



**REGULAR MEETING OF COUNCIL
AGENDA
MONDAY MARCH 24, 2025 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: 871 0409 6506 Passcode: 879124
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- 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 March 24, 2025 be adopted
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
- 6. Adoption of Minutes**
 - 6.1 Regular Meeting of March 10, 2025
 - 6.2 Special Meeting of March 17, 2025
 - 6.3 To adopt the minutes as presented or amended
 - That Council adopt the March 10 and March 17, 2025 minutes
- 7. Notice of Motions**
 - 7.1 Amendment to Resolution 25-43 – Amalgamation Study Report
- 8. Correspondence**
 - 8.1 City of Brampton – Stand Up for Canada Campaign
 - 8.2 Luce Zeus – Reduction of Council Letter
 - 8.3 North Bay Mattawa Conservation Authority – Source Protection Committee Member Recruitment
 - 8.4 North Bay Mattawa Conservation Authority – Community Centre Complimentary Use Request
 - 8.5 Ontario Clean Water Agency – 2024 Annual Performance Report of Mattawa Sewage Treatment Lagoon & Sewage Collection System

9. Standing Committee Recommendations/Reports – Motions

- 9.1 Draft Fireworks By-law – Report # 25-11R
Report from Chair Mathew Gardiner, Corporate Services Committee

10. Information Reports – Motions

- 10.1 ROMA Rural Routes 2025 – Report # 25-12R
Report from Mayor Raymond A. Bélanger
- 10.2 Administration Policies & Procedures Amendments – Report # 25-13R
Report from Paul Laperriere, CAO/Treasurer
- 10.3 Annual Council Renumeration Report – Report # 25-14R
Report from Paul Laperriere, CAO/Treasurer
- 10.4 Annual Drinking Water System Reports from OCWA – Report # 25-15R
Report from Dexture Sarrazin, Director of Community Services

11. By-Laws

12. Old Business

- 12.1 Council – Food Cycler Municipal Solutions
- 12.2 Beautification Committee Terms of Reference & Committee Structure
- 12.3 Expense Reduction Audit for Municipalities
- 12.4 Administrative Policies & Procedures

13. New Business

- 13.1 Mayor Bélanger – Response to March 10, 2025 Regular Meeting

14. Questions from Public Pertaining to Agenda

15. In Camera (Closed) Session

- 15.1 Rosemount Valley Suites – 2025 Update # 2
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;
- 15.2 Parks & Recreation Supervisor Position
In accordance with the Municipal Act, 2001 Section 239 (2)(b)
b) personal matters about an identifiable individual, including municipal or local board employees

16. Return to Regular Session

- 16.1 That the Council Return to Regular Session at _____ p.m.

17. Motions Resulting from Closed Session

18. Adjournment

- 18.1 Adjournment of the meeting
 - That the March 24, 2025 meeting adjourn at _____ p.m.

DATE: MONDAY MARCH 24, 2025

3.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the meeting agenda dated Monday March 24, 2025 be adopted.

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Regular Meeting held Monday March 10, 2025, at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger
Deputy Mayor Mathew Gardiner
Councillor Fern Levesque
Councillor Loren Mick
Councillor Laura Ross
Councillor Garry Thibert
Councillor Spencer Bigelow

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

*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 there was 1 member of the public online.

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 25-38

Moved by Councillor Fern Levesque

Seconded by Deputy Mayor Mathew Gardiner

BE IT RESOLVED THAT the meeting agenda dated Monday March 10, 2025 be adopted as amended to include a presentation from James Hunton of Jp2g Consultants Inc under Section 5 Presentations & Delegations.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. Presentations and Delegations

5.1 James Hunton, Jp2g Consultants Inc. – Updates on Dorion Road Hill Reconstruction Project, Pont Mauriel Bélanger Mattawa River Bridge and Main Street Reconstruction Project

6. Adoption of Minutes

6.1 Special Meeting of February 20, 2025

6.2 Regular Meeting of February 24, 2025

6.3 To adopt the minutes as presented or amended

Resolution Number 25-39

Moved by Councillor Spencer Bigelow
Seconded by Councillor Laura Ross

BE IT RESOLVED THAT Council adopt the minutes of the Special Meeting of February 20, 2025 and Regular meeting of February 24, 2025.

CARRIED – unanimous

7. Notice of Motions

7.1 Declare World Autism Day

Resolution Number 25-40

Moved by Councillor Laura Ross
Seconded by Councillor Fern Levesque

WHEREAS World Autism Day is recognized on April 2, 2025, in Canada. Autism Ontario is one of the largest collective voices representing the autism community, and the work we do helps all autistic individuals and families in their communities have access to meaningful support, information, and connections — not only on April 2 but every day throughout the year;

AND WHEREAS Autism impacts more than 135,000 individuals in Ontario, representing 1 in every 50 Canadian children and youth. It not only influences the lives of autistics but also their friends, families, and communities. It's crucial for us to raise awareness, and acceptance, provide support and promote a more inclusive society;

AND WHEREAS Autism is a diverse spectrum that varies widely among individuals. Each person's experience with autism can change over time. This evolving journey highlights the uniqueness of every autistic individual, emphasizing the need for understanding and support tailored to their specific needs;

AND WHEREAS Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of families and individuals across the province;

AND WHEREAS Autism Ontario is devoted to raising public awareness about autism and addressing the everyday challenges faced by individuals with autism, their families, and the professionals who work alongside them. We urge everyone to recognize and celebrate the unique differences and needs of others, fostering an inclusive environment where all individuals can participate fully in activities and discussions. Together, we can create a society that values and includes everyone.

THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa do hereby recognize April 2 as World Autism Day while committing to embrace awareness and acceptance today and every day throughout the year.

CARRIED – unanimous

8. Correspondence

8.1 Ministry of Transportation – 2025-26 Connecting Links Funding Approval

- 8.2 Children's Aid Society – Update on Pending YWHO Application
- 8.3 AMO – Communities Brace for Tariff Impact
- 8.4 AMO – Resources for Local Democratic Engagement
- 8.5 North Bay Parry Sound District Health Unit – 2025 Municipal Levy

Council spoke on correspondence item # 8.5.

9. Standing Committee Recommendations/Reports – Motions

- 9.1 Corporate Services Committee – Motion of Support for Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties

Resolution Number 25-41

Moved by Councillor Loren Mick

Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT the Corporate Services Committee, at their meeting on Monday March 3, 2025 recommends to Council to support a resolution from the Municipality of Kincardine for the property taxation implications related to non-market valuation of electricity industry properties received from the Town of Plympton-Wyoming.

AND FURTHER THAT Council of the Corporation of the Town of Mattawa supports the recommendation and supports the resolution from the Municipality of Kincardine.

AND FURTHER THAT a copy of this resolution be sent to the Premier of Ontario, Minister of Energy and Electrification, Minister of Finance, AMO and all Ontario Municipalities.

CARRIED – unanimous

- 9.2 Corporate Services Committee – Motion of Support for the implementation of Buy Canadian Policy – **MOTION WITHDRAWN**

10. Staff Reports – Motions

- 10.1 Council Size Reduction – Report # 25-09R
Report from Deputy Mayor Mathew Gardiner

Resolution Number 25-42

Moved by Councillor Loren Mick

Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT Council of the Town of Mattawa receives Report # 25-09R titled Council Size Reduction.

AND FURTHER THAT Council directs the Clerk to add this report under Old Business and further directs the Clerk to bring forward more information on the process of reducing the composition of Council at a future date.

LOST – Recorded vote and the vote was as follows:

For: Mayor Bélanger, Deputy Mayor Gardiner, Councillor Bigelow

Against: Councillors Levesque, Mick, Ross, Thibert

- 10.2 Amalgamation Study – Report # 25-10R
Report from Deputy Mayor Mathew Gardiner

Resolution Number 25-43

Moved by Deputy Mayor Mathew Gardiner
Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT Council of the Town of Mattawa receives Report # 25-10R titled Amalgamation Study.

AND FURTHER THAT Council directs the Mayor and Councillors Ross and Thibert to hold a meeting with the Municipality of Mattawan to speak of the potential interest in an amalgamation study.

AND FURTHER THAT the Mayor and Councillors Ross and Thibert return to Council with further information at a future date.

CARRIED – Recorded vote and the vote was as follows:

For: Deputy Mayor Gardiner, Councillors Levesque, Mick, Ross, Thibert, Bigelow

Against: Mayor Bélanger

11. By-Laws

12. Old Business

12.1 Council – Food Cycler Municipal Solutions

Staff member using at their home, report to follow

12.2 Beautification Committee Terms of Reference & Committee Structure

Coming to Council shortly

12.3 Expense Reduction Audit for Municipalities

Nothing at this time

12.4 Administrative Policies & Procedures

Mayor met with CAO, coming back with amended copy soon

13. New Business

14. Questions from Public Pertaining to Agenda

Question on the Pont Mauriel Belanger Mattawa River Bridge

15. In Camera (Closed) Session

15.1 Personnel Matters

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

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

Resolution Number 25-44

Moved by Councillor Fern Levesque
Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT this Council proceed in Camera at 8:04 pm in order to address a

matter pertaining to b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED – unanimous

16. Return to Regular Session

Resolution Number 25-45

Moved by Councillor Garry Thibert

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the regular meeting reconvene at 8:40 p.m.

CARRIED – unanimous

Mayor Bélanger advised the closed session was pertaining to personal matters about an identifiable individual, including municipal or local board employees

17. Motions Resulting from Closed Session

18. Adjournment

18.1 Adjournment of the meeting

Resolution Number 25-46

Moved by Councillor Fern Levesque

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the March 10, 2025 meeting adjourn at 8:41 p.m.

CARRIED – unanimous

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Special Meeting held Monday March 17, 2025, at 5:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger
Deputy Mayor Mathew Gardiner
Councillor Fern Levesque
Councillor Laura Ross
Councillor Garry Thibert
Councillor Spencer Bigelow

Staff Present: Amy Leclerc, Clerk/Revenue Services Clerk
Paul Laperriere, CAO/Treasurer
Dexture Sarrazin, Director of Community Services

*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 5:00 p.m.

2. Announce Electronic Participants

Clerk announced that there was 1 member of the public online

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 25-46

Moved by Councillor Fern Levesque

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the meeting agenda dated Monday March 17, 2025 be adopted.
CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. Presentations and Delegations

5.1 Jp2g Consultants Inc – Presentation of the Draft Official Plan – Public Meeting

6. Notice of Motions

7. Standing Committee Recommendations/Reports – Motions

8. Information Reports – Motions

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 25-47

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the March 17, 2025 meeting adjourn at 5:53 p.m.

CARRIED – unanimous

Mayor

Clerk

DATE: MONDAY MARCH 24, 2025

6.3

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT Council adopt the minutes of the Regular Meeting of March 10, 2025 and Special Meeting of March 17, 2025.

DATE: MONDAY MARCH 24, 2025

7.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

WHEREAS at the regular meeting of March 10, 2025 Council passed resolution number 25-43 stating that Council directs the Mayor and Councillors Ross and Thibert to hold a meeting with the Municipality of Mattawan to speak of the potential interest in an amalgamation study.

AND WHEREAS Council further directed the Mayor and Councillors Ross and Thibert to return to Council with further information at a future date.

BE IT RESOLVED THAT resolution number 25-43 be amended to remove Mayor Belanger and replace with Deputy Mayor Gardiner.

From: [Mayor Raymond Belanger](#)
To: [Amy Leclerc](#)
Subject: FW: Request for Support: StandforCanada Campaign to Defend Ontario's Economic Interests
Date: Monday, March 17, 2025 10:24:28 AM
Attachments: [Stand For Canada Letter from Mayor to Local Governments in Ontario March 2025.pdf](#)

As promised.

From: Brampton Mayor Patrick Brown <stand4canada@brampton.ca>
Sent: March 7, 2025 4:40 PM
To: Mayor Raymond Belanger <mayor.belanger@mattawa.ca>
Subject: Request for Support: StandforCanada Campaign to Defend Ontario's Economic Interests

Hello government leaders in Ontario,

I am reaching out to ask for your support of the [StandforCanada](#) campaign, which calls on local leaders to take a Team Canada approach to trade and tariffs—working together from coast to coast to coast, to defend our country's economic interests. Please find my letter attached.

I strongly encourage you to stand with us and lend your voice to this important cause.

To support the campaign and showcase your participation on social media, collateral is provided to help highlight your support, which you can find on the website.

Together, through collective action, our local governments can remain a key pillar of strength for the future.

Thank you for your leadership and your continued commitment to a prosperous Canada.

Sincerely,



Patrick Brown, Mayor of Brampton

If you would rather not receive future communications from City of Brampton, let us know by clicking [here](#).
City of Brampton, 2 Wellington St. W, Brampton, ON L6Y 4R2 Canada

March 7, 2025

To: Canada's Mayors, Wardens, Chairs, and Local Government Leaders

As Mayor of Brampton, I am writing to you today about the *Stand For Canada* campaign, designed to encourage local governments across Canada to take a united stand in protecting local interests and fostering a stronger, more resilient Canadian economy in the face of U.S.-imposed tariffs.

In recent months, we have witnessed significant challenges to our nation's economy, particularly with the imposition and looming deadlines of new tariffs by the United States on Canadian goods. These actions have highlighted the need for a coordinated effort from all levels of government to ensure the protection and growth of Canadian businesses, workers, and communities – and our strong future together.

As part of this initiative, I am urging all levels of government to consider taking impactful steps:

- 1. Banning US-owned companies or their subsidiaries from bidding on new municipal contracts for goods and services. By doing so, we will send a clear message that Canadian communities and businesses must be prioritized, especially in the face of unfair trade practices.**
- 2. Reviewing existing contracts to pivot to Made in Canada solutions.**

The *Stand For Canada* campaign calls for a *Team Canada* approach to trade — one where local leaders work together to defend our country's economic interests and create opportunities for Canadian businesses to thrive. Through this collective action, we will ensure local government contracts are awarded to companies supporting Canadian jobs and our Canadian economy.

I invite you to join this critical movement by visiting our campaign website, Stand4Canada.ca where you can learn more about the initiative and sign the pledge to stand with Canada.

We are pleased to share your support for Team Canada on the website, if you email your name and the logo/crest of the city, township, region, county or district you represent to stand4canada@brampton.ca. By signing the pledge, you are taking a meaningful step toward building a more competitive and self-sustaining Canadian economy.

Together, we can remain strong, resilient and prosperous in the face of external challenges. I look forward to your support as we continue to stand for Canada.

Sincerely,



Patrick Brown, Mayor of Brampton



(<https://stand4canada.ca>)

Mayors Not Giving Up

01:45

U.S. tariffs on Canada are wrong. Thousands of businesses rely on Canada / U.S. trade and face an uncertain and unstable future. We are asking residents, businesses and municipalities across the country to join Team Canada.

Take Action

Add your name now! Stand up for Canadian businesses, workers, and families. Join Team Canada.

Name

Email

(<https://stand4canada.ca>)

Postal Code

☐ Opt-In for News & Updates

Sign this petition

What this means for

- ➔ Local Government
- ➔ Residents
- ➔ Businesses

Who's Standing for Canada:





(<https://stand4canada.ca>)



HALIFAX



(<https://x.com/iainlovattws/status/1900643667670602215>)





(<https://stand4canada.ca>)

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LUCE ZEUS
P.O. BOX 156
MATTAWA ON POH 1VO

**CORPORATION OF THE
TOWN OF MATTAWA
160 WATER STREET
MATTAWA ON POH 1VO**

March 10th, 2025

RE: REDUCTION OF COUNCIL

Mayor Belanger & Council:

I learned of Councilor Gardiner's report to council for the examination of the prospect to reduce the number of council members, from 6 to 4, on March 6th. I wanted to see if council had anything to say on such before I sent a letter with my views on such. Council's comments were helpful. So now, I'll share with you what I shared with Councilor Gardiner. I straight up said that I did not support his plan...

Sometimes, it's not about the money. Having 6 councillors and a mayor provides an excellent number of viewpoints, and opinions, on all of the issues brought before council, and for the Town of Mattawa as a whole. Essentially, it's democracy at its finest. Reducing the number of councillors also reduces the voices, which then degrades democracy. Just look at the US today, where power is being abused by one man. I feel that our system has been functioning fine.

There have always been dissenting voices in the past (and present) for many of the issues that come before the table. I'd rather hear those voices of dissent that ultimately lose, then not hear them at all. There is also an argument that having too many voices can lead to things not getting done, or agendas moving at a snail's pace. I don't see this as a problem with our current (and past) council.

Take, for example, Voyageur Days, and the money the town has lost in past years. If we had a council of 4, perhaps Voyageur Days would have been abolished years ago...who knows? Voyageur Days is a great example of why you need to keep the number of councillors at 6. Major spending projects need to be spoken to, and thoroughly debated before moving forward. A council of 4, without dissent, could quickly vote us into a bind.

You are all aware that I follow your proceedings when I can. I like hearing the input from all of the councillors that you have. I may not agree with some, but I still like to hear their points of view. For me to picture a council of four just doesn't sit right...I get a feeling of despair. As I mentioned earlier, sometimes it's not about the money. I would support that you just carry on, without any amendments to your current remuneration amounts.

P.S.: COUNCIL VACANCIES:

Discussed at committee were options on what to do about a council seat becoming vacant. My opinion on such would be based on the time frame of where the council is at in a four-year term. If the vacancy comes up within the first year, then whoever was next in the polls would have the role, if he or she accepts it. Otherwise, a by-election. If the vacancy comes up in the 2nd half of the mandate, then an appointment would be appropriate.

From: [NBMCA Source Protection](#)
To: [NBMCA Source Protection](#)
Cc: [Michelle Lahaye](#); [Robin Allen](#); [Wayne Belter \(waynebelter@gmail.com\)](#)
Subject: North Bay-Mattawa Source Protection Committee member recruitment
Date: Tuesday, March 11, 2025 3:59:39 PM
Attachments: [2025 Sample Municipal Posting.docx](#)
[2025 SPC Application Final \(Fillable\).pdf](#)
[2025 Committee and Member Responsibilities Municipal.pdf](#)
[2025 Public Notice for SPC Applications.pdf](#)
[2025 Municipal Memo re SPC Membership.pdf](#)

To: Municipal Clerks, CAOs, and Mayors of municipalities within the North Bay-Mattawa Source Protection Area,

Please see attached memo regarding recruitment for the North Bay-Mattawa Source Protection Committee. Also attached are the Committee and Member responsibilities, the public notice for applications, and the application form.

The term for the three municipal representatives on the committee has ended, and existing members need to either be re-appointed or have new members join the committee. Municipal representatives must be forwarded by the municipalities that are wholly or partially within the Source Protection Area. A map is included in the Committee and Member Responsibilities document.

In addition to Municipal representatives, the Economic sector and Public-at-large representatives have also come to the end of their term and may have their membership renewed or may welcome new members. There is a sample posting attached that we ask be added to your municipal websites. If there is a public notice bulletin board at your municipal offices, we ask that the public notice kindly be posted for public review. I will also be endeavouring to post the public notice on such boards that may be located at community centres and libraries within the Source Protection Area.

Please forward Source Protection Committee Municipal Representative nominees to dwsp@nbmca.ca by May 12, 2025. I am happy to address any questions you may have.

Thank you,

Angela

Angela Mills (she/her)
Water Resources Specialist
North Bay-Mattawa Conservation Authority
 15 Janey Avenue
 North Bay, ON P1C 1N1
 Office: [705-474-5420](tel:705-474-5420) ext. 2012
 Cell: [705-497-4668](tel:705-497-4668)
 Fax: [705-474-9793](tel:705-474-9793)
 Web: www.nbmca.ca

Leaders in Watershed Management

MEMO

To: Mayors, CAOs, and Clerks
Municipalities in the North Bay-Mattawa Source Protection Area:

Township of Bonfield
Township of Calvin
Municipality of Callander
Township of Chisholm
Township of Joly
Township of Machar
Town of Mattawa
Township of Mattawan
Township of Nipissing
City of North Bay
Township of Papineau-Cameron
Municipality of Powassan
Township of Strong
Village of South River

From: Angela Mills (DWSP Program Manager)

CC: Michelle Lahaye, Robin Allen, Wayne Belter

Date: March 11, 2025

Re: Nomination for Municipal Representatives on Source Protection Committee

The Source Protection Committee (SPC) is a local multi-stakeholder committee responsible for developing the Source Protection Plan for the protection of municipal drinking water sources in Callander, Mattawa, North Bay, Powassan, and South River. Membership on the SPC is evenly allocated between municipal, economic and public-at-large sectors. The Clean Water Act's O.Reg. 288/07 allots a nine-member committee (plus the chair and a First Nations representative) for the North Bay-Mattawa Source Protection Area.

The membership terms for current SPC members have expired. The current members representing the municipal sector are: Beverley Hillier, Manager of Planning and Building Services for the City of North Bay; Tim McKenna, Manager of Operations for the Municipality of Callander; and Randy McLaren, former Mayor of Bonfield. These members may have their membership renewed or new members may be nominated.

Municipalities are invited to submit nominations for the Source Protection Committee Municipal Representative positions. Please submit your nomination to the Source Protection Authority by Monday, May 12, 2025 and include an Application completed by the nominee, together with their resume and a letter from the municipality acknowledging its support for the nominee.

Municipalities are encouraged to collaborate on submitting a nomination by way of a letter of support for a particular individual. In the event that more names are submitted for the three vacancies, a selection committee composed of Source Protection Authority (SPA) members will interview candidates and make recommendations to the SPA which is responsible for the appointment of SPC members.

In selecting nominees for municipal representation, the fifteen SP Area municipalities should take into consideration the scope of the project, the nominee's qualifications, and the current priorities for the SPC outlined in the Committee Role and Member Responsibilities document attached. The Committee requires a range of expertise.

Members are asked to make a five-year commitment to serve on the SPC. SPC members receive a \$200/day per diem. For additional information on the Source Protection Plan and the Source Protection Program visit www.actforcleanwater.ca.

Background

The SPC has been responsible for the creation of the Source Protection (SP) Plan, which was approved in March 2015, with ongoing updates in 2024-2025. Municipalities have already implemented the policies for which they are responsible. However, longer term efforts are required with respect to research, monitoring, and education related to blue-green algae in Callander Bay. This involves the municipalities of Callander, Chisholm, East Ferris, North Bay, and Powassan.

Please see the attached information regarding the SPC function and committee member responsibilities, a map of the North Bay-Mattawa Source Protection Area, and a fillable Application form.

Should you require any further clarification on the roles and responsibilities of the Committee members, please do not hesitate to contact Angela Mills, Project Manager, Drinking Water Source Protection, for the North Bay-Mattawa Source Protection Area at dws@nbmca.ca or (705) 474-5420.

Angela Mills

Program Manager, Drinking Water Source Protection

Attached:

1. Public Notice
2. Role of SPC and Responsibilities of Committee Members
3. Map of North Bay-Mattawa Source Protection Area
4. Application Form (Fillable PDF)
5. Sample Website Posting for Municipalities
6. Media Release



**Public Notice – Call for Applications
North Bay-Mattawa Source Protection Committee Members
March 10, 2025**

Notice

Call for applications for local drinking water source protection committee – Three (3) Municipal representatives, three (3) economic sector representatives, three (3) general interest representatives, and one (1) First Nations representative from Nipissing First Nation. Appointment will be for a term of up to five years.

The North Bay-Mattawa Drinking Water Source Protection Committee (SPC) is mandated to reduce risk to five local municipal drinking water sources: Callander, Mattawa, North Bay, Powassan, and South River. The SPC achieves this through implementation of an effective, practical, locally developed, and provincially approved Source Protection Plan.

Membership:

- Three members represent municipalities
- Three members represent the economic sector
- Three members represent interests other than those previously mentioned, in particular: Environment, Health, and other interests of the general public
- One member may be appointed to reflect the interests of Nipissing First Nation

Appointed Members:

- Chair, as appointed by the Minister of Environment, Conservation and Parks
- Liaisons appointed by the North Bay-Parry Sound District Health Unit

As per *Ontario Regulation 288/07* (Source Protection Committees), a committee member must reside in, own or rent land in, be employed in, operate a business in, or be employed by a municipality located in the source protection area.

- See map of the North Bay-Mattawa Source Protection Area

If you are interested in applying to be considered for appointment as an **economic sector representative** or **general interest representative**, applications may be submitted directly to the North Bay-Mattawa Source Protection Authority **by Friday, April 11, 2025**.

If you are interested in being appointed as a **Nipissing First Nation representative**, please contact Nipissing First Nation for appointment.

If you are interested in applying to be considered for appointment as a **Municipal Representative**, contact the municipal Clerk submit a completed application and resume to the Municipality. Municipalities are requested to submit their selections for consideration, together with a copy of the completed application form and resume, to the North Bay-Mattawa Source Protection Authority **by Monday, May 12, 2025** with a letter of municipal endorsement.

Please visit **www.actforcleanwater.ca** to download and review these two files in PDF format:

- Application Form (link)
- Source Protection Committee Role and Member Responsibilities (link)

For more information on the North Bay-Mattawa Source Protection Committee visit **www.actforcleanwater.ca** to view documents which guide the role and function of the Source Protection Committee including:

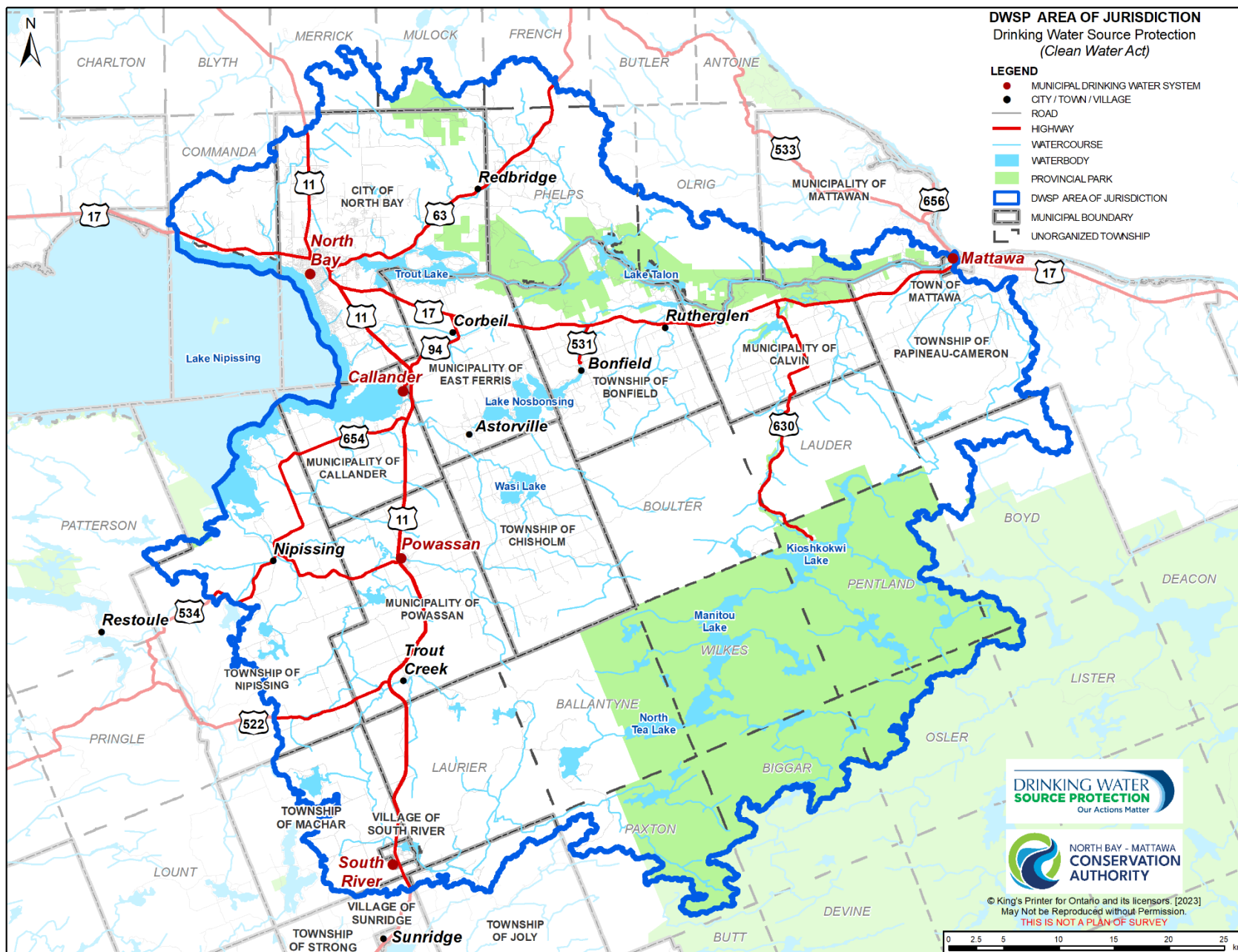
- Code of Conduct and Conflict of Interest Policy (link)
- Rules of Procedure (link)

For additional information, contact:

Angela Mills, DWSP Program Manager
North Bay-Mattawa Source Protection Authority
c/o North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay, ON, P1C 1N1
(705) 474-5420, dwsp@nbmca.ca

The Drinking Water Source Protection Program is made possible with funding support from the Province of Ontario.





Sample notice for municipal website

Applications Invited for Membership on North Bay-Mattawa Drinking Water Source Protection Committee

The North Bay-Mattawa Source Protection Authority is seeking applications individuals to serve on the SPC for a five-year term. There are currently three (3) vacancies for a committee member representing Municipalities, three (3) vacancies for a committee member representing economic sectors, three (3) vacancies for a committee member representing general interest, and one (1) vacancy for a committee member representing Nipissing First Nation.

The North Bay-Mattawa Drinking Water Source Protection Committee (SPC) is mandated to reduce risk to five local municipal drinking water sources: Callander, Mattawa, North Bay, Powassan, and South River. The SPC achieves this through implementation of an effective, practical, locally developed, and provincially approved Source Protection Plan in accordance with the Clean Water Act, 2006.

If you are interested in applying for membership as a Municipal representative, please contact the Clerk. The municipality will review applicants and make a recommendation to the Source Protection Authority before May 12, 2025. Applications for economic sector representatives and general interest representatives should be submitted to dwsp@nbmca.ca by April 11, 2025.

Additional information about the Source Protection Committee and responsibilities of the Source Protection Members, and information for applications to represent economic sectors, general interest, and Nipissing First Nation can be found at www.actforcleanwater.ca or by contacting the Source Protection Program Manager at the North Bay-Mattawa Conservation Authority 705 474-5420 or email dwsp@nbmca.ca.

Short version:

Applications Invited for Membership on North Bay-Mattawa Drinking Water Source Protection Committee

The North Bay-Mattawa Source Protection Authority is inviting applications to fill positions on the Drinking Water Source Protection Committee as a municipal representative. For more information, visit www.actforcleanwater.ca or contact Angela Mills, DWSP Program Manager at the North Bay-Mattawa Conservation Authority. 705 474-5420 or dwsp@nbmca.ca.

Application to be a member of the North Bay - Mattawa Source Protection Committee

Please complete all areas of this application form for your application to be considered and submit with a resume and cover letter by 4:30 pm on April 11, 2025. You may attach additional information if desired. If you are nominating an individual, please ensure that the individual being nominated signs this form and includes a copy with your nomination letter.

To be eligible for membership on the North Bay - Mattawa Source Protection Committee you must:

- Reside in, own or rent property within a member municipality of the North Bay - Mattawa Source Protection area; OR
- Be employed or operate a business within a member municipality of the North Bay - Mattawa Source Protection area; OR
- Be employed by a municipality that is a member municipality of the North Bay - Mattawa Source Protection area; AND
- Not be a member or employee of NBMCA

Name: _____

Full Address: _____

Telephone #: _____ **Cell #:** _____

Email: _____

Address of eligible place of employment/business/property owned or rented within the North Bay - Mattawa Source Protection area if the address above is not within the area:

Please check the box for the position(s) for which you are applying:

Municipal Representative: ☐ (Please forward application through municipal clerk)

First Nation Representative: ☐ (Please forward application through First Nation Chief)

Economic Representative: ☐ Agriculture ☐ Industry ☐ Commercial

Member at Large: ☐ Environment ☐ Health ☐ Other (incl. general public)

Knowledge and Expertise: *Attach additional information if desired*

Knowledge of drinking water source protection science, concepts and reading/reviewing scientific / technical reports:

Knowledge of the North Bay - Mattawa Source Protection region watersheds and communities and the related drinking water issues:

Communication Skills - Please provide a brief description of how you have developed and use your oral and written communication skills.

Experience working on multi-sector committees: Include committee's purpose/function and the outcome of the work of the committee, your role, and other members' roles and responsibilities.

Experience working effectively on teams or in groups responsible for making decisions: Describe your role and other members' roles and responsibilities; how difficult issues were managed; how decisions were made; how decisions were implemented - outcomes.

Willingness and Ability to carry out the work required as a member of the SPC

Able and willing to attend daytime meetings of the North Bay – Mattawa Source Protection Committee (SPC) and occasional evening and weekend meetings, public information sessions and forums: Members will receive a per diem to attend meetings.

Yes ____ **No** ____

References/Endorsements

Please include letters of reference specifically related to your application as a member of the North Bay - Mattawa Source Protection Committee. Also include letters of endorsement for your application when applying as a member to represent a specific sector. For the agriculture sector representative, applications will be processed in association with the Ontario Farm Environment Coalition (OPEC); no endorsement letter is required. The NBMSPA will be consulting with other sector organizations as relevant.

List of References / Endorsements Letters (optional) attached:

Name & contact details:_____

Name & contact details:_____

Name & contact details:_____

Commitment to Fulfill Responsibilities and Approval to Share This Information

By signing and dating this application, you agree to undertake the roles and responsibilities of a member of the North Bay - Mattawa SPC, if appointed, including but not limited to:

- Regularly attend meetings of the North Bay - Mattawa SPC
- Abide by the Code of Conduct and Conflict of Interest policies as established by the SPC
- Maintain confidentiality of confidential and personal information brought before the North Bay - Mattawa SPC
- Remain a member of the North Bay - Mattawa SPC for a period of 5 years
- Attend public information sessions and public consultation forums on North Bay - Mattawa SPC matters
- Represent the interests of the specific sector you represent

I confirm that by making this application, that if appointed I would perform the duties and responsibilities as a member of the North Bay - Mattawa SPC described above. I also confirm that the information provided is accurate.

Signed: _____ **Date:** _____

I give approval to the Source Protection Authority to share this application and any appended information with organizations that may be consulted on the selection of members to represent their sector/interests.

Signed: _____ **Date:** _____

Please complete all areas of this application form for your application to be considered and submit with a resume and cover letter by 4:30 pm on April 11, 2025.

Angela Mills, DWSP Program Manager
North Bay-Mattawa Source Protection Authority
c/o North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay, ON, P1C 1N1
(705) 474-5420, dwsp@nbmca.ca

Source Protection Committee Role

The Source Protection Committee (SPC) is responsible to guide the development of updated and amended assessment reports and source protection plans as well as guiding implementation of existing plans. The SPC works in cooperation with the source protection authority. The SPC considers public input, reviews technical information, ensures input from local municipalities, and provides advice on source protection plan requirements.

Source Protection Committee Member: Overview of Responsibilities

Committee candidates must:

- reside, own property, rent property, be employed in, operate a business in, or be employed by a municipality that is located within the North Bay - Mattawa Source Protection Area (see map).
- hold relevant knowledge of the watersheds and local land uses and institutions.
- understand technical issues and implications of human activity on the landscape.
- understand the municipal role, finance, and planning issues.
- exhibit solid problem-solving, analytical, communication, organizational, and conciliatory decision-making skills.
- demonstrate an ability to work with group dynamics and team environments.

Roles and responsibilities for Source Protection Committee members include:

- attending meetings of the Committee as called by the Chair.
- making a 5-year commitment to participate as a Committee member.
- considering and comprehending concepts, issues, policies, and scientific reports related to drinking water source protection.
- working on multi-sector committees.
- working collaboratively in teams or in groups responsible for making decisions.
- respecting confidential information, freedom of information and privacy protection of personal information and abide by the process in place to safeguard confidential and personal information, while ensuring an open decision-making process.
- other roles and responsibilities as determined by the Source Protection Authority and the Ministry of the Environment, Conservation and Parks.

Municipalities are requested to submit nomination(s), together with the nominee application form, resume and municipal letter of endorsement by May 12, 2025 to:

North Bay-Mattawa Source Protection Authority
c/o North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay, ON, P1C 1N1
Attn: Angela Mills, DWSP Program Manager
705-474-5420 x2012; 705-497-4668
dwsp@nbmca.ca



February 28, 2025

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

Re: Community Centre Complimentary Use Request

Dear Council,

The Mattawa River Canoe Race has a 45+ year history of 100+ paddlers paddling 64 km against multiple rapids, portages, and open water, from Trout Lake in North Bay to Mattawa Island Conservation Area. Hosted by the North Bay-Mattawa Conservation Authority, the race is sanctioned by the Ontario Canoe and Kayak Racing Association (OMCKRA) and held in high prestige by its members and the paddling community. There is also a 13km race to engage families, youth, adults and paddlers who want to be a part of the race but not yet prepared to take on the full 64km. This is done for either the challenge or just for the enjoyment.

Previously, the hall has been provided for use at no cost. The support received from the Town of Mattawa has been greatly appreciated. As a token of appreciation, 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 2025.

We thank you for considering the ask to waive the rental fee for the hall for the 2025 Mattawa River Canoe Race dinner and banquet on June 14, 2025.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Allen".

Robin Allen
NBMCA, Interim, CAO-Secretary Treasurer

Mattawa Sewage Treatment Lagoon and Sewage Collection System 2024 ANNUAL PERFORMANCE REPORT

January 1, 2024 to December 31, 2024



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EXECUTIVE SUMMARY

The Mattawa Sewage Treatment System in the community of Mattawa within the Town of Mattawa. The sewage treatment plant is designed to treat a daily average flow of 1564 m³/day and a peak flow of 5702 m³/day. It is classified as a Class 1 wastewater treatment system under Ontario Regulation 129/04 and operates under Environmental Compliance Approval (ECA) No. 3-115-91-926 for Municipal and Private Sewage Works issued on February 2, 1992.

The Mattawa Sewage Collection System is a Class 1 wastewater collection system under Ontario Regulation 129/04 that follows the requirements of ECA No. 195-W601 for Municipal Sewage Collection Systems issued on September 27, 2023.

This report summarizes the requirements of each Approval and describes the operational performance of the system to ensure production of quality effluent.

The Mattawa sewage treatment system operated well in 2024 producing a high quality effluent that met the effluent limits and objectives specified in the system's ECA.

The system met the rated capacity limit having an annual average daily flow to the lagoon of 747 m³, which is 47.8 % of the rated capacity. The total volume of influent flow measured in 2024 was 273,394.

There was zero (0) spill and zero (0) overflow event that occurred in the sewage collection system during the reporting period.

All requirements specified in the system's ECA and any issues experienced at the facility are further explained throughout the report.



INTRODUCTION

The operation of the Mattawa Sewage Treatment Lagoon follows the requirements of Environmental Compliance Approval (ECA) #3-1115-91-926 for Municipal and Private Sewage Works. Condition 10(5) of the ECA requires the Owner to prepare and submit a performance report to the Ministry of the Environment's District Manager on an annual basis by March 31 for the preceding calendar year. The 2024 Annual Performance Report was prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Town of Mattawa and is based on information kept on record by OCWA. The report has been completed in accordance with the approval and contains the following information:

- A summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in condition 19, including an overview of the success and adequacy of the Works;
- A description of any operating problems encountered and corrective actions taken;
- A summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works;
- A summary of any effluent quality assurance or control measures undertaken in the reporting period;
- A summary of the calibration and maintenance carried out on all effluent monitoring equipment;
- A description of efforts made and results achieved in meeting Effluent Objectives of condition 18;
- A tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed;
- A summary of any complaints received during the reporting period and any steps taken to address the complaints;
- A summary of all bypass, spill or abnormal discharge events;
- Any other information the District Manager requires from time to time.

Condition 4.0(4.6) of the ECA No. 195-W601 for the Mattawa Sewage Collection System requires the Owner to prepare and submit an annual performance report to the Ministry of the Environment's Director on or before March 31st of each year and covers a period from January 1st to December 31st of the preceding calendar year. This report must include, but is not limited to the following information;

- If applicable, includes a summary of all required monitoring data along with an interpretation of the data and any conclusion drawn from the data evaluation about the need for future modifications to the Authorized System or system operations;
- Includes a summary of any operating problems encountered and corrective actions taken;



- Includes a summary of all calibration, maintenance, and repairs carried out on any major structure, Equipment, apparatus, mechanism, or thing forming part of the Municipal Sewage Collection System;
- Includes a summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints.
- Includes a summary of all Alterations to the Authorized System within the reporting period that are authorized by this Approval including a list of Alterations that pose a Significant Drinking Water Threat;
- Includes a summary of all Collection System Overflow(s) and Spill(s) of Sewage, including: dates, volumes and durations. If applicable, loadings for total suspended solids, BOD₅, total phosphorus, and total Kjeldahl nitrogen, and sampling results for *E.coli*, disinfection, if any and any adverse impact(s) and any corrective actions, if applicable;
- Includes a summary of efforts made to reduce Collection System Overflows, Spills, STP Overflows, and/or STP Bypasses, including the following items, as applicable:
 - a) A description of projects undertaken and completed in the Authorized System that result in overall overflow reduction or elimination including expenditures and proposed projects to eliminate overflows with estimated budget forecast for the year following that for which the report is submitted.
 - b) Details of the establishment and maintenance of a PPCP, including a summary of project progresses compared to the PPCP's timelines.
 - c) An assessment of the effectiveness of each action taken.
 - d) An assessment of the ability to meet Procedure F-5-1 or Procedure F-5-5 objectives (as applicable) and if able to meet the objectives, an overview of next steps and estimated timelines to meet the objectives.
 - e) Public reporting approach including proactive efforts.

The two reports have been merged into one and is presented as the 2024 Annual Performance Report. The report was prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Town of Mattawa and is based on information kept on record by OCWA.



1.0 SYSTEM DESCRIPTION

Sewage System Name:	Mattawa Sewage Treatment Lagoon
Sewage System Address:	Town of Mattawa, Nipissing District
Sewage System Works No.:	110000436
Sewage System Owner:	The Corporation of the Town of Mattawa 3-1115-91-926 (issued February 20, 1992)
Environmental Compliance Approval:	195-W601 Town of Mattawa Sanitary Sewer System (Issued September 27, 2023)
Reporting Period:	January 1 to December 31, 2024

Capacity of Works:	1,564 m ³ /day
Service Area:	Mattawa
Service Population:	2,150
Effluent Receiver:	Ottawa River
Major Process:	Continuous Discharge 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.



Mattawa Wastewater Collection System:

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.

300 Louis Street Sewage Pumping Station:

Located approximately 180 feet north of James Street. One wetwell 2 submersible raw sewage pumps (1 duty, 1 standby) each rated at 220 IGPM at 46 ft.; 10 inch diameter emergency overflow to Boom Creek.

200 Brook Street Sewage Pumping Station:

Located at the N.W. corner of the intersection of Brook Street and Valois Drive (Highway 17). One wetwell equipped 2 submersible sewage type raw sewage pumps (1 duty, 1 standby). The sewage pumping station overflows to Ottawa River.

300 Mattawan Street Sewage Street Pump Station:

One wetwell equipped with 2 submersible raw sewage pumps (1 duty, 1 standby). There a standby generator on site. Sewage pump station overflows to Mattawa River.

101 Bissett Street Sewage Pumping Station:

Located at the corner of First Street and Bissett Street. One wetwell equipped with 2 submersible raw sewage pumps (1 duty, 1 standby). Sewage pump station overflow to Mattawa River

451 Bissett Street Sewage Pump Station:

One wetwell equipped with 2 submersible raw sewage pumps (1 duty, 1 standby). The sewage pump station overflows to Mattawa River. Standby generator on site.

601 McKenzie Street Sewage Pump Station:

Located at North Side of McKenzie Street approximately 40 feet East of Sixth Street. One Wet well equipped with 2 submersible raw sewage pumps each rated at 213 IGPM at 17 ft. TDH. Sewage pump station overflows to Mattawa River. Standby generator on site.

1101 Bissett Street Sewage Pump Station:

Located on the south side of Bissett Street, east of Eleventh Street. An underground 8 ft. diameter concrete wet well equipped with 2 submersible raw sewage pumps (1 duty, 1 standby) each capable of discharging at a rate of 100 Igpm, including interconnecting piping and valves, 8" overflow pipe to the Mattawa River, float level switches, electrical equipment and controls.



2.0 MONITORING PROGRAM

2.1 Monitoring Program as Outlined in the Environmental Compliance Approval

cBOD₅	<i>Five-day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample</i>
TSS	<i>Total Suspended Solids</i>
TP	<i>Total Phosphorus</i>
TKN	<i>Total Kjeldahl Nitrogen</i>
TAN	<i>Nitrogen as Ammonium and Ammonia (Total Ammonia Nitrogen)</i>
pH	<i>pH expresses the degree or intensity of both acidic and alkaline reactions on a scale from 0 to 14 with 7 being neutral, number less than 7 signify increasingly greater acidic solutions, and numbers greater than 7 signify increasingly basic or alkaline reactions.</i>

Table 1: Sampling Requirements for the Raw Influent

Parameter	Type of Sample	Minimum Frequency
cBOD ₅	grab	monthly
TSS	grab	monthly
TP	grab	monthly
pH	grab	monthly

Table 2: Sampling Requirements for the Final Effluent

Parameter	Type of Sample	Minimum Frequency
cBOD ₅	Composite**	weekly
TSS	Composite**	monthly
TP	Composite**	weekly
Ammonia (Expressed as N)	Composite**	weekly
Total Residual Chlorine*	Grab*	As Required*
Total Kjeldahl Nitrogen	Composite**	Monthly
Nitrite + Nitrate	Composite**	Monthly
Fecal Coliforms	Grab	Monthly
Fecal Streptococcus	Grab	Monthly

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

**24-hour flow proportionate composite sample



Table 3: Sampling Requirements for Bypass/Overflow Events

Parameter	Type of Sample	Minimum Frequency
BOD ₅	grab	<i>collect at least one sample at the beginning of bypass/overflow</i>
TSS	grab	
TP	grab	
TKN	Grab	
E. Coli	Grab	

3.0 INTERPRETATION OF MONITORING AND ANALYTICAL DATA

3.1 Influent Flow

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. There is no effluent flow meter on this system; the influent flow equals the effluent flows.

The rated capacity of the Mattawa Wastewater Lagoon is 1,564 m³/day (average daily flow). The average daily flow is defined as the cumulative total sewage flow to the sewage works during a calendar year divided by the number of days during which sewage was flowing to the lagoon that year. The peak daily flow capacity is 5,702 m³/day.

Compliance is achieved when the average daily flow does not exceed 1,564 m³/day. The average daily flow for 2024 was 746.98 m³/day, which represents 47.8% of the rated capacity. In 2024, the Mattawa Lagoon system operated well within its rated capacity. A peak flow of 1,711.07 m³/day was reached in April during spring conditions.

3.1.1 Comparison of the Annual Influent Flow to the Rated Capacity

Rated Capacity (m ³ /day)	1,564	Maximum Flow Capacity (m ³ /day)	5,702
2024 Average Flow (m ³ /day)	746.98	2024 Maximum Flow (m ³ /day)	1,711.07
Percent of Capacity (%)	47.8	Percent of Capacity (%)	30
Total volume of wastewater treated in 2024		273,394.08 m ³	

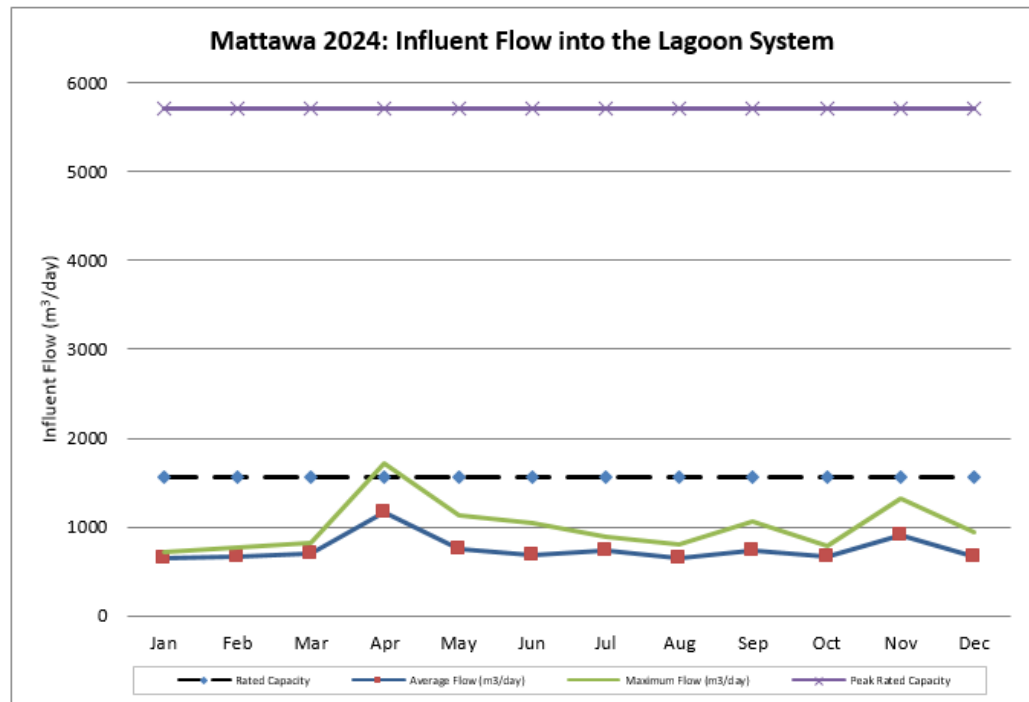


3.1.2 Comparison of Historical Influent Flows (2019 to 2024)

Year	Total Influent Flow (m ³)	Maximum Influent Flow (m ³ /d)	Average Day Flow (m ³ /d)	Average Day % of Rated Capacity (1,564 m ³ /d)
2024	273,628	1,711.07	746.98	47.8
2023	312,377	3,243	856	54.7%
2022	304,592	1,348	834.5	53.3%
2021	295,056	2,479	808.4	51.7%
2020	278,214	1,596	760	45.9%
2019	366,741	4,569	1,005	64.2%

Figure 2 compares the monthly influent flow rates recorded in 2024 to the rated capacity of the plant.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average Flow (m ³ /day)	650	670	698	1158	748	685	736	657	730	666	911	665
Maximum Flow (m ³ /day)	719	767	824	1711	1131	1047	884	798	1065	782	1318	948
Peak Rated Capacity	5702	5702	5702	5702	5702	5702	5702	5702	5702	5702	5702	5702
Rated Capacity	1564	1564	1564	1564	1564	1564	1564	1564	1564	1564	1564	1564
% Rated Capacity	46	49	53	109	72	67	57	51	68	50	84	61





3.2 Raw Sewage (Influent)

Influent samples are required to be collected on a monthly basis. The annual average and maximum influent parameter concentrations are summarized in Table 4.

Table 4: Influent Data

Parameter	# of Samples	Annual Average	Maximum
BOD ₅ (mg/L)	12	120.17	174
TSS (mg/L)	12	137.42	194
TP (mg/L)	12	2.79	4.67

3.3 Effluent

According to ECA #3-1115-91-926, the Mattawa sewage effluent quality is based on the biochemical oxygen demand (BOD₅), total suspended solids (TSS), and total phosphorus (TP). In 2024, the Mattawa Sewage Treatment Lagoon produced a high quality effluent which met the requirements of the system's ECA except for total phosphorus in the month of June. Summaries of the final effluent parameter concentrations and loadings are shown in Tables 5 and 6.

Table 5: Effluent Data

Parameter	# of Samples	Annual Minimum	Annual Maximum	Annual Average	Compliance Limit	Exceedance
BOD ₅ (mg/L)	12	4	29	19	30 (annual average)	No
CBOD ₅ (mg/L)	12	4	24	8.92	WSER 25 (annual average)	No
TSS (mg/L)	12	<2.27	46.30	24.24	30 (annual average) WSER 25 mg/L (12-month avg.)	No
TP (mg/L)	12	0.51	2.54	1.22	2.5 (monthly average)	Yes
Fecal Coliforms	53	<10	>5000	727	N/A	N/A

"<" denotes less than. These values include results that were less than the laboratory's method detection limit.

Table 6: Compliance Effluent Loadings

Parameter	Annual Average (kg/day)	Compliance Limit	Exceedance
BOD ₅	14.19	46.92(annual average)	No
TSS	18.10	46.92(annual average)	No
TP	0.91	3.91 (monthly average)	No

"<" denotes less than. These values include results that were less than the laboratory's method detection limit.

Refer to Appendix A for the Monthly Process Data Report which summarizes the effluent data for the reporting period.



3.4 Sewage Treatment Program Success and Adequacy

Table 7 presents the system's efficiency through pollutant removal rates from raw sewage concentrations through to final effluent. As indicated by the performance summary, the Mattawa Lagoon was very successful in reducing the levels of biochemical oxygen demand (BOD₅), total suspended solids (TSS), total phosphorus (TP) and total ammonia nitrogen (TAN) from the raw/influent; producing a high quality effluent.

Table 7: Performance Summary

Parameter	Influent (annual average)	Effluent (annual average)	% Removal
BOD ₅ (mg/L)	120.17	19	88.3
TSS (mg/L)	137.42	24.24	97.8
TP (mg/L)	2.79	1.22	72.2

4.0 OPERATING PROBLEMS & CORRECTIVE ACTIONS

The following operating problems occurred during the 2024 reporting period:

1. Brush fire burned within 100' of lagoons. Fire was extinguished
2. Pump at McKenzie Station plugged after heavy rain. Pump was pulled and cleared of the blockage.
3. Generator that powers the wellhouse and main sewage lift station failed. Throttle body controller was rush ordered. Emergency repairs did not correct the problem. Hydrovac truck assisted in keeping sewage levels down by pumping out several loads at the main lift station
4. Monthly average Total Phosphate exceedance in June. Monthly average was 2.54 mg/L (limit 2.5 mg/L) calculated on July 10, 2024. On July 10th operator inspected alum system and while troubleshooting alum pumps, both pumps failed. Identical pump was found within cluster and installed July 10, 2024.

5.0 MAINTENANCE PROCEDURES PERFORMED ON THE WORKS

Routine maintenance schedules for the Mattawa wastewater treatment lagoon are entered in OCWA's computerized Workplace Management System (WMS). This is a comprehensive maintenance program that is based on a pro-active and preventive approach. This program includes but is not limited to running weekly, monthly, and annually checks as required or as recommended by manufacturer's instructions.



5.1 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. 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.

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.

5.2 Lift Station 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.

Significant maintenance performed in 2024 include:

- New blower motor installed to replace failed motor
- Pulled pump at McKenzie street Lift Station and rebuilt
- Replaced gate valve #1 and #1 check valve at McKenzie Street Lift Station
- Generator that powers the wellhouse and main sewage lift station failed. Throttle body controller was rush ordered. Emergency repairs did not correct the problem. Hydrovac truck assisted in keeping sewage levels down by pumping out several loads at the main lift station

6.0 EFFLUENT QUALITY ASSURANCE & CONTROL MEASURES UNDERTAKEN

The following activities are included in regular operator and supervisory activities to assure the quality of the sewage treatment operations including effluent quality and flow monitoring data:

- The pumping stations and lagoon site are regularly inspected by certified OCWA operators during the work week.
- Certified operators conduct daily reviews of selected data from continuous monitoring equipment which is captured by OCWA's remote monitoring system.
- Certified operators monitor chemical usage and make adjustments as required.
- Operation and Compliance staff reviews system data and laboratory reports to keep track of routine operation of the treatment plant and ensure compliance with the ECA.
- All process and laboratory data is logged in a process data management system (PDM/WISKI 7).
- All effluent quality data is reviewed by the ORO and Compliance staff to identify any changes in concentrations and/or emerging trends. All non-compliances are reported to Ministry's Spills Action Center (SAC) and the local MECP inspector.
- All instrumentation is tested and maintained as per manufacturer's recommendations.



- Routine maintenance is scheduled and tracked using OCWA’s Workplace Maintenance System (WMS).

Quality Control elements of the monitoring program include the following:

- Samples are collected as required and analyzed by Near North Laboratories located in North Bay, Ontario. Analyses are conducted in accordance with the Standard Council of Canada (SCC), in cooperation with the Canadian Association for Laboratory Accreditation Inc. (CALA).
- Quality control procedures are method specific and include laboratory duplicate samples, spiked blanks and spiked duplicates.
- Licensed Operators conduct in-house tests for monitoring purposes using procedures as per Standard Methods of Water and Wastewater.
- Any in-house tests conducted by licensed operators follow procedures as per Standard Methods of Water and Wastewater.
- Any bypasses/overflows or upset events that occur at the pumping stations or plant site are tested, monitored and reported to Ministry’s Spills Action Center (SAC) and local Health Unit.

7.0 CALIBRATION & MAINTENANCE OF ALL MONITORING EQUIPMENT

Monitoring equipment is tested and calibrated based on the specifications outline in condition 20(C) of the Approval. Table 8 summarizes the calibrations conducted in 2024.

Table 8: Calibration Summary

Instrument	Calibration Date	Pass or Fail	Requirement
Flow Meter – Raw Sewage	March 25, 2024	Pass	+/- 15%

8.0 EFFORTS MADE TO MEET EFFLUENT OBJECTIVES

The Effluent Design Objectives are those levels of performance which can be achieved by treatment processes treating normal strength municipal sewage under optimum conditions. A sewage treatment facility should be able to produce annual average effluent quality approximately equal to the Effluent Design Objectives, but should not exceed the Effluent Compliance Limits. The objectives are used to promote continuous improvement in the operations of the works and to trigger corrective action before environmental impairment occurs.

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



Operational staff has current and appropriate level of certification for the operation of the facility and continue to learn and achieve knowledge of the process and equipment. New staff receives on-going training to achieve a high level of process knowledge and regulatory competence. The mechanical elements in the facility are regularly inspected, well maintained and kept in good repair. OCWA uses a computerized maintenance management program which generates works orders to ensure maintenance of equipment is proactively performed.

Raw wastewater and effluent samples are collected as required and analyzed by Near North Laboratories, an accredited laboratory. OCWA reviews these results on a regular basis to ensure compliance with ECA objective and limits. Chemical adjustments can be made if results begin to increase.

In-house sampling and testing for operational parameters provides real time results which are used to enhance process and operational performance.

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

OCWA provides regular status reports to the Owner, which discusses operational data, maintenance activities and capital improvements.

During this reporting period, the facility met the monthly effluent objectives for TP (2.5 mg/L), except for the month of June 2024 monthly average was 2.54 mg/L. The monthly objective was not met for Fecal coliform on several occasions due to duck weed. The facility met the annual effluent objectives for BOD₅ (25.0 mg/L), and TSS (25.0 mg/L).

Table 9: Effluent Objectives

Parameter	Annual Average	Monthly Objective	Averaging Period	Exceedance
BOD ₅ (mg/L)	19	25	annual average	No
TSS (mg/L)	24.24	25	annual average	No
TP (mg/L)	1.22	2.5	monthly average	Yes
Fecal Coliforms	727	100 / 100 mL (single sample)	Annual GEO MEAN	Yes

Effluent Parameter	Range	Units
pH	6.44-7.87	N/A
Fecal Strep	10-2500	cfu/100 mL
Total Kjeldahl Nitrogen	5.6-27.8	mg / L
Nitrite + Nitrate	<RDL -3.640	mg / L
Ammonia	0.19-24.70	mg / L



Note: <RDL = less than Readable Detection Limit
(See *Appendix A* and *Appendix B* for 2024 influent and effluent sample results.)

Table 6: Objective Effluent Loadings

Parameter	Annual Average (kg/day)	Objective Limit	Exceedance
BOD ₅	14.19	39.1(<i>annual average</i>)	No
TSS	18.10	39.1(<i>annual average</i>)	No
TP	*0.91 (yearly Average)	3.91 (<i>monthly average</i>)	No

*No month in 2024 exceeded the Total Phosphorous loading limit. The average loading for 12 months was 0.91 Kg/day, well below the compliance limit. The maximum month was 2.54 Kg/day, which is also above the compliance and objective limit. The exceedance was reported SAC ref. # 1-8S245C. (see *Appendix A—2024 Parameter Average Calculations*).

8.1 Design Objectives is not achieved more than 50% of the Time in a Year

The design objectives for Fecal Coliforms was not achieved in single sample analysis. The onset of winter and colder temperature 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.

8.2 Annual Average Daily Influent Reaches 80% of the Rated Capacity

The Annual Average Daily Influent Flow was only 47.8% of the Rated Capacity.

9.0 SLUDGE GENERATION AND DISPOSAL

No sludge was disposed of during this reporting period and it's anticipated that no sludge will be generated or disposed of in 2024.

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.

10.0 COMPLAINTS

According to records maintained by OCWA, no complaints were documented during the 2024 reporting period.



11.0 ABNORMAL DISCHARGE EVENTS

11.1 Overflow, Bypass, and Spill Events

The sewage lift stations in the municipality are equipped with a high level alarm to alert of an impending or existing raw sewage bypass condition. The alarm is connected to a continuous monitoring and automated alarm system that sends a page to the on-call operator.

No overflow/ bypasses events occurred at the Mattawa Lagoon system occurred during the 2024 reporting period.

11.2 Efforts Made to Reduce System Overflows and Bypasses

In an effort to reduce and/or eliminate overflow, bypass and spill events and to confirm with Procedure F-5-1, the following are in place.

- Emergency backup generators are installed at 300 Mattawan St, 451 Bissett St, and 601 McKenzie St have standby generators.
- A SCADA system is used to accurately monitor the sewage network and an alarm system is in place at key points in the process and at the sewage pumping station to alert operators of any issues; power failures, high levels, equipment failures, loss of communication and intrusion.
- Regular routine maintenance is performed to help reduce overflows/bypasses/spills events. For example: monthly generator tests to ensure the generator will start during a power failure and equipment will continue to operate normally, monthly alarm testing and equipment maintenance as outlined in the Maintenance Summary found in Appendix D.
- Repairs to the collection system are done promptly as issues occur.

11.3 Summary of Alterations to the System to Reduce Overflows

No alterations completed to the system to reduce overflows in 2024.

11.4 Public Notifications

On or before September 17, 2026, the Owner shall establish signage to notify the public, at the nearest publicly accessible point(s) downstream of any CSO outfall location identified in Schedule B, Table B4, and any SSO when the overflow is piped to a specified outlet point. If the nearest publicly accessible point is more than 100m away, then signage shall be established at the CSO or SSO outfall location. The signage shall include the following minimum information:

- a) Type of Collection System Overflow;
- b) Identification of potential hazards and limitations of water use, as applicable;



- c) ECA number and/or asset ID; and
- d) The Owner's contact information.

12.0 OTHER INFORMATION THE DISTRICT MANAGER REQUIRES FROM TIME TO TIME

No other information to provide during this reporting period. No MECP Inspections completed during this reporting period.



APPENDIX A

Parameter Average Calculations

APPENDIX A--2024 Parameter Average Calculations

January-09-24

	January	February	March	April	May	June	July	August	September	October	November	December
Days	31	28	31	30	31	30	31	31	30	31	30	31
Total Flow *	20130	19438	21651	34750	23193	20541	22831	20336	21891	20646.13	27342	20626
Peak Flow	718.5	766.9	824.1	1711.0	1130.9	1047.5	883.9	798.1	1065.4	781.94	1318.3	947.9
M ³ / Day	649.4	670.3	698.0	1158.0	748.2	684.7	736.4	656.6	729.7	666	911.4	665.3

* = measured at Sewage Treatment Plant Meter

BOD₅ Treated	9.0	4.0	16.0	14.0	6.0	16.0	29.0	10.0	10.0	10.0	6.0	7.0
BOD₅ Raw	153	139.0	124	91	174	145	151	89	85	88	123	80.0
CBOD_{5 WSEF} Treated	5	7.0	14	11	4	11	24	8	6	6	4	7

TSS Treated	11.0	8.6	18.4	23.3	2.3	23.2	46.3	24.9	20.7	4.0	2.3	2.9
TSS Raw	136.0	194.0	149.0	103.0	116.0	170.0	155.0	140.0	129.0	116.0	112.00	129.0
TP Raw	3.28	2.78	2.42	1.66	4.67	2.23	3.19	3.05	2.25	3.20	2.50	2.22
TKN	19.90	27.8	16.8	18.7	17.0	26.6	15.8	5.6	13.70	18.3	18.3	26.4
Nitrate	<RDL	0.110	<RDL	0.143	0.076	0.091	0.185	0.08	0.1	0.1	0.0	0.09
Nitrate & Nitrite	<RDL	<RDL	<RDL	0.030	<RDL	0.153	3.640	0.13	0.148	0.1	0.2	0.101
Ammonia	16.10	21.10	24.70	13.00	8.90	15.60	20.30	4.26	6.58	8.91	16.40	17.70
	19.30	21.00	20.10	9.73	12.30	18.40	17.60	0.19	7.09	8.45	17.10	17.90
	18.80	20.80	19.40	16.70	13.20	20.30	18.00	2.56	8.09	21.40	15.80	20.30
	19.60	19.20	17.60	11.40	16.00	19.60	9.97	4.56	8.18	11.60	14.90	21.20
	17.30			8.85			8.36			16.10		19.30
Avg Ammonia	18.22	20.53	20.45	11.94	12.60	18.48	14.85	2.89	7.49	13.29	16.05	19.28

Phosp	0.93	1.03	1.01	1.85	1.50	2.71	2.37	0.96	0.42	0.88	0.53	0.28
Weekly	0.99	0.39	1.35	2.04	1.91	2.39	2.41	0.75	0.42	0.64	1.00	0.27
Test	1.04	1.04	1.46	1.86	1.99	2.73	2.29	0.63	0.56	0.50	0.82	0.28
Results	1.06	1.00	1.61	1.82	2.27	2.32	1.77	0.33	0.65	0.42	0.46	0.23
	0.90			1.73			1.36			0.64		0.28
Avg Phosp.:	0.98	0.87	1.36	1.86	1.92	2.54	2.04	0.67	0.51	0.62	0.70	0.27
Monthly Phos Loading: Kg/d	0.64	0.58	0.95	2.15	1.43	1.74	1.50	0.44	0.37	0.41	0.64	0.18

Annual BOD ₅ Loading:	8.55 Kg/day	Annual Loading Average = 46.92 Kg/d	Total Annual Flow: 273,373.4 M ³	
Annual TSS Loading:	11.72 Kg/day		Annual Avg Daily flow (M ³ /Day): 749.0 M ³ /Day	
			BOD ₅ Annual Average: 11.4 mg/L	
			TSS Annual Average: 15.7 mg/L	
			Phosphorous Annual Average: 1.19 mg/L	
			CBOD ₅ Annual Average: 8.92 mg/L	

NOTES:



APPENDIX B

Effluent Weekly Samples

Appendix B - Effluent Weekly Samples

	<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>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>December</u>
<u>Fecal Coliform</u>	340	1300	700	80	10	< 10	80	5000	220	750	650	380
weekly	340	1000	200	100	< 10	< 10	> 2000	350	>2000	600	425	60
cfu/100 ml	850	1000	200	60	10	10	> 2000	750	1475	125	375	130
	420	700	180	90	10	400	2250	200	1225	25	175	30
	1740			270			5000			>2000		220
<u>Avg Fecal Col</u>	590.5	976.7	266.4	103.1	10.0	25.1	1292.0	715.8	735.3	193.6	366.9	114.4
<u>Fecal Strep</u>	180	2500	500	100	10	< 10	80	150	80	450	325	120
weekly	290	220	100	30	< 10	10	360	100	>2000	450	125	30
cfu/100 ml	510	1900	75	20	10	70	540	50	375	2900	75	30
	470	700	120	10	10	210	275	100	1425	<25	25	40
	1200			20			475			>2000		50
<u>Avg Fecal Str</u>	431.8	924.8	145.6	26.1	10.0	34.8	289.4	93.1	349.7	837.4	93.4	46.4
<u>pH</u>	7.24	6.91	7.24	7.87	7.79	7.45	7.50	6.72	6.72	7.27	7.11	7.30
weekly	7.21	7.20	7.39	8.36	7.50	7.62	7.40	6.78	6.62	7.05	7.16	7.24
	7.15	7.14	7.65	7.80	7.51	7.59	7.29	6.72	6.55	6.92	7.00	7.04
	7.12	7.25	7.95	8.07	7.42	7.40	7.50	6.44	6.69	6.74	7.10	7.28
	6.99			7.68			6.91			7.16		
<u>Avg pH</u>	7.14	7.13	7.56	7.96	7.56	7.52	7.32	6.67	6.65	7.03	7.09	7.22

[illegible]



APPENDIX C

Maintenance Summary

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 1541*

Work Order Type: ADMIN,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
3736771			1541, Mattawa Wastewater System	PM	Inspection	1	YEARS	Daily O&M Activities Wastewater System (1y) 1541	COMP	1/1/24 12:00 AM	2/10/25 11:02 AM	2/10/25 11:02 AM	
3737443			1541, Mattawa Wastewater System	PM	Inspection	1	YEARS	Lifting Equipment Inspection Route (1y) 1541	CLOSE	1/1/24 12:00 AM	11/1/24 12:33 PM	11/1/24 12:33 PM	Inspection - Trans Canada Safety completed inspection of Mattawa's lifting equipment.
3737450			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	1/1/24 12:00 AM	1/9/24 01:55 PM	1/9/24 01:55 PM	
3737464			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	1/1/24 12:00 AM	1/9/24 01:43 PM	1/9/24 01:43 PM	
3737500	0000328869	TRANSFORMER AIR	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	3	YEARS	Transformer Air Insp/Service (3y) 1541	CLOSE	1/1/24 12:00 AM	7/26/24 08:06 AM	7/26/24 08:06 AM	Transformer Air Insp/Service (3y) 1541 - Visual inspection of transformer showed no signs of issues at this time
3737503	0000328844	TRANSFORMER AIR 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	3	YEARS	Transformer Air Insp/Service (3y) 1541	CLOSE	1/1/24 12:00 AM	7/26/24 08:06 AM	7/26/24 08:06 AM	Transformer Air Insp/Service (3y) 1541 - Visual inspection of transformer showed no signs of issues at this time
3737506	0000328906	TRANSFORMER AIR LTG TRANSF	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	3	YEARS	Transformer Air Insp/Service (3y) 1541	CLOSE	1/1/24 12:00 AM	7/26/24 08:07 AM	7/26/24 08:07 AM	Transformer Air Insp/Service (3y) 1541 - Visual inspection of transformer completed, all ok. No signs of issues at this time
3741970			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	1/1/24 12:00 AM	1/9/24 01:50 PM	1/9/24 01:50 PM	
3742576			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	YEARS	WHMIS/MSDS/NSF Review and Update (1y) 1541	CLOSE	1/1/24 12:00 AM	1/9/24 01:51 PM	1/9/24 01:51 PM	
3762704	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	1/16/24 12:00 AM	1/17/24 10:17 AM	1/17/24 10:17 AM	

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 1541*

Work Order Type: ADMIN,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
3765205			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Mattawa 300 Mattawan street high level	CLOSE		1/28/24 04:10 PM	1/28/24 08:00 PM	Mattawa 300 Mattawan street high level -Received page at 1610, arrived on site at 1735 and both pumps were on and looked inside chamber. No high level and no evidence of high level. Tried resetting alarm, still high level alarm. Cleaned level transducer and exercised high level float. There was no build up on float. Cleared alarms, but high level alarm did not clear. Disabled high level float and alarmed cleared. Both pumps shut off and level was 0.51 m.
3786634			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	2/1/24 12:00 AM	5/15/24 08:44 AM	5/15/24 08:44 AM	Alarm Dialer Route (1m) - 1541 - Alarm dialer was tested at time of generator test, all checked out OK
3786641	0000328891	PUMP PERISTALTIC 01	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Peristaltic 01 Alum Insp/ Service (1y) - 1541	CLOSE	2/1/24 12:00 AM	7/15/24 09:33 AM	7/15/24 09:33 AM	
3786658	0000328892	PUMP PERISTALTIC 02	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Peristaltic 01 Alum Insp/ Service (1y) - 1541	CLOSE	2/1/24 12:00 AM	7/15/24 09:34 AM	7/15/24 09:34 AM	
3786675			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	2/1/24 12:00 AM	5/15/24 08:46 AM	5/15/24 08:46 AM	Health And Safety Inspection (1m) 1541 - Health and safety inspection was completed, checked First aid kit and Fire extinguishers- All OK
3790180			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	2/1/24 12:00 AM	5/15/24 08:47 AM	5/15/24 08:47 AM	Pump Submersible Group Inspection (1m) 1541 - Pumps are all checked by running on fridays each week, No issues found at this time with available pumps. JD
3802468			1541, Mattawa Wastewater System	OPER	Refurbish/ Replace/Repair	0		STP Water Pump Repair Parts	CLOSE		5/15/24 08:48 AM	5/15/24 08:48 AM	STP Water Pump Repair Parts - Water pump at STP failed, Diagnosed issues to be pump starter and pressure switch.
3803584	0000328855	METER FLOW	1541, Mattawa Wastewater System	PM	Calibration	1	YEARS	Meter Flow Calibration (1y) 1541	CLOSE	2/8/24 12:00 AM	4/2/24 08:16 AM	4/2/24 08:16 AM	Meter Flow Calibration (1y) 1541 - verify flow meter pass mar 25/24 TF

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 1541*

Work Order Type: ADMIN,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
3804397			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1541	CLOSE	2/9/24 12:00 AM	5/15/24 08:49 AM	5/15/24 08:49 AM	
3805038	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	2/15/24 12:00 AM	5/15/24 08:41 AM	5/15/24 08:41 AM	Generator Monthly Test (1m) 1541 - Monthly teat was completed no issues found at this time
3805041	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	2/15/24 12:00 AM	5/15/24 08:42 AM	5/15/24 08:42 AM	Generator Monthly Test (1m) 1541 - Monthly teat was completed no issues found at this time
3805044	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	2/15/24 12:00 AM	5/15/24 08:42 AM	5/15/24 08:42 AM	Generator Monthly Test (1m) 1541 - Monthly teat was completed no issues found at this time
3805330	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	2/16/24 12:00 AM	5/15/24 08:48 AM	5/15/24 08:48 AM	Tank Alum Inspection (1m) - 1541 - Inspected alum tank, no visual defects or leaks found at this time
3806338			1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		McKenzie Street Pump Rebuild and Hardware for Valve Replacements	CLOSE		3/1/24 11:13 AM	3/1/24 11:13 AM	Pump Rebuild and Hardware for Valve Replacements - PO for Pump rebuild and hardware.
3806835			1541, Mattawa Wastewater System	EMER	Refurbish/ Replace/Repair	0		Mckenzie st pump 1 fail Mattawa	CLOSE		3/5/24 09:43 AM	3/5/24 09:43 AM	Mckenzie st pump 1 fail Mattawa - Pulled pump 1 Feb 25/24. impellar free motor wont turn. Josh D tested- fail. brought to industrial motors. pump had a repair tag july/23. TF Rebuild: See PO# 3847428 -Rebuild: See PO# 3847428
3830170			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	3/1/24 12:00 AM	5/15/24 08:45 AM	5/15/24 08:45 AM	Alarm Dialer Route (1m) - 1541 - Alarm dialer was tested at time of generator test, all checked out OK
3830177			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	3/1/24 12:00 AM	4/2/24 08:17 AM	4/2/24 08:17 AM	
3833636			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	3/1/24 12:00 AM	5/15/24 08:47 AM	5/15/24 08:47 AM	Pump Submersible Group Inspection (1m) 1541 - Pumps are all checked by running on fridays each week, No issues found at this time with available pumps. JD

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Work Order Type: ADMIN,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
3846607	0000328887	VALVE SLUICE GATE DIVERSION CHAMBER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Sluice Gate Inspection (1y) 1541	CLOSE	4/1/24 12:00 AM	7/26/24 07:38 AM	7/26/24 07:38 AM	Sluice Gate Inspection (1y) 1541 - Sluice gate visually instpected, operatred 1 turnup and down, all ok
3847428			1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		Mattawa McKenzie Station Pump Rebuild	CLOSE		5/13/24 08:43 AM	5/13/24 08:43 AM	McKenzie Station Pump Rebuild - Cause of Failure: Rubber cord material wound up behind impeller in mechanical seal. 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 Assemble unit with new parts listed & perform no load full voltage test run. 8 95.00 760.00 Dynamic Balance Rotor & Impeller 601 89 06 Basic Repair Kit
3849524	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	3/16/24 12:00 AM	5/15/24 09:03 AM	5/15/24 09:03 AM	Tank Alum Inspection (1m) - 1541 - Alum tank inspection completed, no visual signs of defects

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Work Order Class:

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3878062	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Fall (6m) 1541	COMP	4/1/24 12:00 AM	1/15/25 06:51 AM	1/15/25 06:51 AM	
3878069	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Spring (6m) 1541	CLOSE	4/1/24 12:00 AM	7/26/24 09:48 AM	7/26/24 09:48 AM	UV Reactor service Spring (6m) 1541 - UV bulbs were hosed down and checked, all ok. turtle found in the UV chamber, removed and put in the river.
3878239			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	4/1/24 12:00 AM	7/22/24 09:10 AM	7/22/24 09:10 AM	
3878246			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	4/1/24 12:00 AM	7/15/24 09:31 AM	7/15/24 09:31 AM	
3878260	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	4/1/24 12:00 AM	7/26/24 07:47 AM	7/26/24 07:47 AM	Tank Storage Fuel Diesel Lagoon Insp/Service (1y) 1541 - Fuel tank inspection complete, NO leaks or issues found at this time
3878268	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	4/1/24 12:00 AM	7/26/24 07:47 AM	7/26/24 07:47 AM	Tank Storage Fuel Diesel Lagoon Insp/Service (1y) 1541 - Fuel tank inspection complete, NO leaks or issues found at this time
3878276	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	4/1/24 12:00 AM	7/26/24 07:48 AM	7/26/24 07:48 AM	Tank Storage Fuel Diesel Mckenzie St. Insp/Service (1y) 1541 -Fuel tank inspection complete, NO leaks or issues found at this time
3882962			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	4/1/24 12:00 AM	7/22/24 09:11 AM	7/22/24 09:11 AM	
3900500			1541, Mattawa Wastewater System	CALL	Inspection	0		Brooke St power alarm	CLOSE		4/4/24 01:30 AM	4/4/24 03:45 AM	Brooke St power alarm - Received call for Brooke St alarm. Arrived on site and found lift station operating normally. Very stormy night, causing many power losses/ bumps.
3902294	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	4/16/24 12:00 AM	7/15/24 09:32 AM	7/15/24 09:32 AM	

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Work Order Class:

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3902352			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Pump 1 Fail 1101 Bissett-1541	CLOSE		4/15/24 02:30 AM	4/16/24 08:40 AM	Pump 1 Fail 1101 Bissett-1541 - Called for P1 fail, arrived found station in high level and p2 running, river levels high causing inflow. Reset P1, chamber pumped down but slowly.
3902353			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Pump 1 & 2 Fault 451 Bissett	CLOSE		4/9/24 04:45 PM	4/16/24 08:44 AM	Pump 1 & 2 Fault 451 Bissett - Called for p 1 & 2 fault at 451 Bissett, Wet well was just below the overflow but not overflowing. Pumps faulted, reset both pumps and all ok. Fault due to power bump.
3904041			1541, Mattawa Wastewater System	OPER	Refurbish/ Replace/Repair	0		Pressure washer for Sewage pumps and UV lights	CLOSE		4/28/24 06:26 PM	4/28/24 06:26 PM	Pressure washer for Sewage pumps and UV lights - Pressure washer for cleaning off pumps before mntce and for cleaning STP uv lights before maintenance
3929088			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	5/1/24 12:00 AM	7/22/24 09:11 AM	7/22/24 09:11 AM	
3929095			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	5/1/24 12:00 AM	7/15/24 09:26 AM	7/15/24 09:26 AM	
3929106	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	5/1/24 12:00 AM	7/26/24 07:52 AM	7/26/24 07:52 AM	Tank Wet well 300 Mattawan St. Insp/Service (1y) - 1541 - Wet well inspections completed on a weekly basis, currently no issues found with structure.
3929115	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	5/1/24 12:00 AM	7/26/24 07:52 AM	7/26/24 07:52 AM	Tank Wet well 101 Bissett St. Insp/ Service (1y) - 1541 - Wet well inspections completed on a weekly basis, currently no issues found with structure.
3929124	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	5/1/24 12:00 AM	7/26/24 07:53 AM	7/26/24 07:53 AM	Tank Wet well 200 Brook St. Insp/ Service (1y) - 1541 - Wet well inspections completed on a weekly basis, currently no issues found with structure.

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3929136	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	5/1/24 12:00 AM	7/26/24 07:53 AM	7/26/24 07:53 AM	Tank Wet well 300 Louis St. Insp/ Service (1y) - 1541 - Wet well inspections completed on a weekly basis, currently no issues found with structure.
3929145	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	5/1/24 12:00 AM	7/26/24 07:53 AM	7/26/24 07:53 AM	Tank Wet well 451 Bissett St. Insp/ Service (1y) - 1541 - Wet well inspections completed on a weekly basis, currently no issues found with structure.
3929162	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	5/1/24 12:00 AM	7/26/24 07:54 AM	7/26/24 07:54 AM	Tank Wet well 601 Mckenzie St. Insp/Service (1y) - 1541 - Wet well inspection completed weekly, no issues found with structure at this time
3929171	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	5/1/24 12:00 AM	7/26/24 07:55 AM	7/26/24 07:55 AM	Tank Wet well 1101 Bissett St. Insp/ Service (1y) - 1541 - Wet well inspection completed weekly, no issues found with structure at this time
3932563			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	5/1/24 12:00 AM	7/15/24 09:35 AM	7/15/24 09:35 AM	
3949142			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		1101 Bissette St Lift Station Mattawa	CLOSE		5/8/24 08:50 PM	5/9/24 08:27 AM	1101 Bissette St Lift Station Mattawa -Received alarm at 2050, arrived on site at 2225. Checked pumps, both pumps were pumping. Checked wet well, sewage level under grate. Due to high flows.
3949641			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Makenzie street high level lift station Mattawa	CLOSE		5/12/24 09:50 PM	5/13/24 08:55 AM	Mackenzie street high level lift station Mattawa -Received high level alarm at 2150, arrived on site at 2300. Powered down panel and reset pump. Pump started and ran a few minutes. Pump tripped several times while pumping down pump station
3950237	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	5/16/24 12:00 AM	7/15/24 09:29 AM	7/15/24 09:29 AM	

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Work Order Class:

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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
3978708	0000328859	ANALYZER GAS BUMP TEST	1541, Mattawa Wastewater System	PM	Calibration	6	MONTHS	Analyzer Gas C02 (6m) 1541	CLOSE	6/1/24 12:00 AM	7/26/24 08:04 AM	7/26/24 08:04 AM	- Handheld CO monitor is bump tested when used and calibrated as it fails bump test, all OK at this time
3978719			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	6/1/24 12:00 AM	7/22/24 09:14 AM	7/22/24 09:14 AM	
3978726			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	6/1/24 12:00 AM	7/15/24 09:27 AM	7/15/24 09:27 AM	
3978737			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Lagoon Cells Insp/ Service (1y) - 1541	CLOSE	6/1/24 12:00 AM	7/26/24 07:56 AM	7/26/24 07:56 AM	Tank Process Lagoon Cells Insp/ Service (1y) - 1541 - Lagoon cells checked with daily onsite, all OK,noo issues currently with cells
3978751	0000328858	TANK STORAGE HOT WATER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Hot Water Insp. (1y) - 1541	CLOSE	6/1/24 12:00 AM	7/22/24 09:15 AM	7/22/24 09:15 AM	
3982474			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	6/1/24 12:00 AM	7/22/24 09:13 AM	7/22/24 09:13 AM	
3999485	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	6/15/24 12:00 AM	7/26/24 07:49 AM	7/26/24 07:49 AM	Generator Monthly Test (1m) 1541 - Monthly generator test completed, no issues found.
3999488	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	6/15/24 12:00 AM	7/26/24 07:50 AM	7/26/24 07:50 AM	Generator Monthly Test (1m) 1541 - Monthly generator test completed, no issues found.
3999491	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	6/15/24 12:00 AM	7/26/24 07:50 AM	7/26/24 07:50 AM	Generator Monthly Test (1m) 1541 - Monthly generator test completed, no issues found.
3999534			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1541	CLOSE	6/15/24 12:00 AM	7/26/24 07:56 AM	7/26/24 07:56 AM	
3999702	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	6/16/24 12:00 AM	7/15/24 09:30 AM	7/15/24 09:30 AM	
4026051			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	7/1/24 12:00 AM	9/23/24 09:28 AM	9/23/24 09:28 AM	
4026058			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	7/1/24 12:00 AM	7/15/24 09:28 AM	7/15/24 09:28 AM	
4029949			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	7/1/24 12:00 AM	7/15/24 09:36 AM	7/15/24 09:36 AM	

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4048655			1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		Duty Alum Pump Replacement	CLOSE		7/26/24 08:02 AM	7/26/24 08:02 AM	Duty Alum Pump Replacement - Replace old inoperable Watson Marlow alum pump. Qdos 30 Universal 24V Relay pump 30l/hr 7bar, 100 PSI ReNu Santoprene pumphead to the left Duty Alum Pump Replacement - New Duty Alum pump arrived mopnday July 21/24, was installed July 22/24, working OK at this time
4048656			1541, Mattawa Wastewater System	CAP	Refurbish/ Replace/Repair	0		Standby Alum Pump Replacement	CLOSE		7/26/24 08:03 AM	7/26/24 08:03 AM	Standby Alum Pump Replacement - Replace old inoperable Watson Marlow alum pump. Qdos 30 Universal 24V Relay pump 30l/hr 7bar, 100 PSI ReNu Santoprene pumphead to the left Standby Alum Pump Replacement - New Standby Alum pump arrived monday July 21/24, was installed July 22/24, working OK at this time
4049472	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	7/16/24 12:00 AM	7/22/24 09:13 AM	7/22/24 09:13 AM	
4051476			1541, Mattawa Wastewater System	CALL	Inspection	0		555 Mattawan St sewer backup	CLOSE		7/27/24 10:30 AM	7/27/24 12:45 PM	555 Mattawan St sewer backup - Resident at 555 Mattawan St called in for backed up sewer. She was told from plumber friend to call the city. Checked both manholes up and downstream. Both flowing fine. Informed caller that a plumber is needed to assess the situation from inside building.

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4051477			1541, Mattawa Wastewater System	CALL	Refurbish/ Replace/Repair	0		Brooke Station pump 2 tripped	CLOSE		7/26/24 09:30 PM	7/26/24 11:30 PM	Brooke Station pump 2 tripped - Received call for general alarm at Brooke St lift station at 21:30. Arrived on site at 22:30 and found pump#2 breaker tripped. Reset breaker and ran pump manually. Pumped down station successfully.
4073705			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	8/1/24 12:00 AM	9/23/24 09:29 AM	9/23/24 09:29 AM	
4073712			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	8/1/24 12:00 AM	9/23/24 09:30 AM	9/23/24 09:30 AM	
4077085			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	8/1/24 12:00 AM	9/23/24 02:28 PM	9/23/24 02:28 PM	Pump Submersible Group Inspection (1m) 1541 - Pumps ran and visual inspection completed weekly. No issues found at this time
4094064	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	8/16/24 12:00 AM	9/23/24 09:32 AM	9/23/24 09:32 AM	
4095611	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	8/26/24 12:00 AM	9/23/24 02:29 PM	9/23/24 02:29 PM	Generator Monthly Test (1m) 1541 - Generator ran under power outage conditions. No issues found at this time.
4095614	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	8/26/24 12:00 AM	9/23/24 02:29 PM	9/23/24 02:29 PM	Generator Monthly Test (1m) 1541 -Generator ran under power outage conditions. No issues found at this time.
4095617	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	CLOSE	8/26/24 12:00 AM	9/23/24 02:30 PM	9/23/24 02:30 PM	Generator Monthly Test (1m) 1541 -Generator ran under power outage conditions. No issues found at this time.
4095620			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1541	CLOSE	8/26/24 12:00 AM	9/23/24 09:33 AM	9/23/24 09:33 AM	
4121276	0000328870	MCC MAIN POWER DISTRIBUTION LAGOON	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	3	YEARS	MCC Panel Inspection (3y) - 1541	COMP	9/1/24 12:00 AM	1/16/25 08:31 AM	1/16/25 08:31 AM	MCC Panel Inspection (3y) - 1541 - Visual inspection of MCC complete no issues seen at this time
4121279			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	9/1/24 12:00 AM	10/15/24 03:34 PM	10/15/24 03:34 PM	

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4121286			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	9/1/24 12:00 AM	9/23/24 09:33 AM	9/23/24 09:33 AM	
4125236			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	9/1/24 12:00 AM	9/23/24 09:34 AM	9/23/24 09:34 AM	
4140627			1541, Mattawa Wastewater System	CALL	Inspection	0		Low battery 101 Bissett LS	CLOSE		8/31/24 10:00 AM	8/31/24 11:30 AM	Low battery 101 Bissett LS - Received call from Telus for low battery alarm at 101 Bissett lift station. Checked station to make sure hydro was still supplied to pumps. Power was present upon arrival. Manually pumped down lift station and placed back into AUTO
4144081	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	CLOSE	9/16/24 12:00 AM	9/23/24 09:35 AM	9/23/24 09:35 AM	
4145630			1541, Mattawa Wastewater System	CALL	Inspection	0		Louis LS high float	CLOSE		9/17/24 04:30 PM	9/17/24 06:30 PM	Louis LS high float - Received Alarm for high float at Louis St lift station. Arrived on site, station was pumped down. No signs of high water level earlier. Manually ran pump to verify operation.
4171426	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Fall (6m) 1541	COMP	10/1/24 12:00 AM	1/15/25 06:51 AM	1/15/25 06:51 AM	
4171433	0000328854	UV LIGHT REACTOR SYSTEM	1541, Mattawa Wastewater System	PM	Inspection	6	MONTHS	UV Reactor service Spring (6m) 1541	COMP	10/1/24 12:00 AM	1/15/25 07:25 AM	1/15/25 07:25 AM	
4171594	0000328878	BLOWER CENTRIFUGAL B01 AERATION	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Blower Centrifugal Inspection/ Service (1y) 1541	COMP	10/1/24 12:00 AM	1/15/25 07:02 AM	1/15/25 07:02 AM	Blower Centrifugal Inspection/ Service (1y) 1541 - Blower visually inspected, checked belts and oil- All ok. No signs of any oil leaks
4171608	0000328879	BLOWER CENTRIFUGAL B02 AERATION	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	Blower Centrifugal Inspection/ Service (1y) 1541	COMP	10/1/24 12:00 AM	1/15/25 07:03 AM	1/15/25 07:03 AM	Blower Centrifugal Inspection/ Service (1y) 1541 - Blower visually inspected, checked belts and oil- All ok. No signs of any oil leaks

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 1541*

Work Order Type: ADMIN,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
4171621			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	YEARS	HVAC, Fans, Dehumidifiers, Heaters ,Louvres Route (1y) 1541	COMP	10/1/24 12:00 AM	1/15/25 07:04 AM	1/15/25 07:04 AM	HVAC, Fans, Dehumidifiers, Heaters ,Louvres Route (1y) 1541 - Town of mattawa had a third party come in and clean and inspect all heaters- no report given.
4171643			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	CLOSE	10/1/24 12:00 AM	10/15/24 03:33 PM	10/15/24 03:33 PM	
4171650			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	CLOSE	10/1/24 12:00 AM	10/15/24 03:36 PM	10/15/24 03:36 PM	
4175378			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	CLOSE	10/1/24 12:00 AM	10/15/24 03:37 PM	10/15/24 03:37 PM	
4194598	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	10/16/24 12:00 AM	1/15/25 07:02 AM	1/15/25 07:02 AM	Tank Alum Inspection (1m) - 1541 - Alum tank is inspected during morning rounds, no issues at this time
4195732	0000328874	GENERATOR ELECTRIC DIESEL BACKUP POWER	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	10/23/24 12:00 AM	1/15/25 07:07 AM	1/15/25 07:07 AM	Generator Monthly Test (1m) 1541 - Monthly genertor test was completed, all OK no issues at this time
4195735	0000328842	GENERATOR ELECTRIC DIESEL 601 MCKENZIE ST.	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	10/23/24 12:00 AM	1/15/25 07:10 AM	1/15/25 07:10 AM	Generator Monthly Test (1m) 1541 -Generator ran under no hydro conditions, Checked all ok , transfered all ok, No issues at this time
4195738	0000328901	GENERATOR ELECTRIC DIESEL	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Monthly Test (1m) 1541	COMP	10/23/24 12:00 AM	1/15/25 07:10 AM	1/15/25 07:10 AM	Generator Monthly Test (1m) 1541 -Generator ran under no hydro conditions, Checked all ok , transfered all ok, No issues at this time
4195783			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1541	COMP	10/23/24 12:00 AM	1/15/25 07:10 AM	1/15/25 07:10 AM	
4195880			1541, Mattawa Wastewater System	CAP	Predictive Maintenance	0		Mattawa Sewage Pump Stations: Wet Well Cleaning	COMP		11/29/24 09:32 AM	11/29/24 09:32 AM	Mattawa Sewage Pump Stations: Wet Well Cleaning - Clean all lift stations and remove sludge.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 1541*

Work Order Type: ADMIN,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
4196080			1541, Mattawa Wastewater System	EMER	Refurbish/ Replace/Repair	0		Emergency Pump Out During Power Outage	CLOSE		10/25/24 11:33 AM	10/25/24 11:33 AM	Emergency Pump Out During Power Outage - Generator failed and station requires pump out during scheduled power outage.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 1541*

Work Order Type: ADMIN,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
													Emergency Pump Out During Power Outage - Oct 24th/25th 2024 20:00 prepare equipment and unlock all gates and lids from 451 Bissett street lift station. due to backup generator not functioning properly. 20:30 Hydrovac company arrived on site to setup equipment. 20:45 manually pump station down to prepare for power outage. 21:05 power outage started and Muskoka hydro vac started making trips to lagoons with raw sewage. 23:45 power came back on, put all equipment back away and reset all faults on pumps. 23:55 pumps back in auto and cycling properly. 00:10 headed to the WTP. reservoir was 1.85, acknowledged a bunch of alarms due to power outage. 00:20 started WTP manually by changing setpoints, return setpoints back to where they were after startup. 00:30 Communicated with ORO and Town Fire chief about the WTP startup for fire suppression. 00:45 Contacted True steel alarms about any further alarms. Put Generator Fault alarm on disregard until Monday October 28th. Kyle Michaud
4217901			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	11/1/24 12:00 AM	1/15/25 07:18 AM	1/15/25 07:18 AM	Alarm Dialer Route (1m) - 1541 - Alarm dialer checked, all seems ok,

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 1541*

Work Order Type: ADMIN,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
4217908			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	11/1/24 12:00 AM	1/15/25 07:19 AM	1/15/25 07:19 AM	Health And Safety Inspection (1m) 1541 - Walk around heath and safety inspection completed, no issues outstanding
4221026			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	11/1/24 12:00 AM	1/15/25 07:20 AM	1/15/25 07:20 AM	Pump Submersible Group Inspection (1m) 1541 - All pumps visiually inspected and ran in hand weekly, no issues found at this time
4236787			1541, Mattawa Wastewater System	CALL	Inspection	0		1101 Bissett LS high level	CLOSE		11/9/24 08:00 AM	11/9/24 11:30 AM	1101 Bissett LS high level - Alarm for alarm level at 1101 Bissett LS at 0800. On site found level at inlet. P#2 tripped on overload. Reset P#2 and ran both pumps. Pump 2 reading higher amps than Pump 1. Station pumped down successfully.
4236902			1541, Mattawa Wastewater System	OPER	Compliance	0		Alum Order For Lagoon-1541	COMP		1/16/25 07:44 AM	1/16/25 07:44 AM	Order Details - KEMIRA ALS BULK 24,820.000 KG 473.0000 CN code: 2833220000 Net weight: 24,820.000 KG 54,718.778 LB Gross weight: 24,820.000 KG 54,718.778 LB Delivery no / Date:86326621 / 11/19/2024 UN3264, CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (Aluminium sulphate), 8, PGIII, RQ
4237302	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	11/16/24 12:00 AM	1/15/25 07:21 AM	1/15/25 07:21 AM	Tank Alum Inspection (1m) - 1541 - Alum tank inspected during rounds, no issues found, no leaks or cracks found
4259676	0000328859	ANALYZER GAS BUMP TEST	1541, Mattawa Wastewater System	PM	Calibration	6	MONTHS	Analyzer Gas C02 (6m) 1541	COMP	12/1/24 12:00 AM	1/15/25 07:26 AM	1/15/25 07:26 AM	Analyzer Gas C02 (6m) 1541 - Gas monitor is calibrated/bump tested before each use
4259687			1541, Mattawa Wastewater System	PM	Inspection	1	MONTHS	Alarm Dialer Route (1m) - 1541	COMP	12/1/24 12:00 AM	1/15/25 07:27 AM	1/15/25 07:27 AM	Alarm Dialer Route (1m) - 1541 - Various alarms over the month, alarm dialer working correctly

Workorder Summary Report

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Report End Date: Dec 31, 2024 11:59 PM

Location: 1541*

Work Order Type: ADMIN,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
4259694			1541, Mattawa Wastewater System	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1541	COMP	12/1/24 12:00 AM	1/15/25 07:28 AM	1/15/25 07:28 AM	Health And Safety Inspection (1m) 1541 - Walk around health and safety inspection completed, no outstanding issues seen, all walkways ans steps taken care of by town of mattawa staff
4259716	0000328828	UPS BATTERY BACKUP 451 BISSETT ST.	1541, Mattawa Wastewater System	PM	Inspection	1	YEARS	Ups Battery Bank Insp/Service (1y) 1541	COMP	12/1/24 12:00 AM	1/15/25 07:29 AM	1/15/25 07:29 AM	Ups Battery Bank Insp/Service (1y) 1541 - Visual inspection of backup batteries, no leaks or issues found at this time
4262780			1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Pump Submersible Group Inspection (1m) 1541	COMP	12/1/24 12:00 AM	1/15/25 07:30 AM	1/15/25 07:30 AM	Pump Submersible Group Inspection (1m) 1541 - All pumps visually inspected and ran in hand weekly, all ok, no issues at this time
4279093	0000328888	TANK STORAGE ALUM	1541, Mattawa Wastewater System	PM	Refurbish/ Replace/Repair	1	MONTHS	Tank Alum Inspection (1m) - 1541	COMP	12/16/24 12:00 AM	1/15/25 07:32 AM	1/15/25 07:32 AM	Tank Alum Inspection (1m) - 1541 - Alum tank visually inspected, issues found



INFORMATION REPORT

PREPARED FOR: MAYOR BELANGER AND MEMBERS OF COUNCIL

PREPARED BY: DEPUTY MAYOR GARDINER, CHAIR OF CORPORATE SERVICES

TITLE: DRAFT FIREWORK BYLAW

DATE: MONDAY, MARCH 24TH, 2025

REPORT NO: 25-11R

BACKGROUND

In 2023, the Corporate Services Committee held discussion about fireworks within the municipality. The Committee requested that staff create a draft bylaw prohibiting both the sale and use of fireworks within municipal boundaries without the proper notification and approval from Town of Mattawa staff. A report and draft by-law were completed and presented at the Corporate Services Committee meeting on October 2nd of 2023.

ANALYSIS & DISCUSSION

The Committee reviewed the draft by-law and members asked that it be circulated to our surrounding municipalities, Mattawan and Papineau Cameron to make them aware of our intentions and to ask for their support. The Bylaw Officer (Mr. Chaput) also sent an email with a copy of the draft by-law and set fines to the Crown Counsel, Crown Law office of the Ministry of the Attorney General in Toronto for their approval of the set fines. Mr. Chaput did note that he did receive communication back confirming that the information provided (only insofar as it relates to the proposed set fine application portion of the bylaw) was acceptable. Mr. Chaput also sent emails to both of our neighbour municipalities with a copy of the draft by-law and set fines and asked them to share it with their Council. Only an email with a resolution of **non support** from Mattawan Township was received back. Attached is the proposed draft bylaw being submitted from the Corporate Services Committee for Council consideration.

FINANCIAL IMPLICATIONS

Attached set fine schedule.

RELEVANT POLICY/LEGISLATION

Explosives Act, Fire Protection and Prevention Act.

RECOMMENDATIONS/RESOLUTION

That the Council receives this report and directs the clerk to return with a formal bylaw at the next regular meeting of council.

BE IT RESOLVED THAT Council of the Town of Mattawa receives Report # 25-11R titled Draft Firework Bylaw.

AND FURTHER THAT Council directs the Clerk to bring forward the formal Fireworks By-law at the next regular meeting of Council.

**THE CORPORATION OF THE TOWN OF MATTAWA
BY-LAW NO. 25-XX**

BEING A BY-LAW to Regulate the Sale, Possession, Use, Setting Off, Ignition, and/or Discharge of Fireworks Within the Town of Mattawa

WHEREAS Section 120 of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that a local municipality may prohibit and regulate the manufacture, storage, keeping and transportation of dangerous substances and explosives in the municipality; and that a by-law may require a permit and may impose conditions for obtaining, continuing to hold and renewing the permit including requiring the submission of plans;

AND WHEREAS pursuant to section 121, subsection (a) of the Municipal Act, 2001 S.O. 2001, chapter 25, as amended, provides that a local municipality may prohibit and regulate the sale of fireworks and the setting off of fireworks;

AND WHEREAS pursuant to section 121, subsection (b) of the Municipal Act, 2001 S.O. 2001, chapter 25, as amended, provides that a municipality may prohibit the sale of fireworks and the setting off of fireworks unless a permit is obtained from the municipality for those activities and may impose conditions for obtaining, continuing to hold and renewing the permit, including requiring the submission of plans;

AND WHEREAS the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, s.7.1 (1) (a) provides that a Council of a Municipality may pass By-laws regulating the prevention and spreading of fires;

AND WHEREAS sections 425, 426 and 429 of the Municipal Act, 2001 S.O. 2001, chapter 25, states a municipality may pass By-laws providing that a person who contravenes a By-law of the municipality passed under this Act is guilty of an offence, no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a By-law passed under this Act and a municipality may establish a system of fines for offences under a By-law of the municipality passed under this Act;

AND WHEREAS Section 435, 436, 437 and 438 of the Municipal Act, S.O. 2001, c.25, as amended set out additional powers and restrictions regarding the power of entry.

AND WHEREAS the Council of the Corporation of the Town of Mattawa deems it desirable and in the best interests of the municipality to regulate the discharge of fireworks within the Town of Mattawa and to require a permit for certain firework displays;

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

1. DEFINITIONS:

For the purpose of this By-law, the following definitions shall apply:

1.1. "Authority Having Jurisdiction" means the individual authorized by Natural

Resources Canada to authorize fireworks displays and the Fire Chief of the Town of Mattawa.

- 1.2. "Burning Ban" and "Municipal Burning Ban" means the cancellation of the issuance of fire permits issued for all open air burning by the Municipality or its Fire Chief.
- 1.3. "Council" means the Council of the Corporation of the Town of Mattawa.
- 1.4. "Competent Person" means a person who is at least eighteen (18) years of age.
- 1.5. "Explosives Act (Canada)" means the Explosives Act, R.S.C. 1985, c. E-15 as amended from time to time.
- 1.6. "Fire Chief" means the Chief, or their designate, of the Town of Mattawa Fire Department.
- 1.7. "Fireworks" shall consist of the following devices:
 - (i) "Display Fireworks" means a device or devices classed by the Canadian Explosives Regulatory Division of the Ministry of Natural Resources, or any other similar or successor agency of government, as high hazard fireworks, and recognized as class 7.2.2/F.2 under the *Explosives Act*, (C.R.C., 599), for recreation, being of the type generally used at public gatherings.
 - (ii) "Family Fireworks", also known as "Consumer Fireworks", means a device or devices recognized as class 7.2.1 fireworks under the *Explosives Act*, (C.R.C., 599), and any device capable of ignition and explosion or burning for display, sold to the public without necessity for licensing by provincial or federal laws or regulations.
 - (iii) "Firecrackers" means a noise producing device which uses a chemical compound and fuse, and which are designed and used primarily as noise makers. For the purpose of this by-law, Christmas crackers and caps used in cap pistols shall not be deemed to be "firecrackers".
 - (iv) For the purposes and provisions of this By-law "Firecrackers" will be classified as "Family Fireworks"
- 1.8. "Fireworks Supervisor" shall mean a person holding a current certification as a Fireworks Supervisor under the authority of the Explosives Act and has the skill and ability to safely set up and supervise the discharge of fireworks at a public display, as approved by the Fire Chief, or their designate.
- 1.9. "Municipal Fire Ban" means absolutely no setting off of any class of Fireworks but does not include the use of propane or naphtha gas cooking equipment equipped with a shut off mechanism.

- 1.10 “Municipal Law Enforcement Officer” shall mean a by-law enforcement Officer appointed by Council.
- 1.11 “Municipality” means the Municipality of the Town of Mattawa.
- 1.12 “Owner” means any person in care and control of a property and shall include, but is not limited to, the registered property owner, property owners’ agent(s) and representative(s), rental management company staff, and/or tenant or tenants of a property.
- 1.13 “Officer” means a By-law Enforcement Officer, the Fire Chief and their designate, and shall mean any Law Enforcement Officer or Provincial Offences Officer, whether local, provincial, or federal, operating in an enforcement capacity in the Municipality, or within the Municipal borders, and may include, but is not limited to, the Ontario Provincial Police (OPP) and the Royal Canadian Mounted Police (RCMP).
- 1.14 “Permit” means written permission issued by the Town of Mattawa pursuant to this By-law.
- 1.15 “Person” includes a partnership, a corporation and a natural individual where a person is over the age of eighteen (18) years, “Person” also includes any parent or guardian of a minor.
- 1.16 “Set off” includes any method of detonating or igniting fireworks.
- 1.17 “Sell” includes offer for sale, cause or permit to be sold and to possess for the purpose of sale and the words “selling” and “sold” have a similar meaning.

2. SALE OF FIREWORKS

- 2.1 No person shall sell Fireworks or Firecrackers, either Family Fireworks or Display Fireworks, or any class thereof, within the Municipality at any time.

3. POSSESSION OF FIREWORKS

- 3.1 No person shall possess Fireworks or Firecrackers either Family Fireworks or Display Fireworks, or any class thereof, within the Municipality at any time.
- 3.2 Notwithstanding Section 3.1, a person may possess Display Fireworks where a permit has been issued pursuant to this By-law. A permit shall be in the form as set out in Schedule “A” of this By-law.

4. SETTING OFF FIREWORKS

- 4.1 No person shall set off Fireworks or Firecrackers, either Family Fireworks or Display Fireworks, or any class thereof, within the Municipality at any time.
- 4.2 The owner shall be held responsible for the setting off of fireworks that occurs on a property.

- 4.3 The owner shall be held responsible for Property damage or injury caused by the setting off of fireworks that occurs on a property.
- 4.4 Notwithstanding Section 4.1 a person may set off Display Fireworks where a permit has been issued pursuant to this By-law. A permit shall be in the form as set out in Schedule "A" of this By-law.

5 DISPLAY FIREWORKS

- 5.1 No Person shall set off Display Fireworks without first being issued a permit to do so signed by the Fire Chief or their designate.
- 5.2 Display Fireworks shall only be set off by a person(s) who holds a valid Fireworks Supervisor certificate, or equivalent thereof, or under the supervision of a person who is qualified and certified for such purpose, to the satisfaction of the Fire Chief or their designate.
- 5.2 Permit applications shall be submitted no less than thirty (30) working days (Saturday, Sundays, Statutory holidays and on days in which the Town office is closed are excluded) prior to the proposed event and shall include the following information;
- (i) a site plan to approximate scale showing direction of firing, spectator viewing area, separation distances, positioning of ramps and mortars, significant ground features, roads, public rights of way, buildings or structures, overhead obstructions and parking areas.
 - (ii) A statement of intent describing the event date, time schedule of the events, a description of fireworks, including type, size and quantity, firing procedures and emergency response procedures.
 - (iii) Written permission from the owner where the display is to be held.
- 5.3 Each Permit application shall state the name of the corporation, service club, association, or group to whom it is to be issued, the purpose of the display, the place and date at which and on which it may be held, and the name of the person under whose supervision it shall be held. The applicant will provide a written request for consideration to the Fire Chief, who will review the application and make recommendations. A copy of the Permit Application form is attached hereto as Schedule 'A'.
- 5.4 A Display Fireworks Permit may only be issued to a service club, corporation, association, or group. Any special conditions imposed by the Fire Chief to promote health and safety of the public at the event shall be listed on the permit.
- 5.5 Every applicant shall provide with the Permit application proof of liability insurance for a minimum coverage of Five Million Canadian dollars (\$5,000,000.00 CA) with the Town of Mattawa to be named as an additional insured.
- 5.6 A Display Fireworks Permit may only be issued for the purpose of celebrating Victoria Day, Canada Day, Civic Holiday, Labour Day, or any special day

established by Council.

- 5.7 The Fire Chief has absolute discretion in granting approval and may solicit additional information from the applicant to complete an accurate assessment of the request.
- 5.8 The Fire Chief may impose conditions for approval as he considers necessary to ensure the safety of the public.

6 GENERAL

- 6.1 The discharge of Display Fireworks or any class of Fireworks may be suspended by order, whether verbal or written, of the Fire Chief or their designate, if in the opinion of the Fire Chief or their designate, they deem that it poses a threat to human life and/or property.
- 6.2 A Bylaw Enforcement Officer, the Fire Chief or their designate, Law Enforcement Officer and/or a Police Officer is an Officer for the enforcement of this By-law.
- 6.3 No person shall hinder, interfere, and/or obstruct an Officer while carrying out their duties while enforcing this By-law.
- 6.4 Where an Officer has reasonable grounds to believe that an offence under this By-law has been committed by a person(s), the Officer may require the name, address, and proof of identity of that person(s) and the person(s) shall supply the required information.

7 Fees

- 7.1 The fees for obtaining a permit shall be as set out in the Town of Mattawa Consolidated Fees and Charges, By-law as amended.
- 7.2 The fees for an inspection by the Fire Chief or their designate, when required shall be set out in the Town of Mattawa Consolidated Fees and Charges, By-law as amended.

8 Powers of Entry

- 8.1 An officer may enter onto land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the provisions of this By-law are being complied with.
- 8.2 Where an inspection is conducted by the Town, an officer may:
 - i) Require the production for inspection of documents or things relevant to the inspection.
 - ii) Inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.
 - iii) Require information from any person concerning a matter related to the inspection including their name, address, phone number and identification.

- 8.3 Every owner or person occupying the property shall permit an Officer to inspect any land for the purposes as set out in this By-law. An Officer may be accompanied by a person under the Officers direction.

9 PENALTY

- 9.1 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended, as per Schedule "B" attached hereto and forming part of this By-law.
- 9.2 Every person who contravenes or who causes or permits a contravention of any provision of this By-law is guilty of an offence.
- 9.3 Every director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law by the corporation is guilty of an offence.
- 9.4 A person, other than a corporation, convicted of an offence under this by-law, is liable, on a first conviction, to a fine of not more than \$10,000 and, on any subsequent conviction, to a fine of not more than \$25,000.
- 9.5 A corporation convicted of an offence under this By-law, is liable, on a first conviction, to a fine of not more than \$50,000 and, on any subsequent conviction, to a fine of not more than \$100,000.

10 EFFECTIVE DATE

This By-law shall come into full force and effect upon its final passage.

11 REPEAL

That By-law No. 68-24 is hereby repealed in its entirety.

READ A FIRST AND SECOND TIME this ____ DAY OF _____, 2025.

READ A THIRD TIME AND FINALLY PASSED this ____ DAY OF _____ 2025.

Mayor

Clerk

Schedule "A" of By-Law No. 23-xx

DISPLAY FIREWORKS EVENT APPROVAL FORM

Name of Applicant (print): _____

Address: _____

Telephone/ E-mail: _____

Supervisor's Certificate number: _____

Class: _____ Expiry date: _____

Company (if applicable): _____

Address: _____

Telephone/ E-mail: _____

Sponsoring organization (if applicable); _____

Address: _____

Event location: _____

Date(s): _____

Name of Insuring agency: _____

Amount: _____

Address:: _____

Telephone/ E-mail: _____

Place and method of fireworks storage on site: _____

Signature of Supervisor in Charge: _____ Date: _____

Permission of local Authority having Jurisdiction

Name (print): _____

Title: _____

Organization: _____

Address: _____

Telephone/ E-mail: _____

Site plan attached: ☐ Yes ☐ No

Event description attached: ☐ Yes ☐ No

Signature of Authority having Jurisdiction: _____

Date: _____

Comments: _____

Schedule "B" to By-law No. 23-xx

THE CORPORATION OF THE TOWN OF MATTAWA-SET FINES
PART 1 PROVINCIAL OFFENCES ACT BY-LAW NUMBER 2023-??

Being a By- Regulate the Sale, Possession, Use, Setting Off, Ignition, and/or Discharge of
Fireworks Within the Town of Mattawa

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Sell fireworks within the Municipality	Section 2.1	\$500.00
2.	Sell firecrackers within the Municipality	Section 2.1	\$500.00
3.	Possession of fireworks within the Municipality	Section 3.1	\$250.00
4.	Possession of firecrackers within the Municipality	Section 3.1	\$250.00
5.	Set off fireworks within the Municipality	Section 4.1	\$400.00
6.	Set off firecrackers within the Municipality	Section 4.1	\$400.00
7.	Set off Display fireworks without a permit	Section 5.1	\$400.00
8.	Hinder, interfere and/or obstruct an Officer while carrying out their duties	Section 6.3	\$500.00

NOTE: The Penalty Provision for the offences indicated above is Section 9, of By-law No.2023-xx.

From: [Joanne Montreuil](#)
To: [Wayne Chaput](#); admin@papineaucameron.ca
Cc: [Paul Laperriere](#)
Subject: RE: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review
Date: Friday, November 10, 2023 11:43:22 AM
Attachments: [image001.png](#)
[Resolution 2023-128 Mattawa Fireworks By-Law.pdf](#)

Good morning Wayne,
Attached is the resolution that was passed at last night's Council meeting.
Thank you,
JoAnne Montreuil,
Clerk Treasurer,
Municipality of Mattawan

From: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>
Sent: October 24, 2023 9:07 AM
To: admin@papineaucameron.ca; Joanne Montreuil <admin@mattawan.ca>
Cc: Paul Laperriere <cao@mattawa.ca>
Subject: FW: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review

Good morning Vanessa and JoAnne

As discussed on the phone, the Town of Mattawa has drafted a new Fireworks By-law and will be passing it this year. Council wanted to share it with our neighbouring municipalities to make them aware of what we will be doing.

Should you have any questions don't hesitate to contact me.

Thank you,



Wayne Chaput, MLEO (C) CPSO
By-Law & Property Standards Officer
160 Water Street
P.O. Box 390
Mattawa, ON
Tel: 705-744-5611
Fax: 705-744-0104
Email: wayne.chaput@mattawa.ca

From: CLOC SetFines (MAG) <CLOC_SetFines@ontario.ca>
Sent: Friday, October 20, 2023 7:21 AM
To: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>; CLOC SetFines (MAG) <CLOC_SetFines@ontario.ca>
Cc: Paul Laperriere <cao@mattawa.ca>
Subject: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review

Good morning Wayne,

I have reviewed the attached draft by-law *only insofar as it relates to the proposed set fine application*. It all looks good!

When you send in the formal set fine application, please attach to this email trail so I'm

reminded I've done this review.

Thank you,

Melissa Adams (she/her)

Crown Counsel, Crown Law Office - Criminal
Municipal Set Fines

Ministry of the Attorney General

720 Bay Street, 10th Floor

Toronto, ON M7A 2S9

289-707-3139 | CLOC_SetFines@ontario.ca



From: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>

Sent: October 13, 2023 11:17 AM

To: CLOC SetFines (MAG) <CLOC_SetFines@ontario.ca>

Cc: Paul Laperriere <cao@mattawa.ca>

Subject: Review of Draft By-law

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

To Whom it may concern

I sent this to Devyani and found out she is still on leave. Attached is my proposed Draft By-law to Regulate the Sale, Possession, Use, Setting Off, Ignition, and/or Discharge of Fireworks Within the Town of Mattawa, can you please review and see if anything is missed or needed. I will be bringing this forward to Council soon and just wanted to make sure everything is ok. Thanks for doing this I appreciate it very much.

Thanks,



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Tel: 705-744-5611
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Email: wayne.chaput@mattawa.ca


THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN

DATE November 9, 2023 Resolution No. 2023 - 128

MOVED BY Councillor LAHAYE

SECONDED BY Councillor EDWARDS

BE IT RESOLVED that ~~use~~ the municipality of Mattawan
will not support Draft By Law 2023-KY-Fireworks
Bylaw

CARRIED Mayor Murphy 

DIVISION VOTE

NAME OF MEMBER OF COUNCIL	YEAS	NAYS
<u>Councillor Bell</u>	<u> </u>	<u> </u>
<u>Councillor Edwards</u>	<u> </u>	<u> </u>
<u>Councillor Lahaye</u>	<u> </u>	<u> </u>
<u>Councillor Lemaire</u>	<u> </u>	<u> </u>

From: [Venessa Wilson](#)
To: [Wayne Chaput](#); admin@mattawan.ca
Cc: [Paul Laperriere](#)
Subject: RE: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review
Date: Tuesday, October 24, 2023 9:56:07 AM
Attachments: [image001.png](#)

Good morning Wayne,

Thank you for sharing. I have read the By-law and passed it along to Jason should he wish to bring it to Council.

Have a great day!

Venessa Wilson

Administrative Assistant

The Corporation of the Township of Papineau-Cameron

Tel: (705) 744-5610

Fax: (705) 744-0434

E-mail : admin@papineaucameron.ca

From: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>

Sent: Tuesday, October 24, 2023 9:07 AM

To: admin@papineaucameron.ca; admin@mattawan.ca

Cc: Paul Laperriere <cao@mattawa.ca>

Subject: FW: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review

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To: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>; CLOC SetFines (MAG) <CLOC_SetFines@ontario.ca>

Cc: Paul Laperriere <cao@mattawa.ca>

Subject: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review

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Crown Counsel, Crown Law Office - Criminal
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Email: wayne.chaput@mattawa.ca

From: [CLOC SetFines \(MAG\)](#)
To: [Wayne Chaput](#); [CLOC SetFines \(MAG\)](#)
Cc: [Paul Laperriere](#)
Subject: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review
Date: Friday, October 20, 2023 7:21:07 AM
Attachments: [image003.png](#)
[Mattawa by-law-2023-xx.docx](#)

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Fax: 705-744-0104



INFORMATION REPORT

PREPARED FOR: MEMBERS OF COUNCIL
PREPARED BY: MAYOR RAYMOND A. BÉLANGER
TITLE: ROMA RURAL ROUTES 2025
DATE: MONDAY MARCH 24, 2025
REPORT NO: 25-12R

BACKGROUND

At their first meeting since the January ROMA Conference held in Toronto, the Board heard that ROMA 2025 broke attendance records and received high marks in post-conference evaluations. Final numbers indicate that 2,000 attendees from across Ontario travelled for the event. All conference feedback is reviewed by staff and considered for next year's event.

The Government of Ontario held a total of 574 delegation meetings in response to 763 requests. These meetings help communities engage on local matters with provincial leaders. They help municipal leaders introduce their priorities, opening the door to further local advocacy. The ROMA Boards sat face to face with provincial leaders, including the Minister of Municipal Affairs and Housing Paul Calandra, Minister of Rural Affairs Lisa Thompson, Minister of Health Sylvia Jones, and Parliamentary Assistant to the Minister of Infrastructure, to discuss shared concerns of rural municipal governments, including:

- Responding to the unique and growing challenges of homelessness in rural communities
- Making sure smaller communities can access the infrastructure funding needed to build more homes in their communities.
- Improving access to both primary and hospital care for rural Ontarians in their communities

ROMA seeks to foster relationships with the provincial government through participation of ministers, who periodically attend ROMA Board meetings.

ANALYSIS & DISCUSSION

Premier Doug Ford, Paul Calandra, Minister of Municipal Affairs and Housing, Lisa Thompson, Minister of Rural Affairs, Rob Flack, Minister of Agriculture, Food and Agribusiness and Kinga Surma, Minister of Infrastructure, all delivered remarks at the 2025 ROMA Annual General Meeting and Conference.

ROMA encouraged those attending the 2025 ROMA Conference to participate in zone meetings held on the morning of Sunday, January 19 prior to the start of conference proceedings. This was an opportunity to meet our ROMA Zone board representative, Mark Wilson, Councillor, City of Temiskaming Shores and hear about ROMA priorities and provide input and feedback to the board.

ROMA was excited to announce Chantal Hébert as the 2025 opening keynote speaker at its Annual Conference. With election calls certain at both the provincial and federal governments, ROMA engaged Ms. Hébert to examine and provide insight into the implications of the current political landscape for rural municipal leaders.

Chantal Hébert is a political columnist whose work appears in The Toronto Star and the magazine, L'Actualité. She is also a weekly participant on CBC The National's political panel "At Issue". A prolific journalist who is passionate about Canadian politics, particularly in relation to Québec, Hébert spoke with authority and passion on public policy and other matters of national importance.

Delegation Meetings

Delegation meetings are a unique opportunity for our Council to engage with Ministers, Parliamentary Assistants, and senior Ontario Government officials on local matters that impact our municipality.

Registered ROMA Conference delegates were eligible to request meetings with provincial government. The Town of Mattawa requested to meet with three Ministers.

- 1. Ministry of the Solicitor General (OPP Costs)**
- 2. Ministry of Long-Term Care (Cassellholme)**
3. Ministry of Infrastructure (HEWFS)

Letters from the Mayor (attached to report) were submitted to all three Ministries advising them of our concerns and request for a face-to-face meeting. We were successful in obtaining two of the three requests (bold ones).

Conference highlights

The inauguration of U.S. President Trump, the possibility of tariffs on Canada and the future U.S. Canada relations hung over the conference with speeches from Premier Ford and the Opposition leaders highlighting the importance of standing up against these threats. Many municipal leaders were interested in understanding how they can support a "Team Canada" approach to new economic policy coming out of the United States.

Many leaders also took the opportunity to discuss the possibility of an early provincial election call. While it seemed more likely with Premier Ford indicating he needed a new and bigger mandate to address the Trump administration's policies, the Government did not make large-scale announcements for municipalities.

Trade and Tariffs – Pre-Election Strategy

The conference coincided with the inauguration of US President Trump and the threat of tariffs loomed large in the weeks following the Conference, Ontario Premier Doug Ford called a provincial election amid trade and tariff talk.

Despite this overlap, municipal leaders remained focused on local issues with awareness that municipal challenges need to be addressed with even greater urgency in the face of geopolitical and economic uncertainty.

The ROMA board continues to support AMO's sector-wide, non-partisan provincial election campaign aimed at putting municipal issues at the forefront of the election, recognizing that crises in homelessness and housing are the result of decades of decisions by political parties of all stripes.

Ministers

The minister of Rural Affairs, Lisa Thompson, did release the new Enabling Opportunity: Rural Ontario Development Program (RODP) and it is doubling to \$20 million over two years. In

addition, the Minister of Infrastructure, Kinga Surma, announced that as of February 12, the Province will begin accepting applications for the \$175 million Health and Safety Water Stream of the Municipal Housing Infrastructure Program (MHIP). The program ensures communities across the province have access to safe drinking water and reliable wastewater services.

During the famous “bear pit” session, ministers were questioned about these and other topics:

- **Property assessment and tax system review** – a review that is underway and that the Government wants to ensure they get it right, with fairness at its heart.
- **Frozen Conservation Authority fees** – the Government says it will not reverse its decision on the freezing of fees given they want to ensure that building permits are issued quickly so housing can be built.
- **AMO’s Social and Economic Prosperity Review** – the Government reiterated existing investments in infrastructure and housing.
- **Policing costs for smaller municipalities with their own forces and increasing budgets** – the Government indicated the Ontario Provincial Police billing model will be looked at and that they are considering options such as municipal grants.
- **Joint and Several Liability** – the Government acknowledged past work of an AMO advisory group and stated their focus will continue to be on risk management and data collection.

During the conference, there was some discussion related to *Bill 241*, Municipal Accountability Act, which brings new measures to the existing code of conduct framework. As this bill continues to be reviewed, members are invited to share their feedback to help inform a potential submission to Standing Committee and the Regulatory Registry.

Vote Like Your Quality of Life Depends On It Campaign

The Association of Municipalities of Ontario (AMO) launched its first public relations strategy to inform the next Provincial election: “Vote Like Your Quality of Life Depends On It”. A foundational aspect of this campaign is AMO’s call for a Social and Economic Prosperity Review, a deep dive looks at who does what and who pays for what, as part of the provincial-municipal fiscal framework. ROMA is proud to join AMO in the initial call for a review, along with 150 municipalities. This new campaign now builds on their recently released study on homelessness in Ontario.

Your community desperately needs provincial investment in municipal infrastructure to build more homes. – Ontario must invest in municipal infrastructure to make housing more affordable. Municipalities and home builders can no longer do it alone.

Provincial policies have left 80,000 homeless in Ontario and 1,400 encampments in public parks. – Restoring provincial investment in social housing, mental health and addiction services, and basic income support can solve homelessness and let you feel safe again in your community.

Billions of property tax dollars are diverted each year to pay for provincial programs, driving up your tax bill. – Ontario must fund its own programs so municipalities can keep your communities safe, affordable, and prosperous.

LAS Continues Work on Solutions for Small Rural Water and Wastewater Systems

LAS, AMO’s Business Services arm, has published a feasibility study on creating municipal services corporations for water and wastewater systems. A panel of municipal experts explored

whether MSCs could be a new way to finance infrastructure and other cost pressures on smaller municipal water/wastewater systems.

The Board supported LAS's next step of developing a business case with interested municipalities to determine the viability of the proposed model and next steps.

FINANCIAL IMPLICATIONS

Registration, Per-Diem, Accommodations, Travel and Meal Expenses.

RELEVANT POLICY/LEGISLATION

Approval by Council resolution.

ATTACHMENTS

Letter to SOLGEN, Letter to Minister of Long-Term Care, Letter to Minister of Infrastructure

RECOMMENDATIONS/RESOLUTION

That Council of the Town of Mattawa receives this report.

BE IT RESOLVED THAT Council of the Town of Mattawa receives Report # 25-12R titled Roma Rural Routes 2025.



Corporation of the Town of Mattawa

Telephone: (705) 744-5611 ~ Fax: (705) 744-0104

160 Water Street, P. O. Box 390

Mattawa, ON P0H 1V0

www.mattawa.ca

January 13, 2025

Honorable Michael Kerzner, MPP
Minister of the Solicitor General
25 Grosvenor Street
Toronto, ON M7A 1Y6

Minister.SOLGEN@ontario.ca

Re: OPP Services to Municipalities
Ministry of the Solicitor General at the 2025 ROMA Conference

Dear Minister Kerzner,

The OPP provided the Town of Mattawa with its budget request for 2025, an increase of \$154,448 or 29%. This amount would have represented a 6.7% increase to the general taxation levy. We are aware that ROMA and AMO have their policy advisors working on this file and are advocating on our behalf.

The Town of Mattawa is grateful to the Ontario Government for providing immediate relief for the 2025 budgeting purposes. These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to the Office of the Solicitor General for 2025, inclusive of the increases resulting from the new collective agreement, was \$685,495. Today's proposed billing changes will provide an estimated \$103,885 in financial relief for our municipality, bringing the new total for OPP services being billed to our municipality in 2025 to \$581,611.

The province confirmed that it will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province. Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of our community.

The Council of the Town of Mattawa is asking the Provincial Government to absorb policing costs into the provincial budget, specifically for small urban and rural communities of 10,000 people or less.



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The Council of the Town of Mattawa did pass and circulate a resolution calling on the province to "immediately implement sustainable funding" for small urban and rural municipalities "by reabsorbing the cost of the Ontario Provincial Police back into the Provincial budget with no recovery to municipalities".

It is a disappointing thing that we cannot move our municipality forward because of multiple increases that we must pay for. Small urban and rural municipalities face unsurmountable challenges trying to fund maintenance and capital costs. Operating needs consume most property tax revenue sources, and small communities like Mattawa face monumental infrastructure deficits that cannot be adequately addressed through property tax alone.

Sincerely,

Mayor Raymond A. Bélanger
Town of Mattawa

c.c. Honorable Victor Fedeli, MPP
Minister of Economic Development, Job Creation and Trade Chair of Cabinet



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January 10, 2025

Honorable Natalia Kusendova-Bashta,
MPP Minister of Long-Term Care
6th Floor 400 University Avenue,
Toronto, ON M5G 1S5

Re: **Cassellholme (East Nipissing Home for the Aged Board of Management)**
Delegation at the 2025 ROMA Conference

Dear Minister Kusendova-Bashta,

The Long-Term Care Home Act, 2007, provides for the establishment of boards of management for long-term care homes in territorial districts in Ontario.

Schedule 4 of Ontario 79/10 of the Long-Term Care Homes Act sets the legislative requirements for the Board of Management of Cassellholme, the East Nipissing District Home for the Aged.

There are more than 600 Long-Term Care homes in Ontario and only six of them are legislated to be directed by a Board of Management. For many years now, certain municipalities under the board of management of CASSELLHOLME, EAST NIPISSING DISTRICT HOME FOR THE AGED, have requested the Ministry not only to amend the Act, but to release our municipalities entirely from the Act.

We have been patient in waiting for a response, we need the Ministry to deal with the Cassellholme debacle once and for all! I'm sure that other concerned municipalities are looking forward to the Ministry taking a deep dive and to resolve this issue.

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Sincerely,

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Town of Mattawa

c.c. Honorable Victor Fedeli, MPP
Minister of Economic Development, Job Creation and Trade Chair of Cabinet



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160 Water Street, P. O. Box 390

Mattawa, ON P0H 1V0

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January 13, 2025

Honorable Kinga Surma, MPP
Minister of Infrastructure
College Park, 5th Floor Room 5E200
777 Bay Street
Toronto, ON M7A 2J3

Minister.MOI@ontario.ca

**Re: Housing-Enabling Water Systems Fund (HEWSF)
Ministry of Infrastructure at the 2025 ROMA Conference**

Dear Minister Kinga,

The Ontario Government announced funding over three years for the new Housing-Enabling Water Systems Fund (HEWSF). The program targets critical water projects to help unlock more housing in Ontario, bringing us one step closer to the government's goal of building 1.5 million homes by 2031.

The Town of Mattawa would like to contribute to achieving this goal!

All municipalities that own water infrastructure were eligible to submit one application, with a maximum project provincial contribution cost of \$35 million or less.

The first intake of HEWSF received significant interest with over 200 applications received, requesting more than \$2.5 billion in provincial support. On August 7, 2024, Ontario announced the allocation of \$970 million to 54 projects across 60 municipalities under HEWSF.

Projects were evaluated based on technical merits and outcomes, including housing, project readiness, and health and safety.

Despite the fact that the Town of Mattawa is developing infrastructure to allow for up to 300 units (1/3 of the current household in Mattawa), its application of approximately \$11 million was declined. I truly believe that our size and being from Northern Ontario brought us up to bat with two strikes against us!

Due to high demand for funding, Ontario is investing an additional \$250 million for a second intake of applications which opened on August 14, 2024. The second intake is available to municipalities that were either unsuccessful or did not apply during the first round. Our second application has been reduced to \$5 million.



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c.c. Honorable Victor Fedeli, MPP
Minister of Economic Development, Job Creation and Trade Chair of Cabinet



INFORMATION REPORT

PREPARED FOR: MAYOR BELANGER AND MEMBERS OF COUNCIL

PREPARED BY: PAUL LAPERRIERE, CAO/TREASURER

TITLE: ADMINISTRATIVE POLICIES AND PROCEDURES AMENDMENTS

DATE: MONDAY MARCH 24, 2025

REPORT NO: 25-13R

BACKGROUND

On February 18, 2025, Council received and reviewed the Administrative Policies and Procedures.

ANALYSIS AND DISCUSSION

The Policies were accepted as presented. There were comments on the Procedures and staff were directed to return with suggested amendments or support as to why no amendment was proposed.

Attached are excerpts of the Procedures where amendments were requested, and amendments have been proposed and are indicated in red.

FINANCIAL CONSIDERATION:

RELEVANT POLICY/LEGISLATION:

ATTACHMENT:

Details of Changes to the Administrative Procedures.

RECOMMENDATION:

It is recommended that Council for the Town of Mattawa receives this report and further that Council accepts the changes to the Administrative Procedures as amended.

BE IT RESOLVED THAT Council of the Town of Mattawa receives Report # 25-13R titled Administrative Policies and Procedures Amendments.

AND FURTHER THAT Council directs staff to return at the next regular meeting of Council with a formal by-law for adoption of the Administrative Policies and Procedures.

No employee is authorized to signed on their own behalf.

Changes are only made to an employee's pay upon receipt of an approved [Payroll Change Form](#).

The Deputy Treasurer processes all payroll changes and files appropriate documentation in the employee's personnel file.

1.5.3 CHANGES TO PAY AND BENEFITS

For non-union employees, only Council approves Salary Scales, Cost of Living Allowances and Benefits and any changes thereto.

For union employees, all Salary Scales, Cost of Living Allowances and Benefits are addressed in accordance with the Collective Agreement.

1.6 BANK RECONCILIATIONS

The municipality maintains banking operations with Scotia Bank and Caisse Alliance. The municipality's signing officers (see procedure 1.7) review and sign the agreement describing the banking services and fixed charges on an annual basis.

1.6.1 Banking Operations:

The municipality operates with a line of credit in the amount of \$500,000. The Treasurer prepares an annual cash flow statement for Council.

1.6.2 Responsibilities

On a monthly basis, the Deputy Treasurer:

1. Verifies cancelled cheques against:
 - a. The Bank Statement
 - b. The General Ledger
2. Initials and dates the Bank Statement for proof of reconciliation
3. Keys cancelled cheques into the Municipal Accounting System and
4. Prepares the Bank Reconciliation Statement for approval by the Treasurer

1.7 SIGNING AUTHORITIES

The CAO is authorised to approve expenditures in accordance with procedures 1.9, 1.10 and 1.11

For payment purposes and further to Procedure 1.11.2, two signatures are entered by the Municipality's Signing Officers that consist of:

- 1 Council Member **being the Mayor or a Standing Committee Chair**
- And any one of
- The CAO/Treasurer or the Deputy Treasurer or the Clerk

1.7.1 Direct Deposit Payments

The CAO/Treasurer and the designated member of Council will sign the direct deposit summary.

1.8 SURPLUS FUNDS

If the municipality is in a surplus cash position during the year, the Treasurer will recommend appropriate action to Council.

1.9 ACCOUNTS PAYABLE

The CAO shall not:

- Allow assets to be unprotected, inadequately maintained, nor unnecessarily risked.
- Make any purchase:
 - Where prudent protection has not been applied against conflicts of interest or
 - Of over \$10,000, without having obtained **3 comparable quotes. If 3 quotes cannot be obtained, documentation will be put on file as to why 3 quotes could not be obtained and what steps were taken to secure same.**

1.9.1 Invoices Received

All original invoices are forwarded to the Deputy Treasurer for processing.

The Deputy Treasurer will hold Invoices for payment pending receipt of all Purchase Orders, Packing Slips and Shipping Dockets as appropriate.

When invoices are received, the Deputy Treasurer:

1. Matches invoice to Packing Slip, Shipping Docket and Purchase Order
2. Stamps invoice with Accounts Payable stamp
3. Indicates Purchase Order Number in the appropriate space
4. Indicates the Vendor Number
5. Checks amounts billed on invoice vs. amounts received per packing slip/Purchase Order
6. Initials in appropriate place on stamp that the amounts billed have been verified to the Packing Slip/Purchase Order to:
 - a. Verify that all signature approvals are in place, and
- Does not initial if unable to verify amounts (no packing slip, etc.)
7. Checks unit price on invoice to unit price on P.O.
8. Checks calculation on quantity times unit price and tax calculations on invoice
9. Assigns date payable
10. Verifies and/or assigns account distribution code and initials approval, and
11. Records G.S.T. recoverable @ 100% & PST recoverables @ 82%.

Subsequently, the Deputy Treasurer:

12. Enters all invoices into the Accounts Payable computerized sub-ledger.
13. Once the batches have been verified and initialled, alphabetically files the invoices in an accordion file until paid, and

2. Ensures a settlement on the credit/debit machine by checking the total amount on the machine and in the computer to make sure they balance before hitting ok for the settlement
3. Enters the payment in the municipality's software system to the designated account (EG: tax, utilities, accounts receivable, general)
4. Prints a receipt for the payor and for the counter
5. At day's end:
 - a. Cashes out each batch separately by counting cash and balance to the \$200 float in the cash register.
 - b. Posts the batch in the municipality's software system
 - c. Staples all related documents together for entry in the file for the Deputy Treasurer's reconciliation at month end.

1.11 PROCUREMENT

Where possible, any and all purchases shall be made with a "Shop Locally" approach, ensuring best procurement practices are followed and best prices are secured. All purchases for goods or services in excess of \$100.00 require a purchase order approved by the following:

Expenditure	Amount	Approved by
Non - Budgeted	\$100 - \$2,500	Department Head
	\$2,500 - \$25,000	CAO/Treasurer
	> \$25,000	Council
Budgeted	\$100 - \$5,000	Department Head
	\$5,000 - \$50,000	CAO/Treasurer
	> \$50,000	Council

The CAO shall ensure:

- Purchases in excess of \$10,000 (individual amounts or the sum of a series of related purchases that exceed \$10,000) are supported by 3 quotes or documentation describing unsuccessful steps taken to secure the quotes
- When Council approval is required, a resolution is drafted with due notification of possible suppliers or contractors

Orders of supplies through on-line purchase portals are to follow the same approval process as regular purchases

1.11.1 Purchase Orders and Invoices

The purchaser shall:

- Prepare a triplicate purchase order for all purchases in excess of \$100 and obtain approval in accordance with Procedure 1.11 and provide:
 - Copy 1 for the supplier
 - Copy 2 matched with the packing slip and
 - Copy 3 for the Deputy Treasurer to be file numerically, and
- Receive all goods and services by:
 - Inspecting goods for their condition compared to the PO

- Sending the packing slip and Copy 2 of the PO to the Deputy treasurer
- Approving the invoice to confirm:
 - Goods or services were received as ordered
 - The order is complete and satisfactory
- Promptly sending the invoice to the Deputy treasurer to:
 - Match the PO with the packing slip, contract and/or any other source documents
 - Check for mathematical accuracy and
 - Code for entry into the accounts payable system
 - Process payment:
 - With payment runs every two weeks
 - By Electronic Fund Transfers that require approval by the CAO/Treasurer and a member from Council if one is in excess of \$100,000.

1.11.2 Cheques

When a supplier's banking information is not available, the Deputy Treasurer will submit a cheque for approval by two signatories, one from Group A and one from Group B, consisting of the following:

- Group A list of 3 Council members:
 - Mayor
 - Chair of Corporate Services Committee
 - Chair of Community Services Committee
- Group B list of 3 staff that includes:
 - The CAO/Treasurer
 - The Clerk
 - The Deputy-Treasurer

The Deputy Treasurer:

- Controls all unused cheques.
- Maintains a cheque control log indicating date, payee and amount
- Ensures the mail-out of all cheques.

1.11.3 Use of Charge Accounts / Credit Card

Only Department Heads are authorised to **approve** a charge account or credit card within a limit of \$1,000.

The CAO / Treasurer shall authorise the use of a charge account or credit card before any payment is made.

All expenditures over \$1,000 require the CAO / Treasurer's approval.

- Any collective agreement implications per [Collective Agreement 2023](#)
- The status of the job description to ensure it is current
- The proposed start-up payment on the salary scale

2.5 VACANCIES

The CAO will:

1. Confirm a vacancy is to be filled by considering:
 - a. The Department Head's report per #.4, and
 - b. The availability of funds, and
2. Report the vacancy to Council for recruitment approval.

2.6 HIRING COMMITTEE

Council as a whole will hire a CAO.

Upon Council's approval, the CAO shall constitute a Hiring Committee as follows:

For a Department Head position

CAO

Head of Council and 2 Council members of applicable standing committees

1 external participant (with or without compensation), as required

Permanent full or part-time employee

CAO

Head of Council or 1 designate

1 Hiring Department Head (currently, these are the Director of Community Services, the Fire Chief, the Chief Building/Bylaw Officer and the Clerk).

Temporary employee or volunteer

CAO

1 Hiring Department Head

1 Supervisor

Members of a Hiring Committee shall:

1. Approve:
 - a. The posting
 - b. The hiring criteria based on the position's job description
 - c. The screening process (applications to interviews)
 - d. The interview questions, with or without any skill testing
2. Interview the candidates
3. Score the interviews and test results
4. Select the successful candidate, and
5. Report the decision to Council:
 - For approval of CAO, Clerk, Fire Chief, By-Law Enforcement Officer / Chief Building Official and DCS positions, and
 - For Council's information for all other positions

2.7 EMPLOYEES AND EXTERNAL CANDIDATES

POLICY 3 COMMUNICATIONS

The Municipality is committed to maintaining clear and prompt communications with the residents of Mattawa, its Council and employees.

Procedures

3.1 SOCIAL MEDIA

The Municipality maintains social media platforms to

- Share information on programs, services, and news
- Increase civic engagement with decisions affecting Mattawa
- Disseminate time-sensitive information as quickly as possible, and
- Promote Mattawa with regional, and national audiences;

The CAO shall:

- Oversee the continued operation and maintenance of the Mattawa:
 - Website: www.mattawa.ca
 - Facebook page: <https://www.facebook.com/Mattawatownhall>
 - Mattawa App
 - Mattawa Instagram Page
 - Website: - www.voyageurdays.ca
 - Website- www.mattawafiredepartment.com
 - Experience Mattawa Facebook Page (to be consolidated)
 - Mattawa Fire Department Facebook Page (to be consolidated))
 - Mattawa Fire Department Instagram Page (to be consolidated)
- Pursuant to the requirements outlined in consolidate governance sections 2.1 c), 7.6, 12.1, assign responsibility to the Municipality's IT Consultant to ensure the municipality's data and these platforms:
 - Are current and accurate, and
 - Respect the laws in effect in Ontario
- Assign administrator access login passwords to said employees by maintaining a list of assignments with copy to the Municipality's IT Consultant.

3.2 INTERNAL COMMUNICATIONS

Council's communications Policy 11 and procedure 5.10 set the governing framework for municipal communications per Council's policies at [consolidate governance](#) .

Aside from informal oral conversations, the Municipality's email system is the standard means and record of business communications among Councillors and Employees.
(See: Guideline 3.2)

In most situations, general communication from Council to staff or from staff to Council, can be done through the CAO.

Notwithstanding the above, Councillors can approach staff directly for non work-direction matters and staff can approach Council directly. Any communications related to a complaint will be done in accordance to Procedure 12.5.

Employees will direct their business communications to Members of Council via the CAO, unless:

- They are required or authorized by the Council or the CAO to do so, or
- They are dealing with an unresolved issue of discrimination, bullying or harassment.

Persons sending and receiving emails must, at all times, be conscious of the fact that the confidentiality of these communications cannot be guaranteed since all electronic communications are susceptible to being open to the public.

3.3 EXTERNAL COMMUNICATIONS

While the official language of the Municipality is English, the Municipality will make reasonable efforts, based on the availability of employees with pre-existing language skills to provide oral services in the French language.

All official communication to the public or otherwise, reflecting the Municipality's position on matters of public shall be confined to the Mayor, the CAO or their delegate.

Council meetings, open to the public, are part of the public record with their outcomes posted on the Municipality's website.

While employees must be respectful with the public, the municipality maintains a zero tolerance for abuse by members of the public.

3.4 Cell Phones

Cell phones may be assigned to municipal employees and employees may use their personal cell phones for work-related purposes.

Assigned cell phone shall be used for work-related purposes only:

- Unless a personal emergency warrants its use.
- When not operating heavy equipment, vehicles, machinery
 - or while driving a vehicle without a hands-free connection
- To the exclusion of transmitting sensitive, confidential, or personal information
- With the responsibility to report a lost, stolen or damaged phone to their supervisor, or
 - To assume responsibility for the negligent or misuse of the phone

Employees may use personal cell phones during work hours:

- For work-related purposes
- With personal use kept to a minimum
 - For personal emergencies and
 - Not interfering with work responsibilities
- While bearing responsibility for the phone's associated costs

Failure to comply with these procedures will result in disciplinary action that may lead up to dismissal.

POLICY 7 SALARIES, BENEFITS AND EXPENSES

The Municipality effectively administers the attendance, salaries, benefits and reimbursements of its employees to ensure they are appropriately compensated.

Procedures

7.1 SALARY ADMINISTRATION

The CAO will ensure the municipality's compensation for its employees is:

- Internally equitable
- Externally competitive
- Financially feasible and
- Satisfies;
 - The municipality's [Appendix 4.2 Collective Agreement 2023](#) and
 - The Pay Equity Act.

The municipality maintains an electronic payroll system.

7.1.1 Rates of Pay and Progression

Bargaining Unit employees shall be paid in accordance with the salary scale outlined in Article 20 of [Appendix 4.2 Collective Agreement 2023](#)

Non-bargaining unit employees:

- Are hired at the start rate of the salary grid
- Complete a 3-month probationary period and
- Progress through the salary grid approved by Council.

7.1.2 Classification for New Positions

For a new position, the CAO shall ensure the salary meets all Pay Equity requirements.

7.1.3 Overtime, Call Back Reporting Pay and Shift Premiums

Article 24 of [Appendix 4.2 Collective Agreement 2023](#) applies to all front line employees and overtime must be approved by a supervisor prior to the hours being worked.

In-lieu of over-time or on-call time, the municipality compensates management with one additional vacation week per year.

7.1.4 Promotions and Transfers

Article 13.02 of the Collective Agreement applies to Bargaining Unit employees.

7.1.5 Timekeeping

For an extended and formal flex-time arrangement, a supervisor's must submit a request with the time and reasons for to the CAO for approval.

"Outstanding service" refers to service that was performed beyond the scope of an employee's duties as they are recognised through the normal performance evaluation process. In addition to one's length of meritorious service with regular attendance, outstanding service will be identified according to any of:

- One incident that merits special attention
- Repeated feedback from Mattawa residents about an employee's performance
- Consensus among employees about an employee's outstanding service
- Improvements to the municipality's operations client, as reported by the client

5.4.2 Unacceptable Conduct

A supervisor who becomes aware of an employee's unacceptable behavior shall:

1. Privately describe the employee's behaviour as unacceptable
2. Warn the employee orally of potential consequences while
 - Noting the incident, time and date for future reference if needed, but without any entry in the employee's personnel file
3. And if the unacceptable behaviour continues:
 - a) Serve the employees with written notice (Letter of Counsel). See Guideline 5.4.4, and
 - b) If the conduct continues, Initiate disciplinary action pursuant to Procedure 5.4.4

5.4.3 Disciplinary Action

In order to discontinue unacceptable conduct, restore a spirit of cooperation in the workplace and to maintain quality services, supervisors will apply disciplinary measure in a fair and consistent manner by:

- Addressing disciplinary matters privately
- Maintaining the dignity and respect of all concerned
- Ensuring the discipline is warranted, and
- Applying penalties that fit the severity of the misconduct. (Guideline 5.4.4)

A supervisor will consult with the CAO on all aspects of discipline.

All bargaining unit employees have the right:

- to be represented by their union steward or union representative during proceedings involving the consideration of discipline for an alleged misconduct, and
- to grieve the findings or penalty applied during the disciplinary process

GUIDELINE

5.4.4

Investigation

In consultation with the CAO, the supervisor may consider suspending an employee with pay while under investigation of the known or suspected facts of the breach indicate a continued real or potential risk to

- a Mattawa resident or employee
- the integrity of the municipality's operations (EG: misappropriation of funds, breach of confidentiality, etc.).

An investigation does not become a disciplinary process until the element of culpability has been indicated in an employee's conduct.

Facts established by the investigation will give the supervisor, upon consulting with the CAO, the following options:

- Determine non-culpability and return the employee to work as soon as possible – with no loss of pay
- Determine culpability and apply discipline as per the disciplinary procedure.

Disciplinary Measures

The following disciplinary measures are considered appropriate to an employer / employee relationship.

Letter of Counsel

A supervisor will convey a "Letter of Counsel" to an employee on a matter of misconduct when, in the opinion of the supervisor, the misconduct invites instruction to correct the conduct without dealing with the issue as a matter of discipline. The letter is conveyed to the employee only and it is not entered in the employee's personnel file. The Letter may be referenced at a later date on a matter of discipline related to a repetition of the same misconduct.

Verbal Reprimand

A formal procedure in which the employee is summoned before the supervisor or director, informed of the problem and that they are being officially reprimanded, and warned of the possible consequences of further unsatisfactory behaviour. A date should be specified by which improvement is expected. The details of the discussion(s) should be recorded for possible future use.

Letter of Reprimand

A supervisor will convey a "Letter of Reprimand" to an employee on a matter of misconduct when it merits discipline. The letter is conveyed to the employee and it is entered in the employee's personnel file. The Letter is referenced at a later date on any matter of discipline related to a repetition of the same or other misconduct.

Suspension with Pay

This measure has two uses. Where an employee is suspected of a serious offence but further investigation is required, he can be suspended with pay pending such investigation. Where an employee's performance, behaviour or work attitude appears to be deteriorating it may be effective for the CAO to suspend the employee with pay for one or two days. In either case the employee is notified in writing and a record kept.

Suspension without pay

This is a serious penalty, and should be imposed by the CAO only where the offence has been proven and merits a penalty of this magnitude. There should

be conclusive proof of guilt, or a well-documented record of previous disciplinary action for a chronic offence. The employee is notified in writing and a record kept.

Dismissal

When it is felt that it is impossible or undesirable to retain an offending employee, the CAO can discharge a non-department head employee. The employee is notified in writing and a record kept.

Department Head employees (Director of Community Services, Fire Chief, Clerk or the Chief Building/Bylaw Officer) can only be dismissed with the approval of Council.

THE ROLE OF COUNCIL

Council is the governing body for the municipality. There is a distinct difference between governing and managing and Council has clarified this responsibility with its own governance policies. It reserves the authority to approve all the municipality's policies while ceding the authority to draft administrative and operational procedures to its management, namely the CAO.

By the same token it hires the CAO to manage the municipality's affairs while reserving the authority to hire or dismiss the CAO. Council, may, at any time, examine the CAO's performance and act accordingly.

Council's governance policies and procedures clearly outline a Councillor's relationship and communications with municipality's employees, namely to not meddle in employee affairs. This is apparently to avoid attempts by employees to inject Councillors, elected by citizens, some of whom are employees, in management decisions. While employees do speak to Councillors, Section 5.9 of the Governance policies does restrict, *"their expression of a concern about personnel matters to the Mayor and/or CAO or with Council."*

Governing a municipality requires a lot of time and energy. It likely appears at times, that a Councillor's job is either a full time one or one that may be under paid. One way of avoiding an imbalance in a Councillor's life is to limit the work expected of a Councillor by staying out of management decisions and focusing on governance issues.

Managing employees can be complicated and while these complications can be understood by Councillors, a great deal of time and experience is required to become and remain familiar with the nuances created by agreements, statutes and regulations as described in Section 12.1 of the municipality's governance policies. That is one of the reasons why Council pays for a CAO and delegates the authority to manage with Section 8.1.1.

LEADERSHIP OF MUNICIPAL EMPLOYEES

While a CAO should be democratic in organizing and controlling the performance of the municipality's employees, while being respectful of the employees and mindful of their needs, it is also realistic to understand that control may at times be unpopular with employees and that some employees may not abide by the directives of the CAO or the CAO's managers.

Employees know who has what authority in a municipality and clarity on this issue is critical for the effective, safe and daily operation of the municipality's chain of command. If the authority to dismiss an employee rests with Council, employees know that they can bring management decisions to Council or a Councillor at any time, on any issue. This leaves the CAO and management in the precarious position of being accountable for employee actions without the authority to enforce their decisions.

While a governing body should be wary of a CAO abusing employees by treating them unfairly or disrespectfully, the employees are protected by the municipality's own policies and procedures, its collective agreement and recourse to the municipality's Integrity Commissioner, the Ministry of Labour or the courts.

CAO RESPONSIBILITY FOR DISMISSALS

The CAO should have the authority to dismiss an employee. Given that employees, their families and friends affected by a dismissal are also municipal voters, Councillors could be informed of the CAO's decision to dismiss. When a dismissal is imminent or has occurred, a CAO can be expected to abide by the municipality's personnel policies, the municipality's collective agreement, the Municipal Act and all other related employee legislation.

CAOs who stated they have the authority to dismiss employees who report to them, with the understanding that A) they advise Council or the Mayor of the occurrence and B) they abide by the limitations of the Municipal Act:

Michael Di Lullo, CAO, Municipality of Middlesex Centre (pop – 18, 900)

Doug Herron, CAO, Township of Springwater (pop 21,700)

Stephen Donachey, CAO, Township of Leeds (pop 9,800)

Robert Lamb, CAO, Township of Tiny (pop 13,000)

CAOs contacted by phone messages and emails who have yet to respond:

Christine MacDonald, CAO, County of Bruce, 519-881-1291

Scott Randolph, CAO, Town of Petawawa, 613-687-5536 ext 2010

Elana Arthurs, CAO, Municipality of Brighton, 613-475-0670, ext. 208

Gylain Baril, CAO, Town of Kapuskasing, 705-337-4253

Michelle Wilson, CAO, Township of Brock, 705-432-2355-239

Brenda Orchard, CAO, County of Lennox and Addington, 613-354-4883-3221

Laurie Kennard, CAO, Township of Severn, 705-325-2315-227



INFORMATION REPORT

PREPARED FOR: MAYOR BELANGER AND MEMBERS OF COUNCIL

PREPARED BY: PAUL LAPERRIERE, CAO/TREASURER

TITLE: ANNUAL COUNCIL RENUMERATION REPORT

DATE: MONDAY MARCH 24, 2025

REPORT NO: 25-14R

BACKGROUND

Section 284(1) of the Municipal Act requires that the Treasurer report to Council, a statement of total remuneration and expenses paid in the previous year to any member of Council or its committees in respect of his or her services as a member of Council or committees.

ANALYSIS AND DISCUSSION

The amounts paid to Council Members are summarized in Appendix A for 2024 and Appendix B for 2023 (2023 compensation was not previously presented to Council).

The breakdown includes salary, honorariums and travel and other expenses. It also includes payments made by non-Council of Mattawa boards.

Salaries, honorariums and the Mayor's cell phone are paid in accordance with the Council remuneration bylaw. Expenses are paid in accordance with the Town's Municipal Travel Expense Policy.

Attendance at conferences is passed by a resolution of Council.

FINANCIAL CONSIDERATION:

Total payments to Council members amounted to \$93,161.79 (2023 - \$90,660.24) of which \$950.92 (2023 - \$913.48) was paid by other boards.

RELEVANT POLICY/LEGISLATION:

ATTACHMENT:

Appendix A – 2024 Council Remuneration

Appendix B – 2024 Council Remuneration

RECOMMENDATION:

It is recommended that Council for the Town of Mattawa receives and approves this report and directs staff to post the Attachments on the Town's website.

BE IT RESOLVED THAT Council of the Town of Mattawa receives Report # 25-14R titled Annual Council Remuneration Report.

AND FURTHER THAT Council directs staff to post the attachments on the municipal website.

TOWN OF MATTAWA

Appendix A

Council Member Remuneration

For the Year Ended December 31, 2024

	Salary	Expenses	Honorariums	Total
Mayor Bélanger				
Salary	16,640.61			16,640.61
Expenses				
Conferences				
ROMA Toronto		129.12	800.00	929.12
OSUM Orillia		539.68	600.00	1,139.68
FONOM Sudbury		492.51	800.00	1,292.51
AMO Ottawa		696.13	1,000.00	1,696.13
Cell phone		1,019.88		1,019.88
North Bay Meeting (9)				
(MPP, MP, Legal, Cassellholme)		907.58	675.00	1,582.58
NOHFC Annual Meeting - North Bay		98.87		98.87
EMO meeting - Calvin		29.24	75.00	104.24
Regional Mayors' Meeting - Temiscaming		110.50	75.00	185.50
Total	16,640.61	4,023.51	4,025.00	24,689.12
Deputy Mayor Gardiner				
Salary	12,735.27			12,735.27
Expenses				
Criminal Reference Check		45.14		45.14
Total	12,735.27	45.14	-	12,780.41
Councillor Levesque				
Salary	11,206.62			11,206.62
Expenses				
Criminal Reference Check		45.14		45.14
Total	11,206.62	45.14	-	11,251.76
Councillor Mick				
Salary	10,739.13			10,739.13
Expenses				
Committee Meeting				
NBMCA Paid by Mattawa		601.44	825.00	1,426.44
NBMCA Paid by NBMCA		470.92	480.00	950.92
John Dixon Library		34.16	225.00	259.16
Total	10,739.13	1,106.52	1,530.00	13,375.65

TOWN OF MATTAWA

Appendix A

Council Member Remuneration

For the Year Ended December 31, 2024

	Salary	Expenses	Honorariums	Total
Councillor Ross				
Salary	10,848.21			10,848.21
Expenses				
Criminal Reference Check		45.14		45.14
Police Services Board Meetings (2)			225.00	225.00
Paid by Police Services Board		-	-	-
Total	10,848.21	45.14	225.00	11,118.35
Councillor Thibert				
Salary	11,424.79			11,424.79
Expenses				-
Total	11,424.79	-	-	11,424.79
Councillor Bigalow				
Salary	4,800.89			4,800.89
Expenses				-
Total	4,800.89	-	-	4,800.89
Councillor Sarrazin				
Salary	3,720.82			3,720.82
Expenses				-
Total	3,720.82	-	-	3,720.82
TOTAL	82,116.34	5,265.45	5,780.00	93,161.79

TOWN OF MATTAWA

Appendix B

Council Member Remuneration

For the Year Ended December 31, 2023

	Salary	Expenses	Honorariums	Total
Mayor Bélanger				
Salary	15,578.67			15,578.67
Expenses				
Conferences				
OSUM Brant County		729.02	500.00	1,229.02
FONOM Parry Sound		216.35	500.00	716.35
AMO London		164.38	1,000.00	1,164.38
Cell phone		646.85		646.85
Various meetings (9) - Cassellhome, training, CUPE, MPP, Clean Water		399.30	925.00	1,324.30
Office supplies		125.75		
Total	15,578.67	2,281.65	2,925.00	20,659.57
Deputy Mayor Gardiner				
Salary	11,381.34			11,381.34
Expenses				-
Total	11,381.34	-	-	11,381.34
Councillor Sarrazin				
Salary	10,385.27			10,385.27
Expenses				
CUPE Negotiations		39.49	300.00	339.49
Total	10,385.27	39.49	300.00	10,724.76
Councillor Levesque				
Salary	10,553.42			10,553.42
Expenses				
Council Training		21.76	150.00	171.76
Office/I/T supplies		23.72		23.72
Total	10,553.42	45.48	150.00	10,748.90

TOWN OF MATTAWA

Appendix B

Council Member Remuneration

For the Year Ended December 31, 2023

	Salary	Expenses	Honorariums	Total
Councillor Mick				
Salary	9,424.58			9,424.58
Expenses				
Conferences				
ROMA Toronto		1,250.87	400.00	1,650.87
FONOM Parry Sound		370.95	800.00	1,170.95
AMO London		1,020.54	1,000.00	2,020.54
Voyageur Days		44.95	150.00	194.95
NBMCA - Paid by Mattawa		137.04	150.00	287.04
NBMCA - Paid by NBMCA		468.48	320.00	788.48
NOHFC networking		46.36	200.00	246.36
VAWCC		107.10	75.00	182.10
OCWA		141.75	150.00	291.75
-				
Total	9,424.58	3,588.04	3,245.00	16,257.62
Councillor Ross				
Salary	10,269.79			10,269.79
Expenses				
Council training			150.00	150.00
Paid by Police Services Board			125.00	125.00
Total	10,269.79	-	275.00	10,544.79
Councillor Thibert				
Salary	10,343.26			10,343.26
Expenses				-
Total	10,343.26	-	-	10,343.26
TOTAL	77,936.33	5,954.66	6,895.00	90,660.24



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL
PREPARED BY: DEXTURE SARRAZIN, DIRECTOR OF COMMUNITY SERVICES
TITLE: ANNUAL DRINKING WATER SYSTEM REPORTS FROM OCWA
DATE: MONDAY MARCH 24, 2025
REPORT NO: 25-15R

BACKGROUND

The Ontario Clean Water Agency (OCWA) has recently completed the following annual reports on behalf of the Corporation of the Town of Mattawa:

1. Drinking Water Systems Regulation O. Reg. 170/03 - Section 11 Annual Report which is due on February 28th of each year.
2. Summary Report for Municipalities O. Reg. 170/03 - Schedule 22 Mattawa Drinking Water System which is due on March 31st of each year.

ANALYSIS & DISCUSSION

Copies of both reports are available for viewing by the public at the Mattawa Municipal Office. Both water reports will also be posted on the Town of Mattawa Website (www.mattawa.ca).

As part of the regulations both reports must be passed by Council Resolution with a copy of such submitted to Ontario Clean Water Agency for auditing and inspection purposes.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

Drinking Water Systems Regulation O. Reg. 170/03 - Section 11 Annual Report
Summary Report for Municipalities O. Reg. 170/03 - Schedule 22 Mattawa Drinking Water System

RECOMMENDATIONS/RESOLUTION

It is recommended that Council receives this report and accepts the drinking water reports as they will be posted on the municipal website.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 25-15R titled Annual Drinking Water System Reports from OCWA.

AND FURTHER THAT Council formally accept the following reports for the Mattawa Drinking Water System as submitted by the Ontario Clean Water Agency to the Corporation of the Town of Mattawa:

- O. Reg. 170/03, Section 11 Annual Report
- O. Reg. 170/03, Section 22 Summary Report

January 31, 2025

CAO Paul Laperriere and Council
The Corporation of the Town of Mattawa
160 Water Street, P.O. Box 390,
Mattawa, ON P0H 1V0

Re: 2024 Annual/Summary Report for the Mattawa Drinking Water System

Dear Paul Laperriere and Council:

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

Annual Report

The annual report must cover the period of January 1st to December 31st in a year and must be prepared not later than February 28th of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2024 Annual Report for the Mattawa Drinking Water System.

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

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

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

Summary Report

The annual summary report must cover the period of January 1st to December 31st in a year and must be prepared not later than March 31st of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2024 Annual Summary for the Mattawa Drinking Water System.

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

- (2) (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and

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

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

These reports were prepared by the Ontario Clean Water Agency on behalf of the Town of Mattawa and are based on information kept on record by OCWA at the Mattawa WTP. The reports cover the period January 1st to December 31st 2024.

Please note that any Provincial Officers Orders or non-compliance issues that you have received directly from the MOE should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the attached 2024 Annual/Summary Report, then we recommend that this information be added to the report.

After your review and inclusion of any additional information, this report is to be provided to the Council members representing the Town of Mattawa before March 31, 2025. Please ensure this distribution.

Yours truly,
Ontario Clean Water Agency

Monique Malette
Process and Compliance Technician

Copy to: Lori Duquette, Drinking Water Inspector, Ministry of the Environment, Conservation and Parks.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Mattawa Drinking Water System

2024 ANNUAL/SUMMARY REPORT

Prepared by the Ontario Clean Water Agency
on behalf of the Corporation of the Town of Mattawa

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INTRODUCTION

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

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

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

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

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

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

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

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

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

The reports have been prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Owner and presented to council as the 2024 Annual/Summary Report.

Section 11 - ANNUAL REPORT

1.0 Introduction

Drinking-Water System Name: MATTAWA DRINKING WATER SYSTEM
Drinking-Water System No.: 210001905
Drinking-Water System Owner: The Corporation of the Town of Mattawa
Drinking-Water System Category: Large Municipal, Residential System
Period being reported: January 1, 2024 to December 31, 2024

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

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

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

Town Hall at 160 Water Street and on the Municipal website at www.mattawa.ca

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

The Mattawa Drinking Water System (DWS) provides all drinking water to the community of Mattawa.

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

The Ontario Clean Water Agency prepared the 2024 Annual/Summary Report for the Mattawa DWS and provided a copy to the system owner; the Town of Mattawa. The Mattawa DWS is a stand-alone system that does not receive water from or send water to another system.

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

- A public access notice via the web and a public access notice via Town Office.
- System analysis and reports available in the water System Information Binder available for the public to review at the Town Office.



Mattawa Drinking Water System

Section 11

2024 ANNUAL REPORT

2.0 Mattawa Drinking Water System (DWS No. 210001905)

The Mattawa DWS is owned by the Corporation of the Town of Mattawa and consists of a Class II Distribution and Supply System. The Ontario Clean Water Agency (OCWA) is designated the Overall Responsible Operator for both the water supply and water distribution facilities.

Raw Water Supply

The water supply system for the Town of Mattawa consists of Well No. 1, Well No. 2, and an in-ground water storage reservoir that floats on the distribution system. These two groundwater supply wells, as well as the reservoir, provide drinking water to the residents of Mattawa. In accordance with the Municipal Drinking Water Licence, the drinking water system shall not be operated to exceed 6,540 cubic meters per day (m³/d).

Wells No. 1 and No. 2 are located inside a single structure situated at 400 Bissett Street in the Town of Mattawa. This facility houses two well pumps, an ultraviolet (UV) disinfection system, a sodium hypochlorite disinfection system, all control, monitoring, and alarm systems, as well as a standby diesel generator.

The wells are operated by OCWA and are utilized on a duty/standby basis. Well No. 1 is operated as the duty well from 6 am to midnight. Well No. 2 is used as the duty well from midnight to 6 am, for energy conservation purposes. The switchover of duty wells is automatically done via a timer within the plant programmable logic controller (PLC).

Well No. 1 is equipped with a vertical turbine pump capable of delivering 53.0 L/s at 105.8 m of total dynamic head. Well No. 2 has a vertical turbine pump rated at 22.7 L/s with a total dynamic head of 91.5 m. Recently variable frequency drive (VFD) installed for Well #2.

Water Treatment

Primary disinfection equipment includes two UV disinfection systems, each designed to deliver the required UV dosage at the rated capacity of the facility. Chlorination equipment includes a 200 L sodium hypochlorite (NaOCl) storage tank and dual chemical feed pumps that inject liquid chlorine into the system. Output from Well No. 1 and No. 2 is governed by system demand (water level in the reservoir). As the water level in the reservoir drops to the low water level (LWL), the selected duty well pump automatically starts.

The well pumps, UV disinfection system, sodium hypochlorite injection system, and analyzers are all supervised locally via the PLC. All alarms are instantly transmitted from the PLC to the alarm panel, which dials a security company and pages the Operator-on-call. Refer to the Treatment System Process Flow Chart for more facility detail.

In 2012, a supervisory control and data acquisition (SCADA) system installed to allow for continuous monitoring and recording. It includes alarming, enhanced operator control of the waterworks, and increased security features.

Water Storage and Pumping Capabilities

There is a 795 m³ (175,000 IMPG) in-ground storage reservoir within the distribution system located approximately 700 meters (m) northwest of the Pump-house.

Emergency Power

Stand-by power is provided by an on-site diesel generator with an automatic transfer switch. In the event of a power outage in the area, the diesel generator automatically starts, providing continuous power to the Pump-house.

Distribution System

The Mattawa DWS is categorized as a Large Municipal Residential Drinking Water System and serves an estimated population of 2150 residents. The system has approximately 1,050 service connections to residential and commercial consumers. There is approximately 20,000 m of various sized cast iron, ductile iron and polyvinyl chloride piping. There are 117 fire hydrants in the distribution system.

3.0 List of Water Treatment Chemicals Used Over the Reporting Period

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

- Sodium hypochlorite – Secondary Disinfection

4.0 Significant Expenses Incurred in the Drinking Water System

OCWA is committed to maintaining the assets of the drinking water system and maintains a program of scheduled inspection and maintenance activities using a computerized Work Management System (WMS). OCWA implemented a new Workplace Management System (Maximo) in 2023, which better maintains and optimizes facility assets. All routine maintenance activities conducted at the water treatment plant accomplished in 2024.

Significant expenses incurred in the drinking water system include:

- Repaired 2 inch water line inside Water Treatment Plant that was leaking.
- New Trojan Optiview UV analyzer installed and operational.
- Generator that powers the wellhouse and main sewage lift station failed. Throttle body controller was rush ordered. Emergency repairs did not correct the problem. Ran off of the reservoir during scheduled hydro outage.

5.0 Drinking Water System Highlights

- The Ministry of the Environment, Conservation and Parks (MECP) performed their last annual inspection on February 14, 2024. The inspection included a physical assessment of the Mattawa Water Treatment Plant and a document review. The inspection report identified one non-compliance issue that has been resolved. Final inspection rating of 98.96% (discussed in last year's annual report).

Mattawa Drinking Water System – 2024 Annual/Summary Report

- SAI Global conducted an off-site audit prior to the onsite Re-Accreditation of the Mattawa Drinking Water System's Quality and Environmental Management System (QEMS) on June 11, 2024. One opportunity for improvement (OFI) identified and resolved. The system and processes associated with the QEMS were evaluated on September 20, 2024 to ensure implementation of the Operational Plan and procedures and conformance to the Drinking Water Quality Management Standard version 2.0. Two OFIs identified and resolved. Re-accreditation achieved on June 21, 2023.

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

Based on information kept on record by OCWA, the Mattawa Drinking Water System had zero adverse water quality incidents reported to the MOE's Spills Action Centre (MOE SAC).

7.0 Microbiological Testing Performed During the Reporting Period

Summary of Microbiological Data

Sample Type	# of Samples	Range of <i>E. coli</i> Results (min to max)	Range of Total Coliform Results (min to max)	# of HPC Samples	Range of HPC Results (min to max)
Raw (Well No. 1)	54	0 to 0	0 to 2	0	N/A
Raw (Well No. 2)	54	0 to 0	0 to 10	0	N/A
Treated	54	0 to 0	0 to 0	54	0 to 6
Distribution	162	0 to 0	0 to 0	55	0 to 2

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

MAC for Total Coliforms = 0 Counts/100 mL

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

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

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

8.0 Operational Testing Performed During the Reporting Period

Summary of Raw Water Turbidity Data

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure
Turbidity (Well No. 1)	12	0.24 to 0.35	NTU
Turbidity (Well No. 2)	12	0.22 to 0.30	

Summary of Chlorine Residual Data in the Distribution System

Parameter	No. of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	361	0.2 to 1.65	mg/L	0.05

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

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

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

Date of Sample	Nitrate Result Value	Nitrite Result Value	Unit of Measure	Exceedance
January 30	1.75	< 0.003	mg/L	No
April 10	1.58	< 0.003	mg/L	No
July 24	1.75	< 0.003	mg/L	No
October 10	1.67	< 0.003	mg/L	No

Maximum Allowable Concentration (MAC) for Nitrate = 10 mg/L
MAC for Nitrite = 1 mg/L

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

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 30	0.004	mg/L	Q1 = 0.004	No
April 10	0.003		Q2 = 0.004	
July 24	0.005		Q3 = 0.004	
October 10	0.0047		Q4 = 0.004	

Maximum Allowable Concentration (MAC) for Total Trihalomethanes = 0.100 mg/L (Four Quarter Running Average)

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

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 30	< 0.005	mg/L	Q1 = 0.048	No
April 10	< 0.005		Q2 = 0.053	
July 24	< 0.0053		Q3 = 0.053	
October 10	< 0.0053		Q4 = 0.053	

Maximum Allowable Concentration (MAC) for Total Haloacetic Acids = 0.080 mg/L (Four Quarter Running Average)

Summary of Most Recent Lead Data under Schedule 15.1

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

The Mattawa DWS was eligible to follow the “Exemption from Plumbing Sampling” as described in section 15.1-5(9) and 15.1-5(10) of Schedule 15.1 of Ontario Regulation 170/03. The exemption applies to a drinking water system if, in two consecutive periods at reduced sampling, not more than 10% of all samples from plumbing exceed the maximum allowable concentration (MAC) of 10 ug/L or 0.01 mg/L for lead. As such, the system was required to

Mattawa Drinking Water System – 2024 Annual/Summary Report

test for total alkalinity and pH in one distribution sample collected during the periods of December 15 to April 15 (winter period) and June 15 to October 15 (summer period). This testing is required in every 12-month period with lead testing in every third 12-month period. The Town of Mattawa has been sampling lead every term. Two rounds of lead, alkalinity and pH testing were carried out on April 10th and October 10th of 2024. Results are summarized in the table below.

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

Date of Sample	# of Samples	Sample Location	Lead (ug/L)	Field pH	Alkalinity (mg/L)
April 10	1	Hydrant at 8 th and Rankin	0.04	7.49	45
April 10	1	Hydrant at Waterfront	1.93	7.45	43
October 10	1	Hydrant at 1 st and Bissett St.	0.06	7.16	43
October 10	1	Mattawan & Gorman Hydrant	0.12	7.20	45

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

Parameter	Result Value	Unit of Measure	Standard	Exceedance
Antimony	<0.0005	mg/L	0.006	No
Arsenic	<0.001	mg/L	0.01	No
Barium	0.03	mg/L	1	No
Boron	0.02	mg/L	5	No
Cadmium	<0.0001	mg/L	0.005	No
Chromium	<0.001	mg/L	0.05	No
Mercury	<0.0001	mg/L	0.001	No
Selenium	<0.001	mg/L	0.01	No
Uranium	<0.001	mg/L	0.02	No

Note: Sample required every 36 months (sample date = October 10, 2024). Next sampling scheduled for October 2027.

Mattawa Drinking Water System – 2024 Annual/Summary Report

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

Treated Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
1,1-Dichloroethylene (ug/L)-TW	2024/10/10	< MDL 0.33	14	No	No
1,2-Dichlorobenzene (ug/L)-TW	2024/10/10	< MDL 0.41	200	No	No
1,2-Dichloroethane (ug/L)-TW	2024/10/10	< MDL 0.35	5	No	No
1,4-Dichlorobenzene (ug/L)-TW	2024/10/10	< MDL 0.36	5	No	No
2,3,4,6-Tetrachlorophenol (ug/L)-TW	2024/10/10	< MDL 0.2	100	No	No
2,4,6-Trichlorophenol (ug/L)-TW	2024/10/10	< MDL 0.25	5	No	No
2,4-Dichlorophenol (ug/L)-TW	2024/10/10	< MDL 0.15	900	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)-TW	2024/10/10	< MDL 0.19	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L)-TW	2024/10/10	< MDL 0.12	100	No	No
Alachlor (ug/L) -TW	2024/10/10	< MDL 0.02	5	No	No
Atrazine + N-dealkylated metabolites (ug/L)-TW	2024/10/10	< MDL 0.01	5	No	No
Azinphos-methyl (ug/L)-TW	2024/10/10	< MDL 0.05	20	No	No
Benzene (ug/L)-TW	2024/10/10	< MDL 0.32	1	No	No
Benzo(a)pyrene (ug/L)-TW	2024/10/10	< MDL 0.004	0.01	No	No
Bromoxynil (ug/L)-TW	2024/10/10	< MDL 0.33	5	No	No
Carbaryl (ug/L)-TW	2024/10/10	< MDL 0.05	90	No	No
Carbofuran (ug/L) -TW	2024/10/10	< MDL 0.01	90	No	No
Carbon Tetrachloride (ug/L) -TW	2024/10/10	< MDL 0.17	2	No	No
Chlorpyrifos (ug/L) -TW	2024/10/10	< MDL 0.02	90	No	No
Diazinon (ug/L)-TW	2024/10/10	< MDL 0.02	20	No	No
Dicamba (ug/L)-TW	2024/10/10	< MDL 0.2	120	No	No
Dichloromethane (Methylene Chloride) (ug/L)-TW	2024/10/10	< MDL 0.35	50	No	No
Diclofop-methyl (ug/L)-TW	2024/10/10	< MDL 0.4	9	No	No
Dimethoate (ug/L)-TW	2024/10/10	< MDL 0.06	20	No	No
Diquat (ug/L)-TW	2024/10/10	< MDL 1	70	No	No
Diuron (ug/L)-TW	2024/10/10	< MDL 0.03	150	No	No
Glyphosate (ug/L)-TW	2024/10/10	< MDL 1	280	No	No
Malathion (ug/L)-TW	2024/10/10	< MDL 0.02	190	No	No
Metolachlor (ug/L)-TW	2024/10/10	< MDL 0.01	50	No	No
Metribuzin (ug/L)-TW	2024/10/10	< MDL 0.02	80	No	No
Monochlorobenzene (Chlorobenzene) (ug/L)-TW	2024/10/10	< MDL 0.3	80	No	No
Paraquat (ug/L)-TW	2024/10/10	< MDL 1	10	No	No
PCB (ug/L)-TW	2024/10/10	< MDL 0.04	3	No	No
Pentachlorophenol (ug/L)-TW	2024/10/10	< MDL 0.15	60	No	No
Phorate (ug/L)-TW	2024/10/10	< MDL 0.01	2	No	No
Picloram (ug/L)-TW	2024/10/10	< MDL 1	190	No	No
Prometryne (ug/L)-TW	2024/10/10	< MDL 0.03	1	No	No
Simazine (ug/L)-TW	2024/10/10	< MDL 0.01	10	No	No
Terbufos (ug/L)-TW	2024/10/10	< MDL 0.01	1	No	No
Tetrachloroethylene (ug/L)-TW	2024/10/10	< MDL 0.35	10	No	No
Triallate (ug/L) -TW	2024/10/10	< MDL 0.01	230	No	No
Trichloroethylene (ug/L)-TW	2024/10/10	< MDL 0.44	5	No	No
Trifluralin (ug/L)-TW	2024/10/10	< MDL 0.02	45	No	No
Vinyl Chloride (ug/L)-TW	2024/10/10	< MDL 0.17	1	No	No

Note: Sample required every 36 months (sample date = *October 10, 2024*). Next sampling scheduled for October 2027.

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

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

Most Recent Sodium Data Sampled at the Water Treatment Plant

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 24, 2023	1	14.4	mg/L	20	No
January 16, 2018	1	13			No

Note: Sample required every 60 months. Next sampling scheduled for January 2028.

Most Recent Fluoride Data Sampled at the Water Treatment Plant

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
February 15, 2023	1	<0.10	mg/L	1.5	No
January 16, 2018	1	<0.15			No

Note: Sample required every 60 months. Next sampling scheduled for January 2028. Please note: sample collected on January 24, 2023; however, lab lost sample in transit to sub lab. Resample collected February 15, 2023.

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

1. Schedule C, Section 1.6 of Municipal Drinking Water Licence #195-101 requires the UV disinfection system to maintain a continuous pass-through UV dose of at least 40 millijoules per square centimeter (mJ/cm²) throughout the life span of the UV lamps.

A primary disinfection system consisting of two (2) parallel UV reactors (duty and standby), each rated to provide dosage of 40 mJ/cm² at a peak flow of 76 L/s, equipped with automatic switchover controls. Ultra-Violet Light Transmittance (UVT) is continuously monitored. If the duty reactor fails the following would occur:

- the low lift pump would shut off
- the (failed) duty UV reactor's water inlet valve would close
- an alarm would be generated and sent through the emergency call-out system to alert operators of the failure of the duty reactor
- the standby UV reactor would switchover and begin producing water

Table 4 of the licence also requires the following parameters related to the UV disinfection system to be continuously monitored and recorded every four (4) hours:

UV Intensity(Calculated UV Dose) Measured continuously by the UV system. UV intensity is monitored by each individual unit's control module and should the light intensity of the unit fall

outside the specified range, the unit will automatically shut down and a standby unit will be activated. Such an event will be recorded by the UV control system.

Flow Rate The maximum flow rate through each of the units is 76 L/s (see Schedule A of DWWP 195-201) which is continuously measured by the raw/treated water flow meters. One flow meter measures flow from both wells, while the other flow meter only measures Well 2 flows. Each UV unit is equipped with a flow control valve and an electronically activated water shut-off valve which will automatically close in the event of a UV equipment malfunction, loss of power or ceases to provide an appropriate level of disinfection.

UV Transmittance UVT is continuously monitored.

Lamp Status Monitored by each unit's control module. Should the lamp status fail, the unit will automatically shut down and a standby unit will be activated. Such an event will be recorded by the UV control system.



Mattawa Drinking Water System

Schedule 22

2024 SUMMARY REPORT

FOR MUNICIPALITIES

Schedule 22 - SUMMARY REPORTS FOR MUNICIPALITIES

1.0 Introduction

Drinking-Water System Name:	MATTAWA DRINKING WATER SYSTEM
Municipal Drinking Water Licence (MDWL) No.:	195-101-4 (issued December 3, 2021)
Drinking Water Work Permit (DWWP) No.:	195-201-3 (issued December 3, 2021)
Permit to Take Water (PTTW) No.:	1546-9GHPLM (issued February 27, 2014)
Period being reported:	January 1, 2024 to December 31, 2024

2.0 Requirements the System Failed to Meet

The last MECP inspection report dated February 14, 2024 had one non-compliance issue, identified in last year's annual report. Final inspection rating was 98.96%.

According to information kept on record by OCWA; there were zero non-compliance issues that occurred during 2024.

3.0 Summary of Quantities and Flow Rates

Flow Monitoring

MDWL No. 195-101 requires the owner to install a sufficient number of flow measuring devices to permit the continuous measurement and recording of:

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

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

Water Usage

The following water usage tables summarize the quantities and flow rates of water taken and produced during the 2024 reporting period, including total monthly volumes, average monthly volumes, maximum monthly volumes, and maximum flow rates.

Mattawa Drinking Water System – 2024 Annual/Summary Report

Raw Water

2024 - Monthly Summary of Water Takings from the Source (Well #1)

Regulated by Permit to Take Water (PTTW) #1546-9GHPLM, issued February 27, 2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	46279	41671	31551	26486	28758	39418	41563	43070	41144	45557	35253	13646	434394
Average Volume (m ³ /d)	1493	1437	1018	883	928	1314	1385	1389	1371	1470	1175	440	1192
Maximum Volume (m ³ /d)	1795	1530	1762	1104	1300	1684	1780	1772	1693	2106	1482	1242	2106
PTTW - Maximum Allowable Volume (m ³ /day)	4582	4582	4582	4582	4582	4582	4582	4582	4582	4582	4582	4582	4582
Maximum Flow Rate (L/min)	4516	4730	5395	4111	3968	4108	4398	4005	4203	4360	4417	3842	5395
PTTW - Maximum Allowable Flow Rate (L/min)	3183	3183	3183	3183	3183	3183	3183	3183	3183	3183	3183	3183	3183

Well #1 experiences false instantaneous peaks.

2024 - Monthly Summary of Water Takings from the Source (Well #2)

Regulated by Permit to Take Water (PTTW) #1546-9GHPLM, issued February 27, 2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	3649	4396	3981	4955	7346	2086	3740	2545	3436	4337	11800	31007	83279
Average Volume (m ³ /d)	118	152	128	165	237	70	121	82	115	140	393	1000	227
Maximum Volume (m ³ /d)	401	421	525	420	743	558	915	403	410	402	1574	1534	1574
PTTW - Maximum Allowable Volume (m ³ /day)	1964	1964	1964	1964	1964	1964	1964	1964	1964	1964	1964	1964	1964
Maximum Flow Rate (L/min)	1272	1273	1255	1324	1265	1823	1301	1262	1330	1276	1259	1231	1823
PTTW - Maximum Allowable Flow Rate (L/min)	1364	1364	1364	1364	1364	1364	1364	1364	1364	1364	1364	1364	1364

Well #2 experiences false instantaneous peaks

2024 - Monthly Summary of Combined Water Takings from the Source (Well #1 and Well #2)

Regulated by Permit to Take Water (PTTW) #1546-9GHPLM, issued February 27, 2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	49928	46067	35532	31441	36104	41503	45138	45615	44580	49894	47053	47053	519908
Average Volume (m ³ /d)	1611	1589	1146	1048	1165	1383	1461	1471	1486	1609	1568	1440	1415
Maximum Volume (m ³ /d)	1821	1748	1762	1415	1461	1871	1780	1799	1767	2118	1933	1594	2118
PTTW - Maximum Allowable Volume (m ³ /day)	6546	6546	6546	6546	6546	6546	6546	6546	6546	6546	6546	6546	6546

The system's Permit to Take Water #1546-9GHPLM, allows the Municipality to withdraw water at the following rates:

Well No. 1: 4582.08 m³/day / 3183 L/minute

Well No. 2: 1964.16 m³/day / 1364 L/minute

Total Combined Daily Volume: 6546.24 m³/day

The system's Permit to Take Water #1546-9GHPLM allows the municipality to withdraw a maximum volume of 4582.08 m³ from Well No. 1 and 1964.16 m³ from Well No. 2 each day with a maximum of 6546.24 m³/d combined. A review of the raw water flow data indicates that the system never exceeded this allowable limit having a maximum volume of 2118 m³ in October 2024. The Permit also allows a maximum flow rate of 3183 L/minute for Well No. 1 and 1364 L/minute for Well No. 2. Well 1 experiences false peaks on start-up, having a

Mattawa Drinking Water System – 2024 Annual/Summary Report

maximum recorded flow of 5395 L/minute in March 2024 for Well 1 and 1843 L/minute in June 2024 for Well 2.

Treated Water

2024 - Monthly Summary of Treated Water Supplied to the Distribution System

Regulated by Municipal Drinking Water Licence (MDWL) #195-101 - Issue 4, issued December 3, 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	49928	46067	35532	31441	36104	41503	45138	45615	44580	49894	47053	47053	519908
Average Volume (m ³ /d)	1611	1589	1146	1048	1165	1383	1461	1471	1486	1609	1568	1440	1415
Maximum Volume (m ³ /d)	1821	1748	1762	1415	1461	1871	1780	1799	1767	2118	1933	1594	2118
MDWL - Rated Capacity (m ³ /day)	6540	6540	6540	6540	6540	6540	6540	6540	6540	6540	6540	6540	6540

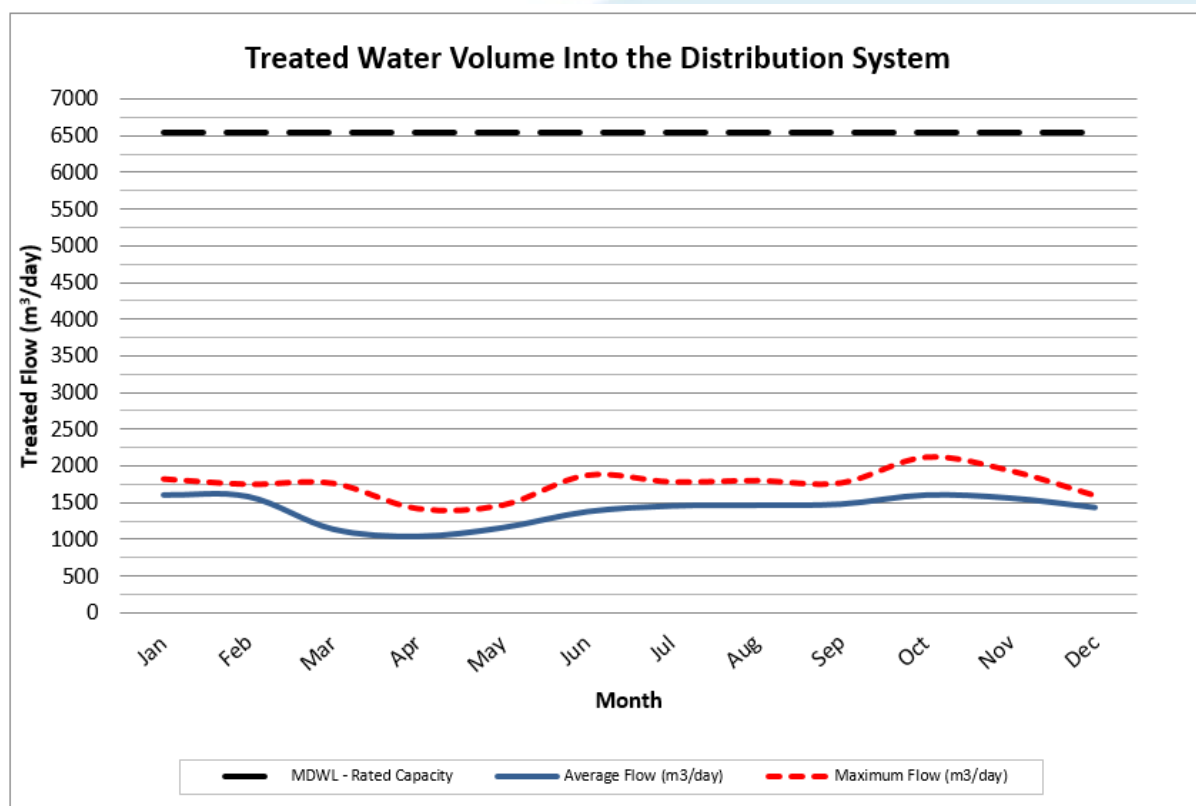
Schedule C, Section 1.1 of MDWL No. 195-101 states that the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed a maximum flow rate of 6540 m³/day. The Mattawa DWS complied with this limit having a recorded maximum volume of 2118 m³ in October 2024, which is 32.4% of the rated capacity.

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

Comparison of the Flow Summary to the Systems Licence & Permit

Rated Capacity of the Plant (MDWL)	6540 m ³ /day	
Average Daily Flow for 2024	1415 m ³ /day	21.6% of the rated capacity
Maximum Daily Flow for 2024	2118 m ³ /day	32.4% of the rated capacity
Total Treated Water Produced in 2024	519908 m ³	

The Mattawa Water Treatment Plant is rated to produce 6540 cubic meters of water per day as specified in the system's Municipal Drinking Water Licence. The average daily flow was 1415 m³ per day, which is 21.6% of the rated capacity. This information clearly shows that the plant is well within its rated capacity and is able to meet current demands of consumers.



CONCLUSION

In 2024, according to information kept on record by OCWA, the Mattawa DWS provided safe and reliable drinking water to the community of Mattawa. The system complied with the regulatory requirements of the Safe Drinking Water Act and its Regulations and met the terms and conditions outlined in its site specific drinking water works permit and municipal drinking water licence. According to information kept on record by OCWA; there were zero non-compliance issues that occurred during 2024. Furthermore, the Mattawa DWS had zero adverse water quality incidents reported to the MOE's Spills Action Centre.



APPENDIX A

Monthly Summary of Microbiological Test Results

Customized Monthly Report

From 01/01/2024 to 12/31/2024

Facility Name: MATTAWA DRINKING WATER SYSTEM
Receiver:

Facility Org Number: 1517
Facility Owner:
Service Population: 2150

Works: 210001905
Facility Classification:
Total Design Capacity: 6540 m3/day



		2024															
DW		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	Avg	Max	Min
	E. Coli - cfu/100mL																
	Count	15.00	12.00	12.00	15.00	15.00	12.00	15.00	12.00	12.00	15.00	12.00	15.00	162.00			
	Lab Count	15.00	12.00	12.00	15.00	15.00	12.00	15.00	12.00	12.00	15.00	12.00	15.00	162.00			
	Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	HPC - cfu/mL																
	Count	3.00	3.00	3.00	6.00	9.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	55.00			
	Lab Count	3.00	3.00	3.00	6.00	9.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	55.00			
	Lab Month.Max	1.00	0.00	0.00	1.00	0.00	0.00	1.00	2.00	0.00	1.00	0.00	2.00			2.00	
	Lab Month.Mean	0.33	0.00	0.00	0.17	0.00	0.00	0.20	0.50	0.00	0.20	0.00	0.40		0.15		
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	Total Coliform: TC - cfu/100mL																
	Count	15.00	12.00	12.00	15.00	15.00	12.00	15.00	12.00	12.00	15.00	12.00	15.00	162.00			
	Lab Count	15.00	12.00	12.00	15.00	15.00	12.00	15.00	12.00	12.00	15.00	12.00	15.00	162.00			
	Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
														2024			
Well #1		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	Avg	Max	Min
	E. Coli: EC - cfu/100mL																
	Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00			
	Lab Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00			
	Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	Total Coliform: TC - cfu/100mL																
	Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00			
	Lab Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00			
	Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	1.00			2.00	
	Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.20		0.06		
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00

Customized Monthly Report

From 01/01/2024 to 12/31/2024

Facility Name: MATTAWA DRINKING WATER SYSTEM
Receiver:

Facility Org Number: 1517
Facility Owner:
Service Population: 2150

Works: 210001905
Facility Classification:
Total Design Capacity: 6540 m3/day



																		2024	
Well #2		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	Avg	Max	Min		
E. Coli: EC - cfu/100mL																			
	Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00			
	Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00				
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00		
Total Coliform: TC - cfu/100mL																			
	Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Month.Max	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00			10.00			
	Lab Month.Mean	0.00	0.00	0.00	0.60	0.00	0.00	0.00	0.00	0.00	0.00	2.50	0.00		0.24				
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00		
																		2024	
TW		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	Avg	Max	Min		
E. Coli: EC - cfu/100mL																			
	Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00			
	Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00				
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00		
HPC - cfu/mL																			
	Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Month.Max	0.00	0.00	0.00	2.00	6.00	1.00	0.00	6.00	1.00	0.00	3.00	1.00			6.00			
	Lab Month.Mean	0.00	0.00	0.00	0.60	1.20	0.50	0.00	1.50	0.25	0.00	1.25	0.20		0.44				
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00		
Total Coliform: TC - cfu/100mL																			
	Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Count	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	54.00					
	Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00			
	Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00				
	Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00		



APPENDIX B

Monthly Summary of Operational Data

Customized Monthly Report

From 01/01/2024 to 12/31/2024

Facility Name: MATTAWA DRINKING WATER SYSTEM
Receiver:

Facility Org Number: 1517
Facility Owner:
Service Population: 2150

Works: 210001905
Facility Classification:
Total Design Capacity: 6540 m3/day



														2024			
DW		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	Avg	Max	Min
	CI Residual: Free DW1 - mg/L																
	Count	9.00	8.00	9.00	9.00	9.00	8.00	9.00	9.00	8.00	8.00	8.00	9.00	103.00			
	IH Edited Count	9.00	8.00	9.00	9.00	9.00	8.00	9.00	9.00	8.00	8.00	8.00	9.00	103.00			
	IH Month.Max	0.51	0.71	0.74	0.95	0.89	0.72	0.89	0.81	0.84	0.94	1.65	0.71			1.65	
	IH Month.Mean	0.42	0.54	0.58	0.65	0.62	0.49	0.60	0.49	0.66	0.73	0.99	0.62		0.61		
	IH Month.Min	0.31	0.31	0.31	0.34	0.31	0.29	0.31	0.29	0.40	0.45	0.49	0.48				0.29
	CI Residual: Free DW2 - mg/L																
	Count	9.00	8.00	9.00	9.00	9.00	8.00	9.00	9.00	8.00	8.00	8.00	9.00	103.00			
	IH Edited Count	9.00	8.00	9.00	9.00	9.00	8.00	9.00	9.00	8.00	8.00	8.00	9.00	103.00			
	IH Month.Max	0.65	0.77	0.71	1.44	0.78	0.71	0.81	0.69	0.79	0.81	0.81	0.79			1.44	
	IH Month.Mean	0.51	0.50	0.48	0.63	0.57	0.56	0.59	0.48	0.61	0.71	0.69	0.60		0.58		
	IH Month.Min	0.35	0.31	0.32	0.25	0.31	0.30	0.31	0.29	0.29	0.59	0.50	0.44				0.25
	CI Residual: Free DW3 - mg/L																
	Count	9.00	8.00	9.00	9.00	9.00	8.00	9.00	9.00	8.00	8.00	8.00	9.00	103.00			
	IH Edited Count	9.00	8.00	9.00	9.00	9.00	8.00	9.00	9.00	8.00	8.00	8.00	9.00	103.00			
	IH Month.Max	0.67	0.79	0.87	1.18	0.84	0.70	0.77	0.78	0.77	0.64	0.88	0.77			1.18	
	IH Month.Mean	0.53	0.55	0.54	0.71	0.59	0.49	0.53	0.49	0.58	0.52	0.64	0.58		0.56		
	IH Month.Min	0.31	0.38	0.39	0.36	0.31	0.29	0.33	0.30	0.39	0.31	0.48	0.38				0.29
	CI Residual: Free DW4 - mg/L																
	Count	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	52.00			
	IH Edited Count	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	52.00			
	IH Month.Max	0.58	0.61	0.51	0.61	0.64	0.60	0.80	0.65	0.59	0.71	0.80	0.81			0.81	
	IH Month.Mean	0.51	0.56	0.46	0.54	0.55	0.54	0.60	0.51	0.53	0.58	0.65	0.67		0.56		
	IH Month.Min	0.47	0.54	0.41	0.50	0.49	0.48	0.49	0.44	0.48	0.29	0.27	0.59				0.27
														2024			
Well #1		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	Avg	Max	Min
	Turbidity - NTU																
	Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			
	IH Edited Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			
	IH Month.Mean	0.26	0.24	0.24	0.27	0.30	0.27	0.26	0.28	0.27	0.35	0.31	0.31		0.28		
														2024			
Well #2		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	Avg	Max	Min
	Turbidity - NTU																
	Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			
	IH Edited Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			
	IH Month.Mean	0.27	0.27	0.28	0.22	0.28		0.26	0.25	0.29	0.28	0.30	0.29		0.28		
	IH Month.Min	0.27	0.27	0.28	0.22	0.28	0.28	0.26	0.25	0.29	0.28	0.30	0.29				0.22

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT this Council proceed in Camera at _____ in order to address a matter pertaining to:

- ☐ a) security of the property of the municipality or local board;
- ☒ b) personal matters about an identifiable individual, including municipal or local board employees;
- ☒ c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- ☐ d) labour relations or employee negotiations;
- ☐ e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- ☐ f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ☐ g) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
- ☐ h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- ☐ i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- ☐ j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- ☐ k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

DATE: MONDAY MARCH 24, 2025

16.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the regular meeting reconvene at _____ p.m.

DATE: MONDAY MARCH 24, 2025

18.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the March 24, 2025 meeting adjourn at _____ p.m.