

The Municipality of  
**Powassan**

**AGENDA**

Regular Council meeting to be held  
Tuesday December 1, 2020 at 7:00 p.m.  
Fire Hall @252 Clark, Powassan

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF MONETARY INTEREST AND GENERAL NATURE THEREOF**
4. **APPROVAL OF THE AGENDA**
5. **PRESENTATIONS**
  - 5.1 Dean Decaire, BDO- 2019 Financial Statements
6. **ADOPTION OF MINUTES**
  - 6.1 Regular Council meeting of November 17, 2020
7. **MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL**
  - 7.1 Public Works Committee Meeting of November 17, 2020
8. **MINUTES AND REPORTS FROM APPOINTED BOARDS**
  - 8.1 North Bay-Mattawa Conservation Authority – Bill 229 “Protect, Support and Recover from COVID-19 Act, Schedule 6”
  - 8.2 Town of Parry Sound- EMS Advisory Committee minutes of November 18, 2020
  - 8.3 Powassan and District Union Public Library Board minutes of October 26, 2020
  - 8.4 Powassan and District Union Public Library Board minutes of November 23, 2020
9. **STAFF REPORTS**
10. **BY-LAWS**
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
  - 12.1 Powassan and District Union Public Library-contract for 2021-2025
  - 12.2 Tile Drainage Resolution
13. **CORRESPONDENCE**
  - 13.1 OCWA- 2020 Management Review Report-Drinking Water
  - 13.2 Royal Canadian Legion Ontario Command-8<sup>th</sup> Annual Military Service Recognition Book
  - 13.3 Almaguin Highlands Community Living – Carole Guthrie Memorial Award to Municipality of Powassan
14. **ADDENDUM**
15. **ACCOUNTS PAYABLE**
16. **NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS**
17. **PUBLIC QUESTIONS**
18. **CLOSED SESSION**
19. **MOTION TO ADJOURN**

**The Corporation of the  
Municipality of Powassan  
Consolidated Financial Statements  
For the year ended December 31, 2019**

**DRAFT - For discussion purposes only**

DATE OF COUNCIL MTG.	Dec. 1/20
AGENDA ITEM #	5-1

**The Corporation of the Municipality of Powassan  
Consolidated Financial Statements  
For the year ended December 31, 2019**

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## Independent Auditor's Report

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

### **Opinion**

We have audited the consolidated financial statements of The Corporation of the Municipality of Powassan (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2019, the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Municipality as at December 31, 2019, and its results of operations, its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

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

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

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

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

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

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

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

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

Chartered Professional Accountants, Licensed Public Accountants

North Bay, Ontario  
December 1, 2019

## The Corporation of the Municipality of Powassan Consolidated Statement of Financial Position

<u>December 31</u>	<u>2019</u>	<u>2018</u>
<b>Financial assets</b>		
Cash and cash equivalents	\$ 336,854	\$ 1,373,211
Temporary investments (Note 2)	730,664	715,562
Taxes receivable (Note 3)	1,232,483	958,217
Accounts receivable (Note 4)	<u>484,202</u>	<u>399,202</u>
	<u>2,784,203</u>	<u>3,446,192</u>
<b>Liabilities</b>		
Temporary borrowings (Note 13)	1,696,180	1,462,465
Accounts payable and accrued liabilities (Notes 8 and 15)	1,337,535	856,054
Deferred revenue (Note 7)	235,460	1,010,867
Landfill closure and post-closure costs accrual (Note 14)	201,307	175,522
Long-term debt (Note 9)	4,207,611	4,325,736
Contractual obligations (Note 10)	<u>267,075</u>	<u>305,826</u>
	<u>7,845,118</u>	<u>8,136,470</u>
<b>Net debt</b>	<u>(5,060,915)</u>	<u>(4,690,278)</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 6)	19,424,651	18,311,715
Prepaid expenses	61,823	62,017
Inventories (Note 5)	<u>55,690</u>	<u>55,690</u>
	<u>19,542,164</u>	<u>18,429,422</u>
<b>Accumulated surplus (Note 12)</b>	<u>\$ 14,481,249</u>	<u>\$ 13,739,144</u>

**Commitments (Note 11)**

**Subsequent events (Note 20)**

On behalf of the Council:

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Mayor

**The Corporation of the Municipality of Powassan**  
**Consolidated Statement of Operations**

For the year ended December 31	2019 Budget (Note 17)	2019 Actual	2018 Actual
<b>Revenues (Note 19)</b>			
Taxation	\$ 3,205,995	\$ 3,256,197	\$ 2,121,998
Grants and transfer payments	3,414,023	3,118,496	1,398,264
Other	1,344,921	761,701	1,343,929
User fees	171,650	183,524	135,534
Water and sewer revenues	-	585,199	660,533
	<hr/> 8,136,589	<hr/> 7,905,087	<hr/> 6,860,258
<b>Expenses (Notes 18 and 19)</b>			
General government	941,179	1,247,042	1,376,798
Protection to persons and property	1,056,142	1,163,669	1,073,956
Transportation services	1,212,200	1,764,900	1,803,872
Environmental services (Note 9)	346,500	946,764	839,430
Health, social and family services	575,008	562,893	480,470
Recreation and culture	1,717,271	1,404,391	1,487,240
Planning and development	82,350	73,293	67,941
	<hr/> 5,900,650	<hr/> 7,162,952	<hr/> 7,129,707
<b>Annual surplus (deficit)</b>	2,235,939	742,105	(269,449)
<b>Accumulated surplus, beginning of year</b>	<hr/> 13,739,144	<hr/> 13,739,144	<hr/> 14,008,593
<b>Accumulated surplus, end of the year</b>	<hr/> \$ 15,975,083	<hr/> \$ 14,481,249	<hr/> \$ 13,739,144

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

**The Corporation of the Municipality of Powassan**  
**Consolidated Statement of Change in Net Debt**

For the year ended December 31	2019 Budget	2019 Actual	2018 Actual
<b>Annual surplus (deficit)</b>	<b>\$ 2,235,939</b>	<b>\$ 742,105</b>	<b>\$ (269,749)</b>
Acquisition of tangible capital assets	(2,384,000)	(2,241,349)	(2,816,852)
Amortization of tangible capital assets	- 1,128,413	1,034,216	
Acquisition of prepaid expenses	- (61,823)	(62,017)	
Use of prepaid expenses	- 62,017	60,574	
<b>Change in net debt</b>	<b>(148,061)</b>	<b>(370,637)</b>	<b>(2,073,528)</b>
<b>Net debt, beginning of year</b>	<b>(4,690,278)</b>	<b>(4,690,278)</b>	<b>(2,616,750)</b>
<b>Net debt, end of year</b>	<b>\$ (4,838,339)</b>	<b>\$ (5,060,915)</b>	<b>\$ (4,690,278)</b>

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

## The Corporation of the Municipality of Powassan Consolidated Statement of Cash Flows

<u>For the year ended December 31</u>	<u>2019</u>	<u>2018</u>
<b>Cash provided by (used in):</b>		
<b>Operating activities</b>		
Annual surplus (deficit)	\$ 742,105	\$ (269,449)
Items not involving cash		
Amortization of tangible capital assets	1,128,413	1,034,216
Landfill closure and post-closure costs accrual	25,785	23,084
	<hr/>	<hr/>
	1,896,303	787,851
<b>Changes in non-cash operating balances</b>		
Taxes receivable	(274,266)	(114,588)
Accounts receivable	(85,000)	192,328
Prepaid expenses	194	(1,443)
Accounts payable and accrued liabilities	381,481	(8,490)
Deferred revenue	(775,407)	679,386
	<hr/>	<hr/>
	1,143,305	1,535,044
<b>Capital activities</b>		
Purchase of tangible capital assets	<u>(2,241,349)</u>	<u>(2,836,852)</u>
<b>Investing activities</b>		
Change in of temporary investments	<u>(15,102)</u>	<u>46,349</u>
<b>Financing activities</b>		
Proceeds from debt issuance	50,000	3,260,000
Principal repayments of long-term debt	(168,125)	(130,291)
Net repayments of temporary borrowings	233,665	(924,899)
Payments on contractual obligations	(38,751)	(38,751)
	<hr/>	<hr/>
	76,789	2,166,059
<b>(Decrease) increase in cash and cash equivalents during the year</b>	<b>(1,036,357)</b>	<b>910,600</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>1,373,211</b>	<b>462,611</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 336,854</b>	<b>\$ 1,373,211</b>

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

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

**December 31, 2019**

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### 1. Significant Accounting Policies

#### Management Responsibility

The consolidated financial statements of The Corporation of the Municipality of Powassan (the "Municipality") are the representations of management. They have been prepared in accordance with Canadian Public Sector Accounting Standards (IPSAB). The Municipality provides municipal services such as general government, fire, building, protection to persons, transportation, environmental, health, social, family, recreation, culture, planning and development services.

#### Reporting Entity

These consolidated statements reflect the assets, liabilities, revenues and expenditures of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Municipality and which are owned or controlled by the Municipality.

The following boards, controlled by Council, have been consolidated:

Powassan & District Union Library (60%)  
Sportsplex  
Trout Creek Community Centre

The following joint local boards are not consolidated:

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

#### Cash and Cash Equivalents

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

#### Loans Receivable

The Municipality records loans receivable at cost when the loan is issued. The loan receivable is subsequently measured at the lower of cost and net recoverable value. When the Municipality becomes aware that the loan is no longer recoverable, the loan is reduced by the amount of the loss and any loss is included in expenses for the period.

#### Inventories

Inventory of supplies are stated at the lower of cost and replacement cost. Cost is determined on the first in, first out basis.

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 1. Summary of Significant Accounting Policies (continued)

**Tangible Capital Assets** Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and the site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue, when fair value can be reasonably estimated. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land improvements	10 years
Buildings	10 to 50 years
Vehicles	5 to 15 years
Machinery and equipment	10 to 25 years
Office equipment, computer hardware and software	3 to 10 years
Linear assets (roads, bridges and structures)	10 to 50 years
Water and sewer	15 to 100 years
Work in process	no amortization

**Landfill Closure and Post-closure Costs**

The estimated costs to close and maintain the Municipality's solid waste landfill sites are based on estimated future expenses in current dollars, discounted, adjusted for estimation of inflation, and are charged to expenses as the landfill site's capacity is used.

**Collection of Taxes on Behalf of School Boards**

The Municipality collects taxation revenue on behalf of four school boards. The taxation revenues, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in these financial statements.

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 1. Summary of Significant Accounting Policies (continued)

#### Revenue Recognition

##### a. Taxation

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. The Township is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

##### b. User Fee and Other

User fees and other revenue are recognized on an accrual basis as services are rendered and collection is reasonably assured.

##### c. Government Transfers

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which the events giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be determined.

##### d. Grant Revenue

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable.

Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant items subject to such estimates include: solid waste landfill closure and post-closure liabilities, allowances for doubtful accounts and other accrued liabilities and/or obligations.

In particular, management's estimate for the landfill closure and post-closure liability is subject to measurement uncertainty. The estimate is based on assumptions and calculations contained in an engineer's report of November 30, 2017, modified as necessary for the passage of time and actual use of the landfill site. Actual results could differ significantly from those estimates because of the uncertainty related to future cost estimates and future use of the landfill site.

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 2. Temporary Investments

Temporary investments consist of a Guaranteed Investment Certificates purchased for \$730,664 (2018 - \$715,562) bearing interest of 1.92%, (2018 - 2.31%) maturing May 7, 2020 (2018 - May 7, 2019). At year end, the investment includes accrued interest of \$Nil (2018 - \$Nil).

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### 3. Taxes Receivable

	2019	2018
Current taxes	\$ 755,596	\$ 374,655
Taxes in arrears	319,302	481,426
Interest	258,659	203,210
Less: allowance for uncollectible taxes	<u>(101,074)</u>	<u>(101,074)</u>
	<u><b>\$ 1,232,483</b></u>	<u><b>\$ 958,217</b></u>

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Municipal Property Assessment Corporation (MPAC). Tax rates are established annually by Council, incorporating amounts to be raised for local services, the requisition made by the various local boards in respect of Regional services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Municipality determines the taxes applicable and renders supplementary tax billings.

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 4. Accounts Receivable

	2019	2018
Utilities receivable	\$ 159,792	\$ 149,931
Trade receivables	149,060	174,860
HST receivable	<u>175,350</u>	<u>74,411</u>
	<u>\$ 484,202</u>	<u>\$ 399,202</u>

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### 5. Inventories

	2019	2018
Sand and gravel	\$ 44,923	\$ 44,923
Fuel	3,653	3,653
Culverts	<u>7,114</u>	<u>7,114</u>
	<u>\$ 55,690</u>	<u>\$ 55,690</u>

**The Corporation of the Municipality of Powassan  
Notes to Consolidated Financial Statements**

**December 31, 2019**

**6. Tangible Capital Assets**

	2019								
	Land & Land Improvement	Buildings	Vehicles	Machinery & Equipment	Office Equipment, Computer Hardware & Software	Linear Assets	Water & Sewer	Work in Process	Total
Cost, beginning of year	\$ 491,184	\$ 11,627,057	\$ 2,325,024	\$ 1,757,928	\$ 25,604	\$ 10,616,528	\$ 5,030,237	\$ -	\$ 32,093,562
Additions		34,335	-	104,307	6,659	2,096,148	-	-	2,241,349
Cost, end of year	<u>491,184</u>	<u>11,661,392</u>	<u>2,325,024</u>	<u>1,862,335</u>	<u>252,263</u>	<u>12,712,676</u>	<u>5,030,237</u>	<u>-</u>	<u>34,334,911</u>
Accumulated amortization, beginning of year	11,736	2,906,344	1,590,076	1,119,961	245,604	5,814,710	2,093,416	-	13,781,847
Amortization	-	285,792	121,261	84,650	6,659	510,348	119,004	-	1,128,413
Accumulated amortization, end of year	<u>11,736</u>	<u>3,192,136</u>	<u>1,712,036</u>	<u>1,204,611</u>	<u>252,263</u>	<u>6,325,058</u>	<u>2,212,420</u>	<u>-</u>	<u>14,910,260</u>
Net carrying amount, end of year	<u>\$ 479,448</u>	<u>\$ 8,469,256</u>	<u>\$ 612,988</u>	<u>\$ 657,524</u>	<u>\$ -</u>	<u>\$ 6,387,618</u>	<u>\$ 2,817,817</u>	<u>\$ -</u>	<u>\$ 19,424,651</u>

**The Corporation of the Municipality of Powassan  
Notes to Consolidated Financial Statements**

**December 31, 2019**

**6. Tangible Capital Assets (continued)**

	2018								
	Land & Land Improvements	Buildings	Vehicles	Machinery & Equipment	Office Equipment, Computer Hardware & Software	Linear Assets	Water & Sewer	Work in Process	Total
Cost, beginning of year	\$ 491,184	\$ 8,841,827	\$ 2,325,024	\$ 1,738,548	\$ 245,604	\$ 10,269,798	\$ 5,030,237	\$ 314,496	\$ 29,256,710
Additions	- 2,785,230	-	19,388	-	-	346,730	-	(314,496)	2,836,852
Cost, end of year	491,184	11,627,057	2,325,024	1,757,928	245,604	10,616,528	5,030,237	-	32,093,562
Accumulated amortization, beginning of year	11,736	2,626,755	1,468,715	1,032,199	245,604	5,388,210	1,974,412	-	12,747,631
Amortization	- 279,589	(21,361)	87,762	-	426,500	119,004	-	1,034,216	
Accumulated amortization, end of year	11,736	2,906,344	1,590,076	1,119,961	245,604	5,814,710	2,093,416	-	13,781,847
Net carrying amount, end of year	\$ 479,448	\$ 8,320,713	\$ 734,948	\$ 637,967	\$ -	\$ 4,801,818	\$ 2,936,821	\$ -	\$ 18,311,715

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 7. Deferred Revenue

	2019	2018
Obligatory reserve funds - gas tax OCIF and other	\$ 234,555 905	\$ 234,555 776,312
	<u>\$ 235,460</u>	<u>\$ 1,010,867</u>

Included in cash and cash equivalents is restricted amounts of \$234,555 (2018 - 234,555) with respect to the above obligatory reserve funds.

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### 8. Accounts Payable and Accrued Liabilities

	2019	2018
Due to school boards	\$ 793,330	\$ 212,573
Trade accounts payable	444,205	643,481
	<u>\$ 1,237,535</u>	<u>\$ 856,054</u>

### 9. Long-term Debt

The balance of long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2019	2018
Debenture held by Infrastructure Ontario (OSIFA), repayable in semi-annual payments of principal and interest at 3.88%, due October 15, 2025	\$ 931,551	\$ 1,065,736
Debenture held by Ontario Infrastructure and Lands Corporation (OILC), repayable in semi-annual payments of principal and interest at 3.61%, due September 4, 2048	3,227,182	3,260,000
Bank of Nova Scotia term loan, repayable in blended monthly payments of \$1,121,96, including interest at 3.687%, due October 2024	48,878	-
	<u>\$ 4,207,611</u>	<u>\$ 4,325,736</u>

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 9. Long-Term Debt (continued)

Principal repayments for the next five years and thereafter are as follows:

2020	\$ 203,372
2021	211,163
2022	219,254
2023	227,654
2024	3,268,424
Thereafter	<u>77,744</u>
	<u>\$ 4,207,611</u>

Interest expense paid relating to long-term debt above is \$31,784 (2018 - \$40,311) and has been included in environmental services expense on the consolidated statement of operations.

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### 10. Contractual Obligations

	2019	2018
North Bay Regional Health Centre \$37,359 per year for twenty years (2007-2026)	\$ 261,514	\$ 298,873
Sudbury Regional Hospital \$1,392 per year for twenty years (2003-2022)	<u>5,561</u>	<u>6,953</u>
	<u>\$ 267,075</u>	<u>\$ 305,826</u>

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

### 11. Commitments

The Municipality has entered into the following agreements:

- a. During 2018, the Municipality entered into an agreement with Ontario Clean Water Agency for water and sewer services. The agreement is effective January 1, 2018 for an initial term of ten years, ending December 31, 2027 at an annual cost of \$159,484 for years one through ten on the contract respectively. Commencing in year two, the price will include a CPI adjustment plus an adjustment for maintaining the insurance which is renewed annually by OWCA. The CPI adjustment shall be calculated as soon as necessary information is available from Statistics Canada. In year two of the agreement, the CPI adjustment shall be added to the annual price for year one of the agreement and for subsequent years, on a cumulative basis.
- b. During 2015, the Municipality entered into a five year commitment for policing services. The agreement is effective January 1, 2015, ending December 31, 2019 for a total of \$479,984 per year indexed annually to inflation rate. A new three year agreement will be put into place starting January 1, 2020, ending December 31, 2023.
- c. During 2019, the Municipality entered into a contract with R & D Recycling for bi-weekly recycling services for the period of September 30, 2019 to September 30, 2024 for a total of \$102,750 per year. The cost to the Municipality could fluctuate based on the number of pick-ups in the Municipality and annual indexing for inflation.
- d. During 2011, the Municipality entered into a contract for hazmat disposal with the City of North Bay at a cost of \$2 per household (approximately \$2,698 per year).

## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

### 12. Accumulated Surplus

The Municipality segregates its accumulated surplus in the following categories:

	2019	2018
Investment in tangible capital assets (i)	\$ 19,430,048	\$ 18,311,717
General deficit	(3,344,292)	(2,460,277)
Unfunded liabilities		
Landfill closure and post closure costs	(201,307)	(175,522)
Long-term debt	(4,158,733)	(4,325,736)
Contractual obligations	(267,075)	(305,826)
Reserve funds		
Working	100	100
Capital (ii)	<u>3,022,538</u>	<u>2,694,688</u>
	<u>\$ 14,481,249</u>	<u>\$ 13,739,144</u>

(i) The investment in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

(ii) Capital reserve funds represent funds set aside by bylaw or council resolution for specific purposes.

	2019	2018
Water and sewer system	\$ 1,689,443	\$ 1,689,443
Fire equipment	2,981	2,981
Office, recreation and other	15,564	25,564
Public works equipment and infrastructure	820,137	556,787
Powassan Lions park and pool	35,000	35,000
Trout Creek fire department and community centre	13,000	13,000
Garbage and landfill	83,701	68,701
Eides principal	50,000	50,000
Gravel pit closure	52,925	48,425
Water contingency	119,432	119,432
250 Clark street building	100,000	50,000
Curling club building	8,445	8,445
Sportsplex	31,910	26,910
 Total reserve funds	 <u>\$ 3,022,538</u>	 <u>\$ 2,694,688</u>

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

### 13. Temporary Borrowing

The Municipality has a demand promissory note with the Bank of Nova Scotia with a limit of \$163,697 of which \$155,483 was used at December 31, 2019 (2018 - \$254,040). The demand loan bears interest at the rate of prime plus 0.75%.

The Municipality has a short-term credit facility with the Bank of Nova Scotia with a limit of \$198,319 of which \$195,161 was used at December 31, 2019 (2018 - \$234,295). The demand loan bears interest at the rate of 3.90%

The Municipality has a demand promissory note with the Bank of Nova Scotia with a limit of \$600,000 of which \$500,000 was used at December 31, 2019 (2018 - \$500,000). The demand loan bears interest at the rate of prime plus 0%.

The Municipality has a revolving term loan short-term credit facility with the Bank of Nova Scotia with a limit of \$500,000 of which \$65,712 was used at December 31, 2019 (2018 - \$83,232) to assist with equipment acquisitions at rate of prime plus 1.00%.

The Municipality has a non-revolving credit facility with the Bank of Nova Scotia with a limit of \$375,201 of which \$373,774 was used at December 31, 2019 (2018 - \$390,898) to finance the acquisition of 250 Clark Street at the rate of prime plus 0.50%.

The Municipality has a non-revolving credit facility with the Bank of Nova Scotia with a limit of \$406,000 of which \$406,000 was used at December 31, 2019 (2018 - \$-) to support the payment of invoices to Pioneer Construction and Bruman Construction until January 31, 2020 at the rate of prime plus 0.00%.

The Municipality has corporate credit cards with a limit of \$100,000.

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 14. Landfill Closure and Post-Closure Accrual

Solid waste closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water leachates, and ongoing environmental monitoring, site inspection and maintenance. The present value of the Municipality's estimated future liability for this expense is calculated based on the ratio of utilization to total capacity of the landfill site and the discounted estimated cash flows associated with closure and post-closure activities. The reported liability as at year end was \$201,307 (2018 - \$175,522) and reflects a discount rate of 3.75% (2018 - 3.75%).

The liability is based on estimates and assumptions related to events extending over the remaining life of the landfill. The landfill is expected to reach its capacity in 147.5 years and the estimated remaining capacity is 737,400 cubic metres which is 96.02% (2018 - 96.7%) of the site's total capacity. The total undiscounted estimated future expenditures for closure and post-closure care are \$3,183,193 leaving an amount to be recognized of \$2,982,886. The estimated length of time needed for post-closure care is 25 years.

Municipal reserves for the landfill site total \$3,701 (2018 - \$3,701).

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### 15. Employment Benefits Accrual

Under the employee benefit plan, sick leave and overtime worked can accumulate over years of employment. Employees are not entitled to a cash payment for sick leave when they leave the Municipality's employment.

The liability for accumulated overtime that could be taken in cash by an employee on termination amounted to \$11,979 (2018 - \$11,979) at the end of the year. This amount is included in accounts payable and accrued liabilities on the consolidated statement of financial position. The amount is not expected to be paid out in 2020.

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

### 16. Ontario Municipal Employees Retirement Fund

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

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2019. The results of this valuation disclosed total actuarial liabilities of \$107,687 million in respect of benefits accrued for service with actuarial assets at that date of \$104,290 million indicating an actuarial deficit of \$3,397 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Municipality to OMERS for 2019 were \$118,142 (2018 - \$107,614).

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 17. Budget

The Budget By-law adopted by Council on April 16, 2019 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated use surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$Nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and change in net financial assets represent the Financial Plan adopted by Council on April 16, 2019 with adjustments as follows:

	<u>2019</u>
Budget By-law surplus for the year	\$ -
Add:	
Investment in tangible capital assets	2,384,000
Debt repayment	339,817
Transfers to reserve funds	572,486
Less:	
Transfers from reserve funds	<u>(1,060,364)</u>
Budget surplus per statement of operations	<u>\$ 2,235,939</u>

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### 18. Expenses by Object

The following is a summary of the expenses reported on the consolidated statement of operations by object:

	<u>2019</u>	<u>2018</u>
Salaries, wages and employee benefits	\$ 2,028,083	\$ 1,860,143
Materials and supplies	2,584,164	2,894,880
Contracted services	1,377,321	1,315,804
Net long-term debt charges (interest)	52,305	73,737
External transfers	4,689	(49,073)
Amortization expense	<u>1,116,390</u>	<u>1,034,216</u>
	<u>\$ 7,162,952</u>	<u>\$ 7,129,707</u>

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 19. Trust Funds

Trust funds administered by the Municipality amounting to \$176,949 (2018 - \$170,737) are held in trust by the Municipality for the benefit of others. These funds are included on the statement of financial position as cash and cash equivalents and accounts payable and accrued liabilities.

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### 20. Subsequent Events

Subsequent to year-end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the Township, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Township's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Township is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The Township's ability to continue delivering non-essential services and employ related staff, will depend on the legislative mandates from the various levels of government. The Township will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 21. Segmented Information Disclosures

The Municipality is a diversified municipal government institution that provides a wide range of services to its citizens such as police and fire. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

#### **Council**

This relates to the revenues and expenses that are directly attributable to municipal Council functions.

#### **General Government**

This relates to the revenues and expenses of the Municipality itself and cannot be directly attributed to specific segments.

#### **Protection to Persons and Property**

Protection is comprised of police services, building department, fire department, animal control and livestock evaluators. The police services work to ensure the safety and protection of the citizens and their property. The building department provides a number of services including maintenance and enforcement of building and construction codes. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers.

#### **Transportation Services**

Transportation is responsible for maintaining the Municipality's roadway systems.

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## The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

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### 21. Segmented Information Disclosures (continued)

#### **Environmental Services**

Environmental services consists of providing recycling and waste disposal to citizens as well as water and sewer services.

#### **Health, Social and Family Services**

Health services are comprised of public health services which works to improve the overall health of the population by providing services to individuals and communities. Social and family services provides services that are meant to help the less fortunate in society. Social housing is provided to help shelter families and elderly in need. Child care funding is provided to subsidize day cares and to provide early learning programs. The ambulance service transports the injured to the hospital and provides emergency medical care to those in distress.

#### **Recreation and Culture**

Recreation and culture represents cultural activity support within the Municipality. This includes maintenance and upkeep of parks, running recreation programs, and providing library services.

#### **Planning and Economic Development**

The planning department provides a number of services including municipal planning and review of all property development plans through its application process. The economic development department provides services to generate opportunities in the community and to strengthen the economic base of the Municipality.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. In measuring and reporting segment revenue from transactions with other segments, inter segment transfers are measured on the basis of the percentage of budgeted expenses.

# The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

## 2.1. Segmented Information Disclosures (continued)

# The Corporation of the Municipality of Powassan Notes to Consolidated Financial Statements

December 31, 2019

## 21. Segmented Information Disclosures (continued)

The Municipality of  
**Powassan**

**Council Meeting**  
**Tuesday November 17, 2020, at 7:00 pm**  
**Fire Hall, Powassan**

**Present:** Peter McIsaac, Mayor  
 Randy Hall, Deputy Mayor  
 Markus Wand, Councillor  
 Debbie Piekarski, Councillor  
 Dave Britton, Councillor

**Staff:** Maureen Lang, CAO/Clerk-Treasurer  
 Terry Lang, IT

**Presentations:** None

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

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**2020-351** Moved by: R.Hall Seconded by: D. Piekarski  
 That the agenda of the Regular Council meeting of November 17, 2020, be approved with the addition of:  
 7.1 Emergency Management Minutes Carried

**2020-352** Moved by: D. Piekarski Seconded by: D. Britton  
 That the minutes of the Regular Council meeting of November 3, 2020, be adopted. Carried

**2020-353** Moved by: D. Britton Seconded by: M. Wand  
 That the Municipal Emergency Control Group minutes of November 10, 2020, be received. Carried

**2020-354** Moved by: M. Wand Seconded by: D. Piekarski  
 That the District of Parry Sound Social Services Administration Board CAO monthly report, be received. Carried

**2020-355** Moved by: M. Wand Seconded by: R. Hall  
 That the following RFP Proposals were received for our RFP 2020 Organizational Review as per our Modernization Grant project:

1. KPMG – North Bay
2. Green Globe Consultants- Mississauga
3. Pesce & Associates- Toronto
4. Strategy Corp.- Toronto/Ottawa
5. MNP-Praxity- Toronto
6. E.Dean & Associates & S.O.S. Solutions- Meaford/Toronto
7. Maclaren Municipal Consulting- Ottawa

And Further, that E.Dean & Associates & SOS Solutions be awarded the contract.  
 And Further, that the Grant Final Report date has been extended to March 1, 2020.

DATE OF COUNCIL MTG.	Dec. 1/20
MEETING NO.	6-1

**Carried**

**2020-356** Moved by: R. Hall Seconded by: D. Britton  
That the correspondence from the Ministry of Municipal Affairs and Housing regarding the National Disaster Mitigation Program, Intake 6, be received. **Carried**

**2020-357** Moved by: M. Wand Seconded by: D. Piekarski  
That the correspondence from the Ministry of Seniors and Accessibility regarding Inclusive Community Grants, be received. **Carried**

**2020-358** Moved by: M. Wand Seconded by: D. Britton  
The the correspondence from the Ministry of Infrastructure regarding the Investing in Canada Infrastructure Program, ICIP-Covid-19 Resilience Infrastructure Stream, be received. **Carried**

**2020-359** Moved by: D. Piekarski Seconded by: R. Hall  
That the accounts payable listing reports dated November 4, & 12, 2020, in the total amount of \$133,084.06, be approved for payment. **Carried**

**2020-360** Moved by: R. Hall Seconded by: D. Piekarski  
That Council now adjourns to closed session at 7:36 pm to discuss:  
18.1 Adoption of Closed Session minutes of November 3, 2020.  
18.2 Legal Advice-Section 239(2)(b) of the Municipal Act and under 6(1)(b) of the Procedural Bylaw-matters regarding identifiable individual

**2020-361** Moved by: M. Wand Seconded by: R. Hall  
That Council now reconvenes to regular session at 8:55 pm. **Carried**

**2020-362** Moved by: D. Britton Seconded by: M. Wand  
That Council now adjourns at 8:55 pm. **Carried**

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Mayor

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CAO/Clerk-Treasurer

**Public Works Committee Meeting**

**November 17, 2020 6:00 p.m.**

**Powassan Station 1 Fire Hall**

**Present:** Mayor P.McIsaac, Councillors D.Britton, D.Piekarski, M. Wand and R.Hall;  
CAO/Clerk-Treasurer M.Lang, Public Works Foreman S.Toebes, Municipal Engineer C. Munshaw

**Declaration of Pecuniary Interest:** P.McIsaac for Item 5.9- his employer is mentioned.

**Approval of Agenda (M.Wand, D.Piekarski).**

**Carried**

**Staff /Council Reports:**

**5.1 Duncor Holdback for 2019 Trout Creek Surface Treatment. C. Munshaw verbal**

Duncor has asked for the holdback amount to be paid in 2020 with them completing the work in 2021 on Sweezy, McDonald and Corkery Street. A vote was taken and it was all in favour of keeping the holdback until the work is completed in 2021.

**5.2 2021 Boundary Road Capital Work**

Nipissing Township has indicated to C. Munshaw that they wish to do surface treatment of Alsace Road from Highway 534 to Park Line. Our Boundary Road agreement states that we pay half of capital work. Our share is approximately \$200,000. We would have to Budget for this in 2021.

**5.3 Evan Hughes Street Sweeping Proposal**

Evan Hughes submitted a proposal whereby he purchased a sweeper and he would do our sweeping- based on our tender document- for a cost of \$35,000 + HST per year for a five-year contract.

We had only one response for this year for approx. \$45,000. Our Foreman, S.Toebes, has looked into leasing a sweeper for a month with our workers doing the work. Concerns that this would make us short staff on our regular jobs.

Motion: moved by M.Wand, Seconded by R.Hall that we contract with Evan Hughes for a Five Year term for \$35,000 per year plus ask for an hourly rate for any extra work we may require.

R.Hall, M.Wand, D. Britton, P.McIsaac in favour, D.Piekarski opposed.

**Carried**

**5.4 304 Armstrong Ave. Embankment to Genesee Creek-verbal**

Staff have gone to see the location and looked at GIS mapping. There doesn't seem to be an erosion problem. Trees haven't moved and are still upright. It is a Ministry of Oceans and Fisheries concern and we cannot touch this area. Staff to write the Ministry and see if there is anything that can be done. Ms. Maltby to be told we are reaching out to the Ministry.

**5.5 Half Load Restrictions request- E.Hughes Excavating**

Request for partial use of Oakwood Road and McCharles Line at full load capacity for 10 years was received. The decision is that it will continue on a year to year basis. The Engineer and Foreman will consult on each request and deal with them based on weather and road conditions.

It was decided that a new half load bylaw should be developed with fines if there is damage done.

DATE OF COUNCIL MTC	Dec 1/20
AGENDA ITEM #	7-1

**5.6 Recycled Asphalt-verbal S. Toebe**

We have been offered asphalt to recycle from a Highway 11 project next year.

This will provide us with a lot of asphalt to recycle and use on our roads and parking lots. We will need to follow Ministry rules on storing the material due to the very large quantities; keeping it safe for the environment.

C.Munshaw and S.Toebe to discuss and find areas to store the materials.

**5.7 Winter Sand loan request- verbal**

Because the MTO yard had been demolishing their sand domes, they asked if they could use some of our sand supplies until their new dome and sand is completed. We said no due to our own need of the sand.

**5.8 Request for formal policy for signage.**

It was agreed that we need a formal signage policy. Staff is to prepare one for review.

**5.9 Maple Hill Road/MTO request for information- (Mayor McIsaac declared conflict on this item and did not Participate)**

Concerns about the closure of the south highway entrance/intersection and the traffic issues we now experience. Trucks, speeding, lots of traffic on Maple Hill Road but also on Main Street and Edward Street as people are travelling into and out of town from only one Highway access point. Keep asking MTO about when the interchange will be done, reopen the one they closed or build the once proposed access roads along the highway.

For next meeting:

The request for stop signs at the intersection of Hummel Line and Hemlock Road plus the Letter received from S.Conrad.

**Notice of Schedule of next Committee Meeting:**

**December 15, 2020 next Public Works regular meeting in Fire Hall at 6:00 p.m.**

**Adjournment at 6:58 p.m. ( D.Piekarski, M.Wand)**

**Carried**



NORTH BAY-MATTAWA  
CONSERVATION  
AUTHORITY

November 26, 2020

Maureen Lang  
CAO/Clerk Treasurer  
Municipality of Powassan  
466 Main Street  
POWASSAN, Ontario POH 1Z0

Sent by email and courier

Re: North Bay-Mattawa Conservation Authority Resolution 90-20  
Bill 229 "Protect, Support and Recover from COVID-19 Act,  
Schedule 6 – Conservation Authorities Act"

Dear: Ms. Lang,

Please be advised that at its meeting of November 25, 2020, Members off the North Bay-Mattawa Conservation Authority after discussion passed the following resolution:

**"WHEREAS the Province has Introduced Bill 229, Protect, Support and Recover from COVID-19 Act – Schedule 6 – Conservation Authorities Act;**

**AND WHEREAS the proposed changes will limit Conservation Authorities ability to ensure people and property are protected from natural hazards and result in short and long term impacts to property and the environment;**

**THEREFORE BE IT RESOLVED THAT** the North Bay-Mattawa Conservation Authority Board of Directors request the removal of Schedule 6 from Bill 229 to allow for provincial, municipal and conservation authority consultations on the implications of changes to the Conservation Authorities Act;

**FURTHER THAT** a copy of this resolution be forwarded to Premier Doug Ford; Minister of Economic Development, Job Creation and Trade Vic Fedeli; Minister of Environment Conservation and Parks, Jeff Yurek; Minister of Natural Resources and Forestry, John Yakabuski; Minister of Municipal Affairs and Housing, Steve Clark; Minister of Finance, Rod Phillips; and all Member Municipalities of the North Bay-Mattawa Conservation Authority."

Sincerely,

Brian Taylor  
Chief Administrative Officer  
Secretary Treasurer

DATE OF COUNCIL MTG.	Doc 1/20
AGENDA ITEM #	8-1

Town of Parry Sound EMS Advisory Committee

Open Minutes

**Date:**

November 18, 2020

**Time:**

07:32pm

**Location:**

(on-line) ZOOM Meeting and on-line streaming

**Members Present:**

Jamie McGarvey - Chairperson, Rod Osborne, Cathy Still, Scott Sheard, Lewis Malott, Irene Smit

**Present:**

Dave Thompson, Director of Emergency and Protective Services

**Recording:**

Sheri Skinner, Administrative Assistant

**Guest:**

**Regrets:**

Lyle Hall

DATE OF COUNCIL MTG.	Dec. 1/20
AGENDA ITEM #	8-2

Town of Parry Sound EMS Advisory Committee

Open Minutes

**1. Agenda**

**Moved by Scott Sheard**

**Seconded by Rod Osborne**

That pursuant to Section 239(2) of the Municipal Act, R.S.O. 2001, Chapter 25, as amended, the EMS Advisory Committee move to a meeting closed to the public in order to address a matter(s) pertaining to:

- i. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; EMS HR issues
- k. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; contract negotiations with WPSHC

**1.1 Additions to Agenda**

**1.2 Prioritization of Agenda**

**1.3 Adoption of Agenda**

**Moved by Lewis Malott**

**Seconded by Irene Smit**

That the November 18, 2020 Parry Sound District Emergency Medical Services Committee meeting agenda be approved.

Carried

**1.4 Disclosure of Pecuniary Interest and the General Nature Thereof**

Town of Parry Sound EMS Advisory Committee

Open Minutes

**2. Minutes and Matters Arising from Minutes**

**2.1 Adoption of Minutes**

**Moved by Cathy Still**

**Seconded by Rod Osborne**

That the Minutes of the August 18, 2020 meeting of the Parry Sound District Emergency Medical Services Committee be approved as circulated.

Carried

**3. Correspondence**

EMS Supplemental Levy

3.1.1 McKellar letter dated October 19, 2020 (forward to file)

3.1.2 Whitestone letter dated October 21, 2020 (forward to file)

3.1.3 Magnetawan letter dated November 2, 2020 (forward to file)

**4. Deputations**

**5. Emergency Services Director's Report**

Dave Thompson summarized the Director's Report with the Committee having no questions.

**Moved by Scott Sheard**

**Seconded by Irene Smit**

That the Emergency Services Director's Report dated November 18, 2020 be accepted as submitted.

Carried

Town of Parry Sound EMS Advisory Committee

Open Minutes

**6. Reports**

- 6.1 EMS Statistical Report - September 2020
- 6.2 EMS Night Call Statistics - September 2020
- 6.3 EMS Vehicle Inventory - September 2020

Dave Thompson provided a descriptive overview of the various reports attached.

**Resolution**

EMS Committee members have received reports 6.1, 6.2, 6.3 as listed above.

**Moved by Cathy Still**

**Seconded by Lewis Malott**

Carried

**7. Ratification of Matters from Closed Agenda**

**8. Other Business**

- 8.1 R&R EMS Humphrey Base-AD2020

**Resolution**

**Moved by Rod Osborne**

**Seconded by Lewis Malott**

That the EMS Advisory Committee supports the staff recommendation in report R&R EMS Humphrey Base-AD2020 to enter into an Agreement with the Township of Seguin for the use of a portion of the Humphrey Fire Hall as an EMS base.

Carried

**Town of Parry Sound EMS Advisory Committee**

**Open Minutes**

**8.2 R&R 2021 Land Ambulance Budget-AD2020**

**8.2.1 ATT#1 2021 Land Ambulance Budget-AD2021**

**Resolution**

**Moved by Scott Sheard**

**Seconded by Irene Smit**

That the EMS Advisory Committee recommends the Town of Parry Sound council approve the 2021 Land Ambulance Operating Budget with a 4.85% levy increase over the 2020 approved budget in a total amount of \$9,986,873: and That a Land Ambulance Capital Budget be approved in the amount of \$460,000 to be funded from the EMS Capital Reserve Fund.

Carried

**9. Dispatch Update**

**10. Business Plans**

**11. Adjournment 8:02pm**

**Moved by Cathy Still**

**Seconded by Irene Smit**

Carried

**Next meeting to be determined.**



## Library Board Minutes

October 26, 2020 at 6 pm

**Attendance via video/audio conference:** Tina Martin, Liz Moore, Debbie Piekarski

**In-person attendance:** Gloria Brown, Debbie Piper, Doug Walli, Bernadette Kerr, Marie Rosset

**Absent:** Bob Elliott

### 1. Respect and Acknowledgement Declaration Read by CEO

### 2. Disclosure of pecuniary interest – none

### 3. Approval of general consent motion:

**Motion # 2020-24 Kerr-Piper:** That the Consent Agenda for October 2020, which includes:

- a) the October 26, 2020 agenda,
- b) the Minutes for September 28, 2020 meeting,
- c) the Financial Report for September 2020,
- d) and the Library Report for September 2020,

be adopted with the additions of 4f) time of Board meetings, 4g) Nugget Article, and 4h) Elevator to the agenda.

### 4. Business Arising

#### a) 2021 Budget

Given the uncertainty of 2021, the Financial Committee recommends we defer any further discussion until the January 2021 Board meeting.

#### b) December Meeting - Scheduling

The December meeting was cancelled earlier this year.

#### c) New Email Account for the Board

A new Gmail account [PDUPLBoard@gmail.com](mailto:PDUPLBoard@gmail.com) has been created for the Board. Board members will be able to access all documents related to Board meetings on the Google Drive. The passwords will be sent out to members to access the information.

#### d) Update on Library Status of Service

First, the library staff is taking every safety precautions and following our Health Units directives at all times.

Our hours remain Monday & Friday 11am to 3pm, and Tuesday & Thursday 11am to 7pm. We offer curbside service, computer access, people are able to come in, browse for books (20 minutes), appointments are preferred for everyone, and contact information is kept for a period of 2 months. Groups that have resumed meeting at the library are French, Rug Hookers, Sound Meditation, piano lessons, Book Club and a little girls dance class. Lifelabs is increasing its clinic to twice a week starting on November 9<sup>th</sup> on Mondays and Thursdays 8 am to noon. One library staff will continue to be assigned to triage and monitor the traffic of patients.

DATE OF COUNCIL MTG.	Dec 1/20
AGENDA ITEM #	8-3

For each of these activities, physical distancing, mask wearing and hand sanitizing is enforced, as is cleaning and sanitizing after each activity.

**c) Library Volunteer of the Year**

Gloria Brown was selected as the 2020 Library Volunteer of the Year. Gloria was instrumental in forming the Friends of the Library 20 years ago. She is still very involved as their treasurer and contributes by making aprons and knitting various items to sell. Additionally, Gloria has been a Board member since January 2015. She is very active in promoting the library and helping the library achieve its goals.

**f) Board Meetings Meeting Time**

After some discussion, it was decided the Board will now meet at 5:30pm instead of 6pm.

**g) Nugget Article by Rocco Frangione**

His October 26, 2020 article was discussed. The CEO and the staff were disappointed they were not given a chance to comment and contribute details before the story was sensationalized and published. First, the computers are for public use and the Health Unit safety protocols are followed for all users regardless of where they are from. Second, following the Library Act the library is required to offer free public access to computers. Furthermore, the southern Ontario users referred in the previous minutes were ratepayers or from families of ratepayers and all safety protocols were followed at all time. It is unfortunate we were not contacted for clarifications prior to commenting to Rocco. Debbie Piekarski informed the group, she would be contacting Rocco personally to share her displeasure with his reporting. It is not the first time he has covered incorrectly.

**h) Elevator**

Marie was informed that the elevator may need replacing in the near future -- it is 38 years old and is showing signs of wear and tear. Given the importance of having a working elevator to be fully accessible, we will seek funding to replace the elevator through the Ontario Trillium Foundation Resilience Grant. A case will be made that given the increased usage of the elevator during the pandemic (less surfaces being touched when taking the elevator) the lifespan of the elevator was shortened substantially. Without an elevator most activities, including the Lifelab clinics, will no longer be able to happen at the library.

**5. Correspondence**

- None to report

**6. Committee Reports**

**a) Property Committee**

**Parking Lot Status**

The paved accessibility area still needs modification to address the pooling of water, which will be a hazard in winter. Marie contacted public works and the issue will be resolved in the next few weeks.

**b) Fundraising Committee Update**

The total fundraised to date is as follows:

- \$2,500 from the sale of the cedar strip canoe donated by Robert Caldwell
- \$2,720 from the Township of Nipissing to purchase five iPads and a Zoom subscription
- \$2,000 donated by a patron with a cottage in Nipissing for the purchase of DVDs

- \$1,100 from other misc. donation  
Total: \$8,320

**c) Financial Committee**

**Estimated Revision of 2020 budget**

Should the library end with a surplus in 2020, the amount will be placed under contingency reserves for the future.

**d) Policy Committee Report**

- RES-04 Health and Safety Policy was reviewed as required and no changes were identified

- RES-03 Collection Development Policy was reviewed and modified.

**Motion # 2020-25 Piper-Walli:** That the RES-03 Collection Development Policy be adopted as modified.

- PART-07 Volunteer Policy

**Motion # 2020-26 Walli-Brown:** That the PART-07 Volunteer Policy be adopted as modified.

**e) Friends of the Library Report**

The August/September 2020 minutes were presented.

The Friends auctioned a Thanksgiving Basket and made \$45. All of their masks are offered for free or for a donation and are very profitable as are their other items.

**7. New Business**

**a) Upcoming Noteworthy Events**

- Oct 27 - The library partnered with CRA to offer an online tax info session for seniors

**b) Grants Status**

- Connectivity Grant is renewed for 2021 and will total \$2,160
- YCW for fall – one position (85% of wages covered) filled by Jordan Ruttan
- Provincial Summer Program is still open and will end at the end of November.
- Nipissing University Internship - Catherine Cross will complete an internship at the library to fulfil her teaching degree requirements

**8. Adjournment**

**Motion # 2020-27:** Brown: That the October 26, 2020 meeting be adjourned at 7:18 pm.

**Next Meeting: Monday, November 23, 2020 at 5:30pm**

**Chairperson:** Kristine Martin  
Kristine Martin, Chair

**Secretary:** Marie Rosset  
Marie Rosset, CEO



## Library Board Minutes November 23, 2020 at 5:30 pm

**Attendance via video/audio conference:** Tina Martin, Liz Moore

**In-person attendance:** Gloria Brown, Debbie Piper, Debbie Piekarski, Doug Walli, Bernadette Kerr, Bob Elliott, Marie Rosset

### 1. Respect and Acknowledgement Declaration Read by CEO

### 2. Disclosure of pecuniary interest – none

### 3. Approval of general consent motion:

**Motion # 2020-28 Piper-Piper:** That the Consent Agenda for November 2020, which includes:

- a) the November 23, 2020 agenda,
- b) the Minutes for the October 26, 2020 meeting,
- c) the Financial Report for October 2020,
- d) and the Library Report for October 2020,

be adopted with minor modifications to the October 26, 2020 minutes.

### 4. Business Arising

#### a) 2021 Budget

Discussions deferred until January 2021 Library Board meeting.

#### b) Correction to September 28, 2020 Minutes

In the September 28, 2020 minutes 4a) states that Bernadette Kerr is replacing Stephen Boyle, it should instead state that Bernadette Kerr is the Township of Chisholm Councillor appointed to replace Chris Jull.

#### c) Schedule of 2021 Board Meetings

In 2019, the Board passed Motion 2019-72, which eliminated three monthly meetings in 2020. For the Board to be more responsive to any emerging issues, the CEO recommend adding two additional Board meetings, with the option of cancelling one if it is not necessary.

**Motion # 2020-29 Kerr- Walli:** That the Library Board schedule nine meetings per year in the future -- going forward, (January, February, March, April, May, June, September, October, November) on the fourth Monday of the month.

#### d) New email Account for the Library Board

Marie demonstrated how to access the Drive associated with the new Gmail account.

#### e) Update on Library Status of Service

Following the directions of the Municipality of Powassan, the library has gone back to Stage 2 starting November 13, 2020. This means we are now only offering curbside service for circulation materials, access to computers is reduced and by appointment only, and all in-

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library events have been cancelled with a few continuing on Zoom only. Lifelab is continuing twice a week on Mondays and Thursdays from 8am to noon with all of the COVID19 safety protocol being followed.

## **5. Correspondence**

- None to report

## **6. Committee Reports**

### **a) Property Committee**

- **Parking Lot Status**

The paved accessibility area has not been resolved, the water still pools at the center of the area, creating ice in the winter. Marie will ask public works to make sure the area is sanded to avoid having the public slip and hurt themselves.

- **Elevator**

The committee is pursuing replacing or updating the elevator using the OTF Resilience Fund through the Township of Chisholm.

- **Maintenance Reserve**

The \$1,200 which was budgeted as a maintenance reserve will be transferred to the Contingency Reserves instead.

### **b) Fundraising Committee Update**

An updated report was presented:

- \$2,500 from the sale of the cedar strip canoe donated by Robert Caldwell
- \$2,720 from the Township of Nipissing to purchase five iPads and a Zoom subscription
- \$2,000 donated by a patron with a cottage in Nipissing for the purchase of DVDs
- \$1,131 from the Friends of the Library
- \$1,790 from used book sales
- \$1,516 from other misc. donation

Total: \$11,657

### **c) Financial Committee**

The Financial Committee will presents the 2021 Budget in January at the regular Board meeting.

It was recommended that any surplus funds and reserves at the end of 2020 be identified as Contingency Reserves on the Library Balance Sheet and be invested into a term deposit – GIC Cashable.

### **d) Policy Committee Report**

Following an inspection from the Health Unit Inspector, he recommended we have a specific policy for the use of the kitchen.

- SERV-10 PDUPL Kitchen Use Policy

**Motion # 2020-30 Piekarski-Kerr:** That the new SER-10 Kitchen Use Policy be adopted as presented.

### **e) Friends of the Library Report**

The October 2020 minutes were presented.

The Friends are currently auctioning a Christmas Basket and are doing well with the sale of masks, which they offer free or for a donation. They are hoping that people will shop local and take advantage of their many handmade items for sale at the library.

**7. New Business**

**a) Proposal for updating and maintaining the Library Patrons List**

After a discussion on improving the updating of the patron list, it was suggested to add a line on the Card Application Form whereby the Library personnel could contact the patron to inquire on their status.

**b) Renaming the Downstairs Art Gallery in honor of Doug Mackey**

**Motion # 2020-31 Piper-Kerr:** That we rename the Downstairs Art Gallery to the Elly and Doug Mackey Art Gallery

**c) Upcoming Noteworthy Events**

All in-library events were cancelled when we returned to stage 2. Book Club and French classes are continuing on Zoom.

**8. Adjournment**

**Motion # 2020-32: Elliott:** That the November 23, 2020 meeting be adjourned at 7:05 pm.

**Next Meeting: Monday, January 25, 2021 at 5:30pm**

**Chairperson:** \_\_\_\_\_  
**Kristine Martin, Chair**

**Secretary:** \_\_\_\_\_  
**Marie Rosset, CEO**

**Powassan and Union Public Library**

**From: D. Piekarski, Councillor**

**Subject: Library**

Powassan Union District Library Board

Having completed the patron/residence data for the Powassan Union District Library, it has been determined that Chisholm should be billed for 18%, Nipissing should be 20% and Powassan 62% for the next four years, as per the current contract between the library and municipalities. This results in an approximate \$3,200 increase, per year, for Powassan in 2021 - 2025.

This base line amount will be used for budgeting purposes for the library.

Chisholm is requesting a renewed contract be written to reflect this change and Councillors Moore (Nipissing), Kerr (Chisholm) and Piekarski will complete this task.

DATE OF COUNCIL MTG.	Dec 1/20
AGENDA ITEM #	12-1

Date: December 1, 2020

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

WHEREAS, installing tile drainage is a common land improvement practice among farmers in Ontario and the benefits of tile drainage for crop productivity, farm efficiency and even for reducing environmental impacts have been studied and are generally well known to farmers;

AND WHEREAS, the Tile Loan Program, authorized by the *Tile Drainage Act*, provides loans to agricultural property owners to help them finance these tile drainage projects; all tile loans have 10-year terms and repayments are made annually;

AND WHEREAS, the provincial government sets the program interest rate at a competitive level which was reduced from 8% to 6% in the fall of 2004 and the loan limit was also increased from \$20,000.00 to \$50,000.00 at the same time;

AND WHEREAS, interest rates have continued to decline over the years and the cost per acre for tile drainage has increased over the years;

NOW THEREFORE; be it resolved that Council of the Municipality of Powassan request the Ontario Ministry of Agriculture, Food and Rural Affairs to consider lowering the interest rate on Tile Drain Loans to 4% and increasing the yearly loan limit to \$100,000.00, and that this Resolution be forwarded to Ontario Ministry of Agriculture, Food and Rural Affairs, MPP Victor Fedeli, and AMO.

\_\_\_\_\_  
Carried

\_\_\_\_\_  
Defeated

\_\_\_\_\_  
Deferred

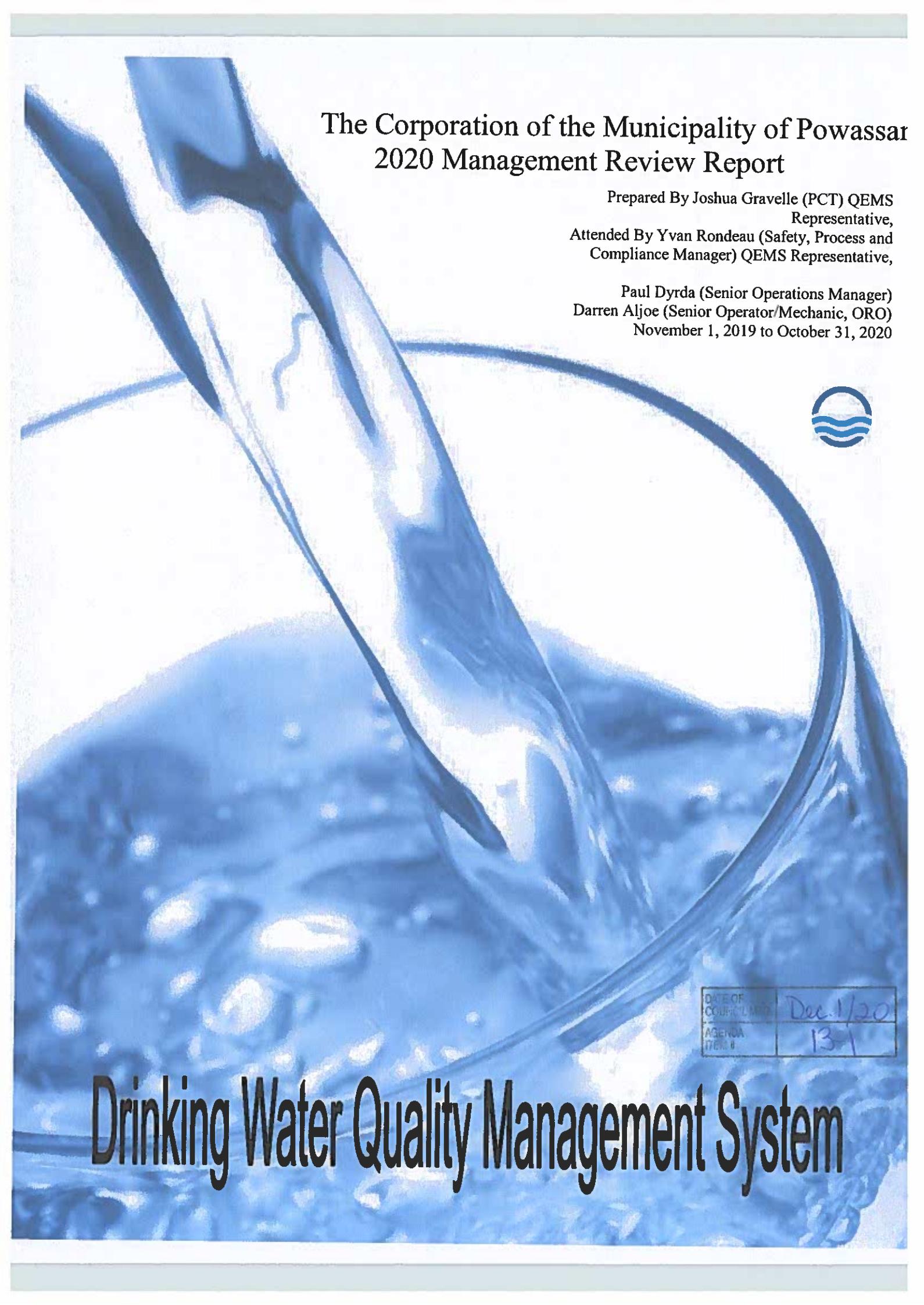
\_\_\_\_\_  
Lost

\_\_\_\_\_  
Mayor

Recorded Vote: Requested by \_\_\_\_\_

Name	Yea	Nay	Name	Yea	Nay
Councillor Randy Hall			Mayor Peter McIsaac		
Councillor Markus Wand					
Councillor Dave Britton					
Councillor Debbie Piekarski					

DATE OF COUNCIL MTG	Dec 1/20
AGENDA ITEM #	12-2



# The Corporation of the Municipality of Powassan 2020 Management Review Report

Prepared By Joshua Gravelle (PCT) QEMS Representative,  
Attended By Yvan Rondeau (Safety, Process and Compliance Manager) QEMS Representative,

Paul Dyrda (Senior Operations Manager)  
Darren Aljoe (Senior Operator/Mechanic, ORO)  
November 1, 2019 to October 31, 2020



## Drinking Water Quality Management System

DATE OF COUNCIL MEETING	Dec. 1/20
AGENDA ITEM #	13-1

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2020 Management Review	
<b>Date/Location of Management Review:</b>	November 24, 2020 @ Meeting VIA Teleconference between Callander Office/South River WTP and Compliance Office
<b>Attendees:</b>	Paul Dyrda – Senior Operations Manager, Joshua Gravelle – PCT , Yvan Rondeau – SPC Manager, Darren Aljoe – Senior Operator/Mechanic, ORO

## Introduction to DWQMS Management Review

The requirement to conduct a management review is dictated by Element # 20 'Management Review' of the Ministry of the Environment, Conservation and Parks (MECP) DWQMS. This element requires that a management review be conducted at least once every calendar year to evaluate the effectiveness and adequacy of the Quality Management System (QMS).

Through this management review process, any deficiencies identified shall be detailed in action plans, which include the personnel responsible and proposed timelines for implementation.

The management review process looks at certain indicators that show how well QMS has been implemented, and how effectively it is operating.

Management reviewers are required to consider:

- Incidents of regulatory non-compliance,
- Incidents of adverse drinking-water tests,
- Deviations from critical control point limits and response actions,
- The efficacy of the risk assessment process,
- Internal and third-party audit results,
- Results of emergency response testing,
- Operational performance,
- Raw water supply and drinking water quality trends,
- Follow-up on action items from previous management reviews,
- The status of management action items identified between reviews,
- Changes that could affect the QMS,
- Consumer feedback,
- The resources needed to maintain the QMS,
- The results of the infrastructure review,
- Operational plan currency, content and updates,
- Staff suggestions and
- Consideration of applicable Best Management Practices (BMPs)

## Executive Summary

This report contains a summary of information that Top Management must review annually in accordance with the Management Standard.

The DWQMS is the key tool that supports and ensures that Council, as the Owner of the drinking water systems, is meeting its duties and responsibilities under the Safe Drinking Water Act and Standard of Care.

The DWQMS has been designed for continual improvement, which is the foundation of the DWQMS Policy endorsed by Top Management and Council.

The current review is for the period of November 1, 2019 to October 31, 2020 (the “review period”).

Highlights of the review findings are:

- There are no outstanding action items from the previous management review;
- The facility had 3 non-compliance issues identified during the review period;
- There were 0 adverse water quality incident (AWQI) and 1 reservoir overflow/spill reported for the facility;
- 36 Month risk assessment completed on August 19, 2020;
- Internal Audit was completed on DWQMS 2.0 on August 19, 2020 listed 0 NCR, 6 OFIs;
- Offsite external 12 Month Surveillance audit completed March 30, 2020, no findings were identified. Accreditation Certificate issued May 21, 2019;
- There were 26 callouts received and 13 relating to critical control points;
- Critical Injury and Unsafe Water contingencies were tested and reviewed on June 30, 2020;
- The Powassan Drinking Water System was last inspected by MECP on December 17, 2019, provided a grade of 87.27%; 3 non-compliance issues and 0 best management practices were noted by the inspector;
- Staff is following procedures and showing a commitment to continual improvement

In short, the 2020 Management Review shows the DWQMS is being implemented successfully and reinforces the fact that the Municipality of Powassan produces and supplies high quality, safe drinking water.

## Opening Remarks

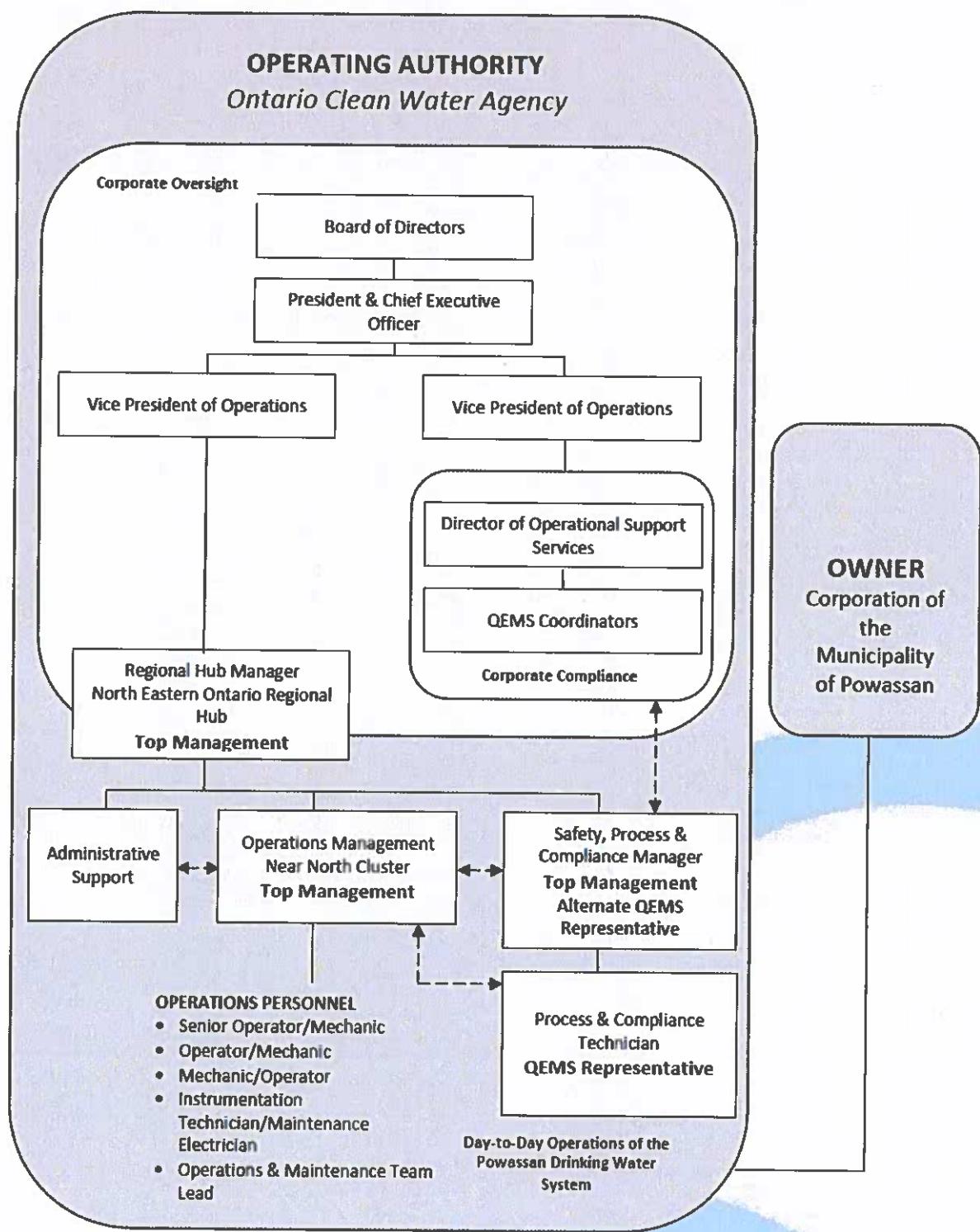
The QEMS representative leading the management review will give a brief overview of the requirements of DWQMS and the purpose of the management review. Reviews are conducted once every calendar year and include the PCT (QEMS Rep.), Senior Operations Manager (Top Management), Safety, Process and Compliance Manager (Top Management/Alternate QEMS Rep) and at least one facility operator, at a minimum. The QEMS Representative ensures that minutes of and action plans resulting from the Management Review meeting are prepared and distributed to the appropriate OCWA management and personnel and to the Municipal Owner.

The discussion lead for the management review was Joshua Gravelle, Process and Compliance Technician (PCT) for OCWA. Minutes from the previous management review were reviewed.

## Roles and Responsibilities Outlined in the DWQMS

Element 9 of the DWQMS requires that the Operational Plan document an organizational structure, roles, responsibilities and authorities of the Operating Authority (OCWA). The table below outlines the structure of all personnel who have a role in delivering safe drinking water.

See Organizational Chart on page 6.



## Drinking Water System Performance

### Incidents of Regulatory Non-Compliance

All regulatory non compliances reported through MECP inspections or through PCT notifications are reviewed during the management review. The results help Management identify regulatory deficiencies in the drinking water system.

Three non-compliance issues were identified in recent MECP inspection report from December 17, 2019. These non-compliances occurred during the review period.

**1. The secondary disinfectant residual was not measured as required for the distribution system.** Subsection 7-2(3) of Schedule 7 of O. Reg. 170/03 requires that the owner of a large municipal residential system that provides secondary disinfection and the operating authority for the system must ensure that at least seven distribution samples are taken each week and are tested immediately for free chlorine residual. Unless at least one sample is taken on each day of the week, at least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week. At least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken. In the week of December 1 to 7, 2019, the last sample of the first set of samples was collected and tested for chlorine residual on December 3, 2019 at 14:10 hours. The first sample in the second set of samples was collected on December 5, 2019 at 11:30 hours, which is 45 hours and 20 minutes.

**Action(s) Required:**

During the preparation of this inspection report, the operating authority provided written documentation that the operator who measured free chlorine residuals on December 5, 2019 received training on the requirements of Subsection 7-2(3) of Schedule 7 of O. Reg. 170/03 on December 19, 2019. No further action required.

**Issue Analysis:**

Operator was returning from rounds and was asked to perform second round of distribution free chlorine residuals. Operator did not have access to the round sheet and was unaware of the last time residuals were taken on December 3. Secondary Disinfection Residual Sampling Requirements SOP was reviewed by Operator and in future, round sheet will be obtained prior to second round of residuals.

**2. All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were not equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.** Section 6-5(1)5 of Schedule 6 of O. Reg. 170/03 requires that where an automatic shut-off mechanism is not used on a continuous monitoring equipment, in addition to alarming when the test result for a parameter is outside the range prescribed in the table to Schedule 6-5, the continuous monitoring equipment must cause an alarm to signal if the analyzer

loses power or malfunctions so that an operator can be immediately alerted and take appropriate action. The operating authority informed the inspecting officer on December 30, 2019 that in the period from 17:45 on December 29, 2019 to 09:45 on December 30, 2019, the continuous online analyzer was not operating during this period due to back-up power supply failure. There was no alarm or shut down of the well pumps during the period the continuous chlorine analyzer was without power.

**Action(s) Required:**

The operating authority informed the inspecting officer on February 10, 2020 that programming updates to the continuous free chlorine analyzer/PLC so that the well pumps will shut down and generate a low free chlorine residual alarm to the on call operator on loss of electrical power and instrument fault of the compliance free chlorine analyzer. No further action required.

**Issue Analysis:**

On February 7, 2020 Instrument Technician/Electrician visited Powassan Well House and performed programming updates which will allow the free chlorine analyzer to lockout well pump and generate low free chlorine residual alarm in the event of power loss and instrument fault.

**3. Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was not performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format.** Subsection 6-5(1) of Schedule 6 of O. Reg. 170/03 specifies that if a drinking water system uses continuous monitoring equipment for sampling and testing that is required under this Regulation for free chlorine residual required to achieve primary disinfection, the owner of the system and the operating authority for the system shall ensure the continuous monitoring equipment must, except when no water is being directed to users of water, test for free chlorine residual with at least the minimum frequency specified in the Table for the parameter, and record the date, time, sampling location and result of every test for free chlorine residual with at least the minimum frequency required for the drinking water system. Table in Subsection 6-5(1) sets the minimum required testing and recording frequency for free chlorine residual required to achieve primary disinfection at 5 minutes. The operating authority informed the inspecting officer on December 30, 2019 that in the period from 17:45 on December 29, 2019 to 09:45 on December 30, 2019, the continuous online analyzer was not operating during this period due to back-up power supply failure. According to the incident report provided by the operating authority, there were three pumping cycles into the distribution system while chlorine pumps were dosing chlorine but the chlorine analyzer was not testing and recording the free chlorine residual.

**Action(s) Required:**

The operating authority informed the inspecting officer on February 10, 2020 that low lift pump lockdown and alarm have been enabled in the event of loss of power or instrument fault of the continuous free chlorine analyzer. This setting will prevent flow of treated water to the distribution system when regulatory testing of free chlorine residual at the location where disinfection has been achieved is not being performed every 5 minutes. No further action required.

### Issue Analysis:

On February 7, 2020 Instrument Technician/Electrician visited Powassan Well House and preformed programming updates which will allow the free chlorine analyzer to lockout well pump and generate low free chlorine residual alarm in the event of power loss and instrument fault. This update will also prevent the data issue, as the well pumps will lockout and no water will be directed to distribution in the event the free chlorine residual analyzer fails, due to power loss or instrument fault.

### Incidents of Adverse Drinking Water Tests

To assist in the detection of water quality issues, OCWA utilizes online monitoring through SCADA and Wonderware programs and maintains a rigorous sampling schedule. The drinking water regulation identifies particular indicators of Adverse Water Quality incidents (AWQI) which must be reported to the MECP and the Ministry of Health (MOH) and establishes how to carry out specific corrective actions.

During the review period, there were zero AWQIs.

Table 1: Adverse Water Quality Incidents

Incident Date	AWQI#	Adverse issue	Corrective action taken	Additional comments
N/A				

There was also one reservoir overflow/spill that occurred during the review period.

#### SAC Reference 4578-BKXQ2Y – Reservoir Overflow/Spill

Start Date & Time: January 17, 2020 at 2030 hours

Termination: January 18, 2020 at 1230 hours

Duration: 16 hours

Approximate volume: 650 m<sup>3</sup>

Details: Reservoir spilled chlorinated water through overflow following re-establishment of radio frequency communication between well house and reservoir. Issue occurred with instrument level span values out of sync with well house resulting in incorrect value.

Receiver: N/A

Actions: Well pump deactivated immediately upon arrival. Following confirmation of spill and assessment of reservoir level transducer value. Control set-points were adjusted for reservoir level well pump start and stop. Instrument span corrected.

Reporting: Verbal & written reports to MOE SAC, faxed to EC as required, also notification made to local MECP inspector Vesna Alimpic.

The system does not appear to have problems providing clean, safe water nor does it seem to have issues with old distribution piping.

A Critical Control Point (CCP) is a step in the process where some control can be administered to prevent or eliminate a drinking water health hazard or to reduce it to an acceptable level. A CCP limit is the point at which a response procedure is deemed required. CCPs were established through the Risk Assessment exercise and are monitored through the SCADA and Wonderware systems. Any deviation from normal CCP limits is recorded in logbook and does not necessarily mean that unsafe drinking water was delivered to the consumer.

### Deviations from critical control point (CCP) Limits

For this facility, 2 CCP's were identified within the water treatment process.

Table 2: Critical Control Points

CCP listed	Setpoints
Primary Disinfection (Sodium Hypochlorite System)	Free Chlorine residual: At 0.80 mg/L lock out of pump occurs and alarm is sent, no delay Minimum CT required = 0.45 mg/L
Secondary disinfection	<b>Operational</b> Low: greater than 0.2 mg/L Free Chlorine residual High: less than 4.0 mg/L Free Chlorine residual <b>Regulatory</b> Low: greater than 0.05 mg/L Free Chlorine residual

Operators record any CCP deviation in their facility logbook. Additionally, any afterhours deviations are recorded in the facility's call out reports (Maximo). During this review period, there were twenty-six (26) incidents that required the operator's attention outside regular business hours. A total of thirteen (13) incidents were related to CCP's, low free chlorine residual.

For more information on all call outs during the review period, refer to the Maximo Call Out Summary.

## Operational Performance

The operational performance section is used to discuss the MECP's latest inspection rating and determine any actions required to maintain or improve the water treatment system and all associated programs.

The latest inspection held on December 17, 2019 provided a grade of 87.27% (findings discussed above on pages 7-9). No best management practices were provided by the inspector. All non-compliance items have been resolved.

The safety of the drinking water is not reflected by the MECP's score. The MECP district office determines a risk factor and grants each question a value. The rating is calculated based on each inspector's answers. Although inspectors cannot themselves provide their own rating, opinions sometimes influences the answers given for a specific topic which could affect the score provided for the inspection.

Any issues raised from the MECP inspection are reviewed and appropriate actions are taken to prevent future occurrences. To help preserve the drinking water system, flushing and valve maintenance is conducted bi- annually. Hydrants are inspected simultaneously.

## Raw Water Supply and Drinking Water Quality Trends

Raw water and drinking water trends are monitored through OCWA's SCADA and Wonderware systems and numerical data is maintained within our Process Data Management (PDM) program.

The facility has a Permit to Take Water (PTTW) which limits the amount of water the Water Treatment Plant (WTP) can obtain from a surface or ground water supply.

This facility's PTTW limits are 1313 m<sup>3</sup>/d from the two ground wells combined. Flow rates are limited to 15.2 L/s per well. The system's Municipal Drinking Water Licence provides a rated capacity for the WTP which is determined to be 1313 m<sup>3</sup>/d.

Raw and treated flows were within limits.

Raw water characteristics are monitored at this facility by sampling for the following parameters: Turbidity, *E.coli* and Total Coliforms. Bacteriological data is consistently having no coliforms or *E. coli*.

Bacteriological samples are taken weekly to monitor raw, treated and distribution water health. Regulations require that pesticides and other chemicals (schedule 23/24) be tested every three years as well as sodium and fluoride which are on a 60 month rotation. Schedule 23/24 parameters were sampled on January 29, 2018. Sodium completed February 27, 2017 and fluoride completed January 14, 2019. All results were below the Ontario Drinking Water Standards.

THMs are being collected and tested quarterly in 2020. The running annual average for the system at the end of October is 0.003 mg/L (RAA limit = 0.1 mg/L).

The HAAs are also being collected and tested quarterly. The system has a running annual average <0.0053 mg/L at the end of October. The maximum RAA allowable limit of 0.08 mg/L came into effect on January 1, 2020.

OCWA has sampled at the far end of the distribution system in 2017, near the plant and middle of the distribution system in 2018 and 2019 as per guidance provided in a Ministry's letter "HAA Concerns" dated May 9, 2018. It should be noted that all THM and HAA results are very low throughout the distribution system as the system is fed by wells. After following a Best Management Practice based on MECP guidance in 2018, HAA were sampled at various locations throughout the distribution system to find the most elevated results. See HAA RAA Summary for further information. Based on sampling and MECP guidance, the recommended sampling point for future sampling is 21 Birch St.

Currently, the system is in exemption for plumbing lead sampling, which means alkalinity and pH are taken in the distribution at 2 locations bi-annually and lead, alkalinity and pH are taken every third year, bi-annually. There were no samples taken during this review period which required adverse notifications.

The Powassan Drinking Water System continually provides good quality drinking water to the community.

## Consumer Feedback

Community complaints are reported to the Operating Authority, either directly from consumers or through the Municipal office. Complaints are promptly dealt with and the source of the problem identified. Below is a list of all community complaints received for this facility during the review period.

One consumer complaint was received by OCWA for this review period.

Table 3: Community Complaints

Complaint	Date	Root cause/actions taken
435 Valleyview West. – Odour Complaint	December 27, 2019	Complainant (Linda Ellery) complained of a strong chlorine odour first thing in the morning upon opening tap. Reoccurred during the next approximately 24 hours when resident ran tap. OCWA contacted resident to arrange site visit. Operator attended and measured a free chlorine residual of 2.00 mg/L. Operator made arrangements to go back on December 30 to take a microbiological sample and measure chlorine residual again, which was 1.91 mg/L. There were no other complaints; the microbiological samples collected had zero TC and EC.

## Management System Performance

### Internal and Third Party Audits

The DWQMS requires each Operating Authority to implement a procedure that ensures internal audits are conducted at least once every calendar year to evaluate conformance to the Standard. External audits are conducted by a third party accreditation body every 12 months for off-site audits and every 3 years for on-site audits. All internal and external audit results are reviewed during management reviews and action plans created for all outstanding items found. The table below lists all audit results along with actions required and implementation date.

An internal audit was conducted on DWQMS 2.0 on August 19, 2020 with 6 OFIs identified. Internal audits are performed by PCTs and include a review of documents and an onsite visit where operators are interviewed to verify implementation of the QEMS. Every year, PCTs focus on a particular subject when conducting audits based on non-conformances found within the Organization throughout Ontario and problems found in other locations within the Hub. The QEMS for Powassan is maintained as it should be; therefore, continual improvement is the main focus of the internal audit. This year, due to current pandemic, operator was on site and PCT conducted internal audit remotely.

Off-site external 12 Month Surveillance audit completed March 30, 2020, no findings were identified. Accreditation Certificate issued May 21, 2019.

Non conformances, Opportunity For Improvements (OFIs) and comments from each audit can be found in the table below.

Table 4: Internal and External Audit Results

Audit	Conformance issue	Action Plan	Resolution Date
Internal	OFI – OP-06 Update raw water characteristics to 2019.	Update raw water characteristics to contain 2019 data.	September 2, 2020
Internal	OFI – OP-06 Update description as there is a minor typo in paragraph 5, there is no automatic switchover of the sodium hypochlorite pumps.	Update description to remove typo.	September 2, 2020
Internal	OFI – OP-08A Minor update to be made to Table 2, modify to CCP exceedances tracked in log book and/or WMS (Maximo).	Update table 2 to ensure accuracy of tracking CCP exceedances.	September 2, 2020
Internal	OFI – OP-09A The corporate template OP-09A has been updated to reflect that Corporate Compliance now reports to the VP of Operations (previously reported to Vice President of Engineering, Capital & Support Services).	Update OP-09A as per corporate template.	August 27, 2020
Internal	OFI –OP-11 Update section 3.5 to the operator(s) conduct a remote and/or onsite inspection of the facility at least once per day during the weekdays and at least once per weekend during Statutory Holidays.	Updated OP-11 section 3.5 to capture remote Wonderware checks completed by other operators.	September 2, 2020
Internal	OFI – OP-18 Site specific FEP binder emergency contact list should be updated to include Municipal Public Works Employee Codey Munshaw and new OCWA operator Dan Finnigan.	Update contact list to include individuals that were not on list previously. List has been updated.	August 21, 2020

A root cause analysis and documented corrective actions are mandatory for any minor or major non-conformances uncovered during the internal or external audits.

## The Risk Assessment Process

Element 7 requires a risk assessment procedure be documented that would identify potential hazards and assess the ranks related to each hazardous event. Control measures must be identified for each hazardous event and critical control points must be recognized along with their limits. Risk assessments are required to be verified annually and re-assessed for the system every 36 months.

The last 3 year risk assessment re-write was conducted on August 19, 2020 by Joshua Gravelle (PCT,QEMS Rep.), Paul Dyrda (Senior Operations Manager) and John Hemingway (Senior Operator/Mechanic, O&M Team Lead). Added new hazardous event (pandemic) in response to current Corona Virus situation, see OP-08A table 3 and revision history for details. Annual risk assessment review to be completed in 2021. The next 3 year risk assessment re-write is scheduled for August 2023.

## Emergency Response Testing

An emergency is considered a situation that could potentially result in a loss of ability to maintain service to the customers. The DWQMS requires that the Operating Authority list potential emergency situations and provide emergency response programs. OCWA maintains 6 mandatory contingency plans which cover the majority of possible emergency situations: Spill Response; Critical Injury; Critical Shortage of Staff; Loss of Service; Unsafe Water; and, Security Breach.

For this review period, the Critical Injury and Unsafe Water contingencies were reviewed and tested on June 30, 2020 by all staff in the Near North Cluster. The Essential Supplies and Services list was updated on March 9, 2020 and August 21, 2020. Specifics of the test and scenario are listed within the Contingency Plan Review/Test Summary Form.

## Action Items from Previous Management Reviews

Action Items are initiated during management reviews when deficiencies are found within the Quality Management System. These action items are required to be completed by the person and date listed within them. At each management review, the status of the previous action items is to be examined.

For this review period, there were no action items from previous Management Review.

## Status of Other Actions Items identified Between Reviews

Action items are sometimes initiated in response to other audits or incidents. These items are to be reviewed during the management review process.

For the Powassan Drinking Water System, there were no other action items which arose between reviews.

### Changes that could Affect the Quality Management System

This discussion is held to examine any changes which have occurred within the organization, the Municipality or the Quality Management System throughout this review period.

New version DWQMS 2.0 has been implemented and Operational Plan has been updated to include all the new requirements of DWQMS 2.0. Endorsement of new Operational Plan completed May 17, 2018.

### Resources needed to maintain the DWQMS

Resources are defined as those things needed to implement or maintain the QMS such as physical work, financial resources and time involved by personnel. At each management review, it should be discussed what resources will be required to maintain or improve the QMS for the next review period.

The PCTs maintain the DWQMS and ensures management is kept informed of all aspects of the QEMS. An internal auditing and management review schedule is maintained by the PCTs and adequate time is provided to conduct each of these. Internal and external audit results confirm a well-documented and implemented QEMS for the Powassan Drinking Water System.

Current resources were reviewed and were deemed to be adequate for the next review period.

### Infrastructure Review

An infrastructure review is required annually by contractual obligations and DWQMS requirements. Infrastructure is assessed and recommendations are made to maintain or optimize the facility. The Operating Authority presents this review, in the form of a Capital Letter, to the Municipality and together, it is decided where resources should be prioritized.

Work on capital projects are in progress. Regular maintenance is performed as needed and all emergencies were provided adequate funding by the Municipality.

- During the review period, certified well technicians called in for troubleshooting to locate and repair air leak that caused false flow peaks and air hammer mentioned above. The technicians eventually pulled the pump from Well #2 to find water spraying from a leak within the pump itself. Powassan had recently purchased a spare pump for this well in

2019 which was used as the replacement. The well was super-chlorinated, tested and sampled before being returned to service.

- Purchased replacement radio communication system to have on spare. All 3 Pribusin radios currently in use are obsolete and can no longer be repaired due to lack of available parts.
- Electrical Safety Authority (ESA) deficiency for grounding wire is completed.
- Radio communication failure at the reservoir required scheduled overtime on the weekend in order to operate the system manually until replacement master radio was installed.
- New service installation at 492 Main Street.
- Fire hydrant replacement at Clark and Main St.
- IWS called in to pull pump for troubleshooting air leak at Well #2. Leak was not detected. Next step is to dig pipe to the well house and check the pit less adapter.
- Excavated to daylight the pipe beginning at the pit less adapter and found the leak. The pipe was repaired and attached with new coupler. Well #2 is back in service.
- Broken valve replaced at 546 Main St.

The 2021 capital plans have been created. The Municipality has been provided with the plans and will provide feedback on accepted expenses sometime in the New Year once budget approvals have been completed.

#### Operational Plan: Currency, Content, Updates

The DWQMS requires the Operating Authority to document QMS for the drinking water system in the form of an Operational Plan. This operational plan is updated regularly to correspond with ongoing changes and to include any improvements made to the QMS.

The DWQMS operational Plan has only had minor revisions made during this review period. All updates have been done due to action items which were found through internal and external audits. This information can be found in Table 4.

The DWQMS Operational Plan version 2.0 was endorsed on May 17, 2018 after numerous updates. The DWQMS Operational Plan was updated September 2, 2020 to resolve action items from internal and external audits.

#### Staff Suggestions, Recommendation for Improvement

Staff suggestions are made, either directly to the Manager or the Process and Compliance Technician, and are reviewed during the Management review. Should the suggestions be accepted, action items are created and assigned to the appropriate personnel to complete.

For this review period, there was no staff suggestions presented.

### Consideration of applicable Best Management Practices (BMPs)

The QEMS Representative and/or Operations Management in consultation with the SPC Manager will review and consider applicable internal and/or external BMPs identified by internal and/or external sources as part of the Management Review (OP-20).

BMPs may include, but are not limited to:

- Facility/Regional Hub practices developed and adopted as a result of changes to legislative or regulatory requirements, trends from audit findings or Powassan Drinking Water System performance trends;
- OCWA-wide BMPs/guidance or recommended actions;
- Drinking water industry based standards/BMPs or recommendations; or
- Those published by the Ministry of the Environment, Conservation and Parks.

At a minimum, applicable BMPs must be reviewed and considered once every 36 months.

There were zero applicable BMPs identified during the review period, none identified in most recent MECP inspection report.

Description of Findings	Type	Action	Responsibility/Assignee	Resolution Target Date	Resolution Date
N/A					

There were no applicable BMPs to consider during the review period.

### Next Management Review Meetings

Scheduled for November 2021

Action Items Resulting from Review			
Root Location of Action Within Minutes	Action Item	Personnel Responsible	Proposed Timeline
	None to report		

## Maureen Lang

---

**From:** John Richards <jrichards@campaign-office.com>  
**Sent:** Wednesday, November 18, 2020 10:29 AM  
**To:** Maureen Lang  
**Subject:** The Royal Canadian Legion Ontario Command- 8th Annual Military Service Recognition Book  
**Attachments:** Rates.pdf

Hello Maureen & Council

As per our telephone conversation, please find enclosed a copy of our **Advertisement Letter and Rate Sheet** for the Ontario Command Legion's **8<sup>th</sup> Annual Military Service Recognition Book** to honor and recognize our Veterans.

This unique remembrance publication includes past and present day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **October 2021**, in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the Ontario Command Legion's website: <http://www.on.legion.ca/remembrance/military-service-recognition-book>. It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

**Proceeds raised from this annual project are used to support Veterans Transition Programs that help Veterans who suffer from PTSD, Mental Illness and other such challenges. These programs assist them in transitioning from Military Life to Civilian Life.**

We would be honoured to have **MUNICIPALITY OF POWASSAN** to support and show appreciation for our Veterans by purchasing the **1/4 PAGE AD FOR \$470 AGAIN** in our next edition.

**As we discussed, I will only be mailing the invoice in January 2021 like we have done every year so it goes into the new budget.**

I attached a copy of your 1/4 page ad from the very last book printed to review. If there is any changes, please email to [oncl@fenety.com](mailto:oncl@fenety.com) attention Tracy from graphics before the end of February 2021.

If you require any additional information, please reply to this email or phone me at our toll free number below.

Sincerely,

---

**John Richards**  
**Publication Office**  
**The Royal Canadian Legion Ontario Command**  
**Campaign Office**  
**(1-855-241-6967)**

DATE OF COUNCIL MTG.	Dec 1/20
AGENDA ITEM #	13-2



[www.on.legion.ca](http://www.on.legion.ca)

## The Royal Canadian Legion Ontario Command

### ***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

**The Royal Canadian Legion Ontario Command** is very proud to be printing over **10,000** copies of our 8th annual **“Military Service Recognition Book”**, scheduled for release by October 2021. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the **“Keepers of Remembrance”**. Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada's largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensures the Legion's continued success. We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”**

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

Thank you for your consideration and/or support.

Sincerely,

**Garry Pond**  
**President**



www.on.legion.ca

## The Royal Canadian Legion Ontario Command

### *“Military Service Recognition Book”*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>HST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,132.74	+\$277.26	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,853.98	+\$241.02	= \$2,095.00
2 Page Spread (Full Colour)	\$2,964.60	+\$385.40	= \$3,350.00
Full Page (Full Colour)	\$1,482.30	+\$192.70	= \$1,675.00
Full Page	\$1,110.62	+\$144.38	= \$1,255.00
½ Page (Full Colour)	\$831.86	+\$108.14	= \$940.00
½ Page	\$646.02	+\$83.98	= \$730.00
¼ Page (Full Colour)	\$504.42	+\$65.58	= \$570.00
¼ Page	\$415.93	+\$54.07	= \$470.00
1/10 Page (Full Colour)	\$300.88	+\$39.12	= \$340.00
1/10 Page (Business Card)	\$256.64	+\$33.36	= \$290.00

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:  
The Royal Canadian Legion  
Ontario Command  
(RCL ON)  
(Campaign Office)  
P O Box 8055, Station T CSC  
Ottawa, ON K1G 3H6



The Municipality of

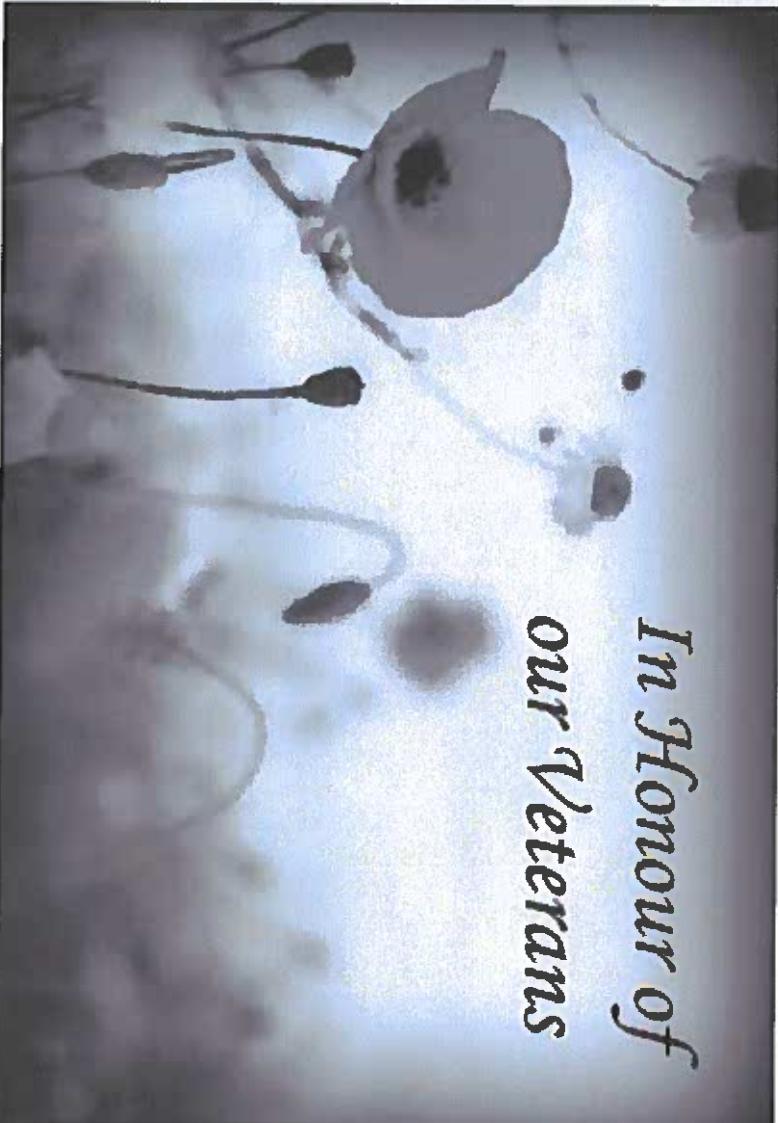
# Powassan

The Heart of Good Living

P.O. Box 250, 250 Clark Street  
Powassan, ON P0H 1Z0

705-724-2813

*In Honour of  
our Veterans*





**October 29, 2020**

Municipality of Powassan  
250 Clark Street  
Powassan ON.  
P0A 1Z0

***Mayor McIsaac & Council Members:***

Since 2003, the Board of Directors of Almaguin Highlands Community Living has presented the ***"Carole Guthrie Award"*** to worthy recipients, on an annual basis.

Carole was a very active volunteer and Board Member with over 20 years of dedicated service to our Agency, to the individuals and families receiving supports and to the Developmental Service Sector in general.

Each year this award is presented in honour of Carole, to the person or group who has shown support and dedication to the vision of Community Living.

For this year 2020, the AHCL Board of Directors would like to recognize the Municipality of Powassan (and all of its employees) as the recipient of the Carole Guthrie Award.

In particular we would like to thank the following people;

- Kimberly Bester who assisted us in the acquisition of the property at 70 King St., coached us through the rezoning process and continues to support us through the magnitude of challenges we've been faced with.
- Lesley Marshall who communicates exceptionally well and doesn't hesitate to reach out to us when there are issues to be resolved.
- Norma Conrad who is the friendly face of 250 Clark St. and always full of accurate and helpful information.

DATE OF COUNCIL MTG.	Dec. 1/20
AGENDA ITEM #	13-3

A.H.C.L., 10416 Hwy. #124,  
Postal box / boîte postale 370, Sundridge, ON P0A 1Z0  
tel/tél: 705-384-5384 • fax/téléc: 705-384-7695  
1-888-293-2425 • [admin@ahcl.org](mailto:admin@ahcl.org)

- Scott Toebe who never hesitates to help us out with any type of Public Works dilemma.
- Ben Mousseau who looks at everything from all sides and with respect for all community members.
- Mark Martin who has very knowledgeably assisted us through all the building/permit requirements related to all AHCL properties.

We realize the Municipal staff do all these things as part of their daily roles but the respect and courtesy they show ALL community members is appreciated and does not go unnoticed by Almaguin Highlands Community Living.

In closing, I want to say Congratulations and that we have provided you with a plaque you can put on display in recognition of this award.

Kind Regards,

A handwritten signature in black ink, appearing to read "Kerry Carnevale".

Kerry Carnevale  
Executive Director  
AHCL

Vendor \_\_\_\_\_ Date \_\_\_\_\_  
InvoiceNumber \_\_\_\_\_

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b><u>GENERAL GOVERNMENT</u></b>										
8848	MINISTER OF FINANCE - EHT, P.O. BOX 620 (EHT), OSHAWA , ON, L1H 8E9									
PR1037	11/03/20 Payroll from 10/17/2020 to 10/30/2020	11/03/20	\$1,332.28		\$1,332.28		10-10-33320	A/P EHT	\$0.00	\$1,967.20
PR1038	11/17/20 Payroll from 10/31/2020 to 11/13/2020	11/17/20	\$1,221.61		\$1,221.61		10-10-33320	A/P EHT	\$0.00	\$1,967.20
8903	OMERS, EY TOWER, 900-100 ADELAIDE ST W, TORONTO, ON, M5H 0E2									
PR1037	11/03/20 Payroll from 10/17/2020 to 10/30/2020	11/03/20	\$9,972.96		\$9,972.96		10-10-33310	A/P OMERS	\$0.00	(\$6,993.10)
PR1038	11/17/20 Payroll from 10/31/2020 to 11/13/2020	11/17/20	\$9,472.44		\$9,472.44		10-10-33310	A/P OMERS	\$0.00	(\$6,993.10)
8904	WORKPLACE SAFETY & INSURANCE BOARD, P.O. BOX 4115, STATION A, TORONTO , ON, M5W 2V3									
PR1037	11/03/20 Payroll from 10/17/2020 to 10/30/2020	11/03/20	\$2,224.94		\$2,224.94		10-10-33330	A/P WSIB	\$0.00	\$554.24
PR1038	11/17/20 Payroll from 10/31/2020 to 11/13/2020	11/17/20	\$2,035.91		\$2,035.91		10-10-33330	A/P WSIB	\$0.00	\$554.24
9080	RECEIVER GENERAL - PAYROLL DEDUCTIONS, ,,,									
PR1038	11/17/20 Payroll from 10/31/2020 to 11/13/2020	11/17/20	\$7,402.79		\$7,402.79		10-10-33200	A/P FIT	\$0.00	(\$3,331.65)
PR1038	11/17/20 Payroll from 10/31/2020 to 11/13/2020	11/17/20	\$3,284.80		\$3,284.80		10-10-33210	A/P PIT	\$0.00	(\$1,607.03)
PR1038	11/17/20 Payroll from 10/31/2020 to 11/13/2020	11/17/20	\$1,146.63		\$1,146.63		10-10-33220	A/P EI	\$0.00	(\$1,461.66)
PR1038	11/17/20 Payroll from 10/31/2020 to 11/13/2020	11/17/20	\$2,881.20		\$2,881.20		10-10-33230	A/P CPP	\$0.00	(\$2,875.88)

FIRE DEPARTMENT

DEPARTMENT		WORKPLACE SAFETY & INSURANCE BOARD, P.O. BOX 4115, STATION A, TORONTO, ON, M5W 2V3			FIRE DEPT.-OPERATIO	
9040	WSIB NOV 2020	11/16/20 WSIB FIRE DEPT	11/16/20	\$927.15	10-15-62020	\$62,000.00
				\$927.15		\$33,319.40

Total FIRE DEPARTMENT

<u>TORICAL &amp; CULTURE</u>					
8925	POWASSAN & DIST. UNION LIBRARY, BOX 160, POWASSAN , ON, P0H 1Z0				
2020 3rd levy	11/16/20 3 RD OF THREE LEVY PAYMENT	11/16/20	\$32,370.00	\$32,370.00	
					\$32,370.00

Total HISTORICAL & CULTURE

DATE OF COUNCIL MTG.	Dec. 11/20
AGENDA	ITEMS 2 & 3

**Municipality of Powassan  
A/P Preliminary Cheque Run  
(Council Approval Report)**

11/16/2020 2:25pm

Page 2

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
						\$74,272.71				

**Total Bills To Pay:**

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
(Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	8935		POWASSAN FIREFIGHTERS ASSC., POWASSAN, ON, P0H 1Z0							
	2020 1	11/17/20	2020 GRATUITY	11/17/20	\$27,007.00	\$27,007.00	10-15-62050	FIRE DEPT.-GRATUITY/	\$45,000.00	\$45,000.00
						<b>\$27,007.00</b>				
	9019		TROUT CREEK FIREFIGHTERS, P.O. BOX 263, TROUT CREEK, ON, P0H 2L0							
	2020 2	11/17/20	2020 GRATUITY	11/17/20	\$17,759.00	\$17,759.00	10-15-62050	FIRE DEPT.-GRATUITY/	\$45,000.00	\$45,000.00
						<b>\$17,759.00</b>				
			<b>Total Bills To Pay:</b>							
						<b>\$44,766.00</b>				

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
*(Council Approval Report)*

<b>GENERAL GOVERNMENT</b>		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<u>8781</u> GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7		10088487	10/01/20	A/R LIBRARY GREEN SHIELD1940.20	10/01/20	\$280.54	\$280.54	10-10-24600 10-10-61510	A/R LIBRARY BOARD BENEFITS	\$0.00	(\$16,021.14)
10088487			10/01/20	OFFICE GREEN SHIELD	10/01/20	\$1,522.70	\$1,522.70			\$28,000.00	\$4,932.68
<u>8781</u> GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7		10208000	11/01/20	A/R LIBRARY GREEN SHIELD1940.20	11/01/20	\$280.54	\$280.54	10-10-24600 10-10-61510	A/R LIBRARY BOARD BENEFITS	\$0.00	(\$16,021.14)
10208000			11/01/20	OFFICE GREEN SHIELD						\$28,000.00	\$4,932.68
<u>9023</u> UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2		6989579	11/24/20	GAS @ 250-1742	11/24/20	\$890.09	\$890.09	10-10-61753	250 CLARK BUILDING	\$0.00	(\$2,478.75)
<u>9724</u> CDW CANADA INC., P.O. BOX 57720, POSTAL STATION A, TORONTO, ON, M5W 5M5		3887261	11/24/20	VIDEO EQUIPMENT	11/24/20	\$2,409.52	\$2,409.52	10-10-61570	COMPUTERS	\$62,000.00	(\$1,506.22)
<u>9768</u> OFFICE CENTRAL, 60 LEEK CRESSENT, RICHMOND HILL, ON, L4B 1H1		1775380-0	11/24/20	KEY CABINET AND SUPPLIES	11/24/20	\$418.98	\$418.98	10-10-61540 10-10-61540	OFFICE SUPPLIES OFFICE SUPPLIES	\$20,000.00	\$10,524.15
1775999-0			11/24/20	PAPER		\$134.65	\$134.65			\$20,000.00	\$10,524.15
<u>9926</u> AGILIS NETWORKS, 500 REGENT STREET, SUDBURY, ON, P3E 3Y2		3113358	11/24/20	TELECOM @ 250 CLARK	11/24/20	\$493.63	\$493.63	10-10-61753	250 CLARK BUILDING	\$0.00	(\$2,478.75)
<u>10059</u> LBEL INC., P.O. BOX 4084, STATION A, TORONTO, ON, M5W3T1		1554865	11/24/20	COPIER LEASE	11/24/20	\$712.32	\$712.32	10-10-61600	POSTAGE/COURIER/COPY	\$25,000.00	\$4,097.63
<u>10236</u> XEROX CANADA LTD., P.O. BOX 4539 STN A, TORONTO, ON, M5W 4P5		56662621	11/24/20	PER COPY CHARGE	11/24/20	\$253.74	\$253.74	10-10-61600	POSTAGE/COURIER/COPY	\$25,000.00	\$4,097.63
<u>10447</u> AINSWORTH INC., 131 BERMONDSEY RD, TORONTO, ON, M4A 1X4		1293039	11/24/20	GAS LINE BREAK EQUIPMENT START UP	11/24/20	\$472.50	\$472.50	10-10-24500	A/R OTHER	\$0.00	(\$93,724.89)
<b>Total GENERAL GOVERNMENT</b>											
<b>250 CLARK</b>											
<u>10233</u> LAWRENCE ELECTRICAL SERVICES, 110 KYLE ROAD, CORBEIL, ON, P0H 1K0		1325	11/24/20	ENTER EXIT SIGN MATERIALS	11/24/20	\$2,620.32	\$2,620.32	10-12-61680	CAPITAL-BUILDING	\$30,000.00	(\$18,094.22)
<b>Total 250 CLARK</b>											
<b>FIRE DEPARTMENT</b>											
<u>8781</u> GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7		10088487	10/01/20	FIRE GREEN SHIELD	10/01/20	\$330.55	\$330.55	10-15-61510	BENEFITS	\$0.00	(\$4,678.51)

## **Municipality of Powassan A/P Preliminary Cheque Run**

(Council Approval Report)

Total FIRE DEPARTMENT

# **Municipality of Powassan A/P Preliminary Cheque Run**

### *(Council Approval Report)*

Due Date      Invoice Amt      Approved

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
*(Council Approval Report)*

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
9926	AGLIS NETWORKS, 500 REGENT STREET, SUDBURY, ON, P3E 3Y2	11/24/20 INTERNET	11/24/20	\$154.23	\$154.23	10-20-63065	PUBLIC WORKS MAT &	\$4,000.00	(\$2,593.24)
3115764 1120									
10126	TOROMONT INDUSTRIES LTD, 3131 HWY 7, CONCORD, ON, L4K5E1	11/24/20 SWITCH	11/24/20	\$110.99	\$110.99	10-20-63626	BACKHOE CAT420	\$7,500.00	(\$2,076.06)
30062.001									
<b>Total PUBLIC WORKS</b>									
<b>ENVIRONMENT</b>									
8781	GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7	10/01/20 GREEN SHIELD DRUG PLAN	10/01/20	\$398.33	\$398.33	10-25-61510	BENEFITS GARBAGE	\$0.00	(\$4,984.89)
10098487									
8781	GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7	11/01/20 GREEN SHIELD DRUG PLAN	11/01/20	\$398.33	\$398.33	10-25-61510	BENEFITS GARBAGE	\$0.00	(\$4,984.89)
10208000									
8799	J & J EQUIPMENT REPAIR, 84 CHISWICK LINE, RR # 1, POWASSAN, ON, P0H 1Z0	11/24/20 SOIL TESTING	11/24/20	\$1,636.30	\$1,636.30	10-25-64965	LANDFILL SITE-	\$74,000.00	\$28,812.66
11374333									
8806	JIM MOORE PETROLEUM, 66 GIBSON STREET, P.O. BOX 508, NORTH BAY , ON, P1B 8J1	11/24/20 FUEL FOR GARBAGE TRUCK	11/24/20	\$307.56	\$307.56	10-25-64830	GARBAGE VEHICLE	\$31,000.00	\$17,676.48
555563									
9363	KNIGHT PIESOLD CONSULTING, 1650 MAIN STREET WEST, NORTH BAY, ON, P1B 8G5	11/24/20 LANDFILL SITE-MAINTENANCE C OF A	11/24/20	\$14,169.46	\$14,169.46	10-25-64965	LANDFILL SITE-	\$74,000.00	\$28,812.66
13967									
9622	POWASSAN AUTO SERVICE, 717 MAIN ST, POWASSAN, ON, P0H 1Z0	11/24/20 GARBAGE TRUCK REPAIRS	11/24/20	\$4,565.10	\$4,565.10	10-25-64830	GARBAGE VEHICLE	\$31,000.00	\$17,676.48
21987									
22386	11/24/20 BALL JOINT REPAIRS	11/24/20	\$1,337.06	\$1,337.06	\$1,337.06	10-25-64830	GARBAGE VEHICLE	\$31,000.00	\$17,676.48
<b>Total ENVIRONMENT</b>									
<b>WATER</b>									
9023	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	11/24/20	\$25.43	\$25.43	\$25.43	10-30-64530	WATER DISTRIBUTION-	\$20,000.00	(\$11,914.81)
6989579 2679147	11/24/20 34 MCRAE DR NATURAL GAS - 7940								
9059	BELL CANADA, PO BOX 9000, NORTH YORK, ON, M3C 2X7	11/24/20	\$44.39	\$44.39	\$44.39	10-30-64510	WATER PUMPHOUSE-	\$30,000.00	\$12,974.32
7057243319 1120	11/24/20 WATER PUMP HOUSE PHONE								
<b>Total WATER</b>									
<b>SEWER</b>									
9023	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	11/24/20	\$63.09	\$63.09	\$63.09	10-40-64110	SEWER PUMPHOUSE-	\$6,500.00	\$6,113.76
6989579 2679147	11/24/20 SEWER PUMPHOUSE NATURAL GAS - 9289								
<b>Total SEWER</b>									

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
*(Council Approval Report)*

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b><u>BUILDING DEPARTMENT</u></b>									
8781	GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7 10/01/20 BUILDING INSPECTOR GREEN SHIELD		10/01/20	\$281.49	\$281.49	10-45-62700	BUILDING INSPECTOR	\$121,000.00	\$116,517.65
8781	GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7 11/01/20 BUILDING INSPECTOR GREEN SHIELD		11/01/20	\$281.49	\$281.49	10-45-62700	BUILDING INSPECTOR	\$121,000.00	\$116,517.65
	<b>Total BUILDING DEPARTMENT</b>								
	<b>PROTECTION TO PERSONS &amp; PROPERTY</b>								
8781	GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7 10/01/20 PROPERTY STANDARD GREEN SHIELD		10/01/20	\$280.49	\$280.49	10-50-61510	BENEFITS	\$0.00	(\$2,507.18)
8781	GREEN SHIELD CANADA, P.O. 1612, WINDSOR , ON, N9A 7A7 11/01/20 PROPERTY STANDARD GREEN SHIELD		11/01/20	\$280.49	\$280.49	10-50-61510	BENEFITS	\$0.00	(\$2,507.18)
8855	MINISTER OF FINANCE - OPP, 33 KING ST W, PO BOX 647, OSHAWA, ON, L1H 8X3 101211200913027 11/24/20 MONTHLY POLICING		11/24/20	\$43,547.00	\$43,547.00	10-50-62500	POLICING-OPP	\$564,743.00	\$128,935.01
	<b>Total PROTECTION TO PERSONS &amp; PROPERTY</b>								
	<b>RECREATION</b>								
9023	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2 6989579 2679147 11/24/20 POOL NATURAL GAS - 1355 6989579 2679147 11/24/20 SHCC NATURAL GAS - 1465		11/24/20	\$275.31	\$275.31	10-55-67110	POOL-MATERIAL & SHCC-MAT/SUPPLIES	\$16,000.00	\$10,981.12
			11/24/20	\$146.05	\$146.05	10-55-67410		\$6,500.00	\$3,806.74
9059	BELL CANADA, PO BOX 9000, NORTH YORK, ON, M3C 2X7 7057245689 1120 11/24/20 SHCC MONTHLY PHONE BILL		11/24/20	\$37.32	\$37.32	10-55-67410	SHCC-MAT/SUPPLIES	\$6,500.00	\$3,806.74
	<b>Total RECREATION</b>								
	<b>HEALTH SERVICES</b>								
9023	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2 6989579 2679147 11/24/20 MEDICAL CENTRE NATURAL GAS - 1396		11/24/20	\$0.00	\$0.00	10-60-65310	MEDICAL CENTRE-	\$0.00	\$0.00
	<b>Total HEALTH SERVICES</b>								
	<b>HISTORICAL &amp; CULTURE</b>								
8954	RELIANCE HOME COMFORT, PAYMENT PROCESSING CENTRE, PO BOX 4504 STATION A 25 THE ESPLANADE, TORONTO , ON, M5W 4J8 10955001340739 11/24/20 POWASSAN LEGION EXPENSE		11/24/20	\$151.55	\$151.55	10-65-67680	POWASSAN LEGION	\$35,000.00	\$9,951.13

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
*(Council Approval Report)*

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
9023 UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	11/24/20	NATURAL GAS-1423	11/24/20	\$405.86	\$405.86	10-65-67680	POWASSAN LEGION	\$35,000.00	\$9,951.13
9059 BELL CANADA, PO BOX 9000, NORTH YORK, ON, M3C 2X7	11/24/20	LEGION PHONE	11/24/20	\$138.41	\$138.41	10-65-67680	POWASSAN LEGION	\$35,000.00	\$9,951.13
9176 ORKIN CANADA, 5840 FALBOURNE ST, MISSISSAUGA, ON, L5R 4B5	11/24/20	AIR REMEDY	11/24/20	\$117.02	\$117.02	10-65-67680	POWASSAN LEGION	\$35,000.00	\$9,951.13
2244549						\$117.02			
<b>Total HISTORICAL &amp; CULTURE</b>						<b>\$812.84</b>			
<b>TROUT CREEK COMMUNITY CENTRE</b>									
8781 GREEN SHIELD CANADA, P.O. 1612, WINDSOR, ON, N9A 7A7	10/01/20	GREEN SHIELD		\$280.79	\$280.79	10-75-61510	BENEFITS	\$12,000.00	\$7,417.23
10083487	10/01/20	TCCC GREEN SHIELD							
8781 GREEN SHIELD CANADA, P.O. 1612, WINDSOR, ON, N9A 7A7	11/01/20			\$280.79	\$280.79	10-75-61510	BENEFITS	\$12,000.00	\$7,417.23
10203800 11/01/20 TCCC GREEN SHIELD									
8799 J & J EQUIPMENT REPAIR, 84 CHISWICK LINE, RR # 1, POWASSAN, ON, P0H 1Z0	11/01/20			\$280.79	\$280.79				
17281 11/24/20 ANNUAL SERVICE	11/24/20			\$492.88	\$492.88	10-75-61820	MAINTENANCE	\$27,000.00	\$14,504.43
9023 UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	11/24/20			\$286.94	\$286.94	10-75-61620	NATURAL GAS	\$6,000.00	\$3,122.34
6989579 2679147 11/24/20 TCCC NATURAL GAS-0700									
9165 BAY GRINDING INC, 69 COMMERCE CRESCENT, NORTH BAY, ON, P1B 8G4	11/24/20			\$213.70	\$213.70	10-75-61820	MAINTENANCE	\$27,000.00	\$14,504.43
155882 11/24/20 OLYMPIA BLADES									
9176 ORKIN CANADA, 5840 FALBOURNE ST, MISSISSAUGA, ON, L5R 4B5	11/24/20			\$116.01	\$116.01	10-75-61820	MAINTENANCE	\$27,000.00	\$14,504.43
2241555 11/24/20 PEST CONTROL									
9188 EMPLOYEE									
DENTAL 11/11/20 11/24/20 DENTAL	11/24/20			\$168.00	\$168.00	10-75-61510	BENEFITS	\$12,000.00	\$7,417.23
DENTAL 11/12/20 11/24/20 DENTAL	11/24/20			\$151.29	\$151.29	10-75-61510	BENEFITS	\$12,000.00	\$7,417.23
9269 TED HUMMEL, TROUT CREEK, ON, P0H 2L0	11/24/20			\$100.00	\$100.00	10-75-61820	MAINTENANCE	\$27,000.00	\$14,504.43
11/23/2020 NOVEMBER 23 2020 11/24/20									
10390 BRENT GRASSER, ...									
LINE PAINTING	11/24/20								
				\$100.00	\$100.00		10-75-61820	MAINTENANCE	\$27,000.00
<b>Total TROUT CREEK COMMUNITY CENTRE</b>						<b>\$2,190.40</b>			

## **Municipality of Powassan A/P Preliminary Cheque Run**

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b><u>SPORTSPLEX</u></b>									
8781	10/01/20	SP GREEN SHIELD	10/01/20	\$398.06	\$398.06	10-80-61510	BENEFITS	\$14,000.00	\$8,248.08
8781	11/01/20	SP GREEN SHIELD	11/01/20	\$398.06	\$398.06	10-80-61510	BENEFITS	\$14,000.00	\$8,248.08
8805	11/24/20	DENTAL	11/24/20	\$288.00	\$288.00	10-80-61510	BENEFITS	\$14,000.00	\$8,248.08
9023	11/24/20	UNION GAS, PO BOX 4001 STN A, TORONTO, ON, M5W 0G2	11/24/20	\$536.77	\$536.77	10-80-61620	NATURAL GAS	\$20,000.00	\$10,643.14
6989579 2679147	11/24/20	SPORTSPLEX NATURAL GAS (A) - 1336	11/24/20	\$171.60	\$171.60	10-80-61620	NATURAL GAS	\$20,000.00	\$10,643.14
6989579 2679147	11/24/20	SPORTSPLEX NATURAL GAS (B) - 1337							
9926	11/24/20	AGILIS NETWORKS, 500 REGENT STREET, SUDBURY, ON, P3E 3Y2		\$708.37					
3111682 1120	11/24/20	OFFICE EXPENSES	11/24/20	\$254.40	\$254.40	10-80-61555	OFFICE EXPENSES	\$9,000.00	(\$2,247.76)
10035	11/24/20	TRANS CANADA SAFETY BY STAR LIFE, 1492 MAIN STREET W, 4A, NORTH BAY, ON, P1B 2X3	11/24/20	\$4,528.32	\$4,528.32	10-80-61950	BUILDING REPAIRS &	\$60,000.00	\$47,937.23
17748	11/24/20	FIRE ALARM REPAIRS							

## Total SPORTSPLEX

### Total Bills To Pay:

**Municipality of Powassan**  
**A/P Preliminary Cheque Run**  
*(Council Approval Report)*

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>GENERAL GOVERNMENT</b>										
8890	NORTH BAY MAT RENTAL	BOX 462, NORTH BAY , ON, P1B 8J1 11/26/20 MAT RENTALS		11/26/20	\$54.03	\$54.03	10-10-61753	250 CLARK-BUILDING	\$0.00	(\$3,862.47)
9079	PETTY CASH	11/26/20 COFFEE, CREAM, KEYS			\$61.93	\$61.93				
9176	ORKIN CANADA	5840 FALBOURNE ST, MISSISSAUGA, ON, L5R 4B5 11/26/20 PEST CONTROL		11/26/20	\$130.02	\$130.02	10-10-61540	OFFICE SUPPLIES	\$20,000.00	\$9,250.83
2255842					\$130.02					
10061	MANULIFE FINANCIAL	PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4 DEC 1 2020 11/26/20 LIBRARY LIFE/DISABILITY INS		11/26/20	\$197.92	\$197.92	10-10-61753	250 CLARK-BUILDING	\$0.00	(\$3,862.47)
DEC 1 2020		11/26/20 OFFICE LIFE/DISABILITY INS.			\$140.68	\$258.85				
DEC 1 2020		11/26/20 OFFICE LIFE/DISABILITY INS.		11/26/20	\$976.59	\$140.68	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$18,229.99)
					\$976.59	\$976.59	10-10-61510	BENEFITS	\$28,000.00	\$3,409.98
					\$1,117.27					
<b>Total GENERAL GOVERNMENT</b>										
					\$3,328.98					
<b>FIRE DEPARTMENT</b>										
8664	EMPLOYEE									
2142	2	11/26/20 DENTAL		11/26/20	\$274.00	\$274.00	10-15-61510	BENEFITS	\$0.00	(\$5,009.06)
8792	HYDRO ONE NETWORKS	P.O. BOX 4102, STN A, TORONTO , ON, M5W 3L3 200095870626 122011/26/20 FIRE DEPT.-OPERATIONS		11/26/20	\$122.72	\$274.00	\$122.72	10-15-62020	FIRE DEPT.-OPERATIONS	\$62,000.00
					\$122.72					
8890	NORTH BAY MAT RENTAL	BOX 462, NORTH BAY , ON, P1B 8J1 11/26/20 MAT RENTAL		11/26/20	\$17.55	\$17.55	10-15-62010	FIRE DEPT.-MAINTENANCE	\$10,000.00	\$1,963.34
					\$17.55					
10061	MANULIFE FINANCIAL	PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4 DEC 1 2020 11/26/20 MF LIFE/DISABILITY INS		11/26/20	\$172.72	\$172.72	10-15-61510	BENEFITS	\$0.00	(\$5,009.06)
					\$172.72					
10332	ICONIX WATERWORKS	3171KINGSWAY EAST, BO 2691, SUDBURY, ON, 2016094408 11/26/20 HYDRANTS		11/26/20	\$5,949.82	\$5,949.82	10-15-62064	FIRE HYDRANTS/MAINT	\$15,000.00	\$7,087.90
					\$5,949.82					
<b>Total FIRE DEPARTMENT</b>										
					\$6,536.81					
<b>PUBLIC WORKS</b>										
8751	EVAN HUGHES EXCAVATING	118 HIGHWAY 534, POWASSAN 5279 11/26/20 FIRE HYDRANT INSTALLATION		11/26/20	\$4,763.94	\$4,763.94	10-20-63890	CAPITAL	\$12,000.00	\$12,000.00
					\$4,763.94					
8792	HYDRO ONE NETWORKS	P.O. BOX 4102, STN A, TORONTO , ON, M5W 3L3 200031148485 122011/26/20 PUBLIC WORKS BLDGS UTILITIES		11/26/20	\$122.79	\$122.79	10-20-63062	PUBLIC WORKS BLDGS	\$14,000.00	\$6,476.74
					\$25.29	\$25.29	10-20-63062	PUBLIC WORKS BLDGS	\$14,000.00	\$6,476.74
		2000657996361 122011/26/20 PUBLIC WORKS BLDGS UTILITIES			\$86.49	\$86.49	10-20-63062	PUBLIC WORKS BLDGS	\$14,000.00	\$6,476.74
		200118558926 122011/26/20 PUBLIC WORKS BLDGS UTILITIES								
					\$234.57					

# **Municipality of Powassan A/P Preliminary Cheque Run**

**(Council Approval Report)**

InvoiceNumber	Description	Due Date	Invoice Amnt	Approved Amnt	Account Number	Account Description	Budgeted \$	YTD Balance
9079	PETTY CASH, '1' BAILS OF STRAW FOR TC CULVERT	11/26/20	\$30.00	\$30.00	10-20-63170	CONST.-BRIDGES &	\$0.00	(\$635.85)

100611 MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4  
DEC 1 2020 11/26/20 PW LIFE/DISABILITY INS. \$844.76 \$844.76 10-20-63050 PUBLIC WORKS-\$340,000.00 \$2558,232.34  
\$30.00 -\$30.00

TOTAL PUBLIC WORKS

ENVIRONMENT

10061	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4	11/26/20	\$58.33	\$58.33	10-25-64910	LANDFILL SITE-	\$50,000.00	\$31,414.16
8792	HYDRO ONE NETWORKS, P.O. BOX 4102, STNA, TORONTO , ON, M5W 3L3	11/26/20	\$58.33	\$58.33	10-25-64910	LANDFILL SITE-	\$50,000.00	\$31,414.16
2000551438461	11/26/20 LANDFILL SITE-MAT/SUPPLIES HYDRO							
DEC 1 2020	11/26/20 landfill and garbage benefits							

TOTAL ENVIRONMENT

<u>WATER</u>	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3 20002633605412011/26/20 WATER DISTRIBUTION MATSUEBIES 11/26/20	\$59.94	\$59.94	10.20 64520	WATER DISTRIBUTION \$20,000.00
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SEWER 10381 BLUE SKY PLUMBING, 623 BROMLEY AVE, NORTH BAY, ON, P1B 9J1  
430.00

TOTAL SEWER

**LDING DEPARTMENT**  
10061 **MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4**  
DEC 1 2020 11/26/20 **BUILDING INSPECTOR LIFE/DISABILITY INS.** 11/26/20 **BUILDING INSPECTOR**  
\$248.53 \$248.53 \$121,000.00 \$116,236.16

TOTAL BILL DING DEPARTMENT

<u>CREATION</u>	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3 200096240842 1220 11/26/20 SHCC-MAT/SUPPLIES HYDRO	11/26/20	\$124.57	10-5567410	SHCC-MAT/SUPPLIES	\$6,500.00	\$3,623.37
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Total RECREATION

## Total Bills To Pay:

**\$21,699.47**



## Recreation Schedule, RECYCLING SCHEDULE, Holidays in Canada, Powassan Community Events, Powassan Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
<b>TROUT CREEK RECYCLING @ 3pm - FLU CLINIC MAPLE</b>		<b>7pm - Council</b>		<b>2:30pm - Flu Clinic</b>		
	6	7	8	9	10	11
	<b>SOUTH RIMSWORTH RECYCLING</b>				<b>Community of the Statue on POWASSAN RECYCLING</b>	
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