

AGENDA

Regular Council Meeting
Tuesday, August 1, 2023, at 7:00 p.m.
Powassan Council Chambers
(Firehall Station 1)

1. CALL TO ORDER & ACKNOWLEDGE FIRST PEOPLES AND TRADITIONAL LAND

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

2. ROLL CALL

3. DISCLOSURE OF MONETARY AND GENERAL NATURE THEREOF

4. APPROVAL OF THE AGENDA

5. PRESENTATIONS:

5.1 Ontario Provincial Police – Inspector McMullen and Sergeant Kramer

6. ADOPTION OF MINUTES

6.1 – Regular Council meeting of July 4, 2023

7. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

8. MINUTES AND REPORTS FROM APPOINTED BOARDS

8.1 District of Parry Sound Social Services Administration Board July CAO's Report

9. STAFF REPORTS

9.1 K. Bester, Deputy Clerk – Consent B21

9.2 A. Quinn, Acting Clerk – Procedural Bylaw

9.3 B. Robinson, Treasurer/Director of Corporate Services – Facility Rental Policy

9.4 A. Quinn, Acting Clerk – Cannabis Retail Information

9.5 A. Quinn, Acting Clerk – Municipal Flag and Proclamation Policy

9.6 B. Robinson, Treasurer/Director of Corporate Services – Snowmobile Trail

10. BY-LAWS

10.1 Bylaw 2023-16 User Fee Bylaw

10.2 Bylaw 2023-17 Waste Collection Bylaw

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- 12.1 Ministry of the Solicitor General - Ontario Provincial Police (OPP) detachment board framework
- 12.2 Ontario Clean Water Agency (OCWA) – Q2 Operations Report

13. CORRESPONDENCE

- 13.1 CN Rail – Rail Safety Week
- 13.2 The Women of Ontario Say No – Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement
- 13.3 Lindsey Gradeen & Matthew Procunier – Snowmobile and ATV trail on Maple Hill Road

14. ADDENDUM

15. ACCOUNTS PAYABLE

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. PUBLIC QUESTIONS

18. CLOSED SESSION

- 18.1 Adoption of Closed Session Minutes of July 4, 2023
- 18.2 Legal – Section 239(2)(f) of the Municipal Act and under 6(1)(f) of the Procedural Bylaw
Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 18.3 Labour Relations – Section 239(2)(d) of the Municipal Act and under 6(1)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.

19. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, July 4, 2023, at 7:00 pm
Powassan Council Chambers

Present: Peter McIsaac, Mayor
Markus Wand, Deputy Mayor
Randy Hall, Councillor
Leo Patey, Councillor

Staff: Allison Quinn, Acting Clerk
Brayden Robinson, Treasurer/Director of Corporate Services

Absent,
With Regrets: Dave Britton, Councillor

Presentation: None.

Disclosure of Monetary Interest and General Nature Thereof:
Councillor L. Patey Item 15 Employer listed in Item.

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- | | | |
|-----------------|---|----------------|
| 2023-212 | Moved by: M. Wand Seconded by: L. Patey
That the agenda of the Regular Council Meeting of July 4, 2023, be approved with the following additions:
14.1 Cannabis Store in Powassan – Verbal, Councillor Hall
14.2 Snowmobile trail using Purdon Line and Maple Hill Road – Verbal, Councillor Hall | Carried |
| 2023-213 | Moved by: L. Patey Seconded by: R. Hall
That the minutes of the Regular meeting of council of June 20, 2023, be adopted. | Carried |
| 2023-214 | Moved by: M. Wand Seconded by: R. Hall
That the minutes from the Powassan Maple Syrup Festival Committee meeting dated June 21, 2023, be received. | Carried |
| 2023-215 | Moved by: R. Hall Seconded by: M. Wand
That the minutes of the Recreation Committee meeting of May 10, 2023, be received. | Carried |
| 2023-216 | Moved by: M. Wand Seconded by: L. Patey
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of May 16, 2023, be received. | Carried |
| 2023-217 | Moved by: R. Hall Seconded by: M. Wand
That the minutes from the Powassan and District Union Public Library meeting of May 15, 2023, be received. | Carried |

- 2023-218** Moved by: L. Patey Seconded by: R. Hall
That the draft minutes from the Powassan and District Union Public Library meeting of June 19, 2023, be received. **Carried**
- 2023-219** Moved by: M. Wand Seconded by: R. Hall
That the minutes from the Powassan Police Services Board meeting, dated June 19, 2023, be received. **Carried**
- 2023-220** Moved by: L. Patey Seconded by: M. Wand
That the memo from Deputy Clerk K. Bester, regarding Municipal Planning Services, be received;

AND that the Municipality of Powassan continues to use Planscape for Planning Services;

AND FURTHER that planning services be reviewed in January 2024. **Carried**
- 2023-221** Moved by: R. Hall Seconded by: L. Patey
Tha the report from Acting Clerk, A. Quinn, regarding the new Entrance Policy and revised Entrance Permit, be received;

AND FURTHER that the Entrance Policy and Permit be adopted as presented. **Carried**
- 2023-222** Moved by: L. Patey Seconded by: R. Hall
That the memo from Treasurer/Director of Corporate Services B. Robinson, regarding the Q2 Budget Variance Update as of June 30, 2023, be received. **Carried**
- 2023-223** Moved by: M. Wand Seconded by: L. Patey
That the report from Acting Clerk, A. Quinn, regarding the Health and Wellness Policy, be received;

AND FURTHER that the Health and Wellness policy be adopted as presented. **Carried**
- 2023-224** Moved by: L. Patey Seconded by: R. Hall
That the report from Treasurer/Director of Corporate Serviced B. Robinson, regarding the draft Waste Collection Bylaw be received;

AND FURTHER that any comments and/or changes be sent to staff by July 15, 2023. **Carried**
- 2023-225** Moved by: L. Patey Seconded by: M. Wand
That the memo from Deputy Clerk, K. Bester, regarding the Public Works Items Report, be received. **Carried**
- 2023-226** Moved by: R. Hall Seconded by: M. Wand
That the report from Treasurer/Director of Corporate Services B. Robinson, regarding the Facility Rental Policy, be received;

AND FURTHER that staff be directed to create a Community Affiliate Policy. **Carried**

- 2023-227** Moved by: M. Wand Seconded by: L. Patey
That Bylaw 2023-16, being a Bylaw to impose fees or charges for services provided by the Corporation of the Municipality of Powassan;

Be considered **READ** a **FIRST**, and **SECOND** time this 4th day of July, 2023;

And to be **READ** a **THIRD** and **FINAL** time and adopted August 1, 2023. **Carried**
- 2023-228** Moved by: L. Patey Seconded by: R. Hall
That the correspondence from the Near North Crime Stoppers regarding their 2023 Gala – Celebrating Our Community Champions, be received. **Carried**
- 2023-229** Moved by: R. Hall Seconded by: M. Wand
That the correspondence from Mr. Osborn regarding truck traffic on Main Street, be received;

AND FURTHER that Council directs staff to respond to Mr. Osborn. **Carried**
- 2023-230** Moved by: R. Hall Seconded by: M. Wand
That accounts payable listing reports of June 7 and June 29, 2023, be approved for payment. **Carried**
- 2023-231** Moved by: M. Wand Seconded by: R. Hall
That Council now adjourns to closed session at 7:55 p.m. to discuss:

18.1 Adoption of Closed Session Minutes of June 6, 2023
18.2 Land – Section 239(2)(c) of the Municipal Act and under 6(1)(c) of the Procedural Bylaw – a proposed or pending acquisition or disposition of land by the Municipality or local board. **Carried**
- 2023-232** Moved by: R. Hall Seconded by: L. Patey
That Council now reconvenes to regular session at 8:22 p.m. **Carried**
- 2023-233** Moved by: R. Hall Seconded by: M. Wand
That Council now adjourns at 8:22 p.m. **Carried**

Mayor

Clerk



Chief Administrative Officer's Report

July 2023

Mission Statement

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

NOSDA AGM

On June 20th to 22nd, in Thunder Bay the Northern Ontario Service Deliverers Association (NOSDA) held their 2023 Annual General Meeting: “Stronger & Better Together”. Our Board Chair and Vice-Chair attended along with myself and a few DSSAB staff.

It was a very informative two days where we heard from speakers that crossed all our service areas. The opening Keynote was delivered by Dr. Chris Mushquash who provided insight into some of the challenges faced by our service users. We also heard from various other speakers including Dr. Sarita Verma from NOSM University; Cordelia Clarke Julien, Assistant Deputy Minister with the Ministry of Children, Community and Social Services; Stephan Corriveau from Community House Transformation Centre; Holly Moran, Assistant Deputy Minister with the Ministry of Education and Holly Parsons from the Northern Policy Institute, just to name a few. There were also panel discussions regarding Social Assistance Modernization, Housing and Homelessness, Priorities of AMO, NOMA, FONOM and NOSDA, Community Paramedicine and Ontario Health North, which I had the pleasure of moderating.

Housing Services Corporation Share Event - Supporting & Strengthening Communities: Innovations in Supportive Housing

Some Directors and I had the pleasure of attending this event where HSC was pleased to partner with the District of Thunder Bay, Rainy River and Kenora Social Services Administration Boards to deliver a SHARE Innovation Forum focused on Supportive Housing.

They explored different delivery program models for non-traditional supports into housing. The speakers shared their unique approaches, examining the way they’ve successfully structured partnerships and engaged community agencies to support their residents.

There was an exciting lineup of speakers from across Northern Ontario with sessions focused on:

- Improving outcomes for people with mental health and addiction challenges
- Forging successful partnerships between housing and health care
- Supports for people at risk of homelessness as they navigate the criminal justice system
- Looking forward and supporting life stabilization programs in a changing environment

OMSSA AGM and 47 Leads Meeting

On June 14th I attended the OMSSA Annual General Meeting and the 47 Leads meeting. As always, these meetings are full of information that is very timely in the work of our DSSAB.

Staff BBQ's

During the month of June, the Leadership Team hosted BBQ's at our offices in Parry Sound & South River, as an appreciation for staff. These events were well attended and a great opportunity for our Leadership Team to connect with staff from all programs.

All Management Meeting

In the month of June we were able to gather for the day in Magnetawan as a Management Team to discuss the operations of the DSSAB. It was great to have the team together for an in-person discussion on topics that are timely such as privacy policies and cyber security to name a few.

Human Resources Update

The Human Resources department continues to be busy with recruitment and we are having some success in hiring in this difficult employment landscape. Throughout the last quarter we were able to fill 21 positions with 14 external applicants and 7 internal staff.

In staff training this summer, we are focusing on workplace civility, empathy, and digital emotional intelligence. All employees are participating in Digital Emotional Intelligence seminars. These sessions recognize and build on the idea that the future success of an organization lies in their employee's ability to effectively communicate digitally, especially when working in a remote or hybrid environment. While emotional intelligence has long been recognized for positive effects on organizations, employees with strong digital emotional intelligence understand how human emotion changes across channels and they can use this information to guide their actions, decision-making, and behaviour, thus empowering them to do their work more confidently and effectively. Learning will cover self-awareness, self-regulation, motivation, empathy, and social skills, all from a digital context.

We have completed training with the Supervisor team on Collective Bargaining and are working on our research and plans for bargaining this fall/winter. Being mindful that this is a very volatile time in labour relations across the entire country, we will bring more information to the Board in the early fall.

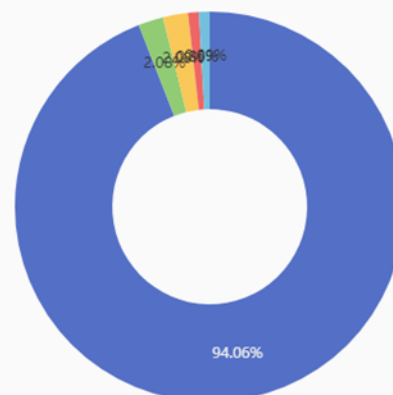
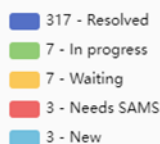
Information Technology Update

The IT department is celebrating the completion of our network equipment refresh. This has been a longer than anticipated project. With the initial replacement completed, we can now move on to the planned expanded coverage for wireless access.

Regularly scheduled hardware replacements are now the priority project. This will happen over the summer months.

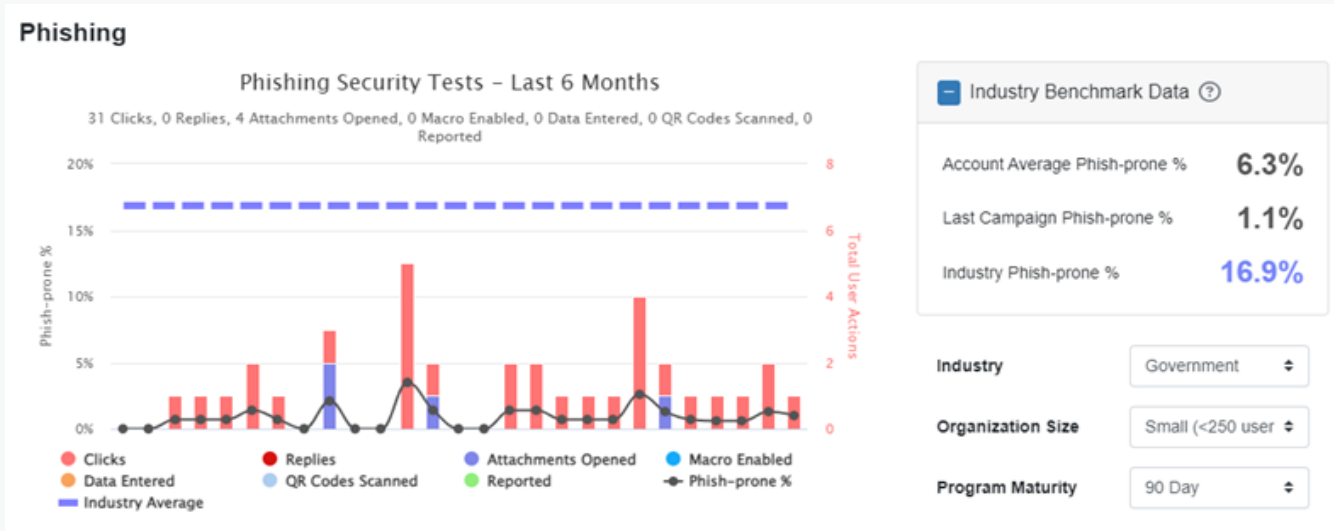
Tickets continue to flow from staff and programs – the following is the period of May 1st to June 30th:

Tickets created during period: **343**
Of them closed: **319**
Still open: **24**
Tickets that were reopened: **1**



We have been finalizing the results from the cyber security anti-phishing campaign and training. All applicable staff have completed the required training as of July 6th. This has led to some improved numbers on our overall security scores.

The Phish-prone score is a representation of how at risk we are for a staff member to open or click on something malicious. This score is then compared to an Industry score that is the average of organizations of similar size across similar industries. This also helps to identify where we may need to focus some more training or users who may need some additional assistance.



Facebook Pages



A friendly reminder to follow our Facebook pages!

- ♦ [District of Parry Sound Social Services Administration Board](#)
- ♦ [Esprit Place Family Resource Centre](#)
- ♦ [EarlyON Child and Family Centres in the District of Parry Sound](#)
- ♦ [The Meadow View](#)

Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUNE 2023
Total Page Followers	428	446	462	471	474	478
Post Reach this Period (# of people who saw post)	8,907	4,645	7,891	4,460	3,789	4,010
Post Engagement this Period (# of reactions, comments, shares)	234	565	757	505	241	692

Esprit Place Family Resource Centre	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUNE 2023
Total Page Followers	128	128	132	131	131	131
Post Reach this Period (# of people who saw post)	103	75	124	116	29	203
Post Engagement this Period (# of reactions, comments, shares)	1	3	7	71	1	2

Twitter Stats

Link to DSSAB's Twitter page - <https://twitter.com/psdssab>

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUNE 2023
Total Tweets	3	7	13	8	8	10
Total Impressions	178	158	300	300	291	301
Total Profile Visits	66	57	217	130	137	128
Total Followers	27	28	28	27	27	30

Linkedin Stats - used primarily for HR recruitment & RFP/Tender postings

Link to DSSAB's Linkedin page - <https://bit.ly/2YyFHIE>

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUNE 2023
Total Followers	382	395	399	410	416	434
Search Appearances (in last 7 days)	239	318	308	245	228	281
Total Page Views	46	31	31	30	41	56
Post Impressions	266	828	929	697	546	786
Total Unique Visitors	15	16	17	11	19	25

DSSAB in the Community

On June 8th, we attended the Aging with Confidence Symposium at the YMCA in North Bay. This event was hosted by the North Bay Parry Sound District Health Unit, and was attended by the Communications Officer, as well as members of the Income Support & Housing Stability team from the east side of the district.

Join us to celebrate
Seniors' Month!

AGING WITH CONFIDENCE SYMPOSIUM

YMCA North Bay, 186 Chippewa St. W

Thursday, June 8, 2023
9:30 a.m. to 1:30 p.m.

Resources
Learn about programs and services
that support aging-in-place.

Trial Classes
Try out a free class at the YMCA!

Refreshments & Prizes

Call for transportation support.
705-474-7600 ext. 7989



On June 15th, we attended the Aging with Confidence Symposium in Parry Sound at the Charles W. Stockey Centre. Again, this event was hosted by the North Bay Parry Sound District Health Unit, and was attended by the Communications Officer, as well as members of the Income Support & Housing Stability team from the west side of the district.



Join us to celebrate
Seniors' Month!

AGING WITH CONFIDENCE SYMPOSIUM

The Stockey Centre, 2 Bay St., Parry Sound

Thursday, June 15, 2023
9:30 a.m. to 1:30 p.m.

Resources
Learn about programs and services
that support aging-in-place.

Presentation
Join discussions with Parry Sound
District Paramedic Services and
the Gardens of Parry Sound.

Refreshments & Prizes

Call for transportation support.
705-474-7600 ext. 7989

Municipal Presentation

On June 16th, myself and our Communications Officer were pleased to provide the Council of the Township of the Archipelago with a presentation about the DSSAB. This presentation included an overview of the DSSAB's programs and services, and how we can help members of their community. This was the first of a series of municipal presentations taking place over the next year.

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District May 2023

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeeek ELCC	HCCP	Total
Infant (0-18M)	0	0	3	0	10	13
Toddler (18-30M)	16	10	14	15	39	94
Preschool (30M-4Y)	20	17	19	44	47	147
# of Active Children	36	27	36	59	96	254

Enrollment continues to be consistent in all the Licensed Child Care Programs. Recruitment in the Home Child Care Program has resulted in 2 additional homes being approved to open by the end of July and 2 more potential homes opening by the end of August. Program supervisors and Registered Early Childhood Educators completed a four-part workshop series on Documentation of Children's Learning Through Play offered through the Workforce Strategy Fund.

School Age Programs

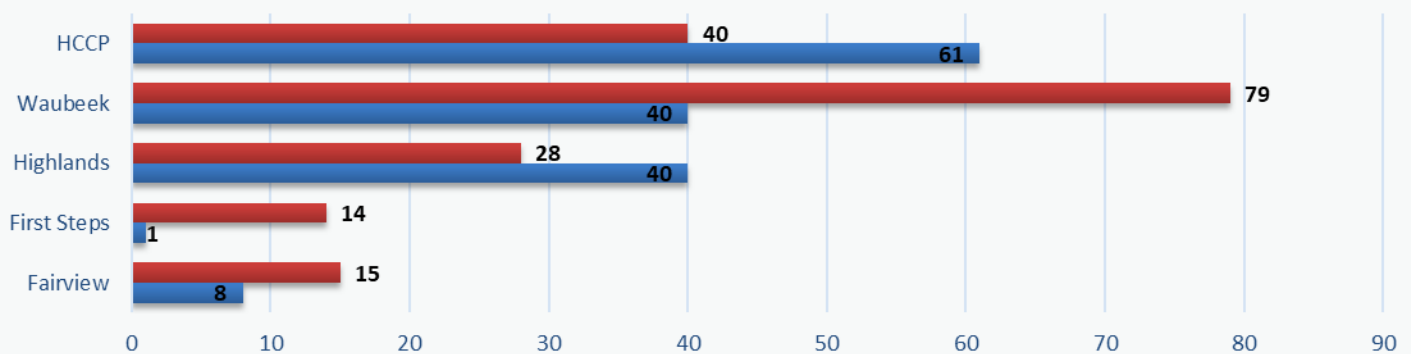
May 2023

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	21	8	7
Mapleridge Before School	6	0	2
Mapleridge Summer Program	N/A	20	N/A
St. Gregory's After School	9	0	0
Sundridge Centennial After School	14	8	5
Land of Lakes After School	13	5	10
Home Child Care	39	10	5
# of Active Children	102	51	29

The School Age Programs began to wind down with the end of the school year. Many families are looking for care to continue in September and enrollment packages will be sent out over the summer months. The Mapleridge Summer Program is now full and planning has begun to ensure that the children have an active fun summer of exploring the environment and building school readiness skills.

Directly Operated Child Care Waitlist by Program

May 2023



In the above chart, the blue graph shows the number of children in each program requiring care immediately that we are unable to accommodate within our licensed ratios. The red graph shows the number of children on the waitlists that will need care in future months and some families currently on maternity leave that will require care next year. The largest increase in the waitlist demands are within the infant age group. We currently have 75 infants on the waitlist in need of care by December 2024.

Inclusion Support Services

May 2023

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	0	0	0
Toddler (18-30M)	1	8	9	13	0	2	0
Preschool (30M-4Y)	8	40	48	52	2	1	0
School Age (4Y+)	2	18	20	24	0	0	0
Monthly Total	11	66	77	-	2	3	0
YTD Total	12	74	-	97	26	21	7

There were 8 new intakes completed in the month of May and 3 new referrals accepted. The Resource Consultants have been busy attending many school entry case conferences to help with the transition from child care to the school setting. In May, four Resource Consultants had the opportunity to attend the first post-pandemic Early Childhood Resource Consultant Network of Ontario Annual Conference in Niagara. The focus of the three days was on Leading Change; Embracing Diversity and Inclusion. In addition to the various workshops attended, the Resource Consultants also engaged in valuable networking opportunities with their colleagues from across the province.

EarlyON Child and Family Programs

May 2023

Activity	May	YTD
Number of Children Attending	917	4,054
Number of New Children Attending	46	218
Number of Adults Attending	538	2,562
Number of Virtual Programming Events	7	27
Number of Engagements through Social Media	574	2,393
Number of Views through Social Media	13,762	48,866

In May, we had 46 new children, and 51 new adults attend one of our EarlyON locations. The EarlyON Facilitators have been attending training with the Licensed Child Care Program staff and have supported the child care staff with documenting children's learning. Many of the satellite locations will be closing for the summer months to allow the Facilitators to provide more outdoor programming to the communities across the district. Families are invited to join the programs at the South River, Burk's Falls, and Parry Sound locations during the summer months.

Funding Sources for District Wide Childcare Spaces May 2023

Active	# of Children	# of Families
CWELCC*	131	126
CWELCC Full Fee	209	205
Afterschool Fee Subsidy	5	5
Fee Subsidy	30	26
Full Fee	27	24
Ontario Works	10	7
Total	412	393

Funding Source - New	# of Children	# of Families
CWELCC	8	8
CWELCC Full Fee	3	3
Fee Subsidy	1	1
Fee Subsidy	1	1
Total	15	15

* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - Exits	# of Children	# of Families
Totals	0	0

Directed Growth

As announced in December 2022, beginning in 2023 the Ministry of Education has shifted child care expansion from open enrolment to a targeted plan to create new child care spaces. A targeted growth approach will ensure funding is available to support new spaces in communities most in need of access to high-quality, affordable child care. The DSSAB has developed a five-year growth plan that aligns with Provincial directives and space targets while meeting the needs of communities across the region. The DSSAB conducted a survey with licensed child care providers that included a review of current waitlist data. The Ministry of Education has provided municipalities with space targets for CWELCC-funded growth. The District of Parry Sound received the mandate to expand the CWELCC system by 131 spaces in schools and community-based locations between 2022-2026.

In the District of Parry Sound, the focus for 2023 ensures a targeted expansion of key age groups by leveraging existing child care centres to expand in place and promote growth in licensed home child care.

Quality Assurance Update

In April 2023, a workshop was held in both the East and West sides of the District for all licensed childcare staff. A total of 59 RECE's/Non-ECE's attended the full day training sessions. The Lego Serious Play training was hosted by Lois Mahon and Noreen McChesney through L & F Mahon Consulting Services. The group was very fortunate to meet Lois Mahon, who was the original president for the College of ECE's. Both hosts brought a wealth of knowledge and expertise to the session. The session focused on having participants explore their passion as an early childhood educator as well as the importance and value of self-care. During the workshop participants also explored the four foundations of How Does Learning Happen and how it relates to them and their practice. The goal was to re-ignite passion in the professional field of early childhood education and to use How Does Learning Happen to build pedagogy and develop positive relationships. Staff received "storytelling aprons" to use with children in the childcare programs.



East and West group celebrating their program /storytelling aprons.

We know as early childhood educators that observations of children are key in knowing how best to support children's growing developmental needs and interests. Observations are a way educators can connect with children to learn how best to plan and implement age-appropriate activities as well as gain insight into how a child thinks and sees the world around them. Through observations, Early Childhood Educators provide an environment that stimulates curiosity and invites children to explore and discover. A 4-part Observation and Documentation Series through ECCDC was offered to all childcare staff to help support and educate staff about the importance and value of observing and documenting children's development and learning experiences. A total of 143 Early Childhood Educators took part in the 4-part series over the month of May and June 2023. How Does Learning Happen, Ontario's Pedagogy for the Early Years supports families as experts on their children and sees them as the most powerful influence on children's development, health, and well-being. It recognizes that families bring diverse social, cultural, and linguistic perspectives and believe parents should feel like they belong in meaningful ways.

In recognition of our Indigenous culture and the importance of diversity and inclusion in our centers, the Workforce Development Strategy was able to provide each childcare center in the district with beautiful Indigenous carpets. Programs are encouraged to be continually reflective of cultural backgrounds and support the web of family and community and the importance it has on children's early development.



Income Support & Stability Update

As we enter the summer months, things remain busy for staff in both Ontario Works and Housing Stability.

Staff represented the DSSAB at the Aging with Confidence Symposia in North Bay on June 8th and in Parry Sound June 15th. The event, organized by Canadore College, was geared towards seniors to promote services and supports in the community to enable them to stay and maintain their homes. The Director of Income Support and Stability also sits on the Navigating Healthy Aging Group in West Parry Sound that meets monthly.

On June 5th, the Income Support and Stability Management Team, along with the Housing Operations Management Team visited the Almaguin Highlands OPP Detachment and met with several of their staff. The goal was to continue to foster and promote communication between our teams with mutual people we serve as well as educate the Officers on our programs and answer any questions.

The South River office hosted the Almaguin Highlands Community Partners meeting on June 6th. Many staff from both programs attended the meeting.

We promoted and supported attendance for individuals to attend the Rural Community Kitchen sessions hosted and organized by Women's Own Resource Centre. The Community Kitchens were hosted June 13th through 15th in Powassan, South River and Burk's Falls.

We are so happy to have our lobby computers in both offices back. These are great tools for people to complete various applications or download any required information they may require.

On May 30th, the Director of Income Support and Stability attended a session hosted by Accreditation Canada in support of the West Parry Sound Health Centre.

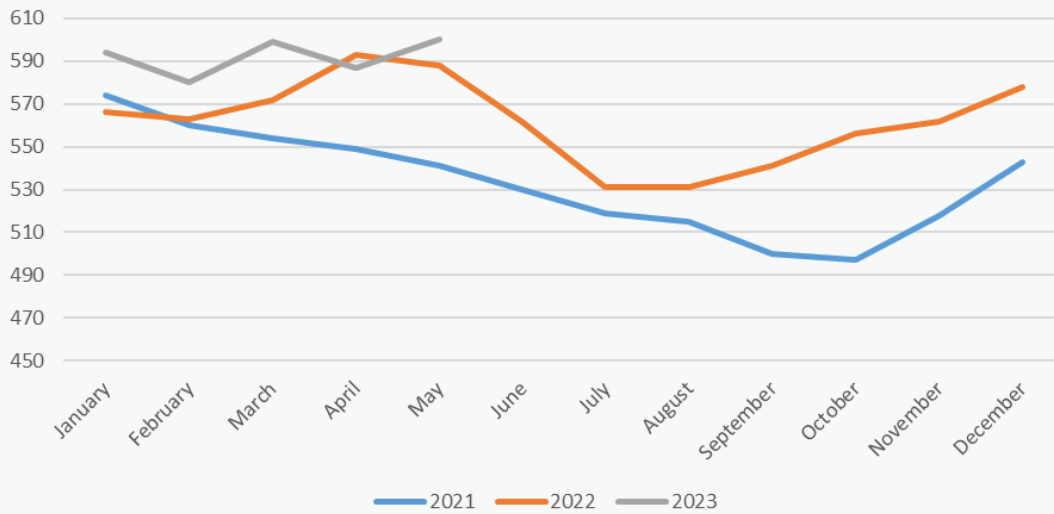
We are so pleased to have renewed our Memorandum of Understanding with Community Paramedicine for 2023/2024. The Director of Income Support and Stability, Director of Housing Operations and the Director of Women's Services met with the CP team on April 21st to discuss the partnership. The MOU also includes Housing Operations and Esprit.

The Income Support & Stability Management Team attended the OMSSA Exchange in Ottawa, May 8th to 10th. There were many great presentations on the integration of human services. The Director of Income Support and Stability was invited by OMSSA to speak at the Employment and Income Network meeting about our own integration of OW and Housing Stability and our successful partnerships with Community Partners like the West Parry Sound Health Centre and the Mental Health and Addiction Worker. Overall, the 3 days showed that we are on the leading edge in Human Services in many ways.

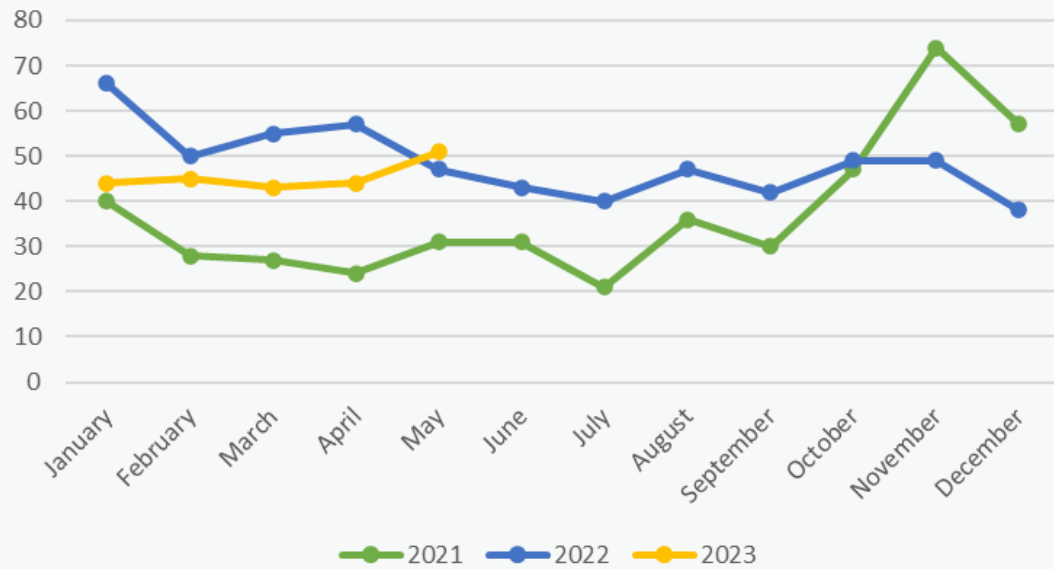
The Income Support and Stability Management Team also did an in-service with the Home and Community Care team to discuss the various supports and services we offer.

The Nurse Practitioner Led Clinics through WPSHC, have scheduled a series of Orphan Clinics for DSSAB clients throughout the Spring and Summer months. These clinics support those that do not have access to Primary Care and fill a significant gap and address many physical health barriers for our clients.

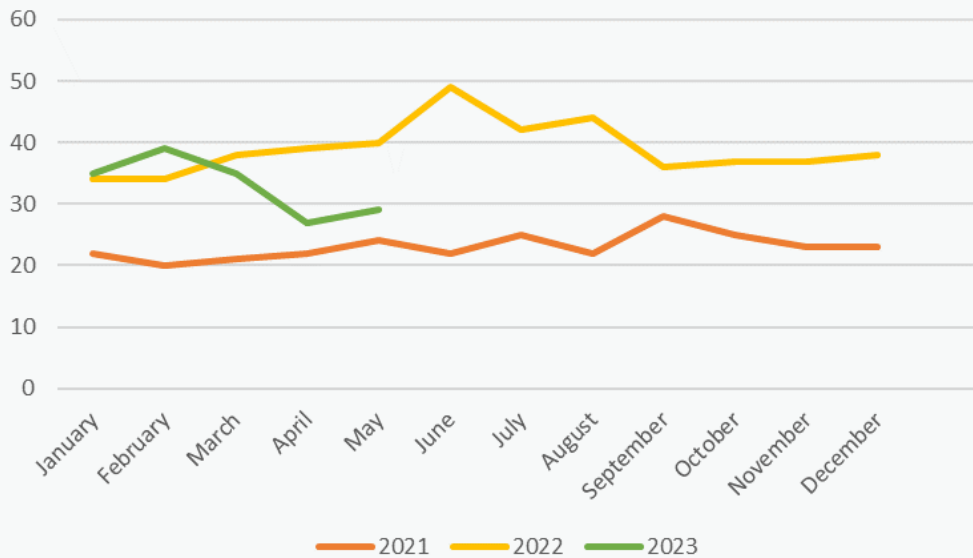
Ontario Works Caseload



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



ODSP Participants in Ontario Works Employment Assistance



Ontario Works applications

2 ▼

Average received per business day

51

Received May 2023

Emergency Assistance applications

1 ▲

Average received per business day

13

Received May 2023

Average number of business days from screening to grant

1.6 ▼

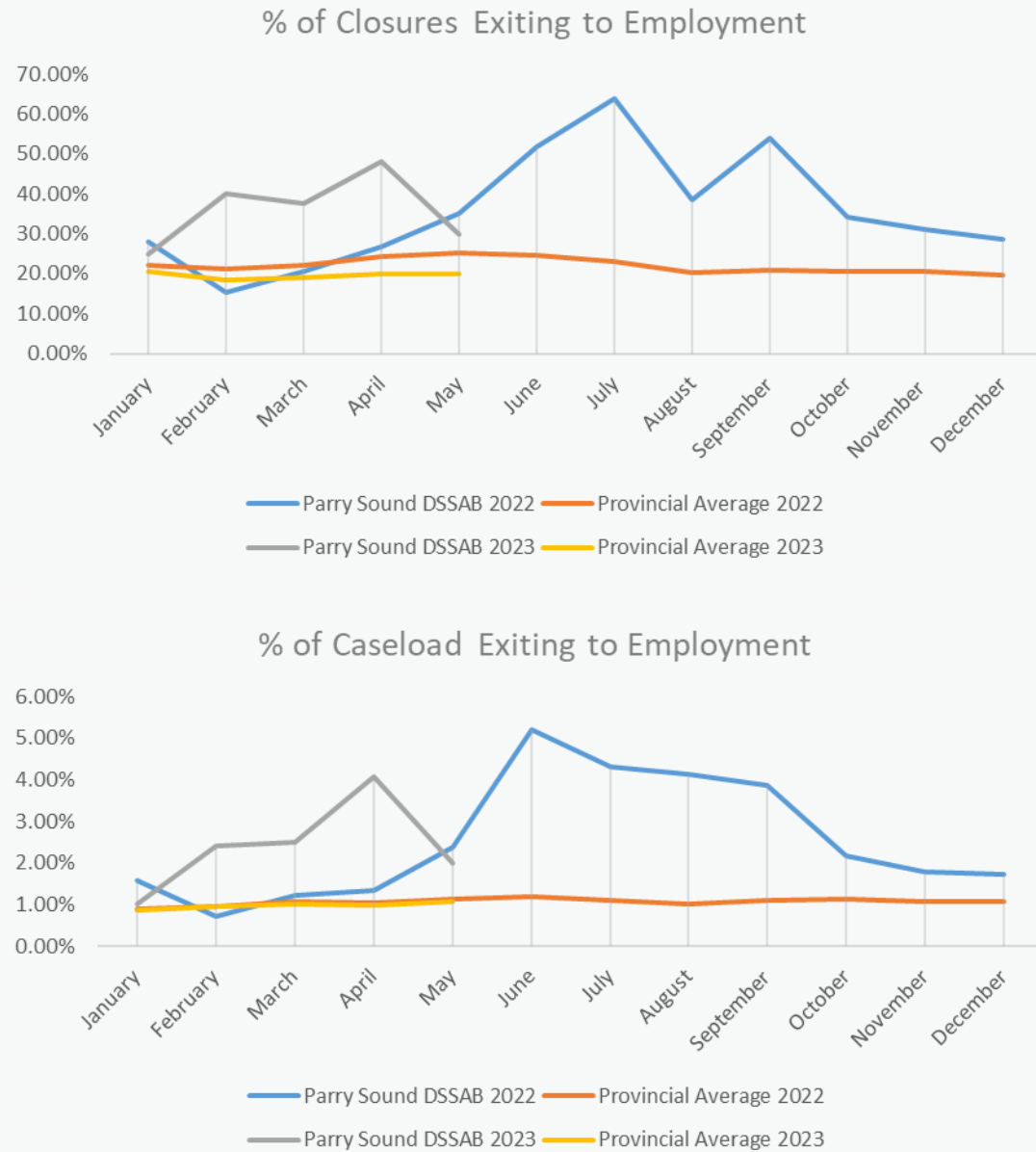
Ontario Works

1.6 ▲

Emergency Assistance

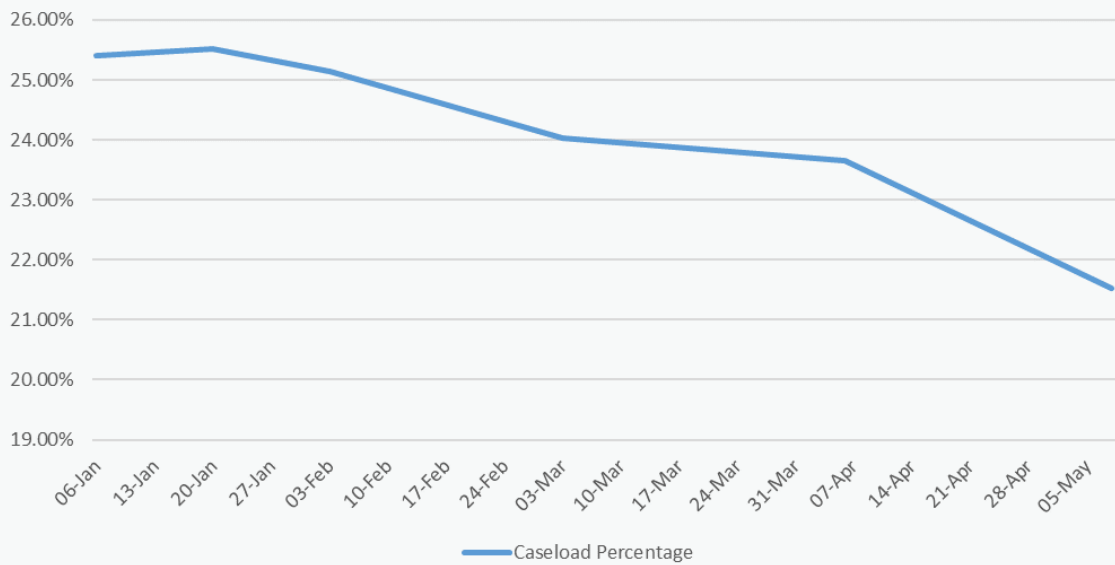
The OW Caseload for May was 600 (there 976 beneficiaries in total). We are supporting 29 ODSP participants in our Employment Assistance program. We also have 56 Temporary Care Assistance cases. Intake also remains steady. We had 51 Ontario Works Applications and 13 applications for Emergency Assistance in April.

Employment Assistance & Performance Outcomes

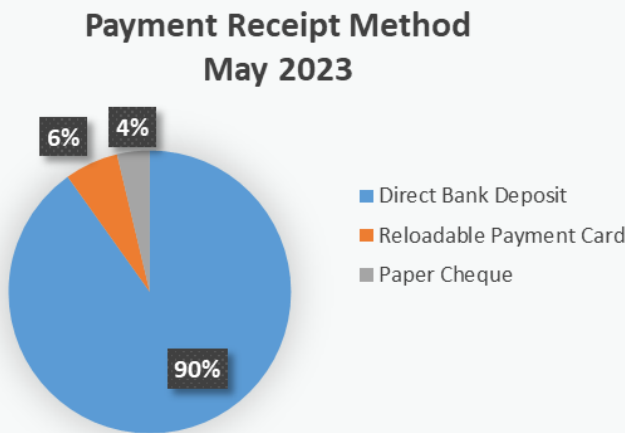


Despite a decline in our Employment Outcome Performance in May, we did finish in the top 3 in the North-east and had 6.7% of the caseload exit the program for any reason in May. This was number 1 in the region. One reason for the decline could be due to the significant reduction in job postings in April (-47.5% from March and -36.7% in April 2022), which is not typical for the seasonal type of employment in our area and bucks against the historical trend for the program.

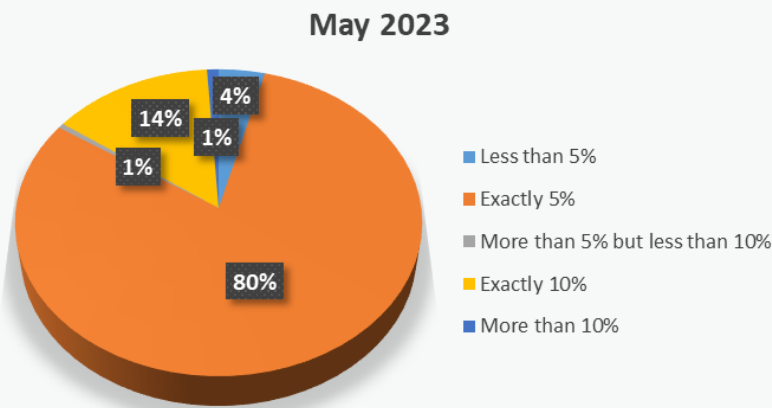
MyBenefits Enrollment 2023



DBD Enrollment



Overpayment Recovery Rate



Ontario Works Update

As we continue to anticipate and prepare for Employment Services Transformation in the district, the RFQ process for the Service System Manager for Employment Services closed June 2nd for the Northeast catchment area (along with Toronto and the Northwest). We await the call for proposals, at which the SSM will be selected. The Income Support Supervisors attended a Sector Review hosted by College Boreal on April 19th to review key findings from their consultation with stakeholders last fall in anticipation of this process.

The Director of Income Support and Stability was selected to sit on the OW Service Planning Working Group with MCCSS. The group convened with an in-person meeting in Toronto in April and met regularly until mid-June to review and provide feedback on the new OW Service Planning model to be implemented in 2024 for EST sites (we will see these changes in 2025). Currently, the service planning cycle is 2 years, the new cycle will be 4 years and will include Risk Management tools on privacy and outcome achievement.

After a lengthy absence, MCCSS has resumed consultation with DSSAB's/CMSM's regarding Centralized Intake. A virtual Town Hall was held May 11th to provide updates and gather feedback for the process going forward. The new Centralized Intake Collaborative and Strategic Table will now be held monthly and by region. The first one took place June 29th. The Supervisor of Income Support East and our two Program Lead staff will be participating and representing us in this group.

This month, there will be a 6.5% increase in ODSP rates. Earlier this year, the government announced that ODSP rate increases would be tied to the inflation rate going forward. There are no such increases for Ontario Works recipients.

We have entered into a Service Agreement with the Elizabeth Fry Society of Simcoe/Muskoka to provide Trustee support for Under 18 applicants of Ontario Works. The youth are connected to a Trustee Worker that provides support to obtain financial and employment readiness skills, referrals to other services and enrollment in the Safe Independence Program.

The OW NOSDA Group met in person at the AGM in Thunder Bay. During this meeting, MCCSS Directors met with the group to discuss upcoming changes and identify gaps in the proposed changes in SA Renewal and EST and their impacts on Northern DSSAB's and CMSM's.

Staff from Ontario Works East attended the CMHA conference on "Let's Talk Loneliness" on Friday, June 23rd in Huntsville. The conference had a keynote speaker, Dr Christine Wickens, who spoke about the mental and physical impacts of loneliness and isolation. It included a lot of research and data collected over the course of the pandemic. There were two concurrent workshops. One was from lived experience around clinical loneliness and understanding the behaviors and effects of this condition. The other one was on Social Prescribing. A Social Worker from Community Health Caring - Kitchener Waterloo, came to talk about what they are doing to combat loneliness and isolation in their area, by connecting people to healthcare and recreational activities. Social Prescribing is about supporting the health and well-being of people by using community-based activities and support. Like a medication prescription, your doctor is recommending a treatment – social connection! Social prescribing bridges the gap between the social and medical models of health and wellness. There were great connections made with CMHA staff and good new information that is relevant to the work we do.

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Stability Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Stability Program, periodically within the month, not requiring intense case management.

May 2023 Income Source	East	West
Senior	6	16
ODSP	10	28
Ontario Works	4	12
Low Income	15	29

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

May 2023 Income Source	East	West
Senior	13	20
ODSP	11	18
Ontario Works	6	15
Low Income	9	37

Contact/Referrals

May 2023	East	West	YTD
Homeless	1	3	20
At Risk	2	3	38
Esprit Outreach Homeless	1	0	3
Esprit Outreach at Risk	0	3	10
Esprit in Shelter		1	6
Program Total			74

Short Term Housing Allowance

	Active	YTD
May 2023	4	27

Housing Stability: Household Income Sources and Issuance from HPP:

May 2023 Income Source	Total	HPP
Senior	5	\$5,353.00
ODSP	3	\$2,395.43
Low Income	8	\$5,960.47

May 2023 Reason for Issue	Total
Rental Arrears	\$3,000.00
Utilities/Firewood	\$2,683.32
Transportation	\$40.28
Food/Household/Misc	\$7,705.60
Emergency Housing	\$79.70
Total	\$13,708.90

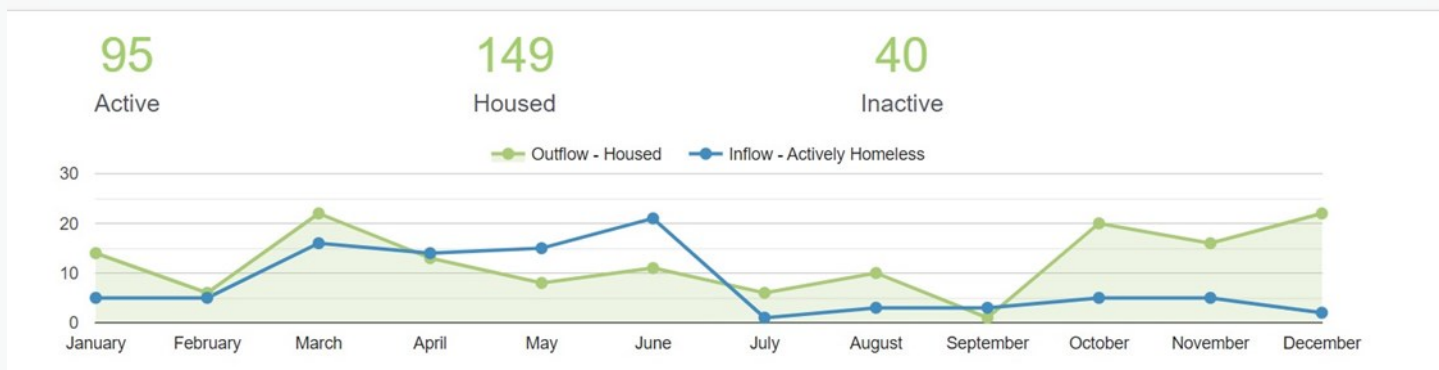
Ontario Works: Household Income Sources and Issuance from HPP

May 2023 Income Source	Total	HPP
Senior	1	\$471.70
ODSP	4	\$305.47
Ontario Works	11	\$8,061.39
Low Income	3	\$1,236.83

May 2023 Reason for Issue	Total
Rental Arrears	\$2,022.00
Utilities/Firewood	\$3,280.39
Transportation	\$50.17
Food/Household/Misc.	\$4,722.38
Total	\$10,075.39

By-Name List Data

September 2021 - May 2023



Housing Stability Update

We hosted Income Tax Clinics with Sudbury Credit Counselling in our Parry Sound and South River offices on April 4th and 5th. These are affordable ways for individuals to get their income taxes done and ensure they are receiving all of the benefits they are entitled to.

The provincial government announced in May that they have renewed their partnership with the Canadian Alliance for Ending Homelessness. What this means is that we will continue to have support from our advisor on our By-Name List and Coordinated Access process. A kickoff call took place on June 23rd, attended by the Supervisor of Housing Stability and Program Lead. Coaching calls with our advisor have also resumed.

We have been asked by Researchers at Trent University to participate in a study in the use of hotels to combat homelessness in rural areas. Participants of our Hotel Projects and staff will be interviewed as part of this process.

In conjunction with the Finance and Income Support teams, we have digitized our application for Homelessness Prevention Program funding. As of April, paper applications and manual cheques were traded for a Digital Application and payment issuance through SAMS. This new process has saved us significant time and has shown a significant reduction in manual cheques that need to be created.

Community Relations Workers continue to work in partnership with our Community Partners with their current referrals. They have been creative in their style of operations to meet our clients where they are at. May that be adding more home visits, meeting at a location the client feels comfortable or utilizing technology.

The HSP Program staff have been engaged in various trainings over the past few months to enhance our knowledge in topics such as Leadership/Emotional Intelligence, and Violence Against Women Training provided by OAITH.

CRW's now make weekly visits to the NPLC's in the area on a rotational basis. This has been a great way to enhance our partnership with them and get vulnerable people connected to supports and services quickly.

We continue to enhance our By-Name List with Community Educations and adapting our in-house processes to ensure people are being added to the list during their first point of contact with the Income Support and Stability Intake Team.

Housing Programs

Social Housing Centralized Waitlist Report May 2023			
	East Parry Sound	West Parry Sound	Total
Seniors	41	109	150
Families	122	401	523
Individuals	471	186	657
Total	634	696	1,330
Total Waitlist Unduplicated			435

Social Housing Centralized Waitlist (CWL) 2022 - 2023 Comparison

Applications and Households Housing from the CWL

Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5			1		Jan	5	1	13		
Feb	9	1	2			Feb	5	1	10		
Mar	12		5	2	1	Mar	6		35		
Apr	12	1	1			Apr	11		17	6	
May	11	1		3		May	13	2	9	2	
June	15		3	2		June					
July	13	2	10	1		July					
Aug	5		17	2	1	Aug					
Sept	16		10	1	1	Sept					
Oct	14		12	6		Oct					
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	40	4	84	8	0

SPP = Special Priority Applicant

In the month of May we approved 13 new applications to the waitlist. We have seen a steady increase in applications as we move through 2023. We also saw 2 new special priority applicants come onto the waitlist and were able to see 2 households housed. Of the 9 cancelled applications, 5 requested removal and 4 were unable to be contacted for an update or offer.

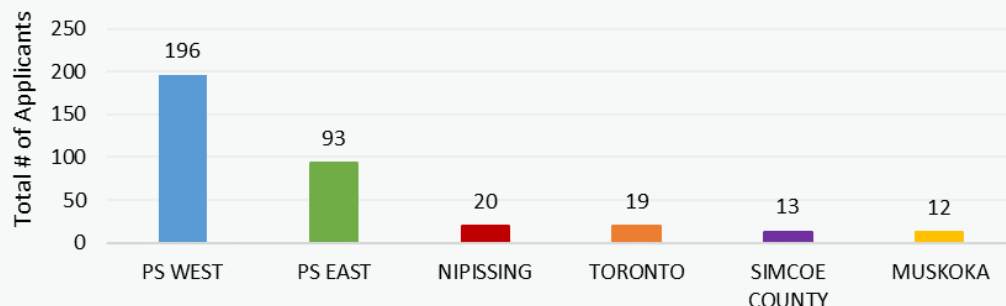
Housing Programs staff were able to attend SHCANO (Social Housing Coordinated Access Network Ontario) training, in-person, for the first time since the pandemic began. Staff spent two days in Toronto in May and were able to participate in some great learning sessions and had the opportunity to network with other peers from across the province. The knowledge will be applied to daily operations, management of the centralized waitlist, and special priority applications.

Housing Programs said goodbye to a longtime DSSAB employee in May. One of our Housing Programs Support Workers retired on May 31st and had been with our agency for 19 years. We wish her all the best in her next adventure!

We have broken down Centralized Waitlist statistics to highlight the demand for housing in Parry Sound, determined by household type and location. The numbers are unduplicated and based on the building selections of each applicant.

Household Type	Desired Location West	Desired Location East	Desired Location East & West
Senior - single	55	40	14
Senior - family	3	3	2
Adult - single	102	56	53
Adult - couple	6	0	6
Adult - 1 parent family	46	13	16
Adult - 2 parent family	10	4	6

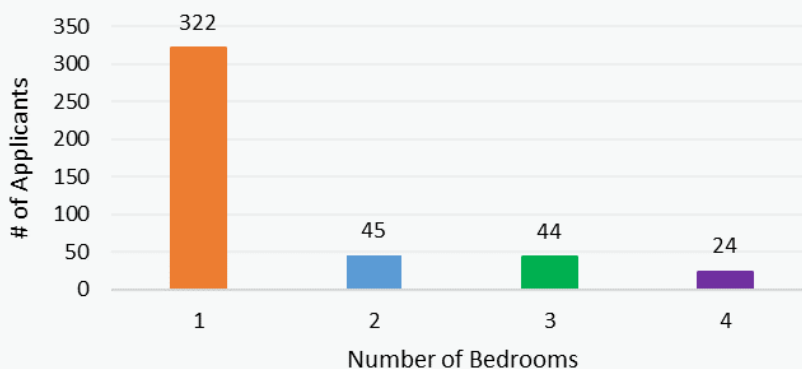
Current Location of Applicants



We identified where applicants are currently residing. Just over 50% are in West Parry Sound.

We identified the number of applicants on the waitlist by the unit size the household selected. Almost 75% of applicants on the centralized waitlist have requested one-bedroom units.

Number of Applicants by Unit Size



Parry Sound District Housing Corporation
May 2023

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	4	15
Move in	3	16
L1/L2 forms	2	5
N4 - notice of eviction for non payment of rent	2	4
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	6
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	10	35
Tenant Home Visits	12	78
Mediation/Negotiation/Referrals	6	48
Tenant Engagements/Education	10	61

Tenant Services Update

This spring Tenant Services has been very busy with tenant moves – transfers, move-ins, unit vacancies, as well as visiting the buildings to provide educational engagements with tenants and developing a new lease to roll out this summer.

The team has completed some training including digital emotional intelligence, email security, and safety, first aid/CPR, along with ladder safety training. Tenant Services have been collaborating with other programs to wrap services around our tenants when needed.

We have been involved in filing applications with the Landlord Tenant Board for evictions regarding non-payment of rent. Tenant Services has been working with the Maintenance Team to further explore the situation when damage is seen within the unit. This can be an indication of someone struggling with mental health, addictions, physical or cognitive disabilities, etc. The hope is when doing so, a smoother resolution can be attained and support can be put in place to assist with a successful tenancy going forward.

We purchased and filled flower boxes for the entrance at one of the buildings, as well as planted individual herbs and flower boxes with tenants at the other buildings. One of the Tenant's Education Sessions included doing some grounding meditation and a nutritious smoothie-making activity.



Property Maintenance and Capital Projects

May 2023

Pest Control	8	8 buildings monitored monthly
Vacant Units	16	one-bedroom (12); multiple bedroom (4) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	8	one-bedroom market units (8)
After Hours Calls	6	Broken toilet handle, no hot water, fire panel trouble, Bell required access to the mechanical room, backed up sewage in a basement, broken door due to EMS response
Work Orders	161	Created for maintenance work, and related materials for the month of May
Fire Inspections		A total of 56 units were inspected for fire safety in the month of May

Local Housing Corporation and DSSAB Buildings - May

- Our Maintenance Team has been very busy this quarter, implementing new procedures and hiring new staff members; as a result, our workflow has increased, allowing us to streamline the repair process
- We're pleased to report that we're 90% complete with the Waubeek ELCCC furnace replacements
- We had to urgently replace most of the furnaces serving our family homes
- In the process of acquiring a design consultant to provide us with working drawings for the replacement of the Belvedere windows
- 66A Waubeek roof replacement is in the tendering process
- We've received the design documents for the repair of the upper retaining wall at Belvedere, but due to the higher-than-expected cost, we've retained CDCD to provide alternative options to provide a better cost/benefit analysis
- The construction process for the duplex conversion is well underway
- Currently receiving quotes for the replacement of the roof system at 16 Toronto Ave

Ongoing Challenges:

Prices of services and materials are inflated. Wait times on certain items remains a challenge.

Esprit Place Family Resource Centre**May 2023**

Emergency Shelter Services	April 2023	YTD
Number of women who stayed in shelter this month	10	43
Number of children who stayed in the shelter this month	1	22
Number of hours of direct service to women (shelter and counselling)	80	571
Number of days at capacity	0	73
Number of days over capacity	0	31
Overall capacity %	39%	82%
Resident bed nights (women & children)	121	1,232
Phone interactions (crisis/support)	54	151

Transitional Support	May 2023	YTD
Number of women served this month	10	35
Number of NEW women registered in the program	1	1
Number of public ed/groups offered	1	3

Child Witness Program	May 2023	YTD
Number of children/women served this month	22	62
Number of NEW clients (mothers and children) registered in the program	2	17
Number of public ed/groups offered	1	2

Esprit Place Family Resource Centre Update

Esprit Place continues to operate near capacity. In cases where we are unable to admit clients to the shelter, we work to support women in accessing other accommodations or resources to ensure their immediate safety. The complexity of client needs continues to be an issue. To address this, Esprit has been working diligently to establish connections with key community partners in order to ensure that our clients have timely access to required services. We now have an Addictions Counsellor from CMHA providing service at Esprit Place weekly for half a day, offer space for Children's Aid to meet with their clients residing in the shelter, and support Indigenous Health Representatives to visit with and provide care to their client's currently residing in shelter.

The Children's Voices program is also focused on strengthening partnerships in order to deliver group prevention programming as well as one-on-one counselling opportunities for children registered in our programs. This has included our ongoing formal relationship with NNDSB, as well as new formal agreements to provide program delivery at both the Wasauksing School and The Drop in Parry Sound.

Staff and residents have been thrilled to introduce the new COVID Guidance, including the elimination of routine rapid antigen testing and masking, changes which have been improving moral and supporting forward momentum. However, COVID continues to have an impact as our capacity continues to be reduced by 3 beds as a result of continued physical distancing requirements mandated by the Ministry of Health.

MEMORANDUM

TO: MAYOR, COUNCIL
FROM: K. BESTER, DEPUTY CLERK
RE: CONSENT APPLICATION B21/POWASSAN/2023
DATE: July 10, 2023

This consent application seeks to create a new 3.09 ha (7.64 acre lot) fronting on Hunt Line.

Recommendation:

That Council directs staff to advise the North Almaguin Planning Board that they are supportive of this consent application create a new 3.09 ha lot fronting on Hunt Line.

Planner's Comments:

The retained lot will be 35.9 ha in area with 79m of frontage on Hunt Line. The severed lot is vacant and to be developed for residential purposes and the retained lot is developed with an existing dwelling and accessory buildings. No new development is proposed on the retained lot.

A detailed planning analysis has been completed to ensure consistency with the Provincial Policy Statement (PPS), conformity with the Official Plan, and compliance with the Zoning By-law, and the following comments are offered:

1. The subject lands are located in the Rural Area and Open Space land use designations on Schedules A of the Official Plan. The retained and severed lots both contained lands designated Rural Area and Open Space. Limited new lot creation is permitted in the Rural Area, provided no more than two new lots are created from any parcel of land that existed on January 1, 1996; the total number of lots created in Rural area should not exceed 15 per year; new residential lots have frontage on municipal roads maintained year round in areas where the municipality and school boards are presently providing services; and new residential lots will be appropriately size to sustain private sewage and water systems and a minimum area of 1.0 ha is required in the Rural Area designation. The lot creation policies also require a minimum lot size for of 1.0 ha new lots in the Rural Area; permanent residential uses require frontage on a year round maintained public road; and a safe driveway access is required.

The original 100 acre block comprising the subject lands no longer exists. The three lots were severed from the original 100 acres prior to January 1, 1996, and additional lot creation is permitted. Two severance applications were approved in 2023 to permit the recreation of three former rural lots and additional lot creation is permitted. Hunt Line is a year round maintained public road. The proposed severed and retained lots both exceed 1.0 ha of lot area and confirm with the minimum lot size requirements. The Mattawa North Bay Conservation Authority has confirmed the severed lot can be adequately with private services. Sufficient area also remains on the retained lot to provide replacement services if required in the future. Residential uses are permitted in the Rural Area designation.

Consents may be granted for the creation of a lot that encompasses lands designated Open Space, provided there are sufficient lands outside of the Open Space designation on the new lot. A portion of the severed lot includes land designated Open Space designation and hazard lands, however, there appears to be sufficient area located beyond the Open Space and hazard lands to for a septic system and building locations on the severed lot.

A condition of approval should require an entrance permit be granted for the severed lot to ensure adequate access can be obtained, and confirmation from the school board that service is provided in this area.

2. The severed and retained lots are zoned Rural (RU) and Hazard Overlay (HZ). Limited development is permitted in the HZ zone. Column 'B' uses which include a single detached are permitted in the RU zone. A minimum lot area of 1.0 ha and a minimum frontage of 50m is required for Column 'B' uses. Due to the change in frontage of the retained lot being less than 135m, Column 'A' uses will no longer be permitted on the subject property, including on the severed and retained lots.
3. There does not appear to be any barns or livestock facilities in the vicinity of the severed lot that would require MDS calculations.
4. The proposed severance is consistent with the PPS, conforms with the Official Plan, and complies with the Zoning By-law.
5. I recommend the following conditions of approval:
 - An entrance permit be obtained for the severed lot
 - Confirmation from the school board be obtained that service is provided in this area.

NORTH ALMAGUIN PLANNING BOARD

NOTICE OF A COMPLETE APPLICATION AND A PUBLIC MEETING FOR A CONSENT

B21/POWASSAN/2023

(UNDER THE PLANNING ACT RSO 1990 CH P 13 AS AMENDED)

TAKE NOTICE that the North Almaguin Planning Board (NAPB) will be considering the noted application for a consent under Section 53 of the *Planning Act* at a public meeting to be held Wednesday 21 June 2023 at 6:00 p.m. at 250 Clark Street, Powassan, Ontario.

THE PURPOSE AND EFFECT of the proposed Consent is to:

B21/2023 CREATE a NEW 3.09 ha (7.64 acre) LOT fronting on Hunt Line Road

PROPERTY OWNER(s): William (Bill) Ryckman

IF A PERSON OR A PUBLIC BODY WISHES TO OBTAIN ADDITIONAL INFORMATION OR TO BE NOTIFIED OF THE DECISION OR FILE AN APPEAL to the Local Appeal Tribunal (OLT), PLEASE CONTACT THE NAPBoard AND QUOTE FILE NUMBER(s). IF YOU WISH TO BE NOTIFIED OF THE DECISION you must make a written request to the NAPBoard.

O. Reg 544/06: Plans of Subdivision sets out that:
i. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the approval authority (NAPBoard) in respect of the proposed Consent before the approval authority gives or refuses approval of the Consent, the person or public body is not entitled to appeal the decision of the NAPBoard to the Local Planning Appeal Tribunal (Ontario Land Tribunal).
ii. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the NAPBoard in respect of the proposed Consent before the approval authority gives or refuses to give approval of the Consent, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

DATED AT POWASSAN THIS 2nd day of June 2023.

PLEASE EXPRESS ANY QUESTIONS or COMMENTS BY WRITTEN SUBMISSION via email no later than Monday 19 June 2023.

NOTE that the COVID containment regulations recommend that persons entering the building must be symptom free and are encouraged to wear a mask while in 6m proximity to other persons.

North Almaguin Planning Board
Box 57, Powassan ON P0H 1Z0

705-724-6758 / Email northalmaguinplanningboard2018@gmail.com

To: Council
From: Acting Clerk, Allison Quinn
Re: Procedural Bylaw
Date: July 28, 2023

RECOMMENDATION:

That the memo from Acting Clerk A. Quinn be received; and further that staff be directed to commence the public notice process for the amended Procedural Bylaw.

ANALYSIS:

At the Council Meeting of June 20, 2023, a first draft of the updated Procedural Bylaw was provided to Council for review. After that meeting, the Bylaw was again circulated to staff for comment.

Comments received to date have been addressed and included in this version of the Bylaw. Changes and/or corrections were made to:

- Section 7 Emergency Meetings – Correction to Item 7.3
- Section 9 Public Access to Meetings – additions of Items 9.16 and 9.17
- Section 11 Council Agenda – Changes to Item 11.4

It is the opinion of staff that the updates are ready for the public notice process to commence and the first reading of the Bylaw to be at the September 5, 2023, Council Meeting.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2023-xx PROCEDURAL BY-LAW

Being a By-Law to Govern the Calling, Place and Proceedings of the Meetings of
Council and its Committees

WHEREAS subsection 238(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meeting;

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF POWASSAN
HEREBY ENACTS AS FOLLOWS:

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1.0 DEFINITIONS:

For the purposes of this Bylaw:

- 1.1 “Act” means the Municipal Act, 2001, S.O. 2001, c.25, as amended from time to time;
- 1.2 “Acting Committee Chair/Co-Chair” means the Member appointed by the members of the Committee to act as Chair/Co-Chair of the Committee in the place of the Committee Chair/Co-Chair;
- 1.3 “Ad Hoc Committee” means an Advisory Committee of specified duration, established by Council to undertake the review of a special issue or short-term project. Such a Committee shall be governed by clear terms of reference including a clause indicating when the Committee will cease to exist;
- 1.4 “Advisory Committee” means any board, commission or committee established by Council, other than a Standing Committee, which has at least one (1) Member appointed from Council. The member(s) appointed by Council may be Member(s), staff of the Municipality, and/or member(s) of the public;
- 1.5 “Agenda” shall mean a list of all items to be considered by the Council at the meeting for which the agenda was published;
- 1.6 “Business Day” shall mean Monday to Friday inclusive, except for Statutory or Civic Holidays observed in the Province of Ontario or any other day the Municipal office is not opened for business;
- 1.7 “Call the question” means that the vote on the motion shall be taken;
- 1.8 “Chair” means the Mayor or the Presiding Officer of a meeting;
- 1.9 “Chief Administrative Officer” shall mean the Chief Administrative Officer (CAO) of the Corporation as defined by the Municipal Act, S.O. 2001, c. 25, as amended and any successor legislation thereto or their designate;
- 1.10 “Clerk” means the Clerk of the Municipality of Powassan appointed under the Act and shall include a “Deputy Clerk” and any other employee of the Municipality to whom the Clerk has delegated any of the Clerk’s powers and duties under the Act, to the extent that they are authorized to perform any of the duties of the Clerk under this Bylaw;
- 1.11 “Closed Session” (also known as an “in-camera meeting”) means a Meeting or part of a Meeting of Council, a Committee or Committee of the Whole, which is not open to the public in accordance with the Act;
- 1.12 “Committee” means any Standing, Ad Hoc, Steering or Advisory Committee, Sub-Committee or board and any other similar group composed of individuals appointed by Council, or similar entity established by Council

and composed of Members;

- 1.13 “Committee Chair/Co-Chair” means the chair or co-chair of a Committee;
- 1.14 “Committee of the Whole” means a Standing Committee composed of all the members of Council;
- 1.15 “Committee Vice-Chair” means the vice-chair of a Committee;
- 1.16 “Conflict of Interest” shall mean a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, and any successor legislation thereto;
- 1.17 “Corporation” means The Corporation of the Municipality of Powassan;
- 1.18 “Council” means the Council of the Municipality of Powassan;
- 1.19 “Councillor” means a person elected or appointed as a member of Council;
- 1.20 “Defer”, “Deferred” or “Deferral”, when used in connection with a matter or item before the Council or a Committee, means that the matter or item is to be dealt with later in the same meeting, or at the next meeting of the same body, or at the meeting of the same body that it specified in the motion to defer;
- 1.21 “Delegation” means a person intending to address the Council or Committee on a matter where a decision to the Council may be required;
- 1.22 “Deputy Mayor” means the Councillor appointed by Council to act in the absence of the Mayor in accordance with this Bylaw;
- 1.23 “Emergency Meeting” means a meeting where the health or welfare of the community is involved;
- 1.24 “Ex-officio” means by virtue of office or position and carries with it the right to participate fully in all committee meetings and to vote unless prohibited by law but does not count towards a quorum;
- 1.25 “Holiday” shall mean any holiday as defined in the Interpretation Act, R.S.O. 1990, c.1.11 or Boxing Day;
- 1.26 “Improper conduct” means conduct which offers any obstruction to the deliberations or proper action of Council;
- 1.27 “Inaugural Meeting” means the first meeting of Council held after a municipal election in a regular election year;
- 1.28 “Local Board” means a local board as defined in the *Municipal Act, 2001*.
- 1.29 “Majority Vote” means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present;

- 1.30 “Mayor” means the Head of Council acting as the Chief Executive Officer of the Corporation;
- 1.31 “Meeting” means any regular, special or other meetings of a Council, or a local board or of a committee of either of them;
- 1.32 “Member of Council” means any Councillor or the Mayor of the Council;
- 1.33 “Motion” means a proposal by a Member for the Council to adopt a resolution;
- 1.34 “Municipal Election” shall mean a general municipal election held pursuant to the *Municipal Elections Act*;
- 1.35 “Notice of Motion” means a signal of intent to have a motion dealt with at a subsequent meeting;
- 1.36 “Officer” includes the Clerk and Treasurer employed by The Municipality of Powassan;
- 1.37 “Open Session” means any part of a meeting not in “closed session”;
- 1.38 “Pecuniary Interest” means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, chapter M.50*, as amended and any subsequent legislation thereto;
- 1.39 “Petition” means a written request signed by one or more persons;
- 1.40 “Point of Order” means an issue to which a member calls attention to:
a) Any breach of the rules of order pursuant to this Procedural By-law; or
b) Any defect in the constitution of any meeting; or
c) The use of improper, offensive or abusive language; or
d) Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
e) Any other informality or irregularity in the proceeding of the meeting;
- 1.41 “Point of Personal Privilege” means a matter that a member of Council considers to impugn the integrity of the Council or the individual member;
- 1.42 “Procedural Motion” means any Motion concerning the manner or time of consideration of any matter before the council, as opposed to the substance thereof, and includes, without limitation, the following:
a) To extend the time of the meeting;
b) To refer;
c) To defer to a specific date;
d) To recess;
e) To adjourn;
f) To move the question be put; or
g) To suspend the Rules of Procedure;

- 1.43 “Public Meeting” means a public meeting under the *Municipal Act* or the *Planning Act*, or any other statute that requires the Council to hold a public Meeting;
- 1.44 “Public Notice” means a public notice published in accordance with this By-Law and the Municipality of Powassan Notice By-Law;
- 1.45 “Published” means published on the Municipal website, and on any Municipal social media sites or other means of notice, that in the opinion of the Clerk has such circulation within the Municipality as to provide reasonable notice to those affected thereby;
- 1.46 “Quorum” means the minimum number of members who must be present at the meetings for business to be legal transacted;
- 1.47 “Recorded Vote” shall mean the recording of the name and vote of every Member of Council on any matter of question, subject to the *Municipal Conflict of Interest Act*;
- 1.48 “Regular Meeting” means the recording of the name and vote of every Member of Council on any matter of question, subject to the Act;
- 1.49 “Resolution” means the decision of the Council on any motion;
- 1.50 “Rules of Procedure” means the rules and procedures set out in this Bylaw for the calling, place, and proceedings of the meetings of Council and its Committees;
- 1.51 “Special Meeting” means a meeting other than a regularly scheduled meeting, called pursuant to the Act or the provisions of this Bylaw;

2.0 **GENERAL PROVISIONS**

- 2.1 The rules and regulations contained in this Bylaw shall be observed in all proceedings of the Council and Committees of Council and shall be the rules and regulations for the order and dispatch of business of the Council and wherever possible, with the necessary modifications, for all committees of Council, unless otherwise prescribed.
- 2.2 Notwithstanding Section 2.1, these rules and procedures may be relaxed in a Committee meeting if the subject matter so permits.
- 2.3 The Mayor shall be addressed as Mayor (surname inserted) or Your Worship.
- 2.4 The Councillors shall be addressed as Councillor (surname inserted).
- 2.5 All matters not specifically provided for in this Bylaw shall be regulated in accordance with parliamentary procedures.

- 2.6 In the absence of any statutory obligations, the Rules of Procedure may be suspended by Council by an affirmative vote of two-thirds of the Members present.
- 2.7 This Bylaw shall not be amended or repealed except by an affirmative vote of two-thirds of the Members present, but no such amendment or repeal may be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of Council. The requirement to give notice shall not be waived.
- 2.8 If any section or part of this Bylaw is found by any court of competent jurisdiction to be illegal or beyond the power of Council to enact, such section or part shall be deemed to be severable, and all other sections or parts of this Bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.
- 2.9 Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record open session proceedings of Council and Committees. These devices may not be used in such a way as to obstruct or disrupt the proceedings of the meeting.

3. ROLE OF COUNCIL

- 3.1 It is the role of Council:
- a) to represent the public and to consider the well-being and interests of the Municipality;
 - b) to develop and evaluate the policies and programs of the Municipality;
 - c) to determine which services the Municipality provides;
 - d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - e) to ensure the accountability and transparency of the operations of the Municipality, including the activities of Municipal senior management;
 - f) to maintain the financial integrity of the Municipality;
 - g) to carry out the duties of Council under the Act or any other statute.
- 3.2 In accordance with Section 259(1) of the Act, the office of a Member becomes vacant if the Member is absent from the meetings of Council for three (3) successive months without being authorized to do so by a resolution of Council.

This section does not apply to a Member who is absent for 20 consecutive weeks or less if the absence is a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member.

- 3.3 A Member who takes a pregnancy or parental leave shall notify the Clerk in writing and will continue to be compensated under the Council Compensation Policy for the duration of their leave up to 20 consecutive weeks.

4. ROLE OF THE MAYOR

- 4.1 It is the role of the Mayor:
- a) to act as Chief Executive Officer of the Municipality;
 - b) to preside over Council meetings so that its business can be carried out efficiently and effectively;
 - c) to provide leadership to Council;
 - d) without limiting clause (c), to provide information and recommendations to Council with respect to the role of Council described in clauses 3.1(d) and 3.1(e) of this Bylaw;
 - e) to represent the Municipality at official functions; and
 - f) to carry out the duties of the head of Council under the Act and any other statute.
- 4.2 As Chief Executive Officer of the Municipality, the Mayor shall:
- a) uphold and promote the purposes of the Municipality;
 - b) promote public involvement in the Municipality's activities;
 - c) act as the representative of the Municipality both within and outside the Municipal region, and promote the Municipality locally, nationally and internationally; and
 - d) participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.
- 4.3 It shall be the duty of the Mayor, with respect to any meetings over which they preside, to:
- a) preserve order and decide all questions of order, subject to appeal, and without argument or comment, state the rule applicable to any point of order if called upon to do so;
 - b) receive and submit to a vote all Motions presented by the members of Council or Committee, as the case may be, which do not contravene the Rules of Procedure;
 - c) announce the results of the vote on any Motions so presented;
 - d) decline to put to a vote Motions which are contrary to the Rules of Procedure or which are beyond the jurisdiction of Council;
 - e) enforce on all occasions the observance of order and decorum among the Members;
 - f) authenticate by their signature, when necessary, all Bylaws, minutes and resolutions of Council or Committee;
 - g) adjourn the meeting when business is concluded;
 - h) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be named if considered necessary;
 - i) represent and support Council, declaring its will and implicitly obeying its decisions in all things; and

j) perform other duties when directed to do so by resolution of Council.

- 4.4 The Mayor shall be the chair of the Committee of the Whole meetings except for Budget Review Committee of the Whole Meetings. The Mayor may also select another Member to Chair Committee of the Whole meetings.
- 4.5 The Mayor shall be a member of all Committees and shall have full privileges, including the right to vote at meetings thereof, but shall not be eligible to be the Committee Chair/Co-Chair or Committee Vice-Chair.
- 4.6 The Mayor shall only vote in a Council meeting to break a tie vote.
- 4.7 In accordance with the Act, in each term, as soon after the commencement of the term as is reasonably possible, Council shall appoint by Bylaw or Resolution, the member of council to serve as Deputy Mayor. The Deputy Mayor shall serve in circumstances where the Mayor is absent or refuses to act or the office is vacant and while so acting in the place of the Mayor, such Member shall have all powers and duties of the Mayor.
- 4.8 If both the Mayor and Deputy Mayor are unable to act as Head of Council for a meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers, and authority of the Head of Council for the purposes of that meeting. In this instance, the Clerk shall call the meeting to order and conduct the meeting to allow Council to appoint an Acting Mayor.

5. REGULAR MEETINGS OF COUNCIL AND COMMITTEE OF THE WHOLE

- 5.1 Unless otherwise authorized by Council, all meetings of Council and Committee of the Whole shall be held in Council Chambers at 252 Clark Street, Powassan.
- 5.2 Regular meetings of Council shall commence at 6:30 p.m. in Open Session and be held twice a month on the first and third Tuesday, with the exception of July, August and December with one meeting planned per month. This schedule shall be established by Resolution at the Inaugural Meeting of Council.
- 5.3 Council may change the date of any regular meeting by Resolution.
- 5.4 If a date designated for the holding of a Council meeting falls on a public holiday, or on a day when the Municipal office is closed for business, Council shall meet at the designated hour on the first day following, which is not a public holiday.
- 5.5 All Closed Session items for discussion at Regular Council Meetings shall be discussed in Closed Session following Notice of Schedule and Board Meetings.
- 5.6 The curfew for each regular meeting of Council is 10:30 p.m. The meeting shall stand adjourned at that curfew, unless the curfew is extended to 11:30 p.m. at the latest, by an affirmative vote of the majority of Members present.

- 5.7 Council may, by Resolution, go into Committee of the Whole and the Mayor shall chair the meeting and shall maintain order during the meeting.
- 5.8 A Member of Council may participate electronically in a Meeting that is either open or closed to the public should they be unable to participate in person for medical reasons, illness or in the event of a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial or federal public health agencies, and in doing so may be counted in determining whether or not a quorum of members is present at any point in time and shall have all the rights of any other Member who is participating in person.
- 5.9 A Member of an Advisory or Ad-Hoc Committee may participate electronically in a Meeting that is either open or closed to the public and in doing so may be counted in determining whether or not a quorum of members is present at any point in time and shall have all the rights of any other Member who is participating in person.
- 5.10 The Clerk may provide for electronic participation of staff at any Meeting, including the Clerk.
- 5.11 Electronic meetings are those held by means of telecommunication instruments including but not limited to telephones, video conferencing, computers with internet access and conferencing platforms and programs. The means used to facilitate an electronic meeting shall be determined by the Clerk.
- 5.12 A Member must provide sufficient notice to the Clerk, their designate, or the Staff Liaison of a Committee, of their intent to participate electronically in a Meeting to ensure the proper technology is enabled to make electronic participation possible. The Member must give at least 48 hours' notice of their intent to join the meeting electronically unless extraordinary circumstances apply.
- 5.13 Members who are participating electronically in a closed session meeting must ensure that no other person is in the location from which they are taking part in the meeting or make appropriate arrangements to that any other persons cannot see or hear any of the confidential deliberations taking place. If this is not possible, the Member must withdraw from the meeting until it has reconvened in open session.
- 5.14 A member of the public may delegate via electronic participation due to a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial, or federal public health agencies.
- 5.15 The Clerk shall arrange for such delegations, and any members of the public who wish to make a verbal delegation to a Standing Committee or Council via electronic participation and shall inform the Clerk when requesting delegation by noon on the Thursday day prior to the Meeting. Delegates shall provide a phone number to be connected into the meeting via audio.

Delegations who have not registered by the deadline will not be permitted to delegate.

- 5.16 Subject to these provisions for electronic participation, all other provisions of the Procedure By-law continue to apply and the Chair shall determine and maintain order as needed.

6. SPECIAL MEETINGS

- 6.1 Upon notice as set out in Section 6.2, the Mayor may, at any time, call a Special Meeting of Council or the Committee of the Whole and upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting of Council for the purpose and at the time and place set out in the petition. Every effort should be made to circulate a petition for a call for a Special Meeting to all members of Council.
- 6.2 The Clerk shall provide all Members with notice of a Special Meeting at least forty-eight (48) hours before the time appointed for such meeting by personal delivery, telephone, email or other electronic means to the Members.
- 6.3 No business may be transacted at a Special Meeting of Council other than that specified in the notice or agenda.
- 6.4 The lack of receipt of a notice of, or an agenda for, a Special Meeting by any Member shall not affect the validity of the Special Meeting, or any action taken.

7. EMERGENCY MEETINGS

- 7.1 Notwithstanding any other provision of this Bylaw, an Emergency Meeting of Council may be called by the Mayor without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the Members about the meeting as soon as possible and in the most expedient manner available.
- 7.2 The only business to be dealt with at an Emergency Meeting shall be business dealing directly with the emergency or extraordinary situation.
- 7.3 The lack of receipt of a notice of, or an agenda for, an Emergency Meeting by any Member shall not affect the validity of the Emergency Meeting, or any action taken.

8. QUORUM

- 8.1 A majority of all Members is necessary to form a quorum of Council.
- 8.2 As soon as there is a quorum after the time set for the Meeting, the Chair shall call the meeting to order.

- 8.3 If a quorum is still not present within thirty (30) minutes after the time set for the Meeting, then the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting.
- 8.4 If a quorum is lost during a Meeting and is not regained within fifteen (15) minutes, the Meeting shall stand adjourned until the next Meeting.
- 8.5 Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, are disabled from participating in a meeting, is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two (2).
- 8.6 Whereby reason of an approved Authorized Leave by the Committee Chair, a member(s) is disabled from participating in a meeting, the number of Members shall be reduced temporarily to determine quorum, provided such number is not less than two (2).

9. PUBLIC ACCESS TO MEETINGS

- 9.1 Except as otherwise provided in this Section, all Meetings shall be open to the public.
- 9.2 When determined necessary by the Clerk and/or Mayor, security personnel (third party, Bylaw enforcement officer, or Ontario Provincial Police) shall be present to oversee the media and public areas of the Council Chambers.
- 9.3 If a member of the public or media is deemed to be disruptive by the Mayor or presiding officer, they shall direct the person to stop being disruptive. In the event that the disruptive behaviour continues, the person will be served with a warning. If the warning is not adhered to by the person, the Mayor or presiding officer will expel that person from the meeting. If the person is noncompliant to the request to leave the room, a Member or Municipal staff will contact local police services for assistance.
- 9.4 A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:
- a) the security of the property of the Municipality;
 - b) personal matters about an identifiable individual, including Municipal employees;
 - c) a proposed or pending acquisition or disposition of land by the Municipality;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - 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;
 - j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - 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.
- 9.5 A Meeting or part of a Meeting shall be closed to the public if the subject matter being considered is:
 - a) a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, if Council is designated as head of the institution for the purposes of that act; or
 - b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1) of the Municipal Act, 2001, or the investigator referred to in subsection 239.2(1) of the Municipal Act, 2001.
- 9.6 A Meeting of Council or of a Committee may be closed to the public if the following conditions are both satisfied:
 - a) the meeting is held for the purpose of educating or training the Members.
 - b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of Council or Committee.
- 9.7 Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or Committee shall state by resolution:
 - a) the fact of the holding of the Closed Session and the general nature of the matter to be considered at the Closed Session; or
 - b) in the case of a meeting under Section 9.6, the fact of the holding of the Closed Session, the general nature of its subject-matter and that it is to be closed under that Section.
- 9.8 Only items contained in the resolution provided for in Section 9.7 shall be considered by the Council or Committee in closed session.
- 9.9 A Meeting shall not be closed to the public during the taking of a vote except where:
 - a) the provisions of this Bylaw or the Act permit or require the Meeting to be closed to the public; and
 - b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under a contract with the Municipality.

- 9.10 After the Council agenda has been adopted by resolution, a motion to move into closed session is only in order if the motion relates to an item already on the approved agenda and a closed session is permitted in accordance with the provisions of this by-law.
- 9.11 After the motion to move into closed session has been adopted, the Mayor or presiding officer shall provide sufficient time to accommodate the public and media (and designated staff) to orderly vacate the room, up to a maximum of five (5) minutes.
- 9.12 If an emergency occurs during a closed session meeting, the meeting will be automatically deemed suspended for staff to manage the emergency.
- 9.13 If a non-emergency event occurs during a closed session meeting, the Mayor or Chair of Committee will openly declare the meeting suspended for staff to manage the event.
- 9.14 If an unauthorized recording device is located during a closed session meeting, the meeting will be declared suspended for staff to manage the event. The Clerk (or designate) shall attempt to locate the owner of the device. The owner will be asked to demonstrate that the device did not record the closed session meeting to the satisfaction of the Clerk. If the device inadvertently recorded the closed session meeting, the Clerk will request the owner of the device to erase the recording to the satisfaction of the Clerk. If the owner of the device is non-compliant with the request of the Clerk, local police services may be called for assistance.
- 9.15 All deliberations while in Closed Session shall remain confidential unless otherwise agreed upon by a Majority vote of Council. Only the final results of deliberations may be made public when such disclosure is authorized by Council.
- 9.16 Open Council Meetings will be recorded and made available to the public upon request, within 72 hours of the meeting. As Regular Council Meetings are open to the public, any posting, livestreaming, or broadcasting of a meeting shall be considered an enhancement to public attendance, and the inability to provide this enhancement shall not be considered as prohibiting public attendance. Boards and Committees of Council are not required to livestream nor record their meetings, as they are open to the public.

In the event of a situation in which public gatherings cannot, or should not happen, as required by local, provincial, or federal public agencies, the Clerk will provide for electronic participation of the public. Livestreaming of a Regular Meeting of Council will be considered an enhancement to public attendance when electronic participation is provided.

Access to recorded proceedings shall follow the *Municipal Freedom of Information and Protection of Privacy Act*.

Video files from live streaming that are on the internet are part of the public realm and as such are subject to alteration by a member of the public with no

municipal control over such alterations. The Municipality assumes no liability associated with any alterations that are made by a member of the public on the internet.

A notation will be added to Council and any other recorded meeting agendas to make presenters and members of the public aware that proceedings are being recorded and/or available on the internet.

- 9.17 To ensure that all members of the public are comfortable participating in Meetings signs, banners, emblems, flags, cameras, audio, and video recordings by the public are prohibited in the Chambers except by permission of the Chair. Notwithstanding the foregoing, Municipal Staff, approved media, and approved broadcasting or webstreaming service providers, will have permission to record.

10. PUBLIC NOTICE OF MEETINGS

- 10.1 The Clerk shall provide public notice of all meetings of Council and Committee by posting a notice on the Municipal website which includes the place, date and time of the Meeting and the Meeting agenda.

11. COUNCIL AGENDA

- 11.1 The Clerk shall prepare the agenda for all regular meetings of Council. The order of proceedings shall be as follows, or as otherwise determined by the Clerk:

- a) Call to Order;
- b) Land Acknowledgement Statement;
- c) Roll Call
- d) Disclosures of Pecuniary Interest
- e) Approval of Agenda:
 - (i) Addition of Items;
 - (ii) Changes in Order of Items
- f) Delegations to Council;
- g) Adoption of Minutes of Previous Open Session Meeting(s) of Council;
- h) Minutes and Reports from Committees of Council
- i) Minutes and Reports from Appointed Boards
- j) Staff Reports
- k) By-Laws
- l) Unfinished Business
- m) New Business
- n) Correspondence
- o) Addendum
- p) Notice of Schedule of Council and Board Meetings
- q) Closed Session
- r) Adjournment

- 11.2 The business of each Meeting shall be dealt with in the order in which it stands in the agenda, unless otherwise decided by a Majority vote of the Members present.
- 11.3 All reports, notices, motions, and any other material to be included in the agenda for a regular Council meeting shall be delivered in writing or electronically to the Clerk, by 12:00 p.m. on the Thursday preceding the regular Council meeting.
- 11.4 The deadline for the submission of matters permitted for inclusion in the addendum to the Council agenda shall be 9:00 a.m. on the day of the Council meeting. Any Item requested to be added to the Regular Agenda open to the public, after the Council Agenda has been published by the Clerk, must be done in writing to the Clerk. The written request must explain the importance of the Item and explain timeliness of the request. Verbal discussion and/or presentations from Staff or Members are not permissible as agenda items.
- 11.5 The Clerk shall distribute the agenda for each regular Council meeting to every Member by providing a printed copy for pickup, e-mail, or other electronic means, not less than seventy-two (72) hours before the scheduled meeting.

12. DISCLOSURE OF PECUNIARY INTEREST

- 12.1 In accordance with the Municipal Conflict of Interest Act, where a Member has any Pecuniary Interest in any matter and is present at a Council meeting or Committee meeting at which the matter is the subject of consideration, the Member shall:
- a) disclose their Pecuniary Interest as per the Council agenda;
 - b) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof;
 - c) not take part in the discussion of, or vote on, any question in respect of the matter; and
 - d) not attempt in any way, whether before, during or after the Meeting, to influence the voting on any such question.
- 12.2 Where a meeting is not open to the public, in addition to complying with the requirements of Section 12.1, the Member shall forthwith leave the meeting for that part during which the matter is under consideration.
- 12.3 Where the interest of a Member has not been disclosed by reason of their absence from the Meeting, the Member shall disclose their interest at the next Meeting at which such Member attends.
- 12.4 The Clerk shall record in reasonable detail the particulars of any disclosure of Pecuniary Interest made by members of Council or Committees and any such record shall appear in the minutes of that Meeting of Council or of Committee.

13. DELEGATIONS AND PRESENTATIONS

- 13.1 The maximum number of presentations, for any meeting unless agreed to by Council, shall be one (1).
- 13.2 It is Council's preference that all delegations be made to the appropriate Standing Committee. Nevertheless, delegations shall be permitted to appear at Council meetings with respect to items on the Council agenda provided a written request is made to the Clerk by 12:00 p.m. on the Thursday prior to the meeting. Delegations that have previously presented to Council or before a Standing Committee can only appear as a delegation at Council to present new information on the matter involved.
- 13.3 Written notice to the Clerk from a delegation shall include:
- a) The presenter's name, address, telephone number and e-mail address;
 - b) Full names of all presenters;
 - c) Date they wish to present;
 - d) A brief statement of the subject matter, the outcome that is sought and what action they are requesting from Council;
 - e) An overview of the delegation;
 - f) Acknowledgement that they have read and understand the guidelines as informed by the Clerk.
- 13.4 The Clerk shall inform the presenter of the guidelines affecting the presentation (e.g. maximum time, and adherence to subject) and obtain an acknowledgement by the presenter of his understanding of those guidelines.
- 13.5 Delegations and presentations shall be limited to a presentation of not more than ten (10) minutes, unless otherwise determined by the Committee Chair/Co-Chair or Mayor. A delegation of not more than five (5) persons, representing a group or organization, shall be limited to two (2) speakers, permitted to speak not more than ten (10) minutes in total. Only new information is to be presented by successive speakers of such delegation.
- 13.6 At the discretion of the Mayor or presiding officer the presentation time limit may be extended. Such decision shall be decided without debate.
- 13.7 No presenter shall:
- a) speak disrespectfully of any person;
 - b) use offensive words or unparliamentary language;
 - c) speak on any subject other than the subject for which they received approval to address;
 - d) disobey the rules of order or a decision of the Presiding Officer.
- 13.8 After the presenter has completed the presentation, members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 13.9 The Presiding Officer may curtail any presenter, any questions of a presenter or debate during a presentation, for disorder or for any other breach of this Procedural By-law and, should the Presiding Officer rule that the presentation

is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Council.

- 13.10 Delegations concerning labour relations, union negotiations and any employee relations will not be heard at any Standing Committee or Council meetings. All signed submissions received by the Clerk concerning these matters shall be referred to the CAO/Director of Corporate Services.
- 13.11 Delegations shall not be permitted at Council meetings to address planning matters that were considered at a public meeting pursuant to the provisions to the Planning Act.
- 13.12 The Clerk, in consultation with the Mayor, shall decide which Delegations will be heard orally at any given meeting, in person or electronically, and may defer or decline to place any delegation on the agenda having regard to the time available and:
- a) The express desire of any member or members of Council that a particular delegation be heard;
 - b) The desirability that different points of view on any issue be heard;
 - c) The desirability that persons who support a particular position be encouraged to combine to make a joint oral presentation usually through a single spokesperson;
 - d) The desirability that new issues not on the subject of previous delegations should be heard.
- 13.13 The Mayor or Clerk may decline to approve a Delegation. Reasons to decline include but are not limited to:
- a) More time is required to prepare staff reports for Council;
 - b) The Delegation request was not submitted by the deadline;
 - c) The Delegation request form is incomplete;
 - d) The subject matter of the Delegation is outside the jurisdiction of Council;
 - e) The subject matter is with respect to a matter that should be discussed in Closed Session;
 - f) The Meeting Agenda is already too lengthy;
 - g) The subject matter is set to be discussed on another Agenda;
 - h) The issue is frivolous or vexatious;
 - i) The issue has been or is to be considered by the Committee of Adjustment;
 - j) Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
 - k) Council previously indicated that it will not hear further from this Delegation; or
 - l) The issue should be referred to Municipal staff for action.

14. MINUTES OF MEETINGS

- 14.1 The minutes of every Meeting, whether it is closed to the public or not, shall be recorded by the Clerk, in the case of meetings of Council, or appropriate officer, in the case of meetings of Committee. For the purposes of this Section 14.1, "Clerk" means the Clerk, Deputy Clerk or designate.

- 14.2 The minutes of all meetings of Council and Committees shall record:
- a) the place, date and time of meeting;
 - b) the name of the presiding officer and the record of the attendance of the Members present and those who have sent their regrets, and the name of the recording secretary and senior staff present; and
 - c) without note or comment, all resolutions, decisions and other proceedings of the meeting.
- 14.3 The Members may inform the Clerk's office where reasonable of all planned absences, late arrivals and early departures from Council and Committee meetings.
- 14.4 The minutes of each Council meeting shall be presented to Council at the next regular meeting for approval.
- 14.5 After the Council minutes have been approved by Council, they shall be signed by the Mayor and the Clerk.
- 14.6 The public Committee report of each Committee meeting shall be presented to Council at the next regular Council meeting for consideration and adoption of Committee recommendations contained in it.
- 14.7 Recordings of Meetings shall be retained in accordance with the Municipality's Records Retention By-law.
- 14.8 The closed session Minutes of each closed session of Council shall be presented to Council at their next closed session meeting and that the minutes of closed session of the respective Council held on the meeting date be adopted and the recommendations contained therein be approved.

15. CONDUCT

- 15.1 The Mayor will ensure that members of the Public shall be respectful of Council, staff, delegations, and all attendees at the Meeting by not heckling, speaking disruptively while debate is in progress, making comments or applauding.
- 15.2 Members of Council shall:
- a) act in accordance with their Oath of Elected Appointed Officials and the Municipal Code of Conduct;
 - b) treat the Chair, other Members, staff and delegates from the public with courtesy, respect and good faith;
 - c) hold in strict confidence all information concerning matters dealt with in Closed Meetings;
 - d) not speak disrespectfully of the Reigning Sovereign, or of any of member of the Royal Family, or of the governor-general, the Lieutenant-Governor of any Province, of any member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;
 - e) not use offensive words or unparliamentarily language in or against Council or against any Member;
 - f) not speak on any subject other than the motion being debated;

g) not criticize any decision of Council except for the purpose of moving a motion to reconsider a previous decision of Council.

- 15.3 The Mayor may Call the Member to Order and take one or more of the following actions:
- a) decide that there was no breach of the rule;
 - b) ask the Member in breach of the rules to stop the behaviour;
 - c) ask the Member to withdraw what was said; or
 - d) ask the Member to apologize.
- 15.4 If previous attempts to call the member to order have failed, the Mayor may decide, not to recognize the Member, for the balance of that meeting, in which case the Member shall not speak or vote for the remainder of that Meeting.

16. RULES OF DEBATE

- 16.1 Any Member who wishes to speak must raise his or her hand and be recognized by the Mayor. Once recognized, the Member, if able, shall stand to speak to the matter.
- 16.2 When two (2) or more Members raise their hands, the Mayor shall designate the order in which they may speak.
- 16.3 No Member may speak more than once on the same matter unless Council dispenses of this provision with an affirmative vote of at least two-thirds of the members present, except in explanation of a material part of that Member's remarks which may have been misunderstood, and in doing so, that Member shall not introduce any new matter.
- 16.4 No Member may speak to the same question or in reply for any longer than ten (10) minutes including comments, questions to staff and staff responses in Council and Committee of the Whole, without leave of the Council or Committee of the Whole.
- 16.5 When a Member is speaking, no other Member shall pass between that Member and the Chair or interrupt that Member except to raise a point of order.
- 16.6 Any Member may require the question or Motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- 16.7 When the minutes of a Standing Committee meeting are presented to Council, the Committee Co-Chairs, Chairs or Vice Chairs shall have the first opportunity to speak to the matters included and may explain the basis for the Standing Committee's recommendations.

17. POINTS OF PRIVILEGE AND ORDER

- 17.1 When a Member believes that their rights, privileges or integrity, or those of the Members collectively have been prejudicially affected, that Member may ask leave of the Mayor to raise a question of privilege and after leave is granted, the Member shall state the point of privilege to the Mayor and the point of privilege shall be immediately decided by the Mayor.
- 17.2 When a Member desires to call attention to a deviation or departure from the Rules of Procedure, that Member shall ask leave of the Mayor to raise a point of order and after leave is granted, the Member shall state the point of order to the Mayor and the point of order shall be immediately decided by the Mayor.
- 17.3 It shall be the duty of the Mayor to decide all points of privilege and order and, if called upon to do so, to state the rule applicable to any point of order, practice or procedure. The Mayor's ruling on a point of order shall be made without debate and shall be final subject only to an immediate appeal from such ruling by a Member.
- 17.4 In the case of an immediate appeal by a Member from the decision of the Chair on a point of order, practice or procedure, such Member shall state the grounds for the appeal and such appeal must be decided, without debate, by the concurring votes of a majority of Members present on "Shall the ruling of the Chair be sustained".
- 17.5 When the Mayor calls a Member to order, that Member shall cease speaking until the point of order is dealt with and that Member shall not speak again to the matter under discussion, without the permission of the Mayor, unless to appeal the ruling.
- 17.6 When the Mayor considers that the integrity of a member of the staff has been impugned or questioned, the Mayor may permit a staff member present to make a statement to the Council.

18. NOTICES OF MOTION

- 18.1 Except as otherwise provided in this Bylaw, all notices of Motion shall be:
- a) presented at a meeting of Council, but shall not be debated until the next regular meeting of Council; or
 - b) delivered to the Clerk not less than seven (7) days prior to the date of the Meeting at which the Motion is to be introduced.
- 18.2 A Motion may be introduced without notice if Council, without debate, dispenses with the requirement for notice on the affirmative vote of two-thirds of the Members present.

19. MOTIONS

- 19.1 Every motion:
- a) shall be in writing, shall be seconded and shall be read by the Mayor or the Clerk before debate or before being put from the Chair;
 - b) where the question under consideration contains separate propositions then, at the request of any member of Council, any separate matter shall be put separately.
- 19.2 After a motion is read by the Mayor or Clerk, it shall be deemed to be in the possession of the Council, but may, with the permission of the Council, be withdrawn at any time before decision or amendment.

20. VOTING PROCEDURES

- 20.1 A Motion shall be put to a vote by the Mayor immediately after all Members desiring to speak on the Motion have spoken in accordance with the Rules of Procedure.
- 20.2 Unless otherwise provided in the Bylaw or requested by the Mayor, a vote may be by voice, show of hands, standing or otherwise.
- 20.3 Unless otherwise provided in the Bylaw, every Member shall have one (1) vote.
- 20.4 Except for the election of the Chair of a Committee, no vote shall be taken by ballot or by any other method of secret voting.
- 20.5 Except as otherwise required under the Act, any other statute or this Bylaw, all Motions, resolutions, and Bylaws shall be carried, passed and enacted, as the case may be, by a Majority vote.
- 20.6 After a Motion is put to a vote, no Member shall speak on that Motion, nor shall any other Motion be made until after the result of the vote is announced by the Mayor.
- 20.7 No Member shall leave their seat or make any noise or disturbance while a vote is being taken until the vote is declared.
- 20.8 Unless otherwise provided in the Bylaw, when a question or Motion is put to a vote, every Member present at a Council meeting shall vote thereon, except where the Member is disqualified from voting by reason of a declared Pecuniary Interest or is absent from the Council Chambers when the question or Motion is put to a vote.
- 20.9 Every Member who is not disqualified from voting by reason of a declared Pecuniary Interest shall be deemed to vote against the Motion if the Member declines or abstains from voting.

- 20.10 A Member present at the time of a vote may call for a Recorded Vote immediately before or after the taking of the vote.
- 20.11 Unless otherwise provided in the Bylaw, each Member present, except a Member who is disqualified from voting by reason of a declared Pecuniary Interest, shall indicate their vote openly during the taking of a recorded vote and the Clerk shall record each vote. The names of those who voted for and those who voted against the Motion shall be entered in the minutes.
- 20.12 The Mayor shall announce the result of every vote. If all of the Members present when a vote is taken vote unanimously, the Mayor shall announce the vote accordingly.
- 20.13 If a Member doubts the result of a vote as announced by the Mayor, that Member may object immediately to the Mayor's declaration and, upon the affirmative vote of the Majority of the Members present, the vote shall be retaken.
- 20.14 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any act.
- 20.15 Notwithstanding Section 20.14, the Mayor shall vote to break a tie vote at Council.
- 20.16 In a vote, the number of Members constituting the Council shall be determined by excluding the number of Members who are present at the Meeting but who are disqualified from voting by reason of a declared Pecuniary Interest.

21. ENACTMENT OF BY-LAWS

- 21.1 No Bylaw shall be presented to Council unless there is a resolution to authorize the Bylaw and each member shall be supplied with a copy of every Bylaw prior to consideration of the Bylaw by the Council.
- 21.2 No Bylaw shall be introduced for first reading in blank or in imperfect form.
- 21.3 A Bylaw shall be passed by being given three (3) readings, as such:
a) a Bylaw shall be given each reading by reference to its Bylaw number;
b) a Bylaw shall be deemed to have been read upon the number, title or heading being read or taken as read, unless a member requires the Bylaw or any portion thereof to be read in full;
d) the minutes of the meeting shall reflect both the number and the title of the Bylaw, notwithstanding that the motion refers only to the number of the Bylaw.
- 21.4 The first reading of a Bylaw shall be decided by resolution without amendment or debate.
- 21.5 The second reading of a Bylaw shall be decided by resolution at which time

the contents of the Bylaw shall be debated. The contents of the Bylaw may be changed by an amending resolution to authorize the third reading.

- 21.6 The third reading of a Bylaw will be the final reading. No Bylaw shall be changed during the third reading.
- 21.7 Unless directed by the Clerk or Treasurer as required for the immediate well being of the Municipality, no Bylaw shall receive third reading at the same meeting as it received first and second readings.
- 21.8 The Clerk shall endorse on every Bylaw the dates of the three (3) readings thereof.
- 21.9 Every Bylaw enacted by Council shall be signed by the Mayor and the Clerk, numbered, and sealed with the seal of the Corporation.
- 21.10 No Bylaw, except a Bylaw to confirm the proceedings of Council, shall be presented to Council unless its subject matter has been considered and approved by Council.

22. COMMITTEES

- 22.1 The Mayor shall be a member of each Standing Committee of Council ex-officio.
- 22.2 The Mayor shall assign all members of Council to committees for the term of council prior to the first regular meeting of the term.
- 22.3 The members of all Committees of Council shall be named through Resolution or Bylaw at the first regular Meeting for each council term.
- 22.4 The Chair of the Public Works Committee shall be a member of Council. The Chair of the Public Works Committee will be rotated on an annual basis, so that every member of Council, excluding the Mayor, holds the Chair position for one (1) year during the term of Council.
- 22.5 The quorum of all Committees, except for Committee of the Whole, shall be a majority of its members.
- 22.6 As soon as there is a quorum after the time set for the Meeting, the Committee Chair or Co-Chair shall call the meeting to order.
- 22.7 If a quorum is still not present within thirty (30) minutes after the time set for the Meeting, then the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting.
- 22.8 If a quorum is lost during a Meeting and is not regained within fifteen (15) minutes, the Meeting shall stand adjourned until the next Meeting.
- 22.9 If proper notice of the meeting has been given and a quorum as set out in Section 22.5 is not in attendance at a Committee meeting and therefore, the

meeting stands adjourned due to lack of quorum, any emergent items upon the approval of the Committee Chairs or Co-Chairs can be considered directly at the next Council Meeting under Committee Reports.

- 22.10 The Rules of Procedure contained in this Bylaw shall be observed in Committee meetings, with necessary modifications, except that:
 - a) the number of times a Member may speak on any question shall not be limited;
 - b) the length of time a Member may speak on any question shall not be limited;
 - c) written Notices of Motion are not required; and
 - d) Members shall not be required to stand to speak.
- 22.11 A Member who is not a member of a Standing Committee may attend the meetings of that Committee.
- 22.12 With the consent of the Co-Chair, Chair or Vice Chair of the Standing Committee, a Member who is not a member of the Committee may speak and participate at a meeting of the Committee, but such Member has no vote on the Committee.
- 22.13 All recommendations and requests of an Advisory Committee shall be directed to its respective Standing Committee.
- 22.14 Every Committee is advisory to Council unless otherwise stated in the terms of reference, by-law or resolution governing the Committee.
- 22.15 No Committee has the power to pledge the credit of the Municipality, to commit the Municipality to any particular action or to give specific direction to any staff member, unless specifically granted such power in the terms of reference, Bylaw or resolution governing such Committee.
- 22.16 All resolutions received from other municipalities that are of relevance to the Municipality of Powassan shall be circulated by the Clerk to Council and if a Member of Council so requests, the Clerk shall include the resolution on the next Council Meeting Agenda under New Business to be received and endorsed.

23. POST-ELECTION PROCEDURE

- 23.1 The Inaugural Meeting date shall be held the Monday prior to the first Tuesday in December following the Municipal Election at 6:30 p.m.
- 23.2 The Inaugural Meeting shall be ceremonial in nature for purposes of the members of Council taking their Oath of Allegiance and Declaration of Office, and shall be Chaired by the Clerk.
- 23.3 No business shall be conducted at the Inaugural Meeting until the Oath of Allegiance and Declaration of Office have been taken.

- 23.4 At the inaugural meeting, each person who has been elected to Council is entitled to speak and participate and to have one vote.
- 23.5 The principal business of the first Council meeting held after the inaugural meeting shall consist of:
- a) The establishment of the size of each Standing Committee of Council;
 - b) The appointment of Councillors to Standing Committees, Advisory Committees, Agencies, Boards and Commissions; and
 - c) Appointment of Acting Chair(s) until appointment of Chairs and Co-Chairs of Standing Committees as Acting Chairs.
- 23.6 Prior to the inaugural meeting, each person who has been elected to Council shall submit to the Clerk their preferences for the Standing and Advisory Committees of Council (including agencies, boards and commissions) upon which they wish to serve.
- 23.7 If the number of Members wishing to serve on any Standing or Advisory Committee of Council (including agencies, boards and commissions) is greater than the number of positions available, then the selection shall be conducted by open ballot.
- 23.8 Each Member shall serve on at least one (1) Standing Committee.

24. CONTINGENCIES

- 24.01 In all contingencies not provided for in this Bylaw, the question shall be decided by the Mayor and in making such a ruling, the decision shall be based on Robert's Rules of Order.

25. SHORT TITLE

- 25.1 The short title of this Bylaw is "The Procedural By-law".

26. SEVERABILITY

- 26.1 Should any section, subsection, clause, paragraph or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

27. REPEAL

- 27.1 Bylaw 2015-31 and all amendments thereto are hereby repealed.

28. EFFECT

28.1 This By-law shall take force and effect upon being passed.

Mayor

Clerk

DRAFT

To: Council
From: Treasurer/Director of Corporate Services
Re: Facility Rental Policy

RECOMMENDATION:

That the staff report and draft Facility Rental Policy be received; and that the Facility Rental Policy be adopted as presented.

BACKGROUND AND ANALYSIS:

At the meeting of July 4, 2023, Council first received a copy of the draft Facility Rental policy. Working in conjunction with the updated User Fees By-law, the purpose of this policy is to clarify the process surrounding, fees for, and guidelines regarding the rental of Municipal facilities.

In the accompanying staff report, it was mentioned that the Municipality of Callander had adopted a 'Community Affiliate Policy', setting forth certain criteria by which certain user groups may receive discounted rental rates. Direction was received to incorporate these provisions in Powassan's Facility Rental Policy.

Enclosed herein is a copy of the updated Policy, with two additional sections incorporated. The first is a Community Partner program whereby certain groups, subject to several conditions, may apply for a fee exemption. As written, ultimate authority to issue this exemption would remain with Council and, given the applicable conditions, it is unlikely that many groups would qualify.

As a second component, certain groups could apply for a discounted rental rate provided again that certain criteria are met. The criteria in this section is slightly less restrictive, and ultimately suggests that groups offering regular, free programming to Municipal residents, that is designed towards underserved or underprivileged demographics and occur during regular business hours, would receive a discounted rental fee.

POLICY: Facility Rentals Policy	RESOLUTION NUMBER:	DATE PASSED:
EFFECTIVE DATE:	REVIEW DATE:	AUTHORITY:

Purpose

The Municipality of Powassan (“Municipality”) is committed to supporting recreational and community social activities that foster an active, engaged, and healthy community.

The purpose of the Policy is to establish the guidelines and procedures for all users of municipal facilities. The Policy is meant to promote the usage of municipal facilities in a manner which ensures that facilities are being operated in an equitable, secure, and financially sustainable manner.

Scope

This Policy applies to all Municipally-owned facilities which are available for public use, including but not limited to parks, arenas, community centres, recreation and sports fields, parking lots, and other special purpose buildings.

This Policy works in conjunction with the User Fees By-law and Community Partner Policy, as well as any related legislation and guidelines.

Responsibility

The Director of Corporate Services and Facilities Manager are responsible for the administration of this policy.

Definitions

“Municipality” shall mean the Corporation of the Municipality of Powassan.

“Non-Profit Organization” shall mean a club, society or association that was organized and operated exclusively for social welfare, civic improvement, pleasure, or recreation or for any other purpose except profit, no part of the income of which was payable to, or was otherwise available for the personal benefit of, any proprietor, member, or shareholder.

“Programs and Services” means all programs and services designed to enhance individuals’ health and well-being within the Municipality. Programs and services focus on meeting the needs of citizens and include the provision and/or supporting of:

- recreation activities (i.e., sports leagues, drop-in sports, etc.)

- settlement services
- children, youth, and vulnerable citizens services
- cultural and community events
- arts and heritage programs and services
- educational programs and services
- health, safety and prevention programs and services
- spiritual wellness
- volunteerism
- any other program or service not identified above.

“Rental” shall mean the sole right to use and enjoy the defined area of property in accordance with the terms, rules and regulations as defined in the Municipality’s rental agreement or contract.

“Renter” shall mean the individual designated by the society, organization, or group requesting the rental. The Renter shall have the legal authority on behalf of the society, organization, or group to act as the point of contact, issue payments, provide required documentation, and ensure all users/participants adhere to municipal, provincial, and federal rules and regulations.

“Resident” or “Residential” shall mean an individual that pays property taxes in the Municipality.

General Provisions

1. In addition to this Policy, renters shall adhere to all Laws, By-laws, and Regulations of the Municipality of Powassan, Province of Ontario, and Government of Canada.
2. All Facility rentals are coordinated through the Recreation and Facilities department. A rental agreement must be signed prior to the booking being confirmed.
3. Applicants assume full responsibility for their guests in case of injury, damage, theft, or disturbances during the booking.
4. Children under the age of 12 must be supervised by a parent/guardian.
5. It is the responsibility of the renter to ensure that all properties are returned to their previous condition at the end of their rental.
6. Rentals must conform to the capacity limits established by the Municipality and adhere fully to the Ontario Fire Code regulations.
7. A security deposit, as outlined in the User Fees By-law, is required in advance to secure the booking of the facility. This amount is refunded following the event, subject to the condition of the facility being rented.
8. In the event of cancellation by the renter, deposits will be refunded.
9. Booking requests should be submitted no less than seven (7) days in advance of the date being requested, or fourteen (14) days for licensed events. Shorter notice periods may be considered in the sole discretion of the Municipality.
10. Reservations are accepted up to one (1) year in advance.
11. Facility bookings are generally provided in the order in which a complete application has been received.

12. If a prospective renter wishes to view the facility in advance of booking, this must be coordinated with staff and occur during regular working hours.
13. All Municipal parks and facilities are smoke-free. Renters must abide by all By-laws and signage posted at these facilities and stay within the designated area to smoke.
14. Access to the facility must be during the times specified on the agreement.
15. Rental keys or FOBs must be picked up from the Municipal Office at 250 Clark Street during regular operating hours.
16. Upon conclusion of the rental, keys must be returned to the Municipal Office, either during regular operating hours or by securing them in the drop box outside of the main doors. Failure to return keys will result in a fifty (\$50) dollar charge.
17. The Director of Corporate Services and/or Facilities Manager have the sole authority to cancel a facility rental in instances of an emergency response and/or when deemed in the best interest of residents.
18. The Municipality reserves the right to decline bookings for staffing, safety, and/or other reasons in its sole discretion.
19. Facility rentals will not be permitted for businesses, organizations, or individuals, in the sole discretion of the Director of Corporate Services and/or Facilities Manager, whose programs, services or business activities do not align with the Municipality's values. Examples of unauthorized rentals would include those that:
 - Market or advertise the use of prohibited substances.
 - Promote derogatory, prejudicial, harmful, or intolerant beliefs towards any specific group or individual.
 - Create fiscal hardship for the Municipality and/or its residents.
 - Make the rental inappropriate for reasons not specified herein.

Facility Use

The Municipality is not responsible for the set up and take down of events on behalf of a renter. However, upon request of the renter, the Municipality may assist with setup for a fee as per the User Fees By-law.

The renter is fully responsible for the complete cleanup of the rented facility. The facility is to be cleaned, free from garbage and debris, and secured upon completion of the rental. Equipment, if rented from the Municipality, should be left as it was found. Any damage should be reported in writing to Municipal staff immediately. Renters may be subject to additional charges should the facility or equipment be damaged in any way, and/or if additional cleanup is required as a result of the rental. Charges may include staff time required to return the facility to its original condition and will be deducted from the security deposit provided and/or invoiced separately if inadequate funds are available.

The facility rental fees as outlined in the User Fees By-law provides for one (1) municipal staff member to be present throughout the rental. In the case of large group events, where multiple staff members must be present, additional fees will be levied as per Schedule 'N' of the User Fees By-law.

Events with Alcohol

In the case of an event which includes alcohol, the renter must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) and provide it to the Municipality no less than fourteen (14) days in advance of the rental date.

Alternatively, the renter may request that the Municipality serve the alcohol for such an event. In that case, the applicable fees must be paid as per the User Fees By-law.

The renter must adhere to all applicable Federal and Provincial laws and regulations.

Equipment Rental

Chairs and tables are provided for indoor use and are included in the cost of the facility rental for halls and rooms. Use of other Municipal equipment, such as AV equipment, shall be subject to additional fees and at the renter's risk, and the renter should inspect the equipment to ensure it is in safe working condition. The equipment is to be left in the same condition as it was provided in.

Rates and Fees

Rates and fees must generally be paid no less than seven (7) days in advance of the facility rental. Users renting a facility for specific, reoccurring times over a period of not less than six (6) months may make monthly payments, at the request of the renter and in the Municipality's sole discretion. Failure to make any single payment will result in credit being revoked, and the rental agreement terminated.

The rates and fees for usage of Municipal facilities shall be as specified in the User Fees By-Law.

Community Partner Program

The Municipality may offer a rental fee exclusion for charities and for non-profit groups, organizations, and individuals that are resident in the Municipality and are renting a facility for the purpose of providing benefit to the Municipality's residents and community.

Any rental of a facility by a group for the purpose of providing economic benefit solely to the user will not qualify for the discounted rental fee.

To qualify for this provision, the group must meet all of the following criteria:

- a) Have a primary mandate to provide recreational, art, cultural, social and/or sports programming or services that meet community needs not being fully met.
- b) Membership or participation is open to all residents.
- c) Hold a not-for-profit or charitable status.
- d) Maintain adequate insurance as outlined in this policy, at its sole cost and expense.

- e) Adhere to the Ontario Human Rights Code.
- f) Be based out of the Municipality of Powassan.

Ineligible groups include:

- a) Groups whose primary purpose, goals, and objectives directly oppose or are in conflict with those of the Municipality.
- b) Groups that predominantly (i.e., >50%) serve non-residents.
- c) Commercial groups.
- d) Political parties and other groups with a political doctrine.
- e) Religious organizations.

To be considered as part of the Community Partner Program, applications for approved status must be submitted and will be approved by Council. Upon approval, groups must sign a contract with the Municipality that sets forth the requirements and stipulations to be adhered to. The term of the contract is not to exceed two (2) years, after which an application for renewal must be submitted.

As a condition of approval, all outstanding debts to the Municipality must be paid in full.

Community Partners are only eligible for rental fee exclusions in the performance of their organizational mandates; any bookings for events or fundraisers will be charged at the full rate as per the User Fees By-law. Additionally, any fees for setup or cleanup will not be waived.

The Municipality reserves the right to rescind Community Partner status at any time, at the sole discretion of the Director of Corporate Services or designate.

Discounted Rental Rates

Notwithstanding the provisions of the Community Partner Program as outlined above, users may also apply for discounted rental rates. To be eligible, the following conditions must be met:

- a) The user is offering a recreation or economic development program to residents of the Municipality.
- b) The recreation or economic development program is open to the public, and/or is targeted to an underserved or underprivileged demographic.
- c) The user is not charging an entry fee.
- d) The program is scheduled to run for at least six (6) sessions.
- e) Program times must be during hours where the facility requested is otherwise staffed.

Approval of discounted rental rates shall be made at the discretion of the Director of Corporate Services and/or Facilities Manager and shall be set forth in the rental agreement signed by the user group. The rental rate will be discounted by 50%. The Municipality reserves the right to rescind an offer of discounted rental rates at any time, at the sole discretion of the Director of Corporate Services.

Insurance

The Lessee shall carry Commercial General Liability Insurance issued on an occurrence basis in the amount of no less than five million dollars (\$5,000,000) per occurrence and shall name “the Corporation of the Municipality of Powassan” as additional insured with a cross liability clause.

A Certificate of Insurance evidencing coverage including a fifteen (15) day notice of cancellation clause is required to be submitted to the Municipal Office a minimum of one (1) week prior to the rental of the facility. Failure to provide this documentation will result in cancellation of the booking. No refund will be issued.

Some events/programming may be covered under the Municipality’s Facility User Coverage. The renter should request insurance coverage with their rental application, and staff will determine availability. If provided, the cost of insurance will be added onto the rental fee.

The Lessee shall indemnify and hold harmless the Corporation of the Municipality of Powassan and any of its officers, members of municipal Council, employees, servants, agents, contractors and volunteers from and against all claims, demands, loss, costs, damages, actions, liability or expenses arising out of the use and/or occupation of the property belonging to the Municipality by the user group and any of its officers, members of municipal Council, employees, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Municipality.

To: Council
From: Acting Clerk, Allison Quinn
Re: Cannabis Retail Information

RECOMMENDATION:

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

ANALYSIS:

There was discussion at the July 4, 2023, meeting to have the Acting Clerk A. Quinn compile information regarding a Cannabis Retail Store in the Municipality of Powassan. Attached with this memo are past resolutions (2018-109 and 2018-505) as well information about Cannabis Retail Regulations and Legislation in Ontario.

There are currently no Municipal Bylaws regarding Cannabis retail stores within the Municipality, only Resolution 208-505. As per the current Procedural Bylaw, because 365 days have passed since that Resolution was defeated, a new resolution could be brought forward, without rescission. A resolution at the September 19, 2023, Council Meeting would allow residents the opportunity to voice concerns.

Date: February 20, 2018

Moved by:

Seconded by:

That the Council of the Municipality of Powassan fully support the Town of Lakeshore Resolution re MARIJUANA TAX REVENUE, dated January 16, 2018 as per below.

WHEREAS marijuana will soon be available for purchase through retail outlets in Canada;

WHEREAS the sale of marijuana will generate new tax revenues;

WHEREAS the Government of Canada and the Government of Ontario have been actively discussing how to distribute any of the new tax revenues generated by the sale of marijuana to municipalities directly;

WHEREAS municipalities are responsible for critical infrastructure projects, such as roads, bridges, water treatment and delivery of potable water;

WHEREAS municipalities face a significant challenge in funding critical infrastructure projects and have limited options for increasing revenues, aside from raising property taxes, which negatively impacts all taxpayers; and

WHEREAS the new tax revenues generated from the sale of marijuana, could be used to help offset infrastructure costs for municipalities.

NOW THEREFORE BE IT RESOLVED that the Government of Canada and the Government of Ontario be urged to allocate a proportionate share of the new tax revenues generated from the sale of marijuana, to municipalities directly;

BE IT FURTHER RESOLVED that the Government of Canada and the Government of Ontario be urged to create a fund, similar to the Gas Tax Fund and the Clean Water and Wastewater Fund, from the new tax revenues generated by the sale of marijuana, to provide funding to municipalities for infrastructure projects;

BE IT FURTHER RESOLVED that a copy of this motion be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada, Mr. Bill Morneau, Finance Minister, Mr. Andrew Scheer, Leader of the Conservative Party of Canada, Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada, Ms. Elizabeth May, Leader of the Green Party of Canada, all Members of Parliament, the Honourable Kathleen Wynn, Premier of Ontario, Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario, and all Members of Provincial Parliament in Ontario; and

BE IT FURTHER RESOLVED that a copy of this Motion be sent to the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) for their consideration.

✓
Carried _____ Defeated _____ Deferred _____ Lost _____
Mayor *Ted Weiler*

Recorded Vote: Requested by _____

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

AGENDA ITEM NO. 11-2
DATE: Feb 20/18

Date: December 18, 2018

Moved by: Dee Britton

Seconded by: Markus Wand

Whereas the Government of Canada has passed the Cannabis Act, also known as Bill C-45, as a law that has, upon coming into effect on October 17, 2018, legalized recreational use of cannabis nationwide in Canada, when combined with Bill C-46, An Act to Amend the Criminal Code of Canada; and

Whereas the Province has passed the Cannabis Act 2017 which came into force on October 17, 2018; and

Whereas on October 17, 2018 citizens in Ontario now have the ability to order cannabis online from the Province of Ontario, which will be delivered to the purchaser;

And whereas municipalities will have the autonomy to decide if they want a Brick and Mortar Store front in their community, in April of 2019. This local choice is being referred to as 'opt-in' or 'opt-out'; and

Whereas the Government of Ontario will provide Municipalities with a one-time window to choose to opt-out of permitting physical cannabis retail stores within their boundaries; and

Whereas the Government of Ontario has indicated that if a Municipality chooses to opt-in there is no subsequent opportunity to opt-out.

Therefore Be It Resolved that the Council of the Municipality of Powassan 'opt-in' to having a Brick and Mortar store effective April 2019.

Carried ✓

Defeated ✓

Deferred

Lost

Dee Britton
Mayor

Recorded Vote: Requested by Debbie Piekarski

Name	Yeas	Nays	Name	Yeas	Nays
Councillor Randy Hall		✓	Mayor Peter McIsaac	✓	
Councillor Markus Wand		✓			
Councillor Dave Britton	✓				
Councillor Debbie Piekarski		✓			

AGENDA ITEM NO. 11.2

DATE: Dec 18/18

Cannabis Retail Regulation in Ontario

Overview of Cannabis Legislation in Ontario

This chapter provides a summary of your cannabis retail requirements under the relevant provincial legislation, including the [Cannabis Control Act](#) and the [Cannabis Licence Act](#) and the [regulations](#). This is meant to be a guide. It is not a complete list of all rules and is not legal advice. In addition, you may be subject to federal requirements pursuant to the [Cannabis Act](#).

General

To open a retail store and sell recreational cannabis, there may be two licences and an authorization that are required from the AGCO. These are:

- Retail Operator Licence
- Retail Store Authorization
- Cannabis Retail Manager Licence

All applicants must meet all of the eligibility criteria set out in the *Cannabis Licence Act, 2018* and its regulations.

Sole proprietorships or partnerships between individuals may not require a retail manager licence. You should consider the duties performed by individuals to determine if they require a retail manager licence. Please note that the [educational requirements](#) must be met.

A cannabis retail store may not sell cannabis unless licensed and authorized by the AGCO, and the retailer must have a supply purchase contract with the Ontario Cannabis Retail Store (OCS). The retailer may only sell cannabis obtained through the OCS.

Retail Operator Licence

To be eligible to open a retail store and sell recreational cannabis, you must have a Retail Operator Licence.

You are not eligible for a Retail Operator Licence if:

- you are under 19 years of age. This includes directors, officers and shareholders of corporations.
 - you have been convicted or charged with certain offences:
 - any offence under the *Cannabis Licence Act*
 - certain offences under the *Cannabis Control Act* (CCA) and *Cannabis Act* (CA)
 - you have, or previously had, certain roles or connections with a criminal organization as defined in subsection 467.1(1) of the Criminal Code (Canada):
 - you are, or have been a member of the criminal organization
 - you are, or have been involved in the criminal organization
 - you contribute, or have contributed to, the activities of the organization.
 - you are carrying on activities that are not in compliance with certain laws.
 - certain offences under the *Cannabis Control Act* (CCA) and *Cannabis Act* (CA)
 - you have made a false statement or provided false information in your application.
 - you are in default of filing a tax return under a tax statute administered and enforced by the government of Ontario, or have any outstanding amounts owing and past due of tax, penalty or interest under those laws and have not made payment arrangements;
 - you have a business number with the Canada Revenue Agency and have not filed a tax return under certain Federal or provincial legislation;
 - the application will be made by a corporation and more than 25 percent of the corporation is owned or controlled, either directly or indirectly, by one or more licensed producers or their affiliates.
 - you will not be financially responsible in operating your cannabis business.
 - you will not operate your cannabis retail business in compliance with the law, or with integrity, honesty or in the public interest.
 - you will not have sufficient control over the cannabis retail business
- you had a Retail Store Authorization in the past but the authorization was revoked

Generally, you must wait two years to apply again for a Retail Operator Licence if you:

- applied for a new licence or renewal licence in the past but were refused, or
- you had a Retail Operator Licence in the past but the licence was revoked.

You may have conditions put on your Retail Operator Licence to address any specific risks or concerns. There are also conditions in the *Cannabis Licence Act, 2018* that apply to all Retail Operator Licences.

You cannot transfer your Retail Operator Licence to another person or business.

Retail Store Authorization

To open a retail store and sell recreational cannabis, you must have a Retail Store Authorization.

There are some places where you cannot open a cannabis retail store. More information about that is in the next section on Retail Store Location.

Generally, you must wait two years to apply again for a Retail Store Authorization if you:

- applied for a new Retail Store Authorization or renewal of a Retail Store Authorization in the past but were refused, or
- you had a Retail Store Authorization in the past but the authorization was revoked.

You are not eligible for a Retail Store Authorization for a store if:

- you do not have a Retail Operator Licence now, or would not have a Retail Operator Licence at the time when the Retail Store Authorization would be issued.
- you have a Retail Operator Licence that has conditions that do not allow you to apply for or receive a Retail Store Authorization for that store.
- you have been convicted of or charged with certain offences:
 - any offence under the *Cannabis Licence Act*
 - certain offences under the *Cannabis Control Act, 2017* and *Cannabis Act (Canada)* or their regulations
- you have, or previously had, certain roles or connections with a criminal organization as defined in subsection 467.1(1) of the *Criminal Code (Canada)*:
 - you are, or have been a member of the criminal organization
 - you are, or have been involved in the criminal organization
 - you contribute, or have contributed to, the activities of the organization.
- you are carrying on activities that are not in compliance with certain laws.
 - Certain offences under the *Cannabis Control Act (CCA)* and *Cannabis Act (CA)*
- you hire or plan to hire someone who does not have a Cannabis Retail Manager Licence, but should have that Licence because of the work they do
- it is not in the public interest, based on the needs and wishes of the people who live in the municipality where the proposed store would be located.
 - After you apply for a Retail Store Authorization, the Registrar will inform local residents and the municipality about the application by having a notice posted at the proposed store and on the AGCO's website.
 - The municipality or local residents submit written submissions to the Registrar about whether the proposed store is in the public interest, as set out in regulation. The submissions must be sent within 15 calendar days after the notice is posted.
 - Relevant submissions are limited to the following matters of public interest:
 - protecting public health & safety;
 - protecting youth and restricting their access to cannabis;
 - preventing illicit activities in relation to cannabis.
- the store, equipment and facilities do not comply with the *Cannabis Licence Act, 2018*, regulations, the Registrar's Standards or requirements
- you do not have sufficient control over the store, equipment and facilities
- you have made a false statement or provided false information in your application

A Licensed Producer and its affiliates are eligible to apply for a single RSA. The proposed cannabis retail store must be located on or within the site set out in the federally issued production licence.

You may have conditions put on your Retail Store Authorization to address any specific risks or concerns. There are also conditions in the *Cannabis Licence Act, 2018* and regulation that apply to all Retail Store Authorizations.

You cannot transfer your Retail Store Authorization to another person or business.

Retail Manager Licence

Every cannabis retail store must have a licensed retail manager. People who perform certain duties within the cannabis retail store must get a Cannabis Retail Manager Licence. This includes people who:

- supervise, manage or hire employees of the store
- manage the sale of cannabis
- manage compliance issues relating to the sale of cannabis
- buy cannabis for the store
- enter into contracts for the store.

The only people that can perform the duties listed above are people with a Cannabis Retail Manager Licence or a Retail Operator Licence.

You are not eligible for a Cannabis Retail Manager Licence if:

- you are under 19 years of age
- as a licensed retail manager, you will not act in compliance with the law, or with integrity, honesty or in the public interest
- you have been convicted or charged with certain offences:
 - any offence under the *Cannabis Licence Act*
 - certain offences under the *Cannabis Control Act (CCA)* and *Cannabis Act (CA)*
- you have, or previously had, certain roles or connections with a criminal organization as defined in subsection 467.1(1) of the *Criminal Code (Canada)*:
 - you are, or have been a member of the criminal organization
 - you are, or have been involved in the criminal organization
 - you contribute, or have contributed to, the activities of the organization.
- you are carrying on activities that are not in compliance with certain laws.
 - certain offences under the *Cannabis Control Act (CCA)* and *Cannabis Act (CA)*
- you have made a false statement or provided false information in your application

Generally, you must wait 2 years to apply again for a Cannabis Retail Manager Licence if you:

- applied for a new Cannabis Retail Manager Licence or renewal Cannabis Retail Manager Licence in the past but were refused, or
- you had a Cannabis Retail Manager Licence in the past but the licence was revoked.

You may have conditions put on your Cannabis Retail Manager Licence to address any specific risks or concerns. There are also conditions in the *Cannabis Licence Act* that apply to all Cannabis Retail Manager Licences.

You cannot transfer your Cannabis Retail Manager Licence to another individual.

Retail Store Location

Municipalities:

Ontario municipalities had a one-time option to opt out of having cannabis retail stores in their communities. They had until January 22, 2019 to notify the AGCO that their council had passed a resolution to opt out of having cannabis retail stores. Municipalities that choose to opt out can opt back in at any time—but once they have opted in, they may not reverse their decision.

Cannabis retail stores cannot be located in a municipality that has passed a resolution prohibiting cannabis retail stores from being located in the municipality.

- The AGCO's website has a [list of municipalities](#) that have decided not to allow cannabis retail stores.
- Municipalities that have opted-in may not create a licensing system respecting the sale of cannabis nor pass a bylaw that distinguishes land or building use for cannabis from any other kinds of use.

Near Schools:

Things to Know Before You Begin:

As an applicant, it is your responsibility to ensure your proposed retail store location meets school proximity requirements at all times throughout the entire application process.

The use of iAGCO to check the eligibility of a potential retail location is not advice and does not function as a substitute for an applicant's continued due diligence.

The submission of your application does not guarantee approval. The determination that an RSA application satisfies all retail location requirements is made based on information available at the time of issuance of the RSA and not at the time of submission of the application through iAGCO.

Please note that changes to an applicant's proposed location requires submission of a new application. Application fees are non-refundable.

The Registrar cannot issue an RSA to a proposed cannabis retail store located less than 150 metres from a school or private school, as defined in the Education Act. This will be determined as follows:

- When the school or private school is the primary or only occupant of a building, 150 metres shall be measured from the property line of the property on which the school or private school is located.
- When the school or private school is not the primary or only occupant of a building, 150 meters shall be measured from the boundary of any space occupied by the school or private school within the building.

The distance between a proposed retail store and a school or private school is measured by a straight line from the closest point of the school property or boundary as described above to the closest point of the proposed retail store.

If either the store and/or the school is located on a floor other than the ground floor or main level in its respective building, the measure of the 150 metre distance may take into vertical distance in assessing compliance with this requirement.

The above rules do not apply if the private school is located on a reserve or if the private school only offers classes through the Internet.

Online submission of the application is not a guarantee or confirmation that the proposed location is compliant with the school proximity restriction. **The proposed retail location must be in compliance with the school proximity requirement at the time the RSA is issued.**

Retail Store Requirements

There must be separation between your cannabis business and other businesses. If an existing retail space is renovated to create two or more spaces, the space that is intended to be a cannabis retail store must adhere to the listed criteria below and all the eligibility requirements set out in the *Cannabis Licence Act, 2018* and regulation.

The retail space where you will sell cannabis:

- must be enclosed by walls separating it from any other commercial establishment or activity
- does not include an outdoor area
- cannot be entered from or passed through in order to access any other commercial establishment or activity, other than a common area of an enclosed shopping mall.

In addition, the area where cannabis will be received or stored cannot be accessible by any other business or by the public. This does not mean that an establishment is required to have a separate door for product receipt. For example, if a premises has only one door, product could be received through this door outside of business hours, or access to the door could be restricted by security personnel at the time of product delivery.

Background Checks

As part of its review of your application for a new licence or authorization, or renewal licence or authorization, the AGCO may do background checks and investigations on applicants, and any affiliated or interested parties in the business, as needed. The AGCO may look at the character, financial history and competence of persons applying for a licence or authorization. You may be required to pay some of the costs of the background checks or investigations.

Training

In Ontario, anyone who works in a cannabis retail store must successfully complete an AGCO Board approved cannabis retail employee [training program](#) before their first day of work to support the safe sale and consumption of cannabis. This includes:

- holders of a Retail Store Authorization
- holders of a Cannabis Retail Manager Licence
- employees of a cannabis retail store

Operating a Store

There are rules you must follow when operating your store.

You must:

- begin selling cannabis at your authorized store within one year of getting your Retail Store Authorization, and continue to sell cannabis
- open only during permissible hours: between 9:00 a.m. and 11:00 p.m. on any day
- display the official cannabis retail seal. You must post the seal in a place where people can easily see it from outside the entrance to the store. The seal must be at least 17 centimetres wide and 20 centimetres long. You can choose to post the French version of the seal, or the English version, or both.
- remove the seal as soon as possible if your Retail Store Authorization is revoked or not renewed
- post your Retail Store Authorization in the store in a place where people can easily see it
- only sell cannabis that has been made by someone who is authorized under the *Cannabis Act* (Canada) to make cannabis for commercial purposes
- keep records of specified information and activities
- have measures in place to reduce the risk that your cannabis will be redirected to the illegal market or illegal activities
- record all sales
- make information about the responsible use of cannabis available to patrons
- ensure that all licensed managers and other employees working in your store successfully complete the required [Board approved training program](#) prior to their first day of work at the store.
- request identification of anyone who looks under 25 years old and be satisfied the person is at least 19 years of age prior to allowing them to enter the store.

You must not:

- sell cannabis or cannabis accessories to anyone who is under 19 years old
- allow anyone who looks under 25 years old to enter the store, unless you first request identification and are satisfied the person is at least 19 years of age
- sell cannabis to anyone who is intoxicated or looks intoxicated
- sell more than 30 grams of dried cannabis (or equivalent amount of another kind) to a person in a single visit
- hire anyone who is under 19 years of age.

You cannot sell cannabis or cannabis accessories from a display that allows self-service, or from a vending machine.

You must display your cannabis and accessories in a way that they cannot be seen by a young person, even from outside the store.

Delivery and Curbside Pick-up

Authorized cannabis retail stores are permitted to offer delivery and curbside pick-up services

Note: Cannabis retail stores are not permitted to operate entirely or predominantly as delivery businesses.

Requirements for Delivery

- Delivery can only be done by the Retail Store Authorization (RSA) holder or their employees. Third party delivery is not permitted.
- Deliveries can only be made to a residence or private place in Ontario (for instance, a hotel room would be considered a private place).
- Deliveries can only be made to a person who is at least 19 years old. If the person appears to be under 25 years of age, the authorization holder or employee completing the delivery must require the person to provide identification and must be satisfied that the person is at least 19 years old.
- Delivery must be at the address specified in the order.
- Records of deliveries must be maintained.
- Delivery orders must be placed with a specific store location.
- Delivery orders must originate and be fulfilled from that same store with products that are stored on-premises.
- Cannabis cannot be removed from the store for delivery unless an order has been received.
- If cannabis is removed from the store for delivery but the delivery is not completed, the cannabis must be returned to the same store from which the delivery originated on the same day, and it must remain there until the next day on which delivery is attempted.
- Cannabis may only be delivered at a time when the physical cannabis retail store is open to the public.
- If the store is in a premises whose owner or landlord requires it to be closed to the public during the permitted hours of operation, the store may still complete deliveries between 9:00 a.m. and 11:00 p.m. Examples of such a scenario include retail stores located within malls. However, a store cannot deliver if the landlord or owner requires it to be closed and is an interested person in the holder of the Retail Store Authorization (RSA).

Requirements for Curbside Pick-Up

- Curbside pick-up transactions can only be completed by a RSA holder or employee and must be completed in an area adjacent to the store that is captured by the store's surveillance system.

Delivery Requirements to First Nations Communities

- Delivery to First Nations communities is permitted unless the community has [requested](#) delivery be restricted.
- First Nations band councils wishing to restrict delivery to their community can submit a band council resolution to the AGCO. The AGCO will notify all authorized retail stores when a band council resolution is received and the restriction would come into effect 30 days after such notice is provided, after which point any delivery to the First Nations community would not be permitted.

Requirements for Store Websites, Apps or other Similar Online Platforms

- For websites, apps or other similar online platforms used for the purposes of the cannabis retail store, licensees must take reasonable measures to ensure that customers accessing them are at least 19 years of age.
- Licensees must display the official Ontario cannabis retail seal and make available the applicable RSA information (the authorization number, the holder's name, the store's operating name and the store address) on websites, apps or other similar online platforms.

Renewing your Licence or Authorization

You must apply to renew your licence or authorization before the current term expires.

As a courtesy, the AGCO will send a renewal reminder sixty (60) days prior to the expiration date of a licence and an additional reminder seven (7) days prior to expiration if the renewal application has not yet been submitted.

If your renewal application and applicable fee(s) are submitted on or before the expiry date, your licence and/or authorization will be deemed to continue until your licence and/or authorization is renewed.

If your renewal application and applicable fee(s) are not submitted before the expiry date on your licence and/or authorization, it will expire and cannot be renewed.

How to submit a renewal application:

To begin your renewal application, log into your iAGCO account and click the "Renew" button next to the applicable licence/authorization.

Please note: The "Renewal In Progress" status on your iAGCO account is *not* confirmation that the renewal application has been submitted; it could mean that someone started a draft renewal but has not paid the fees nor submitted the application. You are encouraged to use measures to confirm that renewal applications are submitted, such as keeping iAGCO Application Confirmation emails or Application Summaries. If you have shared your access code with others and/or have previously permitted others to submit applications on your behalf, notify the AGCO in writing when that permission is revoked.

Effect of non-renewal of Retail Manager Licences

If your Retail Manager Licence expires, you cannot perform any of the functions under subsection 5(1) of the *Cannabis Licence Act*.

Licensed Operators are responsible for ensuring that anyone performing the functions under subsection 5(1) of the *Cannabis Licence Act* hold an active Retail Manager Licence.

- The status of AGCO-issued licences can be searched online via [iAGCO](#)
- QR codes on the licence can be scanned to confirm authenticity and/or to confirm the licence status

Effect of non-renewal of Retail Operator Licences

Subsection 12(1) of the *Cannabis Licence Act* indicates that if a holder's Retail Operator Licence is revoked or fails to be renewed, any Retail Store Authorizations held by the holder are revoked from the time of the Retail Operator Licence revocation or non-renewal.

Effect of non-renewal of Retail Store Authorizations

Subsection 12(3) of the *Cannabis Licence Act* indicates that if a Retail Store Authorization is revoked or fails to be renewed and the Registrar considers it appropriate in the circumstances to do so, the Registrar may, without issuing a proposal, **revoke or suspend**:

- Any other Retail Store Authorization held by the same holder;
- The holder's Retail Operator Licence; or
- Both.

You must cease operation of any retail stores where a Retail Store Authorization has expired or has been suspended or revoked. You are prohibited under the *Cannabis Control Act, 2017* from selling or distributing cannabis.

There are penalties for offences related to unauthorized sale or distribution, false representation as an authorized cannabis retailer, etc. under the *Cannabis Act, Cannabis Control Act, 2017*, and/or the *Cannabis Licence Act, 2018*. You are reminded of your obligations to comply with all laws and regulations and of your responsibility to renew on time.

If you no longer require your Cannabis Licence(s) and/or Authorization(s), more information on requests to cancel can be found at: [Cannabis Retail Regulation Guide: Modifications to Existing Licences / Authorizations](#)

Cannabis Retail - Conditions

As part of the AGCO's risk-based licensing approach, one or more conditions may be attached to a Cannabis Retail Operator Licence, Retail Manager Licence and/or Retail Store Authorization by the Registrar to help the licensee minimize risks identified during the assessment process. Below is a complete list of the conditions the Registrar may impose, as approved by the AGCO Board of Directors:

#	Condition
Honesty, Integrity and Financial Responsibility	
1	The holder of the licence and/or authorization shall notify the Registrar in writing within five (5) business days of entering into any agreement with respect to changes in ownership, control or affiliations of the licence holder or authorized store and provide proof that the agreement complies with all regulatory requirements and/or the lottery rules.
2	A licensed retail manager or the licensed operator must be onsite at the authorized store at all times while the authorized store is open.
3	The holder of the licence and/or authorization shall have a written code of conduct for employees and provide proof that employees have read and understand the requirements.
4	The holder of the licence and/or authorization must notify the Registrar in writing within five (5) business days of any new source of funds used to support operations of the holder of the licence and/or the authorization or operations of the authorized store.

#	Condition
5	A licensed retail manager must perform the following duties at the store: (DUTIES)
Minors	
6	The holder of the licence and/or authorization shall ensure that the identification of every individual who appears to be under the age of 25 years is inspected at entrance(s) to the authorized store and at the point(s) of sale.
Safety and Security	
7	The holder of the licence and/or authorization shall maintain a log confirming the security camera equipment is functioning at all times. The logs shall be made available for inspection and review upon request by the AGCO.
8	The holder of the licence and/or authorization shall retain all surveillance recordings for at least XXX day(s).
9	The holder of the licence and/or authorization shall ensure that there is a sufficient number of licensed and visibly identifiable security personnel at all times while the authorized store is open.
10	The authorized store shall be staffed with at least XX (number of) licensed and visibly identifiable security guard(s) from XX:XX (am/pm) until closing.
11	The authorized store must be equipped with a working monitored alarm system to detect and log attempted unauthorized access to and unauthorized movement within the authorized store premises.
12	The holder of the licence and/or retail store authorization shall ensure that measures are in place to prevent and address disorderly conduct on the authorized store premises, property adjacent to and in the vicinity of the premises by persons either waiting to enter or persons exiting the premises.
Prohibited Person(s)	
13	The holder of the licence and/or authorization shall ensure that the following individual(s) is/are not permitted to enter or be at the authorized store: (NAMES)
14	The holder of the licence and/or authorization shall ensure the following persons have no involvement in the business operations of the authorized store, including as an officer, director, shareholder or owner and/or have no involvement or beneficial or financial interest in the business or ongoing operations of the licence: (NAME(S))
15	The holder of the licence and/or authorization shall ensure that the following individual(s) is/are not permitted in the authorized store except to perform duties arising from his/her position as landlord or sub-landlord in accordance with the following terms: (NAME(S)) (TERM (S))
16	The holder of the licence and/or authorization shall ensure that the following individual(s) is/are not involved directly or indirectly in the operation and financing of the business:
17	The holder of the licence and/or authorization shall not employ the following individual (s) in any capacity: (NAME(S))
Product Security and Record-Keeping	
18	The holder of the licence and/or authorization must ensure that physical inventory counts are carried out on a daily basis for each day that the authorized store is open, that a log is kept, and any discrepancies are reported in writing to the AGCO within 24 hours.
19	The holder of the licence and/or authorization must submit in writing a report to the AGCO on a biweekly/weekly basis of all inventory movements of cannabis products.
20	The holder of the licence and/or authorization shall ensure that all employees are subject to screening for stolen product before exiting the authorized store.

#	Condition
21	The holder of the licence may not transport cannabis between their authorized store locations.
22	The holder of the licence and/or authorization must notify the AGCO in writing within 72 hours in advance of destroying any cannabis.
23	The holder of the licence and/or authorization must ensure that after operating hours, all cannabis is locked in a secure storage room accessible only by authorized staff.
24	The holder of the licence and/or authorization must maintain a list of employees that are authorized to access the secure cannabis storage room.
25	The secure cannabis storage room may not be used for any other purpose other than the storage of cannabis.
26	The holder of the licence and/or authorization must ensure that sensory display containers are physically tethered or affixed to a secure surface.
27	The holder of the licence and/or authorization may not use sensory display containers in the authorized store.
28	The holder of the licence and/or authorization must ensure that patrons do not handle any cannabis until it is purchased.
Compliance Plans	
29	The holder of the licence and/or authorization (applicant) shall submit by (DATE) a proposed compliance plan to the Registrar for review and filing that addresses the objectives identified by the Registrar, including but not limited to the following issues: (ISSUE TYPES)
30	The holder of the licence and/or authorization (applicant) shall submit by (DATE) a proposed compliance plan to the Registrar for review and approval that addresses the objectives identified by the Registrar, including but not limited to the following issues: (ISSUE TYPES)
31	The holder of the licence and/or authorization (applicant) shall comply with the compliance plan filed with the Registrar.
32	The holder of the licence and/or authorization (applicant) shall comply with the compliance plan approved by the Registrar.
33	The holder of the licence and/or authorization shall keep the compliance plan onsite at their authorized store(s) and make it available to AGCO upon request.

Cannabis Retail - Plans

As part of the AGCO's risk-based licensing approach, the Registrar may require that a licensee prepare one or more plans to address areas of risk identified during the assessment process. Below is the type of plan the Registrar may require, as approved by the AGCO Board of Directors:

Compliance Plan

A plan designed to ensure that the authorized store is operating in compliance with the overall cannabis retail regulatory regime in place in Ontario, helping to protect the public-at-large, as well as the licensee, from potential harm caused when regulations are not followed. The plan must identify best practices, policies and other requirements that the licensee will adopt in order to achieve specific and general compliance goals, with a primary focus on the regulatory requirements that are specific to retail cannabis licensees.

This includes reasonably addressing issues such as record-keeping and inventory management, safety and security, management structure and policies, preventing access by minors, preventing illicit activity, the type of products available for sale, staff training, store policies, internal control issues, and other general compliance issues.

Cannabis Retail - Modifications to Existing Licences/Authorizations and/or Changes to Information

Removing a Condition on a Cannabis Licence/Authorization

If you have a condition(s) on your cannabis Retail Operator Licence, Retail Manager Licence and/or Retail Store Authorization, and circumstances have changed, you may apply to have a condition removed. Depending on the manner in which the condition was added to your licence and/or authorization you will be required to apply to either the AGCO or the Licence Appeal Tribunal (LAT).

You may apply to the AGCO's Registrar to have a condition on your licence and/or authorization removed if:

- The condition was imposed on a licence/authorization by the Registrar with your consent pursuant to the *Cannabis Licence Act*.
- The condition was imposed on the licence/authorization by the Registrar as part of the AGCO's risk-based licensing process. Risk-based licensing conditions can only be removed if the Registrar determines that the risk designation is no longer necessary.

Please note that the Registrar will only consider removing a condition if the circumstances that required it have changed and it is deemed to no longer be necessary. To request a removal of conditions, you must log into iAGCO, select "Request a Change", select the appropriate licence and/or authorization and select "Removal of Condition(s) on Consent" to submit all relevant information and supporting documentation.

You may apply to the LAT to have a condition on your licence and/or authorization removed if:

- The condition was imposed by a panel of the LAT after a hearing

In this case, you must consult the [LAT website](#) for the applicable forms and process.

Changing Legal Entity Type

Cannabis licences and/or authorizations are non-transferable. If you are the holder of a Cannabis Retail Operator Licence and/or Cannabis Retail Store Authorization and would like to change your legal entity type (for example, sole proprietor to a corporation) you must submit a new application and applicable fees.

Change Operator at Existing Authorized Store

Cannabis licences and/or authorizations are non-transferable. If a new operator intends to take over an existing authorized store from the existing licensee, a new retail store authorization application and applicable fees must be submitted.

If there is cannabis inventory already onsite at the authorized retail store, the existing licensee and the applicant must reach an agreement regarding the inventory. If the applicant does not wish to take on the cannabis inventory the licensee must determine what to do with inventory.

Corporate Structure Changes

To notify the AGCO of corporate structure changes as outlined in the Registrar's Standards, you must log into iAGCO, select "Request a Change", select the appropriate Cannabis Retail Operator Licence and select "Corporate Structure Update" to submit all relevant information and supporting documentation, including disclosure.

Documentation confirming the transactions are completed will be required before changes can be approved.

New Sources of Funding and/or Agreements

The holder of a cannabis retail operator licence is required to notify the Registrar within five (5) business days of entering into any agreements or of any new sources of funds used to support the operations of their cannabis business.

To disclose third party agreements or new sources of funds, you must log into iAGCO, select "Request a Change", select the appropriate Cannabis Retail Operator Licence and select "New and/or Changes to Agreements or Sources of Funds" to submit all relevant information and supporting documentation.

Adding and/or Changing Names

Licensees are reminded that their store's operating name must match what is set out on the Retail Store Authorization per the Registrar's Standards.

If the licensee is a corporation, partnership or sole proprietorship, its business trade (operating) name may have to be registered under the *Business Names Act*. For information and forms, please see the [Ontario.ca](#) Central Forms Repository. Forms must be forwarded to the Companies and Personal Property Security Branch for processing.

Note:

- Licensed Retail Managers changing their legal name should submit this change in relation to their Retail Manager Licence.
- Licensed Retail Operators changing the name of the legal entity should submit this change in relation to their Retail Operator Licence and any Cannabis Retail Store Authorizations they hold.
- Licensed Retail Operators changing the operating name of their store should submit this change in relation to their Cannabis Retail Store Authorization.

To request name change, you must log into iAGCO, select "Request a Change", select the appropriate licence and/or authorization and select "Adding and/or Changing Names" to submit all relevant information and supporting documentation.

Request to Cancel a Licence and/or Authorization

The Registrar may cancel a licence or authorization if the holder makes a request to the Registrar in writing and surrenders the licence or authorization.

If you are a licensed operator permanently closing an authorized store, in addition to notifying the AGCO of the permanent closure through the notification matrix, you must also submit a separate request to cancel your authorization.

To request a cancellation of your licence and/or authorization, you must log into iAGCO, select "Request a Change", select the appropriate licence or authorization and select "Request to Cancel" to submit the request and to provide the required documentation.

Note:

- If the holder of both a Cannabis Retail Operator Licence and Cannabis Retail Store Authorization(s) wants to cancel their Retail Operator Licence, they must submit a request to cancel and surrender each Retail Store Authorization to the Registrar together with the Retail Operator Licence.
- Operators must comply with the requirements specified by the Registrar respecting any cannabis left unsold or undistributed as a result of the cancellation and ensure that final reporting obligations are completed.
- If the licensee is a corporation, a Board Resolution confirming the decision to cancel may be required.

Cannabis Retail Operator Licence, Retail Store Authorization and Cannabis Retail Manager Licence - Risk-Based Licensing

The AGCO employs a risk-based approach when issuing and regulating Cannabis Retail Operator Licences, Cannabis Retail Manager Licences, and Cannabis Retail Store Authorizations. Risk-based licensing allows the AGCO to encourage good business practices throughout the industry and to focus its own regulatory resources where they will make the most difference.

Although there is always some risk attached to the sale of recreational cannabis, the AGCO recognizes that due to variables (such as location, past history and experience), some establishments and individuals pose a greater risk to the public interest and/or to non-compliance with the law. Risk-based licensing is one of several initiatives the AGCO has implemented in the other sectors it regulates. This approach to licensing allows AGCO to base its decisions on risk assessments and its approach to regulation on encouraging compliance rather than relying solely on enforcement following any violations.

Risk-based licensing assists Cannabis Retail Operator licensees, Cannabis Retail Manager licensees and Cannabis Retail Store Authorization holders in operating their establishments in a safe, responsible, and compliant way.

The authority to carry out a risk-based licensing regime is given to the AGCO under Section 6 (5) of the *Cannabis Licence Act, 2018*.

How Risk-Based Licensing Works

There are four key principles behind risk-based licensing:

1. To identify persons or places that pose specific risks to the public interest;
2. To lessen risks and ensure compliance with the *Cannabis Licence Act, 2018*, and its regulations, and the Registrar's Standards for Cannabis Retail Stores throughout the entire lifecycle of a licence;
3. To reduce the administrative burden for those who pose a lower risk, where possible; and
4. To focus more AGCO resources on those cannabis retail stores that pose enhanced risks.

The application of risk-based licensing can occur at any point in the lifecycle of a Cannabis Retail Operator licence, Cannabis Retail Manager licence, and Cannabis Retail Store Authorizations.

New applicants proceed through a three step process:

1. After an application, for a licence or authorization, is received, an eligibility assessment process takes place. During the initial application or authorization review, the Registrar uses specific criteria to assess the risk(s) posed to the public interest, and of non-compliance with the law.
2. After reviewing all the available information on the licensee/applicant, the Registrar assesses the risks and determines if the licence should proceed to an enhanced review.
 - If the Registrar believes that no conditions need to be placed on a licence, or if a licensee has taken steps on their own to recognize and manage any risks, then these establishments will see no change in the way that their licences are administered.
3. If the Registrar believes that a licensee may need more assistance and support to remain compliant with the *Cannabis Licence Act, 2018*, following the eligibility assessment review, then conditions may be placed on the licence, and/or more AGCO resources will be focused on the licensee in order to mitigate any risks.

Applicants renewing their licence or authorization, or having a condition on their licence, would only proceed through steps 2 and 3.

During the lifetime of a licence or authorization, the Registrar can reassess the risk posed by the licensee. This reassessment can occur either because the licensee requests a reassessment, or because the Registrar becomes aware that there has been a change in circumstances and there should be a reassessment. At each of these times the Registrar may add, remove or amend one or more conditions.

Suspension or Revocation of Licences & Authorizations

All owners/operators of cannabis retail stores along with store managers are subject to the provincial *Cannabis Licence Act, 2018*, its regulations and the Registrar's Standards.

If you do not comply with legislation and regulations or are no longer eligible for your licence or authorization, your licence or authorization may be suspended or revoked. You will be advised of the licence or authorization being suspended or revoked and can request a hearing before the Licence Appeal Tribunal.

In some cases, depending on the reasons, the licence or authorization may be suspended or revoked immediately.

If your Retail Store Authorization is suspended, you must post a sign about the suspension in a place where people can easily see it from outside the store.

If your Retail Store Authorization is revoked, suspended or cancelled, you must comply with any rules set by the Registrar regarding the disposal of cannabis that has not been sold or distributed.

Inspectors

AGCO Inspectors may visit the retail store location to confirm compliance with the *Cannabis Licence Act, 2018* and regulations. You must allow the inspection, and you must not interfere with the inspector, refuse to answer questions related to the inspection, or provide false information.

When doing an inspection, an AGCO Inspector may:

- ask you for and look at certain records that are relevant to the inspection
- take certain records away from the store to review, examine, test or copy. In this case, the Inspector will give you a receipt confirming which records have been taken.
 - After the inspector has taken the records, you can request that the records be made available to you.
 - The records will be returned to you in a reasonable time, unless the records cannot be returned because of the testing done.
- take photographs or other recordings
- ask about financial transactions, records or other matters relevant to the inspection.

If an inspector asks you for a record, you must provide it. You must also must help the inspector understand the record or provide it in a readable form.

Inducements

If you have a Retail Operator Licence, a Retail Store Authorization and/or a Cannabis Retail Manager Licence, no one is allowed to offer you, or your employees, a material inducement or benefit.

You are not allowed to give or offer to give away cannabis or cannabis accessories to someone without charge. You cannot offer things or services to induce a person to purchase cannabis.

Inducements between licensed producers and retailers

The Registrar's Standards for Cannabis Retail Stores generally prohibit licensees from entering into agreements for items, benefits, payments, or services with licensed producers (LPs) and their representatives with the purpose to promote or increase the sale of a particular product by the licensee or their employees. In other words, licensees are not allowed to ask for or accept material inducements.

There are several exemptions to this general prohibition, which are listed below, with some additional context.

Items, Benefits or Services of Nominal Value:

The standards under Section 6.0: Advertising and Promotions state that licensed retailers may accept or enter into agreements with an LP or their representative for items, benefits or services of nominal value. Nominal value items, benefits or services, unlike financial or material inducements, are those that are of inconsequential value.

The AGCO does not prescribe a specific monetary value for what constitutes an item, benefit or service of nominal value. The determination is contextual and considers a number of factors which may include:

- Are you likely to change your behaviour toward an LP or the LP's product after receiving an item, benefit or service?
 - *If yes, then this item, benefit or service would not be considered to be of nominal value*
- Is the item, benefit or service valued at an amount that defrays your operational costs?
 - *Nominal value would not be significant enough to defray operational costs*
- How many items, benefits or services have been provided over a period of time?
 - *Nominal value is associated with a low volume of benefits over a period of time (i.e., the benefits are provided infrequently, and do not add up to a substantial value over time)*

The following is a list of examples of items, benefits or services that may be considered nominal. Note that this list is not exhaustive, and it is possible for these examples to be material inducements, depending on the contextual factors above.

- T-shirts
- Hats
- Lanyards
- Inexpensive cannabis accessories
- Gift bags of inexpensive items related to cannabis

Items, Benefits and Services Related to Education or Training:

Standard 6.5 also allows licensed retailers to accept items, benefits or services that are related to education or training. Examples of items, benefits and services related to education and training may include:

- Education or training sessions or materials
 - Including education or training outside of the licensed retail store (e.g., participating in such a session as part of a tour of an LP's facility)
- Modest meals and refreshments during the education or training
- Cannabis product samples directly related to education or training
 - The expectation is that sample sizes would be a small quantity of a particular strain of cannabis or product available in Ontario
 - Samples of a particular strain of cannabis or product should be received infrequently

Sale of Business Data:

The sale or sharing of personal customer information continues to be prohibited by Canadian law, unless expressly consented to. Licensed retailers may enter into agreements with LPs for the sale of data for business intelligence purposes. The AGCO expects that the fee charged by the licensee and paid for by the LP should be at fair market value. Licensed retailers are expected to follow applicable privacy laws and regulations.

Ownership Interests and Franchise Agreements:

Financing and lease agreements, as well as franchise agreements between retailers and LPs or their affiliates, are permitted under Standard 6.5.

Store Brand Cannabis Products:

Agreements between retailers and LPs for store brand cannabis products (also known as white labels, private labels, private brands, and in-house/house brands) are permitted under Standard 6.5.

Nature of Permissible Activities

Standard 6.6 sets out constraints on agreements that are permissible under Standard 6.5, to ensure that they are not used as a method for material inducements.

Agreement between retail licensees and LPs must not:

1. Define the amount of product from the licensed producer or its affiliates that must be offered for sale at the retail store;
2. Require a defined amount of display space in the retail store to be dedicated to product from the licensed producer or its affiliates;
3. Provide merchandising, marketing or promotional activities to the licensed producer or its affiliates; or
4. Restrict the ability of the licensed producer or its affiliates to sell its product at other retail stores, or the ability of the licensee to sell products from other licensed producers or their affiliates.

Prohibited Activities

Aside from the exemptions set out in Standard 6.5, the Standards on inducements set out a general prohibition on agreements for items, benefits, or services between licensed retailers and LPs and their representatives.

Examples of prohibited activities include:

- **Sale of in-store or online advertising space**
 - Licensed retailer requiring or receiving payments from an LP for advertising of the LP
 - Licensed retailer co-branding advertisements with LPs (i.e., sharing the cost of content development for the purposes of marketing and promotional activities)
- **Product features in-store or online**
 - Licensed retailers requiring or receiving payments from LPs for advertising space, preferred shelf placement of products, or promotional activities either in-store or online
- **Cannabis for sensory display purposes**
 - Licensed retailers receiving cannabis for sensory display purposes from LPs
- **Fixtures or physical assets**
 - Licensed retailers receiving physical assets (e.g., branded and non-branded refrigerators, televisions, computers, projectors, monitors for product listing boards, appliances such as rosin presses) from LPs
- **Items essential to the operation of the business**
 - Licensed retailers receiving things from an LP that could be considered essential to the operation of their business (e.g., staff uniforms, furniture, appliances, renovations, point of sale system or equipment, security equipment)
- **Sale incentives**
 - Licensed retailers or their employees receiving any benefits from an LP tied to the sales performance of any given product or brand (e.g., concert tickets, gaming consoles, luxury goods)
- **Cash or rebates**
 - Licensed retailers receiving cash or cash rebates, product or product rebates, or price discounts from LPs in exchange for listing particular products at below-market prices
- **Travel or accommodation for education or training**
 - Licensed retailers or their employees receiving travel or accommodation related to education or training, directly or indirectly from LPs
- **Monetary compensation for education or training**
 - Licensed retailers or their employees receiving monetary compensation for receiving education or training from LPs

Recordkeeping

If you enter into an agreement pursuant to Standard 6.5, you must follow the additional record keeping requirements set out in Standard 8.1, requirement 10.

To meet cannabis regulatory requirements under Standard 8.1, requirement 10, you are required to:

- track agreements and acceptance of items, benefits or services (re. Standard 6.5) using the [AGCO Cannabis Regulatory Reporting Template for Registrar's Standard 8.1.10](#)

As with any other records under Standard 8.1, these records must be made available to the AGCO upon request.

Advertising and Promotion

Under the [Cannabis Licence Act, 2018](#) (CLA) and [Regulation 468/18](#), the Registrar has the authority to establish standards and requirements with respect to a number of areas, including advertising and promotional activities.

Information about the standards and requirements for advertising and promoting cannabis, cannabis accessories or the sale of cannabis can be found in section 6 of the [Registrar's Standards for Cannabis Retail Stores](#).

Please note cannabis retail store operators are subject to the federal [Cannabis Act](#) and its regulations, which outline permissible and prohibited advertising and promotional activities.

July 1, 2020 [amendments](#) to the *Smoke Free Ontario Act* exempt cannabis retail stores from the ban on the display of vapour products and clarify that cannabis retail stores may sell flavoured cannabis vape products.

In general, advertising and promotion includes any public notices, representations or activities that aim to attract attention to cannabis, cannabis accessories or the sale of cannabis.

Monetary Penalties - Cannabis

Monetary penalties are one of the compliance tools the AGCO may use when licensed operators, retail store managers or authorized stores are found to have acted out of compliance with the *Cannabis Licence Act, 2018* (CLA), its regulation or the Registrar's Standards for Cannabis Retail Stores.

A monetary penalty is a financial consequence that a licensee or authorized retailer is required to pay as a result of a contravention of the CLA, regulations or standards. Monetary penalties are a step towards ensuring compliance that allows the AGCO to take appropriate regulatory action that is greater than a warning but not as severe as a licence or authorization suspension or revocation. The use of monetary penalties aligns Ontario with the majority of other Canadian jurisdictions, which have some form of monetary penalty system.

[Schedule of Monetary Penalties: Cannabis Licence Act, 2018 and Regulation 468/18](#)

For more information, see the [Monetary Penalties](#) page.

Objectives of Cannabis Legislation and Regulations

The federal government of Canada has legalized recreational cannabis in Canada. The *Cannabis Act* is the legal and regulatory framework for controlling the production, distribution, sale and possession of recreational cannabis in Canada and was put in place by the federal government with the purpose of keeping cannabis out of the hands of youth, keeping profits out of the pockets of criminals and protecting public health and safety by allowing adults access to legal cannabis.

Under the *Cannabis Act*, each province and territory is responsible for setting its own rules for how cannabis can be sold, where stores can be located, and how stores must be operated. Provinces and territories may also set additional restrictions they feel are necessary. As a result, the Government of Ontario has worked to implement a safe, legal system for cannabis retail that is intended to protect youth, protect roads and combat the illegal market for cannabis.

Under Ontario's regulatory model, the AGCO has been given the responsibility of licensing eligible retail store operators, authorizing cannabis retail stores and regulating the sale of cannabis. The AGCO's focus is on the safe, responsible and lawful sale of cannabis, consistent with the legislation enacted by the provincial government. Its regulatory objectives are to ensure that the retail sale of cannabis in Ontario is carried out with honesty, integrity and in the public interest as set out in the *Cannabis Licence Act*, its regulations and the Registrar's Standards for Cannabis Retail Stores.

Ontario's Cannabis Retail Regulation Landscape

Legal Cannabis Supply Chain



Health Canada regulates the cultivation and processing of cannabis and licenses producers, called "Licensed Producers".



Licensed Producers are the only legal growers/producers of cannabis products in Ontario.



The Ontario Cannabis Store is a Crown agency of the Government of Ontario and is the only legal supplier (wholesaler) of cannabis for private retail stores in Ontario. The OCS operates the provincial online store for recreational cannabis sales in Ontario. The AGCO does not regulate the OCS.

The Licences and Authorizations you need from the AGCO



Retail Operator Licence

To be able to legally open a retail store to sell recreational cannabis, you must get a Retail Operator Licence. To get this licence, you must meet all of the eligibility criteria set out in the *Cannabis Licence Act* and its regulations.

A Retail Operator Licence allows you to operate one retail store in Ontario.

Retail Store Authorization

You must have a Retail Store Authorization for your store. The *Cannabis Licence Act* and its regulations require that each store meet certain requirements.

Requirements relate to such matters as the store layout and location. The regulations also give residents of the municipality in which the proposed store would be located the opportunity to provide their input.

Cannabis Retail Manager Licence

In order to ensure the responsible sale of cannabis, there must be at least one licensed manager for each authorized store location. The *Cannabis Licence Act* and its regulations set out eligibility criteria for the person who will have management responsibilities in authorized stores. This includes having responsibility for the cannabis inventory, for hiring and managing employees, and for ensuring the store operates with honesty and integrity at all times.

If you are a sole proprietor, or in a partnership between two or more individuals, and will be both the licensed operator and performing the duties of the retail store manager for a particular store, you do not need to get a Cannabis Retail Manager Licence for your store.

The Local Community

Municipalities

Ontario municipalities had a one-time option to opt out of having cannabis retail stores in their communities. Municipalities had until January 22, 2019 to inform the AGCO if they wish to opt out. Municipalities that choose to opt out can opt back in at any time—but once they are in, they may no longer opt out.

Residents

Residents in the municipality of a proposed cannabis store location have an opportunity to share their views with the AGCO before a retail store is authorized. The Registrar must refuse to authorize the store if it is in the public interest to do so.

The only areas of public interest the Registrar can consider, as defined by the regulations, are related to public health and safety, protecting youth and restricting their access to cannabis, and preventing illegal activities in relation to cannabis.

First Nations Communities

Delivery to First Nations communities is permitted unless the community has requested delivery be restricted.

First Nations band councils wishing to restrict delivery to their community can submit a band council resolution (BCR) to the AGCO. The AGCO will notify all retailers when a BCR is received and the restriction would come into effect 30 days after such notice is provided, after which point any delivery to the First Nations community would not be permitted.

Cannabis Licence Act, 2018

The full text of the [Cannabis Licence Act, 2018](#) can be viewed on the government of Ontario's website.

Ontario Regulation 468/18 made under the Cannabis Licence Act, 2018

The Full Text of [Ontario Regulation 468/18](#) made under the *Cannabis Licence Act, 2018* can be viewed on the Ontario government website.

Registrar's Standards for Cannabis Retail Stores

(Last Update: June 2022)

Introduction

The *Cannabis Licence Act, 2018* (CLA) and Regulation 468/18 provide the Registrar with authority to establish standards and requirements in the following areas:

- store premises, equipment and facilities, including surveillance and security
- the prevention of unlawful activities
- advertising and promotional activities
- [training](#) and other measures related to the responsible use, sale or distribution of cannabis
- the protection of assets
- record-keeping and measures to maintain confidentiality and security of records
- compliance with the federal cannabis tracking system.

These Standards are outlined in the *Registrar's Standards for Cannabis Retail Stores*. Licensees are required to comply with the *Registrar's Standards for Cannabis Retail Stores*, as well as all applicable laws and regulations, including the *Cannabis Control Act, 2017* (CCA), the *Cannabis Licence Act, 2018* (CLA), and Ontario Regulation 468/18.

The objective of a standards-based regulatory model is to shift the focus from requiring licensees to comply with a specific set of rules or processes, toward the broader regulatory outcome or objectives they are expected to achieve. Since there may be many ways for a licensee to meet the Standards, licensees have the flexibility to determine what works best for their business, thereby strengthening regulatory outcomes without needlessly burdening regulated entities.

Holders of a Retail Operator Licence are responsible for meeting all Standards. Where not specified otherwise, Standards also apply to holders of a Retail Manager Licence.

The *Registrar's Standards for Cannabis Retail Stores* will be reviewed and revised on a regular basis to ensure that they are effective in mitigating risks as the cannabis retail sector matures.

Click here for the [Registrar's Standards for Cannabis Retail Stores](#)

Click here for the [Registrar's Standards for Cannabis Retail Stores using the Point-of-Sale Data Reporting Platform](#)

To: Council
From: Acting Clerk, A. Quinn
Re: Municipal Flag and Proclamation Policy
Date: July 28, 2023

RECOMMENDATIONS:

That council adopts the new Municipal Flag and Proclamation Policy.

ANALYSIS:

This Municipal Flag and Proclamation Policy was created to offer Council, staff, and residents a guide for Community Flag Raising events and Proclamations.

Caveats have been included should a second flagpole be installed at some point.

POLICY: Flag and Proclamation Policy	RESOLUTION NUMBER:	DATE PASSED:
EFFECTIVE DATE:	REVIEW DATE:	AUTHORITY:

POLICY STATEMENT

This Policy shall establish guidelines for flying flags at facilities owned by the Municipality of Powassan, and Council endorsement of proclamations to ensure fair and consistent application.

1. PURPOSE

The purpose of this Flag and Proclamation Policy is to establish guidelines and procedures for the proper display and use of flags within the Municipality of Powassan ("Municipality"), and for Council support of Proclamations.

The following general principles will apply in respect to all aspects of this Policy, and be used when interpreting the Policy:

- The Municipality will use flags to observe the Municipality's diversity, and honour those who have contributed to the life of the Municipality; and
- The flying of flags at any municipal facility will not be contrary to the principles of any other Municipal policy.
- The Municipality will use proclamations to promote public awareness campaigns, charitable fundraising campaigns, arts, and cultural celebrations of significance to the Municipality.
- Proclamations will be used to acknowledge special honours for individuals and organizations within the Municipality, in recognition of a special achievement.
- Council's endorsement of Community Flags and Proclamations is based on a framework that ensures all requests are dealt with consistently.

2. SCOPE

This policy applies to all employees, contractors, volunteers, and visitors of the Municipality, as well as any flags displayed on municipal premises or at municipal events and any proclamations made on behalf of the Municipality.

3. DEFINITIONS

In this policy, the following terms shall have the following meanings:

Clerk: shall mean the Municipal Clerk and/or their designate.

Council: shall mean the Council for The Corporation of the Municipality of Powassan.

Flag Raising: for purposes of this policy, means the raising of a flag, which may be in conjunction with a proclamation, that has been endorsed by Council, in a location determined by Council;

Flying a Flag at Half-mast: means the action of flying all flags, forming a single display of flags, at a position that is an equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

Municipality: shall mean The Corporation of the Municipality of Powassan.

Municipal Property: shall mean real property owned by the Municipality of Powassan and includes any location where protocols will be used, or flag poles are present.

National Flag of Canada: means the flag approved by the Parliament of Canada as a national symbol of Canada.

Proclamation: shall mean a public or official announcement, particularly one dealing with a matter of great importance that may be endorsed by Council and may be recognized on a particular day, week or month; and

Provincial Flag of Ontario: means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

4. FLAGS

4.1 Flag Display

Only authorized flags shall be displayed on municipal premises or at Municipal events. Flags should be displayed in a respectful manner, with appropriate lighting and positioning, should be maintained in good condition and replaced when worn or damaged and should be displayed in accordance with applicable laws, regulations, and customs.

4.2 Authorized Flags

The authorized flags for display on municipal premises or at municipal events include the National Flag of Canada as well as any other flags specifically approved by the Municipality of Powassan Council or staff members as authorized by Council.

4.3 Community Flag Raisings

The Municipality will use the single flagpole located in front of the Municipal building at 250 Clark Street as the Community Flagpole.

The National Flag of Canada will remain on the flagpole with the following exceptions (exact dates are subject to staff availability):

- On or around June 1 – June 15 every year when the Pride Flag is raised;
- On or around June 15 – June 30 every year when the Indigenous Every Child Matters Flag is raised; the National Flag of Canada will be raised before July 1 every year.
- On or before September 30 every year when the Indigenous Every Child Matter Flag is raised (exact date depends on staff availability).

Any changes to the above will be determined by Council. No Community Flag Raising requests will be considered while there is only a single flagpole.

Should a second flagpole be erected, it will be lower and to the right (on approach) of the current flagpole, as described in the National Flag Flying Reference Guide. This will become the Community Flagpole. The higher flagpole will continuously fly the National Flag of Canada. The Community Flagpole will be used for approved Community Flag Raising. The Provincial Flag of Ontario will be raised to fly when there is no Community Flag Raising event.

4.4 Community Flag Raising Criteria

The Criteria for approving a request to use the Community Flagpole will be:

- Support of a particular event by a non-profit or charitable organization
- To celebrate multi-cultural and civic events
- Public awareness campaigns

The organization must demonstrate respect and tolerance for all Municipal residents and should foster a sense of community.

The Community Flagpole will not be used to fly flags:

- Of Political Parties
- Of Religious Groups
- In support of fund-raising drives
- In support of groups, organizations, or events that promote beliefs contrary to any other Municipal policy
- Representative of any groups, organizations, or individuals that contravene the Ontario Human Rights Code (<https://www.ohrc.on.ca/en>).

4.5 Requests for use of the Community Flagpole

All requests for use of the Community Flagpole will be made using the Community Flag and/or Proclamation Request Form attached as Appendix A and submitted to the Clerk. Requests must be submitted at least eight (8) weeks prior to the day requested for the raising of the flag. The Clerk will review all applications to determine consistency with the Policy.

Requests that meet the criteria will be approved by the Clerk and/or Director of Corporate Services and be included on the next Regular Meeting of Council Agenda as Correspondence, to be received or information purposes only.

No other requests will be considered.

4.6 General Rules for the Community Flagpole

The general rules for the use of the Community Flagpole are as follows:

- Approvals and use of the Community Flagpole will be granted on the first come-first served basis;
- Flags will be flown for one (1) day at a time, unless otherwise determined;
- Those requesting flag raising are required to provide the flag to be raised;
- No other flags will be considered:
 - On or around June 1 – June 15 every year when the Pride Flag is raised
 - On or around June 15 – June 30 every year when the Indigenous Every Child Matters Flag is raised
 - On September 30 every year when the Indigenous Every Child Matter Flag is raised (exact date depends on staff availability)

4.7 Raising and Lowering of Flags

Flags should be raised and lowered according to proper flag protocol, as established by applicable laws and customs. Other authorized flags should be raised and lowered as appropriate, considering their significance and relevance.

4.8 Customary Flag Configuration

The Municipality's protocol for the usual configuration of the flags at the Municipality of Powassan's facilities will be:

Any facilities other than 250 Clark Street, when the facility has only one (1) flagpole: The National Flag of Canada will be flown on the flagpole. Another flag will not be flown under the National Flag of Canada. Other flags will not be flown at these facilities, except in the circumstances noted under the heading "Dignitary Visits".

When a facility has two (2) flagpoles configured to form a single display: The National Flag of Canada will be raised on one and the Provincial Flag of Ontario will be raised on the other. The customary position of honour, the left flagpole to an observer facing the display, will be used to fly the National Flag of Canada.

4.9 Dignitary Visits

In the event of a visit by a dignitary to the Municipality of Powassan, the Municipality may fly a flag representing the visiting dignitary's country with the approval of the Mayor.

4.10 Half-Mast Protocol

The Municipality's protocol for flying a flag at half-mast will be:

Periods of mourning - Flags will be flown at half-mast at Municipal facilities to mark periods of official mourning upon the death of:

- The Sovereign;
- A Member of the Royal Family;
- The Governor General of Canada, or a former Governor General;

- The Prime Minister of Canada, or a former Prime Minister;
- The Leader of Her Majesty's Loyal Opposition, Parliament of Canada;
- The Lieutenant Governor of Ontario;
- The Premier of Ontario or a former Premier;
- The Leader of Her Majesty's Loyal Opposition, Legislative Assembly of Ontario;
- A local Member of Parliament, or local Member of the Legislative Assembly of Ontario;
- The Mayor or a former Mayor;
- A Member of Council or former Member of Council;
- A current employee of the Municipality of Powassan;
- An Ontario Provincial Police Officer who dies in the line of duty; and
- A resident of the Municipality, who is a member of the Canadian Armed Forces, killed while deployed on operations.

Flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol offices. In the case of other persons, flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for that individual.

It is recognized that in unique situations outside of the Policy, the Mayor and Clerk may request a flag to be flown at half-mast. The Clerk's Office will be responsible for coordinating the lowering of flags at Municipal facilities.

In all cases where flags are lowered to half-mast at any or all Municipal facilities, a broadcast notice will be placed on www.powassan.net/news to explain why the flags have been lowered and for how long they will be at half-mast. Information on which facilities will have flags at half-mast will be included in the posting.

Only the National Flag of Canada will be flown during half-mast periods. If a half-mast period occurs while a Community Flag is being flown, that flag will be removed and replaced with the National Flag of Canada. Should a second flagpole be erected, any flag being flown will also be lowered to half-mast.

Commemoration of Solemn Occasions:

Flags will be flown at half-mast annually, at all municipal facilities, to commemorate the following solemn occasions, on or about the following dates dependant on staff availability:

- Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Firefighters National Memorial Day (second Sunday in September)
- Police and Peace Officer's National Memorial Day (last Sunday of September)
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6)

Other Solemn Occasions:

The commemoration of other periods of official mourning and solemn occasions, in keeping with the General Principles of this Policy, may be approved by the Mayor.

4.11 Dignity of the Flag

Flags should always be treated with respect and dignity and should not be used for any disrespectful or inappropriate purposes, including but not limited to advertising, decorations, clothing, or any activity that may be deemed offensive or disrespectful. Flags should not be defaced, altered, or modified in any way that may compromise their integrity or symbolism.

The National Flag of Canada should be displayed only in a manner appropriate for this important national symbol; it should not be subjected to dishonour or displayed in a position inferior to another flag. The National Flag of Canada always takes priority over all other national flags when flown in Canada. The only flags that are given priority over the National Flag of Canada are the personal standards of members of the Royal Family and of His Majesty's eleven representatives in Canada.

The National Flag of Canada should always be flown on its own mast; flag protocol states that it is improper to fly two (2) or more flags on the same mast.

When the National Flag of Canada is raised or lowered, or when it is carried in a parade or review, everyone present should face the Flag, remain silent and remove their hats. Those in uniform should salute.

5. PROCLAMATIONS

5.1 Proclamation Criteria

Proclamations that are of significance to the Municipality may be endorsed by Council for the following:

- Civic promotions;
- Public awareness campaigns;
- Charitable fundraising campaigns;
- Arts and cultural celebrations;
- Special honours for individuals and organizations for special achievements.

Only proclamations that involve participation by the Municipality or its residents will be considered for endorsement. Proclamations will not be endorsed by Council of the Municipality for the following:

- Matters of political controversy;
- Religious organizations or religious events or celebrations;
- Individual conviction;
- Organizations or events with no direct relationship to the Municipality and/or do not involve participation by the Municipality or its residents;
- Celebrations, campaigns or events contrary to Municipal policies or Bylaws;
- Celebrations, campaigns or events intended for profit-making purposes;
- Matters attempting to influence government policy.

5.2 Proclamation Requests

All organizations or persons submitting a request for a proclamation must complete a Proclamation Request Form attached as Appendix A to this policy. Proclamation Request Forms shall be submitted to the attention of the Clerk and must be submitted at least eight (8) weeks prior to the day requested for the reading of the Proclamation. The following limitations related to proclamation requests are noted for those submitting a request:

- An organization may only request one proclamation annually;
- An organization does not have exclusive rights to the day, week or month of their proclamation;
- Proclamations on a similar topic will be issued on a first come, first served basis;
- Multi-year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis. There is no requirement to submit a Proclamation Request annually for multi-year proclamations that were endorsed by Council prior to the implementation of this policy.

5.3 Proclamations with Flag Raising

Proclamation Requests that include a flag raising may be permitted provided the proclamation request is in accordance with Section 5.1 Proclamation Criteria and that the flag raising does not conflict with any part of Sections 4.3, 4.4, 4.5, or 4.6 of this Policy, or any other flag being flown by the Municipality.

5.4 Review of Proclamation Requests

Proclamation requests will be reviewed by the Clerk against the eligibility criteria noted in this Policy. In the event that the request does not comply with this policy, the Clerk, in consultation with the Director of Corporate Services, will not include the request on a Council meeting agenda and will advise the Mayor and organization/person submitting the request accordingly.

Proclamation requests that meet all eligibility criteria will be placed on the agenda for the next Regular Council Meeting under the New Business section of the agenda.

5.5 Council Endorsement of Proclamation Requests

Proclamations shall only be considered at Regular Council Meetings.

Following consideration of a Proclamation Request by Council, the Clerk or their designate will advise the organization/person who submitted the Proclamation Request Form in writing of the outcome of Council's consideration. Proclamations that have been endorsed by Council will be noted on the "News" section of the Municipality's website and on the Municipal Facebook page. Items such as decals, signs, banners, brochures, or similar items that accompany a proclamation request will not be displayed at Municipal facilities unless, at the sole discretion of the Clerk, it is determined that they provide information of significant value to residents of the Municipality.

6. ENFORCEMENT

All employees, contractors, volunteers, and visitors are expected to comply with this Flag and Proclamation Policy. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract.

7. POLICY REVIEW

This Flag and Proclamation Policy shall be reviewed annually by the Clerk's Office to ensure its ongoing effectiveness and compliance with any changes in laws, regulations, or organizational requirements. Any proposed changes to this policy shall be submitted to Council for review and approval.

APPENDIX A

Community Flag Raising and/or Proclamation Request Form

Please complete and submit the completed Proclamation Request Form to office@powassan.net
or by mail/drop-off at PO Box 250 | 250 Clark Street | Powassan ON P0H 1Z0

Organization Name:	
Contact Name	
Address	
Phone	Email
Flag Raising and/or Proclamation Requested:	
Dates of Flag Raising and/or Proclamation:	
Purpose of Flag Raising:	
<input type="checkbox"/> Event by a non-profit or charitable organization <input type="checkbox"/> Celebrate multi-cultural/civic event	
<input type="checkbox"/> Public awareness campaign	
Purpose of Proclamation:	
<input type="checkbox"/> Civic Proclamation <input type="checkbox"/> Charitable Fundraising Campaign	
<input type="checkbox"/> Special Honour of Individual or Organization <input type="checkbox"/> Public Awareness Campaign	
<input type="checkbox"/> Arts and Cultural Celebration	
<input type="checkbox"/> Other:	

Description of Organization (attached additional documentation if needed):	
Has the same/similar proclamation been requested to the Municipality in the past?	
<input type="checkbox"/> Yes (provided date of previous request) <input type="checkbox"/> No (new request)	
As part of the proclamation, will there be any special initiatives or events planned in the Municipality? If so, please describe:	
Do you have a draft wording for the proclamation?	
<input type="checkbox"/> Yes, attached <input type="checkbox"/> No	
Signature	Date

The personal information on this form is collected under the authority of the Municipal Act. The information is used for the purpose of processing this form. Questions about this collection of information can be made to the Clerk at (705) 724-2813.

To: Council
From: Treasurer/Director of Corporate Services
Re: Snowmobile Trail

RECOMMENDATION:

Received for information purposes.

BACKGROUND AND ANALYSIS:

At the meeting of July 4, 2023, Council first considered a proposal to route a snowmobile trail through Purdon Line and Maple Hill Road. At that meeting, there was a request to receive comments from our insurer on the use of municipal roadways for this purpose.

I have reached out to the insurer, who has provided the following:

We are OK with allowing the club to use the (roads), but we do recommend considering the following:

- 1. The Club should provide the municipality a COI listing the Municipality as additional insured on their general liability policy and confirm a limit of insurance no less than \$5M.*
- 2. Determine who is responsible for grooming and maintenance of the trails and set up an agreement or MOU outlining the responsibility of each party.*

If Council has any follow-up questions, I can receive further comments and provide these at the September 5 meeting.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2023-16

Being a By-law to impose fees or charges for services provided by the Corporation of the Municipality of Powassan

WHEREAS the Municipal Act, 2001, Section 391 gives a municipality the authority to impose fees or charges for services or activities provided and for the use of its property;

AND WHEREAS the Municipal Act, 2001, Section 398 provides the municipality with the authority to add unpaid fees and charges, including any interest on the unpaid balance, to the tax roll for any real property within the municipality owned by the person responsible for paying the fees and charges, and the amount may be collected in the same manner as municipal taxes;

AND WHEREAS the Corporation of the Municipality of Powassan has provided adequate public notice;

AND WHEREAS the Corporation of the Municipality of Powassan deems it desirable to establish a by-law to impose and update existing fees or charges for services provided by the Municipality;

NOW THEREFORE THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
HEREBY ENACTS AS FOLLOWS:

1. That the fees and charges listed on the attached Schedules 'A' to 'O' of this by-law be adopted and hereby confirmed as being part of this by-law.
2. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed, then the provisions of this by-law shall prevail.
3. That this Bylaw shall be known as the "User Fees By-law".
4. That this Bylaw shall come into force and effect on the date of passing.
5. That Bylaw 2022-08 be repealed.

Read a FIRST and SECOND time July 4, 2023

Read a THIRD and FINAL time and adopted August 1, 2023

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "A" TO BY-LAW 2023 - 16
ADMINISTRATION FEES

Description	2022	2023	2024	2025	2026	2027
Commissioning of Documents	\$15.00	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00
Certification of Documents - per page	\$10.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Faxes (send or receive- per page)	\$1.00	\$1.50	\$1.50	\$1.50	\$2.00	\$2.00
Photocopies- black and white, per page	\$0.35	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Photocopies- colour, per page	\$0.35	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
General Letters	\$10.00	\$30.00	\$30.00	\$35.00	\$35.00	\$35.00
Lottery License	3% of cash value of prizes					
Bailiff Fees	actual cost					
Small Claims Court Costs	actual cost					
Freedom of Information Request	as set out under MFIPPA					

Marriage License	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Marriage- Perform Ceremony	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Filming						
Film Permit Application	-	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
A Frame Baricades- per day	-	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Facilities Rentals	as per corresponding Schedule					
Public Works Staff- per employee per hour; 1 hour minimum; 30 minute increments thereafter	as per Schedule F					
Vehicle and Equipment Rates	as per OPSS 127					
Logo Merchandise (includes HST)						
Short Sleeve Polo	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Long Sleeve Polo	\$28.50	\$28.50	\$28.50	\$28.50	\$28.50	\$28.50
Cotton T-Shirt	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Women's Spandex T-Shirt	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Sweatshirts	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Hats	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Travel Mugs	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Ceramic Mugs	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00

SCHEDULE "B" TO BY-LAW 2023-16

*Professional fees of a lawyer, planner, surveyor, or other professional consultant and their disbursements will be charged at their actual cost to the Municipality in addition to the Municipal administration fee.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "C" TO BY-LAW 2023-16
ANIMAL CONTROL FEES

Description	2022	2023	2024	2025	2026	2027
Spayed/Neutered, First Dog	\$15.00	\$15.00	\$15.00	\$16.00	\$16.00	\$17.00
Spayed/Neutered, Each Additional Dog	\$20.00	\$20.00	\$20.00	\$21.00	\$21.00	\$22.00
Unaltered, First Dog	\$25.00	\$25.00	\$25.00	\$26.00	\$26.00	\$27.00
Unaltered, Each Additional Dog	\$35.00	\$35.00	\$35.00	\$37.00	\$37.00	\$38.00
Kennel License (10 or fewer dogs)	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00	\$170.00
Kennel License (11 or more dogs)	\$250.00	\$250.00	\$250.00	\$260.00	\$260.00	\$270.00
Replacement of a Lost Tag	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Bail- First Offence	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Second Offence	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Third and Subsequent Offences	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Impound Fees (per day)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "D" TO BY-LAW 2023-16
FIRE DEPARTMENT FEES

Description	2022	2023	2024	2025	2026	2027
Administration Fees (per vehicle used)						
Motor Vehicle Accident	hourly per MTO apparatus rates					
Open Fires Without a Permit	hourly per MTO apparatus rates					
False Alarm Fees (first two per year at no charge)						
Third False Alarm	\$100.00	\$100.00	\$105.00	\$105.00	\$110.00	\$110.00
Fourth False Alarm	\$200.00	\$200.00	\$205.00	\$210.00	\$215.00	\$220.00
Fifth False Alarm	\$400.00	\$400.00	\$410.00	\$420.00	\$430.00	\$440.00
Sixth False Alarm	\$800.00	\$800.00	\$820.00	\$840.00	\$860.00	\$880.00
Seventh and Above False Alarm	\$1,600.00	\$1,600.00	\$1,640.00	\$1,680.00	\$1,720.00	\$1,760.00
Inspection Fees						
Fire Code or Burning Inspection (per hour)	\$65.00	\$65.00	\$65.00	\$70.00	\$70.00	\$70.00
Fire Department Reports	\$65.00	\$65.00	\$65.00	\$70.00	\$70.00	\$70.00
Permits						
Burn Permit- 10 days	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Burn Permit- 30 days	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Recreational Permit (annual)	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Fireworks Permit (3 days)	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Agricultural	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "E" TO BY-LAW 2023-16
PROPERTY STANDARDS FEES

Description	2022	2023	2024	2025	2026	2027
Necessary Work Fee (any work undertaken by the Municipality as the result of an order issued by an Officer)	100% of the cost					
Administrative Fee (in addition to the necessary work fee)	Greater of \$100.00 or 25% of the necessary work fee					

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "F" TO BY-LAW 2023-16
PUBLIC WORKS FEES

Description	2022	2023	2024	2025	2026	2027
Public Works Staff (per hour)	cost recovery	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
Equipment Rates	as per OPSS 127					
Materials (sand, gravel, etc.)	full cost recovery					
Road Damage Reinstatement	full cost recovery					
Damage to Guiderails, signs, posts, hydrants, etc	full cost recovery					
Excess Weight Exemption Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Oversize or Weight Exemption Permit	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Road Occupancy Permit	\$120.00	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
Encroachment Permit*	\$250.00	\$300.00	\$300.00	\$325.00	\$325.00	\$325.00
Encroaching on Municipal Property Without Permit	full cost recovery for removal of materials from municipal property					
*applicant will assume all legal, engineering, and land survey fees						
Engineering						
Engineering review and approval	3% of the estimated work value, minimum of \$600.00					
Site Inspection	\$150.00	\$150.00	\$155.00	\$160.00	\$165.00	\$170.00
Entrances						
Residential Entrance Permit	\$120.00	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
Commercial Entrance Permit	\$400.00	\$400.00	\$410.00	\$410.00	\$420.00	\$420.00
Civic Address/911 Sign	\$120.00	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
Water & Sewer						
Water and Sewer Offences	Per by-law 2009-12, 2021-18, or amending or superceding by-law					

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "G" TO BY-LAW 2023-16
WASTE MANAGEMENT FEES

Description	2022	2023	2024	2025	2026	2027
Standard Waste						
Household bags (per bag)	\$1.50	\$1.50	\$2.00	\$2.00	\$2.00	\$2.00
Commercial pick-up (per yd³)*	\$45.00	\$43.00	\$52.00	\$53.00	\$54.00	\$55.00
Commercial dropoff (per yd³)	\$24.00	\$24.00	\$32.00	\$32.00	\$32.00	\$32.00
Sorted shingles (per yd³)	\$20.00	\$20.00	\$40.00	\$40.00	\$40.00	\$40.00
Sorted wood (per yd³)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Sorted compostables (per yd³)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Sorted scrap metal (per yd³)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Sorted masonry (per yd³)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Mixed Load (per yd³)	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$40.00
Residential Waste (per yd³)	\$24.00	\$24.00	\$32.00	\$32.00	\$32.00	\$32.00
Contaminated Waste	\$40/yd³ + landfill attendant					
Asbestos	\$40/yd³ + landfill attendant					
Recycling and Other Items						
Large Appliances	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Medium Appliances	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Small Metal Items	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Untagged Appliances	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Dishwasher	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Mattress or Boxspring	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Small/Mid Sized Furniture	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Large Furniture	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Fiberglass Boat (per foot)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Tires	No charge if dropped in tire pile					
Electronics/Batteries	No charge if dropped in electronics bin					
Boxes and Recyclables	No charge if dropped in recycling bin					
Standard Load Sizes						
Pickup Truck 6' Box	1.5 yd³					
Pickup Truck 8' Box	1.8 yd³					
One Ton Dump Truck	3.0 yd³					
Single/Tandem Trailer	1.5-2.0 yd³					
Dump Trailer	3.0 yd³					
Tri-Axle Dump Truck	16 yd³					
Tandem Dump Truck	12 yd³					

Roll-off	As per bin size					
<i>Standard Rates</i>						
Service Call	\$50.00 + landfill attendant					
Landfill Attendant (per hour)	\$25.00	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00

*for 2023, commercial garbage pickup fees are as follows:

Jan-Mar: 28.75/yd³

Apr-Jun: 33.50/yd³

Jul-Sept: 38.25/yd³

Oct-Dec: 43.00/yd³

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "H" TO BY-LAW 2023-16
CEMETERY FEES

Description	2022	2023	2024	2025	2026	2027
<i>Municipal Fees</i>						
Regular Plot	\$241.50	\$241.50	\$241.50	\$241.50	\$241.50	\$241.50
Cremation Plot	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Regular Interment	\$350.00	\$440.00	\$450.00	\$460.00	\$470.00	\$480.00
Cremation Interment	\$150.00	\$165.00	\$170.00	\$175.00	\$180.00	\$185.00
Interment- Child's Casket	\$115.00	\$165.00	\$170.00	\$175.00	\$180.00	\$185.00
Monument Under 4' Upright	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Pillow Monument	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Death Registration	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Vault (Participating Municipality)	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00
Vault (Non-Participating Municipality)	\$172.50	\$172.50	\$172.50	\$172.50	\$172.50	\$172.50
All Burials- Weekend Burial Surcharge	-	\$105.00	\$108.00	\$111.00	\$114.00	\$117.00
Administrative Fee (Burial on Existing Plot)	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
<i>Care and Maintenance Fund</i>						
Care and Maintenance Fund Fees	as per the BAO fee schedule					

*where applicable, HST is in addition to the above fees

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "I" TO BY-LAW 2023-16
PLANNING FEES

Description	2022		2023-2024		2025-2027	
	Fee	Deposit	Fee	Deposit	Fee	Deposit
Official Plan Amendment	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,100.00	\$2,500.00
Zoning By-law Amendment	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,100.00	\$2,500.00
Subdivision Review	\$1,000.00	\$0.00	\$2,500.00	\$5,000.00	\$2,500.00	\$5,000.00
Subdivision Agreement	\$500.00	\$2,000.00	\$1,000.00	\$5,000.00	\$1,000.00	\$5,000.00
In Lieu of Parkland for Subdivision Agreement	5% of vacant land value					
Site Plan Agreement	\$500.00	\$750.00	\$800.00	\$1,000.00	\$850.00	\$1,000.00
Minor Variance	\$500.00	\$500.00	\$600.00	\$1,000.00	\$650.00	\$1,000.00
Removal of Holding Symbol	\$50.00	\$0.00	\$50.00	\$0.00	\$60.00	\$0.00
Removal of Holding Zone Provision	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Deeming By-law	\$400.00	\$800.00	\$500.00	\$1,000.00	\$550.00	\$1,100.00
Pre-Consultation Fee	\$0.00	\$0.00	\$180.00	\$500.00	\$190.00	\$500.00
Reviewing Consent Applications	\$100.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00
Consent- Parkland Dedication Fee	5% of vacant land value					

*where applicable, HST is in addition to the above fees

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "J" TO BY-LAW 2023-16
250 CLARK FEES

Description	2022	2023	2024	2025	2026	2027
<i>Rental Spaces</i>						
Gymnasium (Mon-Fri 8 a.m. - 5p.m.)- one hour	\$25.00	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
Gymnasium (Mon-Fri after 5p.m., weekends)- one hour	\$50.00	\$45.00	\$45.00	\$45.00	\$52.50	\$52.50
Gymnasium (Mon-Fri after 5p.m., weekends)- 3 hours	\$75.00	\$120.00	\$120.00	\$120.00	\$140.00	\$140.00
Gymnasium- day rental	-	\$240.00	\$240.00	\$240.00	\$280.00	\$280.00
Maple Room (room only)- per hour	\$25.00	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
Maple Room (room only)- half day	-	\$105.00	\$105.00	\$105.00	\$122.50	\$122.50
Maple Room (room only)- day rental	-	\$210.00	\$210.00	\$210.00	\$245.00	\$245.00
Maple Room (including kitchen)- per hour- two hour minimum	\$75.00	\$45.00	\$45.00	\$45.00	\$52.50	\$52.50
Maple Room (including kitchen)- half day rental	-	\$157.50	\$157.50	\$157.50	\$183.75	\$183.75
Maple Room (including kitchen)- day rental	-	\$315.00	\$315.00	\$315.00	\$367.50	\$367.50
Cedar/Elm Room (Meeting/Class)- per hour	\$15.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
Office Rentals- per square foot, per month	-	\$2.75	\$2.89	\$3.03	\$3.18	\$3.34
<i>Fitness Centre</i>						
Adult Membership- Annual	\$200.00	\$240.00	\$240.00	\$250.00	\$250.00	\$260.00
Youth Membership- Annual (16-18 years old, with adult supervision)	\$75.00	\$100.00	\$100.00	\$105.00	\$105.00	\$110.00
Monthly Membership	\$20.00	\$24.00	\$24.00	\$25.00	\$25.00	\$26.00
Replacement FOB- First Occurrence	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Replacement FOB- Second and each Subsequent Occurrence	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00

*all public events require proof of insurance and a \$500 refundable security/cleaning deposit

*gymnasium rental includes use of sports equipment

*HST is additional to all fees outlined above

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "K" TO BY-LAW 2023-16
BUILDING FEES

Description	2022	2023	2024	2025	2026	2027
Building/Zoning Certificate	\$65.00	\$105.00	\$105.00	\$105.00	\$113.00	\$113.00
Minimum Fee for Processing and Issuance of Permits (except as noted)	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
Minimum Fee for Construction (per \$1,000 construction cost)	\$9.00	\$9.00	\$10.00	\$10.00	\$11.00	\$11.00
Demolition Permit	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
Temporary Building	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
Swimming Pools	\$180.00	\$210.00	\$210.00	\$210.00	\$225.00	\$225.00
Outstanding Work Order	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
911 Signs	\$120.00	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
<i>Administrative Fees</i>						
Additional Plan Review (resubmission)	full cost recovery					
Additional Permit Fee (revision)	full cost recovery					
Change of Use Permit- Part 9	\$100.00	\$105.00	\$105.00	\$105.00	\$113.00	\$113.00
Change of Use Permit- Part 3	\$300.00	\$315.00	\$315.00	\$315.00	\$339.00	\$339.00
Conditional Permit Fee	based on proposals					
Permit Renewal Fee (per 12 months inactive)	\$60.00	\$70.00	\$70.00	\$70.00	\$75.00	\$75.00
Premature/Additional Inspections (per hour)	\$100.00	\$105.00	\$105.00	\$105.00	\$113.00	\$113.00
Transfer of Permit	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
Construction Without a Permit; Stop Work Orders	minimum \$300.00 plus 5% of construction costs, to a maximum of \$1,000.00					

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "L" TO BY-LAW 2023-16
SPORTSPLEX FEES

Description	2022	2023	2024	2025	2026	2027
Ice Rental Per Hour (HST Included)						
Daytime (Monday - Friday 7 a.m. - 4 p.m.)	\$97.00	\$103.00	\$106.00	\$109.00	\$112.00	\$115.00
Prime Time (Monday - Friday After 4 p.m.; weekends)	\$168.00	\$172.00	\$176.00	\$180.00	\$185.00	\$190.00
Powassan Minor Hockey Tournaments (prime time)	\$133.00	\$163.00	\$167.00	\$171.00	\$175.00	\$179.00
Affiliated Organizations- non-game rate Sports Camps (daytime hours)						
Tournaments (daytime hours)	\$133.00	\$136.00	\$139.00	\$142.00	\$146.00	\$150.00
Summer Ice (April 1 - August 31)	\$193.20	\$198.00	\$203.00	\$208.00	\$213.00	\$218.00
Birthday Party- includes use of hall	-	\$153.00	\$157.00	\$161.00	\$165.00	\$169.00
Public Skating (per person)	\$2.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Arena Floor (No Ice- HST Included)						
Arena Floor Rental (Per Day)	\$860.00	\$882.00	\$904.00	\$927.00	\$950.00	\$974.00
League Rentals (Per Hour)	\$68.00	\$70.00	\$72.00	\$74.00	\$76.00	\$78.00
Hall Rentals (Capacity 167- HST Included)						
Event Package (includes bar/hall/kitchen)- per day	\$325.00	\$481.00	\$493.00	\$505.00	\$518.00	\$531.00
Kitchen Rental- per day	\$56.00	\$129.00	\$132.00	\$135.00	\$138.00	\$141.00
Hall Only (Monday - Friday; 7 a.m. - 4 p.m.; maximum of 4 hours- per hour)	-	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
Hall Only - Primetime (Monday - Friday after 4 p.m.; weekends- per hour)	-	\$45.00	\$45.00	\$45.00	\$52.50	\$52.50
Bar Operated By Sportsplex						
Per Hour, Per Bartender	\$10.00	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00
Security (When Bar Operated by Sportsplex)						
Per Hour, Per Security Person	\$20.00	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00
Music						
Socan Fees	Current Tariff + 10%					
Deposit						
Security Deposit	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "M" TO BY-LAW 2023-16
TROUT CREEK COMMUNITY CENTRE FEES

Description	2022	2023	2024	2025	2026	2027
<i>Ice Rental per Hour (HST Included)</i>						
Daytime Ice (Monday-Friday before noon)	\$100.00	\$103.00	\$106.00	\$109.00	\$112.00	\$115.00
Prime Time Ice (Monday-Friday after 12:00 p.m. and weekends)	\$150.00	\$154.00	\$158.00	\$162.00	\$166.00	\$170.00
Minor Hockey	\$120.00	\$123.00	\$126.00	\$129.00	\$132.00	\$135.00
Tournaments and Sports Camps (daytime hours)	-	\$136.00	\$139.00	\$142.00	\$146.00	\$150.00
Birthday Party- includes use of hall	\$75.00	\$153.00	\$157.00	\$161.00	\$165.00	\$169.00
Public Skating (per person)	\$2.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
<i>Ice Rental per 1.5 Hours (HST Included)</i>						
Prime Time Ice (Monday-Friday after 12:00 p.m. and weekends)	\$200.00	\$205.00	\$211.00	\$216.00	\$221.00	\$227.00
Minor Hockey	\$160.00	\$164.00	\$168.00	\$172.00	\$176.00	\$180.00
<i>Arena Floor (No Ice- HST Included)</i>						
Arena Floor Rental (per day)	\$380.00	\$720.00	\$738.00	\$756.00	\$775.00	\$794.00
<i>Hall Rentals (Capacity 299- HST Included)</i>						
Event Package Rental (per day)	\$462.00	\$481.00	\$493.00	\$505.00	\$518.00	\$531.00
Hall Rental Only (per day)	\$132.00	\$216.00	\$221.00	\$227.00	\$233.00	\$239.00
Hall Rental Only (per hour- three hour maximum)	-	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
Bar Rental Only (per day)	\$184.00	\$189.00	\$194.00	\$199.00	\$204.00	\$209.00
Kitchen (per day)	\$126.00	\$129.00	\$132.00	\$135.00	\$138.00	\$141.00
New Years Eve (event package)	\$735.00	\$753.00	\$772.00	\$791.00	\$811.00	\$831.00
<i>Bar Operated by TCCC</i>						
Per Hour, Per Bartender	\$15.00	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00
<i>Security (Required)</i>						
Per Hour, Per Security Person	\$20.00	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00
Security Deposit	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "N" TO BY-LAW 2023-16
RECREATION AND FACILITY FEES

Description	2022	2023	2024	2025	2026	2027
<i>Fields</i>						
Field Tournament Rate- Per Weekend (up to three days)	\$235.00	\$355.00	\$364.00	\$373.00	\$382.00	\$392.00
Field- Day Rate	\$98.00	\$125.00	\$128.00	\$131.00	\$134.00	\$137.00
Field- League Game (per game)	-	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
<i>Facilities Rentals</i>						
Setup Fee- per hour	-	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
Tech Support- per hour	-	\$70.00	\$70.00	\$70.00	\$75.00	\$75.00
AV Equipment- per rental	-	\$250.00	\$256.00	\$262.00	\$269.00	\$276.00
Additional staff required- any facility rentals- per hour of staff time	-	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
All Facility Rentals- Failure to Return Key	-	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
All Facilities- if user group has exclusive access	full cost recovery- all operating costs					

*where applicable, HST is in addition to the above fees

*set-up services available for all facilities rentals, at the request of the renter. Above charges apply.

*all rentals include the use of tables and chairs

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "O" TO BY-LAW 2023-16
POOL FEES

Description	2022	2023	2024	2025	2026	2027
<i>10 Day Lessons</i>						
Parented Lessons (30 mins)	\$40.00	\$40.00	\$45.00	\$45.00	\$50.00	\$50.00
Preschool - Level 7 (30 mins)	\$50.00	\$50.00	\$56.00	\$56.00	\$63.00	\$63.00
Levels 8-9 (45 mins)	\$66.00	\$66.00	\$74.00	\$74.00	\$83.00	\$83.00
Semi-Private (30 mins)	\$83.00	\$100.00	\$103.00	\$106.00	\$109.00	\$112.00
Private (30 mins)	\$110.00	\$132.00	\$135.00	\$138.00	\$141.00	\$145.00
<i>Other Fees</i>						
Aquafitness	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00
Season Pass	\$95.00	\$115.00	\$118.00	\$121.00	\$124.00	\$127.00
Family Pass	\$215.00	\$265.00	\$272.00	\$279.00	\$286.00	\$293.00
Public Swimming	\$4.00	\$4.00	\$4.00	\$5.00	\$5.00	\$5.00
Private Rental (One Hour)	\$90.00	\$120.00	\$123.00	\$126.00	\$129.00	\$132.00
Private Rental (Two consecutive hours)	\$160.00	\$210.00	\$215.00	\$220.00	\$226.00	\$232.00

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW 2023-17

Being a Bylaw for establishing and maintaining a system for the collection, removal, and disposal of garbage, recyclable materials, yard waste, and other refuse.

WHEREAS, Section 11 (2) of the Municipal Act, 2001, as amended, gives municipalities the authority to pass by-laws respecting matters within the spheres of jurisdiction as described in the Table to this Section.

AND WHEREAS, the Table in Section 11 (2) of the Municipal Act, 2001, lists waste management as a "sphere of jurisdiction" for single tier municipalities.

AND WHEREAS, the Council of the Corporation of the Municipality of Powassan deems it necessary to establish rules and regulations governing policies relating to the disposal of garbage and to implement tipping fees to cover costs associated with the disposal of garbage and other refuse.

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

1. SECTION 1- DEFINITIONS

- 1.1. "Bag" shall mean a non-returnable plastic bag which is for Residential and Commercial use; bag dimensions not greater than 30" x 33", with a maximum volume of 90 litres and weighing not more than 40 pounds.
- 1.2. "Biomedical Waste" shall mean whether solid or liquid, including but not limited to any animal or human organ or part thereof, bone, muscle, or animal or human tissue or part thereof, used bandages, poultices, dressings, vials or any other similar material or substance which contains or may contain pathogenic micro-organisms, or which may be hazardous or dangerous.
- 1.3. "Commercial User" shall mean an owner/operator of an Industrial or Commercial facility or business, as determined where the assessed value of said facility or business is at least 40% in a Commercial or Industrial property tax class.
- 1.4. "Council" shall mean the Council of the Corporation of the Municipality of Powassan.
- 1.5. "Domestic Waste" shall mean the waste produced by residents in their homes.
- 1.6. "Household Hazardous Waste" shall mean waste requiring special care as itemized in Schedule 'A' of this By-law;
- 1.7. "IC&I Waste" shall mean waste produced by the industrial or commercial sector.
- 1.8. "Mixed Use" shall mean a property which contains both a primary dwelling unit, and meets the criteria to be classified as a Commercial User.
- 1.9. "Multi-Residential" shall mean complexes that contain three or more residential units.
- 1.10. "Municipality" shall mean the Corporation of the Municipality of Powassan.

- 1.11. "Non-Collection Waste" shall mean the materials as described in Schedule 'B' that will not be picked up at the curbside.
- 1.12. "Privacy Bag" shall mean an opaque bag no larger than a grocery bag, that provides an adequate method to enable residents to shield material they would prefer not to be exposed for view such as sanitary products, diapers, or incontinence products.
- 1.13. "Recyclable" shall mean those classifications of waste capable of being diverted from the normal waste stream as specified in Schedule 'D'.
- 1.14. "Refuse" shall mean the same as "waste".
- 1.15. "Residential Dwelling Unit" shall mean any single parcel of land containing a primary residential dwelling, or group of adjoining parcels of land which have at least one (1) mutually shared owner.
- 1.16. "Salvaging" shall mean the process of finding items for the purpose of reuse.
- 1.17. "Special Area" shall mean an area at the Landfill/Recycling site, designated for a particular purpose.
- 1.18. "Unacceptable Waste" shall mean waste not accepted at the waste site as itemized in Schedule 'E' to this By-law.
- 1.19. "Untagged Bags" shall mean bags for which payment is subsidized through property tax levy, and for which additional charges will not apply.
- 1.20. "User" shall mean an owner of a residence or multi residential property, or a tenant of a residence or multi residential property entitled to place refuse and recyclables at the curbside for collection or to dispose of them at the Landfill/Recycling Site.
- 1.21. "Waste" shall include domestic and solid non-hazardous, non-recyclable refuse and other wastes as designated and as approved by the Ministry of the Environment.

2. SECTION 2- RESIDENTIAL GARBAGE COLLECTION

- 2.1. Users with a Residential Dwelling Unit located on a year-round maintained road will be provided with garbage collection at their curbside.
- 2.2. Users will be provided with two (2) Untagged Bags per week, per Residential Dwelling Unit for curbside collection.
- 2.3. Properties classified as Multi-Residential, with twelve (12) or fewer taxable units, shall be allocated two (2) untagged Bags per week, per unit.
- 2.4. Properties classified as Multi-Residential, with greater than twelve (12) taxable units, will not receive a weekly allocation of Untagged Bags and will not receive curbside collection services.
- 2.5. Bags in excess of the amount allocated per week must be tagged at the curbside to be collected. Tags must be purchased at the Municipal Office, for a fee as per the governing User Fees By-law.
- 2.6. Payment must be made for all Bags which are brought by a resident to the Landfill/Recycling site. Users may not claim these bags as part of their weekly Untagged Bag allocation.
- 2.7. Any unused allocation in any given week is forfeited and does not carry forward to be credited against collection in any future week.

- 2.8. Vacant landowners are not classified as Users as defined in this By-law and will not be provided with curbside collection.
- 2.9. No waste other than Bags shall be collected at the curbside; all other waste shall be considered Non-Collection Waste and must be brought to the Landfill/Recycling site.
- 2.10. Tipping fees for all Non-Collection Waste shall be as per the User Fees By-law.

3. SECTION 3- COMMERCIAL GARBAGE COLLECTION

- 3.1. Commercial Users may elect to receive curbside waste collection services, for a fee as per the User Fees By-law.
- 3.2. Commercial Users receiving curbside waste collection services will be allocated 6 (six) Untagged Bags per week. For greater clarify, the six (6) bag allocation is per Commercial User; a single Commercial User will not be assigned multiple Untagged Bag allocations.
- 3.3. Bags in excess of the amount allocated per week will be invoiced to the Commercial User quarterly. Invoices will be due within thirty (30) days.
- 3.4. Any unused allocation in any given week is forfeited and does not carry forward to be credited against collection in any future week.
- 3.5. Invoices that are outstanding after thirty (30) days will be added to the tax roll, and interest accumulated thereon at 1.25% per month.
- 3.6. Any Commercial User for which two (2) invoices are unpaid in full, will receive a suspension of services. Service will only be reinstated at the discretion of the lead Municipal Administrator, after all outstanding balances have been paid in full.
- 3.7. No Waste other than Bags shall be eligible for commercial waste collection services.
- 3.8. A Commercial User is not permitted to tag bags in excess of their Untagged Bag allocation.
- 3.9. Payment must be made for all Bags which are brought by a Commercial User to the Landfill/Recycling site. Commercial Users may not claim these bags as part of their weekly Untagged Bag allocation.
- 3.10. A property which is considered Mixed Use shall receive eight (8) Untagged Bags weekly.
- 3.11. A Commercial User whose property is classed as 'Exempt' for the purposes of taxation shall not receive any Untagged Bags.

4. SECTION 4- SITE OPERATION

- 4.1. The Municipality operates a Landfill/Recycling site, described as follows:
40 Proudfoot Road, Powassan; CON 7 PT LOT 15 PT PCL 4820
- 4.2. The Landfill/Recycling site shall be available for the depositing of waste produced within the Municipality of Powassan, in accordance with this By-law.
- 4.3. No person shall enter and/or leave the Landfill/Recycling site without showing proper identification to the Landfill/Recycling site attendant upon request that verifies residence within the Municipality of Powassan, or by otherwise verifying that the origin of the waste is within the Municipality.

- 4.4. The Landfill/Recycling site shall only be used when the Attendant is on duty, as outlined in Schedule 'C' of this By-law, or otherwise by written agreement with the Municipality.
- 4.5. All waste material shall be transported to the Landfill/Recycling site in a manner as to prevent scattering or losing of waste while en route to the waste site.
- 4.6. All waste must be properly sorted and disposed of in the Designated Areas, upon payment of the applicable tipping fees as per the User Fee By-law.
- 4.7. Household Hazardous Waste as identified in Schedule 'A' of this By-law shall not be accepted at the Landfill/Recycling site. This waste must be disposed of at an external site as advertised by the Municipality.
- 4.8. Other Unacceptable Items as outlined in Schedule 'E' to this By-law will not be accepted at the Landfill/Recycling site.
- 4.9. Salvaging will not be permitted at the Landfill/Recycling site. This applies to the entire site and includes the scrap and white goods, electronics, and glass.
- 4.10. Regulations of the Ministry of Environment, the Environmental Protection Act, and Certificates of Approval shall be observed at all times.
- 4.11. The Municipality reserves the right to prohibit any individual, firm, or Corporation from accessing the Landfill/Recycling site.

5. SECTION 5- STORAGE AND CURBSIDE COLLECTION

- 5.1. No person shall store waste on a property outside of a building that is not in a closed, animal resistant container and further, that said container shall not be stored in the front yard of that property.
- 5.2. Household Hazardous Waste as outlined in Schedule 'A' of this By-law shall not be collected as curbside waste and must be disposed of at an external site as advertised by the Municipality.
- 5.3. Other Unacceptable Items as outlined in Schedule 'E' of this By-law shall not be collected as curbside waste.
- 5.4. Scavenging of any kind will not be permitted.
- 5.5. Waste and recycling collection will be provided as per the schedule circulated annually by the Municipality. Waste and recycling must be to the curb by 7:00 a.m. of the collection day. The Municipality will not return to collect waste or recycling that was not brought to the curb on time.
- 5.6. Waste and recycling shall be placed as close as possible to the edge of the street adjacent to the owner's property but not so as to impede or interfere with the flow of traffic or maintenance of the roadway.
- 5.7. Collectible waste placed out for collection shall be properly tagged as specified in Sections 2.2 and 2.5 of this By-law.
- 5.8. Recycling shall be placed securely in a Blue Bin.
- 5.9. Tagged bags with large quantities of visible recycling (over 10%) will not be picked up.
- 5.10. Waste or recycling that does not comply with this bylaw shall not be collected and will have a sticker affixed to it indicating why it was not collected. It is the User's

responsibility to remove these materials from the curbside within 12 hours and to store them as per Section 4.1 of this By-law until the following scheduled collection day, or to transport them to the Landfill/Recycling site for disposal.

- 5.11. Only recycling outlined in Schedule 'D' to this By-law will be collected.

6. SECTION 6- ENFORCEMENT, REPEAL AND ENACTMENT

- 6.1. That any person, firm, or Corporation who contravenes any of the provisions of this By-law, or attempts to unlawfully dispose of garbage without the purchase or payment of applicable fees, will be guilty of an offence and upon conviction is liable to a fine not exceeding the sum of \$5,000.00, including costs for each offence and all such fines will be recoverable under the provisions of the Provincial Offences Act.
- 6.2. That all Schedules attached hereto form part of this By-law.
- 6.3. That all previous By-laws and resolutions, and parts of By-laws and resolutions, inconsistent with the provisions of this By-law are hereby repealed.
- 6.4. That this By-law shall come into force and effect on the 1st day of August 2023.

Read a FIRST, SECOND, and THIRD time and passed for the immediate benefit of the community this 1st day of August 2023.

Mayor

Clerk

Schedule 'A'

Household Hazardous Waste

Acetic acid- oxalic acid	Insecticide
Acid aerosols	Insulating foam
Anti-freeze	Kerosene/thinners
Antiseptic	Liquid waxes & polishes
Arsenicals	Liquid medication
Baking soda	Muriatic acid-pool chemicals
Barbecue lighter fluid	Nickel/cadmium/alkaline
Bleach	Oil filters
Botanicals	Oils/brake fluids/transmission oil
Bug killer	Organic bases
Caustic aerosols	Oven cleaners/disinfectants
Cell phones/games/flashlights, etc.	Petroleum distillates
Cement cleaner	Pharmaceuticals
Ceramic paints	Photo processing waste/boric acid
Chlorinated hydrocarbons	Power steering fluid
Degreaser	Propane cylinders
Driveway sealer	Rat poison
Elemental mercury	Roofing tar/calking tubes
Ethanol/methanol/toluene acetone	Rust remover
Expired medication (not liquid)	Shellac/resins/urethanes/varnish
Fertilizers	Silver polish
Fire extinguishers	Soaps/detergents
Fly sprays, flea sprays and collars	Spray paints
Fondue fuel/methyl hydrate	Stains/varnishes
Fungicide	Steel/aluminum cleaners/drain cleaner
Furniture polish	Sulfuric acid
Gas/oil mix	Toilet bowl cleaner
Gasoline/ diesel/naphtha gas	Varsol-paints
Glue/epoxy/adhesives	WD40
Herbicides	Window cleaners
Household paints	
Household cleaners	

Schedule 'B'

Non-Collectible Waste

Items which will not be picked up at the curb will include the following:

- a) Household Hazardous Waste- Schedule 'A'
- b) Items which require Tipping Fees as per the User Fees By-law
- c) Unacceptable Waste as per Schedule 'F'

Schedule ‘C’

Landfill Hours

Regular Operating Hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	Closed	Closed	8 a.m. – 12 p.m.	Closed	8 a.m. – 12 p.m.	8 a.m. – 4 p.m.

Closed on Holidays: New Years Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Remembrance Day, Christmas Day, and Boxing Day

Schedule 'D'

Recyclable (Blue Box) Items

- Cans (pop, soup, etc.)
- Plastic Bottles (water, pop, juice etc.)
- Plastic Tubs and Jugs (sour cream, yogurt, laundry detergent, etc.)
- Glass Bottles and Jars
- Empty, Dry Paint Cans (take lid off)
- Aerosols (empty health, beauty, food aerosols only)
- Grocery bags and Plastic film (newspaper bags, saran wrap etc.)
- Newspapers
- Coffee Cups
- Magazines/Catalogues/Phone Books
- Hard & Soft Covered Books
- Junk Mail and Office Paper
- Milk Cartons and TetraPaks
- Boxboard (cracker/cereal boxes etc.)
- Spiral Wound Tubes (Pringles, concentrated juice packages etc.)
- Corrugated Cardboard (breakdown no larger than 40"x40"x8" or 100cmx100cmx20cm).
Loose cardboard must be bundled and tied together.

Schedule 'E'

Unacceptable Waste

Items that are not acceptable at either the Hazardous Waste Days or the Landfill/Recycling Site include, but are not limited to:

- Stumps
- Automobiles
- Vehicle parts
- Recreational vehicles-snow machines, canoes, campers etc.
- Recreational vehicle parts
- Cement
- Asphalt
- Florescent bulbs

Ministry of the Solicitor General

Strategic Policy Division
Office of the Assistant Deputy Minister

25 Grosvenor Street, 9th Floor
Toronto ON M7A 1Y6
Tel: 416 212-4221

Ministère du Solliciteur général

Division des politiques stratégiques
Bureau du sous-ministre adjoint

25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6
Tél. : 416 212-4221



Jenny Leblond
CAO
Chisholm Township
j.leblond@chisholm.ca

July 19, 2023

Greetings Jenny Leblond,

Thank you for submitting your proposal for the Ontario Provincial Police (OPP) detachment board framework. Your patience has been greatly appreciated while all proposals went through a thorough review process.

At this time, I am pleased to confirm that the North Bay OPP detachment board proposal has been approved by the Solicitor General to the next step in finalizing the board compositions, which is posting the composition on the Ontario Regulatory Registry (ORR). The ministry is currently working on drafting the regulation, which is expected to be available on the Ontario Regulatory Registry (ORR) for public comment in the summer or fall. Posting of the regulation is one of the last steps before the regulation can be finalized in advance of bringing the *Community Safety and Policing Act, 2019* (CSPA) into force in early 2024.

The following board composition(s) have been approved for posting.

Board	Communities Serviced	Council Seats	Community Representative Seat(s)	Provincial Appointment Seat(s)	Total Seat(s)
1	Town of Mattawa, Municipality of Mattawan, Papineau-Cameron Township, Municipality of Calvin	4	1	1	6
2	Municipality of East Ferris, Chisholm Township, Bonfield Township	3	4	2	9
3	Municipality of Powassan,	3	3	2	8

	Nipissing Township, Municipality of Callander				
--	---	--	--	--	--

On behalf of the Ministry of the Solicitor General, I would like to express my appreciation to all the communities involved in the proposal development process. I acknowledge and value the significant efforts undertaken to create a proposal for a detachment board that addresses the unique needs of each community that receives OPP policing services in your detachment. As the proposal lead, I kindly request that you disseminate this correspondence to all communities serviced by the proposed detachment board.

The ministry is planning to share more guidance as soon as possible on next steps, with the understanding that municipalities and First Nations require time to plan for the implementation of OPP detachment boards before the CSPA comes into force.

If you have any questions or concerns in the meantime, please contact Devendra Sukhdeo, Senior Policy Advisor, Public Safety and Policing Policy Unit (PSPPU), Strategic Policy Division, at Devendra.Sukhdeo@ontario.ca.

Sincerely,

Sarah Caldwell
Assistant Deputy Minister, Strategic Policy Division
Ministry of the Solicitor General

SYSTEM OVERVIEW

April 1st to June 30th , 2023

OPERATIONAL HIGHLIGHTS

Drinking Water System

- The water treatment system operated well during the second quarter.
- Distribution flushing complete.
- Annual Well inspections completed.

Wastewater Treatment

- The wastewater treatment system performed well during the second quarter.
- North cell lagoon treated with 1418 imperial gallons (IMPG) of ferric sulphate on May 2, 2023.
- South cell lagoon treated with 2002 IMPG of ferric sulphate on May 9, 2023.
- Spring discharge completed from May 10 to June 9. Effluent samples below limits stated in Environmental Compliance Approval (ECA).

CAPITAL PLAN PROGRESS

Drinking Water System

- Fire flow tested 6 hydrants as requested by Public Works.

Wastewater Treatment

- N/A

ASSET MANAGEMENT

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

CALL-OUT SUMMARY

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

REGULATORY

- All drinking water samples required under O. Regulation 170/03 were collected and tested in the second quarter of 2023 and all results fell within regulatory limits.
- Winter term lead, pH and alkalinity sampling completed April 12, 2023.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed April 11, 2023.
- Off-site external S1 audit completed May 16, 2023, there were no findings identified.
- No Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections were conducted this quarter.
- Annual internal audit and 36 risk assessment review completed June 7, 2023. Four (4) opportunities for improvement (OFIs) identified and resolved.
- Municipality requested additional services to provide sampling at 3 small well systems: South Himsworth Park Hall in Powassan, Trout Creek Fire Hall & Senior Friendship Club, and Trout Creek Community Centre and Arena.
- Operational Plan updated as per internal/external audit findings.
- All required sewage samples required under the system's ECA collected and tested in the second quarter of 2023.

INCIDENTS AND COMPLAINTS

Powassan Drinking Water System

Incident	N/A
Date	
Details	

Powassan Wastewater System

Incident	Clark Street Sewage Lift Station Bypass
Date	April 5, 2023
Details	Type of incident: Bypass SAC Ref No.: 1-34JTS9 Start Date & Time: April 5, 2023 @ 1400 Termination: April 7, 2023 @ 0100 hrs Duration: 35 hours Approximate volume: 3000 m3 Details: Heavy precipitation and warm temperatures overwhelming pumping station resulting in Bypass. Receiver: Genesee Creek Actions: Super-chlorinated raw sewage entering overflow header with collection of samples and monitoring. Reporting: Verbal reports to MOE SAC and MOH, emailed to EC and MOE SAC as required, also notification made to local MECP inspector Erin Spires and owner via email.

HEALTH AND SAFETY

- Staff training completed on Transportation of Dangerous Goods.
- Staff training completed on Human and Organizational Performance.
- Annual health and safety inspection completed for the water treatment plant.
- Staff training completed on FEP Binder.

POWASSAN DRINKING WATER SYSTEM PERFORMANCE

See Appendix E – Performance Assessment Report Water

POWASSAN WASTEWATER TREATMENT LAGOON – WASTEWATER FLOW SUMMARY

See Appendix F – Performance Assessment Report Wastewater



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix A - Work Order Summary for WTP

Workorder Summary Report

Report Start Date:	Apr 1, 2023 12:00 AM
Report End Date:	Jun 30, 2023 11:59 PM
Location:	6033*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3292523	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	4/1/23 12:00 AM	5/2/23 01:30 PM	5/2/23 01:30 PM	Critical Building Intrusion Alarm Testing (1m) 6033 -April 25, 2023. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on- call operator. This confirms that the building door intrusion alarm is working. DF
3303196	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	4/1/23 12:00 AM	4/17/23 09:44 PM	4/17/23 09:44 PM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -April 14, 2023 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool- down period the generator shut down.
3310275	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	4/1/23 12:00 AM	6/19/23 01:57 PM	6/19/23 01:57 PM	Critical Alarm/Dialer Testing (1m) 6033 -April 13th and April 14th, 2023. On both of these dates isolating the backflow preventer connected to the POE analyzer resulted in a loss of flow to the analyzer. This caused a drop in the free chlorine residual which in turn activated the low chlorine alarm and the well pump lockouts. The well pumps could not be restarted until the residual was restored.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details								
WO #	Asset ID	Asset Description	Location Description	Type	Class		FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3310732		6033, Powassan WTP		PM	Health and Safety		1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	4/1/23 12:00 AM	5/2/23 01:31 PM	5/2/23 01:31 PM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on April 25, 2023 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (all tested and working) 9. Emergency Eyewash (tested and working)
3310834		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration		1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	4/1/23 12:00 AM	5/2/23 01:34 PM	5/2/23 01:34 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 -April 25, 2023 by Dan Finnigan. During the monthly low chlorine critical alarm / lockout test the analyzer housing was flushed and inspected for damage and wear, and the electrolyte solution level was checked and topped up. The probe was re-inserted into the housing and a single point verification was conducted with the following results: Online analyzer: 2.30 mg/L Free Cl2 Handheld analyzer: 1.61 mg/L Free Cl2 The online analyzer required adjustment. The new slope after calibration was 2.89 mA/ppm (within spec).

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3312520			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	4/1/23 12:00 AM	5/2/23 01:36 PM	5/2/23 01:36 PM	TPM Inspection/Maintenance (1m) 6033 -April 25, 2023. Reviewed trending to ensure both submersible well pump is operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3312525	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	4/1/23 12:00 AM	5/2/23 01:39 PM	5/2/23 01:39 PM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -April 25, 2023 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1791 Exhaust Temp = 670 Deg. F. Oil Level = Full Coolant Temp=154 Deg.F Battery Voltage= 13.7V Oil Pressure 63 psi Fuel level = approximately 4.0 inches Hrs at start: 6581 hr 22 min Hrs at stop: 6582 hr 47 min

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3314493			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	4/1/23 12:00 AM	4/13/23 03:05 PM	4/13/23 03:05 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of March 2023 was completed on April 13, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
3324392	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	4/1/23 12:00 AM	4/17/23 09:43 PM	4/17/23 09:43 PM	Analyzer Chlorine Inspection/Service (1m) 6033 - Analyzer Chlorine Inspection/Service (1m) at the Reservoir was performed by Dan Finnigan on April 14, 2023. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. The online analyzer did not need calibration. Online = 1.54 mg/L Tested = 1.49 mg/L
3339846			Powassan Ground Water Well System	OPER	Predictive Maintenance	0		Spring 2023 hydrant flushing Powassan	COMP	5/23/23 11:18 AM	5/23/23 11:18 AM	5/23/23 11:18 AM	Spring 2023 hydrant flushing Powassan - flush all hydrants in powassan. minor repairs required. oring replacements. hydrant at 325 catharine requires 12" extension. hydrants that need replacing. armstrong, spetz, bridge, main and chisholm. memorial east hyd 13, memorial west hyd 18.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3339847			Powassan Ground Water Well System	CORR	Refurbish/ Replace/Repair	0		new bfp for powassan 6033 potable line	COMP		5/1/23 09:26 AM	5/1/23 09:26 AM	new bfp for powassan 6033 potable line -installed repair kit after back flow preventer failed initial test. the retest resulted in failure of both check valves. possible one or both shutoffs failing. price of new bfp is same as replacing valves. TF april 14/23 install and test - install new dual check valve assembly to replace aging and failing backflow preventer. test and pass new bfp. TF april 28/23
3342773	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Low/lift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	5/1/23 12:00 AM	5/30/23 08:52 AM	5/30/23 08:52 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -May 26, 2023. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working
3353157	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	5/1/23 12:00 AM	5/24/23 07:40 AM	5/24/23 07:40 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -May 19, 2023 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3359201	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	5/1/23 12:00 AM	5/30/23 09:05 AM	5/30/23 09:05 AM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on May 26, 2023. The Cl2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. True Steel called to advise they had received an alarm notification re the low chlorine alarm. The Cl2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low Cl2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3359542			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	5/1/23 12:00 AM	5/30/23 09:00 AM	5/30/23 09:00 AM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on May 26, 2023 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (all tested and working) 9. Emergency Eyewash (tested and working)
3359644		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	5/1/23 12:00 AM	6/21/23 02:30 PM	6/21/23 02:30 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 -Analyzer Chlorine Inspection/ Service (1m) at the Reservoir was performed by Dan Finnigan on June 20, 2023. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The online analyzer did not need calibration. Online = 1.37 mg/L Tested = 1.42 mg/L

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3360941			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	5/1/23 12:00 AM	5/30/23 09:01 AM	5/30/23 09:01 AM	TPM Inspection/Maintenance (1m) 6033 -May 26, 2023. Reviewed trending to ensure both submersible well pump is operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3360946	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	5/1/23 12:00 AM	5/30/23 08:58 AM	5/30/23 08:58 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -May 26, 2023 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1794 Exhaust Temp = 575 Deg. F. Oil Level = Full Coolant Temp=174 Deg.F Battery Voltage= 13.7V Oil Pressure 60 psi Fuel level = approximately 4.0 inches Hrs at start: 6584 hr 57 min Hrs at stop: 6586 hr 12 min

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Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3362157			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	5/1/23 12:00 AM	7/6/23 01:32 PM	7/6/23 01:32 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of April 2023 was completed on May 04, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
3370639	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	5/1/23 12:00 AM	5/24/23 07:42 AM	5/24/23 07:42 AM	Analyzer Chlorine Inspection/Service (1m) 6033 - Analyzer Chlorine Inspection/Service (1m) at the Reservoir was performed by Dan Finnigan on May 19, 2023. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The online analyzer did not need calibration
3387443			6033, Powassan WTP	CAP	Inspection	0		Powassan: Six Fire Flow Tests	COMP	5/29/23 03:28 PM	5/29/23 03:28 PM	5/29/23 03:28 PM	Powassan: 6 Fire Flow Tests - Six fire flow tests conducted on hydrants as requested by Powassan Public Works. -Industrial Park -Memorial and Clark St x 2 -175 Big Bend Ave -Eastholme -Memorial And Joseph Fire flow hydrants - perform fire flow testing on hydrant at joseph and memorial. clark st two directions. industrial park mid block. eastholme and 175 big bend rd. TF May 24/23

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
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Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3230290			6033, Powassan WTP	OPER	Health and Safety	1	YEARS	OCWA Annual Workplace Inspection (1Y) 6033	COMP	2/1/23 12:00 AM	6/19/23 09:12 AM	6/19/23 09:12 AM	OCWA Annual Workplace Inspection (1Y) 6033 -June 16, 2023. Dan Finnigan conducted the annual workplace inspection at the Powassan Well House. The workplace inspection form was filled out and once completed emailed to Paul Dyrda and Josh Gravelle.
3388453	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	6/1/23 12:00 AM	6/21/23 02:31 PM	6/21/23 02:31 PM	Critical Building Intrusion Alarm Testing (1m) 6033 -June 20, 2023. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF

Workorder Summary Report

Report Start Date:	Apr 1, 2023 12:00 AM
Report End Date:	Jun 30, 2023 11:59 PM
Location:	6033*
Work Order Type:	CAP,CORR,OPER,PM
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3392628		6033, Powassan WTP		PM	Inspection	1	YEARS	Wells Production Inspection (1y) 6033	COMP	6/1/23 12:00 AM	6/21/23 02:36 PM	6/21/23 02:36 PM	Wells Production Inspection (1y) 6033 -15 May 2023. The well areas of both production wells #1 & #2 were inspected to check for the following: to ensure ground slope is adequate to prevent pooling of water around the well casing. To ensure there are no gaps around the well casing that would permit the entry of water, to ensure the well cap is securely fastened to prevent the entry of foreign material, to ensure screens and or vents are in place - secure and unobstructed, and to ensure the wells were labeled to identify them. To assess the condition of the well casing and discharge pipe the well pumps by turning off the pumps and then listening for leaks. The well area and facility was inspected for any signs of vandalism or unauthorized entry. The Sodium Hypochlorite feed pumps and tubing were check for any signs of leaks. No deficiencies were noted in this visual annual inspection. DF.
3398034	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	6/1/23 12:00 AM	6/21/23 02:25 PM	6/21/23 02:25 PM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -June 20, 2023 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3404742	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Low/lift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	6/1/23 12:00 AM	6/19/23 08:41 AM	6/19/23 08:41 AM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on June 16, 2023. The Cl2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. True Steel called to advise they had received an alarm notification re the low chlorine alarm. The Cl2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low Cl2/instrument alarm, alarm dialer and well pump interlock.
3404928			6033, Powassan WTP	OPER	Compliance	1	YEARS	Facility Emergency Plan Review (1y) 6033	COMP	6/1/23 12:00 AM	6/19/23 12:52 PM	6/19/23 12:52 PM	Facility Emergency Plan Review (1y) 6033 -June 07, 2023: Completed the FEP review of all sections with Josh Gravelle during regular DWQMS audit.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3405076		6033, Powassan WTP		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	6/1/23 12:00 AM	6/19/23 08:37 AM	6/19/23 08:37 AM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on June 16, 2023 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (all tested and working) 9. Emergency Eyewash (tested and working)
3405266		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	6/1/23 12:00 AM	6/19/23 08:58 AM	6/19/23 08:58 AM	Analyzer Chlorine Inspection/Service (1m) 6033 - June 16, 2023 by Dan Finnigan. During the monthly low chlorine critical alarm / lockout test the analyzer housing was flushed and inspected for damage and wear. and the electrolyte solution level was checked and topped up. The probe was re-inserted into the housing and a single point verification was conducted with the following results: Online analyzer: 2.15 mg/L Free Cl2 Handheld analyzer: 1.79 mg/L Free Cl2 The online analyzer required adjustment. The new slope after calibration was 2.48 mA/ppm (within spec).

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule				Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3406830			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	6/1/23 12:00 AM	6/19/23 08:38 AM	6/19/23 08:38 AM	TPM Inspection/Maintenance (1m) 6033 -June 16, 2023. Reviewed trending to ensure both submersible well pump is operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3406844	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	6/1/23 12:00 AM	6/19/23 08:44 AM	6/19/23 08:44 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - June 16, 2023 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1785. Oil Level = Full Coolant Temp=174 Deg.F Battery Voltage= 13.7V Oil Pressure 63 psi Fuel level = approximately 4.0 inches Hrs at start: 6631 hr 40 min Hrs at stop:
3408268			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	6/1/23 12:00 AM	6/13/23 11:35 PM	6/13/23 11:35 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of May 2023 was completed on June 13, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3418292	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	6/1/23 12:00 AM	6/21/23 02:33 PM	6/21/23 02:33 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 -Analyzer Chlorine Inspection/ Service (1m) at the Reservoir was performed by Dan Finnigan on June 20, 2023. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The online analyzer did not need calibration. Online = 1.37 mg/L Tested = 1.42 mg/L



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POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix B - Work Order Summary for WWTL

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3303180	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	4/1/23 12:00 AM	4/17/23 09:49 PM	4/17/23 09:49 PM	Diesel Generator Inspection/ Functional Test (1m) 5747 -April 14, 2023. Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: RPM's= 1805 Oil Level = Full Coolant Temp=180 Deg.F Battery Voltage= 12.0 V Oil Pressure 59 psi Hrs at start: 503.70 Hrs at stop: 504.00
3310169			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	4/1/23 12:00 AM	4/17/23 09:47 PM	4/17/23 09:47 PM	Health And Safety Inspection (1m) 5747 - Dan Finnigan conducted the monthly H&S Inspection on April 06, 2023, which consisted of checking/ verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (removed for repair / replacement) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3310218			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	4/1/23 12:00 AM	4/17/23 09:46 PM	4/17/23 09:46 PM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on April 14, 2023. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
3310223			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	4/1/23 12:00 AM	4/17/23 09:53 PM	4/17/23 09:53 PM	Critical Alarm/Dialer Testing (1m) 5747 -On April 06, 2023 the on-call operator was notified via True Steel about a True High Level Alarm. The Alarm light came on and True Steel notified the operator. The high level was caused by a very quick snow melt on a warm day. Once the temperature cooled down the pumps pumped the level down and the alarm light came off and the alarm was reset.
3314498			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	4/1/23 12:00 AM	4/13/23 02:22 PM	4/13/23 02:22 PM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of March 2023 was completed on April 13, 2023 by Dan Finnigan. All values were checked and entered. lab data entries were reviewed, and this Work Order closed off.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule				Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3341595			Powassan Wastewater Treatment Lagoon	OPER	Predictive Maintenance	0		Powassan Spring 2023 Lagoon Treatment	COMP		5/15/23 10:29 AM	5/15/23 10:29 AM	Powassan Spring 2023 Lagoon Treatment -On Tuesday May 2, 2023 Don Michaud and Tim Fraser treated Powassan South Lagoon with 1630 Imp/Gallons of Ferric Sulfate. On Tuesday May 2, 2023 Don Michaud and Tim Fraser treated Powassan South Lagoon with 1630 Imp/Gallon - Correction on Log. On Tuesday May 2, 2023 Don Michaud and Tim Fraser treated Powassan North Lagoon with 1630 Imp/Gallons of Ferric Sulfate. Powassan Spring 2023 Lagoon Treatment - On Tues May 9, 2023 Don Michaud and Tim F treated Powassan South Lagoon with 2002 Imp/Gal of Ferric Sulfate.
3353141	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	5/1/23 12:00 AM	5/15/23 02:13 PM	5/15/23 02:13 PM	Diesel Generator Inspection/ Functional Test (1m) 5747 - Curtis Green performed the monthly Generator/Functional test on April 12, 2023. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: RPM's= 1825 Oil Level = Full Coolant Temp=180 Deg.F Battery Voltage= 11.5 V Oil Pressure 54 psi Hrs at start: 504.0 Hrs at stop: 504.7

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3359077	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	5/1/23 12:00 AM	6/19/23 08:27 AM	6/19/23 08:27 AM	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on May 28, 2023. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
3359087	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	5/1/23 12:00 AM	6/19/23 08:28 AM	6/19/23 08:28 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on May 28, 2023. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
3359109	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	5/1/23 12:00 AM	6/19/23 08:28 AM	6/19/23 08:28 AM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on May 28, 2023. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3359129			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	5/1/23 12:00 AM	5/15/23 02:16 PM	5/15/23 02:16 PM	Health And Safety Inspection (1m) 5747 - Curtis Green conducted the monthly H&S Inspection on April 12, 2023 which consisted of checking/verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (not working) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor
3359147			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	5/1/23 12:00 AM	5/15/23 02:18 PM	5/15/23 02:18 PM	TPM Inspection/Maintenance (1m) 5747 - Completed by Curtis Green on April 12, 2023. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3359152			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	5/1/23 12:00 AM	5/15/23 02:23 PM	5/15/23 02:23 PM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Curtis Green on April 12, 2023. Both sewage pumps were turned off in "hand" and the wet well level was allowed to rise until the High Level alarm setpoint was reached (via WIN911). The WIN911 Autodialer was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps were shut off in Auto when the level returned to normal settings in about 20 minutes of pumping.
3362162			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	5/1/23 12:00 AM	5/16/23 04:16 PM	5/16/23 04:16 PM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of April 2023 was completed on May 16, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, and this Work Order closed off.
3385515			Powassan Wastewater Treatment Lagoon	OPER	Compliance	0		Collect Weekend Lagoon Discharge Sample for Release	COMP		5/16/23 10:48 AM	5/16/23 10:48 AM	Collect Weekend Lagoon Discharge Sample for Release - Scheduled overtime for Dan Finnigan collecting weekend lagoon discharge samples required for release.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3398018	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	6/1/23 12:00 AM	6/7/23 09:23 AM	6/7/23 09:23 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 - June 01, 2023, Dan Finnigan performed the monthly Generator/Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: RPM's= 1825 Oil Level = Full Coolant Temp=185 Deg.F Battery Voltage= 11.8 V Oil Pressure 50 psi
3404615	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	6/1/23 12:00 AM	6/19/23 08:30 AM	6/19/23 08:30 AM	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on June 05, 2023. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
3404625	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	6/1/23 12:00 AM	6/19/23 08:30 AM	6/19/23 08:30 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on June 05, 2023. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3404647	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	6/1/23 12:00 AM	6/19/23 08:31 AM	6/19/23 08:31 AM	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on June 05, 2023. The lagoon berm was inspected and found to be in good condition, the level was checked and found to be below the overflow level, and there were no other unusual observations.
3404662			5747, Powassan WWTL	OPER	Compliance	1	YEARS	Facility Emergency Plan Review (1y) 5747	COMP	6/1/23 12:00 AM	6/27/23 02:55 PM	6/27/23 02:55 PM	Facility Emergency Plan Review (1y) 5747 -Reviewed and updated all sections as per PCT on July 26, 2023
3404663			5747, Powassan WWTL	OPER	Compliance	2	YEARS	Operation/Sop Manual Review And Update (2y) 5747	COMP	6/1/23 12:00 AM	6/27/23 02:58 PM	6/27/23 02:58 PM	Operation/Sop Manual Review And Update (2y) 5747 -Reviewed and updated all sections as per PCT on July 26, 2023
3404670			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	6/1/23 12:00 AM	6/7/23 09:18 AM	6/7/23 09:18 AM	Health And Safety Inspection (1m) 5747 -Dan Finnigan conducted the monthly H&S Inspection on June 01, 2023, which consisted of checking/ verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (removed for repair / replacement) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3404684			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	6/1/23 12:00 AM	6/7/23 09:16 AM	6/7/23 09:16 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on June 01, 2023. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
3404693			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	6/1/23 12:00 AM	6/7/23 09:20 AM	6/7/23 09:20 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on June 01, 2023. Both sewage pumps were turned off in "hand" and the wet well level was allowed to rise until the High Level alarm setpoint was reached (via WIN911). The WIN911 Autodialer was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps were shut off in Auto when the level returned to normal settings in less than 5 minutes of pumping.



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POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix C - Call-out Report for WTP

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 6033*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3339697			6033, Powassan WTP	CALL	Compliance	0		Powassan Distribution Watermain Break Assistance	COMP		4/10/23 04:23 PM	4/10/23 06:00 PM	Powassan Distribution Watermain Break Assistance - 16:23--Received a call from Powassan Public Works with a report of water “gushing” out between St Gregory School and the Well House 16:55--Water main leak turned out to be a leaking service inside a customer building. Attempt to find curbstop standpipe to shut off water. 17:30--Unable to locate standpipe. Shut off 10 inch main to school and 10 inch main between wellhouse and school. Isolated the leak at local building for emergency repairs 18:00--New shut off valve installed at customer service line. Opened both distribution valves to watermain feeding customer and St. Gregory School
3433416			6033, Powassan WTP	CALL	Compliance	0		Powassan Well House Aux 3-Pump Fail Alarm	COMP		6/11/23 05:25 PM	6/11/23 06:30 PM	Powassan Well House Aux 3-Pump Fail Alarm - 17:25--Received True Steel notification for alarm: auxiliary three well pump failure. 17:30--Logged into HMI remotely to review Trending and operations. Confirmed well pump #2 has stopped working and well pump #1 is now running. Reservoir is filling. Will monitor remotely. 18:30--Logged onto HMI remotely to review Trending and operations: fill, and drain cycle of reservoir is operating normally. Will reset well pump number two in the morning.



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POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix D - Call-out Report for WWTL

Workorder Summary Report

Report Start Date: Apr 1, 2023 12:00 AM	
Report End Date: Jun 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CALL,EMER	
Work Order Class:	

WorkOrder				PM Schedule		Workorder Details							
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3339699		5747, Clark SPS		CALL	Compliance	0		Powassan Clark St. Sewage Stn Well High Level	COMP	4/10/23 06:03 PM	4/10/23 09:40 PM		Powassan Clark St. Sewage Stn Well High Level - 18:03--Received WIN911 Alarm for Clark Street High Wet Well Level 18:15--Checked Clark Street wet well level: approximately 12 feet below overflow level. No rain forecast for today but mild temperatures contributing to infiltration, etc. 21:40--Reviewed trending online: wet well level is at 7.48 meters and appears to be dropping. Will monitor remotely. Increased WIN911 alarm setpoint to maximum level before "blanking" of signal to prevent reoccurrence of alarms
3341611		5747, Clark SPS		CALL	Inspection	0		5747 Powassan Clark Street SPS High Level Alarm	COMP	4/22/23 02:45 PM	4/22/23 07:15 PM		Powassan Clark Street SPS - Received WIN911 High Level Alarm Clark SPS. Received Monitoring Station High Level Alarm Clark SPS. Clark Station inspection shows Level approximately 1.5 ft from Overflow precipitation subsiding. Flow Rate @ 1986 L/min. Prepared Calcium Hypochlorite in Overflow as Station elevation close to Bypass. Station Level static at 1 ft below Overflow for 30 minute duration. Station level reduced 2.5 ft below Overflow with end to forecast precipitation.



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POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix E - Performance Assessment Report Water

Powassan Drinking Water System
Performance Assessment Report Water

Report extracted 07/14/2023 14:34

Facility: [6033] POWASSAN DRINKING WATER SYSTEM

From: 01/04/2023 to 30/06/2023

Works: [220000576]

	04/2023	05/2023	06/2023	<--Total-->	<--Avg.-->	<--Max.-->	<--Min.-->
Flows:							
Raw Flow: Monthly Total - Raw Well 1 (m³)	6510.32	6306.49	6745.43	19562.24			
Raw Flow: Monthly Total - Raw Well 2 (m³)	5181.22	8312.24	5963.42	19456.88			
Raw Flow: Monthly Avg - Raw Well 1 (m³/d)	217.01	203.44	224.85	215.1			
Raw Flow: Monthly Avg - Raw Well 2 (m³/d)	172.71	268.14	198.78	213.21			
Raw Flow: Monthly Max - Raw Well 1 (m³/d)	414.53	340.18	477.04			477.04	
Raw Flow: Monthly Max - Raw Well 2 (m³/d)	301.58	2454.25	297.91			2454.25	
Raw Flow: Monthly Total - Raw Water - Total (m³)	11691.54	14618.73	12708.85	39019.12			
Raw Flow: Monthly Avg - Raw Water - Total (m³/d)	389.72	471.57	423.63	428.31			
Raw Flow: Monthly Max - Raw Water - Total (m³/d)	460.64	2572.55	725.17			2572.55	
Turbidity:							
Raw: Max Turbidity - Raw Well 1 (NTU)	0.12	0.12	0.11			0.12	
Raw: Max Turbidity - Raw Well 2 (NTU)	0.13	0.13	0.21			0.21	
Chemical Parameters:							
Treated: Max Nitrite - TW1 (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - TW1 (mg/L)	0.85					0.85	
Distribution: Max THM - Distribution (µg/l)	1.8					1.8	
Chlorine Residuals:							
Treated: Min Free Cl2 Resid - Treated Water (mg/L)	0.988	0.966	0.939				0.939
Treated: Max Free Cl2 Resid - Treated Water (mg/L)	2.503	2.072	2.906			2.906	
Dist: Min Free Cl2 Resid - Distribution (mg/L)	1.48	1.41	1.39				1.39
Dist: Max Free Cl2 Resid - Distribution (mg/L)	1.89	1.82	1.82			1.89	
Bactl Samples Collected:							
Raw Bacti: # of samples - Raw Well 1	4	5	4	13			
Raw Bacti: # of samples - Raw Well 2	4	5	4	13			
Treated Bacti: # of samples - TW1	3	2	2	7			
Treated Bacti: # of samples - TW2	1	3	2	6			
Dist Bacti: # of samples - Distribution	12	16	12	40			
Treated Bacti: # of TC exceedances - TW1	0	0	0	0			
Treated Bacti: # of TC exceedances - TW2	0	0	0	0			
Treated Bacti: # of EC exceedances - TW1	0	0	0	0			
Treated Bacti: # of EC exceedances - TW2	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution	0	0	0	0			
Dist Bacti: # of EC exceedances - Distribution	0	0	0	0			



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix F - Performance Assessment Report Wastewater

5747 POWASSAN WASTEWATER TREATMENT LAGOON 110000613

	4 / 2023	5 / 2023	6 / 2023	<--Total-->	<--Avg-->	<--Max-->
--	----------	----------	----------	-------------	-----------	-----------

Flows

Raw Flow: Total - Raw m³/d	32,156.20	19,780.10	14,068.50	66,004.80		
Raw Flow: Total - St Gregory m³/d	701.20	594.60	521.60	1,817.40		
Raw Flow: Total - Clark Street m³/d	31,455.00	19,185.50	13,546.90	64,187.40		
Raw Flow: Avg - Raw m³/d	1,071.87	638.07	468.95		725.33	
Raw Flow: Avg - St Gregory m³/d	23.37	19.18	17.39		19.97	
Raw Flow: Avg - Clark Street m³/d	1,048.50	618.89	451.56		705.36	
Raw Flow: Max - Raw m³/d	1,896.10	1,326.50	878.90			1,896.10
Raw Flow: Max - St Gregory m³/d	42.60	25.30	28.20			42.60
Raw Flow: Max - Clark Street m³/d	1,853.50	1,301.20	850.70			1,853.50
Raw Flow: Count - Raw m³/d	30.00	31.00	30.00	91.00		
Raw Flow: Count - St Gregory m³/d	30.00	31.00	30.00	91.00		
Raw Flow: Count - Clark Street m³/d	30.00	31.00	30.00	91.00		
Eff. Flow: Total - Eff North m³/d	0.00	70,250.18	0.00	70,250.18		
Eff. Flow: Total - Eff South m³/d	0.00	31,100.33	35,247.02	66,347.35		
Eff. Flow: Avg - Eff North m³/d	0.00	4,683.35	0.00		4,683.35	
Eff. Flow: Avg - Eff South m³/d	0.00	3,887.54	3,916.34		3,902.79	
Eff. Flow: Max - Eff North m³/d	0.00	5,017.86	0.00			5,017.86
Eff. Flow: Max - Eff South m³/d	0.00	4,146.69	4,146.69			
Eff Flow: Count - Eff North m³/d	0.00	15.00	0.00	15.00		
Eff Flow: Count - Eff South m³/d	0.00	8.00	9.00	17.00		

Carbonaceous Biochemical Oxygen Demand: CBOD

Eff: Avg cBOD5 - Eff North mg/L	0.00	8.40	0.00		8.40	8.40
Eff: Avg cBOD5 - Eff South mg/L	0.00	18.00	8.33		12.20	18.00
Eff: # of samples of cBOD5 - Eff North	0.00	5.00	0.00	5.00		
Eff: # of samples of cBOD5 - Eff South	0.00	2.00	3.00	5.00		
Loading: cBOD5 - Eff North kg/d	0.000	39.340	0.000		39.34	39.34
Loading: cBOD5 - Eff South kg/d	0.000	69.976	32.636		57.14	69.98

Biochemical Oxygen Demand: BOD5

Powassan Wastewater Treatment Lagoon
Performance Assessment Report
From 01/04/2023 to 30/06/2023

Raw: Avg BOD5 - Raw mg/L

Raw: # of samples of BOD5 - Raw

	81.00		241.00		187.00		169.67		241.00
	1.00		1.00		1.00		3.00		

Total Suspended Solids: TSS

Raw: Avg TSS - Raw mg/L

Raw: # of samples of TSS - Raw

Eff: Avg TSS - Eff North mg/L

Eff: Avg TSS - Eff South mg/L

Eff: # of samples of TSS - Eff North

Eff: # of samples of TSS - Eff South

Loading: TSS - Eff North kg/d

Loading: TSS - Eff South kg/d

Percent Removal: TSS - Eff North %

Percent Removal: TSS - Eff South %

	114.00		215.00		135.00		154.67		215.00
	1.00		1.00		1.00		3.00		
	0.00		18.20		0.00		18.20		18.20
	0.00		16.00		13.33		14.40		16.00
	0.00		5.00		0.00		5.00		
	0.00		2.00		3.00		5.00		
	0.000		85.237		0.000		85.24		85.24
	0.000		62.201		52.218		67.44		62.20
	0.00		91.53		0.00				91.53
	0.00		92.56		90.12				92.56

Total Phosphorus: TP

Raw: Avg TP - Raw mg/L

Raw: # of samples of TP - Raw

Eff: Avg TP - Eff North mg/L

Eff: Avg TP - Eff South mg/L

Eff: # of samples of TP - Eff North

Eff: # of samples of TP - Eff South

Loading: TP - Eff South kg/d

Percent Removal: TP - Eff North %

Percent Removal: TP - Eff South %

	1.18		4.68		3.08		2.98		4.68
	1.00		1.00		1.00		3.00		
	0.00		0.22		0.00		0.22		0.22
	0.00		0.16		0.66		0.46		0.66
	0.00		5.00		0.00		5.00		
	0.00		2.00		3.00		5.00		
	0.000		0.622		2.572		2.14		2.57
	0.00		95.26		0.00				95.26
	0.00		96.58		78.68				96.58

Nitrogen Series

Raw: Avg TKN - Raw mg/L

Raw: # of samples of TKN - Raw

Eff: Avg TAN - Eff North mg/L

Eff: Avg TAN - Eff South mg/L

Eff: # of samples of TAN - Eff North

Eff: # of samples of TAN - Eff South

Loading: TAN - Eff North kg/d

	9.80		25.50		29.70		21.67		29.70
	1.00		1.00		1.00		3.00		
	0.00		9.46		0.00		9.46		9.46
	0.00		5.40		9.83		8.06		9.83
	0.00		5.00		0.00		5.00		
	0.00		2.00		3.00		5.00		
	0.000		44.304		0.000		44.30		44.30



Powassan Wastewater Treatment Lagoon
Performance Assessment Report
From 01/04/2023 to 30/06/2023

Loading: TAN - Eff South kg/d

Disinfection

Eff: GMD E. Coli - Eff North cfu/100mL

Eff: GMD E. Coli - Eff South cfu/100mL

Eff: # of samples of E. Coli - Eff North

Eff: # of samples of E. Coli - Eff South

[illegible]

From: Stephen Covey <stephen.covey@cn.ca>
Date: July 20, 2023 at 1:48:47 PM EDT
To: Peter McIsaac <pmcisaac@powassan.net>
Subject: Rail Safety Week 2023 | Proclamation request
Reply-To: Stephen Covey <Marie-Pier.Triganne@cn.ca>



cn.ca

Dear Mayor McIsaac;

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. By adopting the attached draft proclamation, you can help raise awareness for rail safety in your community.

Working safely is, by far, the most important thing we do each day at CN. Every employee deserves to go home safely. Every community needs to know they will not be put in harm's way. At CN, we aspire to zero – zero fatalities, zero serious injuries, zero harm. We need your help. We firmly believe that all crossing and trespassing related incidents are preventable. By working together, we can help save lives.

Rail Safety Week will be held in Canada and the United States from September 18-24, 2023. This is an opportunity for us all to educate the public on rail safety. As a leader in your community, your council plays a key role in improving public awareness about the dangers around tracks and trains.

Rail safety is a shared responsibility. We are asking you to engage with your communities about rail safety and to sign the enclosed proclamation highlighting your community's commitment to rail safety. We would like to publicly recognize your commitment. For us to do that, we ask that you please return the signed proclamation by e-mail to Marie-Pier.Triganne@cn.ca.

If you have any questions or concerns, please contact Daniel Salvatore, your local CN Public Affairs representative, at Daniel.Salvatore@cn.ca

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at [1-888-888-5909](tel:1-888-888-5909)
- For additional information about Rail Safety Week 2023 visit cn.ca/railsafety or operationlifesaver.ca
- Let us know how you promote rail safety in your community by visiting www.cn.ca/RSW2023

Janet Drysdale

Senior Vice-
President and
Chief

Stakeholder
Relations Officer

Stephen Covey

Chief of Police and Chief Security

Officer



RESOLUTION
IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS *Rail Safety Week* is to be held across Canada from September 18 to 24, 2023;

WHEREAS, 232 railway crossing and trespassing incidents occurred in Canada in 2022; resulting in 66 avoidable fatalities and 43 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 18 to 24, 2023.



www.operationlifesaver.ca

Dear Mayor McIsaac, Deputy Mayor Wand, Councillor Britton, Councillor Hall & Councillor Patey:

Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement:

This request is from The Women of Ontario Say NO. A grassroots advocacy effort comprised of individuals, organizations, and community groups. We are committed to ensuring that locally elected officials are held accountable for violence and harassment in municipal workplaces. This advocacy stems from a number of egregious cases throughout the province including Ottawa, Barrie, and Mississauga. You can learn more on our website: <https://www.thewomenofontariosayno.com/>

Thank you for previously passing a resolution in support of Bill 5 Stopping Harassment and Abuse by Local Leaders Act. We sincerely appreciate your support!

Many councillors will know that on May 31st, 2023, the government voted down Bill 5 – The Stopping Harassment and Abuse by Local Leaders Act. At that time 160 municipalities had endorsed their support for Bill 5. In 2021, the Association of Municipalities Ontario recommended changes to strengthen municipal codes of conduct for elected officials. Again in 2023, after meetings with our group, the AMO issued a statement again calling on government to implement legislation change on this matter. AMO also provided sample resolution text for councils that wish to lend their support to this call: [Codes of Conduct, Changes to Visible Fees, and Fees Charged to Beverage Producers | AMO](#) These recommendations have still not been implemented.

As Bill 5 died on the floor, we now have a further request to ask of you. We are calling on your municipality to continue to be an active and engaged voice in your own workplace safety and that of the municipal staff in holding municipally elected representatives accountable for violence and harassment.

- **We are therefore now asking council to pass the attached motion of March 27, 2023, issued by AMO, calling for government legislation on this issue.**
- **We are requesting the motion include the communication that this legislation be prioritized for the fall of 2023 given the urgency of this issue.**
- **We are asking that a letter expressing support for the motion be sent to: The Premier, Local MPPs, Minister of Municipal Affairs, Associate Minister of Women's Social and Economic Opportunity, AMO and local municipalities.**

We are counting on you as leaders to ensure your municipal workplace is safe and that there is basic human rights protection for all persons. This cannot wait any longer. This legislation needs to move ahead without any further delay.

Thank you in advance for continuing to being open to advocating for legislative change that will help ensure workplaces and community spaces are safe for everyone!

If you have any questions, please reach out to me.

Sincerely,

Diane Noble
On Behalf of
The Women of Ontario Say NO

AMO Sample Resolution Text

Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Now, therefore be it resolved that (MUNICIPALITY NAME) supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office

To Mayor and Council of the Municipality of Powassan,

July 25, 2023

As a resident of the Municipality of Powassan I am very concerned with the recent discussions surrounding the rural road of Maple Hill Road being designated and promoted as a snow mobile and ATV trail for the region.

Our family lives on Maple Hill Road and the noise pollution and exhaust from hundreds of snowmobiles ripping down our quiet rural road would be devastating. Our young family enjoys walking on the road year round and the run ins from excess snowmobiles/ATVs and careless joy driving that we all know will happen will create not only a nuisance to the serenity of the area but an increased risk of accidents and injuries. During a typical season, it is completely understandable to hear and see a few local individuals snowmobiling or ATVing down our road but having a hundred plus sledders from all over the province using our road for recreational joy riding would be infuriating and insulting! If our road were to be designated for snowmobiles/ATV's, then night riding would also have a significant impact on our sleep and the interruption of sleep for our young child.

Not all sledders obey the rules of the road. We all know that once out of earshot from law enforcement there will be speeding, drinking, and careless driving. Accidents, injuries and deaths happen every year due to careless snowmobile driving. If we were to promote Maple Hill Road as an official snowmobile and ATV trail to regional and provincial tourism, we would be opening ourselves up to an increase in recklessness and disrespectful behaviour at the expense of families on our road. Who will be liable and held responsible for ensuring that accidents and incidents do not happen?

Our road is surrounded by acres of forest and crown land. Our neighbours and ourselves, find joy in the number of deer, fox, moose, and other wildlife that frequent our properties every season. The noise pollution from snowmobiles and ATV's would significantly impact the migration patterns of the area's fauna causing stress to the wildlife in the area and altering the migration patterns of our neighbourhood visitors. Furthermore, sledding that occurs off the road and instead in the ditches/banks adjacent to the road will cause damage to the plants, vegetation, and especially the fields that farmers use for their livelihood.

If mayor and council are interested in the economic benefits that seasonal tourism could bring to the area then diverting traffic away from the town and all of the local businesses makes absolutely no sense. There are no businesses that sledders would visit on the roads being considered. Therefore, sledders would be completely bypassing Powassan businesses and heading to Callander or south to support other economies.

When it comes to Maple Hill road, north of the 534, there are several areas of concern where snowmobilers, pedestrians, and landowners would be at an increased risk of injury and damage:

- a) A few feet away from the corner of Maple Hill Road North and the 534, there is a steep hill with two driveways just over the cusp of that hill. There have been countless times where I have driven up that hill, only to have an oncoming vehicle going too fast, driving in the middle of the road and have had nearly had a head on collision. People who live on our road know how to drive up and down this blind-spot hill safely. Visitors would be

more unaware of their surroundings and may not know to slow down, keep to the far left/right of the road, and be cautious of cars that are backing out of the driveways that are on the hill.

- b) There are two properties in this location that are not currently fenced. The property owners would need to incur the expense of fencing their fields or risk snowmobilers damaging their fields. Who will be responsible for the damage to the fields and for erecting the fence?
- c) There is a large stretch of the road that runs parallel to stretch of farmers' fields. Once again, who would be responsible for fencing these fields to prevent snowmobiles from destroying the soil and vegetation?
- d) The road was raised in this location during flood remediation. Snowmobilers would have a steep drop in this location if they needed to get off of the road quickly.
- e) The sound and exhaust from hundreds of snowmobiles would cause stress on the horses that live on our road and live in the fields adjacent to Maple Hill Road.
- f) There is a group of houses in this location that are located in close proximity to the road. The noise pollution caused by constant snowmobile/ATV use would be very upsetting and stressful for these residents and dangerous for animals and children that play in the area.
- g) Once you are past the second bridge there is a guardrail and then right beside the guardrail is the river. The riverside of the road would not be able to accommodate a recreational track because the guardrail runs directly alongside the road.
- h) When the road was raised a few years ago during reconstruction, this created a very steep bank of a metre + drop on the side of the road that is opposite of the river. Sledders would not be able to ride on this side of the road either. Meaning, for a long stretch they would be limited to only driving on the road itself. When the road was raised, the width of the road actually decreased significantly. The same location where the drop is steep is also the same location that the road is narrower. Two cars can pass each other but would need to slow down for safety. Will snowmobilers slow down in this narrow location?
- i) Sledders that are not familiar with the South River, may see the river as a fun opportunity for sledding. However, the river does not freeze over significantly due to moving water and changes in water elevation. Therefore, sledders who do not know the safety risks would be at an increased risk of falling through. This opens the municipality up for a tremendous amount of risk. The river is much lower than the road and with a steep snowbank against the guard rail, how long will it take someone to see that a sled has fallen through the ice? Who will come to the rescue of the sledders? Who will be liable for accidents like this?
- j) This section of the road is also extremely windy and actually has signage warning people to slow down due to the windy stretch of road. We all know that sledders are interested in the thrill and joy of riding and it is highly unlikely that the snowmobilers will be slowing down on this stretch of road.
- k) During reconstruction of our road a few years ago, Bruman Construction accidentally severed the Bell DSL internet and phone lines that are connected to the three homes in this area. For the last several years, there has been a temporary DSL line that actually runs in the ditch for approximately 1 km. These three homes rely on this DSL line for their internet and home phone which is required for safety and communication. Bell is 'undetermined' when it comes to when the 'temporary line' will be repaired. Snowmobilers who drive in the ditch along this stretch of the road would be increasing the risk of damage to the DSL utility line that runs along the ditch.

- l) This section of Maple Hill Road abruptly takes a 90% turn. In our 6+ years living here we have had 1-3 vehicle accidents at this location each winter due to people taking the curve too quickly and losing control of their vehicles. We have had to assist vehicles during the day and night and each time the individuals had informed us a) they were going too fast because the road was windy and they didn't know the corner would be so dangerous b) they weren't from the area/road and didn't know the corner was so tight. We are already foreseeing that increased snowmobile usage on this steep curve is a recipe for disaster.
- m) There is tight turn in the road at this location. The road in this area is narrow and vehicles coming from opposite directions often nearly miss having a head-on collision with each other. You have to take this corner carefully and people who live in the area and frequent the road often know to be mindful around this corner. This corner along with the curve outlined in point L) are a recipe for disaster. Snowmobilers would be more likely to be driving fast due to the thrill of the windy road. However, oncoming vehicles, and a narrower road due to snowbanks would create an increased risk for accidents.

We urge you to consider alternative routes for a proposed snowmobile and ATV trail. We are not opposed to bringing economic activity to our municipality but are opposed to a route that would create access noise pollution, air pollution, increased risk of injury and accidents to our road, a disruption to wildlife in the area and overall disruption.

In the event that Maple Hill Road continues to be considered as an official snowmobile/ATV trail, we are requesting the following:

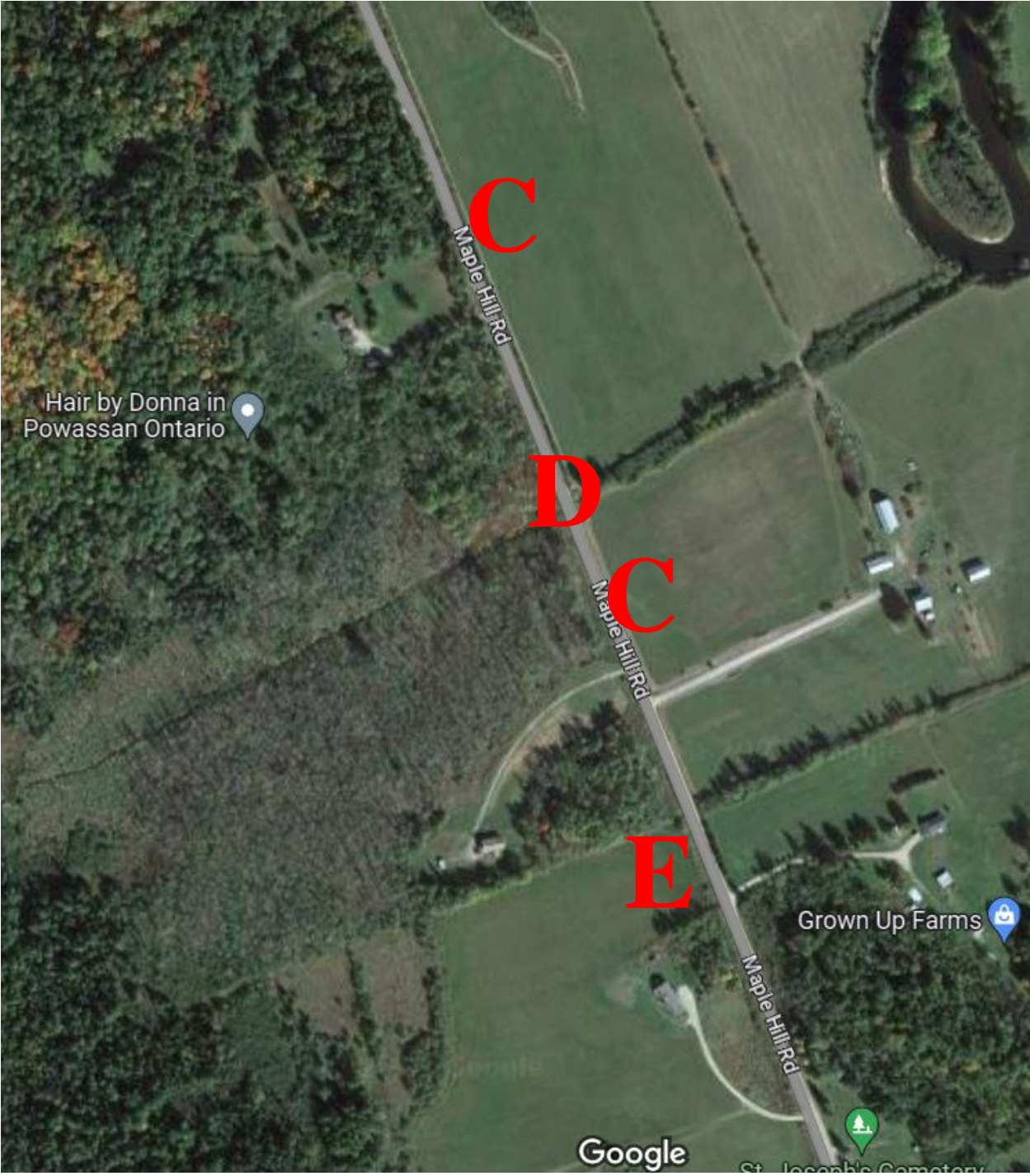
- a) That the Municipality of Powassan conducts a thorough public consultation with all property owners located adjacent to Maple Hill Road with a timeline laid out that provides appropriate time for residents to provide official feedback in the form of a public meeting or feedback timeframe.
- b) That any members of council who hold a membership with the Ontario Federation of Snowmobile Clubs, Near North Trail Association, or the Restoule/South Shore Snowmobile Club consider declaring a conflict of interest when voting on this matter, given that the outcome of a decision regarding a trail designation would benefit them personally.

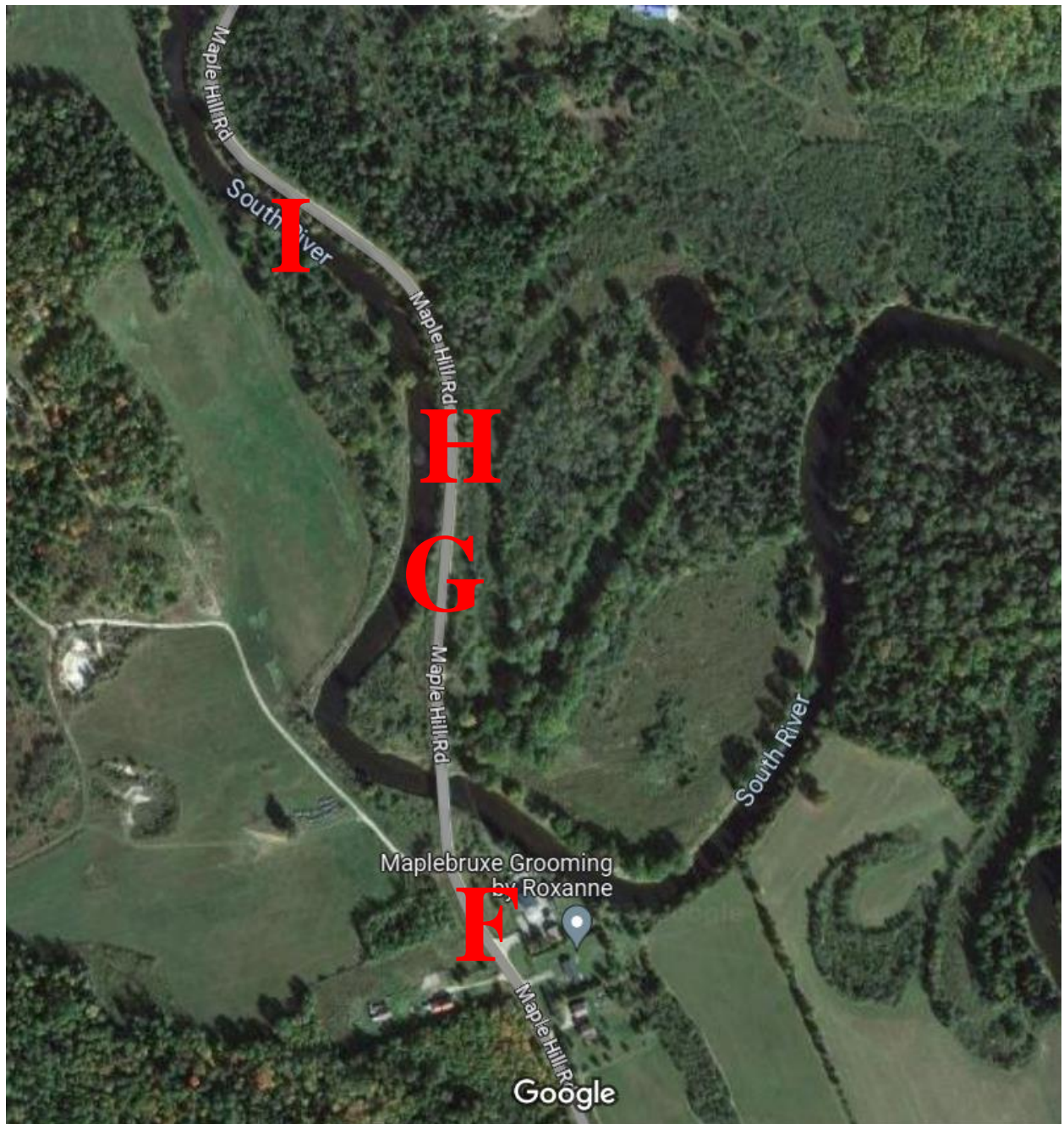
Sincerely,

Lindsey Gradeen & Matthew Procunier













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

Vendor

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
8728	D & D JANITORIAL SUPPLIES, PO BOX 102, PO MAIN, NORTH BAY , ON, P1B 8G8								
07746	07/14/23	HST 8%	07/14/23	\$16.39	\$16.39	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
07721	06/27/23	HST 5%	06/27/23	\$21.24	\$21.24	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
07746	07/14/23	HST 5%	07/14/23	\$10.24	\$10.24	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
07749	07/17/23	HST 5%	07/17/23	\$5.47	\$5.47	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
07721	06/27/23	HST recoverable	06/27/23	\$26.51	\$26.51	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
07749	07/17/23	HST recoverable	07/17/23	\$6.83	\$6.83	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
07721	06/27/23	Cleaning Supplies	06/27/23	\$424.86	\$424.86	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
07721	06/27/23	HST nonrecoverable	06/27/23	\$7.48	\$7.48	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
07749	07/17/23	Cleaning Supplies	07/17/23	\$109.41	\$109.41	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
07749	07/17/23	HST nonrecoverable	07/17/23	\$1.93	\$1.93	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
07746	07/14/23	Cleaning Supplies	07/14/23	\$204.84	\$204.84	10-80-61960	BUILDING SUPPLIES	\$2,500.00	\$953.89
					\$835.20				
8743	HUBB CAP, 300 KIRKPATRICK ST, NORTH BAY , ON, P1B 8G5								
1032082	06/27/23	HST 5%	07/25/23	\$15.25	\$15.25	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
1032082	06/27/23	HST recoverable	07/25/23	\$19.03	\$19.03	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
1032082	06/27/23	HDPE Couplers	07/25/23	\$305.00	\$305.00	10-20-63210	BRIDGES & CULVERTS-	\$17,000.00	\$14,684.96
1032082	06/27/23	HST nonrecoverable	07/25/23	\$5.37	\$5.37	10-20-63210	BRIDGES & CULVERTS-	\$17,000.00	\$14,684.96
					\$344.65				
8751	EVAN HUGHES EXCAVATING, 118 HIGHWAY 534, POWASSAN , ON, P0H 1Z0								
7629	06/28/23	HST 5%	07/25/23	\$90.00	\$90.00	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
7701	07/12/23	HST 5%	07/12/23	\$149.75	\$149.75	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
7629	06/28/23	HST recoverable	07/25/23	\$112.32	\$112.32	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
7701	07/12/23	HST recoverable	07/12/23	\$186.89	\$186.89	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
7701	07/12/23	Excavator Rental	07/12/23	\$2,995.00	\$2,995.00	10-20-63210	BRIDGES & CULVERTS-	\$17,000.00	\$14,684.96
7701	07/12/23	HST nonrecoverable	07/12/23	\$52.71	\$52.71	10-20-63210	BRIDGES & CULVERTS-	\$17,000.00	\$14,684.96
7629	06/28/23	Compactor Rental	07/25/23	\$1,800.00	\$1,800.00	10-25-64920	LANDFILL SITE EQUIPM	\$30,800.00	\$20,420.48
7629	06/28/23	HST nonrecoverable	07/25/23	\$31.68	\$31.68	10-25-64920	LANDFILL SITE EQUIPM	\$30,800.00	\$20,420.48
					\$5,418.35				
8783	HAMELIN'S TURF EQUIPMENT, 24 LOOKOUT HEIGHTS PLACE, NORTH BAY, ON, P1C 1N2								
117610	07/13/23	HST 5%	07/13/23	\$3.25	\$3.25	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
117610	07/13/23	HST recoverable	07/13/23	\$4.05	\$4.05	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
117610	07/13/23	3LB Spool	07/13/23	\$64.95	\$64.95	10-20-63740	LAWN EQUIPMENT-MA	\$3,000.00	\$1,556.18
117610	07/13/23	HST nonrecoverable	07/13/23	\$1.14	\$1.14	10-20-63740	LAWN EQUIPMENT-MA	\$3,000.00	\$1,556.18
					\$73.39				
8792	HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO , ON, M5W 3L3								
JUNE 2023	07/26/23	HST 5%	07/26/23	\$1.69	\$1.69	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
JUNE 2023	07/26/23	HST 5%	07/26/23	\$3.49	\$3.49	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
JUNE 2023	07/26/23	HST 5%	07/26/23	\$59.63	\$59.63	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)

Municipality of Powassan
A/P Preliminary Cheque Run
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Vendor													
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$2.89	\$2.89	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$3.15	\$3.15	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$62.39	\$62.39	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$65.73	\$65.73	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$10.25	\$10.25	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$4.49	\$4.49	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$12.00	\$12.00	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$6.21	\$6.21	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$13.66	\$13.66	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$1.56	\$1.56	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$22.88	\$22.88	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$5.12	\$5.12	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$6.89	\$6.89	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$12.14	\$12.14	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$3.71	\$3.71	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$1.70	\$1.70	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$114.56	\$114.56	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$2.09	\$2.09	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$22.31	\$22.31	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST 5%	07/26/23	\$6.83	\$6.83	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$4.63	\$4.63	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$14.97	\$14.97	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$28.56	\$28.56	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$7.75	\$7.75	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$2.61	\$2.61	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$5.60	\$5.60	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$1.94	\$1.94	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$8.52	\$8.52	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$3.61	\$3.61	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$8.60	\$8.60	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$142.97	\$142.97	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$17.04	\$17.04	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$74.41	\$74.41	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$2.10	\$2.10	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$77.86	\$77.86	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$15.15	\$15.15	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$2.12	\$2.12	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$3.93	\$3.93	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$6.39	\$6.39	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$82.04	\$82.04	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$4.36	\$4.36	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)				

Municipality of Powassan
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Vendor

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$12.80	\$12.80	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
JUNE 2023	07/26/23	HST recoverable	07/26/23	\$27.84	\$27.84	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
JUNE 2023	07/26/23	HYDRO 250 CLARK	07/26/23	\$2,291.21	\$2,291.21	10-10-61610	HYDRO	\$9,200.00	\$4,034.77
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$40.33	\$40.33	10-10-61610	HYDRO	\$9,200.00	\$4,034.77
JUNE 2023	07/26/23	HYDRO STATION 1 FIRE	07/26/23	\$457.63	\$457.63	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
JUNE 2023	07/26/23	HYDRO TC FIRE HALL	07/26/23	\$205.07	\$205.07	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
JUNE 2023	07/26/23	HYDRO TC PUMP HOUSE	07/26/23	\$89.76	\$89.76	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$1.58	\$1.58	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$3.61	\$3.61	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$8.05	\$8.05	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
JUNE 2023	07/26/23	HYDRO STREET LIGHTS	07/26/23	\$1,314.67	\$1,314.67	10-20-63020	STREET LIGHTING-HYD	\$16,700.00	\$9,863.52
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$23.14	\$23.14	10-20-63020	STREET LIGHTING-HYD	\$16,700.00	\$9,863.52
JUNE 2023	07/26/23	HYDRO GARAGE	07/26/23	\$137.90	\$137.90	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
JUNE 2023	07/26/23	HYDRO GARAGE	07/26/23	\$136.54	\$136.54	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
JUNE 2023	07/26/23	HYDRO GARAGE	07/26/23	\$41.77	\$41.77	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$0.74	\$0.74	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$2.40	\$2.40	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$2.43	\$2.43	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
JUNE 2023	07/26/23	HYDRO LAND FILL	07/26/23	\$74.17	\$74.17	10-25-64910	LANDFILL SITE-MAT/SU	\$46,500.00	\$42,714.87
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$1.31	\$1.31	10-25-64910	LANDFILL SITE-MAT/SU	\$46,500.00	\$42,714.87
JUNE 2023	07/26/23	HYDRO PUMP HOUSE	07/26/23	\$1,247.79	\$1,247.79	10-30-64510	WATER PUMPHOUSE-	\$25,000.00	\$18,762.17
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$21.96	\$21.96	10-30-64510	WATER PUMPHOUSE-	\$25,000.00	\$18,762.17
JUNE 2023	07/26/23	HYDRO WATER TOWER	07/26/23	\$57.90	\$57.90	10-30-64530	WATER DISTRIBUTION-	\$20,000.00	\$15,181.34
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$1.02	\$1.02	10-30-64530	WATER DISTRIBUTION-	\$20,000.00	\$15,181.34
JUNE 2023	07/26/23	HYDRO PARK LIGHTS	07/26/23	\$242.87	\$242.87	10-55-67010	PARKS-MAT/SUPPLIES	\$9,000.00	\$2,825.98
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$4.27	\$4.27	10-55-67010	PARKS-MAT/SUPPLIES	\$9,000.00	\$2,825.98
JUNE 2023	07/26/23	HYDRO LIONS POOL	07/26/23	\$33.91	\$33.91	10-55-67110	POOL-MATERIAL & SUP	\$15,000.00	\$11,038.81
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$0.60	\$0.60	10-55-67110	POOL-MATERIAL & SUP	\$15,000.00	\$11,038.81
JUNE 2023	07/26/23	HYDRO SHCC LIGHTS	07/26/23	\$33.72	\$33.72	10-55-67410	SHCC-MAT/SUPPLIES	\$6,600.00	\$3,952.65
JUNE 2023	07/26/23	HYDRO LIONS HALL	07/26/23	\$102.32	\$102.32	10-55-67410	SHCC-MAT/SUPPLIES	\$6,600.00	\$3,952.65
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$1.80	\$1.80	10-55-67410	SHCC-MAT/SUPPLIES	\$6,600.00	\$3,952.65
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$0.59	\$0.59	10-55-67410	SHCC-MAT/SUPPLIES	\$6,600.00	\$3,952.65
JUNE 2023	07/26/23	HYDRO LEGION	07/26/23	\$446.17	\$446.17	10-65-67680	POWASSAN LEGION E	\$23,900.00	\$15,306.59
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$7.85	\$7.85	10-65-67680	POWASSAN LEGION E	\$23,900.00	\$15,306.59
JUNE 2023	07/26/23	HYDRO TCCC	07/26/23	\$273.10	\$273.10	10-75-61610	HYDRO	\$27,400.00	\$7,365.53
JUNE 2023	07/26/23	HYDRO TCCC	07/26/23	\$239.98	\$239.98	10-75-61610	HYDRO	\$27,400.00	\$7,365.53
JUNE 2023	07/26/23	HYDRO TCCC	07/26/23	\$124.22	\$124.22	10-75-61610	HYDRO	\$27,400.00	\$7,365.53
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$4.81	\$4.81	10-75-61610	HYDRO	\$27,400.00	\$7,365.53
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$4.22	\$4.22	10-75-61610	HYDRO	\$27,400.00	\$7,365.53
JUNE 2023	07/26/23	HST nonrecoverable	07/26/23	\$2.19	\$2.19	10-75-61610	HYDRO	\$27,400.00	\$7,365.53
JUNE 2023	07/26/23	HYDRO SPORTSPLEX 3PH	07/26/23	\$1,192.51	\$1,192.51	10-80-61610	HYDRO	\$102,600.00	\$60,998.92

Municipality of Powassan
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Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
178967	07/05/23	MAT RENTALS	07/05/23	\$5.31	\$5.31	10-10-61640	OFFICE & EQUIPMENT	\$2,000.00	\$1,586.48		
178967	07/05/23	HST nonrecoverable	07/05/23	\$0.09	\$0.09	10-10-61640	OFFICE & EQUIPMENT	\$2,000.00	\$1,586.48		
178967	07/05/23	MAT RENTALS	07/05/23	\$47.78	\$47.78	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23		
178967	07/05/23	HST nonrecoverable	07/05/23	\$0.84	\$0.84	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23		
178968	07/05/23	MAT RENTAL	07/05/23	\$17.25	\$17.25	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09		
178968	07/05/23	HST nonrecoverable	07/05/23	\$0.30	\$0.30	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09		
\$79.48											
8897	NORTHERN UNIFORM SERVICE, 2230 ALGONQUIN ROAD, SUDBURY , ON, P3E 4Z6										
0609509	07/07/23	HST 5%	07/07/23	\$10.94	\$10.94	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
0609509	07/07/23	HST recoverable	07/07/23	\$13.65	\$13.65	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
0609509	07/07/23	UNIFORM RENTALS	07/07/23	\$218.80	\$218.80	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83		
0609509	07/07/23	HST nonrecoverable	07/07/23	\$3.85	\$3.85	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83		
\$247.24											
8907	ONTARIO CLEAN WATER AGENCY, , 2085 HURONTARIO ST. SUITE 500, MISSISSAUGA, ON, L5A 4G1										
INV00000033278	07/01/23	WATER SERVICE	07/01/23	\$9,841.54	\$9,841.54	10-30-64720	WATER-OCWA	\$113,754.00	\$56,877.00		
INV00000033278	07/01/23	WWT LAGOON	07/01/23	\$5,775.67	\$5,775.67	10-40-64120	SEWERS-OCWA	\$69,308.00	\$34,653.98		
\$15,617.21											
8912	OSHELL'S VALU-MART, P.O. BOX 322, POWASSAN , ON, P0H 1Z0										
27464	07/04/23	HST 5%	07/04/23	\$3.34	\$3.34	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
27464	07/04/23	HST recoverable	07/04/23	\$4.17	\$4.17	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
27464	07/04/23	CLEANING SUPPLIES	07/04/23	\$66.88	\$66.88	10-20-63065	PUBLIC WORKS MAT &	\$8,700.00	\$5,908.81		
27464	07/04/23	HST nonrecoverable	07/04/23	\$1.18	\$1.18	10-20-63065	PUBLIC WORKS MAT &	\$8,700.00	\$5,908.81		
\$75.57											
8922	POLLARD DISTRIBUTION INC., P.O. BOX 280, HARROW , ON, N0R 1G0										
8193	06/29/23	HST 5%	06/29/23	\$530.34	\$530.34	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
8249	06/30/23	HST 5%	06/30/23	\$524.02	\$524.02	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
8193	06/29/23	HST recoverable	06/29/23	\$661.86	\$661.86	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
8249	06/30/23	HST recoverable	06/30/23	\$653.98	\$653.98	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
8193	06/29/23	CALCIUM	06/29/23	\$10,606.79	\$10,606.79	10-20-63370	LOOSETOP MAINTENA	\$114,400.00	\$33,649.03		
8193	06/29/23	HST nonrecoverable	06/29/23	\$186.68	\$186.68	10-20-63370	LOOSETOP MAINTENA	\$114,400.00	\$33,649.03		
8249	06/30/23	CALCIUM	06/30/23	\$10,480.37	\$10,480.37	10-20-63370	LOOSETOP MAINTENA	\$114,400.00	\$33,649.03		
8249	06/30/23	HST nonrecoverable	06/30/23	\$184.45	\$184.45	10-20-63370	LOOSETOP MAINTENA	\$114,400.00	\$33,649.03		
\$23,828.49											
8927	POWASSAN HOME HARDWARE & AUTO PARTS, P.O. BOX 148, POWASSAN , ON, P0H 1Z0										
73372	07/26/23	HST 8%	07/26/23	\$8.64	\$8.64	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)		
73483	07/26/23	HST 8%	07/26/23	\$10.39	\$10.39	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)		
73488	07/26/23	HST 8%	07/26/23	\$2.64	\$2.64	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)		
73517	07/26/23	HST 8%	07/26/23	\$2.80	\$2.80	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)		

Municipality of Powassan
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Vendor		Description				Due Date		Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
InvoiceNumber	Date												
73608	07/26/23	HST	8%			07/26/23		\$5.67	\$5.67	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
73632	07/26/23	HST	8%			07/26/23		\$0.27	\$0.27	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
73847	07/26/23	HST	8%			07/26/23		\$7.76	\$7.76	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
74158	07/26/23	HST	8%			07/26/23		\$4.77	\$4.77	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
72975	07/26/23	HST	5%			07/26/23		\$2.11	\$2.11	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73257	07/26/23	HST	5%			07/26/23		\$3.28	\$3.28	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73258	07/26/23	HST	5%			07/26/23		(\$0.93)	(\$0.93)	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73372	07/26/23	HST	5%			07/26/23		\$5.40	\$5.40	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73483	07/26/23	HST	5%			07/26/23		\$6.50	\$6.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73486	07/26/23	HST	5%			07/26/23		\$3.75	\$3.75	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73488	07/26/23	HST	5%			07/26/23		\$1.65	\$1.65	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73490	07/26/23	HST	5%			07/26/23		\$10.49	\$10.49	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73514	07/26/23	HST	5%			07/26/23		\$1.70	\$1.70	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73517	07/26/23	HST	5%			07/26/23		\$1.75	\$1.75	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73520	07/26/23	HST	5%			07/26/23		\$0.99	\$0.99	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73545	07/26/23	HST	5%			07/26/23		\$2.53	\$2.53	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73608	07/26/23	HST	5%			07/26/23		\$3.55	\$3.55	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73632	07/26/23	HST	5%			07/26/23		\$0.17	\$0.17	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73666	07/26/23	HST	5%			07/26/23		\$0.40	\$0.40	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73681	07/26/23	HST	5%			07/26/23		\$2.38	\$2.38	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73684	07/26/23	HST	5%			07/26/23		\$2.12	\$2.12	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73770	07/26/23	HST	5%			07/26/23		\$4.37	\$4.37	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73833	07/26/23	HST	5%			07/26/23		\$8.00	\$8.00	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73847	07/26/23	HST	5%			07/26/23		\$4.85	\$4.85	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
73935	07/26/23	HST	5%			07/26/23		\$0.86	\$0.86	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74071	07/26/23	HST	5%			07/26/23		\$0.27	\$0.27	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74086	07/26/23	HST	5%			07/26/23		\$1.34	\$1.34	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74087	07/26/23	HST	5%			07/26/23		\$8.50	\$8.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74121	07/26/23	HST	5%			07/26/23		\$0.95	\$0.95	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74158	07/26/23	HST	5%			07/26/23		\$2.98	\$2.98	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74162	07/26/23	HST	5%			07/26/23		\$1.20	\$1.20	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74212	07/26/23	HST	5%			07/26/23		\$0.29	\$0.29	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74218	07/26/23	HST	5%			07/26/23		\$0.60	\$0.60	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74229	07/26/23	HST	5%			07/26/23		\$0.85	\$0.85	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74230	07/26/23	HST	5%			07/26/23		\$6.77	\$6.77	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74243	07/26/23	HST	5%			07/26/23		\$1.98	\$1.98	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
74255	07/26/23	HST	5%			07/26/23		\$4.60	\$4.60	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
72975	07/26/23	HST	recoverable			07/26/23		\$2.63	\$2.63	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73257	07/26/23	HST	recoverable			07/26/23		\$4.09	\$4.09	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73258	07/26/23	HST	recoverable			07/26/23		(\$1.16)	(\$1.16)	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73486	07/26/23	HST	recoverable			07/26/23		\$4.68	\$4.68	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)

Municipality of Powassan
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Vendor

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
73490	07/26/23	HST recoverable	07/26/23	\$13.09	\$13.09	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73514	07/26/23	HST recoverable	07/26/23	\$2.12	\$2.12	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73520	07/26/23	HST recoverable	07/26/23	\$1.24	\$1.24	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73545	07/26/23	HST recoverable	07/26/23	\$3.15	\$3.15	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73666	07/26/23	HST recoverable	07/26/23	\$0.50	\$0.50	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73681	07/26/23	HST recoverable	07/26/23	\$2.97	\$2.97	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73684	07/26/23	HST recoverable	07/26/23	\$2.64	\$2.64	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73770	07/26/23	HST recoverable	07/26/23	\$5.46	\$5.46	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73833	07/26/23	HST recoverable	07/26/23	\$9.98	\$9.98	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
73935	07/26/23	HST recoverable	07/26/23	\$1.08	\$1.08	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74071	07/26/23	HST recoverable	07/26/23	\$0.34	\$0.34	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74086	07/26/23	HST recoverable	07/26/23	\$1.67	\$1.67	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74087	07/26/23	HST recoverable	07/26/23	\$10.61	\$10.61	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74121	07/26/23	HST recoverable	07/26/23	\$1.18	\$1.18	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74162	07/26/23	HST recoverable	07/26/23	\$1.50	\$1.50	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74212	07/26/23	HST recoverable	07/26/23	\$0.36	\$0.36	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74218	07/26/23	HST recoverable	07/26/23	\$0.75	\$0.75	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74229	07/26/23	HST recoverable	07/26/23	\$1.06	\$1.06	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74230	07/26/23	HST recoverable	07/26/23	\$8.45	\$8.45	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74243	07/26/23	HST recoverable	07/26/23	\$2.47	\$2.47	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
74255	07/26/23	HST recoverable	07/26/23	\$5.74	\$5.74	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
72975	07/26/23	LAUNDRY DETERGENT	07/26/23	\$42.17	\$42.17	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
72975	07/26/23	HST nonrecoverable	07/26/23	\$0.74	\$0.74	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
73545	07/26/23	CLEANING SUPPLIES	07/26/23	\$50.56	\$50.56	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
73545	07/26/23	HST nonrecoverable	07/26/23	\$0.89	\$0.89	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
73833	07/26/23	TOWER FAN	07/26/23	\$159.98	\$159.98	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
73833	07/26/23	HST nonrecoverable	07/26/23	\$2.82	\$2.82	10-12-61525	250 CLARK-JANITORIAL	\$12,500.00	\$6,018.23
73935	07/26/23	GARDEN STAKES	07/26/23	\$17.25	\$17.25	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
73935	07/26/23	HST nonrecoverable	07/26/23	\$0.30	\$0.30	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
74071	07/26/23	GARDEN TAPE	07/26/23	\$5.49	\$5.49	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
74071	07/26/23	HST nonrecoverable	07/26/23	\$0.10	\$0.10	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
73666	07/26/23	UTILITY ZINC PULL	07/26/23	\$7.99	\$7.99	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
73666	07/26/23	HST nonrecoverable	07/26/23	\$0.14	\$0.14	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
74243	07/26/23	BUILDING SUPPLIES	07/26/23	\$39.64	\$39.64	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
74243	07/26/23	HST nonrecoverable	07/26/23	\$0.70	\$0.70	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
73486	07/26/23	PAINT AND TOWELS	07/26/23	\$74.93	\$74.93	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
73486	07/26/23	HST nonrecoverable	07/26/23	\$1.32	\$1.32	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
73514	07/26/23	SHOP SUPPLIES	07/26/23	\$33.98	\$33.98	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
73514	07/26/23	HST nonrecoverable	07/26/23	\$0.60	\$0.60	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
74086	07/26/23	ARMOURALL	07/26/23	\$26.74	\$26.74	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
74086	07/26/23	HST nonrecoverable	07/26/23	\$0.47	\$0.47	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83

***Municipality of Powassan
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Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
74087	07/26/23	TOILET	07/26/23	\$169.99	\$169.99	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
74087	07/26/23	HST nonrecoverable	07/26/23	\$2.99	\$2.99	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
74212	07/26/23	SCREWS	07/26/23	\$5.74	\$5.74	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
74212	07/26/23	HST nonrecoverable	07/26/23	\$0.10	\$0.10	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
74230	07/26/23	CEMENT COMPOUND	07/26/23	\$135.44	\$135.44	10-20-63110	SIDEWALKS-MAT/SUPP	\$15,000.00	\$15,000.00
74230	07/26/23	HST nonrecoverable	07/26/23	\$2.38	\$2.38	10-20-63110	SIDEWALKS-MAT/SUPP	\$15,000.00	\$15,000.00
74255	07/26/23	HST nonrecoverable	07/26/23	\$1.62	\$1.62	10-20-63110	SIDEWALKS-MAT/SUPP	\$15,000.00	\$15,000.00
74218	07/26/23	CULVERT CLOTH	07/26/23	\$11.99	\$11.99	10-20-63210	BRIDGES & CULVERTS-	\$17,000.00	\$14,684.96
74218	07/26/23	HST nonrecoverable	07/26/23	\$0.21	\$0.21	10-20-63210	BRIDGES & CULVERTS-	\$17,000.00	\$14,684.96
74229	07/26/23	CULVERT CLOTH	07/26/23	\$16.99	\$16.99	10-20-63210	BRIDGES & CULVERTS-	\$17,000.00	\$14,684.96
74229	07/26/23	HST nonrecoverable	07/26/23	\$0.30	\$0.30	10-20-63210	BRIDGES & CULVERTS-	\$17,000.00	\$14,684.96
73257	07/26/23	BALUSTER	07/26/23	\$65.52	\$65.52	10-20-63540	2014 GMC - MAT/SUPPL	\$3,500.00	\$3,500.00
73257	07/26/23	HST nonrecoverable	07/26/23	\$1.15	\$1.15	10-20-63540	2014 GMC - MAT/SUPPL	\$3,500.00	\$3,500.00
73258	07/26/23	BALUSTER RETURN	07/26/23	(\$18.52)	(\$18.52)	10-20-63540	2014 GMC - MAT/SUPPL	\$3,500.00	\$3,500.00
73258	07/26/23	HST nonrecoverable	07/26/23	(\$0.33)	(\$0.33)	10-20-63540	2014 GMC - MAT/SUPPL	\$3,500.00	\$3,500.00
74255	07/26/23	GAS CONCRETE SAW	07/26/23	\$92.00	\$92.00	10-20-63760	OTHER EQUIPMENT-M	\$3,000.00	\$3,000.00
74162	07/26/23	LATEX GLOVES	07/26/23	\$23.95	\$23.95	10-25-64810	GARBAGE COLLECTIO	\$2,000.00	\$1,319.32
74162	07/26/23	HST nonrecoverable	07/26/23	\$0.42	\$0.42	10-25-64810	GARBAGE COLLECTIO	\$2,000.00	\$1,319.32
73490	07/26/23	GREASE	07/26/23	\$209.80	\$209.80	10-25-64830	GARBAGE VEHICLE EX	\$21,000.00	\$13,187.99
73490	07/26/23	HST nonrecoverable	07/26/23	\$3.69	\$3.69	10-25-64830	GARBAGE VEHICLE EX	\$21,000.00	\$13,187.99
73681	07/26/23	MAINTENANCE SUPPLIES	07/26/23	\$47.63	\$47.63	10-55-67010	PARKS-MAT/SUPPLIES	\$9,000.00	\$2,825.98
73681	07/26/23	HST nonrecoverable	07/26/23	\$0.84	\$0.84	10-55-67010	PARKS-MAT/SUPPLIES	\$9,000.00	\$2,825.98
73684	07/26/23	MAINTENANCE SUPPLIES	07/26/23	\$42.30	\$42.30	10-55-67010	PARKS-MAT/SUPPLIES	\$9,000.00	\$2,825.98
73684	07/26/23	HST nonrecoverable	07/26/23	\$0.74	\$0.74	10-55-67010	PARKS-MAT/SUPPLIES	\$9,000.00	\$2,825.98
73770	07/26/23	PAINTING SUPPLIES	07/26/23	\$87.47	\$87.47	10-55-67110	POOL-MATERIAL & SUP	\$15,000.00	\$11,038.81
73770	07/26/23	HST nonrecoverable	07/26/23	\$1.54	\$1.54	10-55-67110	POOL-MATERIAL & SUP	\$15,000.00	\$11,038.81
74121	07/26/23	PAINT STRIPPER	07/26/23	\$18.99	\$18.99	10-55-67310	BEACH-MAT/SUPPLIES	\$3,000.00	\$3,000.00
74121	07/26/23	HST nonrecoverable	07/26/23	\$0.33	\$0.33	10-55-67310	BEACH-MAT/SUPPLIES	\$3,000.00	\$3,000.00
73608	07/26/23	PAINTING SUPPLIES	07/26/23	\$70.93	\$70.93	10-75-61820	MAINTENANCE	\$27,000.00	\$15,956.36
73632	07/26/23	KEY	07/26/23	\$3.39	\$3.39	10-75-61820	MAINTENANCE	\$27,000.00	\$15,956.36
73847	07/26/23	PAINTING SUPPLIES	07/26/23	\$96.94	\$96.94	10-75-61820	MAINTENANCE	\$27,000.00	\$15,956.36
73488	07/26/23	AUGER BIT	07/26/23	\$32.99	\$32.99	10-80-61940	EQUIPMENT-REPAIRS	\$25,000.00	\$15,189.76
73372	07/26/23	BOLTS AND WASHER	07/26/23	\$108.00	\$108.00	10-80-61950	BUILDING REPAIRS &	\$30,000.00	\$20,145.54
73483	07/26/23	PAINTING SUPPLIES	07/26/23	\$129.91	\$129.91	10-80-61950	BUILDING REPAIRS &	\$30,000.00	\$20,145.54
73517	07/26/23	TAPE MEASURE AND BULBS	07/26/23	\$34.95	\$34.95	10-80-61950	BUILDING REPAIRS &	\$30,000.00	\$20,145.54
73520.	07/26/23	BOLTS AND SCREWS	07/26/23	\$19.85	\$19.85	10-80-61950	BUILDING REPAIRS &	\$30,000.00	\$20,145.54
73520.	07/26/23	HST nonrecoverable	07/26/23	\$0.35	\$0.35	10-80-61950	BUILDING REPAIRS &	\$30,000.00	\$20,145.54
74158	07/26/23	CLEANERS	07/26/23	\$59.67	\$59.67	10-80-61950	BUILDING REPAIRS &	\$30,000.00	\$20,145.54

Municipality of Powassan
A/P Preliminary Cheque Run
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Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
200001034173	07/04/23	HST 5%	07/04/23	\$7.45	\$7.45	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
200001034173	07/04/23	HST recoverable	07/04/23	\$9.29	\$9.29	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
200001034173	07/04/23	WATER HEATER RENTAL	07/04/23	\$148.93	\$148.93	10-65-67680	POWASSAN LEGION E	\$23,900.00	\$15,306.59		
200001034173	07/04/23	HST nonrecoverable	07/04/23	\$2.62	\$2.62	10-65-67680	POWASSAN LEGION E	\$23,900.00	\$15,306.59		
				\$188.29							
8975 SCOTIABANK VISA, 204 MAIN STREET, NORTH BAY , ON, P1B 2T7											
JUNE23AQ	06/19/23	HST 5%	06/19/23	\$1.15	\$1.15	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23AQ2	06/19/23	HST 5%	06/19/23	\$5.50	\$5.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23AQ3	06/19/23	HST 5%	06/19/23	\$14.50	\$14.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23AQ5	06/19/23	HST 5%	06/19/23	\$1.55	\$1.55	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23BM2	06/30/23	HST 5%	06/30/23	\$7.65	\$7.65	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23BR	06/19/23	HST 5%	06/19/23	\$15.59	\$15.59	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23BR2	06/19/23	HST 5%	06/19/23	\$1.50	\$1.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23BR3	06/19/23	HST 5%	06/19/23	\$4.50	\$4.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23BR4	06/19/23	HST 5%	06/19/23	\$1.30	\$1.30	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23KH2	06/19/23	HST 5%	06/19/23	\$3.90	\$3.90	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23KH3	06/19/23	HST 5%	06/19/23	\$5.74	\$5.74	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23KH4	06/19/23	HST 5%	06/19/23	\$3.18	\$3.18	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23MB3	06/30/23	HST 5%	06/30/23	\$3.05	\$3.05	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23MM	06/19/23	HST 5%	06/19/23	\$4.50	\$4.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23MM2	06/19/23	HST 5%	06/19/23	\$0.20	\$0.20	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23MM3	06/19/23	HST 5%	06/19/23	\$44.77	\$44.77	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23MM6	06/19/23	HST 5%	06/19/23	\$47.95	\$47.95	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23TT	06/19/23	HST 5%	06/19/23	\$7.16	\$7.16	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
JUNE23AQ	06/19/23	HST recoverable	06/19/23	\$1.43	\$1.43	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23AQ2	06/19/23	HST recoverable	06/19/23	\$6.86	\$6.86	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23AQ3	06/19/23	HST recoverable	06/19/23	\$18.10	\$18.10	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23AQ5	06/19/23	HST recoverable	06/19/23	\$1.94	\$1.94	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23BM2	06/30/23	HST recoverable	06/30/23	\$9.55	\$9.55	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23BR	06/19/23	HST recoverable	06/19/23	\$19.46	\$19.46	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23BR2	06/19/23	HST recoverable	06/19/23	\$1.87	\$1.87	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23BR3	06/19/23	HST recoverable	06/19/23	\$5.61	\$5.61	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23BR4	06/19/23	HST recoverable	06/19/23	\$1.62	\$1.62	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23KH2	06/19/23	HST recoverable	06/19/23	\$4.87	\$4.87	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23KH3	06/19/23	HST recoverable	06/19/23	\$7.16	\$7.16	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23KH4	06/19/23	HST recoverable	06/19/23	\$3.97	\$3.97	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23MB3	06/30/23	HST recoverable	06/30/23	\$3.81	\$3.81	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23MM	06/19/23	HST recoverable	06/19/23	\$5.62	\$5.62	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23MM2	06/19/23	HST recoverable	06/19/23	\$0.25	\$0.25	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
JUNE23MM3	06/19/23	HST recoverable	06/19/23	\$55.87	\$55.87	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		

Municipality of Powassan
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Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		JUNE23MM6	06/19/23	HST recoverable	06/19/23	\$59.84	\$59.84	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		JUNE23TT	06/19/23	HST recoverable	06/19/23	\$8.94	\$8.94	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		JUNE23LIB	06/19/23	JUNE VISA	06/19/23	\$1,894.62	\$1,894.62	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$2,723.03)
		JUNE23AQ	06/19/23	AMAZON - OFFICE SUPPLIES	06/19/23	\$23.00	\$23.00	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23AQ	06/19/23	HST nonrecoverable	06/19/23	\$0.40	\$0.40	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23AQ3	06/19/23	AMAZON - OFFICE CHAIR AQ	06/19/23	\$289.99	\$289.99	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23AQ3	06/19/23	HST nonrecoverable	06/19/23	\$5.10	\$5.10	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23AQ4	06/19/23	ADOBE - AQ	06/19/23	\$29.37	\$29.37	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BM2	06/30/23	PRIDE FLAG	06/30/23	\$153.00	\$153.00	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BM2	06/30/23	HST nonrecoverable	06/30/23	\$2.69	\$2.69	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BR	06/19/23	ADOBE - BR	06/19/23	\$311.88	\$311.88	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BR	06/19/23	HST nonrecoverable	06/19/23	\$5.49	\$5.49	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BR2	06/19/23	CDN TIRE - BLIND - SS	06/19/23	\$29.99	\$29.99	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BR2	06/19/23	HST nonrecoverable	06/19/23	\$0.53	\$0.53	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BR3	06/19/23	CDN TIRE - BLIND - AQ	06/19/23	\$89.98	\$89.98	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BR3	06/19/23	HST nonrecoverable	06/19/23	\$1.58	\$1.58	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BR4	06/19/23	ADOBE - BR	06/19/23	\$25.99	\$25.99	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23BR4	06/19/23	HST nonrecoverable	06/19/23	\$0.46	\$0.46	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23KH	06/19/23	ICLOUD KH	06/19/23	\$1.46	\$1.46	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23KH2	06/19/23	KRAUSE - HANGING FLOWER BASKETS	06/19/23	\$77.98	\$77.98	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23KH2	06/19/23	HST nonrecoverable	06/19/23	\$1.37	\$1.37	10-10-61540	OFFICE SUPPLIES	\$12,400.00	\$7,856.74
		JUNE23AQ5	06/19/23	AMAZON - PROGRAM EXP 250 CLARK	06/19/23	\$31.08	\$31.08	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
		JUNE23AQ5	06/19/23	HST nonrecoverable	06/19/23	\$0.55	\$0.55	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
		JUNE23KH3	06/19/23	WALMART - PROGRAM EXP	06/19/23	\$114.69	\$114.69	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
		JUNE23KH3	06/19/23	HST nonrecoverable	06/19/23	\$2.02	\$2.02	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
		JUNE23KH4	06/19/23	WALMART - PD PROGRAM EXP	06/19/23	\$63.57	\$63.57	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
		JUNE23KH4	06/19/23	HST nonrecoverable	06/19/23	\$1.12	\$1.12	10-12-61754	250 CLARK-PROGRAM	\$25,000.00	\$7,545.44
		JUNE23AQ2	06/19/23	AMAZON - FITNESS EQUIP	06/19/23	\$109.98	\$109.98	10-12-61756	250 CLARK LOAN PAYM	\$54,980.00	\$30,274.11
		JUNE23AQ2	06/19/23	HST nonrecoverable	06/19/23	\$1.94	\$1.94	10-12-61756	250 CLARK LOAN PAYM	\$54,980.00	\$30,274.11
		JUNE23BM	06/30/23	MOTOR FOR GARAGE DOOR	06/30/23	\$921.17	\$921.17	10-15-62010	FIRE DEPT - MAINTENA	\$56,500.00	\$28,053.09
		JUNE23BC	06/19/23	ICLOUD BC	06/19/23	\$1.46	\$1.46	10-15-62020	FIRE DEPT -INSURANC	\$31,600.00	\$31,596.73
		JUNE23BC2	06/19/23	AMAZON MEMBERSHIP BC	06/19/23	\$11.29	\$11.29	10-15-62020	FIRE DEPT -INSURANC	\$31,600.00	\$31,596.73
		JUNE23MB3	06/30/23	BATTERIES	06/30/23	\$61.06	\$61.06	10-15-62020	FIRE DEPT -INSURANC	\$31,600.00	\$31,596.73
		JUNE23MB3	06/30/23	HST nonrecoverable	06/30/23	\$1.07	\$1.07	10-15-62020	FIRE DEPT -INSURANC	\$31,600.00	\$31,596.73
		JUNE23MM2	06/19/23	ICLOUD MM	06/19/23	\$3.99	\$3.99	10-45-62710	BUILDING INSPECTOR-	\$4,600.00	\$3,309.08
		JUNE23MM2	06/19/23	HST nonrecoverable	06/19/23	\$0.07	\$0.07	10-45-62710	BUILDING INSPECTOR-	\$4,600.00	\$3,309.08
		JUNE23MM5	06/19/23	ONROUTE - FUEL - CONFERENCE	06/19/23	\$75.00	\$75.00	10-45-62710	BUILDING INSPECTOR-	\$4,600.00	\$3,309.08
		JUNE23MM6	06/19/23	OBOA - MM TRAINING AND MEETING	06/19/23	\$959.00	\$959.00	10-45-62710	BUILDING INSPECTOR-	\$4,600.00	\$3,309.08
		JUNE23MM6	06/19/23	HST nonrecoverable	06/19/23	\$16.88	\$16.88	10-45-62710	BUILDING INSPECTOR-	\$4,600.00	\$3,309.08
		JUNE23MM	06/19/23	TC TIRE - SUMMER TIRE INSTALL	06/19/23	\$90.00	\$90.00	10-45-62715	CBO/BYLAW/PROP STD	\$3,000.00	\$1,337.23
		JUNE23MM	06/19/23	HST nonrecoverable	06/19/23	\$1.58	\$1.58	10-45-62715	CBO/BYLAW/PROP STD	\$3,000.00	\$1,337.23

Municipality of Powassan
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Vendor

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
JUNE23MM3	06/19/23	TC TIRE - SUMMER TIRES	06/19/23	\$895.40	\$895.40	10-45-62715	CBO/BYLAW/PROP STD	\$3,000.00	\$1,337.23
JUNE23MM3	06/19/23	HST nonrecoverable	06/19/23	\$15.76	\$15.76	10-45-62715	CBO/BYLAW/PROP STD	\$3,000.00	\$1,337.23
JUNE23MM4	06/19/23	GARLANDS FUEL	06/19/23	\$79.15	\$79.15	10-45-62715	CBO/BYLAW/PROP STD	\$3,000.00	\$1,337.23
JUNE23MM7	06/19/23	GARLANDS FUEL	06/19/23	\$95.50	\$95.50	10-45-62715	CBO/BYLAW/PROP STD	\$3,000.00	\$1,337.23
JUNE23KB	06/19/23	SANDPIPER BOILER RENTAL	06/19/23	\$201.24	\$201.24	10-80-61945	EQUIPMENT- SUPPLIE	\$3,000.00	\$1,149.91
JUNE23TT	06/19/23	DERUSHA SUPPLY - CEMETERY SUPPLIES	06/19/23	\$143.25	\$143.25	10-85-65130	CEMETERY-MAINTENA	\$3,000.00	\$2,294.84
JUNE23TT	06/19/23	HST nonrecoverable	06/19/23	\$2.52	\$2.52	10-85-65130	CEMETERY-MAINTENA	\$3,000.00	\$2,294.84
					\$7,235.68				
8977	SEPTIVAC SERVICE LTD., P.O. BOX 750, CALLANDER , ON, P0H 1H0								
3612	05/25/23	HST 5%	05/25/23	\$55.31	\$55.31	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
3681	06/26/23	HST 5%	06/26/23	\$11.06	\$11.06	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
3718	06/30/23	HST 5%	06/30/23	\$11.06	\$11.06	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
3612	05/25/23	HST recoverable	05/25/23	\$69.03	\$69.03	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
3681	06/26/23	HST recoverable	06/26/23	\$13.81	\$13.81	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
3718	06/30/23	HST recoverable	06/30/23	\$13.81	\$13.81	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
3612	05/25/23	JAN-MAY 2023	05/25/23	\$1,106.20	\$1,106.20	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
3681	06/26/23	JUNE PUMP OUT	06/26/23	\$221.24	\$221.24	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
3681	06/26/23	HST nonrecoverable	06/26/23	\$3.89	\$3.89	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
3718	06/30/23	JUNE PUMPOUT	06/30/23	\$221.24	\$221.24	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
3718	06/30/23	HST nonrecoverable	06/30/23	\$3.89	\$3.89	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
3612	05/25/23	HST nonrecoverable	05/25/23	\$19.47	\$19.47	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
					\$1,750.01				
8982	SPECTRUM TELECOM GROUP LTD, 505 FROOD ROAD, SUDBURY, ON, P3C 5A2								
INV-25498-V0N9	07/05/23	HST 5%	07/05/23	\$7.66	\$7.66	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
INV-25498-V0N9	07/05/23	HST recoverable	07/05/23	\$9.56	\$9.56	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
INV-25498-V0N9	07/05/23	RADIO BATTERY	07/05/23	\$153.25	\$153.25	10-15-62040	FIRE DEPT.-EQUIPMEN	\$11,600.00	\$457.05
INV-25498-V0N9	07/05/23	HST nonrecoverable	07/05/23	\$2.70	\$2.70	10-15-62040	FIRE DEPT.-EQUIPMEN	\$11,600.00	\$457.05
					\$173.17				
9023	ENBRIDGE, PO BOX 644, TORONTOSCARBOROUGH, ON, M1K 5H1								
226000003838	07/04/23	HST 8%	07/04/23	\$8.55	\$8.55	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
226000003838	07/04/23	HST 8%	07/04/23	\$6.19	\$6.19	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
226000003838	07/04/23	HST 8%	07/04/23	\$20.71	\$20.71	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
226000003838	07/04/23	HST 5%	07/04/23	\$9.82	\$9.82	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
226000003838	07/04/23	HST 5%	07/04/23	\$12.94	\$12.94	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
226000003838	07/04/23	HST 5%	07/04/23	\$1.06	\$1.06	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
226000003838	07/04/23	HST 5%	07/04/23	\$3.12	\$3.12	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
226000003838	07/04/23	HST 5%	07/04/23	\$4.30	\$4.30	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
226000003838	07/04/23	HST 5%	07/04/23	\$3.87	\$3.87	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
226000003838	07/04/23	HST 5%	07/04/23	\$2.67	\$2.67	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)

Municipality of Powassan
A/P Preliminary Cheque Run
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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		226000003838	07/04/23	HST 5%	07/04/23	\$2.28	\$2.28	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
		226000003838	07/04/23	HST 5%	07/04/23	\$3.32	\$3.32	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
		226000003838	07/04/23	HST 5%	07/04/23	\$1.59	\$1.59	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
		226000003838	07/04/23	HST 5%	07/04/23	\$5.34	\$5.34	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
		226000003838	07/04/23	HST 5%	07/04/23	\$17.70	\$17.70	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
		226000003838	07/04/23	HST recoverable	07/04/23	\$2.85	\$2.85	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	HST recoverable	07/04/23	\$3.90	\$3.90	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	HST recoverable	07/04/23	\$5.36	\$5.36	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	HST recoverable	07/04/23	\$1.32	\$1.32	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	HST recoverable	07/04/23	\$12.25	\$12.25	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	HST recoverable	07/04/23	\$3.33	\$3.33	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	HST recoverable	07/04/23	\$4.14	\$4.14	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	HST recoverable	07/04/23	\$22.09	\$22.09	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	HST recoverable	07/04/23	\$1.98	\$1.98	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		226000003838	07/04/23	June Natural Gas	07/04/23	\$353.98	\$353.98	10-12-61753	250 CLARK-UTILITIES	\$38,900.00	\$29,844.25
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$6.23	\$6.23	10-12-61753	250 CLARK-UTILITIES	\$38,900.00	\$29,844.25
		226000003838	07/04/23	June Natural Gas	07/04/23	\$53.36	\$53.36	10-15-62010	FIRE DEPT. -MAINTENA	\$56,500.00	\$28,053.09
		226000003838	07/04/23	June Natural Gas	07/04/23	\$66.33	\$66.33	10-15-62010	FIRE DEPT. -MAINTENA	\$56,500.00	\$28,053.09
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$0.94	\$0.94	10-15-62010	FIRE DEPT. -MAINTENA	\$56,500.00	\$28,053.09
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$1.17	\$1.17	10-15-62010	FIRE DEPT. -MAINTENA	\$56,500.00	\$28,053.09
		226000003838	07/04/23	June Natural Gas	07/04/23	\$85.92	\$85.92	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
		226000003838	07/04/23	June Natural Gas	07/04/23	\$62.49	\$62.49	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$1.10	\$1.10	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$1.51	\$1.51	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
		226000003838	07/04/23	June Natural Gas	07/04/23	\$31.78	\$31.78	10-30-64510	WATER PUMPHOUSE-	\$25,000.00	\$18,762.17
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$0.56	\$0.56	10-30-64510	WATER PUMPHOUSE-	\$25,000.00	\$18,762.17
		226000003838	07/04/23	June Natural Gas	07/04/23	\$21.23	\$21.23	10-40-64110	SEWER PUMPHOUSE-	\$5,000.00	\$4,616.13
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$0.37	\$0.37	10-40-64110	SEWER PUMPHOUSE-	\$5,000.00	\$4,616.13
		226000003838	07/04/23	June Natural Gas	07/04/23	\$45.70	\$45.70	10-55-67410	SHCC-MAT/SUPPLIES	\$6,600.00	\$3,952.65
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$0.80	\$0.80	10-55-67410	SHCC-MAT/SUPPLIES	\$6,600.00	\$3,952.65
		226000003838	07/04/23	June Natural Gas	07/04/23	\$196.39	\$196.39	10-65-67680	POWASSAN LEGION E	\$23,900.00	\$15,306.59
		226000003838	07/04/23	HST nonrecoverable	07/04/23	\$3.46	\$3.46	10-65-67680	POWASSAN LEGION E	\$23,900.00	\$15,306.59
		226000003838	07/04/23	June Natural Gas	07/04/23	\$77.32	\$77.32	10-75-61620	NATURAL GAS	\$6,900.00	\$1,663.27
		226000003838	07/04/23	June Natural Gas	07/04/23	\$258.90	\$258.90	10-80-61620	NATURAL GAS	\$19,800.00	(\$833.95)
		226000003838	07/04/23	June Natural Gas	07/04/23	\$106.89	\$106.89	10-80-61620	NATURAL GAS	\$19,800.00	(\$833.95)
						\$1,537.11					
9074	BUMPER TO BUMPER - H.E. BROWN, PO BOX 538, 600 GORMANVILLE RD UNIT 201, NORTH BAY, ON, P1B 8J3										
779466/D		07/14/23	HST 5%		07/14/23	\$0.66	\$0.66	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
779466/D		07/14/23	HST recoverable		07/14/23	\$0.82	\$0.82	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
779466/D		07/14/23	AIR AND FLUID HANDLING		07/14/23	\$13.13	\$13.13	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82

Municipality of Powassan
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Vendor

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
779466/D	07/14/23	HST nonrecoverable	07/14/23	\$0.23	\$0.23	10-20-63062	PUBLIC WORKS BLDGS	\$16,800.00	\$4,813.82
9123	MARKUS WAND, RR # 4, POWASSAN, ON, P0H 1Z0								
OWDCP-007774	07/26/23	LIVESTOCK CLAIM	07/26/23	\$105.12	\$105.12	10-50-62600	ANIMAL CONTROL & V	\$5,000.00	\$2,300.17
9256	LINDE, P.O. BOX 400, STATION D, SCARBOROUGH, ON, M1R 5M1								
36877261	06/30/23	HST 5%	07/26/23	\$6.36	\$6.36	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
36877261	06/30/23	HST recoverable	07/26/23	\$7.93	\$7.93	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
36877261	06/30/23	CYLINDER RENT	07/26/23	\$127.14	\$127.14	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
36877261	06/30/23	HST nonrecoverable	07/26/23	\$2.24	\$2.24	10-20-63060	PUBLIC WORKS-MATE	\$68,850.00	\$54,789.83
9378	BEATTY PRINTING, 661 CASSELLS STREET, NORTH BAY, ON, P1B 4A1								
57480	07/18/23	HST 5%	07/25/23	\$23.75	\$23.75	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
57480	07/18/23	HST recoverable	07/25/23	\$29.64	\$29.64	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
57480	07/18/23	Garbage Tags	07/25/23	\$475.00	\$475.00	10-25-64810	GARBAGE COLLECTIO	\$2,000.00	\$1,319.32
57480	07/18/23	HST nonrecoverable	07/25/23	\$8.36	\$8.36	10-25-64810	GARBAGE COLLECTIO	\$2,000.00	\$1,319.32
9456	RYMAN TITLES INC, BOX 224, PARRY SOUND, ON, P2A 2X3								
27094	07/18/23	HST 5%	07/26/23	\$1.50	\$1.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
27094	07/18/23	HST recoverable	07/26/23	\$1.87	\$1.87	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
27094	07/18/23	TITLE SEARCH	07/26/23	\$30.00	\$30.00	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
27094	07/18/23	HST nonrecoverable	07/26/23	\$0.53	\$0.53	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
9477	PLANScape, 104 KIMBERLEY AVE, BRACEBRIDGE, ON, P1L 1Z8								
475367	06/30/23	HST 5%	07/27/23	\$13.80	\$13.80	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
475368	06/30/23	HST 5%	07/30/23	\$2.30	\$2.30	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
475370	06/30/23	HST 5%	07/30/23	\$6.90	\$6.90	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
475371	06/30/23	HST 5%	07/30/23	\$9.20	\$9.20	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
475373	06/30/23	HST 5%	07/30/23	\$13.80	\$13.80	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
475374	06/30/23	HST 5%	07/30/23	\$33.35	\$33.35	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
475375	06/30/23	HST 5%	07/30/23	\$8.05	\$8.05	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
475367	06/30/23	HST recoverable	07/27/23	\$17.22	\$17.22	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
475368	06/30/23	HST recoverable	07/30/23	\$2.87	\$2.87	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
475370	06/30/23	HST recoverable	07/30/23	\$8.61	\$8.61	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
475371	06/30/23	HST recoverable	07/30/23	\$11.48	\$11.48	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
475373	06/30/23	HST recoverable	07/30/23	\$17.22	\$17.22	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
475374	06/30/23	HST recoverable	07/30/23	\$41.62	\$41.62	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
475375	06/30/23	HST recoverable	07/30/23	\$10.05	\$10.05	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		475369	06/30/23	PLANNING ADVICE- HOME HARDWARE	07/30/23	\$623.76	\$623.76	10-10-33050	A/P PLANNING DEPOSIT	\$0.00	(\$5,536.99)
		475372	06/30/23	PLANNING ADVICE- GOMOLL	07/30/23	\$961.63	\$961.63	10-10-33050	A/P PLANNING DEPOSIT	\$0.00	(\$5,536.99)
		475367	06/30/23	PLANNING ADVICE- RYKEMAN	07/27/23	\$276.00	\$276.00	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475367	06/30/23	HST nonrecoverable	07/27/23	\$4.86	\$4.86	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475368	06/30/23	PLANNING ADVICE- LOXTON	07/30/23	\$46.00	\$46.00	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475368	06/30/23	HST nonrecoverable	07/30/23	\$0.81	\$0.81	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475370	06/30/23	PLANNING ADVICE- BYERS	07/30/23	\$138.00	\$138.00	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475370	06/30/23	HST nonrecoverable	07/30/23	\$2.43	\$2.43	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475371	06/30/23	PLANNING ADVICE- HUGHES	07/30/23	\$184.00	\$184.00	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475371	06/30/23	HST nonrecoverable	07/30/23	\$3.24	\$3.24	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475373	06/30/23	PLANNING ADVICE- HALLSTEAD	07/30/23	\$276.00	\$276.00	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475373	06/30/23	HST nonrecoverable	07/30/23	\$4.86	\$4.86	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475374	06/30/23	PLANNING ADVICE- HUGHES	07/30/23	\$667.00	\$667.00	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475374	06/30/23	HST nonrecoverable	07/30/23	\$11.74	\$11.74	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475375	06/30/23	PLANNING ADVICE- BILL 23	07/30/23	\$161.00	\$161.00	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
		475375	06/30/23	HST nonrecoverable	07/30/23	\$2.83	\$2.83	10-70-68005	PLANNING CONSULTA	\$10,000.00	\$8,962.05
							\$3,560.63				
9592	CROSSTOWN COURIER, , BOX 212, POWASSAN, ON, P0H 1Z0										
2306027	06/30/23	HST 5%	07/25/23	\$1.63	\$1.63	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
2306027	06/30/23	HST recoverable	07/25/23	\$2.03	\$2.03	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
2306027	06/30/23	Courier Charges	07/25/23	\$32.52	\$32.52	10-10-61600	POSTAGE/COURIER/C	\$25,000.00	\$8,067.11		
2306027	06/30/23	HST nonrecoverable	07/25/23	\$0.57	\$0.57	10-10-61600	POSTAGE/COURIER/C	\$25,000.00	\$8,067.11		
							\$36.75				
9653	PURDON'S HEATING & ELECTRICAL INC, 466 MAIN ST, P.O. BOX 145, POWASSAN, ON, P0H 1Z0										
22066	06/21/23	HST 8%	06/21/23	\$11.60	\$11.60	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)		
22086	06/28/23	HST 8%	06/28/23	\$16.00	\$16.00	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)		
22066	06/21/23	HST 5%	06/21/23	\$7.25	\$7.25	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
22078	06/23/23	HST 5%	06/23/23	\$6.75	\$6.75	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
22086	06/28/23	HST 5%	06/28/23	\$10.00	\$10.00	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
22078	06/23/23	HST recoverable	06/23/23	\$8.42	\$8.42	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		
22078	06/23/23	POOL BATHROOM	06/23/23	\$135.00	\$135.00	10-55-67110	POOL-MATERIAL & SUP	\$15,000.00	\$11,038.81		
22078	06/23/23	HST nonrecoverable	06/23/23	\$2.38	\$2.38	10-55-67110	POOL-MATERIAL & SUP	\$15,000.00	\$11,038.81		
22066	06/21/23	CURLING CLUB	06/21/23	\$144.93	\$144.93	10-80-61950	BUILDING REPAIRS &	\$30,000.00	\$20,145.54		
22086	06/28/23	CHANGE CIRC PUMP	06/28/23	\$200.00	\$200.00	10-80-61950	BUILDING REPAIRS &	\$30,000.00	\$20,145.54		
							\$542.33				
10035	TRANS CANADA SAFETY BY STAR LIFE, 1492 MAIN STREET W, 4A, NORTH BAY, ON, P1B2X3										
42717	06/30/23	HST 5%	06/30/23	\$6.65	\$6.65	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
43058	07/12/23	HST 5%	07/12/23	\$4.95	\$4.95	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)		
42717	06/30/23	HST recoverable	06/30/23	\$8.30	\$8.30	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)		

Municipality of Powassan
A/P Preliminary Cheque Run
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Vendor

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
43058	07/12/23	HST recoverable	07/12/23	\$6.18	\$6.18	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
43058	07/12/23	FLOORDRY	07/12/23	\$99.00	\$99.00	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
43058	07/12/23	HST nonrecoverable	07/12/23	\$1.74	\$1.74	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
42717	06/30/23	NFPA COVERALL	06/30/23	\$133.00	\$133.00	10-15-62040	FIRE DEPT.-EQUIPMEN	\$11,600.00	\$457.05
42717	06/30/23	HST nonrecoverable	06/30/23	\$2.34	\$2.34	10-15-62040	FIRE DEPT.-EQUIPMEN	\$11,600.00	\$457.05
\$262.16									
10061	MANULIFE FINANCIAL, PREMIUM ADMINISTRATION (VO), P.O. BOX 1627, WATERLOO, ON, N2J4P4								
AUG BENEFITS	07/26/23	LIBRARY LIFE/DISABILITY INS	07/26/23	\$246.27	\$246.27	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$2,723.03)
JULY BENEFITS	07/01/23	LIBRARY LIFE/DISABILITY INS	07/01/23	\$246.27	\$246.27	10-10-24600	A/R LIBRARY BOARD	\$0.00	(\$2,723.03)
AUG BENEFITS	07/26/23	OFFICE LIFE/DISABILITY INS.	07/26/23	\$711.88	\$711.88	10-10-61510	BENEFITS	\$33,100.00	\$18,106.26
JULY BENEFITS	07/01/23	OFFICE LIFE/DISABILITY INS.	07/01/23	\$967.14	\$967.14	10-10-61510	BENEFITS	\$33,100.00	\$18,106.26
AUG BENEFITS	07/26/23	250 CLARK LIFE/DISABILITY INS.	07/26/23	\$93.87	\$93.87	10-12-61500	SALARIES	\$96,500.00	\$45,401.09
JULY BENEFITS	07/01/23	250 CLARK LIFE/DISABILITY INS.	07/01/23	\$93.87	\$93.87	10-12-61500	SALARIES	\$96,500.00	\$45,401.09
AUG BENEFITS	07/26/23	PW LIFE/DISABILITY INS.	07/26/23	\$1,024.27	\$1,024.27	10-20-63050	PUBLIC WORKS-LABOU	\$0.00	\$0.00
JULY BENEFITS	07/01/23	PW LIFE/DISABILITY INS.	07/01/23	\$1,024.27	\$1,024.27	10-20-63050	PUBLIC WORKS-LABOU	\$0.00	\$0.00
AUG BENEFITS	07/26/23	BUILDING INSPECTOR LIFE/DISABILITY INS.	07/26/23	\$249.19	\$249.19	10-45-62700	BUILDING INSPECTOR	\$125,600.00	\$59,440.30
JULY BENEFITS	07/01/23	BUILDING INSPECTOR LIFE/DISABILITY INS.	07/01/23	\$249.19	\$249.19	10-45-62700	BUILDING INSPECTOR	\$125,600.00	\$59,440.30
AUG BENEFITS	07/26/23	PSO LIFE/DISABILITY INS.	07/26/23	\$208.33	\$208.33	10-50-61500	SALARIES	\$102,800.00	\$49,409.48
JULY BENEFITS	07/01/23	PSO LIFE/DISABILITY INS.	07/01/23	\$208.33	\$208.33	10-50-61500	SALARIES	\$102,800.00	\$49,409.48
AUG BENEFITS	07/26/23	SPORTSPLEX LIFE/DISABILITY INS.	07/26/23	\$125.01	\$125.01	10-80-61510	BENEFITS	\$7,400.00	\$7,400.00
JULY BENEFITS	07/01/23	SPORTSPLEX LIFE/DISABILITY INS.	07/01/23	\$125.01	\$125.01	10-80-61510	BENEFITS	\$7,400.00	\$7,400.00
\$5,572.90									
10082	BRAD'S JANITORIAL SERVICES, 3911 HWY 654, POWASSAN, ON, P0H1Z0								
493128	06/30/23	HST 5%	07/25/23	\$37.50	\$37.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
493128	06/30/23	HST recoverable	07/25/23	\$46.80	\$46.80	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
493128	06/30/23	Fire Hall Waxing	07/25/23	\$750.00	\$750.00	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
493128	06/30/23	HST nonrecoverable	07/25/23	\$13.20	\$13.20	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
\$847.50									
10126	TOROMONT INDUSTRIES LTD, 3131 HWY 7, CONCORD, ON, L4K5E1								
WO050892251	06/27/23	HST 5%	06/27/23	\$32.05	\$32.05	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
WO050892251	06/27/23	HST recoverable	06/27/23	\$40.00	\$40.00	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
WO050892251	06/27/23	WING LEVERS	06/27/23	\$641.00	\$641.00	10-20-63660	99 GRADER-MAT/SUPP	\$10,000.00	\$7,721.96
WO050892251	06/27/23	HST nonrecoverable	06/27/23	\$11.28	\$11.28	10-20-63660	99 GRADER-MAT/SUPP	\$10,000.00	\$7,721.96
\$724.33									
10143	BLACK & McDONALD LTD, 328 Green Rd, Stoney Creek, ON, , L8E 2B2								
43-1482619	05/18/23	HST 8%	07/25/23	\$159.94	\$159.94	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$5,813.72)
43-1482619	05/18/23	HST 5%	07/25/23	\$99.96	\$99.96	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
43-1482619	05/18/23	Sportsplex Shutdown	07/25/23	\$1,999.25	\$1,999.25	10-80-61940	EQUIPMENT-REPAIRS	\$25,000.00	\$15,189.76

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Vendor												
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance			
10230 SGS CANADA INC., 185 CONCESSION STREET, PO BOX 4300, LAKEFIELD, ON, K0L 2H0												
11595289	06/29/23	HST 5%	07/26/23	\$193.55	\$2,259.15	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	\$0.00	(\$50,055.73)		
11595289	06/29/23	HST recoverable	07/26/23	\$241.55		10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	\$0.00	(\$54,853.86)		
11595289	06/29/23	LANDFILL MONITORING	07/26/23	\$3,871.00		10-25-64965	LANDFILL SITE-MAINT	\$79,400.00	\$79,400.00	\$52,420.16		
11595289	06/29/23	HST nonrecoverable	07/26/23	\$68.13		10-25-64965	LANDFILL SITE-MAINT	\$79,400.00	\$79,400.00	\$52,420.16		
					\$4,374.23							
10233 LAWRENCE ELECTRICAL SERVICES, 110 KYLE ROAD, CORBEL, ON, P0H 1K0												
1926	07/17/23	HST 5%	07/26/23	\$16.50	\$16.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	\$0.00	(\$50,055.73)		
1926	07/17/23	HST recoverable	07/26/23	\$20.59	\$20.59	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	\$0.00	(\$54,853.86)		
1926	07/17/23	AMP FUSE	07/26/23	\$330.00	\$330.00	10-12-61641	250 CLARK-BUILDING M	\$25,000.00	\$25,000.00	\$6,548.72		
1926	07/17/23	HST nonrecoverable	07/26/23	\$5.81	\$5.81	10-12-61641	250 CLARK-BUILDING M	\$25,000.00	\$25,000.00	\$6,548.72		
					\$372.90							
10236 XEROX CANADA LTD., P.O. BOX 4539 STN A, TORONTO, ON, M5W 4P5												
F60835616	06/26/23	HST 5%	06/26/23	\$8.53	\$8.53	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	\$0.00	(\$50,055.73)		
F60870571	06/26/23	HST 5%	06/26/23	\$3.52	\$3.52	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	\$0.00	(\$50,055.73)		
F60872170	06/26/23	HST 5%	06/26/23	\$3.02	\$3.02	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	\$0.00	(\$50,055.73)		
F60835616	06/26/23	HST recoverable	06/26/23	\$10.64	\$10.64	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	\$0.00	(\$54,853.86)		
F60870571	06/26/23	HST recoverable	06/26/23	\$4.39	\$4.39	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	\$0.00	(\$54,853.86)		
F60872170	06/26/23	HST recoverable	06/26/23	\$3.77	\$3.77	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	\$0.00	(\$54,853.86)		
F60835616	06/26/23	COPY CHARGES	06/26/23	\$170.57	\$170.57	10-10-61600	POSTAGE/COURIER/C	\$25,000.00	\$25,000.00	\$8,067.11		
F60835616	06/26/23	HST nonrecoverable	06/26/23	\$3.00	\$3.00	10-10-61600	POSTAGE/COURIER/C	\$25,000.00	\$25,000.00	\$8,067.11		
F60870571	06/26/23	COPY CHARGES	06/26/23	\$70.44	\$70.44	10-10-61600	POSTAGE/COURIER/C	\$25,000.00	\$25,000.00	\$8,067.11		
F60870571	06/26/23	HST nonrecoverable	06/26/23	\$1.24	\$1.24	10-10-61600	POSTAGE/COURIER/C	\$25,000.00	\$25,000.00	\$8,067.11		
F60872170	06/26/23	COPY CHARGES	06/26/23	\$60.37	\$60.37	10-10-61600	POSTAGE/COURIER/C	\$25,000.00	\$25,000.00	\$8,067.11		
F60872170	06/26/23	HST nonrecoverable	06/26/23	\$1.06	\$1.06	10-10-61600	POSTAGE/COURIER/C	\$25,000.00	\$25,000.00	\$8,067.11		
					\$340.55							
10280 CRD CREIGHTON, 2222 DREW ROAD, MISSISSAUGA, ON, L5S 1B1												
271183	06/30/23	HST 5%	07/25/23	\$25.20	\$25.20	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	\$0.00	(\$50,055.73)		
271183	06/30/23	HST recoverable	07/25/23	\$31.45	\$31.45	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	\$0.00	(\$54,853.86)		
271183	06/30/23	Grader Blades	07/25/23	\$504.00	\$504.00	10-20-63660	99 GRADER-MAT/SUPP	\$10,000.00	\$10,000.00	\$7,721.96		
271183	06/30/23	HST nonrecoverable	07/25/23	\$8.87	\$8.87	10-20-63660	99 GRADER-MAT/SUPP	\$10,000.00	\$10,000.00	\$7,721.96		
					\$569.52							
10352 BWR POWER AND LIGHTING, 48 RIDDLE COURT, NORTH BAY, ON, P1B 8S6												
20-1366	07/11/23	HST 5%	07/25/23	\$82.25	\$82.25	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	\$0.00	(\$50,055.73)		
20-1366	07/11/23	HST recoverable	07/25/23	\$102.65	\$102.65	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	\$0.00	(\$54,853.86)		
20-1366	07/11/23	Street Light Repairs	07/25/23	\$1,645.00	\$1,645.00	10-20-63010	STREET LIGHTING-MAT	\$6,500.00	\$6,500.00	\$6,500.00		
20-1366	07/11/23	HST nonrecoverable	07/25/23	\$28.95	\$28.95	10-20-63010	STREET LIGHTING-MAT	\$6,500.00	\$6,500.00	\$6,500.00		

Municipality of Powassan
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Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
10538 GFL ENVIRONMENTAL INC, 1926 HIGHWAY 17 WEST, NORTH BAY, ON, P1B 8G5									
				\$1,858.85					
GN0000139805	06/30/23	HST 5%	07/25/23	\$580.20	\$580.20	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
GN0000139805	06/30/23	HST recoverable	07/25/23	\$724.09	\$724.09	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
GN0000139805	06/30/23	June Recycling	07/25/23	\$11,603.94	\$11,603.94	10-25-64940	RECYCLING PROGRAM	\$123,600.00	\$57,613.20
GN0000139805	06/30/23	HST nonrecoverable	07/25/23	\$204.23	\$204.23	10-25-64940	RECYCLING PROGRAM	\$123,600.00	\$57,613.20
10539 VISTA RADIO LTD, 152 HIGHLAND STREET, UPPER LEVEL, P.O. BOX 960, HALIBURTON, ON, K0M 1S0									
				\$13,112.46					
384868-1	07/26/23	HST 5%	08/25/23	\$5.84	\$5.84	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
384868-1	07/26/23	HST recoverable	08/25/23	\$7.29	\$7.29	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
384868-1	07/26/23	FESTIVAL ADVERTISING	08/25/23	\$116.76	\$116.76	10-55-61052	MAPLE SYRUP FESTIV	\$17,100.00	\$2,394.11
384868-1	07/26/23	HST nonrecoverable	08/25/23	\$2.06	\$2.06	10-55-61052	MAPLE SYRUP FESTIV	\$17,100.00	\$2,394.11
10597 WASTE CONNECTIONS OF CANADA, P.O. BOX 1779, 580 ECCLESTONE DRIVE, BRACEBRIDGE, ON, P1L 1V7									
				\$131.95					
332960	06/30/23	HST 5%	07/26/23	\$18.50	\$18.50	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
332960	06/30/23	HST recoverable	07/26/23	\$23.09	\$23.09	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
332960	06/30/23	GLASS BIN COLLECTION	07/26/23	\$370.05	\$370.05	10-25-64910	LANDFILL SITE-MAT/SU	\$46,500.00	\$42,714.87
332960	06/30/23	HST nonrecoverable	07/26/23	\$6.51	\$6.51	10-25-64910	LANDFILL SITE-MAT/SU	\$46,500.00	\$42,714.87
10605 UPS CANADA, PO BOX 4900, STN A, TORONTO, ON, M5W 0A7									
				\$418.15					
5477990572	07/04/23	HST 5%	07/26/23	\$0.49	\$0.49	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
5477990572	07/04/23	HST recoverable	07/26/23	\$0.61	\$0.61	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
5477990572	07/04/23	SHIPPING CHARGE	07/26/23	\$9.81	\$9.81	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
5477990572	07/04/23	HST nonrecoverable	07/26/23	\$0.17	\$0.17	10-15-62010	FIRE DEPT.-MAINTENA	\$56,500.00	\$28,053.09
10658 TATHAM ENGINEERING, 115 SANDFORD FLEMING DRIVING, SUITE 200, COLLINGWOOD, ON, L9Y 5A6									
				\$11.08					
85154	06/30/23	HST 5%	07/26/23	\$215.75	\$215.75	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
85154	06/30/23	HST recoverable	07/26/23	\$269.26	\$269.26	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
85154	06/30/23	FORESTRY CULVERT ENGINEERING	07/26/23	\$4,315.00	\$4,315.00	10-20-63895	CAPITAL-GAS TAX PRO	\$89,200.00	\$77,285.05
85154	06/30/23	HST nonrecoverable	07/26/23	\$75.94	\$75.94	10-20-63895	CAPITAL-GAS TAX PRO	\$89,200.00	\$77,285.05
10680 JR WELDING, 155 GOLF COURSE RD, ASTORVILLE, ON, P0H 1B0									
				\$4,875.95					
3525	06/26/23	HST 5%	07/26/23	\$20.65	\$20.65	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
3528	07/07/23	HST 5%	08/06/23	\$48.63	\$48.63	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
3525	06/26/23	HST recoverable	07/26/23	\$25.77	\$25.77	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
3528	07/07/23	HST recoverable	08/06/23	\$60.70	\$60.70	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
3528	07/07/23	TAILGATE BRACKETS	08/06/23	\$972.68	\$972.68	10-20-63560	2013 FREIGHTLINER TR	\$21,000.00	\$3,471.10
3528	07/07/23	HST nonrecoverable	08/06/23	\$17.12	\$17.12	10-20-63560	2013 FREIGHTLINER TR	\$21,000.00	\$3,471.10

Municipality of Powassan
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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		3525	06/26/23	TAILGATE LOCKS	07/26/23	\$413.04	\$413.04	10-20-63780	2014 FREIGHTLINER-M	\$18,000.00	\$9,894.00
		3525	06/26/23	HST nonrecoverable	07/26/23	\$7.27	\$7.27	10-20-63780	2014 FREIGHTLINER-M	\$18,000.00	\$9,894.00
							\$1,565.86				
		10681	NORTHERN FLOAT & HOTSHOT SERVICE, PO BOX 141, BONFIELD, ON, P0H 1E0								
		1130	07/05/23	HST 5%	08/04/23	\$30.38	\$30.38	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
		1130	07/05/23	HST recoverable	08/04/23	\$37.91	\$37.91	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		1130	07/05/23	FLOAT SERVICE	08/04/23	\$607.50	\$607.50	10-20-63370	LOOSETOP MAINTENA	\$114,400.00	\$33,649.03
		1130	07/05/23	HST nonrecoverable	08/04/23	\$10.69	\$10.69	10-20-63370	LOOSETOP MAINTENA	\$114,400.00	\$33,649.03
							\$686.48				
		10682	POOL AND SPA CENTRE, 100B PATTON RD, NORTH BAY, ON, P1A 0B7								
		12519	06/30/23	HST 5%	07/30/23	\$79.32	\$79.32	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$50,055.73)
		12519	06/30/23	HST recoverable	07/30/23	\$98.99	\$98.99	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$54,853.86)
		12519	06/30/23	POOL SUPPLIES	07/30/23	\$1,586.46	\$1,586.46	10-55-67110	POOL-MATERIAL & SUP	\$15,000.00	\$11,038.81
		12519	06/30/23	HST nonrecoverable	07/30/23	\$27.92	\$27.92	10-55-67110	POOL-MATERIAL & SUP	\$15,000.00	\$11,038.81
							\$1,792.69				
							\$156,177.91				
Total Bills To Pay:											

August 2023

August 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	29	30
27	28	29	30	31									

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 30	31	Aug 1 Council 7pm	2	3	4	5
6	7 Office Closed	8	9	10 DSSAB	11	12
13	14	15	16 NBMCA	17	18	19
20	21 Library Board Meeting	22	23	24	25	26
27	28	29	30	31	Sep 1	2