

**The Corporation of the
Municipality of St.-Charles**

AGENDA

Regular Meeting of Council

April 20, 2022 at 6:00 PM
Electronic Meeting (via Zoom)
St.-Charles, Ontario

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on April 20, 2022.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held April 20, 2022 be adopted as presented.

3.0 DISCLOSURES OF PECUNIARY INTEREST

4.0 PRESENTATIONS AND DELEGATIONS

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on April 20, 2022)

6.0 NOTICE OF MOTIONS

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at _____ p.m. this 20th day of April, 2022 to discuss:

____ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, as authorized under Section 239 (2) (e) of the *Municipal Act, 2001*, as amended;

Topic #1 - Update on All Ongoing Litigation Matters

7.2 Resolution to adopt the minutes of closed session meetings

BE IT RESOLVED THAT the minutes of the following closed sessions be adopted as presented:

- Minutes of the closed session of June 16, 2021
- Minutes of the closed session of July 21, 2021
- Minutes of the closed session of January 19, 2022

7.3 Resolution to reconvene to open session

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at _____ p.m.

7.4 Verbal Report from Mayor Following Closed Session

8.0 ADOPTION OF MINUTES

8.1 Resolution to adopt the minutes of meetings

BE IT RESOLVED THAT the minutes of the following meetings of Council be adopted as presented:

- Special Meeting of Council held September 15, 2021
- Regular Meeting of Council held September 15, 2021
- Special Meeting of Council held September 23, 2021
- Committee of the Whole Meeting held October 6, 2021
- Regular Meeting of Council held January 19, 2022

9.0 CORRESPONDENCE FOR INFORMATION

9.1 Resolution to receive correspondence for information

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the following correspondence for information:

1. Inspection Notice from Ministry of Northern Development, Mines, Natural Resources and Forestry, regarding Inspection of 2022 - 2023 Annual Work Schedule for Sudbury Forest;
2. Email from Chapple dated March 14, 2022, regarding Resolution Supported - Expansion of Northern Ontario School of Medicine (NOSM);
3. Letter from Barrie dated March 17, 2022, regarding Request to the Province of Ontario for a Plan of Action to Address Joint and Several Liability;
4. Email from Mississippi Mills dated March 17, 2022, regarding Resolution 079-22 Call for Action re: Abandoned Cemeteries;
5. Email from Mississippi Mills dated March 17, 2022, regarding Resolution 080-22 Joint and Several Liability Reform;
6. Letter from Waterloo dated March 23, 2022, regarding Resolution from the City of Waterloo passed March 21st, 2022 re: Ontario Must Build it Right the First Time;
7. Email from Port Colborne dated March 24, 2022, regarding City of Port Colborne Year of the Garden 2022;
8. Letter from Shuniah dated March 24, 2022, regarding Support Resolution - Township of Chapple Support Resolution from Northwestern Ontario Municipal Association (NOMA);
9. Letter from Cunningham Swan dated March 28, 2022, regarding Integrity Commissioner Services - Annual Report - 2021;
10. Letter from Stouffville dated March 28, 2022, regarding Dissolve Ontario Land Tribunal;
11. Letter from Fort Erie dated March 29, 2022, regarding Climate Change Action;
12. Email from Cambridge dated March 31, 2022, regarding City of Cambridge Council - Support for a Moratorium on New Aggregate Operations - March 22, 2022;
13. Email from Georgina dated March 31, 2022, regarding Federal Government Sanctions Imposed on Russia;
14. Letter from Ministry of Municipal Affairs and Housing dated March 31, 2022, regarding More Homes for Everyone Plan;
15. Letter from Ministry of the Solicitor General dated April 1, 2022, regarding Emergency Management;
16. Letter from Ministry of Municipal Affairs and Housing dated April 6, 2022, regarding COVID in Ontario;
17. Letter from Ministry of Agriculture, Food and Rural Affairs dated April 8, 2022, regarding Avian Influenza (H5N1);
18. Memorandum from the Ministry of the Solicitor General dated April 14, 2022, regarding Emergency Preparedness Week 2022;
19. Email from Nature Canada dated April 14, 2022, regarding World Ocean Day, June 8th - Motion for Ocean Protection; and,
20. Letter from Ontario Provincial Police dated April 14, 2022, regarding 2023 Municipal Policing Billing Statement Property Count.

and directs staff to:

- draft a report on items ____, ____, ____
- draft a Resolution in support on items ____, ____, ____
- respond with a letter on items ____, ____, ____
- include on the next Committee of the Whole items ____, ____, ____.

10.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

10.1 ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.1.1 Report to Council - 2021 Lagoon Monitoring Report

10.1.2 Report to Council - Lagoon Concrete Work

BE IT RESOLVED THAT the contract for the repair of concrete in the Transfer Box and Cell Box 2 at the Lagoon be awarded to Garson Pipe Contractors in the amount of \$39,700.00 plus HST;

AND BE IT FURTHER RESOLVED THAT these funds be paid from the Sewer Reserve.

10.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

10.2.1 Resolution to receive the Cash Disbursement Register for the month of March 2022

BE IT RESOLVED THAT the Cash Disbursement Register for the month of March 2022 be received in the amount of:

- \$584,253.15

10.2.2 Resolution to approve the 2022 Budget

WHEREAS a balanced budget for 2022 was presented to Council at a Special Meeting on March 23, 2022 with total revenue and expenditures of \$6,259,155.68;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby approves the 2022 Budget.

10.2.3 Report to Council - SEBBS Vehicle Loan

10.2.4 Resolution stemming from April 6, 2022 Committee of the Whole Meeting regarding Item 8.2.1 Final Report - Sale of Nepewassi Lake Road Property

WHEREAS the surplus property municipally known as 1093 Nepewassi Lake Road has been sold;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles agrees that the net proceeds of sale of \$184,782.50 be deposited into the Contingency Reserve.

- 10.2.5 Resolution stemming from April 6, 2022 Committee of the Whole regarding Item 8.2.2 Wellness Centre Loan

WHEREAS the loan for the Wellness Centre is up for renewal on May 1, 2022;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles agrees to payout the loan with the Caisse Alliance effective May 1, 2022 in the amount of \$64,873.87.

- 10.2.6 Resolution stemming from April 6, 2022 Committee of the Whole Meeting regarding Item 8.2.3 Floor Scrubber

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles agrees to purchase a Global Industrial Walk-Behind Floor Scrubber in the amount of \$4,378.99 plus HST;

AND BE IT FURTHER RESOLVED THAT the Safe Restart Reserve funds will be used for this purchase.

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

- 10.3.1 Resolution stemming from April 6, 2022 Committee of the Whole regarding Item 8.3.1 Policy Review - Use of Corporate Resources for Election Purposes

WHEREAS Council for the Corporation of the Municipality of St.-Charles has read the proposed Use of Corporate Resources for Election Purposes Policy;

AND WHEREAS the Policy has been written to comply with the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sched., as amended;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby repeals Policy P-031 by adopting Policy GOV-001 Use of Corporate Resources for Election Purposes Policy as attached.

- 10.3.2 Resolution stemming from April 6, 2022 Committee of the Whole Meeting regarding Item 8.3.2 Complaint Policy P-048 Review

WHEREAS Council for the Corporation of the Municipality of St.-Charles has read the proposed Complaint Policy;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby repeals Policy P-048 by adopting Policy PR-001 Complaint Policy as attached.

10.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

10.6.1 Quarter Report to Council - Building & By-Law Department 2022 1st Quarter

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1 Report to Council - Appointment of Volunteer Firefighters M Belanger & S Roberts

10.7.2 Report to Council - Community Risk Assessment

10.7.3 Report to Council - Firefighter Certification & Minimum Standards

10.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.9.1 Report to Council - Lake Road and Casimir Road

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

15.0 BY-LAWS

15.1 First and second reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Laws:

- By-Law 2022-14 Being a By-Law to Set Tax Ratios for Municipal Purposes for the Year 2022;
- By-Law 2022-15 Being a By-Law to Provide for the Adoption of the Current Estimates and Tax Rates, and to Further Provide for Penalty and Interest in Default Payment Thereof and for the Levy of Other Charges for 2022;
- By-Law 2022-16 Being a By-Law to Establish Sewage Service Rates for 2022; and,
- By-Law 2022-17 Being a By-Law to Amend By-Law 2019-25 Being a By-Law to Establish Rules and Regulations for the St.-Charles Cemetery.

15.2 Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-14.

15.3 Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-15.

15.4 Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-16.

15.5 Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-17.

16.0 ADDENDUM (if required and by resolution)

17.0 ADJOURNMENT

17.1 Confirmation By-Law

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2022-18, Being a By-Law to Confirm the Proceedings of Council at its Special Meeting of Council Held March 23rd, 2022; at its Committee of the Whole Meeting Held April 6th, 2022; and at its Regular Meeting of Council Held April 20th, 2022

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-18.

17.2 Resolution to adjourn the meeting

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at _____ p.m. on April 20, 2022.



**The Corporation of the Municipality of
St.-Charles**

MINUTES
**Special Meeting of
Council**

5:15 PM on September 15, 2021
Electronic Meeting (via Zoom)
St-Charles, Ontario

MEMBERS PRESENT: Mayor: Paul Schoppmann
Councillor: Monica Loftus
Councillor: Paul Branconnier
Councillor: Richard Lemieux

MEMBERS ABSENT: Councillor: Jackie Lafleur

STAFF PRESENT: Chief Administrative Officer: Denis Turcot
Clerk: Tammy Godden

PUBLIC PRESENT: Nil.

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2021-190

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Special Meeting of Council at 5:16 p.m. on September 15, 2021.

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Carried

Regrets

Councillor Lafleur sent her regrets.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-191

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the agenda for the Special Meeting of Council held September 15, 2021 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PUBLIC HEARING FOR ZONING BY-LAW AMENDMENT

4.1 SEPB File No. ZBA 21-13-14SC

Request: Rezone lands as described from Rural (RU) to Residential Rural (RR) to recognize the intended use of the lot for both the creation of a RR lot and the lot addition.

Mayor Schoppmann provided a summary of the procedures of a Public Hearing for the consideration of a proposed amendment to the Zoning By-Law 2014-26.

The Director of Planning informed Council that Notice of the Public Hearing was posted in the Municipal Office and was sent by mail on July 27, 2021 (being over twenty (20) days prior to this evening's meeting) to the assessed owners within 120 metres of the properties subject to the proposed Zoning By-Law Amendment, and to those persons and agencies likely to have an interest in the applications. Included with each Notice was an explanation of the purpose and effect of the proposed Zoning By-Law Amendment application and a key map showing the location of the property.

The Director of Planning informed Council that the purpose of the Public Hearing was to effect a lot creation and a lot addition and consider a proposed amendment to Zoning By-Law 2014-26 received from Danika Bisailon and Greg McDonald to rezone the property from Rural (RU) to Residential Rural (RR) in order to recognize the intended use of both the created lot and the lot addition.

Through agency circulation, the Clerk of the Municipality of St.-Charles indicated that the property was subject to municipal drains and may require re-apportionment and reassessment.

The Director of Planning advised that an individual attended the Planning Board office yesterday to inquire about survey pins and that the inquiry was resolved.

No comments were received from the Applicants.

No one spoke in objection to or in support of the application.

No questions were made by any member of Council.

Mayor Schoppmann declared the Public Hearing to be concluded and advised that there is a twenty (20) day appeal period to the Local Planning Appeal Tribunal and that during this appeal period, no building permit may be issued or other work commenced. The Zoning By-law Amendment will be considered by Council at tonight's Regular Meeting of Council.

5.0 ADJOURNMENT

5.1 Resolution to adjourn the meeting

2021-192

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Special Meeting of Council at 5:26 p.m. on September 15, 2021.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

September 15, 2021 at 6:00 PM

Electronic Meeting (via Zoom)

St.-Charles, Ontario

MEMBERS PRESENT: Mayor: Paul Schoppmann
Councillor: Monica Loftus
Councillor: Paul Branconnier
Councillor: Richard Lemieux

MEMBERS ABSENT: Councillor: Jackie Lafleur

STAFF PRESENT: Chief Administrative Officer: Denis Turcot
Clerk: Tammy Godden
Director of Finance / Treasurer: Pamela McCracken

PUBLIC PRESENT: 3 (electronically)

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2021-193

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on September 15, 2021.

Carried

Regrets

Councillor Lafleur sent her regrets.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-194

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held September 15, 2021 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

Nil.

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on September 15, 2021)

5.1 Sue Dzimidowicz - Re: Item 9.9.1 (written questions were received and read by the Clerk)

Ms. Dzimidowicz provided comments on Island Road West. Ms. Dzimidowicz questioned when they could expect the delivery of gravel as well as whether a container could be provided for winter sand. Ms. Dzimidowicz also questioned the snow plow could backup into a driveway in the absence of a turnaround.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

Nil.

8.0 CORRESPONDENCE FOR INFORMATION

8.1 Resolution to receive correspondence for information

2021-195

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the following correspondence for information:

1. Letter from Marathon dated August 25, 2021, regarding Municipal Land Transfer Tax;
2. Letter from Perth dated August 25, 2021, regarding Municipal Land Transfer Tax;
3. Letter from Tweed dated August 25, 2021, regarding Municipal Land Transfer Tax;
4. Letter from Brantford dated August 27, 2021, regarding Year of the Garden 2022;
5. Letter from Port Colborne dated August 27, 2021, regarding Phase Out Ontario's Gas Plants;
6. Letter from Plympton-Wyoming dated August 31, 2021, regarding Support Affordable Internet;
7. Letter from Plympton-Wyoming dated August 31, 2021, regarding Bill C-313 Banning Symbols of Hate Act;
8. Letter from North Bay dated September 1, 2021, regarding Provincial Offences Act Intermunicipal Service Agreement;
9. Letter from Trent Lakes dated September 9, 2021, regarding OHIP Eye Care.

Carried

9.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

9.1 ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

9.1.1 Report to Council - Lagoon Repairs

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council requested more information be obtained and presented to Council as soon as possible.

9.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

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9.2.1 Resolution to receive the Cash Disbursement Register for the month of August 2021

2021-196

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the Cash Disbursement Register for the month of August 2021 be received in the amount of:

- \$227,255.74

Carried

9.2.2 Report to Council - Tax Adjustments

The Director of Finance presented the report as provided in the agenda package. Following discussion, Council supported the recommended tax refunds / reductions.

2021-197

Moved by: Councillor Loftus

Seconded by: Councillor Brannonier

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of St.-Charles hereby approves the following application for reduction, cancellation or refund of taxes in accordance with Sections 357/358/359 of the *Municipal Act, 2001*, as amended:

- Roll Number 5204-0000-004-20600-0000 for the reason of razed by fire, demolition or otherwise, as per application.

Carried

2021-198

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of St.-Charles hereby approves the following application for reduction, cancellation or refund of taxes in accordance with Sections 357/358/359 of the *Municipal Act, 2001*, as amended:

- Roll Number 5204-0000-003-28100-0000 for the reason of damaged and substantially unusable, as per application.

Carried

9.2.3 Report to Council - Update - Tax Sales

The Director of Finance presented the report as provided in the agenda package.

9.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

9.3.1 Report to Council - COVID-19 Policies

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to move forward with COVID Policies.

9.3.2 Report to Council - Modernization Grant

The Chief Administrative Officer and the Director of Finance jointly presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to commit the current Modernization funds towards the purchase of an excavator first and then to the re-insulation of the Public Works garage. Council further agreed to apply for Phase 3 of the Modernization Grant for a full municipal service delivery review.

9.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

9.4.1 Public Health Sudbury & Districts unapproved minutes of June 17, 2021

Council received the Public Health Sudbury & Districts unapproved minutes of June 17, 2021.

9.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

9.5.1 Report to Council - YOPAC Membership and Terms of Reference

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommended revised Terms of Reference for YOPAC, and that either the Chair or co-Chair of the Parks and Recreation Committee should sit on YOPAC.

9.5.2 Report to Council - Update - Splash Pad

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council accepted the Parks and Recreation Committee's recommendation to award the tender to ABC Recreation.

9.5.3 Report to Council - 2021 / 2022 Arena Season

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council requested that Special Meeting be called once staff is provided with registration numbers from minor hockey.

9.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

Nil.

9.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

9.7.1 Canine Control Report for the month of August 2021

Council received the Canine Control Report for the month of August 2021.

9.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

9.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

9.9.1 Report to Council - Update - Island Road West

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to maintain winter maintenance up to 50A Island Road West. Council further agreed to the supply and leveling of gravel beyond

50A Island Road West and to provide a container and winter sand for this location.

10.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

Nil.

11.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

Nil.

12.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

Nil.

13.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

Nil.

14.0 BY-LAWS

14.1 First and second reading

2021-199

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2021-22 Being A By-Law To Amend Zoning By-Law 2014-26, As Amended (Danika Bisailon and Greg McDonald)

Carried

14.2 Third and final reading

2021-200

Moved by: Councillor Branconnier

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-22.

Carried

15.0 ADDENDUM (if required and by resolution)

16.0 ADJOURNMENT

16.1 Confirmation By-Law

2021-201

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2021-23 Being A By-Law To Confirm The Proceedings Of Council At Its Special Meeting Of Council Held September 1st, 2021, At Its Committee Of The Whole Meeting held September 1st, 2021, At Its Special Meeting Of Council Held September 15th, 2021, And At Its Regular Meeting Of Council Held September 15th, 2021

Carried

2021-202

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-23.

Carried

16.2 Resolution to adjourn the meeting

2021-203

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 7:48 p.m. on September 15, 2021.

Carried

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PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



**The Corporation of the Municipality of
St.-Charles**

MINUTES
**Special Meeting of
Council**

6:00 PM on September 23, 2021
Electronic Meeting (via Zoom)
St-Charles, Ontario

MEMBERS PRESENT:	Mayor:	Paul Schoppmann
	Councillor:	Monica Loftus
	Councillor:	Paul Branconnier
	Councillor:	Richard Lemieux
	Councillor:	Jackie Lafleur

STAFF PRESENT:	Chief Administrative Officer:	Denis Turcot
	Clerk:	Tammy Godden

PUBLIC PRESENT: 1 (electronically)

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2021-204

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Special Meeting of Council at 6:00 p.m. on September 23, 2021.

Carried

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2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-205

Moved by: Councillor Lemieux

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT the agenda for the Special Meeting of Council held September 23, 2021 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on September 23, 2021)

Nil.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION (if necessary and by resolution)

7.1 Resolution to enter into closed session

2021-206

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:02 p.m. this 23rd day of September, 2021 to discuss:

_____ a proposed or pending acquisition or disposition of land by the municipality or local board, as authorized under Section 239 (2) (c) of the *Municipal Act, 2001*, as amended;

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Topic #1 - Nepewassi Property - Offer to Purchase

Carried

7.2 Resolution to reconvene to open session

2021-207

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Special Meeting of Council at 6:29 p.m.

Carried

Verbal Report from Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that direction was provided to the Chief Administrative Officer regarding the property.

8.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

8.1 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

8.1.1 Report to Council - Update - 2021 / 2022 Arena Season

The Chief Administrative Officer presented the report as provided in the agenda package.

At 6:37 p.m. Mayor Schoppmann lost microphone ability and the meeting was paused.

At 6:39 p.m. Mayor Schoppmann resumed the meeting.

Following discussion, Council agreed with the recommendation to cancel the maintenance and start-up currently scheduled for the ice plant equipment. Council further agreed that the arena was not closing but that no ice will be put in at this time. The matter can be revisited at a later date if required.

9.0 ADDENDUM (if required and by resolution)

Nil.

10.0 ADJOURNMENT

Page 3 of 4

10.1 Confirmation By-law

2021-208

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2021-24 Being A By-Law To Confirm The Proceedings Of Council At Its Special Meeting Of Council Held September 23rd, 2021

Carried

2021-209

Moved by: Councillor Branconnier

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third and final reading to and finally passes By-Law 2021-24.

Carried

10.2 Resolution to adjourn the meeting

2021-210

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Special Meeting of Council at 6:50 p.m. on September 23, 2021.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



The Corporation of the Municipality of St.-Charles
MINUTES
Committee of the Whole Meeting
October 6, 2021 at 6:00 PM
Electronic Meeting (via Zoom)

MEMBERS PRESENT: Mayor Paul Schoppmann
Councillor Monica Loftus
Councillor Richard Lemieux

MEMBERS ABSENT: Councillor Paul Branconnier
Councillor Jackie Lafleur

STAFF PRESENT: Denis Turcot, Chief Administrative Officer
Tammy Godden, Clerk
Pamela McCracken, Director of Finance / Treasurer
Travis De Benedet, Director of Operations
Andrea Tarini, Chief Building Official

PUBLIC PRESENT: 1 (electronically)

1.0 MEETING CALLED TO ORDER AND ROLL CALL

1.1 Resolution to open the meeting

2021-211

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the Committee of the Whole meeting of October 6, 2021
be opened at 6:00 p.m.

Carried

Regrets

Councillor Branconnier and Councillor Lafleur sent their regrets.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-212

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the agenda for the Committee of the Whole meeting of Council held October 6, 2021 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

Nil.

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on October 6, 2021)

Nil.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

Nil.

8.0 COMMITTEES:

8.6 Planning & Development Committee: Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

8.6.1 Report to Council - Update - SEBBS Agreement

Council agreed to have the Chief Building Official present early as she was also presenting in French River tonight.

The Chief Building Official presented the report as provided in the agenda package. Further to the report, the Chief Building Official advised that Markstay-Warren had decided to withdraw from the Shared Service Agreement completely. Following discussion, Council agreed that St.-Charles would remain in the Shared Service Agreement for Building and By-Law Services.

8.1 Environmental Services Committee: Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

Nil.

8.2 Finance Committee: Chair Councillor Jackie Lafleur / Council

8.2.1 Report to Council - Donation Request

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to make a donation to the École St-Charles Barromée and instructed the Chief Administrative Officer to donate \$200.00.

8.3 General Government Committee: Chair Councillor Paul Branconnier / Council

8.3.1 Report to Council - Update - Service Ontario

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to resume regular hours (Monday to Friday) at Service Ontario and to close the office 1 hour for lunch each day.

8.3.2 Report to Council - Modernization Grant - Excavator Purchase

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to commit the balance of the unconditional Modernization Grant funds to the purchase of an excavator; insulate and re-tin the garage roof and replace the windows at the municipal office. Council further supported the recommendation to apply for the Municipal Modernization Intake 3 for a 3rd party review of service delivery and modernization opportunities.

2021-213

Moved by: Councillor Lemieux
Seconded by: Councillor Loftus

WHEREAS the Province provided The Corporation of the Municipality of St.-Charles a one-time unconditional grant of \$349,000.00;

AND WHEREAS the intent of the grant is to help modernize service delivery and reduce future costs through investments in projects such as: service delivery reviews, development of shared services agreements, and capital investments;

AND WHEREAS the Director of Operations and the Treasurer have analyzed the benefits of purchasing an excavator which will have an expected annual savings of \$30,000 in equipment rentals and contracted services as well as redistribution of 150-200 public works worker hours;

BE IT THEREFORE RESOLVED that Council for the Corporation of the Municipality of St.-Charles commits the balance of the Modernization unconditional grant in the amount of \$345,000.00 for the purchase of a 2021 or 2022 10 - 13-ton excavator and accessories with an upset limit of \$345,000.00 by Spring 2022;

AND BE IT FURTHER RESOLVED that Council authorized the following expenses until funds from the modernization are exhausted in the following priority:

1. Insulate and re-tin roof of Public Works Garage - Estimated Cost - \$65,000.00 to \$85,000.00;
2. Replace windows at the Municipal Office - \$15,000.00

Carried

2021-214

Moved by: Councillor Lemieux
Seconded by: Councillor Loftus

WHEREAS the Municipal Modernization Intake 3 is now accepting applications;

AND WHEREAS the eligible expenses must be a review of municipal service delivery or administrative expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies;

AND WHEREAS Council for the Municipality of St.-Charles deems it important to ensure that public funds are spent effectively and efficiently to limit the tax burden placed on its residents;

BE IT THEREFORE RESOLVED that Council for The Corporation of the Municipality of St.-Charles supports an application for a 3rd party review of service delivery and modernization opportunities.

Carried

8.4 Health Services Committee: Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

8.5 Parks & Recreation Services Committee: Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

8.5.1 Report to Council - Update - Fitness Centre & Surplus Equipment

The Chief Administrative Officer presented the report as provided in the agenda package. Further to the report the Chief Administrative Officer indicated that they are working to reopen the Fitness Centre by the 3rd week of October, but with capacity restrictions. Following discussion, Council agreed with the recommendation to declare the Apollo 5 as surplus equipment and that the sale proceeds be used to purchase a television for the Fitness Centre.

8.5.2 Report to Council - Christmas Parade

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to support a Christmas parade with outdoor activities only, and that a donation of \$1,500.00 be made to the kids' gift giving event.

8.7 Protection to Persons & Property Committee: Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

Nil.

8.8 Social & Family Services Committee: Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

8.9 Transportation Services Committee: Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

8.9.1 Report to Council - Beaver Control Billing

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council recommended that the beaver control continue as is being

paid by the Municipality. Council further requested that a Town Hall be held for public input and discuss the repercussions of drain maintenance.

9.0 Manitoulin-Sudbury District Services Board (MSDSB): Mayor Paul Schoppmann

9.1 Manitoulin-Sudbury District Services Board 2021 Second Quarter Activity Report

Council received the Manitoulin-Sudbury District Services Board 2021 Second Quarter Activity Report. Further to the report Mayor Schoppmann added that they are looking at building a new building on the island. Mayor Schoppmann also indicated that they would be ordering five (5) new ambulances in the next year.

10.0 St.-Charles Public Library Board (SCPLB): Councillor Monica Loftus

10.1 St.-Charles Public Library Board minutes of August 12, 2021

Council received the St.-Charles Public Library Board minutes of August 12, 2021.

11.0 Sudbury East Planning Board (SEPB): Councillor Jackie Lafleur / Councillor Paul Branconnier

Nil.

12.0 Sudbury East Municipal Association (SEMA): Mayor Paul Schoppmann / Councillor Richard Lemieux

Nil.

13.0 ADJOURNMENT

13.1 Resolution to adjourn the meeting

2021-215

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the Committee of the Whole meeting of October 6, 2021 be adjourned at 7:01 p.m.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

**January 19, 2022 at 6:00 PM
Electronic Meeting (via Zoom)
St.-Charles, Ontario**

MEMBERS PRESENT:	Mayor:	Paul Schoppmann
	Councillor:	Monica Loftus
	Councillor:	Paul Branconnier
	Councillor:	Richard Lemieux
MEMBERS ABSENT:	Councillor:	Jackie Lafleur
STAFF PRESENT:	Chief Administrative Officer:	Denis Turcot
	Clerk:	Tammy Godden
	Director of Finance / Treasurer:	Pamela McCracken
	Chief Building Official:	Andrea Tarini
	Fire Chief:	James Bertoia
GUESTS:	FoodCycler Municipal Solutions:	Christina Zardo, Manager of Municipal Solutions
PUBLIC PRESENT:	6 (electronically)	

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2022-01

Moved by: Councillor Loftus
Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on January 19, 2022.
Carried

Regrets

Councillor Lafleur sent her regrets.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2022-02

Moved by: Councillor Branconnier
Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held January 19, 2022 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

4.1 FoodCycler Municipal Solutions - Presenters: Ami Gagné, Project Coordinator and / or Christina Zardo, Manager of Municipal Solutions

Ms. Christina Zardo made a presentation to Council regarding the FoodCycler Municipal Solutions as provided in the agenda package. Council agreed that they were interested in the system and suggested that Ms. Zardo contact staff to provide more information and in particular information relating to relevant grants that may be available.

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on January 19, 2022)
Nil.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

2022-03

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:19 p.m. this 19th day of January, 2022 to discuss:

_____ personal matters about an identifiable individual, including municipal or local board employees, as authorized under Section 239 (2) (b) of the *Municipal Act, 2001*, as amended;
Topic - Management Annual Review

_____ labour relations or employee negotiations, as authorized under Section 239 (2) (d) of the *Municipal Act, 2001*, as amended;
Topic - Management Annual Review

Carried

7.2 Resolution to adopt the minutes of closed session meetings

7.3 Resolution to reconvene to open session

2022-04

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at 7:27 p.m.

Carried

7.4 Verbal Report from Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that it was for information only.

8.0 ADOPTION OF MINUTES

8.1 Resolution to adopt the minutes of meetings

2022-05

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the minutes of the following meetings of Council be adopted as presented:

- Committee of the Whole meeting held June 2, 2021

Carried

9.0 CORRESPONDENCE FOR INFORMATION

9.1 Resolution to receive correspondence for information

2022-06

Moved by: Councillor Branconnier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the following correspondence for information:

1. Email from Georgina dated November 29, 2021, regarding Plastic Wrap Disposal;
2. Letter from D.S. Dorland Limited dated December 1, 2021, regarding Northern Ontario Property Surveying;
3. Letter from Kitchener dated December 1, 2021, regarding fire safety measures;
4. Letter from Kitchener dated December 1, 2021, regarding conversion therapy;
5. Letter from St. Catharines dated December 1, 2021, regarding National Childcare Program;
6. Letter from Ministry of the Environment, Conservation and Parks dated December 6, 2021, regarding noise prediction methods;
7. Copy of letter from Sudbury East Planning Board dated December 6, 2021, regarding Provisional Consent - SEPB File No. B/54/21/SC;
8. Letter from Penetanguishene Police Services Board dated December 7, 2021, regarding Concerning Rates of Recidivism;
9. Email from Hilton Beach dated December 13, 2021, regarding MPAC Assessment;
10. Letter from Mulmur dated December 13, 2021, regarding Truth and Reconciliation Calls to Action;
11. Letter from Fort Erie dated December 14, 2021, regarding National Childcare Program;
12. Email from Shuniah dated December 15, 2021, regarding City of Kitchener Resolutions;
13. Letter from Tay Valley dated December 15, 2021, regarding Province-Wide Assessment Update;

14. Letter from Ministry of Municipal Affairs and Housing dated December 22, 2021, regarding Extension of Emergency Orders and Provincial Response to the Omicron Variant;
15. Letter from SallyAnn and Henry Longfellow received January 10, 2022, regarding Short-Term Rentals & Zoning;
16. Letter from Mattawa dated January 11, 2022, regarding Stop-Arm Camera Systems; and,
17. Flyer from Government of Canada, regarding 2022 Prime Minister's Awards.

and directs staff to:

- draft a Resolution in support on items 5, 11
- respond with a letter on items 15

Carried

10.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

10.1. ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur
Nil.

10.2. FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

10.2.1 Resolution to receive the Cash Disbursement Register for the months of November 2021 and December 2021

2022-07

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the Cash Disbursement Register for the month of November 2021 be received in the amount of:

- \$262,965.81

AND BE IT FURTHER RESOLVED THAT the Cash Disbursement Register for the month of December 2021 be received in the amount of:

- \$364,990.50

Carried

10.2.2 Report to Council - Treasury Department 2021 4th Quarter

The Director of Finance presented the report as provided in the agenda package.

At 7:47 p.m. Councillor Loftus disconnected from the meeting.

At 7:47 p.m. Councillor Loftus reconnected to the meeting in progress.

10.3. GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

10.3.1 Report to Council - 2022 Insurance Policy Renewals

Council received the report as provided in the agenda package.

2022-08

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby authorizes the renewal of the Municipal Insurance Policy provided through BrokerLink - J.G. Rivet Brokers Limited, for the period of December 31, 2021 to December 31, 2022, in the amount of \$125,903.00 plus all applicable taxes.

Carried

2022-09

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby authorizes the renewal of the Municipality of St. Charles Fire Department Insurance Policy provided through BrokerLink - J.G. Rivet Brokers Limited, for the period of December 31, 2021 to December 31, 2022, in the amount of \$2,408.00 plus all applicable taxes.

Carried

10.3.2 Report to Council - Arena Maintenance Worker

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation not to layoff the Arena Maintenance Worker and to keep him employed over the winter.

10.3.3 Report to Council - 2022 Summer Students

The Clerk presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to proceed with an application to the Canada Summer Jobs program for four (4) students.

10.4. HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.4.1 Public Health Sudbury & Districts unapproved minutes of November 18, 2021

Council received the Public Health Sudbury & Districts unapproved minutes of November 18, 2021.

10.5. PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.5.1 Report to Council - Proposed Picnic Areas.

The Chief Administrative Officer presented the report as provided in the agenda package. In addition the Chief Administrative Officer indicated that this idea had been a topic of discussion for a very long time and reminded Council of the grant approval for these projects in the approximate amount of \$32,000.00. Following discussion, Council agreed to move forward with the West Arm proposal for now.

10.6. PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

10.6.1 Report to Council - Building & By-Law Department 2021 4th Quarter

The Chief Building Official presented the report as provided in the agenda package.

10.6.2 Report to Council - SEBBS Truck Replacement

The Chief Building Official presented the report as set out in the agenda package. Following discussion, Council supported the recommendation for the purchase of a new or used vehicle up to \$50,000.00.

2022-10

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby authorizes the Treasurer to spend up to \$50,000.00 for the purchase of a

new or used vehicle, which will be financed and paid for through the SEBBS Shared Service Agreement.

Carried

10.6.3 Report to Council - Short-Term Rentals

The Chief Building Officer presented the report as provided in the agenda package. Following discussion, Council generally agreed that the municipality should move forward with the issue of Short Term Rentals and requested additional information regarding how other municipalities are dealing with it.

10.7. PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1 Report to Council - Fire Department 2021 4th Quarter

The Fire Chief presented the report as provided in the agenda package. Further to the report, the Fire Chief indicated that there will be a number of larger reports to Council coming in the next few months.

10.7.2 Canine Control Report for the month of November 2021

Council received the Canine Control report for the month of November 2021.

10.7.3 Canine Control Report for the month of December 2021

Council received the Canine Control Report for the month of December 2021.

10.8. SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux
Nil.

10.9. TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.9.1 Report to Council - Maintenance of Musky Island Road

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the

recommendation to proceed with finalizing the agreement with West Nipissing for the maintenance of Musky Island Road.

10.9.2 Report to Council - Northern Ontario Resource Development Support Fund (NORDS)

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to apply the NORDS funds for year one (1) and part of year (2) to the replacement of the culvert on Beauparlant Road which is estimated at \$120,000.00 to \$140,000.00.

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

Nil.

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

12.1 St.-Charles Public Library minutes of November 11, 2021

Council received the St.-Charles Public Library Board minutes of November 11, 2021.

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

Nil.

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

Nil.

15.0 BY-LAWS

15.1 First and second reading

2022-11

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Laws:

- By-Law 2022-01 Being A By-Law To Authorize Borrowing From Time To Time To Meet Current Expenditures During This Fiscal Year Ending December 31st, 2022;
- By-Law 2022-02 Being A By-Law To Provide For An Interim Tax Levy for the Year 2022;
- By-Law 2022-03 Being A By-Law To Appoint The Committee Of Adjustment For The Corporation Of The Municipality Of St.-Charles;

Carried

15.2 Third and final reading

2022-12

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-01.

Carried

15.3 Third and final reading

2022-13

Moved by: Councillor Branconnier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-02.

Carried

15.4 Third and final reading

2022-14

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-03.

Carried

16.0 ADDENDUM (if required and by resolution)

Nil.

17.0 ADJOURNMENT

17.1 Confirmation By-Law

2022-15

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2022-04 Being A By-Law To Confirm The Proceedings Of Council At Its Regular Meeting Of Council Held January 19th, 2022

Carried

2022-16

Moved by: Councillor Branconnier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-04.

Carried

17.2 Resolution to adjourn the meeting

2022-17

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 9:33 p.m. on January 19, 2022.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK

INSPECTION

Inspection of 2022 – 2023 Annual Work Schedule for Sudbury Forest

The April 1, 2022 – March 31, 2023 Annual Work Schedule (AWS) for the **Sudbury Forest** is available electronically for public viewing by contacting the **Vermilion Forest Management Company Ltd.**, during normal business hours and on the Natural Resources Information Portal at <https://nrip.mnr.gov.on.ca/s/fmp-online> beginning **March 15, 2022** and for the one-year duration of the AWS.

Scheduled Forest Management Operations

The AWS describes forest operations such as road construction, maintenance and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting and tending that are scheduled to occur during the year.

Tree Planting and Fuelwood

Vermilion Forest Management Company Ltd is responsible for tree planting in the Sudbury Forest. Please contact the Forest Company listed below for information regarding tree planting job opportunities.

For information on the locations and licence requirements for obtaining fuelwood for personal use, please contact the NDMNRF staff listed below. For commercial fuelwood opportunities, please contact the Forest Company listed below.

More Information

For more information on the AWS, to arrange a remote meeting with NDMNRF staff to discuss the AWS or to request AWS summary information, please contact the NDMNRF staff below:

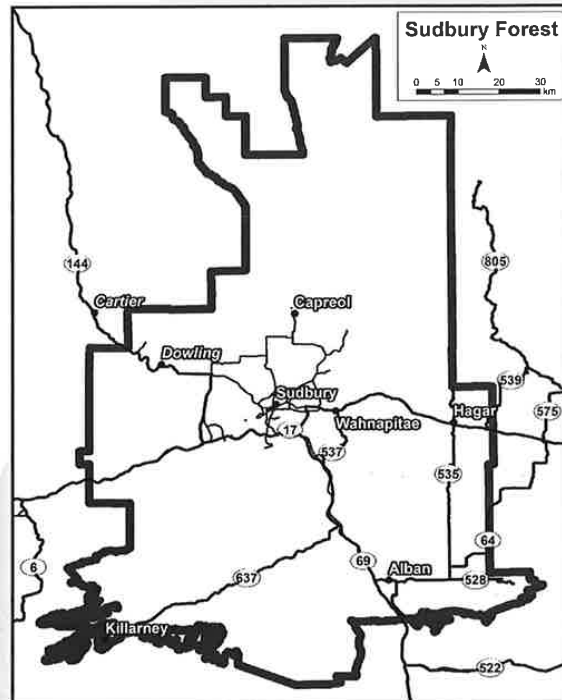
Matthew Hollands, R.P.F.
Ministry of Northern Development,
Mines, Natural Resources and Forestry
Sudbury District Office
3767 Hwy 69 South, Suite 5
Sudbury, ON P3G 1E7
tel: 705-564-7823 / fax: 705-564-7879
e-mail: matthew.hollands@ontario.ca
Office Hours: 8:30 a.m. – 4:30 p.m.

Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

<https://www.ontario.ca/document/participate-forest-management-ontario/how-get-involved-forest-management>

Renseignements en français : Genevieve Demers au genevieve.demers@ontario.ca ou 705 280-8908.



Scott McPherson, R.P.F.

Vermilion Forest Management Company Ltd.
311 Harrison Drive, Sudbury, ON P3E 5E1
tel: 705-560-6363 / fax: 705-506-7887
e-mail: vfm@sudburyforest.com
Website: www.sudburyforest.com
Office Hours: 8:00 a.m. – 5:00 p.m.

INSPECTION

Inspection du plan annuel des travaux forestiers approuvé pour la forêt Sudbury pour la période 2022-2023

Le plan annuel des travaux forestiers approuvé pour la **forêt Sudbury** pour la période allant du 1^{er} avril 2022 au 31 mars 2023 est disponible électroniquement, pour examen public, en communiquant avec le **Vermilion Forest Management Company Ltd.** pendant les heures normales d'ouverture ainsi que sur le Portail d'information sur les richesses naturelles, à l'adresse <https://nrp.mnr.gov.on.ca/s/fmp-online?language=fr>, à partir du **15 mars 2022** et pendant toute la durée du plan annuel des travaux forestiers, c'est-à-dire douze mois.

Travaux forestiers prévus

Le plan annuel des travaux forestiers décrit les travaux d'aménagement forestier tels que la construction, l'entretien et la mise hors service de routes, les carrières d'agrégats pour routes forestières, le prélèvement d'arbres, la préparation de terrains, la plantation d'arbres et les soins sylvicoles, qui sont prévus dans la forêt durant la période de 12 mois.

Plantation d'arbres et bois de chauffage

Vermilion Forest Management Company Ltd. est responsable de la plantation d'arbres dans la forêt de Sudbury. Veuillez communiquer avec l'entreprise forestière (inscrite plus bas) pour connaître les possibilités d'emploi comme planteur d'arbres.

Pour connaître les endroits où l'on peut ramasser du bois de chauffage (pour un usage personnel) et voir ce qu'il faut faire pour obtenir un permis à cette fin, veuillez communiquer avec le personnel du DNMRNF inscrit plus bas. Les personnes qui désirent ramasser du bois pour ensuite le vendre peuvent communiquer avec l'entreprise forestière ci-dessous.

Renseignements supplémentaires

Pour de plus amples renseignements sur le plan annuel des travaux forestiers, pour prendre un rendez-vous pour discuter du plan avec le personnel du DNMRNF ou pour obtenir de l'information sommaire sur le plan annuel des travaux forestiers, veuillez communiquer avec la personne-ressource pour le DNMRNF suivante :

Matthew Hollands, F.P.I.

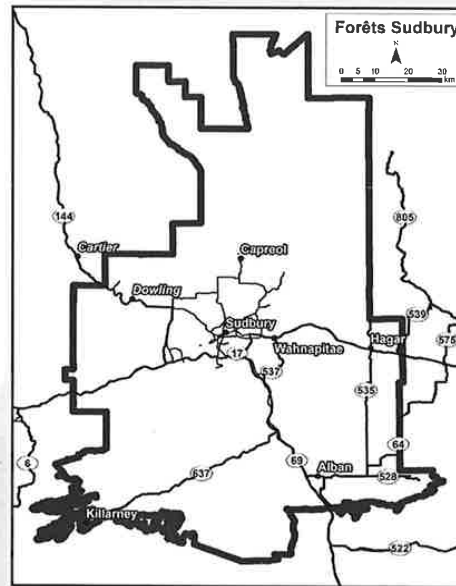
Ministère du Développement du Nord, des Mines,
des Richesses naturelles et des Forêts
Bureau de district de Sudbury
3767 Hwy 69 Sud, Suite 5
Sudbury (Ontario) P3G 1E7
tél. : 705 564-7823 / téléc. : 705 564-7879
courriel : matthew.hollands@ontario.ca
Heures de travail : 08:30 – 16:30

Rester impliqué

Pour obtenir plus de renseignements sur la façon de participer à la planification de la gestion forestière et pour mieux comprendre les étapes de la consultation publique, veuillez consulter le lien suivant :

<https://www.ontario.ca/fr/document/manuel-de-participation-la-gestion-forestiere-des-terres-de-la-couronne-en-ontario/comment-participer-la-gestion-forestiere>

Information in English: Matthew Hollands, R.P.F. at 705-618-1964 or matthew.hollands@ontario.ca



From: Peggy Johnson [cao@chapple.on.ca]

Sent: Monday, March 14, 2022 12:12 PM

To: Clerk Department [clerkdept@shuniah.org]; patty.hajdu@parl.gc.ca; mgravelle.mpp.co@liberal.ola.org; Doug.fordco@pc.ola.org; jill.dunlopco@pc.ola.org; Christine.elliott@pc.ola.org; vic.fedelico@pc.ola.org; g.r@oma.org; administration@nosm.ca; mfacca@noama.ca; resolutions@amo.on.ca; fonom.info@gmail.com; Marcus.Powlowski@parl.gc.ca; JMonteith-Farrell-co@ndp.on.ca; katie.scott@blindriver.ca; dbrunke@bellnet.ca; scasey@dubreuilville.ca; natalie.bray@city.elliottlake.on.ca; admin@hiltontownship.ca; peggy@hiltonbeach.com; jaremy.hpayne@bellnet.ca; debbie@huronshores.ca; admin@jocelyn.ca; gmatin@johnsontownship.ca; clerk@lairdtownship.ca; lduguay@onlink.net; vgoertzencooke@plummertownship.ca; pgreco@twp.prince.on.ca; pamlortie@townofspanish.com; clerkadmin@stjosephtownship.com; clerk@tarbutt.ca; municipalclerk@townshipofthenorthshore.ca; townofthess@thessalon.ca; ccyr@wawa.cc; cao@whiteriver.ca; heather.boyd@brant.ca; clerks@brantford.ca; clerk@arran-elderslie.ca; fhamilton@brockton.ca; dvanwyck@brucecounty.on.ca; edance@huronkinloss.com; clerk@kincardine.ca; caddison@northernbruce.ca; linda.white@saugeenshores.ca; vkennedy@southbruce.ca; angie.cathrae@southbrucepeninsula.com; judys@chatham-kent.ca; deputyclerk@blackriver-matheson.com; richard.vallee@cochraneontario.com; nvachon@fauquierstrickland.com; jlecours@hearst.ca; treasurer@iroquoisfalls.com; chantal.guillemette@kapuskasing.ca; gcoulombe@matticevalcote.ca; moonbeam@moonbeam.ca; spetten@moosonee.ca; twpopas@persona.ca; veronique.dion@townsrf.ca; steph.palmateer@timmins.ca; eric.bizier@valharty.ca; nmartin@amaranth.ca; clerk@dufferincounty.ca; info@eastgarafraxa.ca; mtownsend@townofgrandvalley.ca; dholmes@melancthontownship.ca; ClerksOffice@townofmono.com; tatkinson@mulmur.ca; clerksdept@orangeville.ca; jwilloughby@shelburne.ca; Nicole.Cooper@ajax.ca; clerks@townshipofbrock.ca; clerks@clarington.net; ralph.walton@durham.ca; clerks@oshawa.ca; clerks@pickering.ca; mail@scugog.ca; dleroux@town.uxbridge.on.ca; harrisc@whitby.ca; jbrick@town.aylmer.on.ca; tthayer@bayham.on.ca; dleitch@centralelgin.org; hbouw@duttondunwich.on.ca; blima@elgin.ca; Mcasavecchia@malahide.ca; cao@southwold.ca; mkonefal@stthomas.ca; jnethercott@westelgin.net; pparker@amherstburg.ca; mbirch@countyofessex.on.ca; rauger@essex.ca; jastrologo@kingsville.ca; jastrologo@lasalle.ca; knewman@lakeshore.ca; clerks@leamington.ca; janice.hensel@pelee.ca; Imoy@tecumseh.ca; clerks@citywindsor.ca; cmacmunn@centralfrontenac.com; jamini@frontenacounty.ca; dplumley@frontenacislands.ca; jblognone@cityofkingston.ca; clerkplanning@northfrontenac.ca; amaddocks@southfrontenac.net; psinnamon@chatsworth.ca; bdrury@georgianbluffs.ca; heather.morrison@grey.ca; clerks@greyhighlands.ca; vmcdonald@hanover.ca; msmith@meaford.ca; kvanalphen@owensound.ca; lgreen@southgate.ca; townclerk@thebluemountains.ca; gscharback@westgrey.com; eeichenbaum@haldimandcounty.on.ca; mgower@algonquinhighlands.ca; mbishop@dysartetal.ca; mrutter@county.haliburton.on.ca; rrogers@highlandseast.ca; dnewhook@mindenhills.ca; clerks@burlington.ca; graham.milne@halton.ca; ValerieP@haltonhills.ca; townclerk@milton.ca; vicki.tytaneck@oakville.ca; clerk@hamilton.ca; lsauter@bancroft.ca; mtmacdonald@city.belleville.on.ca; clerk@carlowmayo.ca; clerksoffice@centrehastings.com; gmaracle@deseronto.ca; d.switzer@faraday.ca; bradleyc@hastingscounty.com; shuschilt@hastingshighlands.ca;

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Croskery - Hodgins [admin@nipissingtownship.com]; cityclerk@cityssm.on.ca
Subject: RE: Resolution Supported - Expansion of Northern Ontario School of Medicine
(NOSM)
Attachments: Township of Chapple - Resolution.pdf; NOMA - Resolution.pdf

Good afternoon,

Attached please find a resolution passed by the Council of the Corporation of the Township of Chapple supporting the resolution from Northwestern Ontario Municipal Association (NOMA) supporting the expansion of the Northern Ontario School of Medicine (NOSM) to address the urgent need for physicians in Northern Ontario.

Peggy Johnson, CMO
CAO/Clerk Treasurer
Township of Chapple
www.chapple.on.ca
phone: 807-487-2354 x 223
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From: Clerk Department <clerkdept@shuniah.org>

Sent: Friday, February 11, 2022 2:39 PM

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Cc: Clerk Department <clerkdept@shuniah.org>

Subject: Resolution Supported - Expansion of Northern Ontario School of Medicine (NOSM)

Good afternoon,

Attached please find a resolution passed by the Council of the Municipality of Shuniah supporting the resolution from Northwestern Ontario Municipal Association (NOMA) supporting the expansion of Northern Ontario School of Medicine (NOSM) to address the urgent need for physicians in Northern Ontario.

Thank you,

Jennifer Kruzick

Jennifer Kruzick (she/her)

Assistant to the Clerk

Secretary - Treasurer of Committee of Adjustment

Municipality of Shuniah

clerkdept@shuniah.org

420 Leslie Ave, Thunder Bay, ON P7A 1X8

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Township of Chapple

MEETING DATE: 8 March 2022
RESOLUTION NUMBER: RES-7-2022

Philip Schum Ken W. H.

THAT the Township of Chapple supports the resolution from the Northwestern Ontario Municipal Association (NOMA) with regards to supporting the expansion of Northern Ontario School of Medicine (NOSM) to address the urgent need for physicians in Northern Ontario; and

BE IT RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, Minister of Colleges and Universities Jill Dunlop, Minister of Health Christine Elliot, Minister of Economic Development, Job Creation & Trade Victor Fedeli, local MP's and MPP's, Ontario Medical Association, Northern School of Medicine, Northern Ontario Academic Medicine Association, Association of Municipalities of Ontario (AMO) and the Federation of Northern Ontario Municipalities (FONOM).

Julia Racz
Signature

DISPOSITION: CARRIED. ✓



Representing the Districts of Kenora, Rainy River and Thunder Bay

P.O. Box 18308, Thunder Bay, ON P7B 6T8

www.noma.on.ca

p. 807.583.7462 e. admin@noma.on.ca

January 17, 2022

Resolution 2022-01: Support for the Expansion of NOSM to address the urgent need for physicians in Northern Ontario.

Background:

There is a desperate shortage of physicians and health care professionals in Northwestern Ontario. The global pandemic has put a microscope on the inadequacies and vulnerabilities present in the health care system in northern communities with limited access to physicians and specialists. Northwestern Ontario is a vast geographic region, and many smaller communities are not equipped with their own hospitals or trained professionals. Therefore, residents from many municipalities must travel long distances to access health care services. Procuring and retaining skilled physicians that can respond to the unique and multifaceted health care needs of Northern communities is of vital importance and will translate to lives saved.

The Northern Ontario School of Medicine (NOSM), along with Lakehead and Laurentian universities, developed a unique and successful curriculum that resulted in highly trained physicians and specialists. A large portion of students complete their training in rural communities in Northwestern Ontario and many choose to stay and develop their practice. NOSM has proven highly successful at providing doctors for Northern Ontario.

Recommendation:

WHEREAS that the Northwestern Ontario Municipal Association recognizes the urgent need for physicians in Northern Ontario as it is experiencing a shortage of trained physicians and specialist physicians;

AND WHEREAS one in eight Northern residents do not have access to a family doctor and many must travel long distances to access health care services representing the failure of health care in Northern Ontario;

AND WHEREAS communities in Northern Ontario require access to equitable health care, especially underserved rural, Indigenous, and Francophone communities;

AND WHEREAS the expansion of physician training at NOSM is a way to encourage more physicians to come and work in Northern communities and care must be taken to encourage newly trained physicians to stay and contribute to the health care crisis in the North;

AND WHEREAS although highly successful at providing doctors for Northern Ontario, NOSM has fewer health care professionals' spots than the rest of Ontario medical schools and it would take at minimum, five NOSM graduating classes at sixty-four physicians per year to address the current shortage.

THEREFORE BE IT RESOLVED THAT with the announcement of NOSM becoming a free-standing University, the Northwestern Ontario Municipal Association requests that the Provincial Government and


the Ontario Medical Association immediately expand NOSM's capacity to meet the needs of Northern Ontario, with added MD positions, Residency positions (PGY 1, 3, and 4) and clinical teaching funding to the Northern Ontario Academic Medicine Association.

FURTHER BE IT RESOLVED THAT a copy of this resolution be forwarded to Premier Doug Ford, Minister of Colleges and Universities Jill Dunlop, Minister of Health Christine Elliot, MPP Victor Fedeli, The Leaders of the Opposition Parties, Ontario Medical Association, Northern School of Medicine, Northern Ontario Academic Medicine Association, Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), all Clerks and CAOs of NOMA.

Moved By: Wendy Brunetta

Seconded By: Rick Dumas

CARRIED



President

Cc: Hon. Jill Dunlop, Minister of Colleges and Universities
Hon. Christine Elliot, Minister of Health
Hon. Victor Fedeli, Minister of Economic Development, Job Creation & Trade
Hon. Steven Del Duca, Leader of the Ontario Liberal Party
Hon. Andrea Horwath, Leader of the Ontario NDP Party
Ontario Medical Association
Northern School of Medicine
Northern Ontario Academic Medicine Association
Association of Municipalities of Ontario
Federation of Northern Ontario Municipalities
All Clerks and CAOs of NOMA

March 17, 2022

File: C00

The Honourable Doug Ford, MPP
Premier of Ontario
Premier's Office, 1 Queen's Park
Legislative Building, Room 281
Toronto ON M7A 1A1
premier@ontario.ca

Dear Premier Ford:

**Re: REQUEST TO THE PROVINCE OF ONTARIO FOR A PLAN OF ACTION
TO ADDRESS JOINT AND SEVERAL LIABILITY**

On behalf of the Council of The Corporation of the City of Barrie, I wish to advise that on March 7, 2022, City Council adopted the following resolution regarding a Plan of Action to Address Joint and Several Liability:

**22-G-064 REQUEST TO THE PROVINCE OF ONTARIO FOR A PLAN OF ACTION TO ADDRESS
JOINT AND SEVERAL LIABILITY**

WHEREAS the cost of municipal insurance in the Province of Ontario has continued to increase with especially large increases going into 2022; and

WHEREAS Joint and Several Liability continues to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimum fault; and

WHEREAS these increases are unsustainable and unfair and eat at critical municipal services; and

WHEREAS the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:

1. That the Provincial Government adopt a model of full proportionate liability to replace joint and several liability.
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations and whether a 1-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.
4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.

5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its own and municipal arguments as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.

NOW THEREFORE BE IT RESOLVED that the Council for the Corporation of the City of Barrie call on the Province of Ontario to immediately review these recommendations despite COVID-19 delays, as insurance premiums will soon be out of reach for many communities and

BE IT FURTHER RESOLVED that this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario and MPP for Barrie-Springwater, the Honourable Andrea Khanjin, MPP for Barrie-Innisfil, and all Ontario municipalities.

If you have any questions, please do not hesitate to contact the undersigned, wendy.cooke@barrie.ca or (705) 739.4220, Ext. 4560.

Yours truly,



Wendy Cooke
City Clerk/Director of Legislative and Court Services

WC/bt

Cc:

- The Honourable Peter Bethlenfalvy, Minister of Finance
- The Honourable Doug Downey, Attorney General and MPP for Barrie-Springwater
- The Honourable Andrea Khanjin, MPP for Barrie-Innisfil
- All Ontario municipalities

From: Casey Munro [cmunro@mississippimills.ca]
Sent: Thursday, March 17, 2022 12:42 PM
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Subject: Resolution 079-22 Call for Action re: Abandoned Cemeteries

Attachments: Resolution 079-22 Call for Action re Adandoned Cemeteries.pdf

Good Afternoon,

Please find attached a resolution adopted at the last regular meeting of the Council of the Corporation of the Municipality of Mississippi Mills held March 15, 2022, concerning Prince Edward County's call for action regarding the legislation and regulations surrounding abandoned cemeteries.

Regards,

Casey Munro, Dipl.M.A
Deputy Clerk
Municipality of Mississippi Mills
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**The Corporation of the
Municipality of Mississippi Mills**

Council Meeting

Resolution Number 079-22

Title: Information List #05-22 Township of South Glengarry Resolution re: Abandoned Cemeteries

Date: Tuesday, March 15, 2022

Moved by Councillor Holmes

Seconded by Councillor Dalgity

BE IT RESOLVED THAT the Council of the Municipality of Mississippi Mills hereby supports Prince Edward County's call for government action concerning the current legislation and regulations surrounding municipal requirements to take over and maintain abandoned operating cemeteries;

AND FURTHERMORE that a copy of this resolution be sent to the Minister of Government & Consumer Services, ROMA, the Eastern Ontario Wardens Caucus and all Ontario municipalities.

CARRIED

I, Casey Munro, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.



Casey Munro, Deputy Clerk

From: Casey Munro [cmunro@mississippimills.ca]
Sent: Thursday, March 17, 2022 1:06 PM
To: 'attorneygeneral@ontario.ca' [attorneygeneral@ontario.ca]; 'minister.mah@ontario.ca' [minister.mah@ontario.ca]; 'resolutions@amo.on.ca' [resolutions@amo.on.ca]; 'amcto@amcto.com' [amcto@amcto.com]
CC: 'clerkdept@shuniah.org' [clerkdept@shuniah.org]; 'fonom.info@gmail.com' [fonom.info@gmail.com]; 'katie.scott@blindriver.ca' [katie.scott@blindriver.ca]; 'dbrunke@bellnet.ca' [dbrunke@bellnet.ca]; 'scasey@dubreuilville.ca' [scasey@dubreuilville.ca]; 'natalie.bray@city.elliottlake.on.ca' [natalie.bray@city.elliottlake.on.ca]; 'admin@hiltontownship.ca' [admin@hiltontownship.ca]; 'peggy@hiltonbeach.com' [peggy@hiltonbeach.com]; 'jaremy.hpayne@bellnet.ca' [jaremy.hpayne@bellnet.ca]; 'debbie@huronshores.ca' [debbie@huronshores.ca]; 'admin@jocelyn.ca' [admin@jocelyn.ca]; 'gmatin@johnsontownship.ca' [gmatin@johnsontownship.ca]; 'clerk@lairdtownship.ca' [clerk@lairdtownship.ca]; 'lduguay@onlink.net' [lduguay@onlink.net]; 'vgoertzencooke@plummertownship.ca' [vgoertzencooke@plummertownship.ca]; 'pgreco@twp.prince.on.ca' [pgreco@twp.prince.on.ca]; 'pamlortie@townofspanish.com' [pamlortie@townofspanish.com]; 'clerkadmin@stjosephtownship.com' [clerkadmin@stjosephtownship.com]; 'clerk@tarbutt.ca' [clerk@tarbutt.ca]; 'municipalclerk@townshipofthenorthshore.ca' [municipalclerk@townshipofthenorthshore.ca]; 'townofthess@thessalon.ca' [townofthess@thessalon.ca]; 'ccyr@wawa.cc' [ccyr@wawa.cc]; 'cao@whiteriver.ca' [cao@whiteriver.ca]; 'heather.boyd@brant.ca' [heather.boyd@brant.ca]; 'clerks@brantford.ca' [clerks@brantford.ca]; 'clerk@arran-elderslie.ca' [clerk@arran-elderslie.ca]; 'fhamilton@brockton.ca' [fhamilton@brockton.ca]; 'dvanwyck@brucecounty.on.ca' [dvanwyck@brucecounty.on.ca]; 'edance@huronkinloss.com' [edance@huronkinloss.com]; 'clerk@kincardine.ca' [clerk@kincardine.ca]; 'caddison@northernbruce.ca' [caddison@northernbruce.ca]; 'linda.white@saugeenshores.ca' [linda.white@saugeenshores.ca]; 'vkennedy@southbruce.ca' [vkennedy@southbruce.ca]; 'angie.cathrae@southbrucepeninsula.com' [angie.cathrae@southbrucepeninsula.com]; 'judys@chatham-kent.ca' [judys@chatham-kent.ca]; 'deputyclerk@blackriver-matheson.com' [deputyclerk@blackriver-matheson.com]; 'richard.vallee@cochraneontario.com' [richard.vallee@cochraneontario.com]; 'nvachon@fauquierstrickland.com' [nvachon@fauquierstrickland.com]; 'jlecours@hearst.ca' [jlecours@hearst.ca]; 'treasurer@iroquoisfalls.com' [treasurer@iroquoisfalls.com]; 'chantal.guillemette@kapuskasing.ca' [chantal.guillemette@kapuskasing.ca]; 'gcoulombe@matticevalcote.ca' [gcoulombe@matticevalcote.ca]; 'moonbeam@moonbeam.ca' [moonbeam@moonbeam.ca]; 'spetten@moosonee.ca' [spetten@moosonee.ca]; 'twpopas@persona.ca' [twpopas@persona.ca]; 'veronique.dion@townsrf.ca' [veronique.dion@townsrf.ca]; 'steph.palmateer@timmins.ca' [steph.palmateer@timmins.ca]; 'eric.bizier@valharty.ca' [eric.bizier@valharty.ca]; 'nmartin@amaranth.ca' [nmartin@amaranth.ca]; 'clerk@dufferincountry.ca' [clerk@dufferincountry.ca]; 'info@eastgarafraxa.ca' [info@eastgarafraxa.ca]; 'mtownsend@townofgrandvalley.ca' [mtownsend@townofgrandvalley.ca]; 'dholmes@melancthontownship.ca' [dholmes@melancthontownship.ca]; 'ClerksOffice@townofmono.com' [ClerksOffice@townofmono.com]; 'tatkenson@mulmur.ca' [tatkenson@mulmur.ca]; 'clerkdept@orangeville.ca' [clerkdept@orangeville.ca]; 'jwilloughby@shelburne.ca'

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Subject: Resolution 080-22 Joint and Several Liability Reform

Attachments: Resolution 080-22 Joint and Several Liability Reform.pdf

Good Afternoon,

Please find attached a resolution adopted at the last regular meeting of the Council of the Corporation of the Municipality of Mississippi Mills held March 15, 2022, concerning Joint and Several Liability Reform.

Regards,

Casey Munro, Dipl.M.A
Deputy Clerk
Municipality of Mississippi Mills
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**The Corporation of the
Municipality of Mississippi Mills**

Council Meeting

Resolution Number 080-22

Title: Information List #05-22 Town of Bracebridge Resolution re: Joint and Several Liability Reform

Date: Tuesday, March 15, 2022

Moved by Councillor Holmes

Seconded by Councillor Dalgity

WHEREAS municipal governments provide essential services to the residents and businesses in their communities; and

WHEREAS the ability to provide those services is negatively impacted by exponentially rising insurance costs; and

WHEREAS one driver of rising insurance costs is the legal principle of “joint and several liability”, which assigns disproportionate liability to municipalities for an incident relative to their responsibility for it; and

WHEREAS the Government of Ontario has the authority and responsibility for the legal framework of “joint and several liability”; and

WHEREAS the Premier of Ontario committed to review the issue in 2018 with a view to helping municipal governments manage their risks and costs; and

WHEREAS the Provincial Review was conducted in 2019 with AMO and municipalities fully participating; and

WHEREAS the results of the Provincial Review have not been released and municipalities are still awaiting news of how the Attorney General will address this important matter; and

WHEREAS the Association of Municipalities of Ontario (AMO) on behalf of municipal governments has provided recommendations in their document “Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs” to align municipal liability with the proportionate responsibility for incidents and capping awards; and

WHEREAS The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) has written to the Attorney General in support of the abovementioned recommendations provided by AMO;

NOW THEREFORE BE IT RESOLVED THAT THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS RESOLVES AS FOLLOWS:

1. That the Municipality of Mississippi Mills calls on the Attorney General of Ontario to work with municipal governments to put forward a plan of action to address "joint and several liability" before the end of the government's current term.
2. That the Municipality of Mississippi Mills supports the seven (7) recommendations contained in the AMO submission "Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs" to re-establish the priority for provincial action on this issue.
3. That a copy of this resolution be forwarded to Attorney General, the Honourable Doug Downey; the Minister of Municipal Affairs and Housing, the Honourable Steve Clark; AMO President, Jamie McGarvey, AMCTO President, Sandra MacDonald; and all Municipalities in Ontario.

CARRIED

I, Casey Munro, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.



Casey Munro, Deputy Clerk



March 23, 2022

Hon. Steve Clark
Minister of Municipal Affairs and Housing
College Park, 17th Floor
777 Bay St.
Toronto, ON M7A 2J3

**RE: Resolution from the City of Waterloo passed March 21st, 2022 re: Ontario
Must Build it Right the First Time**

Dear Minister Clark,

Please be advised that the Council of the Corporation of the City of Waterloo at its Council meeting held on Monday, March 21st, 2022 resolved as follows:

WHEREAS the Province of Ontario adopted greenhouse gas reduction targets of 30% by 2030, and emissions from buildings represented 22% of the province's 2017 emissions,

WHEREAS all Waterloo Region municipalities, including the City of Waterloo, adopted greenhouse gas reduction targets of 80% below 2012 levels by 2050 and endorsed in principle a 50% reduction by 2030 interim target that requires the support of bold and immediate provincial and federal actions,

WHEREAS greenhouse gas emissions from buildings represent 45% of all emissions in Waterloo Region, and an important strategy in the TransformWR community climate action strategy, adopted by all Councils in Waterloo Region, targets new buildings to be net-zero carbon or able to transition to net-zero carbon using region-wide building standards and building capacity and expertise of building operators, property managers, and in the design and construction sector,

WHEREAS the City of Waterloo recently adopted a net-zero carbon policy for new local government buildings and endorsed a corporate greenhouse gas and energy roadmap to achieve a 50% emissions reduction by 2030 for existing local government buildings and net-zero emissions by 2050 (provided the provincial electricity grid is also net-zero emissions),

WHEREAS the draft National Model Building Code proposes energy performance tiers for new buildings and a pathway to requiring net zero ready construction in new buildings, allowing the building industry, skilled trades, and suppliers to adapt on a predictable and reasonable timeline while encouraging innovation;



WHEREAS the Ministry of Municipal Affairs and Housing is consulting on changes for the next edition of the Ontario Building Code (ERO #: 019-4974) that generally aligns with the draft National Model Building Code except it does not propose adopting energy performance tiers, it does not propose timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier, and, according to Efficiency Canada and The Atmospheric Fund, it proposes adopting minimum energy performance standards that do not materially improve on the requirements in the current Ontario Building code;

WHEREAS buildings with better energy performance provide owners and occupants with lower energy bills, improved building comfort, and resilience from power disruptions that are expected to be more common in a changing climate, tackling both inequality and energy poverty;

WHEREAS municipalities are already leading the way in adopting or developing energy performance tiers as part of Green Development Standards, including Toronto and Whitby with adopted standards and Ottawa, Pickering, and others with standards in development;

WHEREAS the City of Waterloo is finalizing Green Development Standards for its west side employment lands and actively pursuing Green Development Standards in partnership with the Region of Waterloo, the Cities of Kitchener and Cambridge, and all local electricity and gas utilities through WR Community Energy;

WHEREAS while expensive retrofits of the current building stock to achieve future net zero requirements could be aligned with end-of-life replacement cycles to be more cost-efficient, new buildings that are not constructed to be net zero ready will require substantial retrofits before end-of-life replacement cycles at significantly more cost, making it more cost-efficient to build it right the first time.

THEREFORE BE IT RESOLVED THAT Council request the Province of Ontario to include energy performance tiers and timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier in the next edition of the Ontario Building Code, consistent with the intent of the draft National Model Building Code and the necessity of bold and immediate provincial action on climate change;

THAT Council request the Province of Ontario to adopt a more ambitious energy performance tier of the draft National Model Building Code as the minimum requirement for the next edition of the Ontario Building Code than those currently proposed;



THAT Council request the Province of Ontario provide authority to municipalities to adopt a specific higher energy performance tier than the Ontario Building Code, which would provide more consistency for developers and homebuilders than the emerging patchwork of municipal Green Development Standards;

THAT Council request the Province of Ontario to facilitate capacity, education and training in the implementation of the National Model Building Code for municipal planning and building inspection staff, developers, and homebuilders to help build capacity; and

THAT this resolution be provided to the Minister of Municipal Affairs and Housing, to area MPPs, and to all Ontario Municipalities.

Please accept this letter for information purposes only.

If you have any questions or require additional information, please contact me.

Sincerely,

Julie Scott
City Clerk, City of Waterloo

CC (by email):

Catherine Fife, M.P.P (Waterloo)
Laura Mae Lindo, M.P.P (Kitchener Centre)
Belinda C. Karahalios, M.P.P (Cambridge)
Amy Fee, M.P.P (Kitchener-South Hespeler)
Mike Harris, M.P.P (Kitchener-Conestoga)

From: Brenda Heidebrecht [Brenda.Heidebrecht@portcolborne.ca]

Sent: Thursday, March 24, 2022 3:59 PM

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 Courchesne [jcourchesne@stcharlesontario.ca]; kway@gbtownship.ca; info@gbtownship.ca;
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 joannecamirelaflamme@russell.ca; jmccaslin@northdundas.com; jscime@westlincoln.ca;
 jbolognone@cityofkingston.ca; john.daly@simcoe.ca; clerks@georgina.ca;
 rdillabough@georgina.ca; cityclerk@thunderbay.ca; JKennedy@peterborough.ca;
 clerk@armourtownship.ca; jbrizard@nationmun.ca; jbrick@town.aylmer.on.ca;
 mail@scugog.ca; clerk@ryersontownship.ca; JUDYS@chatham-kent.ca; CAO@elgin.ca;
 jkirkelos@lincoln.ca; kdesroches@midland.ca; gschwendinger@puslinch.ca;
 kmartin@zorra.on.ca; karen.mcisaac@cityofnorthbay.ca; jteeter@oro-medonte.ca;
 karin@baldwin.ca; kwallace@wellington-north.com; ksurerus@hamiltontownship.ca;
 gschwendinger@billingstwp.ca; kmoyle@king.ca; kbunting@middlesex.ca; rreid@adjtos.ca;
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 kcostello@smithsfalls.ca; kevinh@quintewest.ca; virginial@quintewest.ca;
 kmcllwain@carling.ca; kbulmer@renfrew.ca; kasloss@sables-spanish.ca;
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 clerk.administrator@townshipofjoly.com; lparkin@innisfil.ca; Lesley.todd@uclg.on.ca;
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 clerksoffice@ptbocounty.ca; lduguay@onlink.net; Rick.Oconnor@ottawa.ca;
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mtruelove@twprideaulakes.on.ca; municipalclerk@townshipofthenorthshore.ca;
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 mspratt@arnprior.ca; mavis@doriontownship.ca; mbouffard@frenchriver.ca;
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 mantond@cambridge.ca; mgraves@ingersoll.ca; harleytwp@parolink.net;
 Mcasavecchia@malahide.ca; m.feltz@pelee.ca; Michelle.Hendry@whitestone.ca;
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 clerk@burksfalls.ca; deputyclerk@magnetawan.com; julie.scott@waterloo.ca;
 pccress@townofnemi.on.ca; pfettes@clearview.ca; clerk@dufferincounty.ca;
 pamlortie@townofspanish.com; cao@hastingshighlands.ca; pberfelz@northperth.ca;
 gilesp@tbaytel.net; lavalley@nwonet.net; psinnamon@chatsworth.ca;
 PMoreau@countyofrenfrew.on.ca; pshipway@bayham.on.ca; psnider@villageofwestport.ca;
 pparker@amherstburg.ca; ctownsend@espanola.ca; peggy@hiltonbeach.com;
 pgreco@twp.prince.on.ca; clerk@arran-elderslie.ca; clerk@gananoque.ca;
 cao.clerk@bonfieldtownship.org; peter.todd@notl.com; lairdtwp@soonet.ca;
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 rmurphy@townofbwg.com; clerk@southhuron.ca; Renee.Chaperon@springwater.ca;
 brethour@parolink.net; thornloe@outlook.com; rforgette@markstay-warren.ca;
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 centralm@amtelecom.net; clerk@temagami.ca; smacdonald@brockville.com;
 salmas@collingwood.ca; cao@northglengarry.ca; skim@grimsby.ca; sdion@casselman.ca;
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 cao@laurentianhills.ca; sblair@carletonplace.ca; scooper@penetanguishene.ca;
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 clerksdept@orangeville.ca; klandry@orangeville.ca; nmartin@amaranth.ca;
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 Tanya.calleja@huntsville.ca; clerkplanning@northfrontenac.ca; clerk@welland.ca;
 clerk@stirling-rawdon.com; tmichiels@thamescentre.on.ca; townshipofmorley@gmail.com;
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 vicki.tytanek@oakville.ca; vgoertzencooke@plummertownship.ca; clerk@evanturel.com;
 wkabel@snnf.ca; Wayne.Hanchard@oliverpaipoonge.on.ca; wjaques@ezt.ca;
 wkolasa@wainfleet.ca; yrobert@ekwp.ca; ymurphy@tyendinagatownship.com;
 agubbels@warwicktownship.ca; msmibert@tillsonburg.ca; cityclerk@cityssm.on.ca;
 tmckenzie@lennox-addington.on.ca; clerk@southriverontario.com; cao-treasurer@tweed.ca;
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cmoyle@mississippimills.ca; annilene@town.minto.on.ca

Subject: City of Port Colborne Year of the Garden 2022

Attachments: City of Port Colborne Year of the Garden 2022 proclamation.pdf

Good Afternoon,

At the March 22, 2022 meeting:

The Council for the City of Port Colborne, proclaimed June 18th, 2022 to be Garden Day, and encourages all municipalities across Ontario be invited to Proclaim Year of the Garden 2022, in your respective municipality.

Kind regards,

Brenda Heidebrecht

Legislative Assistant

City of Port Colborne

Phone 905-835-2900 Ext. 126

Email Brenda.Heidebrecht@portcolborne.ca

66 Charlotte Street,
Port Colborne, ON L3K 3C8

www.portcolborne.ca



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Brenda Heidebrecht
Legislative Assistant
City of Port Colborne

Phone 905-835-2900 x126

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PORT COLBORNE

March 22, 2022

Moved by Councillor E. Beauregard
Seconded by Councillor A. Desmarais

WHEREAS the **Year of the Garden 2022** celebrates the Centennial of Canada's horticulture sector; and

WHEREAS gardens and gardening contribute to the quality of life of our municipality and create safe and healthy places where people can come together; and

WHEREAS the **Year of the Garden 2022** will highlight and celebrate the important contribution of gardeners, our local gardening organizations, horticultural professionals and local horticultural businesses which contribute to garden culture and the experience garden of our municipality; and

WHEREAS gardens and gardening have helped us face the challenges of the COVID pandemic; and

WHEREAS Communities in Bloom in collaboration with the Canadian Garden Council, invites all municipalities to celebrate the Year of the Garden; and

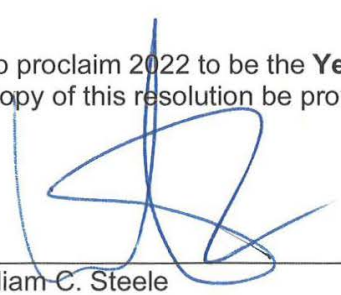
NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim 2022 as the **Year of the Garden**, in the City of Port Colborne. In celebration of the contribution of gardens and gardening to the development of our country, our municipality and the lives of our citizens in terms of health, quality of life and environmental challenges; and

THAT the Saturday before Father's Day, June 18 in 2022, be recognized as Garden Day in the City of Port Colborne as a legacy of Canada's Year of the Garden 2022; and

THAT the City of Port Colborne is committed to be a Garden Friendly City supporting the development of its garden culture; and

THAT all municipalities across Canada be invited to proclaim 2022 to be the **Year of the Garden** in their respective municipalities, and that a copy of this resolution be provided to all municipalities of Ontario, for that purpose.




William C. Steele
Mayor



MUNICIPALITY OF SHUNIAH

420 Leslie Avenue, Thunder Bay, Ontario P7A 1X8

Phone: (807) 683-4545 Fax: (807) 683-6982

Email: shuniah@shuniah.org www.shuniah.org

March 24, 2022

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca
Via Email

Dear Premier Ford,

RE: Support Resolution – Township of Chapple supports resolution from Northwestern Ontario Municipal Association (NOMA)

Please be advised that, at its meeting on March 22, 2022, the Council of the Municipality of Shuniah resolved to support resolution number RES-7-2022 from the Township of Chapple regarding resolution 2022-01 dated January 17, 2022, from Northwestern Ontario Municipal Association (NOMA) with regards to supporting the expansion of Northern Ontario School of Medicine (NOSM) to address the urgent need for physicians on Northern Ontario.

We kindly request your support and endorsement for the expansion of the Northern Ontario School of Medicine.

Yours truly,

Kerry Bellamy
Clerk
KB/jk

Cc:
Hon. Jill Dunlop, Minister of Colleges and Universities
Hon. Cristine Elliot, Minister of Health
Hon. Victor Fedeli, Minister of Economic Development, Job Creation, and Trade
local MPs & MPPs
Ontario Medical Association
Northern School of Medicine
Northern Ontario Academic Medicine Association
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)



COUNCIL RESOLUTION

Resolution No.: 100-22

Date: Mar 22, 2022

Moved By: Don Smith

Seconded By: Danna Blunt

THAT Council hereby receives the following ^{Supports &} ^{Resolutions and Correspondence} correspondence:

- a. NOMA et al. Letter to Minister of Indigenous Affairs & Northern Development
- b. Township of Chapple Resolution - Support NOMA Resolution re NOSM Expansion
- c. Lakehead Region Conservation Authority Annual Meeting Minutes

and the same be filed at the Clerk's Office.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred

Wendy Landry

Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

March 28, 2022

BY E-MAIL: tgodden@stcharlesontario.ca

Council – Municipality of St.-Charles
c/o Tammy Godden, Clerk
2 King Street East
St.-Charles, ON P0M 2W0

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2021
Municipality of St.-Charles
Our File No. 32998-1**

In 2018, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the Municipality of St.-Charles in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

Last year we provided an Annual Report. In lieu, this year we are simply providing this letter to confirm that there have been no complaints under the Code of Conduct or applications for inquiry under the MCIA submitted to the Integrity Commissioner for the Municipality of St.-Charles. We have also received no requests for advice from individual Members.

We thank the Municipality of St.-Charles for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member’s obligations under the Code of Conduct and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

00665669.DOCX:

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
WEB: WWW.CSWAN.COM

Smith Robinson Building, Suite 300 • 27 Princess St, Kingston, ON, K7L 1A3

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions. In the meantime, please find enclosed a copy of the up-to-date Certificate of Insurance for the Municipality of St.-Charles.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation

TEF:mj
Enclosures

March 28, 2022

Delivered by email
premier@ontario.ca

Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

RE: Dissolve Ontario Land Tribunal

Please be advised the above-noted matter was placed before Council at its meeting held on March 23, 2022 and the following resolution was passed:

WHEREAS Municipalities across this province collectively spend millions of dollars of taxpayer money and municipal resources developing Official Plans that meet current Provincial Planning Policy; and

WHEREAS an Official Plan is developed through months of public consultation to ensure, “that future planning and development will meet the specific needs of (our) community”; and

WHEREAS our Official Plan includes provisions that encourage development of the “missing middle” or “gentle density” to meet the need for attainable housing in our community; and

WHEREAS our Official Plan is ultimately approved by the province; and

WHEREAS it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of the Town of Whitchurch-Stouffville Official Plan; and

WHEREAS it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the Town of Whitchurch-Stouffville Official Plan; and

WHEREAS municipal planning decisions may be appealed to the Ontario Land Tribunal (OLT; formerly the Ontario Municipal Board or “OMB”), an unelected, appointed body that is unaccountable to the residents of Whitchurch-Stouffville; and

WHEREAS the OLT has the authority to make a final decision on planning matters based on a “best planning outcome” and not whether the proposed development is in compliance with municipal Official Plans; and

WHEREAS all decisions—save planning decisions—made by Municipal Council are only subject to appeal by judicial review and such appeals are limited to questions of law and or process; and

WHEREAS Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans; and

WHEREAS towns and cities across this Province are repeatedly forced to spend millions of dollars defending Official Plans that have already been approved by the province in expensive, time consuming and ultimately futile OLT hearings; and

WHEREAS lengthy, costly OLT hearings add years to the development approval process and acts as a barrier to the development of attainable housing.

NOW THEREFORE BE IT RESOLVED THAT the Government of Ontario be requested to immediately engage municipalities to determine an alternative land use planning appeals process in order to dissolve the OLT and eliminate one of the most significant sources of red tape delaying the development of more attainable housing in Ontario; and

THAT a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing, the Leader of the Opposition, the Leaders of the Liberal and Green Party, all MPPs in the Province of Ontario, the Large Urban Mayors' Caucus of Ontario, the Small Urban GTHA Mayors, the Regional Chairs of Ontario, the Association of Municipalities of Ontario, and all Ontario municipalities for consideration.

Yours truly,



Kristina Lepik, Council Coordinator
(905) 642-4130

cc. Minister of Municipal Affairs and Housing,
Leader of the Opposition,
Leaders of the Liberal and Green Party,
MPPs in the Province of Ontario,
Large Urban Mayors' Caucus of Ontario,
Small Urban GTHA Mayors,
Regional Chairs of Ontario,
Association of Municipalities of Ontario,
All Ontario municipalities



Community Services

Legislative Services

March 29, 2022
File #120203

The Right Honourable Justin Trudeau
Prime Minister
House of Commons
Ottawa, ON K1A 0A6
Justin.trudeau@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Honourable and Dear Sirs:

Re: Climate Change Action

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of March 28, 2022 passed the following resolution:

Whereas extreme weather events have become more frequent and intense with rising sea levels, prolonged droughts, food shortage and daily extinction of animal and plant species; and

Whereas leading climate scientists have issued a "code red for humanity" warning that changes necessary to keep warming below 1.5 degrees celsius will be our last chance to avoid the most dangerous impact of climate chaos; and

Whereas Climate Change is now an emergency; and

Whereas Canada is the only G7 country whose emissions have increased since the Paris Agreement was signed; and

Whereas the Government of Canada is working with the provinces and territories to implement the Pan-Canadian Framework on Clean Growth and Climate which includes emissions reduction targets, investing in infrastructure, development of new Building Codes that increase building and infrastructure resiliency, addressing the effects of Climate Change on the health of Canadians; supporting regions that are vulnerable to Climate Change; and working to ensure the long-term health and resilience of our ecosystems and natural environment are protected; and

Whereas the Government of Canada's plan falls short on timelines for effective changes; and

.../2

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 4:30 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Whereas Municipalities have the ability to influence change to 50 per cent of emissions within Canada; and

Whereas the Town of Fort Erie has not incorporated Climate Change into its Official Plan; and

Whereas Report No. CAO-17-2020 authored by Bev Bradnam, Manager, Strategic Initiatives was received at the Council-in-Committee Meeting held on October 5, 2020, for information purposes, regarding Climate Change contained action items; and

Whereas the land within our community and its infrastructure is finite;

Now therefore be it resolved,

That: Council declares a Climate Change Emergency; and further

That: The Town of Fort Erie take Climate Change Action and that staff be directed to provide a report to Council outlining the resources required to create and implement a Climate Change Adaptation Plan, including but not limited to human resources, policies and policy changes and financial resources; and further

That: The Town of Fort Erie establish an Advisory Climate Change Adaptation Team and a Climate Change Plan that includes external and internal stakeholders including the Indigenous Community, business, service and manufacturing sectors and members of the community; and further

That: The Town of Fort Erie join Brock University's "Niagara Adapts"; and further

That: Climate Change be strongly considered as a main pillar in the 2022 - 2025 strategy plan; and further

That: The Town of Fort Erie request staff to:

1. Submit a report to Council on the incorporation of new standards that will prevent clear cutting forests for new developments;
2. Consider broadening the scope of Building Codes to include the use of new, greener technologies, as opposed to fossil fuel systems; and
3. Review the ability to attract condominium and apartment builds in available open spaces, or the demolition of existing buildings in the Town's downtown and surrounding core areas; and further

.../3

That: The Town of Fort Erie send a letter to the Right Honourable Prime Minister Justin Trudeau, the Honourable Doug Ford, Premier of Ontario, and the Honourable Steven Guilbeault, Minister of Environment and Climate Change, to tighten their timelines for Climate Change Plans to be reflective of the urgency it demands for immediate and meaningful action; and further

That: A copy of this resolution be circulated to all Members of Parliament, all Members of Provincial Parliament and all Ontario Municipalities, and request that those municipalities that do not have plans in place to step up and put resolutions of their own in place to effect positive change and implement an affirmative Climate Change Action Plan.

Research sources:

1. This Changes Everything written by Naomi Klein published in 2014 by Vintage Canada a division of Random House Canada
2. Climate Change written by Robert Henson, published in 2008 by Rough Guides Ltd
3. David Suzuki Foundation. Site: <https://davidsuzuki.org/>
4. Government of Canada: Canada's Climate Plan. Site: <https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan.html>

Yours very truly,



Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk
cschofield@forterie.ca
CS:dlk

c.c. The Honourable Steven Guilbeault, Minister of Environment and Climate Change Steven.Guilbeault@parl.gc.ca
All Members of Parliament
All Members of Provincial Parliament
Ontario Municipalities

From: Rachel Latour [latourr@cambridge.ca] on behalf of Danielle Manton [mantond@cambridge.ca]
Sent: Thursday, March 31, 2022 4:43 PM
CC: Danielle Manton [mantond@cambridge.ca]
Subject: CORRECTED - City of Cambridge Council - support for a moratorium on new aggregate operations - March 22, 2022
Attachments: City of Cambridge Resolution.March 22.2022.pdf

Good afternoon,

Please find attached, a corrected copy of a resolution passed by Cambridge Council on March 22, 2022 regarding Council's support regarding a Moratorium on new Aggregate Operations.

Apologies for the multiple versions.

Thank you,

Danielle Manton
City Clerk

City of Cambridge
Corporate Services Department
Clerk's Office
50 Dickson Street, Box 669
Cambridge, ON N1R 5W8

Tel: 519-740-4680 ext. 4585
E-mail: mantond@cambridge.ca



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The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca

March 31, 2022

Re: Motion: Councillor Wolf re: Request to impose a moratorium on all new gravel applications, including expansions to existing licensed sites

At the Special Council Meeting of March 22, 2022, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS Ontario currently has over 3600 licenses and 2500 permits held by Operators located throughout the Province that are able to meet the expected near term needs of Ontario's construction industry;

AND WHEREAS in 2020 there was approximately 5,677,296 tonnes of aggregate extracted from properties located within the Township of North Dumfries;

AND WHEREAS applications continue to be submitted without a definitive determination if there is a need for additional supply;

AND WHEREAS gravel pits and quarries can be destructive of natural environments and habitats when not properly planned and managed;

AND WHEREAS pits and quarries have negative social impacts on host and neighbouring communities like Cambridge in terms of noise, air pollution, and truck traffic;

AND WHEREAS the urgent need to reduce greenhouse gas emissions in order to combat climate change has brought awareness to the very high carbon footprint associated with the production of concrete and asphalt which are major end-users of aggregates;

NOW THEREFORE BE IT RESOLVED THAT the Province of Ontario be requested to impose an immediate temporary moratorium on all new gravel applications, including expansions to existing licensed sites, pending a broad consultation process that would

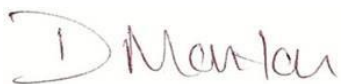
include First Nations, affected communities, independent experts and scientists, to chart a new path forward for the extraction and processing of aggregates in Southern Ontario which:

- i) Proposes criteria and processes for determining the need for new aggregate licences (including the expansion to existing licenses);
- ii) Recommends updated policies and restrictions for aggregate extraction below the water table to reflect current groundwater sciences; including quarterly water monitoring reports.
- iii) Assesses the cumulative impacts of aggregate operations in terms of off-site impacts to environmental systems; the groundwater regime and baseflow contributions to area watercourses, wetlands, etc; area habitat including corridors; traffic along haul routes; and, dust and noise emissions;
- iv) Develops new guidelines for reprocessing / recycling of concrete and asphalt products in order to ensure sustainable aggregate supplies;
- v) Recommends a fair levy for aggregate extraction that includes compensation for the full environmental and infrastructure maintenance costs to the local community of extraction and distribution of aggregate;
- vi) Provides greater weight to the input by local municipalities to lessen the social impacts from aggregate extraction and truck haul routes through their communities

AND FURTHER THAT a copy of this Resolution be sent to the Honourable Doug Ford, Premier of Ontario, the leaders of all Provincial Parties, the Minister of Northern Development, Mines, Natural Resources & Forestry, the MPPs of Waterloo Region, and, the Region of Waterloo.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton
City Clerk

Cc: (via email)
Hon. Premier Ford
Association of Municipalities of Ontario
City of Cambridge Council

From: Carolyn Lance [clance@georgina.ca]

Sent: Thursday, March 31, 2022 11:40 AM

To: 'City of Belleville' [mtmacdonald@belleville.ca]; 'City of Brampton' [info@brampton.ca]; 'City of Brantford' [clerks@brantford.ca]; 'City of Burlington' [city@burlington.ca]; 'City of Cambridge' [questions@cambridge.ca]; 'City of Clarence-Rockland' [mouellet@clarence-rockland.com]; 'City of Cornwall' [mlevesque@cornwall.ca]; 'City of Dryden' [aeuler@dryden.ca]; 'City of Elliot Lake' [nbray@city.elliottlake.on.ca]; 'City of Greater Sudbury' [clerks@greatersudbury.ca]; 'City of Guelph' [donna.tremblay@guelph.ca]; 'City of Hamilton' [clerk@hamilton.ca]; 'City of Kenora' [service@kenora.ca]; 'City of Kingston' [jbolognone@cityofkingston.ca]; 'City of Kitchener' [christine.tarling@kitchener.ca]; 'City of Lennox & Addington' [tmckenzie@lennox-addington.on.ca]; 'City of London' [csaunders@london.ca]; 'City of North Bay' [karen.mcissac@cityofnorthbay.ca]; 'City of Orillia' [gjackson@orillia.ca]; 'City of Oshawa' [clerks@oshawa.ca]; 'City of Owen Sound' [bbloomfield@owensound.ca]; 'City of Pembroke' [tlapierre@pembroke.ca]; 'City of Peterborough' [jkennedy@peterborough.ca]; 'City of Pickering' [clerks@pickering.ca]; 'City of Port Colborne' [cityclerk@portcolborne.ca]; 'City of Quinte West' [kevinh@quintewest.ca]; 'City of Richmond Hill' [stephen.huynke@richmondhill.ca]; 'City of Sarnia' [dianne.gould-brown@sarnia.ca]; 'City of Sault-Ste. Marie' [info@cityssm.on.ca]; 'City of St. Thomas' [mkonefal@stthomas.ca]; 'City of Stratford' [jthomson@stratford.ca]; 'City of Thorold' [donna.delvecchio@thorold.ca]; 'City of Toronto' [clerk@toronto.ca]; 'City of Vaughan' [clerks@vaughan.ca]; 'City of Waterloo' [olga.smith@waterloo.ca]; 'Kawartha Lakes' [critchie@kawarthalakes.ca]; 'Mississauga' [diana.rusnov@mississauga.ca]; 'Niagara Falls' [bmatson@niagarafalls.ca]; 'Temiskaming Shores' [dtreen@temiskamingshores.ca]; 'Timmins' [steph.palmateer@timmins.ca]; 'Town of Brockville' [smacdonald@brockville.com]; 'Township of Havelock Belmont and Methuen' [havbelmet@hbmtpw.ca]; 'Prince Township' [pgreco@twp.prince.on.ca]; 'Selwyn Township' [achittick@selwyntownship.ca]; 'South Glengarry' [kelli@southglengarry.com]; 'Township of Ramara' [jconnor@ramara.ca]; 'Township of Ryerson' [clerk@ryersontownship.ca]; 'Township of Scugog' [jnewman@scugog.ca]; 'Township of South Frontenac' [ncarbhone@southfrontenac.net]; 'Township of South Stormont' [loriann@southstormont.ca]; 'Township of Southgate' [info@southgate.ca]; 'United Counties of Prescott and Russell' [mcadieus@prescott-russel.on.ca]; 'Village of Burk's Falls' [clerk@burksfalls.ca]; 'Village of Hilton Beach' [info@hiltonbeach.com]; 'Village of Merrickville-Wolford' [deputyclerk@merrickville-wolford.ca]; 'Village of Newbury' [office@newbury.ca]; 'Village of Oil Springs' [info@oilspings.ca]; 'Village of South River' [info@southriverontario.com]; 'Village of Sundridge' [admin@sundridge.ca]; 'Village of Thornloe' [reynaldrivard@nt.net]; 'Warwick Township' [info@warwicktownship.ca]; 'Bruce County' [info@brucecounty.on.ca]; 'Central Huron' [clerk@centralhuron.com]; 'City of Welland' [clerk@welland.ca]; 'City of Windsor' [vcritchley@cityofwindsor.ca]; 'City of Woodstock' [ahumphries@cityofwoodstock.ca]; 'County of Brant' [info@brant.ca]; 'County of Elgin' [jfentie@elgin.ca]; 'County of Essex' [mbirch@countyofessex.on.ca]; 'County of Haliburton' [mrutter@county.haliburton.on.ca]; 'County of Hastings' [pinej@hastingscounty.com]; 'County of Huron' [sronin@huroncounty.ca]; Back, Amy [Amy.Back@muskoka.on.ca]; 'Dufferin County' [clerk@dufferincounty.ca]; 'Frontenac County' [jamini@frontenaccounty.ca]; 'Grey County' [kathie.nunno@grey.ca]; 'Haldiman County' [eeichenbaum@haldimancounty.on.ca]; 'Lambton County' [stephane.thiffeault@county-lambton.on.ca]; 'Lanark County' [ldryan@lanarkcounty.ca]; 'Municipality of Arran-Elderslie' [info@arran-elderslie.ca];

'Municipality of Bayham' [bayham@bayham.on.ca]; 'Municipality of Bluewater' [clerk@municipalityofbluewater.ca]; 'Municipality of Brighton' [cdoiron@brighton.ca]; 'Municipality of Brockton' [info@brockton.ca]; 'Municipality of Brooke-Alvinston' [info@brookealvinston.com]; 'Municipality of Callander' [info@callander.ca]; 'Municipality of Calvin' [administration@calvintownship.ca]; 'Municipality of Casselman' [info@casselman.ca]; 'Municipality of Central Elgin' [dwilson@centralelgin.org]; 'Municipality of Centre Hastings' [clerksoffice@centrehastings.com]; 'Municipality of Chatham-Kent' [ckinfo@chatham-kent.ca]; 'Municipality of Clarington' [agreentree@clarington.net]; 'Municipality of Greenstone' [gabrielle.lecuyer@greenstone.ca]; 'Municipality of Hastings Highlands' [cao@hastingshighlands.ca]; 'Municipality of Highlands East' [rrogers@highlandseast.ca]; 'Northumberland County' [moorej@northumberlandcounty.ca]; 'Oxford County' [csenior@oxfordcounty.ca]; 'Lori Wolfe' [lwolfe@perthcounty.ca]; 'Prince Edward County' [clerks@pecounty.on.ca]; 'Simcoe County' [john.daly@simcoe.ca]; 'Township of East Zorra-Tavistock' [ezt@ezt.ca]; 'Township of Head Clara and Maria' [crystal@headclaramaria.ca]; 'United Counties Leeds and Grenville' [lesley.todd@uclg.on.ca]; 'Municipality of Faquier Strickland' [nvachon@faquierstrickland.com]; 'Municipality of French River' [webmaster@frenchriver.ca]; 'Municipality of Gordon/Barrie Island' [clerk@gordonabarrieisland.ca]; 'Municipality of Huron Shores' [email@huronshores.ca]; 'Municipality of Killarney' [anuziale@municipalityofkillarney.ca]; 'Municipality of Kincardine' [dmacdougall@kincardine.net]; 'Municipality of Lambton Shores' [stroyer-boyd@lambtonshores.ca]; 'Municipality of Leamington' [bpercy@leamington.ca]; 'Municipality of Magnetawan' [info@magnetawan.com]; 'Municipality of Markstay-Warren' [rforgette@markstay-warren.ca]; 'Municipality of Marmora and Lake' [tbennett@marmoralake.ca]; 'Municipality of Meaford' [msmith@meaford.ca]; 'Municipality of Middlesex Centre' [smibert@middlesexcentre.on.ca]; 'Municipality of Mississippi Mills' [jharfield@mississippimills.ca]; 'Morris-Turnberry General Email' [mail@morristurnberry.ca]; 'Municipality of Neebing' [clerk@neebing.org]; 'Municipality of North Middlesex' [jackiet@northmiddlesex.on.ca]; 'Municipality of North Perth' [info@northperth.ca]; 'Municipality of Northern Bruce Peninsula' [info@northernbruce.ca]; 'Municipality of Oliver Paipoonge' [judy.jacobson@oliverpaipoonge.on.ca]; 'Municipality of Port Hope' [admin@porthope.ca]; 'Municipality of Powassan' [office@powassan.net]; 'Municipality of Red Lake' [christine.goulet@redlake.ca]; 'Municipality of Shuniah' [nhunley@shuniah.org]; 'Municipality of Sioux Lookout' [clerk@siouxlookout.ca]; 'Municipality of Southwest Middlesex' [cao@southwestmiddlesex.ca]; 'Tammy Godden' [tgodden@stcharlesontario.ca]; 'Municipality of Strathroy-Caradoc' [franquilli@strathroycaradoc.ca]; 'Municipality of Temagami' [clerk@temagami.ca]; 'Municipality of Tweed' [bettyg@twp.tweed.on.ca]; 'Municipality of Val Rita-Harty' [administration@valharty.ca]; 'Municipality of West Nipissing' [mducharme@westnipissing.ca]; 'Municipality of West Perth' [cpreston@westperth.com]; 'South Dundas' [bbrunt@southdundas.com]; 'Town of South Bruce' [lmartin@town.southbruce.on.ca]; 'West Grey' [mturner@westgrey.com]; 'Bruce Mines' [brucemines@bellnet.ca]; 'East Gwillimbury' [flamanna@eastgwillimbury.ca]; 'Carolyn Lance' [clance@georgina.ca]; 'Municipality of Thames Centre' [tmichiels@thamescentre.on.ca]; 'Municipality of Trent Lakes' [info@trentlakes.ca]; 'Municipality of Wawa' [ccyr@wawa.ca]; 'Municipality of Whitestone' [info@whitestone.ca]; 'Nation Municipality' [jbrizard@nationmun.ca]; 'Niagara Region' [ann-marie@mx.cyg.net]; 'Norfolk County' [nancy.patterson@norfolkcounty.ca]; 'Peel Region' [kathryn.lockyer@peelregion.ca]; 'Region of Durham' [ralph.walton@durham.ca]; 'Region of

Halton' [regionclerk@halton.ca]; 'Regional Municipality of York' [regionclerk@york.ca];
 'Town of Ajax' [contactus@aajx.ca]; 'Town of Arnprior' [mspratt@arnprior.ca]; 'Town of
 Atikokan' [sue.bates@atikokan.ca]; 'Town of Aurora' [info@aurora.ca]; 'Town of Aylmer'
 [jbrick@town.aylmer.on.ca]; 'Town of Bancroft' [info@bancroft.ca]; 'Town of Blind River'
 [info@blindriver.ca]; 'Town of Bradford West Gwillimbury' [info@townofbwg.com]; 'Town of
 Caledon' [info@caledon.ca]; 'Town of Carleton Place' [info@carletonplace.ca]; 'Town of Cobalt'
 [dtaylor@cobalt.ca]; 'Town of Cochrane' [alice.mercier@cochraneontario.com]; 'Town of
 Collingwood' [salmas@collingwood.ca]; 'Town of Coubourg' [blarmer@coubourg.ca]; 'Town of
 Deep River' [rmcgee@deepriver.ca]; 'Town of Desoronto' [admin@desoronto.ca]; 'Town of
 Englehart' [admin@englehart.ca]; 'Traci Denault-Roque' [tdenault@espanola.ca]; 'Town of
 Fort Erie' [cschofield@forterie.on.ca]; 'Town of Fort Francis' [Islomke@fortfrances.ca]; 'Town
 of Gananoque' [clerk@gananoque.ca]; 'Town of Goderich' [jhallahan@goderich.ca]; 'Town of
 Gore Bay' [admin@gorebay.ca]; 'Town of Grand Valley' [mail@townofgrandvalley.ca];
 Thibeault, Kayla [Kayla.Thibeault@gravenhurst.ca]; 'Town of Greater Napanee'
 [sbeckel@greaternapanee.com]; 'Town of Grimsby' [skim@grimsby.ca]; 'Town of Hanover'
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 Kearney' [brenda.fraser@townofkearny.ca]; 'Town of Kingsville' [jastrologo@kingsville.ca];
 'Town of Kirkland Lake' [clerk@tkl.ca]; 'Town of Lakeshore' [bcoughlin@lakeshore.ca]; 'Town
 of LaSalle' [aarmstrong@lasalle.ca]; 'Town of Laurentian Hills' [cao@laurentianhills.ca]; 'Town
 of Lincoln' [info@lincoln.ca]; 'Town of Marathon' [cao@marathon.ca]; 'Town of Mattawa'
 [info@mattawa.ca]; 'Town of Midland' [kdesroches@midland.ca]; 'Town of Milton'
 [townclerk@milton.ca]; 'Town of Minto' [quinn@town.minto.on.ca]; 'Town of Mono'
 [info@townofmono.com]; 'Town of Moosonee' [spetten@moosonee.ca]; 'Town of Newmarket'
 [clerks@newmarket.ca]; 'Town of Oakville' [vicki.tytanek@oakville.ca]; 'Town of Orangeville'
 [slankheit@orangeville.ca]; 'Town of Parry Sound' [rjohnson@townofparrysound.com]; 'Town
 of Pelham' [njbozzato@pelham.ca]; 'Town of Penetanguishene' [scooper@penetanguishene.ca];
 'Town of Perth' [clerk@perth.ca]; 'Town of Petawawa' [dscissons@petawawa.ca]; 'Town of
 Petrolia' [mpearson@petrolia.ca]; 'Town of Plympton-Wyoming' [ewarciak@plympton-
 wyoming.ca]; 'Town of Rainy River' [rainyriver@tbaytel.net]; 'Town of Renfrew'
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 Shelburne' [jwilloughby@shelburne.ca]; 'Town of Smith Falls' [kcostello@smithfalls.ca]; 'Town
 of Smooth Rock Falls' [vdion@townsrf.ca]; 'Town of South Bruce Peninsula'
 [admin@southbrucepeninsula.ca]; 'Town of Spanish' [info@townofspanish.com]; 'Town of St.
 Marys' [bkittmer@town.stmarys.on.ca]; 'Town of Tecumseh' [swhite@tecumseh.ca]; 'Dorion
 Township' [office@doriontownship.ca]; 'Town of the Blue Mountains'
 [townclerk@thebluemountains.ca]; 'Town of Thessalon' [pat.thessalon@bellnet.ca]; 'Town of
 Wasaga Beach' [clerk@wasagabeach.com]; 'Town of Whitby' [harrisc@whitby.ca]; 'Town of
 Whitechurch-Stouffville' [gillian.angus-trail@townofws.ca]; 'Township of Archipelago'
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 Coleman' [toc@ontera.net]; 'Township of Cramahe' [clerk@cramahetownship.ca]; 'Township of
 Dawn-Euphemia' [admin@dawneuphemia.on.ca]; 'Township of Dawson'
 [dawsontwp@tbaytel.net]; 'Township of Drummond/North Elmsley' [admin@dnetownship.ca];
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[townshipofgauthier@hotmail.com]; 'Township of Gillies' [gillies@tbaytel.net]; 'Township of Harley' [admin@harley.ca]; 'Township of Harris' [harris@parolink.net]; 'Township of Hilliard' [twphill@parolink.net]; 'Township of Hornpayne' [drury.hpayne@bellnet.ca]; 'Township of Horton' [aryan@hortontownship.ca]; 'Township of Hudson' [admin@hudson.ca]; 'Township of Ignace' [info@ignace.ca]; 'Township of Joly' [office@townshipofjoly.com]; 'Township of Kerns' [admin@kerns.ca]; 'Township of Laird' [lairdtpw@soonet.ca]; 'Township of Lake Bays' [csykes@lakeofbays.on.ca]; 'Township of Lake of the Woods' [lakeofthewoodstwp@tbaytel.net]; 'Township of Larder Lake' [info@larderlake.ca]; 'Township of Laurentian Valley' [info@lvtownship.ca]; 'Township of Limerick' [clerk@township.limerick.on.ca]; 'Township of Machar' [bpaulmachar@vianet.ca]; 'Township of Machin' [clerktreasurer@visitmachin.com]; 'Township of Madoc' [clerk@madoc.ca]; 'Township of Manitouwadge' [admin@manitouwadge.com]; 'Township of Matachewan' [township@ntl.sympatico.ca]; 'Township of Mattawan' [mattawan@xplornet.ca]; 'Township of McUrrich/Monteith' [clerk@mcmurichmonteith.com]; 'Township of Melancthon' [info@melancthontownship.ca]; 'Township of Montague' [info@township.montague.on.ca]; 'Township of Morley' [townshipofmorley@gmail.com]; 'Township of Mulmur' [info@mulmur.ca]; 'Township of Muskoka Lakes' [cmortimer@muskokalakes.ca]; 'Township of Terrace Bay' [info@terracebay.ca]; 'Township of Nairn and Hyman' [nairncentre@personainternet.com]; "Julie Belhumeur" [jbelhumeur@iroquoisfalls.com]; "Heather Babcock-Cormier" [hbabcock-cormier@northgrenville.on.ca]; "Lindsey Veltkamp" [lveltkamp@prescott.ca]; "Lindsay MacFarlane" [lindsay.thessalon@bellnet.ca]

Subject: Federal Government Sanctions imposed on Russia

Good morning.

Please find below a motion passed by Council of the Town of Georgina imposing limitations upon the purchase of goods that can easily be traced to have originated from Russia, and requesting support of this position by other Ontario municipalities;

RESOLUTION NO. C-2022-0081

Moved By Councillor Waddington

Seconded By Councillor Neeson

WHEREAS the country of Ukraine has experienced a premeditated and unprovoked invasion by Russia;

AND WHEREAS silence is complicity;

AND WHEREAS Canada imports hundreds of millions of dollars' worth of goods from Russia each year;

AND WHEREAS negative financial impacts upon a country can be used as a means to deter further conflict;

BE IT THEREFORE RESOLVED THAT the Town of Georgina unequivocally denounces Russia's unjustifiable war against Ukraine;

AND THAT the Town of Georgina supports the sanctions which the Federal government of Canada has thus far imposed on Russia;

AND THAT effective immediately and until a time when the sovereignty of Ukraine is once again unchallenged, the Town of Georgina will:

- 1) Not purchase any products (ie plywood, fertilizer, steel, furniture or machinery) which can be easily traced to have originated from Russia; and,
- 2) Insist that any future contracts for services for the Town of Georgina abide by these same limitations within our municipality;

AND THAT upon confirmation that the Belarusian military is engaged within Ukraine that the Town of Georgina apply these limitations upon goods from that country as well;

AND THAT this decision of Georgina Council be forwarded to all other municipalities within Ontario requesting they enact similar measures so that as a united front we can make a noticeable difference.

Carried Unanimously



Carolyn Lance
Council Services Coordinator
Clerk's Division | Town of Georgina
26557 Civic Centre Road, Keswick, ON | L4P 3G1
905-476-4301 Ext. 2219 | georgina.ca
Follow us on [Twitter](#) and [Instagram](#), like us on [Facebook](#)

Please note that our office hours are Monday to Friday, 8:30am to 4:30pm

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7100



March 31, 2022

Good Afternoon,

On March 30, 2022, the government released its [More Homes for Everyone Plan](#), that proposes targeted policies and initiatives for the immediate term to address market speculation, protect homebuyers and increase housing supply.

Details about the range of measures in the government's plan can be found in the news release here: [Ontario is Making It Easier to Buy a Home | Ontario Newsroom](#).

The More Homes for Everyone Plan is informed by a three-part consultation with industry, municipalities and the public. This includes the Rural Housing Roundtable and the first ever Ontario-Municipal Housing Summit, letters to all 444 municipalities asking for their feedback, and follow-up meetings with the leaders of municipal organizations. On behalf of the ministry, thank you for being part of our consultations and sharing your valuable input.

The government also introduced [Bill 109 - the More Homes for Everyone Act, 2022](#), and is seeking feedback on the changes proposed under the legislation and on other initiatives, through a series of housing related public consultations. This includes seeking input on how to support gentle density for [multi-generational and missing middle housing](#), as well as addressing [housing needs in rural and northern communities](#). These and other related consultations can be found through the [Environmental Registry of Ontario and the Ontario Regulatory Registry](#).

The government committed to prioritizing implementation of the [Housing Affordability Task Force's recommendations](#) over the next four years, with a housing supply action plan every year, starting in 2022-23. To facilitate this, the government plans to establish a Housing Supply Working Group, that would engage with municipal and federal governments, partner ministries, industry, and associations to monitor progress and support improvements to its annual housing supply action plans.

Ontario looks forward to continued collaboration with municipalities to address the housing crisis and hear your ideas and advice on the More Homes for Everyone Plan.

Sincerely,

A handwritten signature in black ink that reads "K. Manson-Smith".

Kate Manson-Smith

Deputy Minister

- c. Joshua Paul, Assistant Deputy Minister – Housing Division
- Sean Fraser, Assistant Deputy Minister – Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister – Local Government Division

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



April 01, 2022

Your Worship Paul Schoppmann
Municipality of St. Charles
P.O. Box 70, 2 King Street East
St. Charles, ON P0M2W0

Dear Mayor Paul Schoppmann:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

Based on our analysis of the information provided by your Community Emergency Management Coordinator (CEMC), we have determined that your municipality was not fully compliant with the mandatory emergency management program requirements of the EMCPA in 2021. We acknowledge and congratulate you for the efforts you have made in the development of your emergency management program and for meeting the majority of the requirements under the EMCPA.

The safety of all our citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency.

The lack of full compliance was due to the following reasons:

- The required training was not completed for the Municipal Emergency Control Group (O. Reg. 380/04, s.12 (3) and Fire Marshal & Chief, Emergency Management Guidance: 2018-01-01)
- The Annual Exercise for the MEEG was not conducted or all members of the Municipal Emergency Control Group did not participate in the exercise (O.Reg.380/04 s. 12 (6))
- The Emergency Management Program Committee (EMPC) has not reviewed all parts of the program in 2019 (O.Reg.380/04,s.11 (6))

We look forward to working with you in 2022 to ensure that the challenges noted above are addressed, so that your municipality can be fully compliant with the requirements of the EMCPA.

If you have any questions or concerns about this letter, please contact our Emergency Management Field Officer assigned to your Sector; their contact information is below.

Name: Sarah Jacob

Email: sarah.jacob@ontario.ca

Phone: 249-878-5920

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management

cc: Joanne MacNeill - CEMC
Sarah Jacob - Field Officer - Killarney Sector

**Ministry of
Municipal Affairs
and Housing**

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**Ministère des
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Tél. : 416 585-7000



234-2022-1674

April 6, 2022

Dear Head of Council:

For the past two years, you, your council colleagues and municipal staff have been at the forefront of the response to COVID in Ontario. I deeply appreciate your continued collaboration with the province and your inspiring dedication.

With key public health and health system indicators continuing to remain stable or improve, Ontario is cautiously and gradually easing public health and workplace safety measures with [all remaining measures, directives and orders to end by April 27, 2022](#).

Today I am writing to inform you of the status of the emergency orders that were led by my ministry and made in early 2020 under the *Emergency Management and Civil Protection Act*, and later continued under the *Reopening Ontario Act, 2020*, to help municipalities address some of the challenges brought on by the pandemic.

The Work Deployment Measures for Municipalities Order will end on April 27, 2022

Since April 16, 2020, [O. Reg. 157/20](#), Work Deployment Measures for Municipalities (order) provided municipalities with the flexibility to deploy certain staff to where they were needed most in response to COVID-19 pressures.

The order was a temporary measure and, in line with the province's lifting of public health measures, it will end on April 27, 2022.

Any deployments your municipality has made using the authority in the order will need to end by April 27, 2022. If your municipality is relying on the order to deploy staff, it is important to work collaboratively and in good faith with your bargaining agents to develop staffing plans beyond April 27, 2022.

The Patios Order will end on April 27, 2022

[O. Reg. 345/20](#), Patios, eliminated Planning Act requirements for notice and public meetings and removed the ability to appeal when municipalities passed temporary use by-laws for new or expanded restaurant and bar patios. This allowed municipalities to pass or amend these by-laws quickly to address local circumstances and needs as they evolved.

The order was a temporary measure and, in line with the province's lifting of public health measures, will end on April 27, 2022.

As the order will end on April 27, 2022, your municipality may wish to consider making any necessary changes to temporary use by-laws for restaurant and bar patios prior to this date. Changes were made as part of Bill 13, the *Supporting People and Businesses Act, 2021* in December 2021 to help streamline the planning system and provide municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws, should they choose to (and subject to having appropriate official plan policies in place).

Temporary Health or Residential Facilities

[O. Reg 141/20](#) came into effect on April 9, 2020. It has exempted temporary shelters and health facilities, established to respond to the effects of the pandemic, from the requirement to obtain a building permit or a change of use permit under the Building Code Act, from complying with the technical requirements of the Building Code and with certain by-laws and approvals under the Planning Act, subject to certain conditions related to protecting public health and safety.

This order will also end on April 27, 2022. I understand that some of these temporary facilities are still in use to respond to the effects of the pandemic. I intend to make amendments to the Building Code that would continue to exempt these facilities from the need for a building permit and compliance with the Building Code on a temporary basis, while ensuring they continue to be regularly inspected. Your municipality may wish to consider if any new temporary use or zoning by-laws or amendments to existing temporary use or zoning by-laws may be needed before the order ends on April 27, 2022.

There may be other emergency orders that are ending and may impact your municipality. For the latest information, please visit the government's page on [COVID-19 emergency information](#).

If your municipality has any questions about any of the changes outlined above, we encourage your staff to contact [your local Municipal Services Office](#).

Thank you again for your continued support in protecting the health and well-being of Ontarians while delivering the services they depend upon.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

C: Chief Administrative Officers
Municipal Clerks
Kate Manson Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

Ministry of Agriculture,
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



April 8, 2022

Denis Turcot
CAO
Municipality of St. Charles
dturcot@stcharlesontario.ca

Dear Mr. Turcot,

The Canadian Food Inspection Agency (CFIA) has confirmed cases of highly pathogenic avian influenza (H5N1) in Ontario.

While the CFIA leads the disease response for highly pathogenic avian influenza, and has imposed permitting requirements in defined areas of the province, I am writing to inform you and your constituents that Ontario is taking action to help limit the spread of the virus in the province.

On the advice and recommendation of the Chief Veterinarian for Ontario, I have issued a Minister's Order under the *Animal Health Act, 2009*, for the purpose of limiting the commingling of birds from different locations in Ontario, in order to reduce the likelihood of disease transmission in domestic birds by limiting direct contact.

Effective April 9, 2022, this Order temporarily prohibits events where birds commingle, such as bird shows, bird sales and swaps, portions of fairs where birds are exhibited, sport and educational displays where birds are brought from multiple locations, vaccination gatherings for birds from multiple locations, and prohibits the movement of birds to those events. Temporarily reducing direct contact between birds from different locations will limit the spread of avian influenza and protect flock health. This Order will expire on May 9, 2022, but may be extended if required.

This Order builds on the government's actions to limit the spread of avian influenza, including increasing surveillance and testing capacity and providing education and resources for all those along the poultry supply chain. As well, the Ontario government has expanded mental health supports for farmers and their families.



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

I also continue to encourage your constituents to further enhance their biosecurity measures.

If your municipality permits backyard flocks, I strongly encourage you to share these essential resources with them. Additionally, I am asking you to take a proactive approach in limiting public events that involve the commingling of birds.

Avian influenza subtype H5N1 has been identified in Ontario, and eight other provinces, including Nova Scotia, and Alberta, as well as numerous US states. Avian influenza is not a threat to food safety but impacts domesticated and wild birds. Ontario poultry and eggs are safe to eat when, as always, proper handling and cooking takes place. People working with poultry should take additional precautions and are strongly encouraged to follow all public health guidelines and maintain strict biosecurity.

I understand that temporarily stopping participation in these activities is disappointing news for many Ontario farmers, bird owners and hobbyists. By pausing these activities in the short term, I firmly believe we will help protect the poultry industry for the long term.

For more information on the Minister's Order, please visit [NEWSROOM](#) and [OMAFRA's Avian Influenza webpage](#).

The Ontario Ministry of Agriculture, Food and Rural Affairs continues to monitor this quickly developing situation and may implement further measures as part of the response to this disease.

I appreciate your cooperation as we continue to work together to enhance biosecurity and reduce the spread of avian influenza.

Sincerely,



Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

Resources:

- [OMAFRA Avian Influenza Website](#)
- [CFIA Avian Biosecurity – Protect Poultry, Prevent Disease](#)
- [Checklist to Implementing an Effective Biosecurity Plan](#)
- [Suggested Solutions for Farmers – Deterring Migratory Birds](#)
- [Biosecurity Recommendations for Small Flock Poultry Owners](#)
- [How to prevent and detect disease in backyard flocks and pet birds](#)
- [Biosecurity for Small Poultry Flocks During High Risk Periods for Avian Influenza](#)
- [Mental health resources for farmers](#)

Ministry of the Solicitor General

Ministère du Solliciteur général

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télec. : 647-329-1143



MEMORANDUM TO: Emergency Management Professionals

DATE: April 14, 2022

FROM: Teepu Khawja
Assistant Deputy Minister/Chief, Emergency Management Ontario

SUBJECT: **Emergency Preparedness Week 2022**

Dear emergency management professionals,

This year, the national Emergency Preparedness (EP) Week takes place from May 1 to 7, 2022. The national theme for this year's EP Week, as announced by Public Safety Canada, is "*Emergency Preparedness: Be Ready for Anything*".

With Ontario's 2022 general election taking place by June 2, 2022 there are strict rules as to how ministries can communicate during the impending pre-election writ period. During this time, the government assumes a 'caretaker' role, with only regular government operations continuing while stakeholder and public engagements are limited to only essential and urgent activities.

That is why this year, ahead of the writ period, we plan to support our emergency preparedness partners by sharing digital guidance materials for conducting EP Week activities. We also encourage you to use our online [public education resources](#), as well as the new [federal EP Week resources](#) to help promote a culture of preparedness across Ontario this coming EP Week and throughout the year.

I would also like to take this opportunity to reiterate that nothing is more important than protecting the health and wellbeing of Ontarians. To that effect, the province recently introduced A Plan to Stay Open, and the Pandemic and Emergency Preparedness Bill.

Additionally, we have turned our attention to preparing for spring flooding season. We are actively working with federal and municipal governments, First Nations and Indigenous partners as well as non-governmental organizations, to be prepared to support those who may be affected by flooding. Now is a good time to review [Protecting People and Property: Ontario's Flooding Strategy](#), which identifies a series of cross-government actions to help people, organizations and governments to be better prepared and equipped to respond to the devastating effects of flooding.

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management Ontario

From: Denis Turcot [dturcot@stcharlesontario.ca]
Sent: Thursday, April 14, 2022 9:50 AM
To: Tammy Godden [tgodden@stcharlesontario.ca]
Subject: FW: World Ocean Day, June 8th - Motion for Ocean Protection
Attachments: Oceans Day Resolution - 2022 .pdf; Municipal cover letter for the resolution.pdf

From: Paul Gregory <pgregory@naturecanada.ca>
Sent: April 14, 2022 9:30 AM
To: Denis Turcot <dturcot@stcharlesontario.ca>
Subject: World Ocean Day, June 8th - Motion for Ocean Protection

His/Her Worship Mayor,

I'm writing to you on behalf of Nature Canada's ocean protection team with an opportunity to help create positive change for your community, and the natural world we all rely on.

Canada has the longest coastline in the world. With it comes the duty to be leaders in protecting and restoring the ocean. As part of the Global Deal for Nature in the Paris Accords, our government **has promised to protect 30 percent of oceans by 2030** through establishing Marine Protected Areas. In 2015 only one percent of Canadian oceans were protected. But as of 2020, due advocacy by Canadians like you, nearly 14 percent of the world's oceans are now safeguarded for generations to come.

Municipalities can be powerful change agents in the goal to protect 30 percent of the world's oceans by 2030. We have seen this leadership in action in combating climate change, when cities and towns across the world stepped up to reduce their greenhouse gas emissions and pressured federal governments to do the same. Whether on the coast or far inland, municipalities rely on ocean ecosystems for seafood production, climate regulation, and the preservation of unique and beautiful animals and ecosystems.

Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation.

Reaching our ocean protection goal will help us win the fight against global warming. Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation. The oceans play a pivotal role counteracting climate change as the largest carbon sink, providing more than half our oxygen while storing fifty times more carbon than the atmosphere. Oceans also regulate weather, helping to balance the uneven distribution of solar radiation.

Here's why we need you: Your voice as a municipality can influence national governments and have a direct effect on the quality of life for your residents. It's as easy as having the council pass

the attached resolution. By taking this simple step, you will be helping our policy team show government officials that Canadians support National Marine Protected Areas and encourage them to implement effective policies.

It would mean a great deal to us if you could sign on to help secure a future for our generation and the generations to come.

In solidarity with you and with our natural world,



DONATE

Paul Gregory (He/Him)
Nature Network Organizer

📞 | 613-791-7285

🌐 | NatureCanada.ca

📍 | Suite 300, 240 Bank St., Ottawa, ON, K2P 1X4

Nature Canada acknowledges that our offices are located on the unceded territory of the Algonquin Nation, ancestral lands which the Algonquin Anishinabeg people continue to occupy.

Nature Canada is one of the oldest national nature conservation charities in Canada. For 80 years, we've helped protect over 110 million acres of parks and wildlife areas in Canada and countless species. Today, Nature Canada represents a network of over 130,000 members and supporters, guided by more than 1,200 nature organizations.

**A RESOLUTION IN SUPPORT OF MUNICIPALITY X RECOGNIZING AND CELEBRATING
WORLD OCEANS DAY 2022 AND THE ADVANCEMENT OF OCEAN CONSERVATION IN
CANADA**

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

Therefore be it resolved that the MUNICIPALITY OF X recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

His/Her Worship Mayor,

I'm writing to you on behalf of Nature Canada's ocean protection team with an opportunity to help create positive change for your community, and the natural world we all rely on.

Canada has the longest coastline in the world. With it comes the duty to be leaders in protecting and restoring the ocean. As part of the Global Deal for Nature in the Paris Accords, our government **has promised to protect 30 percent of oceans by 2030** through establishing Marine Protected Areas. In 2015 only one percent of Canadian oceans were protected. But as of 2020, due advocacy by Canadians like you, nearly 14 percent of the world's oceans are now safeguarded for generations to come.

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In solidarity with you and with our natural world,

Paul Gregory
Senior Oceans Campaigner

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Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, ave Memorial
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 4000- GOV

Date: April 14, 2022

The Municipality of St. Charles
P.O. Box 70
King Street & Highway 535
St. Charles, ON P0M 2W0

Dear Chief Administrative Officer:

Re: 2023 Municipal Policing Billing Statement Property Count

Please find below your municipal property count that has been provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the requirements defined in O. Reg. 267/14 of the Police Services Act (PSA). The counts are based upon the 2021 Assessment Roll data delivered by MPAC to municipalities for the 2022 tax year. The property counts will be used by the OPP to help determine policing costs in the 2023 Annual Billing Statements.

Municipality	Household	Commercial & Industrial	Property Count
The Municipality of St. Charles	997	30	1027

The Household count is reflected in your 2021 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Force Base (CFB) counts and timeshare units. The Commercial and Industrial counts reflect properties having the designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ). Please find the details on <http://www.opp.ca/billingmodel> (search for Property Count Description document).

Please review the count for your municipality and if you have any questions or concerns, please contact your local MPAC Account Manager, Municipal and Stakeholder Relations within 60 days from the issue date on this letter.

Any error in the 2021 year end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2023 municipal billing will be adjusted for the applicable changes.

Yours truly,

Phil Whitton, Superintendent
Bureau Commander
Municipal Policing Bureau

Report to Municipal Council



Meeting Date: April 20, 2022	Report Date: April 8, 2022
Decision Requested: No	Priority: Low
Direction Only: Yes	Type of Meeting: RMC

Report Title: 2021 Lagoon Monitoring Report

Recommendation:

To review and discuss recommendations and whether they be adopted and budgeted for by the Municipality.

Background:

The Municipality of St.-Charles Wastewater Treatment Works is in Part Lot 10, Concession 6 in the Township of Casmir approximately 750 meters southeast of the intersection of Hwy 535 and King Street. The treatment works are comprised of two (2) Facultative Waste Stabilization ponds, also known as Lagoons.

Please refer to attached report for details outlining by-pass events, lagoon site inspection etc. The Municipality has been in discussions and contracted firms to deal with these issues in 2022.

The following recommendations are taken from the report prepared by our Operator of Record.

1. Given the slight exceedances of Total Phosphorus from some samples during spring and fall drawdowns over the last few years and marginal effectiveness of treatment with aluminum sulphate, monitor whether alternate chemicals are being used at other lagoons that may be more appropriate, e.g., effective at pH 8. Review the protocols for cell discharge, including the timing of the start of spring drawdown (regarding thermal inversions and resuspension of P) and the rest time after adding alum to the cell (in case this affects treatment performance of alum).
2. The town could encourage low phosphate detergents / soaps.



3. Due to increases in flow recorded during wet weather, implement a community education program on diverting non-sewage flows to the municipal wastewater system.

Prepared by: Travis De Benedet, Director of Operations

2021 ANNUAL REPORT

OPERATION & MAINTENANCE

MUNICIPALITY OF ST. CHARLES
WASTEWATER TREATMENT

PREPARED BY: CANADIAN SHIELD
CONSULTANTS AGENCY INC.

MARCH 2022

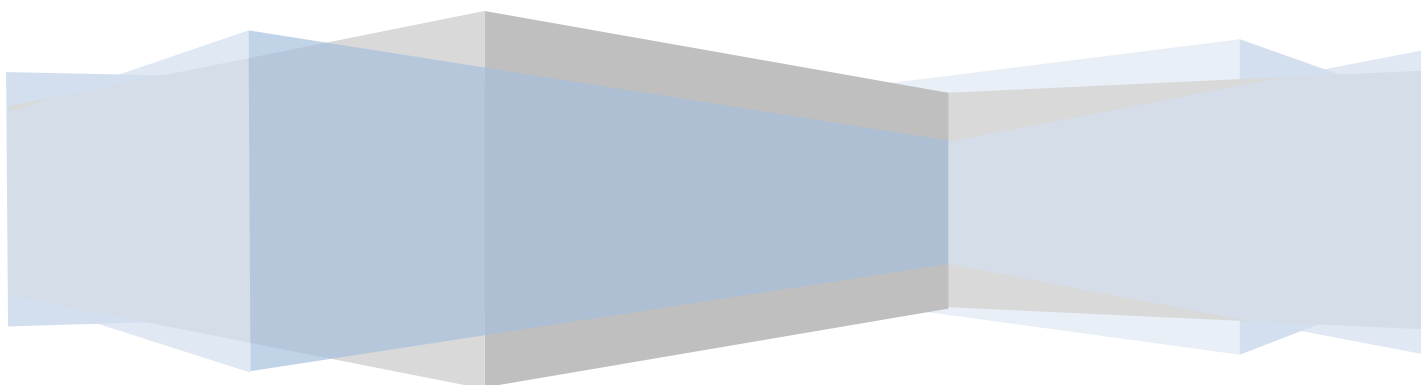


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Appendix B	Raw Sewage Monitoring Lab Results
Appendix C	Correspondence Between MECP & Operator & Drawdown Monitoring Lab Results
Appendix D	Flow Meter Readings
Appendix E	Company Overview
Appendix F	Emergency By-pass Event
Appendix G	Finalized St. Charles Lagoon Inspection 2021
Appendix H	Update on St. Charles lagoon report



1.0 Introduction

The Municipality of St. Charles Wastewater Treatment Works is located in Part Lot 10, Concession 6 in the Township of Casmir approximately 750 meters southeast of the intersection of Hwy 535 and King Street. The treatment works are comprised of two (2) Facultative Waste Stabilization ponds, also known as Lagoons.

Canadian Shield Consultants Agency Inc. has been operating and managing the sewage works since January 1, 2012. All operators have the appropriate certification for the Class I Wastewater Treatment Plant.

This annual report was prepared by Canadian Shield Consultants Agency Inc. based on the information provided by the Municipality of St. Charles and the supporting documentation attached to the report.

2.0 Description of the Facilities

2.1 Sewage Collection System

The sewage collection system for the Municipality of St. Charles sewage works is comprised of a network of gravity sewer mains that collect the wastewater from the households located in the Municipality and direct them to two (2) pumping stations. The collected wastewater is then directed to the lagoons.

Sewage Pumping Station 1 is located approximately 35 meters east of Casimir Road and approximately 213 meters south of King Street. Pumping Station 1 collects all of the raw sewage from the gravity sewer mains and is the main station to which all the raw sewage is directed into the lagoons. It is equipped with two Flygt submersible pumps rated at 24.1 L/s @ 8.11 m of TDH, a control building containing a 30 kW standby diesel generator, and an emergency force main by-pass.

Sewage Pumping Station 2 is located approximately 411 meters north of Joseph Street on the east side of Hwy 535. Pumping Station 2 receives all of the wastewater north of the church located on Hwy 535 (given the height of land) and pumps the wastewater into the gravity sewer main connected to Pumping Station 1. It is equipped with two Flygt submersible pumps rated at 3.0 L/s @ 9.1 m TDH and an emergency force main by-pass.

The gravity sewer mains consist of 200 mm and 250 mm transite pipes (cement asbestos) with approximately 55 manholes for access points.

2.2 Wastewater Treatment Plant

The wastewater treatment plant for the Municipality of St. Charles is comprised of two (2) seasonal release facultative lagoons. The lagoon facility was originally approved by the Ministry of the Environment (now known as the Ministry of Environment, Conservation and Parks (MECP)) under Condition 8 of the



Environmental Protection Act (EPA), Certificate of Approval (CofA) number 1-622-79-006 in May of 1979. The facility has recently been approved under Amended Environmental Compliance Approval (ECA) Number 6222-9NBP7S on August 11, 2015.

The St. Charles Lagoon Cell No. 1 has a surface area of approximately 3.436 ha (34,360 m²) with a normal liquid depth of 1.52 m that equates to a storage volume of approximately 51,540 m³. Cell No. 2 has a surface area of approximately 3.294 ha (32,940 m²) with a normal liquid depth of 1.52 m that equates to a storage volume of approximately 49,410 m³. The total storage capacity of the two lagoon cells based on these volumes would be 100,950 m³.

The Municipality of St. Charles lagoon facility is designed as a primary treatment system as facultative lagoons. The presence of facultative lagoons enables aerobic bacteria to treat the effluent near the surface of the lagoon, while the absence of oxygen near the bottom allows anaerobic bacteria to treat the sludge layer. The layer of water near the surface contains dissolved oxygen due to atmospheric reaeration and algal respiration, a condition that supports aerobic and facultative organisms. The bottom layer of the lagoon includes sludge deposits and supports anaerobic organisms. The intermediate anoxic layer, termed the facultative zone, ranges from aerobic near the top to anaerobic at the bottom. These layers may persist for long periods due to temperature-induced water density variations. Inversions can occur in the spring and fall when the surface water layer may have a higher density than lower layers due to temperature fluctuations. This higher density water sinks during these unstable periods, creates turbidity, and can produce objectionable odors.

The algae consume carbon dioxide, which raises the pH near the surface and encourages ammonia removal. The presence of algae in the aerobic and facultative zones is essential to the successful performance of facultative ponds. In sunlight, the algal cells utilize CO₂ from the water and release O₂ produced from photosynthesis. On warm, sunny days, the oxygen concentration in the surface water can exceed saturation levels. Conversely, oxygen levels are decreased at night. In addition, the pH of the near surface water can exceed 10 due to the intense use of CO₂ by algae, creating conditions favorable for ammonia removal via volatilization. This photosynthetic activity occurs on a diurnal (during the day) basis, causing both oxygen and pH levels to shift from a maximum in daylight hours to a minimum at night. However, the rate at which these processes occur slows down significantly in colder temperatures, reducing the quality of effluent in winter months.

The oxygen, produced by algae and surface reaeration, is used by aerobic and facultative bacteria to stabilize organic material in the upper layer of water. Anaerobic fermentation is the dominant activity in the bottom layer in the lagoon. In cold climates, oxygenation and fermentation reaction rates are significantly reduced during the winter and early spring and effluent quality may be reduced to the equivalent of primary effluent when an ice cover persists on the water surface. As a result, many jurisdictions in the northern United States and Canada prohibit discharge from facultative lagoons during the winter. Once the ice melts during the spring season, the resulting clarified surface zone of the lagoon can be (skimmed) discharged to nearby water courses for additional dilution and attenuation to the watershed.

w



A common operational modification to facultative lagoons is the "controlled discharge" mode, where pond discharge is prohibited during the winter months in cold climates and/or during peak algal growth periods in the summer. In this approach, each cell in the system is isolated, then discharged sequentially. A similar modification, the "hydrograph controlled release" (HCR), retains liquid in the pond until flow volume and conditions in the receiving stream are adequate for discharge.

The two (2) cells of the St. Charles lagoon act as their own independent facultative lagoon, as one cell is discharged into until the volume capacity is reached. Once the cell is full, the raw sewage is redirected to the other cell via gate valve. As per Condition 8 of ECA Number 6222-9NBP7S, the lagoons are to be discharged on a semi-annual basis in the spring and fall. The ECA states that the spring discharge does not commence until the lagoon is substantially free of ice cover and is to be completed within 21 days thereafter, and the fall discharge is to occur between October 15th and November 30th each year.

3.0 March 24, 2021, Emergency By-Pass Event

On March 24, 2021, Canadian Shield Consultants Agency Inc. (CSCA) staff were onsite assessing the lagoon to determine the amount of ice cover in anticipation of scheduling the spring drawdown. It was noticed at that time that the lagoon water level was significantly lower than usual.

On March 26, 2021, CSCA staff returned to the lagoon to investigate the lower level and noticed that a disc normally sealing one of the circular outlets of cell 1 had been dislodged, presumably by ice and extreme winds. Cell 1 was actively receiving raw sewage. This resulted in the sewage in the lagoon leaking out through this outlet. The disc was repaired, and the leak was stopped on March 26, 2021.

A formal report was sent to Parise Drolet, Water Inspector with the MECP Water Compliance Branch, on March 31, 2021 (APPENDIX C) and the spill was reported to the Spills Action Centre (SAC) on March 24, 2021, reference # 8186-BZMNRG.

This bypass event caused Cell #1 to be at half capacity in the Spring of 2021. Consequently, the level in the lagoon was too low to launch a small barge successfully and safely into the lagoon to conduct the chemical additional. As these chemicals could not be added and seeing that there was sufficient reservoir to prolong Cell #1 raw sewage intake, it was decided and supported by Parise Drolet to postpone the spring drawdown to the fall of 2021.

4.0 Monitoring of Water Quality

Condition 9 of the ECA requires a series of samples to be taken throughout the operating season, including raw sewage, lagoon content and effluent drawdown.



4.1 Raw Sewage Monitoring

The sampling frequency for Raw Sewage sampling is quarterly, as per Table 3 of Condition 9 of the Amended ECA. Samples were taken in January, April, July and November 2021. A summary of the raw sewage samples can be seen in **Table 1** below, and copies of the analytical results can be found in Appendix B.

Table 1 – Raw Sewage Monitoring
Municipality of St. Charles Wastewater Treatment Plant

	Total Phosphorus (mg/L)	Total Suspended Solids (mg/L)	BOD5 (mg/L)
January 4, 2021	3.72	200	23
April 1, 2021	2.21	77	84
July 26, 2021	2.5	140	160
November 26, 2021	2.38	110	100
Yearly Average	2.70	131.75	91.75

4.2 Lagoon Content Monitoring

In 2021, only one (1) seasonal discharge occurred at the St. Charles Wastewater Treatment Plant due to issues with the lagoon infrastructure. Details on these issues can be found in section 3.0 of this report. The 2021 seasonal discharge for cell #1 was conducted in Fall of 2021. The Lagoon Content Monitoring is to be completed at least seven (7) days prior to each discharge event as set forth under Table 4 of Condition 9 of the Amended ECA 6222-9NBP7S. A summary of the sampling results are shown in **Table 2.1** below.

Table 2 – Fall Lagoon Content Monitoring
Municipality of St. Charles Wastewater Treatment Plant

	TSS (mg/L)	Total Phosphorus (mg/L)	CBOD (mg/L)	pH
Cell No. 1 – September 2, 2021 (Pre-Treatment)	10	0.6	5.3	10
Cell No.1 – October 20, 2021 (Post-Treatment)	2.3	1.5	1.9	8.21
<i>Effluent Objectives</i>	20	0.8	20	-
<i>Effluent Limits</i>	25	1	25	-

All parameters were compliant with the Effluent Objectives during the Fall 2021 lagoon contents monitoring of September 2, 2021. Since none of the results exceeded the Effluent Limits set out in the ECA, the fall drawdown could be commenced on October 15, 2021. However, it was agreed upon during past discussions with Parise Drolet of the MECP that aluminum sulphate would be added prior to every drawdown. This decision was made after previous drawdowns saw the phosphorus levels rise throughout



the drawdown to levels that exceeded the discharge limits. Pre-treatment will now be conducted prior to every seasonal drawdown at the St. Charles lagoon.

The chemicals were added to Cell #1 on September 23, 2021, by Canadian Shield staff. Once added to the lagoon, the aluminum sulphate was left in the lagoon, undisturbed, until October 20, 2021.

On October 20, 2021, during a site inspection of the St. Charles Lagoon by Parise Drolet (more details on the site inspection in section 5.0 of this report), the post-treatment lagoon contents samples were collected and submitted prior to the start of the drawdown. When the results were received on October 29, 2021, it was discovered that the Total Phosphorus exceeded the effluent limit. In discussions between Andrew Hellebust, Senior Engineer and Operator with Canadian Shield Consultants, and Parise Drolet, it was decided that the fall 2021 drawdown would be started on November 1, 2021, in order to complete the drawdown before the end of the allowable discharge period, which ends on November 30, 2021.

4.3 Fall Drawdown – Cell No.1

The fall drawdown was started on November 11, 2021. Samples were taken from the effluent stream, atop of the concrete discharge box located at the northwestern corner of the lagoon. Five (5) samples were collected during the seasonal discharge, as per Table 5 of Condition 9 of the Amended ECA. Samples were taken at the 0%, 25%, 50%, 75% and 100% benchmarks. To calculate these benchmarks, the height of the water level above the final discharge level (0% benchmark) was divided by four (4). As there was 0.76 m of water above this benchmark, a sample was taken every time the water level was lowered by 0.19 m.

Table 3 – Fall Drawdown Monitoring - Cell #1
Municipality of St. Charles Wastewater Treatment Lagoon

	TSS (mg/L)	Total Phosphorus (mg/L)	CBOD (mg/L)	pH
0% Drawdown – Nov-11, 21	3.00	0.98	1.5	8.11
25% Drawdown – Nov 18, 21	1.3	0.912	2.2	7.71
50 % Drawdown – Nov 22, 21	<0.67	1.27	1.6	7.85
75% Drawdown – Nov 25, 21	<0.67	0.789	1.2	8.05
100% Drawdown – Nov 30, 21	1.7	0.791	1.9	7.83
Average	1.47	0.948	1.68	7.91
<i>Effluent Objectives</i>	20	0.8	20	-
<i>Effluent Limits</i>	25	1	25	-

Drawdown was started on November 11, 2021 and completed on November 30, 2021. Only one exceedance occurred throughout the drawdown, during the 50% drawdown mark on November 22, 2021. Copies of the laboratory analysis results can be found in Appendix D, attached.



5.0 Lagoon Site Inspection – October 20, 2021

On October 20, 2021, an inspection of the Lagoons was conducted by Parise Drolet of the MECP. Andrew Hellebust, Operator for the St. Charles Lagoon, and Jacob Proulx, both from Canadian Shield, were on-site with Ms. Drolet for the inspection.

The inspection was followed by a report which contained several requirements on the behalf of both Canadian Shield and the Municipality of St. Charles. Below, please find a summary of these requirements along with comments on their progress.

Table 4. Summary of the Lagoon Inspection Report Requirements

Due Date	Requirements	Comments
Effective immediately	The Owner shall ensure that flow meter reading are recorded daily in a logbook	This was started immediately after the inspection by the Municipality
March 31, 2022	The Owner shall ensure that calibration of the flow meter device is conducted and records or the work completed shall be submitted to the undersigned inspector.	In the process of finding a qualified person to complete this work
December 31, 2021	the Operating Authority shall start submitting the MUMP form to wastewaterreporting@ontario.ca and the MECP district office of Sudbury.	We have been submitting these monthly
December 31, 2021	The municipality shall provide the undersigned with a plan on when and how both effluent gates records that the effluent gate will be properly repaired	Scheduled to be conducted in the Spring of 2022
December 31, 2021	The concrete diesel spill containment located in the pumphouse is being utilized as a storage container. The Owner shall ensure that the containment is emptied of all objects and remain empty from the point on.	This was completed by the municipality in December of 2021
March 31, 2022	the Owner shall develop an operations manual	Submitted along with this report
March 31, 2022	An SOP should be created and included in the Operations Manual with all actions required prior, during and after a discharge event (i.e. sampling, treatment, retention time, sampling, opening the effluent gate, measuring drawdown, monitoring flow/time, etc.)	Submitted along with this report



No date	The Owner shall ensure that a maintenance management system is in place to monitor equipment associated with this sewage works. During discharge, the lagoons are to be inspected twice per week, and at least once per month the remainder of the time.	Submitted along with this report (in operations manual)
No date (recommendation)	To assist in achieving this requirement, it is strongly recommended that the owner insist another staff member, either municipal or from the Operating Authority , complete the required steps to become a certified wastewater operator .	As of the end of 2021, Canadian Shield was identifying the training and process required for an additional person to be accredited as a wastewater operator.

6.0 December 13, 2021, Emergency By-Pass Event

On December 13, 2021, a routine inspection of the St. Charles Lagoons was carried out to measure the volume in Cell #2 as it was getting near the overflow level. The measurement showed that the level was now at 12" below the overflow and that the highest gate was leaking. Wastewater was flowing out of cell #2 via the top gate, at a relatively low flow. The last visit to measure was on December 6, when the level was 17" from the overflow. Inspections are usually carried out once per week.

Cell #1 was also inspected during this time. Although the bottom gate was completely closed, wastewater was still making its way through the gate and was being discharged. The gate was left completely opened to ensure that it does not freeze in the ice once the temperatures would drop, to make it easier to repair. An email report was sent to Parise Drolet on December 16, 2021 and an action plan was submitted on December 17, 2021. Both the memo and the action plan can be found in Appendix C.

The gates were eventually sealed on January 18, 2022 with inflatable plugs. The pressure of these plugs is being monitored daily by Municipal Staff to ensure that these do not deflate. The plan is to keep these plugs in until both lagoon outflow boxes, and discharge gates can be repaired in the Spring of 2022.

7.0 Summary of Sewage Flows

The Municipality of St. Charles Wastewater facility is equipped with an influent flow meter to monitor the sewage flows as requested by the MECP, Condition 9.(5) of Amended ECA Number 6222-9NBP7S. The 2021 flow meter readings can be observed in **Table 5**. Below, and in Appendix E.

Readings were taken at irregular intervals in the past. During the October inspection with Mrs. Drolet, it was requested that readings be taken every day, with the exception of weekends and holidays. This practice was started on October 25, 2021.



Table 5. – Influent Flow Meter Readings
Municipality of St. Charles Wastewater Treatment Plant

Date	Meter Reading (L)	Difference Between last Reading (L)	Days between readings	Average Daily Flow (L/day)
January 4, 2021	298,550,496			
February 17, 2021	305,512,224	6,961,728.00	44	158,221
February 19, 2021	306,617,536	1,105,312.00	2	552,656
March 10, 2021	308,481,536	1,864,000.00	19	98,105
April 1, 2021	311,725,020	3,243,484.00	21	154,451
April 6, 2021	318,581,408	6,856,388.00	5	1,371,277
April 12, 2021	320,340,672	1,759,264.00	6	293,211
May 1, 2021	325,308,896	4,968,224.00	19	261,485
May 14, 2021	327,689,824	2,380,928.00	13	183,148
May 26, 2021	329,950,016	2,260,192.00	12	188,349
June 1, 2021	330,816,896	866,880.00	6	144,480
June 16, 2021	332,934,048	2,117,152.00	15	141,143
July 2, 2021	335,596,352	2,662,304.00	16	166,394
July 12, 2021	337,148,416	1,552,064.00	10	155,206
July 19, 2021	338,161,920	1,013,504.00	7	144,786
August 4, 2021	340,871,104	2,709,184.00	16	169,324
August 26, 2021	343,899,136	3,028,032.00	22	137,638
September 13, 2021	345,986,176	2,087,040.00	18	115,946
October 15, 2021	351,546,560	5,560,384.00	32	173,762
October 22, 2021	358,327,232	6,780,672.00	7	968,667
October 25, 2021	359,379,328	1,052,096.00	3	350,698
October 26, 2021	359,701,728	322,400.00	1	322,400
October 27, 2021	359,975,040	273,312.00	1	273,312
October 28, 2021	360,234,208	259,168.00	1	259,168
October 29, 2021	360,491,136	256,928.00	1	256,928
October 30, 2021	361,192,960	701,824.00	1	701,824
October 31, 2021	361,414,976	222,016.00	1	222,016
November 1, 2021	361,631,456	216,480.00	1	216,480
November 2, 2021	361,822,432	190,976.00	1	190,976
November 5, 2021	362,008,160	185,728.00	3	61,909
November 8, 2021	362,615,040	606,880.00	3	202,293
November 9, 2021	362,716,534	101,494.00	1	101,494
November 10, 2021	362,981,920	265,386.00	1	265,386
November 15, 2021	364,313,504	1,331,584.00	5	266,316
November 16, 2021	364,584,384	270,880.00	1	270,880
November 17, 2021	364,839,040	254,656.00	1	254,656
November 18, 2021	365,137,632	298,592.00	1	298,592
November 19, 2021	365,425,536	287,904.00	1	287,904
November 22, 2021	366,412,640	987,104.00	3	329,034
November 23, 2021	366,777,536	364,896.00	1	364,896



November 24, 2021	367,122,240	344,704.00	1	344,704
November 25, 2021	367,411,968	289,728.00	1	289,728
November 29, 2021	368,566,240	1,154,272.00	4	288,568
December 1, 2021	369,000,500	434,260.00	2	217,130
December 2, 2021	369,522,112	521,612.00	1	521,612
December 3, 2021	369,922,304	400,192.00	1	400,192
December 6, 2021	370,940,160	1,017,856.00	3	339,285
December 7, 2021	371,189,984	249,824.00	1	249,824
December 8, 2021	371,390,208	200,224.00	1	200,224
December 10, 2021	371,836,480	446,272.00	1	446,272
December 14, 2021	373,864,900	2,028,420.00	4	507,105
December 15, 2021	374,186,752	321,852.00	1	321,852
December 16, 2021	374,712,608	525,856.00	1	525,856
December 17, 2021	375,460,064	747,456.00	1	747,456
December 20, 2021	376,794,112	1,334,048.00	3	444,682
December 21, 2021	377,110,400	316,288.00	1	316,288
December 22, 2021	377,581,832	471,432.00	1	471,432
December 23, 2021	377,649,726	67,894.00	1	67,894
December 24, 2021	377,888,704	238,978.00	1	238,978
December 29, 2021	379,091,744	1,203,040.00	5	240,608
December 31, 2021	379,496,256	404,512.00	2	202,256
Yearly Average Daily Flow			224,226 L/day	

8.0 Discussion

5.1 Phosphorus Content

In recent years, high levels of phosphorus have been present during both spring and fall drawdowns. Although preventative measures such as chemical addition have been taken during these drawdowns, an exceedance of phosphorus still occurred in 2021.

Only one (1) exceedance of the effluent limit occurred during the fall 2021 drawdown. However, only two (2) of the five (5) samples collected during the drawdown were below the effluent objective, and the average phosphorus level throughout the drawdown was 0.948 mg/L. This would signify that the phosphorus issue still persists, and preventative measures (chemical addition) will be continued in future drawdowns.

5.2 Sewage Flow Input and Monitoring

Average flows for 2021 were **224,226 L/day** which is well below the rated capacity of the lagoons of 546,000 L/day. Peak flows occurred throughout the year, notably during the month of April which coincides with the yearly snow melt and high groundwater. Average flow between April 1, 2021 and April 12, 2021 was 798,910 L/day, which is significantly higher than the daily discharge limit of 546,000 L/day.



5.3 Sludge Depth Study

A sludge depth study was conducted in October of 2018 for both cells and in September of 2021 for cell #1. The method used to measure the depth was with a sludge judge. Which is a long 2" diameter clear PVC pipe with a flap foot valve, which is slowly lowered into the lagoon. When the valve reaches the sludge layer, the liquid level inside the pipe will drop relative to the water level outside the pipe and the depth can be recorded. Alternately, the pipe can be pushed through the sludge layer to the floor of the lagoon, and the sludge can be measured from the core sample. Sludge accumulates unevenly on the bottom of the lagoons due to factors like wind, temperature, the aeration pattern, influent piping locations, and pond geometry. To establish the most accurate sludge depth, multiple measurements were taken across both lagoons and both methods to measure were used in conjunction to precise the date collected.

The following Table 6.1 and 6.2 are the measurements of the sludge depth studies conducted in 2018 and 2021.

Table 6.1 – Sludge Depth Study - 2018
Municipality of St. Charles Wastewater Treatment Plant

Number of Depth Recorded	Lagoon Cell #1 - Depth of Sludge (Inches)	Lagoon Cell #2 - Depth of Sludge (Inches)
1	7	10
2	6	9
3	6.5	9.5
4	6	9
5	5	8
6	4.5	7.5
7	6.5	8
8	7	7
9	6	15
10	4	10
11	5	6
12	3	3.5
13	N/A	4
14	N/A	3
AVERAGE	5.54	7.82

*See drawing of sludge depth samples for actual location of sludge depth measurements***



Table 6.2 – Sludge Depth Study - 2021
Municipality of St. Charles Wastewater Treatment Plant

Number of Depth Recorded	Lagoon Cell #1 - Depth of Sludge (Inches)
1	9
2	8.2
3	7.2
4	8.5
5	7.3
6	7.1
7	7.5
8	8.9
9	8
10	5.2
11	7.1
12	6
AVERAGE	7.5

**Cell #2 could not be measured as there was insufficient water level to enter the lagoon. Sludge will be measured during our next chemical addition, anticipated in the Spring of 2022.*

Keeping track of sludge depths will assist in evaluating the rate of accumulation and permit further evaluation of the cell capacities. As seen in Tables 6.1 & 6.2 above, there has been an increase in the amount of sludge at the bottom of cell #1. One possible reason is that recent chemical additions add sludge volume from the precipitate between the added chemical and phosphorus and other reactive elements in the water. The sludge will continue to be monitored, and recommendations will be made to the municipality when the time comes to have the sludge removed.

5.4 Recommendations

We note the following recommendations for the 2022 season:

- Given the slight exceedances of Total Phosphorus from some samples during spring and fall drawdowns over the last few years and marginal effectiveness of treatment with aluminum sulphate, monitor whether alternate chemicals are being used at other lagoons that may be more appropriate, e.g. effective at pH 8. Review the protocols for cell discharge, including the timing of the start of spring drawdown (regarding thermal inversions and resuspension of P) and the rest time after adding alum to the cell (in case this affects treatment performance of alum).
- The town could encourage low phosphate detergents/soaps.
- Due to increases in flow recorded during wet weather, implement a community education program on diverting non sewage flows to the municipal wastewater system.



Respectfully submitted:

CANADIAN SHIELD CONSULTANTS AGENCY INC.



Andrew Hellebust

P. Eng.



APPENDIX A

Amended ECA

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Ministry of the Environment
Ministère de l'Environnement

AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER 6222-9NBP7S

Issue Date: August 11, 2015

The Corporation of the Municipality of St. Charles
2 King St E P.O. Box 70
St. Charles, Ontario
P0M 2W0

Site Location: St. Charles Sewage Lagoon
Geographic Township of Casimir
Lot Part Lot 10, Concession 6
St. Charles, District of Sudbury

You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:

the existing municipal sewage works for the collection, transmission, treatment and disposal of domestic sewage having a Rated Capacity of 546 m³/d and consisting of the following:

Sanitary Sewers (Off-site)

- sanitary sewers on Notre Dame Street, Anne Street, St. Joseph Street, Highway #535, King Street, Easement, Hector Street, Hector Crescent, Casimir Road, Waste Stabilization Pond Access Road;

Sewage Pumping Station No. 1 (Off-site)

- wetwell type sewage pumping station located approximately 35 m E of Casimir Road and approximately 213 m S of King Street, equipped with two (2) submersible pumps (one standby), each rated at 24.2 L/s at 8.11 m TDH;
- 150 mm diameter forcemain along the Waste Stabilization Pond Access Road from the pumping station to the influent works of the Waste Stabilization Pond;
- 30 kW diesel generator set;

Sewage Pumping Station No. 2 (Off-site)

- wetwell type sewage pumping station located on the east side of Highway #535, approximately 411 m N of St. Joseph Street, equipped with two (2) submersible pumps (one standby), each rated at 3.0 L/s at 9.1 m TDH;
- 100 mm diameter forcemain along Highway #535 from the pumping station to approximately 120 m N of St Joseph Street;

Waste Stabilization Pond

- one (1) 6.73 ha two-celled seasonally discharged waste stabilization pond (Cell #1 - 3.436 ha and Cell #2 - 3.294 ha) with normal operating depth of 1.52 m, located approximately 750 m southeast of the intersection of Highway #535 and King Street, including influent works, effluent works, a site drainage ditch;
- a boat ramp for batch application of phosphorus removal chemical;
- a 375 mm diameter, approximately 2,750 m long outfall sewer to the West Branch McPherson Creek;

- all other controls, electrical equipment, instrumentation, piping, pumps, valves and appurtenances essential for the proper operation of the aforementioned sewage Works;

all in accordance with the submitted supporting documents listed in Schedule A.

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For the purpose of this environmental compliance approval, the following definitions apply:

"Approval" means this entire document and any schedules attached to it, and the application;

"Average Daily Flow" means 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 sewage works that year;

"BOD5" (also known as TBOD5) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demand;

"By-pass" means diversion of sewage around one or more unit processes within the Sewage Treatment Plant with the diverted sewage flows being returned to the Sewage Treatment Plant treatment train upstream of the Final Effluent sampling location, and discharging to the environment through the Sewage Treatment Plant outfall;

"CBOD5" means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;

"Daily Concentration" means the concentration of a contaminant in the effluent discharged over any single day, as measured by a composite or grab sample, whichever is required;

"Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;

"Emergency Situation" means a structural, mechanical or electrical failure that causes a temporary reduction in the capacity of the Sewage Treatment Plant or an unforeseen flow condition that may result in:

- a) danger to the health or safety of any person; or,
- b) injury or damage to any property, or serious risk of injury or damage to any property; or
- c) treatment process biomass washout.

"EPA" means the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended;

"Equivalent Equipment" means a substituted equipment or like-for-like equipment that meets the required quality and performance standards of a named equipment;

"Event" means an action or occurrence, at a given location within the Sewage Treatment Plant that causes a Plant Bypass or Plant Overflow. An Event ends when there is no recurrence of a Bypass or Overflow in the 12-hour period following the last Bypass or Overflow. Two Events are separated by at least 12 hours during which there has been no recurrence of a Bypass or Overflow;

"Final Effluent" means sewage discharge via the Sewage Treatment Plant outfall after undergoing the full train of unit processes as listed in the Approval;

"Limited Operational Flexibility" (LOF) means any modifications that the Owner is permitted to make to the Works under this Approval;

"Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;

"Notice of Modifications" means the form entitled "Notice of Modifications to Sewage Works";

"Owner" means The Corporation of the Municipality of St. Charles and its successors and assignees;

"OWRA" means the Ontario Water Resources Act, R.S.O. 1990, c. O.40, as amended;

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"Plant Overflow" means a discharge to the environment from the Sewage Treatment Plant at a location other than the plant outfall or into the plant outfall downstream of the Final Effluent sampling location;

"Rated Capacity" means the Average Daily Flow for which the Works are approved to handle;

"Regional Water Compliance Manager" means the Regional Water Compliance Manager of the Northern Region of the Ministry;

"Seasonal Average Concentration" means the arithmetic mean of all Daily Concentrations of a contaminant in the effluent sampled or measured, or both, during a seasonal discharge period;

"Sewage Treatment Plant" means the entire sewage treatment and effluent discharge facility;

"Water Supervisor" means the Water Supervisor for the Sudbury and Sault Ste. Marie offices of the Ministry; and

"Works" means the sewage works described in the Owner's application, and this Approval, and includes modifications made under Limited Operational Flexibility.

You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. GENERAL PROVISIONS

(1) The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.

(2) Except as otherwise provided by these conditions, the Owner shall design, build, install, operate and maintain the Works in accordance with the description given in this Approval, and the application for approval of the Works.

(3) Where there is a conflict between a provision of any document in the schedule referred to in this Approval and the conditions of this Approval, the Conditions in this Approval shall take precedence, and where there is a conflict between the documents in the schedule, the document bearing the most recent date shall prevail.

(4) Where there is a conflict between the documents listed in the Schedule A, and the application, the application shall take precedence unless it is clear that the purpose of the document was to amend the application.

(5) The Conditions of this Approval are severable. If any Condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this Approval shall not be affected thereby.

2. CHANGE OF OWNER

(1) The Owner shall notify the Water Supervisor and the Director, in writing, of any of the following changes within thirty (30) days of the change occurring:

(a) change of Owner;

(b) change of address of the Owner;

(c) change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the Business Names Act, R.S.O. 1990, c.B17 shall be included in the notification to the Water Supervisor;

(d) change of name of the corporation where the Owner is or at any time becomes a corporation, and a copy

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of the most current information filed under the *Corporations Information Act*, R.S.O. 1990, c. C39 shall be included in the notification to the Water Supervisor;

(2) In the event of any change in ownership of the Works, other than a change to a successor municipality, the Owner shall notify in writing the succeeding owner of the existence of this Approval, and a copy of such notice shall be forwarded to the Water Supervisor and the Director.

3. RECORD DRAWINGS

(1) A set of as-built drawings showing the works “as constructed” shall be prepared. These drawings shall be kept up to date through revisions undertaken from time to time and a copy shall be retained at the Works for the operational life of the Works.

4. BY-PASSES

(1) Any By-pass or Plant Overflow is prohibited, except:

- (a) in an Emergency Situation;
- (b) where the By-pass / Plant Overflow is a direct and unavoidable result of a planned maintenance procedure, the Owner notified the Water Supervisor 15 days prior to the By-pass and the Water Supervisor has given written consent of the By-pass; and
- (c) where the By-pass / Plant Overflow is planned for research or training purposes, the discharger notified the Water Supervisor 15 days prior to the By-pass / Plant Overflow and the Water Supervisor has given written consent of the By-pass / Plant Overflow.

(2) The Owner shall forthwith notify the Spills Action Centre (SAC) and the Medical Officer of Health of all By-pass and Plant Overflow Events. This notice shall include, at a minimum, the following information:

- (a) the date, time, and duration of the Event;
- (b) the location of the Event;
- (c) the measured or estimated volume of the Event (unless the Event is ongoing);
- (d) the reason for the Event; and
- (e) the level of treatment the By-pass(es) and/or Plant Overflow(s) received and disinfection status of same.

(3) The Owner shall submit By-pass and Plant Overflow Event Reports to the Ministry's local office on a quarterly basis, no later than each of the following dates for each calendar year: February 14, May 15, August 14, and November 15. Event Reports shall be in an electronic format specified by the Ministry. In each Event Report the Owner shall include, at a minimum, the following information on any Events that occurred during the preceding quarter:

- (a) the date of the Event(s);
- (b) the measured or estimated volume of the Event(s);
- (c) the duration of the Event(s);
- (d) the location of the Event(s);
- (e) the reason for the Event(s); and
- (f) the level of treatment the By-pass(es) and/or Plant Overflow(s) received and disinfection status of same.

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(4) The Owner shall use best efforts to collect a representative sample consisting of a minimum of two (2) grab samples of the By-pass / Plant Overflow and have it analyzed for parameters outlined in Condition 6, one at the beginning of the Event and the second approximately near the end of the Event, to best reflect the effluent quality of such By-pass or Plant Overflow.

(5) The Owner shall maintain a logbook of all Plant By-passes and Plant Overflows, which shall contain, at a minimum, the types of information set out in subsection 2 (a) to 2(e) in respect of each By-pass and Plant Overflow.

5. EFFLUENT OBJECTIVES

(1) The Owner shall use best efforts to design, construct and operate the Works with the objective that the concentrations of the materials named below as effluent parameters are not exceeded in the effluent from the Works.

Table 1 - Effluent Objectives	
Effluent Parameter	Concentration Objective (milligrams per litre unless otherwise indicated)
CBOD5	20.0
Total Suspended Solids	20.0
Total Phosphorus	0.8

(2) The Owner shall use best efforts to:

- (a) maintain the pH of the effluent from the Works within the range of 6.5 - 8.5, inclusive, at all times;
- (b) operate the works within the Rated Capacity of the Works;
- (c) ensure that the effluent from the Works is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discolouration on the receiving waters.

(3) The Owner shall include in all reports submitted in accordance with Condition 10 a summary of the efforts made and results achieved under this Condition.

6. EFFLUENT LIMITS

(1) The Owner shall operate and maintain the Works such that the concentrations of the materials named below as effluent parameters are not exceeded in the effluent from the Works.

Table 2 - Effluent Limits	
Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)
CBOD5	25.0
Total Suspended Solids	25.0
Total Phosphorus	1.0

(2) For the purposes of determining compliance with and enforcing subsection (1):

- (a) The Seasonal Average Concentration of a parameter named in Column 1 of subsection (1) shall not exceed the corresponding maximum concentration set out in Column 2 of subsection (1).

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(3) The Owner shall operate and maintain the Works such that the pH of the effluent is maintained within the range of 6.0 - 9.5, inclusive, at all times.

(4) Subsections (1) and (3) shall apply upon the issuance of this Approval.

7. OPERATION AND MAINTENANCE

(1) The Owner shall exercise due diligence in ensuring that, at all times, the Works and the related equipment and appurtenances used to achieve compliance with this Approval are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate funding, adequate operator staffing and training, including training in all procedures and other requirements of this Approval and the Act and regulations, adequate laboratory facilities, process controls and alarms and the use of process chemicals and other substances used in the Works.

(2) The Owner shall prepare an operations manual that includes, but not necessarily limited to, the following information:

- (a) operating procedures for routine operation of the Works;
- (b) inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary;
- (c) repair and maintenance programs, including the frequency of repair and maintenance for the Works;
- (d) procedures for the inspection and calibration of monitoring equipment;
- (e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor; and
- (f) procedures for receiving, responding and recording public complaints, including recording any followup actions taken.

(3) The Owner shall maintain the operations manual current and retain a copy at the location of the Works for the operational life of the Works. Upon request, the Owner shall make the manual available to Ministry staff.

(4) The Owner shall provide for the overall operation of the Works with an operator who holds a licence that is applicable to that type of facility and that is of the same class as or higher than the class of the facility in accordance with Ontario Regulation 129/04.

8. SPECIAL OPERATIONS - SEASONAL DISCHARGE

(1) The Owner shall operate the Works such that discharge is conducted on a semi-annual discharge basis with the effluent being discharged in the spring and the fall as follows:

spring: discharge commencing after the liquid surface in the lagoon has become substantially free of ice cover, terminating within twenty-one (21) days thereafter, and

fall: discharge commencing not earlier than October 15 and terminating not later than November 30.

9. MONITORING AND RECORDING

The Owner shall, upon commencement of operation of the Works, carry out the following monitoring program:

(1) All samples and measurements taken for the purposes of this Approval are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.

(2) For the purposes of this condition, the following definitions apply:

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- (a) Five (5) times during each seasonal discharge period means at the beginning of the discharge, at 25%, 50% and 75% drawdown and at the end of the discharge;
- (b) Quarterly means once every three months.

(3) Samples shall be collected at the following sampling points, at the frequency specified, by means of the specified sample type and analyzed for each parameter listed and all results recorded:

Table 3 - Influent Monitoring - Inlet Works	
Frequency	Quarterly
Sample Type	Grab
Parameters	BOD5, Total Suspended Solids, Total Phosphorus

Table 4 - Lagoon Content Monitoring - (One sample from each Cell)	
Frequency	Once at least seven (7) days prior to scheduled seasonal discharge
Sample Type	Grab
Parameters	CBOD5, Total Suspended Solids, Total Phosphorus, pH

Table 5 - Effluent Monitoring - (Outfall Sewer)	
Frequency	Five (5) times during each seasonal discharge period
Sample Type	Grab
Parameters	CBOD5, Total Suspended Solids, Total Phosphorus, pH

(4) The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following:

- (a) the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended from time to time by more recently published editions;
- (b) the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recently published editions;
- (c) the publication "Standard Methods for the Examination of Water and Wastewater" (21st edition), as amended from time to time by more recently published editions;

(5) The Owner shall install and maintain (a) continuous flow measuring device(s), to measure the flowrate of the influent to the Works with an accuracy to within plus or minus 15 per cent (+/- 15%) of the actual flowrate for the entire design range of the flow measuring device, and record the flowrate at a daily frequency.

(6) The Owner shall retain for a minimum of five (5) years from the date of their creation, all records and information related to or resulting from the monitoring activities required by this Approval.

10. REPORTING

(1) Fifteen (15) days prior to the date of a planned By-pass being conducted pursuant to Condition 4 and as soon as possible for an unplanned By-pass, the Owner shall notify the Water Supervisor (in writing) of the pending start date, in addition to an assessment of the potential adverse effects on the environment and the duration of the By-pass.

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(2) The Owner shall report to the Water Supervisor or designate, any exceedence of any parameter specified in Condition 6 orally, as soon as reasonably possible, and in writing within seven (7) days of the exceedence.

(3) In addition to the obligations under Part X of the *Environmental Protection Act*, the Owner shall, within ten (10) working days of the occurrence of any reportable spill as defined in Ontario Regulation 675/98, bypass or loss of any product, by-product, intermediate product, oil, solvent, waste material or any other polluting substance into the environment, submit a full written report of the occurrence to the Water Supervisor describing the cause and discovery of the spill or loss, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation.

(4) The Owner shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.

(5) The Owner shall prepare and submit a performance report to the Water Supervisor on an annual basis, within ninety (90) days following the end of the period being reported upon. The first such report shall cover the first annual period following the commencement of operation of the Works and subsequent reports shall be submitted to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:

- (a) a summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 6, including an overview of the success and adequacy of the Works;
- (b) a description of any operating problems encountered and corrective actions taken;
- (c) a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works;
- (d) a summary of any effluent quality assurance or control measures undertaken in the reporting period;
- (e) a summary of the calibration and maintenance carried out on all effluent monitoring equipment; and
- (f) a description of efforts made and results achieved in meeting the Effluent Objectives of Condition 5.
- (g) 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;
- (h) a summary of any complaints received during the reporting period and any steps taken to address the complaints;
- (i) a summary of all By-pass, spill or abnormal discharge events;
- (j) a copy of all Notice of Modifications submitted to the Water Supervisor as a result of Schedule B, Section 1, with a status report on the implementation of each modification;
- (k) a report summarizing all modifications completed as a result of Schedule B, Section 3; and
- (l) any other information the Water Supervisor requires from time to time.

(6) The Owner shall, within thirty (30) calendar days of issuance of this Approval, submit a Municipal and Local Services Board Wastewater System Profile Information Form, and shall resubmit the updated document every time a notification is provided to the Water Supervisor in compliance with requirements of change of ownership under this Approval.

11. LIMITED OPERATIONAL FLEXIBILITY

(1) The Owner may make modifications to the Works in accordance with the Terms and Conditions of this Approval and subject to the Ministry's "Limited Operational Flexibility Criteria for Modifications to Sewage Works", included under Schedule B of this Approval, as amended.

(2) Sewage works proposed under Limited Operational Flexibility shall adhere to the design guidelines contained within the

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Ministry's publication "Design Guidelines for Sewage Works 2008", as amended.

(3) The Owner shall ensure at all times, that the Works, related equipment and appurtenances which are installed or used to achieve compliance are operated in accordance with all Terms and Conditions of this Approval.

(4) For greater certainty, the following are not permitted as part of Limited Operational Flexibility:

- (a) Modifications to the Works that result in an increase of the Rated Capacity of the Works;
- (b) Modifications to the Works that may adversely affect the approved effluent quality criteria or the location of the discharge/outfall;
- (c) Modifications to the treatment process technology of the Works, or modifications that involve construction of new reactors (tanks) or alter the treatment train process design;
- (d) Modifications to the Works approved under s.9 of the EPA, and
- (e) Modifications to the Works pursuant to an order issued by the Ministry.

(5) Implementation of Limited Operational Flexibility is not intended to be used for piecemeal measures that result in major alterations or expansions.

(6) If the implementation of Limited Operational Flexibility requires changes to be made to the Emergency Response, Spill Reporting and Contingency Plan, the Owner shall, as deemed necessary in consultation with the Water Supervisor, provide a revised copy of this plan for approval to the local fire services authority prior to implementing Limited Operational Flexibility.

(7) For greater certainty, any modification made under the Limited Operational Flexibility may only be carried out after other legal obligations have been complied with, including those arising from the *Environmental Protection Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, *Lake Simcoe Protection Act* and *Greenbelt Act*.

(8) Prior to implementing Limited Operational Flexibility, the Owner shall complete a Notice of Modifications describing any proposed modifications to the Works and submit it to the Water Supervisor.

The reasons for the imposition of these terms and conditions are as follows:

1. Condition 1 is imposed to ensure that the Works are built and operated in the manner in which they were described for review and upon which approval was granted. This condition is also included to emphasize the precedence of Conditions in the Approval and the practice that the Approval is based on the most current document, if several conflicting documents are submitted for review. The condition also advises the Owners their responsibility to notify any person they authorized to carry out work pursuant to this Approval the existence of this Approval.

2. Condition 2 is included to ensure that the Ministry records are kept accurate and current with respect to the approved works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.

3. Condition 3 is included to ensure that the Works are constructed in accordance with the approval and that record drawings of the Works "as constructed" are maintained for future references.

4. Condition 4 is included to indicate that By-pass / Plant Overflows of untreated or partially treated sewage to the receiving watercourse is prohibited, save in certain limited circumstances where the failure to By-pass / Plant Overflow could result in greater injury to the public interest than the Bypass itself where a By-pass / Plant Overflow will not violate the approved effluent requirements, or where the By-pass / Plant Overflow can be limited or otherwise mitigated by handling it in accordance with an approved contingency plan. The notification and documentation requirements allow the Ministry to take action in an informed manner and will ensure the Owner is aware of the extent and frequency of By-pass / Plant Overflow events.

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5. Condition 5 is imposed to establish non-enforceable effluent quality objectives which the Owner is obligated to use best efforts to strive towards on an ongoing basis. These objectives are to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairment occurs and before the compliance limits of Condition 6 are exceeded.
6. Condition 6 is imposed to ensure that the effluent discharged from the Works to the West Branch McPherson Creek meets the Ministry's effluent quality requirements thus minimizing environmental impact on the receiver and to protect water quality, fish and other aquatic life in the receiving water body.
7. Condition 7 is included to require that the Works be properly operated, maintained, funded, staffed and equipped such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented. As well, the inclusion of a comprehensive operations manual governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the Owner and made available to the Ministry. Such a manual is an integral part of the operation of the Works. Its compilation and use should assist the Owner in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the Owner's operation of the Works.
8. Condition 8 is included to ensure that the treated effluent is discharged to the receiver during periods and at rates that minimizes the environmental impact on the receiver.
9. Condition 9 is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the design objectives and effluent limits specified in the Approval and that the Works does not cause any impairment to the receiving watercourse.
10. Condition 10 is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this Approval, so that the Ministry can work with the Owner in resolving any problems in a timely manner.
11. Condition 11 is included to ensure that the Works are operated in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider. These Conditions are also included to ensure that a Professional Engineer has reviewed the proposed modifications and attests that the modifications are in line with that of Limited Operational Flexibility, and provide assurance that the proposed modifications comply with the Ministry's requirements stipulated in the Terms and Conditions of this Approval, MOE policies, guidelines, and industry engineering standards and best management practices.

Schedule A

1. Application for Approval of Sewage Works dated March 15, 1979, including design report, final plans and specifications prepared by Cumming Cockburn and Associates Limited.

Schedule B

Limited Operational Flexibility Criteria for Modifications to Municipal Sewage Works

1. The modifications to sewage works approved under an Environmental Compliance Approval (Approval) that are permitted under the Limited Operational Flexibility (LOF), are outlined below and are subject to the LOF conditions in the Approval, and require the submission of the Notice of Modifications. If there is a conflict between the sewage works listed below and the Terms and Conditions in the Approval, the Terms and Conditions in the Approval shall take precedence.
 - 1.1 Sewage Pumping Stations
 - a. Alter pumping capacity by adding or replacing equipment where new equipment is located within an existing sewage treatment plant site or an existing sewage pumping station site, provided that the modifications do not result in an increase of the sewage treatment plant Rated Capacity and the existing flow process and/or treatment train are maintained, as applicable.

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1.2 Sewage Treatment Process

- a. Installing additional chemical dosage equipment including replacing with alternative chemicals for pH adjustment or coagulants (non-toxic polymers) provided that there are no modifications of treatment processes or other modifications that may alter the intent of operations and may have negative impacts on the effluent quantity and quality.
- b. Expanding the buffer zone between a sanitary sewage lagoon facility or land treatment area and adjacent uses provided that the buffer zone is entirely on the proponent's land.
- c. Optimizing existing sanitary sewage lagoons with the purpose to increase efficiency of treatment operations provided that existing sewage treatment plant rated capacity is not exceeded and where no land acquisition is required.
- d. Optimizing existing sewage treatment plant equipment with the purpose to increase the efficiency of the existing treatment operations, provided that there are no modifications to the works that result in an increase of the approved Rated Capacity, and may have adverse effects to the effluent quality or location of the discharge.
- e. Replacement, refurbishment of previously approved equipment in whole or in part with Equivalent Equipment, like-for-like of different make and model, provided that the firm capacity, reliability, performance standard, level of quality and redundancy of the group of equipment is kept the same or exceeded. For clarity purposes, the following equipment can be considered under this provision: pumps, screens, grit separators, blowers, aeration equipment, sludge thickeners, dewatering equipment, UV systems, chlorine contact equipment, bio-disks, and sludge digester systems.

1.3 Sewage Treatment Plant Outfall

- a. Replacement of discharge pipe with similar pipe size or diffusers provided that the outfall location is not changed.

1.4 Sanitary Sewers

- a. Pipe relining and replacement with similar pipe size within the Sewage Treatment Plant site, where the nominal diameter is not greater than 1,200mm.

1.5 Pilot Systems

- a. Installation of pilot systems for new or existing technologies provided that:
 - i. any effluent from the pilot system is discharged to the inlet of the sewage treatment plant or hauled off-site for proper disposal,
 - ii. any effluent from the pilot system discharged to the inlet of the sewage treatment plant or sewage conveyance system does not significantly alter the composition/concentration of the influent sewage to be treated in the downstream process; and that it does not add any inhibiting substances to the downstream process, and
 - iii. the pilot system's duration does not exceed a maximum of two years; and a report with results is submitted to the Director and Water Supervisor three months after completion of the pilot project.

2. Sewage works that are exempt from section 53 of the OWRA by O. Reg. 525/98 continue to be exempt and are not required to follow the notification process under this Limited Operational Flexibility.

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3. Normal or emergency operational modifications, such as repairs, reconstructions, or other improvements that are part of maintenance activities, including cleaning, renovations to existing approved sewage works equipment, provided that the modification is made with Equivalent Equipment, are considered pre-approved.

4. The modifications noted in section (3) above are not required to follow the notification protocols under Limited Operational Flexibility, provided that the number of pieces and description of the equipment as described in the Approval does not change.



Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility <i>(Insert the ECA's owner, number and issuance date and notice number, which should start with "01" and consecutive numbers thereafter)</i>		
ECA Number	Issuance Date (mm/dd/yy)	Notice number (if applicable)
ECA Owner		Municipality

Part 2: Description of the modifications as part of the Limited Operational Flexibility <i>(Attach a detailed description of the sewage works)</i>
<p>Description shall include:</p> <ol style="list-style-type: none">1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.)2. Confirmation that the anticipated environmental effects are negligible.3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

Part 3 – Declaration by Professional Engineer	
<p>I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design:</p> <ol style="list-style-type: none">1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario;2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA;3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations. <p>I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate</p>	
Name (Print)	PEO License Number
Signature	Date (mm/dd/yy)
Name of Employer	

Part 4 – Declaration by Owner	
<p>I hereby declare that:</p> <ol style="list-style-type: none">1. I am authorized by the Owner to complete this Declaration;2. The Owner consents to the modification; and3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA.4. The Owner has fulfilled all applicable requirements of the <i>Environmental Assessment Act</i>. <p>I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate</p>	
Name of Owner Representative (Print)	Owner representative's title (Print)
Owner Representative's Signature	Date (mm/dd/yy)

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Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s). 1-622-79-006 issued on May 7, 1979.

In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:

1. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

3. The name of the appellant;
4. The address of the appellant;
5. The environmental compliance approval number;
6. The date of the environmental compliance approval;
7. The name of the Director, and;
8. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary*
Environmental Review Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5

AND

The Director appointed for the purposes of Part II.1 of
the Environmental Protection Act
Ministry of the Environment
2 St. Clair Avenue West, Floor 12A
Toronto, Ontario
M4V 1L5

*** Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at:
Tel: (416) 212-6349, Fax: (416) 314-4506 or www.ert.gov.on.ca**

The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

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DATED AT TORONTO this 11th day of August, 2015

Fariha Pannu, P.Eng.
Director
appointed for the purposes of Part II.1 of the
Environmental Protection Act

FL/

c: DWMD Supervisor, MOE Sudbury

Rekha Chetlur, Registration and Compliance Section, MOECC Drinking Water Programs Branch – IMBS

APPENDIX B

Raw Sewage Monitoring Lab Results



TESTMARK Laboratories Ltd.

Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Client: Jacob Proulx
Company: Canadian Shield Consultants Inc.
Address: 21 King St. W.
St. Charles, Ontario, P0M 2W0
Phone/Fax: (705) 867-5242 / (705) 867-9988
Email: jacob@canadianshieldconsultants.com

Work Order Number: 420925
PO #: lagoon
Regulation: Information not provided
Project #: St. Charles
DWS #:
Sampled By: Jacob Proulx

Date Order Received: 1/7/2021
Arrival Temperature: -1 °C

Analysis Started: 1/12/2021
Analysis Completed: 1/14/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Raw Sewage	1611468	Wastewater	None		1/4/2021	3:00 PM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
BOD (A3)	Garson	Determination of Biochemical Oxygen Demand (BOD)	Modified from SM-5210 B
TP Water (A23.2)	Kirkland Lake	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540

This report has been approved by:

Brad Halvorson, B.Sc.
Laboratory Director



TESTMARK Laboratories Ltd.
Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 420925

WORK ORDER RESULTS

Sample Description	Raw Sewage		
Sample Date	1/4/2021 3:00 PM		
Lab ID	1611468		
General Chemistry	Result	MDL	Units
Total Phosphorus (as P)	3.72	0.02	mg/L

Sample Description	Raw Sewage		
Sample Date	1/4/2021 3:00 PM		
Lab ID	1611468		
Oxygen Demand	Result	MDL	Units
BOD (5 day)	23	3	mg/L

Sample Description	Raw Sewage		
Sample Date	1/4/2021 3:00 PM		
Lab ID	1611468		
Solids	Result	MDL	Units
Total Suspended Solids	200 [206]	4	mg/L



TESTMARK Laboratories Ltd.

Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 420925

LEGEND

Dates: Dates are formatted as mm/dd/year throughout this report.

[rr]: After a parameter name indicates a re-run of that parameter. If multiple re-runs exist they are suffixed by a number. Sample may not have been handled according to the recommended temperature, hold time and head space requirements of the method after the initial analysis.

MDL: Method detection limit or minimum reporting limit.

[]: Results for laboratory replicates are shown in square brackets immediately below the associated sample result for ease of comparison.

Quality Control: All associated Quality Control data is available on request.

Field Data: Reports containing Field Parameters represent data that has been collected and provided by the client. Testmark is not responsible for the validity of this data which may be used in subsequent calculations.

Sample Condition Deviations: A noted sample condition deviation may affect the validity of the result. Results apply to the sample(s) as received.



TESTMARK Laboratories Ltd.

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CERTIFICATE OF ANALYSIS

Client: Jacob Proulx
Company: Canadian Shield Consultants Inc.
Address: 21 King St. W.
St. Charles, Ontario, P0M 2W0
Phone/Fax: (705) 867-5242 / (705) 867-9988
Email: jacob@canadianshieldconsultants.com

Work Order Number: 426552
PO #: lagoon
Regulation: Information not provided
Project #: St.Charles Lagoon
DWS #:
Sampled By: Jacob Proulx

Date Order Received: 4/1/2021
Arrival Temperature: 9 °C

Analysis Started: 4/6/2021
Analysis Completed: 4/9/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Raw Sewage	1629733	Wastewater	None		4/1/2021	11:30 AM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
BOD (A3)	Garson	Determination of Biochemical Oxygen Demand (BOD)	Modified from SM-5210 B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540

This report has been approved by:

Brad Halvorson, B.Sc.
Laboratory Director



TESTMARK Laboratories Ltd.
Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 426552

WORK ORDER RESULTS

Sample Description	Raw Sewage		
Sample Date	4/1/2021 11:30 AM		
Lab ID	1629733		
General Chemistry	Result	MDL	Units
Total Phosphorus (as P)	2.21	0.02	mg/L

Sample Description	Raw Sewage		
Sample Date	4/1/2021 11:30 AM		
Lab ID	1629733		
Oxygen Demand	Result	MDL	Units
BOD (5 day)	84	20	mg/L

Sample Description	Raw Sewage		
Sample Date	4/1/2021 11:30 AM		
Lab ID	1629733		
Solids	Result	MDL	Units
Total Suspended Solids	77 [77]	2	mg/L



TESTMARK Laboratories Ltd.

Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 426552

LEGEND

Dates: Dates are formatted as mm/dd/year throughout this report.

[rr]: After a parameter name indicates a re-run of that parameter. If multiple re-runs exist they are suffixed by a number. Sample may not have been handled according to the recommended temperature, hold time and head space requirements of the method after the initial analysis.

MDL: Method detection limit or minimum reporting limit.

[]: Results for laboratory replicates are shown in square brackets immediately below the associated sample result for ease of comparison.

Quality Control: All associated Quality Control data is available on request.

Field Data: Reports containing Field Parameters represent data that has been collected and provided by the client. Testmark is not responsible for the validity of this data which may be used in subsequent calculations.

Sample Condition Deviations: A noted sample condition deviation may affect the validity of the result. Results apply to the sample(s) as received.

**TESTMARK Laboratories Ltd.***Committed to Quality and Service***CERTIFICATE OF ANALYSIS**

Client: Jacob Proulx
Company: Canadian Shield Consultants Inc.
Address: 21 King St. W.
St. Charles, Ontario, P0M 2W0
Phone:
Email: jacob@canadianshieldconsultants.com;
office@canadianshieldconsultants.com

Work Order Number: 437679
PO #: Lagoon RAW
Regulation: Information not provided
Project #:
DWS #:
Sampled By: Jacob Proulx

Date Order Received: 7/26/2021
Arrival Temperature: 21.9 °C

Analysis Started: 7/29/2021
Analysis Completed: 8/3/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Raw Sewage	1667220	Water	None		7/26/2021	2:00 PM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
BOD (A3)	Garson	Determination of Biochemical Oxygen Demand (BOD)	Modified from SM-5210 B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540

This report has been approved by:

Brad Halvorson, B.Sc.
Laboratory Director



TESTMARK Laboratories Ltd.
Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 437679



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 437679

WORK ORDER RESULTS

Sample Description	Raw Sewage		
Sample Date	7/26/2021 2:00 PM		
Lab ID	1667220		
General Chemistry	Result	MDL	Units
Total Phosphorus (as P)	2.52	0.02	mg/L

Sample Description	Raw Sewage		
Sample Date	7/26/2021 2:00 PM		
Lab ID	1667220		
Oxygen Demand	Result	MDL	Units
BOD (5 day)	160 [130]	20	mg/L

Sample Description	Raw Sewage		
Sample Date	7/26/2021 2:00 PM		
Lab ID	1667220		
Solids	Result	MDL	Units
Total Suspended Solids	140 [130]	4	mg/L



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Work Order Number: 437679

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Client:	Jacob Proulx	Work Order Number:	448970
Company:	Canadian Shield Consultants Inc.	PO #:	
Address:	21 King St. W. St. Charles, Ontario, P0M 2W0	Regulation:	Information not provided
Phone:		Project #:	St Charles Lagoon Lagoon-Raw
Email:	jacob@canadianshieldconsultants.com; office@canadianshieldconsultants.com	DWS #:	
		Sampled By:	Jacob Proulx
Date Order Received:	11/19/2021	Analysis Started:	11/19/2021
Arrival Temperature:	9 °C	Analysis Completed:	11/25/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Raw Sewage	1708002	Wastewater	None		11/18/2021	4:00 PM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
BOD (A3)	Garson	Determination of Biochemical Oxygen Demand (BOD)	Modified from SM-5210 B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540

This report has been approved by:

Maresh Patel, B.Sc.
Laboratory Director



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 448970



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Canadian Shield Consultants Inc.

Work Order Number: 448970

WORK ORDER RESULTS

Sample Description	Raw Sewage		
Sample Date	11/18/2021 4:00 PM		
Lab ID	1708002		
General Chemistry	Result	MDL	Units
Total Phosphorus (as P)	2.38	0.02	mg/L

Sample Description	Raw Sewage		
Sample Date	11/18/2021 4:00 PM		
Lab ID	1708002		
Oxygen Demand	Result	MDL	Units
BOD (5 day)	100	20	mg/L

Sample Description	Raw Sewage		
Sample Date	11/18/2021 4:00 PM		
Lab ID	1708002		
Solids	Result	MDL	Units
Total Suspended Solids	110	4	mg/L



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APPENDIX C

Correspondence between MOECC and Operator in

Charge Sent on September 2, 2021

Fall Drawdown Monitoring Lab Results

Joey Laurin

From: Andrew Hellebust
Sent: September 17, 2021 4:17 PM
To: Jacob Proulx; Drolet, Parise (MOECC)
Cc: Gerry Dignard; Nicole Vézina
Subject: St. Charles lagoons fall discharge plan and update
Attachments: WO441370_August 2021.pdf

Hello Parise,

The TP is 0.6, BOD 5.3 and TSS 10 mg/L in the “lagoon contents” of cell 1, before treatment. These parameters meet the Limits and Objectives in the ECA, but based on experience we have seen the TP concentration rise during drawdown and so are treating before every drawdown.

Table 1 - Effluent Objectives	
Effluent Parameter	Concentration Objective (milligrams per litre unless otherwise indicated)
CBOD5	20.0
Total Suspended Solids	20.0
Total Phosphorus	0.8

I notice the pH is 10, which may be due to algae consuming CO₂ during the day. It is high considering the upper optimal range for alum is 8.

I was in touch in Spring 2021 when cell 1 had a loose gate and lost some contents. We decided not to do a drawdown. We have been using cell 2 to accept new sewage.

In the meantime, we have submitted a report to the town to issue an RFP to repair and update the gate mechanisms for both cells, working on the cell that has low water level sequentially.

We are planning a drawdown of Cell 1. The water level is 28” below the overflow gives volume of 27,103 m³. Using a target 50 mg/L alum concentration requires 2,172 L. Rounding up to 3 totes at 3,000 L gives an initial concentration of 69 mg/L.

The ECA states: “fall: discharge commencing not earlier than October 15 and terminating not later than November 30”

We are ordering alum early next week and once we receive it will treat cell 1 by directing the flow of alum solution into the turbulent wake of a motor boat. We aim to then allow the cell to rest for 2 weeks before taking a post-treatment sample / 0% drawdown sample.

We will continue to direct raw sewage to the active cell 2 and will switch back to cell 1 following the cell 1 drawdown.

Regards, Andrew

Andrew Hellebust, P.Eng.
Senior Engineer
Canadian Shield Consultants Agency Inc.



Toll Free: 866-691-0424
Cell: 416-456-2319

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Client: Jacob Proulx
Company: Canadian Shield Consultants Inc.
Address: 21 King St. W.
St. Charles, Ontario, P0M 2W0
Phone:
Email: jacob@canadianshieldconsultants.com;
office@canadianshieldconsultants.com

Work Order Number: 441370
PO #:
Regulation: Information not provided
Project #: Lagoon Contents Fall 2021
DWS #:
Sampled By: Jacob Proulx

Date Order Received: 9/2/2021
Arrival Temperature: 22 °C

Analysis Started: 9/3/2021
Analysis Completed: 9/10/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Lagoon Contents - Fall 2021	1679691	Wastewater	None		9/2/2021	3:00 PM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
CBOD (A3)	Garson	Determination of Carbonaceous Biochemical Oxygen Demand (CBOD).	Modified from SM-5210-B
pH of Water (A2.0)	Garson	Determination of Water pH by Ion Selective Electrode	Modified from APHA-4500H+ B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540



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Work Order Number: 441370

This report has been approved by:

Mahesh Patel, B.Sc.
Laboratory Director



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Work Order Number: 441370

WORK ORDER RESULTS

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	9/2/2021 3:00 PM		
Lab ID	1679691		
General Chemistry	Result	MDL	Units
pH	10	N/A	pH
Total Phosphorus (as P)	0.60 [0.58]	0.02	mg/L

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	9/2/2021 3:00 PM		
Lab ID	1679691		
Oxygen Demand	Result	MDL	Units
Carbonaceous BOD	5.3	0.5	mg/L

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	9/2/2021 3:00 PM		
Lab ID	1679691		
Solids	Result	MDL	Units
Total Suspended Solids	10.00	0.67	mg/L



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CERTIFICATE OF ANALYSIS

Client: Jacob Proulx
Company: Canadian Shield Consultants Inc.
Address: 21 King St. W.
St. Charles, Ontario, P0M 2W0
Phone:
Email: jacob@canadianshieldconsultants.com;
office@canadianshieldconsultants.com

Work Order Number: 446267
PO #:
Regulation: Information not provided
Project #: Lagoon Contents Fall 2021
DWS #:
Sampled By: Jacob Proulx

Date Order Received: 10/21/2021
Arrival Temperature: 8 °C

Analysis Started: 10/22/2021
Analysis Completed: 10/29/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Lagoon Contents - Fall 2021	1697719	Wastewater	None		10/20/2021	

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
CBOD (A3)	Garson	Determination of Carbonaceous Biochemical Oxygen Demand (CBOD).	Modified from SM-5210-B
pH of Water (A2.0)	Garson	Determination of Water pH by Ion Selective Electrode	Modified from APHA-4500H+ B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540



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Canadian Shield Consultants Inc.

Work Order Number: 446267

This report has been approved by:

Mahesh Patel, B.Sc.
Laboratory Director



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Work Order Number: 446267

WORK ORDER RESULTS

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	10/20/2021 12:00 AM		
Lab ID	1697719		
General Chemistry	Result	MDL	Units
pH	8.21	N/A	pH
Total Phosphorus (as P)	1.50 [1.50]	0.02	mg/L

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	10/20/2021 12:00 AM		
Lab ID	1697719		
Oxygen Demand	Result	MDL	Units
Carbonaceous BOD	1.9	0.5	mg/L

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	10/20/2021 12:00 AM		
Lab ID	1697719		
Solids	Result	MDL	Units
Total Suspended Solids	2.30	0.67	mg/L



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Company:	Canadian Shield Consultants Inc.	PO #:	
Address:	21 King St. W. St. Charles, Ontario, P0M 2W0	Regulation:	Information not provided
Phone:		Project #:	Lagoon Contents #2 Fall 2021
Email:	jacob@canadianshieldconsultants.com; office@canadianshieldconsultants.com	DWS #:	
		Sampled By:	Jacob Proulx
Date Order Received:	11/2/2021	Analysis Started:	11/3/2021
Arrival Temperature:	6 °C	Analysis Completed:	11/10/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Lagoon Contents - Fall 2021	1702430	Wastewater	None		11/1/2021	2:00 PM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
CBOD (A3)	Garson	Determination of Carbonaceous Biochemical Oxygen Demand (CBOD).	Modified from SM-5210-B
pH of Water (A2.0)	Garson	Determination of Water pH by Ion Selective Electrode	Modified from APHA-4500H+ B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540



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Work Order Number: 447434

This report has been approved by:

Mahesh Patel, B.Sc.
Laboratory Director



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Work Order Number: 447434

WORK ORDER RESULTS

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	11/1/2021 2:00 PM		
Lab ID	1702430		
General Chemistry	Result	MDL	Units
pH	8.06	N/A	pH
Total Phosphorus (as P)	1.31	0.02	mg/L

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	11/1/2021 2:00 PM		
Lab ID	1702430		
Oxygen Demand	Result	MDL	Units
Carbonaceous BOD	1.2	0.5	mg/L

Lagoon Contents - Fall 2021			
Sample Description			
Sample Date	11/1/2021 2:00 PM		
Lab ID	1702430		
Solids	Result	MDL	Units
Total Suspended Solids	3.00	0.67	mg/L



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Company:	Canadian Shield Consultants Inc.	PO #:	
Address:	21 King St. W. St. Charles, Ontario, P0M 2W0	Regulation:	Information not provided
Phone:		Project #:	St Charles Lagoon Fall Drawdown 2021
Email:	jacob@canadianshieldconsultants.com; office@canadianshieldconsultants.com	DWS #:	
		Sampled By:	Jacob Proulx
Date Order Received:	11/30/2021	Analysis Started:	11/30/2021
Arrival Temperature:	7 °C	Analysis Completed:	12/8/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
100% Drawdown	1711030	Wastewater	None		11/30/2021	10:00 AM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
CBOD (A3)	Garson	Determination of Carbonaceous Biochemical Oxygen Demand (CBOD).	Modified from SM-5210-B
pH of Water (A2.0)	Garson	Determination of Water pH by Ion Selective Electrode	Modified from APHA-4500H+ B
TP Water (A23.2)	Kirkland Lake	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540



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Canadian Shield Consultants Inc.

Work Order Number: 449788

This report has been approved by:

Mahesh Patel, B.Sc.
Laboratory Director



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Canadian Shield Consultants Inc.

Work Order Number: 449788

WORK ORDER RESULTS

Sample Description	100% Drawdown		
Sample Date	11/30/2021 10:00 AM		
Lab ID	1711030		
General Chemistry	Result	MDL	Units
pH	7.83	N/A	pH
Total Phosphorus (as P)	0.791	0.002	mg/L

Sample Description	100% Drawdown		
Sample Date	11/30/2021 10:00 AM		
Lab ID	1711030		
Oxygen Demand	Result	MDL	Units
Carbonaceous BOD	1.9	0.5	mg/L

Sample Description	100% Drawdown		
Sample Date	11/30/2021 10:00 AM		
Lab ID	1711030		
Solids	Result	MDL	Units
Total Suspended Solids	1.70	0.67	mg/L



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Company:	Canadian Shield Consultants Inc.	PO #:	
Address:	21 King St. W. St. Charles, Ontario, P0M 2W0	Regulation:	Information not provided
Phone:		Project #:	St Charles Lagoon Fall Drawdown 2021
Email:	jacob@canadianshieldconsultants.com; office@canadianshieldconsultants.com	DWS #:	
		Sampled By:	Jacob Proulx
Date Order Received:	11/25/2021	Analysis Started:	11/25/2021
Arrival Temperature:	8.7 °C	Analysis Completed:	12/2/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
75% Drawdown	1709559	Wastewater	None		11/25/2021	1:00 PM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
CBOD (A3)	Garson	Determination of Carbonaceous Biochemical Oxygen Demand (CBOD).	Modified from SM-5210-B
pH of Water (A2.0)	Garson	Determination of Water pH by Ion Selective Electrode	Modified from APHA-4500H+ B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 449422

This report has been approved by:

Mahesh Patel, B.Sc.
Laboratory Director



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 449422

WORK ORDER RESULTS

Sample Description	75% Drawdown		
Sample Date	11/25/2021 1:00 PM		
Lab ID	1709559		
General Chemistry	Result	MDL	Units
pH	8.05	N/A	pH
Total Phosphorus (as P)	0.789 [0.788]	0.004	mg/L

Sample Description	75% Drawdown		
Sample Date	11/25/2021 1:00 PM		
Lab ID	1709559		
Oxygen Demand	Result	MDL	Units
Carbonaceous BOD	1.2	0.5	mg/L

Sample Description	75% Drawdown		
Sample Date	11/25/2021 1:00 PM		
Lab ID	1709559		
Solids	Result	MDL	Units
Total Suspended Solids	<0.67	0.67	mg/L



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Work Order Number: 449422

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Company:	Canadian Shield Consultants Inc.	PO #:	
Address:	21 King St. W. St. Charles, Ontario, P0M 2W0	Regulation:	Information not provided
Phone:		Project #:	St Charles Lagoon Fall Drawdown 2021
Email:	jacob@canadianshieldconsultants.com; office@canadianshieldconsultants.com	DWS #:	
		Sampled By:	Jacob Proulx
Date Order Received:	11/22/2021	Analysis Started:	11/23/2021
Arrival Temperature:	9 °C	Analysis Completed:	11/30/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
50% Drawdown	1708389	Wastewater	None		11/22/2021	11:00 AM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
CBOD (A3)	Garson	Determination of Carbonaceous Biochemical Oxygen Demand (CBOD).	Modified from SM-5210-B
pH of Water (A2.0)	Garson	Determination of Water pH by Ion Selective Electrode	Modified from APHA-4500H+ B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 449084

This report has been approved by:

Mahesh Patel, B.Sc.
Laboratory Director



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Canadian Shield Consultants Inc.

Work Order Number: 449084

WORK ORDER RESULTS

Sample Description	50% Drawdown		
Sample Date	11/22/2021 11:00 AM		
Lab ID	1708389		
General Chemistry	Result	MDL	Units
pH	7.85	N/A	pH
Total Phosphorus (as P)	1.27	0.02	mg/L

Sample Description	50% Drawdown		
Sample Date	11/22/2021 11:00 AM		
Lab ID	1708389		
Oxygen Demand	Result	MDL	Units
Carbonaceous BOD	1.6	0.5	mg/L

Sample Description	50% Drawdown		
Sample Date	11/22/2021 11:00 AM		
Lab ID	1708389		
Solids	Result	MDL	Units
Total Suspended Solids	<0.67	0.67	mg/L



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Work Order Number: 449084

LEGEND

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Client:	Jacob Proulx	Work Order Number:	448962
Company:	Canadian Shield Consultants Inc.	PO #:	
Address:	21 King St. W. St. Charles, Ontario, P0M 2W0	Regulation:	Information not provided
Phone:		Project #:	St Charles Lagoon Fall Drawdown 2021
Email:	jacob@canadianshieldconsultants.com; office@canadianshieldconsultants.com	DWS #:	
		Sampled By:	Jacob Proulx
Date Order Received:	11/19/2021	Analysis Started:	11/19/2021
Arrival Temperature:	9 °C	Analysis Completed:	11/25/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
25% Drawdown	1707970	Wastewater	None		11/18/2021	11:00 AM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
CBOD (A3)	Garson	Determination of Carbonaceous Biochemical Oxygen Demand (CBOD).	Modified from SM-5210-B
pH of Water (A2.0)	Garson	Determination of Water pH by Ion Selective Electrode	Modified from APHA-4500H+ B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 448962

This report has been approved by:

Mahesh Patel, B.Sc.
Laboratory Director



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Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 448962

WORK ORDER RESULTS

Sample Description	25% Drawdown		
Sample Date	11/18/2021 11:00 AM		
Lab ID	1707970		
General Chemistry	Result	MDL	Units
pH	7.71	N/A	pH
Total Phosphorus (as P)	0.912	0.004	mg/L

Sample Description	25% Drawdown		
Sample Date	11/18/2021 11:00 AM		
Lab ID	1707970		
Oxygen Demand	Result	MDL	Units
Carbonaceous BOD	2.2	0.5	mg/L

Sample Description	25% Drawdown		
Sample Date	11/18/2021 11:00 AM		
Lab ID	1707970		
Solids	Result	MDL	Units
Total Suspended Solids	1.30	0.67	mg/L



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 448962

LEGEND

Dates: Dates are formatted as mm/dd/year throughout this report.

MDL: Method detection limit or minimum reporting limit.

Quality Control: All associated Quality Control data is available on request.

Field Data: Reports containing Field Parameters represent data that has been collected and provided by the client. Testmark is not responsible for the validity of this data which may be used in subsequent calculations.

Sample Condition Deviations: A noted sample condition deviation may affect the validity of the result. Results apply to the sample(s) as received.

Reproduction of Report: Report shall not be reproduced, except in full, without the approval of Testmark Laboratories Ltd.



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CERTIFICATE OF ANALYSIS

Client: Jacob Proulx
Company: Canadian Shield Consultants Inc.
Address: 21 King St. W.
St. Charles, Ontario, P0M 2W0
Phone:
Email: jacob@canadianshieldconsultants.com;
office@canadianshieldconsultants.com

Work Order Number: 448328
PO #:
Regulation: Information not provided
Project #: Lagoon Fall Drawdown 2021
DWS #:
Sampled By: Jacob Proulx

Date Order Received: 11/11/2021
Arrival Temperature: 10 °C

Analysis Started: 11/12/2021
Analysis Completed: 11/17/2021

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
0% Drawdown	1705650	Wastewater	None		11/11/2021	1:00 PM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
CBOD (A3)	Garson	Determination of Carbonaceous Biochemical Oxygen Demand (CBOD).	Modified from SM-5210-B
pH of Water (A2.0)	Garson	Determination of Water pH by Ion Selective Electrode	Modified from APHA-4500H+ B
TP Water (A23.2)	Garson	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TSS (A27)	Garson	Determination of Total Suspended Solids in water by gravimetry	Modified from SM-2540



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 448328

This report has been approved by:

Mahesh Patel, B.Sc.
Laboratory Director



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 448328

WORK ORDER RESULTS

Sample Description	0% Drawdown		
Sample Date	11/11/2021 1:00 PM		
Lab ID	1705650		
General Chemistry	Result	MDL	Units
pH	8.11	N/A	pH
Total Phosphorus (as P)	0.98	0.02	mg/L

Sample Description	0% Drawdown		
Sample Date	11/11/2021 1:00 PM		
Lab ID	1705650		
Oxygen Demand	Result	MDL	Units
Carbonaceous BOD	1.5 [1.8]	1	mg/L

Sample Description	0% Drawdown		
Sample Date	11/11/2021 1:00 PM		
Lab ID	1705650		
Solids	Result	MDL	Units
Total Suspended Solids	3.00	0.67	mg/L



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CERTIFICATE OF ANALYSIS

Canadian Shield Consultants Inc.

Work Order Number: 448328

LEGEND

Dates: Dates are formatted as mm/dd/year throughout this report.

MDL: Method detection limit or minimum reporting limit.

[]: Results for laboratory replicates are shown in square brackets immediately below the associated sample result for ease of comparison.

Quality Control: All associated Quality Control data is available on request.

Field Data: Reports containing Field Parameters represent data that has been collected and provided by the client. Testmark is not responsible for the validity of this data which may be used in subsequent calculations.

Sample Condition Deviations: A noted sample condition deviation may affect the validity of the result. Results apply to the sample(s) as received.

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APPENDIX D

Flow Meter Readings

St. Charles Lagoon Flow Meter Readings 2021

Date	Meter Reading (Litres)	Difference Between Readings	Daily Flow (Litres/Day)	Days Between
Monday, January 4, 2021	298550496			
Wednesday, February 17, 2021	305,512,224	6,961,728.00	158,221.09	44
Friday, February 19, 2021	306,617,536	1,105,312.00	552,656.00	2
Wednesday, March 10, 2021	308,481,536	1,864,000.00	98,105.26	19
Thursday, April 1, 2021	311,725,020	3,243,484.00	154,451.62	21
Tuesday, April 6, 2021	316,581,406	4,856,386.00	971,277.20	5
Monday, April 12, 2021	320,340,672	3,759,266.00	626,544.33	6
Saturday, May 1, 2021	325,308,896	4,968,224.00	261,485.47	19
Friday, May 14, 2021	327,689,824	2,380,928.00	183,148.31	13
Wednesday, May 26, 2021	329,950,016	2,260,192.00	188,349.33	12
Tuesday, June 1, 2021	330,816,896	866,880.00	144,480.00	6
Wednesday, June 16, 2021	332,934,048	2,117,152.00	141,143.47	15
Friday, July 2, 2021	335,596,352	2,662,304.00	166,394.00	16
Monday, July 12, 2021	337,148,416	1,552,064.00	155,206.40	10
Monday, July 19, 2021	338,161,920	1,013,504.00	144,786.29	7
Wednesday, August 4, 2021	340,871,104	2,709,184.00	169,324.00	16
Thursday, August 26, 2021	343,899,136	3,028,032.00	137,637.82	22
Monday, September 13, 2021	345,986,176	2,087,040.00	115,946.67	18
Friday, October 15, 2021	351,546,560	5,560,384.00	173,762.00	32
Friday, October 22, 2021	356,327,232	4,780,672.00	682,953.14	7
Monday, October 25, 2021	359,379,328	3,052,096.00	1,017,365.33	3
Tuesday, October 26, 2021	359,701,728	322,400.00	322,400.00	1
Wednesday, October 27, 2021	359,975,040	273,312.00	273,312.00	1
Thursday, October 28, 2021	360,234,208	259,168.00	259,168.00	1
Friday, October 29, 2021	360,491,136	256,928.00	256,928.00	1
Saturday, October 30, 2021	361,192,960	701,824.00	701,824.00	1
Sunday, October 31, 2021	361,414,976	222,016.00	222,016.00	1
Monday, November 1, 2021	361,631,456	216,480.00	216,480.00	1
Tuesday, November 2, 2021	361,822,432	190,976.00	190,976.00	1
Friday, November 5, 2021	362008160	185,728.00	61,909.33	3
Monday, November 8, 2021	362615040	606,880.00	202,293.33	3
Tuesday, November 9, 2021	362716534	101,494.00	101,494.00	1
Wednesday, November 10, 2021	362981920	265,386.00	265,386.00	1
Monday, November 15, 2021	364313504	1,331,584.00	266,316.80	5
Tuesday, November 16, 2021	364584384	270,880.00	270,880.00	1
Wednesday, November 17, 2021	364839040	254,656.00	254,656.00	1
Thursday, November 18, 2021	365137632	298,592.00	298,592.00	1
Friday, November 19, 2021	365425536	287,904.00	287,904.00	1
Monday, November 22, 2021	366412640	987,104.00	329,034.67	3
Tuesday, November 23, 2021	366777536	364,896.00	364,896.00	1
Wednesday, November 24, 2021	367122240	344,704.00	344,704.00	1
Thursday, November 25, 2021	367411968	289,728.00	289,728.00	1
Monday, November 29, 2021	368566240	1,154,272.00	288,568.00	4
Wednesday, December 1, 2021	369000500	434,260.00	217,130.00	2
Thursday, December 2, 2021	369522112	521,612.00	521,612.00	1
Friday, December 3, 2021	369922304	400,192.00	400,192.00	1
Monday, December 6, 2021	370940160	1,017,856.00	339,285.33	3
Tuesday, December 7, 2021	371189984	249,824.00	249,824.00	1
Wednesday, December 8, 2021	371390208	200,224.00	200,224.00	1
Friday, December 10, 2021	371836480	446,272.00	446,272.00	1
Tuesday, December 14, 2021	373864900	2,028,420.00	507,105.00	4
Wednesday, December 15, 2021	374186752	321,852.00	321,852.00	1
Thursday, December 16, 2021	374712608	525,856.00	525,856.00	1
Friday, December 17, 2021	375460064	747,456.00	747,456.00	1
Monday, December 20, 2021	376794112	1,334,048.00	444,682.67	3
Tuesday, December 21, 2021	377110400	316,288.00	316,288.00	1
Wednesday, December 22, 2021	377581832	471,432.00	471,432.00	1
Thursday, December 23, 2021	377649726	67,894.00	67,894.00	1
Friday, December 24, 2021	377888704	238,978.00	238,978.00	1
Wednesday, December 29, 2021	379091744	1,203,040.00	240,608.00	5
Friday, December 31, 2021	379496256	404,512.00	202,256.00	2
		Yearly Average	224,226.48	

Municipality
of
St. CharlesPump House
2021
Flow Meter ReadingTWP
Office
COPY

Date	Year	Meter reading	Total
Jan 04	2021	298550496.00	
Feb 17	2021	305513304.00	
Feb 10	2021	306617536.00	
March 10	2021	308481504.00	
March 25	2021	311735012.00	
APRIL 16	2021	318581408.00	
April 12	2021	320340672.00	
May 01	2021	325308896.00	
May 14	2021	327689824.00	
May 26	2021	329950016.00	
June 1	2021	330816896.00	
June 16	2021	332934048.00	
July 2	2021	335596352.00	
July 12	2021	337178416.00	
July 19	2021	338161920.00	
Aug 04	2021	340871104.00	
Aug 26	2021	343899136.00	
Sept 13	2021	345986176.00	
Oct 15	2021	351546560.00	
Oct 22	2021	358327232.00	
Oct 25	2021	359379328.00	
Oct 26	2021	359701728.00	
Oct 27	2021	359975040.00	
Oct 28	2021	360234208.00	
Oct 29	2021	360491136.00	
Nov 01	2021	361192960.00	
Nov 02	2021	361414976.00	
Nov 03	2021	361631456.00	
Nov 04	2021	361822432.00	

NOV 2021

Flow Meter Reading

Date	Year	Meter reading	Total
NOV 05	2021	362008160.00	
NOV 08	2021	362615040.00	
NOV 09	2021	362716534.00	
NOV 10	2021	362981920.00	
NOV 11	2021		
NOV 12	2021		
NOV 15	2021	364313504.00	
NOV 16	2021	364584384.00	
NOV 17	2021	364839040.00	
NOV 18	2021	365137632.00	
NOV 19	2021	365425536.00	
Nov 20	2021		
Nov 21	2021		
Nov 22	2021	366412640.00	
Nov 23	2021	366777536.00	
Nov 24	2021	367122240.00	
Nov 25	2021	367411968.00	
Nov 26			
Nov 27			
Nov 28			
Nov 29	2021	368566240.00	

Municipality of St. Charles

Flow Meter Reading

Date	Year	Meter reading	Total
Dec 01	2021	369000500.00	
Dec 2	2021	369522112.00	
Dec 3	2021	369922304.00	
Dec 6	2021	370940160.00	
Dec 7	2021	371189984.00	
Dec 8	2021	371390208.00	
Dec 9	2021		
Dec 10	2021	371836480.00	
Dec 14	2021	373864900.00	
Dec 15	2021	374186752.00	
Dec 16	2021	374712608.00	
Dec 17	2021	375460064.00	
Dec 20	2021	376794112.00	
Dec 21	2021	377110400.00	
Dec 22	2021	377521832.00	
Dec 23	2021	377649726.00	
Dec 24	2021	377888104.00	
25			
26			
27			
28			
Dec 29	2021	379091744.00	
Dec 31	2021	379496256.00	

APPENDIX E

Company Overview

Canadian Shield Wastewater Management



canadianshieldconsultants.com

Wastewater Management Services

Canadian Shield Consultants Agency provides specialized residential, commercial and industrial Wastewater Management Services across Canada.

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- Environmental & Regulatory Support
- Environmental Impact Assessments
- Environmental Site Assessments
- Hydrogeological Assessments
- Ministry of the Environment per-approved systems
- Municipal Lagoon Management
- Municipal Landfill Waste Management
- Nutrient Management
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- Polylok
- Pumping Stations
- Septic Tanks
- Tank Accessories

CSCA Wastewater Management Technologies

- AQUA
- Bionest
- Ecoflo Biofilter
- Ecopod
- Enviro-Septic
- EZ Flow
- Fast by Pinnacle
- Ozomax
- Waterloo Biofilter
- Waterproofing Membrane



APPENDIX F

Emergency By-Pass Event Notifications for

St. Charles Lagoon Cell #1 & Cell #2

Joey Laurin

From: Andrew Hellebust
Sent: March 31, 2021 3:29 PM
To: Drolet, Parise (MOECC)
Cc: Nicole Vézina; Gerry Dignard; Jacob Proulx
Subject: St. Charles Lagoons ECA NUMBER 6222-9NBP7S - written report of spill
Attachments: Final Signed ECA 6222-9NBP7S.pdf; St Charles Lagoon 2021 Emergency By-Pass Event_MECP_Mar 31 21.pdf

Hello Parise,

Our office reported a spill today to the Spills Action Centre, reference #8186-BZMNRG and I am submitting a written report to you as per Section 10 of the ECA. Please see the attached letter to satisfy the reporting requirement.

The bypass occurred due to a dislodged gate valve in the active cell 1, presumably due to blown ice. The gate was repaired sufficiently to stop any further leakage. We will recommend to the town that all outlet equipment be assessed in 2021.

We will be checking the current water level tomorrow to plan for the treatment and spring discharge of cell 1. Cell 2 is empty and we will switch raw sewage to it over the next few working days.

Regards, Andrew

Andrew Hellebust, P.Eng.
Senior Engineer
Canadian Shield Consultants Agency Inc.
Toll Free: 866-691-0424
Cell: 416-456-2319



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Canadian Shield Consultants

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Tel: (705) 867-5242 or 1-866-691-0424 Fax: (705) 867-9988
Email: office@canadianshieldconsultants.com
www.canadianshieldconsultants.com

March 31, 2021

Parise Drolet
Water Inspector
Ministry of the Environment and Climate Change
Sudbury District Office
705-564-2780
Parise.Drolet@ontario.ca

**SUBJECT: EMERGENCY BYPASS EVENT NOTIFICATION
ST. CHARLES LAAGOON (CELL #1) – ECA NUMBER 6222-9NBP7S**

Dear Parise:

On March 24, 2021 Canadian Shield Consultants Agency Inc. (CSCA) staff were onsite assessing the lagoon to determine the amount of ice in anticipation of the spring drawdown, which can start when the lagoon is substantially free of ice cover. It was noticed at that time that the lagoon water level was significantly lower than usual. On March 26, 2021 CSCA staff returned to the lagoon to investigate the lower level and noticed that a disc normally sealing one of the circular outlets of cell 1 had been dislodged, presumably by ice and extreme winds. Cell 1 was actively receiving raw sewage. This resulted in the sewage in the lagoon leaking out through this outlet. The disc was repaired and the leaks were stopped on March 26, 2021.

On March 24, 2021, cell 1 was mostly free of ice cover. Although a sample was not taken to determine compliance with effluent limits, the bypass occurred into the window allowable by the ECA. In a previous inspection on March 10, 2021 the water level had been higher but was not measured due to heavy snow and ice, indicating the damage had occurred between that date and March 24, 2021. The bypass was an emergency situation due to damage to the outlet device.

Our office reported the bypass today to the Spills Action Centre, reference #8186-BZMNRG and we are submitting a written report to you, the Water Supervisor, as per Section 10 of the ECA.

10. REPORTING

(3) In addition to the obligations under Part X of the Environmental Protection Act, the Owner shall, within ten (10) working days of the occurrence of any reportable spill as defined in Ontario Regulation 675/98, bypass or loss of any product, by-product, intermediate product, oil, solvent, waste material or any other polluting substance into the environment, submit a full written report of the occurrence to the Water Supervisor describing the cause and discovery of the spill or loss, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation.

Here are some details about the bypass:

- Location: cell 1 outlet.
- Estimated volume. Possible volume is estimated at $34,360 \text{ m}^2$ (area of cell 1) x $0.25 \text{ m} = 8,590 \text{ m}^3$.
- Reason: damage to outlet gate from ice.
- Level of treatment: normal treatment was received except lagoon was in continuous discharge mode, whereas ECA specifies seasonal discharge. The planned seasonal treatment for phosphorus had not been undertaken. Disinfection is not applicable to this lagoon.

Here are some further comments addressing topics in Section 10 (3):

No spill clean-up or recovery was possible as the effluent had discharged via the normal outlet path and into the approved stream. The spill was terminated with the repair of the outlet gate.

Below is an action plan relating to undertaking the normal spring discharge of cell 1, except item 8 relates to our recommendation to assess the aging outlet equipment in both cells and repair or update as required.

1. Measure water level in cell 1 which is currently receiving raw sewage. April 1, 2021.
2. Switch raw sewage from cell 1 to cell 2. April 1-6.
3. Sample lagoon contents from cell 1. April 8.
4. Use lab results to determine compliance and phosphorus concentration to order correct volume of aluminum sulphate (alum) coagulant for the volume in cell 1. April 15.
5. Treat cell 1 with alum. April 20.
6. Let cell 1 rest 2 weeks following treatment with alum and resample. May 4.
7. Sample and start drawdown (assume cell 1 lagoon is in compliance). May 11.
8. The repair of the outlet mechanism of cell 1 was a temporary fix. We note that a repair was done to the cell 2 outlet last year to a different part of the mechanism, indicating that both outlet equipment are aging. We recommend an assessment of both outlets and repair as required. We will assess if the current setup is vulnerable to damage from ice.

As a sidenote about the ECA, we have found it to be impractical to accomplish spring drawdown in the 21 days following the lagoon being substantially free of ice due to difficulty in taking samples from shore with any significant ice, lab testing time, treatment time, and resting time after treatment. The timeline presented above, for example, exceeds the window allowed in the ECA.

This year has been a low-water year, so cell 1, the actively filled cell, was not nearing being full and cell 2, in reserve, was at a low level. There is concern about sufficient depth in cell 1 for a motorboat to do the treatment, but we are assessing that tomorrow. Recent rains will have added water.

If you have any questions or comments, please feel free to contact our office.

Sincerely,



Andrew Hellebust, P. Eng.
Overall Responsible Operator & Senior Engineer

Joey Laurin

From: Andrew Hellebust
Sent: December 16, 2021 9:11 AM
To: Drolet, Parise (MOECC); Denis Turcot
Cc: Jacob Proulx; Nicole Vézina; Gerry Dignard
Subject: Notification of Bypass, St. Charles Lagoon Issues noticed December 13, 2021

Importance: High

Dear Parise and Denis,

Our office notified the Spills Action Centre on Dec. 14th. Reference # is 1-1HGHP. We also took samples on Dec. 14.

Parise, thank you for your recent inspection report. Your comment in that report is relevant to this spill except cell 2 is also in need of repair.

Also the effluent gate in Cell 1 has been broken since March 2021. The gate was sufficiently repaired to stop any further leakage (bypass), however it has yet to be fixed.

The municipality shall provide the undersigned with a plan on when and how both effluent gates records that the effluent gate will be properly repaired by December 31, 2021.

On December 13, 2021, Jacob inspected the St. Charles municipal Lagoons to measure the volume in cell #2 as it is close to 10" below the overflow, which we had determined was the "cut-off" to last over the winter and store precipitation. Upon inspection of cell #2, he measured that the level was now at 12" below the overflow and **that the highest gate was leaking**. Wastewater is now flowing out of cell #2 via the top gate, at a relatively low flow. See pictures below. The last visit to measure was on December 6, when the level was 17" from the overflow. We try to measure every Monday.

Cell #2. Leaking top gate	Cell #2. View in front of discharge box.
---------------------------	--



He also checked cell #1. Although the bottom gate was completely closed, **wastewater was still making its way through the gate and is being discharged**. He tried lifting the gate up and down to shake off any debris that may be impeding the gates seal, but it made no difference. He left the gate completely opened to ensure that it does not freeze in the ice if the temperatures would drop, to make it easier to repair. It may be that a bolt is loose and possibly that plant debris is preventing a seal. We had considered cell #1 fully treated and finished the fall discharge at the end of November. There has been no new sewage to this cell and excess water is likely mostly from precipitation and ice-melt.

Cell #1. Leaking bottom gate

Cell #1. View in front of discharge box.



As per condition 4. (2) of the ECA, we contacted the Spills Action Centre for spills from both cells.

As per condition 4. (4) of the ECA, we took samples from both cells.

Condition 4(4): The Owner shall use best efforts to collect a representative sample consisting of a minimum of two(2) grab samples of the By-pass / Plant Overflow and have it analyzed for parameters outlined in Condition 6, one at the beginning of the Event and the second approximately near the end of the Event, to best reflect the effluent quality of such By-pass or Plant Overflow.

As per volumes, the flows are a bit more than a trickle.

We are to submit notification in writing to the MECP, which this does, but within 10 days this is to include a plan to remediate the spills. As only the Operator, I believe we have to ask the Municipality to supply resources to address this issue or direct our staff to attempt repairs.

Denis and staff at St. Charles, I need to emphasize that the active cell #2 will need to switch over to cell #1 soon or we will be using up what is normally used to store precipitation after we close the cell. We are not supposed to discharge again until after ice-melt in the spring. If we allow it to overflow while repairs are made we may be recommending pumping across to cell 1 in order to prevent a breach from precipitation over the winter. If no lagoons are watertight, we may need to discuss a planned bypass with the MECP.

I and staff are available to discuss what measures are needed.

Regards, Andrew
Overall Responsible Operator

Andrew Hellebust, P.Eng.
Senior Engineer
Canadian Shield Consultants Agency Inc.
Toll Free: 866-691-0424
Cell: 416-456-2319



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Joey Laurin

From: Andrew Hellebust
Sent: December 21, 2021 3:40 PM
To: Jacob Proulx
Cc: Nicole Vézina; Gerry Dignard
Subject: FW: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2)
- ECA NUMBER 6222-9NBP7S
Attachments: WO450888.pdf

FYI

From: Andrew Hellebust
Sent: December 21, 2021 3:36 PM
To: Drolet, Parise (MECP) <Parise.Drolet@ontario.ca>
Subject: RE: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

Hello Parise,

I have estimated an order of magnitude flow:

- Flows roughly estimated on the order of 10 L/min or $15 \text{ m}^3/\text{d} \times 2 \text{ cells} = 30 \text{ m}^3/\text{d}$ total both cells.

This isn't meant to be accurate, but that it is closer to 10 L/min than 1 L/min.

Today, I asked Jacob to put chlorine pucks in the outlet structure to gradually dissolve into the effluent.

Please see sample results, attached. P is somewhat over the Limit, but TSS and BOD are below.

WORK ORDER RESULTS

Sample Description	Cell #1 By - Pass		Cell #2 By - Pass		
Sample Date	12/14/2021 10:00 AM		12/14/2021 10:00 AM		
Lab ID	1714576		1714577		
General Chemistry	Result	MDL	Result	MDL	Units
pH	7.92	N/A	7.59	N/A	pH
Total Phosphorus (as P)	1.15	0.02	2.35	0.02	mg/L

Sample Description	Cell #1 By - Pass		Cell #2 By - Pass		
Sample Date	12/14/2021 10:00 AM		12/14/2021 10:00 AM		
Lab ID	1714576		1714577		
Oxygen Demand	Result	MDL	Result	MDL	Units
Carbonaceous BOD	2.6	0.5	4.5	0.5	mg/L

Sample Description	Cell #1 By - Pass		Cell #2 By - Pass		
Sample Date	12/14/2021 10:00 AM		12/14/2021 10:00 AM		
Lab ID	1714576		1714577		
Solids	Result	MDL	Result	MDL	Units
Total Suspended Solids	14.00	0.67	2.70	0.67	mg/L

Table 2 - Effluent Limits	
Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)
CBOD5	25.0
Total Suspended Solids	25.0
Total Phosphorus	1.0

We are still waiting delivery of the plugs. I'll check on the timing.

Regards, Andrew

From: Drolet, Parise (MECP) <Parise.Drolet@ontario.ca>

Sent: December 21, 2021 8:59 AM

To: Andrew Hellebust <ahellebust@canadianshieldconsultants.com>

Subject: Fw: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

Good morning,

To better understand the potential environmental threat occurring from the lagoon spill in St.Charles, has a calculation been done to estimate the volume of discharge a day?

I realise that Cell #2 is "empty" and what is spilling is just water as it was drained in October/November, but what it spilling from Cell #1?

Has Jacob placed chlorine pucks at the outfall to ensure disinfection? The ECA does not specifically require it, but it would minimize the any potential health risk.

Have samples been collected as required by ECA?

And if you can please keep me updated on any progress that is occurring to stop the spill that would be great.

Thanks in advance,

Parise

From: Burgess Hawkins <hawkinsb@phsd.ca>

Sent: December 21, 2021 8:44 AM

To: Drolet, Parise (MECP) <Parise.Drolet@ontario.ca>

Cc: Managhan, Marnie (MECP) <Marnie.Managhan@ontario.ca>; Managhan, Marnie (MECP) <Marnie.Managhan@ontario.ca>; Burgess Hawkins <hawkinsb@phsd.ca>

Subject: RE: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

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

Normally this would flow into a creek/flowing water in the spring. Do you know if the effluent is sitting in the ditch. At a minimum of. 5000 l per day its going to be an issue if it is not moving as they may then need to look at cleanup.

2nd question is disinfection, does the escaped effluent require it

BURGESS HAWKINS BBM, BASc, CIPHI(C)
MANAGER, ENVIRONMENTAL HEALTH
PUBLIC HEALTH SUDBURY AND DISTRICTS
PHONE — 705-522-9200 EXT 218
FAX — 705-677-9607
E-MAIL — HAWKINSB@PHSD.CA
WEBSITE — WWW.PHSD.CA

From: Drolet, Parise (MECP) <Parise.Drolet@ontario.ca>

Sent: December 21, 2021 8:23 AM

To: Burgess Hawkins <hawkinsb@phsd.ca>; Marnie Managhan <marnie.managhan@ontario.ca>

Subject: Fw: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

Good morning Burgess,

The lagoon is bypassing due to the effluent gates being broken and not sealing properly. The lagoon discharges to a ditch away from any threats (a fair distance from any water way, homes, wells) Both the health and environmental concerns are very low and will remain low.

The operating authority and municipality or working on a plan to mitigate the situation.
I will keep you informed of the situation.

Thanks,

Parise

Parise Drolet, Water Inspector, Sudbury District Office, Ministry of Environment, Conservation and Parks. 199 Larch Street, Sudbury, ON P3E 5P9. **Cell 705 618-1262.** We want to hear from you. You can provide feedback at 1-888-745-8888

From: Spinney, Maureen (MECP) <Maureen.Spinney@ontario.ca>
Sent: December 20, 2021 7:00 PM
To: Drolet, Parise (MECP) <Parise.Drolet@ontario.ca>
Subject: FW: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

Hey I sent you the response and the email to Brendan – but it seemed like the attached document from cdn shield wasn't attached – so here ya go.

From: Burgess Hawkins <hawkinsb@phsd.ca>
Sent: December 20, 2021 5:13 PM
To: Spinney, Maureen (MECP) <Maureen.Spinney@ontario.ca>
Cc: Burgess Hawkins <hawkinsb@phsd.ca>
Subject: FW: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

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Evening Maureen, is this one yours

BURGESS HAWKINS BBM, BASc, CIPHI(C)
MANAGER, ENVIRONMENTAL HEALTH
PUBLIC HEALTH SUDBURY AND DISTRICTS
PHONE — 705-522-9200 EXT 218
FAX — 705-677-9607
E-MAIL — HAWKINSB@PHSD.CA
WEBSITE — WWW.PHSD.CA

From: Burgess Hawkins
Sent: December 20, 2021 5:06 PM
To: Marnie Managhan <marnie.managhan@ontario.ca>
Cc: Burgess Hawkins <hawkinsb@phsd.ca>
Subject: FW: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

Evening Marnie

Anything we need to flag for this eg. Sewage on top of ice, so not flowing away
Given the situation they would usually use chlorine pucks would they not

BURGESS HAWKINS BBM, BASc, CIPHI(C)
MANAGER, ENVIRONMENTAL HEALTH
PUBLIC HEALTH SUDBURY AND DISTRICTS
PHONE — 705-522-9200 EXT 218
FAX — 705-677-9607
E-MAIL — HAWKINSB@PHSD.CA
WEBSITE — WWW.PHSD.CA

From: Sandra Lacle
Sent: December 20, 2021 2:40 PM
To: Burgess Hawkins <hawkinsb@phsd.ca>
Subject: Fwd: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

Over to you for next steps

Sandra Lacle, RN, BN, MScN
Director, Health Promotion and Chief Nursing Officer
Public Health Sudbury & Districts
705-522-9200 ext 231
www.phsd.ca

Begin forwarded message:

From: Penny Sutcliffe <sutcliffe@phsd.ca>
Date: December 20, 2021 at 10:28:48 AM EST
To: Sandra Lacle <lacles@phsd.ca>
Subject: FW: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) - ECA NUMBER 6222-9NBP7S

Please share with appropriate manager and advise if any PH action recommended

From: Andrew Hellebust <ahellebust@canadianshieldconsultants.com>
Sent: December 20, 2021 10:26 AM
To: Penny Sutcliffe <sutcliffe@phsd.ca>
Cc: Jacob Proulx <jacob@canadianshieldconsultants.com>; Gerry Dignard <gerry@canadianshieldconsultants.com>; Nicole Vézina <nicole@canadianshieldconsultants.com>; Denis Turcot <dturcot@stcharlesontario.ca>; Travis DeBenedet <tdebenedet@stcharlesontario.ca>
Subject: EMERGENCY BY-PASS EVENT NOTIFICATION ST. CHARLES LAGOON (CELL#1 & #2) – ECA NUMBER 6222-9NBP7S

Penny Sutcliffe

**Medical Officer of Health
Public Health Sudbury & Districts**
1300 Paris Street
Sudbury, ON P3E 3A3
sutcliffep@phsd.ca

Dear Ms. Sutcliffe,

Canadian Shield Consultants Agency is the operator of the St. Charles Lagoons. As per the ECA number 6222-9NBP7S, Condition 4. By-Passes, on behalf of the Owner we are notifying the Medical Officer of Health of all By-pass and Plant Overflow Events.

On December 13, 2021, we inspected the lagoons and observed that in cell #2, the cell currently receiving raw sewage, the highest gate was leaking at a low flow. In cell #1, although the bottom gate was completely closed, a low flow of wastewater was still making its way through the gate and is being discharged. Please see the attached letter for a more detailed description and actions being taken. Parise Drolet, is our contact at MECP, whom we are in active communication with.

Regards, Andrew
Overall Responsible Operator

Andrew Hellebust, P.Eng.
Senior Engineer
Canadian Shield Consultants Agency Inc.

Toll Free: 866-691-0424
Cell: 416-456-2319

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APPENDIX G

Finalized St. Charles Lagoon Inspection 2021

**Ministry of the Environment,
Conservation and Parks**

Sudbury District
199 Larch Street
Suite 1201
Sudbury ON P3E 5P9
Tel.: 705 564-3237
Toll Free: 1-800-890-8516
Fax: 705 564-4180

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

District de Sudbury
199, rue Larch
Bureau 1201
Sudbury ON P3E 5P9
Tél. : 705 564-3237
Numéro sans frais : 1-800-890-8516
Télééc. : 705 564-4180



December 13th, 2021

Denis Turcot
Chief Administrative Officer/Clerk - Municipality of St. Charles
2, rue Street East
St. Charles ON, P0M 2W0

Dear Denis Turcot:

Re: St. Charles Lagoon 2021 Inspection Report

Please find attached the report for the St. Charles Lagoon (110002256), which was inspected on October 19, 2021. There were non-compliance issues identified during the inspection that require attention, and they are listed in the report.

I would like to thank the Canadian Shield Consultants for their cooperation during the inspection, as it was much appreciated. Should you have any questions regarding the attached document, please feel free to call me at 705-564-2780.

Sincerely,

Parise Drolet
Water Inspector
Sudbury District Office

cc: Andrew Hellebust, Operator- Canadian Shield Consultant
Travis BeDenedet – Manager of Public Works – Municipality of St. Charles
Burgess Hawkins, Health Protection Division, Public Health Sudbury and District



St. Charles Lagoon

Inspection Report

System Number:	110002256
Inspection Start Date:	10/19/2021
Inspection End Date:	12/07/2021
Inspected By:	Parise Drolet
Badge #:	1312
Inspected By:	Marnie Managhan
Badge #:	718

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1-888-745-8888 or [Ontario.ca/inspectionfeedback](https://ontario.ca/inspectionfeedback)

Ministry of the Environment,
Conservation and Parks

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

Paule Dault

(signature)

We want to hear from you. How was my service? You can provide feedback at
1-888-745-8888 or [Ontario.ca/inspectionfeedback](https://ontario.ca/inspectionfeedback)

Page **2** of **29**

NON-COMPLIANCE/NON-CONFORMANCE ITEMS

The following item(s) have been identified as non-compliance/non-conformance, based on a "No" response captured for a legislative or best management practice (BMP) question (s), respectively.

Question Group: Bypasses and Overflows

Question ID	944900		
Question	Question Type	Legislative Requirement	
For all bypasses/overflows which occurred from the sewage treatment plant, were samples collected and analyzed in accordance with the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation/Corrective Action(s)			
For all bypasses/overflows which occurred from the sewage treatment plant, samples were not collected and analyzed in accordance with the Environmental Compliance Approval.			
P.Drolet (DWI) notes; The operating authority did not collect any samples as the flow was insufficient. Condition 4(4) of the ECA states that "the Owner shall use best efforts to collect a representative sample consisting of a minimum of two (2) grab samples of the Bypass/Plant Overflow and have it analyzed for parameters outlined in Condition 6, one at the beginning of the Event and the second approximately near the end of the Event, to best reflect the effluent quality of such Bypass or Plant Overflow".			

Question Group: Capacity Assessment

Question ID	940800		
Question	Question Type	Legislative Requirement	
Are the flow measuring devices installed, calibrated and maintained in accordance with the requirements of the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation/Corrective Action(s)			
Flow measuring devices were not installed, calibrated and maintained in accordance with the requirements of the Environmental Compliance Approval.			
P.Drolet (DWI) notes; A flow measuring device was installed in the pumphouse in 2017, however, it has never been calibrated. Therefore, the device is not being maintained as prescribed by Condition 9 (5) of the ECA 6222-9NBP7S; "The Municipality shall continue to maintain the continuous flow measuring device, to measure the flow rate of the influent to the Works with an accuracy to within plus or minus 15 percent (+/- 15%) of the actual flowrate for the entire design range of the flow measuring device, and record the flowrate at a daily frequency."			

Calibration of the device is required to be completed annually.
The Owner shall ensure that calibration of the flow meter device is conducted and records of the work completed shall be submitted to the undersigned inspector by December 31, 2021. The Owner shall ensure that calibration of the flow meter device completed annually from this point forward.

Question ID	940900		
Question		Question Type	Legislative Requirement
Were flow rates recorded at a frequency prescribed by the Environmental Compliance Approval?		Legislative	OWRA 53 (1)
Observation/Corrective Action(s)			
Flow rates were not recorded at a frequency prescribed by the Environmental Compliance Approval.			
P.Drolet (DWI) notes; Condition 9(5) of the ECA 6222-9NBP7S states; The Municipality shall continue to maintain the continuous flow measuring device, to measure the flow rate of the influent to the Works with an accuracy to within plus or minus 15 percent (+/- 15%) of the actual flowrate for the entire design range of the flow measuring device, and record the flowrate at a daily frequency.			
The municipality is currently recording flow readings very sporadically. Sometimes it's weekly, sometimes monthly. In 2020 there was an event where 77 days had passed before a flow meter reading was collected.			
The Owner shall ensure that flow meter reading are recorded daily in a logbook effective immediately.			

Question Group: Effluent Quality and Quantity

Question ID	943100		
Question		Question Type	Legislative Requirement
If the effluent is not discharged continuously, did the discharge occur during the period prescribed by the Environmental Compliance Approval?		Legislative	OWRA 53 (1)
Observation/Corrective Action(s)			
The sewage works effluent was not discharged during the prescribed period.			
P.Drolet (DWI) notes; Condition 8(1) of the ECA sets the semi-annual discharge in the spring and fall as follows: Spring - discharge commencing after the liquid surface in the lagoon has become substantially free of ice cover, terminating within twenty-one (21) days thereafter, and, Fall - discharge commencing not earlier than October 15 and terminating not later than November 30.			

<p>2021</p> <p>No spring discharge occurred.</p> <p>The fall discharge had not commenced at the time of this inspection. Final samples were collected on the day of the inspection.</p> <p>2020;</p> <p>The Spring discharge event (Cell 1) commenced on April 20. After noticing that the TSS and TP levels exceeded in both the 100% and 75% drawdown samples the discharge was ceased on May 4. Aluminum Sulphate (Alum) was applied on May 7 and a 14 day rest period was allowed for treatment of the lagoon. Drawdown restarted on May 21 and completed on June 2.</p> <p>The fall discharge event(Cell 2) commenced on October 21 and concluded on November 19, well within the allowable time frame listed in the ECA.</p> <p>2019</p> <p>The Spring discharge event (Cell 1) commenced on May 16 and concluded on May 30. Cell 2 commenced June 12 and concluded on July 2. This discharge event was longer then 21 days.</p> <p>The fall discharge event(Cell 2) commenced on November 19 and concluded on November 29, well within the allowable time frame listed in the ECA.</p> <p>2018</p> <p>The spring discharge event (Cell 1) commenced on May 29 and concluded on July 12, which is longer then 21 days.</p> <p>The fall discharge event (Cell 2) commenced on October 23 and concluded on November 8, well within the allowable timeframe, however Cell 1 commenced on November 23 and concluded on December 6.</p> <p>The Operating Authority shall ensure that the lagoon is sampled and properly treated in a timely matter to allow for the discharge events to occur within the ECA prescribed periods. An SOP should be created and included in the Operations Manual with all actions required prior, during and after a discharge event (i.e. sampling, treatment, retention time, sampling, opening the effluent gate, measuring drawdown, monitoring flow/time, etc.)</p>
--

Question ID	942200		
Question	Question Type	Legislative Requirement	
Do sewage works effluent sample results show compliance with total phosphorus limits prescribed by the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation/Corrective Action(s)			
The sewage works effluent sample results did not demonstrate compliance with total phosphorous limits prescribed by the Environmental Compliance Approval.			
P.Drolet (DWI) notes; the Total Phosphorus limit was exceedance during the 2020 spring discharge event (1.7 mg/L), during the 2019 spring and fall discharge events (1.206 mg/L, 4.05 mg/L) and during the 2018 spring and fall discharge events (1.84 mg/L, 2.27 mg/L).			

The prescribed limit listed in the ECA is 1.0 mg/L.

Question ID	942100		
Question	Question Type	Legislative Requirement	
Do sewage works effluent sample results show compliance with total suspended solids limits prescribed by the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation/Corrective Action(s)			
The sewage works effluent sample results did not demonstrate compliance with total suspended solids limits prescribed by the Environmental Compliance Approval.			
P.Drolet (DWI) notes; the Total Suspended Solid limit was exceedance during the 2020 spring discharge event (36 mg/L).			
The prescribed limit listed in the ECA is 25 mg/L.			

Question Group: Operations Manuals

Question ID	948200		
Question	Question Type	Legislative Requirement	
Do the operations and maintenance manuals meet the requirements of the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation/Corrective Action(s)			
<p>The operations and maintenance manuals did not meet the requirements of the Environmental Compliance Approval.</p> <p>P.Drolet (DWI) notes; There is no comprehensive operations manual that has been developed for this facility. The manual should include all of the information identified by the ECA and/or where this information can be accessed, if it is not maintained on-site.</p> <p>By January 31, 2022 the Owner shall develop an operations manual that includes, but not necessarily limited to, the following information:</p> <p>(a) operating procedures for routine operation of the Works;;</p> <p>(b) inspection programs, including frequency of inspection, for the Works and the methods or test employed to detect when maintenance is necessary;</p> <p>(c) repair and maintenance programs, including the frequency of repair and maintenance for the Works;</p> <p>(d) procedures for the inspection and calibration of monitoring equipment;</p> <p>(e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor; and</p>			

(f) procedures for receiving, responding and recording public complaints, including recording any followup actions taken.
The operations and maintenance manual should also contain relevant, adequate and up-to-date plans, drawings and description of processes, including the collection and treatment systems.
A copy of the Operations Manual shall be provided to the undersigned by January 31, 2022.

Question ID	948300		
Question	Question Type	Legislative Requirement	
Do operators and maintenance personnel have ready access to operations and maintenance manuals?	Legislative	OWRA O. Reg. 129/04 20 (1)	
Observation/Corrective Action(s)			
Operators and maintenance personnel did not have ready access to operations and maintenance manuals.			
P.Drolet (DWI) notes; There is no comprehensive operations manual that has been developed for this facility. The manual should include all of the information identified by the ECA and/or where this information can be accessed, if it is not maintained on-site.			
By January 31, 2022 the Owner shall develop an operations manual that includes, but not necessarily limited to, the following information:			
(a) operating procedures for routine operation of the Works;;			
(b) inspection programs, including frequency of inspection, for the Works and the methods or test employed to detect when maintenance is necessary;			
(c) repair and maintenance programs, including the frequency of repair and maintenance for the Works;			
(d) procedures for the inspection and calibration of monitoring equipment;			
(e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor; and			
(f) procedures for receiving, responding and recording public complaints, including recording any followup actions taken.			
The operations and maintenance manual should also contain relevant, adequate and up-to-date plans, drawings and description of processes, including the collection and treatment systems.			
A copy of the Operations Manual shall be provided to the undersigned by January 31, 2022.			

Question ID	948400		
Question	Question Type	Legislative Requirement	
Do the operations and maintenance manuals contain up-to-date plans, drawings and process descriptions sufficient for the safe and efficient operation of the sewage works?	Legislative	OWRA O. Reg. 129/04 20 (2)	
Observation/Corrective Action(s)			
The operations and maintenance manuals did not contain up-to-date plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.			

P.Drolet (DWI) notes; There is no comprehensive operations manual that has been developed for this facility. The manual should include all of the information identified by the ECA and/or where this information can be accessed, if it is not maintained on-site.

By January 31, 2022 the Owner shall develop an operations manual that includes, but not necessarily limited to, the following information:

- (a) operating procedures for routine operation of the Works;;
- (b) inspection programs, including frequency of inspection, for the Works and the methods or test employed to detect when maintenance is necessary;
- (c) repair and maintenance programs, including the frequency of repair and maintenance for the Works;
- (d) procedures for the inspection and calibration of monitoring equipment;
- (e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor; and
- (f) procedures for receiving, responding and recording public complaints, including recording any followup actions taken.

The operations and maintenance manual should also contain relevant, adequate and up-to-date plans, drawings and description of processes, including the collection and treatment systems.

A copy of the Operations Manual shall be provided to the undersigned by January 31, 2022.

Question Group: Other Inspection Findings

Question ID	949100		
Question	Question Type	Legislative Requirement	
Were the inspection questions sufficient to address other identified non-compliance items?	Legislative	Not Applicable	
Observation/Corrective Action(s)			
The following instances of non-compliance were also noted during the inspection: P.Drolet (DWI) notes; The St.Charles Lagoon has not been reporting via the Municipal Utility Monitoring Program (MUMP). The MUMP form is a monthly operating performance data reporting form that collects flows and effluent quality data from municipal sewage treatment facilities throughout Ontario. The Operating Authority has been in contact with the MECP Data Report Unit. By December 31, 2021 the Operating Authority shall start submitting the MUMP form to wastewaterreporting@ontario.ca and the MECP district office of Sudbury.			

Question Group: Treatment Processes

Question ID	941500		
Question	Question Type	Legislative Requirement	
Does the operator-in-charge ensure that all equipment	Legislative	OWRA O. Reg. 129/04	

used in the treatment processes is monitored, maintained, inspected, tested and evaluated?		18 (2)
Observation/Corrective Action(s)		
<p>The operator-in-charge had not ensured that all equipment used in the processes was monitored, maintained, inspected, tested and evaluated.</p> <p>P.Drolet (DWI) notes; At the time of inspection there was no certified operator running the plant. Andrew Helleburst is the technically certified operator for the facility, however his certification expired in June 2021. All the proper paper work was submitted to Ontario Water Wastewater Certification Office (OWWCO) in June 2021, however, there were issues with accepting payment by email and the application was deleted. No follow up on how to proceed was conducted until October 20, 2021. The application and payment was received by OWWCO on October 22 and a renewed licence was issued on November 2, 2021. During that time, Andrew Helleburst was acting as a Professional Engineer.</p> <p>The Owner shall ensure that a maintenance management system is in place to monitor equipment associated with this sewage works. During discharge, the lagoons are to be inspected twice per week, and at least once per month the remainder of the time.</p> <p>It was noted that the generator is being tested monthly, the lift station and main pumphouse are checked daily (except weekends and holidays), flow meter readings will from now on be recorded on a daily basis (except weekends and holidays) by the municipal Public Works Department.</p> <p>There are few action required. By December 31, 2021 the flow meter device shall be calibrated and calibration records be submitted to the undersigned inspector.</p> <p>Also the effluent gate in Cell 1 has been broken since March 2021. The gate was sufficiently repaired to stop any further leakage (bypass), however is has yet to be fixed.</p> <p>The municipality shall provide the undersigned with a plan on when and how both effluent gates records that the effluent gate will be properly repaired by December 31, 2021.</p>		

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: Regulated Activity: SEWAGE : Municipal Sewage

Question ID	940100		
Question		Question Type	Legislative Requirement
Does a valid Environmental Compliance Approval(s) exist for the facility?		Legislative	OWRA 53 (1)
Observation			
The owner had a valid Environmental Compliance Approval for the sewage works.			
P.Drolet (DWI) notes; The Environmental Compliance Approval (ECA) 6222-9NBP7S was issued on August 11, 2015.			

Question ID	940202		
Question		Question Type	Legislative Requirement
Does the facility's Environmental Compliance Approval contain conditions consistent with a modern Environmental Compliance Approval?		Information	Not Applicable
Observation			
The facility's Environmental Compliance Approval contains conditions consistent with a modern Environmental Compliance Approval.			

Question ID	940401		
Question	Question Type	Legislative Requirement	
Was the annual average daily flow below 80% of the rated capacity of the sewage works?	Information	Not Applicable	
Observation			
The annual average daily flow was not approaching the rated capacity of the sewage works.			
P.Drolet (DWI) notes; A review of the average annual daily flows for the years 2018 to 2021 indicate that the sysem is not exceeding the annual daily flow capacity. The results of each year are as follows:			
2018 - 123.5 m3/ day or 22.6% of the rated capacity (546 m3/day).			
2019 - 287 m3/day or 52.5% of the rated capacity.			
2020 - 256.7 m3/day or 47% of the rated capacity.			
The previous report stated that the St. Charles Lagoon did not have a flow measuring device installed to measure flow during the inspection review period, the flow was calculated using the			

cumulative total sewage flow to the sewage works, divided by the number of days during which sewage was flowing to the sewage works.

A flow measuring device located in the pumphouse has since been installed in 2017. It important to note that no maintenance or calibrations of the device have ever been conducted

Question ID	940600		
Question	Question Type	Legislative Requirement	
Is the owner in conformance with the designed rated capacity for average daily flow into the sewage works?	BMP	Not Applicable	
Observation			
The owner was in conformance with the designed rated capacity for average daily flow into the sewage works.			
P.Drolet (DWI) notes; The ECA indicates that the owner shall use best efforts to operate the sewage works within the rated capacity, which is 546 m3/day reported as an average daily flow. The municipality is not conducting meter readings on a daily basis but rather very inconsistently. In 2018 readings of the raw water meter were collected daily, exempt for weekends and holidays. 2019 reading were usually collected weekly. In 2020 and 2021 flow reading diminished to monthly.			
Flow reading should be conducted daily to ensure the owner is in conformance with the designed rated capacity for average daily flow into the sewage works. The municipality has ensured that flow meter readings will be conducted daily (except for weekend and holidays) from this point on.			

Question ID	940800		
Question	Question Type	Legislative Requirement	
Are the flow measuring devices installed, calibrated and maintained in accordance with the requirements of the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation			
Flow measuring devices were not installed, calibrated and maintained in accordance with the requirements of the Environmental Compliance Approval.			
P.Drolet (DWI) notes; A flow measuring device was installed in the pumphouse in 2017, however, it has never been calibrated. Therefore, the device is not being maintained as prescribed by Condition 9(5) of the ECA 6222-9NBP7S; "The Municipality shall continue to maintain the continuous flow measuring device, to measure the flow rate of the influent to the Works with an accuracy to within plus or minus 15 percent (+/- 15%) of the actual flowrate for the entire design range of the flow measuring device, and record the flowrate at a daily frequency."			
Calibration of the device is required to be completed annually.			

The Owner shall ensure that calibration of the flow meter device is conducted and records or the work completed shall be submitted to the undersigned inspector by December 31, 2021. The Owner shall ensure that calibration of the flow meter device completed annually from this point forward.

Question ID	940900		
Question	Question Type	Legislative Requirement	
Were flow rates recorded at a frequency prescribed by the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation			
Flow rates were not recorded at a frequency prescribed by the Environmental Compliance Approval.			
P.Drolet (DWI) notes; Condition 9(5) of the ECA 6222-9NBP7S states; The Municipality shall continue to maintain the continuous flow measuring device, to measure the flow rate of the influent to the Works with an accuracy to within plus or minus 15 percent (+/- 15%) of the actual flowrate for the entire design range of the flow measuring device, and record the flowrate at a daily frequency.			
The municipality is currently recording flow readings very sporadically. Sometimes it's weekly, sometimes monthly. In 2020 there was an event where 77 days had passed before a flow meter reading was collected.			
The Owner shall ensure that flow meter reading are recorded daily in a logbook effective immediately.			

Question ID	941700		
Question		Question Type	Legislative Requirement
On the day of the inspection, was the sewage works effluent essentially free of foreign substances?		Information	Not Applicable
Observation			
The sewage works effluent was essentially free of foreign substances on the day of the inspection.			
P.Drolet (DWI) notes; There was a significant amount of algae growth in both lagoons at the time of the inspection. The unseasonably warm temperatures might have contributed to the extensive algae growth, or more likely, due to high levels of nutrients.			

Question ID	941800		
Question	Question Type	Legislative Requirement	
On the day of inspection, was there no obvious evidence of	Information	Not Applicable	

groundwater/surface water impact?		
Observation		
There was no obvious evidence of groundwater or surface water impact from the sewage works on the day of inspection.		

Question ID	941201	
Question	Question Type	Legislative Requirement
Has the owner ensured that all equipment/components associated with the works have been installed in accordance with the Environmental Compliance Approval?	Legislative	OWRA 53 (1)
Observation		
The owner had ensured that all equipment/components associated with the works was installed in accordance with the Environmental Compliance Approval.		

Question ID	941301	
Question	Question Type	Legislative Requirement
Are the works, related equipment and appurtenances being operated and maintained to achieve compliance prescribed by the Environmental Compliance Approval?	Legislative	OWRA 53 (1)
Observation		
The works, related equipment and appurtenances were being operated and maintained to achieve compliance prescribed by the Environmental Compliance Approval.		

Question ID	941500	
Question	Question Type	Legislative Requirement
Does the operator-in-charge ensure that all equipment used in the treatment processes is monitored, maintained, inspected, tested and evaluated?	Legislative	OWRA O. Reg. 129/04 18 (2)
Observation		
<p>The operator-in-charge had not ensured that all equipment used in the processes was monitored, maintained, inspected, tested and evaluated.</p> <p>P.Drolet (DWI) notes; At the time of inspection there was no certified operator running the plant. Andrew Helleburst is the technically certified operator for the facility, however his certification expired in June 2021. All the proper paper work was submitted to Ontario Water Wastewater Certification Office (OWWCO) in June 2021, however, there were issues with accepting payment by email and the application was deleted. No follow up on how to proceed was conducted until October 20, 2021. The application and payment was received by OWWCO on October 22 and a renewed licence was issued on November 2, 2021. During that time, Andrew Helleburst was acting as a Professional Engineer.</p>		

The Owner shall ensure that a maintenance management system is in place to monitor equipment associated with this sewage works. During discharge, the lagoons are to be inspected twice per week, and at least once per month the remainder of the time.

It was noted that the generator is being tested monthly, the lift station and main pumphouse are checked daily (except weekends and holidays), flow meter readings will from now on be recorded on a daily basis (except weekends and holidays) by the municipal Public Works Department.

There are few action required. By December 31, 2021 the flow meter device shall be calibrated and calibration records be submitted to the undersigned inspector.

Also the effluent gate in Cell 1 has been broken since March 2021. The gate was sufficiently repaired to stop any further leakage (bypass), however is has yet to be fixed.
The municipality shall provide the undersigned with a plan on when and how both effluent gates records that the effluent gate will be properly repaired by December 31, 2021.

Question ID	941900	
Question	Question Type	Legislative Requirement
Are the sewage works effluent limits prescribed by the Environmental Compliance Approval?	Information	Not Applicable
Observation		
<p>The sewage works effluent limits were prescribed by the Environmental Compliance Approval.</p> <p>P.Drolet (DWI) notes; Condition 6 of the ECA establishes effluent quality limits that the Operator is obligated to meet.</p> <p>The ECA establishes the following effluent limits:</p> <ul style="list-style-type: none"> - Carbonaceous Biochemical Oxygen Demand (BOD5): Seasonal Average Concentration < 25.00 mg/L; - Total Suspended Solids (TSS): Seasonal Average Concentration < 25.00 mg/L; - Total Phosphorus (TP): Seasonal Average Concentration < 1.0mg/L. <p>The sewage works did not report compliance with the concentration limits/criteria for all parameters during the review period.</p> <p>Seasonal averages for TSS and TP were exceeded during the 2020 spring discharge event ; TSS - 36 mg/L TP - 1.7 mg/L</p> <p>The seasonal average for TP was exceeded during the 2019 spring and fall discharge events; Spring TP - 1.206 mg/L Fall TP - 4.05 mg/L</p> <p>The seasonal average for TP was exceeded during the 2018 spring and fall discharge events; Spring TP - 1.84 mg/L Fall TP - 2.27 mg/L</p>		

Question ID	942800		
Question		Question Type	Legislative Requirement
Do the sewage works effluent sample results meet the effluent objectives stated in the Environmental Compliance Approval?		BMP	Not Applicable
Observation			
The sewage works effluent sample results met the effluent objectives stated in the Environmental Compliance Approval.			
P.Drolet (DWI) notes; Condition 5 of the ECA, establishes effluent quality objectives that the Operator is obligated to use best efforts to meet on an ongoing basis. The objectives are to be used as a mechanism to promote continuous improvement in the operation of the works and to trigger corrective action proactively and voluntarily before environmental impairment occurs.			
The ECA establishes the following effluent objectives:			
- Carbonaceous Biochemical Oxygen Demand (BOD5): Seasonal Average Concentration < 20.00 mg/L;			
- Total Suspended Solids (TSS): Seasonal Average Concentration < 20.00 mg/L;			
- Total Phosphorus (TP): Seasonal Average Concentration < 0.8 mg/L.			
The sewage works did not report compliance with the concentration objectives limits for all parameters during this review period.			
The seasonal averages for TSS and TP were exceeded during the 2020 spring discharge event;			
TSS - 36 mg/L			
TP - 1.7 mg/L			
The seasonal averages for TSS and TP were during the 2019 spring and fall discharge events;			
Spring Cell 1 TP - 1.20mg/L			
Spring Cell 2 TP - 0.8745 mg/L			
Spring TSS - 24.02 mg/L			
Fall TP - 4.05 mg/L			
The seasonal average for TP was exceeded during the 2018 spring and fall discharge events;			
Spring TP - 1.84mg/L			
Fall TP - 2.27 mg/L			

Question ID	943000		
Question		Question Type	Legislative Requirement
If the effluent is not discharged continuously, is the effluent discharged in accordance with the requirements of the Environmental Compliance Approval?		Legislative	OWRA 53 (1)
Observation			

The sewage works effluent was discharged in accordance with Environmental Compliance Approval.

Question ID	943100		
Question	Question Type	Legislative Requirement	
If the effluent is not discharged continuously, did the discharge occur during the period prescribed by the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation			
The sewage works effluent was not discharged during the prescribed period.			
P.Drolet (DWI) notes; Condition 8(1) of the ECA sets the semi-annual discharge in the spring and fall as follows: Spring - discharge commencing after the liquid surface in the lagoon has become substantially free of ice cover, terminating within twenty-one (21) days thereafter, and, Fall - discharge commencing not earlier than October 15 and terminating not later than November 30.			
2021 No spring discharge occurred. The fall discharge had not commenced at the time of this inspection. Final samples were collected on the day of the inspection.			
2020; The Spring discharge event (Cell 1) commenced on April 20. After noticing that the TSS and TP levels exceeded in both the 100% and 75% drawdown samples the discharge was ceased on May 4. Aluminum Sulphate (Alum) was applied on May 7 and a 14 day rest period was allowed for treatment of the lagoon. Drawdown restarted on May 21 and completed on June 2. The fall discharge event(Cell 2) commenced on October 21 and concluded on November 19, well within the allowable time frame listed in the ECA.			
2019 The Spring discharge event (Cell 1) commenced on May 16 and concluded on May 30. Cell 2 commenced June 12 and concluded on July 2. This discharge event was longer then 21 days. The fall discharge event(Cell 2) commenced on November 19 and concluded on November 29, well within the allowable time frame listed in the ECA.			
2018 The spring discharge event (Cell 1) commenced on May 29 and concluded on July 12, which is longer then 21 days. The fall discharge event (Cell 2) commenced on October 23 and concluded on November 8, well within the allowable timeframe, however Cell 1 commenced on November 23 and concluded on December 6.			
The Operating Authority shall ensure that the lagoon is sampled and properly treated in a timely matter to allow for the discharge events to occur within the ECA prescribed periods. An SOP			

should be created and included in the Operations Manual with all actions required prior, during and after a discharge event (i.e. sampling, treatment, retention time, sampling, opening the effluent gate, measuring drawdown, monitoring flow/time, etc.)

Question ID	943400	
Question	Question Type	Legislative Requirement
Are the sampling requirements prescribed by the Environmental Compliance Approval?	Information	Not Applicable
Observation		
<p>The sampling requirements were prescribed by the Environmental Compliance Approval.</p> <p>P.Drolet (DWI) notes; Condition 9 (3) of the ECA, requires the final effluent sampling and monitoring be completed as follows:</p> <ul style="list-style-type: none"> - CBOD5: Grab, Five (5) times during each seasonal discharge; - Total Suspended Solids: Grab, Five (5) times during each seasonal discharge; - Total Phosphorus: Grab, Five (5) times during each seasonal discharge; - pH: Grab, Five (5) times during each seasonal discharge. <p>Samples are being collected as required and analyzed externally by Testmark Laboratories Ltd.</p>		

Question ID	943500	
Question	Question Type	Legislative Requirement
Are all sewage works effluent sampling requirements prescribed by the Environmental Compliance Approval being met?	Legislative	OWRA 53 (1)
Observation		
<p>All sewage works effluent sampling requirements prescribed by the Environmental Compliance Approval were met.</p> <p>P.Drolet (DWI) notes; Condition 9 (3) of the ECA, requires the influent sampling and monitoring be completed as follows:</p> <p>Influent Monitoring:</p> <ul style="list-style-type: none"> - BOD5: Quarterly Grab; - Total Suspended Solids: Quarterly Grab; - Total Phosphorus: Quarterly Grab. <p>Lagoon Content Monitoring:</p> <ul style="list-style-type: none"> - CBOD5: Grab, Once at least seven (7) days prior to scheduled seasonal discharge; - Total Suspended Solids: Grab, Once at least seven (7) days prior to scheduled seasonal discharge; - Total Phosphorus: Grab, Once at least seven (7) days prior to scheduled seasonal discharge; - pH: Grab, Once at least seven (7) days prior to scheduled seasonal discharge. 		

Samples are being collected as required and analyzed externally by Testmark Laboratories Ltd.

Question ID	944100	
Question	Question Type	Legislative Requirement
Has the owner maintained the monitoring records for the period prescribed by the Environmental Compliance Approval?	Legislative	OWRA 53 (1)
Observation		
The owner had maintained the monitoring records for the period prescribed by the Environmental Compliance Approval.		

Question ID	943600	
Question	Question Type	Legislative Requirement
Are all sewage works influent sampling (raw sewage) requirements prescribed by the Environmental Compliance Approval being met?	Legislative	OWRA 53 (1)
Observation		
All sewage works influent (raw sewage) sampling requirements prescribed by the Environmental Compliance Approval were met.		

Question ID	943700	
Question	Question Type	Legislative Requirement
Are all sampling requirements for the wastewater collection system prescribed by the Environmental Compliance Approval being met?	Legislative	OWRA 53 (1)
Observation		
All sampling requirements for the wastewater collection system prescribed by the Environmental Compliance Approval were met.		

Question ID	944200	
Question	Question Type	Legislative Requirement
Has the owner maintained the monitoring records since the date of the last inspection?	BMP	Not Applicable
Observation		
The owner had maintained the monitoring records since the date of the last inspection.		

Question ID	944400	
Question	Question	Legislative

	Type	Requirement
Are the reporting requirements prescribed by an Environmental Compliance Approval?	Information	Not Applicable
Observation		
<p>The reporting requirements were prescribed by an Environmental Compliance Approval.</p> <p>P.Drolet (DWI) notes; Condition 10 of the ECA describes the reporting requirements for this sewage works. A copy of the ECA has been included in the appendices, for further reference. Canadian Shields Consultant is providing notification to the MECP prior to the discharging the lagoon.</p> <p>Exceedances of effluent limits are to be reported to the MECP immediately, and in writing seven (7) days of the event.</p>		

Question ID	944301	
Question	Question Type	Legislative Requirement
Were all exceedances of any prescribed parameters reported in accordance with the Environmental Compliance Approval?	Legislative	OWRA 53 (1)
Observation		
All exceedances of any prescribed parameters were reported in accordance with the Environmental Compliance Approval.		

Question ID	944500	
Question	Question Type	Legislative Requirement
Do the annual performance reports meet the submission and contents requirements of the Environmental Compliance Approval?	Legislative	OWRA 53 (1)
Observation		
<p>The annual performance reports met the submission and contents requirements of the Environmental Compliance Approval.</p> <p>P.Drolet (DWI) notes; that the owner and the operating authority are ensuring that the annual performance reports include, as a minimum, all the information required by Condition 10(6) of the ECA.</p>		

Question ID	944601	
Question	Question Type	Legislative Requirement
Have all other reporting requirements prescribed by the Environmental Compliance Approval been met?	Legislative	OWRA 53 (1)
Observation		
All other reporting requirements prescribed by the Environmental Compliance Approval were		

met.

Question ID	944850		
Question		Question Type	Legislative Requirement
Have any bypasses/overflows occurred at the sewage works during the inspection period?		Information	Not Applicable
Observation			
Bypasses/overflows had occurred at the sewage works during the inspection period.			
P.Drolet (DWI) notes; In March 2021 the MECP was notified by the operating authority of the bypass due to a dislodged effluent gate valve in the active Cell 1. A disc that normally seals one of the circular outlets had been dislodged, presumably by ice and extreme winds. Partially treated sewage was leaking out through this outlet to the effluent ditch. The disc was repair sufficiently to stop the leak.			
The damage to the gate occurred between March 10 and March 24. The leak (bypass) was stopped on March 31.			
The possible volume is estimated at 34 360 m2 (area of Cell 1) x 0.25 m = 8 590 m3.			
All proper notification was provided as required.			
No other bypasses or overflows occurred during this inspection review period.			

Question ID	944800		
Question		Question Type	Legislative Requirement
For all bypasses/overflows which occurred from any portion of the sewage works, did the owner/operator maintain a logbook and/or records in accordance with the Environmental Compliance Approval?		Legislative	OWRA 53 (1)
Observation			
The owner/operator maintained a logbook and/or records of all bypasses/overflows which occurred from any portion of the sewage works in accordance with the Environmental Compliance Approval.			

Question ID	944900		
Question		Question Type	Legislative Requirement
For all bypasses/overflows which occurred from the sewage treatment plant, were samples collected and analyzed in accordance with the Environmental Compliance Approval?		Legislative	OWRA 53 (1)
Observation			
For all bypasses/overflows which occurred from the sewage treatment plant, samples were not collected and analyzed in accordance with the Environmental Compliance Approval.			

P.Drolet (DWI) notes; The operating authority did not collect any samples as the flow was insufficient. Condition 4(4) of the ECA states that "the Owner shall use best efforts to collect a representative sample consisting of a minimum of two (2) grab samples of the Bypass/Plant Overflow and have it analyzed for parameters outlined in Condition 6, one at the beginning of the Event and the second approximately near the end of the Event, to best reflect the effluent quality of such Bypass or Plant Overflow".

Question ID	945100		
Question	Question Type	Legislative Requirement	
Were notices and written reports provided to the Ministry for all bypasses/overflows which occurred from any portion of the sewage works in accordance with the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation	Notices and written reports of all bypasses/overflows were provided to the Ministry in accordance with the Environmental Compliance Approval.		

Question ID	945300		
Question		Question Type	Legislative Requirement
Were all required verbal notifications of discharges and/or spills provided forthwith as per O. Reg. 675/98 section 13?		Legislative	OWRA 53 (1)
Observation			
All required verbal notifications of spills were provided forthwith as per O. Reg. 675/98 section 13.			

Question ID	947100		
Question	Question Type	Legislative Requirement	
Are the classification certificates of the subsystems conspicuously displayed at the workplace or at premises from which the subsystem is managed?	Legislative	OWRA O. Reg. 129/04 4 (5)	
Observation			
The classification certificates of the subsystems were conspicuously displayed at the workplace or at premises from which the subsystem was managed.			
P.Drolet (DWI) notes; It is required by subsection 4(5) of the O.Reg. 129/04 that the owner ensure that the certificate of classification for the facility is conspicuously displayed at the facility or at premises from which the operations of the facility are managed. Since the last inspection a copy of the sewage works classification certificate was obtained and has been posted at the main pumping station.			
Wastewater Collection System Class 2 # 3133 issued December 20, 2001			

Wastewater Treatment System Class 1 #3132 issued December 20, 2001

Question ID	947600		
Question	Question Type	Legislative Requirement	
Do only licenced operators make adjustments to the treatment equipment?	Legislative	OWRA O. Reg. 129/04 14-1 (1)	
Observation			
Only licenced operators made adjustments to the treatment equipment.			
P.Drolet (DWI) notes; There is currently only one certified operator designated for the facility. Andrew Hellebust holds a class 2 Wastewater Treatment Facility Certificate #76748 that expires on October 31, 2024. He also holds a Wastewater Collection Facility Class 2 certificate.			
The inherent problem with only having one certified operator is that they cannot be physically present at all times. To assist in achieving this requirement, it is strongly recommended that the owner insist another staff member, either municipal or from the Operating Authority, complete the required steps to become a certified wastewater operator.			

Question ID	947700		
Question	Question Type	Legislative Requirement	
Have operators-in-charge been designated for the wastewater treatment plant and all associated collection facilities?	Legislative	OWRA O. Reg. 129/04 17 (1)	
Observation			
Operators-in-charge were designated for the wastewater treatment plant and all associated collection works.			
P.Drolet (DWI) notes; There is currently only one certified operator designated for the facility. Andrew Hellebust holds a class 2 Wastewater Treatment Facility Certificate #76748 that expires on October 31, 2024. He also holds a Wastewater Collection Facility Class 2 certificate.			
Andrew is the Operator-in charge (OIC) for the facility. The inherent problem with only having only one OIC is that they cannot be physically present at all times. Essentially the OIC is responsible for the day to day operations of the subsystem, such as, setting operational parameters or directing or instructing other operators on same. Operating processes safely and in accordance with manuals. Making adjustments as needed and ensuring specific records are maintained, that equipment is properly monitored and that records are be maintained.			
To assist in achieving this requirement, it is strongly recommended that the owner insist another staff member, either municipal or from the Operating Authority, complete the required steps to			

become a certified wastewater operator.

It's also important to note that an Operator in Training cannot be designated as OIC.

Question ID	947800		
Question	Question Type	Legislative Requirement	
Did the operator-in-charge ensure that records were maintained of all adjustments made to the processes within his or her responsibility?	Legislative	OWRA O. Reg. 129/04 18 (2)	
Observation			
The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.			

Question ID	947200		
Question	Question Type	Legislative Requirement	
Are operator licences displayed in a conspicuous location at the workplace or at the premises from which the subsystem is managed?	Legislative	OWRA O. Reg. 129/04 13	
Observation	Operator licences were displayed in a conspicuous location at the workplace or at the premises from which the subsystem was managed.		

Question ID	947300		
Question	Question Type	Legislative Requirement	
Has the overall responsible operator been designated for the wastewater treatment and collection facilities?	Legislative	OWRA O. Reg. 129/04 15 (1)	
Observation			
The overall responsible operator had been designated for the wastewater treatment and collection works.			
P.Drolet (DWI) notes; There is currently only one certified operator designated for the facility. Andrew Hellebust holds a class 2 Wastewater Treatment Facility Certificate #76748 that expires on October 31, 2024. He also holds a Wastewater Collection Facility Class 2 certificate.			
Andrew is the Overall Responsible Operator (ORO) for the facility. The inherent problem with only having only one ORO is that they cannot be physically present at all times. The ORO has overall operational responsibility for the system. To be an ORO the operator must hold a certificate equal to or higher than the class of the subsystem. An operator with certificate one class lower than the class of the subsystem may assume this responsibility for up to 150 days a year as a back-up when the ORO with the appropriate qualifications is absent or			

unable to act.
Typically an ORO, directs operators on operating decisions beyond the knowledge, skill and experience of other operators. They are expected to be able to respond immediately and effectively to an emergency.

To assist in achieving this requirement, it is strongly recommended that the owner insist another staff member, either municipal or from the Operating Authority, complete the required steps to become a certified wastewater operator.

It's also important to note that an Operator in Training cannot be designated as ORO.

Question ID	947400	
Question	Question Type	Legislative Requirement
In instances where the overall responsible operator was unable to act, was an adequately licensed operator designated to act in place of the overall responsible operator?	Legislative	OWRA O. Reg. 129/04 15 (2)
Observation		
An adequately licensed operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act.		
P.Drolet (DWI) notes; There is currently only one certified operator designated for the facility. Andrew Hellebust holds a class 2 Wastewater Treatment Facility Certificate #76748 that expires on October 31, 2024. He also holds a Wastewater Collection Facility Class 2 certificate.		
Andrew is both the Overall Responsible Operator (ORO) and the Operator in Charge (OIC) for the facility. The inherent problem with only having only one certified operator is that there is a high probability that the operator won't be able to act.		
To assist in achieving this requirement, it is strongly recommended that the owner insist another staff member, either municipal or from the Operating Authority, complete the required steps to become a certified wastewater operator.		

Question ID	947500	
Question	Question Type	Legislative Requirement
Do all operators have the appropriate level of licences for the wastewater treatment and collection facilities?	Legislative	OWRA O. Reg. 129/04 14-1 (1)
Observation		
All operators had the appropriate level of licences for the wastewater treatment and collection works.		

Question ID	947550		
Question		Question Type	Legislative Requirement
Do all operators have the appropriate level of training and or experience for the wastewater treatment and collection facilities in accordance with the requirements of the Environmental Compliance Approval?		Legislative	OWRA 53 (1)
Observation			
All operators have the appropriate level of training and or experience for the wastewater treatment and collection facilities in accordance with the requirements of the Environmental Compliance Approval.			

Question ID	948000		
Question	Question Type	Legislative Requirement	
Do logs or other record keeping mechanisms for sewage works comply with the record keeping requirements?	Legislative	OWRA O. Reg. 129/04 19 (1)	
Observation			
The logs and other record keeping mechanisms complied with the record keeping requirements.			
P.Drolet (DWI) notes; The logs include: the date, the name of the operator/staff on duty, departures from normal operations, abnormal and unusual observations and related conclusions and/or action taken. Entries are made chronologically and allow the reader to unambiguously identify the person making the entry. Logbooks are kept at the pumping station.			

Question ID	948100		
Question		Question Type	Legislative Requirement
Are logs and other record keeping mechanisms available for at least two (2) years?		Legislative	OWRA O. Reg. 129/04 19 (6)
Observation			
Logs and other record keeping mechanisms were available for at least two (2) years.			

Question ID	948200		
Question	Question Type	Legislative Requirement	
Do the operations and maintenance manuals meet the requirements of the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation	The operations and maintenance manuals did not meet the requirements of the Environmental Compliance Approval.		

P.Drolet (DWI) notes; There is no comprehensive operations manual that has been developed for this facility. The manual should include all of the information identified by the ECA and/or where this information can be accessed, if it is not maintained on-site.

By January 31, 2022 the Owner shall develop an operations manual that includes, but not necessarily limited to, the following information:

- (a) operating procedures for routine operation of the Works;;
- (b) inspection programs, including frequency of inspection, for the Works and the methods or test employed to detect when maintenance is necessary;
- (c) repair and maintenance programs, including the frequency of repair and maintenance for the Works;
- (d) procedures for the inspection and calibration of monitoring equipment;
- (e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor; and
- (f) procedures for receiving, responding and recording public complaints, including recording any followup actions taken.

The operations and maintenance manual should also contain relevant, adequate and up-to-date plans, drawings and description of processes, including the collection and treatment systems. A copy of the Operations Manual shall be provided to the undersigned by January 31, 2022.

Question ID	948300		
Question	Question Type	Legislative Requirement	
Do operators and maintenance personnel have ready access to operations and maintenance manuals?	Legislative	OWRA O. Reg. 129/04 20 (1)	
Observation			
Operators and maintenance personnel did not have ready access to operations and maintenance manuals.			
P.Drolet (DWI) notes; There is no comprehensive operations manual that has been developed for this facility. The manual should include all of the information identified by the ECA and/or where this information can be accessed, if it is not maintained on-site.			
By January 31, 2022 the Owner shall develop an operations manual that includes, but not necessarily limited to, the following information:			
(a) operating procedures for routine operation of the Works;;			
(b) inspection programs, including frequency of inspection, for the Works and the methods or test employed to detect when maintenance is necessary;			
(c) repair and maintenance programs, including the frequency of repair and maintenance for the Works;			
(d) procedures for the inspection and calibration of monitoring equipment;			
(e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor; and			
(f) procedures for receiving, responding and recording public complaints, including recording any followup actions taken.			

The operations and maintenance manual should also contain relevant, adequate and up-to-date plans, drawings and description of processes, including the collection and treatment systems. A copy of the Operations Manual shall be provided to the undersigned by January 31, 2022.

Question ID	948400	
Question	Question Type	Legislative Requirement
Do the operations and maintenance manuals contain up-to-date plans, drawings and process descriptions sufficient for the safe and efficient operation of the sewage works?	Legislative	OWRA O. Reg. 129/04 20 (2)
Observation		
<p>The operations and maintenance manuals did not contain up-to-date plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.</p> <p>P.Drolet (DWI) notes; There is no comprehensive operations manual that has been developed for this facility. The manual should include all of the information identified by the ECA and/or where this information can be accessed, if it is not maintained on-site.</p> <p>By January 31, 2022 the Owner shall develop an operations manual that includes, but not necessarily limited to, the following information:</p> <ul style="list-style-type: none"> (a) operating procedures for routine operation of the Works;; (b) inspection programs, including frequency of inspection, for the Works and the methods or test employed to detect when maintenance is necessary; (c) repair and maintenance programs, including the frequency of repair and maintenance for the Works; (d) procedures for the inspection and calibration of monitoring equipment; (e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor; and (f) procedures for receiving, responding and recording public complaints, including recording any followup actions taken. <p>The operations and maintenance manual should also contain relevant, adequate and up-to-date plans, drawings and description of processes, including the collection and treatment systems. A copy of the Operations Manual shall be provided to the undersigned by January 31, 2022.</p>		

Question ID	948550	
Question	Question Type	Legislative Requirement
For Lagoon Systems, is the owner in compliance with the freeboard and/or supernatant cover conditions prescribed by the Environmental Compliance Approval or an Order?	Legislative	EPA 157 (3), EPA 157.1 (3), OWRA 16 (3), OWRA 16.1 (3),OWRA 16.2, OWRA 53 (1)
Observation		

For Lagoon Systems, the owner is in compliance with the freeboard and/or supernatant cover conditions prescribed by the Environmental Compliance Approval or an Order.

P.Drolet (DWI) notes; The MECP Design Guidelines for Sewage Works require a minimum freeboard above maximum lagoon operating level should be 0.9 m (3ft). The berm slope should not exceed 4:1 horizontal: vertical inside slope and 3:1 outside slope unless greater slopes are recommended by a soil consultant.

No concerning were identified during this inspection.

Question ID	948600	
Question	Question Type	Legislative Requirement
Is spill containment provided for the process chemicals and/or standby power generator fuel?	BMP	Not Applicable
Observation		
Spill containment was provided for the process chemicals and/or standby power generator fuel.		
P.Drolet (DWI) notes; The concrete diesel spill containment located in the pumphouse is being utilised as a storage container.		
The Owner shall ensure that the containment is emptied of all objects by December 31, 2021 and remain empty from the point on.		

Question ID	948700		
Question		Question Type	Legislative Requirement
Has the owner provided security measures for the facility?		Information	Not Applicable
Observation			
The owner had provided security measures for the facility.			

Question ID	949100		
Question		Question Type	Legislative Requirement
Were the inspection questions sufficient to address other identified non-compliance items?		Legislative	Not Applicable
Observation			
The following instances of non-compliance were also noted during the inspection:			
P.Drolet (DWI) notes; The St.Charles Lagoon has not been reporting via the Municipal Utility Monitoring Program (MUMP). The MUMP form is a monthly operating performance data reporting form that collects flows and effluent quality data from municipal sewage treatment facilities throughout Ontario. The Operating Authority has been in contact with the MECP Data Report Unit.			
By December 31, 2021 the Operating Authority shall start submitting the MUMP form to			

wastewaterreporting@ontario.ca and the MECP district office of Sudbury.

Question ID	942001		
Question		Question Type	Legislative Requirement
Do the sewage works effluent sample results show compliance with BOD5 or CBOD5 limits prescribed by the Environmental Compliance Approval?		Legislative	OWRA 53 (1)
Observation			
The sewage works effluent sample results demonstrated compliance with BOD5 or CBOD5 limits prescribed by the Environmental Compliance Approval.			

Question ID	942200		
Question	Question Type	Legislative Requirement	
Do sewage works effluent sample results show compliance with total phosphorus limits prescribed by the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation			
The sewage works effluent sample results did not demonstrate compliance with total phosphorous limits prescribed by the Environmental Compliance Approval.			
P.Drolet (DWI) notes; the Total Phosphorus limit was exceedance during the 2020 spring discharge event (1.7 mg/L), during the 2019 spring and fall discharge events (1.206 mg/L, 4.05 mg/L) and during the 2018 spring and fall discharge events (1.84 mg/L, 2.27 mg/L).			
The prescribed limit listed in the ECA is 1.0 mg/L.			

Question ID	942100		
Question	Question Type	Legislative Requirement	
Do sewage works effluent sample results show compliance with total suspended solids limits prescribed by the Environmental Compliance Approval?	Legislative	OWRA 53 (1)	
Observation			
The sewage works effluent sample results did not demonstrate compliance with total suspended solids limits prescribed by the Environmental Compliance Approval.			
P.Drolet (DWI) notes; the Total Suspended Solid limit was exceedance during the 2020 spring discharge event (36 mg/L).			
The prescribed limit listed in the ECA is 25 mg/L.			

APPENDIX H

Update on St. Charles Lagoon

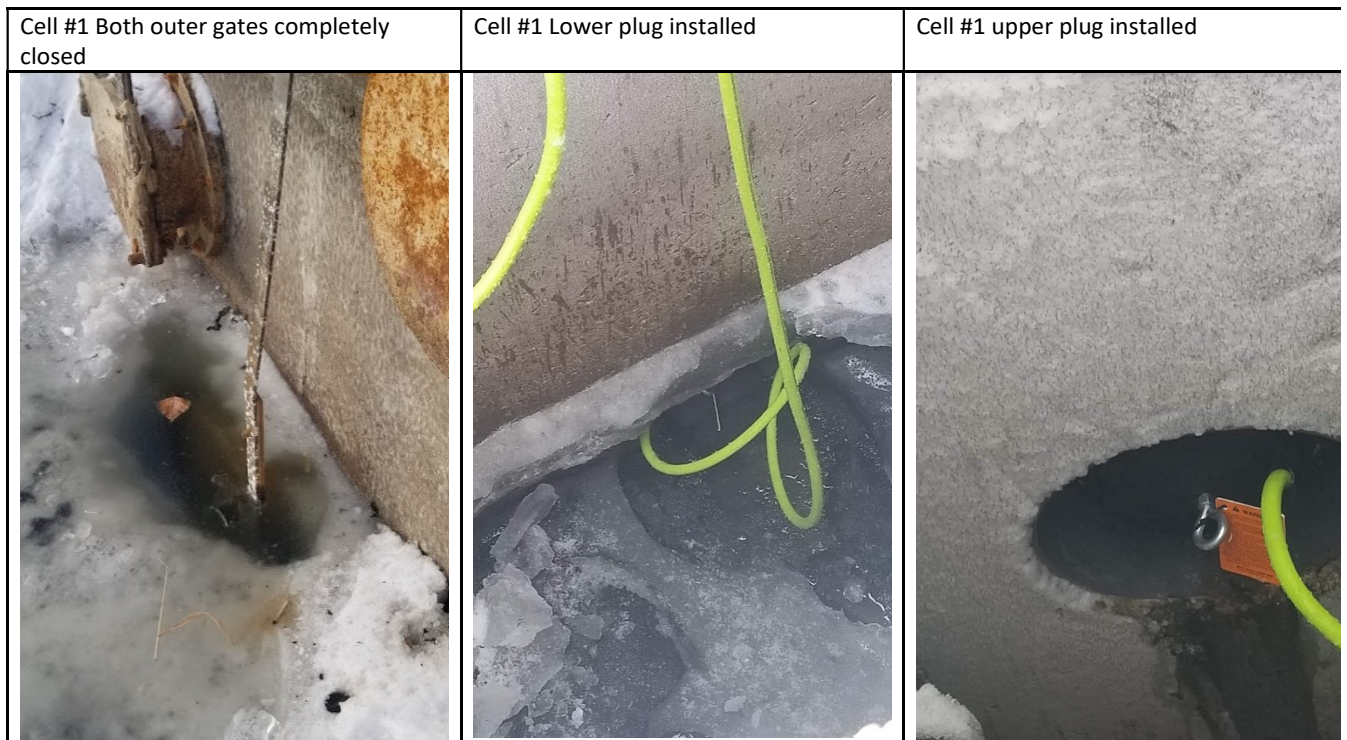
Joey Laurin

From: Andrew Hellebust
Sent: January 21, 2022 3:20 PM
To: Travis DeBenedet; Drolet, Parise (MECP)
Cc: Jacob Proulx; Gerry Dignard; Denis Turcot
Subject: RE: Update on St. Charles Lagoon

Hello Parise,

Following my Jan. 12, 2022 email on the lagoon repair, St. Charles and Canadian Shield staff had to resolve a number of issues. Overnight, the plugs were found to be leaking air, with some completely deflated. Staff determined that the fittings were not holding air and so new fittings were sourced.

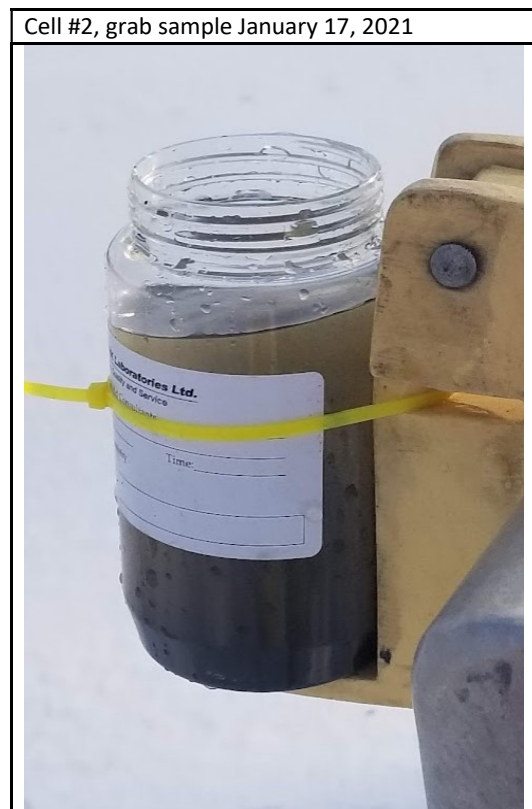
With the opportunity to reposition the deflated plugs in Cell 1, we drew the plugs slightly inward into the outlet structure so that we could close the gates in cell 1. While the gates are known to leak, having them closed offers resistance to flow in the case of a plug failure.



The plugs were reinstalled on Monday January 17th, 2022 with the proper fittings to ensure that they do not lose pressure over night. The following day, Jan. 18, it was confirmed that the plugs were holding their pressure so the raw sewage was transferred from Cell #2 to Cell #1.

In trying to switch from Cell 2 to Cell 1 on Jan. 11, we discovered that a plug of ice was blocking the discharge pipe to cell 1. St. Charles staff used their steamer to unblock the ice plug for the Jan. 18 switchover.

Jacob went to the lagoons on Monday to take a sample from Cell #2 as required in the ECA for a bypass event, but the leak was completely stopped and the remaining wastewater in the bottom of the outflow box did not look representative of what was coming out of the lagoon during the spill as the container brought up a much higher solids content than expected by visual comparison.



Staff goes out daily to inspect the pressure gauges and they seem to be keeping their pressure, even with the extreme cold we've been having. Cell #2 needed to have a little bit of air added Jan. 20. The plugs call for 25 psi, and here are some pictures from Jan. 21.

Cell #2 – Jan-21-2022	Cell #1 TOP – Jan-21-2022	Cell #1 BOTTOM – Jan-21-2022

We have created a Log Sheet to enter pressure gauge inspections which we will keep in the pump control room at the entrance of the Lagoons. See example of the sheet below. This will encourage that the gauges are monitored daily.

Date	Time	Temperature @	Cell #1 TOP Plug Pressure (PSI)	Cell #1 BOTTOM Plug Pressure (PSI)	Cell #2 Pressure (PSI)	Comments

Some water leaked from Cell 2 during the time we were sourcing the new fittings, with flowrate similar to what was previously estimated through the closed top gate. Cell 2 now has slightly more volume due to the delay in switchover.

I would have liked to report earlier, but we thought we would wait to try to resolve all the issues before reporting back.

Please let us know if you have concerns and have a great weekend.

Regards, Andrew

Andrew Hellebust, P.Eng.

Senior Engineer

Canadian Shield Consultants Agency Inc.

Toll Free: 866-691-0424

Cell: 416-456-2319



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From: Andrew Hellebust

Sent: January 12, 2022 9:51 AM

To: Travis DeBenedet tdebenedet@stcharlesontario.ca

Cc: Drolet, Parise (MECP) Parise.Drolet@ontario.ca; Jacob Proulx jacob@canadianshieldconsultants.com; Gerry Dignard gerry@canadianshieldconsultants.com; Denis Turcot dturcot@stcharlesontario.ca

Subject: RE: Update on St. Charles Lagoon

Hello Travis and Parise,

I attended the repair yesterday along with Nathan from our office, Eric and Yves from the town and two workers from Patrick Mechanical. I have attached some photos of the installation.

In Cell 1, we put plugs in the low and high gates. The low gate was within the ice layer. We gained access from the lagoon side with a sledgehammer, then cleared ice from the hole with a steamer. In order to have the plug centred in the hole, and because the gates were known to leak, we left the gates in the open positions. Metal rings on the lagoon side of the plugs are sticking out slightly into the path of the gates as installed. We brought the air lines out through the outlet hole to not interfere with closing the grate at the top and left them accessible to read the gauges and refill with air if necessary.

In Cell 2, we inserted the plug from the inside. We removed a metal ring so we could push the rubber against the closed gate to get maximum insertion and avoid opening the gate and losing water.

We switched raw sewage flow from cell 2 (full) to cell 1. Although the water level in cell 2 is higher than we usually leave it over winter I suggest that we not attempt to transfer sewage now considering that any water we lose through overflow will occur at icemelt after which it will be mostly treated and also purer water from the melt, being less dense, may sit at the top of the water column and be the first to overflow. It was recently about 7" of room from top of ice to the overflow.

The air pressure will need to be checked regularly as cell 1 is completely relying on the plugs for seals. There is still a sliding gate in the divider of the outlet structure, but closing it down hard could break the mechanism as was experienced in cell 2 previously.

The plugs stopped the flows in both cells at the time of installation.

Regards, Andrew

Andrew Hellebust, P.Eng.
Senior Engineer
Canadian Shield Consultants Agency Inc.
Toll Free: 866-691-0424
Cell: 416-456-2319



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Report to Municipal Council



Meeting Date: April 20, 2022	Report Date: April 12, 2022
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: Lagoon Concrete Work

Recommendation:

To award the concrete work for the lagoon to Garson Pipe Contractors for the price of \$39,700 + HST. That these funds be paid from the Sewer Reserve.

Background:

As per the most recent Emergency By-Pass Event at the lagoon that was reported to the Spills and Action Centre, and other concrete work that was identified to be repaired, the Municipality was tasked with finding a contractor to do concrete repair work to the Transfer Box and Cell Box 2. The Director of Operations reached out to three (3) contractors and was able to do site visits and obtain quotes from two (2) of them. The quotes were as follows.

1. Cecchetto and Sons - **\$58,132.00**
2. Garson Pipe Contractors - **\$39,700.00**

The main difference in price is the result of Cecchetto and Sons wanting to run a line and a pump that would redirect waste from the transfer station and cell box directly to the lagoon to allow them to work on the structures and allow the concrete proper time and conditions to cure. This would last for about 4-5 days. Garson Pipe has indicated that they would block off half a section of the transfer box at a time to do the necessary work, thus controlling the flow of sewage and diverting it away from the areas they are working on and that would need to cure, and this would eliminate the need for a pump and hose rental that would discharge directly into the lagoon from the pump station.

Prepared by: Travis De Benedet, Director of Operations

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Municipality of St.-Charles
Cash Disbursements
March 2022

Date	Name	Class	Paid Amount	Memo
28/03/2022	AFMO			
11/03/2022	Receiver General	Admin	-517.24	2022 MEMBERSHIP
			-57.13	HST Rebate
TOTAL			-574.37	
07/03/2022	Aird & Berlis LLP			
15/02/2022	Receiver General	Admin	-27,351.66	FILE NO: 39737-154336
			-3,021.15	HST Rebate
TOTAL			-30,372.81	
28/03/2022	Aird & Berlis LLP			
15/03/2022	Receiver General	Admin	-5,108.87	FILE NO: 39737-154336
			-564.30	HST Rebate
TOTAL			-5,673.17	
07/03/2022	AMO			
01/01/2022	Receiver General	Admin	-1,475.88	JAN-DEC 2022
			-163.02	HST Rebate
TOTAL			-1,638.90	
28/03/2022	ARIES COURT REPORTING			
13/03/2022	Receiver General	Admin	-86.50	AFFIDAVIT OF SERVICE
			-9.55	HST Rebate
TOTAL			-96.05	
31/03/2022	Bell Canada			
22/02/2022	Receiver General	Municipal Facilities:Wellness Centre	-72.20	FEBRUARY 2022
			-7.98	HST Rebate
22/02/2022	Receiver General	Fire Department	-72.20	FEBRUARY 2022
			-7.98	HST Rebate
TOTAL			-160.36	
14/03/2022	Bell Canada			
05/03/2022	Receiver General	Admin	-124.09	MARCH 2022
			-13.71	HST Rebate
TOTAL			-137.80	
07/03/2022	Benson			
09/02/2022	Receiver General	Public Works:# 7 - Loader	-11.91	PIN LYNCH 3/8X1-7
			-1.31	HST Rebate
16/02/2022	Benson		0.00	
02/03/2022	Receiver General	Public Works	-12.08	DISPOSABLE NITRILE
			-1.34	HST Rebate
TOTAL			-26.64	
07/03/2022	BRANDT SUDBURY			
02/02/2022	Receiver General	Public Works:#15 - 2020 Grader	-98.79	JAN 3 TO FEB 1 2022
			-10.91	HST Rebate
TOTAL			-109.70	
28/03/2022	BRANDT SUDBURY			
01/03/2022	Receiver General	Public Works:#15 - 2020 Grader	-519.35	FEBRUARY 2022 MONTHLY MAINTENANCE
			-57.37	HST Rebate
TOTAL			-576.72	
07/03/2022	CAMBRIAN FORD			
18/01/2022	Receiver General	Fire Department:#1204 - 2020 Rescue ...	-116.08	MAINTENANCE SERVICE
			-12.82	HST Rebate
TOTAL			-128.90	

Total March 2022 Disbursements - \$584,253.15

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Municipality of St.-Charles
Cash Disbursements
March 2022

Date	Name	Class	Paid Amount	Memo
07/03/2022	CAMBRIAN TRUCK CENTRE INC.			
28/01/2022	Receiver General	Fire Department:#1201 - 2000 Pumper	-443.02 -48.93	SP-ORD BELT A HST Rebate
TOTAL			-491.95	
28/03/2022	CAMBRIAN TRUCK CENTRE INC.			
16/03/2022	Receiver General	Public Works:# 1 - 2015 Western Star	-139.56 -15.41	ROW-13 ELEMEN HST Rebate
TOTAL			-154.97	
07/03/2022	Canadian Shield Consultants Agency ...			
09/02/2022	Receiver General	Sewer	-1,526.40 -168.60	QUOTE# 2022-0131-2 HST Rebate
TOTAL			-1,695.00	
28/03/2022	Canadian Shield Consultants Agency ...			
14/03/2022	Receiver General	Landfill	-2,427.65 -268.15	FEBRUARY - MARCH 2022 BY-LAW 2019-09 HST Rebate
14/03/2022	Receiver General	Sewer	-2,998.93 -331.25	FEBRUARY - MARCH 2022 BY-LAW 2019-10 HST Rebate
18/03/2022	Receiver General	Sewer	-4,324.80 -477.70	SLUDGE DEPTH STUDY-CELL#1 & REPORT HST Rebate
21/03/2022	Receiver General	Public Works	-535.59	JAN 7, 21, FEB 4, 18, MAR 4, 18
	Receiver General	Municipal Facilities:Community Centre	-1,009.00	JAN 7, 21, FEB 4, 18, MAR 4, 18
	Receiver General	Municipal Facilities:Wellness Centre	-227.50	JAN 7, 21, FEB 4, 18, MAR 4, 18
	Receiver General	Municipal Facilities:Arena	-699.52 -251.68	JAN 7, 21, FEB 4, 18, MAR 4, 18 HST (ON) on purchases (Input Tax Credit)
	Receiver General		-59.16	HST Rebate
TOTAL			-13,610.93	
28/03/2022	Canine Control			
16/03/2022		Animal	-506.60	FEBRUARY 2022
TOTAL			-506.60	
07/03/2022	CGIS Centre			
01/03/2022	Receiver General	Admin	-796.14 -87.94	SLIMS CONTRACTED SERVICES HST Rebate
TOTAL			-884.08	
28/03/2022	CGIS Centre			
01/04/2022	Receiver General	Admin	-796.14 -87.94	SLIMS CONTRACTED SERVICES HST Rebate
TOTAL			-884.08	
04/03/2022	CO-OP Régionale Nipissing Sudbury Ltd			
09/02/2022	Receiver General	Public Works	-1,360.29 -150.25	FUEL OIL-COLORED DIE HST Rebate
23/02/2022	Receiver General	Public Works	-1,589.65 -175.59	FUEL OIL-COLOURED DIE HST Rebate
TOTAL			-3,275.78	
28/03/2022	CO-OP Régionale Nipissing Sudbury Ltd			
16/03/2022	Receiver General	Public Works	-2,258.00 -249.41	COLORRED DIE HST Rebate
TOTAL			-2,507.41	

Total March 2022 Disbursements - \$584,253.15

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Municipality of St.-Charles
Cash Disbursements
March 2022

Date	Name	Class	Paid Amount	Memo
22/03/2022	COLLABRIA			
28/02/2022		Admin	-73.00	FEBRUARY 2022 - ZOOM
		Cemetery	-208.35	OACFB 2022 FEES
		Admin	-92.00	STAMP PURCHASE
		CBO	-40.58	ANDREA & BRUNO'S PHONE
		Admin	-32.05	DENIS PHONE
		Public Works	-40.97	TRAVIS & LEAD HAND PHONE
		Admin	-232.00	QUICKBOOKS
		CBO	-500.00	CBO VEHICLE DEPOSIT
	Receiver General		-93.48	HST (ON) on purchases (Input Tax Credit)
28/02/2022		Public Works	-492.89	STEEL PLATES FOR GARAGE DRAINS
		Public Works:#15 - 2020 Grader	-78.00	OIL HOSE FOR GRADER
	Receiver General		-74.22	HST (ON) on purchases (Input Tax Credit)
TOTAL			-1,957.54	
07/03/2022	Conseil scolaire catholique du Nouve...			
01/04/2022		Municipal Facilities:School Rental	-7,925.93	APRIL, MAY & JUNE 2022
TOTAL			-7,925.93	
30/03/2022	Conseil scolaire catholique du Nouve...			
30/03/2022		Levies	-21,497.00	INSTALLMENT #1
TOTAL			-21,497.00	
28/03/2022	CRCS RECREATION			
01/01/2022		Parks & Recreation	-1,938.00	NOTRE DAME PARK TUNNEL
	Receiver General		-251.94	HST (ON) on purchases (Input Tax Credit)
TOTAL			-2,189.94	
28/03/2022	Creighton Rock Drill Limited			
07/03/2022		Public Works:#15 - 2020 Grader	-817.89	ICE BLADE, HEX NUTS, PLOW BOLT
	Receiver General		-90.34	HST Rebate
TOTAL			-908.23	
30/03/2022	CSD due Grand Nord de l'Ontario			
30/03/2022		Levies	-3,999.00	INSTALLMENT #1
TOTAL			-3,999.00	
07/03/2022	CULLIGAN WATER			
23/02/2022		Admin	-3.50	Delivery Fee
		Admin	-8.50	Water
	Receiver General		-0.46	HST (ON) on purchases (Input Tax Credit)
23/02/2022		Admin	-3.50	Delivery Fee
		Admin	-42.50	Water
	Receiver General		-0.46	HST (ON) on purchases (Input Tax Credit)
TOTAL			-58.92	
07/03/2022	Cunningham Swan Lawyers			
25/02/2022		Admin	-228.96	FILE #32998-5
	Receiver General		-25.29	HST Rebate
TOTAL			-254.25	
04/03/2022	DAVID LOUNSBURY			
04/03/2022		CBO	-2,484.45	CANCELLATION OF 20-003 & 20-004 BUILDING PERMIT 75%
TOTAL			-2,484.45	
28/03/2022	DREW MOORE ELECTRIC			
18/03/2022		Municipal Facilities:Fitness Centre	-822.00	INSTALL SWITCH
	Receiver General		-106.86	HST (ON) on purchases (Input Tax Credit)
TOTAL			-928.86	

Total March 2022 Disbursements - \$584,253.15

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Municipality of St.-Charles
Cash Disbursements
March 2022

Date	Name	Class	Paid Amount	Memo
07/03/2022	DUNNET CONSTRUCTION LTD			
25/02/2022	Receiver General	Landfill	-2,359.77	NOV 18-30, 2021 TICKETS 5296,5297,5295,5298,5300,5389
			-260.65	HST Rebate
TOTAL			-2,620.42	
07/03/2022	Encompass IT			
07/03/2022		CBO	-65.00	MARCH 2022 OFFICE 365
	Receiver General	Admin	-410.00	MARCH 2022 OFFICE 365
			-61.75	HST (ON) on purchases (Input Tax Credit)
07/03/2022	Receiver General	Admin	-686.88	MARCH 2022 MONTHLY SUPPORT
			-75.87	HST Rebate
TOTAL			-1,299.50	
28/03/2022	ENTANDEM			
01/01/2022	Receiver General	Municipal Facilities	-111.92	ESTIMATE-PROVISIONAL
			-14.55	HST (ON) on purchases (Input Tax Credit)
01/01/2022	Receiver General	Municipal Facilities	-49.05	ESTIMATE-PROVISIONAL
			-6.38	HST (ON) on purchases (Input Tax Credit)
TOTAL			-181.90	
07/03/2022	GFL ENVIRONMENTAL INC. 2021			
31/01/2022		Landfill:Recycling	-605.80	JANUARY 2022
	Receiver General	Landfill:Waste Disposal	-9,677.78	JANUARY 2022
			-1,135.88	HST Rebate
TOTAL			-11,419.46	
28/03/2022	GFL ENVIRONMENTAL INC. 2021			
28/02/2022		Landfill:Recycling	-384.04	FEBRUARY 2022
	Receiver General	Landfill:Waste Disposal	-9,677.78	FEBRUARY 2022
			-1,111.39	HST Rebate
TOTAL			-11,173.21	
15/03/2022	HYDRO ONE NETWORKS INC.			
23/02/2022		Sewer	-697.69	DEC 30, 2021-JAN 29, 2022 CASIMIR
	Receiver General		-77.06	HST Rebate
23/02/2022	Receiver General	Sewer	-45.24	DEC 30, 2021 - JAN 29, 2022 DUNNET
			-5.00	HST Rebate
TOTAL			-824.99	
15/03/2022	HYDRO ONE NETWORKS INC.			
23/02/2022		Admin	-239.66	DEC 30, 2021 - JAN 29, 2022
	Receiver General		-26.47	HST Rebate
23/02/2022	Receiver General	Public Works:Street Lights	-142.50	DEC 30, 2021 - JAN 29, 2022
			-15.74	HST Rebate
23/02/2022	Receiver General	Public Works	-544.38	DEC 30, 2021 - JAN 29, 2022
			-60.13	HST Rebate
23/02/2022	Receiver General	Parks & Recreation	-31.77	DEC 30, 2021 - JAN 29, 2022
			-3.51	HST Rebate
23/02/2022	Receiver General	Fire Department	-376.89	DEC 30, 2021 - JAN 29, 2022
			-41.63	HST Rebate
23/02/2022	Receiver General	Municipal Facilities:Community Centre	-1,029.09	DEC 30, 2021 - JAN 29, 2022
			-133.78	HST (ON) on purchases (Input Tax Credit)
23/02/2022	Receiver General	Municipal Facilities:Wellness Centre	-2,279.02	DEC 30, 2021 - JAN 29, 2022
			-296.27	HST (ON) on purchases (Input Tax Credit)
TOTAL			-5,220.84	
10/03/2022	HYDRO ONE NETWORKS INC.			
18/02/2022		Municipal Facilities:Arena	-7,603.54	JAN 6 - FEB 4, 2022
	Receiver General		-988.46	HST (ON) on purchases (Input Tax Credit)
TOTAL			-8,592.00	
28/03/2022	INNOVATION, SCIENCE & ECONOMIC...			
04/03/2022		Fire Department	-675.56	ANNUAL FEE
		Public Works	-587.32	ANNUAL FEE
TOTAL			-1,262.88	

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Date	Name	Class	Paid Amount	Memo
28/03/2022	INTACT PUBLIC ENTITIES INC.			
25/01/2022		Admin	-1,110.54	P3002260
TOTAL			-1,110.54	
04/03/2022	J.R. BRISSON EQUIPMENT			
18/02/2022	Receiver General	Public Works:# 7 - Loader	-135.91 -15.01	FILTER HST Rebate
TOTAL			-150.92	
07/03/2022	Janix Janitorial Supplies			
16/02/2022		Admin	-32.70	CLEAR MED SIZE BAGS
		Municipal Facilities:Community Centre	-155.82	MOP, GLOVES, PH7, SUPER BOWL CLENAER
		Municipal Facilities:Arena	-152.79	PH7, PAPER TOWELS, SUPER BOWL CLEANER
		Municipal Facilities:Wellness Centre	-102.10	PH7, GLOVES, MOP
		Public Works	-45.98	CENTRE PULL HAND TOWELS
02/03/2022	Receiver General	Admin	-63.62	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-40.69	KITCHEN TOWEL WHITE
			-4.49	HST Rebate
TOTAL			-598.19	
28/03/2022	Janix Janitorial Supplies			
16/03/2022		Municipal Facilities:School Rental	-155.76	CENTER PULL TOWELS, TOILET PAPER, PH7, MOP HEAD
		Admin	-83.56	PH7, MOP HEAD
		Municipal Facilities:Arena	-11.38	STAINLESS STEEL CLEANER
	Receiver General		-27.69	HST Rebate
TOTAL			-278.39	
28/03/2022	KPMG LLP			
09/03/2022		Admin	-16,790.40	INTERIM BILLING YEAR ENDED DEC 31 2021
	Receiver General		-1,854.60	HST Rebate
TOTAL			-18,645.00	
28/03/2022	KROWN DISCOUNT HAND CAR WASH			
12/03/2022		Public Works	-88.53	T-40 CASE - 12 CANS
	Receiver General		-9.78	HST Rebate
TOTAL			-98.31	
31/03/2022	Larry & Suzanne Lafleur			
25/03/2022			-86.99	To refund roll #128301 for tax overpayment
TOTAL			-86.99	
28/03/2022	LAURENTIAN BUSINESS PRODUCTS			
28/02/2022		Admin	-138.99	February Office Printer
	Receiver General		-15.35	HST Rebate
TOTAL			-154.34	
10/03/2022	LIUNA 493			
28/02/2022		Public Works:Salt / Sanding	-268.24	Yves
		Public Works:Salt / Sanding	-268.24	Paul
		Public Works	-268.24	Eric
		Admin	-268.24	Joanne
		Service Ontario	-268.24	Sue
			-273.00	Union Dues
		Parks & Recreation	-268.24	Dean
		Parks & Recreation	-268.24	Rick
	Receiver General		-106.19	HST Rebate
TOTAL			-2,256.87	

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Date	Name	Class	Paid Amount	Memo
07/03/2022	MANITOULIN-SUDBURY DISTRICT S...			
01/01/2022		Admin	-21,366.17	LAND AMBULANCE
01/02/2022		Admin	-12,009.50	SOCIAL HOUSING, OW, CHILD CARE
		Admin	-21,366.17	LAND AMBULANCE
		Admin	-12,009.50	SOCIAL HOUSING, OW, CHILD CARE
01/03/2022		Admin	-21,366.17	LAND AMBULANCE
		Admin	-12,009.50	SOCIAL HOUSING, OW CHILD CARE
TOTAL			-100,127.01	
28/03/2022	MANITOULIN-SUDBURY DISTRICT S...			
01/04/2022		Admin	-21,366.17	LAND AMBULANCE
		Admin	-12,009.50	SOCIAL HOUSING, OW, CHILD CARE
TOTAL			-33,375.67	
28/03/2022	MASLACK SUPPLY LTD			
15/03/2022		Public Works:# 1 - 2015 Western Star	-123.60	EMERGENCY LIGHTING BLUE OVAL
	Receiver General		-13.65	HST Rebate
TOTAL			-137.25	
07/03/2022	MAXIMUM SIGNS			
09/02/2022		Public Works:Street Signs & Barricades	-31.72	911 SIGN #46
	Receiver General		-3.50	HST Rebate
TOTAL			-35.22	
28/03/2022	MAXIMUM SIGNS			
17/03/2022		Public Works:Street Signs & Barricades	-34.12	56 ISLAND RD E
	Receiver General		-3.77	HST Rebate
TOTAL			-37.89	
10/03/2022	MCDOWELL BROTHERS INDUSTRIE...			
09/03/2022		Public Works	-39,686.40	TAG ALONG TRAILER
	Receiver General		-4,383.60	HST Rebate
TOTAL			-44,070.00	
07/03/2022	MEPCO			
01/01/2022		Admin	-64.11	2022 EMPLOYEE MUNICIPAL CONTRIBUTION
	Receiver General		-7.08	HST Rebate
TOTAL			-71.19	
28/03/2022	MINISTER OF FINANCE			
28/03/2022		Admin	-63.43	DRIVER'S, TRUCK, AIR BRAKE HANDBOOK
	Receiver General		-3.17	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-45.49	AIR BRAKE, TRUCK, BUS HANDBOOK
	Receiver General		-2.27	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-90.76	DRIVER'S, AIR BRAKE, TRUCK
	Receiver General		-4.54	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-43.09	DRIVER'S, AIR BRAKE, TRUCK HANDBOOK
	Receiver General		-2.15	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-43.09	MOTORCYCLE, TRUCK, AIR BRAKE HANDBOOK
	Receiver General		-2.15	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-17.94	DRIVER'S HANDBOOK
	Receiver General		-0.90	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-17.94	MOTORCYCLE HANDBOOK
	Receiver General		-0.90	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-63.43	DRIVER'S, AIR BRAKE, TRUCK
	Receiver General		-3.17	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-43.09	TRUCK, DRIVER'S, AIR BRAKE
	Receiver General		-2.15	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-34.11	TRUCK, AIR BRAKE HANDBOOK
	Receiver General		-1.71	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-56.22	DRIVER'S, AIR BRAKE HANDBOOK
	Receiver General		-2.81	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-68.23	TRUCK, AIR BRAKE HANDBOOK
	Receiver General		-3.41	GST on purchases (Input Tax Credit)
28/03/2022		Admin	-108.91	DRIVERS, BUS, TRUCK, AIR BRAKE HANDBOOKS
	Receiver General		-5.45	GST on purchases (Input Tax Credit)

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Date	Name	Class	Paid Amount	Memo
28/03/2022	Receiver General	Admin	-17.94	DRIVER'S HANDBOOK
			-0.90	GST on purchases (Input Tax Credit)
TOTAL			-749.35	
04/03/2022	Ministry of Finance			
31/01/2022		Admin	-22,507.00	JANUARY 2022 OPP LSR BILLING
TOTAL			-22,507.00	
10/03/2022	Ministry of Finance - EHT			
			-1,217.25	February 2022
TOTAL			-1,217.25	
07/03/2022	Moore Propane Limited			
08/02/2022		Public Works	-552.14	Propane
	Receiver General		-60.99	HST Rebate
08/02/2022		Admin	-1,069.97	Propane
	Receiver General		-118.18	HST Rebate
08/02/2022		Municipal Facilities:Arena	-145.41	Propane
	Receiver General		-18.90	HST (ON) on purchases (Input Tax Credit)
15/02/2022		Public Works	-834.03	PROPANE
	Receiver General		-92.12	HST Rebate
15/02/2022		Municipal Facilities:Arena	-212.43	Propane
	Receiver General		-23.46	HST Rebate
22/02/2022		Public Works	-825.69	Propane
	Receiver General		-91.20	HST Rebate
22/02/2022		Fire Department	-794.64	Propane
	Receiver General		-87.77	HST Rebate
02/03/2022		Municipal Facilities:Arena	-73.54	2 x 33lb cylinder refills
	Receiver General		-9.56	HST (ON) on purchases (Input Tax Credit)
02/03/2022		Public Works	-863.05	Propane
	Receiver General		-95.33	HST Rebate
TOTAL			-5,968.41	
28/03/2022	Moore Propane Limited			
08/03/2022		Public Works	-623.88	GARAGE
	Receiver General		-68.91	HST Rebate
08/03/2022		Admin	-1,102.12	Propane
	Receiver General		-121.74	HST Rebate
14/03/2022		Fire Department	-754.49	Propane
	Receiver General		-83.34	HST Rebate
16/03/2022		Public Works	-541.00	Propane
	Receiver General		-59.76	HST Rebate
22/03/2022		Public Works	-215.69	PROPANE @ GARAGE
	Receiver General		-23.82	HST Rebate
TOTAL			-3,594.75	
16/03/2022	NORTHERN RIGGING & TOWER MAL..			
04/01/2022		Municipal Facilities:Arena	-662.76	AP & SWITCH PER EMAILED QUOTE
	Receiver General		-86.16	HST (ON) on purchases (Input Tax Credit)
TOTAL			-748.92	
07/03/2022	NorthStar Mat & Uniform Rentals			
07/02/2022		Admin	-42.17	MAT RENTAL
		Municipal Facilities:Wellness Centre	-12.66	MAT RENTAL
		Municipal Facilities:Community Centre	-22.67	MAT RENTAL
	Receiver General		-10.08	HST (ON) on purchases (Input Tax Credit)
01/03/2022		Admin	-42.23	MAT RENTAL
		Municipal Facilities:Wellness Centre	-12.21	MAT RENTAL
		Municipal Facilities:Community Centre	-22.39	MAT RENTAL
		Municipal Facilities:Fitness Centre	-9.16	MAT RENTAL
	Receiver General		-9.50	HST Rebate
TOTAL			-183.07	

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Date	Name	Class	Paid Amount	Memo
28/03/2022	NorthStar Mat & Uniform Rentals			
18/03/2022		Admin	-42.90	MAT RENTAL
		Municipal Facilities:Wellness Centre	-12.89	MAT RENTAL
		Municipal Facilities:Community Centre	-23.08	MAT RENTAL
	Receiver General		-8.71	HST Rebate
28/03/2022		Admin	-42.91	MAT RENTAL
		Municipal Facilities:Wellness Centre	-12.66	MAT RENTAL
		Municipal Facilities:Community Centre	-22.67	MAT RENTAL
	Receiver General		-4.60	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-4.74	HST Rebate
TOTAL			-175.16	
07/03/2022	Office Central			
15/02/2022		Admin	-109.90	LEGAL PAPER, DATE STAMP, LABELS, T4 ENV
	Receiver General		-12.14	HST Rebate
17/02/2022		Admin	-62.53	WHITE INDEX LABELS
	Receiver General		-6.91	HST Rebate
TOTAL			-191.48	
28/03/2022	Office Central			
11/03/2022		Admin	-43.30	STAMP PAD, TISSUES, RUBBERBANDS, INK, MAGIC ERASER
		Service Ontario	-5.28	RUBBERBANDS
	Receiver General		-5.37	HST Rebate
18/03/2022		Admin	-169.82	SORTER STACK FILES, LASER INDEX MAKER
	Receiver General		-18.76	HST Rebate
TOTAL			-242.53	
10/03/2022	OMERS Pension			
			-4,862.95	OMERS Company
			-4,862.95	OMERS Employee
TOTAL			-9,725.90	
07/03/2022	PATRICK MECHANICAL LTD			
01/03/2022		Sewer	-2,176.22	LAGOON REPAIRS
	Receiver General		-240.38	HST Rebate
TOTAL			-2,416.60	
07/03/2022	PPE SOLUTIONS INC			
15/12/2021		Fire Department	-1,587.46	15 X HALF ZIP PULLOVER
	Receiver General		-175.34	HST Rebate
TOTAL			-1,762.80	
28/03/2022	PSD CITYWIDE INC.			
15/03/2022		Admin	-4,884.48	AMP INVOICE #1 COMPLIANT
	Receiver General		-539.52	HST Rebate
TOTAL			-5,424.00	
07/03/2022	Public Health Sudbury & Districts			
01/03/2022		Admin	-5,326.00	MARCH 2022 MUNICIPAL LEVY
TOTAL			-5,326.00	
28/03/2022	Public Health Sudbury & Districts			
01/04/2022		Admin	-5,326.00	APRIL 2022 MUNICIPAL LEVY
TOTAL			-5,326.00	
28/03/2022	QUIBELL, SHELLEY			
15/03/2022		Admin:Foodbank	-31.25	ICAN MARG, FOOD BASICS
		Admin:Foodbank	-58.80	ST HUBERT POT PIES
		Admin:Foodbank	-0.15	BAGS
	Receiver General		-0.02	HST Rebate
TOTAL			-90.22	

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Municipality of St.-Charles
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Date	Name	Class	Paid Amount	Memo
30/03/2022	Rainbow District School Board			
30/03/2022		Levies	-48,714.00	INSTALLMENT #1
TOTAL			-48,714.00	
15/03/2022	Receiver General			
			-3,235.53	CPP Company
			-3,235.53	CPP Employee
			-1,265.39	EI Company
			-903.84	EI Employee
			-8,972.42	Income Taxes
TOTAL			-17,612.71	
04/03/2022	SAVARIA SALES, INSTALLATION & S...			
02/02/2022		Municipal Facilities:School Rental	-646.00	MAINTENANCE RENEWAL-BRONZE 2 VISIT
TOTAL			-646.00	
28/03/2022	SAVARIA SALES, INSTALLATION & S...			
01/03/2022		Municipal Facilities:Arena	-703.00	MAINTENANCE RENEWAL BRONZE 2 VISIT
TOTAL			-703.00	
07/03/2022	St. Charles Foodmarket			
01/02/2022		Admin:COVID Expense	-4.99	WATER
02/02/2022		Admin	-3.99	CREAM
03/02/2022		Admin	-23.97	WATER SOFTENER SALT
		Municipal Facilities:Arena	-23.97	WATER SOFTENER SALT
	Receiver General		-6.23	HST (ON) on purchases (Input Tax Credit)
03/02/2022		Admin	-2.64	GASKET FOR SINK
	Receiver General		-0.29	HST Rebate
08/02/2022		Admin:COVID Expense	-4.99	WATER
10/02/2022		Municipal Facilities:Arena	-16.26	LIGHT BULBS
	Receiver General		-1.80	HST Rebate
11/02/2022		Public Works:Salt / Sanding	-30.46	SALT
	Receiver General		-3.37	HST Rebate
11/02/2022		Municipal Facilities:Community Centre	-68.72	HARDWARE
	Receiver General		-8.93	HST (ON) on purchases (Input Tax Credit)
17/02/2022		Public Works:Salt / Sanding	-30.46	SALT
	Receiver General		-3.37	HST Rebate
28/02/2022		Public Works:# 3- 2012 Pick-up	-418.35	FEBRUARY 2022 FUEL
		Public Works:# 1 - 2015 Western Star	-1,755.30	FEBRUARY 2022 FUEL
		Public Works:# 3- 2012 Pick-up	-2,239.39	FEBRUARY 2022 FUEL
		Public Works:#11 - Utility Truck	-332.70	FEBRUARY 2022 FUEL
	Receiver General		-616.95	HST (ON) on purchases (Input Tax Credit)
TOTAL			-5,597.13	
28/03/2022	STINSON EQUIPMENT LIMITED			
16/03/2022		Public Works	-740.61	U CHANNEL MINI 7" GALVANIZED
	Receiver General		-81.80	HST Rebate
TOTAL			-822.41	
30/03/2022	Sudbury Catholic District School Board			
30/03/2022		Levies	-7,325.00	INSTALLMENT 1
TOTAL			-7,325.00	
07/03/2022	Sudbury East Planning Board			
17/02/2022		Admin	-1,599.46	NOVEMBER 1, 2021 TO JANUARY 31, 2021
TOTAL			-1,599.46	
01/03/2022	Sun Life Assurance Company of Can...			
01/03/2022		Public Works	-634.75	Travis De Benedet
		Admin	-1,095.47	Tammy Godden
		Admin	-1,093.87	Pamela McCracken
		CBO	-1,088.71	Andria Tarini
		Admin	-1,106.91	Deni Turcot
	Receiver General		-307.83	HST Rebate
TOTAL			-5,327.54	

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Date	Name	Class	Paid Amount	Memo
07/03/2022	Sun Life Assurance Company of Can...			
01/03/2022		Admin	-4.58	DENIS TURCOT
		Admin	-4.58	PAMELA MCCracken
		Admin	-4.58	TAMMY GODDEN
		Public Works	-4.58	TRAVIS DEBENEDET
		CBO	-4.58	ANDREA TARINI
	Receiver General		-2.93	HST (ON) on purchases (Input Tax Credit)
TOTAL			-25.83	
28/03/2022	Sunwire Inc.			
01/03/2022		Admin	-400.99	MARCH 2022
	Receiver General		-44.29	HST Rebate
01/03/2022		Admin	-3.69	MARCH LONG DISTANCE
	Receiver General		-0.41	HST Rebate
TOTAL			-449.38	
07/03/2022	Testmark Laboratories Ltd			
22/02/2022		Municipal Facilities:Arena	-35.00	Water Testing
	Receiver General		-4.55	HST (ON) on purchases (Input Tax Credit)
22/02/2022		Municipal Facilities:Wellness Centre	-35.00	Water Testing
	Receiver General		-4.55	HST (ON) on purchases (Input Tax Credit)
22/02/2022		Municipal Facilities:Community Centre	-35.00	Water Testing
	Receiver General		-4.55	HST (ON) on purchases (Input Tax Credit)
TOTAL			-118.65	
28/03/2022	Testmark Laboratories Ltd			
22/03/2022		Sewer	-47.90	LAGOON - RAW 1ST QUARTER
	Receiver General		-5.29	HST Rebate
22/03/2022		Sewer	-80.91	LAGOON POTENTIAL - BY - PASS
	Receiver General		-8.94	HST Rebate
TOTAL			-143.04	
07/03/2022	TRANS CANADA SAFETY			
24/02/2022		Fire Department	-2,021.30	ANNUAL COMPRESSOR SERVICE
	Receiver General		-223.26	HST Rebate
TOTAL			-2,244.56	
28/03/2022	TRANS CANADA SAFETY			
09/03/2022		Public Works	-79.37	ANNUAL INSPECTION FOR FIRE EXTINGUISHERS
	Receiver General		-8.77	HST Rebate
10/03/2022		Fire Department	-131.65	ANNUAL INSPECTION FIRE EXTINGUISHERS
10/03/2022		Municipal Facilities:Wellness Centre	-146.00	ANNUAL INSPECTION FOR FIRE EXTINGUISHERS
	Receiver General		-18.98	HST (ON) on purchases (Input Tax Credit)
18/03/2022		Fire Department	-1,829.64	ALTAIR 4XR MULTI GAS DETECTOR
	Receiver General		-202.10	HST Rebate
22/03/2022		Admin	-227.69	ANNUAL INSPECTION OF FIRE EXTINGUISHERS
	Receiver General		-25.15	HST Rebate
22/03/2022		Municipal Facilities:Arena	-289.70	ANNUAL INSPECTION OF FIRE EXTINGUISHERS
	Receiver General		-37.66	HST (ON) on purchases (Input Tax Credit)
TOTAL			-2,996.71	
28/03/2022	TRICKEY ET AL TAX TEAM INC.			
08/03/2022		Levies	-534.24	Tax arrears certificate
	Receiver General		-59.01	HST Rebate
21/03/2022		Levies	-447.74	Tax arrears certificate
	Receiver General		-49.46	HST Rebate
TOTAL			-1,090.45	
07/03/2022	TULLOCH ENGINEERING INC.			
06/12/2021		Public Works:Catch Basins	-2,916.72	Storm Mapping
		Sewer	-4,375.08	Sewer Mapping
	Receiver General		-805.42	HST Rebate
13/02/2022		Public Works:Catch Basins	-818.15	Storm Mapping
		Sewer	-1,227.23	Sewer Mapping
	Receiver General		-225.92	HST Rebate
TOTAL			-10,368.52	

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Date	Name	Class	Paid Amount	Memo
07/03/2022	Yveroy Enterprises			
22/02/2022		Landfill:Waste Disposal	-350.00	FEBRUARY 2022
		Landfill:Recycling	-150.00	FEBRUARY 2022
	Receiver General		-65.00	HST (ON) on purchases (Input Tax Credit)
TOTAL			-565.00	
28/03/2022	Yveroy Enterprises			
21/03/2022		Landfill:Waste Disposal	-356.16	MARCH 2022
		Landfill:Recycling	-152.64	MARCH 2022
	Receiver General		-56.20	HST Rebate
TOTAL			-565.00	
07/03/2022	ZAMBONI COMPANY LIMITED			VOID:
TOTAL			0.00	
01/03/2022	ZAMBONI COMPANY LIMITED			
01/03/2022		Municipal Facilities:Arena	-55,968.00	ZAMBONI PURCHASE
	Receiver General		-6,182.00	HST Rebate
TOTAL			-62,150.00	

Total March 2022 Disbursements - \$584,253.15

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Municipality of St.-Charles - 2022 Budget

REVENUE

2022

TAXATION - Write-Offs	\$	10,000.00
RT - RESIDENTIAL: Taxable	-\$	2,508,111.00
Penalties & Interest	-\$	40,000.00
FCM Asset Management Grant	-\$	50,000.00
Grant ON Mun Part fund	-\$	859,000.00
Provincial Grant	-\$	100,000.00
NORDS	-\$	85,998.00
TREAS- Amb. Helipad Mtce grant	-\$	3,500.00
HRDC- Canada Summer Jobs	-\$	8,400.00
Celebrate Canada	-\$	1,000.00
Grant - Seniors Transportatio	-\$	107,150.00
TREAS- Federal Grants Gas Tax	-\$	80,493.06
Arena - Park & Recreation Grant Rev	-\$	5,000.00
DRAINAGE - Revenue Superintendent	-\$	10,000.00
TREAS - Lottery Licenses/Fees	-\$	200.00
TREAS - Tax Certificates	-\$	1,000.00
TREAS- Affidavit fees	-\$	800.00
TREAS- Sale of sweaters/Books	-\$	400.00
FREEDOM OF INFORMATION REQUESTS	-\$	50.00
FD - 911 Revenue	-\$	500.00
FD - Fire Dept Rev. /FirePermits	-\$	1,000.00
CBO - Building Permits	-\$	25,000.00
CBO - Due from other municipalities	-\$	183,480.99
ANIMAL - Dog Licenses	-\$	200.00
BLUE BOX REVENUE	-\$	50.00
LF - Landfill Revenues	-\$	7,500.00
RECY - Ontario Electronic stewardship	-\$	25,000.00
SEW - Sewer Revenues (charges)	-\$	104,569.00
CEM - Cemetery Plot Sales	-\$	420.00
CEM - Burial Fees	-\$	660.00
CEM - Monument fees	-\$	60.00
CEM - Sales of Niche	-\$	4,900.00
CEM - Fee For Engraving Niche	-\$	2,450.00
CEM - Cremation Burial Fees	-\$	1,000.00
CEM - Care & Maintenance - Monument Fees	-\$	500.00
Rental/Lease - Pharmacy	-\$	21,079.07
RENTLEASE - Alpha en partage	-\$	6,192.48
RENT/lease Health Unit	-\$	13,944.92
RENT/lease Mental Health	-\$	9,936.00
RENT/lease Univi	-\$	61,600.00
MTO Revenues - HWY 535	-\$	4,000.00
SO- Service Ontario Income	-\$	25,000.00
ARENA -Hall rentals	-\$	250.00

ARENA - Ice rentals	-\$	2,500.00
Arena - Advertising	\$	-
ARENA- Skate sharpening	-\$	50.00
Parks - Gym Memberships	-\$	250.00
PARKS - Ball Field rental	-\$	140.00
HALL - Rentals	-\$	500.00
Safe Restart Grant	-\$	29,500.00
Grant Revenue - Splash Pad	-\$	296,787.41
Community Centre Grant	-\$	342,229.00
Sevice Review Grant	-\$	61,056.00
Walking Trail Grant	-\$	32,000.00
Parks and Rec Reserve - Arena Heater / AC Unit	-\$	60,000.00
Modernization Grant	-\$	345,000.00
Parks and Rec Reserve - Splash Pad	-\$	107,941.09
Modernization Grant	\$	-
Website Grant	\$	-
COVID 19 PW Workforce	-\$	10,000.00
Transfer from Elections Reserve	-\$	20,000.00
Transfer from Sewer Reserve	-\$	45,000.00
Transfer from general reserve	\$	-
Library Rent	-\$	11,261.16
PW Pick-up Truck Loan	-\$	56,038.00
Gas Tax Reserve	-\$	70,740.44
PW Reserve	-\$	382,768.06
NHOFC Interin Program	-\$	35,000.00
	-\$	6,259,155.68

EXPENSES

COUNCIL - Head of Council Wages	\$	19,470.07
Mayor - Per Diem	\$	4,350.00
Mayor - Travel Expense	\$	1,652.60
Mayor - Conferences	\$	5,487.50
COUNCIL - Councillors Wages	\$	43,807.66
Deputy Mayor - Loftus Per Diem	\$	-
Deputy Mayor - Loftus Conferences	\$	-
Deputy Mayor - Lafleur Per Diem	\$	1,200.00
Deputy Mayor - Lafleur Conferences	\$	2,073.50
Deputy Mayor - Branconnier Per Diem	\$	-
Deputy Mayor - Branconnier Conferences	\$	-
Deputy Mayor - Lemieux Per Diem	\$	600.00
Deputy Mayor - Lemieux Conferences	\$	1,250.00
COUNCIL - EHT	\$	1,233.92
COUNCIL - WSIB	\$	2,334.95
COUNCIL - CPP	\$	2,214.29

Staff Appreciation	\$	1,250.00
COUNCIL - Employee recognition	\$	300.00
COUNCIL - Public receptions	\$	600.00
COUNCIL - Materials & Supplies	\$	100.00
Council - Donation	\$	500.00
Council Repairs & Maintenance	\$	17,000.00
ELECTION - Materials/Supplies	\$	636.00
ADMIN - Wages	\$	295,361.25
ADMIN - Wages Summer Student	\$	4,569.68
ADMIN- Janitor Vacation & Sick	\$	-
ADMIN - COVID 19		
Treas - Purchase of sweaters/Books	\$	1,000.00
Asset Management Software	\$	2,825.00
ADMIN- Consultant services	\$	5,000.00
Admin - Planning Board	\$	32,823.00
Admin - GIS Software	\$	9,300.00
ADMIN - EHT	\$	5,841.44
ADMIN - WSIB	\$	11,053.81
ADMIN - EI	\$	6,626.29
ADMIN- CPP	\$	14,950.35
ADMIN- Omers	\$	27,493.88
ADMIN- Group insurance	\$	42,271.80
ADMIN - Mileage	\$	1,000.00
ADMIN - Seminars and Registrations	\$	6,825.68
ADMIN - Educational training staff	\$	3,902.15
ADMIN- TOLL FREE LINE	\$	200.00
ADMIN - Telephone	\$	5,100.00
ADMIN - Cell Phone	\$	300.00
ADMIN - Internet	\$	1,400.00
ADMIN - Dues Subscriptions	\$	4,895.00
ADMIN - Office Supplies	\$	5,809.70
ADMIN - WATER & COFFEE SUPPLIES	\$	700.00
ADMIN - Computer Purchase	\$	3,000.00
ADMIN- Software/Hardware Maintenance	\$	35,000.00
ADMIN- Website Expenses	\$	1,000.00
ADMIN- Office Printer Cost	\$	6,000.00
ADMIN- Postage - Courier	\$	3,000.00
ADMIN- Service Ontario Expenses	\$	500.00
ADMIN- Accounting -Audit fees	\$	24,950.00
ADMIN - Legal Fees	\$	140,000.00
ADMIN - Advertising/Swag	\$	1,500.00
ADMIN- Bank Service charges	\$	1,500.00
ADM - Other Bank Fees/Tax	\$	1,400.00
ADMIN- DSSAB -land Ambulance	\$	260,064.92
ADMIN- Helipad Costs and Maint	\$	3,500.00
ADMIN- OPP Policing Fees	\$	270,084.00
ADMIN- DSSAB - Welfare board	\$	146,674.50

ADMIN-Website Project	\$ -
H UNIT - Levy Sud Dist Health Unit	\$ 63,918.16
ADMIN- Canada day expenses	\$ 3,500.00
ADMIN - Property assessment fees	\$ 31,014.60
ADMIN - Wages Janitor	\$ 5,418.53
ADM - EHT Janitor	\$ 105.66
ADM - WSIB Janitor	\$ 199.94
ADM - EI Janitor	\$ 119.86
ADM - CPP Janitor	\$ 286.46
ADM - OMERS Janitor	\$ 487.67
ADM - GROUP INS. Janitor	\$ 381.88
LIB- Municipal Contribution	\$ 64,350.76
Lunch and Learn	\$ 840.00
Arena Property Tax	\$ 40,748.86
HEASAFE- Health & Safety Expenses	\$ 1,000.00
ADM BLDG-Wages	\$ 3,490.13
ADM BLDG - EHT	\$ 68.06
ADM BLDG - WSIB	\$ 128.79
ADM BLDG - EI	\$ 77.20
ADM BLDG - CPP	\$ 184.03
ADM BLDG - OMERS	\$ 312.03
ADM BLDG - GROUP INS.	\$ 239.76
ADM BLDG - Cleaning Supplies	\$ 1,000.00
ADM BLDG - Propane	\$ 5,000.00
ADM BLDG - Hydro	\$ 4,000.00
ADM BLDG - Sewer	\$ 1,143.00
ADM BLDG - Office Furniture	\$ 3,000.00
ADM BLDG - Repairs & Maintenance	\$ 6,000.00
ADM BLDG - Insurance	\$ 61,365.60
Seniors Transportation Expense	\$ 107,150.00
Splashpad Grant Expense	\$ 380,138.50
Excavator Purchase	\$ 275,000.00
Community Centre Renovations	\$ 380,255.00
Walking Trail Expense	\$ 32,000.00
FCM Grant Expense	\$ 62,500.00
Service Review Expense	\$ 61,056.00
AMP Consultant	\$ 28,800.00
FD - Wage - Maintenance	\$ 2,000.00
FD - Wages Deputy Chief	\$ 2,000.00
FD Wages / Volunteer Calls	\$ 8,000.00
FD - Wages Captains	\$ 1,800.00
FD - Practices	\$ 19,278.00
FD - Wages Fire Chief	\$ 28,204.80
FD - EHT	\$ 1,195.01
FD - WSIB	\$ 8,257.29
FD - EI	\$ 1,355.58
FD - CPP	\$ 2,695.12

FD - Memberships	\$	750.00
FD - Training	\$	5,000.00
FD -Cleaning Supplies	\$	350.00
FD - Fire Fighter Equipment	\$	28,000.00
FD - Propane for Heating	\$	5,500.00
FD - Hydro	\$	3,500.00
FD - Sewer	\$	855.00
FD - Telephone	\$	900.00
FD - Dispatching Contracts & Radio Licenses	\$	7,000.00
FD - Radio & Pager Purchases	\$	3,000.00
FD - Vehicle Gas & Oil	\$	1,500.00
FD - Air Compressor	\$	3,000.00
FD - Office Supplies & Maintenance	\$	1,000.00
FD - Radio & Pager Repairs	\$	500.00
FD Postage	\$	500.00
FD - Contracts/MNR Fire Protection	\$	7,700.00
FD - Insurance	\$	11,137.64
FD - Meals / Volunteer retention	\$	500.00
FD - Bunker Suit Cleaning	\$	1,300.00
FD- Uniforms	\$	2,250.00
FD - Building Maintenance	\$	7,000.00
FD - Fire Prevention Materials	\$	1,500.00
FD - #1 Pumper - 1201 (2000)	\$	4,500.00
FD - #4 Rescue Van - 1204	\$	750.00
FD - 2014 Ford Truck -1203	\$	5,500.00
FD- #2 Int. Tanker - 1202 (2006)	\$	2,500.00
FD - Transfer to reserve	\$	37,500.00
CBO - Wages	\$	108,505.12
CBO - EHT	\$	3,419.87
CBO - WSIB	\$	4,003.84
CBO- EI	\$	2,400.13
CBO- CPP	\$	5,673.35
CBO- Omers	\$	9,875.93
CBO- Group Insurance	\$	16,239.48
CBO - Mileage	\$	10,000.00
CBO - Membership fees	\$	1,200.00
CBO - Training	\$	3,500.00
CBO - Uniforms	\$	1,560.60
CBO - Cell Telephone	\$	1,100.00
CBO - Office Supplies	\$	1,500.00
CBO - Software/Hardware Maintenance	\$	1,530.00
CBO - By-law Officer	\$	28,543.71
CBO - Third Party Admin	\$	20,400.00
CBO - Legal Fees	\$	3,000.00
CBO - Vehicle expenses	\$	1,000.00
CBO Vehicle Insurance	\$	2,023.88
CBO - Transfer to Reserves	\$	-

CBO - By-law vehicle Capital	\$	5,444.00
CBO - By-law vehicle Usage	\$	2,640.00
CBO - SEBBS Vehicle Capital	\$	5,285.00
PW- Bridges/Culvert wages	\$	23,154.29
PW - Bridge/Culverts EHT	\$	451.51
PW - Bridge/Culverts WSIB	\$	854.39
PW - Bridge/Culverts EI	\$	512.17
PW - Bridge/Culverts CPP	\$	1,195.95
PW - Bridge/Culverts OMERS	\$	1,961.27
PW - Bridge/Culverts Group Ins.	\$	1,266.73
PW-Bridges Culvert materials	\$	40,000.00
PW-Bridges Culvert Equipment Rentals	\$	20,000.00
PW-Culvert Thaw Wages	\$	787.66
PW - Culvert Thaws EHT	\$	15.36
PW - Culvert Thaw WSIB	\$	29.06
PW - Culvert Thaw EI	\$	17.42
PW - Culvert Thaw CPP	\$	40.68
PW - Culvert Thaws OMERS	\$	66.72
PW - Culvert Thaws Group Ins.	\$	43.09
PW - Brush Cutting/Road Side	\$	15,000.00
PW - Beautification Wages	\$	2,322.23
PW- Beautification EHT	\$	45.28
PW - Beautification WSIB	\$	85.69
PW - Beautification EI	\$	51.37
PW - Beautification CPP	\$	122.77
PW - Beautification OMERS	\$	209.00
PW - Beautification Group Ins	\$	163.66
PW - Grass Cutting Wages	\$	13,159.30
PW- Grass Cutting EHT	\$	256.61
PW - Grass Cutting WSIB	\$	485.58
PW - Grass Cutting EI	\$	291.08
PW - Grass Cutting CPP	\$	695.68
PW - Grass Cutting OMERS	\$	1,184.34
PW - Grass Cutting Group Ins	\$	927.42
PW - Grass Cutting Gas & Oil	\$	100.00
PW - Grass Cutting Equipment	\$	100.00
PW - Grass Mowing Expense	\$	5,000.00
PW-Brushing Tree trimming wages	\$	590.74
PW - Brushing/Tree Trim EHT	\$	11.52
PW - Brushing/Tree Trim WSIB	\$	21.80
PW - Brushing/Tree Trim EI	\$	13.07
PW - Brushing/Tree Trim CPP	\$	30.51
PW - Brushing/Tree Trim OMERS	\$	50.04
PW - Brushing/Tree Trim Group Ins	\$	32.32
PW-Brushing Tree trimming material	\$	100.00
PW-Brushing Tree trimming Contract	\$	1,000.00
PW-Ditching Wages	\$	1,457.17

PW - Ditching EHT	\$	28.41
PW - Ditching WSIB	\$	53.77
PW - Ditching EI	\$	32.23
PW - Ditching CPP	\$	75.26
PW - Ditching OMERS	\$	123.43
PW - Ditching Group Ins	\$	79.72
PW-Ditching Equip. Rental	\$	9,000.00
PW-Catch Basins/sewers Wages	\$	393.83
PW - Catch Basin/Sewers EHT	\$	7.68
PW - Catch Basin/Sewers WSIB	\$	14.53
PW - Catch Basin/Sewers EI	\$	8.71
PW - Catch Basin/Sewers CPP	\$	20.34
PW - Catch Basin/Sewers OMERS	\$	33.36
PW - Catch Basin/Sewers Group Ins	\$	21.55
PW- Materials/Supplies Catch Basin /sewe	\$	250.00
PW-Hardtop Patching wages	\$	7,876.60
PW - Hardtop Patching EHT	\$	153.59
PW - Hardtop Patching WSIB	\$	290.65
PW - Hardtop Patching EI	\$	174.23
PW - Hardtop Patching CPP	\$	406.84
PW - Hardtop Patching OMERS	\$	667.18
PW - Hardtop Patching Group Ins	\$	430.92
PW- Materials/Supp. Hardtop Patching	\$	12,000.00
PW- Street Sweeping Wages	\$	2,362.98
PW- Street Sweeping EHT	\$	46.08
PW- Street Sweeping WSIB	\$	87.19
PW- Street Sweeping EI	\$	52.27
PW- Street Sweeping CPP	\$	122.05
PW- Street Sweeping OMERS	\$	200.15
PW- Street Sweeping Group Ins	\$	129.27
PW-Gravel Resurf. wages	\$	5,119.79
PW - Gravel Resurf EHT	\$	99.84
PW - Gravel Resurf WSIB	\$	188.92
PW - Gravel Resurf EI	\$	113.25
PW - Gravel Resurf CPP	\$	264.44
PW - Gravel Resurf OMERS	\$	433.67
PW - Gravel Resurf Group Ins	\$	280.10
PW Materials/Supplies Gravel Resurfacing	\$	10,000.00
Wages -Beaver Dams	\$	3,544.47
PW - Beaver Dams EHT	\$	69.12
PW - Beaver Dams WSIB	\$	130.79
PW - Beaver Dams EI	\$	78.40
PW - Beaver Dams CPP	\$	183.08
PW - Beaver Dams OMERS	\$	300.23
PW - Beaver Dams Group Ins	\$	193.91
PW-Beaver Dams/Rentals	\$	7,500.00
DRAINAGE - Superintendent Services	\$	20,000.00

PW - Beaver Dams Trapper	\$	4,750.00
PW- Sidewalk Repair Wages	\$	393.83
PW - Sidewalks EHT	\$	7.68
PW - Sidewalks WSIB	\$	14.53
PW - Sidewalks EI	\$	8.71
PW - Sidewalks CPP	\$	20.34
PW - Sidewalks OMERS	\$	33.36
PW - Sidewalks Group Ins	\$	21.55
PW - Sidewalk Sweeping - Wages	\$	315.06
PW - Sidewalk Sweeping EHT	\$	6.14
PW - Sidewalk Sweeping WSIB	\$	11.63
PW - Sidewalk Sweeping EI	\$	6.97
PW - Sidewalk Sweeping CPP	\$	16.27
PW - Sidewalk Sweeping OMERS	\$	26.69
PW - Sidewalk Sweeping Group Ins	\$	17.24
PW - Sidewalk Snow Removal Wages	\$	5,853.11
PW - Sidewalk Snow Removal EHT	\$	114.14
PW - Sidewalk Snow Removal WSIB	\$	215.98
PW - Sidewalk Snow Removal EI	\$	129.47
PW - Sidewalk Snow Removal CPP	\$	306.08
PW - Sidewalk Snow Removal OMERS	\$	512.18
PW - Sidewalk Snow Removal Group Ins	\$	369.04
PW- Patching Washout wages	\$	2,362.98
PW - Patching Washout EHT	\$	46.08
PW - Patching Washout WSIB	\$	87.19
PW - Patching Washout EI	\$	52.27
PW - Patching Washout CPP	\$	122.05
PW - Patching Washout OMERS	\$	200.15
PW - Patching Washout Group Ins	\$	129.27
PW - Gravel Stockpile	\$	10,000.00
PW-Grading wages	\$	15,753.19
PW - Grading EHT	\$	307.19
PW - Grading WSIB	\$	581.29
PW - Grading EI	\$	348.46
PW - Grading CPP	\$	813.67
PW - Grading OMERS	\$	1,334.36
PW - Grading Group Ins	\$	861.83
PW- Grading Non Municipal	\$	7,400.00
PW-Dust Control Wages	\$	393.83
PW - Dust Control EHT	\$	7.68
PW - Dust Control WSIB	\$	14.53
PW - Dust Control EI	\$	8.71
PW - Dust Control CPP	\$	20.34
PW - Dust Control OMERS	\$	33.36
PW - Dust Control Group Ins	\$	21.55
PW-Mat-Supplies Dust Control	\$	41,000.00
PW-Snow Plowing Wages	\$	27,568.09

PW - Snow Plowing EHT	\$	537.58
PW - Snow Plowing WSIB	\$	1,017.26
PW - Snow Plowing EI	\$	609.81
PW - Snow Plowing CPP	\$	1,423.93
PW - Snow Plowing OMERS	\$	2,335.13
PW - Snow Plowing Group Ins	\$	1,508.20
PW-Sanding Salting Wages	\$	7,876.60
PW - Sanding Salting EHT	\$	153.59
PW - Sanding Salting WSIB	\$	290.65
PW - Sanding Salting EI	\$	174.23
PW - Sanding Salting CPP	\$	406.84
PW - Sanding Salting OMERS	\$	667.18
PW - Sanding Salting Group Ins	\$	430.92
PW- Sand & Salt Material	\$	25,000.00
PW - Street Signs & Barricades Wages	\$	787.66
PW - Street Signs & Barricades EHT	\$	15.36
PW - Street Signs & BarricadesWSIB	\$	29.06
PW - Street Signs & Barricades EI	\$	17.42
PW - Street Signs & BarricadesCPP	\$	40.68
PW - Street Signs & BarricadesOMERS	\$	66.72
PW - Street Signs & BarricadesGroup Insurance	\$	43.09
PW - Street signs Materials	\$	500.00
PW-Safety Material Signs	\$	500.00
PW - Materials/Supplies Protective H&S	\$	350.00
PW - Insurance	\$	21,227.96
PW- GPS Monthly fee	\$	2,000.00
PW-Street Lights material	\$	500.00
PW-Street Lights Contract	\$	1,500.00
PW - Street Light Installation	\$	3,500.00
PW - TRAINING WAGES	\$	2,362.98
PW - TRAINING EHT	\$	46.08
PW - TRAINING WSIB	\$	87.19
PW - TRAINING EI	\$	52.27
PW - TRAINING CPP	\$	122.05
PW - TRAINING OMERS	\$	200.15
PW - TRAINING GROUP INS.	\$	129.27
PW - Seminars /Registrations	\$	1,947.73
PW - Training Courses	\$	6,500.00
PW - Travel		
PW - Meals		
PW - Mileage	\$	200.00
PW - Garage Consumables	\$	500.00
PW-Cleaning Supplies	\$	400.00
Personal Protective Equipment	\$	1,500.00
PW - Propane	\$	12,500.00
PW - Sewer	\$	571.50
CVOR Registration	\$	100.00

PW - Hydro Garage	\$	3,500.00
PW - Telephone/garage	\$	-
PW - Cell phone	\$	600.00
PW - Dispatching & Radio	\$	650.00
Waste Oil Disposal	\$	250.00
PW - Tools	\$	2,500.00
PW - Water Testing	\$	500.00
PW - Office Supplies	\$	500.00
PW - Software/Hardware Maintenance	\$	700.00
PW - Legal Fees	\$	10,000.00
PW - Casimir Loan Interest	\$	2,182.38
PW- Victoria Loan interest	\$	2,837.04
PW - Garage Repair/Mtce	\$	73,000.00
PW - Grader Loan Interest	\$	7,200.90
PW- Patrol Wages	\$	2,756.81
PW- Patrol EHT	\$	53.76
PW- Patrolr WSIB	\$	101.73
PW- Patrol EI	\$	60.98
PW- Patrol CPP	\$	142.39
PW- Patrol OMERS	\$	233.51
PW- Patrol Group Ins	\$	150.82
PW - Summer student	\$	9,139.37
PW- Garage Mtce Wages	\$	5,119.79
PW- Garage MtceEHT	\$	99.84
PW- Garage Mtce WSIB	\$	188.92
PW- Garage Mtce EI	\$	113.25
PW- Garage Mtce CPP	\$	264.44
PW- Garage Mtce OMERS	\$	433.67
PW- Garage Mtce Group Ins	\$	280.10
PW - Wages	\$	72,758.40
Garage Wages		
PW - Vacation Pay	\$	22,663.32
PW - Stat Day	\$	10,462.77
PW - Sick Leave	\$	7,323.94
PW - EHT	\$	2,207.56
PW - WSIB	\$	4,177.39
PW-EI	\$	2,431.64
PW - CPP	\$	5,380.67
PW - Omers	\$	10,628.83
PW - Group Insurance	\$	9,970.53
PW COVID Back-up Wages Expense	\$	10,000.00
PW - Hydro Street lights	\$	1,750.00
PW- Victoria Loan Principal	\$	15,035.40
PW -Casimir Loan Principal	\$	12,410.70
Grader Loan	\$	24,560.56
PW Pick-up Truck Loan Payment	\$	8,605.28
911 Material	\$	500.00

#1 -2015 Western Star WAGES	\$	4,725.96
#1 -2015 Western Star EHT	\$	92.16
#1 -2015 Western Star WSIB	\$	174.39
#1 -2015 Western Star EI	\$	104.54
#1 -2015 Western Star CPP	\$	244.10
#1 -2015 Western Star OMERS	\$	400.31
#1 -2015 Western Star Group Ins	\$	258.55
#1- 2015 Western Star - Gas - Oil	\$	12,000.00
#1-2015 Western Start -Part & Materials	\$	5,000.00
#1- 2015 Western Star - R&M outside	\$	7,000.00
#1- 2015 Western Star - Plate Stickers	\$	1,950.00
#2 -2012 Western Star - Wages	\$	4,725.96
#2 -2012 Western Star EHT	\$	92.16
#2 -2012 Western Star WSIB	\$	174.39
#2 -2012 Western Star EI	\$	104.54
#2 -2012 Western Star CPP	\$	244.10
#2 -2012 Western Star OMERS	\$	400.31
#2 -2012 Western Star Group Ins	\$	258.55
#2- 2012 Western Star - Gas Oil	\$	12,000.00
#2 -2012 Western Star- Parts/ Materials	\$	5,500.00
#2 -2012 Western Star - R&M outside	\$	7,300.00
#2 -2012 Western Star - Plate Stickers	\$	1,950.00
#3 - 2012 PICK UP Wages	\$	984.57
#3 -2012 Pick-up EHT	\$	19.20
#3 -2012 Pick-up WSIB	\$	36.33
#3 -2012 Pick-up EI	\$	21.78
#3 -2012 Pick-up CPP	\$	50.85
#3 -2012 Pick-up OMERS	\$	83.40
#3 -2012 Pick-up Group Ins	\$	53.86
#3 -2012 PICK UP Gas oil	\$	5,000.00
#3-2012 PICK UP PARTS/MATERI	\$	2,000.00
#3 -2012 PICK UP REPAIRS OUTSIDE FORCE	\$	1,500.00
#3 -2012 PICK UP Plate Stickers	\$	120.00
#4-Grader Wages	\$	3,938.30
#4 Grader-EHT	\$	76.80
#4 Grader-WSIB	\$	145.32
#4 Grader-EI	\$	87.12
#4 Grader-CPP	\$	203.42
#4 Grader-OMERS	\$	333.59
#4 Grader -GroupIns.	\$	215.46
#4 GRADER- Gas oil	\$	15,000.00
#4 GRADER- Repair Parts/materials	\$	5,000.00
#4 GRADER- Repairs outside forces	\$	4,000.00
#8- BACKHOE Wages	\$	1,181.49
#8 Backhoe EHT	\$	23.04
#8 Backhoe WSIB	\$	43.60
#8 Backhoe EI	\$	26.13

#8 Backhoe CPP	\$	61.03
#8 Backhoe OMERS	\$	100.08
#8 Backhoe Group Ins	\$	64.64
#8- BACKHOE - gas oil	\$	1,650.00
#8-BACKHOE - Repair Parts/Materials	\$	4,000.00
#8-BACKHOE - Repairs outside forces	\$	2,000.00
#14 Kabota Wages	\$	393.83
#14 Kabota EHT	\$	7.68
#14 Kabota WSIB	\$	14.53
#14 Kabota EI	\$	8.71
#14 Kabota CPP	\$	20.34
#14 Kabota OMERS	\$	33.36
#14 Kabota Group Ins	\$	21.55
#14 Kabota - Repair Parts	\$	350.00
#14 - Kabota Fuel	\$	2,000.00
#10- FLOAT- Wages	\$	157.53
#10 Float EHT	\$	3.07
#10 Float WSIB	\$	5.81
#10 Float EI	\$	3.48
#10 Float CPP	\$	8.14
#10 Float OMERS	\$	13.34
#10 Float Group Ins	\$	8.62
#10- FLOAT- Repair Parts/materials	\$	500.00
#10- FLOAT - Repairs outside forces	\$	1,200.00
#5- STEAMER - Wages	\$	157.53
#5 Steamer EHT	\$	3.07
#5 Steamer WSIB	\$	5.81
#5 Steamer EI	\$	3.48
#5 Steamer CPP	\$	8.14
#5 Steamer OMERS	\$	13.34
#5 Steamer Group Ins	\$	8.62
#5- STEAMER - Propane & materials	\$	500.00
#11- Utility Truck - Wages	\$	1,575.32
#11 Utility Truck EHT	\$	30.72
#11 Utility Truck WSIB	\$	58.13
#11 Utility Truck EI	\$	34.85
#11 Utility Truck CPP	\$	81.37
#11 Utility Truck OMERS	\$	133.44
#11 Utility Truck Group Ins	\$	86.18
#11- Utility Truck- Gas oil	\$	2,500.00
#11 Utility Truck- Repair Parts/ mat	\$	1,500.00
#11- Utility Truck- repairs outs forces	\$	4,500.00
#11- Utility Truck- Plate Stickers	\$	530.00
#12- John Deer Tractor - Wages	\$	1,378.40
#12 John Deer Tractor EHT	\$	26.88
#12 John Deer Tractor WSIB	\$	50.86
#12 John Deer Tractor EI	\$	30.49

#12 John Deer Tractor CPP	\$	71.20
#12 John Deer Tractor OMERS	\$	116.76
#12 John Deer Tractor Group Ins	\$	75.41
#12- John Deer Tractor - Gas oil	\$	750.00
#12-John Deer Tractor Repair Parts mat	\$	500.00
#7- LOADER - Wages	\$	1,575.32
#7 Loader EHT	\$	30.72
#7 Loader WSIB	\$	58.13
#7 Loader EI	\$	34.85
#7 Loader CPP	\$	81.37
#7 Loader OMERS	\$	133.44
#7 Loader Group Ins	\$	86.18
#7- LOADER - Gas - oil	\$	2,500.00
#7- LOADER - Repair Parts materials	\$	800.00
#7- LOADER - Repairs outside forces	\$	1,000.00
#9- DOZER - Wages	\$	1,181.49
#9 Dozer EHT	\$	23.04
#9 Dozer WSIB	\$	43.60
#9 Dozer EI	\$	26.13
#9 Dozer CPP	\$	61.03
#9 Dozer OMERS	\$	100.08
#9 Dozer Group Ins	\$	64.64
#9- DOZER - Fuel-Gas Oil	\$	1,800.00
#9- DOZER - Parts /Materials	\$	1,000.00
#9- DOZER - Repairs outside forces	\$	1,500.00
Plate Stickers	\$	-
WASTE - Wages site attenedant	\$	12,385.22
WASTE - Other municipal employees	\$	16,540.85
WASTE - EHT	\$	564.06
WASTE - WSIB	\$	1,067.37
WASTE - EI	\$	639.84
WASTE - CPP	\$	1,509.11
WASTE - OMERS	\$	2,515.75
WASTE - Group Ins	\$	1,777.79
WASTE -Landfill Cover/Fill	\$	8,500.00
WASTE - Health & Safety	\$	500.00
WASTE - Contracts	\$	150,000.00
BLUE BOX EXPENSE	\$	3,500.00
LF -Recycling Materials/Supplies	\$	350.00
LF - Land use Twp Hagar/Lavigne	\$	-
LF - Contracts	\$	20,000.00
LF - Property Taxes	\$	1,550.00
LF - Building Repairs & Maintenance	\$	7,500.00
Landfill Reserve	\$	7,000.00
Garbage Pick-up Dumart		
SEWER- Wages	\$	1,378.40
SEWER - EHT	\$	26.88

SEWER - WSIB	\$	50.86
SEWER - EI	\$	30.49
SEWER - CPP	\$	71.20
SEWER - OMERS	\$	116.76
SEWER - Group Ins	\$	75.41
SEWER - Materials/Supplies	\$	500.00
SEWER - Hydro Casimir	\$	3,500.00
SEWER - Hydro Dunnet	\$	750.00
SEWER - Repairs & Maintenance	\$	55,000.00
SEWER - Contracts Non Municipal	\$	24,500.00
SEWER -Mtce agreement	\$	10,000.00
SEWER - Insurance	\$	442.80
SEWER- Lagoon Property Taxes	\$	1,344.15
SEWER- Sewer	\$	144.00
Sewer Transfer to Reserve	\$	51,638.05
CEM- Burial Wages	\$	1,548.15
CEM - EHT	\$	30.19
CEM - WSIB	\$	57.13
CEM - EI	\$	34.25
CEM - CPP	\$	81.84
CEM - OMERS	\$	139.33
CEM - Group Ins	\$	109.11
CEM - Materials/Supplies	\$	1,000.00
CEM - Licenses & Fees	\$	490.00
CEM - Columarium	\$	25,000.00
CEM - Niche Engraving Contract	\$	2,450.00
CEM - Software Maintenance	\$	5,800.00
CEM - Excavation cost	\$	1,500.00
CEM - Insurance	\$	997.92
CEM - Grass Cutting Wages	\$	3,096.30
CEM - Grass Cutting EHT	\$	60.38
CEM - Grass Cutting WSIB	\$	114.25
CEM - Grass Cutting EI	\$	68.49
CEM - Grass Cutting CPP	\$	163.69
CEM - Grass Cutting OMERS	\$	278.67
CEM - Grass Cutting Group Ins	\$	218.22
CEM - General Maintenance Wages	\$	1,161.11
CEM - General Maintenance EHT	\$	22.64
CEM - General Maintenance WSIB	\$	42.85
CEM - General Maintenance EI	\$	25.68
CEM - General Maintenance CPP	\$	61.38
CEM - General Maintenance OMERS	\$	104.50
CEM - General Maintenance Group Ins	\$	81.83
W CENTRE - Wages Janitor	\$	3,870.38
W CENTRE - EHT Janitor	\$	75.47
W CENTRE - WSIB Janitor	\$	142.82
W CENTRE - EI Janitor	\$	85.61

W CENTRE - CPP Janitor	\$	204.61
W CENTRE - OMERS Janitor	\$	348.33
W CENTRE - Group Insurance Janitor	\$	272.77
W CENTRE - Wages	\$	774.08
W CENTRE - EHT	\$	15.09
W CENTRE - WSIB	\$	28.56
W CENTRE - EI	\$	17.12
W CENTRE - CPP	\$	40.92
W CENTRE - OMERS	\$	69.67
W CENTRE - Group Insurance	\$	54.55
W CENTRE - CLEANING Supplies	\$	1,200.00
W CENTRE - Propane for generator	\$	2,000.00
W CENTRE - Hydro Medical Bldg	\$	17,500.00
W CENTRE - Sewer	\$	2,979.00
W CENTRE - Telephone/ELEVATOR	\$	900.00
W CENTRE - Water testing	\$	2,000.00
W CENTRE - Elevator Maintenance	\$	3,500.00
W CENTRE -Loan Principale	\$	90,538.00
W CENTRE - Loan Interest	\$	1,500.00
W CENTRE - Insurance	\$	657.72
W CENTRE - Building Maintenance	\$	14,000.00
W CENTRE - Sign Maintenance	\$	500.00
WC - Parking Lot Paving Wages	\$	-
WC - Parking Lot Paving - EHT	\$	-
WC - Parking Lot Paving - WSIB	\$	-
WC - Parking Lot Paving - EI	\$	-
WC - Parking Lot Paving - CPP	\$	-
WC - Parking Lot Paving - OMERS	\$	-
WC - Parking lot Paving - GroupIns.	\$	-
WC- Parking Lot Repairs	\$	5,000.00
ARENA - Wages	\$	16,269.69
ARENA - wages labour other mun employees	\$	-
ARENA - EHT	\$	317.26
ARENA - WSIB	\$	600.35
ARENA - EI	\$	359.89
ARENA- CPP	\$	860.11
ARENA- Omers	\$	1,464.27
ARENA - Group Insurance	\$	1,146.63
ARENA - Zamboni cost & repair	\$	500.00
ARENA - 1st aid safety & supplies	\$	100.00
ARENA - Ice making plant mtce	\$	25,000.00
ARENA - Maintenance & Repairs	\$	25,000.00
ARENA - cleaning supplies	\$	1,000.00
ARENA - canteen mtce	\$	100.00
ARENA - propane/materials	\$	750.00
ARENA - Hydro	\$	75,000.00
ARENA - Sewer	\$	711.00

ARENA - Telephone	\$ -
ARENA - Tools	\$ 100.00
ARENA - Water testing	\$ 200.00
ARENA - Water system Contract	\$ 4,500.00
ARENA - Office supplies	\$ 100.00
ARENA - Elevator Mtce	\$ 1,000.00
ARENA - Insurance	\$ 26,424.36
ARENA-Beautification Project- Expenses	\$ 5,750.00
ARENA - Truck/zamboni - Gas oil	\$ 250.00
PARKS -HANDY MAN Wages	\$ 3,096.30
PARKS - EHT	\$ 60.38
PARKS - WSIB	\$ 114.25
PARKS - EI	\$ 68.49
PARKS - CPP	\$ 163.69
PARKS - Omers	\$ 278.67
PARKS - Group Ins	\$ 218.22
PARKS - Wages Janitor	\$ 1,548.15
PARKS - EHT Janitor	\$ 30.19
PARKS - WSIB Janitor	\$ 57.13
PARKS - EI Janitor	\$ 34.25
PARKS - CPP Janitor	\$ 81.84
PARKS - Omers Janitor	\$ 139.33
PARKS - Group Ins Janitor	\$ 109.11
PARKS - Summer student	\$ 4,569.68
Parks - Cleaning Supplies	\$ 1,000.00
PARKS - Hydro	\$ 500.00
PARKS - Ball Field mtce	\$ 1,500.00
PARKS - Park mtce repairs	\$ 5,000.00
PARKS - Insurance	\$ 7,814.88
Parks - Horse Coral - R&M	\$ 500.00
Parks - Cenotaph	\$ 250.00
Parks - Sewer	\$ 144.00
HALL - Wages	\$ 774.08
HALL - EHT	\$ 15.09
HALL - WSIB	\$ 28.56
HALL - EI	\$ 17.12
HALL - CPP	\$ 40.92
HALL - OMERS	\$ 69.67
HALL - Group Ins	\$ 54.55
HALL - Wages Janitor	\$ 3,251.12
HALL - EHT Janitor	\$ 63.40
HALL - WSIB Janitor	\$ 119.97
HALL - EI Janitor	\$ 71.91
HALL - CPP Janitor	\$ 171.87
HALL - OMERS Janitor	\$ 292.60
HALL - Group Ins Janitor	\$ 229.13
HALL - Kitchen Materials/Supplies	\$ 100.00

HALL - Cleaning supplies	\$ 500.00
HALL - propane	\$ 2,500.00
HALL - Hydro	\$ 11,000.00
HALL - Sewer	\$ 711.00
HALL - Telephone	\$ -
HALL - Water testing	\$ 500.00
HALL - Water system	\$ 2,000.00
HALL - Socan fee	\$ 150.00
HALL - Repairs & Maintenance	\$ 500.00
HALL - Insurance	\$ 3,629.88
HALL - Building Maintenance	\$ 1,000.00
FIT - Wages	\$ 387.04
FIT - EHT	\$ 7.55
FIT - WSIB	\$ 14.28
FIT - EI	\$ 8.56
FIT - CPP	\$ 20.46
FIT - OMERS	\$ 34.83
FIT - Group Ins	\$ 27.28
FIT - Wages Janitor	\$ 2,322.23
FIT - EHT Janitor	\$ 45.28
FIT - WSIB Janitor	\$ 85.69
FIT - EI Janitor	\$ 51.37
FIT - CPP Janitor	\$ 122.77
FIT - OMERS Janitor	\$ 209.00
FIT - Group Ins Janitor	\$ 163.66
FIT - Materials/Supplies	\$ 500.00
FIT - Insurance	\$ 90.72
FIT - Building Repairs & Maintenance	\$ 3,300.00
Service Ontario - Wages	\$ 42,228.37
Service Ontario - EHT	\$ 823.45
Service Ontario - WSIB	\$ 1,558.23
Service Ontario - EI	\$ 934.09
Service Ontario - CPP	\$ 2,207.52
Service Ontario - OMERS	\$ 3,800.55
Service Ontario - Group Ins	\$ 3,400.92
SCHOOL - JANITOR WAGES	\$ 4,412.23
SCHOOL - EHT	\$ 86.04
SCHOOL - WSIB	\$ 162.81
SCHOOL - EI	\$ 97.60
SCHOOL - CPP	\$ 233.26
SCHOOL - OMERS	\$ 397.10
SCHOOL- Group Ins	\$ 310.96
SCHOOL - Lease	\$ 31,703.73
SCHOOL -Cleaning supplies	\$ 3,000.00
SCHOOL- Elevator Maintenance	\$ 2,000.00
ANIMAL-Dog Catcher Contract	\$ 7,200.00
ANIMAL - Materials/Supplies	\$ 100.00

Elections reserve	\$	5,000.00
Elections 2022 Expense	\$	15,000.00
Library Janitor Wages	\$	2,322.23
Library - EHT	\$	45.28
Library - WSIB	\$	85.69
Library - EI	\$	51.37
Library - CPP	\$	122.77
Library - OMERS	\$	209.00
Library - Group Ins	\$	163.66
AMP Projects	\$	535,546.50
PW Reserve	\$	262,000.00

\$ 6,259,155.68

Report to Municipal Council



Meeting Date: April 20, 2022	Report Date: April 12, 2022
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: SEBBS Vehicle Loan

Recommendation:

THAT Council decide on a funding option for the purchase of the 2022 RAV 4 Hybrid AWD for SEBBS.

Options:

- 1) Enter into an agreement with North Bay Toyota for seven (7) years at an interest rate of 4.99%
- 2) Enter into an agreement with Caisse Alliance for seven (7) years at an interest rate of 3.99%
- 3) Borrow from Reserve for seven (7) years at the interest rate of 2.7% (Prime Rate)

Background:

As Council is aware, SEBBS has purchased a 2022 Toyota RAV 4 Hybrid AWD and is scheduled to be delivered between April 15 and 22, 2022. The purchase price of the vehicle including all applicable fees and taxes is \$45,843.79. Since the vehicle will be under the name of The Municipality of St.-Charles, we will be able to claim a portion of the HST back. The cost of the vehicle plus the non-refundable portion of HST will be \$41,283.75.

We have three (3) options.

- 1) We can enter into a finance agreement with the dealership directly. They have offered an interest rate of 4.99%.
- 2) The Treasurer has approached the Caisse Alliance to find out terms of



financing through them. The rate that was offered was 3.99%.

- 3) The municipality could borrow from reserve at an interest rate of 2.7%, which is the current prime interest rate.

A summary of repayment terms is as follow:

Finance Method	Loan Amount	Interest Rate	Payment Frequency	Payment	Total Interest
Toyota	\$45,843.79	4.99%	Monthly	\$647.74	\$8,566.08
Caisse Alliance	\$41,283.75	3.99%	Monthly	\$564.11	\$6,101.45
Reserve	\$41,283.75	2.70%	Quarterly	\$1,623.09	\$4,162.90

As per By-Law 2017-13 the "Reserve and Reserve Fund Policy", "Temporary borrowing to cover a reserve short-term deficit, interim servicing requirements or internal financing is permitted, when justified, adequately supported and authorized by Council."

Since there has been no money placed in a reserve for this vehicle purchase, we can borrow from another reserve and repay with interest. SEBBS is a shared service between two (2) other municipalities, so the interest cost would be spread out amongst the three (3).

It is recommended that we pull from the Asset Management Plan Reserve as we have the funds and plan to contribute more funds to meet our current AM strategy and can afford to borrow from this reserve for the length of the repayment term.

Prepared by: Pamela McCracken – Treasurer



2 King St. E., P. O. Box 70, St.-Charles, ON P0M 2W0

USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

Policy Record

Policy No.: GOV-001	Effective Date: April 20, 2022
Replaces: P-031	Last Review Date: April 20, 2022
Approval:	Next Review Date: April 2026
Reference: <i>Municipal Elections Act, 1996</i> , S.O. 1996, c. 32, Sched.	

Intent

The purpose of this Policy is to clarify that members of Council are required to follow the provisions of the *Municipal Elections Act, 1996* and that:

- No member shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality (including Councillor budgets) for any election campaign or campaign related activities.
- No member shall undertake campaign-related activities on municipal property during regular working hours.
- No member shall use the services of persons during hours in which those persons receive any compensation from the Municipality.

This policy is applicable to all members of municipal Council.

Policy

1. That, in accordance with the provisions of the *Municipal Elections Act, 1996*:

- a. Corporate resources and funding may not be used for any election-related purposes by or for any candidate;
- b. Staff may not canvas or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave;
- c. Members of Council may not use any municipally owned or occupied facilities for any election-related purposes, which includes displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in the office;
- d. The budgets for Members of Council for the period January 1 to Election Day in a municipal election year be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:
 - i. New Members of Council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and,
 - ii. Re-elected Members of Council have available to them the balance of funds remaining as of Election Day;
- e. Members of Council are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the Municipality for the operation of each Councilor's Office, is not directly election-related;
- f. Web sites, social media accounts or domain names that are funded by the Municipality may not include any election-related campaign material with the exception of a candidate's information page on the municipal website. This page shall be under the exclusive control of the Clerk and provisions outlining content is as follows:
 - i. All candidates shall have the option of having a biography included on the candidates' page of the municipal website;
 - ii. The candidates' page on the municipal website will be published on the next business day after Nomination Day and shall be removed on the next business day following Voting Day;
 - iii. A photo of the candidate, contact information as well as a biography, not to exceed 300 words, shall be provided to the Clerk. Derogatory, discriminatory and / or inappropriate pictures, text and innuendo will not be permitted. Approval will be at the discretion of the Clerk, there will not be any provision to appeal the Clerk's decision.
- g. Members of Council may not use the municipality's voice mail system to record election related messages;
- h. Members of Council may not use any municipal equipment assigned to them for election purposes. Such equipment may include but is not limited to telephones (including cellular), laptops, tablets, etc;

- i. Members of Council may not use any municipal email accounts for election purposes. This includes email addresses assigned by, but not limited to, the domain @stcharlesontario.ca;
 - j. The Municipality's appointed Integrity Commissioner is considered to be a Corporate Resource, under contract with the Municipality and may receive, from time to time, compensation from the Municipality in accordance with services provided. Member of Council shall not use the services of the Municipality's Integrity Commissioner during the election period for the purposes of seeking advise related to their campaign;
 - k. The above recommendations also apply to an acclaimed Member or a Member not seeking re-election; and;
2. That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

Limitation

Nothing in this Policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

Rationale and Legislative Authority

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The *Act* also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the municipality to the Member, which is a violation of the *Act*.

Implementation

This policy shall become effective immediately upon approval by municipal Council.

All other policies inconsistent with this one shall be repealed.

Policy Review

The Municipality of St.-Charles will review this Policy within four (4) years of the date of the last review.

Dated at St.-Charles, Ontario, this 20th day of April, 2022.

X

Paul Schoppmann
Mayor

X

Tammy Godden
Clerk



2 King St. E., P. O. Box 70, St.-Charles, ON P0M 2W0

COMPLAINT POLICY

Policy Record

Policy No.: PR-001	Effective Date: April 20, 2022
Replaces: P-048	Last Review Date: April 20, 2022
Approval:	Next Review Date: April 2026
Reference:	

Intent

The Municipality of St.-Charles is committed to a consistent, fair, and uniform complaint process and to provide opportunities for valuable feedback about the programs, services, facilities and employees of the Municipality to help improve the quality of the services provided and contribute to continuous improvement of operations.

The Municipality recognizes that concerns from the public are at times brought forward and dealt with informally, however not all concerns can be dealt with informally. This policy ensures a consistent and uniform approach to formal complaints with a fair and accountable level of service delivery.

Scope

This Policy applies to an expression of dissatisfaction relating to municipal programs, services, facilities and employees and / or By-Law complaints.

Anyone who uses or is affected by Municipal services can make a complaint, including residents, people who work in or visit the municipality, local business or community groups.

This Policy does not apply to compliments, inquiries, feedback, suggestions and requests for service that are attempted to be resolved at the point of service delivery, they may however be tracked to identify issues, trends, areas of concern, opportunities for improvement and to avoid potential complaints. Anonymous complaints will not be accepted or processed.

A customer complaint is distinct from:

- Inquiry / Request for Service: A general or specific request for service or request for information regarding a municipal product or service made by a customer that is resolved at the point of service delivery;
- Feedback: An opinion, comment and expression of interest in a municipal program of service by a customer;
- Compliment: An expression of approval for a municipal service, staff member, program, product or process;
- Suggestion: An idea submitted to the Municipality of St.-Charles by a customer with the aim of improving services, programs, products or processes.

The Chief Administrative Officer (CAO), Clerk and / or Council shall be consulted only as deemed appropriate by the Department Head or depending on the nature of the complaint.

This Policy does not include complaints by employees.

Definitions

“Anonymous complaint” means an expression of dissatisfaction relating to the Municipality’s programs, services, facilities and employees and / or By-Law complaints that does not contain the complainants name and contact information.

“Complaint” means an expression of dissatisfaction relating to the Municipality’s programs, services, facilities and employees and / or By-Law complaints. A complaint is different from a request for service, inquiry, feedback, compliment, or suggestion.

“Complainant” means the person who is dissatisfied and filing a complaint. A third party, which could include a member of Council, could report a complaint on behalf of the complainant with their consent.

“Compliment” means an expression of appreciation relating to the Municipality’s programs, services, facilities and employees. This type of communication does not require a response.

“Inquiry” means a general or specific request for information relating to the Municipality’s programs, services, facilities and employees.

“Feedback” or **“Suggestion”** means an opinion, comment and expression of interest relating to the Municipality’s programs, services, facilities and employees or an idea

submitted to the Municipality with the aim of improving programs, services or facilities. This type of communication does not require a response.

“Investigator” means the employee(s) assigned to investigate a specific Complaint.

“Officer” means a Municipal By-Law Enforcement Officer, a Building Inspector, a Property Standards Officer, a Chief Building Official or anyone appointed by the Municipality of St.-Charles to enforce the provisions of the applicable By-Law.

“Request for Service” means a request made by a member of the public for a specific service provided by the Municipality. For example, a request for service may include but is not limited to a request to repair / maintain a street surface, report an issue relating to municipal services, or report damage to a facility or park. This type of communication does not require a response.

“Frivolous or Vexatious Complaint” means the Complaint is initiated with malicious intent or is part of a pattern of conduct by the Complainant that amounts to an abuse of the Complaint process. For greater clarity “frivolous” and “vexatious” means lacking basis or merit; a matter that has little prospect of success; no serious purpose of value; without reasonable or probable cause or excuse; harassing; annoying; retaliatory or repetitive; instituted maliciously or on the basis of improper motives; intended to embarrass, harass or to be a nuisance.

Responsibilities

Employees are responsible to ensure that they have knowledge of and understand the Municipality's requirement to receive and track complaints, the process through which a complaint can be made and the service standards that apply to complaints. They are also responsible for receiving, tracking and responding to complaints as deemed appropriate or required by their position.

Department Heads and Managers are responsible to ensure that all employees within their department are aware of and understand this Policy and for facilitating a prompt response to all complaints to ensure that service standards are achieved.

Department Heads, Managers, Chief Administrative Officer, Municipal Law Enforcement Officer and Clerk are responsible for investigating Complaints in accordance with this Policy.

Any dispute from the public regarding any provision of this policy shall be referred to the Chief Administrative Officer, who shall be responsible for clarifying and resolving any ambiguity which may exist within this policy.

As per By-Law 2018-66 – Being a By-Law to Authorize the Adoption of a Council Code of Conduct:

“6.7.2 Operational inquiries and complaints received from the public shall be addressed by Members as follows:

- a) Members who are approached by the public with inquiries / complaints regarding operational matters should encourage the party to contact the appropriate department for review / resolution;
- b) where the member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the inquiry / complaint and advise them that the matter will be referred to the CAO for review / resolution;
- c) members of the public should be encouraged to provide their issues / matters of concern in writing to the appropriate department;
- d) where the inquiry / complaint is not resolved to the satisfaction of the member of the public, the Member shall refer the member of the public to the Municipality's complaint policy for any further action, or place the matter on an agenda to be dealt with by Council or the appropriate Committee.

The Municipality will make every effort to resolve complaints received in a timely, courteous, impartial and professional manner.

All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

Procedure

A complaint may be made in a number of ways:

- in person or by mail at the Municipal Office at 2 King St East, ON P0M 2W0;
- online at www.stcharlesontario.ca where a fillable online form will be provided. The form can be directly submitted through the website, or printed to submit in person; or
- by phone at 705-867-2032.
 - verbal complaints received by phone must be documented in writing by the staff member receiving the complaint, must include the same information that is required for complaints submitted in writing and the complaint must indicate that the complainant has given their consent.

Complaints regarding by-law violations will be investigated and processed in accordance with the provisions of the applicable legislation and by the applicable Officer.

All Complaints must be filed as soon as possible following the occurrence of the incident, or upon identification of the issue.

A Complaint shall include the following information:

- Contact information of the complainant;

- Date and time of occurrence;
- Specific details to be considered in the investigation;
- Details of, where it occurred, and who was involved (if applicable); and,
- Signature and date.

Complaints lacking sufficient information may not be investigated. Frivolous or Vexatious complaints, as determined by the CAO or designate in consultation with the appropriate Department Head, may not be investigated. Anonymous complaints are difficult, if not impossible, to assess or investigate and **will not** be dealt with through the complaint handling process.

Once a complaint is received, staff will document the complaint and the complaint will be forwarded to the appropriate department for investigation and action. Within 5 (five) business days of receipt of the complaint, an acknowledgement will be provided to the complainant either in person at the point of service by the staff member receiving it, by phone or in writing (by e-mail or mail). The acknowledgement will identify who will be assigned to investigate and follow up on the complaint as well as their contact information.

The Investigator assigned to the Complaint shall review the issues identified by the Complainant and in doing so may review relevant municipal and provincial legislation, relevant municipal policies and procedures, interview employees or persons external to the municipality, review file documents, identify actions that may be taken to address the complaint or improve municipal operations.

Within thirty (30) business days of receipt of a Complaint, the Investigator shall provide a response in writing to the Complainant and will include:

- whether the complaint was validated;
- if the complaint is not validated, provide reason(s) for their decision; and
- any actions the Municipality has or will take as a result of the complaint.

If a resolution is unable to be provided within thirty (30) business days, the complainant shall be notified of the delay and an estimate of when a response will be provided.

Complaints that can be resolved quickly or easily may combine the acknowledgement and final response within the five (5) business days' time period.

Once the Municipality has communicated the decision to the complainant, there is no appeal process at the municipal level. Complainants that are dissatisfied with the outcome or process may submit a complaint to the Office of the Ombudsman at www.ombudsman.on.ca. The Ontario Ombudsman has authority to look at how the issue was handled at the local level, the steps taken, and the outcome. The Ombudsman has authority to consider whether the process was fair, transparent, and in accordance with the applicable policies and by-laws of the municipality.

Confidentiality

All complaints will be dealt with in a confidential manner according to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) as amended. Information will be collected, used and disclosed in accordance with the MFIPPA rules. The identity of the complainant will be made known only to those who need to know in order to consider the complaint. All participants in the complaints process shall keep details of the complaint confidential except as may be required by law.

Complaints received by one department are to be limited to that specific department unless the complaint involves more than one department.

Attachments

- Complaint Form

Policy Review

The Municipality of St.-Charles will review this Policy within four (4) years of the date of the last review.

Dated at St.-Charles, Ontario, this 20th day of April, 2022.

X

Paul Schoppmann
Mayor

X

Tammy Godden
Clerk



COMPLAINT FORM (Policy PR-001)
THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES
PO Box 70, 2 King Street East,
St.-Charles, Ontario P0M 2W0
Tel: 705-867-2032 Fax: 705-867-5789

Occurrence # _____ Date (DD/MM/YYYY): _____ Time: _____

Complainant Name: _____

Address: _____ City: _____

Postal Code: _____ Home Phone / Cell Phone: _____

E-mail Address: _____

What is your preferred method of communication: _____

Description of Complaint: *(Please include details of the matter such as date(s), time(s), specific location, and background information. Please use the back of this form if further space is required, additional information, such as relevant photographs, can be attached to this form but if used the person who provided them may be summoned to Court):*

Signature of Complainant: _____

(Please note: Unsigned and/or incomplete forms will not be processed. Any complaints received electronically are deemed to be signed.)

FOR ADMINISTRATIVE USE ONLY

Complaint Received by: _____ Date: _____

Complaint Entered Into OS Ticket: ☐ Yes ☐ No Ticket #: _____

Department Forwarded to: _____

Acknowledgment of Complaint

Complaints will be acknowledged within two (2) business days of receipt of complaint. Complaints received electronically, will be acknowledged by e-mail.
Complaints received in person may be acknowledged at the point of service by the staff member receiving the form or will be acknowledged by letter.

Acknowledgment Date: _____ Acknowledgment Method: _____

Staff Signature _____

Thank you for taking the time to inform us of your concerns. As per the municipal Complaint Policy, a response to your complaint will be provided within twenty (20) business days of the receipt of the complaint. If you have any questions or concerns during the process, please contact the Municipal Office.

Notice of Collection: The personal information collected on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used to receive and investigate public complaints. Questions about this collection can be directed to the Municipal Clerk.



Municipality of St.-Charles

**Building Controls and Bylaw Department
For Consideration by Council**

**RE: Building and Bylaw Report
First Quarter 2022**

OBJECTIVE:	To update Council on the initiatives and activities of the Building Control and Bylaw Department.
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BACKGROUND:

The quarterly activity report was developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Building Controls and Bylaw Services to Council and ratepayers.

ANALYSIS:

The Building Controls Department is responsible for administering and enforcing the Ontario Building Code Act and its Regulations and the Zoning By-law. This is done through plans examination, issuing the appropriate building permits and conducting site visits at various stages of construction. The Bylaw Service Department upholds the bylaws governing the municipality. Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- **Ensure Community Safety**
- **Ensure timely knowledge of policies, By-Laws, and Building Controls**
- **Provide personalized and efficient customer service**

Respectfully submitted by Andrea Tarini – Chief Building Official

BUILDING CONTROLS DEPARTMENT REPORTING

Training, Conferences/Meetings, and Highlights for this quarter

The CBO virtually attended the following meetings:

- Northern Lights OBOA chapter meeting.
- Learning sessions that were offered through MPAC regarding their processes.
- Clerks Forum for a session related to Short Term Rentals.

Quarterly update:

While it has been a slower start to the first quarter as far as issuing building permits are concerned, there are a number of applications waiting to be issued, including a few new home starts. The department is also working closely with department heads to advance the subdivision development off of Bedard Road.

BUILDING PERMITS ISSUED YTD COMPARISON (Jan 1 – Mar 31)

	2022 Permit Information		2021 Permit Information		2020 Permit Information	
Type of Permit	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
<u>Residential Construction</u>						
New Building Construction	0	\$0.00	3	\$539,840.00	1	\$311,260.00
Secondary Dwelling	0	\$0.00	NA*	NA*	NA*	NA*
New Accessory Structure	2	\$84,000.00	4	\$119,460.00	0	\$0.00
New Accessory Structure with plumbing	0	\$0.00	NA*	NA*	NA*	NA*
Install/Erect/Replace	0	\$0.00	2	\$7,000.00	0	\$0.00
Renovation/Alter/Repair	3	\$37,125.00	1	\$10,000.00	1	\$3,500.00
Renovation/Alter/Repair with plumbing	0	\$0.00	NA*	NA*	NA*	NA*
Demolish	0	\$0.00	2	\$2,000.00	1	\$1,000.00
Addition	0	\$0.00	0	\$0.00	0	\$0.00
Addition with plumbing	0	\$0.00	NA*	NA*	NA*	NA*
Siding	0	\$0.00	NA*	NA*	NA*	NA*
Weeping tile	0	\$0.00	NA*	NA*	NA*	NA*
Total Res. Construction	5	\$121,125.00	12	\$678,300.00	3	\$315,760.00
<u>Other Construction</u>						
Commercial	0	\$0.00	0	\$0	0	\$0
Industrial	0	\$0.00	0	\$0	0	\$0
Government/Institutional	0	\$0.00	0	\$0	1	\$20,000.00
Total Other Construction	0	\$0.00	0	\$0	0	\$0
Total Construction	5	\$121,125.00	12	\$678,300.00	7	\$335,760.00
Building Permit Fees	\$1,847.50		\$11,382.90		\$3,427.60	

***Separate stats were not collected for these line items.**

PERMIT STATS BY QUARTER

Type of Permit	1 st Quarter		2nd Quarter		3 rd Quarter		4 th Quarter	
	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value
Residential Construction	5	\$121,125.00	-	-	-	-	-	-
Commercial	0	\$0.00	-	-	-	-	-	-
Industrial	0	\$0.00	-	-	-	-	-	-
Government/Institutional	0	\$0.00	-	-	-	-	-	-
Total Construction	5	\$121,125.00	-	-	-	-	-	-
Building Permit Fees YTD	\$1,847.50		-		-		-	

BUILDING CONTROLS STATISTICS

The following chart shows the number and type of building permits that were issued in St.-Charles in 2020 and lists past totals. The average working days to issue is a measure of efficiency of the building department.

Item	Q1	Q2	Q3	Q4	2022 Year to Date	2021 Total	2020 Total	2019 Total	2018 Total
Applications	14	-	-	-	14	67	53	38	41
Permits Issued	5	-	-	-	5	56	47	35	41
House Permit - Average working days to issue	2	-	-	-	2	3.25	5	5	3.0
Actual House Building Permits issued	5	-	-	-	5	56	47	31	39
Small Building - Average working days to issue	0	-	-	-	0	0	0	0	3.5
Actual Small Building Permits issued	0	-	-	-	0	0	0	0	2
Large Building - Average working days to issue	0	-	-	-	0	0	3	3	4.5
Actual Large Building Permits issued	0	-	-	-	0	0	1	4	3
Complex Building Average working days to issue	0	-	-	-	0	0	0	0	8
Actual Complex Building Permits issued	0	-	-	-	0	0	0	0	1
Total Inspections	21	-	-	-	21	266	142	86	87

- Inspections include, but not limited to, preconstruction site inspection, footings, foundation, drainage/weeping tile, concrete slab, plumbing rough-in, framing, insulation, vapor/air barrier, heating, occupancy, fire protection, final inspection.
- Average working days to issue a building permit are a measure of the service level of the building department. The Ontario Building Code prescribes the maximum time allowable to issue a building permit once the application is complete. House permits are to be issued in 10 business days, Small and Large Buildings are to be issued in 15 business days Complex buildings are to be issued in 30 business day

SHARED SERVICE REPORTING

PERCENTAGE OF PERMITS AND INSPECTIONS BY MUNICIPALITY

The following table reports the number of permits that have been issued in each member municipality and the number of building inspections that have occurred and reports both numbers as a percentage.

	French River	Killarney	St. Charles	Total
Permits Issued to Date January 1 – March 31	17	3	5	25
Permit Percentage	68.0%	12.0%	20.0%	100.0%
Inspections to Date January 1 - March 31	45	14	21	80
Inspection Percentage	56.25%	17.5%	26.25%	100.0%

ESTIMATED TIME SPENT BASED ON PERMIT TYPE

SEBBS has created a formula for representing the amount of time spent in each municipality based on the types of permits that are received. This information is meant to help compare the building related workload and time spent in each Municipality.

Each type of permit is given an average amount of time that it would take to review, issue, and inspect. The following chart shows the estimated time that will be spent in each municipality based on the first quarter permit application.

Type of Permit (hours)	French River	Killarney	St. Charles	Total
New Building Construction (10)	50	0	0	
New Accessory Structure (4)	12	8	8	
New Accessory Structure w/plumbing (4.5)	0	0	0	
Install/Erect/Replace (2.5)	0	0	0	
Renovation/Alter/Repair (4)	4	4	12	
Renovation/Alter/Repair with plumbing (4.5)	0	0	0	
Demolish (1.5)	3	0	0	
Addition no plumbing (8)	0	0	0	
Addition with plumbing (8.5)	0	0	0	
Siding (1.5)	0	0	0	
Weeping tile (2)	0	0	0	
Commercial* (18.5)	111	0	0	
Total Hours	180	12	20	212
Percentage of hours	84.91%	5.66%	9.43%	100.0%

**Estimated Time Spent on Each Permit Type is measured in hours and includes where applicable: application review, general correspondence, plans examination, issuing permit, footing inspection, foundation inspection, groundwork plumbing inspection, framing inspection, rough in plumbing inspection, insulation and vapor barrier inspection, HVAC inspection, occupancy inspection and final inspection as applicable to each permit type.

MUNICIPAL LAW ENFORCEMENT REPORTING

Bylaw updates

The department is preparing information on Short Term Rentals including a draft licensing bylaw. The AMP's Bylaw is being prepared along with Noise By-law. A review of Property Standards will also be coming to council in the coming months.

COMPLAINTS BY CATEGORY

Complaints *Only formal complaints are tracked*	Q1	Q2	Q3	Q4	2022 Year to date	2021 Total	2020 Total
Property Maintenance/ Clean Yard	0	0	0	0	0	7	9
Snow Removal	0	0	0	0	0	0	3
Zoning	0	0	0	0	0	1	1
Building without a permit	0	0	0	0	0	2	0
Drainage	0	0	0	0	0	1	1
Other	0	0	0	0	0	2	1
GRAND TOTAL	0	0	0	0	0	13	15

COMPLAINTS (OPEN, CLOSED, ONGOING)

Complaints *Only formal complaints are tracked	Q1	Open (received in the last 30 days)	Closed	Ongoing/In Progress (longer than 30 days to close)
Property Maintenance/ Clean Yard	0	0	0	2
Snow Removal	0	0	0	0
Zoning	0	0	0	1
Building without a permit	0	0	0	0
Drainage	0	0	0	0
Other	0	0	0	0
GRAND TOTAL	0	0	0	0

Ongoing/ In progress issues include properties that are working to be cleaned up and more complex zoning issues that are being addressed.

Report to Municipal Council



Meeting Date: April 20, 2022	Report Date: April 11, 2022
Decision Requested: Yes	Priority: Medium
Direction Only: No	Type of Meeting: RMC

Report Title: Appointment of Volunteer Firefighters M Belanger & S Roberts

Recommendation:

Appoint Mr. M. Belanger and Ms. S. Roberts to the position of Probationary Firefighter for a period of one (1) year at which point, through the Fire Chiefs discretion, the probationary title may be dropped.

Background:

Mr. Belanger is new to the St.-Charles community but has resided in Northern Ontario his whole life. He moved to the area earlier this year and had been looking for meaningful ways to get involved with the community prior to moving. He brings valuable experience to the department having worked for the MNR as both a Fire Ranger and detection pilot for many years.

Ms. Roberts is also a new resident to the St.-Charles area being here for about one (1) year. She is a community-oriented individual believing in service to the community, volunteerism, and personal challenge.

Analysis:

Both individuals have fulfilled the hiring requirements, are eager, and able to serve the community. They have regular work schedules with excellent availability, including during day-time hours. I do not anticipate any issues with either candidate completing the required training and look forward to working with them for many years to come.

Prepared by: James D. Bertoia, Fire Chief

Report to Municipal Council



Meeting Date: April 20, 2022	Report Date: April 11, 2022
Decision Requested: No	Priority: Medium
Direction Only: Yes	Type of Meeting: RMC

Report Title: Community Risk Assessment

Recommendations:

Review and accept the 2022 Risk Assessment as presented and utilize to inform Fire Department Decision making for the next four (4) years.

Overview:

Community Risk Assessments are to be completed every four (4) years and reviewed annually. The previous risk assessment was completed in 2014 and has been reviewed annually.

Detail is included in the Risk Assessment document attached.

This Risk Assessment was presented to the Protection of Persons and Property Committee on April 8th and has been updated with the input received.

Prepared by: James D. Bertoia, Fire Chief



St Charles Fire Department
Community Risk Assessment
2022

Prepared By:

Fire Chief James Bertoia

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Section 1: Administration

Introduction:

Community Risk Assessments enable Fire Departments to make informed decisions about the types and levels of fire protection services they will provide based on identified risks in their response areas.

Risk is defined as a measure of the probability verse consequence of an adverse effect to health, property, organization, environment, or community because of an event, activity or operation.

By identifying fire and life safety risks within the community and prioritizing them based on probability and impact, fire departments may determine which risks to address and how to address them. Risk assessments further allow Fire Departments to ensure their levels of service, programs and activities for public fire safety education, Fire Code inspections and enforcement, and emergency response directly address the identified risks and are most effective at preventing and mitigating them.

The *Fire Protection and Prevention Act, 1997 (FPPA)* mandates that all Ontario municipalities shall establish a program including public fire safety education and components of fire prevention and provide fire protection services as it determines necessary in accordance with its needs.

To meet these obligations, municipalities must make informed decisions regarding the types and levels of fire protection services provided. Understanding risks faced by the community assists in making informed decisions about risk treatment options and the provision of fire protection services.

Ontario Regulation 378/18: Community Risk Assessments (O. Reg. 378/18) requires that every municipality and every fire department complete a community risk assessment and use it in their decision-making process.

The Community Risk Assessment is an in-depth and comprehensive assessment of risk, based on nine mandatory profiles. These profiles were determined from examining various current industry models on risk assessment.

1. Geographic Profile
2. Building Stock Profile
3. Critical Infrastructure Profile
4. Demographic Profile
5. Hazard Profile
6. Public Safety Response Profile
7. Community Services Profile
8. Economic Profile
9. Past Loss and Event History Profile.

The information and data gathered to address each profile will assist in determining and prioritizing the risk.

The Emergency Management and Civil Protection Act (EMCPA) requires every municipality to conduct an all-hazards risk assessment, which informs continuous improvement of emergency management programs and improves public safety. A completed Hazard Identification Risk Assessment ([HIRA](#)) may provide some of the information/data required to fulfil the needs of a Community Risk Assessment under O. Reg. 378/18, although there will be specific fire related information that is not contained in the HIRA that will be gathered as part of this process. The HIRA and the Community Risk Assessment are separate processes but should be viewed as complementary to one another.

Conducting the Risk Assessment:

The first step in conducting a Community Risk Assessment is to identify the various fire and life safety risks in the community. This was completed by gathering data about community make-up and activities occurring here.

O. Reg. 378/18 requires fire departments to consider the previously mentioned nine (9) profiles when completing their community risk assessment to ensure the risk assessment best considers all potential risks in the community.

Data was collected for each of these profiles to identify the fire and life safety risks that could impact the community. Methods of data collection include: Office of the Fire Marshal and Emergency Management, Statistics Canada, Personal Interviews, Geographic Analysis with Ministry of Natural Resources, Informal Data collected through visual (driven) inspection of the municipality.

The collected data was organized using provided worksheets 1 through 9 to match the required profiles. Fire and emergency risks and issues / concerns were noted in the appropriate sections before being interpreted and action plans developed. Contextual commentary is provided in each section of the Data Presentation before reaching the interpretation and analysis section.

The completed worksheets along with below probability vs. consequence matrix were used to develop this final easily understood document.

Probability Levels

Description	Specifics
Rare	May occur in exceptional circumstances, no incidents in past 15 years.
Unlikely	Could occur at some point, especially with circumstance change. 5 to 15 years since last incident
Possible	Might occur under current circumstances, one (1) incident in past five (5) years
Likely	Will likely occur at some point under current circumstances, multiple incidents in past 5 years.
Almost Certain	Expected to occur unless circumstances change, multiple incidents this past year.

Consequence Levels

Description	Specifics
Insignificant	No life safety issue, with limited/no property loss, and no impact to local economy or general living conditions
Minor	Potential life safety issue, with minor property loss, and minimal impact to local economy or general living conditions
Moderate	Threat to life safety of residents, with moderate property loss, and poses threat to the local economy or general living conditions along with general impact to quality of the environment
Major	Potential for large loss of life, resulting in significant property loss, and a major threat to businesses, economy, tourism, and environmental impact
Catastrophic	Significant loss of life, property damage to a significant portion of the municipality while creating long term disruption to business, employment and environmental damage may result in long term evacuation of residents.

Risk Level Matrix

Risk Level Matrix

Probability

ALMOST CERTAIN

LIKELY

POSSIBLE

UNLIKELY

RARE

Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk
INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC

Consequence

Data Collection Resources and References:

1. Office of the Fire Marshal and Emergency Management – Profile, Past event history
2. Statistics Canada – Demographic Information
3. Ministry of Natural Resources Forestry – Geographic Profile
4. St Charles Fire Department – Historical Records and previous Risk Assessments
5. Municipality of St Charles – Emergency Management HIRA
6. Mr. Denis Turcot – CAO for Municipality of St Charles– Personal Interview
7. Mr. Paul Proulx – Deputy Fire Chief, St Charles Fire Department– Personal Interview
8. CGIS – Building Stock Information

Section 2: Data Presentation

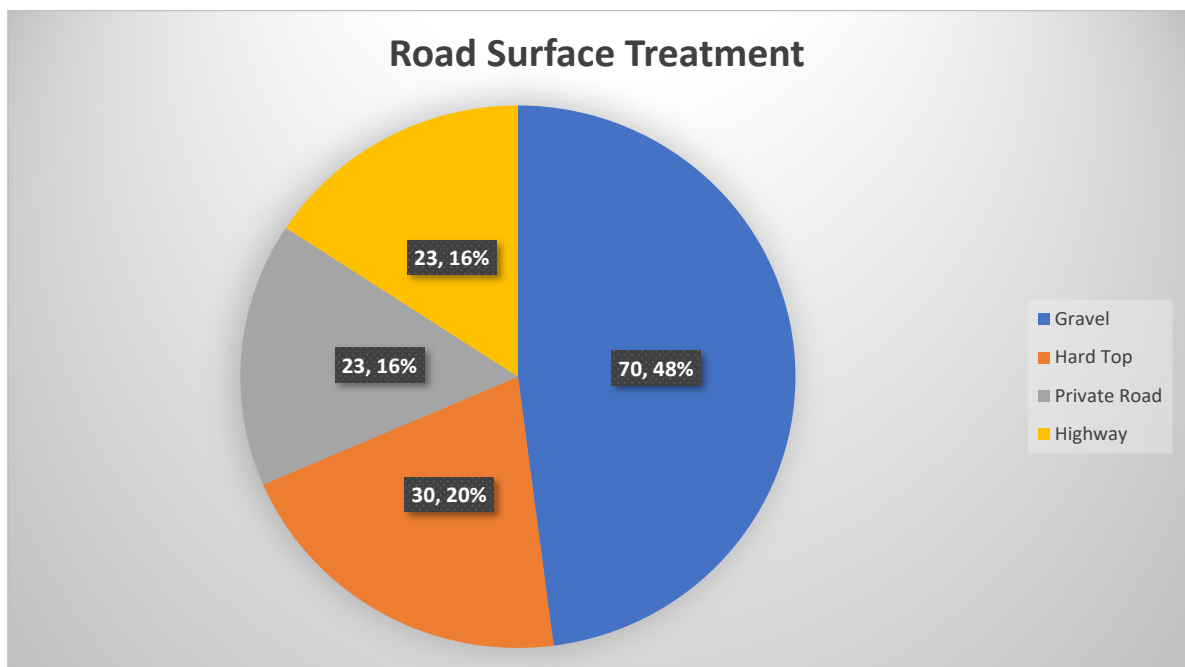
Geographic Profile

Purpose: To identify geographic (including developed features) features and their potential impacts to Fire Service Delivery.

Commentary: We service a vast area with pockets of development sporadically placed throughout the service area. The geographic features identified play significant roles in our ability to provide fire suppression and prevention services throughout the municipality.

Geographic Feature	Potential Impact
Lake Nipissing (West Arm of)	<ul style="list-style-type: none">• Increased response time to properties on east side of the lake. (Musky Island Rd. & Dumart Rd.)• Seasonal recreational/tourist activities impact public fire safety education and Fire Code inspection's/enforcement activities are difficult.• Many water accessible properties limits fire fighting ability.• Potential need for water and/or ice rescue
Nepewassi Lake & River	<ul style="list-style-type: none">• Increased response time to properties on Northwest side of the lake. (Bradley Rd., Crawford Rd., Snodden Rd., Parts of Nepewassi Lake Rd., Northern Central Rd., Ashick Rd., Rainville Rd., Pine Cove Rd.)• Seasonal recreational/tourist activities impact public fire safety education.• Fire Code inspections and enforcement activities are difficult due to transit time.
Highway incl. Bridges	<ul style="list-style-type: none">• Allows efficient transit to North and South Ends of the Municipality.• Nepewassi River Bridge, North of town site, primary means of response north of the river. Loss of this bridge would extend response time by ~20minutes.• West Arm bridges - Only means of access to the Island, and only southern route out of the municipality. Loss of bridge would eliminate ability to respond to any emergency on the island.
Road Network	<ul style="list-style-type: none">• Majority of road network is gravel, maintained by municipal public works.• Roads are subject to variability in surface condition based on maintenance schedules (and weather implications) leading to variability in response times.• Rates of speed diminished.• Increased vehicle traffic during summer months.• Private roads have inconsistent/ nonexistent maintenance, especially during winter months may leave these roads impassible for

	emergency vehicles. Homeowner education and increased protection steps essential
Wildland/Farm/Urban Interface	<ul style="list-style-type: none"> Community located in center of dense boreal forest with significant fuel load. Significant portions of farm field border the forest providing for fast moving ground fires. Town site is closely surrounded by forest, ability for wildland fires to extend into structures - and vice versa - is present.
Limited natural water availability	<ul style="list-style-type: none"> No significant water sources available close to the town site. Any close water is shallow creeks which are unusable during winter months and may dry up during a summer drought. Long water shuttle operation if town water reserve inadequate.
Cloutier Rd Bridge	<ul style="list-style-type: none"> Only access to properties on other side of river, without bridge we have no access for fire suppression or EMS response Bridge is privately maintained with no specified load limit, Winter maintenance may impact accessibility



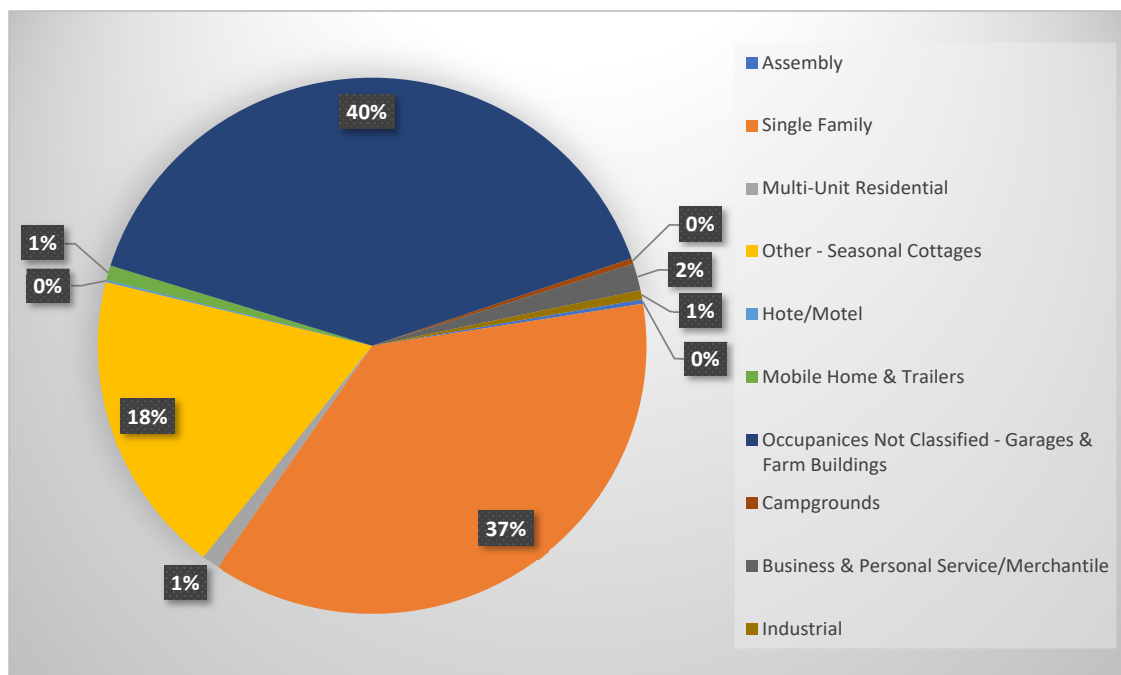
*Note: two numbers (KM and % of surface) are identified for each road surface

Building Stock Profile

Purpose: To quantitatively document and analyse structures within the municipality while identifying issues and concerns within the common building types

Commentary: The majority of structures within the municipality were constructed prior to 1975, and prior to significant building code & building office oversight/documentation. 39% of structures are single family residential, with a further 19% being seasonal residential. Most structures are 50+ years of age with the largest and oldest structure being the church.

The largest 40% portion of structures are non-classified, this includes farm outbuildings and garages. This number is an estimate based on available data, as no concrete data set exists. The base number was collected by the public works manager in 2011, and we extrapolated the current number by adding building permits while deducting the number of demolition permits taken since 2011.



Issues and Concerns

Occupancy Classification	Issues / Concerns
Assembly	<ul style="list-style-type: none"> • Most buildings are 60+ years of age. • Do not have fire alarm systems and adequate detection equipment, none have sprinkler systems. • Potential overcrowding i.e.: host adherence to posted occupancy loads. • No hydrants to allow high water volume usage.
Single family	<ul style="list-style-type: none"> • Many houses built prior to OBC inception in 1975. • Wood frame construction, many with original wood siding, covered with vinyl or other combustible material. • Proximity of other structures, risk of exposure fires. • Most dwellings heat with propane or furnace oils, creating potential hazard and fuel source.
Multi-unit Residential	<ul style="list-style-type: none"> • See single family detail. • Fire separation integrity between units. • Early alert systems may not be installed in all instances. • Residents choosing not to evacuate during an alarm may cause significant loss of life or require multiple rescues. • Size of building will require mutual aid resources.
Hotel/Motel	<ul style="list-style-type: none"> • Lack of fire safety procedures. • Integrity of fire separation between units. • Fire alarms systems installed? • Size of building will require mutual aid resources.
Mobile Homes and Trailers	<ul style="list-style-type: none"> • Trailer parks are often crowded creating potential for rapid fire spread between units. • Do all units have working smoke, fire, and CO alarms. • Wildland interface is immediate.
Other	<ul style="list-style-type: none"> • Seasonal cottages are often left unattended during winter months. This may lead to extensive fire development prior to being alerted of its presence.
Business & Personal Service / Mercantile	<ul style="list-style-type: none"> • Working fire detection equipment. • Routes of egress clearly marked. • Fire safety planning often not completed. • No interior attack, may lead to significant property damage / loss as well as potentially serious economical impacts to the municipality.

Industrial	<ul style="list-style-type: none"> • Chemical Storage may lead to potential HazMat incidents. • Potential for long fire fighting engagements. • Has pre-planning been done / updated on these institutions? • Company (Enbridge) specific fire fighting policies and procedures may be in place and require fire departments to comply.
Occupancies not classified in OBC such as farm outbuildings.	<ul style="list-style-type: none"> • Unknown number of buildings on each property. • Many were not documented with the municipality when built, leading to potential risks of secondary exposure fires. • May be used to store accelerants and chemicals. • Some large barns used to house livestock with no fire protection. Heavy equipment required to completely extinguish any fire on site. • Old construction includes aged timber and siding that will burn hot and fast creating risk of ember started secondary fires.

Risk Classification

Occupancy Classification	Probability	Consequence	Assigned Risk Level
Assembly	Rare	Moderate	Low Risk
Single family	Likely	Moderate	Moderate Risk
Multi-unit Residential	Possible	Major	Moderate Risk
Hotel / Motel	Rare	Moderate	Low Risk
Mobile Homes and Trailers	Unlikely	Moderate	Moderate Risk
Other	Likely	Moderate	Moderate Risk
Business & Personal Service / Mercantile	Unlikely	Major	Moderate Risk
Industrial	Rare	Major	Moderate Risk
Occupancies not classified in OBC such as farm buildings.	Almost Certain	Moderate	High Risk

Critical Infrastructure Profile

Purpose: To identify critical infrastructure within the municipality that would lead to secondary emergencies outside of the fire service or directly impact the ability to deliver fire service.

Commentary: See worksheet below for issues and concerns

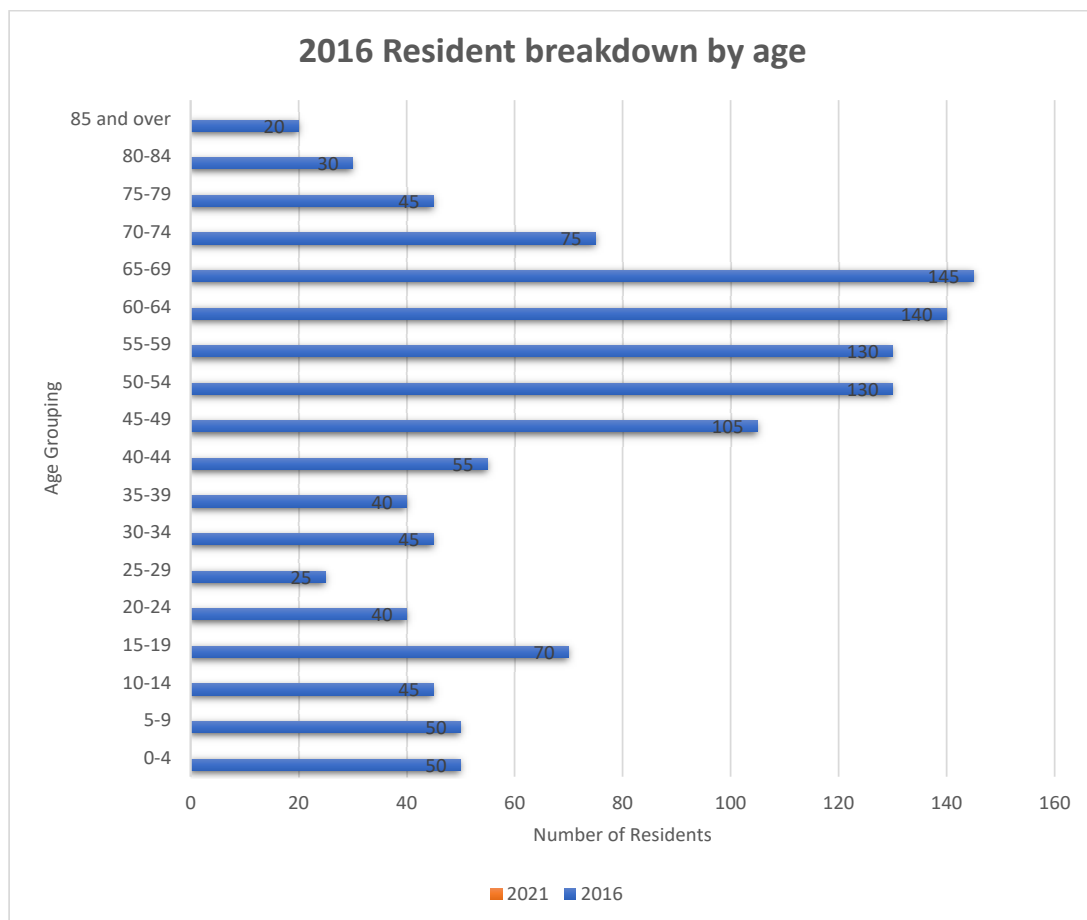
Identified Critical Infrastructure	Issues/Concerns
Electricity distribution	<ul style="list-style-type: none">• Downed Hydro Lines.• Lines inaccessible by road.• Telephone lines / cell towers go down.• Protracted events leading to loss of heat and water for residents.
West Arm Bridges	<ul style="list-style-type: none">• Series of two (2) bridges create the only southern route out of the municipality.• The northern most bridge is only access to the West Arm Island.• If northern bridge failed, we would not be able to respond for emergency services.
Nepewassi Bridge	<ul style="list-style-type: none">• Primary northern route to exit the municipality.• Loss of bridge will impact response times north of the bridge.
Telecommunication	<ul style="list-style-type: none">• Telephone lines/cell towers go down.• Eliminates communication ability during an emergency.
Seniors Residence	<ul style="list-style-type: none">• Large number of limited mobility people at risk if a fire occurs.• Evacuation ability.

Demographic Profile

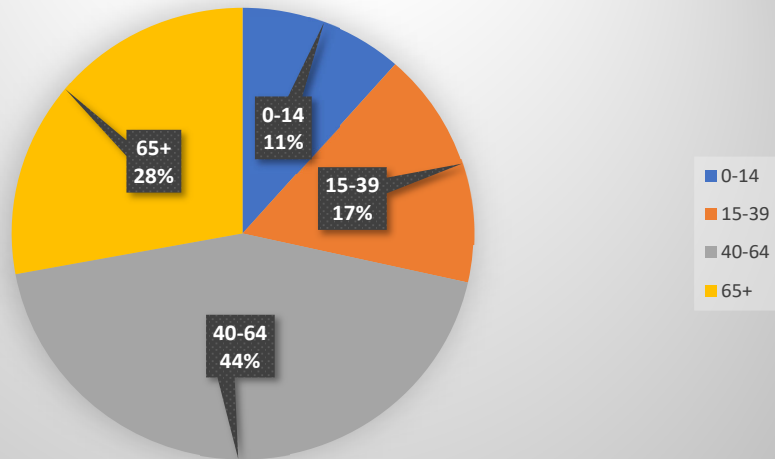
Purpose: To quantify the municipal population and identify issues and concerns based on major population groups.

Commentary: Data is based on 2016 census data as 2021 census data is incomplete for comparison. With the preliminary information available we have experienced a population increase of 88 (+/- 5) people to 1357 since 2016.

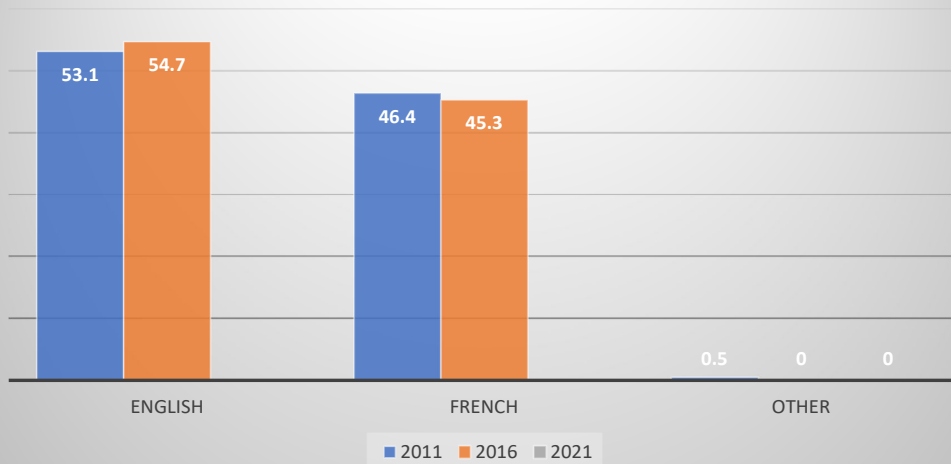
****Without further detail available for comparison we will use existing data for the purpose of this risk assessment. Data will be updated accordingly when available and if there is a significant change to the risks and mitigation strategies it will be reflected at the annual review period.**



Population - Percentage by Age - 2016



Fist Official Language Spoken - 2011 vs. 2016



Hazard Profile

Purpose: To identify naturally occurring hazards faced by the community and their likely impacts.

Commentary: The identified hazards are most prevalent in rural Ontario and have been experienced before by our municipality. We work towards mitigation of these events through both the fire department and municipality.

Identified Hazard	Probability	Consequence	Assigned Risk Level
Ice storm (power interruptions / disruptions in communications / delayed access)	Likely	Minor	Moderate
Flood (obstructed access / increased calls for rescue / assistance)	Possible	Minor	Moderate
Winter Storm (power interruptions / communications challenging / delayed access / concerns for wellbeing)	Likely	Minor	Moderate
Windstorm (power interruptions / delayed access / communication challenges)	Unlikely	Minor	Low
Forest Fire (resource draw / smoke / access / secondary fires)	Likely	Minor	Moderate

Public Safety Response

Purpose: To identify other parties which contribute to successful emergency responses.

Commentary: We have identified agencies which provide complementary services not provided by the St. Charles fire department.

Identified Public Safety Response Agency	Types of Incidents They Respond To	What is Their Role at the Incident	Issues/Concerns
Ontario Provincial Police	<ul style="list-style-type: none"> - MVC's - Fire Scenes - Emotionally charged incidents 	<ul style="list-style-type: none"> - Scene control - traffic control 	None
Manitoulin Sudbury EMS	<ul style="list-style-type: none"> - Medical Calls 	<ul style="list-style-type: none"> - Take control upon arrival - assume responsibility for patient care 	<ul style="list-style-type: none"> - FF trained to SFA level - Shall not exceed training level
Enbridge Gas Plant fire brigade	<ul style="list-style-type: none"> - Internal incidents on private property 	<ul style="list-style-type: none"> - provide direction to municipal fire department - activate shut offs and isolate affected structures - assist with fire suppression 	<ul style="list-style-type: none"> - FD initially provide a supportive response - fire team does not have structural capabilities.
French River Fire Department	<ul style="list-style-type: none"> - water rescue - off road rescues/ capabilities 	<ul style="list-style-type: none"> - Effect water rescue - provide support/ drivers for these rescues 	<ul style="list-style-type: none"> - no established agreement in place
North Bay Fire Rescue	<ul style="list-style-type: none"> - Hazardous Materials Response 	<ul style="list-style-type: none"> - Advise and stabilize as required 	<ul style="list-style-type: none"> - no established agreement in place - provincially mandated
Markstay Warren Fire Department	<ul style="list-style-type: none"> - Automatic Aid agreement for remote areas proximate to MWFD stations 	<ul style="list-style-type: none"> - provide initial scene stabilization and fire response 	None
West Nipissing Fire Department	<ul style="list-style-type: none"> - Automatic Aid agreement for remote areas proximate to WNFD stations 	<ul style="list-style-type: none"> - provide initial scene stabilization and fire response 	None

Community Services Response

Purpose: To identify community service partners who contribute to successful emergency responses, and post emergency support for those involved.

Commentary: We have identified agencies which provide complementary services to those displaced by emergencies.

Community Service Agencies	Types of Assistance They Can Provide	Issues/Concerns
Canadian Red Cross	<ul style="list-style-type: none">- Temporary shelter- Clothing & food following an incident- Aid in accessing longer term accommodations	None
Lions Club	<ul style="list-style-type: none">- Volunteer services (e.g., funding / physical labour / facilities)- Post fire supports for residents	None
DSSAB	<ul style="list-style-type: none">- Meal support for homebound patient- Community support workers- Lonely at home companions	None

Economic Profile

Purpose: To identify industrial or commercial (economic) sectors affecting the community that are critical to our financial sustainability.

Commentary: The municipality of St Charles is well positioned by having a diverse economic and tax base.

Business	Economic Impact
Enbridge Gas	Direct Tax base input – 1.6%
St Charles Food Market	Attraction for prospective home buyers

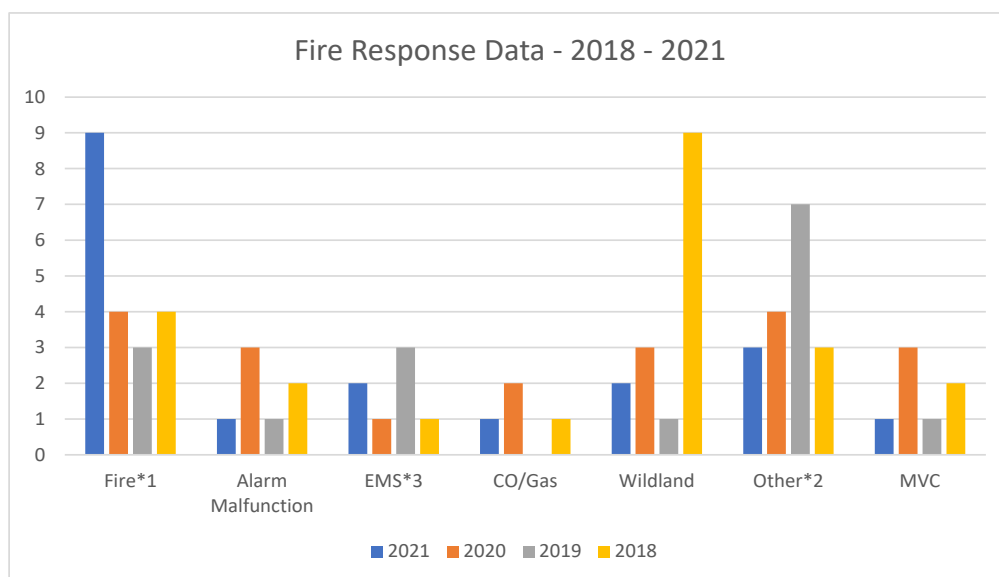
Past Loss and Event History

Purpose: To identify trends in emergency responses over the past 3 years. *Of note: we included a fourth year of data to identify a specific risk (wildland fires) to the municipality.*

Commentary: The Municipality of St Charles is fortunate when it comes to emergency responses by the Fire Department during the period reviewed. There were two (2) major outliers during this period. First, wildland fires in 2018. We experienced a significant rise in wildland fires, largely due to the lack of snow mass and dry spring of that year. Second, in 2021 we saw a large increase in the number of fire specific calls. Three of these fires were residential structures, however there were no injuries or fatalities. There are no injuries to any civilians or firefighters during his time, however there was one fatality in 2018.

Garage, barn, and shed fires account for the highest call numbers, however they are often associated with lower dollar losses involved. The most significant event occurred in June 2018, when two (2) houses and one (1) garage burned during the same event. There was a notable increase in intentionally set fires in 2021, with three (3) being identified. The most common cause of fire during this period was poor fireplace/chimney maintenance along with combustibles being stored near an ignition source.

Response Date for 2018-2021 is included below along with identified profile risks based on past loss history. I have included Dollar loss amounts as a reference point and benchmark for future Risk assessments.



Notes:

1. Fire: includes structure and vehicle
2. Other: includes Rescues; Power Lines; Highway Cleanup; Pre-fire
3. EMS: No tiered response agreement exists with Manitoulin-Sudbury EMS, however we do receive calls for forcible entry, lift assistance, and occasionally CPR. Historically, we have received 4-6 additional calls, direct to the fire chief, for support in difficult to access locations. The most common request is for assistance accessing a patient in medical distress beyond an ambulance accessible location often resulting in an extended response time by the OPP.

Past Loss and Event History Profile Risks				
Occupancy Type/Location	Causes	Probability	Consequence	Assigned Risk
Group C - Residential Low Density	Fire	Almost Certain	Moderate	High
Other Structures – Garage, Barn, Shed	Fire	Almost Certain	Minor	Moderate
Group C - Residential High Density	Smoke/CO Alarm activation	Almost Certain	Minor	Moderate
Wildland Fire	Fire	Almost Certain	Moderate	Moderate
Motor Vehicle Fire	Assorted	Likely	Minor	Moderate

Section 3: Data Analysis

Summary and Treatment of Risks

Geographic Risks	Risk Treatment
Distance and Infrastructures	Accept these risks as presented and understand that we have a vast municipality and that these are out of our control. Risks are mitigated through automatic aid agreements with neighbouring departments. I.e., Markstay Warren FD and the West Nipissing FD

Building Stock Risks	Risk Treatment
Unclassified Structures	Accept Risk - Response procedures and SOG's,
Multi-unit Residential (Seniors Residence & Geared to Income)	Mitigate and Accept Risk - Fire Prevention activities & Inspections. SOGs, Preplanning
Single Family Residential	Mitigate and Accept Risk - Fire Prevention activities & Inspections. SOGs, Preplanning
Mobile Homes and Trailers	Mitigate and Accept Risk - Fire Prevention activities & Inspections. SOGs, Preplanning.

Critical Infrastructure Risks	Risk Treatment
Telecommunication Systems	Mitigate - build redundancy
Bridges	Accept and Mitigate Risk - Response agreements, traffic signage and OPP support. Established detour knowledge
Electrical Systems	Accept and Mitigate Risk - Have plan for warming center/ shelter
Geared to Income Apartments	Accept and Mitigate Risk - Annual fire code inspections, presentations through seniors' club, FP information through seasonal newsletters

Demographic Risks	Risk Treatment
Farming Practices	Accept and Mitigate Risk - General farming practices may present fire safety concerns. Establish farm safety program focused on education and enforcement. Develop
Large seniors' population	Accept and Mitigate Risk - Large number of senior residents living independently in residential dwellings, or multi-unit residential settings. Identify high risk seniors for response protocols. Education and prevention essential
Summer tourist population growth	Accept and Mitigate Risk – Fire prevention through campgrounds and increase distribution of fire prevention information to seasonal properties.

Hazard Risks	Risk Treatment
Ice storm (power interruptions / disruptions in communications / delayed access)	Mitigate and Accept Risk - CEMC Preplanning, SOGS, Response planning, resource availability
Flood (obstructed access / increased calls for rescue / assistance)	Mitigate and Accept Risk - CEMC Preplanning, SOGS, Response planning, resource availability
Winter Storm (power interruptions / communications challenging / delayed access / concerns for wellbeing)	Mitigate and Accept Risk - CEMC Preplanning, SOGS, Response planning, resource availability
Forest Fire (resource draw / smoke / access / secondary fires)	Mitigate and Accept Risk - CEMC Preplanning, SOGS, Response planning, resource availability

Section 4: Fire Prevention Programs

Rational for Programing

Fire Prevention and Education programs are an essential part of the Ontario Fire Services. These programs exist to communicate Fire Prevention information to the residents of St. Charles and improve their in-home and on property safety. Residential fires and Carbon Monoxide incidents are the leading cause of injury and death within our municipality and as such is a principle focus of our fire prevention activities. While these have the highest risk to life, the highest occurrence rates in St. Charles are wildland and secondary structure fires.

Programs and Program Objectives

On-going prevention activities and individual objectives include:

1. Home Safety Inspections including secondary structures
 - a. Create a touchpoint between the fire department and homeowners
 - i. Especially independent seniors within the community, and
 - ii. Children living in the home
 - b. Ensure residence(s) have working smoke and CO detectors
 - c. Discuss fire evacuation plans
 - d. Fire extinguisher types and proper storage/usage
 - e. Inform our community of an annual identified risk
 - f. Inform residents of ways to reduce their household risk
 - g. Discuss ways to reduce fire risk in garages, sheds, and other secondary structures.
2. Quarterly Newsletter
 - a. Share relevant season specific information
 - b. Reliably reach all residents (seasonal and year-round)
 - c. Create a feeling of community engagement with the fire department
3. Fire Prevention week at the school
 - a. Ensure student safety
 - b. Interact with students to ease any fear of firefighters
 - c. Talk about the annual fire safety topic
 - d. Provide fire safety material and activities for the children.
4. Fire Smart Presentations (New for 2022)
 - a. With ever increasing frequency and intensity of wildland fires residents and owners of property need to take the appropriate steps to help reduce the fire risk on their properties
 - b. This program will share relevant local experience based on past events
 - c. Share best practices for yard maintenance to slow the spread of fire towards a residence of forested area

- d. Engage the community to reduce the fire risk and fire occurrence
 - e. Address our identified risk.
- 5. Carbon Monoxide Detector Exchange (New for 2022)
 - a. Ensure that each dwelling in St. Charles has working smoke and CO detectors.
 - b. Expand on the Enbridge Project Zero Grant to provide these detectors free of charge, while removing non-functional and expired units from the field.
 - c. Inform the community of the identified risk
 - d. Engage with community members to inform of steps that can be taken to reduce risk.
- 6. Campground Survey (New for 2022)
 - a. This multi-level program will be implemented over several years to ensure that the campground and vacation spots in our municipality remain safe and enjoyable for all who attend.
 - b. Identify all stakeholders
 - c. Collect specific fire department information to:
 - i. Help guide response protocols
 - ii. Develop fire prevention materials that are relevant to the campground patrons
 - d. Utilize gathered information to guide operations and prevention activities
 - e. Address similar concerns and information from the Fire Smart presentation
 - f. Educate owners & patrons on how they can have a fire safe summer
- 7. Farm Fire Safety (2023)
 - a. In development for 2023
 - b. Create dialogue between farmers and the fire department regarding farm-based fire safety concerns
 - c. Discuss concerns regarding firefighter safety in farm-based incidents
 - d. Discuss ways to reduce the risk of on farm fires
 - e. Integration of fire smart ideologies on the farm

Less structured fire prevention activities including historical events deferred due to Covid - 19 are:

- Annual Fish Fry
- Information Sessions
- Halloween
- School Visits and Firehall tours
- Big Bear Rally
- Family Tournaments – Baseball and Hockey

Indicators of Success & Evaluation

1. Home Safety Inspections including secondary structures
 - a. Reduced Fire Incidents
 - b. Reduction in identified fire safety concerns
 - c. Request for inspection and information
2. Quarterly Newsletter
 - a. Positive community feedback
 - b. Community engagement
3. Fire Prevention Week at the school
 - a. No identified deficiency with school safety plan and evacuation drill
 - b. Student engagement and questions during classroom visits.
4. Fire Smart Presentations
 - a. Attendance & Engagement
 - b. Limited fire loss from wildland fire
 - c. Requests for further information
 - d. Reduced calls for service
5. Carbon Monoxide Detector Exchange
 - a. Quantity of Detectors exchanged
 - b. Number of households impacted
 - c. Continue to have '0' CO losses
6. Campground Survey
 - a. Response rate
 - b. Campground implementation of fire department recommendations
 - c. Ability to develop prevention and education material to meet the needs of the owners and patrons of the campground facilities
 - d. Engagement with campers regarding identified fire concerns
7. Farm Fire Safety (2023)
 - a. Open Dialogue
 - b. TBD

Evaluation of these programs is an ongoing task for the department's leadership team. We critically examine each program and consider its objectives to determine if A) it was successful this year, and B) should it be continued in the future. If indicators of success are being met, we can reasonably say the program was successful. This evaluation can be summarized with three main questions and their follow up. 1) Were all objectives met? (Yes or No), 2) Did the prevention team have adequate training and knowledge to address and inform of the intended risk? (Yes or No), 3) Was the program cost effective both in time and money spent? (Yes or No)

Consequence of Failure (Impact)

Without fire prevention programming the number, frequency, and intensity of fire incidents will remain constant or could potentially increase. All fire events – Fire, CO, Motor Vehicle Accidents, Medical Assist – have real risk of injury or death associated. The programs identified in Section 4 strive to address and mitigate the risks associated with the hazards identified within this report.

Considerations for Services offered by the St. Charles Fire Department

The following services are proposed for further discussion and investigation as part of an Establishing & Regulating By-Law review:

1. Return to Offensive Fire Suppression (Interior Attack)
2. Amend E&R by-law to allow Fire Department access to water accessible properties for fire suppression and investigation where safe and prudent to do so.
3. Explore formalized tiered response agreements with Manitoulin-Sudbury EMS & OPP
4. Explore the need for an All-Terrain Vehicle within the municipal fleet

Report to Municipal Council



Meeting Date: April 20, 2022	Report Date: April 11, 2022
Decision Requested: No	Priority: Med
Direction Only: Yes	Type of Meeting: RMC

Report Title: Firefighter Certification & Minimum Standards

Recommendations:

For information only at this time, as final legislation has not been passed.

Overview:

In 2018, mandatory firefighter certification was rescinded by the Ontario government as the plan put forth was unsuccessful in achieving certification as intended.

In 2021, we had preliminary conversations at both the Committee and Council levels regarding the need for certification and its implications.

On January 28th, 2022, draft legislation was brought forth for review and comment from Fire Chiefs across the province. We attended multiple stakeholder meetings with the Office of the Fire Marshal, Ontario Association of Fire Chiefs, District Fire Associations, and local Mutual Aid Associations to discuss the implications of such demands on our departments. The OAFCA collected feedback and submitted a 130-page report to both the OFM and the province highlighting the concerns (with potential solutions) raised by its members.

The goal of this legislation is to create a minimum standard for firefighters in the Province of Ontario to ensure that standards are being established and met by departments across the province. Further, the goal of these standards is to improve firefighter safety, enhance capability and training, while improving interoperability through common standardized training.

We received an update from the OFM this week and expect to see the final draft passed as legislation later this spring.



Requirements for Fire Departments:

1. All firefighters must be certified to the level of service provided – as identified in our Establishing and Regulating By-Law – to the municipality.
2. Certification in core firefighting competencies – Exterior / Interior Fire Suppression, Auto Extrication, and Hazardous Materials – must be attained by July 1st, 2026
3. Certification for any rescue services must be attained by July 1st, 2028.
4. The opportunity for letters of compliance – core competencies - does exist until September of 2023 provided the firefighter meets the requisite criteria. No letters of compliance will be given for Prevention, Inspection / Investigation, Education or Training, and Senior Leadership.
5. All new members will have three **(3)** years to attain the minimum certifications. (First Aid, Fire Department Legislation, Hazardous Material Awareness, Firefighter 1 [or equivalent], **Pump Operations**)

Five (5) themes were highlighted through the report, and I have included changes from the final draft legislation.

1. OFMEM availability to support – Hiring 4 Instructors, 5 Program Coordinators; allow Fire Departments to share OFC training courses, support Incident Command and senior level training, and improve support to rural and northern Ontario.
2. Training and testing processes – Support testing with local proctors, shared training resources, support guideline development, e-testing, and expedited testing results.
3. Access to local training options – Improved access to regional training centers, ability to share learning contracts between departments, training for in house instructors.
4. Funding and costs – willing to further explore funding options and leverage the OFM position for bulk purchasing opportunities.
5. Recruitment and Retention of Volunteer Firefighters – provide support and guidance to fire departments with working groups and best practices.

Where do we stand:

The St. Charles Fire Department is in a reasonably good position. Our senior firefighters and leadership team were grandfathered in 2018 (FFI, FFII, HMA, HMOP). In 2020, I instituted the requirement for all firefighters to take First Aid, Legislation, and Hazardous Material Awareness training. We are at 100% training compliance in these courses and will be writing certification exams in the coming months.

The above-mentioned courses are the prerequisites for Firefighter I and II.



(NFPA 1001) Once completed it will allow us to apply for 'statements (letters) of compliance' for the remaining department members. New firefighters will be required to certify within three (3) years of appointment.

All existing firefighters with the SCFD will be grandfathered for Pump Operations, but future firefighters will be required to take the training as part of mandatory certification.

Expected Impacts:

No change to training contact hours. We are well positioned with our ongoing training, having 108 annual contact hours for skill maintenance and acquisition.

Recruit firefighters take a 20-hour recruit training course to cover basic firefighting competencies, safety, and personal protective equipment. The course objective is to ensure their safe operation at a fire scene in a supportive role prior to being fully trained on fire attack.

With existing contact hours, we can maintain our current service commitments, principally summarized as "Exterior Attack with Auto Extrication" while formalizing Pump Operations (mandatory) and interior attack if council so wishes. I will bring a separate report forward regarding the re-institution of interior attack services.

Financially, we will be impacted with firefighters requiring certification at a variety of levels. These will range from core competencies to multiple levels of fire prevention and officer training. Most training can be done internally, or through remote learning. There may be a need for firefighters to travel outside of the municipality for training we cannot provide or for some certification exams. As the province further develops their programing, we will get a better sense of the travel and training requirement. It is too early to identify the exact financial impacts of this added training requirement, however we do know a few components.

1. FF I & II training is covered during regular training hours and already budgeted for. We will need to assume certificate cost [\$65.00] and eventually move to the current edition of course text should the OFM fully base testing on the latest edition. [\$180.00/book set]
2. The prerequisites and onboarding course totals 57 hours of training that we are currently absorbing through existing annual budgets. (Hours [\$855.00] + certificates [\$130.00] = Cost of new firefighter [\$985.00] additional to regular training)
3. Any additional training courses typically have 30 contact hours (Hours [\$450.00] + textbooks [\$120.00 avg] + certificate [\$65.00] = per course



cost [\$635.00]) and any travel/accommodation per course.

4. Our current leadership team will be required to take/certify in a cumulative 32 courses, 14 of which must be completed by July 1, 2026. The estimated cost of this is \$20,320.00, with a minimum \$8,890.00 required before the 2026 deadline.
5. In 2022 we have firefighters attending 18 courses for an estimated in budget total of \$6,990.00 (Hours [\$5,100.00] + Books [\$720.00] + Certificates [\$1,170.00] = \$6,990.00)

Once we see a final version of the legislation, I will be able to present a more detailed financial impact analysis to Council.

Prepared by: James D. Bertoia, Fire Chief

Report to Municipal Council



Meeting Date: April 20, 2022	Report Date: April 11, 2022
Decision Requested: No	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: Lake Road and Casimir Road

Notice of pending work that will impact municipal services:

- Public Works has recognized that Lake Road and Casimir Road have deteriorated passed a point of repair and that they have entered a re-construction stage.
- The 2022 budget has allocated for roughly 2 - 3 kilometers of badly damaged sections to be replaced with crushed quarry A blasted gravel.
- Public Works will determine the worst sections to replace with gravel however these roads have deteriorated to a point where they both require attention and additional sections may have to also be reverted to gravel.
- In the near future and for the purposes of the Asset Management Plan, Council will be asked to set the service level for these roads: to remain asphalt or revert to gravel.

Prepared by: Travis De Benedet, Director of Operations

**THE CORPORATION OF THE MUNICIPALITY
OF ST.-CHARLES**

BY-LAW NUMBER 2022-14

**BEING A BY-LAW TO SET TAX RATIOS FOR MUNICIPAL PURPOSES
FOR THE YEAR 2022**

WHEREAS Section 308(4) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, states that a single tier Municipality shall pass a By-Law in each year to establish the tax ratios for that year for the Municipality;

AND WHEREAS the Municipality has chosen the starting ratios;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:

1. **THAT** for the taxation year 2022, the tax ratios for property in:

Property Class	Tax Ratio
Residential	1.000000
New Multi-residential	1.100000
Multi-residential	1.965708
Com. Occupied	1.599348
Com. Exc. Land	1.119544
Com. Vac. Land	1.119544
Ind. Occupied	1.100000
Ind. Exc. Land	0.770000
Ind. Vac. Land	0.770000
Landfills	1.650653
Pipelines	5.040094
Farm	0.250000
Managed Forests	0.250000

2. **THAT** all other By-Laws inconsistent with this By-Law are hereby repealed.
3. **THAT** this By-Law shall come into force and take effect on the day of the final passing thereof.

Page 1 of 2

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF APRIL 2022.**

MAYOR

CLERK

**THE CORPORATION OF THE MUNICIPALITY
OF ST.-CHARLES**

BY-LAW NUMBER 2022-15

**BEING A BY-LAW TO PROVIDE FOR THE ADOPTION OF THE CURRENT
ESTIMATES AND TAX RATES, AND TO FURTHER PROVIDE FOR PENALTY AND
INTEREST IN DEFAULT PAYMENT THEREOF AND FOR THE LEVY OF OTHER
CHARGES FOR 2022**

WHEREAS Section 290 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a local Municipality shall, in each year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the Municipality;

AND WHEREAS Council for the Corporation of the Municipality of St.-Charles has considered the estimates of the Municipality and boards thereof, and has determined the necessary sums to be raised by means of taxation for the year 2022;

AND WHEREAS all property assessment rolls on which the 2022 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act*, R.S.O. 1990, c. A.31, as amended, subject to appeals;

AND WHEREAS the property assessment has been determined on the basis of the aforementioned property assessment rolls;

AND WHEREAS Section 312(2) of the *Municipal Act, 2001* provides that Council for a local Municipality shall, each year, pass a By-Law levying a separate tax rate, as specified in the By-Law, on the assessment in each property class in the local Municipality rateable for local municipal purposes;

AND WHEREAS Section 307 and 308 of the said Act require tax rates to be established in the same proportion to tax ratios;

AND WHEREAS certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

AND WHEREAS Section 345 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that the Council of a local Municipality, in accordance with this section, may pass By-Laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

**NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE
MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:**

1.0.0 ADOPTION OF ANNUAL ESTIMATES

- 1.1.0 **THAT** the following sums to be raised by means of taxation for the year 2022;

Municipal purposes including PIL	\$ 2,508,111
Education purposes including PIL	\$ 327,375
TOTAL	\$ 2,835,486

- 1.2.0 **THAT** the 2022 levy for all purposes be set at \$2,835,486.

2.0.0 TAX RATES

- 2.1.0 **THAT** the tax rates as set out in Columns 2, 3 and 4 are hereby adopted to be applied against the whole of the assessment of real property classes as set out in Column 1, according to the last revised assessment roll:

Property Class	Municipal Tax Rate	Education Tax Rate	TOTAL Tax Rate
Residential	0.01272214	0.00153000	0.01425214
Multi-residential	0.02500801	0.00153000	0.02653801
Com. Occupied	0.02034713	0.00577910	0.02612623
Com. Exc. Land	0.01424300	0.00577910	0.02002210
Com. Vac. Land	0.01424300	0.00577910	0.02002210
Ind. Occupied	0.01399435	0.00000000	0.01399435
Ind. Exc. Land	0.00979605	0.00000000	0.00979605
Ind. Vac. Land	0.00979605	0.00000000	0.00979605
Landfills	0.02099984	0.00620364	0.02720348
Pipelines	0.06412078	0.00880000	0.07292078
Farm	0.00318054	0.00038250	0.00356304
Managed Forests	0.00318054	0.00038250	0.00356304

3.0.0 DUE DATES

3.1.0 **THAT** every owner of land for the Residential / Farm, Farmland, Pipeline, Commercial, Multi-Residential, and Industrial property classes shall be taxed according to the tax rates in this by-law and such tax shall become due and payable in (2) two installments as follows:

3.1.1 August 3rd, 2022 50% of the final levy rounded upwards to the next whole dollar

3.1.2 September 6th, 2022 the balance of the final levy

4.0.0 NOTICE TO TAXES

4.1.1 The Tax Collector shall, no later than twenty-one days prior to the due date of the first installment, mail or cause to be mailed to the address of the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice setting out the rates used in calculating the taxes, sewage service rates and other accounts, the respective dates by which they are to be paid to avoid penalty, and the particulars of the penalties imposed by this By-Law for default.

5.0.0 PAYMENT AND COLLECTION

5.1.0 Immediately after the due dates stated in Section 4.0.0 of this By-Law, the Tax Collector shall immediately collect at once, by distress or otherwise under the provisions of the statutes, all such installments or parts thereof that have not been paid on or before the respective dates provided, together with the said percentage penalty charges as they are incurred.

5.2.0 The Tax Collector is hereby authorized to accept part payment from time to time on account of any taxes or sewage service rates due, and to give a receipt for such part payment provided that acceptance of any such part payment shall not affect the collection of any percentage penalty charge imposed and collectable under this By-Law with respect to non-payment of taxes or of any installment thereof.

6.0.0 METHOD OF PAYMENT

6.1.0 Taxes shall be payable to the Corporation of the Municipality of St.-Charles and are payable:

6.1.1 at the Municipal Office, 2 King St E, St-Charles, Ontario

- 6.1.2 by first class mail to PO Box 70, St.-Charles, On, P0M 2W0
- 6.1.3 by internet banking
- 6.1.4 in person by interact
- 6.1.5 pre-authorized payments
- 6.1.6 by use of online service provided by www.PaySimply.ca

7.1.0 DEFAULT OF PAYMENT

- 7.1.0 Non-payment of any part of this installment, due by the dates stated in Section 3.0.0 shall constitute a default.
- 7.1.1 In default of payment of any part of the installments shall forthwith become due and payable.

8.0.0 PENALTY AND INTEREST CHARGES

- 8.1.0 On all taxes of the final levy, which are due and payable on August 3rd, 2022 a penalty of 1.25% shall be added on August 4th, 2022 and on the fourth day of every month thereafter that the taxes remain in default until December 31st, 2022.
- 8.1.1 On all taxes of the final levy which are due and payable on September 6th, 2022 a penalty of 1.25% shall be added on September 7th, 2022 and on the fourth day of every month thereafter that the taxes remain in default until December 31st, 2021.
- 8.1.2 Interest charges, not to exceed 1.25% each month of the amount of taxes due and unpaid, will be imposed for the non-payment of taxes on January 1st, 2023 and the fourth day of each month and every month the default continues.
- 8.1.3 Penalties and interest added on all taxes of the final tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid final tax levy.

9.0.0 ADDITIONAL TAXES

- 9.1.0 If any land liable to assessment has been in whole or in part omitted from the tax roll for the current year or for any part or all or either or both of the next two preceding years, and no taxes have been levied for the assessment omitted, the assessor shall make any assessment necessary to rectify the omission and the clerk of the municipality upon notification thereof shall enter the assessment on the tax roll and the taxes that would have been payable if the assessment had not been omitted shall be levied and collected.
- 9.1.1 If, after notices of assessment have been given under section 31 and before the last day of the taxation year for which taxes are levied on the assessment referred to in the notices, the assessor may make the further assessment that may be necessary to reflect the change, and the Treasurer of the municipality upon notification thereof shall enter a supplementary assessment on the tax roll and the amount of taxes to be levied thereon shall be amount of taxes that would have been levied for the portion of the taxation year left remaining after the change occurred of the assessment had been made in the usual way.
- 9.1.2 If, during the taxation year of the period after June 30th in the preceding taxation year, a change event, within the meaning of subsection (2.2) occurs that would change the class of real property that a parcel of land or a part of such a parcel is in, the assessor may change the classification accordingly, including any subclass, and the Treasurer of the Municipality, upon notification of that change, shall enter it to on the tax roll and the tax levied for the taxation year shall be determined in accordance with the new classification.

10.0.0 FORCE AND EFFECT

- 10.1.0 **THAT** this By-Law shall take force and effect on the day of its final passing.
- 10.1.1 **THAT** all other By-Laws inconsistent with this By-Law are hereby repealed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD
TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF APRIL 2022.**

MAYOR

CLERK

**THE CORPORATION OF THE MUNICIPALITY
OF ST.-CHARLES**

BY-LAW 2022-16

BEING A BY-LAW TO ESTABLISH SEWAGE SERVICE RATES FOR 2022

WHEREAS the Corporation of the Municipality of St.-Charles has entered into an agreement with Canadian Shield Consultants Agency Inc. for the operation of the St.-Charles Wastewater Treatment Facility;

AND WHEREAS Section 326 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a Municipality may pass a By-Law for special services;

AND WHEREAS Section 391(1) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended provides that a Municipality may pass a By-Law imposing fees and charges on any class of people;

AND WHEREAS under the said *Municipal Act*, as amended, it provides that the Council of a local Municipality must separately account for all sewer works financial activity by establishing a separate budget for the sewer work;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:

1. Adoption of 2022 Estimates

- 1.1 The Council of the Corporation of the Municipality of St.-Charles hereby adopts the estimates of all sums required during the year 2022 for the purposes of the supply of sewage services in the gross amount of \$104,569.00.

2. Due Dates

- 2.1 Two Installments: August 3rd, 2022 and September 6th, 2022.
- 2.2 Sewage service rates shall be due and payable on the final levy.

3. Sewage Service Classifications

- 3.1 The sewage service classifications are to be defined as follow:

Capital Cost Replacement Fee – this is a fee that is applied to all properties that have access to the Municipal Wastewater System, including vacant land. This cost is to help with the replacement of the Wastewater System.

Residential User Fee – This is charged per residential unit hooked up to the Municipal Wastewater System.

Commercial User Fee – This is charged to each commercial unit hooked up to the Municipal Wastewater System. This is at the rate of double the Residential User Fee.

½ Commercial User Fee – This is charged to any properties that have a commercial unit as well as a residential unit **in the same building**. This charge is in addition to their residential fee. This is at a rate of ½ of the Commercial User Fee

Restaurant User Fee – This is charged to each property classified as a restaurant. This is at 3 times the Residential User Fee.

Accommodation User Fee – This is charged to each property classified as a Hotel, Motel or Bed & Breakfast. This is at 4 times the rate of the Residential User Fee.

4. Rates

4.1 The sewage service rate shall be charged as follows:

Sewer Code	Sewer Code Description	Cost per Code	Number of Households	Total Revenue	% of total Sewer Charges
CCRF	Capital Cost Replacement Fee	\$145.74	197	\$28,712.75	27.46%
RUF	Residential User Fee	\$286.25	202	\$57,822.50	55.30%
CUF	Commercial User Fee	\$572.50	23	\$13,167.50	12.59%
1/2CUF	1/2 Commercial User Fee	\$286.25	4	\$1,145.00	1.09%
RESTUF	Restaurant User Fee	\$858.37	3	\$2,576.25	2.46%
AUF	Accommodation User Fee	\$1,145.00	1	\$1,145.00	1.09%
				\$104,569.00	100.00%

5. Late Payments

5.1 A late payment charge of 1.25% per month shall apply to all bills not paid on or before the established due date and shall be added on the first of the month thereafter until all arrears are paid.

6. **THAT** the administration and financing of sewer works are to be fully dedicated to specific users, therefore any year-end adjustments (surplus / deficit) shall be recorded against the Sewer Works Reserve.

7. **THAT** this By-Law come into force and take effect immediately upon the final passing thereof.

8. **THAT** all other By-Laws inconsistent with this By-Law are hereby repealed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF APRIL 2022.**

MAYOR

CLERK

**THE CORPORATION OF THE MUNICIPALITY
OF ST.-CHARLES**

BY-LAW NUMBER 2022-17

**BEING A BY-LAW TO AMEND BY-LAW 2019-25 BEING A BY-LAW TO ESTABLISH
RULES AND REGULATIONS FOR THE ST.-CHARLES CEMETERY**

WHEREAS the Corporation of the Municipality of St.-Charles has adopted By-Law 2019-25 being a By-Law to establish rules and regulations for the St.-Charles Cemetery;

AND WHEREAS the Bereavement Authority of Ontario has mandated changes to contributions to the Care and Maintenance Fund effective January 1, 2022;

AND WHEREAS Council deems it necessary to amend this By-Law;

NOW THEREFORE, Council for the Corporation of the Municipality of St.-Charles hereby enacts as follows:

1. THAT **Schedule “C” Price List** to By-Law 2019-25 is deleted in its entirety and replaced with the Schedule “C” Price List per the attached **Appendix “A”** of this By-Law.
2. THAT all other provisions of By-Law 2019-25, as amended, remain in full force and effect.
3. THAT this By-Law shall come into effect and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF APRIL 2022.**

MAYOR

CLERK

APPENDIX "A" TO BY-LAW 2022-17



Schedule "C" to Cemetery By-Law 2019-25
Amended by By-Law 2022-17
The Corporation of the Municipality of St.-Charles
2 King Street East, St.-Charles, Ontario, P0M 2W0
Telephone: 705-867-2032 - Facsimile: 705-867-5789
www.stcharlesontario.ca

PRICE LIST

Date of effect: Upon receiving third and final reading of By-Law 2022-17

Cemetery:

St.-Charles Cemetery situated at 97 Casimir Road, St.-Charles, Ontario
 Cemetery Operator Licence Number: 3303209-1
 Cemetery Site Number: CM-04063

Persons in charge of day-to-day operations:

Clerk
 Telephone: 705-867-2032 Ext. 207

1. SALE OF INTERMENT RIGHTS (and contributions to the Care and Maintenance Fund)						
Type of Lot	Size	Selling Price		Total Selling Price	HST	Total
		Interment Rights	Care and Maintenance			
*Single Grave	4' x 8'	\$250.00	\$290.00	\$500.00	\$70.20	\$610.20
Cremation Lot	2' x 2'	\$100.00	\$175.00	\$275.00	\$35.75	\$310.75
*Single Grave is suitable to contain up to six (6) cremated human remains or up to three (3) cremated human remains and one (1) casketed human remains.						

2. INTERMENT FEES (charges to open and close interment location)			
Type of Fee	Sub-total	HST	Total
Adult Casket	\$1,200.00	\$156.00	\$1,356.00
Infant / Child Casket (42" and shorter)	\$600.00	\$78.00	\$678.00
Cremated Remains (in ground & private monuments)	\$200.00	\$26.00	\$226.00
2 nd Entombment of Cremated Remains in Niche	\$200.00	\$26.00	\$226.00
Casket / Cremated Remains - Saturday Interment/Entombment (additional fee)	\$275.00	\$35.75	\$310.75
Casket Interment with Outer Shell (additional fee)	\$150.00	\$19.50	\$169.50
Use of storage vault	No Charge	No Charge	No Charge

3. DISINTERMENT			
Type of Fee	Sub-total	HST	Total
Disinterment and reburial in any other location in the same cemetery – Adult / Infant / Child Casket	\$2,500.00	\$325.00	\$2,825.00
Disinterment and reburial in any other location in the same cemetery – Cremated Remains	\$400.00	\$52.00	\$452.00
Disinterment for reburial in another cemetery – Adult / Infant / Child Casket	\$1,300.00	\$169.00	\$1,469.00
Disinterment for reburial in another cemetery – Cremated Remains	\$250.00	\$32.50	\$282.50

4. COLUMBARIUM EXTERIOR NICHE WALL FEES								
Levels	Selling Price		Total Selling Price	1 st Entombment	Engraving	Sub-total	HST	Total
	Interment Rights	Care and Maintenance						
A	\$825.00	\$165.00	\$990.00	\$200.00	\$350.00	\$1,540.00	\$200.20	\$1,740.20
B	\$740.00	\$165.00	\$905.00	\$200.00	\$350.00	\$1,455.00	\$189.15	\$1,644.15
C	\$655.00	\$165.00	\$820.00	\$200.00	\$350.00	\$1,370.00	\$178.10	\$1,548.10
D	\$570.00	\$165.00	\$735.00	\$200.00	\$350.00	\$1,285.00	\$167.05	\$1,452.05

5. FEES FOR ENGRAVING ON EXTERIOR NICHE WALL (Price for original engraving of names/dates on each niche wall is included in the Niche price.)				
Type of Fee		Sub-total	HST	Total
Engraving of Year of Death		\$160.00	\$20.80	\$180.80
	<u>Option #1</u>	<u>Option #2</u>		
	Last Name	Last Name		
	First Name	First Name		
	Year of Birth/Death	Year of Birth/Death		
		First Name		
		Year of Birth/Death		

6. CONTRIBUTION TO CARE & MAINTENANCE FOR MARKER MAINTENANCE				
Type of Fee	Fee	Care & Maintenance	HST	Total
Flat marker (smaller than 173 square inches)	\$50.00	\$0.00	\$6.50	\$56.60
Flat marker (173 square inches or larger)	\$50.00	\$100.00	\$19.50	\$169.50
Upright monument (4 feet or less)	\$50.00	\$200.00	\$32.50	\$282.50
Upright monument (more than 4 feet in height or width)	\$50.00	\$400.00	\$58.50	\$508.50
Private Columbarium (i.e., monument with niche)	\$50.00	*\$115.00	\$21.45	\$186.45
*Care & Maintenance amount is multiplied by # of niches				

7. TRANSFER FEES			
Type of Fee	Sub-total	HST	Total
Transfer of deed (includes change of ownership)	\$50.00	\$6.50	\$56.50
Issuing replacement deed (Certificate of Interment)	\$25.00	\$3.25	\$28.25

*Funding, payment, or financing options available upon request.

**THE CORPORATION OF THE MUNICIPALITY
OF ST.-CHARLES**

BY-LAW 2022-18

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS
SPECIAL MEETING OF COUNCIL HELD MARCH 23RD, 2022; AT ITS COMMITTEE
OF THE WHOLE MEETING HELD APRIL 6TH, 2022; AND AT ITS REGULAR
MEETING OF COUNCIL HELD APRIL 20TH, 2022**

WHEREAS Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers, and privileges under Section 9 shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council deems it expedient that proceedings of the Council of the Corporation of the Municipality of St.-Charles as herein set forth be confirmed and adopted by By-Law;

**NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE
MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:**

1. THAT each motion, resolution, and other action passed and taken by the Council at its Special Meeting of Council held March 23rd, 2022, at its Committee of the Whole Meeting held April 6th, 2022; and at its Regular Meeting of Council held on April 20th, 2022 are, except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.
2. THAT the Mayor and proper officials of the Corporation of the Municipality of St.-Charles are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk are hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.
3. THAT this By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF APRIL 2022.**

MAYOR

CLERK