

Township of Admaston/Bromley
First Monthly Meeting
Thursday, May 2nd, 2024 @ 7:30 p.m.

AGENDA

1. Call Meeting to Order
2. Moment of Silence
3. Approval of Agenda
4. Disclosure of Pecuniary Interest
5. Minutes
 - [5a Resolution to adopt Minutes of Council Meeting – April 18, 2024](#)
6. Delegations and Guests
 - Guest - Peter Simcisko, BA (Hons), MBE – Managing Partner with Watson & Associates Economists Ltd. – Presenting Memorandum to the 2022 - Asset Management Plan
7. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
 - [7a AMP 3.0 – Memorandum work completed to finalize the 2022 Asset Management Plan – Watson & Associates](#)
 - [7b OMPF – Second Quarter Payment Notice](#)
 - 7c** Municipal Provincial Assessment Corporation (MPAC)
 - i. i) 2023 Annual Report
 - ii. ii) 2023 Performance Report
 - iii. iii) 2023 Financial Report
 - [7d 2024 Final Tax Rates Report](#)
 - i. i) 2024 Final Tax Rates - Chart
8. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - [8a Building & Sewage Report – January – March 2024](#)
9. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - [9a Douglas Recreation Committee Minutes – February 2024](#)
10. **Operations Committee** – Chair Brian Hamilton, All of Council

- 10a Granular “M” Tender PW-2024-02 Report
- 10b Supply, Haul & Stockpile Winter Sand Tender PW-2024-03 Report
- 10c Surface Treatment Tender PW-2024-04 Report
- 10d Roadway Condition Assessment Contract (Street Scan) Report
- 10e 1-ton truck Tender PW-2024-01 report

11. **Waste Management Committee** – Chair Michael Donohue, All of Council

11a Osceola Landfill Expansion Update Report

- i) Record of Consultation, Environmental Compliance Approval of Application

11b Osceola Contract – Coverage Operations

- i) Contract Osceola Coverage

12. **Protective Services Committee**- Chair Kevin LeGris, Committee Member Angela

Field None.

13. **County of Renfrew** – Mayor Michael Donohue

13a County Council Summary Report – April 2024

14. **By-Laws**

- 14a 2024-28 Osceola Landfill Contract
- 2024-29 2024 Final Tax Rates

15. **Old Business**

15a Action Tracking List

16. **New Business**

17. **Closed Session**

None.

18. Confirmatory By-Law

18a 2024-30 being a by-law to confirm proceedings of Council Meeting

19. Question Period

20. Adjournment

PLEASE NOTE “Submissions received by the public, either orally or in writing may become part of the public record/package”.

Council Information

Township of Admaston/Bromley
Second Monthly Meeting

Council met for their first monthly meeting on Thursday April 18th, 2024. Present were Mayor Michael Donohue, Deputy Mayor Brian Hamilton, Councillors Keith Gourley and Kevin LeGris.

Councillor Angela Field sent regrets.

Staff Members present were Treasurer-Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent Steve Visinski and Fire Chief Bill McHale. Also present was Audio/Video System Specialist Nate Maclsaac.

Agenda Items 1 and 2 – Call Meeting to Order and Moment Silence

Mayor Donohue called the Meeting to Order at 7:30 pm. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 18/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the agenda of April 18, 2024, Regular Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of Council Meetings April 4, 2024

Resolution No. 19/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- April 4, 2024, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

6a Eganville & District Seniors – Kayla Menkhorst

Agenda Item 7 – Planning and Economic Development Committee – Chair Keith Gourley, Committee Member Kevin LeGris

None.

Agenda Item 8 – Community Service Committee – Chair Angela Field, Committee Member Brian Hamilton

8a Admaston/Bromley Public Library Board

Resolution No. 20/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council receive the following from the Admaston/Bromley Public Library Board:

- Minutes - February 12, 2024
- Treasurer's Report – March 2024
- Treasurer's Report – April 2024
- CEO's Report – March 2024
- CEO's Report – April 2024

Carried

8b Taste of the Valley Report

Resolution No. 21/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council approve applying for an Expression of Interest for Taste of the Valley in 2025 and/or 2026 to be held at the Douglas Recreation Complex.

Carried

Agenda Item 9 – Operations Committee – Chair Brian Hamilton, All of Council

9a Cold Mix Pricing Report

Resolution No. 22/04/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Admaston/Bromley Council purchase Cold Mix product from Greenwood Paving for 2024 as per the 2024 budget.

Carried

9b Dust Suppressant Report

Resolution No. 23/04/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Township of Admaston/Bromley Council approves purchasing the required calcium as per budgeted from Da-Lee Group for the 2024 season.

Carried

9c Street Sweeping & Catch Basin Cleaning Report

Resolution No. 24/04/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Admaston/Bromley Council receive the County of Renfrew's notification of award to Allan McCoy Contracting Inc. for Admaston/Bromley's portion of the County of Renfrew's Street Sweeping tender;

AND BE IT FURTHER RESOLVED THAT Council receive the County of Renfrew's notification of award to XSite Enterprises of Eastern Ontario Inc. for Admaston/Bromley's portion of the County of Renfrew's Catch Basin Cleaning tender.

Carried

9d Public Works Report – March 2024

Resolution No. 25/04/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council receive Public Works March 2024 report as information .

Carried

Agenda Item 10 – Waste Management Committee – Chair Michael Donohue, All of Council

None.

Agenda Item 11 – Finance and Administration Committee – Chair Michael Donohue, All of Council

11a March 2024 Financial Overview Report

Resolution No. 26/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Admaston/Bromley Council accept the March 2024 Year to Date Financial Overview Report as information as submitted and circulated.

Carried

11b March Payment Register

Resolution No. 27/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Admaston/Bromley Council approve the Payment Register for March 2024.

Carried

Agenda Item 12 – Protective Services Committee – Chair Kevin LeGris, Committee Member Angela Field

12a CEMC & Alternate Appointments Report

Resolution No. 28/04/24

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED THAT Council approve By-Law 2024-25 and 2024-26, being by-laws to appoint a Community Emergency Management Coordinator (CEMC) and Alternate (CEMC) for the Township of Admaston/Bromley.

Carried

12b Fire Committee March Minutes

Resolution No. 29/04/24

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED THAT Admaston/Bromley Council receive the Douglas Fire Committee Meeting minutes from March 13, 2024.

Carried

12c Fire Chief Report April 2024

Resolution No. 30/04/24

Moved by Angela Field, seconded by Brian Hamilton

BE IT RESOLVED THAT Admaston/Bromley Council receive the Fire Chief's report dated April 5, 2024.

Carried

12d Emergency Exercise Compliance Report 2023

Resolution No. 31/04/24

Moved by Angela Field, seconded by Brian Hamilton

BE IT RESOLVED THAT Admaston/Bromley Council receive the communication from the Assistant Deputy Minister and Chief, Emergency Management, congratulating the Township on meeting the Emergency Management and Civil Protection Act (EMCPA) requirements in 2023.

Carried

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

- 14a** 2024-25 CEMC Appointment
2024-26 CEMC Alternate Appointment

Resolution No. 32/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council adopt the following By-Laws:

- 2024-25 – CEMC Appointment
- 2024-26 – CEMC Alternate Appointment

Carried

Agenda Item 15 – Old Business

- 15a** Action Tracking List

Resolution No. 33/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Admaston/Bromley Council receive the Action Tracking List as information

Carried

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

- 18a** By-law 2024-27 being a by-law to confirm proceedings of Council Meeting

Resolution No. 34/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that By-law 2024-24, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held April 18, 2024, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 35/04/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that the Thursday, April 18, 2024, Township of Admaston/Bromley Council meeting be adjourned at 8:32pm

Carried

Mayor

Treasurer-Deputy CAO/Clerk

Memorandum

To	Kelly Coughlin
From	Peter Simcisko and Stephen Monrad
Date	April 9, 2024
Re:	AMP it Up 3.0 results for asset management

Fax Courier Mail Email

Through the Municipal Financial Officers' Association's AMP it Up 3.0 program, Watson & Associates Economists Ltd. (Watson) is assisting the Township of Admaston/Bromley (Township) with asset management work currently underway. This Memorandum documents work completed by Watson related to road replacement cost estimates, lifecycle management strategies, average annual lifecycle costs, and capital funding capacity.

Road Replacement Cost

The Township asked Watson to review the replacement cost estimate of its road network in its 2022 asset management plan, which was \$25.0 million in 2022 dollars. Based on Watson's analysis, the total estimated replacement cost of Township's roads is \$68.3 million in 2022 dollars, an increase of 173%. Adjusting to 2024 dollars results in an estimate of \$79.84 million, a further increase of 17%. Table 1 shows replacement cost per kilometre, length of road, and total replacement cost broken down by surface type, in 2024 dollars.

Table 1: Road Replacement Cost by Surface Type

Surface Type	Replacement Cost per Centre-line kilometre (2024\$)	Length of road (km)	Replacement Cost (2024\$)
Paved Roads			
HCB	\$520,000	70.35	\$36,582,000
LCB	\$443,000	64.49	\$28,569,000
Total Paved Roads		134.84	\$65,151,000
Unpaved Roads			
Gravel	\$76,000	193.22	\$14,685,000
Total Unpaved Roads		193.22	\$14,685,000
Total All Roads		328.06	\$79,836,000



The replacement cost per centre-line kilometre shown in Table 1 are based on costs and quantities reported in the Township of Bonnechere Valley (2021) and the Township of Horton (2022) asset management plans. The replacement cost per centreline kilometre estimates were adjusted to 2024 dollars using Statistics Canada's Non-residential Building Construction Price Index.^[1]

Information from three other asset management plans (Township of Whitewater Region, Town of Renfrew, and Township of Greater Madawaska) was included in the raw data collected by Watson. It was not used because it was not possible to differentiate between costs for roads with HCB and LCB surfaces; surface type has a significant impact on the replacement cost estimate. The raw asset management plan data and analysis is provided in the file: "Roads Costing - Renfrew Area - Final.xlsx"

Lifecycle Management Strategies – Core Assets

Roads

Watson facilitated a workshop to document lifecycle management strategies for roads, including a brief introduction to lifecycle management strategies (see "LMS Workshop - AdmastonBromley.pdf"). A summary of the resulting average annual lifecycle costs is shown in Table 2. The details of the strategies, including notes on the decision making process, are provided in the file: "LMS - Roads - AdmastonBromley – Final.xlsx."

[1] Source: Statistics Canada. Table 18-10-0276-02 Building construction price indexes, by type of building



Table 2: Summary of Roads Average Annual Lifecycle Costs

Road Type	Average Annual Costs per Centreline-kilometre (2024\$)			Centerline-km	Total Average Annual Costs (2024\$)		
	Operating	Capital	Total		Operating	Capital	Total
HCB	\$2,681	\$8,333	\$11,015	70.35	\$188,641	\$586,250	\$774,891
LCB	\$1,544	\$21,445	\$22,989	64.49	\$99,591	\$1,382,961	\$1,482,552
Gravel - winter maintenance	\$3,227	\$0	\$3,227	153.22	\$494,406	\$0	\$494,406
Gravel - no winter maintenance	\$1,863	\$0	\$1,863	40.00	\$74,526	\$0	\$74,526
Total				328.06	\$857,165	\$1,969,211	\$2,826,376



Lifecycle Management Strategies – Non-core Assets

Watson worked with Township staff to develop lifecycle management strategies for non-core assets. The detailed data for all non-core assets is contained in the file: “Average Annual Lifecycle Cost Estimates - Final.xlsx.”

Facilities

The Township currently manages its facilities through the annual budget process. Facility managers identify capital needs for potential inclusion in the next year’s capital budget. Going forward, the Township is considering having a third party complete formal facility condition assessments, which would include development of a 10-year capital forecast for facilities.

To estimate average annual lifecycle costs for facilities, replacement costs were estimated to be \$12.6 million based on building size in the Township’s 2022 asset management plan and the 2024 Altus Group Canadian Cost Guide unit costs (taking the midpoint of the ranges provided). The average annual lifecycle cost can be estimated using this estimate of replacement costs and reinvestment rate ranges recommended in the 2016 Canadian Infrastructure Report Card. Reinvestment rate is defined to be the percentage of an asset’s replacement cost that needs to be reinvested annually on average to maintain an asset over time. For facilities, the recommended range is 1.7% to 2.5% of replacement cost, the midpoint being 2.1%. Using this methodology, the average annual lifecycle cost for facilities was estimated to be approximately \$264,000.

Vehicles and Equipment

The Township uses the acquisition year and expected useful life of vehicles and equipment to forecast replacements. During the budget process, this forecast is reviewed by department staff to confirm whether items nearing the end of their theoretical useful life do in fact need to be replaced or whether they can be kept in service longer. The review process currently relies on subjective assessments by staff.

Average annual lifecycle costs were estimated based on historical costs and useful life assumptions contained in the Township’s Tangible Capital Assets Inventory. Costs were adjusted for inflation using the Non-residential Building Construction Price Index. Using this methodology, the average annual lifecycle costs for vehicles and equipment were estimated to be approximately \$492,000 and \$125,000, respectively.

Summary of Replacement Cost and Average Annual Lifecycle Costs

The replacement cost of the Township’s roads, facilities, vehicles, and equipment were estimated to be \$99.6 million as part of the process of estimating average annual lifecycle costs. Based on the lifecycle analysis above, average annual lifecycle costs for these assets are approximately \$2.85 million. This is the amount of capital funding required annually to fund the lifecycle activities identified in the lifecycle management



strategies in the long run. Table 3 provides a breakdown of replacement cost and average annual lifecycle cost by asset type, with the distribution of these quantities by asset type presented in Figure 1 and Figure 2.

Table 3: Current Replacement Cost and Average Annual Lifecycle Cost by Asset Type

Asset Type	Replacement Cost (2024\$)	Average Annual Lifecycle Costs (2024\$)
Roads	\$79,836,000	\$1,969,211
Facilities	\$12,573,458	\$264,043
Vehicles	\$6,021,821	\$492,447
Equipment	\$1,125,723	\$124,997
Total	\$99,557,002	\$2,850,697

Figure 1: Distribution of Replacement Cost by Asset Type

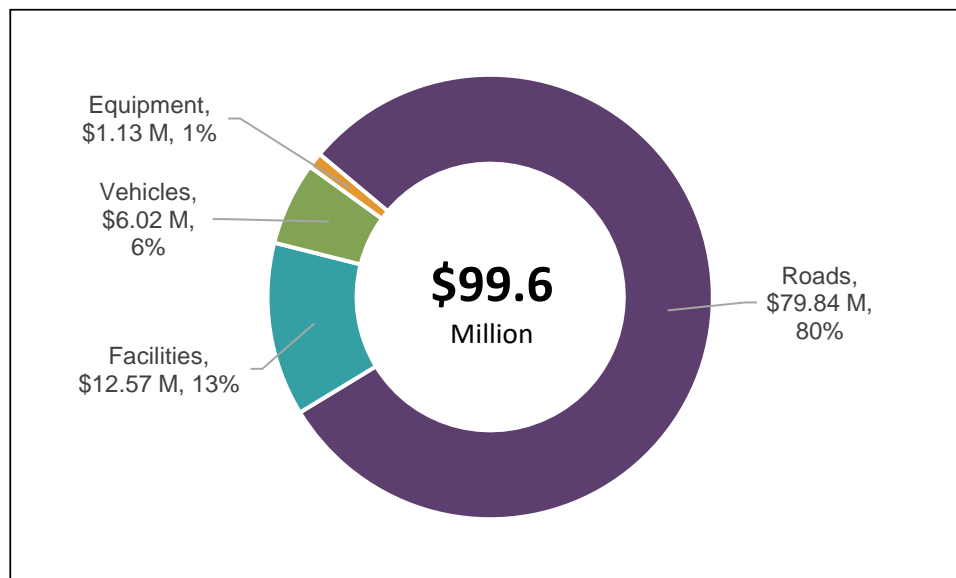
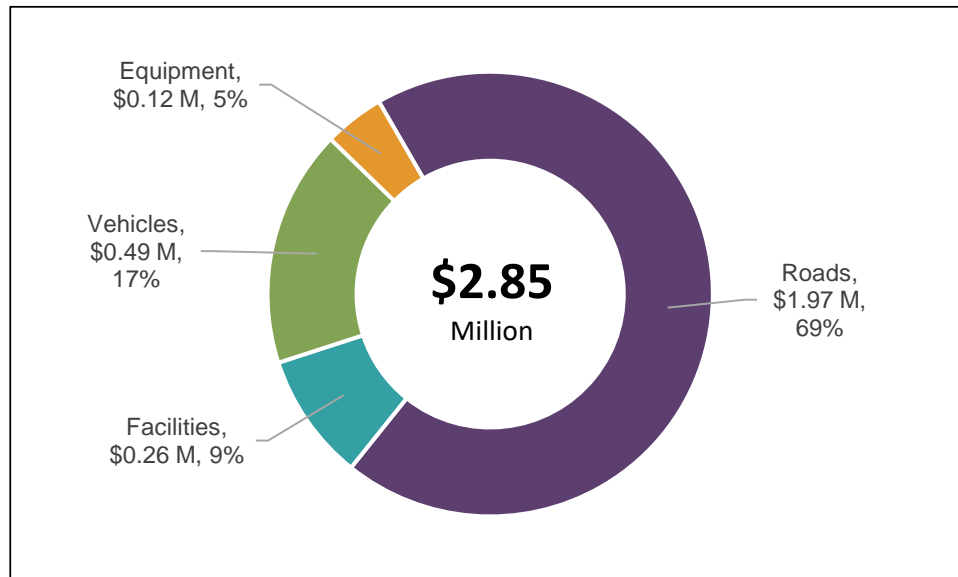




Figure 2: Distribution of Average Annual Lifecycle Cost by Asset Type



Capital Funding Capacity

Based on the Township's draft 2024 capital budget and other financial documents provided by the Township, the Township's current capital funding capacity is estimated to be \$1.28 million. This funding comprises taxation (\$257,812), OCIF and CCBF (\$586,484), contributions to capital reserves (\$70,000), and current debt servicing (\$368,529). The \$1.28 million in current funding capacity is approximately 45% of the estimated average annual lifecycle cost of \$2.85 million. The difference, the annual lifecycle funding gap, is \$1.57 million.

Ministry of Finance

Provincial-Local Finance Division

Frost Building North
95 Grosvenor Street
Toronto, ON M7A 1Y7

Ministère des Finances

Division des relations provinciales
municipales en matière de finances

Édifice Frost Nord
95 rue Grosvenor
Toronto, ON M7A 1Y7

April 22, 2024

Dear Treasurer/Clerk Treasurer:

I am pleased to inform you that the second quarterly payment of your 2024 Ontario Municipal Partnership Fund (OMPF) allocation will be processed later this week. The payment will be made by electronic funds transfer and is in respect of the period April through June 2024.

Please find enclosed a *Payment Notice* providing details of your 2024 OMPF second quarter payment.

If you have any questions regarding the processing of this payment, please contact Alula Yimam at (437) 216-9863 or at alula.yimam@ontario.ca.

Sincerely,



Ian Freeman, CPA, CMA
Assistant Deputy Minister
Provincial-Local Finance Division

Enclosure

Ontario Municipal Partnership Fund (OMPF)
2024 Second Quarter Payment Notice



Township of Admaston-Bromley
County of Renfrew

4742

A. Total 2024 OMPF (2024 Allocation Notice, Line A)	\$434,000
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B. 2024 OMPF Quarterly Payments Schedule	\$434,000	
1. 2024 OMPF First Quarter Payment	<i>Issued January 2024</i>	\$108,500
2. 2024 OMPF Second Quarter Payment	<i>Issued April 2024</i>	\$108,500
3. 2024 OMPF Third Quarter Payment	<i>Scheduled for July 2024</i>	\$108,500
4. 2024 OMPF Fourth Quarter Payment	<i>Scheduled for October 2024</i>	\$108,500

C. Payment Issued in April	\$108,500	
1. 2024 OMPF Second Quarter Payment	<i>Issued April 2024</i>	\$108,500

A photograph of the Humber Bay Arch Bridge in Toronto, Ontario, taken at dusk. The bridge's two large, curved arches are illuminated from within, creating a warm glow against the darkening sky. The bridge's intricate steel truss structure is visible between the arches. In the background, several modern high-rise buildings are lit up, their lights reflecting on the bridge's structure. The overall scene is a blend of natural light and artificial city lights.

Pursuing Excellence

Annual Report 2023

Humber Bay Arch Bridge, Toronto, Ontario



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



As Ontario’s property market experts, the Municipal Property Assessment Corporation (MPAC) maintains Ontario’s database of 5.6 million properties. We are committed to achieving excellence so that we can provide the most value to Ontarians.



Blue Mountain, Ontario



Blue Mountain, Ontario

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Message from the Board Chair

MPAC's promise to bring more value to Ontario fuels everything we do. We are maximizing opportunities and setting ambitious goals for the organization during a complex time.

Our goals at MPAC go beyond property assessment. We understand assessments are the foundation of investments in our communities, and we are committed to working with our partners to be agents of progress, motivated by an unwavering dedication to improving our communities.

As a society, we are facing multiple challenges, including a rapidly growing population, climate change, and affordability issues, and we know that our rich data and unique insights can help identify significant changes and trends.

Through enhanced collaboration with our municipal partners and industry leaders, we will use our extensive data and knowledge to pioneer inventive solutions for tomorrow's needs and opportunities, so we can keep our communities prosperous for generations to come.



Alan Spacek

Chair, MPAC Board of Directors



We are acutely aware of the financial strains faced by municipalities and Ontarians, and to better support our partners, MPAC remains steadfast in managing our operations to help community leaders plan for the future.

Now more than ever, we will support municipal revenue through the valuation of new assessment. This past year, we set a record by adding an unprecedented \$42 billion in new assessment to municipal rolls, and we aim to exceed this ambitious goal in 2024.

We will also continue to maximize the municipal dividends from MPAC's commercial revenue to offset the municipal levy and maximize our productivity with technological innovations.

I invite you to join us in our commitment to progress and our pursuit of excellence.

A handwritten signature in blue ink, appearing to read "Alan Spacek".

Alan Spacek
Chair, MPAC Board of Directors

Message from the President

As Ontario's property experts, we intend to set new standards and redefine what it means to be at the forefront of the public sector in innovation.

In 2023, we began laying the foundation for our new strategic plan, which aligns with and supports the Government of Ontario's review of the assessment and taxation system in this province, while underscoring our proactive approach to addressing emerging technologies and upcoming challenges.

We are partnering with municipal and provincial governments, industry stakeholders and commercial clients to collaboratively think about how we can leverage the data and insights we collect as part of our valuation work to better support Ontario. In fact, our daily interactions with our partners, stakeholders, and property owners, are critical to our planning for a better future.

Given our responsibility for Ontario's property data we recognize our responsibility to safeguard data assets and to use technology ethically. In fact, MPAC has a long history of technical innovation. For example, we were



Nicole McNeill

MPAC President and Chief Administrative Officer

one of the first public agencies in the cloud. Now, MPAC stands at the forefront of public service organizations who are ready to embrace artificial intelligence (AI) and machine learning responsibly.

Our valuation experts have been using machine learning to support our work for years, and we will use that experience to guide us through the rapid expansion of uses for artificial intelligence.

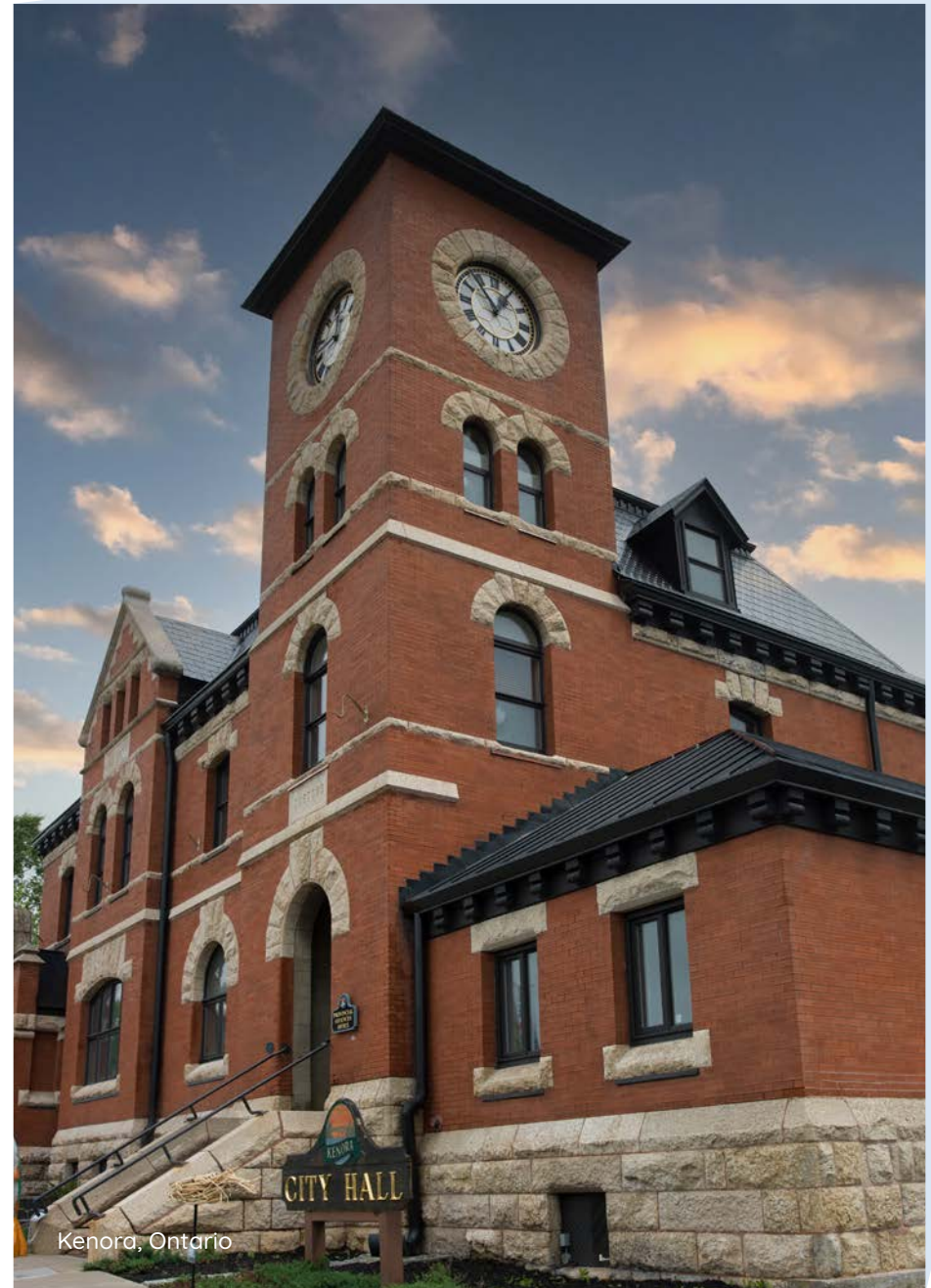
We are also committed to supporting the people behind the technology, motivating our employees to bring their innovative ideas to the table, by listening to and respecting every voice in our organization. A diverse workplace that reflects the Ontarians we serve is more than a moral imperative – it is a strategic advantage that helps us better understand the needs of the communities we live and work in.

MPAC's unique ability to combine technical and human resources to capture the nuances of property markets, from Kenora to Chatham, has always been a key component of our success, and we will continue to invest in our people and our technology so that we can bring more value to Ontario.



Nicole McNeill

MPAC President and Chief Administrative Officer



Kenora, Ontario

Who we are

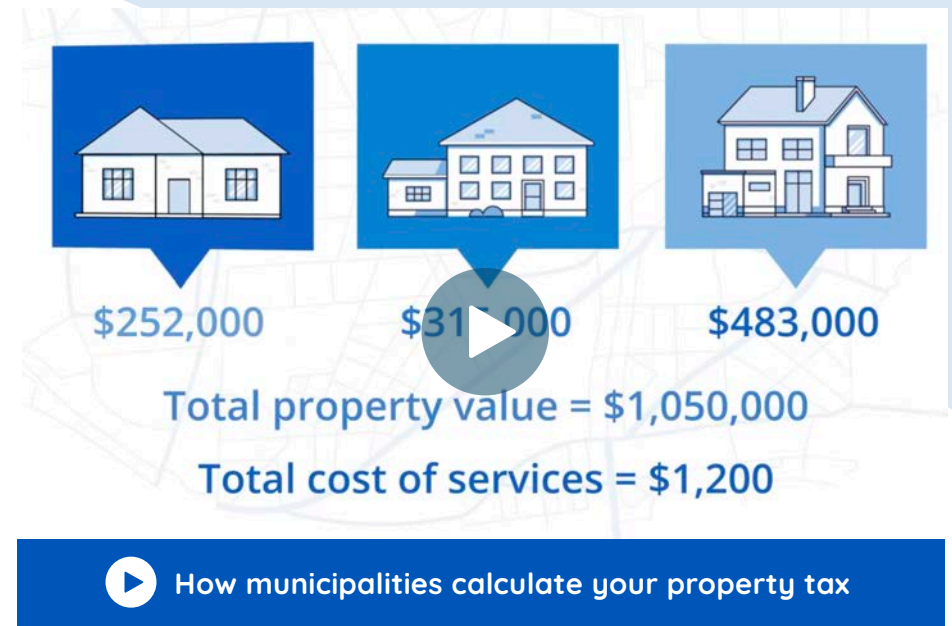
About MPAC

We are Ontario's property market experts. Our job is to value and classify over 5.6 million properties across the province and build an accurate property inventory.

We do this by analyzing the market through review of sales information, rental data and construction costs, reviewing property sales information, inspecting properties, supporting property owners, and responding to Requests for Reconsideration and assessment appeals.

The work MPAC does is an input for government programs, business decisions and property transactions.

Municipalities use MPAC assessments to power local investments in important services like emergency services, libraries, water and roads. Our data also helps identify property changes and market trends in Ontario's communities to propel decisions about where and what to build for future generations.



Government of Ontario

Establishes the province's assessment and taxation laws and decides education tax rates.



MPAC

Determines property assessments for all properties in Ontario and shares them with municipalities.



Municipalities

Determine revenue requirements, then use MPAC's assessed values to set municipal tax rates and collect property taxes to pay for municipal services.



Property Owners

Pay property taxes which fund services in their community, and education taxes to the Province.



The work we do: 2023 at a glance

\$3,140,000,000,000

dollars in total property value in Ontario.

250,000

building permits.

\$42,000,000,000

dollars in new assessment added to municipal rolls.

713,000

Property Assessment Notices mailed out.

5,600,000

total properties in Ontario's property inventory.

350,000

sales transactions were completed.

150,000

sales reviews completed.

92,000

farm properties were reviewed as part of program updates to the Farm Forestry Exemption.

17,500

severances and consolidations were processed.

160,000

properties were inspected to keep Ontario's property inventory up to date.

129,600

property owners contacted us via phone calls, emails and chats.

8,800

appeals were closed.

8,700

Requests for Reconsideration were closed.



2023 ASSESSMENT ROLL New Assessment by Property Type

In 2023, MPAC captured more than \$42 billion in new assessment. New assessment refers to new construction and/or additions to existing property that have been recently completed and assessed during the year.



Residential

2023 - \$20.6B
2022 - \$20.5B



Residential
Condominiums

2023 - \$10.8B
2022 - \$8.1B



Commercial

2023 - \$3.2B
2022 - \$2.3B



Industrial

2023 - \$2.9B
2022 - \$2.3B



Multi-residential

2023 - \$3.0B
2022 - \$2.5B



Farm

2023 - \$1.2B
2022 - \$1.1B



Special Exempt

2023 - \$318.1M
2022 - \$783.8M



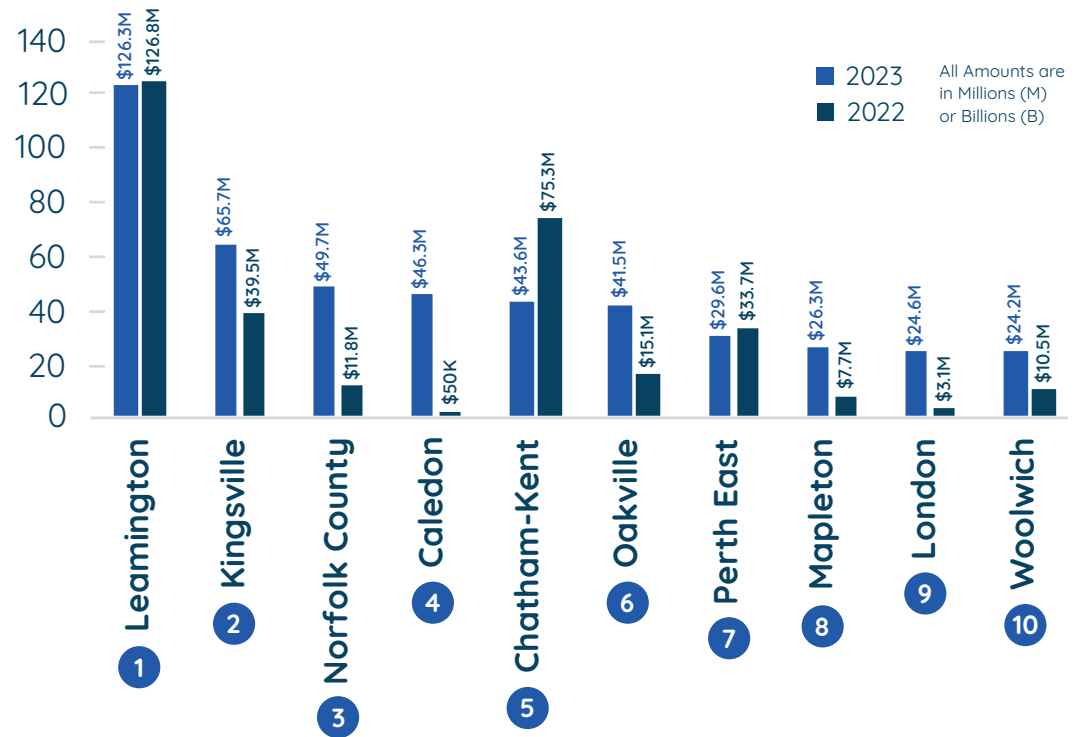
Managed Forest/
Conservation

2023 - \$59M
2022 - \$60.2M

2023 ASSESSMENT ROLL
Municipalities with the
highest growth

3 | **Norfolk County**
2023 - \$49.7M | 2022 - \$11.8M

Top 10
Municipalities for New Assessment
in Farms



MPAC Success Stories: Our Record Year



Ontario’s property inventory continued to grow in 2023, with more than **\$42 billion** in assessment from new builds and improvements to properties. This marks a record year for Ontario.

Residential homes, including condominiums, accounted for more than **\$31 billion** of this increase, while commercial and industrial properties contributed more than \$6 billion, which is an increase of **31.5 per cent** from 2022.

The value of Ontario’s property inventory is now estimated to be approximately **\$3.14 trillion**. These assessments generate approximately **\$30 billion** in revenues each year to support municipalities and school boards.





“

I have had the opportunity to work in private industry, municipal government and with assessment authorities across Canada. MPAC has continuously stood out to me as the premier assessment organization that takes tremendous pride in its work.”

Kyle S.

MPAC EMPLOYEE

Striving for operational excellence

Through the innovation of MPAC's technologies and processes, we are elevating our data quality to ensure we can deliver market valuation and value-added insights.

Sharing our property insights

MPAC's valuation experts maintain Ontario's diverse property inventory, including the key features and values of every parcel in the province.

Our analysis of the changes within Ontario's inventory helps municipalities and industry leaders identify emerging trends in how communities across the province continue to evolve.

To help keep a pulse on the changes in Ontario's property landscape, MPAC established a new team focused on generating value-added insights to support overall corporate objectives.

This year, we looked at residential home improvement building permit trends from across Ontario, which highlighted:

- For the first time in three years, Ontario saw the number of residential building permits drop after reaching all-time highs during the pandemic.
- Across Ontario, over **108,000** home improvement and new development building permits were issued, reflecting an approximate 11.6 per cent decrease from the previous year.
- Still, permit numbers exceeded 2019 levels by 22 per cent.

We also looked at trends in condominiums and self-storage utility, which revealed Ontario is seeing a surge in self-storage growth. Factors contributing to this boom include smaller dwellings, limited space for personal possessions, and the impact of the

pandemic, such as more people working from home, clearing their living spaces, downsizing, or renovating their homes.

In cities with significant condominium concentrations, self-storage growth is striking. Some insights gathered through our analysis include:

- The province now has **37.3** million square feet of commercial self-storage space. This equals the total ice surface of almost **2,200** NHL rinks!

- In the last three years alone, over **4.2 million** square feet have been added to the storage footprint, marking an increase of about **11 per cent**.
- Ontario condominiums are 35 per cent smaller on average than they were 25 years ago.

To discover more of our 2023 insights, check out our [Residential Building Permits](#) campaign, or read our full story about Ontario's self-storage boom.



Paris, Ontario

Developing a new Corporate Data Strategy

In 2023, MPAC's Board of Directors approved a new Corporate Data Strategy. To develop the new Corporate Data Strategy, MPAC held extensive municipal and taxpayer discovery sessions over 12 weeks, which helped us understand the needs of our partners and customers.

The goal of the Strategy is to position MPAC as a partner with property data users to answer the questions they are currently asking – from how much is my home worth, to how do I plan infrastructure for a new housing development?

In partnership with the Association of Municipalities Ontario (AMO), we engaged with Ontario's municipalities through various strategies. We conducted surveys, interviews, and focus groups. At the Federation of Northern Ontario Municipalities (FONOM) Conference in the spring, we also hosted a live polling session.

Through the feedback, we gained a comprehensive understanding of the various perspectives and experiences within the municipal sector. We found challenges and opportunities, which will help our progress and evolution. For example, we heard about the types of business and planning problems municipal staff across numerous departments were trying to solve using property data.

To help solve some of the challenges identified through our discovery sessions, we established a robust data release framework that will help streamline our processes, facilitate joint efforts with our partners and expedite our ability to share information.

The message we heard was clear: property data is valuable and MPAC is here to partner with data users to meet their current and future needs.

Consulting with our partners



3,300 surveys distributed to municipal staff and Heads of Council across Ontario.



518 municipal survey participants, in collaboration with AMO.



11 focus group participants in the Western Ontario warden caucus.



5 focus group participants in the Eastern Warden caucus.



6 municipal interviews conducted.



1 live polling session at FONOM.

Modernizing our building permit processes

As MPAC focuses on improving efficiencies through modernizing our data collection processes and accessing authoritative sources, our E-permitting pilot played a crucial role in enhancing our operations and our ability to update data in a timely manner.

By the end of 2023, nearly **340** municipalities sent digital building permits, and over **31 per cent** of all permits are being received electronically, enabling MPAC to capture new assessment 150 days earlier, resulting in faster revenue generation for Ontario's municipalities.

To further support municipalities through the building permit process, we also developed a new Building Permit Dashboard in Municipal Connect.

The new dashboard provides municipalities with greater insight into new assessment. It enables municipal staff members to review all building permits sent to MPAC.

The dashboard enhances transparency by providing a better understanding of the building permit's status and it improves communication between municipalities and MPAC throughout the building permit review process.



Developing innovative technologies

MPAC has always been eager to integrate innovative technologies into the delivery of our products and services to property owners and stakeholders.

Over the past few years, artificial intelligence (AI) and machine learning (ML) have entered the mainstream. As AI becomes more advanced, we recognize the potential to augment various aspects of our operations and we have begun exploring its use to enhance the accuracy and efficiency of our operations.

Some of the ways we are integrating AI and ML at MPAC include:

- Modernizing how we assess residential properties.
- Testing Real Time Value time adjustments to improve our overall processes.
- Upgrading MPAC's Automated Valuation Model, making it more accurate for our clients in Ontario.

In 2023, we began developing an in-house product which uses a canopy algorithm and Google imagery to help detect missing structures and streamline property visits.



MPAC is also modernizing our data visualization capabilities by developing an innovative new platform which reimagines geospatial visualization and will be able to offer insights ranging from sales market trends to property owner population movements.

Safeguarding our systems

MPAC's ability to innovate our technology and deliver more value to Ontario would not be possible without the dedication and ingenuity of our IT department's top talent, who are committed to meeting international standards in IT.

This year, we began developing an AI Policy that will encourage employees to bolster the power of AI and machine learning securely to protect our corporate assets and intellectual property.

In addition to achieving ISO/IEC 27001 and ISO/IEC 27017 re-certifications in 2023, MPAC also achieved ISO/IEC 27018, the first international standard created specifically for data privacy in cloud computing.

We are proud to be one of 100 companies in Canada to hold all three certifications. We also continue to maintain our IT Support HDI Certification.

The IT team also received nominations in six categories for the 2023 Technical Support HDI Awards, including:

- Best Service Improvement Initiative
- Best Service and Support Culture
- Best Customer Experience
- Best Service and Support Organization
- Best Service and Support Technician
- Best Use of Technology

Our ongoing achievements prove we have put in place the systems, policies and procedures to ensure MPAC is Ontario's trusted source for property data.



Being a cyber security professional fills me with pride because I can make positive contributions to our society by keeping MPAC's data safe. Cyber security is very important at MPAC, and it is integrated into all our business processes.”

Muhammed U.

MPAC EMPLOYEE

MPAC Success Stories: Our achievements in mass appraisal



MPAC's Assessment Standards and Mass Appraisal team was recognized as 'highly commended' in the **2023 Valuation Award** category by the Royal Institute of Chartered Surveyors (RICS) Americas, highlighting MPAC's industry expertise and leadership.

This exceptional group leads the development and application of mass appraisal models, in support of MPAC's commitment to innovation and the pursuit of quality. They are constantly working to maintain the balance between emerging technologies and best practices in valuation, so that we can deliver the highest quality products.



Our people

At MPAC, we are driving continuous improvement. We do this by celebrating the professional achievements of our employees and maximizing their potential for growth.

Promoting professional development

As an employer dedicated to creating a culture of empowerment, MPAC promotes the continuous professional development of our valued team members so that our employees can best serve Ontario.

To support valuation staff in their daily work, MPAC's Valuation and Assessment Standards team delivered enhanced training to valuation staff across the province, covering topics related to the cost and income approaches to value, and we developed new valuation standards and policies.

MPAC also introduced a career development program for Valuation and Customer Relations employees, encouraging knowledge-sharing and mentorship as MPAC's assessors progress in their careers.

In support of continuous growth, we also introduced the Accreditation Speaker Series in 2023. This series of webinars helped educate employees on accreditation requirements to help them realize their career goals.

MPAC Employees Andrew Posteraro, Mark Hotte and Ashley Alladin received the prestigious W.J. Lettner Memorial Award from the Institute of Municipal Assessors for their exceptional performance. Other outstanding achievements include Shelby Roper's receipt of the Carl B. Davis award, while Dong-hyuk Kang and David Bressi each received the Larry Hummel award. The celebration of their accomplishments helped to motivate others to strive for accreditation.

Meanwhile, our new Summer Student Mentorship Program encouraged employees to enhance their coaching and leadership skills by guiding students over 10 weeks.



I believe learning is a life-long process and it's important to continue to invest in ourselves through academic and new experiences. It's great to see MPAC supporting employees on their professional accreditation journey and providing resources to help navigate the process.”

Ivy L.

MPAC EMPLOYEE

Encouraging workplace wellness

Practical and meaningful growth is important at MPAC. We prioritize health and wellness, and we strive to create a positive employee experience for MPAC's diverse workforce.

To help ensure employees can bring their best selves to work, MPAC is proud to offer comprehensive wellness benefits to our employees, including access to our Employee and Family Assistance Program, which offers coaching services, financial planning, and mental health services to help MPAC employees reach their goals.

MPAC also offers wellness sessions for all staff, leaders and teams to promote wellbeing in the workplace.

In support of a better life-work balance for all employees, we extended our Flexible Work pilot to the end of 2023 with plans to make it permanent in 2024.

Our new Flexible Work Program offers employees the opportunity to customize their work environment and schedule according to their preferences, resulting in increased employee wellbeing and overall job satisfaction.

With flexible work and employee wellness in mind, we introduced our Workplace Strategy. This strategy promotes continuous evolution in our workplaces, fiscal responsibility, and a consistent brand experience.

Our vision for MPAC's workplaces will better complement remote work and it will shape an environment where employees come together to collaborate and learn, fostering team cohesion.



Our People by the numbers



1,848 employees across Ontario.



1,160 participants in our Flexible Work Program.



379 accredited assessors.



287 members of MPAC's Equity, Diversity, Inclusion and Anti-Racism committee.



113 new employees joined MPAC's workforce in 2023.



35 Cultural awareness articles featuring the lived experiences of MPAC employees.

MPAC Success Stories: Cultivating a great workplace

One of MPAC's guiding principles is to put our people first. We are always seeking opportunities to elevate the employee experience and ensure their wellbeing is at the forefront of our decision-making.

Our goal is to equip our employees with the tools they need to be industry pioneers who are prepared to lead the way forward, no matter what comes next.

We do this by fostering an innovative and inclusive learning environment within our workplace. For these reasons and many more, MPAC earned the title of **Greater Toronto's Top Employers** for the fifth consecutive year.

The Canadian HR Reporter also recognized MPAC's Human Resources department as one of the **Best HR teams in Canada** in the category of Innovative HR Teams for 2023, due to their efforts in transforming our organization with novel initiatives to attract, retain, and develop our workforce.



Social impact and inclusion

MPAC is committed to improving the communities we live and work in through everything we do. From being conscious of our carbon footprint, to fostering an inclusive workplace, and investing in our communities through fundraising initiatives, we are actively participating in making Ontario a better place.

Improving our environmental impact

Through our Workplace Lease and Fleet Strategy, we are moving towards occupying smaller, more sustainable spaces. As part of our commitment to sustainability, we have decreased our overall greenhouse gas emissions by **32%**, from **893 Kg CO2e/FT** to **607 Kg CO2e/FTE**. We also reduced our printer usage by 79%.

We will continue to improve our fuel efficiencies through the usage of our company fleet of **109** vehicles, **106** of which are hybrid-electric vehicles.

Embracing Equity, Diversity, Inclusion and Anti-Racism

Fostering inclusion supports an environment where employees can bring their full, authentic selves to work so they can be courageous and share their innovative ideas, which helps move us forward as an organization. A diverse and inclusive environment also enriches our collective understanding of the communities we live and work in, ensuring we treat our municipal partners, stakeholders and property owners with dignity, courtesy and care.

This is why equity, diversity, inclusion and anti-racism is a top priority at MPAC.

In 2023, MPAC continued to build the Equity, Diversity, Inclusion, and Anti-Racism (EDIA) Office by welcoming a Senior Data Advisor and Manager to support the development and execution of an EDIA strategy, focused on:

- Building systems and structures through dedicated EDIA staffing, policy development and review.
- Fostering a diverse workforce by attracting and developing staff and removing barriers to equity.
- Promoting EDIA awareness and competencies through ongoing communication, events and training.
- Advancing and supporting EDIA in our relationships with employees, communities, residents and partners.

As a first step in launching our EDIA strategy, MPAC initiated an Employment Systems Review, in partnership with DiversiPro and Alexander Mann Solutions.

This comprehensive assessment will help shape future EDIA initiatives and find any existing barriers to employment at MPAC.

To make MPAC's recruitment process even more accessible, MPAC increased candidate outreach to equity-deserving groups and new immigrants to Canada through new partnerships, and we implemented a new Applicant Tracking System to streamline our recruitment processes.

MPAC also became an employer partner with Pride at Work Canada, which offers access to exclusive benefits, resources, and services that support individual strategies for inclusion on the grounds of sexual orientation, gender identity and gender expression.

We also support community-building through employee-led initiatives, including weekly EDIA-focused Coffee Chats and volunteer planning committees for Black History Month, Pride Month, and the National Day for Truth and Reconciliation.

These committees planned corporate-wide events and sourced employee resources to inspire their colleagues to learn, connect and grow along their respective EDIA journeys. And finally, at the helm of our organization, our Board and Executive Management Group have taken decisive action by completing an education plan focused on equity, diversity, inclusion, and anti-racism, in partnership with DiversiPro.

By leading with intention and commitment, we are paving the way for a culture of understanding, respect, and opportunity, ensuring that every voice is valued and heard.ensuring that every voice is valued and heard.



MPAC's 2023 social impact initiatives



\$25,000 in scholarships awarded through MPAC'S Continuing Academic Excellence Awards.



\$24,500 raised by MPAC's Corporate Social Responsibility committees to invest in our communities, including:

- **\$7,600** for local charities that help the 2SLGBTQIA+ community.
- **\$7,600** for local school-related initiatives, in addition to school supply collection.
- **\$5,800** raised and 2,118 pantry items donated to support 26 local foodbanks.
- **\$3,500** for other various charities in our community.



198 total volunteer hours served.

Empowering municipalities and property owners

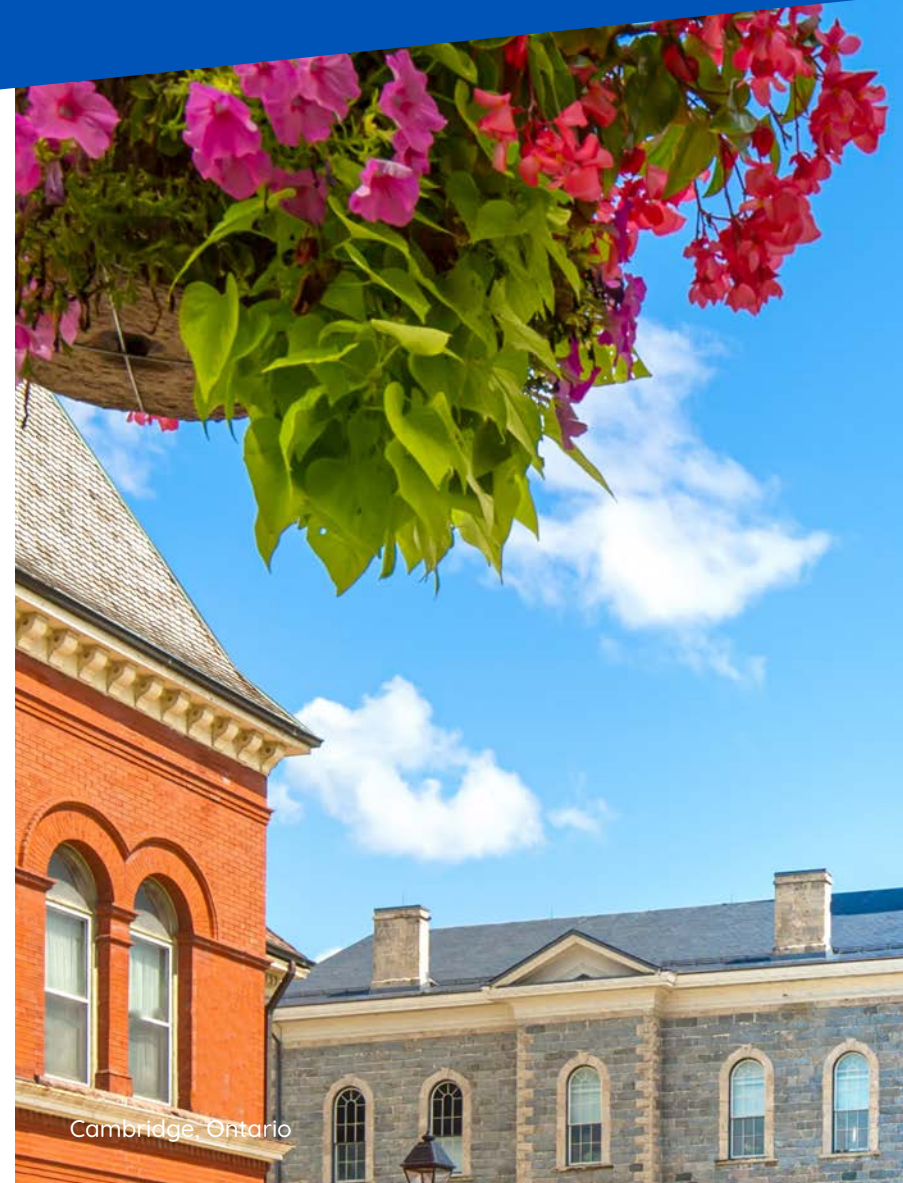
To help Ontarians understand MPAC and what we have to offer, we are constantly elevating the property owner and stakeholder experience by expanding value-added services and engagement opportunities.

Strengthening our ties with Ontario's municipalities

To increase engagement within the municipal sector, MPAC's Municipal and Stakeholder Relations team engaged in extensive educational initiatives in 2023.

These included hosting meetings, presenting council orientation sessions, attending conferences, delivering newsletters, and conducting monthly webinars on relevant topics.

MPAC also responded to **99.5 per cent** of municipal inquiries within agreed service level timelines, reflecting our commitment to strong collaboration with municipalities.





Cambridge, Ontario

Engaging with stakeholders



10,555 recipients got MPAC's monthly municipal newsletter, InTouch.



3,450 online visitors checked out our municipal toolkit.



1,920 online seminar attendees took part in eight municipal webinars delivered throughout the year.



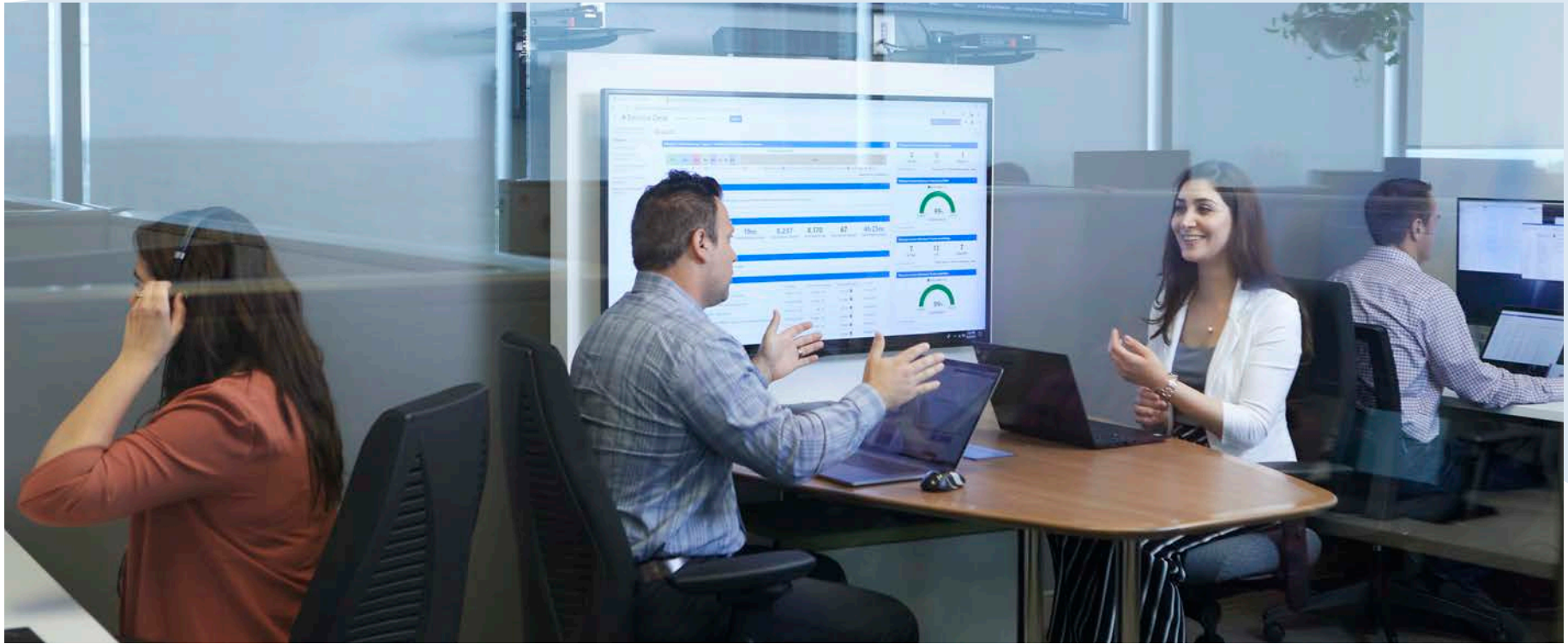
1,860 municipal engagements took place.



170 council orientation meetings were delivered following the 2022 Municipal and School Board Elections.



15 Municipal conferences and events were attended across the province.



Introducing the new Data Sharing Services Agreement

In collaboration with our Municipal Liaison Group and municipal legal teams, we updated and merged several existing MPAC-municipal agreements to create a new Data Sharing and Services Agreement (DSSA).

The purpose of designing the new DSSA is to modernize our data-sharing relationship and offer greater clarity to municipalities. It will also enable us to offer a flexible framework for future enhancements.

Merging documents such as our Service Level Agreement, Licensing Agreements and Data Use Terms and Conditions, will help address concerns over data sharing, municipal document protection, and obligations.

It will also clarify the permitted use of municipal data by MPAC, MPAC data by municipalities, and the scope of use for MPAC products, as well as external distribution.

Increasing communication with property owners

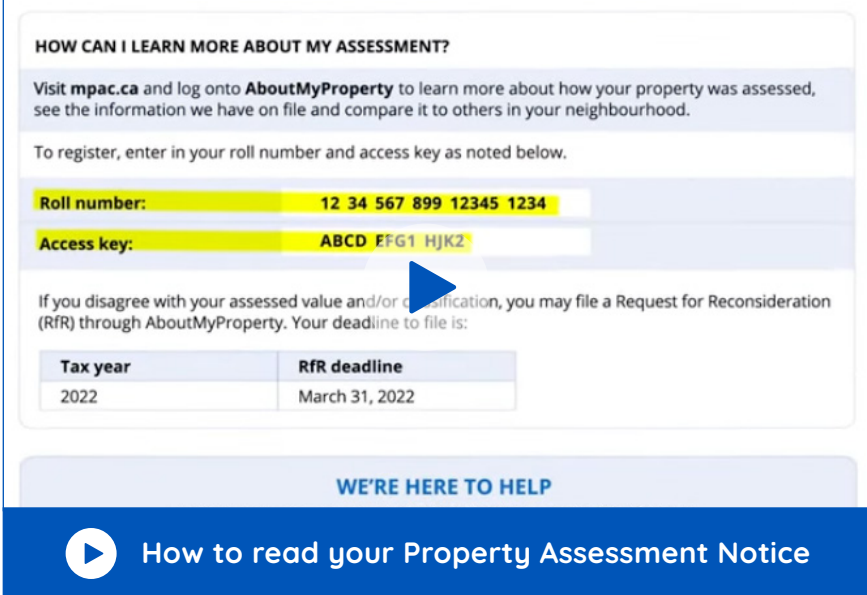
MPAC understands property assessment and taxation can be complex. To support the ongoing education of property owners, we extended our Property Assessment and Taxation social media campaign.

We also launched the [First-time Homeowners' Hub](#) on [mpac.ca](#). The new hub was designed for first-time property owners to help them navigate Ontario's comprehensive property assessment and taxation system.

As MPAC works to keep our property data up to date, we introduced new 'Contact Us' and 'Inspection' notices earlier this year to increase communication and help property owners prepare for an on-site inspection.

The new notices reflect feedback we received from property owners. They also answer some of the most frequent questions we receive. Key pieces of information added to the notices include:

- Reasons the property owner is receiving the 'Contact Us' and 'Inspection' notices.
- What the next steps will be for the property owner.
- Details on what happens if the property owner does not respond.
- Instructions on where to go for more information.



HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?

Visit [mpac.ca](#) and log onto **AboutMyProperty** to learn more about how your property was assessed, see the information we have on file and compare it to others in your neighbourhood.

To register, enter in your roll number and access key as noted below.


Roll number: 12 34 567 899 12345 1234

Access key: ABCD EFG1 HJK2

If you disagree with your assessed value and/or classification, you may file a Request for Reconsideration (RfR) through AboutMyProperty. Your deadline to file is:

Tax year	RfR deadline
2022	March 31, 2022

WE'RE HERE TO HELP

 **How to read your Property Assessment Notice**

MPAC also improved our 2023 Property Assessment Notices to include the reason(s) that a property owner received the notice. We also directed property owners to [AboutMyProperty™](#) on [mpac.ca](#) to learn more.

Unlocking the potential of AboutMyProperty

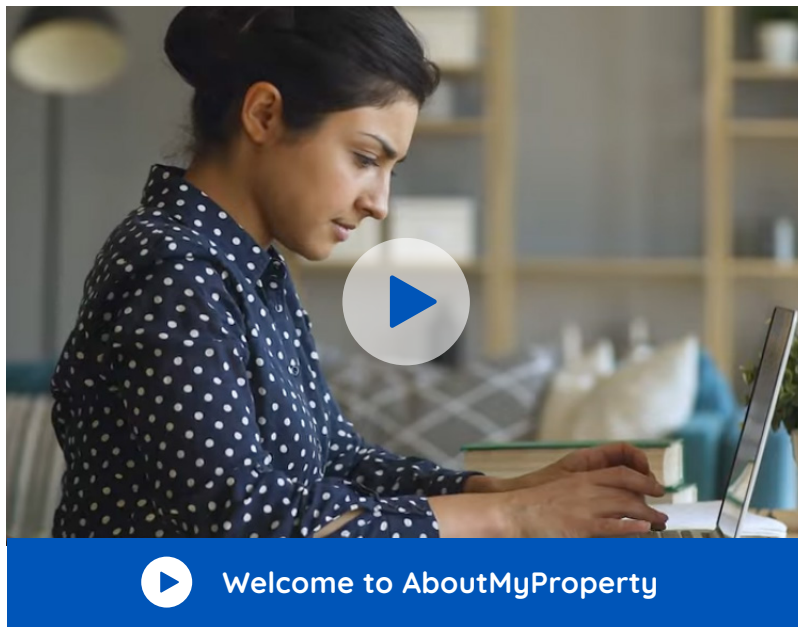
MPAC's AboutMyProperty is a powerful portal developed to empower property owners. It offers:

- Free access to the property details we have on file.
- Explanations on how we assessed their property.
- The ability to review assessment and sales information for properties in their neighbourhood.

- And processes for what to do if they disagree with their assessment.

To enhance the property owner experience, we recently made improvements to AboutMyProperty, including:

- Creating a new section to submit school board designation information electronically.
- Creating a new portal for commercial property owners to send their Property Income and Expense Returns.
- Clarifying how to update property information and how to submit a Request for Reconsideration (RfR).
- Adding new ways to browse neighbourhoods, with advanced filters.



MPAC Success Stories: How AboutMyProperty is helping MPAC increase transparency

AboutMyProperty has made accessing property data easier than ever.

By equipping Ontarians with a better understanding of how we value their property, AboutMyProperty plays a key role in fulfilling our commitment to transparency and accountability to Ontarians.

We were honoured to feature AboutMyProperty in the Office of the [Information and Privacy Commissioner of Ontario's 2023 Transparency Showcase](#), which was a virtual exhibit featuring innovative and impactful transparency projects by public institutions.



Driving value and added revenue

By exploring commercial opportunities for MPAC data, we are reducing MPAC's reliance on funding from municipalities.

Commercializing our leading technologies

For over two decades, MPAC has assessed and delivered accurate property assessments for over five million properties in Ontario. MPAC has achieved this long-term success by developing leading technologies and having a strong understanding of the systems required for modern property assessment.

MPAC's commercial software and valuation teams leveraged our experience, innovation, and knowledge to develop a commercial property assessment software solution based on MPAC's existing world-class infrastructure.

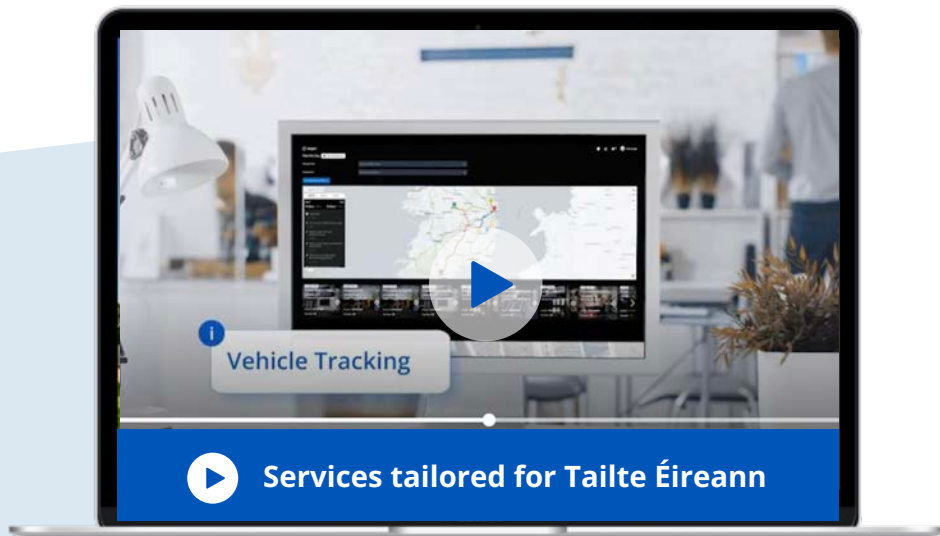


Cornwall, Ontario

As our first international client, Tailte Éireann, the Valuation Office of Ireland, launched our product in 2023. Tailte Éireann is leveraging the tools configured by MPAC to deliver on their valuation mandate, and they will continue to use the product for the next five years.

As international interest grows and assessment jurisdictions continue to look to MPAC for our expertise and technological innovations, we will grow our commercial software business. The additional revenue stream will continue to offset the municipal levy as we deliver on our statutory responsibility to Ontario.

To see the services tailored for Tailte Éireann, watch the video below.



Realizing our potential with Ontario's REALTORS®

MPAC's inventory of real property information helps Ontario's REALTORS® move their business forward.

In 2023, MPAC's Business Development division focused on developing strong relationships within Ontario's real estate community. To reach our business goals, we shared our knowledge as Ontario's property experts with all REALTORS® across Ontario.

46,000 Real Estate Agents received our REALTOR® focused newsletters, and **14,000** Real Estate Agents joined MPAC for **240** training sessions. We also attended **20** real estate industry events.



Brampton, Ontario

“

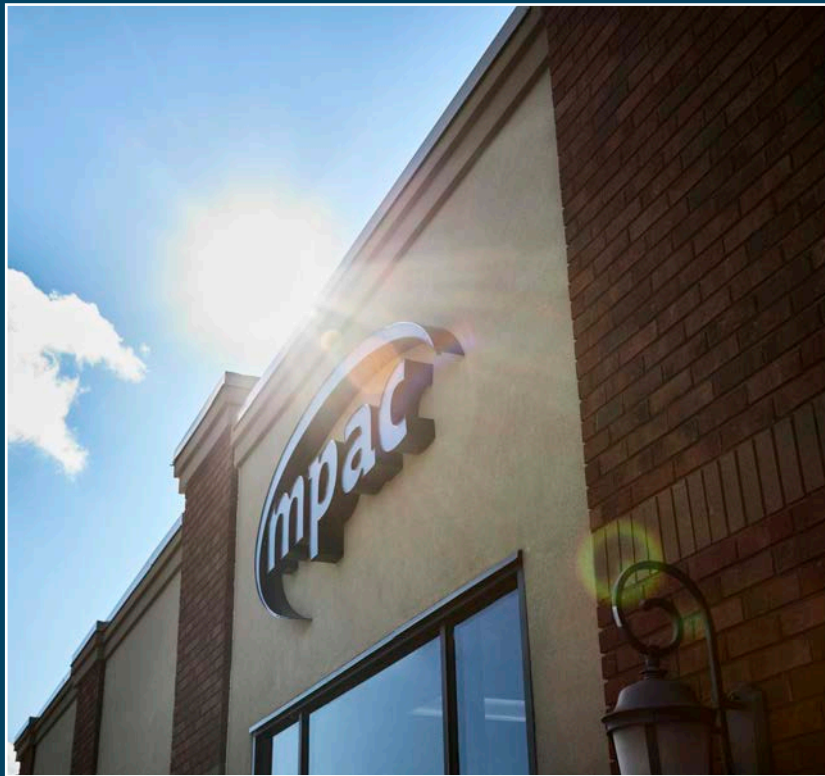
Partnerships fortified by property data play a crucial role in the dynamic landscape of the real estate industry. These connections allow us to harness diverse expertise and insights, enabling us to unlock even more innovative opportunities and drive transformative growth.”

Lee Taylor

VICE-PRESIDENT, BUSINESS DEVELOPMENT

MPAC Success Stories: Commemorating 20 years in business development

2023 marks our 20th anniversary in business! Since 2003, we generated **\$270 million** in revenue, which offsets the municipal levy. These returns also allow us to invest in our business operations so we can be innovative, inventive, and stay ahead of the curve.



Providing greater functionality with propertyline™

MPAC's propertyline platform provides our commercial customers with access to real-time property information and a variety of reports, such as our industry-leading Automated Valuation Model (AVM) products.

In 2023, MPAC migrated the online management of propertyline in-house. This change resulted in substantial cost savings, and it has enabled our IT department to enhance platform functionality.

Further integrating MPAC's data into the platform has allowed us to enhance functionality by introducing these new features:

- A new property type layer.
- Better measuring tools.
- A new display tab for property assessment details.
- Increased marketing and training capabilities, such as the potential for coupon codes.

MPAC's propertyline™ was also featured in the [Proptech in Canada 2023](#) report, which highlighted our leadership in the Property Data and Appraisal category.

Leadership

2023 Executive Management Group



Nicole McNeill

MPAC President and Chief
Administrative Officer



Rupa Aggarwal

Executive Director, Equity, Diversity,
Inclusion and Anti-Racism (EDIA)



Jamie Bishop

Vice-President, Corporate
and Government Relations



Ed Broderick

Vice-President,
Human Resources



Chris Devadason

Vice-President, Innovation



Sujit Jagdev

Vice-President and Chief
Information and Technology Officer



Matthew Kanter

Vice-President and
General Counsel



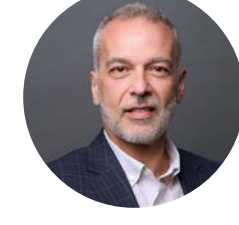
Don Leblond

Vice-President and
Chief Strategy Officer



Carmelo Lipsi

Vice-President, Valuation & Customer
Relations and Chief Operating Officer



Greg Martino

Vice-President and Chief
Valuation and Standards Officer



Mary Meffe

Vice-President, Corporate
and Information Services and
Chief Financial Officer



Lee Taylor

Vice-President,
Business Development

2023 Board of Directors

We are accountable to the people of Ontario through our Board of Directors appointed by the Minister of Finance. The Board provides governance and oversight to ensure our organization's overall direction, effectiveness, supervision and accountability.



Alan Spacek
(Chair) (Retired) Mayor,
Town of Kapuskasing



Janice Baker
Chief Administrative
Officer, Region of Peel



Paul Bernards
Finance Professional



Niels Christensen
Managing Director and Broker,
Christensen Real Estate Group



Andrew Gassmann
President and Chief Executive Officer,
ABG Analytika Consulting Inc.



Nazmin Gupta
Managing Director of Capital Raising
and Investor Relations, BentallGreenOak



Ray Kindiak
Lawyer and Corporate
Finance Professional



Wendy Landry
Mayor, Municipality of Shuniah and
President, Northwestern Ontario
Municipal Association (NOMA)



Jon Olinski
(Vice-Chair) Professor and Program
Coordinator, Public Administration
program, Seneca College



Delia Reiche
Development Liaison, County
of Brant and (Former) Deputy
Mayor, Thames Centre



Roberto Rossini
(Retired) Deputy City Manager
and Chief Financial Officer,
City of Toronto



Ken Seiling
(Retired) Regional Chair, Region
of Waterloo and (Former) Mayor,
Woolwich Township



Patricia Vanini
(Retired) Executive Director,
Association of Municipalities of
Ontario



Derek Vanstone
Global Director of Government and
Regulatory Affairs at Hatch

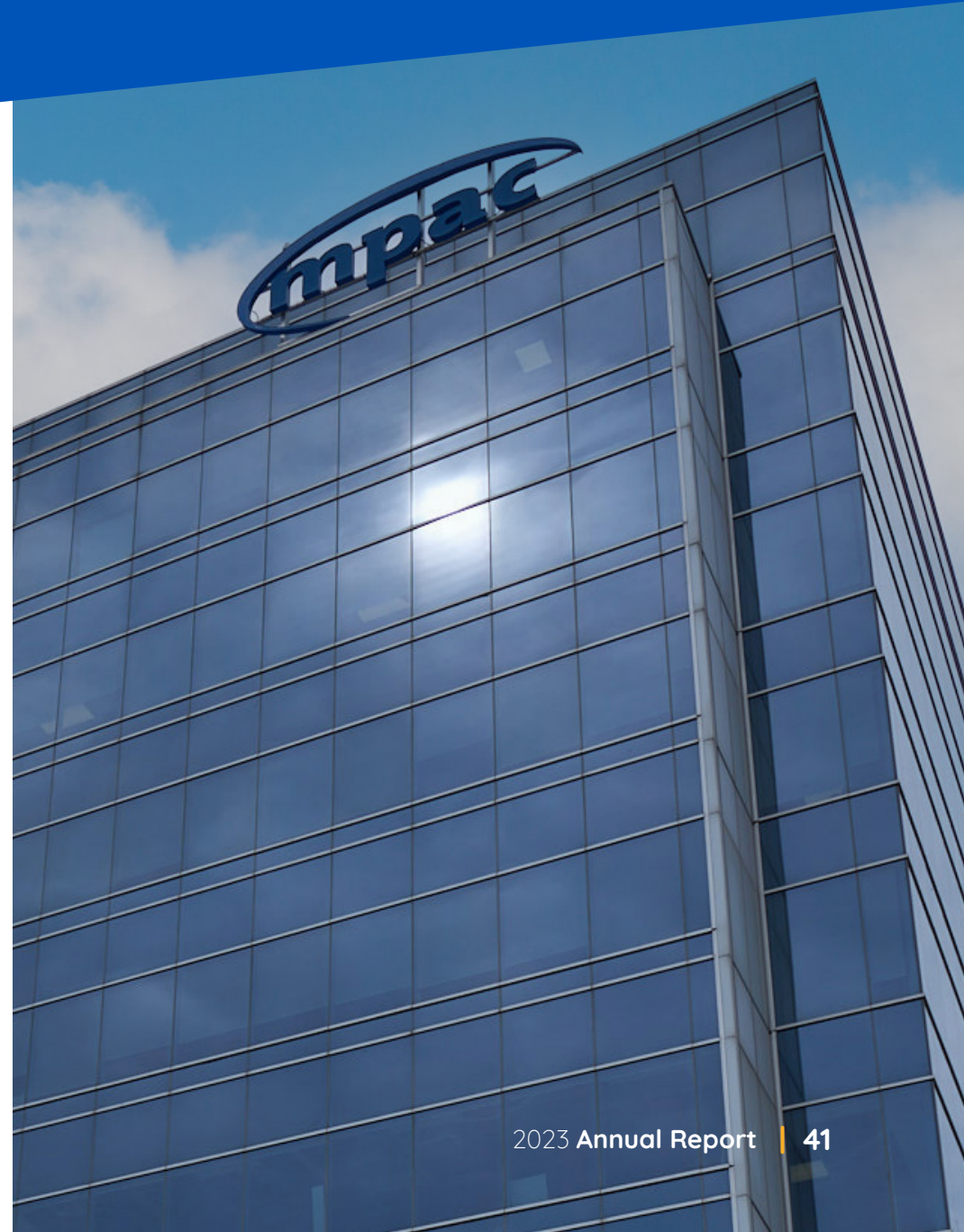
Additional reporting

2023 Municipal Partnerships Report

Our [Municipal Partnerships Report](#) displays the ways we stayed focused on delivering the services Ontario municipalities rely on, while also looking toward the future.

2023 Performance Report

Our [2023 Performance Report](#) provides insight into our strategic and operational performance. It includes measures such as new assessment growth, customer experiences, the proportion of property assessments accepted without going to appeal, financial efficiencies and levy offsets.



Financial highlights

Statement of Operations (In Thousands of Dollars)		
Revenue	2023	2022
Municipal	214,919	214,919
Other	26,117	27,094
Interest and Dividend Income	5,097	4,297
Total Revenue	246,133	246,310
Expenses	2023	2022
Salaries and Benefits	199,198	193,095
Professional Services	10,978	11,909
Information Technology	11,783	11,732
Facilities	8,567	8,600
General and Administrative	8,203	6,937
Royalties	2,697	4,290
Amortization of Capital and Intangible Assets	3,002	3,171
Gain on Disposal of Capital Assets	(119)	(618)
Total Expenses	244,309	239,116
Excess of Revenue Over Expenses for the Year Before Changes in Fair Value of Investments	1,824	7,194
Changes in Fair Value of Investments	7,998	(13,711)
Excess (Deficiency) of Revenue Over Expenses for the Year	9,822	(6,517)

Statement of Changes in Net Assets (In Thousands of Dollars)		
	2023	2022
Net Assets - Beginning of Year	105,614	95,792
Excess (Deficiency) of Revenue Over Expenses for the Year	9,822	(6,517)
Net Actuarial Gain (Loss) on Employee Future Benefits	(3,104)	16,339
Net Assets - End of Year	112,332	105,614

*Note: the above is an excerpt from the 2023 Audited Financial Statements prepared in accordance with Canadian accounting standards for not-for-profit organizations, and should be read in tandem with the audited statements.

Connect with us



Customer Contact Centre

Toll Free: 1-866-296-6722
TTY: 1-877-889-6722
Monday to Friday, 8 a.m. to 5 p.m.



Mail

1340 Pickering Parkway, Suite 101
Pickering, Ontario
L1V 0C4



Online

mpac.ca



Accessible formats and communication supports are available upon request.

Compliance statement: In keeping with the reporting requirements under the Municipal Property Assessment Corporation Act, the Corporation has complied with any policies, procedures and standards established by the Minister under Section 10, and with the process established regarding the development and implementation of quality service standards by the Quality Service Commissioner.

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Performance Report 2023

Puente de Luz Pedestrian Bridge, Toronto, Ontario



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



Huntsville, Ontario



Huntsville, Ontario

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Introduction



The Municipal Property Assessment Corporation (MPAC) is an independent, not-for-profit corporation funded by Ontario municipalities, with a duty to accurately assess and classify all properties in Ontario. MPAC’s role, responsibilities and authority are included in the *Municipal Property Assessment Corporation Act*, the *Assessment Act* and regulations set by the Government of Ontario. We are accountable to the Province, municipalities and the property taxpayers of Ontario through a 13-member Board of Directors.

This report provides the public, our partners, and our stakeholders with insight into MPAC’s strategic and operational performance. It is one-way MPAC works to ensure we are accountable for generating fair, accurate, transparent property assessments in an efficient manner.

For most measurements, MPAC has set performance targets by analyzing past performance, or by adopting existing targets from other reporting mechanisms, such as the [Service Level Agreement](#) (SLA) established between MPAC and Ontario municipalities. Targets are flagged as “SLA” where this is the case. In 2023, we have adopted the best practice of averaging past results from 2020-2022 to arrive at each measure’s new baseline for the foreseeable future.

The Performance Report contains a total of **18** measures, organized into three broad goals. Each goal contains objectives and associated performance indicators to evaluate MPAC’s ability to achieve each goal.

In 2023, MPAC met **14** of the **16** performance measure targets. Details about each measure and how they fulfill MPAC’s operational goals are included in this report. The following chart provides a summary of results of the operational metrics outlined in the report:

Performance Goal	Number of Measures	Number of Measures That Include a Target	Number of Measures That Met or Partially Met Their Targets
Assessment excellence	9	7	6/7
Customer service and stakeholder engagement	6	6	6/6
Operational efficiency	3	3	2/3
Total	18	16	14/16

Goal: Assessment Excellence

Property assessments are the foundation of Ontario’s property tax system, which generates approximately \$24 billion in municipal property taxes and \$7 billion in education taxes each year¹. We continuously monitor property sales transactions, rental information, and new construction to update our assessment data. This work ensures that the assessed values of properties across Ontario meet high standards set out by the [International Association of Assessing Officers](#) (IAAO), and meet our commitment to ensure a fair, equitable and transparent property taxation system for Ontario municipalities and the taxpayers they serve. We are committed to delivering operational excellence and assessment excellence in the work that we do.

MPAC works to provide Ontario’s municipalities with a stable assessment base. This means municipalities can expect a limited impact on their property tax base due to appeals, and property owners can expect an accurate assessment so that their share of property taxes is calculated fairly.

Assessment growth capture, assessment accuracy, equity and stability are important metrics for gauging our delivery of assessment excellence.

Objective: Assessment Growth Capture

MPAC updates our database daily to ensure we maintain up-to-date information for every property in Ontario—totalling more than 5.6 million properties as of 2023. Our work includes gathering information on new properties and changes to existing properties to capture what is known as new assessment. When MPAC processes new assessment, we issue a [Property Assessment Change Notice](#) to the property owner. This new assessment is captured on the assessment roll and

¹ <https://efis.fma.csc.gov.on.ca/fir/index.php/en/multi-year-reports/provincial-summary/>

can result in assessment growth for a municipality and the province as a whole.

The taxes generated from new assessment are a key source of new revenue for municipalities, which they can use to fund local priorities.

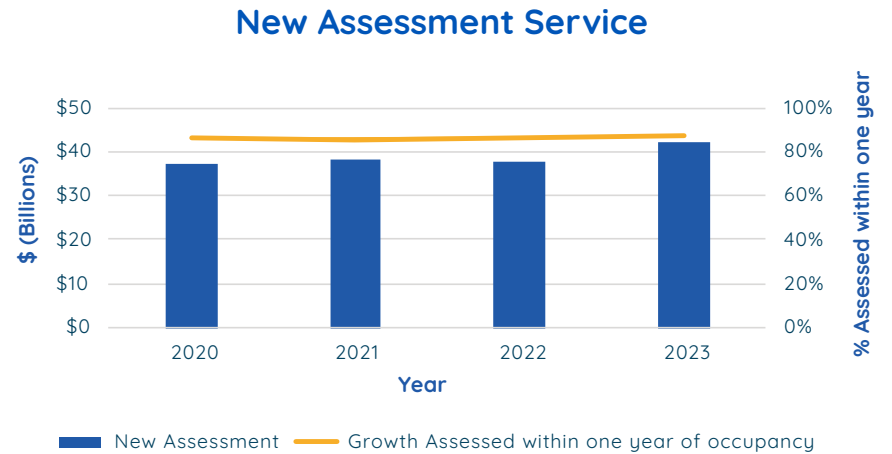
Indicator: New Assessment Service

Thanks in large part to collaboration with our municipal partners, in 2023, we were able to add more than **\$42 billion** in new assessment to municipal assessment rolls across Ontario. This marks a record-breaking year for MPAC. We are proud to report that we processed **87.22%** of new assessment within one year of occupancy, exceeding our target of **85%**.

Collaborating with municipalities to digitize their building permit process provides MPAC with access to electronic building plans, allowing for more efficient data collection. To date, nearly **340** municipalities have submitted digital building plans electronically, and over **31%** of all plans are being received electronically. This means that we can capture new assessment 150 days earlier, which means new revenues for municipalities sooner.

Although we met our target, not all municipalities have the same experience with assessment growth. Every effort is made to capture new assessment, there are many factors that may impact MPAC's ability to achieve this target, such as changes in market conditions, construction delays, delay in delivering of building permit notifications from municipalities and limited

access to seasonal properties. When this is the case, we are having regular conversations with impacted municipalities.



Indicator: Parcel Maintenance Timelines

MPAC processes parcel information including severances, consolidations, new registered plans of subdivision, reference plans and condominium plans which contributes to new assessment by way of [Severance and Consolidation Information Forms](#) (SCIFs) and Condominium Plan Information Forms (CPIFs). The efficient processing of these parcel changes supports both the timely delivery of new assessment growth and parcel maintenance details to municipalities to support changes to their tax rolls.

Please note that the time period for this indicator does not commence when MPAC receives the information, but the date on which it is registered with the province. Overall, all targets have been met. The one subset of properties that

MPAC periodically processes outside of these time frames are complex severances. Complex severances may include, but not limited to, properties containing multiple classifications of land

and/or improvements, or severances that require further policy interpretation, and/or are linked to pending work objects that precede the severance.

Measure	Target	Baselines (2020-2022)	2022	2023
Growth assessed within one year of occupancy	>=85% (SLA)	85.89% Total Transactions: \$37,700,134,562 Within One Year: \$32,379,875,573	86.06% Total Transactions: \$37,756,994,206 Within One Year: \$32,492,375,015	87.22% Total Transactions: \$42,002,510,227 Within One Year: \$36,633,713,169
Severance and Consolidation Information Forms (SCIFs) delivered within 150 days of registration and within one year of registration	90% within 150 days 100% within one year (SLA)	150 Days 96.65% One Year 98.3%	150 Days 97.49% 9,976 of 10,233 One Year 98.93% 10,123 of 10,233	150 Days 98.38% 8,993 of 9,141 One Year 99.60% 9,104 of 9,141
Condominium Plan Information Forms (CPIFs) delivered within 150 days of registration and within one year of registration	90% within 150 days 100% within one year (SLA)	150 Days 85.68% One Year 98.65%	150 Days 93.13% 217 of 233 One Year 99.57% 232 of 233	150 Days 97.68% 253 of 259 One Year 100% 259 of 259





Objective: Assessment Accuracy and Equity

Accurate and equitable assessments provide municipalities and the Government of Ontario with a reliable foundation for taxation.

The Office of the Quality Service Commissioner, an independent office reporting to MPAC's board of directors, measures the quality of MPAC's assessed values against industry standards set by the IAAO. The IAAO is a non-profit, educational and research association that promotes global excellence in property appraisal, assessment administration and property tax policy. These industry standards are measured when MPAC updates property values provincewide.

The Assessment Update originally scheduled for the 2021 taxation year was postponed by the Ontario government during the COVID-19 pandemic. Property assessments continue to be based on a market value of January 1, 2016. MPAC will report on the quality measures once a new valuation date is in place.

In between assessment updates, MPAC measures the accuracy and equity of our assessments through other metrics, detailed below.

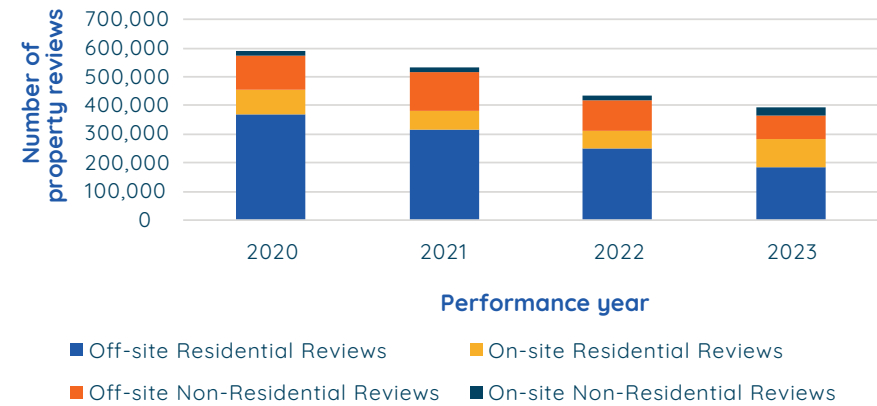
Indicator: Property Reviews Performed

Properties are constantly changing, and it is our job to keep the data we have on file up-to-date and accurate. When changes to a property occur, we conduct a review to ensure our assessments accurately reflect the current state and condition of the property. MPAC may conduct a property review due to a recent sale, a new building permit, a data integrity review, a request for reconsideration, or an appeal. To capture all the changes to a property that may occur, MPAC prioritizes its reviews where property data may have changed. Typically, our goal is to complete **550,000** property reviews annually and to utilize technology and various data sources to complete approximately **75%** of all property reviews.

In this pursuit, prior to conducting reviews, MPAC completes a triage to identify the optimal method to identify and capture any data related to assessment changes ensuring compliance with industry standards. This may result in either relying on third party sources of information, the collection of information by way of an onsite inspection or possibly a combination of the two approaches.

Property reviews are also part of our work to capture assessment growth. In some cases, property reviews may result in a decrease of a property's assessed value, such as when a home is demolished or damaged. MPAC distinguishes between residential and non-residential reviews; and reviews conducted on-site, and those completed off-site using building plans, financials, digital imagery, and information gathered directly from the property owner.

Property Reviews



In 2023, MPAC conducted a total of **393,235** property reviews; comprised of **111,532** non-residential properties and **281,703** residential properties.

The number of reviews were limited due to a decrease in off-site reviews for both property types. This decrease is consistent with business decisions to place more emphasis on property reviews that are tied to other work objects such as large-valued complex building permits and recent sales and/or appeals.

MPAC completed **76%** of non-residential property reviews off-site. Of these, **35%** resulted in a change to the assessed value to the property. The remaining **24%** of non-residential property reviews included on-site inspections, and the percentage of properties that experienced a change in assessed value was **44%**.



Caledon, Ontario

MPAC completed **66%** of residential property reviews off-site. Of these, **50%** resulted in a change to the assessed value to the property. The remaining **34%** of residential property reviews included on-site inspections, and the percentage of properties that experience a change in assessed value was **70%**.

Measure	Target	Baselines (2020-2022)	2022	2023
Number of property reviews performed	Total reviews >=550,000	Total reviews = 518,640	Total reviews = 434,899	Total reviews = 393,235
	Off-site ~75%, 412,500	Off-site = 83.39%; 360,608	Residential: 309,559 Non-Residential: 125,310	Residential: 281,703 Non-Residential: 111,532
			Off-site = 82.92%; 360,608 On-site = 17.08%; 74,261	Off-site = 69%; 270,212 On-site = 31%; 123,023

Objective: Assessment Stability

MPAC's property assessments are delivered to municipalities in annual assessment rolls covering every property in their jurisdiction. MPAC works to maintain assessment rolls that are complete, traceable, predictable, and stable. MPAC staff and representatives advocate for accurate and equitable assessments using their professional skills and knowledge. The Assessment Stability performance measures highlight the high degree of accuracy, equity, and fairness of MPAC assessments, and the stability they provide to municipal finances.

Requests for Reconsideration (RfR) and Appeals

If a property owner disagrees with the assessed value and/or classification of their property, they may submit a Request for Reconsideration (RfR) to MPAC. When MPAC receives an RfR, we review the property's assessment in detail, free of charge, to determine its accuracy as long as it has met requirements set out in section 39.1 of the *Assessment Act*. The RfR process enables MPAC to resolve property owner concerns without the need for an appeal.

If a property includes land classified in the residential, farm or managed forest property tax class, the property owner must attempt to resolve the matter through the RfR process. If the property owner disagrees with the results of their RfR, they may appeal MPAC's assessment to the Assessment Review Board (ARB). Property owners of other properties may submit an RfR to MPAC or file an appeal directly to the ARB.

The ARB is an independent tribunal of the Ontario Ministry of the Attorney General. The ARB's decisions are final and binding; they can only be appealed to the Divisional Court on questions of law. The ARB plays an important role in the fairness and transparency of the Ontario property taxation system.

If an RfR or appeal results in a reduction in a property's assessed value, then the municipality where the property is located must adjust the taxes they have levied. The length of time to complete an RfR or an appeal can vary, so the municipality may have to adjust taxes retroactively for multiple years. This presents a financial risk for municipalities and their taxpayers. As such, MPAC measures how many property owners accept their assessment without an RfR or appeal, and how many property values change following the RfR process. These are key indicators of assessment excellence and stability.

Indicator: Request for Reconsideration Related Assessment Change

The RfR and appeal processes provide an opportunity for MPAC and property owners to collaboratively exchange information. New and corrected information about the property may result in a revision to the assessment of a property. MPAC welcomes the opportunity to work with property owners to revise our property data to reflect new information. MPAC does not set a target for RfR and Appeal related assessment change performance measures since it may influence the quality of review by MPAC staff.

During 2023, we completed a total of **10,884** RfRs. Of these, **5,338** RfRs led to a change to the current value assessment of the property. This represents a change to only **0.1%** of all properties in Ontario. It is worth noting that as the assessment cycle moves further from the base year, MPAC tends to receive fewer RfRs.

Indicator: Assessment Accepted without Appeals

High acceptance of assessments by property owners in Ontario indicate the stability, quality, accuracy, equity, and uniformity of MPAC’s property assessments. Approximately **43,070** properties were appealed between 2017-2023, based on MPAC’s January 1, 2016 current value assessment. This means that of Ontario’s **5,612,845** properties, **99.23%** of assessments were accepted without appeal for the 2017-2023 taxation years.

Measure	Target	Baselines (2020-2022)	2022	2023
Percentage of all properties experiencing a valuation change via the RfR process	No target	0.16%	0.09% 5,070 of 5,547,280	0.1% 5,338 of 5,612,845
Percentage of all property assessments accepted without appeal	>=99%	99.32%	99.26% 5,506,383 of 5,547,280	99.23% 5,569,775 of 5,612,845



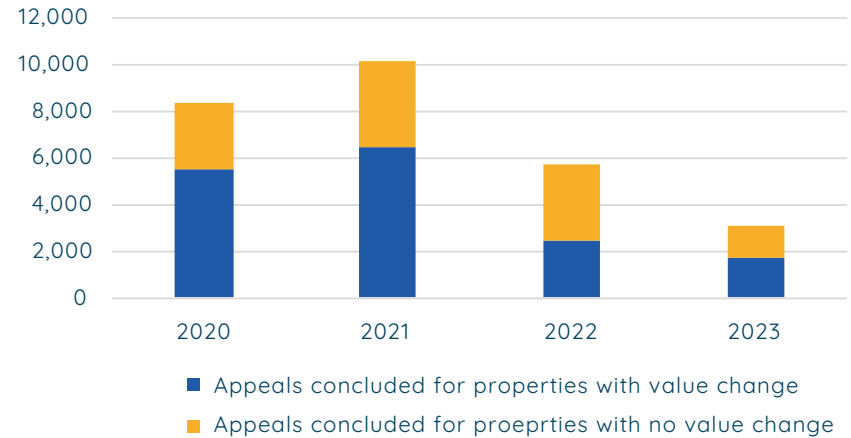
Renfrew, Ontario

Indicator: Appeals Related Assessment Change

MPAC contributed to the resolution of appeals on **3,095** properties in 2023. This includes appeals initiated in the current tax year, and previous years. Of these appeals, **56.47%** resulted in no change in assessed value. This includes appeals where the ARB confirmed the assessed value, as well as those that were dismissed or withdrawn.

Withdrawals often happen because MPAC works with property owners to correct issues with their assessment or clarify the basis for their assessment. Because of these efforts, the property owner may choose not to proceed further with their appeal. In 2023, there are fewer appeals remaining. Those remaining are complex. Numerous outstanding appeals have been put on hold by the Assessment Review Board pending determinations of Divisional Court matters.

Appeals Related Assessment Change



Measure	Target	Baselines (2020-2022)	2022	2023
Appeals concluded for properties during the year with no value change	No target	57.26%	42.04% 2,429 of 5,778	56.47% 1,748 of 3,095

Indicator: Request for Reconsideration and Appeal Changes

When RfRs and appeals result in changes to a property's value, this is reflected in the assessment roll, thus impacting municipal finances for the taxation year. In 2023, **395** of the **414**, or **95.41%** of lower-tier and single-tier municipalities had

minor appeal and RfR losses representing less than **0.5%** of their assessment base.

Indicator: Municipal Stability

To calculate the second measure, we included RfR and appeal losses that subtracted from the assessment base, and the new

assessment we captured that added to the assessment base. Factoring in new assessment, **403 of 414** municipalities maintained or increased their assessment base in 2023. Exceeding the targets for these two measures significantly highlight the stability, quality, accuracy, equity, uniformity and work put into MPAC's property assessments.

Measure	Target	Baselines (2020-2022)	2022	2023
Percentage of lower tier/single tier municipalities not experiencing appeal & RfR losses greater than 0.5%	>=85%	91.86%	93.24% 386 of 414	95.41% 395 of 414
Percentage of lower tier/ single tier municipalities with assessment base remaining the same or increasing	>=90%	96.63%	98.55% 408 of 414	97.34% 403 of 414



Goal: Customer Service and Stakeholder Engagement

As part of the [2021-2025 Strategic Plan](#), MPAC is working to elevate the property owner and stakeholder experience. We are dedicated to strengthening our municipal, industry, and provincial relationships by expanding value-added products and services to meet their diverse and evolving needs. At the same time, MPAC's core work to deliver property assessments remains critical to Ontario's municipalities.

Our work to better engage and serve municipal partners includes an ongoing series of webinars, new systems that provide improved, real-time access to assessment data, and the shift to digital e-permits and ongoing communication with Ontarians about changes in the province's property landscape.



Objective: Customer Satisfaction

Indicator: Customer Contact Centre Satisfaction and Responsiveness

In 2023, MPAC's Customer Contact Centre (CCC) received **170,619** calls, e-mails, or chat messages from our customers. As a key performance indicator of timeliness, the CCC responded

to **90%** of phone inquiries in 5 minutes or less, and **91%** of e-mail inquiries within 2 business days. As a measure of the customer's overall experience, **11,121** customers completed a post contact survey resulting in **94%** indicating they were either satisfied or very satisfied with MPAC's service.

Measure	Target	Baselines (2020-2022)	2022	2023
Overall customer satisfaction with MPAC's Customer Contact Centre	>=90%	93%	94%	94%
Percentage of calls responded to by staff within 5 minutes	>=90%	89%	90%	90%
Percentage of emails responded to by staff within 2 business days	>=90%	83%	80%	91%

Indicator: Municipal Services Levels Met

To measure the delivery of services to Ontario's municipalities, and to ensure mutual accountability, MPAC and its municipal partners jointly developed a [Service Level Agreement](#) (SLA). The SLA spells out fair, meaningful, performance standards for the assessment services that municipalities and taxpayers rely on most. In addition, the agreement fosters continuous improvement in service delivery by nurturing collaboration between MPAC and municipalities.

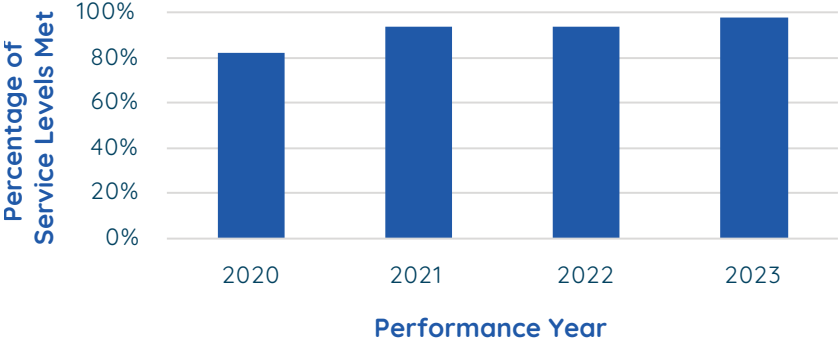
The SLA measures 12 different service levels, including:

- Processing of building permits,
- Delivery of Post-Roll Reports and New Assessment Forecasts,
- Response to and Resolution of Municipal enquiries, and
- Delivery of Year-End Tax File.

During 2023, we were able to meet **97.72%** of all Municipal Service Levels. Our partnerships with municipalities and

stakeholders are stronger than ever, and when we are not able to meet a service level, there is a fact-based conversation with the municipality to discuss the cause of the missed service level and how it can be remedied in the future.

Municipal Service Levels Met



Indicator: Municipal Inquiry Responsiveness

Under the SLA, our staff must acknowledge and respond to municipal inquiries within 30 calendar days. This service level demonstrates MPAC’s accountability and overall customer service commitment to our municipal partners which we achieved in 2023 by responding to **99.8%** of all inquiries within 30 days with an average response rate of **6** days. By responding in a timely fashion, MPAC ensures municipalities have the information they need to answer any property-specific questions their constituents may have.

Measure	Target	Baselines (2020-2022)	2022	2023
Percentage of municipal service levels met	>=90% (SLA)	90%	94%	97.72%
Percentage of municipal inquiries responded to by staff within 30 calendar days	>=100% (SLA)	99.64%	99.72% 13,485 of 13,523	99.8% 17,544 of 17,579



Objective: Stakeholder Engagement

Our liaison groups bring municipalities, municipal sector associations, industry representatives and our experts together, setting the foundation for greater engagement and partnership. Through ongoing engagement, we are committed to building trust and strengthening relationships as part of our commitment to assessment excellence.

Indicator: Stakeholder Engagement Frequency

As part of our municipal and stakeholder engagement strategy, in 2023 we had a total of **7,802** engagement sessions with our

municipal partners, which included meetings, webinars, conferences, and training opportunities. MPAC provides municipal partners with assessment-related information through a variety of channels, including Municipal Connect, virtual conferences, MPAC webinars and mpac.ca. The frequency of engagements in 2023 exceeded past results due to resources committed to engaging and supporting newly elected municipal councillors after the 2022 municipal elections. MPAC works with municipalities, Members of Provincial Parliament and local industry stakeholders on the following topics, and has maintained a strong presence at the following conferences:

Topics	Conferences/Events
<ul style="list-style-type: none"> • Who we are/what we do • Property tax vs. assessment • Municipal Connect and enhancements to the municipal experience • Status of next assessment update • New Assessment • E-permitting • Annotated Assessment Act Resource • Small Business Property Subclass • MPAC 101 • Modernization of MPAC Products and Services • Appeals Update • Pits & Quarries Update • Overview of About My Property • Farm Tax Incentive Program 	<ul style="list-style-type: none"> • Rural Ontario Municipal Association (ROMA) • Economic Developers Council of Ontario (EDCO) • Ontario Business Improvement Area Association (OBIAA) • Northwestern Ontario Municipal Association (NOMA) • Ontario Small Urban Municipalities (OSUM) • Ontario Municipal Administrator Association (OMAA) • Federation of Northern Ontario Municipalities (FONOM) • Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) • Association of Municipalities of Ontario (AMO) • Ontario Municipal Tax and Revenue Association (OMTRA) • Association française des municipalités de l'Ontario (AFMO) • Municipal Finance Officers Association (MFOA) • Ontario East Municipal Conference (OEMC) • International Association of Assessing Officers (IAAO) and Institute of Municipal Assessors (IMA) • Ontario Professional Planners Institute (OPPI) • Ontario Building Officials Association (OBOA)



Toronto, Ontario

Measure	Target	Baselines (2020-2022)	2022	2023
Number of municipal engagement sessions “engagements” includes quarterly meetings, days with MPAC, conference work, monthly webinars, training sessions and MPAC 101 for new staff, Council Session, etc.	4,440 engagement sessions with all municipalities throughout the year.	4,785	4,756 engagements completed	7,802 engagements completed

Goal: Operational Efficiency

As our province has grown and some of our workload has increased, we have worked to offset the cost of our services through innovation and finding new ways of doing business. Historically, we have tried to keep budget increases – and by extension municipal levy increases – at or below inflation. We are committed to delivering our services efficiently by controlling expenses while unlocking opportunities to provide value and generate additional revenue.

MPAC calculates the levy for each municipality based on the proportion of the province's properties, and the proportion of the province's total assessed value in their jurisdiction. MPAC's funding requirements include the cost of operations, capital spending and reserve requirements. However, the cost to municipalities is offset by revenues from commercial activities, such as licensing data, selling services and technologies and investment income. The net amount is the total [municipal levy](#).

Objective: Financial Efficiency

As a public sector organization, we are also accountable to the Ontario property taxpayer. As such, we are committed to managing our budget and resources responsibly by

strategically investing dollars and focusing our attention where it matters the most.

Indicator: Budget Variance

At the beginning of 2023, we forecast our annual expenditures and committed to managing our operating budget variance of no more than a **3%**. This metric is an indicator of budgeting and forecasting accuracy, holding MPAC accountable to efficient use of funds in that requested funds are wholly and appropriately utilized. In 2023, MPAC is proud to report that we had an operating budget variance within **1.7%**.

MPAC has been controlling expenses through the strategic management of financial and business operations, including efforts to modernize existing services and increase commercial revenues.

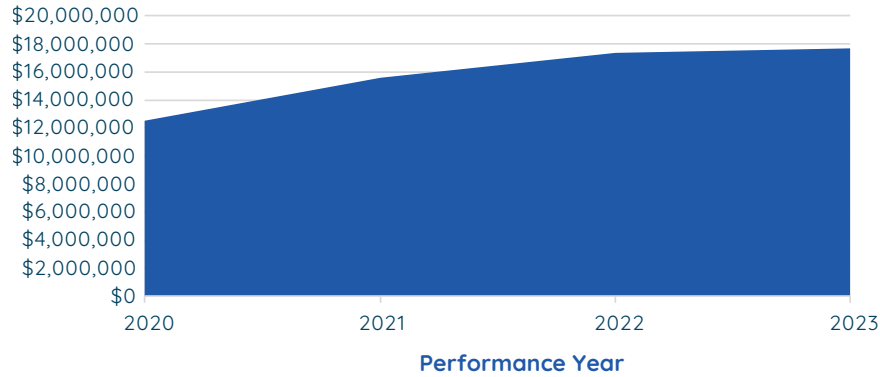
Although we faced increases in collectively bargained labour costs, and rising inflation, we avoided a budget increase for the third straight year in 2023 and thus were able to freeze the total municipal levy in 2023. For more information on our Statement of Operations, please find our Financial Highlights for 2023 in the 2023 Annual Report.

Indicator: Annual Levy Offset

MPAC data is used extensively in commercial markets, including real estate, financial services, insurance, and utility. The revenue generated from our Business Development activities offsets municipal funding and has a direct benefit to the people of Ontario, saving municipalities over **\$132 million** since 2002. At the beginning of 2023, we set out to achieve at least **\$16.6 million** in surplus generated from value-added products. We exceeded this target, with revenue from business development activities generating **\$17.7 million** in 2023.



Annual Levy Offset



Indicator: Cost Per Property

To demonstrate the efficiency of our services we calculate the Cost Per Property by adding up MPAC’s total core (i.e. excluding Business Development and Enumeration) operating and capital expenses and dividing by the total number of properties in Ontario. This is a common practice in other assessment jurisdictions. It does not consider weighting of different property types. Cost Per Property reflects MPAC’s commitment to keeping costs to the taxpayer as low as possible while delivering the services that our stakeholders rely on. In 2023, MPAC’s cost per property was **\$41.78**, slightly higher than the 2023 target of **\$41.31**. This represents a 1.12% increase from the prior year’s cost-per property and is significantly less than Ontario’s 2023 annual average inflation rate of **3.8%**².

Measure	Target	Baselines (2020-2022)	2022	2023
Year-end operating budget variance	<=3%	2.53%	1.6%	1.7%
Annual levy offset	>=\$16.6M in surplus generated from value-added products (Revised)	\$15.1M	\$17.3M	\$17.69M
Cost Per Property	<=\$41.31 (Revised)	\$40.97	\$41.31	\$41.78

² <https://www150.statcan.gc.ca/n1/daily-quotidien/240116/cg-b006-eng.htm>

Appendix A: Changes to Measures

The list below of Performance Measures were altered in some way from last year’s iteration of MPAC’s Performance Report.

Indicator	Measure	Target (New)	Target (Old)	Reason for Change
Property Review Performed	Number of property reviews performed	Target remained the same.		Included data to distinguish between residential & non-residential property reviews.
Stakeholder Engagement Frequency	Number of municipal engagement sessions “engagements” includes quarterly meetings, days with MPAC, conference work, monthly webinars, training sessions and MPAC 101 for new staff, Council Session, etc.	4,440 engagement sessions with all municipalities throughout the year	One quarterly engagement for all 444 municipalities (1,776)	Target increased based on past operational performance exceeding previous targets.
Annual levy offset	Annual levy offset	>=\$16.6M	>= \$14.4M	Target changes yearly based on departments internal target setting.
Cost per property	Cost per property	<=\$41.31	<=\$40.68	Target changes yearly. New target is based on last year’s results.

Appendix B: List of Measures and Performance

Measure	Target	Baselines (Avg: 2020-2022)	2022	2023
Assessment Excellence				
Assessment Growth Capture				
Growth assessed within one year of occupancy	>=85% (SLA)	85.89% Total Transactions: \$37,700,134,562 Within One Year: \$32,379,875,573	86.06% Total Transactions: \$37,756,994,206 Within One Year: \$32,492,375,015	87.22% Total Transactions: \$42,002,510,227 Within One Year: \$36,633,713,169
Severance and Consolidation Information Forms (SCIFs) delivered within 150 days of registration and within one year of registration	90% within 150 days 100% within one year (SLA)	150 Days 96.65% One Year 98.3%	150 Days 97.49% 9,976 of 10,233 One Year 98.93% 10,123 of 10,233	150 Days 98.38% 8,993 of 9,141 One Year 99.60% 9,104 of 9,141
Condominium Plan Information Forms (CPIFs) delivered within 150 days of registration and within one year of registration	90% within 150 days 100% within one year (SLA)	150 Days 85.68% One Year 98.65%	150 Days 93.13% 217 of 233 One Year 99.57% 232 of 233	150 Days 97.68% 253 of 259 One Year 100% 259 of 259

Measure	Target	Baselines (Avg: 2020-2022)	2022	2023
Assessment Accuracy & Equity				
Number of property reviews performed	Total reviews >= 550,000 Off-site 75%, 412,500 reviews	Total reviews: 518,640 Off-site = 83.39%; 432,478	Total reviews: 434,869 Residential: 309,559 Non-Residential: 125,310 Off-site: 82.92%; 360,608 On-site:17.08%; 74,261	Total reviews: 393,235 Residential: 281,703 Non-Residential: 111,532 Off-site: 69%; 270,212 On-site: 31%; 123,023
Assessment Stability				
Percentage of all properties experiencing a valuation change via the RfR process	No Target	0.16%	0.09% 5,070 of 5,547,280	0.1% 5,338 of 5,612,845
Percentage of all property assessments accepted without appeal	>=99%	99.32%	99.26% 5,506,383 of 5,547,280	99.23% 5,569,775 of 5,612,845
Appeals concluded for properties during the year with no value change	No Target	57.26%	42.04% 2,429 of 5,778	56.47% 1,748 of 3,095
Percentage of lower tier/single tier municipalities not experiencing appeal & RfR losses greater than 0.5%	>=85%	91.86%	93.24% 386 of 414	95.41% 395 of 414
Percentage of lower tier/single tier municipalities with assessment base remaining the same or increasing	>=90%	96.63%	98.55% 408 of 414	97.34% 403 of 414
Customer Service & Stakeholder Engagement				
Customer Service				
Overall customer satisfaction with MPAC's Customer Contact Centre	>=90%	93%	94%	94%

Measure	Target	Baselines (Avg: 2020-2022)	2022	2023
Percentage of calls responded to by staff within 5 minutes	>=90%	89%	90%	90%
Percentage of emails responded to by staff within 2 business days	>=90%	83%	80%	91%
Percentage of Municipal Service Levels Met	>=90% (SLA)	90%	94%	97.72
Percentage of municipal inquiries responded to by staff within 30 calendar days	>=100% (SLA)	99.64%	99.72% 13,485 of 13,523	99.8% 17,544 of 17,579
Stakeholder Engagement				
Number of municipal engagement sessions “engagements” includes quarterly meetings, days with MPAC, conference work, monthly webinars, training session and MPAC 101 for new staff, Council Session, etc.	4,440 engagement sessions with all municipalities throughout the year.	4,785	4,756 engagements completed	7,802 engagements completed
Operational Efficiency				
Financial Efficiency				
Year-end operating budget variance	<=3%	2.53%	1.6%	1.7%
Annual levy offset	>=\$16.6M in surplus generated from value-added products (Revised)	\$15.1	\$17.3M	\$17.69M
Cost per property	<=\$41.31 (Revised)	\$40.97	\$41.31	\$41.78

Connect with us



Customer Contact Centre

Toll Free: 1-866-296-6722
TTY: 1-877-889-6722
Monday to Friday, 8 a.m. to 5 p.m.



Mail

1340 Pickering Parkway, Suite 101
Pickering, Ontario
L1V 0C4



Online

mpac.ca



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



mpac.ca

Accessible formats and communication supports are available upon request.

Compliance statement: In keeping with the reporting requirements under the Municipal Property Assessment Corporation Act, the Corporation has complied with any policies, procedures and standards established by the Minister under Section 10, and with the process established regarding the development and implementation of quality service standards by the Quality Service Commissioner.

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Financial statements of
Municipal Property Assessment
Corporation

December 31, 2023

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Statement of changes in net assets	6
Statement of cash flows	7
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Independent Auditor's Report

To the Board of Directors of
Municipal Property Assessment Corporation

Opinion

We have audited the financial statements of Municipal Property Assessment Corporation (the "Corporation"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. The Annual Report is expected to be available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants
March 27, 2024

Municipal Property Assessment Corporation

Statement of financial position


As at December 31, 2023

(In thousands of dollars)

	Notes	2023 \$	2022 \$
Assets			
Current assets			
Cash		14,884	12,160
Accounts receivable		4,536	4,113
Prepaid expenses		2,906	2,618
		22,326	18,891
Investments	3	156,137	149,449
Capital assets	4	7,719	8,450
Long-term prepaid expenses		52	170
Intangible assets	5	11	6
		186,245	176,966
Liabilities			
Current liabilities			
Accounts payable and accrued liabilities	14	29,831	30,171
Deferred revenue	6	1,483	2,669
Current portion of capital leases	10	322	641
		31,636	33,481
Employee future benefits	7	40,451	35,340
Deferred lease inducements		1,120	1,501
Long-term portion of capital leases	10	706	1,030
		73,913	71,352
Commitments and contingencies	9 and 11		
Net assets			
Unrestricted		7,402	7,174
Internally restricted	8	98,228	91,655
Invested in capital and intangible assets		6,702	6,785
		112,332	105,614
		186,245	176,966

The accompanying notes are an integral part of the financial statements.

Approved by the Board of Directors


_____, Director


_____, Director

Municipal Property Assessment Corporation

Statement of operations

Year ended December 31, 2023

(In thousands of dollars)

	2023	2022
	\$	\$
Revenue		
Municipal	214,919	214,919
Other	26,117	27,094
Interest and dividend income	5,097	4,297
	246,133	246,310
Expenses		
Salaries and benefits	199,198	193,095
Professional services	10,978	11,909
Information technology	11,783	11,732
Facilities	8,567	8,600
General and administrative	8,203	6,937
Royalties	2,697	4,290
Amortization of capital and intangible assets	3,002	3,171
Gain on disposal of capital assets	(119)	(618)
	244,309	239,116
Excess of revenue over expenses before change in fair value of investments	1,824	7,194
Change in fair value of investments	7,998	(13,711)
Excess (deficiency) of revenue over expenses for the year	9,822	(6,517)

The accompanying notes are an integral part of the financial statements.

Municipal Property Assessment Corporation

Statement of changes in net assets

Year ended December 31, 2023

(In thousands of dollars)

	Unrestricted	Internally restricted	Invested in capital and intangible assets	2023 Total	2022 Total
Notes	\$	\$	\$	\$	\$
	(Note 8)				
Net assets, beginning of year	7,174	91,655	6,785	105,614	95,792
Excess (deficiency) of revenue over expenses for the year	12,705	—	(2,883)	9,822	(6,517)
Remeasurements and other items on employee future benefits	(3,104)	—	—	(3,104)	16,339
Acquisition of capital and intangible assets	(2,287)	—	2,287	—	—
Proceeds from disposal of capital and intangible assets	130	—	(130)	—	—
(Repayment) retirement of lease obligations for vehicles accounted for as capital leases	(643)	—	643	—	—
Interfund transfers to internally restricted reserves	(6,573)	6,573	—	—	—
Net assets, end of year	7,402	98,228	6,702	112,332	105,614

The accompanying notes are an integral part of the financial statements.

Municipal Property Assessment Corporation

Statement of cash flows

Year ended December 31, 2023

(In thousands of dollars)

	Notes	2023 \$	2022 \$
Operating activities			
Excess (deficiency) of revenue over expenses for the year		9,822	(6,517)
Employee future benefits payments	7	(810)	(607)
Add (deduct): Items not affecting cash			
Change in fair value of investments		(7,998)	13,711
Reinvested investment income		(3,860)	(3,470)
Employee future benefits expense	7	2,817	3,019
Amortization of capital assets		2,998	3,168
Amortization of intangible assets		4	3
Gain on disposal of capital assets		(119)	(618)
Amortization of deferred lease inducements		(381)	(400)
		2,473	8,289
Changes in non-cash working capital			
Accounts receivable		(423)	(778)
Prepaid expenses		(170)	(367)
Accounts payable and accrued liabilities		(340)	2,262
Deferred revenue		(1,186)	(92)
		354	9,314
Investing activities			
Purchase of investments		(153,395)	(12,500)
Proceeds from sale of investments, net of fees		158,565	500
Purchase of capital assets		(2,278)	(1,493)
Proceeds on disposal of capital assets		130	658
Purchase of intangible assets		(9)	—
		3,013	(12,835)
Financing activity			
Repayment of lease obligations		(643)	(838)
Increase (decrease) in cash during the year		2,724	(4,359)
Cash, beginning of year		12,160	16,519
Cash, end of year		14,884	12,160
Supplementary cash flow information			
Non-cash transactions			
Acquisition of leased vehicles		—	(1,361)
Incurrence of lease obligations		—	1,361

The accompanying notes are an integral part of the financial statements.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

1. Description of business

Municipal Property Assessment Corporation (the Corporation), formerly the Ontario Property Assessment Corporation, was incorporated effective January 1, 1998 and is a special act corporation under the Municipal Property Assessment Corporation Act, 1997 (Ontario). The Corporation is responsible for providing property assessment services for municipalities in the Province of Ontario, as well as providing other statutory duties and other activities consistent with such duties as approved by its board of directors. All municipalities in Ontario are members of the Corporation.

2. Summary of significant accounting policies

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The significant accounting policies are summarized as follows:

Fund accounting

The financial statements include the following funds:

- The unrestricted fund comprises mainly amounts available for immediate use for the general purpose of the Corporation.
- The reserve for board-appropriated working fund is set aside by the board of directors in accordance with the Corporation's reserve strategy for contingencies and funding for identified one-time expenditures.
- The reserve for employee future benefits is the portion of net assets consisting of internally restricted investments set aside to settle employee future benefits.
- The reserve for enumeration was established to fund the costs associated with the preparation of preliminary voters' lists for municipal and school board elections. This function will be transferred to the Elections Ontario in January 2024. MPAC will maintain the municipal and school board election support going forward, and the balance of this reserve will be used to pay for those activities.
- The reserve for assessment update was established to fund the costs associated with the assessment update. The Corporation contributes annually to the reserve but may vary the annual contribution with approval from the board of directors. The unspent reserve balance will be maintained to finance the next Assessment Update.
- Invested in capital and intangible assets represents assets that have been invested in long-lived capital and intangible assets which are not readily converted to cash, net of any liabilities related to the acquisition of those assets.

Financial instruments

The Corporation records cash, accounts receivable, accounts payable and accrued liabilities initially at fair value and subsequently at amortized cost. Financial assets are tested for impairment at the end of each reporting period when there are indications the assets may be impaired.

Investments are recorded at fair value. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

2. Summary of significant accounting policies (continued)

Capital assets

Capital assets are recorded at cost and are amortized using the straight-line method as follows:

Office equipment	5 years
Furniture and fixtures	5 to 10 years
Computer equipment	3 to 4 years
Small boats and vessels	3 to 8 years
Vehicles under capital lease	5 years

Leasehold improvements are also amortized on a straight-line basis over the term of the lease or ten years, whichever is less.

Impairment of long-lived assets

The Corporation reviews the carrying amount, amortization and useful lives of its long-lived assets on an annual basis. If the long-lived asset no longer has any long-term service potential to the Corporation, the excess of the net carrying amount over any residual value is recognized as an expense in the statement of operations.

Intangible assets

Intangible assets consist of computer software, which is recorded at cost and is amortized over three years.

The costs of developing in-house software are expensed as incurred.

Revenue recognition

Municipal revenue relates to assessment services and is recognized in the year in which the services are provided, and collection is reasonably assured.

Other revenues are comprised of services sold and products delivered from business development. These revenues are recognized when the services have been provided and/or the product is delivered, and collection is reasonably assured.

Interest income is recognized when earned.

The Corporation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Employee future benefits

The Corporation has defined benefit plans that provide for post-retirement medical and dental coverage and special termination benefits for defined eligible employees. Certain investments have been internally restricted but not segregated to pay for post-retirement benefits.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

2. Summary of significant accounting policies (continued)

Employee future benefits (continued)

The Corporation has the following policies:

- The Corporation accrues its obligations under defined benefit plans and the related costs when the benefits are earned through current service using the accounting valuation method.
- The cost of post-employment benefits earned by employees is actuarially determined using the projected benefit method pro-rated on service and management's best estimates of retirement ages of employees, expected health-care costs and dental costs. The accrued benefit obligation related to employee future benefits is discounted using market rates on high-quality debt instruments.
- Remeasurements and other items are composed of actuarial gains (losses) on the accrued benefit obligation and arise from differences between the actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation, past service costs and gains and losses arising from settlements and curtailments. Actuarial gains and losses arise when the accrued benefit obligations change during the year. The actuarial gains and losses and other remeasurements including plan amendments are recorded in the statement of changes in net assets when incurred.

In addition, all employees of the Corporation are part of a defined benefit multi-employer benefit plan providing both pension and other retirement benefits. Contributions made to this plan are expensed as paid as the plan is accounted for as a defined contribution plan.

Deferred lease inducements

Lease liabilities include deferred lease inducements, which represent the free rent and improvement allowances received from landlords and are amortized over the term of the lease, and step-rent liability, which represents the difference between the average annual rent over the term of the lease agreement and actual rent paid in the year.

Use of estimates

In preparing the Corporation's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring significant estimates include accounts payable and accrued liabilities, useful lives of capital assets and employee future benefits.

3. Investments

Investments are held within third party managed accounts, which invest independently. The breakdown of total investments by category is outlined below:

	2023	2022
	\$	\$
Cash to be reinvested	149	—
Fixed income	92,665	88,827
Equity	45,639	40,585
Real assets	17,684	20,037
	156,137	149,449

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

3. Investments (continued)

The Corporation internally restricts certain securities to fund employee future benefits. The breakdown of total investments by intended use is outlined below:

	2023 \$	2022 \$
Working capital	87,267	85,861
Employee future benefits	68,870	63,588
	156,137	149,449

4. Capital assets

	Cost \$	Accumulated amortization \$	2023 Net book value \$	2022 Net book value \$
Office equipment	398	398	—	—
Furniture and fixtures	8,642	7,526	1,116	1,135
Computer equipment	15,896	13,858	2,038	2,196
Small boats and vessels	387	362	25	14
Leasehold improvements	21,013	17,458	3,555	3,445
Vehicles under capital lease	4,112	3,136	976	1,583
Assets under construction	9	—	9	77
	50,457	42,738	7,719	8,450

5. Intangible assets

	Cost \$	Accumulated amortization \$	2023 Net book value \$	2022 Net book value \$
Computer software	3,031	3,020	11	6

6. Deferred revenue

	2023 \$	2022 \$
Business development unearned revenue and customer down payments	1,290	2,487
Other deferred amounts	193	182
	1,483	2,669

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

7. Employee future benefits

The Corporation has accrued an obligation for its post-employment benefits as follows:

Employees who transferred to the Corporation from the Government of Ontario on December 31, 1998

- Employees who transferred to the Corporation with less than ten years of service with the province will receive post-retirement group benefit coverage through the Corporation for themselves and for their dependents' lifetimes. The cost of these benefits is shared equally between the Corporation and the employee for those employees who retire after January 1, 2018.

The Government of Ontario continues to provide post-retirement benefits for employees who transferred to the Corporation with ten or more years of service with the province.

Employees hired by the Corporation after December 31, 1998

- These employees will receive post-retirement group benefit coverage for themselves and for their dependents through the Corporation until age 65.

All employees

- The Corporation is a Schedule II employer under the Workplace Safety and Insurance Act (Ontario), 1997 and follows a policy of self-insurance for all its employees. The obligation as at December 31, 2023 is \$617 (\$473 in 2022) and is included in the total obligations below.

Information about the Corporation's accrued benefit obligations and accrued benefit liabilities is as follows:

	2023	2022
	\$	\$
Accrued benefit obligations, beginning of year	35,340	49,267
Current service costs	1,049	1,455
Interest on accrued obligations	1,768	1,564
Actuarial loss (gain)	3,104	(16,339)
Contributions	(810)	(607)
Accrued benefit obligations, end of year	40,451	35,340

The employee future benefits expense recorded in the statement of operations during the year is as follows:

	2023	2022
	\$	\$
Current service costs	1,049	1,455
Interest on accrued obligations	1,768	1,564
	2,817	3,019

Remeasurements and other items, consisting of curtailments, settlements, past service costs and actuarial loss of \$3,104 (gain of \$16,339 in 2022), have been recognized directly in net assets.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

7. Employee future benefits (continued)

All employees (continued)

The significant actuarial assumptions adopted in measuring the Corporation's accrued benefit obligations are as follows:

	2023	2022
	\$	\$
Discount rate	4.65%	5.05%
Health care inflation	5.2% grading down to 4% by 2040	5.2% grading down to 4% by 2040
Vision and dental care inflation	5.1% grading down to 4% by 2040	5.1% grading down to 4% by 2040

The date of the most recent actuarial valuation of the accrued benefit obligations was December 31, 2022.

The Corporation paid \$30,133 (\$28,694 in 2022) of employer and employee contributions to the defined benefit multi-employer benefit plan.

8. Internally restricted net assets

	2023	2022
	\$	\$
Reserve for board-appropriated working fund	55,199	50,595
Reserve for employee future benefits	28,419	28,248
Reserve for enumeration	1,141	1,343
Reserve for assessment update	13,469	11,469
	98,228	91,655

Interfund transfers are approved by the board of directors. During the year, the board of directors approved the transfers between the unrestricted fund and the internally restricted net assets as follows: \$4,604 to (\$3,312 to in 2022) the board-appropriated working fund reserve to pay for future one-time expenditures; \$2,000 to (\$1,361 to in 2022) the assessment update reserve to set aside funds for the property assessment process, and \$202 from (\$857 from in 2022) the enumeration reserve.

The purpose and use of the employee future benefit reserve was approved by the board of directors at initial setup, and an annual approval for transfers is not required. A transfer of \$171 to (\$6,670 to in 2022) the employee future benefit reserve was made during the year.

Refer to note 2 for a description of the reserves.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

9. Commitments

The Corporation has commitments under various operating leases for properties. Minimum lease payments due in each of the next five years and thereafter are as follows:

	<u>\$</u>
2024	3,933
2025	2,997
2026	1,918
2027	611
2028	227
Thereafter	<u>81</u>
	<u>9,767</u>

The Corporation is also committed to paying operating costs and property taxes on its various property leases.

10. Capital leases

The Corporation entered into several vehicle leases with an interest rate of between 2.51% and 4.34%, with lease terms up to 60 months. On termination of the lease, the Corporation has guaranteed a certain residual value of the vehicle to the lessor, depending on the ultimate lease term.

As at December 31, 2023 the current portion of the capital leases is \$322 (\$641 in 2022) and the long-term portion is \$706 (\$1,030 in 2022).

Future minimum annual lease payments required under capital lease arrangements are as follows:

	<u>\$</u>
2024	358
2025	308
2026	301
2027	135
2028	—
Total lease payments	<u>1,102</u>
Less: amount representing interest	<u>(74)</u>
	1,028
Less: current portion	<u>322</u>
	<u>706</u>

11. Contingent liabilities and guarantees

The Corporation has been named as a defendant in certain legal actions in which damages have either been sought or, through subsequent pleadings, could be sought. The outcome of these actions is not determinable or is considered insignificant as at December 31, 2023 and, accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year the related litigation is settled.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

11. Contingent liabilities and guarantees (continued)

In the normal course of business, the Corporation enters into agreements that meet the definition of a guarantee, as outlined in the Chartered Professional Accountants of Canada Handbook. The Corporation's primary guarantee subject to disclosure requirements is as follows:

- The Corporation enters into agreements that include indemnities in favor of third parties, such as purchase agreements, confidentiality agreements, leasing contracts, information technology agreements and service agreements. These indemnification agreements may require the Corporation to compensate counterparties for losses incurred by the counterparties as a result of breaches of contractual obligations, including representations and regulations, or as a result of litigation claims or statutory sanctions that may be suffered by the counterparty as a consequence of the transaction. The terms of these indemnities are not explicitly defined, and the maximum amount of any potential reimbursement cannot be reasonably estimated.

The nature of the above indemnifications prevents the Corporation from making a reasonable estimate of the maximum exposure due to the difficulties in assessing the amount of liability, which stems from the unpredictability of future events and the unlimited coverage offered to counterparties. Historically, the Corporation has not made any significant payments under such or similar indemnification agreements and, therefore, no amount has been accrued in the statement of financial position with respect to these agreements.

12. Risk management

Market risk

The Corporation's investments are susceptible to market risk, which is defined as the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Corporation's market risk is affected by changes in the level or volatility of market rates or prices, such as interest rates, foreign currency exchange rates and equity prices. The Corporation is subject to cash flow interest rate risk due to fluctuations in the prevailing levels of market interest rate sensitive investments. The risk is mitigated through the Corporation's investment policy, which requires investments to be held in high grade, low risk investments.

Credit risk

Credit risk arises from the potential a counterparty will fail to perform its obligations. The Corporation is exposed to credit risk from banks and debtors. The risk is mitigated in that the Corporation conducts business with reputable financial institutions and its debtors are mainly entities within a level of the provincial government.

Liquidity risk

Liquidity risk is the risk the Corporation will not be able to meet its financial obligations as they come due. The Corporation manages liquidity through regular monitoring of forecasted and actual cash flows.

13. Credit facility

The Corporation has an unsecured credit facility of \$10,000 to be used for its operations, which is renewable annually.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2023

(In thousands of dollars)

14. Government remittances

Government remittances consist of workplace safety insurance costs, sales taxes and payroll withholding taxes required to be paid to government authorities when the amounts come due. In respect of government remittances, \$2,001 (\$3,381 in 2022) is included in accounts payable and accrued liabilities.

Township of Admaston/Bromley

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REPORT

Date: May 2, 2024
To: Council
From: Kelly Coughlin
Re: Final Tax Rates 2024

Background:

Each year through the budget deliberations, Council adopts the operating and capital budget for the year. During that process they establish the amount of money that is required to be raised through taxation to meet the budget requirements of the year.

The County of Renfrew adopted their final tax rates for 2024 on April 24, 2024, and established the corresponding ratios for the various tax classes. The township received notification on April 25, 2024 that the County had updated their information in OPTA (Ontario Property Tax Analysis) website and that lower tier municipalities could then proceed with entering their data in the tax rate parameters input module.

The Township received notice from the province on January 19, 2024, that they had set the education rates for 2024 calendar year.

Discussion:

In 2024, a total of \$3,411,695.66 is to be raised through taxation to meet the operating and capital budgets adopted by council on February 20, 2024. This is an increase of \$627,425.66 over the amount required in 2023.

Financial Implications:

Assuming an average residential assessment of \$206,000, that ratepayer will see an annual increase in their property tax bill of \$344.81 for the lower tier portion of their property tax bill or \$28.73 per month.

			Annual Increase	Monthly Increase
Avg Assessment (RT)	\$206,000 ▼	\$206,000		
	2023	2024		
Township	1,530.14	1,874.95	344.81	28.73
County	787.22	806.73	19.51	1.63
Education	315.18	315.18	-	
Total Tax Bill	2,632.54	2,996.86	364.32	30.36

When looking at the total property tax bill, this average assessed residential property will see an increase of \$364.32 annually or \$30.36 per month.

People Consulted:

Jennifer Charkavi - CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council receive the Final Tax Rate – 2024 report as information as submitted and circulated;

AND BE IT RESOLVED THAT Council adopt By-Law 2024-29, being a by-law to provide for the Adoption of the 2024 Tax Rates and to further provide for penalty and interest in default of payment thereof for 2024.

Township of Admaston / Bromley Final Tax Rates - 2024

CLASS		TOWN RATES	COUNTY RATES	EDUCATION RATES	TOTAL TAX RATES	SCHOOL RATES			
						ENGLISH PUBLIC	FRENCH PUBLIC	ENGLISH SEPARA	FRENCH SEPARA
Residential (RG, RF, RH)	RT	0.00910171	0.00412365	0.00153000	0.01475536				
Residential FAD (Farmland Awaiting Deve	RT FAD	0.00318500	0.00144328	0.00153000	0.00615828				
Multi Residential	MT	0.01769008	0.00801473	0.00153000	0.02723481				
New Multi-Residential	NT	0.00910171	0.00412365	0.00153000	0.01475536				
Commercial (CF, CP, CG, CH, DT)	CT	0.01651687	0.00748319	0.00880000	0.03280006	0.60516	0.02142	0.32561	0.04781
Commercial: Excess Land (CY)	CU	0.01651687	0.00748319	0.00880000	0.03280006	0.60516	0.02142	0.32561	0.04781
Commercial: New Construction	XT	0.01651687	0.00748319	0.00880000	0.03280006	0.60516	0.02142	0.32561	0.04781
Commercial FAD (Farmland Awaiting Deve	CT FAD	0.00318500	0.00144328	0.00880000	0.01342828	0.60516	0.02142	0.32561	0.04781
Industrial (IH)	IT	0.02245304	0.01017266	0.00880000	0.04142570	0.60516	0.02142	0.32561	0.04781
Industrial: Excess Land (IZ)	IU	0.02245304	0.01017266	0.00880000	0.04142570	0.60516	0.02142	0.32561	0.04781
Industrial: Vacant Land (IJ)	IX	0.02245304	0.01017266	0.00880000	0.04142570	0.60516	0.02142	0.32561	0.04781
Large Industrial	LT	0.02477485	0.01122458	0.00880000	0.04479943	0.60516	0.02142	0.32561	0.04781
Large Industrial - Vacant /Excess	LX	0.02477485	0.01122458	0.00880000	0.04479943	0.60516	0.02142	0.32561	0.04781
Industrial: New Construction	JT	0.02245304	0.01017266	0.00880000	0.04142570	0.60516	0.02142	0.32561	0.04781
Industrial: New Construction Excess Land	JU	0.02245304	0.01017266	0.00880000	0.04142570	0.60516	0.02142	0.32561	0.04781
Landfill	HF	0.01082253	0.00490330	0.00880000	0.02452583	0.60516	0.02142	0.32561	0.04781
Pipelines	PT	0.01213076	0.00549600	0.00880000	0.02642676	0.60516	0.02142	0.32561	0.04781
Farmlands	FT	0.00227543	0.00103091	0.00038250	0.00368884				
Managed Forest	TT	0.00227543	0.00103091	0.00038250	0.00368884				

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REPORT

Date: April 25, 2024

To: Council

From: Amy Fraser

Re: Building and Sewage Report – January – March 2024

Discussion:

Please find below Building Permits from 2024 for the months of January, February and March, as well as the comparisons from 2023.

January 2024	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	1	45,000.00	1	45,000.00
Year to Date	-	-	1	45,000.00	1	45,000.00
January 2023						
Monthly	-	-	-	-	-	-
Year to Date	-	-	-	-	-	-
February 2024	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	1	400,000.00	2	135,000.00	3	535,000.00
Year to Date	1	400,000.00	3	180,000.00	4	580,000.00
February 2023						
Monthly	-	-	-	-	-	-
Year to Date	-	-	-	-	-	-
March 2024	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	2	850,000.00	3	330,000.00	5	1,180,000.00
Year to Date	3	1,250,000.00	6	510,000.00	9	1,760,000.00
March 2023						
Monthly	2	950,000.00	9	609,000.00	11	1,559,000.00
Year to Date	2	950,000.00	9	609,000.00	11	1,559,000.00

Permit Breakdown Comparison

	2021	2022	2023	2024
Dwellings	12	18	14	4
Commercial	-	-		
Agricultural & Farm	5	12	7	2
Other (Ex. Additions, Porches, Sheds, Decks)	65	59	42	9
Total Building Permits	82	89	63	16
Septic Permits	24	30	30	5
Demolition Permits	-	5	-	1
Grand Total	103	124	93	22

Total Monthly Building Permits – Previous ² Years

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2021	-	-	11	20	7	3	10	9	17	3	1	1	82
2022	-	11	5	11	11	20	14	5	6	3	2	1	89
2023	-	-	11	12	7	5	7	10	8	3	-	-	63
2024	1	3	5	7	0	0	0	0	0	0	0	0	16

People Consulted:

None.

Recommendation for Council:

BE IT RESOLVED THAT Council accepts this Building and Sewage report as information.

DOUGLAS RECREATION COMMITTEE Minutes from FEB 21st, 2024

Attended: Jesse Welch, Robert Lorbetkie, Shawn McFarlane, Bev Shafer ,Theresa, Maureen , Christine Selles, Sara,

Send their Regrets: Lindsay, Angela & Council Rep

Start @ 7:12pm End @ 8:35pm

Finances: Review of Frosty fun Financials and also comparison to previous year. Each member in attendance was supplied a paper copy for review.

Frosty Fun Follow up : next year is our 50th anniversary of Frosty Fun.
Suggestions shared on ideas: buttons, dance, Sunday costume party, pet show, Photo gallery of previous years, run from the caves, air band competition, hay bale rolling, tug of war, dodge ball, flag football.
Perhaps a pre weekend KICK OFF – Fri – cards at Culls, Sat – Live bands
Summer golf tournament?

Liquor License – discussion on attaining a 5 year permit instead of “special event” or temporary permit as its more cost effective and allows for additional options for creating revenue for other event rentals etc. need to review the additional cost it will be for insurance.

BALL UPDATE: will be at next meeting

Beach Volleyball: Dave to continue running this upcoming season.
Upper netting needed to keep balls in court & sand will need to be ordered in Spring to top up the courts

Miscellaneous

St. Patrick's Day in July Golf Fund raiser golf tournament at Whitetail golf course.
Great Summer fundraiser for the committee and awaiting confirmation from Derek of White tail of date. – purposed date of *July 27th, 2024* has been requested.

Rink Building Meeting: Wed. March 26th – 7pm – Frosty Fun Task list review – Finalize everything

Thank you for everyone's attendance, great input and continued volunteer work!!!

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REPORT

Date: May 2nd 2024
To: Council
From: Steve Visinski
Re: Granular “M” Tender PW-2024-02

Background:

As Council is aware the Municipality acquires granular products annually for the application on gravel roads as well as capital projects. Staff issued a request for tender for granular “M” and these were received until 2:00pm Wednesday April 17th. The Township has not issued a new tender since 2016.

Discussion:

There is \$130,000.00 for materials and supplies allocated in the 2024 budget. Four suppliers submitted bids as follows for the Supply & Haul of Granular “M”.

	Name	Price per Tonne	Total Amount including Tax
1	Miller Aggregates	\$21.30	\$240,690.00
2	Thomas Cavanagh Construction	\$12.45	\$140,685.00
3	BR Fulton Construction	\$19.00	\$214,700.00
4	Bonnechere Excavating Inc.	\$18.25	\$206,225.00

Financial Implications:

As per Budget

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT Council award Thomas Cavanagh Construction Limited tender number PW-2024-02 to Supply & Haul of Granular "M" for 2024.

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REPORT

Date: May 2nd 2024
To: Council
From: Steve Visinski
Re: Supply, Haul & Stockpile Winter Sand Tender PW-2024-03

Background:

As Council is aware the Municipality acquires winter sand products annually for the application on roadways during the winter season. Staff issued a request for tender for the Supply, Haul & Stockpile of Winter Sand and were received until 2:00pm Wednesday April 17th. The Township has not issued a new tender since 2016.

Discussion:

There is \$60,000.00 allocated in the 2024 budget for purchasing Winter Sand. Three suppliers submitted bids for PW-2024-03 and amounts are as follows.

Name	Price per Tonne	Total Amount Including Tax
1. McCrea Excavating Ltd.	\$22.50	\$152,550.00
2. BR Fulton Construction Ltd.	\$16.00	\$108,480.00
3. Barr's Sand & Gravel	\$11.38	\$77,156.40

Financial Implications:

As per Budget

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT Council award Barr's Sand & Gravel tender number PW-2024-03 to Supply, Haul & Stockpile Winter sand for 2024.

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REPORT

Date: May 2nd 2024
To: Council
From: Steve Visinski
Re: Surface Treatment Tender PW-2024-04

Background:

Tenders were posted on April 10th with a closing date of April 24th at 2:00pm for the application of a Double Surface Treatment in Various Locations for the Townships Capital Projects. These locations were approximately 2km on Mount St. Patrick Road and 1km of McMahon Road.

Discussion:

The Township received two competitive tenders that are listed below. The total costs include the application of a double surface treatment, final grading, and traffic control. In the 2024 Budget there was \$333,000.00 allocated for both projects keeping in mind this amount is also for purchasing granular products and culverts.

Name	Unit Price m2	Total Excluding Tax	Road Name	Total Including Tax
1 Miller Paving Ltd.	7.80	\$131,675.00	Mount St.Patrick Road	\$226,000.00
	7.80	\$68,325.00	McMahon Road	
2 Greenwood Paving Ltd.	\$8.38	\$137,320.00	Mount St.Patrick Road	\$232,757.40
	8.38	\$68,660.00	McMahon Road	

Financial Implications:

As per Budget

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT Council award Miller Paving Limited Tender number PW-2024-04 Surface Treatment – Various Locations for 2024.

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REPORT

Date: May 2nd 2024
To: Council
From: Steve Visinski
Re: Roadway Condition Assessment Contract

Background:

The scope of this project includes: comprehensive condition assessment of all paved and surface treated roads, assigning an updated PCI (pavement condition index) rating to each of those roads and GPS mapping of all gravel roads in the township.

The results from this exercise will be updated on the townships existing StreetScan data. The current dataset does not include an inventory listing of the gravel roads in the township. The data will help staff/ council with the Asset Management Plan and for future forecasted budgeting processes.

Going forward, as work is completed on township roads, that information will be updated in StreetScan to ensure the data remains current. Updates will include: rehabilitation projects, new granular applications, etc.

Discussion:

The foundation of good asset management practice is based on having comprehensive and reliable information on the current condition of the infrastructure. Municipalities need to have a clear understanding regarding performance and condition of their assets, as all management decisions regarding future expenditures and field activities should be based on this knowledge.

A comprehensive condition assessment is recommended to be completed every five (5) years as road surface condition can change as a result to changes in traffic flows, volume of traffic as a result of development / growth, etc.

There have been many updates to the Townships Road assets over the past several years with multiple new hard top surfaces being applied. However, these updates were

never added to the StreetScan program and staff feel a complete updated scan would be a great benefit.

StreetScan software has built in forecasting tools to aid staff in developing long term financial plans for replacement and preventative maintenance based on PCI's for all Hard Top Surfaces

Financial Implications:

The total cost for the project is \$35,924.00 plus non-refundable HST.

A provision of \$65,000 was included in the 2024 capital budget and was to be financed through OCIF (Ontario Community Infrastructure Funding) funding.

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin – Treasurer - Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT Council award the Roadway Condition Assessment Contract to StreetScan & Streetlogix in the amount of \$35,924.00 plus non-refundable HST;

AND FURTHER THAT this project be financed through OCIF funding.

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REPORT

Date: May 2nd 2024
To: Council
From: Steve Visinski
Re: 1-Ton Truck

Background:

During the 2024 budget deliberations, Council approved the purchase of a new One Ton plow truck to replace the current 2018 ¾ ton from the Cobden Road patrol yard. Staff issued Request for Tender PW-2024-01 for a 4-Wheel Drive 1 Ton Truck with Plow.

Discussion:

Tender PW-2024-01 was posted on the Townships website as well as in the Eganville Leader for two weeks till closing on April 17, 2024. There was only one tender form completed and returned to the Township from Mack Mackenzie Motors Limited of Renfrew.

The tender was made up of two (2) components: the 1-ton truck and snow plow. Applicants were requested to provide separate quotes for each component and then one combined quote for both. The reason the components were separated was because the township is eligible for pricing under the LAS Canoe Procurement program for snowplows.

The single quotation is broken down as follows:

Snow plow: \$17,746.56 before tax which reflects a \$4,253.44 discount from LAS.

1-ton truck: price before tax is \$75,304.00.

The combined truck and plow totaling \$93,050.56 before tax plus the non-refundable HST portion totals \$94,688.25.

Staff feel that the 2018 ¾ ton has served its useful life and should be replaced in the current year. This replacement was to take place in 2023 but was pushed off by a year. There is approximately a five month wait time for receiving the new vehicle.

Financial Implications:

Council approved a total expenditure of \$85,000.00 for the purchase of this truck & plow. Financing of this expenditure was to come from \$70,000.00 from taxation and \$15,000.00 from the proceeds of sales for the current 2018 ¾ ton. Leaving a short fall of \$9,688.25.

There is a possibility of receiving more than \$15,000.00 for the 2018 ¾ ton truck however, that is unknown at this time.

Staff recommend proceeding with the purchase of the new truck and that any funding shortfall be financed from Roads Vehicle & Equipment reserve.

People Consulted:

Kelly Coughlin – Treasurer - Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT Council authorize staff to proceed with the purchase of a 1-ton truck and plow from Mack Mackenzie Motors Limited at an upset limit of \$94,688.25 including non-refundable HST:

AND FURTHER THAT Council direct staff to withdraw any funding shortfall from the Roads Vehicle & Equipment Reserve.

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REPORT

Date: May 2, 2024
To: Council
From: Jennifer Charkavi
Re: Osceola Landfill Expansion Update May 2, 2024

Background:

The Waste Management Committee received this report at their May 2, 2024 Committee meeting and recommended that Council receive this report at their May 2, 2024 Council meeting.

Discussion:

March 7, 2024 Council passed By-Law 2024-20 authorizing the purchase of the property required for the Contamination Attenuation Zone (CAZ) for the Osceola Landfill Expansion. April 24, 2024 the purchase of the land was finalized. There are some legal documents that still need to be completed but the land purchase is now complete and the Ministry of the Environment, Conservation and Parks is aware of the sale being finalized.

In the March 7 report staff reviewed the process up to that date in the report. In that same report staff advised that MECP had added a requirement of conducting another Indigenous Consultation as the previous one was from 2012/2013 and was for the expansion towards Osceola, north of the existing landfill and now the expansion is on the southwest side of the landfill.

MECP provided our Consultant (Cambium) with the list of required Indigenous Consultations.

- Algonquins of Ontario – Consultation Office
- Algonquins of Pikwàkanagàn First Nation
- Alderville First Nation
- Hiawatha First Nation
- Curve Lake First Nation

- Mississaugas of Scugog Island
- Huron-Wendat Nation

While conducting the required Indigenous Consultations it was identified that the land in the process of being purchased was not part of the original consultation process and that it must be put through a process to ensure that any potential artifacts are identified. Also through the consultation process there were other requirements identified. Staff have committed to the following in order to complete the Consultation Process in order to receive the Expansion for the Osceola Landfill:

- The Township acknowledges if any artifacts of Indigenous interest or human remains are encountered during ground disturbance construction activities in the Algonquins of Ontario (AOO) Settlement Area, AOO will be contacted.
- AOO will be notified if the groundwater and/or surface water trigger mechanism is initiated and if a surface water/groundwater/biological study is required.
- Huron-Wendat Nation (HW) will be consulted further if additional archaeological work is required.
- A whip-poor-will survey will be conducted prior to the expansion taking place, in the same year. This survey will be completed, once the approval for expansion is received and prior to any tree clearing, etc.
- The breeding bird season in the area of the Site has been confirmed to be Mid-April to Late August. The Township will ensure that all requirements are met under the *Migratory Birds Convention Act*, as well as all applicable regulations (e.g., *Endangered Species Act*, etc.).
- The lands that were recently purchased by the Township, are to the southwest of the existing property. These lands were purchased for the purposes of Contaminant Attenuation. The lands will be leased to the previous owners for the purposes of pasture (current land use). There are no plans for development of these lands; however, there is a need to install three nest monitoring wells on these lands upon approval of the landfill expansion. It is recommended that a construction monitoring approach be taken for the required monitoring wells. It is recommended that an archaeologist be retained to complete test pits and or hand digging in each of the proposed well locations, prior to the start of drilling. This will ensure that any potential artifacts are identified, recovered, protected, and/or documented. Further, the well locations can be adjusted at the recommendation of the archaeologist depending on the findings.
- Alderville First Nation (AFN) will be notified when the Township retains a licenced archaeologist and when they will perform the work.

- If at any point in the future, development is proposed for the newly purchased lands, archaeological assessment(s) will be completed prior to development.
- The Township will look for opportunities to explore future waste management opportunities with Mississaugas of Scugog Island First Nation (MSIFN).

At the time of writing this report, MECP has confirmed that no further Indigenous Consultation is required, however the Township is expected to implement the commitments noted above and these will be required as part of the Expansion. As well MECP has noted that there are no other outstanding issues to be resolved and that within the next couple of months staff and Cambium should receive the draft Environmental Compliance Approval (ECA) for review.

Financial Implications:

The costs of the purchase of the lands required for the expansion process will come from operational reserves, the costs for Cambium come from the Osceola Landfill Expansion Account and the costs for legal come from the expansion legal account identified for this project.

Other implications to note is that this process has taken a lot of the CAO/Clerk's staff time and staff are working hard to get back on track with the goals and objectives outlined for 2024.

People Consulted:

Kelly Coughlin, Treasurer-Deputy CAO/Clerk
Stephanie Reader, Cambium
David Munday, Cunningham & Swan
Rick Li, Senior Waste Engineer, Environmental Permissions Branch, MECP

Recommendations for Committee:

BE IT RESOLVED THAT Admaston/Bromley Council receive the report – Osceola Landfill Expansion Update May 2, 2024, as information;

AND BE IT RESOLVED THAT Admaston/Bromley Council recommend that staff and our Consultant Cambium make the Commitments committed in the report a priority to complete the Consultation Process in order to receive the Expansion (ECA) for the Osceola Landfill.



Record of Consultation, Environmental Compliance Approval Application, Osceola Waste Disposal Site

Environmental Compliance Approval No.
A411802

March 6, 2024, revised April 22, 2024

Prepared for:
The Corporation Township of Admaston/Bromley

Cambium Reference: 10206-003

CAMBIUM INC.

866.217.7900

cambium-inc.com



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List of Appended Tables

Table 1 Summary of Consultation Activities

List of Appendices

- Appendix A Alderville First Nation Correspondence
- Appendix B Algonquins of Ontario Correspondence
- Appendix C Algonquins of Pikwàkanagàn Correspondence
- Appendix D Curve Lake First Nation Correspondence
- Appendix E Hiawatha First Nation Correspondence
- Appendix F Huron-Wendat Nation Correspondence
- Appendix G Métis Nation of Ontario Correspondence
- Appendix H Mississaugas of Scugog Island First Nation Correspondence



1.0 Background

The Township of Admaston Bromley (Township) operates the Osceola Waste Disposal Site under Ministry of the Environment, Conservation and Parks (Ministry) Environmental Compliance Approval (ECA) No. A411802. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola (Site). The current approved capacity of the Osceola Waste Disposal Site is 97,500 m³ with an approved site area of 1.74 ha. The Township is seeking an amendment of the ECA No. A411802 to expand the waste footprint to 2.66 ha and a total waste volume of 178,740 m³, not including final cover.

To determine the best approach for the expansion of the landfill, the Township has been in on-going discussions with the Ministry since the initiation of an Environmental Screening Process (ESP) (Jp2g, 2013) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the Environmental Assessment Act (EAA). The ESP was completed in 2013. From documentation, it is understood the Indigenous Consultation was completed at that time, primarily with the Algonquins of Ontario (AOO). Documentation indicates correspondence during the completion of the ESP was provided to and acknowledged by, Janet Stavinga, Executive Director. Specifically, the following was included in the *Environmental Screening Report* (Jp2g, 2013):

- A Notice of Commencement in September 2009
- A Project Description and Screening Checklist October 2009
- A Stage 1 Archaeological Assessment prepared by Kinickinick Heritage Consulting in October 2011
- A Stage 2 Archaeological Assessment prepared by Kinickinick Heritage Consulting in July 2012
- Comments were provided from your office on the Stage 2 AA in October 2012
- A draft copy of the Environmental Screening Report (ESR) in April 2013



- Stage 3 Archaeological Assessment prepared by Kinickinick Heritage Consulting in May 2013

From documentation, it is understood the Algonquins of Pikwàkanagàn First Nation were also contacted during the ESP process. Specifically, the Notice of the Commencement of the ESP was provided to the Algonquins of Pikwàkanagàn in September 2009. Furthermore, documentation indicates correspondence during the completion of a Stage 1 Archaeological Assessment was provided and addressed to, and acknowledged by, Danny Sarazin, Manager Trainee, Land, Estates, and Membership.

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section. Support was recently received from both the groundwater and surface units of the Technical Support Section.

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for the application to amend the ECA for the site.

Upon review of the file by the Ministry Indigenous advisor, the following was noted:

The application included the Environmental Study Report (ESR) that was completed in 2013. At that time, the proponent had only reached out to one Indigenous community to share project information and Archeological study reports. They had indicated that no concerns were raised, but yet there is no supporting information that would determine what if anything was brought up during the consultation. Also, because the ESR was completed back in 2013, the list of Indigenous communities that were contacted is not sufficient as current list would be expanded. Given the information provided, the location of the project and the information about proposed activities and associated impacts as it relates to The Corporation of the Township of



Admaston/Bromley's ECA amendment for waste disposal site expansion, further consultation should be undertaken by the program area.

Based on this guidance, the Township retained Cambium Inc. (Cambium) to complete Indigenous Consultation on their behalf as part of the requirements of the ECA application to expand the Osceola landfill.



2.0 Potentially Affected and Interested Indigenous Nations

Admaston/Bromley is both within the Algonquin land claim, within Treaty 27, 1819, within the traditional territory of Mississaugas of the Williams Treaties First Nations, and within an area of archaeological interest to the Huron-Wendat. As such, there are several communities that may have an interest in, or there may be an impact to Aboriginal or treaty rights. As such, the Nations were contacted:

- Algonquins of Ontario Consultation Office (AOO)
- Algonquins of Pikwàkanagàn First Nation (APFN)
- Alderville First Nation (AFN)
- Hiawatha First Nation (HFN)
- Curve Lake First Nation (CLFN)
- Mississaugas of Scugog Island First Nation (MSIFN)
- Huron-Wendat Nation (HWN) (if there is a potential to archaeological resources)
- Métis Nation of Ontario (MNO)



3.0 Consultation Activities

3.1 Consultation Activities Prior to this Project

As noted, both AOO and APFN were contacted during the ESP between 2009 and 2013. APFN did not provide any comments or engage in the consultation at the time. AOO worked with the Township's consults (Jp2g and Kinickinick Heritage Consulting) to review and provide feedback on archaeological assessments completed.

3.2 Current Consultation Activities

As advised by the Ministry, additional consultation activities were completed, as detailed in Table 1. A brief overview of activities to date is as follows:

- Distribution of letters via email to introduce the project and request engagement, dated December 22, 2023
- Follow up emails January 29, 2024 except MSIFN who had responded
- Address questions and comments from the initial review by the Indigenous Nations (HFN)
- Where requested, provide additional details of the project, including supporting documentation including the ESR and Archaeological Assessment Reports (AOO, AFN, HWN, MSIFN)
- Met with AOO February 5, 2024
- Met with MSIFN February 6, 2024
- Met with AFN on April 10, 2024

3.3 Outcome of Consultation

The following comments were received during the recent consultation activities:

- Following some correspondence between Cambium and HFN, final comments were received January 30, 2024 indicating that HFN had no more concerns at this time.



- Comments were received from MSIFN February 8, 2024 indicating no immediate concerns. MSIFN is interested in working with Township to explore future waste management opportunities.
- A response was received February 20, 2024 from HW indicating no further interest at this time and contact back if additional archaeological work is required.
- Comments were received from AOO on April 10, 2024. AOO requested clarification on the groundwater trigger mechanism. AOO also requested to be included in notification activities if the surface water or groundwater trigger mechanisms were activated at the Site. Lastly, if any artifacts of Indigenous interest or human remains are encountered during ground disturbance construction activities in the AOO Settlement Area, AOO Consultation Office should be notified.
- Following the meeting with AFN, Cambium provided additional details in a letter April 18, 2024 to address concerns that were raised during the meeting. The letter was subsequently revised on April 22, 2024. Following receipt of the revised letter, AFN requested for additional notification regarding archaeological work required if the expansion was approved. AFN confirmed in an email on April 22, 2024 that their concerns were reasonably addressed.



4.0 Commitments from Consultation

From the Indigenous consultation completed to date, the Township commits to the following:

1. The Township acknowledges if any artifacts of Indigenous interest or human remains are encountered during ground disturbance construction activities in the AOO Settlement Area, AOO will be contacted.
2. AOO will be notified if the groundwater and/or surface water trigger mechanism is initiated and if a surface water/groundwater/biological study is required. For clarity, AOO will be notified in Step 5 of the groundwater trigger mechanism (discussion with the Ministry, Township staff on remedial measures) and/or prior to the conductance of a detailed surface water/biological study.
3. HW will be consulted further if additional archaeological work is required.
4. A whip-poor-will survey will be conducted prior to the expansion taking place, in the same year. This survey will be completed, once the approval for expansion is received and prior to any tree clearing, etc.
5. The breeding bird season in the area of the Site has been confirmed to be Mid-April to Late August. The Township will ensure that all requirements are met under the *Migratory Birds Convention Act*, as well as all applicable regulations (e.g., *Endangered Species Act*, etc.).
6. The lands that were recently purchased by the Township, are to the southwest of the existing property. These lands were purchased for the purposes of Contaminant Attenuation. The lands will be leased to the previous owners for the purposes of pasture (current land use). There are no plans for development of these lands; however, there is a need to install three nest monitoring wells on these lands upon approval of the landfill expansion.

It is recommended that a construction monitoring approach be taken for the required monitoring wells. It is recommended that an archaeologist be retained to complete test pits and or hand digging in each of the proposed well locations, prior to the start of drilling. This will ensure that any potential artifacts are identified, recovered, protected, and/or



documented. Further, the well locations can be adjusted at the recommendation of the archaeologist depending on the findings.

7. AFN will be notified when the Township retains a licenced archaeologist and when they will perform the work.
8. If at any point in the future, development is proposed for the newly purchased lands, archaeological assessment(s) will be completed prior to development.
9. The Township will look for opportunities to explore future waste management opportunities with MSIFN.

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\ROC Document\2024-04-22 RPT Record of Consult_REV.docx



5.0 References

Jp2g. (2013). *Environmental Screening Report*. Ottawa.

MOE. (2012). *Landfill Standards: A Guideline on the Regulatory and Approval Requirements for the New or Expanding Landfilling Sites*. Ministry of the Environment.

MOEE. (2017). *Guide to Applying for an Environmental Compliance Approval*. Queens Press.



Appended Tables



Record of Consultation, Environmental Compliance Approval Application, Osceola Waste Disposal Site
 The Corporation Township of Admaston/Bromley
 Cambium Reference: 10206-003
 March 2024

First Nation	Chief/Council	Consultation Contact	Address	Email	Summary of Consultation process
Alderville First Nation	Chief Simpson and Council	Consultation coordinator: Julie Kapyrka	11696 Second Line Rd, Alderville ON, K0K 2X0	jkapyrka@alderville.ca	<p>Letter requesting comments on amendment of ECA No. A411802 sent on Dec 22,2023.</p> <p>Follow up email sent on Jan 29, 2024.</p> <p>Response and request for additional information and fee received on Jan 29, 2024.</p> <p>Updated letter with additional information sent (digital and mail) on Feb 1, 2024.</p> <p>Follow up email sent on Feb 15, 2024 to confirm that cheque and hard copy of document has been received.</p> <p>Virtual introductory meeting scheduled for April 10, 2024.</p> <p>Letter sent to AFN from Cambium April 18, 2024, addressing concerns raised during meeting.</p> <p>Letter from Cambium revised on April 22, 2024 to include additional details regarding archaeological assessments on newly acquired property.</p> <p>Email correspondence from AFN asking for notification of archaeological work required prior to well drilling. Email from AFN April 22, 2024 indicating concerns had been reasonably resolved.</p>
Algonquins of Ontario	Jim Meness, Executive Director Phone: 613-219-6219 Email: jmeness@tanakiwin.com General Inquiries: algonquins@tanakiwin.com	Consultation Office Haleigh Cox (she/her) Project Consultation Advisor Email: hcox@tanakiwin.com Phone: 343-999-3840	31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6	algonquins@tanakiwin.com	<p>Letter requesting comments on amendment of ECA No. A411802 sent on Dec 22,2023.</p> <p>Follow up email sent on Jan 29, 2024.</p> <p>Response and request for introductory meeting about the project received on Jan 29, 2024.</p> <p>Overview of the project provided during the meeting on Feb 5, 2024 at 10:00 A.M.</p> <p>Notice received on Feb 6, 2024 that AOO will provide their comments on March 6, 2024 (estimated).</p> <p>Request to provide opinion on Stage 3 AA for sharing with MSIFN sent on Feb 7, 2024.</p> <p>Response and opinion on Stage 3 AA for sharing with MSIFN received on Feb 8, 2024.</p> <p>Letter asking for clarification for groundwater trigger mechanism received April 10, 2024.</p> <p>Response provided by Cambium clarification trigger mechanisms sent to AOO April 15, 2024.</p>
Algonquins of Pikwàkanagàn First Nation	Chief Sarazin and Council	Consultation Office	Unit 3-469 Kokomis Inamo Pikwàkanagàn, ON K0J 1X0	consultation@pikwakanagan.ca	<p>Letter requesting comments on amendment of ECA No. A411802 sent on Dec 22,2023.</p> <p>Follow up email sent on Jan 29, 2024.</p>
Curve Lake First Nation	Chief Knott and Council	Lands Resource Consultation Liaison: Kaitlin Hill	22 Winookedaa Road Curve Lake, Ontario K0L1R0	KaitlinH@curvelake.ca	<p>Letter requesting comments on amendment of ECA No. A411802 sent on Dec 22,2023.</p> <p>Follow up email sent on Jan 29, 2024.</p>
Hiawatha First Nation	Chief Carr and Council	Lands/Resource Consultation: Tom Cowie or Sean Davison	123 Paudash Street Hiawatha, ON K9J 0E6	tcowie@hiawathafn.ca sdavison@hiawathafn.ca	<p>Letter requesting comments on amendment of ECA No. A411802 sent on Dec 22,2023.</p> <p>Response that HFN will respond back in the New Year received on Dec 22, 2024.</p> <p>Follow up email sent on Jan 29, 2024.</p> <p>Concern and questions addressed through series of emails between Tom Cowie and Stephanie Reeder on Jan 29 & 30, 2024.</p> <p>Final comment indicating that Tom Cowie had no more concerns at this time received on Jan 30, 2024.</p>
Huron-Wendat Nation			255, place Chef Michel Laveau, Wendake, QC G0A 4V0	consultations@wendake.ca	<p>Letter requesting comments on amendment of ECA No. A411802 sent on Dec 22,2023.</p> <p>Follow up email sent on Jan 29, 2024.</p> <p>Response and request for additional information (archaeological studies and fieldwork) received on Feb 1, 2024.</p> <p>Email providing additional information sent on Feb 1, 2024.</p> <p>Follow up email sent on Feb 15,2024, to ensure no additional information is needed by the HW.</p> <p>Follow up email sent on Feb 15, 2024.</p> <p>Response indicating no further interest at this time and contact back if additional archaeological work is required received on Feb 20, 2024.</p>
Métis Nation of Ontario		Lands, Resources & Consultations	Mattawa & Nipissing Region 500 Old St. Patrick Road Ottawa, Ontario K1N 9G4	consultations@metisnation.org	<p>Letter requesting comments on amendment of ECA No. A411802 sent on Dec 22,2023.</p> <p>Follow up email sent on Jan 29, 2024.</p>
Mississauga of Scugog Island First Nation	Chief LaRocca and Council	c/o Consultation Office Rob Lukacs Consultation Advisor to MSIFN	22521 Island Rd, Port Perry, ON L9L 1B6	consultation@scugogfirstnation.com	<p>Letter requesting comments on amendment of ECA No. A411802 sent on Dec 22,2023.</p> <p>Response and request for meeting received on Jan 17, 2024.</p> <p>Follow up email to schedule virtual meeting was sent on Jan 18, 2024.</p> <p>Overview of the project provided during the virtual meeting on Feb 6, 2024 at 1 P.M.</p> <p>MSIFN requested AOO comments on Stage 3AA on Feb 6, 2024.</p> <p>Provided AOO comments on Stage 3AA on Feb 8, 2024.</p> <p>Letter response indicating no immediate concern along with interested in working with Township to explore future waste management opportunities received on Feb 8, 2024.</p>



Appendix A
Alderville First Nation Correspondence

Stephanie Reeder

From: Julie Kapyrka <jkapyrka@alderville.ca>
Sent: April 22, 2024 4:00 PM
To: Stephanie Reeder
Cc: Jennifer Charkavi; Taynar Simpson
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Aaniin Stephanie,

Our concerns have been reasonably addressed.

Miigwech.
All the best,

Dr. Julie Kapyrka
Consultation Coordinator



Administration Office
11696 Second Line Rd.
Roseneath, ON K0K 2X0
Office: 905-352-2662
jkapyrka@alderville.ca

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Monday, April 22, 2024 1:29 PM
To: Julie Kapyrka <jkapyrka@alderville.ca>
Cc: Jennifer Charkavi <cao@admastonbromley.com>; Taynar Simpson <tsimpson@alderville.ca>
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Hi Julie,

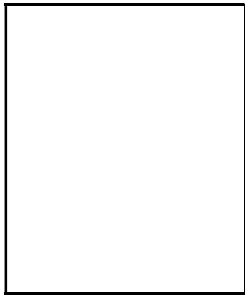
We can provide that notification. The following are next steps for the file, as we understand them:

- The MECP has reviewed the file and will not issue an approval for the expansion until they are satisfied the Township has completed appropriate Indigenous Consultation and address any concerns that arise during this consultation.
- One of the Conditions of the MECP approval will be the installation of the proposed wells. It is anticipated the Condition will specify timing – something to the effect of “within 120 days, the Township shall install the proposed monitoring wells as outlined in the supporting documents”.
- Once the approval is received (i.e., the MECP issues an amended ECA), the Township will retain a well driller and archaeologist to complete the required work.

Until we receive something from Alderville First Nation indicating that their concerns have been reasonably addressed, we understand the MECP will not approve this file. Will you be able to provide this documentation with

the information you have? Would you like us to revise the provided letter outlining the notification request? Alternatively, you can put this requirement in documentation that we can provided to the MECP.

Let us know the best path forward. Thanks in advance.
Stephanie



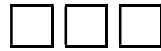
Stephanie Reeder, P.Geo., C.E.T. (she/her)
Group Manager - Waste Resources Management

Cambium - Peterborough

705.872.8797

866.217.7900

cambium-inc.com



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From: Julie Kapyrka <jkapyrka@alderville.ca>
Sent: Monday, April 22, 2024 1:11 PM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Jennifer Charkavi <cao@admastonbromley.com>; Taynar Simpson <tsimpson@alderville.ca>
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Aaniin Stephanie,

Thank you for this.

Can you let us know when you have retained an archaeologist, who it is, and when they will perform the work?

Miigwech.
All the best,

Dr. Julie Kapyrka
Consultation Coordinator



Administration Office
11696 Second Line Rd.
Roseneath, ON K0K 2X0
Office: 905-352-2662
jkapyrka@alderville.ca

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Monday, April 22, 2024 12:23 PM
To: Julie Kapyrka <jkapyrka@alderville.ca>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Taynar Simpson <tsimpson@alderville.ca>

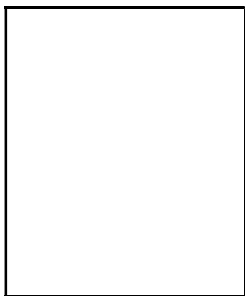
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Hi Julie,

Thank you for your prompt response. We understand your concern.

We have revised the attached letter to outline that no development is planned for the newly acquired property. We have also included a figure showing where the lands and proposed monitoring wells are located. Further, we have stated that if at some point in the future, development is proposed for those lands, an archaeological assessment(s) should be undertaken.

We look forward to hearing from you. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)
Group Manager - Waste Resources Management

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From: Julie Kapyrka <jkapyrka@alderville.ca>

Sent: Sunday, April 21, 2024 4:51 PM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Taynar Simpson <tsimpson@alderville.ca>

Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Aaniin Stephanie,

Thank you for this. Can you provide assurances in writing, or some form of documentation, that the adjacent farmer's field will not be developed upon, and only boreholing will occur there for monitoring purposes.

Miigwech.
All the best,

Dr. Julie Kapyrka
Consultation Coordinator



Administration Office
11696 Second Line Rd.
Roseneath, ON K0K 2X0
Office: 905-352-2662
jkapyrka@alderville.ca

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Thursday, April 18, 2024 12:07 PM
To: Julie Kapyrka <jkapyrka@alderville.ca>
Cc: Jennifer Charkavi <cao@admastonbromley.com>; Taynar Simpson <tsimpson@alderville.ca>
Subject: FW: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)
Importance: High

Hi Julie,

As a follow up to our email earlier this week and to keep this file moving forward as you are aware the Township is nearly out of capacity at their only waste disposal site, we have prepared some follow up information from our meeting last week. If we have missed any items, or misunderstood any of the concerns we discussed during the meeting, please let us know so we can respond in a timely manner.

We look forward to hearing from you at your earliest convenience. Take care.
Stephanie

	Stephanie Reeder, P.Geo., C.E.T. (she/her)
	Group Manager - Waste Resources Management
	Cambium - Peterborough
	<input type="checkbox"/> 705.872.8797
	<input type="checkbox"/> 866.217.7900
	<input type="checkbox"/> cambium-inc.com
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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From: Stephanie Reeder
Sent: Monday, April 15, 2024 2:00 PM
To: Julie Kapyrka <jkapyrka@alderville.ca>
Cc: Taynar Simpson <tsimpson@alderville.ca>; Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)
Importance: High

Hi Julie,

Thank you for your time last week.

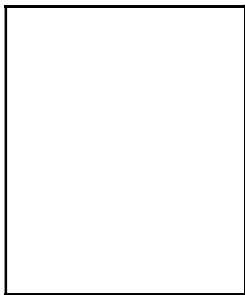
We are going to provide you a formal response to your questions but want to clarify one item we discussed.

You noted in the Natural Environmental Checklist in the Appendix there were outstanding items. Were you referring to Appendix B - attached?

Once you confirm, we will prepare a response and get that to you shortly.

Thank you again for your time. Take care.

Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)
Group Manager - Waste Resources Management

Cambium - Peterborough

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From: Julie Kapyrka <jkapyrka@alderville.ca>

Sent: Wednesday, February 21, 2024 3:46 PM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Cc: Taynar Simpson <tsimpson@alderville.ca>; Jennifer Charkavi <cao@admastonbromley.com>

Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Aaniin Stephanie,

Thanks for following up.

I am available April 10th at 10am – if that works for your team please send a meeting invite and link asap.

I can confirm that we have received your package – information, USB, and cheque – Thank you!

Miigwech.

All the best,

Dr. Julie Kapyrka
Consultation Coordinator



Administration Office
11696 Second Line Rd.
Roseneath, ON K0K 2X0
Office: 905-352-2662
jkapyrka@alderville.ca

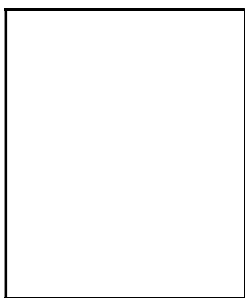
From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Thursday, February 15, 2024 2:42 PM
To: Julie Kapyrka <jkapyrka@alderville.ca>
Cc: Taynar Simpson <tsimpson@alderville.ca>; Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Hi Julie,

The following dates work on our end:
March 25 to 28
April 2 to 5
April 9 and 10

Does anything work in there?

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

 705.872.8797

 866.217.7900

 cambium-inc.com



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From: Julie Kapyrka <jkapyrka@alderville.ca>
Sent: Thursday, February 15, 2024 2:27 PM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Taynar Simpson <tsimpson@alderville.ca>; Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Hi Stephanie,

Thanks for the information. I am off tomorrow so I will have to circle back to you about receipt of materials next week. Unfortunately, I do not have availability for the dates you have proposed. We will have to look into April dates – if you can propose some available times?

Miigwech.
All the best,

Dr. Julie Kapyrka
Consultation Coordinator



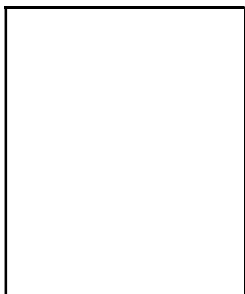
Administration Office
11696 Second Line Rd.
Roseneath, ON K0K 2X0
Office: 905-352-2662
jkapyrka@alderville.ca

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Thursday, February 15, 2024 2:22 PM
To: Julie Kapyrka <jkapyrka@alderville.ca>
Cc: Taynar Simpson <tsimpson@alderville.ca>; Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Hi Julie,
We have confirmed that the cheque and documents were mailed February 6. I am surprised that you have not received them. If you don't receive the package by the end of the week, please let me know.

The week of March 11 does not work for me or the Township. Do you have any availability March 4 to 7, March 18 or March 20?

We look forward to hearing from you. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

705.872.8797

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From: Julie Kapyrka <jkapyrka@alderville.ca>
Sent: Thursday, February 15, 2024 1:27 PM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Taynar Simpson <tsimpson@alderville.ca>; Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Aaniin Stephanie,

Thank you for your e-mail. Confirming receipt of the attachments.

As of this morning, we have not yet received the filing fee. If you can confirm that it has been sent out – I suggest we schedule a virtual meeting to discuss this project in more detail.

I am available March 13 – morning or afternoon;
March 14th – morning only.

If either of those dates and times works for your team please send a meeting invite and link asap – as they may not be available for long.

Miigwech.
All the best,

Dr. Julie Kapyrka
Consultation Coordinator



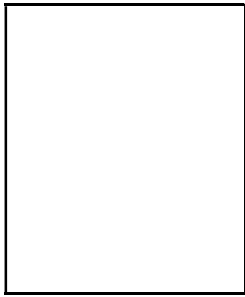
Administration Office
11696 Second Line Rd.
Roseneath, ON K0K 2X0
Office: 905-352-2662
jkapyrka@alderville.ca

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Thursday, February 15, 2024 12:26 PM
To: Julie Kapyrka <jkapyrka@alderville.ca>
Cc: Taynar Simpson <tsimpson@alderville.ca>; Jennifer Charkavi <cao@admastonbromley.com>
Subject: FW: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Good Afternoon, Julie,

We are writing to confirm receipt of the attached, as well as the hard copy of the documents and required fee of \$300. Further, does Alderville First Nation need additional information or plan to provide comments on this file?

We look forward to hearing from you. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

705.872.8797

866.217.7900

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From: Stephanie Reeder

Sent: Thursday, February 1, 2024 2:22 PM

To: Julie Kapyrka <jkapyrka@alderville.ca>

Cc: Taynar Simpson <tsimpson@alderville.ca>; Jennifer Charkavi <cao@admastonbromley.com>

Subject: RE: Township of Admaston/Bromley – Osceola Landfill Expansion (10206-003)

Good Afternoon, Julie,

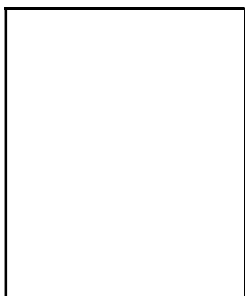
Attached is a letter outlining our request for additional information, based on Alderville First Nation's Consultation Protocol.

Referenced documents are available for download from the following link:

<https://cambium-inc.sharefile.com/public/share/web-sdfff059a096c4abd8d10ce0193ea05d0>

Furthermore, you will be receiving the attached letter by mail, with the required fee of \$300. We have included a USB with the letter which includes all the documents.

We look forward to hearing from you on next steps, once you have reviewed the attached. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

705.872.8797

866.217.7900

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From: Julie Kapyrka <jkapyrka@alderville.ca>
Sent: Monday, January 29, 2024 10:45 AM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Taynar Simpson <tsimpson@alderville.ca>
Subject: Township of Admaston/Bromley – Osceola Landfill Expansion

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Aaniin Stephanie,

Please find attached correspondence.

Miigwech.
All the best,

Dr. Julie Kapyrka
Consultation Coordinator



Administration Office
11696 Second Line Rd.
Roseneath, ON K0K 2X0
Office: 905-352-2662
jkapyrka@alderville.ca



Environmental

Geotechnical

Building Sciences

Construction Quality
Verification

Telephone

(866) 217.7900
(705) 742.7900

Facsimile

(705) 742.7907

Website

cambium-inc.com

Mailing Address

P.O. Box 325,
Peterborough, Ontario
Canada, K9J 6Z3

Locations

Peterborough
Kingston
Barrie
Oshawa

Laboratory

Peterborough



April 22, 2024

Chief Simpson and Council
Alderville First Nation
c/o Consultation Office
11696 Second Line Rd
Alderville ON, K0K 2X0
Email: jkapyrka@alderville.ca

**Re: Follow up items from Consultation Meeting April 10, 2024
Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003**

Dear Chief and Council,

A meeting was held with Julie Kapyrka, Consultation Coordinator of Alderville First Nation (AFN), Jennifer Charkavi, CAO/Clerk of the Township of Admaston Bromley (Township), and Stephanie Reeder of Cambium Inc. (Cambium) on April 10, 2024. During this meeting some items were discussed regarding the proposed expansion of the Osceola site. Specifically, clarification was requested on the following:

1. Appendix B of the Environmental Screening Report (ESR), Natural Environment Checklist for outstanding items.
2. The Breeding Bird Season documented in Table 7, page 33 of the ESR
3. If additional archaeological assessments would be completed on the recently purchased property.

Cambium, on behalf of the Township, offers the following response to these items.

1. There were several items identified in Appendix B, specifically under Natural Environment that were identified to have a potential environmental impact. Of these items the only outstanding item is a whip-poor-will survey that is to be conducted prior to the expansion taking place, in the same year. This survey will be completed, once the approval for expansion is received and prior to any tree clearing, etc.



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April 22, 2024

2. Table 7 (Page 33 of the ESR) referenced the breeding bird season of May 15 to July 15. The breeding bird season in the area of the Site has been confirmed to be Mid-April to Late August. The Township will ensure that all requirements are met under the *Migratory Birds Convention Act*, as well as all applicable regulations (e.g., *Endangered Species Act*, etc.).
3. The lands that were recently purchased by the Township, are to the southwest of the existing property. These lands were purchased for the purposes of Contaminant Attenuation. The lands will be leased to the previous owners for the purposes of pasture (current land use). There are no plans for development of these lands; however, there is a need to install three nest monitoring wells on these lands upon approval of the landfill expansion. The lands are outlined in purple and the three locations for the wells are shown on the attached Figure 3 (provided as part of the Design and Operations Plan).

Due to the urgency of the project timelines and the implications of completing an additional archaeological assessment on recently purchased lands which are leased for agricultural purposes, it is recommended that a construction monitoring approach be taken for the required monitoring wells. It is recommended that an archaeologist be retained to complete test pits and or hand digging in each of the proposed well locations, prior to the start of drilling. This will ensure that any potential artifacts are identified, recovered, protected, and/or documented. Further, the well locations can be adjusted at the recommendation of the archaeologist depending on the findings.

If at any point in the future, development is proposed for these lands, archaeological assessment(s) will be completed prior to development.

We trust this addresses outstanding items from our consultation to date. We would appreciate your comments on our proposed approach to the required groundwater wells.





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April 22, 2024

If you require any further information, or have any additional questions, please contact the undersigned at 705-872-8797 or Jennifer Charkavi, CAO/Clerk of the Township, at 613-432-2885.

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager





















cc. *Jennifer Charkavi, CAO/Clerk, Township of Admaston/Bromley*

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**OSCEOLA LANDFILL
DESIGN AND
OPERATIONS PLAN**
Township of Admaston/Bromley
Part Lots 18 and 19,
Concession III
Geographic Township of Bromley

(135.94) Groundwater Elevation (masl)
January 2022

-  Overburden Monitoring Well
-  Bedrock Monitoring Well
-  Drive Point
-  Proposed Multi-Level Well
-  Surface Water Sample Location
-  Former Surface Water Sample Location
-  Groundwater Contour
January 2022
-  Dam
-  Minor Road
-  Watercourse, Permanent
-  Watercourse, Intermittent
-  Lot/Concession
-  Unevaluated Wetland
-  Wooded Area
-  Site Boundary (37 ha)
-  Township Owned Lands (17.7 ha)
-  Lands or Groundwater Rights Required
(8.654 ha)
-  Estimated Existing Limit of Waste
(1.4 ha)
-  Approved Limit of Waste (1.74 ha)
-  Groundwater Flow Direction
January 2022

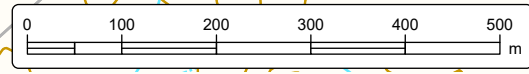
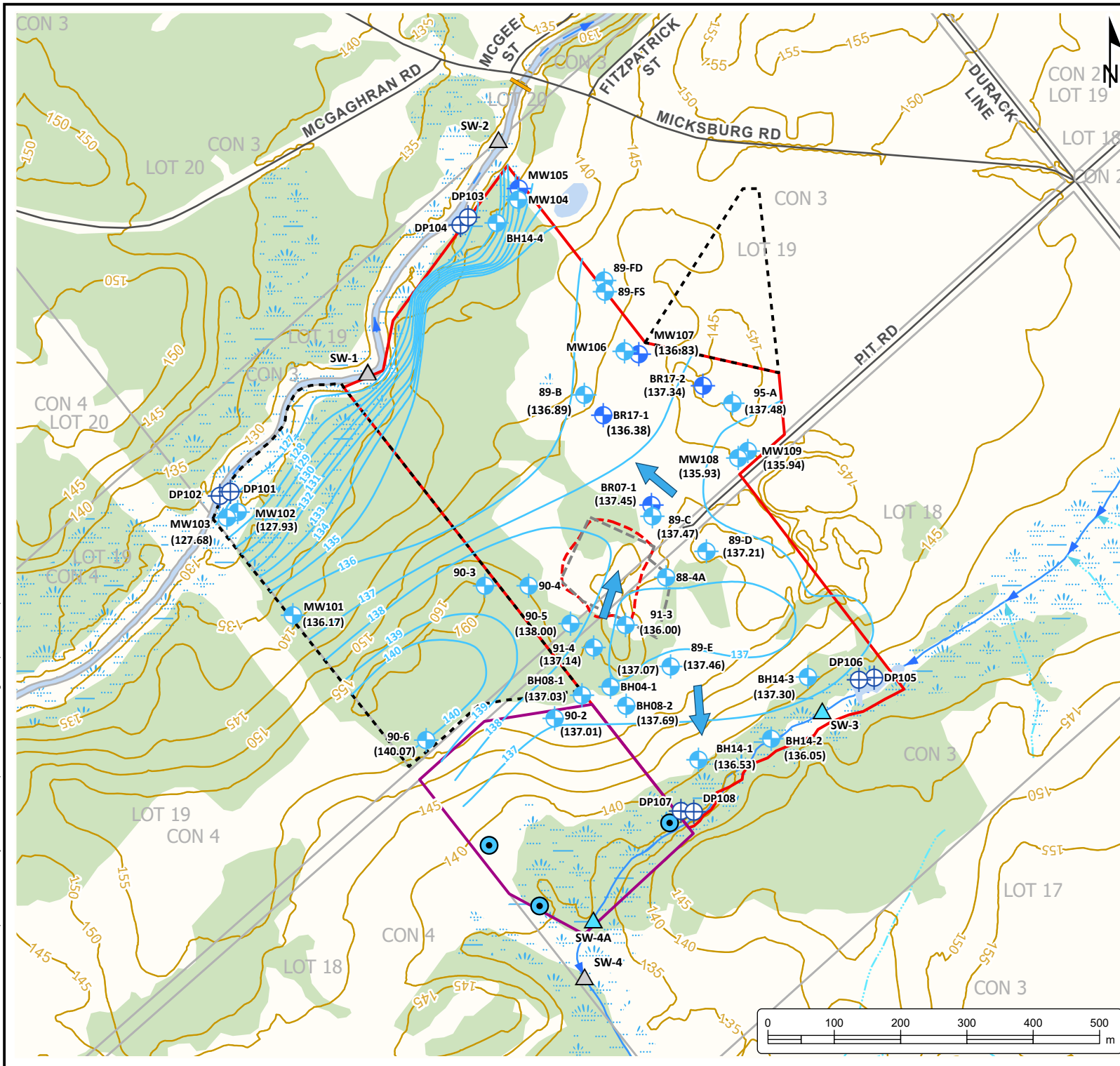
Notes:
 - Features on map are Produced under License with the Ontario Ministry of Natural Resources and Forestry @King's Printer for Ontario, 2022
 - Distances on this plan are in metres and can be converted to feet by dividing by 0.3048
 - Cambium Inc. makes every effort to ensure this map is free from errors but cannot be held responsible for any damages due to error or omissions. This map should not be used for navigation or legal purposes. It is intended for general reference use only.



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MONITORING LOCATION PLAN

Project No.:	10206-003	Date:	June 2023
		Rev.:	March 2024
Scale:	1:8,000	Projection:	NAD 1983 UTM Zone 18N
Created by:	TLC	Checked by:	SNR
		Figure:	3



©GISMAX/10206-003 Top of Admaston-Bromley - Osceola Landfill Expansion/2023-06-20 - Design and Operations Plan.aprx



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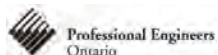
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April 18, 2024

Chief Simpson and Council
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**Re: Follow up items from Consultation Meeting April 10, 2024
Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003**

Dear Chief and Council,

A meeting was held with Julie Kapyrka, Consultation Coordinator of Alderville First Nation (AFN), Jennifer Charkavi, CAO/Clerk of the Township of Admaston Bromley (Township), and Stephanie Reeder of Cambium Inc. (Cambium) on April 10, 2024. During this meeting some items were discussed regarding the proposed expansion of the Osceola site. Specifically, clarification was requested on the following:

1. Appendix B of the Environmental Screening Report (ESR), Natural Environment Checklist for outstanding items.
2. The Breeding Bird Season documented in Table 7, page 33 of the ESR
3. If additional archaeological assessments would be completed on the recently purchased property.

Cambium, on behalf of the Township, offers the following response to these items.

1. There were several items identified in Appendix B, specifically under Natural Environment that were identified to have a potential environmental impact. Of these items the only outstanding item is a whip-poor-will survey that is to be conducted prior to the expansion taking place, in the same year. This survey will be completed, once the approval for expansion is received and prior to any tree clearing, etc.



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April 18, 2024

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3. Due to the urgency of the project timelines and the implications of completing an additional archaeological assessment on recently purchased lands which are leased for agricultural purposes, it is recommended that a construction monitoring approach be taken for the required monitoring wells. It is recommended that an archaeologist be retained to complete test pits and or hand digging in each of the proposed well locations, prior to the start of drilling. This will ensure that any potential artifacts are identified, recovered, protected, and/or documented. Further, the well locations can be adjusted at the recommendation of the archaeologist depending on the findings.

We trust this addresses outstanding items from our consultation to date. We would appreciate your comments on our proposed approach to the required groundwater wells.

If you require any further information, or have any additional questions, please contact the undersigned at 705-872-8797 or Jennifer Charkavi, CAO/Clerk of the Township, at 613-432-2885.

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

cc. Jennifer Charkavi, CAO/Clerk, Township of Admaston/Bromley

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\AFN\2024-04-15 LTR Osceola Landfill AFN follow up.docx



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February 1, 2024

Chief Simpson and Council
Alderville First Nation
c/o Consultation Office
11696 Second Line Rd
Alderville ON, K0K 2X0
Email: pbeaver@alderville.ca

**Re: Notice of Request to Consult
Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003**

Dear Chief and Council,

Thank you for your initial response following our request for comments dated December 22, 2023. After review of the Alderville First Nation's Consultation Protocol, we would like to provide you with any information necessary to comply with the consultation process. The following information will provide a summary of the proposed activity; further details can be found in the included attachments.

Nature and Scope

The Osceola Waste Disposal Site (WDS) consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

The current approved capacity of the Osceola WDS is 97,500 m³ with an approved site area of 1.74 ha. The WDS is the only active landfill in the Township and has an annual average volume intake of 3,500 m³. From the results of an April 2023 capacity survey, the WDS is nearing its initial approved capacity anticipated closure date of June 2024 (or earlier). The Township is seeking an amendment of the Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint to 2.66 ha and the total waste volume of 178,740 m³. The expansion would allow continued site operation past the original closure date scheduled for 2024.



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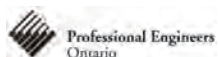
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Timing

The Site currently has a closure date of June 2024, or earlier. Recent information provided by the Township indicated that disposal volumes were higher than average in 2023 and it is expected the approved capacity may be exhausted by March 2024. Expansion operations will need to be conducted prior to this date.

Location

The Site is at the end of Pit Road, on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley. Proposed expansion of the site would be to the south. More detailed information about the current location and site conditions can be reviewed in the following attachments:

- Figure 1 - Site Location Plan
- Figure 2 - Local Topography Plan
- Figure 3 - Existing Site Conditions

Proposed changes to the site can be reviewed in the following attachments:

- Figure 4 - Proposed Final Contours
- Figure 5 - Proposed Development Plan

How the Activity may affect AFN and its Traditional Territory

An Environmental Screening Report (ESR) was published in 2013 detailing any potential impacts that site expansion and operation may have on the environment as well as the surrounding community. This included Stage 1, Stage 2, and Stage 3 Archaeological Assessments completed by the Kinickinick Heritage Consulting from October 2011 through to May 2013. Some high level information from these reports are attached hereto. The final conclusion from the Stage 3 AA indicated: *The results of the Stage 3 excavations fall short of the scientific criteria required to proceed with Stage 4 mitigation. The consultant considers that the Stage 2&3 excavations have sufficiently addressed the cultural heritage value and has no further heritage concerns regarding the Osceola Landfill Expansion. The Osceola Landfill Expansion should be cleared of heritage concern.*



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More information about these assessments can be read in Section 4.7 of the following attachments:

- Environmental Screening Report - Compiled
- Environmental Screening Report Appendix F – Stages 1, 2, & 3 Archaeological Assessment

This is also a resource that details the full assessments conducted to establish responsible and accountable processes for decision making before the project was undertaken.

Roles and Responsibilities

The Township of Admaston/Bromley will be responsible for the continual daily operations of the Osceola Waste Disposal Site. This includes retaining qualified professionals to complete annual monitoring and reporting (required by site approval) to monitor the environmental impacts.

The Consultation Process

Cambium will provide any requested documentation for review and will participate in meetings to further discuss any questions that may arise.

Current Processes and Approvals

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013.

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section, Groundwater and Surface Water Units. Support was recently received from both the groundwater and surface units. Further details can be found within the following attachment:

- Ministry Correspondence

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2013 and 2023, Cambium has



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prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site. The application as well as the DOP can be reviewed in the following attachment:

- ECA Application and DOP

Once you have reviewed the information provided, please let us know if you would like to arrange a meeting to discuss this project. It is requested the initial meeting be virtual or hybrid to accommodate Township staff.

We look forward to hearing from you.

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

SNR/mn

cc. Jennifer Charkavi, CAO/Clerk, Township of Admaston/Bromley

Encl. Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)
Environmental Screening Report
Ministry Correspondence

\\cambiumincstorage.file.core.windows.net\projects\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\AFN\2024-01-30 Follow Up\2024-02-01 LTR Osceola Landfill AFN (FINAL).docx



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SUMMARY OF AA REPORTS

A Stage 1 Archaeological Assessment prepared by Kinickinick Heritage Consulting in October 2011

- Conducted by Kinickinick Heritage Consulting and filed with the Ministry of Culture in September 2011.
- Geographic, land use and historical information for the property and surrounding area was reviewed, the site was inspected, and areas of archaeological potential were identified because of its location on relic shorelines of the postglacial period.
- The Ministry acknowledged that the report has been entered into the Ontario Public Register in a letter dated November 21, 2012.

A Stage 2 Archaeological Assessment prepared by Kinickinick Heritage Consulting in July 2012

- January 2012 contracts Ken Swayze of Kinickinick Heritage Consulting to carry out a Stage 2 archaeological assessment of a parcel of land where the expansion of the Osceola landfill was planned.
- A Stage 2 archaeological assessment is a field test to determine if archaeological material is present or absent in the expansion area.
- This fieldwork stems from recommendations made in a Stage 1 assessment that attributed archaeological potential to the expansion area because of its location on relic shorelines of the postglacial period.
- The method used to assess the expansion area was test pit survey at 5 m intervals. About 300 test pits were excavated and 24 of them were positive for artifacts.
 - In total, 39 artifacts were recovered; however, only one artifact occurred in most test pits—only three produced four specimens; one contained three artifacts; and four produced two artifacts each.



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- The artifacts are all made of stone, mostly metamorphic in origin and composed largely of grains of quartz and feldspar. However, three specimens are of chert, which in the Ottawa Valley are usually only found in archaeological contexts on modern shorelines. The origin of these cherts is unknown at present; however, they do not appear to be exotic materials; the BjGf-A cherts were probably acquired locally from pebbles in till or outwash, rather than from a nodule or layer in limestone bedrock.
- Except for a thin chert flake fragment from test pit 18, the artifact collection, in general, can be classed as “pebble tools” made up of 22 pieces of detritus, 6 cores, and 11 minimally modified, or retouched, pieces.
- There was 5 non-diagnostic artifacts—including two chert pieces—in the 10 x 10 m area that contains both test pit 7 and 24; and, there is also a total of 5 non-diagnostic in the 10 x 10 m area around test pits 3 and 9. According to the first criterion, further Stage 3 work will be required for 3 to 5 m around each of these test pits.
- The results of Stage 2 assessment at the landfill expansion do not, technically, warrant further Stage 3 work—for the three pieces of chert found do not appear to be exotic and there are no Palaeo-Indian or Early Archaic period diagnostic artifacts present.
- However, since the artifact collection is associated with Early Archaic relic shorelines, the artifacts were probably made and used in that period; and, as noted above, chert artifacts of any kind are rarely encountered in the Ottawa Valley in areas removed from existing modern shorelines.
 - For these reasons, there may be justification for additional Stage 3 excavation around test pit 18, where the third chert piece was found.
- The Ministry of Culture points out: “when determining whether archaeological sites require Stage 3 assessment, bear in mind that Aboriginal communities may have an interest in the identification of all Aboriginal archaeological sites”



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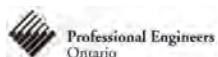
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and “early engagement with relevant Aboriginal communities is strongly recommended.”

Comments were provided from your Algonquins of Ontario on the Stage 2 AA in October 2012. Refer to PDF Page 346, 347 of the Environmental Screening Report. Comments have also been appended to the end of Appendix F for ease of reference. AOO was supportive of the recommendation for a Stage 3 AA.

Stage 3 Archaeological Assessment prepared by Kinickinick Heritage Consulting in May 2013

- In the fall of 2013 Kinickinick Heritage Consulting was hired to carry out a Stage 3 archaeological assessment, of BiGf-x, at the Osceola Landfill Expansion
- A Stage 3 assessment is a site-specific test excavation to obtain a representative artifact sample and learn the nature and cultural affiliation of the archaeological deposit. The purpose is to evaluate the cultural heritage value and interest to determine if Stage 4 mitigation is required.
- The Stage 3 excavations entailed placing a grid of 1m units, aligned with the pine rows, around each chert-bearing test pits. Units were excavated by hand with shovels and masonry trowels, using arbitrary 10 cm levels as horizontal controls. The back dirt was passed through a 6mm mesh and the screen examined closely. A total of 19 m² were excavated: 5 around TP18; 7 around TP7 and 7 around TP24.
- No archaeological material was observed around TP18. However, 69 stone artifacts were recovered from the northern excavations: 34 around TP7 and 35 around TP24. The artifact collection consists of expedient stone tools called “pebble tools” or “cobble tools”, after the form of the raw material. Expedient tools were used for seconds or minutes and then discarded when dull or broken. This lithic reduction strategy is commonly adopted by stone-age societies to carry out mundane tasks when there is an abundant source of stone material at hand.



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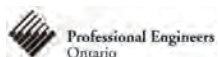
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- Although the discovery of chert precipitated the Stage 3 excavations, no further examples of that material were obtained. The most common stone material was granite and gneiss, pegmatite, and schist, that together account for 72.5% of the raw material. There were also 5 quartz; 11 limestone; and some slate, sandstone, and siltstone.
 - Deposits like this are a result of temporary camps, small workshops, or the accumulation of harvesting, or foraging, over time. There are no chronologically diagnostic artifacts present to date the deposit
- Over time the upper 60 cm must have experienced disturbance from up-rooted trees. No organic materials or cultural features were observed. The frequency and density of artifacts is low. No human remains or burials were observed.
- In terms of cultural historical value, BjGf-x provides some information to advance our knowledge of settlement patterns during the early postglacial period and provides a glimpse into the material culture of the time. However, despite its rarity and age, the scientific value of BjGf-x is compromised by: poor depositional integrity, lack of organic and cultural feature preservation, low artifact productivity, and absence of diagnostic artifacts.
- No test units at BjGf-x contained 10 or more artifacts. Although some test units contained 5-9 artifacts, no diagnostic artifacts were included. No Aboriginal ceramics were found. No subsurface cultural features were observed. Although 3 chert flakes were collected during Stage 2 test pit survey, none was recovered from the Stage 3 excavations.
- Given that the results of the Stage 3 excavations fall short of the scientific criteria required to proceed with Stage 4 mitigation, the consultant considers that the Stage 2&3 excavations have sufficiently addressed the cultural heritage value and interest of BjGf-x and he has no further heritage concerns regarding the Osceola Landfill Expansion. The Osceola Landfill Expansion should be cleared of heritage concern.

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Chief: Taynar Simpson
Councillor: Dawn Marie Kelly
Councillor: Lisa McDonald
Councillor: Nora Sawyer
Councillor: Jason Marsden

VIA E-MAIL

January 29, 2024

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
Cambium Inc.
194 Sophia Street
Peterborough, Ontario K9H 1E5
(705) 872-8797
stephanie.reeder@cambium-inc.com

Dear Stephanie Reeder,

RE: Township of Admaston/Bromley – Osceola Landfill Expansion

I would like to acknowledge receipt of your correspondence, which was received December 21, 2023, regarding the above noted project.

As you may be aware, the area in which your project is proposed is situated within the Traditional Territory of Alderville First Nation. Our First Nation's Territory is incorporated within the Williams Treaties Territory and was the subject of a claim under Canada's Specific Claims Policy, which has now been settled. All 7 First Nations within the Williams Treaties have had their harvesting rights legally re-affirmed and recognized through this settlement.

In addition to Aboriginal title, Alderville First Nation rights in its Reserve and Traditional Territory and/or Treaty Territory include rights to hunt, fish and trap, to harvest plants for food and medicine, to protect and honour burial sites and other significant sites, to sustain and strengthen its spiritual and cultural connection to the land, to protect the Environment that supports its survival, to govern itself, sustain itself and prosper including deriving revenues from its lands and resources, and to participate in all governance and operational decisions about how the land and resources will be managed, used and protected.

Alderville First Nation is requiring a File Fee for this project in the amount of \$300.00. This Fee includes administration, an initial meeting, project updates as well as review of standard material and project overviews. Depending on the number of documents to be reviewed by the Consultation Department, additional fees may apply. **Please make this payment to Alderville First Nation and please indicate the project name or number on the cheque.**

Proudly working together to build a prosperous and healthy environment that promotes independence, honours and respects our values, and enhances our way of life.

If you do not have a copy of Alderville First Nation's Consultation Protocol, it is available at: alderville.ca/wp-content/uploads/2017/02/AFNProtocol2.pdf. Please note that the mapping in this document needs updating to reflect the Williams Treaties First Nations Settlement Agreement 2018.

In order to assist us in providing you with timely input, please provide us with a Notice of Request to Consult containing relevant information and material facts in sufficient form and detail to assist Alderville First Nation to understand the matter in order to prepare a meaningful response. Guidance for giving notice can be found on pages 11-12 of our Consultation Protocol. Based on the information that you have provided us with respect to the notice of the **Township of Admaston/Bromley – Osceola Landfill Expansion**, Alderville First Nation may require a mutual agreement to establish a special consultation process for this project. After the information is reviewed it is expected that you or a representative will be in contact to discuss this matter in more detail and possibly set up a date and time to meet with Alderville First Nation in person.

Although we have not conducted exhaustive research nor do we have the resources to do so, there may be the presence of burial or archaeological sites in your proposed project area. Please note, that we have particular concern for the remains of our ancestors. Should excavation unearth bones, remains, or other such evidence of a native burial site or any other archaeological findings, we must be notified without delay. In the case of a burial site, Council reminds you of your obligations under the *Cemeteries Act* to notify the nearest First Nation Government or other community of Aboriginal people which is willing to act as a representative and whose members have a close cultural affinity to the interred person. As I am sure you are aware, the regulations further state that the representative is needed before the remains and associated artifacts can be removed. Should such a find occur, we request that you contact our First Nation immediately.

Furthermore, Alderville First Nation also has available, trained Archaeological Liaisons who can actively participate in the archaeological assessment process as a member of a field crew, the cost of which will be borne by the proponent. Alderville First Nation expects engagement at Stage 1 of an archaeological assessment, so that we may include Indigenous Knowledge of the land in the process. We insist that at least one of our Archaeological Liaisons be involved in any Stage 2-4 assessments, including test pitting, and/or pedestrian surveys to full excavation.

Although we may not always have representation at all stakeholders' and rights holders' meetings, it is our wish to be kept apprised throughout all phases of this project.

Should you have further questions or if you wish to hire a liaison for a project, please feel free to contact Julie Kapyrka, Consultation Coordinator, at 905-352-2662 or via email at jkapyrka@alderville.ca .

Yours sincerely,



Chief Taynar Simpson
Alderville First Nation

ALDERVILLE FIRST NATION CONSULTATION PROTOCOL



APRIL 2015

Alderville First Nation Consultation Protocol

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Preamble

Alderville First Nation (AFN), as a part of the Anishinabeg, have a long history in this region of Ontario, dating back centuries through the Anishinabeg migrations to the Great Lakes to the subsequent occupation of Southern Ontario at the beginning of the 18th century. Since *The Great Peace of Montreal* in 1701 to the present, AFN and its ancestors have been a party to events in Southern Ontario that have helped make the province what it is. With the ratification of the 1763 Royal Proclamation at Niagara in 1764, to the early treaties of the 1780s along the Lake Ontario frontier, and the Williams Treaties of 1923, AFN has evolved along with this history and today proudly resides on the territory it has known consistently as home for over 7 generations.

AFN members are the caretakers of our Traditional Territory as described herein, and possess Aboriginal and Treaty rights over lands and resources within our Traditional Territory.

Whereas AFN has asserted these rights against the Crown in a claim, which has not yet been settled or otherwise determined;

Whereas section 35 of the Constitution Act, 1982 recognizes and affirms the existing Aboriginal and Treaty rights of the Aboriginal Peoples of Canada, and Canada is a signatory and adherent to the United Nations' Declaration on the Rights of Indigenous Peoples;

Whereas the Supreme Court of Canada has established that Aboriginal Peoples asserting Aboriginal and Treaty rights must be consulted prior to the occurrence of any decisions, conduct or activities that may have an impact on the rights and interests of Aboriginal Peoples;

Whereas AFN is willing to engage in consultations, expects to be consulted, and if appropriate, to be accommodated with respect to any and all decisions, conduct and activities that have the potential to have an adverse effect on our Aboriginal and Treaty rights respecting lands and resources within the AFN Traditional Territory;

Whereas the Crown and private sector parties seeking to carry on activities within AFN Traditional Territory may only do so in accordance with this Protocol and with the free, prior and informed consent of AFN;

Whereas the Crown and/or private sector parties are expected to respect AFN's obligation to honour and abide by our traditions and practices, and to respect the AFN community, the AFN Traditional Territory and future generations;

The following constitutes the Protocol for AFN expected to be followed in letter and spirit for all negotiation, consultation and accommodation of AFN for any proposed



activity that may affect AFN's rights, title and interests in our Reserve lands and Traditional Territory.

1. Purpose and Application

This Protocol sets out AFN's rules, under its laws and its understanding of respectful application of Canadian law, for the process and principles for consultation and accommodation between AFN, the Crown and Proponents, about any Activity that is proposed to occur in AFN's Traditional Territory and/or Treaty Territory or that might cause an Impact to the Environment or Health therein or AFN Rights. AFN expects the Crown and Proponents to respect and abide by this Protocol in all such interactions with AFN.

2. Definitions

- a. **Accommodation** includes measures to be effected in an effort to minimize the impact on AFN and/or to allow AFN to participate in decision making with respect to any Impact within the AFN Traditional Territory; balancing the needs and values of the AFN community.
- b. **Activity** means any Crown Activity or Proponent Activity.
- c. **Canada** means the federal government or the federal Crown, Her Majesty the Queen in Right of Canada.
- d. **Consultation** is a process engaged in between AFN, a Proponent and/or the Crown, in good faith, designed to determine the Impact of proposed Activities on AFN's Traditional Territory, and any corresponding Accommodation arrangements if applicable. Depending on the circumstances, Consultation does not begin until there is an actual written or in limited cases verbal agreement that discussions between the parties constitute consultation pursuant to the meaning of that term as defined by the Supreme Court of Canada.
- e. **Crown** means either or both Canada and Ontario, and any component part of each.
- f. **Crown Activity** means:
 - i. New legislation, regulations, policies, programs and plans that provide authority to or are implemented or to be implemented by the Crown;
 - ii. Changes to legislation, regulations, policies, programs and plans that provide authority to or are implemented or to be implemented by the Crown;



- iii. Issuance, varying, approval, suspension or cancellation of permits, licenses, authorizations, renewals or anything similar, by the Crown;
 - iv. Any unfunded mandate or obligation sought to be imposed by the Crown upon AFN without provision of corresponding adequate resources, financial or otherwise;
 - v. Any failure to act by the Crown where the Crown is obligated to take action to protect or give effect to AFN's Aboriginal or Treaty rights; and,
 - vi. Anything else authorized or undertaken by the Crown.
- g. **Crown Designate** means any person or body appointed by the Crown to be the lead contact on behalf of the Crown for consultation and accommodation with AFN in respect of any Activity.
- h. **Day** means a business day and excludes weekends and statutory holidays.
- i. **Environment** means the components of the Earth, and includes:
- i. land, surface and subsurface water, and air, including all layers of the atmosphere;
 - ii. all organic and inorganic organisms including flora and fauna and humans;
 - iii. the physical, social, economic, cultural, spiritual and aesthetic conditions and factors that affect the physical or socio-psychological health of AFN or any of its members;
 - iv. physical and cultural heritage, including but not limited to any structure, site or thing that is of historical, archaeological, paleontological or architectural significance; and
 - v. any part or combination of those things referred to in paragraph (i) to (iv), and the interrelationships between two or more of them.
- j. **Health** means the physical, spiritual or socio-psychological health of AFN or any of its members.
- k. **Impact** means any adverse effect that any Activity may have on the Environment within or around AFN's Traditional Territory and/or Treaty Territory or any adverse effect on the Health of any AFN member or on the Aboriginal or Treaty rights of AFN or any of its members, including any cumulative impacts arising from combination of Activity or long-term, ongoing, intermittent or repetitive Activity.



- l. **Information** means, to the extent permitted to be disclosed in accordance with applicable law:
- i. Location (including if possible a map of the site of and area of impact of the Activity if applicable), timing, and thorough description of the Activity;
 - ii. a written description of the proposed Activity, if applicable;
 - iii. known or potential Impacts as a result of the Activity;
 - iv. the name and contact information for the Crown Designate;
 - v. the name and contact information of the Proponent, if applicable;
 - vi. all information and documents provided by the Proponent to the Crown in respect of the Proponent Activity, if applicable; and
 - vii. any other information that the Crown and/or Proponent should consider relevant at the sole discretion of AFN.
- m. **Land** means and includes surface, subsurface, minerals, aggregates and all natural resources without limitation.
- n. **Notification** means the initial written notice sent to the AFN Contact by the Crown and/or Proponent, which shall contain meaningful Information in the possession of the Crown and/or Proponent as described below.
- o. **Ontario** means the provincial government or Crown or Queen in Right of Ontario ("Ontario").
- p. **Proponent** means the party (which could include the Crown, a corporation, partnership, sole proprietorship, association, organization, person or the like) that proposes to undertake or is undertaking the Proponent Activity, but excludes any business in which AFN has a majority interest or a business in which AFN has majority control or a majority financial interest.
- q. **Proponent Activity** means any activity pursuant or incidental to anything authorized or ordered by the Crown, or that the Crown is contemplating authorizing or ordering, and does not include any activity of AFN or a member of AFN or a business in which members of AFN have majority control or a majority financial interest which activity AFN has authorized.
- r. **Protocol** means the Alderville First Nation Consultation Protocol.
- s. **Reserve** means Alderville Indian Reserve, Reserve No. 37 and 37A.



- t. **Traditional / Treaty Territory** means the territory shown in Appendices “A”, “B”, and “C”.
- u. **Alderville First Nation (“AFN”)** means the Aboriginal Peoples within the meaning of section 35 of the Constitution Act, 1982, which is a First Nation, and a Band pursuant to the Indian Act.
- v. **AFN Contact** means the person appointed by AFN to whom Notification is sent and who is mandated to ensure that, where applicable, AFN Representative(s) is/are appointed in respect of the particular Activity referred to in the Notification.
- w. **AFN Representative(s)** means the person(s) appointed and authorized by AFN to participate on behalf of AFN in the consultation process in regard to a proposed Activity.
- x. **AFN Rights** means any of AFN or its members' Aboriginal or Treaty rights or the ability to exercise such rights.
- y. **AFN Sustainability** means the ability of AFN to survive and thrive including through a healthy Environment, through good Health of AFN and its members, and through respect for and honouring of AFN Rights and traditions.
- z. **Williams Treaties Signatories** means Chippewas of Rama First Nation, Christian Island First Nation, and Georgina Island First Nation and the Mississaugas of AFN, Curve Lake First Nation, Hiawatha First Nation and Scugog First Nation.

3. Legal Status

- a. No AFN Right may be abrogated nor derogated from through operation of this Protocol other than by proper legal authority of AFN.
- b. Nothing in this Protocol may be construed to limit any Consultation or Accommodation obligations owed to AFN by the Crown or any Proponent.
- c. Notwithstanding anything in this Protocol, AFN retains the right to challenge, by way of judicial review or any other legal or other process, any Activity.
- d. AFN reserves the right to change, expand or alter any individual step or process in the course of any particular Consultation engaged in with the Crown and/or a Proponent(s).



4. Context and General Principles to Guide Consultation and Accommodation

- a. AFN has been home to the Mississauga Anishinabeg of the Ojibway Nation since the mid 1830's. Before that time our people lived in their traditional lands around the Bay of Quinte and elsewhere within our Traditional Territory.
- b. In addition to Aboriginal title, AFN rights in its Reserve and Traditional Territory and/ or Treaty Territory include rights to hunt, fish and trap, to harvest plants for food and medicine, to protect and honour burial sites and other sacred and culturally significant sites, to sustain and strengthen its spiritual and cultural connection to the land, to protect the Environment that supports its survival, to govern itself, sustain itself and prosper including deriving revenues from its lands and resources, and to participate in all governance and operational decisions about how the land and resources will be managed, used and protected.
- c. AFN laws require AFN to preserve and even enhance a mutually respectful relationship with the Environment, to co-exist with Mother Earth and protect this relationship. AFN under its laws has the responsibility to care for its Traditional Territory and/ or Treaty Territory for future generations, to preserve and protect wildlife, lands, waters, air and resources. AFN relies on the health of the Environment in its Traditional Territory and/ or Treaty Territory for its survival. The health of the lands and waters is essential to the continued existence of AFN as a people and it and its members' Health, its culture, laws, livelihood, and economy.
- d. AFN is recognized as a respected and principled steward of the Environment. AFN's input and perspective in any consultation and accommodation process will likely include the use of traditional ecological and cultural knowledge alongside knowledge from western scientific and technical sources.
- e. All decisions about any Activity that might cause an Impact shall be weighed carefully in regard to AFN Sustainability and recoverability of the Environment. AFN has suffered significant adverse effects from development, use and pollution of its Traditional Territory and/or Treaty Territory and from taking and using of parts of its Traditional Territory and/or Treaty Territory including Lands over which it asserts Aboriginal title.



- f. AFN may decide that consideration of cumulative Impacts must be included in any consultation process. Cumulative Impacts include not only those of the Activity combined with other existing projects or Activities or residual impacts from past activities, but with other planned Activities.
- g. It may be necessary for the Crown and/or Proponent to fund cumulative impacts analyses, AFN land use and occupancy studies, participation in environmental and Traditional Knowledge assessment processes and other relevant studies to enable informed decision-making about any Activity.
- h. AFN expects to play a meaningful role in any Environmental Assessment ("EA") or related process, including, if AFN requests, to have a role in establishing the scope and terms of reference for such EAs and to appoint a member to any EA panel review, and to review and comment on environmental impacts statements, and any screening, study or like reports, but EAs and any role that AFN might take in regard to these do not of themselves satisfy the Crown's or any relevant Proponent's duty to consult with and accommodate AFN.
- i. AFN recognizes the need to identify and develop new and appropriate ways through which aboriginal and non-aboriginal parties may create sustainable development opportunities from the resources found within AFN's Traditional Territory and/ or Treaty Territory. AFN's understanding of what is "sustainable" is formed by AFN's traditional knowledge and laws. AFN's laws require AFN to assess an Activity by anticipating its potential effects at least seven generations into the future.
- j. Consultation processes and Accommodation agreements must be designed and implemented with flexibility to reflect the nature and importance of the AFN Right or Health or elements or conditions of the Environment that could be affected by the Activity, and the seriousness of the possible Impact. AFN and only AFN will decide in certain circumstances that it does not require consultation and/or accommodation in respect of an Activity, and it may determine the level of Consultation and Accommodation it considers necessary.
- k. It takes time to make sound decisions that consider all relevant matters, and to build and maintain good relations, and sufficient time must be provided for Consultation with and Accommodation of AFN by the Crown and Proponents.
- l. All parties to the Consultation process are expected to treat each other with respect and act in good faith, in an honest, transparent and open manner.



- m. AFN must be consulted by the Crown and if applicable Proponents from the earliest stages of any contemplated Activity, so that strategic and long-term planning is facilitated, AFN's input must be taken into account in the consideration of relevant alternatives to such Activity (including the alternative of no activity), and in the design of such Activity. This will be a significant benefit to the planning exercise, and greatly reduce the potential for conflict at later stages.
- n. The Crown and if applicable Proponents must always consult with AFN with the intent, and where required by AFN by taking all feasible steps, to accommodate AFN by substantially addressing all of AFN's legitimate concerns about the Activity.
- o. The Crown may delegate aspects of Consultation and Accommodation to the Proponent so long as the Crown maintains an oversight role over the entire process, unless AFN requests otherwise.
- p. Accommodation may generally include, but not limited to:
 - i. Prevention and remediation of Impacts (and where AFN requires as below, by not proceeding with the Activity);
 - ii. mitigation of Impacts;
 - iii. provision for capacity building and other benefits from the Activity;
 - iv. provision of compensation for Impacts and related benefits from the Activity;
 - v. measures to increase AFN's comfort with or trust in the Activity, including community monitoring, community liaison or oversight committees, a role on Proponent's board or other decision-making roles, etc.
- q. The Crown is expected to fund, and/or ensure funding is provided by any relevant Proponent for all the reasonable costs of AFN to participate in a meaningful and informed way in any Consultation process. These costs may be estimated in a workplan and budget provided by AFN.
- r. AFN generally expects Proponents to address Accommodation by entering into an agreement or where necessary multiple agreements with respect to Activities that may result in any Impacts. The Crown is expected to work with AFN when requested to ensure that Proponents meet these expectations.

- s. AFN reserves the right to stop any contemplated Crown or Proponent Activity that would likely have a significant non-compensable Impact.
- t. The Crown must not dispose of or grant to any third party any interest in land that is part of AFN's Traditional or Treaty Territories without AFN's prior free and informed consent.

5. Trigger for Consultations

- a. The duty to consult with AFN is triggered when the Crown contemplates or becomes aware of any Activity.
- b. In addition, AFN expects where possible to engage in Consultation and negotiations for accommodation at the strategic-planning level, including in respect of the following but not limited to:
 - i co-management of resources (eg: fisheries, wildlife protection plans, and the like)
 - ii protection and management of watersheds and ecosystems
 - iii land use planning for broader areas in the Traditional Territory
- c. Unless AFN decides otherwise, if any Activity has begun or is underway before Consultation with AFN has commenced or completed, where the duty to consult is triggered, the Crown and where applicable the Proponent must undertake Consultation with AFN forthwith. AFN expects the Crown to suspend such Activity immediately until such time that, in the process of Consultation, AFN is satisfied in its sole discretion that the Activity may recommence.

6. Giving Notice

- a. The proponent shall communicate its request to consult by issuing a written Notice of Request to Consult by email and letter to the AFN Lands & Resources Department, in a timely manner and in clear, concise and understandable language.
- b. The Notice of Request to Consult shall be provided at an early stage of planning, and as early as possible, prior to undertaking any Activity which affects the rights or interests of AFN in its Traditional Territory.



- c. The Notice of Request to Consult will contain relevant information and material facts in sufficient form and detail to assist AFN to understand the matter in order to prepare a meaningful response. The Notice should contain, at a minimum but not limited to, the following:
- i. The nature and scope of the proposed Activity;
 - ii. The timing of the proposed Activity;
 - iii. The location of the proposed Activity;
 - iv. How the proposed Activity may affect AFN and its Traditional Territory;
 - v. Who will be undertaking the Activity;
 - vi. A description of the proposed consultation process, including intended activities, timelines, expectations and limitations, if any;
 - vii. What documents, including applications, studies, assessments, policies are available to be reviewed which are pertinent to the proposed Activity;
 - viii. What collateral or related processes or approvals are currently underway that affect that Activity, including all processes or applications to government or regulatory bodies, authorities or tribunals;
 - ix. Documentation of any deadlines or filing dates relating to the Activity or the process; and
 - x. Any pertinent names, addresses, and telephone numbers for contacting the relevant decision makers and those assisting with the Activity.
- d. The geographic area of interest and proposed activities shall be mapped and submitted with the Notice of Request to Consult.
- e. As soon as practical, AFN will confirm receipt of the Notice of Request to Consult and will provide contact information for the appropriate AFN representative to whom the Proponent shall henceforth direct all communications.

- f. If a Proponent fails to provide a Notice of Request to Consult to AFN, and this failure is discovered, AFN reserves the right to provide the Crown and/or the Proponent with written notification of the failure and set a time within which the proponent shall comply with this Protocol. No action or inaction on the part of AFN in regard to a Proponent's failure to deliver a Notice of Request to Consult shall be deemed to be a waiver of AFN's right to be consulted. The requirement to provide notice is and remains the obligation of the Crown and/or Proponents.
 - g. AFN will conduct an internal review of all Activity. This may include but is not restricted to external expertise, AFN Chief and Council, meetings with the community, meetings with the other Williams Treaties First Nations and elders, or the use of community focus groups. There may also be site visits as well as visits to the community by the Proponent.
37. AFN reserves the right to assess and levy an application fee on any Proponent who delivers a Notice of Request to Consult, depending upon and proportionate to the nature of the request or the Activity in question.

7. Consultation Process

- a. Based on the information contained in the Notice of Request to Consult, any subsequent communication, exchange of information and/or any other relevant considerations, AFN shall make a determination as to whether to:
 - i. Decline the request to consult, with or without terms or conditions;
 - ii. Defer the request to consult, with or without terms or conditions;
 - iii. Require a meeting with the intention of entering into a mutual agreement to establish a consultation process, which initial meeting shall not constitute consultation in and of itself unless mutually agreed among the parties.
 - iv. Levy an application fee to be paid by the Proponent that is proportionate to the nature and scope of the request to consult and the proposed Activity.
- b. At any initial meeting, the proponent shall, among other things:
 - i. Share their Aboriginal Relationship Policy;
 - ii. Share all project information;
 - iii. Share all known potential impacts;
 - iv. Explain how AFN may benefit from the Activity and how AFN, its members and its Traditional Territory may experience positive change; and



- v. Propose a timetable, potential workplan for engaging in the consultation process and potential budget if possible at the time.
- c. AFN shall communicate its determination in writing to the Proponent. At all times AFN shall endeavour to provide a timely response to any Notice of Request to Consult, as appropriate in the circumstances. However, at no time shall a failure by AFN to respond or to respond within a timeline requested by the Proponent be deemed as declining the request. It is the minimal expectation that the Proponent will follow up on any request after a reasonable period and, if necessary, AFN may request further time to review the relevant notices.
- d. The fact of proper and adequate consultation shall be determined by AFN, in its sole discretion. Where an initial meeting has been requested, no communication nor information exchange shall be deemed to be considered consultation until such time as AFN has accepted and acknowledged consultation or a formal consultation agreement has been reached and is adhered to by the parties. No other action or inaction by AFN shall be deemed to be a waiver of its right to be consulted where appropriate and necessary in accordance with treaty rights, Aboriginal rights, statute, the Constitution Act, 1982 or at common law.
- e. General principles applicable to the Consultation process:
 - i. The Crown and Proponent must disclose all relevant Information to AFN Representatives as it becomes available, throughout the Consultation process.
 - ii. AFN may determine whether it wishes to hold any aspect of Consultation process with the Crown, the Proponent or both, and expects such parties to respect such decisions if they are reasonable.
 - iii. Any party to Consultation processes may involve such experts, lawyers or support persons as are reasonably required.
 - iv. Generally, notes of and correspondence related to all Consultation processes are the responsibility of each respective party.
 - v. Parties to Consultation processes may enter into confidentiality agreements and may agree that all discussions and correspondence pertaining to such processes are confidential to the extent allowed by law.

- vi If AFN requires Accommodation through negotiations with the Proponent, the Crown is expected to, when requested by AFN, assist AFN to ensure that the Proponent engages in such negotiations on reasonable terms and in good faith. AFN expects that the Crown shall not approve the relevant Activity unless and until an agreement with respect to Accommodation is reached between AFN and the Proponent.
- vii. This Protocol and any Accommodation agreements reached in accordance with its terms are without prejudice to the asserted rights, including Aboriginal and Treaty rights asserted by AFN in any court proceeding or otherwise. No other action or inaction by AFN hereunder shall be deemed to be a waiver of AFN's right to be consulted where appropriate and necessary in accordance with its Treaty rights, Aboriginal rights, statute the Constitution Act, 1982 or at common law.

8. Costs

- a. The full cost of entering into meaningful consultation with AFN shall be borne by the Crown and/or the Proponent, including but not limited to the provision of technical and financial resources to AFN. AFN expects that it will not have to bear any costs of the consultation process.
- b. In order to defray its costs of reviewing a Notification and/or working with the Crown and/or a Proponent(s) to development a consultation process agreement, AFN reserves the right to levy an application fee depending upon and proportionate to the nature of the request or the Activity in question.
- c. All parties must work to foster and enhance efficiency and reduce costs where agreed upon, without detracting from the process and the ability of the parties to obtain independent professional and technical advice and impact assessments.

9. Confidentiality

- a. AFN records, data and traditional knowledge gathered or recorded is the sole property of AFN. Any Proponent requiring review of such information shall be required to enter into a confidentiality agreement prior to reviewing any documentation.
- b. All information collected by AFN may, at its sole discretion, be shared with the Proponent, subject to entering into a confidentiality agreement and to lawyer-client privilege if applicable.



10. Accomodation

- a. Any Consultation under this Protocol shall be undertaken in good faith. It is expected that the Proponent will be open to changing the original Activity based on the concerns or views expressed during the Consultation phase. Any decisions as to whether Accommodation is necessary shall be decided collaboratively by the Proponent, the Crown and AFN, in the spirit of reconciliation.
- b. If, based on the Consultation, a decision is made to allow the Activity to proceed, the Accommodation of AFN's interests shall be achieved through the negotiation of a mutually beneficial agreement or series of agreements as between the affected parties, which agreement or agreements shall contain provision for future impact monitoring and which shall be binding on any related entities, successors or assigns of the Proponent.
- c. The Proponent shall bear all costs of the negotiation and agreement process.
- d. Any Accommodation agreement shall, at a minimum, ensure that:
 - i. AFN receives timely updates and follow-ups;
 - ii. The Crown or Proponent provides regular progress reports and notice of any proposed changes to the Activity;
 - iii. Provision is made to adjust for or re-open negotiations for any cumulative or indirect Impact that may arise in the course of carrying out or completion of the Activity;
 - iv. AFN is provided with any updates to the Proponent's Aboriginal Relationship Policy.

11. Dispute Resolution

- a. Any dispute as between the parties in the negotiation of a Consultation agreement shall be referred to alternative dispute resolution as follows:
 - i. The matter shall be put forth to a designated representative of AFN and a senior representative of the Proponent for a negotiated resolution.

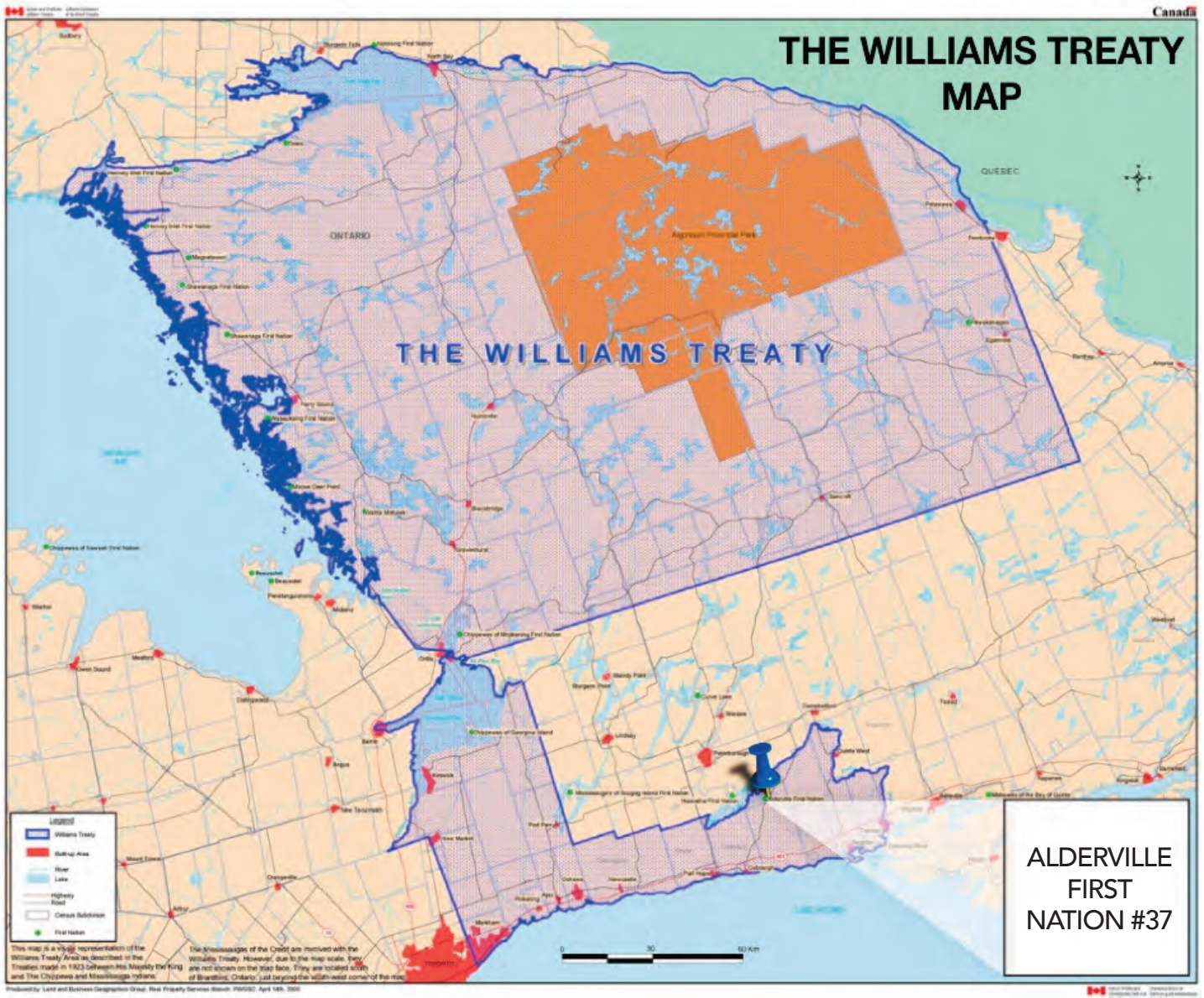
- ii. If the AFN representative and senior representative of the Proponent are unable to reach a negotiated resolution within an agreed upon or otherwise reasonable time, the matter shall be referred to mediation. The mediator shall be an individual mutually agreed upon by the parties. The mediator shall attempt to reach a mediated resolution within 60 days of the date of conduct of the mediation or such other time period as may be agreed among the parties.
- iii. If the parties are unable to agree to a mediator or if they are unable to reach a resolution as a result of mediation, then, the matter shall be referred to arbitration. The arbitration body shall be composed of one person, if the parties are able to agree to one person; if not, then, each party shall name one arbitrator and the two shall name a third impartial arbitrator. The arbitrator(s) shall make a decision on the dispute within 90 days of the date of conduct of the mediation or such other time period as may be agreed among the parties.
- iv. In the event of an issue arising that requires either mediation or arbitration, it is expected that the Crown will be a party to and shall actively participate in the process. Where the Crown, either federally, provincially or both as appropriate, fails or refuses to participate, it will be up to AFN or the Proponent jointly or severally to determine whether to proceed with alternative dispute resolution or to refer the matter to the appropriate court for an order requiring Crown participation.
- v. The Proponent shall bear all costs of dispute resolution.



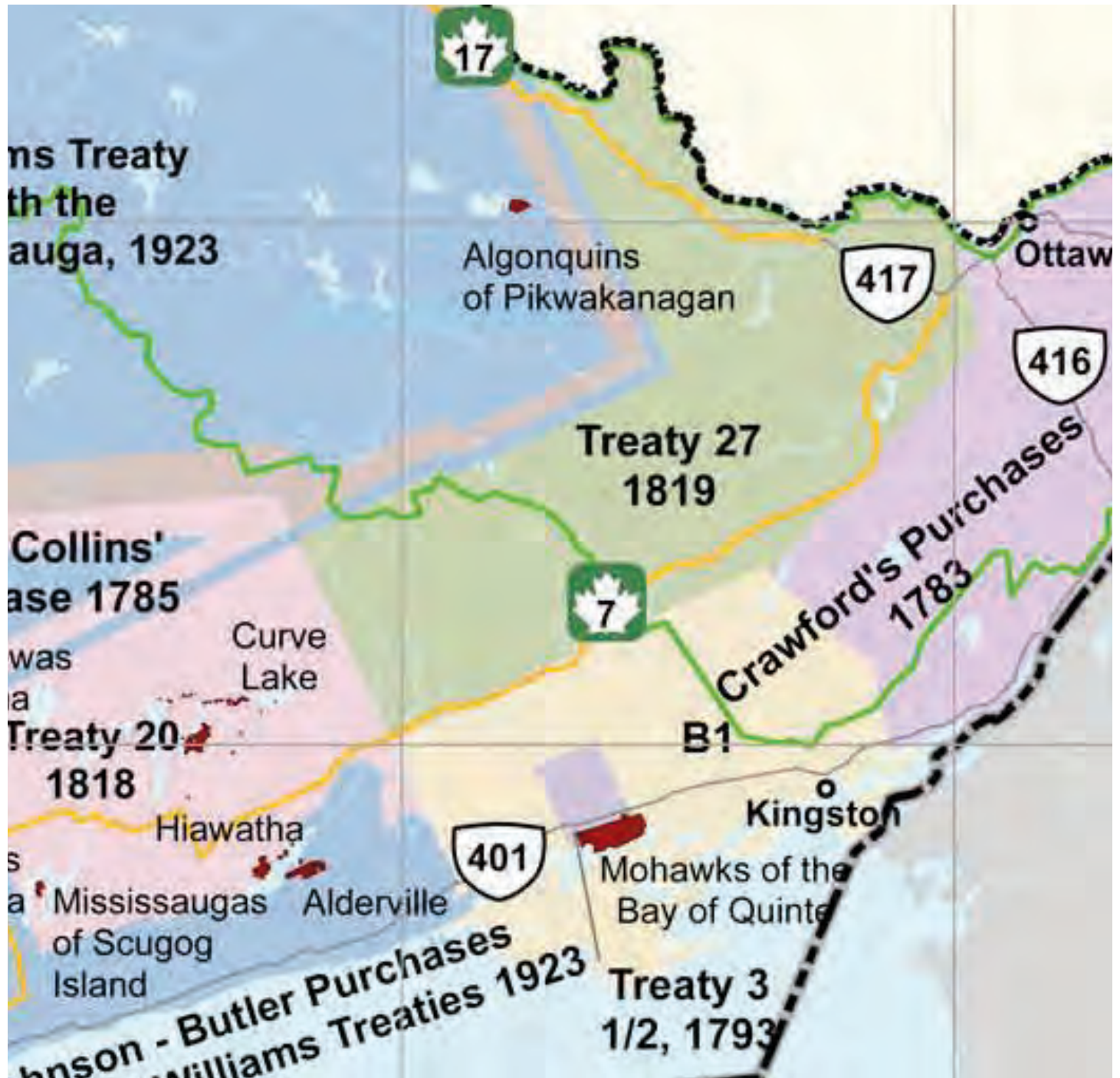
12. Primacy of this Protocol

- a. This Protocol shall apply to all situations giving rise to the requirement to provide notice to or consult with AFN, including situations involving any other First Nation parties in a consultation or request for consultation, notwithstanding the existence of any other consultation standards or protocols that may apply to such consultations or communication.
- b. This Protocol shall apply unless and except it is expressly waived, in writing, by AFN in its sole discretion.
- c. This Protocol applies to Proponents who have not already entered into any agreements with AFN in relation to Consultation or Activity affecting AFN Traditional Territory and any other lands added to the AFN.
- d. Proponents who have already entered into agreements with AFN, including but not limited to a memorandum of agreement and/or a Consultation agreement, are exempt from the application of this Protocol with respect to the terms and conditions prescribed by said agreement unless otherwise mutually agreed.
- e. AFN reserves the right to amend this document from time to time as needed.
- f. The duty to consult legislation also applies to AFN.

Appendix A - Map of The Williams Treaties Lands



Appendix B - Map of Treaty No. 27 Land



Appendix D - Working Budget

Budget

This Budget will be utilized for consultation purposes only. This consultation protocol budget may be subject to change depending on the project. A completed budget will be approved by the AFN and the proponet.

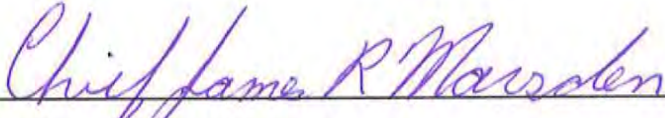
Consultation Budget

Item Description	Expected Cost	
Administrative Expenses	Copying fees, postage, long distance fees, percentage overhead for AFN administration	
AFN Representative fees / Per Diems	Salary recovery, fee, or per diem for each AFN representative (itemize separately)	
AFN Representative Expenses	Travel and other expenses	
Consultation / Negotiation Meetings	Meeting rooms, refreshments, etc (list for each projected consultation meeting)	
Community Meetings Expenses	Copying and dissemination of material, meeting rooms, refreshments, elder or other honoraria (list for community meeting)	
Internal Technical Advisor/ Expert Fees	Describe which kinds of AFN technical advisors/experts required, their deliverables and their fees	
Internal Technical Advisor/ Expert Expenses	Travel and other expenses	
Outside Technical Advisor/ Expert Fees	Describe which kinds of outside experts or technical advisors required, their deliverables and their fees	

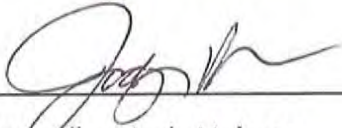
Item Description	Expected Cost	
Outside Technical Advisor/ Expert Expenses	Travel and other expenses	
Legal Fees	Describe type of work required and fees for consultation	
Legal Expenses	Travel and other expenses	



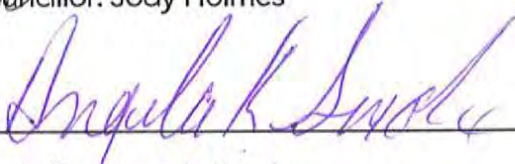
We, the Alderville First Nation Chief and Council, have adopted this Consultation Protocol as of April 10, 2015.



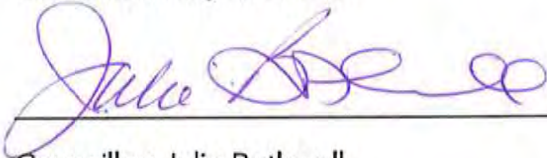
Chief: James Marsden



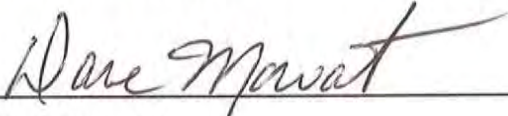
Councillor: Jody Holmes



Councillor: Angela Smoke



Councillor: Julie Bothwell



Councillor: Dave Mowat

Contact:
Alderville First Nation Administration Offices
11696 Second Line
Roseneath, ON
K0K 2X0
Mainline: (905)-352-2011
Fax: (905)-352-3242

Consultation Department
Mainline: (905)-352-2662



NOTES







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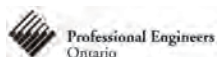
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December 21, 2023

Chief Simpson and Council
Alderville First Nation
c/o Consultation Office
11696 Second Line Rd
Alderville ON, K0K 2X0
Email: pbeaver@alderville.ca

Re: Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003

Dear Chief and Council,

Cambium Inc., on behalf of the Township of Admaston/Bromley (Township), wishes to provide you with the following notice regarding the Environmental Compliance Approval (ECA) amendment for Waste Disposal Site (WDS) for the expansion of the Osceola WDS, which is being completed in accordance with the Environmental Assessment Act (EAA). The Osceola Waste Disposal Site consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

The current approved capacity of the Osceola Waste Disposal Site is 97,500 m³ with an approved site area of 1.74 ha. The WDS is the only active landfill in the Township with an annual average volume intake of 3,500 m³. The WDS is nearing its approved capacity, with an anticipated closure date of June 2024. The Township is seeking an amendment of the Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint to 2.66 ha and the total waste volume of 178,740 m³.

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013.



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December 21, 2023

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section. Support was recently received from both the groundwater and surface units of the Technical Support Section.

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site.

Attached to this letter is the Application to Amend ECA A411802 and supporting documentation. The Township would like to invite you to provide any comments you may have with respect to the amendment of ECA No. A411802 to expand the Osceola Waste Disposal Site. Comments may be submitted in writing to:

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
Cambium Inc.

194 Sophia Street
Peterborough, Ontario K9H 1E5
(705) 872-8797

stephanie.reeder@cambium-inc.com

It would be appreciated if comments could be provided within six weeks of the date of this letter. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.





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December 21, 2023

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

SNR/mn

cc. *Jennifer Charkavi, CEMC, AOMC, Dipl.M.A., CAO/Clerk, Township of Admaston/Bromley*

Encl. *Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)*

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\2023-12-21 LTR Osceola Landfill AFN (FINAL).docx





Appendix B
Algonquins of Ontario Correspondence



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April 15, 2024

Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101
Pembroke, Ontario K8A 8R6

Via Email only

Attn: Haleigh Cox
Project Consultation Advisor

Re: Application to Amend Waste Environmental Compliance Approval (ECA) No. A411802 for the Osceola Waste Disposal Site (WDS) on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola (AOO File BP 74), Cambium Reference: 10206-003

Dear Haleigh,

Thank you for providing comments from Algonquins of Ontario (AOO) Consultation Office dated April 9, 2024. As a follow up, Cambium Inc. (Cambium) on behalf of the Township of Admaston-Bromley (Township), wanted to provide additional details related to the groundwater and surface water trigger mechanisms proposed for the Site. The trigger mechanisms are outlined in the *Design and Operations Plan, Osceola Waste Disposal Site* (Cambium, 2024). It is anticipated these triggers will be approved by the Ministry of the Environment, Conservation and Parks (MECP) in the amended Environmental Compliance Approval (ECA) for the expanded site. The steps for groundwater trigger are similar to surface water trigger but do vary some. The trigger mechanisms are as follows.

4.5.1 Groundwater Compliance

Site specific triggers and contingency plans have been developed for the Site. These are based on the Ministry Reasonable Use Concept (RUC) criteria for groundwater (MOEE, 1994). The Ministry Reasonable Use Policy states that, in accordance with the appropriate criteria for particular uses, a change in quality of the groundwater on an adjacent property will be accepted only as follows:



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April 15, 2024

The quality cannot be degraded by an amount in excess of 50% of the difference between background and the Ontario Drinking Water Standards (ODWQS) for non-health related parameters and in excess of 25% of the difference between background and the ODWQS for health related parameters. Background is considered to be the quality of the groundwater prior to any man made contamination.

Ministry Procedure B-7-1

The maximum concentration of a particular contaminant that is considered acceptable in the groundwater beneath an adjacent property is calculated in accordance with the following relationship:

$$C_m = C_b + x (C_r - C_b)$$

Where,

C_m is maximum concentration accepted

C_b is background concentration

C_r is maximum concentration permitted in accordance with the ODWQS

x is a constant that reduces the contamination to a level that is considered by the Ministry to have a negligible effect on water use (i.e., 0.5 for non-health related parameters and 0.25 for health-related parameters)

RUC values shall be calculated for all analytical parameters (that have an associated ODWQS criteria) using the median value of the background concentration (C_b) from a minimum of the previous five sampling events. The maximum allowable concentration (C_m) of any particular parameter was calculated using the background concentration of that parameter from a monitor up-gradient of the Site, the designated ODWQS value for that parameter, and a constant that reflects whether the parameter is health or aesthetic-related as defined by the ODWQS. Where background concentrations were less than the laboratory reportable detection limit (RDL), the RDL was used as the background value. The calculated C_m values for the site were set as the RUC values. Where a background value exceeded the ODWQS value, the C_b value was set as the RUC value.



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The RUC values are calculated for the Site using the historical background water quality from monitoring well 90-6. RUC values shall be calculated for all parameters in the monitoring program which have an ODWQS associated with them, including 1,4-Dichlorobenzene. The following compliance monitors will be compared against the RUC criteria:

- North: 90-6, MW101, MW102, MW103, MW104, MW105, DP101, DP102, DP103, DP104, 89-FS/D, MW106, MW107, 95-A, BR17-2, MW108, MW109
- South: DP105, DP106, DP107, DP108, 14-1, 14-2, 14-3, three proposed multi-level wells

Given the natural variability of water chemistry, a trigger mechanism is proposed that will provide early warning of unacceptable impacts at the compliance boundaries. The proposed trigger mechanism should be the exceedance of 75% of the RUC for two or more of the tested parameters, at the compliance locations, on three consecutive occasions.

If a trigger situation occurs, the following contingency actions should be initiated:

1. Immediately notify the Township of the third occurrence and initiate verification sampling.
2. Confirm the water quality analytical results through the collection and analysis of a minimum of two additional samples from the background monitoring well and the monitoring well location(s) in non-compliance.
3. Assess other potential sources of impact and/or confirm landfill-derived impact.
4. Assess the need for additional monitoring locations down-gradient of the waste pile and/or the need for analyses of additional parameters to better assess RUC compliance. This should consider residential sampling down-gradient of the suspected impacts, if applicable (north), implementation of surface water sampling of the Snake River, if applicable (north), and/or PFAS testing. Historical monitoring programs should be referenced for comparative purposes.



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5. Report the results of steps 2 to 4 to the Township. If the verification sampling does not indicate persistent exceedance of the RUC, the groundwater sampling program should continue as scheduled. However, if the above actions confirm non-compliance with the RUC, the potential remedial measures listed in Section 4.5.1.1, should be reviewed and discussed by the Township, the Township's consultants, and the Ministry, and the most appropriate measure taken. The scheduling of these discussions should occur within six months from the original trigger occurrence. The discussions should define the optimum course of action and review the remedial measure alternatives available to the Township at that time.

4.5.1.1 POTENTIAL GROUNDWATER REMEDIAL MEASURES

If the exceedance of the trigger limits is confirmed at the property boundary, remedial measures to limit the off-site migration of leachate-impacted groundwater may include, but not be limited to:

1. Acquisition of additional land or groundwater rights to extend the contaminant attenuation zone (CAZ).
2. Application of a low-permeability cover material to reduce infiltration through the waste fill areas that have reached final contours.
3. Installation of a leachate collection system consisting of purged wells and/or collection pipes located at the periphery of the operational area.

4.5.2 Surface Water Compliance

The Surface Water Trigger Mechanism is a prescribed process that provides an alert to the landfill operator and owner of potential impacts to the surface water systems from landfill leachate. The objective of the Surface Water Trigger Mechanism is to ensure the surface water quality is suitable for its down-gradient and downstream beneficial uses and to determine the degree to which the waste disposal site operations are impacting the quality of the surface water at some defined point down-gradient and downstream from the Site. Surface water use down-gradient and downstream of the Site are understood to be primarily for



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April 15, 2024

recreation and aquatic habitat. The following trigger mechanism is recommended for the Osceola waste disposal site.

Surface water trigger points are generally at any point where surface water impacts due to landfilling operation are likely to occur. The surface water sampling location SW-4A was chosen as the primary trigger sampling point due to its downstream and down-gradient location. This location is expected to provide sufficient water volumes to permit sampling and analysis during all monitoring events. Furthermore, the conceptual site model indicates there is a potential for groundwater to discharge to the Behm Mulligan Drain. As such, BH14-1, newly installed wells up-gradient of the Behm Mulligan Drain, DP105, DP106, DP107, and DP108 are included in the Surface Water Trigger Mechanism.

A trigger exceedance for the surface water regime for the Site is defined as:

- the numerical elevation of an analytical parameter at surface water station SW-4A and/or drive-point piezometers BH14-1, newly installed wells up-gradient of the Behm Mulligan Drain, DP105, DP106, DP107, and DP108 greater than the PWQO criteria, the Canadian Water Quality Guideline (CWQG) criteria for chloride, boron, and nitrate, or the British Columbia Approved Water Quality Guidelines: Aquatic Life, Wildlife, & Agriculture (BCMOE) criteria for sulphate;
- if the historical concentration at surface water station SW-3 is greater than the trigger criteria, greater than the historical background concentration at surface water station SW-3; or
- where trigger limit does not exist (as defined above), the exceedance greater than the historical background will be used as a trigger.

The historical background water quality is defined by 75th percentile of a parameter's upstream historical database, not including the current monitoring year. The downstream water quality concentrations of the given monitoring year are compared to 75th percentile concentrations. The 75th percentile concentrations for the upstream sampling locations are regenerated each year



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April 15, 2024

based on the water quality results obtained from the on-going surface water monitoring program.

Three consecutive exceedances for any specified trigger parameter at any trigger locations, should they be caused by the Site, will trigger the conductance of a detailed surface water/biological study to determine if the trigger exceedance is causing acceptable or unacceptable quality/biological impacts on the receiving watercourse (e.g., benthic monitoring, toxicity testing, etc.). This study will occur within 12 months of the observed exceedance(s). This timeline is sufficient to accommodate the required seasonality of the required studies (spring and/or summer).

If the quality impacts are determined to be unacceptable to the receiving watercourse, a contingency plan will be prepared and submitted to the Ministry District Manager for approval prior to implementation.

The plan will provide recommendations for any remedial measures that would address the potential impacts and the subsequent quality monitoring to confirm acceptable groundwater discharge/surface water conditions. If acceptable impact should be demonstrated by the surface water/biological study, the Ministry will be requested to support the continuance of routine sampling without mitigation regarding the specific trigger exceedance. In this instance, the professional will also recommend changes to the trigger mechanism to avoid repeating the triggering event.

The results and recommendations of the studies will be included in a Compliance Assessment Report. This Report will be reviewed and discussed by the Township, the Township's consultants, and the Ministry to identify the most appropriate course of action. The scheduling of these discussions will occur within six months from completion date of the studies and not more than 18 months following the original exceedance.



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4.5.2.1 POTENTIAL SURFACE WATER REMEDIAL MEASURES

If surface water quality exceedance is confirmed, remedial measures to limit the off-site migration of leachate-impacted surface water may include, but are not limited to:

- Drainage improvements including re-grading and/or compaction of the surface contours of the site.
- Closure of the south extension of the waste mound or the entire mound with a low permeability soil or geotextile capping.
- Installation of a leachate collection and treatment system.
- Collection and treatment of impacted surface water in surface water impoundments.

Any recommendation for remedial action will include a timeline for completion of studies and implementation, as well as recommended changes to the monitoring program to confirm the effectiveness of the action taken.

We understand that AOO would like to be notified if the groundwater and/or surface water trigger mechanism is initiated and if a surface water/groundwater/biological study is required. For clarity, AOO will be notified in Step 5 of the groundwater trigger mechanism (discussion with the Ministry, Township staff on remedial measures) and/or prior to the conductance of a detailed surface water/biological study.

The Township acknowledges if any artifacts of Indigenous interest or human remains are encountered during ground disturbance construction activities in the AOO Settlement Area, AOO will be contacted.

We trust this addresses outstanding items from our consultation to date. If you require any further information, or have any additional questions/comments, please contact the undersigned at 705-872-8797 or Jennifer Charkavi, CAO/Clerk of the Township, at 613-432-2885.



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April 15, 2024

Best regards,

Cambium Inc.

Stephanie Reeder, P.Ge., C.E.T.

Senior Project Manager

*Copies: Jennifer Charkavi, CAO/Clerk – Township of Admaston Bromley
Jim Meness, Executive Director – AOO
Melissa Knight, Senior Project Development Manager – AOO
Krystal Mitchell, Fisheries and Wildlife Management Advisor – AOO
Ethan Huner, Natural & Cultural Resource Strategist – AOO*

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\AOO\2024-04-15 LTR Response to Apr 9 comments.docx





Algonquins of Ontario

April 9, 2024

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
Cambium Inc.
194 Sophia Street
Peterborough, Ontario K9H 1E5
(705) 872-8797

BY EMAIL ONLY

stephanie.reeder@cambium-inc.com

Dear Stephanie,

Subject: Application to Amend Waste Environmental Compliance Approval (ECA) No. A411802 for the Osceola Waste Disposal Site (WDS) located on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola (AOO File BP 74)

Thank you for contacting the Algonquins of Ontario Consultation Office on December 22, 2023, and holding a subsequent meeting with the AOO on February 5, 2024, regarding an application to amend Ontario Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint and the total waste volume of the Osceola Waste Disposal Site. The Algonquins of Ontario Consultation Office appreciate the continued engagement on this file. Please see below for the AOO Consultation Office's commentary on ECA No. A411802:

Trigger mechanisms and contingency plans:

In July 2023, MECP summarized the steps Cambium has proposed to be taken in the event a surface water trigger mechanism is initiated (see attached Ministry correspondence): "If the trigger mechanism is initiated, and the initiation is confirmed to be the result of the landfill, Cambium indicates that a detailed surface water/biological study will be completed. Should unacceptable impacts be confirmed, then a contingency plan must be submitted by the Township. Remedial measures may include drainage improvements, closure of the southern portion of the footprint, installation of a leachate collection system, and/or collection and treatment of impacted surface water".

Please confirm whether the same steps are to be implemented should a groundwater trigger mechanism be initiated. The AOO must be notified in the event of a surface water or groundwater trigger mechanism initiation, and if a surface water/groundwater/biological study is required. Early notification will support potential Algonquin involvement in the study as well as consultation on the proposed contingency plans should unacceptable impacts be confirmed.

The AOO also wish to reiterate that, if any artifacts of Indigenous interest or human remains are encountered during ground disturbance construction activities in the AOO Settlement Area,

please contact:

Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101
Pembroke, Ontario K8A 8R6
Tel: 613-735-3759
Fax: 613-735-6307
E-mail: algonquins@tanakiwin.com

Sincerely,



Haleigh Cox
Project Consultation Advisor

Attachment:

c.c.

Jennifer Charkavi, CAO/Clerk – Township of Admaston Bromley
Jim Meness, Executive Director – AOO
Melissa Knight, Senior Project Development Manager – AOO
Krystal Mitchell, Fisheries and Wildlife Management Advisor – AOO
Ethan Huner, Natural & Cultural Resource Strategist – AOO

Stephanie Reeder

From: Stephanie Reeder
Sent: April 15, 2024 1:21 PM
To: Cox, Haleigh (Algonquins Of Ontario)
Cc: Jennifer Charkavi; Meness, Jim (Algonquins Of Ontario); Knight, Melissa (Algonquins Of Ontario); Huner, Ethan (Algonquins Of Ontario); Mitchell, Krystal (Algonquins Of Ontario); Algonquins of Ontario Consultation Office
Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)
Attachments: 2024-04-15 LTR Response to Apr 9 comments.pdf; Ltr_AOO comments on Application to Amend ECA for Osceola WDS_signed.pdf

Good Afternoon, Haleigh,

Thank you for your comments on the above referenced file. We have prepared a response to outline the groundwater and surface water trigger mechanisms for the expanded site. Once you review the attached, if you have any further questions or comments, please let us know.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

📱 705.872.8797

☎ 866.217.7900

🌐 cambium-inc.com



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From: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>
Sent: Wednesday, April 10, 2024 10:34 AM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>; Knight, Melissa (Algonquins Of Ontario) <mknight@tanakiwin.com>; Huner, Ethan (Algonquins Of Ontario) <ehuner@tanakiwin.com>; Mitchell, Krystal (Algonquins Of Ontario) <kmitchell@tanakiwin.com>; Algonquins of Ontario Consultation Office <algonquins@tanakiwin.com>
Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Good morning Stephanie,

Thank you for your continued patience on this file. Please see attached for the Algonquins of Ontario Consultation Office's comments on the Township of Admaston/Bromley's Application to Amend Waste ECA for the Osceola Waste Disposal Site. If you have any questions, please don't hesitate to contact me.

Best,

Haleigh Cox (she/her)
Project Consultation Advisor

Algonquins of Ontario Consultation Office

Email: hcox@tanakiwin.com

Phone: 343-999-3840

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Sent: Tuesday, April 9, 2024 8:19 AM

To: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>

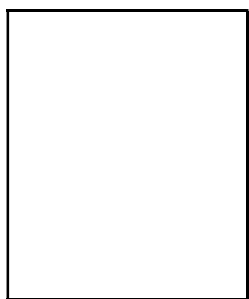
Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>

Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

Hi Haleigh,

I hope you have been well. Do you have an updated timeline as to when we may expect your comments on the above referenced file?

We look forward to hearing from you. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

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From: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>

Sent: Wednesday, March 13, 2024 10:11 AM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>

Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

Hi Stephanie,

I hope this email finds you well. I wanted to inform you that although I initially provided a tentative review date of March 6th, we will require at least a couple more weeks to prepare a response for this file. Thank you so much for your patience and understanding.

Best,

Haleigh Cox (she/her)
Project Consultation Advisor

Algonquins of Ontario Consultation Office

Email: hcox@tanakiwin.com

Phone: 343-999-3840

From: Cox, Haleigh (Algonquins Of Ontario)

Sent: Thursday, February 8, 2024 9:13 AM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>

Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

Good morning Stephanie,

The AOO concurs with Ken Swayze's conclusions and recommendations from the Stage 3 Archaeological Assessment Report titled, "A Stage 3 Archaeological Assessment at the Osceola Landfill Expansion, Part of Lots 18&19 Concession 3 Bromley Twp (GEO.) Admaston-Bromley Township, Renfrew County", and Cambium is permitted to share that the AOO concurs with Ken Swayze's recommendations with the Mississaugas of Scugog Island First Nation. However, it should be noted that all reporting findings, including those of an Archaeological nature, should be available through the Ministry.

Best,

Haleigh Cox (she/her)
Project Consultation Advisor

Algonquins of Ontario Consultation Office

Email: hcox@tanakiwin.com

Phone: 343-999-3840

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Sent: Wednesday, February 7, 2024 7:13 AM

To: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>

Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

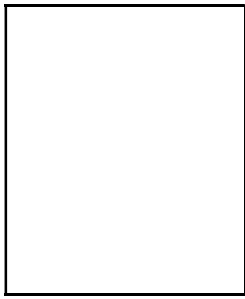
Good Morning Haleigh,

Thank you for the update on your expected timing – it is greatly appreciated.

We met with the Mississaugas of Scugog Island First Nation yesterday. They have asked if we could share any comments AOO may have on the file, particularly related to the Archaeological Assessments.

If you could confirm this is acceptable to AOO, it would be appreciated.

Thanks again. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

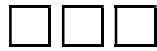
Group Manager - Solid Waste

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From: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>

Sent: Tuesday, February 6, 2024 4:22 PM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>

Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

Hi Stephanie,

Thank you for meeting with us this week. I wanted to let you know that our Fisheries and Wildlife Advisor is on vacation and will not return until late February. I have prepared the file for her review; however, I can tentatively provide an estimated review time of March 6th.

Thank you so much for your patience.

Best,

Haleigh Cox (she/her)
Project Consultation Advisor

Algonquins of Ontario Consultation Office

Email: hcox@tanakiwin.com

Phone: 343-999-3840

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Sent: Monday, February 5, 2024 12:44 PM

To: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>

Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

Good Afternoon Haleigh and Jim,

Thank you again for your time today. For documentation purposes, we confirm that our meeting today at 10am included:

Jim Meness (AOO)
Haleigh Cox (AOO)
Jennifer Charkavi (Township of Admaston Bromley)
Stephanie Reeder (Cambium)

We met to have an introduction to the file. Cambium provided a high-level update as to what has occurred to date (Environmental Screening including archaeological assessments (AA) (2009 to 2013), ongoing testing to understand the conceptual site model (2013 to 2023), application for an approval of a landfill expansion (2023)). We discussed the results of the AAs as well as some discussions on the conceptual site model (groundwater discharging to surface to the south of the site) and what contingencies or measures were in place to monitoring potential impacts to the groundwater and surface water environments. Following the meeting, Cambium was to provide some additional documentation to aid in AOO's file review.

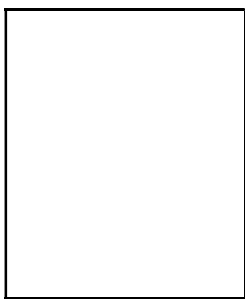
As promised, we are providing additional documents to include in your file review. At the following link you will find:

<https://cambium-inc.sharefile.com/public/share/web-sdff059a096c4abd8d10ce0193ea05d0>

1. The full Environmental Compliance Approval (ECA) application with associated supporting documents including the Design and Operations Plan. We draw your attention to:
 - Section 2.6 Geological and Hydrogeological Context
 - Section 2.7 Summary of Environmental Compliance
 - Section 4.0 Environmental Monitoring Program
 - Section 5.0 Reporting
 - Appendix B – Conceptual Site Model
2. Ministry Correspondence – this is the most recent correspondence from 2023 from the Technical Support Section outlining their acceptance of the conceptual site model and proposed expansion, but including some recommendations which were subsequently included in the DOP (and ECA application)
3. Environmental Screening Report (Full Report)
4. Appendix F of the ESR (Stage 1&2 and Stage 3 AAs)
5. Site Figures 1 through 5 (also included in the DOP)

Let us know if we missed anything. Furthermore, if you could provide us with an estimated timing for your file review and next steps (subsequent meetings, etc.), it would be appreciated.

Thanks again. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

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From: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>
Sent: Tuesday, January 30, 2024 9:03 AM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>
Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

Good morning Stephanie,

Yes, please send along a teams link. Thank you.

Best,

Haleigh Cox (she/her)
Project Consultation Advisor

Algonquins of Ontario Consultation Office

Email: hcox@tanakiwin.com

Phone: 343-999-3840

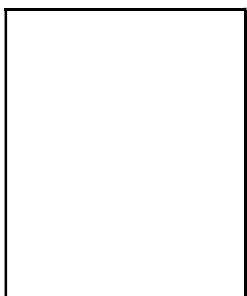
From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Monday, January 29, 2024 12:11 PM
To: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>
Cc: Jennifer Charkavi <cao@admastonbromley.com>; Meness, Jim (Algonquins Of Ontario) <jmeness@tanakiwin.com>
Subject: RE: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74) (10206-003)

Hi Hadleigh,

Thanks for getting back to us.

Monday February at 10am works. Would you like me to send a Teams link?

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

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From: Cox, Haleigh (Algonquins Of Ontario) <hcox@tanakiwin.com>
Sent: Monday, January 29, 2024 9:37 AM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Subject: Application to Amend Waste ECA, Township of Admaston/Bromley (AOO File BP 74)

Good morning,

I hope this email finds you well. Thank you for reaching out to the Algonquins of Ontario Consultation Office on December 22, 2023, regarding a request for commentary for the Osceola Waste Disposal Site in the Township of Admaston/Bromley.

I am quite new to this file and would appreciate it if we could hold an introductory meeting at some point in the next two weeks so that I may become more familiar with the project's development and consultation efforts. I am aware that the AOO Consultation Office was engaged on this file in 2012 and 2014, but unfortunately, we have not retained the previous corporate history from this file. My availability is as follows:

- Wednesday, January 31st 10-11 am or 2-3 pm
- Thursday, February 1st 2-3 pm
- Monday, February 5th 10-11 pm or 2-3 pm

Thank you,

Haleigh Cox (she/her)
Project Consultation Advisor

Algonquins of Ontario Consultation Office

Email: hcox@tanakiwin.com

Phone: 343-999-3840



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Peterborough



February 1, 2024

SUMMARY OF AA REPORTS

A Stage 1 Archaeological Assessment prepared by Kinickinick Heritage Consulting in October 2011

- Conducted by Kinickinick Heritage Consulting and filed with the Ministry of Culture in September 2011.
- Geographic, land use and historical information for the property and surrounding area was reviewed, the site was inspected, and areas of archaeological potential were identified because of its location on relic shorelines of the postglacial period.
- The Ministry acknowledged that the report has been entered into the Ontario Public Register in a letter dated November 21, 2012.

A Stage 2 Archaeological Assessment prepared by Kinickinick Heritage Consulting in July 2012

- January 2012 contracts Ken Swayze of Kinickinick Heritage Consulting to carry out a Stage 2 archaeological assessment of a parcel of land where the expansion of the Osceola landfill was planned.
- A Stage 2 archaeological assessment is a field test to determine if archaeological material is present or absent in the expansion area.
- This fieldwork stems from recommendations made in a Stage 1 assessment that attributed archaeological potential to the expansion area because of its location on relic shorelines of the postglacial period.
- The method used to assess the expansion area was test pit survey at 5 m intervals. About 300 test pits were excavated and 24 of them were positive for artifacts.
 - In total, 39 artifacts were recovered; however, only one artifact occurred in most test pits—only three produced four specimens; one contained three artifacts; and four produced two artifacts each.



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February 1, 2024

- The artifacts are all made of stone, mostly metamorphic in origin and composed largely of grains of quartz and feldspar. However, three specimens are of chert, which in the Ottawa Valley are usually only found in archaeological contexts on modern shorelines. The origin of these cherts is unknown at present; however, they do not appear to be exotic materials; the BjGf-A cherts were probably acquired locally from pebbles in till or outwash, rather than from a nodule or layer in limestone bedrock.
- Except for a thin chert flake fragment from test pit 18, the artifact collection, in general, can be classed as “pebble tools” made up of 22 pieces of detritus, 6 cores, and 11 minimally modified, or retouched, pieces.
- There was 5 non-diagnostic artifacts—including two chert pieces—in the 10 x 10 m area that contains both test pit 7 and 24; and, there is also a total of 5 non-diagnostic in the 10 x 10 m area around test pits 3 and 9. According to the first criterion, further Stage 3 work will be required for 3 to 5 m around each of these test pits.
- The results of Stage 2 assessment at the landfill expansion do not, technically, warrant further Stage 3 work—for the three pieces of chert found do not appear to be exotic and there are no Palaeo-Indian or Early Archaic period diagnostic artifacts present.
- However, since the artifact collection is associated with Early Archaic relic shorelines, the artifacts were probably made and used in that period; and, as noted above, chert artifacts of any kind are rarely encountered in the Ottawa Valley in areas removed from existing modern shorelines.
 - For these reasons, there may be justification for additional Stage 3 excavation around test pit 18, where the third chert piece was found.
- The Ministry of Culture points out: “when determining whether archaeological sites require Stage 3 assessment, bear in mind that Aboriginal communities may have an interest in the identification of all Aboriginal archaeological sites”



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February 1, 2024

and “early engagement with relevant Aboriginal communities is strongly recommended.”

Comments were provided from your Algonquins of Ontario on the Stage 2 AA in October 2012. Refer to PDF Page 346, 347 of the Environmental Screening Report. Comments have also been appended to the end of Appendix F for ease of reference. AOO was supportive of the recommendation for a Stage 3 AA.

Stage 3 Archaeological Assessment prepared by Kinickinick Heritage Consulting in May 2013

- In the fall of 2013 Kinickinick Heritage Consulting was hired to carry out a Stage 3 archaeological assessment, of BiGf-x, at the Osceola Landfill Expansion
- A Stage 3 assessment is a site-specific test excavation to obtain a representative artifact sample and learn the nature and cultural affiliation of the archaeological deposit. The purpose is to evaluate the cultural heritage value and interest to determine if Stage 4 mitigation is required.
- The Stage 3 excavations entailed placing a grid of 1m units, aligned with the pine rows, around each chert-bearing test pits. Units were excavated by hand with shovels and masonry trowels, using arbitrary 10 cm levels as horizontal controls. The back dirt was passed through a 6mm mesh and the screen examined closely. A total of 19 m² were excavated: 5 around TP18; 7 around TP7 and 7 around TP24.
- No archaeological material was observed around TP18. However, 69 stone artifacts were recovered from the northern excavations: 34 around TP7 and 35 around TP24. The artifact collection consists of expedient stone tools called “pebble tools” or “cobble tools”, after the form of the raw material. Expedient tools were used for seconds or minutes and then discarded when dull or broken. This lithic reduction strategy is commonly adopted by stone-age societies to carry out mundane tasks when there is an abundant source of stone material at hand.



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February 1, 2024

- Although the discovery of chert precipitated the Stage 3 excavations, no further examples of that material were obtained. The most common stone material was granite and gneiss, pegmatite, and schist, that together account for 72.5% of the raw material. There were also 5 quartz; 11 limestone; and some slate, sandstone, and siltstone.
 - Deposits like this are a result of temporary camps, small workshops, or the accumulation of harvesting, or foraging, over time. There are no chronologically diagnostic artifacts present to date the deposit
- Over time the upper 60 cm must have experienced disturbance from up-rooted trees. No organic materials or cultural features were observed. The frequency and density of artifacts is low. No human remains or burials were observed.
- In terms of cultural historical value, BjGf-x provides some information to advance our knowledge of settlement patterns during the early postglacial period and provides a glimpse into the material culture of the time. However, despite its rarity and age, the scientific value of BjGf-x is compromised by: poor depositional integrity, lack of organic and cultural feature preservation, low artifact productivity, and absence of diagnostic artifacts.
- No test units at BjGf-x contained 10 or more artifacts. Although some test units contained 5-9 artifacts, no diagnostic artifacts were included. No Aboriginal ceramics were found. No subsurface cultural features were observed. Although 3 chert flakes were collected during Stage 2 test pit survey, none was recovered from the Stage 3 excavations.
- Given that the results of the Stage 3 excavations fall short of the scientific criteria required to proceed with Stage 4 mitigation, the consultant considers that the Stage 2&3 excavations have sufficiently addressed the cultural heritage value and interest of BjGf-x and he has no further heritage concerns regarding the Osceola Landfill Expansion. The Osceola Landfill Expansion should be cleared of heritage concern.

Stephanie Reeder

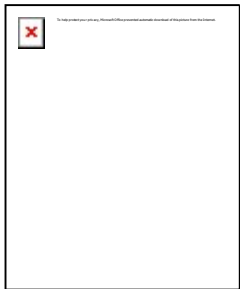
From: Stephanie Reeder
Sent: January 29, 2024 8:13 AM
To: algonquins@tanakiwin.com
Cc: Jennifer Charkavi
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)
Attachments: 2023-12-21 LTR Osceola Landfill AOO (FINAL).pdf

Good Morning.

We are following up on the attached request to ensure it was received. Further, does Algonquins of Ontario Consultation Office plan to provide comments on this file?

We had requested comments by February 2; however, if you plan to provide comments and require additional time, please let us know.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

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From: Stephanie Reeder
Sent: Friday, December 22, 2023 9:40 AM
To: 'algonquins@tanakiwin.com' <algonquins@tanakiwin.com>
Cc: Jennifer Charkavi <cao@admastonbromley.com>
Subject: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Good Morning,

Please find attached a request for comments on an application to amend Ontario Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint and the total waste volume of the Osceola Waste Disposal Site. The WDS is on Part Lots 18 and 19,

Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

Due to the file size, the application can be downloaded from this link:

<https://cambium-inc.sharefile.com/d-sab800f17758b4fa1b6e04fab7984b752>

Note: Link will expire in 90 days.

It would be appreciated if comments could be provided within six weeks. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.

Take care.

Stephanie



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December 20, 2023

Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101,
Pembroke, ON K8A 8R6
Email: algonquins@tanakiwin.com

Re: Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003

Dear Algonquins of Ontario,

Cambium Inc., on behalf of the Township of Admaston/Bromley (Township), wishes to provide you with the following notice regarding the Environmental Compliance Approval (ECA) amendment for Waste Disposal Site (WDS) for the expansion of the Osceola WDS, which is being completed in accordance with the Environmental Assessment Act (EAA). The Osceola Waste Disposal Site consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

The current approved capacity of the Osceola Waste Disposal Site is 97,500 m³ with an approved site area of 1.74 ha. The WDS is the only active landfill in the Township with an annual average volume intake of 3,500 m³. The WDS is nearing its approved capacity, with an anticipated closure date of June 2024. The Township is seeking an amendment of the Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint to 2.66 ha and the total waste volume of 178,740 m³.

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013. From documentation, it is understood the Algonquins of Ontario were first contacted during the ESP process by Jp2g. Documentation indicates correspondence during the completion of the ESP was provided to and acknowledged by, Janet



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December 20, 2023

Stavinga, Executive Director. Specifically, the following was included in the *Environmental Screening Report (Jp2g, 2013)*:

- A Notice of Commencement in September 2009
- A Project Description and Screening Checklist October 2009
- A Stage 1 Archaeological Assessment prepared by Kinickinick Heritage Consulting in October 2011
- A Stage 2 Archaeological Assessment prepared by Kinickinick Heritage Consulting in July 2012
- Comments were provided from your office on the Stage 2 AA in October 2012
- A draft copy of the Environmental Screening Report (ESR) in April 2013
- Stage 3 Archaeological Assessment prepared by Kinickinick Heritage Consulting in May 2013

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section. Support was recently received from both the groundwater and surface units of the Technical Support Section.

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site.

Attached to this letter is the Application to Amend ECA A411802 and supporting documentation. The Township would like to invite you to provide any additional comments you may have with respect to the amendment of ECA No. A411802 to expand the Osceola Waste Disposal Site. Comments may be submitted in writing to:



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December 20, 2023

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
 Cambium Inc.
 194 Sophia Street
 Peterborough, Ontario K9H 1E5
 (705) 872-8797
 stephanie.reeder@cambium-inc.com

It would be appreciated if comments could be provided within six weeks of the date of this letter. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
 Senior Project Manager

SNR/mn

cc. Jennifer Charkavi, CEMC, AOMC, Dipl.M.A., CAO/Clerk, Township of Admaston/Bromley

Encl. Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\2023-12-21 LTR Osceola Landfill AOO (FINAL).docx





Appendix C
Algonquins of Pikwàkanagàn Correspondence

Sanjit Kaur

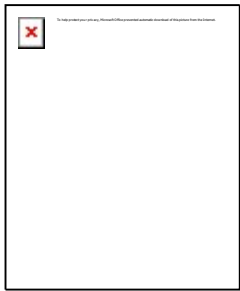
From: Stephanie Reeder
Sent: January 29, 2024 8:13 AM
To: Amanda Two-Axe Kohoko
Cc: Jennifer Charkavi
Subject: FW: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)
Attachments: 2023-12-21 LTR Osceola Landfill AOPFN (FINAL).pdf

Good Morning Amanda,

We are following up on the attached request to ensure it was received. Further, do Algonquins of Pikwakanagan First Nation plan to provide comments on this file?

We had requested comments by February 2; however, if you plan to provide comments and require additional time, please let us know.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

Cambium - Peterborough

 705.872.8797

 866.217.7900

 cambium-inc.com



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From: Stephanie Reeder
Sent: Friday, December 22, 2023 9:41 AM
To: Amanda Two-Axe Kohoko <consultation@pikwakanagan.ca>
Cc: Jennifer Charkavi <cao@admastonbromley.com>
Subject: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Good Morning,

Please find attached a request for comments on an application to amend Ontario Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint and the total waste volume of the Osceola Waste Disposal Site. The WDS is on Part Lots 18 and 19,

Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

Due to the file size, the application can be downloaded from this link:

<https://cambium-inc.sharefile.com/d-sab800f17758b4fa1b6e04fab7984b752>

Note: Link will expire in 90 days.

It would be appreciated if comments could be provided within six weeks. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.

Take care.

Stephanie



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Telephone

(866) 217.7900

(705) 742.7900

Facsimile

(705) 742.7907

Website

cambium-inc.com

Mailing Address

P.O. Box 325,
Peterborough, Ontario
Canada, K9J 6Z3

Locations

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Kingston
Barrie
Oshawa

Laboratory

Peterborough



December 21, 2023

Chief Sarazin and Council
Algonquins of Pikwakanagan First Nation
c/o Consultation Office
Unit 3-469 Kokomis Inamo
Pikwakanagan, ON K0J 1X0
Email: consultation@pikwakanagan.ca

Re: Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003

Dear Chief and Council,

Cambium Inc., on behalf of the Township of Admaston/Bromley (Township), wishes to provide you with the following notice regarding the Environmental Compliance Approval (ECA) amendment for Waste Disposal Site (WDS) for the expansion of the Osceola WDS, which is being completed in accordance with the Environmental Assessment Act (EAA). The Osceola Waste Disposal Site consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

The current approved capacity of the Osceola Waste Disposal Site is 97,500 m³ with an approved site area of 1.74 ha. The WDS is the only active landfill in the Township with an annual average volume intake of 3,500 m³. The WDS is nearing its approved capacity, with an anticipated closure date of June 2024. The Township is seeking an amendment of the Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint to 2.66 ha and the total waste volume of 178,740 m³.

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013. From documentation, it is understood the Algonquins of Pikwakanagan First Nation was contacted during the ESP process by Jp2g. Specifically, Jp2g provided



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December 21, 2023

Notice of the Commencement of the ESP to the Algonquins of Pikwakanagan in September 2009. Furthermore, documentation indicates correspondence during the completion of a Stage 1 Archaeological Assessment was provided and addressed to, and acknowledged by, Danny Sarazin, Manager Trainee, Land, Estates, and Membership.

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section. Support was recently received from both the groundwater and surface units of the Technical Support Section.

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site.

Attached to this letter is the Application to Amend ECA A411802 and supporting documentation. The Township would like to invite you to provide any comments you may have with respect to the amendment of ECA No. A411802 to expand the Osceola Waste Disposal Site. Comments may be submitted in writing to:

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
Cambium Inc.

194 Sophia Street

Peterborough, Ontario K9H 1E5

(705) 872-8797

stephanie.reeder@cambium-inc.com

It would be appreciated if comments could be provided within six weeks of the date of this letter. If you have questions or require additional information and/or



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December 21, 2023

would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

SNR/mn

cc. *Jennifer Charkavi, CEMC, AOMC, Dipl.M.A., CAO/Clerk, Township of Admaston/Bromley*

Encl. *Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)*

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Appendix D
Curve Lake First Nation Correspondence

Sanjit Kaur

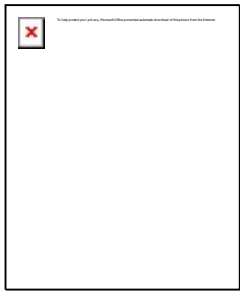
From: Stephanie Reeder
Sent: January 29, 2024 8:13 AM
To: 'kaitlinH@curvelake.ca'
Cc: Jennifer Charkavi
Subject: FW: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)
Attachments: 2023-12-21 LTR Osceola Landfill CLFN (FINAL).pdf

Good Morning Kaitlin.

We are following up on the attached request to ensure it was received. Further, does Curve Lake First Nation plan to provide comments on this file?

We had requested comments by February 2; however, if you plan to provide comments and require additional time, please let us know.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

Cambium - Peterborough

705.872.8797

866.217.7900

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From: Stephanie Reeder
Sent: Friday, December 22, 2023 9:42 AM
To: KaitlinH@curvelake.ca
Cc: Jennifer Charkavi <cao@admastonbromley.com>
Subject: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Good Morning,

Please find attached a request for comments on an application to amend Ontario Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint and the total waste volume of the Osceola Waste Disposal Site. The WDS is on Part Lots 18 and 19,

Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

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It would be appreciated if comments could be provided within six weeks. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.

Take care.

Stephanie



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Locations

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December 21, 2023

Chief Knott and Council
Curve Lake First Nation
c/o Consultation Office
22 Winookeedaa Road
Curve Lake, Ontario K0L1R0
Email: KaitlinH@curvelake.ca

Re: Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003

Dear Chief and Council,

Cambium Inc., on behalf of the Township of Admaston/Bromley (Township), wishes to provide you with the following notice regarding the Environmental Compliance Approval (ECA) amendment for Waste Disposal Site (WDS) for the expansion of the Osceola WDS, which is being completed in accordance with the Environmental Assessment Act (EAA). The Osceola Waste Disposal Site consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

The current approved capacity of the Osceola Waste Disposal Site is 97,500 m³ with an approved site area of 1.74 ha. The WDS is the only active landfill in the Township with an annual average volume intake of 3,500 m³. The WDS is nearing its approved capacity, with an anticipated closure date of June 2024. The Township is seeking an amendment of the Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint to 2.66 ha and the total waste volume of 178,740 m³.

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013.



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December 21, 2023

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section. Support was recently received from both the groundwater and surface units of the Technical Support Section.

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site.

Attached to this letter is the Application to Amend ECA A411802 and supporting documentation. The Township would like to invite you to provide any comments you may have with respect to the amendment of ECA No. A411802 to expand the Osceola Waste Disposal Site. Comments may be submitted in writing to:

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
Cambium Inc.

194 Sophia Street
Peterborough, Ontario K9H 1E5
(705) 872-8797

stephanie.reeder@cambium-inc.com

It would be appreciated if comments could be provided within six weeks of the date of this letter. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.





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December 21, 2023

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

SNR/mn

cc. *Jennifer Charkavi, CEMC, AOMC, Dipl.M.A., CAO/Clerk, Township of Admaston/Bromley*

Encl. *Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)*

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\2023-12-21 LTR Osceola Landfill CLFN (FINAL).docx





Appendix E
Hiawatha First Nation Correspondence

Sanjit Kaur

From: Tom Cowie <tcowie@hiawathafn.ca>
Sent: January 30, 2024 10:24 AM
To: Stephanie Reeder
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Aaniin Stephanie,

Chi miigwech for the clarification and information. I have no more questions or concerns at this time. Have a great week.

Gichi manaadendamowin

Tom Cowie

Tom Cowie
Lands/Resources Consultation
Hiawatha First Nation
431 Hiawatha Line,
Hiawatha, On
K9J 0E6
705 295-4421 Ext. 216
Email tcowie@hiawathafn.ca



We, the Michi Saagiig of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Tuesday, January 30, 2024 10:16 AM
To: Tom Cowie <tcowie@hiawathafn.ca>
Cc: Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

ALERT: This message originated outside of HFN's network. **BE CAUTIOUS** before clicking any link or attachment.

Hi Tom,

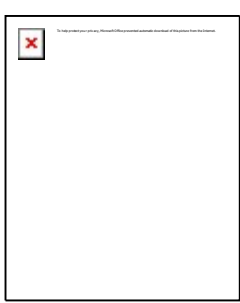
There have not been any significant changes in the area since that time. Since 2013 the Township has completed significant work related to groundwater and surface water assessments including:

- Well drilling
- Surface water -groundwater interaction studies

- PFAS (Per- and Polyfluorinated Substances) and volatile organic testing to track leachate plume onsite in and in surrounding drinking water wells
- Confirmation of bedrock topography
- Seasonal testing and groundwater/surface water elevation monitoring

The work provided additional information to determine the proposed expansion would not have an adverse impact on adjacent lands. Further, this work was used to propose an expanded monitoring program for the expanded site (if approved).

Let us know if you have additional questions or would like to discuss the file further. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

Cambium - Peterborough

 705.872.8797

 866.217.7900

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From: Tom Cowie <tcowie@hiawathafn.ca>

Sent: Tuesday, January 30, 2024 9:35 AM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Aaniin Stephanie,

The reports that cleared it are 10 years old? So I there hasn't been any significant changes around the area. What was the additional work the MECP did?

Gichi manaadendamowin

Tom Cowie

Tom Cowie

Lands/Resources Consultation

Hiawatha First Nation

431 Hiawatha Line,

Hiawatha, On

K9J 0E6

705 295-4421 Ext. 216

Email tcowie@hiawathafn.ca



We, the Michi Saagiig of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Tuesday, January 30, 2024 9:23 AM
To: Tom Cowie <tcowie@hiawathafn.ca>
Cc: Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

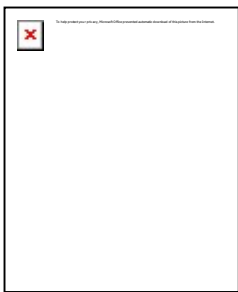
ALERT: This message originated outside of HFN's network. **BE CAUTIOUS** before clicking any link or attachment.

Hi Tom,
Thank you for your comments.

We understand the cumulative impacts were reviewed through the Environmental Screening which was completed between 2009 and 2013. It was determined the expansion of the landfill would not have an adverse impact on surrounding land uses. It had not been clear at the time if the expansion would have a negative impact on the groundwater aquifers or surface water systems. Since 2013, the Township has been working with the Ministry of the Environment, Conservation and Parks to address specific concerns related to groundwater and surface water. Based on this additional work, the MECP is now satisfied that the expansion will not have a negative impact on the groundwater or surface water environments.

If you would like additional information regarding the Environmental Screening or the work completed since 2013, please let me know. Further, we can set up a meeting to discuss the file if you wish.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

Cambium - Peterborough

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From: Tom Cowie <tcowie@hiawathafn.ca>
Sent: Monday, January 29, 2024 10:05 AM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Aaniin Stephanie,

Chi miigwech for the reminder. The only concern I have is the cumulative effects of expanding the site and the adjacent aggregate. How this will play out with the aquifer and the wild life. This site may be able to handle the expansion with in code and adjacent sites also but cumulatively they may not. Have a great week.

Gichi manaadendamowin

Tom Cowie

Tom Cowie
Lands/Resources Consultation
Hiawatha First Nation
431 Hiawatha Line,
Hiawatha, On
K9J 0E6
705 295-4421 Ext. 216
Email tcowie@hiawathafn.ca



We, the Michi Saagiig of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Sent: Monday, January 29, 2024 8:13 AM
To: Tom Cowie <tcowie@hiawathafn.ca>
Cc: Jennifer Charkavi <cao@admastombromley.com>
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

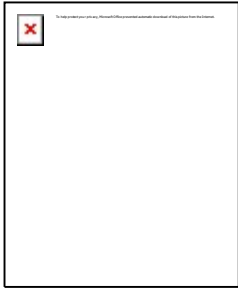
ALERT: This message originated outside of HFN's network. **BE CAUTIOUS** before clicking any link or attachment.

Good Morning Tom,

We hope you are well. Does Hiawatha First Nation plan to provide comments on this file?

We had requested comments by February 2; however, if you plan to provide comments and require additional time, please let us know.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

Cambium - Peterborough

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From: Tom Cowie <tcowie@hiawathafn.ca>

Sent: Friday, December 22, 2023 10:19 AM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Aaniin Stephanie,

Chi miigwech for the information. We will review and get back to you in the new year. Have a great weekend.

Gichi manaadendamowin

Tom Cowie

Tom Cowie

Lands/Resources Consultation

Hiawatha First Nation

431 Hiawatha Line,

Hiawatha, On

K9J 0E6

705 295-4421 Ext. 216

Email tcowie@hiawathafn.ca



We, the Michi Saagiig of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Sent: Friday, December 22, 2023 9:43 AM

To: Tom Cowie <tcowie@hiawathafn.ca>; Sean Davison <sdavison@hiawathafn.ca>

Cc: Jennifer Charkavi <cao@admastonbromley.com>

Subject: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

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Good Morning,

Please find attached a request for comments on an application to amend Ontario Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint and the total waste volume of the Osceola Waste Disposal Site. The WDS is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

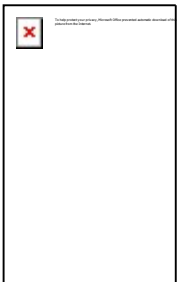
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It would be appreciated if comments could be provided within six weeks. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (She/Her)

Group Manager - Solid Waste

Cambium - Peterborough

📞 705.872.8797

📠 866.217.7900

🌐 cambium-inc.com

Happy Holidays From Cambium!

Our offices will be closed from December 25 - January 1.

We look forward to working with you in 2024 and hope you have a safe and happy holiday season.



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December 21, 2023

Chief Carr and Council
Hiawatha First Nation
c/o Consultation Office
123 Paudash Street
Hiawatha, ON K9J 0E6
Email: tcowie@hiawathafn.ca, sdavison@hiawathafn.ca

Re: Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003

Dear Chief and Council,

Cambium Inc., on behalf of the Township of Admaston/Bromley (Township), wishes to provide you with the following notice regarding the Environmental Compliance Approval (ECA) amendment for Waste Disposal Site (WDS) for the expansion of the Osceola WDS, which is being completed in accordance with the Environmental Assessment Act (EAA). The Osceola Waste Disposal Site consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

The current approved capacity of the Osceola Waste Disposal Site is 97,500 m³ with an approved site area of 1.74 ha. The WDS is the only active landfill in the Township with an annual average volume intake of 3,500 m³. The WDS is nearing its approved capacity, with an anticipated closure date of June 2024. The Township is seeking an amendment of the Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint to 2.66 ha and the total waste volume of 178,740 m³.

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013.



Environmental

Geotechnical

Building Sciences

Construction Quality
Verification

Telephone

(866) 217.7900

(705) 742.7900

Facsimile

(705) 742.7907

Website

cambium-inc.com

Mailing Address

P.O. Box 325,
Peterborough, Ontario
Canada, K9J 6Z3

Locations

Peterborough
Kingston
Barrie
Oshawa

Laboratory

Peterborough

December 21, 2023

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section. Support was recently received from both the groundwater and surface units of the Technical Support Section.

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site.

Attached to this letter is the Application to Amend ECA A411802 and supporting documentation. The Township would like to invite you to provide any comments you may have with respect to the amendment of ECA No. A411802 to expand the Osceola Waste Disposal Site. Comments may be submitted in writing to:

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
Cambium Inc.

194 Sophia Street
Peterborough, Ontario K9H 1E5
(705) 872-8797

stephanie.reeder@cambium-inc.com

It would be appreciated if comments could be provided within six weeks of the date of this letter. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.





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December 21, 2023

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

SNR/mn

cc. *Jennifer Charkavi, CEMC, AOMC, Dipl.M.A., CAO/Clerk, Township of Admaston/Bromley*

Encl. *Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)*

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\2023-12-21 LTR Osceola Landfill HFN (FINAL).docx





Appendix F
Huron-Wendat Nation Correspondence

Sanjit Kaur

From: Stephanie Reeder
Sent: February 20, 2024 9:24 AM
To: Dominic Ste-Marie
Cc: Lori-Jeanne Bolduc; Jennifer Charkavi
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Good Morning Dominic,
Thank you for getting back to us. We will make a note in the file that if archaeology is required in the future at the site, we will contact the Huron-Wendat Nation.

Take care.
Stephanie

From: Dominic Ste-Marie <Dominic.Sainte-Marie@wendake.ca>
Sent: Tuesday, February 20, 2024 9:10 AM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Lori-Jeanne Bolduc <Lori-Jeanne.Bolduc@wendake.ca>; Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Kwe Stephanie,

Thank you for this update, seeing that there is no more archeology required the Huron-Wendat Nation therefore has no comments on this project at this point. You are welcome to contact us for assistance if any archeology feels necessary at some point.

Tiawenhk chia' önenh
Dominic Ste-Marie
NATION HURONNE-WENDAT
Bureau du Nionwentsio

Dominic Ste-Marie
Conseiller en Gestion du Territoire

255, place Chef Michel Laveau
Wendake (QC) G0A 4V0
T : 418 843-3767
@ : dominic.ste-marie@wendake.ca
WENDAKE.CA



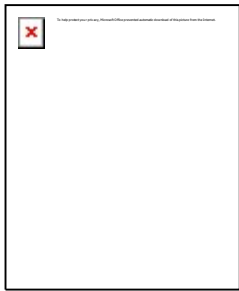
De : Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Envoyé : 15 février 2024 12:23
À : consultations <consultations@wendake.ca>
Cc : Dominic Ste-Marie <Dominic.Sainte-Marie@wendake.ca>; Lori-Jeanne Bolduc <Lori-Jeanne.Bolduc@wendake.ca>; Jennifer Charkavi <cao@admastonbromley.com>
Objet : FW: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Some people who received this message don't often get email from stephanie.reeder@cambium-inc.com. [Learn why this is important](#)

Good Afternoon, Dominic,

We are writing to confirm receipt of the attached. Further, does Huron-Wendat Nation need additional information or plan to provide comments on this file?

We look forward to hearing from you. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

 705.872.8797

 866.217.7900

 cambium-inc.com



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From: Stephanie Reeder

Sent: Thursday, February 1, 2024 4:09 PM

To: Dominic Ste-Marie <Dominic.Sainte-Marie@wendake.ca>

Cc: Mario Gros Louis <Mario.GrosLouis@wendake.ca>; Lori-Jeanne Bolduc <Lori-Jeanne.Bolduc@wendake.ca>; Jennifer Charkavi <cao@admastonbromley.com>

Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Hi Dominic,

Thank you for your email. We have updated our records to include the specified email address. For this file specifically, should we continue to correspond with yourself and those cc'd here, or send the documentation to consultations@wendake.ca?

Here are some additional details related to archaeological assessments and field work.

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013. An Environmental Screening Report (ESR) was published in 2013 detailing any potential impacts that site expansion and operation may have on the environment as well as the surrounding community. Since 2013, the Township has worked to address concerns of the MECP's Technical

Support Section, Groundwater and Surface Water Units. Support was recently received from both the groundwater and surface units. The work since 2013 has been related to groundwater and surface water conceptual site model work. This included installation of wells, drive points, and monitoring. Furthermore, the existing landfill has a comprehensive groundwater and surface water monitoring and reporting program required as part of the existing approval.

During the ESP work (prior to 2013), there were several archaeological assessments completed at the site. This included Stage 1, Stage 2, and Stage 3 Archaeological Assessments completed by the Kinickinick Heritage Consulting from October 2011 through to May 2013. Some high-level information from these reports are below and the reports are attached (Appendix F of the ESR). The final conclusion from the Stage 3 AA indicated: *The results of the Stage 3 excavations fall short of the scientific criteria required to proceed with Stage 4 mitigation. The consultant considers that the Stage 2&3 excavations have sufficiently addressed the cultural heritage value and has no further heritage concerns regarding the Osceola Landfill Expansion. The Osceola Landfill Expansion should be cleared of heritage concern.*

If you require additional information or would like to discuss this file further and/or provide comments, please let us know. Take care.
Stephanie

A Stage 1 Archaeological Assessment prepared by Kinickinick Heritage Consulting in October 2011

- Conducted by Kinickinick Heritage Consulting and filed with the Ministry of Culture in September 2011.
- Geographic, land use and historical information for the property and surrounding area was reviewed, the site was inspected, and areas of archaeological potential were identified because of its location on relic shorelines of the postglacial period.
- The Ministry acknowledged that the report has been entered into the Ontario Public Register in a letter dated November 21, 2012.

A Stage 2 Archaeological Assessment prepared by Kinickinick Heritage Consulting in July 2012

- January 2012 contracts Ken Swayze of Kinickinick Heritage Consulting to carry out a Stage 2 archaeological assessment of a parcel of land where the expansion of the Osceola landfill was planned.

- A Stage 2 archaeological assessment is a field test to determine if archaeological material is present or absent in the expansion area.
- This fieldwork stems from recommendations made in a Stage 1 assessment that attributed archaeological potential to the expansion area because of its location on relic shorelines of the postglacial period.
- The method used to assess the expansion area was test pit survey at 5 m intervals. About 300 test pits were excavated and 24 of them were positive for artifacts.
 - In total, 39 artifacts were recovered; however, only one artifact occurred in most test pits—only three produced four specimens; one contained three artifacts; and four produced two artifacts each.
 - The artifacts are all made of stone, mostly metamorphic in origin and composed largely of grains of quartz and feldspar. However, three specimens are of chert, which in the Ottawa Valley are usually only found in archaeological contexts on modern shorelines. The origin of these cherts is unknown at present; however, they do not appear to be exotic materials; the BjGf-A cherts were probably acquired locally from pebbles in till or outwash, rather than from a nodule or layer in limestone bedrock.
 - Except for a thin chert flake fragment from test pit 18, the artifact collection, in general, can be classed as “pebble tools” made up of 22 pieces of detritus, 6 cores, and 11 minimally modified, or retouched, pieces.
 - There was 5 non-diagnostic artifacts—including two chert pieces—in the 10 x 10 m area that contains both test pit 7 and 24; and, there is also a total of 5 non-diagnostic in the 10 x 10 m area around test pits 3 and 9. According to the first criterion, further Stage 3 work will be required for 3 to 5 m around each of these test pits.
- The results of Stage 2 assessment at the landfill expansion do not, technically, warrant further Stage 3 work—for the three pieces of chert found do not appear to be exotic and there are no Palaeo-Indian or Early Archaic period diagnostic artifacts present.
- However, since the artifact collection is associated with Early Archaic relic shorelines, the artifacts were probably made and used in that period; and, as noted above, chert artifacts of any kind are rarely encountered in the Ottawa Valley in areas removed from existing modern shorelines.
 - For these reasons, there may be justification for additional Stage 3 excavation around test pit 18, where the third chert piece was found.

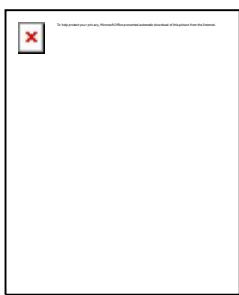
- The Ministry of Culture points out: “when determining whether archaeological sites require Stage 3 assessment, bear in mind that Aboriginal communities may have an interest in the identification of all Aboriginal archaeological sites” and “early engagement with relevant Aboriginal communities is strongly recommended.”

Comments were provided from the Algonquins of Ontario (AOO) on the Stage 2 AA in October 2012. Refer to PDF Page 346, 347 of the Environmental Screening Report. Comments have also been appended to the end of Appendix F for ease of reference. AOO was supportive of the recommendation for a Stage 3 AA.

Stage 3 Archaeological Assessment prepared by Kinickinick Heritage Consulting in May 2013

- In the fall of 2013 Kinickinick Heritage Consulting was hired to carry out a Stage 3 archaeological assessment, of BiGf-x, at the Osceola Landfill Expansion
- A Stage 3 assessment is a site-specific test excavation to obtain a representative artifact sample and learn the nature and cultural affiliation of the archaeological deposit. The purpose is to evaluate the cultural heritage value and interest to determine if Stage 4 mitigation is required.
- The Stage 3 excavations entailed placing a grid of 1m units, aligned with the pine rows, around each chert-bearing test pits. Units were excavated by hand with shovels and masonry trowels, using arbitrary 10 cm levels as horizontal controls. The back dirt was passed through a 6mm mesh and the screen examined closely. A total of 19 m² were excavated: 5 around TP18; 7 around TP7 and 7 around TP24.
- No archaeological material was observed around TP18. However, 69 stone artifacts were recovered from the northern excavations: 34 around TP7 and 35 around TP24. The artifact collection consists of expedient stone tools called “pebble tools” or “cobble tools”, after the form of the raw material. Expedient tools were used for seconds or minutes and then discarded when dull or broken. This lithic reduction strategy is commonly adopted by stone-age societies to carry out mundane tasks when there is an abundant source of stone material at hand.
- Although the discovery of chert precipitated the Stage 3 excavations, no further examples of that material were obtained. The most common stone material was granite and gneiss, pegmatite, and schist, that together account for 72.5% of the raw material. There were also 5 quartz; 11 limestone; and some slate, sandstone, and siltstone.

- Deposits like this are a result of temporary camps, small workshops, or the accumulation of harvesting, or foraging, over time. There are no chronologically diagnostic artifacts present to date the deposit
- Over time the upper 60 cm must have experienced disturbance from up-rooted trees. No organic materials or cultural features were observed. The frequency and density of artifacts is low. No human remains or burials were observed.
- In terms of cultural historical value, BjGf-x provides some information to advance our knowledge of settlement patterns during the early postglacial period and provides a glimpse into the material culture of the time. However, despite its rarity and age, the scientific value of BjGf-x is compromised by: poor depositional integrity, lack of organic and cultural feature preservation, low artifact productivity, and absence of diagnostic artifacts.
- No test units at BjGf-x contained 10 or more artifacts. Although some test units contained 5-9 artifacts, no diagnostic artifacts were included. No Aboriginal ceramics were found. No subsurface cultural features were observed. Although 3 chert flakes were collected during Stage 2 test pit survey, none was recovered from the Stage 3 excavations.
- Given that the results of the Stage 3 excavations fall short of the scientific criteria required to proceed with Stage 4 mitigation, the consultant considers that the Stage 2&3 excavations have sufficiently addressed the cultural heritage value and interest of BjGf-x and he has no further heritage concerns regarding the Osceola Landfill Expansion. The Osceola Landfill Expansion should be cleared of heritage concern.



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

 705.872.8797

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 cambium-inc.com



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From: Dominic Ste-Marie <Dominic.Sainte-Marie@wendake.ca>
Sent: Thursday, February 1, 2024 3:44 PM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Mario Gros Louis <Mario.GrosLouis@wendake.ca>; Lori-Jeanne Bolduc <Lori-Jeanne.Bolduc@wendake.ca>
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Kwe Stephanie,

Thank you for your email. Could you please let us know if any archaeological studies or fieldwork will be necessary as part of this project?

Please note that we have updated our way of processing consultations. Any new consultation or project notice must be sent to the following email address: consultations@wendake.ca. We also kindly ask that you remove any other email addresses that you have on file from all your mailing lists.

Tiawenhk chia' önenh
Dominic Ste-Marie
NATION HURONNE-WENDAT
Bureau du Nionwentsio

Dominic Ste-Marie
Conseiller en Gestion du Territoire

255, place Chef Michel Laveau
Wendake (QC) G0A 4V0
T : 418 843-3767
@ : dominic.ste-marie@wendake.ca
WENDAKE.CA

De : Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Envoyé : 29 janvier 2024 08:13



À : Administration <Administration@wendake.ca>

Cc : Jennifer Charkavi <cao@admastonbromley.com>

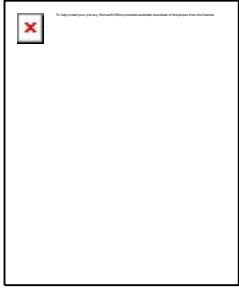
Objet : RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Good Morning.

We are following up on the attached request to ensure it was received. Further, does Huron-Wendat Nation plan to provide comments on this file?

We had requested comments by February 2; however, if you plan to provide comments and require additional time, please let us know.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

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From: Stephanie Reeder

Sent: Friday, December 22, 2023 9:44 AM

To: administration@wendake.ca

Cc: Jennifer Charkavi cao@admastonbromley.com

Subject: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Good Morning,

Please find attached a request for comments on an application to amend Ontario Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint and the total waste volume of the Osceola Waste Disposal Site. The WDS is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola, Ontario.

Due to the file size, the application can be downloaded from this link:

<https://cambium-inc.sharefile.com/d-sab800f17758b4fa1b6e04fab7984b752>

Note: Link will expire in 90 days.

It would be appreciated if comments could be provided within six weeks. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.

Take care.

Stephanie



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December 21, 2023

Huron-Wendat Nation
255 Place Chef Michel Laveau
Wendake, Quebec, G0A 4V0
Email: administration@wendake.ca

Re: Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003

Dear Grand Chef Rémy Vincent and Council of Elected Officials,

Cambium Inc., on behalf of the Township of Admaston/Bromley (Township), wishes to provide you with the following notice regarding the Environmental Compliance Approval (ECA) amendment for Waste Disposal Site (WDS) for the expansion of the Osceola WDS, which is being completed in accordance with the Environmental Assessment Act (EAA). The Osceola Waste Disposal Site consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola, Ontario.

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To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013.

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section. Support was recently received from both the groundwater and surface units of the Technical Support Section.



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December 21, 2023

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site.

Attached to this letter is the Application to Amend ECA A411802 and supporting documentation. The Township would like to invite you to provide any comments you may have with respect to the amendment of ECA No. A411802 to expand the Osceola Waste Disposal Site. Comments may be submitted in writing to:

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager

Cambium Inc.

194 Sophia Street

Peterborough, Ontario K9H 1E5

(705) 872-8797

stephanie.reeder@cambium-inc.com

It would be appreciated if comments could be provided within six weeks of the date of this letter. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.





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December 21, 2023

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

SNR/mn

cc. Jennifer Charkavi, CEMC, AOMC, Dipl.M.A., CAO/Clerk, Township of Admaston/Bromley

Encl. Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)

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Appendix G
Métis Nation of Ontario Correspondence

Sanjit Kaur

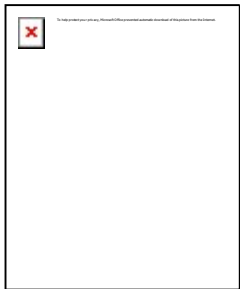
From: Stephanie Reeder
Sent: January 29, 2024 8:13 AM
To: consultations@metisnation.org
Cc: Jennifer Charkavi
Subject: FW: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)
Attachments: 2023-12-21 LTR Osceola Landfill MNO (FINAL).pdf

Good Morning.

We are following up on the attached request to ensure it was received. Further, does Metis Nation of Ontario plan to provide comments on this file?

We had requested comments by February 2; however, if you plan to provide comments and require additional time, please let us know.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

Cambium - Peterborough

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Cc: Jennifer Charkavi <cao@admastonbromley.com>
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Take care.

Stephanie



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December 21, 2023

Métis Nation of Ontario
c/o Lands, Resources & Consultations
Mattawa & Nippissing Region
500 Old St. Patrick Road
Ottawa, Ontario K1N 9G4
Email: consultations@metisnation.org

Re: Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003

Dear Métis Nation of Ontario,

Cambium Inc., on behalf of the Township of Admaston/Bromley (Township), wishes to provide you with the following notice regarding the Environmental Compliance Approval (ECA) amendment for Waste Disposal Site (WDS) for the expansion of the Osceola WDS, which is being completed in accordance with the Environmental Assessment Act (EAA). The Osceola Waste Disposal Site consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

The current approved capacity of the Osceola Waste Disposal Site is 97,500 m³ with an approved site area of 1.74 ha. The WDS is the only active landfill in the Township with an annual average volume intake of 3,500 m³. The WDS is nearing its approved capacity, with an anticipated closure date of June 2024. The Township is seeking an amendment of the Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint to 2.66 ha and the total waste volume of 178,740 m³.

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013.



Environmental

Geotechnical

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Verification

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(866) 217.7900
(705) 742.7900

Facsimile

(705) 742.7907

Website

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Mailing Address

P.O. Box 325,
Peterborough, Ontario
Canada, K9J 6Z3

Locations

Peterborough
Kingston
Barrie
Oshawa

Laboratory

Peterborough

December 21, 2023

Since 2013, the Township has worked to address concerns of the MECP's Technical Support Section. Support was recently received from both the groundwater and surface units of the Technical Support Section.

Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site.

Attached to this letter is the Application to Amend ECA A411802 and supporting documentation. The Township would like to invite you to provide any comments you may have with respect to the amendment of ECA No. A411802 to expand the Osceola Waste Disposal Site. Comments may be submitted in writing to:

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
Cambium Inc.

194 Sophia Street
Peterborough, Ontario K9H 1E5
(705) 872-8797

stephanie.reeder@cambium-inc.com

It would be appreciated if comments could be provided within six weeks of the date of this letter. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.





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December 21, 2023

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

SNR/mn

cc. Jennifer Charkavi, CEMC, AOMC, Dipl.M.A., CAO/Clerk, Township of Admaston/Bromley

Encl. Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\2023-12-20 LTR Osceola Landfill MNO (FINAL).docx





Appendix H

Mississaugas of Scugog Island First Nation Correspondence

Sanjit Kaur

From: Stephanie Reeder
Sent: February 8, 2024 3:37 PM
To: Consultation
Cc: Jennifer Charkavi; Don Richardson; Samantha Shrubsole
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Hi Rob,
Thank you for your quick response.

We have updated the meeting notes below to remove Natalya and add Samantha. We apologize for the mistake.

We thank you for your comments. The Township acknowledges that they will continue to communicate with MSIFN should any concerns surface during this project. Further, the Township and Cambium will look for future opportunities to exploring waste management investments in the Treaty Territory.

Cambium does not have the contact information for Ken Swayze currently. We will see if this can be located and will pass along those details if/when available.

Take care.
Stephanie

From: Consultation <consultation@scugogfirstnation.com>
Sent: Thursday, February 8, 2024 2:38 PM
To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Cc: Jennifer Charkavi <cao@admastonbromley.com>; Don Richardson <drichardson@scugogfirstnation.com>; Samantha Shrubsole <sshrubsole@scugogfirstnation.com>
Subject: Re: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Hi Stephanie,

It was a pleasure meeting you and Jennifer on Tuesday.

Please find attached the response from MSIFN Consultation regarding the proposed waste ECA amendment. Also, note that Natalya did not attend our meeting on Tuesday as she no longer works for MSIFN.

Miigwech,

Rob Lukacs
Consultation Advisor to MSIFN

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Date: Wednesday, February 7, 2024 at 7:13 AM
To: Consultation <consultation@scugogfirstnation.com>



22521 ISLAND ROAD · PORT PERRY, ON · L9L 1B6 · TEL: 905-985-3337 · FAX: 905-985-8828 ·
www.scugogfirstnation.com

February 8, 2024

Stephanie Reeder
Cambium Consulting & Engineering
Stephanie.Reeder@cambium-inc.com

Re: Request for Comments – Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Dear Stephanie,

The Mississaugas of Scugog Island First Nation (MSIFN) has no immediate concerns regarding the proposed expansion at the Osceola Waste Disposal Site. However, we emphasize the importance of ongoing communication and collaboration between the Township of Admaston/Bromley and MSIFN Consultation. Should any concerns surface during the implementation of the Project, we kindly request the Township of Admaston/Bromley to promptly notify MSIFN Consultation.

Furthermore, MSIFN remains dedicated in our commitment to promoting a circular economy within the Treaty Territory. We are open to exploring waste management investments with the Township and area that align with sustainable practices, such as collecting sources of biogas, and contribute to environmental stewardship.

We would like to extend our gratitude to Cambium for sharing the Stage 3 assessment completed by the Algonquins of Ontario for this Project. The information provided has been valuable in our review process.

Additionally, we kindly request Cambium to share Ken Swayze's contact information with our team. Please note that this request is unrelated to the Osceola Waste Disposal Site but pertains to other matters. We appreciate your assistance in facilitating this exchange of information.



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www.scugogfirstnation.com

We look forward to continued collaboration and dialogue regarding waste management initiatives and other opportunities for sustainable development within the Treaty Territory.

Miigwech,

Mississaugas of Scugog Island First Nation

Consultation Department

CC:

Jennifer Charkavi (Township of Admaston/Bromley)

Stephanie Reeder

From: Stephanie Reeder
Sent: February 8, 2024 9:35 AM
To: Consultation
Cc: Jennifer Charkavi
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Good Morning Rob,

Upon request, the Algonquins of Ontario provided this response regarding the Stage 3 Archaeological Assessment:

The AOO concurs with Ken Swayze's conclusions and recommendations from the Stage 3 Archaeological Assessment Report titled, "A Stage 3 Archaeological Assessment at the Osceola Landfill Expansion, Part of Lots 18&19 Concession 3 Bromley Twp (GEO.) Admaston-Bromley Township, Renfrew County", and Cambium is permitted to share that the AOO concurs with Ken Swayze's recommendations with the Mississaugas of Scugog Island First Nation. However, it should be noted that all reporting findings, including those of an Archaeological nature, should be available through the Ministry.

Please let us know if you require any additional details. If you could also estimate your timing to provide any feedback or comments on this file, it would be appreciated.

Thanks in advance. Take care.
Stephanie

From: Stephanie Reeder
Sent: Wednesday, February 7, 2024 7:13 AM
To: Consultation <consultation@scugogfirstnation.com>
Cc: Jennifer Charkavi <cao@admastonbromley.com>
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Good Morning Rob,

Thank you to you and your team for being available for the introductory meeting yesterday.

For documentation purposes, we confirm that our meeting yesterday at 1pm included:

Don Richardson (MSIFN)
Natalya Garrod (MSIFN)
Rob Luckas (MSIFN)
Jennifer Charkavi (Township of Admaston Bromley)
Stephanie Reeder (Cambium)

We met to have an introduction to the file. Cambium provided a high-level update as to what has occurred to date (Environmental Screening including archaeological assessments (AA) (2009 to 2013), ongoing testing to understand the conceptual site model (2013 to 2023), application for an approval of a landfill expansion (2023)). During the meeting some of the key discussions included:

- Why is the Township of Admaston Bromley (TAB) seeking a landfill expansion opposed to alternatives such as export to area landfills (Carp, Moose Creek, OVWRC).
- What options have TAB considered related to diversion (bag tags, composting).

Cc: Jennifer Charkavi <cao@admastonbromley.com>

Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

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Good Morning Rob,

Thank you to you and your team for being available for the introductory meeting yesterday.

For documentation purposes, we confirm that our meeting yesterday at 1pm included:

Don Richardson (MSIFN)

~~Natalya Garrod (MSIFN)~~

Samantha Shrubsole (MSIFN)

Rob Luckas (MSIFN)

Jennifer Charkavi (Township of Admaston Bromley)

Stephanie Reeder (Cambium)

We met to have an introduction to the file. Cambium provided a high-level update as to what has occurred to date (Environmental Screening including archaeological assessments (AA) (2009 to 2013), ongoing testing to understand the conceptual site model (2013 to 2023), application for an approval of a landfill expansion (2023)).

During the meeting some of the key discussions included:

- Why is the Township of Admaston Bromley (TAB) seeking a landfill expansion opposed to alternatives such as export to area landfills (Carp, Moose Creek, OVWRC).
- What options have TAB considered related to diversion (bag tags, composting).
- MSIFN provided information to TAB and Cambium regarding community partnerships and MSIFN interest in developing sustainable alternatives to landfill (focused on organics and biomethane at this time) to improve the circular economy with respect to waste management, with a focus on the Treaty Area.
- MSIFN provided some details on ENVEST – SSO alternative that manages organics at a biodigester in Leamington.

As promised, we are providing additional documents to include in your file. At the following link you will find:

<https://cambium-inc.sharefile.com/public/share/web-sdfff059a096c4abd8d10ce0193ea05d0>

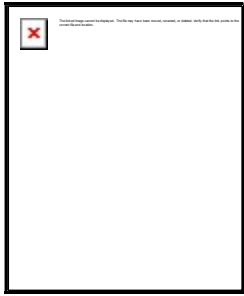
1. The full Environmental Compliance Approval (ECA) application with associated supporting documents including the Design and Operations Plan (DOP) (previously provided). We draw your attention to:
 - Section 2.6 Geological and Hydrogeological Context
 - Section 2.7 Summary of Environmental Compliance
 - Section 4.0 Environmental Monitoring Program
 - Section 5.0 Reporting
 - Appendix B – Conceptual Site Model
2. Ministry Correspondence – this is the most recent correspondence from 2023 from the Technical Support Section outlining their acceptance of the conceptual site model and proposed expansion, but including some recommendations which were subsequently included in the DOP (and ECA application)
3. Environmental Screening Report (Full Report)
4. Appendix F of the ESR (Stage 1&2 and Stage 3 AAs)
5. Site Figures 1 through 5 (also included in the DOP)

With respect to file timing, we received an update on the expected timing of the file review from AOO. They expect that we may receive a response March 6. We have asked if AOO would be willing to share their comments on the Archaeological Assessments.

Let us know if we missed anything. Furthermore, if you could provide us with an estimated timing for your file review and assuming you receive comments from AOO on or around March 6, it would be appreciated.

Thank you again. Take care.

Stephanie



Stephanie Reeder, P.Geo., C.E.T. (she/her)

Group Manager - Solid Waste

Cambium - Peterborough

 705.872.8797

 866.217.7900

 cambium-inc.com



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From: Consultation <consultation@scugogfirstnation.com>

Sent: Thursday, January 18, 2024 3:17 PM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Don Richardson <drichardson@scugogfirstnation.com>; Emily Ferguson <eferguson@scugogfirstnation.com>; Natalya Garrod <ngarrod@scugogfirstnation.com>; Samantha Shrubsole <sshrubsole@scugogfirstnation.com>

Subject: Re: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Hi Stephanie,

Yes, the meeting will be virtual. If you could go ahead and arrange the Teams meeting, that would be fantastic.

Miigwech,

Rob Lukacs

Consultation Advisor to MSIFN

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Date: Thursday, January 18, 2024 at 8:56 AM

To: Consultation <consultation@scugogfirstnation.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>, Don Richardson

<drichardson@scugogfirstnation.com>, Emily Ferguson <eferguson@scugogfirstnation.com>, Natalya Garrod <ngarrodd@scugogfirstnation.com>, Samantha Shrubsole <sshrubsole@scugogfirstnation.com>
Subject: RE: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

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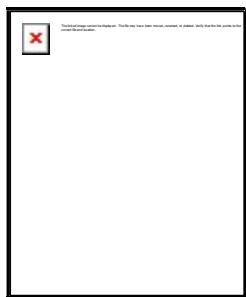
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Hi Rob,

Thanks for getting back to us.

That date and time works – we assume the meeting will be virtual. Would you like us to set up a Teams meeting?

We look forward to meeting with you. Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T.

Group Manager - Solid Waste

Cambium - Peterborough

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From: Consultation <consultation@scugogfirstnation.com>

Sent: Wednesday, January 17, 2024 10:02 AM

To: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>

Cc: Jennifer Charkavi <cao@admastonbromley.com>; Don Richardson <drichardson@scugogfirstnation.com>; Emily Ferguson <eferguson@scugogfirstnation.com>; Natalya Garrod <ngarrodd@scugogfirstnation.com>; Samantha Shrubsole <sshrubsole@scugogfirstnation.com>

Subject: Re: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

Hello Stephanie,

Thank you for notifying MSIFN Consultation.

Our team, cc'd above, would be happy to arrange a 1-hour meeting to discuss this file. Is your team available on Tuesday, February 6th at 1 p.m.?

Miigwech,

Rob Lukacs
Consultation Advisor to MSIFN

From: Stephanie Reeder <Stephanie.Reeder@cambium-inc.com>
Date: Friday, December 22, 2023 at 9:45 AM
To: Consultation <consultation@scugogfirstnation.com>
Cc: Jennifer Charkavi <cao@admastonbromley.com>
Subject: Request for Comments - Application to Amend Waste ECA, Township of Admaston/Bromley (10206-003)

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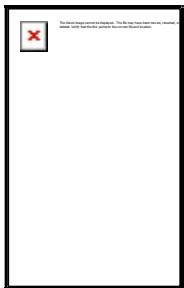
Good Morning,

Please find attached a request for comments on an application to amend Ontario Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint and the total waste volume of the Osceola Waste Disposal Site. The WDS is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

Due to the file size, the application can be downloaded from this link:
<https://cambium-inc.sharefile.com/d-sab800f17758b4fa1b6e04fab7984b752>
Note: Link will expire in 90 days.

It would be appreciated if comments could be provided within six weeks. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.

Take care.
Stephanie



Stephanie Reeder, P.Geo., C.E.T. (She/Her)
Group Manager - Solid Waste

Cambium - Peterborough

📞 705.872.8797
📞 866.217.7900
🌐 cambium-inc.com

Happy Holidays From Cambium!

Our offices will be closed from December 25 - January 1.
We look forward to working with you in 2024 and hope you have a safe and happy holiday season.





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December 21, 2023

Chief LaRocca and Council
Mississaugas of Scugog Island First Nation
c/o Consultation Office
22521 Island Rd
Port Perry, ON L9L 1B6
Email: consultation@scugogfirstnation.com

Re: Township of Admaston/Bromley - Osceola Landfill Expansion
Cambium Reference: 10206-003

Dear Chief and Council,

Cambium Inc., on behalf of the Township of Admaston/Bromley (Township), wishes to provide you with the following notice regarding the Environmental Compliance Approval (ECA) amendment for Waste Disposal Site (WDS) for the expansion of the Osceola WDS, which is being completed in accordance with the Environmental Assessment Act (EAA). The Osceola Waste Disposal Site consists of an active landfill and transfer station. The site is on Part Lots 18 and 19, Concession III, geographic Township of Bromley, Township of Admaston/Bromley, south of the Hamlet of Osceola.

The current approved capacity of the Osceola Waste Disposal Site is 97,500 m³ with an approved site area of 1.74 ha. The WDS is the only active landfill in the Township with an annual average volume intake of 3,500 m³. The WDS is nearing its approved capacity, with an anticipated closure date of June 2024. The Township is seeking an amendment of the Ministry of the Environment, Conservation, and Parks (MECP) Environmental Compliance Approval (ECA) No. A411802 to expand the waste footprint to 2.66 ha and the total waste volume of 178,740 m³.

To determine the best approach for the expansion, the Township has been in on-going discussions with the MECP since the initiation of an Environmental Screening Process (ESP) in 2009 in accordance with Ontario Regulation (O.Reg.) 101/07 under the EAA. The ESP was completed in 2013.



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December 21, 2023

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Based on comments and recommendations provided by the MECP and findings during additional work completed between 2009 and 2013, Cambium has prepared a detailed design of the expansion at the site. A Design and Operations Plan (DOP) was prepared to meet provincial regulatory requirements based on the R.R.O. 1990, Regulation (Reg.) 347: General Waste Management, Ontario, O.Reg. 232/98: Landfilling Sites, the *Ministry Landfill Standards* (MOE, 2012), and the Ministry document *Guide to Applying for an Environmental Compliance Approval* (MOEE, 2017). This DOP was included as supporting documentation for an application to amend the ECA for the site.

Attached to this letter is the Application to Amend ECA A411802 and supporting documentation. The Township would like to invite you to provide any comments you may have with respect to the amendment of ECA No. A411802 to expand the Osceola Waste Disposal Site. Comments may be submitted in writing to:

Stephanie Reeder, P.Geo., C.E.T., Senior Project Manager
Cambium Inc.

194 Sophia Street
Peterborough, Ontario K9H 1E5
(705) 872-8797

stephanie.reeder@cambium-inc.com

It would be appreciated if comments could be provided within six weeks of the date of this letter. If you have questions or require additional information and/or would like to have a meeting to discuss this file, please do not hesitate to contact the undersigned at (705) 872-8797.





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December 21, 2023

Best regards,

Cambium Inc.

Stephanie Reeder, P. Geo, C.E.T
Senior Project Manager

SNR/mn

cc. *Jennifer Charkavi, CEMC, AOMC, Dipl.M.A., CAO/Clerk, Township of Admaston/Bromley*

Encl. *Application to Amend Environmental Compliance Approval: Osceola Waste Disposal Site (Cambium, 2023)*

P:\10200 to 10299\10206-003 Twp of Admaston-Bromley - Osceola Landfill Expansion\Deliverables\Indigenous Consultation\2023-12-21 LTR Osceola Landfill MSI (FINAL).docx



Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

**613-432-2885 Stone Road Office
613-432-4052 Fax**

**613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage**

REPORT

Date: May 2, 2024

To: Council

From: Kelly Coughlin/Steve Visinski

Re: Contract for compacting and covering of Refuse at the Osceola Landfill

Background:

The Waste Management Committee discussed the contract for compacting and covering of refuse at the Osceola Landfill at its meeting on May 2, 2024.

The Township of Admaston Bromley has three locations that accept household waste. The Stone Road Transfer site and Dougals Trafer Station are hauled to the Osceola Landfill. After each opening or disposal of refuse it is mandatory that compaction and covering of refuse is completed. The compaction and covering operations are completed by a contractor (Brian Dedo).

Discussion:

Mr. Dedo has been a long-time contractor for the Municipality starting in the year 2000. His most recent contract started in January of 2021 and is coming due in December of 2025. The current contract requires Mr. Dedo to complete three (3) coverings per week at a cost of \$300.00 per cover. The contract had stated there would be annual adjustment increases for fuel. There has been no adjustments or additions made to the \$300.00 per cover charges since 2016. Mr. Dedo approached Staff in late 2023 requesting a 20% increase in the covering charge but both Mr. Dedo and Staff agreed to finish out the 2023 season and revisit the contract in 2024. Attached is a draft copy of the contract that both Staff and Mr. Dedo feel is suitable for moving forward. It is important to note that there have been no changes or increases in fees since 2016.

The changes that are proposed be made to the contact are as follows:

The original annual fuel index clause has been removed as this is incorporated into the covering fee.

Annual indexing, rounded up to the nearest dollar have been added for the next 5 years as follows:

2024 - 5% = \$315 per cover

2025 - 5% = \$331 per cover

2026 - 3% = \$341 per cover

2027 - 3% = \$351 per cover

2028 - 3% = \$361 per cover

Hourly rates have been added to the contract at \$100.00 per hour for any additional works needed outside of normal covering operations.

The contractors proof of insurances were raised from \$1,000,000.00 to \$2,000,000.00.

All other items in the contract remain unchanged.

Financial Implications:

The 2024 Budget had been prepared with an increase in the contract for Brian Dedo and the years 2025-2028 will be incorporated into those budgets.

People Consulted:

CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council approve the changes to the Osceola Landfill contract with Brian Dedo;

AND BE IT RESOLVED THAT Council adopt By-Law 2024-28, being a by-law to authorize the Mayor and Clerk to execute a contract with Brian Dedo with respect to the covering, levelling and compaction of refuse at the Osceola Landfill Site.

APPENDIX "A"
FORM OF AGREEMENT

AGREEMENT MADE THIS 2ND Day of May 2024

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

(Hereinafter known as the Corporation)

OF THE FIRST PART

AND:

BRIAN DEDO

(hereinafter called the Contractor)

OF THE SECOND PART

WITNESSETH:

THAT the Corporation and the Contractor in consideration of the fulfillment of their respective promises and obligations herein set forth covenant and agree with each other as follows:

ARTICLE 1:

A) A general description of the work is:

The operation of a bulldozer for the purpose of covering, levelling and compaction work at the Osceola landfill site.

B) The Contractor shall provide at his own expense all labour, machinery, and fuel and things necessary for due execution of all the work set out in this contract.

C) The Contractor, Brian Dedo is permitted to use cover material located at the landfill site at no cost. The Contractor shall keep records of the amount used.

ARTICLE 2:

The information to the Contractor attached hereto shall form part of the contract and be binding on the parties.

ARTICLE 3:

The Corporation covenants with the Contractor that the Contractor, having in all respects complied with this contract, will be paid per covering and in respect of all the works the sum of money equal to the quoted rate as follows:

2024 - \$315.00

2025 - \$331.00

2026 - \$341.00

2027 - \$351.00

2028 - \$361.00

Work will be performed Sunday, Monday and Thursday.

The Corporation shall pay the Contractor the above amounts the month following when the work was completed. Payment shall be made within five (5) days following the second council meeting of each month.

The Corporation may require the Contractor to work additional hours above and beyond the regular contract. Those hours will be paid out at \$100.00 per hour. The Contractor will split out those charges separately on their monthly invoice.

The work will be carried out under the supervision of the Road Superintendent or designate.

ARTICLE 4:

Where any notice, direction or other communication is required to be given or made by one of the parties hereto the other, it shall be deemed sufficiently given or made if mailed or delivered in writing to such party at the following address:

THE CORPORATION:

The Township of Admaston/Bromley
477 Stone Road
Renfrew, Ontario
K7V 3Z5

THE CONTRACTOR:

Brian Dedo
R.R. #2
3010 Stone Road
Douglas, Ontario
K0J 1S0

ARTICLE 5:

The contractor declares that in the contracting the works and in entering into this contract he / she has investigated for himself the character of the work and all conditions that might affect his contract or his acceptance of the work, or that, not having so investigated, he is willing to assume and does hereby assume all risk of conditions arising or developing or any items thereof more expensive in character, or more onerous to fulfill, that has contemplated or known when the contract was signed. The Contractor also declares that he did not and does not rely up on information furnished by any methods whatsoever, by the Corporation of its officers or employees, and being aware that any information from such sources were approximate and speculative only and were not in any manner warranted or guaranteed by the Corporation.

The Contractor further acknowledges the municipality's ownership of any and all structures and materials presently located at the landfill sites.

ARTICLE 6:

SCOPE OF WORK:

1. The Osceola landfill site shall be compacted and covered each day the landfill site is open or when delivery has been received from the Transfer Stations according to provincial legislation.
2. Should weather conditions prevent work to be done as outlined above, then the work shall be done as soon as conditions are satisfactory.
 - a. The Contractor is required to spread and compact the refuse as specified and as may be directed by the Road Superintendent, Engineer or designate.
 - b. The Contractor will ensure that sufficient cover material is applied when spreading and compacting of refuse.
 - c. The Contractor is required to meet on occasion with the Road Superintendent and Engineer or designate.
 - d. The Contractor is required to report any problems and / or concerns which may arise from time to time to the Road Superintendent or designate.
 - e. The Contractor is required to keep such records and completed forms as requested by the Municipality.

ARTICLE 7:

SUPERVISION

1. The Contractor will be supervised on occasion by the Road Superintendent or designate.
2. The Contractor will be supplied with keys to the landfill sites, but under no condition is he allowed giving them to anyone else and / or using the dump for personal use when the attendant is off duty.

ARTICLE 8:

This contract shall apply to and be binding on the parties hereto and their successors, administrators, and executors. The Contractor agrees to do the above scope of work unless revision is made in writing as a result of negotiations between the Contractor and the Corporation.

ARTICLE 9:

DURATION OF CONTRACT

This contract will commence January 1, 2024 and will terminate on December 31, 2028.

The contract will automatically renew each year unless notice of termination is provided by either party. Either party may terminate this agreement upon the giving of sixty (60) days' notice in writing to the other party. This contract may also be extended for any additional period upon the agreement of both parties.

Notwithstanding the above, any legislated changes to the work in this contract, which increase or decrease the cost of performing this work, will result in the contract being opened for negotiations.

ARTICLE 10:

INSURANCE

The Contractor shall provide the Corporation with a Certificate of Liability Insurance for not less than Two Million dollars (\$2,000,000).

IN WITNESS WHEREOF the parties have hereunto set their hands and seals on the above written, or caused their Corporate Seals to be affixed, attested by the signature of their proper officers, as the case may be.

Contractor

Mayor

CAO / Clerk

County Council Summary

April 24, 2024

Below you will find highlights of the County of Renfrew County Council meeting from April 24, 2024

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The [full County Council package](#) can be found on our website.

[April meeting](#) YouTube link.

Warden's Address

Key highlights

- The first ever Renfrew County Housing Summit was held on April 4 at the myFM Centre in Renfrew. The Warden noted it was a very successful event with more than 110 attendees representing various segments of the housing spectrum. During the meeting, council had a chance to watch a summit wrap-up video. A fulsome report will be forthcoming in the months to follow, including action items and a discussion about tangible targets. Warden Emon thanked all involved in organizing the event.
- Warden Peter Emon noted the release of the federal budget on April 16. While the recently announced provincial budget had more direct implications to municipal operations, there were several items within the federal budget that focus on solving the housing and homelessness crises, including funding investments in infrastructure. He remains hopeful that the County of Renfrew will be an eligible partner in the funding allocations and applications when the programs get rolled out, including the \$6-billion Canada Housing Infrastructure Fund.

During the month of April 2024, Warden Peter Emon attended 20 meetings on County business.

- On April 12, he met with MPP John Yakabuski to discuss several issues including Queen's Park Days, Mesa funding for the Carefor project, Ministry of Transportation following up on the ROMA delegation on the Highway 17 brief, Child Care – CWELLC issues, Housing (funding and access/eligibility) for a modular project and housing stock revitalization, Enterprise Renfrew County and the Renfrew County and District Health Unit.
- On April 17, the Warden and CAO met with the Renfrew County and District School Board to discuss items of mutual benefit. In attendance were the new Director of Education Kristin Niemi, RCDSB Board Chair Susan Humphries and Executive Officer of Public Affairs Meredith Caplan Jamieson. The meeting identified several initiatives that the County and the School Board could collaborate on in the future.

Delegations

- Ann Pohl, Judy Sauve, Carol Sulpher of the Kitchissippi-Ottawa Valley (KOV) Chapter – Council of Canadians attended to discuss the Climate Action Petition in recognition of International Earth Day. They stressed the need for immediate action on climate change and the group requested the County of Renfrew take the lead on a Valley-wide Climate Action Committee.
- Jason St-Pierre, Chief Executive Officer, and Lisa Severson, Director of Communications, for the Eastern Ontario Regional Network (EORN) provided an update on the cell gap project for eastern Ontario, specifically on Renfrew County current and planned projects. Approximately \$50 million is being invested in infrastructure in the County of Renfrew to increase broadband service. They also touched upon Communal Servicing Systems projects within Eastern Ontario. Communal services, also known as shared drinking water and sewage systems, provide water and wastewater treatment to clusters of residences and businesses.

Finance & Administration Committee

Presented by: Jennifer Murphy, Chair

- The Municipal Benefits Committee (MBC) has approved North Algona Wilberforce as a member. The MBC is chaired by the County of Renfrew and consists of lower-tier municipalities and partner agencies. The purpose of the MBC is to optimize the management of employee benefits programs, maximize efficiencies in program administration, share information and implement solutions, and benefit from economies of scale. These economies of scale include lower administration costs, higher breakeven points, improved trend factors, the use of reserves and risk sharing.
- County Council approved the Delegated Authority Policy which sets out Council's ability to delegate its powers and duties to staff. The intent of the by-law is to include appendices that would, i) consolidate all current delegated authority traceable to existing by-laws and/or Council resolutions, and ii) address administrative practices by staff lacking current approval via a by-law or Council resolution.
- By-laws were passed in relation to the 2024 Tax Policy:
 - A by-law to set tax ratios for County and lower-tier purposes.
 - A by-law to include a revenue neutral ratio for the Landfill class at 1.189066.
- County Council adopted a by-law to establish the 2024 Tax Rates for County of Renfrew purposes.

Community Services Committee

Presented by: Anne Giardini, Chair

- On March 20, 2024, a Mesa stakeholder engagement session was held in Pembroke. Representatives from the County of Renfrew's Community Services, Development and Property, and Emergency Services Departments participated in the meeting, along with local addictions and mental health service providers. The aim of the session was to exchange information on services and obtain feedback from stakeholders on strategies to better meet the needs of individuals experiencing mental health, addictions, and homelessness.

- County Council adopted a By-law authorizing the Warden and Clerk to enter into a 2024 Ontario Works Administration Transfer Payment Agreement with the Minister of Children, Community and Social Services. An Ontario Transfer Payment Agreement is required to be executed for the Corporation of the County of Renfrew to accept the 2024 Ontario Works Administration Funding in the total amount of \$2,022,000.
- Based on feedback received from the Province on the funding challenges being downloaded from the National Housing Strategy, County Council passed a motion requesting the Warden send urgent correspondence to the Provincial and Federal Ministers of Housing to confirm financial supports will continue for vulnerable households across Ontario and that he advocate to the Federal and Provincial governments to establish a trilateral table to negotiate a final three-year tranche of funding under the National Housing Strategy.

Development & Property Committee

Presented by: James Brose, Chair

- The County of Renfrew held an [Affordable Housing Summit](#) on April 4, 2024 at the myFM Centre, Renfrew, Ontario, with an excellent turnout from interested parties. Topics for the day were developer experiences, updates from Community Services, information on the County of Renfrew properties expression of interest and innovative partnerships, and the Mesa project. Staff will provide a report to Council at a future meeting.
- The County of Renfrew has two designated Recreational Trails – the ‘Algonquin Trail’ and the ‘K & P Recreational Trail’, and each trail is governed by a separate By-law setting the rules for use of the trails. For consistency across the County’s trails, including any future trails, the preference is having a single By-law capable of governing all of the County’s Recreational Trails. A new draft By-law to Regulate and Govern the Use of the Lands Identified as County of Renfrew Recreational Trails as Linear Parks ([Appendix II \(pgs 274-280\)](#)) is available for consideration and input. A notable change in the new draft By-law from the current By-law governing the Algonquin Trail is permitting dirt bikes and motorcycles on the trail. Dirt bikes and motorcycles would require insurance, a licence, and an Ontario Federation of All Terrain Vehicle (OFATV) trail permit. Input on the draft By-law should be provided no later than April 30, 2024 to Taylor Hanrath, Manager of Capital Works.
- Tourism Tomorrow: Cultivating Growth and Navigating Change was the theme of this year’s Ottawa Valley Tourism Conference and AGM that took place on April 16 at the myFM Centre in Renfrew. Presented by the Renfrew County Community Futures Development Corporation, and coinciding with National Tourism Week, event included a keynote address by Sara Norton of Reply All, a welcome to the land and a flash history lesson with Christine Luckasavitch of Waaseyaa Consulting, panel discussions about community partnerships, travel trade and succession planning.
The event wrapped up with the presentation of the [Ottawa Valley Tourism Awards](#):
 - Tourism Champion: Ron Moss, Ottawa Valley Cycling and Active Transportation Alliance (Laurentian Valley)
 - Business/Organization of the Year: Somewhere Inn Calabogie (Greater Madawaska)
 - Event of the Year: Pembroke Regional Silver Stick Tournament
 - Sustainability Champion: Anupaya Cabin Co. (Deep River)
 - New Tourism Product: Ottawa Valley Farm to Fork (Bonnechere Valley)
 - Tourism Marketing: Ontario’s Highlands Tourism Organization (Whitewater Region)

- On April 2, 2024, Pembroke City Council voted in favour to implement a 4% Municipal Accommodation Tax (MAT) that will be applied to all roofed and non-roofed transient accommodations for overnight stays of 30 days or less with a proposed implementation date of January 1, 2025. The City of Pembroke also identified the Ottawa Valley Tourist Association (OVTA) as the eligible tourism entity to receive 50% of the collected funds. Staff will be working with the City over the coming months to finalize arrangements and develop plans for use of the funds to promote and develop tourism for the City of Pembroke.
- On February 14, 2024, a Request for Quotations (RFQ) was issued to six known service providers for 25 hectares of chemical site preparation at Beachburg Tract. This area is scheduled to be planted with 45,000 white and red pine in 2025 and the seedlings have already been ordered. It is anticipated that chemical site preparation will be necessary this year to control poplar and red maple competition in advance of planting. The area will be assessed by County staff mid-June to confirm that a chemical site preparation treatment is warranted. The estimated cost of chemical is less than \$500. The quote of \$10,201.25 + chemical from Heritage Reforestation Inc., Waltham, Québec was accepted with a maximum price of \$11,000. Significant public outreach and education by County staff will occur in advance of this work, and the area will be signed and closed by the contractor according to the requirements of the Pesticides Act and any other relevant regulations.
- The fit-up on the first floor of 450 O'Brien Road in Renfrew, consisting of 1,744 sq. ft. has been completed and is now functional at Renfrew County Place. Renfrew County Virtual Triage and Assessment Centre (RC VTAC), which was temporarily located on the second floor, moved into this newly renovated area on March 27, 2024. Staff continues to look for future interested tenants for the remaining vacant space.
- The GIS Division has created two dashboards to view data/information regarding building activity and vacant land availability within Renfrew County. The [building dashboard](#) provides information on the location, type of unit, and year that residential buildings have been constructed. The [vacant land inventory dashboard](#) provides information regarding the location, size, and services of properties across Renfrew County.
- In partnership with Natural Resources Canada (NRCan) and the Ministry of Natural Resources and Forestry (MNRF), Renfrew County and local municipalities are preparing for an effective response to any future potential flood mapping funding opportunities. This project is aligned with the federal flood mapping framework (NRCan, 2018), of which the objectives of this project will be to identify current mapping status, identify shortfalls in current data and mapping, identify and prioritize areas for acquiring new mapping, and develop a plan to acquire data required for flood mapping and implement flood mapping across the county. Phase 1 of the flood-mapping framework (Flood Hazard Identification and Priority Setting) is complete and has been accepted by NRCan. The final reports are posted on the County of Renfrew [Zencity](#) platform.
- County Council directed staff to undertake an Official Plan Amendment and development of a Regional Incentives Program, enabling the County to offer financial support to local municipalities for implementing their respective CIPs. It is estimated at a high-level that this project could be done in-house and potentially completed in time for consideration of funding levels for the 2025 budget.
- County Council also directed staff to pursue a change to the regulation under the Planning Act to become a "Prescribed Upper-tier Municipality" for the purposes of developing an affordable housing Community Improvement Plan (CIP). If successful, the County could proceed with formulating its own CIP, particularly focused on affordable housing initiatives.

- County Council directed staff to prepare a report within three months on steps to form a Municipal Services Corporation to address communal water and wastewater systems in Renfrew County or join another Municipal Services Corporation and the possible scope of services that could be provided, for consideration by County Council. A Municipal Services Corporation can provide other services that are impractical for a single lower-tier municipality to manage efficiently on its own.
- County Council adopted a By-law authorizing Pro-tec 5, Pembroke, Ontario to act as By-law Enforcement Officers on County of Renfrew owned Recreational Trails on behalf of the County of Renfrew. It is anticipated approximately 27 patrols can be completed before the end of 2024, which is substantially more than past years with paid duty police officers.
- County Council adopted a By-law to approve Official Plan Amendment No. 44 to introduce an Alternative Notice Provisions policy into the Official Plan. The Planning Act allows for local alternatives for providing notice if the Official Plan contains policies specifying details of the method of notice. This amendment would introduce the required policies to allow municipalities to utilize “alternative notice” provisions under the Planning Act. Staff will continue to use print media when available.
- County Council adopted a By-law to approve Official Plan Amendment No. 45 to redesignate lands in the Township of Horton from “Rural-Exception Four” to “Rural-Exception Twenty”. The amendment allows the subject lands to finish the remaining development of the property to proceed through the consent (severance) process, rather than by means of a registered plan of subdivision.
- County Council adopted a By-law to approve Official Plan Amendment No. 46 to redesignate lands in the Township of McNab/Braeside, located along Gunsmith Road, Hidden River Road, and along Robertson Line from the Madawaska River to Hanson Creek from “Rural-Exception Sixteen” to a “Rural” designation to remove the restriction on lot creation for these lands.

Health Committee

Presented by: Michael Donohue, Chair

- On March 20, the Mesa team, in collaboration with the Ontario Health Teams, hosted a community meeting with 20 community partners to discuss the new Collaborative Approach to Compassionate Care. Paramedics involved in the Mesa team are participating in regular visits with the Ontario Provincial Police and the Mental Health Crisis Rapid Response Team. They are involved in regular clinics at The Grind in Pembroke and the demand for services is increasing as trust and education are built through educational programs, system navigation, RCVTAC consultations and paramedic-lead interventions.
- County Council adopted a By-law authorizing the Warden and Clerk to sign a Letter of Agreement with MacKay Manor as represented by Community Withdrawal Management Services of Renfrew County (“CWMS”) and Addiction Treatment Services (ATS) for the provision of addiction and withdrawal services related to the Mesa Program.
- County Council adopted a By-law authorizing the Warden and Clerk to sign the 2023/24 one-time Increase to Long-Term Care Home Funding Agreement to assist in relieving financial pressures and addressing key priorities related to Ontario Fire Code requirements, addressing deferred maintenance and proceeding with (re)development projects in the amount of \$2,543 per bed with Ontario Health.

Operations Committee

Presented by: **Glenn Doncaster, Chair**

- County Council endorsed a letter of support, under the Warden’s signature, be sent to the Township of Killaloe, Hagarty and Richards to endorse their application to the My Main Street, Community Activator Program for the “Killaloe: A Main Street Enhancement Project”.
- County Council denied the request from the Township of McNab/Braeside to lower the posted speed limits along County Road 3 (Usborne Street) between McLean Drive and River Road.
- County Council adopted a By-law to enter into an agreement to provide funding in the amount of \$2,460,000 to the Town of Petawawa for the reconstruction and urbanization of County Road 37 (Murphy Road). The Town of Petawawa will be managing the project and has provided the County of Renfrew with an Agreement to acknowledge the County of Renfrew’s contribution of \$2,460,000.
- County Council approved several contracts/agreements as submitted:
 - Rehabilitation of County Road 5 (Stone Road), from Mhusk Road to Highway 60, a distance of 5.13km, Township of Admaston/Bromley, to Thomas Cavanagh Construction Limited, Ashton, Ontario, in the amount of \$1,413,700, plus applicable taxes.
 - Rehabilitation of County Road 8 (Cobden Road) from Highway 60 to Urban Limit, a distance of 11.51km, Townships of Admaston/Bromley and Whitewater Region, Walker Construction, Niagara Falls, Ontario, in the amount of \$1,197,073, plus applicable taxes.
 - Rehabilitation of County Road 13 (Mountain Road) from Stafford Third Line to Highway 17, a distance of 4.01km, Townships of Laurentian Valley and Whitewater Region, Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario, , in the amount of \$1,419,067.13, plus applicable taxes.
 - Contract Administration and Construction Supervision Services for the rehabilitation of County Structure B007 (Butler Bridge), Township of Admaston/Bromley, Stantec Consulting Limited, Ottawa, Ontario in the amount of \$151,640.10, plus applicable taxes.
 - Rehabilitation of County Structure B181 (Peter Black Bridge), located on County Road 24 (White Water Road), approximately 1.5km east of Highway 41, Township of Laurentian Valley, Bonnechere Excavating Incorporated, Renfrew, Ontario, in the amount of \$1,282,480, plus applicable taxes.
 - Supply and installation of traffic signal equipment at various County of Renfrew intersections within the Town of Petawawa and the Township of Laurentian Valley, in the amount of \$232,500, plus applicable taxes, to Partham Engineering Limited, Richmond, Ontario.
 - Supply and delivery of seven light duty pick-up trucks, in the amount of \$392,065, plus applicable taxes, to Surgenor Chev Buick GMC Cadillac, Ottawa, Ontario.

Additional Information

Craig Kelley, Chief Administrative Officer

613-735-7288

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2024-28

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE A CONTRACT WITH BRIAN DEDO WITH RESPECT TO THE COVERING, LEVELLING AND COMPACTION OF REFUSE AT THE OSCEOLA LANDFILL SITE.

WHEREAS section 11(3), Chapter 25 of the *Municipal Act, S.O. 2001 (hereinafter the Municipal Act)*, authorizes Council to contract with any person for the operation and maintenance of the landfill site upon such terms and conditions as may be considered expedient.

NOT THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

1. That the Corporation of the Township of Admaston/Bromley and Brian Dedo are desirous to enter into a contract generally in the form annexed hereto as Appendix "A" to provide for the covering, levelling and compaction of our Osceola Landfill Site.
2. The Appendix "A" attached hereto forms part of this By-law.
3. That the Mayor and Clerk be, and are hereby authorized to execute said agreement attached hereto with Brian Dedo on behalf of the Corporation of the Township of Admaston/Bromley.
4. That By-law #2020-57 be rescinded.
5. That this By-law shall come into force and effective January 1, 2024.

Read a first and second time this 2nd May 2024.

Read a third and final time this 2nd May 2024.

Mayor

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON / BROMLEY

BY-LAW NO. 2024-29

A By-Law to provide for the Adoption of the 2024 Tax Rates and to further provide for penalty and interest in default of payment thereof for 2024.

WHEREAS Section 308 of The Act requires tax rates to be established in the same proportion as the tax ratios established by the County of Renfrew; and

WHEREAS Section 312 of the Municipal Act, 2001 dictates that the Council of a local municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year, amounts required for any Board, Commission, or other body; and

WHEREAS Council of the Township of Admaston / Bromley has passed By-Law No. 2024-14 to adopt the estimates for the sums required during the year 2024 for general, capital and all purposes of the Township of Admaston / Bromley; and

WHEREAS in accordance with Section 329 to Section 331 of The Act, the County of Renfrew has adopted a by-law for the purpose of administering limits for the Commercial, Industrial and Multi-Residential property classes; and

WHEREAS Section 342 of The Act provides that a municipality may pass a by-law establishing different instalments and due dates for taxes on a property; and

WHEREAS Section 343 of The Act provides that a municipality may pass a by-law providing for the billing of a property class separately from the other property classes; and

WHEREAS Section 345 of The Act provides that a local municipality may pass a by-law to impose late payment charges for the non-payment of taxes or any installment by the due date; and

WHEREAS the County of Renfrew has adopted a by-law directing the Council of the Township of Admaston/Bromley to levy specified tax rates on the assessment for County purposes; and

AND WHEREAS the Province of Ontario has by regulation directed the Council of the Township of Admaston / Bromley to levy specified tax rates on certain assessment for Municipal and Education purposes;

NOW THEREFORE the Council of the Township of Admaston / Bromley hereby enacts that every owner in the Township of Admaston / Bromley shall be taxed according to the following tax rates in the by-law and such taxes shall become due and payable in four installments as follows:

Interim Tax Bill is due: March 28, 2024. Final Tax Bill is due: September 30, 2024.

1. **THAT** for the year 2024 the rates to be applied on the taxable and payment-in-lieu assessment rateable for municipal purposes shall be as follows:

Residential	0.00910171
Farmland Awaiting Development	0.00318500
New Multi-Residential	0.00910171
Multi-residential	0.01769008
Commercial – Occupied	0.01651687
Commercial - Vacant/Excess	0.01651687
Commercial Farmland Awaiting Development	0.00318500
Industrial – Occupied	0.02245304

Industrial – Vacant/Excess	0.02245304
Large Industrial – Occupied	0.02477485
Large Industrial – Vacant/Excess	0.02477485
Landfill	0.01082253
Pipelines	0.01213076
Farmland	0.00227543
Managed Forest	0.00227543

For the purposes of this by-law the Commercial property class includes those properties designated as “Shopping Centre” and “New Construction Commercial”, and the Commercial Excess/Vacant class includes those properties designated as “Shopping Centre Excess/Vacant” and “New Construction Commercial Excess/Vacant.”

For the purposes of this by-law the Industrial class includes those properties designated as “New Construction Industrial”.

2. **THAT** final tax bills for the protected classes, being the Commercial, Industrial, Large Industrial and Multi- Residential may be processed separately from the other property classes.
3. **THAT** interest will be added at the rate of 1.25% per month on the first working day for each month or fraction thereof of default on all current and prior years’ taxes.
4. **THAT** the collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
5. **THAT** the CAO/Clerk is hereby empowered to accept part payment from time to time on account of any taxes due.
6. **THAT** taxes are payable at: the Township of Admaston / Bromley, 477 Stone Road, Renfrew, Ontario or through all major Canadian financial institutions.
7. This By-Law shall come into full force and take effect upon the passing thereof.

BE IT FURTHER ENACTED, that all By-Laws, or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 2nd day of May 2024.

READ a third time and passed this 2nd day of May 2024.

MAYOR

CAO/CLERK

ACTION TRACKING LIST

				Updated Information
				NEW
Date	Item	Assigned To	Due Date	Current Status
October 2021	UPDATE Asset Management Plan	CAO/Clerk	Fall 2024	MFOA will be assisting to complete the AMP.
October. 2020	Fencing By-Law	Clerk/CBO	continuing	Look into updating the fencing by-law.
November. 2020	LEG report to Committee	CAO/Clerk	continuing	The CAO/Clerk is provide Council with Regular updates. Recreation
October 2021	Forced Roads	Clerk	continuing	Staff are to investigate a policy for the assumption of forced roads.
June. 2023	Reserve Policy	Treasurer-Deputy CAO/Clerk	Spring 2024	Bring a policy forth for reserve funds
Sept. 2023	Douglas Beach	CAO/Clerk	Spring 2024	Investigate ideas to rejuvenate beach
January. 2023	Strategic Planning Exercise	CAO/Clerk	Spring 2024	Work on delivering a Stategic Planning Exercise

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2024-30

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD MAY 2, 2024.**

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Township of Admaston/Bromley at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the Township of Admaston/Bromley enacts as follows:

1. That the actions of the Council at its meeting held on the 2nd day of May, 2024 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Admaston/Bromley are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Admaston/Bromley to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 2nd day of May 2024.

READ a third time and finally passed this 2nd day of May 2024.

Mayor

CAO/Clerk