



**TOWNSHIP OF ASSIGINACK**  
REGULAR MEETING OF COUNCIL  
IN CHAMBERS  
Tuesday, January 20, 2026 07:00 PM  
AGENDA

---

**1. OPENING**

1.a Land Acknowledgement

1.b Adoption of Agenda

**2. Disclosure of Pecuniary Interest and General Nature Thereof**

**3. ANNOUNCEMENTS**

**4. ADOPTION OF MINUTES**

4.a Minutes of the Regular Council Meeting and Committee of the Whole Page 3

**5. DELEGATIONS**

**6. REPORTS**

6.a 2025 Inspection Report Sunsite Estates Subdivision Drinking Water System Waterworks Page 10

6.b Holiday Office Closure Page 88

6.c OPP Calls for Service Report Page 90

**7. ACTION REQUIRED ITEMS**

- 7.a Proposed Zoning Amendment Application re: 525 Bidwell Rd. Page 100
- 7.b Proposed Planning Board File for Consent to Sever and/or Zoning Amendment re: 9 & 15 Napier Street Page 104
- 7.c Sudbury and District Public Health re: Municipal Levy Page 105
- 7.d Town of Cobourg re: Elbows Up for Climate Action Page 115
- 7.e Town of Cobourg re: Conservation Authority Response to Bill 68 Page 122

## **8. INFORMATION ITEMS**

- 8.a Manitoulin Planning Board re: Natural Heritage System Strategy Page 132
- 8.b Town of Parry Sound re: Alcohol Container Return System Page 134
- 8.c Manitoulin East Airport Commission Page 139

## **9. BY-LAWS**

## **10. CLOSED SESSION**

- 10.a ENTER CLOSED SESSION
- 10.b EXIT CLOSED SESSION

## **11. ADJOURNMENT**



## **THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK MINUTES OF THE REGULAR COUNCIL MEETING**

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, November 18, 2025, at 07:00 PM.

### **Members Present:**

Mayor Reid  
Councillor Elliott  
Councillor Maguire  
Councillor Bowerman  
Councillor Hooper

### **Members Absent:**

### **Staff Present:**

CAO Alton Hobbs  
Clerk Stasia Carr  
Treasurer Deb MacDonald

### **Staff Absent:**

### **Public:**

---

## **1. OPENING**

Resolution Number **104-11-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Hooper

BE IT RESOLVED THAT the Regular Meeting of Council of the Corporation of the Township of Assiginack be opened for business at 7:00 pm, with a quorum of members present and with Mayor Reid presiding in Chair.

## **Carried**

Land Acknowledgement

The land acknowledgement was read by Mayor Reid.

Adoption of Agenda

Resolution Number **105-11-2025**

**Moved By** Councillor Hooper

**Seconded By** Councillor Elliott

BE IT RESOLVED THAT we approve the agenda as presented with the following addendums:

7.h Notice of Application Consent to Sever Lot 1 Conc. VI and

Lot 12 Conc. VI

7.i City of Brampton Correspondence re: Automated Speed Enforcement

## **Carried**

### **2. Disclosure of Pecuniary Interest and General Nature Thereof**

None declared

### **3. ANNOUNCEMENTS**

Councillor Bowerman thanked those who organized the Remembrance Day celebration and that she was very happy to see the number of people in attendance.

A reminder for winter parking was announced. Winter parking begins November 1st. A reminder will be put out on social media.

### **4. ADOPTION OF MINUTES**

4.a Minutes of the Regular Council Meeting of October 21, 2025 and the Committee of the Whole Meeting of October 7, 2025

Resolution Number **106-11-2025**

**Moved By** Councillor Hooper

**Seconded By** Councillor Maguire

BE IT RESOLVED THAT we adopt the minutes of the Meeting of the Regular Council meeting of October 21, 2025, and the Committee of the Whole October 7, 2025.

**Carried**

## **5. DELEGATIONS**

## **6. REPORTS**

### 6.a Recreation Director Report

Resolution Number **107-11-2025**

**Moved By** Councillor Bowerman

**Seconded By** Councillor Elliott

BE IT RESOLVED THAT the Recreation Director quarterly staff report is accepted as information.

**Carried**

Resolution Number **108-11-2025**

**Moved By** Councillor Bowerman

**Seconded By** Councillor Elliott

BE IT RESOLVED THAT Council approve a submission to NOHFC, Community Events Program towards the Deer and Outdoor Recreation Show.

**Carried**

### 6.b Museum Curator's Report

Resolution Number **109-11-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Elliott

BE IT RESOLVED THAT the Museum Curator's staff report is accepted as information.

**Carried**

### 6.c E-Billing Update

Resolution Number **110-11-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Elliott

BE IT RESOLVED THAT the Council of the Township of Assiginack approves Option 2 presented by the Treasurer, being defer implementing e-billing, and reallocate the \$5,200 currently budget for e-billing to a

reserve for the required software purchase.

**Carried**

**\*7. ACTION REQUIRED ITEMS**

- 7.j City of Brampton Correspondence re: Automated Speed Enforcement

Resolution Number **111-11-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Elliott

BE IT RESOLVED THAT the Council of the Township of Assiginack supports the City of Brampton in its request that the Province of Ontario reconsider its decision to cancel the Automated Speed Enforcement (ASE) program;

AND THAT Council recognizes the demonstrated community benefits of ASE and supports continued provincial collaboration;

FURTHER a copy of this resolution be circulated to all appropriate provincial ministries, local MPP and all Ontario municipalities.

**Carried**

- 7.k Municipality of St. Charles re: Closure of Before and After School Programs

Resolution Number **112-11-2025**

**Moved By** Councillor Bowerman

**Seconded By** Councillor Maguire

BE IT RESOLVED THAT the Council of the Township of Assiginack supports the Municipality of St. Charles in its request that the Province of Ontario urgently address the staffing shortages that are leading to the closure of before and after school programs;

AND THAT Council recognizes how essential these program are in supporting working families in providing safe supervision of children;

FURTHER, a copy of this resolution be sent to the Premier, Minister of Education and all Ontario municipalities.

**Carried**

- 7.l City of Cambridge re: Rent Protection

Resolution Number **113-11-2025**

**Moved By** Councillor Hooper

**Seconded By** Councillor Elliott

BE IT RESOLVED THAT the Council of the Township of Assiginack supports the City of Cambridge in requesting the Province of Ontario strengthen protections against excessive rent increases while ensuring landlords can continue to operate viable rental housing;

AND THAT a copy of this resolution is circulated to the appropriate ministries, MPP and all Ontario municipalities.

**Carried**

7.m Family Resources Emergency Food Assistance Program

Resolution Number **114-11-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Bowerman

BE IT RESOLVED THAT the Council of Assiginack will donate \$500 to the Family Resources Christmas Food Basket program.

**Carried**

7.n Manitoulin Student Aid Fund

7.o Town of Edwardsburgh Cardinal re: OCIF Funding

Resolution Number **115-11-2025**

**Moved By** Councillor Bowerman

**Seconded By** Councillor Maguire

BE IT RESOLVED THAT the Council of the Township of Assiginack supports the Township of Edwardsburgh Cardinal in requesting the Province of Ontario continue to enhance the Ontario Community Infrastructure Fund (OCIF) beyond 2026, including multi year funding to support long term infrastructure planning for rural municipalities;

FURTHER, a copy of this resolution be circulated to the appropriate ministries, MPPs and all Ontario municipalities.

**Carried**

7.p Capital Budget Deliberations

7.q Notice of Application Consent to Sever Lot 1 Conc. VI and Lot 12 Conc. VI

Resolution Number **116-11-2025**

**Moved By** Councillor Bowerman

**Seconded By** Councillor Maguire

BE IT RESOLVED THAT the Council of the Township of Assiginack has no objection to the Consent to Sever File No. B28-25.

**Carried**

7.i Custodial Maintenance Operations and Services Contract

Resolution Number **117-11-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Bowerman

THAT the following were received from the custodial maintenance operations and services contract tender:

Euroworld Corporation at \$136,000 plus HST

Windows Unlimited at \$40,200 plus HST;

BE IT RESOLVED THAT the Council of the Township of Assiginack awards the custodial maintenance operations and services contract to Windows Unlimited in the amount of \$40,200 plus HST.

**Carried**

## **8. INFORMATION ITEMS**

8.a Museum Minutes

Resolution Number **118-11-2025**

**Moved By** Councillor Elliott

**Seconded By** Councillor Hooper

BE IT RESOLVED THAT the museum committee minutes of June 16, July 7, and August 25, 2025, are accepted as information.

**Carried**

8.b Accessible Entrance and Washroom Renovation

## **9. BY-LAWS**

## **10. CLOSED SESSION**

10.a ENTER CLOSED SESSION

10.b EXIT CLOSED SESSION

**11. ADJOURNMENT**

Resolution Number **119-11-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Elliott

BE IT RESOLVED THAT Council adjourns at p.m. and reconvene at the next regular council meeting on December 16, 2025, or at the call of the chair.

**Carried**

---

Brenda Reid, Mayor

---

Stasia Carr, Clerk

Ministry of the Environment, Conservation and Parks

Drinking Water and Environmental Compliance Division,  
Northern Region

933 Ramsey Lake Road 4<sup>th</sup>  
Floor  
Sudbury ON P3E 6B5 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

Division de la conformité en matière d'eau potable et  
d'environnement, Direction régionale du Nord

933, rue Ramsey Lake 4<sup>e</sup>  
étage  
Sudbury ON P3E 6B5 Tél. :  
705 564-3237  
Numéro sans frais: 1-800-890-8516 Téléc. :  
705 564-4180



November 27, 2025

Mr. Alton Hobbs, Clerk-Treasure  
The Corporation of the Township of Assinack  
156 Arthur Street  
Manitowaning, ON P0P 1N0

**RE: 2025 Inspection Report for the Sunsite Estates Subdivision Drinking Water System Waterworks #:220008471**

Dear Mr. Hobbs,

Attached to this letter is the report for the recent announced focused inspection completed at the Sunsite Estates Subdivision Drinking Water System on October 28, 2025 and the corresponding Inspection Rating Report (IRR) and Risk Methodology document. This report provides an assessment of compliance and conformance based on observations and information available during the inspection review period only.

There were some items of concern identified during the inspection, these items can be found on page 25 of the attached inspection report.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. As such, the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water system over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings.

A copy of this inspection report has been provided to the Public Health Sudbury and District, as per the Ministry's Drinking Water Inspection Protocol.

I would like to thank the Ontario Clean Water Agency 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.

Thank you.

Parise Drolet  
Water Inspector Ministry of the Environment, Conservation and Parks Drinking Water and Environmental Compliance  
Division  
Sudbury District Office

 (705) 618-1262  [parise.drolet@ontario.ca](mailto:parise.drolet@ontario.ca)

cc: Keith Stringer, Operations Manager, OCWA, Espanola Hub  
Sarah Beaulieu, Process and Compliance Technician, OCWA, Espanola Hub  
Burgess Hawkins, Health Protection Division, Public Health Sudbury and District

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2025-26)

**DWS Name:** SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM  
**DWS Number:** 220008471  
**DWS Owner:** CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
**Municipal Location:** ASSIGINACK

**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Compliance Assessment Start Date:** Oct-28-2025  
**Ministry Office:** Sudbury District Office

**Maximum Risk Rating:** 426

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/21
Source	0/0
Treatment Processes	0/214
Water Quality Monitoring	0/91
<b>Overall - Calculated</b>	<b>0/426</b>

**Inspection Risk Rating:** 0.00%

**Final Inspection Rating:** 100.00%

Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2025-26)

<b>DWS Name:</b>	SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM
<b>DWS Number:</b>	220008471
<b>DWS Owner Name:</b>	CORPORATION OF THE TOWNSHIP OF ASSIGINACK
<b>Municipal Location:</b>	ASSIGINACK
<b>Regulation:</b>	O.REG. 170/03
<b>DWS Category:</b>	DW Municipal Residential
<b>Type of Inspection:</b>	Focused
<b>Compliance Assessment Start Date:</b>	Oct-28-2025
<b>Ministry Office:</b>	Sudbury District Office

*All legislative requirements were met. No detailed rating scores.*

Maximum Question Rating: 426

Inspection Risk Rating:	0.00%
-------------------------	-------

<b>FINAL INSPECTION RATING:</b>	<b>100.00%</b>
---------------------------------	----------------



SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM  
Physical Address: 15 MOGGY FAIRWAY,  
ASSIGINACK, ON

## INSPECTION REPORT

System Number: 220008471  
Entity: CORPORATION OF THE  
TOWNSHIP OF ASSIGINACK  
ONTARIO CLEAN WATER  
AGENCY

Site Inspection Date: October 28, 2025  
Inspection End Date: November 13, 2025  
Inspected By: Parise Drolet  
Badge #: 1312

*Paule D'Amico*

(signature)

## INTRODUCTION

### Purpose

This announced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

### Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system. The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in the "Systems Components" section (below), and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

### Facility Contacts and Dates

The drinking water system is owned by the Corporation of the Township of Assiginack and operated by Ontario Clean Water Agency (OCWA). The system serves an estimated population of 65 and is categorized as a Small Municipal Residential System. Information reviewed for this inspection covered the time period of September 27, 2024 through until October 22, 2025.

### Systems/Components

All locations associated with primary disinfection were visited as part of this inspection. The following components were reviewed as part of the inspection of the drinking water system:

#### SOURCE WATER - Surface Water

The Sunsite Estates Water Treatment Plant intake lies in Manitowaning Bay, just off the North Channel of Georgian Bay in Lake Huron. Raw water has been characterized as typical Lake Huron/Georgian Bay water, which is low in colour and turbidity. The Drinking Water Works Permit indicates the intake is 185 m long, 150 mm in diameter with a flared elbow intake inside

a cribbed structure. A zebra mussel chlorine injection line with chemical diffuser has been installed at the intake screen along with a raw water sampling line (25 mm in diameter). Water is gravity fed to the low lift pumping station. A low lift pump and the zebra mussel control system are located in the low lift pump station. A 75mm diameter raw water line runs from the low lift station to the plant (approximately 145 metres).

#### TREATED WATER

The Class 2 membrane filtration water treatment plant has been operational since June 20, 2007. The system has been operated by Ontario Clean Water Agency (OCWA) since October 2007. Pre-treatment includes straining and addition of pH adjustment (if necessary). To date, pH adjustment has not been necessary at this plant. The treatment includes Evoqua skid mounted membrane filtration units (2 trains, each can be isolated for maintenance) followed by pre chlorination in baffled contact cells beside the facility. Post chlorination injection is available (injection at header - just prior to discharge) at the plant but is not required.

Two below ground clear wells located adjacent to the plant provide a total storage volume of 93 cubic metres. The membrane cleaning process involves backwash cycles using low pressure blower air introduced at the bottom of and distributed throughout modules. Clean in Place (CIP) cycles occur as necessary and include treatment with sodium hypochlorite which assists in removal of organics and citric acid for the removal of inorganics. Neutralization of CIP effluent occurs using "Captor" which is a calcium thiosulfate solution or caustic soda. CIP analyzer determines ORP on wastewater prior to discharge. Backwash reservoir waste and neutralized wastewater are discharged to a nearby ditch and on to Manitowaning Bay. The operating system (SCADA) in use includes control features at site and in nearby Manitowaning. On site there is a panel display and a datalogger.

#### DISTRIBUTION

This distribution system, commissioned in 1973, is a Class 1 system servicing approximately 65 permanent and seasonal residents. This distribution system serves approximately 64 lots, 42 of which include buildings. Many of these locations are seasonal cottages. This small distribution system has two dead end locations, 1 x 1.5 inch blowoff and a half inch goose neck pipe (formerly allowed to flow continuously but now with a curb stop, this site is used for sampling).

The system is constructed of PVC pipes. No hydrants are connected nor are there private lines connected to the system. Metering is not in place on water services.

#### Permissions/Approvals

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SOWA and its regulations:

- Municipal Drinking Water License No. 254-101 (Issue No.4);
- Drinking Water Works Permit No. 254-201 (Issue No. 3); and,
- Permit to Take Water No. 7151-ABEK4P, expiry date July 14, 2026.

### **NON-COMPLIANCE**

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

## RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

**INSPECTION DETAILS**

This section includes all questions that were assessed during the inspection.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1012001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   31   (1);</p> <p><b>Question:</b> Did the owner have a harmful algal bloom monitoring plan in place that met the requirements of the Municipal Drinking Water Licence?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had a harmful algal bloom monitoring plan in place which met the requirements.</p> <p>SOP MHAB - 20 Monitoring for Harmful Algae Blooms dated April 29, 2025, and SOP ODAB - 15 Operating during a Harmful Algae Bloom dated November 9, 2020, both speak to requirements for dealing with Harmful Algae Blooms.</p> <p>The operator visually checks the area of the intake at least once weekly for evidence of a harmful algal bloom (HAB).</p>			

Question ID	DWMR1014001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   31   (1);</p> <p><b>Question:</b> Was flow monitoring performed as required by the Municipal Drinking Water Licence or Drinking Water Works Permit?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Flow monitoring was performed as required.</p> <p>Municipal Drinking Water Licence 254 -101(Issue 4) requires that there be continuous flow measurement and recording for:</p> <p>The Municipal Drinking Water Licence (MDWL) for this plant identifies the rated capacity as 220 cubic meters per day of treated water from the treatment subsystem into the distribution system. The rated capacity was maintained well below the identified limit throughout the inspection period.</p> <p>The Permit to Take Water (PTTW 7151-ABEK4P) allows for raw water taking at a maximum instantaneous flow rate of 379 Litres per minute and/or a maximum per day of 276,480 Litres. Neither of these limits were exceeded during the inspection period.</p>			

Flow measuring devices were calibrated in January, 2025  
Calibration is performed annually.

Question ID	DWMR1016001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions.  The PTTW (#7151-ABEK4P, expires July 14, 2026) provides for maximum takings of 276.48 m3/day and 379 L/min. Maximum raw water takings were well below these limits during the review period.  Reminder that a renewal application must be submitted to the MECP at least 90 days before the expiry date if there are no changes to the amount of water taking.  The Municipal Drinking Water Licence provides for a rated capacity of 220 m3/day. The maximum daily treated water flow rates were maintained well below this limit during the inspection period.			

Question ID	DWMR1018001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner ensured that equipment was installed as required.  The Licence Renewal Date for Municipal Drinking Water Licence (MDWL) 254-101 is July 24, 2026. At that time, specific equipment identified in Drinking Water Works Permit (DWWP) 254-201 that has been deemed unnecessary and has never been used as part of the treatment process will be formally removed. Until then, the equipment must remain in operable condition. The equipment scheduled for removal from the DWWP includes: Pre-Treatment: pH adjustment system, including two (2) metering pumps and a chemical storage tank. Coagulant System: Coagulation system, including two (2) metering pumps and a chemical storage tank.			

It is important to note that the Process Flow Diagram included in Schedule D of the Drinking Water Works Permit (DWWP) is not representative of the actual treatment process at the Sunsite Estates Water Treatment Plant. The diagram currently included pertains to a different drinking water system and does not accurately reflect the infrastructure or operations of the Sunsite Estates facility. This discrepancy should be addressed and corrected during the upcoming permit renewal process to ensure regulatory documentation aligns with the system in operation.

Question ID	DWMMR1021001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were Form 2 documents prepared as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Form 2 documents were prepared as required.			
October 30, 2025 New High Lift Pump, replaced HLP #3			

Question ID	DWMMR1025001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All parts of the drinking water system were disinfected as required.			
Schedule B of an Ontario Drinking Water Works Permit (DWWP) outlines conditions for pre-authorized system alterations, which are often subject to specific design standards and require compliance with relevant American Water Works Association (AWWA) standards, particularly for disinfection. These standards, such as AWWA C651 for water mains, C652 for storage facilities, C653 for treatment plants, and C654 for wells, must be followed for disinfection of new or modified infrastructure before it is put into service.			
These requirements were reviewed with the system operator during the inspection to confirm their understanding of the procedures outlined in Schedule B of the DWWP. The operator demonstrated full awareness of the applicable AWWA standards and indicated that any procedures followed would be documented in the system logbook. However, it was noted that the municipality had recently hired a new Public Works employee. At the time of the inspection, it could not be confirmed whether this individual was familiar			

with the relevant requirements. The municipality should ensure that all personnel involved in the operation and maintenance of the distribution system are properly trained and fully understand the applicable standards and procedures.

Question ID	DWMR1023001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);</p> <p><b>Question:</b> Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03, Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed.</p> <p>The Sunsite Estates water plant uses a process that includes membrane filtration (ultrafiltration) followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits.</p> <p>Please refer to Schedule E of the MDWL (included in the appendices) for a summary of the plant processes and their respective log removal credits.</p> <p>As per Schedule E the following criteria for membrane filtration must be met at all times:</p> <ol style="list-style-type: none"> <li>1. Maintain effective backwash procedures.</li> <li>2. Monitor the integrity of the membranes by continuous particle counting or equivalent means (i.e. pressure decay measurements).</li> <li>3. Continuously monitor filtrate turbidity.</li> <li>4. Meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month.</li> </ol> <p>Through a review of the available data, the logbooks, the daily reports and through discussion with the plant operator it was determined that the above noted criteria were consistently met, during the inspection period. Filters are regularly backwashed while in operation, with maintenance and acid cleans completed as they are necessary. The transmembrane pressure is continuously monitored through the SCADA and membrane integrity tests are completed on a regular schedule. Turbidimeters are located on each filter effluent line and monthly filter reports are completed.</p> <p>As per Schedule E of the MDWL, the chlorine disinfection component of this system must achieve a minimum of 0.5-log inactivation of Giardia and 4-log inactivation of viruses. A standard operating procedure has been developed for this facility that requires a CT calculation to be completed and recorded any time the chlorine levels leaving the clear well are 0.80 mg/L or less. According to the data, the CT was maintained at the required level during the inspection period.</p>			

Question ID	DWMR1024001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required.  Given that this is a Small Municipal Drinking Water system that provides secondary disinfection, at least two distribution samples are be taken each week and test immediately for free chlorine residual.  A review of the provided data indicates that chlorine residuals is being samples twice a week in the distribution system were above 0.05 mg/L throughout the inspection period.  The highest chlorine residual recorded was 1.99 mg/L on December 13, 2024 and the lowest recorded was 1.10 mg/L on October 1, 2024. All distribution samples are taken from the blow off line located at 88 Moggy Street.			

Question ID	DWMR1034001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (5); SDWA   O. Reg. 170/03   7-2   (6);			
<b>Question:</b> Was secondary disinfectant residual tested as required for the small municipal residential distribution system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Secondary disinfectant residual was tested as required.  At least 2 distribution samples shall be taken, at least 48 hours apart during the same week and measured for free chlorine residual.  The distribution chlorine residual sample results. date, time, location of sample and individual who took the sample was documented as required.			

Question ID	DWMR1030001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (1); SDWA   O. Reg. 170/03   7-2   (2);			
<b>Question:</b> Was primary disinfection chlorine monitoring being conducted at a location approved by			

Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Primary disinfection chlorine monitoring was conducted as required.

Primary disinfection chlorine residual is monitored where the intended CT has just been achieved and operators are fully aware of the operational criteria necessary to achieve primary disinfection.

If SCADA fails, the CT calculation can be found in the (CT Requirement for Sunsite Estates WTP) SOP that is located at the plant.

Process data and supporting documentation provided during this review period indicates that the Sunsite Estates WTP is operating in accordance with the above noted requirements. No concerns were identified.

A manually triggered trim chlorine system is available at the facility. This system injects sodium hypochlorite at a point just before water enters the distribution system. It is important to note that this system does not replace the primary chlorine system that feeds the contact tanks.

If chlorine levels fall below the minimum required to achieve the necessary CT (contact time), the chlorine analyzer will trigger an alarm, and the system will automatically shut down.

This trim system is intended for emergency use only and may be activated manually via a valve, such as when low chlorine residuals are detected in the distribution. It is rarely used and would not be required for extended periods.

Operators are aware that, due to insufficient contact time, relying solely on the trim chlorine system may result in water that is not adequately disinfected before reaching the first consumer. Therefore, it is critical that all new operators receive training on the proper use and limitations of this system to ensure public health protection and regulatory compliance.

Question ID	DWMR1032001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-3   (2);</p> <p><b>Question:</b> If the drinking water system obtained water from a surface water source and provided filtration, was continuous monitoring of each filter effluent line performed for turbidity?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Continuous monitoring of each filter effluent line was performed for turbidity.</p> <p>Filter Effluent Turbidity is monitored online via continuous turbidity analyzer. The data was reviewed and found to be in order, confirming that the process consistently met the performance criteria for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month.</p>			

Question ID	DWMR1035001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4;			
<b>Question:</b> Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators were examining continuous monitoring test results as required.			

Question ID	DWMR1038001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4;			
<b>Question:</b> Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.			

Question ID	DWMR1037001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)5-10; SDWA   O. Reg. 170/03   6-5   (1.1);			
<b>Question:</b> Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards  Chlorine alarms are set at 1.3 mg/L. A low lift pump lockout occurs when chlorine reaches this level.  Filtrate turbidity alarms are set at 0.1 NTU, with no set delay. The operator tracks filtrate turbidity in excess of 0.1NTU in order to evaluate filter efficiency ratings			

It is noted that the plant has been operating with critical alarms hardwired into the auto dialer since July 30, 2024, which means not all alarms are programmed to call out. Although the critical operational alarms remain connected, this situation should be repaired as soon as possible to ensure proper and diligent operation of the plant.

Question ID	DWMR1040001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10;			
<b>Question:</b> Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All continuous analysers were calibrated, maintained, and operated as required.  OCWA has an electronic maintenance management system in place that generates work orders based on manufacturer specifications on pre-set schedules (i.e weekly, monthly and annually). Regular calibration and maintenance of continuous analyzers is included in the maintenance management system. The operators are then responsible to complete the necessary actions and close the work orders.  A review of the Work Order Summary document provided by the operating authority confirmed that analyzers undergo regular maintenance and calibrations.			

Question ID	DWMR1108001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)5-10; SDWA   O. Reg. 170/03   6-5   (1.1);			
<b>Question:</b> Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> A qualified person responded as required and took appropriate actions.  When an alarm is triggered at the water treatment plant, the on-call operator is promptly notified. Upon receiving the call, the operator responds to the alarm and records the actions taken, along with any relevant details, in the facility logbook. A review of the Call Back Summary Report and corresponding logbook entries confirms that operators are consistently responding to alarms in a timely and effective manner.			

Question ID	DWMR1099001	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1082001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   11-2   (1); SDWA   O. Reg. 170/03   11-2   (2); SDWA   O. Reg. 170/03   11-2   (6);			
<b>Question:</b> Were distribution microbiological sampling requirements prescribed by Schedule 11-2 of O. Reg. 170/03 for small municipal residential systems met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Distribution microbiological sampling requirements were met.  The Sunsite Estate DWS serves a population of less than 100 people. Based on that number, sampling in the distribution system is required once every two weeks. The samples must be tested for Escherichia coli E.coli, total coliforms and heterotrophic plate count (HPC). A review of the sampling data of this inspection period has indicated that such requirements were met.			

Question ID	DWMR1096001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-3   (1);			
<b>Question:</b> Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that chlorine residual tests were conducted as required.			

Question ID	DWMR1084001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-2;</p> <p><b>Question:</b> Were inorganic parameter sampling requirements prescribed by Schedule 13-2 of O. Reg. 170/03 met?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Inorganic parameter sampling requirements were met.</p> <p>The requirement is to sample and analyze for the inorganic parameters specified in Schedule 23 of O. Reg. 170/03 every 60 months (60 months is defined by Schedule 6 of the regulation). Sampling of these parameters was completed January 16, 2019, and on January 15, 2024. All results were within the limits defined by the Ontario Drinking Water Quality Standards (ODWQS).</p>			

Question ID	DWMR1085001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-4   (1); SDWA   O. Reg. 170/03   13-4   (2); SDWA   O. Reg. 170/03   13-4   (3);</p> <p><b>Question:</b> Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg. 170/03 met?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Organic parameter sampling requirements were met.</p> <p>The requirement is to sample and analyze for the organic parameters specified in Schedule 24 of O. Reg. 170/03 every 60 months (60 months is defined by Schedule 6 of the regulation). Sampling of these parameters was completed January 16, 2019, and on January 15, 2024. All results were within the limits defined by the Ontario Drinking Water Quality Standards (ODWQS).</p>			

Question ID	DWMR1086001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6.1   (1); SDWA   O. Reg. 170/03   13-6.1   (2); SDWA   O. Reg. 170/03   13-6.1   (3); SDWA   O. Reg. 170/03   13-6.1   (4); SDWA   O. Reg. 170/03   13-6.1   (5); SDWA   O. Reg. 170/03   13-6.1   (6);</p> <p><b>Question:</b> Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Haloacetic acid sampling requirements were met.</p>			

The standard for Haloacetic Acids came into effect on January 1, 2020. It is expressed as a Running Annual Average (RAA), where the RAA is defined as the average for quarterly HAA results for a drinking water system.

Since the previous inspection sampling for HAAs was completed on the following dates with the results as noted:

**2024**

- Q1 January 15, 2024 - 17.6 ug/L
- Q2 April 15, 2024 - 20.1 ug/L
- Q3 July 29, 2024 - 35.7 ug/L
- Q4 October 21, 2024 - 28.7 ug/L

**2025**

- Q1 January 27, 2025 - 17.3 ug/L
- Q2 May 6, 2025 - 26.7 ug/L
- Q3 July 15, 2025 - 19.9 ug/L

The running average did not exceed the 80 ug/L limit during the inspection period. The running average based on the last four results is 23.15 ug/L.

Question ID	DWMR1087001	Question Type	Legislative
<b>Legislative Requirement(s):</b>			
SDWA   O. Reg. 170/03   13-6   (1); SDWA   O. Reg. 170/03   13-6   (2); SDWA   O. Reg. 170/03   13-6   (3); SDWA   O. Reg. 170/03   13-6   (4); SDWA   O. Reg. 170/03   13-6   (5); SDWA   O. Reg. 170/03   13-6   (6);			
<b>Question:</b>			
Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b>			
Trihalomethane sampling requirements were met.			
At least one distribution sample is required to be collected every three months and tested for trihalomethanes (THMs). A review of water quality data for this inspection period confirmed that THMs samples were collected in accordance with the legislative requirements.			
Since the previous inspection THM samples were collected on the following dates with the subsequent results:			
<b>2024</b>			
Q1 January 15, 2024 - 31 ug/L			
Q2 April 15, 2024 - 33 ug/L			
Q3 July 29, 2024 - 53 ug/L			
Q4 October 21, 2024 - 37 ug/L			

2025  
Q1 January 27, 2025 - 28 ug/L  
Q2 May 6, 2025 - 35 ug/L  
Q3 July 15, 2025 - 38 ug/L

The running average did not exceed the 100 ug/L limit during the inspection period. The running average based on the last four results is 34.5 ug/L.

Question ID	DWMR1088001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-7;			
<b>Question:</b> Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Nitrate/nitrite sampling requirements were met.			
Sampling for these parameters was completed every three months, as required. All of the results were well below the limits defined by the ODWQS.			
Sampling was completed on the following dates;			
2024 Q4 October 21, 2024 - 0.137 mg/L			
2025 Q1 January 27, 2025 - 0.170 mg/L Q2 May 6, 2025 - 0.160 mg/L Q3 July 15, 2025 - 0.119 mg/L			

Question ID	DWMR1089001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-8;			
<b>Question:</b> Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Sodium sampling requirements were met.			
Sampling for sodium was last completed on January 15, 2024 with a result of 7.57 mg/L.			

Question ID	DWMR1090001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-9;			
<b>Question:</b> Where fluoridation is not practiced, were fluoride sampling requirements prescribed by Schedule 13-9 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Fluoride sampling requirements were met.			
Sampling for fluoride was last completed on January 15, 2024 with a result of less than 0.06 mg/L.			

Question ID	DWMR1094001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were water quality sampling requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Water quality sampling requirements were met.			
Table 3 and Table 7 of Schedule C, MDWL require quarterly composite sampling of backwash water at point of discharge for total suspended solids (TSS). The annual average concentration shall not exceed 25mg/L. A grab sample of backwash water must also be tested for total chlorine residual. The annual average concentration shall not exceed 0.02 mg/L.			
The results for this required sampling taken during the inspection period are as follows:			
2024			
Q1 January 15, 2024 - TSS - 7 mg/L, total chlorine residual - 0.03 mg/L			
Q2 April 26, 2024 - TSS - 5 mg/L, total chlorine residual - 0.03 mg/L			
Q3 July 29, 2024 - TSS - 4 mg/L, total chlorine residual - 0.01 mg/L.			
Q4 November 26, 2024 - TSS - 4 mg/L, total chlorine residual - 0.02 mg/L			
2025			
Q1 January 27, 2025 - TSS - 2 mg/L, total chlorine residual - 0.01 mg/L			
Q2 May 6, 2025 - TSS - 4 mg/L, total chlorine residual - 0.01 mg/L			
Q3 July 28, 2025 - TSS - 5 mg/L, total chlorine residual -0.01 mg/L			
At least one sample must be collected between 60 and 120 days after the previous sample, within each three-month period or calendar quarter, for testing that parameter.			
No issues were identified for this review period.			

--

Question ID	DWMR1060001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   31   (1);</p> <p><b>Question:</b> Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.</p>			

Question ID	DWMR1062001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-5;</p> <p><b>Question:</b> Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.</p>			

Question ID	DWMR1071001	Question Type	BMP
<p><b>Legislative Requirement(s):</b> Not Applicable</p> <p><b>Question:</b> Did the owner provide security measures to protect components of the drinking water system?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner provided security measures to protect components of the drinking water system.</p> <p>The water treatment plant is locked with restricted access. However, there is no intrusion alarm for the plant. It is recommended that the owner and their operating authority consider the installation of such and alarm.</p>			

Cyber security is addressed by conducting regular audits, mitigating vulnerabilities, and implementing security guidelines for its water and wastewater systems.

Question ID	DWMMR1073001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   23   (1);			
<b>Question:</b> Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> An overall responsible operator was designated for all subsystem.			
<p>In the past, the procedure for assigning the ORO was to follow the on-call schedule, even if the license level of the on-call staff was no more than one level lower than that of the plant. It was discovered that at times, the operating authority was a backup ORO while staff with appropriate licensing were available. This prompted OCWA to review the ORO assignment procedure and to come up with a new procedure to be implemented.</p> <p>Currently, the procedure is to follow the on-call schedule to designate the ORO, unless the person on call has a license level lower than what would be allowable to act as ORO/Backup ORO for the facility. When that scenario arises, the on-call schedule includes details of which operator is on-call, in addition to identifying the ORO. When an operator with a license level matching that of the facility is available during the day (i.e. regular business hours) that operator will be the designated ORO. If that operator has indicated that they are not available after hours, an on-call operator will be designated as the backup ORO, where possible. If necessary, the Senior Operations Manager for the area can also be used as the backup ORO. The SOP for designating the ORO was updated in June 2025.</p>			

Question ID	DWMMR1074001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   25   (1);			
<b>Question:</b> Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators-in-charge were designated for all subsystems.			
The operator in charge (OIC) is identified in the logbook daily.			

Question ID	DWMMR1075001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   22;			

**Question:**

Were all operators certified as required?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

All operators were certified as required.

It was noted that operational staff shortages resulted in a reliance on operators in training (OITs) to perform operational duties at this drinking water system for extended periods of time. An OIT cannot perform the duties of an operator in charge (OIC). Therefore, guidance must be provided, at all times, to an OIT when he/she is undertaking operational duties within the drinking water system.

During periods of operational staff shortages, heavy reliance on inexperienced OITs when adequate assistance and guidance may not be readily available may result in non-compliance with O. Reg. 128/04. Further, the operational staff shortages experience by OCWA's Espanola Hub during the inspection period were very close to the critical stage. The Espanola Hub has a Critical Shortage of Staff Contingency Plan in place that has been revised and update in June 2025. Maintaining operational staff at adequate levels to ensure each facility under OCWA's responsibility within the area can be attended to sufficiently is a key part of diligence and this plan helps to ensure proper resources can be allocated during operator shortages. It is also important that the Critical Shortage of Staff Contingency Plan is implemented when needed to ensure the operators have the necessary support.

Question ID	DWMR1076001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);</p>			
<p><b>Question:</b> Were adjustments to the treatment equipment only made by certified operators?</p>			
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Adjustments to the treatment equipment were only made by certified operators.</p>			
<p>It was noted that operational staff shortages resulted in a reliance on operators in training (OITs) to perform operational duties at this drinking water system for extended periods of time. An OIT cannot perform the duties of an operator in charge (OIC). Therefore, guidance must be provided, at all times, to an OIT when he/she is undertaking operational duties within the drinking water system.</p>			
<p>A review of the facility logbook indicates that OITs are noting in the logbook when they receive instruction and guidance from an OIC prior to performing any operational duties. However, in most cases, the OIT was just indicating "as per OIC" in the logbook without providing any specific details. It is in the best interest of both the OIT and the OIC to have additional information documented in the logbook to further attest to the required communication between the OIT and OIC. This information should include, but is not limited to, the method of communication, time of communication, specific duties performed by OIT</p>			

under the OIC's guidance, issues or problems encountered by the OIT and any OIC response times.

It is important to note that the OIT is operating under the license of the licensed operator providing the instruction and guidance. The licensed operator is fully responsible for the actions and operational duties performed by the OIT within the drinking water system.

Question ID	DWMR1117001	Question Type	Information
<p><b>Legislative Requirement(s):</b> Not Applicable</p>			
<p><b>Question:</b> Were there any other items related to the drinking water system that should be recognized in the report?</p>			
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The following items were noted as being relevant to the drinking water system:</p> <p>It is essential that all components of a water system plant are maintained in a manner that does not compromise the health and safety of the operator. During the inspection, it was observed that the hot water tank was leaking onto the floor. Additionally, the filter turbidity analyzers were discharging directly onto the floor. This practice presents a significant slip and fall hazard, which can be easily mitigated by installing properly sized drainage tubing that drip into the floor drain. Please ensure the following actions are taken immediately: Clean up all standing water from the floors. Prevent any future discharge from draining directly onto the floor by implementing appropriate drainage solutions. Maintaining a safe working environment is a shared responsibility. Your prompt attention to this matter is appreciated.</p> <p>This is a reminder that Permit to Take Water (PTTW) #7151-ABEK4P is set to expire on July 14, 2026. Please ensure that a renewal application is submitted to the Ministry of the Environment, Conservation and Parks (MECP) at least 90 days prior to the expiry date, provided there are no changes to the approved water taking amounts.</p> <p>It was also noted that the municipality has recently hired a new Public Works employee. As a reminder, Schedule B of the Ontario Drinking Water Works Permit (DWWP) outlines conditions for pre-authorized system alterations. These alterations are subject to specific design standards and must comply with relevant American Water Works Association (AWWA) standards, particularly those related to disinfection. These standards must be followed for the disinfection of any new or modified infrastructure before it is placed into service. The municipality should ensure that all personnel involved in the operation and maintenance of the distribution system are properly trained and fully understand the applicable standards and procedures.</p>			

During the recent inspection, it was noted that there is a second blow-off line somewhere in the distribution system. Its exact location and current status are unknown.

This is important because an unmaintained blow-off line can act as a conduit for contamination. It should be located and either properly maintained or decommissioned if it is no longer required.

The Filter Backwash chlorine residual Running Annual Average (RAA) exceeded the compliance limit of 0.02 mg/L for April 2024, with a recorded value of 0.03 mg/L.

This exceedance was initially missed due to a formatting error in OCWA's RAA calculation spreadsheet. It was not identified until February 2025, at which point OCWA reported the issue.

This exceedance occurred during the previous inspection review period.

# **APPENDIX A**

## **MUNICIPAL DRINKING WATER LICENCE DRINKING WATER WORKS PERMIT**



## MUNICIPAL DRINKING WATER LICENCE

**Licence Number: 254-101**

**Issue Number: 4**

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this municipal drinking water licence under Part V of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 to:

### **The Corporation of the Township of Assigniack**

156 Arthur St  
Manitowaning, ON P0P 1N0

For the following municipal residential drinking water system:

### **Sunsite Estates Subdivision Drinking Water System**

This municipal drinking water licence includes the following:

<b>Schedule</b>	<b>Description</b>
Schedule A	Drinking Water System Information
Schedule B	General Conditions
Schedule C	System-Specific Conditions
Schedule D	Conditions for Relief from Regulatory Requirements
Schedule E	Pathogen Log Removal/Inactivation Credits

Upon the effective date of this drinking water licence # 254-101, all previously issued versions of licence # 254-101 are revoked and replaced by this licence.

DATED at TORONTO this 24<sup>th</sup> day of January, 2022

Signature

Aziz Ahmed, P.Eng.  
Director  
Part V, *Safe Drinking Water Act, 2002*

## Schedule A: Drinking Water System Information

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

### 1.0 Licence Information

Licence Issue Date	January 24, 2022
Licence Effective Date	January 24, 2022
Licence Expiry Date	January 23, 2027
Application for Licence Renewal Date	July 24, 2026

### 2.0 Incorporated Documents

The following documents are applicable to the above drinking water system and form part of this licence:

#### 2.1 Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Sunsite Estates Subdivision Drinking Water System	254-201	January 24, 2022

#### 2.2 Permits to Take Water

Water Taking Location	Permit Number	Issue Date
Lake Huron	7151-ABEK4P	July 14, 2016

### 3.0 Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	254-301
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	254-301A

### 4.0 Accredited Operating Authority

Drinking Water System or Operational Subsystems	Accredited Operating Authority	Operational Plan No.	Operating Authority No.
Sunsite Estates Drinking Water System	Ontario Clean Water Agency	254-401	254-OA1

## Schedule B: General Conditions

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

### 1.0 Definitions

1.1 Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

1.2 In this licence and the associated drinking water works permit:

"adverse effect", "contaminant" and "natural environment" shall have the same meanings as in the EPA;

"alteration" may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

"compound of concern" means a contaminant described in paragraph 4 subsection 26 (1) of O. Reg. 419/05, namely, a contaminant that is discharged to the air from a component of the drinking water system in an amount that is not negligible;

"CT" means the CT Disinfection Concept, as described in subsection 3.1.1 of the Ministry's Procedure for Disinfection of Drinking Water in Ontario, dated July 29 2016.

"Director" means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

"drinking water works permit" means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"emission summary table" means a table described in paragraph 14 of subsection 26 (1) of O. Reg. 419/05;

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

"financial plan" means the financial plan required by O. Reg. 453/07;

"Harmful Algal Bloom (HAB)" means an overgrowth of aquatic algal bacteria that produce or have the potential to produce toxins in the surrounding water, when the algal

cells are damaged or die. Such bacteria are harmful to people and animals and include microcystins produced by cyanobacterial blooms.

**"licence"** means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

**"Ministry"** means the Ontario Ministry of the Environment, Conservation and Parks;

**"operational plan"** means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

**"owner"** means the owner of the drinking water system as identified in Schedule A of this licence;

**"OWRA"** means the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40;

**"permit to take water"** means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

**"point of impingement"** has the same meaning as in section 2 of O. Reg. 419/05 under the EPA;

**"point of impingement limit"** means the appropriate standard from Schedule 2 or 3 of O. Reg. 419/05 under the EPA and if a standard is not provided for a compound of concern, the concentration set out for the compound of concern in the document titled "Air Contaminants Benchmarks (ACB) List: Standards, guidelines and screening levels for assessing point of impingement concentrations of air contaminants", as amended from time to time and published by the Ministry and available on a government of Ontario website;

**"licensed engineering practitioner"** means a person who holds a licence, limited licence or temporary licence under the Professional Engineers Act;

**"provincial officer"** means a provincial officer designated pursuant to section 8 of the SDWA;

**"publication NPC-300"** means the Ministry publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

**"SCADA system"** means a supervisory control and data acquisition system used for process monitoring, automation, recording and/or reporting within the drinking water system;

**"SDWA"** means the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32;

**"sensitive receptor"** means any location where routine or normal activities occurring at reasonably expected times would experience adverse effect(s) from a discharge to air from an emergency generator that is a component of the drinking water system, including one or a combination of:

- (a) private residences or public facilities where people sleep (e.g.: single and multi-unit dwellings, nursing homes, hospitals, trailer parks, camping grounds, etc.),
- (b) institutional facilities (e.g.: schools, churches, community centres, day care centres, recreational centres, etc.),
- (c) outdoor public recreational areas (e.g.: trailer parks, play grounds, picnic areas, etc.), and
- (d) other outdoor public areas where there are continuous human activities (e.g.: commercial plazas and office buildings).

**"sub-system"** has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts) under the SDWA;

**"surface water"** means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

**"UV"** means ultraviolet, as in ultraviolet light produced from an ultraviolet reactor.

## 2.0 Applicability

- 2.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

## 3.0 Licence Expiry

- 3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

## 4.0 Licence Renewal

- 4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

## 5.0 Compliance

- 5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

## 6.0 Licence and Drinking Water Works Permit Availability

- 6.1 At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

## 7.0 Permit to Take Water and Drinking Water Works Permit

- 7.1 A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.
- 7.2 A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.

## 8.0 Financial Plan

- 8.1 For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
- 8.1.1 Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
- 8.1.2 Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

## 9.0 Interpretation

- 9.1 Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
- 9.1.1 The SDWA;
- 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
- 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
- 9.1.4 Any regulation made under the SDWA;
- 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
- 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
- 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and

- 
- 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- 9.1.9 Any other technical bulletin or procedure issued by the Ministry from the most recent to the earliest.
- 9.2 If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.
- 9.3 The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
- 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
- 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- 9.4 For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

## 10.0 Adverse Effects

- 10.1 Nothing in this licence or the drinking water works permit shall be read as to permit:
- 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
- 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- 10.2 All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 10.3 Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

## 11.0 Change of Owner or Operating Authority

- 11.1 This licence is not transferable without the prior written consent of the Director.
- 11.2 The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
- 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

## 12.0 Information to be Provided

- 12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

## 13.0 Records Retention

- 13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 or section 13 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

## 14.0 Chemicals and Materials

- 14.1 All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.
- 14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.
- 14.2 The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- 14.3 Conditions 14.1 and 14.2 do not apply in the case of the following:
- 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
- 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;

- 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
- 14.3.4 Gaskets that are made from NSF approved materials;
- 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use that may come into contact with drinking water, but are not added directly to the drinking water; or
- 14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

## 15.0 Drawings

- 15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- 15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the alteration being completed or placed into service.
- 15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

## 16.0 Operations and Maintenance Manual

- 16.1 An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference to all persons responsible for all or part of the operation or maintenance of the drinking water system.
- 16.2 The operations and maintenance manual or manuals, shall include at a minimum:
  - 16.2.1 The requirements of this licence and associated procedures;
  - 16.2.2 The requirements of the drinking water works permit for the drinking water system;
  - 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system including where applicable:
    - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions and other operating conditions, if applicable; and

- b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
- 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- 16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- 16.4** All of the procedures included or referenced within the operations and maintenance manual must be implemented.

## Schedule C: System-Specific Conditions

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

### 1.0 System Performance

#### Rated Capacity

- 1.1 For each treatment subsystem listed in column 1 of Table 1, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in column 2 of the same row.

Table 1: Rated Capacity	
Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m <sup>3</sup> /day)
Sunsite Estates Water Treatment Plant	220

#### Maximum Flow Rates

- 1.2 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

Table 2: Maximum Flow Rates		
Column 1 Treatment Subsystem Name	Column 2 Treatment Subsystem Component	Column 3 Maximum Flow Rate (L/s)
Not Applicable	Not Applicable	Not Applicable

- 1.3 Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- 1.4 Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

### Residuals Management

- 1.5** In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
- 1.5.1 The annual average concentration of a test parameter identified in column 2 shall:
- not exceed the value in column 3 of the same row; and
  - be calculated at least once quarterly as the running annual average based on the previous four quarterly results;
- 1.5.2 Where the average concentration of a test parameter identified in column 2 exceeds the value in column 3, the concentration shall be reported to the local Ministry district office within 72 hours of receipt of the last lab result used in the calculation;
- 1.5.3 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row;
- 1.5.4 Where the maximum concentration of a test parameter identified in column 2 exceeds the value in column 4, the discharge shall be reported in accordance with s.13.2 of O. Reg. 675.98 and recorded in accordance with s.12.2 of O. Reg. 675.98 within 24 hours of receipt of the lab result; and,
- 1.5.5 The test parameters listed in column 2 of Table 3 shall be sampled in accordance with conditions 5.2, 5.3 and 5.4 of Schedule C in this Licence.

<b>Table 3: Residuals Management</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Test Parameter</b>	<b>Column 3 Annual Average Concentration (mg/L)</b>	<b>Column 4 Maximum Concentration (mg/L)</b>
Sunsite Estates Water Treatment Plant	Total Suspended Solids	25	Not Applicable
Sunsite Estates Water Treatment Plant	Total Chlorine Residual	0.02	Not Applicable

### UV Disinfection Equipment Performance

- 1.6** For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system and being used to meet pathogen log removal/inactivation credits specified in Schedule E:
- 1.6.1 The UV disinfection equipment shall be operated within the validated limits for the equipment at all times such that a continuous pass-through UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row

- 1.6.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;
- 1.6.3 If there is a UV disinfection equipment alarm signaling that the disinfection equipment is malfunctioning, has lost power, or is not providing the appropriate level of disinfection the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
- 1.6.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm described in condition 1.6.3, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

<b>Table 4: UV Disinfection Equipment</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Minimum Continuous Pass-Through UV Dose (mJ/cm<sup>2</sup>)</b>	<b>Column 3 Control Strategy</b>	<b>Column 4 Test Parameter</b>
Not Applicable	Not Applicable	Not Applicable	Not Applicable

## 2.0 Flow Measurement and Recording Requirements

- 2.1 For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
- 2.1.1 The flow rate (L/s) and daily volume (m<sup>3</sup>/day) of treated water that flows from the treatment subsystem to the distribution system.
- 2.1.2 The flow rate (L/s) and daily volume (m<sup>3</sup>/day) of water that flows into the treatment subsystem.
- 2.2 For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.
- 2.3 Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
- 2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;

- 2.3.2 The time and date of the measurement;
- 2.3.3 The reason for the exceedance; and
- 2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

### **3.0 Calibration of Flow Measuring Devices**

- 3.1 All flow measuring devices that are required by regulation, by a condition in the drinking water works permit 254-201, or by a condition otherwise imposed by the Ministry, shall be checked and where necessary calibrated in accordance with the manufacturer's instructions.
- 3.2 If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation.
  - 3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

### **4.0 Calibration of CT Monitoring System**

- 4.1 Any measuring instrumentation that forms part of the monitoring system for CT shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation, or more frequently in accordance with the manufacturer's instructions.
  - 4.1.1 For greater certainty, if condition 4.1 applies, the instrumentation shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

### **5.0 Additional Sampling, Testing and Monitoring**

#### **Drinking Water Health and Non-Health Related Parameters**

- 5.1 For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

<b>Table 5: Drinking Water Health Related Parameters</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Test Parameter</b>	<b>Column 3 Sampling Frequency</b>	<b>Column 4 Monitoring Location</b>
Not Applicable	Not Applicable	Not Applicable	Not Applicable

<b>Table 6: Drinking Water Non-Health Related Parameters</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Test Parameter</b>	<b>Column 3 Sampling Frequency</b>	<b>Column 4 Monitoring Location</b>
Not Applicable	Not Applicable	Not Applicable	Not Applicable

#### **Environmental Discharge Parameters**

- 5.2** For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.
- 5.3** For the purposes of Table 7:
- 5.3.1 Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and
- 5.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.
- 5.4** Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 23<sup>rd</sup> Edition, 2017, or as amended from time to time by more recently published editions.

<b>Table 7: Environmental Discharge Parameters</b>				
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Test Parameter</b>	<b>Column 3 Sample Type</b>	<b>Column 4 Sampling Frequency</b>	<b>Column 5 Monitoring Location</b>
Sunsite Estates Water Treatment Plant	Total Suspended Solids	Manual Composite	Quarterly	Point of discharge to drainage ditch
Sunsite Estates Water Treatment Plant	Total Chlorine Residual	Grab	Quarterly	Point of discharge to drainage ditch

5.5 Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:

5.5.1 The discharge of potable water from a watermain to a road or storm sewer;

5.5.2 The discharge of potable water from a water storage facility or pumping station:

- a) To a road or storm sewer; or
- b) To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.

5.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;

5.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and

5.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

5.5.6 The discharge of any excess water to a road, storm sewer or the environment, associated with the management of materials excavated as part of watermain construction or repair, where necessary sediment, erosion and environmental control measures have been implemented.

## 6.0 Studies Required

### Harmful Algal Blooms

6.1 The owner shall develop and keep up to date a Harmful Algal Bloom monitoring, reporting and sampling plan, herein known as the "Plan", to be implemented when a potential harmful algal bloom is suspected or present. The owner shall have the Plan in place on or before February 10, 2022.

- 
- 6.1.1 The owner must have a copy of the Plan available onsite at the drinking water system, for inspection upon request by Ministry staff.
- 6.1.2 The owner must implement the Plan annually during the harmful algal bloom season, during but not limited to the warm seasonal period between June 1 and October 31 each year, or as otherwise directed by the Ministry or the Medical Officer of Health.
- 6.1.3 The owner must train all relevant drinking water system staff on the Plan prior to the beginning of each warm season, as described in Condition 6.1.2.
- 6.2** For clarity, a Harmful Algal Bloom is considered suspected or occurring when:
- 6.2.1 the owner or operating authority has observed an algal bloom:
- a) near the shoreline at or near the source water intake(s) described in drinking water works permit # 254-201, or
  - b) where the intake has an Intake Protection Zone in a source protection plan, within IPZ-1, or
  - c) within a circle that has a radius, measured from the intake, equal to the distance from the intake to the farthest edge of IPZ-2.
- 6.2.2 microcystin has been detected in a raw or treated water sample; and/or,
- 6.2.3 the owner has received any form of notification related to an algal bloom from the Ministry, a Medical Officer of Health, or the public; or,
- 6.2.4 the presence of or identification of cyanobacteria has been determined through optical probes or other analytic techniques used by the drinking water system.
- 6.3** The Plan described in condition 6.1 must include, at a minimum:
- 6.3.1 details relating to visual monitoring for harmful algal blooms at or near the drinking water system intake(s),
- a) as described in drinking water works permit # 254-201, or
  - b) where the intake has an Intake Protection Zone in a source protection plan, within IPZ-1, or
  - c) within a circle that has a radius, measured from the intake, equal to the distance from the intake to the farthest edge of IPZ-2.
- 6.3.2 details relating to visual monitoring of shoreline; this is applicable to drinking water systems where the proximity of the intake(s) may be of concern.
- 6.3.3 details relating to reporting the observed or suspected harmful algal bloom, as described in section 6.2:
- a) to the Overall Responsible Operator(s) and/or Operator(s)-in-Charge if the blooms have been observed or suspected by a duty operator; the

Plan shall include wording that directs relevant drinking water staff to follow the instructions provided by the Overall Responsible Operator(s) or the Operator(s)-in-Charge;

- b) to the medical officer of health; and
  - c) to the local MECP representative and the Ministry's Spills Action Centre.,
- 6.3.4 a sampling plan, including the identification of sample location(s) and frequencies that at a minimum match those described in condition 6.4.
- 6.3.5 triggers that may increase the required sampling frequency;
- 6.3.6 up-to-date records that document staff training on the harmful algal bloom monitoring, reporting, and sampling procedures.
- 6.4** Any water samples collected under Condition 6.3.4 must be:
- 6.4.1 collected, at a minimum, once per week, or as otherwise directed by the Ministry or the medical officer of health;
  - 6.4.2 collected prior to any treatment, if the sample is taken from raw water;
  - 6.4.3 collected at the point of entry into the distribution system, if the sample is taken from treated water;
  - 6.4.4 collected from the shoreline by the drinking water system, if applicable based on Condition 6.3.1;
  - 6.4.5 submitted to a laboratory licensed to perform ELISA testing for total microcystin;
  - 6.4.6 repeatedly collected until 3 consecutive samples have shown non-detection of microcystin and the algal bloom is no longer suspected or visually observed.

## 7.0 Source Protection

- 7.1 The owner of the drinking water system shall implement risk management measures, as appropriate, to manage any potential threat to drinking water that results from the operation of the drinking water system.
- 7.2 The owner of the system shall notify the Director in writing within thirty (30) days of any approved changes to an applicable source protection plan that impact the assessed threat level of a fuel oil system identified in Schedule A of drinking water works permit.
- 7.3 The notification required in condition 7.2 shall include:
- 7.3.1 A description of the changes and their impact on the assessed threat level of the fuel oil system(s); and,

- 7.3.2 A timeline for re-assessing the threat level and providing the results of the assessment to the Director.

## 8.0 CT Calculations

- 8.1 On or before July 24, 2022, the owner shall submit to the Director the copy of the updated CT calculations including the following information;
- 8.1.1 A drawing/sketch showing Chlorine Contact Tank configurations including tank dimensions (Length, Width, Height); location of high-lift pump suction pipes; inlet and outlet locations, chlorine injection and chlorine analyzer locations and flow path
- 8.1.2 The baffling factor used in the CT calculations with justifications on how baffling factor was selected.
- 8.1.3 The minimum depth required to achieve CT for worst case conditions and how the minimum depth is maintained in the chlorine contact tank.

## **Schedule D: Conditions for Relief from Regulatory Requirements**

System Owner	<b>The Corporation of the Township of Assigniack</b>
Licence Number	<b>254-101</b>
Drinking Water System Name	<b>Sunsite Estates Subdivision Drinking Water System</b>
Licence Effective Date	<b>January 24, 2022</b>

Effective January 24, 2022, no relief from regulatory requirements is authorized by the Director under section 46 of the SDWA in respect of the drinking water system.

## Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

### 1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

#### Sunsite Estates Water Supply Plant

Manitowaning Bay [SURFACE WATER]

Minimum Log Removal/ Inactivation Required	Cryptosporidium Oocysts	Giardia Cysts <sup>a</sup>	Viruses <sup>b</sup>
Sunsite Estates Water Supply Plant	2	3	4

- <sup>a</sup> At least 0.5 log inactivation of Giardia shall be achieved by the disinfection portion of the overall water treatment process.
- <sup>b</sup> At least 2 log inactivation of viruses shall be achieved by disinfection.

Log Removal/Inactivation Credits Assigned <sup>c</sup>	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Microfiltration	2 <sup>d</sup>	3	0
Chlorination [CT: Chlorine Contact Tank]	-	0.5	4+

- <sup>c</sup> Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.
- <sup>d</sup> Applies only when the treatment process has been specifically tested and confirmed for the specified removal/inactivation of Cryptosporidium Oocysts or the removal of surrogate particles.

Treatment Component	Log Removal/Inactivation Credit Assignment Criteria
Microfiltration	<ol style="list-style-type: none"> <li>1. Effective backwash procedures shall be maintained including filter-to-waste or an equivalent procedure to ensure that the effluent turbidity requirements are met at all times;</li> <li>2. Membrane integrity shall be monitored by continuous particle counting or by an equivalently effective means such as intermittent pressure decay measurements;</li> <li>3. Filtrate turbidity shall be continuously monitored;</li> <li>4. Performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month shall be met for each filter train; and</li> <li>5. Membrane filtration process shall be specifically tested and confirmed by an independent testing agency or the approving Director for 2-log removal or inactivation of <i>Cryptosporidium</i> oocysts or removal of surrogate particles.</li> </ol>
Chlorination	<ol style="list-style-type: none"> <li>1. Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and</li> <li>2. At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned.</li> </ol>
Primary Disinfection Notes	



## DRINKING WATER WORKS PERMIT

**Permit Number: 254-201**

**Issue Number: 3**

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this drinking water works permit under Part V of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 to:

### **The Corporation of the Township of Assigniack**

156 Arthur St  
Manitowaning, ON P0P 1N0

For the following municipal residential drinking water system:

### **Sunsite Estates Subdivision Drinking Water System**

This drinking water works permit includes the following:

<b>Schedule</b>	<b>Description</b>
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system
Schedule D	Process Flow Diagrams

Upon the effective date of this drinking water works permit #254-201, all previously issued versions of permit #254-201 are revoked and replaced by this permit.

DATED at TORONTO this 24<sup>th</sup> day of January, 2022

Signature

Aziz Ahmed, P.Eng.  
Director  
Part V, *Safe Drinking Water Act, 2002*

## Schedule A: Drinking Water System Description

System Owner	The Corporation of the Township of Assinack
Permit Number	254-201
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Permit Effective Date	January 24, 2022

### 1.0 System Description

- 1.1 The following is a summary description of the works comprising the above drinking water system:

#### Overview

The **Sunsite Estates Drinking Water System** consists of one (1) drinking water treatment plant and approximately 2 kilometers of distribution water mains.

### Sunsite Estates Water Supply Plant

#### Location and System Type

Street Address	15 Moggy Parkway, Assinack
UTM Coordinates	NAD 27, UTM Zone 17: 435000 m E., 5074200 m N
System Type	Surface water supply and treatment
Notes	

### Surface Water Supply

#### Intake Facility

Description	Raw water intake system extending into Manitowaning Bay
Equipment	185 m long 150 mm diameter intake pipe and intake crib with screen extended from the low lift pumping station into approx. 140 m off shore
	A 12 mm diameter internal line for delivering chlorine solution at intake crib diffuser for zebra mussel control
	A 25 mm diameter internal line extending beyond the chlorine diffuser for raw water sampling
Notes	

## Low Lift Works

### Low Lift Pumping Station

Description	Low lift pumping station with a 1.5 m diameter wet well for delivering raw water
Discharge to	Water treatment plant through approx. 145 m long 75 mm diameter watermain
Equipment	One (1) submersible pump at 276 m <sup>3</sup> /day at 35 m TDH Two (2) metering pumps complete with storage tank for feeding chlorine solution for zebra mussel control at intake crib
Notes	

## Membrane Filtration System

### Membrane Filters

Description	Micro-filtration membranes
Equipment	Two (2) micro-filtration membranes trains each at 220 m <sup>3</sup> /day, each train consisting of six (6) modules with nominal membrane pore size of 0.1 microns and absolute pore size of 0.2 microns One (1) feed/backwash pump per filter One (1) backwash air supply system common to both One (1) backwash energy dissipation system common to both
Notes	

### Membrane Cleaning System

Description	Membrane clean-in-place (CIP) system
Equipment	One (1) sodium hypochlorite manual pump and one (1) chemical storage tank for CIP cycles (manually added) One (1) citric acid manual pump for CIP cycles (manually added) One (1) sodium hydroxide metering pump and one (1) chemical storage tank for neutralization One (1) sodium bisulfite metering pump and one (1) chemical storage tank for dechlorination One (1) 795 L tank for neutralization
Notes	

## Chemical Addition

### Pre-treatment

Description	Chemical addition for pH adjustment
Feed Point	Upstream of the membrane filters
Equipment	Two (2) metering pumps (duty and standby) One (1) storage tank complete with a mixer and spill containment
Notes	

### Coagulant

Description	Coagulation feed system
Feed Points	Upstream of the membrane filters
Equipment	Two (2) metering pumps (duty and standby) One (1) storage tank complete with a mixer and spill containment
Notes	

### Chlorine

Description	Sodium hypochlorite solution for disinfection
Feed Points	Chlorine contact tank (pre-chlorination) High lift discharge header (post-chlorination)
Equipment	Pre-chlorination: two (2) metering pumps (duty and standby) complete with one (1) storage tank and spill containment Post-chlorination: two (2) metering pumps (duty and standby) complete with one (1) storage tank and spill containment
Notes	

## Waste Residual Management System

### Settling Tank

Description	One (1) baffled wastewater and sludge settling tank
Dimensions	24 m <sup>3</sup>
Discharge to	Effluent to a nearby ditch discharging into Manitowaning Bay Sludge to be transported off site
Equipment	Two (2) submersible pumps for discharging effluent
Notes	

## On-Site Storage

### Chlorine Contact Tank

Description	One (1) baffled chlorine contact tank with overflow weir
Dimensions	18 m <sup>3</sup>
Discharge to	Clearwells
Notes	

### Clearwells and High Lift Pumps

Description	Two (2) baffled clearwells installed with high lift pumps
Dimensions	Total 93 m <sup>3</sup>
Discharge to	Distribution system
Equipment	Three (3) submersible high lift pumps each at 259 m <sup>3</sup> /day at 65 m TDH
Notes	

## Instrumentation and Control

### SCADA System

SCADA System	A Plant SCADA System
Flow Measurement Locations	One (1) flowmeter on raw supply line
	One (1) flowmeter on treated header
Level Measurement Locations	One (1) level sensor located above clearwell
Process Analyzer Locations	One (1) chlorine analyzer at the contact tank
	One (1) pH meter on raw supply line
	Two (2) turbidity analyzers on filtrate effluent lines
	One (1) turbidity analyzer on raw supply line
Notes	

## Emergency Power

### Backup Power Supply

Description	One (1) standby liquid propane generator rated 60 kW
Fuel Storage	Propane fuel storage tank – 1000 liters
Notes	

## Fuel Oil Systems

### Fuel Storage Locations

Location	Not Applicable
Description	Not Applicable
Fuel Type	Not Applicable
Source Protection Area	Not Applicable
Notes	

## Watermains

### 1.2 Watermains within the distribution system comprise:

1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

<b>Table 1: Watermains</b>	
Column 1 Document or File Name	Column 2 Date
Sunsite Estates Distribution - May 28, 2021.pdf	May 28, 2021

1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

## **Schedule B: General**

System Owner	<b>The Corporation of the Township of Assigniack</b>
Permit Number	<b>254-201</b>
Drinking Water System Name	<b>Sunsite Estates Subdivision Drinking Water System</b>
Permit Effective Date	<b>January 24, 2022</b>

### **1.0 Applicability**

- 1.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence #254-101.
- 1.2 The definitions and conditions of licence #254-101 are incorporated into this permit and also apply to this drinking water system.

### **2.0 Alterations to the Drinking Water System**

- 2.1 Any document issued by the Director to be incorporated into Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance with the applicable conditions of this drinking water works permit and licence #254-101.
- 2.2 All documents issued by the Director as described in condition 2.1 shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water that are added, modified, replaced, extended shall be disinfected in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
  - a) Until July 23, 2022 the ministry's Watermain Disinfection Procedure, dated November 2015. As of July 24, 2022 the ministry's Watermain Disinfection Procedure, dated August 1, 2020;
  - b) Subject to condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure;
  - c) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
  - d) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
  - e) AWWA C654 – Standard for Disinfection of Wells.
- 2.3.1 For greater clarity, where an activity has occurred that could introduce contamination, including but not limited to repair, maintenance, or physical / video inspection, all equipment that may come in contact with the drinking water system shall be disinfected in accordance with the requirements of condition 2.3. above.
- 2.3.2 Updated requirements described in condition 2.3 b) are effective six months from the date of publication of the updated Watermain Disinfection Procedure.

- 
- 2.4 The owner shall notify the Director in writing within thirty (30) days of the placing into service or the completion of any addition, modification, replacement, removal or extension of the drinking water system which had been authorized through:
- 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;
  - 2.4.2 Any document to be incorporated in Schedule C to this drinking water works permit respecting works other than watermains; or
  - 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- 2.5 The notification required in condition 2.4 shall be submitted using the "Director Notification Form" published by the Ministry.
- 2.6 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement, removal or extension in respect of the drinking water system which:
- 2.6.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
  - 2.6.2 Constitutes maintenance or repair of the drinking water system; or
  - 2.6.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- 2.7 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.8 For greater certainty, the owner may only carry out alterations to the drinking water system in accordance with this drinking water works permit after having satisfied other applicable legal obligations, including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act, 2001* and *Greenbelt Act, 2005*.

### 3.0 Watermain Additions, Modifications, Replacements and Extensions

- 3.1 The owner may alter the drinking water system, or permit it to be altered by a person acting on the owner's behalf, by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
- 3.1.1 The design of the watermain addition, modification, replacement or extension:
    - a) Has been prepared by a licensed engineering practitioner;
    - b) Has been designed only to transmit water and has not been designed to treat water;

- c) Satisfies the design criteria set out in the Ministry publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
  - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.
- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A licensed engineering practitioner has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
- 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
  - 3.2.2 Has a nominal diameter greater than 600 mm;
  - 3.2.3 Results in the fragmentation of the drinking water system; or
  - 3.2.4 Connects to another drinking water system, unless:
    - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and

- b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.
- 3.3 The verifications required in conditions 3.1.7 and 3.1.8 shall be:
- 3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration", as published by the Ministry, prior to the watermain addition, modification, replacement or extension being placed into service; and
- 3.3.2 Retained for a period of ten (10) years by the owner.
- 3.4 For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
- 3.4.2 Constitutes maintenance or repair of the drinking water system.
- 3.5 The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- 3.6 The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.
- 3.7 Despite clause (a) of condition 3.1.1 and condition 3.1.7, with respect to the replacement of an existing watermain or section of watermain that is 6.1 meters in length or less, if a licensed engineering practitioner has:
- 3.7.1 inspected the replacement prior to it being put into service;
- 3.7.2 prepared a report confirming that the replacement satisfies clauses (b), (c) and (d) of condition 3.1.1 (i.e. "Form 1 – Record of Watermains Authorized by a Future Alteration" (Form 1), Part 3, items No. 2, 3 and 4); and
- 3.7.3 appended the report referred to in condition 3.7.2 to the completed Form 1,
- the replacement is exempt from the requirements that the design of the replacement be prepared by a licensed engineering practitioner and that a licensed engineering practitioner verify on Form 1, Part 3, item No. 1 that a licensed engineering practitioner prepared the design of the replacement.
- 3.8 For greater certainty, the exemption in condition 3.7 does not apply to the replacement of an existing watermain or section of watermain if two or more sections of pipe, each of which is 6.1 meters in length or less, are joined together, if the total length of replacement pipes joined together is greater than 6.1 meters.

#### 4.0 Minor Modifications to the Drinking Water System

- 4.1 The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
- 4.1.1 Coagulant feed systems in the treatment system, including the location and number of dosing points:
    - a) Prior to making any alteration to the drinking water system under condition 4.1.1, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
    - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.1.1 and shall provide the Director with a copy of the review.
    - c) The notification required in condition 4.1.1 b) shall be submitted using the "Director Notification Form" published by the Ministry
  - 4.1.2 Instrumentation and controls, including new SCADA systems and upgrades to SCADA system hardware;
  - 4.1.3 SCADA system software or programming that:
    - a) Measures, monitors or reports on a regulated parameter;
    - b) Measures, monitor or reports on a parameter that is used to calculate CT; or,
    - c) Calculates CT for the system or is part of the process algorithm that calculates log removal, where the impacts of addition, modification or replacement have been reviewed by a licensed engineering practitioner;
  - 4.1.4 Filter media, backwashing equipment, filter troughs, and under-drains and associated equipment in the treatment system;
  - 4.1.5 Spill containment works; or,
  - 4.1.6 Coarse screens and fine screens
- 4.2 The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
- 4.2.1 Treated water pumps, pressure tanks, and associated equipment;
  - 4.2.2 Raw water pumps and process pumps in the treatment system;
  - 4.2.3 Inline booster pumping stations that are not associated with distribution system storage facilities and are on a watermain with a nominal diameter not exceeding 200 mm;
  - 4.2.4 Re-circulation devices within distribution system storage facilities;
  - 4.2.5 In-line mixing equipment;

- 
- 4.2.6 Chemical metering pumps and chemical handling pumps;
  - 4.2.7 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
  - 4.2.8 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry.
  - 4.2.9 Chemical injection points;
  - 4.2.10 Valves.
- 4.3 The drinking water system may be altered by replacing the following:
- 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
  - 4.3.2 Measuring and monitoring devices that are required by regulation, by a condition in the Drinking Water Works Permit or by a condition otherwise imposed by the Ministry.
  - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
    - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
    - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
    - c) The notification required in condition 4.3.3 b) shall be submitted using the "Director Notification Form" published by the Ministry.
- 4.4 Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
- 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
  - 4.4.2 The bypassing or removal of any unit process within a treatment subsystem;
  - 4.4.3 The addition of any new unit process other than coagulation within a treatment subsystem;
  - 4.4.4 A deterioration in the quality of drinking water provided to consumers;

- 
- 4.4.5 A reduction in the reliability or redundancy of any component of the drinking water system;
  - 4.4.6 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
  - 4.4.7 An adverse effect on the environment.
- 4.5 The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.
- 4.6 The verifications and documentation required in condition 4.5 shall be:
- 4.6.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System" published by the Ministry, prior to the modified or replaced components being placed into service; and
  - 4.6.2 Retained for a period of ten (10) years by the owner.
- 4.7 For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
- 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 4.7.2 Constitutes maintenance or repair of the drinking water system, including software changes to a SCADA system that are not listed in condition 4.1.3
- 4.8 The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

## 5.0 Equipment with Emissions to the Air

- 5.1 The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the air:
- 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
  - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
  - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
  - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;

- 5.1.5 Maintenance welding stations;
  - 5.1.6 Minor painting operations used for maintenance purposes;
  - 5.1.7 Parts washers for maintenance shops;
  - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
  - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
  - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
  - 5.1.11 Venting for an ozone treatment unit;
  - 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
  - 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2 The owner shall not make an addition, modification, or replacement described in condition 5.1 in relation to an activity that is not related to the treatment and/or distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall prepare an emission summary table for nitrogen oxides emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

#### Performance Limits

- 5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
- 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
  - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive receptors shall not exceed the applicable point of impingement limit, and at non-sensitive receptors shall not exceed the Ministry half-hourly screening level of 1880 ug/m<sup>3</sup> as amended; and
  - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.

- 5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7 The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8 The verifications and documentation required in conditions 5.6 and 5.7 shall be:
- 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry, prior to the additional, modified or replacement equipment being placed into service; and
- 5.8.2 Retained for a period of ten (10) years by the owner.
- 5.9 For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
- 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
- 5.9.2 Constitutes maintenance or repair of the drinking water system.
- 5.10 The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

## 6.0 Previously Approved Works

- 6.1 The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
- 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
- 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
- 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

## 7.0 System-Specific Conditions

- 7.1 Not Applicable

## 8.0 Source Protection

- 8.1 Not Applicable

## Schedule C: Authorization to Alter the Drinking Water System

System Owner	The Corporation of the Township of Assigniack
Permit Number	254-201
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Permit Effective Date	January 24, 2022

### 1.0 General

1.1 Table 2 provides a reference list of all documents to be incorporated into Schedule C that have been issued as of the date that this permit was issued.

1.1.1 Table 2 is not intended to be a comprehensive list of all documents that are part of Schedule C. For clarity, any document issued by the Director to be incorporated into Schedule C after this permit has been issued is considered part of this drinking water works permit.

<b>Table 2: Schedule C Documents</b>				
Column 1 Issue #	Column 2 Issued Date	Column 3 Description	Column 4 Status	Column 5 DN#
1	September 13, 2011	Installation of Granular Activated Carbon filters	Archived	Not Applicable
2	August 20, 2018	Use ultra-filtration to replace the existing micro-filtration	Archived	1

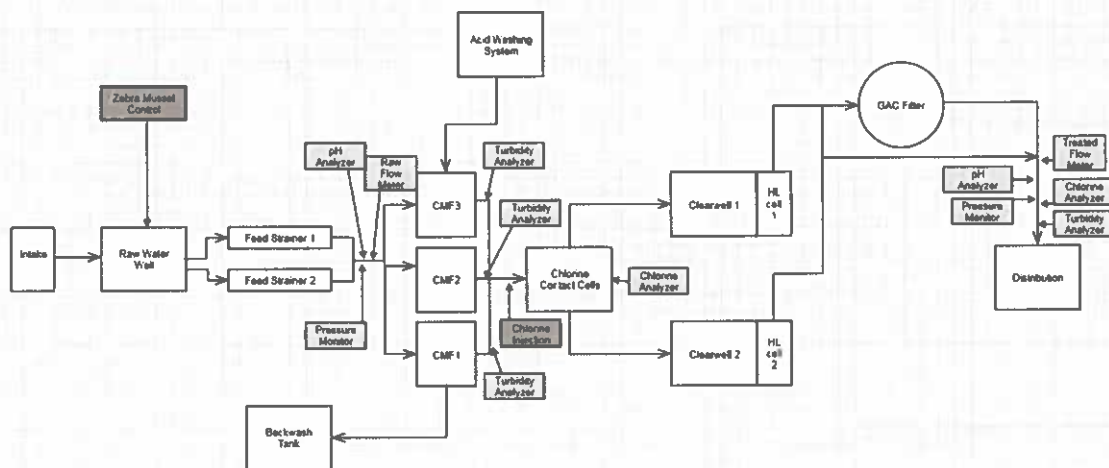
1.2 For each document described in columns 1, 2 and 3 of Table 2, the status of the document is indicated in column 4. Where this status is listed as 'Archived', the approved alterations have been completed and relevant portions of this permit have been updated to reflect the altered works. These 'Archived' Schedule C documents remain as a record of the alterations.

## Schedule D: Process Flow Diagrams

System Owner	The Corporation of the Township of Assinack
Permit Number	254-201
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Permit Effective Date	January 24, 2022

### 1.0 Process Flow Diagrams

#### Sunshine Estates Water Treatment Plant



[Source: Assinack Operational Plan 2020, August 15, 2018]

Note: this process flow diagram is for reference only, and represents a high level overview of the system as of August 15, 2018.

## Schedule C: Authorization to Alter the Drinking Water System

System Owner	<b>The Corporation of the Township of Assignack</b>
Permit Number	<b>254-201</b>
Drinking Water System Name	<b>Sunsite Estates Drinking Water System</b>
Schedule C Issue Number	<b>02</b>

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 and the regulations made thereunder and subject to the limitations thereof, this schedule is being issued under Part V of the *Safe Drinking Water Act*, 2002, S.O., c. 32 to the owner of the drinking water system to amend the drinking water works permit to authorize alterations to the drinking water system as follows:

### Proposed Alterations

Replacing the existing micro-filtration membranes with ultra-filtration membranes and removing the coagulant feed system, in the Sunsite Estates Drinking Water System, all in accordance with the applications, plans and supporting documentation listed in Table 1 of this schedule.

#### Ultra-filtration membranes

Description	Replacing the existing micro-filtration membranes with ultra-filtration membranes (the nominal membrane pore size of 0.04 microns) with a nominal filtrate flow rate of 220 m <sup>3</sup> /d)
Notes	Removing the coagulant feed system

### Licence Amendments

Not applicable

### Applications, Plans and Supporting Documentation

Table 1	
Application dated June 19, 2018	Memorandum of " Analysis of Water Treatment Options for Township of Assignack" dated September 25, 2017, prepared by EXP.
	Email correspondences in August, 2018 from the Ontario Clean Water Agency.
Notes	

The conditions of the drinking water works permit and the licence apply, as applicable, to the alterations of the drinking water system authorized by the issuance of this schedule to the drinking water works permit.

Except as otherwise provided by the drinking water works permit and the licence, the proposed alterations described in this schedule shall be designed, developed, built, operated and maintained in accordance with this schedule and the documentation listed in Table 1.

DATED at TORONTO this 20th day of August, 2018

Signature

A handwritten signature in black ink that reads "Aziz Ahmed". The signature is written in a cursive style and is underlined with a single horizontal line.

Aziz Ahmed, P.Eng.  
Director  
Part V, *Safe Drinking Water Act*, 2002

# **APPENDIX B**

## **PERMIT TO TAKE WATER**

PERMIT TO TAKE WATER  
Surface Water  
NUMBER 7151-ABEK4P

*Pursuant to Section 34.1 of the Ontario Water Resources Act, R.S.O. 1990 this Permit To Take Water is hereby issued to:*

The Corporation of the Township of Assiginack  
25B Spragge St  
Manitowaning, Ontario, P0P 1N0  
Canada

*For the water taking from:* 1). Lake Huron

*Located at:* Lot 24, Concession 6, Geographic Township of Sheguiandah  
Assiginack, District of Manitoulin

*For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:*

**DEFINITIONS**

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34.1, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment and Climate Change.
- (d) "District Office" means the Sudbury, SHEGUIANDAH District Office.
- (e) "Permit" means this Permit to Take Water No. 7151-ABEK4P including its Schedules, if any, issued in accordance with Section 34.1 of the OWRA.
- (f) "Permit Holder" means The Corporation of the Township of Assiginack.
- (g) "OWRA " means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40, as amended.

*You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:*

## **TERMS AND CONDITIONS**

### **1. Compliance with Permit**

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated April 27, 2016 and signed by Alton Hobbs, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

### **2. General Conditions and Interpretation**

#### **2.1 Inspections**

The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

#### **2.2 Other Approvals**

The issuance of, and compliance with this Permit, does not:

- (a) relieve the Permit Holder or any other person from any obligation to comply with any other

applicable legal requirements, including the provisions of the *Ontario Water Resources Act* , and the *Environmental Protection Act* , and any regulations made thereunder; or

(b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.2.1 Prior to the taking of any water under the authorization of this Permit, the Permit Holder shall ensure compliance with the *Safe Drinking Water Act*, S.O. 2002 and its regulations. At no time does this permit authorize the taking of water when out of compliance with the *Safe Drinking Water Act*, S.O. 2002 and its regulations.

### 2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

(a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or

(b) acceptance by the Ministry of the information's completeness or accuracy.

### 2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

### 2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

### 2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

## 3. Water Takings Authorized by This Permit

### 3.1 Expiry

This Permit expires on **July 14, 2026**. No water shall be taken under authority of this Permit after the expiry date.

**3.2 Amounts of Taking Permitted**

The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.

**Table A**

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Lake Huron	Lake	Communal	Water Supply	379	24	276,480	365	17 435400 5074000
							<b>Total Taking:</b>	276,480	

**4. Monitoring**

4.1 The Permit Holder shall, on each day water is taken under the authorization of this Permit, record the date, the volume of water taken on that date and the rate at which it was taken. The daily volume of water taken shall be measured by a flow meter or calculated in accordance with the method described in the application for this Permit or as otherwise accepted by the Director. A separate record shall be maintained for each source. The Permit Holder shall keep all records required by this condition current and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request. The Permit Holder, unless otherwise required by the Director, shall submit, on or before March 31<sup>st</sup> in every year, the daily water taking data collected and recorded for the previous year to the ministry's Water Taking Reporting System.

**5. Impacts of the Water Taking**

**5.1 Notification**

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

**5.2 For Surface-Water Takings**

The taking of water (including the taking of water into storage and the subsequent or simultaneous withdrawal from storage) shall be carried out in such a manner that streamflow is not stopped and is not reduced to a rate that will cause interference with downstream uses of water or with the natural functions of the stream.

**6. Director May Amend Permit**

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act* , Section 100 (4).

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

1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

*In accordance with Section 100 of the Ontario Water Resources Act, R.S.O. 1990, 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 101 of the Ontario Water Resources Act, R.S.O. 1990, as amended, provides that the Notice requiring the hearing shall state:*

1. The portions of the Permit or each term or condition in the Permit 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.

*In addition to these legal requirements, the Notice should also include:*

- a. The name of the appellant;
- b. The address of the appellant;
- c. The Permit to Take Water number;
- d. The date of the Permit to Take Water;
- e. The name of the Director;
- f. The municipality within which the works are located;

*This notice must be served upon:*

*The Secretary  
Environmental Review Tribunal  
655 Bay Street, 15th Floor  
Toronto ON  
M5G 1E5  
Fax: (416) 326-5370  
Email: [ERTTribunalsecretary@ontario.ca](mailto:ERTTribunalsecretary@ontario.ca)*

AND

*The Director, Section 34.1, Ministry of the  
Environment and Climate Change  
331-435 James St S  
Thunder Bay ON P7E 6S7  
Fax: (807) 475-1754*

*Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:*

by Telephone at  
(416) 212-6349  
Toll Free 1(866) 448-2248

by Fax at  
(416) 326-5370  
Toll Free 1(844) 213-3474

by e-mail at  
[www.ert.gov.on.ca](http://www.ert.gov.on.ca)

This Permit cancels and replaces Permit Number 3842-8UZHV6, issued on 2012/06/15.

Dated at Thunder Bay this 14th day of July, 2016.



Carrie Hutchison  
Director, Section 34.1  
*Ontario Water Resources Act*, R.S.O. 1990

**Schedule A**

This Schedule "A" forms part of Permit To Take Water 7151-ABEK4P, dated July 14, 2016.





**To:** Council  
**Subject:** **Holiday Office Closure**  
**Meeting:** January 20, 2026  
**Department:** Treasury  
**Staff Contact:** Deb MacDonald

**RECOMMENDATION:**

BE IT RESOLVED THAT COUNCIL accepts the Holiday Office Closure Costing 2025 Report submitted by the Treasurer as information

**PURPOSE:**

To provide costing information as requested at the January 6 2026 Committee of the Whole Meeting for the 2025 Holiday Office Closure

**BACKGROUND INFORMATION:**

Further to the request received at the January 6, 2026 Committee of the Whole Meeting, I have prepared the following information regarding the estimated costs of the Dec 2025 Holiday Office Closure.

Based on 2 closure days per employee, six administrative employees, and current salary rates, the estimated gross wage cost associate with the office closure is approximately **\$5,600**.

Administrative staff are paid a salary based on a 35-hour week. The current compressed work schedule results in staff working four days at nine hours per day, for a total of 36 hours per week. This allows ratepayers access to the office from 8 am to 5 pm whereas previously the office was open from 8:30 am – 4 pm. This represents approximately **one unpaid hour per week per employee**, which equates to an estimated **\$16,200 annually** across six staff, prior to any consideration of additional unpaid time such as attendance at Council and Committee meetings, weekend or after-hours emergencies, and other operational requirements that may arise throughout the year (ie cemetery issues, year-end audit work, budget prep, tax billing prep, Cloudpermit software initial setup prep work, municipal software updates, etc.)

The number of unpaid hours worked have never been something that has been tracked formally by administrative staff, knowing that it is just something that we do, however, starting this year, for informational purposes, office staff will start tracking all hours worked, paid or unpaid.



**Calls For Service (CFS) Billing Summary Report**

Max Date Loaded Nov 12, 2025

MANITOULIN Dist. - Assignment 1p

Billing Category	2025				2024			
	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs
<i>(Billing categories below do not match traditional crime groupings)</i>								
Violent Criminal Code	6	15	14.80	222.00	3	10	14.80	148.00
Property Crime Violations	5	17	6.20	105.40	2	6	6.20	136.40
Other Criminal Code Violations (Excluding traffic)	4	18	7.10	127.80	3	2	14	99.40
Drug Possession	3	4	5.90	23.60	4	3	5.90	17.70
Operational	34	79	3.90	308.10	6	24	74	288.60
Operational2	5	16	1.70	27.20	7	8	28	47.60
Statutes & Acts	2	18	3.50	63.00	8	1	13	45.50
Traffic	6	15	3.80	57.00	9	4	10	38.00
<b>Total</b>	<b>65</b>	<b>182</b>		<b>934.10</b>	<b>48</b>	<b>174</b>		<b>821.20</b>

**Note to Detachment Commanders:**

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2025 billing period.

**Note to Municipalities:**

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Detachment Board reports or Statistics Canada reporting.

RECEIVED  
NOV 26 2025

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category: Violent Criminal Code

MANITOULIN Dist. - Assignack Tp  
2025

2024

Offence	2025			2024					
	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs	
Assault - Level 1	2	5	14.80	74.00	1	2	3	14.80	44.40
Assault Peace Officer	1	1	14.80	14.80	1			14.80	
Assault With Weapon or Causing Bodily Harm - Level 2	2	3	14.80	44.40	1		1	14.80	14.80
Criminal Harassment		1	14.80	14.80	1		3	14.80	44.40
Sexual Assault	1	2	14.80	29.60	1			14.80	
Utter Threats to Person		3	14.80	44.40	1	1	3	14.80	44.40
<b>Total</b>	<b>6</b>	<b>15</b>		<b>222.00</b>	<b>3</b>	<b>10</b>		<b>148.00</b>	

Detailed Report View - Expanded view of the report listing the counts by actual offence within each billable work group.

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category: Property Crime Violations

MANITOULIN Dist. - Assignack Tp  
2025

2024

Offence	2025			2024				
	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs
Break & Enter		1	6.20	6.20 2	1	2	6.20	12.40
Fraud - False Pretence Under \$5,000			6.20	6.20 2	1	1	6.20	6.20
Fraud - Money/property/security Over \$5,000		1	6.20	6.20 2		1	6.20	6.20
Fraud - Money/property/security Under \$5,000	1	1	6.20	6.20 2	1	3	6.20	18.60
Fraud - Other		4	6.20	24.80 2		2	6.20	12.40
Fraud - Steal/Forge/Poss./Use Credit Card			6.20	6.20 2		1	6.20	6.20
Mischief	1	2	6.20	12.40 2	1	6	6.20	37.20
Theft of Motor Vehicle	1	2	6.20	12.40 2			6.20	6.20
Theft Over \$5,000 - Construction Site			6.20	6.20 2		1	6.20	6.20
Theft Under \$5,000 - Master Code	1	1	6.20	6.20 2	1	1	6.20	6.20
Theft Under \$5,000 - Mining Product		1	6.20	6.20 2			6.20	6.20
Theft Under \$5,000 - Other Theft		2	6.20	12.40 2	1	1	6.20	6.20
Theft Under \$5,000 - Persons			6.20	6.20 2		2	6.20	12.40
Theft Under \$5,000 SHOPLIFTING			6.20	6.20 2		1	6.20	6.20
Unlawful in a dwelling house	1	2	6.20	12.40 2			6.20	6.20
<b>Total</b>	<b>5</b>	<b>17</b>		<b>105.40</b>	<b>6</b>	<b>22</b>		<b>136.40</b>

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category: Other Criminal Code Violations (Excluding traffic)	MANITOULIN Dist. - Assignack Tp 2025				2024			
	Offence	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std
Bail Violations - Fail To Comply	2	13	7.10	92.30	3	2	7.10	14.20
Bail Violations - Others			7.10		3	1	7.10	7.10
Breach of Probation	1	3	7.10	21.30	3	1	6	42.60
Disturb the Peace			7.10		3	1	7.10	7.10
Indecent acts - Master Code			7.10		3	1	7.10	7.10
Offensive Weapons - Careless use of firearms			7.10		3	1	7.10	7.10
Offensive Weapons - Possession of Weapons			7.10		3	1	7.10	7.10
Offensive Weapons - Weapons Trafficking			7.10		3	1	7.10	7.10
Other Criminal Code - Sec. 78 - Sec. 96		1	7.10	7.10	3	1	7.10	7.10
Trespass at Night	1	1	7.10	7.10	3		7.10	
<b>Total</b>	<b>4</b>	<b>18</b>		<b>127.80</b>		<b>2</b>	<b>14</b>	<b>99.40</b>

Detailed Report View - Expanded view of the report listing the counts by actual offence within each billable work group.

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category: Drug Possession

MANITOULIN Dist. - Assiginack Tp  
2025

2024

Offence	2025				2024			
	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs
DRUG related occurrence	1	2	5.90	11.80		1	5.90	5.90
Possession - Cocaine	1	1	5.90	5.90			5.90	
Possession - Other Controlled Drugs and Substances Act	1	1	5.90	5.90		2	5.90	11.80
<b>Total</b>	<b>3</b>	<b>4</b>		<b>23.60</b>		<b>3</b>		<b>17.70</b>

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category: Drugs

MANITOULIN Dist. - Assiginack Tp  
2025

2024

Offence	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs
---------	-------------------	--------------	----------	------------------	-------------------	--------------	----------	------------------

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category: Operational

MANITOULIN Dist. - Assignack Tp  
2025

2024

Offence	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs
Animal - Dog Owners Liability Act			3.90	6	1	1	3.90	3.90
Animal Injured		1	3.90	3.90			3.90	
Animal Stray	1	1	3.90	3.90		2	3.90	7.80
Assist Public	6	10	3.90	39.00	7	14	3.90	54.60
Domestic Disturbance	6	18	3.90	70.20	1	8	3.90	31.20
FAMILY DISPUTE	5	8	3.90	31.20	5	13	3.90	50.70
Found Property - Master Code		1	3.90	3.90	1	4	3.90	15.60
Lost - Others			3.90	6		1	3.90	3.90
Lost - Personal Accessories	1	1	3.90	3.90			3.90	
Lost Property - Master Code		1	3.90	3.90			3.90	
Missing Person 12 & older			3.90	6		1	3.90	3.90
Missing Person Located 12 & older			3.90	6		1	3.90	3.90
Neighbour Dispute	3	7	3.90	27.30		5	3.90	19.50
Noise Complaint - Master Code		2	3.90	7.80	1	1	3.90	3.90
Noise Complaint - Vehicle	1	1	3.90	3.90			3.90	
Phone - Nuisance - No Charges Laid	1	1	3.90	3.90			3.90	
Phone - Other - No Charges Laid	1	1	3.90	3.90			3.90	
Phone - Threatening - No Charges Laid			3.90	6		1	3.90	3.90
Sudden Death - Natural Causes			3.90	6	2	4	3.90	15.60
Suspicious Person	3	11	3.90	42.90	4	11	3.90	42.90
Suspicious vehicle	2	6	3.90	23.40		1	3.90	3.90
Trouble with Youth			3.90	6		3	3.90	11.70
Unwanted Persons	4	9	3.90	35.10	2	3	3.90	11.70
<b>Total</b>	<b>34</b>	<b>79</b>		<b>308.10</b>	<b>24</b>	<b>74</b>		<b>288.60</b>

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category: Operational2

MANITOULIN Dist. - Assiginack Tp  
2025

2024

Offence	2025				2024			
	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs
911 call - Dropped Cell		1	1.70	1.70	3	4	1.70	6.80
911 call / 911 hang up	2	4	1.70	6.80	2	5	1.70	8.50
False Alarm - Others	2	7	1.70	11.90	1	12	1.70	20.40
Keep the Peace	1	4	1.70	6.80	2	7	1.70	11.90
<b>Total</b>	<b>5</b>	<b>16</b>		<b>27.20</b>	<b>8</b>	<b>28</b>		<b>47.60</b>

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category: Traffic

MANITOULIN Dist. - Assiginack Tp  
2025

2024

Offence	2025				2024			
	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs
MVC - PERSONAL INJURY (MOTOR VEHICLE COLLISION)	1	1	3.80	3.80		1	3.80	3.80
MVC - PROP. DAM. FAILED TO REM (MOTOR VEHICLE COLLISION)	1	2	3.80	7.60			3.80	
MVC - PROP. DAM. NON REPORTABLE (MOTOR VEHICLE COLLISION)	2	7	3.80	26.60	2	4	3.80	15.20
MVC - PROP. DAM. REPORTABLE (MOTOR VEHICLE COLLISION)	2	5	3.80	19.00	2	5	3.80	19.00
<b>Total</b>	<b>6</b>	<b>15</b>		<b>57.00</b>	<b>4</b>	<b>10</b>		<b>38.00</b>

Detailed Report View - Expanded view of the report listing the counts by actual offence within each billable work group.

**Calls For Service (CFS) Billing Summary Report - Detail**

Max Date Loaded Nov 12, 2025

Billing Category Statutes & Acts

MANITOULIN Dist. - Assignack Tp  
2025

2024

Offence	2025				2024			
	July to September	Year to Date	Time Std	YTD Weighted Hrs	July to September	Year to Date	Time Std	YTD Weighted Hrs
Landlord / Tenant	1	2	3.50	7.00		4	3.50	14.00
Mental Health Act			3.50			3	3.50	10.50
Mental Health Act - Apprehension		2	3.50	7.00		1	3.50	3.50
Mental Health Act - No Contact with Police			3.50		1	1	3.50	3.50
Mental Health Act - Threat of Suicide		5	3.50	17.50		1	3.50	3.50
Mental Health Act - Voluntary Transport		3	3.50	10.50		2	3.50	7.00
Trespass To Property Act	1	6	3.50	21.00		1	3.50	3.50
<b>Total</b>	<b>2</b>	<b>18</b>		<b>63.00</b>	<b>1</b>	<b>13</b>		<b>45.50</b>

Detailed Report View - Expanded view of the report listing the counts by actual offence within each billable work group.

**APPLICATION FOR AMENDMENT TO BY-LAW NO. 2024-10  
FOR THE TOWNSHIP OF ASSIGNACK  
SECTION 34 OF THE PLANNING ACT, R.S.O. 1990**

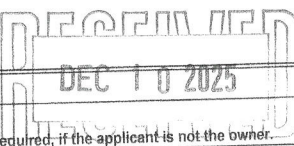
For Office Use

File No. \_\_\_\_\_

Note: This application consists of Part A and Part B. To avoid delays, the information supplied on both parts must be complete and accurate. A sketch map and a legal description are required.

Incomplete applications will be returned.  
All applications must be signed.  
Metric units should be used.  
Please Print

Mail the original and 2 copies of this completed application to:  
THE MANITOULIN PLANNING BOARD  
P. O. BOX 240, 40 WATER STREET, UNIT 1  
GORE BAY, ON POP 1H0



**PART A**

**1. Applicant Information**

**1.1 Name of Owner(s)**

An owner's authorization is required, if the applicant is not the owner.

EMAIL: derebanger@gmail.com

Name of Owner(s) <u>Dere &amp; Frances Banger</u>	Home Telephone No. <u>2269893403</u>	Bus. Telephone No.
Address <u>525 Bidwell Rd Manitowaning ON</u>	Postal Code <u>POP 1N0</u>	

**1.2 Name of the person who is to be contacted about the application, if different than the owner.**  
(This may be a person or firm acting on behalf of the applicant.)

EMAIL:

Name of Contact Person <u>Dere Banger</u>	Home Telephone No. <u>2269893403</u>	Bus. Telephone No.
Address <u>525 Bidwell Rd Manitowaning ON</u>	Postal Code <u>POP 1N0</u>	Fax No.

**2. Location of the Subject Land (Complete applicable boxes in 2.1) (a copy of your land transfer/deed may assist you with this section)**

**2.1 Township/Municipality**

Sheguianda / Assignack

Concession Number(s) <u>Con 1</u>	Lot Number(s) <u>Part Lot 15</u>	Name of Street/Road <u>Bidwell</u>	Street/911 No. <u>525</u>
Survey Plan No. <u>31R-594</u>	Part Number(s) on Plan of Survey <u>Part of Part 2</u>	Subdivision Plan No. <u>—</u>	Lot(s)/Block(s) <u>—</u>

**3. Description of Land**

Frontage (m) <u>+508.5m / +44.5m / +526.3m</u>	Depth (m) <u>+122.72m / +83m average</u>	Area (Sq.M./Hec.) <u>+4.8 ha</u>
---------------------------------------------------	---------------------------------------------	-------------------------------------

**4. Creation of Lot - Date Created** May 13 1977 File No. (if applicable) resulting retained land File B15-25

**4.1 How long has the lot been in the owner's possession?** 9 yrs

**4.2 If consent to sever is required, has a severance application been made?**  Yes  No File No. land subject to amendment is the retained land of consent to sever File B15-25

**4.3 Are there any easements or restrictive covenants affecting the subject land? (i.e. Hydro One, Right-of-Way)**  
 No  Yes If Yes, describe the easement or covenant and its effect.

**5. What is the Present Zoning on the Property (check the Township website)** rural zone

**5.1 Why is the Zoning Amendment needed? (If known, specify the sections of Zoning By-law No. 2024-10 being contravened.)**  
reduced setbacks per municipal zoning by-law 6.2.2 (see section 11 for more info)

**5.2 Has the property, or any portion, been the subject of a previous zoning amendment application?**

Yes  No If yes, quote ministry/municipal file number. a site specific zoning amendment may be required

**5.3 What is the Official Plan Designation of the subject lands? Refer to the Planning Board website [www.manitoulinplanning.ca](http://www.manitoulinplanning.ca)**

rural area

**6. Present Use of Property**

Residential  Farmland  Seasonal Residential  Other \_\_\_\_\_

Industrial  Commercial  Open Space Storage \_\_\_\_\_

Past Uses of Property residential  
(Include uses that may result in health, safety or environmental risks)

**7. List All Existing Buildings or Structures on the Land (if more space is required, please attach a separate page)**

Buildings or Structures	Indicate all Yard Setbacks				Building Dimensions	Building Height
	Front	Back	Side	Side		
A <sup>1</sup> house	16.05m	12m	46m	459.3m	25m x 14.7m	5.5m
B <sup>2</sup> garage	22.04m	4m	35m	484.6m	6.7m x 6.7m	4.3m
F <sup>3</sup> woodshed	32m	1.9m	60m	463.9m	2.4m x 7.5m	2.4m
C chicken coop	19m	2.5m	27.8m	496.1m	2.4m x 11.4m	3.4m

8. Proposed Use of Property

- Residential  
  Farmland  
  Seasonal Residential  
  Other \_\_\_\_\_  
 Industrial  
  Commercial  
  Open Space Storage

9. List All Proposed Buildings or Structures (if more space is required, please attach a separate page)

Buildings or Structures	Indicate all Yard Setbacks				Building Dimensions	Building Height
	Front	Back	Side	Side		
1. none						
2.						
3.						

Number of Parking Spaces (if Commercial or Industrial Use) \_\_\_\_\_

10. Types of Servicing - The property will be serviced by (please check appropriate box)

10.1 Water Supply

- Publicly Owned and Maintained Piped Water System  
  Private Well  
  Other (Specify Source of Water e.g. Lake) cistern

10.2 Sewage Disposal

- Publicly Owned and Maintained Sanitary Sewage System & Tile Field  
  Septic Tank  
  Other (Please Specify \_\_\_\_\_)

10.3 Road Access

- A Public Road Owned and Maintained by:  The Municipality  
  the Ministry of Transportation  
 Private Road  
 Road Over Crown Land Maintained by the Ministry of Natural Resources  
 Water Access Only. (Identify location of nearest public access) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

10.4 Other Services available to the subject land

- Electricity  
  Garbage Collection  
  School Busing  
  Telephone

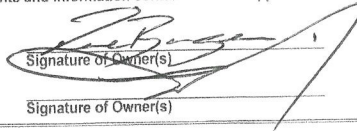
11. Other Information - Is there any other information that you think may be useful to the Planning Board or other agencies in reviewing this application? If so, explain below or attach on a separate page.

- conditional severance approval July 22/25 file B15-25  
 - municipality has agreed to non-conformance agreement  
 and by-law amendment for reduced setbacks

12. DECLARATION

I/We Dene # Frances Banger of the Municipality Assigned the Township Shegwienda certify that all statements and information contained in this application are true, accurate and current.

Date Dec 9/25

  
 Signature of Owner(s)

Date Dec 9/25

Signature of Owner(s)

13. AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for a zoning amendment

and I/We Authorize \_\_\_\_\_ to make this application on my/our behalf.

Date \_\_\_\_\_

Signature of Owner(s)

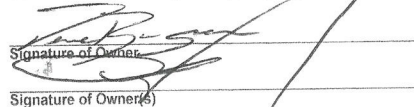
Date \_\_\_\_\_

Signature of Owner(s)

14. PERMISSION TO ENTER

I/We hereby authorize the members of the staff of the Manitoulin Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so. \* with notice.

Date Dec 9/25

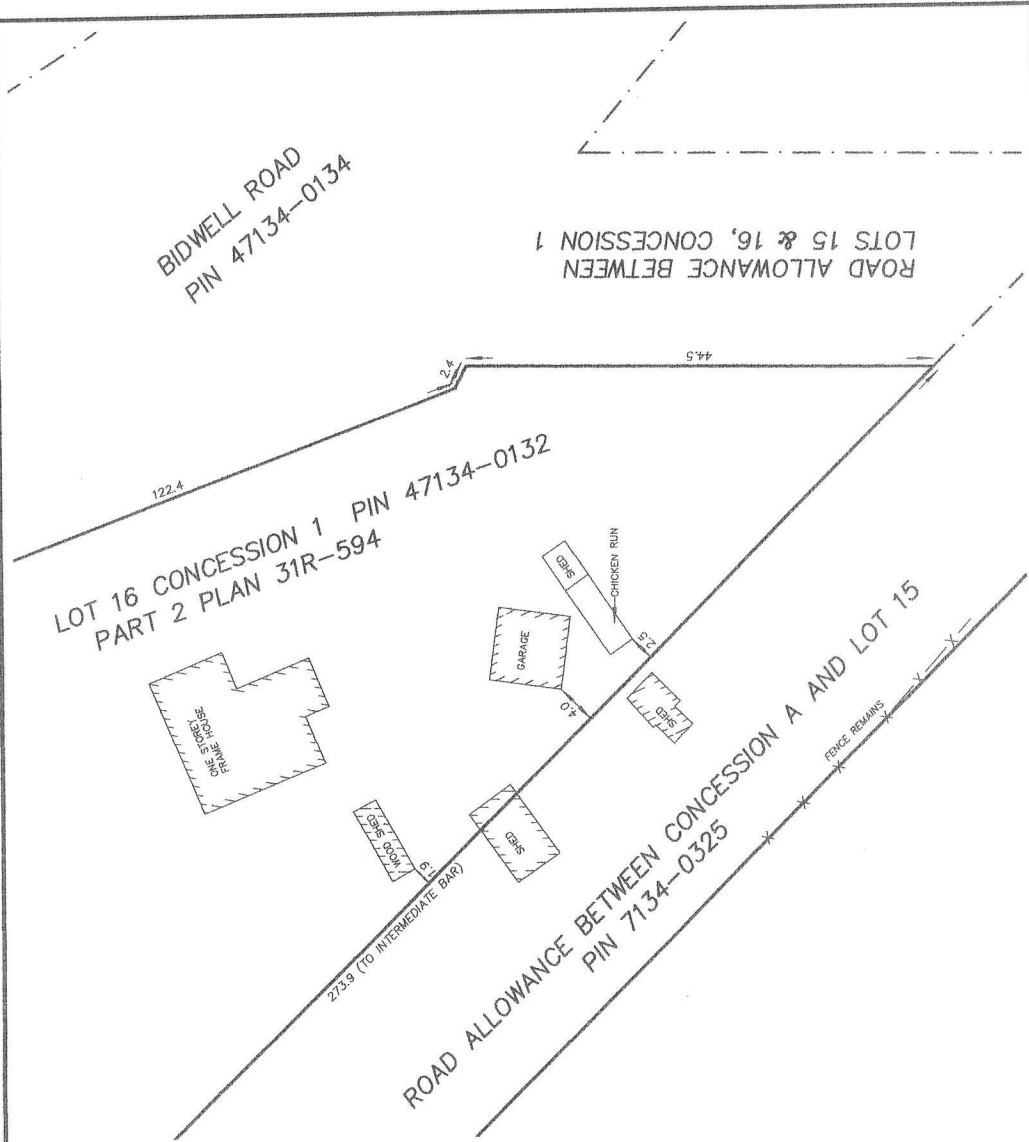
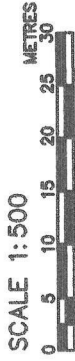
  
 Signature of Owner

Date Dec 9/25

Signature of Owner(s)

SKETCH FOR ZONING APPLICATION  
**PART OF LOT 15**  
**CONCESSION 1**

GEOGRAPHIC TOWNSHIP OF SHEGUIANDAH  
 MUNICIPALITY OF THE TOWNSHIP OF ASSIGNACK  
 DISTRICT OF MANITOULIN



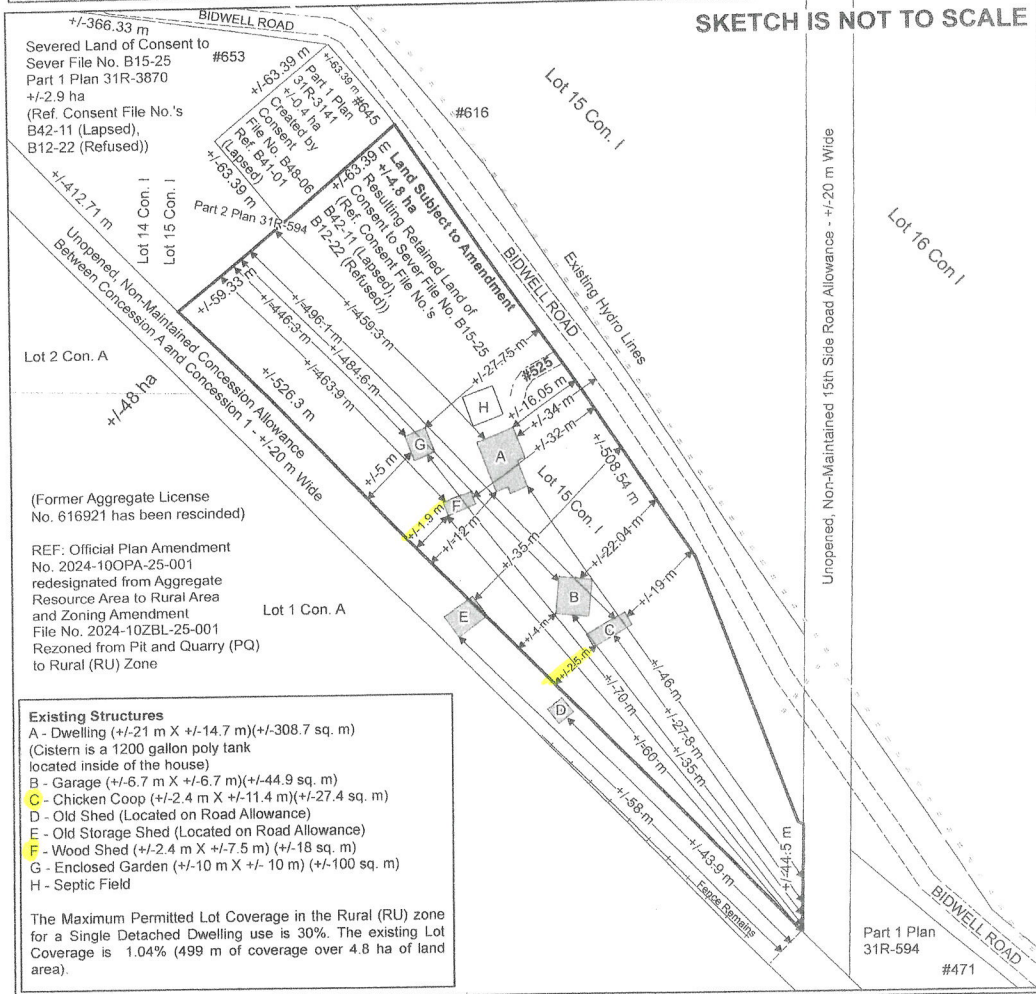
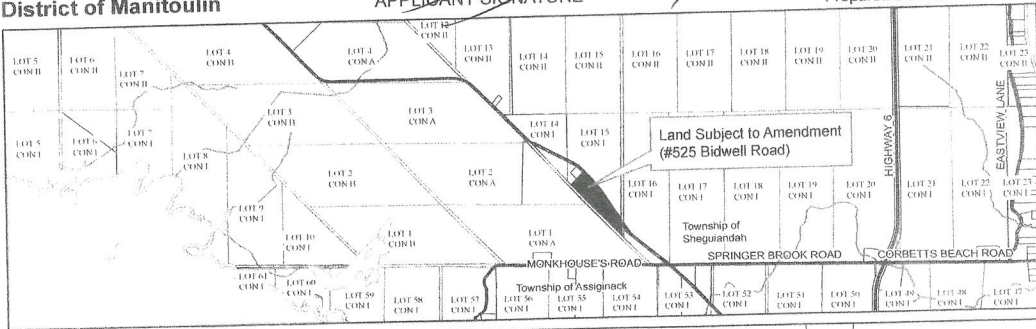
DORLAND GEOMATICS INC.  
 ONTARIO LAND SURVEYORS  
 1771 OLD FALCONBRIDGE ROAD  
 SUDBURY, ONTARIO, P3A 4R7  
 PHONE (705)673-2556 1-800-461-2593

PREPARED BY : GRK  
 SCALE : 1 : 500 METRIC  
 DATE : OCTOBER 15, 2025  
 FILE No. : 18868

**Part Lot 15 Concession I  
 Surveyed as Part 2 Plan 31R-594 Excepting Part 1 Plan 31R-3141  
 and Excepting Part 1 Plan 31R-3870  
 (#525 Bidwell Road)  
 Township of Sheguiandah  
 Municipality of Assiginack  
 District of Manitoulin**

*[Signature]*  
 APPLICANT SIGNATURE

Prepared December 8th 2025



**PLANNING HISTORY OF LAND SUBJECT TO AMENDMENT**

Consent to Sever File No. B41-01 (Lapsed) - Proposed creation of a new lot surveyed as Part 1 Plan 31R-3141 from Part Lot 15 Con. I, Part 2 Plan 31R-594. The conditions of consent were not fulfilled and the approval lapsed.

Consent to Sever File No. B48-06 - Resubmission of Consent to Sever File No. B41-01 which lapsed. Created a new lot surveyed as Part 1 Plan 31R-3141 from Part 2 Plan 31R-594.

Consent to Sever File No. B42-11 (Lapsed)- Proposed creation of a new lot surveyed as Part 1 Plan 31R-3870 from Part of Part 2 Plan 31R-594 (the Retained Land of Consent File No. B48-06). The conditions of consent were not fulfilled and the approval lapsed.

Consent to Sever File No. B12-22 - Resubmission of Consent to Sever File No. B42-11, proposing to create a new lot surveyed as Part 1 Plan 31R-3870 from Part of Part 2 Plan 31R-594 (the Retained Land of Consent File No. B48-06). This application was refused.

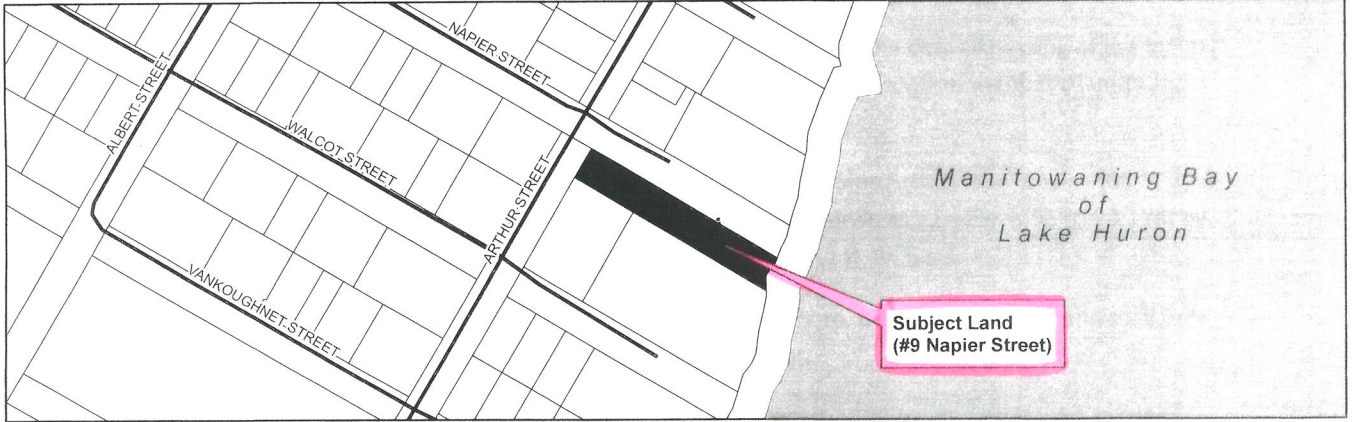
Consent to Sever File No. B15-25 - Resubmission of Consent to Sever File No. B12-22 proposing to create a new lot surveyed as Part 1 Plan 31R-3870 from Part of Part 2 Plan 31R-594 (the Retained Land of Consent File No. B48-06). The Retained Land is the Land Subject to Amendment.

RECEIVED  
 DEC 10 2025

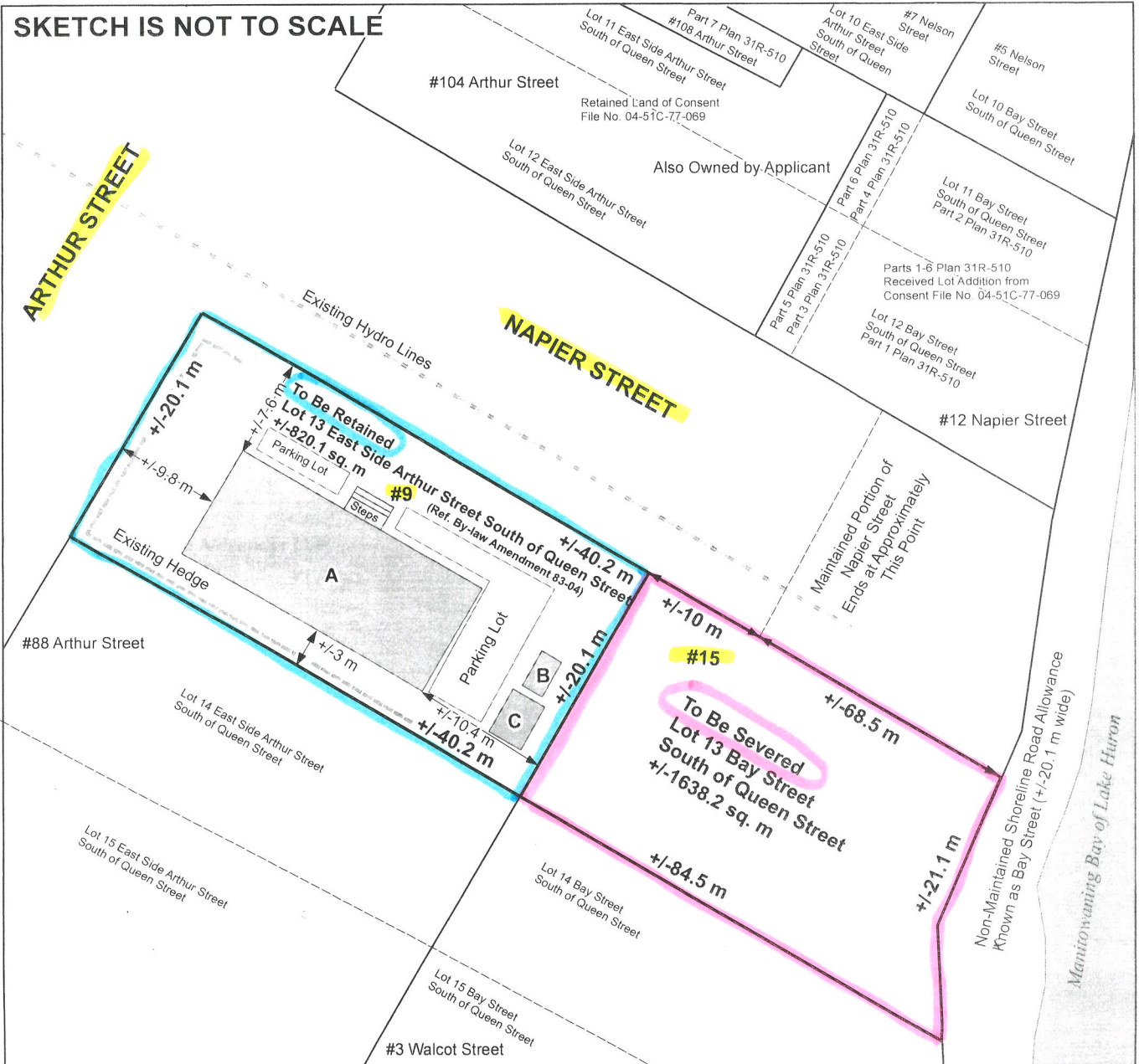
Lot 13 East Side Arthur Street, South of Queen Street and  
 Lot 13 Bay Street, South of Queen Street  
 (#9 Napier Street and #15 Napier Street)  
 Plan No. 3 Manitowaning  
 Municipality of Assinack  
 District of Manitoulin



Prepared December 9th 2025



SKETCH IS NOT TO SCALE



**STRUCTURES**

- A - Existing 6-Unit Apartment Building (+/-21.5 m X +/-9.1 m) (+/-195.7 sq. m)
- B - Existing Shed #1 (+/-1.5 m X +/-2.0 m)(+/-3.0 sq. m)
- C - Existing Shed #2 (+/-2.4 m X +/-4.0 m) (+/-9.6 sq. m)

The Maximum Permitted Lot Coverage in the Residential Multiple Zone is 35%. The Proposed lot coverage is +/-25.4% (208.3 sq. m of coverage over +/-820.1 sq. m. of land area).

**PLANNING HISTORY OF THE SUBJECT LAND**

**Zoning By-law Amendment 83-04** - Re-zoned Lot 13 East Side Arthur Street from Institutional (I) Zone to Multiple Family Residential (RM) Zone, permitted a Convenience Retail Store on a site-specific basis.



**Public Health  
Santé publique**  
SUDBURY & DISTRICTS

December 8, 2025

Alton Hobbs  
Township of Assiginack  
156 Arthur Street, P.O. Box 238  
Manitowaning, ON P0P 1N0

Dear Alton Hobbs:

On November 20, 2025, the Board of Health approved a 2026 operating budget for the cost-shared programs of \$32,029,390. The Board of Health motion is as follows:

*“THAT the Board of Health approve the 2026 cost-shared operating budget for Public Health Sudbury & Districts in the amount of \$32,029,390 (32 million, twenty-nine thousand and three hundred and ninety dollars).”*

In accordance with the Health Protection and Promotion Act, the municipalities will be billed a total of \$11,800,920.58 as their share of the Board of Health approved operating budget for cost-shared programs. The 2026 per capita rate based on a population base of 161,188 is \$73.21. Based on the September 9, 2022, MPAC Ontario Population Report, your share of the municipal levy for 2026 is \$57,398.33.

Public Health Sudbury & Districts values its close relationships with area municipalities and the work we do in partnership with you to promote and protect health for all.

Sincerely,

Renée Higgins, M.B.A.  
Director, Corporate Services

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Elm Place**

10 rue Elm Street  
Unit / Bureau 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON P0M 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Bureau 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON P0P 1S0  
t: 705.370.9200  
f: 705.377.5580

**Chapleau**

34 rue Birch Street  
Box / Boîte 485  
Chapleau ON P0M 1K0  
t: 705.860.9200  
f: 705.864.0820

**toll-free / sans frais**

1.866.522.9200

**phsd.ca**

@PublicHealthSD  
@SantePubliqueSD



**UNAPPROVED MINUTES – EIGHTH MEETING**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH SUDBURY & DISTRICTS**  
**BOARDROOM, LEVEL 3**  
**THURSDAY, NOVEMBER 20, 2025 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Ryan Anderson  
Robert Barclay  
Michel Brabant  
Renée Carrier

Natalie Labbé  
Abdullah Masood  
Amy Mazey  
Ken Noland

Michel Parent  
Mark Signoretti  
Natalie Tessier

**BOARD MEMBERS REGRET**

Angela Recollet

**STAFF MEMBERS PRESENT**

Kathy Dokis  
Renée Higgins  
M. Mustafa Hirji

Stacey Gilbeau  
Emily Groot  
Sandra Laclé

Stacey Laforest  
Rachel Quesnel, Recorder  
Renée St Onge

**M. SIGNORETTI PRESIDING**

**1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT**

The meeting was called to order at 1:31 p.m.

**2. ROLL CALL**

**3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST**

The agenda package was pre-circulated. There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

- i) **Iceland Prevention Model: An upstream community-based substance use prevention approach**
  - Michaela Penwarden-Watson, Health Promoter, Health Promotion and Vaccine Preventable Diseases Division

- Jackie Balleny, Executive Director, Sudbury District Restorative Justice

Presenters were introduced and invited to present on the upstream evidence-based substance use prevention approach and to provide an overview of the model. The Icelandic Prevention Model (supported by the Planet Youth organization) is locally led and adapted to each community with the goal of increasing resiliency and well-being and reducing substance use among youth. It was noted that Public Health Sudbury & Districts is one of many committed community partners that supports the Planet Youth model in our region.

The presenters outlined how it has worked elsewhere, what it could look like locally as well as the progress made to date. The work is led by a Steering Committee, bringing together many agencies across the community. Shkagamik-Kwe Health Centre and Sudbury District Restorative Justice support the day-to-day work of the initiative. The Prevention Coalition, which includes a broader cross-section of community partners, such as school leadership, researchers, social and community services, and partners with the city of Sudbury, will ensure the project is adapted to our local context and community needs.

Currently the project is at Step 3 of the 10-step cyclical framework, working on pre-data collection planning and community engagement. The framework supports communities in building capacity, implementing strategies, reflecting on progress, and repeating the process over time. Together with our partners, dollars have been secured to contract Planet Youth to implement the IPM. Additionally, funding from PHAC YSUPP Stream 2 funding has been leveraged over 3 years for steps 4 to 10 of the Planet Youth process.

The Board of Health's support was sought in spreading the word about what Icelandic Prevention Model can do for our communities. Questions and comments were entertained and focused on youth outreach and engagement given our service area, outcomes, community partnerships including school board, as well as the involvement of researchers and evaluators for the local model. It was noted that progress updates can be shared with interested partners such as school boards outside our service area. In follow-up to a question regarding champions, the importance of having everyone at the table was critical in order to achieve outcomes.

**ii) Unlearning & Undoing White Supremacy and Racism Project Unlearning Club – Foundational Obligations to Indigenous Peoples: Treaties**

- Sarah Rice, Manager, Indigenous Public Health
- Alicia Boston, Health Promoter, Indigenous Public Health

M.M. Hirji noted that this is the fourth presentation final presentation relating to the Unlearning club Foundational Obligations. The presenters were invited to speak about how the treaties in Canada, particularly the Robinson Huron Treaty of 1850 and Treaty 9, should

inform our ongoing journey of reconciliation, including how these treaties tie directly into health equity, the promises made, and our responsibilities moving forward.

The presentation highlighted key frameworks guiding this work, including the Truth and Reconciliation Commission's Calls to Action, the National Inquiry into Missing and Murdered Indigenous Women and Girls, and the United Nations Declaration on the Rights of Indigenous Peoples. These documents underscore the need for culturally safe, accessible health care and collaborative approaches. Participants were reminded that reconciliation requires more than acknowledgment—it demands systemic change, policy alignment with treaty obligations, and meaningful partnerships with Indigenous communities.

In closing, the presenters stressed that reconciliation is an ongoing process. Public health leaders have a responsibility to ensure treaty rights inform all aspects of health planning and delivery. Moving forward, continued education, relationship-building, and action rooted in trust, respect, and humility are essential to achieving health equity and honoring commitments made under these treaties.

Questions and comments were entertained and presenters thanked.

## **5. CONSENT AGENDA**

- i) Minutes of Previous Meeting**
  - a. Seventh Meeting – October 16, 2025
- ii) Business Arising from Minutes**
- iii) Report of Standing Committees**
  - Unapproved Board of Health Finance Standing Committee minutes, November 3, 2025
- iv) Report of the Medical Officer of Health/Chief Executive Officer**
  - a. MOH/CEO Report, November 2025
- v) Correspondence**
  - a. Grey Bruce Public Health Board of Health
    - Email from Board Chair to Deputy Minister of Health dated November 2, 2025
- vi) Items of Information**
  - None.

Questions were entertained relating to Canada's measles elimination status, the status of the annual Accountability Monitoring Plan, and the proposed Digital and Data Governance Councils.

## **47-25 APPROVAL OF CONSENT AGENDA**

**MOVED BY BRABANT – TESSIER: THAT the Board of Health approve the consent agenda as distributed.**

**CARRIED**

## **6. NEW BUSINESS**

### **i) Annual Board of Health Self-Evaluation 2025 Survey Results**

- Briefing note from Dr. M.M. Hirji, Acting Medical Officer of Health and Chief Executive Officer dated November 13, 2025

It is a provincial government requirement for Boards of Health to complete an annual Board of Health self-evaluation. The 83% response rate for 2025 is high in comparison with previous years. Overall, results from the self-evaluation questionnaire indicate that most Board of Health members have a positive perception of their governance process and effectiveness. It was observed that responses were less strongly positive this year in comparison to the 2024 survey results for questions relating to satisfaction with participation in meetings; representing the interest of the organization at all times; and being well-informed about issues regarding organizational effectiveness. Reasons for the less enthusiastic responses are unknown; however, it might be due to variation in the Board's membership, or due to a shift in the quality or relevance of Board meetings.

Comments and feedback were invited, and it was suggested that the survey's five-point scale be reviewed.

### **ii) Recommended 2026 Cost-Shared Operating Budget**

- Briefing note and schedules from Dr. M.M. Hirji, Acting Medical Officer of Health and Chief Executive Officer dated November 13, 2025

M. Parent, Chair of the Board of Health Finance Standing Committee, provided an update regarding the November 3, 2025, meeting where the committee carefully reviewed and discussed the 2026 cost-shared budget being recommended today.

It was noted that with inadequate funding by the provincial government and a growing need for Public Health's services, 2026 budget deliberations began with a projected shortfall of approximately \$1.1 million to remain status quo. Today's proposed budget reflects extensive planning and rigorous due diligence and includes a bold strategy to shift the long-term cost curve of the organization by investing in technology.

The recommended budget totals \$32,029,390, an increase of 3.20% over the 2025 Board approved budget. The 2026 recommended budget absorbs a decrease to projected interest income of \$75,000 and adds revenue in terms provincial and municipal increases of \$187,238 and \$614,154, respectively.

M.M. Hirji provided additional information via a slide deck regarding the recommended 2026 budget noting he would present additional information during the in-camera session relating to staffing and levies. Additional data demonstrating increasing pressures on public health programs and services were outlined including that public health funding since 2015 has been 79% less than inflation. Given status quo was not an option if the organization is to progress and adapt to the needs of the community, budget priorities identified for 2026 were reviewed. Budget strategies to achieve a balanced budget were summarized including reductions in divisional operating costs, increased vacancy rate, modest service reductions, and 0.6 FTE staffing adjustment. It is recommended that \$2,413,088 be invested in technology & technological capability through reserves, which would reduce the current reserves, totalling \$8,748,792, from 12.07 weeks of emergency funds to 8.2 weeks. It was pointed out that the Board of Health Finance Standing Committee recommended the 2026 budget include \$404,095 to expand vaccinations in lesser serviced areas as a pilot project, funding by the reserves.

It was concluded that the recommended budget is prudent, aligned with the Board of Health's mandate to provide essential services to the community and prioritizes the organization's long-term sustainability.

A. Masood and R. Carrier left the meeting at this point (2:59 p.m.).

Questions and comments were entertained, and discussion ensued regarding the reserve and reduction of 12 weeks of cashflow to 8.2 weeks. M.M. Hirji clarified that 8.2 weeks remains above the Ministry's recommendation of 7.5 weeks and it is the intention to continue to build the reserve for the longer term once in a better fiscal position.

## IN CAMERA

### 48-25 IN CAMERA

**MOVED BY LABBÉE – BRABANT: THAT this Board of Health goes in camera to deal with personal matters involving one or more identifiable individuals, including employees or prospective employees. Time: 3:06 p.m.**

**CARRIED**

## RISE AND REPORT

### 49-25 RISE AND REPORT

**MOVED BY NOLAND – BARCLAY: THAT this Board of Health rises and reports. Time: 3:26 p.m.**

**CARRIED**

It was reported that one matter was discussed to deal with personal matters involving one or more identifiable individuals, including employees or prospective employees. The following motion emanated:

**50-25 APPROVAL OF BOARD OF HEALTH INCAMERA MEETING NOTES**

**MOVED BY PARENT – NOLAND: THAT this Board of Health approve the meeting notes of the September 18, 2025, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.**

**CARRIED**

**51-25 2026 COST-SHARED OPERATING BUDGET**

**MOVED BY ANDERSON – MAZEY: WHEREAS the Board of Health Finance Standing Committee reviewed and discussed the details of the proposed 2026 cost-shared operating budget at its November 3, 2025, meeting; and**

**WHEREAS the Finance Standing Committee recommends the proposed budget to the Board of Health for approval;**

**THEREFORE BE IT RESOLVED THAT the Board of Health approve the 2026 cost-shared operating budget for Public Health Sudbury & Districts in the amount of \$32,029,390 (32 million, twenty-nine thousand and three hundred and ninety dollars).**

**AND THAT the Board of Health, per Bylaw G-I-70, authorize the transfer of up to \$2,413,088 (two million, four hundred thirteen thousand and 88\$) from the Reserve Funds to the operating budget to offset one-time technological investments in artificial intelligence use cases, the Information Technology Strategy & Roadmap, the onboarding of Electronic Medical Records, and the onboarding and transition to a new Human Resources/Payroll/Learning Management system.**

**AND THAT the Board of Health, per Bylaw G-I-70, authorize the transfer of up to \$404,095 from the Reserve Funds to the operating budget to offset a pilot project to immunize seniors against seasonal respiratory infections in 2026.**

**CARRIED**

**iii) Staff Appreciation Day**

M.M. Hirji noted that the Staff Appreciation Day motion is being tabled for the Board of Health's consideration.

**52-25 STAFF APPRECIATION DAY**

**MOVED BY BARCLAY – BRABANT: WHEREAS the Board of Health has for decades provided staff with an Appreciate Day off in consideration for their excellent service to the community.**

**THEREFORE BE IT RESOLVED THAT this Board of Health approve a Staff Appreciation Day**

**for the staff of Public Health Sudbury & Districts during the upcoming holiday season. The Staff Appreciation Day may be taken between the dates of December 1, 2025, to February 28, 2026. Essential services will be available and provided at all times except for statutory holidays when on-call staff will be available.**

**CARRIED**

M. Signoretti noted that communication to Public Health Sudbury & Districts staff regarding the Staff Appreciation Day will be sent directly from the Board of Health Chair on behalf of the Board of Health.

**iv) Update on alPHa Motion Regarding Indigenous Membership on all Boards of Health**

- a. Briefing Note from Dr. M.M. Hirji, Acting Medical Officer of Health and Chief Executive Officer dated November 13, 2025
- b. Motion tabled at the alPHa General Meeting June 19, 2025
- c. Letter sent by alPHa Board of Directors November 10, 2025

M.M. Hirji recapped that at the June 19, 2025, alPHa Annual General Meeting, our Board's motion was put on the floor for debate and was referred to the alPHa Board of Directors. Subsequently, on November 6, 2025, the alPHa Board of Directors decided not to adopt a position statement aligned with the motion and has written to the Minister of Health advocating for Indigenous membership on boards of health. The letter dated November 10, 2025, is attached to the agenda package.

M.M. Hirji proposed that a letter be sent to the alPHa Board of Directors. He outlined rationale for today's motion that advocates for the creation of a forum with Indigenous public health staff and others to come together and dialogue on how Indigenous membership on boards of health can be advanced. The letter to the alPHa Board of Directors would outline where we believe the Board of Directors fell short in working towards reconciliation and propose steps to moving forward.

**53-25 INDIGENOUS MEMBERSHIP ON ALL BOARDS OF HEALTH**

**MOVED BY NOLAND – TESSIER: WHEREAS on June 19, 2025, the Board of Health proposed to the Association of Local Public Health Agencies (alPHa) Annual General Meeting a resolution that all boards of health should have an Indigenous member,**

**AND WHEREAS the alPHa Annual General Meeting opted not to adopt the resolution, but refer it to the alPHa Board of Directors,**

**AND WHEREAS the alPHa Board of Directors has decided not to adopt a resolution, but has written to the Minister of Health to advocate for Indigenous membership on boards of health,**

**AND WHEREAS there are omissions to that advocacy as compared to the originally proposed resolution,**

**AND WHEREAS several elements of the process to get to this advocacy letter have revealed colonial practices in the operations of alPHa,**

**BE IT RESOLVED THAT the Board of Health write to the alPHa Board of Directors**

- 1. to thank them for the advocacy letter to the Minister of Health that advances the issue the Board of Health had raised,**
- 2. to highlight considerations omitted from the advocacy letter that should nonetheless remain important for alPHa's consideration should there be further dialogue or follow-up regarding Indigenous membership on boards of health,**
- 3. to share feedback on colonial ways within their process which are harmful to Indigenous persons, and which should be corrected,**
- 4. to advise creation of fora that would allow Indigenous persons, boards of health, and their staff to continue dialogue around how Indigenous membership on boards of health can continue to be advanced, thus facilitating self-determination by Indigenous persons and furthering reconciliation after the process thusfar.**

**CARRIED UNANIMOUSLY**

## **7. ADDENDUM**

### **54-25 ADDENDUM**

**MOVED BY PARENT – BARCLAY: THAT this Board of Health deals with the items on the Addendum.**

**CARRIED**

## **DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

### **i) Respiratory Virus Season: Influenza and RSV Increase is Accelerating**

- Briefing Note from Acting Medical Officer of Health and Chief Executive Officer dated November 20, 2025

M. M. Hirji noted that, since the distribution of the November Board report, new data has been received that shows Influenza A and RSV are increasing more rapidly and that the influenza virus this season is likely going to be earlier and more severe than usual. Board members and Public Health staff are asked to emphasize the importance of getting vaccinated as soon as possible to Influenza and COVID-19 for all populations and RSV for infants and seniors, if not already done so in a previous year.

## 8. ANNOUNCEMENT

- November 20, 2025, Board of Health meeting evaluation

Board members were invited to complete the evaluation for today’s Board meeting. Survey results from each meeting survey in 2025 will be rolled up and presented at the January 2026 Board meeting

- Board of Health Annual Mandatory Training: Emergency Preparedness

Under legislation, the emergency preparedness training is mandatory for Board members to review annually. Those who have not had a chance to review it are asked to do so as soon as possible.

- Board of Health Unlearning Club

M. Signoretti sought consensus from the Board to defer the unlearning club session to the new year given the length of the meeting.

- Board of Health celebration following today’s Unlearning Club

Board members were invited to stay for a special Board of Health celebration following the Board meeting.

- Board of Health meetings

There is no regular Board of Health meeting in December. The next regular meeting is Thursday, January 15, 2026, at 1:30 p.m.

## 9. ADJOURNMENTS

### 54-25 ADJOURNMENT

**MOVED BY TESSIER – BARCLAY: THAT we do now adjourn. Time: 3:45 p.m.**

**CARRIED**

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Secretary)

# Elbows Up For Climate Action

## An open letter from Canada's local leaders

### **Messrs. Blanchet, Carney, Pedneault, Poilievre, Singh, and Ms. May:**

We are mayors and councillors from across Canada, where we represent and serve millions of residents of all political backgrounds. Like so many of you, we are already feeling the effects of U.S. trade attacks in our communities through lost jobs, uncertainty for businesses, and increased costs of daily living.

Increasingly, we are also guiding our communities through another kind of crisis: recurring wildfires, floods, storms and deadly climate events. **We believe this is the moment for Canada to fight back, by investing in national projects that will connect and protect our country from the dual threats of tariffs and climate change.**

**Leading through a climate emergency changes you.** You can't witness elderly neighbours overheating in low-income apartments during a heat wave, and not recognize the critical role of well-insulated, affordable housing. You can't comfort people who have lost everything in floods and fires, and not wonder how we will afford to rebuild. You can't watch your kids and loved ones choke on toxic wildfire smoke without **knowing the time to act boldly on climate change is right now – because later is too late.**

Over the past decade, we've watched wildfires rip through nearly every part of our country. Just like you, we were stunned when Lytton disappeared off the map. Then parts of Halifax went up in flames. Last year, wildfires engulfed the iconic and beloved Jasper. What's next? Who's next?

**We can't keep watching our homes, towns and forests burn to a crisp, and pretend the status quo is working or safe.** We can't adapt our way out of this problem.

**It is time for us to get to work.** We are proposing five bold and achievable ideas the next federal government can implement as soon as it is elected, to tariff-proof our economy and create a jobs boom in every community:

- **create a national East-West-North clean electric grid**, delivering affordable energy to urban, rural and Indigenous communities across the country;
- **build a national high-speed rail network**, and extend it with locally-made electric buses to reach every community in this country;
- **build at least two million non-market, energy-efficient homes**, creating more affordable, transit-linked communities;
- **make our homes and buildings warmer in winter, cooler in summer** with retrofits and heat pump installations across the country, that will cut energy bills and pollution;
- **.... and fund a national resilience, response and recovery strategy** so our communities can prepare for the climate disasters we know are coming, respond when they hit, and rebuild afterwards.

**These projects would create hundreds of thousands of good local jobs in cities, rural and Indigenous communities, using Canadian steel, aluminum and lumber.** They would bolster our economy and make daily life safer and more affordable for all of us. We *can* afford to pay for them now: by redirecting billions of dollars in fossil fuel subsidies, and strengthening the polluter pays principle, for example.

**This is the kind of action that this moment calls for.** That is why it has been so disappointing to hear voices following Donald Trump's lead and using this crisis to revive long-dead and unpopular pipeline projects. Let's be honest: new pipelines require massive public handouts, trample on Indigenous sovereignty, and mean more climate disasters hitting our cities and towns in years to come.

As local leaders, we know that whatever their political backgrounds, our constituents are worried about the same things: good jobs; a safe and affordable place to live; and confidence that their leaders have a plan for the next crisis we face, whether a climate disaster – or an economic sucker punch from our closest ally.

**We are facing a growing climate threat, and an attack on our economic sovereignty. We can and must take them both on at once.** This federal election, let's put our elbows up for climate action, and commit to truly national projects to protect and connect our country.

## Signed

Councillor Neville Abbott, **Lions Bay**  
Councillor Samantha Agtarap, **Port Moody**  
Conseiller Francis Allaire, **Blainville**  
Councillor Phil Allt, **Guelph**  
Conseiller Pierre-Luc Arseneault, **Chandler**  
Councillor Jordan Back, **North Vancouver**  
Councillor Adam Baden-Clay, **Antigonish County**  
Councillor Lori Baldwin-Sands, **St. Thomas**  
Conseillère Anne Barabé, **Boucherville**  
Former Mayor Lisa Barrett, **Bowen Island**  
Councillor Dale Bass, **Kamloops**  
Councillor Haley Bateman, **Niagara**  
Councillor Jeff Bateman, **Sooke**  
Mairesse Évelyne Beaudin, **Sherbrooke**  
Councillor Scott Beaver, **St. Mary's**  
Councillor Donna Bell, **Sechelt**  
Councillor Nancy Bepple, **Kamloops**  
Mayor Andrew Black, **Tantramar**  
Mayor Merlin Blackwell, **Clearwater**  
Conseiller Loïc Blancquaert, **Saint-Lambert**  
Councillor Gabrielle Blatz, **Wetaskiwin**  
Conseiller Jacques Bouchard, **Saint-Jérôme**  
Councillor Phil Brennan, **Severn**  
Conseillère Gabrielle Brisebois, **Montmagny**  
Councillor Riley Brockington, **Ottawa**  
Mayor Alan Brown, **Butternut Valley**  
Councillor Don Brown, **View Royal**  
Councillor Matthew Brown, **Kaslo**  
Mayor Vickey Brown, **Cumberland**  
Councillor Jo-Dee Burbach, **Stratford**  
Councillor Guy Burry, **Muskoka Lakes**  
Councillor Sue Cairns, **Kimberley**  
Councillor Ruby Campbell, **New Westminster**  
Councillor Leanne Caron, **Guelph**  
Deputy Mayor Marty Carr, **Ottawa**  
Councillor Erin Caton, **Guelph**  
Deputy Mayor Godwin Chan, **Richmond Hill**  
Councillor Debbie Chapman, **Kitchener**  
Mayor Scott Christian, **Region of Queens**  
Councillor Karen Cilevitz, **Richmond Hill**

Former Mayor Charlie Clark, **Saskatoon**

Mayor Lucas Cleveland, **Cobourg**

Conseiller Jean Cloutier, **Deschambault-Grondines**

Councillor Will Cole-Hamilton, **Courtenay**

Mayor Spencer Coyne, **Princeton**

Conseillère Catherine Craig-St-Louis, **Gatineau**

Councillor David Croal, **Gibsons**

Conseiller Alvaro Cueto, **Longueuil**

Maire Martin Dampousse, **Varenes**

Councillor Tom Davis, **St. John's**

Councillor Tobin Day, **Georgian Bluffs**

Councillor Lisa Deacon, **Russell Township**

Conseiller Etienne Decelles, **Sainte-Angèle-de-Monnoir**

Councillor Matt Dell, **Victoria**

Councillor Kacy DeLong, **District of Lunenburg**

Conseillère Anik Des Marais, **Gatineau**

Conseillère Alicia Despins, **Québec**

Councillor Sean Devine, **Ottawa**

Mayor Corrie DiManno, **Banff**

Councillor Deborah Doherty, **Collingwood**

Mayor Rob Douglas, **North Cowichan**

Councillor Nadia Dubyk, **Grey Highlands**

Conseiller Étienne Dupuis, **Crabtree**

Councillor Hilary Eastmure, **Nanaimo**

Councillor Alison Evans, **Pitt Meadows**

Area Director Andrew Fall, **qathet Regional District**

Councillor Jay Fallis, **Orillia**

Councillor Jon Farmer, **Owen Sound**

Councillor and Islands Trustee Sue Ellen Fast, **Bowen Island**

Councillor Ryan Fequet, **Yellowknife**

Councillor David Ferreira, **London**

Councillor Jane Fogal, **Halton Hills**

Mayor Adrian Foster, **Clarington**

Deputy Mayor Sarah Fowler, **Tahsis**

Councillor Skylar Franke, **London**

Councillor Danielle Fraser, **Westville**

Councillor David Froh, **Regina**

Councillor Pete Fry, **Vancouver**

Area Director Justine Gabias, **Halfmoon Bay**

Councillor Nora Gambioli, **District of West Vancouver**

Councillor Chantal Garneau, **Halton Hills**

Councillor Amit Gaur, **Parksville**

Conseillère Mélodie Georget, **Mont-Saint-Hilaire**

Maire Paul Germain, **Prévost**

Councillor Ben Geselbracht, **Nanaimo**

Councillor Derek Giberson, **Oshawa**

Councillor Cindy Gilroy, **Winnipeg**

Conseillère Christine Gingras, **Plessisville**

Councillor Angela Girard, **North Vancouver**

Councillor Rodrigo Goller, **Guelph**

Councillor Robin Goodfellow-**Baikie, North West River**

Councillor Steve Gray, **Metchosin**

Councillor Lauren Greenlaw, **Squamish**

Councillor Alison Gu, **Burnaby**

Maire Pierre Guénard, **Chelsea**

Maire Marc-André Guertin, **Mont-Saint-Hilaire**

Councillor Wendy Hall, **Jasper**

Councillor Danika Hammond, **New Denver**

Mayor Jennifer Handley, **Nanton**

Councillor Colby Harder, **Langford**

Councillor Jimmy Hassan, **Kingston**

Former Mayor Lisa Helps, **Victoria**

Councillor Erin Hemmens, **Nanaimo**

Councillor Bonnie Henderson, **Stratford**

Former Mayor Brad Henderson, **Saint Andrews**

Councillor Tasha Henderson, **New Westminster**

Deputy Mayor Benjamin Hendriksen, **Yellowknife**

Mayor Greg Henley, **Oxford**

Councillor Linda Heshka, **Melville**

Councillor Doug Hillian, **Courtenay**

Councillor Claire Holloway Wadhvani, **Port Hope**

Councillor Jenn Houghtaling, **Cumberland County**

Conseiller David Huggins-Daines, **Sainte-Adèle**

Mayor Armand Hurford, **Squamish**

Mayor Michael Hurley, **Burnaby**

Mayor Richard Ireland, **Jasper**

Councillor Trina Isakson, **Powell River**

Councillor Chris Istace, **North Cowichan**

Former Mayor Don Iveson, **Edmonton**

Conseillère Rita Jain, **Chelsea**

Councillor Michael Janz, **Edmonton**

Councillor Laine Johnson, **Ottawa**

Mayor Patrick Johnstone, **New Westminster**

Councillor Evan Jolicoeur, **Courtenay**

Councillor Christopher Justice, **North Cowichan**

Mayor Todd Kasenberg, **North Perth**

Councillor Theresa Kavanagh, **Ottawa**

Councillor Jonathan Kerr, **Comox**

Councillor Susan Kim, **Victoria**

Mayor Peter Koetsier, **Township of Georgian Bay**

Mayor Sean Krausert, **Canmore**

Councillor Cameron Kroetsch, **Hamilton**

Mayor Dan Kutcher, **Summerside**

Councillor Johanna Kwakernaak, **Berwick**

Conseiller Dominic Labrie, **Chelsea**

Councillor Joy Lachica, **Peterborough**

Councillor Michel Lalonde, **Champlain**

Maire Guillaume Lamoureux, **La Pêche**

Conseiller Jérémy Laplante, **Paspébiac**

Conseillère Julie Lavoie, **Beloil**

Councillor Casey Law, **New Denver**

Mayor Andrew LeBlanc, **Riverview**

Conseiller Joey Leckman, **Prévost**

Conseillère Line Légaré, **Saint-Adolphe-d'Howard**

Councillor Jeff Leiper, **Ottawa**

Conseiller Martin Leprohon, **Saint-Basile-le-Grand**

Conseillère Laure Letarte-Lavoie, **Sherbrooke**

Councillor Rik Logtenberg, **Nelson**

Mayor Adam Lordon, **Miramichi**

Councillor Joel Loughead, **Grey Highlands**

Councillor Gord Lovegrove, **Kelowna**

Councillor Amy Lubik, **Port Moody**

Area Director Patti MacAhonic, **Fraser Valley Regional District**

Conseillère Cecilia Macedo, **Laval**

Councillor Kate MacNaughton, **Prince Edward County**

Councillor Leah Main, **Silverton**

Councillor Lucy Maloney, **Vancouver**

Councillor Paul Manly, **Nanaimo**

Councillor John Manuel, **Golden**

Mairesse Maude Marquis-Bissonnette, **Gatineau**

Mairesse Marie-Andrée Mauger, **Verdun, Montréal**

Area Director Robyn Mawhinney, **Strathcona Regional District**

Councillor Brian Mayes, **Winnipeg**

Councillor Reid McAlpine, **Markham**

Mayor Dorothy McCabe, **Waterloo**

Councillor Melanie McCollum, **Courtenay**

Councillor Ian McGrath, **Truro**

Councillor Cat McGurk, **Yellowknife**

Councillor Jessica McIlroy, **North Vancouver**

Councillor Tom McLennan, **Yellowknife**

Area Director Donna McMahon, **Sunshine Coast Regional District**

Conseillère Robin McPherson, **St. Catharines**

Councillor Jennifer Meilleur, **Comox**

Councillor Shawn Menard, **Ottawa**

Conseillère Kim Méthot, **Saint-Basile-le-Grand**

Former Mayor, David Miller, **Toronto**

Mayor Nicole Minions, **Comox**

Councillor Cathy Moore-Coburn, **Georgian Bluffs**

Mayor Andy Morel, **Rossland**

Conseiller David Morin, **Mont-Saint-Hilaire**

Councillor Wendy Morin, **Courtenay**

Councillor Lenore Morris, **Whitehorse**

Trustee Deb Morrison, **Islands Trust**

Councillor Joy-Anne Murphy, **Camrose**

Area Director Alison Nicholson, **Cowichan Valley Regional District**

Councillor Katrina Nightingale, **Pemberton**

Councillor Troy Nixon, **Fernie**

Councillor Vincent Noël, **La Prairie**

Conseiller Jérôme Normand, **Montréal**

Councillor Lukas Oakley, **County of Brant**

Deputy Mayor Sheilagh O'Leary, **St. John's**

Councillor Sean Orr, **Vancouver**

Councillor Lisa Osanic, **Kingston**

Conseiller Keith Page, **Nelson**

Councillor Aaron Paquette, **Edmonton**

Councillor Jasmin Parker, **Saskatoon**

Conseillère Valérie Patreau, **Outremont, Montréal**

Local Trustee Laura Patrick, **Salt Spring Island / Islands Trust**

Conseillère Véronique Payette, **Crabtree**

Councillor Leslie Payne, **Nelson**

Councillor Elizabeth Peloza, **London**

Councillor Kourtney Penner, **Calgary**

Councillor Gord Perks, **Toronto**

Councillor Liz Petrie, **Goderich**

Councillor Chris Pettingill, **Squamish**

Councillor Teale Phelps Bondaroff, **Saanich**

Councillor Stéphanie Plante, **Ottawa**

Mairesse Valérie Plante, **Montréal**

Councillor Catherine Pope, **North Vancouver**

Maire Jacques Poulin, **Fossambault-sur-le-Lac**

Councillor Matt Rodrigues, **Waterloo**

Councillor Sherri Rollins, **Winnipeg**

Councillor Erin Rutherford, **Edmonton**

Councillor Bridget Ryan, **Erin**

Councillor Maita Santiago, **Burnaby**

Councillor Dianne Saxe, **Toronto**

Councillor Ken Sentance, **Thorold**

Councillor Margo Sheppard, **Fredericton**

Conseillère Julie Simoneau, **La Prairie**

Councillor Anne Skipsey, **Qualicum Beach**

Councillor Alison Smith, **Lunenburg**

Councillor Evan Spencer, **Calgary**

Councillor Tony St-Pierre, **Sooke**

Mayor Michelle Staples, **Duncan**

Councillor Wendy Stephen, **Kingston**

Councillor Dan Stevens, **Chase**

Councillor Anne Stevenson, **Edmonton**

Former Mayor Kennedy Stewart, **Vancouver**

Councillor Jenna Stoner, **Squamish**

Councillor Stephanie Stretch, **Kitchener**

Councillor Jenny Tan, **Maple Ridge**

Councillor Keren Tang, **Edmonton**

Councillor Kyle Tapper, **Mackenzie**

Councillor Alvin Tedjo, **Mississauga**

Councillor Daniel Tetrault, **Burnaby**

Conseiller Jonathan Théorêt, **Chertsey**

Councillor Troy Therrien, **Cumberland**

Conseillère Natacha Thibault, **Otterburn Park**

Conseillère Isabelle Thibeault, **Mont-Saint-Hilaire**

Councillor Dave Thompson, **Victoria**  
Councillor Jeremy Thorne, **Riverview**,  
Area Director Roger Tierney, **Regional District of Central Kootenay**  
Councillor Senos Timon, **Saskatoon**  
Deputy Mayor Nathan Townend, **Loyalist Township**  
Councillor Brandon Tozzo, **Kingston**  
Maire Mathieu Traversy, **Terrebonne**  
Councillor Sam Trosow, **London**  
Conseiller Alexandre Turcotte, **Otterburn Park**  
Conseiller Benjamin Turcotte, **Val-d'Or**  
Conseillère Elizabeth Ulin, **Montreal West**  
Councillor Tony Valente, **North Vancouver**  
Conseillère Stephanie Valenzuela, **Montreal**  
Councillor Penny Varney, **Gravenhurst**  
Mairesse Mélanie Villeneuve, **Otterburn Park**  
Conseiller Christopher von Roretz, **Dorval**  
Councillor Mary Wagner, **Langford**  
Councillor Tim Wake, **Bowen Island**  
Councillor Courtney Walcott, **Calgary**  
Councillor Nick Ward, **Cumberland**  
Conseiller Alexandre Warnet, **Laval**  
Councillor Pat Warren, **Kawartha Lakes**  
Mayor Bob Wells, **Courtenay**  
Councillor Courtney Wentzell, **Region of Queens**  
Mayor David West, **Richmond Hill**  
Deputy Mayor Ghislaine Wheaton, **St. Stephens**  
Councillor Laura White, **Halifax**  
Councillor Howard Williams, **Wolfville**  
Councillor Pam Wolf, **Region of Waterloo**  
Councillor Michael Wolfe, **Richmond**  
Councillor Sean Wood, **Parksville**  
Councillor Theresa Wood, **District of Invermere**  
Councillor Jesse Wright, **District of Mackenzie**  
Councillor Julie Wright, **Waterloo**  
Councillor Keith Yacucha, **Langford**  
Councillor Shanon Zachidniak, **Regina**  
Councillor Margaret Zwart, **Clarington**

# Join Us





# The Corporation of the Town of Cobourg

## Resolution

---

Todd J. McCarthy  
777 Bay Street, 5<sup>th</sup> Floor  
Toronto, Ontario M7A 2J3

Town of Cobourg  
55 King Street West,  
Cobourg, ON, K9A 2M2  
[clerk@cobourg.ca](mailto:clerk@cobourg.ca)

**Sent via email**

[todd.mccarthy@pc.ola.org](mailto:todd.mccarthy@pc.ola.org)

December 29, 2025

RE: Correspondence from the Ganaraska Region Conservation Authority regarding GRCA Board Resolution in response to Bill 68 and ERO 025-1257

Please be advised that the Town of Cobourg Council, at its meeting held on December 17, 2025, passed the following resolution:

THAT Council support the correspondence from the Ganaraska Region Conservation Authority regarding GRCA Board Resolution in response to Bill 68 and ERO 025-1257; and

FURTHER THAT Council does not support the proposed "Eastern Lake Ontario Regional Conservation Authority" boundary configuration as outlined in Environmental Registry Notice 025-1257; and

FURTHER THAT Council emphasize that meaningful modernization can occur within the current watershed-based governance framework; and

FURTHER THAT Council endorses further provincial evaluation of more focused specific model as a geographically coherent, cost-effective and locally accountable which address alternatives that advances the government's priorities of efficiency, red-tape reduction and timely home construction; and

FURTHER THAT Council asks that the Ministry of the Environment, Conservation and Parks engage directly with affected municipalities and conservation authorities across Eastern Lake Ontario; and

FURTHER THAT Council direct staff to make a submission to the Environmental Registry of Ontario consultations asking the Province to pause any consolidation until more consultation can take place; and



# The Corporation of the Town of Cobourg

## Resolution

---

FURTHER THAT Council direct Staff to forward this resolution to:

- the Ganaraska Region Conservation Authority Board
- the Minister of the Environment, Conservation and Parks and his Opposition critics; and
- the Ministry of the Environment, Conservation and Parks (CA Office); and
- Ontario's Chief Conservation Executive, Hassaan Basit; and
- Local Member of Provincial Parliament David Piccini, Northumberland – Peterborough South; and
- all municipalities in Ontario

Sincerely,

A handwritten signature in black ink that reads "Kristina Lepik".

Kristina Lepik  
Deputy Clerk/Manager, Legislative Services



# The Corporation of the Town of Cobourg

## Resolution

CC: [David.Piccini@pc.ola.org](mailto:David.Piccini@pc.ola.org); [info@grca.on.ca](mailto:info@grca.on.ca); [tabunsp-gp@ndp.on.ca](mailto:tabunsp-gp@ndp.on.ca); [SShaw-QP@ndp.on.ca](mailto:SShaw-QP@ndp.on.ca); [ca.office@ontario.ca](mailto:ca.office@ontario.ca); City of Brantford <clerks@brantford.ca>; City of Greater Sudbury <clerks@greatersudbury.ca>; City of Hamilton <clerk@hamilton.ca>; City of Kawartha Lakes <clerks@kawarthalakes.ca>; City of Ottawa <Caitlin.salter-macdonald@ottawa.ca>; City of Toronto <clerk@toronto.ca>; County of Brant <alysha.dyjach@brant.ca>; County of Haldimand <clerk@haldimandcounty.on.ca>; County of Norfolk <clerks@norfolkcounty.ca>; County of Prince Edward <clerks@pecounty.on.ca>; Municipality of Chatham-Kent <ckclerk@chatham-kent.ca>; County of Bruce <cmacdonald@brucecounty.on.ca>; Municipality of Arran-Elderslie <clerk@arran-elderslie.ca>; Municipality of Brockton <fhamilton@brockton.ca>; Municipality of Northern Bruce Peninsula <clerk@northernbruce.ca>; Municipality of South Bruce <clerk@southbruce.ca>; Town of Saugeen Shores <clerk@saugeenshores.ca>; Town of South Bruce Peninsula <angie.cathrae@southbrucepeninsula.com>; Township of Huron-Kinloss <edance@huronkinloss.com>; County of Dufferin <clerk@dufferincounty.ca>; Town of Grand Valley <mtownsend@townofgrandvalley.ca>; Town of Mono <clerksoffice@townofmono.com>; Town of Orangeville <clerksdivision@orangeville.ca>; Town of Shelburne <townclerk@townofshelburnema.gov>; Township of Amaranth <nmartin@amaranth.ca>; Township of East Garafraxa <clerks@eastgarafraxa.ca>; Township of Melancthon <dholmes@melancthontownship.ca>; Township of Mulmur <tatkinson@mulmur.ca>; City of St. Thomas <mkonefal@stthomas.ca>; County of Elgin <kthompson@elgin.ca>; Municipality of Bayham <melliott@bayham.on.ca>; Municipality of Central Elgin <pshipway@centralelgin.org>; Municipality of West Elgin <clerk@westelgin.net>; Town of Aylmer <clerks@town.aylmer.on.ca>; Township of Malahide <aadams@malahide.ca>; Township of Southwold <cao@southwold.ca>; City of Windsor <clerks@citywindsor.ca>; County of Essex <clerks@countyofessex.ca>; Town of Amherstburg <clerk@amherstburg.ca>; Town of Essex <clerks@essex.ca>; Town of Kingsville <pparker@kingsville.ca>; Town of Lakeshore <clerk@lakeshore.ca>; Town of LaSalle <clerk@lasalle.ca>; Town of Tecumseh <jalexander@tecumseh.ca>; Township of Pelee <info@pelee.ca>; City of Kingston <cityclerk@cityofkingston.ca>; County of Frontenac <jamini@frontenacounty.ca>; Township of Central Frontenac <cmacmunnn@centralfrontenac.com>; Township of Frontenac Islands <dplumley@frontenacislands.ca>; Township of North Frontenac <clerkplanning@northfrontenac.ca>; Township of South Frontenac <lfragnito@southfrontenac.net>; City of Owen Sound <bbloomfield@owensound.ca>; Municipality of Grey Highlands <clerks@greyhighlands.ca>; Municipality of Meaford <clerk@meaford.ca>; Municipality of West Grey <info@westgrey.com>; Town of Hanover <tpatterson@hanover.ca>; Town of The Blue Mountains <townclerk@thebluemountains.ca>; Township of Chatsworth



# The Corporation of the Town of Cobourg

## Resolution

---

<patty.sinnamon@chatsworth.ca>; Township of Georgian Bluffs  
<clerks@georgianbluffs.ca>; Township of Southgate <clerks@southgate.ca>; County of Haliburton <mutter@haliburtoncounty.ca>; Municipality of Dysart et al <mbishop@dysartet.ca>; Municipality of Highlands East <rrogers@highlandseast.ca>; Township of Algonquin Highlands <dnewhook@algonquinhighlands.ca>; Township of Minden Hills <admin@mindenhills.ca>; City of Belleville <mtmacdonald@belleville.ca>; City of Quinte West <clerk@quintewest.ca>; Hastings County <bradleyc@hastingscounty.com>; Municipality of Centre Hastings <tchoinard@centrehastings.com>; Municipality of Hastings Highlands <clerk@hastingshighlands.ca>; Municipality of Tweed <clerk@tweed.ca>; Town of Bancroft <amckenzie@bancroft.ca>; Town of Deseronto <cmartin@deseronto.ca>; Township of Carlow Mayo <clerk@carlowmayo.ca>; Township of Limerick <clerk@township.limerick.on.ca>; Township of Madoc <clerk@madoc.ca>; Township of Stirling Rawdon <clerk@stirling-rawdon.com>; Township of Tudor and Cashel <clerk@tudorandcashel.com>; Township of Tyendinaga <clerk@tyendinagatownship.com>; Township of Wollaston <clerk@wollaston.ca>; Huron County <huronadmin@huroncounty.ca>; Municipality of Bluewater <clerk@municipalityofbluewater.ca>; Municipality of Central Huron <clerk@centralhuron.com>; Municipality of Huron East <clerk@huroneast.com>; Municipality of Morris-Turnberry <thallam@morristorynberry.ca>; Municipality of South Huron <clerk@southhuron.ca>; Town of Goderich <afisher@goderich.ca>; Township of Ashfield-Colborne-Wawanosh <clerk@acwtownship.ca>; Township of Howick <clerk@howick.ca>; Township of North Huron <clamb@northhuron.ca>; City of Sarnia <clerks@sarnia.ca>; County of Lambton <clerk@county-lambton.on.ca>; Municipality of Brooke-Alvinston <jdenkers@brookealvinston.com>; Municipality of Lambton Shores <info@lambtonshores.ca>; Town of Petrolia <petrolia@petrolia.ca>; Town of Plympton-Wyoming <ekwarciak@plympton-wyoming.ca>; Township of Dawn-Euphemia <clerk@dawneuphemia.on.ca>; Township of Enniskillen <dmctavish@enniskillen.ca>; Township of St. Clair <jbaranek@stclairtownship.ca>; Township of Warwick <info@warwicktownship.ca>; Village of Oil Springs <clerk@oilsprings.ca>; Village of Point Edward <jburns@villageofpointedward.com>; County of Lanark <jralph@lanarkcounty.ca>; Municipality of Mississippi Mills <jharfield@mississippimills.ca>; Town of Carleton Place <sblair@carletonplace.ca>; Town of Perth <anoel@perth.ca>; Town of Smiths Falls <nbennett@smithsfalls.ca>; Township of Beckwith <cmcgregor@twp.beckwith.on.ca>; Township of Drummond-North Elmsley <cryder@dnetownship.ca>; Township of Lanark Highlands <lhclerk@lanarkhighlands.ca>; Township of Montague <clerkadministrator@township.montague.on.ca>; Township of Tay Valley <clerk@tayvalleytwp.ca>; City of Brockville <clerk@brockville.com>; Municipality of



# The Corporation of the Town of Cobourg

## Resolution

---

North Grenville <clerk@northgrenville.on.ca>; Town of Gananoque <clerk@gananoque.ca>; Town of Prescott <marmstrong@prescott.ca>; Township of Augusta <officeclerk@augusta.ca>; Township of Edwardsburgh/Cardinal <rwilliams@twpec.ca>; Township of Elizabethtown - Kitley <yrobert@ektwp.ca>; Township of Front of Yonge <jault@frontofyonge.com>; Township of Leeds & the Thousand Islands <clerk@townshipleeds.on.ca>; Township of Rideau Lakes <mtruelove@rideaulakes.ca>; United Counties of Leeds and Grenville <clerk@uclg.on.ca>; Village of Merrickville-Wolford <cao@merrickville-wolford.ca>; Village of Westport <cao@villageofwestport.ca>; County of Lennox & Addington <tmckenzie@lennox-addington.on.ca>; Town of Greater Napanee <jwalters@greaternapanee.com>; Township of Addington Highlands <clerk@addingtonhighlands.ca>; Township of Loyalist <clerk@loyalist.ca>; Township of Stone Mills <bteepie@stonemills.com>; City of London <mschulth@london.ca>; Middlesex County <mivanic@middlesex.ca>; Municipality of North Middlesex <clerk@northmiddlesex.on.ca>; Municipality of Southwest Middlesex <clerk@southwestmiddlesex.ca>; Municipality of Thames Centre <clerk@thamescentre.on.ca>; Township of Adelaide Metcalfe <mbarnier@adelaidemetcalfe.on.ca>; Township of Lucan Biddulph <rreymer@lucanbiddulph.on.ca>; Township of Middlesex Centre <clerk@middlesexcentre.ca>; Township of Strathroy-Caradoc <clerk@strathroy-caradoc.ca>; Village of Newbury <case@newbury.ca>; County of Northumberland <matherm@northumberland.ca>; Municipality of Brighton <cdoiron@brighton.ca>; Municipality of Port Hope <sdave@porthope.ca>; Municipality of Trent Hills <clerksoffice@trenthills.ca>; Township of Alnwick/Haldimand <asmith@ahtwp.ca>; Township of Cramahe <clerk@cramahe.ca>; Township of Hamilton <dlivingstone@hamiltontownship.ca>; City of Woodstock <clerksinfo@cityofwoodstock.ca>; Oxford County <clerksoffice@oxfordcounty.ca>; Town of Ingersoll <danielle.richard@ingersoll.ca>; Town of Tillsonburg <clerks@tillsonburg.ca>; Township of East Zorra-Tavistock <mvader@ezt.ca >; Township of Norwich <admin@norwich.ca>; Township of South-West Oxford <clerk@swox.org>; Township of Zorra <clerk@zorra.ca>; City of Stratford <clerks@stratford.ca>; Municipality of North Perth <clerks@northperth.ca>; Municipality of West Perth <dhobson@westperth.com>; Perth County <clerk@perthcounty.ca>; Town of St. Marys <clerksoffice@town.stmarys.on.ca>; Township of Perth East <mgivens@pertheast.ca>; Township of Perth South <lscott@perthsouth.ca>; City of Peterborough <clerk@peterborough.ca>; County of Peterborough <info@ptbocounty.ca>; Township of Cavan Monaghan <cpage@cavanmonaghan.net>; Township of Douro-Dummer <martinac@dourodummer.on.ca>; Township of Havelock-Belmont-Methuen <bangione@hbmtp.ca>; Township of Otonabee-South Monaghan



# The Corporation of the Town of Cobourg

## Resolution

---

<hscott@osmtownship.ca>; Township of Selwyn <achittick@selwyntownship.ca>; City of Clarence-Rockland <mouellet@clarence-rockland.com>; Municipality of Casselman <sdion@casselman.ca>; Town of Hawkesbury <Infoclerk@hawkesbury.ca>; Township of Alfred & Plantagenet <arochefort@alfred-plantagenet.com>; Township of Champlain <alison.collard@champlain.ca>; Township of East Hawkesbury <hvilleeneuve@easthawkesbury.ca>; Township of Russell <clerk.greffe@russell.ca>; United Counties of Prescott and Russell <mcadieaux@prescott-russell.on.ca>; City of Pembroke <pembroke@pembroke.ca>; County of Renfrew <ckelley@countyofrenfrew.on.ca>; Town of Arnprior <ojacob@arnprior.ca>; Town of Deep River <jmellon@deeperiver.ca>; Town of Laurentian Hills <cao@laurentianhills.ca>; Town of Petawawa <choward@petawawa.ca>; Township of Admaston-Bromley <info@admastonbromley.com>; Township of Bonnechere Valley <annetteg@eganville.com>; Township of Brudenell, Lyndoch and Raglan <clerk-treasurer@blrtownship.ca>; Township of Greater Madawaska <clerk@greatermadawaska.com>; Township of Horton <nmoore@hortontownship.ca>; Township of Killaloe, Hagarty & Richards <tgorgerat@khrtownship.ca>; Township of Laurentian Valley <dsauriol@lvtownship.ca>; Township of Madawaska Valley <info@madawaskavalley.ca>; Township of McNab-Braeside <llee@mcnabbraeside.com>; Township of North Algona-Wilberforce <cao@nalgonawil.com>; Township of Whitewater Region <cmiller@whitewaterregion.ca>; United Townships of Head, Clara & Maria <clerk@headclaramaria.ca>; City of Barrie <wendy.cooke@barrie.ca>; City of Orillia <councilservices@orillia.ca>; County of Simcoe <clerks@simcoe.ca>; Town of Bradford West Gwillimbury <clerk@townofbwg.com>; Town of Collingwood <salmas@collingwood.ca>; Town of Innisfil <clerksoffice@innisfil.ca>; Town of Midland <sedgar@midland.ca>; Town of New Tecumseth <clerk@newtecumseth.ca>; Town of Penetanguishene <jlees@penetanguishene.ca>; Town of Wasaga Beach <clerk@wasagabeach.com>; Township of Clearview <shelmkay@clearview.ca>; Township of Essa <llehr@essatownship.on.ca>; Township of Ramara <jconnor@ramara.ca>; Township of Severn <agray@severn.ca>; Township of Springwater <renee.chaperon@springwater.ca>; Township of Tiny <swalton@tiny.ca>; City of Cornwall <clerk@cornwall.ca>; Township of North Dundas <njohnston@northdundas.com>; Township of North Glengarry <deputyclerk@northglengarry.ca>; Township of North Stormont <ccalder@northstormont.ca>; Township of South Glengarry <kcampeau@southglengarry.com>; Township of South Stormont <loriann@southstormont.ca>; United Counties of Stormont, Dundas and Glengarry <kcasselman@sdgcounties.ca>; City of Guelph <clerks@guelph.ca>; County of Wellington <jennifer@wellington.ca>; Town of Erin <clerks@erin.ca>; Town of Minto



# The Corporation of the Town of Cobourg

## Resolution

---

<annilene@town.minto.on.ca>; Township of Centre Wellington  
<kokane@centrewellington.ca>; Township of Guelph/Eramosa <aknight@get.on.ca>;  
Township of Mapleton <lwheeler@mapleton.ca>; Township of Puslinch  
<choytf@puslinch.ca>; Township of Wellington North <kwallace@wellington-  
north.com>; City of Elliot Lake <nbray@city.elliottlake.on.ca>; City of Sault Ste Marie  
<cityclerk@cityssm.on.ca>; Municipality of Huron Shores <natashia@huronshores.ca>;  
Municipality of Wawa <moneill@wawa.cc>; Town of Blind River  
<katie.scott@blindriver.ca>; Town of Bruce Mines <jdavis@brucemines.ca>; Town of  
Spanish <info@townofspanish.com>; Town of Thessalon <debbie@thessalon.ca>;  
Township of Dubreuilville <scasey@dubreuilville.ca>; Township of Hilton  
<admin@hiltontownship.ca>; Township of Jocelyn <admin@jocelyn.ca>; Township of  
Johnson <gmartin@johnsontownship.ca>; Township of Laird <info@lairdtownship.ca>;  
Township of Macdonald, Meredith & Aberdeen Add'l <laceyk@ontera.net>; Township of  
Plummer Additional <info@plummertownship.ca>; Township of St. Joseph  
<clerkadmin@stjoseph township.com>; Township of Tarbutt <clerk@tarbutt.ca>;  
Township of the North Shore <municipalclerk@townshipofthenorthshore.ca>; Township  
of White River <cao@whiteriver.ca>; Village of Hilton Beach <clerk@hiltonbeach.com>;  
City of Timmins <clerks@timmins.ca>; Town of Cochrane  
<clerk@cochraneontario.com>; Town of Hearst <jlecours@hearst.ca>; Town of Iroquois  
Falls <Treasurer@Iroquoisfalls.com>; Town of Kapuskasing  
<townkap@ntl.sympatico.ca>; Town of Moosonee <info@moosonee.ca>; Town of  
Smooth Rock Falls <townhall@townsrf.ca>; Township of Black River Matheson  
<treasurer@blackriver-matheson.com>; Township of Fauquier-Strickland  
<nvachon@fauquierstrickland.com>; Township of Mattice-Val Cote  
<gcoulombe@matticevalcote.ca>; Township of Opatatika <twpopas@persona.ca>; City  
of Dryden <aeuler@dryden.ca>; City of Kenora <hpihulak@kenora.ca>; Municipality of  
Red Lake <christine.goulet@redlake.ca>; Municipality of Sioux Lookout  
<clerk@siouxlookout.ca>; Township of Ear Falls <kballance@ear-falls.com>; Township  
of Ignace <info@ignace.ca>; Township of Machin <clerktreasurer@visitmachin.com>;  
Township of Sioux Narrows - Nestor Falls <info@snnf.ca>; Municipality of Billings  
<jwhite@huronkinloss.com>; Municipality of Gordon/Barrie Island  
<clerk@gordonbarrieisland.ca>; Town of Gore Bay <aniemi@gorebay.ca>; Town of  
Northeastern Manitoulin and The Islands <pccress@townofnemi.on.ca>; Township of  
Assiginack <info@assiginack.ca>; Township of Burpee & Mills  
<pgilchrist787@gmail.com District of Muskoka <clerk@muskoka.on.ca>; Town of  
Bracebridge <lmcdonald@bracebridge.ca>; Town of Gravenhurst  
<kayla.thibeault@gravenhurst.ca>; Town of Huntsville <clerk@huntsville.ca>; Township  
of Georgian Bay <kway@gbtownship.ca>; Township of Lake of Bays  
<csykes@lakeofbays.on.ca>; City of North Bay <karen.mcisaac@northbay.ca>;



# The Corporation of the Town of Cobourg

## Resolution

---

Municipality of East Ferris <municipality@eastferris.ca>; Municipality of Temagami <clerk@temagami.ca>; Municipality of West Nipissing <mducharme@westnipissing.ca>; Town of Mattawa <info@mattawa.ca>; Township of Bonfield <cao.clerk@bonfieldtownship.org>; Township of Calvin <clerk@calvintownship.ca>; Township of Chisholm <info@chisholm.ca>; Township of Mattawan <admin@mattawan.ca>; Township of Papineau-Cameron <clerk@papineaucameron.ca>; Township of South Algonquin <clerk@southalgonquin.ca>; Municipality of Callander <egunnell@callander.ca>; Municipality of Magnetawan <kvroom@magnetawan.com>; Municipality of McDougall <lwest@mcdougall.ca>; Municipality of Powassan <clerk@powassan.net>; <aquinn@powassan.net>; Municipality of Whitestone <deputy.clerk@whitestone.ca>; Town of Kearney <nicole.gourlay@townofkearney.ca>; Town of Parry Sound <rjohnson@townofparrysound.com>; Township of Armour <clerk@armourtownship.ca>; Township of Carling <clerksoffice@carling.ca>; Township of Joly <office@townshipofjoly.com>; Township of Machar <aloneymachar@vianet.ca>; Township of McKellar <clerk@mckellar.ca>; Township of McMurrich/Monteith <clerk@mcmurrichmonteith.com>; Township of Nipissing <admin@nipissingtownship.com>; Township of Perry <beth.morton@townshipofperry.ca>; Township of Ryerson <clerk@ryersontownship.ca>; Township of Seguin <cjeffery@seguin.ca>; Township of Strong <clerk@strongtownship.com>; Township of The Archipelago <mmartin@thearchipelago.on.ca>; Village of Burk's Falls <clerk@burksfalls.ca>; Village of South River <clerk@southernriver.ca>; Village of Sundridge <naustin@sundridge.ca>; Town of Fort Frances <cgreig@fortfrances.ca>; Town of Rainy River <rainyriver@tbaytel.net>; Township of Alberton <alberton@jam21.net>; Township of Atikokan <sue.bates@atikokan.ca>; Township of Chapple <cao@chapple.on.ca>; Township of Dawson <gilesp@tbaytel.net>; Township of Emo <cao@emo.ca>; Township of La Vallée <administration@lavallee.ca>; Township of Lake of the Woods <lakeofthewoodstp@tbaytel.net>; Township of Morley <townshipofmorley@gmail.com>; Municipality of French River <clerk@frenchriver.ca>; Municipality of Killarney <cbeauvais@municipalityofkillarney.ca>; Municipality of Markstay-Warren <rforgette@markstay-warren.ca>; Municipality of St. Charles <clerk@stcharlesontario.ca>; Town of Espanola <jburke@espanola.ca>; Township of Baldwin <karin@baldwin.ca>; Township of Sables Spanish Rivers <awhalen@sables-spanish.ca>; City of Thunder Bay <cityclerk@thunderbay.ca>; Municipality of Greenstone <kristina.miousse@greenstone.ca>; Municipality of Neebing <neebing@neebing.org>; Municipality of Oliver Paipoonge <wayne.hanchard@oliverpaipoonge.on.ca>; Municipality of Shuniah <nhunley@shuniah.org>; Town of Marathon <info@marathon.ca>; Township of Conmee



# The Corporation of the Town of Cobourg

## Resolution

---

<conmee@conmee.com>; Township of Dorion <mavis@doriontownship.ca>; Township of Gillies <gillies@gilliestownship.com>; Township of Manitouwadge <mhartling@manitouwadge.ca>; Township of Nipigon <cao@nipigon.net>; Township of O'Connor <twoconn@tbaytel.net>; Township of Red Rock <cao@redrocktownship.com>; Township of Schreiber <cao@schreiber.ca>; Township of Terrace Bay <cao@terracebay.ca>; Municipality of Charlton and Dack <info@charltonanddack.com>; Town of Cobalt <cobalt@cobalt.ca>; Town of Englehart <mrobinson@englehart.ca>; Town of Kirkland Lake <clerk@tkl.ca>; Town of Latchford <jallen@latchford.ca>; Township of Armstrong <amyvickerymenard@armstrong.ca>; Township of Brethour <brethour@parolink.net>; Township of Casey <lise\_chhk@parolink.net>; Township of Chamberlain <info@chamberlaintownship.com>; Township of Coleman <toc@colemantownship.ca>; Township of Evanturel <clerk@evanturel.com>; Township of Gauthier <diannesayer3@hotmail.com>; Township of Harley <admin@harley.ca>; Township of Harris <harris@parolink.net>; Township of Hilliard <twphill@parolink.net>; Township of Hudson <admin@hudson.ca>; Township of James <elklake@ntl.sympatico.ca>; Township of Kerns <admin@kerns.ca>; Township of Larder Lake <info@larderlake.ca>; Township of Matachewan <clerktreasurer@matachewan.ca>; Township of McGarry <treasure@ntl.sympatico.ca>; City of Oshawa <clerks@oshawa.ca>; City of Pickering <clerks@pickering.ca>; Durham Region <clerks@durham.ca>; Municipality of Clarington <clerks@clarington.net>; Town of Ajax <clerks@ajax.ca>; Town of Whitby <clerk@whitby.ca>; Township of Brock <clerks@brock.ca>; Township of Scugog <clerks@scugog.ca>; Township of Uxbridge <dleroux@uxbridge.ca>; City of Burlington <clerks@burlington.ca>; Halton Region <regionalclerk@halton.ca>; Town of Halton Hills <valeriep@haltonhills.ca>; Town of Milton <townclerk@milton.ca>; Town of Oakville <townclerk@oakville.ca>; City of Niagara Falls <clerk@niagarafalls.ca>; City of Port Colborne <cityclerk@portcolborne.ca>; City of St. Catharines <clerks@stcatharines.ca>; City of Thorold <clerk@thorold.com>; City of Welland <clerk@welland.ca>; Niagara Region <clerk@niagararegion.ca>; Town of Fort Erie <clerk@forterie.ca>; Town of Grimsby <skim@grimsby.ca>; Town of Lincoln <clerks@lincoln.ca>; Town of Niagara-on-the-Lake <clerks@notl.com>; Town of Pelham <clerks@pelham.ca>; Township of Wainfleet <mciuffetelli@wainfleet.ca>; Township of West Lincoln <jdyson@westlincoln.ca>; City of Brampton <cityclerksoffice@brampton.ca>; City of Mississauga <city.clerk@mississauga.ca>; Peel Region <regional.clerk@peelregion.ca>; Town of Caledon <Nathan.Hyde@caledon.ca>; City of Cambridge <clerks@cambridge.ca>; City of Kitchener <clerks@kitchener.ca>; City of Waterloo <clerkinfo@waterloo.ca>; Region-Waterloo <regionalclerk@regionofwaterloo.ca>; Township of Wellesley <gkosch@wellesley.ca>; Township of Wilmot <clerks@wilmot.ca>; Township of



# The Corporation of the Town of Cobourg

## Resolution

---

Woolwich <jsmith@woolwich.ca>; City of Markham <clerks@markham.ca>; City of Richmond Hill <clerks@richmondhill.ca>; City of Vaughan <clerks@vaughan.ca>; Town of East Gwillimbury <clerks@eastgwillimbury.ca>; Town of Georgina <clerks@georgina.ca>; Town of Newmarket <clerks@newmarket.ca>; Town of Whitchurch-Stouffville <clerks@townofws.ca>; Township of King <clerks@king.ca>; York Region <regional.clerk@york.ca>; Council Secretariat <clerks@aurora.ca>; Municipality of Dutton Dunwich <tkretschmer@duttondunwich.on.ca>; Township of Faraday <clerk@faraday.ca>; Township of Moonbeam <bgravel@moonbeam.ca>; Township of Pickle Lake <townclerk@picklelake.org>; Municipality of South Dundas <clebrun@southdundas.com>; Township of Hornepayne <deputyclerk@hornepayne.ca>; Township of Chapleau <cao@chapleau.ca>; Township of Oro-Medonte <yaubichon@oro-medonte.ca>; Grey County <Tara.Warder@grey.ca>; Village of Thornloe <thornloe@outlook.com>; Township of Tay <lmckay@tay.ca>; Municipality of Central Manitoulin <ddeforge@centralmanitoulin.ca>; Township of Adjala-Tosorontio <clerk@adjtos.ca>; Township of Nairn & Hyman <melaniebilodeau@nairncentre.ca>; Township of Athens <athens@myhighspeed.ca>; Municipality of Trent Lakes <clerk@trentlakes.ca>; Township of North Kawartha <c.parent@northkawartha.ca>

Ministry of  
Municipal Affairs  
and Housing

Ministère des  
Affaires municipales  
et du Logement



Municipal Services Office  
North (Sudbury)

Bureau des services aux  
municipalités du Nord (Sudbury)

159 Cedar Street, 4<sup>th</sup> Floor  
Sudbury ON P3E 6A5  
Tel.: 705 564-0120  
Toll-free: 1 800 461-1193

159, rue Cedar, 4<sup>e</sup> étage  
Sudbury ON P3E 6A5  
Tél.: 705 564-0120  
Sans frais: 1 800 461-1193

RECEIVED  
DEC 23 2025

December 22, 2025

Via email only

Theresa Carlisle  
Manitoulin Planning Board - Secretary-Treasurer  
40 Water Street Unit 1  
PO Box 240, Gore Bay  
Ontario, P0P 1H0  
[mpbcarlisle@manitoulinplanning.ca](mailto:mpbcarlisle@manitoulinplanning.ca)

**Subject: Requirement to Adopt a Natural Heritage System Strategy  
Official Plan Amendment**

Dear Theresa Carlisle,

I am writing to express my concern regarding the failure of the Manitoulin Planning Board and the majority of its member municipalities to adopt an amendment incorporating a Natural Heritage System Strategy (NHSS) into the Manitoulin Planning Area Official Plan, as required under Modification No. 21 to the Official Plan approved by the Ministry on October 29, 2018:

*"Within three years after the approval of the Official Plan, the Manitoulin Planning Board shall prepare an Area-Wide Natural Heritage System Strategy."*

The Provincial Planning Statement, 2024 (PPS), policy 4.1.1 requires that natural features and areas be protected for the long term and policy 4.1.3, requires municipalities to identify natural heritage systems. Any decision made by the Planning Board or a member municipality on a matter under the Planning Act must be consistent with the PPS.

The protection of ecological systems, including natural areas, features and functions is a provincial interest articulated in the Planning Act, which municipal councils and planning boards must have regard to in carrying out their responsibilities under the act.

Please advise the ministry of the planning board's next steps, including timing, towards the adoption of a PPS-consistent official plan amendment and subsequent submission to the ministry for a decision. Please share these next steps with the ministry by February 2, 2026.

If the planning board and its member municipalities are unable to soon resolve the impasse and adopt a PPS-consistent NHSS amendment, the ministry will consider what other steps may be necessary to ensure that provincial requirements are met.

If you have further questions, please do not hesitate to contact me or Anna Little, Manager, Community Planning and Development with MSO-North (Sudbury) at [anna.little@ontario.ca](mailto:anna.little@ontario.ca). We would also be pleased to arrange a staff-level meeting with the planning board, any member municipalities, and our partner ministries to discuss further.

Sincerely,



Bridget Schulte-Hostedde  
Regional Director  
Municipal Services Office - North

cc:

Township of Assiginack -Alton Hobbs, CAO- [ahobbs@assiginack.ca](mailto:ahobbs@assiginack.ca)  
Township of Billings - Veronique Dion, CAO/Clerk- [cao@billingstwp.ca](mailto:cao@billingstwp.ca)  
Township of Burpee-Mills -Jaimie Farquhar-Kay, Clerk/Treasurer-  
[clerktreasurer@burpeemills.com](mailto:clerktreasurer@burpeemills.com)  
Municipality of Central Manitoulin - Denise Deforge, CAO/Clerk -  
[ddeforge@centralmanitoulin.ca](mailto:ddeforge@centralmanitoulin.ca)  
Township of Cockburn Island- Brent St. Denis, Clerk-  
Treasurer- [cockburnisland1@gmail.com](mailto:cockburnisland1@gmail.com)  
Municipality of Gordon/Barrie Island-Carrie Lewis, CAO/Clerk-  
Treasurer- [clerk@gordonbarrieisland.ca](mailto:clerk@gordonbarrieisland.ca)  
Township of Tehkummah- Barbara Grigg, Acting Clerk/Administrator-  
[clerk.administrator@tehkummah.ca](mailto:clerk.administrator@tehkummah.ca)  
Town of Gore Bay- Jason Quinlan as town manager/clerk - [admin@gorebay.ca](mailto:admin@gorebay.ca)



THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2025 - 160

DIVISION LIST

YES NO

DATE: December 2, 2025

- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MOVED BY:

SECONDED BY:

CARRIED:  DEFEATED:  Postponed to: \_\_\_\_\_

That the Town of Parry Sound Council hereby supports the Municipality of Wawa's Resolution #RC25170 which supports the development of an accessible, province-wide, and publicly accountable alcohol container return system that:

- Protects low-income earners and vulnerable residents who rely on bottle returns;
- Closes gaps in the deposit-return cycle to reduce landfill waste and environmental harm;
- Provides adequate infrastructure, training, and support to retailers participating in the return system;
- Ensures strong, consistent enforcement and oversight of return program compliance;
- Safeguards the public interest in recycling and waste diversion amid increasing privatization pressures; and

BE IT FURTHER RESOLVED that Council urges the Government of Ontario to collaborate meaningfully with municipalities, retailers, environmental organizations, and experts to implement a fair, effective, and inclusive solution that ensures the long-term success of Ontario's deposit-return and recycling systems; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Environment, Conservation and Parks, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), and all Ontario municipalities for their support and consideration.

  
\_\_\_\_\_  
Mayor Jamie McGarvey



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, October 21, 2025

Resolution # RC25170	Meeting Order: 8
Moved by: <i>S. K. Spots</i>	Seconded by: <i>M. Hatfield</i>

**WHEREAS** the Government of Ontario has introduced new regulations, effective January 1, 2025, requiring grocery stores with over 4,000 square feet of retail space to accept empty alcohol containers and return deposits as a condition of maintaining their liquor licenses; and

**WHEREAS** many large retailers have raised concerns about this obligation due to logistical challenges, including costs, space limitations, and insufficient infrastructure to manage high volumes of returned containers and local residents in Wawa are very upset that there will be no location in the community or area accepting empty alcohol containers; and

**WHEREAS** this change may negatively impact vulnerable populations, including low-income individuals who depend on bottle returns as a modest yet vital source of income and will increase the amount of waste being dumped at the municipal landfill; and

**WHEREAS** the ongoing privatization and deregulation of Ontario's previously effective bottle return program threaten to undermine decades of progress in sustainable waste management, environmental stewardship, and circular economy practices; and

**WHEREAS** the lack of a clear, accessible, and equitable alternative for recycling alcohol containers may place additional strain on municipal waste systems and contribute to increased environmental degradation;



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Municipality of Wawa supports the development of an accessible, province-wide, and publicly accountable alcohol container return system that:

1. Protects low-income earners and vulnerable residents who rely on bottle returns;
2. Closes gaps in the deposit-return cycle to reduce landfill waste and environmental harm;
3. Provides adequate infrastructure, training, and support to retailers participating in the return system;
4. Ensures strong, consistent enforcement and oversight of return program compliance;
5. Safeguards the public interest in recycling and waste diversion amid increasing privatization pressures;

**AND BE IT FURTHER RESOLVED** that the Council urges the Government of Ontario to collaborate meaningfully with municipalities, retailers, environmental organizations, and experts to implement a fair, effective, and inclusive solution that ensures the long-term success of Ontario's deposit-return and recycling systems;

**AND BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), and all Ontario municipalities for their support and consideration.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL		
<input type="checkbox"/>	DEFEATED		YES	NO
<input type="checkbox"/>	TABLED	Mitch Hatfield		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Cathy Cannon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Melanie Pilon		
<input type="checkbox"/>	WITHDRAWN	Jim Hoffmann		
		Joseph Opato		

**Disclosure of Pecuniary Interest and the general nature thereof.**

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 15, 2025

Resolution # RC25121	Meeting Order: 8
Moved by: <i>Cathy Cannon</i>	Seconded by: <i>Joseph Opat</i>

**WHEREAS** The Beer Store has closed more than 70 of its store locations across the Province since the Ford Government made the decision to end its exclusivity agreement with The Beer Store and allowed other locations like convenience and grocery stores to sell beer, wine and mixed alcoholic drinks; and

**WHEREAS** many of the retail stores being closed are in small, northern communities such as Chapleau, Atikokan, Powassan and Blind River where The Beer Store is very important to the local community; and

**WHEREAS** the presence of The Beer Store in Northern Ontario communities and in Wawa, provides good paying jobs, convenient access to beer sales for tourists looking to purchase a variety of Canadian made beer products not carried in other locations and contributes to the local and provincial economy; and

**WHEREAS** The Beer Store closure in Wawa would lead to job losses in the community and negatively impact the local economy;

**NOWHEREFORE** Council of the Municipality of Wawa request that the Provincial Government take the steps necessary to preserve the presence of The Beer Store in small, rural and northern communities and that it request that The Beer Store reconsider its decision to close additional Beer Stores in Ontario, especially in small, northern communities.

**AND FURTHER** that a copy of this Resolution be forwarded to Premier Doug Ford, Honourable Peter Bethlenfalvy the Minister of Finance, Honourable Victor Fedeli the Minister of Economic Development, Job Creation and Trade, Bill Rosenberg the M.P.P. Algoma-Manitoulin, FONOM, NOMA, and AMO.

RESOLUTION RESULT	RECORDED VOTE	YES	NO
<input checked="" type="checkbox"/> CARRIED	<b>MAYOR AND COUNCIL</b>		
<input type="checkbox"/> DEFEATED	Mitch Hatfield		
<input type="checkbox"/> TABLED	Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN	Joseph Opat		

**Disclosure of Pecuniary Interest and the general nature thereof.**

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL
<i>M. Pilon</i>	<i>Maury O'Neill</i>

October 17, 2025

The Beer Store  
Corporate Office | 2258 Coleraine Drive  
Bolton, ON L7E 3A9

Attention: Roy Benin

Dear Mr. Benin.

The closing of The Beer Store is the final nail in the coffin for those of us in the town of Wawa who are interested in our environment and recycling. I am not a consumer of alcohol, but since 1992, I have picked up the sad, abandoned packaging others have thrown out on the sides of our roads.

As a volunteer, I have cleaned our outdoors of trash by the truckloads and most of it was made up of beer and wine containers. Having a European background and knowing that even pop cans have a deposit of 10 cents on them there, it is with tears in my eyes that I see the loss of a place to turn in recyclables.

I fought the bureaucracy, wrote to companies and ministers about the abuse of our environment and the renewable resources until finally a deposit was established here in Ontario. The program encourages people to turn in their recyclables rather than putting them in the landfill and the pennies add up.

Here in the north, we live in an "untouched" wilderness and try to promote this for tourism, hunting, and fishing. Often, one of the first stops in town is The Beer Store. Why is this now closed when the nearest store is over 200 km away and there is now no place to accept the empties? Our grocery store had beer and wine when that program was first introduced, but has now cut back as they don't want to accept the recyclables. The one convenience store is also not set up for recyclables and doesn't carry the selection of products The Beer Store did.

So, while it is still possible to purchase a limited selection in our town, the loss of the recycling program affects us deeply. Many organizations, such as skating clubs, hockey teams, Boy Scouts/Girl Guides and even retirees profit from the deposit through bottle drives. These assist the community and keep our outdoors clean to benefit the environment as well. Cans and bottles do not disintegrate in the outdoors. To the contrary, broken glass hurts people and wildlife both. Why are we going backwards on this important recycling project? Why are we in the North forgotten.

We will be drowning in beer cans without a recycling program. What is the solution? Please find one as it is you and this government that have made these changes.

Sincerely,



Karin Grundt  
Garbologist  
P.O. Box 1430  
Wawa, ON P0S 1K0

# Manitoulin East Municipal Airport Commission Inc.

## Commission Meeting Minutes

Meeting of December 8, 2025

**Present,** B. Wood, G. Williamson, R. Maguire, D. Williamson. D.Elliott

M. Whatling

Meeting call to order by G. Williamson @ 7:00 pm

### **Motion 2025 12-01**

Resolved that the Commission approves the agenda for the meeting of December 8, 2025.

Moved by D.Elliott

Second by R. Maguire

Carried - Yes

### **Motion 2025 12-02**

Resolved that the Commission approves the minutes of the meeting of October 15, 2025.

Moved by B. Wood

Second by R. Maguire

Carried - Yes

### **Declaration of pecuniary interest:**

### **Motion 2025 12-03**

Resolved that the Commission advises the airport manager to offer for sale surplus / obsolete security camera equipment.

Moved by: B. Wood

Second by: D.Elliott

Carried – Yes

### **Motion 2025 12-04**

Resolved that the Commission accept the managers' report for the months of October 2025 / November 2025

Moved by: B. Wood

Second by: D.Elliott

Carried – Yes

### **Motion 2025 12-05**

Resolved that the Commission accept the treasurers report for October / November 2025.

Moved by: D.Elliott

Second by: R. Maguire

Carried – Yes

### **Motion 2025 12-06**

Resolved that the Commission advises the airport manager to enter preliminary discussion with Compass Greenfield Development in regards to their solar farm proposal

Moved by: R. Maguire

Second by: D.Elliott

Carried -Yes

**Motion 2025 12-07**

Resolved that the Commission meeting of December 8, 2025 does now adjourn at 7:38

Next meeting February 16, 2025 @ 7:00 pm via zoom

Moved by: R. Maguire

Second by: B. Wood

Carried -Yes

# Manitoulin East Municipal Airport Commission Inc.

## Commission Meeting Minutes

Meeting of December 8, 2025

**Present,** B. Wood, G. Williamson, R. Maguire, D. Williamson. D.Elliott

M. Whatling

Meeting call to order by G. Williamson @ 7:00 pm

### **Motion 2025 12-01**

Resolved that the Commission approves the agenda for the meeting of December 8, 2025.

Moved by D.Elliott

Second by R. Maguire

Carried - Yes

### **Motion 2025 12-02**

Resolved that the Commission approves the minutes of the meeting of October 15, 2025.

Moved by B. Wood

Second by R. Maguire

Carried - Yes

### **Declaration of pecuniary interest:**

### **Motion 2025 12-03**

Resolved that the Commission advises the airport manager to offer for sale surplus / obsolete security camera equipment.

Moved by: B. Wood

Second by: D.Elliott

Carried – Yes

### **Motion 2025 12-04**

Resolved that the Commission accept the managers' report for the months of October 2025 / November 2025

Moved by: B. Wood

Second by: D.Elliott

Carried – Yes

### **Motion 2025 12-05**

Resolved that the Commission accept the treasurers report for October / November 2025.

Moved by: D.Elliott

Second by: R. Maguire

Carried – Yes

### **Motion 2025 12-06**

Resolved that the Commission advises the airport manager to enter preliminary discussion with Compass Greenfield Development in regards to their solar farm proposal

Moved by: R. Maguire

Second by: D.Elliott

Carried -Yes

**Motion 2025 12-07**

Resolved that the Commission meeting of December 8, 2025 does now adjourn at 7:38

Next meeting February 16, 2025 @ 7:00 pm via zoom

Moved by: R. Maguire

Second by: B. Wood

Carried -Yes