soon as approved by the Library Board and no later than January 31<sup>st</sup>, to allow for review and consideration prior to inclusion in each Municipality's draft budget.

2.3.1 The Mayors and/or senior administrative staff of each participating Municipality may meet, either jointly or individually, with the CEO or designate to review the proposed budget, cost-sharing impacts, in advance of formal presentation to Council.

2.3.2 If the estimates of the Board are approved, or amended and approved, by the Council of the Municipality of Powassan, such estimates shall be binding on all participating municipalities provided that the Municipality of Powassan represents more than one-half of the population of the combined area for which the Board was established, pursuant R.S.O. 1990, c. P.44, s. 24 (6).

2.3.3 Pending Council consideration, the Library may continue to operate in accordance with the most recently approved budget to ensure operational continuity.

2.4 Any capital expenditure exceeding ten percent (10%) of the approved annual budget shall require written approval from all participating Councils.

2.4.1 Nothing in this Agreement prevents an individual Municipality from voluntarily funding an additional Library capital expense, provided such funding does not create an ongoing financial obligation for the other Parties without their written consent.

2.5 Cost sharing on any capital expenditures not listed in the current budget shall be determined through negotiations between all Parties to this agreement.

2.6 Data Collection and Service Metrics: The CEO shall annually, in the month of November, compile and review statistical aggregate, non-identifying data respecting library usage.

2.6.1 Usage Data: The specific metrics, methods of collection, and definitions for library usage (such as "registered users") shall be set out in Schedule "A" to this Agreement.

2.6.2 Evolution of Data: The Parties acknowledge that Library user data and methods of collection may evolve over time to more accurately reflect service use.

2.6.3 Future Funding: Subject to review and unanimous agreement of the participating Municipalities, such data may be used to inform future funding arrangements or cost-sharing discussions.

2.7 All grants for library purposes, whether municipal, provincial, federal or otherwise, received by the member municipality shall be delivered to the Library Chief Executive Officer (CEO) for deposit to the library account.

2.7.1 No single Municipality shall be solely responsible for ongoing grant administration on behalf of the Library unless agreed to in writing by all Parties.

2.8 Unless otherwise approved by all participating Councils, municipal contributions shall be invoiced annually and paid in 3 (3) equal installments, due on or before March 30<sup>th</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> of the budget year.

### **3. Membership**

3.1 A person shall be eligible for membership at the Powassan and District Union Public Library if they:

a) are a resident of any participating municipality

b) owns property in any participating municipality

c) are deemed eligible through any Agreement between the Library and another Library Board.

d) reside outside of the participating municipalities but have purchased a membership as per Section 3.2.

3.2 The Board shall impose Library Fees as it considers proper for the use of library services by people who do not reside in the Board's jurisdiction.

3.2.1 Library Fees shall not be imposed on residents or property owners of a Municipality where financial contributions have been directed to the Powassan and District Union Public Library, including contributions made through municipal levies or the receipt of Public Library Operating Grant funding allocated on behalf of that Municipality.

#### **4. Withdrawal from the Powassan and District Union Public Library**

4.1 Any Party may withdraw from this agreement upon written notice to the Powassan and District Union Public Library Board and all other Parties no later than the last business day of March in the final year of a Council term, thereby providing sufficient notice for negotiations and preparation for the subsequent term.

4.2 This notice period is intended to allow for confirmation of financial information prior to budget finalization, recognizing that provincial grant announcements, audited prior-year results, and final municipal levy decisions are not typically available in December.

4.3 Any withdrawing Party shall be required to pay its share for the balance of the current year and any deficit that may exist at the end of the term of the withdrawing Party.

#### **5. Notice**

5.1 Notice shall be provided to the addresses maintained in the Official Contact List (Schedule B)."

#### **6. Severability**

6.1 If any provision of this Agreement shall be held or made invalid by a court decision, statute or rule, or shall be otherwise rendered invalid, the remainder of this Agreement shall not be affected thereby.

#### **7. Entire Agreement**

7.1 In the event of a conflict between any provisions of this Agreement and any provisions of the Public Libraries Act, R.S.O. (1990), c. P44, the Sections of the Act shall prevail.

7.2 This Agreement constitutes the entire Agreement between the Parties.

#### **8. Indemnification**

8.1 The Parties shall indemnify and save harmless the others from and against all claims, losses, damages, judgments, liabilities, costs, expenses, actions, and other proceedings made, sustained, brought, prosecuted, or threatened to be brought or prosecuted, that are based on, occasioned by or attributed to any bodily injury to or death of a person or damage to or loss of property caused by any negligent act or omission on the part of the indemnifying party, its officers, employees, students, agents, or volunteers arising out of this agreement.

#### **9. Insurance**

9.1 The Library Board shall, at their expense, obtain and keep in force during the term of the Agreement Commercial Liability Insurance satisfactory to all Parties, and underwritten by an insurer licensed to practice in the Province of Ontario.

The Library Board shall, at their expense, obtain and maintain for the term of the Agreement, complying with the requirements of all the necessary and appropriate insurance that a prudent person carrying out obligations similar to the obligations required of the Library Board under this Agreement would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence.

9.2 A Certificate of Insurance shall be provided to all parties at the start of each year for the term of the Agreement.

The Library Board shall provide each member municipality with valid certificates of insurance annually that confirms the insurance coverage listed in 9.1 above.

**10. Prior Agreements**

10.1 This agreement shall replace all prior agreements.

**11. Term and Renewal**

11.1 This Agreement shall remain in force for a term of four (4) years from the date of execution.

11.2 The Parties shall jointly review this Agreement at least twelve (12) months prior to its expiry to determine whether the Agreement should be renewed, amended, or replaced.

11.3 This Agreement may be renewed by resolution of all participating Councils, with or without amendment.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals, attested by the hands of their proper signing officers duly authorized in that behalf.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk

THE CORPORATION OF THE TOWNSHIP OF CHISHOLM

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk

## **SCHEDULE "A": LIBRARY SERVICE METRICS & DEFINITIONS**

**1. Registered User Definition** For the purposes of this Agreement, a "registered user" means an individual library card that has been activated at least once during the applicable twelve (12) month period.

**2. Exclusions** The Parties acknowledge that registered user data does not capture the following library activities, which shall be tracked separately as "Service Demand Indicators":

- Attendance at programs (registered and unregistered);
- In-library use statistics (e.g., computer use, study space);
- Outreach services and community engagement;
- Digital circulation or other activities not requiring card registration.

**3. Data Categories** The CEO will provide reporting on the following indicators to assist with future planning:

- Registered users by municipality;
- Circulation data;
- Any other reasonable indicators of service demand as determined by the Board.

## **SCHEDULE “B”: CONTACT LIST**

Powassan and District Union Public Library

324 Clark Street

Powassan, ON P0H 1Z0

[powlib@gmail.com](mailto:powlib@gmail.com)

Municipality of Powassan

250 Clark Street

Powassan, ON P0H 1Z0

[clerk@powassan.net](mailto:clerk@powassan.net)

Township of Nipissing

45 Beatty Street

Nipissing, ON P0H 1W0

[admin@nipissingtownship.com](mailto:admin@nipissingtownship.com)

Township of Chisholm

2847 Chiswick Line

Powassan, ON P0H 1Z0

[info@chisholm.ca](mailto:info@chisholm.ca)

Date: April 21, 2026

Moved by:

Seconded by:

That the Agreement for the Powassan and District Union Public Library between the Corporation of the Municipality of Powassan, the Corporation of the Township of Nipissing and the Corporation of the Township of Chisholm be approved; and,

FURTHER that the Mayor and Clerk be given the authority to execute the agreement.

\_\_\_\_\_  
 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    |      |      |                     |      |      |



# **2025 Annual Performance Report for the Powassan Sewage Treatment Lagoon & Sewage Collection System**

January 1, 2025 to December 31, 2025

**PREPARED BY**

Ontario Clean Water Agency  
on behalf of the Municipality of Powassan

Date: March 17, 2026

Rev: 0

# Revision History

| Rev. No. | Date           | Prepared by:    | Approved by:             | Description       |
|----------|----------------|-----------------|--------------------------|-------------------|
| 0        | March 11, 2026 | M. Malette, PCT | P. Dyrda, Sr Ops Manager | Revision 0 issued |
|          |                |                 |                          |                   |
|          |                |                 |                          |                   |
|          |                |                 |                          |                   |

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### **Appendix A: Lagoon Release Reports**

### **Appendix B: Raw (Influent) Sample Data**

### **Appendix C: Bypass/Overflow Sample Data**

### **Appendix D: Maintenance Summary**

## **Executive Summary**

The Ontario Clean Water Agency (OCWA) acts as the operating authority for the Powassan wastewater treatment system under contract with the Municipality of Powassan. The enclosed 2025 Report for the above-referenced facility summarizes the performance and related activities in accordance with Environmental Compliance Approval (ECA) #7092-9XLLAN; Section 11(5). Environmental Compliance Approval was issued June 24, 2015.

## Introduction

Condition 11(5) of ECA No. 7092-9XLLAN for the Powassan Sewage Treatment Lagoon requires the Owner to prepare and submit a performance report to the Ministry of the Environment's District Manager on an annual basis by March 31 for the preceding calendar year. The 2025 Annual Performance Report was prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Municipality of Powassan and is based on information kept on record by OCWA. The report has been completed in accordance with the approval and contains, but is not limited to the following information outlined in the ECA:

- A summary and interpretation of all influent monitoring data, and a review of historical trend of the sewage characteristics and flow rates;
- A summary and interpretation of all final effluent monitoring data, including concentration, flow rates, loading and a comparison to design objectives and compliance limits in the Approval, including an overview of the success and adequacy of the Works;
- A summary of all operating issues encountered and corrective actions taken;
- A summary of all normal and emergency repairs and maintenance carried out on any major structure, equipment, apparatus or mechanism forming part of the Works;
- A summary of any effluent quality assurance or control measures undertaken;
- A summary of the calibration and maintenance carried out on all influent and final effluent monitoring equipment to ensure that the accuracy is within the tolerance of that equipment as required in this Approval or recommended by the manufacturer;
- A summary of efforts made to achieve the design objectives in this Approval, including an assessment of the issues and recommendations for pro-active actions if any are required under the following situations:
  - i* when any of the design objectives is not achieved more than 50% of the time in a year, or there is an increasing trend in deterioration of final effluent quality;
  - ii* when the annual average daily influent flow reaches 80% of the rated capacity;
- A summary of any complaints received and any steps taken to address the complaints;
- A summary of all bypasses, overflows, and other situations outside normal operating conditions and spills within the meaning of Part X of EPA and abnormal discharge events;
- A summary of all Notice of Modifications to Sewage Works completed under Schedule B section 3, including a report on the status of implementation of all modifications;
- A summary of efforts made to achieve conformance with Procedure F-5-1 including but not limited to projects undertaken and completed in the sanitary sewer system that result in overall bypass/overflow elimination including expenditures and proposed projects to eliminate bypass/overflows with estimated budget forecast for the year following that for which the report is submitted;

- Any changes or updates to the schedule for the completion of constructions and commissioning operations of major process(es)/equipment groups in the Proposed Works;

# 1 System Description

|                             |   |
|-----------------------------|---|
| Sewage System Name:         | <b>Powassan Sewage Treatment Lagoon</b>   |
| Sewage System Works Number: | 10000613  |
| Sewage System Address:      | Powassan Ontario  |
| Sewage System Owner:        | Corporation of the Town of Powassan   |
| Sewage Treatment ECA:       | 7092-9XLLAN Issued 24 June, 2015 revokes ECA No. 1040-7U2QV6<br>1040-7U2QV6 Issued 12 August, 2009 revokes ECA No. 3-1429-80-006 (for install 100 kW natural gas gen set) |
| Air ECA:                    | 3319-7TQQBE Issued 09 July 2009 revokes ECA No. 3-0523-83-006   |
| Reporting Period:           | January 1, 2025 to December 31, 2025  |

---

|                            |   |
|----------------------------|---|
| <b>Capacity of Works:</b>  | 940 m <sup>3</sup> /day annual average      |
| <b>Service Area:</b>       | Town of Powassan                            |
| <b>Service Population:</b> | 1000  |
| <b>Effluent Receiver:</b>  | Genessee Creek- South River- Lake Nipissing |
| <b>Major Process:</b>      | Three Waste Stabilization Lagoons           |

The Powassan Wastewater Lagoon is a Class 1 facility that provides sewage treatment for the community Powassan. Environmental Compliance Approval No: 7092-9XLLAN allows an average rated capacity of 940 m<sup>3</sup>/day. The Town of Powassan Sewage System consists of gravity sewer mains that flow to two pumping stations with submersible Flygt pumps and associated force mains and controls serving the Town of Powassan. The force mains from the lift stations discharge into a three-cell stabilization pond (lagoon) located on part of Lots 17 and 18, Concession XIII, Township of Himsworth South.

OCWA employees operate the wastewater treatment system. OCWA maintains raw sewage flow data, raw sewage monthly sample analysis data, lagoon pre-release data, and lagoon release effluent analysis data in an electronic process database.

The Powassan Wastewater Treatment systems consist of three cell lagoons. Cell #2 South and Cell #1 North have a combined surface area of 7.2 ha & depth of 1.8 m each with a storage capacity of 140,500 m<sup>3</sup>. Cell #3, referred to as the Old Cell, is the original single cell waste stabilization pond approximately 2.83 ha & depth of 1.5 m with a storage capacity of 39,700 m<sup>3</sup>. These are complete retention lagoons that are seasonally released. The lagoon discharges are conducted in the spring and fall of the year. Pre-discharge sample analysis results are utilized to dictate the need for batch chemical treatment with ferric sulphate for phosphorus removal and TSS removal. The lagoons discharge to Genessee Creek - South River - Lake Nipissing after treatment. There are no significant downstream users within 3.5 km.

The Wastewater Collection System is a class 2 collection system. Pumping Station number (No.) 1, the Clark Street SLS is located in Lot 16, Concession XII, in the Town of Powassan, approximately 103 meters (m) North of Clark Street and approximately 250 m East of Highway 11 in a field behind the Public Library. It is equipped with two submersible pumps each rated at 2,179 liters per minute (L/min) at 21 feet (ft.) total dynamic head (TDH), complete with controls, and an emergency overflow bypass to Genessee Creek; the station pumps directly to the lagoons. The standby 100 kilowatt (kW) emergency generator that provides emergency power for this station during power outages became operational early on 2010.

Pumping Station No. 2, the St. Gregory Station is located on Lot 17 approximately 20 m south of the Genessee Creek, at the North East corner of the schoolyard. It is equipped with two Flygt submersible pumps each rated at 1800 L/min (30.2 liters per second (L/s)) at 15.1 m or 50 ft. TDH, complete with controls and an emergency overflow bypass to Genessee Creek; the station pumps directly to the lagoons. This station utilizes standby power capabilities from a 65 kW emergency diesel generating station located at the nearby Water Treatment Plant.

## 2 Monitoring Program

### 2.1 Monitoring Program as Outlined in the Environmental Compliance Approval

*Table 1: Analytical Parameters*

|                         |  |
|-------------------------|--|
| <b>BOD<sub>5</sub></b>  | Five Day Biochemical Oxygen Demand – is measured in an unfiltered sample; includes carbonaceous and nitrogenous oxygen demand. It refers to the amount of oxygen consumed by organic matter in a specific volume of water at a specific temperature over a 5 day period. High BOD <sub>5</sub> in effluent means a large quantity of oxygen was needed to break down the organic matter and identifies a large amount of organic matter in the effluent indicating inadequate treatment. |
| <b>cBOD<sub>5</sub></b> | Five-day carbonaceous biochemical oxygen demand – represents the oxygen depletion associated with the biodegradation of organic compounds and the oxidation of inorganic compounds such as ferrous iron and sulphide within 5 day period and at a specific temperature. High cBOD <sub>5</sub> in sewage effluent means a large quantity of oxygen was needed to break down the organic and inorganic matter in the effluent indicating inadequate treatment.                            |
| <b>TSS</b>              | Total Suspended Solids – the dry weight of suspended particles that are not dissolved in water and can be filtered. TSS is composed of settleable solids and non-settleable solids depending on the size, shape and weight of the solid particles. Settable solids are large sized particles that tend to settle more rapidly in a given period of time.   |

*Table 1: Analytical Parameters*

|                          |   |
|--------------------------|---|
| <b>TP</b>                | Total Phosphorus – a measure of all phosphorus found in a sample, whether it is dissolved or particulate. TP is commonly used to determine the health of water bodies. Excess TP stimulates algae and weed growth that may cause fluctuations in dissolved oxygen in the receiving waters.  |
| <b>TAN</b>               | Total Ammonia Nitrogen – the total amount of nitrogen in the forms of Ammonium (NH <sub>4</sub> ) and Ammonia (NH <sub>3</sub> ). Ammonia is one of several forms of nitrogen that exist in aquatic environments and can cause direct toxic effects on aquatic life. High levels of ammonia can corrode and damage critical pieces of infrastructure.   |
| <b>TKN</b>               | Total Kjeldahl Nitrogen – measures both total organic nitrogen and ammonium. Excess nitrogen in water bodies can lead to harmful algal blooms and other negative impacts on aquatic ecosystems.   |
| <b>Unionized Ammonia</b> | A neutral toxic form of nitrogen in an un-ionized state. Ammonia is an environmental concern, especially because of its danger to human or aquatic life.  |
| <b>NO<sub>2</sub>-N</b>  | Nitrogen as Nitrite – can cause excessive algae and plant growth which can deplete oxygen of waterbodies resulting in the death of fish and other aquatic organisms.  |
| <b>NO<sub>3</sub>-N</b>  | Nitrogen as Nitrate – nitrates are essential plant nutrients, but in excess amounts they can cause significant algae and plant growth and contribute to water quality problems.   |
| <b><i>E. coli</i></b>    | <i>Escherichia coli</i> – Thermally tolerant forms of <i>Escherichia</i> bacteria that can live in the intestines of humans and warm-blooded animals. There are hundreds of <i>E. coli</i> strains and most are relatively harmless, however a notorious exception is <i>E. coli</i> strain O157:H7, an emerging pathogen that produces a powerful toxin and can cause severe illness. <i>E. coli</i> is used as the most widely adopted indicator of faecal pollution in water and wastewater. |
| <b>pH</b>                | pH – expresses the degree or intensity of both acidic and alkaline reactions on a scale from 0 to 14 with 7 being neutral, number less than 7 signify increasingly greater acidic solutions, and numbers greater than 7 signify increasingly basic or alkaline reactions. Very high or very low pH levels can be corrosive to pipes, screening equipment and pumps, can damage biological processes and form undesirable toxic gases or heavy metals.   |

*Table 2: Sampling Requirements for the Raw Sewage (Influent)*

| Parameter        | Type of Sample | Minimum Frequency |
|------------------|----------------|-------------------|
| BOD <sub>5</sub> | grab           | quarterly         |
| TSS              | grab           | quarterly         |
| TP               | grab           | quarterly         |
| TKN              | grab           | quarterly         |

*Table 3: Sampling Requirements for the Lagoon Contents*

| Parameter         | Type of Sample | Minimum Frequency                   |
|-------------------|----------------|-------------------------------------|
| cBOD <sub>5</sub> | grab           | At least 7 days prior to discharge. |
| TSS               | grab           | At least 7 days prior to discharge. |
| TP                | Grab           | At least 7 days prior to discharge. |
| pH                | grab           | At least 7 days prior to discharge. |

*Table 4: Sampling Requirements for the Final Effluent- During Discharge*

| Parameter   | Type of Sample | Minimum Frequency  |
|---|----------------|--|
| cBOD <sub>5</sub>   | Grab           | the start of discharge, at 25%, 50% , 75% drawdown, and also at the end of the discharge |
| TSS   | Grab           |  |
| TP  | Grab           |  |
| TAN (NH <sub>3</sub> <sup>-</sup> + NH <sub>4</sub> as N) | grab           |  |
| pH  | grab/field     |  |
| Temperature   | grab/field     |  |
| Unionized Ammonia   | calculation    |  |

### 3 Interpretation of Monitoring and Analytical Data

#### 3.1 Influent Flow

The Raw Sewage from both the Clark Street and St. Gregory School sewage lift stations (SLS) are pumped independently directly to the lagoons and the flow is monitored by Mag flow meters at each station. The operator takes readings daily and total flows are calculated and recorded on a daily log sheet and later transferred to OCWA’s database. The total discharge from each cell (effluent) is estimated and recorded by an established engineering technique based on the lagoon dimensions and drawdown.

The maximum daily influent/raw flow of 2,045.50 m<sup>3</sup>/d occurred in March 2025 and was approximately 218% of the average day rated influent capacity.

The annual average daily flow for 2025 (516.99 m<sup>3</sup>/d) was approximately 55% of the rated day capacity (940 m<sup>3</sup>/d). This shows the adequacy of the works as the system is well below the rated capacity; showing that the treatment amount is adequate.

Refer to *Appendix B* for raw (influent) sample data.

Figure 1 compares the monthly influent flow rates recorded in 2025 to the rated capacity of the plant.

##### 3.1.1 Monthly Influent Flows

*Table 5: Comparison of the Monthly Influent Flows to the Rated Capacity*

| 2025     | Total Influent Flow (m <sup>3</sup> /d) | Average Daily Influent Flow (m <sup>3</sup> /d) | % of the Avg. Capacity (940 m <sup>3</sup> /d) | Maximum Influent Flow (m <sup>3</sup> /d) |
|----------|---|---|--|---|
| January  | 14574.40                                | 470.14  | 50   | 682.90                                    |
| February | 10755.40                                | 384.12  | 41   | 426.60                                    |
| March    | 23373.50                                | 753.98  | 80   | 2045.50                                   |
| April    | 23728.30                                | 790.94  | 84   | 1469.40                                   |
| May      | 18724.50                                | 604.02  | 64   | 863.10                                    |
| June     | 17614.90                                | 587.16  | 62   | 1220.70                                   |

| 2025      | Total Influent Flow (m <sup>3</sup> /d) | Average Daily Influent Flow (m <sup>3</sup> /d) | % of the Avg. Capacity (940 m <sup>3</sup> /d) | Maximum Influent Flow (m <sup>3</sup> /d) |
|-----------|---|---|--|---|
| July      | 15840.80                                | 510.99  | 54   | 1076.30                                   |
| August    | 12074.80                                | 389.51  | 41   | 512.50                                    |
| September | 10845.30                                | 361.51  | 38   | 408.00                                    |
| October   | 12630.70                                | 407.44  | 43   | 569.40                                    |
| November  | 14848.80                                | 494.96  | 53   | 626.10                                    |
| December  | 13689.50                                | 441.60  | 47   | 1032.90                                   |

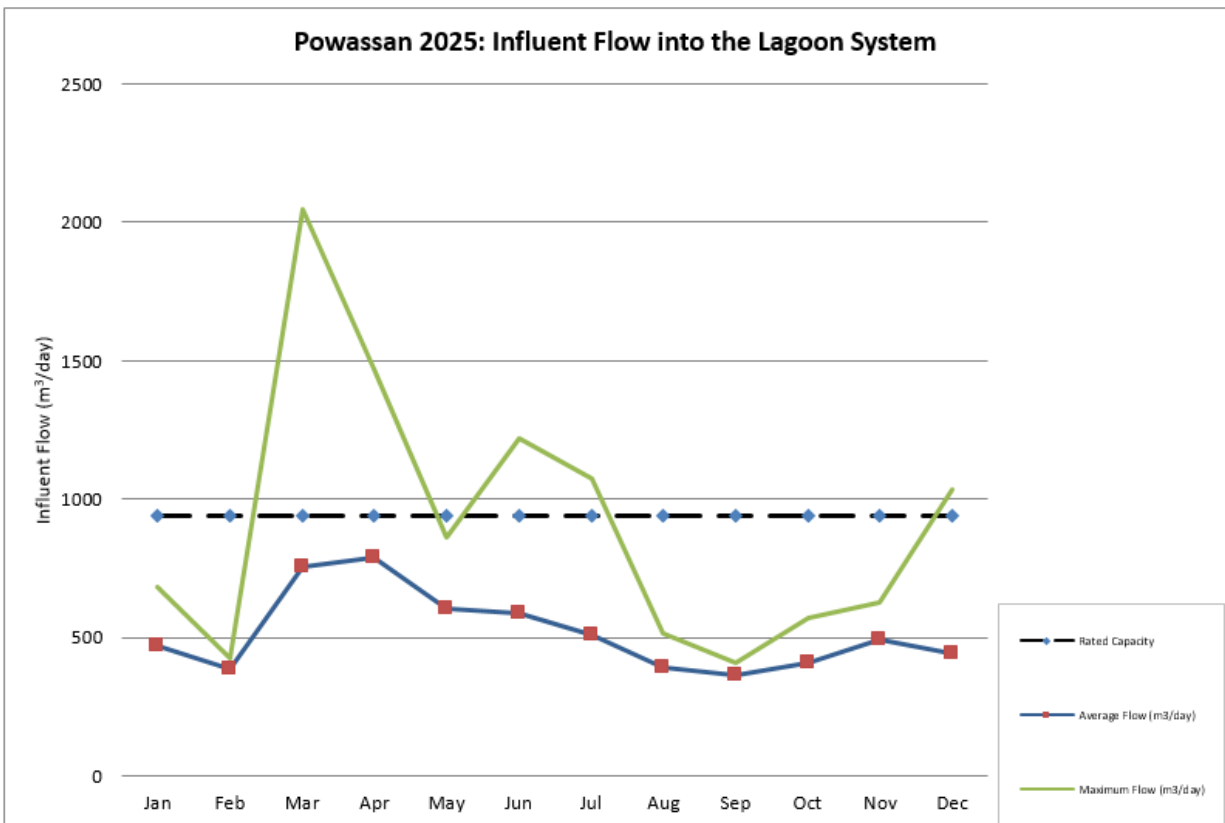


Figure 1 – 2025 Influent Flow

### 3.1.2 Annual Influent Flows

*Table 6: Comparison of the Annual Influent Flow to the Rated Capacity*

|  |     |   |     |
|--|-----|---|-----|
| Design Capacity (m <sup>3</sup> /day)      | 940 | Maximum Flow Capacity (m <sup>3</sup> /day) | N/A |
| 2025 Average Flow (m <sup>3</sup> /day)    | 517 | 2025 Maximum Flow (m <sup>3</sup> /day)     | N/A |
| Percent of Capacity (%)                    | 55% | Percent of Capacity (%)                     | N/A |
| Total volume of wastewater treated in 2025 |     | 188,701m <sup>3</sup>                       |     |

### 3.1.3 Historical Influent Flows

*Table 7: Comparison of Historical Influent Flows (2013 to 2025)*

| Year | Total Influent Flow (m <sup>3</sup> /d) | Average Day Flow (m <sup>3</sup> /d) | Maximum Influent Flow (m <sup>3</sup> /d) | % of the Avg. Capacity (940 m <sup>3</sup> /d) |
|------|---|--------------------------------------|---|--|
| 2025 | 188,701                                 | 517                                  | 2045.50                                   | 55%  |
| 2024 | 185,497                                 | 506                                  | 1989                                      | 54%  |
| 2023 | 200,720                                 | 550                                  | 1896                                      | 59%  |
| 2022 | 180,914                                 | 496                                  | 1432                                      | 53%  |
| 2021 | 190,198                                 | 521                                  | 1801                                      | 55%  |
| 2020 | 181,033                                 | 495                                  | 1497                                      | 53%  |
| 2019 | 228,970                                 | 627                                  | 2406                                      | 67%  |
| 2018 | 204,566                                 | 560                                  | 1893                                      | 60%  |
| 2017 | 255,702                                 | 701                                  | 2588                                      | 75%  |
| 2016 | 200,750                                 | 549                                  | 2970                                      | 58%  |
| 2015 | 215,628                                 | 590                                  | 2,577                                     | 59%  |
| 2014 | 278,009                                 | 762                                  | 2,860                                     | 76%  |
| 2013 | 254,762                                 | 698                                  | 2,315                                     | 69.8%  |
| 2012 | 248,030                                 | 677                                  | 2,042                                     | 68%  |
| 2011 | 283,219                                 | 775                                  | 2364                                      | 77%  |
| 2010 | 288,195                                 | 796                                  | 1,731                                     | 80%  |
| 2009 | 345,437                                 | 946                                  | 2,696                                     | 95%  |
| 2008 | 235,728                                 | 1026                                 | 3,106                                     | 103%   |
| 2007 | 328,365                                 | 900                                  | 2,040                                     | 90%  |

### 3.2 Effluent Flows

In 2025, there were four (4) lagoon cells released.

The spring controlled seasonal release of the lagoons was completed after the liquid surface in the lagoon had become substantially free of ice cover, terminating within sixty (60) days thereafter, as specified in the ECA. The total volume of lagoon discharge over the spring seasonal release period was 129,784 cubic meters (m<sup>3</sup>). The total number of discharge days was 34 days beginning May 20 and ending June 3. Lagoons became ice free on April 22. In an effort to meet the effluent limits and objectives, both the South Cell #1 and North Cell #2 lagoons were treated with ferric sulphate prior to discharge.

The fall controlled seasonal release of the lagoons was completed between the dates of Oct. 15 and Nov. 30, as specified in the ECA. The total volume of lagoon discharge over the fall release period was 74,973 m<sup>3</sup>. The total number of discharge days was 36 days beginning Oct. 20 and ending Nov. 25. In an effort to meet the effluent limits and objectives, both the North Cell #2 and Old Cell #3 lagoon were treated with ferric sulphate prior to discharge.

The total controlled release from the lagoons for the year 2025 was 204,757 m<sup>3</sup>.

The total discharge from each cell is estimated and recorded by an established engineering technique based on the lagoon dimensions and drawdown.

### 3.3 Influent (Raw Sewage) Quality

An OCWA operator collects a grab sample of raw sewage on a monthly basis and sends it to an accredited laboratory for analysis. Results are forwarded to OCWA and entered into the process database.

This section summarizes the annual average and annual maximum concentrations of analytical parameters for 2025.

*Table 8: Influent Concentrations – Powassan Lagoon*

| Parameter               | Annual Average | Annual Maximum |
|-------------------------|----------------|----------------|
| BOD <sub>5</sub> (mg/L) | 221            | 326            |
| TSS (mg/L)              | 179.25         | 280            |
| TP (mg/L)               | 2.91           | 4.52           |
| TKN (mg/L)              | 25.55          | 36.70          |

"<" means values include results that were less than the laboratory's method detection limit

### 3.4 Lagoon Cell Contents

The lagoon cell contents are sampled and analyzed for compliance parameters prior to release. Results are utilized to dictate whether or not the lagoon cell contents meet the prescribed effluent quality requirements specified in the ECA. They are also used to indicate the need for batch chemical dosage prior to discharge and to achieve the necessary reductions in phosphorus concentrations. The ECA requires the minimum sampling consisting of collection and analysis of 5 samples per seasonal discharge. Which means that one sample must be taken at the start of discharge, at 25%, 50% and 75% drawdown, also at the end of the discharge. The practice is to collect and analyze lagoon effluent at each foot of lagoon drawdown during the period of release.

The total discharge from each cell is estimated and recorded by an established engineering technique based on the lagoon dimensions and drawdown.

The ponds are to be operated to provide two controlled discharges: spring (after the liquid surface in the lagoon had become substantially free of ice cover, terminating within sixty (60) days thereafter) and fall (not earlier than October 15 and not later than November 30).

### 3.5 Effluent Quality

The Powassan sewage effluent quality is based on the carbonaceous biochemical oxygen demand (cBOD<sub>5</sub>), total suspended solids (TSS), total phosphorus (TP), pH, total chlorine residual and *E.coli* levels . In 2025, the system produced a very good quality effluent which met the compliance limits specified in the system’s ECA.

An annual summary of the final effluent parameter levels are shown in Table

*Table 9: Effluent Concentrations*

| Parameter                 | Spring Average | Fall Average | Compliance Limit | Objectives           |
|---------------------------|----------------|--------------|------------------|----------------------|
| cBOD <sub>5</sub> (mg/L)  | 9.6            | 5.4          | 25.0             | 20 (annual average)  |
| TSS (mg/L)                | 21.60          | 24.30        | 25               | 20 (annual average)  |
| TP (mg/L)                 | 0.60           | 0.26         | 1.0              | 0.8 (annual average) |
| Field pH Max              | 6.93           | 7.02         | 9.5              | 9.0                  |
| Field pH Min              | 6.59           | 6.60         | 6.0              | 6.5                  |
| Temperature (°C)          | 19.2           | 6.0          | N/A              | N/A                  |
| TAN (mg/L)                | 11.3           | 5.5          | N/A              | N/A                  |
| Un-ionized Ammonia (mg/L) | 0.024          | 0.006        | N/A              | N/A                  |

| Parameter                 | Spring Average | Fall Average | Compliance Limit | Objectives |
|---------------------------|----------------|--------------|------------------|------------|
| <i>E.coli</i> (cfu/100mL) | < 2            | 8.7          | N/A              | N/A        |

*Non-compliance with respect to the effluent concentration is deemed to have occurred when the seasonal average concentration of a minimum of five (5) samples per discharging cell taken during the discharge period exceeds the corresponding concentration set out above.*

cfu ≡ colony forming units.

### 3.6 Sewage Treatment Program Success and Adequacy

Based on the above monitoring program, the sewage works provided successful and adequate treatment. All limits and objectives met; thus showing adequate and successful treatment. See table below and sections that follow for further information on the success and adequacy of the works.

The Performance Summary shows the efficiency of the plant performance through pollutant removal rates from raw sewage through to the final effluent.

Table demonstrates that the lagoon treatment process was very successful in decreasing the levels of BOD<sub>5</sub>/cBOD<sub>5</sub>, TSS and TP and fairly effective in reducing total ammonia (TKN/TAN) from the influent, producing a very good quality effluent.

*Table 10: Performance Summary*

| Parameter                                  | Influent<br>(annual average) | Effluent<br>(annual average) | % Removal |
|--|------------------------------|------------------------------|-----------|
| BOD <sub>5</sub> /cBOD <sub>5</sub> (mg/L) | 220.92                       | 6.03                         | 97%       |
| TSS (mg/L)                                 | 179.25                       | 23.07                        | 87%       |
| TP (mg/L)                                  | 2.91                         | 0.47                         | 84%       |
| TKN/TAN (mg/L)                             | 25.55                        | 8.44                         | 70%       |

"<" means values include results that were less than the laboratory's method detection limit.

**NOTE:** The annual average effluent data is calculated from the Old, South, and North Cells

## 4 Effluent Quality Assurance and Control Measures Undertaken

The following activities are included in regular operator and supervisory activities to assure high level performance of the sewage treatment operations including high effluent quality and accurate flow monitoring:

- Operational staff have current and appropriate level of certification for the operation of the facility and continue to learn and achieve knowledge of the process and equipment. Experienced staff has a high level of regulatory competence. New staff receives on-going training to achieve operational knowledge and regulatory competence.
- The pumping stations and the treatment lagoon are inspected by a certified OCWA operator regularly during the work week.
- Certified operators conduct daily reviews of selected data from continuous monitoring equipment which is captured by a remote monitoring system.
- In-house tests; pH, and temperature are conducted by licensed operators for monitoring purposes using standard methods for Water and Wastewater.
- Samples are collected as required and analyzed by SGS Laboratories located in Lakefield, Ontario. Analysis of the samples is conducted in accordance with the Standard Council of Canada (SCC), in cooperation with the Canadian Association for Laboratory Accreditation Inc. (CALA). Quality control procedures are method specific and include laboratory duplicate samples, spiked blanks and spiked duplicates.
- A sampling system which includes an excel developed sample calendar, which is updated at the beginning of each year, and a chain of custody binder are used to ensure all samples are collected as per the requirements identified in the system's ECA.
- Operations and Compliance staff review facility round sheets and laboratory reports to monitor the routine operation of the treatment system and ensure compliance with the ECA.
- All process and laboratory data is logged in a process data management system.
- Routine maintenance is scheduled and tracked to completion using OCWA's Workplace Maintenance System (WMS). Instrumentation equipment is tested and maintained as per manufacturer's recommendations.
- Certified operators monitor chemical usage and make adjustments as required.
- Ferric Sulphate batch chemical dosage prior to discharge and to achieve the necessary reductions in phosphorus concentrations.
- Any bypass, overflow or upset events that occur in the system are tested, monitored and reported to the local Health Unit and Spills Action Center (SAC) and local Health Unit.

- All flow and effluent quality data is reviewed by the Overall Responsible Operator and Compliance staff to identify any changes in concentrations and/or emerging trends. All non-compliances are reported to Ministry's Spills Action Center (SAC) and the local MECP inspector.
- The total discharge from each cell (effluent) is estimated and recorded by an established engineering technique based on the lagoon dimensions and drawdown.

The Powassan Lagoon has produced high quality effluent with only one objective exceedance for TSS.

## 5 Efforts Made to Meet Effluent Objectives

The Effluent Design Objectives are those levels of performance which can be achieved by treatment processes treating normal strength municipal sewage under optimum conditions. A sewage treatment facility should be able to produce annual average effluent quality approximately equal to the Effluent Design Objectives, but should not exceed the Effluent Compliance Limits. The objectives are used to promote continuous improvement in the operations of the works and to trigger corrective action before environmental impairment occurs.

OCWA uses a number of best efforts to achieve the Effluent Objectives.

- Certified operational staff have a high level of process knowledge and regulatory proficiency.
- Development of the sampling plan which meets or exceeds the minimum sample requirements as required in the ECA.
- The mechanical elements in the facility are regularly inspected, well maintained and kept in good repair. OCWA uses a computerized maintenance management program which generates works orders to ensure maintenance of equipment is proactively performed.
- Raw wastewater and effluent samples are collected as required and analyzed by SGS Laboratories, an accredited laboratory. OCWA reviews these results on a regular basis to confirm compliance with ECA objective and limits.
- In-house sampling and testing for selected operational parameters provides real-time results which are used to enhance process and operational performance.
- Routine inspection of the lagoons for berm stability, odours, and condition of cell contents including visual inspection to ensure effluent does not contain oil or other substance in amounts sufficient to create a visible film or sheen or foam or discolouration on the surface of the receiving waters, and is essentially free of any floating material.
- Pre-discharge cell contents samples are collected and analyzed for effluent parameters prior to discharge. The results are used to determine the amount of Ferric Sulphate required. Ferric Sulphate is used for total phosphorus and TSS removal

- Operations, maintenance and emergency procedures are available to ensure facilities are operated in compliance with applicable legal instruments. Facility staff has access to a network of operational compliance and support experts at the region and corporate levels.
- A five year rolling recommended capital and major maintenance report is used to assist the Owner and OCWA with planning infrastructure needs for the short and long terms. A letter summarizing capital work recommendations a provided to the Owner each year for their approval.

The systems’ ECA requires a summary of efforts made to achieve the design objectives in the Approval, including an assessment of the issues and recommendations for proactive actions if any are required under the following situations:

- when any of the design objectives is not achieved more than 50% of the time in a year, or if there is an increasing trend in deterioration of final effluent quality;

All effluent objectives were met during the spring and fall discharge, except for total suspended solids. The objective for carbonaceous biochemical oxygen demand (cBOD<sub>5</sub>) is 20 mg/L, spring average was 9.6 mg/L and fall average was 5.4 mg/L. The objective for total suspended solids (TSS) is 20 mg/L, spring average was 21.60 mg/L and fall average was 24.30 mg/L. The objective was not met during the Spring and Fall discharges. The objective for total phosphorus (TP) is 0.8 mg/L, spring average was 0.60 mg/L and fall average was 0.26 mg/L. To meet these objectives the lagoon cells are dosed with ferric sulphate. The objective for pH is 6.5 – 9.0 at all times. Spring discharge maximum was 6.93 and minimum was 6.59; therefore, objective met at all times. Fall discharge maximum was 7.02 and minimum was 6.60; therefore, objective met at all times.

*Table 11: Effluent Concentration Objectives*

| Parameter                | Spring Average | Fall Average | Objective | Averaging Period | Exceedance |
|--------------------------|----------------|--------------|-----------|------------------|------------|
| cBOD <sub>5</sub> (mg/L) | 9.9            | 5.4          | 20        | Annual average   | No         |
| TSS (mg/L)               | 21.60          | 24.30        | 20        | Annual average   | YES        |
| TP (mg/L)                | 0.60           | 0.26         | 0.8       | Annual average   | No         |

| Parameter | Spring       | Fall      | Objective  | Averaging Period | Exceedance |
|-----------|--------------|-----------|------------|------------------|------------|
| pH        | 6.59 to 6.93 | 6.60-7.02 | 6.5 to 9.0 | Inclusive        | <b>NO</b>  |

"<" means values include results that were less than the laboratory's method detection limit

## 6 Operating Problems & Corrective Actions

### Plant Bypasses and Alarms

All raw sewage flows to the lagoon are directed through the community's Clark Street and St. Gregory stations. Consequently, any bypass from these locations is defined as a "collection system" bypass under the current ECA. In the event of very high sewage levels in the station wet well, raw sewage would flow from the well, through an overflow pipe to Genessee Creek.

Establishing a sodium hypochlorite drip would normally disinfect bypasses. There are no users immediately downstream within 3.5 kilometers (km). The operator is familiar with the requirements to report all bypass incidents to the Ministry of the Environment's Spills Action Center (MECP SAC). They are further aware of the need to record the approximate volume and duration of all bypasses on the OCWA form and all relevant bypass particulars on the operation spills/bypass/leak report forms.

The pumping station wet wells are equipped with high level alarms to alert of an impending or existing raw sewage bypass condition. The alarms are connected to a red light above the station. Also, OCWA has in place a continuous monitoring and backup automated alarm system that calls out pages to an on-call operator should a high level condition occur at either of the two lift stations.

The Powassan Lagoons operated well in 2025 with no operational problems and met all limits and objectives except for TSS for Spring and Fall discharge under condition 7 of ECA. However, there was one spills events that occurred.

Operating problems encountered during 2025 are summarized below.

1. Clark Street Pump station– Hydraulic overload of the Sewage Lift Station due to rapid snow melt and seasonal precipitaton. 2 sets of samples submitted to lab for analysis, approximately 480 m<sup>3</sup> was released and lasted 24 hours. Incident occurred on March 16 and reported to SAC. Reference number 1-J10000.

## 7 Maintenance Procedures Performed on the Works

Routine maintenance schedules are entered in OCWA's computerized Workplace Management System (WMS). This is a comprehensive maintenance program that is based on a pro-active and preventive approach. This program includes but is not limited to running weekly, monthly, and annually checks as required or as recommended by manufacturer's instructions. All routine and preventative maintenance was conducted in 2025.

Significant maintenance that took place during 2025:

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

Refer to Appendix D for a maintenance summary which includes preventative work, capital projects and emergency repairs.

## 8 Calibration & Maintenance of all Monitoring Equipment

Influent and effluent monitoring equipment is calibrated based on requirements of the system’s ECA or manufactures recommendations. Flow meters are calibrated annually to ensure a required accuracy of +/- 15%. pH meters are calibrated to ensure an acceptable tolerance and accuracy as specified by the manufacturer.

Routine maintenance was conducted as scheduled by qualified Instrumentation Technicians during the reporting period. Refer to Table for a summary of calibrations conducted in 2024

Table 12: Calibration Summary

| Instrument                      | Calibration Dates | % Accuracy |
|---------------------------------|-------------------|------------|
| Raw Flow Meter – Clark St SLS   | September 3, 2025 | 92%        |
| Raw Flow Meter – St Gregory SLS | September 3, 2025 | 93%        |

## 9 Sludge Management

During the 2025 operating year, no sludge was removed. Sludge has been removed on an as needed basis. North Cell #2 was dredged in 2018. South Cell #1 was dredged in 2016. OCWA has taken sludge measurements in South Cell #1 and Old Cell #3 during the fall treatment of 2019. The amount of sludge in these two cells is relatively low with an average sludge depth in Cell #1 of 1.67 inches and an average sludge depth in Cell #3 of 6 inches. The sludge depth will be measured approximately every 5 years while completing lagoon treatment. It is anticipated that the sludge volume will remain approximately the same during future years. The Municipality of Powassan may dredge Old Cell #3 in the near future, and if so, they will dispose of sludge at the nearby landfill.

## 10 Abnormal Discharge Events

### 10.1 Overflow, Bypass and Spill Events

One (1) spills also occurred during the 2025 reporting period:

1. Clark Street Pump Station- Hydraulic overload of the Sewage lift station due to rapid snow melt and seasonal precipitation.. The approximate volume was 480 m<sup>3</sup> and the duration was 24 hours. The incident was reported on March 16. SAC reference number 1-J10000. Two grab sample of spill was taken.

The events were reported to the Ministry of the Environment's Spills Action Center (SAC) as per the system's approval, to Environment Canada as required under the Federal Fisheries Act and to the local Health Unit.

### 10.2 Efforts Made to Reduce System Overflows and Bypasses

The Powassan Sewage Treatment Lagoon has operated below its annual average rated capacity of 940 m<sup>3</sup>/day for the past several years. .

A review of historical data (2013 to 2025) indicates that all bypass and overflow events do not typically occur at the lagoon, but in the collections system during snow melt and heavy rain events.

In an effort to reduce and/or eliminate overflow, bypass and spill events and to confirm with Procedure F-5-1, the following are in place.

- Emergency backup generators sewage pump stations
- A SCADA system is used to accurately monitor the sewage network and an alarm system is in place at key points in the process and at the sewage pumping stations to alert operators of any issues; power failures, high levels, equipment failures, loss of communication and intrusion.
- Regular routine maintenance is performed to help reduce overflows/bypasses/spills events. For example: monthly generator tests to ensure the generator will start during a power failure and equipment will continue to operate normally, monthly alarm testing and equipment maintenance.
- Repairs to the collection system are done promptly as issues occur.

## 11 Complaints

No complaints were received during the reporting period.

## **12 Notice of Modifications on Sewage Works**

No modifications made as a result of Schedule B, Section 1 in 2025.

No modifications made as a result of Schedule B, Section 3. No normal or emergency operational modifications were performed in 2025.

## **13 Proposed Alterations to the Works**

No major alterations to the system are planned for 2026.

# **APPENDIX A**

## **Lagoon Release Reports**

# RELEASE REPORT FOR THE POWASSAN LAGOONS

## SPRING RELEASE YEAR 2025

**ORG # 5747**

UAL - Unreliable Age Limit Exceeded

| TYPE OF SAMPLE | CELL  | DATE COLLECTED | DATE RECEIVED | CBOD <sub>5</sub> mg/L | TSS mg/L | pH   | TP mg/L | Temp. Celcius | TAN mg/L | Unionized Ammonia mg/L | Ecoli CFU/100ml |
|----------------|-------|----------------|---------------|------------------------|----------|------|---------|---------------|----------|------------------------|-----------------|
| CONTENT        | North | 24-Apr-25      | 25-Apr-25     | 22.0                   | 29.00    | 7.59 | 0.92    |               |          |                        |                 |
|                | South | 24-Apr-25      | 25-Apr-25     | 24.0                   | 26.00    | 7.52 | 0.48    |               |          |                        |                 |
|                | Old   |                |               |                        |          |      |         |               |          |                        |                 |
| TREATED        | North | 12-May-25      | 13-May-25     | 12.0                   | 20.00    | 8.11 | 0.08    |               |          |                        |                 |
|                | South | 12-May-25      | 13-May-25     | 6.0                    | 8.00     | 8    | 0.06    |               |          |                        |                 |
|                | Old   |                |               |                        |          |      |         |               |          |                        |                 |

| CELL       | DATE      | DATE      | CBOD <sub>5</sub> | TSS   | Field pH | TP   | Field Temp. | TAN  | Unionized Ammonia | Ecoli |
|------------|-----------|-----------|-------------------|-------|----------|------|-------------|------|-------------------|-------|
| CELL South | 03-Jun-25 | 04-Jun-25 | 4.00              | 8.00  | 6.93     | 0.54 | 18.0        | 11.0 | 0.032             | 0     |
| DRAWDOWN   | 06-Jun-25 | 07-Jun-25 | 4.00              | 7.00  | 6.73     | 0.57 | 19.6        | 10.8 | 0.022             | 4     |
|            | 09-Jun-25 | 10-Jun-25 | 4.00              | 5.00  | 6.89     | 0.72 | 21.2        | 12.9 | 0.043             | 27    |
|            | 13-Jun-25 | 14-Jun-25 | 4.00              | 4.00  | 6.60     | 0.90 | 20.7        | 15.0 | 0.025             | 28    |
|            | 20-Jun-25 | 21-Jun-25 | 4.00              | 50.00 | 6.78     | 1.26 | 17.2        | 11.9 | 0.023             | 34    |
|            |           |           |                   |       |          |      |             |      |                   |       |

| CELL       | DATE      | DATE      | CBOD <sub>5</sub> | TSS   | Field pH | TP   | Field Temp. | TAN   | Unionized Ammonia | Ecoli |
|------------|-----------|-----------|-------------------|-------|----------|------|-------------|-------|-------------------|-------|
| CELL North | 20-May-25 | 21-May-25 | 10.00             | 22.00 | 6.68     | 0.12 | 17          | 7.3   | 0.011             | 0     |
| DRAWDOWN   | 23-May-25 | 24-May-25 | 6.00              | 16.00 | 6.85     | 0.21 | 13.4        | 8.6   | 0.015             | 0     |
|            | 26-May-25 | 27-May-25 | 38.00             | 27.00 | 6.73     | 0.38 | 18.8        | 9.40  | 0.018             | 0     |
|            | 30-May-25 | 31-May-25 | 5.00              | 13.00 | 6.65     | 0.43 | 19.2        | 10.60 | 0.018             | 1     |
|            | 03-Jun-25 | 04-Jun-25 | 17.00             | 64.00 | 6.59     | 0.91 | 26.4        | 15.20 | 0.037             | 1     |
|            |           |           |                   |       |          |      |             |       |                   |       |

| CELL     | DATE | DATE | CBOD <sub>5</sub> | TSS | Field pH | TP | Field Temp. | TAN | Unionized Ammonia | Ecoli |
|----------|------|------|-------------------|-----|----------|----|-------------|-----|-------------------|-------|
| CELL Old |      |      |                   |     |          |    |             |     |                   |       |
| DRAWDOWN |      |      |                   |     |          |    |             |     |                   |       |
|          |      |      |                   |     |          |    |             |     |                   |       |
|          |      |      |                   |     |          |    |             |     |                   |       |
|          |      |      |                   |     |          |    |             |     |                   |       |
|          |      |      |                   |     |          |    |             |     |                   |       |

| CBOD <sub>5</sub> | TSS     | Field pH | Field pH | TP      | Field Temp. | TAN     | Unionized Ammonia | Ecoli |
|-------------------|---------|----------|----------|---------|-------------|---------|-------------------|-------|
| 4.0               | 14.8    | 6.6      | 6.9      | 0.8     | 19.3        | 12.3    | 0.03              | #NUM! |
| 15.2              | 28.40   | 6.59     | 6.85     | 0.4     | 19.0        | 10.22   | 0.02              | #NUM! |
| #DIV/0!           | #DIV/0! | 0.00     | 0.00     | #DIV/0! | #DIV/0!     | #DIV/0! | #DIV/0!           | #NUM! |
| 9.6               | 21.60   | 6.59     | 6.93     | 0.60    | 19.2        | 11.3    | 0.024             | #NUM! |
| 25.0              | 25.0    | 6.00     | 9.50     | 1.00    |             |         |                   |       |

South Cell#1 AVG CONC OVER DISCHARGE PERIOD  
 North Cell #2 AVG CONC OVER DISCHARGE PERIOD  
 Old Cell #3 AVG CONC OVER DISCHARGE PERIOD  
 Seasonal Avg Conc Over Spring Discharge Period  
 Seasonal Concentration Limits per Powassan Lagoon C of A

min max

**NOTES/COMMENTS**

Averages calculated following WSER protocol.

3 Cell seasonal discharge lagoon. Treated with ferric sulfate prior to release when Total Phosphorus reduction is required.

Cell #1 = South Cell = 3.60 HA x 1.8 m depth = 70,250 m<sup>3</sup>

Cell #2 = North Cell = 3.60 HA x 1.8 m depth = 70,250 m<sup>3</sup>

Cell #3 = Old Cell = 2.83 HA x 1.5 m depth = 39,700 m<sup>3</sup>

Spring Release: Discharge commencing after the liquid surface in the lagoon has become substantially free of ice cover, terminating within sixty (60) days thereafter

The Effluent pH is to be maintained between 6.0 to 9.5 at all times to meet compliance

Compliance is on Seasonal Average Concentrations of CBOD5, Total Phosphorus and Suspended Solids

A minimum of five samples are required during each discharge period from each discharging cell

WSER requirements: TSS is to be tested at least 1 time per discharge (or bi-weekly if discharge >30 days)

WSER requirements: CBOD5 is to be tested at least 1 time per discharge (or bi-weekly if discharge >30 days)

WSER Effluent limits: CBOD5 and TSS = Annual average of 25 mg/L

DATE RELEASE STARTED:  
DATE RELEASE STOPPED:  
# of Discharge Days  
Approximate Daily Flow (m<sup>3</sup>/d)

|               |           |
|---------------|-----------|
| CELL #1 South | 03-Jun-25 |
|               | 20-Jun-25 |
|               | 16        |
|               | 4132.35   |

AMOUNT OF CHEMICAL USED  
DISCHARGE VOLUME

|        |
|--------|
| 1200   |
| 70,250 |

treated on May 8, 2025

DATE RELEASE STARTED:  
DATE RELEASE STOPPED:  
# of Discharge Days  
Approximate Daily Flow (m<sup>3</sup>/d)

|               |           |
|---------------|-----------|
| CELL #2 North | 20-May-25 |
|               | 03-Jun-25 |
|               | 18        |
|               | 4252.43   |

AMOUNT OF CHEMICAL USED  
DISCHARGE VOLUME

|        |
|--------|
| 1400   |
| 59,534 |

treated on May 8, 2024

DATE RELEASE STARTED:  
DATE RELEASE STOPPED:  
# of Discharge Days  
Approximate Daily Flow (m<sup>3</sup>/d)

|             |  |
|-------------|--|
| CELL #3 Old |  |
|             |  |
|             |  |
|             |  |

AMOUNT OF CHEMICAL USED  
DISCHARGE VOLUME

|  |
|--|
|  |
|  |

Tot. # of Spring discharge days

|  |
|--|
|  |
|--|

\* the lagoons became ice free on :

|           |
|-----------|
| 22-Apr-25 |
|-----------|

TOTAL LAGOON EFFLUENT VOLUME DISCHARGE (m<sup>3</sup>) :

|  |
|--|
|  |
|--|

60 days after:

21-Jun-25

# RELEASE REPORT FOR THE POWASSAN LAGOONS

## Fall RELEASE YEAR 2025

**ORG # 5747**

UAL - Unreliable Age Limit Exceeded

| TYPE OF SAMPLE | CELL  | DATE COLLECTED | DATE RECEIVED | CBOD <sub>5</sub> mg/L | TSS mg/L | pH   | TP mg/L | Temp. Celcius | TAN mg/L | Unionized Ammonia mg/L | Ecoli CFU/100ml |
|----------------|-------|----------------|---------------|------------------------|----------|------|---------|---------------|----------|------------------------|-----------------|
| CONTENT        | North | Sep-03-25      | Sep-05-25     | 11.0                   | 7.00     | 7.31 | 1.44    | 12            |          |                        |                 |
|                | South |                |               |                        |          |      |         |               |          |                        |                 |
|                | Old   | Sep-03-25      | Sep-05-25     | 4.0                    | 23.00    | 8.65 | 0.43    | 12            |          |                        |                 |
| TREATED        | North | Oct-01-25      | Oct-02-25     | 4.0                    | 11.00    | 7.29 | 0.26    | 10.0          |          |                        |                 |
|                | South |                |               |                        |          |      |         |               |          |                        |                 |
|                | Old   | Oct-01-25      | Oct-02-25     | 4.0                    | 14.00    | 6.9  | 0.17    | 10.0          |          |                        |                 |

| CELL South | DATE | DATE | CBOD <sub>5</sub> | TSS | Field pH | TP | Field Temp. | Unionized Ammonia | Ecoli |
|------------|------|------|-------------------|-----|----------|----|-------------|-------------------|-------|
| 1st Sample |      |      |                   |     |          |    |             |                   |       |
| 2nd Sample |      |      |                   |     |          |    |             |                   |       |
| 3rd Sample |      |      |                   |     |          |    |             |                   |       |
| 4th Sample |      |      |                   |     |          |    |             |                   |       |
| 5th Sample |      |      |                   |     |          |    |             |                   |       |
| 6th Sample |      |      |                   |     |          |    |             |                   |       |

| CELL North | DATE      | DATE      | CBOD <sub>5</sub> | TSS   | Field pH | TP   | Field Temp. | Unionized Ammonia | Ecoli |
|------------|-----------|-----------|-------------------|-------|----------|------|-------------|-------------------|-------|
| 1st Sample | Nov-4-25  | Nov-5-25  | 8.00              | 14.00 | 6.62     | 0.15 | 7.7         | 0.005             | 28    |
| 2nd Sample | Nov-7-25  | Nov-8-25  | 4.00              | 5.00  | 6.75     | 0.20 | 5.9         | 0.005             | 3     |
| 3rd Sample | Nov-12-25 | Nov-13-25 | 4.00              | 3.00  | 6.90     | 0.14 | 3.0         | 0.007             | 7     |
| 4th Sample | Nov-20-25 | Nov-21-25 | 4.00              | 8.00  | 6.94     | 0.26 | 4.3         | 0.01              | 1     |
| 5th Sample | Nov-25-25 | Nov-26-25 | 12.00             | 65.00 | 6.91     | 0.51 | 8.9         | 0.012             | 16    |
| 6th Sample |           |           |                   |       |          |      |             |                   |       |

| CELL Old   | DATE      | DATE      | CBOD <sub>5</sub> | TSS   | Field pH | TP   | Field Temp. | Unionized Ammonia | Ecoli |
|------------|-----------|-----------|-------------------|-------|----------|------|-------------|-------------------|-------|
| 1st Sample | Oct-20-25 | Oct-21-25 | 4.0               | 4.00  | 6.60     | 0.19 | 14.00       | 0.001             | 0.00  |
| 2nd Sample | Oct-23-25 | Oct-24-25 | 4.0               | 5.00  | 6.70     | 0.25 | 10.50       | 0.002             | 0.00  |
| 3rd Sample | Oct-27-25 | Oct-28-25 | 5.0               | 11.00 | 7.01     | 0.19 | 8.40        | 0.004             | 3.00  |
| 4th Sample | Oct-31-25 | Nov-1-25  | 4.0               | 80.00 | 7.02     | 0.34 | 6.00        | 0.005             | 62.00 |
| 5th Sample | Nov-4-25  | Nov-5-25  | 5.0               | 48.00 | 6.96     | 0.36 | 6.10        | 0.006             | 18.00 |
| 6th Sample |           |           |                   |       |          |      |             |                   |       |

| CBOD <sub>5</sub> | TSS     | Field pH | TP      | Field Temp. | TAN     | Unionized Ammonia | Ecoli |
|-------------------|---------|----------|---------|-------------|---------|-------------------|-------|
| #DIV/0!           | #DIV/0! | 0.0      | #DIV/0! | #DIV/0!     | #DIV/0! | #DIV/0!           | #NUM! |
| 6.4               | 19.00   | 6.62     | 0.3     | 6.0         | 8.10    | 0.01              | 6     |
| 4.4               | 29.600  | 6.60     | 0.27    | 9.00        | 2.84    | 0.00              | #NUM! |
| 5.4               | 24.30   | 6.60     | 0.26    | 7.5         | 5.5     | 0.006             | #NUM! |
| 25.0              | 25.0    | 6.00     | 1.00    |             |         |                   |       |

South Cell#1 AVG CONC OVER DISCHARGE PERIOD  
 North Cell #2 AVG CONC OVER DISCHARGE PERIOD  
 Old Cell #3 AVG CONC OVER DISCHARGE PERIOD  
 Seasonal Avg Conc Over Spring DISCHARGE PERIOD  
 Seasonal Concentration Limits per Powassan Lagoon C of A

min max

**NOTES/COMMENTS**

Averages calculated following WSER protocol.

3 Cell seasonal discharge lagoon. Treated with ferric sulfate prior to release when Total Phosphorus reduction is required.

Cell #1 = South Cell = 3.60 HA x 1.8 m depth = 70,250 m<sup>3</sup>

Cell #2 = North Cell = 3.60 HA x 1.8 m depth = 70,250 m<sup>3</sup>

Cell #3 = Old Cell = 2.83 HA x 1.5 m depth = 39,700 m<sup>3</sup>

Spring Release: Discharge commencing after the liquid surface in the lagoon has become substantially free of ice cover, terminating within sixty (60) days thereafter

The Effluent pH is to be maintained between 6.0 to 9.5 at all times to meet compliance

Compliance is on Seasonal Average Concentrations of CBOD5, Total Phosphorus and Suspended Solids

A minimum of five samples are required during each discharge period from each discharging cell

WSER requirements: TSS is to be tested at least 1 time per discharge (or bi-weekly if discharge >30 days)

WSER requirements: CBOD5 is to be tested at least 1 time per discharge (or bi-weekly if discharge >30 days)

WSER Effluent limits: CBOD5 and TSS = Annual average of 25 mg/L

DATE RELEASE STARTED:  
DATE RELEASE STOPPED:  
# of Discharge Days  
Approximate Daily Flow (m<sup>3</sup>/d)

|              |
|--------------|
| CELL#1 South |
|              |
|              |
|              |

AMOUNT OF CHEMICAL USED  
DISCHARGE VOLUME

|  |
|--|
|  |
|  |

treated on

DATE RELEASE STARTED:  
DATE RELEASE STOPPED:  
# of Discharge Days  
Approximate Daily Flow (m<sup>3</sup>/d)

|              |
|--------------|
| CELL#2 North |
| Nov 4 2025   |
| Nov 25 2025  |
| 21           |
| 2525.68      |

AMOUNT OF CHEMICAL USED  
DISCHARGE VOLUME

|        |
|--------|
| 1500   |
| 55,565 |

treated on September 23, 2025

DATE RELEASE STARTED:  
DATE RELEASE STOPPED:  
# of Discharge Days  
Approximate Daily Flow (m<sup>3</sup>/d)

|             |
|-------------|
| CELL #3 Old |
| Oct 20 2025 |
| Nov 4 2025  |
| 15          |
| 1756.93     |

AMOUNT OF CHEMICAL USED  
DISCHARGE VOLUME

|        |
|--------|
| 700    |
| 26,354 |

treated on September 23, 2025

Tot.# of Spring discharge days

|    |
|----|
| 36 |
|----|

\* the lagoons became ice free on :

|  |
|--|
|  |
|--|

TOTAL LAGOON EFFLUENT VOLUME DISCHARGE (m<sup>3</sup>) :

|        |
|--------|
| 74,973 |
|--------|

60 days after:

# **APPENDIX B**

## **Raw (Influent) Sample Data**

**Customized Monthly Report**

From 01/01/2025 to 12/31/2025

Facility Name: POWASSAN WASTEWATER TREATMENT LAGOON  
 Facility Owner: Municipality: The Corporation of the Municipality of Powassan

Works: 110000613  
 Facility Classification: Class 1 Wastewater Treatment  
 Total Design Capacity: 940 m3/day



| Raw                                    | 2025     |          |          |          |          |          |          |          |          |          |          |          |           |     |         |        |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----|---------|--------|
|  | Jan 2025 | Feb 2025 | Mar 2025 | Apr 2025 | May 2025 | Jun 2025 | Jul 2025 | Aug 2025 | Sep 2025 | Oct 2025 | Nov 2025 | Dec 2025 | Total     | Avg | Max     | Min    |
| Biochemical Oxygen Demand: BOD5 - mg/L |          |          |          |          |          |          |          |          |          |          |          |          |           |     |         |        |
| Count                                  | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 12.00     |     |         |        |
| Lab Count                              | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 12.00     |     |         |        |
| Lab Month. Max                         | 194.00   | 242.00   | 112.00   | 176.00   | 325.00   | 229.00   | 113.00   | 242.00   | 294.00   | 326.00   | 140.00   | 258.00   |           |     | 326.00  |        |
| Lab Month. Mean                        | 194.00   | 242.00   | 112.00   | 176.00   | 325.00   | 229.00   | 113.00   | 242.00   | 294.00   | 326.00   | 140.00   | 258.00   | 220.92    |     |         |        |
| Lab Month. Min                         | 194.00   | 242.00   | 112.00   | 176.00   | 325.00   | 229.00   | 113.00   | 242.00   | 294.00   | 326.00   | 140.00   | 258.00   |           |     |         | 112.00 |
| Flow - m <sup>3</sup> /d               |          |          |          |          |          |          |          |          |          |          |          |          |           |     |         |        |
| IH Edited Count                        | 31.00    | 28.00    | 31.00    | 30.00    | 31.00    | 30.00    | 31.00    | 31.00    | 30.00    | 31.00    | 30.00    | 31.00    | 365.00    |     |         |        |
| IH Month. Max                          | 682.90   | 426.60   | 2045.50  | 1469.40  | 863.10   | 1220.70  | 1076.30  | 512.50   | 408.00   | 569.40   | 626.10   | 1032.90  |           |     | 2045.50 |        |
| IH Month. Mean                         | 470.14   | 384.12   | 753.98   | 790.94   | 604.02   | 587.16   | 510.99   | 389.51   | 361.51   | 407.44   | 494.96   | 441.60   | 516.99    |     |         |        |
| IH Month. Min                          | 391.00   | 355.80   | 379.60   | 531.90   | 491.60   | 441.50   | 380.80   | 336.10   | 332.00   | 226.90   | 415.40   | 356.50   |           |     |         | 226.90 |
| IH Month. Total                        | 14574.40 | 10755.40 | 23373.50 | 23728.30 | 18724.50 | 17614.90 | 15840.80 | 12074.80 | 10845.30 | 12630.70 | 14848.80 | 13689.50 | 188700.90 |     |         |        |
| Total Kjeldahl Nitrogen: TKN - mg/L    |          |          |          |          |          |          |          |          |          |          |          |          |           |     |         |        |
| Count                                  | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 12.00     |     |         |        |
| Lab Count                              | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 12.00     |     |         |        |
| Lab Month. Max                         | 36.70    | 27.40    | 13.70    | 17.20    | 20.00    | 22.80    | 26.50    | 23.00    | 33.70    | 32.00    | 24.80    | 28.80    |           |     | 36.70   |        |
| Lab Month. Mean                        | 36.70    | 27.40    | 13.70    | 17.20    | 20.00    | 22.80    | 26.50    | 23.00    | 33.70    | 32.00    | 24.80    | 28.80    | 25.55     |     |         |        |
| Lab Month. Min                         | 36.70    | 27.40    | 13.70    | 17.20    | 20.00    | 22.80    | 26.50    | 23.00    | 33.70    | 32.00    | 24.80    | 28.80    |           |     |         | 13.70  |
| Total Phosphorus: TP - mg/L            |          |          |          |          |          |          |          |          |          |          |          |          |           |     |         |        |
| Count                                  | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 12.00     |     |         |        |
| Lab Count                              | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 12.00     |     |         |        |
| Lab Month. Max                         | 4.52     | 3.34     | 1.69     | 2.47     | 2.60     | 2.32     | 3.24     | 2.79     | 3.22     | 3.24     | 2.45     | 3.02     |           |     | 4.52    |        |
| Lab Month. Mean                        | 4.52     | 3.34     | 1.69     | 2.47     | 2.60     | 2.32     | 3.24     | 2.79     | 3.22     | 3.24     | 2.45     | 3.02     | 2.91      |     |         |        |
| Lab Month. Min                         | 4.52     | 3.34     | 1.69     | 2.47     | 2.60     | 2.32     | 3.24     | 2.79     | 3.22     | 3.24     | 2.45     | 3.02     |           |     |         | 1.69   |
| Total Suspended Solids: TSS - mg/L     |          |          |          |          |          |          |          |          |          |          |          |          |           |     |         |        |
| Count                                  | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 12.00     |     |         |        |
| Lab Count                              | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     | 12.00     |     |         |        |
| Lab Month. Max                         | 183.00   | 177.00   | 95.00    | 202.00   | 212.00   | 127.00   | 121.00   | 151.00   | 196.00   | 197.00   | 280.00   | 210.00   |           |     | 280.00  |        |
| Lab Month. Mean                        | 183.00   | 177.00   | 95.00    | 202.00   | 212.00   | 127.00   | 121.00   | 151.00   | 196.00   | 197.00   | 280.00   | 210.00   | 179.25    |     |         |        |
| Lab Month. Min                         | 183.00   | 177.00   | 95.00    | 202.00   | 212.00   | 127.00   | 121.00   | 151.00   | 196.00   | 197.00   | 280.00   | 210.00   |           |     |         | 95.00  |

# **APPENDIX C**

## **Bypass/Overflow Sample Data**



**SGS Canada Inc.**

P.O. Box 4300 - 185 Concession St.  
Lakefield - Ontario - KOL 2H0  
Phone: 705-652-2000 FAX: 705-652-6365

**Works #:** 110000613

**Project :** PO#017470

24-March-2025

**OCWA-Near North (Powassan Lagoon)**

Attn : Monique Malette

**Date Rec. :** 18 March 2025

**LR Report:** CA13679-MAR25

213 Whitewood Ave. West, PO Box 1495  
New Liskeard, ON  
P0J 1P0, Canada

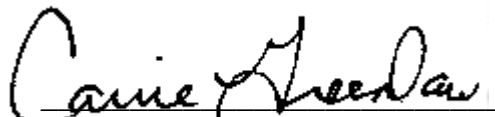
**Copy:** #1

Phone: 705-672-5549 Ext. 222  
Fax:

# CERTIFICATE OF ANALYSIS

## Final Report

| Analysis  | 1:<br>Analysis<br>Start Date | 2:<br>Analysis Start<br>Time | 3:<br>Analysis<br>Completed<br>Date | 4:<br>Analysis<br>Completed<br>Time | 6:<br>PrBy PrBy-RAW<br>2-Bypass @ Clark<br>Street Sewage Lift<br>Stn |
|---|------------------------------|------------------------------|-------------------------------------|-------------------------------------|--|
| Sample Date & Time                                    |                              |                              |                                     |                                     | 16-Mar-25 16:45  |
| Sampled By  |                              |                              |                                     |                                     | Dan Finnigan   |
| Temperature Upon Receipt [°C]                         | ---                          | ---                          | ---                                 | ---                                 | 5.0  |
| Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L] | 19-Mar-25                    | 15:50                        | 24-Mar-25                           | 13:20                               | 40   |
| Total Suspended Solids [mg/L]                         | 19-Mar-25                    | 10:27                        | 20-Mar-25                           | 10:40                               | 61   |
| pH [No unit]  | 19-Mar-25                    | 09:22                        | 20-Mar-25                           | 10:26                               | 7.07   |
| Phosphorus (total) [mg/L]                             | 19-Mar-25                    | 15:42                        | 20-Mar-25                           | 13:39                               | 0.48   |
| Total Kjeldahl Nitrogen [as N mg/L]                   | 19-Mar-25                    | 16:22                        | 20-Mar-25                           | 14:32                               | 3.9  |
| Ecoli [mpn/100mL]                                     | 18-Mar-25                    | 11:56                        | 20-Mar-25                           | 08:33                               | 199000   |



**Carrie Greenlaw**  
Project Specialist,  
Environment, Health & Safety



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**Works #:** 110000613

**Project :** PO#017470

24-March-2025

**OCWA-Near North (Powassan Lagoon)**

Attn : Monique Malette

**Date Rec. :** 18 March 2025

**LR Report:** CA13687-MAR25

213 Whitewood Ave. West, PO Box 1495  
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P0J 1P0, Canada

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Phone: 705-672-5549 Ext. 222

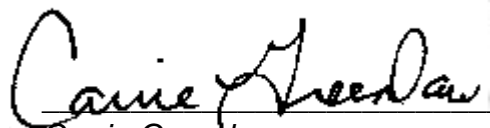
Fax:

# CERTIFICATE OF ANALYSIS

## Final Report

| Analysis  | 1:<br>Analysis<br>Start Date | 2:<br>Analysis Start<br>Time | 3:<br>Analysis<br>Completed<br>Date | 4:<br>Analysis<br>Completed<br>Time | 6:<br>PrBy Prby2-RAW<br>1- Bypass @ Clark<br>Street Sewage Lift<br>Stn |
|---|------------------------------|------------------------------|-------------------------------------|-------------------------------------|--|
| Sample Date & Time                                    |                              |                              |                                     |                                     | 16-Mar-25 04:15  |
| Sampled By  |                              |                              |                                     |                                     | Dan Finnigan   |
| Temperature Upon Receipt [°C]                         | ---                          | ---                          | ---                                 | ---                                 | 5.0  |
| Carbonaceous Biochemical Oxygen Demand [(CBOD5) mg/L] | 18-Mar-25                    | 16:44                        | 24-Mar-25                           | 10:45                               | 9  |
| Total Suspended Solids [mg/L]                         | 18-Mar-25                    | 13:29                        | 19-Mar-25                           | 13:08                               | 17   |
| pH [No unit]  | 19-Mar-25                    | 09:22                        | 20-Mar-25                           | 10:27                               | 7.37   |
| Phosphorus (total) [mg/L]                             | 19-Mar-25                    | 15:42                        | 20-Mar-25                           | 13:39                               | 0.27   |
| Total Kjeldahl Nitrogen [as N mg/L]                   | 19-Mar-25                    | 16:22                        | 21-Mar-25                           | 14:00                               | 2.2  |
| Ecoli [mpn/100mL]                                     | 18-Mar-25                    | 13:13                        | 20-Mar-25                           | 08:36                               | 57300  |

\*E. coli was received/processed after the recommended holding time of 48 hours. Result maybe unreliable.



Carrie Greenlaw  
Project Specialist,  
Environment, Health & Safety

# **APPENDIX D**

## **Maintenance Summary**

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    |            | Asset ID  |                           | Asset Description |                              | Location Description |        | WorkOrder   |        | PM Schedule     |                  |                  | Workorder Details  |  |  | WorkLog Detail |
|---------|------------|---|---------------------------|-------------------|------------------------------|----------------------|--------|---|--------|-----------------|------------------|------------------|--|--|--|----------------|
| WO #    | Asset ID   | Asset Description                               | Location Description      | Type              | Class                        | FEQ                  | Units  | Work Order Description                                    | Status | Schedule Start  | Actual Start     | Actual Finish    | WorkLog Detail   |  |  |                |
| 4292814 | 0000296003 | GENERATOR<br>NATURAL GAS<br>GENSET Clark Street | 5747, Clark SPS, Facility | PM                | Refurbish/<br>Replace/Repair | 1                    | MONTHS | Diesel Generator Inspection/<br>Functional Test (1m) 5747 | CLOSE  | 1/1/25 12:00 AM | 1/16/25 11:23 AM | 1/16/25 11:23 AM | Diesel Generator Inspection/<br>Functional Test (1m) 5747<br>-Attempted to start Clark Street<br>standby generator for the monthly<br>test run. Would not start. Contacted<br>Val's Equipment for service (see<br>work order number 4336236).<br>Diesel Generator Inspection/<br>Functional Test (1m) 5747<br>-<br>Following a site visit from Val's<br>Equipment, the generator was<br>successfully started and test run on<br>Wednesday January 15, 2025<br><br>January 15, 2025 Dan Finnigan<br>performed the monthly Generator/<br>Functional test.. All fluid levels<br>were checked, belts inspected,<br>battery charging system, etc. The<br>generator transfer button was<br>pressed and the start command to the<br>generator was initiated. While<br>running, the system was observed<br>for leaks or any other deficiencies.<br>The following generator values were<br>recorded while running:<br>*Note: The generator started on the<br>1st attempt.<br>RPM's= 1780<br>Oil Level = Full<br>Coolant Temp=170 Deg.F<br>Battery Voltage= 12.8 V<br>Oil Pressure 61 psi<br>Hrs at start: 552.5<br>Hrs at stop: 553.0 |  |  |                |

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |            | PM Schedule |        | Workorder Details |                 |                  |                  | WorkLog Detail  |
|---------|------------|-------------------------------|------------------------------|-----------|------------|-------------|--------|-------------------|-----------------|------------------|------------------|---|
|         |            |                               |                              | Type      | Class      | FEQ         | Units  | Status            | Schedule Start  | Actual Start     | Actual Finish    |   |
| 4300006 | 0000126968 | LAGOON CELL 01 SOUTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 1/1/25 12:00 AM | 1/16/25 10:16 AM | 1/16/25 10:16 AM | Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on January 14, 2024. 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 Inlet was opened to the South Cell to begin filling |
| 4300023 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 1/1/25 12:00 AM | 1/16/25 10:17 AM | 1/16/25 10:17 AM | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on January 14, 2024. 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 Inlet was closed to the North Cell to isolate it    |
| 4300053 | 0000126969 | LAGOON CELL 03 POWASSAN       | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 1/1/25 12:00 AM | 1/16/25 10:18 AM | 1/16/25 10:18 AM | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br><br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on January 14, 2024. 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        | Workorder Details                      |        |                 |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|--|--------|-----------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Work Order Description                 | Status | Schedule Start  | Actual Start     |                  | Actual Finish  |
| 4300154 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (1m) 5747 | CLOSE  | 1/1/25 12:00 AM | 1/16/25 10:20 AM | 1/16/25 10:20 AM | Health And Safety Inspection (1m) 5747<br>- Dan Finnigan conducted the monthly H&S Inspection on January 14, 2025 which consisted of checking/verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning)                       |
| 4300182 |          |                   | 5747, Powassan WWTL  | OPER      | Inspection        | 1           | YEARS  | Daily O&M Activities (1y) 5747         | COMP   | 1/1/25 12:00 AM | 1/8/26 02:01 PM  | 1/8/26 02:01 PM  | Daily O&M Activities (1y) 5747<br>-Daily O&M Activities (1y) 5747. Complete for year end 2025.   |
| 4300218 |          |                   | 5747, Powassan WWTL  | PM        | Inspection        | 1           | MONTHS | TPM Inspection/Maintenance (1m) 5747   | CLOSE  | 1/1/25 12:00 AM | 1/16/25 10:21 AM | 1/16/25 10:21 AM | TPM Inspection/Maintenance (1m) 5747<br>-Completed by Dan Finnigan on January 14, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details                       |        |                 |                  | WorkLog Detail   |   |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|---|--------|-----------------|------------------|------------------|---|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Work Order Description                  | Status | Schedule Start  | Actual Start     |                  | Actual Finish   |
| 4300228 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | Critical Alarm/Dialer Testing (1m) 5747 | CLOSE  | 1/1/25 12:00 AM | 1/16/25 10:23 AM | 1/16/25 10:23 AM | Critical Alarm/Dialer Testing (1m) 5747<br>-Conducted by Dan Finnigan on January 14, 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. |
| 4304421 |          |                   | 5747, Powassan WWTL  | OPER      | Compliance | 1           | MONTHS | WISKI Review (1m) 5747                  | CLOSE  | 1/1/25 12:00 AM | 1/10/25 04:12 PM | 1/10/25 04:12 PM | WISKI Review (1m) 5747<br>-WISKI Review (1m) for the month of December 2024 was completed on January 10, 2025 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, and this Work Order closed off.   |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                              | PM Schedule |       | Workorder Details |                |              |                 | WorkLog Detail  |  |
|---------|----------|-------------------|----------------------|-----------|------------------------------|-------------|-------|-------------------|----------------|--------------|-----------------|-----------------|--|
|         |          |                   |                      | Type      | Class                        | FEQ         | Units | Status            | Schedule Start | Actual Start | Actual Finish   |                 |  |
| 4336236 |          |                   | 5747, Clark SPS      | CORR      | Refurbish/<br>Replace/Repair | 0           |       |                   |                | CLOSE        | 4/2/25 09:27 AM | 4/2/25 09:27 AM | <p>Powassan Clark Street Pumping Station Generator Diagnosis, Repair and Service</p> <p>Called Val's on Tuesday Jan 14th when generator would not start for monthly test.<br/>                     -replacement re-furbished starter installed<br/>                     -new block heater installed (lots of gunk removed from non-functioning one)<br/>                     -gas pressure checked (none)<br/>                     -gas solenoids checked electrically (working)<br/>                     -gas solenoid valves checked (sticking, new ones ordered)<br/>                     -generator started. Coolant flush recommended and will be scheduled.</p> <p>Powassan Clark Street Pumping Station Generator Diagnosis, Repair and Service</p> <p>January 28, 2025<br/>                     Gary from Val's equipment installed and tested new gas solenoids at Clark Street Lift Station generator: started on first try.</p> <p>Powassan Clark Street Pumping Station Generator Diagnosis, Repair and Service</p> <p>Feb 24, 2025<br/>                     Clark Street Generator rad flush completed by Val's equipment</p> |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                         | Location Description      | WorkOrder |                           | PM Schedule |        | Workorder Details                                      |        |                |                  | WorkLog Detail   |   |   |
|---------|------------|---|---------------------------|-----------|---------------------------|-------------|--------|--|--------|----------------|------------------|------------------|---|---|
|         |            |   |                           | Type      | Class                     | FEQ         | Units  | Work Order Description                                 | Status | Schedule Start | Actual Start     |                  | Actual Finish   |   |
| 4336640 |            |   | 5747, Fairview SPS        | CALL      | Compliance                | 0           |        | Powassan Wonderware Communication/Heartbeat Alarm      | CLOSE  |                | 1/19/25 08:15 AM | 1/19/25 09:15 AM | Powassan Wonderware Communication/Heartbeat Alarm<br>- 08:19--Received Communication / Heartbeat alarm notification via WIN911<br>09:15--Logged onto Wonderware remotely to review trending for Powassan WS, Clark Street Station and St. Gregory Station<br>09:25--Powassan WS and Clark Street Station trending shows normal, but a data gap was found for St. Gregory Station. Trending is showing back to normal at this time. Will monitor remotely. |   |
| 4348058 | 0000296003 | GENERATOR NATURAL GAS GENSET Clark Street | 5747, Clark SPS, Facility | PM        | Refurbish/ Replace/Repair | 1           | MONTHS | Diesel Generator Inspection/ Functional Test (1m) 5747 | CLOSE  |                | 2/1/25 12:00 AM  | 3/3/25 11:05 AM  | 3/3/25 11:05 AM   | Diesel Generator Inspection/ Functional Test (1m) 5747<br>- February 25, 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:<br>*Note: The generator started on the 1st attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=180 Deg.F<br>Battery Voltage= 12.0 V<br>Oil Pressure 60 psi<br>Hrs at start: 555.7<br>Hrs at stop: 556.1 |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |            | PM Schedule |        | Workorder Details |  |                 |                 | WorkLog Detail  |   |
|---------|------------|-------------------------------|------------------------------|-----------|------------|-------------|--------|-------------------|--|-----------------|-----------------|-----------------|---|
|         |            |                               |                              | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                                     | Schedule Start  | Actual Start    |                 | Actual Finish   |
| 4353214 | 0000126968 | LAGOON CELL 01 SOUTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747 | 2/1/25 12:00 AM | 2/7/25 03:12 PM | 2/7/25 03:12 PM | Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on February 6, 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. |
| 4353224 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 | 2/1/25 12:00 AM | 2/7/25 03:13 PM | 2/7/25 03:13 PM | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on February 6, 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. |
| 4353246 | 0000126969 | LAGOON CELL 03 POWASSAN       | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 | 2/1/25 12:00 AM | 2/7/25 03:14 PM | 2/7/25 03:14 PM | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on February 6, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        | Workorder Details                         |        |                 |                 | WorkLog Detail  |  |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|---|--------|-----------------|-----------------|-----------------|--|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Work Order Description                    | Status | Schedule Start  | Actual Start    |                 | Actual Finish  |
| 4353264 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (1m)<br>5747 | CLOSE  | 2/1/25 12:00 AM | 3/3/25 11:08 AM | 3/3/25 11:08 AM | Health And Safety Inspection (1m)<br>5747<br><br>Dan Finnigan conducted the monthly H&S Inspection on February 25, 2025 which consisted of checking/ verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning)                        |
| 4353275 |          |                   | 5747, Powassan WWTL  | PM        | Inspection        | 1           | MONTHS | TPM Inspection/Maintenance (1m)<br>5747   | CLOSE  | 2/1/25 12:00 AM | 3/3/25 11:07 AM | 3/3/25 11:07 AM | TPM Inspection/Maintenance (1m)<br>5747<br><br>-Completed by Dan Finnigan on February 25, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details                       |        |                 |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|---|--------|-----------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Work Order Description                  | Status | Schedule Start  | Actual Start     |                  | Actual Finish  |
| 4353285 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | Critical Alarm/Dialer Testing (1m) 5747 | CLOSE  | 2/1/25 12:00 AM | 3/3/25 11:10 AM  | 3/3/25 11:10 AM  | Critical Alarm/Dialer Testing (1m) 5747<br>-Conducted by Dan Finnigan on February 25, 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. |
| 4356324 |          |                   | 5747, Powassan WWTL  | OPER      | Compliance | 1           | MONTHS | WISKI Review (1m) 5747                  | CLOSE  | 2/1/25 12:00 AM | 2/13/25 01:55 PM | 2/13/25 01:55 PM | WISKI Review (1m) 5747<br>-WISKI Review (1m) for the month of January 2025 was completed on February 13, 2025 by Dan Finnigan. All values were entered and checked, lab data entries were reviewed, and this Work Order closed off.  |

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                               | Location Description            | WorkOrder |                              | PM Schedule |        | Workorder Details  |        |                 |                  | WorkLog Detail   |   |
|---------|------------|---|---------------------------------|-----------|------------------------------|-------------|--------|--|--------|-----------------|------------------|------------------|---|
|         |            |   |                                 | Type      | Class                        | FEQ         | Units  | Work Order Description                                       | Status | Schedule Start  | Actual Start     |                  | Actual Finish   |
| 4392005 | 0000296003 | GENERATOR<br>NATURAL GAS<br>GENSET Clark Street | 5747, Clark SPS, Facility       | PM        | Refurbish/<br>Replace/Repair | 1           | MONTHS | Diesel Generator Inspection/<br>Functional Test (1m) 5747    | CLOSE  | 3/1/25 12:00 AM | 3/19/25 10:18 AM | 3/19/25 10:18 AM | Diesel Generator Inspection/<br>Functional Test (1m) 5747<br><br>March 18, 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:<br>*Note: The generator started on the 1st attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=180 Deg.F<br>Battery Voltage= 12.0 V<br>Oil Pressure 61 psi<br>Hrs at start: 556.25<br>Hrs at stop: 556.75 |
| 4397609 |            |   | 5747, Powassan WWTL             | PM        | Inspection                   | 1           | YEARS  | Electrical Equipment Inspection/<br>Service (1y) 5747        | COMP   | 3/1/25 12:00 AM | 1/14/26 10:32 AM | 1/14/26 10:32 AM | ESA CSS<br>-CSS inspects every 2 years.   |
| 4397619 | 0000126968 | LAGOON CELL 01<br>SOUTH POWASSAN                | 5747, Powassan<br>WWTL, Process | PM        | Inspection                   | 1           | MONTHS | Lagoon Cell 01South Powassan<br>Insp/Service (1m/6m/1y) 5747 | CLOSE  | 3/1/25 12:00 AM | 3/19/25 10:05 AM | 3/19/25 10:05 AM | Lagoon Cell 01South Powassan Insp/<br>Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on March 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |                   | PM Schedule |        | Workorder Details |                 |                  |                  | WorkLog Detail  |
|---------|------------|-------------------------------|------------------------------|-----------|-------------------|-------------|--------|-------------------|-----------------|------------------|------------------|---|
|         |            |                               |                              | Type      | Class             | FEQ         | Units  | Status            | Schedule Start  | Actual Start     | Actual Finish    |   |
| 4397629 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection        | 1           | MONTHS | CLOSE             | 3/1/25 12:00 AM | 3/19/25 10:07 AM | 3/19/25 10:07 AM | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on March 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.   |
| 4397651 | 0000126969 | LAGOON CELL 03 POWASSAN       | 5747, Powassan WWTL, Process | PM        | Inspection        | 1           | MONTHS | CLOSE             | 3/1/25 12:00 AM | 3/19/25 10:08 AM | 3/19/25 10:08 AM | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on March 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.   |
| 4397669 |            |                               | 5747, Powassan WWTL          | PM        | HEALTH AND SAFETY | 1           | MONTHS | CLOSE             | 3/1/25 12:00 AM | 3/19/25 10:10 AM | 3/19/25 10:10 AM | Health And Safety Inspection (1m) 5747<br>-<br>Dan Finnigan conducted the monthly H&S Inspection on March 18, 2025 which consisted of checking/ verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning)<br>*Note: Outside security light is no longer functional. Diagnosis and repair was requested from Powassan |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details |   |                 |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|-------------------|---|-----------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                  | Schedule Start  | Actual Start     |                  | Actual Finish  |
| 4397680 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | CLOSE             | TPM Inspection/Maintenance (1m) 5747    | 3/1/25 12:00 AM | 3/19/25 10:11 AM | 3/19/25 10:11 AM | TPM Inspection/Maintenance (1m) 5747<br>-Completed by Dan Finnigan on March 18, 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. |
| 4397685 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | CLOSE             | Critical Alarm/Dialer Testing (1m) 5747 | 3/1/25 12:00 AM | 3/19/25 10:16 AM | 3/19/25 10:16 AM | Critical Alarm/Dialer Testing (1m) 5747<br>-Conducted by Dan Finnigan on March 19, 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.  |
| 4400815 |          |                   | 5747, Powassan WWTL  | OPER      | Compliance | 1           | MONTHS | CLOSE             | WISKI Review (1m) 5747                  | 3/1/25 12:00 AM | 3/13/25 02:31 PM | 3/13/25 02:31 PM | WISKI Review (1m) 5747<br>-WISKI Review (1m) for the month of February 2025 was completed on March 13, 2025 by Dan Finnigan. All values were checked, lab data entries were reviewed, and this Work Order closed off.  |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                                     | Location Description             | WorkOrder |            | PM Schedule |       |   | Workorder Details |                  |                  |               | WorkLog Detail   |
|---------|------------|---|----------------------------------|-----------|------------|-------------|-------|---|-------------------|------------------|------------------|---------------|--|
|         |            |   |                                  | Type      | Class      | FEQ         | Units | Work Order Description                            | Status            | Schedule Start   | Actual Start     | Actual Finish |  |
| 4426811 | 0000235352 | PANEL BREAKER 02<br>600V POWASSAN<br>WWTL:FAIRVIEW PS | 5747, Powassan<br>WWTL, Facility | CALL      | Compliance | 0           |       | Powassan Clark St. SLS High Wet<br>Well & By-pass | CLOSE             | 3/15/25 11:30 AM | 3/17/25 11:00 AM |               | <p>Powassan Clark St. SLS High Wet Well &amp; By-pass</p> <p>Saturday March 15, 2025</p> <p>11:24--Received and acknowledged notification from Telus for High Wet Well Level.</p> <p>12:33--Received and acknowledged notification from WIN911 for High Wet Well Level.</p> <p>12:55-Logged onto Wonderware remotely to review trending and operations: Both pumps pumping normally, with wet well level spiking up to blanking range and coming down shortly after.</p> <p>13:00--Checked weather and radar forecast: light rain ending within the hour with no more rain forecast until tonight. will monitor remotely.</p> <p>13:41 --Received and acknowledged notification from WIN911 for High Wet Well Level.</p> <p>14:00--Logged onto Wonderware remotely to review trending and operations: Both pumps pumping normally. Rain event has ended and forecast shows clear skies. Will monitor remotely.</p> |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO # | Asset ID | Asset Description | Location Description | WorkOrder |       | PM Schedule |       | Workorder Details      |        |                | WorkLog Detail |   |
|------|----------|-------------------|----------------------|-----------|-------|-------------|-------|------------------------|--------|----------------|----------------|---|
|      |          |                   |                      | Type      | Class | FEQ         | Units | Work Order Description | Status | Schedule Start |                | Actual Start  |
|      |          |                   |                      |           |       |             |       |                        |        |                |                | <p>Powassan Clark St. SLS High Wet Well &amp; By-pass</p> <p>Sunday March 16, 2025 00:00--Logged onto Wonderware remotely to review trending and operations: Both pumps working well at approximately 1400 - 1500 litres/minute. Forecast shows continued clear skies until approximately 03:00 hrs.</p> <p>**Note: multiple checks were made via Wonderware yesterday between 14:00 hrs and midnight.</p> <p>02:30--Logged onto Clark Street station to review trending and operations: Both pumps running steady since yesterday's High Wet Well Level alarm, although all precipitation has ceased since early yesterday afternoon. Forecast is calling for rain at 03:00 Hrs and an overflow is suspected to occur. A site visit is required.</p> <p>04:00--Arrived at Clark Street SLS and confirmed by-pass occurring with overflow reached and spilling into Genesee Creek.</p> <p>04:05--Confirmed multiple chlorine pucks super-chlorinating waste stream of by-pass</p> <p>04:10--Confirmed both sewage pumps working effectively and pumping at approximately 1400 - 1500 Litres / minute.</p> <p>04:15--Collected 2 PET500's and 1 bacti bottle for by-pass analysis</p> <p>04:35--Notified SAC (Incident No.# 1-J10000) about by-pass</p> <p>04:44-Notified James Mlotshwa (NBPSDHU) about by-pass</p> <p>05:00--Light rain has ended. Observed pumping activity for several minutes to gauge drawdown, etc. Will monitor via Wonderware remotely.</p> |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                         | Location Description      | WorkOrder |                           | PM Schedule |        | Workorder Details                                      |        |                 | WorkLog Detail  |                 |   |
|---------|------------|---|---------------------------|-----------|---------------------------|-------------|--------|--|--------|-----------------|-----------------|-----------------|---|
|         |            |   |                           | Type      | Class                     | FEQ         | Units  | Work Order Description                                 | Status | Schedule Start  |                 | Actual Start    | Actual Finish   |
| 4439095 | 0000296003 | GENERATOR NATURAL GAS GENSET Clark Street | 5747, Clark SPS, Facility | PM        | Refurbish/ Replace/Repair | 1           | MONTHS | Diesel Generator Inspection/ Functional Test (1m) 5747 | CLOSE  | 4/1/25 12:00 AM | 4/2/25 10:42 AM | 4/2/25 10:42 AM | <p>Powassan Clark St. SLS High Wet Well &amp; By-pass</p> <p>16:40--Inspected Clark Street by-pass: rain is very light but still by-passing. Chlorine pucks still OK (lots left) and both pump working well (approximately 1500 litres/min.). Will monitor remotely.</p> <p>16:45--Collected another set (2 PET500's and 1 bacti bottle) for by-pass analysis</p> <p>Diesel Generator Inspection/ Functional Test (1m) 5747</p> <p>-April 01, 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:</p> <p>*Note: The generator started on the 1<sup>st</sup> attempt.</p> <p>RPM's= 1800</p> <p>Oil Level = Full</p> <p>Coolant Temp=170 Deg.F</p> <p>Battery Voltage= 12.2 V</p> <p>Oil Pressure 59 psi</p> <p>Hrs at start: 556.80</p> <p>Hrs at stop: 557.60</p> |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |            | PM Schedule |        | Workorder Details |                 |                 |                 | WorkLog Detail   |
|---------|------------|-------------------------------|------------------------------|-----------|------------|-------------|--------|-------------------|-----------------|-----------------|-----------------|--|
|         |            |                               |                              | Type      | Class      | FEQ         | Units  | Status            | Schedule Start  | Actual Start    | Actual Finish   |  |
| 4445757 | 0000126968 | LAGOON CELL 01 SOUTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 4/1/25 12:00 AM | 4/2/25 10:20 AM | 4/2/25 10:20 AM | Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during a routine inspection on April 01, 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. |
| 4445774 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 4/1/25 12:00 AM | 4/2/25 10:21 AM | 4/2/25 10:21 AM | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during a routine inspection on April 01, 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. |
| 4445808 | 0000126969 | LAGOON CELL 03 POWASSAN       | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 4/1/25 12:00 AM | 4/2/25 10:22 AM | 4/2/25 10:22 AM | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during a routine inspection on April 01, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        | Workorder Details                         |        |                 |                 | WorkLog Detail  |  |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|---|--------|-----------------|-----------------|-----------------|--|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Work Order Description                    | Status | Schedule Start  | Actual Start    |                 | Actual Finish  |
| 4445877 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (1m)<br>5747 | CLOSE  | 4/1/25 12:00 AM | 4/2/25 10:25 AM | 4/2/25 10:25 AM | Health And Safety Inspection (1m)<br>5747<br>-Dan Finnigan conducted the monthly H&S Inspection on April 01, 2025 which consisted of checking/verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning)<br><br>*Note: Outside security lights have been replaced and are fully functional. Repairs were initiated and paid for by Municipal operations. |
| 4445926 |          |                   | 5747, Powassan WWTL  | PM        | Inspection        | 1           | MONTHS | TPM Inspection/Maintenance (1m)<br>5747   | CLOSE  | 4/1/25 12:00 AM | 4/2/25 10:26 AM | 4/2/25 10:26 AM | TPM Inspection/Maintenance (1m)<br>5747<br><br>Completed by Dan Finnigan on April 01, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details                               |        |                 |                 | WorkLog Detail  |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|---|--------|-----------------|-----------------|-----------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Work Order Description                          | Status | Schedule Start  | Actual Start    |                 | Actual Finish  |
| 4445931 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | Critical Alarm/Dialer Testing (1m) 5747         | CLOSE  | 4/1/25 12:00 AM | 4/2/25 10:40 AM | 4/2/25 10:40 AM | <p>Critical Alarm/Dialer Testing (1m) 5747</p> <p>-Conducted by Dan Finnigan on April 01, 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 (via WIN911 and True Steel). Both True Steel and the WIN911 Autodialer were 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</p> |
| 4450342 |          |                   | 5747, Powassan WWTL  | OPER      | Compliance | 1           | MONTHS | WISKI Review (1m) 5747                          | CLOSE  | 4/1/25 12:00 AM | 5/6/25 12:16 PM | 5/6/25 12:16 PM | <p>WISKI Review (1m) 5747</p> <p>-WISKI Review (1m) for the month of March 2025 was completed by Dan Finnigan. All values were checked, lab data entries were reviewed, and this Work Order closed off.</p>  |
| 4485435 |          |                   | 5747, Clark SPS      | CALL      | Inspection | 0           |        | 5747 Powassan Clark Street SPS High Level Alarm | CLOSE  |                 | 4/3/25 05:30 PM | 4/3/25 06:30 PM | <p>Powassan Clark Street SPS High Level Alarm</p> <p>- Received WIN High Wet Well Level Alarm. Inspected Clark Street SPS Wet Well with Level approximately 8 feet below Overflow. No further issues.</p>  |

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |       | Workorder Details                                |        |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|-------|--|--------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units | Work Order Description                           | Status | Schedule Start   |                  | Actual Start   |
| 4489765 |          |                   | 5747, Clark SPS      | CALL      | Compliance | 0           |       | Powassan Clark Street High Wet Well Level alarms | CLOSE  | 4/26/25 02:05 PM | 4/26/25 08:35 PM | Powassan Clark Street High Wet Well Level alarms<br>14:05--Received and acknowledged notification from Telus for multiple alarm codes (code 2, 3, 4, 5, 6, etc.). Site visit is required to determine issues.<br>15:40--Arrived at Clark Street Lift Station: both pumps are on and running normally (output is approximately 1600 Litres/min).<br>Checked wet well: level is between 12-15 feet below the overflow, with no evidence of a by-pass. Telus Alarm panel shows a green board with a yellow warning, likely due to low battery. Will notify Telus on Monday.<br>16:35--Received and acknowledged notification from Telus for High Wet Well Level.<br>17:15--Logged onto Wonderware remotely to review trending and operations: Wet well level is currently at 7.75 meters and slightly rising. Will monitor remotely. Both pumps running normally.<br>17:41--Received notification from WIN911 for High Wet Well Level Alarm.<br>17:50--Logged onto Wonderware remotely to review trending and operations: Wet well level is currently at 8.17 meters and beginning to drop. Forecast calls for reduced rain. Will monitor remotely.<br>20:35--Logged onto Wonderware remotely to review trending and operations: Wet well level is currently at 3.96 meters and high wet well alarm has reset. No further action required at this time. |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                         | Location Description      | WorkOrder |                              | PM Schedule |        | Workorder Details |                        |                |   | WorkLog Detail   |                  |   |
|---------|------------|---|---------------------------|-----------|------------------------------|-------------|--------|-------------------|------------------------|----------------|---|------------------|------------------|---|
|         |            |   |                           | Type      | Class                        | FEQ         | Units  | Status            | Work Order Description | Schedule Start | Actual Start  |                  | Actual Finish    |   |
| 4490241 |            |   | 5747, Clark SPS, Facility | CAP       | Refurbish/<br>Replace/Repair | 0           |        |                   |                        | CLOSE          | Clark St UPS and Battery for Alarm System                 | 5/26/25 11:39 AM | 5/26/25 11:39 AM | Clark St UPS and Battery for Alarm System<br>- Clark St requires replacement UPS, and a Battery for the Alarm System.<br>Clark St UPS and Battery for Alarm System<br>-<br>Installed new UPS and battery on Friday May 02, 2025 (UPS purchased from Staples on account and battery purchased from "Battery Battery" with cash).   |
| 4500590 | 0000296003 | GENERATOR NATURAL GAS GENSET Clark Street | 5747, Clark SPS, Facility | PM        | Refurbish/<br>Replace/Repair | 1           | MONTHS |                   |                        | CLOSE          | Diesel Generator Inspection/<br>Functional Test (1m) 5747 | 5/1/25 12:00 AM  | 5/26/25 08:19 AM | 5/26/25 08:19 AM<br>- May 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:<br>*Note: The generator started on the 1st attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=178 Deg.F<br>Battery Voltage= 12.0 V<br>Oil Pressure 52 psi<br>Hrs at start: 566.45<br>Hrs at stop: 567.00 |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |            | PM Schedule |        | Workorder Details |                 |                  |                  | WorkLog Detail  |
|---------|------------|-------------------------------|------------------------------|-----------|------------|-------------|--------|-------------------|-----------------|------------------|------------------|---|
|         |            |                               |                              | Type      | Class      | FEQ         | Units  | Status            | Schedule Start  | Actual Start     | Actual Finish    |   |
| 4506713 | 0000126968 | LAGOON CELL 01 SOUTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 5/1/25 12:00 AM | 5/26/25 12:03 PM | 5/26/25 12:03 PM | Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during a site visit on May 22, 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. |
| 4506738 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 5/1/25 12:00 AM | 5/26/25 12:04 PM | 5/26/25 12:04 PM | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during a site visit on May 22, 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. |
| 4506760 | 0000126969 | LAGOON CELL 03 POWASSAN       | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | 5/1/25 12:00 AM | 5/26/25 12:05 PM | 5/26/25 12:05 PM | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during a site visit on May 22, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        |   | Workorder Details |                 |                  |                  | WorkLog Detail  |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|---|-------------------|-----------------|------------------|------------------|---|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Work Order Description                    | Status            | Schedule Start  | Actual Start     | Actual Finish    |   |
| 4506778 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (1m)<br>5747 | CLOSE             | 5/1/25 12:00 AM | 5/26/25 11:41 AM | 5/26/25 11:41 AM | Health And Safety Inspection (1m)<br>5747<br><br>Dan Finnigan conducted the monthly H&S Inspection on May 22, 2025 which consisted of checking/verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning)                         |
| 4506796 |          |                   | 5747, Powassan WWTL  | PM        | Inspection        | 1           | MONTHS | TPM Inspection/Maintenance (1m)<br>5747   | CLOSE             | 5/1/25 12:00 AM | 5/26/25 11:44 AM | 5/26/25 11:44 AM | TPM Inspection/Maintenance (1m)<br>5747<br><br>-Completed by Dan Finnigan on May 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details |   |                 |                   | WorkLog Detail    |   |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|-------------------|---|-----------------|-------------------|-------------------|---|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                  | Schedule Start  | Actual Start      |                   | Actual Finish   |
| 4506801 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | CLOSE             | Critical Alarm/Dialer Testing (1m) 5747 | 5/1/25 12:00 AM | 5/26/25 08:16 AM  | 5/26/25 08:16 AM  | <p>Critical Alarm/Dialer Testing (1m) 5747</p> <p>-Conducted by Dan Finnigan on May 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 (via WIN911 and True Steel). Both True Steel and the WIN911 Autodialer were 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 settings in less than 10 minutes of pumping.</p> |
| 4509934 |          |                   | 5747, Powassan WWTL  | OPER      | Compliance | 1           | MONTHS | CLOSE             | WISKI Review (1m) 5747                  | 5/1/25 12:00 AM | 5/6/25 12:17 PM   | 5/6/25 12:17 PM   | <p>WISKI Review (1m) 5747</p> <p>-WISKI Review (1m) for the month of April 2025 was completed on May 06, 2025 by Dan Finnigan. All values were checked, lab data entries were reviewed, and this Work Order closed off.</p>   |
| 4539501 |          |                   | 5747, Clark SPS      | OPER      | Inspection | 1           | YEARS  | CLOSE             | Grating Insp (1y) - 5747, Clark SPS     | 5/1/25 12:00 AM | 11/13/25 02:24 PM | 11/13/25 02:24 PM | <p>Grating Insp (1y) - 5747, Clark SPS</p> <p>-Grating was inspected visually during the annual cleaning of the Lift Station by third party contractors. The grating covering to the opening to get to the floor of the station was loose and partially opened due to multiple overflows that occurred at the station. Providing tie downs is not practical due to the requirement to remove the opening regularly. After cleaning the grating was placed back properly. Everything else seemed secure and solid.</p>                 |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description                    | Location Description | WorkOrder |                        | PM Schedule |       | Workorder Details |                 |                   |                   | WorkLog Detail  |
|---------|----------|--------------------------------------|----------------------|-----------|------------------------|-------------|-------|-------------------|-----------------|-------------------|-------------------|---|
|         |          |                                      |                      | Type      | Class                  | FEQ         | Units | Status            | Schedule Start  | Actual Start      | Actual Finish     |   |
| 4539513 |          | 5747, Faireview SPS                  |                      | OPER      | Inspection             | 1           | YEARS | CLOSE             | 5/1/25 12:00 AM | 11/18/25 08:35 AM | 11/18/25 08:35 AM | Grating Insp (ly) - 5747, Faireview SPS<br><br>The grating was inspected visually from above ground. The lift station was clean and all grating was visible and in good condition. No maintenance seemed required at this time.           |
| 4539525 |          | 5747, Powassan WWTL                  |                      | OPER      | Inspection             | 1           | YEARS | CLOSE             | 5/1/25 12:00 AM | 11/18/25 08:50 AM | 11/18/25 08:50 AM | Grating Insp (ly) - 5747, Powassan WWTL<br><br>The grating at the Lagoon Inlet Box was inspected and found to be secure and in good condition. All tie downs were in place and secure, and the gate to the lagoon was locked and secured. |
| 4551937 |          | Powassan Wastewater Treatment Lagoon |                      | OPER      | Predictive Maintenance | 0           |       | CLOSE             |                 | 6/25/25 01:35 PM  | 6/25/25 01:35 PM  | Powassan Spring 2025 Lagoon Treatment<br>- Thursday May 08, 2025<br>Treated North Cell of Lagoon with 1400 Imp Gallons Ferric Sulphate and Treated the South Cell of Lagoon with 1200 Imp Gallons of Ferric Sulphate with OCWA staff      |
| 4552045 |          | 5747, Clark SPS, Facility            |                      | CALL      | Inspection             | 0           |       | CLOSE             |                 | 4/29/25 05:15 PM  | 4/29/25 06:00 PM  | Powassan Clark Street SPS Communication Loss Alarm<br>- Received WIN Communication Loss Alarm following area utility power outage. Station inspection with Generator in operation.  |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                         | Location Description      | WorkOrder |                           | PM Schedule |        | Workorder Details |                 |                  | WorkLog Detail   |   |
|---------|------------|---|---------------------------|-----------|---------------------------|-------------|--------|-------------------|-----------------|------------------|------------------|---|
|         |            |   |                           | Type      | Class                     | FEQ         | Units  | Status            | Schedule Start  | Actual Start     |                  | Actual Finish   |
| 4300083 |            |   | 5747, Powassan WWTL       | OPER      | HEALTH AND SAFETY         | 1           | YEARS  | CLOSE             | 1/1/25 12:00 AM | 4/2/25 11:38 AM  | 4/2/25 11:38 AM  | WHMIS/MSDS/NSF Review And Update (1y) 5747<br>-WHMIS/MSDS/NSF Review And Update (1y) was completed on April 2, 2025. A review of controlled products was conducted and SDS sheets were reviewed to ensure the latest revision were available. NSF ratings for products used in Drinking Water were verified online. Floor plans were checked against the known layout, and the sampling calendar was reviewed to see what is required this year. The operator had valid WHMIS training.   |
| 4566456 | 0000296003 | GENERATOR NATURAL GAS GENSET Clark Street | 5747, Clark SPS, Facility | PM        | Refurbish/ Replace/Repair | 1           | MONTHS | CLOSE             | 6/1/25 12:00 AM | 6/25/25 01:16 PM | 6/25/25 01:16 PM | Diesel Generator Inspection/ Functional Test (1m) 5747 -June 25, 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:<br>*Note: The generator started on the 1 <sup>st</sup> attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=180 Deg.F<br>Battery Voltage= 12.5 V<br>Oil Pressure 54 psi<br>Hrs at start: 567.10<br>Hrs at stop: 567.80 |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    |            | Asset ID |            | Asset Description |        | Location Description          |                              | WorkOrder |            | PM Schedule |        | Workorder Details  |        |                 |                  | WorkLog Detail   |   |
|---------|------------|----------|------------|-------------------|--------|-------------------------------|------------------------------|-----------|------------|-------------|--------|--|--------|-----------------|------------------|------------------|---|
|         |            | Type     | Class      | FEQ               | Units  |                               |                              | Type      | Class      | FEQ         | Units  | Work Order Description                                     | Status | Schedule Start  | Actual Start     | Actual Finish    | WorkLog Detail  |
| 4573393 | 0000126968 | PM       | Inspection | 1                 | MONTHS | LAGOON CELL 01 SOUTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747 | CLOSE  | 6/1/25 12:00 AM | 6/25/25 01:21 PM | 6/25/25 01:21 PM | Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during a site visit on June 25, 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. |
| 4573403 | 0000126967 | PM       | Inspection | 1                 | MONTHS | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 | CLOSE  | 6/1/25 12:00 AM | 6/25/25 01:23 PM | 6/25/25 01:23 PM | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during a site visit on June 25, 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.    |
| 4573425 | 0000126969 | PM       | Inspection | 1                 | MONTHS | LAGOON CELL 03 POWASSAN       | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 | CLOSE  | 6/1/25 12:00 AM | 6/25/25 01:24 PM | 6/25/25 01:24 PM | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during a site visit on June 25, 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.    |
| 4573440 |            | OPER     | Compliance | 1                 | YEARS  |                               | 5747, Powassan WWTL          | OPER      | Compliance | 1           | YEARS  | Facility Emergency Plan Review (1y) 5747                   | CLOSE  | 6/1/25 12:00 AM | 6/20/25 01:13 PM | 6/20/25 01:13 PM | Facility Emergency Plan Review (1y) 5747<br>-Reviewed updates sent by PCT, updated binder, etc.   |
| 4573441 |            | OPER     | Compliance | 2                 | YEARS  |                               | 5747, Powassan WWTL          | OPER      | Compliance | 2           | YEARS  | Operation/Sop Manual Review And Update (2y) 5747           | CLOSE  | 6/1/25 12:00 AM | 6/20/25 01:14 PM | 6/20/25 01:14 PM | Operation/Sop Manual Review And Update (2y) 5747<br>-Reviewed and updated operations manual   |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        | Workorder Details                         |        |                 |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|---|--------|-----------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Work Order Description                    | Status | Schedule Start  | Actual Start     |                  | Actual Finish  |
| 4573448 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (1m)<br>5747 | CLOSE  | 6/1/25 12:00 AM | 6/25/25 01:17 PM | 6/25/25 01:17 PM | Health And Safety Inspection (1m)<br>5747<br>-Dan Finnigan conducted the monthly H&S Inspection on June 25, 2025 which consisted of checking/ verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning)                       |
| 4573459 |          |                   | 5747, Powassan WWTL  | PM        | Inspection        | 1           | MONTHS | TPM Inspection/Maintenance (1m)<br>5747   | CLOSE  | 6/1/25 12:00 AM | 6/25/25 01:19 PM | 6/25/25 01:19 PM | TPM Inspection/Maintenance (1m)<br>5747<br>-Completed by Dan Finnigan on June 25, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                              | PM Schedule |        | Workorder Details |   |                 |                   | WorkLog Detail    |  |
|---------|----------|-------------------|----------------------|-----------|------------------------------|-------------|--------|-------------------|---|-----------------|-------------------|-------------------|--|
|         |          |                   |                      | Type      | Class                        | FEQ         | Units  | Status            | Work Order Description                  | Schedule Start  | Actual Start      |                   | Actual Finish  |
| 4573464 |          |                   | 5747, Powassan WWTL  | PM        | Refurbish/<br>Replace/Repair | 1           | YEARS  | CLOSE             | Tank Inspection (ly) 5747               | 6/1/25 12:00 AM | 11/18/25 08:28 AM | 11/18/25 08:28 AM | Tank Inspection (ly) 5747<br><br>November 12, 2025:<br>Fairview St. Lift Station (St. Gregory) was inspected by OCWA staff. There was no unusual issues identified. Both pumps were tested and found to be in good working order.<br><br>November 12, 2025: Clark Street Lift Station was inspected and cleaned with a contractor and OCWA staff. All debris and, rags, and grit were removed, both pumps were tested and found to be in good working condition. |
| 4573468 |          |                   | 5747, Powassan WWTL  | PM        | Inspection                   | 1           | MONTHS | CLOSE             | Critical Alarm/Dialer Testing (1m) 5747 | 6/1/25 12:00 AM | 6/25/25 01:28 PM  | 6/25/25 01:28 PM  | Critical Alarm/Dialer Testing (1m) 5747<br>-Conducted by Dan Finnigan on June 25, 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.   |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details |  |                  |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|-------------------|--|------------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                           | Schedule Start   | Actual Start     |                  | Actual Finish  |
| 4576732 |          |                   | 5747, Powassan WWTL  | OPER      | Compliance | 1           | MONTHS | CLOSE             | WISKI Review (1m) 5747                           | 6/1/25 12:00 AM  | 6/27/25 11:16 AM | 6/27/25 11:16 AM | WISKI Review (1m) 5747<br>-June 04, 2025--Entered RAW flow data for both Lift Stations, etc.<br><br>-Calculated release volumes, enter data and produce semi-annual release reports, etc.  |
| 4607884 |          |                   | 5747, Clark SPS      | CALL      | Compliance | 0           |        | CLOSE             | Powassan Clark Street High Wet Well Level alarms | 6/19/25 05:47 PM | 6/20/25 08:30 AM |                  | Powassan Clark Street High Wet Well Level alarms<br><br>17:47--Received Telus notification of Clark Street High Wet Well Level Alarm<br>18:32--Received and acknowledged notification from WIN911 for High Wet Well Level<br>18:59--Received and acknowledged notification from WIN911 for High Wet Well Level<br>19:03--Logged onto Wonderware remotely to review trending and reached blanking range but forecast calls for light rain in the near future.<br>21:00--Logged onto Wonderware remotely to review trending and operations: Wet well still in blanking range but forecast shows light rain ending shortly.<br>Friday, June 20, 2025<br>Visually observed wet well and no overflow was reached. Check discharge ditch, etc. |

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                               | Location Description            | WorkOrder |                              | PM Schedule |        | Workorder Details   |        |                 |                 | WorkLog Detail  |   |
|---------|------------|---|---------------------------------|-----------|------------------------------|-------------|--------|---|--------|-----------------|-----------------|-----------------|---|
|         |            |   |                                 | Type      | Class                        | FEQ         | Units  | Work Order Description                                    | Status | Schedule Start  | Actual Start    |                 | Actual Finish   |
| 4629504 | 0000296003 | GENERATOR<br>NATURAL GAS<br>GENSET Clark Street | 5747, Clark SPS, Facility       | PM        | Refurbish/<br>Replace/Repair | 1           | MONTHS | Diesel Generator Inspection/<br>Functional Test (1m) 5747 | CLOSE  | 7/1/25 12:00 AM | 7/9/25 11:40 AM | 7/9/25 11:40 AM | Diesel Generator Inspection/<br>Functional Test (1m) 5747<br><br>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:<br>*Note: The generator started on the 1st attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=180 Deg.F<br>Battery Voltage= 12.4 V<br>Oil Pressure 59 psi<br>Hrs at start: 567.90<br>Hrs at stop: 568.48 |
| 4635122 | 0000126968 | LAGOON CELL 01<br>SOUTH POWASSAN                | 5747, Powassan<br>WWTL, Process | PM        | Inspection                   | 1           | MONTHS | Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 | CLOSE  | 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<br>-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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |                   | PM Schedule |        | Workorder Details |                 |                 |                 | WorkLog Detail   |
|---------|------------|-------------------------------|------------------------------|-----------|-------------------|-------------|--------|-------------------|-----------------|-----------------|-----------------|--|
|         |            |                               |                              | Type      | Class             | FEQ         | Units  | Status            | Schedule Start  | Actual Start    | Actual Finish   |  |
| 4635132 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection        | 1           | MONTHS | CLOSE             | 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<br>-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 | CLOSE             | 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<br>-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 | CLOSE             | 7/2/25 12:00 AM | 7/9/25 11:33 AM | 7/9/25 11:33 AM | Health And Safety Inspection (1m) 5747<br>-<br>Dan Finnigan conducted the monthly H&S Inspection on July 9, 2025 which consisted of checking/ verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning) |

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details |   |                 |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|-------------------|---|-----------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                  | Schedule Start  | Actual Start     |                  | Actual Finish  |
| 4635300 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | CLOSE             | TPM Inspection/Maintenance (1m) 5747    | 7/2/25 12:00 AM | 7/9/25 11:35 AM  | 7/9/25 11:35 AM  | TPM Inspection/Maintenance (1m) 5747<br>-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 | CLOSE             | Critical Alarm/Dialer Testing (1m) 5747 | 7/2/25 12:00 AM | 7/9/25 11:36 AM  | 7/9/25 11:36 AM  | Critical Alarm/Dialer Testing (1m) 5747<br>-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 | CLOSE             | WISKI Review (1m) 5747                  | 7/2/25 12:00 AM | 7/24/25 08:15 PM | 7/24/25 08:15 PM | WISKI Review (1m) 5747<br><br>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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |       | Workorder Details                                |        |                 | WorkLog Detail  |   |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|-------|--|--------|-----------------|-----------------|---|
|         |          |                   |                      | Type      | Class      | FEQ         | Units | Work Order Description                           | Status | Schedule Start  |                 | Actual Start  |
| 4660443 |          |                   | 5747, Clark SPS      | CALL      | Compliance | 0           |       | Powassan Clark St Stn High Wet Well Level Alarms | CLOSE  | 7/7/25 03:50 AM | 7/7/25 01:30 PM | Powassan Clark St Stn High Wet Well Level Alarms<br>-03:50--Received Telus notification of Clark Street High Wet Well Level alarm<br>04:22--Received and acknowledged notification from WIN911 for High Wet Well Level.<br>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.<br>06:19--Received and acknowledged notification from WIN911 for High Wet Well Level.<br>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.<br>13:20--Confirmed this morning's rain event did not result in any overflow or bypass of station. |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |       | Workorder Details            |        |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|-------|------------------------------|--------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units | Work Order Description       | Status | Schedule Start   |                  | Actual Start   |
| 4662947 |          |                   | 5747, Powassan WWTL  | CALL      | Compliance | 0           |       | Powassan Communications Loss | CLOSE  | 7/16/25 04:34 PM | 7/17/25 10:30 AM | <p>Powassan Communications Loss -Wed, July 16, 2025</p> <p>16:34--Received and acknowledged WIN911 alarm for Powassan Clark Street Heartbeat alarm</p> <p>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.</p> <p>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.</p> <p>22:00--Depart for Powassan to attempt to get Outpost comms back</p> <p>23:15--Powered down and restarted Outpost panel and SCADA pack several time to try to get comms back.</p> <p>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.</p> <p>Thursday July 17, 2025</p> <p>08:00--Notified Dale (OCWA IT) regarding comm loss at Powassan Sewage stations.</p> <p>10:30--Comms have now been restored at Clark Street and St. Gregory Stations. No further action required.</p> |

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

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

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |            | PM Schedule |        | Workorder Details |  |                 |                  | WorkLog Detail   |  |
|---------|------------|-------------------------------|------------------------------|-----------|------------|-------------|--------|-------------------|--|-----------------|------------------|------------------|--|
|         |            |                               |                              | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                                     | Schedule Start  | Actual Start     |                  | Actual Finish  |
| 4679498 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 | 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<br><br>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 | CLOSE             | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 | 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<br><br>-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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        | Workorder Details                         |        |                 |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|---|--------|-----------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Work Order Description                    | Status | Schedule Start  | Actual Start     |                  | Actual Finish  |
| 4679593 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (1m)<br>5747 | CLOSE  | 8/1/25 12:00 AM | 8/29/25 09:33 AM | 8/29/25 09:33 AM | Health And Safety Inspection (1m)<br>5747<br><br>Dan Finnigan conducted the monthly H&S Inspection on August 28, 2025 which consisted of checking/verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning)                         |
| 4679604 |          |                   | 5747, Powassan WWTL  | PM        | Inspection        | 1           | MONTHS | TPM Inspection/Maintenance (1m)<br>5747   | CLOSE  | 8/1/25 12:00 AM | 8/29/25 09:44 AM | 8/29/25 09:44 AM | TPM Inspection/Maintenance (1m)<br>5747<br><br>-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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details                       |        |                 |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|---|--------|-----------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Work Order Description                  | Status | Schedule Start  | Actual Start     |                  | Actual Finish  |
| 4679609 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | Critical Alarm/Dialer Testing (1m) 5747 | CLOSE  | 8/1/25 12:00 AM | 8/29/25 09:45 AM | 8/29/25 09:45 AM | Critical Alarm/Dialer Testing (1m) 5747<br>-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                  | CLOSE  | 8/1/25 12:00 AM | 10/5/25 05:27 PM | 10/5/25 05:27 PM | WISKI Review (1m) 5747<br>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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |       | Workorder Details                                    |        |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|-------|--|--------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units | Work Order Description                               | Status | Schedule Start   |                  | Actual Start   |
| 4710083 |          |                   | 5747, Clark SPS      | CALL      | Compliance | 0           |       | Powassan Clark Street Lift Station High Level alarms | CLOSE  | 8/13/25 04:43 AM | 8/13/25 06:00 AM | Powassan Clark Street Lift Station High Level alarms<br>-<br>04:43-Received notification from Telus Alarms for Clark Street High Wet Well Level<br>04:50-Check rain forecast: rain event ending within the hour<br>05:00--Logged onto Wonderware remotely to review trending and operations: Both pumps working well. Short and quick rain event caused the wet well to supercharge and trip high level alarms. Will check forecast to see rain conditions.<br>05:02-Received and acknowledged WIN911 notification for Clark Street High Wet Well Level.<br>06:00--Rain event has ended and wet well level has dropped to normal operations. Station is back to one pump running as per normal operations. No further action required. |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

|         |            | WorkOrder                                       |                                 |      | PM Schedule                  |     |        | Workorder Details   |        |                 |                  | WorkLog Detail   |   |
|---------|------------|---|---------------------------------|------|------------------------------|-----|--------|---|--------|-----------------|------------------|------------------|---|
| WO #    | Asset ID   | Asset Description                               | Location Description            | Type | Class                        | FEQ | Units  | Work Order Description                                    | Status | Schedule Start  | Actual Start     | Actual Finish    | WorkLog Detail  |
| 4721687 | 0000296003 | GENERATOR<br>NATURAL GAS<br>GENSET Clark Street | 5747, Clark SPS, Facility       | PM   | Refurbish/<br>Replace/Repair | 1   | MONTHS | Diesel Generator Inspection/<br>Functional Test (1m) 5747 | CLOSE  | 9/1/25 12:00 AM | 9/24/25 09:30 AM | 9/24/25 09:30 AM | Diesel Generator Inspection/<br>Functional Test (1m) 5747<br>-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:<br>*Note: The generator started on the 1 <sup>st</sup> attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=178 Deg.F<br>Battery Voltage= 12.3 V<br>Oil Pressure 58 psi<br>Hrs at start: 569.40<br>Hrs at stop: 569.80 |
| 4728205 | 0000126968 | LAGOON CELL 01<br>SOUTH POWASSAN                | 5747, Powassan<br>WWTL, Process | PM   | Inspection                   | 1   | MONTHS | Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 | CLOSE  | 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<br>-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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |            | PM Schedule |        | Workorder Details |  |                 |                 | WorkLog Detail  |  |
|---------|------------|-------------------------------|------------------------------|-----------|------------|-------------|--------|-------------------|--|-----------------|-----------------|-----------------|--|
|         |            |                               |                              | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                                     | Schedule Start  | Actual Start    |                 | Actual Finish  |
| 4728223 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 | 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<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on September 03, 2025.<br>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.<br>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 | CLOSE             | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 | 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<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on September 03, 2025.<br>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.<br>The Un-treated contents composite sample was collected prior to lagoon chemical treatment. |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        | Workorder Details |   |                 |                  | WorkLog Detail   |   |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|-------------------|---|-----------------|------------------|------------------|---|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Status            | Work Order Description                    | Schedule Start  | Actual Start     |                  | Actual Finish   |
| 4728257 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | CLOSE             | Health And Safety Inspection (1m)<br>5747 | 9/1/25 12:00 AM | 9/24/25 09:32 AM | 9/24/25 09:32 AM | Health And Safety Inspection (1m)<br>5747<br>-Dan Finnigan conducted the monthly H&S Inspection on September 22, 2025 which consisted of checking/verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning)                        |
| 4728268 |          |                   | 5747, Powassan WWTL  | PM        | Inspection        | 1           | MONTHS | CLOSE             | TPM Inspection/Maintenance (1m)<br>5747   | 9/1/25 12:00 AM | 9/24/25 09:33 AM | 9/24/25 09:33 AM | TPM Inspection/Maintenance (1m)<br>5747<br>-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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details |  |                 |                  | WorkLog Detail   |   |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|-------------------|--|-----------------|------------------|------------------|---|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                             | Schedule Start  | Actual Start     |                  | Actual Finish   |
| 4728273 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | CLOSE             | Critical Alarm/Dialer Testing (1m) 5747            | 9/1/25 12:00 AM | 9/24/25 09:57 AM | 9/24/25 09:57 AM | Critical Alarm/Dialer Testing (1m) 5747<br>-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 | CLOSE             | WISKI Review (1m) 5747                             | 9/1/25 12:00 AM | 10/5/25 05:28 PM | 10/5/25 05:28 PM | 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.  |
| 4759187 |          |                   | 5747, Clark SPS      | CALL      | Inspection | 0           |        | CLOSE             | Powassan Clark Street SPS Communication Loss Alarm |                 | 8/25/25 04:00 AM | 8/25/25 07:30 AM | Powassan Clark Street SPS Communication Loss Alarm<br>-Received WIN Communication Loss Alarm. System communication restored. Trending review shows on August 25 intermittent data loss occurring approximately from 0315 to 0350 hours.   |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description                    | Location Description                 | WorkOrder |                        | PM Schedule |       | Workorder Details |                |                  |                  | WorkLog Detail  |
|---------|----------|--------------------------------------|--------------------------------------|-----------|------------------------|-------------|-------|-------------------|----------------|------------------|------------------|---|
|         |          |                                      |                                      | Type      | Class                  | FEQ         | Units | Status            | Schedule Start | Actual Start     | Actual Finish    |   |
| 4759382 |          | Powassan Wastewater Treatment Lagoon | Powassan Wastewater Treatment Lagoon | PM        | Predictive Maintenance | 0           |       | CLOSE             |                | 9/3/25 01:41 PM  | 9/3/25 01:41 PM  | Powassan Clark St Flow Meter Verification/Calibration 2025<br>-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%.                           |
| 4759388 |          | Powassan Wastewater Treatment Lagoon | Powassan Wastewater Treatment Lagoon | PM        | Compliance             | 0           |       | CLOSE             |                | 9/3/25 01:46 PM  | 9/3/25 01:46 PM  | Powassan St Gregory Sewage List Station Flow Meter Verification/Calibration. 2025<br>-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 | Powassan Wastewater Treatment Lagoon | OPER      | Predictive Maintenance | 0           |       | CLOSE             |                | 10/1/25 03:17 PM | 10/1/25 03:17 PM | Powassan Fall 2025 Lagoon Treatment<br>-<br>September 23, 2025<br>Treated North Cell with 1500 Imperial Gallons of Ferric Sulfate<br>Treated Old Cell with 700 Imperial Gallons of Ferric Sulfate   |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                           | Location Description         | WorkOrder |                          | PM Schedule |        | Workorder Details |                  |                   |                   | WorkLog Detail   |
|---------|------------|---|------------------------------|-----------|--------------------------|-------------|--------|-------------------|------------------|-------------------|-------------------|--|
|         |            |   |                              | Type      | Class                    | FEQ         | Units  | Status            | Schedule Start   | Actual Start      | Actual Finish     |  |
| 4774650 | 0000296003 | GENERATOR NATURAL GAS GENSET Clark Street   | 5747, Clark SPS, Facility    | PM        | Refurbish/Replace/Repair | 1           | MONTHS | CLOSE             | 10/1/25 12:00 AM | 10/27/25 10:45 AM | 10/27/25 10:45 AM | Diesel Generator Inspection/Functional Test (1m) 5747<br>-October 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:<br>*Note: The generator started on the 1 <sup>st</sup> attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=178 Deg.F<br>Battery Voltage= 12.2 V<br>Oil Pressure 52 psi<br>Hrs at start: 570.60 |
| 4780411 | 0000126968 | LAGOON CELL 01 SOUTH POWASSAN WWTL, Process | 5747, Powassan WWTL, Process | PM        | Inspection               | 1           | MONTHS | CLOSE             | 10/1/25 12:00 AM | 10/2/25 09:32 AM  | 10/2/25 09:32 AM  | Lagoon Cell 01 South Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the monthly RAW sewage sample collection on October 01, 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.   |
| 4780421 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN WWTL, Process | 5747, Powassan WWTL, Process | PM        | Inspection               | 1           | MONTHS | CLOSE             | 10/1/25 12:00 AM | 10/2/25 09:33 AM  | 10/2/25 09:33 AM  | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on October 01, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description       | Location Description         | WorkOrder |                   | PM Schedule |        | Workorder Details  |        |                  |                   | WorkLog Detail    |   |
|---------|------------|-------------------------|------------------------------|-----------|-------------------|-------------|--------|--|--------|------------------|-------------------|-------------------|---|
|         |            |                         |                              | Type      | Class             | FEQ         | Units  | Work Order Description                                     | Status | Schedule Start   | Actual Start      |                   | Actual Finish   |
| 4780455 | 0000126969 | LAGOON CELL 03 POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection        | 1           | MONTHS | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 | CLOSE  | 10/1/25 12:00 AM | 10/2/25 09:35 AM  | 10/2/25 09:35 AM  | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on October 01, 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.   |
| 4780512 |            |                         | 5747, Powassan WWTL          | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (1m) 5747                     | CLOSE  | 10/1/25 12:00 AM | 10/27/25 09:58 AM | 10/27/25 09:58 AM | Health And Safety Inspection (1m) 5747<br>-Dan Finnigan conducted the monthly H&S Inspection on October 22, 2025 which consisted of checking/verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning) |
| 4780528 |            |                         | 5747, Powassan WWTL          | PM        | HEALTH AND SAFETY | 1           | YEARS  | Fire Protection System Inspection (1y) 5747                | CLOSE  | 10/1/25 12:00 AM | 11/28/25 09:03 AM | 11/28/25 09:03 AM | Fire Protection System Inspection (1y) 5747<br>-Picked up fire extinguisher from Clark Street lift station and delivered to Callander for annual fire extinguisher inspection by technician from Everguard.   |

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details |   |                  |                   | WorkLog Detail    |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|-------------------|---|------------------|-------------------|-------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                  | Schedule Start   | Actual Start      |                   | Actual Finish  |
| 4780552 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | CLOSE             | TPM Inspection/Maintenance (1m) 5747    | 10/1/25 12:00 AM | 10/27/25 10:01 AM | 10/27/25 10:01 AM | TPM Inspection/Maintenance (1m) 5747<br>-Completed by Dan Finnigan on October 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. |
| 4780569 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | CLOSE             | Critical Alarm/Dialer Testing (1m) 5747 | 10/1/25 12:00 AM | 10/27/25 10:42 AM | 10/27/25 10:42 AM | Critical Alarm/Dialer Testing (1m) 5747<br>-Conducted by Dan Finnigan on October 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.  |
| 4784462 |          |                   | 5747, Powassan WWTL  | OPER      | Compliance | 1           | MONTHS | CLOSE             | WISKI Review (1m) 5747                  | 10/1/25 12:00 AM | 10/5/25 05:30 PM  | 10/5/25 05:30 PM  | WISKI Review (1m) 5747<br><br>WISKI Review (1m) for the month of September 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                               | Location Description            | WorkOrder |                              | PM Schedule |        | Workorder Details |   |                  |                  | WorkLog Detail   |  |
|---------|------------|---|---------------------------------|-----------|------------------------------|-------------|--------|-------------------|---|------------------|------------------|------------------|--|
|         |            |   |                                 | Type      | Class                        | FEQ         | Units  | Status            | Work Order Description                                    | Schedule Start   | Actual Start     |                  | Actual Finish  |
| 4828640 | 0000296003 | GENERATOR<br>NATURAL GAS<br>GENSET Clark Street | 5747, Clark SPS, Facility       | PM        | Refurbish/<br>Replace/Repair | 1           | MONTHS | CLOSE             | Diesel Generator Inspection/<br>Functional Test (1m) 5747 | 11/1/25 12:00 AM | 11/5/25 12:11 PM | 11/5/25 12:11 PM | Diesel Generator Inspection/<br>Functional Test (1m) 5747<br>-November 04, 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:<br>*Note: The generator started on the 1 <sup>st</sup> attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=178 Deg.F<br>Battery Voltage= 12.2 V<br>Oil Pressure 58 psi<br>Hrs at start: 571.55<br>Hrs at stop: 572.30 |
| 4833878 | 0000126968 | LAGOON CELL 01<br>SOUTH POWASSAN                | 5747, Powassan<br>WWTL, Process | PM        | Inspection                   | 1           | MONTHS | CLOSE             | Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 | 11/1/25 12:00 AM | 11/6/25 07:50 AM | 11/6/25 07:50 AM | Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on November 04, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |            | PM Schedule |        | Workorder Details |  |                  |                  | WorkLog Detail   |  |
|---------|------------|-------------------------------|------------------------------|-----------|------------|-------------|--------|-------------------|--|------------------|------------------|------------------|--|
|         |            |                               |                              | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                                     | Schedule Start   | Actual Start     |                  | Actual Finish  |
| 4833888 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 | 11/1/25 12:00 AM | 11/6/25 07:51 AM | 11/6/25 07:51 AM | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on November 04, 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. |
| 4833921 | 0000126969 | LAGOON CELL 03 POWASSAN       | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 | 11/1/25 12:00 AM | 11/6/25 07:52 AM | 11/6/25 07:52 AM | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br>-Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on November 04, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        | Workorder Details                         |        |                  |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|---|--------|------------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Work Order Description                    | Status | Schedule Start   | Actual Start     |                  | Actual Finish  |
| 4834005 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (1m)<br>5747 | CLOSE  | 11/1/25 12:00 AM | 11/5/25 12:07 PM | 11/5/25 12:07 PM | Health And Safety Inspection (1m)<br>5747<br><br>Dan Finnigan conducted the monthly H&S Inspection on November 04, 2025 which consisted of checking/verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (not functioning) |

## Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |        | Workorder Details                       |        |                  |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|--------|---|--------|------------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units  | Work Order Description                  | Status | Schedule Start   | Actual Start     |                  | Actual Finish  |
| 4834018 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | TPM Inspection/Maintenance (1m) 5747    | CLOSE  | 11/1/25 12:00 AM | 11/5/25 12:08 PM | 11/5/25 12:08 PM | TPM Inspection/Maintenance (1m) 5747<br><br>Completed by Dan Finnigan on November 04, 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. |
| 4834023 |          |                   | 5747, Powassan WWTL  | PM        | Inspection | 1           | MONTHS | Critical Alarm/Dialer Testing (1m) 5747 | CLOSE  | 11/1/25 12:00 AM | 11/5/25 12:05 PM | 11/5/25 12:05 PM | Critical Alarm/Dialer Testing (1m) 5747<br><br>Conducted by Dan Finnigan on November 04, 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.  |
| 4836436 |          |                   | 5747, Powassan WWTL  | OPER      | Compliance | 1           | MONTHS | WISKI Review (1m) 5747                  | COMP   | 11/1/25 12:00 AM | 1/15/26 01:55 PM | 1/15/26 01:55 PM | WISKI Review (1m) 5747<br>-WISKI Review (1m) for the month of October 2025 was completed by Dan Finnigan. Discharge Flows were calculated, all values were checked, lab data entries were reviewed, and this Work Order closed off.  |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description                           | Location Description      | WorkOrder |                           | PM Schedule |        | Workorder Details   |        |                   |                   | WorkLog Detail  |
|---------|------------|---|---------------------------|-----------|---------------------------|-------------|--------|---|--------|-------------------|-------------------|---|
|         |            |   |                           | Type      | Class                     | FEQ         | Units  | Work Order Description                                    | Status | Schedule Start    | Actual Start      |   |
| 4862651 |            |   | 5747, Clark SPS, Facility | PM        | Predictive Maintenance    | 0           |        | Powassan Clark St Sewage Pump Station Hydrovac Cleanout   | CLOSE  | 11/13/25 10:09 AM | 11/13/25 10:09 AM | Clark St Sewage Pump Station Hydrovac Cleanout -Clark St pumping station required hydrovac cleaning. Completed Nov 12, 2025.  |
| 4873809 | 0000296003 | GENERATOR NATURAL GAS GENSET Clark Street   | 5747, Clark SPS, Facility | PM        | Refurbish/ Replace/Repair | 1           | MONTHS | Diesel Generator Inspection/ Functional Test (1m) 5747    | CLOSE  | 12/1/25 12:00 AM  | 12/8/25 10:12 AM  | Diesel Generator Inspection/ Functional Test (1m) 5747 -December 05, 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:<br>*Note: The generator started on the 1 <sup>st</sup> attempt.<br>RPM's= 1800<br>Oil Level = Full<br>Coolant Temp=168 Deg.F<br>Battery Voltage= 12.2 V<br>Oil Pressure 58 psi<br>Hrs at start: 572.30<br>Hrs at stop: 573.45 |
| 4879662 | 0000126968 | LAGOON CELL 01 SOUTH POWASSAN WWTL, Process | 5747, Powassan            | PM        | Inspection                | 1           | MONTHS | Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 | CLOSE  | 12/1/25 12:00 AM  | 12/2/25 07:54 AM  | Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on December 01, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description             | Location Description         | WorkOrder |            | PM Schedule |        | Workorder Details |  |                  |                  | WorkLog Detail   |   |
|---------|------------|-------------------------------|------------------------------|-----------|------------|-------------|--------|-------------------|--|------------------|------------------|------------------|---|
|         |            |                               |                              | Type      | Class      | FEQ         | Units  | Status            | Work Order Description                                     | Schedule Start   | Actual Start     |                  | Actual Finish   |
| 4879672 | 0000126967 | LAGOON CELL 02 NORTH POWASSAN | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 | 12/1/25 12:00 AM | 12/2/25 07:55 AM | 12/2/25 07:55 AM | Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on December 01, 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. |
| 4879694 | 0000126969 | LAGOON CELL 03 POWASSAN       | 5747, Powassan WWTL, Process | PM        | Inspection | 1           | MONTHS | CLOSE             | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 | 12/1/25 12:00 AM | 12/2/25 07:56 AM | 12/2/25 07:56 AM | Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747<br><br>Dan Finnigan inspected the associated lagoon during a site visit on the monthly RAW sewage sample collection on December 01, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |                   | PM Schedule |        | Workorder Details                         |        |                  |                  | WorkLog Detail   |  |
|---------|----------|-------------------|----------------------|-----------|-------------------|-------------|--------|---|--------|------------------|------------------|------------------|--|
|         |          |                   |                      | Type      | Class             | FEQ         | Units  | Work Order Description (Im)               | Status | Schedule Start   | Actual Start     |                  | Actual Finish  |
| 4879712 |          |                   | 5747, Powassan WWTL  | PM        | HEALTH AND SAFETY | 1           | MONTHS | Health And Safety Inspection (Im)<br>5747 | CLOSE  | 12/1/25 12:00 AM | 12/8/25 10:10 AM | 12/8/25 10:10 AM | Health And Safety Inspection (Im)<br>5747<br>-Dan Finnigan conducted the monthly H&S Inspection on December 05, 2025 which consisted of checking/verifying the following items:<br>1. Spill Kit: all items were available<br>2. Safety Signage (all intact and visible)<br>3. First aid kit<br>4. Hearing protection earmuffs<br>5. Emergency lighting (tested and working)<br>6. Emergency Eyewash (bottles are within use before date)<br>7. Fire Extinguisher<br>8. CO Monitor (tested and working)                     |
| 4879723 |          |                   | 5747, Powassan WWTL  | PM        | Inspection        | 1           | MONTHS | TPM Inspection/Maintenance (Im)<br>5747   | CLOSE  | 12/1/25 12:00 AM | 12/8/25 10:13 AM | 12/8/25 10:13 AM | TPM Inspection/Maintenance (Im)<br>5747<br>-Completed by Dan Finnigan on December 05, 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: Jan 1, 2025 12:00 AM

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID   | Asset Description  | Location Description        | WorkOrder |             | PM Schedule |        | Workorder Details |                  |                  |                  | WorkLog Detail   |
|---------|------------|--|-----------------------------|-----------|-------------|-------------|--------|-------------------|------------------|------------------|------------------|--|
|         |            |  |                             | Type      | Class       | FEQ         | Units  | Status            | Schedule Start   | Actual Start     | Actual Finish    |  |
| 4879728 |            | 5747, Powassan WWTL  |                             | PM        | Inspection  | 1           | MONTHS | CLOSE             | 12/1/25 12:00 AM | 12/8/25 10:14 AM | 12/8/25 10:14 AM | Critical Alarm/Dialer Testing (1m) 5747<br>-Conducted by Dan Finnigan on December 05, 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. |
| 4882068 |            | 5747, Powassan WWTL  |                             | OPER      | Compliance  | 1           | MONTHS | COMP              | 12/1/25 12:00 AM | 1/15/26 01:56 PM | 1/15/26 01:56 PM | WISKI Review (1m) 5747<br>WISKI Review (1m) for the month of November 2025 was completed by Dan Finnigan. Discharge Flows were calculated, all values were checked, lab data entries were reviewed, and this Work Order closed off.  |
| 4906724 | 0000086556 | METER FLOW POWASSAN WWTL (CLARKE STREET) OLD LIFT STN            | 5747, Clark SPS, Process    | PM        | Calibration | 1           | YEARS  | COMP              | 1/14/26 12:00 AM | 1/16/26 11:29 AM | 1/16/26 11:29 AM | Meter Flow Powassan WWTL Clark Street Calibration (1y) 5747<br>Completed September 3rd, 2025 -Passed   |
| 4906727 | 0000086563 | METER FLOW 1 POWASSAN WWTL. ST.GREGORY SCHOOL PUMPING STATION #2 | 5747, Fairview SPS, Process | PM        | Calibration | 1           | YEARS  | COMP              | 1/14/26 12:00 AM | 1/16/26 11:31 AM | 1/16/26 11:31 AM | Meter Flow 1 Powassan WWTL St. Gregory Calibration (1y) 5747<br>Completed September 3, 2025 -Passed  |

Workorder Summary Report

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

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

Location: 5747\*

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

| WO #    | Asset ID | Asset Description | Location Description | WorkOrder |            | PM Schedule |       | Workorder Details |                |                   |                   | WorkLog Detail   |
|---------|----------|-------------------|----------------------|-----------|------------|-------------|-------|-------------------|----------------|-------------------|-------------------|--|
|         |          |                   |                      | Type      | Class      | FEQ         | Units | Status            | Schedule Start | Actual Start      | Actual Finish     |  |
| 4909351 |          |                   | 5747, Powassan WWTL  | CALL      | Compliance | 0           |       | COMP              |                | 12/19/25 04:42 AM | 12/19/25 10:15 AM | Powassan Clark Street SLS High Wet Well Level Alarm<br>-04:42--Received Telus Notification for High Wet Well level<br>05:28--Received and acknowledged WIN911 notification for High Wet Well Level.<br>05:30--Logged onto Wonderware remotely to check wet well trending: current rain event has the wet well rising very slowly. Current level is at 8.78 meters, or about 3 meters below the overflow. Will monitor remotely.<br>07:30--Wet well level has reached blanking level (9.78 meters). Forecast shows rain event has ended and turned to snow. Will monitor remotely.<br>08:30--Trending shows wet well level coming down (currently at 8.70 meters and dropping). A site visit will confirm there was no by-pass. |



MUNICIPALITY OF CALLANDER


Wednesday, April 8, 2026

Moved by Councillor \_\_\_ Alkins  Dell \_\_\_ McMartin \_\_\_ Vaillancourt

Seconded by Councillor \_\_\_ Alkins \_\_\_ Dell  McMartin \_\_\_ Vaillancourt

RESOLUTION NO. 2026/04/120

That the Municipality of Callander appoints Linda Alkins of Callander to the Parry Sound District Social Service Board.

  
\_\_\_\_\_  
Mayor

CARRIED / DEFEATED / AMENDED / DEFERRED

Recorded Vote (Upon Request of Councillor \_\_\_\_\_)

| PECUNIARY INTEREST      |                                     | RECORDED VOTE |     |
|-------------------------|-------------------------------------|---------------|-----|
| MEMBER OF COUNCIL       | <input checked="" type="checkbox"/> | YEA           | NAY |
| Mayor Carr              |                                     |               |     |
| Councillor Alkins       |                                     |               |     |
| Councillor Dell         |                                     |               |     |
| Councillor McMartin     |                                     |               |     |
| Councillor Vaillancourt |                                     |               |     |

**Four Seasons of Reasons**



Resolution no. 2026 - \_\_\_\_\_

Date: April 21, 2026

Moved by:

Seconded by:

That Resolution 2026/04/120 from the Council of the Municipality of Callander regarding the appointment to the District of Parry Sound Social Services Administration Board vacancy be received; and,

Further, that Council supports the appointment of Municipality of Callander Councillor Linda Alkins.

\_\_\_\_\_  
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    |      |      |                     |      |      |



Kimberly Bester  
CURRENT Deputy Clerk  
CORPORATION OF THE MUNICIPALITY OF POWASSAN  
Post Office Box 250  
Powassan, ON  
P0H 1Z0

March 18, 2026

Title: Canada Day 2026 Celebration

Dear Kimberly Bester:

On behalf of the Minister of Canadian Identity and Culture and Minister responsible for Official Languages, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$8,000 will be awarded to help your organization carry out its activities under the Celebrate Canada Program. This funding will be allocated over one government fiscal year 2026-2027 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may contact you in the near future to review the terms and conditions and answer any questions you may have related to this funding. As indicated in our program application guidelines, all recipient organizations must take measures to create a safe and healthy workplace. You are also required to meet a number of requirements, including that you must not undermine the values underlying the *Canadian Charter of Rights and Freedoms*, the *Canadian Human Rights Act* and Canada's Anti-Racism Strategy.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Jillian Lum  
Regional Director General  
Ontario Region



April 2, 2026

To Municipal Partners,

**RE: New Adventure Trails Map Partnership Opportunity**

Discovery Routes is working in partnership with ACED and tourism partners from across the region to develop a new Adventure Trails Map. This popular resource acts as a directory to outdoor adventure across Northeastern Ontario and Almaguin Highlands featuring 100's of kilometers of trails, trail events and the businesses that support trail users along the way.

Through partnership with various tourism agencies, 2000 trail maps will be distributed across the province and given away for free at venues such as the Toronto Outdoor Adventure Show and Montreal Bike Show. In addition to being a valuable tourism asset attracting outdoor adventure seekers to the area, maps are sold locally for \$10 each serving as a fundraiser directly supporting volunteer stewardship of the trails by groups like the Forgotten Trails Association and Almaguin Community Trails.

We are asking municipalities with residents who use the trails to partner with us to share in the cost of design and production of this valuable resource. We are pleased that ACED has agreed to support this effort and are asking that you provide a contribution of \$250 to help us reach our budget. In return for a partnership, up to 50 trail maps will be made available to you to distribute as you see fit.

Please confirm your participation with Jennifer at 705-472-8480 ext 223 or [jennifer@discoveryroutes.ca](mailto:jennifer@discoveryroutes.ca) **on or before April 15, 2026** so we are able to produce the map in time for the next summer season.

Sincerely,

Jennifer McCourt,  
Executive Director

CC Courtney Metcalf, Director of Economic Development, Almaguin Community Economic Development



March 30<sup>th</sup>, 2026

Mayor, Peter Mclsaac,  
Municipality of Powassan,  
250 Clark Street PO Box 250  
Powassan, ON P0H 1Z0

Dear Mayor Mclsaac,

Re-Nature Foundation is a Not-for-Profit foundation dedicated to providing outdoor learning spaces to students across the country. Our program builds living learning spaces for schools and follows through with a two-year staff mentorship program to help teachers and facilities staff make the most of the new space so that children can spend more learning time outside.

We are very excited to announce that we are planning projects in the Municipality of Powassan in partnership with the Near North District School Board and the Nipissing-Parry Sound Catholic District School Board!

For these projects, we will be building outdoor classrooms at two schools, Mapleridge Public School and St. Gregory Catholic Elementary. These projects will each include chalk boards, student seating, and 50 trees for shade and shelter, as well as other features to assist with outdoor learning and ecological regeneration.

**We are not asking the municipality to provide funding.**

Instead, a portion of our funding comes from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" fund. This initiative is a fund-matching program, so recipients must spend money on trees to receive funding. **To qualify for the GCCC initiative as a Not-For-Profit foundation, Re-Nature must obtain a resolution of support in each municipality where we intend to plant trees.** (We will be drawing on the program for about \$50,000 per school, from the \$10M cap).

To that end we have provided a resolution text, attached below. Please also find a short introduction to the projects and letters of support.

We look forward to working with the Municipality, and school boards to give the students in the community a new place to spend time outside under the trees!

Jamie Thomson  
Director of Development,  
Re-Nature Foundation.



Resolution of Support Text:

**Whereas, The Municipality of Powassan** has the following interest: Improving our schoolyards by creating outdoor learning spaces and tree canopy environments; and

**Whereas,** The Re-Nature Foundation is undertaking the "**Growing Near North District School Board Canopies with Re-Nature**" program, and the "**Growing Nipissing-Parry Sound Catholic District School Board Canopies with Re-Nature**" which will be building outdoor learning spaces and planting trees at the elementary schools within the municipality.

**Now Be it Resolved** that the **Council of The Municipality of Powassan** acknowledges and supports the funding opportunity from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" initiative for the "**Growing Near North District School Board Canopies with Re-Nature**" program, and the "**Growing Nipissing-Parry Sound Catholic District School Board Canopies with Re-Nature**" program, which will be building learning spaces and planting trees at the elementary schools in the municipality, in partnership with **The Municipality of Powassan.**

**And** that Council also recognizes that the lifetime contribution from the "Growing Canada's Community Canopies" initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

March 30, 2026

His Worship Mayor Peter McLssac  
The Municipality of Powassan  
250 Clark Street PO Box 250  
Powassan, ON P0H 1Z0

Dear Mayor McLssac,

On behalf of the Nipissing-Parry Sound Catholic District School Board (NPSC), I am writing to express support for our upcoming program, "Growing NPSC Schoolyard Canopies with Re-Nature" in partnership with Re-Nature Foundation.

We are currently endorsing a Re-Nature application to the Federation of Canadian Municipalities' (FCM) "Growing Canada's Community Canopies" initiative. This funding is vital to our goal of planting trees and constructing natural outdoor learning spaces across our school properties in the Nipissing-Parry Sound District.

This initiative is designed to create unique and inspiring environments for our students. By transforming our schoolyards, we aim to:

- Provide valuable outdoor learning opportunities and improved conditions for school communities.
- Significantly enhance the green space and tree canopy within our wider communities.
- Ensure that our school properties become a regenerative part of the natural landscape.

As the landowners, the NPSC has fully affirmed our commitment to planting these trees and maintaining the forest as it grows. However, the success of our application to the FCM relies heavily on demonstrating strong community backing including a Resolution of Support from the Municipal Council, required to unlock the federal funding for the tree planting program.

We would be honoured to include this Resolution of Support from Municipality of Powassan in our application package. Your endorsement would signal to the Federation of Canadian Municipalities that this project aligns with the values and environmental goals of the broader Nipissing-Parry Sound community.

If you have any questions regarding the specific sites or the Re-Nature partnership, please do not hesitate to contact our Project Lead, Jamie Thomson, Director of Development at 289-680-0518, or at [jamie@renature.org](mailto:jamie@renature.org).

Thank you for your time and for your continued partnership in supporting our students and our environment.



Paula Mann  
Director of Education

March 23, 2026

On behalf of the Near North District School Board (NNDSB), I would like to confirm our support for the Canadian Re-Nature School Program being proposed by our Early Years team. The goal of Re-Nature is for every school in Canada to have its own forest and outdoor learning space, and for every teacher to have the support they need to use it effectively.

Outdoor learning is an essential extension of classroom instruction that advances inquiry, experiential learning, and student well-being. NNDSB's [Outdoor Learning Administrative Guideline](#) emphasizes that learning outdoors fosters resilience, creativity, problem solving, collaboration, and environmental stewardship, and it has a documented positive impact on mental health and overall well-being. Outdoor learning is planned, pedagogically grounded instruction that uses the experiential learning cycle to meet curriculum expectations.

NNDSB's Administrative Guideline also identifies consistent well-being gains associated with outdoor learning: reduced stress, improved emotional regulation, and strengthened social-emotional skills, all the while building self-esteem, autonomy, and confidence through authentic, hands-on learning in nature. These benefits are realized when educators plan purposeful outdoor lessons and use ongoing assessment to capture learning outdoors.

Ontario's Kindergarten curriculum explicitly requires instruction in both the indoor and outdoor learning environments, positioning outdoor spaces as an integral context for achieving curriculum expectations. The program includes a dedicated focus on Learning in the Outdoors, highlighting how outdoor experiences support the four frames of learning and promote evidence-based, play- and inquiry-based pedagogy. Because outdoor learning is required in kindergarten and strongly supported across grades, the board's mandate is not only pedagogical but environmental: **students need access to safe, green and shaded outdoor spaces to meet curriculum expectations and realize well-being benefits.**

The Re-Nature Foundation is a Canadian non-profit organization dedicated to transforming schoolyards into regenerative, nature rich learning environments that address student well-being, climate resilience, and educational equity. **Its core mission is to ensure that every school in Canada has access to a forested outdoor learning space and that every educator receives the mentorship and curriculum support needed to confidently teach outside.** Re-Nature was established in response to growing concerns about the impact of paved, treeless schoolyards on student mental health, engagement, and access to nature. Across Canada, more than 2 million acres of schoolyards consist primarily of hard surfaces, and Re-Nature emphasizes that if these spaces are not transformed into shaded, biodiverse environments within the next decade, outdoor learning will become increasingly inaccessible due to rising temperatures and environmental stressors.

To address this challenge, Re-Nature uses a clearly defined model built on four essential components: access to a forest, an outdoor classroom that educators feel comfortable using, ongoing teacher mentorship, and a curriculum that supports environmental and experiential learning. **Their approach includes planting a minimum of 50 climate resilient trees per site, creating 7,500–8,500 square foot forested zones, and installing natural outdoor learning features such as benches, stump seating, restoration logs, and teaching stations.** The materials presented indicate that these elements are designed to create shaded, inviting, and pedagogically grounded environments that promote inquiry, collaboration, and hands on environmental learning.

Re-Nature's work is guided by evidence showing that access to naturalized schoolyards reduces teacher absenteeism, decreases bullying, and improves student attention and mental health. **As both a nonprofit and general contractor, Re-Nature coordinates large scale funding strategies, manages multiple federal grant applications, and works with municipalities, school boards, and community partners to secure up to 80% of total project costs through federal grants, large funders, and community contributions.**

The Foundation's model includes site assessments, detailed design plans, tree selection, construction oversight, and a two-year mentorship program for both educators and facilities staff. School boards that partner with Re-Nature commit to covering the final 20% of the project costs and to providing ongoing long-term maintenance of the newly developed forested learning spaces.

Overall, the proposed Canadian Re-Nature School Program will serve to strengthen academic, physical and social skills development across thirteen elementary schools within the Near North District. We look forward to working with our community partners to implement the Canadian Re-Nature School Program at a school near you.

Thank you for your consideration

Sincerely,



Jay MacJanet  
Director of Education



## Confirmation of Project Support with Near North District School Board

March 30th, 2026

To Whom It May Concern,

As Founder and Director of the Re-Nature Foundation, I confirm our full organizational support for the Growing Canada's Community Canopies (GCCC) grant application in alignment with the Near North District School Board (NND SB). Please consider this letter a formal confirmation of our commitment and readiness to cooperate in this initiative.

The GCCC program resonates with Re-Nature's mission to create inclusive, climate-resilient community spaces that provide children with direct, daily access to nature. This project supports tree planting, encourages environmental stewardship and provides children with more opportunities to spend productive learning time outside.

The proposed planting sites will include a minimum of 50 trees, along with natural log features to support programming, environmental literacy, and connection. The regenerative forest system will grow into permanent infrastructure and become a beloved part of the community—restoring biodiversity, improving soil and air quality, and contributing to stormwater management & heat island effect mitigation.

Re-Nature's delivery model includes mentorship and training for teachers, program staff, and facilities personnel to ensure long-term care and essential time spent in the regenerative forest and outdoor activity space. We will also provide resources and continued professional learning that equip communities to integrate nature into their programming and stewardship practices.

Re-Nature Foundation looks forward to delivering this work in close cooperation with NND SB. We are prepared to meet the environmental, program, and community-building goals of the GCCC program in this undertaking.

Sincerely,

A handwritten signature in blue ink that reads "Adam B". The signature is written over a horizontal line.

Adam Bienenstock  
Founder & Business Director at Re-Nature Foundation



## Growing Schoolyard Canopies with Re-Nature

The Re-Nature Schoolyard Canopies Program aims to enrich the educational experience for children across Canada through the creation of outdoor learning spaces and the planting of tree canopies to provide shade and shelter.

**Our Goal:** Every school in Canada will have its own forest and outdoor learning space, and every teacher will have the support they need to use it.

For more information, please view [Your School & Re-Nature Foundation](https://www.renature.org/) at <https://www.renature.org/>



### **Our Approach to Funding School Yard Planting Projects:**

Our collaborative partnership with the school board will allow us to apply for federal funding under the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" (GCCC) program. This program offers a 50% match for our tree planting costs, and will enable us to establish vital green infrastructure, enhancing staff and student well-being, and providing invaluable hands-on learning environments for the next generation.

**Re-Nature's work will be funded in part by federal grant programs, but Re-Nature also provides funding and brings outside funders on board to complete the funding of the projects.**

### **Included Materials:**

With this package you will find the following elements:

- An introduction to Re-Nature, the program, our work & goals.
- An example site plan and list of features planned for the school sites.



## Municipal Council Resolutions

The Federation of Canadian Municipalities (FCM) delivers the Green Municipal Fund (GMF), a program funded by the Government of Canada that supports municipal sustainability. A specific initiative under the GMF is “Growing Canada's Community Canopies” (GCCC), which provides funding and resources for communities to enhance their forests.

To be eligible for the “Growing Canada’s Community Canopies” grant program, applicants must provide a resolution drafted and adopted by each municipal council partnering on the project.

The scope of our initiative:

- Re-Nature is applying for a tree-planting grant from the federally funded program.
- Re-Nature is requesting \$50,000 in federal grant support per school site.
- Re-Nature is asking the council to acknowledge that the funding we receive will be part of the maximum \$10M allowed within each municipality.
- The federal grant support will significantly reduce the cost of the integrated forest which is an important part of the successful outdoor learning environments we intend to build for the schools.

## Site Plan and Feature List

We've provided an example project site plan to illustrate what all the school sites included in the initiative will get, and how outdoor learning features might be distributed across a site to encourage student-led gathering and spark moments of experiential learning.

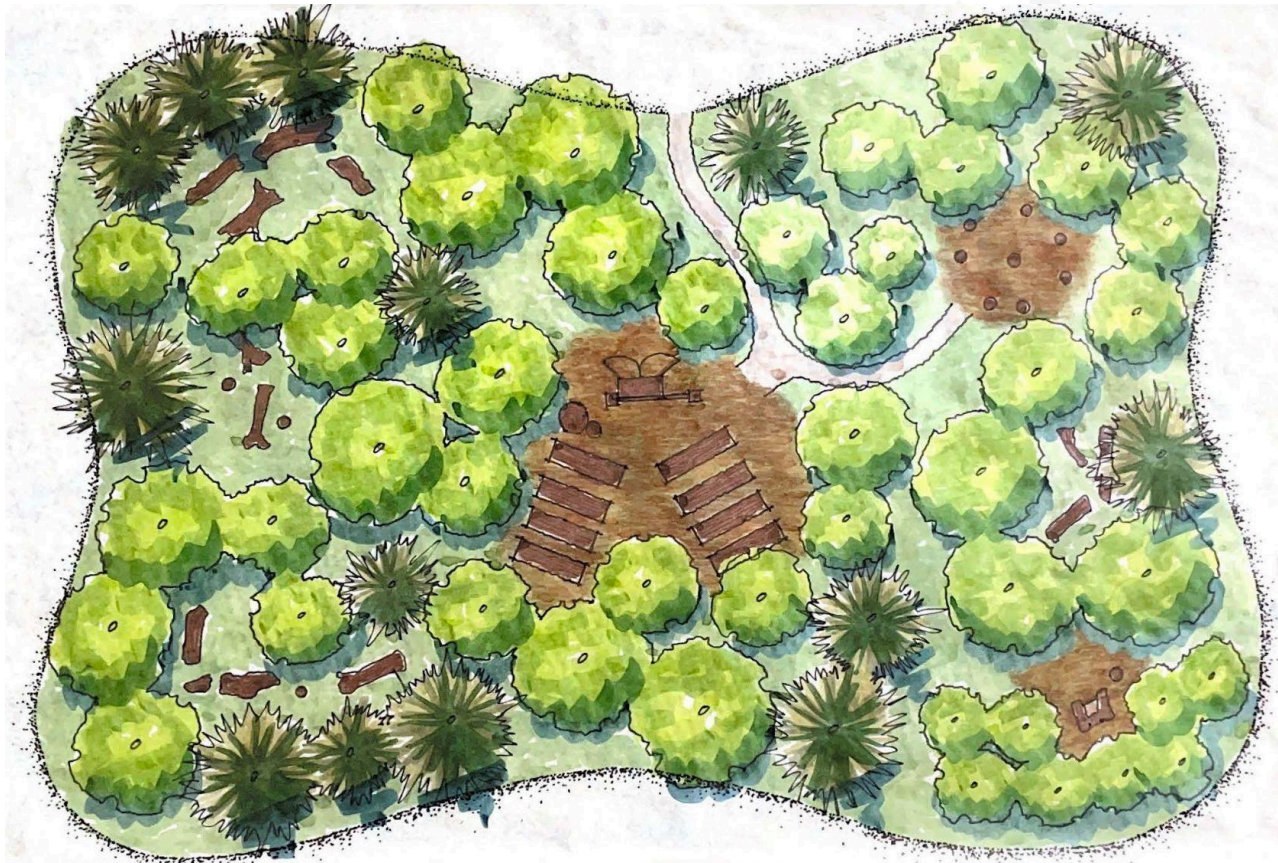
### Multiple Zones

An 8500 sq. ft. site can support several multi-use learning zones, each with a focal point supporting various pedagogical approaches. Features are spaced to allow for full-class and group activities without excessive distraction from other zones.

- blackboard with curriculum cabinet & teacher station, with seating for 20-30 students
- a talking circle for up 5-10 students
- one-to-one seating pockets for teacher-student mentoring
- multiple informal seating arrangements using reclaimed local logs in ecological restoration zones

“**Ecological Restoration**” zones make the most of the available space. These are informal areas equipped with large logs (18-inches in diameter) for seating, student-led learning or simply for play. Some of these logs will be cut into additional stools to help create more points of interest throughout the zones. The features in these areas will help focus student social interaction and they'll also contribute to the forest environment as they eventually become part of the soil of the site.

## Example Project Plan:



### Key Features of the Outdoor Learning Spaces

The pedagogical foundation of this site plan emphasizes experiential and inquiry-based learning. The focal points and zones are framed by trees, which provide shade, habitat, and the living backdrop for the spaces. These natural elements are accompanied by features meant to enhance learning and play:

- 1 post-mounted blackboard with curriculum cabinet secured to the blackboard posts
- 8 milled benches
- 1 teacher station
- 8 sculpted stump seats
- 1 carved chair or spiral bench
- 100 linear feet of Ecological Restoration logs. (18-inch diameter logs up to 8 feet long), scattered across the zones to serve as seating, incidental focal points and group work. Some cut into stump stools.
- 50 or more single stem and multi-stem trees

## An introduction to Re-Nature's Philosophies.

### A Schoolyard... Or A Parking Lot?



If more of our schoolyards aren't shaded by resilient forest in the next ten years, it will simply be too hot for the kids to be outside.

#### **Our children deserve better.**

To thrive, a regenerative forest requires a minimum of 15 square feet per daily student user. While more is better, for most schools in Canada, this equates to 50 single and multi-stemmed trees covering 7500-8500 square feet per schoolyard forest.

### Re-Nature's Four Guiding Principles:

Teachers will take their children outside if there is a forest to provide shade, a classroom to teach in, a mentor to lean on, and a curriculum to teach.



Date: April 21, 2026

Moved by:

Seconded by:

Whereas, The Municipality of Powassan has the following interest: to improving our schoolyards by creating outdoor learning spaces and tree canopy environments; and

Whereas, The Re-Nature Foundation is undertaking the "Growing Near North District School Board Canopies with Re-Nature", and the "Growing Nipissing-Parry Sound Catholic District School Board Canopies with Re-Nature" programs which will be building outdoor learning spaces and planting trees at the elementary schools within the Municipality.

Now Be it Resolved that the Council of The Municipality of Powassan acknowledges and supports the funding opportunity from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" initiative for the "Growing Near North District School Board Canopies with Re-Nature" program, and the "Growing Nipissing-Parry Sound Catholic District School Board Canopies with Re-Nature" program, which will be building learning spaces and planting trees at the elementary schools in the municipality, in partnership with The Municipality of Powassan; and,

That Council recognizes that the lifetime contribution from the "Growing Canada's Community Canopies" initiative will not exceed \$10 million for tree planting within the municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

\_\_\_\_\_  
 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    |      |      |                     |      |      |

# FOR IMMEDIATE RELEASE

## Near North Palliative Care Network Launches First Annual Virtual Art Auction

The Near North Palliative Care Network (NNPCN) is proud to announce the launch of its first annual **“April Showers Bring May Flowers” Virtual Art Auction & Fundraiser**, running from **April 21 to May 1, 2026**.

This community-driven event brings together over 75 local and regional artists in support of compassionate, non-medical care for individuals and families facing life-limiting illness, grief, and bereavement. Through this virtual auction, community members can bid on a diverse collection of original artwork while directly supporting vital programs offered by NNPCN. Each piece featured in the auction reflects themes of renewal, hope, and connection, coming together as a powerful tapestry that celebrates both creativity and community care.

Organized and curated by NNPCN’s Lauralea Eldridge (Educator, End-of-Life Doula, and Artist) the auction highlights the important role that creative expression plays in healing and connection. “This auction is about more than art,” says Eldridge. “It’s about bringing people together through shared experiences of expression, compassion, and support. Each piece tells a story, and together they reflect the strength and care within our community.”

The virtual gallery will showcase a wide range of donated works, generously contributed by over 75 local artists who are committed to making a difference.

“We are incredibly grateful to the artists who have donated their work,” Eldridge adds. “Their generosity helps us continue providing comfort, dignity, and support to families during some of life’s most challenging moments.”

NNPCN is a non-profit organization providing compassionate, non-medical support to individuals and families facing life-limiting illness and grief. Through volunteer-driven programs, NNPCN offers free companionship, respite, and bereavement support across the Near North region.

Pre-register as a bidder today to unlock exclusive sneak peeks, receive ballots for special draws with every bid, and gain early access before the auction opens to the public. Be the first to explore the collection and secure your chance to bid on the pieces that speak to you most.

**Pre-Register as a bidder here:** <https://airtable.com/appqvox5tNwml.../pagYiXa608hwLZRdJ/form>

Community members are also encouraged to follow NNPCN on Facebook for sneak peeks of featured artwork, artist stories, and auction updates leading up to the launch. The link to the full virtual auction catalogue will be available on the NNPCN website and on Facebook beginning **April 21 at 1:00 PM**.

Website [www.nnpcn.com](http://www.nnpcn.com) Facebook Event page <https://www.facebook.com/events/971297858798980>

As anticipation builds, this event offers a meaningful opportunity to support local artists while contributing to essential care services in the North Bay region. “Every bid makes a difference,” says Eldridge. “It helps sustain NNPCN’s free services that provide comfort and connection when it’s needed most.”

**To learn more, view the auction, or access support services:**

Website: [nnpcn.com](http://nnpcn.com) Phone: 705-497-9239 Email: [office@nnpcn.com](mailto:office@nnpcn.com)

Follow NNPCN on Facebook and join the Virtual Art Auction event page for updates and previews.



April 16<sup>th</sup>, 2026

Municipality of Powassan

To: Members of Council,

From 2023 – 2025, The Women's Own Resource Centre, with the assistance of the Ontario Trillium Foundation's Resilient Communities Grant, launched a Rural Community Kitchen Program to help address food insecurity and social isolation throughout the Almaguin Highlands. Over the course of the initial program, over 10,000 meals were made with participants taking home meals they helped prepare in group workshops across the region. The program was open to all and free to participate in with participants reporting an increase in their knowledge of food preparation, budgeting, healthy food choices and an increased sense of community connection and inclusion. Communities in the Almaguin Highlands were incredibly supportive in welcoming us to run these free programs across the region. We were very grateful to have the Municipality of Powassan's support as well in allowing us to use the facilities at 250 Clark on a quarterly basis to facilitate this valuable program at a discounted rate of \$200 per session.

We are thrilled to announce that the Ontario Trillium Foundation has funded our program again through a 'Grow Grant'. This expansion of our Rural Community Kitchen Program has grown to also encompass a monthly Soup Kitchen Program where a team of volunteers gather once a month to prepare a healthy meal which is then delivered to Almaguin Food Banks. On April 15<sup>th</sup>, 2026, the first Soup Kitchen saw 675 meals distributed amongst Almaguin Food Banks, including Powassan. This 'Grow Grant' will also allow us to continue our quarterly Community Kitchens where we invite residents to join us in preparing healthy meals to take home. We are very excited to be bringing this successful program back.

We are writing to you today to again request the use of the 'Kitchen Room' at 250 Clark in Powassan to facilitate our Rural Community Kitchen Program on a quarterly basis. We would love to include Powassan in our circuit once again. We are able to pay \$200/session for facility use within our grant allotment. Given the nature of this program, we are hopeful that you will consider giving us this discounted rate of \$200/session so that we can continue to provide this program in your community.

Our first Community Kitchen Series will be taking place in the middle of May and we are currently developing the schedule for the entirety of the two-year program.

We look forward to hearing back from you and we appreciate your time and consideration in this matter.

Best regards,

Jessica Busch, Program Manager  
Women's Own Resource Centre  
Phone: 705-386-9672  
Email: [jessica@womensownresource.org](mailto:jessica@womensownresource.org)

# April 2026

May 2026

April 2026

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

| SUNDAY        | MONDAY  | TUESDAY   | WEDNESDAY                   | THURSDAY                         | FRIDAY | SATURDAY                            |
|---------------|---|---|-----------------------------|----------------------------------|--------|-------------------------------------|
| Mar 29        | 30  | 31  | Apr 1                       | 2                                | 3      | 4                                   |
| 5             | 6<br>Office Closed<br>6:00pm MAPLE SYRUP FESTIVAL MEETING | 7<br>Council<br>6:00pm PUBLIC MEETING - HUGHES      | 8                           | 9<br>Foodbank's 30th Anniversary | 10     | 11                                  |
| 12            | 13<br>Police Services Board                               | 14<br>6:00pm COMMITTEE OF ADJUSTMENT MEETING - WADE | 15<br>Rec Committee Meeting | 16<br>DSSAB                      | 17     | 18                                  |
| 19            | 20<br>Library Board                                       | 21<br>Council                                       | 22                          | 23                               | 24     | 25<br>Powassan Maple Syrup Festival |
| 26<br>Sap Run | 27  | 28  | 29                          | 30                               | May 1  | 2                                   |