

AGENDA

Regular Council meeting to be held
Tuesday February 6, 2018 at 7:00 p.m.
Council Chambers, Powassan

1. CALL TO ORDER

2. ROLL CALL

3. DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF

4. APPROVAL OF THE AGENDA

5. PRESENTATIONS

6. ADOPTION OF MINUTES

- 6.1 Regular Council meeting minutes of January 16, 2018

7. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

- 7.1 Trout Creek Community Centre Board minutes of January 10, 2018
- 7.2 Powassan Maple Syrup Festival Committee minutes of January 17, 2018

8. MINUTES AND REPORTS FROM APPOINTED BOARDS

- 8.1 District of Parry Sound Social Services Admin Board- Expressions of Interest in Affordable Housing
- 8.2 Powassan and District Union Public Library Board minutes of December 18, 2017 *+ Jan. 10, 2018*
- 8.3 Powassan and District Union Public Library Board –re library levy funds
- 8.4 Powassan and District Union Public Library Board –thank you for Renovation Funds

9. STAFF REPORTS

- 9.1 Ben Mousseau, Protective Services memo

10. BY-LAWS

- 10.1 By-Law 2018-02 Protective Services
- 10.2 By-Law 2018-03 CAO-Clerk-Treasurer
- 10.3 By-Law 2018-06 Interim Tax Rates
- 10.4 By-Law 2018-07 Appoint Compliance Audit Committee for Municipal Election
- 10.5 By-Law 2018-08 Playground Inspection Agreement- East Ferris

11. UNFINISHED BUSINESS

- 11.1 Regional Economic Development-resolution of support
- 11.2 Snowmobile Trail- request for information re By-law 2017-29

12. NEW BUSINESS

- 12.1 2018 FONOM- MMA Northeastern Municipal Conference – May 9-11, Parry Sound
- 12.2 Sale of Municipal Properties
- 12.3 Donation Request- Powassan Agricultural Society
- 12.4 OCWA- 2017 Annual Water Report- Powassan Drinking Water System
- 12.5 OCWA- 2017 Annual Operating Report- Powassan Lagoons

- 12.6 Resolution- Application of support for NOHFC Event Partnership Funding application.
- 12.7 City of North Bay- Household Hazardous Waste Program
- 12.8 OGRA- Municipal Class Environmental Assessment process

13. CORRESPONDENCE

- 13.1 Shared Building Services email- Peter Johnston, Township of Bonfield.
- 13.2 Powassan Voodoos, Canadian Cancer Society- thank you re Pink in the Rink
- 13.3 Rural Ontario Summit – Feb 15/18- webcast
- 13.4 AMO- re \$25 Million Main Street Revitalization Fund Announcement
- 13.5 North Bay Parry Sound Health Unit – Healthy Food News Release
- 13.6 Town of Lakeshore- re Population Growth Projections resolution
- 13.7 Town of Lakeshore- Marijuana Tax Revenue resolution
- 13.8 AMO- Call to Action-Fire Medic Protection Needed
- 13.9 AMO- Draft Mandatory Certification and Training for Firefighters & Community Risk Assessments

14. ADDENDUM

15. ACCOUNTS PAYABLE

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

- 16.1 January 2018 Schedule of Events

17. PUBLIC QUESTIONS

18. CLOSED SESSION

- 18.1 Adoption of Closed Session minutes of January 16, 2018
- 18.2 Identifiable Persons-Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural Bylaw-matters regarding an identifiable individual, including municipal or local board employees

19. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, January 16, 2018, at 7:00 pm
Council Chambers, Powassan

Present: Ted Weiler, Deputy Mayor
Dave Britton, Councillor
Peter McIsaac, Mayor
Markus Wand, Councillor
Roger Glabb, Councillor

Absent:

Staff: Maureen Lang, Clerk-Treasurer

Presentations: Keith Davies – 2 Butler Drive – Cancelled in advance
Lorne Byers – Livestock loss

Disclosure of Monetary Interest and General Nature Thereof:

- 2018-24** Moved by: M. Wand Seconded by: D. Britton
That the agenda of the Council meeting of January 16, 2018, be approved, as amended:
Remove: 5.1 Presentation – K. Davies
Add: 5.1 Presentation – L. Byers – Livestock loss **Carried**
- 2018-25** Moved by: D. Britton Seconded by: M. Wand
That the minutes of the regular Council meeting of January 2, 2018, be adopted. **Carried**
- 2018-26** Moved by: M. Wand Seconded by: D. Britton
That the minutes dated December 13, 2017 from the Trout Creek Community Centre Board, be received. **Carried**
- 2018-27** Moved by: D. Britton Seconded by: M. Wand
That the minutes dated December 12, November 7, October 17, October 3, September 5 and June 13, 2017 from the Golden Sunshine Municipal Non-Profit Housing Corporation (The Pines), be received. **Carried**
- 2018-28** Moved by: M. Wand Seconded by: D. Britton
That the memorandum dated January 12, 2018, from Planner Chris Jones regarding a proposed zoning By-law amendment (Lingenfelter), be received. **Carried**
- 2018-29** Moved by: D. Britton Seconded by: M. Wand
That the correspondence dated December 20, 2017 from the Ontario Building Officials Association regarding CBO Mark Martin's upgrade to Certified Building Code Official (CBCO), be received. **Carried**
- 2018-30** Moved by: M. Wand Seconded by: D. Britton
That the correspondence dated January 11, 2018 from Antoine Boucher, Municipal Engineer, regarding the Trout Creek culvert and Butterfield Road bridge, be received. **Carried**

- 2018-31** Moved by: D. Britton Seconded by: M. Wand
That the correspondence dated January 12, 2018 from Clerk-Treasurer Maureen Lang regarding a Public Works Engineering position – *Civil P.Eng. – Director of Public Works & Engineering*, be received. **Carried**
- 2018-32** Moved by: M. Wand Seconded by: D. Britton
That the correspondence dated January 12, 2018 from Clerk-Treasurer Maureen Lang regarding a Pay Equity review, be received, and further, that Council agree to support the review for 2018. **Carried**
- 2018-33** Moved by: D. Britton Seconded by: M. Wand
That By-law 2018-02, being a By-law to appoint a Protective Services Official,

READ a FIRST and SECOND time January 16, 2018.

To be **READ a THIRD and FINAL** time and passed as such in open Council on February 6, 2018. **Carried**
- 2018-34** Moved by: M. Wand Seconded by: D. Britton
That By-law 2018-03, being a By-law to appoint a CAO-Clerk-Treasurer

READ a FIRST and SECOND time January 16, 2018.

To be **READ a THIRD and FINAL** time and passed as such in open Council on the 6th day of February, 2018. **Carried**
- 2018-35** Moved by: T. Weiler Seconded by: R. Glabb
That By-law 2018-04, being a By-law to authorize Borrowing for 2018,

READ a FIRST and considered **READ a SECOND and THIRD** time and adopted as such in open Council this 16th day of January, 2018. **Carried**
- 2018-36** Moved by: M. Wand Seconded by: D. Britton
That By-law 2018-05, being a By-law to amend the Zoning By-law 2003-38, as amended, re: P. Lingenfelter

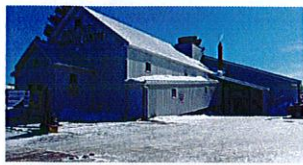
READ a FIRST and SECOND time January 16, 2018.

To be **READ a THIRD and FINAL** time and passed as such in open Council on the 6th day of February, 2018. **Carried**
- 2018-37** Moved by: R. Glabb Seconded by: T. Weiler
That the correspondence dated January 10, 2018 from the Township of Chisholm regarding emergency fire coverage, be received. **Carried**
- 2018-38** Moved by: T. Weiler Seconded by: R. Glabb
That the correspondence dated January 9, 2018, from the Ministry of the Environment and Climate Change regarding the 2017-2018 Inspection Report for the Powassan drinking water system, be received. **Carried**
- 2018-39** Moved by: R. Glabb Seconded by: T. Weiler
That the correspondence dated January 8, 2018, from the Powassan & Area Family Health Team regarding an amendment to the rental lease, be received. **Carried**

- 2018-40** Moved by: T. Weiler Seconded by: R. Glabb
That the donation request dated January 3, 2018, from Maple Hill Health & Fitness (Jared Dupuis), be received, and further, that Council donate \$500.00. **Carried**
- 2018-41** Moved by: R. Glabb Seconded by: T. Weiler
That the salary grid be increased annually by the published Statistics Canada Consumer Price Index, retroactively to January 1st each year. **Carried**
- 2018-42** Moved by: T. Weiler Seconded by: R. Glabb
That the correspondence dated January 9, 2018, from the office of Minister Chiarelli regarding the ROMA conference, be received. **Carried**
- 2018-43** Moved by: R. Glabb Seconded by: T. Weiler
That the correspondence dated January 4, 2018, from the Ontario Provincial Police (OPP) regarding meeting at the upcoming ROMA conference, be received. **Carried**
- 2018-44** Moved by: T. Weiler Seconded by: R. Glabb
That the correspondence dated December 31, 2017, from Stewardship Ontario regarding funding for the third quarter of 2017, be received. **Carried**
- 2018-45** Moved by: R. Glabb Seconded by: T. Weiler
That the correspondence from the Office of the Minister of Finance regarding the legalization and distribution of cannabis, be received. **Carried**
- 2018-46** Moved by: T. Weiler Seconded by: R. Glabb
That the correspondence from the AMO regarding the new Ontario Regulation 588/2017 regarding Asset Management Planning, be received. **Carried**
- 2018-47** Moved by: R. Glabb Seconded by: T. Weiler
That the accounts payable listing reports dated January 3, 8 and 9, 2018, in the total amount of \$142,745.86, be approved for payment. **Carried**
- 2018-48** Moved by: T. Weiler Seconded by: R. Glabb
That Council now adjourns to closed session at 8:30 pm to discuss:
- 18.1 Adoption of Closed Session minutes of January 2, 2017.
18.2 Identifiable Persons-Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural By-law-matters regarding an identifiable individual, including municipal or local board employees-memoDeputy Clerk and verbal M. Wand and Clerk **Carried**
- 2018-49** Moved by: T. Weiler Seconded by: R. Glabb
That Council now reconvenes to regular session at 9:05 pm. **Carried**
- 2018-50** Moved by: R. Glabb Seconded by: T. Weiler
That Council now adjourns at 9:05 pm. **Carried**

Mayor

Clerk-Treasurer



**TROUT CREEK COMMUNITY CENTRE BOARD MEETING
WEDNESDAY, JANUARY 10, 2018
@7PM
TROUT CREEK COMMUNITY CENTRE**

1. Call to Order

Motion 2018-01

Moved By: Brian Eckensviller

Seconded By: Elva Taggart

That the meeting be called to order at 7:08pm

PRESENT:

Brian Eckensviller

Elva Taggart

Karen Chadbourn

Peter McIsaac – Mayor

Ted Weiler – Councillor

Tyson Hummel

Ted Hummel

Jeff Eckensviller – Chair

STAFF:

Dale Jardine – Arena Manager

Norma Conrad – Recording Secretary

Absent with regrets:

Jeff Conrad

Nancy McFadden – Bar/Food Coordinator

Trina Hummel – Co Chair

Guest(s):

None

2. Disclosure of pecuniary interests and general thereof:

None

3. Approval of Agenda

Motion 2018-02

Moved By: Ted Hummel

Seconded By: Tyson Hummel

That the agenda is approved

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4. Presentation(s):

None

5. Approval of Minutes

Motion 2018-03

Moved By: Elva Taggart

Seconded By: Karen Chadbourn

That the minutes of the previous meeting of December 13, 2017 be approved.

6. Manager's Report

Dale Jardine mentioned that he would like to refinish the upstairs hardwood floor an approximate cost of \$7,000.00. He then advised that the roof top unit was disconnected by the gas company. It still operates the cool air for now, but reported that do to the age of the unit we will have to budget for one to two new wall mount air conditioners to cover the area upstairs when the big unit quits.

Dale has asked when we do the budget to include a structural inspection for the Trout Creek Community Centre, to refinish the hardwood floor upstairs, and to budget for a Zamboni that we will need to purchase sometime soon do to the age of the equipment.

7. Bar/Food Coordinator

Nancy McFadden was absent for this meeting.

8. Member's report

Tyson Hummel was concerned about the snow being plowed in the area around the fenced in area of the ball field, please notify Public Works to make them aware of there surrounding area to not damage the fence. He would also like them to plow main areas as well.

Ted Weiler asked to please contact Terry Lang, and let him know that the security cameras must be installed before Carnival weekend in February.

9. Review Action Items

Carnival

A discussion of organizing different events for the winter carnival was discussed, also needing to make contact with different groups to see if certain events are running again this year. Also will need to move the Board meeting date up one week early to February 1st @ 6:30pm.

Spring Dinner

A date for the Spring Dinner at the Community Centre was chosen, the date will be April 21, 2018, and doors will open at 4:30pm and run till 6:00pm, music will be provided by Ted Weiler, and advance tickets will be sold.

10. New Business/Correspondence

New Years Eve-Stag & Doe

A complaint was received. A brief discussion about the Stag & Doe on New Years Eve was discussed. It was decided that it narrowed down to lack of communications on both sides. Apologies will be given to the appropriate people, and a ten point list will be compiled and will be given out at each rental with a small discussion to the Renter that they understand the rental agreement.

11. Addendum

None

12. Accounts Payable

Motion 2018-04

Moved By: Tyson Hummel

Seconded By: Ted Weiler

That the accounts payable listings in the total amount of \$11,144.90 be approved for payment.

13. Notice of Meeting

Motion 2018-05

Moved By: Brian Eckensviller

Seconded By: Karen Chadbourn

That the next meeting be scheduled for Wednesday, February 1, 2018 at 6:30pm

14. Closed Session

None

15. Calendar of Events

January 2018 and February 2018 calendars of events were added to the agenda package to show what hall rentals were booked for those months at the community centre.

16. Adjournment

Motion 2018-06

Moved By: Ted Hummel

Seconded By: Tyson Hummel

That the committee adjourned at 8:44pm

Chair

Recording Secretary



POWASSAN MAPLE SYRUP FESTIVAL
PLANNING COMMITTEE MEETING
MINUTES

Wed., January 17, 2018

www.powassanmaplesyrupfestival.ca

Meeting called to order at 7:00 pm. with 9 members in attendance.

Motion to Approve the Minutes. Moved by Lori Costello, Seconded by Mary Heasman. Carried.

New Business -

The Committee chose the darker orange banner from the options provided by Bernie Penney. It was suggested that the website and Visit us on Facebook (Logo only) be included along the bottom of the banner. Kim to request another proof from Bernie.

Members discussed purchasing possibly 100 hats to sell at the festival. Andy to talk to Bernie about other options for hats and possibly a different style will be ordered, or just a different style for amateur lumberjack participants. Members to decide if they would like to order any other type of promo item.

Kim advised that the K'Tigaaning Midwives are open to providing space for the entertainers to change/warm up, along with a washroom. The stage will also be moved further west so that the Midwife driveway is accessible. Public Works to be asked to close the road at Armstrong Avenue and ensure that parked cars do not block the Midwife's driveway. Entertainers' vehicles will be parked here only. There will be 2 sets of bleachers set up and possibly chairs as well, in front of the stage.

The committee decided that the owner of Maplehill Fitness will be asked to pay the vendor fee as he will also be promoting his business and because vendor fees are necessary to ensure that the festival continues to be viable.

Members will determine if there are students in need of volunteer hours who would be interested in being our mascot, Sappy, on the day of the festival.

Kim to assist with promoting Matthew's First Tapping on our website and Facebook page, etc.

Presentation - Kathie Hogan -

Kathie suggested that Tangr, Facebook and Twitter be used more and that the committee consider reducing the print advertising budget. She also suggested that television/radio personalities (Markus - CBC, Joey Slattery, Jeff Turrel, Linda Holmes, etc.) be approached about doing interviews prior to the festival and also to participate in the festival (pancake tossing, etc.). She suggested that it would be good to have a local producer such as Lori Costello do an interview at her Maple Syrup business in order to provide a different perspective and to garner publicity for the festival. Explorer's Edge will also be approached for assistance in promoting the event.

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Draft Budget –

A few revisions as follows were made to the Draft Budget which was presented:

- Reduction of the donations by \$4,000 (last year we had two \$2,000 donations given to us for the 20th Anniversary), and we probably won't have these this year. This reduced the Donation budget revenue to \$6,600.
- The Great Canadian Lumberjack Show wording replaced the West Coast Lumber Jacks (who no longer provide this portion of our entertainment).
- The Promo budget expense line was reduced from \$2,000 to \$1,000.
- The Print Advertising budget expense was reduced to \$2,000. The committee will focus more on Tangr, Facebook and Twitter this year and will follow up with a review of the analytics to determine the demographics of people who are reached. We can also focus on specific different areas (perhaps southern Ontario?) with our advertising this way.

The end result of these changes is that we are budgeting for only a small overage for 2018.

Other Discussions:

Mary suggested contacting a Bell Canada retiree to determine if they'd be interested in applying for funding for the event through Bell.

Lori to approach larger North Bay manufacturing companies to ask if they would be interested in assisting with sponsorship for Science North's Mighty Machine interactive demonstration.

Kim to review locations where the porta johns were located last year and ensure that there is an additional one placed near the stage.

Mary advised that we need to have more posters advertising events and vendors in the Sportsplex. Lori to provide the list from 2016 of posters that were created.

Other options to promote the Sportsplex vendors should be considered, including using the electronic sign outside of the Sportsplex. Both this sign and the one at the Trout Creek Community Centre should also be used to promote the festival in the months-weeks leading up to it.

Mike to approach Best Western to ask if they would donate two rooms for the Friday night before the festival – to be used by the Science North staff.

Kim advised that the Bluez Brotherz contract has been signed and that both a ventriloquist and Science North have so far been booked for the Kidz Zone. An additional entertainer may be booked depending on whether or not sponsorship for the Might Machine demonstration is found.

Andy advised that the four teams who participated in the Amateur Lumberjack competition will be returning this year, along with possibly additional ones.

Kim advised that we have 48 vendors for Main Street, 19 for in the Sportsplex and 1 Food Vendor registered so far. As well, 7 vendors have promised to provide prizes in exchange for promotion on our Facebook page.

The art show planned for 250 Clark Street has unfortunately been cancelled.



POWASSAN MAPLE SYRUP FESTIVAL
PLANNING COMMITTEE MEETING
MINUTES

Wed., January 17, 2018

www.powassanmaplesyrupfestival.ca

As Vendors have promised prizes in exchange for being promoted on Facebook, Lori will not need to approach businesses for prizes. JoAnn Paul of Powassan Flowers will however be asked if she would like to continue providing the prize for the Kidz Zone.

The Food Bank is planning on purchasing a vendor space inside the Sportsplex in order to set up a children's fish pond. They have received a monetary donation to purchase prizes so all proceeds from the fish pond will go back to the Food Bank. Mary will work with the Food Bank representatives on this endeavour.

Clarence will be doing the branding on pine this year – with pine souvenirs provided in exchange for a small monetary donation to the Food Bank.

Motion - Moved by Andy Straughan, seconded by Martha Hughes-Bernard that the meeting is now adjourned at 8:30 pm. Carried.

Next Meeting - February 21st at 7:00 pm.

Minutes Approved by: _____
Mike Odrowski, Chair

Recorded by: _____
Kim Bester, Secretary

District of Parry Sound



Social Services
Administration Board

January 26, 2018

RE: Expressions of Interest in Affordable Housing

Dear Mayors, Reeves and Councils of the Municipalities in the District of Parry Sound,

The District of Parry Sound DSSAB is inviting expressions of interest for the development of new rental housing under the IAH (2014 Extension) program and the Social Infrastructure Fund program.

The goal of these programs are to create affordable rental housing for households that are on, or eligible to be on, social housing waitlists. This includes, but is not limited to: seniors, persons with disabilities, Indigenous peoples, victims of domestic violence, chronically homeless people, recent immigrants, working poor, singles and families. The available funding under the IAH program is \$748,030 and under the SIF program is \$249,185, totaling \$997,215.

This funding for rental housing will be provided as a forgivable capital loan that is available during the construction phase of the project. The IAH (2014 Extension) Rental Housing Component will fund up to 75% of the total capital cost per unit or \$150,000 per unit, whichever is less. Total capital costs include land, financing, hard (construction) and soft costs but less any HST rebates.

The development of new rental housing funding is available for projects that are one of the following:

- New construction, including additions and extensions, or
- Acquisition and, where required, rehabilitation of existing residential buildings to maintain or increase the affordable rental housing stock, or
- Conversion of non-residential buildings or units to purpose-built rental buildings/units

Projects that are not eligible under this program are:

- Secondary suites in owner-occupied housing
- Nursing and retirement homes
- Social housing projects/units that receive ongoing federal and/or provincial subsidies (e.g. demolition and replacement of existing social housing units)
- Shelters and crisis care facilities
- Owner-occupied housing
- Student residences

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Housing & Community Services
705-774-9600/1-877-767-6060

Administration Offices
705-746-7777

Children's Services
705-746-7777/1-800-461-4464

Ontario Works
705-746-8886/1-800-461-4464

1 Beechwood Drive, Parry Sound, Ontario P2A 1J2

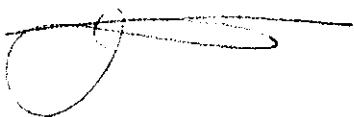
As you consider whether your project could be part of an expression of interest under the IAH (2014 Extension) and Social Infrastructure Fund, some of the preliminary criteria for the funding of new rental projects under this program are as follows:

- Have all required municipal approvals such as zoning, minor variances, land severances, or site plan approvals in place to permit the proposed development, or be well advanced in the planning approvals process
- Be approved by council and/or board based on municipal/board procurement practices and in accordance with the Municipal Act, 2001
- Be able to sign a Contribution Agreement (CA) no later than December 31st, 2018 and start construction within 120 days after signing a Contribution Agreement
- Have rents that on average for the project are at or below 80% of the Average Market Rent (AMR) for the community for a minimum of 20 years
- Address local housing needs and target tenant groups identified in local housing and homelessness plans

If you have a new rental project that is currently being considered for development and would like to submit an expression of interest, please provide a brief outline of your project, the current status of your project and the stages and timeline for completion of your project. Once we have received your outline and timeline, we will proceed with a more detailed request for proposal process along with the specific criteria for program evaluation and selection. In order to meet the Provincial timelines for document submission and approvals, your response indicating your expression of interest must be received no later than February 28, 2018.

We look forward to receiving an expression of interest and if you have any questions or would like further information, please do not hesitate to contact either myself at 705-746-7777 ext. 238, JPatterson@psdssab.org or Janice Bray, Manager of Housing and Community Services at 705-746-7777 ext. 236, JBray@psdssab.org.

Sincerely,



Ms. Janet Patterson, CPA, CA
Chief Administrative Officer
District of Parry Sound
Social Services Administration Board

Cc: Ms. Janice Bray, Manager of Housing & Community Services, PSDSSAB
PSDSSAB Board Members



Library Board Minutes

December 18, 2017 at 6 pm

In attendance: Wendy Billingsley, Gloria Brown, Bob Elliott, Chris Jull, Linda Morrin, Debbie Piper, Tina Martin, Marie Rosset

Absent: Michel Parisien, Markus Wand

1. **a) Approval of agenda**

Motion # 2017-82 Elliot-Brown: That the agenda for the December 18, 2017 be adopted as amended – Move 2d) budget to 7a), thus allowing Markus Wand to participate if he shows up late.

b) Call for conflict of interest

None.

c) Approval of Minutes of the November 27, 2017 meetings

Motion #2017-83 Brown-Elliott: That the minutes for the November 27, 2017 meeting be adopted as presented.

2. **Business Arising**

a. **Expansion Update**

The renovations at 324 Clark have started. The first architect's inspection took place on December 18 and a positive report was sent out. While removing the drop ceiling at the front of the library the contractor discovered sagging insulation and unsealed vapor barrier. Contractor will provide a cost for fixing the issues, as well as providing a cost for replacing Quest piping located within the library (at the request of the engineer).

b. **Letter to councils for Expansion commitment funds.**

Letters were sent out Monday December 8th - no responses yet.

A request was made to provide a spreadsheet showing all revenues and expenses associated with the Expansion/Renovation Project to be sent to Board Members prior to the end of the year.

c. **Letter to Union Members re: unused funds**

A draft letter was presented. It was recommended the services provided by the Library be revised and expanded and the letter sent out at the beginning of January 2018.

d. **Strategic Plan-2018**

Marie handed out forms to identify the strengths, weaknesses, challenges and opportunities for all Board Members to complete by the next Board Meeting. Members of the staff will

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also be sent the forms and asked to complete them. A Strategic Plan Committee will be formed in January and if required Marjatta Asu from OLSN will assist in the process. Linda Morrin has volunteered to head the committee, Jordan Ruttan and Marie Rosset will also be part of the committee. All board members and staff are welcomed to join.

3. Correspondence

- a) None to report

4. Committee Reports

a. Property Committee

Items were discussed in 2a) Expansion Update.

b. Fundraising Committee

- Nothing new to report.

c. Policy Committee – Report

- A new Local History Policy was presented. The policy was reviewed and approved by Mary Heasman, our resident genealogy expert, prior to being presented.

Motion #2017-84 Morrin-Piper: That the new SERV-09 Local History Policy be accepted as presented.

Next month the Public and Media Relations Policy will be reviewed and presented as will the Terms of Reference for the Property Committee. This will conclude the policy revisions for 2017. The 2018-2022 Strategic Plan will be the priority and focus for 2018.

d. Friends of the Library Report

Nothing to report. Their last meeting was a non-meeting potluck dinner on December 4, 2017.

5. Financial Reports for November 2017

A motion for the Financial Reports for November 2017 be adopted was printed.

Motion # 2017-85 Elliott-Morrin: That the Financial Reports for November 2017 be adopted as presented.

6. Library Reports for November 2017

A motion for the Library Reports for November 2017 be adopted was presented.

Motion # 2017-86 Morrin-Piper: That the Library Reports for November 2017 be adopted as presented.

7. New Business

a. Budget 2018

- Marie Presented the first draft of the 2018 Budget. Members were asked to review and comment at the January 2018 meeting.
- It was brought to our attention by Chris Jull that no discussions have been held by the supporting towns on the contract regarding the split of support.

b. Upcoming events

- In January 2018 Friday knitting classes for children, hosted by Teresa Emmerson, will begin.
- Bi-monthly French classes will be brought back in March 2018
- A tax preparation is scheduled for March 10th 2018. This is in partnership with other local libraries and the CPA.

c. Others

OES bin was removed at the request of the Municipality of Powassan to facilitate snow removal.

8. Adjournment

Motion # 2017-87 Morrin: That the December 18, 2017 meeting be adjourned at 7:15pm.

Next Meeting: Monday January 22, 2018 at 6pm

at Tina Martin's, 30 King Street, Powassan

Chairperson:

Wendy Billingsley
Wendy Billingsley, Chair

Secretary:

Marie Rosset
Marie Rosset, CEO



Library Board Minutes

Emergent Meeting – January 10, 2018 at 5:30 pm

In attendance: Wendy Billingsley, Gloria Brown, Chris Jull, Michel Parisien, Tina Martin, Marie Rosset

Absent with regrets: Markus Wand, Debbie Piper, Linda Morrin

Absent: Bob Elliott

1. a) Approval of agenda

Motion # 2018-01 Martin-Jull: That the agenda for the January 10, 2018 Emergent Meeting be adopted as presented

b) Call for conflict of interest

- None.

2. Business Arising

a. Existing conditions requiring attention

The demolition of the interior of the library is complete. Michel Parisien and Marie toured the work area and commented on the following work order requests.

i. Item #1 – Quest Piping

Quest piping was discovered throughout the library. This piping needs replacing given that it is no longer approved for construction and is subject to random breakage in the future. Not replacing the piping would subject the library to potential coverage liability from the insurance company. From the recommendations of the Property Cmte the following motion was taken.

Motion # 2018-02 Parisien-Martin: That the Quest piping be removed and replaced as per the engineer's recommendation at a cost of \$4,209.70

Wendy Billingsley voted.

ii. Item #2 – Strap and Seal Vapour Barrier – Ceiling

Upon removing the drop ceiling and ceiling tiles the contractor discovered the insulation is drooping significantly and the vapour barrier is not properly sealed allowing for a significant amount of cold air to come in. They recommend strapping the insulation, and sealing the vapour barrier at a cost of \$5,438.40. From the recommendations of the Property Cmte the following motion was taken.

Motion # 2018-03 Brown-Jull: That the existing roof vapour barrier be strapped and sealed as per the architect's recommendation at a cost of \$5,438.40.

Wendy Billingsley voted.

Michel and Marie were also told about two upcoming change orders:

1. the squeaking floor needs to be screwed in, the existing nails are coming out and
2. the HRV and washroom drain need to be rerouted due to the existing construction of the building.

Members of the Board acknowledged the changes and agreed they were necessary.

b. Circulation Desk

Marie presented two options for the new circulation desk, one from Brodart and the other from Carr Mclean. Michel Parisien asked that a third quote be obtained. It was suggested that Marie contact Dowdal Cabinets in North Bay.

c. Public venue for holding meetings

A concern was brought forward on the legitimacy of holding a public meeting in a Board Member's private home. Marie will send a request to Lesley Marshall inquiring about the insurance coverage. Other possibilities, such as the Nipissing United Church and the Powassan/Chisholm United Church are to be explored.

3. Adjournment

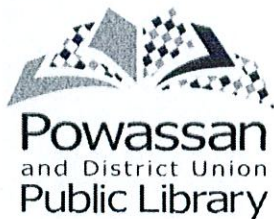
Motion # 2017-87 Morrin: That the January 10, 2018 emergent meeting be adjourned at 6:15pm.

Next Meeting: Monday January 22, 2018 at 6pm

at Tina Martin's, 30 King Street, Powassan

Chairperson: *Wendy Billingsley*
Wendy Billingsley, Chair

Secretary: *Marie Rosset*
Marie Rosset, CEO



January 26, 2018

Mayor Peter McIsaac
Municipality of Powassan
PO Box 250
Powassan, ON P0H 1Z0

Dear Mayor McIsaac and Council Members,

At the November Board Meeting there was discussion regarding returning a portion of the funds for library services that was given from your municipality. This was mentioned due to the limited services and programs that the library provided to the community while at Mapleridge Public School. Although the services were reduced, we still managed to provide the newest books, DVDs, and the most popular TV series to our patrons. In addition to those resources at the temporary library, we were able to offer access to any book through Inter Library Loan and/or through Overdrive; two programs to which we subscribe. We also continued to offer free computer access and usage of a photocopier to the public. Furthermore, we continued offering our popular Raising Readers, Fancy Nancy, and Lego+ programs for children and our Genealogy Program for adults.

I would like to propose that instead of returning the money, the Library does the following for 2018:

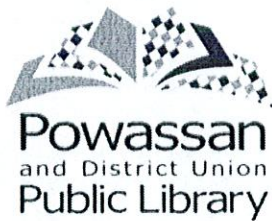
1. Maintain the yearly service fees at the same level as in 2017 – without any increase.
2. Hire an IT person on a contract basis to help the community, including seniors, with their various technologies (this would cover 6 hours twice a month for a total of \$4,000). For the past 5 years we had received a CAP/YI youth intern grant from the Ontario Government which covered this expense. This grant was not available this year.
3. Maintain a small reserve for the library to cover the periods before the payment of fees by the union members (the reserve we had in the past consisted of funds raised for the renovations).

We are committed to strictly following our budget expenses during this renovation and the above line of action would go a long way in helping us achieve this goal. We are very much looking forward to returning to our building and being able to provide an impeccable service to this community. Our goal is to be back in full operation in March 2018.

Thank you for your ongoing support,

Marie Rosset
CEO

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	83



January 12, 2018

Mayor Peter McIsaac
Municipality of Powassan
PO Box 250
Powassan, ON P0H1Z0

Re: Thank You for the Renovations Funds

Dear Mayor McIsaac and Council Members:

I want to thank you very much for forwarding the renovation funds in the amount of \$15,000 -- it is very much appreciated. It will allow us to complete Phase I of the Renovation/Expansion Project. Once the renovation of the existing building is completed and we have settled back into our building we can then start reassessing the demand for more space. If we identify a need, our goal will be to proceed to Phase II of the project, which is to add the 470 ft² addition on the north side of the building. Only once the need is confirmed will we apply for a new grant in order to complete Phase II. Fortunately, with Phase I finished we would only need a one-time, successful Ontario Trillium Foundation (OTF) Capacity Grant or another similar grant to complete the addition. Never again will we need to close the Library. The plans were drawn to guarantee the second phase will have minimal disruptions, not requiring any of the operations to move to another location.

The Library Board and I are super appreciative of your council's continued support – thank you!

Sincerely,

A handwritten signature in blue ink, which appears to read "Marie Rosset".

Marie Rosset, CEO

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	8-4



MEMORANDUM

Jan 26, 2018

To: Mayor and Council

CC: Maureen Lang, CAO, Clerk-Treasurer

FROM: Ben Mousseau, Protective Services

SUBJECT: Personal Protective Equipment for PSO

INTRODUCTION AND SUMMARY

The occupation of municipal law enforcement is becoming increasingly dangerous. One major source of this is the people that a by-law officer comes into contact with during the course of their duties. On a continual basis, the people that the by-law officer is dealing with are concurrently subjects of police investigations. In this municipality in the past year the by-law officer has attended the same properties that police have attended for serious assault complaints, and on one occasion, a major drug/organized crime search warrant. The by-law officer attends these properties with no prior intelligence regarding the occupants, no instantaneous radio contact to immediate back-up, and no protective equipment. This often done on evenings and weekends when no other municipal staff is working.

A second potential source of danger is dog bites. Dog complaints are the most common by-law complaint and range from dogs at large, to dog bites, to possession of prohibited breed dogs. Also, subjects of non-dog related complaints often have "aggressive" style dogs that may be kept as guard dogs. Dog bites could be severe and have long term effects on a victim.

RECOMENDATIONS

THAT Council approve a one time budget line for the purchase of protective equipment for the PSO.

AND THAT Council approve the PSO approaching the OPP to request authorisation to carry an OPP radio for the purposes of emergency communication.

DISCUSSION

A review of by-law officers across the province revealed a range of protective equipment provided to them. This ranges from some officers carrying nothing to some officers wearing a full police duty belt minus a side-arm. A standard, especially for officers working alone in rural areas seems to be:

- Body armour
- A police radio
- A dog bite stick
- Dog deterrent spray
- A body camera

After reviewing prices from several suppliers, it has been determined that it would cost approximately \$2000 to purchase this equipment, with the body armour being the most expensive item. If approved, a policy for the use of

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AGENDA ITEM #	9-1

this equipment would be developed for approval and implementation.

I hope I have provided sufficient background for your consideration. If you have any follow up questions I would be happy to address them.

Regards,

Ben Mousseau
Protective Services
Municipality of Powassan

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2018-02

Being a By-Law 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 Benjamin Mousseau 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 and Community Emergency Management Coordinator.
2. That the annual salary and conditions for this position are outlined on Schedule "A" attached hereto and forming part of this By-Law be adopted.
3. That By-law 2015-29, be rescinded.

Considered **READ** a **FIRST** and **SECOND** time, January 16, 2018.

READ a **THIRD** and **FINAL** time considered passed as such in open Council on the February 6, 2018.

Mayor

Clerk-Treasurer

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	10-1

Schedule "A" to By-Law no. 2018-02
As of January 1, 2018

1. Annual Salary for the position of Protective Services Official reflect Grade 7, Step 3 of the Municipality of Powassan pay grid.
2. That the terms of employment be defined in the employment contract, and job description and agreed upon by both parties
3. That a clear Criminal Record Check be received.

Mayor

Clerk-Treasurer

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2018-03

Being a by-law to appoint a CAO-Clerk-Treasurer.

WHEREAS section 229 of the Municipal Act states A municipality may appoint a Chief Administrative Officer (CAO) who shall be responsible for, exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and performing such other duties as are assigned by the municipality; and

WHEREAS section 228(1) of the Municipal Act, 2001 states a municipality shall appoint a Clerk and provides for specific duties of said Clerk; and

WHEREAS section 286 of the Municipal Act, 2001 states a municipality shall appoint a Treasurer and provides for specific duties of said Treasurer; and

WHEREAS Council deems it desirable to appoint the position of CAO - Clerk-Treasurer for the purposes of the municipal corporation.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF POWASSAN ENACTS AS FOLLOWS:

1. That Maureen Lang be and is hereby appointed as CAO-Clerk-Treasurer for the Corporation of the Municipality of Powassan effective upon adoption.
2. That the powers and duties of the CAO-Clerk-Treasurer shall be all those powers and duties as set forth in the Municipal Act, 2001 as amended, and every other Act that sets out powers and duties for a municipal CAO, Clerk and/or Treasurer.
3. That Schedule "A", attached hereto and forming part of this by-law, sets out the terms and conditions of the appointment.
4. That By-law 2011-18 be repealed.

Considered **READ** a **FIRST** and **SECOND** time, January 16, 2018.

READ a **THIRD** and **FINAL** time considered passed as such in open Council on the February 6, 2018.

Mayor

Clerk-Treasurer

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	10-2

Schedule "A" to By-Law 2018-03
As of January 1, 2018

1. Annual Salary for the position of CAO-Clerk-Treasurer is reflected on Grade 12 of the Powassan Pay Grid.
2. That the Job Description for Clerk-Treasurer is the same as the Job Description for CAO-Clerk-Treasurer and this bylaw is to reflect the Title change and not a change in duties.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2018-06

Being a By-law to provide for an interim Tax Levy for 2018

WHEREAS a local municipality, before the adoption of the estimated for the year under section 317 of the Municipal Act, 2001, S.O. 2001, c.25, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipal purposes; and

WHEREAS the amount levied on the property shall not exceed 50 percent of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

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

1. That an interim tax rate be imposed and levied on the whole of the assessment for real property in the following classes according to the last revised assessment roll:

CLASS	RATE
Residential/Farm	0.00576283
Multi-residential	0.01041723
Commercial Occupied	0.01203171
Commercial Vacant Units	0.00842220
Commercial Vacant Land	0.00842220
Commercial New Construction	0.01203171
Industrial Occupied	0.01454198
Industrial Vacant Units	0.00945229
Large Industrial	0.01696885
Large Industrial Excess Land	0.01102976
Pipelines	0.00923391
Farmlands	0.00145446
Managed Forests	0.00145446

2. That the said interim levy shall become due and payable on the 30th day of April, 2018.
3. That a charge of one and one-quarter percent (1 ¼%) shall be imposed as a penalty for non-payment of taxes in accordance with section 345 (2) the Municipal Act, 2001, S.O. 2001, c.25, and shall be added to the amount of taxes due and unpaid, on the first day of default. Therefore after, in accordance with section 345(3) of the Municipal Act, 2001, S.O. 2001, c. 25, interest charges of one and one-quarter percent (1 ¼%)

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AGENDA ITEM #	10.3

each month of the amount of taxes due and unpaid, shall be imposed for non-payment of taxes not accruing before the first day of default.

4. That the Treasurer may mail or cause the same to be mailed to the resident or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
5. That the taxes be payable at the Municipality of Powassan, PO Box 250, 466 Main Street, Powassan, Ontario, P0H 1Z0.
6. That this By-Law shall take effect upon its adoption.

READ a FIRST and SECOND time on February 6, 2018

READ a THIRD and FINAL time and considered passed as such in open Council on the 20th day of February, 2018.

Mayor

Clerk-Treasurer

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2018-07

Being a by-law to appoint a Compliance Audit Committee under the *Municipal Elections Act* for the Corporation of the Municipality of Powassan.

WHEREAS Section 88.37(1) of the *Municipal Elections Act* provides that a Council or local board shall, before October 1 of an election year, establish a Compliance Audit Committee;

NOW THEREFORE be it resolved that the Council of the Corporation of the Municipality of Powassan hereby enacts as follows:

1. Amanda Wallace, Karin Ann Brent and Michel Champagne are hereby appointed as a Compliance Audit Committee (the "Committee" herein) under the *Municipal Elections Act* with respect to the 2018 Municipal Election.
2. The Council does hereby delegate to the Committee its powers and functions under Sections 88.33 to 88.37 of the *Municipal Elections Act* (the "Act" herein) with respect to any applications which may be received under the Act and that Council shall pay all costs in relation to the operation and activities of the Committee.
3. In the event of the receipt of a request for a compliance audit under the Act, the Committee shall be convened by the Municipal Clerk or designate.
4. The Municipal Clerk or designate shall act as Secretary to the Committee and the Municipal Solicitor shall be available to the Committee for advice.
5. The Committee shall exercise the powers and duties delegated to it herein with respect to the 2018 Municipal Election.
6. That remuneration for the Compliance Audit Committee shall be as set out in Schedule "A" attached hereto and forming part of this by-law.

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AGENDA ITEM #	10-4

7. That the operation of the Compliance Audit Committee shall be subject to the Terms of Reference as set out in Schedule "B" attached hereto and forming part of this by-law.
8. That this by-law shall come into effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 6TH DAY OF FEBRUARY, 2018.

Peter McIsaac, MAYOR

Maureen Lang, CAO-CLERK-TREASURER

SCHEDULE "A" TO BY-LAW NO. 2018-07

**REMUNERATION PAID TO MEMBERS OF THE Municipality of Powassan 2018
ELECTION COMPLIANCE AUDIT COMMITTEE**

1. The members of the Municipality of Powassan 2018 Election Compliance Audit Committee for The Corporation of the Municipality of Powassan shall be paid compensation as follows:

\$60.00 per meeting.

JOINT 2018 ELECTION COMPLIANCE AUDIT COMMITTEE

TERMS OF REFERENCE

Township of Bonfield; Township of Chisholm; Municipality of Callander; Municipality of East Ferris; Municipality of Powassan and Township of Nipissing

January 2018

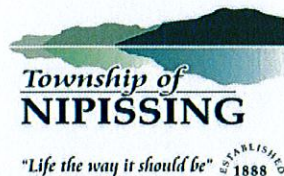
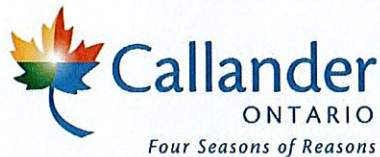


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Municipal Elections Act, 1996, s. 88.33 to 88.37.....	Appendix A

The Municipal Elections Act, 1996 S.O. 1996, s. 88.37 states that municipalities in Ontario must appoint an Election Compliance Audit Committee for each municipal election.

Name of the Committee

Therefore, the Townships of Bonfield, Chisholm and Nipissing and the Municipalities of Callander, East Ferris and Powassan have formed a Joint Compliance Audit Committee.

Duration of the Committee

The term of office is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 election and any by-elections during Council's term.

Mandate

The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the *Municipal Elections Act, 1996* (Appendix "A"). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:

- a. within 30 days receipt of a compliance audit application by an elector or a report submitted by the Clerk, consider the application and decide whether it should be granted or rejected;
- b. appoint a licensed auditor, if the application is granted;
- c. receive the auditor's report;
- d. within 30 days receipt of the auditor's report, consider the report;
- e. if the report concludes that the candidate or Registered Third Party appears to have contravened a provision of the Act relating to election campaign finances, commence legal proceedings against the candidate for the apparent contravention;
- f. if the report concludes that the candidate or Registered Third Party does not appear to have contravened a provision of the Act relating to election campaign finances and the Committee finds that there were no reasonable grounds for the application, Council may recover the auditor's costs from the applicant.

Membership

The Committee will be composed of three (3) voting members.

Membership will be drawn from the following groups:

- a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. legal;
- c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or
- d. other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.

Municipal employees or officers, members of Council, any candidates in the 2018 municipal election or in any by-election during the term of Council and persons who are Registered Third Parties in any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37(2) of the *Municipal Elections Act, 1996*.

Members will be required to take Accessible Customer Service training as a condition of appointment.

Membership Selection

The advertisement will be posted on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, joint advertisements will be placed in a local paper.

All applicants will be required to submit a letter outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list. Recommended candidates will be submitted to the Council of each member municipality for consideration.

The selection process will be based upon clearly understood and equitable criteria. Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules;
- b. proven analytical and decision-making skills;
- c. experience working on a committee, task force or similar setting;
- d. availability and willingness to attend meetings; and
- e. excellent oral and written communication skills.

Any members appointed must also agree in writing they will not be a candidate in the 2018 election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.

Members from a previous election Committee may be re-appointed for future Compliance Audit Committees without re-advertising the positions provided the members provide interest in serving in writing.

Conflict of Interest

The principles of the *Municipal Conflict of Interest Act*, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.

To avoid a conflict, any person applying and appointed to the Committee must agree not to prepare or audit the election financial statements of any candidate for office for any of the member municipalities in the 2018 municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee

Selection of the Chair

The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.

The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.

The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

Staffing and Costs

The Clerk from the applicable member municipality shall act as Secretary to the Committee.

The member municipality requiring the services of the Committee shall be responsible for all associated expenses.

Committee Member Remuneration - \$60.00 per diem per meeting.

Meetings

Meetings of the Committee will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2001*.

a. Timing of Meetings

The first meeting will be called by the Clerk of the member municipality upon receipt of an application. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.

b. Meeting Location

The Committee shall meet at the location determined by the member municipality.

c. Notices, Agendas and Minutes

The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided to members of the Committee and involved parties by electronic mail and regular mail a minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agenda shall be posted on the member municipality's website and shall serve as public notice.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result. Minutes of the meeting shall be

circulated to the Committee members and involved parties by electronic mail. Minutes shall be posted on the member municipality's website for public viewing.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application or Auditor's Report
4. Adjournment

- d. Quorum
Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

- e. Meeting Attendance
Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.
- f. Motions and Voting
A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.
A motion shall be reduced to writing and shall be signed by the Chair and Secretary. Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost. The manner of determining the vote on a motion shall be by show of hands. The Chair shall announce the result of every vote.

Auditor Appointment

Municipal Elections Act, 1996, s. 88.33 (10) states that if the Committee decides under Subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the Candidate's election campaign finances.

If an Auditor is required by the Committee, the Clerk of the municipality shall obtain information on Auditors licensed under the *Public Accounting Act, 2004*, for final selection by Committee members. The Clerk shall secure the services of the Auditor and the municipality shall be responsible for all fees associated with the services provided by the Auditor.

The Auditor shall submit a report to the Clerk with whom the Candidate filed his or her nomination, the Candidate and the Applicant. The Clerk will forward the report to Committee members by electronic mail and assist with scheduling a meeting of the Committee within 30 days, at the call of the Chair.

Administrative Practices and Procedures

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88 of the *Municipal Elections Act, 1996*.

The Clerk at any time has the right to develop additional administrative practices and procedures.

Appendix A

Municipal Elections Act, 1996

**S.O. 1996, CHAPTER 32
SCHEDULE**

COMPLIANCE AUDITS AND REVIEWS OF CONTRIBUTIONS

Compliance audit of candidates' campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 63 - 09/06/2016

2017, c. 20, Sched. 10, s. 1 - 14/11/2017

Note: On April 1, 2018, the Act is amended by adding the following section (See: 2016, c. 15, s. 64)

Review of contributions to candidates

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 83(30), the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 83(9) and:

(a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 83(9), the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 83(9), the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 16, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 83(9). 2016, c. 16, s. 64.

Same

(4) The clerk shall forward the report prepared under subsection (2) to the compliance audit committee. 2016, c. 16, s. 64.

Report contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 83(30), the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 83(9) and:

(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 83(9), the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 83(9), the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 16, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 83(9). 2016, c. 16, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 16, s. 64.

Duties of compliance audit committee

(8) Within 30 days after receiving a report under subsection (3) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 16, s. 64.

Procedural matters

(9) When meetings of the committee under subsection (8) shall be open to the public, and the reasonable notice shall be given to the contributor, the applicable candidate and the public. 2016, c. 16, s. 64.

Not in force April 1, 2018, the day section 165 of the *Municipal Elections Modernization Act, 2016* comes into force, section 84(9) of the Act is repealed and the following substituted: (S-2017, c. 20, Sched. 10, s. 2).

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9) applies despite sections 207 and 208.1 of the *Education Act, 2016*, c. 16, s. 64.

Not in force April 1, 2018, the day section 165 of the *Municipal Elections Modernization Act, 2016* comes into force, subsection 84(10) of the Act is repealed and the following substituted: (S-2017, c. 20, Sched. 10, s. 2).

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act, 2017*, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (9), and the written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be, 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from filing a notice or taking any other legal action at any time with respect to an alleged contravention of a provision of this Act relating to contribution limits, 2016, c. 15, s. 64.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 64 - 01/04/2018

2017, c. 20, Sched. 10, s. 2 - 01/04/2018

Note of April 1, 2018, in Act amended by adding the following sections (S.S. 2016, c. 15, s. 65)

Compliance audit of registered third parties

Application by elector

33.35(1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 33.29, 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered and it shall be made in writing and shall set out the reasons for the elector's belief, 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 33.30;
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 33.30;
3. The supplementary filing date, if any, for the registered third party under section 33.30;
4. The date on which the registered third party's extension, if any, under subsection 33.29(3) expires, 2016, c. 15, s. 65.

Application of s. 33.33(1) to (4)

(4) Subsections 33.33(4) to (20) apply to a compliance audit under this section with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party;
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered;
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality, 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 65 - 01/04/2018

Review of contributions to registered third parties

33.36(1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 33.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 33.13, 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 33.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 33.13 and:

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 33.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and

(b) If the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 33(1), the clerk shall set out the contributions made by that contributor to all registered third parties in the municipality in a report on third party advertisements, 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 33(1), 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee, 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider and decide whether to commence a legal proceeding against a contributor for an apparent contravention, 2016, c. 15, s. 65.

Procedural matters

(6) The meetings of the committee under subsection (5) shall be open to the public, and reasonable notice shall be given to the contributor, the registered third party and the public, 2016, c. 15, s. 65.

Note: On April 1, 2018, the Act was amended by the *Local Government Act, 2017*, c. 20, s. 3, to read: "subsection 33(6) of the Act" replaced with "subsection 33(1) of the Act" (S.S. 2017, c. 20, s. 3).

Notice of meetings

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public, 2017, c. 20, Sched. 10, s. 3.

Open meetings

(6.1) The meetings of the committee under subsection (6) shall be open to the public, but the committee may deliberate in private, 2017, c. 20, Sched. 10, s. 3.

Notice of decision reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality, 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits, 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 65 - 01/04/2018

2017, c. 20, Sched. 10, s. 3 - 01/04/2018

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act, 2016, c. 15, s. 66.

Composition

- (2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,
- (a) employees or officers of the municipality or local board;
 - (b) members of the council or local board;
 - (c) any persons who are candidates in the election for which the committee is established; or
 - (d) any persons who are registered third parties in the municipality in the election for which the committee is established, 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee, 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria, 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 66 - 09/06/2016

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2018-08

Being a by-law to authorize an Agreement renewal between the Corporation of the Municipality of Powassan and the Municipality of East Ferris for Playground Inspection Services.

WHEREAS the Council of the Corporation of the Municipality of Powassan is desirous of renewing their agreement for providing playground inspection services with the Municipality of East Ferris.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF POWASSAN ENACTS AS FOLLOWS:

1. That the Mayor and Clerk -Treasurer be authorized to execute the agreement attached as Appendix "A" and forming part of this by-law.
2. That this By-law be effective upon adoption.

READ A FIRST and SECOND time February 6, 2018 and considered read a third and final time and adopted in open Council February 20th, 2018

Mayor

Clerk-Treasurer

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	10-5

This agreement dated the 20th day of February, 2018

BETWEEN

The Corporation of the Municipality of East Ferris, herein called the "Municipality of East Ferris"

AND

The Corporation of the Municipality of Powassan, herein called the "Municipality of Powassan"

WHEREAS the Municipality of East Ferris and the Municipality of Powassan desire to enter into a Shared Services Agreement for the provision of services by the Municipality of Powassan's professional playground equipment inspector (herein called the "Playground Equipment Inspector") to undertake playground equipment inspections associated with public use playground equipment facilities in the Municipality of East Ferris;

NOW THEREFORE WITNESSETH that in consideration of the covenants contained herein, the Municipality of East Ferris and the Municipality of Powassan hereby mutually agree as follows:

ARTICLE 1. GENERAL CONDITIONS

1.1 Ownership of Documents

The copyrighted "Canadian Parks and Recreation Association (CPRA), Canadian Playground Safety Institute Practical Course Resource Manual © 2007, Ottawa, Ontario, Canada" shall be used in all reports prepared or provided by the Playground Equipment Inspector in connection with the Playground Equipment Monthly and Annual Inspections in the Municipality of East Ferris, and will belong to the Municipality of East Ferris.

1.2 Confidential Information

It is the responsibility of each party to identify to the other party all confidential information connected with any inspection being the subject of this agreement. Confidential information acquired in the course of any such inspection shall not be used or divulged by either party, or their employees, consultants, subconsultants or agents, without the prior written approval of the other party, or as may be required by regulatory authorities having jurisdiction. This requirement shall not prohibit the Playground Equipment Inspector from acting to correct or report a situation that the Playground Equipment Inspector may reasonably believe to endanger the safety or welfare of the public, provided the Playground Equipment Inspector notifies the Municipality of East Ferris that the Playground Equipment Inspector intends to provide such notice as soon as reasonably possible. In the event that the Playground Equipment Inspector becomes legally compelled to disclose confidential information, the Playground Equipment Inspector shall forthwith notify the Municipality of East Ferris of this requirement. Such disclosure shall not result in any liability hereunder.

1.3 Insurance and Liability

The Municipality of East Ferris shall at all times during the term of this agreement, maintain in force professional (errors and omissions) and comprehensive general liability insurance appropriate to the duties and responsibilities of the Playground Equipment Inspector pursuant to this agreement. It is understood and agreed that the Municipality of East Ferris will provide a copy of this comprehensive liability policy and include the Municipality of Powassan as an additional named insured prior to the execution of this shared services agreement. The Municipality of East Ferris shall indemnify and save harmless the Municipality of Powassan and the Playground Equipment Inspector from any claims, actions or litigation arising from matters related to the Playground Equipment Inspector's duties or responsibilities pursuant to this agreement. For the purposes of this provision, "claim or claims" means a claim or claims in contract or tort and the Municipality of Powassan includes the Municipality of Powassan Council, officers, employees, representatives, consultants and the Playground Equipment Inspector.

The Municipality of Powassan and the Playground Equipment Inspector shall at all times during the term of this agreement maintain insurance coverage for automobile insurance for vehicles used as part of his duties and responsibilities pursuant to this agreement in the minimum amount of \$1,000,000 and shall provide the Municipality of East Ferris with proof of Automobile Insurance (inclusive limits) for owned vehicles.

It is understood and agreed that the Municipality of Powassan, the Municipality of East Ferris and the Playground Equipment Inspector shall not change or cancel the insurance coverage required under this agreement until 60 days after written notice of such change or cancellation has been delivered to all the parties to this agreement.

1.4 Successors and Assigns

This agreement shall inure to the benefit of, and be binding upon the parties hereto, and their executors, administrators, successors and assigns, except as otherwise provided herein. Neither of the parties to this agreement may assign this agreement without the prior written consent of the other.

1.5 Changes, Alterations and Additional Services

After giving notice to the other party in writing, the Municipality of East Ferris or the Municipality of Powassan may at any time after the execution of this agreement or the commencement of the services, request to extend, increase, vary, delete or otherwise alter the services forming the subject of this agreement. Any increase or reduction in the requirement for services shall be the subject of negotiation and no such change shall require the execution of a formal amendment to this agreement.

1.6 Termination and Suspension

Either party to this agreement may at any time amend or terminate this agreement upon 60 days written notice. The Municipality of East Ferris may suspend services at any time by providing a notice in writing to the Playground Equipment Inspector and the Municipality of Powassan. Upon receipt of such written notice, it is agreed that the Playground Equipment Inspector shall perform no

further services.

If either party to this agreement is in default in the performance of any of the party's obligations set forth in this agreement, the other party may require that such default be corrected by written notice. If within 30 days of receipt of such notice such default is not corrected, the other party may immediately terminate this agreement, without limiting any other right or remedy it may have.

1.7 Records

To provide information on the calculation of fees on a time basis, the Municipality of Powassan shall ensure that a detailed record of the hours worked by their staff employed is kept and the Municipality of East Ferris may inspect during regular office hours, on receipt of reasonable notice, respecting any item that the Municipality of East Ferris is required to pay on a time basis as a result of this agreement.

1.8 Indemnification

Each party to this agreement shall indemnify and save harmless the other party from and against all claims, actions, losses, expenses, costs, or damages that the other party may suffer, sustain, or incur arising from the other party's negligent acts or the negligence of the other party's employees, directors, officers, consultants, sub consultants or agents in the performance of this agreement.

1.9 Approval by Other Authorities

Unless otherwise provided in this agreement, or explicitly required by legislation, where the work of the Playground Equipment Inspector is subject to the approval or review of an authority, government department, or agency other than the Municipality of East Ferris, preparation of applications for approval or review shall be the Playground Equipment Inspector's responsibility, but shall be submitted through the Municipality of East Ferris's offices.

1.10 Entire Agreement

This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any prior understandings and agreements between the parties hereto with respect thereto. There are no representations, warranties, forms, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties other than as expressly set forth in this agreement.

ARTICLE 2. RESPONSIBILITIES OF THE MUNICIPALITY OF EAST FERRIS

2.1 General Responsibilities

The Canadian Playground Safety Institute recommends that all playground owners have at least one certified playground inspector at their disposal (on staff, or through an outside agency/consultant)

The Municipality of East Ferris shall:

- A. engage others directly, where required by the Playground Equipment Inspector, to perform

the specialized services necessary to enable the inspector to carry out fully the Playground Equipment Inspector's duties. The retention of such specialized services by the Municipality of East Ferris shall be subject to the joint approval of the Municipality of East Ferris and the Playground Equipment Inspector in accordance with the municipality's procurement and purchasing policies.

- B. give the Playground Equipment Inspector the authority to act as the Municipality of East Ferris's agent in all matters falling within the scope of the Playground Equipment Inspector's services;
- C. review promptly all documentation submitted by the Playground Equipment Inspector, and inform the Playground Equipment Inspector of decisions in time for the orderly progress of the Inspector's services;
- D. arrange and make provision for the Playground Equipment Inspector's entry and access to public use playground equipment sites in the performance of the duties
- E. Designate in writing a representative to have authority to transmit instructions to, and receive information from, the Playground Equipment Inspector, and advise the inspector in advance if this representative is to be changed;
- F. notify the Playground Equipment Inspector immediately, whenever the Municipality of East Ferris becomes aware of a defect or deficiency in the public use playground equipment;
- G. perform monthly repair and/or maintenance on playground equipment.

ARTICLE 3. RESPONSIBILITIES OF THE MUNICIPALITY OF POWASSAN

3.1 General

Under this agreement, the Municipality of Powassan shall render playground equipment inspection services to the Municipality of East Ferris through the sharing of its Playground Equipment Inspector in a timely manner and with the degree of care, skill and diligence normally provided in the performance of services for similar projects to that contemplated by this agreement, at the time and place that such services are rendered. In connection with this agreement, the Playground Equipment Inspector shall be available to perform the services as included in Appendix "A" which forms part of this agreement.

3.2 Reports to Council

The Playground Equipment Inspector shall be available at their request, to attend meetings with Council or the administrative staff of the Municipality of East Ferris in order to provide updates and reports on any of the inspections being undertaken pursuant to this agreement and shall recommend and advise Council for the Municipality of East Ferris on any activities and/or any actions required to be carried out as part of these services being rendered.

ARTICLE 4. FEES AND DISBURSEMENTS

4.1 Definitions

For the purposes of this agreement, the following definitions shall apply:

"Hourly Billing Rate" is defined as the hourly rate for billing purposes for the Playground Equipment Inspector working on the various phases of the project and shall include charges for existing computers and equipment used by the inspector for the individual inspections. This rate is subject to the cost of living and merit adjustments provided by the Municipality of Powassan to its employees and will be reviewed and adjusted if necessary at the beginning of every year.

4.2 Basis of Payment

The Municipality of East Ferris shall pay the Municipality of Powassan the Playground Equipment Inspector's fee, calculated on a time basis, for that part of the services provided to the Municipality of East Ferris under this agreement. Fees shall be computed on the basis of hourly billing rates as included in Appendix "B", which forms part of this agreement.

4.3 Reimbursable Expenses

The Municipality of Powassan shall be reimbursed at cost, for all reasonable expenses the Playground Equipment Inspector incurs properly in connection with the services being provided to the Municipality of East Ferris pursuant to this agreement, including all applicable taxes.

Reimbursable expenses include, but are not limited to:

- . traveling expenses;
- . progress reports;
- . supplies and equipment;
- . pre-approved training and development expenses directly related to the shared services provided;

4.4 Applicable Sales Taxes

Applicable sales taxes comprise federal and provincial sales taxes and value-added taxes applicable to the Playground Equipment Inspector's fees or any other payments hereunder, such as the HST.

4.5 Payment

The Municipality of Powassan shall submit monthly to the Municipality of East Ferris an invoice identifying the:

- . time spent by the Playground Equipment Inspector providing services to the Municipality of East Ferris
- . hourly billing rates, reimbursable expenses, and applicable sales taxes for all services completed in the immediately preceding month.

The Municipality of East Ferris shall pay such invoice within 30 days after submission by the Municipality of Powassan.

ARTICLE 5. OTHER PROVISIONS

5.1 Address and Place of Notice

A notice required or permitted to be given by either party hereunder shall be sufficient if delivered personally or mailed by First Class Mail, Postage Prepaid or by Priority Post to the following addresses:

- a) Municipality of Powassan
P.O. Box 250
466 Main Street
POWASSAN ON P0H 1Z0
Attention: Clerk - Treasurer
- b) Municipality of East Ferris
390 Hwy. 94
Corbeil, ON P0H 1K0
Attention: CAO-Clerk or designate

5.2 Term of the Agreement

Subject to this Agreement being terminated in accordance with Subsection 1.6, this Agreement shall be effective from the 20th day of February 2018 until the 31st day of December, 2020. This Agreement may be renewed for a further term of 2 years, upon the Municipality of East Ferris giving sixty days written notice to the Municipality of Powassan on the same terms and conditions or with amended terms and conditions which shall be agreed to by both Parties.

Signed this ____ day of _____, 2018

Signed this the 20th day of February, 2018

For the Municipality of East Ferris:

For the Municipality of Powassan:

Mayor, Bill Vrebosch

Mayor, Peter McIsaac

Clerk-Treasurer, Maureen Lang

APPENDIX "A"

Services Provided

The Municipality of Powassan Playground Practitioner shall perform the following services relating to playground inspections:

1. Monthly inspections of playgrounds, from May to September of each year, within the municipal boundaries of the partnering Municipality to ensure compliance with the CSA.
2. Prepare a report of the monthly inspection and provide copies of completed inspection forms, along with recommendations if required.
3. Coordinate maintenance programs with appropriate staff. Monthly maintenance will be completed by the partnering municipality and shall include, but not limited to, tilling the protective barriers, greasing equipment, checking torque on bolts, replacing broken equipment, painting and cleaning.
4. Upon signing of Agreement meet with appropriate staff to develop inspection sheets and inspection schedules.

APPENDIX "B"
Hourly Billing Rate

Employee	Hourly Billing Rate
Playground Equipment Inspector	\$50.00 per hour



Resolution no. 2018 - _____

Date: February 6, 2018

Moved by: _____

Seconded by: _____

Whereas the Village of Burk's Falls, on behalf of regional stakeholders, is preparing to hire an economic development consultant to prepare a Regional Economic Development Plan that will encompass the entire East Parry Sound District;

And whereas the Municipality of Powassan supports economic development initiatives that benefit all municipalities in the region;

Therefore be it resolved that the council of the Municipality of Powassan support in principle the development of a Regional Economic Development Plan. Further that the Municipality recognize that this is a regionally inclusive initiative, and also recognize the Village of Burk's Falls as the Lead applicant for the project.

Carried _____

Defeated _____

Deferred _____

Lost _____

Mayor

Recorded Vote: Requested by _____

Name	Yeas	Nays	Name	Yeas	Nays
Councillor Ted Weiler			Mayor Peter McIsaac		
Councillor Markus Wand					
Councillor Roger Glabb					
Councillor Dave Britton					

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	11-1

Maureen Lang

From: DIANE TREGUNNA [trefel@rogers.com]
Sent: Monday, January 15, 2018 12:29 PM
To: Maureen Lang
Cc: South Shore Restoule Snowmobile Club
Subject: BY-LAW signing

Could I get clarification on a couple of items in the By-Law.

2.2 states gates are to be constructed by the Club designated by the Municipality. Do you have any idea the number of gates and the locations. I need to enclose this in my funding letter so can I get a cap.

2.3 states fences have to be erected at locations designated by the Municipality. Do we have locations noted already?

These were items when brought to the Club for approval were questioned.

Please let me know your answers as soon as possible I have been in contact with the surveyors, just waiting for a date from them.

Thank you for your assistance in this matter.

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	11-2

Maureen Lang

From: Ed Veldboom [eveldboom@russellchristie.com]
Sent: Monday, January 15, 2018 3:31 PM
To: Maureen Lang
Cc: Louise Foley
Subject: RE: BY-LAW signing

Maureen,

As the authority having jurisdiction over the unopened road allowance, we can install anything we feel is in the public interest. How or where it is installed may be the issue of concern. Until the road is formally closed, the gate cannot be installed to preclude public right of passage over the lands, but if it is to restrict access from a private property onto the road allowance then may be allowed provided the property has access from another roadway.

No member of the public (including a corporate entity, club) has the right to make any alteration to a road allowance without the express, written consent of the municipality. Therefore the Municipality could authorize the installation.

Yes the Municipality can authorize the gating of the road allowance but as noted above, how or where it is installed may affect the authority.

Where are the gates proposed or required?

Ed

From: Maureen Lang [mailto:MLang@powassan.net]
Sent: Monday, January 15, 2018 1:32 PM
To: Ed Veldboom <eveldboom@russellchristie.com>
Subject: FW: BY-LAW signing

Hi Ed,

A quick question. Can the Municipality put or tell the Snowmobile Club to put a gate on a road allowance? Is it allowed to gate a road allowance?

Thanks.

Maureen Lang
Clerk-Treasurer
Municipality of Powassan
ph 705-724-2813
fax 705-724-5533
mlang@powassan.net

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2017-29

Being a By-Law to enter into an agreement between the Corporation of the Municipality of Powassan and the South Shore-Restoule Snowmobile Club for use of unopened road allowance

WHEREAS the Council of the Corporation of the Municipality of Powassan deems it in the best interest of the inhabitants of the municipality to enter into an agreement with the South Shore-Restoule Snowmobile Club to permit the use of certain portions of the unopened road allowances for trail purposes.

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

1. That the attached agreement outlined as Appendix "A" between the Corporation of the Municipality of Powassan and the South Shore-Restoule Snowmobile Club be adopted.
2. That the Mayor and the Clerk be authorized to execute said agreement on behalf of the Corporation of the Municipality of Powassan.
3. That this by-law shall come into force upon its adoption.

READ a FIRST and SECOND time and considered
READ a THIRD time finally passed on December 19th, 2017.

Mayor

Clerk-Treasurer

By-law 2017-29
Appendix A

THIS AGREEMENT made this 19th day of December, 2017

BETWEEN

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
(Hereinafter referred to as the "Municipality") OF THE FIRST PART

AND

SOUTH SHORE RESTOULE SNOWMOBILE CLUB
(Hereinafter referred to as "the Club") OF THE SECOND PART

WHEREAS the Club has applied to the Municipality for permission to use certain portions of the unopened road allowances, more specifically described in Schedule "A" hereto, for the purposes of construction, maintenance and use as a snowmobile trail; and

WHEREAS the Municipality has agreed to permit the said unopened road allowances to be developed and used for the above noted snowmobile trail on the understanding that the Club will assume all responsibility for the construction, maintenance and use of the snowmobile trail and for any liability arising out of the use of the unopened road allowances.

NOW THEREFORE in consideration of the premises and the mutual covenants hereinafter contained, the parties agreed as follows:

1. Description of the Unopened Road Allowance and Lands

- 1.1. The section of unopened road allowance to which this Agreement applies is described and shown in Schedule "A" attached hereto.
- 1.2. The portion of the unopened road allowance upon which the snowmobile trail shall be constructed is shown in Schedule "A" attached hereto.

2. Permission to Construct Roadway

- 2.1. Permission: The Club, at its own costs, may construct the trail over the section of unopened road allowances described in Schedule "A", subject to the terms and condition of this Agreement.
- 2.2. Gates: The Club shall, at its own cost, erect and maintain gates at locations designated by the Municipality, to control access to the trail.
- 2.3. Fences: the Club shall, at its own cost replace and/or erect fences at locations designated by the Municipality.

- 2.4. Approvals: The Club shall be responsible for and obligated to obtain all necessary approvals for the construction and maintenance of the trail, including, but not limited to, any environmental approvals pursuant to federal and/or provincial legislation. The Municipality shall be copied on all correspondence requiring approvals and be provided with copies of all required approvals.
- 2.5. Costs: All costs related to the construction and maintenance of the unopened road allowance for use as a snowmobile trail, shall be the sole responsibility of the Club and nothing in this Agreement shall be construed to impose an obligation on the Municipality to assume the road or to accept any responsibility whatsoever for its care of use.
- 2.6. Location and Survey: The Club agrees to construct the snowmobile trail within the municipal road allowances and shall obtain a legal survey, at its own cost, showing the limits of the unopened road allowances and the location of the snowmobile trail.
- 2.7. Dimensions: The Club agrees that the snowmobile trail and any subsequent improvements thereto shall only occur within the legal limits of the sections of unopened road allowances described in Schedule "A" and shall be the width of not more than 33 feet at any point and the location of such trails shall be reviewed by the Municipality. The Club shall appoint a person known to the Municipality to maintain the gates.
- 2.8. Erection of Warning Signs: The Club shall erect signs at the approach of the unopened road allowances, which reads as follows:

THIS IS AN UNOPENED ROAD ALLOWANCE WHICH IS MAINTAINED
BY THE SOUTH SHORE RESTOULE SNOWMOBILE CLUB AND HAS
NOT BEEN ASSUMED BY THE MUNICIPALITY OF POWASSAN.

THIS TRAIL IS FOR SNOWMOBILE USE ONLY. ALL PERSONS SHALL
USE A THEIR OWN RISK.

PERSONS ENTERING UPON THIS ROAD ALLOWANCE UPON A
MOTORIZED SNOW VEHICLE MUST HAVE AN OFSC TRAIL PERMIT
AND ARE SUBJECT TO ALL RIGHTS AND OBLIGATIONS EFFECTIVE
UNDER SUCH PERMIT.

Community Safety Zone – Sign Zero Tolerance.

The signs shall be maintained in good condition by the Club.

2.9 Fees: Notwithstanding the permission set out in section 2.1. The Club may not prohibit or require any payment of the use of the road allowance or trail by the public at large, save and except for any permit fees charged to snowmobilers as authorized by the Ontario Federation of Snowmobile Clubs of Ontario (the OFSC).

2.10 Condition of the Unopened Road Allowance: The Club shall maintain the unopened road allowance and/or snowmobile trail in a condition that is safe and is reasonably consistent with the volume using the trail and road allowance.

3. Liability of the Club

3.1. Indemnification: The Club covenants and agrees to indemnify the Municipality from all claims, costs and causes of action of any nature or kind whatsoever arising out of the construction, maintenance or use of the trail and/or road allowance or in consequence of this Agreement.

3.2. Insurance Coverage: Prior to the commencement of the work which is authorized by this Agreement, the Club shall deposit with the Municipality a Certificate of Insurance with an insurance company and in a form which is satisfactory to the Municipality insuring for the joint benefit the Club and the Municipality against any liability that may arise out of the construction, maintenance or use of the trail and/or road allowance or that may accrue to the Municipality in consequence to this Agreement. The policy shall:

3.2.1. Be kept in force during the duration of this Agreement;

3.2.2. Provide coverage of at least five million dollars (\$5, 000,000.00) or such other amount as the Municipality at its discretion may require from time to time;

3.2.3. Name the Municipality as an insured party;

3.2.4. Contain a cross-liability clause; and

3.2.5. Contain an endorsement which requires the insurer to notify the Municipality at least 60 days prior to the cancellation, termination or any change to the policy for any reason.

3.3 Insurance Premiums: The Club shall, as required from time to time by the Municipality, provide proof that premiums of the insurance policy have been paid as they fall due and that the insurance policy is in full force and effect.

3.4 Claims in Excess of Coverage: The issuance of the insurance policy required by this Agreement shall not be construed to relieve the Club in any way from its responsibility for any claims for which they are liable or against which they have indemnified the Municipality that may exceed the amount of the insurance coverage.

4. Termination of Agreement

4.1. Permission may be Withdrawn: The Municipality may at any time withdraw the permission to use or maintain the trail and/or road allowance if the Club is in breach of any of the terms of this Agreement or if the Municipality, in its sole discretion, deems that the unopened road allowances over which the trail passes is required for general public purposes or that it is in the best interests of the public to do so.

4.2. Road may be closed: Notwithstanding the terms of this Agreement, if the Municipality at any time deems it in the best interests of the Municipality to close and sell this road allowance then the Municipality may proceed with a Road Closing and Sale By-law pursuant to the provisions of the Municipal Act, 2001, of Ontario.

5. Non Assignment

The Club may not assign its rights and obligations under this Agreement without the express prior written consent of the Municipality.

6. General

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.

Dated this 19th day of December, 2017

The Corporation of the Municipality of Powassan

Mayor

Clerk-Treasurer

Dated this 19th day of December, 2017

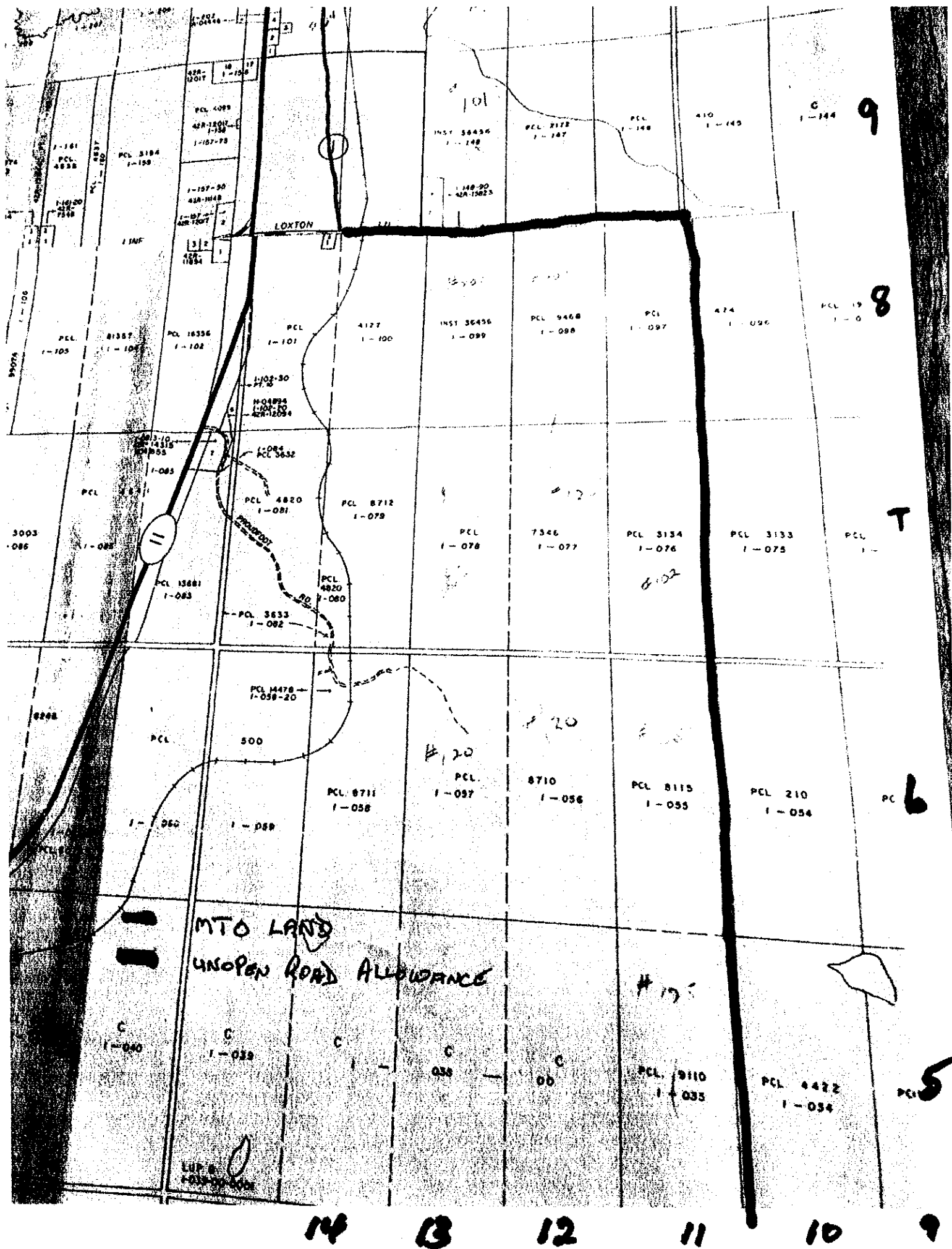
South Shore Restoule Snowmobile Club

President
(I have authority to bind the corporation)

By-law 2017-29
Schedule "A" to Agreement

Land Permissions as follows:

1. Portion of the unopened road allowance east of Loxton Line between Concession 8 and Concession 9, travelling between Lots 11, 12, and 13 then South between Lots 10 and 11, Concession 5, 6, 7 and 8 as per map.



2018 FONOM-MMA

Northeastern Municipal Conference

Hosted by the Town of Parry Sound

Leading the Way Through Innovation

Dates: May 9th - 11th, 2018

Location: Charles W. Stockey Centre for the Performing Arts
2 Bay Street, Parry Sound, Ontario

Preparations have begun for the upcoming 2018 FONOM-MMA Northeastern Municipal Conference. This annual joint conference is the perfect opportunity to gain valuable insight into various municipal issues while reconnecting with municipal colleagues from across Northeastern Ontario.

Conference Highlights Include:

- Information and insight on topical municipal issues
- Sessions focused on sharing municipal leading practices
- Banquet Dinner and Entertainment
- Annual Awards Presentation
- Annual FONOM Business Meeting
- Companion Program

For additional details regarding venues, registration, accommodations and other local information, please visit: www.parrysound.ca/fonom-mma

For all other conference inquiries, please contact:

Jessie Langford
Administrative Assistant
Development & Leisure Services
T: 705-746-2101 x 225
E: jiangford@townofparrysound.com

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	12-1

RECEIVED

7. DONATION / CONTRIBUTION APPLICATION

Name of Organization		Registered Charity # if applicable	
Powassan Agricultural Society		896102886RR0001	
Address: 55 FAIR VIEW LANE Powassan			
Mailing address if different: POX 147			
Contact Name		Position within Organization	
Alisha Jondreau		Secretary	
Contact No. (705)	Email:		
705 845 9277	alisha.jondreau@hotmail.com		
List of Current Executive (name/position)		Contact No.	
1. Jim Hilton - President		492-2811	
2. Wanda Aultman - Treasurer		724-3141	
3. Monika Gibbings 1st Vice		724-3190	
4. Klaus Wand 2nd Vice		724-2314	
Statement of Goals and Objectives of your Organization:			
Promote awareness of agriculture & enrich rural lifestyle			
Benefit of Donation or Contribution Requested:			
Youth attractions at fall fair / prize money for exhibits			
Donation or Contribution Request: If Municipal Resource must include date/time/hours			
Monetary (Cash) Request Maximum of \$500.00			
Has your Organization requested assistance in the past? (Y/N)			
If yes amount requested: \$500.00 Amount received: \$500.00			
Is your Organization requesting assistance from others (local groups/provincially): (Y/N)			
If yes whom: Knights of Columbus			
amount requested: 200.00 Amount received: 200.00			
Signature		Date	
Isabel Joppa		Jan 19/18	

Passed: Council meeting of2011 Resolution no. 2011-

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	12-3

Maureen Lang

From: Josh Gravelle [JGravelle@ocwa.com]
Sent: Wednesday, January 17, 2018 9:38 AM
To: Maureen Lang
Cc: Paul Dyrda; Yvan Rondeau; Alimpic, Vesna (MOECC)
Subject: Powassan DWS - 2017 Annual Water Report
Attachments: Powassan DWS - 2017 Annual Water Report .pdf

Good afternoon Maureen,

Please find attached the 2017 Annual/Summary Report for the Powassan Drinking Water System. The Annual Report is prepared in accordance with Section 11 of Ontario Regulation 170/03 under the Safe Drinking Water Act. This report is to be submitted to the facility owner by February 28th of each year for the preceding calendar year. The Summary Report is prepared in accordance with Schedule 22 of O. Reg. 170/03 and is to be completed no later than March 31st of each year. These reports were prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Municipality of Powassan and are based on information kept on record by OCWA.

Please note that any Provincial Officers Orders or Non-Compliance issues that you have received directly from the MOECC should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the report, then we recommend that this information be added to the report.

After your review and inclusion of any additional information, this report is to be provided to the Council members representing the Municipality of Powassan before March 31, 2017. Please ensure this distribution. OCWA requests a copy of council's resolution for auditing and inspection purposes. Please fax to (705) 567-7974 or scan to jgravelle@ocwa.com.

Section 12 of O. Reg. 170/03 requires that both the Annual Report and Municipal Summary Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the Municipal office and the public should be notified that the reports are available for their inspection at this location.

A hardcopy of this report can be made available upon request.

If you have any questions or concerns, please do not hesitate to contact me at (705) 568-7000.

Kind regards,
Ontario Clean Water Agency

Joshua Gravelle
Process and Compliance Technician
North Eastern Ontario Hub
Ontario Clean Water Agency
Fax: 705-567-7974
Cell: 705-568-7000
Email: jgravelle@ocwa.com

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	12.4



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

31 Station Rd. N
Kirkland Lake, ON P2N 3J5
Tel: 705 567 3955
Fax: 705 567 7974
www.ocwa.com

January 17, 2018

Clerk-Treasurer Maureen Lang and Council
The Corporation of the Municipality of Powassan
466 Main Street
Powassan, ON P0H 1Z0

Re: 2017 Annual/Summary Report for the Powassan Drinking Water System

Dear Maureen Lang and Council:

Ontario's Drinking-Water Systems Regulation (O. Reg. 170/03), made under the *Safe Drinking Water Act in 2002*, requires that the owner of a drinking water system prepare an Annual Report and an Annual Summary Report of the operation of the system and the quality of its water.

Annual Report

The annual report must cover the period of January 1st to December 31st in a year and must be prepared not later than February 28th of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2017 Annual Report for the Powassan Drinking Water System.

In accordance with Section 11 (6), the annual report must:

- (a) contain a brief description of the drinking-water system, including a list of water treatment chemicals used by the system during the period covered by the report;
- (b) summarize any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report;
- (c) summarize the results of tests required under the Regulation, or an approval or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;
- (d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;
- (e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment; and
- (f) if the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4) O. Reg. 170/03, s. 11 (6).

In addition, Section 11 (7) gives the direction that a copy of an annual report for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the office of the municipality, or at a location that is accessible to the users of the water system.

Summary Report

The annual summary report must cover the period of January 1st to December 31st in a year and must be prepared not later than March 31st of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2017 Annual Summary for the Powassan Drinking Water System.

As required in *Schedule 22, Summary Reports for Municipalities*, the annual summary must:

- (2) (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
 - (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.
- (3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:
 1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
 2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

In addition, Section 12 (1) – 4 – gives the direction that a copy of the annual summary for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the office of the municipality, or at a location that is accessible to the users of the water system.

These reports were prepared by the Ontario Clean Water Agency on behalf of the Municipality of Powassan and are based on information kept on record by OCWA at the Powassan WTP. The reports cover the period January 1st to December 31st 2017.

Please note that any Provincial Officers Orders or non-compliance issues that you have received directly from the MOE should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the attached 2017 Annual/Summary Report, then we recommend that this information be added to the report.

After your review and inclusion of any additional information, this report is to be provided to the Council members representing the Municipality of Powassan before March 31, 2018. Please ensure this distribution.

Yours truly,
Ontario Clean Water Agency

Joshua Gravelle
Process and Compliance Technician

Copy to: Vesna Alimpic, Drinking Water Inspector, Ministry of the Environment and Climate Change



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Powassan Drinking Water System

2017 ANNUAL/SUMMARY REPORT

Prepared by the Ontario Clean Water Agency
on behalf of the Municipality of Powassan



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INTRODUCTION

Municipalities throughout Ontario have been required to comply with Ontario Regulation 170/03 made under the Safe Drinking Water Act (SDWA) since June 2003. The Act was enacted following recommendations made by Commissioner O'Conner after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking water systems. O. Reg. 170/03 regulates drinking water testing, use of licensed laboratories, treatment requirements and reporting requirements.

Section 11 of Regulation 170/03 requires the owner to produce an Annual Report. This report must include the following:

1. Description of system & chemical(s) used
2. Summary of any adverse water quality reports and corrective actions
3. Summary of all required testing
4. Description of any major expenses incurred to install, repair or replace equipment

This annual report must be completed by February 28th of each year.

Section 22 of the regulation also requires a Summary Report which must be presented & accepted by Council by March 31st of each year for the preceding calendar year.

The report must list the requirements of the Act, its regulations, the system's Drinking Water Works Permit (DWWP), Municipal Drinking Water Licence (MDWL), Certificate of Approval (if applicable), and any Provincial Officer Order the system failed to meet during the reporting period. The report must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

The Safe Drinking Water Act (2002) and the drinking water regulations can be viewed at the following website: <http://www.e-laws.gov.on.ca>.

To enable the Owner to assess the rated capacity of their system to meet existing and future planned water uses, the following information is also required in the report.

1. A summary of the quantities and flow rates of water supplied during the reporting period, including the monthly average and the maximum daily flows,
2. A comparison of the summary to the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water licence or a written agreement if the system is receiving all its water from another system under an agreement.

The reports have been prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Owner and presented to council as the 2017 Annual/Summary Report.



Powassan Drinking Water System

Section 11

2017 ANNUAL REPORT



Section 11 - ANNUAL REPORT

1.0 Introduction

Drinking-Water System Name: POWASSAN DRINKING WATER SYSTEM
Drinking-Water System No.: 220000576
Drinking-Water System Owner: The Corporation of the Municipality of Powassan
Drinking-Water System Category: Large Municipal, Residential System
Period being reported: January 1, 2017 to December 31, 2017

Does your Drinking Water System serve more than 10,000 people? No

Is your annual report available to the public at no charge on a web site on the Internet? No

Location where Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Powassan Municipal Office
466 Main Street
Powassan Ontario

Drinking Water Systems that receive drinking water from the Powassan Drinking Water System

The Powassan Drinking Water System provides all drinking water to the community of Powassan.

The Annual Report was not provided to any other Drinking Water System Owners.

The Ontario Clean Water Agency prepared the 2017 Annual/Summary Report for the Powassan Drinking Water System and provided a copy to the system owner; the Township of Powassan. The Powassan Drinking Water System is a stand-alone system that does not receive water from or send water to another system.

Notification to system users that the Annual Report is available for viewing is accomplished through:

- A notice via an annual community newsletter that is sent to every resident and via a notification included on the municipal utility billing.
- System analysis and reports available in the water System Information Binder available for the public to review at the municipal office.



2.0 Powassan Drinking Water System (DWS No. 220000576)

The Powassan Drinking Water System is owned by the Corporation of the Municipality of Powassan and consists of a Class 1 water treatment subsystem and a Class 1 water distribution subsystem. The Ontario Clean Water Agency (OCWA) is designated the Overall Responsible Operator for both the water supply and water distribution facilities.

Raw Water Supply

The Municipality of Powassan municipal water system is a ground water system supplied by two (2) municipal drilled wells. The well operating pressures are controlled by pressure reducing valves in the adjacent pump house and are compatible with the top water level (TWL) of the in-ground reservoir of 310 meters (m) above sea level (A.S.L.) (elevation 1017 feet A.S.L.)

Well #1, constructed in 1981 and upgraded in 2003, consists of a 150 millimeter (mm) diameter steel casing, 23.1 m deep drilled production well including 3.8 m of screen across a coarse sand and gravel from approximately 23.1 m to 19.2 m, Well Pump No.1 is a 19 kilowatt (kW), 3 phase, 60 Hertz (Hz), 575 Volt, 25 horsepower (HP) Grundfos Submersible Pump Model 230s250-8B with the capacity of 15.2 litres per second (L/s) or 1,313 cubic meters per day (m^3/d) at a total dynamic head (TDH) of 92.2 m. The well is capped, and a monitoring well is located 5 m south of well #1, which is protected by a vertical 0.45 m diameter corrugated steel pipe around the well casing and standing 1.2 m above the ground. Well No. 1 is operated at 15.2 L/s at an operating pressure of 650 kilopascals (kPa). Well #1 is located about 75 m South of Well #2.

Well #2, constructed in 1983, consists of a 300 mm diameter screened well, screened across a sand and gravel interval from approximately 11.0 to 18.5 m, pump is 22.4 kW, 3 phase, 60 Hertz, 575 Volt, Well Pump no. 2 is a 22.4 kW, 3 phase, 60 Hertz, 575 Volt, 30 HP Grundfos Submersible Pump (installed new in 2002), Model 230s300-9 with the capacity of 15.2 L/s or 1,313 m^3/d at a TDH of 92.2 m. The well casing was raised 2 m in 2003 and furnished with a pit less adapter and locked down insect proof vented cap. A 0.15 m diameter test well is located approximately 3 m east of well #2. Well No. 2 is operated at 15.2 L/s at an operating pressure of 650 kPa. Well #2 is situated about 30 metres from Genesee Creek within the Genesee Creek floodplain.

Water Treatment

The water treatment facility was originally constructed in 1981 and upgraded in 2003 to meet new regulatory requirements. In April 2009 a newly constructed 1278 m^3 in ground water storage reservoir was put into service to replace the aged 900 m^3 (1955) steel standpipe. The treatment process at the Powassan Well Supply is comprised of primary and secondary disinfection by dosing with sodium hypochlorite. The pump house building contains the process piping, flow meters and treated water sample points, the sodium hypochlorite disinfection feed system, process monitoring instrumentation, standby pumping system controls, electrical system and all associated appurtenances. A 49 m length of 600 mm serpentine pipe is installed below grade at the well/pump house to provide a minimum 15 minutes of disinfection contact time determined at maximum design flow and before the first consumer. The disinfection system is comprised of two sodium hypochlorite metering pumps, with a maximum capacity of 3.13 litres per hour (L/hr) at 690 kPa, with automatic switchover controls, and two 160 litre (L) storage tanks (one duty & one standby) with secondary spill containment.



Water Storage and Pumping Capabilities

An in-ground reservoir constructed in 2008-09 is located approximately 60 m east from Big Bend Avenue at the end of McRae Drive was brought on-line in April 2009. The reservoir is an interconnected dual cell reservoir; each sized approximately 9.3 m x 13 m x 5.5 m water depth with a total capacity of 1,278 m³. Each cell is equipped with an inlet/outlet level sensor and a 300 mm diameter emergency overflow pipe; a 3.8 m x 4 m in-ground valve chamber. A prefabricated rechlorination building is located on top of the valve chamber and houses one (1) 100 L sodium hypochlorite storage tank with secondary containment and two (2) chemical metering pumps (duty and standby) each rated at 1.4 L/hr available to inject sodium hypochlorite into the reservoir outlet line (on demand) when required. An on-line chlorine residual analyzer is provided to sample water from the reservoir outlet line. The reservoir is operated and controlled based on water demand/pressure in the distribution system.

Emergency Power

Standby power in the event of a power interruption is supplied by a 65 kW/81 thousand volt amps (KVA), 347/600/3PH/60 Hz, diesel generator set with an automatic transfer switch in an external pad mounted weatherproof acoustical enclosure equipped with a double walled fuel tank in the sub base.

Distribution System

The Powassan Drinking Water System is categorized as a Large Municipal Residential Drinking Water System and serves an estimated population of 1000 residents. The distribution system consists of approximately 10.8 kilometers (km) of water mains made up of cast iron and polyvinyl chloride (PVC) piping ranging in size from 100 mm to 200 mm in diameter. Approximately 2.1 km of 250 mm diameter water main is installed in conjunction with the in-ground storage reservoir. The distribution system undergoes routine flushing twice a year, in the spring and in the fall.

3.0 List of Water Treatment Chemicals Used Over the Reporting Period

The following chemicals were used in the treatment process at the Powassan Water Treatment Plant.

- Sodium hypochlorite – Disinfection

4.0 Significant Expenses Incurred in the Drinking Water System

OCWA is committed to maintaining the assets of the drinking water system and maintains a program of scheduled inspection and maintenance activities using a computerized Work Management System (WMS). OCWA implemented a new Workplace Management System (Maximo) in 2015 which better maintains and optimizes facility assets. All routine maintenance activities conducted at the water treatment plant were accomplished in 2017.

Significant expenses incurred in the drinking water system include:

- New heater units installed at well house.
- Replacement 4 inch blow-off valve installed.
- Installed new light emitting diode (LED) lighting inside well house.



- Electrical receptacle for dehumidifier installed.
- Well house bypass diffuser fabricated.
- Electrical breakers for dehumidifier receptacle installed.
- Milltronics transducer and transmitter replaced at Powassan reservoir after lightning damage.
- Radio equipment repaired at well house and reservoir after lightning damage.
- Hydrant repairs completed at 387 Elm St. and 387 Main St.
- Electrical breaker installed for outdoor safety light at the well house.
- Outdoor LED lighting installed to provide visibility for operators responding at night.

5.0 Drinking Water System Highlights

- The Ministry of the Environment and Climate Change (MOECC) performed an annual inspection on November 28, 2017. The inspection included a physical assessment of the Powassan water treatment plant and a document review. The system received a risk rating of 0.00% and a final inspection rating of 100%.
- SAI Global conducted a 12 Month Surveillance audit of the Powassan Drinking Water System's Quality and Environmental Management System (QEMS). The system and processes associated with the QEMS were evaluated on April 4, 2017 to ensure implementation of the Operational Plan and procedures and conformance to the Drinking Water Quality Management Standard. Zero (0) non-conformances and one (1) opportunities for improvement were identified during the audit and have been resolved. Re-accreditation was achieved on April 21, 2016.
- Lightning strike damaged equipment at the reservoir. Communication radios, level transducer and transmitter were all inoperable. Plant had to be operated in manual mode. MOECC notified of abnormal facility operation. Equipment repaired and plant returned to normal operations.

6.0 Details on Notices of Adverse Test Results and Other Problems Reported to & Submitted to the Spills Action Center

Based on information kept on record by OCWA, the Powassan Drinking Water System was in full compliance in 2017 with no adverse water quality incidents reported to the MOE's Spills Action Centre.



7.0 Microbiological Testing Performed During the Reporting Period

Summary of Microbiological Data

Sample Type	# of Samples	Range of <i>E. coli</i> Results (min to max)	Range of Total Coliform Results (min to max)	# of HPC Samples	Range of HPC Results (min to max)
Raw (Well No. 1)	52	0 to 0	0 to 0	0	N/A
Raw (Well No. 2)	52	0 to 0	0 to 0	0	N/A
Treated	55	0 to 0	0 to 0	54	0 to 2
Distribution	161	0 to 0	0 to 0	55	0 to 4

Maximum Allowable Concentration (MAC) for *E. coli* = 0 Counts/100 mL

MAC for Total Coliforms = 0 Counts/100 mL

"<" denotes less than the laboratory's method detection limit.

Notes: One microbiological sample is collected and tested each week from the raw (each well) and treated water supply. A total of three microbiological samples are collected and tested each week from the Powassan distribution system.

Refer to *Appendix A* for a monthly summary of microbiological test results.

8.0 Operational Testing Performed During the Reporting Period

Summary of Raw Water Turbidity Data

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure
Turbidity (Well No. 1)	16	0.06 to 1.71	NTU
Turbidity (Well No. 2)	16	0.07 to 1.73	

Continuous Monitoring in the Treatment Process

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	8760	0.671 to 2.869	mg/L	CT*

Notes: For continuous monitors 8760 is used as the number of samples.

CT is the concentration of chlorine in the water times the time of contact that the chlorine has with the water. It is used to demonstrate the level of disinfection treatment in the water. CT calculations are performed for the Powassan water plant if the free chlorine residual level drops below 0.45 mg/L to ensure primary disinfection is achieved.

Summary of Chlorine Residual Data in the Distribution System

Parameter	No. of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	366	0.50 to 2.15	mg/L	0.05

Note: A total of seven operational checks for chlorine residual in the distribution system are collected each week. Four (4) samples are tested one day and three (3) on a second day. The sample sets are collected at least 48-hours apart and samples collected on the same day are from different locations.

Refer to *Appendix B* for a monthly summary of the above operational data.

**Summary of Nitrate & Nitrite Data** (sampled at the water treatment plant)

Date of Sample	Nitrate Result Value	Nitrite Result Value	Unit of Measure	Exceedance
January 26	0.588	< 0.003	mg/L	No
April 24	0.965	< 0.003	mg/L	No
July 12	1.01	< 0.003	mg/L	No
October 19	0.999	< 0.003	mg/L	No

Maximum Allowable Concentration (MAC) for Nitrate = 10 mg/L

MAC for Nitrite = 1 mg/L

Summary of Total Trihalomethane Data (sampled in the distribution system)

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 26	3.0	ug/L	3.45	No
April 24	2.0			
July 12	4.2			
October 19	4.6			

Maximum Allowable Concentration (MAC) for Total Trihalomethanes = 100 ug/L (Four Quarter Running Average)

Summary of Total Haloacetic Acids Data (sampled in the distribution system)

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 26	<5.3	ug/L	<5.3	No
April 24	<5.3			
July 12	<5.3			
October 19	<5.3			

Summary of Most Recent Lead Data under Schedule 15.1

(applicable to the following drinking water systems; large municipal residential systems, small, municipal residential systems, and non-municipal year-round residential systems)

The Powassan Drinking Water System was eligible to follow the "Exemption from Plumbing Sampling" as described in section 15.1-5(9) and 15.1-5(10) of Schedule 15.1 of Ontario Regulation 170/03. The exemption applies to a drinking water system if, in two consecutive periods at reduced sampling, not more than 10% of all samples from plumbing exceed the maximum allowable concentration (MAC) of 10 ug/L for lead. As such, the system was required to test for total alkalinity and pH in one distribution sample collected during the periods of December 15 to April 15 (winter period) and June 15 to October 15 (summer period). This testing is required in every 12-month period with lead testing in every third 12-month period.

Two rounds of lead, alkalinity and pH testing were carried out on April 11th and July 20th of 2017. Results are summarized in the table below.

**Summary of Lead, pH & Alkalinity Data** (sampled in the distribution system)

Date of Sample	# of Samples	Sample Location	Lead (ug/L)	Field pH	Alkalinity (mg/L)
April 11	1	Hydrant at 290 Edward Street	0.13	7.04	93
April 11	1	Hydrant at 30 Valleyview	0.18	6.98	91
July 20	1	Hydrant at 290 Edward Street	0.16	7.12	90
July 20	1	Hydrant at 30 Valleyview	0.60	7.43	97

Most Recent Schedule 23 Inorganic Data Tested at the Water Treatment Plant

Parameter	Result Value	Unit of Measure	Standard	Exceedance
Antimony	<MDL 0.02	ug/L	6	No
Arsenic	<MDL 0.2	ug/L	25	No
Barium	92.6	ug/L	1000	No
Boron	15.8	ug/L	5000	No
Cadmium	0.003	ug/L	5	No
Chromium	0.39	ug/L	50	No
Mercury	0.01	ug/L	1	No
Selenium	<MDL 1.0	ug/L	10	No
Uranium	0.547	ug/L	20	No

Note: Sample required every 36 months (sample date = Jan. 26, 2015). Next sampling scheduled for January 2018.

Most Recent Schedule 24 Organic Data Tested at the Water Treatment Plant

Parameter	Result Value	Unit of Measure	Standard	Exceedance
Alachlor	<MDL 0.02	ug/L	5	No
Aldicarb	<MDL 0.01	ug/L	9	No
Aldrin + Dieldrin	<MDL 0.01	ug/L	0.7	No
Atrazine + N-dealkylated metabolites	<MDL 0.01	ug/L	5	No
Azinphos-methyl	<MDL 0.02	ug/L	20	No
Bendiocarb	<MDL 0.01	ug/L	40	No
Benzene	<MDL 0.32	ug/L	5	No
Benzo(a)pyrene	<MDL 0.004	ug/L	0.01	No
Bromoxynil	<MDL 0.33	ug/L	5	No
Carbaryl	<MDL 0.01	ug/L	90	No
Carbofuran	<MDL 0.01	ug/L	90	No
Carbon Tetrachloride	<MDL 0.16	ug/L	5	No
Chlordane (Total)	<MDL 0.01	ug/L	7	No
Chlorpyrifos	<MDL 0.02	ug/L	90	No
Cyanazine	<MDL 0.03	ug/L	10	No
Diazinon	<MDL 0.02	ug/L	20	No
Dicamba	<MDL 0.2	ug/L	120	No

**Most Recent Schedule 24 Organic Data Tested at the Water Treatment Plant**

Parameter	Result Value	Unit of Measure	Standard	Exceedance
1,2-Dichlorobenzene	<MDL 0.41	ug/L	200	No
1,4-Dichlorobenzene	<MDL 0.36	ug/L	5	No
Dichlorodiphenyl trichloroethane (DDT) + metabolites	<MDL 0.01	ug/L	30	No
1,2-Dichloroethane	<MDL 0.35	ug/L	5	No
1,1-Dichloroethylene (vinylidene chloride)	<MDL 0.33	ug/L	14	No
Dichloromethane	<MDL 0.35	ug/L	50	No
2,4-Dichlorophenol	<MDL 0.15	ug/L	900	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	<MDL 0.19	ug/L	100	No
Diclofop-methyl	<MDL 0.40	ug/L	9	No
Dimethoate	<MDL 0.03	ug/L	20	No
Dinoseb	<MDL 0.36	ug/L	10	No
Diquat	<MDL 1.0	ug/L	70	No
Diuron	<MDL 0.03	ug/L	150	No
Glyphosate	<MDL 1.0	ug/L	280	No
Heptachlor + Heptachlor Epoxide	<MDL 0.01	ug/L	3	No
Lindane (Total)	<MDL 0.01	ug/L	4	No
Malathion	<MDL 0.02	ug/L	190	No
Methoxychlor	<MDL 0.01	ug/L	900	No
Metolachlor	<MDL 0.01	ug/L	50	No
Metribuzin	<MDL 0.02	ug/L	80	No
Monochlorobenzene	<MDL 0.3	ug/L	80	No
Paraquat	<MDL 1.0	ug/L	10	No
Parathion	<MDL 0.02	ug/L	50	No
Pentachlorophenol	<MDL 0.15	ug/L	60	No
Phorate	<MDL 0.01	ug/L	2	No
Picloram	<MDL 1.0	ug/L	190	No
Polychlorinated Biphenyls (PCB)	<MDL 0.04	ug/L	3	No
Prometryne	<MDL 0.03	ug/L	1	No
Simazine	<MDL 0.01	ug/L	10	No
Temephos	<MDL 0.01	ug/L	280	No
Terbufos	<MDL 0.01	ug/L	1	No
Tetrachloroethylene	<MDL 0.35	ug/L	30	No
2,3,4,6-Tetrachlorophenol	<MDL 0.2	ug/L	100	No
Triallate	<MDL 0.01	ug/L	230	No
Trichloroethylene	<MDL 0.44	ug/L	5	No
2,4,6-Trichlorophenol	<MDL 0.25	ug/L	5	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	<MDL 0.22	ug/L	280	No
Trifluralin	<MDL 0.02	ug/L	45	No



Most Recent Schedule 24 Organic Data Tested at the Water Treatment Plant

Parameter	Result Value	Unit of Measure	Standard	Exceedance
Vinyl Chloride	<MDL 0.17	ug/L	2	No

Note: Sample required every 36 months (sample date = Jan. 26, 2015). Next sampling scheduled for January 2018.

Inorganic or Organic Test Results that Exceeded Half the Standard Prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.

No inorganic or organic parameter(s) listed in Schedule 23 and 24 of Ontario Regulation 170/03 exceeded half the standard found in Schedule 2 of the Ontario Drinking Water Standard (O. Reg. 169/03) during the reporting period.

Most Recent Sodium Data Sampled at the Water Treatment Plant

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
February 27, 2017	1	9.35	mg/L	20	No

Note: Sample required every 60 months. Next sampling scheduled for February 2022.

Most Recent Fluoride Data Sampled at the Water Treatment Plant

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 20, 2014	1	0.25	mg/L	1.5	No

Note: Sample required every 60 months. Next sampling scheduled for January 2019.

Summary of Additional Testing Performed in Accordance with a Legal Instrument.

No additional sampling and testing was required for the Powassan Drinking Water System during the 2017 reporting period.



Powassan Drinking Water System

Schedule 22

2017 SUMMARY REPORT

FOR MUNICIPALITIES



Schedule 22 - SUMMARY REPORTS FOR MUNICIPALITIES

1.0 Introduction

Drinking-Water System Name:	POWASSAN DRINKING WATER SYSTEM
Municipal Drinking Water Licence (MDWL) No.:	266-101-2 (issued April 18, 2016)
Drinking Water Work Permit (DWWP) No.:	266-201-2 (issued April 18, 2016)
Permit to Take Water (PTTW) No.:	7346-8VFJKR (issued June 21, 2012)
Period being reported:	January 1, 2017 to December 31, 2017

2.0 Requirements the System Failed to Meet

There was no incidence where OCWA was required to report an Adverse Water Quality Incident and no incidences of non-compliance.

3.0 Summary of Quantities and Flow Rates

Flow Monitoring

MDWL No. 266-101 requires the owner to install a sufficient number of flow measuring devices to permit the continuous measurement and recording of:

- the flow rate and daily volume of treated water that flows from the treatment subsystem the distribution system, and
- the flow rate and daily volume of water that flows into the treatment subsystem.

The flow monitoring equipment identified in the MDWL is present and operating as required. The flow meter is calibrated on an annual basis as specified in the manufacturers' instructions.

Water Usage

The following water usage tables summarize the quantities and flow rates of water taken and produced during the 2017 reporting period, including total monthly volumes, average monthly volumes, maximum monthly volumes, and maximum flow rates.



Raw Water

2017 - Monthly Summary of Water Takings from the Source (Well #1)

Regulated by Permit to Take Water (PTTW) #7346-8VFJKR, issued June 21, 2012

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	5802	5269	5958	5505	6005	6044	6322	5940	5948	6288	6176	6333	71590
Average Volume (m ³ /d)	187	188	192	184	194	201	204	192	198	203	206	204	196
Maximum Volume (m ³ /d)	319	261	275	497	288	390	366	265	286	255	279	269	497
PTTW- Maximum Allowable Volume (m ³ /day)	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313
Maximum Flow Rate (L/min)	901	897	893	898	899	893	893	892	892	898	898	897	901
PTTW- Maximum Allowable Flow Rate (L/min)	912	912	912	912	912	912	912	912	912	912	912	912	912

2017 - Monthly Summary of Water Takings from the Source (Well #2)

Regulated by Permit to Take Water (PTTW) #7346-8VFJKR, issued June 21, 2012

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	6373	5327	5608	6494	5710	6032	6161	5891	6306	5970	5844	5921	71636
Average Volume (m ³ /d)	206	190	181	216	184	201	199	190	210	193	195	191	196
Maximum Volume (m ³ /d)	367	269	242	380	287	366	326	244	532	254	254	298	532
PTTW- Maximum Allowable Volume (m ³ /day)	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313
Maximum Flow Rate (L/min)	877	890	877	875	886	887	874	886	880	880	878	898	898
PTTW- Maximum Allowable Flow Rate (L/min)	912	912	912	912	912	912	912	912	912	912	912	912	912

2017 - Monthly Summary of Combined Water Takings from the Source (Well#1 and Well #2)

Regulated by Permit to Take Water (PTTW) #7346-8VFJKR, issued June 21, 2012

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	12175	10596	11566	11999	11714	12076	12483	11831	12253	12257	12021	12255	143226
Average Volume (m ³ /d)	393	378	373	400	378	403	403	382	408	395	401	395	392
Maximum Volume (m ³ /d)	472	424	425	636	519	649	520	455	692	441	490	492	692
PTTW- Maximum Allowable Volume (m ³ /day)	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313

The system's Permit to Take Water #7346-8VFJKR, allows the Municipality to withdraw water at the following rates:

Well No. 1: 1313.28 m³/day / 912 L/minute

Well No. 2: 1313.28 m³/day / 912 L/minute

Total Combined Daily Volume: 1313.28 m³/day

The system's Permit to Take Water #7346-8VFJKR allows the municipality to withdraw a maximum volume of 1313.28 cubic meters from each well each day with a maximum of 1313.28 cubic meters per day combined. A review of the raw water flow data indicates that



the system never exceeded this allowable limit having a maximum volume of 692 m³ in September 2017. The Permit also allows a maximum flow rate of 912 L/minute. At no point during the reporting period did the system exceed this rate having a maximum recorded flow of 901 L/minute in January 2017.

Treated Water

2017 - Monthly Summary of Treated Water Supplied to the Distribution System

Regulated by Municipal Drinking Water Licence (MDWL) #266-101 - Issue 2, issued April 18, 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	12175	10596	11566	11999	11714	12076	12483	11831	12253	12257	12021	12255	143226
Average Volume (m ³ /d)	393	378	373	400	378	403	403	382	408	395	401	395	392
Maximum Volume (m ³ /d)	472	424	425	636	519	649	520	455	692	441	490	492	692
MDWL - Rated Capacity (m ³ /day)	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313	1313

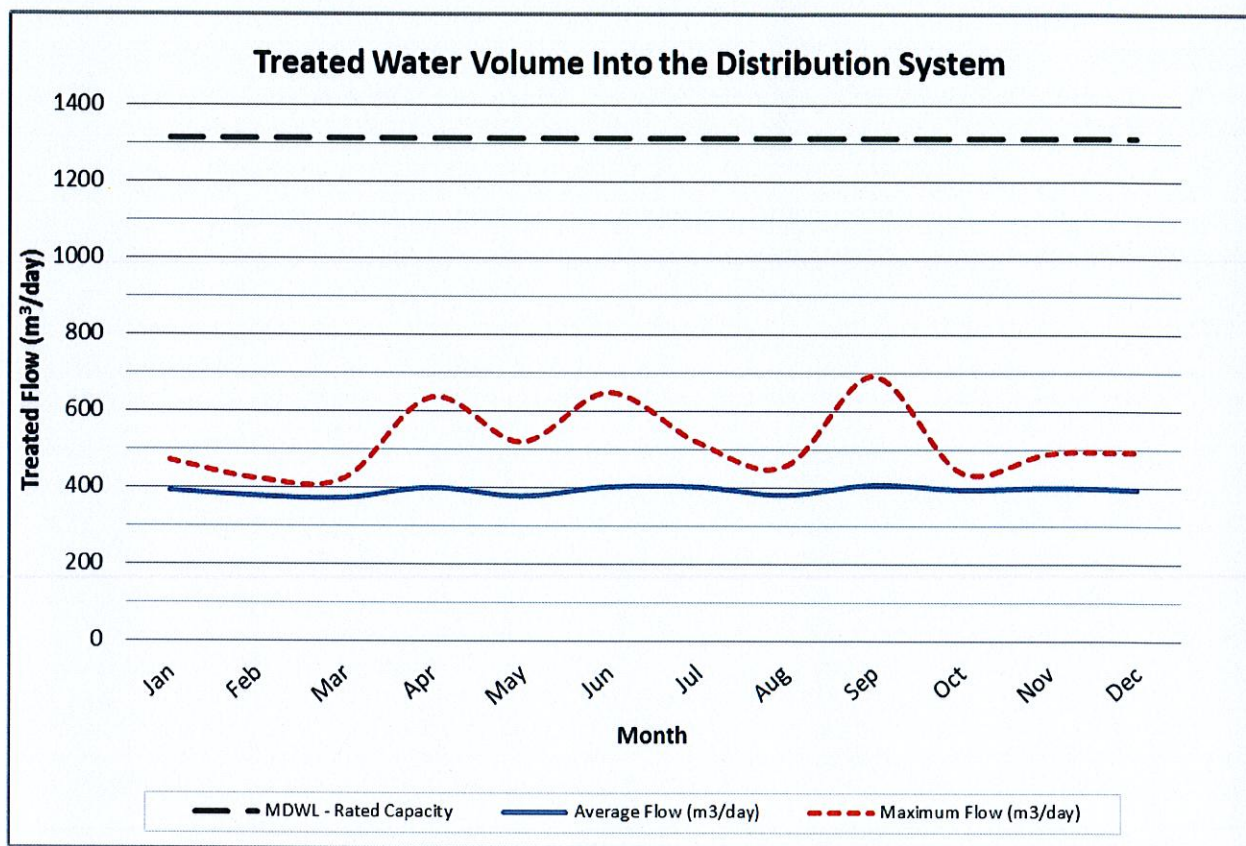
Schedule C, Section 1.1 of MDWL No. 266-101 states that the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed a maximum flow rate of 1313 m³/day. The Powassan DWS complied with this limit having a recorded maximum volume of 692 m³ in September 2017, which is 52.7% of the rated capacity.

Figure 1 compares the average and maximum flow rates into the distribution system to the rated capacity of the system identified in the MDWL. This information enables the Owner to assess the system's existing and future planned water usage needs.

Comparison of the Flow Summary to the Systems Licence & Permit

Rated Capacity of the Plant (MDWL)	1313 m ³ /day	
Average Daily Flow for 2017	392 m ³ /day	29.9% of the rated capacity
Maximum Daily Flow for 2017	692 m ³ /day	52.7% of the rated capacity
Total Treated Water Produced in 2017	143,226 m ³	

The Powassan water treatment plant is rated to produce 1313 cubic meters of water per day as specified in the system's Municipal Drinking Water Licence. The average daily flow was 392 m³ per day, which is 29.9% of the rated capacity. This information clearly shows that the plant is well within its rated capacity and is able to meet current demands of consumers.



CONCLUSION

In 2017, the Powassan drinking water system (DWS) provided safe and reliable drinking water to the community of Powassan. The system complied with the regulatory requirements of the Safe Drinking Water Act and its Regulations and met the terms and conditions outlined in its site specific drinking water works permit and municipal drinking water licence having no incidents of non-compliance during the reporting period. Zero non-compliance items were identified during the annual MOECC inspection on November 28, 2017. Furthermore, the Powassan Drinking Water System was in full compliance in 2017 with no adverse water quality incidents reported to the MOE's Spills Action Centre.



APPENDIX A

Monthly Summary of Microbiological Test Results

Powassan Drinking Water System
Monthly Microbiological Results
From: 01/01/2017 to 31/12/2017

Report extracted 01/10/2018 08:26

Facility Org Number: 8033
Facility Works Number: 220000578
Facility Name: POWASSAN DRINKING WATER SYSTEM
Facility Owner: Municipality: Municipality Of Powassan
Facility Classification: Class 1 Water Treatment
Receiver:
Service Population: 13130 m3/day
Total Design Capacity:

	01/2017	02/2017	03/2017	04/2017	05/2017	06/2017	07/2017	08/2017	09/2017	10/2017	11/2017	12/2017	Total	Avg	Max	Min
Distribution / E. Coli -cfu/100mL																
Count Lab	15	12	12	12	16	12	17	12	14	15	12	12	161			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Distribution / HPC -cfu/mL																
Count Lab	5	4	5	4	6	4	6	4	4	5	4	4	56			
Max Lab	1	2	1	0	2	2	0	4	2	1	1	0			4	
Mean Lab	0.2	0.5	0.2	0	0.5	0.75	0	1.25	0.5	0.2	0.25	0			0.358	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Distribution / Total Conform. TC -cfu/100mL																
Count Lab	15	12	12	12	16	12	17	12	14	15	12	12	161			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
New Well 1 / E. Coli EC -cfu/100mL																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
New Well 1 / Total Conform. TC -cfu/100mL																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
New Well 2 / E. Coli EC -cfu/100mL																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
New Well 2 / Total Conform. TC -cfu/100mL																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
TW1 / E. Coli EC -cfu/100mL																
Count Lab	3	2	0	1	2	1	3	2	1	4	2	2	23			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
TW1 / HPC -cfu/mL																
Count Lab	3	2	0	1	2	1	3	2	1	4	2	2	23			
Max Lab	1	0	0	0	0	0	0	0	0	0	0	0			1	
Mean Lab	0.333	0	0	0	0	0	0	0	0	0	0	0			0.043	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
TW1 / Total Conform. TC -cfu/100mL																
Count Lab	3	2	0	1	2	1	3	2	1	4	2	2	23			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
TW2 / E. Coli EC -cfu/100mL																
Count Lab	2	2	5	3	3	3	2	3	3	1	3	2	32			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
TW2 / HPC -cfu/mL																
Count Lab	2	2	4	3	3	3	2	3	3	1	3	2	31			
Max Lab	2	0	1	0	0	1	0	0	0	0	0	0			2	
Mean Lab	1	0	0.5	0	0	0.333	0	0	0	0	0	0			0.161	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
TW2 / Total Conform. TC -cfu/100mL																
Count Lab	2	2	5	3	3	3	2	3	3	1	3	2	32			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	



APPENDIX B

Monthly Summary of Operational Data

Powassan Drinking Water System
Monthly Operational Data

Report extracted 01/10/2018 12:48

From: 01/01/2017 to 31/12/2017

Facility Org Number: 6033
Facility Works Number: 220000678
Facility Name: POWASSAN DRINKING WATER SYSTEM
Facility Owner: Municipality: Municipality Of Powassan
Facility Classification: Class 1 Water Treatment
Receiver:
Service Population:
Total Design Capacity: 1313.8 m3/day

	01/2017	02/2017	03/2017	04/2017	05/2017	06/2017	07/2017	08/2017	09/2017	10/2017	11/2017	12/2017	Total	Avg	Max	Min
Distribution / CI Residual: Free DW1 - mg/L																
Count IH	9	8	9	8	9	9	9	9	8	9	9	9	104			
Total IH	17.17	14.19	15.29	12.86	13.88	12.56	13.42	14.02	11.43	15.42	17.06	14.35	172.04			
Max IH	2.08	2.15	1.87	1.73	1.76	1.75	1.81	1.87	1.7	1.92	2.07	2.13			2.15	
Mean IH	1.906	1.774	1.699	1.606	1.542	1.439	1.491	1.558	1.429	1.713	1.896	1.794			1.654	
Min IH	1.7	1.51	1.43	1.43	1.3	0.68	1.24	1.36	0.92	1.45	1.7	1.82				0.68
Distribution / CI Residual: Free DW2 - mg/L																
Count IH	9	8	9	8	9	9	9	9	8	9	9	8	104			
Total IH	16.69	13.91	14.42	11.8	13.74	13.31	13.97	12.36	11.31	15	15.94	12.16	164.61			
Max IH	2.03	1.92	1.89	1.74	1.87	1.63	1.66	1.49	1.63	1.93	2.04	1.88			2.04	
Mean IH	1.854	1.739	1.602	1.475	1.527	1.479	1.552	1.373	1.414	1.667	1.771	1.52			1.583	
Min IH	1.74	1.42	1.26	0.61	1.42	1.18	1.44	1.11	1.25	1.55	1	1.19				0.61
Distribution / CI Residual: Free DW3 - mg/L																
Count IH	9	8	9	8	9	9	9	9	8	9	9	8	104			
Total IH	16.32	14.12	15.19	12.26	13.52	13.35	13.98	13.07	11.28	13.78	16.2	13.93	167.02			
Max IH	2.02	1.97	1.95	1.79	1.86	1.79	1.78	1.58	1.66	1.85	2.03	2.01			2.03	
Mean IH	1.813	1.765	1.688	1.535	1.502	1.463	1.553	1.452	1.41	1.531	1.8	1.741			1.606	
Min IH	1.48	1.62	1.46	1.22	0.93	1.13	1.41	1.29	1.1	1.06	1.09	1.58				0.93
Distribution / CI Residual: Free DW4 - mg/L																
Count IH	5	5	4	4	5	4	5	4	5	5	4	4	54			
Total IH	9.14	9.19	6.93	8.12	7.16	5.77	7.58	6.21	5.84	8.35	6.17	6.39	84.85			
Max IH	1.99	2	1.82	1.85	1.81	1.55	1.73	1.66	1.43	1.88	1.9	1.87			2	
Mean IH	1.828	1.838	1.733	1.53	1.432	1.443	1.516	1.553	1.168	1.67	1.543	1.598			1.571	
Min IH	1.72	1.67	1.62	1.38	0.96	1.15	1.38	1.41	0.5	1.45	0.68	1.41				0.5
Raw Well 1 / Turbidity - NTU																
Count IH	1	2	1	1	1	1	4	1	1	1	1	1	16			
Total IH	0.06	0.34	0.13	0.07	0.17	0.1	4.98	0.1	0.1	0.15	0.07	0.1	6.37			
Max IH	0.06	0.18	0.13	0.07	0.17	0.1	1.71	0.1	0.1	0.15	0.07	0.1			1.71	
Mean IH	0.06	0.17	0.13	0.07	0.17	0.1	1.245	0.1	0.1	0.15	0.07	0.1			0.398	
Min IH	0.06	0.16	0.13	0.07	0.17	0.1	0.1	0.1	0.1	0.15	0.07	0.1				0.06
Raw Well 2 / Turbidity - NTU																
Count IH	1	2	1	1	1	1	4	1	1	1	1	1	16			
Total IH	0.1	0.28	0.15	0.1	0.1	0.21	5.16	0.13	0.07	0.11	0.07	0.1	6.56			
Max IH	0.1	0.2	0.15	0.1	0.1	0.21	1.73	0.13	0.07	0.11	0.07	0.1			1.73	
Mean IH	0.1	0.14	0.15	0.1	0.1	0.21	1.29	0.13	0.07	0.11	0.07	0.1			0.411	
Min IH	0.1	0.08	0.15	0.1	0.1	0.21	0.09	0.13	0.07	0.11	0.07	0.1				0.07
Treated Water / CI Residual: Free Min = 0.45 - mg/L																
Max OL	2.549	2.721	2.377	2.359	2.076	2.458	2.743	2.156	2.889	2.141	2.4	2.36			2.869	
Mean OL	2.032	1.945	1.861	1.687	1.637	1.606	1.633	1.561	1.487	1.798	1.941	1.871			1.755	
Min OL	1.095	1.034	0.923	0.871	1.054	1.004	0.948	0.902	0.862	1.258	1.074	1.516				0.871



Ontario Clean Water Agency Agence Ontarienne Des Eaux

Powassan Lagoons

Annual Operating Report

January 1, 2017 to December 31, 2017

Prepared by
Ontario Clean Water Agency
February 2, 2018

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	12-5

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 2017 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.

A summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 7, including an overview of the success and adequacy of the Works;

In 2017, 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 109,950 cubic meters (m^3). The total number of discharge days was 35 days beginning May 4 and ending June 6. In an effort to meet the effluent objectives, both the North Cell #2 and Old Cell #3 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 114,751 m^3 . The total number of discharge days was 35 days beginning Oct. 16 and ending Nov 21, 2017. In an effort to meet the effluent objectives, both the South Cell #1 and Old Cell #3 lagoons were treated with ferric sulphate prior to discharge.

The total controlled release from the lagoons for the year 2017 was 224,701 m^3 .

Monitoring Program as per above-referenced ECA:

Source (Composite)	Parameter	Frequency	Method
Influent	Flow (m^3)	Daily	Meter
Raw	BOD ₅ , TSS, TP, TKN	Quarterly	External (Lab)
Lagoon Cell Content (least 4 days prior to discharge)	cBOD ₅ , TSS, TP, pH	Once	External (Lab)
Effluent During Discharge	Flow (m^3)	Daily	Calculated
	cBOD ₅ , TSS, TP, TAN, unionized ammonia, Temp., pH	5 times per seasonal discharge	External (Lab) Field pH and Temperature

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.

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).

Based on the above monitoring program, the sewage works provided adequate treatment.

2017 Influent/Effluent Quality Data:

Source	Parameter	Spring Average	Fall Average	Compliance	Objectives
Effluent	cBOD ₅	4.8	4.0	25.0 mg/L	20 mg/L
	TSS	9.0	9.55	25.0 mg/L	20 mg/L
	T. Phos	0.18	0.65	1.0 mg/L	0.8 mg/L
	Field pH Max	9.00	7.60	9.5	9.0
	Field pH Min	7.30	7.21	6.0	6.5
	Field Temperature	13.8	3.9	-	-
	Total Ammonia-N	6.3	3.6	-	-
	Unionized Ammonia	0.134	0.010	-	-
	E.coli	5.4	34.3	-	-
		Average	Minimum	Maximum	
Influent/Raw	BOD ₅	172.08	82	318	
	TSS	136.83	72	242	
	T.Phos	2.38	1.04	3.7	
	TKN	19.28	9.2	28.1	

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.

A description of any operating problems encountered and corrective actions taken;

The Powassan Lagoons operated well in 2017 with no operational problems and met all limits under condition 7 of ECA. However, there were two bypasses and two overflows; see section *A summary of all By-pass, spill or abnormal discharge events* on page 7 for details.

A description of efforts made and results achieved in meeting the Effluent Objectives of Condition 6;

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

Operational staff has current and appropriate level of certification for the operation of the facility and continue to learn and achieve knowledge of the process and equipment. Staff also has a high level of regulatory competence.

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 Labs, an accredited laboratory. OCWA reviews these results on a regular basis to ensure compliance with ECA objective and limits.

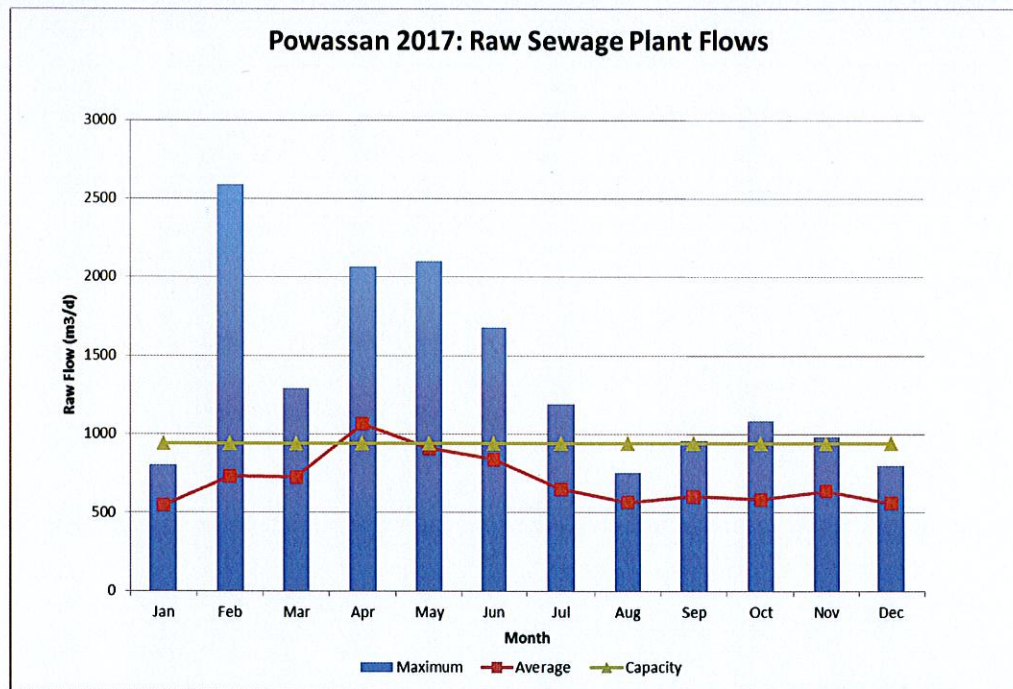
Operations, maintenance and emergency procedures are available to ensure facilities are operated in compliance with applicable legal instruments. Facility staff has access to a network of operational compliance and support experts at the region and corporate levels.

All effluent objectives were met during the spring and fall discharge. The objective for carbonaceous biochemical oxygen demand (cBOD₅) is 20 mg/L, spring average was 4.8 mg/L and fall average was 4.0 mg/L. The objective for total suspended solids (TSS) is 20 mg/L, spring average was 9.0 mg/L and fall average was 9.55 mg/L. The objective for total phosphorus (TP) is 0.8 mg/L, spring average was 0.18 mg/L and fall average was 0.65 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 9.0 and minimum was 7.30; therefore, objective was met. Fall discharge maximum was 7.60 and minimum was 7.21; therefore, objective was met.

Refer to *Appendix A - Lagoon Release Reports* for complete lagoon effluent sample data.

2017 Monthly Raw influent

Month	Monthly Total Flow (m ³)	Average Daily Flow (m ³ /d)	Peak Daily Flow (m ³ /d)
January	16903.17	545.26	803.66
February	20468.95	731.03	2588.33
March	22536.1	726.97	1292.81
April	31935.79	1064.53	2064.03
May	28219.65	910.31	2100.41
June	25135.79	837.86	1677.11
July	20179.06	650.94	1189.37
August	17530.79	565.51	755.58
September	18156.35	605.21	955.75
October	18122.92	584.61	1084.98
November	19137.25	637.91	984.39
December	17376.33	560.53	798.76
Average		700.55	
Maximum			2588.33
TOTAL	255,702		



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.

In April 2017 the monthly average day influent/raw flows of (1064.53 m³/d) was measured entering into the sewage treatment system which exceeded the 940 m³/d daily rated capacity of the system. April's influent/raw flow average was approximately 113% of the daily influent/raw flow rated capacity.

The maximum daily influent/raw flow of (2588.33 m³/d) occurred in Feb 2017 and was approximately 275% of the average day rated influent capacity.

The annual average daily flow for 2017 (700.55 m³/d) was approximately 74.5% of the rated day capacity.

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

Table for Annual Flow Comparison & Trending of Annual Flows

Year	Total Raw Sewage Flow m ³ /d	Avg Day Sewage Flow m ³ /d	Max Day Sewage Flow m ³ /d	Avg Day % of rated capacity 940 m ³ /d
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%

*Therefore the 2017 total raw sewage flow was up approximately 27.7% from the total raw sewage flow in 2016.

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 "lagoon" bypass. 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 (MOE 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.

A summary of all By-pass, spill or abnormal discharge events;

May 1, 2017 at 1610 – Bypass at Clark Street SLS – Heavy precipitation infiltrating wastewater collection system caused bypass. Both lift station pumps operating at maximum capacity and could not keep up to heavy flows. Bypass called into MOE SAC and Ministry of Health (MOH) on May 1, 2017 reference #900898. Actions taken were sampling, chlorinating and monitoring. Sample collected May 1, 2017 and tested for cBOD₅, TSS, TP, total kjeldahl nitrogen (TKN) and *Escherichia coli* (*E. coli*). One sample was collected at the beginning of the bypass; however, bypass was of short duration and ended before a second sample was taken. Bypass was terminated May 1, 2017 at 2110 with a total duration of 5 hours and an approximate volume of 130 m³.

May 6, 2017 at 1955 – Bypass at Clark Street SLS – Heavy precipitation infiltrating wastewater collection system caused bypass. Flow rate beyond the pumping capacity of the lift station. Bypass called into MOE SAC and MOH on May 6, 2017 reference #901020. Actions taken were sampling, chlorinating and monitoring. Two samples were collected during the bypass and tested for cBOD₅, TSS, TP, TKN and *E. coli*. Bypass was terminated May 8, 2017 at 1100 with a total duration of 39 hours and an approximate volume of 520 m³.

May 7, 2017 at 1200 – Overflow North Cell lagoon – Heavy precipitation causing infiltration and inflow into the North Cell lagoon. Overflow called into MOE SAC and MOH on May 8, 2017, upon site visit operator noticed North Cell overflowing, reference #901023. Actions taken were sampling and monitoring. Two samples were collected during the overflow and tested for cBOD₅, TSS, TP, TKN, pH and *E. coli*. Overflow was terminated May 10, 2017 at 2300 with a total duration of 83 hours and an approximate volume of 2500 m³.

May 11, 2017 at 1000 – Overflow South Cell lagoon – Heavy precipitation causing infiltration and inflow into the South Cell lagoon. Overflow called into MOE SAC and MOH on May 11, 2017 reference #901024. Actions taken were sampling and monitoring. Three samples were collected during the overflow and tested for cBOD₅, TSS, TP, TKN, pH and *E. coli*. Overflow was terminated May 19, 2017 at 0800 with a total duration of 190 hours and an approximate volume of 5650 m³.

Refer to *Appendix C* for bypass/overflow sample data.

Capital Upgrades or Major Equipment Replacement:

- New flow meter installed at St. Gregory School SLS.
- Public works fixed the Clark Street SLS overflow pipe that had caused a sinkhole.
- New Clark Street SLS standby pump arrived.

- Collection pipes between Clark St. and Clark St. SLS lined. Project completed by Powassan Public Works.

A summary of all maintenance carried out on any major structure, equipment, and apparatus, mechanism or thing forming part of the Works;

Plant maintenance, including non-scheduled maintenance, is monitored using Maximo; a preventative maintenance software program. All routine and preventative maintenance was conducted as scheduled in 2017. A summary of maintenance performed is available in *Appendix D*.

A summary of any effluent quality assurance or control measures undertaken during the reporting period;

The effluent parameters specified in the above table *2017 Influent/Effluent Quality Data* on page 3: are analyzed by an accredited laboratory.

In-house tests are conducted by licensed Operators for monitoring purposes using Standard Methods and the data generated from these tests is used to determine the treatment efficiency while maintaining process control. All in-house monitoring equipment is calibrated based on the manufactures recommendations.

A summary of the calibration and maintenance carried out on all effluent monitoring equipment;

New flow meter installed at St. Gregory Street SLS in 2017 and Clark Street SLS flow meter calibrated in August 2017.

Operational Highlights Include:

- Spring release: North Cell #2 and Old Cell #3 Lagoons ferric sulphate treatment April 27, 2017. North Cell #2 treated with 1400 imperial gallons (IMPG) and Old Cell #3 treated with 650 IMPG.
- Fall release: South Cell #1 and Old Cell #3 Lagoon ferric sulphate treatment September 26, 2017. Both lagoon cells treated with 500 IMPG each.

A tabulation of the volume of sludge generated in the reporting period and an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed;

During the 2017 operating year, no sludge was removed.

Project waiting on funding: Dredging of North Lagoon Cell #2, also Lagoon Cell #3 partially dredged in 2015- due to capacity and lifecycle

A summary of any complaints received during the reporting period and any steps taken to address the complaints;

There were no complaints received for the 2017 reporting period.

A copy of all Notice of Modifications submitted to the Water Supervisor as a result of Schedule B, Section 1, with a status report on the implementation of each modification;

No modifications made as a result of Schedule B, Section 1 in 2017.

A report summarizing all modifications completed as a result of Schedule B, Section 3;

No modifications made as a result of Schedule B, Section 3. No normal or emergency operational modifications were performed in 2017.

Any other information the Water Supervisor requires from time to time.

There is no information to add for 2017 – No lagoon inspections took place in 2017.

Description of the Works:

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 Himsforth 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.

Wastewater 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.

Waste Stabilization Ponds (Lagoons)

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 m³. 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 m³. 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. The lagoons discharge to Genessee Creek - South River - Lake Nipissing after treatment. There are no significant downstream users within 3.5 km.

Registration of the Wastewater Works:

Municipal Location:	Town of Powassan
Org Unit:	5747
Facility(Proj) Number:	201376201
Works Number:	10000613
ECA: Sewage Works	7092-9XLLAN Issued 24 June, 2015 revokes ECA No. 1040-7U2QV6 1040-7U2QV6 Issued 12 August, 2009 revokes ECA No. 3-1429-80-006 (for install 100 kW natural gas gen set)
ECA: Air	3319-7TQQBE Issued 09 July 2009 revokes ECA No. 3-0523-83-006
Facility Classification:	WWC Level II Certificate # 1802 issued December 19, 1991 WWT Level I Certificate # 1803 issued December 19, 1991
Area(s) Serviced:	Town of Powassan
Population Serviced:	1000 approx.
Total Design Capacity:	940 m ³ /d

Best Regards,

Joshua Gravelle
Process & Compliance Technician
North Eastern Ontario Hub
705-568-7000



Resolution no. 2018 - _____

Date: February 6, 2018

Moved by: _____

Seconded by: _____

That Council approves the submission of an application to the NOHFC Event Partnership Funding Program for the Local Food Fest to be held in May, 2018. Council are prepared to provide the balance of funding needed. (approximately \$1400 cost to the Municipality plus any overruns).

Carried

Defeated

Deferred

Lost

Mayor

Recorded Vote: Requested by _____

Name	Yeas	Nays	Name	Yeas	Nays
Councillor Ted Weiler			Mayor Peter McIsaac		
Councillor Markus Wand					
Councillor Roger Glabb					
Councillor Dave Britton					

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	12-6



The Corporation of the
City of North Bay
200 McIntyre St. East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: 705 474-0400

RECEIVED

JAN 19 2018

The Municipality of Powassan

January 15, 2018

Municipality of Powassan
P.O. Box 250
466 Main Street
POWASSAN, Ontario P0H 1Z0

Attn: Maureen Lang, Clerk-Treasurer

Dear Ms. Lang:

Re: Participation in the City of North Bay's Household Hazardous Waste Program

The City of North Bay is once again inviting surrounding municipalities to participate in the City's Household Hazardous Waste Program.

North Bay City Council has agreed to accept hazardous waste from other municipal households as long as those participating municipalities share in the operating and disposal costs.

If you are interested in participating in this program, please contact me at (705) 474-0400 ext. 2331 for further information.

Sincerely,

Al Tomek
Waste Management Coordinator

AT/hh

DATE OF COUNCIL MTG	Feb 6/18
AGENDA ITEM #	12-7

Maureen Lang

From: Scott Butler [scott@ogra.org]
Sent: Wednesday, January 17, 2018 4:11 PM
To: Maureen Lang
Subject: OGRA Requests Support for MCEA Process Reform



**ONTARIO
GOOD ROADS
ASSOCIATION**

1525 Cornwall Road, Unit 22
Oakville, Ontario
L6J 0B2
Telephone 289-291-6472
Fax 289-291-6477

Wednesday, January 17, 2018

Maureen Lang
Clerk-Treasurer
Municipality of Powassan

Good afternoon Maureen:

The following correspondence was sent to your Head of Council earlier this afternoon. OGRA respectfully requests that you please it on your next Council agenda for information.

Regards,

Scott R. Butler
OGRA, Policy and Research
22 - 1525 Cornwall Road, Oakville, Ontario L6J 0B2
T: 289-291-6472 Ext. 24 C: 416-564-4319 www.ogra.org

The Ontario Good Roads Association is seeking reforms to the Municipal Class Environmental Assessment (MCEA) process. In its current form the MCEA process has made municipal infrastructure projects longer in duration and more costly. The OGRA Board of Directors encourages all municipalities in Ontario to adopt the following resolution that calls on the Minister of the Environment and Climate Change to accelerate the Application for Review of the MCEA process.

Links to further background information about the Municipal Class Environmental Assessment process can be found below the resolution.

DRAFT RESOLUTION

Whereas a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class

DATE OF COUNCIL MTG.	Feb 6/18
AGENDA ITEM #	12-8

Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act, 1993* (EBR Act);

And whereas impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

And whereas the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

And whereas analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

And whereas the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

And whereas in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

And whereas local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

Therefore be it resolved that Municipality of Powassan requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

And further that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the *Planning Act*;

And further that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

BACKGROUND INFORMATION

The following links provide a comprehensive background of the work that the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario have done to advance this issue of MCEA reform.

- [October 2017 Correspondence from the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario to the Hon. Chris Ballard, Minister of the Environment and Climate Change.](#)
- [ReNew Magazine editorial examining the need to review the Municipal Class Environmental Assessment process](#)
- [The Development Approval Roundtable Action Plan, November 2017](#)

- Meeting Notes from the November 29, 2017 Evolution of the MCEA Workshop.
- The MEA Companion Guide for the Municipal Class Environmental Assessment Manual
- Are Ontario's Municipal Class Environmental Assessments Worth the Added Time and Costs? The 2014 Edition

If you have any questions or concerns, please contact Scott Butler, OGRA's Manager of Policy and Research at 289-291-6472 ext. 24 or via email at scott@ogra.org.

Regards,



Scott R. Butler

OGRA, Policy and Research

22 - 1525 Cornwall Road, Oakville, Ontario L6J 0B2

T: 289-291-6472 Ext. 24 C: 416-564-4319 www.ogra.org

Scott Butler