

AGENDA

Regular Council Meeting

Tuesday, November 7, 2023, at 6:30 p.m.

Powassan Council Chambers (Firehall Station 1)

1. CALL TO ORDER

2. LAND ACKNOWLEDGMENT

"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."

3. ROLL CALL

4. DISCLOSURE OF MONETARY AND GENERAL NATURE THEREOF

5. APPROVAL OF THE AGENDA

6. DELEGATIONS TO COUNCIL

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

7.1 Regular Council meeting of October 17, 2023

8. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

8.1 Maple Syrup Committee Meeting minutes of October 26, 2023

9. MINUTES AND REPORTS FROM APPOINTED BOARDS

9.1 Powassan and District Union Public Library Meeting minutes of June 19, 2023

9.2 Powassan and District Union Public Library Meeting minutes of September 18, 2023

9.3 Powassan and District Union Public Library Meeting draft minutes of October 23, 2023

9.4 North Bay Mattawa Conservation Authority Meeting minutes of September 13, 2023

9.5 North Bay Mattawa Conservation Authority 2024 Draft Budget.

10. STAFF REPORTS

10.1 Deput Clerk, K. Bester – McDonald Street Update

10.2 Treasurer/Director of Corporate Services, B. Robinson – 2024 Pay Grid

10.3 Treasurer/Director of Corporate Services, B. Robinson – OPP Cluster Detachment

10.4 Clerk, A. Quinn – Municipal Pool Update

11. BY-LAWS

11.1 Bylaw 2023-26 – Extension Agreement

12. UNFINISHED BUSINESS

- 12.1 Treasurer/Director of Corporate Services, B. Robinson – Facilities Memo
- 12.2 Deputy Clerk, K. Bester – Notice of Passing of Official Plan Amendment and Zoning Bylaw Amendment

13. NEW BUSINESS

- 13.1 Ontario Municipal Partnership Fund
- 13.2 Consent Application B34/POWASSAN/2023 (Hunt Line)
- 13.3 Ontario Clean Water Agency (OCWA) - Q3 Operations Report
- 13.4 Councillor R. Hall – Request for support for lower interest rates, mortgages, and bank loans
- 13.5 Resolution - Intimate Partner Violence

14. CORRESPONDENCE

- 14.1 MPP Waterloo, Catherine Fife – Support for Bill 21, Fixing Long-Term Care Amendment Act, 2022

15. ADDENDUM

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. CLOSED SESSION

18. MOTION TO ADJOURN

Regular Council Meeting
Tuesday, October 17, 2023, at 7:00 pm
Powassan Council Chambers

Present: Markus Wand, Deputy Mayor
Randy Hall, Councillor
Dave Britton, Councillor
Leo Patey, Councillor

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

Absent,
With Regrets: Peter McIsaac, Mayor

Presentation: None.

Disclosure of Monetary Interest and General Nature Thereof: None.

- 2023-319** Moved by: D. Britton Seconded by: L. Patey
That the agenda of the Regular Council Meeting of October 17, 2023, be approved. **Carried**
- 2023-320** Moved by: L. Patey Seconded by: R. Hall
That the minutes of the Regular meeting of council of October 3, 2023,
be adopted. **Carried**
- 2023-321** Moved by: R. Hall Seconded by: L. Patey
That the minutes from the Powassan Police Services Board meeting, dated September 25,
2023, be received. **Carried**
- 2023-322** Moved by: L. Patey Seconded by: D. Britton
That the district of Parry Sound Social Services Administration Board's Chief
Administrative Officer's Report dated October 2023, be received. **Carried**
- 2023-323** Moved by: D. Britton Seconded by: L. Patey
That the memo from Treasurer/Director of Corporate Services B. Robinson, be received; and,

FURTHER that Section 5.11 – Pay Days of the Human Resources Policy Manual be
amended effective January 1, 2024, as per the working provided. **Carried**
- 2023-324** Moved by: R. Hall Seconded by: L. Patey
That the memo from Public Works Foreman, T. Tennant, regarding traffic on Sweezy Street
be received; and,

FURTHER that council direct staff to notify residents on Sweezy Street, as well as put an additional notice on the Municipal Website and social media, to forward speed complaints to the OPP via the non-emergency line *677. **Carried**

2023-325 Moved by: L. Patey Seconded by: D. Britton
That the memo from Public Works Foreman, T. Tennant, regarding Main Street storm water ditch be received, for information purposes. **Carried**

2023-326 Moved by: R. Hall Seconded by: D. Britton
That the memo from Clerk, A. Quinn regarding the Municipal; Police Background check Policy be received; and,

FURTHER that Council adopts the policy as presented. **Carried**

2023-327 Moved by: D. Britton Seconded by: R. Hall
That the memo from Clerk, A. Quinn regarding the revised Municipal; Flag and Proclamation Policy be received; and,

FURTHER that Council adopts the policy as presented. **Carried**

2023-328 Moved by: D. Britton Seconded by: R. Hall
That By-Law 2023-24, being a Bylaw to amend Bylaw 2003-38, as amended, the Zoning Bylaw for the Municipality of Powassan with respect to lands located in Park Lot 15, Concession 14, RP 42R-13092, Municipality of Powassan (137 Main Street, Powassan);

Be **READ** a **FIRST** and **SECOND** time on the 3rd day of October 2023,

And to be **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council on this the 17th day of October 2023. **Carried**

2023-329 Moved by: L. Patey Seconded by: D. Britton
That By-Law 2023-25, being a Bylaw to amend the Official Plan of the Municipality of Powassan;

Be **READ** a **FIRST** and **SECOND** time on the 3rd day of October 2023,

And to be **READ** a **THIRD** and **FINAL** time and adopted by Council on this the 17th day of October 2023. **Carried**

2023-330 Moved by: R. Hall Seconded by: L. Patey
That the memo from Clerk, A. Quinn, regarding the Municipal Pool Inspection Report be received for information purposes. **Carried**

2023-331 Moved by: D. Britton Seconded by: L. Patey
That the report from Councillor R. Hall regarding Municipal Facility Renumeration for 2024 Budget year be received. **Carried**

2023-332 Moved by: R. Hall Seconded by: D. Britton
That the report from Councillor R. Hall regarding the Trout Creek Community Centre Revitalization process be received. **Carried**

2023-333 Moved by: L. Patey Seconded by: R. Hall
That the correspondence dated September 25, 2023, from Canton-Bonfield Township regarding their Remembrance Day Service, be received. **Carried**

2023-334 Moved by: L. Patey Seconded by: R. Hall

That Council now adjourns to closed session at 7:28pm to discuss:

- 17.1 Adoption of Closes Session Minutes of October 3, 2023.
- 17.2 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.
- 17.3 Labour Relations – Section 239(2)(d) of the Municipal Act and under Section 9(4)(d) of the Procedural Bylaw – matters regarding labour relations or employee negotiations.
- 17.4 Legal Matters – Section 239(2)(f) of the Municipal Act and under Section 9(4)(f) of the Procedural Bylaw – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 17.5 Legal Matters – Section 239(2)(f) of the Municipal Act and under Section 9(4)(f) of the Procedural Bylaw – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 17.6 Identifiable Individuals – Section 239(2)(b) of the Municipal Act and Section 9(4)(b) of the Procedural Bylaw – matters regarding an identifiable individual, including municipal or local board employees. **Carried**

2023-335 Moved by: D. Britton Seconded by: L. Patey
That Council now reconvenes to regular session at 9:31 p.m. **Carried**

2023-336 Moved by: L. Patey Seconded by: D. Britton
That Council now adjourns at 9:31 p.m. **Carried**

Mayor

Clerk

**POWASSAN MAPLE SYRUP FESTIVAL
COMMITTEE MEETING MINUTES
OCTOBER 25, 2023**

Call to order:

Meeting called to order at 6:10 pm. with the following members in attendance:

Monika Gibbings / Mike Odrowski / Christine Wendover/ Leo Patey / Mary Heasman / Diane Cole / Lori Costello

Municipal staff in attendance: Kim Bester

Call to Order – Moved by Christine / Seconded by Mary – **Carried**

1. Review of the June 21,2023 minutes – Moved by Mary Heasman/ Seconded by Monika Gibbings – **Carried.**
2. **Correspondence** – n/a
3. **Maple Producers** – Lori advised that there had been sap buckets out on Highway 11 north and Mike stated that they may have sap running (Fall run).
4. **New Business** –

Chair Position –

Roger Glabb has resigned from the Committee. We will defer discussing the Chair position until our November meeting when we have more committee members in attendance.

2024 Festival Date –

Committee members decided that April 20th would be too early as some producers might still be processing syrup and a May 4th date might be too late given that producers would be cleaning equipment, etc. It was decided that we will stay with April 27th for the festival date.

2023 Festival – what was good / what could we change –

It would be good to have some form of shelter/tent at the Offsite parking area so that attendees waiting for the buses don't have to stand in the rain.

Volunteers need to be better organized and possibly assist with other things – i.e. replacing garbage bags when full, etc. We should also have something to identify them as Volunteers (i.e. a decal that goes on their high visibility vest?)

Food Court area – the lineups for food vendors really impeded the flow of traffic on Main St. and may have also obscured other vendor's booths. Committee members asked whether it would be an option to use Clark St. (close to Main) along with Main (around the corner from Clark) for all of our Food Vendors. Kim to discuss with fire department. The emergency service vehicles and personnel are normally on Clark – but there should be room if they

move west a bit on Clark – to have Food vendors set up on Clark east of them. We had a substantial number of programs left last year and given that our weather is usually very wet, the committee decided that we will not be doing them in 2024.

2024 Facebook Suggestions –

Members liked the idea of a Scavenger Hunt as it would also encourage attendees to visit all of the different areas of the festival.

2024 Indoor Location –

Members would like to keep the Sportsplex for Indoor Vendors, and potentially use 250 Clark (gym and Maple room) for Kidz Zone and other demonstrations/activities.

Volunteer Coordinator –

Diane Cole has volunteered to be the Volunteer Coordinator for next year's festival.

2024 Mascot –

Leo asked whether we might consider having a new costume designed and purchased which a volunteer could wear the day of the festival. He can have someone who does this come to our November meeting to discuss what's involved – timelines and cost.

Additional Attractions –

Kim suggested adding demonstrations and displays that showcase the community and its history (farming / forestry / etc.). Ideas included:

- Blacksmithing demo (we have someone willing to do this)
- Sheep Shearing (we have not yet been able to find someone for this)
- Mini Baler Demo (possibly)
- Wood Carver (there is someone who does this for \$800 – and provides '4' completed carvings which the festival could then auction off).
- Wool Spinning (if we can find someone to do this).
- Butter Making or another dairy related demonstration (Natasha Kunkel has advised that she would be interested in doing something).
- Sap Boiling and stamping of Festival logo on wood (if someone can be found to do this).
- Old Tractor display (Clarence Nadrofsky has volunteered to bring his old tractors) and to see if he can find a contact for Antique Cars
- Face painter
- Fur Harvestors

Other ideas –

- Something lumber or wood processing related (Natasha to determine if Quality Hardwoods would be able to do something).
- The Masons might be able to do their CHIP program (Child identification)
- Amateur Lumberjack Show
- Science North Natural Curiosity hands on demonstration and information display
- Ax Throwing opportunity (via Great Canadian Lumberjack Show)
- Pancake Eating Contest (local firefighters or other organizations provide a representative to participate)

- Astronomy Club is interested in attending
- Dunk Tank / Bouncy Castle ?
- Reaching out to Farm to Food organization to see if there's an opportunity for them to attend with a display/resources
- Reaching out to companies that buy local wool to see what they might be able to offer.
- Perhaps a Giesler Boats display or demo.

NOHFC Community Events Funding –

We will be applying to the above noted, along with NECO and a new Fednor Tourism program. In order to apply to NOHFC again we will need to demonstrate how we are expanding the festival and/or adding different activities, etc. The NOHFC application can be submitted anytime. We will also be applying to NECO – for up \$2000 of funding; these monies could be used to have a small sign produced that would go ON the south bound highway sign – advertising the Festival. Other items that we could include for under this funding opportunity would be Volunteer decals (to go on high visibility vests), perhaps a tent for the offsite parking area, etc. Fednor's new Tourism funding program has not been launched yet but we will be applying to them as well.

Stage/Musical Entertainment Location –

Kim to reach out to a local business owner or 2 to determine if they might permit us to put our stage and provide musical entertainment on their property.

The Committee decided to move the meeting to a Thursday night instead – and to begin the meeting at 6:10 which makes it easier for members to attend on time.

Kim advised that she will consider doing the Vendor Coordinator portion of her role on the committee on her own time (after hours / weekend). This would result in a significant reduction in the municipal cost for the festival.

Motion to end the meeting at 7:15 pm – moved by Leo Patey, seconded by Lori Costello.

Carried

Next meeting - Thursday, November 23rd at 6:10 pm – in Elm meeting room

Minutes approved by: _____
Mike Odrowski – Co-chair

Recorded by : _____
Kimberly Bester, Secretary

Board Meeting @ Library

Absent: Steve Kirkey

Item	Action	Responsibility
1. Call to order	6:05 pm	
2. Respect and Acknowledgement Declaration	Declaration read by CEO	
3. General Consent Motion: Present the general Consent Motion which includes: a) Approval of June 19, 2023 Agenda b) Approval of Minutes for May 15, 2023 meetings c) Approval of Financial Reports for May 2023 d) Library Reports for March, April, May 2023 deferred until September	Motion: 2023-21 That the General Consent Motion for June 2023 be adopted as presented Moved by: Debbie Piper Seconded by: Leo Patey	
4. Disclosure of pecuniary interest	None	none
5. General Business a) Notable June Events b) Charitable Tax Return c) Funding Opportunity	Cancellation of LGBTQ+ Culture Event by Seth Compton for health reasons. Event is postponed until October 2023 Mandatory charitable tax return was completed by CEO, resulting in a saving of at least \$700. The library will partner with Hailey Madigan. She will sell books from the Usborne Publisher at the Powassan's Farmer's Market for the month of July and August, while promoting the library, and reading to children. Ten percent of items sold at the market will be donated to the library.	Schedule new date during Library week Draw partnership contract

d) Musical Instruments Library – Update	Program is ready to launch. Policy still required. Also, small guitar humidifier required.	Complete policy and purchase humidifier
e) Strategic Plan – Update	Deferred until September	
f) New Board Member from Restoule	Potential member will be informed to contact Mike McVeety to let him, and their Board know of their interest.	
g) Historical Society Items	Goal is to start displaying historical items of interest to the community inside the library	CEO will contact Mary Heasman to request items
6. Correspondence	None to report	
7. Committee Reports		
a) Property Committee - Elevator Maintenance Contract	<p>Current contract with Otis ends September 30, 2023. Transferring service to Elevator1 will result in a saving of \$700 per year and hopefully, better service.</p> <p>Motion: 2023-22 That the Elevator Maintenance Contract be granted to Elevator1 at the end of the Otis Contract on September 30, 2023. The quarterly FMX maintenance Agreement option was selected at an initial annual cost of \$3,740.00.</p> <p>Moved by: Leo Patey Seconded by: Pat Stephens</p>	Send Otis letter of termination before end of June and return signed contract to Elevator1.
b) Financial Committee	Nothing to report.	
c) Fundraising Committee - An evening with Lisa LaFlamme fundraising event	Plans for the evening are proceeding smoothly. Tickets are selling very well. In the event of a last-minute cancellation, the committee will purchase cancellation insurance to cover fixed costs already incurred.	

<p>d) Policy Committee report</p> <ul style="list-style-type: none"> • SERV-06 Programming Policy <ul style="list-style-type: none"> • SERV-07 Agreement for PDUPL Facility Use <ul style="list-style-type: none"> • RES-19 Request for Withdrawal of Library Materials <p>e) Friends of the Library</p> <ul style="list-style-type: none"> • Update 	<p>Next step is to expand the reach of advertising to beyond local community. Invitations to sponsor the event will be sent to various companies.</p> <p>Motion: 2023-23 That SERV-06 Programming Policy be approved as presented</p> <p>Moved by: Doug Walli Seconded by: Pat Stephens</p> <p>Motion: 2023-24 That SERV-07 Agreement for the PDUPL Facility Use be approved as modified.</p> <p>Moved by: Doug Walli Seconded by: Debbie Piper</p> <p>Motion: 2023-25 That RES-19 Request for Withdrawal of Library Materials be approved as presented.</p> <p>Moved by: Bernadette Kerr Seconded by: Pat Stephens</p> <p>Friends have agreed to cover cost of purchasing new library cart at a cost of \$1,187.96. Ann Oshell was thanked for looking after the flower gardens at the front of library.</p>	
<p>8. Adjournment</p>	<p>Motion: 2023-26 That the June 19, 2023 meeting be adjourned at 7pm</p> <p>Moved by: Laurie Forth</p>	<p>Next meeting September 18, 2023</p>

Chairperson: _____

Kristina Martin

Kristina Martin, Chair

Secretary: _____

Marie Rosset

Marie Rosset, CEO

Powassan & District Union Public Library

Minutes for Monday, September 18, 2023 – 6:00 p.m.

Board Meeting @ Library

In-person: Tina Martin, Bernadette Kerr, Steve Kirkey, Valerie Morgan, Leo Patey,
Debbie Piper, Pat Stephens, Marie Rosset

Absent: Doug Walli, Laurie Forth

Item	Action	Responsibility
1. Call to order	6:05 pm	
2. Respect and Acknowledgement Declaration	Declaration read by CEO	
3. General Consent Motion: Present the general Consent Motion for September 2023, which includes: a) Approval of September 18, 2023 Agenda b) Approval of Minutes from the June 19, 2023 meetings	Motion: 2023-21 That the General Consent Motion for September 2023 be adopted as presented Moved by: Steve Kirkey Seconded by: Bernadette Kerr	
4. Disclosure of pecuniary interest	None	none
5. General Business a) Welcome to Valerie Morgan b) Library hours c) Funding Opportunity	Valerie Morgan is joining the Library Board as the representative from Restoule LSB. The new library hours are as follows: - Mon, Tue, Wed: 10am-6pm - Thu: 10am-7pm - Fri: 10am-5pm - Sat: 10am-2pm This new schedule has a consistent opening time and takes into account the attendance during the hours of our current schedule. Opening an hour later on Thursdays will enable working patrons to use the library during the week. Hailey Madigan decided to withdraw her offer of attending the market under the library umbrella, since another seller was already reading stories to the children.	

<p>d) Musical Instruments Library – Update</p> <p>e) Strategic Plan – Update</p> <p>f) Notable summer events</p> <p>g) Historical Society Items</p>	<p>Guitar is now on loan. Next item to consider adding to the collection is a good used keyboard.</p> <p>Deferred until February 2024</p> <p>In spite of not receiving any student summer grants, the library was able to run a successful reduced summer program by using the hours from technology help and redistributing to our summer program. Thank you to Breya Market-Matthews and Owen Desrosiers for running the program .</p> <p>Items will be displayed in the Doug Mackey Art Gallery in January and February 2024</p>	
6. Correspondence	None to report	
7. Committee Reports		
<p>a) Property Committee NOHFC Application</p> <p>a) Financial Committee</p> <p>b) Fundraising Committee</p> <p>c) Policy Committee report</p> <p>d) Friends of the Library • Update</p>	<p>Tentative costs so far: Lights: \$11,952.01 Library: \$7,775.53 Accessible Accommodation Update: Material and labour: \$4,100 Electrician: \$1375 Horse hitching post: \$525</p> <p>Financial reports will be available next month.</p> <p>Planning is going according to plan, evening promises to be outstanding.</p> <p>Policies review deferred to next month.</p> <p>Friends have agreed to cover the cost of refreshing the outdoor sign at the front of the library and to cover the cost of making new covers for the two chairs from IKEA.</p>	

8. Adjournment	Motion: 2023-28 That the September 18, 2023 meeting be adjourned at 7:15pm Moved by: Leo Patey	Next meeting October 16, 2023
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Chairperson: *Kristina Martin*
 Kristina Martin, Chair

Secretary: *Marie Rosset*
 Marie Rosset, CEO

Powassan & District Union Public Library

Minutes for Monday, October 18, 2023 – 6:00 p.m.

Board Meeting @ Library

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Valerie Morgan, Leo Patey, Debbie Piper, Pat Stephens, Marie Rosset

Absent: Doug Walli

Item	Action	Responsibility
Call to order	6:10 pm	
Respect and Acknowledgement Declaration	Declaration read by CEO	
3. General Consent Motion: Present the general Consent Motion for September 2023, which includes: <ul style="list-style-type: none"> a) Approval of October 16, 2023 Agenda b) Approval of Minutes from the September 18, 2023 meetings c) Approval of the September 2023 Financial Statements 	<p>Motion: 2023-29 That the General Consent Motion for October 2023 be adopted as amended</p> <p>Moved by: Leo Patey Seconded by: Steve Kirkey</p>	
Disclosure of pecuniary interest	None	none
General Business <ul style="list-style-type: none"> a) Doug Walli Proposal b) Lisa LaFlamme Event Financial outcomes c) Ideas for Using Funds 	<p>Instead of stepping down as a Board member Doug Wall will take a leave of absence until January 2024</p> <p>With a gross of \$25,070 less expenses of \$9,886, the profits for the event are \$15,184. These figures are likely to vary due to some late expected revenues and expenses.</p> <p>Various ideas were proposed:</p> <ul style="list-style-type: none"> • Vox Books for kids • Privacy room withing library • Hanging electric fireplace in Enever room • New Shelving from Open Book • Makerspace tables • Addition to Library of things 	Evaluate feasibility of ideas – CEO, Fundraising Committee

	<ul style="list-style-type: none"> • Repair fence at front of library 	Fence: Leo Patey and Steve Kirkey volunteered to repair
d) Jodi Roadknight Volunteer	Jodi Roadknight will get involved in activity planning as a volunteer. We are thrilled to have her on board.	
e) Fall Events	<p>Nov 4 – Friends of the library crafting items sale.</p> <ul style="list-style-type: none"> - 3 Community Conversations Events planned for November 2023 <p>Week of Nov 27 – Setting the 2023 Christmas Storywalk on Main Street Dec 2 – Parade of Lights Dec 15 - Christmas Open House</p>	
f) Volunteer of the year 2023	Mary Heasman was unanimously nominated.	
g) Musical Instruments Library – Update	The program is now seeking other gently used musical instruments and is ready to start promoting it in the media.	Bernadette Kerr
h) Strategic Plan – Update	Deferred until February 2024	CEO
i) Tentative 2024 Planning	During the October 13 staff meeting, the 2024 Community Conversations were planned as were many activities for teens. 2024 will be busy at the library!	Library Staff
j) Grants Update - NOHFC	Application to cover the cost of all light fixtures – Submitted	CEO
- OTF Resilience Grant 2023	Municipality has agreed to allow library to apply through them – Thank you!	CEO

- Seniors Grant	Last year's grant application for senior's bussing will be resubmitted in 2024	CEO
- PLOG	Provincial Libraries' Operational Grant - submitted	
Correspondence	None to report	
Committee Reports		
a) Property Committee	Nothing to report	
a) Financial Committee	Financials are up to date. Next month a preliminary 2024 Budget will be presented. reports will be available next month.	CEO
b) Fundraising Committee	Overall, the LL Event was a smashing success. All feedback has been positive.	
c) Policy Committee report	Next month 5 to 6 policies will be reviewed.	
d) Friends of the Library		
• Update	Friends have agreed to cover the cost of refreshing the outdoor sign at the front of the library and to cover the cost of making new covers for the two chairs from IKEA. They have also committed \$1,000 towards the replacing of the interior light fixtures	
Adjournment	Motion: 2023-30 That the October 23, 2023 meeting be adjourned at 7:20pm Moved by: Bernadette Kerr	Next meeting November 20, 2023

Chairperson: _____

Kristina Martin, Chair

Secretary: _____

Marie Rosset, CEO



**North Bay-Mattawa Conservation Authority
Members Meeting for September 13, 2023
at 4:00 pm IN PERSON
NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario
AGENDA**

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from August 16, 2023
5. Correspondence

Delegations

6. Clean Green Beautiful and NBMCA by Hariett Madigan and Brittney Fortin

Presentation

7. An Introduction to the NBMCA On-site Sewage System Program by Robin Allen, Chief Building Official and Manager

Business Reports

8. Community Resilience Fair (**Report #1**)
9. Conservation Authorities Act Section 28 Permits (**Report #2**)
10. Laurentian Ski Hill Capital Reserves Request (**Report #3**)
11. Conservation Authorities Act update (**Report #4**)

Other Business

12. Committee of the Whole
13. New Business
14. Adjournment

Contact: Rebecca Morrow, Executive Assistant
North Bay-Mattawa Conservation Authority
Email: rebecca.morrow@nbmca.ca

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY
MINUTES
of the**

EIGHTH meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on September 13, 2023 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
North Bay, City of	-	Chris Mayne
Papineau-Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Irene Smit
Chisholm, Township of	-	Nunzio Scarfone

ALSO PRESENT:

Chitra Gowda, Chief Administrative Officer (CAO), Secretary-Treasurer
Rebecca Morrow, Executive Assistant
Paula Scott, Director, Planning & Development/Deputy CAO
Helen Cunningham, Director, Corporate Services
David Ellingwood, Director, Water Resources
Aaron Loughheed, Assistant Manager, Finance
Valerie Murphy, Regulations Officer
Robin Allen, Chief Building Official, Manager, On-Site Sewage System Program
Sasha Fredette, Area Supervisor, Inspector
Harriet Madigan, Clean Green Beautiful
Melanie Alkins, Clean Green Beautiful
Jamie Lowrey, Clean Green Beautiful

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The meeting was called to order at 4:06 pm and Rebecca Morrow read the Acknowledgement of Indigenous Traditional and Treaty Lands. The Chair asked the delegation of Clean Green Beautiful to present.

2. Clean Green Beautiful and NBMCA

Harriet Madigan, Melanie Alkins and Jamie Lowrey presented the to the members a slide presentation on Clean Green Beautiful. After the presentation the members thanked Clean Green Beautiful for their presentation and their community involvement.

Carried Unanimously

3. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 104-23, Mick-Moreton

THAT the Agenda be approved as presented.

Carried Unanimously

4. Declaration of Pecuniary Interest

None declared.

5. Adoption of Previous Minutes of August 16, 2023

After discussion the following resolution was presented:

Resolution No. 105-23, Trahan-Belanger

THAT the minutes of the meetings held on August 16, 2023 be adopted as written.

Carried Unanimously

6. Correspondence

None presented.

7. An Introduction to the NBMCA On-Site Sewage System Program

Robin Allen made a slide presentation to members on the NBMCA's On-Site Sewage System Program. After her presentation, questions and answers the members thanked Robin for her presentation. Chitra also pointed out that Robin also provides NBMCA staff with inhouse training, which results in a cost savings to the NBMCA.

8. Community Resilience Fair

In the absence of Brittney Fortin, Communications Outreach Liaison for Clean Green Beautiful and NBMCA Chitra Gowda presented the Community Resilience Fair report. After discussion, the members thanked Chitra for the presentation and the following resolution was presented:

Resolution No. 106-23, Mayne-Mitchell

THAT the staff report 'Community Resilience Fair' is received and appended to the minutes of this meeting;

AND THAT the Members approve the participation of NBMCA staff in the Community Resilience Fair and the application to NOHFC for funding for the event.

Carried Unanimously

9. Conservation Authorities Act Section 28 Permits

Valeire Murphy presented the Conservation Authorities Act Section 28 Permits report. After Valeire's presentation the members thanked Valeire and the following resolution was presented:

Resolution No.107-23, Chirico-Lahaye

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.

Carried Unanimously

10. Laurentian Ski Hill Capital Reserves Request

Aaron Loughheed presented the Laurentian Ski Hill Capital Reserves Request report. After discussion the members thanked Aaron and the following resolution was presented:

Resolution No. 108-23, Trahan-Mick

THAT the staff report 'Laurentian Ski Hill Capital Reserve Request' is received and appended to the minutes of this meeting;

AND THAT the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$18,940.46 from the NBMCA's Ski Hill capital reserve.

Carried Unanimously

11. Conservation Authorities Act Update

Chitra Gowda presented the Conservation Authorities Act Update Report. After discussion the members thanked Chitra and the following resolution was presented:

Resolution No. 109-23, Moreton-Trahan

THAT the staff report 'Conservation Authorities Act Implementation Update' is received and appended to the minutes of this meeting;

AND THAT the Board of Directors direct staff to continue discussions with municipalities to finalize Agreements for continuing Category 2 and Category 3 programs and services.

Carried Unanimously

12. Closed Session of Committee of the Whole (5:03pm)

After discussion, the following resolutions were presented:

Resolution No.110-23, Chirico-Mitchell (5:03 pm)

THAT the meeting move into a closed session of "Committee of the Whole" to discuss legal, property and personnel matters.

Carried Unanimously

Resolution No. 111-23, Lahaye-Mick

THAT the meeting move out of a closed session of “Committee of the Whole” and back into an open meeting.

Carried Unanimously

Resolution No. 112-23, Trahan-Moreton

THAT the Board direct staff to request an extension to the Province to the category 2 & 3 agreements due to the need for more time to negotiate the agreements with municipalities.

Carried Unanimously

13. New Business

None noted.

14. Adjournment (6:47 p.m.)

As there was no new business, the following resolution was presented:

Resolution No. 114-23, Belanger-Mayne

THAT the meeting be adjourned and the next meeting be held at 4:00pm, Wednesday October 25, 2023 or at the call of the Chair.

Carried Unanimously



Dave Britton, Chair



Chitra Gowda, Chief Administrative Officer,
Secretary Treasurer



TO: The Chairperson and Members of the Board of Directors,
North Bay-Mattawa Conservation Authority

ORIGIN: Brittney Fortin, Communications Outreach Liaison for Clean Green Beautiful and
NBMCA

DATE: September 13, 2023

SUBJECT: Community Resilience Fair

Background

The North Bay-Mattawa Conservation Authority (NBMCA) partners with local environmental groups on relevant programs, projects and events. One such event is the Community Resilience Fair planned for October 28, 2023 in collaboration with Canadore College, Clean Green Beautiful, City of North Bay, and others. NBMCA was introduced to the concept of the fair in summer 2023 by Clean Green Beautiful.

This free event will provide best practices and strategies to our businesses, communities and residents to become more resilient to climate change and enhance awareness of the United Nations (UN) Sustainable Development Goals (SDGs) <https://sdgs.un.org/goals>. The event provides an experiential learning through ecological footprinting and workshops. An application by NBMCA to Northern Ontario Heritage Fund Corporation (NOHFC) is in progress, to apply for funding to help support the event.

Analysis

The Community Resilience Fair will be held at Canadore College on October 28, 2023 from around 8:30 am to 2 pm. This event will be promoted by Clean Green Beautiful (and shared by partners including NBMCA) both locally and regionally and will attract visitors from surrounding communities, including Callendar, Town of Mattawa, Powassan, West Nipissing, Sturgeon Falls, Temiscaming and other communities further North.

The Communications Outreach Liaison has been coordinating the preparations for the event. The Communications Outreach Liaison position is fully funded by Clean Green Beautiful. NBMCA is not providing funding for this event, and rather is applying to NOHFC for funding for the event. NBMCA is providing the following in kind: 1.5 days of combined staff time towards hosting a booth at the event and being a guest speaker at the event. These activities provide wide promotion of NBMCA's natural resources management work under the Conservation Authorities Act, which aligns with several Sustainable Development Goals including: climate action, life below water, sustainable cities and communities, clean water and sanitation, and good health and well-being.

Recommendation:

Staff recommend that the NBMCA Board support the participation of NBMCA staff in the Community Resilience Fair and the application to NOHFC for funding for the event.

Recommended Resolution:

THAT the staff report 'Community Resilience Fair' is received and appended to the minutes of this meeting;

AND THAT the Members approve the participation of NBMCA staff in the Community Resilience Fair and the application to NOHFC for funding for the event.

Submitted By

Brittney Fortin, Communications Outreach Liaison for Clean Green Beautiful and NBMCA

Reviewed By

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer



TO: The Chairperson and Members of the Board of Directors,
North Bay-Mattawa Conservation Authority

ORIGIN: Valerie Murphy, Regulations Officer

DATE: September 6, 2023

SUBJECT: Report on Development, Interference with Wetlands and Alterations to Shorelines
and Watercourses Permits

Background:

Section 28 of the *Conservation Authorities Act*, and subsequently Ontario Regulation 97/04 empowers each Conservation Authority to establish their own regulation to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On May 4, 2006, the North Bay-Mattawa Conservation Authority (NBMCA) received its regulation entitled the Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation (Ontario Regulation 177/06). This regulation will continue to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas including areas with floodplains, wetlands, and steep slopes. Within this regulation, a permit may be given by an Authority for development applications within the Authority's jurisdiction for:

28(1)(b) prohibiting, regulating or requiring permission of the authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland;

28(1)(c) prohibiting, regulating, or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development (Conservation Authorities Act, R.S.O. 1990, Chapter C.27).

On February 8, 2013, the amended Ontario Regulation 177/06 came into effect. These amendments were approved by the NBMCA Board of Directors on December 19, 2012. One of the amendments that was included, and which was approved by the NBMCA Board of Directors, included the delegation of approvals of permit applications to the following designated employees:

- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

Analysis:

Sixteen new permits have been issued by the Conservation Authority since the previously approved minutes as per the policies, procedures, and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table summarizing the details of these permits is attached to this report.

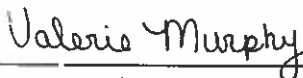
Of the newly issued permits, four were issued for infrastructure repairs. Three were issued for alterations to shoreline areas including on dredging project. Two permits were issued each for the construction of single-family dwellings, construction of commercial buildings and site grading. One permit was issued each for the renovation of an existing dwelling, construction of a fence and the construction of an accessory structure.

Recommendation:

THAT the members receive and approve the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits as presented.

Recommended Resolution:

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.



Valerie Murphy, Regulations Officer

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 6, 2023

PERMIT YEAR: 2023

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
RNB-23-15	Marc Bouchard and Marianne Smith	North Bay	1480 D Peninsula Road	Trout Lake	To prepare site for construction of a new single-family dwelling and garage	August 4, 2023	#60-23 August 16, 2023
RNB-23-33	Kevin Riddell	North Bay	Vacant land – Chadbourne Drive	Duchesnay Creek PSW	To grade site and construct a new dog kennel	August 3, 2023	#61-23 August 16, 2023
RNB-23-34	Ravinder Garcha and Dhanwant Bhatti	North Bay	458 Lakeshore Drive	Parks Creek and Lake Nipissing	To demolish existing dwelling, to grade and service site and construct a new apartment building	August 16, 2023	#62-23 August 23, 2023
RCHI-23-07	Township of Chisholm c/o Jenny Leblond	Chisholm	Algonquin Road ROW	Wasi River	To stabilize road embankment to prevent further erosion	August 8, 2023	#63-23 August 23, 2023

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 6, 2023 PERMIT YEAR: 2023

REF-23-13	Natalie Weiskopf and Danny Harris	East Ferris	Vacant lot Blanche Road	Lake Nosbonsing	To remove rock cribs and naturalize shoreline	August 8, 2023	#64-23 August 23, 2023
RBO-23-02	Colleen and Tom Parker	Bonfield	19 Andrews Lane	Lake Talon	To raise existing cottage	August 15, 2023	#65-23 August 23, 2023
REF-23-12	Sylvain Plente	East Ferris	8 Cedar Bay Drive	Valley of Lake Nosbonsing	To grade site and construct a new single- family dwelling	August 15, 2023	#66-23 August 23, 2023
RNB-23-35	Golden Estates Limited	North Bay	719 Ski Club Road	Unnamed watercourse	To grub and clear site to prepare for topographic survey	August 10, 2023	#67-23 August 23, 2023
RNB-23-36	NBMCA and Friends of Laurier Woods	North Bay	Laurier Woods Conservation Area	Parks Creek PSW	To replace existing wooden boardwalks	August 21, 2023	#68-23 August 30, 2023
REF-23-14	Municipality of East Ferris	East Ferris	Groulx Road ROW	Tributary to Wasi River	To replace failing culvert under Groulx Road and to install a new driveway culvert	August 22, 2023	#69-23 August 30, 2023
RNB-23-37	Paul Trussler	North Bay	797 Anita Ave	Trout Lake	To replace a damaged geothermal lake loop	August 24, 2023	#70-23 August 30, 2023
RNB-23-39	Nadine Conrad	North Bay	1592 Wyld Street	Chippewa Creek	To install a new chain link fence	August 31, 2023	#71-23 September 6, 2023

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 6, 2023

PERMIT YEAR: 2023

RNB-23-38	City of North Bay Parks and Recreation Department	North Bay	Armstrong Park Boat Launch	Trout Lake	To dredge accumulated sediments at public launch	August 31, 2023	#72-23 September 6, 2023
RCALL-23-05	Alexis Gysel	Callander	Lot 20 Smith Island	Callander Bay	To undertake landscaping and construct a new cabin	August 29, 2023	#73-23 September 6, 2023
RNB-23-40	Canadore College c/o Adam Gallardi	North Bay	870 Gormanville Road	Tributary to Duchessnay Creek	To grade and construct a new parking area for residences	August 31, 2023	#74-23 September 6, 2023
RNB-23-41	NBMCA for Hydro One Inc	North Bay	Kinsmen Trail at Milani Street	Chippewa Creek	To address drainage issues and repair the entry to the Kinsmen Trail at Milani Street	September 5, 2023	#75-23 September 6, 2023



TO: The Chairperson and Members of the Board of Directors,
North Bay-Mattawa Conservation Authority

ORIGIN: Aaron Lougheed, Assistant Manager, Finance

DATE: September 13, 2023

SUBJECT: Laurentian Ski Hill Capital Reserve Request

Background

The Laurentian Ski Hill and Snowboarding Club ("Ski Hill") operates the ski hill on property owned by the North Bay-Mattawa Conservation Authority (NBMCA) and uses certain fixed capital assets owned by the NBMCA. The NBMCA holds two reserve accounts for the Ski Hill. One is to assist with Ski Hill operational expenses and the other is to help with NBMCA-owned capital asset expenses.

The agreement between NBMCA and the Ski Hill is such that borrowing from the reserve accounts requires NBMCA approval. The agreement also requires that the Ski Hill provide NBMCA with monthly balance sheets, income statements (with budget comparisons delivered within 5 weeks following the month end) and audited financial statements within reason of its April 30th year end.

NBMCA received funding requests from the ski hill as follows:

Through an email sent to NBMCA on August 29, 2023, the ski hill requested funds of \$18,940.46 (net of taxes) from the NBMCA's Ski Hill capital reserve to pay three invoices (see the attachments to this report) for repairs required on the lift in January and February of 2023. The invoices are dated April 27, 2023 and April 28, 2023 respectively.

Analysis

Staff analysis involves reviewing the current capital reserves at NBMCA for the Ski Hill and, when available, will review the unaudited/audited financial statements and monthly reports from the Ski Hill.

Audited financial statements for the Ski Hill year-end April 30, 2023 have not been received by NBMCA at this time.

The NBMCA capital reserve for the Ski Hill currently has \$172,736.30 available. NBMCA has received approximately 90% of the 2023 capital reserve ask from Members (i.e. NBMCA has received \$58,497 of the \$65,000 ask for 2023).

The ski hill's current request of \$18,940.46 can be provided to pay for repair work on the lift with a significant amount remaining in the reserve. See **Table 1** on the following page.

Table 1: NBMCA's Ski Hill Capital Reserve

Description	Amount
Capital reserve amount available	\$172,736.30 August 31, 2023
Request from the Ski Hill to NBMCA to pay contractor invoices	(-) \$18,940.46 August 29, 2023
Estimated balance remaining on completion of above transaction	\$153,795.84

Recommendation:

Staff recommend that the NBMCA Board approve the Ski Hill's request for \$18,940.46 from the NBMCA's Ski Hill capital reserve for the purpose of paying invoices for the repairs undergone on the lift during the 2022-2023 ski season.

Recommended Resolution:

THAT the staff report 'Laurentian Ski Hill Capital Reserve Request' is received and appended to the minutes of this meeting;

AND THAT the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$18,940.46 from the NBMCA's Ski Hill capital reserve.

Submitted By

Aaron Lougheed, Assistant Manager, Finance

Reviewed By

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

**Leitner-Poma Canada Inc**74 Welham Road
Barrie, Ontario L4N 8Y4**INVOICE**Invoice No.: 11574
Date: 04/27/2023
Ship Date:
Page: 1
Re Order No. 22-105**Sold to:**Laurentian Ski Hill
15 Janey Ave
North Bay, Ontario P1C 1N1**Ship to:**Laurentian Ski Hill
15 Janey Ave
North Bay, Ontario P1C 1N1

Business No.: 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			22-105, Mo. Inspection, Beginner Hill / Chair Date: February 14-15, 2023 Serviced by: Glen Tinkler			
SERV	Hour	10	Service Time	OH	155.00	1,550.00
TRAV	Hour	7	Travel Time	OH	155.00	1,085.00
MILE	KM	640	Mileage	OH	0.68	435.20
TRAV	Hour	1	Hotel	OH	182.16	182.16
Trav	day	1	Meals/Diem	OH	60.00	60.00
			Subtotal:			3,312.36
			OH - HST 13%			
			OH			430.61
Shipped By: Tracking Number:					Total Amount	3,742.97
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	3,742.97



Leitner-Poma Canada Inc

74 Welham Road
Barrie, Ontario L4N 8Y4

INVOICE

Invoice No.: 11578
Date: 04/28/2023
Ship Date:
Page: 1
Re: Order No. 23-005

Sold to:

Laurentian Ski Hill
15 Janey Ave
North Bay, Ontario P1C 1N1

Ship to:

Laurentian Ski Hill
15 Janey Ave
North Bay, Ontario P1C 1N1

Business No.: 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
SERV	Hour	24.5	Service: 23-005, Jan. 13-15th & 17-20th	OH		
TRAV	Hour	20.5	Service Time: C. Jackson	OH	155.00	3,797.50
SERV	Hour	3.5	Travel Time: C. Jackson	OH	155.00	3,177.50
TRAV	Hour	6.5	Service Time: G. Tinkler	OH	155.00	542.50
TRAV	Hour	1.0	Travel Time: G. Tinkler	OH	155.00	1,007.50
TRAV	Hour	1.0	Meals/Diem: C. Jackson	OH	120.00	120.00
TRAV	Hour	1.0	Meals/Diem: G. Tinkler	OH	25.00	25.00
MILE	KM	1,800.0	Mileage: C. Jackson	OH	0.68	1,224.00
MILE	KM	612.0	Mileage: G. Tinkler	OH	0.68	416.16
Materials		1.0	Materials - see attached for details	OH	214.66	214.66
Subtotal:						10,524.82
OH - HST 13%						
OH						1,368.25
Shipped By: Tracking Number:					Total Amount	11,893.07
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	11,893.07



Leitner-Poma Canada Inc
 74 Welham Road
 Barrie, Ontario L4N 8Y4

INVOICE

Invoice No.: 11579
 Date: 04/28/2023
 Ship Date:
 Page: 1
 Re: Order No. 23-009

Sold to:

Laurentian Ski Hill
 15 Janey Ave
 North Bay, Ontario P1C 1N1

Ship to:

Laurentian Ski Hill
 15 Janey Ave
 North Bay, Ontario P1C 1N1

Business No.: 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			23-009, Chair issue, Feb. 03-05, 2023	OH		
SERV	Hour	17.00	See field service report for details	OH	155.00	2,635.00
TRAV	Hour	7.75	Service Time: C. Jackson	OH	155.00	1,201.25
MILE	KM	640.00	Travel Time: C. Jackson	OH	0.68	435.20
TRAV	Hour	1.00	Mileage	OH	444.22	444.22
TRAV	Hour	1.00	Hotel	OH	60.00	60.00
			Meals/Diem	OH		
			Subtotal:			4,775.67
			OH - HST 13%			
			OH			620.84
Shipped By: Tracking Number:					Total Amount	5,396.51
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	5,396.51



TO: The Chairperson and Members of the Board of Directors,
North Bay-Mattawa Conservation Authority

ORIGIN: Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

DATE: September 13, 2023

SUBJECT: Conservation Authorities Act Implementation Update

Background

The North Bay-Mattawa Conservation Authority (NBMCA) Programs and Services are categorized per the amended Conservation Authorities Act (CA Act), as follows:

- **General:** Corporate-wide services that support several/all program areas
- **Category 1:** Mandatory programs and services
- **Category 2:** Municipal programs and services provided on behalf of a municipality
- **Category 3:** Programs and services advisable by the CA to implement in the CA's jurisdiction.

The updated inventory of NBMCA Programs and Services and a template for a Plan Review Agreement with municipalities was presented to the NBMCA Board at its June 28, 2023 meeting. Following that Board meeting, a first round of meetings with municipal CAOs/clerks and other staff on Conservation Authority Act tasks are nearing completion as shown in **Table 1**. NBMCA's CAO presented the draft updated inventory of programs and services to municipal CAOs/clerks often with staff experts present.

Table 1: NBMCA-Municipal Staff Meetings on the Inventory of Programs and Services

Municipality	Meeting Details
Bonfield	August 23, 2023 at the NBMCA office
Callander	July 27, 2023 at the Municipality of Callander office
Calvin	To be confirmed
Chisholm	July 28, 2023 at the NBMCA office
East Ferris	July 28, 2023 at the NBMCA office
Mattawa	August 22, 2023 at the Town of Mattawa office
Mattawan	August 10, 2023 at the Town of Mattawan office
North Bay	August 10, 2023 at the City of North Bay office
Papineau Cameron	September 6, 2023 at the Papineau Cameron office
Powassan	August 24, 2023 at the NBMCA office

A second round of meetings is being scheduled at the staff level to present the municipal-NBMCA agreements. The agreements are required to be in place by end of this year for NBMCA to continue to carry out our category 2 (municipally delegated) and category 3 (non-mandatory) for 2024 and beyond. Attached to this report is the template for the Category 2 and 3 Agreement with member municipalities.

In addition to the implementation of the amended Conservation Authorities Act, NBMCA is undertaking a comprehensive review of our program rates, fees and policy through an external consultant. The firm of Watson and Associates Economists Ltd. Has experience conducting the same work for several other conservation authorities and was hired in July 2023. The project is on time and within budget.

Next Steps

After review by the board at its September 2023 Board meeting, the Category 2 and 3 Agreement will be presented to municipalities. The Agreements must be finalized with each member municipality by end of 2023.

It is important to note that additional changes to the CA Act Section 28 permitting process are proposed by the Province. The proposed changes, once finalized, may further influence the scope of CA programs and services. The inventory and estimated costs will be updated as necessary.

Recommendation:

Staff recommend that the Board receive the report for information.

Recommended Resolution:

THAT the staff report 'Conservation Authorities Act Implementation Update' is received and appended to the minutes of this meeting;

AND THAT the Board of Directors direct staff to continue discussions with municipalities to finalize Agreements for continuing Category 2 and Category 3 programs and services.

Submitted By

Chitra Gowda

Chief Administrative Officer, Secretary Treasurer

**AGREEMENT FOR SERVICES
THIS AGREEMENT dated this ABC day of MNB 2023**

BETWEEN

**THE NORTH BAY-MATTAWA CONSERVATION AUTHORITY
(hereinafter called "Authority")**

OF THE FIRST PART

– and –

**THE CORPORATION OF THE CITY OF NORTH BAY
(Hereinafter called the "Member")**

OF THE SECOND PART

WHEREAS NBMC is required to provide mandatory programs and services (Category 1) including but not limited to programs and services related to understanding and addressing the risks of natural hazards, flood forecasting and warning, drought or low water response, ice management, water control and erosion control infrastructure, providing technical comments on applications under prescribed acts including the *Planning Act*, conservation and management of its lands, and fulfilling its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts;

AND WHEREAS in carrying out its mandate under the Act, NBMC provides Municipally delegated programs and services (Category 2) and other programs and services (Category 3) to municipal partners within its jurisdiction including but not limited to water quality monitoring and stewardship projects (i.e tree planting);

AND WHEREAS under the Conservation Authorities Act, mandatory programs and services (Category 1) are to be funded through the budget and apportionment process in accordance with the applicable regulations;

AND WHEREAS pursuant to Ontario Regulation 687/21 Conservation Authorities are required to enter into an agreement to levy members for services provided to Members for Category 2 and Category 3 programs and services;

AND WHEREAS the Conservation Authority is prepared to continue to provide Category 2 and Category 3 programs and services to its Members;

AND WHEREAS the Members wish to avail themselves of these services and to pay the amount levied for the services;

NOW THEREFORE, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The Authority agrees to provide to the Member the services outlined in the Inventory of Programs and Services attached hereto as Schedule "A".
2. The Member agrees to be charged a levy for such services in accordance with the approved budget.
3. The Authority will not add to or delete from the programs or services funded through the levy without first consulting with the Member. Any such change would require an amendment to this Agreement agreed to by all parties.

4. The parties will maintain the current annual approval process for setting the levy and budget (i.e. weighted vote based upon current value assessment in the watershed for approval of the levy).
5. The Member will continue to support the current Inventory of Programs and Services throughout the period of this Agreement.
6. This MOU shall commence on the Effective Date and shall continue for four (4) years (the "Initial Term"). Thereafter this MOU shall continue for additional four (4) year periods (each a "Renewal Term") unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
7. This MOU shall be reviewed by the parties on an annual basis as part of the budget and apportionment process.
8. NBMCA shall identify Category 2 and Category 3 services in the budget, and shall comply with the prescribed methods of apportionment, including the Modified Current Value Assessment (MVCA) apportionment method (the ratio that the participating municipality's MVCA bears to NBMCA's MVCA) and the benefit-based apportionment method (the benefit that each participating municipality obtains from the program or service to which the operating expense or capital cost is related), or where permitted in accordance with the applicable regulations, by agreement.
9. This Agreement may be executed in any number of counterparts and by the parties hereto by separate counterparts, each of which when so executed and delivered shall be an original, but such counterparts together shall constitute one and the same instrument.

SIGNED SEALED AND DELIVERED THIS XXth DAY OF MONTH 2023.

THE NORTH-BAY MATTAWA CONSERVATION AUTHORITY

Per: _____
Chair – Dave Britton

Per: _____
CAO, Secretary Treasurer – Chitra
Gowda

I/we have the authority to bind the Corporation.

SIGNED SEALED AND DELIVERED THIS XXth DAY OF MONTH, 2023.

THE CORPORATION OF THE _____

Per: _____
Mayor – _____

Per: _____
City Clerk – _____

I/we have the authority to bind the Corporation.

SCHEDULE "A" INVENTORY OF PROGRAMS AND SERVICES

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/ Capital
GENERAL FUNCTIONS per O. Reg. 402/22					
A. Corporate Services/ General Functions <i>These are operating expenses and capital costs that are not related to the provision of a program or service but provide a corporate-wide supporting function. These were previously called Administration, Interpretive Centre and Outreach (operating), Central Services (capital) programs in the 2023 NBMCA budget book.</i>	Governance (Current)	CA Board of Directors, Advisory Committees, Corporate Strategy, reports, CA meetings, events, media. Section 39 (1)(1)(a) - Funding Engine.	CA Act Part IV. O. Reg. 402/22 - General Operating Expenses.	General	Operating
	Administration (Current)	Office of the CAO: CAO, Secretary Treasurer, Executive Assistant Financial Services: Annual budget, accounts payable and receivable, financial analysis, risk mitigation and audit, administration of reserves, financial reports for funding agencies, CRA reports, insurance applications, maintenance, property tax. Human Resources: Attendance records, payroll, benefits program administration, employment, personnel policy, performance management, health and safety, WSIB, Employee Assistance Program. Geographical Information Systems (GIS): GIS maintenance and support, CA map layer updates, data sharing/ licence agreements. Corporate communications: marketing, website updates, corporate events, social media relations, corporate publications incl. Annual Report, press releases, etc.	O. Reg. 402/22 - General Operating Expenses.	General	Operating
	Legal Expenses (Current)	Costs related to agreements, contracts, litigation matters, administrative by-law updates, etc.	O. Reg. 402/22 - General Operating Expenses.	General	Operating
	Information Technology/Management (IT/IM), (Current)	Hardware (servers, computers, phones, etc.)	O. Reg. 402/22 - General Operating Expenses.	General	Capital
	Information Technology/Management (IT/IM), (Current)	Software, IT troubleshooting, cyber security, data management system, records retention	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Operating
	Office Equipment (Current)	Administrative office equipment	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital
	Office Supplies (Current)	Administrative office supplies	O. Reg. 402/22 - General Operating Expenses.	General	Operating
	Administration Buildings (Current)	Administrative office and workshop used to support staff, programs and services. Includes utilities, insurance, phone bills, property tax. Includes minor maintenance and repair.	O. Reg. 402/22 - General Operating Expenses.	General	Operating
	Communications, Outreach and Education (Current)	Administrative office and workshop used to support staff, programs and services. Includes major capital asset improvements and new capital assets. Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services.	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital
		Vehicle and equipment fuel, licenses. Includes routine maintenance and repair.	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3),4	General	Operating
	Vehicles and Equipment (Current)	Vehicle fleet and machinery/ equipment purchase, disposal, major repair. Vehicle and equipment program through internal charge to programs to fund maintenance and purchase.	O. Reg. 402/22 - General Operating Expenses. CA Act S. 20.	General	Operating
			O. Reg. 402/22 - General Capital Costs.	General	Capital

Asset Management Plan (NEW)		Asset Management Plan for all NBMCA-owned assets including buildings/facilities, vehicle fleet, equipment, etc. (The natural hazard infrastructure asset management plan is included under Natural Hazards Risk Management, see below).	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital
CATEGORY 1 (MANDATORY): NATURAL HAZARDS RISK MANAGEMENT per O. Reg. 686/21					
B. Planning and Regulations <i>The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. These were previously called Section 28 Operating and Watershed Planning programs in the 2023 NBMCA budget book.</i>	Section 28 Permissions (Current)	CA Act Section 28 Permissions including review and processing permit applications, site visits, technical reports, customer service, communication with applicants, agents, consultants, legal costs, enforcement and compliance. Section 39 MNRF funding eligible. Input: To municipal land-use planning documents (Official Plan, Comprehensive Zoning By-law, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983). Review: Technical information and comments to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.).	CA Act S. 21.1(1) 1(i), S.20. O. Reg. 686/21 S.1 - Risk of Natural Hazards, S. 8 - Administer and enforce the Act.	Category 1	Operating
	Natural Hazard Plan Input and Review (Current) – Member Municipalities and Planning Boards	Input: To municipal land-use planning documents (Official Plan, Comprehensive Zoning By-law, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983). Review: Technical information and comments to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.).	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.7 - Plan Review, Comments.	Category 1	Operating
	Natural Hazard Plan Input and Review – Unincorporated Areas	Providing comments on applications for Unincorporated Areas in CA area of jurisdiction (Phelps, Orlig, Boulter, Lauder, Ballantyne, Wilkes, Pentland, Boyd, Biggar, Oster, Lister). Comments are made directly to the Ministry of Municipal Affairs and Housing (MMAH), when requested by the Ministry and within their timeframes, on applications or other matters under the Planning Act.	O. Reg. 686/21 S.7(2) 2	Category 1	Operating
	Flood Forecasting and Warning (Current)	Section 39 MNRF funding eligible. Ongoing collection and monitoring of weather forecasts, provincial & local water level forecasts, snow surveys and other watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.2 - Flood forecasting and warning.	Category 1	Operating
	Flood Forecasting and Warning (Current)	Purchase and installation of streamflow gauges, rain gauges, climate stations and other equipment. Climate monitoring station (in East Ferris), rain gauge (in Chisholm)	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.2 - Flood forecasting and warning.	Category 1	Capital
	Technical Studies and Policy Review (Current)	Section 39 MNRF & FHMP MNRF-federal govt. funding eligible. Data collection, studies and projects to inform natural hazards management including floodplain mapping, watershed hydrology data collection and analysis, natural hazard risk identification and assessment including climate change impacts, regulated areas map updates, floodplain policy, shoreline management. Projects often span several years and are carried	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1(3)1.&2. - Risk of Natural Hazards.	Category 1	Operating

<p>C. Water Resources Management The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operations) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECI) capital programs in the 2023 NBMC budget book.</p>	Flood and Erosion Control Infrastructure - Operation and Management (Current)	Section 39 MNRF funding eligible AND Water and Erosion Control Infrastructure (WECI) Operation and Management MNRF funding eligible. Includes all MNRF identified WECI (Parks Creek Backflood Control, Oak Street pumps, Chippewa Creek channel sections in North Bay) that are annually inspected, and routine maintenance work completed.	O. Reg. 686/21 S. 5(1) - Infrastructure	Category 1	Operating
	Flood and Erosion Control Infrastructure - Major Capital Asset Improvements and New Capital Assets. (Current)	Major capital asset improvements and new capital assets related to Water and Erosion Control Infrastructure (WECI) as required. Projects are based on WECI funding from MNRF and 50% cost share support from the City of North Bay. Technical studies related to capital works.	O. Reg. 686/21 S. 5(1) - Infrastructure, S.5(1)3.- Technical or engineering studies - infrastructure.	Category 1	Capital
	Ice Management (Current)	Management of ice build up on Parks Creek outlet to Lake Nipissing, to mitigate the potential for flooding of homes along Lakeshore Drive and area in North Bay.	O. Reg. 686/21 S.4(1) - Ice Management	Category 1	Operating
	Drought or Low Water Response (Current)	Conditions monitoring and analysis. Technical & administrative support to the Low Water Response Team representing major water users and decision makers, i.e. input to those who initiate drought response actions.	O. Reg. 686/21 S.3 - Drought or Low Water Response	Category 1	Operating
	Watershed Monitoring (Current)	PROVINCIAL WATER QUALITY MONITORING NETWORK (PWQMN): CA-MECP partnership for stream water quality monitoring. Provincial Groundwater Monitoring Network (PGMN): CA-MECP partnership for groundwater level and quality monitoring. For PWQMN and PGMN, NBMC maintains equipment, transfers data to MECP, water sampling; MECP provides lab analysis, equipment, standards, data management	CA Act S. 21.1(1). O. Reg. 686/21 S. 12(1)2, 12(1)1.	Category 1	Operating
	Watershed Monitoring (Current)	Equipment such as: Hydrolab sonde for blue green algae monitoring in the Callander ICA		Category 1	Capital
	Natural Hazard Infrastructure Operational Plan (NEW)	Review and update the Parks Creek Backflood Control Structure and Oak Street pumps operational plans.	O. Reg. 686/21 S. 5(2)1. - Infrastructure Operational Plan	Category 1	Operating
	Natural Hazard Infrastructure Asset Management Plan (NEW)	Develop asset management plan for the Parks Creek Backflood Control Structure and Oak Street pumps.	O. Reg. 686/21 S. 5(2)2. - Infrastructure Asset Management Plan	Category 1	Capital
	Ice Management Plan (NEW)	The development and updating of the ice management plan with municipal partners, for the Parks Creek outlet to Lake Nipissing where ice jamming issues are known to occur in the City of North Bay.	O. Reg. 686/21 S.1 (2),(3) - Ice Management Plan	Category 1	Operating
	Watershed-based Resource Management Strategy (NEW)	Develop guiding principles and objectives that inform the design and delivery of programs and services that the CA is required to provide. Compile existing resource management plans, watershed plans, studies and data. Review programs and services. Develop the strategy, implement and undertake annual reporting. Include a process for periodic review.	CA Act S. 21.1(1). O. Reg. 686/21 S.12(1)3.& S. 12(4).	Category 1	Operating
CATEGORY 1 (MANDATORY): CONSERVATION AND MANAGEMENT OF LANDS OWNED OR CONTROLLED BY THE AUTHORITY per O. Reg. 686/21					

D. Conservation Areas and Lands <i>The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including providing safe, passive recreation to the public.</i>	Conservation Areas - Land Interests and Section 29 regulation (Current)	The management and maintenance of NBMCA properties including 15 conservation areas and trails owned by NBMCA to secure interests in its lands and protect from liability under the Occupiers' Liability Act. This includes Section 29 regulation enforcement and compliance governing the use by the public, prevention of unlawful entry, and for protection and preservation of the property. Related legal costs. Complete regular and timely inspections. Maintain equipment, facilities, trails, and other amenities that support public access and recreational use, hazard management, carrying costs including taxes and insurance.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, i,ii.	Category 1	Operating
	Conservation Areas - Major Capital Asset Improvements and New Capital Assets (Current)	Major capital asset improvements and new capital assets such as gates, fencing, signage, boardwalks, handrails, washroom facilities, waste bins, pedestrian bridges, trails, parking lots, pavilions, benches, picnic tables, roads, equipment, planning. Land purchases due to expropriation.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, i,ii.	Category 1	Capital
	Planning Act Comments (Current)	As the land owner, make applications or comments on Planning Act matters.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, iii.	Category 1	Operating
	Natural Heritage Protection (Current)	Conserve, protect, rehabilitate, establish, and manage natural heritage located within the lands owned or controlled by NBMCA.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, iv.	Category 1	Operating
	Tree Planting (Current)	Plant trees on lands owned or controlled by the authority, excluding commercial logging.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, v.	Category 1	Operating
	Policy for Land Acquisition and Disposition (NEW)	Develop a policy to guide the acquisition and disposition of land that help fulfill the objectives of the NBMCA.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, vi.	Category 1	Operating
	Land Inventory (NEW)	Develop a land inventory that will include: location, date obtained, method and purpose of acquisition, land use.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)3, S. 11	Category 1	Operating
	Conservation Area Strategy (NEW)	Develop a strategy to guide the management of NBMCA owned properties including guiding principles, objectives, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)1, S. 10	Category 1	Operating
	CATEGORY 1 (MANDATORY): SOURCE PROTECTION AUTHORITY UNDER THE CLEAN WATER ACT, 2006 per O. Reg. 686/21				
	Governance (Current)	Source Protection Authority (SPA) Board of Directors, Source Protection Committee (SPC), program management, reports, meetings, events.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating
E. Source Protection Authority <i>The main goal is to protect existing</i>	Technical Studies, Policy Development and Review (Current)	Lead technical studies, policy development and review as required. Liaise with stakeholders including municipalities, the province, landowners and others.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating
	Proposal Review, Comments and Responses	Review and comment on proposals made under another Act that are circulated to the NBMSPA to determine whether the proposal relates to a significant threat under the source protection plan or has a potential impact on drinking water sources protected by the plan. Respond to inquiries.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating

<p>and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006.</p>	Source Protection - Plan Input and Review (Current)	Review and comment on proposals made under the <i>Planning Act</i> that are circulated to the NBMSPA to determine whether the proposal relates to a significant threat under the source protection plan or has a potential impact on drinking water sources protected by the plan.	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating
	Significant Threat Policy Implementation: Education and Outreach	Implement policies in the source protection plan to address significant threat policies that designate NBMSPA as an implementer for education and outreach to landowners regarding identified activities.	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating
	Significant Threat Policy Implementation: Monitoring and Research	Implement significant drinking water threat policy (in the source protection plan) that designates NBMSPA as an implementer. The policy specifies monitoring in the Callander Issue Contributing Area (monitoring: Callander Bay, Wasi Lake, Wasi River, Burford Creek, Windsor Creek, Lansdowne Creek).	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating
	CATEGORY 1 (MANDATORY): ON-SITE SEWAGE SYSTEM PROGRAM UNDER PART 8 OF THE BUILDING CODE ACT per O. Reg. 686/21				
<p>F. On-site Sewage System Program The main goal is to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8.</p>	Permitting and Compliance	NBMSPA is named under the OBC to implement Part 8. Enforce provisions of the Building Code Act and the building code related to on-site sewage systems (septic systems) in municipalities and territory without municipal organization prescribed in the building code. Policy, workplanning, program delivery, legal fees, communications, administration, staffing, data management and other program support.	CA Act S. 21.1(1) O. Reg. 686/21 S.14	Category 1	Operating
	Mandatory Maintenance Inspections (Current)	Approximately 527 septic systems are identified as significant threat activities in the Callander Bay Issue Contributing Area (ICA) and Powassan Wellhead Protection Area (WHPA) vulnerable areas, under the Clean Water Act, 2006. The Ontario Building Code (OBC) requires that mandatory maintenance inspections (MMI), i.e. inspections every 5 years, apply to these septic systems. NBMSPA is named under the OBC to implement Part 8 including MMI.	CA Act S. 21.1(1) O. Reg. 686/21 S. 13, S.14, Clean Water Act S.38 Section 1.10.2 of Division C of the Ontario Building Code (OBC)	Category 1	Operating
	CATEGORY 2 (MUNICIPALLY DELEGATED): PROGRAMS AND SERVICES PROVIDED ON BEHALF OF A MUNICIPALITY				
<p>G. Watershed-Municipal Programs These are municipal programs and services that NBMSPA provides on behalf of a municipality.</p>	Watershed Monitoring (Current and NEW)	Current NBMSPA watershed monitoring of interest to member municipalities: Four Mile Creek, Parks Creek (North Bay), Trout Lake (North Bay, East Ferris), Lake Nosbonsing (East Ferris, Bonfield), Wasi Lake (Chisholm), Boulder Creek, Bear Creek (Callander), Turtle Lake, Pine Lake, Lake Talon, Sharpes Creek (Bonfield), Smith Lake, Pautois Creek (Calvin), Papineau Lake, Taggart Lake, Earls Lake, Lake Chant Plein (Papineau-Cameron), Boom Creek (Mattawa). NEW monitoring of interest to City of North Bay: PFAS contaminant monitoring in Trout Lake, Lees Creek and other water resources.	CA Act S. 21.1.1	Category 2	Operating
	On-site Sewage System Program Re-inspection Program (Current)	Septic System Re-inspection Program: Re-inspection program under the Trout Lake Management Plan (as required by the City of North Bay Official Plan). Approximately 100 homes annually. For 2024, estimate is based on staff time (\$10,000) and overhead costs (\$2,000).	CA Act S. 21.1.1	Category 2	Operating

CATEGORY 3 (NBMCA DETERMINED): PROGRAMS AND SERVICES ADVISABLE BY NBMCA

<p>H. Watershed-Support Programs <i>These are programs and services that NBMCA has determined are advisable to provide to further the purposes of the CA Act.</i></p>	Watershed Monitoring (Current)	Water quality: North River and Balsam Creek (Phelps) Benthic/Biological Monitoring and Assessment Program (OBBN): samples collected annually and processed/identified by staff. This process evaluates surface water quality using macro-invertebrates (insect larvae, etc.) living in streams and supports Watershed Report Card Evaluations and Watershed Health Checks.	CA Act 21.1.2 (1)	Category 3	Operating
	Watershed Report Card (Current)	Report backs to the community on the current state of the watershed(s) based on surface water and groundwater quality, forest cover and wetland cover. The report card focuses on sub-watershed areas.	CA Act 21.1.2 (1)	Category 3	Operating
	Land Acquisition and Disposition (Current)	Acquisition and management of lands containing important natural heritage or natural hazard features or strategically aligned with existing NBMCA land holdings. Disposition of lands considered surplus to the vision, mandate and strategic goals of NBMCA.	CA Act 21.1.2 (1)	Category 3	Capital
	Land Lease and Agreement Management (Current)	Critical for the Land Inventory which is a Category 1 program and service. Management of current and future land /property leases and agreements. These help drive land based revenues to offset the costs associated with management and maintenance of NBMCA's land holdings.	CA Act 21.1.2 (1)	Category 3	Operating
	Stewardship and Restoration (Current and NEW)	Apply for and manage external funding to support and promote community tree planting, private land stewardship, outreach. Provide advice to property owners. Includes Trees for Nipissing and Clean Green Beautiful stewardship programs.	CA Act 21.1.2 (1)	Category 3	Operating
	Miskwaadesi (Current)	"Miskwaadesi" is Ojibwe for Painted Turtle. The turtle petroform is on the Chippewa Creek EcoPath in North Bay, where Indigenous and non-Indigenous people can gather while developing an appreciation of the significance of water. Fundraising is underway to complete the amphitheater seating area. Through an MOU in 2021 with the North Bay Indigenous Friendship Centre (NBIFC), NBMCA is responsible for all maintenance costs and site security.	CA Act 21.1.2 (1)	Category 3	Capital
	Miskwaadesi (Current)	"Miskwaadesi" is Ojibwe for Painted Turtle. See above for details. Through an MOU in 2021 with the NBIFC, the NBMCA is responsible to: coordinate all group bookings; secure NBIFC approval for requests for Indigenous programming. NBMCA is responsible for software and maintaining records related to bookings.	CA Act 21.1.2 (1)	Category 3	Operating

I. Ski Hill	On-site Sewage Systems related Plan Input and Review – Member Municipalities/Planning Board (Current)	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Plan of Condominium, Site Plan Approvals, Consents, Minor Variances, etc.) and input to municipal land-use planning documents with respect to on-site sewage systems. Input and Review are provided following OBC Part 8 method and procedures. Partly covered through fees, and remaining by municipal levies.	CA Act S. 21.1.1	Category 3	Operating
	On-site Sewage Systems related Plan Input and Review – Unincorporated Areas (CA Area of jurisdiction) (Current)	Comments provided on Planning Act applications in unincorporated areas in CA area of jurisdiction (Phelps, Orlig, Boulter, Launder, Ballantyne, Wilkes, Pentland, Boyd, Biggar, Osler, Lister). OBC Part 8 - septic systems. MMAH is the approval authority. Applications are reviewed from applicant not MMAH. Input and Review are provided following OBC Part 8 method and procedures.	CA Act 21.1.2 (1)	Category 3	Operating
	On-site Sewage Systems related Plan Input and Review – other Municipalities and Planning Boards (Current)	Comments provided on Planning Act applications through the planning authority as a condition of their approval process. Input and Review are provided following OBC Part 8 method and procedures.	CA Act 21.1.2 (1)	Category 3	Operating
	On-site Sewage Systems related Plan Input and Review - Legal Inquiries (Current)	Respond to legal, permitting and real estate related inquiries of the on-site sewage system program. This is a revenue-generating service.	CA Act 21.1.2 (1)	Category 3	Operating
	Mattawa River Canoe Race (Current)	Host the 64 km canoe race on the Mattawa River annually, from North Bay to Town of Mattawa.	CA Act 21.1.2 (1)	Category 3	Operating
	Laurentian Ski Hill and Snowboarding Club - Routine Activities (Current)	Support to the Laurentian Ski Hill for operations, including staff time and all associated fees and expenses.	CA Act 21.1.2 (1)	Category 3	Operating
	Laurentian Ski Hill and Snowboarding Club - Major Capital Asset Improvements and New Capital Assets (Current)	Support to the Laurentian Ski Hill for capital asset upkeep, including staff time and all associated fees and expenses.	CA Act 21.1.2 (1)	Category 3	Capital

October 30, 2023

To: Member Municipalities of the North Bay-Mattawa Conservation Authority

Re: Final 2024 Budget – Notice of Meeting to Approve the
North Bay-Mattawa Conservation Authority Final 2024 Budget

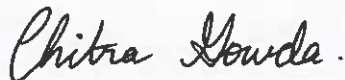
With the passing of O. Reg. 402/22: Budget and Apportionment, Conservation Authorities are now required to follow a prescriptive budgetary process, effective for the 2024 budget and beyond. The process provides for a provincially consistent process for open and transparent drafting and approval of Conservation Authority budgets. As part of this process, Conservation Authorities are required to provide 30 days' notice prior to the approval of the Final Budget.

The North Bay-Mattawa Conservation Authority (NBMCA) Board will review and consider approval of the 2024 Budget at the December 13, 2023 Board Meeting beginning at 4:00 p.m., held at the Administrative Office located at 15 Janey Avenue, North Bay. Once approved, the final budget will be provided to the Minister of Natural Resources and Forestry (MNRF), all Member Municipalities and will be posted on the NBMCA website: <https://nbmca.ca/governance/budget-and-audited-financial-statements/>

The draft budget for 2024, including each Member Municipality's apportionment for 2024 is attached. Overall, the general levy has increased by 5% when compared to 2023; however, each municipality's increase varies, as it is calculated using the applicable Modified Current Value Assessment provided by MNRF. As well, the City of North Bay has sole-benefitting levy for programs that are only provided to them.

NBMCA staff are available for meetings on the budget within November 30, 2023, to support discussions with member municipalities as needed.

Yours truly,



Chitra Gowda
Chief Administrative Officer, Secretary Treasurer
Email: chitra.gowda@nbmca.ca
Cell: 705-477-0372

Attachments: Draft Budget 2024



DRAFT 2024 Budget

October 27, 2023

Prepared by

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

Helen Cunningham, Director, Corporate Services

Aaron Lougheed, Assistant Manager, Finance



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**

Contents

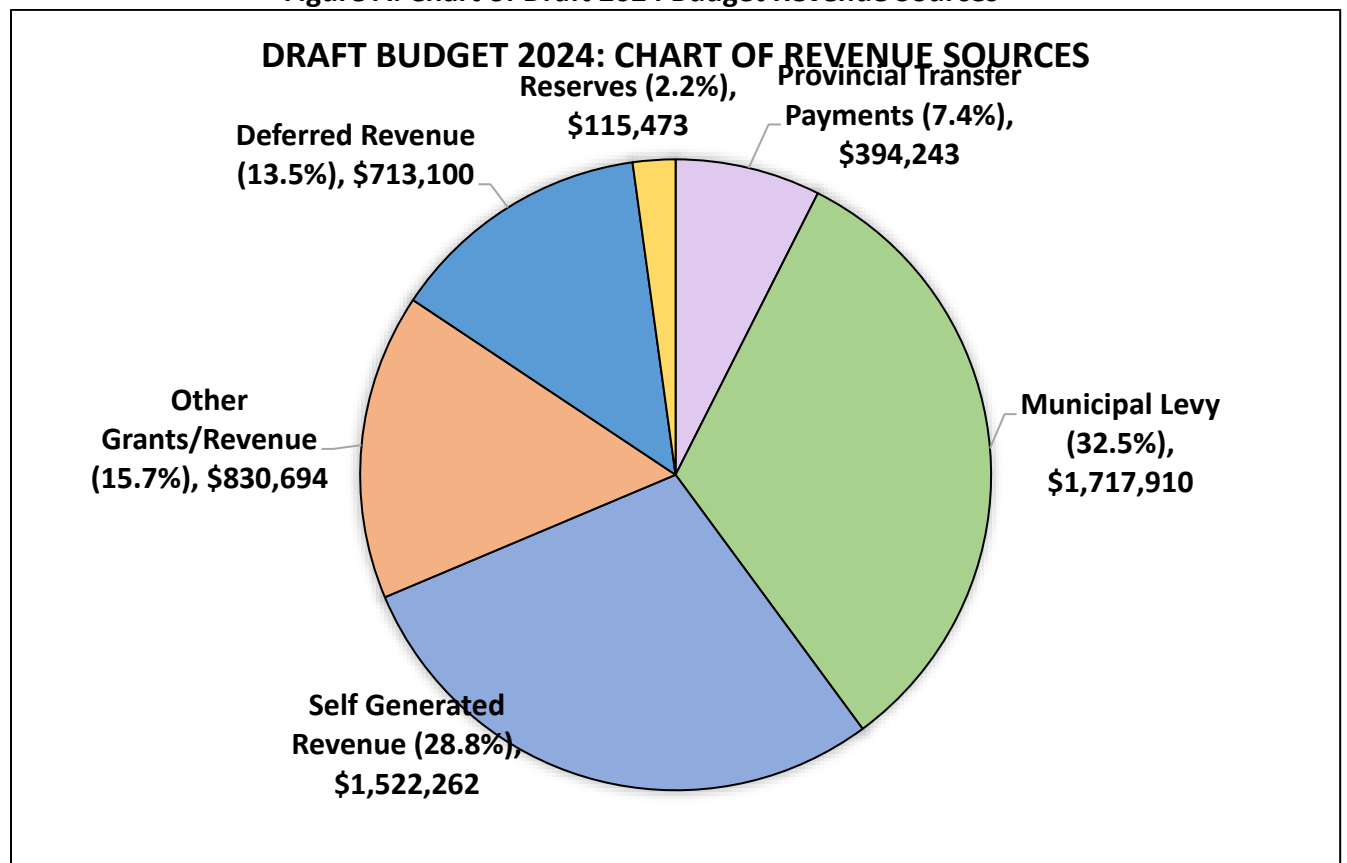
Executive Summary	1
1. Introduction	4
2. Status of Reserves and Deferred Revenue	4
3. Status of the Mortgage Loan	5
4. Revenue Sources.....	5
4.1 General Information	5
4.2 All Revenue Sources	6
4.3 Municipal Levy Amounts	6
4.4 Self Generated Revenue - Fees	7
5. Expenditures	8
5.1 Overview of Expenditures.....	8
5.2 Increased Expenditures	9
5.3 Estimated Use of Reserves and Deferred Revenue.....	9
5.4 Tangible Capital Assets Purchases	10
5.5 Ten-Year Capital Budget Projection	10
6. Draft 2024 Budget Summary	11

Executive Summary

The North Bay-Mattawa Conservation Authority (NBMCA) was formed under the Conservation Authorities Act of Ontario in 1972. As a community-based, environmental organization in Ontario, the NBMCA is a leader in watershed management, dedicated to conserving, restoring, developing and managing renewable natural resources on a watershed basis. NBMCA is governed by a 12-member Board of Directors appointed by the 10 member municipalities.

The Draft 2024 Budget document contains details for the NBMCA planned operations and capital activities for a total budget of \$5,293,668. Revenue sources include municipal levies, transfer payments from provincial and federal governments, grants, fees, donations, property rent, and other sources. Deferred revenue from 2023 and program reserves are used as well. See the Figure A below for an overview of the revenue sources, their estimated percentages and amounts.

Figure A: Chart of Draft 2024 Budget Revenue Sources



With a total budget of \$5,293,668, the municipal levy proposed for 2024 is \$1,717,911 as described below:

- A general levy of \$961,544 applied to all member municipalities;
- A sole-benefitting levy of \$756,366 to the City of North Bay for: Parks Creek dam operations, ice management, public parks (including Kate Pace Way) maintenance, ski hill operations, flood and erosion control projects, homeless encampments management, emerald ash borer hazard tree management, septic system inspections, etc.

To apportion the general levy (and to estimate the ski hill's request for capital cost) to the 10 member municipalities, the Modified Current Value Assessment (MCVA) provided by the Ontario Ministry of Natural Resources and Forestry (MNRF) is used. The general levy increase is 5% on the 2023 general levy. See the table below for levy apportionment by municipality.

Table A: Draft 2024 Budget – Municipal Levy Overview

Municipality	MCVA Based Apportionment Percentage	General Levy (5% increase from 2023)	Sole-benefit Levy	Total Levy 2024	Ski Hill Request for Capital Costs
Bonfield	3.4307	\$32,988		\$32,988	\$2,230
Calvin	1.2345	\$11,871		\$11,871	\$802
Chisholm	1.4958	\$14,383		\$14,383	\$972
East Ferris	6.2949	\$60,528		\$60,528	\$4092
Mattawa	0.9760	\$9,385		\$9,385	\$634
Mattawan	0.0621	\$597		\$597	\$40
North Bay	79.2257	\$761,790	\$756,366	\$1,518,156	\$51,497
Papineau-Cameron	0.7999	\$7,691		\$7,691	\$520
Callander	6.4393	\$61,917		\$61,917	\$4186
Powassan	0.0411	\$395		\$395	\$27
	Total	\$961,544	\$756,366	\$1,717,911	\$65,000

- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-Benefit Levy:** for work undertaken by NBMCA that solely benefits a municipality.

Financial pressures anticipated in 2024 include: costs of major repairs for the main office building, increases to insurance and fuel costs, and increased costs of goods and services due to inflation. Other factors for increased expenditures since 2022 and 2023 include the implementation of the revised wage grid approved in summer 2022 based on wage rate and pay equity analysis conducted by a third-party consultant; mortgage loan interest payment increase due to interest rate renewal; new requirements of the OMERS pension plan; and other changes.

Changes made to the Conservation Authorities Act and related direction from the provincial government are considered in the Budget. A Minister's direction is in effect to freeze fees for

planning and development related services through 2023. Note that the fee freeze does not affect the NBMCA On-site Sewage System (OSS) program carried out under the Building Code Act. Other notable changes to the Conservation Authorities Act include the CA plan review and commenting role which is now scoped to focus on natural hazards and drinking water source protection with respect to development applications and land use planning policies under prescribed Acts.

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
 - Corporate Services (includes governance support, human resources, finance, IT, GIS, communications)
 - Planning and Regulations
 - Water Resources Management (includes On-site Sewage Systems Program, flood forecasting and warning, flood and erosion control, watershed monitoring, Drinking Water Source Protection, etc.)
 - Conservation Areas and Lands.
- Capital improvements:
 - North Bay main office – HVAC control unit, boiler, hot water tank, exterior lighting, windows (phase 1), vinyl siding (phase 1)
 - Kinsmen Bridge repair in North Bay
 - Culvert repair/replacement at Kinsman/Kate Pace Way
 - Signage for conservation areas.
- Special projects and studies (multi-year):
 - Asset Management Plan
 - Floodplain mapping
 - Parks Creek Backflood Control Structure Capacity Upgrade Study
 - Chippewa Creek Erosion Control Project
 - Conservation Areas Inventory and Strategy Projects
 - Watershed Based Resource Management Strategy.

With changes in the Conservation Authorities Act, the budget development process has also changed. New regulations came into effect on July 1, 2023 to regulate the budget development process from 2024 onwards. As a result, the draft 2024 Budget Book for the NBMCA program areas are structured differently from the past. The program areas budgets are presented by:

- Category 1 (mandatory), Category 2 (delegated by municipalities) and Category 3 (non mandatory) programs and services.
- Operating and capital costs.

As in the past, revenue sources are identified including municipal levy amounts. The method applied to determine amounts owing from municipalities is clearly defined. Levies are split into general (apportioned to all member municipalities) and sole-benefitting (applied only to municipalities who benefit).

Overall, the draft 2024 Budget reflects the annual objectives of the NBMCA and also considers long-term requirements to support the health and climate resiliency of watershed residents.

1. Introduction

The North Bay-Mattawa Conservation Authority (NBMCA) provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in collaboration with others.

NBMCA is one of 36 Conservation Authorities in Ontario and was established under the Conservation Authorities Act in 1972 by member municipalities. NBMCA is a member of Conservation Ontario. NBMCA is governed by a 12-member Board of Directors, appointed by the 10 member municipalities.

The draft 2024 Budget is \$5,293,668. Additionally, the Laurentian Ski Hill requests NBMCA member municipalities for a separate annual amount of \$65,000 to help support the ski hill's capital costs.

2. Status of Reserves and Deferred Revenue

Below is a brief look at the NBMCA reserve accounts and deferred revenue as of September 30, 2023 and an estimate to end of year 2023 (UNAUDITED).

Table 1: Reserve Accounts as of September 30, 2023 (UNAUDITED)

Reserve Account	As of Sep. 30, 2023 (UNAUDITED)
NBMCA Lands Acquisition - Capital	\$29,781
NBMCA Onsite Sewage System (OSS) Program (under the Ontario Building Code Part 8) - Operating	\$279,788
Laurentian Snowboarding Club and Ski Hill - Operating	\$64,592
Laurentian Snowboarding Club and Ski Hill - Capital	\$159,344

Table 2: Deferred Revenue Status and Estimates (UNAUDITED)

Program	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023
Ice Management - Operating	\$7,823	\$15,823
Central Services - Capital	\$3,138	\$28,138
Lands and Properties - Capital	\$10,575	\$177,575
Water and Erosion Control Infrastructure (WECI) - Capital/Special Projects	\$140,673	\$234,973
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$118,044	\$128,044
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490

The deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons. In order to bridge the gap

between estimated revenue and expenses for 2024, portions of the reserves and deferred revenue amounts are proposed to be used.

3. Status of the Mortgage Loan

The NBMCA has two offices: the head administrative office in North Bay, which is owned by NBMCA, and office space rented from a separate property owner in Parry Sound. The TD Bank mortgage loan on the North Bay administrative office building was renegotiated in late June 2022 from the previous interest rate of 2.59% to 4.65% per annum, expiring June 22, 2027.

The mortgage loan amount was \$553,809 at the start of 2023 and is estimated to decrease to \$537,423 by the end of 2023. The blended payments comprise of principal and interest amounts and will be expensed monthly to the Corporate Services operating budget as follows.

- **Principal payments in 2024:** estimated mortgage principal payment: \$18,715.
- **Interest payments in 2024:** estimated mortgage interest payment: \$24,500.

4. Revenue Sources

4.1 General Information

Generally, NBMCA funding comes from several sources:

- **Transfer Payments** (if applications submitted are approved) from the Ministry of Natural Resources and Forestry (MNRF) and Ministry of Environment, Conservation and Parks (MECP)
 - MNRF: Provincial Section 39 Transfer Payment
 - MNRF: Water and Erosion Control Infrastructure (WECI)
 - MNRF: Flood Hazard Identification and Mapping Program (FHIMP)
 - MECP: Drinking Water Source Protection.
- **Municipal Levy**
 - General Levy: apportioned to all municipalities using the Modified Current Value Assessment (MCVA) provided by MNRF
 - Sole-Benefitting Levy: applied to a single municipality for work undertaken by NBMCA upon which the municipality is solely benefitting.
- **Self Generated Revenue**
 - Fees for the Septic System Program, Regulation Permit, Plan Review
 - Natural Classroom user fees (main office in North Bay)
 - Property Rentals
 - Interest earned
 - Donations.
- **Other Grants/Revenue** (programs/available funds vary from year to year)
 - Sponsorships
 - Administrative overhead charge to programs
 - Canada Summer Jobs funding
 - Northern Ontario Heritage Fund Corporation (NOHFC) funding
 - Other.

In previous budget years, reserves, deferred revenue, surplus amounts and were partially used to make those budgets work. As well, NBMCA has a line of credit of \$300,000 to bridge periods of tight cash flow, for example when levies or transfer payments are delayed. Staff are developing strategies to address the unsustainable reliance upon reserves and deferred revenue amounts. The strategies include increasing self-generated revenue through fees and programs that align with NBMCA's mandate as a community-based watershed management organization.

4.2 All Revenue Sources

The draft 2024 Budget is \$5,293,668. An overview of revenue sources for 2024 is provided below. The ski hill request for capital cost support is shown separately.

Table 3: Draft 2024 Budget Revenue Sources

Source	Amount
Transfer Payments	\$394,243
Municipal Levy	\$1,867,895
Self Generated Revenue	\$1,372,262
Other Grants/Revenue	\$830,694
Deferred Revenue	\$713,100
Reserves	\$115,473
TOTAL	\$5,293,668
Ski Hill request of Municipalities	\$65,000 (for capital costs)

4.3 Municipal Levy Amounts

The draft 2024 Budget proposes a 5% increase in general levy compared to 2023. Helpful definitions are provided below.

- **Modified Current Value Assessment (MCVA):** data provided by MNRF annually and used to calculate (apportion) the general levy for each member municipality.
- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-benefitting Levy/Sole-benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

With a total budget of \$5,293,668, the municipal levy proposed for 2024 is \$1,717,911 as described below:

- A general levy of \$961,544 applied to all member municipalities;
- A sole-benefitting levy of \$756,366 to the City of North Bay for: Parks Creek dam operations, ice management, public parks (including Kate Pace Way) maintenance, ski hill operations, flood and erosion control projects, homeless encampments management, emerald ash borer hazard tree management, septic system inspections, etc.

Table 4: Draft 2024 Budget – Municipal Levy Overview

Municipality	MCVA Based Apportionment Percentage	General Levy (5% increase from 2023)	Sole-benefit Levy	Total Levy 2024	Ski Hill Request for Capital Costs
Bonfield	3.4307	\$32,988		\$32,988	\$2,230
Calvin	1.2345	\$11,871		\$11,871	\$802
Chisholm	1.4958	\$14,383		\$14,383	\$972
East Ferris	6.2949	\$60,528		\$60,528	\$4092
Mattawa	0.9760	\$9,385		\$9,385	\$634
Mattawan	0.0621	\$597		\$597	\$40
North Bay	79.2257	\$761,790	\$756,366	\$1,518,156	\$51,497
Papineau-Cameron	0.7999	\$7,691		\$7,691	\$520
Callander	6.4393	\$61,917		\$61,917	\$4186
Powassan	0.0411	\$395		\$395	\$27
	Total	\$961,544	\$756,366	\$1,717,911	\$65,000

- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-Benefit Levy:** for work undertaken by NBMCA that solely benefits a municipality.

4.4 Self Generated Revenue - Fees

NBMCA retained Watsons Watson & Associates Economists Ltd. (Watson) to undertake a review of the fees applied by NBMCA to several program area services. The final report is expected by late 2023 and will help inform the final Budget 2024. For the purpose of preparing the draft budget 2024, current fees are applied.

Fees generated by the NBMCA On-site Sewage System (OSS) program carried out under the Ontario Building Code are a major contributor to NBMCA revenue, at close to 20% of the draft 2024 Budget. This program regulates the installation and maintenance of private on-site sewage (septic) systems within Nipissing District and Parry Sound District except for the Township of the Archipelago. A reasonable fee increase was implemented in 2023 in order to support the OSS program budget.

The Minister's direction for a fee freeze is in effect in 2023 for the other planning and development programs and services including plan review and Section 28 permits. Staff are exploring creative ways to sustainably increase self generated revenue for other program areas. Staff also continue to apply for funding opportunities such as: FedNor, NOHFC, ECO, Hydro One, TD Bank, Project Learning Tree, Canada Summer Jobs and Enbridge funds working with our partners including the North Bay Indigenous Friendship Centre and Clean Green Beautiful.

5. Expenditures

5.1 Overview of Expenditures

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
 - Corporate Services/ “General Functions” including:
 - Administration of staff and operations
 - Governance (Board of Directors, related committees) support
 - Finance
 - Human Resources
 - Communications
 - Geographic Information Systems (GIS)
 - Information Technology (IT).
 - Water Resources Management including:
 - On-site Sewage Systems Program
 - Flood Forecasting and Warning
 - Flood and Erosion Control
 - Ice Management
 - Low Water Response
 - Watershed Monitoring
 - Drinking Water Source Protection
 - Conservation Areas and Lands including public parks maintenance, natural resources conservation and stewardship partnerships
 - Planning and Regulations including plan input and review, Section 28 regulations and permitting
- Capital improvements:
 - North Bay main office – HVAC control unit, boiler, hot water tank, exterior lighting, windows (phase 1), vinyl siding (phase 1)
 - Kinsmen Bridge repair in North Bay
 - Culvert repair/replacement at Kinsman/Kate Pace Way
 - Signage for conservation areas.
- Special projects and studies:
 - Asset Management Plan (multi-year)
 - Floodplain mapping (multi-year)
 - Parks Creek Backflood Control Structure Capacity Upgrade Study (multi-year)
 - Chippewa Creek Erosion Control Project (multi-year)
 - Mattawa Natural Hazard Risk Study Terms of Reference (multi-year)
 - Conservation Areas Inventory and Strategy Projects (multi-year)
 - Watershed Based Resource Management Strategy (multi-year).

Overall, the draft 2024 Budget reflects the annual objectives of the NBMCA and also considers long-term requirements to support the health and climate resiliency of watershed residents.

5.2 Increased Expenditures

Financial pressures anticipated in 2024 include:

- Expected increases to insurance (around 10%), fuel (potentially by 30%), and goods and services due to inflation.
- Costs of major, priority repairs for the main office building in North Bay (around \$170,000)
- Managing the increasing occurrences of encampments on NBMCA owned properties (around \$40,000) and emerald ash borer hazard trees (around \$30,000).

Other factors for increased expenditures and efforts include:

- Implementing the updated wage grid approved in summer 2022
- An increase in mortgage loan interest payment (by around \$500 per month) since mid 2022
- Preparing an Asset Management Plan as a building block of sound financial planning, to help estimate when assets need repairs and replacements
- Potential for use of three rental pumps at the Parks Creek Backflood Control Structure along with associated costs such as hydro, etc. (around \$110,000)
- New, legislated Conservation Authorities Act deliverables due by December 31, 2024 (to increase staff resources capacity in 2023, grant funding opportunities such as NOHFC which provided up to 90% costs are being applied to)
- New requirements of the OMERS pension plan (to be offered to all employees)
- Retaining the services of Human Resources expertise including consultants and legal.

5.3 Estimated Use of Reserves and Deferred Revenue

In order to bridge the gap between estimated revenue and expenses for 2024, reserves and deferred revenue amounts are being used. The table below provides an overview of the usage estimated for 2024. Note that deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons.

Table 5: Estimated Use of Reserves, and Deferred Revenue in 2024

Program (2023)	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023	Proposed use in 2024	Program (2024)
Lands Capital Acquisition - Reserve	\$29,781	\$29,781	\$0	None.
On-site Sewage System (OSS) Program - Reserve	\$279,788	\$279,788	\$115,474	OSS Program
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$118,044	\$128,044	\$111,753	Planning and Regulations
Ice Management - Operating	\$7,823	\$15,823	\$165,968	Water Resources Management
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490		
Water and Erosion Control Infrastructure (WECI) - Capital/ Special Projects	\$140,673	\$234,973	\$260,310	Lands and Properties, Corporate Services
Central Services - Capital	\$3,138	\$28,138		
Lands and Properties - Capital	\$10,575	\$177,575	\$174,985	Corporate Services
		Total	\$828,490	

5.4 Tangible Capital Assets Purchases

In 2009 the NBMCA and other public sector organizations adopted Section 3150, Tangible Capital Assets of the Public Sector Accounting Handbook. This change resulted in the disclosure of information on major categories of tangible capital assets and amortization of these assets in the audited financial statements. The details on how this was undertaken is described in the Board approved NBMCA Tangible Capital Asset Policy (TCAP).

As a result of the TCAP, it is the practice of NBMCA to pay for and record acquisition of capital assets as follows:

- Use of a one-time cost recovery method. This is accomplished by budgeting for the acquisition of the asset in the year it is acquired. This cost recovery method is typically used when NBMCA is constructing a facility, such as a building, flood and erosion control works, or purchasing a large piece of equipment.
- Use of a cost recovery over time method. This is accomplished by budgeting for the acquisition of an asset over its defined lifetime in years. Annual budgets include expenditures in the form of “internal leases” that are equal to the depreciation rate or life span of the asset. Typically, this method is best suited for smaller capital items with shorter life spans that are replaced on a regular basis such as vehicles, computers, plotters and so on.

The 2024 budget includes both methods of capital acquisition. The cost recovery over time method is being used to replace computers, laptops and most tablets. The use of the one-time cost recovery method is part of the capital and special projects program budgets.

5.5 Ten-Year Capital Budget Projection

For the draft 2024 budget, the ten-year capital budget projection (2024– 2033) is provided in **Appendix A**. The ten-year capital projections in 2022 and prior years are based on pre-pandemic costs and this must be corrected to reflect the significant rise in costs, which are anticipated to continue through 2024. Without the correction, the ten-year projection will cease to be reasonable. Based on Statistics Canada information and staff’s experience with increased costs post-pandemic, a projected annual increase of at least 3% should be applied (rather than 1-2%). The projections can be revisited each year. Note that the capital budget projection format is updated to follow the updated Conservation Authorities Act and NBMCA’s updated inventory of programs and services.

An assessment of capital expenditures forecast for the administrative office building was carried out in 2023, given the extraordinary expenses incurred on capital repairs and replacements in the past few years. It is anticipated that the high level of expenses will last through 2025 in order to address major capital work needed. After that timeframe, the capital expenses on the administrative building are anticipated to be significantly lower until around 2033 when some of the capital repairs may come up due to lifespan and condition of the assets/asset parts. Capital costs projections are made based on available information to support asset management planning for this building, and to inform the Board of the need of budgeting annually (for reasonable amounts) from 2025 onwards towards a capital asset management reserve.

6. Draft 2024 Budget Summary

As indicated earlier, with changes in the Conservation Authorities Act, the budget development process has also changed. The NBMCA program areas are structured differently from the past and are per the mandated Programs and Services Inventory which was also updated by NBMCA in 2023. Therefore, program areas budgets are presented by:

- Category 1 (mandatory), Category 2 (delegated by municipalities) and Category 3 (non mandatory) programs and services.
- Operating and capital costs.

The Table below provides a summary of the program areas.

Table 6: NBMCA Programs and Services

Program Area	Description
Category 1 (Mandatory)	
A. Corporate Services ("General Functions" per O. Reg. 402/22) Category 1 (Mandatory)	These are operating expenses and capital costs that are not related to the provision of a specific program or service, but rather provide a corporate-wide supporting function. Includes: governance support, finance, human resources, geographical information systems (GIS), information technology (IT), communications, legal expenses, office equipment and supplies, administrative office buildings, vehicle fleet, asset management, etc. These were previously called Administration (operating), Interpretive Centre (operating), Outreach (operating), Central Services (capital) and Mortgage Principal Repayment programs in the 2023 NBMCA budget book.
B. Planning and Regulations Category 1 (Mandatory)	These are operating expenses. The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. Includes: natural hazard input and review for member municipalities, planning boards, and unincorporated areas; Section 28 permitting process; and technical studies such as updating the regulated areas. These were previously called Section 28 (operating), Watershed Planning (operating), and S. 28 DIA Technical (special studies) programs in the 2023 NBMCA budget book.
C. Water Resources Management Category 1 (Mandatory)	These are operating expenses and capital costs. The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. Includes: flood forecasting and warning, flood and erosion control, ice management, natural hazard infrastructure operational plan and asset management plan, low water response, watershed-based resource management strategy, and watershed monitoring (provincial partnership surface water and groundwater monitoring programs). These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operating programs) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECI) (capital programs) in the 2023 NBMCA budget book.

Program Area	Description
D. Conservation Areas and Lands Category 1 (Mandatory)	<p>These are operating expenses and capital costs. The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including providing safe, passive recreation to the public. Includes: management of NBMCA owned lands including public parks and trails, Section 29 enforcement, maintenance of assets such as bridges, benches, pavilions, etc., tree planting on NBMCA lands, land inventory, conservation area strategy, policy for land acquisition and disposition, Planning Act comments as the land owner. These were previously called Lands and Properties (operating and capital programs) in the 2023 NBMCA budget book.</p>
E. Source Protection Authority (SPA) Category 1 (Mandatory)	<p>These are operating expenses. The main goal is to protect existing and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006. Includes: governance support to a Source Protection Committee and to the NBMSPA, technical studies, policy updates/development, proposal review and comments, plan input and review, and significant threat policy implementation. This was previously called Source Water Protection (operating program) in the 2023 NBMCA budget book.</p>
F. On-site Sewage System (OSS) Program Category 1 (Mandatory)	<p>These are operating expenses. The main goal is to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8. Includes: permitting and compliance for on-site sewage systems (septic systems) in municipalities and unorganized townships, and mandatory maintenance inspections to over 500 properties identified under the Clean Water Act, 2006. This was previously called the same (OSS operating program) in the 2023 NBMCA budget book.</p>
Category 2 (Delegated by a Municipality)	
G. Watershed-Municipal Programs Category 2 (Delegated by a Municipality)	<p>These are operating expenses. Includes: watershed-wide monitoring that supplement the mandatory watershed monitoring (under Water Resources Management program area), and septic system reinspection program under the Trout Lake Management Plan. This was previously Integrated Watershed Management (special studies/capital program) and Water Quality (operating program) in the 2023 NBMCA budget book.</p>
Category 3 (Non mandatory; advisable by NBMCA)	
H. Watershed-Support Programs Category 3 (Non mandatory; advisable by NBMCA)	<p>These are operating expenses and capital costs. These are programs and services that NBMCA has determined are advisable to provide to further the purposes of the Conservation Authorities Act. Includes: benthics monitoring, watershed report card, land acquisition and disposition, land lease and agreement management, stewardship and restoration, Miskwaadesi (Painted Turtle site), septic systems related plan input and review, Mattawa River Canoe Race. This was previously Integrated Watershed Management (special studies/capital program), Water</p>

Program Area	Description
	Quality (operating), Outreach (operating), Lands and Property (operating and capital) in the 2023 NBMCA budget book.
I. Ski Hill Category 3 (Non mandatory; advisable by NBMCA)	These are operating expenses and capital costs. Supports the Laurentian Ski Hill Snowboarding Club which is operated by a separate Board and staff. NBMCA owns most of the major capital assets.

The Table below provides a summary of draft 2024 Budget.

Table 7: Draft 2024 Budget Summary

Category	Program Area	Operating	Capital
1 (Mandatory)	A. Corporate Services	\$1,106,499	\$174,985
	B. Planning and Regulations	\$342,203	\$0
	C. Water Resources Management	\$739,271	\$345,000
	D. Conservation Areas and Lands	\$610,157	\$299,456
	E. Source Protection Authority (SPA)	\$160,753	\$0
	F. On-site Sewage System (OSS) Program	\$1,333,473	\$0
2 (Delegated by a Municipality)	G. Watershed-Municipal Programs	\$23,286	\$0
3 (Non mandatory; advisable by NBMCA)	H. Watershed-Support Programs	\$64,086	\$9,500
	I. Ski Hill	\$85,000	\$65,000
	TOTAL	\$5,293,668	

The Table below shows the municipal levy apportionment details for operating and capital costs.

Table 7: Municipal Levy Apportionment for Operating and Capital Costs – Draft 2024 Budget

Municipality	Area % in CA	MCVA Based Apportionment Percentage	TOTAL LEVY 2024	OPERATING			CAPITAL		
				General Levy	Sole- benefit Levy	Total Operating Levy	General Levy	Sole- benefit Levy	Total Capital Levy
Bonfield	100	3.4307	\$32,988	\$24,943		\$24,943	\$8,044		\$8,044
Calvin	100	1.2345	\$11,871	\$8,976		\$8,976	\$2,895		\$2,895
Chisholm	94	1.4958	\$14,383	\$10,875		\$10,875	\$3,507		\$3,507
East Ferris	83	6.2949	\$60,528	\$45,768		\$45,768	\$14,761		\$14,761
Mattawa	71	0.976	\$9,385	\$7,096		\$7,096	\$2,289		\$2,289
Mattawan	19	0.0621	\$597	\$452		\$452	\$146		\$146
North Bay	100	79.2257	\$1,518,156	\$576,018	\$474,866	\$1,050,884	\$185,772	\$281,500	\$467,272
Papineau- Cameron	35	0.7999	\$7,691	\$5,816		\$5,816	\$1,876		\$1,876
Callander	100	6.4393	\$61,917	\$46,818		\$46,818	\$15,099		\$15,099
Powassan	1	0.0411	\$395	\$299		\$299	\$96		\$96
		Total	\$1,717,911	\$727,059	\$474,866	\$1,201,925	\$234,485	\$281,500	\$515,985
									\$65,000

Terminology:

- **Modified Current Value Assessment (MCVA):** data provided by MNRF annually and used to calculate (apportion) the general levy for each member municipality.
- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-benefitting/benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

Notes:

- **Operating Levy:** (a) The general operating levy is applied to all member municipalities using the Modified Current Value Assessment (MCVA) apportionment method by Ministry of Natural Resources and Forestry (MNRF). (b) The sole-benefitting operating levy applied to the City of North Bay is for Laurentian Ski Hill operating costs, encampments and emerald ash borer hazard tree management at NBMCA parks and areas, Parks Creek dam backflood control operations, septic system re-inspections, and monitoring related to the Trout Lake Management Plan, etc.
- **Capital Levy:** (a) The general capital levy applied to all member municipalities is for administrative office building capital work, works in conservation areas and on trails. (b) The sole-benefitting capital levy applied to the City of North Bay is for the Kinsmen bridge repair, Kinsmen Trail asphalt repair, signage and brochures for parks, Laurier Woods boardwalk replacement, Chippewa Creek erosion control project, floodplain mapping projects, etc.
- **Ski Hill Request for Capital Costs:** This is for major upkeep of the NBMCA-owned fixed capital assets on the Laurentian ski hill. It is not a levy to member municipalities.
- **Matching Levy:** In preparing the 2024 Budget, it is assumed that NBMCA will receive a transfer payment from MNRF for \$133,490 and a matching municipal levy of \$133,490 to support eligible activities including administration, watershed planning, flood and erosion control, flood forecasting, ice management. The non-matching levy is therefore \$1,584,420 (out of a total levy of \$1,717,911).

Category: 1 (Mandatory)**Program Area: A. Corporate Services****Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)	\$16,020	
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$143,426	
05	Sole-benefitting Levy	\$0	
06	Fees	\$1,000	
07	Donations	\$2,000	
09	Internal Rent Rev.	\$55,462	
10	Rental Rev. External	\$50,776	
13	Other Revenue	\$6,225	\$174,985
14	Interest Earned	\$18,896	
16	Admin Overhead	\$812,694	
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$1,106,499	\$174,985
Expense:			
30	Wages and Benefits	\$737,649	\$8,672
32	Wages and Benefits	\$0	
38	Per Diem	\$11,500	
39	Members Mileage	\$5,500	
40	Members Expense	\$2,000	
41	Staff Mileage and Expense	\$4,700	
42	Staff Certification and Training	\$8,850	
43	Telephone	\$9,270	
44	Property Taxes	\$0	
45	Insurance	\$30,465	
46	Natural Gas	\$16,500	
47	Repair & Maintenance	\$2,000	
48	Office Supplies	\$8,000	
49	Postage	\$545	
50	Equipment Purchase	\$250	
51	Equipment Rental	\$2,460	
52	Publications and Printing	\$2,000	
53	Advertising	\$4,000	
54	Bank Charges	\$0	
55	Interest Expense - Mortgage	\$24,500	
56	Credit Card Fees	\$0	
58	Audit	\$11,050	
59	Legal Services	\$30,000	
60	Materials and Supply	\$38,080	

Category: 1 (Mandatory)**Program Area: A. Corporate Services**

61	Cons. Ontario Levy	\$26,815	
62	Services	\$81,500	\$161,700
64	Vehicle Lease		
66	Consulting Services		
67	Admin Overhead		
70	Rental Expense		
71	Water	\$3,500	
72	Hydro	\$16,000	
73	Vehicle Gas	\$685	
74	Accounting Services	\$1,680	
78	Internal Chargeback	\$8,285	\$4,613
90	Mortgage Principal Repayment	\$18,715	
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$1,106,499	\$174,985
	Net	\$0	\$0

Category: 1 (Mandatory)**Program Area: B. Planning and Regulations****Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	\$22,690
01	Transfer Payment (WECl)	
01	Transfer Payment (DWSP)	
01	Transfer Payment (FHIMP)	
03	Grants from Others	\$0
04	General Levy	\$97,760
05	Sole-benefitting Levy	\$0
06	Fees	\$110,000
07	Donations	\$0
09	Internal Rent Rev.	\$0
10	Rental Rev. External	\$0
13	Other Revenue	\$111,753
14	Interest Earned	\$0
16	Admin Overhead	\$0
20	Ski Hill Utilities Reimbursement	\$0
TBD	Credit Card Surcharge	
	Total Revenue	\$342,203
Expense:		
30	Wages and Benefits	\$225,484
32	Wages and Benefits	\$0
38	Per Diem	\$0
39	Members Mileage	\$0
40	Members Expense	\$0
41	Staff Mileage and Expense	\$1,500
42	Staff Certification and Training	\$2,500
43	Telephone	\$0
44	Property Taxes	\$0
45	Insurance	\$0
46	Natural Gas	\$0
47	Repair & Maintenance	\$3,000
48	Office Supplies	\$0
49	Postage	\$105
50	Equipment Purchase	\$0
51	Equipment Rental	\$0
52	Publications and Printing	\$0
53	Advertising	\$0
54	Bank Charges	\$0
55	Interest Expense - Mortgage	\$0
56	Credit Card Fees	\$0
58	Audit	\$0
59	Legal Services	\$0
60	Materials and Supply	\$700

Category: 1 (Mandatory)**Program Area: B. Planning and Regulations**

61	Cons. Ontario Levy	\$0
62	Services	\$3,800
64	Vehicle Lease	\$0
66	Consulting Services	\$0
67	Admin Overhead	\$98,762
70	Rental Expense	\$0
71	Water	\$0
72	Hydro	\$0
73	Vehicle Gas	\$525
74	Accounting Services	\$0
78	Internal Chargeback	\$5,828
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	\$0
TBD	Ski Hill Capital	\$0
TBD	Awards and Scholarships	\$0
TBD	Asset Management Reserve	\$0
	Total Expenses	\$342,203
	Net	\$0

Category: 1 (Mandatory)**Program Area: C. Water Resources Management****Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)	\$94,780	
01	Transfer Payment (WECl)		\$100,000
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others	\$0	
04	General Levy	\$360,661	\$45,000
05	Sole-benefitting Levy	\$117,866	\$200,000
06	Fees	\$0	
07	Donations	\$0	
09	Internal Rent Rev.	\$0	
10	Rental Rev. External	\$0	
13	Other Revenue	\$165,964	
14	Interest Earned	\$0	
16	Admin Overhead	\$0	
20	Ski Hill Utilities Reimbursement	\$0	
TBD	Credit Card Surcharge		
	Total Revenue	\$739,271	\$345,000
Expense:			
30	Wages and Benefits	\$315,730	\$4,388
32	Wages and Benefits	\$0	
38	Per Diem	\$0	
39	Members Mileage	\$0	
40	Members Expense	\$0	
41	Staff Mileage and Expense	\$2,000	
42	Staff Certification and Training	\$3,000	
43	Telephone	\$8,354	
44	Property Taxes	\$19,025	
45	Insurance	\$36,348	
46	Natural Gas	\$0	
47	Repair & Maintenance	\$6,800	
48	Office Supplies	\$250	
49	Postage	\$0	
50	Equipment Purchase	\$0	\$10,000
51	Equipment Rental	\$0	
52	Publications and Printing	\$0	
53	Advertising	\$0	
54	Bank Charges	\$0	
55	Interest Expense - Mortgage	\$0	
56	Credit Card Fees	\$0	
58	Audit	\$0	
59	Legal Services	\$0	
60	Materials and Supply	\$2,650	

Category: 1 (Mandatory)**Program Area: C. Water Resources Management**

61	Cons. Ontario Levy	\$0	
62	Services	\$121,800	
64	Vehicle Lease	\$0	
66	Consulting Services	\$20,000	\$325,362
67	Admin Overhead	\$186,644	
70	Rental Expense	\$0	
71	Water	\$0	
72	Hydro	\$1,900	
73	Vehicle Gas	\$6,680	
74	Accounting Services	\$0	
78	Internal Chargeback	\$8,089	\$5,250
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations	\$0	
TBD	Ski Hill Capital	\$0	
TBD	Awards and Scholarships	\$0	
TBD	Asset Management Reserve	\$0	
	Total Expenses	\$739,271	\$345,000
	Net	\$0	\$0

Category: 1 (Mandatory)

Program Area: D. Conservation Areas and Lands

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$111,000	\$181,485
05	Sole-benefitting Levy	\$260,000	\$80,000
06	Fees		
07	Donations	\$1,000	
09	Internal Rent Rev.		
10	Rental Rev. External	\$22,042	
13	Other Revenue	\$216,115	\$37,971
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$610,157	\$299,456
Expense:			
30	Wages and Benefits	\$258,284	\$27,029
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		\$500
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes	\$15,886	
45	Insurance	\$15,585	
46	Natural Gas		
47	Repair & Maintenance	\$18,000	
48	Office Supplies		
49	Postage		
50	Equipment Purchase		\$5,000
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply	\$8,100	\$27,800

Category: 1 (Mandatory)**Program Area: D. Conservation Areas and Lands**

61	Cons. Ontario Levy		
62	Services	\$50,000	\$231,000
64	Vehicle Lease	\$3,000	
66	Consulting Services		
67	Admin Overhead	\$236,252	\$8,127
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas	\$5,050	
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$610,157	\$299,456
	Net	\$0	\$0

Category: 1 (Mandatory)**Program Area: E. Source Protection Authority****Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECl)	
01	Transfer Payment (DWSP)	\$160,753
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	
05	Sole-benefitting Levy	
06	Fees	
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	
	Total Revenue	\$160,753
Expense:		
30	Wages and Benefits	\$124,383
32	Wages and Benefits	
38	Per Diem	\$5,200
39	Members Mileage	\$2,000
40	Members Expense	\$40
41	Staff Mileage and Expense	\$650
42	Staff Certification and Training	
43	Telephone	\$2,035
44	Property Taxes	
45	Insurance	\$2,435
46	Natural Gas	
47	Repair & Maintenance	
48	Office Supplies	\$316
49	Postage	\$221
50	Equipment Purchase	
51	Equipment Rental	\$459
52	Publications and Printing	
53	Advertising	\$250
54	Bank Charges	
55	Interest Expense - Mortgage	
56	Credit Card Fees	
58	Audit	\$790
59	Legal Services	
60	Materials and Supply	\$469

Category: 1 (Mandatory)**Program Area: E. Source Protection Authority**

61	Cons. Ontario Levy	
62	Services	\$1,490
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$4,152
70	Rental Expense	\$12,551
71	Water	
72	Hydro	
73	Vehicle Gas	\$260
74	Accounting Services	
78	Internal Chargeback	\$3,053
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$160,753
	Net	\$0

Category: 1 (Mandatory)**Program Area: F. On-site Sewage System Program****Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECl)	
01	Transfer Payment (DWSP)	
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	
05	Sole-benefitting Levy	
06	Fees	\$1,200,000
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	\$115,473
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	\$18,000
	Total Revenue	\$1,333,473
Expense:		
30	Wages and Benefits	\$818,325
32	Wages and Benefits	
38	Per Diem	
39	Members Mileage	
40	Members Expense	
41	Staff Mileage and Expense	\$3,500
42	Staff Certification and Training	\$12,800
43	Telephone	\$17,000
44	Property Taxes	
45	Insurance	\$19,100
46	Natural Gas	
47	Repair & Maintenance	\$12,500
48	Office Supplies	\$6,500
49	Postage	
50	Equipment Purchase	
51	Equipment Rental	
52	Publications and Printing	\$500
53	Advertising	
54	Bank Charges	\$3,500
55	Interest Expense - Mortgage	
56	Credit Card Fees	\$25,500
58	Audit	\$5,500
59	Legal Services	\$2,500
60	Materials and Supply	\$4,500

Category: 1 (Mandatory)**Program Area: F. On-site Sewage System Program**

61	Cons. Ontario Levy	
62	Services	\$8,000
64	Vehicle Lease	\$3,000
66	Consulting Services	
67	Admin Overhead	\$270,898
70	Rental Expense	\$78,300
71	Water	
72	Hydro	
73	Vehicle Gas	\$15,000
74	Accounting Services	
78	Internal Chargeback	\$26,550
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$1,333,473
	Net	\$0

Category: 2 (Delegated by a Municipality)
Program Area: G. Watershed-Municipal Programs

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECl)	
01	Transfer Payment (DWSP)	
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	\$11,197
05	Sole-benefitting Levy	\$12,000
06	Fees	
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	\$89
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	
	Total Revenue	\$23,286
Expense:		
30	Wages and Benefits	\$19,222
32	Wages and Benefits	
38	Per Diem	
39	Members Mileage	
40	Members Expense	
41	Staff Mileage and Expense	
42	Staff Certification and Training	
43	Telephone	
44	Property Taxes	
45	Insurance	
46	Natural Gas	
47	Repair & Maintenance	
48	Office Supplies	
49	Postage	
50	Equipment Purchase	
51	Equipment Rental	
52	Publications and Printing	
53	Advertising	
54	Bank Charges	
55	Interest Expense - Mortgage	
56	Credit Card Fees	
58	Audit	
59	Legal Services	
60	Materials and Supply	

Category: 2 (Delegated by a Municipality)**Program Area: G. Watershed-Municipal Programs**

61	Cons. Ontario Levy	
62	Services	
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$4,063
70	Rental Expense	
71	Water	
72	Hydro	
73	Vehicle Gas	
74	Accounting Services	
78	Internal Chargeback	
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$23,286
	Net	\$0

Category: 3 (Non-mandatory; advisable by NBMCA)**Program Area: H. Watershed Support Programs****Draft 2024 Budget**

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$3,000	\$8,000
05	Sole-benefitting Levy		\$1,500
06	Fees	\$28,886	
07	Donations	\$32,200	
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$64,086	\$9,500
Expense:			
30	Wages and Benefits	\$19,222	\$0
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		\$1,000
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing	\$4,000	
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply	\$12,550	\$500

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: H. Watershed Support Programs

61	Cons. Ontario Levy		
62	Services	\$21,750	\$8,000
64	Vehicle Lease	\$500	
66	Consulting Services		
67	Admin Overhead	\$4,063	
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas	\$2,000	
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$64,086	\$9,500
	Net	\$0	\$0

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: I. Ski Hill

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy		\$65,000
05	Sole-benefitting Levy	\$85,000	
06	Fees		
07	Donations		
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$85,000	\$65,000
Expense:			
30	Wages and Benefits		
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply		

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: I. Ski Hill

61	Cons. Ontario Levy		
62	Services		
64	Vehicle Lease		
66	Consulting Services		
67	Admin Overhead	\$25,000	
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas		
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations	\$60,000	
TBD	Ski Hill Capital		\$65,000
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$85,000	\$65,000
	Net	\$0	\$0

NBMCA Capital
Levy Forecast

For the Ten Year Period of 2023 to 2033
For Member Municipalities

NBMCA CAPITAL PROGRAM & SERVICE AREA														
Years	Category 1 (Mandatory) - Capital					Category 3 - Capital					Section 28 Technical			
	Corporate Services Capital		Lands and Property Capital			Water Resources			Central Services		WECI		IWM	
	Deferred Revenue	Sole-benefit Levy	General Levy	Deferred Revenue	Sole-benefit Levy	General Levy	Transfer Payment	Sole-benefit Levy	General Levy	Sole-benefit Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy
2023				\$0	\$149,350	\$131,583			\$58,968	\$175,100	\$0	\$180,714	\$30,000	\$65,000
2024	\$174,985			\$37,971	\$80,000	\$181,485	\$100,000	\$200,000	\$45,000	\$1,500	\$8,000		\$0	\$234,485
2025	\$209,000				\$84,000	\$190,559	\$105,000	\$206,000	\$46,350	\$1,545	\$8,240			\$245,149
2026					\$88,200	\$200,087	\$110,250	\$212,180	\$47,741	\$1,591	\$8,487			\$375,751
2027			\$119,436		\$92,610	\$210,092	\$115,763	\$218,545	\$49,173	\$1,639	\$8,742			\$391,025
2028			\$123,019		\$97,241	\$220,596	\$121,551	\$225,102	\$50,648	\$1,688	\$9,004			\$406,958
2029			\$126,709			\$231,626	\$127,628	\$231,855	\$52,167	\$1,739	\$9,274			\$423,578
2030			\$130,511			\$243,207	\$134,010	\$238,810	\$53,732	\$1,791	\$9,552			\$440,918
2031			\$134,426			\$107,208								
2032			\$138,459			\$112,568	\$255,368	\$140,710	\$245,975	\$1,845	\$9,839			\$459,010
2033			\$142,613			\$118,196	\$268,136	\$147,746	\$253,354	\$1,900	\$10,134			\$477,887
			\$146,891			\$124,106	\$281,543	\$155,133	\$260,955	\$58,715	\$1,957	\$10,438		\$497,587
Total Levy 2024		\$174,985			\$299,456			\$345,000		\$9,500				

Last Year - 2023

Current Year - 2024

Descriptions:

General Levy: levy apportioned to all member municipalities using the Modified Current Value Assessment provided by the Ministry of Natural Resources and Foresrty (MNRF)

Sole-benefitting levy: for work undertaken by NBMCA that solely benefits a municipality

Deferred Revenue: For projects spanning multiple years, programs funded on a different fiscal year, and planned activities that were not completed in the year budgeted for various reasons

Transfer Payment: provincial/federal funding through an application process (i.e. NBMCA must apply for the funds annually)

Corporate Services: Program from 2024 onwards per the updated Conservation Authorities Act. Includes administrative building capital costs, office hardware and equipment, vehicle fleet.

Administrative building capital costs at 15 Janey Ave, North Bay, are expected to decrease substantially in 2026 and increase after 2034 based on repair/replacement timing of capital parts.

Fleet vehicles are planned to be replaced 2025 through 2032 based on lifespan and condition.

Central Services: Program prior to 2024 for capital or major maintenance in support of workshops, buildings and other types of infrastructure or equipment. From 2024: included under Corporate Services.

Lands and Property: Capital works to support safe public access and use of CA owned properties including trails, boardwalks, bridges, picnic tables, buildings, washrooms, signage, parking lots, roads.

WECI: Water and Erosion Control Infrastructure activities to support major maintenance and capital improvements or repair to water and erosion control structures.

IWM: Multi-year implementation of the Integrated Watershed Management (IWM) Strategy and new CA Act deliverables (watershed-based strategy)

Section 28: Expenses related to the implementation of the DIA regulations of the conservation authority, mapping for regulated areas.

Ski Hill Assets: For Improvement, Major Repair or Replacement of CA Owned Ski Hill Assets - not a levy

To: Council
From: K. Bester, Deputy Clerk
Date: October 27, 2023
Re: McDonald Street

RECOMMENDATION:

The Council direct staff to move forward with this process and bring a Closing and Sale Bylaw back to Council once all appropriate other steps have been completed.

ANALYSIS:

At this time the following steps from the Closing and Sale of Municipal Road Allowances (Schedule B – Bylaw 2017-05) have been carried out:

A notice was placed on the property, in the local newspaper and on the municipal website, following the appropriate timelines.

A letter was sent to the adjacent landowner requesting that they advise whether or not they had an interest in purchasing this property. We have not received a response to this; the deadline for contact from them was October 2, 2023.

NEXT STEPS:

A copy of the appraisal will be provided to the individual interested in purchasing the property and they will be asked to provide a Letter of Intent, along with a deposit of \$500, as confirmation that they wish to proceed in this matter.

A reference plan must be obtained by the interested party. The interested party must also contact MTO for further clarification of the extents of land adjacent to Highway 11 and/or Highway 522B (Main St.) that can be transferred.

The reference plan is to be provided to the municipality and a Closing and Sale of Municipal Road Allowance Bylaw will then be brought to Council.

Once the bylaw is passed, our legal counsel will reconcile the sale amount, along with all costs associated with this process, and upon receipt of the final amount from the interested party, the land will be transferred.

To: Council
From: Treasurer/Director of Corporate Services
Re: 2024 Municipal Wage Grid

RECOMMENDATION:

That the Municipality of Powassan's 2024 Employee Salary Grid be adopted effective January 1, 2024.

ANALYSIS:

At the September 5, 2023, regular meeting, Council was presented with a staff report regarding the 2024 pay grid. At that time, staff were directed to develop a proposed grid and bring it forward for Council consideration.

At the October 17, 2023, regular meeting a draft pay grid was presented. This received the approval of Council and staff were directed to bring forward a final version to the next regular meeting for adoption.

Enclosed please find a copy of the 2024 Salary Grid. Staff have been placed on the grid, and the estimated total increase in wages from 2023 to 2024 is \$10,630.

The salary grid as proposed will ensure the Municipality remains competitive with its neighbouring municipalities, assisting with the attraction and retention of qualified and skilled employees.

2024 Proposed Salary Grid

Grade	Training	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
12	47.71	52.48	54.18	55.93	57.74	59.61	61.54	63.53	65.60
11	41.23	45.35	46.82	48.34	49.91	51.53	53.20	54.92	56.69
10	38.13	41.94	43.30	44.70	46.15	47.64	49.18	50.77	52.42
9	35.30	38.83	40.09	41.39	42.73	44.11	45.54	47.02	48.54
8	32.98	36.28	37.46	38.67	39.92	41.21	42.54	43.92	45.35
7	30.02	33.02	34.09	35.19	36.33	37.51	38.72	39.97	41.27
6	28.04	30.84	31.84	32.87	33.93	35.03	36.16	37.33	38.55
5	24.38	26.82	27.69	28.59	29.52	30.48	31.47	32.49	33.52
4	22.43	24.67	25.47	26.30	27.15	28.03	28.94	29.88	30.84
3	21.03	23.13	23.88	24.65	25.45	26.27	27.12	28.00	28.91
2	17.95	19.75	20.39	21.05	21.73	22.43	23.16	23.91	24.69
1	-	16.55	17.09	17.64	18.21	18.80	19.41	20.04	20.69

To: Council
From: Treasurer/Director of Corporate Services
Re: OPP Detachment Project

RECOMMENDATION:

Received for information purposes.

BACKGROUND AND ANALYSIS:

On October 30, 2023, I participated in a joint meeting with the OPP, Infrastructure Ontario, and representatives from the municipalities of Callander and East Ferris regarding a new North Bay OPP detachment build.

At a high level, the OPP is looking for proposals to construct a 15,000 sq ft detachment. An individual, or group of, municipalities are to submit their proposal based on one of three potential partnership options:

- a) Land Contribution: the municipality provides land to the Province for the construction of the building. All design, development, and ownership responsibilities of the building falls to the Province.
- b) Base Building: the municipality designates land and constructs a base building which is leased to the OPP, with the OPP responsible for all leasehold improvements within their space. Lease terms are subject to negotiation.
- c) Turnkey Building: the municipality designates land and constructs a complete building, which is in turn leased back to the OPP. As with the Base Building option, lease terms are subject to negotiation.

More information on each of these proposed options is included in the attached Municipal Partnership Response Letter provided by Infrastructure Ontario. For the sake of reference, two municipalities have moved forward with the Base Building option (South Stormont and Renfrew), and two with the Turnkey Building option (Brant County and West Nipissing).

The OPP has advised that there are no concrete timelines established at this stage.

Based on a review of the Brant County and South Stormont agreements, it appears that the OPP uses a gross lease model for its detachments. Initial lease terms under both these agreements have been for ten years, with two five-year renewal periods and the initial cost of construction repaid within the first ten years. Given the significant financial implications associated with this project, additional research and financial modelling will need to be conducted before any proposal can be put forward. Consideration should be given to ensuring that our future borrowing capacity is not adversely impacted, and mitigating the budgetary risks associated with using a gross lease model.

This is being provided for information purposes only; Council may wish to direct staff to begin preliminary discussions with our potential municipal partners as a first step to moving this project forward.

Head Office

One Dundas Street West
Suite 2000, Toronto, ON
M5G 1Z3

Siège de direction

1, rue Dundas Ouest
bureau 2000, Toronto, ON
M5G 1Z3



**Infrastructure
Ontario**

November 1st, 2023

VIA E-MAIL

Jason.trottier@eastferris.ca

Municipality of East Ferris

25 Taillefer Road
Corbeil, Ontario
P0H 1K0

Attention: Jason Trottier – Municipality of East Ferris

Re: Municipal Partnership with Infrastructure Ontario (IO) and Ontario Provincial Police (OPP)

Thank you for expressing an interest in a partnership with IO and the OPP on a new North Bay detachment. In order to assist your municipality in determining which option they would like to propose the following information has been provided.

As discussed at our meeting on October 30th, 2023, there are three (3) options available for municipal partnership. The Municipality should determine which option they would like to formally propose to IO and the OPP for consideration. These options are Land Contribution, Lease Base Building Only and Turnkey Building.

1. Land Contribution is when the Municipality provides land to the Province for a building to be constructed through Crown Construction.
2. Lease Base Building Only is when the Municipality designates land and constructs the base building of the detachment. The Province would be responsible for the cost of leasehold improvements. The OPP would lease back the building for an agreed upon term and rental rate.
3. Turnkey Building is when the Municipality constructs a full detachment including base building and leasehold improvements. The OPP would lease back the building for an agreed upon term and rental rate.

The estimated cost of construction of a base OPP detachment is \$850.00 per square foot based on the construction of a 15,000 square foot detachment (\$12,751,200 million). The size of the detachment will be determined by the OPP Facilities Section working with OPP Operations after conducting a space analysis.

Design:	\$51.87 per square foot
Construction:	\$347.88 per square foot
Leasehold Improvements:	\$158.13 per square foot
Land Development:	\$144.21 per square foot
Furniture, Fixtures and Equipment:	\$64.52 per square foot
LEED Silver:	\$18.98 per square foot

Permits:	\$12.65 per square foot
Move and Relocation:	\$12.65 per square foot
<u>Project Manager Service Provider Fee</u>	<u>\$39.22 per square foot</u>
	\$850.08 per square foot

Assumptions:

- Consulting fee based on approximately 10% of construction cost.
- Contingency of 20% is included in construction cost.
- Silver LEED Certification for new construction based on 5% of construction cost.
- Project Manager Service Provider Fee based on 5% of overall cost.
- Escalation is accounted for a period of 12 months construction.
- Costing based on the provincial average as calculated by IO.

Excluded:

- Excessive grading, fill and more robust foundations.
- Construction of access roads.
- Bringing services to site.
- Demolition of existing building(s) (if applicable).
- Harmonized Sales tax (HST)
- Site development (mechanical, electrical, civil site services, soft and hard landscaping).

Please note, estimates provided are based on a provincial average and will deviate based on the location of the new Detachment and the resources available. The following location factors should be applied to the square foot construction cost:

- Central and Southwest: 0%
- East: +2%
- North: +5%

Option One: Land Contribution

For option one, the Municipality provides land to the Province for a building to be constructed through Crown Construction. The Province would be responsible for the design, development and on-going cost of the detachment.

The Municipality would indicate specific land(s) they would like to transfer to the Province. IO would then consult with the OPP to determine if the proposed lands would be feasible for the development of a new detachment as well as if the timing aligns with the OPP renewal strategy for the development of a new detachment.

If the land proposed is determined to be feasible and the timing of the proposal aligns with the OPP renewal strategy, IO will engage the municipality on next steps.

Option Two: Lease Base Building Only

For option two, the Municipality would propose land and construct the base building. The Province would then be responsible for the cost of the move and relocation, project management service provider fee, furniture, fixtures and equipment and leasehold improvements. The OPP would lease back the building for an agreed upon term and rental rate.

The estimated cost of construction for the base building of an OPP detachment is \$375.00 per square foot based on the construction of a 15,000 square foot detachment (\$5,625,000 million).

IO would analyze the cost effectiveness of the proposal and consult with the OPP on the feasibility of the location. This would include analyzing the investment of leasehold improvements and the estimated rate to lease back the building from the Municipality.

Please note, the Province will only lease back the portion of the space associated with the Provincial policing component located within the Detachment. If the Detachment is fully occupied by officers providing services under a municipal policing contract a license to occupy will be executed.

If the proposal is recommended by IO and approved by the OPP, IO will engage the municipality on next steps.

Option Three: Turnkey Building

For option three, the Municipality would propose land and construct a fully completed building including base building and leasehold improvements. The OPP would lease back the building for an agreed upon term and rental rate.

The estimated cost of construction for the base building of an OPP detachment is \$850.00 per square foot based on the construction of a 15,000 square foot detachment (\$12,751,200 million).

IO would analyze the cost effectiveness of the proposal and consult with the OPP on the feasibility of the location. This would include estimated rate to lease back the space from the Municipality.

Please note, the Province will only lease back the portion of the space associated with the Provincial policing component located within the Detachment. If the Detachment is fully occupied by officers providing services under a municipal policing contract a license to occupy will be executed.

If the proposal is recommended by IO and approved by the OPP, IO will engage the Municipality on next steps.

Detachments must be constructed to OPP design and facility guidelines. If the Municipality chooses to proceed, IO, in consultation with the OPP, will share the OPP Facility Guidelines at the proposal stage. The Municipality must sign a Non-Disclosure Agreement (NDA) provided by the OPP.

Please review the above information with your organization. If you would like to make a formal proposal for IO and the OPP to review you can contact me at 647-619-1623 or denise.dawes@infrastructureontario.ca.

Proposals should include:

- Proposed option
- Timelines
- Breakdown of responsibility of services to be provided at the detachment
- Additional expectations of the Province toward such project
- Projected annual lease costs
- Indication of any one-time costs

If you have any questions, please don't hesitate to contact me.

Denise Dawes, Real Estate Client Advisor, Infrastructure Ontario

Cc: Anna Francis, Coordinator, Facilities Management
Jeyna Thawani, Manager, Facilities Operations

To: Council
From: Clerk, A. Quinn
Re: Pool Inspection Report

RECOMMENDATIONS:

That the Memo from Clerk A. Quinn regarding the Municipal pool maintenance plan be received; and further that staff be directed to implement the plan.

ANALYSIS:

At the Regular Council Meeting of October 17, 2023, staff shared the Pool Inspection Report and were to bring back a plan to address the items mentioned in the report, as well as other items that have been brought to our attention.

Items to Address:

From the Pool Inspection Report completed at the end of the season:

Black disc – this is a simple fix and will cost less than \$100.00.

Lifeguard certification – all lifeguards were certified. A copy of their certificate was not kept on site; the lifeguards had the certificates on them. This is an administrative change with no associated monetary cost.

Flow meter – this will calculate the turnover rate of the water and help with chemical balancing. The cost of this is less than \$500.00.

Pool floor and deck – Staff are still waiting for quotes to fix the pool floor and deck. One quote was received that included more than is required so are waiting for more to come in. There is some difficulty finding companies to quote on the pool floor as most companies deal in vinyl, now. Based on discussions, to repair pipes under the pool floor and/or decking, fix the pool floor, and repair the decking, the cost is likely to be between \$100,000 - \$500,000.

The pool will need to be winterized so staff will take pictures and have measurements for companies to quote on.

Additional Issues:

Pool pumps - The pool currently runs on two pumps, housed in the pool shed. The pumps are residential grade and not made for a pool this size, so are not pumping the water through properly; in turn causing issues with chemical imbalance. This could also be affecting the floor

of the pool and some erosion that is happening, as the chemicals are sitting too long.

The cost for two new commercial grade pumps is approximately \$4,000, including removal of the old pumps, but excluding labour.

New filters – a new commercial filtration system is needed. A new tank, the filter sand, disposal of old filters, and labour is approximately \$10,000.

Plumbing in Mechanical Room – new regulations have made some of the plumbing outdated. The cost to bring the plumbing to regulation is approximately \$5,000.

New stairs and ladder – new stairs are needed for the shallow end of the pool and a new ladder for the deep end. Total cost is between \$1,500 - \$2,000.

A new shed will also be needed to house the new equipment. This has not been costed out at this time.

Timelines:

2024:

- The main priority is to have the pool floor and decking fixed to ensure we meet the Health Inspector's requirements so the pool can open. Continue to contact businesses to quote on repairing the pool floor.
- Purchase a flow meter and ensure the black disc is to standard.
- Have new stairs and ladder installed.

2025/2026:

- Build a new shed to accommodate the equipment upgrades.
- Have new pumps, plumbing, and filters installed.

2026/2027:

- Purchase new picnic tables and lifeguard chairs.

The goal is to have the pool open for the 2024 season. Regular updates will be brought to Council.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2023-26

Being a Bylaw to delegate authority to the municipal Treasurer
to authorize the execution of tax arrears extension agreements pursuant to
Section 378 of the *Municipal Act, 2001*.

WHEREAS Section 23.1 and 23.2 of the *Municipal Act, 2001*, permits a municipality to delegate certain powers and duties to a person.

Now, therefore, be it resolved that council of the Corporation of the Municipality of Powassan enacts as follows:

1. The municipal Treasurer/designate is authorized to negotiate and execute tax extension agreements on behalf of the Corporation of the Municipality of Powassan. The authority is subject to the following limitations:
 - a. The tax extension agreement must be requested by and entered into with any owner of the land, the spouse of any owner of the land, any mortgagee, any tenant in occupation of the land or any person the Treasurer is satisfied has an interest in the land, in accordance with Section 378 of the *Municipal Act, 2001*; and
 - b. The tax extension agreement must be compliant with the requirements of Section 378 of the *Municipal Act, 2001* and in the form of Schedule A as negotiated by the Treasurer/designate;
 - c. The tax extension agreement can only be entered into after a tax arrears certificate has been registered, and before the expiry of the one-year period.
2. The following positions at the Corporation of the Municipality of Powassan are identified as designates for the purpose of this Bylaw;
 - a. Clerk
 - b. Deputy Treasurer

This Bylaw shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 7th day of November 2023.

READ a **THIRD** time and **FINALLY PASSED** this 7th day of November 2023, for the immediate wellbeing of the Municipality.

MAYOR

CLERK

**SCHEDULE “A”
To Bylaw No. 2023-26**

EXTENSION AGREEMENT

THIS AGREEMENT made in triplicate this 7th day of November, 2023.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
(Hereinafter called the “Corporation”)

OF THE FIRST PART;

-- and --

KEVIN MICHAEL STUYT
(Hereinafter called the “Owner”)

OF THE SECOND PART;

WHEREAS Kevin Michael Stuyt is the/a Owner of the land in the Municipality of Powassan described in Schedule “A” attached hereto and forming part of this Agreement;

AND WHEREAS the Owner is in arrears of taxes on the 7th day of November 2023 in the amount of \$12,721.23 and a tax arrears certificate was registered in the Land Registry or Land Titles Office on the 6th day of July, 2023 in respect of the Owner;

AND WHEREAS Section 378 of the *Municipal Act, 2001* provides that after the registration of a tax arrears certificate and before the expiry of one (1) year following the date of the registration of the tax arrears certificate, a Municipality or Board may authorize an extension agreement with the Owner(s) of the land, the spouse of the owner, a mortgagee or a tenant in occupation of such land, or a person the Treasurer is satisfied has an interest in the land to extend the period of time in which the cancellation price in respect to Owner is to be paid;

AND WHEREAS the period during which there is a subsisting extension agreement shall not be counted by the Treasurer in calculating the periods mentioned in sub-section 379(1) of the *Municipal Act, 2001*;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants and obligations hereinafter contained, it is hereby agreed as follows:

1. The Corporation will extend to April 30, 2024, the payment period for the cancellation price payable in respect of the land.
2. The Owner will make payments to the Corporation in accordance with Schedule “B” attached hereto.
3. In addition to paying the amounts provided for in paragraph 2, the Owner agrees to pay:
 - a. all further taxes levied on the land as they become due and payable during the term of this Agreement; and
 - b. not later than 15 days following the due date of the last payment under paragraph 2, such additional amount, if any, as is necessary to bring the total amount paid under this Agreement up to the amount of the cancellation price payable in respect of the land.
4. Notwithstanding any of the provisions of this Agreement, the *Municipal Act, 2001*, as amended, shall continue to apply to the collection and enforcement of all tax arrears and all taxes except that the Treasurer and the Tax Collector of the Corporation, without waiving the statutory rights and powers of the municipality or of the Treasurer, shall not enforce collections of such tax

payments, except as set out in paragraph 2 and 3, during the time this Agreement is in force so long as the Owner is not in default hereunder.

- 5. In the event the Owner defaults in any payments required by this Agreement and upon notice being given to the Owner by the Corporation, this Agreement shall be terminated, and the Owner shall be placed in the position he or she was before this Agreement was entered into. In the event of a default, this Agreement shall cease to be considered a subsisting agreement on the day that the notice of termination is sent to the Owner.
- 6. Immediately upon the Owner or any other person making all the payments required under paragraphs 2 and 3, this Agreement shall be terminated and, the Treasurer shall forthwith register a tax arrears cancellation certificate in respect of the said lands.
- 7. Notwithstanding the provisions of paragraphs 2 and 3, the Owner and any other person may at any time pay the balance of the cancellation price and upon receipt of the aforesaid payment by the Corporation, this Agreement shall terminate, and the Treasurer shall forthwith register a tax arrears cancellation certificate.
- 8. This Agreement shall cease to be considered a subsisting Agreement upon the date of the sale or other disposition of the land.
- 9. If any paragraph or part of paragraphs in this Agreement is determined by a court or tribunal of competent jurisdiction to be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement and the remaining provisions of the Agreement shall remain in force and effect and shall be binding upon the Parties hereto as though the said paragraph or paragraphs or part or parts of paragraphs had never been included.
- 10. Any notice required to be given to the Owner hereunder shall be sufficiently given if sent by registered mail to the Owner at the following address:

822 Hemlock Road
Trout Creek, ON P0H 2L0

IN WITNESS WHEREOF the Owner has hereunto set his/her hand and seal and the Corporation has caused its corporate seal to be hereunto affixed and attested to by its proper signing officers in that behalf.

THE CORPORATION OF THE
MUNICIPALITY OF POWASSAN

TREASURER

CLERK

Signed at the _____ this ____ day of _____, 2023.
(municipality)

witness

Signature of Owner

witness

Signature of Owner

SCHEDULE “A”
TO EXTENSION AGREEMENT
DESCRIPTION OF THE LAND:

PIN: 52210-0131 (LT)

PCL 17815 SEC NS; PT LT 25 CON 5 HIMSWORTH PT 1 42R13110; POWASSAN

FILE NO. 23-01

SCHEDULE “B”

TO EXTENSION AGREEMENT

PAYMENTS REQUIRED UNDER EXTENSION AGREEMENT:

	Payment Due Date	Payment Amount
1	November 15, 2023	\$500.00
2	December 15, 2023	\$500.00
3	January 15, 2024	\$500.00
4	February 15, 2024	\$500.00
5	March 15, 2024	\$500.00
6	April 15, 2024	\$500.00

To: Council
From: Treasurer/Director of Corporate Services
Re: Municipal Facilities Report

RECOMMENDATION:

That Council provide direction to staff regarding its selected approach to each of the facilities as identified below.

BACKGROUND AND ANALYSIS:

At the meeting of October 17, 2023, staff were directed to bring back recommendations regarding specific facilities owned by the Municipality. The following is an excerpt from the Facilities Report dated May 2, 2023 for those selected properties.

Legion Building

The Legion is run by Royal Canadian Legion Branch 453 for Legion members. The building is rented to the public by the Legion, with no funds directed to the Municipality.

This building is rented exclusively to the Powassan Legion for \$2.00 per year, with the Municipality covering all operating and capital expenditures. Total operating costs for 2022 were \$24,345.25, with no revenue to offset as the Legion controls all bookings and has full right to any rental revenues earned. The building needs structural repairs and upgrades, including a new ramp to meet accessibility requirements, which are not financially feasible in the near future. This building also serves as the Municipal Emergency Evacuation Centre.

Proposal: That the building be sold 'as is', and the Legion move to the upstairs hall at the Powassan Sportsplex.

Alternatives: That the building be sold back to the Legion for a price to be determined; or that the Municipality continue to own the building, with the Legion required to contribute towards the operating costs of the facility.

Glendale Hall

This building is used by the Powassan Lion's Club as their clubhouse.

Currently, the municipality takes care of capital costs and the Powassan Lion's Club handles the maintenance of the building and all rentals, with revenue going to the Lion's Club. Funds are frequently donated back to the Municipality for other projects or programming being held. Total annual operating costs amounted to \$6,316.98 (2022), with no operating revenues earned. This building is in need of substantial structural repairs, for which the municipality is in the process of securing grant financing to help offset.

Proposal: The Lion's Club continues to have exclusive control of the building and can rent out the facility accordingly, with a requirement for them to reimburse the municipality for all operating costs incurred for the facility.

Alternative: the municipality could take control of the building with an hourly rental rate established that would be applicable to all user groups.

Trout Creek Seniors Friendship Centre

This building is used exclusively by the Trout Creek Seniors club members. Any rental income earned goes to them, with no funds directed to the Municipality.

Overall, this building is in relatively fair condition, with operating costs totalling \$1,772.55 in 2022. There are no substantial immediate capital repairs to note, outside of the partial floor replacement caused by a water heater malfunction (\$6,591.07, completed in 2023).

Proposal: The same as Glendale Hall.

Curling Club

This building is run exclusively for club members. Any outside rentals are run through the curling club organization.

Total municipal expenses for the facility in 2022 were estimated at \$32,114.37, with \$19,520.40 in rental revenues to offset for a total deficit of \$12,593.97. The Curling Club handles regular repairs and maintenance and often contributes to capital expenditures when needed.

Proposal: That rent be increased to help this facility run closer to cost-neutral.

Leased Office Space at 250 Clark Street

Currently there are five offices being used on a regular basis: EMS, North Almaguin Planning Board, the Powassan and District Food Bank, Almaguin Adult Learning Centre, and Grace House. Of those, EMS and North Almaguin Planning Board pay rent of \$500.00 per month.

Proposal: The updated User Fees By-law includes a per-square foot rental rate for office space in 250 Clark. EMS and the North Almaguin Planning Board have agreements that will continue, under the revised rent structure. Grace House and Almaguin Adult Learning Centre should pay rent based on the User Fee schedule. The Food Bank may continue to use the space for free if it obtains Community Group status. Other communities whose residents use the Food Bank should contribute to the costs associated with their space that the municipality covers.

Other Recommendations

Previously, recommendations regarding the updated User Fees By-law, Community Partner Program, and Reserve Fund Policy have been adopted.

The Municipality requires a long-term capital plan for the maintenance of all its facilities, including those not specifically mentioned in this report. As discussed at the October 17, 2023 meeting, the Municipality will engage the services of an Engineer to conduct a condition assessment on all facilities as part of the 2024 Budget, and will incorporate this information in the July 1, 2024 update of the Asset Management Plan.

If the recommendations regarding establishing a cost-recovery structure for the other facilities are approved by Council, consideration could be given to phasing in the increases over a three-year period. In future years, once cost recovery is established, Council could then consider setting a portion of the proceeds into reserves each year to cover unforeseen maintenance costs as they arise.

Notice of Passing of Official Plan Amendment #2 & Zoning By-law Amendment

Take Notice that pursuant to Sections 22 & 34 of the Planning Act, R.S.O. 1990, the Council of the Corporation of the Municipality of Powassan passed a Zoning By-law amendment (By-law No. 2023-24) and Official Plan Amendment #2 (By-law No. 2023-25) on the 17th day of October 2023 to amend Zoning By-law No. 2003-38, and the Township of Powassan Official Plan on the lands legally described as being located in Part Lot 15, Concession 14, Plan 42R-13092 (137 Main Street, Powassan) in the Municipality of Powassan, as shown on the attached key map.

And Take Notice that any person or agency may appeal to the Ontario Land Tribunal in respect of the Zoning By-law Amendment by filing with the Clerk of the Municipality not later than the 9th of November 2023, a notice of appeal setting out the objection to the by-law and the reasons in support of the objection. The individual filing fee of \$400.00 must accompany the objection by cheque payable to the Ontario Minister of Finance.

And Take Notice that only individuals, corporations, or public bodies may appeal a decision of the municipality to the Ontario Land Tribunal. A notice of appeal may not be made by an unincorporated association or group. However, a notice of appeal may be made in the name of an individual who is a member of the association or the group on its behalf.

An Explanation of the purpose and effect of the Official Plan Amendment and Zoning By-law Amendment is provided below. The complete amendments are available for review in the Municipal Office during regular office hours.

**Dated at the Municipality of Powassan this
19th day of October 2023**

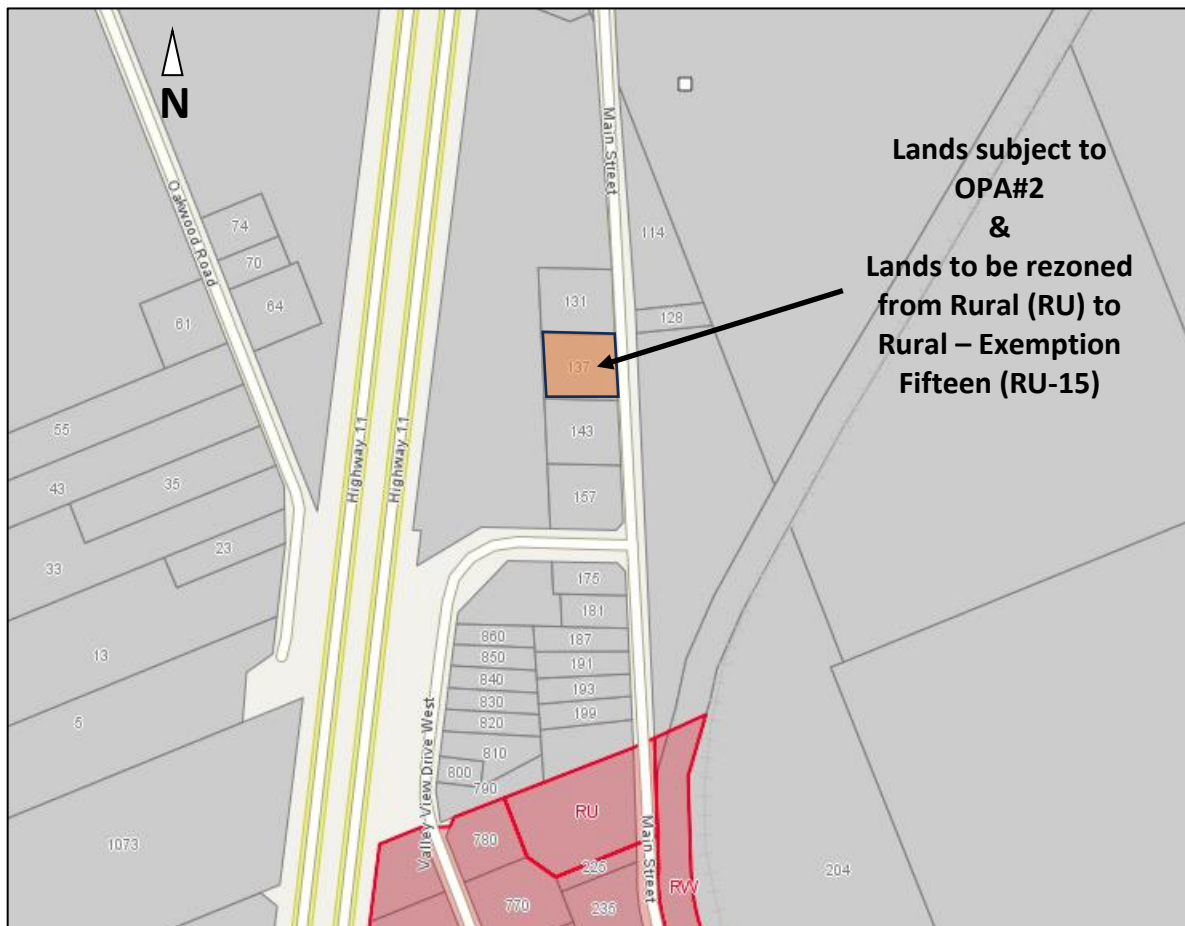
Kimberly Bester
Deputy Clerk

Purpose and Effect

The subject lands are legally described as being located Part Lot 15, Concession 14, Plan 42R-13092 (137 Main Street, Powassan) in the Municipality of Powassan (See Key Map).

Zoning By-law Amendment (By-law No. 2023-24) The purpose of the proposed Zoning By-law Amendment is to rezone the subject lands from Rural (RU) Zone to the Rural Zone Exception Fifteen (RU-15) Zone. The effect of the amendment will provide a special exemption for the subject lands and permit a four-plex building consisting of four residential dwelling units under one roof with four separate entrances.

Official Plan Amendment No. 2 (OPA#2) (By-law No. 2023-25) The purpose and effect of the proposed Official Plan Amendment #2 (OPA#2) is to amend the 'Rural Area' designation of the Powassan Official Plan to permit the development of a four-plex residential use (four attached residential dwelling units under one roof with separate entrances) on the subject lands.





Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

October 20, 2023

Dear Head of Council:

I am writing to provide details on the 2024 Ontario Municipal Partnership Fund (OMPF).

During this heightened period of economic uncertainty, municipalities need predictability during their annual budget planning. To help provide that predictability, Ontario is announcing the 2024 OMPF allocations now and maintaining the overall structure of the \$500 million program.

The program will continue to be responsive to changing circumstances of individual municipalities through annual data updates and related adjustments. As in prior years, transitional assistance will ensure that in 2024 municipalities in northern Ontario receive at least 90 per cent of their 2023 OMPF allocation while municipalities in southern Ontario receive at least 85 per cent.

Maintaining a close relationship with our municipal partners remains critical as we continue to work together to build a Strong Ontario. That is why our government has continued to increase support for municipalities through the doubling of the Ontario Community Infrastructure Fund (OCIF) and the introduction of the Northern Ontario Resource Development Support (NORDS). We also recently introduced the Building Faster Fund, which will provide up to \$1.2 billion over three years for municipalities that meet or exceed their housing targets, with a portion allocated to small, rural and northern communities to address their unique needs. Our government also announced that we will restore provincial annual base funding for public health units starting in 2024.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2024 OMPF allocation. Supporting materials are also available on the ministry's web site at ontario.ca/document/2024-ontario-municipal-partnership-fund.

.../cont'd

I look forward to our continued collaboration as we move forward with building a strong future for our province.

Sincerely,

Original signed by

Peter Bethlenfalvy
Minister of Finance

c. c. The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

2024 Allocation Notice

Municipality of Powassan

4959

The Municipality of Powassan will receive \$1,033,300 through the OMPF in 2024, which is equivalent to \$683 per household.

A Total 2024 OMPF	\$1,033,300
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1. Assessment Equalization Grant Component	\$293,200
2. Northern Communities Grant Component	\$361,700
3. Rural Communities Grant Component	\$199,800
4. Northern and Rural Fiscal Circumstances Grant Component	\$178,600
5. Transitional Assistance	-

B Key OMPF Data Inputs

1. Households	1,513
2. Total Weighted Assessment per Household	\$236,463
3. Rural and Small Community Measure (RSCM)	100.0%
4. Farm Area Measure (FAM)	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	6.4
6. 2024 Guaranteed Level of Support	96.6%
7. 2023 OMPF	\$1,051,600

Note: See line item descriptions on the following page.

2024 Allocation Notice

Municipality of Powassan

4959

2024 OMPF Allocation Notice - Line Item Descriptions

A	Sum of 2024 OMPF grant components and Transitional Assistance, which are described in the 2024 OMPF Technical Guide. This document can be accessed at: https://www.ontario.ca/document/2024-ontario-municipal-partnership-fund/technical-guide .
A5	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
B1	Based on the 2023 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.
B2	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B3	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2024 OMPF Technical Guide, Appendix A.
B4	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2024 OMPF Technical Guide, Appendix B.
B5	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2024 OMPF Technical Guide, Appendix D.
B6	Represents the guaranteed level of support the municipality will receive through the 2024 OMPF. For additional information, see the 2024 OMPF Technical Guide.
B7	Line A of 2023 OMPF Allocation Notice.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2024 Transitional Assistance Calculation Insert**Municipality of Powassan**

4959

A 2024 OMPF Transitional Assistance (Line B2 - Line B1, if positive)**n/a**

As the municipality's 2024 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details

1. Sum of 2024 OMPF Grant Components (excluding Transitional Assistance)	\$1,033,300
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2. 2024 Guaranteed Support (Line B2a x Line B2b)	\$1,015,900
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a. 2023 OMPF	\$1,051,600
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b. 2024 Guaranteed Level of Support (Line C)	96.6%
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C 2024 Guaranteed Level of Support (Line C1 + Line C2)**96.6%**

1. 2024 OMPF Minimum Guarantee	90.0%
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2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	6.6%
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Note: See line item descriptions on the following page.

2024 Transitional Assistance Calculation Insert**Municipality of Powassan**

4959

2024 Transitional Assistance Calculation Insert - Line Item Descriptions

A	Transitional Assistance ensures that in 2024, northern municipalities will receive a minimum of 90 per cent of the support they received through the OMPF in 2023. The Municipality of Powassan's 2024 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.
B1	Sum of the following 2024 OMPF grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
B2	Guaranteed amount of funding through the 2024 OMPF.
B2a	Line A of 2023 OMPF Allocation Notice.
B2b	Represents the guaranteed level of support the municipality will receive through the 2024 OMPF. For additional information, see the 2024 OMPF Technical Guide.
C1	Reflects the minimum level of support for northern municipalities through the 2024 OMPF.
C2	Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2024 Northern and Rural Municipal Fiscal Circumstances Index

Municipality of Powassan

4959

A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	6.4
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The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Municipality to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

Primary Indicators	Municipality of Powassan	Northern and Rural Median
1. Weighted Assessment per Household	\$236,463	\$290,000
2. Median Household Income	\$79,500	\$82,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	0.9%	1.2%
4. Employment Rate	52.0%	53.0%
5. Ratio of Working Age to Dependent Population	133.9%	152.0%
6. Per cent of Population Above Low-Income Threshold	88.7%	88.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2024 OMPF Technical Guide, as well as in the customized 2024 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.

2024 Northern and Rural Municipal Fiscal Circumstances Index

Municipality of Powassan

4959

2024 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

A	The municipality's 2024 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2024 Northern and Rural MFCI Workbook.
B1	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B2	Statistics Canada's measure of median income for all private households in 2020.
B3	Measures the five-year (2018 - 2023) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
B4	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
B5	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
B6	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

Date: November 7, 2023

Moved by _____

Seconded by _____

That the Council of the Municipality of Powassan concurs with the request in Consent Application B34/POWASSAN/2023 for the creation of a new lot on Hunt Line, as per our Planner's recommendation. Following are conditions of consent that are requested:

- The original executed Transfer/Deed of Land form, a duplicate original and one photocopy for our records;
- A Schedule to the Transfer(2)/Deed(s) of Land form on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on page 1 of the Transfer/Deed of Land form;
- A reference plan of survey, which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;
- That any outstanding municipal taxes, local improvement charges and servicing charges be paid to date for both the land to be retained and the lot to be severed and/or transferred inclusive;
- That the applicant be responsible for payment of all costs associated with the application including legal, survey, transfers and planning consultations.
- Issuance of an entrance permit for the severed lot; and
- Confirmation that the school board has bus service available at this location.

Carried _____

Defeated _____

Deferred _____

Lost _____

Mayor

Recorded Vote: Requested by _____

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

Planning Report – Municipality of Powassan, Consent Application: B34/POWASSAN/2023

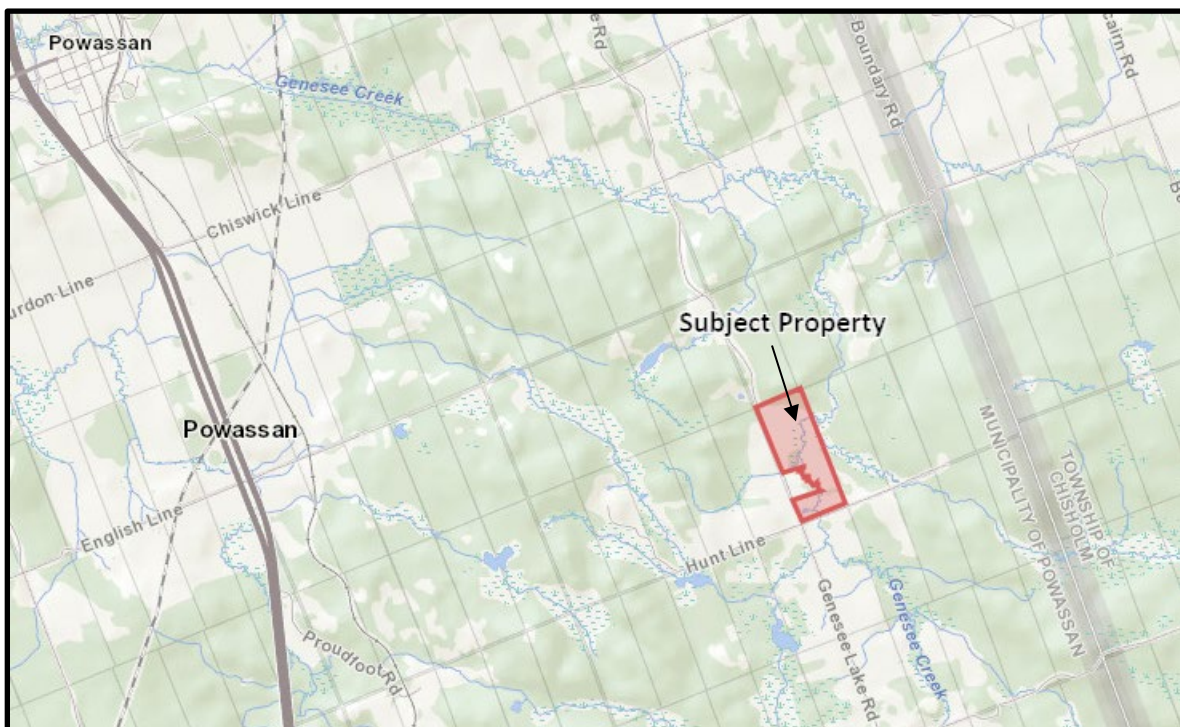
Background

Edward Kunkel and Pamela Kunkel have submitted an Application for Consent to the North Almaguin Planning Board. The Application has been circulated to the Municipality of Powassan for comment. The Application for Consent is to create one (1) new lot and retain one (1) lot on the subject property.

Location and Lot Description

The subject lands are legally described as Part of Lot 15, Concession 7, PIN 52210-0724, in the Municipality of Powassan, District of Parry Sound. The property is currently known as 230 Hunt Line Road. The location of the subject lands is shown in Figure 1. The Property currently has a single detached dwelling with multiple accessory structures described as barns in the application. Note that one barn/shed appears to be in the southeast corner of the property identified as the area for the proposed severed lot. The application has identified the severed lot as vacant.

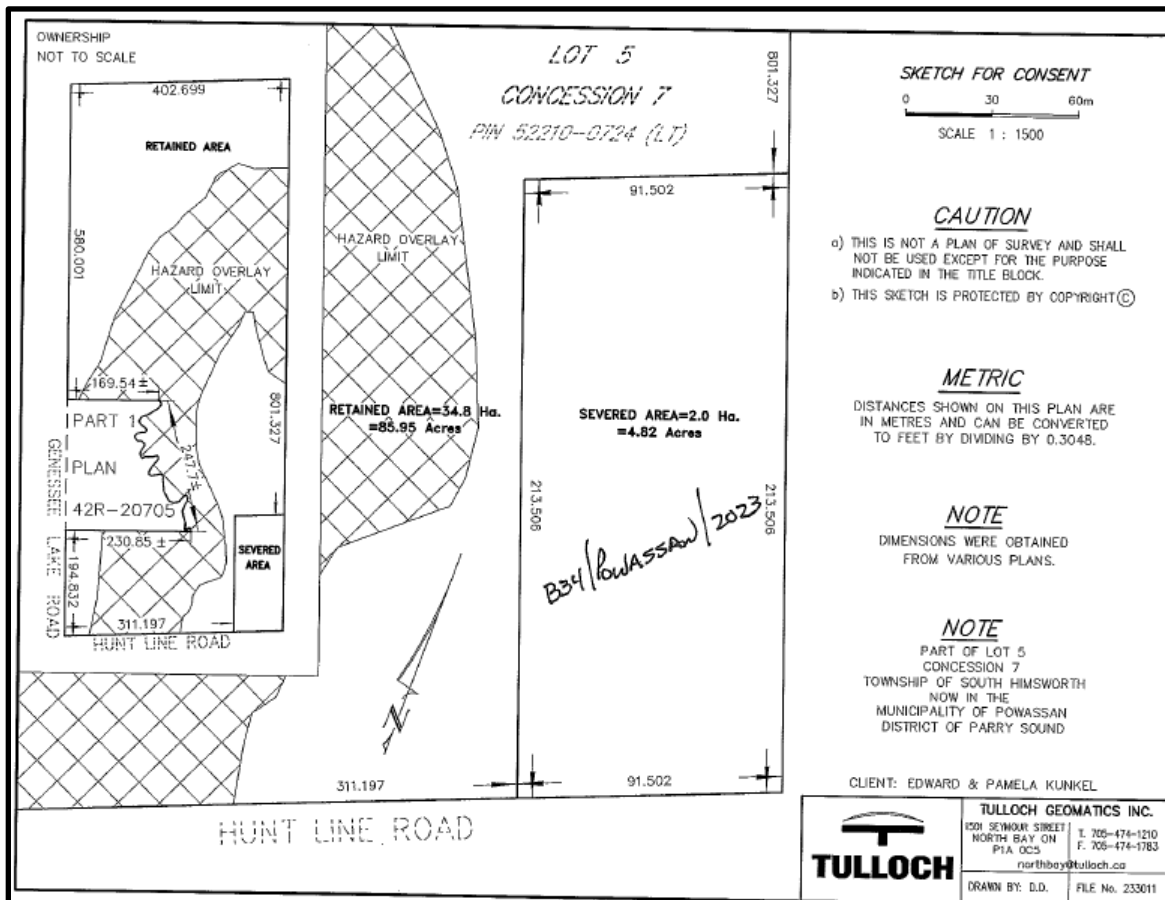
Figure 1: Location Map



Proposal Description

The subject property is located at 230 Hunt Line Road, is approximately 36.8 hectares in size (90.8 ac), has approximately 403 m of frontage on Hunt Line Road. The proposed severed lot has an area of approximately 2.0 ha (4.82 ac) and 91 m of frontage. The retained lot would maintain approximately 34.8 ha (86 ac) and an approximate frontage of 311 m on Hunt Line Road shown in Figure 2. The subject property is designated as Rural Area and Open Space in the Municipality of Powassan Official Plan and zoned Rural (RU) with Hazard Overlay (HZ) zoning (Genesee Creek) meandering through the property. The severed lot will be transferred to the owner's son for a future residential dwelling.

Figure 2: Proposed Severance



Policy Analysis

Provincial Policy Statement, 2020

The subject property would be considered Rural Lands according to the PPS Section 1.1.5 and specifically permitted uses would include lot creation where Section 1.1.5.2 states:

c) residential development, including lot creation, that is locally appropriate

As well the following policies would apply:

1.1.5.6 Opportunities should be retained to locate new or expanding land uses that require separation from other uses.

1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

1.1.5.8 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

Section 2.1 of the policies refer to Natural Heritage, noting that natural features shall generally be protected and 2.1.2 states:

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

The proposed severance under the policies of the PPS would generally be permitted and supported.

Growth Plan for Northern Ontario, 2011

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

Municipality of Powassan Official Plan, October 2003

The Subject property is designated Rural Area and Open Space Area. Section 8.0 of the Official Plan refers to policies of Land Division. The Application generally is supported by the policies provided they meet the specific criteria of Section 8.1.1:

ii) the lot size and setback requirements will satisfy specific requirements of this Plan and meet the implementing zoning by-law requirements;

vi) the lot size, soil and drainage conditions must allow for an adequate building site and to allow for the provision of an adequate means of sewage disposal and water supply, which meets the requirements of the Building Code. New lots in Rural areas shall have a minimum lot size of 1.0 ha or be in keeping with policy 5.7.3 iv) of this Plan; . Smaller lots may be considered subject to the applicant providing a hydrogeological study to the satisfaction of Council demonstrating that the smaller lot is sustainable; and

ix) any lot created by severance in the vicinity of livestock operations shall meet the Minimum Distance Separation formulae.

Under Section 5.7 Rural Area, limited new lot creation is permitted, provided (Section 5.7.3):

i) New lots developed for residential purposes will be limited as follows:

a) a maximum of two lots from any parcel of land that existed on January 1, 1996; or

b) infilling where the proposed lot would be located within an area where six or more residential dwellings exist within 400 metres of each other measured along a municipal roadway. When reviewing planning applications submitted in neighboring municipalities the impact of the proposed development on the Municipality of Powassan is the primary consideration.

ii) The total number of lots created in Rural area should not exceed 15 per year;

iii) New residential lots may only be created on municipal roads maintained year round in areas where the Municipality and School Boards are presently providing services; and,

iv) The density of development in any residential cluster where development is permitted under section 5.7.3 (i)(b) above, shall not be less than 1.0 unit per hectare

v) In addition, new lots may be created for seasonal residential purposes on the lakes in the Municipality subject to satisfying the general development policies in section 4 and the land division policies in Section 8 of this Plan.

It is our understanding that is new lot creation would be the second severance of the original parcel of land and the Municipality of Powassan has not exceeded 15 lot creations in 2023 and therefore supported by the Official Plan of Rural designated areas.

The property also has substantial Open Space designated areas where no development for residential purposes would generally be permitted. The proposed severed lot would not contain Open Space designated areas and future residential development could be permitted. All Open Space areas of the property would remain on the retained lot where development already exists.

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

The proposed severance would be considered Rural (RU) in the municipal Zoning By-law No. 2003 -38 and new lot creation would need to meet the provisions of the by-law. The Application identifies the future proposed use of a single detached dwelling, considered a "Column B Use" and would need to meet the requirements of such, Figure 3. The proposed severance would meet the minimum requirements of Column B Uses, including the minimum lot area of a Hobby Farm of 2.0 ha.

Figure 3: Zoning Uses and Regulations

4.4

RURAL (RU) ZONE

No person shall within any Rural (RU) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

4.4.1

Permitted Uses

Column A Uses

- i) farm
- ii) farm produce sales outlet
- iii) fire hall
- iv) hunt camp
- v) kennel
- vi) lodge or boarding house
- vii) municipal or provincial offices or works garage
- viii) resource management activities
- ix) riding school or boarding stables
- x) an accessory farm dwelling on one lot of at least 30 hectares (75 acres)

Column B Uses

- i) single detached dwelling
- ii) duplex dwelling
- iii) semi-detached dwelling
- iv) bed and breakfast
- v) home occupation
- vi) home industry
- vii) hobby farm
- viii) group home
- ix) public park
- x) veterinary hospital
- xi) observatory

4.4.2

Regulations for Permitted Uses

	Column A Uses	Column B Uses
i) Minimum Lot Area	10 ha	1.0 ha
ii) Minimum Lot Frontage	135 m	50 m
iii) Minimum Front Yard	30.0 m	30 m
iv) Minimum Interior Side Yard	15.0 m	15.0 m
v) Minimum Exterior Side Yard	15.0 m	15.0 m
vi) Minimum Rear Yard	15.0 m	15.0 m
vii) Maximum Lot Coverage	25%	25%
viii) Maximum Height	10.5 m	10.5 m
ix) No kennel shall be located within 120 metres (400 ft) of a residential dwelling on another lot.		

Minimum Lot Area for a hobby farm

2.0 ha

The Hazard Overlay (HZ) of the subject property would be part of the retained lot where residential and farm development has already occurred. The proposed severance would meet the standards of the applicable zoning.

Recommendation

In our professional opinion, the proposed Consent (Severance) Application is consistent with the 2020 Provincial Policy Statements, the Growth Plan for Northern Ontario, conforms to Municipal Official Plan and will comply with the applicable zoning standards and represents good planning. It is our recommendation that Council provide comments of no objections to B34/POWASSAN/2023 provided the standard conditions of consent are met.

Respectfully Submitted,

PLANSCAPE INC.



Ryan Lloyd B.E.S.
Planning Consultant



Rian Allen M.Sc., MCIP, RPP
Planning Consultant



NORTH ALMAGUIN PLANNING BOARD

250 Clark Street, Suite 126
P.O. Box 57, Powassan Ontario P0H 1Z0
705-724-6758

Email: northalmaguinplanningboard2018@gmail.com

Website: <http://napb.ca>

B34/Powassan/2023

AN APPLICATION FOR CONSENT UNDER SECTION 53 OF THE *PLANNING ACT, R.S.O. 1990 c.P.13*

PLEASE PRINT OR TYPE AND COMPLETE ALL APPROPRIATE BOXES.

1. APPLICANT INFORMATION

1.1 Applicant(s):

Name(s) of Property Owner(s): Edward Kunkel, Pamela Kunkel

Day Time Phone #s: Home: _____ Mobile: 705-724-6070 Business: _____

Mailing Address: 230 Hunt Line Rd Powassan, ON

Postal Code: P0H 1Z0 Email Address: pkunkel60@gmail.com

1.2 Agent for the Applicant

The property owner(s) may appoint a person or a professional firm to act on their behalf for processing this application and attending the meeting at which it will be considered, or a person who is to be contacted about the application for communication. This may be a person or firm acting on behalf of the property owner(s). Owner authorization is required in Section 11 of this form if the applicant is an agent appointed by the owner.

Name of Contact Person/Agent: Steve McArthur

Phone #s: Home: _____ Mobile: 705-474-1210 ext. 561 Business: _____ Fax: _____

Address: 1501 Seymour Street

Postal Code: P0H 1Z0 Email Address: steve.mcarthur@tulloch.ca

2. LOCATION OF THE SUBJECT LAND

2.1 District of Parry Sound: _____ (mandatory) Tax Roll Number: 4959 010 001 06901

Municipality / Unincorporated Township: Municipality of Powassan

Municipal Address (Civic Address): 230 Hunt Line Rd Powassan ON

Legal Description: Concession: 7 Lot Number: 5 Registered Plan: _____ Lot(s): _____ Reference Plan: _____ Part(s): _____

Parcel Number: _____ PIN: 52210-0724

2.2 **IMPORTANT:** If there are **existing easements or restrictive covenants** affecting the subject land, provide the legal description and its effect to the subject land. Attach a copy of the relevant documentation.



3. PURPOSE OF THE APPLICATION:

3.1 Type and Purpose of proposed transaction(s) that requires the Consent:

☒ Create a new lot (or re-establish an existing parcel) / ___ Lot Addition / ___ Easement

Other: Charge ___ / Release a Mortgage ___ Lease ___

3.2 Name of party(s), if known, to whom the land or interest in land is to be transferred, leased or charged:

The proposed severed is to be transferred to the owner's son, to build a residential dwelling.

3.3 If a lot addition, identify the lands to which the parcel will be added? _____

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

(Fully complete each Section in order that your application can be process. Incomplete applications will be delayed until they are complete.)

(If 2 new lots are proposed, split the SEVERED section and apply appropriate dimensions and information through Sections 4.1 through

4.1 Description / Size <i>Metric and Imperial</i>	SEVERED	RETAINED
Frontage	+~91 metres +~299 feet	+~1097 metres +~3599 feet
Depth	+~213 metres +~698 feet	+~1022 metres +~3353 feet
Area	+~2.0 hectare +~4.82 acres	+~34.8 hectare +~85.95 acres
4.2 Existing Use of Property:	vacant	SSD/Barn
4.3 Existing Building or Structures and date of construction		
4.4 Proposed Use of the Severed and Retained Parcels	SSD	SSD/Barn
4.5 Road Access: Provincial highway <i>MANDATORY: Provide written comments from MTO North Bay. 705-497-5401</i>		
Municipal road, maintained all year		
Municipal Road, seasonally maintained		
Other Public Road (e.g. Local Roads Board)		
Right of Way / Easement* (IF ACCESS TO THE SUBJECT LAND IS BY PRIVATE ROAD OR OTHER PUBLIC ROAD OR RIGHT OF WAY advise the status of the easement (permanent registered or prescriptive), name who owns the land or road, who is responsible for its maintenance and whether it is seasonal or year round.		
MNRF Road Allowance <i>[Written report from the MNRF if an MNRF road allowance is used for access to the subject land. North Bay Office: 705-475-5550]</i>		
4.6 Water Access Lots: Documented proof of on-shore parking and docking facilities is mandatory. (e.g. lease with an existing marina or dedication of a portion of the retained parcel provided the retained parcel provided it is accessible by land.) Also provide the approximate distance of these facilities from the subject land and the nearest public road.		

(Page 2 of 7)



4.7 Water Supply	SEVERED	RETAINED
Publicly owned and operated piped water system		
Privately owned and operated individual well	X	X
Privately owned and operated communal well		
Lake or other water body		
Other means		
Does your property abut a lake? <i>[Is the lake deemed by the Ministry of the Environment Conservation and Parks (MOECP) to be at capacity for phosphorus load ? **1-800-461-6290 for enquiries]</i>		

4.8 Sewage Disposal	SEVERED	RETAINED
Publicly owned and operated sanitary sewage system		
Privately owned and operated individual septic tank <i>[MANDATORY: Attach documentation of the results of the Planning Act proposal review by the North Bay Mattawa Conservation Authority 705-474-5420]</i>	X	X
Privately owned and operated communal septic tank		
Privy		
Other Means (e.g. Advanced Treatment System) <i>** (Septic System over 10,000 litre requires Ministry of the Environment Conservation and Parks study and permit. 1-800-461-6290 for enquiries)</i>		

4.9 Other Services (Indicate which service(s) are available)	SEVERED	RETAINED
Electricity	x	X
School Bussing	x	x
Garbage Collection	x	x

334/Powassan/2023

MDS I

General information

Application date
Oct 16, 2023

Municipal file number

Proposed application
Building permit for the construction of a dwelling
(farm or non-farm)

Applicant contact information

Edward & Pamela Kunkel
230 Hunt Line
Powassan, ON
P0H 1Z0
705-724-6070
pkunkel60@gmail.com

Location of subject lands

District of Parry Sound
Municipality of Powassan
HIMSWORTH
Concession 7, Lot 5

Calculations

New farm

Farm contact information

Edward & Pamela Kunkel
230 Hunt Line
Powassan, ON
P0H1Z0
705-724-6070
pkunkel60@gmail.com

Location of existing livestock facility or

anaerobic digester
District of Parry Sound
Municipality of Powassan
HIMSWORTH
Concession 7, Lot 5
Roll number: 4959Total lot size
35 ha

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Horses, Small-framed, mature; < 227 kg (including unweaned offspring)	27	13.5 NU	439 m ²

Setback summary

Existing manure storage	No storage required (manure is stored for less than 14 days)		
Design capacity	13.5 NU	Factor B (design capacity)	214
Potential design capacity	27 NU	Factor E (encroaching land use)	1.1
Factor A (odour potential)	0.7		
Factor D (manure type)	0.7		

Building base distance 'F' (A x B x D x E)
(minimum distance from livestock barn)

116 m (381 ft)

Actual distance from livestock barn

NA

Storage base distance 'S'
(minimum distance from manure storage)

No existing manure storage

Actual distance from manure storage

NA

Preparer signoff & disclaimer

Preparer contact information

Cheryl Lebel
Tulloch Geomatics Inc.
1501 Seymour Street
North Bay, ON
P1A 0C5
705-474-1210
cheryl.lebel@tulloch.ca

Signature of preparer

Cheryl Lebel , Senior Geomatics
Technician

Date (mmm-dd-yyyy)

Note to the user

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

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5. LAND USE

5.1 What is the existing Official Plan designation(s)? (Please contact the Municipality of Powassan for this information.)

RU- Rural

5.2 What is the Zoning, if any, on the subject land? (Please contact the Municipality of Powassan for this information.)

RU- Rural/ HZ- Hazard Overlay

If the subject land covered by a Minister's Zoning Order, what is the Plan and registration number? _____

5.3 Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified? Please check the boxes that apply.

Use or Feature	On the Subject Land	Within 500 meters of subject land, unless otherwise specified by the applicable agency, then indicate approximate distance.
An agricultural operation including livestock facility or stockyard <i>[MANDATORY: Attach MDS work sheets from OMAFRA (Ontario Ministry of Food Agriculture and Rural Affairs)]</i>	Yes please see MDS calculations attached	x
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i>		
A provincially significant wetland within 120 meters of the subject land <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i>		
Flood Plain	x Genesee creek	
A rehabilitated mine site		
A non-operating mine site within one kilometer of the subject land		
An active mine site		
An industrial or commercial use, and specify the use (eg gravel pit)		
An active railway line		
Utility corridors (Natural Gas / Hydro Corridor)		



6. HISTORY OF SUBJECT LAND

6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act? ☐ NO ☒ YES ☐ UNKNOWN

If yes, and if known, please provide the application file number and the decision made on the application.

plan 42R-20705 to create one lot was approved and registered with land titles on march 28th 2017.

Do you know the year the property was created? Unknown- original parcel

6.2 If this application is a re-submission of a previous consent application, what is the original consent application number and how has it been changed from the original application?

7. CURRENT APPLICATION

7.1 Is the subject land currently the subject land of a proposed Official Plan or Official Plan Amendment that has been submitted to the Ministry of Municipal Affairs and Housing for approval?

☒ NO ☐ YES ☐ UNKNOWN

If yes and if known, specify the file number and status of the application

7.2 Is the subject land the subjection of an application for a Zoning By-law Amendment, Minister's Zoning Order amendment, Minor Variance, Consent or approval of a Plan of Subdivision?

☒ NO ☐ YES ☐ UNKNOWN

If yes and if known, specify the file number and status of the application.



B34/Powassan /2023

PLANNING JUSTIFICATION BRIEFING

230 Hunt Line Road, Municipality of Powassan
Consent to Sever for the purpose of New Lot Creation

OCTOBER 2023

Prepared by: Steve McArthur, MCIP., RPP.
Senior Planner – Project Manager

Prepared for: Edward & Pamela Kunkel

Contents

1.0 INTRODUCTION	1
2.0 SUBJECT PROPERTY & SURROUNDING CONTEXT	1
3.0 PROPOSAL	2
4.0 POLICY OVERVIEW & ANALYSIS.....	3
4.1 PROVINCIAL POLICY STATEMENT, 2020 (PPS).....	3
4.2 POWASSAN OFFICIAL PLAN 2003	4
4.3 POWASSAN ZONING BY-LAW 2003-38.....	5
5.0 CONCLUSION.....	6

1.0 INTRODUCTION

TULLOCH has been retained by Edward and Pamela Kunkel to represent their property interests in the Municipality of Powassan. We have prepared this planning justification briefing as part of a complete application package submitted to the North Almaguin Planning Board (NAPB).

The application is for Consent to Sever for the purpose of creating one (1) new lot, plus retained, on Hunt Line Road at Genesee Lake Road as shown on the attached sketch.

This briefing reviews the consistency and conformity of the application in the context of the applicable policies and direction found within the following documents and plans:

- *2020 Provincial Policy Statement (PPS)*
- *Powassan Official Plan 2003*
- *Powassan Zoning By-law No. 2003-38*

Overall, the author finds that the proposed Consent to Sever for the purpose of creating one (1) new lot, plus retained, is consistent with the *2020 Provincial Policy Statement*, is in conformity with the *Municipality of Powassan's Official Plan and Zoning By-law*, and therefore represents good planning.

2.0 SUBJECT PROPERTY & SURROUNDING CONTEXT

The subject property is located along Hunt Line Road, east of its intersection with Genesee Lake Road. The properties involved in this application can be legally described as follows:

Concession 7, Lot 5, Municipality of Powassan in the District of Parry Sound

The rectangular-shaped parcel that is proposed to be severed from the subject will have a total land area of ± 2.0 Ha with ± 91 metres of road frontage along Hunt Line Road, with a maximum depth of ± 213.5 metres.

Overall, the property is relatively level in terms of its topography, sloping gradually to Genesee Creek, which bisects the original parcel from north to south. The lands proposed to be severed are in the south-east corner of the property, out of the identified flood plain of Genesee creek.

The surrounding area is largely comprised of a mix of vacant, undeveloped lands, agriculture (crop farming) uses and rural residential dwellings. The immediate surrounding area can be described as follows:

NORTH: Flat lands used for tenant farming, and forested lands surrounding Genesee creek. A new residential dwelling exists on a lot fronting on Genesee Lake Road that was severed from this property in 2017 (legally described as Part 1 on Plan 42R-20705).

EAST: Primarily forested terrain interspersed with a few rural residential dwellings. There is also a small cemetery abutting the proposed eastern lot line of the proposed severed lot.

SOUTH: Primarily forested terrain interspersed with a few rural residential dwellings.

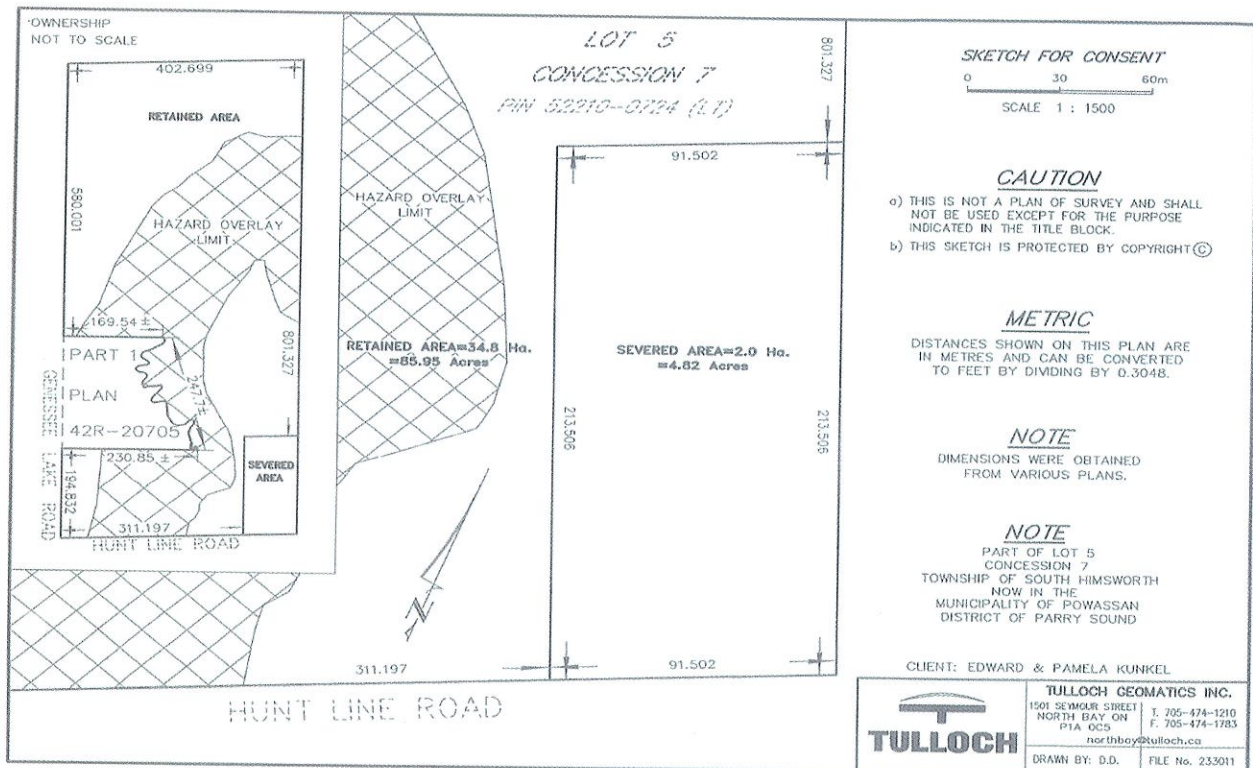
WEST: Agricultural uses, mainly crop farming, leading to vacant, undeveloped lands further west on Hunt Line Road

Figure 1.0 – Subject Lands and surrounding land use context



3.0 PROPOSAL

The application is for Consent to Sever for the purpose of creating one (1) new severed lot, plus retained, on the subject lands as identified on the below sketch.



4.0 POLICY OVERVIEW & ANALYSIS

The following section sets out the relevant planning policy framework to assess the appropriateness of the proposed application in the context of Provincial policies and regulations. Each sub-section will outline relevant policies and provide a planning analysis with respect to how the application is consistent with or conforms to such policy.

4.1 PROVINCIAL POLICY STATEMENT, 2020 (PPS)

The *2020 Provincial Policy Statement* (PPS) provides high-level provincial policy direction for planning approval authorities in preparing municipal planning documents, and in making decisions on *Planning Act* applications. Policies applicable to the proposal are outlined and analyzed below:

Section 1.1 of the PPS speaks to managing and directing land use to achieve efficient and resilient development and land use patterns. **Section 1.1.1** states, in part:

- 1.1.1** *Healthy, liveable and safe communities are sustained by:*
- a) promoting efficient development and land use patterns which sustain the financial well-being of the province and municipalities over the long term;*
 - b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*

Section 1.7 of the PPS contains policies related to long-term economic prosperity. **Section 1.7.1** states, in part:

- 1.7.1** *Long-term economic prosperity should be supported by:*
- a) promoting opportunities for economic development and community investment-readiness;*
 - b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;*
 - c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;*

As per **Section 1.1.1** and **Section 1.7** of the PPS, healthy, livable and safe communities are sustained by accommodating an appropriate range and mix of residential types to meet long-term needs. The application would facilitate the eventual development of the severed parcel and may result in the construction of a new residence.

This effectively will further contribute to the range and mix of residential types available in the surrounding area, and assist in addressing the long-term needs for, and a range and mix of, more housing options.

4.2 POWASSAN OFFICIAL PLAN 2003

The Powassan Official Plan is intended to form the foundation for decisions that are to be made by Council, members of the public and government agencies, with respect to future land use and economic development in the Municipality of Powassan. It is intended to guide future development to areas where it is most suited and to protect the physical and natural resources of the Municipality in order to provide sustainability and allow for its continued enjoyment. This Plan establishes general land use designations that are intended to establish a pattern of development in the Municipality for the next 20 years. The Official Plan establishes policies that will be considered throughout the development approval process...

Section 5.7, Rural Areas, reads that they may: *"include a variety of agricultural, residential, industrial and open space uses. Over the lifetime of this Plan, the Rural Area will experience limited growth and maintain its natural environment and rural character. Permitted uses in the Rural Areas include **low density residential uses**, tourist establishments, open space, resource management activities & agricultural uses."*

Section 5.7.2 speaks to the Servicing of Rural lots: *"New residential lots will be of a size which is appropriate to sustain private sewage and water systems which will have no on- or off-site impacts."*

The Official Plan further details when and where new lot creation in the rural area should be considered.

Section 5.7.3, New Lots, states that:

"i) New lots developed for residential purposes will be limited as follows:

a) a maximum of two lots from any parcel of land that existed on January 1, 1996; and...

ii) The total number of lots created in Rural area should not exceed 15 per year;

iii) New residential lots may only be created on municipal roads maintained year round in areas where the Municipality and School Boards are presently providing services; and,

iv) The density of development in any residential cluster where development is permitted under section 5.7.3 (i)(b) above, shall not be less than 1.0 unit per hectare."

Section 4.2, Agricultural Uses, states that: *"Any development occurring in the vicinity of livestock operations and new or expanding livestock operations shall meet the requirements of the Minimum Distance Separation Formulae (MDS)."*

The proposed lot is the second to be created from the original parcel and will result in a low-density residential use on a large 2-hectare parcel with over 90 metres of frontage on the municipally maintained Hunt Line Road. The North Bay-Mattawa Conservation Authority (NBMCA) has been circulated and will comment on the property's ability to accommodate a private sewage system and a private well, as well as any concerns with the identified hazard lands – specifically the flood plain around Genesee Creek.

Minimum Distance Separation (MDS) calculations have been provided with the application, although it is thought that any area barns are used for crop farming operations and not for livestock. The MDS calculations have been made with livestock operations in mind regardless and there has been no MDS conflict identified.

It is our opinion that the proposed Consent to Sever for the purpose of creating one (1) new lot, plus retained, is in conformity with the *Municipality of Powassan's Official Plan 2003*.

4.3 POWASSAN ZONING BY-LAW 2003-38

The subject property is currently zoned 'Rural RU' with a 'Hazard Overlay HZ' designation on the Genessee Creek floodplain.

Section 4.4, RURAL (RU) ZONE, of Powassan's Zoning By-law No. 2003-38 states that: *"No person shall within any Rural (RU) Zone use any land, or erect, alter or use any building or structure except in accordance with the following provisions:*

4.4.1 Permitted Uses

Column A Uses

- i) farm
- ii) farm produce sales outlet
- iii) fire hall
- iv) hunt camp
- v) kennel
- vi) lodge or boarding house
- vii) municipal or provincial offices or works garage
- viii) resource management activities
- ix) riding school or boarding stables
- x) an accessory farm dwelling on one lot of at least 30 hectares (75 acres)

Column B Uses

- i) single detached dwelling
- ii) duplex dwelling
- iii) semi-detached dwelling
- iv) bed and breakfast
- v) home occupation
- vi) home industry
- vii) hobby farm
- viii) group home
- ix) public park
- x) veterinary hospital
- xi) observatory

4.4.2

Regulations for Permitted Uses

	Column A Uses	Column B Uses
i) Minimum Lot Area	10 ha	1.0 ha
ii) Minimum Lot Frontage	135 m	50 m
iii) Minimum Front Yard	30.0 m	30 m
iv) Minimum Interior Side Yard	15.0 m	15.0 m
v) Minimum Exterior Side Yard	15.0 m	15.0 m
vi) Minimum Rear Yard	15.0 m	15.0 m
vii) Maximum Lot Coverage	25%	25%
viii) Maximum Height	10.5 m	10.5 m
ix) No kennel shall be located within 120 metres (400 ft) of a residential dwelling on another lot.		

Minimum Lot Area for a hobby farm

2.0 ha

The Hazard Overlay designation states that: "These lands may be susceptible to flooding. The construction of buildings and structures is discouraged in these areas but may be permitted subject to confirmation that the location proposed for development has no history of flooding. Lands located in the Hazard Overlay Zone shall be subject to the use permissions and regulations of the underlying zone category."

The proposed use of the severed lot for a new single detached dwelling is permitted under Section 4.4.1. The lot that is proposed to be created is twice the size of the minimum required under Section 4.4.2 and has nearly twice the required frontage on Hunt Line Road.

Finally, the severance is in the far southeast corner of the original 100-acre parcel, well away from the Hazard Overlay designation on Genessee Creek. Both the structures on the retained and any new structures on the severed will comply with the Municipality of Powassan's Zoning By-law 2003-38.

5.0 CONCLUSION

The proposed Consent to Sever for the purpose of creating a new lot, plus retained, represents efficient development and use of existing land use patterns by utilizing existing hard and soft roads and services and infrastructure. Any future home construction would be in character with those abutting the subject lands on Hunt Line Road and will be able to meet all requirements of the Zoning By-law.

The proposed lot to be created is twice the size of the minimum required under Section 4.4.2 and has more than 91m of frontage, almost twice the 50m required frontage in the Zoning By-law on the existing municipally owned and maintained Hunt Line Road. Finally, the severance is in the far southeast corner of the original 100-acre parcel, well away from the Hazard Overlay designation on Genesee Creek as identified in the Official Plan and Zoning By-law.

The North Bay-Mattawa Conservation Authority will complete their on-site review as part of the circulation of this proposal to conclude if there is adequate room to accommodate Class 4F Sewage Systems on both the severed and retained.

Overall, the application promotes an efficient development and land use pattern in an appropriate location. Given the analysis provided herein it is the authors opinion that the proposed is consistent with the *2020 Provincial Policy Statement* and represents good planning.

Respectfully Submitted,



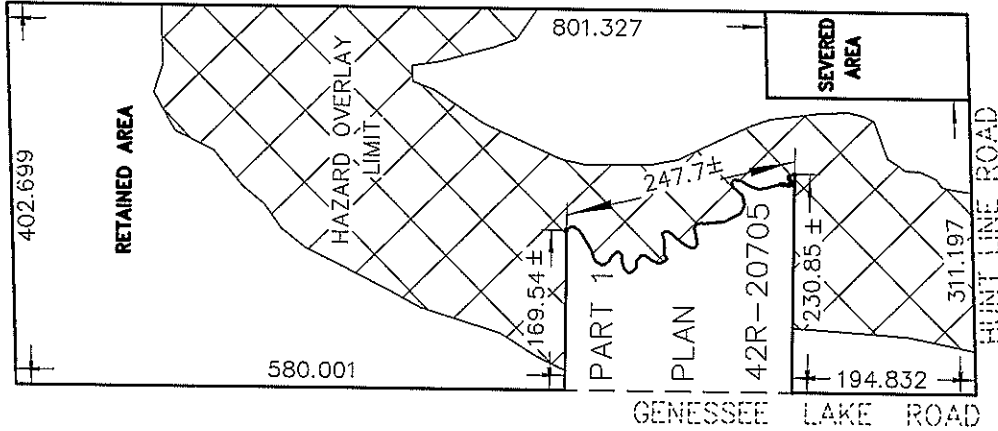
Steve McArthur, MCIP., RPP.

Senior Planner | Project Manager

Tulloch Geomatics Inc.

(705) 474-1210 x.561 steve.mcarthur@tulloch.ca

OWNERSHIP
NOT TO SCALE



LOT 5
CONCESSION 7
PIN 52210-0724 (LT)

HAZARD OVERLAY LIMIT
RETAINED AREA=34.8 Ha.
=85.95 Acres

SEVERED AREA=2.0 Ha.
=4.82 Acres

213.506
213.506
B34 / POWASSAN / 2023

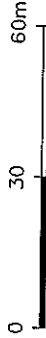
91.502

91.502

311.197

HUNT LINE ROAD

SKETCH FOR CONSENT



SCALE 1 : 1500

CAUTION

- a) THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.
- b) THIS SKETCH IS PROTECTED BY COPYRIGHT ©

METRIC

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTE

DIMENSIONS WERE OBTAINED FROM VARIOUS PLANS.

NOTE

PART OF LOT 5
CONCESSION 7
TOWNSHIP OF SOUTH HIMSWORTH
NOW IN THE
MUNICIPALITY OF POWASSAN
DISTRICT OF PARRY SOUND

CLIENT: EDWARD & PAMELA KUNKEL



TULLOCH

TULLOCH GEOMATICS INC.
1501 SEYMOUR STREET
NORTH BAY ON
P1A 0C5
T. 705-474-1210
F. 705-474-1783
northbay@tulloch.ca

DRAWN BY: D.D. FILE No. 233011

SYSTEM OVERVIEW

July 1st to September 30th , 2023

OPERATIONAL HIGHLIGHTS

Drinking Water System

- The water treatment system operated well during the third quarter.
- Well house flow meters inspection/verifications completed.
- Reservoir annual flow meter inspection/verification completed.
- Fall distribution system flushing completed.
- Storm damaged Pribusin radios sent to manufacturer for repair.

Wastewater Treatment

- The wastewater treatment system performed well during the third quarter.
- Lagoon treatment completed on September 20, 2023. North Cell treated with 1500 imperial gallons (IMPG) and Old Cell treated with 450 IMPG.
- Sewage lift station cleaned.

CAPITAL PLAN PROGRESS

Drinking Water System

- Repaired a hydrant and provided training on hydrants for the fire department.
- Electrical storm damaged communications equipment causing operational issues. Changed out damaged radios with spare Pribusin radios.

Wastewater Treatment

- N/A

ASSET MANAGEMENT

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

CALL-OUT SUMMARY

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

REGULATORY

- All drinking water samples required under O. Regulation 170/03 were collected and tested in the third quarter of 2023 and all results fell within regulatory limits.
- Incidents of Non-Compliance: Failure to monitor POE Chlorine residuals while the facility was producing water to the distribution system & Failure to alarm / lock out well pumps when analyzer failed. Operator Arrived at Well House July 17, 2023 at 12:30 to complete 72 Hr. compliance review via online data logger. Chlorine POE analyzer was off, and no residuals were being displayed on the data logger. The chlorine analyzer was plugged into a GFCI outlet that was tripped. The GFCI outlet was reset and The Analyzer was restored immediately. Trending shows the analyzer lost power on July 17, 2023 at 12:50 pm and was restored July 17, 2023 at 12:35 pm. No alarms were triggered and four pumping cycles occurred during the time the analyzer was without power. Resolution: Round sheet completed upon arrival indicating chlorine dosage calculated from Friday is consistent (slightly higher) than previous dosage calculations, online trending at the in-ground Reservoir is consistent with the previous trending, low chlorine alarm / lockout test is conducted monthly (last test was June 20, 2023), RAW, POE and Distribution bacti samples and residuals were collected today and residuals are consistent with normal operations (see attached chain of custody and weekly residual sampling sheets). An instrument technician will be contacted to help identify the failure of the analyzer to alarm out on power failure. MECP notified verbally and send non-compliance form via email.
- No Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections conducted this quarter.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed July 11, 2023.
- All required sewage samples required under the system's ECA collected and tested in the third quarter of 2023.
- An MECP inspection took place for the wastewater treatment system on September 29, 2023. Inspection report is pending at the time of this report.

INCIDENTS AND COMPLAINTS

Powassan Drinking Water System

Incident	N/A
Date	
Details	

Powassan Wastewater System

Incident	N/A
Date	
Details	

HEALTH AND SAFETY

- Staff training completed on FEP Binder.
- Staff training completed on SDS/MSDS.
- Staff training completed on Lone Worker Protection.
- Replaced emergency lighting at the well house and Clark St. Sewage Lift Station (SLS).

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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3436853	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	7/1/23 12:00 AM	7/26/23 10:27 AM	7/26/23 10:27 AM	
3446364	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	7/1/23 12:00 AM	7/26/23 10:32 AM	7/26/23 10:32 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -July 25, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3453375	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	7/1/23 12:00 AM	7/26/23 10:24 AM	7/26/23 10:24 AM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on July 25, 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. A new membrane cap was installed. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low Cl2/instrument alarm, alarm dialer and well pump interlock.

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3453909		6033, Powassan WTP		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	7/1/23 12:00 AM	7/26/23 10:19 AM	7/26/23 10:19 AM	Health And Safety Inspection (1m) 6033 - The monthly H&S Inspection was conducted on June 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 (failed: a work order will be created) 9. Emergency Eyewash (tested and working)
3454011		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	7/1/23 12:00 AM	7/26/23 10:22 AM	7/26/23 10:22 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 - July 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: 2.23 mg/L Free Cl2 Handheld analyzer: 1.55 mg/L Free Cl2 The online analyzer required adjustment. The new slope after calibration was 2.87 mA/ppm (within spec).

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3455494			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	7/1/23 12:00 AM	7/26/23 10:25 AM	7/26/23 10:25 AM	TPM Inspection/Maintenance (1m) 6033 -July 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.
3455551	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	7/1/23 12:00 AM	7/26/23 10:30 AM	7/26/23 10:30 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -July 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 = 590 Deg. F. Oil Level = Full Coolant Temp=179 Deg.F Battery Voltage= 13.6V Oil Pressure 58 psi Fuel level = approximately 7.5 inches Hrs at start: 6633 hr 15 min Hrs at stop: 6636 hr 58 min

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3456765			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	CLOSE	7/1/23 12:00 AM	7/13/23 04:02 PM	7/13/23 04:02 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of June 2023 was completed on July 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.
3466232	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	7/1/23 12:00 AM	7/26/23 10:34 AM	7/26/23 10:34 AM	Analyzer Chlorine Inspection/Service (1m) 6033 -Analyzer Chlorine Inspection/Service (1m) at the Reservoir was performed by Dan Finnigan on July 25, 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 = 1.26 mg/L Tested = 1.27 mg/L
3481511			Powassan Ground Water Well System	CORR	Refurbish/ Replace/Repair	0		hydrant repair Powassan Main and Memorial	CLOSE	7/12/23 01:54 PM	7/12/23 01:54 PM	7/12/23 01:54 PM	hydrant repair powassan 6033 main and memorial - Repaired hydrant with fire department. over tightened and broke break away coupler. replaced breakaway coupler. TF July 10/23

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3484991	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	8/1/23 12:00 AM	8/29/23 02:20 PM	8/29/23 02:20 PM	Critical Building Intrusion Alarm Testing (1m) 6033 -August 29, 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
3493584	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	8/1/23 12:00 AM	8/29/23 02:35 PM	8/29/23 02:35 PM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -August 11, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3499740	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	8/1/23 12:00 AM	8/29/23 02:22 PM	8/29/23 02:22 PM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on August 29, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3500032		6033, Powassan WTP		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	8/1/23 12:00 AM	8/29/23 02:24 PM	8/29/23 02:24 PM	Health And Safety Inspection (1m) 6033 - The monthly H&S Inspection was conducted on August 29, 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 (failed: a new unit was ordered) 9. Emergency Eyewash (tested and working)
3500157		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	8/1/23 12:00 AM	8/29/23 02:30 PM	8/29/23 02:30 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 -August 29, 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: 1.65 mg/L Free Cl2 Handheld analyzer: 1.30 mg/L Free Cl2 The online analyzer required adjustment. The new slope after calibration was 2.55 mA/ppm (within spec).

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3501414			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	8/1/23 12:00 AM	8/29/23 02:31 PM	8/29/23 02:31 PM	TPM Inspection/Maintenance (1m) 6033 -August 29, 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.
3501419	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	8/1/23 12:00 AM	8/29/23 02:34 PM	8/29/23 02:34 PM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - August 29, 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 = 1788 Exhaust Temp = 600 Deg. F. Oil Level = Full Coolant Temp=165 Deg.F Battery Voltage= 13.7V Oil Pressure 63 psi Fuel level = approximately 7.5 inches Hrs at start: 6816 hr 31 min Hrs at stop: 6819 hr 22 min

Workorder Summary Report

Report Start Date:		Jul 1, 2023 12:00 AM	
Report End Date:		Sep 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
3502437			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	8/1/23 12:00 AM	8/31/23 08:13 PM	8/31/23 08:13 PM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of July 2023 was completed on August 31, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
3510909	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	8/1/23 12:00 AM	8/29/23 02:38 PM	8/29/23 02:38 PM	Analyzer Chlorine Inspection/Service (1m) 6033 - Analyzer Chlorine Inspection/Service (1m) at the Reservoir was performed by Dan Finnigan on August 11, 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 new slope after calibration was 2.60 mA/ppm (within spec). Online = 1.56 mg/L Tested = 1.45 mg/L The new slope after calibration was 2.60 mA/ppm (within spec).

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3524777			6033, Powassan WTP, Process, Storage, Elevated Reservoir	CAP	Refurbish/ Replace/Repair	0		Powassan Reservoir: Storm Damage to Communications Equipment	COMP		8/18/23 10:07 AM	8/18/23 10:07 AM	Troubleshooting Storm Damage to Communication Equipment - Storm on August 10 with lightning caused damage to equipment. Troubleshooting is required to return the system to normal operations. Repair Communication System - Changed out 2 radios with good spares (at wellhouse and reservoir). Made changes to level spanning. Powassan Reservoir: Storm Damage to Communications Equipment - Changed radio at reservoir, made changes to scaling issues in the well house PLC.
3526085	0000258541	METER FLOW FIT104 POWASSAN GROUND WATER WELL 2	6033, Powassan WTP, Process, Lowlift, Well System	PM	Calibration	1	YEARS	Meter Flow FIT-104 Powassan Ground Calibration (1y) 6033	COMP	8/21/23 12:00 AM	9/26/23 09:03 AM	9/26/23 09:03 AM	Flowmeter Verification - Completed August 17, 2023
3526092	0000258542	METER FLOW FIT103 WELL 1 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Calibration	1	YEARS	Meter Flow FIT-103 Well 1 Powassan Grd Calibration (1y) 6033	COMP	8/21/23 12:00 AM	9/26/23 09:05 AM	9/26/23 09:05 AM	Flowmeter Verification - Completed August 17, 2023
3526098	0000258570	METER FLOW RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	YEARS	Meter Flow Reservoir Calibration (1y) 6033	COMP	8/21/23 12:00 AM	9/26/23 09:06 AM	9/26/23 09:06 AM	Flowmeter Verification - Completed August 17, 2023
3528497	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	9/1/23 12:00 AM	9/26/23 09:25 AM	9/26/23 09:25 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -September 21, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3538066	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	9/1/23 12:00 AM	9/26/23 09:32 AM	9/26/23 09:32 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -September 21, 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.
3544569	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6033	COMP	9/1/23 12:00 AM	10/12/23 09:44 AM	10/12/23 09:44 AM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on September 28, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3544846			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	9/1/23 12:00 AM	9/26/23 09:23 AM	9/26/23 09:23 AM	Health And Safety Inspection (1m) 6033 -The monthly H&S Inspection was conducted on September 21, 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 (a new unit was picked up and installed: tested and working) 9. Emergency Eyewash (tested and working)
3544948		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	9/1/23 12:00 AM	10/12/23 09:47 AM	10/12/23 09:47 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 - Sept 28, 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: 1.71 mg/L Free Cl2 Handheld analyzer: 1.70 mg/L Free Cl2 The online analyzer was within 0.01 mg/L Free Cl2 and therefore did not required adjustment.

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3546225			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	9/1/23 12:00 AM	9/26/23 09:24 AM	9/26/23 09:24 AM	TPM Inspection/Maintenance (1m) 6033 -September 21, 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.
3546230	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	9/1/23 12:00 AM	10/12/23 10:07 AM	10/12/23 10:07 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - The generator was automatically started and power was transferred successfully during a Hydro One planned maintenance power outage on Sunday September 24, 2023. The generator ran for approximately 7.50 hrs during the planned outage and successfully transferred power back to normal hydro and shut down properly once Hydro One restored the power supply.
3547487			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	9/1/23 12:00 AM	9/13/23 10:11 AM	9/13/23 10:11 AM	WISKI Review (1m) 6033 -Entered 90% of WISKI data for September 2023 WISKI Review (1m) 6033 - September 13, 2013 Finished entering missing data, corrected graphs and confirmed lab results have been entered correctly into WISKI

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3557287	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	9/1/23 12:00 AM	9/26/23 09:28 AM	9/26/23 09:28 AM	Analyzer Chlorine Inspection/Service (1m) 6033 - Analyzer Chlorine Inspection/Service (1m) at the Reservoir was performed by Dan Finnigan on September 21, 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. Online = 1.31 mg/L Tested = 1.08 mg/L The new slope after calibration was 2.28 mA/ppm (within spec).



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix B - Work Order Summary for WWTL

Workorder Summary Report

Report Start Date:		Jul 1, 2023 12:00 AM	
Report End Date:		Sep 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
3446348	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	7/1/23 12:00 AM	8/31/23 10:13 AM	8/31/23 10:13 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 - July 17, 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.
3453118	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	CLOSE	7/1/23 12:00 AM	7/18/23 11:16 AM	7/18/23 11:16 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 July 17, 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.
3453128	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	CLOSE	7/1/23 12:00 AM	7/18/23 11:17 AM	7/18/23 11:17 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 July 17, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

WorkOrder				PM Schedule				Workorder Details				WorkLog Detail	
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3453162	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	CLOSE	7/1/23 12:00 AM	7/18/23 11:17 AM	7/18/23 11:17 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 July 17, 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.
3453274			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	7/1/23 12:00 AM	8/31/23 10:11 AM	8/31/23 10:11 AM	Health And Safety Inspection (1m) 5747 -Dan Finnigan conducted the monthly H&S Inspection on July 17, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3453313			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	7/1/23 12:00 AM	8/31/23 10:12 AM	8/31/23 10:12 AM	TPM Inspection/Maintenance (1m) 5747 - Completed by Dan Finnigan on July 17, 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.
3453318			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	7/1/23 12:00 AM	8/31/23 10:16 AM	8/31/23 10:16 AM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on July 17, 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 and True Steel). Both True Steel and the WIN911 Autodialer were triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps shut off in Auto when the level returned to normal settings in less than 10 minutes of pumping.
3456772			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	CLOSE	7/1/23 12:00 AM	7/20/23 02:54 PM	7/20/23 02:54 PM	WISKI Review (1m) 5747 -July 13, 2023: entered WISKI flow data and checked lab entries, etc. WISKI Review (1m) 5747 -July 20, 2023--Completed Spring Release report and entered data into WISKI

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3479933			5747, Clark SPS	CAP	Predictive Maintenance	0		Powassan Clark Street Lift Station HydroVac Cleaning	COMP	9/29/23 11:22 AM	9/29/23 11:22 AM		Powassan Clark Street Lift Station HydroVac Cleaning -July 06, 2023: Created new W/O in order to schedule Muskoka Hydro Vac for Clark Street Station cleaning Powassan Clark Street Lift Station HydroVac Cleaning - Completed Sep 27, 2023
3493568	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	8/1/23 12:00 AM	8/9/23 09:51 AM	8/9/23 09:51 AM	- August 04, 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= 1820 Oil Level = Full Coolant Temp= 175 Deg.F Battery Voltage= 11.9 V Oil Pressure 58 psi Hrs at start: 506.6
3499559	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	8/1/23 12:00 AM	8/9/23 09:52 AM	8/9/23 09:52 AM	Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on August 02, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 30, 2023 11:59 PM	
Location: 5747*	
Work Order Type: CAP,CORR,OPER,PM	
Work Order Class:	

			Workorder Details				
WO #	Asset ID	Asset Description	Location Description	Type	Class	PM Schedule	
						FEQ	Units
3499569	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS
				Work Order Description			
				Status			
				Schedule Start			
				Actual Start			
				Actual Finish			
				WorkLog Detail			
				Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on August 02, 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.			
3499613	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS
				Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on August 02, 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.			
3499675			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS
				Health And Safety Inspection (1m) 5747 -Dan Finnigan conducted the monthly H&S Inspection on August 04, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3499686			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	8/1/23 12:00 AM	8/9/23 09:57 AM	8/9/23 09:57 AM	TPM Inspection/Maintenance (1m) 5747 - Completed by Dan Finnigan on August 04, 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.
3499691			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	8/1/23 12:00 AM	8/9/23 10:00 AM	8/9/23 10:00 AM	Critical Alarm/Dialer Testing (1m) 5747 - Conducted by Dan Finnigan on August 04, 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 and True Steel). Both True Steel and 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 10 minutes of pumping.
3502442			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	8/1/23 12:00 AM	9/13/23 03:07 PM	9/13/23 03:07 PM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of July 2023 was completed on September 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3538050	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	9/1/23 12:00 AM	10/26/23 09:46 AM	10/26/23 09:46 AM	Diesel Generator Inspection/ Functional Test (1m) 5747 - Generator was test run and serviced by Val's Equipment on September 11, 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= 1800 Oil Level = Full Coolant Temp=160 Deg.F Battery Voltage= 12 V Oil Pressure 55 psi Hrs at start: 507.8 Hrs at end: 508.4
3544437	0000126968	LAGOON CELL 01 SOUTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 01South Powassan Insp/Service (1m/6m/1y) 5747	COMP	9/1/23 12:00 AM	9/13/23 08:52 AM	9/13/23 08:52 AM	Lagoon Cell 01South Powassan Insp/ Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on September 06, 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: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3544470	0000126967	LAGOON CELL 02 NORTH POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747	COMP	9/1/23 12:00 AM	9/13/23 08:53 AM	9/13/23 08:53 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on September 06, 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.
3544489	0000126969	LAGOON CELL 03 POWASSAN	5747, Powassan WWTL, Process	PM	Inspection	1	MONTHS	Lagoon Cell 03 Powassan Inspection/Service (1m/6m/1y) 5747	COMP	9/1/23 12:00 AM	9/13/23 08:54 AM	9/13/23 08:54 AM	Lagoon Cell 02 North Powassan Insp/Service (1m/6m/1y) 5747 -Dan Finnigan inspected the associated lagoon during the monthly RAW sewage sample collection on September 06, 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.
3544504			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	9/1/23 12:00 AM	10/26/23 09:48 AM	10/26/23 09:48 AM	Health And Safety Inspection (1m) 5747 - Dan Finnigan conducted the monthly H&S Inspection on September 29, 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 (a new unit was picked up and installed: tested and working) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3544515			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	9/1/23 12:00 AM	10/26/23 09:51 AM	10/26/23 09:51 AM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on September 29, 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.

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3544520			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	9/1/23 12:00 AM	10/26/23 09:56 AM	10/26/23 09:56 AM	Critical Alarm/Dialer Testing (1m) 5747 -The critical alarm was tested during a True Event on September 24 at 10:05 AM. During an area wide power outage the backup generator failed to start after multiple attempts. The wet well level rose to the WIN911 and Telus Alarm monitoring levels and notified the on-call operator. The operator arrived to find the level several feet below the overflow level. He started the backup generator and the pumps began to pump down the wet well level until all alarms were restored.
3547492			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	9/1/23 12:00 AM	9/13/23 03:08 PM	9/13/23 03:08 PM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of August 2023 was completed on September 13, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, and this Work Order closed off.
3573445			Powassan Wastewater Treatment Lagoon	OPER	Predictive Maintenance	0		Powassan Fall 2023 Lagoon Treatment	COMP		9/25/23 08:41 AM	9/25/23 08:41 AM	Order Details - KEMIRA PIX-312 BULK 1,815.30 Dry Kg 5.7900 CAD/DKG CAD 10,510.59 CN code: 2833290000 Net weight: 14,675.000 KG Gross weight: 14,675.000 KG % Fe Delivery no / Date:85990643 / 09/19/2023 UN3264, CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (Ferric sulfate), 8, PGIII, RQ Country of Origin: CA 16,200.000 KG



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix C - Call-out Report for WTP

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3525274		6033, Powassan WTP, Process, Storage		CALL	Inspection	0		6033 Powassan Well House Auxiliary 1 High Reservoir Level Alarm	COMP		8/13/23 12:00 AM	8/13/23 01:15 AM	Powassan Well House Auxiliary 1 High Reservoir Level Alarm - Received Auxiliary 1 High Reservoir Level Alarm. Reviewed HMI with Reservoir Level @ 4.39 metres following Well Pump 2 operating sequence. Adjusted HMI High Reservoir Level Alarm Setpoint to 4.4 metres and High Reservoir Level Alarm Setpoint to 4.45 metres. Adjusted HMI High Reservoir Level Alarm Setpoint to 4.45 metres and High Reservoir Level Alarm Setpoint to 4.5 metres.
3525279		6033, Powassan WTP, Process, Storage		CALL	Inspection	0		6033 Powassan Well House Auxiliary 1 High Reservoir Level Alarm	COMP		8/13/23 07:30 PM	8/13/23 09:30 PM	Powassan Well House Auxiliary 1 High Reservoir Level Alarm - Received Auxiliary 1 High Reservoir Level Alarm. Reviewed HMI with Reservoir Level @ 4.48 metres following Well Pump 2 operating sequence. Adjusted HMI High Reservoir Level Alarm Setpoint to 4.5 metres and High Reservoir Level Alarm Setpoint to 4.55 metres. Reservoir Level Transducer reading displayed @ 4.48 metres corresponding to Well House RF transmission value.

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3572846		6033, Powassan WTP, Process, Storage		CALL	Refurbish/ Replace/Repair	0		6033 Powassan Well House Auxiliary 1 Low Reservoir Level Alarm	COMP		9/6/23 05:00 PM	9/6/23 08:15 PM	Powassan Well House Auxiliary 1 Low Reservoir Level Alarm - Received Auxiliary 1 Reservoir Level Alarm. Reviewed HMI with no Reservoir communication. Cycled power to Well House Pribusin Radio Control Signal Interface. Cycled power to Reservoir Pribusin Radio Control Signal Interface. Reservoir Level @ 4.33 metres. Installation replacement RCSI at Reservoir. Level 1 Transducer selected. Well House now communicating with Reservoir. Reset HMI Low Reservoir Level Alarm with Automatic activation Well Pump.
3574559		6033, Powassan WTP, Process, Process Control & Monitoring		EMER	Refurbish/ Replace/Repair	0		Powassan Pribusin Radio Repair	COMP		9/26/23 03:44 PM	9/26/23 03:44 PM	Powassan Pribusin Radio Repair - PO to repair storm damaged radios: 1 Host needs a Communication Chip 1 Remote needs an Analog Board – lightening 2 units need an updated Processor from Version 'K' to 'M' – so that all units are running on the same Version.



Ontario Clean Water Agency
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Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix D - Call-out Report for WWTL

Workorder Summary Report

Report Start Date: Jul 1, 2023 12:00 AM	
Report End Date: Sep 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
3575086			5747, Clark SPS	CALL	Inspection	0		5747 Powassan Clark Street SPS High Level Alarm	COMP		9/24/23 09:00 AM	9/24/23 10:45 AM	Powassan Clark Street SPS High Level Alarm - Received Power Failure Alarm following utility area outage. Station Inspection with Generator Fail to Start on power failure. Inspection of Wetwell with level approximately 6 feet below overflow. Following repeat attempts resetting Generator after failed Automatic starts successful activation with Station Pump displacement to Lagoon. Received WIN911 and monitoring station High Wetwell Level Alarm.



Ontario Clean Water Agency
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Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix E - Performance Assessment Report Water

Powassan Drinking Water System
Performance Assessment Report Water
From: 01/07/2023 to 30/09/2023

Report extracted 10/31/2023 12:08

Facility: [6033] POWASSAN DRINKING WATER SYSTEM

Works: [220000576]

	07/2023	08/2023	09/2023	<--Total-->	<--Avg.-->	<--Max.-->	<--Min.-->
Flows:							
Raw Flow: Monthly Total - Raw Well 1 (m³)	6493.02	7050.01	6884.88	20427.91			
Raw Flow: Monthly Total - Raw Well 2 (m³)	6407.88	6156.7	6541.75	19106.33			
Raw Flow: Monthly Avg - Raw Well 1 (m³/d)	209.45	227.42	229.5	222.12			
Raw Flow: Monthly Avg - Raw Well 2 (m³/d)	206.71	198.6	218.06	207.79			
Raw Flow: Monthly Max - Raw Well 1 (m³/d)	303.5	586.92	353.04			586.92	
Raw Flow: Monthly Max - Raw Well 2 (m³/d)	254.06	419.17	394.35			419.17	
Raw Flow: Monthly Total - Raw Water - Total (m³)	12900.9	13206.71	13426.63	39534.24			
Raw Flow: Monthly Avg - Raw Water - Total (m³/d)	416.16	426.02	447.55	429.91			
Raw Flow: Monthly Max - Raw Water - Total (m³/d)	475.09	702.33	546.88			702.33	
Turbidity:							
Raw: Max Turbidity - Raw Well 1 (NTU)	0.12	0.14	0.09			0.14	
Raw: Max Turbidity - Raw Well 2 (NTU)	0.14	0.14	0.12			0.14	
Chemical Parameters:							
Treated: Max Nitrite - TW1 (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - TW1 (mg/L)	0.845					0.845	
Distribution: Max THM - Distribution (µg/l)	1.8					1.8	
Chlorine Residuals:							
Treated: Min Free Cl2 Resid - Treated Water (mg/L)	1.017	0.929	0.948				0.929
Treated: Max Free Cl2 Resid - Treated Water (mg/L)	2.253	2.101	1.894			2.253	
Dist: Min Free Cl2 Resid - Distribution (mg/L)	1.44	1.09	0.97				0.97
Dist: Max Free Cl2 Resid - Distribution (mg/L)	1.78	1.57	1.42			1.78	
Bactl Samples Collected:							
Raw Bacti: # of samples - Raw Well 1	5	4	4	13			
Raw Bacti: # of samples - Raw Well 2	5	4	4	13			
Treated Bacti: # of samples - TW1	3	1	2	6			
Treated Bacti: # of samples - TW2	2	3	2	7			
Dist Bacti: # of samples - Distribution	15	12	12	39			
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
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Northeastern Ontario Region

POWASSAN WATER & WASTEWATER SYSTEMS

QUARTERLY OPERATIONS REPORT

Appendix F – Performance Assessment Report Wastewater

Performance Assessment Report

From: 01/07/2023 to 30/09/2023

5747 POWASSAN WASTEWATER TREATMENT LAGOON 110000613

	7 / 2023	8 / 2023	9 / 2023	<--Total-->	<--Avg-->	<--Max-->
--	----------	----------	----------	-------------	-----------	-----------

Flows

Raw Flow: Total - Raw m³/d	12,012.18	13,729.20	12,137.98	37,879.36		
Raw Flow: Total - St Gregory m³/d	358.18	366.00	393.30	1,117.48		
Raw Flow: Total - Clark Street m³/d	11,654.00	13,363.20	11,744.68	36,761.88		
Raw Flow: Avg - Raw m³/d	387.49	442.88	404.60		411.73	
Raw Flow: Avg - St Gregory m³/d	11.55	11.81	13.11		12.15	
Raw Flow: Avg - Clark Street m³/d	375.94	431.07	391.49		399.59	
Raw Flow: Max - Raw m³/d	488.70	640.80	511.30			640.80
Raw Flow: Max - St Gregory m³/d	15.10	20.80	18.20			20.80
Raw Flow: Max - Clark Street m³/d	474.90	628.10	496.70			628.10
Raw Flow: Count - Raw m³/d	31.00	31.00	30.00	92.00		
Raw Flow: Count - St Gregory m³/d	31.00	31.00	30.00	92.00		
Raw Flow: Count - Clark Street m³/d	31.00	31.00	30.00	92.00		

Biochemical Oxygen Demand: BOD5

Raw: Avg BOD5 - Raw mg/L	232.00	187.00	201.00		206.67	232.00
Raw: # of samples of BOD5 - Raw	1.00	1.00	1.00	3.00		

Total Suspended Solids: TSS

Raw: Avg TSS - Raw mg/L	226.00	168.00	171.00		188.33	226.00
Raw: # of samples of TSS - Raw	1.00	1.00	1.00	3.00		

Total Phosphorus: TP

Raw: Avg TP - Raw mg/L	4.22	4.12	5.08		4.47	5.08
Raw: # of samples of TP - Raw	1.00	1.00	1.00	3.00		

Nitrogen Series

Raw: Avg TKN - Raw mg/L	31.90	30.70	45.10		35.90	45.10
Raw: # of samples of TKN - Raw	1.00	1.00	1.00	3.00		

COUNCIL MEMORANDUM

Date:	November 2, 2023
To:	Clerk, A. Quinn
From:	Councillor R. Hall
Re:	Letter to other Municipalities for support, Provincial and Federal Ministers of Finance, MP Rota and MPP Fedeli regarding Interest Rates on Credit Cards, Mortgages and cost of living causing the reduction of the Middle Class.

Recommendation:

Municipality of Powassan request a response from the Provincial and Federal Government Finance Ministers, our MP and MPP to explain how the current financial situation not only in Ontario but Canada as a whole will prevent the erosion the Middle Class.

Background / Rationale:

The next generations are being subjected to unacceptable high interest rates on credit cards, mortgages and bank loans. This is reducing the possibility of them reaching the classification of middle class.

How is the next generation supposed to move forward financially and even afford one of the millions of homes that the governments have indicated need to be built on the minimum wage?

Date: November 7, 2023

Moved by _____

Seconded by _____

Whereas the jury that adjudicated the Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam Inquest (The Renfrew Inquest) issued 86 recommendations to the Province of Ontario on Intimate Partner Violence; and

Whereas recommendation #1 of the Inquest is for the Province of Ontario to declare Intimate Partner Violence an epidemic; and

Whereas, every six days in Canada a woman is killed by her intimate partner; and

Whereas, on any given night in Canada, over 6,000 women and children sleep in shelters because it is not safe for them at home; and

Whereas this past year in Ontario, 52 women or one every week, were victims of femicide; and

Whereas 93% of the CAS domestic violence-related intake cases involve a girl/woman as the primary participant; and

Whereas the waitlist for counselling can be difficult to access; and

Whereas violence against women costs the national justice system, health care systems, social service agencies, and municipalities billions of dollars per year; and municipalities are on the front lines in addressing gender-based violence; and

Whereas the Municipality of Powassan Council recognizes that issues of violence against women in all communities are of local importance to the health and wellness of our residents;

Therefore, be it resolved that the Municipality of Powassan Council recognizes the issues of violence against women and girls as serious to the health and wellness of local families; and is supportive of community partners in educating and supporting our residents about the seriousness and long-term danger of violence in our community; and

That Council declares, in accordance with Recommendation #1 of the Renfrew Inquest, that Intimate Partner Violence and Violence Against Women are epidemic; and,

Be it further resolved that this resolution be circulated to The Honourable Doug Ford, Premier of Ontario, The Honourable. Charmaine A. Williams, Associate Minister of Women’s Social and Economic Opportunity, The Honourable Parm Gill Minister of Red Tape Reduction, Victor Fedeli, MPP, the Association of Municipalities of Ontario, and the Federation of Canadian Municipalities; and,

That Powassan’s municipal Clerk review the Renfrew Recommendations and determine what recommendations the Municipality of Powassan can implement to help advance the objective of ending intimate partner violence; and

That a letter is sent to the Office of the Premier of Ontario, the Honourable Doug Ford, requesting the Province of Ontario declare intimate partner violence and violence against women as a crisis.

Carried _____ Defeated _____ Deferred _____ Lost _____

Mayor

Recorded Vote: Requested by _____

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



Catherine Fife

MPP Waterloo

Peter McIsaac
Mayor of Municipality of Powassan
250 Clark Street P.O. Box 250 Powassan, ON P0H 1Z0

RE: Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022

September 25, 2023

Dear Mayor McIsaac,

I am writing to you today to share an update on Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, and to request your support for this important legislation.

Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

The Act was inspired by Cambridge resident Jim McLeod, who will have been separated from his wife of 65 years Joan, on September 17, 2023. Nearly 6 years later, Jim continues to champion spousal reunification. He often says that he will talk to anyone and has two giant binders full of his advocacy work on the Bill. Last week, he told me that his heart is breaking because of his separation from Joan. He has brought other seniors who are separated from their spouses into the advocacy – you cannot sit with these folks for any amount of time and not care deeply about this legislation.

I know that you value the many contributions that older adults have made to Waterloo Region, and care deeply that they can live their final years with dignity and love. **I am hoping you will consider bringing a motion forward to your Council, in support of the Till Death Do Us Part Act.** Your support will help us to keep attention on this important legislation, so that it can finally be called to the Standing Committee on Social Policy – one step closer to Royal Assent.

I would be happy to discuss the Bill with you further, via phone call or an in-person meeting at your convenience. Thanks in advance for considering my request.

Sincerely,

Catherine Fife, Waterloo MPP
Finance & Treasury Board Critic

Constituency Office
100 Regina St. S., Suite 220
Waterloo, ON N2J 4A8
Ph: 519-725-3477 | Fax: 519-725-3667
Email: cfife-co@ndp.on.ca

Queen's Park Office
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Queen's Park, Toronto ON M7A 1A5
Ph: 416-325-6913 | Fax: 416-325-6942
Email: cfife-qp@ndp.on.ca

BACKGROUND:

On November 15, 2022, the Till Death Do Us Part Act, passed second reading in the Ontario legislature after being [introduced for the third time in September 2022](#). The bill was then referred to the Ontario Legislature's Social Policy Committee. You can view highlights of the second reading debate here: <https://www.youtube.com/watch?v=mYRlgQqDe2k>

I have been pushing for the Standing Committee on Social Policy to schedule a time to begin the work of reviewing Bill 21 since November 2022. **Today marks 286 days since the Act passed second reading at the Legislative Assembly of Ontario.** Unfortunately, the Bill has yet to be called to committee.

Bill 21, which was formerly Bill 153 and 95, respectively, had passed second reading and was sent to the Justice Committee in December 2019, but was wiped off the order paper when Premier Ford prorogued the house in 2021. It was reintroduced early 2022 but did not have time to progress before the election.

Since I first introduced this Bill in 2019, the number of people who've reached out to my offices with heartbreaking stories of couples entering long-term care who are torn apart has skyrocketed. Simply put, Ontario seniors deserve dignity in care and should have the right to live with their partner as they age. Of note, Nova Scotia passed similar legislation, titled the [Life Partners in Long-Term Care Act](#) in 2021.

Following many meetings with stakeholders, it's clear that "care campuses" which offer different levels of care (independent, assisted living and long-term care) are the progressive model for investing in quality care for Ontario's aging population. Care campuses are an essential element to keeping couples together as they often age at different rates. This level of choice has been brought to my attention as especially important to rural and northern municipal leaders across Ontario. The care campus model for seniors housing that builds different levels of care has unique financial savings that will be critical as we grapple with a rapidly aging province.

We need the Bill to be called to the Standing Committee on Social Policy as soon as possible. We know that couples who are separated across Ontario cannot wait any longer for this legislative change to be made.

Here are the links to recent media coverage of the Till Death Do Us Part Act, which provide more specific insights into the lived experiences of older adults who are separated from their spouses:

- [CTV News Kitchener: Ontario seniors separated in long-term care pushing for the right to remain together](#)
- [CityNews Kitchener: Waterloo MPP appeals for seniors bill to be brought forward](#)
- [Waterloo Region Record: Cambridge senior calls for end to separating couples in long-term care](#)

November 2023

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 29	30	31	Nov 1	2	3	4
5	6	7 Council 7pm	8 Recreation Committee meeting	9 DSSAB	10	11 Remembrance Day
12	13 Office closed in lieu of Remembrance Day	14	15	16	17	18
19	20 Library Board Meeting	21 Council 7pm	22	23 6:10pm MAPLE SYRUP FESTIVAL MEETING	24	25
26	27	28	29	30	Dec 1	2