



**REGULAR MEETING OF COUNCIL  
AGENDA  
MONDAY, FEBRUARY 26, 2024 AT 6:00 P.M.  
DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET, MATTAWA ON**

**Zoom Meeting Access: 1-647-374-4685  
Meeting ID Code: 882 6742 6958  
Passcode: 259515**

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
  - 3.1 To Adopt the agenda as presented or amended
    - That the agenda dated February 26, 2024 be adopted
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
- 6. Adoption of Minutes**
  - 6.1 Regular Meeting of February 12, 2024
  - 6.2 Committee of the Whole Meeting of February 20, 2024
  - 6.3 To Adopt the minutes as presented or amended
    - That Council adopt the February 12, 2024 and February 20, 2024 minutes
- 7. Notice of Motions**
  - 7.1 988 Crisis Line Support
  - 7.2 Social & Economic Prosperity Review Support
- 8. Correspondence**
  - 8.1 Community Living Mattawa – Request to Hold BBQ Fundraisers on Main Street
  - 8.2 Mathieu Lacoste – Mattawa Train Station
  - 8.3 NBMCA – Request to Waive Hall Rental for Mattawa River Canoe Race
  - 8.4 Luce Zeus – Water Rates History
  - 8.5 OCWA – Mattawa 2023 Fourth Quarter Operations Report

8.6 MECP – Modernize Ontario’s Environmental Assessment Program

**9. Standing Committee Recommendations/Reports – Motions**

**10. Staff Reports – Motions**

10.1 Library Update & 2024 Budget Proposal – Report # 24-13R

10.2 2023 Annual Sewage Report – Report # 24-14R

10.3 Confirmation of Assignment – Report # 24-15R

10.4 Police Services Board - Report # 24-16R

10.5 Mattawa Voyageur Days Festival – Update # 2 – Report # 24-17R

**11. By-Laws**

11.1 By-Law 24-05 – Establish Water Rates for 2024  
**BEING** a by-law to establish water rates for 2024

11.2 By-Law 24-06 – Establish Standing Committees of Council  
**BEING** a by-law to establish the Standing Committees of Council

11.3 By-Law 23-25 – Franchise Agreement with Enbridge Gas Inc.  
**BEING** a By-law to authorize a franchise agreement between the Corporation of the Town of Mattawa and Enbridge Gas Inc.

**12. Old Business**

**13. New Business**

13.1 Appointment of Standing Committee Members

**14. Questions from Public Pertaining to Agenda**

**15. In Camera (Closed) Session**

**16. Return to Regular Session**

**17. Motions Resulting from Closed Session**

**18. Adjournment**

18.1 Adjournment of the meeting

- That the February 26, 2024 meeting adjourn at \_\_\_\_\_ p.m.

DATE: MONDAY FEBRUARY 26, 2024

3.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY: COUNCILLOR \_\_\_\_\_

SECONDED BY: COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** the agenda dated Monday February 26, 2024 be adopted.

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Regular Meeting held Monday February 12, 2024, at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger  
Deputy Mayor Mathew Gardiner  
Councillor Dexture Sarrazin  
Councillor Fern Levesque  
Councillor Loren Mick (online)  
Councillor Garry Thibert

Staff Present: Paul Laperriere, Interim CAO/Treasurer  
Amy Leclerc, Municipal Clerk/Revenue Services Clerk

\*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

### 1. Meeting Called to Order

Meeting Called to Order by Mayor Bélanger at 6:00 p.m.

### 2. Announce Electronic Participants

Clerk announced that Councillor Mick was participating virtually and one member of the public was online.

### 3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

#### **Resolution Number 24-21**

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Dexture Sarrazin

**BE IT RESOLVED THAT** the regular meeting agenda dated Monday February 12, 2024 be adopted.

**CARRIED** – unanimous

### 4. Disclosures of a Conflict of Interest

Councillor Sarrazin declared a conflict on agenda item # 10.4 and Deputy Mayor Gardiner declared a conflict on agenda item # 10.3

### 5. Presentations and Delegations

### 6. Adoption of Minutes

6.1 Regular Meeting of January 8, 2024

6.2 Special Meeting of January 31, 2024

6.3 To Adopt the minutes as presented or amended

**Resolution Number 24-22**

Moved by Deputy Mayor Mathew Gardiner  
Seconded by Councillor Dexture Sarrazin

**BE IT RESOLVED THAT** Council adopt the minutes of the Regular Meeting of Monday January 8, 2024 and the Special Meeting of Wednesday January 31, 2024.

**CARRIED** – unanimous

**7. Notice of Motions**

**7.1 Volunteer Firefighter Tax Credit – Support Motion**

**Resolution Number 24-23**

Moved by Councillor Fern Levesque  
Seconded by Deputy Mayor Mathew Gardiner

**WHEREAS** Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and

**WHEREAS** many of these individuals receive some form of pay on call, an honorarium or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and

**WHEREAS** without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and

**WHEREAS** in 2013 the Federal Government initiated a tax credit recognizing these individuals, and calling on the Federal Government to increase this tax credit from \$3,000 to \$10,000; and

**WHEREAS** volunteer firefighters account for 71% of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;
- It would also help retain these volunteers in a time when volunteerism is decreasing.

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (20) and 118.07 (2) of the Income Tax Act in rescue volunteer services from \$3,000 to \$10,000;

**AND FURTHER THAT** a copy of this resolution be shared with the Association of Fire Chiefs of Ontario, Association of Municipalities of Ontario and all Ontario municipalities.

**CARRIED** – unanimous

## 7.2 Excessive Noise from Engine Brakes – Support Motion

### **Resolution Number 24-24**

Moved by Councillor Garry Thibert

Seconded by Councillor Fern Levesque

**WHEREAS** excessive noise resulting from the operation of moving vehicles falls under the jurisdiction of the Highway Traffic Act, R.S.O. 1990, c. H.8. (“Highway Traffic Act”) which is enforced by provincially appointed officers; and

**WHEREAS** municipalities, including the Town of Mattawa, have received complaints from residents regarding noises associated with the use of engine retarder brakes on heavy vehicles; and

**WHEREAS** the Ministry of Transportation recommends the use of engine braking in certain circumstances, such as the downgrade located on McConnell Street to avoid overheating brakes, and as a form of backup brake if brakes fail; and

**WHEREAS** a higher engine noise is typically emitted for a short period of time (e.g. ten (10) to thirty (30) seconds), depending on the vehicle’s speed and vehicles may make a loud “chattering” or “jackhammer” exhaust noise when this braking system is engaged; and

**WHEREAS** this noise can be amplified if the vehicle has no muffler or an improper muffling system; and

**WHEREAS** noise emissions from commercial vehicles form part of the Ministry of Transportation’s inspection process; and

**WHEREAS** installation of “courtesy” signs that request the drivers to limit the use of loud compression style brakes are difficult to enforce and there is evidence of these types of signs not being beneficial.

**BE IT RESOLVED THAT** the Province of Ontario be requested to enhance enforcement for deficient muffler systems to address concerns around excessive and unnecessary noise from engine brakes;

**AND FURTHER THAT** a copy of this motion be forwarded to Premier Doug Ford, the Minister of Transportation, MPP Vic Fedeli, MP Anthony Rota and Association of Municipalities.

**CARRIED** – unanimous

## 8. Correspondence

### 8.1 Mattawa & Area Police Services Board – New Board Composition for 2024

Council spoke on correspondence item # 8.1 and will provide a motion to appoint Councillor Ross as the current representative of the Town of Mattawa.

### 8.2 Todd Doherty, MP – 988 Crisis Line

Council spoke on correspondence item # 8.2 and will be supported at the next meeting.

### 8.3 AMO – Policy Update on Social & Economic Prosperity Review

Council spoke on correspondence item # 8.3 and will be supported at the next meeting.

8.4 FONOM – Motion for Consideration on Social & Economic Prosperity Review

Council spoke on correspondence item # 8.4 and will be supported at the next meeting that will encompass both item # 8.3 & 8.4.

8.5 Luce Zeus – Changes to Council Agenda Format

Council spoke on correspondence item # 8.5

8.6 Nipissing East Mayors – Letter to Minister of Long-Term Care on Cassellholme

Council spoke on correspondence item # 8.6

8.7 FONOM – Support for Changes to Ontario Health & Safety Act

8.8 Embridge Gas Inc. – Future of Natural Gas in Area

8.9 NBMCA – Drinking Water Source Protection 2<sup>nd</sup> Notice of Draft Proposed Updates

Council spoke on correspondence item # 8.9 and requested the draft proposal be sent to OCWA for comment.

**9. Standing Committee Recommendations/Reports – Motions**

9.1 Corporate Services Committee – Motion for Rising Municipal Insurance Costs

**Resolution Number 24-25**

Moved by Councillor Garry Thibert

Seconded by Deputy Mayor Mathew Gardiner

**WHEREAS** Ontario Municipalities are experiencing higher insurance rates at each renewal with limited access to insurance providers willing to quote on municipal insurance needs; and

**WHEREAS** the Town of Mattawa's insurance premiums have consistently increased heavily over the past four years; and

**WHEREAS** these annual increases are unsustainable and divert funds from critical municipal services as one of the most significant constraints in limiting yearly tax levy increases.

**BE IT RESOLVED** that the Council of the Town of Mattawa directs staff to send a letter to the MPP for Nipissing calling for action to reduce insurance costs;

**AND FURTHER THAT** a copy of this Resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Minister of Finance and the Minister of Municipal Affairs and Housing.

**CARRIED** – unanimous

9.2 Public Services Committee – Motion for Fire Apparatus Subsidies

## **Resolution Number 24-26**

Moved by Councillor Fern Levesque

Seconded by Councillor Loren Mick

**WHEREAS** By-Law 06-05, being a By-Law to Establishing and Regulating a Fire Department established service level standards for the Corporation of the Town of Mattawa Fire Department; and

**WHEREAS** apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 06-05, and a safe, reliable and diverse fleet is required to serve operational needs; and

**WHEREAS** fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS); and

**WHEREAS** Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire- protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices; and

**WHEREAS** no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa directs the Interim CAO/Treasurer to draft a letter to MPP Vic Fedeli requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements;

**AND FURTHER THAT** the Interim CAO/Treasurer draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

**AND FURTHER THAT** this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter;

**AND FURTHER THAT** this resolution be shared with the Federation of Canadian Municipalities (FCM), the Association of Municipalities Ontario (AMO) and Federation of Northern Ontario Municipalities (FONOM).

**CARRIED** – unanimous

## **10. Staff Reports – Motions**

### **10.1 2024 ROMA Conference – Report # 24-06R**



**Resolution Number 24-27**

Moved by Councillor Fern Levesque  
Seconded by Councillor Loren Mick

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-06R titled 2024 ROMA Conference.

**CARRIED** – unanimous

10.2 John Dixon Public Library – Report # 24-07R

**Resolution Number 24-28**

Moved by Councillor Fern Levesque  
Seconded by Councillor Garry Thibert

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-07R titled John Dixon Public Library.

**AND FURTHER THAT** Council approves funding for the John Dixon Public Library for the 2024 year for the amount of \$72,000 payable in monthly installments of \$6000.

**AND FURTHER THAT** Council directs the Interim CAO/Treasurer to provide, in writing, notice that the John Dixon Public Library seek other sources of revenues and become a self-sustained operation moving past 2024.

**LOST** – Recorded vote and the vote was as follows:

**For:** Mayor Bélanger, Councillors Levesque, Thibert

**Against:** Deputy Mayor Gardiner, Councillors Sarrazin, Mick

10.3 2024 Voyageur Days – Update # 1 – Report # 24-08R

Deputy Mayor Gardiner declared a conflict of interest on Report # 24-08R and removed himself from council chambers.

**Resolution Number 24-29**

Moved by Councillor Garry Thibert  
Seconded by Councillor Loren Mick

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-08R titled 2024 Voyageur Days – Update # 1.

**CARRIED** – Recorded vote and the vote was unanimous

Deputy Mayor Gardiner returned to chambers and his seat.

10.4 Hiring Procedure – Report # 24-09R

Councillor Sarrazin declared a conflict of interest on Report # 24-09R and removed himself from council chambers.

**Resolution Number 24-30**

Moved by Councillor Fern Levesque  
Seconded by Councillor Loren Mick

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-09R titled Hiring Procedure.

**AND FURTHER THAT** Council approves the new hiring procedure and directs the Interim CAO/Treasurer to implement the procedure.

**CARRIED** – Recorded vote and the vote was at follows:

**For:** Mayor Bélanger, Deputy Mayor Gardiner, Councillors Levesque, Thibert

**Against:** Councillor Mick

Councillor Sarrazin returned to chambers and his seat.

## **11. By-Laws**

### **11.1 By-Law 24-04 – Appointment of Deputy Clerk**

**BEING** a by-law to appoint a Deputy Clerk for the Corporation of the Town of Mattawa

#### **Resolution Number 24-31**

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Fern Levesque

**BE IT RESOLVED THAT** Council of the Town of Mattawa adopt By-Law Number 24-04 which is a by-law to appoint Sabrina Poullas as Deputy Clerk.

**CARRIED** – Recorded vote and the vote was unanimous

## **12. Old Business**

## **13. New Business**

## **14. Questions from Public Pertaining to Agenda**

## **15. In Camera (Closed) Session**

### **15.1 Committee of Adjustment Member at Large**

In accordance with the Municipal Act, 2001 Section 239 (2)(b)

b) personal matters about an identifiable individual, including municipal or local board employees

### **15.2 Divestiture of The Rosemount Valley Suites (Affordable Seniors Housing)**

In accordance with the Municipal Act, 2001 Section 239 (2)(c)

c) a proposed or pending acquisition or disposition of land by the municipality or local board

#### **Resolution Number 24-32**

Moved by Councillor Dexture Sarrazin

Seconded by Councillor Fern Levesque

**BE IT RESOLVED THAT** this Council proceed in Camera at 7:54 pm in order to address a matter pertaining to: b) personal matters about an identifiable individual, including municipal or local board employees; and c) a proposed or pending acquisition or disposition of land by the municipality or local board employees.

**CARRIED** – unanimous

## **16. Return to Regular Session**

#### **Resolution Number 24-33**

Moved by Councillor Garry Thibert

Seconded by Deputy Mayor Mathew Gardiner

**BE IT RESOLVED THAT** the regular meeting of council reconvene at 8:39 p.m.

**CARRIED** – unanimous

Mayor Bélanger advised that the closed session was to discuss the Committee of Adjustment Member at Large applications and the divestiture of the Rosemount Valley Suites.

**17. Motions Resulting from Closed Session**

**Resolution Number 24-34**

Moved by Deputy Mayor Mathew Gardiner  
Seconded by Councillor Dexture Sarrazin

**BE IT RESOLVED THAT** Council appoints D’Arcy Lamothe as Member at Large for the Committee of Adjustment which will be formally adopted by By-law at the next regular meeting of Council.

**CARRIED** – unanimous

**18. Adjournment**

18.1 Adjournment of the meeting

**Resolution Number 24-35**

Moved by Deputy Mayor Mathew Gardiner  
Seconded by Councillor Dexture Sarrazin

**BE IT RESOLVED THAT** the February 12, 2024 meeting adjourn at 8:41 p.m.

**CARRIED** – unanimous

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Mayor

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Clerk

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Committee of the Whole Meeting held on Tuesday February 20, 2024, at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger  
Deputy Mayor Mathew Gardiner  
Councillor Dexture Sarrazin  
Councillor Fern Levesque  
Councillor Loren Mick (online)  
Councillor Laura Ross  
Councillor Garry Thibert

Staff Present: Paul Laperriere, Interim CAO/Treasurer  
Amy Leclerc, Municipal Clerk/Revenue Services Clerk  
Sabrina Poullas, Deputy Clerk  
Barry Jackson, Public Works Supervisor

\*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

### 1. Meeting Called to Order

Meeting Called to Order by Mayor Bélanger at 6:00 p.m.

### 2. Announce Electronic Participants

Clerk announced that Councillor Mick was participating virtually.

### 3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

#### **Resolution Number 24-36**

Moved by Deputy Mayor Mathew Gardiner  
Seconded by Councillor Garry Thibert

**BE IT RESOLVED THAT** the regular meeting agenda dated Tuesday February 20, 2024 be adopted.

**CARRIED** – unanimous

### 4. Disclosures of a Conflict of Interest

### 5. Presentations and Delegations

### 6. Notice of Motions

### 7. Standing Committee Recommendations/Reports – Motions

### 8. Staff Reports – Motions

8.1 Setting of the 2024 Water and Wastewater Rates – Report # 24-10R

#### **Resolution Number 24-37**

Moved by Councillor Fern Levesque  
Seconded by Councillor Laura Ross

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-10R titled Setting of the 2024 Water and Wastewater Rates.

**AND FURTHER THAT** Council approves a 3% increase to the 2024 water and wastewater rates and directs staff to return at the next regular meeting for formal adoption by By-law.

**CARRIED** – Recorded vote and the vote was unanimous

8.2 Residential Blue Box Transition – Report # 24-11R

**Resolution Number 24-38**

Moved by Councillor Dexture Sarrazin

Seconded by Councillor Garry Thibert

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-11R titled Residential Blue Box Transition.

**AND FURTHER THAT** Council approves opting-in to the new blue box transition program effective October 1, 2025.

**CARRIED** – Recorded vote and the vote was unanimous

8.3 Standing Committees of Council Structure – Report # 24-12R

**Resolution Number 24-39**

Moved by Councillor Laura Ross

Seconded by Deputy Mayor Mathew Gardiner

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-12R titled Standing Committees of Council Structure.

**AND FURTHER THAT** Council approves the new structure as amended for the Standing Committees of Council and directs staff to return for formal adoption at the next meeting of Council.

**CARRIED** – Recorded vote and the vote was unanimous

**9. In Camera (Closed) Session**

**10. Return to Regular Session**

**11. Motions Resulting from Closed Session**

**12. Adjournment**

12.1 Adjournment of the meeting

**Resolution Number 24-40**

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Dexture Sarrazin

**BE IT RESOLVED THAT** the February 20, 2024 meeting adjourn at 6:46 p.m.

**CARRIED** – unanimous

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Mayor

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Clerk

DATE: MONDAY FEBRUARY 26, 2024

6.3

**THE CORPORATION TOWN OF MATTAWA**

**MOVED BY: COUNCILLOR \_\_\_\_\_**

**SECONDED BY: COUNCILLOR \_\_\_\_\_**

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**BE IT RESOLVED THAT** Council adopt the minutes of the Regular Meeting of Monday February 12, 2024 and the Committee of the Whole Meeting of Tuesday February 20, 2024.

DATE: MONDAY FEBRUARY 26, 2024

7.1

**THE CORPORATION TOWN OF MATTAWA**

**MOVED BY: COUNCILLOR** \_\_\_\_\_

**SECONDED BY: COUNCILLOR** \_\_\_\_\_

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**WHEREAS** Canada has adopted 988, a National three-digit suicide and crisis hotline; and

**WHEREAS** the Council of the Town of Mattawa recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa continues to endorse the 988 crisis line initiative and will display the 988 information poster in all municipal buildings.

**THE CORPORATION TOWN OF MATTAWA**

**MOVED BY: COUNCILLOR** \_\_\_\_\_

**SECONDED BY: COUNCILLOR** \_\_\_\_\_

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**WHEREAS** current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life; and

**WHEREAS** nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility, and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and

**WHEREAS** municipal revenues, such as property taxes, do not grow with the economy or inflation; and

**WHEREAS** unprecedented population and housing growth will require significant investments in municipal infrastructure; and

**WHEREAS** municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

**WHEREAS** inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

**WHEREAS** property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income re-distribution programs for those most in need; and

**WHEREAS** the province can and should invest more in the prosperity of communities; and

**WHEREAS** municipalities and the provincial government have a strong history of collaboration.

**BE IT RESOLVED THAT** the Town of Mattawa asks the Province of Ontario to commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.

**AND FURTHER THAT** a copy of this motion be sent to the Premier of Ontario, Minister of Municipal Affairs and Housing, the Minister of Finance, the Association of Municipalities of Ontario, the Leaders of the Opposition, and the Federation of Northern Ontario Municipalities.





250 Tenth Street, P.O. Box 550 / 250 rue Dixième, C.P. 550  
Mattawa, Ontario, P0H 1V0 (705)744-2979

February 1, 2024

Dear Council Members,

Community Living Mattawa would like permission to hold four community fundraising barbeques on the sidewalk in front of the Foodland. The dates for the barbeques are:

Friday, May 24, 2024;  
Friday, June 21, 2024;  
Friday, July 26, 2024; and  
Friday, August 23, 2024

We would like to use the sidewalk from 10:00 am – 3:00 pm to allow for set up, the barbeque, and then clean up.

The barbeque fundraisers are being held to raise money for a variety of Community Living Mattawa activities that fall outside of our Ministry funding that include providing access to community events and activities. In addition, the barbeques raise awareness of the contributions people with developmental disabilities make within our community.

The May barbeque will also celebrate Community Living month across the Province of Ontario.

I thank you for your consideration of our request. If you have any questions or require any further information, please contact me at (705) 744-3030 or [david@communitylivingmattawa.org](mailto:david@communitylivingmattawa.org).

Sincerely,

A handwritten signature in black ink that reads "David Spencer".

David Spencer  
Executive Director  
Community Living Mattawa

**From:** [Mathieu Lacoste](#)  
**To:** [Info](#)  
**Subject:** Declining Condition of Mattawa Train Station  
**Date:** February 10, 2024 12:27:44 AM

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To Whom It May Concern,

I am writing to express my concern over the declining state of the Mattawa Train Station. This station has been built in the 1890's and played a major role in the early development of Mattawa. Many other train stations around Ontario have been preserved and repurposed into public spaces. Over the years, the station has been victim of vandalism and neglect. It's time for the Town of Mattawa to act and preserve this unique building. I propose that the Mattawa Station be designated a heritage railway station (see link below) <https://parks.canada.ca/culture/designation/gare-station#railwaytable>

Please keep me informed of any updates regarding this issue. Also, let me know if there's already a plan for the train station.

Thank you,  
Mathieu Lacoste

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# Heritage railway stations of Canada

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Since the *Heritage Railway Stations Protection Act* was proclaimed into law in 1990, over 150 heritage railway stations have been designated across Canada. To be considered for designation, a railway station must be at least 40 years old and owned by a railway company to which Part III of the *Canada Transportation Act* applies. The Historic Sites and Monuments Board of Canada, with support from Parks Canada, evaluates eligible railway stations based on criteria such as architectural and historical significance and then makes a recommendation for designation to the Minister responsible for the Parks Canada Agency (Minister of Environment and Climate Change).

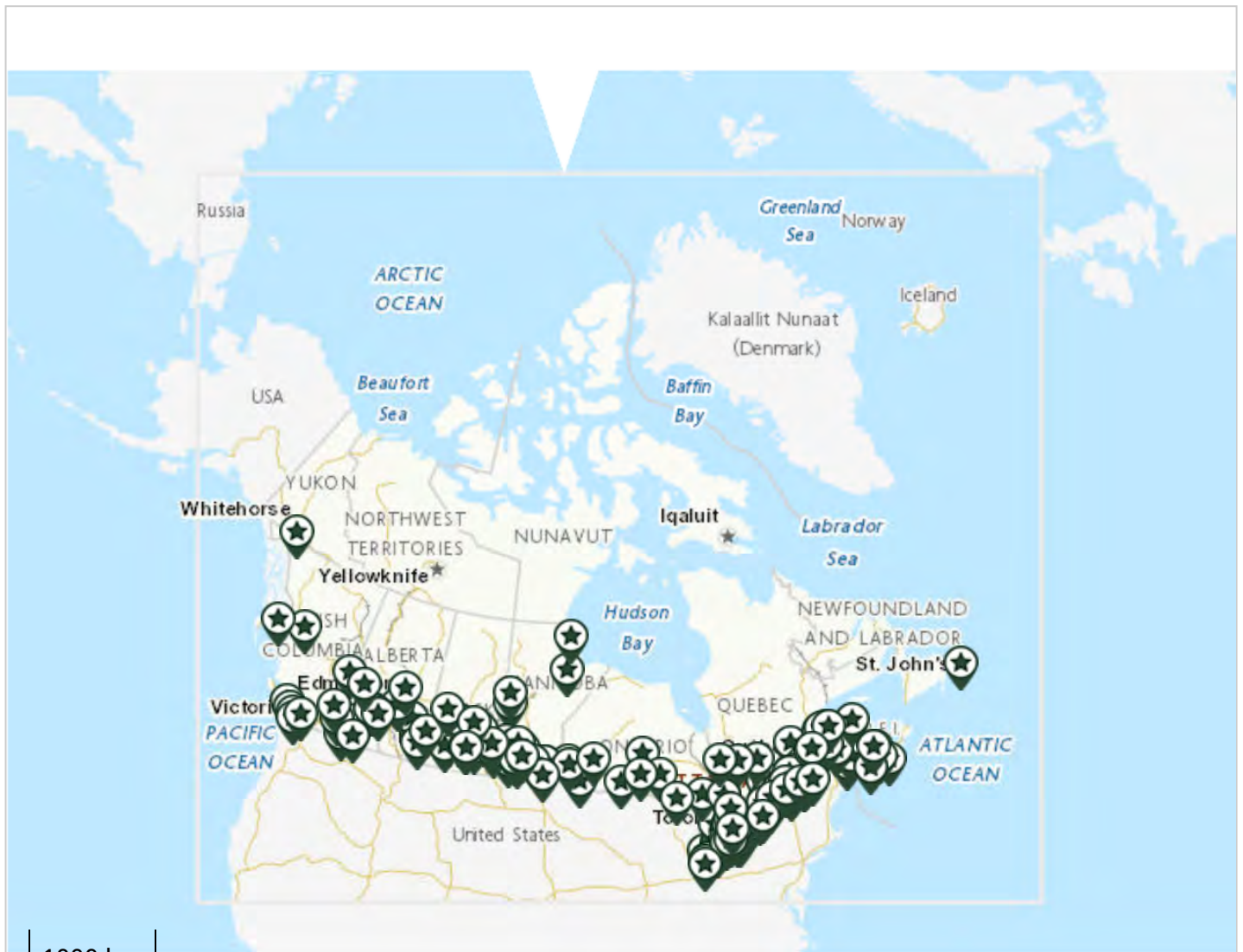
Once under the protection of the Act, a designated railway station cannot be altered, demolished, sold or transferred without Governor in Council authorization. Parks Canada works closely with railway companies to ensure that authorized alterations and/or transfers of ownership respect the heritage value and character-defining elements outlined in the Heritage Character Statement for each designated heritage railway station.

Designated heritage railway stations are found in communities both large and small and are a vitally important part of Canada's built heritage.

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# Designated heritage railway stations















Profiled below are the heritage railway stations that have been designated through the recommendations of the Historic Sites and Monuments Board of Canada (HSMBC (Historic Sites and Monuments Board of Canada)).



Filter items

Show  entries

## Heritage railway stations

Official name  	Location  	Status  	Designation year  	
<input type="checkbox"/> <u><a href="#">Algoma Central Railway Station</a></u>	Hwy. 532, Searchmont, Ontario	Not in Use	1996	
<input type="checkbox"/> <u><a href="#">Burlington Northern Railway Station</a></u>	Railway Ave. (Hwy. #6), Salmo, British Columbia	Not in Use	1992	
<input type="checkbox"/> <u><a href="#">Canadian American - Canadian Pacific Railway Station</a></u>	Railway St., Lac-Mégantic, Quebec	Alternative Use	1996	
<input type="checkbox"/> <u><a href="#">Canadian National Railway Station</a></u>	135 Wellington St., Aurora, Ontario	In Use	1990	
<input type="checkbox"/> <u><a href="#">Canadian National Railway Station</a></u>	360 James St. North, Hamilton, Ontario	In Use	1991	

# ***Heritage Railway Stations Protection Act***

The *Heritage Railway Stations Protection Act* proclaimed in 1990, responded to long-standing and widespread concern that Canada's heritage railway stations were not being afforded an adequate level of protection. The initiative of a private Member of Parliament, the Act received support of all parties and reflects the government of Canada's strong commitment to the preservation of our built heritage.

The Act applies to all railway companies governed by Part III of the Canada Transportation Act. According to the Act, no railway company may in any way alter, demolish, or transfer ownership of a designated heritage railway station without the authorization of the Governor in Council. The Act provides a clear process through which proposed alterations must be reviewed and approved.

The effectiveness of the *Heritage Railway Stations Protection Act* ultimately depends on the railway companies who manage and care for the stations daily, and on the private citizens who continue to express concern for the protection of these resources. Each designated station is an important part of the history of a railway corporation and of the heritage of the Canadian people.

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## **Evaluation and designation**

### **Criteria for a railway station to be designated**

Since 1990, the Historic Sites and Monuments Board of Canada has evaluated almost 300 railway stations, more than half of which were designated heritage railway stations.

To be considered, a railway station must:

- be owned by a railway company subject to Part III of the Canada Transportation Act; and
- be more than 40 years old.

The Board evaluates eligible stations against criteria that measure historical and architectural significance, the character of surrounding areas and the interest the public shows in the station. If the board determines that a building merits designation as a heritage railway station, it submits a favourable recommendation to the Minister for approval.

The Minister responsible for Parks Canada (the Minister of Environment and Climate Change) officially designates the railway station and informs the railway company of the decision.

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## ► Application process for alterations or transfer of ownership of a designated station

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Want to see more heritage designations?

**Search through over 3,600 designations listed in the [Directory of Federal Heritage Designations \(DFHD \(Directory of Federal Heritage Designations\)\)](#)**

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The Directory of Federal Heritage Designations offers a complete list of federal designations stemming from various programs managed by Parks Canada. It includes information on designated persons, places, and events of national historic significance under the National Program of Historical Commemoration, as well as railway stations, lighthouses, and federal buildings that are of national historic value or interest.

Search the directory

## Related links

- [National historic designations](#)
- [National historic sites designations](#)
- [Submit a nomination](#)

**Questions about railway stations covered by the *Heritage Railway Stations Protection Act* may be addressed to:**

Secretariat

Historic Sites and Monuments Board of Canada

[clmhc-hsmbc@pc.gc.ca](mailto:clmhc-hsmbc@pc.gc.ca)

30 Victoria Street

3rd Floor (PC-03-M)

Gatineau QC J8X 0B3

Toll-free phone number: 1-855-283-8730

**Date modified :**

2022-12-19





January 31, 2024

Corporation of the Town of Mattawa  
c/o Town Council  
160 Water Street  
P. O. Box 390  
Mattawa, ON, P0H 1V0

Re: Request to use Community Centre - Free of Charge - for the Mattawa River Canoe Race

Dear Council,

The Mattawa River Canoe Race has over 45 years of history of more than 100 people avidly paddling 64 km through multiple rapids, portages, and open water; from North Bay to Mattawa, from Trout Lake to Mattawa Island Conservation Area. Hosted by the North Bay-Mattawa Conservation Authority (NBMCA), the race is sanctioned by the Ontario Marathon Canoe Kayak Racing Association (OMCKRA) and held in high prestige by its members. There is also a 13km race to engage families, youth, adults, and paddlers who want to be a part of the race but aren't quite ready to take on the full 64km. Some do it for the challenge; some paddle just for the fun.

In 2019 and 2020, the race was cancelled due to the global pandemic Covid-19. In 2022, the race was hosted but a dinner and banquet were not held. In 2023, we took the time to carry out collaborative, long-range planning for this great event. After discussions with paddlers, members of the public and OMCKRA in spring 2023, we have changed the date to be June 8 starting in 2024. We are currently sourcing local caterers to host the dinner. We have booked the Hall upstairs from the arena, and were asked to reach out to Council to waive the rental fee.

In the past, the fee for rental for this event was waived by Council. We have appreciated the support from the Town of Mattawa for many, many years. In exchange for this, NBMCA included the Town of Mattawa logo on sponsorship recognition including a poster at the dinner, mention at the banquet, and on the Mattawa River Canoe Race website. We would like to continue providing this in 2024.

We thank you for considering our request to waive the rental fee for the hall for the 2024 Mattawa River Canoe Race dinner and banquet.

Sincerely,



Chithra Gowda

Chief Administrative Officer, Secretary Treasurer  
North Bay-Mattawa Conservation Authority

*LUCE ZEUS*  
*362 POPLAR STREET*  
*MATTAWA ON P0H 1V0*  
[lmz@hotmail.ca](mailto:lmz@hotmail.ca)

**Town of Mattawa**  
**160 Water Street**  
**Mattawa ON P0H 1V0**

**FEBRUARY 20<sup>TH</sup> 2024**

**MAYOR BELANGER AND COUNCIL:**

**RE: WATER RATES**

Hello my friends:

During your committee meeting of February 20<sup>th</sup>, 2024, councilor Gardiner raised a concern about future water rates, and how he hopes that we won't see a ten percent increase at some point. Allow me to provide some history for our councilors who weren't around 15+/- years ago...

Over 10 years ago, maybe closer to 15, the province demanded (legislated) that all Ontario municipalities become 100% cost recoverable with their municipal water and sewer infrastructure, as they were eliminating provincial subsidies. As a result, former Mayor Backer and (past) council got right on this (before the provincial deadline), which resulted in 10%, 8%, 9% increases to our water rates over a period of a few years. When I purchased my house in 2002, my fixed water rate was \$250.00. Now, it is around \$800.00. Once the town became fully independent, there were actually a couple of years here and there that the rates didn't go up at all...they stuck to 0% increases. Mayor Backer argued against such, stating that they needed to build their reserves. However, the reserves had become quite healthy, and no one was thinking about major repairs. Since then, the town has outsourced our water and sewer management, and they have been providing you with reports. As long as our reserves are healthy, management is manageable, and no catastrophic repairs are needed, a 3% increase might even be too much. Maybe only 1.5% would be needed this year? Who knows? 3% of \$800 is a lot more than 3% of \$400!

In the past, concerns were periodically raised about the state of the reservoir (where the Town acquires its water from). I've heard comments about it needing \$30 000.00 worth of upgrades, but that was a few years ago. I have no idea how it's fairing today. This type of upgrade would come out of the water/sewer budget, and possibly affect our rates. Replacing the water and sewer lines on Ottawa Street would be classified as a capitol project, as your water/sewer budget could not possibly fund such an operation. This is why Mattawa relies on government grants, to tackle projects like this. If I am incorrect in any way, then I apologize. I just report on my observations...

### SYSTEM OVERVIEW

October 1<sup>st</sup> to December 31<sup>st</sup>, 2023

### OPERATIONAL HIGHLIGHTS

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#### *Drinking Water System*

- The water treatment system operated well during the fourth quarter.
- Fall hydrant maintenance flushing completed. Hydrant records are maintained on OCWA's public drive and are available upon request.
- UV #1 became stuck in cooling mode. Nothing seemed to work until replacing the wiper motor, sensor and reset it to home position. Returned to service.
- Annual generator service completed.

#### *Wastewater Treatment*

- The wastewater treatment system performed well during the fourth quarter.
- Annual generator service completed.
- Pulled out and cleared plugged pump at 1101 Bissett.
- Blower motor #2 failed and will be sent out for rebuild assessment.

### CAPITAL PLAN PROGRESS

---

#### *Drinking Water System*

- Internet speed and connectivity began failing and causing nuisance alarms. Experienced difficulties obtaining technicians for setting up the new internet provider and completing the switchover from old internet. Nuisance alarms ceased once the new internet was in place.
- Programming completed to switchover to new Bell internet service. Communications issues between the plant and reservoir are now resolved. Nuisance communication failure alarms have ceased.
- Purchased replacement for leaking chlorine drum pump.
- River crossing watermain was reinforced with riprap on the river banks and new concrete collars were used to secure the watermain to the riverbed.

#### *Wastewater Treatment Lagoon*

- N/A

### ASSET MANAGEMENT

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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

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

### REGULATORY

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- All drinking water samples required under O. Regulation 170/03 were collected and tested in the fourth quarter of 2023 and all results fell within regulatory limits.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed October 10, 2023.
- Summer Term lead, alkalinity and pH sampling completed October 10, 2023.
- Annual Capital and Major Maintenance Recommendations Report completed and submitted.
- Annual Hach instrument calibrations completed on October 31, 2023.
- THM running annual average below limit of 100 ug/L with a result of 5.00 ug/L in the past four quarters.
- HAA running annual average below limit of 80 ug/L (came into effect January 1, 2020) with a result of 4.00 ug/L in the past four quarters.
- There were no Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections conducted this quarter.
- DWQMS Management Review completed December 8, 2023.
- All required sewage samples required under the system's Environmental Compliance Approval (ECA) were collected and tested in the fourth quarter of 2023.
- Lagoon sample results were well below ECA limits.
- Flowmeter data flat lined in "Wonderware" and "WISKI". IT got trending back but the data is lost. Flows to be determined with other methods for flat lined period. New batteries were replaced in the OCWA panels.

### INCIDENTS AND COMPLAINTS

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#### *Mattawa Drinking Water System*

<b>Incident</b>	n/a
<b>Date</b>	
<b>Details</b>	

#### *Mattawa Wastewater System*

<b>Incident</b>	n/a
<b>Date</b>	
<b>Details</b>	

### HEALTH AND SAFETY

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- Staff training completed on Critical Risks and Work Planning.
- Staff training completed on Lockout/Tagout.
- Staff training completed on Winter Working and Driving.

### MATTAWA DRINKING WATER SYSTEM PERFORMANCE

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See Appendix E – Performance Assessment Report Water

### MATTAWA WASTEWATER TREATMENT LAGOON – WASTEWATER FLOW SUMMARY

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See Appendix F – Performance Assessment Report Wastewater



### **Appendix A - Work Order Summary for WTP**

## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1517\*  
 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
<a href="#">3601729</a>	0000328760	GENERATOR ELECTRIC DIESEL	1517, Mattawa DWS	PM	Refurbish/Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1517	COMP	10/1/23 12:00 AM	1/15/24 09:32 AM	1/15/24 09:32 AM	Generator Monthly Test (1m) 1517 - Monthly generator test completed, All OK no issues
<a href="#">3601732</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	UVR Reference Sensor check (UV#1) (1m / 1y) 1517	COMP	10/1/23 12:00 AM	1/15/24 09:34 AM	1/15/24 09:34 AM	UVR Reference Sensor check (UV#1) (1m / 1y) 1517 - UV 1 monthly check completed, Passed, no issues found at time of mntce
<a href="#">3601735</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	UVR Reference Sensor check (UV#2) (1m / 1y) 1517	COMP	10/1/23 12:00 AM	1/15/24 09:34 AM	1/15/24 09:34 AM	UVR Reference Sensor check (UV#2) (1m / 1y) 1517 - UV 2 monthly check completed, no issues found at time of mntce, UV passed
<a href="#">3601738</a>	0000349404	ANALYZER UV REFERENCE #1	1517, Mattawa DWS	PM	Calibration	0		0000349404 ANALYZER UV REFERENCE #1	COMP	10/1/23 12:00 AM	1/15/24 09:34 AM	1/15/24 09:34 AM	
<a href="#">3601741</a>	0000349405	ANALYZER UV REFERENCE #2	1517, Mattawa DWS	PM	Calibration	0		0000349405 ANALYZER UV REFERENCE #2	COMP	10/1/23 12:00 AM	1/15/24 09:34 AM	1/15/24 09:34 AM	
<a href="#">3601744</a>	0000349406	ANALYZER UV #2 DUTY #1	1517, Mattawa DWS	PM	Calibration	0		0000349406 ANALYZER UV #2 DUTY #1	COMP	10/1/23 12:00 AM	1/15/24 09:34 AM	1/15/24 09:34 AM	
<a href="#">3601747</a>	0000349408	ANALYZER UV #2 DUTY #2	1517, Mattawa DWS	PM	Calibration	0		0000349408 ANALYZER UV #2 DUTY #2	COMP	10/1/23 12:00 AM	1/15/24 09:34 AM	1/15/24 09:34 AM	
<a href="#">3601811</a>			1517, Mattawa DWS	PM	Refurbish/Replace/Repair	1	MONTHS	UVR Service (Spring & Fall ) 1517	COMP	10/1/23 12:00 AM	1/15/24 09:35 AM	1/15/24 09:35 AM	
<a href="#">3601818</a>			1517, Mattawa DWS	PM	Inspection	3	MONTHS	Replace UV Air Filters 1517	COMP	10/1/23 12:00 AM	1/15/24 09:29 AM	1/15/24 09:29 AM	Replace UV Air Filters 1517 - Replaced UV air filters. Still have some in stock.
<a href="#">3601826</a>	0000328767	ANALYZER UV PORTABLE	1517, Mattawa DWS	PM	Inspection	1	MONTHS	UVT Analyzer calibration to yellow box (1m) 1517	COMP	10/1/23 12:00 AM	1/15/24 09:36 AM	1/15/24 09:36 AM	UVT Analyzer calibration to yellow box (1m) 1517 - Monthly Optiview calibration check completed. Optiview within parameters of the Yellow box all oK
<a href="#">3601850</a>			1517, Mattawa DWS	PM	Inspection	1	MONTHS	Critical Alarm Dialer Route (1m) - 1517	COMP	10/1/23 12:00 AM	1/11/24 02:53 PM	1/11/24 02:53 PM	
<a href="#">3601859</a>			1517, Mattawa DWS	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1517	COMP	10/1/23 12:00 AM	10/20/23 11:35 AM	10/20/23 11:35 AM	



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				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3601872</a>	0000328758	VALVE REGULATING	1517, Mattawa DWS	PM	Inspection	1	MONTHS	Valve Regulating Inspection (1m) 1517	COMP	10/1/23 12:00 AM	1/15/24 09:37 AM	1/15/24 09:37 AM	Valve Regulating Inspection (1m) 1517 - Valve inspections. visual inspections completed weekly- All OK, operated all valves manually- no issues found at this time
<a href="#">3601877</a>	0000328754	WELL PRODUCING #2	1517, Mattawa DWS	PM	Inspection	1	YEARS	Well Producing (1y / 10y) Inspection 1517	COMP	10/1/23 12:00 AM	1/15/24 09:38 AM	1/15/24 09:38 AM	Well Producing (1y / 10y) Inspection 1517 - Visually inspected well # 1 & 2, no visual issues found. Ran pumps- listened to and felt for issues- None found at this time
<a href="#">3602094</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 1517	COMP	10/1/23 12:00 AM	10/20/23 11:34 AM	10/20/23 11:34 AM	
<a href="#">3646785</a>	0000328787	ANALYZER UV TRANSMITTANCE	1517, Mattawa DWS	PM	Refurbish/ Replace/Repair	3	MONTHS	UV Transmitter Optiview calibration (3m) 1517	COMP	11/1/23 12:00 AM	1/15/24 09:42 AM	1/15/24 09:42 AM	UV Transmitter Optiview calibration (3m) 1517 - Checked Optiview with Yellow box, within operatingspecs, no Calibration required
<a href="#">3646796</a>	0000328760	GENERATOR ELECTRIC DIESEL	1517, Mattawa DWS	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1517	COMP	11/1/23 12:00 AM	1/15/24 09:33 AM	1/15/24 09:33 AM	Generator Monthly Test (1m) 1517 - No Test needed generator ran on back up power.
<a href="#">3646799</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	UVR Reference Sensor check (UV#1) (1m / 1y) 1517	COMP	11/1/23 12:00 AM	1/15/24 10:33 AM	1/15/24 10:33 AM	UVR Reference Sensor check (UV#1) (1m / 1y) 1517 - UV 1 monthly check completed, No issues found at time of service
<a href="#">3646802</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	UVR Reference Sensor check (UV#2) (1m / 1y) 1517	COMP	11/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	UVR Reference Sensor check (UV#2) (1m / 1y) 1517 - Uv 2 monthly checks completed, no issues found at the time of service. UV 2 Passed
<a href="#">3646805</a>	0000349404	ANALYZER UV REFERENCE #1	1517, Mattawa DWS	PM	Calibration	0		0000349404 ANALYZER UV REFERENCE #1	COMP	11/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	
<a href="#">3646808</a>	0000349405	ANALYZER UV REFERENCE #2	1517, Mattawa DWS	PM	Calibration	0		0000349405 ANALYZER UV REFERENCE #2	COMP	11/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	
<a href="#">3646811</a>	0000349406	ANALYZER UV #2 DUTY #1	1517, Mattawa DWS	PM	Calibration	0		0000349406 ANALYZER UV #2 DUTY #1	COMP	11/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	
<a href="#">3646814</a>	0000349408	ANALYZER UV #2 DUTY #2	1517, Mattawa DWS	PM	Calibration	0		0000349408 ANALYZER UV #2 DUTY #2	COMP	11/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	



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				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3646870</a>	0000328767	ANALYZER UV PORTABLE	1517, Mattawa DWS	PM	Inspection	1	MONTHS	UVT Analyzer calibration to yellow box (1m) 1517	COMP	11/1/23 12:00 AM	1/15/24 09:49 AM	1/15/24 09:49 AM	UVT Analyzer calibration to yellow box (1m) 1517 - Checked optiview against yellow box- all OK 99.9%-100%
<a href="#">3646891</a>			1517, Mattawa DWS	PM	Refurbish/ Replace/Repair	1	YEARS	HVAC, Fans, Dehumidifiers, Heaters ,Louvres (1y) 1517	COMP	11/1/23 12:00 AM	1/15/24 09:48 AM	1/15/24 09:48 AM	HVAC, Fans, Dehumidifiers, Heaters ,Louvres (1y) 1517 - Checked all HVAC, heater near well 1 is out of service, heater under desk area being used right now and all seems to be OK
<a href="#">3646904</a>			1517, Mattawa DWS	PM	Inspection	1	MONTHS	Critical Alarm Dialer Route (1m) - 1517	COMP	11/1/23 12:00 AM	1/11/24 02:53 PM	1/11/24 02:53 PM	
<a href="#">3646913</a>			1517, Mattawa DWS	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1517	COMP	11/1/23 12:00 AM	1/11/24 02:54 PM	1/11/24 02:54 PM	
<a href="#">3646924</a>	0000328789	TANK STORAGE FUEL ELECTRIC GENERATOR	1517, Mattawa DWS	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Storage Fuel Diesel Insp/ Service (1y) 1517	COMP	11/1/23 12:00 AM	1/11/24 02:55 PM	1/11/24 02:55 PM	
<a href="#">3646934</a>	0000328758	VALVE REGULATING	1517, Mattawa DWS	PM	Inspection	1	MONTHS	Valve Regulating Inspection (1m) 1517	COMP	11/1/23 12:00 AM	1/15/24 09:47 AM	1/15/24 09:47 AM	Valve Regulating Inspection (1m) 1517 - All valving visually inspected, operated manually- all OK
<a href="#">3647028</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 1517	COMP	11/1/23 12:00 AM	1/11/24 02:56 PM	1/11/24 02:56 PM	
<a href="#">3661999</a>	0000328804	ANALYZER CHLORINE / PH AIT 102	1517, Mattawa DWS	PM	Inspection	3	MONTHS	PH Analyzer Calibration (3m) 1517	COMP	11/3/23 12:00 AM	1/15/24 10:36 AM	1/15/24 10:36 AM	PH Analyzer Calibration (3m) 1517 - PH analyzer checked and cleaned, No issues found
<a href="#">3662002</a>			1517, Mattawa DWS	PM	Inspection	3	MONTHS	PH Analyzer Calibration (POE) (3m) 1517	COMP	11/3/23 12:00 AM	1/15/24 10:36 AM	1/15/24 10:36 AM	PH Analyzer Calibration (POE) (3m) 1517 - POE analyzer checked, replaced probe, all ok
<a href="#">3666579</a>			1517, Mattawa DWS	CAP	Refurbish/ Replace/Repair	0		Replacement Electric Heater for Desk area-1517	COMP		11/29/23 10:26 AM	11/29/23 10:26 AM	Replacement Electric Heater for Desk area-1517 - Purchased replacement space heater for under desk area of water plant
<a href="#">3688248</a>	0000328760	GENERATOR ELECTRIC DIESEL	1517, Mattawa DWS	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1517	COMP	12/1/23 12:00 AM	1/15/24 09:47 AM	1/15/24 09:47 AM	Generator Monthly Test (1m) 1517 - Generator ran during power outage, no issues were found

## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
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 Location: 1517\*  
 Work Order Type: CAP,CORR,OPER,PM  
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3688251</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	UVR Reference Sensor check (UV#1) (1m / 1y) 1517	COMP	12/1/23 12:00 AM	1/15/24 10:35 AM	1/15/24 10:35 AM	UVR Reference Sensor check (UV#1) (1m / 1y) 1517 - Uv 1 monthly checks completed, NO issues found at time of maintenance. UV 1 Passed
<a href="#">3688254</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	UVR Reference Sensor check (UV#2) (1m / 1y) 1517	COMP	12/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	UVR Reference Sensor check (UV#2) (1m / 1y) 1517 - Uv 2 monthly checks completed, no issues found at the time of service. UV 2 Passed
<a href="#">3688257</a>	0000349404	ANALYZER UV REFERENCE #1	1517, Mattawa DWS	PM	Calibration	0		0000349404 ANALYZER UV REFERENCE #1	COMP	12/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	
<a href="#">3688260</a>	0000349405	ANALYZER UV REFERENCE #2	1517, Mattawa DWS	PM	Calibration	0		0000349405 ANALYZER UV REFERENCE #2	COMP	12/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	
<a href="#">3688263</a>	0000349406	ANALYZER UV #2 DUTY #1	1517, Mattawa DWS	PM	Calibration	0		0000349406 ANALYZER UV #2 DUTY #1	COMP	12/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	
<a href="#">3688266</a>	0000349408	ANALYZER UV #2 DUTY #2	1517, Mattawa DWS	PM	Calibration	0		0000349408 ANALYZER UV #2 DUTY #2	COMP	12/1/23 12:00 AM	1/15/24 10:34 AM	1/15/24 10:34 AM	
<a href="#">3688322</a>	0000328767	ANALYZER UV PORTABLE	1517, Mattawa DWS	PM	Inspection	1	MONTHS	UVT Analyzer calibration to yellow box (1m) 1517	COMP	12/1/23 12:00 AM	1/15/24 09:52 AM	1/15/24 09:52 AM	UVT Analyzer calibration to yellow box (1m) 1517 - Optiview checked against yellow box analyzer, all ok well within operating specs
<a href="#">3688343</a>			1517, Mattawa DWS	PM	Inspection	1	MONTHS	Critical Alarm Dialer Route (1m) - 1517	COMP	12/1/23 12:00 AM	1/11/24 02:57 PM	1/11/24 02:57 PM	
<a href="#">3688352</a>	0000328755	PUMP CENT WELL #1	1517, Mattawa DWS	PM	Inspection	1	YEARS	Pump Cent Insp/Service (1y) - 1517	COMP	12/1/23 12:00 AM	1/15/24 09:45 AM	1/15/24 09:45 AM	Pump Cent Insp/Service (1y) - 1517 - Visual inspection of well 1 completed, all ok, slight cracking on parging on top of well, not an operational issue
<a href="#">3688360</a>	0000328756	PUMP CENT WELL #2	1517, Mattawa DWS	PM	Inspection	1	YEARS	Pump Cent Insp/Service (1y) - 1517	COMP	12/1/23 12:00 AM	1/15/24 09:46 AM	1/15/24 09:46 AM	Pump Cent Insp/Service (1y) - 1517 - Visual inspection of well 2 completed no issues found at this time
<a href="#">3688368</a>			1517, Mattawa DWS	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1517	COMP	12/1/23 12:00 AM	1/11/24 02:58 PM	1/11/24 02:58 PM	

## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1517\*  
 Work Order Type: CAP,CORR,OPER,PM  
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3688381</a>	0000328758	VALVE REGULATING	1517, Mattawa DWS	PM	Inspection	1	MONTHS	Valve Regulating Inspection (1m) 1517	COMP	12/1/23 12:00 AM	1/15/24 09:44 AM	1/15/24 09:44 AM	Valve Regulating Inspection (1m) 1517 - Visual inspection of Valves completed weekly, no issues found at this time
<a href="#">3688467</a>			1517, Mattawa DWS	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 1517	COMP	12/1/23 12:00 AM	1/11/24 02:59 PM	1/11/24 02:59 PM	
<a href="#">3702958</a>			1517, Mattawa DWS	CORR	Refurbish/ Replace/Repair	0		Internet, Reservoir Comms Issues Repair-1517	COMP		12/1/23 09:30 AM	12/1/23 01:16 PM	Internet, Reservoir Comms Issues Repair-1517 - Claudel from Stroma onsite to make changes to internet, from VIAnet to Bell internet service. Attempted to change settigns in the modems onsite to new static IP, was unable to connect. Called bell and made the bell modem a bridge modem, Internet returned and all comms with reservoir back online.



### **Appendix B - Work Order Summary for WWTL**

## Workorder Summary Report

Report Start Date: Oct 1, 2023 12:00 AM

Report End Date: Dec 31, 2023 11:59 PM

Location: 1541\*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3601715</a>	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Fall (6m) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:30 AM	1/15/24 09:30 AM	UV Reactor service Fall (6m) 1541 - Fall service was completed, cleaned lights and chamber all ok
<a href="#">3601722</a>	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Spring (6m) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:30 AM	1/15/24 09:30 AM	
<a href="#">3601886</a>	0000328878	BLOWER CENTRIFUGAL B01 AERATION	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Blower Centrifugal Inspection/ Service (1y) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:39 AM	1/15/24 09:39 AM	Blower Centrifugal Inspection/ Service (1y) 1541 - Visually inspected blower, Oil is still clean and full, changed air filter, All OK
<a href="#">3601899</a>	0000328879	BLOWER CENTRIFUGAL B02 AERATION	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Blower Centrifugal Inspection/ Service (1y) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:40 AM	1/15/24 09:40 AM	Blower Centrifugal Inspection/ Service (1y) 1541 - Visually inspected blower, Oil is still clean and full, changed air filter, All OK
<a href="#">3601912</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	HVAC, Fans, Dehumidifiers, Heaters ,Louvres Route (1y) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:41 AM	1/15/24 09:41 AM	HVAC, Fans, Dehumidifiers, Heaters ,Louvres Route (1y) 1541 - Visual inspection of all hvac, 601 mckenzie heater is sluggish at heating up the building. All else OK
<a href="#">3601934</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	10/1/23 12:00 AM	1/9/24 12:05 PM	1/9/24 12:05 PM	
<a href="#">3601941</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	10/1/23 12:00 AM	10/20/23 11:32 AM	10/20/23 11:32 AM	
<a href="#">3605891</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	10/1/23 12:00 AM	1/9/24 01:26 PM	1/9/24 01:26 PM	
<a href="#">3623093</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	10/16/23 12:00 AM	10/20/23 11:33 AM	10/20/23 11:33 AM	
<a href="#">3646945</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	11/1/23 12:00 AM	1/9/24 12:06 PM	1/9/24 12:06 PM	
<a href="#">3646952</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	11/1/23 12:00 AM	1/9/24 01:28 PM	1/9/24 01:28 PM	
<a href="#">3650161</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	11/1/23 12:00 AM	1/9/24 01:30 PM	1/9/24 01:30 PM	

## Workorder Summary Report

Report Start Date: Oct 1, 2023 12:00 AM

Report End Date: Dec 31, 2023 11:59 PM

Location: 1541\*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3661762</a>	0000328841	SWITCH DISCONNECT MAIN POWER 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	3	YEARS	Switch Disconnect (3y) Inspection 601 Mckenzie St. - 1541	COMP	11/2/23 12:00 AM	1/15/24 09:52 AM	1/15/24 09:52 AM	Switch Disconnect (3y) Inspection 601 Mckenzie St. - 1541 - Visual inspection completed, all OK
<a href="#">3664306</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1541	COMP	11/13/23 12:00 AM	1/9/24 01:31 PM	1/9/24 01:31 PM	
<a href="#">3664746</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	11/16/23 12:00 AM	1/9/24 01:32 PM	1/9/24 01:32 PM	
<a href="#">3688386</a>	0000328859	ANALYZER GAS BUMP TEST	1541, Mattawa Wastewater System	PM	Calibration	6	MONTHS	Analyzer Gas C02 (6m) 1541	COMP	12/1/23 12:00 AM	1/15/24 09:44 AM	1/15/24 09:44 AM	Analyzer Gas C02 (6m) 1541 - Gas monitor is checked at time of each use, bump test and calibration on fail.
<a href="#">3688397</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	12/1/23 12:00 AM	1/9/24 01:35 PM	1/9/24 01:35 PM	
<a href="#">3688404</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	12/1/23 12:00 AM	1/9/24 01:37 PM	1/9/24 01:37 PM	
<a href="#">3688426</a>	0000328828	UPS BATTERY BACKUP 451 BISSETT ST.	1541, Mattawa Wastewater System	PM	Inspection	1	YEARS	Ups Battery Bank Insp/Service (1y) 1541	COMP	12/1/23 12:00 AM	1/15/24 09:50 AM	1/15/24 09:50 AM	
<a href="#">3691583</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	12/1/23 12:00 AM	1/9/24 01:39 PM	1/9/24 01:39 PM	
<a href="#">3702956</a>			1541, Mattawa Wastewater System	CAP	Compliance	0		Alum Order For Lagoon-1541	COMP		12/1/23 01:10 PM	1/4/24 09:24 AM	Alum Order Details - KEMIRA ALS BULK 24,970.000 KG 463.0000 Net weight: 24,970.000 KG 55,049.472 LB Gross weight: 24,970.000 KG 55,049.472 LB Delivery no / Date:86056912 / 12/06/2023 UN3264, CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (Aluminium sulphate), 8, PGIII, RQ Country of Origin: CA 24,970.000 KG
<a href="#">3705699</a>	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	12/15/23 12:00 AM	1/15/24 09:50 AM	1/15/24 09:50 AM	Generator Monthly Test (1m) 1541 - Generator ran during power outage, no issues while operating normally

## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1541\*  
 Work Order Type: CAP,CORR,OPER,PM  
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3705702</a>	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	12/15/23 12:00 AM	1/15/24 09:51 AM	1/15/24 09:51 AM	Generator Monthly Test (1m) 1541 - Generator ran during power outage, no issues while operating normally
<a href="#">3705705</a>	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	12/15/23 12:00 AM	1/15/24 09:51 AM	1/15/24 09:51 AM	Generator Monthly Test (1m) 1541 - Generator ran during power outage, no issues while operating normally
<a href="#">3705788</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	12/16/23 12:00 AM	1/9/24 01:40 PM	1/9/24 01:40 PM	
<a href="#">3706622</a>			1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		Mattawa Lagoon Blower Motor Replacement	COMP		12/22/23 08:35 AM	12/22/23 08:35 AM	Replacement Blower Motor -TechTop GRC0304F Electric Motor 30HP, 1755RPM, 575V, 27.92A, 60HZ, 3PH, Frame 286T, TEFC.



**Appendix C – Call-out Report for WTP**



## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1517\*  
 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 Finsh	WorkLog Detail
<a href="#">3623728</a>			1517, Mattawa DWS	CALL	Refurbish/Replace/Repair	0		Low chlorine Mattawa DWS	COMP		10/15/23 01:20 AM	10/19/23 08:13 AM	Low chlorine Mattawa DWS -Received low chlorine for Mattawa at 0120, arrived on site at 0250. Primed both pumps, noticed air in chlorine pump 1. Looked for leaks, no leaks found. Started well pump and monitored, chlorine remained stable.
<a href="#">3623906</a>			1517, Mattawa DWS	CALL	Refurbish/Replace/Repair	0		Emergency water off 975 James St-1517	COMP		10/7/23 05:30 PM	10/20/23 03:28 PM	Emergency water off 975 James St-1517 - Called by homeowner for emergency water off at 975 james due to substantial leak in basment. Arrived, found standpipe to be non operable. Cut the standpipe down and used a wrench to operate the valve. Water to remain off for now. Water back on 975 James - Water turned back on sunday morning at 1100, after repair was made to the line in basment.
<a href="#">3624522</a>			1517, Mattawa DWS	CALL	Refurbish/Replace/Repair	0		UV 1 Fault	COMP		10/22/23 10:15 PM	10/22/23 10:45 PM	UV 1 Fault - Received UV1 valve fault alarm. Remotely checked system. UV1 Valve failed to close after run. Reset valve and valve opened fine. Returned UV1 to lead

## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1517\*  
 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 Finsh	WorkLog Detail
<a href="#">3665676</a>			1517, Mattawa DWS	CALL	Refurbish/ Replace/Repair	0		Low Chlorine/ reservoir communication lost Mattawa DWS	COMP		11/21/23 09:05 PM	12/1/23 09:27 AM	Low chlorine/ reservoir communication loss - Mattawa dws -Received alarm at 2110 for reservoir communication loss and low chlorine at POE. Chlorine was at 0.30 mg/L, plant shut off. Arrived on site at 2259 and noticed chlorine level was at 0.57 mg/L. Primed both chlorine pumps. Tightened a fitting on chlorine pump 2. Uv started warm up process, switched duty to well pump 2 due to intermittent communication loss with reservoir. Well pump 2 started and monitored plant. Chlorine residual maintained ~ 0.80 mg/L at POE.
<a href="#">3666636</a>			1517, Mattawa DWS	CALL	Refurbish/ Replace/Repair	0		UV #1 failure Mattawa DWS	COMP		11/25/23 03:04 PM	11/29/23 03:10 PM	UV #1 failure Mattawa DWS -Received alarm for UV 1 failure at 1500. Arrived on site at 1630, tried returning wiper to home, but location was undefined. Started up plant using UV 2 and plant shut off on chlorine pump fault. Cleaned foot valves on both pumps and replaced suction valve on pump 1. Primed both units and no issues. Plant started up. Josh came onto site to assist with wiper troubleshooting, and removed wiper motor
<a href="#">3666640</a>			1517, Mattawa DWS	CALL	Refurbish/ Replace/Repair	0		Communication loss with reservoir Mattawa	COMP		11/26/23 09:00 AM	11/29/23 03:18 PM	Communication loss with reservoir Mattawa DWS -Received numerous communication loss with reservoir during the week. Went in on Sunday to reset modem, communication was down for 24 hours. After resetting modem communication was restored. Continued to monitor plant remotely.

## Workorder Summary Report

Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1517\*  
 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 Finsh	WorkLog Detail
<a href="#">3703619</a>			1517, Mattawa DWS	CALL	Refurbish/ Replace/Repair	0		uv2 fail - No access remotely	COMP		12/2/23 07:30 PM	12/2/23 10:00 PM	uv2 fail - No access remotely - Received UV2 fail alarm. Unable to log in remotely, made a site visit. Plant started on arrival with UV1. Reset UV2 alarm and monitored process then left facility.
<a href="#">3703626</a>			1517, Mattawa DWS	CALL	Refurbish/ Replace/Repair	0		Reservoir communication loss	COMP		11/29/23 07:30 PM	11/29/23 09:00 PM	Reservoir communication loss - Received multiple reservoir communication loss alarms during week. Logged in remotely each time to confirm that plant is running and to switch duty to well pump #2 if needed. Continued to monitor plant remotely.

## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1517\*  
 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 Finsh	WorkLog Detail
<a href="#">3705100</a>			1517, Mattawa DWS	CALL	Refurbish/ Replace/Repair	0		Water on 630 McConnell St-1517	COMP		12/9/23 01:00 PM	12/11/23 07:20 AM	Water on 630 McConnell St-1517 - Called by Mattawa Call center for water at 630 mcconnell st, they completed their repair. Called the contact given. Spoke with the Joseph Petten, he informed me they needed the water turned back on. I asked if they had installed the temporary line from one building to another as instructed by the town staff. He said they did. i proceeded to inform him that this was not an emergent call then and we can schedule the water on for first thing monday morning as the building has water. He said no it will freeze, to which i told him to leave a tap run and there will be no issues. He hung up the phone. I then recieved a call from the building owner Mr. Sharma, he asked for the water to be turned on. I had the same discussion with him about the temp service, he understood and said monday morning was fine. Received a third call from a different site person, and was told he needed the water back on and there was no temp service, so the people in the house have been out of water since friday morning and he cant go any longer. I went and turned the water on at this point.

## Workorder Summary Report

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 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1517\*  
 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 Finsh	WorkLog Detail
<a href="#">3705102</a>			1517, Mattawa DWS	CALL	Refurbish/Replace/Repair	0		UV 1 & 2 Fail WTP - 1517	COMP		12/2/23 07:15 PM	12/11/23 07:34 AM	UV 1 & 2 Fail WTP - 1517 - called by telus for UV 1 and 2 Fail at WTP. Was already in mattawa for other issues. Arrived to find plant off. NO alarms or Issues on UV 2 Panel, UV 1 had wiper counter issues. Reset UV 2 on Scada and plant came online. Took wiper motor off UV1 and reset wiper manually to home position, once here the UV was able to be reset and in ready mode. no other issues found at this point
<a href="#">3706653</a>			1517, Mattawa DWS	CALL	Refurbish/Replace/Repair	0		Mattawa UV Fail - 1517	COMP		12/14/23 11:00 PM	12/22/23 01:03 PM	Mattawa UV Fail - 1517 - Called by Monique for uv fail. Monique unavailable and asked if i could go in. found both UVs faulted in low dosage. Manually wiped uv bulbs, switched wiper motor to other uv and wiped in manual as well. reset all alarms and plant started OK
<a href="#">3706654</a>			1517, Mattawa DWS	CALL	Refurbish/Replace/Repair	0		Leaking Watermain River Crossing	COMP		12/17/23 04:15 PM	12/22/23 01:07 PM	Leaking Water main River crossing-1517 - Called by monique who had been contacted by TOWN of Mattawa call centre. For water spraying from the ground at Hurdman and Mattawa where the water main crossing the river had just been repaired. I was in town and monique asked if i could have a look. Upon arrival i found no water leaking anywhere. no signs of any water. All ok with the water main. Called monique back and she had attempted to contact the caller with no luck.
<a href="#">3707301</a>			1517, Mattawa DWS	CALL	Refurbish/Replace/Repair	0		LLP1 fault	COMP		12/19/23 12:30 AM	12/19/23 03:15 AM	LLP1 fault - Received alarm for low reservoir. Saw well pump 1 faulted upon site visit. Reset alarm and plant started on P2. Switched over to pump 1 and monitored process.



### **Appendix D - Call-out Report for WWTL**

## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1541\*  
 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 Finsh	WorkLog Detail
<a href="#">3623909</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		1541- Heat/Fire Alarm @ 451 Bissett	COMP		10/18/23 06:15 PM	10/23/23 08:00 AM	1541- Heat/Fire Alarm @ 451 Bissett - On-site for fire alarm, heat alarm, high level, overflow alarm, p1 alarm.  Talked to curtis and multiple high priority alarms at 451 bissett. On-site at 1830, found no issues, no alarms in memory, pumps, and overflow all ok. No signs of high level. Unknown issue. Chatted with Curtis, may be mouse chewed wire issues.
<a href="#">3625361</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Main st flood Mattawa 1541	COMP		10/26/23 09:15 PM	10/30/23 10:55 AM	Main st flood Mattawa 1541 - Called by after hours center for flood on main st. Called operator on call said the call dropped. discussed calling public works but was advised they didnt want us calling them. Called Barry J. said he was just out checking roads and was aware of it and calling crew in. Called complainant back to let them know public works was aware and if any other questions to call back. TF Oct 26/23
<a href="#">3662361</a>			Mattawa WWT	CALL	Refurbish/ Replace/Repair	0		Power outage Mattawa sewage	COMP		11/5/23 11:45 AM	11/5/23 01:50 PM	
<a href="#">3662669</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		200 Brooke st low panel battery Mattawa 1541	COMP		11/5/23 12:45 PM	11/6/23 12:01 PM	200 Brooke st low panel battery Mattawa 1541 - recieved a low panel battery alarm from telus at 1247. messaged Josh and Monique to see who was on call. Monique answered discussed problem and remedies. TF Nov 5/23

## Workorder Summary Report

 Report Start Date: Oct 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1541\*  
 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 Finsh	WorkLog Detail
<a href="#">3662671</a>			1541, Mattawa Wastewater System	CALL	Refurbish/Replace/Repair	0		low battery panel alarm 200 brooke st Mattawa	COMP		11/5/23 12:45 PM	11/5/23 01:15 PM	low battery panel alarm 200 brooke st Mattawa - called by telus alarm at 1247 for low battery on panel 200 Brook st Mattawa. messaged Josh and Monique to see who was on call Monique answered. discussed problem and possible remedies to problem. TF Nov5/23
<a href="#">3664608</a>			1541, Mattawa Wastewater System	CALL	Refurbish/Replace/Repair	0		451 Bissette pump #1 fault	COMP		11/11/23 09:45 AM	11/11/23 12:45 PM	451 Bissette pump #1 fault - Received call for P#1 failure. Arrived on site to find pump breaker tripped. Reset and tested pump. Ran fine, placed back in AUTO
<a href="#">3705101</a>			1541, Mattawa Wastewater System	CALL	Refurbish/Replace/Repair	0		High level 1101 Bissett-1541	COMP		12/9/23 04:45 PM	12/11/23 07:26 AM	High level 1101 Bissett-1541 - called for high level alarm at 1101 Bissett st. Arrived and found p2 running but level not dropping and p1 to be tripped. Reset p1 and started pumping down, tripped the pump again. did this multiple times to get the wetwell down. P2 is not seated properly and is not pushing out. Switched leads on p1 to run in reverse and clean it out. Switched back the leads and the pump seems to be running ok.
<a href="#">3707302</a>			1541, Mattawa Wastewater System	CALL	Refurbish/Replace/Repair	0		451 Bissette pump #1 fault	COMP		12/18/23 09:30 PM	12/18/23 11:45 PM	451 Bissette pump #1 fault - Received call for pump failure. Arrived on site to find P1 in thermal fault. Reset alarm and tested. Ran OK





**Appendix E - Performance Assessment Report Water**

**Mattawa Drinking Water System  
Performance Assessment Report Water**

Report extracted 02/14/2024 10:27

Facility: [1517] MATTAWA DRINKING WATER SYSTEM

Works: [210001905]

	10/2023	11/2023	12/2023	<--Total-->	<--Avg-->	<--Max-->	<--Min-->
<b>Flows:</b>							
Raw Flow: Monthly Total - Well #1 (m³)	37082.21	29074.64	42648.74	108805.59			
Raw Flow: Monthly Total - Well #2 (m³)	1364.75	8376.53	5838.96	15580.25			
Raw Flow: Monthly Avg - Well #1 (m³/d)	1196.2	969.15	1375.77		1180.37		
Raw Flow: Monthly Avg - Well #2 (m³/d)	44.02	279.22	188.35		170.53		
Raw Flow: Monthly Max - Well #1 (m³/d)	1435.07	1264.48	1720.62			1720.62	
Raw Flow: Monthly Max - Well #2 (m³/d)	390.09	1080.89	793.86			1080.89	
Raw Flow: Monthly Total - Raw Water - Total (m³)	38446.97	37451.17	48487.71	124385.84			
Raw Flow: Monthly Avg - Raw Water - Total (m³/d)	1240.22	1248.37	1564.12		1350.91		
Raw Flow: Monthly Max - Raw Water - Total (m³/d)	1472.04	1687.72	1778.82			1778.82	
<b>Turbidity:</b>							
Raw: Max Turbidity - Well #1 (NTU)	0.27	0.24	0.26			0.27	
Raw: Max Turbidity - Well #2 (NTU)	0.29	0.29	0.27			0.29	
<b>Chemical Parameters:</b>							
Treated: Max Nitrite - TW (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - TW (mg/L)	1.76					1.76	
<b>Chlorine Residuals:</b>							
Treated: Min Free Cl2 Resid - TW (mg/L)	0.052	0.191	0.355				0.052
Treated: Max Free Cl2 Resid - TW (mg/L)	4.027	3.294	3.043			4.027	
Dist: Min Free Cl2 Resid - DW (mg/L)	0.22	0.421	0.427				0.22
Dist: Max Free Cl2 Resid - DW (mg/L)	2.425	2.613	2.44			2.613	
<b>Bacti Samples Collected:</b>							
Raw Bacti: # of samples - Well #1	5	4	4	13			
Raw Bacti: # of samples - Well #2	5	4	4	13			
Treated Bacti: # of samples - TW	5	4	4	13			
Dist Bacti: # of samples - DW	15	12	12	39			
Treated Bacti: # of TC exceedances - TW	0	0	0	0			
Treated Bacti: # of EC exceedances - TW	0	0	0	0			
Dist Bacti: # of TC exceedances - DW	0	0	0	0			
Dist Bacti: # of EC exceedances - DW	0	0	0	0			



**Appendix F - Performance Assessment Report Wastewater**

## Performance Assessment Report

From: 01/10/2023 to 31/12/2023

**1541 MATTAWA WASTEWATER TREATMENT FACILITY 110000436**

	10 / 2023	11 / 2023	12 / 2023	<--Total-->	<--Avg-->	<--Max-->	<-Criteria->
--	-----------	-----------	-----------	-------------	-----------	-----------	--------------

**Flows**

Raw Flow: Total - Raw m³/d	28,105.53	27,968.36	20,088.37	76,162.26			0.00
Raw Flow: Avg - Raw m³/d	906.63	932.28	648.01		827.85		
Raw Flow: Max - Raw m³/d	1,567.20	1,361.00	752.00			1,567.20	0.00
Raw Flow: Count - Raw m³/d	31.00	30.00	31.00	92.00			0.00
Eff. Flow: Total - Eff m³/d	28,105.53	27,968.36	20,088.37	76,162.26			0.00
Eff. Flow: Avg - Eff m³/d	906.63	932.28	648.01		827.85		
Eff. Flow: Max - Eff m³/d	1,567.20	1,361.00	752.00			1,567.20	0.00
Eff Flow: Count - Eff m³/d	31.00	30.00	31.00	92.00			0.00

**Carbonaceous Biochemical Oxygen Demand: CBOD**

Eff: Avg cBOD5 - Eff mg/L	13.20	7.00	6.00		9.85	13.20	25.00
Eff: # of samples of cBOD5 - Eff	2.00	1.00	1.00	4.00			0.00
Loading: cBOD5 - Eff kg/d	10.698	6.526	3.888		8.15	10.70	

**Biochemical Oxygen Demand: BOD5**

Raw: Avg BOD5 - Raw mg/L	135.50	148.00	73.00		118.83	148.00	0.00
Raw: # of samples of BOD5 - Raw	2.00	1.00	1.00	4.00			0.00
Eff: Avg BOD5 - Eff mg/L	27.40	7.00	6.00		16.95	27.40	30.00
Eff: # of samples of BOD5 - Eff	2.00	1.00	1.00	4.00			0.00
Loading: BOD5 - Eff kg/d	26.020	6.526	3.888		14.03	26.02	
Percent Removal: BOD5 - Raw %	0.00	0.00	0.00		0.00		0.00

**Total Suspended Solids: TSS**

Raw: Avg TSS - Raw mg/L	120.75	133.00	114.00		122.58	133.00	0.00
Raw: # of samples of TSS - Raw	2.00	1.00	1.00	4.00			0.00
Eff: Avg TSS - Eff mg/L	21.45	10.20	6.50		14.90	21.45	30.00
Eff: # of samples of TSS - Eff	2.00	1.00	1.00	4.00			0.00
Loading: TSS - Eff kg/d	26.292	9.509	4.212		12.33	26.29	
Percent Removal: TSS - Raw %	0.00	0.00	0.00		0.00		0.00

**Total Phosphorus: TP**

**Performance Assessment Report**  
**From: 01/10/2023 to 31/12/2023**

Raw: Avg TP - Raw mg/L

	2.33	2.42	3.05		2.60	3.05	0.00
Raw: # of samples of TP - Raw	2.00	1.00	1.00	4.00			0.00
Eff: Avg TP - Eff mg/L	0.99	0.61	0.66		0.77	0.99	2.50
Eff: # of samples of TP - Eff	5.00	4.00	4.00	13.00			0.00
Loading: TP - Eff kg/d	1.550	0.662	0.350		0.64	1.55	3.910
Percent Removal: TP - Raw %	0.00	0.00	0.00		0.00		0.00

**Nitrogen Series**

Eff: Avg TAN - Eff mg/L

	11.32	13.75	15.10		13.23	15.10	
Eff: Avg NO3-N - Eff mg/L	0.34	0.19	0.08		0.21	0.34	0.00
Eff: # of samples of NO3-N - Eff	2.00	1.00	1.00	4.00			0.00
Eff: Avg NO2-N - Eff mg/L	2.44	0.26	0.07		0.92	2.44	0.00
Eff: # of samples of NO2-N - Eff	2.00	1.00	1.00	4.00			0.00

Ministry of the Environment,  
Conservation and Parks

Environmental Assessment  
Modernization Branch

135 St. Clair Avenue West  
4th Floor  
Toronto ON M4V 1P5

Ministère de l'Environnement, de  
la Protection de la nature et des Parcs

Direction de la modernisation des processus  
d'évaluation environnementale

135, avenue St. Clair Ouest  
4<sup>e</sup> étage  
Toronto ON M4V 1P5



February 16, 2024

Greetings,

The Ministry of the Environment, Conservation and Parks (ministry) continues to take action to modernize Ontario's environmental assessment (EA) program.

Building on our [spring 2023 proposal](#) to evaluate environmental assessment (EA) requirements for municipal infrastructure projects, I would like to inform you about a new proposal arising out of the spring proposal. This new proposal is to revoke the Municipal Class EA and make a regulation under the *Environmental Assessment Act* that will clearly identify which municipal infrastructure projects are subject to the streamlined EA process and the process they must follow. This approach will help us eliminate unnecessary burden on lower-impact projects and reduce duplicative requirements.

As you may be aware, Ontario has been working to modernize its almost 50-year-old environmental assessment program since 2019. We have been working to make changes that will reduce delays on infrastructure projects that matter most to Ontario communities, while maintaining appropriate environmental oversight and consultation opportunities.

In July 2020, Ontario amended the *Environmental Assessment Act* (EA Act) to enable moving to a project list approach. To fully implement these changes, regulations are needed to list projects subject to comprehensive EA (i.e. Part II.3 projects), list projects subject to streamlined EA regulation requirements (Part II.4 projects), and set out the streamlined EA process for Part II.4 projects. The streamlined EA project list and process regulations will eventually replace the current complex system of class environmental assessments that apply to certain types of projects. It is the ministry's vision that the modernized streamlined regulations will eliminate duplication and provide clear expectations regarding consultation and defined timelines while maintaining environmental protections.

Implementation of the 2020 EA Act amendments started with the proposal for projects that will be subject to comprehensive (Part II.3) EA requirements, which remains under consideration. The new proposal is premised on the comprehensive EA project list proposal being implemented, and the relevant EA Act amendments proclaimed into force.

The ministry is seeking your feedback as we develop the first of the streamlined EA project lists and process regulations. The proposed regulation would set out municipal infrastructure projects undertaken by municipalities, that will be subject to the new Part

11.4 of the amended Act. These projects would be required to undertake a streamlined EA process set out in the regulation (the proposed Municipal Project Assessment Process (MPAP)).

The proposed streamlined MPAP would be a time-limited process. The proposed regulation would create a six-month timeline for the process. The regulation would be accompanied by guidance for proponents of projects subject to the new regulation. The guidance would help Indigenous communities and the public understand the process and how to get involved in a project.

For more information about this proposal, please visit <https://ero.ontario.ca/notice/019-7891>. Please note that the comment period ends on March 17, 2024.

Please do not hesitate to contact the ministry's EA Modernization team at [EAmmodernization.mecp@ontario.ca](mailto:EAmmodernization.mecp@ontario.ca) with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "A. Cross". The signature is written in a cursive, flowing style.

Annamaria Cross  
Director, Environmental Assessment Modernization Branch  
Ministry of the Environment, Conservation and Parks



# INFORMATION REPORT

**PREPARED FOR:** MAYOR BÉLANGER AND MEMBERS OF COUNCIL  
**PREPARED BY:** COUNCILLOR LOREN MICK  
**TITLE:** LIBRARY UPDATE AND 2024 BUDGET PROPOSAL  
**DATE:** MONDAY FEBRUARY 26, 2024  
**REPORT NO:** 24-13R

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## BACKGROUND

The Mattawa Town Council is presented with an overview of the current state of the library, including its services, operations, and financial standing. It is worth noting that although the library is welcome/encouraged to apply for grants and participate in fundraising events, Municipal Councils provide most of the funding for libraries (municipal tax dollars) and a funding formula consists of a mix of provincial and municipal funding based on population sizes (OLA, 2024).

Although there is considerable work to be completed by the library board to get everything compliant and running smoothly, there is a clear plan of action moving forward.

Documents attached to this report include: 2024 Budget Proposal, Social Return On Investment Report, a Comprehensive Library Profile, and a Financial Profile.

## ANALYSIS & DISCUSSION

The library's Social Return on Investment report indicates that it provides approximately \$6,900,743.75 worth of free services to the community of Mattawa annually. This highlights the significant value the library brings to the town's residents.

In terms of operating expenses/proposed budget, a detailed breakdown for the fiscal year 2023/24 is provided below:

- **Wages & Payroll Remittance:** Actual expenses for 2023 amounted to \$52,111.11, with a proposed increase to \$150,000.00 for 2024, reflecting a necessary adjustment to support staffing needs.
- **Employer Health Tax:** A slight increase is proposed from \$524.92 in 2023 to \$650.00 in 2024, aligning with regulatory requirements.
- **Phone Bill:** Expenses show a decrease from \$713.14 to \$528.84, attributed to optimization efforts without compromising service quality.
- **Internet:** Maintaining stability, internet expenses remain unchanged at \$1,680.60.
- **Dues and Subscriptions:** \$122.92, reflecting prudent management of subscriptions.
- **Quickbooks:** Proposed expenses increase to \$881.40, accommodating enhanced financial management tools.
- **JASI/ Overdrive:** Expenses remain steady at \$1,822.82, supporting digital resource accessibility.
- **Insurance:** With a proposed increase to \$9,000.00, this accounts for necessary adjustments to coverage and potential risk factors.



- **Office/Programming Supplies:** A reduction to \$10,000.00 is proposed, considering efficient utilization and cost-saving measures.
- **Training:** Expenses increase significantly from \$226.00 to \$2,000.00, supporting staff development initiatives.
- **WSIB:** A minor adjustment from \$134.73 to \$150.00 is proposed, ensuring compliance with workplace safety regulations.
- **Circulation Materials:** A substantial increase to \$2,000.00 is proposed to enrich library resources and meet community demand.
- **Reserve Funds Used:** In 2023, \$68,213.94 of reserve funds were utilized.

## **FINANCIAL IMPLICATIONS**

The library board is requesting \$68,213.94 to replace the reserve they were required to use to keep the library open.

Further, the proposed budget allocation is for a total of \$178,836.58.

The proposed budget adjustments aim to ensure operational efficiency, maintain service quality, and meet evolving community needs. Despite increases in certain expenditure areas, the overall budget demonstrates a strategic allocation of resources to optimize library services.

## **RELEVANT POLICY/LEGISLATION**

Public Libraries Act, R.S.O. 1990, c. P.44. <https://www.ontario.ca/laws/statute/90p44>

OLA. (2024). Governance and Funding of Libraries. *Ontario Library Association*. [https://accessola.com/about-library-funding/#:~:text=Municipal%20councils%20are%20responsible%20for,libraries%20\(municipal%20tax%20dollars\)](https://accessola.com/about-library-funding/#:~:text=Municipal%20councils%20are%20responsible%20for,libraries%20(municipal%20tax%20dollars)).

## **RECOMMENDATIONS/RESOLUTION**

Be it resolved that the council accept this report,

And Further that, the council approve a one-time payment of \$68,213.94 to the Mattawa Public Library,

And Further that, the council move this report into the Old Business Section of the Agenda until a decision can be made regarding the 2024 Library Budget Allocation.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-13R titled Library Update and 2024 Budget Proposal.

**AND FURTHER THAT** Council approves a one-time payment of \$68,213.94 to the John Dixon Public Library.

**AND FURTHER THAT** Council include the John Dixon Public Library 2024 Budget Allocation in Old Business for each agenda until such time that a decision is made.

# Operating expenses 2023/24

Expenses	Estimated 2023	Actual 2023	Difference	Proposed 2024
Wages & Payroll Remittance	77,337.76	52,111.11	25,226.65	150,000.00
Employer Health Tax	0.00	524.92	(524.92)	650.00
Phone Bill	705.12	713.14	(8.02)	528.84
Internet	1,680.60	1,680.60	0.00	1,680.60
Dues and subscriptions	198.40	122.92	75.48	122.92
Quickbooks	626.88	816.60	(189.72)	881.40
JASI/ Overdrive	1,803.45	1,822.82	(19.37)	1,822.82
Insurance	7,504.92	8,824.68	(1,319.76)	9,000.00
Office/programming supplies	13,000.00	715.26	12,284.74	10,000.00
Training	250.00	226.00	24.00	2,000.00
WSIB	170.00	134.73	(35.27)	150
Circulation Materials	0.00	521.16	(521.16)	2,000.00
Reserve Funds Used	-	(68,213.94)	-	
<b>Total operating expenses</b>	<b>103,277.13</b>	<b>68,213.94</b>		<b>178,836.58</b>

# Mattawa Public Library



## SROI Report Social Return on Investment

Prepared by: **Jill Goodwin**  
CEO

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### **What is a SROI?**

SROI is a way to calculate the impact of an organization in dollar figures. It reflects the dollar value of benefit that is created for each dollar that is invested in the public library by local councils. It is used to provide a holistic reflection of the public library's impact that is rooted in data, the SROI Report highlights seven different areas of impact, called "domains," that reflect the diverse influences public libraries have in their communities. These are: Education, Culture, Inclusion and Wellbeing, Entertainment and Leisure, Economic Development, Civic Engagement, and Space.

### **Domains of Evaluation:**

#### **Education**

Public library services play a critical role in providing access to information, education, and cognitive development; filling gaps left by schools and the formal education system or supporting adult learners pursuing formal or informal education. Public libraries support education in a variety of ways, from helping parents and guardians facilitate the intellectual and social growth of their children, to facilitating universal access to multiple and varying forms of literacy and educational opportunities.

#### **Culture**

Public libraries contribute to increasing cultural vitality through connecting (or reconnecting) us to the unique ways of life of diverse peoples, as well as the cultivation of a sense of local identity and place. Public libraries symbolize local autonomy through the maintenance of local history and special collections, advertising events that characterize places, and hosting cultural events. Many provide unique access points to a myriad of cultural practices, from Indigenous language collections to environmental interventions, such as seed libraries.

## **Inclusion and Wellbeing**

Public libraries foster social inclusion and wellbeing by providing services with equitable access to critical resources, technology, and information. They provide opportunities for self-care, information to support healthy living, and connections to resources that foster a sense of belonging and security. They also assist in leveling the economic playing field, providing people of all incomes with access to costly resources.

## **Entertainment and Leisure**

Entertainment can provide significant cognitive and mental health benefits. Public libraries contribute to increasing opportunities for recreational reading and expanding horizons and social connections through programming and services that bring people together to learn and share experiences.

## **Economic Development**

Local economic growth is advanced by many of the impacts of the public library, including employment and its multiplier effect, capital spending, and grants from provincial, national, or international funders and foundations that are pulled into the community by the library. Public library programs, resources, and 1:1 support also greatly contribute to helping residents obtain jobs, develop small businesses, and create local employment opportunities.

## **Civic Engagement**

Public libraries strengthen community bonds by building social capital, and fostering relationships between individuals, families, and other groups. As community spaces, they bring together diverse stakeholders and partners for public engagement and offer patrons a window into the services available and initiatives taking place locally.

## **Space**

Public libraries provide a variety of spaces for community activities and connections. Space for individuals to gather and organizations to meet enriches lives, builds networks, and helps to craft a sense of belonging. Special purpose spaces offer people opportunities that few have access to privately, whether it be for entertainment and recreation or professional development.

# Education



## The Mattawa Public Library's contributions to EDUCATION by the numbers

In 2023, the benefit of education services provided by the Mattawa Public Library is valued at:

**\$6,330,364.16**

of benefit from access to information, including

**\$1,550.83**

of benefit from non-fiction circulation,

**\$0.00**

of benefit from non-fiction inter-library loan, and

**\$6,321,654.00**

of benefit from information requests

**\$7,159.33**

of benefit from children and teen programming.

**\$0.00**

of class instruction at a library or school.

---

*The above figures were derived from a Social Return on Investment (SROI) analysis specific to this public library with support from the Ontario Library Service.*

# Culture

## The Mattawa Public Library's contributions to CULTURE by the numbers

In 2023, the benefit of culture services provided by the Mattawa Public Library is valued at:

of benefit from access to special collections and other materials related to the culture or history of our community.

**\$1,272.57**

of benefit from the promotion of local cultural events, programs, and information services about our local area.

**\$212.04**

of benefit from events of cultural significance that we organize and host, such as drumming circle and Indigenous beading for children.

---

*The above figures were derived from a Social Return on Investment (SROI) analysis specific to this public library with support from the Ontario Library Service.*

# Inclusion and Wellbeing

## The Mattawa Public Library's contributions to INCLUSION and WELLBEING by the numbers

In 2023, the benefit of inclusion and wellbeing services provide by the Mattawa Public Library is valued at:

**\$208,859.35**

of benefit from our accessible collections.

**\$4,482.49**

of benefit from free, public internet access.

**\$815.10**

of benefit from our social and health-related programs and workshops, such as our community hygiene pantry.

---

*The above figures were derived from a Social Return on Investment (SROI) analysis specific to this public library with support from the Ontario Library Service.*

# Entertainment and Leisure



## The Mattawa Public Library's contributions to ENTERTAINMENT and LEISURE by the numbers

In 2023, the benefit of entertainment and leisure services provided by the Mattawa Public Library is valued at:

**\$11,850.19**

of benefit from access to recreational reading, viewing and listening.

**\$4,255.94**

of benefit from our adult and senior's programs or workshops, such as our fibre arts classes, and our senior's tech days.

**\$63,403.94**

of benefit from library memberships.

---

*The above figures were derived from a Social Return on Investment (SROI) analysis specific to this public library with support from the Ontario Library Service.*



# Economic Development



## The Mattawa Public Library's contributions to ECONOMIC DEVELOPMENT by the numbers

In 2023, the benefit of economic development services provided by the Mattawa Public Library is valued at:

**\$71,650.40**

of benefit to the local economy from staff salaries, benefits, and training.

**\$0.00**

of benefit from our business and economic development programs and workshops.

**\$15,809.70**

of benefit in self-generated revenue or outside funding brought into our community.

---

*The above figures were derived from a Social Return on Investment (SROI) analysis specific to this public library with support from the Ontario Library Service.*

# Civic Engagement

## The Mattawa Public Library's contributions to CIVIC ENGAGEMENT by the numbers

In 2023, the benefit of civic engagement services provided by the Mattawa Public Library is valued at:

**\$1,104.04**

of benefit generated by local volunteers.

**\$0.00**

of benefit from our community development programs and workshops.

**\$70.08**

of benefit from community connections fostered by the library, including

**\$70.08**

from formal partnerships with other organizations and civic groups, as well as

**\$0.00**

from serving as an access point for government

---

*The above figures were derived from a Social Return on Investment (SROI) analysis specific to this public library with support from the Ontario Library Service.*

# Space

## Contributions of the Mattawa Public Library's SPACE by the numbers

In 2023, the benefit of public space provided by the Mattawa Public Library is valued at:

**\$0.00**

of benefit generated by our publicly accessible meeting spaces.

**\$143,677.25**

of benefit from the use of our common spaces, including

**\$11,077.25**

from library visits, as well as

**\$132,600.00**

from public seating.

**\$0.00**

of benefit from visits to special purpose spaces.

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*The above figures were derived from a Social Return on Investment (SROI) analysis specific to this public library with support from the Ontario Library Service.*

# Social Return on Investment

## Summary

### SOCIAL RETURN ON INVESTMENT of The Mattawa Public Library

Based on an analysis of the impacts made by the library in 2023, across more than twenty unique indicators in seven unique domains, including education, culture, inclusion and wellbeing, entertainment and leisure, economic development, civic engagement, and physical space, The Mattawa Public Library has calculated its overall economic benefit to the community as standing at \$6,900,743.75

This works out to \$1,953.22 per resident or \$7,428.14 per household.

For every one hour that we are open to the public, The Mattawa Public Library generates \$6,360.42 of economic benefit.

For every \$1 invested into the library, The Mattawa Public Library generates \$85.19, or a return of 8519.44%.

---

*The above figures were derived from a Social Return on Investment (SROI) analysis specific to this public library with support from the Ontario Library Service.*

# Social Return on Investment

## Tables

Social Return on Investment Calculation	Domains of Impact	Economic
Sub-total for each Domain:	Education	\$6,330,364.16
	Culture	\$44,401.09
	Inclusion and Wellbeing	\$214,156.95
	Entertainment and Leisure	\$79,510.08
	Economic Development	\$87,460.10
	Civic Engagement	\$1,174.12
	Space	\$143,677.25
<b>Total Economic Benefit:</b>	<b>Total of the 7 domains</b>	<b>\$6,900,743.75</b>
<b>Benefit Per Resident:</b>		<b>\$1,953.22</b>
<b>Benefit Per Household:</b>		<b>\$7,428.14</b>
<b>Impact of One Open Hour:</b>		<b>\$6,360.42</b>
<b>Total Social Return on Investment:</b>		<b>\$85.19</b>
<b>Total Social Return on Investment as a percentage:</b>		<b>8519.44%</b>



# Mattawa Public Library Comprehensive Profile

Composed by: Jill Goodwin CEO

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# Library Profile

## **General Information Comparison**

The following pages are a breakdown of the general information from the Annual Public Libraries Survey. Included is the entire document containing all of the General Information statistics for libraries within Ontario that serve a population of less than 2,500 residents. Also included are graphs containing the more pertinent information and the comparison to other similarly sized libraries. The libraries that are closest in population size and used for comparison are Atikokan, Central Manitoulin Twp, Georgian Bay Twp; Killaloe, Hagarty & Richards Twp; Mohawks of the Bay of Quinte, and North Kawartha Township.

Through the General Information comparison it is glaringly obvious that we have a lack of active cardholders, weekly hours of operation, facility rentals and bookings, total square footage, and number of 3D printers. Within the chart, it is stated that the library's total square footage is 1,935 sq ft.; this is very small for a public library space as shown in the third chart displaying the comparison of total square footage. In reality the Mattawa Public Library is a shared space and only has a dedicated square footage of 391 sq ft.



## **Programming Statistics**

The Mattawa Public Library is working towards being able to provide accurate programming statistics. Before July 24th 2023, craft and storytime was the only consistent programming running within the library. This program is used weekly by multiple families and frequently has an excellent turnout. The summer reading program was also active and being advertised at this time.

Since July 24th 2023, we have introduced and/or begun the planning and preparation of the following programs:

- Service Canada in your community
- Open House/Community Outreach
- Tech Afternoons
- Movie Afternoons
- Fiber Arts such as:
  - Crochet
  - Knitting
  - Macrame
  - Embroidery
- Music Lessons
- Community Pantry
- Resume Workshops
- Fire Prevention Activities

Please review the following pages containing the planning and execution of the above listed programs.

It should be noted that accurate programming statistics for the end of 2023 will be available in January 2024.

# Open House

**Goal:** Members of the community are aware of the support, resources, and programs within the library.

**Objective:** By September 2023, a Community Open House/Outreach Event will be held at the library to familiarize community members with our support, resources and programs.

## **Actions:**

1. An initial event plan is created (Aug. 2023)
  - CEO identifies who is responsible for various parts of preparation for the event. (Aug. 2023)
  - Choose an event date (Aug. 2023)
  - Event plan is discussed with staff members (Aug. 2023)
  
2. Contact local businesses and organizations within the community about participating in the event. (Aug. 2023)
  - Have multiple businesses/organizations registered by (Aug. 18 2023)
  - Confirm with registered businesses/organizations (Aug. 20 2023)
  - Businesses/Organizations are designated a display space
  
3. Contact local businesses/organizations about donating to our prize draw (Aug. 2023)
  - Publicize prizes to community members on Facebook and within the library (Aug. 2023)
  - Obtain tickets and baskets for prize draw (Aug. 2023)
  - Have all prizes in the library by (Aug. 22 2023)
  - Designate a display space for prize draw (Aug. 2023)
  
4. Publicize event to community members (Aug. 2023)
  - Hang event posters around town (Aug. 2023)
  - Facebook post (Aug. 2023)

# Service Canada in your Community

**Goals:** To provide access to Service Canada within our community.

**Objective:** By August 2023, a series of Service Canada visits will be available within the library.

## **Actions:**

1. Make contact with the Service Canada representative (July 2023)
  - CEO makes contact with Service Canada representative (Aug 1 2023)
  - Discuss dates and services available (Aug. 2023)
  - Exchange contact information (Aug. 2023)
  
2. Plan visit dates and times
  - CEO to open library early for those using Service Canada services (Aug. 2023)
  - Two visits in August, discussion for more moving forward (Aug. 2023)
  - Add to calendar of events (Aug. 2023)
  
3. Ensure the hours and times are feasible (Aug. 2023)
  - Inform custodians and school staff on site (Aug. 2023)
  - Ensure proper signage is available for display (Aug. 2023)
  - Library services are not accessible until 1 p.m. (Aug. 2023)
  
4. Publicize to the Community (Aug. 2023)
  - Release monthly event calendar (Aug. 2023)
  - Posters from Service Canada representative (Aug. 2023)

# Technology Afternoons

**Goal:** Community members feel confident using technology.

**Objective:** By January 2024, 8 technology assistance afternoons are offered within the library each month.

## **Actions:**

1. A tech assistance program plan is created (Aug. 2023)
  - CEO determines who is responsible for the technical assistance (Aug. 2023)
  - Discuss plan with staff members (Aug. 2023)
  - Discuss and organize dates and times before (Sept. 1 2023)
2. All staff undergo a technology skills assessment (Aug. 2023)
  - Staff strengths and weaknesses with tech are assessed (Aug. 2023)
  - Most proficient staff is announced as designated technical assistance (Aug. 2023)
  - Identify all tech included
3. Staff undergoes customer service training (Aug. 2023)
  - OLS training on LearnHQ (Aug. 2023)
4. Publicize schedule to the public. (Sept. 2023)
  - Monthly event calendar (Sept. 2023)
  - Facebook post (Sept. 2023)
5. Ephemeral Scan (Sept. 2023)
  - Scan each person assisted into ephemeral (Sept. 2023)

# Fiber Arts Programming

**Goal:** To bring people together using fiber arts classes within the community.

**Objective:** By December 2023, a series of four fiber arts programs are running twice a month within the library.

## **Actions:**

1. A program plan is created. (2023)
  - CEO determines who will run the fiber arts programs (2023)
  - Dates and times are established (2023)
  - Registration forms are created (2023)
  - Projects/pattern is chosen (2023)
  
2. Open registration to the public (2023)
  - Mock-up complete before registration (2023)
  - Register in Library or Phone (2023)
  - Collect information (2023)
  
3. Put together fiber arts take home kits. (2023)
  - Ensure all supplies are included (2023)
  - Ensure all fees have been paid (2023)

<b>Program</b>	<b>Actions</b>	<b>Preparation</b>	<b>Dates</b>
Crochet	A program plan is created (Aug. 2023)	Register participants by Sept. 8 2023 Mockup complete by Sept. 5 2023	Sept. 12 & Sept.26 2023
Macrame	A program plan is created (Sept. 2023)	Register participants by Sept. 25 2023 Mockup complete by Sept. 18 2023	Oct 3 & Oct. 17 2023
Embroidery	A program plan is created (Oct. 2023)	Register participants by Oct. 31 2023 Mock up complete by Oct. 23 2023	Nov. 7 & Nov. 21 2023
Knitting	A program plan is created (Nov. 2023)	Register participants by Nov. 28 2023 Mock up complete by Nov. 21 2023	Dec. 5 & Dec. 19 2023

# Music Lessons

**Goal:** Community members have access to music lessons without need for remuneration.

**Objective:** By October 2023, two series of music lessons per month are offered at the Mattawa Public Library.

## **Actions:**

1. A program plan is created. (Aug. 2023)
  - Keyboard and guitar obtained for lessons (2023)
  - Date and times are scheduled (Sept. 2023)
  - CEO finds volunteer to run music program (Sept. 2023)
2. Ensure proper safety measures are taken into consideration (Sept. 2023)
  - Vulnerable sector check for volunteer on file (Sept. 2023)
  - Set rules for musical instrument use (Sept. 2023)
3. Publicize schedule and advertising to the community (Oct. 2023)
  - Monthly event calendar (Oct. 2023)
  - Music lesson posters in businesses windows (Oct. 2023)
4. Ephemeral Scan
  - Scan each member attending music lessons (Oct. 2023)

# Community Hygiene Pantry

**Goal:** To provide relief from rising inflation costs and supply members of the community with hygiene products without need for remuneration.

**Objective:** To open a community hygiene pantry within the library by Aug. 25 2023, that is regularly fully stocked.

## **Actions:**

1. Plan for community hygiene pantry is created (Aug 2023)
  - Find a discreet location within the library (Aug 2023)
  - Designate cabinet space for community hygiene pantry (Aug. 2023)
  - Discuss plan with staff members (Aug. 2023)
  
2. Prepare the space for community hygiene pantry (Aug. 2023)
  - Clear room with bathroom of all clutter and debris (Aug. 2023)
  - Move cabinet into designated space (Aug. 2023)
  - Baskets/ bags for interior of Community Hygiene Pantry (Aug 2023)
  - Create bilingual signage for doors (Aug. 2023)
  
3. Reach out to businesses/organizations for sponsorship (Aug. 2023)
  - Have 1-2 sponsorships in place (Aug. 2023)
  - Purchase products through sponsor (Aug. 2023)
  - Stock pantry (Aug. 2023)
  
4. Publicize to the public (Aug. 2023)
  - Flyers (Aug 2023)
  - Facebook post (Aug 2023)
  - Open House/Community Outreach Grand Opening (Aug. 2023)



# Movie Afternoons

**Goal:** Families have access to movie afternoons free of charge.

**Objective:** By September 2023, one movie afternoon will be available for families within the library.

## **Actions:**

1. Program plan is created (Sept. 2023)
  - Date and time are selected (Sept. 2023)
  - Plan discussed with staff members (Sept. 2023)
  - Movie and library location are decided (Sept. 2023)
2. Ensure equipment is in working order (Sept. 2023)
  - Check HDMI cables (Sept. 2023)
  - Check TV functions and sound (Sept. 2023)
  - Ensure DVD player is functional (Sept. 2023)
  - Ensure DVD is not damaged (Sept. 202)
3. Purchase snack and drinks for event
  - Price out snack package (Sept. 2023)
  - Portion out popcorn (Sept. 2023)
  - Advertise snacks (while supplies last) (Sept. 2023)
4. Publicize to the community (Sept. 2023)
  - Monthly event calendar (Sept. 2023)
  - Facebook posts (2 weeks ahead, 1 each week) (Sept. 2023)

# Resume Workshop

**Goal:** To provide a monthly resume workshop, to allow the community to feel confident creating and editing their resumes.

**Objective:** By January 2024, a series of resume workshops will be provided within the Mattawa Public Library.

## **Actions:**

1. Create a program plan (Sept. 2023)
  - Discuss program plan with staff members (Sept. 2023)
  - Designate a day and time (Sept. 2023)
  
2. Reach out to Yes Employment (Sept. 2023)
  - Confirm availability (Sept 2023)
  - Volunteer forms in office (Sept. 2023)
  - Discuss needs from library (Spt. 2023)
  
3. Confirm dates of events (Sept 2023)
  - Oct. 4 2023 (Sept 2023)
  - Nov. 1 2023 (Oct. 2023)
  - Dec. 6 2023 (Nov. 2023)
  
4. Publicize to the community (Sept. 2023)
  - Monthly event calendar (Oct. 2023)
  - Facebook Post (Oct. 2023)

## Circulation Statistics

Over the course of 2023, Mattawa Public Libraries circulation statistics have grown exponentially. Throughout the next section of the library profile we will discuss the circulation statistics of our most successful collections.

As seen on the following circulation reports, almost every one of our more frequently used collections have doubled in circulation. There is consistent and immense growth shown without possessing the current year's final circulation statistics.

### Adult Fiction

- This is our best performing collection as well as our largest collection.
- Has seen an increase in circulation statistics of 175 from 2022 to 2023.

### Junior Fiction

- Had an increase in circulation of 186 from 2022 to 2023
- This section had the largest circulation increase from 2022 to 2023

### Nonfiction

- Had an increase in circulation of 134 from 2022-2023

### Junior Picture Books

- Had an increase in circulation of 53 from 2022 to 2023
- This is the smallest circulation increase from 2022 to 2023

### Ephemeral

Our ephemeral statistics have increased by 246 from 2022 to 2023. In 2022 and at the beginning of 2023, the library staff had not undergone Ephemeral training to understand its components and its importance to library statistics. Ephemeral is a system used to track the use of library resources outside of book and technology loans. Before July 2023 there were very few items being tracked through Ephemeral and they were only being scanned in when one particular staff member was scheduled. Since July 2023 we have been working with the following ephemeral tracking:

- Computer Use
- Wifi on own Device

- Printing
- Scanning
- Photocopying
- Technical Assistance
- Music
- Crafts
- Tablets
- Parks Pass
- Fishing Rod
- Sports Equipment
- Community Outreach
- Nintendo Switch
- FJ Books
  - Non-Fiction
  - Fiction
  - Graphic Novels
- Birthday Club
- Township Patrons
  - Mattawa
  - Papineau-Cameron
  - Calvin
  - Mattawan
  - Out-of-area
- Book Exchange

Please note that accurate monthly Ephemeral Statistics will be available on October 1 2023 and yearly Ephemeral Statistics will be available January 2024.

#### Total Circulation Statistics

The Mattawa Public Library has seen a large increase in total circulation statistics, an increase of 906 from 2022 to 2023. This is a huge increase and success for the library. I have the utmost confidence that with a library board and the proper support, the Mattawa Public Library will continue to experience growth in circulation numbers as well as in number of active cardholders.

It is important to note that a portion of the books being used by our patrons are owned by F.J McElligott. These books are not a part of our Jasi circulation program and are not included in our circulation statistics. We currently have no way to track those stats to include them. Our check out system for the books owned by F.J McElligott is a Google doc. This system is not reliable nor logical as the information is removed when the book is returned rather than being tracked. This is one of the many issues we face while being a shared space with shared materials.

Please review the following pages containing the Mattawa Public Libraries circulation statistics from 2022 to 2023 (current up to Sept. 1 2023).

## **Library Membership**

According to the annual public library survey, the Mattawa Public Library serves a population of 2,114 with a contracting population of 1,649. This comes to a total of 3,763 members of the community that we serve.

According to the 2021 Census of Population Profile, the areas populations are as follows:

Mattawa - 1,721

Papineau-Cameron - 982

Calvin - 557

Mattawan - 153

This creates a population of 1,721 Mattawa residents and a contracting population of 1,692. A total population served by the Mattawa Public Library is 3,413.

Between 2022 to 2023, the population has dwindled by approximately 350 residents.

According to the annual public library survey, the Mattawa Public Library had 157 active cardholders in 2022. On Sept. 8 2023, a report was run showing that we have 227 active cardholders. This is an increase of 69% (70 new cardholders) in active members from 2022 to 2023 despite the drop in population in the area. On Sept. 8 2023, a patron report was run and it was determined that 108 of our "Adult Patrons" have used their library card this year, as well as 22 of our "Child Patrons" have used their library card this year. This is a total of 130 of our 227 active cardholders. This is only 57% of our active cardholders that have used the library during 2023.

It is important to note that many families in our community have a "family library card" that is shared between family members, for example children are checking out books under their parents library membership. This likely affects the accuracy of the actual number of community members using the library.

When comparing the active number of cardholders in similarly sized libraries that are serving a similarly sized populous, it is clear that we are lacking in active cardholders, even with the large increase in registrations. I think it is pertinent to note that we are experiencing growth in memberships and as we progress further, I anticipate we will continue to see growth in the active cardholder statistics.

It is pertinent to note that our patrons are frequently using books owned by F.J McElligott High School. This mainly affects our active cardholders who are in the graphic novel/young adult age range. As touched on previously, the shared materials affect the circulation statistics and now the active cardholder statistics as well. If a young adult is only checking out books owned by the highschool, yet is using libraries services to check out those materials, that is not reflected in either our circulation statistics nor our active cardholder statistics.

Please review the following pages that contain the report on active cardholders run on Sept. 8 2023 and a comparison of active cardholders within the comparison libraries we discussed previously.

# Community Profile

Please note that all values have been taken directly from the 2021 Census document.

## **Community Demographics**

The following pages contain a breakdown of the information found in the 2021 Census. As we break down the statistics we will build a community profile based on various demographic statistics. Below is information on the age demographics within Mattawa.

<b>Year</b>	<b>Population</b>
2016	1,812
2021	1,721

<b>Age</b>	<b># of Residents</b>	<b>% of Population</b>
0 - 14 years	250	14.5%
15 - 29 years	220	12.8%
30 - 44 years	255	14.8%
45 - 64 years	525	30.5%
65 - 84 years	380	22.2%
85+ years	90	5.2%

As shown in the above charts, Mattawa has experienced a 5% decrease in population since 2016. Also depicted above is that a large percentage of our population lies in the 45 - 65 year age range.



## Family Characteristics

The following is a breakdown of the family statistics found in the 2021 Census documents. Please review the following information:

<b>Marital Status</b>	<b># of Residents</b>
Married	525
Common Law	210
Other	735

<b>Family Size</b>	<b># of Residents</b>
2 person	305
3 person	95
4 person	65
5+ people	20

<b>Total # of one parent families</b>	130
<b>Woman is the one parent</b>	105
<b>Man is the one parent</b>	25

## Income Profile

The following is a breakdown of the information located in the 2021 Census documents and also contains information from 2019. Please review the following information:

Please note the following values are all taken directly from the 2021 Census and contain statistics for those 15 years and over in private households.

Total Income:

<b>Total Income Stats</b>	<b>2020</b>	<b>2019</b>
<b># of recipients</b>	1,340	1,330
<b>Median Total Income</b>	31,600	28,800
<b>Average Total Income</b>	38,840	36,200

Total After Tax Income

<b>Total After Tax Income</b>	<b>2020</b>	<b>2019</b>
<b># of recipients</b>	1,340	1,330
<b>Median Total Income</b>	30,400	27,400
<b>Average Total Income</b>	34,360	32,160

Total Market Income

<b>Total Market Income</b>	<b>2020</b>	<b>2019</b>
<b># of recipients</b>	1,010	1,000
<b>Median Total Income</b>	27,400	29,400
<b>Average Total Income</b>	33,900	32,800

Total Employment Income

<b>Total Employment Income</b>	<b>2020</b>	<b>2019</b>
<b># of recipients</b>	795	790
<b>Median Total Income</b>	30,200	31,200
<b>Average Total Income</b>	37,100	37,100

Total Employment Insurance Benefits Income

<b>Total Employment Insurance Benefits Income</b>	<b>2020</b>	<b>2019</b>
<b># of recipients</b>	190	195
<b>Median Total Income</b>	6,200	5,960
<b>Average Total Income</b>	6,120	7,300

Total Full Time, Full Year Employment Income

	<b>2020</b>	<b>2019</b>
<b># of recipients</b>	240	240
<b>Median Total Income</b>	57,600	52,000
<b>Average Total Income</b>	70,000	62,400

Total Part Time, Part Year Employment Income

<b>Total</b>	<b>2020</b>	<b>2019</b>
<b># of recipients</b>	335	320
<b>Median Total Income</b>	17,800	21,000
<b>Average Total Income</b>	24,600	27,900

Employment Income groups for 2020

<b>Income Bracket</b>	<b># of Residents</b>
Without Income	585
With Income	790
Under 5,000	140
5,000 - 9,999	70
10,000 - 19,999	110
20,000 - 29,999	75
30,000 - 39,999	75
40,000 - 49,999	85
50,000 - 59,999	80
60,000 - 69,999	50
70,000 - 79,999	25
80,000 - 89,999	30
90,000 - 99,999	20
100,000 +	40

## **How is this important/relevant to the library?**

The above charts host a variety of valuable information however it may not be clear as to how this is important to the library.

Being able to have a snapshot of our community age demographic allows us to have a more clear image of who the library serves. Currently our largest population group is those aged 45 - 64 years of age. This is also the age demographic that is most likely to be employed full time. This allows us to see that our current hours of operation are likely not feasible for the largest portion of our population. Limiting the largest portion of our population's usage of the library via our hours of operation is hindering the amount of popularity and growth seen within the library.

Building a family demographic profile allows the staff, the board members, and the municipality employees to see what type of need is present within the community for various types of programming and resources. Based on the numbers presented in the charts above, it appears the library needs a balance of programming and resources for families and individuals alike. Diving deeper into the statistics and presenting the public with a survey may help to paint a clear picture of what is needed and desired by the community.

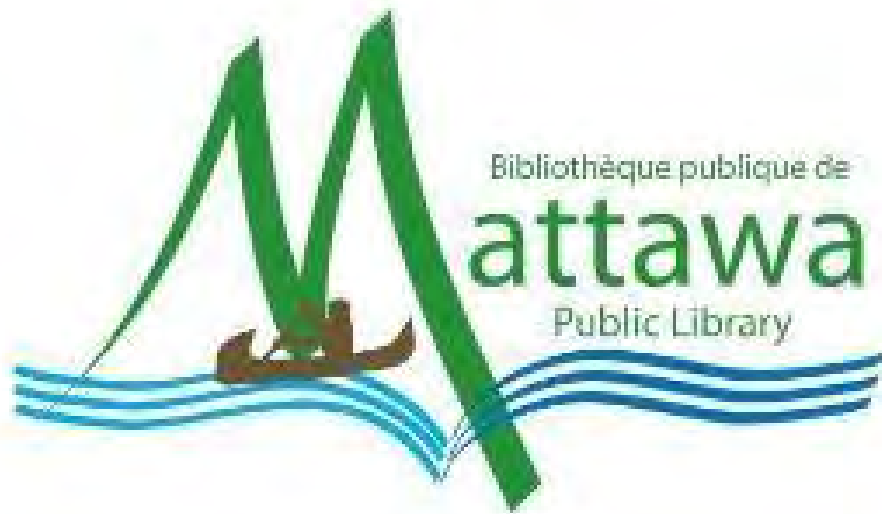
When taking a look at the last chart, Income Groups for 2020, it is obvious that Mattawa is a low to middle income community. Many of our community members are living in less than ideal situations with income too low to provide the standard of living. This is an extremely sad and striking statistic. Statistics like these allow us to see the need for programming such as the Community Hygiene Pantry that opened within the library on August 25th 2023. Numbers like these allow us to create progressive programming that will encourage members of our community to be confident in becoming employed or further educated, programs such as our upcoming Resume Workshops.

It is pertinent that these types of statistics be reviewed annually in order to adjust the vision and mission and the budget of the library if need be.

## **Access to Information**

The statistics presented above are great for a variety of reasons, however they do not provide us with all of the information and opinions that are vital to the operation of the library. Having information and ideas as well as criticisms from patrons, staff, board members, municipal staff, and volunteers is an essential element to providing top notch service.

I have included a copy of two surveys that I believe would provide us with essential knowledge if utilized by the above mentioned community members. I am in the process of drafting an online survey hosted by SurveyMonkey that will be available to all patrons. We currently have no system in place for suggestions, complaints, or compliments. The online survey could be a simple, efficient way to reach out to the public and hear their voices.



# Financial Profile 2023

Prepared by:  
Jill Goodwin  
CEO

## **Expenses**

Throughout this portion of the profile we will examine the expenses taken on by the Mattawa Public Library this year to date. This will provide you with the information to examine and adjust the current budget.

Information on the following expenses is included:

- Telephone - Fido/ Koodo
- Internet - Vianet
- Quickbooks
- Insurance
- Employer Health Tax
- Ontario Library Service (OLS)
- Amazon
- Indigo
- Payroll and Remittance
- Scotiabank
- Staff Training
- WSIB



## **Fido/Koodo**

Fido is our telephone provider. The bill is currently being paid via pre-authorized payments debited from the Mattawa Public Library account. This ensures that payment is always made on time. Any values within brackets ( ) are estimations based on the previous month's totals.

<b>Month</b>	<b>Amount</b>
January	58.76
February	58.76
March	62.15
April	62.15
May	62.15
June	62.15
July	62.15
August	62.15
September	62.15
October	62.15
November	54.35
December	44.07
<b>Total</b>	<b>\$713.14</b>

The proposed budget for the telephone for 2023 is \$705.12, a difference of \$2.26. On October 27th 2023, Gabrielle Lahaie cancelled the library phone as it was in her name and she has phased out of her position here at the Mattawa Public Library. On October 30th, I placed an order through Koodo for a new SIM card and signed the Mattawa Public Library up with its own account under the library's name. The new monthly charge is \$44.07. I believe the proposed budget for 2024 should be \$528.84.

Please find the following documents attached:

- Monthly statements from Fido from January - December
- Koodo order confirmation
- Koodo service agreement

## **Vianet**

Vianet is the internet provider for the Mattawa Public Library. The monthly statements are paid via pre-authorized credit card payments from the Debit Visa. This ensures that payment is always made on time. Any values within brackets ( ) are estimations based on the previous month's totals.

<b>Month</b>	<b>Amount</b>
January	140.05
February	140.05
March	140.05
April	140.05
May	140.05
June	140.05
July	140.05
August	140.05
September	140.05
October	140.05
November	140.05
December	140.05
<b>Total</b>	<b>\$1,680.60</b>

The proposed amount for 2023 is \$1,680.60. I believe the proposed amount for 2024 should remain \$1,680.60. Please find the monthly Vianet statements below, January to December.

## **Quickbooks**

Quickbooks is the program used by the library for payroll. Payments are made monthly via the Visa Debit.

<b>Month</b>	<b>Amount</b>
January	56.50
February	61.02
March	61.02
April	61.02
May	68.93
June	68.93
July	68.93
August	73.45
September	73.45
October	73.45
November	73.45
December	68.93
<b>Total</b>	<b>\$809.02</b>

The proposed amount for 2023 is \$626.88, a difference of \$182.14. Please note, the increases in the monthly amount are due to adding new employees onto the payroll. Our monthly rate for 2024 should be consistently \$73.45 which means the proposed total for 2024 should be \$881.40. Please find the monthly Quickbook statements below, January to December.

## **Insurance**

Ontario Insurance Network is the insurance provider for the Mattawa Public Library. A payment of \$8,824.68 was paid via cheque 4800 on August 17th 2023.

The proposed amount for 2023 is \$7504.92, a difference of \$1,319.76.

Why has there been such a drastic spike in the cost of our insurance? The estimated amount for 2022 was \$2400.00. Please note there was a fire to raise insurance fees for 2022.

Please find the receipt and invoice below.

## **Employer Health Tax**

A payment of \$524.92 was made via cheque on September 14th 2023, was mailed on September 15th 2023. This payment was made to the Ministry of Finance for our outstanding Employer Health Tax.

The library is now caught up on payments and has a balance of \$0.00.

Please find the documentation below.

## **Ontario Library Service (OLS)**

Overdrive services from January 01 2023 to December 31 2023 were \$1,103.45. This is an annual fee for overdrive services and was paid in full on February 13th 2023.

Jasi is our integrated library service. It is what we use to check out books, and maintain our online catalogue. Jasi fees for April 2023- March 2024 were \$719.37 and were paid in full on July 8th 2023.

The proposed amount for 2023 is \$1,627.85, a difference of \$194.97. I believe the proposed amount for 2024 should be \$1,822.82.

Please find the invoices below.

## Amazon

A variety of items were ordered via the Mattawa Public Library Amazon account. Purchases have been broken down into dates, prices and the intended purpose/status of the items purchased.

Date	Purchased
January 16 2023	<p>2 Books "Spare, Prince Harry The Duke of Sussex" \$64.14</p> <p>*Please note that our system indicates that both books are present in the library. This is not the case, one copy of this book is missing</p>
January 31 2023	<p>TYH Supplies 30 Acrylic Yarn Skeins.. \$36.99</p> <p>*These materials have been used to create a crocheting kit that is in circulation. It has also been used for our crochet classes.</p>
September 01 2023 September 19 2023 October 10 2023 October 2 2023	<p>ALEX 500 Pieces 3.1"x 1.2" Clear Labels.. \$40.66 (\$162.64 total for four purchases)</p> <p>*The labels are used to protect our paper labels located on the spines of our books. Due to the recategorizing of many sections, labels were in need of being covered. We were previously using tape which was messy and time consuming.</p>
September 01 2023	<p>Epson T088520-S 88, Colour Ink Cartridges \$46.54</p> <p>*Ink was needed in the Epson printer to allow for us to continue to offer colour printing. Printer is located in CEO office.</p>
October 24th 2023	<p>Trodat 4810 Printy Self-Inking Pocket Date Stamp, 12 year \$19.20</p> <p>*This is a one time purchase of a date stamp that will last for 12 years. The ink is self contained within the stamp allowing for a cleaner, more efficient date stamping process for our staff.</p>
October 24 2023	<p>Custom Stamp - Personalized Logo/Address/Name (selfstamp)</p>

	<p>\$23.99</p> <p>*This custom stamp allows us to stamp our new and existing material to easily decipher which materials belong to F.J McElligot and which belong to the Mattawa Public Library. The ownership of materials has been a point of contention between the library and the school for some time.</p>
November 8 2023	<p><i>The Longmire Mystery Series Boxed Set</i> \$214.03</p> <p>Paid for and donated by Beth Shields.</p>
November 15 2023	<p>-3-<math>\frac{1}{3}</math>" x 4" Shipping Address Labels \$23.72</p> <p>Used for date stamping inside the cover of our books.</p>
November 26 2023	<p><i>Friends, Lovers, and the Big Terrible Thing Memoir</i> \$29.39</p> <p>Purchased after Matthew Perry's passing.</p>
November 26 2023	<p><i>Tera Pro 1D 2D QR Wireless Barcode Scanner and stand x 2</i> \$148.78</p> <p>Wired scanners were malfunctioning. Could not be repaired. Kept old scanners in case of emergency with new wireless scanners.</p>
December 19 2023	<p><i>Epson T088520-s Colour Ink Cartridges 3-Pack</i> \$47.39</p> <p>*Ink was needed in the Epson printer to allow for us to continue to offer colour printing. Printer is located in CEO office.</p>
December 19 2023	<p><i>Brother Genuine Toner Cartridge</i> <i>Who Pooped on Me? Book</i> <i>Dead Mountain - Book</i> <i>Never Whistle at Night - Book</i> \$173.67</p> <p>Ink for main printer and new books. Who Pooped on me was purchased by Lyne Lafreniere from our Tree of Giving</p>
December 20 2023	<p><i>The Midwife of Auschwitz Novel</i> \$16.79</p> <p>*Purchased by Lyne Lafreniere through our Tree of Giving.</p>



Throughout the course of 2023 to date, the Mattawa Public Library has spent \$776.45 on supplies from Amazon.

Included below are all amazon orders/invoices for the duration of 2023.

## Indigo

Currently we are purchasing our new material from Indigo. The following is a breakdown of purchases made from Indigo during 2023 to date.

Date	Purchases
July 17 2023	28 various books including children's literature, adult fiction and non-fiction materials \$521.16
October 03 2023	8 decodable young adult fiction novels including one french decodable novel 5 decodable book sets including multiple books, both junior fiction and young adult varieties \$437.96 <i>*These materials were purchased using the \$500 grant from the International Dyslexia Association for Read October month, awareness for Dyslexia</i>
<b>Total</b>	\$959.12 ***** \$521.16 was used from the library's budget. <i>*Please note that \$500.00 is not a large enough budget to satisfy the growing need for new materials in the library.</i>

In a time in society where literacy in children is greatly suffering, I believe we need to place more importance and more focus on fostering literacy in our youth. As of right now our library relies on donations from the public to fill our shelves and provide our patrons, both youth and adult, with "new" materials. We should be able to provide multiple new "hot titles" to our patrons per year while not sacrificing the rest of the collections in the library.

## **Petty Cash**

From January 2023 to August 2023, petty cash was tracked through an excel sheet. During this time all amounts whether withdrawn or deposited into the cash drawer at the front desk were placed into the withdrawn column of the sheet, which made the amounts very hard to track accurately. We have since switched to using google sheets (similar to Excel with no subscription cost) and have separate categories for monies deposited and monies withdrawn. I believe that from the beginning to September to date, that petty cash is being tracked more accurately.

<b>Date</b>	<b>Place of purchase</b>	<b>Amount</b>	<b>Purchased Items</b>
January 17 2023	MacEwen	\$15.80	Batteries
January 30 2023	Walmart	\$19.04	Prizes
March 14 2023	Giant Tiger	\$27.06	Duck Tape Glue Sticks Various Supplies
April 4 2023	Dollarama	\$7.50	Prizes
April 14 2023	Dollarama	\$5.12	Mouse
April 14 2023	Dollar Tree	\$8.56	Paper Plates Tape
June 05 2023	F.J McElligott Green House	\$3.60	Seed Packets
June 09 2023	Dollarama	\$4.52	Bags
June 30 2023	Home Hardware	\$6.77	Screws
June 30 2023	Costco	\$15.00	Book- Atlas Story of Pa Salt
July 27 2023	Dollarama	\$5.65	Office Supplies
August 24 2023	Dollarama	\$81.70	Open House
August 25 2023	Dollarama	\$17.62	Open House

August 29 2023	Dollarama	\$7.32	Batteries
September 12 2023	I.D.A.	\$37.30	Crochet Class Kits
September 27 2023	Staples	\$49.60	Labels
October 21 2023	Staples	\$49.60	Labels
	<b>Total Spent</b>	<b>\$361.76</b>	

As you can see in the petty cash tracking sheets below, the petty cash purchases from January - July were not tracked in the petty cash tracker. From August to date, all purchases are tracked within the google sheets dedicated to petty cash. Each month a new sheet is created and petty cash is balanced.

Our total revenue (totalled from the three petty cash tracker sheets) from petty cash is \$597.95. We spent a total of \$361.76 on supplies and various other needs throughout the year, leaving us with a total income revenue of \$236.19.

Please see attached petty cash trackers and receipts below.

**Payroll and Remittance**

For the year 2023 there have been four employees on payroll. Gabrielle Lahaie, Janice Rempel, Marion Pellerin and myself, Jill Goodwin. We are currently using Quickbooks for our payroll. As you are aware, earlier in this financial profile, we are paying a monthly fee for Quickbook services based on our number of employees.

<b>Employee</b>	<b>Pay/Hour</b>	<b>Earnings to Date</b>
Gabrielle Lahaie (former CEO)	\$30.00	\$15,768.80
Jill Goodwin (current CEO)	\$23.00	\$16,184.48
Marion Pellerin (library clerk)	\$16.55	\$8,445.27
Janice Rempel (library clerk)	\$18.00	\$11,712.56
	<b>Total Payroll to Date</b>	<b>\$52,111.11</b>

<b>Date</b>	<b>Remittance Paid</b>
January 31 2023	\$680.43 \$1,376.73
July 17 2023	\$1,519.78 \$359.98 \$1,163.83 \$257.40 \$221.55
<b>Total Remittance Paid</b>	<b>\$5,579.70</b>

We have paid a total of \$52,111.11 to date in payroll expenses. We have paid a total of \$5,579.70 in remittance to date. Please note that remittance payments have only been made up until the month of July. August - December will still need to be paid.

As you can see from the charts above, the amount paid to each employee hourly varies quite drastically. I, myself, have recently received a pay raise from \$20/hour to \$23.00/hour due to the ending of my probationary period. I am frequently putting in extra hours on my free time and have used my own funds to purchase materials, decorations, etc to allow the library to offer more to the community. Since beginning my position I have organized and initiated multiple programs in various different interest categories. A new project of recategorizing the library's collections has begun in order to create a more literary friendly environment. A 53 page Library Profile was created to allow the Library Board, the town and council to have a better outlook on where the Library stands in the community and how our operations are performing. The amount of community involvement from the Mattawa Public Library has grown considerably since I took over the CEO position at the end of July 2023. I believe that as I complete the Excel course offered by the Ontario Library Service, as well as consideration of the work and dedication I put into this position each and everyday, that my pay should be reevaluated in the near future for consideration of these factors.

One of our Library Clerks, Marion Pellerin, has been employed with the Mattawa Public Library since January 25th 2023. This means that her probationary period ended April 25th 2023. It is my belief that pay equity should be considered in this circumstance. Our other library clerk is making \$18/hr and has been since the end of her three month probationary period. I believe that since the former CEO was working from a distance this pay raise may have been overlooked. If possible I would like to initiate the pay raise for Marion to \$18/hr starting immediately and if possible retroactive to April 25th 2023 when she would have received her raise. Marion is a valued member of the staff at Mattawa Public Library, running our youth programs and our tech afternoons that are used very frequently. She has shown dedication and passion for her position here at the library and is very deserving of the pay raise for an equitable pay.

Please find attached, the remittance payments and payroll for this year to date.

## **Scotiabank**

The Mattawa Public Library currently holds a business account with Scotiabank. As of Nov. 01 2023 we have a total of \$15,427.06. We have not received any funding from the Town of Mattawa this year.

Our monthly banking fees are \$5.00 a month.

Please find attached monthly banking statements from January 2023 - December 2023.

## **Staff Training**

There is a proposed budget for staff training of \$250.00 for 2023. It is stated in our Joint Library Agreement that all staff should be First Aid and CPR Level C AED certified, at this point in time none of the staff are trained in first aid. I believe a larger focus needs to be put onto staff training. When initially hired, training hours need to be implemented to Jasi systems and the Dewey Decimal System for better understanding of the library's operating systems. I would like to implement training procedures and policies to ensure all staff remain properly trained. First Aid and CPR courses are a priority for all staff members and should be paid training administered outside of the typical library hours of operation.

I am currently in the midst of completing the EXCEL course for Management of Small Public Libraries. The initial cost of the course is covered by myself, I am then reimbursed by the library for the cost of funding. To date, the library has reimbursed me for \$226.00 for the EXCEL program.

Please see the receipt attached.

## **WSIB**

We file charges with WSIB every 4 months. We pay a percentage of our total wages for that particular period. The amount is roughly \$30 every quarter.





## INFORMATION REPORT

**PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL**

**PREPARED BY: AMY LECLERC, MUNICIPAL CLERK/REVENUE SERVICES CLERK**

**TITLE: 2023 ANNUAL SEWAGE REPORT**

**DATE: MONDAY FEBRUARY 26, 2024**

**REPORT NO: 24-14R**

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### **BACKGROUND**

Each year Council is provided the Annual Performance Report for the Wastewater Treatment Lagoon.

This is for information only.

### **ANALYSIS & DISCUSSION**

The report summarizes the performance and related activities in accordance with Section 23 of the Environmental Compliance Approval No. 3-1115-91-926 dated February 20, 1992.

The report was prepared by the Ontario Clean Water Agency on behalf of the municipality based on the information kept on record by both OCWA and the municipality.

### **FINANCIAL IMPLICATIONS**

### **RELEVANT POLICY/LEGISLATION**

Section 23 of the Environmental Compliance Approval No. 3-1115-91-926

### **RECOMMENDATIONS/RESOLUTION**

It is recommended that Council receives this report as it will be posted on the municipal website.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-14R titled 2023 Annual Sewage Report.



# TOWN OF MATTAWA

2023

## WASTEWATER TREATMENT &

## COLLECTION SYSTEM

## REPORT



Prepared on February 12, 2024.

## **Mattawa Class 1 Wastewater Lagoon System**

The Town of Mattawa owns the Mattawa Lagoon Sewage Treatment Plant and the Mattawa Wastewater Collection System. OCWA operates the Mattawa Lagoon Sewage Treatment Plant, while The Town of Mattawa maintains the Mattawa Wastewater Collection System. The Lagoon is a Class 1 Wastewater Treatment Plant, and sanitary system is a Class 1 Wastewater Collection System. The Lagoon operates under the Ministry of Environment, Conservation and Parks Certificate of Approval number 3-1115-91-926. The works number on file is 110000436.

The Lagoon accepts sanitary discharge from a network of sewer mains and pumping stations within the physical boundary of the Town of Mattawa only. All influent entering the lagoon passes through a magnetic flow meter, after which the flow can be diverted to either the spare maintenance / emergency cell (clay lined), or the primary or secondary lagoon cell depending on requirements.

Both the primary and secondary lagoon cells are plastic lined and aerated, with 80% of the supplied air being discharged into the primary cell. Alum is injected into the control box for phosphorous removal, where flow from cell #1 is sent over to cell #2. This location provides good mixing, and is ideally suited for the system.

Effluent is continually discharged from the final control box at the end of cell #2, where it passes through a chamber of Ultra-Violet lights before finally discharging into the Ottawa River.

Sludge levels in the Cell #1 lagoon checked regularly and there is beginning to be an accumulation of sludge around the intake, which tapers off throughout the lagoon cell. The last full cleaning was completed in 2007, which means that removal may be expected in the upcoming years. 5000 gallons of sludge removed from inlet in 2020, and in future years, by an approved sludge hauler, with a vacuum truck and disposed of at an approved waste management system. Cell #1 sludge levels checked in 2020 while repairing aeration lines. Current levels indicate an average of 3-6 inches throughout the entire cell; however, there is an accumulation of sludge around the intake, which tapers off throughout the cell. No sludge removal completed in 2023.

## **Mattawa Class 1 Wastewater Collection System (WWCS)**

The Mattawa WWCS is comprised of approximately 15 kilometers of sewer mains, 4.4 kilometers of forcemains, and a total of seven (7) sewage lift stations that receive gravity fed sewage and pump raw sewage through the forcemains to the Lagoon system for waste water treatment.

## Flow Assessment

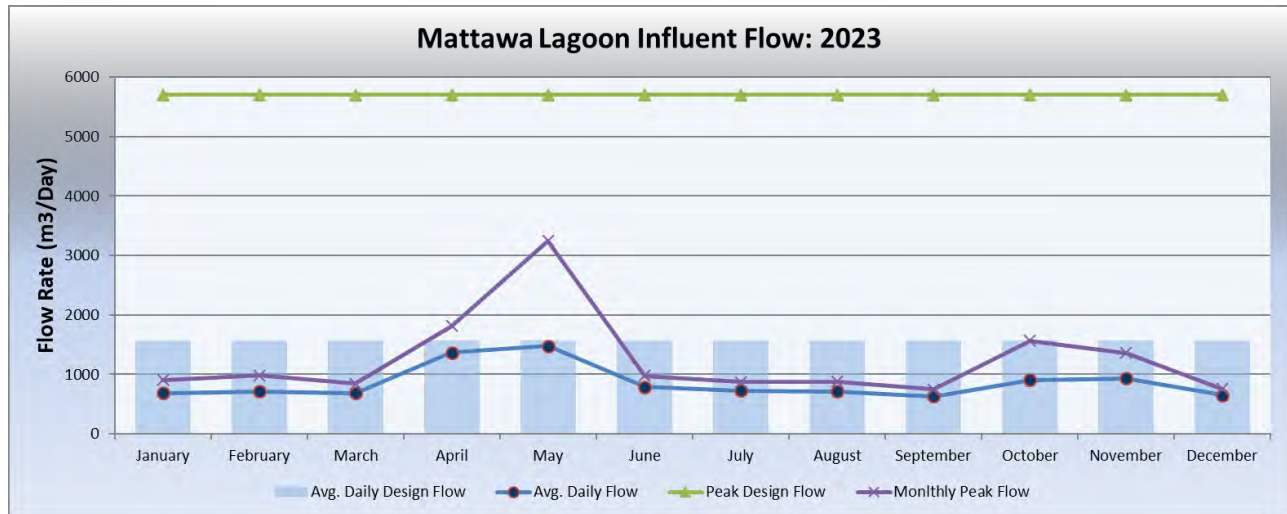
Rated Capacity: = Avg. 1,564 m<sup>3</sup> / day with a peak flow of 5,702 m<sup>3</sup> / day

Connected Population = Approximately 2,150 people

2023 Avg. Daily Flow = 855.8 m<sup>3</sup> / Day

Total Flow for 2023 = 312,377 m<sup>3</sup>

As the chart below indicates, peak flow single day limit has not been exceeded during 2023, and the average daily flow is well below the average daily design flow. The magnetic flow meter verified on April 20, 2023.



## Sampling & Testing Requirements

EFFLUENT PARAMETER	MEASUREMENT FREQUENCY	SAMPLE TYPE
5 day Biochemical Oxygen Demand	Monthly	Composite
Total Suspended Solids	Monthly	Composite
Total Phosphorus	Weekly	Composite
Ammonia (expressed as N)	Weekly	Composite
Total Residual Chlorine*	As Required*	Grab*
Total Kjeldahl Nitrogen	Monthly	Composite
Nitrite + Nitrate	Monthly	Composite
Fecal Coliforms	Monthly	Grab
Fecal Streptococcus	Monthly	Grab

\*Effluent is not chlorinated, so there is no requirement to collect Total Residual Chlorine samples.

## Annual Monitoring Data Summary & Effluent Quality Control

### a. Compliance and Objective Sampling Results:

EFFLUENT PARAMETER	Compliance Limit	Objective Limit	Yearly Average	Single Year Maximum
5 day Biochemical Oxygen Demand	30 mg / L (12-month avg.)	25 mg / L (12-month avg.)	13.1 mg / L	27.4 mg / L (October)
5 day Carbonaceous Biochemical Oxygen Demand	WSER 25 mg/L (12-month avg.)	N/A	10.39 mg/L	18.1 mg/L (September)
Total Suspended Solids	30 mg / L (12-month avg.) WSER 25 mg/L (12-month avg.)	25 mg / L (12-month avg.)	20.1 mg / L	42.1 mg / L (September)
Total Phosphorus	2.5 mg / L (monthly avg.)	2.5 mg / L (monthly avg.)	1.32 mg / L	2.41 mg / L (January) Monthly Average Maximum
Fecal Coliforms	N/A	100 / 100 mL (single sample)	Annual GEO MEAN = 727 cfu/100 mL	20000 cfu / 100 mL (January)

### b. Compliance and Objective Loading Calculations:

EFFLUENT PARAMETER	Compliance Limit and considerations	Objective Limit and considerations	Results
5 day Biochemical Oxygen Demand	46.92 Kg/day from 12 month average multiplied by 12 month	39.1 Kg/day from 12 month average multiplied by 12 month	11.23 Kg / day
Suspended Solids	46.92 Kg/day from 12 month average multiplied by 12 month	39.1 Kg/day from 12 month average multiplied by 12 month	17.17 Kg / day
Total Phosphorus	3.91 Kg/day from monthly average multiplied by avg. daily flow for month	3.91 Kg/day from monthly average multiplied by avg. daily flow for month	*1.09 Kg / day (yearly avg.)

\*No month in 2023 exceeded the Total Phosphorous loading limit. The average loading for 12 months was 1.09 Kg/day, well below the compliance limit. The maximum month was 2.12 Kg/day, which is also below the compliance and objective limit. (see *Appendix A—2023 Parameter Average Calculations*).

**c. Additional Sampling Results:**

<b>EFFLUENT PARAMETER</b>	<b>Range</b>	<b>Units</b>
pH	6.83 – 7.94	N/A
Fecal Strep	< 10— 10400	cfu/100 mL
Total Kjeldahl Nitrogen	2.0—30.20	mg / L
Nitrite + Nitrate	< 1.0 —59.8	mg / L
Ammonia	0.21—20.36	mg / L

(See *Appendix A* and *Appendix B* for 2023 influent and effluent sample results.)

## **By-passes and Spills**

**a. Lagoon:** There were no lagoon by-passes/overflows in 2023.

**b. Collection System:** There were no collection system by-passes/overflows in 2023.

Flood risk warning was issued by North Bay Mattawa Conservation Authority (NBMCA), and a state of emergency was declared by the Town on May 3rd lasting several weeks. OCWA’s Emergency Response Team (OERT) flood response trailer was towed from Kirkland Lake to Mattawa. Staff worked late into the night to lay out the inflatable berms and filled them to protect three vulnerable sewage lift stations. Several lift stations were pumping nearly continuously and experienced high levels. Flood waters did not breach the berms and the flood risk eventually subsided after several weeks. NBMCA downgraded the flood warning on May 17th, and the Town maintained a state of emergency until the end of the month.

## **Community Complaints**

There were no community complaint in 2023.

## **Contingency Manual & Procedures**

Operators follow the “Operations Brief for Sewage Works Upgrading Manual” that was produced following the sewage works upgrade in 1992. This manual was updated upon OCWA becoming ORO/Operating Authority of the Wastewater Lagoon and Collection System. A Facility Emergency Plan (FEP) binder was produced to provide additional direction; including, standard operating procedures (SOP) and contingencies.

## **Repairs and Maintenance**

### **a. Lagoon and Control Building**

Regular maintenance at the lagoon and control building included monthly generator testing, ensuring automatic power switch-over, blower motor maintenance (changing oils, belts, etc.) and cleaning of the UV lights and discharge chamber. The lights were cleaned quarterly during the spring, summer and fall months, and all bulbs and lamp sleeves were replaced in 2023. Normal practice is to clean the lamp sleeves monthly

during the spring, summer and fall months and replace them every two years or as necessary. Bulbs replaced as they burn out as well.

The malfunction of the UV system control board that we experienced in August of 2016 continued to plague us well into 2018, despite several onsite visits from H2Flow technicians. After replacing every critical component in the UV system we finally achieved a proper communication between the UV lamps and the control board located in the Lagoon building. Throughout the problems, the UV lights continued to work as intended, giving us good disinfection of the effluent during the season when users downstream are active. Operators verified the UV lights were operational with visual confirmation while the communications link remained non-functional. Due to aging bulbs, not achieving regular disinfection during July and August 2023, full replacement of bulbs and sleeves completed in 2023.

The main lagoon control box (where all sewage enters the primary lagoon cell) was isolated and cleaned with a vacuum truck, removing all rags and heavy grit. This is an annual practice.

Regular inspections of the berms around the lagoon were conducted, with the roadway around the cells maintained by cutting the grass, removing debris, etc.

Lagoon level control boxes were inspected, and levels were adjusted before winter to account for ice cover.

Alum tank level sensor failed. Replacement on order.

Free lighting upgrade to LED using IESO's Save On Energy program.

Replaced alum tank level transducer however, it did not solve all glitches. The transmitter also needs to be replaced. A new transmitter was ordered.

Blower motor #2 failed and sent out for rebuild assessment.

Annual generator servicing completed.

Electrical Safety Authority inspection completed at lagoon building on September 27, 2023. No defects were identified.

## **b. Lift stations and Collection System**

The three year flushing and CCTV inspection program completed during the third year in 2018, providing GPS points of all the sanitary connections to the sewage mains. Last year's report incorrectly reported the cost to be \$60, 000 for the three year contract when in fact it is \$90,000. The entire sanitary system has now been flushed and CCTV'd. Manhole repair continued through 2018 with several problematic manhole structure repaired and/or refurbished. Almost all of the footage from the inspections showed the sanitary in good condition, with no major problems except for an old sanitary line that runs in an easement where the new Long Term Care Home (LTCH) is currently being built. This short but critical section of old eight inch asbestos cement sanitary pipe was replaced with the cooperation Hospital management team. Approximately 160 meters of twelve-inch plastic sewer pipe installed at a cost of approximately \$210,000.

Typically, all seven lift stations are pumped down and all debris (grit/rags) are vacuumed out using a vacuum excavator annually. All completed in 2023. In 2019, Xylem inspected and serviced impellers/wear rings on pumps at all seven sewage lift stations. Additionally, the lift stations are flushed, as

necessary, by operators using high-pressure hoses, and then cleaned by manually removing rags and debris, also as necessary.

Purchase of a portable generator to help run the sewage lift stations that do not have standby generators. Currently, the electrical connections and panels are not installed. Plans are in place to complete panels and electrical connections upon receiving quotes from contractors. All electrical components required procured and installed where possible.

1101 Bissett St. Sewage Lift Station (SLS) pumps were plugged and pulled for cleaning twice.

Pulled pump at 601 McKenzie SLS for rebuild.

Annual generator servicing completed.

Refer to *Appendix C* for a 2023 summary of maintenance.

## Record Keeping

Operators attend the lagoon and control building typically two-four times per week from Monday to Friday, excluding holidays. Regular observations recorded in the facility Logbook. Xylem sewage lift station inspection findings are saved on OCWA's public drive. Results from these inspections are included in the annual Capital and Major Maintenance Recommendations Report that is provided to the Owner.

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

Effluent quality assurance is maintained in number of ways: The effluent parameters specified in the above tables *a, b and c* on page 4: are analyzed by an accredited laboratory. The results are reviewed on a regular basis to ensure compliance with site's objectives and limits. Annual sample calendars issued as reminder of required sampling.

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

## Conclusion

All effluent sample results were well below compliance **requirements**. All effluent sample results were below the effluent quality **objectives**, with the exception of Fecal Coliforms. Often during the winter, fall and spring months, the effluent quality **objective** for Fecal Coliforms was not achieved in single sample analysis. The onset of winter and colder temperatures slows the natural biological processes that help the UV disinfection system to control this parameter. Good disinfection is typically achieved during the summer season when recreational activities are expected downstream of the discharge. Recently higher than normal Fecal Coliforms detected, possibly due to older UV bulbs, which were replaced in 2023. See *Appendix B* for individual sample results.



Regular deliveries of Alum ensure dosage targets are met, and phosphorus levels in the effluent remain below the effluent objectives. Dosage changes are made as necessary based on sample trends.

All indications are that the Mattawa Lagoons provide adequate treatment for the size of the municipality and the raw water parameters.

## **Certification**

I certify that the information in this document and all attachments are correct, accurate and complete to the best of my knowledge.

Joshua Gravelle  
Process & Compliance Technician  
Ontario Clean Water Agency  
705-568-7000

## APPENDIX A--2023 Parameter Average Calculations

January-11-23

Days	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
	31	28	31	30	31	30	31	31	30	31	30	31
<b>Total Flow *</b>	21130	19865	21284	41017	45753	23614	22426	22145	18980	28106	27968	20088
<b>Peak Flow</b>	902.0	980.0	840.4	1813.2	3243.3	971.9	869.2	876.9	745.4	1567.2	1361.0	752.0
<b>M<sup>3</sup> / Day</b>	681.6	709.5	686.6	1367.2	1475.9	787.1	723.4	714.4	632.7	906.6	932.3	648.0

\* = measured at Sewage Treatment Plant Meter

<b>BOD<sub>5</sub> Treated</b>	9.9	11.1	12.0	11.7	6.5	11.5	16.5	18.1	19.7	27.4	7.0	6.0
<b>BOD<sub>5</sub> Raw</b>	145.2	151.0	162	74.7	125	119.4	162	250	144.3	135.5	148	73.0
<b>CBOD<sub>5</sub> WSEF Treated</b>	5.8	7.9	9	8.2	5.3	12.8	13.9	17.5	18.1	13.2	7	6

<b>TSS Treated</b>	14.3	14.0	17.1	23.2	3.3	21.2	34.4	33.0	42.1	21.5	10.2	6.5
<b>TSS Raw</b>	175.0	143.0	174.0	73.0	147.0	87.0	145.0	289.0	153.0	120.8	133.00	114.0
<b>TP Raw</b>	3.31	2.87	4.38	1.41	2.42	1.73	3.85	3.35	3.40	2.33	2.42	3.05
<b>TKN</b>	26.00	23.1	30.2	11.9	12.1	12.8	2.0	7.2	19.70	11.7	13.5	18.4

<b>Nitrate</b>	<RDL	<RDL	49.900	<RDL	<RDL	<RDL	<RDL	<RDL	<RDL	0.3	0.2	0.08
<b>Nitrate &amp; Nitrite</b>	<RDL	<RDL	59.800	<RDL	<RDL	<RDL	<RDL	1.09	0.023	2.8	0.5	<RDL
<b>Ammonia</b>	14.30	16.97	18.30	19.00	6.44	13.60	11.50	0.21	10.20	10.40	12.1	14.00
	17.80	18.20	20.36	15.70	8.24	13.40	9.61	0.96	12.70	13.50	14.80	14.60
	20.10	19.80	20.30	14.00	8.98	13.60	5.17	2.13	11.30	10.50	14.50	15.10
	18.40	19.20	13.80	11.10	10.70	12.60	0.73	1.36	15.70	11.80	13.60	16.70
		13.00			13.00			6.90		10.40		
<b>Avg Ammonia</b>	<b>17.65</b>	<b>17.43</b>	<b>18.19</b>	<b>14.95</b>	<b>9.47</b>	<b>13.30</b>	<b>6.75</b>	<b>2.31</b>	<b>12.48</b>	<b>11.32</b>	<b>14.30</b>	<b>15.10</b>

<b>Phosp</b>	2.40	2.48	1.74	1.53	1.09	0.88	0.62	0.95	1.92	1.71	0.71	0.54
Weekly	2.58	2.68	1.47	1.59	0.90	0.73	0.33	1.03	2.97	1.39	0.59	0.60
Test	2.17	2.69	1.36	1.89	1.10	0.68	0.46	1.22	2.29	0.69	0.60	0.60
Results	2.47	1.90	1.47	1.18	0.85	0.39	0.78	1.26	1.88	0.56	0.52	0.88
		1.72			1.12			1.69		0.59		
<b>Avg Phosp.:</b>	<b>2.41</b>	<b>2.29</b>	<b>1.51</b>	<b>1.55</b>	<b>1.01</b>	<b>0.67</b>	<b>0.55</b>	<b>1.23</b>	<b>2.27</b>	<b>0.99</b>	<b>0.61</b>	<b>0.66</b>

<b>Monthly Phos Loading: Kg/d</b>	<b>1.64</b>	<b>1.63</b>	<b>1.04</b>	<b>2.12</b>	<b>1.49</b>	<b>0.53</b>	<b>0.40</b>	<b>0.88</b>	<b>1.43</b>	<b>0.90</b>	<b>0.56</b>	<b>0.42</b>
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<b>Annual BOD<sub>5</sub> Loading:</b>	<b>11.23 Kg/day</b>	Annual Loading Average = 46.92 Kg/d						<b>Total Annual Flow: 312,376.6 M<sup>3</sup></b> <b>Annual Avg Daily flow (M<sup>3</sup>/Day): 855.8 M<sup>3</sup>/Day</b> <b>BOD<sub>5</sub> Annual Average: 13.1 mg/L</b> <b>TSS Annual Average: 20.1 mg/L</b> <b>Phosphorous Annual Average: 1.32 mg/L</b> <b>CBOD<sub>5</sub> Annual Average: 10.39 mg/L</b>					
<b>Annual TSS Loading:</b>	<b>17.17 Kg/day</b>												

NOTES: Two monthly samples collected in October. Monthly averages used in table above. October 24 results (all in mg/L): Effluent: BOD5 = 28.7, CBOD5 = 11.8, Nitrate = 0.3, Nitrate & Nitrite = 2.6, TKN = 12.1, TSS = 29.0. Raw: BOD5 = 128, pH = 6.97, TP = 2.53, TSS = 146.0. October 31 results (all in mg/L): Effluent: BOD5 = 26.1, CBOD5 = 14.6, Nitrate = 0.377, Nitrate & Nitrite = 2.99, TKN = 11.3, TSS = 13.9. Raw: BOD5 = 143, pH = 7.21, TP = 2.12, TSS = 95.5.



Appendix C

Maintenance Summary

## Workorder Summary Report

 Report Start Date: Jan 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1541\*  
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM  
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details					WorkLog Detail
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	
<a href="#">3181036</a>			1541, Mattawa Wastewater System	PM	Inspection	1	YEARS	Daily O&M Activities Wastewater System (1y) 1541	COMP	1/1/23 12:00 AM	1/3/24 09:57 AM	1/3/24 09:57 AM	Daily O&M Activities Wastewater System (1y) 1541 - Assisted Josh with pulling a pump at Mackenzie street lift station camera sewer ninth st - upon request cameraed sewer main on ninth st regarding sewer backup at 351 ninth. toilet paper jammed in main at lateral to 351 ninth st. cleared blockage with rods, flushed and cameraed main to bridges st. all ok. TF Dec 20/23
<a href="#">3181715</a>			1541, Mattawa Wastewater System	PM	Inspection	1	YEARS	Lifting Equipment Inspection Route (1y) 1541	COMP	1/1/23 12:00 AM	1/9/24 01:25 PM	1/9/24 01:25 PM	
<a href="#">3181722</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	1/1/23 12:00 AM	2/12/23 07:23 PM	2/12/23 07:23 PM	
<a href="#">3181736</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	1/1/23 12:00 AM	2/12/23 07:23 PM	2/12/23 07:23 PM	
<a href="#">3186366</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	1/1/23 12:00 AM	2/12/23 07:04 PM	2/12/23 07:04 PM	Pump Submersible Group Inspection (1m) 1541 - Visually checked pumps, switched from hand to manual, no issues seen at this time
<a href="#">3187039</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	YEARS	WHMIS/MSDS/NSF Review and Update (1y) 1541	COMP	1/1/23 12:00 AM	1/9/24 11:55 AM	1/9/24 11:55 AM	
<a href="#">3201216</a>			1541, Mattawa Wastewater System	CALL	Community Complaint	0		300 Mattawan pump station, noise	CLOSE		12/31/22 09:30 AM	1/3/23 10:47 AM	300 Mattawan pump station, noise - Josh received a community complaint at 0230 regarding a banging at lift station at 300 Mattawan street. arrived on site at 1110, checked lift stations for alarms, none. Tested both pumps and no abnormal sounds on start up or shut down noticed. Locked up site.
<a href="#">3203912</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	1/16/23 12:00 AM	2/12/23 06:43 PM	2/12/23 06:43 PM	Tank Alum Inspection (1m) - 1541 - Visual inspection of alum tank completed weekly, no issues found, no leaks found
<a href="#">3229124</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	2/1/23 12:00 AM	5/15/23 06:57 AM	5/15/23 06:57 AM	

## Workorder Summary Report

 Report Start Date: Jan 1, 2023 12:00 AM  
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 Location: 1541\*  
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM  
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3229131</a>	0000328891	PUMP PERISTALTIC 01	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Peristaltic 01 Alum Insp/ Service (1y) - 1541	CLOSE	2/1/23 12:00 AM	5/15/23 06:59 AM	5/15/23 06:59 AM	Pump Peristaltic 01 Alum Insp/ Service (1y) - 1541 - Visually inspected, all ok, ran pump at max for 2 min. no issues found
<a href="#">3229148</a>	0000328892	PUMP PERISTALTIC 02	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Peristaltic 01 Alum Insp/ Service (1y) - 1541	CLOSE	2/1/23 12:00 AM	5/15/23 06:59 AM	5/15/23 06:59 AM	Pump Peristaltic 01 Alum Insp/ Service (1y) - 1541 - Visually inspected, all ok, ran pump at max for 2 min. no issues found
<a href="#">3229165</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	2/1/23 12:00 AM	5/15/23 07:00 AM	5/15/23 07:00 AM	Health And Safety Inspection (1m) 1541 - Visual inispecton of fre extinguishers and first aid kits, all ok
<a href="#">3232768</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	2/1/23 12:00 AM	2/12/23 07:05 PM	2/12/23 07:05 PM	
<a href="#">3243852</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		101 Bissett High level alarm -1541	CLOSE		1/25/23 06:45 PM	1/25/23 08:00 PM	101 Bissett High level alarm -1541 - 1901- On-site at 101 first st for high level alarm. found pumps to be tripped. Reset pumps and seems to be pumping down quickly. Will monitor pumps.
<a href="#">3245162</a>			1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		Alum Order For Lagoon-1541	CLOSE		3/14/23 02:55 PM	3/14/23 02:55 PM	Alum Order For Lagoon-1541 - Yearly order of Alum Alum Order Details - KEMIRA ALS BULK 24,990.000 KG 386.0000 CN code: 2833220000 Net weight: 24,990.000 KG 55,093.564 LB Gross weight: 24,990.000 KG 55,093.564 LB Delivery no / Date:85813573 / 02/13/2023 UN3264, CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (Aluminium sulphate), 8, PGIII, RQ Country of Origin: CA 24,990.000 KG

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				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3245938</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	2/16/23 12:00 AM	5/15/23 07:02 AM	5/15/23 07:02 AM	Tank Alum Inspection (1m) - 1541 - CHecked alum tank no issues found
<a href="#">3272072</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	3/1/23 12:00 AM	5/15/23 07:13 AM	5/15/23 07:13 AM	
<a href="#">3272079</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	3/1/23 12:00 AM	5/15/23 07:13 AM	5/15/23 07:13 AM	
<a href="#">3275630</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	3/1/23 12:00 AM	5/15/23 07:13 AM	5/15/23 07:13 AM	Pump Submersible Group Inspection (1m) 1541 - All pumps operated in manual, all ok
<a href="#">3287418</a>	0000328887	VALVE SLUICE GATE DIVERSION CHAMBER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Sluice Gate Inspection (1y) 1541	CLOSE	4/1/23 12:00 AM	5/15/23 07:12 AM	5/15/23 07:12 AM	Sluice Gate Inspection (1y) 1541 - Moved sluice gate up and down, all ok
<a href="#">3287552</a>			1541, Mattawa Wastewater System	CAP	Health and Safety	0		Lagoon Generator Health & Safety Guarding	CLOSE		3/2/23 08:00 AM	3/2/23 08:00 AM	Generator Health & Safety Guarding - Installed cages around moving parts on generator to remove risk of injury.
<a href="#">3287553</a>			1541, Mattawa Wastewater System	CAP	Health and Safety	0		Mattawan Sewage Pump Station Generator: Health & Safety Guarding	CLOSE		3/2/23 08:04 AM	3/2/23 08:04 AM	Health & Safety Guarding - Installed cage around moving parts on the SPS generator to avoid potential for injury.
<a href="#">3289242</a>	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	3/12/23 12:00 AM	5/15/23 07:11 AM	5/15/23 07:11 AM	Generator Monthly Test (1m) 1541 - generator test ok
<a href="#">3289245</a>	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	3/12/23 12:00 AM	5/15/23 07:11 AM	5/15/23 07:11 AM	Generator Monthly Test (1m) 1541 - Generator test OK
<a href="#">3289248</a>	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	3/12/23 12:00 AM	5/15/23 07:11 AM	5/15/23 07:11 AM	Generator Monthly Test (1m) 1541 - Generator test OK
<a href="#">3289251</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1541	CLOSE	3/12/23 12:00 AM	10/13/23 08:22 AM	10/13/23 08:22 AM	TPM Inspection/Maintenance (1m) 1541 - Checked all, No issues found
<a href="#">3289729</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	3/16/23 12:00 AM	5/15/23 07:07 AM	5/15/23 07:07 AM	0000349408 SENSOR UV #2 DUTY #2 - no leaks in the alum tank

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<a href="#">3318758</a>	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Fall (6m) 1541	CLOSE	4/1/23 12:00 AM	10/13/23 08:06 AM	10/13/23 08:06 AM	UV Reactor service Fall (6m) 1541 - Completed UV service, Replaced all Bulbs sleeves and O rings. All operating as normal. Cleaned and pressure washed the channel
<a href="#">3318765</a>	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Spring (6m) 1541	CLOSE	4/1/23 12:00 AM	10/13/23 08:05 AM	10/13/23 08:05 AM	
<a href="#">3318929</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	4/1/23 12:00 AM	6/21/23 06:02 AM	6/21/23 06:02 AM	
<a href="#">3318936</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	4/1/23 12:00 AM	8/3/23 03:10 PM	8/3/23 03:10 PM	
<a href="#">3318950</a>	0000328876	TANK STORAGE FUEL LAGOON	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Storage Fuel Diesel Lagoon Insp/Service (1y) 1541	CLOSE	4/1/23 12:00 AM	8/3/23 03:11 PM	8/3/23 03:11 PM	Tank Storage Fuel Diesel Lagoon Insp/Service (1y) 1541 - Visual inspection done, no fuels leaks or issues found
<a href="#">3318958</a>	0000328903	TANK STORAGE FUEL LAGOON	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Storage Fuel Diesel Lagoon Insp/Service (1y) 1541	CLOSE	4/1/23 12:00 AM	8/3/23 03:11 PM	8/3/23 03:11 PM	Tank Storage Fuel Diesel Lagoon Insp/Service (1y) 1541 - Visual inspection done, no fuels leaks or issues found
<a href="#">3318966</a>	0000328838	TANK STORAGE FUEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Storage Fuel Diesel Mckenzie St. Insp/Service (1y) 1541	CLOSE	4/1/23 12:00 AM	8/3/23 03:12 PM	8/3/23 03:12 PM	Tank Storage Fuel Diesel Mckenzie St. Insp/Service (1y) 1541 - Visual inspection done, no fuels leaks or issues found
<a href="#">3323681</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	4/1/23 12:00 AM	8/3/23 03:12 PM	8/3/23 03:12 PM	Pump Submersible Group Inspection (1m) 1541 - All pumps checked weekly, no issues found at this time
<a href="#">3338017</a>	0000328856	METER LEVEL ALUM	1541, Mattawa Wastewater System	CORR	Refurbish/ Replace/Repair	0		New level sensor for alum tank -1541	CLOSE		6/15/23 12:36 PM	6/15/23 12:36 PM	level sensor for alum tank - SIEMENS XPS-10 TRANSDUCER, 10M CABLE, RANGE:10M, BUILT-IN TEMP SENSOR, KYNAR HOUSING, 1" NPT NIPPL
<a href="#">3340108</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	4/16/23 12:00 AM	8/3/23 03:13 PM	8/3/23 03:13 PM	Tank Alum Inspection (1m) - 1541 - Checked alum tank, no leaks, no issues found



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				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3340389</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		451 Bissette PS Thermal Fault	CLOSE		4/16/23 06:00 AM	4/16/23 08:30 AM	451 Bissette PS Thermal Fault - Received call from Telus at 0555, alarm at 451 Bissette PS. Headed to site, pump #2 in thermal fault. Reset breaker, cleared fault and monitored cycle. Performed well
<a href="#">3341636</a>	0000328856	METER LEVEL ALUM	1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		Alum Tank Level Transmitter-1541	CLOSE		6/27/23 03:32 PM	6/27/23 03:32 PM	Alum Tank Level Transmitter-1541 - Approval given by town to order new level transmitter,  Order from chess today april 26/23  Order Details - 7ML5033-2DA00-2A SIEMENS MULTIRANGER 200 WITH HMI DISPLAY 4 BUTTON HMI, WALL MOUNT, STANDARD ENCLOSURE 100 to 230 VAC, SINGLE POINT VERSION, 6 RELAYS, 0-20 mA or 4-20 mA OUTPUT
<a href="#">3366495</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:13 PM	8/3/23 03:13 PM	
<a href="#">3366502</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:13 PM	8/3/23 03:13 PM	
<a href="#">3366513</a>	0000328912	TANK PROCESS WET WELL 300 MATTAWAN ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Wet well 300 Mattawan St. Insp/Service (1y) - 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:15 PM	8/3/23 03:15 PM	Tank Wet well 300 Mattawan St. Insp/Service (1y) - 1541 - Station checked weekly, no physical issues found, a cleaning of soap/grease may be needed soon
<a href="#">3366522</a>	0000328922	TANK PROCESS WET WELL 101 BISSETT ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Wet well 101 Bissett St. Insp/ Service (1y) - 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:15 PM	8/3/23 03:15 PM	Tank Wet well 101 Bissett St. Insp/ Service (1y) - 1541 - Station checked weekly, no physical issues found, a cleaning of soap/grease may be needed soon
<a href="#">3366531</a>	0000328919	TANK PROCESS WET WELL 200 BROOK ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Wet well 200 Brook St. Insp/ Service (1y) - 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:15 PM	8/3/23 03:15 PM	Tank Wet well 200 Brook St. Insp/ Service (1y) - 1541 - Station checked weekly, no physical issues found, a cleaning of soap/grease may be needed soon

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WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3366543</a>	0000328916	TANK PROCESS WET WELL 300 LOUIS ST.	1541, Mattawa Wastewater System	PM	Refurbish/Replace/Repair	1	YEARS	Tank Wet well 300 Louis St. Insp/Service (1y) - 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:16 PM	8/3/23 03:16 PM	Tank Wet well 300 Louis St. Insp/Service (1y) - 1541 - Station checked weekly, no physical issues found, a cleaning of soap/grease may be needed soon
<a href="#">3366552</a>	0000328832	TANK PROCESS WET WELL 451 BISSETT ST.	1541, Mattawa Wastewater System	PM	Refurbish/Replace/Repair	1	YEARS	Tank Wet well 451 Bissett St. Insp/Service (1y) - 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:16 PM	8/3/23 03:16 PM	Tank Wet well 451 Bissett St. Insp/Service (1y) - 1541 - Station checked weekly, no physical issues found, a cleaning of soap/grease may be needed soon
<a href="#">3366569</a>	0000328850	TANK PROCESS WET WELL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/Replace/Repair	1	YEARS	Tank Wet well 601 Mckenzie St. Insp/Service (1y) - 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:17 PM	8/3/23 03:17 PM	Tank Wet well 601 Mckenzie St. Insp/Service (1y) - 1541 - Station checked weekly, no physical issues found, a cleaning of soap/grease may be needed soon
<a href="#">3366578</a>	0000328897	TANK PROCESS WET WELL 1101 BISSETT ST.	1541, Mattawa Wastewater System	PM	Refurbish/Replace/Repair	1	YEARS	Tank Wet well 1101 Bissett St. Insp/Service (1y) - 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:17 PM	8/3/23 03:17 PM	Tank Wet well 1101 Bissett St. Insp/Service (1y) - 1541 - Station checked weekly, no physical issues found, a cleaning of soap/grease may be needed soon
<a href="#">3370019</a>			1541, Mattawa Wastewater System	PM	Refurbish/Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	5/1/23 12:00 AM	8/3/23 03:26 PM	8/3/23 03:26 PM	Pump Submersible Group Inspection (1m) 1541 - Check pumps weekly, no issues found at this time
<a href="#">3383525</a>			1541, Mattawa Wastewater System	CALL	Refurbish/Replace/Repair	0		Mattawa 1101 bissette street high level	CLOSE		5/1/23 02:10 AM	5/3/23 05:53 PM	Mattawa 1101 Bissette street high level -Received call at 0210, and arrived on site 03:55. Noticed high level alarm still activated and pumps faulted. Tried resetting pumps, needed to turn off main disconnect. Was able to reset one pump, the other pump had high amperage due to being clogged. Levels in wet well went below high level set point. Pump was still pumping and locked up gate.
<a href="#">3383717</a>			1541, Mattawa Wastewater System	CAP	Refurbish/Replace/Repair	0		Mattawa 2023 Flooding prevention/ measures	CLOSE		6/14/23 01:21 PM	6/14/23 01:21 PM	Mattawa flooding -Work order made for supplies and time reporting for flooding prevention/remediation measures.

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<a href="#">3384197</a>			1541, Mattawa Wastewater System	EMER	Predictive Maintenance	0		Mattawa Flood Risk Emergency Response After Hours	CLOSE		6/14/23 01:08 PM	6/14/23 01:08 PM	May2/23 - set up aqua dams around lift stations. TF may 3/23 - fill and monitor aqua dams. tf may4/23 - rearrange plugs to overflows to minimize infiltration. TF Mattawa Flood Risk Emergency Response After Hours - On May 2, 2023 18:00 to 23:00 helped Tim and Josh with Isolation bags install around lift stations.
<a href="#">3384200</a>			1541, Mattawa Wastewater System	EMER	Predictive Maintenance	0		Mattawa Flood Risk Emergency Response	CLOSE		6/14/23 01:08 PM	6/14/23 01:08 PM	may 3/23 - finish setting up and filling aqua dams around pump stations. TF may 4/23 - purchase additional hoses. top up aqua dams. camera suspected infiltrating manholes. TF may 5/23 - pick up camera trailer. TF may 8/23 - attend meeting at town hall for update. check pump stations. TF

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<a href="#">3384711</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Power Outage 1517/1541	CLOSE		4/23/23 01:45 PM	4/23/23 10:00 PM	Power Outage 1517/1541 - Called by Telus alarms for multiple power failures, Arrived in Mattawa to find a mainline pole broke off. Monitored all stations, Power on Water plant side restored around 1430. Remainder of power back on around 2000.  1350 called by telus, for various alarms at all ststions in regards to power outage.  1440 onsite at 451 bissett. Power has restored. Reset p1 that was in failure. All else ok.  1500 checked 1101 bissett, 601 mckenzie, 101 bossett and 130 moosehead, power all on, all ok.  1615 checked 200 brook st, level is above grating. Woll monitor.  1625 check mattawan, generator running all ok. Check 200 louis st- level is above grating woll continue to montor.  1900 - check loous st- level is 3' below overflow.  1915 - check brook st- level is approx 1' below overflow.

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													2000 power restored- checked all stations, no overflow occurred at loius or brook. Mattawan switched back to shore power- all ok.  2100 onsite at brook st for general alarm, all ok, no issues found, level is normal , possible dirty eye from high level.
<a href="#">3385441</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	5/16/23 12:00 AM	8/3/23 03:27 PM	8/3/23 03:27 PM	Tank Alum Inspection (1m) - 1541 - Checked alum tank for leaks or deficiencies, none found at this time
<a href="#">3413794</a>	0000328859	ANALYZER GAS BUMP TEST	1541, Mattawa Wastewater System	PM	Calibration	6	MONTHS	Analyzer Gas C02 (6m) 1541	CLOSE	6/1/23 12:00 AM	8/3/23 03:33 PM	8/3/23 03:33 PM	
<a href="#">3413805</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	6/1/23 12:00 AM	8/3/23 03:27 PM	8/3/23 03:27 PM	
<a href="#">3413812</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	6/1/23 12:00 AM	8/3/23 03:27 PM	8/3/23 03:27 PM	
<a href="#">3413823</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Lagoon Cells Insp/ Service (1y) - 1541	CLOSE	6/1/23 12:00 AM	8/3/23 03:28 PM	8/3/23 03:28 PM	Tank Process Lagoon Cells Insp/ Service (1y) - 1541 - Lagoon lining is all ok, air leak in header line top cell far corner. scheduling underway to drain an fix the leak
<a href="#">3413837</a>	0000328858	TANK STORAGE HOT WATER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Hot Water Insp. (1y) - 1541	CLOSE	6/1/23 12:00 AM	8/3/23 03:28 PM	8/3/23 03:28 PM	
<a href="#">3417644</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	6/1/23 12:00 AM	8/3/23 03:29 PM	8/3/23 03:29 PM	Pump Submersible Group Inspection (1m) 1541 - Pumps checked weekly, no issues found at this time
<a href="#">3433755</a>	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	6/15/23 12:00 AM	8/3/23 03:29 PM	8/3/23 03:29 PM	Generator Monthly Test (1m) 1541 - Monthly generator test completed, all ok

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 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3433758</a>	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	6/15/23 12:00 AM	8/3/23 03:30 PM	8/3/23 03:30 PM	Generator Monthly Test (1m) 1541 - Monthly generator test completed, no issues found
<a href="#">3433761</a>	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	6/15/23 12:00 AM	8/3/23 03:30 PM	8/3/23 03:30 PM	Generator Monthly Test (1m) 1541 - Monthly generator test completed, no issues found
<a href="#">3433889</a>			1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		601 McKenzie SPS Pump Repair	CLOSE		6/15/23 11:05 AM	6/28/23 03:55 PM	Pump Repair - Pump at 601 McKenzie tripping main breaker. Pump pulled for inspection and has wobble. Pump to be taken out of service for repair. Repair Details - Submersible Pump: Flygt 3.9HP, 1745RPM, 230 Volts, 17A, 60HZ, 1PH, Imp 433, Model 3102.181-1081, Serial# 3102.181-0820243.  Labour to dismantle, clean, check all bearing fits, test stator windings, inspect all parts, access damage and prepare estimate of repair.  Assemble unit with new parts listed & perform no load full voltage test run.  Dynamic Balance Rotor & Impeller 82 50 60 Sealing Washer 601 89 06 Basic Repair Kit 841794 Seal Sleeve (18)-20mm
<a href="#">3433940</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	6/16/23 12:00 AM	8/3/23 03:33 PM	8/3/23 03:33 PM	Tank Alum Inspection (1m) - 1541 - Checked alum tank for any leaks or issues, none found
<a href="#">3436188</a>			1541, Mattawa Wastewater System	PM	Predictive Maintenance	0		Electrical Boxes and Parts For Sewage pumps @ 601 Mckenzie	CLOSE		8/16/23 01:45 PM	8/16/23 01:45 PM	- New water tight electrical junction boxes, old are not sealing anymore and screws missing

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				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3461296</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	7/1/23 12:00 AM	10/13/23 08:08 AM	10/13/23 08:08 AM	
<a href="#">3461303</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	7/1/23 12:00 AM	10/13/23 08:09 AM	10/13/23 08:09 AM	Health And Safety Inspection (1m) 1541 - All walking areas clear of debris, checked areas around buildings where snow piles, all clear
<a href="#">3465376</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	7/1/23 12:00 AM	10/13/23 08:21 AM	10/13/23 08:21 AM	Pump Submersible Group Inspection (1m) 1541 - Pump checked for operation weekly, all OK
<a href="#">3479080</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		High level at McKenzie street lift station	CLOSE		7/2/23 01:47 AM	7/5/23 12:26 PM	High level at McKenzie lift station -Received high level alarm at McKenzie lift station at 0147, arrived on site at 0315. Reset pump and pumped down wet well. No issues.



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<a href="#">3479467</a>			1541, Mattawa Wastewater System	EMER	Refurbish/ Replace/Repair	0		McKenzie SPS: Emergency Pump Troubleshooting and Installation	CLOSE		7/4/23 09:56 AM	7/4/23 09:56 AM	<p>McKenzie SPS: Emergency Pump Troubleshooting and Installation - Called by Monique M at 0812 for pump fault at Mckenzie. pump wont reset. other pump out for repairs. picked up confined space trailer in callander. met Josh D onsite. installed new/rebuilt pump runs/ pumps good. pulled other pump and cleaned impellar. appears to be ok now. TF July2/23</p> <p>McKenzie SPS: Emergency Pump Troubleshooting and Installation - Received alarm at 0750 for high level alarm at McKenzie street lift station. Called Tim for assistance to pull pump. Josh D came onto site with rebuilt pump. Installed rebuilt pump and pulled pump #2 and unclogged pump.</p> <p>McKenzie SPS: Emergency Pump Troubleshooting and Installation - Called by monique for multiple issues at 601 Mckenzie. Plugged pump multiple times. Met monique and tim onsite. Installed rebuilt pump. Installed new junction box. Verified pump was running OK. Pulled pump 2 cleaned out volute and impellor,. All seems OK JD</p>
<a href="#">3482028</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	7/16/23 12:00 AM	10/13/23 08:11 AM	10/13/23 08:11 AM	Tank Alum Inspection (1m) - 1541 - Alum tank inspected weekly, no issues found
<a href="#">3483455</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Burglary alarm at 451 bissette street	CLOSE		7/24/23 08:50 PM	7/25/23 12:53 PM	Burglary alarm at 451 Bissette -Received burglary alarm at lift station. Arrived on site, fence and building secured. Cleaned off the contacts on the door and seemed ok.
<a href="#">3506870</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	8/1/23 12:00 AM	10/13/23 08:17 AM	10/13/23 08:17 AM	
<a href="#">3506877</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	8/1/23 12:00 AM	10/13/23 08:17 AM	10/13/23 08:17 AM	



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				WorkOrder		PM Schedule		Workorder Details					
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<a href="#">3510314</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	8/1/23 12:00 AM	10/13/23 08:19 AM	10/13/23 08:19 AM	Pump Submersible Group Inspection (1m) 1541 - All pumps, wetwells, panels checked weekly, All ingood operation, no issues at this time
<a href="#">3525348</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	8/16/23 12:00 AM	10/13/23 08:20 AM	10/13/23 08:20 AM	Tank Alum Inspection (1m) - 1541 - Inspected Alum tank, No leaks, no signs of damage, all ok
<a href="#">3526575</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	0		Replacement bulbs and sleeves for WWTP uv lights	CLOSE		8/30/23 02:11 PM	8/30/23 02:11 PM	New bulbs and sleeves for WWTP uv lights -Parts to be ordered from Trojan tech. Quote # QO0007467. 5 UV Lamp Kits: Parts List - Five (5) LAMP P, SLV KIT 64" PTP/3B 4PK EACH KIT INCLUDES: 1 X 302418-004 LAMPS 1 X 302208-004 SLEEVES 4 X 302300 O-RING, SLEEVE 4 X 302314 O-RING, SLEEVE 4 X 700105 COMPRESSION SPR
<a href="#">3552657</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	9/1/23 12:00 AM	11/15/23 12:03 PM	11/15/23 12:03 PM	
<a href="#">3552664</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	3	YEARS	Panel Control / Breaker Route Insp/ Service (3y) 1541	COMP	9/1/23 12:00 AM	1/15/24 09:28 AM	1/15/24 09:28 AM	Panel Control / Breaker Route Insp/ Service (3y) 1541 - Visually inspected all panels, lighting, heaters, and transformers. No major issues found at this time. 601 Mckenzie heater is working but only keeps the building just above freezing temps.
<a href="#">3552668</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	9/1/23 12:00 AM	10/20/23 11:29 AM	10/20/23 11:29 AM	
<a href="#">3556759</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	9/1/23 12:00 AM	11/15/23 12:03 PM	11/15/23 12:03 PM	Pump Submersible Group Inspection (1m) 1541 - All pumps, stations, wetwells, Panels, checked weekly, no issues at this time.

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WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details					
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3570849</a>	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	9/3/23 12:00 AM	11/15/23 12:05 PM	11/15/23 12:05 PM	Generator Monthly Test (1m) 1541 - Checked generators all ok
<a href="#">3570852</a>	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	9/3/23 12:00 AM	11/15/23 12:05 PM	11/15/23 12:05 PM	Generator Monthly Test (1m) 1541 - Monthly generator test OK
<a href="#">3570855</a>	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	9/3/23 12:00 AM	11/15/23 12:06 PM	11/15/23 12:06 PM	Generator Monthly Test (1m) 1541 - Monthly generator test OK
<a href="#">3573634</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	9/16/23 12:00 AM	10/20/23 11:30 AM	10/20/23 11:30 AM	
<a href="#">3574649</a>			1541, Mattawa Wastewater System	CAP	Predictive Maintenance	0		Mattawa Sewage Pump Stations: Wet Well Cleaning	CLOSE		9/29/23 11:18 AM	9/29/23 11:18 AM	Mattawa Sewage Pump Stations: Wet Well Cleaning - Cleaned all lift stations and lagoon inlet chamber Sep 26, 2023
<a href="#">3575480</a>			1541, Mattawa Wastewater System	CALL	Inspection	0		Intruder alarm 451 Bissett St	CLOSE		9/25/23 09:45 PM	9/25/23 11:30 PM	Intruder alarm 451 Bissett St - Received intrusion alarm for 451 Bissett St. Arrived on site, door was locked and alarm still active. Cleared alarm but could not reenable when leaving. Suspect faulty door magnet sensors. Locked facility and left without arming.
<a href="#">3601715</a>	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Fall (6m) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:30 AM	1/15/24 09:30 AM	UV Reactor service Fall (6m) 1541 - Fall service was completed, cleaned lights and chamber all ok
<a href="#">3601722</a>	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Spring (6m) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:30 AM	1/15/24 09:30 AM	
<a href="#">3601886</a>	0000328878	BLOWER CENTRIFUGAL B01 AERATION	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Blower Centrifugal Inspection/ Service (1y) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:39 AM	1/15/24 09:39 AM	
<a href="#">3601899</a>	0000328879	BLOWER CENTRIFUGAL B02 AERATION	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Blower Centrifugal Inspection/ Service (1y) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:40 AM	1/15/24 09:40 AM	Blower Centrifugal Inspection/ Service (1y) 1541 - Visually inspected blower, Oil is still clean and full, changed air filter. All OK

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				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3601912</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	HVAC, Fans, Dehumidifiers, Heaters ,Louvres Route (1y) 1541	COMP	10/1/23 12:00 AM	1/15/24 09:41 AM	1/15/24 09:41 AM	HVAC, Fans, Dehumidifiers, Heaters ,Louvres Route (1y) 1541 - Visual inspection of all hvac, 601 mckenzie heater is sluggish at heating up the building. All else OK
<a href="#">3601934</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	10/1/23 12:00 AM	1/9/24 12:05 PM	1/9/24 12:05 PM	
<a href="#">3601941</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	10/1/23 12:00 AM	10/20/23 11:32 AM	10/20/23 11:32 AM	
<a href="#">3605891</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	10/1/23 12:00 AM	1/9/24 01:26 PM	1/9/24 01:26 PM	
<a href="#">3623093</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	10/16/23 12:00 AM	10/20/23 11:33 AM	10/20/23 11:33 AM	
<a href="#">3623909</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		1541- Heat/Fire Alarm @ 451 Bissett	COMP		10/18/23 06:15 PM	10/23/23 08:00 AM	1541- Heat/Fire Alarm @ 451 Bissett - On-site for fire alarm, heat alarm, high level, overflow alarm, p1 alarm.  Talked to curtis and multiple high priority alarms at 451 bissett. On-site at 1830, found no issues, no alarms in memory, pumps, and overflow all ok. No signs of high level. Unknown issue. Chatted with Curtis, may be mouse chewed wire issues.

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<a href="#">3625361</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Main st flood Mattawa 1541	COMP		10/26/23 09:15 PM	10/30/23 10:55 AM	Main st flood Mattawa 1541 - Called by after hours center for flood on main st. Called operator on call said the call dropped. discussed calling public works but was advised they didnt want us calling them. Called Barry J. said he was just out checking roads and was aware of it and calling crew in. Called complainant back to let them know public works was aware and if any other questions to call back. TF Oct 26/23
<a href="#">3646945</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	11/1/23 12:00 AM	1/9/24 12:06 PM	1/9/24 12:06 PM	
<a href="#">3646952</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	11/1/23 12:00 AM	1/9/24 01:28 PM	1/9/24 01:28 PM	
<a href="#">3650161</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	11/1/23 12:00 AM	1/9/24 01:30 PM	1/9/24 01:30 PM	
<a href="#">3661762</a>	0000328841	SWITCH DISCONNECT MAIN POWER 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	3	YEARS	Switch Disconnect (3y) Inspection 601 Mckenzie St. - 1541	COMP	11/2/23 12:00 AM	1/15/24 09:52 AM	1/15/24 09:52 AM	Switch Disconnect (3y) Inspection 601 Mckenzie St. - 1541 - Visual inspection completed, all OK
<a href="#">3662361</a>			Mattawa WWT	CALL	Refurbish/ Replace/Repair	0		Power outage Mattawa sewage	COMP		11/5/23 11:45 AM	11/5/23 01:50 PM	Mattawa WWT power failure -Received power failure at 7 am, checked hydro one website for restoration time. Arrived on site at 1250 and power was restored. Checked Louis, Brooks, Mattawan street lift stations all pumped down. No issues.
<a href="#">3662669</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		200 Brooke st low panel battery Mattawa 1541	COMP		11/5/23 12:45 PM	11/6/23 12:01 PM	200 Brooke st low panel battery Mattawa 1541 - recieved a low panel battery alarm from telus at 1247. messaged Josh and Monique to see who was on call. Monique answered discussed problem and remedies. TF Nov 5/23

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				WorkOrder		PM Schedule		Workorder Details					
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<a href="#">3662671</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		low battery panel alarm 200 brooke st Mattawa	COMP		11/5/23 12:45 PM	11/5/23 01:15 PM	low battery panel alarm 200 brooke st Mattawa - called by telus alarm at 1247 for low battery on panel 200 Brook st Mattawa. messaged Josh and Monique to see who was on call Monique answered. discussed problem and possible remedies to problem. TF Nov5/23
<a href="#">3664306</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1541	COMP	11/13/23 12:00 AM	1/9/24 01:31 PM	1/9/24 01:31 PM	
<a href="#">3664608</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		451 Bissette pump #1 fault	COMP		11/11/23 09:45 AM	11/11/23 12:45 PM	451 Bissette pump #1 fault - Received call for P#1 failure. Arrived on site to find pump breaker tripped. Reset and tested pump. Ran fine, placed back in AUTO
<a href="#">3664746</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	11/16/23 12:00 AM	1/9/24 01:32 PM	1/9/24 01:32 PM	
<a href="#">3688386</a>	0000328859	ANALYZER GAS BUMP TEST	1541, Mattawa Wastewater System	PM	Calibration	6	MONTHS	Analyzer Gas C02 (6m) 1541	COMP	12/1/23 12:00 AM	1/15/24 09:44 AM	1/15/24 09:44 AM	Analyzer Gas C02 (6m) 1541 - Gas monitor is checked at time of each use, bump test and calibration on fail.
<a href="#">3688397</a>			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	12/1/23 12:00 AM	1/9/24 01:35 PM	1/9/24 01:35 PM	
<a href="#">3688404</a>			1541, Mattawa Wastewater System	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	12/1/23 12:00 AM	1/9/24 01:37 PM	1/9/24 01:37 PM	
<a href="#">3688426</a>	0000328828	UPS BATTERY BACKUP 451 BISSETT ST.	1541, Mattawa Wastewater System	PM	Inspection	1	YEARS	Ups Battery Bank Insp/Service (1y) 1541	COMP	12/1/23 12:00 AM	1/15/24 09:50 AM	1/15/24 09:50 AM	
<a href="#">3691583</a>			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	12/1/23 12:00 AM	1/9/24 01:39 PM	1/9/24 01:39 PM	

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 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finsh
<a href="#">3702956</a>			1541, Mattawa Wastewater System	CAP	Compliance	0		Alum Order For Lagoon-1541	COMP		12/1/23 01:10 PM	1/4/24 09:24 AM	Alum Order Details - KEMIRA ALS BULK 24,970.000 KG 463.0000 Net weight: 24,970.000 KG 55,049.472 LB Gross weight: 24,970.000 KG 55,049.472 LB Delivery no / Date:86056912 / 12/06/2023 UN3264, CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (Aluminium sulphate), 8, PGIII, RQ Country of Origin: CA 24,970.000 KG
<a href="#">3705101</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		High level 1101 Bissett-1541	COMP		12/9/23 04:45 PM	12/11/23 07:26 AM	High level 1101 Bissett-1541 - called for high level alarm at 1101 Bissett st. Arrived and found p2 running but level not dropping and p1 to be tripped. Reset p1 and started pumping down, tripped the pump again. did this multiple times to get the wetwell down. P2 is not seated properly and is not pushing out. Switched leads on p1 to run in reverse and clean it out. Switched back the leads and the pump seems to be running ok.
<a href="#">3705699</a>	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	12/15/23 12:00 AM	1/15/24 09:50 AM	1/15/24 09:50 AM	Generator Monthly Test (1m) 1541 - Generator ran during power outage, no issues while operating normally
<a href="#">3705702</a>	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	12/15/23 12:00 AM	1/15/24 09:51 AM	1/15/24 09:51 AM	Generator Monthly Test (1m) 1541 - Generator ran during power outage, no issues while operating normally
<a href="#">3705705</a>	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	12/15/23 12:00 AM	1/15/24 09:51 AM	1/15/24 09:51 AM	Generator Monthly Test (1m) 1541 - Generator ran during power outage, no issues while operating normally
<a href="#">3705788</a>	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	12/16/23 12:00 AM	1/9/24 01:40 PM	1/9/24 01:40 PM	

## Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM  
 Report End Date: Dec 31, 2023 11:59 PM  
 Location: 1541\*  
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM  
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">3706622</a>			1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		Mattawa Lagoon Blower Motor Replacement	COMP		12/22/23 08:35 AM	12/22/23 08:35 AM	Replacement Blower Motor -TechTop GRC0304F Electric Motor 30HP, 1755RPM, 575V, 27.92A, 60HZ, 3PH, Frame 286T, TEFC.
<a href="#">3707302</a>			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		451 Bissette pump #1 fault	COMP		12/18/23 09:30 PM	12/18/23 11:45 PM	451 Bissette pump #1 fault - Received call for pump failure. Arrived on site to find P1 in thermal fault. Reset alarm and tested. Ran OK





## INFORMATION REPORT

**PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL**

**PREPARED BY: PAUL LAPERRIERE, INTERIM CAO/TREASURER**

**TITLE: CONFIRMATION OF ASSIGNMENT**

**DATE: MONDAY FEBRUARY 26, 2024**

**REPORT NO: 24-15R**

### **BACKGROUND**

Growing Mattawa – Municipal Landbank Area #1 – Report # 2023-109R was presented by Mayor Belanger at the November 27<sup>th</sup>, 2023 Regular Meeting of Council.

### **ANALYSIS & DISCUSSION**

The approved report identified various priorities and we have been working with J2pg, our engineers and planners of record on these priorities.

Of key importance is the \$4.5 million ICIF funding for the Dorion Road Construction for which the work needs to be done by the end of 2026. It is critical that this work be planned out and executed before the expiry of the work period.

Specifically, the prioritized work in the next phase is:

#### *Land Bank Area #1:*

- Revised master plan and work program
- Brook Street level crossing negotiations
- CPR right-of-way acquisition
- Road allowances and closures/certificates of title
- Work with the Ontario Land Surveyor
- Project Management Stage 2 -Archeology
- On-going project management. Technical Support, Engineering, OLS/Geotechnical

#### *Brook Street Preliminary Design:*

- See attachment 1, 2 and 3

#### *Official Plan and Zoning Bylaw*

The Town's Official Plan was created in 1984 and revised once in 1991. There have been no updates since while the Province requires the Official Plan be reviewed every 5 years. This is problematic on many levels.

The planned developments of the Dorion Road development project are currently not reflected in the Town's Official Plan.

We are applying for various funding for the municipality including water infrastructure funding for the Dorion Road development area and the funders need confirmation that these projects are listed in the Asset Management and aligned with the Town's Official Plan. This is problematic because the Official Plan is not up to date.



J2pg will work with us to complete the above 3 projects and are asking for a Confirmation of Assignment for each.

**FINANCIAL IMPLICATIONS**

Land Bank Area #1 - \$50,000 - \$75,000  
(will be included in the ICIF funded cost application)

Brook Street Preliminary Engineering - \$60,000

Official Plan - \$107,000  
(Town has \$100,000 set aside in reserves specifically for this).

**RELEVANT POLICY/LEGISLATION**

Transfer Payment Agreement with Government of Canada and Province of Ontario

Province of Ontario Planning Act

**RECOMMENDATIONS/RESOLUTION**

It is recommended that Council receives this report and further that Council approves and directs the Interim CAO to execute the 3 Confirmations of Assignment listed above.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-15R titled Confirmation of Assignment.

**AND FURTHER THAT** Council approves the Confirmation of Assignment from Jp2g Consultants Inc. for the Land Bank Area # 1, Brook Street Preliminary Engineering and the Official Plan.

**AND FURTHER THAT** Council directs the Interim CAO/Treasurer to execute all 3 confirmations of assignment with Jp2g Consultants Inc.



**CONFIRMATION OF ASSIGNMENT**

CONSULTANT: Jp2g Consultants Inc. CONSULTANT PROJECT NO: 23-1068C  
 ADDRESS: 12 International Drive  
Pembroke, Ontario K8A 6W4  
 PHONE: (613) 735-2507 FAX: (613) 735-4513 DATE: January 25, 2024

A file has been opened for the assignment described below. The Client shall advise the Consultant immediately if any of the details below are incorrect. The Consultant's work will commence upon receipt of this agreement completed and signed.

PROJECT NAME: Municipal Land Bank Area #1 ADDRESS: P.O. Box 390  
 CLIENT NAME: Town of Mattawa 160 Water Street  
Mattawa, Ont. P0H 1V0  
 CLIENT CONTACT: Paul Laperriere, Interim CAO/Treasurer CLIENT P.O.: \_\_\_\_\_  
 PHONE: 705-744-5611 FAX: 705-744-0104  
 CELLULAR: (705) 492-4793 E-MAIL: cao@mattawa.ca

**DESCRIPTION OF ASSIGNMENT**

- Preparation Revised Master Plan & Work Program
- Support re: Brook Street Level Crossing Negotiations
- Support re: Acquisition CPR Right-of-Way
- Initial Liaison with Solicitor re Road Allowance Closures and Property Ownership, Certificate of Title
- Initial Liaison with Ontario Land Surveyor re: Streetscape Survey
- Project Management Stage 2 Archaeology
- On-going Project Management and Technical Support re: Planning/Engineering/OLS/Geotechnical Municipal Land Bank Area #1

- STRUCTURAL
- MECHANICAL
- ELECTRICAL
- CIVIL
- PROJECT MANAGEMENT
- OTHER

ESTIMATED COMPLETION DATE: December 31, 2024  
 FEES:  Time Basis FY 2024 \$50,000 to \$75,000 subject to Council review and approval of individual Scope of Work Submissions & Budgets.  
 Fixed  
 Percentage Project Management Budget to be reviewed and approved annually  
See Attachment 1 for summary of eighteen (18) steps to advance Municipal Land Bank

INVOICED TO: \_\_\_\_\_  
 (if different from Client)

I, Paul Laperriere, on behalf of the Client, hereby authorize the Consultant to carry out the above described work in accordance with the Conditions of Assignment as shown on the reverse side.

ACCEPTED	_____	Paul Laperriere	_____
	Client Signature	Name (Please Print)	Date
ACCEPTED		J. E. Hunton	January 25, 2024
	Consultant Signature	Name (Please Print)	Date
FORM PREPARED BY:	<u>J. E. Hunton</u>	DATE:	<u>January 25, 2024</u>

---

## CONDITIONS OF ASSIGNMENT

1. The Consultant will provide consulting engineering services in accordance with the Performance Guidelines for Professional Engineering services published by the Association of Professional Engineers of Ontario and applicable codes and by-laws for the scope described in the Description of Assignment.
  2. Fees calculated as a percentage of the construction cost are based on the total cost of the portion of the project designed by the Consultant, plus the proportionate amount of the construction overhead.
  3. Reimbursable expenses are in addition to fees for performance of services and include actual expenditures by the Consultant for all charges incurred during the work. A 5 percent administration charge will be added to all reimbursable expenses.
  4. Fees and reimbursable expenses will be billed monthly for the work completed to date and are due upon presentation. Overdue accounts are subject to interest charges after 30 days from invoice date in the amount of 2% per month on the outstanding balance (26.8 percent per annum). The Consultant reserves the right, without penalty, to discontinue services in the event of non payment.
  5. If the project is abandoned or delayed for any reason, the Client shall pay a fee for services rendered to that date.
  6. The Consultant's liability to the Client is limited to the total amount of the fees received.
  7. Fees indicated do not include the Goods and Services Tax (G.S.T.) G.S.T. will be added.
-

October 11, 2023

 Town of Mattawa  
 160 Water Street  
 P.O. Box 390  
 Mattawa, Ontario  
 P0H 1V0

Attention: Mayor Raymond Bélanger

by Purolator Courier

RE: **“Growing Mattawa”  
 Proposed Residential Development  
 Dorion Road/Brook Street Extension  
 Municipal Land Bank Area #1**

Subject: **Work Required to Advance Development**

Dear Mayor Bélanger:

Further to our meeting Wednesday, September 13, 2023 this will confirm the following steps will be required to implement the development of Municipal Land Bank Area #1 on Town owned property between the CPR tracks and the Town of Mattawa Light Industrial Park south of Dorion Road.

Step 1	Refine Concept Plan to incorporate various residential lot sizes and opportunities.
Step 2	<p>The matter of provision of a level crossing and the extension of Brook Street at Mileage 71.46 North Bay Subdivision of CPR tracks should be resolved prior to incurring expenditures of time and funds related to the proposed residential development.</p> <p>This will require engagement with CP Rail, Ottawa Valley Rail (OVR) and the Genesee Wyoming Railway, specifically with regard to the existing OVR lease for the track overcrossing Brook Street. The solution will require either Town of Mattawa acquisition of the rail bed between and including Brook Street Extension and at the CPR Trestle at Highway 17 or approval for construction of an at grade crossing c/w signalization at CPR Mileage 71.46 North Bay Subdivision.</p>
Step 3	Appropriate Official Plan and Zoning Designations for Dorion Road/Brook Street Extension Land Bank Area #1 components should be incorporated in an updated Town of Mattawa Official Plan and Zoning By-law as soon as possible.
Step 4	Engineering Design and Approvals for Brook Street extension including 5' dia. culvert replacement and CPR level crossing Mile 71.46 North Bay Subdivision, Sanitary Sewer laterals and service connections, Watermain services, Lot Grading Plan, Storm Water Management Plan and coordination of Hydro, Bell, Gas approvals should be initiated as soon as possible.
Step 5	Legal support for the stopping up and transfer of unopened road allowances and expunging of the original underlying lot layout within the subject lands and adjacent Light Industrial Park lands should be implemented as soon as possible.



**Ottawa**  
 1150 Morrison Dr., #410  
 Ottawa, ON, K2H 8S9  
 T: 613-828-7800  
 Ottawa@jp2g.com

**Pembroke**  
 12 International Dr.  
 Pembroke, ON, K8A 6W5  
 T: 613-735-2507  
 Pembroke@jp2g.com

**Arnprior**  
 16 Edward St. S., #53B  
 Arnprior, ON, K7S 3W4  
 T: 613-828-7800  
 Arnprior@jp2g.com



Step 6	Ontario Land Survey work including monumenting of Brook Street Extension and Dorion Road/Bélanger Road, collation of all existing easements, preparation of final plan(s) and reference plan(s) will be required.
Step 7	Commission legal work and OLS work required for Certificate of Title application for Dorion Road/Brook Street extension Land Bank Area #1 perimeter.
Step 8	A Stage 2 Archaeological Study needs to be commissioned as per Agreement with Algonquins of Ontario.
Step 9	The Town of Mattawa will be required to follow the provisions of the Planning Act RSO and the Provincial Policy Statement 2015; which includes preparation of Draft Plan of Subdivision Applications, Environmental Assessment, Species at Risk Studies, Aboriginal Consultation, Planning Justification Reports, Market Study and Technical Background Studies (such as Hydraulic Analysis (WaterCAD), Sanitary Sewer Capacity Analysis and Storm Water Management Plan).
Step 10	Preliminary Survey Layout Centerline of Streets A, B, C, D and E.
Step 11	Commission 3 meter wide clearing of centerline Streets A, B, C, D and E.
Step 12	Commission Geotechnical Survey
Step 13	Preliminary site preparation including tree clearing, grubbing and rough grading and drainage in phases as appropriate.
Step 14	Commission Engineering Design and approvals in phases for Street A, B, C, D and E including related Municipal Infrastructure.
Step 15	Fund, Design and Construct new Water Reservoir Option 1 or Option 2 south of Dorion Road. <b>A new reservoir will be required to provide domestic water supply and fire protection to the Dorion Road Brook Street Extension Land Bank Area #1.</b>
Step 16	Construct extension of Brook Street from Pine Street to Dorion Road and installation of municipal services and utilities c/w construction administration within the proposed residential development will be required.
Step 17	Reconstruct Dorion Road from Bell Tower entrance to Town of Mattawa south limits on Bélanger Road.
Step 18	Legal services will be required throughout the development process.

Trusting the above is of interest and use in your current deliberations. I would be pleased to discuss advancing this matter further at your convenience.

Yours very truly,  
Jp2g Consultants Inc.  
Engineers · Planners · Project Managers

J. E. Hunton, BES, MCIP  
Senior Vice President

c.c. - Paul Laperriere, Interim CAO/Treasurer



**CONFIRMATION OF ASSIGNMENT**

CONSULTANT: Jp2g Consultants Inc. CONSULTANT PROJECT NO: 23-1068M  
 ADDRESS: 12 International Drive  
Pembroke, Ontario K8A 6W4  
 PHONE: (613) 735-2507 FAX: (613) 735-4513 DATE: January 25, 2024

A file has been opened for the assignment described below. The Client shall advise the Consultant immediately if any of the details below are incorrect. The Consultant's work will commence upon receipt of this agreement completed and signed.

PROJECT NAME: Brook Street Preliminary Design ADDRESS: P.O. Box 390  
 CLIENT NAME: Town of Mattawa 160 Water Street  
Mattawa, Ont. P0H 1V0  
 CLIENT CONTACT: Paul Laperriere, Interim CAO/Treasurer CLIENT P.O.: \_\_\_\_\_  
 PHONE: 705-744-5611 FAX: 705-744-0104  
 CELLULAR: (705) 492-4793 E-MAIL: cao@mattawa.ca

DESCRIPTION OF ASSIGNMENT Step 1 Preliminary Design and STRUCTURAL   
Class D Cost Estimate preparatory to future Funding Applications as per MECHANICAL   
Attachments 1, 2 and 3 hereto ELECTRICAL   
 CIVIL   
 PROJECT MANAGEMENT   
 OTHER

ESTIMATED COMPLETION DATE: December 31, 2024  
 FEES:  Time Basis  
 Fixed \$60,000 plus HST (OLS and Solicitor costs to be determined)  
 Percentage

INVOICED TO: \_\_\_\_\_  
 (if different from Client)

I, Paul Laperriere, on behalf of the Client, hereby authorize the Consultant to carry out the above described work in accordance with the Conditions of Assignment as shown on the reverse side.

ACCEPTED \_\_\_\_\_ Paul Laperriere  
 Client Signature Name (Please Print) Date  
 ACCEPTED J. E. Hunton \_\_\_\_\_  
 Consultant Signature Name (Please Print) Date  
 FORM PREPARED BY: J. E. Hunton DATE: January 25, 2024

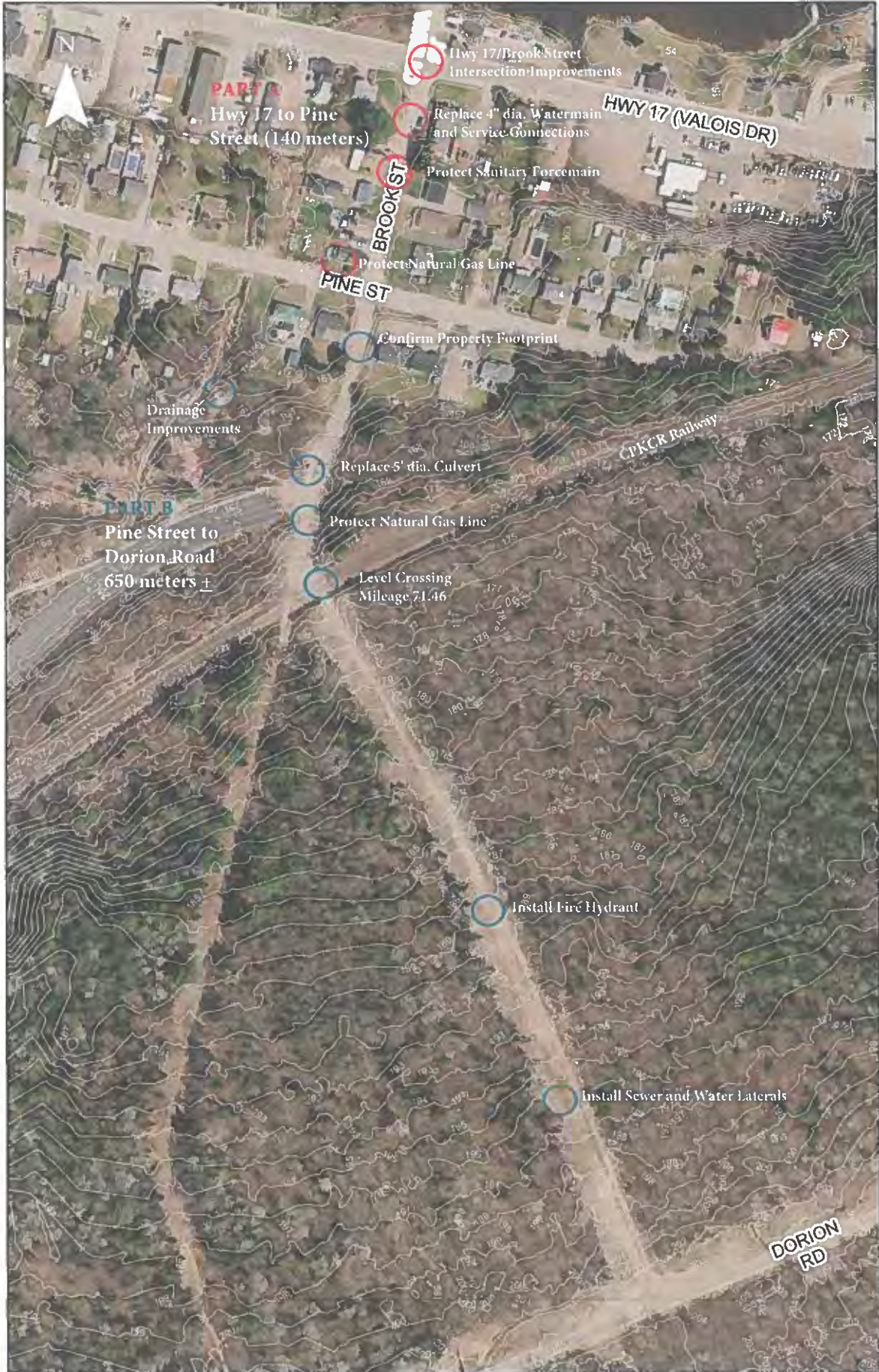
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## CONDITIONS OF ASSIGNMENT

1. The Consultant will provide consulting engineering services in accordance with the Performance Guidelines for Professional Engineering services published by the Association of Professional Engineers of Ontario and applicable codes and by-laws for the scope described in the Description of Assignment.
  2. Fees calculated as a percentage of the construction cost are based on the total cost of the portion of the project designed by the Consultant, plus the proportionate amount of the construction overhead.
  3. Reimbursable expenses are in addition to fees for performance of services and include actual expenditures by the Consultant for all charges incurred during the work. A 5 percent administration charge will be added to all reimbursable expenses.
  4. Fees and reimbursable expenses will be billed monthly for the work completed to date and are due upon presentation. Overdue accounts are subject to interest charges after 30 days from invoice date in the amount of 2% per month on the outstanding balance (26.8 percent per annum). The Consultant reserves the right, without penalty, to discontinue services in the event of non payment.
  5. If the project is abandoned or delayed for any reason, the Client shall pay a fee for services rendered to that date.
  6. The Consultant's liability to the Client is limited to the total amount of the fees received.
  7. Fees indicated do not include the Goods and Services Tax (G.S.T.) G.S.T. will be added.
-



# Brook Street Construction







## James Hunton

---

**To:** Mayor Raymond Belanger; Paul Laperriere  
**Subject:** Brook Street Preliminary Design and Opinion of Probable Cost Highway 17 to Dorion Road (Project No. 23-1068M)

Gentlemen –

Further to our e mail June 27, 2023 and our Project Meetings October 26, 2023 and November 16, 2023 wherein we discussed the importance of advancing the engineering design and subsequent construction of Brook Street from Highway 17 to Dorion Road in order to adequately service proposed Municipal Land Bank Area #1 (240 acres), we would offer the following general comments.

The engineering design and government approvals associated with the reconstruction of Brook Street and construction of the Brook Street extension will be complicated and expensive. We therefore suggest the process be divided into a series of incremental steps as follows

- Step 1** Develop preliminary designs only and Class D cost estimates suitable for funding applications. This initial step will confirm project components together with identifying required approvals and providing preliminary capital cost estimates.
- Step 2** Subject to funding, Step 2 will complete detailed engineering designs , negotiate CPKCR Level Crossing Application, Environmental Assessment and Tender Documents required to implement Brook Street project in two (2) parts
- Part A (140 m) Reconstruction of Brook Street from and including Highway 17 to and including Pine Street intersection
- Part B (650 m) Construct new extension of Brook Street from Pine Street intersection to and including Dorion Road intersection including CPR (now CPKCR) Level Crossing at North Bay Subdivision Mileage 71.46, replacement of existing 5’ dia. culvert and drainage improvements
- Step 3** Implement construction of Part B Brook Street Extension and related work
- Step 4** Implement reconstruction of Part A Brook Street from Highway 17 to Pine Street and related work

“Related work” will include the following items which will be confirmed in Step 1 Preliminary Design (see Air Photo)

- Part A**
- Intersection Works Brook Street/Highway 17
  - Replacement of 4” dia. watermain and water service connections on Brook Street from Highway 17 to Pine Street
  - Protection of Sanitary Forcemain
  - Protection of Natural Gas Line
- Part B**
- Replace existing 5’ dia. culvert
  - Protection of Bell Line
  - Protection of Natural Gas Line
  - Drainage outlet improvements
  - Confirm Property Footprint Bank Street at CPR Level Crossing Mile 71.46 North Bay Subdivision
  - Installation of fire hydrants
  - Installation of water and sewer laterals and service connections as required

The Step 1 Preliminary Engineering Work Program and Budget is provided in Attachment 2 hereto detailing works required to establish the following

1. Existing conditions by engineering field survey including required drainage improvements
2. Preliminary Design to establish schematic concept and identify potential issues re: Brook Street Reconstruction and/or Brook Street extension
3. Obtain OLS Property Plan for Brook Street from Highway17 to Dorion Road
4. Identify required government and agency approvals related to Brook street Reconstruction and/or extension
5. Provide Engineers Opinion of Probable Cost Class D for budget purposes and/or funding applications



**J. E. Hunton, MCIP, RPP**  
**Sr. Vice President**  
**Jp2g Consultants Inc.**

12 International Drive, Pembroke | K8A 6W5, Ontario, Canada  
e: [jhunton@jp2g.com](mailto:jhunton@jp2g.com) | w: [www.jp2g.com](http://www.jp2g.com)  
p: 613-735-2507, Ext 122

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**Jp2g Consultants Inc.**

ENGINEERS · PLANNERS · PROJECT MANAGERS

12 International Drive, Pembroke, ON, K8A 6W5  
T 613-735-2507 F 613-735-4513 www.jp2g.com**CONFIRMATION OF ASSIGNMENT**

CONSULTANT: Jp2g Consultants Inc. CONSULTANT PROJECT NO: 23-1068L  
 ADDRESS: 12 International Drive  
Pembroke, Ontario K8A 6W4  
 PHONE: (613) 735-2507 FAX: (613) 735-4513 DATE: February 5, 2024

A file has been opened for the assignment described below. The Client shall advise the Consultant immediately if any of the details below are incorrect. The Consultant's work will commence upon receipt of this agreement completed and signed.

PROJECT NAME: Official Plan and Zoning By-Law Update ADDRESS: P.O. Box 390  
 CLIENT NAME: Town of Mattawa 160 Water Street  
Mattawa, Ont. P0H 1V0  
 CLIENT CONTACT: Paul Laperriere, Acting CAO/Treasurer CLIENT P.O.: \_\_\_\_\_  
 PHONE: 705-744-5611 FAX: 705-744-0104  
 CELLULAR: (705) 492-4793 E-MAIL: cao@mattawa.ca

DESCRIPTION OF ASSIGNMENT Town of Mattawa STRUCTURAL   
Official Plan Update and Zoning By-law Update as per MECHANICAL   
Attachment 1 Memo and Attachment 2 Work Program and Budget ELECTRICAL   
 \_\_\_\_\_ CIVIL   
 \_\_\_\_\_ PROJECT MANAGEMENT   
 \_\_\_\_\_ OTHER

ESTIMATED COMPLETION DATE: December 31, 2025  
 FEES:  Time Basis \_\_\_\_\_  
 Fixed \_\_\_\_\_  
 Percentage \_\_\_\_\_

INVOICED TO: \_\_\_\_\_  
 (if different from Client)

I, Paul Laperriere, on behalf of the Client, hereby authorize the Consultant to carry out the above described work in accordance with the Conditions of Assignment as shown on the reverse side.

ACCEPTED	_____	Paul Laperriere	_____
	Client Signature	Name (Please Print)	Date
ACCEPTED	<u>J. E. Hunton</u>	J. E. Hunton	February 5, 2024
	Consultant Signature	Name (Please Print)	Date
FORM PREPARED BY:	<u>J. E. Hunton</u>	DATE:	<u>February 5, 2024</u>

---

## **CONDITIONS OF ASSIGNMENT**

1. The Consultant will provide consulting engineering services in accordance with the Performance Guidelines for Professional Engineering services published by the Association of Professional Engineers of Ontario and applicable codes and by-laws for the scope described in the Description of Assignment.
  2. Fees calculated as a percentage of the construction cost are based on the total cost of the portion of the project designed by the Consultant, plus the proportionate amount of the construction overhead.
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  6. The Consultant's liability to the Client is limited to the total amount of the fees received.
  7. Fees indicated do not include the Goods and Services Tax (G.S.T.) G.S.T. will be added.
-



## MEMO

---

<b>TO:</b>	Anthony Hommik	<b>FROM:</b>	Jim Hunton
<b>RE:</b>	Town of Mattawa Official Plan and Zoning By-Law Update	<b>DATE:</b>	January 4, 2024

---

Further to our discussion Wednesday, January 3, 2024 please find attached for your review a "Memo to File" dated January 2, 2024 outlining certain Official Plan Update requirements arising out of Jp2g Consultants work in Mattawa over the past five (5) years + (see Attachment 1).

I also attach herewith an electronic version of an initial attempt at a Work Breakdown Structure and Budget for the Official Plan and Zoning By-law Update; which I would invite you to review and revise as appropriate (see Attachment 2).

I am setting up a meeting with the Mayor and CAO the week of January 22, 2024 so I would appreciate the opportunity to meet with you next week to obtain your input on both documents.

Please advise as to your availability.

Jim



# MEMO

---

**TO:** File  
**FROM:** Jim Hunton  
**c.c.** Paul Laperriere  
Anthony Hommik

---

**RE:** Town of Mattawa Official Plan Update  
Requirements  
**DATE:** January 2, 2024

---

The Town of Mattawa Official Plan and Zoning By-law Update will include agency consultation, public outreach and aboriginal consultation. The updated Official Plan will be in accordance with the Province's Planning Act RSO 1990 and will include preparation of an "issues and options" report for Council consideration and direction.

See also proposed Official Plan Policy Recommendation from Town of Mattawa Active Living Implementation Plan May 2015 (Attachment 1).

The following items for consideration in the Official Plan and/or Zoning By-law Update arise from the current Asset Management Planning process.

1. Paul Laperriere to confirm that existing GIS Cadastral Mapping can be used for Town of Mattawa Official Plan and Zoning By-law purposes
2. The updated Town of Mattawa Official Plan will need to address Provincial policies and regulations including
  - More Homes Built Faster Act 2022 Bill 23
  - New Provincial Policy Statement 2024
  - Ontario Building Code
  - Accessibility for Ontarians with Disabilities Act
3. The updated OP and Zoning By-law will provide for Municipal Land Bank Area #1 Brook Street/Dorion Road (242 acres) and Area #2 Donald Street (12 acres)
4. The updated OP and Zoning By-law will consider the possibility of designating selected areas within the Town limits (eg: west of Bélanger Road in Land Bank Area #1) to be serviced by private wells and septic systems.
5. The updated Town of Mattawa OP and Zoning must provide for a full range of housing options. Define "Affordable Housing" see Bill 134, "Attainable Housing" Modular Home Demonstration sites as per Bill 23 "Subsidized Housing" and include expansion of "Social Housing" and "Affordable Housing" opportunities.
6. In addition to the above noted Asset Management items, the following is a list of considerations related to Housing when developing updated Town of Mattawa Official Plan policies:
  - Establish intent to increase the supply of affordable housing and to provide a diverse range of housing forms for people of all ages and abilities.
  - Incorporate secondary suites as a means to accommodate an aging population.



- Maintain the Town of Mattawa housing stock to a standard that ensures the health, safety and well-being of residents.
- Establish conformity to building and health codes.
- Permit secondary suites in single detached housing occupied year-round.
- Secondary suites may present servicing issues that do not have municipal water and sewer services. Consider permitting secondary suites only in areas that can handle the increased water and wastewater demands of an additional unit.

Source: Age Friendly Community Needs Assessment Plan  
by Mattawa Community Development Inc. 2019  
Page 51

- Zoning by-laws will also need to be updated following an Official Plan Amendment to ensure policy conformity.
- Consider designation of Municipal Land Bank Area #1 south of Dorion Road as an “Employment Area” as per Bill 97 TBD.
- Incorporate provisions for addressing/mitigating Climate Change Mitigation (eg: flood control, flood protection, wild fires, use of green infrastructure).
- Address proponent submission requirements (eg: application fees and technical support studies) for Official Plan and Zoning Amendments and Site Plan Applications.
- Address development charges if desired (including 5 Year Phase in); as well as exemptions and reductions for non-profit, affordable housing projects and purpose built rental units.
- Confirm “Prescribed Provincial Priority” eg:
  1. Build 1.5 million new residential units by December 31, 2031
  2. Construct and maintain infrastructure to support housing
- Provide for Active Transportation Plan (eg: improve sidewalks and pedways, cycling trails and enhance recreation trails)
- OP Update should recommend acquisition of Algonquin Trail from the east limit of the Town of Mattawa at Highway 17 to the west limit of Brook Street, a distance of approximately 850 meters. (The remaining CPR right-of-way within the Town of Papineau Cameron will need to be resolved.)
- Trail improvements to include benches, signage and washrooms
- Cycle path network throughout Mattawa to connect to Regional Bicycle Network and internal points of interest
- Update Official Plan to identify Mattawa Island Conservation Area as a “Recreational Hub”
- OP must address the need for storm water management.
- Consider if the Official Plan Update should directly address
  - snow removal
  - salt storage
  - landfill capacityas per MOECC guidelines?





**NOTES:**

1. The Official Plan Update and Zoning By-law Update will proceed concurrently but separately
2. A Detailed Work Plan outlining specific work items, schedule and budget will be provided in GANTT Chart format prior to requesting Council authorization to proceed with the assignment.

Attachment: Extract from Town of Mattawa Active Living Implementation Plan  
Pages 58 to 60

May  
2015

# Town of Mattawa Active Living Implementation Plan

Prepared for the Town of Mattawa and  
the North Bay Parry Sound District  
Health Unit



The Town of Mattawa  
North Bay Parry Sound District  
**Health Unit**



## Official Plan Policy Directions

Mattawa's Official Plan is the Town's guiding document for development and is the blueprint for future growth.

The following pages outline potential policy directions for consideration as part of a future municipal comprehensive review of the Official Plan. These directions offer general recommendations to address recreation, active transportation, and support infrastructure development opportunities as noted in this Plan.

### Transportation

- ❖ Include Town objectives encouraging a balanced transportation system that includes walking and cycling.
- ❖ Encourage the development of transportation corridors as shared-use facilities with other linear utilities.

### Active Transportation

- ❖ Include active transportation as an alternative mode of transportation within Mattawa that enhances the quality of life, and promotes the improved health of Mattawa residents.
- ❖ Include and adopt a definition for active transportation, which could include: "non-motorized travel, including

walking, cycling, roller-blading, and movements with mobility devices. The active transportation network includes sidewalks, crosswalks, designated road lanes and off-road trails to accommodate active transportation".

- ❖ Include Town objectives encouraging active transportation. Present the importance for new developments to encourage the efficient use of land and infrastructure, accommodate active transportation needs, and encourage mixed use.
- ❖ Include objectives to consider the needs of children, youths, and the aging population.
- ❖ Acknowledge the Town's interest to facilitate accessibility through the development of active transportation networks, safe routes to schools, and recreational spaces.
- ❖ Identify Mattawa Island Conservation Area as a recreational hub to support passive and active recreation for local and regional residents, and visitors.
- ❖ This Plan includes infrastructure improvements to support pedestrian and cycling connectivity. Include language that support the continuation

## TOWN OF MATTAWA ACTIVE LIVING IMPLEMENTATION PLAN

and expansion of the existing pedestrian infrastructure, trail systems and recreational programs. Incorporate this Plan's goals into municipal infrastructure projects, where possible and economically feasible.

- ❖ Include objectives to support mobility within Mattawa that is safe, convenient and accessible to all by walking, biking, and non-motorized vehicles (i.e., snowmobiling and ATV). Moreover, support active transportation within the community.
- ❖ Include the proposed Local Network as a schedule in the Official Plan, including existing and proposed pedestrian and multi-use networks. This can be accompanied by a *Bicycle Routes and Pedestrian Paths Policy* that encourages the development of a system of bicycle routes and pedestrian paths to link major public open space, schools and focal points. The schedule should include well-marked and easily navigable pedestrian and cycling routes.
- ❖ Encourage the provision of bike racks at parks, recreational uses, institutional uses, and other community focal points.
- ❖ Encourage attractive streetscapes to enhance walking and cycling, while providing pedestrians and cycling a sense of safety. Identify implementation opportunities, where warranted and

feasible to include public art, street furnishings, including benches and planters, to encourage and facilitate increased pedestrian activity.

- ❖ Incorporate active transportation in new road and transportation network design, where feasible.

## Recreation

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- ❖ Develop strategic directions that encourage or plan for a wide variety of recreation opportunities that are safe, multi-seasonal and accessible to people of all ages and physical abilities. This includes recognition for parks, open space and community facilities to provide active and passive recreational opportunities for people of all age groups and varying levels of mobility.
- ❖ Affirm the value of Mattawa's outdoor amenities and natural environmental assets to support opportunities for physical recreation, socialization, cultural pursuits, community identification, nature appreciation, and education.
- ❖ Promote access to affordable recreation opportunities to encourage and enable an active community that is accessible all seasons.
- ❖ Acknowledge partnerships with existing school boards and joint use of facilities to increase access to recreation. This

## TOWN OF MATTAWA ACTIVE LIVING IMPLEMENTATION PLAN

could include a policy that acknowledges existing and desired partnerships between the Town, school boards, North Bay Parry Sound District Health Unit, community organizations, the private sector, and other interested parties regarding the existing use of school buildings for public purposes and the school grounds for open space.

### Social Interaction

- ❖ Develop strategic directions that fosters social interaction and a sense of community, including supporting community development that provides a range of safe and accessible places for social interaction and accommodates residents at various stages of life.
- ❖ Encourage support and collaboration between the Town, community organizations, and other partners to support the development of healthy and complete communities.
- ❖ Promote coordination, collaboration, and physical linkages (i.e., through trail development, regional cycling route) between Mattawa and neighbouring municipalities of Mattawan, Papineau-Cameron, and Calvin, to foster regional identity.
- ❖ Incorporate Mattawa-Bonfield Economic Development Corporation's Cultural Plan to support development of a cultural community.
- ❖ Recognize the importance of fostering a strong sense of community through the affirmation of existing gathering spaces and the continued enhancement of these community focal points (i.e., waterfront, shoreline areas, Mattawa Island Conservation Area, etc.).
- ❖ Encourage regional collaboration to support linear infrastructure, including regional trails and regional cycling routes. This can include language that supports the development of an interconnected trail system within the Mattawa-Bonfield Economic Development region to support a full range of recreational uses.

### Planning for All Ages and Abilities

- ❖ Incorporate age-friendly considerations. This could include guidelines to support the following goals: optimizing community programs and services to meet the needs of an aging population; fostering health and wellness for seniors; and raising the profile of seniors in the community.
- ❖ Support and facilitate the development of a safe and comfortable pedestrian realm (e.g., wide, unobstructed sidewalks to facilitate walkers, wheelchairs and scooters; storefront entrances at grade; adequate numbers of benches along pedestrian routes; way-finding designed for those with

TOWN OF MATTAWA  
OFFICIAL PLAN & ZONING BY-LAW UPDATE

WORKPLAN & FEES							TOTAL PERSON-HOURS	FEE ESTIMATE	DISBURSEMENT	TOTAL COSTS	
Town of Mattawa Official Plan & Zoning By-Law Update	Principal Horton (\$265/hr)	Project Manager Hommik (\$175/hr)	Junior Planner Curry (\$95/hr)	GIS Tech Lavola (\$105/hr)	Tech Support Kenny (\$125/hr)	Clerical Support Resmer (\$115/hr)					
<b>Work Plan Description</b>											
<b>Phase 1: Official Plan Review</b>											
1	<b>Kick-Off Meeting</b>	8	8	0	0	0	4	20	\$3,980	\$398	\$4,378
	Confirmation of scope of work, proposal, deliverables, work plan, schedule, roles and responsibilities, and communication	8	8	0			4				
2	<b>Data Collection</b>	8	18	8	4	0	0	38	\$6,450	\$645	\$7,095
	Review of past development activity records (OPAs, ZBAs, & MVs)	4	8								
	Review of existing Town OP against the new PPS to determine gaps in compliance that require updating - both text and mapping to be assessed	4	8	8							
	Transfer of existing GIS data and land use schedule mapping for Town review		2		4						
3	<b>Consultation</b>	4	38	38	0	0	12	92	\$12,700	\$1,270	\$13,970
	Town Staff Interviews - elements that require updating and agency engagement		16	8							
	Mayor & Council Interviews - confirm basis of OP and elements that require updating	2	4								
	Agency engagement - notice of commencement of project and request for identification of issues, policies, and new information to assist in the update of the OP		4	8			4				
	Provide notice of Special Public Meeting of Council - first opportunity for public to provide comments - Town Staff to arrange for notice in paper and general distribution		2	2							
	Preparation of Special Meeting Report	2	8	16			4				
	Special Meeting will include Planner presentation of report explaining the project, deliverables, timelines, and opportunities for public participations - request for formal public comments to be submitted within 30 days of Special Meeting		4	4			4				
4	<b>Issues &amp; Options Report</b>	10	20	22	2	8	8	70	\$10,370	\$1,037	\$11,407
	Issues & Options Report to summarize the results of the OP Review - PPS, Technical Studies, Staff/Council Interviews, Agency & Public comments, Legislative Changes		8	16		4	4				
	Identification of elements of OP that require updating and possible policy options - include in report	4	4	4		2					
	Confirmation of scope of work for OP Update	2	4	2	2	2					
	I&O Report presented to Council for their consideration - Council to provide direction on OP elements that require updating	4	4				4				
<b>PHASE 1 SUMMARY OF HOURS</b>		30	84	68	6	8	24	220			
<b>PHASE 1 SUMMARY OF COSTS</b>		\$7,950	\$14,700	\$6,460	\$630	\$1,000	\$2,760		\$33,500	\$3,850	\$36,850
<b>Phase 2: Official Plan Update</b>											
1	<b>Research &amp; Agency Consultation</b>	8	8	16	0	4	0	36	\$5,540	\$554	\$6,094
	Undertake research into specific elements of the OP Update - policy examples, approaches, situations unique to Town of Mattawa	8	8	16		4					
2	<b>Draft Update OPA</b>	10	34	34	66	7	4	155	\$20,095	\$2,010	\$22,105
	Prepare new Land Use Schedules (GIS compatible)	2	2	2	64	1					
	Prepare digital draft Update OPA for Council for consideration, acceptance of the draft Update OPA for the purpose of public and agency review, authorize the formal OPA process under the Planning Act to proceed		8	24		6	4				
	Provide notice to public of Draft Update OPA available for review and comment		2	2							
	Public Meeting for consideration of Draft Update OPA - includes presentation of Planning Report by Consultant and recommendation for Council's consideration	4	4	4							
	Present Revised OPA based on public comments to Town Council for adoption		4		2						
	Assist with submission of application to Ministry of Municipal Affairs and Housing for approval of adopted OPA		2	2							
	Participate in negotiations with Agencies regarding any modifications to Updated OPA		8								
	Provide briefing to Council and Staff on recommended modifications	4	4								
3	<b>File Updated Official Plan</b>	0	6	8	4	0	1	19	\$2,845	\$235	\$2,580
	Provide Town with updated digital version of Town Official Plan based on Update OPA and modifications		4	8			1				
	Provide Town with updated digital Official Plan Schedules in a GIS ready format		2		4						
<b>PHASE 2 SUMMARY OF HOURS</b>		18	48	58	70	11	5	210			
<b>PHASE 2 SUMMARY OF COST</b>		\$4,770	\$8,400	\$5,510	\$7,350	\$1,375	\$575		\$27,880	\$2,794	\$30,775
<b>Phase 3: Zoning By-law Update</b>											
1	<b>OP Conformity</b>	2	8	12	0	2	0	24	\$3,920	\$332	\$3,652
	Identify elements of Official Plan which require a response in the Zoning By-Law, ensure all updated elements of the OP are reflected in the Zoning By-Law where appropriate	2	8	12		2					
2	<b>Planning Act Conformity</b>	2	4	8	0	2	0	16	\$2,240	\$224	\$2,464
	Identify changes in legislation which require a response in the Zoning By-Law (e.g. additional residential units, elimination of R1 zoning)	2	4	8		2					
3	<b>Drafting of Changes to Zoning By-law</b>	18	40	78	52	4	4	196	\$25,600	\$2,560	\$28,160
	Prepare a detailed inventory of recommended changes to the Zoning By-Law based on the OP and Planning Act/legislation conformity exercise		8	16							
	Identify specific community issues which require a specific zoning response	8	8	8							
	Prepare a new zoning land use schedule with improved accuracy	2	8	12	40	4					
	Prepare draft Zoning By-Law Amendment	4	12	38	12		4				
	Council review of Draft ZBA and Direction on proceeding to Public Meeting	4	4	6							
4	<b>Consultation and Approval</b>	8	10	6	0	0	4	28	\$4,900	\$490	\$5,390
	Public Meeting for consideration of Draft Update to the Zoning By-Law - includes presentation of Planning Report by Consultant and recommendation for Council's consideration	4	4	4			4				
	Present revised ZBA based on comments to Town Council for adoption	4	4								
	Draft Notice of Passage of ZBA		2	2							
<b>PHASE 3 SUMMARY OF HOURS</b>		30	62	104	52	8	8	264			
<b>PHASE 3 SUMMARY OF COST</b>		\$7,950	\$10,850	\$9,880	\$5,460	\$1,000	\$920		\$36,060	\$3,606	\$39,666
<b>TOTAL PROJECT COSTS - ALL PHASES</b>		\$20,670	\$33,950	\$21,850	\$13,440	\$3,375	\$4,255		\$97,540	\$9,754	\$107,294



## INFORMATION REPORT

**PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL**

**PREPARED BY: PAUL LAPERRIERE, INTERIM CAO/TREASURER**

**TITLE: POLICE SERVICES BOARD**

**DATE: MONDAY FEBRUARY 26, 2024**

**REPORT NO: 24-16R**

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### **BACKGROUND**

The Mattawa and Area Police Service Board (PSB) has been advised that they will be dissolved as of April 1, 2024 and replaced by a new board. This is occurring across the province. Some council decisions will have to be made with respect to the new board.

### **ANALYSIS & DISCUSSION**

The new format will be an OPP Detachment Board, created under provincial legislation and will have one councillor from each of the four communities, plus one at large person and a provincial appointee. The at large person can be from any of the four communities. The provincial appointees have to apply and be determined by the province.

The current board consists of: a Councillor from Mattawa (Laura Ross), a Councillor from Calvin (Bill Moreton) and a member at large (Teresa Taillefer from Papineau-Cameron). There are currently no provincial appointees. The Board is currently looking for a secretary/treasurer and have one candidate.

Council will need to repeal the original motion that led to the creation of the PSB. The dissolved Board will need to windup its activity, close its bank accounts and other business activity carried under the PSB name.

Council will also need to make an appointee to the new Board.

The new Board will need to hire a Secretary-Treasurer and determine their remuneration. This expense together with the remuneration to be paid to the Provincial Appointee along with any other expenses of the new Board will be billed equally amongst the 4 municipalities.

If the amount to be paid is deemed to be unreasonable, municipalities will have the right to appeal the charge to an Ontario Tribunal who's decision will be final.

### **FINANCIAL IMPLICATIONS**

Unknown at this time although a minimum of \$1,000 is expected.

### **RELEVANT POLICY/LEGISLATION**

Regulations for Ontario Provincial Police (O.P.P.) detachment boards under Part V of the Community Safety and Policing Act, 2019 (CSPA)



## **RECOMMENDATIONS/RESOLUTION**

It is recommended that Council receives this report as information at this time and that no action be taken until such time as the new OPP Detachment Board is created. At that time, Council should repeal the motion(s) that created the PSB and appoint a member to the new Board.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-16R titled Police Services Board.





## INFORMATION REPORT

**PREPARED FOR:** MAYOR BÉLANGER AND MEMBERS OF COUNCIL  
**PREPARED BY:** PAUL LAPERRIERE, INTERIM CAO/TREASURER  
**TITLE:** MATTAWA VOYAGEUR DAY FESTIVAL – UPDATE # 2  
**DATE:** MONDAY FEBRUARY 26, 2024  
**REPORT NO:** 24-17R

---

### **BACKGROUND**

Council has approved a \$450,000 for the 2024 Voyageur Days.

### **ANALYSIS & DISCUSSION**

Staff have been working diligently to create a 25<sup>th</sup> anniversary event that provides new and exciting artists, activities and plenty of family fun in keeping with Council's "Giving Back to the Community" Approach.

We are in the midst of finalizing contract agreements with great talent for both the Friday and Saturday concerts. As previously reported, we are not planning on have a Sunday evening concert.

Our goal is to make a media splash in announcing our line-up in the near future.

We are working with the Algonquins and the Metis to have one group perform an opening ceremony on the Friday evening and the other a closing ceremony late Sunday afternoon.

There will be activities at Timmins Park all weekend with Annie's Park featuring music throughout the weekend and a dunk tank Sunday afternoon. New Ontario Breweries will provide beer at Annie's Park promoting one of their beers featuring a Mattawa 25<sup>th</sup> Anniversary Voyageur Days label, a collector's item. This beer will be on sale at the Beer Store from June 1, 2024 to August 31, 2024.

We are planning on having the car show again this year using both Timmins and Water Street.

Water events are also being planned for Saturday and we are close to concluding terms to have an animal free circus at the Mike Rodden Arena.

Sunday afternoon will also provide an opportunity for local talent at the Point in non-paid performances for upcoming musicians/band on a professional stage.

### **FINANCIAL IMPLICATIONS**

We have tried to stay within the \$450,000 budget as approved by Council. The quality of the acts planned for both Friday and Saturday has elevated the paid performances to \$240,000, more that we had planned.

The family events will be new and exciting and free to families in keeping with the "Giving Back" theme but again, the total events cost is also more than we expected.

In totality, our budget, inclusive of a \$10,000 contingency, is now \$475,000, \$25,000 more than originally approved.

Our estimate shows that with 5,000 in attendance with ticket prices at only \$5 more than last year, we break even at \$475,000.

In addition, we are anticipating \$70,000 in Province of Ontario funding (\$106,250 in 2023 but available amounts reduced this year). If successful, this will provide a significant cushion for the festival.

**RELEVANT POLICY/LEGISLATION**

**RECOMMENDATIONS/RESOLUTION**

It is recommended that Council receives this report and further that Council approves the revised Mattawa 2024 Mattawa Voyageur Days budget at \$475,000.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-17R titled Mattawa Voyageur Days Festival – Update # 2.

**AND FURTHER THAT** Council approves an increase of the original \$450,000 budget in the amount of \$25,000 for a total budget of \$475,000 for the 2024 Mattawa Voyageur Days Festival.

DATE: MONDAY FEBRUARY 26, 2024

11.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** Council of the Town of Mattawa adopt By-Law Number 24-05 which is a by-law to establish the water rates for 2024.

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW NUMBER 24-05**

**BEING** a By-law to establish water rates for 2024.

**WHEREAS** the Municipal Act provides for municipalities to charge a service rate for the continuance, operation, repair and maintenance of the water and wastewater systems.

**AND WHEREAS** Council discussed the setting of the 2024 water and wastewater rates at their Committee of the Whole meeting of February 20, 2024;

**NOW THEREFORE** the Council of the Town of Mattawa enacts as follows:

1. **THAT** the flat water rates for 2024 are hereby increased by 3%. The consumption rate based on cubic metres for metered residents and non-residents will increase accordingly.
2. **THAT** the attached Schedule "A" establishes the water and sewer rates for the year 2024.
3. **THAT** the water and sewer rates are effective as of January 1, 2024.
4. **THAT** a flat rate of \$125.00 per year will be added to a residential water bill if incorporating a fire suppression sprinkler system in addition to the normal charges. A \$250.00 per year flat rate will be added to commercial, institutional and multi-residences incorporating a sprinkler system.
5. **THAT** water bills will be processed and due in March and August 2024. The metered consumers' water billings remain quarterly and will be due in March, May, August, and November 2024.
6. **THAT** a penalty or interest of 1.25% shall be charged on all outstanding amounts remaining unpaid on the first day following a billing due date and on the first day of each following month that the account remains unpaid.
7. **THAT** the Clerk, upon notice from the Treasurer of the amounts due and the person by whom it is due and the lands upon which the supply of water and / or sewer services were supplied, or upon which any work was done in connection with the supply of water or sewer services, enter any unpaid amounts for such service or work upon the Tax Collector's roll and be collected in the same manner and with the same priority as municipal real property taxes. Any uncollected amount, following the full transfer, shall be subject to a penalty or interest of 1.25% per month as in accordance with Section 5 above.

READ A FIRST and SECOND TIME, this 26<sup>th</sup> day of February, 2024.

READ THIRD TIME and FINALLY PASSED, this 26<sup>th</sup> day of February, 2024.

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Mayor

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Clerk

**SCHEDULE 'A'**  
**TO BY-LAW 24-05**

Town of Mattawa  
Utility Rates  
As of 2024-02-22

Date Printed  
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Page 1

Code	Description Units Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
0050	1/2 INCH LINE Gals Percentage - 30.00% of Pd 0	1/2 INCH LINE Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure: From To Rate	Chg Each Bill: No Round Up: 0 Adjust Meter: No			Additional Rates That Apply To This Rate: Code Description		
	0 6,050 76.3000 Minimum 6,050 106,890 3.8800/1000 Gallons 106,890 9,999,999 1.9200				SS SEWER SURCHARGE(METERED)		
0075	3/4 INCH LINE Gals Percentage - 30.00% of Pd 0	3/4 INCH LINE Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure: From To Rate	Chg Each Bill: No Round Up: 0 Adjust Meter: No			Additional Rates That Apply To This Rate: Code Description		
	0 12,100 152.5700 Minimum 12,100 112,940 3.8800/1000 Gallons 112,940 9,999,999 1.9200				SS SEWER SURCHARGE(METERED)		
0075-F	3/4 INCH LINE-F Rate Structure: From To Rate	3/4 INCH LINE-F	Utility	S	Regular	No	B-FR
	0 9,999,999 1.9200 Flat rate				Additional Rates That Apply To This Rate: Code Description		
					SEWR SEWER SURCHARGE(FLAT)		
0100	1\ INCH LINE Gals Percentage - 30.00% of Pd 0	1\ INCH LINE Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure: From To Rate	Chg Each Bill: No Round Up: 0 Adjust Meter: No			Additional Rates That Apply To This Rate: Code Description		
	0 24,200 348.7900 Minimum 24,200 125,040 3.8800/1000 Gallons 125,040 9,999,999 1.9200				SS SEWER SURCHARGE(METERED)		
0150	1 1/2\ INCH LINE Gals Percentage - 30.00% of Pd 0	1 1/2\ INCH LINE Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure: From To Rate	Chg Each Bill: No Round Up: 0 Adjust Meter: No			Additional Rates That Apply To This Rate: Code Description		
	0 48,400 675.7900 Minimum 48,400 149,240 3.8800/1000 Gallons 149,240 9,999,999 1.9200				SS SEWER SURCHARGE(METERED)		
0200	2\ INCH LINE Gals Percentage - 30.00% of Pd 0	2\ INCH LINE Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure: From To Rate	Chg Each Bill: No Round Up: 0 Adjust Meter: No			Additional Rates That Apply To This Rate: Code Description		
	0 60,500 1199.1000 Minimum 60,500 161,340 3.8800/1000 Gallons 161,340 9,999,999 1.9200				SS SEWER SURCHARGE(METERED)		
0200-F	2\ INCH LINE-F Rate Structure: From To Rate	2\ INCH LINE-F	Utility	S	Regular	No	B-FR
	0 9,999,999 1.9200 Flat rate				Additional Rates That Apply To This Rate: Code Description		
					SEWR SEWER SURCHARGE(FLAT)		
02PT	PETRO-3/4\ +1 APT Gals Percentage - 30.00% of Pd 0	PETRO-3/4\ +1 APT Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure:	Chg Each Bill: No			Additional Rates That Apply To This Rate:		

# Town of Mattawa

## Utility Rates

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As of 2024-02-22

Page 2

Code	Description Units            Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
	From            To    Rate	Round Up: 0	0	Code	Description		
	0    12,100    228.8700 Minimum	Adjust Meter: No	No	SS	SEWER SURCHARGE(METERED)		
	12,100    112,940    3.8800/1000 Gallons						
	112,940    9,999,999    1.9200						
02RN	RON GAR 3/4\ + 1 APT Gals            Percentage - 30.00% of Pd 0	RON GAR 3/4\ + 1 APT Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure:	Chg Each Bill: No	Additional Rates That Apply To This Rate:				
	From            To    Rate	Round Up: 0	0	Code	Description		
	0    12,100    228.8700 Minimum	Adjust Meter: No	No	SS	SEWER SURCHARGE(METERED)		
	12,100    112,940    3.8800/1000 Gallons						
	112,940    9,999,999    1.9200						
03TH	THEATRE-3/4\ +1 APT Gals            Percentage - 30.00% of Pd 0	THEATRE-3/4\ +1 APT Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure:	Chg Each Bill: No	Additional Rates That Apply To This Rate:				
	From            To    Rate	Round Up: 0	0	Code	Description		
	0    12,100    273.4200 Minimum	Adjust Meter: No	No	SS	SEWER SURCHARGE(METERED)		
	12,100    112,940    3.8800/1000 Gallons						
	112,940    9,999,999    1.9200						
04BG	TERRY'S AUTO-3/4\ +3 APTS Gals            Percentage - 30.00% of Pd 0	TERRY'S AUTO-3/4\ +3 Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure:	Chg Each Bill: No	Additional Rates That Apply To This Rate:				
	From            To    Rate	Round Up: 0	0	Code	Description		
	0    12,100    381.5500 Minimum	Adjust Meter: No	No	SS	SEWER SURCHARGE(METERED)		
	12,100    112,940    3.8800/1000 Gallons						
	112,940    9,999,999    1.9200						
05MU	LAUNDMT-1\+ 4APTS Gals            Percentage - 30.00% of Pd 0	LAUNDMT-1\+ 4APTS Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure:	Chg Each Bill: No	Additional Rates That Apply To This Rate:				
	From            To    Rate	Round Up: 0	0	Code	Description		
	0    24,200    654.0900 Minimum	Adjust Meter: No	No	SS	SEWER SURCHARGE(METERED)		
	24,200    125,040    3.8800/1000 Gallons						
	125,040    9,999,999    1.9200						
1PRC	NR-CHENARD 1\+1 HOUS Gals            Percentage - 30.00% of Pd 0	NR-CHENARD 1\+1 HOI Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure:	Chg Each Bill: No	Additional Rates That Apply To This Rate:				
	From            To    Rate	Round Up: 0	0	Code	Description		
	0    24,200    697.6700 Minimum	Adjust Meter: No	No	SS	SEWER SURCHARGE(METERED)		
	24,200    125,040    7.6800/1000 Gallons						
	125,040    9,999,999    3.8600						
5VD7	510 VALOIS DR + 7 Apt Gals            Percentage - 30.00% of Pd 0	510 VALOIS DR + 7 Ap Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure:	Chg Each Bill: No	Additional Rates That Apply To This Rate:				
	From            To    Rate	Round Up: 0	0	Code	Description		
	0    12,100    286.2000 Minimum	Adjust Meter: No	No	SS	SEWER SURCHARGE(METERED)		
	12,100    112,940    3.8800/1000 Gallons						
	112,940    9,999,999    1.9200						

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Code	Description Units            Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
ADJI	INTEREST ADJUSTMENT Rate Structure: From            To    Rate	INTEREST ADJUSTMEN	Utility	S	Regular	No	B-FR
	0 9,999,999 1.0300 Flat rate				Additional Rates That Apply To This Rate: Code            Description		
					SEWR		SEWER SURCHARGE(FLAT)
ADJS	ADJUST SEWER Rate Structure: From            To    Rate	ADJUST SEWER	Utility	S	Regular	No	B-FR
	0 9,999,999 1.0300 Flat rate				Additional Rates That Apply To This Rate: Code            Description		
					SEWR		SEWER SURCHARGE(FLAT)
ADJW	ADJUST WATER Rate Structure: From            To    Rate	ADJUST WATER	Utility	S	Regular	No	B-FR
	0 9,999,999 1.0300 Flat rate						
ARR	Arrears Adjustments Rate Structure: From            To    Rate	Arrears Adjustments	Utility	S	Regular	No	B-FR
	0 9,999,999 1.0300 Flat rate						
BANK	BANK Rate Structure: From            To    Rate	BANK	Utility	S	Regular	No	B-FR
	0 9,999,999 123.9200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR		SEWER SURCHARGE(FLAT)
BEVR	BEVERAGE ROOMS Rate Structure: From            To    Rate	BEVERAGE ROOMS	Utility	S	Regular	No	B-FR
	0 9,999,999 228.0300/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR		SEWER SURCHARGE(FLAT)
BEVR-M	BEVERAGE ROOMS-M Rate Structure: From            To    Rate	BEVERAGE ROOMS-M	Utility	Q	Regular	No	B-M
	0            0 228.0300 Flat rate						
BKRY	BKRY Gals            Percentage - 30.00% of Pd 0 Rate Structure: From            To    Rate	BKRY Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-FR
	0            0 233.0000/1 Gallons	Chg Each Bill: No			Additional Rates That Apply To This Rate: Code            Description		
	0 9,999,999 233.0000/1 Gallons	Round Up: 0			SS		SEWER SURCHARGE(METERED)
		Adjust Meter: No					
BRWR	BREWERS WAREHOUSE Rate Structure: From            To    Rate	BREWERS WAREHOUS	Utility	S	Regular	No	B-FR
	0 9,999,999 123.9200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR		SEWER SURCHARGE(FLAT)
BSCA	ADDITIONAL ROOM Rate Structure: From            To    Rate	ADDITIONAL ROOM	Utility	S	Regular	No	B-FR
	0 9,999,999 9.9000/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR		SEWER SURCHARGE(FLAT)
BSCU	BASIC UNIT - 4 ROOMS	BASIC UNIT - 4 ROOMS	Utility	S	Regular	No	B-FR

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Code	Description Units            Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
	Rate Structure:			Additional Rates That Apply To This Rate:			
	From            To    Rate			Code	Description		
	0 9,999,999 137.1500/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)		
BSCU-M	BASIC UNIT - 4 ROOMS-M	BASIC UNIT - 4 ROOMS	Utility	Q	Regular	No	B-M
	Rate Structure:						
	From            To    Rate						
	0                0 137.1500 Flat rate						
BSNA	BASIN ADDITIONAL	BASIN ADDITIONAL	Utility	S	Regular	No	B-FR
	Rate Structure:			Additional Rates That Apply To This Rate:			
	From            To    Rate			Code	Description		
	0 9,999,999 16.5300/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)		
BSNC	BASINS-HOTEL OR COMM	BASINS-HOTEL OR COI	Utility	S	Regular	No	B-FR
	Rate Structure:			Additional Rates That Apply To This Rate:			
	From            To    Rate			Code	Description		
	0 9,999,999 18.2300/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)		
BSNC-M	BASINS-HOTEL OR COMM-M	BASINS-HOTEL OR COI	Utility	Q	Regular	No	B-M
	Rate Structure:						
	From            To    Rate						
	0                0 18.2300 Flat rate						
BSNR	BASIN RES DWELLING	BASIN RES DWELLING	Utility	S	Regular	No	B-FR
	Rate Structure:			Additional Rates That Apply To This Rate:			
	From            To    Rate			Code	Description		
	0 9,999,999 26.4300/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)		
BSNR-M	BASIN RES DWELLING-M	BASIN RES DWELLING-	Utility	Q	Regular	No	B-M
	Rate Structure:						
	From            To    Rate						
	0                0 26.4300 Flat rate						
BSP1	BARBER SHOP 1ST CHAI	BARBER SHOP 1ST CH	Utility	S	Regular	No	B-FR
	Rate Structure:			Additional Rates That Apply To This Rate:			
	From            To    Rate			Code	Description		
	0 9,999,999 123.9200/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)		
BSPA	BARBER SHOP ADD CHAI	BARBER SHOP ADD CH	Utility	S	Regular	No	B-FR
	Rate Structure:			Additional Rates That Apply To This Rate:			
	From            To    Rate			Code	Description		
	0 9,999,999 42.9700/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)		
BTS1	BEAUTY SALON 1ST CH	BEAUTY SALON 1ST CH	Utility	S	Regular	No	B-FR
	Rate Structure:			Additional Rates That Apply To This Rate:			
	From            To    Rate			Code	Description		
	0 9,999,999 123.9200/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)		
BTSA	BEAUTY SALON 2ND CH	BEAUTY SALON 2ND C	Utility	S	Regular	No	B-FR
	Rate Structure:			Additional Rates That Apply To This Rate:			
	From            To    Rate			Code	Description		
	0 9,999,999 42.8100/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)		



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Code	Description Units	Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
BTTA	BATHTUB-ADDITIONAL		BATHTUB-ADDITIONAL	Utility	S	Regular	No	B-FR
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	9,999,999	26.4300/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)	
BTTC	BATHTUBS-HOTELS-COMM		BATHTUBS-HOTELS-COMM	Utility	S	Regular	No	B-FR
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	9,999,999	47.9100/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)	
BTTC-M	BATHTUBS-HOTELS-COMM-M		BATHTUBS-HOTELS-COMM	Utility	Q	Regular	No	B-M
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	0	47.9100 Flat rate					
BTRR	BATHTUB-RESIDENTIAL		BATHTUB-RESIDENTIAL	Utility	S	Regular	No	B-FR
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	9,999,999	34.6500/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)	
BTRR-M	BATHTUB-RESIDENTIAL-M		BATHTUB-RESIDENTIAL	Utility	Q	Regular	No	B-M
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	0	34.6500 Flat rate					
BWLN	BOWLING ALLEY		BOWLING ALLEY	Utility	S	Regular	No	B-FR
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	9,999,999	153.6900/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)	
CAA2	CASTLE ARM APTS - 2\ - (2 M) Gals	Percentage - 30.00% of Pd 0	CASTLE ARM APTS - 2\ - (2 M) Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate	Chg Each Bill: No		Code	Description	
	0	60,500	1199.1000 Minimum	Round Up: 0		SS	SEWER SURCHARGE(METERED)	
	60,500	161,340	3.8800/1000 Gallons	Adjust Meter: No				
	161,340	9,999,999	1.9200					
CHUC	CHURCHES		CHURCHES	Utility	S	Regular	No	B-FR
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	9,999,999	123.9200/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)	
CLNS	CLEANERS		CLEANERS	Utility	S	Regular	No	B-FR
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	9,999,999	619.6200/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)	
CRSA	CAR WASH-SEMI AUTO		CAR WASH-SEMI AUTO	Utility	S	Regular	No	B-FR
	Rate Structure:					Additional Rates That Apply To This Rate:		
	From	To	Rate			Code	Description	
	0	9,999,999	289.1200/1 Base Units			SEWR	SEWER SURCHARGE(FLAT)	

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Code	Description Units            Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
CURL	CURLING RINK Rate Structure: From            To    Rate	CURLING RINK	Utility	S	Regular	No	B-FR
	0 9,999,999 310.6200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
CWSM	CAR WASH-MANUAL BAY Rate Structure: From            To    Rate	CAR WASH-MANUAL B	Utility	S	Regular	No	B-FR
	0 9,999,999 123.9200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
DGST	DRUG STORE Rate Structure: From            To    Rate	DRUG STORE	Utility	S	Regular	No	B-FR
	0 9,999,999 185.0600/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
DRFN	DRINKING FOUNTAIN Rate Structure: From            To    Rate	DRINKING FOUNTAIN	Utility	S	Regular	No	B-FR
	0 9,999,999 233.0000/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
DT17	DAM TAVERN 1\ + 7 Apts Gals            Percentage - 30.00% of Pd 0 Rate Structure: From            To    Rate	DAM TAVERN 1\ + 7 Ap Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	0 24,200 482.3700 Minimum	Chg Each Bill: No			Additional Rates That Apply To This Rate: Code            Description		
	24,200 125,040 3.8800/1000 Gallons	Round Up: 0					
	125,040 9,999,999 1.9200	Adjust Meter: No			SS                SEWER SURCHARGE(METERED)		
DTOA	DENTAL -2ND CHAIR Rate Structure: From            To    Rate	DENTAL -2ND CHAIR	Utility	S	Regular	No	B-FR
	0 9,999,999 123.9200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
DTOF	DENTAL OFFICE-1ST-CH Rate Structure: From            To    Rate	DENTAL OFFICE-1ST-C	Utility	S	Regular	No	B-FR
	0 9,999,999 233.0000/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
FNRM	FRONTAGE NON RES METERED Rate Structure: From            To    Rate	FRONTAGE NON RES M	Utility	Q	Regular	No	B-F
	0            0 5.1000 Flat rate						
FRS1	FRONTAGE SEWER EX PR Rate Structure: From            To    Rate	FRONTAGE SEWER EX	Utility	S	Regular	No	B-F
	0            0 34.9200 Flat rate						
FRS2	FRONTAGE SEWER EX PR Rate Structure: From            To    Rate	FRONTAGE SEWER EX	Utility	S	Regular	No	B-F
	0            0 64.7400 Flat rate						

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FRS3	FRONTAGE SEWER EX PR Rate Structure: From            To    Rate 0                0    48.5100 Flat rate	FRONTAGE SEWER EX	Utility	S	Regular	No	B-F
FRS4	FRONTAGE SWER EX PRO Rate Structure: From            To    Rate 0                0    89.3000 Flat rate	FRONTAGE SWER EX F	Utility	S	Regular	No	B-F
FRS5	FRONTAGE SWER EX PRO Rate Structure: From            To    Rate 0                0    62.1100 Flat rate	FRONTAGE SWER EX F	Utility	S	Regular	No	B-F
FRS6	FRONTAGE SWER EX PRO Rate Structure: From            To    Rate 0                0    71.0700 Flat rate	FRONTAGE SWER EX F	Utility	S	Regular	No	B-F
FRW1	FRONTAGE WTR NON RES Rate Structure: From            To    Rate 0                0    10.2000 Flat rate	FRONTAGE WTR NON	Utility	S	Regular	No	B-F
FRW2	FRONTAGE WTR NON RES Rate Structure: From            To    Rate 0                0    13.6000 Flat rate	FRONTAGE WTR NON	Utility	S	Regular	No	B-F
FRW3	FRONTAGE WTR NON RES Rate Structure: From            To    Rate 0                0    20.3900 Flat rate	FRONTAGE WTR NON	Utility	S	Regular	No	B-F
FRW4	FRONTAGE WTR NON RES Rate Structure: From            To    Rate 0                0    40.7900 Flat rate	FRONTAGE WTR NON	Utility	S	Regular	No	B-F
FRWA	FRONTAGE WTR ADJUST Rate Structure: From            To    Rate 0                0    10.3000 Flat rate	FRONTAGE WTR ADJU	Utility	S	Regular	No	B-F
FSSC	FIRE SPRINKLER SYSTEM-COM Rate Structure: From            To    Rate 0                0    128.7500 Flat rate	FIRE SPRINKLER SYST	Utility	S	Regular	No	B-FR
FSSI	FIRE SPRINKLER SYSTEM-INST Rate Structure: From            To    Rate	FIRE SPRINKLER SYST	Utility	Q	Regular	No	B-FR

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Code	Description Units	Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
	0	0	128.7500 Flat rate					
FSSM	FIRE SPRINKLER SYSTEM-MULRE:		FIRE SPRINKLER SYST	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	0	128.7500 Flat rate					
FSSR	FIRE SPRINKLER SYSTEM-RES		FIRE SPRINKLER SYST	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	0	64.3800 Flat rate					
FTOF	PHOTOGRAPH OFFICE		PHOTOGRAPH OFFICE	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	185.0600/1 Base Units					
	Additional Rates That Apply To This Rate:							
	Code	Description						
	SEWR	SEWER SURCHARGE(FLAT)						
GARG	GARAGES -SERVICE STA		GARAGES -SERVICE S	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	233.0000/1 Base Units					
	Additional Rates That Apply To This Rate:							
	Code	Description						
	SEWR	SEWER SURCHARGE(FLAT)						
GNRC	GREENHOUSE COMM		GREENHOUSE COMM	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	74.3900/1 Base Units					
	Additional Rates That Apply To This Rate:							
	Code	Description						
	SEWR	SEWER SURCHARGE(FLAT)						
GOS	GST on Services		GST on Services	GST	S	Regular	No	HGPTF
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	7.2100/1 Dollar					
	Additional Rate: Yes							
	RateBasis: Dollar							
	Print Rate on Bill: No							
GRNP	PRIVATE GREENHOUSE		PRIVATE GREENHOUS	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	34.6500/1 Base Units					
	Additional Rates That Apply To This Rate:							
	Code	Description						
	SEWR	SEWER SURCHARGE(FLAT)						
HSPT	HOSPITAL		HOSPITAL	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	2557.7500/1 Base Units					
	Additional Rates That Apply To This Rate:							
	Code	Description						
	SEWR	SEWER SURCHARGE(FLAT)						
HTLA	HOTEL EACH ROOM EXT		HOTEL EACH ROOM E)	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	11.2800/1 Base Units					
	Additional Rates That Apply To This Rate:							
	Code	Description						
	GOS	GST on Services						
	SEWR	SEWER SURCHARGE(FLAT)						
HTLR	HOTELS UP TO 15 ROOM		HOTELS UP TO 15 ROC	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	385.0100/1 Base Units					
	Additional Rates That Apply To This Rate:							
	Code	Description						
	SEWR	SEWER SURCHARGE(FLAT)						

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Code	Description Units            Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
HTRR	HOT TUB,SAUNA ETC Rate Structure: From            To    Rate	HOT TUB,SAUNA ETC	Utility	S	Regular	No	B-FR
	0 9,999,999 47.9100/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
INTC	LAUNDRY TUB IN HOTEL Rate Structure: From            To    Rate	LAUNDRY TUB IN HOTEL	Utility	S	Regular	No	B-FR
	0 9,999,999 104.0700/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
INTR	LAUNDRY TUBS IN RES Rate Structure: From            To    Rate	LAUNDRY TUBS IN RES	Utility	S	Regular	No	B-FR
	0 9,999,999 34.6500/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
LMS3	LECLAIR MAIN ST 3/4 \ + 7 APTS Gals            Percentage - 30.00% of Pd 0 Rate Structure: From            To    Rate	LECLAIR MAIN ST 3/4 Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	0 12,100 286.1500 Minimum	Chg Each Bill: No			Additional Rates That Apply To This Rate: Code            Description		
	12,100 112,940 3.8800/1000 Gallons	Round Up: 0			SS                SEWER SURCHARGE(METERED)		
	112,940 9,999,999 1.9200	Adjust Meter: No					
LMS4	LECLAIR MAIN ST 3/4\ + 11 APTS Gals            Percentage - 30.00% of Pd 0 Rate Structure: From            To    Rate	LECLAIR MAIN ST 3/4\	Utility	Q	Regular	Yes	B-M
	0 12,100 362.4800 Minimum	Chg Each Bill: No			Additional Rates That Apply To This Rate: Code            Description		
	12,100 112,940 3.8800/1000 Gallons	Round Up: 0			SS                SEWER SURCHARGE(METERED)		
	112,940 9,999,999 1.9200	Adjust Meter: No					
LUDT	LAUNDROMAT Rate Structure: From            To    Rate	LAUNDROMAT	Utility	S	Regular	No	B-FR
	0 9,999,999 619.6200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
LV1	L.A. VOYAGEUR - 1\ Gals            Percentage - 30.00% of Pd 0 Rate Structure: From            To    Rate	L.A. VOYAGEUR - 1\ Average consumption for last 2 billings	Utility	Q	Regular	Yes	B-M
	0 24,200 606.3400 Minimum	Chg Each Bill: No			Additional Rates That Apply To This Rate: Code            Description		
	24,200 125,040 3.8800/1000 Gallons	Round Up: 0			SS                SEWER SURCHARGE(METERED)		
	125,040 9,999,999 1.9200	Adjust Meter: No					
MDOF	MEDICAL OFFICE Rate Structure: From            To    Rate	MEDICAL OFFICE	Utility	S	Regular	No	B-FR
	0 9,999,999 123.9200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
MKVF	MARKET VEG-FRUIT Rate Structure: From            To    Rate	MARKET VEG-FRUIT	Utility	S	Regular	No	B-FR
	0 9,999,999 74.3900/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		

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Code	Description Units                      Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
MOT1	MOTEL EACH UNIT Rate Structure: From                      To      Rate 0                              0      33.0300 Flat rate	MOTEL EACH UNIT	Utility	Q	Regular	No	B-FR
MOTE-1F	MOTEL EACH UNIT FLAT Rate Structure: From                      To      Rate 0 9,999,999      66.0600 Flat rate 0 9,999,999      33.0300/1 Base Units	MOTEL EACH UNIT	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
MPNC	POND-CONT.FLOW Rate Structure: From                      To      Rate 0 9,999,999      123.9200/1 Base Units	POND-CONT.FLOW	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
MPNR	POND REGULATIN SYSTE Rate Structure: From                      To      Rate 0 9,999,999      74.3500/1 Base Units	POND REGULATIN SYS	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
NR01	NON-RESIDENT BASIC Rate Structure: From                      To      Rate 0 9,999,999      274.2800/1 Base Units	NON-RESIDENT BASIC	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
NR02	NON-RES ADD'L ROOM Rate Structure: From                      To      Rate 0 9,999,999      19.8200/1 Base Units	NON-RES ADD'L ROOM	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
NR03	NON-RESIDENT BASIN Rate Structure: From                      To      Rate 0 9,999,999      52.8600/1 Base Units	NON-RESIDENT BASIN	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
NR04	NON-RESIDENT ADD BSN Rate Structure: From                      To      Rate 0 9,999,999      33.0300/1 Base Units	NON-RESIDENT ADD B	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
NR05	NON-RESIDENT BATHTUB Rate Structure: From                      To      Rate 0 9,999,999      69.4200/1 Base Units	NON-RESIDENT BATHT	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
NR06	NON-RESIDENT ADD BTB Rate Structure: From                      To      Rate 0 9,999,999      52.8600/1 Base Units	NON-RESIDENT ADD B	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			
				Code	Description		
				SEWR	SEWER SURCHARGE(FLAT)		
NR07	NON-RES SHOWER STALL Rate Structure:	NON-RES SHOWER ST.	Utility	S	Regular	No	B-FR
				Additional Rates That Apply To This Rate:			

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Code	Description Units	Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
	From	To	Rate		Code	Description		
	0	9,999,999	69.4200/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
NR08	NON-RESIDENT TOILET		NON-RESIDENT TOILET	Utility	S	Regular	No	B-FR
	Rate Structure:				Additional Rates That Apply To This Rate:			
	From	To	Rate		Code	Description		
	0	9,999,999	69.4200/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
NR09	NON-RES ADD'L TOILET		NON-RES ADD'L TOILET	Utility	S	Regular	No	B-FR
	Rate Structure:				Additional Rates That Apply To This Rate:			
	From	To	Rate		Code	Description		
	0	9,999,999	52.8600/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
PMT	PAYMENT ADJUST		PAYMENT ADJUST	Utility	S	Regular	No	B-FR
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	1.0300 Flat rate					
POOL	SWIMMING POOL ANNUAL		SWIMMING POOL ANNUAL	Utility	S	Regular	No	B-SP
	Rate Structure:							
	From	To	Rate					
	0	0	15.4500 Flat rate					
PRM2	BILLIARD ROOM 2 TABL		BILLIARD ROOM 2 TABL	Utility	S	Regular	No	B-FR
	Rate Structure:				Additional Rates That Apply To This Rate:			
	From	To	Rate		Code	Description		
	0	9,999,999	153.6900/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
PRMA	BILL,POOL ADD TABLE		BILL,POOL ADD TABLE	Utility	S	Regular	No	B-FR
	Rate Structure:				Additional Rates That Apply To This Rate:			
	From	To	Rate		Code	Description		
	0	9,999,999	42.9800/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
PROF	PROF-OFFICE-LAW-ETC		PROF-OFFICE-LAW-ETC	Utility	S	Regular	No	B-FR
	Rate Structure:				Additional Rates That Apply To This Rate:			
	From	To	Rate		Code	Description		
	0	9,999,999	123.9200/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
PTOF	PRINTING OFFICE		PRINTING OFFICE	Utility	S	Regular	No	B-FR
	Rate Structure:				Additional Rates That Apply To This Rate:			
	From	To	Rate		Code	Description		
	0	9,999,999	153.6900/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
PUH1	HALLS PUBLIC ETC		HALLS PUBLIC ETC	Utility	S	Regular	No	B-FR
	Rate Structure:				Additional Rates That Apply To This Rate:			
	From	To	Rate		Code	Description		
	0	9,999,999	123.9200/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
RECV	Accounts Receivable		Accounts Receivable	Utility	S	Regular	No	AR-WC
	Rate Structure:							
	From	To	Rate					
	0	9,999,999	1.0300 Flat rate					

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Code	Description Units            Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
REST	RESTAURANT Rate Structure: From            To    Rate	RESTAURANT	Utility	S	Regular	No	B-FR
	0 9,999,999 233.0000/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
SEWR	SEWER SURCHARGE(FLAT) Rate Structure: From            To    Rate	SEWER SURCHARGE(F	Utility	S	Regular	No	B-SS
	0 9,999,999 0.7700/1 Dollar				Additional Rate:    Yes RateBasis:            Dollar Print Rate on Bill: No		
SHOP	SHOPS AND CONF STORE Rate Structure: From            To    Rate	SHOPS AND CONF STC	Utility	S	Regular	No	B-FR
	0 9,999,999 123.9200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
SHWA	SHOWERSTALL-ADD-RES Rate Structure: From            To    Rate	SHOWERSTALL-ADD-R	Utility	S	Regular	No	B-FR
	0 9,999,999 26.4300/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
SHWC	SHOWERSTALL COMM Rate Structure: From            To    Rate	SHOWERSTALL COMM	Utility	S	Regular	No	B-FR
	0 9,999,999 34.6500/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
SHWR	SHOWERSTALL-RES DWEL Rate Structure: From            To    Rate	SHOWERSTALL-RES D'	Utility	S	Regular	No	B-FR
	0 9,999,999 34.6500/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
SNKB	SNACK BAR,IC-CM-PARL Rate Structure: From            To    Rate	SNACK BAR,IC-CM-PAF	Utility	S	Regular	No	B-FR
	0 9,999,999 153.6900/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
SS	SEWER SURCHARGE(METERED) Rate Structure: From            To    Rate	SEWER SURCHARGE(M	Utility	Q	Regular	No	B-SS
	0 9,999,999 0.7700/1 Dollar				Additional Rate:    Yes RateBasis:            Dollar Print Rate on Bill: No		
STW1	STORE-WHOLESAL-OTHER Rate Structure: From            To    Rate	STORE-WHOLESAL-OT	Utility	S	Regular	No	B-FR
	0 9,999,999 123.9200/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
TAPX	TAPS EXTRA Rate Structure: From            To    Rate	TAPS EXTRA	Utility	S	Regular	No	B-FR
	0 9,999,999 26.4300/1 Base Units				Additional Rates That Apply To This Rate: Code            Description		
					SEWR            SEWER SURCHARGE(FLAT)		
TEAT	THEATRE Rate Structure: From            To    Rate	THEATRE	Utility	S	Regular	No	B-FR
					Additional Rates That Apply To This Rate: Code            Description		



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Code	Description Units	Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
	0	9,999,999	233.0000/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
TLTA	TOILET- ADDITIONAL Rate Structure:		TOILET- ADDITIONAL	Utility	S	Regular	No	B-FR
	From	To	Rate		Additional Rates That Apply To This Rate:			
	0	9,999,999	26.4300/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
TLTC	TOILET-COMM (1ST 4) Rate Structure:		TOILET-COMM (1ST 4)	Utility	S	Regular	No	B-FR
	From	To	Rate		Additional Rates That Apply To This Rate:			
	0	9,999,999	47.9100/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
TLTC-F	TOILET-COMM FLAT Rate Structure:		TOILET-COMM FLAT	Utility	S	Regular	No	B-FR
	From	To	Rate		Additional Rates That Apply To This Rate:			
	0	9,999,999	47.9100 Flat rate		SEWR	SEWER SURCHARGE(FLAT)		
	0	9,999,999	47.9100/1 Base Units					
TLTC-M	TOILET-COMM (1ST 4)-M Rate Structure:		TOILET-COMM (1ST 4)-	Utility	Q	Regular	No	B-M
	From	To	Rate					
	0	0	47.9100 Flat rate					
TLTE	TOILET-COMM- ADDITIO Rate Structure:		TOILET-COMM- ADDITIO	Utility	S	Regular	No	B-FR
	From	To	Rate		Additional Rates That Apply To This Rate:			
	0	9,999,999	34.6500/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
TLTE-M	TOILET-COMM- ADDITIO-M Rate Structure:		TOILET-COMM- ADDITIO	Utility	Q	Regular	No	B-M
	From	To	Rate					
	0	0	34.6500 Flat rate					
TLTR	TOILET-RESIDENTIAL Rate Structure:		TOILET-RESIDENTIAL	Utility	S	Regular	No	B-FR
	From	To	Rate		Additional Rates That Apply To This Rate:			
	0	9,999,999	34.6500/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		
TLTR-M	TOILET-RESIDENTIAL-M Rate Structure:		TOILET-RESIDENTIAL-M	Utility	Q	Regular	No	B-M
	From	To	Rate					
	0	0	34.6500 Flat rate					
TP	TRAILER PARK Rate Structure:		TRAILER PARK	Utility	S	Regular	No	B-FR
	From	To	Rate					
	0	9,999,999	1.0300 Flat rate					
TPSA	TRAILER PARK SITES ADDITIONAL Rate Structure:		TRAILER PARK SITES /	Utility	S	Regular	No	B-FR
	From	To	Rate		Additional Rates That Apply To This Rate:			
	0	9,999,999	11.2800/1 Base Units		SEWR	SEWER SURCHARGE(FLAT)		

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Code	Description Units            Tolerance	Billing Description Estimate Billing	Type	Frequency	Interest	Mtr	Acct Set
TPSN	TRAILER PARK SITES (NO SEWER) Rate Structure: From            To    Rate	TRAILER PARK SITES (	Utility	S	Regular	No	B-FR
	0            0    8.7400 Flat rate						
	0    999,999    8.7400/1 Base Units						
	0    9,999,999    8.7400						
	1,000,000    9,999,999    0						
TPSU	TRAILER PARK SITES UP TO 15 Rate Structure: From            To    Rate	TRAILER PARK SITES U	Utility	S	Regular	No	B-FR
	0    9,999,999    385.0100/1 Base Units						
					Additional Rates That Apply To This Rate:		
					Code	Description	
					SEWR	SEWER SURCHARGE(FLAT)	
UPH	URINAL PUBLIC H Rate Structure: From            To    Rate	URINAL PUBLIC H	Utility	S	Regular	No	B-FR
	0    9,999,999    47.9700/1 Base Units						
					Additional Rates That Apply To This Rate:		
					Code	Description	
					SEWR	SEWER SURCHARGE(FLAT)	
URLC	URINALS-HOTELS-RESTS Rate Structure: From            To    Rate	URINALS-HOTELS-RES	Utility	S	Regular	No	B-FR
	0    9,999,999    99.1300/1 Base Units						
URLC-M	URINALS-HOTELS-RESTS-M Rate Structure: From            To    Rate	URINALS-HOTELS-RES	Utility	Q	Regular	No	B-M
	0            0    99.1300 Flat rate						
					Additional Rates That Apply To This Rate:		
					Code	Description	
					SS	SEWER SURCHARGE(METERED)	
URLR	URINAL RESIDENTIAL Rate Structure: From            To    Rate	URINAL RESIDENTIAL	Utility	S	Regular	No	B-FR
	0    9,999,999    34.6500/1 Base Units						
					Additional Rates That Apply To This Rate:		
					Code	Description	
					SEWR	SEWER SURCHARGE(FLAT)	
VGSP	SPRAY-VEGETABLE COUN Rate Structure: From            To    Rate	SPRAY-VEGETABLE CC	Utility	S	Regular	No	B-FR
	0    9,999,999    74.3900/1 Base Units						
					Additional Rates That Apply To This Rate:		
					Code	Description	
					SEWR	SEWER SURCHARGE(FLAT)	
WOC	Water On Charge Rate Structure: From            To    Rate	Water On Charge	Utility	S	Regular	No	OCW
	0            0    32.0800 Flat rate						
WOFF	Water Off Charge Rate Structure: From            To    Rate	Water Off Charge	Utility	S	Regular	No	OCW
	0            0    32.0800 Flat rate						

DATE: MONDAY FEBRUARY 26, 2024

11.2

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

---

**BE IT RESOLVED THAT** Council of the Town of Mattawa adopt By-Law Number 24-06 which is a by-law to establish the standing committees of Council.

**THE CORPORATION OF THE TOWN OF MATTAWA**  
**BY-LAW NUMBER 24-06**

**BEING** a by-law to establish the Standing Committees of Council.

**WHEREAS** Section 8 (1) of the Municipal Act, 2001, S. O. 2001, c.25, (“Municipal Act”) as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

**AND WHEREAS** Council deemed it necessary to establish Standing Committees of Council to identify the functional activities thereof and to define the responsibilities and duties of the Standing Committees.

**NOW THEREFORE** the Council of the Corporation of the Town of Mattawa enacts as follows:

1. **THAT** the following Standing Committees of Council are hereby defined and established:
  - a) Corporate Services Committee
  - b) Community Services Committee.
2. **THAT** the Terms of Reference is attached hereto as Schedule “A” and forms part of this By-Law.
3. **THAT** the duties and responsibilities of the Standing Committees of Council as defined in Schedules 1 and 2 are attached hereto and form part of this By-Law.
4. **THAT** the Council members appointed to each Standing Committees of Council will be done by way of Council resolution at the beginning of each Council term, after the municipal elections and remain in force and effect for the term of Council.
5. **THAT** Schedule “A” shall be in accordance with the current Municipal Procedure By-Law.
6. **THAT** “Schedule A” can be amended by resolution.
7. **THAT** By-Law 23-06 is hereby repealed.
8. **THAT** this By-Law shall come into effect on the day of the final passing thereof.

READ A FIRST and SECOND TIME, this 26<sup>th</sup> day of February, 2024.

READ THIRD TIME and FINALLY PASSED, this 26<sup>th</sup> day of February, 2024.

---

Mayor

---

Clerk



## Schedule "A" to By-Law 24-06

### STANDING COMMITTEES OF COUNCIL TERMS OF REFERENCE

<b>Staff Support:</b> CAO/Treasurer Municipal Clerk Managers and/or Senior Staff	<b>Committee Type:</b>  Standing
<b>Next Review Date:</b>  First Meeting of January each year	<b>Approved by:</b>  By-Law # 24-06

#### INTRODUCTION

Standing Committees of Council facilitate the decision-making process of Council. Committees work on behalf of Council to provide advice and make recommendations to Council. They are an important forum for policy debate and public input on issues within Council's area of responsibility. To capture the efficiency afforded by working in smaller groups, Council does not repeat the detailed discussion and analysis conducted by the Committee during Council sessions.

The Standing Committee structure was chosen by Council because it serves to gain efficiencies for Councillors as they work collaboratively to successfully manage and share the workload. A key advantage of the Standing Committee is the practical benefit of sharing the total Council workload across a smaller group of Councillors appointed by the whole of Council to serve in the role of Committee Members. Further, Standing Committees of Council provide an opportunity for a smaller group of Councillors to engage with staff and the public in an in-depth discussion and analysis of policy issues and options in the Committees area of responsibility. It is implicit to this model of governance that those Committee Members will be diligent in fulfilling their roles.

All members of Council have an opportunity to provide written input (prior to the meeting) and/or verbal input (at the meeting) to the Standing Committee Chair for the Committee's consideration on a Committee's agenda.

#### GUIDING PRINCIPLES

1. All Committee work will be carried out in accordance with the Corporation of the Town of Mattawa Procedural By-Law, provisions of the Municipal Act and other governing legislation and policies.
2. The Council's Code of Conduct will guide the Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.
3. Committees will engage in with residents by receiving public delegations and ensuring Management is appropriately engaged to the community and stakeholders in the development of their recommendation to the Committee.

## **MANDATE**

The Committee's mandate defines its core areas of management and responsibility, Standing Committees are established by the Corporation of the Town of Mattawa's Procedural By-Law for the purpose of ensuring that appropriate policies, principles, procedures and roles are established for the functional areas that comprise the scope of the Committee's responsibility.

## **SCOPE OF STANDING COMMITTEE RESPONSIBILITIES**

Council has established two Standing Committees.

The scope of responsibilities for each Standing Committee is found in the following schedules:

Schedule 1 – Corporate Services

Schedule 2 – Community Services

### **Specific Committee Responsibilities**

The following specific responsibilities apply to all Standing Committees. Refer to Schedules for additional responsibilities for specific Standing Committees.

#### **Leadership & Stewardship**

1. Established priorities for Committee work scheduled annually.
2. Track outstanding Committee items.
3. Consider risk management issues when debating options and recommendations.

#### **Empowerment & Accountability**

1. Review Annual Reports on delegated authority for each service area.
2. Recommend to Council opportunities for delegation of authority.

#### **Communications, Engagement & Transparency**

1. Recommend improvements to information flows for each service area.
2. Maintain a rolling calendar of regular performance and accountability reports.

#### **Service & Fairness**

1. Ensure the Committee conducts its business consistent with Council's policies.
2. Consider Mattawa's commitment to sustainability in the areas of social, economic, cultural, and environmental stewardship when developing recommendations.

#### **Continuous Learning & Growth**

1. Ensure members receive orientation on their services area.
2. Recommend service reviews.

#### **Composition and Term**

1. The Committees will be comprised of three members of the Corporation of the Town of Mattawa Council as appointed by resolution of Council.
2. Each Committee shall appoint the Chairs for Standing Committees of Corporate Services, and Community Services for the term of Council.
3. Vice-Chairs shall be appointed by their respective Committee Members.

4. The Mayor is a member of each Committee as ex-officio.

## **Resources**

The Chief Administrative Officer/Treasurer (CAO/Treasurer), the Clerk and Department Heads may be called upon to conduct research, communications or any other Committee identified requirements.

Council has delegated responsibility to the CAO/Treasurer for the administration of the affairs of the Corporation of the Town of Mattawa staff has the responsibility and the authority to provide consultation, advice and recommendations to Council.

## **OPERATING PROCEDURES**

### **Meetings**

1. Committees shall meet on the first Monday of each month on an alternating basis, with the authority to convene additional meetings as may be necessary to exercise its responsibilities.
2. Should the first Monday fall on a holiday the Committee meeting shall be set for the Tuesday following the holiday.
3. Meetings shall begin at 6:00 p.m. in accordance with the municipal procedure by-law.

### **Meeting Agenda**

Items included on the Committee meeting agendas shall be the responsibility of the Clerk working in collaboration with the Chair and CAO/Treasurer. The meeting agendas shall follow the municipal procedure by-law (policy 3).

### **Notice of Meetings**

Public notice of all Committee meetings will be posted on the municipal website, Town of Mattawa Facebook page and Mattawa App on the Thursday prior to the meeting.

Section 239 in the Municipal Act recognizes some items may permit a meeting to be closed to the public. The holding of any closed meetings and the general nature of the matter to be considered will be made public to ensure all transparency.

### **Meeting Minutes**

Meeting minutes will be recorded by the Clerk or designate without note or comment in accordance with Section 239 (7) if the Municipal Act.

### **Committee Working Process**

All decisions that lead to the formulation of recommendations for Council consideration will take place at the Committee meetings only and not through electronic or other outside exchanges. All pertinent information will be shared with all Committee members in advance of meetings. This can include, but not limited to, meeting minutes, any supplemental information, public input, media requests, etc.

### **Quorum**

A quorum shall be majority of the whole committee (2).

In the event that the Committee fails to reach quorum the Mayor shall be counted to reach quorum and has a vote during the meeting.

### **Chair Votes**

The Chair shall vote on all motions.

### **Attendance at Meeting**

Any Committee Member shall, if possible, notify the Clerk of non-attendance by email through [info@mattawa.ca](mailto:info@mattawa.ca), 24 hours before a scheduled meeting.

### **Reporting to Council**

The Committee will report to Council with recommendations for approval.

### **Procedural Rules**

Any rule not stated herein is deemed to be provided in the current Procedural By-Law.

## **ROLES OF STAKEHOLDERS**

The following key stakeholders are recognized:

1. Committee Chair (applies to the Vice Chair when serving as Chair)
2. Committee Members
3. Visiting Councillors
4. Chief Administrative Officer/Treasurer
5. Clerk
6. Public/Delegations

### **1. COMMITTEE CHAIR ROLE**

Specific roles and responsibilities for the Committee Chair include:

#### **Preparation**

1. Call the meetings.
2. Work in collaboration with the Clerk on the development of the agenda, including delegations, sequence, flow and timing and to be apprised on any changes to the agenda prior to the meeting. Seek out the opinions of Councillors relevant to specific Committee work.
3. In reviewing materials, ensure clarity on the discussion parameters for each report appearing on the agenda.

#### **In Committee Meetings**

1. Ensure Committee works within the assigned mandate.
2. Collaborate with the CAO/Treasurer, Mayor and the Clerk to encourage efficient and effective conduct of Committee business and accomplish the work of each meeting agenda.
3. Exhibit the behavior expected of all Committee members.

### **Specific Agenda Items**



1. Define discussion parameters and remind members of decision options that include approve, defeat, amend, refer, or defer a staff recommendation.
2. Frame the issues, focus discussion and set the tone for the Committee's discussions: fostering a constructive culture for respectful dialogue between Councillors, Community and Staff.

### **Specific to decision-making**

1. Maintain order and decorum during meetings, decide questions of procedure, and generally ensure that the Committee work proceeds smoothly according to the Committees work plan.
2. Engage all Committee members in the decision-making process.
3. Ensure the Committee has sufficient information to make a decision.
4. Ensure that the CAO/Treasurer and Clerk has been provided with the opportunity to clarify any matters of fact or seek professional advice.
5. Build consensus where possible.
6. Ensure the will of the Committee prevails.

### **Specific to engaging the public and stakeholders:**

1. Ensure adequate and appropriate opportunities are provided for input by the public and other key stakeholders at meetings.
2. Ensure delegations understand the process and are treated with respect.
3. Be respectful of all stakeholders' points of view.

### **After Committee Meetings**

1. Speak on behalf of the Committee at the Council level.
2. Act as the primary spokesperson for any Committee-related inquiries in concert with the CAO/Treasurer.
3. Work closely with the CAO/Treasurer as required.

### **Vice Chairs**

Vice Chairs will assume the role and responsibilities of the Chair when the Chair is unable to fulfill their role.

## **2. COMMITTEE MEMBER ROLE**

Specific roles and responsibilities for the Committee Members include:

### **Preparation**

1. Read all agenda material and seek clarification from staff on any matters prior to meetings in order to make the most effective use of the Committee's time.
2. Have a broad awareness of the inter-relationship of the Corporation of the Town of Mattawa's strategic initiatives and its operations.
3. Understand the difference between the role of the Committee and the role of management.

### **In Committee Meetings**

1. Attend meetings and participate fully in all Committee work.

2. Debate the issues in an open, honest and informed manner to assist the decision-making process.
3. Actively contribute to the development of Committee recommendations and directions.
4. Represent and advocate on behalf of constituents, keeping in mind the entire Municipality when considering and addressing issues.
5. Respect the role of Committee Chair.
6. Respect the role of staff.
7. Have a willingness to respectfully challenge Management when necessary.

### **3. VISITING COUNCILLOR ROLE**

Specific roles and responsibilities for Visiting Councillors include:

#### **In Committee Meetings**

1. Add value to Committee work by offering verbally, to the Committee Chair, items of new information, items Committee extracted from the consent agenda, reinforcing the interests of constituents or presenting questions.
2. Make specific requests of the Committee Chair for additional information or analysis prior to recommendations coming before Council.
3. Respect the intent of the Standing Committee structure.
4. Do not directly engage with delegations, Municipal Staff, or Committee debates, or voting motions.

### **4. CHIEF ADMINISTRATIVE OFFICER/TREASURER**

The CAO/Treasurer may attend and speak at a meeting of any Standing Committees on an as needed basis.

#### **Preparation**

1. Work in collaboration with the Committee Chair and Clerk on the development of the agenda, including delegations, sequence, flow and timing, to be appraised of any changes to the agenda prior to the meeting. Items on the final Committee meeting agendas shall be the responsibility of the Clerk.
2. Ensure the timely submission of all agenda related materials to the Clerk by the prescribed submission deadline.

### **5. CLERK'S ROLE**

Specific roles and responsibilities for the Clerk include:

#### **Preparation**

1. Oversee the process of appointing the Committee Chair and Committee members.
2. Manage the Committee agenda and process for Committees and ensure that meetings are held in accordance with Council – approved protocol and applicable legislation.
3. Supervise staff in the preparation and distribution of agendas and agenda materials.

#### **In Committee Meetings**

1. Attend, or designate staff to attend, all meetings of Standing Committees.
2. Provide advice on legislative protocol and meeting procedures as requested by the Chair.

3. Supervise the issuance of notices, recordings of minutes and resolutions and other meeting and documentary processes.

## **6. PUBLIC / DELEGATION ROLE**

### **Preparation**

1. Register as a delegation through the Clerk, to speak to the Committee with respect to the Committee services.
2. Access Committee agendas and minutes from the Municipal website and/or Mattawa App.
3. Participate in community engagement processes related to their issue of interest.

### **In Committee Meetings**

1. Attend Committee Meetings
2. Adhere to procedural rules for delegations to Committees.
3. Respect the role of the Committee Chair with responsibility for timely conducts of business and retaining meeting decorum.

## **SCHEDULE 1 – CORPORATE SERVICES**

### **Scope of Corporate Services Committee's Responsibilities**

The Corporate Services Committee's scope of responsibilities includes:

- Finance
- Human Resources
- Building Department
- By-Laws
- Technology
- General Government
- Planning & Development

The Corporate Services Committee reports directly to the Municipal Council. The Committee hears delegations from residents, reviews reports and makes recommendations to Council. The following areas are under the Corporate Services umbrella and can be changed by Council's direction:

- Animal control
- AODA Compliance and Annual Plan
- Appointment of Auditors
- Asset Management
- Building fees and services
- By-law creations
- Council conduct
- Corporate communications
- Emergency Management
- Enforcement (parking, noise, building permits, etc)
- Governance
- Intergovernmental and community liaison
- Legal services (if required)
- Municipal elections
- Municipal records management
- Official plan and Zoning
- Policies and procedures
- Standing committees terms of reference review
- Strategic plan

## **SCHEDULE 2 – COMMUNITY SERVICES**

### **Scope of Community Services Committee's Responsibilities**

The Community Services Committee's scope of responsibilities includes:

- Public Works
- Environmental Services
- Fire Department
- Parks and Recreation
- Culture / Tourism & Special Projects
- Cemetery
- Health Services

The Community Services Committee has the following Advisory Committees reporting to it through the appointed Councillor:

1. Landfill Advisory Committee
2. Mattawa & Area Food Bank
3. Mattawa & District Museum Board
4. John Dixon Public Library Board
5. Mattawa & Area Community Safety & Well-Being Committee

The Community Services Committee reports directly to the Municipal Council. The Committee hears delegations from residents, reviews reports and makes recommendations to Council. The following areas are under the Community Services umbrella and can be changed by Council's direction:

- Beautification of Town
- Business retention and development
- Cemetery governance
- Community planning and improvements
- Curling Club / Fitness Centre
- Drainage and flood control
- Landfill / Waste Management
- Mattawa Travel Information Centre / Service Ontario
- Mike Rodden Arena & Community Centre
- Museum maintenance
- Parks and Beaches
- Physician Recruitment
- Roadways and Sidewalks
- Seniors' programs
- Water / Wastewater Services

## **SCHEDULE 3 – APPOINTMENT OF COMMITTEE MEMBERS**

Each standing committee may appoint members of Council in the order that each member was elected onto Council.

The structure will be as follows:

### **CORPORATE SERVICES**

Deputy Mayor  
Councillor # 4  
Councillor # 5

### **COMMUNITY SERVICES**

Councillor # 2  
Councillor # 3  
Councillor # 6

## SCHEDULE 4 – PARTICIPATION DURING MEETINGS

### Obligations and Expectations of Stakeholders Participating in Standing Committees Meetings

<b>Principles:</b>					
1. Committees publish their annual work plan to encourage input from the public and Council colleagues.					
2. Input is received in writing or in person during scheduled times in Committee meetings.					
3. Committee meeting minutes capture the essence of discussions and analysis without attributing specific comments.					
4. Commitment to fair, effective and efficient decision making practices.					
<b>Activity</b>	<b>Chair</b>	<b>Committee Members</b>	<b>Visiting Councillors</b>	<b>Staff</b>	<b>Delegations/ Public</b>
Receive background material, staff reports, public correspondence	Yes	Yes	As Requested	Create all materials	As requested through MFIPPA
Contact staff to ask questions prior to Committee Meetings	Yes	Yes	Yes	N/A	Yes
Attend entire Committee Meetings:					
Open session -----	Yes -----	Yes -----	Yes -----	Yes -----	Yes -----
Closed session	Yes	Yes	No	Yes (as required)	No
Engage in Committee discussions and deliberations	Yes	Yes	No	Yes as requested	No
Engage in decision making	Yes	Yes	No	No	No
Offer opinion to Committee through Chair:					
In advance -----	Yes -----	Yes -----	Yes -----	Yes -----	Yes -----
At meeting	Yes	Yes	Yes	Yes	Yes
Review written input	Yes	Yes	Yes	Yes	No
Listen to public delegations	Yes	Yes	Yes	Yes	Yes
Ask questions of delegations	Yes	Yes	No	No	No
Ask questions of visiting Councillors	Yes	Yes	No	No	No
Ask questions directly to staff	Yes	Yes	No	No	No
Pose questions and/or provide input to the Chair for the Committee's consideration	N/A	Yes	Yes	Yes	Yes
Request through the Chair for additional information prior to Committee meetings	N/A	Yes	Yes	N/A	No

DATE: MONDAY FEBRUARY 26, 2024

11.3

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

---

**BE IT RESOLVED THAT** Council approves the third and final reading of by-law number 23-25 which is a By-law to authorize a franchise agreement between the Corporation of the Town of Mattawa and Enbridge Gas Inc.



**THE CORPORATION OF THE TOWN OF MATTAWA  
BY-LAW NUMBER 23-25**

**BEING** a By-law to authorize a franchise agreement between the Corporation of the Town of Mattawa and Enbridge Gas Inc.

**WHEREAS** the Council of the Corporation of the Town of Mattawa deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Enbridge Gas Inc.;

**AND WHEREAS** the Ontario Energy Board by its Order issued pursuant to the *Municipal Franchises Act* on the 13<sup>th</sup> day of February, 2024 has approved the terms and conditions upon which and the period for which the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this By-Law is not necessary.

**NOW THEREFORE** the Council of the Town of Mattawa enacts as follows:

1. **THAT** the Franchise Agreement between the Corporation of the Town of Mattawa and Enbridge Gas Inc. attached hereto and forming part of this by-law, is hereby authorized and the franchise provided for therein is hereby granted.
2. **THAT** the Mayor and Clerk are hereby authorized and instructed on behalf of the Corporation of the Town of Mattawa to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this By-Law.
3. **THAT** By-law 02-29 is hereby repealed.
4. **THAT** this by-law shall come into force and take effect as of the final passing thereof.

READ A FIRST time this 11<sup>th</sup> day of September, 2023.

READ A SECOND time this 11<sup>th</sup> day of September, 2023.

READ A THIRD time and FINALLY PASSED this 26<sup>th</sup> day of February, 2024.

---

Mayor

---

Clerk

## **2000 Model Franchise Agreement**

THIS AGREEMENT effective this *26<sup>th</sup>* day of *February*, 2024

BETWEEN:

**THE CORPORATION OF THE TOWN OF MATTAWA**

hereinafter called the "Corporation"

- and -

**ENBRIDGE GAS INC.**

hereinafter called the "Gas Company"

WHEREAS the Gas Company desires to distribute, store and transmit gas in the Municipality upon the terms and conditions of this Agreement;

AND WHEREAS by by-law passed by the Council of the Corporation (the "By-law"), the duly authorized officers have been authorized and directed to execute this Agreement on behalf of the Corporation;

THEREFORE the Corporation and the Gas Company agree as follows:

### **Part I - Definitions**

#### **1. In this Agreement**

- (a) "decommissioned" and "decommissions" when used in connection with parts of the gas system, mean any parts of the gas system taken out of active use and purged in accordance with the applicable CSA standards and in no way affects the use of the term 'abandoned' pipeline for the purposes of the *Assessment Act*;
- (b) "Engineer/Road Superintendent" means the most senior individual employed by the Corporation with responsibilities for highways within the Municipality or the person designated by such senior employee or such other person as may from time to time be designated by the Council of the Corporation;

- (c) "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not include a liquefied petroleum gas that is distributed by means other than a pipeline;
- (d) "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as the Gas Company may require or deem desirable for the distribution, storage and transmission of gas in or through the Municipality;
- (e) "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- (f) "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the *Municipal Franchises Act*. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- (g) "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- (h) "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by the Gas Company with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- (i) whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

## **Part II - Rights Granted**

### **2. To provide gas service**

The consent of the Corporation is hereby given and granted to the Gas Company to distribute, store and transmit gas in and through the Municipality to the Corporation and to the inhabitants of the Municipality.

### **3. To Use Highways**

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

### **4. Duration of Agreement and Renewal Procedures**

(a) If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law.

or

(b) If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20 year term of this Agreement, the Model Franchise Agreement is changed, then on the 7<sup>th</sup> anniversary and on the 14<sup>th</sup> anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20 year term.

(c) At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the *Municipal Franchises Act*.

### Part III – Conditions

#### 5. Approval of Construction

- (a) The Gas Company shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefor has first been obtained from the Engineer/Road Superintendent and all work done by the Gas Company shall be to his satisfaction.
- (b) Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), the Gas Company shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- (c) The Plan filed by the Gas Company shall include geodetic information for a particular location:
  - (i) where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or
  - (ii) when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- (d) The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- (e) Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by the Gas Company, the timing of the work and any terms and conditions relating to the installation of the work.
- (f) In addition to the requirements of this Agreement, if the Gas Company proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require the Gas Company to comply with special conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.

- (g) Where the gas system may affect a municipal drain, the Gas Company shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the *Drainage Act*, or such other person designated by the Corporation as responsible for the drain.
- (h) The Gas Company shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- (i) The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- (j) The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

**6. As Built Drawings**

The Gas Company shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, the Gas Company shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

**7. Emergencies**

In the event of an emergency involving the gas system, the Gas Company shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, the Gas Company shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. The Gas Company shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for the Gas Company and shall ensure the contacts are current.

**8. Restoration**

The Gas Company shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If the Gas Company fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and the Gas Company shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

**9. Indemnification**

The Gas Company shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Gas Company operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that the Gas Company shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

**10. Insurance**

- (a) The Gas Company shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect the Gas Company and the Corporation from claims for which the Gas Company is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (the Gas Company). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by the Gas Company.
- (b) The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving the Gas Company of liability not covered by such insurance or in excess of the policy limits of such insurance.
- (c) Upon request by the Corporation, the Gas Company shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

## 11. **Alternative Easement**

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if it is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

## 12. **Pipeline Relocation**

- (a) If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, the Gas Company shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- (b) Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, the Gas Company shall alter or relocate that part of the gas system at its sole expense.
- (c) Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and the Gas Company on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to the Gas Company by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
  - (i) the amount paid to Gas Company employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,
  - (ii) the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Gas Company equipment while in use on the project,
  - (iii) the amount paid by the Gas Company to contractors for work related to the project,



- (iv) the cost to the Gas Company for materials used in connection with the project, and
  - (v) a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- (d) The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by the Gas Company, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Gas Company shall pay 100% of the relocation costs.

#### **Part IV - Procedural And Other Matters**

##### **13. Municipal By-laws of General Application**

The Agreement is subject to the provisions of all regulating statutes and all municipal by-laws of general application, except by-laws which have the effect of amending this Agreement.

##### **14. Giving Notice**

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to the Gas Company at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

##### **15. Disposition of Gas System**

- (a) If the Gas Company decommissions part of its gas system affixed to a bridge, viaduct or structure, the Gas Company shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- (b) If the Gas Company decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If the Gas Company does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system

as the Corporation may require for such purposes and neither party shall have recourse against the other for any loss, cost, expense or damage occasioned thereby. If the Gas Company has not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, the Gas Company may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

#### **16. Use of Decommissioned Gas System**

- (a) The Gas Company shall provide promptly to the Corporation, to the extent such information is known:
  - (i) the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
  - (ii) the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- (b) The Gas Company may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
  - (i) the third party has entered into a municipal access agreement with the Corporation; and
  - (ii) the Gas Company does not charge a fee for the third party's right of access to the highways.
- (c) Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues such as relocation costs will be governed by the relevant municipal access agreement.

#### **17. Franchise Handbook**

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

**18. Other Conditions**

None.

**19. Agreement Binding Parties**

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

**THE CORPORATION OF THE TOWN OF MATTAWA**

Per:

\_\_\_\_\_  
Raymond A. Bélanger, Mayor

Per:

\_\_\_\_\_  
Amy Leclerc, Clerk

**ENBRIDGE GAS INC.**

Per:

\_\_\_\_\_  
Mark Kitchen, Director, Regulatory Affairs

Per:

\_\_\_\_\_  
Nicole Lehto, Director, Eastern and Northern Operations



Ontario  
Energy  
Board | Commission  
de l'énergie  
de l'Ontario

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# DECISION AND ORDER

**EB-2023-0331**

**ENBRIDGE GAS INC.**

**Application for the Renewal of a Municipal Franchise  
Agreement with the Town of Mattawa**

**By Delegation, before: Theodore Antonopoulos**  
Vice President  
Applications

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**February 13, 2024**

## **1 OVERVIEW**

Through this Decision and Order, the Ontario Energy Board (OEB) approves an application filed by Enbridge Gas Inc. (Enbridge Gas) for: the renewal of its natural gas franchise agreement with the Town of Mattawa for a twenty-year term, and an order directing that the assent of the municipal electors of the Town of Mattawa to the by-law approving the franchise agreement is not necessary under the circumstances.

---

## 2 CONTEXT AND PROCESS

Enbridge Gas filed an application with the OEB on November 10, 2023, under section 9 of the *Municipal Franchises Act*. The application was for the following:

1. an Order pursuant to s.9(3) approving the terms and conditions upon which, and the period for which, the Town of Mattawa is, by by-law, to grant Enbridge Gas the right to construct and operate works for the distribution, transmission and storage of natural gas and the right to extend and add to the works;
2. an Order pursuant to s.9(4) directing and declaring that the assent of the municipal electors of the Town of Mattawa is not necessary for the proposed franchise agreement by-law under the circumstances.

The OEB held a written hearing. A notice of hearing was published in the local French-language newspaper on December 5, 2023 and local English-language newspaper on December 3, 2023. The notice of hearing was also posted on Enbridge Gas's website. There were no requests for intervention.

In this Decision and Order, a reference to the Town of Mattawa is a reference to the municipal corporation or its geographical area, as the context requires.

### 3 APPLICATION

Enbridge Gas is a corporation incorporated under the laws of the Province of Ontario, with its head office in the City of Toronto.

The Town of Mattawa is a municipal corporation incorporated under the laws of the Province of Ontario. It is a single-tier municipality located in Nipissing District.

Enbridge Gas holds a certificate of public convenience and necessity (certificate) for the Town of Mattawa.<sup>1</sup> Enbridge Gas stated that it is not aware of any changes to the municipal boundaries of the Town of Mattawa since the certificate was issued.

Enbridge Gas operates in the Town of Mattawa, under a franchise agreement that was entered into on January 26, 2004.<sup>2</sup> The franchise agreement is based on the Model Franchise Agreement, for a twenty-year term and therefore the expiration date of the franchise agreement was January 26, 2024. An agreement to renew the franchise was reached between Enbridge Gas and the Town of Mattawa, and the application was filed, prior to the January 26, 2024 expiry.

The OEB notes that, in accordance with its terms and conditions, the January 26, 2004 franchise agreement continues to operate until the OEB's determination of this application. Section 4. c. of the agreement, entitled "Duration of Agreement and Renewal Procedures", provides as follows:

At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement.

Enbridge Gas applied to the Town of Mattawa for approval of the renewal of the franchise, based on a proposed municipal franchise agreement in the form of the Model Franchise Agreement, with no amendments, for a term of twenty years. On September 11, 2023, the Town of Mattawa gave its approval.

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<sup>1</sup> E.B.C 125

<sup>2</sup> RP-2002-0159/EB-2002-0485

With the application, Enbridge Gas filed the Town of Mattawa's draft by-law granting the proposed franchise renewal, and a copy of the proposed municipal franchise agreement. Enbridge Gas also filed a copy of the Town of Mattawa's resolution passed on September 11, 2023, approving the form of the draft by-law and franchise agreement, and authorizing Enbridge Gas's request for an order declaring and directing that the assent of the municipal electors to the by-law approving the franchise agreement is not necessary.



## **4 FINDINGS**

I find that it is in the public interest to approve the application. Enbridge Gas filed a complete application, provided notice of the hearing in the manner instructed by the OEB. I note that no party intervened or otherwise objected to the application. The proposed municipal franchise agreement is in the form of the Model Franchise Agreement, with no amendments, and is for a term of twenty years.

## 5 ORDER

### IT IS ORDERED THAT:

1. The terms and conditions upon which, and the period for which, the Town of Mattawa is, by by-law, to grant to Enbridge Gas Inc. the right to construct and operate works for the distribution, transmission and storage of natural gas, and the right to extend and add to the works, in the municipality, as set out in the municipal franchise agreement attached as Schedule A, are approved. A current map of the Town of Mattawa is attached as Schedule B.
2. The assent of the municipal electors to the by-law is not necessary.
3. Enbridge Gas Inc. shall pay the OEB's costs incidental to this proceeding upon receipt of the OEB's invoice.

DATED at Toronto, February 13, 2024

### ONTARIO ENERGY BOARD

Theodore Antonopoulos

Digitally signed by  
Theodore Antonopoulos  
Date: 2024.02.13  
14:53:16 -05'00'

Theodore Antonopoulos  
Vice President  
Applications

**SCHEDULE A**  
**MUNICIPAL FRANCHISE AGREEMENT**  
**ENBRIDGE GAS INC.**  
**EB-2023-0331**  
**FEBRUARY 13, 2024**

## **2000 Model Franchise Agreement**

THIS AGREEMENT effective this            day of            , 2024

BETWEEN:

**THE CORPORATION OF THE TOWN OF MATTAWA**

hereinafter called the "Corporation"

- and -

**ENBRIDGE GAS INC.**

hereinafter called the "Gas Company"

WHEREAS the Gas Company desires to distribute, store and transmit gas in the Municipality upon the terms and conditions of this Agreement;

AND WHEREAS by by-law passed by the Council of the Corporation (the "By-law"), the duly authorized officers have been authorized and directed to execute this Agreement on behalf of the Corporation;

THEREFORE the Corporation and the Gas Company agree as follows:

### **Part I - Definitions**

#### **1. In this Agreement**

- (a) "decommissioned" and "decommissions" when used in connection with parts of the gas system, mean any parts of the gas system taken out of active use and purged in accordance with the applicable CSA standards and in no way affects the use of the term 'abandoned' pipeline for the purposes of the *Assessment Act*;
- (b) "Engineer/Road Superintendent" means the most senior individual employed by the Corporation with responsibilities for highways within the Municipality or the person designated by such senior employee or such other person as may from time to time be designated by the Council of the Corporation;

- (c) "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not include a liquefied petroleum gas that is distributed by means other than a pipeline;
- (d) "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as the Gas Company may require or deem desirable for the distribution, storage and transmission of gas in or through the Municipality;
- (e) "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- (f) "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the *Municipal Franchises Act*. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- (g) "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- (h) "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by the Gas Company with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- (i) whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

## **Part II - Rights Granted**

### **2. To provide gas service**

The consent of the Corporation is hereby given and granted to the Gas Company to distribute, store and transmit gas in and through the Municipality to the Corporation and to the inhabitants of the Municipality.

### **3. To Use Highways**

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

### **4. Duration of Agreement and Renewal Procedures**

(a) If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law.

or

(b) If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20 year term of this Agreement, the Model Franchise Agreement is changed, then on the 7<sup>th</sup> anniversary and on the 14<sup>th</sup> anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20 year term.

(c) At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the *Municipal Franchises Act*.

### Part III – Conditions

#### 5. Approval of Construction

- (a) The Gas Company shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefor has first been obtained from the Engineer/Road Superintendent and all work done by the Gas Company shall be to his satisfaction.
- (b) Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), the Gas Company shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- (c) The Plan filed by the Gas Company shall include geodetic information for a particular location:
  - (i) where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or
  - (ii) when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- (d) The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- (e) Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by the Gas Company, the timing of the work and any terms and conditions relating to the installation of the work.
- (f) In addition to the requirements of this Agreement, if the Gas Company proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require the Gas Company to comply with special conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.

- (g) Where the gas system may affect a municipal drain, the Gas Company shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the *Drainage Act*, or such other person designated by the Corporation as responsible for the drain.
- (h) The Gas Company shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- (i) The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- (j) The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

**6. As Built Drawings**

The Gas Company shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, the Gas Company shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

**7. Emergencies**

In the event of an emergency involving the gas system, the Gas Company shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, the Gas Company shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. The Gas Company shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for the Gas Company and shall ensure the contacts are current.



**8. Restoration**

The Gas Company shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If the Gas Company fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and the Gas Company shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

**9. Indemnification**

The Gas Company shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Gas Company operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that the Gas Company shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

**10. Insurance**

- (a) The Gas Company shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect the Gas Company and the Corporation from claims for which the Gas Company is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (the Gas Company). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by the Gas Company.
- (b) The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving the Gas Company of liability not covered by such insurance or in excess of the policy limits of such insurance.
- (c) Upon request by the Corporation, the Gas Company shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

## 11. Alternative Easement

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if it is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

## 12. Pipeline Relocation

- (a) If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, the Gas Company shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- (b) Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, the Gas Company shall alter or relocate that part of the gas system at its sole expense.
- (c) Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and the Gas Company on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to the Gas Company by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
  - (i) the amount paid to Gas Company employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,
  - (ii) the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Gas Company equipment while in use on the project,
  - (iii) the amount paid by the Gas Company to contractors for work related to the project,

- (iv) the cost to the Gas Company for materials used in connection with the project, and
  - (v) a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- (d) The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by the Gas Company, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Gas Company shall pay 100% of the relocation costs.

#### **Part IV - Procedural And Other Matters**

##### **13. Municipal By-laws of General Application**

The Agreement is subject to the provisions of all regulating statutes and all municipal by-laws of general application, except by-laws which have the effect of amending this Agreement.

##### **14. Giving Notice**

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to the Gas Company at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

##### **15. Disposition of Gas System**

- (a) If the Gas Company decommissions part of its gas system affixed to a bridge, viaduct or structure, the Gas Company shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- (b) If the Gas Company decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If the Gas Company does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system

as the Corporation may require for such purposes and neither party shall have recourse against the other for any loss, cost, expense or damage occasioned thereby. If the Gas Company has not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, the Gas Company may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

#### **16. Use of Decommissioned Gas System**

- (a) The Gas Company shall provide promptly to the Corporation, to the extent such information is known:
  - (i) the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
  - (ii) the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- (b) The Gas Company may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
  - (i) the third party has entered into a municipal access agreement with the Corporation; and
  - (ii) the Gas Company does not charge a fee for the third party's right of access to the highways.
- (c) Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues such as relocation costs will be governed by the relevant municipal access agreement.

#### **17. Franchise Handbook**

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

**18. Other Conditions**

None.

**19. Agreement Binding Parties**

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

**THE CORPORATION OF THE TOWN OF MATTAWA**

Per:

\_\_\_\_\_  
Raymond A. Bélanger, Mayor

Per:

\_\_\_\_\_  
Amy Leclerc, Clerk

**ENBRIDGE GAS INC.**

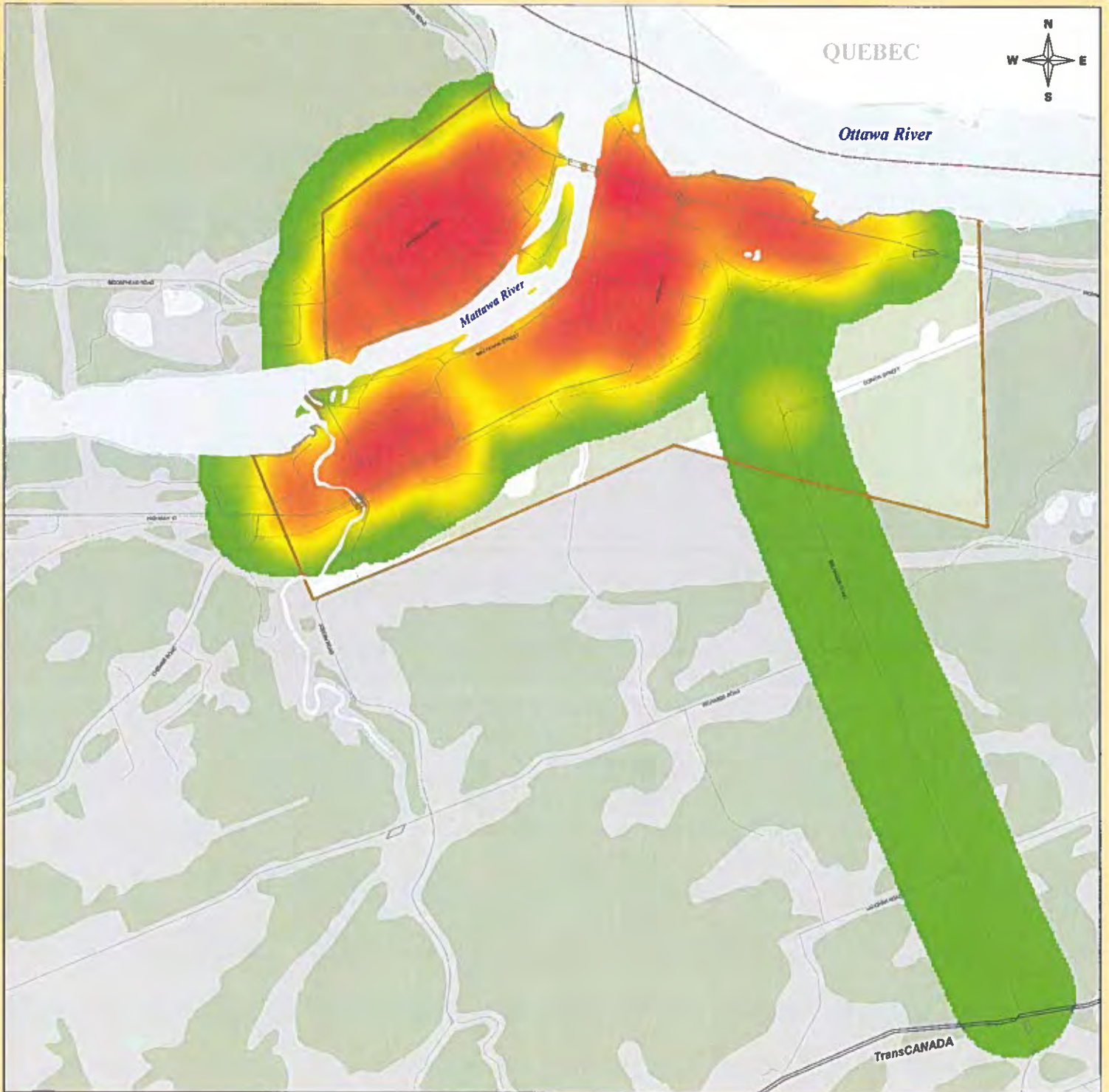
Per:

\_\_\_\_\_  
Mark Kitchen, Director, Regulatory Affairs

Per:







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Nicole Lehto, Director, Northern Region Operations

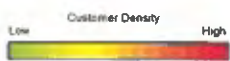
**SCHEDULE B**  
**MAP OF THE TOWN OF MATTAWA**  
**ENBRIDGE GAS INC.**  
**EB-2023-0331**  
**FEBRUARY 13, 2024**



### Town of Mattawa

#### Legend

-  Enbridge Gas Pipeline Coverage Area
-  Town of Mattawa
-  Roads
-  Railways
-  Municipal and Township Boundaries
-  First Nation Boundaries



**Disclaimer:**  
 The map is provided with no warranty express or implied and is subject to change at any time. Any Person using the Density Map shall do so at its own Risk and the Density Map is not intended in any way As a tool to locate underground infrastructure for the purposes of excavation



DATE: MONDAY FEBRUARY 26, 2024

18.1

**THE CORPORATION TOWN OF MATTAWA  
CORPORATE SERVICES COMMITTEE**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** the February 26, 2024 meeting adjourn at \_\_\_\_\_ p.m.