

Regular Meeting - Feb 05 2026 Minutes

Thursday, February 5, 2026 at 7:30 PM

Council Chambers

Page

1. Call Meeting to Order

Council met for their second monthly meeting on Thursday February 5, 2026. Present were Mayor Michael Donohue, Deputy Mayor Keith Gourley, Councillors Brian Hamilton and Angela Field.

Staff Members present were CAO/Clerk Jennifer Charkavi and Finance Clerk Amanda Ryan.

Also present was Audio/Video System Specialist Nate MacIsaac.

Councillor Kevin LeGris sent regrets.

Mayor Donohue called the Meeting to Order at 7:31 pm. A moment of silence followed.

2. Moment of Silence

3. Approval of Agenda

Resolution No. 01-02-2026

Moved by Brian Hamilton, second by Keith Gourley

BE IT RESOLVED that Council adopt the agenda of February 5, 2026,
Regular Council Meeting

Carried.

4. Disclosure of Pecuniary Interest

None.

5. Minutes

5.1 [January 22, 2026 Regular Council Meeting](#)  8 - 244

Resolution No. 02-02-2026

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes: 8 - 244

Minutes:

- January 22, 2026, Regular Council Meeting

Carried.

6. Delegations and Guests

7. Planning and Economic Development Committee

Chair Keith Gourley, All of Council

8. Community Service Committee

Chair Angela Field, Committee Member Brian Hamilton

8.1 [Bonnechere Valley Recreation Services Agreement Report](#) 245 - 247



[Agreement](#) 

Resolution No. 03-02-2026

Moved by Angela Field, second by Brian Hamilton

BE IT RESOLVED THAT Admaston/Bromley Council enter into an agreement for Recreation services with the Township of 245 - 247

Bonnechere Valley for the year 2026, 2027, 2028, 2029 and 2030 by adopting By-Law 2026-06.

Carried.

Mayor Donohue stated that he would like to see the agreement remain equitable.

- 8.2 [Douglas Recreation Committee - Multi-Day Fundraising Events Report](#)  248 - 250

[Douglas Recreation Committee Request](#) 

Resolution No. 04-02-2026

Moved by Angela Field, seconded by Brian Hamilton

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley grants permission to the Douglas Recreation Committee to hold monthly events on Friday nights with dates being March 6th, April 17th, and May 8th, 2026, in Douglas and that the said event be designed as a community event and conducted for the enjoyment and betterment of the community. 248 - 250

AND BE IT RESOLVED THAT the fundraising events are to help offset the costs of the Douglas Outdoor Rink Rehabilitation Project.

Carried.

9. Operations Committee

Chair Brian Hamilton, All of Council

10. Waste Management Committee

Chair Michael Donohue, All of Council

- 10.1 [Environmental Monitoring & Reporting Agreement Report](#)  251 - 356

[Agreement](#) 

Resolution 05-02-2026

Moved By Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council adopt By-Law 2026-09, being a by-law to authorize the Mayor and Clerk to execute an Agreement with D.M. Wills for Environmental Monitoring and Reporting at waste sites. 251 - 356

Carried.

11. Finance and Administration Committee

Chair Michael Donohue, All of Council

11.1 [2026 Ontario Municipal Partnership Fund \(OMPF\) Allocation Notice](#) 357 - 358

Resolution 06-02-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Admaston/Bromley Council receive the communication from the Ministry of Finance concerning the first quarterly payment for our 2026 Ontario Municipal Partnership Fund (OMPF) allocation. 357 - 358

Carried.

11.2 [Sunshine Coach Request Report](#) 359 - 362
[Sunshine Coach Request](#)

Resolution No. 07-02-2026

Moved by: Keith Gourley, seconded by Brian Hamilton.

WHEREAS the Township has received a request for support from the Sunshine Coach Service both financially and by by-law; 359 - 362

NOW THEREFORE BE IT RESOLVED that Council approve By-Law 2026-08 being a by-law to declare support for the Sunshine Coach Service and agree that the Town of Renfrew will receive and be responsible for Dedicated Gas Tax funds on behalf of the Township and that a financial contribution will be made on an annual basis.

Carried.

12. Protective Services Committee

Chair Kevin LeGris, Committee Member Angela Field

13. County of Renfrew

Mayor Michael Donohue

13.1 [Eastern Ontario Regional Network \(EORN\) Update - January 2026](#)  363 - 370

Resolution No. 08-02-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receive the communication from the Easter Ontario Regional Network (EORN) update for January 2026. 363 - 370

Carried

14. By-Laws

14.1 [2026-06 - Agreement with Bonnechere Valley for Recreation Services](#)  371 - 373

[2026-08 - Sunshine Coach Gas Tax Funding](#) 

[2026-09 - Agreement with D.M. Wills for Environmental Monitoring](#) 

Resolution No. 09-02-2026

Moved by Angela Field, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the following By-law; 371 - 373

- 2026-06 Bonnechere Valley Recreation Services Agreement
- 2026-08 sunshine Coach Gas Tax Funding
- 2026-09 Agreement with D.M. Wills for Environmental Monitoring

Carried

15. Old Business

- 15.1 [Action Tracking List](#)  374
Resolution No. 10-02-2026

Moved by Angela Field, seconded by Keith Gourley.

BE IT RESOLVED that Council receive the Action Tracking List as information. 374

Carried.

16. New Business

- 16.1 [Notice of Motion - Councillor Brian Hamilton](#)  375

Resolution No. 11-02-2026

Brian Hamilton stated that he wanted to provide notice at this meeting for the next meeting to reconsider the budget allocations.

17. Closed Session

18. Confirmatory By-Law

Resolution No. 11-02-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that By-law 2026-10, being a By-Law to confirm the Proceedings of Council of the Township of Admaston/Bromley at the meeting held February 5, 2026, be now numbered, deemed read three times and passed.

Carried.

- 18.1 [2026-07 - Confirm Proceedings February 5, 2026](#)  376

19. Question Period

20. Adjournment

Resolution No. 12-02-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that the Thursday February 5, 2026, Township of Admaston/Bromley Council meeting be adjourned at 7:59pm.

Carried.

Mayor

CAO/Clerk

Regular Meeting - Jan 22 2026 Minutes

Second Monthly Meeting

Thursday, January 22, 2026 at 7:30 PM

Council Chambers

Page

1. Call Meeting to Order

Council met for their second monthly meeting on Thursday January 22, 2026. Present were Mayor Michael Donohue, Deputy Mayor Keith Gourley, Councilors Brian Hamilton and Kevin Legris.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Coughlin, Public Works Superintendent Visinski, Fire Chief McHale and Finance Clerk Amy Fraser.

Also, present guest presenter Chris Mantha, City of Petawawa and Steve Boland, Association of Ontario Road Supervisors (AORS)

Also present was Audio/Video System Specialist Nate MacIsaac.

Councillor Angela Field sent regrets.

Mayor Donohue called the Meeting to Order at 7:32 pm. A moment of silence followed.

2. Moment of Silence

3. Approval of Agenda

Resolution No. 11-01-2026

Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED that Council adopt the agenda of January 22, 2026, Regular Council Meeting.

Carried.

4. Disclosure of Pecuniary Interest

None.

5. Minutes

[January 8, 2026](#) 

Resolution No. 12-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- January 8, 2026, Regular Council Meeting

Carried.

6. Delegations and Guests

- 6.1 Association of Ontario Road Supervisors (AORS) Presentation on the Municipal Public Works Tradeshow - Petawawa June 3-4, 2026 15 - 34

Mr. Boland began his presentation with a brief overview of 2026 Municipal Tradeshow. This tradeshow was last in Renfrew County in the Town of Arnprior in 2014, in 2026 the tradeshow will be held in the Town of Petawawa. Moves around the province of Ontario and specifically focuses on Public Works industry both public and private sectors.

[Presentation](#) 

7. Planning and Economic Development Committee

Chair Keith Gourley, All of Council

- 7.1 [Consent Planning Report - B86/25](#)  35 - 41
[Planners' Report](#) 


Resolution No. 13-01-2026 35 - 41

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council accept in

principle Consent Application B86/25 submitted by applicants Terry Switzer and Carmen Lamb and agent Jordan Riopelle, 1084 Colton Road, so long as requirements of commenting agencies are satisfied.


Carried.

- 7.2 [Chief Building Official - Evolution Report](#)  42 - 44
Resolution No. 14-01-2026 42 - 44
Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receive the Chief Building Official Job Evolution report as information.

Carried

Carried.

- 7.3 [Building & Sewage Report - October - December 2025](#)  45 - 46
Resolution No. 15-01-2026 45 - 46
Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receive the Building and Sewage report for October – December 2025, as information.

Carried.

8. Community Service Committee

Chair Angela Field, Committee Member Brian Hamilton

Resolution No. 16-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED THAT the Bonnechere Valley recreation Agreement be deferred to another Council meeting so that usage can be brought forward.

Carried.

Resolution No. 2017-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED THAT Admaston/Bromley Council enter into an agreement for Recreation services with the Township of Bonnechere Valley for the years 2026, 2027, 2028, 2029 and 2030 by adopting By-Law 2026-05.

Deferred.

9. Operations Committee

Chair Brian Hamilton, All of Council

- 9.1 [Public Works Monthly Report - December 2025](#)  47 - 48
Resolution No. 18-01-2026 47 - 48

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT the Council receive the Public Works December 2025 Report as information.

Carried.

Councillor Hamilton thanked the public works department for all their hard work and dedication this winter season.

Mayor Donohue inquired if black plastic was now being accepted with the new recycling list that had been released by Circular Materials, Public Works Superintendent Visinski did confirm that black plastic is still not accepted.

Councillor Legris wanted to remind everyone of the new recycling program, it is very comprehensive and encapsulates a lot of materials that further reduce our waste to the landfill and transfer stations.

10. Waste Management Committee

Chair Michael Donohue, All of Council

- 10.1 [Environmental Monitoring RFP Report](#)  49 - 51

Resolution No. 19-01-2026

49 - 51

Moved by Brian Hamilton, seconded by Keith Gourley.

WHEREAS the Council of the Township of Admaston/Bromley required an RFP for Environmental Monitoring and Reporting for the 2026 year;

NOW THEREFORE BE IT RESOLVED THAT Council accept the proposal from D. M. Wills for the 2026, 2027, 2028, 2029 and 2030 reporting years in the respective total amount of \$163,510.00 plus all applicable taxes.

Carried.

11. Finance and Administration Committee

Chair Michael Donohue, All of Council

11.1 **Debenture By-Law - 2026-05 - Sand-Salt-Shed Report** 

52 - 53

When debenture was originally presented, debenture was to be over a 30 year term, almost half the amount, reached out to Infrastructure Ontario was agreeable to a 15 year term. February 2 2026 closing date of debenture.

Deputy Mayor inquired about the lending rate, Treasurer/Deputy CAO/Clerk Coughlin confirmed a 4.21% lending rate.

Resolution No. 20-01-2026



52 - 53

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receive the Financing Stone Road Sand / Salt Shed Replacement report as information as submitted and circulated,

AND FURTHER THAT Council adopt By-law #2026-05 being by-law to authorize the long term borrowing pursuant to the issuing of debenture to Ontario Infrastructure and Lands Corporation in the amount of \$156,000.00

Carried.


- 11.2 [Year-to-Date Financials - December 2025 Report](#)  54 - 86
[YTD December 2025](#) 
Resolution No. 21-01-2026 54 - 86
Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council accept the December 2025 Year to Date Financial Overview Report as information as submitted and circulated.

AND FURTHER THAT Council provide staff direction the date Council intends to adopt the 2026 budget so notice can be posted.

Carried.

Council discussed the report and had some questions and concerns. The main concern was that the levied amount over the last 4 years did equate to just over 50% (2022 - 2025) including the growth. Other concerns were with the bag tag projected revenue, staff stated they need the year to be able to better estimate the revenues. Mayor Donohue thanked the Treasurer for their work to provide the information.

- 11.3 [Payment Register - December 2025](#)  87 - 90
Resolution No. 22-01-2026 87 - 90
Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council approve the Payment Register for December 2025.

Carried.

- 11.4 [Ministry of Agriculture, Food and Agribusiness \(OMAFRA\) Communication](#)  91 - 185
[Publication 861: Agricultural Impact Assessment Guidance](#)

[Document](#) 

[Grow Ontario: a provincial agri-food strategy](#) 

Resolution No. 23-01-2026

91 - 185

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receives the communication from the Ministry of Agriculture, Food and Agribusiness concerning the release of the 2026 Agricultural Impact Assessment (AIA) Guidance Document.

Carried.

12. Protective Services Committee

Chair Kevin LeGris, All of Council

12.1 [Fire Chief's Update Report - November / December 2025](#) 

186 - 187

Resolution No. 24-01-2026

186 - 187

Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley receives the Fire Chiefs report as information only.

Carried.

12.2 [Fire Department Monthly Report - November / December 2025](#) 

188

Resolution No. 25-01-2026

188

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley receives the Fire Chiefs monthly report for November and December 2025 as information only.

Carried.

- 12.3 [Apparatus New vs Used Report](#)  189 - 198
[Technical Bulletin](#) 

Resolution No. 26-01-2026 189 - 198
Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley direct staff to begin work on a Request For Proposal for the purchase of a new pumper-tanker fire truck to replace the 1998 fire truck;

AND BE IT FURTHER RESOLVED that Council of Admaston/Bromley direct the Treasurer-Deputy CAO/Clerk to allow the funds available in the Canada Community Building Fund to be used as part of the financing for the new Fire Truck.

Carried.

13. County of Renfrew
Mayor Michael Donohue

- 13.1 [EORN Cell Gap Report - December 2025](#)  199 - 206
Resolution No. 27-01-2026 199 - 206

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT the Council receive the Easter Ontario Regional Network (EORN) December 2025 update as information only.

Carried.

14. By-Laws

- 14.1 [2026-05 - Debenture By-Law](#)  207 - 235
Resolution No. 28-01-2026 207 - 235

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the following By-law:

2026-05 Debenture By-Law

Carried.

15. Old Business

15.1 [Action Tracking List - January 22](#)  236

Resolution No. 29-01-2026 236

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED that Council receive the Action Tracking List as information.

Carried.

16. New Business

Councillor Hamilton informed council that three residents in our township were being honoured in the wall of fame. He also reminded council Backyard Gourment is having a pre-emptive to the Frosty Fund January 23rd weekend. Frosty Fund cards is set again for January 30 weekend.

CAO/Clerk Charkavi announced the agenda is from the new software Diligent, the same software that County of Renfrew uses, more accessible and more features to come but consider this a soft start.

CAO/Councillors attended ROMA and went to a few delegations, specifically about policing costs and development.

17. Closed Session

18. [Confirmatory By-Law 2026-07](#) 

Resolution No. 30-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that By-law 2026-07, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held January 22, 2026, be now numbered, deemed read three times and passed.

Carried.

19. Question Period

20. Adjournment

Resolution No. 31-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that the Thursday, January 22, 2026, Township of Admaston/Bromley Council meeting be adjourned at 10:24 p.m.

Carried.

CAO

Mayor

Township of Admaston/Bromley
First Monthly Meeting

Council met for their first monthly meeting on Thursday January 8, 2026. Present were Mayor Michael Donohue, Deputy Mayor Keith Gourley, Councillors Brian Hamilton, Angela Field and Kevin LeGris.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Coughlin, Public Works Superintendent Visinski, Fire Chief McHale and Finance Clerk Amanda Ryan.

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 7:30pm. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 2026-01-01

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council adopt the agenda of January 8, 2026, Regular Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of Council Meetings December 18, 2025

Resolution No. 2026-01-02

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- December 18, 2025, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

None.

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

None.

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

None.

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 November 2025 YTD Financial Overview report

Treasurer-Deputy CAO/Clerk Coughlin spoke to her report. She stated that this is a standard by-law that is required by the financial institution.

Resolution No. 2026-01-03

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT the Council receive the Borrowing By-law report as information as submitted and circulated;

AND FURTHER THAT the Council adopt By-law # 2026-01, being a by-law to authorize borrowing of funds necessary to meet current expenditures until property taxes are collected.

Carried.

11b Interim Tax Levy By-Law Report

Treasurer-Deputy CAO/Clerk Coughlin spoke to her report. The by-law is required to be passed before the interim tax bills are prepared and mailed to ratepayers.

Resolution No. 2026-01-04

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council adopt By-Law number 2026-02, being a by-law to provide for an interim tax levy and for the payment of taxes, as well as penalty and interest charges for the non-payment of taxes or any installment by the due date.

Carried.

11c 2026 Budget Booklet

Treasurer-Deputy CAO/Clerk Coughlin presented the budget booklet that contained the results of the budget deliberations from December 2025. Ms. Coughlin started with the operating budget and highlighted and explained why there are increases and decreases over the previous year. She explained that waste management is fully funded and does not form any part of the tax levy any longer.

Mayor Donohue asked about the Provincial grant as it pertained to the most recent grant that was awarded to the Township for recreation.

Treasurer-Deputy CAO/Clerk Coughlin stated that there is a balanced budget with zero required from taxation, translating to a 0% levy increase. Treasurer-Deputy CAO/Clerk Coughlin continued to provide explanation on the items listed in the capital budget and where the monies are being funded from. This included provisions for a new tandem truck, a fire truck and road improvements. Ms. Coughlin continued with projected reserve balances for 2026 with an estimate of \$1,233,293.34.

As part of the package Ms. Coughlin included Ministry of Municipal Affairs and Housing (MMAH) slides as a visual for future financial challenges. Deputy Mayor Gourley stated he is not sure what the relevancy is of the information from MMAH and felt that it did not need to be part of the package.

Councillor LeGris wanted to clarify that even though Admaston/Bromley is proposing a 0% tax increase there may be increase from the County and School Board which would increase taxes.

Mayor Donohue noted although this is a very responsible budget, however from his calculations of payments yet to be recognized and transfers to be made that there should be a surplus that matches that of 2024. He asked if there was any appetite of council to defer the passing of the by-law and potentially reducing the tax levy until more information is available. Ms. Coughlin stated that the allocations will not be complete until the auditors have been in.

Councillor LeGris felt that perhaps the money be best in reserves as the future of the township is not in best financial shape but is not opposed to defer with a goal to attain more information.

Deputy Mayor Gourley expressed that there is a responsibility to properly acknowledge the surplus as it could mean that a cheque could be cut for a fire truck with the surplus from 2024 and 2025, according to his and the mayor's calculations. Rate payers are behind in tax payments, and we must be responsible with what we have.

Councillor Hamilton stated that time will make no difference, it makes no sense especially with the uncertainty of the potential revenues of bag tags in conjunction with the new recycling regime.

Councillor Field felt that council has made strides in the last couple of years. The steps that have been taken in the last couple of years would be erased with using up any surplus. The information shows that Admaston/Bromley is doing ok, but not good. Looking to the future council would be doing our rate payers a disservice in going backwards.

Resolution No. 2026-01-05

Moved by Kevin LeGris, seconded by Keith Gourley.

BE IT RESOLVED THAT the Council defer the resolution to approve the budget until the February 19th, 2026 Council meeting.

Recorded Vote:

Councillor	Angela Field	Nay
Councillor	Brian Hamilton	Nay
Councillor	Kevin LeGris	Yay
Deputy Mayor	Keith Gourley	Yay
Mayor	Michael Donohue	Yay

Carried.

Resolution No. 2026-01-06

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receives 2026 Budget Booklet and 2026 Detailed Budget;

AND BE IT RESOLVED THAT Council adopt By-Law 2026-03, being a by-law to adopt the estimates for the sums required during the year 2026 for general, capital and all purposes of the Township of Admaston/Bromley.

Deferred

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

None.

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

Resolution No. 2026-01-07

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the following By-laws:

- 2026-01 Borrowing By-law
- 2026-02 Interim Levy By-law

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 2026-01-08

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that Council receive the Action Tracking List as information.

Carried.

Agenda Item 16 – New Business

Mayor Donohue wanted to recognize the departure of an the Douglas Diner and Flea Market that was the Douglas Tavern, that has been in the community for over a century. It is to be commended the emergency response involvement from other fire departments and other emergency services, as well as the community. This was a thriving commercial property in the area and is pleased of the owners intend to re-build.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

Resolution No. 2026-01-09

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that By-law 2026-04, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held January 8, 2026, be now numbered, deemed read three times and passed.

Carried.

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 2026-01-10

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that the Thursday, January 8, 2026, Township of Admaston/Bromley Council meeting be adjourned at 10:17 p.m.

Carried.

Mayor

CAO/Clerk



Association of
Ontario Road
Supervisors

40RS 2026 MUNICIPAL PUBLIC WORKS TRADESHOW

➤ JUNE 3-4, 2026
PETAWAWA CIVIC CENTRE



➤ PROUDLY HOSTED BY



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AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

The Renfrew County Road Supervisors Association (RCRSA) is pleased to announce that they have been selected to host the 2026 annual Association of Ontario Road Supervisors (AORS) Municipal Trade Show.

Partners with the RCRSA in hosting this prestigious event are the County of Renfrew and the Town of Petawawa.





About the RCRSA

The Renfrew County Road Supervisors Association (RCRSA) is comprised of the following municipalities, first nation communities and other road authorities:

- County of Renfrew, City of Pembroke, Town of Arnprior, Town of Deep River, Town of Laurentian Hills, Town of Petawawa, Town of Renfrew, Township of Admaston-Bromley, Township of Bonnechere Valley, Township of Brudenell-Lyndoch-Raglan, Township of Greater Madawaska, Township of Horton, Township of Killaloe-Hagarty-Richards, Township of Laurentian Valley, Township of Madawaska Valley, Township of McNab-Braeside, Township of North Algona-Wilberforce, Township of Whitewater Region, United Townships of Head-Clara-Maria, Algonquins of Pikwakanagan, City of Ottawa, Canadian Nuclear Laboratories, and Garrison Petawawa.

Supplier and contractor representatives

Retired former Public Works and Roads Supervisors/ Managers/Directors



AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

The AORS Annual Municipal Trade Show showcases the products, services, materials, and technologies available to the public works industry.

It is considered to be one of the largest shows of its kind in Canada and typically draws more than 2000 participants and 200 exhibitors.





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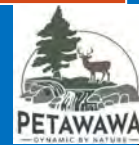
MUNICIPAL TRADE SHOW

The 2 day Trade Show provides an opportunity for public/private sector public works employees to share information and technical developments in materials, services and equipment required to build and maintain municipal roads and core infrastructure projects.



It also allows suppliers of municipal equipment and services to display their products in one area and develop new business relationships.

Previously held in Renfrew County in 1992 at the Petawawa Civic Centre and in 2014 at the Nick Smith Centre, Arnprior





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MUNICIPAL TRADE SHOW

Chronology

- December 2023 – Application submitted to AORS to host the 2026 Municipal Trade Show in Petawawa.
- August 2024 – AORS Board of Directors approved the RCRSA application and awarded the 2026 Trade Show to the Renfrew County group.
- January 2025– Trade Show Executive Committee established





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MUNICIPAL TRADE SHOW

Chronology (cont.)

- February 2025 – Initial Executive Committee meeting held and Organizational Structure established.
- February 2025 – Advertizing and Promotion program commenced.
 - Program advertizing forms distributed to suppliers and municipal staff.
- February 2025 – Steve Boland accepted position as Trade Show Ambassador.





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ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

Chronology (cont.)

- February 2025 – Pembroke Shores Golf Course confirmed for the Annual Ross McKenzie Golf Tournament.
- May 2025 - Final version of 2026 Municipal Trade Show brochure sent for printing. 1200 copies printed for distribution.
- June 2025 – Attendance by Planning Committee Delegates at the 2025 Trade Show to meet with organizers, observe execution efforts and assist AORS with promoting and bookings for the 2026 Trade Show..
- Ongoing promotion and organization of the 2026 Trade Show





AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

Key Personnel

Ambassador – Steve Boland

Treasurer/Finance – Trevor Woodtke

Secretary – Mandy Morrow

AORS Representative – Chris Mantha

Site Logistics – Peter Lapointe & Jamey Mick

Promotion/Ec. Development – Trevor Woodtke/Chris Mantha/Colin Coyle

Entertainment – Brad Faught/Gerry Haley/Teddy Suckow

Volunteer Services – Mark Behm/Trevor Woodtke/Chris Mantha

Exhibitor Representative – Bridget McNaughton





AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

Site Profile

The 2026 AORS Municipal Trade Show will be hosted at the Petawawa Civic Centre. The site was proposed for the Trade Show as it met key requirements:

- Site has good access to/from a Provincial Highway – Highway 17
- 300-400 hotel rooms located within a 15-45 min drive from site.
- 4-6 restaurants located within a 15-45 min drive from site.
- Quality 18-hole golf course with capacity host tournaments of 144 golfers.
- Site with available amenities such as: Wi-Fi, hydro, min. 1 ice pad for indoor booths, sufficient outdoor space for 125-150 booths and demonstration areas, and sufficient parking area.
- 174 Indoor Booths and 128 Outdoor Booths. Approximately 95% of the booths have already been booked for 2026.

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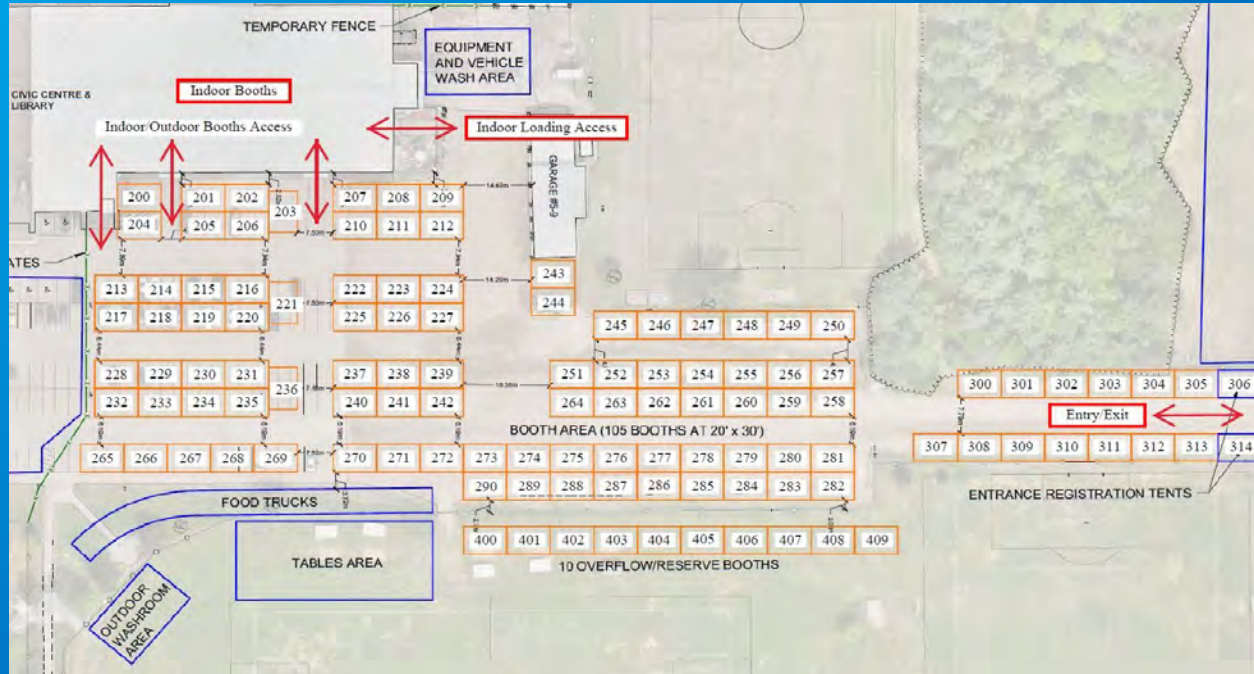


Site Layout – Indoor Booths





Site Layout – Outdoors





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MUNICIPAL TRADE SHOW

Exhibitor Profile

Exhibitors showcase products and services for public works, including:

- Roads and bridges maintenance, construction, and rehabilitation
- Building maintenance/facility management
- Communications
- Engineering, surveying, design and contract administration,
- Emergency disaster management
- Equipment/fleets
- GIS/GPS and internet technologies
- Parks & grounds
- Storm water/flood control, wastewater collection/treatment, and water treatment
- Traffic/pedestrian control
- Transit
- Locating underground utilities
- Staff training/education.

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AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

Visitor Profile

Approximately 2000 people visit the Trade Show each year including:

Public Works Directors, Engineers, Superintendents and Managers

- Directors/Managers of Operations and Operations Personnel
- Fleet/Fleet Safety Managers
- Consulting Engineers
- Solid Waste Managers/Coordinators
- Public Facilities/Grounds Directors and Managers
- Water Services Directors/Managers
- Transportation Directors/Managers
- Private Contractors/ Area Maintenance Contractors





AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

Opportunities

To showcase & promote the amenities and attributes that contribute to the enhanced quality of life enjoyed by the people of the County.

Staff involvement in the planning and organization of the Trade Show.

Educational opportunities for staff to network, view and discuss opportunities for enhancing the work of public works agencies.

Promotion of municipal amenities, businesses and tourism opportunities.

Participation in and/or sponsorship of the Ross McKenzie Memorial Golf Tournament.

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AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

Next Steps

To continue to promote the 2026 AORS Municipal Trade Show whenever and wherever opportunities exist.

To continue to meet with the local municipal Councils to encourage the involvement of municipal staff.

To continue to enlist the support of various suppliers and businesses throughout the County for the planning, organization and successful execution of the 2026 AORS Municipal Trade Show.

To continue with the planning and preparations to make the 2026 AORS Municipal Trade one of the most successful in the show's history.





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MUNICIPAL TRADE SHOW

Requested Support

That staff of the municipalities be granted permission to participate in the planning, organization and execution of the 2026 AORS Municipal Trade Show.

That the staff of the various public works departments throughout the County be granted permission to attend the 2026 AORS Municipal Trade Show in order to maximize the benefits of having the Trade Show in Petawawa and Renfrew County.





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ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

Distribution of Funds Raised

The RCRSA proposes to reinvest the funds raised from the 2026 AORSTrade Show back into the community similar to what occurred after the 2014 AORSTrade Show.

In 2014 \$55,833.41 was raised and distributed as follows:

Bursaries for Renfrew County High Schools - \$30,000 (\$200 Each HS per year)

Hospitals - \$10,000 (\$2000 per hospital)

County Long Term Care Homes - \$5000 (\$2500 ea to BM and ML)

School Food for Learning Program - \$2500

RCRSA Membership Training Fund - \$8000

RCRSA General Fund - \$333.41





AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

For further information

Association of Ontario Road Supervisors (AORS)

**268 Maiden Lane, Suite 206, PO Box 2669,
St. Marys, ON, N4X 1A4**

Phone: 226-661-2002 Fax: 226-661-2003

Email: admin@aors.on.ca

Website: <https://aors.on.ca/events/aors-trade-show/>

2026 AORS Municipal Trade Show Committee

Trevor Woodtke (Town of Petawawa)

Phone: 1 (613) 687- 5536

Email: twoodtke@petawawa.ca





AORS
ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

THANK YOU

For your encouragement, time and support.

2026 AORS Municipal Trade Show Committee



Township of Admaston/Bromley
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613-432-4052 Fax

613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: January 22, 2026
To: Council
From: Jennifer Charkavi
Re: Consent Application B86/25

Background:

A Consent application has been submitted. The owners are proposing to sever 0.37 hectares of land with no road frontage and add it to the abutting property owned by Jordan Riopelle and Fiona Snow. The lands to be enlarged are 0.66 hectares in area with 53.34 metres of road frontage and are vacant. The retained lands will be 85.46 hectares in area with 510 metres of road frontage, and contain an existing dwelling with detached garaged and three barns. The Ministry of Transportation is in favour of the application so long as their conditions are met.

The Township of Admaston/Bromley Zoning By-law requires a minimum lot frontage of 45 metres and lot size 4,047 square metres. As the proposed size and frontage of the lands to be enlarged and retained lands complies with the local Zoning-By law provisions within the Rural (RU) Zone, there are no planning concerns.

The only planning issue that needs to be addressed relates to the proper conveyance of the severed lands to ensure that they will legally merge with the lot owned by Fiona Snow and Jordan Riopelle which was previously severed by consent (Application File No. B103/87(B)).

To allow the lots to properly merge on title, severance B103/87(B) will need to be cancelled. To do so, an application to cancel severance B103/87(B) must be submitted to the County of Renfrew. This cancellation can be accomplished as a condition of approval for the proposed lot addition application.

A Registered Plan of Survey will be a condition of consent.

Financial Implications:

None at this time.

People Consulted:

County of Renfrew – Development and Property Department
Chief Building Official
Public Works Superintendent
Drainage Superintendent

Recommendation for Council:

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B86/25 submitted by applicants Terry Switzer and Carmen Lamb and agent Jordan Riopelle, 1084 Colton Road, so long as requirements of commenting agencies are satisfied.

PART A - BACKGROUND

1. FILE NO.: B86/25
2. APPLICANTS: Terry Switzer & Carmen Lamb
Agent: Jordan Riopelle
3. MUNICIPALITY: Township of Admaston/Bromley
(Geographic Township of Admaston)
4. LOT: Part Lot 16 CON.: 7 STREET: 1084 Colton Road
5. PURPOSE: Lot addition to land owned by Jordan Riopelle
6. DESCRIPTION OF APPLICATION: The owners are proposing to sever 0.37 hectares of land with no road frontage and add it to the abutting property owned by Jordan Riopelle and Fiona Snow. The lands to be enlarged are 0.66 hectares in area with 53.34 metres of road frontage and are vacant. The retained lands will be 85.46 hectares in area with 510 metres of road frontage, and contain an existing dwelling with detached garaged and three barns.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area	Structures
Existing Lot	510 - McCuaig Rd 405 - Colton Rd	m	85.83 Ha	Dwelling, detached garage & 3 barns
Severed	0	m	0.37 Ha	None
Lot to be enlarged	53.34 - Colton Rd	m	0.66 Ha	None
Retained	510 - McCuaig Rd 405 - Colton Rd	m	85.46 Ha	Dwelling, detached garage & 3 barns

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 4 previous severances: B431/81, B102/87(A), B103/87(B) & B104/87(C)
B248/80 (granted but wasn't finalized)

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural

Lot to be Enlarged Rural

Retained Rural
Environmental Protection



10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY
(2004-13) Zone(s):

Severed Rural (R)

Lot to be Enlarged Rural (RU)

Retained Rural (RU)
Environmental Protection (EP)



Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	0 m	45 m	0.37 Ha	4047 m ²
Total, if Lot Addition	53.34 - Colton Rd m	45 m	1.03 Ha	4047 m ²
Retained	510 - McCuaig Rd 405 - Colton Rd m	45 m	85.46 Ha	2 ha

PART B - COMMENTS

1. PROVINCIAL PLANNING STATEMENT and MUNICIPAL PLAN REVIEW DATA

Policies Considered:

Section 1.1.4 Rural Areas in Municipalities
Section 1.1.5 Rural Lands in Municipalities

2. OFFICIAL PLAN

Policies Considered:

- 5.3(1) Permitted uses in the Rural Designation
- 8.3(1) Permitted uses in the Environmental Protection Designation
- 13.3(3) Municipal Roads
- 14.3(1) Consent conformity
- 14.3(12) Consents that do not create separate lots
- 14.3(14) Lot Additions

3. ZONING BY-LAW

Provisions Considered:

- 22.1 - Permitted Uses in the Rural (RU) Zone
- 22.2 - Provisions of the Rural (RU) Zone
- 25.1 - Permitted Uses in the Environmental Protection (EP) Zone
- 25.2 - Provisions of the Environmental Protection (EP) Zone

4. SUBMITTED STUDIES

None

5. AGENCY COMMENTS

Twp. of Admaston/Bromley Favourable comments were received from the Township.

The Township stated that all new septic and buildings to comply with OBC standards/requirements, and municipal By-Laws.

6. GENERAL PLANNING COMMENTS

The owners are proposing a lot addition to enlarge the abutting property. The lot addition will increase the property size from 0.66 hectares to 1.03 hectares. There is no change to the lot frontage. As a result of the lot addition, the final retained lands will be 85.46 hectares in area.

Section 14.3(1) of the Consent policies of the Official Plan require that both the severed and retained lots meet the requirements of the Official Plan and the local Zoning By-law. Consents may be granted for lot additions provided the lot to be added to, together with the lot addition, or any retained parcels of land, are not undersized or irregularly shaped for the purpose for which they are to be used. In this situation, there are no issues in regards to the lot size.

Zoning By-law

The Township of Admaston/Bromley Zoning By-law requires a minimum lot frontage of 45 metres and lot size 4,047 square metres. As the proposed size and frontage of the lands to be enlarged and retained lands complies with the local Zoning-By law provisions within the Rural (RU) Zone, there are no planning concerns.

Planning Act Requirements

The only planning issue that needs to be addressed relates to the proper conveyance of the severed lands to ensure that they will legally merge with the lot owned by Fiona Snow and Jordan Riopelle which was previously severed by consent (Application File No. B103/87(B)).

Section 50(12) of the Planning Act provides that where a parcel of land is severed under Section 53, no further planning approval is required for subsequent conveyance of the identical parcel of land. The provision embodies the concept of "once a consent, always a consent." The problem is that a lot addition to a previously severed lot could be left on its own as a standalone or orphaned parcel. In effect, the lot addition parcel would not merge on title to the severed lot it has been added to.

To allow the lots to properly merge on title, severance B103/87(B) will need to be cancelled. To do so, an application to cancel severance B103/87(B) must be submitted to the County of Renfrew. This cancellation can be accomplished as a condition of approval for the proposed lot addition application.

7. RECOMMENDATIONS

(a) Planning concerns have NOT been identified in this report. Therefore,

consent can be granted.

- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not.

- (c) The proposal may be acceptable when the following matters are addressed and resolved:

- (d) Conditions to the giving of consent should be considered for the following:
 - Registered Plan of Survey:
 - Zoning By-law Amendment:
 - Minor Variance:
 - Private Road Agreement:
 - Development Agreement:
 - Site Plan Control Agreement:
 - Notice on Title:
 - Shoreline Road Allowance Closure / Acquisition:
 - Other: Standard lot consolidation requirements
Certificate of Cancellation

- (e) There are serious planning concerns, refusal is recommended.

- (f) Other Recommendations:

Date: December 29, 2025
Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP
Senior Planner

OCT/2024

Township of Admaston/Bromley
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REPORT

Date: January 22nd, 2026
To: Council
From: Jennifer Charkavi
Re: Chief Building Official Job Evolution

Background:

Mr. Coulas was appointed as the Township's Chief Building Official (CBO) in October 2023. The position became a Full-Time position in 2023. Previously the position was a contract for services.

Discussion:

Chair of Planning and Economic Development requested a report detailing the evolution of the CBO as it is now a Full-Time Part-Time position, shared with Horton Township.

Both Townships had requested that the position become a Full-Time position as the anticipated growth and a need for more hours from the Chief Building Official. Previous to the full-time position, Administration staff in Admaston/Bromley were conducting all zoning matters on their own to their best ability, with some assistance from the County of Renfrew. The new CBO has taken that load off of the CAO/Clerk's desk as all zoning questions are now answered by the new CBO. In addition, the new CBO also works to educate staff on building and zoning matters so that they can help assist ratepayers who drop in when he is not available.

The new CBO continues to review all Building files in an effort to clean them up, when time permits. However, as issues arise he brings them to the attention of the CAO/Clerk. They work together to understand the issue and to come up with reasonable actions. This takes a lot of time and research as each issue is unique and needs to be understood, especially when the property may have changed hands.

The CBO works very well with property owners to ensure that they understand the building code and what is required from them. He brings them through the process step by step. He also provides them information on the planning process and helps in

understanding how planning and building work hand in hand. He takes the time to educate not only rate payers but staff as well. The education component is very valuable to staff and will help with the assistance that can be provided to the CBO.

Building Permit Workflow - New Process:

- 2025 - 81 permits, averaging 5 to 7 inspections per permit = 405 inspections. Does not include re-inspections if there are deficiencies. Does not include the visits to a property where there has been built a building without a permit, there were 9, multiple visits when they do not comply.
- Once a permit is received there is the review process which can include multiple back and forth communications to complete the application. Most times, especially for those who need help understanding or with completing the application arrangements are made for an in-house meeting to facilitate the application. Accommodations are made for every application that requires assistance.
- There are weekly requests and inquiries about potential building, and or adding secondary dwellings. The Pepsi plant has consumed almost 8 hours of my time with conversations, on site visits, and background research.

To compare 2025 permit #'s with other neighbouring municipalities:

- Arnprior 199 permits (2 inspectors)
- Greater Madawaska 131 permits
- Laurentian Hills 80 permits.
- Horton 103 permits.

It is important to note that the Ministry of Municipal Affairs & Housing recommends one (1) inspector for 100 permits. And there is annual training and update webinars that the CBO attends. 2025 was the largest code update since the creation of the Ontario Building Code (OBC).

One more key item is the monthly reporting to Municipal Provincial Assessment Corporation (MPAC) and Stats Canada which are required. The MPAC reporting helps MPAC stay current with development and building so that they can properly assess tax assessments for the municipality. This has not changed, was always a requirement.

The CBO is sometimes the first staff that new businesses or developers may meet and as such is mindful of Economic Development for the Township. The new CBO is always in constant communications with the CAO/Clerk to ensure that any prospective developers or interested parties have the correct and up to date information that they need to make decisions.

The CAO/Clerk relies on the knowledge of the new CBO when reviewing development projects. In addition, the new CBO working with the CAO/Clerk ensures that proper uses for buildings are being monitored. Upon hire, the CAO/Clerk implemented this new process for the new CBO to ensure that there is open discussion to ensure that issues are identified early.

The new CBO was integral in the review of the draft Zoning By-Law.

The new CBO assists the Fire Chief with the Fire Code as it relates to the Building Code. There are cross overs between the two. The CBO has been assisting the Fire Chief with some of our buildings that require orders/warnings on them.

Planning has grown substantially in the Township, and having a CBO who provides the answers to property owner questions concerning zoning is invaluable. The CAO/Clerk monitors the emails and questions that come through concerning planning and zoning but the new CBO with assistance of the Finance Clerks has taken over that duty. The CAO/Clerk is still responsible for the Consent Applications and their respective reports, with the assistance of the Finance Clerks.

Recommendation for Council:

BE IT RESOLVED THAT Council receive the Chief Building Official Job Evolution report as information.

Township of Admaston/Bromley
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REPORT

Date: January 13, 2026
To: Council
From: Amy Fraser
Re: Building and Sewage Report – October – December 2025

Discussion:

Below is a comparison of the Building Permits (New Residence/Other Building Permits) from 2024 and 2025 for October to December 2025.

Permit Breakdown Comparison

October 2025	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	10	534,000.00	10	534,000.00
Year to Date	7	3,676,000.00	47	6,381,500.00	54	10,057,500.00
October 2024						
Monthly	-	-	3	102,074.00	3	102,074.00
Year to Date	6	2,490,000.00	50	3,443,074.00	56	5,933,074.00
November 2025	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	-	-	-	-
Year to Date	7	3,676,000.00	47	6,381,500.00	54	10,057,500.00
November 2024						
Monthly	1	600,000.00	4	360,000.00	5	960,000.00
Year to Date	7	3,090,000.00	54	3,803,074.00	61	6,893,074.00
December 2025	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	3	16,300.00	3	16,300.00
Year to Date	7	3,676,000.00	50	6,397,800.00	57	10,073,800.00
December 2024						
Monthly	-	-	1	10,000.00	1	10,000.00
Year to Date	7	3,090,000.00	55	3,813,074.00	62	6,903,074.00

Total Monthly Building Permits – Previous Years

Total Monthly Building Permits - Previous Years													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2018	5	0	0	5	4	8	8	9	7	6	4	0	56
2019	0	0	3	3	10	4	7	3	9	10	4	1	54
2020	0	4	5	7	13	9	11	5	12	6	5	2	79
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	8	4	12	10	7	3	3	5	1	62
2025	1	-	3	5	7	7	5	9	7	10	-	3	57

Permit Breakdown Comparison								
	2018	2019	2020	2021	2022	2023	2024	2025
Dwellings	8	2	11	12	18	14	7	7
Commercial	-	1	-	-	-	-	4	3
Agricultural & Farm	6	10	21	5	12	7	14	10
Other (Ex. Additions, Porches, Sheds, Decks)	42	41	47	65	59	42	27	37
Total Building Permits	56	54	79	82	89	63	62	57
Septic Permits	23	17	24	24	30	30	20	27
Demolition Permits	3	2	-	-	5	-	5	5
Grand Total	82	73	103	103	124	93	87	89

People Consulted:

Dwayne Coulas, Chief Building Official

Recommendation for Council:

BE IT RESOLVED THAT Council accepts this report as information.

**Township of Admaston/Bromley
477 Stone Road, R.R. #2
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REPORT

Date: January 22nd 2026
To: Council
From: Steve Visinski
Re: Public Works December 2025 Report

On a monthly basis the Public Works Superintendent prepares a report to Council with information on road maintenance, remediation works and current and upcoming projects within the Township which occurred during the month. This report is for the month of December 2025.

Township

Recycling for the township was picked up weekly from the Stone Road Transfer site and on a call-in basis when needed at the Douglas Transfer and the Osceola Landfill by Miller Waste. With new changes to the recycling program Circular Materials have increased the number of materials that are now accepted in the blue box program. There have been billboards installed for references at all 3 locations detailing what materials are now excepted and has been posted on the Townships website.

Staff complete and document Bi-Weekly Road inspections to ensure roads are meeting the Minimum Maintenance Standards. 911 signs and entrance permits are measured and installed as per requests.

There were 8 special weather events in the month of December. December of 2024 had 7 events, and December of 2023 had 3 events. There has been a noticeable increase in special weather events in 2025 with a total of 32. There were 15 events in 2024 and 23 event in 2023. It is important to note the increase of events come with increased costs having to deploy all snowplowing equipment and the extra need to apply sand/salt materials. Both Stone Road and Cobden Garage have applied approximately 2000 tonne each of material in the months of November and December. This is almost half of what was stockpiled at the start of the 2025/2026 season. In pervious years this would have depleted almost all materials that would have been housed in the original sand domes.

Current Projects

- Ice removal on gravel roads will continue when weather permits to reduce snow and ice build-up.
- Maintenance of equipment will continue.
- Snowplowing operations will continue.
- Small brushing operations will continue.
- Bump signs will be installed as needed.
- Removal of trees at the Osceola Landfill are underway to make room for the new waste expansion.

Upcoming Events

- Maintenance of equipment will continue, for winter operations.
- Brushing will continue were needed.
- Snowplowing and Sanding operations will continue as needed.
- Staff have been working on 2026 tenders to be advertised upon the approval of the 2026 budget.

Recommendation for Council:

BE IT RESOLVED THAT the Council receive the Public Works December 2025 Report as information.

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REPORT

Date: January 8, 2026
To: Council
From: Jennifer Charkavi / Steve Visinski
Re: RFP Environmental Monitoring and Reporting at Waste Sites WM-2025-01

Background:

JP2G is the current firm hired by the Township of Admaston/Bromley for the services requested in the 2026 RFP.

Discussion:

The RFP closed at 2:00 pm on Friday, December 19th, 2025, with four (4) submissions being received from qualified consulting firms. The proposal was for a five (5) year term. The proposal also contained two (2) sealed envelopes, one (1) containing the technical proposal and one (1) containing the financial proposal. The scoring of the submissions was administered as follows:

Qualification/Experience	=	25 points
Work Plan/Proposal	=	25 points
Quality of the Proposal	=	20 points
Financial Proposal	=	30 points

Staff requested support from the County of Renfrew to assist in reviewing the RFPs.

Table shows the scoring of each firm's submission:

Company	Qualification/Experience	Work Plan/Proposal	Quality of the Proposal	Financial Proposal	Total
Cambium	69	67	58	67.7	258.7
Pinchin	58	75	55	39	227
D.M. Wills	63	53	48	90	254
JP2G	56	48	35	66.1	205.1

The below noted table is the Financial Proposals received from the Township in relation to the RFP:

Financial Proposal						
	2026	2027	2028	2029	2030	TOTAL
Cambium	\$ 71,060.00	\$49,025.00	\$ 59,940.00	\$51,480.00	\$ 62,950.00	\$ 294,455.00
D.M. Wills	\$ 36,025.00	\$27,230.00	\$ 36,220.00	\$27,470.00	\$ 36,565.00	\$ 163,510.00
JP2G	\$ 34,627.00	\$48,515.00	\$ 48,700.00	\$49,965.00	\$ 50,095.00	\$ 231,902.00
Pinchin	\$ 72,680.00	\$65,150.00	\$ 72,680.00	\$65,150.00	\$ 74,030.00	\$ 349,690.00

Note: The financials are not inclusive of applicable taxes

Cambium rated the highest in marks as their proposal was very good, as well as their support, including adding presenting annually to Council and more progress meetings with staff throughout the year as well as offering value added services if required. In addition, the Township worked with Cambium to complete the Osceola Landfill expansion and their communication with staff was over and above. Staff would not expect this to be any different going forward.

Pinchin submitted a very very good proposal. They propose to use new equipment that uses UAV/RPAS technology. This technology provides a 3D model of the landfill, while still completing arial data to enhance the survey. However, this technology has a cost as can be seen in their financial proposal.

Cost must be considered, and D.M. Wills had a good submission, scoring just below Cambium in second place. Staff reached out to their references for comment. Only positive comments were received, noting that they are very good to work with, knowledgeable, and good at communication and providing updates. D.M. Wills proposal has all of the requirements as listed in the RFP as well as communicating with Township Staff after all monitoring events and to answer any communications received by Township Staff.

Financial Implications:

The 2025 budget provided by Jp2g was \$60,735 for the Environmental Monitoring and Reporting at all sites, the 2024 budget was \$33,947.50. The difference was for

the added monitoring that would be required due to the landfill expansion monitoring of the new wells. As well, every second year are costs are lower due to the monitoring at Douglas Transfer Station not being a requirement.

Jp2g and D.M. Wills are both within budget, however it is important to note that there are wells and drive points that need to be repaired in 2026 that had been installed in the past and that is why the 2026 budget was increased as the cost for this has been quoted at approximately \$15,000, but staff will not know the actual costs until the spring weather arrives. In addition, old wells within the active landfill will need to be decommissioned and this cost was also captured in the increase to the budget for 2026.

Recommendation for Council:

WHEREAS the Council of the Township of Admaston/Bromley required an RFP for Environmental Monitoring and Reporting for the 2026 year;

NOW THEREFORE BE IT RESOLVED THAT Council accept the proposal from D. M. Wills for the 2026, 2027, 2028, 2029 and 2030 reporting years in the respective total amount of \$163,510.00 plus all applicable taxes.

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: January 22, 2025
To: Council
From: Kelly Coughlin
Re: Financing Stone Road Sand/Salt Shed Replacement

Background:

The replacement of the existing sand / salt shed located at the Stone Road Garage was adopted by Council as part of the 2025 Capital Budget. The total budget approved for the project is \$400,000.00.

Discussion:

During budget deliberations, staff recommended the project be financed by CCBF (Canada Community Building Fund) Funding in the amount of \$225,000 and the balance to be financed by long term borrowing.

Financial Implications:

With limited reserves available staff are unable to utilize those funds to help reduce the total amount required to be borrowed.

Typically staff would recommend the term of the debenture be tied to the lifecycle of the asset. In this case, the estimated useful life of the sand / salt shed is approximately 30 years. However, given the amount to be borrowed, if a 30 year term were selected, the township would pay almost same amount in interest (i.e. \$156,000) as the principle. Staff recommend the term be reduced to fifteen (15) years.

The total amount to be debentured through Infrastructure Ontario is \$156,000.00.

The Closing date of the debenture is February 2, 2026.

People Consulted:

Jennifer Charkavi - CAO/Clerk

Council Recommendation:

BE IT RESOLVED THAT Council receive the Financing Stone Road Sand / Salt Shed Replacement report as information as submitted and circulated,

AND FURTHER THAT Council adopt By-law #2026-05 being by-law to authorize the long term borrowing pursuant to the issuing of debenture to Ontario Infrastructure and Lands Corporation in the amount of \$156,000.00

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REPORT

Date: January 22, 2025
To: Council
From: Kelly Coughlin
Re: December 2025 YTD Financial Overview

Background: n/a

Discussion:

During the month of December other notable receipts include:

- 1) Tax Certificates - \$250.00
- 2) Fire Calls - \$38,055.56 (net of allowance for doubtful accounts)
- 3) Building Permits - \$1,044.00
- 4) Sewage Permits - \$500.00
- 5) Road Revenue - \$135.00
- 6) Landfill Tipping Fees - \$1,270.00
- 7) Bag Tags - \$2,332.50

Disclaimer these figures are preliminary and have not been vetted by the auditors.

Council was scheduled to adopt the 2026 budget at the January 8, 2026, council meeting. However, Council voted in favour of deferring that decision until more financial information was available. Some Council members believed there to be a large surplus for the 2025 calendar year and have expressed interest in utilizing some of this 'unrecognized / unconfirmed surplus' in reducing the tax levy for 2026 below 0% tax levy (which is what was presented at the January 8, 2026 council meeting) to offset the shift of waste management services to a user pay system.

In 2026, marks the first year in noticeable change to how ratepayers will pay for their municipal services. Prior to 2026, the cost to provide all municipal services (i.e. administration, fire, public works, policing, recreation, library and waste management) were recouped through the municipal tax levy, specifically, through the property tax collected from its ratepayers.

However, because of changes to the township waste management operations and the introduction of a new Bag Tag system, shifted waste management to a full cost recovery model / user pay system. The full cost of waste management services being removed from the municipal tax levy (i.e. amounts collected through property taxes) and shifted to a user pay system.

In 2025, the cost to provide waste management services (~\$360,000) represented approximately 8% of the total amount collected through the municipal levy and was built into the municipal property tax rates. Therefore, in theory, with the introduction of a user pay system in 2026 for waste management services and assuming all costs remained unchanged for the remaining municipal departmental budgets, the municipal tax rate should reduce as a result. However, for this to happen would be extremely difficult. The reality is that each of the remaining departments (i.e. administration, fire, public works, OPP, recreation, library). have their own operating and or capital needs. The revenue collected through municipal levy helps pay for these remaining municipal services.

Through the budget deliberations, the Finance and Administration Committee were able to bring the municipal tax levy down from a starting point of 6.99% tax levy increase to 0% tax levy increase.

Removing the full cost to provide waste management services from the tax levy to a user pay system is not considered a new levy to the ratepayer. Residents were already paying for waste management services, however starting in 2026, they are just paying for it in a different way.

Prior to the change, the cost to provide waste management services (8% of municipal tax levy) was shared by ratepayers from all property tax classes for the township whether they benefited from the service or not. For example, properties assessed in the pipeline, managed forest, aggregate assessment classification helped paid for waste management services through their property taxes, although they received no benefit for waste management services. These properties represent approximately 6.39% of the total assessment for the township. It is their portion of the property taxes that were collected through tax levy to pay for waste management services that has now been shifted over to the residential tax class but that does not equal 8% levy increase.

Shifting funding for waste management services from general tax levy (i.e. property taxes- which spread the full cost of the service across all property tax classes whether they benefited from the service or not) to a user pay system is more equitable and fairer. User pay system is a direct charge to those who specifically use the service and the household waste they generate.

The Treasurer does not support a tax levy *below* 0%. Through the budget presentation the Treasurer outlined significant financial pressures the township will face in the coming years, most notably, completely exhausting the township's Annual Debt Repayment Limit by 2030. It is the Treasurer's opinion that this would put the municipality in a very precarious financial position. Completely exhausting this limit means there will be no room left to incur any more debt come 2030. Which means, there would be no room left if the township needed to draw on debt to respond to an emergency (ex. Ice storm, windstorm etc.).

In addition, there are several key Public Works and Fire department vehicles due for replacement starting in 2030. There will be no room left in our debt capacity limit to utilize debt to purchase those vehicles. Therefore, those expenditures would have to be financed through reserves and / or the tax levy. Those vehicles include: (2) backhoes, (2) tandem plow trucks and (2) fire trucks.

Based on the estimated Discretionary Reserve balances as of December 31, 2026, assuming annual contributions continue to increase at rates between .25% - .75% annually, and no funds are withdrawn from these reserves between 2026 – 2030, the discretionary reserve balances are estimated to be as follows:

GL Acct #	Description	Estimated Reserve Balance as of 12/31/2030	Target Limits
1-2-0250-0700	Working Fund	403,185.27	500,000.00
1-2-0250-0701	Reserve - Municipal Election	24,000.00	
1-2-0250-0705	Reserve - Accessibility	5,000.00	5,000.00
1-2-0250-0707	Reserve - Weather Contingency Reserve	160,000.00	234,381.00
1-2-0250-0708	Reserve - Municipal Development Reserve	109,851.00	50,000.00
1-2-0250-0711	Reserve - Waste Capital	50,502.00	352,000.00
1-2-0250-0712	Reserve - Building (Fire)	292,540.00	528,000.00
1-2-0250-0713	Reserve - Building (Public Works)	216,392.00	528,000.00
1-2-0250-0714	Reserve - Paved / Gravel Roads	305,171.96	3,600,000.00
1-2-0250-0715	Reserves - PW Vehicles / Equipment	589,352.50	1,200,000.00
1-2-0250-0716	Reserve - Fire Vehicles / Equipment	465,790.00	1,200,000.00
1-2-0250-0717	Reserve - CWIP	119,750.00	
1-2-0250-0719	Fire - Capital	9,858.21	
1-2-0250-0724	One-Time Funding	4,029.89	
TOTAL DISCRETIONARY RESERVES		2,755,422.83	8,197,381.00

As we can see by the chart above, by the end of 2030, there would be sufficient funds available in the Reserve - Public Works Vehicle / Equipment reserve to fully finance the purchase of the (2) backhoe's due to be replaced in 2030 and 2031, however that would completely deplete the reserve balances, which is not recommended. We can also see by the above illustration that by the end of 2030 there still is not enough funds available to fully finance the purchase of the (2) Fire trucks slated for replacement in 2030.

Regarding the township discretionary reserves, since Council adopted the Reserve Policy in December 2024, the township continues to withdraw more funds from discretionary

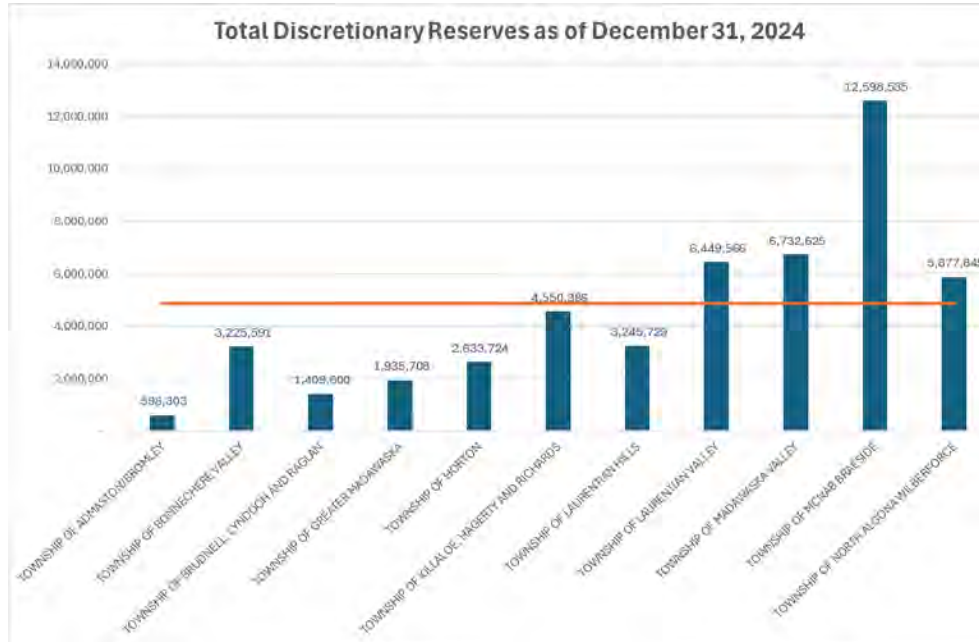
reserves then what is put in annually, apart from 2026 calendar year. It is difficult to build up those reserve balances if more funds are withdrawn than put in.

Year	Surplus / Deficit	Additions	Withdrawals
2024		123,250.00	(250,131.00)
2025	341,148.00	205,449.00	(274,945.00)
2026		218,165.00	(182,852.00)

Of the 2024 surplus, only \$63,500 remains. That surplus has been utilized as follows:

	Working Fund	Fire - Bldg	Total
2024 Surplus	265,000.00	76,148.00	341,148.00
Less Allocations:			
2025 Budget			
- reduce levy	(90,000.00)		(90,000.00)
			-
2026 Budget			
- reduce levy	(45,000.00)		(45,000.00)
- BLCC renovations	(66,500.00)		(66,500.00)
Remaining Funds from 2024 Surplus	63,500.00	76,148.00	139,648.00

Lastly, when comparing the township discretionary reserve balances to our neighbouring municipalities within in the County of Renfrew, it is the Treasurer opinion that there is much work to be done. Of the (10) municipalities data extracted, the average discretionary reserve balance is \$4,865,931. The township of Admaston / Bromley discretionary reserve balance as of December 31, 2024, was \$598,303, over \$4.2 million less than the average of the (10) municipalities used for this illustration.



This information was extrapolated from the 2024 FIR data. These balances exclude reserve balances related to water and wastewater.

Another misnomer is in regard to the amount the tax levy has increased during this term of council. Statements have been made during council meetings / committee meetings that the tax levy has increased 50%. That is untrue. The township tax levy has increased a total of 37.93% from (2023 – 2026). The 2022 budget was adopted by previous term of council in May 2022 and therefore excluded from the calculations.

Outlined below is a chart which summarizes the townships assessment, tax rate, levy, what 1% tax levy is and COLA for the past (4) years.

Year	Assessment		Municipal Tax Rate		Municipal Levy				1% Tax Levy	COLA
	CVA Returned Roll excluding Exempt	% Change In Assessment	Municipal Tax Rate Residential	% Change In Municipal Tax Rate	Actual Municipal Tax Levy	Yr over Yr Taxation Increase w/o growth	Levy Increase w/o growth	Final Tax Levy incl. growth		
2010	254,909,432	5.4%	0.00428589	2.28%	943,809	76,847	8.86%	7.06%	9,438	
2011	266,710,606	4.6%	0.00455943	6.38%	1,053,647	109,838	11.64%	11.12%	10,536	
2012	280,958,180	5.3%	0.00478729	5.00%	1,169,560	115,913	11.00%	9.47%	11,696	
2013	298,790,052	6.3%	0.00509025	6.33%	1,309,360	139,800	11.95%	10.88%	13,094	
2014	317,880,682	6.4%	0.00546900	7.44%	1,487,942	178,582	13.64%	12.64%	14,879	
2015	337,508,435	6.2%	0.00571000	4.41%	1,634,207	146,265	9.83%	9.24%	16,342	
2016	356,431,700	5.6%	0.00589710	3.28%	1,779,803	145,596	8.91%	7.83%	17,798	
2017	374,537,576	5.1%	0.00626197	6.19%	1,914,228	134,425	7.55%	6.69%	19,142	
2018	403,246,425	7.7%	0.00622310	-0.62%	2,002,961	88,733	4.64%	3.42%	20,030	
2019	432,949,422	7.4%	0.00624997	0.43%	2,119,939	116,978	5.84%	4.36%	21,199	
2020	461,675,900	6.6%	0.00627313	0.37%	2,243,981	124,042	5.85%	4.12%	22,440	
2021	464,020,500	0.5%	0.00651389	3.84%	2,344,852	100,871	4.50%	3.84%	23,449	
2022	467,808,000	0.8%	0.00675592	3.72%	2,449,335	104,483	4.46%	3.71%	24,493	
2023	472,976,200	1.1%	0.00742786	9.95%	2,745,001	295,666	12.07%	9.88%	27,450	3.00%
2024	482,594,478	2.0%	0.00910171	22.53%	3,411,697	666,696	24.29%	22.53%	34,117	2.00%
2025	488,649,078	1.3%	0.00960424	5.52%	3,672,881	261,184	7.66%	5.52%	36,729	2.81%
2026	493,751,378	1.0%	0.00960424	0.00%	3,733,333	60,452	1.65%	0.00%	37,333	1.99%

Focus can not lay solely on just the Final Tax levy percentage. Focus also needs to be on the total amount of dollars raised year over year through the levy, what 1% tax levy is in dollars (ex. In 2022, for every \$24,293 of new tax dollars raised through the levy equals 1% tax levy. \$24,293 does not purchase very much), and the contributing factors that have resulted in the levy increases since 2023.

Prior to 2023, the township budgets remained relatively static, which can be seen in the above illustration. The annual increase in the municipal levy from 2010 – 2022 was \$120,00 each year.

In 2022, the township completed a comprehensive job evaluation exercise. As a result of that exercise, the township wage grids were completely revamped and wages were increased, in some cases, considerably to better reflect the average wage rate of similar, rural, lower tier municipalities.

In 2023, it came to light that annual budgets were not being updated to reflect changes in wage / benefit costs, operating expenses were not being adjusted to reflect increase cost for fuel, repairs (as an example), and department operating budgets did not change (ex. \$20,000 was allocated to brushing going back as far as 2015).

Since 2023, the budgets adopted by council, more accurately represent the full cost to provide municipal services to our ratepayers. The budgeted amounts were based on staff best estimates received from suppliers at the time budgets were prepared. The figures were not over inflated or padded.

Over the past four (4) years, the township has faced numerous challenges including: finalizing landfill expansion, increased levels of debt financing, declining funding from OCIF, OPP costs have increased considerably over the past (4) years, increased operating expenses to meet changes in legislation (ex. Volunteer fire fighter training), adoption of a reserve policy and new contributions to reserves to name a few. All of which have an impact on our municipal levy.

It has been a difficult task for this term of Council. Many difficult decisions have had to be made to put the municipality in a better financial position and more work is needed.

Attached you will find December 2025 YTD Financials for Council information.

Annual Surplus / (Deficit) is calculated based on comparison of YTD actuals, revenues over expenses net of any transfers to / from reserves. The comparison of actuals vs budget is simply for tracking purposes to determine how revenues / expenditures are coming in at compared to budget throughout the year. It does not factor into calculating surplus / deficit for the township.

Assuming there are no further changes to the financials, *preliminary estimate* is that the township financial statements for 2025 will report a deficit of *approximately \$30,000*. *This amount is calculated as follows:*

YTD Actuals - Starting Point	146,936.81
Less:	
Transfers in / out of Reserves	(20,693.53)
Long Term Debt	(156,000.00)
Preliminary Surplus / Deficit	<u>(29,756.72)</u>

There have been comments made in council that staff should be able to “just a push of a button to get the year end figures since the township invested in a new accounting software’ or “it can’t be that difficult to get the year end figures and they can’t understand why it should take that long”. Those comments are completely unfounded and inaccurate.

Completing year end is not just a push of a button. That function did not exist in the municipalities old software and it does not exist with the new software either. Nor does it exist with any municipal accounting software. The purchase of the new accounting software has improved operating efficiencies, improved staff ability to drill down on information, produce higher level of reporting etc.

Completing year end is a manual process that is *extremely* time consuming and demanding of the Treasurer and Finance staff time. It requires a deep dive into ALL balance sheet accounts, liability accounts, revenue accounts and expenditure accounts. It is a line-by-line analysis and through this line-by-line analysis, the Treasurer then identifies areas that require further investigation, entries to be made, complete annual reporting, submit claims, etc. To put that into context, compare that to the Treasurer presenting budget to the Finance & Administration Committee in December 2025. That high level, line by line explanation of each revenue and expenditure line item (only) included in the 2026 budget took seven (7) hours to present. That time does not include the hours spent requesting quotes, meeting with department heads to review budget, detailed analysis of those line items, compilation of the consolidated budget, updating supporting documents, preparation of the power point presentation, nor did it include any of the balance sheet accounts.

At the conclusion of the January 8, 2026 council meeting, Council gave staff direction to produce final numbers and / or best estimates for 2025-year end. It is important to note that it is extremely challenging it is to achieve that when the 'books' are not closed off. The township continues to receive / enter accounts payable invoices, continue the year end analysis and creation of new journal entries, which continue to impact the bottom line. However, the Treasurer is fairly confident that all significant expenditures have been received/ recorded and are reflected in the financials enclosed.

As a result, the Treasurer was tasked with the demanding assignment to expedite the year end reconciliation process so that the December 2025 financials included as much information as possible so Council would have a better idea of the township financial position at the end of 2025 and in turn, more comfort with proceeding with adopting the 2026 budget.

As a result, the Treasurer has had to push off time sensitive processes to accommodate this request and work additional hours to update 2025 financials.

The following tasks have been pushed off as a result:

- Payroll:
 - update backend payroll wage grids
 - reconcile all payroll clearing accounts
 - verify YTD payroll information
 - reconcile OMERS contributions and file annual reporting
 - prepare for T-4's, reconcile information, file with CRA (this is the first year T-4's will be produced in the new system so staff anticipate there may be some delays)
 - Reconcile Council Statement of Remuneration, prepare report to council
- Property Taxes:
 - Upload returned roll
 - Update tax rates
 - Run manual calculations / reconcile interim tax billing to system produced calculations
 - Print/ mail out interim tax bills

Over the course of (3) days, the Treasurer has spent thirty-five (35) hours updating the YTD financials. This task started with a comprehensive review of all revenue and expenditure accounts. From there, there were a number of key activities that took place to update the YTD financials included in this package.

- Research / create journal entries:
 - Setup receivables
 - Province re: Claim #2 ICIP Grant – Fire Tower
 - Long term debt re: Stone Road Sand_Salt_Shed
 - Transfer interest earned on OCIF and CCBF bank accounts to Deferred Revenue
 - Reallocate expense / revenue to correct GL accounts

- Establish list of projects not completed in 2025 and set aside funding from 2025 to reserves for future use
 - Transfer to reserves approved through the 2025 budget
 - Transfer WSIB premiums to reserves including copies of cash receipts and council resolutions
 - Setup accruals for accounts payable invoices
 - Update reserve balances
 - Record financing for operating / capital expenses that arose during the year supported by resolutions
- Accounts Payable
 - Coding, reviewing, entering, posting of all 2025 invoices to the general ledger that have been received to date
 - Accounts Receivable
 - Calculating charges to invoice
 - Creating December 2025 invoices and posting to the general ledger (ex. Landfill tipping fees invoices to insurance companies re: MVA's)
 - Capital:
 - Summarize / calculate total costs for each project – summarized line by line from GL detail
 - Copy each invoice for auditors and year end file
 - Evaluate each expenditure to ensure they meet Capital requirements / scope of project – determine if capital or operating
 - Research / print off copies of council resolutions to support financing for auditors
 - Determine capital financing and record journal entry
 - Further year end analysis / calculations
 - 2010 – 2016 assessment, levy increase, 1% levy
 - Discretionary reserve balance comparison
 - Discretionary reserve forecast to 2030

The steps that have been completed so far, in no part capture the full scope of work that is required to prepare for year end audit. There is still much work to be completed including the work that was pushed off to focus on updating the year end figures for 2025. The following work also remains:

- OCIF / CCBF
 - Reconcile accounts to the general ledger
 - Submit annual reports to various levels of government
- OMAFRA reporting - Municipal Drains
 - meet with Drainage Superintendent
 - determine scope of work completed, identify properties benefitting from the work that was completed

- calculate municipal drain portion incl. eligible funding from province
- submit application to OMAFRA re: provincial portion of funding of work
- calculating cost for drainage superintendent and submit application for funding.
- Comprehensive review of balance sheet accounts
- Preparing / entering any journal vouchers required
- Updating year end files - Excel spreadsheets for each file (ex. Assets, Liabilities, Fixed Assets and Capital). Includes:
 - prepare lead sheet for each account - summarizing years activity to support year end balance, copy supporting documents for each GL account.
- Fixed Assets
 - Update spreadsheets additions / deletions
 - Reconcile to accounting software
 - Record additions /disposals
 - Calculate amortization / record journal entry
 - Reconcile accounts to the general ledger
- Capital
 - Final comprehensive review of all capital accounts
 - Update lead sheets
 - Identify all expenses
 - Review operating accounts -reallocating expenses if required
 - Reallocate expenses to WIP – reconcile account
 - Reconcile accounts to the general ledger

Please note, this is also completed in conjunction with my regular day to day functions.

Financial Implications:

The Treasurer is reasonably confident that the figures including in the council package a fair representation of the township financial position for the 2025 calendar year. All indications are that the township is set to realize a surplus of approximately \$126,000. However, it is subject to change as new financial information become available and conclusion of the year end audit.

The Treasurer recommends the 2026 budget be adopted as presented January 8 2026 with a 0% tax levy increase. Any surpluses related to 2025 should be allocated to reserves, as set out in the Reserve Policy.

The annual surplus will not be fully realized / confirmed until the financial statements are adopted by council, which will not be until late May. Staff do not recommend deferring the adoption of the budget until that time as we would loose our opportunity to capitalize on better pricing if projects are tendered early, availability of contractors, availability of supplies / equipment, purchase orders for vehicles can advance etc.

In addition, there are number of fiscal pressures that have arose in 2026 that further support setting aside the estimated surplus from 2025 calendar year to reserves. Those pressures include:

- 1) Each month the township delays ordering the new Fire truck the supplier has confirmed the price increases by 1%. If budget is pushed back to be adopted to the end of February, it will take approximately 6-8 weeks to confirm financing has been secured before the order can be placed. Therefore, the earliest the new Fire Truck could be ordered is early May. Impact - estimated increase cost ~\$32,000
- 2) 2026 has proven to be a challenging year so far in regard to winter maintenance. Of the ~4,300 tons of sand/ salt housed in the new Stone Road Sand_Salt_Shed, there is less than 2,000 tons remaining. More material may need to be ordered if this kind of weather continues. Impact – Estimated cost ~\$25,000
- 3) There is only ~5 tons left out of 40-ton salt purchased for the 2026 winter season. Public Works have had to use more than anticipated due to more freezing rain events and need to switch load mix and mix ratios – more material will need to be ordered. Impact - estimated cost ~\$10,000
- 4) Shortfall in Bag Tag Revenues – during budget deliberations Finance & Administration Committee expressed concern over the budget estimates related to sale of bag tags. These concerns are further echoed by staff as we continue to see declining volumes of household garbage at our transfer stations and landfill. Impact – unknown.

People Consulted:

Jennifer Charkavi - CAO/Clerk
 Steve Visinski – Public Works Superintendent
 Bill McHale – Fire Chief

Recommendation for Council:

BE IT RESOLVED THAT Council accept the December 2025 Year to Date Financial Overview Report (attached) as information as submitted and circulated.

AND FURTHER THAT Council provide staff direction the date Council intends to adopt the 2026 budget so notice can be posted.

**TOWNSHIP OF ADMASTON / BROMLEY
General Ledger Trial Balance**



GL5030 (T) Page : 1
Date : Jan 15, 2026 Time : 9:58 am

Fiscal Year : 2025
Account : 1-3-????-???? To 1-4-????-????
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	3			REVENUES		
CATEGORY	1000			Municipal Taxation		
1-3-1000-1000				Municipal - Residential (RT)	-2,782,200.80	-3,672,881
1-3-1000-1002				Municipal - Commercial (CT)	-96,442.35	0
1-3-1000-1005				Municipal - Comm. Sm Scale Farm (-1,681.87	0
1-3-1000-1006				Municipal - Industrial (IT)	-9,578.98	0
1-3-1000-1009				Municipal - Pipelines (PT)	-366,095.16	0
1-3-1000-1011				Municipal - Managed Forest (TT)	-6,690.30	0
1-3-1000-1015				Municipal - Supplementaries	-89,537.66	-20,000
1-3-1000-1016				Municipal - Write-offs	31,780.94	0
1-3-1000-1017				Municipal - PIL General	-3,305.68	0
1-3-1000-1021				Municipal - Farmlands (FT)	-384,001.13	0
1-3-1000-1022				Municipal - Aggregate Extraction (V)	-15,602.45	0
				Category Total	-3,723,355.44	-3,692,881
CATEGORY	1010			County Taxation		
1-3-1010-1000				County - Residential (RT)	-1,261,263.05	-1,545,714
1-3-1010-1002				County - Commercial (CT)	-43,713.89	0
1-3-1010-1005				County - Comm. Sm Scale-Farm (C	-762.33	0
1-3-1010-1006				County - Industrial (IT)	-4,341.81	0
1-3-1010-1009				County - Pipelines (PT)	-165,937.77	0
1-3-1010-1011				County- Managed Forest (TT)	-3,032.50	0
1-3-1010-1015				County - Supplementaries	-40,631.26	0
1-3-1010-1016				County - Write-offs	14,572.94	0
1-3-1010-1017				County - Payment in Lieu	-4,608.86	-1,340
1-3-1010-1021				County - Farmlands (FT)	-174,054.64	0
1-3-1010-1022				County - Aggregate Extraction (VT)	-7,072.03	0
				Category Total	-1,690,845.20	-1,547,054
CATEGORY	1020			English Public School Taxation		
1-3-1020-1000				Eng Pub - Residential (RT)	-358,165.92	-583,873
1-3-1020-1002				Eng Pub - Commercial (CT)	-29,650.75	0
1-3-1020-1005				Eng Pub - Comm. Sm Scale-Farm (-129.27	0
1-3-1020-1006				Eng Pub - Industrial (IT)	-2,166.40	0
1-3-1020-1009				Eng Pub - Pipeline (PT)	-153,250.47	0
1-3-1020-1011				Eng Pub - Managed Forest (TT)	-975.39	0
1-3-1020-1015				Eng Pub - Supplementaries	-14,908.75	0
1-3-1020-1016				Eng Pub - Write-Off's	5,351.99	0
1-3-1020-1017				PIL - English Public	-87.98	0
1-3-1020-1021				Eng Pub - Farmlands (FT)	-50,978.17	0
1-3-1020-1022				Eng Pub - Aggregate (VT)	-2,518.16	0
				Category Total	-607,479.27	-583,873
CATEGORY	1030			English Separate School Taxation		
1-3-1030-1000				Eng Sep - Residential (RT)	-82,529.03	-193,790

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	3			REVENUES		
CATEGORY	1030			English Separate School Taxation		
1-3-1030-1002				Eng Sep - Commercial (CT)	-15,660.73	0
1-3-1030-1005				Eng Sep - Comm. Sm Scale-Farm ((-68.28	0
1-3-1030-1006				Eng Sep - Industrial (IT)	-1,144.24	0
1-3-1030-1009				Eng Sep - Pipeline (PT)	-80,942.80	0
1-3-1030-1011				Eng Sep - Managed Forest (TT)	-90.46	0
1-3-1030-1015				Eng Sep - Supplementaries	-2,452.39	0
1-3-1030-1016				Eng Sep - Write-Offs	1,953.99	0
1-3-1030-1021				Eng Sep - Farmlands (FT)	-10,120.58	0
1-3-1030-1022				Eng Sep - Aggregate (VT)	-1,330.03	0
Category Total					-192,384.55	-193,790
CATEGORY	1040			French Public School Taxation		
1-3-1040-1000				Fre Pub - Residential (RT)	-1,128.43	-7,518
1-3-1040-1002				Fre Pub - Commercial (CT)	-1,055.22	0
1-3-1040-1005				Fre Pub - Comm Small Scale Farm (-4.60	0
1-3-1040-1006				Fre Pub - Industrial (IT)	-77.10	0
1-3-1040-1009				Fre Pub - Pipeline (PT)	-5,453.91	0
1-3-1040-1015				Fre Pub - Supplementaries	-108.05	0
1-3-1040-1016				Fre Pub - Write-Offs	73.22	0
1-3-1040-1022				Fre Pub - Aggregate (VT)	-89.62	0
Category Total					-7,843.71	-7,518
CATEGORY	1050			French Separate School Taxation		
1-3-1050-1000				Fre Sep - Residential (RT)	-1,461.21	-15,820
1-3-1050-1002				Fre Sep - Commercial (CT)	-2,328.10	0
1-3-1050-1005				Fre Sep - Comm Sm Scale Farm (C'	-10.15	0
1-3-1050-1006				Fre Sep - Industrial (IT)	-170.10	0
1-3-1050-1009				Fre Sep - Pipeline (PT)	-12,032.82	0
1-3-1050-1015				Fre Sep - Supplementaries	-370.17	0
1-3-1050-1016				Fre Sep - Write-Offs	161.55	0
1-3-1050-1021				Fre Sep - Farmland (FT)	-74.59	0
1-3-1050-1022				Fre Sep - Aggregate (VT)	-197.72	0
Category Total					-16,483.31	-15,820
CATEGORY	1060			No Support		
1-3-1060-1000				No Support - Residential	114.75	0
Category Total					114.75	0
CATEGORY	1200			Payment in Lieu's		
1-3-1200-1200				PIL - Grants In Lieu - Canada	0.00	-850
1-3-1200-1201				PIL - Grants in Lieu - Ontario	-5,688.10	-5,805
1-3-1200-1202				PIL - Power Dams	-5,001.22	-5,000
1-3-1200-1203				PIL - Landfill Site (mun. enterprises)	-3,067.47	-3,700

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	3			REVENUES		
CATEGORY	1200			Payment in Lieu's		
1-3-1200-1204				PIL - Hyrdo One	-1,868.33	-1,795
				Category Total	-15,625.12	-17,150
CATEGORY	1300			Penalty & Interest		
1-3-1300-1300				Penalty/Interest - Current	-26,259.53	-27,000
1-3-1300-1301				Penalty/Interest - 1 Year	-14,095.95	0
1-3-1300-1302				Penalty/Interest - 2 Year	-3,142.21	0
1-3-1300-1303				Penalty/Interest - 3 Year	-1,988.46	0
1-3-1300-1304				Interest - A/R	-537.95	0
				Category Total	-46,024.10	-27,000
CATEGORY	1400			Municipal Revenue		
1-3-1400-5140				Lottery Licenses/Fees	-126.00	-100
1-3-1400-5141				Tax Certificates	-3,050.00	-2,500
1-3-1400-5142				Sale of Maps	0.00	-24
1-3-1400-5143				Backyard Chicken Fees	0.00	-500
1-3-1400-5145				Administration Fees - NSF	-405.00	-450
1-3-1400-5147				Other Service Charges	0.00	-200
1-3-1400-5148				Rental Income - BLCC	-1,383.02	0
1-3-1400-5150				Sale of Land/TCA	-69,037.20	-60,000
1-3-1400-5152				Bank Interest Income	-35,935.27	-40,000
1-3-1400-5154				Miscellaneous	-3,966.03	-500
				Category Total	-113,902.52	-104,274
CATEGORY	1510			Provincial Grants		
1-3-1510-1510				OMPF	-463,200.00	-463,200
1-3-1510-1511				OCIF Ont. Comm. Infrastructure Fur	-418,473.00	-418,473
1-3-1510-1514				Livestock Recovery	-200.00	-3,000
1-3-1510-1515				Other Provincial Grants	-71,292.18	0
1-3-1510-1516				Provincial Municipal Drainage Grant	0.00	-25,000
1-3-1510-1517				Interest Income - OCIF Funding	0.00	-10,000
1-3-1510-1519				Tile Drain Loan	-12,078.67	-10,298
1-3-1510-1522				Drains Superintendent Grant	0.00	-1,000
1-3-1510-1523				R.I.D.E. Grant	0.00	-8,700
1-3-1510-1524				Police Revenue	-2,515.08	-2,500
1-3-1510-1525				Aggregate Resources	-28,378.25	-37,000
1-3-1510-1527				Recycling Grant	-49,588.88	-30,000
				Category Total	-1,045,726.06	-1,009,171
CATEGORY	1520			Federal Grants		
1-3-1520-1518				Interest Earned - CCBF	0.00	-5,200
1-3-1520-1520				CCBF Funding	-98,086.63	-98,087
1-3-1520-1522				Canada Summer Jobs	-2,400.00	-9,200

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	3			REVENUES		
CATEGORY	1520			Federal Grants		
1-3-1520-1523				Canada Day Grant	-1,670.00	-500
				Category Total	-102,156.63	-112,987
CATEGORY	2000			Fire Department		
1-3-2000-5200				Fire - Standby Fees - NAW	-7,821.00	-7,803
1-3-2000-5201				Fire - Calls	-87,669.95	-25,000
1-3-2000-5202				Fire - Miscellaneous	-40.00	0
1-3-2000-5203				Fire - MNR Fire Agreement	-361.92	0
1-3-2000-5207				Fire - Grant	-500.00	0
				Category Total	-96,392.87	-32,803
CATEGORY	2100			Building Department		
1-3-2100-5210				Septic Usage Permits Fees	-200.00	-1,000
1-3-2100-5211				Building Permits	-53,545.62	-50,000
1-3-2100-5212				Sewage Permits	-9,250.00	-9,000
1-3-2100-5213				Horton Township 60/40	-81,198.02	-79,846
1-3-2100-5214				Whitewater Region CBO Reimburse	-2,809.13	0
				Category Total	-147,002.77	-139,846
CATEGORY	2300			Animal Revenue		
1-3-2300-5230				Animal Control Dog Tags/Licenses	-1,095.00	-1,200
				Category Total	-1,095.00	-1,200
CATEGORY	3100			Roads Revenue		
1-3-3100-5310				Roads Revenue	-503.53	-1,000
1-3-3100-5312				Entrance Fee	-200.00	-500
1-3-3100-5313				Used Culvert	-50.00	-500
1-3-3100-5314				911 Civic Addressing Revenue	-351.00	-200
				Category Total	-1,104.53	-2,200
CATEGORY	4000			Waste Management		
1-3-4000-5154				Waste Mngt - Misc Revenue	-8,610.00	0
1-3-4000-5400				Landfill Tipping Fees - Stone Road	-1,659.62	-2,300
1-3-4000-5401				Landfill Tipping Fees - Osceola Site	-27,003.41	-27,000
1-3-4000-5402				Recycling Grant	-669.00	0
1-3-4000-5403				Sale Blueboxes	-26.00	-50
1-3-4000-5404				Bag Tags	-4,525.00	0
				Category Total	-42,493.03	-29,350
CATEGORY	8000			Planning Revenue		
1-3-8000-5302				Zoning Certificate	-250.00	0
1-3-8000-5800				Other Planning Fees & Charges	-6,751.00	-8,000
1-3-8000-5801				Consents	-3,400.00	0

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	3			REVENUES		
CATEGORY	8000			Planning Revenue		
Category Total					-10,401.00	-8,000
CATEGORY	9000			Transfer from Reserves		
1-3-9000-9000				Trf from CCBF Reserve	-120,595.39	-126,913
1-3-9000-9001				Trf from OCIF Reserve	-205,591.61	-291,527
1-3-9000-9003				Trf from WIP Reserve	-109,654.78	0
1-3-9000-9004				Trf from Working Fund Reserve	-111,076.71	-142,271
1-3-9000-9009				Fire - Capital Reserve	-34,373.78	-132,500
1-3-9000-9010				Fire - from 1x funding reserve	-1,638.46	-174
1-3-9000-9011				Fire - Transfer from Reserve	0.00	-29,000
1-3-9000-9013				Trf from Waste Capital Reserve	-10,632.57	0
1-3-9000-9014				Trf from Election Reserve	-895.48	0
1-3-9000-9015				Trf from Deferred Revenue	-29,000.00	0
Category Total					-623,458.78	-722,385
CATEGORY	9100			Proceeds from Debt		
1-3-9100-9100				Debt	-156,000.00	-175,000
Category Total					-156,000.00	-175,000
REVENUES Total					-8,639,659.14	-8,422,302
CLASS	4			EXPENDITURE		
CATEGORY	1100			Election		
1-4-1100-2255				ELECTION - Courses & Training	895.48	1,800
1-4-1100-9000				ELECTION - Transfer to Reserves	7,000.00	7,000
Category Total					7,895.48	8,800
CATEGORY	1400			Administration Overhead		
1-4-1400-1010				ADM - Salaries & Wages	406,368.81	388,530
1-4-1400-1110				ADM - Benefits	109,070.31	119,034
1-4-1400-1113				ADM - Asset Mngt Coordinator	5,000.00	5,000
1-4-1400-2011				ADM - Office Supplies	7,312.46	7,000
1-4-1400-2012				ADM - Computer Supp/Small Equip/	1,700.84	1,000
1-4-1400-2090				ADM - Miscellaneous	-2,573.48	1,000
1-4-1400-2100				ADM - Postage	5,440.90	5,500
1-4-1400-2116				ADM - Printing (photocopier)	1,017.60	2,700
1-4-1400-2118				ADM - Freight & Delivery Charges	357.31	200
1-4-1400-2240				ADM - Mileage	2,044.47	2,000
1-4-1400-2250				ADM - Conventions/Meetings	9,609.05	7,500
1-4-1400-2255				ADM - Courses & Training	2,862.70	5,000
1-4-1400-2260				ADM - Dues & Memberships	5,510.20	6,460
1-4-1400-2300				ADM - Advertising	2,652.36	2,000
1-4-1400-2325				ADM - Public Relations	200.00	0
1-4-1400-2430				ADM - Insurance	12,737.88	11,116

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	1400			Administration Overhead		
1-4-1400-2720				ADM - Telephone	1,658.83	2,100
1-4-1400-2721				ADM - Fax	833.93	1,406
1-4-1400-2730				ADM - Cell	900.00	480
1-4-1400-3050				ADM - Legal Fees	6,517.04	3,000
1-4-1400-3055				ADM - Audit	36,572.15	27,000
1-4-1400-3065				ADM - IT Services & Support	33,787.72	36,210
1-4-1400-3070				ADM - Human Resources	0.00	3,000
1-4-1400-3071				ADM - Accessibility Compliance	59.09	1,000
1-4-1400-3080				ADM - Office Equip Mtce Contract	6,179.04	5,000
1-4-1400-4800				ADM - Bank Service Charges	1,507.36	1,700
1-4-1400-8000				ADM - Capital	174,642.42	91,674
1-4-1400-8200				ADM - Clearing Account	68.18	0
1-4-1400-9000				ADM - Transfer to Reserves	48,000.00	33,200
1-4-1400-9999				ADM - Penny Rounding Clearing Ac	0.13	0
Category Total					880,037.30	769,810
CATEGORY	1401			Township Office		
1-4-1401-1110				Township Office - Benefits	394.33	0
1-4-1401-2017				Twp Office - Bldg Supplies	490.40	1,000
1-4-1401-2430				Twp Office - Insurance	1,015.20	2,652
1-4-1401-2520				Twp Office - Bldg Mtce/Repair	2,108.93	1,800
1-4-1401-2521				Twp Office - Cleaning Services	3,640.32	5,550
1-4-1401-2600				Twp Office - Furnace Fuel	2,716.42	3,500
1-4-1401-2601				Twp Office - Propane	679.66	1,000
1-4-1401-2610				Twp Office - Hydro	2,629.28	3,750
1-4-1401-3200				Twp Office - Contracted Services	313.16	200
1-4-1401-8000				Twp Office - Trf to Capital	788.64	5,200
Category Total					14,776.34	24,652
CATEGORY	1402			Barr Line Community Centre		
1-4-1402-1110				BLCC - Benefits	529.78	0
1-4-1402-2017				Barr Line Comm Centre- Bldg Suppl	493.65	500
1-4-1402-2430				Barr Line Comm Centre - Insurance	836.95	773
1-4-1402-2520				Barr Line Comm Centre - Bldg Mtce	0.00	500
1-4-1402-2521				Barr Line Comm Centre - Cleaning S	4,919.06	3,350
1-4-1402-2600				Barr Line Comm Centre - Furnace F	2,869.64	3,800
1-4-1402-2610				Barr Line Comm Centre - Hydro	1,033.71	2,000
1-4-1402-2733				Barr Line Comm Centre - Internet	259.48	0
1-4-1402-8000				Barr Line Community Centre- Capita	127.20	5,000
1-4-1402-9000				Barr Line Comm Centre - Trf to Res	5,000.00	0
Category Total					16,069.47	15,923
CATEGORY	1403			Osceola Historical Society Building		

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	1403			Osceola Historical Society Building		
1-4-1403-2017				Osceola Historical - Bldg Supplies	105.78	250
1-4-1403-2430				Osceola Historical - Insurance	423.80	392
1-4-1403-2520				Osceola Historical - Bldg Mtce/Repa	1,729.02	3,500
1-4-1403-2610				Osceola Historical - Hydro	295.13	450
1-4-1403-4040				Osceola Historical - Rentals	500.00	750
Category Total					3,053.73	5,342
CATEGORY	1410			Health & Safety		
1-4-1410-2010				H&S - Supplies	298.61	800
1-4-1410-2255				H&S - Courses and Training	0.00	1,000
1-4-1410-3200				H&S - Contracted Services	3,296.41	3,000
Category Total					3,595.02	4,800
CATEGORY	1600			Council		
1-4-1600-1010				COUNCIL - Salaries & Wages	83,461.10	83,548
1-4-1600-1110				COUNCIL - Benefits	15,022.19	14,714
1-4-1600-2090				COUNCIL - Miscellaneous	1,583.62	1,500
1-4-1600-2100				COUNCIL - Postage	0.00	3,250
1-4-1600-2240				COUNCIL - Mileage	2,941.72	3,500
1-4-1600-2250				COUNCIL - Conventions & Meetings	10,556.39	9,000
1-4-1600-2325				COUNCIL - Public Relations	4,120.23	2,500
1-4-1600-2326				COUNCIL - Special Occassions	7,372.50	3,000
1-4-1600-2430				COUNCIL - Insurance	1,996.07	2,115
1-4-1600-3065				COUNCIL - IT Svcs & Support	5,976.29	6,000
1-4-1600-5100				COUNCIL - Donations & Grants	7,396.08	7,000
Category Total					140,426.19	136,127
CATEGORY	2000			Fire Overhead Costs		
1-4-2000-1010				Fire - Wages	190,274.32	139,412
1-4-2000-1110				Fire - Benefits	36,801.75	35,178
1-4-2000-1111				Fire - Standby	19,500.00	20,500
1-4-2000-2011				Fire - Office Supplies	296.35	1,000
1-4-2000-2012				Fire - Computer Supplies	0.00	700
1-4-2000-2090				Fire - Miscellaneous Supplies	108.26	1,000
1-4-2000-2091				Fire - Food	1,149.36	500
1-4-2000-2092				Fire - Christmas Dinner	1,119.36	1,000
1-4-2000-2100				Fire - Postage/Freight / Delivery	71.48	250
1-4-2000-2240				Fire - Mileage	2,837.35	4,000
1-4-2000-2250				Fire - Courses & Training	41,464.67	58,542
1-4-2000-2251				Fire - Prevention (ex. Fire Prev Wee	4,991.93	4,500
1-4-2000-2260				Fire - Membership Dues	125.00	150
1-4-2000-2430				Fire - Insurance (VFF)	10,412.38	11,762
1-4-2000-2730				Fire - Cell Phone	480.00	480

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	2000			Fire Overhead Costs		
1-4-2000-2733				Fire - Secretary Internet	75.00	0
1-4-2000-2740				Fire - Radio Licenses	614.66	600
1-4-2000-2741				Fire - Radio pagers / maintenance	5,255.35	4,000
1-4-2000-2830				Fire - Clothing	-142.90	0
1-4-2000-2832				Fire - Medical / License Expenses	836.50	800
1-4-2000-2833				Fire - Uniforms	996.34	3,000
1-4-2000-2834				Fire - Agreements	53,833.67	50,997
1-4-2000-2836				Fire - Fluent MS	1,119.36	1,400
1-4-2000-2839				Fire - Call Taking / Alerting	2,500.00	2,500
1-4-2000-3065				Fire - IT Services	0.00	500
1-4-2000-3200				Fire - Contracted Services	1,322.88	0
1-4-2000-4800				Fire - Bank Charges	25.00	0
1-4-2000-7300				Fire - Loan Principle Repayment	40,206.42	41,094
1-4-2000-8000				Fire - Capital	96,873.78	0
1-4-2000-9000				Fire - Trf to Reserve	14,500.00	0
1-4-2000-9002				Fire - Trf to Reserves - Buidling	8,500.00	8,500
1-4-2000-9003				Fire - Trf to Reserves - Vhcl / Equip	25,000.00	25,000
Category Total					561,148.27	417,365
CATEGORY	2001			Douglas Fire Hall		
1-4-2001-1010				Fire Hall - Support Wages	1,890.00	2,000
1-4-2001-2017				Fire Hall - Building Supplies	49.95	1,000
1-4-2001-2430				Fire Hall - Insurance (building)	2,428.56	1,104
1-4-2001-2520				Fire Hall - Building Maintenance	2,132.83	5,000
1-4-2001-2522				Fier Hall - Supplies	263.20	100
1-4-2001-2600				Fire Hall - Oil Furnace	7,398.85	10,500
1-4-2001-2601				Fire Hall - Propane (generator)	330.72	500
1-4-2001-2610				Fire Hall - Hydro	1,770.48	1,600
1-4-2001-2720				Fire Hall - Telephone	2,471.10	2,600
1-4-2001-2733				Fire Hall - Internet	732.00	1,480
1-4-2001-8000				Fire Hall - Capital	0.00	75,000
Category Total					19,467.69	100,884
CATEGORY	2002			Fire Equipment		
1-4-2002-2101				Fire Equip - Small Tools	21,847.21	13,200
1-4-2002-2102				Fire Equip - Test'g (ex. SCBA, ladde	9,879.64	8,000
1-4-2002-2104				Fire Equipment - Safety Equipment	14,655.55	15,800
1-4-2002-2105				Fire Equipment - Rental	0.00	2,000
1-4-2002-2106				DNU - Equip - Extrication	0.00	2,500
1-4-2002-2107				DNU - quip - Maintenance	492.67	0
1-4-2002-8000				Fire Equip - NEW Equipment Capita	9,714.02	10,000
Category Total					56,589.09	51,500

TOWNSHIP OF ADMASTON / BROMLEY
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Account : 1-3-????-???? To 1-4-????-????
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	2003			Dry Hydrants		
CATEGORY	2003			Dry Hydrants		
1-4-2003-1010				Dry Hydrant - Wages	365.10	0
1-4-2003-1110				Dry Hydrant - Benefits	127.58	0
1-4-2003-2510				Dry Hydrant - Repairs / Maintenance	0.00	2,000
1-4-2003-8000				Dry Hydrants - Capital	654.78	2,000
Category Total					1,147.46	4,000
CATEGORY	2004			Truck 1 - 2009 Freightliner (9658)		
1-4-2004-2430				Fire - Truck 1 - Insurance	1,233.00	1,371
1-4-2004-2500				Fire - Truck 1 - Repairs / Maintenance	25,339.97	4,500
1-4-2004-2621				Fire - Truck 1 - Clear Diesel Fuel	2,228.14	1,000
Category Total					28,801.11	6,871
CATEGORY	2005			Truck 2 - 1980 GMC		
1-4-2005-2430				Fire - Truck 2 - Insurance	1,233.00	1,371
1-4-2005-2500				Fire - Truck 2 - Repairs / Maintenance	1,966.27	1,500
1-4-2005-2620				Fire - Truck 2 - Gasoline	791.70	500
Category Total					3,990.97	3,371
CATEGORY	2006			Truck T2 - 2008 Dodge Stirling (9875)		
1-4-2006-2430				Fire - Truck T2- Insurance	1,233.00	1,371
1-4-2006-2500				Fire - Truck T2- Repairs / Maintenance	4,707.01	4,000
1-4-2006-2621				Fire - Truck T2 - Clear Diesel Fuel	925.17	1,000
Category Total					6,865.18	6,371
CATEGORY	2007			Truck 4 - 1998 Freightliner (9735)		
1-4-2007-2430				Fire - Truck 4 - Insurance	1,233.00	1,371
1-4-2007-2500				Fire - Truck 4 - Repairs / Maintenance	2,988.97	5,000
1-4-2007-2621				Fire - Truck 4 - Clear Diesel Fuel	1,227.50	0
Category Total					5,449.47	6,371
CATEGORY	2100			Building Department		
1-4-2100-1010				CBO - Wages	108,028.35	96,753
1-4-2100-1110				CBO - Benefits	30,833.99	30,474
1-4-2100-2011				CBO - Office Supplies	172.98	500
1-4-2100-2090				CBO - Miscellaneous	77.53	0
1-4-2100-2116				CBO - Printing	228.96	400
1-4-2100-2240				CBO - Mileage	3,732.09	4,500
1-4-2100-2250				CBO - Conventions	2,134.92	2,800
1-4-2100-2255				CBO - Training & Courses	0.00	2,300
1-4-2100-2260				CBO - Dues & Memberships	221.68	750
1-4-2100-2730				CBO - Cell	240.00	240
1-4-2100-4800				CBO - Bank Service Charges	25.00	0

TOWNSHIP OF ADMASTON / BROMLEY
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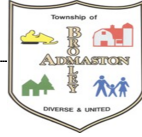


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Account : 1-3-????-???? To 1-4-????-????
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	2100			Building Department		
				Category Total	145,695.50	138,717
CATEGORY	2201			Fence Viewers		
1-4-2201-3090				Fence Viewing Fees	0.00	100
				Category Total	0.00	100
CATEGORY	2202			Livestock Valuer		
1-4-2202-2240				Livestock Valuer - Mileage	169.21	500
1-4-2202-3090				Livestock Valuer - Remuneration	959.48	1,000
				Category Total	1,128.69	1,500
CATEGORY	2300			Animal & By-Law		
1-4-2300-2010				Animal & By-law - Dog Tags/Equip	161.05	0
1-4-2300-2090				Animal & By-law - Miscellaneous	371.42	0
1-4-2300-2116				Animal & Bylaw - Printing	81.41	250
1-4-2300-3142				Animal Control - Poundkeeper Fees	1,781.00	1,000
1-4-2300-3200				Animal & Bylaw - Contract	9,570.53	10,000
				Category Total	11,965.41	11,250
CATEGORY	2400			Policing		
1-4-2400-3125				Policing Costs	402,321.00	403,422
1-4-2400-3126				R.I.D.E. Duty Expenditures	0.00	7,000
				Category Total	402,321.00	410,422
CATEGORY	2401			Police Services Board		
1-4-2401-1115				Police Services Board - Committee f	19,097.19	16,377
1-4-2401-2240				Police Services Board - Mileage	0.00	200
				Category Total	19,097.19	16,577
CATEGORY	2900			Emergency Management		
1-4-2900-2010				CEMC - Emergency Equip/Supplies	442.20	500
1-4-2900-2240				CEMC - Mileage	124.49	300
1-4-2900-2255				CEMC - Courses/Training	177.70	2,000
				Category Total	744.39	2,800
CATEGORY	3001			Brushing/Tree Trim		
1-4-3001-1010				Brushing/Tree Trim - Wages	11,781.91	15,379
1-4-3001-1110				Brushing/Tree Trim - Benefits	3,258.19	5,939
1-4-3001-2010				Brushing/Tree Trim - Materials/Supp	3,762.45	4,500
				Category Total	18,802.55	25,818
CATEGORY	3002			Cold Patch		
1-4-3002-1010				Cold Patch - Wages	17,568.30	33,219
1-4-3002-1110				Cold Patch - Benefits	5,324.38	12,829

**TOWNSHIP OF ADMASTON / BROMLEY
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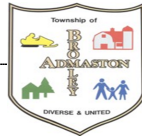


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Account : 1-3-????-???? To 1-4-????-????
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3002			Cold Patch		
1-4-3002-2010				Cold Patch - Materials/Supplies	23,018.02	25,000
				Category Total	45,910.70	71,048
CATEGORY	3003			Culvert Maintenance		
1-4-3003-1010				Culvert Maintenance - Wages	3,404.26	5,844
1-4-3003-1110				Culvert Maintenance - Benefits	1,097.20	2,257
1-4-3003-2010				Culvert Maintenance - Materials/Sup	162.82	2,000
				Category Total	4,664.28	10,101
CATEGORY	3004			Ditching		
1-4-3004-1010				Ditching - Wages	6,750.14	9,535
1-4-3004-1110				Ditching - Benefits	2,190.66	3,682
1-4-3004-2010				Ditching - Materials/Supplies	0.00	500
				Category Total	8,940.80	13,717
CATEGORY	3005			Dust Control		
1-4-3005-1010				Dust Control - Wages	790.89	1,230
1-4-3005-1110				Dust Control - Benefits	229.56	475
1-4-3005-2010				Dust Control - Materials/Supplies	53,214.75	55,000
				Category Total	54,235.20	56,705
CATEGORY	3006			Flood Control		
1-4-3006-1010				Flood Control - Wages	5,508.40	2,461
1-4-3006-1110				Flood Control - Benefits	1,738.76	950
1-4-3006-2010				Flood Control - Materials / Supplies	895.96	500
				Category Total	8,143.12	3,911
CATEGORY	3007			Grading/Scarifying		
1-4-3007-1010				Grading/Scarifying - Wages	20,558.75	20,301
1-4-3007-1110				Grading/Scarifying - Benefits	5,500.21	7,840
				Category Total	26,058.96	28,141
CATEGORY	3008			Grass & Weeds		
1-4-3008-1010				Grass & Weeds - Wages	5,975.70	5,844
1-4-3008-1110				Grass & Weeds - Benefits	1,763.64	2,257
1-4-3008-2010				Grass & Weeds - Materials/Supplies	1,023.49	1,500
1-4-3008-3200				Grass & Weeds - Contracted Servi	2,996.68	4,300
				Category Total	11,759.51	13,901
CATEGORY	3009			Gravel Contract		
1-4-3009-1010				Gravel Contract - Wages	7,500.18	4,921
1-4-3009-1110				Gravel Contract - Benefits	1,977.68	1,901
1-4-3009-2010				Gravel Contract - Materials/Supplies	150,230.87	150,000

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Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3009			Gravel Contract		
				Category Total	159,708.73	156,822
CATEGORY	3010			Patching & Washouts		
1-4-3010-1010				Patching & Washouts - Wages	21,421.10	5,537
1-4-3010-1110				Patching & Washouts - Benefits	6,705.83	2,138
1-4-3010-2010				Patching & Washouts - Materials/Su	39,437.38	53,000
				Category Total	67,564.31	60,675
CATEGORY	3011			Sanding/Salting		
1-4-3011-1010				Sanding/Salting - Wages	36,183.24	25,530
1-4-3011-1110				Sanding/Salting - Benefits	6,800.28	9,859
1-4-3011-2010				Sanding/Salting - Materials/Supplies	142,214.41	125,000
				Category Total	185,197.93	160,389
CATEGORY	3012			Intersection Signs		
1-4-3012-1010				Intersection Signs - Wages	5,412.69	7,382
1-4-3012-1110				Intersection Signs - Benefits	1,532.99	2,851
1-4-3012-2010				Intersection Signs - Materials/Suppli	4,899.71	5,000
				Category Total	11,845.39	15,233
CATEGORY	3013			911 Signs (Civic)		
1-4-3013-1010				911 Signs (Civic Signs) - Wages	885.90	1,538
1-4-3013-1110				911 Signs (Civic Signs) - Benefits	239.88	594
1-4-3013-2010				911 Signs (Civic Signs) - Material/St	347.00	1,000
				Category Total	1,472.78	3,132
CATEGORY	3014			Centre Line Marking		
1-4-3014-1010				Centre Line Marking - Wages	500.14	1,230
1-4-3014-1110				Centre Line Marking - Benefits	151.28	475
1-4-3014-2010				Centre Line Marking - Materials / Su	383.22	500
1-4-3014-3200				Centre Line Marking - Contract Srvc	5,359.01	7,000
				Category Total	6,393.65	9,205
CATEGORY	3015			Guide Rails		
1-4-3015-1010				Guide Rails - Wages	425.86	1,538
1-4-3015-1110				Guide Rails - Benefits	147.54	594
1-4-3015-2010				Guide Rails - Materials/Supplies	553.57	1,000
				Category Total	1,126.97	3,132
CATEGORY	3016			Snow Plowing		
1-4-3016-1010				Snow Plowing - Wages	73,228.71	57,211
1-4-3016-1110				Snow Plowing - Benefits	14,743.68	22,095
1-4-3016-2090				Snow Plowing - Misc Supplies	0.00	3,000
1-4-3016-3200				Snow Plowing - Contracts	725.28	900

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Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3016			Snow Plowing		
				Category Total	88,697.67	83,206
CATEGORY	3017			Street Lights		
1-4-3017-2010				Street Lights - Materials / Supplies	1,780.80	5,000
1-4-3017-2610				Street Lights - Hydro	3,076.40	5,000
				Category Total	4,857.20	10,000
CATEGORY	3018			Street Maintenance		
1-4-3018-1010				Street Maintenance- Wages	2,408.59	3,076
1-4-3018-1110				Street Maintenance - Benefits	765.60	1,188
1-4-3018-2010				Street Maintenance - Materials/Supp	704.69	2,000
1-4-3018-3200				Street Maintenance - Contracted Se	2,396.45	6,000
				Category Total	6,275.33	12,264
CATEGORY	3019			Catch Basins		
1-4-3019-2010				Catch Basins - Materials/Supplies	0.00	200
1-4-3019-3200				Catch Basins - Contracted Services	901.80	2,000
				Category Total	901.80	2,200
CATEGORY	3020			Snow Fence/Culvert Thaw		
1-4-3020-1010				Snow Fence/Culvert Thaw - Wages	1,383.78	1,230
1-4-3020-1110				Snow Fence/Culvert Thaw - Benefits	397.71	475
1-4-3020-2010				Snow Fence/Culvert Thaw - Materials	700.00	500
				Category Total	2,481.49	2,205
CATEGORY	3100			Roads Overhead		
1-4-3100-1010				Rds OHD - Wages	165,148.55	152,984
1-4-3100-1110				Rds OHD - Benefits	57,095.93	27,643
1-4-3100-1111				Rds OHD - PW wages to Waste Mng	0.00	-12,122
1-4-3100-2011				Rds OHD - Office Supplies	2,580.34	250
1-4-3100-2090				Rds OHD - Misc Supplies	0.00	500
1-4-3100-2255				Rds OHD - Courses & Training	6,125.94	9,500
1-4-3100-2260				Rds OHD - Dues & Memberships	1,199.68	1,360
1-4-3100-2300				Rds OHD - Advertising	1,164.65	2,500
1-4-3100-2430				Rds OHD - Insurance	29,580.74	28,398
1-4-3100-2730				Rds OHD - Cell	1,640.00	1,680
1-4-3100-2740				Rds OHD - Radio License /Repeater	5,095.25	6,000
1-4-3100-2742				Rds OHD - Standby Wages & On C	15,269.97	19,730
1-4-3100-2830				Rds OHD - Safety Equipment/Clothii	2,157.46	3,500
1-4-3100-2831				Rds OHD - Safety Boots	1,292.97	1,750
1-4-3100-2832				Rds OHD - Medical Expenses	153.09	660
1-4-3100-2837				Rds OHD - DZ/AZ License renewals	113.75	125
1-4-3100-2840				Rds OHD - License - Gravel Quarry	1,271.00	1,200

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3100			Roads Overhead		
1-4-3100-3065				Rds OHD - IT / Subscriptions	3,103.68	4,000
1-4-3100-3080				Rds OHD - Office Equip Mtce Contr	93.94	0
1-4-3100-3200				Rds OHD - Contracted Services	565.54	0
1-4-3100-4800				Rds OHD - Bank Service Charges	49.42	0
1-4-3100-4900				Rds OHD - Interest on Debt	92,343.92	98,931
1-4-3100-7300				Rds OHD - Loan Principle Repayme	244,780.65	249,877
1-4-3100-8000				Rds OHD - Capital	765,929.20	911,000
1-4-3100-9002				Rds OHD - Trf to Reserves - Buildin	8,500.00	8,500
1-4-3100-9003				Rds OHD - Trf to Reserves - Vehicl	17,000.00	17,000
1-4-3100-9004				Rds OHD - Trf to Reserves - Equipr	17,000.00	17,000
1-4-3100-9006				Rds OHD - Trf to Reserve from Roa	28,378.25	37,000
1-4-3100-9011				Rds OHD - Trf to Weather Control C	20,000.00	20,000
Category Total					1,487,633.92	1,608,966
CATEGORY	3101			Stone Road Garage		
1-4-3101-1010				Stone Road Garage - Wages	8,018.09	7,690
1-4-3101-1110				Stone Road Garage - Benefits	2,729.31	2,970
1-4-3101-2016				Stone Road Garage - Parts & Suppli	3,690.19	4,000
1-4-3101-2017				Stone Road Garage - Bldg Supplies	32.93	0
1-4-3101-2430				Stone Road Garage - Insurance	1,314.81	392
1-4-3101-2501				Stone Road Garage - Equip Testing	374.41	500
1-4-3101-2520				Stone Road Garage - Bldg Mtce/Rep	186.39	5,000
1-4-3101-2521				Stone Road Garage - Cleaning Serv	1,105.92	560
1-4-3101-2601				Stone Rd Garage - Propane	6,471.55	6,000
1-4-3101-2610				Stone Road Garage - Hydro	2,629.28	4,000
1-4-3101-2720				Stone Road Garage - Telephone	1,658.85	1,500
1-4-3101-3200				Stone Road Garage - Contracted Se	76.32	0
1-4-3101-8000				Stone Road Garage - Capital	380,719.60	410,000
Category Total					409,007.65	442,612
CATEGORY	3102			Bromley Garage		
1-4-3102-1010				Bromley Garage - Wages	6,290.14	7,690
1-4-3102-1110				Bromley Garage - Benefits	1,677.72	2,970
1-4-3102-2016				Bromley Garage - Parts & Supplies	3,730.88	4,000
1-4-3102-2017				Bromley Garage - Bldg Supplies	23.40	0
1-4-3102-2430				Bromley Garage - Insurance	2,351.83	2,708
1-4-3102-2501				Bromley Garage - Equipment Testin	0.00	200
1-4-3102-2520				Bromley Garage - Bldg Mtce/Repair	545.16	4,000
1-4-3102-2521				Bromley Garage - Cleaning Services	368.64	560
1-4-3102-2600				Bromley Garage - Furnace Fuel	4,776.57	4,000
1-4-3102-2601				Bromley Garage - Propane	2,277.77	0
1-4-3102-2610				Bromley Garage - Hydro	2,279.07	3,000
1-4-3102-2720				Bromley Garage - Telephone	831.07	1,500

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3102			Bromley Garage		
1-4-3102-8000				Bromley Garage - Capital	9,601.36	10,000
				Category Total	34,753.61	40,628
CATEGORY	3103			Rds Overhead - Inspection		
1-4-3103-1010				Rds Overhead - Inspection - Wages	8,990.84	16,280
1-4-3103-1110				Rds Overhead - Inspection - Benefit	2,607.09	5,831
				Category Total	11,597.93	22,111
CATEGORY	3200			V23 - Komatsu Excavator (2007)		
1-4-3200-1010				V23 Excavator - Wages	643.90	3,691
1-4-3200-1110				V23 Excavator - Benefits	224.73	1,425
1-4-3200-2430				V23 Excavator - Insurance	960.10	934
1-4-3200-2500				V23 Excavator - Repairs	1,178.24	7,000
1-4-3200-2622				V23 Excavator - Colour Diesel	4,268.35	10,000
				Category Total	7,275.32	23,050
CATEGORY	3201			V28 - WStar Tandem Plow Truck (2014)		
1-4-3201-1010				V28 Tandem - Wages	4,832.89	4,306
1-4-3201-1110				V28 Tandem - Benefits	1,499.74	1,663
1-4-3201-2430				V28 Tandem - Insurance	815.97	840
1-4-3201-2500				V28 Tandem - Repairs	27,508.22	16,000
1-4-3201-2621				V28 Tandem - Clear Diesel	19,326.98	18,000
1-4-3201-2900				V28 Tandem - Licenses	5,979.00	2,990
1-4-3201-3065				V28 - Tandem - IT Subscription	268.13	300
				Category Total	60,230.93	44,099
CATEGORY	3202			V29 - LS Tractor (2014)		
1-4-3202-1010				V29 Tractor- Wages	1,253.65	615
1-4-3202-1110				V29 Tractor- Benefits	367.81	238
1-4-3202-2430				V29 - Insurance	154.61	133
1-4-3202-2500				V29 Tractor - Repairs	835.96	3,000
1-4-3202-2622				V29 Tractor - Coloured Diesel	324.92	1,000
				Category Total	2,936.95	4,986
CATEGORY	3203			V31 - Volvo Grader (2011)		
1-4-3203-1010				V31 Grader - Wages	1,454.75	1,230
1-4-3203-1110				V31 Grader - Benefits	347.20	475
1-4-3203-2430				V31 Grader - Insurance	758.45	739
1-4-3203-2500				V31 Grader - Repairs	7,559.10	10,000
1-4-3203-2622				V31 Grader - Colour Diesel	8,277.89	15,500
				Category Total	18,397.39	27,944
CATEGORY	3204			V33 - WStar Tandem Plow Truck (2016)		
1-4-3204-1010				V33 Tandem - Wages	5,343.06	3,076

TOWNSHIP OF ADMASTON / BROMLEY
General Ledger Trial Balance



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Account : 1-3-????-???? To 1-4-????-????
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3204			V33 - WStar Tandem Plow Truck (2016)		
1-4-3204-1110				V33 Tandem - Benefits	1,746.08	1,188
1-4-3204-2430				V33 Tandem - Insurance	816.00	840
1-4-3204-2500				V33 Tandem - Repairs	19,834.48	15,000
1-4-3204-2621				V33 Tandem - Clear Diesel	18,779.84	15,000
1-4-3204-2900				V33 Tandem - Licenses	4,592.84	2,144
1-4-3204-3065				V33 Tandem - IT Subscription	268.12	300
				Category Total	51,380.42	37,548
CATEGORY	3206			V35 - JBC Backhoe (2018)		
1-4-3206-1010				V35 Backhoe - Wages	1,567.09	1,230
1-4-3206-1110				V35 Backhoe - Benefits	531.95	475
1-4-3206-2430				V35 Backhoe - Insurance	188.07	267
1-4-3206-2500				V35 Backhoe - Repairs	9,497.94	8,000
1-4-3206-2622				V35 Backhoe - Colour Diesel	4,551.60	5,000
				Category Total	16,336.65	14,972
CATEGORY	3207			V36 - Chevy 1/2 ton Silverado (2018)		
1-4-3207-1010				V36 Chevy 1/2 ton - Wages	160.69	308
1-4-3207-1110				V36 Chevy 1/2 ton - Benefits	50.13	119
1-4-3207-2430				V36 Chevy 1/2 ton - Insurance	522.66	260
1-4-3207-2500				V36 Chevy 1/2 ton - Repairs	1,562.93	500
1-4-3207-2620				V36 Chevy 1/2 ton - Gasoline	3,299.21	1,000
				Category Total	5,595.62	2,187
CATEGORY	3208			V37 - JBC Backhoe (2018)		
1-4-3208-1010				V37 Backhoe - Wages	1,465.45	1,846
1-4-3208-1110				V37 Backhoe - Benefits	441.92	713
1-4-3208-2430				V37 Backhoe - Insurance	248.91	244
1-4-3208-2500				V37 Backhoe - Repairs	628.86	4,000
1-4-3208-2622				V37 Backhoe - Colour Diesel	2,476.19	3,500
				Category Total	5,261.33	10,303
CATEGORY	3209			V38 - WStar Tandem Plow Truck (2020)		
1-4-3209-1010				V38 Tandem - Wages	5,615.27	2,461
1-4-3209-1110				V38 Tandem - Benefits	1,845.94	950
1-4-3209-2430				V38 Tandem - Insurance	816.00	840
1-4-3209-2500				V38 Tandem - Repair Parts	15,261.60	15,000
1-4-3209-2621				V38 Tandem - Clear Diesel	20,624.09	15,000
1-4-3209-2900				V38 Tandem - Licenses	4,288.00	2,144
1-4-3209-3065				V38 Tandem - IT Subscription	268.09	300
				Category Total	48,718.99	36,695
CATEGORY	3210			V39 - GMC 4x4 Sierra (2021)		

TOWNSHIP OF ADMASTON / BROMLEY
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GL5030 (T) Page : 17
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Account : 1-3-????-???? To 1-4-????-????
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3210			V39 - GMC 4x4 Sierra (2021)		
1-4-3210-1010				V39 GMC Sierra - Wages	1,384.20	1,230
1-4-3210-1110				V39 GMC Sierra - Benefits	450.95	475
1-4-3210-2430				V39 GMC Sierra - Insurance	165.33	521
1-4-3210-2500				V39 GMC Sierra- Repairs	6,873.24	3,500
1-4-3210-2620				V39 GMC Sierra- Gasoline	6,339.08	8,500
1-4-3210-2900				V39 GMC Sierra - Licenses	722.00	361
				Category Total	15,934.80	14,587
CATEGORY	3211			V40 - Ammamma 66" Roller (2021)		
1-4-3211-1010				V40 Roller - Wages	242.40	615
1-4-3211-1110				V40 Roller - Benefits	81.36	238
1-4-3211-2500				V40 Roller - Repairs	249.47	2,500
1-4-3211-2622				V40 Roller - Colour Diesel	908.65	1,000
				Category Total	1,481.88	4,353
CATEGORY	3212			V41 - Western Star Tandem Plow (2022)		
1-4-3212-1010				V41 Tandem - Wages	4,478.45	2,153
1-4-3212-1110				V41 Tandem - Benefits	914.39	832
1-4-3212-2430				V41 Tandem - Insurance	815.99	840
1-4-3212-2500				V41 Tandem - Repair Parts	13,404.31	6,000
1-4-3212-2621				V41 Tandem - Clear Diesel	20,298.60	15,000
1-4-3212-2900				V41 Tandem - Licenses	4,288.00	2,144
1-4-3212-3065				V41 Tandem - IT Subscription	268.14	300
				Category Total	44,467.88	27,269
CATEGORY	3213			2023-V27 John Deere Grader		
1-4-3213-1010				2023-V27 Grader - Wages	1,199.63	615
1-4-3213-1110				2023-V27 Grader - Benefits	406.01	238
1-4-3213-2430				2023-V27 Grader - Insurance	1,155.61	1,180
1-4-3213-2500				2023-V27 Grader - Repairs	9,309.34	6,000
1-4-3213-2622				2023-V27 Grader - Colour Diesel	8,691.81	15,000
				Category Total	20,762.40	23,033
CATEGORY	3214			CH#1 - Chipper (1999)		
1-4-3214-2430				CH#1 Chipper - Insurance	80.56	79
1-4-3214-2500				CH#1 Chipper - Repairs	0.00	500
1-4-3214-2622				CH#1 Chipper - Coloured Diesel	0.00	500
				Category Total	80.56	1,079
CATEGORY	3215			S#2 Steamer (1996)		
1-4-3215-1010				S#2 Steamer - Wages	51.60	0
1-4-3215-1110				S#2 Steamer - Benefits	17.92	0
1-4-3215-2500				S#2 Steamer - Repair Parts	0.00	500

TOWNSHIP OF ADMASTON / BROMLEY
General Ledger Trial Balance

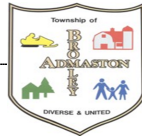


GL5030 (T) Page : 18
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 Account : 1-3-????-???? To 1-4-????-????
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3215			S#2 Steamer (1996)		
1-4-3215-2601				S#2 Steamer - Propane	0.00	500
				Category Total	69.52	1,000
CATEGORY	3216			Remediation		
1-4-3216-1010				Remediation - Wages	25,914.83	9,843
1-4-3216-1110				Remediation - Benefits	7,737.54	3,801
1-4-3216-2010				Remediation - Materials	39,618.25	41,357
				Category Total	73,270.62	55,001
CATEGORY	3217			Culvert Replacement Program-Capital		
1-4-3217-1010				Culvert Replace. Prog - Wages	5,108.39	24,915
1-4-3217-1110				Culvert Replace. Prog - Benefits	1,587.35	9,622
1-4-3217-2010				Culvert Replace. Prog - Materials	22,205.11	20,464
1-4-3217-3200				Culvert Replace. Prog-Contract Srvc	1,747.73	10,000
				Category Total	30,648.58	65,001
CATEGORY	3218			Preventative Maintenance Program		
1-4-3218-1010				Preventative Mtce Program - Wages	689.70	9,843
1-4-3218-1110				Preventative Mtce Program - Benefi	207.90	3,801
1-4-3218-2010				Preventative Mtce Program - Materi	3,557.97	2,664
1-4-3218-3200				Preventative Mtce Prgm - Contracte	34,192.38	33,693
				Category Total	38,647.95	50,001
CATEGORY	3219			V30 - 2015 Float Trailer		
1-4-3219-1010				V30 - 2015 Float Trailer - Wages	184.43	308
1-4-3219-1110				V30 - 2015 Float Trailer - Benefits	61.62	119
1-4-3219-2430				V30 - 2015 Float Trailer - Insurance	113.67	358
1-4-3219-2500				V30 - 2015 Float Trailer - Repairs	2,730.49	2,000
				Category Total	3,090.21	2,785
CATEGORY	3220			2024-34 Chevy 1-ton (2024)		
1-4-3220-1010				2024-34 Chevy 1-ton - Wages	1,396.55	923
1-4-3220-1110				2024-34 Chevy 1-ton - Benefits	437.12	356
1-4-3220-2430				2024-34 Chevy 1-ton - Insurance	522.66	521
1-4-3220-2500				2024-34 Chevy 1-ton - Repairs	2,326.25	2,000
1-4-3220-2620				2024-34 Chevy 1-ton - Gasoline	8,697.17	8,500
1-4-3220-2900				2024-V34 Chev 1 ton - License	722.00	361
1-4-3220-3065				2024-34 Chevy 1 ton - IT Subscriptio	268.11	300
				Category Total	14,369.86	12,961
CATEGORY	3221			2025-V29 Tractor (2025)		
1-4-3221-1010				2025-V29 Tractor - Wages	1,153.90	1,846
1-4-3221-1110				2025-V29 Tractor - Benefits	328.37	713
1-4-3221-2430				2025-V29 Tractor - Insurance	216.67	134

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Account : 1-3-????-???? To 1-4-????-????
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	3221			2025-V29 Tractor (2025)		
1-4-3221-2500				2025-V29 Tractor - Repairs	1,054.06	1,000
1-4-3221-2622				2025-V29 Tractor - Coloured Diesel	1,568.35	3,000
				Category Total	4,321.35	6,693
CATEGORY	3222			2025-V36 1/2 Ton (2025)		
1-4-3222-1010				2025-V36 1/2 Ton - Wages	0.00	923
1-4-3222-1110				2025-V36 1/2 Ton - Benefits	0.00	356
1-4-3222-2430				2025-V36 1/2 Ton - Insurance	0.00	261
1-4-3222-2500				2025-V36 1/2 Ton - Repairs	152.64	500
1-4-3222-2620				2025-V36 1/2 Ton - Gasoline	991.98	4,000
				Category Total	1,144.62	6,040
CATEGORY	4000			Waste Management		
1-4-4000-1010				Waste Management - Wages	65,818.25	60,746
1-4-4000-1110				Waste Management - Benefits	10,093.96	9,836
1-4-4000-1111				Waste Management - Wages f/ PW	0.00	5,725
1-4-4000-2016				Waste Management - Materials/Sup	17.98	1,000
1-4-4000-2116				Waste Management - Printing	4,209.82	11,000
1-4-4000-2240				Waste Management - Mileage	1,768.49	0
1-4-4000-2255				Waste Management - Training	0.00	500
1-4-4000-2260				Waste Management - Dues & Memt	0.00	310
1-4-4000-2300				Waste Management - Advertising	192.33	750
1-4-4000-2430				Waste Management - Insurance	854.84	1,411
1-4-4000-2730				Waste Management - Cell Phone	720.00	960
1-4-4000-2830				Waste Management - Safety Clthng	972.62	800
1-4-4000-2980				Waste Management - PIL landfill site	5,020.29	4,300
1-4-4000-4800				Waste Management - Bank Service	228.18	0
1-4-4000-8000				Waste Management - Capital	6,422.75	0
				Category Total	96,319.51	97,338
CATEGORY	4010			Recycling		
1-4-4010-2116				Recycling - Printing	66.14	1,000
1-4-4010-2301				Recycling - Promotion/Education	1,259.28	1,500
1-4-4010-3203				Recycling - Renfrew HHHW	1,500.00	1,500
				Category Total	2,825.42	4,000
CATEGORY	4011			Recycling - Stone Rd		
1-4-4011-3200				Recycling - Stone Rd - Contracted	17,019.31	12,000
				Category Total	17,019.31	12,000
CATEGORY	4012			Recycling - Douglas		
1-4-4012-3200				Recycling - Douglas - Contracted Se	6,457.37	3,500
				Category Total	6,457.37	3,500

TOWNSHIP OF ADMASTON / BROMLEY
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Account : 1-3-????-???? To 1-4-????-????
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	4013			Recycling - Osceola		
CATEGORY	4013			Recycling - Osceola		
1-4-4013-3200				Recycling - Osceola - Contracted Se	6,538.44	4,000
Category Total					6,538.44	4,000
CATEGORY	4020			Stone Road Transfer Station		
1-4-4020-1010				Stone Rd Trf Station - Wages	2,035.80	1,230
1-4-4020-1110				Stone Rd Trf Station - Benefits	552.70	475
1-4-4020-2520				Stone Rd Tfr Station - Build Mtce/Re	1,311.35	2,000
1-4-4020-2600				Stone Rd Trf Station - Furnace Oil	889.52	1,249
1-4-4020-3200				Stone Rd Tfr Station - Contract Srvc	39,883.42	37,200
1-4-4020-4500				Stone Rd Tfr Station - Well test/Mon	8,707.74	14,714
Category Total					53,380.53	56,868
CATEGORY	4025			Douglas Transfer Station		
1-4-4025-1010				Douglas Trf Station - Wages	3,521.12	308
1-4-4025-1110				Douglas Trf Station - Benefits	1,057.86	119
1-4-4025-2520				Douglas Tfr Station - Buildg Mtce/Re	30.32	1,500
1-4-4025-2601				Douglas Tfr Station - Propane heate	23.41	200
1-4-4025-3200				Douglas Tfr Station - Contracted Srv	11,722.48	23,000
1-4-4025-4500				Douglas Tfr Station - Well test/Montk	4,931.55	4,325
Category Total					21,286.74	29,452
CATEGORY	4030			Osceola Landfill		
1-4-4030-1010				Osceola Landfill Stie - Wages	3,738.96	3,076
1-4-4030-1110				Osceola Landfill Site - Benefits	1,060.32	1,189
1-4-4030-2520				Osceola Landfill Site-Build Mtce/Rep	193.50	4,000
1-4-4030-2524				Osceola Landfill Site - Site Mtce	0.00	5,000
1-4-4030-2610				Osceolo Landfill Site - Hydro	587.84	850
1-4-4030-3050				Osceola Landfill - Legal	1,435.64	0
1-4-4030-3200				Osceoloa Landfill - Contracted Servi	53,631.66	68,200
1-4-4030-3436				Osceola Landfill Site - Grinding	12,211.20	35,000
1-4-4030-3451				Osceola Landfill Site - Expansion	13,573.65	10,000
1-4-4030-4500				Osceola L'fill Site - Well Test/Monito	20,860.91	33,433
1-4-4030-7130				Osceola Landfill Site - Scale Maint.	712.32	500
Category Total					108,006.00	161,248
CATEGORY	5000			Agriculture Veterinary		
1-4-5000-2240				Agriculture Veterinary - Mileage	0.00	100
1-4-5000-3090				Agriculture Veterinary - Compensati	0.00	750
Category Total					0.00	850
CATEGORY	5001			Drains		
1-4-5001-2100				Drainage - Postage	0.00	100

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GL5030 (T) Page : 21
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 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	5001			Drains		
1-4-5001-2255				Municipal Drains - Training	0.00	2,500
1-4-5001-2522				Tile Drainage	11,660.00	10,297
1-4-5001-2523				Municipal Drain Maintenance	18,352.82	25,000
1-4-5001-3600				Drainage Superintendent fees	326.16	1,000
1-4-5001-4910				Interest Paid on Tile Drain	418.67	0
Category Total					30,757.65	38,897
CATEGORY	7000			Recreation Overhead		
1-4-7000-2326				REC OHD - Special Occassions	2,318.34	750
1-4-7000-2430				REC OHD - Recreation Insurance	4,825.05	4,773
1-4-7000-4500				REC OHD - Water Test'g - Douglas	0.00	500
1-4-7000-8000				REC OHD - Capital	1,272.00	50,000
1-4-7000-9000				Rec OHD - Trf to Reserve	48,700.00	0
Category Total					57,115.39	56,023
CATEGORY	7100			Recreation User Agreements		
1-4-7100-7100				Douglas Recreation	10,000.00	10,000
1-4-7100-7101				ARC Recreation	10,000.00	10,000
1-4-7100-7103				Northcote Community Centre	1,650.00	1,650
1-4-7100-7104				BV Rec User Agreement	693.60	2,080
1-4-7100-7105				Cobden User Fees	2,000.00	2,000
1-4-7100-7106				Recreation User Fees - Renfrew	26,100.00	26,100
Category Total					50,443.60	51,830
CATEGORY	8000			Planning & Zoning		
1-4-8000-2090				Planning & Zoning - Misc Supplies	14.91	0
1-4-8000-2240				Planning & Zoning - Mileage	54.59	500
1-4-8000-2300				Planning & Zoning - Advertising	0.00	750
1-4-8000-3600				Planning & Zoning - Professional Fe	4,331.19	7,000
1-4-8000-8000				Planning & Zoning - Capital	0.00	15,000
Category Total					4,400.69	23,250
CATEGORY	8001			Economic Development		
1-4-8001-2240				Economic Development - Mileage	0.00	250
1-4-8001-2300				Economic Development - Advertising	315.18	0
1-4-8001-2325				Economic Development - Public Rel	3,362.30	6,000
1-4-8001-3200				Economic Development - Consulting	0.00	2,500
1-4-8001-3600				Economic Development - Prof. Servi	35,000.00	25,000
Category Total					38,677.48	33,750
CATEGORY	8002			Library		
1-4-8002-1010				Library - Wages	293.01	0
1-4-8002-1110				Library - Benefits	-33.15	0

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 Account : 1-3-????-???? To 1-4-????-????
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			EXPENDITURE		
CATEGORY	8002			Library		
1-4-8002-2240				Library - Mileage	25.94	0
1-4-8002-2430				Library - Insurance	152.10	0
1-4-8002-8002				Renfrew Library User Fees	480.00	500
1-4-8002-8003				Bromley St. Michael Library	30,820.00	30,820
Category Total					31,737.90	31,320
CATEGORY	8050			Levies		
1-4-8050-8050				County of Renfrew Levy	1,690,845.20	1,545,714
1-4-8050-8051				English Public School Levy	607,479.27	583,873
1-4-8050-8052				English Separate School Levy	192,384.55	193,790
1-4-8050-8053				French Public School Levy	7,843.71	7,517
1-4-8050-8054				French Separate School Levy	16,483.31	15,820
Category Total					2,515,036.04	2,346,714
EXPENDITURE Total					8,492,722.33	8,422,302
OPERATING FUND Total					-146,936.81	0
REPORT TOTAL					-146,936.81	0

TOWNSHIP OF ADMASTON / BROMLEY
Cheque Register - Summary-Supp.



AP5100

Page : 1

Date : Jan 15, 2026

Time : 5:19 pm

Vendor : 0011722001 To YOUNJ001
Trans. Date : 01-Dec-2025 To 31-Dec-2025
Cheque Date : 01-Dec-2025 To 31-Dec-2025
Cheque No : All
Batch No : All

Bank : Bank : 1 To 9
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Chq/Ref #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
00000-0197	02-Dec-2025	TELUS001	TELUS	Issued	359	E	100.85
00000-0198	03-Dec-2025	HYDRO001	HYDRO ONE	Issued	360	E	161.59
00527-0001	05-Dec-2025	BMO001	BANK OF MONTREAL	Issued	369	E	582.00
00527-0002	05-Dec-2025	RBC0001	RBC LIFE INSURANCE COMPANY	Issued	369	E	9837.97
00530-0001	05-Dec-2025	FRAAM001	FRASER, AMY	Issued	374	T	147.60
00530-0002	05-Dec-2025	JP2GC001	JP2G CONSULTANTS	Issued	374	T	6955.13
00530-0003	05-Dec-2025	TUBMM001	TUBMAN MARKETING INC	Issued	374	T	1355.32
00000-0201	01-Dec-2025	BELLC001	BELL CANADA	Issued	376	E	67.74
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0053 14	12-Dec-2025	TRILP001	TRILLIUM PAVEMENT MARKING	Issued	382	T	5950.94
0053 15	12-Dec-2025	TUBMM001	TUBMAN MARKETING INC	Issued	382	T	224.87
0053 01	19-Dec-2025	ANTRW001	ANTRIM WESTERN STAR INC	Issued	389	T	103.25
0053 03	19-Dec-2025	BEARC001	BEARCOM CANADA CORP C/O T45502	Issued	389	T	203.40
0053 02	19-Dec-2025	BRFUL001	B.R. FULTON CONSTRUCTION LTD.	Issued	389	T	1073.50
0053 04	19-Dec-2025	CAVAC001	CAVANAGH CONSTRUCTION LTD	Issued	389	T	10140.56
0053 05	19-Dec-2025	COUNR001	COUNTY OF RENFREW	Issued	389	T	306.00

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1467	05-Dec-2025	DOUGH001	DOUGHERTY ELECTRIC	Issued	375	C	367.25
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1488	11-Dec-2025	RENHH001	RENFREW HOME HARDWARE	Issued	383	C	112.89
1489	11-Dec-2025	WELCH001	WELCH LLP	Issued	383	C	9040.00
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1492	18-Dec-2025	BENSA001	BENSON AUTO PARTS	Issued	390	C	1298.61
1493	18-Dec-2025	BUSKE001	BUSKE OFFICE EQUIPMENT	Issued	390	C	431.68
1494	18-Dec-2025	BUZZE002	Buzzell, Ryan	Issued	390	C	104.40
1495	18-Dec-2025	DICKS004	DICK, SCOTT	Issued	390	C	20.16
1496	18-Dec-2025	EMTEE001	EMTERRA ENVIRONMENTAL	Issued	390	C	4488.02
1497	18-Dec-2025	HARRI002	Harris, Benjamin Robert	Issued	390	C	10.80
1498	18-Dec-2025	JMCED001	J&M CEDAR PRODUCTS	Issued	390	C	614.72
1499	18-Dec-2025	MCEAC004	MCEACHEN, DENNIS	Issued	390	C	61.92
1500	18-Dec-2025	MCGRA002	MCGRATH, DANIEL	Issued	390	C	14.40
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1502	18-Dec-2025	MCHAL	MCHALE, SEAMUS	Issued	390	C	28.80
1503	18-Dec-2025	MCHAL008	MCHALE, LIAM	Issued	390	C	77.76
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1505	18-Dec-2025	MCINT016	McIntyre, Mike	Issued	390	C	21.60

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1518	18-Dec-2025	TFCUS001	TF CUSTOM SIGNS	Issued	390	C	1980.33
1519	18-Dec-2025	WAYCH001	Way, Christopher	Issued	390	C	43.20
1520	18-Dec-2025	WHALR003	Whalen, Rory	Issued	390	C	41.76
1521	18-Dec-2025	WHIT001	WHITNEY, TERRY	Issued	390	C	20.00
1522	19-Dec-2025	BACKY	BACKYARD GOURMET BBQ COMPANY	Issued	395	C	1243.00
1523	19-Dec-2025	DONOM001	DONOHUE, MICHAEL	Issued	395	C	688.32
1524	19-Dec-2025	GALLA015	GALLAGHER, APRIL	Issued	395	C	20.00
1525	19-Dec-2025	HAMIB001	HAMILTON, BRIAN	Issued	395	C	583.20
1526	19-Dec-2025	OPP001	MINISTRY OF FINANCE O.P.P. PMT PROC	Issued	395	C	32523.00
1527	19-Dec-2025	PETRO001	PETRO-CANADA FUELS INC	Issued	395	C	586.41
1528	19-Dec-2025	RIVEM001	RIVERVIEW METAL WORKS	Issued	395	C	1131.49
1529	19-Dec-2025	THEBA001	THE BABBLING GOURMET	Issued	395	C	2909.30

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Ministry of Agriculture,
Food and Agribusiness

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Ministère de l'Agriculture,
de l'Alimentation et de l'Agroentreprise

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77, rue Grenville, 11^e étage
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January 12, 2026

Jennifer Charkavi
Chief Administrative Officer / Clerk
Township of Admaston/Bromley
cao@admastonbromley.com

Dear Jennifer Charkavi:

I am pleased to announce that the 2026 Agricultural Impact Assessment (AIA) Guidance Document is now available on Ontario.ca as [Publication 861: Agricultural Impact Assessment \(AIA\) Guidance Document](#) and the [Environmental Registry of Ontario](#). This updated guidance reflects stakeholder input and recent provincial policy changes, and is intended to support municipalities, consultants and interested parties in meeting the agriculture impact assessment requirements of the Provincial Planning Statement, 2024.

Agricultural impact assessments are an important tool for identifying and addressing the potential impacts of non-agricultural development on the agricultural system, promoting compatibility between agricultural and non-agricultural land uses, and supporting thoughtful land use planning and the long-term viability of Ontario's agricultural sector.

Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

I want to take this opportunity to thank you for your ongoing commitment to supporting the long-term viability of agriculture alongside planning for growth in Ontario. Should you have any questions about the Agricultural Impact Assessment guidance, please contact OMAFA staff at: www.ontario.ca/page/agricultural-land-use-planning-staff.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trevor Jones".

Trevor Jones
Minister of Agriculture, Food and Agribusiness



Good things grow in Ontario
À bonne terre, bons produits

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

Le 12 janvier 2026

Bonjour,

J'ai le plaisir d'annoncer que le Document d'orientation sur l'évaluation des répercussions sur l'agriculture (ERA) est désormais accessible sur [Ontario.ca](#) et [le Registre environnemental de l'Ontario](#). Ce document d'orientation actualisé reflète les observations des intervenants ainsi que les changements intervenus récemment dans la politique provinciale. Il vise à appuyer les municipalités, les experts-conseils et les parties intéressées à respecter les exigences d'évaluation des répercussions sur l'agriculture de la Déclaration provinciale sur la planification, 2024.

Les évaluations des répercussions sur l'agriculture sont un outil important pour circonscrire et régler les potentielles répercussions d'un aménagement non agricole sur le système agricole, promouvant la compatibilité entre les utilisations des terres à des fins agricoles et non agricoles, et favorisant la planification réfléchie du territoire et la viabilité à long terme du secteur agricole ontarien.

Les exploitations agricoles de l'Ontario contribuent de façon importante aux économies locales tout en favorisant l'accès à des aliments de qualité supérieure tant à l'échelle nationale qu'à l'échelle mondiale. Le secteur agroalimentaire emploie plus de 836 000 personnes et a contribué à hauteur de 48,8 milliards de dollars à notre économie provinciale. Notre gouvernement est déterminé à soutenir la croissance de l'industrie agricole et alimentaire, raison pour laquelle nous avons publié la [stratégie Cultiver l'Ontario : une stratégie provinciale pour le secteur agroalimentaire](#), afin de renforcer le secteur agroalimentaire, de favoriser la croissance économique et de garantir un approvisionnement alimentaire efficace, fiable et réactif pour la population ontarienne.

Je tiens à profiter de cette occasion pour vous remercier de votre engagement continu à soutenir la viabilité à long terme de l'agriculture parallèlement à la planification de la croissance en Ontario. Si vous avez des questions concernant le Document d'orientation sur l'évaluation des répercussions sur l'agriculture, je vous invite à communiquer avec le personnel du MAAAO : <https://www.ontario.ca/fr/page/personnel-de-lunite-de-la-planification-de-lutilisation-des-terres-agricoles>.

Je vous prie d'agréer nos salutations distinguées.

Le ministre de l'Agriculture, de l'Alimentation et de l'Agroentreprise,



Trevor Jones

Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.

Publication 861

Agricultural Impact Assessment (AIA) Guidance Document

Ontario Ministry of Agriculture,
Food and Agribusiness

Ontario 

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Front Cover: aerial photo of a southern Ontario landscape illustrating the urban and rural interface, with subdivision development directly abutting active and expansive agricultural lands.

Cover photo credit: Shutterstock



Publication 861

Agricultural Impact Assessment (AIA) Guidance Document

Ontario Ministry of Agriculture,
Food and Agribusiness

Ontario 
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Authors

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Agricultural Information Contact Centre
at 1-877-424-1300 (1-855-696-2811 (TTY) or ag.info.omafa@ontario.ca

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Acronyms

AAFC – Agriculture and Agri-Food Canada

AIA – Agricultural Impact Assessment

ARA – Aggregate Resources Act

EA – Environmental Assessment

GGH – Greater Golden Horseshoe

MDS – Minimum Distance Separation

MECP – Ontario Ministry of the Environment, Conservation and Parks

MMAH – Ontario Ministry of Municipal Affairs and Housing

MNR – Ontario Ministry of Natural Resources

MEM – Ministry of Energy and Mines

MTO – Ontario Ministry of Transportation

NEP – Niagara Escarpment Plan

OEB – Ontario Energy Board

OGS – Ontario Geological Survey

OMAFRA – Ontario Ministry of Agriculture, Food and Agribusiness

ORMCP – Oak Ridges Moraine Conservation Plan

OSSGA – Ontario Stone, Sand and Gravel Association

PPS – Provincial Planning Statement

TOARC – The Ontario Aggregate Resources Corporation

1 Introduction

1.1 What is an Agricultural Impact Assessment?

An *Agricultural Impact Assessment*¹ (AIA) is a study that identifies and evaluates the potential impacts of non-agricultural development on the *agricultural system* and recommends ways to **avoid**, or where avoidance is not possible, **minimize** and **mitigate** adverse impacts (see S. 3.4, Table 2). AIAs are a tool to inform where and how proposed *development* may proceed in a manner that supports the success of Ontario's agri-food sector.

Agricultural Impact Assessment

Means the evaluation of potential impacts of non-agricultural uses on the *agricultural system*. An assessment recommends ways to avoid or if avoidance is not possible, minimize and mitigate adverse impacts.

Provincial Planning Statement

AIAs help decision-makers understand what potential impacts are expected from a proposed *development*. In turn, AIAs can:

- Minimize the amount of agricultural land taken out of production;
- Promote compatibility between agricultural and non-agricultural uses;
- Support the long-term viability of the agri-food sector by considering agricultural impacts; and
- Result in actionable measures that can be carried forward into the design and implementation stages of project development.

1.2 Purpose and Scope of this Guidance Document

This guidance document aims to provide AIA requesters and reviewers (e.g., municipalities), professionals completing AIAs, *development* or *infrastructure* proponents, landowners, and others with clarity on the process for undertaking an AIA. At its foundation are best practices that can be tailored to different types of *development* and *infrastructure* applications to satisfy provincial and municipal policies, standards and outcomes.

This document includes:

- a definition and description of an AIA, rationale for completing AIAs, land use planning and regulatory context and roles and responsibilities (Section 1);
- an outline of AIA content to achieve a consistent standard (Section 2);
- a suite of measures that can be used to avoid, minimize, and mitigate impacts to the *agricultural system*² (Section 3);

¹ Italicized terms, other than the titles of legislation and other documents, refer to land use planning terms that are defined in the *Provincial Planning Statement* (PPS) and/or the provincial plans. In most cases, definitions are consistent across provincial documents. If there are exceptions, please refer to the definition in the applicable provincial plan.

² See section 1.3 for the *agricultural system* definition.

- a checklist of AIA study components (Appendix A);
- a list of resources for completing AIAs (Appendix B);
- a case study illustrating AIA analysis (Appendix C);
- an explanation of how to rehabilitate land to an *agricultural condition* (Appendix D);
- an overview of edge planning (Appendix E).

To complete an AIA, direction should be taken from this guidance document as well as all applicable legislation, policies, regulations, and standards.

There may be requirements outside of Ontario's land use planning system (e.g., *Environmental Assessment Act*, *Aggregate Resources Act*, etc.) and processes such as procurements or other circumstances where an AIA is requested. This guidance can be adapted to support these scenarios.

AIA requirements may be met through other analyses such as [Environmental Assessments](#) for *infrastructure* projects such as water and wastewater treatment systems and transportation systems, or the Ontario Energy Board's [Environmental Guidelines for the Location, Construction and Operation of Hydrocarbon Pipelines and Facilities in Ontario](#) for oil and gas pipelines.

In this document, "provincial plans" refers to the land use plans issued by the Province for specific geographic areas in Ontario, including:

- [Greenbelt Plan \(GBP\)](#)
- [Oak Ridges Moraine Conservation Plan \(ORMCP\)](#)
- [Niagara Escarpment Plan \(NEP\)](#)

Where information pertains to specific types of non-agricultural uses, it is contained in a colour-coded text box. Uncoloured text boxes are used to highlight key information that may help in the preparation or review of AIA.

Applies to *Settlement Area* Boundary Expansions

Applies to *Mineral Aggregate Operations*

Applies to *Infrastructure*

Applies to other non-agricultural uses

Highlights key information

1.3 AIAs and the Agricultural System

The *agricultural system* is an economic cornerstone to the province's prosperity. Healthy and productive farmland is the foundation for agriculture and is essential to grow the crops and raise the livestock that maintain the province's supply of food, fuel, and fibre. To keep our agri-food sector and supply chain strong, we must balance the needs for community development with the protection of farmland. Planning authorities are encouraged to support local food and foster a robust *agri-food network* to realize the economic, environmental, and social benefits potential that farmland provides.

AIA and *agricultural system* policies were introduced in 2017 first through the provincial plans, followed by the Provincial Policy Statement, to support farmland protection, minimize land fragmentation, and achieve compatibility between agricultural and non-agricultural uses, all vital to the long-term viability and prosperity of the *agricultural system*. An *agricultural system* approach was implemented to recognize the importance of protecting a continuous agricultural land base across municipal boundaries.

Agricultural system policies in the Provincial Planning Statement (PPS) and provincial plans ensure a complete *agri-food network* to enable the sector to thrive and grow.

The PPS requires planning authorities to use an *agricultural system* approach province-wide to support and foster a thriving agri-food sector.

Agricultural System

Means a system comprised of a group of inter-connected elements that collectively create a viable, thriving agri-food sector. It has two components:

- a) An agricultural land base comprised of *prime agricultural areas*, including *specialty crop areas*. It may also include *rural lands* that help to create a continuous productive land base for agriculture; and
- b) An *agri-food network* which includes agricultural operations, *infrastructure*, services, and assets important to the viability of the agri-food sector.

Prime Agricultural Areas

Means areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas with a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by a planning authority based on provincial guidance or informed by mapping obtained from the Ontario Ministry of Agriculture, Food and Agribusiness and the Ontario Ministry of Rural Affairs or any successor to those ministries.

Provincial Planning Statement

When implementing an *agricultural system* approach, an AIA considers impacts to the agri-food sector as a whole rather than strictly focusing on the impact to the land base (*prime agricultural areas*). In-effect mapping of *prime agricultural areas* is needed to support AIA work. *Rural lands* that help to create a continuous productive land base for agriculture may also be identified and included in agricultural land base mapping. *Prime agricultural areas* may be identified by a planning authority based on provincial guidance or informed by mapping obtained from OMAFA. *Agri-food network* mapping can be based on OMAFA's Agricultural Systems Portal plus local data and knowledge from business directories, advice from agricultural advisory committees, etc.

Mapping of the *agri-food network* can be used to visualize the agri-food supply chain, evaluate alternative locations where applicable, and identify potential impacts to the *agricultural system*. [OMAFA's agricultural system webpage](#) provides easy access to mapping and land use planning and economic development tools to implement the *agricultural system*. [OMAFA's Implementation Procedures for the Agricultural System](#) is an additional guidance resource to understand the key components of the *agricultural system*.

Municipalities should look for opportunities to support and enhance the *agricultural system* through agri-food strategies, business attraction and retention, consideration of the *infrastructure* needs of the sector, and when implementing local food or community improvement programs, for example. Options are presented in the [Implementation Procedures for the Agricultural System](#) and through the Ministry of Rural Affairs [Agricultural Economic Development program](#).

1.4 When is an AIA Required?

The need for an AIA depends on applicable legislation, regulations, policies and standards at provincial and municipal levels. Provincial policies are contained in the PPS and provincial plans. The PPS and provincial plans are to be read in their entirety and all relevant policies are to be applied to each situation. The *Planning Act*, *The Aggregate Resources Act*, *Environmental Assessment Act* and *Ontario Energy Board Act* also set expectations regarding the consideration of impacts to agriculture.

1.4.1 Provincial Policies, Plans and Legislations

1.4.1.1 *Planning Act*

The *Planning Act* is provincial legislation that sets the ground rules for land use planning in Ontario and describes how land uses may be controlled. Requirements under the *Planning Act* must be met where they apply. The PPS is issued under the *Planning Act* to guide municipal planning. The protection of agricultural resources is identified as a 'matter of provincial interest' under section 2 (b) of the *Planning Act*.

1.4.1.1.1 Provincial Planning Statement

The PPS generally applies province-wide and provides overall policy direction on matters of provincial interest related to municipal land use planning and *development*. The PPS requires province-wide adoption of the *agricultural system* approach as well as completion of AIAs for proposed non-agricultural uses in *prime agricultural areas*. These non-agricultural use proposals include *settlement area* boundary expansions, new or expanding mineral aggregate operations and other non-agricultural uses (e.g., golf courses, institutional uses).

The PPS requires alternative locations to be evaluated and impacts on agricultural operations to be mitigated to the extent feasible for proposed *settlement area* expansions and other proposed non-agricultural uses in *prime agricultural areas*. Section 2.2.1 below further discusses how to evaluate alternative locations.

Extraction of *mineral aggregate resources* is considered an interim use and rehabilitation to accommodate subsequent land uses is required by the PPS. Within *prime agricultural areas*, on *prime agricultural land*, PPS policy requires sites to be rehabilitated back to an *agricultural condition*, with certain exceptions.

1.4.1.1.2 Provincial Plans

The province issues legislation and provincial plans to guide growth and protect the environment. The Greenbelt Plan and ORMCP are provincial plans issued under their enabling legislation and implemented primarily by municipalities and MMAH through *Planning Act* processes. The NEP is issued under the *Niagara Escarpment Planning and Development Act* and is implemented primarily by the Niagara Escarpment Commission.

Each provincial plan outlines, either directly or through policies from other documents incorporated by reference, when AIAs are required for proposed non-agricultural uses in *prime agricultural areas* and when AIAs are not required. To understand these policies, please refer to the relevant provincial plans, legislation, or processes (e.g., government-led energy procurements).

On *rural lands*, the Greenbelt Plan also includes policies that recommend an AIA be considered for proposed non-agricultural uses, except for *mineral aggregate operations*. While an AIA is not required, it could help to meet policy outcomes.

1.4.1.2 Aggregate Resources Act (ARA)

The Ministry of Natural Resources (MNR) regulates the operations of pits and quarries under the *Aggregate Resources Act*. This includes activities such as issuing licences, permits and changes to existing approvals; inspecting aggregate operations and responding to complaints; enforcing compliance; and ensuring rehabilitation is carried out.

Most of Ontario's *mineral aggregate operations* are regulated primarily under the ARA and its associated regulation, standards and policies. The ARA requires that possible effects on agricultural resources be considered when determining whether a license should be issued. The PPS and provincial plans require AIAs be submitted in support of applications for new or expanding *mineral aggregate operations* in *prime agricultural areas*. Where an AIA is not triggered (e.g., new or expanding aggregate operation proposed on *rural lands*), applicants can use this AIA Guidance Document as a resource to help address other PPS policies (e.g., mitigation of impacts, promotion of land use compatibility, rehabilitation to an *agricultural condition*).

1.4.1.3 Environmental Assessment Act (EA Act) and Ontario Energy Board Act

Many types of *infrastructure* projects are subject to the EA Act and its associated regulations as well as Class EA documents. Since "environment" is defined broadly in the EA Act and includes the natural, social, economic, cultural and built environments, it is possible for impacts to agriculture to be assessed through an EA where the analysis is equivalent to an AIA. More information can be found on the Ontario government's [EA webpage](#).

In addition, the Greenbelt Plan, ORMCP and NEP require an AIA or equivalent analysis as part of an EA as a policy requirement for proposed *infrastructure* in *prime agricultural areas*.

Hydrocarbon pipelines and facilities are regulated by the *Ontario Energy Board Act* and are subject to [Ontario Energy Board](#) guidelines on location, operation and construction. The act requires consideration of the public interest including impacts to agriculture. The [public and stakeholders are engaged](#) through a process similar to the EA process that involves identification of the study area, alternatives, impact identification and mitigation. Agricultural issues can be satisfied through an AIA-type analysis. Pipelines that cross provincial boundaries or the Canada-U.S. border are regulated federally by the [Canada Energy Regulator](#) using a process under the *Canadian Environmental Assessment Act*. This AIA guidance can be a reference in that process.

1.4.2 Agricultural, Agriculture-Related and On-Farm Diversified Uses

For land use planning matters under the *Planning Act*, an AIA is not required for proposed *agricultural uses* in *prime agricultural areas*, including associated on-farm buildings and structures. These uses are promoted and protected in *prime agricultural areas*.

Proposed *agriculture-related uses* and *on-farm diversified uses* are also permitted in *prime agricultural areas* if they are “compatible with, and shall not hinder, surrounding agricultural operations” and meet other criteria. AIAs are not required for these uses, however, approval authorities may require proponents to demonstrate consistency with provincial policy through the preparation of a scoped AIA or equivalent analysis. Compatibility is addressed in the [Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas](#). Additionally, this AIA guidance document provides ideas on how uses can achieve compatibility by avoiding, minimizing, and mitigating impacts to the *agricultural system* (e.g., Table 2, Section 3).

Subject to approval authority discretion, elements of an AIA can be scoped to be proportional to the type, complexity and scale of a proposed *agriculture-related use* or *on-farm diversified use*, as well as the anticipated degree or magnitude of impacts from the project. An approval authority may choose to exclude the following elements of an AIA:

- An evaluation of alternative locations if the proposed use is inextricably linked to agricultural production in the area. (e.g., a scoped AIA may focus on measures to minimize and mitigate impacts to surrounding agricultural use instead);
- Soil sampling if there is no policy direction or intention to restore the lands back to an *agricultural condition*;
- The application of minimum distance separation (MDS) setbacks, in accordance with OMAFA’s *Minimum Distance Separation Formulae*.

1.4.3 Drainage Works including Municipal Drains

AIAs are not required for works constructed under the *Drainage Act*, including municipal drains. They are explicitly exempt from the definition of *development* in the PPS and Greenbelt Plan.

Summary: When are AIAs not required

An AIA is not required for permitted uses in *prime agricultural areas*: *agricultural, agriculture-related* and *on-farm diversified uses*. Nor are they required for municipal drains subject to the *Drainage Act*.

1.5 Balancing Provincial Priorities

Agricultural resources are one of many provincial land use planning interests that must be considered when making land use planning decisions. The PPS indicates that “when more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together.” For example, it may be necessary to also consider provincial interests related to the creation of complete communities, efficient servicing, cultural heritage, natural heritage, the protection of municipal drinking water sources, *mineral aggregate resources* and watershed planning. Together with information on other provincial interests, an AIA will help approval authorities consider the merits of proposed non-agricultural uses.

To avoid duplication, it is important to coordinate AIA work with other studies required to support an application for a proposed non-agricultural use, cross-referencing relevant sections that deal with *agricultural system* impacts. If changes are made to technical studies that pertain to the *agricultural system*, these changes should be carried forward into the AIA.

Proponents are encouraged to consult with the municipality or provincial ministries with approval authority (e.g., MECP, MNR and MMAH) to clarify study requirements, scope options, and discuss roles and responsibilities³. This will help to ensure expectations are understood and studies are coordinated.

AIAs in perspective

- Where possible, AIAs should be coordinated with and refer to other studies that address impacts to agriculture (e.g., noise, traffic, hydrogeology) and not duplicate work.
- AIA content may be incorporated into other reports (e.g., planning justification report) or equivalent analysis (e.g., Environmental Assessment).
- When decisions are made on *development* applications, *agricultural system* considerations need to be considered along with other priorities.
- An AIA should be designed to simultaneously satisfy land use and other requirements (e.g., ARA, EA Act), as applicable.

³ There are additional provincial guidelines that support assessment of compatible land uses, including MECP’s D-Series Guidelines, which addresses compatibility between major facilities (including industrial facilities) and sensitive land uses.

1.6 AIA Roles and Responsibilities

AIAs are submitted in support of applications for non-agricultural uses. For example, for applications for *settlement area* boundary expansions or *mineral aggregate operations*, an AIA could be submitted as part of a complete application for an official plan amendment. The municipality would assess whether the AIA is sufficiently complete to support the application (the checklist in Appendix A can help with this assessment) and the municipality may require implementation of AIA recommendations as part of the approval of the official plan amendment.⁴ Likewise, for other types of *development* or *infrastructure* applications, AIAs would be evaluated by reviewers/approval authorities in terms of whether legislative requirements are met and policy is satisfied. Where required as part of aggregate applications, AIA recommendations may be rolled into site plans for implementation. If a stakeholder disagrees with AIA findings, they can advise the approval authority to take their differing perspectives into consideration.

The following provides examples of roles and responsibilities for different types of proposed non-agricultural uses.

OMAF's Role

OMAF is not an approver of AIAs. Ministry staff may, however, provide technical support to the approval authority of development applications, to facilitate a clear, consistent approach to completion of AIAs that is appropriate to the application.

Where the province is the approval authority, for example, for official plans, OMAFA will review the AIA and will provide comments to MMAH as part of the One-Window Planning System.

Settlement Area Boundary Expansions

For *settlement area* boundary expansions where provincial approval is required, the relevant municipality would undertake an AIA as one component of the work to support an expansion. AIAs may be completed in-house or by consultants retained by the municipality and submitted to MMAH for review as part of the provincial One-Window Planning Service.

For *settlement area* boundary expansions where provincial approval is not required, the relevant municipality is responsible for determining if an AIA has been satisfactorily completed and for ensuring that assessment recommendations are given due consideration. For example, the approval authority, as a best practice, should ensure that any recommendations in the AIA (e.g., mitigation or monitoring measures) are addressed in future planning processes (e.g., site plan control, plan of subdivision or zoning by-law amendment), as applicable.

⁴ Some municipalities have their own AIA guidelines. However, use of this provincial AIA guidance will make it easier for proponents to ensure consistency with provincial policy which may have changed since the municipal guidelines were issued and will also support a consistent approach across municipalities. Municipalities may wish to update their policies referring to AIAs and their complete application list to refer to the PPS requirements and provincial guidance.

Mineral Aggregate Operation Applications

Planning Act Approvals

For land use planning applications related to proposed *mineral aggregate operations*, if an AIA is required or requested, it should be submitted to the approval authority (typically the municipality) responsible for considering *Planning Act* applications. If the province is the approval authority, the AIA would be sent to MMAH who would lead the provincial one-window process. The approval authority is responsible for assessing whether the AIA meets their requirements and whether any required *Planning Act* approvals are granted.

ARA Approvals

AIA's are to be submitted to MNR if an AIA is required by [Aggregate Resources of Ontario: Technical Reports and Information Standards](#). Any applicable technical recommendations from the AIA should be incorporated on the site plans, as appropriate. Details on [Aggregate Resources](#), along with MNR's [Circulation Standards](#) are available online.

Municipalities within which a proposed site is located are prescribed commenting agencies of license applications under the ARA. As a best practice, municipal comments on the ARA application should reflect recommendations made in the AIA (e.g., mitigation or monitoring measures, rehabilitation plans).

Infrastructure Projects

For *infrastructure* projects requiring an [EA](#) (e.g., electricity transmission, Provincial highways, transit, waste management, new water and wastewater treatment facilities, resource management and flood protection projects), an AIA or equivalent analysis can be carried out as part of the EA process.

For comprehensive EAs that may affect agricultural operations or *prime agricultural areas*, OMAFA is on MECP's government review team list. OMAFA will review these EAs and any AIAs or equivalent analyses carried out as part of the EA process. MECP reviews and makes recommendations on comprehensive EAs for the minister's decision.

Certain undertakings are subject to streamlined processes including regulations and different Class EAs. An AIA or equivalent analysis can be completed as part of those processes. Proponents follow a self-assessment and decision-making process and are responsible for meeting the requirements of the respective process (e.g., [Class EA for Provincial Transportation Facilities and Municipal Expressways](#) process).

In addition, energy pipeline projects require an environmental study under the Ontario Energy Board's [Environmental Guidelines for the Location, Construction and Operation of Hydrocarbon Pipelines and Facilities in Ontario](#). While an AIA is not explicitly required, there is a requirement to minimize the disruption to farmland by pipelines and related facilities. An AIA would satisfy this requirement.

The proponent and municipality, as a best practice, should ensure that AIA (or equivalent) recommendations are addressed in future planning processes, as applicable.

Other Non-Agricultural Uses

Municipalities are typically the approval authority responsible for ensuring AIA or AIA-type analyses are satisfactorily completed to support proposals for other non-agricultural uses in *prime agricultural areas* (e.g., cemeteries, golf courses, highway commercial development). The intention is to ensure that any impacts on the *agricultural system* are mitigated to the extent feasible. For non-agricultural uses requiring an official plan amendment where the province is the approval authority, the municipality submits an AIA or AIA-type analyses as part of the One-Window Planning Service approval process to support the proposed non-agricultural use.

The approval authority, as a best practice, should also ensure that any recommendations (e.g., mitigation and monitoring measures) are addressed in future planning processes (e.g., site plan control or zoning by-law amendment), as applicable. In situations where the province is the approval authority, the municipality would assume this responsibility.

1.6.1 Professionals Knowledgeable in Ontario's Agri-food Sector


Professionals involved in the development of an AIA should have experience and credentials corresponding with the scale and complexity of the proposal. Typically, AIAs should be undertaken by professionals with knowledge, training, and experience in:

- Ontario agri-business, agricultural supply chains, rural/agricultural economic development;
- rural and agricultural land use planning;
- Canada Land Inventory (CLI) classification system for assessing agricultural land⁵, and where necessary, soil science and soil mapping procedures;
- *Minimum distance separation formulae* and biosecurity practices and protocols;
- reviewing technical information from non-agricultural disciplines (e.g., hydrology, hydrogeology, geotechnical and transportation reports) and assessing their relevance and utility in identifying potential agricultural impacts;
- identifying, assessing, and evaluating the potential measures to avoid, minimize and mitigate impacts to the *agricultural system*; and
- providing expert testimony in Ontario.

A university or college degree(s) in one or more of the following is usually needed: land use planning, agriculture, soil science, geoscience, landscape architecture, resource management related disciplines, environmental related disciplines, or agricultural engineering. Other expertise may also be needed or would be beneficial for certain applications: climatology, hydrogeology, ecology and economics. A team approach is recommended for complex proposals.

Municipalities with in-house capacity and expertise may undertake AIAs or can hire professionals to prepare or contribute to AIAs.

⁵ Based on OMAFA, 2023.



In addition to the knowledge, training and/or expertise noted above, professionals contributing to an AIA should have a relevant academic base, experience in Ontario's land use planning system and provincial planning policies, and preferably membership in a professional organization with a code of ethics and ongoing professional development requirements, for example:

- registered professional planner (RPP) who is a full member of the Ontario Professional Planners Institute;
- professional agrologist (P.Ag.) registered with the Ontario Institute of Agrologists;
- professional geoscientist (P. Geo.) who is a practicing member of the Association of Professional Geoscientists of Ontario;
- professional engineer (P.Eng.) licensed by Professional Engineers Ontario; and
- landscape architect who is a full member of the Ontario Association of Landscape Architects.

1.6.2 Peer Review

Where an AIA is undertaken to meet municipal planning, EA or other requirements, at the discretion of the requester, the AIA can be peer reviewed by professionals knowledgeable of Ontario's agri-food sector, or by the municipality where in-house capacity exists. An external peer review is generally recommended when a municipality is responsible for undertaking an AIA and also has the authority to accept the AIA as part of a complete application.

AIA peer reviews should be completed by professionals with appropriate credentials, qualifications, knowledge, and experience in Ontario's agri-food sector, in the type of non-agricultural use proposed, and in the completion of AIAs, including identification of effective measures to avoid, minimize and mitigate impacts to the *agricultural system*. Knowledge of Ontario's land use planning system and provincial planning policies is also necessary, as is experience in EAs or other environmental guidelines if an AIA is undertaken as an equivalent analysis.

As part of their reporting, peer reviewers should confirm that they are fully qualified to complete the AIA peer review, that they are objective and that they have no perceived or actual conflicts of interest associated with the AIA. If appropriate, peer review findings and recommendations should be considered as conditions on *development* approval.

To assist in identifying reviewers, as a best practice, it is recommended that municipalities keep a list of consultants who have satisfactorily completed AIAs in their area.

It is important that the approval authority be satisfied that the AIA and peer review provides the information they need to make a decision about an application.

2 AIA Content

This section provides the recommended structure and content of an AIA. The checklist in Appendix A will also assist with completing an AIA. Although the amount of detail included in an AIA may vary depending on the type, scale, and complexity of the proposed non-agricultural use, each of the sections outlined below should be included.

Agricultural Impact Assessment
Section 1: Introduction
Section 2: Study Areas
Section 3: Assessment of Impacts
Section 4: Measures to Address Impacts
Section 5: Recommendations and Conclusions
Appendices

2.1 Section 1: Introduction

The introduction of an AIA should describe the following:

1. Type, size, purpose, and rationale for the proposed non-agricultural use
2. Provincial and municipal policies or requirements the AIA is intended to satisfy:
 - o Applicable provincial policies or requirements as set out in the *Planning Act*, *EA Act*, *ARA*, *PPS*, and/or the provincial plans, or other processes (e.g., procurements).
 - o Applicable municipal policies or requirements including those set out in the official plan, zoning by-law, site plan control and complete application checklist.
 - o Rationale for the scope of the AIA depending on these policy or process requirements (e.g., analysis of impacts to the *agricultural system*).
3. Methodology for satisfying the provincial and municipal requirements:
 - o Background materials (e.g., studies, data, and mapping; see list of potential information sources in Appendix B); including complete references provided as an appendix of the AIA. To prepare for more detailed investigations or to characterize cropping systems when studies are not undertaken during the growing season, analyzing [AAFC's annual crop inventory](#) over several years is a good starting point.
 - o Windshield (drive-by) surveys required to characterize the *agricultural system* in the area and identify potential impacts.
 - o Field investigations to verify background information or obtain the details required to understand existing conditions and identify potential impacts.⁶
 - o Any separate technical studies (e.g., noise, dust, traffic, hydrogeology) that address impacts to agriculture.

Agricultural Impact Assessment
Section 1: Introduction

⁶ When access to private land is required, authorization from the landowner is required and biosecurity protocols must be followed. If authorization is not obtained, the assessor may need to rely on information from windshield surveys and background information.

4. Consultation process

- Pre-consultation is a common best practice to get input into the AIA terms of reference, scope, content, study areas, consultation plan and timelines. Pre-consultation can reduce burden by helping to ensure the process is clear, information is exchanged, the study team is coordinated, and the approval authority is satisfied with the project approach.
- Where consultation is required to meet *Planning Act* and other requirements (e.g., ARA), consultation processes can be combined, where possible, to avoid duplication.
- If the municipality is not the proponent, information from municipal staff (e.g., land use planners and economic developers) related to local land use, economic development, historical and property ownership, as well as mapping, may inform an AIA.
- Consultation with a broad range of stakeholders is a best practice for AIAs. This can include meetings with local Indigenous Communities, local agricultural advisory committees⁷, source protection authorities/committees, agricultural and commodity organizations, as well as residents and businesses in the area. Direct notification of organizations and potentially affected farmers and businesses is encouraged.
- Consultation with the agricultural community should be timed to avoid conflicts with critical farming activities (e.g., planting, harvesting, livestock cycles), depending on the type of agriculture in the area.

5. AIA Logistics

- The proponent of the non-agricultural use.
- Contributions and qualifications of professionals engaged in AIA preparation (e.g., consultants, technical specialists, and peer reviewers where applicable); curricula vitae and links to previous relevant work should be included in an appendix.
- Time period over which the AIA was completed, including the timing of any field investigations (which should be completed during the growing season if possible) and justification for the selected time period based on the type, complexity and scale of proposed non-agricultural use.

Settlement Area Boundary Expansions

In addition to the AIA content noted above (1-5), the following should be summarized or cross-referenced to a planning report:

- The need for and size of the proposed *settlement area* expansion.
- A summary of the process for identifying and evaluating alternative location(s), including the rationale for selecting, and a description of the preferred location(s) (more detail to be provided under Study Areas, see Section 2.2).

Note that the level of assessment should correspond with the complexity and scale of the *settlement area* boundary expansion proposal.

It is advisable for upper-tier municipalities to collaborate with lower-tier municipalities, where applicable.

⁷ Agricultural advisory committees are typically established and administered by municipalities. Municipal staff may request their committee's input on an AIA.

Mineral Aggregate Operation Applications

In addition to the AIA content noted above (1-5), the following should be summarized or cross-referenced to other technical studies:

- A description of the proposed *mineral aggregate operation* including identifying the site address and legal description; proposed aggregate license boundary and extraction limits, including identification of the area and size of both; type of operation (e.g., pit, quarry, above/below water table extraction), quality and quantity of resources to be extracted; maximum extraction rate (tonnes/year); number of trucks and proposed haul routes, etc.
- The proposed after use and its justification. Applicable land use policies need to be reviewed to determine whether the land is required to be rehabilitated back to an *agricultural condition*. If the site is required to be rehabilitated to an *agricultural condition*, then a description and detailed site plan mapping should be provided that show the existing *agricultural condition* as well as the proposed sequencing and phasing of the operation, and the areas to be progressively rehabilitated. This should include a pre-development soil survey in *prime agricultural areas*, on *prime agricultural lands*, to document baseline soil conditions to support future rehabilitation, where return to an agricultural after-use is required or being considered. See Appendix D for more information.

Infrastructure Projects

The following should be included in addition to the above (1-5), with a focus on agricultural information:

- A description of the *infrastructure* project and details of the proposed *infrastructure* location and its size and extent, including details on any alternative options or locations considered.
- Details of any applicable EA, Class EA or environmental guidelines (e.g., for hydrocarbon pipelines) and how the environmental and agricultural assessments are being coordinated.

Other Non-Agricultural Uses

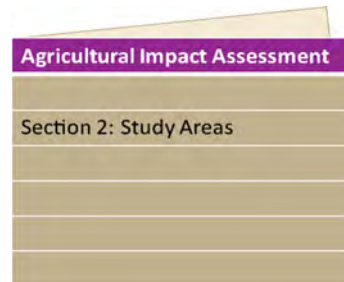
Similar information should be provided as outlined above under *settlement area* boundary expansions. The level of detail included in an AIA should correspond with the type, scale, and complexity of the proposed non-agricultural use.



2.2 Section 2: Study Areas

This section of an AIA explains and provides the rationale for the primary study area(s) (area(s) considered for the non-agricultural use) and secondary study areas (areas that may be impacted by the proposed use) and describes them in the level of detail appropriate to each application. Ideally, the primary and secondary study areas should be confirmed during the pre-consultation (Section 2.1) with those reviewing the AIA, based on provincial and municipal requirements.

The size of study areas will vary depending on the proposed use and the potential for adverse impacts.



2.2.1 Evaluating Alternative Locations

Under some conditions and for some types of non-agricultural uses, provincial policy requires the evaluation of location alternatives, such as *rural lands* and /or lower priority agricultural lands. The goal of this requirement is to select sites that avoid or minimize impacts to agriculture and achieve compatibility between different uses. *Prime agricultural areas* are intended to be areas where all types, sizes and intensities of *agricultural uses* and *normal farm practices* are promoted and protected. This ensures that *prime agricultural areas* are locations where agricultural operations can thrive with limited impairment or inconvenience, while pursuing *normal farm practices*.

When comparing location alternatives, the priority should be protection of *prime agricultural areas* and essential elements of the *agri-food network*.

In-effect *prime agricultural area* mapping and mapping of the *agri-food network* are starting points for the identification and comparison of location alternatives. The factors discussed in Section 2.2.4 in this guidance document should also be considered but at a more cursory level than the detailed analysis required for the preferred location/s.

While net impacts need to be considered after the preferred location is selected and impacts have been analyzed (see section 2.4.3), net impacts should also be considered when comparing alternative locations, at a level of detail that would allow for the comparison of alternatives. Rationale and justification for the selection of the preferred location should be documented in the AIA.

Where location alternatives need to be considered, the proponent initially identifies project location options. An assessment of these alternatives is then undertaken at a level of detail that allows for the comparison of location alternatives in terms of potential impacts. At times, it may be warranted that this assessment be done at a regional scale (e.g., *settlement area* boundary expansions). Once the preferred project location is selected, a deeper assessment is undertaken to analyze potential impacts and allow for identification of measures to avoid, minimize, and mitigate impacts. Evaluating alternative locations is a central part of ensuring efforts to avoid impacts to the *agricultural system*. More details on additional considerations for avoidance of impacts can be found in Section 3.1 of this guidance document.

The need to evaluate location alternatives depends on the type of non-agricultural use, as explained below.

Hierarchy of location alternatives for *settlement area* expansions and other non-agricultural uses

In a hierarchy of location preferences, *settlement areas* are at the top as the most suitable focus for growth and *development* due to their existing *infrastructure* and services and minimized impact on the *agricultural system*.

If *development* in *settlement areas* is not feasible, the next level of preference shifts to *rural lands*, provided they are not used for agriculture.

Finally, as a last resort, if avoidance of farmland is not possible, preference should be given to *rural lands* or lower priority agricultural lands within *prime agricultural areas*, under strict criteria to ensure minimal disruption to the system.

Municipalities shall consider if it is appropriate to allow *settlement area* boundary expansions in a *specialty crop area* given these lands have the highest priority for protection in the PPS. In addition, lands abutting *specialty crop areas* should also be avoided, if possible, to reduce potential compatibility issues.

OMAF has resources to help evaluate alternative locations. The [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) (OMAF, 2016) discuss how to identify lower priority agricultural lands. OMAF's GIS StoryMap on [Evaluating Alternative Locations for Non-Agricultural Uses](#) is another resource that outlines how to satisfy policy requirements to evaluate locations within *prime agricultural areas*. See Appendix B for other relevant resources.

Settlement Area Boundary Expansions

The primary study area is the area or areas considered for re-designation to *settlement area*.

The PPS and provincial plans require that alternative locations be evaluated with the goal of avoiding *prime agricultural areas*. Provincial plans may provide further additional requirements for *settlement area* boundary expansions. If there are no reasonable alternatives which avoid *prime agricultural areas*, then lower priority agricultural lands may be used in *prime agricultural areas*. Appendix C provides a case study illustrating the concept of assessing alternative locations.

Each alternative location considered for *settlement area* expansion is identified as a primary study area (e.g., one study area for potential westward expansion, another for southerly expansion and another for northward expansion). Potential *agricultural system* impacts associated with the proposed *development* would need to be considered in all locations so that the impacts to the *agricultural system* can be compared. The level of detail for this analysis should be consistent with the scale and complexity of the proposed expansion area(s).

Where AIAs are required, AIA results need to be considered in conjunction with other applicable land use policies and requirements. While the ideal location from an agricultural perspective would be where impacts on the agricultural land base and the *agri-food network* would be lowest, other considerations (e.g., servicing, natural heritage features, source water protection) also need to be factored in. Where impacts to the *agricultural system* cannot be avoided, they need to be minimized and mitigated.

Mineral Aggregate Operation Applications

The primary study area is the area proposed to be licensed for aggregate extraction.

The PPS and provincial plan policies have varying requirements regarding the need to consider alternative sites, so the applicable policies need to be reviewed.

For example, in the Greenbelt, the maintenance or improvement of the connectivity of the *agricultural system* must be sought where possible. In addition, the Greenbelt Plan contains specific requirements regarding extraction in *specialty crop areas*. If rehabilitation to an *agricultural condition* is not possible, the applicant is to consider alternative locations. Please refer to the Greenbelt Plan for more detail.

Infrastructure Projects

Sites or corridors for *infrastructure* and associated works, as applicable, are the primary study area. For example, for transportation corridors, the primary study area is the existing and proposed right-of-way plus any specified access roads, detours, staging and storage areas, and areas of other works and activities associated with the construction.

Alternative sites or corridors and associated study areas may need to be considered under any applicable EA or Ontario Energy Board processes. Please refer to the applicable process for details.

Other Non-Agricultural Uses

The site proposed for a non-agricultural use is the primary study area.

The provincial plans and PPS require alternative sites to be considered for other non-agricultural uses in *prime agricultural areas*. Site alternatives should be considered within the market or service area of the proposed non-agricultural use, as explained in the [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#). The analysis required depends on the type, complexity, and scale of the proposed non-agricultural use.

2.2.2 Identification of Primary Study Area(s) (Subject Lands)

Primary study area(s) are the areas considered for the proposed *development or infrastructure*. Primary study area(s) will include the project site or parcel/s that will be directly impacted by the proposed non-agricultural use.

For primary study area(s), documenting baseline conditions (e.g., soil conditions) supports the identification of measures to avoid, minimize and mitigate impacts to the *agricultural system*.

2.2.3 Identification of Secondary Study Area(s)

Secondary study area(s) are areas beyond the primary study area(s) that may be impacted by the proposed *development* or *infrastructure* project. At a minimum, the secondary study area(s) should include lands adjacent to the primary study area(s) but also extend beyond those lands to fully assess the potential impact from the proposed non-agricultural use. It is important that the secondary study area encompass enough area to allow for the assessment of different types of impacts (e.g., agricultural, *agri-food network*, source water protection *designated vulnerable areas*, hydrogeological, noise, transportation). Potential areas of influence, or areas to be studied as they may be impacted, vary depending on the type of impact (e.g., different areas of influence for hydrogeology and noise for a proposed quarry). In addition to considerations based on the type of impact, local factors such as road configuration and the types of *agricultural uses* in the area must be considered.

Impacts to elements of the *agri-food network* may be localized or regional in scale. For example, a key *agri-food network* asset such as a food processor may be located beyond a typical secondary study area but should be recognized in an AIA if it is important to agriculture within the study area. In another area where there is no evidence of farming activity or *agri-food network* elements, the secondary study area could be reduced. The extent of the secondary study area(s) should be defined and justified in an AIA.

Pre-consultation, supported by a broad-scale scan of agricultural land uses and the *agri-food network* in the area can help with the identification of preliminary secondary study area(s). Secondary study area(s) should also be defined in accordance with any applicable legislation and regulations and corresponding standards and policies. Soil sampling is not typically required for secondary study areas given the soils are unlikely to be disturbed by activities taking place in primary study area(s).

The text boxes below provide a starting point for defining secondary study area(s). The case study in Appendix C provides a simplified example of evaluating alternative locations for a *settlement area* boundary expansion.

Settlement Area Boundary Expansions

A 1.5 km radius around the primary study area is a recommended starting point for the secondary study area(s) (Figure1) for *settlement area* boundary expansions. This would be the area within which localized impacts would be considered. This aligns with what is recommended in OMAFA's [Minimum Distance Separation \(MDS\) Formulae and Guidelines](#) and [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#).



Evaluation of Alternative Locations

Local Knowledge and Input: Farmers/landowners and other agricultural representatives could provide appropriate information and data to help describe agriculture in the area

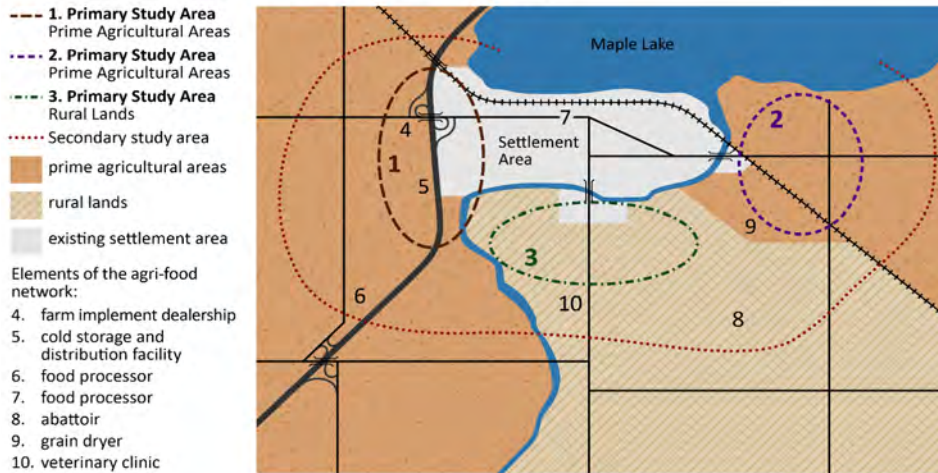


Figure 1: Study area concept for a proposed settlement area boundary expansion. Please see Appendix C for a simplified case study based on this illustration.

Mineral Aggregate Operation Applications

The extent of the secondary study area will vary depending on the type and scale of the proposed mineral aggregate operation and the characteristics and sensitivity of agriculture within the surrounding area. For example, for a small gravel pit, with no below the water table extraction, it may be sufficient to assess impacts on adjacent properties only (or based on any alternative legislative requirements) unless there are cumulative impact considerations. However, the secondary study area for a large limestone quarry with rock blasting and dewatering would potentially require consideration of impacts in a much larger area. Factors such as noise, dust or vibration from blasting, excavation and truck traffic, and potential changes to groundwater quality and supply should be considered based on the scale of the proposed use.

The haul route for a proposed aggregate operation may be considered in a traffic study. Potential impacts to agriculture should be addressed as vibration, noise and dust may impact agricultural production, movement of farm vehicles on local roads and agri-tourism businesses, for example.

Potential impacts on the agri-food network should also be considered to determine if the proposed mineral aggregate operation could impact surrounding infrastructure, services, or assets within the agri-food network.

Infrastructure Projects

Secondary study areas should be determined based on the information provided above under primary study area and in accordance with any applicable EA or pipeline approval processes. Where an EA is being used as an equivalent analysis, it will be important that the *agricultural system* be considered, and that this guidance document be referred to when identifying study areas and assessing impacts.

Other Non-Agricultural Uses

For other non-agricultural uses, the secondary study area will vary. The extent of the area should be confirmed during pre-consultation with AIA reviewers/approvers. The [Agricultural System Portal](#), along with local data and knowledge, may help inform the extent of the secondary study area (e.g., if there is key *infrastructure*, agri-food assets and services that will be impacted by the non-agricultural use, these components should be included in the secondary study area).

2.2.4 Analysis of the Primary and Secondary Study Areas

AIAs should describe the study areas, as applicable, in terms of general land use in the area, transportation, the *agricultural system*, hydrology, hydrogeology and drainage, as well as the economic, community and environmental contributions of agriculture. The methodology and sources discussed in Section 1 of the AIA (Section 2.1 of this guidance document) and Appendix B should be used as applicable. Consultation with municipal staff, Agricultural Advisory Committees (where they exist), farm organizations and landowners, plus surveys (studies, windshield), may supplement those information sources.

Where location alternatives need to be considered, the detailed analysis described below would pertain to the preferred location/s.

2.2.4.1 Land Use Overview

The AIA should include a description and maps of general land uses in the primary and secondary study areas (e.g., residential, commercial, industrial, agricultural, *natural heritage features and areas*⁸, source water protection *designated vulnerable areas*, easements, roads, and other *infrastructure*). The following may help to describe the area within and around the proposed non-agricultural use:

- aerial imagery
- official plan land use schedules
- zoning maps
- source water protection maps (showing *designated vulnerable areas*)

⁸ For some proposed uses, a natural heritage study will be required. The AIA could refer to it and summarize relevant information.

2.2.4.2 Transportation

The AIA should include a description and mapping of the transportation system⁹ in the primary and secondary study areas addressing:

- traffic patterns and volumes including use by slow-moving/oversized farm vehicles such as tractors, combines, hay wagons, horse trailers and horse-drawn carriages; and
- other components of the transportation system such as rail, inter-modal stations and airports that may be part of the *agri-food network*.

2.2.4.3 Agricultural System

The following should be documented in the AIA to describe both primary and secondary study areas, where applicable and relevant:

- Designated *prime agricultural areas* and *rural lands* where they have been identified by municipalities as part of the agricultural land base.
- Soil types based on the Ontario Soil Survey Complex data, which provides updated county soil survey data, available from [AgMaps](#) and the [Ontario GeoHub](#), and more up-to-date sources if available. Mapping of soil types should be included.
- Canada Land Inventory (CLI) soil capability for agriculture ratings and any limitations for common field crop production. This includes CLI ratings and limitations for all soils within a polygon, not simply the dominant soil. A map should be included showing CLI classes and associated limitations within the study areas. An example of this can be viewed by accessing the Soil Capability for Agriculture layer in [AgMaps](#).
- Agricultural resources including:
 - farmsteads (i.e., clusters of farm buildings with and without dwellings);
 - area in crop production, crop type (e.g., pasture, hay, field crops, horticultural crops); specialty crops; AAFC's annual crop inventory (over several years) and other sources may be used;
 - area in livestock production, farm types, sizes, and capacity of livestock facilities; and,
 - elements of the *agri-food network* relied on by farms in the area which may be beyond typical secondary study areas (e.g., suppliers of inputs such as seed and fertilizer, equipment dealerships, agricultural services, farmers markets, grain dryers, primary food processors, distributors, cold storage facilities) and their service area (local, regional).
- Fragmentation of the land base and area in agricultural production.¹⁰
- Information on operational relationships / dependencies between the primary and secondary study areas.

In addition, detail on the primary study area may include:

- A detailed soil survey if there is a requirement to return the lands to an *agricultural condition*;
- Crop yield information;

⁹ Some applications will include a traffic study that could be referred to and summarized in the AIA.

¹⁰ Area in agriculture and fragmentation are commonly used in Land Evaluation and Area Reviews to assess the land base for agriculture as they can have a significant bearing on the efficiency of farm operations, their ability to adapt to changing market conditions, and the likelihood of the land remaining in *agricultural uses* over the long-term. Parcel size and non-agricultural uses in the area may be indicators, noting that parcel sizes can depend on type of crop and applicable policy.

- Type and condition of improvements (e.g., farm-related buildings and structures, irrigation systems, tile drainage, land forming such as levelling or berms, fencing, recent land clearing or stone removal, investments into plant stock, wind machines to reduce risk of frost);
- Farm operation linkages (e.g., home farm and other contiguous and non-contiguous properties, whether owned or rented; supply chain linkages) and the roads used to link parcels and businesses.
- Historical *agricultural uses* on the property;
- Municipal drains constructed under the *Drainage Act*;
- Other land uses and features (e.g., fencerows, roadways, ditches, riparian areas, rough land areas, forests, wetlands, etc.);
- Historic severance activity on the property;
- Points of access to farm operations and fields; and
- Proximity to *settlement area* boundaries and any associated considerations.

Some of this information may be obtained from landowners, farmers, local farm organizations, or the municipal Agricultural Advisory Committee, where one exists.

Detailed soil survey

If sites are to be returned to an *agricultural condition* (e.g., *mineral aggregate operations*, pipeline corridors), a detailed soil survey is needed to document baseline conditions of the preferred site. The soil survey will provide baseline conditions which will serve as a measurable standard for rehabilitation. Proposals for non-agricultural uses that permanently convert agricultural land to a non-agricultural use (e.g., *settlement area* expansion) may also need to be accompanied with a soil survey, but detailed soil surveys may not be essential for all AIAs.

2.2.4.3.1 Soil Surveys

Where soil surveys are required in primary study areas to support the AIA, proponents must adhere to the [Guidelines for Detailed Soil Surveys for Agricultural Land Use Planning](#) document. The soil survey report should be included in an appendix of the AIA and include at a minimum:

- Inspection locations (GPS coordinates) and detailed soil profile description data.
- Correlation of soil inspections with soils classified in the published soil survey map and report for the county or municipality.
- Agricultural capability for common field crops should be interpreted using the document [Soil capability for agriculture in Ontario](#).
- If the subject area lies within or adjacent to a larger area of specialty crop production, then its soil suitability for specialty crops needs to be evaluated.
- Maps for the primary study area including soil inspection map, soil map, CLI map and specialty crop suitability map (if required).

Soil surveys should refine county-level soil mapping to a scale suitable to the application (i.e., 1:5,000 to 1:10,000). At a minimum, this will require a soil profile inspection density of one inspection for every two hectares. For example, on a 40-hectare site, the minimum number of inspection locations would be 20. Site topography should be considered when planning a field survey, making sure samples are taken to account for variations in elevation and terrain.

A qualified person with a strong background in pedology needs to determine the number and depth of samples needed and describing the soil profile on-site. The methods used to describe the soil should be consistent with [Characterizing Sites, Soils & Substrates in Ontario: Volume 1 Field Description Manual](#) (Heck et al, 2017), using taxonomic conventions consistent with the [Canadian System of Soil Classification](#) (Agriculture and Agri-Food Canada, 1998).

For lands that are to be returned to an *agricultural condition*, additional investigation sites may be required to account for soil spatial variability and the variations in major soil horizons (A, B and C). Representative samples of the topsoil, subsoil and parent material should be collected and, at a minimum, analyzed as follows for baseline information by an accredited laboratory:

Analyses	Topsoil	Subsoil Horizons	Parent Material
Particle size analysis	Yes	Yes	Yes
Soil fertility (e.g., phosphorous and potassium)	Yes	No	No
Soil organic carbon (SOC)	Yes	No	No
Soil pH	Yes	Yes	Yes
Calcium carbonate (CaCO ₃) Equivalent (CCE)	Maybe	Maybe	Yes
Bulk Density	Yes	Yes	If possible

Soil density measurements can be taken using soil cores, a penetrometer, nuclear moisture/density gauge or other suitable methods. If soil cores are to be collected, a minimum of three cores from each horizon should be collected and analyzed to obtain statistically relevant results.

Measuring the microbial biomass of the soil with samples collected at depths of 0 – 10 cm, 10 – 20 cm and 20 – 30 cm should also be considered. Soil microbial biomass is a measure of the mass of the living component of soil organic matter and is important to the release of essential plant nutrients and the maintenance of good soil structure.

Mineral Aggregate Operation Applications

Since aggregate extraction is an interim use, the ARA, PPS, and provincial plans require pits and quarries to be rehabilitated. Rehabilitation needs to occur progressively over the life of a site and when aggregate extraction is completed. ARA site plans, including the operations and rehabilitation plans, address soil management (e.g., stockpiling), establishment of vegetation, grades, and slopes, etc.

The PPS encourages comprehensive rehabilitation planning where there is a concentration of mineral aggregate operations. The goal of this is for operators of nearby sites to identify and work collaboratively towards rehabilitation outcomes that best serve the area/community.

Recommendations from the AIA related to site design, operations, and rehabilitation of sites (that are required to be returned to an *agricultural condition*) must be incorporated into the ARA site plans (see Appendix D). Pre-extraction baseline conditions need to be understood (e.g., horizon depths and soil types). A soil budget¹¹ should be prepared to confirm there is sufficient material onsite for rehabilitation. Within *specialty crop areas*, microclimatic conditions also need to be understood to ensure these conditions are restored.

Depending on the depth of the subsoil overlying the parent material, the depth to the aggregate resource and the type of aggregate resource (i.e., sand and gravel or bedrock), additional samples may be required from within the soil profile to obtain accurate bulk density measurements throughout the soil profile. Soil bulk density information is also needed to gauge the effectiveness of measures to alleviate compaction.

Infrastructure Projects

Proposals for pipelines, for example, may also require collection of detailed baseline information in anticipation of protective and mitigative measures to reduce impacts to agriculture, including rehabilitation to an *agricultural condition*.

2.2.4.3.2 Soil Suitability and Climate

When an AIA is required for a non-agricultural use in a *specialty crop area*, then soil and climatic information is required to be gathered. In *specialty crop areas*, soil suitability ratings for specialty crop types historically grown in the primary and secondary study areas should be assessed. The soil suitability ratings should be consistent with the ratings assigned by OMAFA to the soil series identified on site in the relevant soil survey report. For example, if the study areas fall within the Niagara soil survey, the [Niagara Soil Survey Report](#) should be consulted. The more recent [soil survey reports \(Brant, Elgin, Haldimand-Norfolk, Middlesex, and Niagara\)](#) include ratings for soil suitability for some specialty crops. The ratings published in these reports may also guide the interpretation of reasonably correlated soils in adjacent counties whose soil reports contain no such specialty crop interpretations. In addition, the publication "A Compilation of Soil, Water and Climatic Requirements for Selected Horticultural Crops in

¹¹ A soil budget is a tool to confirm there is enough soil stored on site (typically stored in perimeter berms) to rehabilitate the lands to an *agricultural condition*. In projects where excess soil is to be received or removed, [O. Reg. 244/97: General](#) under the ARA and [O. Reg. 406/19: On-Site and Excess Soil Management](#) under the *Environmental Protection Act* apply. Among other things, the regulations and associated documents entitled [Rules for Soil Management and Excess Soil Quality Standards](#) include requirements related to the appropriate quality of excess soil (including topsoil) that may be received at agricultural properties.

Southern Ontario" (Ontario Institute of Pedology Publication, 1989) outlines general landscape and moisture needs for more than forty different tree fruit, small fruit and vegetable crops.

Climatic conditions such as crop heat units, first and last frost days, number of frost-free days and climatic patterns in the area should be provided. In addition, microclimatic conditions particular to the area should be described (e.g., elevation, slope, slope aspect, air drainage, lake effect) which enable specialty crop production.

Mineral Aggregate Operation Applications

Where the primary study area is within a *specialty crop area* that needs to be rehabilitated back to an *agricultural condition*, additional information is required to inform rehabilitation, e.g.,

- Climate and micro-climate data from Environment Canada;
- Current and historical crop production data and mapping (e.g., location and yields), as available;
- Mapping of provincial and municipal *specialty crop areas*;
- Aspects such as slope and cold air drainage; and
- Information from on-site investigations (e.g., soil study, hydrogeological investigations).

Other information (e.g., hydrogeological, horticultural) may also be required depending on the site, such as plans for extraction and nearby aggregate operations (to assess cumulative impacts and plans for rehabilitation).

Potential impacts on *specialty crop areas* within **secondary study areas** may also need to be considered if there is a possibility that the proposed pit or quarry could affect special crop production capability in the area (e.g., if air flow or hydrogeological conditions are impacted).

2.2.4.3.3 Slope and Topography

A general description of slope and topographic features including contour mapping of the **primary and secondary study areas** should be provided. If there are Canada Land Inventory limitations such as topography, slope or stoniness, this information should be reviewed and summarized in the AIA. This information can be accessed through OMAFA's [AgMaps](#).

2.2.4.4 Hydrology, Hydrogeology and Drainage

Changes to the hydrological or hydrogeological conditions in the **primary and secondary study areas** can impact water quality and quantity and affect farm operations. It is therefore necessary to examine and summarize or cross reference relevant information contained in supporting hydrological and hydrogeological studies prepared for the application to understand baseline conditions of water resources.

Surface water drainage and drainage infrastructure in the **primary study area** should be mapped and their condition described, including drains constructed under the *Drainage Act*, tile outlets and field tile (random or systematic). Drainage information can be accessed through OMAFA's [AgMaps](#). Quantity and quality data associated with public and private wells should be documented. Information on municipal drinking water systems may be found in source protection plan assessment reports.

The location and extent of significant groundwater recharge areas and highly vulnerable aquifers, for example, should also be identified to ensure hydrogeological functions are protected.

2.2.4.5 Economic, Community and Environmental Contributions of Agriculture

Understanding the economic, community and environmental contributions of agriculture in the **primary and secondary study areas** is important. The AIA should include a general description of the local and regional significance of agriculture from those perspectives. For example, the following may be addressed, as applicable:

- Economic impact of agricultural production and the *agri-food network* in the study areas using census of agriculture (e.g., [County profiles](#)) and other data.
- Social and economic benefits of businesses such as local farm markets and agri-tourism operations that contribute jobs and tax revenue to the local economy.
- Environmental assets within *prime agricultural areas*, for example *natural heritage features and areas*, fencerows, woodlots, sensitive water features and their associated *hydrologic functions*, and related ecosystem services such as flood mitigation, carbon storage and biodiversity.

2.3. Section 3: Assessment of Impacts

Fully assessing potential adverse impacts from proposed non-agricultural uses requires a multidisciplinary approach involving land use planning, agriculture, and other disciplines. Applicable findings related to agriculture from other technical studies should be cross-referenced (e.g., water resources, air quality, traffic).

Potential impacts to the *agricultural system* should first be identified in the absence of measures to avoid, minimize, or mitigate impacts. Net impacts are addressed later in the AIA.

Table 1 identifies potential impacts and considerations for assessing the degree of impact. This assessment may be captured in the AIA and/or in other technical studies. The list of potential impacts and considerations is not exhaustive; nor are the impacts applicable to every proposed non-agricultural use in *prime agricultural areas*. However, given the PPS emphasizes the need to protect *prime agricultural areas*, the first three factors are of highest priority. The remaining factors are not prioritized but should also be considered when applicable.

The assessment of impacts should take into consideration whether impacts are short- or long-term, whether they are limited to the proposed site or are more regional in scope, and where they are on the spectrum of severity, from minor to severe.

After considering all potential impacts, it is important to provide a summary of how the *agricultural system* as a whole may be impacted, where applicable.

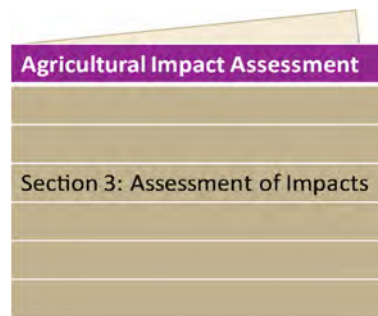




Table 1: Types of impacts to consider in an AIA

Potential impacts to the agricultural system	Considerations for assessing the degree of impact
1. Loss or deterioration of agricultural land	<ul style="list-style-type: none"> • Permanent versus temporary • Area of impacted land • Impacted area with unique soil or micro-climate • Impact on soil quality (e.g., soil organic carbon, compaction, soil erosion) • Impact on agricultural production in the area in terms of critical mass to meet market demand or ability to access land • Potential to increase pressure to convert other agricultural lands near the proposed site
2. Fragmentation of agricultural operations	<ul style="list-style-type: none"> • Contiguity of farmland in the area and impact of fragmentation on how agriculture functions (permanent versus temporary) • Impact on the critical mass of production to achieve efficiencies or meet market demand • Impact on the supply chain (e.g., raising of dairy heifers, weaners for feeder hog operations, or day-old chicks for surrounding farms)
3. Change in landform, elevations and slope	<ul style="list-style-type: none"> • Potential to affect the micro-climate needed to grow specialty crops (e.g., air flow, elevation, temperature), if applicable • Impact on agricultural potential due to proposed changes
4. Minimum distance separation formulae conflicts¹²	<ul style="list-style-type: none"> • Number, type and size of existing affected livestock operations and how they will be impacted (e.g., water access, dust, noise) • Potential constraints such as challenges for new or expanded livestock operations
5. Traffic and safety issues	<ul style="list-style-type: none"> • Impact on the ability to access farm fields, move farm vehicles from farm to farm or bring commodities to market • Conflict with farm vehicles using local roads (e.g., increased volume and speed of traffic, passing vehicles, road design issues such as roundabouts, bridges, bicycle lanes, curbs)
6. Compatibility issues	<ul style="list-style-type: none"> • Potential for the proposed non-agricultural use to be incompatible with agriculture (i.e., risk of nuisance complaints over odour, noise, lighting, etc.) • Potential for new source protection plan policies to impact agricultural activities if proposed non-agricultural use creates new/changes existing <i>designated vulnerable areas</i>¹³

¹² MDS applies to *settlement area* expansions and other non-agricultural uses in *prime agricultural areas*, but not to *mineral aggregate resources* sites, *infrastructure* or landfills (see implementation guideline #3 in [The Minimum Distance Separation \(MDS\) Document](#)).

¹³ *Designated vulnerable areas* could be created/changed if the proposal involves changes to drinking water systems, transport pathways, drainage areas or water taking.

Potential impacts to the <i>agricultural system</i>	Considerations for assessing the degree of impact
7. Nuisance impacts (e.g., noise, dust, lighting) associated with the non-agricultural use	<ul style="list-style-type: none"> Farms and other agri-food businesses impacted within the study areas Frequency, timing and intensity of impacts (e.g., during construction versus on-going; weekday/weekend; daytime/nighttime)
8. Trespassing, vandalism, pets at large and litter/garbage disposal	<ul style="list-style-type: none"> Financial, safety and biosecurity risks to farm operations near the proposed non-agricultural use
9. Change to ground or surface water quality or quantity	<ul style="list-style-type: none"> Impact on water supply (quality and quantity) for drinking, irrigation, livestock watering, wash water processes, and other <i>agricultural</i> and <i>agriculture-related uses</i> Changes to groundwater and surface water¹⁴, for example, due to increased imperviousness of land
10. Impact to the <i>agri-food network</i> (i.e., agricultural infrastructure, services and assets)	<ul style="list-style-type: none"> Potential loss or fragmentation of <i>agri-food network</i> elements and functions Whether the impacts are essential elements of supply chain or critical services that are depended on locally or regionally Investments made into these agri-food elements that will be lost or reduced For any elements lost, whether there are alternative sites that could provide comparable service
11. Community impacts	<ul style="list-style-type: none"> Importance of the agri-food sector to the local economy and potential impact on jobs, local businesses, tax base, goods (e.g., access to local food and products) and services relied on by the community, culture, heritage, community identity, prosperity, etc.
12. Cumulative impact to the viability of the <i>agricultural system</i> in the area	<ul style="list-style-type: none"> Potential to weaken the <i>agricultural system</i> or limit future growth opportunities Potential for the proposed use, in combination with existing non-agricultural uses in the area, to undermine long-term agricultural potential

In addition to addressing adverse impacts, in some circumstances an AIA may also demonstrate how a proposed use could result in certain beneficial impacts to the *agricultural system*.

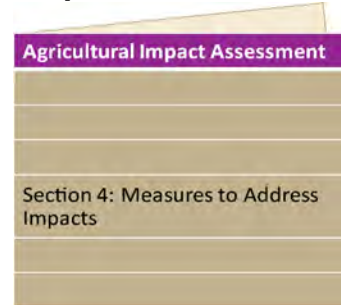
¹⁴ If the study area contains drains constructed under the *Drainage Act*, the local Drainage Superintendent should be consulted to identify potential impacts and how they can be avoided.

2.4 Section 4: Measures to Address Potential Impacts

After identifying potential adverse impacts from the proposed non-agricultural use, an AIA identifies how to address potential impacts to the *agricultural system* within the study areas. Section 3 of this guidance document describes potential measures in further detail.

2.4.1 Hierarchy of Measures

Figure 2 depicts the hierarchy of measures to address potential impacts. This hierarchy is supported by provincial policy (e.g., the PPS, Greenbelt Plan)¹⁵.



Avoidance of impacts to the *agricultural system* is the priority. Avoidance means that impacts are prevented. Site selection through the evaluation of alternative locations provides the greatest opportunity to avoid impacts (see section 3.1). For example, a site could be selected on *rural lands* (outside of *prime agricultural areas*) where there is a lower concentration of *agri-food network* or *minimum distance separation formulae* conflicts.

Minimizing impacts to the *agricultural system* is the next priority if, despite best efforts, impacts cannot be fully avoided but they are kept to a minimum. For example, a site could be selected on lower priority agricultural lands.

Mitigation of impacts means that impacts are further reduced after undertaking steps to avoid and minimize impacts to the *agricultural system*. Mitigation of impacts can range from higher to lower impact, depending on the proposed measure. For example, mitigation measures may include setbacks and fencing or dust control measures.

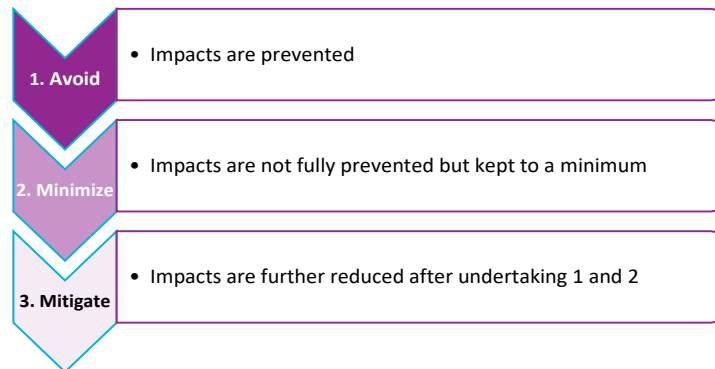


Figure 2: Hierarchy of measures to address potential impacts to the *agricultural system*

¹⁵ OMAFA's StoryMap on [Evaluating Alternative Locations for Non-Agricultural Uses](#) provides an overview of the hierarchy to direct non-agricultural uses in *prime agricultural areas* and *rural areas*.

Overall, the purpose of this section of the AIA is to identify measures that will address potential adverse impacts. Each measure should speak to the following, as applicable:

- Recommended implementation instrument for each measure (e.g., Who will implement the measure? What is the timing for implementation?);
- Explain how measures are proportional to potential impacts to ensure the measure is appropriate to the type, scale, and complexity of the proposal;
- Identify any relevant dependencies (e.g., if X measure is implemented, the result will be Y); and,
- Demonstrate how the recommended measure has been incorporated into other permits/approvals, where applicable.

If the site is being restored to an *agricultural condition*, the AIA shall also outline proposed rehabilitation measures (see Appendix D) and explain how these have been incorporated into the relevant implementation instrument (e.g., site plans, zoning by-law, etc.).

2.4.2 Measures to Avoid Impacts

Efforts to avoid impacts to the *agricultural system* need to be documented as part of an AIA. This section can highlight key findings from the evaluation of alternative locations (see Section 2.2.1) and identify measures which demonstrate how impacts have been prevented for the preferred location. For example, if efforts have been made to select lands outside of a *prime agricultural area* or in an area where there is a lower concentration of agricultural operations, this can be documented.

This section can be informed by findings from primary/secondary study area identification and can note how other technical studies informed specific measures to avoid impacts to the *agricultural system*. If the proposed location cannot avoid *prime agricultural areas*, how impacts to elements of the *agri-food network* have been avoided can be documented.

Additional measures to avoid impacts to the *agricultural system* can be found in Table 2.

2.4.3 Measures to Minimize Impacts

This section of the AIA can outline measures that will support minimizing impacts to the *agricultural system*. Through minimizing, impacts cannot be fully avoided. However, efforts to reduce adverse impacts can be included, with any relevant implementation instrument noted. This may include outlining how the footprint of a project will be kept to the minimum size needed to accommodate the proposed use, or how site design/layout prioritized lower priority agricultural lands.

When compared with measures to mitigate impacts, efforts to minimize adverse impacts are likely larger-scale changes, such as changing site location or site design, as opposed to mitigation efforts that focus more on building compatibility between a proposed non-agricultural use and surrounding agricultural operations.

2.4.4 Measures to Mitigate Impacts

While measures to mitigate impacts are explored further in Section 3, it is worth noting that different mitigation approaches can range in terms of impacts. Higher impact mitigation measures specifically reduce the severity of impacts of the proposed non-agricultural use and should be considered for larger scale or regional proposals. This may include edge planning (see Appendix E) between the proposed non-agricultural use and *prime agricultural areas*, as well as road improvements and dust suppression to

enhance the compatibility of the uses. In comparison, lower impact mitigation measures may be easier (e.g., smaller-scale, lower-cost measures) and further reduce impacts and improve the compatibility of agricultural and non-agricultural uses. Depending on the type, scale, and complexity of the proposed non-agricultural development, both higher and lower impact mitigation measures can be used to more fully address potential adverse impacts to the *agricultural system*.

Lower impact mitigation measures may include education and outreach tools to reduce nuisance complaints related to *normal farm practices*, such as:

- Disclosure statements to notify potential purchasers of property that the land is in a *prime agricultural area* where periods of dust, noise, odour, and other impacts associated with nearby farms are common;
- Signage to inform residents they are in an agricultural area where activities may occur that result in odour, noise, and dust;
- Communicating with surrounding non-farm residents to explain the types of agricultural operations in the area and provide an overview of *normal farm practices*;
- Local farm organizations could provide education opportunities for the public through events such as fall fairs, farm tours and educational events for non-farm neighbours on the realities of operating a farm.

Examples of Practices that Broadly Support the *Agricultural System*

While typically beyond the scope of mitigation measures for a site-specific project in a *prime agricultural area*, below are additional recommended practices for supporting the *agricultural system*.

- Official plan policies that reflect provincial policy on *minimum distance separation formulae*, *normal farm practices* and permitted uses or require/encourage best practices such as edge planning;
- Pre-zoning to attract businesses to fill a supply chain gap or opportunity;
- Efficient public transit system that reduces traffic on roads used by farmers;
- Training to meet the labour needs of the agri-food sector;
- Investments into agricultural infrastructure (e.g., incubator, food hub, regional irrigation system, transportation improvements);
- Agriculture economic development initiatives¹⁶ (e.g., agri-food strategy, business retention and expansion program, marketing program, business supports).

Some of these measures could be implemented through a *municipal comprehensive review* process, studies or plans, the municipal budget process, etc.

Figure 3 provides examples of measures to mitigate impacts to the *agricultural system*. The examples are not exhaustive, nor are they applicable in all situations. The appropriate mitigation measures depend, amongst other things, on the proposed use, site conditions, and potentially affected agricultural operations and *agri-food network* elements. Additional examples of mitigation measures are provided in Section 3, Table 2.

¹⁶ The MRA [Agricultural Economic Development Program](#) identifies many activities that could be undertaken to support the viability of the *agricultural system*.

Figure 3 provides examples of measures to mitigate impacts to the *agricultural system*. The examples are not exhaustive, nor are they applicable in all situations. The appropriate mitigation measures depend, amongst other things, on the proposed use, site conditions, and potentially affected agricultural operations and *agri-food network* elements. Additional examples of mitigation measures are provided in Section 3, Table 2.

Examples of Higher Impact Mitigation Measures			
Vegetative screens and buffers 	Setbacks and fencing 	Alternative access to farm fields 	Rehabilitation to an <i>agricultural condition</i> 
Dust control 	Road/roundabout design 	Clear urban - agricultural boundary 	No trespassing signage on farm property 
Examples of Lower-Impact Mitigation Measures			
Education on <i>normal farm practices</i> 	Signage 	Community liaison committee 	Road safety campaign 

Figure 3: Examples of higher and lower impact mitigation (left to right - First row: OMAFA, Hodgson, MTO, OMAFA; 2nd row: Shutterstock, MTO, OMAFA, OFA; 3rd row: OMAFA, Van de Valk, Shutterstock, Geoff Brennan).



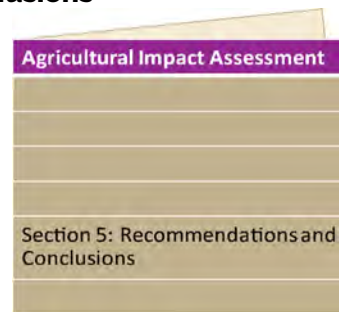
2.4.5 Net Impacts

Once measures are identified that could avoid, minimize, or mitigate impacts to the *agricultural system*, the net impacts are identified and documented in the AIA. Net impacts refer to impacts that will still be experienced after measures are put in place. Net impacts should be described in the AIA in quantitative and qualitative terms with respect to their magnitude and extent. Where net impacts depend on specific mitigation and performance measures, these dependencies should be clearly identified.

2.5 Section 5: Recommendations and Conclusions

This section of the AIA provides an overview of the key recommendations specific to the proposed *settlement area* boundary expansion, *mineral aggregate operation*, *infrastructure*, or other non-agricultural use in terms of how to avoid, or where avoidance is not possible, how to minimize and mitigate impacts from the proposed land use. Approval authorities may:

- include AIA recommendations as conditions of approval for permits/processes (e.g., *Planning Act* approvals);
- incorporate AIA recommendations into zoning by-laws or site plan approval, where appropriate;
- incorporate AIA recommendations into municipal secondary plans or similar processes for *settlement area* boundary expansions;
- for *mineral aggregate operations*, incorporate AIA recommendations into the ARA site plan, where appropriate.



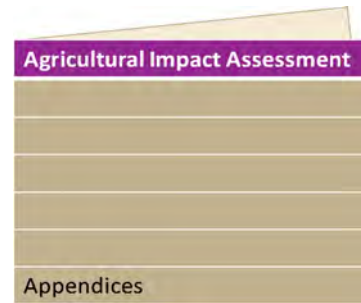
An AIA concludes by explaining how the objectives of the AIA have been fulfilled (i.e., how provincial and municipal requirements/expectations are satisfied) and summarizes key recommendations that will be implemented to address adverse impacts to the *agricultural system*. If applicable, this section shall:

- Summarize net impacts of the proposed non-agricultural use (e.g., quantity of land that will be removed from agricultural use);
- Identify any linkages to technical studies; and,
- Explain how recommendations will be incorporated into relevant permits/approvals (e.g., *Planning Act* approvals, ARA site plan, etc.).

2.6 AIA Appendices

Recommended appendices to support the AIA include:

- Curricula vitae of the study team (AIA authors and field staff) with hyperlinks to relevant work;
- Full references for all background information sources;
- A description of survey techniques employed, such as field studies and associated data (e.g., soil sampling techniques and data including soil profile descriptions and slope measurements);
- A print-out from *minimum distance separation formulae* calculation/s from AgriSuite, with personal information removed; and
- Individuals and groups engaged during pre-consultation and consultation.



3 Suite of Measures to Avoid, Minimize and Mitigate Impacts

This section elaborates on the hierarchy of measures previously described in Section 2.4 of this guidance document by providing some additional information and examples of the suite of measures to avoid, minimize and mitigate adverse impacts to the *agricultural system* (in Table 2). Recommended measures to address adverse impacts to the *agricultural system* need to be tailored to local and regional circumstances.

3.1 Avoiding Impacts

Avoiding impacts does not mean that a non-agricultural use cannot proceed. It means that locations are considered at the outset with the goal of avoiding impacts. It is necessary to demonstrate that avoiding impacts to the *agricultural system* has been considered as the priority. Where avoidance is not possible, the next step is to minimize impacts, followed by implementing measures to mitigate adverse impacts.

Avoidance is typically addressed through the alternative site evaluation section of an AIA (see section 2.2.1 above). However, there are additional examples that can be included. Table 2 provides examples of how to integrate avoiding impacts from a non-agricultural use on the *agricultural system* into an AIA. Examples include preventing fragmentation of the agricultural land base, meeting minimum distance separation setbacks, and giving preference to options that avoid traffic and safety impacts for the farming community.

3.2 Minimizing Impacts

Where impacts are unavoidable, minimizing impacts is the next priority to reduce the overall impact from a non-agricultural use. Minimizing impacts can be achieved in a number of ways, including proactive planning to remove impacts through site design. When it comes to evaluating alternative locations, evaluating lower priority agricultural lands is an example of minimizing impacts. Other examples include phasing a *development* to ensure agriculture can continue to exist for as long as possible, and salvaging topsoil for re-use.

3.3 Mitigating Impacts

After avoiding and minimizing adverse impacts to the *agricultural system*, the next priority is mitigation to help further reduce impacts and work towards compatibility. Measures may be done before or during *development* and may involve ongoing education and raising awareness about agriculture in the area.

The suitability of measures to address potential impacts depends on the type, scale, and complexity of the proposed non-agricultural use, the degree of impact and the risk associated with the impact.

Measures should be proportional to the potential impact or risk to the *agricultural system* and may be implemented pre- during- and post-construction. For example, to mitigate concerns related to trespassing onto adjoining farms, installing fencing and signage along property lines may be reasonable mitigation for *development*, whereas building a five-metre-high brick wall may not be. Similarly, creating a suitable underpass to allow farm vehicles and equipment to safely access farm properties on the opposite side of a busy road may be feasible, whereas constructing an overpass or another road to serve the new non-agricultural use may not be.

Multiple measures may be needed to address impacts. Consultation and/or negotiation with affected farm and agri-food business owners is recommended to ensure consideration of satisfactory measures.

Mineral Aggregate Operation Application

Examples of Mitigation

Potential impacts from *mineral aggregate operations* can be effectively avoided, minimized, and mitigated through site design, operations, and rehabilitation, where required. Ideally, these actions will benefit and improve agricultural resources over the long-term. For example, agricultural capability could be improved by creating aquaculture or irrigation opportunities, or levelling fields. Best practices include consultation with local farmers and business owners to understand potential *agricultural system* impacts and determine what steps could be taken to avoid, minimize and mitigate these impacts. Potential measures could include:

- Mitigation of dust, noise, and vibration (higher impact)
 - Ensure provincial standards for dust control, noise/blasting are met and that studies prepared for the *mineral aggregate operation* application consider all affected farm operations.
- Rehabilitation (higher impact)
 - If *mineral aggregate operations* in *prime agricultural areas* are required to be returned to an *agricultural condition*, an effort should be made to enhance the continuity of the *agricultural system*. Appendix D provides information on steps to take pre-, during and post-extraction. Although this information is focused on mineral aggregate resource extraction sites, it includes practices that could be applied to other types of *development* sites that are or could be rehabilitated to an *agricultural condition*.
- Protocol for addressing issues (lower impact).
 - Establishment of a protocol for farmers to contact the aggregate operator if concerns arise regarding impacts to the *agricultural system* so that operational adjustments may be considered (e.g., adjusting blasting schedules). The protocol could also indicate how issues will be dealt with. This may be part of a community liaison committee that deals with a variety of issues of importance to the community.

3.4 Suite of Measures to Avoid, Minimize and Mitigate Impacts

Table 2 identifies common types of impacts to the *agricultural system* and possible measures to avoid, minimize and mitigate those impacts. Note that the measures identified are not exhaustive and may not be appropriate or feasible in every instance. Measures may fit under more than one type of impact and are intended to be used in combination where possible. Many are best management practices to support a thriving *agricultural system*.

Table 2: Examples of measures to address potential impacts

Potential impacts to the <i>agricultural system</i>	Avoid	Minimize	Mitigate
1. Loss or deterioration of agricultural land	<ul style="list-style-type: none"> • Ensure the use and its scale are justified • Evaluate alternative locations and give preference to locations that avoid <i>prime agricultural areas</i> including <i>specialty crop areas</i> and other agricultural areas on <i>rural lands</i> that are part of the agricultural land base 	<ul style="list-style-type: none"> • Give preference to locations on lower priority agricultural lands • Minimize scale of proposed use • Phase <i>development</i> to allow agriculture to continue for as long as possible • Maximize on-site reuse of soil to reduce excess soil leaving project site • Separate the topsoil and subsoil for topsoil salvaging • Minimize soil compaction 	<ul style="list-style-type: none"> • Edge planning (see Appendix E) • For <i>mineral aggregate operations</i> that are required to be rehabilitated to an <i>agricultural condition</i>, phase the extraction and progressively rehabilitate the site • Education on the need to protect farmland
2. Fragmentation of agricultural operations	<ul style="list-style-type: none"> • Give preference to locations that do not fragment or split farms and farm operations • Maintain and enhance farmland continuity 	<ul style="list-style-type: none"> • Give preference to locations that minimize fragmentation or splitting of farms and farm operations (e.g., if alignment with property lines cannot be achieved, align with fence lines or field boundaries) 	<ul style="list-style-type: none"> • See #5 traffic and safety for mitigation of road impacts associated with fragmentation • Investment into agricultural improvements benefitting the agricultural area
3. Change in landform, elevations, and slope	<ul style="list-style-type: none"> • Maintain pre-development site contours 	<ul style="list-style-type: none"> • Minimize change in contours that may impact agriculture 	<ul style="list-style-type: none"> • If required, rehabilitate site to pre-development condition or better
4. Minimum distance separation formulae (MDS) conflicts	<ul style="list-style-type: none"> • Select a location that meets MDS 	<ul style="list-style-type: none"> • OMAFA would generally not support a reduction in MDS setbacks except in limited site-specific circumstances that meet the intent of MDS Guidance (e.g., circumstances that mitigate environmental or public health and safety impacts, or avoid natural or human-made hazards) 	<ul style="list-style-type: none"> • Vegetated buffers • Provide investment in manure management systems that reduce odour potential • OMAFA would generally not support a reduction in MDS setbacks except in limited site-specific circumstances that meet the intent of MDS Guidance (e.g., circumstances that mitigate environmental or public health and safety impacts, or avoid natural or human-made hazards)

Potential impacts to the agricultural system	Avoid	Minimize	Mitigate
<p>5. Traffic and safety issues</p>	<ul style="list-style-type: none"> • Give preference to options that avoid traffic and safety impacts (e.g., ability to access fields and farm properties) • Select haul routes that avoid active agricultural areas (e.g., for aggregate resources) 	<ul style="list-style-type: none"> • Give preference to options with minimal traffic and safety impacts • Design roads to minimize impacts • Situate access points to non-agricultural uses away from farm properties to minimize conflicts and congestion along roads used by farm equipment • Ensure haul routes minimize impacts to agriculture 	<ul style="list-style-type: none"> • If access to farm buildings, fields or transportation routes is affected, provide acceptable alternative routes and access points (e.g., tunnel or over-pass) • Mitigate conflicts between slow-moving farm vehicles and traffic • by providing alternative routes, where possible, considering the purpose of the road, design speed limit, and ability for other vehicles to safely pass. Despite best efforts, farm vehicles may sometimes have to use arterial or collector roads • Ensure road signs are installed in accordance with policies to increase road user awareness of the presence of farm vehicles and equipment • Incorporate the needs of farm vehicles when designing/upgrading roads, intersections, or roundabouts (e.g., road width, surface material, shoulders, detours) • Road safety training for truck drivers going to the site • Road safety awareness campaign for farmers and non-farmers

Potential impacts to the agricultural system	Avoid	Minimize	Mitigate
6. Compatibility issues	<ul style="list-style-type: none"> Give preference to locations away from agricultural operations 	<ul style="list-style-type: none"> Give preference to locations that are separated from agricultural areas where possible. 	<ul style="list-style-type: none"> Best practices for road salt management Edge planning (see Appendix E) Warning clauses in <i>development</i> agreements (e.g., plans of subdivision resulting from <i>settlement area</i> expansions) Public education to increase agricultural awareness of and promote local agriculture (e.g., notice or disclosure statement to purchasers of land in agricultural areas on <i>normal farm practices</i>)
7. Nuisance impacts (e.g., noise, dust, lighting) associated with the non-agricultural use	<ul style="list-style-type: none"> Give preference to locations distant from agricultural operations 	<ul style="list-style-type: none"> Locate non-agricultural operations that may result in adverse impacts as far as possible away from agricultural operations 	<ul style="list-style-type: none"> Modify hours of operation and practices occurring onsite to reduce impacts on the <i>agricultural system</i> Edge planning (see Appendix E) Minimize noise, dust and odour conflicts through design and operations (e.g., dust suppression during and after construction)
8. Trespassing, vandalism, pets at large and litter/garbage disposal	<ul style="list-style-type: none"> Give preference to locations that are not in or around <i>prime agricultural areas</i> 	<ul style="list-style-type: none"> Give preference to locations that only minimally impact lower priority agricultural lands 	<ul style="list-style-type: none"> Provide for installation of no trespassing signage on surrounding farm properties Fencing Garbage bins Fines Commitment to repair damage should it occur Education on trespass issues including biosecurity risks (based on the Security from Trespass and Protecting Food Safety Act, 2020)

Potential impacts to the <i>agricultural system</i>	Avoid	Minimize	Mitigate
9. Change to ground or surface water quality or quantity	<ul style="list-style-type: none"> Avoid locations that may impact water systems the <i>agricultural system</i> depends on Maintain and enhance water supplies, as well drainage patterns and systems and irrigation infrastructure (e.g., avoid sensitive areas) 	<ul style="list-style-type: none"> Minimize impermeable surfaces Repair any damage associated with the non-agricultural use (e.g., restore tile drains) Consult with the local Drainage Superintendent to account for any modifications to drains constructed under the <i>Drainage Act</i> and to ensure <i>Drainage Act</i> requirements are met 	<ul style="list-style-type: none"> Protect water supplies through effective storm water management, protection of wetlands, plantings, etc. Provide acceptable alternative water supply for livestock watering, sanitation, irrigation, etc. Seek improvements/ maintenance of existing drains constructed under the <i>Drainage Act</i> For <i>settlement area</i> boundary expansions, master servicing plans and stormwater management plans Have a process in place for reporting and responding to landowner concerns Implement a water monitoring program
10. Impact to the <i>agri-food network</i> (i.e., agricultural infrastructure, services and assets)	<ul style="list-style-type: none"> Select locations where impacts to agricultural infrastructure, services and agri-food assets are avoided 	<ul style="list-style-type: none"> Select locations where impacts are minor or can be mitigated Restore or reconstruct impacted elements Improve vehicle and equipment access points 	<ul style="list-style-type: none"> If a key asset is impacted (e.g., a grain dryer or abattoir), identify whether comparable services are available elsewhere If yes, outline opportunities to support farmers to use these new locations (e.g., road improvements) Create a directory of <i>agri-food network</i> facilities or an agri-food strategy
11. Community impacts	<ul style="list-style-type: none"> Avoid uses that would have negative community impacts such as loss of jobs, businesses, services 	<ul style="list-style-type: none"> Minimize uses that would have negative community impacts such as loss of jobs, businesses, and services 	<ul style="list-style-type: none"> Local job recruitment Retraining Support agricultural economic development initiatives
12. Cumulative impact to the viability of the <i>agricultural system</i> in the area	<ul style="list-style-type: none"> Select locations that avoid increasing existing threats to the viability of the <i>agricultural system</i> 	<ul style="list-style-type: none"> Select locations where threats to the viability of the <i>agricultural system</i> are only minimally increased 	<ul style="list-style-type: none"> Mitigate impacts addressed above Support agricultural economic development initiatives

Appendix A – Checklist of AIA Study Components

This is a summary checklist to help assess whether an AIA is complete. Section 2 of this guidance document elaborates on this checklist. It needs to be explained in the AIA if the authors have consulted with the approval authority and the agricultural community and have concluded that some items in the checklist are not applicable to the application. Note that other studies (e.g., planning, noise, traffic, hydrogeology) may be cross-referenced to avoid duplication.

<p>1. Introduction</p> <ul style="list-style-type: none"> □ Project overview (i.e., what is being proposed by whom and why). □ Purpose of study (e.g., explanation of why an AIA is being completed and how requirements are satisfied in the AIA). □ Study methods (e.g., how was data collected, and how were impacts identified). □ Information sources (e.g., references for data mapping, etc.). □ Consultation process (e.g., describe statutory and informal consultation process including outreach and communication methods, interaction with municipal and provincial staff as well as the local community, including agricultural advisory committee, farmers, Indigenous communities, and agri-food businesses, as applicable). □ Coordination with other studies/approvals that may address impacts to the <i>agricultural system</i> (e.g., noise, traffic, etc.). □ Study time period, including the timing of any field investigations.
<p>2. Study Areas</p> <ul style="list-style-type: none"> □ If location alternatives are required, <ul style="list-style-type: none"> • Comparison of study area alternatives in terms of impacts to the <i>agricultural system</i>. • Selection and rationale for the preferred primary and secondary study area locations, including: <ul style="list-style-type: none"> ○ why alternative locations were deemed unsuitable; ○ rationale for size and configuration of the primary study area; ○ rationale for chosen buffer distance for secondary study area. • Description of the primary and secondary study areas including: <ul style="list-style-type: none"> ○ identification of study area(s) using map(s) delineating extent of both primary and secondary study areas; ○ land use (e.g., lot and concession, aerial imagery, official plan designations and zoning); ○ transportation (e.g., traffic patterns and volumes, use by farm vehicles, modes); ○ agriculture (e.g., designated <i>prime agricultural areas</i>; soil type; CLI; parcel fabric; agricultural uses [i.e., crop types, livestock uses], farm buildings and structures, <i>agri-food network</i> elements, their connections and importance; <i>specialty crop area</i> potential; slope and topography; hydrology, hydrogeology, and drainage [including use of water for agriculture]); ○ general overview of economic, community and environmental contributions of agriculture;

<ul style="list-style-type: none"> • Additional description of the study area(s) in terms of <i>minimum distance separation formulae</i>, type and condition of farm improvements, other land uses and features, historic severance activity, access points to farm operations and fields, proximity to <i>settlement areas</i> and associated considerations. <ul style="list-style-type: none"> □ If location alternatives are not required, <ul style="list-style-type: none"> • Identification, description, and rationale for primary study area (as per above). • Identification, description, and rationale for secondary study area (as per above). □ If land is to be rehabilitated back to an <i>agricultural condition</i>, detailed <i>pre-development</i> (baseline) information on the primary study area (e.g., soil survey, soil budget, crop yields, drainage, and, in <i>specialty crop areas</i>, soil suitability for specialty crops, microclimatic conditions, and the potential to grow specialty crops). □ Demonstration that the AIA was coordinated with the preparation of supporting materials for ARA approvals, if applicable. □ Explanation of how consultation influenced the identification of study areas.
<p>3. Assessment of Impacts</p> <ul style="list-style-type: none"> □ Consideration of potential impacts and the degree of impact in the absence of measures to avoid, minimize or mitigate impacts, taking into considerations the impacts identified in Table 1 where applicable, plus any additional applicable impacts. Where applicable, assessment of impacts should consider: <ul style="list-style-type: none"> • Temporal implications (e.g., how much farmland will be removed from agricultural production, both over short-term and long-term); • Spatial impacts (e.g., identify differences in impacts such as higher-level impacts in secondary study area or broader regional impacts on the <i>agri-food network</i>); • Cumulative impacts (e.g., are proposed changes contributing to cumulative changes given other non-agricultural uses in the area?). □ References to where impacts to agriculture are being considered through other studies, while ensuring those studies incorporate an agricultural lens as appropriate. □ An explanation of how consultation influenced the assessment of impacts.
<p>4. Measures to Address Potential Impacts</p> <ul style="list-style-type: none"> □ Recommendations that demonstrate how potential impacts will be avoided, minimized, or mitigated (according to Table 2 as applicable) including, where applicable: <ul style="list-style-type: none"> • Recommended implementation plans for each measure to avoid, minimize, and mitigate impacts (e.g., addressing who will implement the measure, how effectiveness will be determined, contingencies, and implementation timing); • Explanation of how measures are proportional to potential impact or risk; • Dependencies are clearly identified (e.g., if X measure is implemented, the result will be Y); • Demonstration that AIA recommendations have been incorporated into the other permits/approvals, where applicable (e.g., <i>Planning Act</i> approvals); • Description of how site will be rehabilitated to an <i>agricultural condition</i>, if required, and where applicable any conditions added to site plans for pre-and-post extraction soil surveys; • An operational plan to outline ongoing maintenance and access impacts (e.g., who can neighbouring landowners contact about issues?).

- Summary of net impacts (i.e., impacts that will still be experienced after measures to address potential impacts are identified) are documented, along with their magnitude and extent.
- Description of how consultation influenced the identification of measures to address potential impacts.

5. Recommendations and Conclusions

- Explanation of how the objectives of the AIA have been fulfilled (i.e., how provincial and municipal requirements/expectations are satisfied).
- Summary of key recommendations that will be implemented to address adverse impacts to the *agricultural system*. If applicable, this section should include:
 - Summary of net impacts;
 - Recommended implementation plan(s);
 - Monitoring plan and performance measures pertaining to sites to be rehabilitated to an *agricultural condition*; and
 - Overview of how recommendations will be incorporated into relevant approvals (e.g., *Planning Act* approvals, ARA site plan, etc.).

Appendices

- Curricula vitae of the study team. Listing of study authors and contributors, as applicable, and their qualifications and experience, demonstrating knowledge of Ontario agriculture.
- References for all background information sources.
- Data collected from fieldwork (e.g., soil survey).
- *MDS formulae* calculation forms (personal information can be removed).
- Record of consultation (with personal information redacted).

Appendix B – AIA Resources and Additional Information

This list of sources of information may not be complete or applicable to all proposals. Contact OMAFA staff for additional information or resources, if needed.

Agricultural Land Base

- [Ag Maps](#) (interactive “make a map” application with layers on drainage, soil, CLI, etc.) (OMAFA)
- [Agricultural System Portal](#) (OMAFA)
- [Annual crop inventory mapping](#) (Agriculture and Agri-Food Canada)
- [Ontario GeoHub](#) – topography/elevation, orthoimagery, soil, tile and constructed drainage, controlled drainage, seed zones, natural heritage features (Government of Ontario)
- [Ontario Soil Survey reports](#) (Government of Canada)
- Specialty crop area mapping and information – [Greenbelt Plan](#), [Grey County Official Plan](#), [County of Lambton Official Plan](#)
- [Topographic mapping](#) with effective user scale of 1:10,000 or larger where needed (MNR)

Agri-Food Network

- [Agricultural System Portal](#) primarily focused on the GGH but many data layers extend beyond the GGH (OMAFA)
- [Agri-Food Initiatives Ontario Directory](#) (Ontario Federation of Agriculture)
- [ConnectON](#) asset mapping database - municipalities contributing data have access (Golden Horseshoe Food & Farming Alliance)
- [Resources to Support Agriculture in your Community](#) – e.g., economic development strategies and plans (Ontario Federation of Agriculture)

Edge Planning

- [Edge Planning Report: A Review of Implemented Practices to Address Planning on the Rural-Urban Fringe](#) (Peel Region)
- [Guide to Edge Planning; Promoting Compatibility Along Agricultural-Urban Edges](#) (British Columbia Ministry of Agriculture and Food)
- [Vegetative Buffers for Intensive Agricultural Operations in British Columbia](#) (British Columbia Ministry of Agriculture and Food)
- [Planning Subdivisions near Agriculture](#) (British Columbia Ministry of Agriculture and Food and Provincial Agricultural Land Commission)
- [Subdivision Near Agriculture, a Guide for Approving Officers](#) (British Columbia Ministry of Agriculture and Food)
- [Urban-Rural Edge Area Nuisance Mitigation Strategies in Kings County, Nova Scotia](#) (McGinnis)

Environmental Assessment

- [General Environmental Assessment information](#) (MECP)

Excess Soil

- [Handling Excess Soil \(MECP's general excess soil webpage, which includes O. Reg. 406/19: On-Site and Excess Soil Management and additional resources\)](#) (MECP)
- [Management of Excess Soil - A Guide for Best Management Practices](#) (MECP)
- [Importation of Soil onto Agricultural Land](#) (OMAFRA)

Hydrocarbon Pipelines and Facilities

- [Canadian Environmental Assessment Act](#) (Canada Energy Regulator process for federal pipelines)
- [Environmental Guidelines for the Location, Construction and Operation of Hydrocarbon Pipelines and Facilities in Ontario](#) (Ontario Energy Board)

Mineral Aggregate Resources

- [Aggregates and Agriculture Municipal Toolkit](#) (Wayne Caldwell, University of Guelph)
- [Aggregate Resources of Ontario Site Plan Standards](#) (MNR)
- [Aggregate Resources of Ontario Technical Reports and Information Standards](#) (MNR)
- [Aggregate Resources of Ontario Amendment Standards](#) (MNR)
- [Aggregate Resources of Ontario Circulation Standards](#) (MNR)
- [Aggregate resources](#) in Ontario – how to apply to operate a pit or quarry (MNR)
- [Agriculture and the Aggregate Industry](#) (TOARC)
- [Controlled Blasting at Quarries](#) (OSSGA)
- [From Aggregates to Agriculture](#) (TOARC)
- [The Pits and Quarries Online Tool](#) (MNR)
- [Rehabilitation of Pits and Quarries](#) (OSSGA)
- [Rehabilitation of Sand and Gravel Pits for Fruit Production in Ontario](#) (MNR)
- [The State of the Aggregate Resource in Ontario Study, Consolidated Reports](#) (MNR)
- [Study of Aggregate Site Rehabilitation in Ontario – 1971-2009, Part 1](#) (OSSGA)
- [Study of Aggregate Site Rehabilitation in Ontario, Bruce County, Dufferin County, Grey County & Simcoe County, 2014, Part II Addendum](#) (OSSGA)
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Municipal Resources

- Agri-tourism and farm fresh materials (e.g., agricultural economic development plans and strategies, promotional materials)
- Land evaluation and area review (LEAR) studies
- Mapping of public works (e.g., treatment plants) or legal instruments such as utility easements and rights-of-ways
- Municipal Agricultural Advisory Committee
- Municipal Property Assessment Corporation parcel mapping, tax class, property ownership/tenancy information for farm parcels, identification of farm parcel linkages (e.g., multiple parcels owned or rented by one farm operator), identification of the headquarters/home base of farm operations based on mailing address, etc.
- Municipal by-laws such as noise and topsoil
- Official plans and land use schedules
 - Agricultural land base, *prime agricultural areas* including *specialty crop areas*
 - Non-agricultural land uses
- Road network, other forms of transportation, transportation studies
- Source protection plans and water well records (public and private)
- [Growing Agriculture in your Community](#) (Ontario Federation of Agriculture)
- Watershed and subwatershed plans
- Zoning by-laws

OMAF Guidance Material / Fact Sheets / Resources

- [Agricultural System](#)
- [Agronomy Guide to Field Crops](#)
- [Canada Land Inventory \(Use of soil and CLI information for agricultural land use planning in Ontario\)](#)
- [Economic Development Tools](#)
- [GIS StoryMap on evaluating alternative locations for non-agricultural uses](#)
- [Guidelines for Detailed Soil Surveys](#)
- [Minimum Distance Separation \(MDS\) Formulae and Guidelines](#)
- [Nutrient Management](#)
- [Permitted Uses in Prime Agricultural Areas](#)

- [Rural and North: Information about Northern Ontario, agriculture and local food](#)
- [Soil Capability for agriculture in Ontario](#)

Provincial Legislation, Policy and Supporting Information

- [Environmental land use planning guides](#), e.g., Land Use and Compatibility Guidelines (MECP)
- [Ontario Provincial Standards](#) (MTO)
- [Niagara Escarpment Plan](#) (NEC)
- [Provincial land use plans and policy documents led by MMAH](#) (e.g., PPS, Greenbelt Plan, ORMCP)
- [Farming and Food Production Protection Act](#) (OMAFRA)
- [Security from Trespass and Protecting Food Safety Act](#) (OMAFRA)
- [Provincial legislation](#) e.g., ARA, EA Act, Planning Act, Clean Water Act (Ontario government)

Qualified Personnel

- [Certified Crop Advisors](#) (CCA)
- [Ontario Professional Planners Institute Consultant Directory](#) (OPPI)
- [Registered Agrologist Member Search](#) (OIA)

Statistics

- [Analyst Tool](#) (includes input/ output data) (OMAFRA)
- [OMAFRA's Agricultural and Business County Profiles](#) (OMAFRA)
- [Statistics Canada's agricultural census and other statistics to characterize agriculture, current and historical](#) (OMAFRA)

Other

- Technical reports prepared to support the application (e.g., planning, hydrological, hydrogeological, noise, vibration, blasting, odour, dust, traffic, economic, social, cultural, etc.)

Appendix C – Case Study on Avoiding, Minimizing and Mitigating Impacts

Please refer to the AIA guidance sections noted below for the complete AIA process. Highlights are provided below for illustration purposes only.

Simplified Case Study

A single-tier municipality has found that it needs to expand its *settlement area* by 200 hectares. To do so, the municipality requires an AIA to be completed.

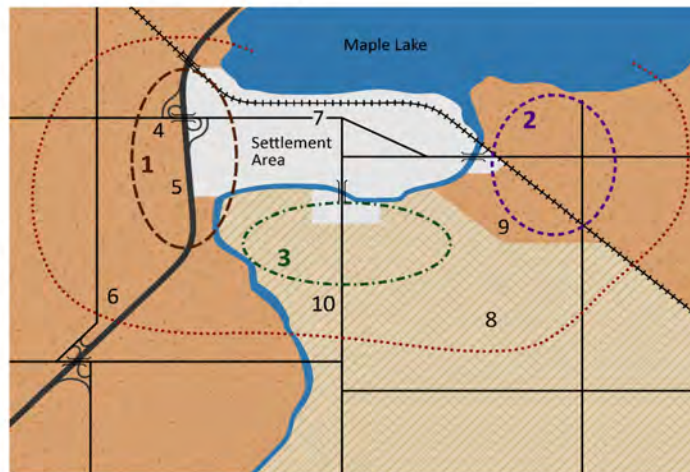
Pre-consultation would occur to provide an opportunity for the municipality to obtain input into AIA scope, content, study areas, coordination with other studies, consultation plan and timelines.

Amongst other things, the AIA would determine the best location for the *settlement area* boundary expansion to avoid, and where avoidance is not possible, minimize and mitigate impacts to the *agricultural system*.

Evaluation of Alternative Locations

Local Knowledge and Input: Farmers/landowners and other agricultural representatives could provide appropriate information and data to help describe agriculture in the area

- 1. Primary Study Area
Prime Agricultural Areas
 - 2. Primary Study Area
Prime Agricultural Areas
 - 3. Primary Study Area
Rural Lands
 - Secondary study area
 - prime agricultural areas
 - rural lands
 - existing settlement area
- Elements of the agri-food network:
4. farm implement dealership
 5. cold storage and distribution facility
 6. food processor
 7. food processor
 8. abattoir
 9. grain dryer
 10. veterinary clinic



Identification of Primary Study Areas for Settlement Area Boundary Expansion

In this case study, the *settlement area* boundary expansion could potentially occur in three different directions: west (1), east (2) or south (3) of the existing *settlement area*. Study areas in each direction would be identified for the evaluation of location alternatives. They could initially encompass more than the required 200 hectares with the objective of scaling back the study areas as more becomes known about the areas and opportunities to avoid impacts to the *agricultural system*. Secondary study areas would also be identified so that consideration could be given to lands that may be impacted by the proposed *settlement area* boundary expansion.

To compare location alternatives, the study areas would be examined in terms of:

- Whether area is designated *specialty crop area* or *prime agricultural area*.
- The quantity and quality of farmland based on area in different CLI classes (including dominant, secondary, and tertiary soils).
- The number of farms and investments made into farm infrastructure (e.g., storage facilities, and farm types - crop types and type of livestock operations).
- Whether fragmentation of the agricultural land base would result (considering, for example, area in agricultural production, presence of non-agricultural uses, lot sizes).
- The presence and significance of *agri-food network* elements to agriculture in the local area and beyond.
- Whether the new or expanded *settlement area* options comply with the *minimum distance separation formulae* and/or limit future agricultural expansion opportunities.

Ideally, input would be provided by the agricultural advisory committee, where one exists, local farm organizations, and municipal staff.

Below are simplified descriptions of *agricultural uses* and the *agri-food network* in the three study areas to illustrate the type of information to consider.

Area #1 (West)

- Area entirely designated *prime agricultural area* in the official plan, with 100% CLI classes 1-3 lands.
- 30 farms, predominantly in vegetable production.
- Agricultural land base is largely continuous but the highway on the east side makes movement of farm vehicles challenging.
- Area has a long history of vegetable production, a network of farmers and agri-food supply chain including a cold storage and distribution facility serving the region, farm implement dealership serving the local area, and a food processor that utilizes vegetables grown in the area.

Area #2 (East)

- Area entirely designated *prime agricultural area* with 100% CLI classes 1-3 lands.
- 15 farms: land area is 70% in field crops and 30% used for vegetable production.
- Large investments made into drainage infrastructure for both field crop and vegetable fields.
- The vegetable farms send vegetables for processing to the two local food processors.
- While the area is impacted by recreational and residential uses along the waterfront, the rest of the area is mostly in agriculture.
- The grain dryer located to the south serves a large area, beyond the municipality. There are no alternative grain dryers within the service area.

Area #3 (South)

- Area is entirely designated *rural lands* but pockets of CLI 1-3 land exist, interspersed amongst the classes 4 and 5 lands.
- Eight livestock farms, five of which have their headquarters within the area, including the home farm, manure storage, barns, and other outbuildings.
- Hay is the predominant crop.
- The *agri-food network* includes a small abattoir and veterinary clinic, both serving the local area.

Once the study areas are identified and described, they would be scaled down to match the area required for the non-agricultural use, which in this case, is 200 hectares.

Comparison of location alternatives:

- In this case study, *settlement area* expansion can't avoid the agricultural land base but can avoid *prime agricultural areas*. The PPS gives priority for protection to *prime agricultural areas*. From this perspective, Area #3 would be preferred. However, *minimum distance separation formulae* setbacks would need to be an important consideration when identifying the primary study area. In addition, it would be important to avoid *agri-food network* elements such as the grain dryer, especially because of its substantial service area and importance to the regional supply chain.
- Some livestock operations could be displaced to accommodate the *development* and nearby agricultural areas (secondary study area) may be impacted by fragmentation of agricultural lands and operations, traffic and safety issues, and potential conflicts over nuisance issues (e.g., odour).

The impact analysis of the preferred primary study area would be more comprehensive, considering land use, hydrology, hydrogeology, and drainage, as well as economic, community and environmental considerations, not to mention ability to provide servicing in an efficient manner and opportunity to create complete communities.

Then measures to avoid, minimize, and mitigate impacts would be identified. In this case study, measures could include:

- Staging the *development* such that *agricultural uses* would be more likely to continue for longer than they would without staging.
- Edge planning including subdivision design, setbacks, landscaping, and fencing.
- Roads used by farmers designed with their needs in mind, including cautionary signage and speed limits, as well as avoidance of curbs.
- Education of the community on *normal farm practices*.

Appendix D – Rehabilitation of Land to an Agricultural Condition

This appendix provides recommended steps and best practices where land is to be returned to an *agricultural condition* (as defined in the PPS) at the end of the life of the non-agricultural use. As stressed throughout this guidance document, avoiding, and minimizing use of *prime agricultural areas* for non-agricultural uses are priorities, where possible and supported by provincial land use policies. Mitigation is necessary where avoidance is not achievable or required. Rehabilitation of land back to an *agricultural condition* is a form of mitigation.

While focused on *mineral aggregate operations*, the steps and best practices outlined in this appendix can also be adapted to other non-agricultural uses in the *prime agricultural area* that have reached the end of their useful life (e.g., golf course, renewable energy project, landfill site), given that these limited non-agricultural uses are intended to remain part of the *prime agricultural area*. In addition, the information in this appendix could be useful for projects that only temporarily disturb agricultural areas (e.g., pipelines).

The rehabilitation steps described below are commonly applicable; however, variations may be warranted based on site specific considerations from pre-development investigations, ongoing monitoring, and rehabilitation objectives.

Please refer to the applicable legislation and policies (e.g., *Planning Act*, ARA and provincial plans) to determine if land is required to return to an *agricultural condition*. Given that *mineral aggregate operations* are interim uses, the PPS for example, requires that sites in *prime agricultural areas*, on *prime agricultural land*, be rehabilitated to an *agricultural condition*, subject to certain exceptions.

A 10-step summary of practices for successful rehabilitation to an *agricultural condition* for aggregate extraction sites is provided below. Additional detail follows on key aspects of rehabilitation. Some of the practices and steps discussed may represent provincial standards under the ARA and some are best management practices. The practices and steps to rehabilitate a *mineral aggregate operation* to an *agricultural condition* should be included in the ARA site plan.

10-Step Summary of Best Management Practices for Successful Rehabilitation to an *Agricultural Condition* of Aggregate Extraction Sites

Step 1: Complete your AIA

- Document soil and other baseline conditions and identify measures to avoid, minimize and mitigate impacts to the *agricultural system*.
- Where soil surveys are required in primary study areas to support the AIA, proponents must adhere to the [Guidelines for Detailed Soil Surveys in Ontario for Agricultural Land Use Planning](#) document.
- Pre-extraction soil sampling is needed to ensure baseline conditions are documented to support post-extraction rehabilitation.

Step 2: Planning and Progressive Rehabilitation

- Implement recommendations from the AIA in the ARA site plan (e.g., establish a monitoring program to support rehabilitation).
- Determine directions of extraction, depths and benching and start/end points based on multiple site-specific considerations. Account for required processing and accessory use areas.
- Determine topsoil, subsoil, and overburden availability (based on site-specific AIA) through preparation of a soil budget. Determine perimeter berm requirements (e.g., height, length, slope/form & footprint) and timing.
- Develop plan for final landform: slopes, floor elevations and grades, and outlets for surface waters and air flow.
- Work out phases of extraction and determine area to be rehabilitated annually. Identify whether the soil resource volumes required for proposed annual rehabilitation are available, and if not, provide for importation of soil for rehabilitation. Understand the sources of soil material and movements to minimize storage and maximize direct movement for use in progressive rehabilitation to an *agricultural condition*, following Ontario's [excess soil regulation](#) and [O. Reg. 244/97](#) under the *Aggregate Resources Act* for the management of excess soil during this and other steps, if applicable. In some cases, perimeter berms are needed for the life of the pit or quarry. Excess soil could be used for these berms rather than better quality soil such as topsoil, provided that the reuse requirements in the excess soil regulation are met. In particular, the excess soil regulation has reuse requirements including that the quality and quantity of excess soil being brought to the reuse site must align with the intended beneficial use.

Step 3: Strip and Handle Soil Resources Separately

- Know the depths of topsoil, subsoil, and overburden (provided in soil budget prepared in the AIA for your application).
- Carefully monitor depths of soil being removed during stripping.
- Maximize volume of topsoil and subsoil salvaged without significantly mixing.
- Strip soils only during dry conditions (not saturated).
- Soil removal during frozen conditions is not recommended.
- Minimize area being stripped; don't exceed area to be extracted in one operational season, if possible. Strip area well back from anticipated excavation faces.
- Establish a vegetation cover well in advance of stripping to minimize erosion, loss of important soil resources, and degradation of soil structure and to increase soil organic matter content. If the lands are in corn production, for example, and some or all of the area is to be stripped the following year, planting a cover crop after the corn is harvested would help to minimize erosion and add organic matter to the soil like green manure.
- Remove woody vegetation (roots, stumps, branches, etc.), stone piles, fencing and any deleterious materials prior to stripping.
- If possible, minimize use of herbicides and pesticides in the years prior to stripping.

Step 4: Retain all Topsoil and Subsoil for Rehabilitation

- Avoid or minimize soil storage by moving stripped soil directly to rehabilitation areas. Develop progressive rehabilitation plans to avoid substantial storage volumes and duration, where possible.
- To preserve as much topsoil as possible for rehabilitation, consider using subsoil and parent material as much as possible for long-term perimeter berming.

- Create lower profile (e.g., 1 metre) topsoil stockpiles of short duration, when possible, to help preserve favourable biologic conditions beneficial for plant growth. Staking or silt fencing could be used to identify and protect temporary topsoil storage areas.
- Implement erosion protection including establishment of vegetation, silt fencing, irrigation and/or mulch.

Step 5: Create an Appropriate Post Extraction Landform

- Non-agricultural side slopes should reflect required slopes (pits 3:1; quarries 2:1) or steeper (if justified and approved to minimize side slope area) or reduced and incorporated into rehabilitated agricultural areas:
 - For forage crops (hay & pasture) maximum grade for side slopes should not exceed 15:1 (6.7%).
 - For tree fruit and grape production maximum side slopes should not exceed 8.3:1 (12%) and 16.6:1 (6%), respectively.
- Reduce use of soil resources on non-agricultural side slopes, while still ensuring a healthy and vigorous vegetative cover can be established (e.g., 15 cm topsoil for a grass/legume mix).
- Grade and contour floor with no irregular undulations or depressions.
- Grade floor slope to promote surface runoff and cold air drainage. Slopes of 50:1 (2%) to 20:1 (5%) are preferred.
- To the extent possible, create large regularly shaped fields.
- In addition to these best practices, the depth of extraction will be determined based on the geological formation and the depth of the water table.

Step 6: Address Soil Compaction – Minimize and Remediate

- Following grading and contouring, alleviate compaction on the floor by ripping or other means prior to replacing subsoil.
- Rip side slopes horizontally to alleviate compaction as required.
- Minimize compaction by handling soils under dry conditions using wide track equipment or other equipment designed to minimize compaction and minimize travel over soils and rehabilitated areas to the extent possible.
- Remediate soil compaction after spreading each soil layer. Limit depth of ripping to avoid mixing of materials, i.e., do not rip below the upper most (latest applied) soil horizon.

Step 7: Replace Soil Separately and in Reverse Order

- Replace and handle topsoil, subsoil and overburden separately.
- Handle when dry (non-saturated).
- Pay attention to soil depths being replaced on slopes versus the floor and ensure balance between total soils available and required.

Step 8: Condition the Soil

- Remove stones, debris and deleterious materials.
- Do final grading and prepare seed bed.
- Analyze fertility and fertilize.
- Consider soil amendments to increase organic matter.

Step 9: Establish Cover Crops

- Establish grass-legume cover crop as part of the soil conditioning phase or other crops that serve the same function. Maintain up to five years for best results.
- At the end of the conditioning phase, plough vegetative cover under as a green manure.
- Overseed if persistence of certain species diminishes.
- Eliminate areas dominated by weed growth and reseed grass-legume mix.

Step 10: Monitor and Manage

- Monitor and report on the relevant stages of the rehabilitation process, as outlined in the monitoring program, to determine the effectiveness of returning the site to an *agricultural condition*.
- Have soil tested by a qualified professional and implement recommendations from the monitoring report to improve rehabilitation (e.g., conditioning and plantings).
- As appropriate, incorporated findings of the monitoring report into the annual compliance reporting required by the ARA.
- Complete final report that documents how returning the site to an *agricultural condition* has been achieved.

Development of the Site Plan

The site plan process involves consideration of multiple objectives and findings from technical studies completed as part of ARA approvals. One such objective is to mitigate agricultural impacts. Based on the existing *agricultural condition*, plans are made for soil management, extraction activities, conservation of land and rehabilitation. The site plan covers both progressive and final rehabilitation, the objective being to ensure orderly extraction and restoration according to a comprehensive plan. The operator uses the site plan to determine how best to use machinery and labour to maximize extraction and return the site to an *agricultural condition*.

Progressive rehabilitation addresses:

- The sequence and direction of progressive rehabilitation to enable agriculture to continue for as long as possible;
- Details on how the overburden and topsoil will be used to facilitate progressive and final rehabilitation, including a soil budget to demonstrate there is enough materials stored on site to be used in proposed rehabilitation;
- The location, design, and type of vegetation (e.g., grasses, legumes, shrubs and trees, etc.) that will be established on the site;
- Details on how the side slopes and excavation floor elevations and grades will be established;
- If imported materials are proposed to be used to achieve objectives and maximize agricultural opportunities, details on its sources, quality and use to achieve rehabilitation requirements. If possible, these should be described in the site plan; and
- How rehabilitation will be monitored.

Final rehabilitation addresses:

- If proposed to improve rehabilitation to agriculture, details on the importation of topsoil or inert material;
- Details on how the final slopes will be established on all excavation faces and the pit or quarry floor.

- The location, design, and type of vegetation (e.g., grasses, legumes, shrubs and trees, etc.) that will be established on the site during final rehabilitation;
- Any building(s) or structure(s) to remain on the site;
- Any internal haul roads that will remain on the site;
- Final surface water drainage and drainage facilities on the site; and
- Final contours of the rehabilitated areas of the site illustrated by a one or two metre contour interval, expressed as metres above mean sea level.

Soil Stripping

In most cases, all topsoil and subsoil must be retained on site and used for rehabilitation purposes. There may be limited exceptions where there are surplus soils that could be removed from the site which could be dealt with as exceptions through site plan variations. If a variance is granted, it is preferable for topsoil deemed surplus to be used to support agriculture or off-site rehabilitation given it is a valuable, finite resource.

Removing and replacing the topsoil is the most important aspect of the overall success of rehabilitation. Maintaining the topsoil's organic content, fertility and structural integrity is important to the successful restoration of soil capability. The appropriate use of subsoil to re-establish a soil profile is also recommended whenever feasible as it is an important soil resource for plant growth and will contribute to the success of rehabilitation efforts.

The depths of the topsoil and subsoil to be stripped across the site should be known prior to the start of the stripping process. This information, as well as detailed descriptions of the important soil characteristics and an overall soil budget developed to determine the volumes available for rehabilitation, should be included in the pre-extraction soil investigations and as part of documenting the *agricultural condition*. Soil profile and depth information need to be referred to in order to properly plan this stage of operations.

Topsoil, subsoil and overburden must be stripped and handled separately where possible. The depth and uniformity of the major soil horizons (A, B and C) can vary significantly across a site due to changes in soil type, topography, and cultivation practices. The depth of soils being removed should be carefully monitored and adjusted based on variability across the area being stripped. The objective is to maximize the volumes of topsoil and subsoil that are retained for rehabilitation without significantly mixing the two resources together or with the underlying parent material.

Soil layers are usually readily identifiable. The darker topsoil usually corresponds to the cultivated portion of the soil profile on agricultural lands. Subsoil is the weathered portion of the soil profile lying below the topsoil and above the unweathered parent material or overburden. Where the soil is derived from or includes significant quantities of limestone, dolostone and shale material, the subsoil and parent material can be easily distinguished from each other by applying a weak solution of hydrochloric acid (HCl) to the soil. If no reaction is observed, it is likely that the material is subsoil. If a reaction is observed, the material is likely to be the unweathered parent material or overburden.

Other pedological characteristics, such as changes to soil texture, soil structure, density, colour, coarse fragment content, will also help distinguish between the subsoil from overburden. In steeply sloping areas with a history of annual cultivation, erosion may substantially modify the soil horizons. In some cases, the B horizon may be absent with cultivation (ploughing) resulting in mixing of the topsoil with the calcareous C horizon. In such cases, care should be taken to avoid mixing this topsoil with topsoil from non-eroded locations. Topsoil from eroded areas may be better suited to storage in perimeter berms or for use on side slopes.

Heavy equipment that is often required to strip the soil resources can damage soil structure as it is moved and as a result of compaction and rutting. The soils become more susceptible to compaction and rutting when they are at or near the saturation point. Soil materials should only be handled under dry (not saturated) conditions and a wet weather shutdown procedure should be put in place to deal with soil moisture conditions during stripping operations.

In some cases, stripping may occur when the soil is frozen. This is generally not recommended as it becomes more difficult to strip the topsoil from the subsoil. The potential for mixing of topsoil and subsoil increases, which is undesirable.

The areas being stripped should be small and not exceed the area that would be extracted in an operational season. This will help to retain as much land in agricultural production as possible, reducing the area disturbed and exposed to wind and water erosion, minimizing the loss of biological activity, and decreasing the need for interim storage and double handling. The area being stripped should be large enough that there will be no interference with the excavation and operation of the aggregate operation. A recommended best management practice for a suitable setback from the extraction face (e.g., 5 m) will also minimize the potential for the loss or degradation of the important soil resources.

Vegetation cover over the area to be stripped should be considered. Where the lands to be stripped are in a perennial cover (such as a hay field) the area may need to be mowed and the vegetation removed prior to stripping and incorporating the sod into the topsoil.

In cases where the soil is bare or crop residue is minimal (e.g., a harvested corn field), planting the area with a perennial cover crop well in advance of stripping may be beneficial. It will add organic matter to the soil, improve soil structure, minimize the potential for erosion, and in some cases, improve the soil moisture conditions through evapotranspiration.

Where stripping incorporates wooded areas and hedgerows, these areas should be dug up to clear away large woody vegetation prior to stripping. Stones large enough to interfere with cultivation should also be removed from the site prior to and during stripping. Roots, stumps, and stones encountered during stripping should be removed from the topsoil that is stockpiled or used directly in progressive rehabilitation. The woody material and stones should be removed from the areas that are to be rehabilitated to an *agricultural condition*. The use of herbicides and pesticides should be minimized and only considered in specific circumstance (e.g., noxious weed control).

Soil Storage

Soils are typically stored in stockpiles or in perimeter berms. It is a best practice to avoid or minimize soil storage by moving stripped soil directly to areas being rehabilitated. However, this is not always possible for all stages of the operation, and the need for some soil storage may be inevitable for most operations. By employing progressive rehabilitation procedures, operators will be able to avoid substantial storage of topsoil and minimize storage of subsoil.

Soil storage affects soil quality particularly for topsoil through the degradation of soil structure as a result of compaction and a reduction in the soil fertility through the loss of organic matter and by creating anaerobic conditions that are not favourable for beneficial aerobic microbial activity. There is also a greater chance of losing valuable soil as a result of erosion and transportation of the soil to and from stockpiles. As a result, soil stored for long periods will require longer to recover and be productive.

Soil stockpiles that are lower in profile and less compacted by the pressure of the weight of the soil are more favourable storage conditions. Research suggests that stockpile heights of a metre or less will minimize the potential negative impacts associated with soil storage. However, there may be practical limitations for such a stockpile height due to space restrictions and perimeter berm height requirements for sound attenuation. In such cases, an operator should try to minimize the time the material is placed in storage. Whenever feasible, berms required for long-term purposes should be constructed of overburden materials, with vegetation to prevent erosion.

Stockpiles and berms should be immediately treated for erosion protection. Silt fencing or equivalent erosion protection measures should be used along the base of the stockpile/berm to minimize the loss of the material by erosion. Materials that are to be stored for a month or more during the growing season should be vegetated with a suitable seed mix to stabilize the soil and control weed growth. Hydroseeding may be used with an appropriate binder. Irrigating the stockpile during the heat of summer may be necessary to promote germination and seedling growth.

Material placed in stockpiles and berms outside of the growing season should be stabilized by applying a straw mulch with a tackifier, or other methods to protect the soil from erosion until it can be seeded in the spring.

Site Preparation and Landform

Once the topsoil, subsoil and, in some cases, overburden are stripped from the surface and aggregate material has been extracted to the approved depth/limit(s), the progressive rehabilitation process can be initiated as the new landform begins to take shape. The landform will consist of two main components: perimeter side slopes and the base or floor of the aggregate operation. The latter will constitute most of the site and in many cases, the only area that will be rehabilitated to an *agricultural condition*. As noted, more information on perimeter side slopes and base or floor of pit operations or quarries is available in the ARA or associated regulations, standards, and policies.

Specialty Crop Areas

Additional considerations are required for aggregate applications proposed in *specialty crop areas*. The landform created should minimize obstacles to the down slope flow, eliminate or avoid any depressions where cold air can pond on the site, and avoid across-slope constrictions along the flow pathway. There should be a pathway for cold air to drain from the site. The rehabilitated pit or quarry floor and surrounding terrain should be graded to achieve air drainage benefits.

For orchard purposes, slopes in the range of 10:1 (10%) are generally the maximum that is satisfactory for mechanized harvesting. The desirability of grading rehabilitated slopes to 10:1 (10%) must be assessed against site characteristics. For grape production, the mechanized equipment used to harvest most grapes crops in Ontario restrict slope grades to approximately 6% (17:1).

It is important to verify any minimum requirements for soil above the water table for fruit tree production. Two metres is recommended for optimal production.

Hydrogeology

The provincial standards for above water aggregate operations need to be confirmed and implemented to limit the depth of extraction appropriately. Groundwater tables fluctuate depending on precipitation and are generally established based on a monitored seasonally high condition considering long-term precipitation trends.


Separation between the water table and rehabilitated agricultural land will be additionally increased by the amount of overburden, subsoil and topsoil that is replaced on top of the pit or quarry floor. By following the provincial standards which restricts the depth of extraction and by replacing overburden and soils on the pit or quarry floor, an adequate separation will be established between rehabilitated agricultural land and the water table.

The hydrogeological report prepared for the aggregate operation should be reviewed to understand the expected extent of seasonal fluctuation and duration of the water table. This will provide the information necessary to determine the thickness and volume of material needed to achieve the required buffer.

Minimizing and Alleviating Compaction

Compaction is a common concern in agricultural rehabilitation given the amount and type of heavy equipment operating on the floor during the operation as well as the equipment used in the rehabilitation itself. Compacted soil layers can restrict drainage and root penetration, impeding agricultural operations and soil capability.

It is important to handle (strip and replace) soils under dry conditions to reduce the extent of compaction. When soil is in a dry condition it can sustain higher axle loads and higher contact pressures with fewer adverse effects than when the soils are at or above field capacity (i.e., the amount of water a certain volume of soil can hold).



Additionally, it is recommended that wide track equipment be used, as opposed to rubber-tired vehicles, as the weight of the vehicle is dispersed more evenly across the soil limiting the amount of compaction. The pressure (pascal/pounds per square inch) exerted on the soil by tracked vehicles is often less than the pressure exerted by tired vehicles. When it is necessary to use vehicles with tires (e.g., when subsoiling), the following options are recommended:

- Reduce tire pressure using manufacturer tire charts. Low speed operation is preferred as this will allow for lower tire pressures;
- Use high volume tires suitable for the tire load of the equipment to allow for lower air pressure and low speed operations; and
- Use direct-axle dual wheels.

As a best practice, the amount of equipment moving over the site should be minimized as much as possible. Traffic should be restricted to temporary access ways through the rehabilitation area.

In most rehabilitation projects, soils will be compacted through the handling and replacement process. In some operations, the overburden will be significantly compacted due to the movement, transport and stockpiling of aggregate resources upon which the subsoil and topsoil are to be placed. Remediation is a straightforward mechanical process that needs to be completed in stages. Where possible, each of the primary soil horizons (A, B and C) need to be treated individually. Methods to reduce compaction include the use of equipment referred to as rippers, subsoilers, paraplooughs or deep tillage cultivators. The effectiveness of efforts to minimize compaction depends on several factors including the soil's moisture content, texture, stoniness, and bulk density (i.e., the extent of compaction), along with the type and configuration of the equipment used, the soil conditions and the speed of which the equipment is pulled through the soil.

No single piece of equipment or specific configuration works best to alleviate compaction in all situations or soil conditions. On a site-by-site basis, some trial and error may be required before an effective method and choice of equipment is settled upon and some adjustments will likely be required throughout the rehabilitation process. The equipment manufacturers' specifications should be confirmed to determine the appropriate speed at which the subsoiler or similar implement should be pulled to maximize its effectiveness.

As with handling of soil resources, alleviating compaction should be done under relatively dry conditions. If the soil is too wet, the shanks smear the sides of the soil (particularly in finer textured soils) and will not relieve compaction. Conversely, under very dry conditions and for certain soil types, pulling a subsoiler through the soil can be very difficult, and create large clods that are difficult to breakup.

Prior to the placement of subsoil on the overburden, compaction in the overburden should be relieved. Shank spacing should range between 0.75 to 1 m. The overburden should be ripped diagonally across the site and if necessary repeated in the opposite direction to form a cross hatch. The shanks should reach depths of up to 0.6 m (2 ft). Large stones in the overburden that may interfere with ripping should be removed prior to ripping and once again afterwards. Levelling or smoothing the surface of the soil to some extent prior to placing the next layer of soil is a good practice.

Following replacement of subsoil, the floor should be ripped or deep chisel plowed using a multi-shank subsoiler to a maximum depth equal to the depth of the subsoil. Ripping should not extend to the depth of the overburden to avoid mixing of the two materials. It is important that compaction be relieved in this horizon to promote root penetration, infiltration, and development of soil structure. The subsoil should be frequently probed to ensure that compaction is relieved and to identify areas where further treatment is necessary or whether changes to the equipment or configuration are necessary. The subsoil surface should be worked to break up large lumps, roughly level any ridges and ensure there are no depressions. Any large stones should also be removed at this time.

Once the subsoil has been prepared, the topsoil can be reapplied. As with soil removal, it is important to avoid mixing the topsoil layer and underlying subsoil. Generally, compaction in the topsoil can be alleviated with the use of a chisel plough or similar piece of equipment. To avoid compacting the subsoil, it is important not to be overly concerned with breaking up compaction in the topsoil unless it is significant. Any residual compaction in the topsoil will be further alleviated because of seed bed preparation, plant roots and normal biological activity, and through the freeze-thaw process. Activity in the topsoil layer is much more dynamic than in the underlying soil horizons and is therefore better able to overcome compaction during the soil conditioning phase of the rehabilitation process.

Soil Replacement

Topsoil, subsoil and where necessary, overburden, should be handled and replaced in the opposite sequence in which they were stripped. When replacing these soil resources, the same provisions to minimize and alleviate damage from handling and compaction apply (e.g., handle dry soils, use wide tracked equipment, minimize travel, etc.).

It is necessary to pay attention to the soil depths being spread and relating this back to the pre-extraction soil depths and soil budget provided in the AIA to ensure that the right balance is achieved. Spreading soil too deeply in the early stages of progressive rehabilitation will result in shortfalls of available soils during the final stages.

When assessing the volumes of the soil resources and the redistribution of resources to areas to be rehabilitated, the operator should aim for a 90% recovery rate of materials. An operator can expect a certain amount of loss of topsoil and subsoil because of:

- erosion (wind and water) of stockpiled material and where soil remains in an unvegetated state;
- soil mixing during the stripping process; and
- incomplete recovery of materials from storage areas.

The total volume of material available for rehabilitation after the 10% loss should give the operator a conservative estimate of the amount of material available for replacement. It is important to ensure that the more valuable soil resources (topsoil and subsoil) are replaced at recommended depths on the floor of the aggregate operation.

There will be circumstances where the areas being rehabilitated are not equal to the areas being extracted (e.g., where a portion of the site is extracted below water (a surplus soil situation) or where there are adjacent legacy aggregate sites requiring rehabilitation and there is insufficient available/retained soil). In these cases, there will need to be a volume calculation and a plan developed for achieving rehabilitation outcomes. This should be assessed through the AIA.



Post-Rehabilitation Management

While the replacement of the soil resources represents a significant milestone in the rehabilitation process, there remains important soil remediation and management stages to be completed before the land can be considered rehabilitated and soils restored to the same average capability or better, where feasible. Post rehabilitation management should include the following three main components:

- soil conditioning phase;
- cropping phase; and
- post-extraction monitoring and reporting component.

Soil Conditioning Phase

It takes time to restore soil structure and porosity (i.e., permeability), organic matter content, fertility levels and conditions suitable for biologic activity, and to alleviate residual compaction using non-mechanical methods to the same average soil capability or better, based on a comparison of pre-extraction and post rehabilitation soil conditions. Yield information can be helpful in demonstrating that soil conditions have been restored.

Most of the tasks involved in the soil conditioning phase should be completed by someone with the experience and suitable equipment such as a local farmer. In many situations, the aggregate operator may enter into a long-term lease with a farmer to manage the lands as per the post-rehabilitation management plan developed for the site.

The following sections describe the tasks that should be completed as part of the soil conditioning phase. It is important to remember that these tasks should only be completed when the soils are in a dry condition and that suitably sized and equipped machinery be used to minimize potential for compaction.

Removal of Stones, Debris and Deleterious Materials

It is not uncommon for there to be a high coarse fragment content in the replaced soil. For some sand and gravel deposits, a high proportion of stones (>250 mm) and/or cobbles (75-250mm) in the topsoil can interfere with the formation of a good seedbed and limit the productivity of the soil.

Prior to preparing the seedbed for the initial crop selected for the site, all stones and cobbles more than 150 mm should be removed as they could damage farm equipment. Depending on the site conditions, stone removal may be required again following cultivation practices. Where there is a very high proportion of cobbles in the soil, it may be necessary to remove all coarse fragments greater than 75 mm to create a seedbed. Mechanical stone pickers can remove coarse fragments up to 50 mm in size if soil is very dry. Caution should be taken to ensure that the load generated by the stone picking equipment does not cause soil compaction.

In addition to naturally occurring coarse fragments, large roots and woody debris should be removed from the soil. It is also not uncommon to encounter farm-related debris such as fencing, drainage tile and plastics in the soil. This debris can interfere with the formation of a good seedbed and damage farm machinery and should also be removed.

The replacement of the overburden, subsoil and topsoil will not always result in a soil with a consistent bulk density throughout the soil profile and some subsidence may occur.

Final Grading and Cultivation

Activities such as stone removal and subsequent prescribed subsoiling to deal with residual compaction can create an uneven surface that requires final grading to level the surface, smooth out uneven areas and fill small depressional areas. Where final rehabilitation is occurring immediately adjacent to lands previously rehabilitated, the new rehabilitated surface should be graded to form a consistent boundary between the two areas.

Once the site has been properly graded, and stones and debris have been removed, the site should be tilled to prepare a seed bed. Soils can be tilled using various equipment including a mouldboard plow, chisel plow or disk harrows. The choice of equipment should depend on soil conditions (texture, moisture content, depth of topsoil, stoniness, etc.) and which method will require the least number of passes across the site (to reduce the potential for compaction). Tillage should also occur across the slope to minimize the potential for erosion.

Fertility


It is recommended that the lands initially be planted with a grass-legume mix. Depending on the time of year, a nurse or temporary crop may need to be planted (e.g., a late season crop that stabilizes the soil).

To ensure the selected seed mix successfully germinates and effectively covers the soil, soil fertility levels should support germination and seedling growth. Soil samples should be collected for the newly rehabilitated surface (i.e., the topsoil) using methods consistent with [OMAHA's Agronomy Guide for Field Crops - Soil Fertility and Nutrient Use guidelines](#).

The fertility analysis should include all the soil parameters sampled and analyzed at the pre-extraction stage. At a minimum, soils should be analyzed for primary and secondary nutrients, pH, CaCO₃ and soil organic matter (SOM).

The samples should be sent to an accredited laboratory to obtain a complete analysis of soil fertility levels and recommendations for fertilizer applications. To promote seed germination and vigorous seedling growth, it is recommended for most soils that a triple super phosphate be used (this is less important if the land is being returned to perennial woody crops). It is also recommended that a band-seeder be used to apply the fertilizer and the seed mix to the soil.

In addition to ensuring the soil fertility can support the selected seed mix, it is important to ensure that the SOM content is adequate. Low levels of SOM often lead to lower organic carbon levels and a reduction in biologic activity. This in turn can result in the breakdown of soil structure, a decrease in the water-holding capacity of the soil, an increase in the susceptibility to erosion and a reduction in soil fertility; all of which can ultimately result in lower crop yields. To offset this, measures (e.g., tillage practices, application of manure and other organic matter to the soil) should be taken to restore depleted soil organic carbon levels. This process can take several seasons of careful management, ensuring ground and surface water is not impacted. Nutrient application rates should not exceed recommendations provided in the soil fertility analyses completed by an accredited laboratory.



In most cases, there will be a need to increase the SOM content of the soil on most rehabilitated sites to improve soil fertility, soil structure and drainage. The use of animal manure and/or compost has the added benefit of improving microbial activity and levels of certain nutrients (calcium (Ca), magnesium (Mg), cation exchange capacity (CEC), SOM content and total carbon (C) compared to soils where synthetic fertilizer was applied (Bulluck et al, 2002).

Improved fertility is just one of the expected benefits of an increase in organic matter content. Other important benefits include an improvement in aggregation (stabilization of soil particles), moisture holding capacity and resistance to erosion. The extensive root systems of grasses and legumes improve soil structure and will help to break up any residual compaction in the soil.

Other potential soil amendments include:

- Inoculating soil with arbuscular mycorrhizal fungi (AMF) may improve crop growth on rehabilitated land, due to a lack of an existing AMF community;
- Spreading non-agricultural source materials (NASM) and incorporate the materials into the soil; and
- Using agricultural lime to raise soil pH where acidity is a problem. Agricultural lime can be used to establish a cover crop or an initial planting or to correct acidity caused by organic matter.

There are several matters to consider before selecting the appropriate soil amendment such as site attributes, location and legislative requirements.

Cropping Phase

Seed mixes may need to be adapted to seed availability, rehabilitation plans, etc. Regardless, site plans should include a note on general seed mix to achieve desired outcomes.

Grass-Legume Mix

It is recommended that the seed mix selected will persist over the soil conditioning phase of the rehabilitation plan. The soil conditioning phase is important because once established, a vegetative cover comprised of grasses and legumes will have several positive effects on the soil's chemical (fertility) and physical conditions. These positive effects will ultimately improve the suitability of the soil for continued crop production (both common field crop production and specialty crop production).

To be most effective, a self-sustaining vegetative crop should be in place post- soil replacement. By establishing a vegetative cover, several pedological benefits can be achieved. For example, the levels of the availability of macronutrients for plants will increase as the biomass generated annually at the surface (e.g., thatch) and within the soil (i.e., roots) dies off, decomposes, and becomes incorporated into the soil. The decomposing organic matter becomes food for soil biota beneficial to plants. It is expected that the populations of these soil microbes will increase as organic matter content increases. The soil fauna and flora include microorganisms that help to transform the organic material into products that are usable by plants. The establishment of a vegetative cover over the rehabilitated soil is expected to improve the conditions for soil fauna. Improved conditions will lead to an increase in abundance and diversity of soil biota, such as earthworms and bacteria. This in turn will lead to an improvement in soil fertility over the long term. As a result, it is expected that the soil's physical, chemical, and biologic properties will improve considerably.

Establishing a vegetative cover will minimize the potential for droughty site conditions, improve the internal drainage of the soil and decrease the potential for soil crusting and sheet erosion.

The optimum seeding period for planting in Southern Ontario is in the spring up to mid-May and up to mid-June in Northern Ontario. A seeding technique known as “band-seeding” is recommended for seeding the pit/quarry floor. Band seeding enhances seed germination and establishment of a thick vigorous crop by placing the seed and fertilizer in the optimum position in the soil.

The site should be seeded as soon as possible to stabilize the soil and reduce the potential for erosion. The seed mix selected depends on the time of year that the soil replacement procedures take place. It is recommended that a grass-legume mix be used throughout the soil conditioning phase of the rehabilitation process.

In the summer during hot and dry conditions, seeding may need to be delayed until soil moisture content returns to more suitable levels. In the fall, it may be necessary to use a quick germinating seed such as annual rye grass and reseed with the selected grass-legume mix when conditions are more appropriate in the spring. The annual rye grass will be tilled into the soil as a green manure.

The seed mix can be used both on the agricultural area and on the side slopes. On the side slopes it is important to monitor conditions frequently to be sure that the seed mix is well established to protect against erosion and suppress weeds. Spot applications of the seed mix may be necessary from time to time.

Legumes

The proposed seed mix should include at least one legume (e.g., red or white clover, Birdsfoot trefoil, alfalfa, etc.). In addition to being deep rooting, legumes are nitrogen fixers. Properly inoculated legumes host microorganisms, such as Rhizobium bacteria, in root nodules. These bacteria convert atmospheric nitrogen (N₂) into nitrogen compounds that can be used by plants. Using legumes in a crop rotation can increase nitrogen levels in the soil. Adding a legume in the seed mix will provide the grass species with enough nitrogen to sustain the vegetative cover crop and provide a nitrogen source for use by bacteria and other microorganisms that are part of a healthy soil profile.

Grasses

Grasses have fine, fibrous root systems that help to develop a granular structure in the topsoil and are sod forming. Grass roots are generally shallower than the roots of legumes but are important because the roots help to bind soil particles together, add organic matter and improve soil structure. The seed mix should include species of both bunch grasses and spreading grasses. Bunch grasses typically have simple fibrous root systems that support the plant, whereas spreading grasses have rhizomes or stolons that spread by sending out new shoots, allowing the grass to spread. These grasses tend to form good sod layers.

Once established, most suitable grass species are fast growing and relatively persistent. Some species are relatively slow to establish but are good soil builders that should be part of the seed mix. To compensate for the slow establishment of some species, fast establishing options should also be included in the seed mix.

The root system is important because it helps to hold soil in place and reduce the potential for erosion. Grass species are not nitrogen fixers like legumes, but they accumulate large quantities of nitrogen produced from the legumes in the soil which is released to the soil once the plant dies and decomposes.

Seed Mixes

It is important that the anticipated soil conditions be considered when choosing a seed mix as one recipe may be appropriate for one site but not another due to the differences in soil texture, drainage, geographic location, time of year, etc. Two examples of suitable seed mixes are provided below.

Seed mix for rehabilitated lands (i.e., pit or quarry floor):

- 16.8 kg/ha Birdsfoot trefoil (15lbs/ac)
- 2.2 kg/ha timothy (2 lbs/ac)
- 11.2 kg/ha Canada blue (10 lbs/ac)
- 5.6 kg/ha creeping red fescue (5 lbs/ac)
- 2.2-5.6 kg/ha red clover (2-5 lbs/ac)

Seed mix for controlling erosion on the steep side slopes:

- 5.6 kg/ha Kentucky bluegrass (5 lbs/ac)
- 5.6 kg/ha creeping red fescue (5 lbs/ac)
- 7.8 kg/ha meadow fescue (7 lbs/ac)
- 5.6 kg/ha chewings fescue (5 lbs/ac)
- 7.8 kg/ha turf type perennial rye (7 lbs/ac)
- 4.5 kg/ha white Dutch clover (4 lbs/ac)
- 2.2 kg/ha Birdsfoot trefoil (2 lbs/ac)

Monitoring and Reporting Component

Monitoring is a best practice that serves to inform and improve the ongoing site-specific management of rehabilitated areas and upcoming stages of progressive and final rehabilitation.

Monitoring allows for a comparison of pre- and post-extraction characteristics of a site. This comparison is important to ensure the desired policy outcomes are achieved regarding rehabilitation of a site to an *agricultural condition* post-extraction. Monitoring is also beneficial as it may lead to innovative ways to enhance agricultural rehabilitation, and can inform future policy reviews, research and revisions to best practice guidelines.

The AIA should provide recommendations that direct how progressive and final rehabilitation will be monitored on the site (i.e., monitoring program and reporting). These recommendations should be included on the site plans where appropriate. The development of a monitoring program, prepared by a qualified professional, should include reporting during all relevant stages of the rehabilitation progress, to determine the effectiveness of returning the site to an *agricultural condition*. Depending on the proposed operations of the site, the monitoring program and reporting may include:

- An overview of current operations and stage of rehabilitation;
- The frequency and timing of monitoring reports;
- A description and evaluation of the annual soil removal and storage;
- A description and evaluation of development of the rehabilitated landform;

- Documentation of soil compaction, drainage provisions and hydrogeology;
- A description and evaluation of soil replacement;
- A review of post-rehabilitation management activities and field conditions;
- A report of soil test results;
- A report of crop yields;
- A report with feedback from the farmer;
- An evaluation of the rehabilitated *agricultural condition* and soil capability, relative to baseline soil conditions documented in the AIA; and
- Recommendations on future rehabilitation activities and adjustments to best management practices.

Monitoring reports should be submitted to the MNR. These reports may also help to inform the completion of annual compliance reporting required under the ARA and any documentation that may be required by the MNR to support the surrender of a license. The MNR may consult with OMAFA on matters related to the *agricultural condition* when necessary.

Typical Operational Sequence or Phasing Plan

1. **Start Up:** establishment of initial extraction area and processing areas with associated perimeter berming requirements or soil storage areas. During this stage of operation, soils will be placed in perimeter berms or temporary storage until there are sufficient depleted areas ready for rehabilitation. Information on soil depth and distribution is used to develop a soil budget which will inform what the interim storage requirements might be or what shortfalls may exist. The direction and sequence of extraction should strive to reach limits of extraction (depth and area) in order to reach the point where rehabilitated side slopes can be established and opportunities for progressive rehabilitation are created. During these initial stages of operation, the disturbed (unrehabilitated) areas will be increasing.
2. **Ongoing Operations:** once there are depleted areas of the operation that are no longer required for extraction or associated uses, progressive rehabilitation can start. Soils from areas being prepared for extraction can be moved directly into areas that are ready for rehabilitation. In some cases, sites may require subsequent stages of berm construction that will have to be taken into account. Operational phases do not represent any specific time period and one phase may represent several years of extraction. However, a best practice for effective progressive rehabilitation is to limit stripping to the area that is required for an operational season, if possible. Where depth of soil being removed is the same depth of soil being replaced, the stripped and rehabilitated areas are approximately equal. During these stages of rehabilitation, the area being stripped or added to the disturbed areas should be approximately offset by equivalent areas being rehabilitated so that the total disturbed area remains fairly constant as regular progressive rehabilitation continues. However, there may be other operational considerations that govern the stripping to rehabilitation ratio.
3. **Final Rehabilitation:** as the resource becomes depleted and extraction rates decline, the areas required for extraction and production generally decline and the rate of rehabilitation can usually be accelerated. Pit or quarry infrastructure and product inventory are removed. Soils that were stored in interim berms or storage areas are made available to complete rehabilitation. During these stages, there is no, or minimal, new extraction areas being disturbed, and rehabilitation exceeds new disturbance so that the total disturbed area declines and eventually reaches zero.

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Appendix E – Edge Planning

Edge Planning

Municipalities should try to avoid approving non-agricultural uses that are likely to conflict with certain farming activities in or nearby *prime agricultural areas*. Where this proximity cannot be avoided, edge planning can improve compatibility between uses. For example, edge planning can help to reduce issues related to trespassing and vandalism, noise, dust, lighting, spread of weeds, pests, spray drift and odour. Edge planning is most frequently associated with the interface between residential and *agricultural uses* but could also be used for other non-agricultural uses in or adjacent to *prime agricultural areas*.

There are two main categories of ways to implement edge planning: site design and buffers. The most effective edge planning combines both if justified based on the proposed use and the potential for compatibility issues.

Site Design

Development sites can be designed to avoid, minimize and mitigate potential impacts to the *agricultural system*. This can be done on a site-specific basis or for a subdivision, for example.

Secondary plans guide *development* in more detail than in the municipal official plan. Along with including policies and maps related to land use, *infrastructure*, transportation, design, and natural heritage, secondary plans may incorporate recommendations made in an AIA. For example, parcel size, configuration, building setbacks, road patterns, location of parks and school sites, drainage patterns and location of sewer and water lines or stormwater management ponds can be designed in ways that minimize impacts to farm operations and maximize opportunities to create buffers.

Subdivisions in the interface area can be designed to incorporate the following, as appropriate:

- Roads designed to direct traffic away from agricultural areas;
- Use of road rights-of-way and low sensitivity uses (e.g., natural heritage features, public open spaces, purpose-designed buffer areas)¹⁷ to separate agricultural and non-agricultural uses; and
- Minimization of impermeable surfaces and maximization of vegetated areas to maintain water infiltration, amongst other benefits.

Buffers

Buffers are areas of land separating adjacent land uses to improve the compatibility of these land uses. They can form physical and visual barriers between uses to minimise both the cause and the perception of nuisances such as noise, light, and dust. Buffers can also prevent trespassing and associated problems such as litter, vandalism, and pets at large.

Buffer design should be appropriate to its location and function. Simple, vegetative screens may be suitable for low impact situations, while a buffer incorporating berms, fencing and plantings may be more appropriate for higher impact situations. British Columbia Ministry of Agriculture’s [Vegetative Buffers](#) document (2020) provides further guidance on buffer design.

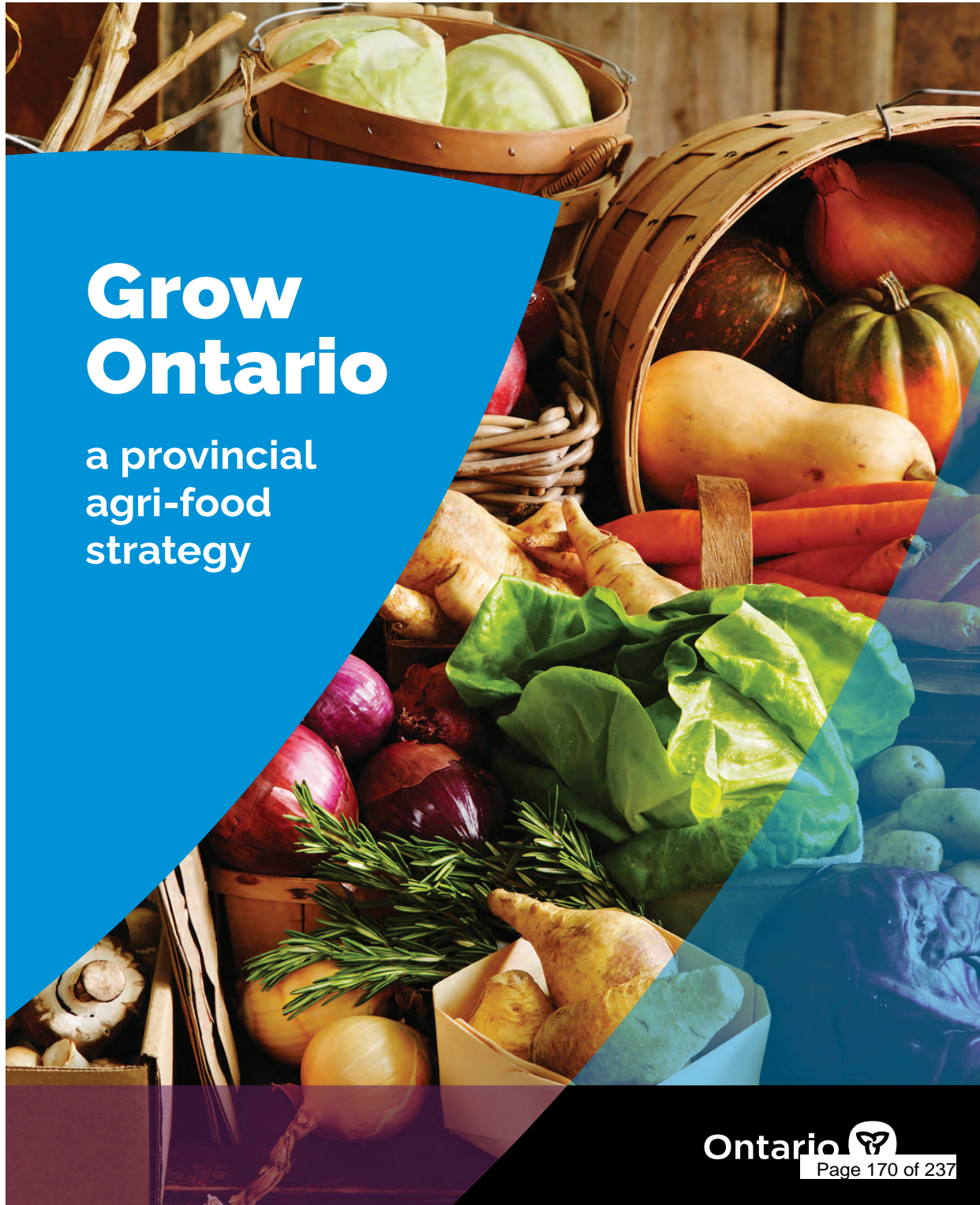
¹⁷ where possible, implemented in a manner that ensures such features are permanent should future expansions be required.

If agriculture is the existing use adjacent to a proposed non-agricultural use, buffer areas should be located within the area being developed and be implemented by the proponent to minimize impacts to agriculture. The goal is to enable non-agricultural uses and *agricultural uses* to co-exist under acceptable conditions.

Mitigation measures should be incorporated as part of the non-agricultural uses, as appropriate, within the area being developed.

The British Columbia Agricultural Land Commission's [Guide to Edge Planning](#) (2015) recommends the following setback and buffer design criteria but recognize that they should be adapted to the situation:

- Total minimum vegetation buffer of three- to 15-meters with or without additional separation between a residential *development* and abutting farmland.
- Finished height of six meters to create a visual barrier (seeing the source of a nuisance may heighten the perception of that nuisance).
- Comprised of mixed deciduous and coniferous plants with foliage from base to crown to mitigate against dust and spray drift.
- Crown density of 50 to 75 per cent to allow adequate airflow.
- Two-meter separation between the vegetative buffer and agricultural land to reduce shading, improve air circulation and enable farm equipment to manoeuvre.



Grow Ontario

a provincial agri-food strategy





A Message from the Minister

Ontario is fortunate to have a rich and diverse agri-food sector. It ranges from the grain fields of Huron and Bruce counties to pork farmers in Perth and Wellington, poultry farmers across southwestern Ontario, beef and dairy producers in northern and eastern Ontario, and to fruit and vegetable growers in Essex, the Holland Marsh and Niagara.

We have the capability and economic might to support the good things grown and made in Ontario – which is why I am proud to present **Grow Ontario**, a provincial agri-food strategy.

Over the past few years, external challenges have tested the supply chains that we depended on and broadened everyone's understanding of how our food gets from farm to fork. From supply managed sectors like dairy and poultry, to the bread baked with grains grown on the rich and fertile lands across the province, to a variety of protein sources, our food supply system is bountiful and complex.

Grow Ontario includes our vision for the future of the province's food supply chain and we do not take its strength and stability for granted.

This strategy is based on our government's belief in the importance of:

- promoting Ontario products, food and technology, supporting our agri-food sector,
- taking action to be a world leader in research and innovation, and
- celebrating all the hardworking people who have secured great jobs throughout the supply chain.

Grow Ontario was informed by the insights of dedicated farmers, Indigenous representatives, food sector leaders and businesses, including those who attended the Ontario Food Summit, as well as research roundtables and the Innovation Summit.

To ensure that our food supply system continues to be responsible and trusted, competitive on the world stage as well as a driver for economic growth in Ontario, it is important that we have an overarching plan that guides our actions in the years ahead.

Our strategy presents ambitious, tangible actions and measurable targets that will help us to monitor our progress on our commitment to ensure that our province's powerhouse agri-food sector continues to help **Grow Ontario**.

A handwritten signature in black ink that reads "Lisa M. Thompson".

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

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Grow Ontario – a provincial agri-food strategy

Ontario’s agri-food sector is and always will be a cornerstone of our thriving economy. Ontario’s farmers, food processors, grocers, transporters, and every partner along the agri-food supply chain generate \$47 billion in provincial gross domestic product (GDP), and employed one in ten Ontarians in 2021. It is critical that we maintain and grow this sector to ensure a stable, safe, high-quality, food supply and fuel sustainable economic growth.

Grow Ontario is our plan to strengthen the agri-food sector, fuel economic growth, ensure an efficient, reliable, and responsive food supply and address ongoing agri-food sector vulnerabilities through new innovations.

This strategy outlines actions to build consumer confidence, support farmers and processors, increase yields, promote Ontario-grown food, grow the agri-food talent pool, and strengthen the food supply chain – while increasing the commercialization and adoption of innovative new technologies and practices that enhance competitiveness, add productivity, create economic growth, and strengthen the sector.

Grow Ontario outlines three key priorities:

1. Strengthen Agri-food Supply Chain Stability	2. Increase Agri-food Technology and Adoption	3. Attract and Grow Ontario’s Agri-food Talent
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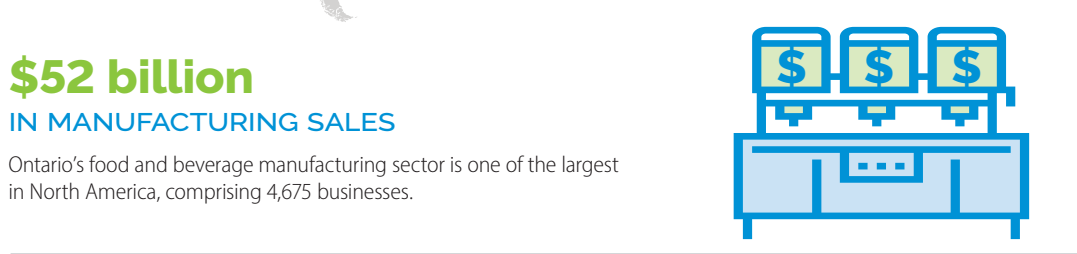
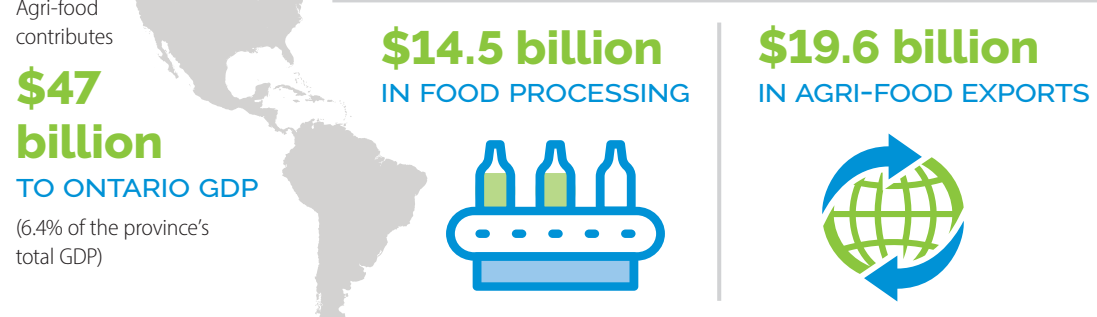
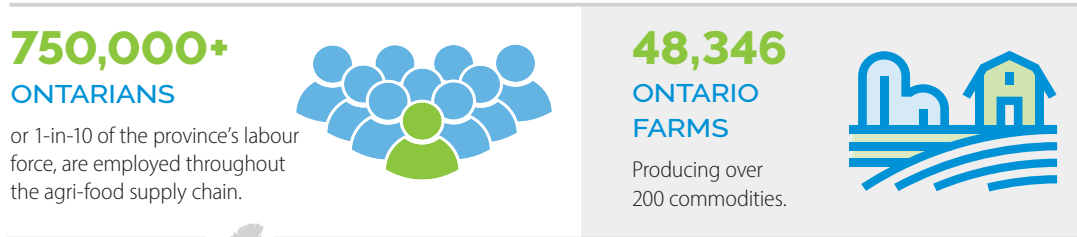
Grow Ontario provides a plan to enhance Ontario’s food supply chain and address vulnerabilities, with research and adoption of innovative new technologies and practices that enhance competitiveness. These actions will help to build consumer confidence and reinforce Ontario’s position as the food leader in Canada.

Our Vision: Together, as a Comprehensive Food Supply Chain

We will instill pride and trust in the quality and quantity of food and agricultural products produced in Ontario, grown on the foundation of a competitive and innovative agri-food industry that serves the needs of Ontarians, Canadians and the world.

Ontario's Agri-Food Sector – Facts and Figures

Ontario's agri-food sector is the largest and most diverse in Canada. It is an important economic driver for the province and Canada, and a significant jurisdiction internationally. Ontario accounts for \$14.5 billion, or 41.9% of Canada's contribution to the national food and beverage GDP, and also represents the third largest contributor of farm cash receipts in the country in 2021.



Source: 2021 OMAFRA calculations and Statistics Canada

Good Things Grow in Ontario: Did You Know?

3,793

Dairy farmers

2,437

Pork farmers

1,562

Field vegetable farms

2,763

Chicken farmers

2,792

Sheep farmers

18,194

Grain and oilseed farms

6,466

Egg farmers

250

Dairy goat farmers

1,672

Greenhouse vegetables, nursery and floriculture farms

721

Turkey farmers

1,211

Fruit and tree-nut farms

12,730

Beef farmers



Source: 2021 OMAFRA calculations and Statistics Canada



Chapter One: Strengthen Agri-food Supply Chain Stability

Ontario farmers are the root of a strong and successful food supply chain. Without their passion, commitment, and stewardship, we would not have nutritious food grown and processed close to home throughout Ontario. From grains and oilseeds – to proteins – to VQA wines, to organics, Ontario products are trusted and recognized around the world for their quality and freshness. You can find Ontario products at the grocery store, in farmers markets, at general stores, and on farms, reaffirming that good food is grown in Ontario.

The government recognizes the significant economic benefits of increasing the consumption of made-in-Ontario food, and aims to increase Ontario food consumption and build capacity for increased primary and processing production, while ensuring that the growth has local expertise as well as access to technology and equipment.

Goals

By 2032, Ontario's goal is to increase:

- the consumption of food grown and prepared in Ontario by 30%.
- the production of food grown and prepared in Ontario by 30%.
- Ontario's food and beverage manufacturing GDP by 10%.
- Ontario's agri-food exports 8% annually.

Ontario is committed to addressing processing capacity shortages through the \$25 million [Strategic Agri-Food Processing Fund](#), enabling farmers and processors to grow their businesses.

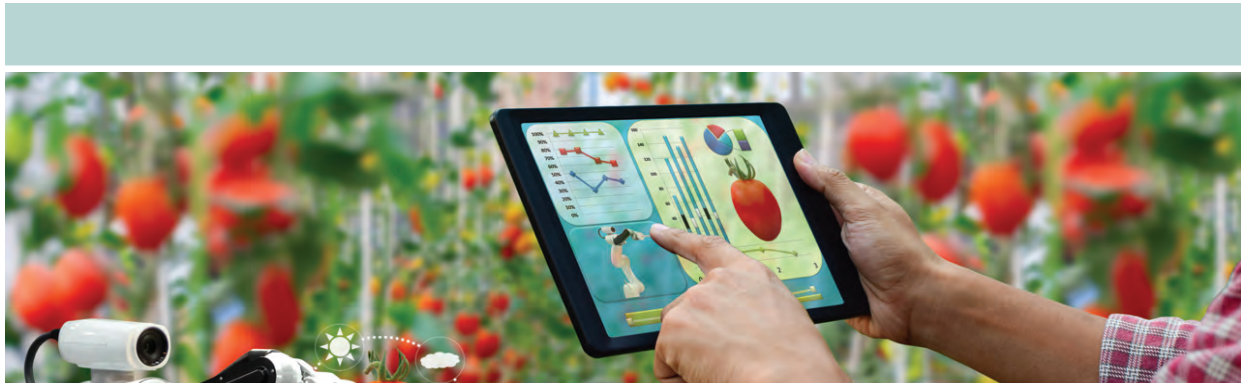


Actions

- Partner with Supply Ontario to promote, track and report Ontario agri-food procurement by Broader Public Sector (BPS) Institutions.
- Increase Foodland Ontario promotion to support Ontario production and food available for Ontarians.
- Continue to improve service standards and reduce red tape for agri-food businesses by modernizing licensing processes with accessible, online application forms and electronic payments, such as the new portal at Ontario.ca that makes it easier for farmers and businesses to obtain licences, certifications and permits to do business in Ontario.
- Through the Food Security and Supply Chain Fund (FSSCF), work with industry and invest \$10 million in measures to help strengthen the agri-food supply chain such as risk assessments, increasing warehousing capacity and upgrading inventory software.
- Support organizations and communities undertaking food supply chain initiatives to increase Ontario-grown food for Ontarians.
- Host an annual Food Summit of sector representatives from the agri-food supply chain and formally recognize innovative efforts by organizations in the agri-food sector and rural communities.
- Work with industry and build on the success of the \$25 million Strategic Agri-food Processing Fund to enhance processing capacity in Ontario through investments in major expansions and modernization of food processing facilities.
- Use technology mapping for enhanced analytics integration to better predict and respond to supply chain vulnerabilities.
- Expand investment and create the right economic conditions to expand private investment in food processing.
- Improve drainage infrastructure across the province to ensure farmers have the tools they need to support increased productive capacity and be more resilient to drought and higher intensity rainfall events.
- Promote open trade efforts, increase international and interprovincial market access for Ontario products.
- Partner with commodity groups to strengthen their supply chains through stakeholder proposed solutions.
- Support sector strategy development to address and resolve supply chain challenges.
- Partner with other ministries to expand/target appropriate rural community economic and social infrastructure such as schools, broadband, housing, and transportation to help support strong rural communities and agri-food businesses.
- Establish food inspection excellence for processing in partnership with regulated industries to ensure a safe food supply that supports a growing and diverse population.

Ontario committed \$14.4 million to construct a [new swine centre](#) and \$1.3 million for cutting-edge equipment for the [beef research centre](#) to foster innovation in Ontario's livestock industry.





Chapter Two: Increase Agri-food Innovation and Adoption

Research and innovation are critical to the success of Ontario's agri-food sector. It is through this research and innovation that Ontario's farmers have become the best stewards of the land and the environment and will continue to demonstrate leadership in sustainability. **Grow Ontario** aims to increase the creation and adoption of precision agriculture and innovative technologies to enhance competitiveness, grow market opportunities and strengthen the sector against future disruptions, including environmental.

Through the Canadian Agricultural Partnership, the [Ontario Agri-food Research Initiative](#) program invested \$2.76 million that resulted in new innovative technologies, practices, and solutions to make the sector more competitive and resilient.

Goals

- Build and maintain world-class research infrastructure to encourage the use of innovation and enhance the sustainability and profitability of the agri-food sectors.
- Over 250 patents and licences granted through Ministry of Agriculture, Food and Rural Affairs-funded research by 2030.
- Develop innovative technologies to advance uptake of new innovations.
- Ensure the translation and transfer of research into practical solutions for Ontario's agri-food sector, getting the research from the lab onto the farm.
- Grow the market for Ontario innovative technologies domestically and globally.
- Grow the use of data to support business decisions and increase efficiencies within the agri-food sector and value chain.
- Work with sectors to better measure data driven solutions.



Ontario has invested \$22 million through the Agri-Tech Innovation Program to help farmers and processors adopt new and innovative technologies.



- Expand Ontario's Soil Resource Inventory, soil mapping and the Ontario Agricultural Soil Information System (OASIS), enabling farmers to innovate and leverage technology to improve economic and environmental returns.
- Enable opportunities to support and move innovations out of the lab and into the field, process plant and marketplace, such as sponsorship of the Innovation Pavilion at 2022 Canada's Outdoor Farm Show.
- Develop programming to support commercialization, piloting and demonstrations of new technologies and to apply new innovations on farm, in processing facilities and throughout the broader supply chain.
- Conduct inter-ministerial engagement with the Ministry of Infrastructure to advance increased access to broadband in rural and remote areas.
- Utilize agri-food technology adoption working groups to generate input on priority adoption areas for the sector, such as robotics, data digitization/utilization, energy, and labour.

Actions

- Work with the sector to maintain the modern research corridor in Elora at the Ontario Beef Research Centre, the Ontario Dairy Research Centre, and the Ontario Swine Research Centre, and build the new Poultry Research Centre of Excellence, in collaboration with the Agricultural Research Institute of Ontario and the University of Guelph.
- Review the *Agricultural Research Institute of Ontario Act* and bring forward legislative amendments to meet the needs of today's farmer, including innovation and technology as a key area of focus.
- Strengthen the ongoing research program management and, working with Intellectual Property Ontario, increase agricultural intellectual property generation.
- Increase research partnerships and joint investments with the private sector.
- Enhance On Farm Applied Research and Monitoring (ONFARM), improving the efficacy of best management practices for increased productivity, soil health and water quality.
- Modernize and strengthen the agreement between the Ontario Ministry of Agriculture, Food and Rural Affairs and the University of Guelph to meet the research and innovation needs of today's agri-food sector.

Ontario is helping to address fertilizer supply challenges by investing \$2 million through the Fertilizer Accelerating Solutions and Technology Challenge, to fast-track made-in-Ontario fertilizer solutions.





Chapter Three: Attract and Grow Ontario's Agri-food Talent

In Ontario, there are over 750,000 workers, both domestic and international, who engage in all aspects of the agri-food supply chain – from farm to fork.

Workforce availability is one of the most pressing barriers facing the sector – it is a significant constraint for both growth and competitiveness and requires direct action. This strategy addresses the critical challenges facing the agri-food sector pertaining to the retention of domestic and international talent and barriers to talent attraction.

Goals

- Increase total agri-food sector employment by 10% by 2032.
- Increase the total number of large animal veterinarians practicing in Ontario.
- Attract and grow Ontario's academic and technical expertise, ensuring flexibility in education and multidisciplinary experiential learning so that students gain the high-tech skills required – including robotics, automation and genomics – to meet the needs of the modern agri-food sector.
- Recruit new talent to undertake world-class research and innovation to meet challenges of the agri-food sector and capitalize on opportunities.
- Make Ontario the destination of choice for International Agri-food Workers.

Ontario is investing \$46 million in agri-food workers, through the Enhanced Agri-Food Workplace Protection Program, to support additional measures to increase the health and safety of workers.



Actions

- Launch an initiative to increase awareness of modern agri-food careers and occupations, expanding target groups by educating, attracting, growing, and retaining agri-food talent, while increasing access to the agri-food sector for equity deserving groups.
- Increase hands-on agri-food sector job training opportunities to attract and equip prospective agri-food job seekers, including mentorship opportunities, recruitment pilot, review current programs and establish responsive training, as well as opportunities for new experiential learning in the areas of innovation advanced technologies in support of the agri-food sector.
- Work with government to leverage existing programming to develop an agri-food labour campaign to increase job entry pathways to the agri-food sector.
- Build on the success of the International Agricultural Worker Welcome Centre and provide continuing information, co-ordination and supports to assist IAWs in Ontario.
- Support efforts to increase veterinary capacity in underserved areas of the province.
- Review the *Veterinarians Act* and bring forward legislative amendments to reflect today's needs of farmers and animal owners.

Through the Canadian Agricultural Partnership, the governments of Canada and Ontario have invested [\\$4 million to increase farmers' access to veterinary services](#) when and where they need it.





Summary

Through **Grow Ontario**, we are working to ensure that consumers have access to safe, nutritious, homegrown food, now and in the future, and to ensure long-term, sustainable economic development of the agri-food sector. Informed by agri-food sector leaders and experts, this strategy outlines actions that will strengthen our food supply chain from farm to fork – building a more competitive agri-food sector that can withstand future disruptions and meet changing market needs.

By supporting agri-food research, new technologies and a progressive, technologically savvy labour force, we're enhancing our global competitiveness, creating new growth opportunities, and forging a strong supply chain that will help to bring food to store shelves and farmers markets across the province.

Ontario thanks the entire agri-food sector for its ongoing dedication and commitment to strengthening food supply chain stability and ensuring Ontarians have access to homegrown food and agricultural products every day.

We are listening and we look forward to continuing to work with you.





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613-432-4052 Fax

613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: January 14, 2026
To: Council of Admaston/Bromley
From: Fire Chief McHale
RE: Fire Chiefs Update Report

Background:

This report is for information purposes only, to provide an update on the workings and activities of the Douglas Fire Department and its members for the months of November and December 2025.

Discussion:

1. Firefighter 1 certification training has been completed and now we are awaiting test results
2. The new 2 ½ hose arrived and has been laid on the trucks
3. Four new members received new boots
4. Budget talks began for 2026
5. Douglas 9659 passed annual safety
6. The members have taken a new route for truck inventory with new lists made for each truck and each compartment given a new identification number
7. The fire hall was visited by 2 groups dropping off letters to Santa
8. Another very successful Foxy's Food Drive was held
9. Ministry of Natural Resources Fire was in contact regarding reviewing contract
10. 2 new nozzles were purchased and delivered
11. For the first time in many years, we had a firefighter injured on a call. Nothing broken, torn ligaments
12. Chief has accepted 2 resignations from volunteer firefighters. Both thanked myself and the Township for the opportunity, but life situations do not allow for the time necessary to dedicate
13. Our Christmas Fire get together was well attended
14. Firefighter remuneration was in early December
15. Several false alarm calls have taken place, all calls were to addresses that had obtained burn permits
16. The communication tower has been erected

17. We did receive \$18 000 in the Cancer Prevention Grant to help towards our second set of turnout gear
18. We have had is rise in smoke/CO detector inquiries and installs

Upcoming Events:

- The contract for FF2 certification has been submitted and is awaiting approval
- Guy Degagne from the OFM proctors group has agreed to meet with us and discuss best methods for proceeding with certification
- begin the process of ordering new turnout gear
- possible replacement of Douglas 9735
- Continue training and upkeep of all the fire equipment
- Winter checks of all 5 dry hydrants
- apply for Grant Money through Fire House Subs
- begin getting quotes and ideas for new heat solutions in fire hall

Financial Implications:

The new furnace has been budgeted for, but budget has not passed. This is an item previously discussed, so I would like to begin talks to explore options. All other costs must wait until 2026 budget is passed

Recommendation To Council:

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley accept the Fire Chiefs report as information only

DOUGLAS FIRE DEPARTMENT MONTHLY REVIEW:

November 2025:

Date	Description	Hours
1	truck checks	10
7	possible structure fire false alarm	30
9	truck checks	9
16	truck checks	6
17	lock door rescue	12
17	possible barn false alarm	14
17	possible structure fire false alarm	16
17	fire practice	34
20	tractor fire	10
24	fire practice	36
28	truck checks	10
29	I phone crash notification	14
30	maintenance	2

December 2025:

1	Practice	28
7	Truck checks	12
8	Alarm notification OHS	10
13	Truck checks	8
15	fire practice	30
16	9659 for safety	3
20	Truck checks	24
22	MVA	22
22	fire practice	20
25	MVA	20
28	Truck checks	8
28	Alarms active in home	26
28	MVA	8

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613-432-4052 Fax

613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: January 22, 2026
To: Council
From: Fire Chief McHale
Re: New vs Old Apparatus Comparative Report

Background:

On September 9, 1987, a Douglas Fire Department truck experienced a major malfunction while on route to a fire causing it to roll over. The truck was a model year 1967. This unit was replaced with a used International truck that members of the department, along with the mechanics at Buch's garage mounted a water tank onto. This unit spent as much time in the repair shop as it did the fire hall, as the axles and driveline were never manufactured to the specifications required to carry the weight of the modified truck and its' contents.

Then on September 28, 1998, the Douglas Fire Department, which was jointly owned by the Townships of Admaston, Bromley, Grattan and Wilberforce purchased and put into service a Freightliner Tandem Firetruck. This truck had the capacity to hold 2500 gallons of water and the ability to both pump and draft water. This truck was the first of its kind in Eastern Ontario and the envy of every rural Fire Department. Douglas truck 4 was the benchmark for new firefighting apparatus' throughout Renfrew County and beyond. This apparatus reached its 20 year service life (2018) and well beyond.

Discussion:

The current Industry Standard "best practice" for front line fire apparatus in a municipality of our size, is 15 years service with 5 year grace period with replacement procurement plans in place.

The organizations that speak to this are: The National Fire Protection Association (NFPA) and the Firefighters Underwriters Survey of Canada (FUS). Please find attached Technical Bulletin, from the Fire Underwriters Survey.

At recent budget talks, discussion of new vs used fire apparatus was brought forward. The main purpose of this report is to attempt to justify the purchase of a new firetruck rather than a used firetruck for the Fire Department.

With consideration of operational needs, safety requirements, long term costs and community risk, purchasing a new piece of fire apparatus is the most responsible and cost-effective decision.

First and foremost, reliability and safety are paramount in emergency response. A new firetruck, any new truck, is built to current safety and performance standards and offers maximum reliability. Used fire trucks, often come with unknown wear, hidden mechanical issues or outdated components that can lead to unexpected breakdowns. In emergency situations, equipment failure is not an acceptable risk. Douglas Fire Department avoided major loss in 2025 involving breakdowns with Douglas 9658. Both issues were severe malfunctions but were thankfully experienced during practice times. When a fire truck stops pumping water due to equipment failure, if that happens at a fire scene and members are involved in an internal attack, the results could have been tragically different.

Secondly, maintenance and lifecycle costs strongly favor a new apparatus. While a used truck may have a lower initial purchase price, it will typically require higher maintenance, more frequent repairs, and earlier major component replacement. The high percentage of the fire trucks that are available are United States models, which are built to different specs and completely different part lines. From pump parts to the actual running gear of the truck, it would mean longer wait times for part orders. Buying a used truck also limits the technicians that are licensed to work on these apparatus. These ongoing costs can quickly exceed the savings of buying used. A new fire truck includes warranties on the drivetrain, chassis and pump, significantly reducing maintenance costs during the early years of service. Also included: 2 years bumper to bumper, 5 years electrical, 7 years on the pump, 10 years corrosion and paint, and 20 years on body structure. A new unit would also arrive with a lifetime tank warranty.

Hidden costs of buying used are also within the price itself. A used fire truck will potentially not meet all the requirements of the Douglas Fire Department, all of which can be attained with a new purchase. Also, the travel costs related to viewing a used unit need to be factored in. The Department would be looking at 3-4 firefighters, and a licensed mechanic travelling across the country to actually put hands on a unit before any decision could be formed as to the validity of the purchase. Then a return trip to see that a record of the terms has been completed. With the method and costs involved in shipping, the purchase is highly likely in US dollars, which today stands at .723 cents on the dollar, brokerage fees and taxes.

Another key factor is compliance with modern standards and operational needs. New fire trucks are designed to meet NFPA standards, environmental regulations and modern firefighting tactics. A used truck may not meet safety requirements or may need costly modifications to bring it into compliance. A new apparatus is custom designed to match our department's response area, staffing and equipment needs.

Additionally, service life and long-term value favor purchasing new. A new fire truck should provide another 20 plus years of frontline service. A used truck has already consumed a significant portion of its service life, limiting its value and increasing the likelihood of replacement sooner than expected. Investing in new apparatus ensures long term protection for our community and better stewardship of public funds. In buying new, a builder will collaborate with us from initial consult to final delivery. We will be receiving professional advice as well as transparency. No middleman and no miscommunication involved. I believe that all fire truck manufactures will be committed to helping us find innovative solutions not only with the engineering of a new unit, but also with operational and budgetary needs. Support from a used dealer is uncertain and dependent upon the type or warranty available or even if will be in this country, as compared to the support, maintenance and guidance you would expect from a certified dealer.

The Douglas Fire Department could be better suited keeping Douglas 9735 until such time a new unit could be purchased, as we are better to respond in a unit we know, than to have someone else's problems in the form of a used fire truck.

In researching both new and used units, new units can be built to exact specifications, or a fire department can choose a cookie cutter style truck that can save tens of thousands in engineering costs. These manufactures have taken the most popular features and incorporated them into the build, giving the best possible benefits at a lower cost. All of the manufactures spoken to have a variable warranties on a new unit. When purchasing used, most trucks are still owned by the seller and listed by a sales company. Therefore, there is no warranty involved in purchase, as it is just a middleman salesperson acting on commission that you are actually dealing with. Used trucks are sold with a safety and pump tested, but that is the end of the service anyone would be receiving.

There are currently only 2 manufactures of new fire apparatus in Ontario. Battlesfield in Vars and Dependable in Brampton. There are 3 other manufactures in Canada, Fort Garry in Manitoba, Metalfab in New Brunswick and Carl Thibault in Quebec. Each of the 3 Ontario manufactures offer all levels of service, including the help and guidance leading up to ordering.

Shy of a new fire hall, a firetruck will always be any Township's largest investment. With such high stakes, staff will need rigorous planning, thoughtful collaboration and strategic insight before such a large acquisition.

To summarize, staff realize that a used unit will come at a lessor cost but could have potentially high maintenance and repair costs in a not too distant future. And starting out with a reduced lifespan, hidden issues and undoubtable corrosion is not being recommended. It is important to also note that in 2029 Douglas 9658 will be reaching it's 20 year life expectancy.

Financial Implications:

Original estimates have a new replacement apparatus at a cost of approximately \$800,000. Once discussions with the suppliers happen, a better understanding of cost will be realized. In my research a used apparatus that falls closest into a category of what we require is between \$400,000 and \$550,000. This includes no tools, no decals, no porta tank or ladders. There would be an unknown cost of travel to view the unit and have a safety performed to our regional standards.

Please note that suppliers have stated that a new build in the first quarter of 2026 is not viable. In addition to that, due to rising costs, the price of new apparatus increases approximately 1% per month.

People Consulted:

Fire Captains Douglas Fire Department
Tyler Jordan, Fire Chief Greater Madawaska Township
Scott Selle, Fire Chief Pembroke Fire Department
Daryl Wagner, Fire Chief Bonnechere Valley Township
Tobias Hovey, Battleshield Industries
Cam Cooke, Account Representative Dependable Emergency Vehicles
Andrew St. Michael, Owner/Operator Riverview Metal
CAO Admaston Bromley Township Jennifer Charkavi
Admaston Bromley Treasurer-Deputy CAO/Clerk Kelly Coughlin

Recommendation for Council:

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley give staff permission to begin work on a Request For Proposal for the purchase of a new pumper-tanker fire truck to replace the 1998 fire truck;

AND BE IT FURTHER RESOLVED that Council of Admaston/Bromley direct the Treasurer-Deputy CAO/Clerk to allow the funds available in the Canada Community Building Fund to be used as part of the financing for the new Fire Truck.



TECHNICAL BULLETIN

FIRE UNDERWRITERS SURVEY™
A Service to Insurers and Municipalities

INSURANCE GRADING RECOGNITION OF USED OR REBUILT FIRE APPARATUS

The performance ability and overall acceptability of older apparatus has been debated between municipal administrations, the public fire service and many others for years. Fire Underwriters Survey (FUS) has reviewed experiences across Canada and in other countries and has developed a standard for acceptance of apparatus as the apparatus becomes less reliable with age and use.

The public fire service is unique compared to other emergency services in that fire apparatus vehicles are not continuously in use. However, when in use, the apparatus is subject to considerable mechanical stress due to the nature of its function. This stress does not normally manifest itself on the exterior of the equipment. It is effectively masked in most departments by a higher standard of aesthetic care and maintenance. Lack of replacement parts further complicates long term use of apparatus. Truck and pump manufacturers maintain a parts inventory for each model year for a finite time. After that period, obtaining necessary parts may be difficult. This parts shortage is particularly acute with fire apparatus due to the narrow market for these devices.

Fire Underwriters Survey lengthy experience in evaluating fire apparatus indicates that apparatus should be designed to an acceptable standard. The standard that is accepted throughout Canada by Fire Underwriters Survey is the Underwriters' Laboratories of Canada (ULC) Standard S515 (most updated version) titled, "Automobile Fire Fighting Apparatus," which was adopted as a National Standard of Canada in September 2004. Alternatively, NFPA 1901, the Standard for Automotive Fire Apparatus (most updated version) is also accepted by Fire Underwriters Survey with respect to apparatus design. Fire apparatus should be built by recognized manufacturers and tested by a suitably accredited third party.

Fire apparatus should respond to first alarms for the first fifteen years of service. During this period it has reasonably been shown that apparatus effectively responds and performs as designed without failure at least 95% of the time. For the next five years, it should be held in reserve status for use at major fires or used as a temporary replacement for out-of-service first line apparatus. Apparatus should be retired from service at twenty years of age. Present practice indicates the recommended service periods and protocols are usually followed by the first purchaser. However, at the end of that period, the apparatus is either traded in on new apparatus or sold to another fire department. At this juncture, the unit may have one or more faults which preclude effective use for emergency service. These deficiencies include:

- a. Inadequate braking system
- b. Slow pick-up and acceleration
- c. Structurally weakened chassis due to constant load bearing and/or overloading
- d. Pump wear



FUS has modified its application of the age requirement for used or rebuilt apparatus. Due to municipal budget constraints within small communities we have continued to recognize apparatus over twenty years of age, provided the truck successfully meets the recommended annual tests and has been deemed to be in excellent mechanical condition. The specified service tests are outlined below under the heading “Recommended Service Tests for Used or Modified Fire Apparatus”. Testing and apparatus maintenance should only be completed by a technician who is certified to an appropriate level in accordance with NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*.

Insurance grading recognition may be extended for a limited period of time if we receive documentation verifying that the apparatus has successfully passed the specified tests. If the apparatus does not pass the required tests or experiences long periods of “downtime” we may request the municipal authority to replace the equipment with new or newer apparatus. If replacement does not occur, fire insurance grading recognition may be revoked for the specific apparatus which may adversely affect the fire insurance grades of the community. This can also affect the rates of insurance for property owners throughout the community.

Table 1 Service Schedule for Fire Apparatus For Fire Insurance Grading Purposes

Apparatus Age	Major Cities ³	Medium Sized Cities ⁴	Small Communities ⁵ and Rural Centres
0 – 15 Years	First Line Duty	First Line Duty	First Line Duty
16 – 20 Years	Reserve	2 nd Line Duty	First Line Duty
20 – 25 Years ¹	No Credit in Grading	No Credit in Grading or Reserve ²	No Credit in Grading or 2 nd Line Duty ²
26 – 29 Years ¹	No Credit in Grading	No Credit in Grading or Reserve ²	No Credit in Grading or Reserve ²
30 Years +	No Credit in Grading	No Credit in Grading	No Credit in Grading

¹ All listed fire apparatus 20 years of age and older are required to be service tested by recognized testing agency on an annual basis to be eligible for grading recognition. (NFPA 1071)

² Exceptions to age status may be considered in a small to medium sized communities and rural centres conditionally, when apparatus condition is acceptable and apparatus successfully passes required testing.

³ Major Cities are defined as an incorporated or unincorporated community that has:
 • a populated area (or multiple areas) with a density of at least 400 people per square kilometre; AND
 • a total population of 100,000 or greater.

⁴ Medium Communities are defined as an incorporated or unincorporated community that has:
 • a populated area (or multiple areas) with a density of at least 200 people per square kilometre; AND/OR
 • a total population of 1,000 or greater.

⁵ Small Communities are defined as an incorporated or unincorporated community that has:
 • no populated areas with densities that exceed 200 people per square kilometre; AND
 • does not have a total population in excess of 1,000.



Table 2 Frequency of Listed Fire Apparatus Acceptance and Service Tests

	<i>Frequency of Test</i>					
	@ Time of Purchase New or Used	Annual Basis	@ 15 Years	@ 20 Years <i>See Note 4</i>	20 to 25 Years (annually)	After Extensive Repairs <i>See Note 5</i>
Recommended For Fire Insurance Purposes	Acceptance Test if new; Service Test if used & < 20 Years	Service Test	Acceptance Test	Acceptance Test	Acceptance Test	Acceptance or Service Test depending on extent of repair
Required For Fire Insurance Purposes	Acceptance Test if new; Service Test if used & < 20 Years	No Test Required	No Test Required	Acceptance Test	Acceptance Test	Acceptance or Service Test depending on extent of repair
Factor in FUS Grading	Yes	Yes	Yes	Yes	Yes	Yes
Required By Listing Agency	Acceptance Test	No	No	No	N/A	Acceptance Test
Required By NFPA <i>See Note 6</i>	Acceptance Test	Annual Service Test	Annual Service Test	Annual Service Test	Annual Service Test	Service Test

Note 1: See: 'Service Tests for Used or Rebuilt Fire Apparatus' for description of applicable tests
Note 2: Acceptance Tests consist of 60 minute capacity and 30 minute pressure tests
Note 3: Service Tests consist of 20 minute capacity test and 10 minute pressure test in addition to other listed tests
Note 4: Apparatus exceeding 20 years of age may not be considered to be eligible for insurance grading purposes regardless of testing. Application must be made in writing to Fire Underwriters Survey for an extension of the grade-able life of the apparatus.
Note 5: Testing after extensive repairs should occur regardless of apparatus age within reason.
Note 6: Acceptance Tests: See NFPA 1901, Standard for Automotive Fire Apparatus
Service Tests: See NFPA 1911, Standard for Service Tests of Fire Pump Systems on Fire Apparatus, Article 5.1



SERVICE TESTS FOR USED OR MODIFIED FIRE APPARATUS

The intent of this document is to ensure that all used or modified fire apparatus, equipped with a pump or used for tanker service, essentially meet the requirements of Underwriters' Laboratories of Canada (ULC) "Standard for Automobile Fire Fighting Apparatus" S515-04 or subsequent (current) editions of the Standard. Full adherence with the following specified tests is recommended when purchasing used apparatus.

Weight Tests

Load Balance Test:

When fully laden (including a 460kg (1000 lbs) personnel weight, full fuel and water tanks, specified load of hose and miscellaneous equipment), the vehicle shall have a load balance of 22% to 50% of total vehicle mass on the front axle and 50% to 78% of this mass on the rear axle.

Distribution of mass of 33% and 67% respectively on the front and rear axles is preferable for a vehicle having dual rear tires or tandem rear axles.

For a vehicle having tandem rear axles and dual tires on each axle, a loading of between 18% and 25% on the front axle with the balance of mass on the rear axles is permissible.

Road Tests

Acceleration Tests:

2.1.1) From a standing start, the apparatus shall attain a true speed of 55 km/h (35 mph) within 25 seconds for Pumpers carrying up to 3,150 litres (700 gallons) of water.

For apparatus carrying in excess of 3,150 litres (700 gallons) or apparatus equipped with aerial ladders or elevating platforms, a true speed of 55 km/h (35 mph) in 30 seconds should be attained.

2.1.2) The vehicle should attain a top speed of at least 80 km/h (50mph).

Braking Test:

The service brakes shall be capable of bringing the fully laden apparatus to a complete stop from an initial speed of 30 km/h (20 mph) in a distance not exceeding 9 metres (30 feet) by actual measurement. The test should be conducted on a dry, hard surfaced road that is free of loose material, oil and grease.



Pump Performance Tests

Hydrostatic Test

Recent evidence of hydrostatic testing of the pump for 10 minutes at a minimum pressure of 3,400 kPa (500 psi). APPLICABLE TO NEW OR REBUILT PUMPS ONLY (see 3.3).

Priming and Suction Capability Tests

Vacuum Test:

The pump priming device, with a capped suction at least 6 metres (20 feet) long, shall develop -75 kPa (22 inches of mercury) at altitudes up to 300 metres (1000 feet) and hold the vacuum with a drop of not in excess of 34 kPa (10 inches of mercury) in 10 minutes.

For every 300 metres (1000 feet) of elevation, the required vacuum shall be reduced 3.4 kPa (1 inch mercury).

The primer shall not be used after the 10-minute test period has been started. The test shall be made with discharge outlets uncapped.

Suction Capability Test:

The pump (in parallel or series) when dry, shall be capable of taking suction and discharging water with a lift of not more than 3 metres (10 feet) through 6 metres (20 feet) of suction hose of appropriate size, in not more than 30 seconds and not over 45 seconds for 6000 L/min (1320 Igpm) or larger capacity pumps. Where front or rear suction is provided on midship pumps, an additional 10 seconds priming time will be allowed. The test shall be conducted with all discharge caps removed.

Pump Performance

Capacity Test:

Consists of drafting water (preferably with a 10 feet lift) and pumping the rated capacity at 1000 kPa (150 psi) net pump pressure for a continuous period of at least 1 hour.

Pressure Test:

Under the same conditions as in 3.3.1 above pumping 50% of the rated capacity at 1700 kPa (250 psi) net pump pressure for at least ½ hour



For additional information on the above noted tests and test procedures, the following documents provide useful data:

- Underwriters Laboratories of Canada (ULC) publication titled S515 Standard for Automobile Fire Fighting Apparatus, latest edition.
- Fire Underwriters Survey (FUS) publication titled Fire Stream Tables and Testing Data latest edition.
- International Fire Service Training Association (IFSTA) publication titled Fire Department Pumping Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1912 Standard for Fire Apparatus Refurbishing, latest edition.

For further information regarding the acceptability of emergency apparatus for fire insurance grading purposes, please contact:

Western Canada	Quebec	Ontario	Atlantic Canada
Fire Underwriters Survey 3999 Henning Drive Burnaby, BC V5C 6P9 1-800-665-5661	Fire Underwriters Survey 255, boul. Crémazie E Montreal, Quebec H2M 1M2 1-800-263-5361	Fire Underwriters Survey 175 Commerce Valley Drive, West Markham, Ontario L3T 7P6 1-800-268-8080	Fire Underwriters Survey 238 Brownlow Avenue, Suite 300 Dartmouth, Nova Scotia B3B 1Y2 1-877-634-8564

EORN Cell Gap Project Monthly Update December 2025

Regional view

	Planned	Completed	New this month
Upgrades to existing towers	311	311	n/a
New towers in service	259	159	6
New co-locations	88	77	8
Land use authority	259	254	1
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Renfrew County

	Planned	Completed	New this month
Upgrades to existing towers	25	25	n/a
New towers in service	47	36	2
New co-locations	11	10	1
Land use authority	47	46	0
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Note: data is updated by Rogers on the 15th of each month. Data provided for this update was received on December 15, 2025.

Renfrew County Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C0367	Chalk River	Town of Laurentian Hills	In-service
C1911	Deep River	Town of Laurentian Hills	In-service
C1948	Petawawa	Town of Petawawa	In-service
C4723	Petawawa Blvd. and Festubert Blvd.	Town of Petawawa	In-service
C4724	Petawawa Blvd and Sharon St.	Town of Petawawa	In-service
C4820	Petawawa and Civic Centre	Town of Petawawa	In-service
C3434	Douglas	Township of Adamston-Bromley	In-service
C3425	Eganville	Township of Bonnechere Valley	In-service
C3439	Constant Lake	Township of Bonnechere Valley	In-service
C3049	Calabogie	Township of Greater Madawaska	In-service
C1910	Mackey	Township of Head, Clara and Maria	In-service
C1912	Bisset Creek	Township of Head, Clara and Maria	In-service
C2382	Renfrew Town	Township of Horton	In-service
C3437	Killaloe	Township of Killaloe, Hagarty and Richards	In-service

Renfrew County Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C0377	Cobden	Township of Laurentian Valley	In-service
C0414	Pembroke	Township of Laurentian Valley	In-service
C2706	Barry's Bay	Township of Madawaska Valley	In-service
C2914	Combermere	Township of Madawaska Valley	In-service
C3438	Wilno	Township of Madawaska Valley	In-service
C4077	Barry's Bay Town	Township of Madawaska Valley	In-service
C0410	Renfrew	Township of McNab-Braeside	In-service
C7844	Braeside	Township of McNab-Braeside	In-service
C3436	Golden Lake	Township of North Algona Wilberforce	In-service
C2569	Highway 17 and Haley Station	Township of Whitewater Region	In-service
C4088	Highway 17 and Cobden	Township of Whitewater Region	In-service

Renfrew County Co-location Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C4084	Chalk River at Ottawa River	Town of Deep River	2026
C4087	Deep River Town	Town of Laurentian Hills	In-service
C6629	Meilleurs Bay	Town of Laurentian Hills	In-service
C8544	Janet Road at Granzies Lake	Township of Bonnechere Valley	In-service
C6623	Black Donald Lake	Township of Greater Madawaska	In-service
C8470	Highway 41 and Highway 71	Township of Greater Madawaska	In-service
C8478	Trans Canada Highway and Brent Road	Township of Head, Clara and Maria	In-service
C8487	ON-60 and Cardinal Road	Township of Killaloe, Hagarty and Richards	In-service
C6619	Halfway Lake	Township of Madawaska Valley	In-service
C8265	Highway 41 and Greenlake Road	Township of North Algona Wilberforce	In-service
C6754	RioCan Renfrew Centre	Town of Renfrew	In-service

Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8474	Trans Canada Highway at Orange Road	Town of Petawawa	2026
C8265	Colton Road and Quilty Road	Township of Adamston-Bromely	In-service
C8465	ON-60 and Haley Road	Township of Admaston-Bromley	In-service
C8625	Dunmore Road and Barr Line	Township of Admaston-Bromley	In-service
C8623	Opeongo Road West and Klondike Road	Township of Bonnechere Valley	In-service
C8704	O'Connor Road and Wolfe Road	Township of Bonnechere Valley	In-service
C8705	Boldt Road and Donegal Road	Township of Bonnechere Valley	In-service
C8511	Perrault	Township of Bonnechere Valley	In-service
C8622	Corrigan Road and Silver Lake	Township of Bonnechere Valley	In-service
C8497	Hardwood Lake	Township of Brudenell, Lyndoch and Raglan	2026

Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8533	Highway 28 and Little Ireland Road	Township of Brudenell, Lyndoch and Raglan	2026
C8620	Letterkenny Road and Lost Nation Road	Township of Brudenell, Lyndoch and Raglan	2026
C8621	Heins Road and Quadeville Road	Township of Brudenell, Lyndoch and Raglan	2026
C8702	Schutt Road and Wingle	Township of Brudenell, Lyndoch and Raglan	2026
C8706	Quadeville Road and Murk Lake	Township of Brudenell, Lyndoch and Raglan	2026
C8618	Oscar Boehme Road and River Bend Drive	Township of Brudenell, Lyndoch and Raglan	2025
C8619	Rochefort	Township of Brudenell, Lyndoch and Raglan	In-service
C8703	Gorman Lake	Township of Brudenell, Lyndoch and Raglan	In-service
C8713	Long Point Way and Inglis Road	Township of Greater Madawaska	In-service
C8498	Highway 41 and Doorley Creek Road	Township of Greater Madawaska	2026

Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8668	Denzil Lane and Upper Spruce Hedge Road	Township of Greater Madawaska	In-service
C8532	ON-41 and Dunagans Road	Township of Greater Madawaska	In-service
C8711	Glenfield Road and Matawatchan Road	Township of Greater Madawaska	In-service
C8712	Holywell Road and Mt. St. Patrick Road	Township of Grater Madawaska	2025
C8501	Trans Canada Highway and Bissett Creek Road	Township of Head, Clara, Maria	2026
C8531	Trans Canada Highway 17 at Stonecliffe	Township of Head, Clara Maria	In-service
C8637	Jim Barr Road and Mullins Road	Township of Horton	In-service
C8627	Gunns Road and Round Lake Road	Township of Killaloe, Hagarty and Richards	In-service
C8696	Simpson Pit Road and Round Lake Road	Township of Killaloe, Hagarty and Richards	In-service
C6620	Doran and Round Lake Road	Township of Laurentian Valley	In-service
C8473	Forest Lea Road at Pembroke	Township of Laurentian Valley	In-service
C8628	Doran Road and Witt Road	Township of Laurentian Valley	In-service
C8616	Dafoe Road and Micks Road	Township of Madawaska Valley	2026

Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8626	Etmanski Road and Paugh Lake Road	Township of Madawaska Valley	In-service
C8707	Stanley Olsheski Road and Hasanville Lane	Township of Madawaska Valley	In-service
C8615	Kubesheski Road and Siberia Road	Township of Madawaska Valley	In-service
C4086	Highway 17 and Glasgow Station	Township of McNab-Braeside	In-service
C8515	White Lake Road and Mountain View Road	Township of McNab-Braeside	In-service
C8636	River Road and Lochwinnoch Road	Township of McNab-Braeside	In-service
C8512	Deacon	Township of North Algona Wilberforce	In-service
C8624	Connaught Road and Bulger Road	Township of North Algona Wilberforce	In-service
C8635	Kerr Line and Magnesium Road	Township of Whitewater Region	2026
C8630	Branch Trail and Nangor Trail	Township of Whitewater Region	In-service
C8631	Westmeath Road at Westmeath Provincial Park	Township of Whitewater Region	In-service
C8632	La Passe Road and Hawthorne Road	Township of Whitewater Region	In-service
C8633	Zion Line and Pappin Road	Township of Whitewater Region	In-service
C8634	Grants Settlement Road at Grants Settlement	Township of Whitewater Region	In-service

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2026-05

A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY TO AUTHORIZE LONG-TERM BORROWING PURSUANT TO THE ISSUE OF DEBENTURES TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC") IN THE PRINCIPAL AMOUNT OF \$156,000.00 TOWARDS THE COST OF THE CAPITAL WORK(S)

WHEREAS subsection 401 (1) of the *Municipal Act, 2001*, as amended (the "**Act**") provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

AND WHEREAS subsection 408 (3) of the Act provides that the term of a debt of a municipality or any debenture or other financial instrument for long-term borrowing issued for it shall not extend beyond the lifetime of the capital work for which the debt was incurred and shall not exceed 40 years;

AND WHEREAS clause 408 (4)(a) of the Act provides that a debenture by-law shall provide for raising in each year as part of the general local municipality levy the amounts of principal and interest payable in each year under the by-law to the extent that the amounts have not been provided for by other taxes or by fees or charges imposed on persons or property by a by-law of any municipality, clause 408 (4)(b) provides that a debenture by-law shall provide for repayment of the principal in annual instalments and payment of the interest on the unpaid balance in one or more instalments in each year and clause 408 (4)(c) provides that a debenture by-law may provide for instalments of combined principal and interest;

AND WHEREAS the Council of The Corporation Of The Township Of Admaston/Bromley (the "**Municipality**") has passed the By-law(s) enumerated in column (1) of Schedule "A" attached hereto and forming part of this By-law ("**Schedule A**") authorizing the capital work(s) described in column (2) of Schedule "A" (the "**Capital Work(s)**"), and authorizing the entering into a financing agreement or rate offer letter agreement with OILC, as applicable, for the provision of temporary borrowing from OILC, pending the issue of debentures, during the period of construction of the Capital Work(s), if applicable, and authorizing long-term borrowing from OILC through the issue of debentures for the Capital Work(s) in a principal amount which does not exceed the respective maximum debenture amount set out in column (3) of Schedule "A" (the "**Maximum Debenture Amount**");

AND WHEREAS before authorizing the Capital Work(s), and before authorizing any additional cost amount and any additional debenture authority in respect thereof, the

Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and, prior to the Council of the Municipality authorizing the Capital Work(s), each such additional cost amount (if any) and each such additional debenture authority (if any), the Treasurer determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount (if any) and each such additional debenture authority (if any), would not cause the Municipality to exceed the updated limit and that the approval of the Capital Work(s), each such additional cost amount (if any) and each such additional debenture authority (if any), by the Ontario Land Tribunal pursuant to such regulation was not required;

AND WHEREAS the Municipality has submitted an application to request long-term borrowing for the Capital Work(s) through the issue of debentures to OILC and, if applicable, to request temporary borrowing from OILC pending the issue of such debentures (the "**Application**") and the Application has been approved;

AND WHEREAS the Municipality wishes to issue debentures for the Capital Work(s) in the amount(s) specified in column (5) of Schedule "A";

AND WHEREAS to provide long-term financing for the Capital Work(s) and to repay certain temporary advances in respect of the Capital Work(s) (if any), it is now deemed to be expedient to borrow money by issuing debentures in the principal amount of \$156,000.00, an amount that does not exceed the respective Maximum Debenture Amount in respect of the Capital Work(s), dated February 02, 2026 and maturing on February 02, 2041, payable in instalments of combined principal and interest on the specified dates and in the amounts as set out in Schedule "C" attached hereto and forming part of this By-law ("**Schedule "C"**"), on the terms hereinafter set forth;

NOW THEREFORE THE COUNCIL OF The Corporation Of The Township Of Admaston/Bromley ENACTS AS FOLLOWS:

1. The submission of the Application and the execution of the financing agreement or the rate offer letter agreement with OILC, as applicable, in relation to the Capital Work(s) by the Municipality are hereby confirmed, ratified and approved. For the Capital Work(s), the borrowing upon the credit of the Municipality at large of the principal amount of \$156,000.00, an amount that does not exceed the respective Maximum Debenture Amount in respect of the Capital Work(s), and the issue of debentures therefor to be repaid in instalments of combined principal and interest as set out in Schedule "C", are hereby authorized.
2. The Head of Council and the Treasurer of the Municipality are hereby authorized to cause any number of debentures to be issued for such amounts of money as may be required for the Capital Work(s) in definitive form, not exceeding in total the said aggregate principal amount of \$156,000.00, an amount that does not exceed the respective Maximum Debenture Amount in respect of the Capital Work(s) (the "**Debentures**"). The Debentures shall bear the Municipality's municipal seal and the signatures of the Head of Council and the Treasurer of the Municipality, all in accordance with the provisions of the Act. The municipal seal of the Municipality and the signatures referred to in this section may be printed, lithographed, engraved or

otherwise mechanically reproduced. The Debentures are sufficiently signed if they bear the required signatures and each person signing has the authority to do so on the date he or she signs.

3. The Debentures shall be initially issued as a single certificate in fully registered form in the principal amount of \$156,000.00, in the name of OILC, or as OILC may otherwise direct, substantially in the form attached as Schedule "B" hereto and forming part of this By-law ("**OILC Debenture**") with provision for payment of principal and interest (other than in respect of the final payment of principal and outstanding interest on maturity upon presentation and surrender) by pre-authorized debit in respect of such principal and interest to the credit of such registered holder on such terms as to which the registered holder and the Municipality may agree.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. The Debentures shall all be dated February 02, 2026, and as to both principal and interest shall be expressed and be payable in lawful money of Canada. The Debentures shall bear interest at the rate of interest as set out in Schedule "C" and shall be paid in full by February 02, 2041. Interest shall be payable in arrears as part of the instalments of combined principal and interest payable on the specified dates and in the amounts set out in Schedule "C".
6. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**") and if any date for payment is not a Business Day, payment shall be made on the next following Business Day.
7. Interest shall be payable to the date of maturity of the Debentures and on default shall be payable on any overdue amount both before and after default and judgment at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debentures for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holders any and all costs incurred by the registered holders as a result of the overdue payment. Any amount payable by the Municipality as interest on overdue principal or interest and all costs incurred by the registered holders as a result of the overdue payment in respect of the Debentures shall be paid out of current revenue. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular interest payments, such interest shall be calculated

on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.

"Prime Rate" means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of the Debentures: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the **"Prime Rate"** shall be the arithmetic mean of the rates quoted by those Reference Banks.

8. In each year in which payments of principal and interest in respect of the Capital Work(s) become due, there shall be raised as part of the Municipality's general municipal levy the amounts of principal and interest payable by the Municipality in each year as set out in Schedule "C" to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
9. The Debentures may contain any provision for their registration thereof authorized by any statute relating to municipal debentures in force at the time of the issue thereof.
10. The Municipality shall maintain a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.
11. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of the Debentures, including the OILC Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. When a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.
12. The Debentures will be transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument

of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, the Head of Council and the Treasurer shall issue and deliver a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.

13. The Head of Council and the Treasurer shall issue and deliver new Debentures in exchange or substitution for Debentures outstanding on the registry with the same maturity and of like form which have become mutilated, defaced, lost, subject to a mysterious or unexplainable disappearance, stolen or destroyed, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case when a Debenture is mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
14. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of this By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
15. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
16. Reasonable fees in respect of the Debentures, in the normal course of business, other than reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of any of the principal and interest cheques (if any) that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the

new Debentures issued in substitution; and (d) make a notation of any indemnities provided.

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if it is in writing and a copy of such notice is mailed or otherwise delivered, including delivery by electronic means, to the registered address of such registered holder.
18. The Head of Council and the Treasurer are hereby authorized to cause the Debentures to be issued, one or more of the Clerk and Treasurer are hereby authorized to generally do all things and to execute all other documents and other papers in the name of the Municipality in order to carry out the issue of the Debentures and the Treasurer is authorized to affix the Municipality's municipal seal to any of such documents and papers.
19. The money received by the Municipality from the sale of the Debentures to OILC, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Work(s) and to no other purpose except as permitted by the Act.
20. Subject to the Municipality's investment policies and goals, or its investment policy, as applicable, the applicable legislation and the terms and conditions of the Debentures, the Municipality may, if not in default under the Debentures, at any time purchase any of the Debentures in the open market or by tender or by private contract at any price and on such terms and conditions (including, without limitation, the manner by which any tender offer may be communicated or accepted and the persons to whom it may be addressed) as the Municipality may in its discretion determine.
21. This By-law takes effect on the day of passing.

By-law read a first and second time this 22nd day of January, 2026

By-law read a third time and finally passed this 22nd day of January, 2026

Michael Donohue
Mayor

Jennifer Charkavi
Clerk

The Corporation Of The Township Of Admaston/Bromley

Schedule "A" to By-law Number 2026-05

(1)	(2)	(3)	(4)	(5)	(6)
By-law	Capital Work Description	Maximum Debenture Amount	Amount of Debentures Previously Issued	Amount of Debentures to be Issued	Term of Years of Debentures
2025-11	Stone Road Sand Salt Shed Replacement	\$175,000.00	\$0.00	\$156,000.00	15 years

The Corporation Of The Township Of Admaston/Bromley

Schedule "B" to By-law Number 2026-05

No. 2026-05

\$156,000.00

C A N A D A
Province of Ontario
The Corporation Of The Township Of Admaston/Bromley

FULLY REGISTERED 4.12% DEBENTURE

The Corporation Of The Township Of Admaston/Bromley (the "**Municipality**"), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("**OILC**")

or registered assigns, subject to the Conditions attached hereto which form part hereof (the "**Conditions**"), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (February 02, 2041), the principal amount of

ONE HUNDRED FIFTY SIX THOUSAND DOLLARS

----- (\$156,000.00)-----

payable on the specified dates and in the amounts set forth in the attached Amortization Schedule (the "**Amortization Schedule**") and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money as part of the instalments of combined principal and interest from the closing date (February 02, 2026), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 4.12% per annum, in arrears, on the specified dates and in the amounts as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule, or the Conditions, as applicable, both before and after default and judgment. Provided there is no default, the amounts of the payments of combined instalments of principal and interest and the specified dates on which they are payable in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the "**OILC Act, 2011**") hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at the office of the Municipality as of the 2nd day of February, 2026

IN TESTIMONY WHEREOF and under the authority of By-law Number 2026-05 of the Municipality duly passed on the 22nd day of January, 2026 (the "**By-law**"), this debenture is sealed with the municipal seal of the Municipality and signed by the Mayor and by the Treasurer thereof.

Date of Registration: February 02, 2026

[NTD: SIGNATURE NOT REQUIRED ON FORM OF CERTIFICATE]

[NTD: SIGNATURE NOT REQUIRED ON FORM OF CERTIFICATE]

(Seal) _____

Michael Donohue, Mayor

Kelly Coughlin, Treasurer - Deputy CAO/Clerk

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: _____
Authorized Signing Officer

by: _____
Authorized Signing Officer

LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of debentures in the principal amount of \$156,000.00 dated February 02, 2026 and maturing on February 02, 2041 payable in instalments of combined principal and interest on the specified dates and in the amounts as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "**Debenture**") is the direct, general unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Ontario Land Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

February 02, 2026

Borden Ladner Gervais LLP [no signature required]

CONDITIONS OF THE DEBENTURE

Form, Denomination, and Ranking of the Debenture

1. The debentures issued pursuant to the By-law (collectively the “**Debentures**” and individually a “**Debenture**”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

Registration

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

Title

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any payment date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding payment date.
7. The Municipality shall make all payments on the Debentures on the payment dates as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the Municipality and the registered holder may agree.
8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs

as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.

13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If the Municipality fails to meet and pay any of its debts or liabilities when due, or uses all or any portion of the proceeds of any Debenture for any purpose other than for a Capital Work(s) as authorized in the By-Law, OILC may, at its option, require early repayment of the Debenture, and in such event the Municipality shall pay to OILC the Make-Whole Amount on account of the losses that it will incur as a result of the early repayment or early termination.

Notices

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if it is in writing and a copy of such notice is mailed or otherwise delivered, including delivery by electronic means, to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures

on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

Time

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

Governing Law

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

Definitions:

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the **"Prime Rate"** shall be the arithmetic mean of the rates quoted by those Reference Banks.
- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.
- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming the compounding showing in the Amortization Schedule, which a non-prepayable term loan made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

Schedule "C" to By-law Number 2026-05

Loan.....: 3172
 Name.....: Admaston/Bromley, The Corporation Of The Township
 Principal: 156,000.00
 Rate.....: 04.1200
 Term.....: 180
 Compound.: Semi-annual
 Paid.....: Semi-annual
 Matures..: 02/02/2041

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal
1	08/02/2026	8,387.19	5,200.00	3,187.19	150,800.00
2	02/02/2027	8,332.01	5,200.00	3,132.01	145,600.00
3	08/02/2027	8,174.71	5,200.00	2,974.71	140,400.00
4	02/02/2028	8,116.01	5,200.00	2,916.01	135,200.00
5	08/02/2028	7,977.49	5,200.00	2,777.49	130,000.00
6	02/02/2029	7,900.01	5,200.00	2,700.01	124,800.00
7	08/02/2029	7,749.75	5,200.00	2,549.75	119,600.00
8	02/02/2030	7,684.01	5,200.00	2,484.01	114,400.00
9	08/02/2030	7,537.27	5,200.00	2,337.27	109,200.00
10	02/02/2031	7,468.01	5,200.00	2,268.01	104,000.00
11	08/02/2031	7,324.79	5,200.00	2,124.79	98,800.00
12	02/02/2032	7,252.01	5,200.00	2,052.01	93,600.00
13	08/02/2032	7,122.88	5,200.00	1,922.88	88,400.00
14	02/02/2033	7,036.01	5,200.00	1,836.01	83,200.00
15	08/02/2033	6,899.83	5,200.00	1,699.83	78,000.00
16	02/02/2034	6,820.01	5,200.00	1,620.01	72,800.00
17	08/02/2034	6,687.35	5,200.00	1,487.35	67,600.00
18	02/02/2035	6,604.01	5,200.00	1,404.01	62,400.00
19	08/02/2035	6,474.87	5,200.00	1,274.87	57,200.00
20	02/02/2036	6,388.00	5,200.00	1,188.00	52,000.00
21	08/02/2036	6,268.27	5,200.00	1,068.27	46,800.00
22	02/02/2037	6,172.00	5,200.00	972.00	41,600.00
23	08/02/2037	6,049.92	5,200.00	849.92	36,400.00
24	02/02/2038	5,956.00	5,200.00	756.00	31,200.00

25 08/02/2038	5,837.44	5,200.00	637.44	26,000.00
26 02/02/2039	5,740.00	5,200.00	540.00	20,800.00
27 08/02/2039	5,624.96	5,200.00	424.96	15,600.00
28 02/02/2040	5,524.00	5,200.00	324.00	10,400.00
29 08/02/2040	5,413.65	5,200.00	213.65	5,200.00
30 02/02/2041	5,308.00	5,200.00	108.00	0.00

205,830.46 156,000.00 49,830.46

No. 2026-05

\$156,000.00

C A N A D A
Province of Ontario
The Corporation Of The Township Of Admaston/Bromley

FULLY REGISTERED 4.12% DEBENTURE

The Corporation Of The Township Of Admaston/Bromley (the "**Municipality**"), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("**OILC**")

or registered assigns, subject to the Conditions attached hereto which form part hereof (the "**Conditions**"), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (February 02, 2041), the principal amount of

ONE HUNDRED FIFTY SIX THOUSAND DOLLARS

----- (\$156,000.00) -----

payable on the specified dates and in the amounts set forth in the attached Amortization Schedule (the "**Amortization Schedule**") and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money as part of the instalments of combined principal and interest from the closing date (February 02, 2026), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 4.12% per annum, in arrears, on the specified dates and in the amounts as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule, or the Conditions, as applicable, both before and after default and judgment. Provided there is no default, the amounts of the payments of combined instalments of principal and interest and the specified dates on which they are payable in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the "**OILC Act, 2011**") hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at the office of the Municipality as of the 2nd day of February, 2026

IN TESTIMONY WHEREOF and under the authority of By-law Number 2026-05 of the Municipality duly passed on the 22nd day of January, 2026 (the "**By-law**"), this debenture is

sealed with the municipal seal of the Municipality and signed by the Mayor and by the Treasurer thereof.

Date of Registration: February 02, 2026

Michael Donohue, Mayor

(Seal) _____

Kelly Coughlin, Treasurer - Deputy CAO/Clerk

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: _____ by: _____
Authorized Signing Officer Authorized Signing Officer

Loan.....: 3172
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	205,830.46	156,000.00	49,830.46	

LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of debentures in the principal amount of \$156,000.00 dated February 02, 2026 and maturing on February 02, 2041 payable in instalments of combined principal and interest on the specified dates and in the amounts as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "**Debenture**") is the direct, general unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Ontario Land Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

February 02, 2026

Borden Ladner Gervais LLP [no signature required]

CONDITIONS OF THE DEBENTURE

Form, Denomination, and Ranking of the Debenture

1. The debentures issued pursuant to the By-law (collectively the “**Debentures**” and individually a “**Debenture**”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

Registration

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

Title

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any payment date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding payment date.
7. The Municipality shall make all payments on the Debentures on the payment dates as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the Municipality and the registered holder may agree.
8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs

as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.

13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If the Municipality fails to meet and pay any of its debts or liabilities when due, or uses all or any portion of the proceeds of any Debenture for any purpose other than for a Capital Work(s) as authorized in the By-Law, OILC may, at its option, require early repayment of the Debenture, and in such event the Municipality shall pay to OILC the Make-Whole Amount on account of the losses that it will incur as a result of the early repayment or early termination.

Notices

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if it is in writing and a copy of such notice is mailed or otherwise delivered, including delivery by electronic means, to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures

on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

Time

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

Governing Law

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

Definitions:

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the **"Prime Rate"** shall be the arithmetic mean of the rates quoted by those Reference Banks.
- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.
- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming the compounding showing in the Amortization Schedule, which a non-prepayable term loan made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

CERTIFICATE OF THE CLERK

To: Borden Ladner Gervais LLP

And To: OILC

IN THE MATTER OF debentures issued by The Corporation Of The Township Of Admaston/Bromley (the "**Municipality**") in the principal amount of \$156,000.00 (the "**Debentures**"), authorized by Debenture By-law Number 2026-05 (the "**Debenture By-law**");

AND IN THE MATTER OF authorizing by-law(s) of the Municipality enumerated in Schedule "A" to the Debenture By-law.

I, Jennifer Charkavi, Clerk of the Municipality, hereby certify for and on behalf of the Municipality as follows:

1. The Debenture By-law was finally passed and enacted by the Council of the Municipality on January 22, 2026 in full compliance with the *Municipal Act, 2001*, as amended (the "**Act**") at a duly called meeting at which a quorum was present. Forthwith after the passage of the Debenture By-law, the same was signed by the Head of Council and the Clerk and sealed with the municipal seal of the Municipality.
2. The authorizing by-law(s) referred to in Schedule "A" to the Debenture By-law (the "**Authorizing By-law(s)**") have been enacted and passed by the Council of the Municipality in full compliance with the Act at meeting(s) at which a quorum was present. Forthwith after the passage of the Authorizing By-law(s) the same were signed by the Head of Council and by the Clerk and sealed with the municipal seal of the Municipality.
3. With respect to the undertaking of the capital work(s) described in the Debenture By-law (the "**Capital Work(s)**"), before the Municipality exercised any of its powers in respect of the Capital Work(s), and before the Municipality authorized any additional cost amount and any additional debenture authority in respect thereof, the Council of the Municipality had its Treasurer complete the required calculation set out in the relevant debt and financial obligation limits regulation (the "**Regulation**"). Accordingly, based on the Treasurer's calculation and determination under the Regulation, the Council of the Municipality authorized the Capital Work(s), each such additional cost amount (if any) and each such additional debenture authority (if any), without the approval of the Ontario Land Tribunal pursuant to the Regulation.
4. No application has been made or action brought to quash, set aside or declare invalid the Debenture By-law or the Authorizing By-law(s) nor have the same been in any way repealed, altered or amended, except insofar as some of the Authorizing By-law(s) may have been amended by any of the other Authorizing By-law(s), and the Debenture By-law and the Authorizing By-law(s) are now in full force and effect. Moreover, the Head of Council of the Municipality has not provided written notice to the Council of the Municipality of an intent to consider vetoing the Authorizing By-law(s) and no written veto document in respect of the Authorizing By-law(s) has been given to the Clerk of the Municipality, if applicable.

5. All of the recitals contained in the Debenture By-law and the Authorizing By-law(s) are true in substance and fact.

6. To the extent that the public notice provisions of the Act are applicable, the Authorizing By-law(s) and the Debenture By-law have been enacted and passed by the Council of the Municipality in full compliance with the applicable public notice provisions of the Act.

7. None of the debentures authorized to be issued by the Authorizing By-law(s) have been previously issued other than those that are set out in column (4) of Schedule "A" to the Debenture By-law (if any).

8. The Municipality is not subject to any restructuring order under Part V of the Act or other statutory authority, accordingly, no approval of the Authorizing By-law(s), of the Debenture By-law and/or of the issue of the Debentures is required by any transition board or commission appointed in respect of the restructuring of the Municipality.

9. The Authorizing By-law(s), the Debenture By-law and the transactions contemplated thereunder do not conflict with, or result in a breach or violation of any statutory provisions which apply to the Municipality or any agreement to which the Municipality is a party or under which the Municipality or any of its property is or may be bound, or, to the best of my knowledge, violate any order, award, judgment, determination, writ, injunction or decree applicable to the Municipality of any regulatory, administrative or other government or public body or authority, arbitrator or court.

DATED at the office of the Municipality as of the 2nd day of February, 2026.

Jennifer Charkavi, Clerk

CERTIFICATE OF THE TREASURER

To: Borden Ladner Gervais LLP

And To: OILC

IN THE MATTER OF a debenture issued by The Corporation Of The Township Of Admaston/Bromley (the "**Municipality**") in the principal amount of \$156,000.00 (the "**Debenture**"), authorized by Debenture By-law Number 2026-05 (the "**Debenture By-law**");

AND IN THE MATTER OF authorizing by-law(s) of the Municipality enumerated in Schedule "A" to the Debenture By-law.

I, Kelly Coughlin, Treasurer - Deputy CAO/Clerk of the Municipality, hereby certify for and on behalf of the Municipality as follows:

1. The Municipality has received from the Ministry of Municipal Affairs and Housing its annual debt and financial obligation limit for the relevant year(s).
2. With respect to the undertaking of the capital work(s) described in the Debenture By-law (the "**Capital Work(s)**"), before the Council of the Municipality authorized the Capital Work(s) in an amount that did not exceed the respective Maximum Debenture Amount, defined in the Debenture By-law, and before authorizing any additional cost amount and any additional debenture authority in respect thereof, the Treasurer calculated the updated relevant debt and financial obligation limit in accordance with the applicable debt and financial obligation limits regulation (the "**Regulation**"). The Treasurer thereafter determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount (if any) and each such additional debenture authority (if any), would not cause the Municipality to reach or to exceed the relevant updated debt and financial obligation limit as at the date of the Council's approval. Based on the Treasurer's determination, the Council of the Municipality authorized the Capital Work(s), each such additional cost amount (if any) and each such additional debenture authority (if any), without the approval of the Ontario Land Tribunal pursuant to the Regulation.
3. In updating the Municipality's relevant debt and financial obligation limit(s), the estimated annual amounts payable described in the Regulation were determined based on current interest rates and amortization periods which do not, in any case, exceed the lifetime of any of the purposes of the Municipality described in such section, all in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the relevant Public Sector Accounting Board.
4. The term of the Debenture issued in respect of the Capital Work(s), together with the term of any refinancing debentures issued or authorized to be issued (if any), does not exceed the lifetime of the Capital Work(s).
5. The principal amount now being financed through the issue of Debenture in respect of the Capital Work(s), together with the amount of any refinancing debentures issued or

authorized to be issued (if any), does not exceed the net cost of each such Capital Work and does not exceed the Maximum Debenture Amount, defined in the Debenture By-law, for such Capital Work(s).

6. If OILC has agreed to purchase the Debenture before the Municipality incurred any capital expenditures for the Capital Work(s), the Municipality will apply the money received from OILC from the sale of the Debenture to pay such capital expenditures up to an amount that does not exceed the Maximum Debenture Amount, defined in the Debenture By-law.

7. The money received by the Municipality from the sale of the Debenture issued pursuant to the Debenture By-law, including any premium, and any earnings derived from the investment of that money after providing for the expenses related to their issue (if any) shall be apportioned and applied to the Capital Work(s), and to no other purpose except as permitted by the *Municipal Act, 2001*.

8. On or before February 02, 2026, I as Treasurer - Deputy CAO/Clerk, signed the fully registered debenture in the principal amount of \$156,000.00 dated February 02, 2026, registered in the name of Ontario Infrastructure and Lands Corporation as authorized by the Debenture By-law (the "**OILC Debenture**").

9. On or before February 02, 2026, the OILC Debenture was signed by Michael Donohue, Mayor of the Municipality and sealed with the seal of the Municipality.

10. The said Michael Donohue is the duly elected Mayor of the Municipality and I am the duly appointed Treasurer - Deputy CAO/Clerk of the Municipality and we were severally authorized under the Debenture By-law to execute the OILC Debenture in the manner aforesaid and the OILC Debenture is entitled to full faith and credence.

11. The OILC Debenture is in all respects in accordance with the Debenture By-law and in issuing the OILC Debenture the Municipality is not exceeding its borrowing powers.

12. No litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the issue and delivery of the OILC Debenture or in any manner questioning the proceedings and the authority under which the same is issued, or affecting the validity thereof, or contesting the title or official capacity of the said Mayor or myself as Treasurer - Deputy CAO/Clerk of the Municipality, and no proceedings for the issuance of the OILC Debenture or any part of it has been repealed, revoked or rescinded in whole or in part.

13. As of the date hereof the certifications, representations and warranties set out in the Certificate of the Treasurer Requesting Debenture Financing delivered to OILC in connection with the issuance of the Debenture are true and correct.

DATED at the office of the Municipality on the 2nd day of February, 2026.

Kelly Coughlin, Treasurer - Deputy CAO/Clerk

ACTION TRACKING LIST

Date	Item	Assigned To	Due Date	Updated Information
				NEW
Date	Item	Assigned To	Due Date	Current Status
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.
October 2021	Forced Roads	Clerk	continuing	Staff are to investigate a policy for the assumption of forced roads.
Sept. 2023	Douglas Beach	CAO/Clerk	continuing	Investigate ideas to rejuvenate beach
Jan. 2025	Fire Hall Needs Analysis	CAO/Clerk & Fire Chief	2025	Determine the needs and requirements of a Fire Hall for a Volunteer Fire Department
Jan. 2025	Barr Line Community Centre Review	CAO/Clerk	2025	Develop a recommendation of future of BLCC
Jan. 2025	Comprehensive Zoning By-law Review	CAO/Clerk & County Planning Division	2025	Complete a review and revision of the Comprehensive Zoning By-Law
Jan. 2025	Taste of the Valley	CAO/Clerk	2026	Taste of the Valley 2026
June. 2025	Strategic Plan Action Tracking List Quarterly	CAO/Clerk	continuing	quarterly updates
Sept. 2025	Waste Management Update	CAO/Clerk & Public Works Superintendent	continuing	quarterly updates

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2026-07

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD JANUARY 22nd, 2026.**

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 22nd day of January, 2026 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 22nd day of January 2026.

READ a third time and finally passed this 22nd day of January 2026.

Mayor

CAO/Clerk

**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: February 5, 2026
To: Council
From: Jennifer Charkavi
Re: Bonnechere Valley Recreation Agreement

At the January 22, 2026 Council meeting, the proposed agreement for recreation services with the Township of Bonnechere Valley was presented. Council requested by resolution that the agreement be deferred until associated usage could be presented. Staff were able to get statistics for 2025. Without an agreement the cost to Admaston/Bromley residents is a \$200 non-user fee.

Hockey - 8
CanSkate - 8

Total - 16 x \$200 = \$3200

Additionally, in the 2026 draft budget costs to join the swimming have been included, without an agreement an additional \$200 will be charged as well to participants. We do not have any statistics from swimming yet as this will be our first year.

The amounts reflected in the draft 2026 budget include the costs for recreation services from Bonnechere Valley through the new agreement. At this time Admaston/Bromley is saving just over \$1000 by entering into this agreement.

Discussion:

Staff from both Townships are recommending a 5-year agreement.

Financial Implications:

Year	Cost to Admaston/Bromley	
Date	Amount	# of Participants
2025	\$2080.80	16
2026	\$2122.42	
2027	\$2164.86	
2028	\$2208.16	
2029	\$2252.32	
2030	\$2297.37	

People Consulted:

CAO - Bonnechere Valley
Treasurer/Deputy CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Admaston/Bromley Council enter into an agreement for Recreation services with the Township of Bonnechere Valley for the years 2026, 2027, 2028, 2029 and 2030 by adopting By-Law 2026-06.

AGREEMENT

Made this day of January 2026

BETWEEN

The Corporation of the Township of Admaston/Bromley

AND

The Corporation of the Township of Bonnechere Valley

WHEREAS the Township of Bonnechere Valley is the owner of recreational parks and facilities located within the Township of Bonnechere Valley;

AND WHEREAS the Township of Admaston/Bromley wishes its residents to have access to the programs and facilities of the Township of Bonnechere Valley;

AND WHEREAS the Township of Bonnechere Valley is prepared to grant such permission to the residents of the Township Admaston/ Bromley;

THEREFORE the parties hereto agree as follows:

1. Residents of the Township of Admaston/ Bromley shall be permitted to participate in activities and programs and to use all the facilities of the Township of Bonnechere Valleys recreational facilities in the same manner and on the same conditions as residents of the Township of Bonnechere Valley.
2. At the end of each year the Township of Bonnechere Valley shall submit a list of Township of Admaston/Bromley users of recreational facilities in Bonnechere Valley Township as outlined in paragraph 1.
3. At the beginning of each year the Township of Bonnechere Valley shall submit an invoice to the Township of Admaston/ Bromley outlining the cost of providing recreation services for the coming year.
4. The costs shall be \$2122.42 per year beginning in 2026 and have a 2% increase each year thereafter.
 - a. 2026 - \$2122.42
 - b. 2027 - \$2164.86
 - c. 2028 - \$2208.16
 - d. 2029 - \$2252.32
 - e. 2030 - \$2297.37
5. This agreement shall be for a period of five (5) years commencing January 1, 2026.
6. Either party may terminate this agreement at the end of each calendar year upon the giving of sixty (60) days notice in writing to the other party at its Municipal Office.
7. This agreement may be amended by the parties to the agreement, by mutual agreement at any time after commencement.
8. **IN WITNESS WHEREOF** the Parties hereto have hereunder set their hand and the corporate seal on the date written above

Signed and Sealed and delivered
In the Presence of

The Corporation of the Township of Admaston/Bromley

Witness

Mayor Michael Donohue

Witness

CAO/Clerk Jennifer Charkavi

The Corporation of the Township of Bonnechere Valley

Witness

Mayor Jennifer Murphy

Witness

CAO/Clerk Treasurer Annette Gilchrist

**Township of Admaston/Bromley
477 Stone Road, R.R. #2
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REPORT

Date: February 5th, 2026
To: Council
From: Jennifer Charkavi
Re: Douglas Recreation Multi-Day Fundraising Events

Background & Discussion:

In order to be deemed an event of municipal significance, the event requires a designation by the municipality in which the event will take place. Special Occasion Permits (SOP) applications to the Alcohol Gaming Control Ontario (AGCO) for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant.

A request came in from the Douglas Recreation Committee for a new fundraising initiative to help with the extra costs that will be incurred with the rehabilitation of the Douglas Recreation Centre through the Community Sport and Recreation Infrastructure Fund.

Douglas Recreation would like to run a series of fundraising events to generate the funds needed to support the Community Sport and Recreation Infrastructure Fund grant that we were awarded to rebuild the outdoor rink in Douglas. These events would consist of a food offering followed by entertainment in the form of live music, cards, trivia, etc. and would be monthly on a Friday night with dates being March 6th, April 17th, and May 8th, 2026. Alcohol will also be sold and as such a Special Occasion Permit for alcohol is required.

Financial Implications:

None.

People Consulted:

Jesse Welch, Douglas Recreation Committee

Recommendation for Council:

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley grants permission to the Douglas Recreation Committee to hold monthly events on Friday nights with dates being March 6th, April 17th, and May 8th, 2026, in Douglas and that the said event be designated as a community event and conducted for the enjoyment and betterment of the community.

AND BE IT RESOLVED THAT the fundraising events are to help offset the costs of the Douglas Outdoor Rink re-habilitation project.

DATE: *January 15, 2026*
TO: *Township of Admaston/Bromley*
FROM: *Douglas Recreation Committee*
RE: *Request for Municipal Resolution*

Dear Township of Admaston/Bromley Council,

Douglas Recreation would like to run a series of fundraising events to generate the funds needed to support the Community Sport and Recreation Infrastructure Fund grant that we were awarded to rebuild the outdoor rink in Douglas. These events would consist of a food offering followed by entertainment in the form of live music, cards, trivia, etc. and would be monthly on a Friday night with dates being March 6th, April 17th, and May 8th. We would also like to apply for a Special Occasion Permit for these events which requires a Municipal Resolution. We believe these fundraisers to support the Douglas Rink Rehabilitation Project would be "municipally significant" to our mutual goal of improving recreation in the Township.

Sincerely,

Douglas Recreation Committee

**Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5**

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REPORT

Date: February 5, 2026
To: Council
From: Jennifer Charkavi / Steve Visinski
Re: Agreement for Environmental Monitoring Program

Background:

Staff were required to issue a Request for a Proposal for the Environmental Monitoring Program for our Landfill and two (2) Transfer Sites, as our current proposal expired December 31, 2025. However, the reporting due in March 2026 will be a requirement of the existing consulting firm along with repairing the drive points that they identified in 2025.

Discussion:

D.M. Wills was the successful proposal. An Agreement has now been presented to solidify the proposal. D.M. Wills has also been retained by Greater Madawaska in September 2025 for their monitoring program, as well, D.M. Wills has also completed a Municipal Drain project for the Township of Laurentian Valley.

Financial Implications:

There are no budget implications at this time as the financial proposal submitted by D.M. Wills is within budget for 2026.

Recommendation for Council:

BE IT RESOLVED THAT Council adopt By-Law 2026-09, being a by-law to authorize the Mayor and Clerk to execute an Agreement with D.M. Wills for Environmental Monitoring and Reporting at waste sites.



D.M. Wills Associates Limited
Standard Terms and Conditions

This Agreement, made this 29 day of January, 2026 by and between **D.M. Wills Associates Limited** (hereinafter called "Wills"), located at 150 Jameson Drive in Peterborough, Ontario and Township of Admaston/Bromley (hereinafter called "Client"), address: 477 Stone Road, Renfrew, ON, K7V 3Z5

The parties agree as follows:

The Contract Documents (hereinafter called "Contract Documents") for this Agreement consist of these Wills Standard Terms and Conditions, any Work Order(s) (the form of which is attached as **Exhibit A**) issued hereunder, any proposals, attachments, change orders, exhibits, specifications and/or drawings, attached to or referenced in the Work Order, and all modifications issued after the execution of this Agreement.

1.0 Services

Wills agrees to perform the Services as set forth in the Work Order (the "Services"), subject to the Terms and Conditions stated herein. The Client shall designate in writing a person to act as the Client's representative with respect to the Services. Such person shall have complete authority to transmit instructions, receive information, and interpret and define the Client's policies and decisions with respect to the Services. Wills is authorized to rely fully on such instructions and information provided by such person.

2.0 Payment

The Client agrees to pay Wills for the Services such amount as indicated in the Work Order(s).

Invoices will be submitted upon completion of milestones or on a monthly basis for services performed and expenses incurred during the period, unless otherwise agreed. Payment will be due upon receipt. Interest will be added to accounts in arrears net 30 days of invoice date at the rate of one (1) percent per month (12 percent per annum) or the maximum rate allowed by law, whichever is less, of the outstanding balance. The Client will reimburse Wills for all reasonable legal fees, court costs, and other costs incurred to effect or ensure collection from the Client.

When Wills engages the services of sub-consultants or contractors to participate in a project, Wills shall include the sub-consultants' or contractors' invoiced amount plus a service charge of 5% of the value of the sub-consultant or contractor work in the invoice to the Client.

If payment of invoices by the Client is not made as required in this Agreement, Wills may, at any time and at its option, suspend further work entirely or suspend further work until the Client restores payment to a current basis and, if Wills desires, provides advance payments for further Services.



If Wills or the Client terminates this Agreement prior to the performance in full of Wills' Services, the Client shall remain fully liable for, and shall promptly pay Wills for, all Services and expenses incurred by Wills to the date of termination.

When Wills requires the payment of a retainer before commencing work, the value of said retainer shall be applied to the final invoice issued for the work.

3.0 Termination

These standard terms and conditions shall apply to the specific scope of work outlined in the Work Order and shall cease to be in effect upon the completion of the work outlined in the Work Order.

This Agreement, and the work contemplated herein, may be terminated by either party prior to the completion date as a result of any of the following:

- a) The occurrence of an Unexpected Contingency as defined in Section 13, where Wills does not elect either to renegotiate the terms of this Agreement or to suspend performance during the Unexpected Contingency;
- b) The breach by the other party of any term of this Agreement, including, but not limited to, failure by the Client to remit payment in accordance with Section 2; or
- c) The frustration of this Agreement.

3.1 Notice of Termination

This Agreement may be terminated by either party upon 30 days' written notice to the other party. Either party may terminate this Agreement upon 10 days' written notice to the other party if the other party is in default of its obligations under this Agreement. The defaulting party shall have five (5) days to cure or take reasonable steps towards curing such default.

3.2 Effect of Termination

In the event this Agreement is terminated for whatever reason, the Client shall forthwith pay to Wills all amounts, including all expenses and other charges payable as at the date of termination as set forth in the Work Order(s), together with all obligations incurred or committed to by Wills in providing the Services or as a result of the termination of this Agreement.

In the event of termination, this Agreement shall become null and void and have no effect and any liability on the part of Wills, their officers, directors, employees, owners, agents, contractors, sub-consultants, successors and permitted assigns in respect of this Agreement, except for liability of a party pursuant to Section 2, hereof and except that the provisions of Section 2 shall remain applicable.



3.3 Release of Material

In the event of termination, Wills shall provide all material related to the work file once, and only once, all outstanding accounts have been paid in full in accordance with Section 2. Upon project termination, Wills bears no liability at the point of undertaking by the client, another consultant or contractor.

4.0 On-Site Services

When Wills' Services are provided on an active job site, it is understood that the Client and/or the Client's contractors will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and compliance with Occupational Health and Safety regulations in the jurisdiction in which the Services are being performed, and that these requirements will apply continuously and not be limited to normal working hours.

Any monitoring of the Client's contractors' performance conducted by Wills' personnel does not include review of the adequacy of the contractors' safety measures in, on, or near the work site.

Additionally, unless included within the scope of the Services with the Client, Wills takes no responsibility for budgetary or schedule matters associated with the contractors' performance other than for contractors retained directly by Wills, nor does Wills take any responsibility for the adequacy and reliability of any procedure or analyses performed by the Client's contractor(s).

5.0 Access

The Client shall furnish Wills and its sub-consultants and contractors with access and right of entry onto any premises that are subject to the Work Order, and if such premises are not owned by the Client, the Client represents and warrants that it has full permission to allow Wills and its sub-consultants and contractors onto the premises. Such access, right of entry or permission shall be sufficient to enable the performance by Wills of the Services.

Wills shall take reasonable precautions to minimize damage to the land or premises from its operations, but Wills has not included in its fee the cost of the repair of damage that may result from its operations. If Wills is required to restore the land or premises to their former condition, the cost will be added to Wills' fee and paid by the Client.

6.0 Underground Structures

It is the responsibility of the Client to provide Wills with assistance in locating underground structures and utilities in the vicinity of any construction, exploration or investigation. If neither party can confirm the location, the Client agrees to accept all liabilities and costs associated with the repair, replacement or restoration of any damage caused by Wills or its sub-contractor(s) in the performance of the Services.



Wills shall also rely upon third-party sources in order to determine the existence and location of any underground structures and utilities of any kind. The Client hereby acknowledges that Wills may rely on such third party advice, so long as such third party is a reasonable source for such information, without any requirement that Wills shall make independent evaluation or investigation of such underground structures and utilities. In the event that the information supplied by third parties is incorrect, the Client acknowledges that Wills shall not be responsible for any damage or any consequential damage done to any such subsurface structures or utilities.

The Client agrees to indemnify, defend and hold harmless Wills and its present and future officers, directors, employees, owners, agents, contractors, sub-consultants, successors and permitted assigns from and against all claims, damages, losses, expenses, fines or penalties, whether direct, indirect, economic, consequential or otherwise, whether or not relating to bodily injury, illness, death, property damage or any other source, including but not limited to fees and charges of lawyers and investigative and discovery costs, court and arbitration costs, arising out of, related to, or based upon damage to or difficulty in locating underground structures and utilities.

Special risks are inherent and occur whenever engineering or related disciplines are requested to identify underground structures or sub-surface conditions. A comprehensive sampling and testing program implemented in accordance with a professional standard of care may fail to detect certain conditions. The limit of refusal, environmental, geological, geotechnical, geochemical, hydrogeological and all other conditions, Wills or its sub-consultant interprets to exist between exploration points, may differ from those that actually exist.

7.0 Reliance on Client

The Client shall be obligated to furnish to Wills all existing studies, reports and other available data, and work done by the Client or by other contractors retained by the Client pertinent to the Services, or reports done by others for which the Client has received reliance (such information, materials and work are referred to herein collectively as the "Client Information"). Wills shall be entitled to rely upon all such information and work in performing the Services.

During the course of this work, Wills may also rely on certain information provided by government officials (at any level) and other parties and on information contained in the files of government agencies available to Wills at the time of the study (such information is referred to herein as the "Official Information"). Wills shall not attempt to independently verify, and shall have no responsibility for, the accuracy, completeness, workmanship or any other aspect of the Official Information and the Client Information, except where explicitly as part of the Work Order. Wills shall not begin to investigate or verify any works prior to receiving written authorization to proceed or enter the property.



8.0 Ownership of Documents and Samples

All documents which Wills prepares, including, without limitation, drawings, estimates, analyses, specifications, field notes, and data (including any copies thereof) constitute the intellectual property of Wills and all copyrights relating thereto are and remain the property of Wills. Wills shall retain all pertinent records relating to the Services for a period of seven (7) years following submission of a report by Wills, during which period the records will be made available to the Client at all reasonable times after full payment of Wills' fees and expenses.

If it is necessary for the performance of the Services for Wills or any sub-contractor to take samples of any sort, including, without limitations, samples of soil, rock, or water, such samples shall remain the property of the Client although they are being handled, transported and disposed of by Wills or such sub-consultant or contractor. The cost for all such transport, handling and disposal shall be the responsibility of the Client.

9.0 No Third-Party Reliance

All Services are provided solely for the benefit of the Client and not for the benefit of any other party. No party other than the Client shall be entitled to rely on the Services or any information, documents, records, data, interpretations, advice or opinions or other materials given to the Client by Wills in the performance of the Services. The Services relate solely to the specific project for which Wills has been retained under this Agreement and shall not be used or relied upon by the Client or any third party for any variation or extension of this project, any other project or any other purpose. Any unpermitted use by the Client or any third party shall be at the Client's or such third party's own risk.

The Client agrees to indemnify, defend and hold harmless Wills and its present and future officers, directors, employees, owners, agents, contractors, sub-consultants, successors and assigns from and against all claims, damages, losses, expenses, fines or penalties, whether direct, indirect, economic, consequential or otherwise, whether or not relating to bodily injury, illness, death, property damage or any other source, including but not limited to fees and charges of lawyers and investigative and discovery costs, court and arbitration costs, arising out of, related to, or based upon, any unpermitted use of the Services or of any information, documents, records, data, interpretations, advice or opinions or other materials given to the Client by Wills.

10.0 Standard of Care

Wills agrees to use reasonable care, skill, competence and judgment in the performance of its Services hereunder which are generally consistent with professional standards for individuals providing similar services at the same time, in the same locale, and under like circumstances.



Wills and any sub-consultant will endeavour to alert the Client regarding any matter they become aware of and believe requires immediate attention to help protect public health and safety. If the client decides to disregard Wills' recommendation(s), Wills and its sub-consultants have the right to terminate this agreement without penalty or recourse from the owner.

11.0 Limitation of Liability and Indemnification

Each party agrees to indemnify, defend and hold harmless the other party and its present and future officers, directors, employees, owners, agents, contractors, sub-consultants, successors and assigns from and against all claims, damages, losses, expenses, fines or penalties, whether direct, indirect, economic, consequential or otherwise, whether or not relating to bodily injury, illness, death, property damage or any other source, including but not limited to fees and charges of lawyers and investigative and discovery costs, court and arbitration costs, arising out of, related to, or based upon the gross negligence or willful misconduct of the indemnifying party or a breach of this Agreement by the indemnifying party.

The Client shall be obligated to promptly report any failure by Wills to conform to the agreed standard of care in writing to Wills within three (3) months after completion of the Services, whereupon Wills shall, at its option, correct such nonconformity or reimburse the Client the price of the nonconforming work provided. This shall constitute the exclusive remedy of the Client under this Agreement.

Wills and its sub-consultants and contractor(s) shall in no event be liable to the Client, any successors in interest or any beneficiary or assignee for punitive, consequential, or indirect damages arising out of this Agreement or any breach thereof, whether based upon loss of use or lost profits, revenue or interest, or otherwise, whether or not such loss or damage is based on contract, warranty, negligence, indemnity or otherwise.

Notwithstanding anything to the contrary contained in this Agreement, the aggregate liability of Wills for any and all claims, damages, injuries, losses (including reasonable lawyers' fees and legal costs) and other liabilities of any kind under this Agreement, including, without limitation, for negligence, professional negligence, gross negligence, and breach of contract, fundamental or otherwise, shall not exceed the lesser of Wills compensation under this Agreement or \$50,000.

Wills shall neither create nor contribute to the creation of any hazardous, radioactive, toxic, pollutant, or otherwise dangerous substance or condition ("pollutants"), at the site, and our compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposures to such substances or conditions. Therefore, to the full extent permitted by law, the Client agrees to indemnify, defend and hold harmless Wills and its present and future officers, directors, employees, owners, agents, contractors, sub-consultants, successors and permitted assigns from and against all claims, damages, losses,



expenses, fines or penalties, whether direct, indirect, economic, consequential or otherwise, whether or not relating to bodily injury, illness, death, property damage or any other source, including but not limited to fees and charges of lawyers and investigative and discovery costs, court and arbitration costs, arising out of, related to, or based upon a release, suspected release, removal or investigation of pollutants, or removal or investigation of, or remedial action taken because of, the release or suspected release of pollutants, or the assessment of fines or penalties related to pollutants.

12.0 Disclaimer

The Client agrees that except as expressly provided in this Agreement, Wills makes no representation or warranty of any kind whatsoever, oral or written, expressed or implied; and all implied warranties of merchantability and fitness for a particular purpose, are hereby disclaimed.

13.0 Unexpected Contingencies

- a) If (i) Wills is unable to commence or complete the Services within the time set forth in this Agreement because of any Unexpected Contingency (as defined in subsection (b)) below, or (ii) Wills' performance of any covenant, agreement, condition or term of the Agreement is prevented, delayed, made impossible or otherwise interfered with by an Unexpected Contingency, then, at Wills' option, Wills shall either (a) terminate the Agreement in accordance with Section 3 above and be paid by the Client as provided in Section 2 above, (b) renegotiate the Terms and Conditions set forth in the Agreement on a basis satisfactory to Wills and the Client, or (c) suspend performance during the continuance of any Unexpected Contingency and for a reasonable time thereafter and extend the time for its performance of the Services. Wills shall not be liable under any circumstances to the Client for any failure of Wills to perform the Services to the extent that such failure is caused in whole or in part by any Unexpected Contingency.
- b) For purposes of this Agreement, an "Unexpected Contingency" shall mean (i) any consequence arising out of inaccurate information, advice, or instructions provided by the Client or any third party, (ii) strikes, walkouts, riots, unavoidable accidents, inclement weather, acts of God or a public enemy or unavailability of transportation, (iii) any lawful order issued by a government authority with jurisdiction at the location of the Services, (iv) any unforeseen or unexpected contingency, the non-occurrence of which was expressly or impliedly assumed in the Agreement, or (v) any other cause beyond Wills' reasonable control.

14.0 Disputes

All disputes arising out of or in connection with this Agreement or the interpretation or breach thereof ("Disputes") shall be referred by either party to the parties' respective senior representatives, those with signing authority for such firm, for such purpose, who shall meet and attempt in good faith to resolve the Dispute within a period of not more than twenty- one (21) days from the date of submission.



If the parties' representatives are unable or unwilling to resolve the Dispute within such twenty-one (21) days, then the parties agree to proceed to mediation under mediation rules agreed by the parties at the time, and to conclude such mediation within the time period provided in such rules; provided that no mediation shall take place if the parties cannot agree upon the mediation rules at the time and further provided that the time period for the mediation shall not exceed thirty (30) days after the appointment of a mediator unless otherwise agreed. Mediation shall take place at the offices of Wills. Each party shall pay its own costs, plus an equal share of the cost of the mediator and mediation facilities, if any.

If the Dispute between the parties to this Agreement cannot be resolved by mediation within thirty (30) days after the appointment of a mediator, then the Dispute shall be referred to and finally resolved by arbitration, in accordance with the *Arbitration Act, 1991*, SO 1991, c17, as amended. The place of arbitration shall be the city in which the Wills office providing the Services is located. In no event shall the demand for arbitration be made after the date when institution of legal, equitable, or other proceedings based on such claim, dispute or other matter in question would be barred by the limitation period set out in Section 11.

15.0 Independent Contractor Status

Wills is an independent contractor and shall not be regarded as a partner, employee or agent of the Client for any purpose.

16.0 Performance Time Period

The dates of performance shall be interpreted as a material consideration in this Agreement; however, in no event shall dates be constructed as falling within the meaning of "time is of the essence".

17.0 Miscellaneous

- a) The headings in this Agreement are for convenience and shall not affect the construction hereof.
- b) This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
- c) This Agreement shall constitute the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements relating to the subject matter hereof and may not be amended except in writing signed by both parties.
- d) All terms and provisions shall be binding upon and ensure to the benefit of and be enforceable by the parties and their successors and assigns, provided that no party may assign its rights or obligations hereunder without prior written consent of the other party.
- e) In the event that any provision of this Agreement is found to be void, illegal or unenforceable by a court of competent jurisdiction, such finding will not affect any other provision of this Agreement. If any provision of the Agreement is so broad as to be unenforceable, such provision shall be interpreted to be only as broad as is enforceable.

Admaston / Bromley WDS Monitoring
Township of Admaston/Bromley



In Witness Whereof, the parties hereto have caused this Agreement to be duly executed on the date set forth in the Work Order(s).

D.M. Wills Associates Limited		Client	
		Client Name:	Township of Admaston/Bromley
By: Signature		By:	
		(Signature of Authorized Agent of the Client)	
Print Name:	Michael J. Lord, B.A, Dipl. ET	Print Name:	
Title:	Vice President	Title:	
Date:		Date:	
Witness: Signature		Witness: Signature	
Print Name:		Print Name:	
Corporate Seal (if required)		Corporate Seal (if required)	

Admaston / Bromley WDS Monitoring
Environmental Services



D.M. Wills Associates Limited Exhibit A – Work Order			
Project Name:	Admaston / Bromley WDS Monitoring		
Project Number/Phase:	25-7642	Date:	January 29, 2026
D.M. Wills Project Manager:	Lynsey Tutters		
Client Name:	Township of Admaston/Bromley		
Client Address:	477 Stone Road, Renfrew, ON, K7V 3Z5		
Location of Services:	Township of Admaston/Bromley		
Scope of Work described as follows or as described in the attached proposal: Environmental services as outlined in the proposal dated December 17, 2025.			
Attachments: N/A			
Retainer Amount: N/A			
Contract Price: \$163,510.00 (exclusive of applicable tax)			
Written Format: One hundred sixty-three thousand five hundred ten dollars and zero cents			
Schedule:	Start Date:	Completion Date:	
Subject to Terms & Conditions of D.M. Wills Associates Limited's Agreement with Client Dated:			Not Applicable: <input type="checkbox"/>
D.M. Wills Associates Limited:			
_____			Date: _____
Signature (above) Michael J. Lord, B.A. Dipl. ET, Vice President			
Print Name and Title (above)			
Client:			
_____			Date: _____
Signature (above)			
Print Name and Title (above)		Email Address and Telephone Number	
Both Parties understand what is being signed and have had the opportunity to review the Agreement with their Solicitors.			



**Environmental Monitoring and
Reporting at Waste Sites**

The Township of Admaston/Bromley

Request for Proposal WM2025-01

Technical Proposal

D.M. Wills Project Number 25-7642

D.M. Wills Associates Limited

Partners in Engineering, Planning and
Environmental Services

150 Jameson Drive, Peterborough, Ontario

T: 705-742-2297

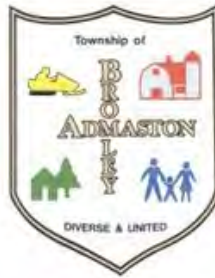
F: 705-748-9944

Contract Representative: Ian Ames,
iames@dmwills.com

December 2025

**Prepared for:
The Township of Admaston/Bromley**





TOWNSHIP OF ADMASTON/BROMLEY

Request for Proposal WM2025-01

Environmental Monitoring and Reporting at Waste Sites

Name of Firm or Individual: D.M. Wills Associates Limited
Address: 150 Jameson Drive, Peterborough, ON
Telephone Number: 705-742-2297
Email Address: wills@dmwills.com
Name of Person Signing for Firm: Mike Lord 
Position of Person Signing for Firm: Vice President, Manager, Environmental Services

RFP's RECEIVED BY:

Jennifer Charkavi, CAO/Clerk
Township of Admaston/Bromley
477 Stone Road
Renfrew, ON
K7V 3Z5
613-432-2885
cao@admstonbromley.com

Note: Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications.



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Appendices

- Appendix A - Organizational Chart and CVs
- Appendix B - Client References
- Appendix C - Work Plan and Schedule



1.0 Executive Summary

D.M. Wills Associates Limited (Wills) is pleased to provide this technical proposal for Environmental Monitoring and Reporting at Waste Disposal Sites to the Township of Admaston/Bromley. Wills' proposed Scope of Work was prepared on the basis of the Township's Request for Proposal #: WM2025-01. Wills' proposal includes services over a requested 5-year term commencing January 2026 (tentative start date) and finishing with the submission of the finalized reports to the Township prior to February 15, 2031 (2030 AMR).

The RFP identifies three Waste Disposal Sites included in the contract, as follows:

- Douglas Landfill Site – Closed (Environmental Compliance Approval [ECA] No. A411801)
- Osceola Landfill Site– Active (ECA No. A411802)
- Stone Road Landfill Site – Closed (ECA No. A411301)

Wills' team has over 35 years of experience working on waste management projects, with team members who are actively involved in numerous ongoing waste disposal site projects, as detailed in **Section 4.0**.

This proposal outlines our approach to, and understanding of the Project, and provides a framework for the Proposed Work Plan to accomplish the Township's specific objectives. In addition, this proposal illustrates the experience and qualifications of the Wills team, and our ability to deliver services in a timely, cost effective, and technically proficient manner.

Our methodology, work plan, and schedule was prepared based on review of the historical reports and ECAs for each site provided by the Township.

In general, our work plan includes quality project management (meetings and communication with the Township), fieldwork and laboratory programs, data analysis, and report writing tailored for each site. Wills' Standard Operating Procedures (SOPs) and Quality Assurance/Quality Control measures adhere to provincial and regulatory standards.

Thank you for the opportunity to submit this Proposal for Environmental Services. We believe that our proposal meets the requirements of the Township and provides excellent value for the quoted fees. Our team has the necessary experience and knowledge to see this Project through to successful completion. It is our hope that ours will be the preferred team to carry out this Project.

Wills confirms receipt of Addendum #1, the Interim Monitoring and Compliance Assessment, prepared by Jp2g Consultants Inc, dated December 9, 2025, and the Township's responses to Wills' follow-up questions received on December 15, 2025.

2.0 Introduction

D.M. Wills Associates Limited (Wills) is pleased to provide this Technical Proposal for Environmental Monitoring and Reporting at Waste Disposal Sites (Project) to the Township of Admaston/Bromley (Township). Wills' proposed Scope of Work was prepared on the

basis of the Township's Request for Proposal WM2025-01 (RFP). Wills' proposal includes services over a requested 5-year term commencing January 2026 (tentative start date) and finishing with the submission of the finalized reports to the Township prior to February 15, 2031 (2030 AMR).

The RFP identifies three Waste Disposal Sites (WDS) included in the contract, as follows:

- Douglas Landfill Site – Closed (Environmental Compliance Approval [ECA] No. A411801)
- Osceola Landfill Site– Active (ECA No. A411802)
- Stone Road Landfill Site – Closed (ECA No. A411301)

This proposal outlines our approach to, and understanding of the Project, and provides a framework for the Proposed Work Plan to accomplish the Township's specific objectives. In addition, this proposal illustrates the experience and qualifications of the Wills' team, and our ability to deliver services in a timely, cost effective, and technically proficient manner.

3.0 Company Profile

Wills is a privately owned, Canadian, multi-disciplinary consulting firm providing **Engineering, Environmental and Land-Use Planning Services**.

With offices in Peterborough and Bancroft, our team includes:

- Professional Engineers and Geoscientists
- Environmental Specialists
- Technologists and Technicians
- Registered Planners and Land Use Planners
- Construction Administrators
- Finance and Administrative Support Staff

Wills provides professional consulting engineering, environmental and land use planning services to public and private sector clients throughout Ontario and employs reliable, responsible and accountable business practices to ensure the highest level of customer satisfaction. Our firm is comprised of approximately 90 people, and we have been providing services to our valued clients for over 35 years. Wills' team has been involved in solid waste management services for over 35 years and has assisted numerous municipalities with WDS monitoring and advisory services. Current project specific work experience is detailed in **Section 5.0**.

Wills' team of engineers, geoscientists, designers, planners, biologists, and technologists can complete the following tasks if required by the Township to support initiatives to improve the operation, environmental compliance, and ongoing maintenance of the WDS:

- Planning services and public consultation
- Class EAs

- Natural science assessments
- Erosion and Sediment control assessments
- Preparation of Design, Operation and Closure Plans
- Hydrogeological/geotechnical assessments
- Stormwater management planning and design
- Road, bridge, and culvert design
- Surveying
- Construction Administration

As holders of a Certificate of Authorization from Professional Geoscientists Ontario, our firm is authorized to legally deliver professional geoscience services in Ontario. Our Certificate of Authorization number is 90391 and a copy of our license is provided in **Appendix A**.

4.0 Proposed Project Team

The qualifications, experience, and project roles of the Project Team are defined below. The Project Team Organization Chart and detailed Curricula Vitae for team member is included in **Appendix A**.

Ian Ames, M.Sc., P. Geo. – Project Director, CEP – P. Geo. (License #2964)

Project Role: Mr. Ames will provide strategic direction and high-level oversight of Project execution. As the lead technical expert and certifying professional for all geoscientific aspects, he will conduct senior reviews of key deliverables to ensure accuracy, regulatory compliance, and quality. He will oversee financial performance, budgeting, and resource allocations, while serving as the primary client contact for escalations and major Project decisions. Additionally, Ian will provide technical guidance to the Project Manager and Lead Environmental Technologist to support successful Project execution.

Michael J. Lord, B.A., Dipl. ET – QA/QC Coordinator

Project Role: With over 35 years of waste management experience, Mr. Lord will be the Quality Assurance/Quality Control (QA/QC) Coordinator for the Project and review all deliverables for compliance with the RFP, Conditions contained in ECA documents, and the Ministry of Environment, Conservation and Parks (MECP) *Monitoring and Reporting for Waste Disposal Sites - Groundwater and Surface Water Technical Guidance Document* (MECP Guidance Document).

Lynsey Tutters, B.A., Dipl. ET, C. Tech. – Project Manager

Project Role: Ms. Tutters will serve as the Project Manager and primary contact for the Township, ensuring all Project objectives are achieved within the agreed-upon schedule and budget. She will communicate with the Township to confirm task schedules, WDS observations, and relay critical information requiring the Township's attention. Lynsey will be responsible for effectively initiating, planning, monitoring, controlling, and closing the project.

She will oversee all fieldwork planning, including sampling and measurements, ensuring field programs are conducted safely, on time, and in compliance with MECP guidelines and site-specific ECA requirements. Additionally, Lynsey will lead the preparation and drafting of technical reports, ensuring accuracy, clarity, and compliance with regulatory standards. She will provide technical and reporting support, coordinating with the team to deliver high-quality deliverables that meet Client and regulatory expectations.

Chris Ostic, B.Sc. – Lead Environmental Technologist

Project Role: Mr. Ostic will be the main field staff and will be responsible for completing the groundwater and surface water sampling programs as per the approved monitoring programs in a safe, timely manner, and in accordance with MECP guideline. Chris will also provide data analysis and reporting support.

Daniel Buchardt, B. Com. – Environmental Field Technologist

Project Role: Mr. Buchart will support the lead environmental technologist during field work and will be responsible for completing the groundwater and surface water sampling programs as per the approved monitoring programs in a safe, timely manner, and in accordance with MECP guideline. Daniel will also provide data analysis and reporting support.

Marybeth Jolicoeur, B.Sc., C. Tech. – Senior Designer

Project Role: Ms. Jolicoeur will assist with field data interpretation, as well as AutoCAD and other design work including accurate WDS figures, evaluating the remaining life expectancy, and calculating the interim and final cover volumes using the survey data.

Mike Kylie – Surveyor

Project Role: Mr. Kylie will be responsible for the planning and execution of the site surveys for the annual volumetric survey (2026-2029) – specific to the Warren Landfill.

Jennifer Hodgkinson, B.Sc. – Project Coordinator

Project Role: Ms. Hodgkinson will be responsible for preparing all deliverables in accordance with Section 6 of O. Reg. 429/07, Accessibility Standards for Customer Service made under the Accessibility of Ontarians with Disabilities Act, 2005 (AODA). She will also assist with scheduling meetings, preparing meeting agendas, and circulating meeting minutes.

4.1 Environmental Laboratory

Groundwater and surface water samples collected for each WDS will be analyzed by a laboratory accredited by the Canadian Association for Laboratory Accreditation Inc. (CALA). Wills received cost estimates for the required laboratory analytics from various laboratories and has selected SGS Canada – Lakefield (SGS) as our preferred partner. We have provided their respective fees within the Financial Proposal.

5.0 Project Experience and References

The following six current projects were selected to highlight our ongoing project specific work experience. Client references for current projects with similar scope, magnitude and/or experience are included in **Appendix B**.

Annual Monitoring and Reporting, City of Temiskaming Shores 2024-2028

Wills was retained by the City of Temiskaming Shores to complete the annual environmental and operational monitoring and reporting for one closed and one active WDS located within the City of Temiskaming Shores.

Additional work has included the installation of monitor wells, the abandonment of damaged monitor wells, and the installation of a wall mounted gas detector to ensure compliance with the site's ECA.

Michael J. Lord, Ian Ames, Lynsey Tutters, Chris Ostic, Dan Buchardt, Marybeth Jolicoeur, and Mike Kylie are assigned to this project.

Annual Monitoring and Reporting, Township of Asphodel-Norwood 2022-2026

Wills was retained by the Township of Asphodel-Norwood in 2022 to complete the annual environmental monitoring and reporting at one transfer station and one closed WDS located within the Township of Asphodel-Norwood. Wills was retained by the Township in 2023 to update the Design, Operations and Closure Report for the transfer station.

Wills is currently supporting the Township through MECP consultation with regards to groundwater and surface water compliance, as well as working with the Township to carry out the final closure of the transfer station.

Michael J. Lord, Ian Ames, Lynsey Tutters, Chris Ostic, Dan Buchardt, Marybeth Jolicoeur, and Mike Kylie are assigned to this project.

Annual Monitoring and Biennial Reporting, Town of Kearney 2016 - 2030

Wills was retained by the Town of Kearney in 2016 to conduct annual environmental monitoring and biennial reporting for one transfer station located in Kearney, Ontario. In 2024, the contract with Wills was extended to 2030.

Michael J. Lord, Ian Ames, Lynsey Tutters, Dan Buchardt, and Chris Ostic are assigned to this project.

Annual Monitoring and Reporting, Township of Chamberlain 2019-2026

Wills was retained by the Township of Chamberlain in 2019 to provide services relating to the completion of an updated Waste Site Report that included a review of the 2017 Closure Plan, calculating the estimated annual fill rate, and life expectancy of the current fill area. Wills prepared a Waste Site Report that included an updated closure plan and associated closure/post-closure cost estimates.

In 2020, Wills' contract with the Township of Chamberlain was extended to complete the annual environmental monitoring and biennial reporting program for the site. In 2023, Wills' contract was further extended to 2026.

Michael J. Lord, Ian Ames, Lynsey Tutters, Chris Ostic, Dan Buchardt, Marybeth Jolicoeur, and Mike Kylie are assigned to this project.

Annual Operational Monitoring and Reporting, Municipality of Charlton and Dack 2019-2025

Wills was retained by the Municipality of Charlton and Dack 2019 to provide services relating to the completion of an annual Waste Site Report that includes, a site survey, operational compliance monitoring, calculating the estimated annual fill rate, and life expectancy of the current fill area.

Michael J. Lord, Ian Ames, Lynsey Tutters, Chris Ostic, Dan Buchardt, Marybeth Jolicoeur, and Mike Kylie are assigned to this project.

Design and Operations Report, Township of Matachewan 2020 - Current

Wills was retained by the Township of Matachewan in 2020 to complete a Design and Operations Report that included calculating the total capacity of the Matachewan Landfill Site; evaluating the cumulative capacity used to date; assessing the life expectancy of the WDS, providing present value closure costs, post-closure costs, and evaluating the number of years those costs will be incurred.

Wills was retained by the Township in 2023 to complete a preliminary hydrogeological assessment for the site in support of an ECA amendment and to consult with the MECP to facilitate the approval of the ECA amendment.

Michael J. Lord, Ian Ames, Lynsey Tutters, Chris Ostic, Dan Buchardt, Marybeth Jolicoeur, and Mike Kylie are assigned to this project.

6.0 Methodology

Wills understands that the successful proponent must perform the following tasks for each WDS, in accordance with the noted ECA over the requested 5-year term:

- Maintain transparent communication with the Township including annual meetings and post-monitoring memos.
- Implement the groundwater and surface water Monitoring Programs, including laboratory analysis of the required parameters:
 - Douglas Transfer Station – Biennial monitoring 2026, 2028, 2030
 - Osceola Active Site – Annual monitoring 2026-2030
 - Stone Road Transfer Station – Annual monitoring 2026-2030
- Conduct one base survey and two additional surveys of the Osceola Site during the contract period.

- Prepare the following reports:
 - Douglas Transfer Station – Biennial Monitoring Report (BMR) – 2025-2026, 2027-2028, and 2029-2030:
 - One Operations BMR and One Environmental Monitoring BMR.
 - Osceola Site – Annual Monitoring Report (AMR) 2026-2030.
 - One Operations AMR and One Environmental Monitoring AMR.
 - Stone Road Transfer Station – AMR - 2026-2030.
 - One Operations AMR and One Environmental Monitoring AMR.
- An annual Closure Cost letter for the Osceola WDS and Stone Road WDS, and a biennial Closure Cost letter for the Douglas WDS.
- Submit the draft reports for the Township's review and submit the final versions of the reports to the MECP, as required.

7.0 Work Plan

Based on the RFP and the ECAs, Wills' proposed annual Work Plan and Schedule for each WDS is included in **Appendix C**.

7.1 Meetings

The following meetings will be attended by Wills and the Township:

- Start Up Meeting held prior to the initiation of the first monitoring event (January 2026).
- One meeting annually prior to spring field work (2027-2030).
- Final review of completed work covered under this proposal (January 2031).
- Updates will be provided to the Township following each monitoring event and will include the monitoring event results and any observations that require attention.
- Should a meeting be required to discuss the contents of the update, these will be scheduled accordingly.

Prior to a scheduled meeting, a meeting agenda will be provided to the Township for review. Wills' Project Manager will be available to discuss any questions or comments regarding its contents in advance of the meeting. Meeting minutes will be prepared by Wills and submitted to the Township within 5 business days following the meeting. The Meeting Schedule is outlined in the Work Plan and Schedule included in **Appendix C**.

7.2 Fieldwork Program

The fieldwork program for each site has been developed to maintain compliance with the Monitoring Programs as detailed within the RFP, historic AMRs, and each WDS specific ECA requirements. The Township will be notified at least seven days prior to any anticipated fieldwork, or to request for a change to the fieldwork dates.

During each monitoring event, WDS inspections will be performed to:

- Assess the condition of each monitor well, surface water monitoring station, fencing, gates, signs, and containers.
- Notify the Township of any deficiencies that require immediate attention.

All groundwater and surface water samples will be collected using generally accepted environmental protocols as outlined in the MECP Guidance Document.

We will provide the Township with a Field Monitoring Summary Memo, including photographs for each WDS, within 10 business days following each monitoring event within. The memos will include any discrepancies and/or changes that were required due to health and safety, damage, or accessibility issues, as well as a synopsis of any relevant findings for each of the monitoring events.

7.2.1 Groundwater Sampling

Wills' groundwater sampling procedures are outlined below:

- Upon award, monitor well locations and site descriptions will be reviewed in detail to identify and assess location conditions, potential inefficiencies, and where dedicated sampling equipment is required to be replaced.
- Prior to sampling, groundwater levels will be measured and recorded at each location, and three wellbore volumes will be purged to ensure representative groundwater samples can be collected.
- Monitor wells will be photographed and assessed for damage or access issues, and GPS coordinates will be collected in UTM format. Minor repairs will be completed during the monitoring event (i.e. Waterra and/or foot valve replacement). Any costs for significant repair (i.e. damaged well casing/lid) or well abandonment will require approval from the Township prior to completion.
- At each monitor well, groundwater field parameters (pH, electrical conductivity, total dissolved solids, and temperature) will be measured using a handheld multi-parameter meter.
- Groundwater sample collection will be conducted in accordance with MECP and Wills protocol to ensure that sample integrity is maintained. Dedicated laboratory-provided sample bottles will be used, and chain-of-custody procedures will be followed.

7.2.2 Surface Water Sampling

Wills' surface water sampling procedures are outlined below:

- Existing surface water stations will be reviewed to assess the presence of surface water and confirm access requirements.
- Surface water levels (if applicable) and flow rate estimates will be measured and recorded.
- All surface water stations will be photographed and assessed for damage or access issues, and GPS coordinates will be collected in UTM format.

- At each surface water station, site-specific surface water field parameters (outlined in **Appendix C**) will be measured using a handheld multi-parameter meter.
- Surface water sample collection will be conducted in accordance with MECP and Wills protocol to ensure that sample integrity is maintained. Dedicated laboratory-provided sample bottles will be used, and chain-of-custody procedures will be followed.

7.3 Laboratory Program

Groundwater and surface water samples will be analyzed by SGS for the parameters specified in the RFP as outlined in **Section 4.1**. The site-specific parameter lists are included in **Appendix C**.

7.4 Quality Assurance and Quality Control

Wills' Quality Assurance and Quality Control (QA/QC) program for Project deliverables ensures and verifies that an acceptable level of quality is achieved and maintained. It is the responsibility of the Project Manager and QA/QC Coordinator to implement and monitor the QA/QC program. The QA/QC program has been developed according to the MECP document, *Guidance on Sampling and Analytical Methods for use at Contaminated Sites in Ontario*, revised December 1996 and the MECP guidance document revised in January 2012 titled, *Landfill Standards: A Guideline on the Regulatory and Approval Requirements for New or Expanding Landfilling Sites*.

The proposed laboratory QA/QC procedures will include blind field duplicate samples collected during each monitoring event for groundwater and surface water and Relative Percent Difference calculations to assess the reliability of the laboratory results.

7.5 Reporting

The reporting requirements for each WDS are outlined in the Proposed Work Plan and Schedule. In general, they include:

- Douglas Transfer Station –BMR – 2025-2026, 2027-2028, and 2029-2030.
 - One Operations BMR and One Environmental Monitoring BMR.
- Osceola Site – AMR 2026-2030.
 - One Operations AMR and One Environmental Monitoring AMR.
- Stone Road Transfer Station – AMR - 2026-2030.
 - One Operations AMR and One Environmental Monitoring AMR.

The Monitoring Program tasks identified in **Section 6.0** will be presented in the identified reports for each WDS. Wills' reports will be signed and sealed by Ian Ames, M.Sc., P.Geo., a Competent Environmental Practitioner (CEP). For each WDS, Wills will provide the Township with one digital PDF copy of each report, as well as tables and graphs in Excel format. The reports will include, but not be limited to the following information:

- WDS descriptions, UTM coordinates for monitoring locations and a summary of the approved Monitoring Program and regulatory compliance criteria.

- Photographs of all groundwater and surface water monitoring stations.
- Description of the geological and hydrogeological conditions in the area including inferred groundwater flow contour mapping and discussion.
- Summary of sampling protocols, applicable guidance documents and QA/QC procedures.
- All original and tabulated information, including laboratory reports, tables, graphs and comparisons to applicable guidelines and trigger mechanisms.
- Discussion and analysis of environmental results and compliance.
- A complete figures package.
- The Osceola WDS AMR will also include:
 - Operational review.
 - Annual waste volumes and life expectancy calculations.
 - Recycling, composting, and waste diversion activities, as required.
 - MECP inspections and notices.
- The two transfer station reports (BMR and AMR) will also include:
 - Summary of waste approved and diverted from the site.
 - Annual recycling quantities.
 - Operational overview, compliance, and recommendations.
- Conclusions and recommendations for the WDS operations, compliance, and environmental monitoring programs.

A Closure Cost Letter for each site will be prepared annually ((Douglas is biennial) and include the following information:

- Estimated breakdown of remaining landfill capacity, interim cover and final cover.
- Capital Cost requirements.
- Sampling and Monitoring Costs for the proceeding 25 years.

Deliverable submission timelines are included in **Appendix C**.

8.0 Project Schedule

Wills' Proposed Work Plan and Schedule is included in **Appendix C**.

9.0 Contracts and Agreements

Wills confirms compliance with the insurance and WSIB requirements outlined in the RFP documents. The Township will be named as Additional Insured on Wills' General Liability Insurance. Documentation of the Insurance and WSIB requirements will be provided to the Township upon receipt of the awarded contract.

10.0 Limitations and Assumptions

During the preparation of this proposal, the following limitations and assumptions were identified that should be considered by the Township:

- A minimum of 3 years of past reports for each WDS will be provided to Wills in PDF format with data tables in Microsoft Excel format, and drawings included as AutoCAD files, where available.
- Monitor wells will recover within 90 minutes of purging and will be ready for sampling at that time.
- Wills' cost estimate was prepared under the assumption that any required repairs to the monitor wells will be minor in nature.
- Wills assumes that all dedicated sampling equipment within the monitor wells will need replacement.
- Wills assumes that all monitor wells identified at each respective WDS will provide sufficient groundwater volume for sampling, are accessible, and are not damaged to the point of prohibiting sample collection.

11.0 Closing

Thank you for the opportunity to submit this Technical Proposal for Environmental Monitoring and Reporting. We believe that our proposal meets the requirements of the Township and provides excellent value for the quoted fees. Our team has the necessary experience and knowledge to see this Project through to successful completion. It is our hope that ours will be the preferred team to carry out this Project.

If additional information or clarification is required, we would be happy to meet with you to discuss the Project.

Appendix A

Organizational Chart and CVs



Association of Professional Geoscientists of Ontario

This is to certify that

D.M. Wills Associates Limited

is authorized by the Association of Professional Geoscientists of Ontario to engage in the provision of geoscience services in the Province of Ontario

Certificate of Authorization

in accordance with the "Professional Geoscientists Act, 2000"

Responsibility Holder:

Mr. Ian Ames, P.Geo.



*Given under the Corporate Seal
of the Association at Toronto*



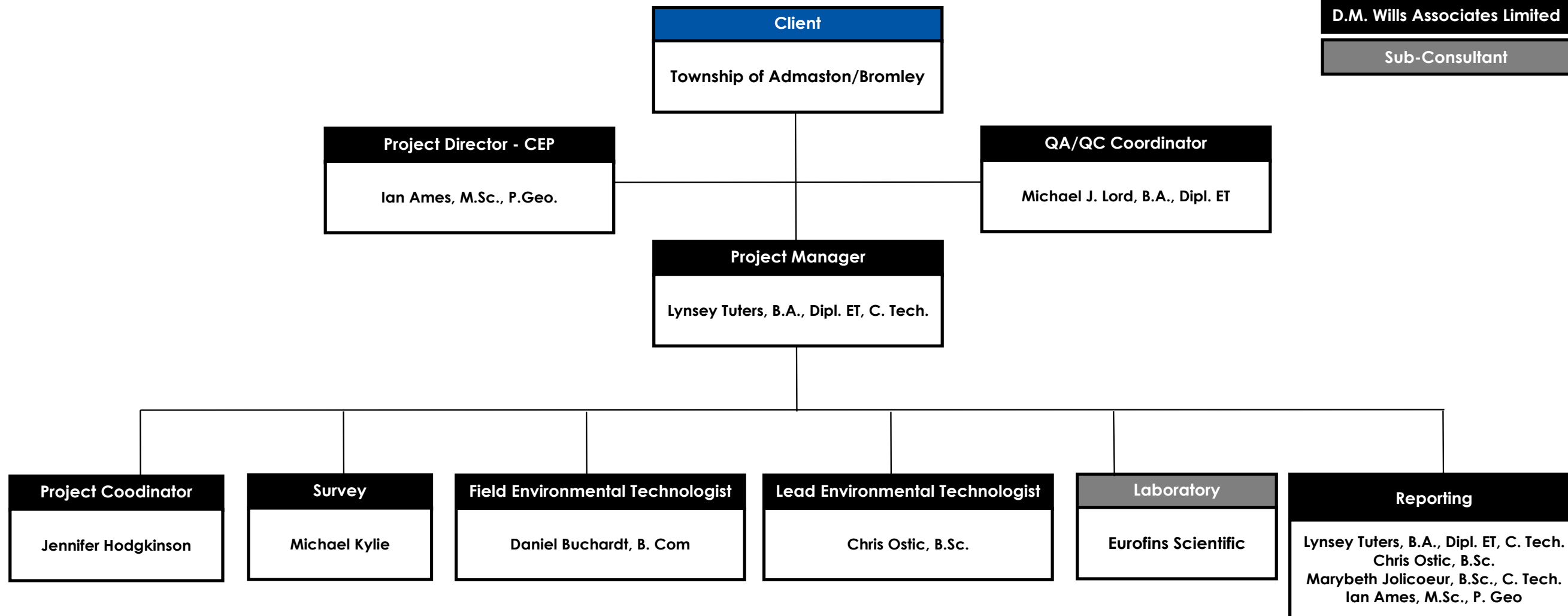
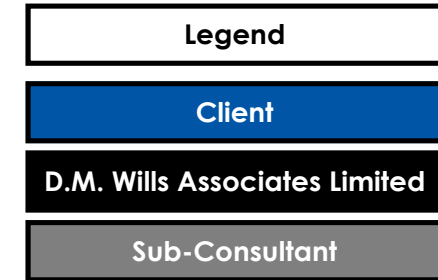
Registration Number: 90391
Date: December 9, 2020

President *TWAA*
Registrar *Alfred H. Lewis*

THIS CERTIFICATE IS THE PROPERTY OF THE ASSOCIATION AND MUST BE SURENDERED WHEN REQUESTED



Project Team Organization Chart
The Township of Admaston/Bromley
D.M. Wills Project No. 25-7642





Education

- 2012 M.Sc. in Applied Geology, Queens University, Kingston, ON
- 2011 B.Sc. (Hons.) Geological Sciences, Queens University, Kingston, ON

Associations

- 2018 – date Association of Professional Geoscientists of ON (APGO), Geoscientist
- 2013 – 2018 Association of Professional Engineers and Geoscientists of Alberta (APEGA), Geoscientist in Training

Training

- 2022 Ontario Traffic Manual Book 7
- 2019 WHMIS
- 2019 Due Diligence
- 2019 Working at Heights
- 2019 Occupational First Aid Level A
- 2019 Bear Safety Awareness
- 2018 Transportation of Dangerous Goods
- 2017 Confined Space Awareness for Entrants and Monitors
- 2014 Manager, Supervisor Due Diligence
- 2014 Transportation of Dangerous Goods
- 2011 Radiation Safety Training (Queens University)
- 2009 Helicopter Safety Training (Aegis Safety)
- 2009 Wilderness First Aid Training (St. John's Ambulance)

MTO Registry, Appraisal and Qualification System (RAQS)

Environmental – Contaminant/Waste Management

Professional Experience

- | | | |
|--------------|---|-------------------------|
| 2020 to date | D.M. Wills Associates Limited | Peterborough, ON |
| | Environmental Monitoring and Management Group Lead
Responsible for leading the Environmental Monitoring and Management Group and completing deliverables to internal and external public and private clients. Accountable for all financial, quality, staffing, and scheduling aspects of assignments within the Group. Responsible for business development, client sourcing and retention, Group budget development and management, hiring, retaining, training, and mentoring of staff, and contributing to the strategic plan for the Environmental Services Department. | |



- 2019 to 2020 **D.M. Wills Associates Limited** **Peterborough, ON**
Project Geoscientist
Involved in the planning, design, implementation, management and co-ordination of multi-disciplinary environmental site assessment, environmental planning, building science and air investigation programs for industrial, commercial and municipal clients across ON. Role includes, groundwater investigations, Phase One and Phase Two Environmental Site Assessments and Record of Site Condition submissions, site servicing assessments, aggregate impact studies and permitting, slope stability assessments, soil management programs, and groundwater and soil contaminant delineation and remediation programs.
- 2014 to 2018 **WSP** **Peterborough ON**
Project Geoscientist
Developed proposals, managed and conducted field investigations. Developed and managed budgets, and health and safety plans. Collected and utilized primary data, and fulfilled technical reporting requirements and recommendations. Completed numerous investigations and analyses for clients in commercial and residential development, renewable energy, extractive industry, government, and First Nation communities.
- 2011 to 2013 **Archer, Cathro & Associates (1981) Ltd.** **Central Yukon & Vancouver, BC**
Project Geologist/Core Logging Geologist
Within the Mineral Exploration division, participated in a variety of exploration roles and achieved progressive responsibility in grassroots to advanced target delineation and evaluation programs. Managed the core-logging facility for an advanced target delineation program at Canada's first Carlin-type gold mineralization discovery. Responsible for implementing health and safety standards, staff coordination, primary data collection and management, and quality assurance and quality control processes.
- 2008 to 2011 **Geological Survey of Canada** **NU and NL**
Geological Field Assistant
Conducted regional and local scale bedrock mapping in Newfoundland and Canada's High Arctic, including use of analytical instruments and navigation using aerial imagery, led bedrock mapping traverses in remote terrain, provided mentorship to Inuit community trainees, and gained first hand experience in remote work logistics, including camp mobilization and demobilization.



Hydrogeology Project Experience

Subsurface Soil and Infiltration Investigation, Residential Development, Pickering, ON **Private Client**

Completed a Subsurface Soil and Infiltration Investigation as input to the design of Low Impact Development (LID). The investigation was completed to support a Zoning By-law Amendment and Severance Application to the City of Pickering. The scope of work included boreholes and monitor well installation, in-situ infiltration testing, data analysis, and reporting.

Hydrogeological Investigation, Coboconk Medical Centre, Coboconk, ON **Private Client**

Completed a Hydrogeological Investigation as input to the design of proposed Low Impact Development (LID) features at to support the development of the property containing the historical Grand Trunk Railway (GTR) Coboconk Railway Station. The scope of work included boreholes and monitor well installations, in-situ infiltration testing, data analysis, and reporting.

Hydrogeological Investigation and Dewatering Assessment, Peterborough, ON **Skydevco Inc.**

Completed a Hydrogeological Investigation and Dewatering Assessment, to address design requirements for proposed on-site Low Impact Development (LID) features and to inform short-term and long-term dewatering requirements and groundwater treatment for the detailed design of the proposed residential development. The scope of work included boreholes and monitor well installations, in-situ infiltration and hydraulic conductivity testing, groundwater quality analysis, seepage rate modelling, liaison with remediation contractors and engineering design team, and reporting.

Hydrogeological Investigation, Peterborough, ON **Moloney Project Development Corporation**

Completed a Hydrogeological Investigation as input to the design of proposed Low Impact Development (LID) features. The Investigation was completed to determine design parameters to support a preliminary Stormwater Management Study, including in-situ infiltration rates and shallow groundwater and soil conditions.

Hydrogeological Investigation and Construction Impacts Assessment, Peterborough, ON **Private Client**

Completed a Hydrogeological Investigation as input to the design of proposed Low Impact Development (LID) features and to provide analysis of potential groundwater impacts resulting from a proposed multi-unit development. The scope of work included boreholes and monitor well installations, groundwater monitoring, in-situ infiltration testing, data analysis, and reporting.

**Infiltration Investigation, Industrial Development, Peterborough,
ON** **Private Client**

Completed an Infiltration Investigation as input to the design of a Low Impact Development (LID) feature to support a Site Plan Application. The scope of work included boreholes and in-situ infiltration testing, data analysis, and reporting.

**Hydrogeological Assessment & Ecological Review, Residential
Development, Lakefield, ON** **Private Client**

Completed a Hydrogeological Assessment in support of a proposed severance. The Assessment was required to evaluate the potential source of groundwater upwelling in an adjacent wetland, and to provide analysis of potential groundwater impacts and mitigation options for a proposed residential development.

**Hydrogeological Investigation and Site Servicing Assessment,
Commercial Development, Almonte, ON** **The Charter Group**

Conducted a Hydrogeological Investigation and Site Servicing Assessment in support of a proposed commercial development. The investigation was required to determine the quantity and quality of groundwater available to the proposed development, and the Site Servicing Assessment was completed to determine the carrying capacity of the property in context of proposed Large Subsurface Sewage Disposal System. The scope of work included borehole and monitor well installation, test pits, aquifer capacity testing including assessment of interference, groundwater quality analysis, and reporting.

**Hydrogeological Investigation, Plan of Subdivision,
Bobcaygeon, ON** **Elm Bobcaygeon
(2018) Inc.**

Completed a Hydrogeological Investigation as input to the design of a proposed storm water management pond. The investigation was completed to support Zoning By-law Amendment, Draft Plan of Subdivision, and Site Plan Approval Applications. The scope of work included a subsurface advancing boreholes, monitor well construction, and in-situ infiltration testing.

**Hydrogeological Investigation and Water Supply Assessment,
Haliburton, ON** **Fleming College**

Completed a Hydrogeological Investigation and Water Supply Assessment, as input to the design retrofit for an existing Low Impact Development (LID) feature. The investigation was completed to address due diligence and funding requirements. A Water Supply Assessment was conducted to determine the quantity and quality of groundwater available to the proposed development. Field investigations included aquifer capacity testing, groundwater chemical analysis, in-situ infiltration testing, and assessment of proposed water taking requirements.

**Hydrogeological Investigation for Sewage and Water Supply,
Commercial Centre, Curve Lake, ON** **Curve Lake First
Nation**

Completed a Hydrogeological Investigation as input to the design of a proposed Large Subsurface Sewage Disposal System and water supply system for a new



commercial development in Curve Lake, ON. The Scope of Work included test pit excavations and monitor well installations to evaluate shallow soil and groundwater conditions, aquifer capacity testing, analysis of groundwater quality, groundwater impact assessment, and evaluation of the proposed water taking requirements.

Hydrogeological Investigation for Water Supply, Hastings, ON **Peterborough Public Health**

Completed a Hydrogeological Investigation to determine the feasibility of relocating an existing water supply well to maintain compliance with sewage disposal system setback requirements. The Scope of Work included technical oversight for a new well installation, groundwater quality analysis, aquifer capacity testing including interference, and evaluation of the proposed water taking requirements.

Hydrogeological Investigation for Water Supply, City of Quinte West, ON **Private Client**

Conducted a Hydrogeological Investigation to determine the feasibility of servicing a proposed commercial development with private water supply wells. The scope of work included a desktop review to site potential well locations, aquifer capacity testing, groundwater quality analysis, and evaluation of the proposed water taking requirements in context.

Hydrogeological Investigation for Sewage and Water Supply, Township of Selwyn, ON **Millennium Park Inc.**

Completed a Hydrogeological Investigation in support of Zoning By-law Amendment and Site Plan Approval Applications to the County of Peterborough and Township of Selwyn to support the development of sport/recreational facility. The investigation included a desktop review of hydrogeological conditions, analysis of anticipated water demand and sewage disposal needs, and evaluation of existing water supply and sewage disposal infrastructure in context of the proposed development requirements.

Hydrogeological Investigation and Geotechnical, Subdivision Development, Bobcaygeon, ON **Private**

Completed a Hydrogeological Investigation in support of a residential subdivision development. Fieldwork consisted of advancing boreholes and monitor well construction, groundwater level monitoring, in-situ infiltration testing, data analysis, and reporting.

Site Servicing Options Brief, Official Plan and Zoning By-law Amendment Applications, Township of Otonabee-South Monaghan **Private**

In support of a severance application, a Site Servicing Options Brief was prepared to assess the proposed drinking water supply and on-site sewage disposal system. Field investigations consisted of test pit excavations and installing monitor wells. A pumping test was performed to assess water availability and the water quality.



Recommendations were provided for domestic water supply and sewage disposal system design in addition to minimum set back distances.

Modelling of WHPA and Vulnerability Zone, Source Protection Plan Update, Colborne, ON

Township of Cramahe

To support the Colborne Well Head Protection Area and Vulnerability Zone assessment, Wills was responsible for the enumeration of drinking water threats based on Well Head Protection Areas to identify significant drinking water threats. Used the 2017/2018 Tables of Drinking Water Threats for Pathogens and Chemicals to enumerate the threats.

Hydrogeological Assessment, Proposed Industrial/Commercial Development, City of Quinte West, ON

Private

Prepared a Hydrogeological Assessment Report to provide a preliminary overview of the anticipated hydrogeological conditions of the development. Based on an analysis of the existing MECP Well Records, the anticipated water demand and sewage disposal needs, in addition to observations made during a site reconnaissance and OGS mapping, a high-level description of the anticipated hydrogeological and subsurface soil and bedrock conditions was complete.

Hydrogeological and LID Investigation, Lakefield, ON

Private

Completed a Subsurface Soil and Infiltration Investigation by conducting a field investigation and making assessments based on the findings. Classified soil based on grain size, stratigraphy, relative soil compactness, analysis of natural moisture content, and particle size distribution including sieve and hydrometer analysis. Conducted an analysis of infiltration test results to determine infiltration rate and percolation time (T-time) based on field test results.

Subsurface Soil and Infiltration Investigation Report, Condominium Development, Peterborough, ON

Private

Completed soil and groundwater investigations by advancing a series of boreholes within the footprint of a proposed condominium development. Fieldwork consisted of soil stratigraphy logging and completing in-situ infiltration tests. The investigative findings were summarized in a Hydrogeological Study Report which included a review of the encountered soil stratigraphy and determination of the infiltration rates of the Low Impact Development features, shallow groundwater conditions, evaluation of infiltration capacity, and estimates of percolation time based on particle size distribution.

Shallow Water Levels Update, County Road 65

Private

Completed groundwater level monitoring to assess the seasonal variations of static groundwater levels in a series of monitor wells installed in a future subdivision. Drafted a memo outlining the high groundwater levels.



Groundwater Impact and Karst Investigation, Proposed Residential Development, Rosedale, ON **Private**

Conducted a Groundwater Impact and Karst Investigation to assess the subsurface conditions of a proposed residential subdivision. Provided technical oversight for a geophysical investigation and evaluation of shallow bedrock conditions through boreholes and downhole imagery. Potential groundwater impairment was evaluation through groundwater quality analysis and hydraulic modelling.

Wetland Hydrology Shallow Groundwater Investigation, Proposed Residential Development, County of Peterborough, ON **Private**

Completed a Wetland Hydrology Shallow Groundwater Investigation to determine if the wetland on the Subject Property shared a hydraulic connectivity with the wetland located outside of the subject property. Reviewed available mapping and conducted subsurface investigations including test pits, hand augers, and monitor well installations. Calculated vertical hydraulic gradients and hydraulic conductivity to infer flow direction and aquifer system recharge. Calculated water budget based on climate data and topographic mapping to estimate the amount of available overland flows that could supply the wetland.

Shallow Groundwater and Soil Assessment, Proposed Residential Development, Fraserville, ON **Habitat for Humanity, Peterborough and Kawartha Region**

Determined suitability of the Subject Property for residential development and site servicing by conducting a test pit and monitoring well field investigation program to facilitate shallow groundwater level monitoring and subsurface soil characterization. Classified soil stratigraphy and assessed static groundwater levels in monitor wells to determine groundwater depth range. Recommended water level elevations to be used in the preliminary design of the on-site sewage disposal system.

Subsurface Soil and Infiltration Investigation, ON **Private**

Completed a Subsurface Soil and Infiltration Investigation by conducting a field investigation and making assessments based on the findings. Classified soil based on grain size, stratigraphy, relative soil compactness, analysis of natural moisture content, and particle size distribution including sieve and hydrometer analysis. Conducted an analysis of infiltration test results to determine infiltration rate and percolation time (T-time) based on field test results. Modelled water column height vs. time to illustrate drawdown curve.

Hydrogeological and Site Servicing Assessment, Commercial Development, Township of Selwyn, ON **Private**

Conducted a hydrogeological assessment to confirm the capacity of the existing on-site well and sewage disposal system to accommodate the conversion of building use. Reviewed MECP Well Records, provided an analysis of the existing well and sewage disposal system capacity, and provided a high-level description of the anticipated hydrogeological and subsurface soil and bedrock conditions.



Hydrogeological Assessment, Peterborough Organics Facility, Peterborough, ON **City of Peterborough**

Conducted a field and desktop investigation of the hydrogeological conditions of the property. Field work consisted on overseeing the drilling and installation of monitoring wells, soil stratigraphy logging, gas probe monitoring, soil quality sampling, and water level monitoring. Modelling and analysis of hydraulic conductivity, hydraulic gradient, water quality, and soil quality results was completed for a hydrogeological assessment. The hydrogeological assessment assisted in predicting the potential impacts on ground and surface water.

Subsurface Soil and Infiltration Investigation, Barry's Bay, ON **Private**

Prepare a Stormwater Management Plan demonstrating how the proposed condominium development will achieve municipal and provincial requirements for stormwater management design by classifying subsurface conditions and conducting infiltration testing. Fieldwork consisted of excavating several test pits, logging soil stratigraphy, and monitoring infiltration rates within the test pits. Recommendations of percolation times to be used in engineering design were provided.

Drinking Water Wells Assessment, Manilla, ON **City of Kawartha Lakes**

At the request of the City of Kawartha Lakes, Wills conducted a Drinking Water Well Assessment for the Manilla Drinking Water System by performing an aquifer pumping test on the stand-by well. Determined the yield capacity and provided a preliminary characterization of the water quality with respect to the ON Drinking Water Quality Standards. Assessed the yield capacity against the existing Permit To Take Water and provided recommendations for water treatment technologies.

Pre-Condition Well Survey, County Road 504 EA & Design, Apsley, ON **Ministry of Natural Resources and Forestry**

Managed a pre-construction well survey for residents located proximal to a road reconstruction project. Conducted local resident surveys and collected untreated water samples for chemical and biological analysis. Prepared a factual letter report and summary of water analyses data for distribution to residents.

Post-Condition Well Survey, County Road 504 EA & Design, Apsley, ON **County of Peterborough**

Conducted a Post-Condition Well Survey to study of the conditions of drinking water in wells that may have been impacted by the road reconstruction work along County Road 504. Fieldwork included conducting a door-to-door water quality survey/interview to collect anecdotal information on the current water quality conditions pertaining to their on-site water supply wells. In addition, water samples were obtained from select wells and laboratory results were evaluated against ODWQS maximum acceptable concentration and aesthetic

objective/operational guideline to determine if there were any hazardous exceedances to report.

Hydrogeological and Subsurface Investigation, Proposed Quarry Development, City of Kawartha Lakes **Sunrise Constrade Corp.**

Completed a Hydrogeological and Subsurface Investigation to characterize the subsurface conditions and determine suitability for use as an aggregate quarry. Fieldwork consisted of drilling boreholes and extracting rock cores to determine underlying bedrock stratigraphy. Monitor wells were installed in boreholes to determine groundwater depth and infer shallow groundwater flow direction. Conducted slug tests in the monitoring wells to determine hydraulic conductivity of the encountered bedrock formation below the groundwater table. Provided recommendations for static groundwater elevation to be used in quarry design and modelling.

Russelle Toyota Soil Investigation, Peterborough, ON **Russelle Toyota**

Oversaw the completion of a test pitting and in-situ infiltration program to support the design of proposed Low Impact Development stormwater management features. Prepared a letter report that summarized shallow soil and groundwater conditions, and commented on the suitability of the subsurface soils to accommodate infiltration facilities.

Cobourg Flood Control Pond, Cobourg, ON **Town of Cobourg**

Supervised drilling and test pit investigation in support of flood control pond design. Prepared factual data report.

L.I.F.E Centre Expansion Hydrogeological Study, Hiawatha, ON **Hiawatha First Nation**

Planned and oversaw the completion of a shallow soils and groundwater investigation to determine availability of groundwater and sewage disposal system requirements for the proposed community development. Investigations involved test pits, boreholes, piezometer installations and completing a pumping test on an existing potable water well. Completed data analysis, report preparation, and technical oversight of field work. Provided recommendations for additional water supply wells and cisterns, as well as commenting on preliminary design of a large subsurface sewage disposal system.

Port Perry Peer Review Services, Port Perry, ON **Township of Scugog**

Provided technical peer review services for Hydrogeological Study and Well Testing reports prepared by a third party in support of a commercial development.

Angeline Street Hydrogeological Study, Lindsay, ON **DDB Investments Inc.**

Managed and oversaw the completion of a combined hydrogeological and geotechnical (fieldwork only) study in support of a proposed commercial development. The investigation included boreholes, monitoring well installations and in-situ infiltration testing. The Hydrogeological Study Report was prepared to



satisfy the City of Kawartha Lakes By-law requirements and provide input to Low Impact Development features design.

2638 Burnham Line Site Servicing Assessment, Peterborough, ON **Private Client**

Oversaw a combined test pitting, borehole and pumping test program to assess the shallow soil and groundwater conditions on residential property in support of a proposed property severance. The study quantified the available water supply and quality, and ensured that the proposed severance and residential development would not negatively impact down-gradient water resources.

Permit to Take Water – Midtown Creek Flood Control Pond, Cobourg, ON **Town of Cobourg**

Managed field and reporting requirements for Hydrogeological Study in support of a Category 3 Permit to Take Water application.

Aggregate Compliance – Quarry, Havelock, ON **Drain Bros. Excavating Ltd**

Supervised borehole program and hydrogeological testing, generated detailed geological cross-sections, technical lead on Level 1 Hydrogeological Assessment in support of Havelock Quarry expansion license.

Aquifer Vulnerability Study – Residential development, Norwood, ON **Township of Asphodel-Norwood**

Oversaw the completion of soil and groundwater investigation in support of a residential development. The purpose of the investigation was to assess the impact of said development on the Village of Norwood's water supply aquifer. The investigation was completed following the peer review by Wills of a prior hydrogeological assessment prepared by a third party for the Township. An Aquifer Vulnerability Report was prepared that summarized Wills findings with regards to outstanding data gaps and hydrogeologic conditions beneath the Proposed Development.

Aquifer Capacity Study – Residential development, Norwood, ON **Township of Asphodel-Norwood**

Oversaw the completion of soil and groundwater investigation in support of a residential development. The purpose of the investigation was to assess the capacity of the Village of Norwood's water supply aquifer to accommodate the proposed development. An Aquifer Capacity Report was prepared that summarized Wills findings and provided recommendations for exploratory drilling and testing to determine the viability of new well locations.

Hydrogeological and Subsurface Investigation – Residential development, South Monaghan, ON **Private**

Completed a Hydrogeological and Subsurface Investigation in support of a residential development including 16 residential lots. The purpose of the Study was



to evaluate the suitability of the property to accommodate private onsite sewage disposal systems, and to determine the infiltration capacity of the subsurface soils as input to the design of proposed Low Impact Development (LID) features.

Hydrogeological and Subsurface Investigation – Residential and Commercial development, Otonabee-South Monaghan, ON **Private**

Completed a Hydrogeological and Subsurface Investigation in support of a development including 50 residential lots and a commercial center. The Study was conducted to confirm the sewage servicing capacity and to provide subsurface design requirements for proposed Low Impact Development (LID) features.

Environmental Site Assessment and Remediation Project Experience

Phase One & Two Environmental Site Assessments, Peterborough, ON **Private**

Conducted Phase One and Phase Two Site Assessments on the property, including desktop review and historical data searches, fieldwork, groundwater, and soil impact investigations. Prepared the Phase One and Phase Two ESA reports in accordance with O. Reg. 153/04.

Phase Two Environmental Site Assessment, Residential Development Toronto, ON **PRI Engineering**

Prepared a Phase Two Environmental Site Assessment (ESA) and Record of Site Condition (RSC) for the residential development of land. Areas of potential environmental concern and potentially contaminating activities were identified by conducting a field investigation on the Subject Property. The field investigation consisted of collecting representative soil and groundwater samples from boreholes and monitor wells. The Phase Two ESA was completed to support a RCS submission to the MECP. Recommendations were made to conduct additional environmental testing and remediation activities.

Phase One Environmental Site Assessment, Hydrogeological Study, and Site Servicing Assessment, Commercial Development, Almonte, ON **Private**

Conducted a Phase One ESA which included a desktop review and historical data searches. Prepared the Phase One ESA report in accordance with O. Reg. 153/04. Completed a Hydrogeological Study and Site Servicing Assessment to evaluate the availability and condition of groundwater. Assessed the suitability of the Subject Property to accommodate private sewage disposal systems.

Phase One Environmental Site Assessment and Hydrogeological Study, Residential Development, Haliburton, ON **Fleming College**

Conducted a Phase One ESA which included a desktop review and historical data searches. Prepared the report in accordance with O. Reg. 153/04. Completed a



Hydrogeological/LID Study to evaluate the availability and condition of groundwater. Performed a pumping test to evaluate the production yield, maximum pumping rate, well recovery, and potential interference with neighbouring groundwater taking activities.

Lakeshore Boulevard Phase Two ESA, Toronto, ON

PRI Engineering Inc.

Managed the field investigations and reporting requirements for a Phase Two ESA completed to RSC standards. The Phase Two ESA was completed for a commercial property proposed to be developed for residential use. The field investigation was coordinated with a geotechnical investigation completed by the Client.

Angeline Street Commercial Development Phase Two ESA, Toronto, ON

DDB Investments Inc.

Completed a Phase One ESA including background research of public and private databases, site reconnaissance, interviews, and interpretation of data to identify Potentially Contaminating Activities (PCAs) and Areas of Potential Environmental Concern (APECs) at the Property. Based on the Phase One ESA, a sampling and analysis plan was developed to assess APECs identified in the Phase One ESA. Responsible for supervision of field investigations, soil and groundwater sampling operations, data analysis and interpretation, and preparation of technical reports including GIS mapping and drafting services to report recommendations and conclusions to the Client.

1 Union Street Millbrook Phase 2 ESA, Millbrook, ON

Township of Cavan Monaghan

Environmental drilling program at historical gas station site in support of Phase 2 ESA.

84 Adelaide Street South – Phase 2 ESA, Lindsay, ON

Greenwood Retirement Communities, Bryon Equities and Initial Corporation

Supervised environmental borehole program in support of Phase 2 ESA.

Port Perry Peer Review Services, Port Perry, ON

Township of Scugog

Provided technical peer review services for Phase One and Phase Two ESA reports prepared in support of a commercial development.

Warkworth Institution Staff Pumping Station, Warkworth, ON

Correctional Services Canada

Completed vapour probe investigation to delineate contaminated soil plume, including borehole investigation and geodetic surveying.



16605 Highway 7 and 12, Perth, ON

**SunRay Group of
Hotels**

Supervised excavation/delineation and sampling of contaminated fill.

**Sediment Sampling and Analysis, Dam Safety Review and
Reservoir Assessment, Norwich, ON**

**Long Point Region
Conservation
Authority**

Completed a Reservoir Assessment of the quantity and quality of sediment accumulated on the upstream side of the Norwich Dam. Conducted sediment sampling and gas detection on field samples. Assessed sediment quality results by comparing laboratory results against the MECP Site Condition Standards. Detected volatile organic and combustible gas vapours with the use of a photo ionization detector. Estimated volumes of sediment accumulation with the use of a bathymetric survey and field measurements. Results for the investigation may be used to supplement future studies, environmental assessments, and repairs.

**Phase One & Two Environmental Site Assessments, Record of Site
Condition, Peterborough, ON**

Private

Prepared a Phase One and Phase Two Environmental Site Assessments (ESA) for the residential development of a property. Work included desktop review and historical data searches, construction of groundwater monitoring wells, soil and groundwater impact investigations, as well as soil remediation works. The Phase One and Phase Two ESAs were completed in accordance with O. Reg. 153/04 to support an RCS submission to the MECP, filed on behalf of the Client.

**Phase One & Two Environmental Site Assessments, Record of Site
Condition, Bancroft, ON**

Private

Prepared a Phase One and Phase Two Environmental Site Assessments (ESA) for a residential development. Work included desktop review and historical data searches, construction of groundwater monitoring wells and soil and groundwater impact investigations. The Phase One and Phase Two ESAs were completed in accordance with O. Reg. 153/04 to support an RCS submission to the MECP, filed on behalf of the Client.

**Phase One & Two Environmental Site Assessments, Gormley,
Whitchurch-Stouffville, ON**

Private

Conducted Phase One and Phase Two Site Assessments on the property, including desktop review and historical data searches, fieldwork, groundwater, and soil impact investigations. Prepared the Phase One and Phase Two ESA reports in accordance with O. Reg. 153/04.



Terrain Analysis Experience

Slope Assessment, Application for Consent to Sever Land, Brighton, ON **Private**

In support of an application for land severance, Wills conducted a site investigation to assess the existing slope conditions. Fieldwork consisted of visual observations of slope conditions and stability, hand-dug test holes, and measurements of representative and worst case slope gradients. Conclusions were provided about the stability and evidence of slope failure or toe of slope erosion.

Erosion Hazard Limit and Slope Assessment, Proposed Sanitary Sewer Extension and Road Reconstruction, Lakefield, ON **Township of Selwyn**

Conducted an Erosion Hazard Limit and Slope Assessment in support of a proposed sanitary sewer extension and road reconstruction. Sewer alignment proposed to be constructed approximately 5 m away from Ray's Creek. Determined the Long-Term Stable Top of Slope by reviewing available background information and conducting fieldwork to assess soil stratigraphy. To determine long term stable top of slope, a stability and erosion component were applied as a function of the slope composition and susceptibility of the toe of slope to erosion. Modelled slope gradient with the use of topographic data and created cross sections to provide analysis of existing slope conditions. Developed toe erosion and stability setback limit recommendations based on cross section slope gradients.

Slope Stability Analysis and Preliminary Design, North Rock Pile Expansion – Phase 2 Expansion, Havelock, ON **Covia Corp.**

Prepared an assessment of slope stability for the expansion of the rock storage pile from an open pit mining operation at the Blue Mountain Facility in Nephton, ON. Evaluated the stability of the proposed slopes in the expansion areas by modelling cross sections based on the topographic surveys of the existing slope conditions. Cross sections were used to assess where the steepest slopes were located and were used as input into Rocscience Slide2 software to evaluate the stability of the proposed slope profiles.

Unimin Pit Stability, ON **Unimin Canada Ltd.**

Completing structural field mapping of pit walls in support of mine plan development.

Striker Resort Slope Stability Study, Burleigh Falls, ON **Lovesick Lake Beach Resort**

Managed and completed a slope stability study to determine appropriate building setbacks for a proposed trailer park expansion. The study included a site visit and assessment of the shallow soil and bedrock conditions. A slope stability report was prepared that discussed the stability of the existing slope and required setbacks for development.

County Road 30 Slope Stability Study, Brighton, ON **Private Client**



Managed and conducted a slope stability assessment in support of two (2) proposed property severances. The slope stability assessment was conducted on the basis of Lower Trent Conservation Authority requirements and included a site visit and desktop study. A report was prepared that provided conclusions and recommendations with respect to the proposed severance and residential development.

Woods of Jennings Creek, Lindsay, ON

**Dunster Investments
Inc.**

Slope stability analysis and determination of development setbacks, including report preparation.

Block 340 Florence, Peterborough, ON

Parkview Homes

Completed slope stability analysis and reporting in support of residential development.

Slope Stability Assessment, Peterborough, ON

Logan Homes Limited

Completed slope stability assessment in support of housing development project.

Matchett Line Subdivision, Peterborough, ON

Averton Homes

Geotechnical and environmental borehole investigation in support of subdivision development, including slope stability analysis and reporting.

**Coffer Dam Seepage and Stability Analysis, Shebandowan
Lake, ON**

GDB Constructeurs

Managed seepage and stability analysis and reporting in support of cofferdam design.

Lingham Lake Dam, Tweed, ON

Quinte Conservation

Managed and completed slope stability assessment and reporting in support of Dam Safety Review Update and Public Safety Assessment.

Scotts Mills Dam Reconstruction, Peterborough, ON

Parks Canada

Conducted seepage modelling to determine mitigative effects of cut-off wall designs.

Monteith Dam EA and DD, Parry Sound, ON

**Ministry of Natural
Resources**

Managed two (2) geotechnical borehole investigations in support of environmental assessment and foundation design, including seepage analysis to support design and construction feasibility.

Hydropower Project, Bala, ON

Swift River Energy Ltd.



Completed site inspections and provided recommendations for rock bolting and rock removal for worker safety and long-term stability, including reporting.

Harris Lake and American Trail Dams EA, Seguin River, ON

Ministry of Natural Resources

Managed and completed geotechnical investigations of MNR assets in support of EA. Completed slope stability and seepage assessments and reporting.

Bundle Design Talbot Dam, Kirkfield, ON

Parks Canada

Supervised test pit investigation in support of earth embankment design, including geodetic survey, slope stability and seepage assessment and reporting, prepared borehole and test pit logs.

Uppers Lane Quarry, ON

Walkers Aggregates Inc.

Managed and completed slope stability assessment in support of quarry development and creek realignment, including reporting and construction recommendations.

Vaughan Church Development, Vaughan, ON

Reinders & Rieder Ltd.

2-D Slope stability analyses to determine setback limits for proposed development.

19431 and 19339 Yonge Street, Holland Landing, ON

2438981 ON Inc.

Managed and conducted slope stability assessment and reporting to determine construction setbacks for commercial development.

Phase 1 Karst investigation, Residential Development, Trent Hills, ON

Private Client

Completed a Phase 1 Karst investigation in support of a proposed residential development. The investigation included a desktop review of available background information regarding the property's subsurface conditions (soil, groundwater). Fieldwork consisted of a site reconnaissance including visual inspection of surficial features, as well as shallow hand auger holes to confirm subsurface soils and/or bedrock material(s). Upon completion of the desktop and field investigation, a Phase I Karst Investigation Report was completed that outlined subsurface conditions and included conclusions with regards to the presence of Karst topography on the subject property.

Karst Investigation, Goodman Road, Rosedale, ON

Hunt Homes

Completed a Karst investigation in support of a residential development. The investigation included a desktop review of available background information regarding the property's subsurface conditions (soil, groundwater), including a passive geophysical survey carried out by a third party. Fieldwork consisted of a site reconnaissance including visual inspection of surficial features, as well as boreholes and test pits to confirm subsurface soils and/or bedrock material(s). Upon



completion of the desktop and field investigation, a Karst Investigation Report was completed that outlined subsurface conditions and included conclusions with regards to the presence of Karst topography on the subject property

Slope Stability Assessment, North Kawartha, ON

Private Client

Completed a slope stability assessment in support of a residential development including a two-story dwelling and a garage.

Aggregate Assessment, Wavy Lake Pit, Eden Township, ON

Ministry of Mines

Completed soil and groundwater investigations in order to prepare an Aggregate Assessment of the Wavy Lake Pit in support of the Long Lake Gold Mine Access Road Improvement project. Fieldwork consisted in advancing 45 test pits and installing 10 monitor wells on the property in order to assess availability, quality and location of available resource in the pit. The assessment is currently underway (August 2023).

Excess Soil Management Project Experience

Detail Design Support for the Rehabilitation of Highway 35, from Minden to Carnarvon, ON – GWP 5114-20-00

**Ministry of
Transportation,
Northeastern
Region**

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for an 11.5 km long section of Highway 35, between Minden and Carnarvon, Ontario. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits.

Detail Design Support for the Installation of Permanent Illumination on Highway 7, from Burnham Line to Lancaster Road, County of Peterborough, ON – GWP 4073-22-00

**Ministry of
Transportation,
Eastern
Region**

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 370 m long section of Highway 7, in the County of Peterborough, Ontario. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits. Upon completion of the APU reporting, a Sampling and Analysis Plan (SAP) was prepared on the basis of the APU findings to ensure an appropriate level of sampling and analysis of the soil anticipated to be excavated for the Project.



Detail Design Support for Rock Removal and Installation of Signs on Highway 11, near Katrine, ON – GWP 5188-21-00 **Ministry of Transportation, Northeastern Region**

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for 4 areas along a 38 km long section of Highway 11, north of Katrine, Ontario. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits. Upon completion of the APU reporting, a Sampling and Analysis Plan (SAP) was prepared on the basis of the APU findings to ensure an appropriate level of sampling and analysis of the soil anticipated to be excavated for the Project.

Detail Design Support for the Rehabilitation of catch basins and storm sewer on Highway 11, Temagami, ON – GWP 5227-21-00 **Ministry of Transportation, Northeastern Region**

Currently retained to prepare an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 700 m long section of Highway 11, in Temagami, Ontario. This assessment includes reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits. Currently retained to prepare a Sampling and Analysis Plan (SAP) on the basis of the APU findings to ensure an appropriate level of sampling and analysis of the soil anticipated to be excavated for the Project.

Detail Design Support for the Rehabilitation of Highway 17 and replacement of four structures, Lake Superior Provincial Park, ON – GWP 5114-20-00 **Ministry of Transportation, Northeastern Region**

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 25 km long section of Highway 17 and two bridges, in Lake Superior Provincial Park, Ontario. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits. Currently retained to prepare a Sampling and Analysis Plan (SAP) on the basis of the APU findings to ensure an appropriate level of sampling and analysis of the soil anticipated to be excavated for the Project.

Detail Design Support for the rehabilitation and replacement of two culverts on Highway 11, Township of Oro-Medonte, ON – GWP 2119-18-00 **Ministry of Transportation, Central Region**

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for two sections of Highway 11, south of Orillia, Ontario. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits. Currently retained to prepare a Sampling and Analysis Plan



(SAP) on the basis of the APU findings to ensure an appropriate level of sampling and analysis of the soil anticipated to be excavated for the Project.

Detail Design Support for the rehabilitation and replacement of two culverts on Murphy Road, Town of Petawawa, ON – GWP 4029-21-00

**Ministry of
Transportation,
Eastern Region**

Completed a subsurface soil investigation of areas anticipated to generate Excess Soil around two existing culverts on Murphy Rd, in the Town of Petawawa, Ontario. Based on the findings of the investigation, a due diligence Soil Characterization Report (SCR) was prepared that provided management options for the Excess Soil.

Detail Design Support for drainage improvements in the vicinity of the intersection of Highway 7 and Strong Side Road, Township of South Sherbrooke, ON – WP 4250-22-01

**Ministry of
Transportation,
Eastern Region**

Currently retained to conduct a subsurface soil investigation of areas anticipated to generate Excess Soil in the context of drainage improvement works along a 150 m long section of Highway 7, in the Township of South Sherbrooke, Ontario. Based on the findings of the investigation, a due diligence Soil Characterization Report (SCR) was prepared that provided management options for the Excess Soil.

Detail Design Support for the rehabilitation of the Mallorytown Road underpass, Highway 401, Front of Yonge Township, ON – WP 4016-22-01

**Ministry of
Transportation,
Eastern Region**

Completed a subsurface soil investigation of areas anticipated to generate Excess Soil in the context of the rehabilitation of the Mallorytown Road underpass along Highway 401, in the Front of Yonge Township, Ontario. Based on the findings of the investigation, a due diligence Soil Characterization Report (SCR) was prepared to provide management options for the Excess Soil.

Detail Design Support for Intersection Improvements on Highway 7 at Belmont 6th Line, Township of Havelock-Belmont-Methuen, ON – GWP 4040-17-00

**Ministry of
Transportation,
Eastern Region**

Currently retained to prepare an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 600 m long section of Highway 7 in the vicinity of Belmont 6th Line intersection, in the Township of Havelock-Belmont-Methuen, Ontario. Upon completion of the APU reporting, a Sampling and Analysis Plan (SAP) will be prepared on the basis of the APU findings. A subsurface soil investigation will be completed in accordance with the SAP and a Soil Characterization Report (SCR) prepared to provide management options for the soil anticipated to be excavated for the Project.



Detail Design Support for Intersection Improvements on Highway 7 at Belmont 2nd Line and Sama Park Road, Township of Havelock-Belmont-Methuen, ON – GWP 4032-20-00

Ministry of Transportation, Eastern Region

Currently retained to prepare an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 1.3 km long section of Highway 7 in the vicinity of Belmont 2nd Line intersection, in the Township of Havelock-Belmont-Methuen, Ontario. Upon completion of the APU reporting, a Sampling and Analysis Plan (SAP) will be prepared on the basis of the APU findings. A subsurface soil investigation will be completed in accordance with the SAP and a Soil Characterization Report (SCR) prepared to provide management options for the soil anticipated to be excavated for the Project.

Detail Design Support for the replacement of a culvert (Site 43X-0301/C0) on Highway 630, Eau Claire, ON – GWP 5208-21-00

Ministry of Transportation, Eastern Region

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 400 m long section of Highway 630, south of Eau Claire, Ontario. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits. Upon completion of the APU reporting, a Sampling and Analysis Plan (SAP) was prepared on the basis of the APU findings to ensure an appropriate level of sampling and analysis of the soil anticipated to be excavated for the Project. A subsurface soil investigation was completed on the basis of the SAP, the findings of which were summarized in a Soil Characterization Report (SCR) which provided management recommendations for the soil anticipated to be excavated for the Project.

Detail Design Support for the Rehabilitation of Highway 65 and the replacement of a structural culvert (Site 47X-0289/C0), Elk Lake, ON – GWP 5112-20-00, GWP 5111-20-00

Ministry of Transportation, Northern Region

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for an 18.5 km long section of Highway 65, north of Elk Lake, Ontario. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits. Currently retained to prepare a Sampling and Analysis Plan (SAP) on the basis of the APU findings to ensure an appropriate level of sampling and analysis of the soil anticipated to be excavated for the Project.



Detail Design Support for the Rehabilitation of Highway 401 from Mallorytown Road to County Road 2 Interchange, United Counties of Leeds and Grenville, ON – GWP 4109-21-00

Ministry of Transportation, Eastern Region

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for an 11 km long section of Highway 401 from Mallorytown Road to the County Road 2 interchange, in the United Counties of Leeds and Grenville, Ontario. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits. Upon completion of the APU reporting, a Sampling and Analysis Plan (SAP) was prepared on the basis of the APU findings to ensure an appropriate level of sampling and analysis of the soil anticipated to be excavated for the Project. A subsurface soil investigation was completed on the basis of the SAP, the findings of which were summarized in a Soil Characterization Report (SCR) which provided management recommendations for the soil anticipated to be excavated for the Project.

Detail Design Support for the Replacement of Non-Structural Culverts on Highway 28, from Apsley to Bancroft, ON – GWP 4017-17-00

Ministry of Transportation, Eastern Region

Currently retained to complete subsurface soil investigations at 47 culverts locations along a 45 km long section of Highway 28 between Apsley and Bancroft, in Ontario. This investigation was requested by the MTO for due-diligence purposes in order to identify proper management options for the soil anticipated to be excavated at each culvert location. Upon completion of the sampling and analysis activities, a due-diligence Soil Characterization Report (SCR) will be prepared that will provide adequate management recommendations for the soil anticipated to be excavated for the Project.

Detail Design Support for the Replacement of Non-Structural Culverts on Highway 34, from Hwy 417 to Hwy 17, ON – Agreement 4023-E-0026 – Assignment #01

Ministry of Transportation, Eastern Region

Currently retained to complete subsurface soil investigations at 28 culverts locations along a 15 km long section of Highway 34 between Highway 417 and Hawkesbury, in Ontario. This investigation was requested by the MTO for due-diligence purposes in order to identify proper management options for the soil anticipated to be excavated at each culvert location. Upon completion of the sampling and analysis activities, a due-diligence Soil Characterization Report (SCR) will be prepared that will provide adequate management recommendations for the soil anticipated to be excavated for the Project.



Education

- 1990 Environmental Technology Diploma, Sir Sandford Fleming College
- 1988 Bachelor's Degree, Biogeography, McMaster University

Associations

Environmental Technology Program, Advisory Committee
(Current Chair) Sir Sandford Fleming College

Training

- 2023 WHMIS
- 2022 Due Diligence
- 2022 Working in Confined Spaces
- 2022 Occupational First Aid – Level A
- 2009 Advanced Project Management, Schulich School of Business
- 2002 Executive Development Program, IMD International, Lausanne, Switzerland
- 2000 Finance for Non-Financial Managers, Schulich School of Business
- 1998 Insurance, Legal Agreements and Contract Mgmt., Osler Hoskin and Harcourt
- 1997 Facilitation and Negotiation, Schulich School of Business
- 1992 Phase I Environmental Site Assessment Certification, AESAC
- 1994 Landfill Design and Management for Long Term Performance, EPIC
- 1995 Class Environmental Assessment Certificate, MOE/MEA
- 1992 Advanced Environmental Assessment Diploma, CEAA
- 1991 Chemistry of Pollution, University of Waterloo
- 1991 Contaminant Hydrogeology, University of Waterloo

MTO Registry, Appraisal and Qualification System (RAQS) - Class Environmental Assessment Environmental Planning

Professional Experience

2016 to date	D.M. Wills Associates Limited Manager, Environmental Services Reporting to the President, accountable for department financial and operational objectives, resource allocation, compliance with environmental and health and safety legislation, and delivery of overall quality service. Responsible for client capture and retention for environmental services offered to the public and private sectors. Supervision of teams delivering professional consulting services including: environmental assessment and permitting; solid waste management; water and wastewater treatment assessment and design; environmental impact assessment and monitoring; environmental compliance management; environmental site assessment and remediation; and environmental assessment.	Peterborough, ON
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2015 to 2016	D.M. Wills Associates Limited Peterborough, ON Manager, Business Development Reporting to the President, accountable for corporate financial growth and the organization's market position in accordance with corporate policies and legislative requirements. Identify long and short-term strategic priorities, corporate policies and programs from a business development perspective.
2013 to 2015	Gilead Power Corporation Lindsay, ON President Reporting to the Chairman and Board of Directors, accountable for developing existing projects, researching new opportunities, and managing the day-to-day operations of the company. Responsible for Gilead's overall growth and value creation. As a member of the CanWEA Ontario Caucus Steering Committee, provided industry insight on renewable energy issues, strategic planning, provincial/federal policy development, due diligence, resource management planning and program management.
2009 to 2013	Gilead Power Corporation Lindsay, ON Vice-President, Project Development
2007 to 2009	Gilead Power Corporation Lindsay, ON Vice-President, Operations
2004 to 2007	Jacques Whitford Limited Peterborough, ON Area Manager/Senior Consultant
1999 to 2004	SGS Lakefield Research Limited Lakefield, ON Manager, Environmental Services
1994 to 1999	SGS Lakefield Research Limited Lakefield, ON Senior Project Manager, Environmental Services
1990 to 1994	Greer Galloway Group Inc. Peterborough, ON Project Manager

Class Environmental Assessment Project Experience

Colborne Street Sewage Pumping Station, Lindsay, ON **City of Kawartha Lakes**
Municipal Class Environmental Assessment (Schedule B) to address capacity constraints for the existing Colborne Street Sewage Pumping Station, including consideration of the new station and upgrades to the existing station.



**Kingston East Sanitary System Upgrades
Class Environmental Assessment**

Utilities Kingston

Municipal Class Environmental Assessment (Schedule B) for new sewage pumping stations to service Riverview Subdivision and adjacent developments including decommissioning of existing sewage pumping station.

Municipal Sewage System, Township of Bexley and Somerville

**City of Kawartha
Lakes**

Preparation of Class Environmental Assessment documents and preliminary design of sewage lagoons and pumping stations including equipment, piping and pumps and sewage collection system.

**Canadianna Shores Water Treatment Plant and Distribution
System, Washburn Island**

**City of Kawartha
Lakes**

Participated in the Class Environmental Assessment of the Canadianna Shores Water Treatment Plant and Distribution System on Washburn Island. Co-authored the Environmental Study Report.

Sewage Treatment Plant, Village of Bancroft

Village of Bancroft

Preparation of Environmental Assessment documents. Preliminary design of treatment plant including process equipment, piping and pumps and sewage collection system.

Water Treatment Plant, Township of Hillier and Ameliasburgh

**Prince Edward
County**

Preparation of Class Environmental Assessment documents and preliminary design of water treatment plant including process equipment, piping and pumps and detailed design of water distribution system.

Environmental Site Assessment and Remediation Project Experience

Phase I, II and III Environmental Site Assessment, Lindsay

**Sir Sandford Fleming
College**

Completed intrusive investigation of a former municipal works yard to determine the need for excavation of petroleum contaminated soils. Underground storage tanks were removed. Groundwater and soil samples were taken with readings compared to relevant provincial guidelines. Phase III involved excavation of the soils and transportation to an approved landfill site with a licensed waste hauler.

Phase II and III Environmental Site Assessment, Bailieboro

**Former Service
Station**

Completed intrusive investigation of a former municipal works yard to determine the need for excavation of petroleum contaminated soils. Underground storage tanks were removed. Groundwater and soil samples were taken with readings compared to relevant provincial guidelines. Phase III involved excavation of the soils and transportation to an approved landfill site with a licensed waste hauler.

Phase I and II Environmental Site Assessment, Lindsay

Housing Project

Retained to complete a Phase I at a 0.2 ha property. A title search, file review and site inspection were completed to verify information. As a result of the Phase I work, soils and groundwater were characterized and areas were delineated for remediation, including the removal of 400 tonnes of soil for disposal in a local landfill site.

Phase I and II Environmental Site Assessment and Remediation, Peterborough

Ministry of Transportation

An intrusive investigation of the highway right of way was completed to determine the impacts posed by an adjacent landfill site. Based on the investigation, a remedial plan was proposed to MTO for implementation upon construction of the highway.

Solid Waste Management Project Experience

Sanitary Landfill Site

Township of Algonquin Highlands

Environmental monitoring programs, compliance activities, approvals submissions, MOE liaison, and Design, Operations and Closure reports for three municipal sites. Project Manager for waste management Environmental Assessment.

Municipal Landfill Site Investigation

Township of Belmont and Methuen

Administration, co-ordination and completion of various studies to receive an Emergency Certificate of Approval under the Environmental Protection Act. Application to the Ministry of the Environment for Interim Site Expansion including an Environmental Assessment Act exemption.

Centralized Composting Facility, Peterborough County

Tri-Land

Managed the development of a private Centralized Composting Facility to accept organic feedstock (leaf & yard waste and source separated organics) from the City of Peterborough. Project included all engineering and support services for the planning, design and permitting of the facility. Services provided included civil, structural, environmental and municipal engineering as well as project management and contract administration. Also, managed the geotechnical, electrical and mechanical engineering; and, materials testing services completed by others. Facility was developed in accordance with the requirements the local municipality; County; Ministry of Environment and Climate Change; Otonabee Conservation; Hydro One Networks Inc.; and lender.

Municipal Waste Sites, Annual Monitoring

Town of Kearne

Managed surface water, residential and groundwater sampling, field testing and sample submission to laboratories. Review of Annual Monitoring Reports for submission to the Ministry of Environment and Climate Change.



Municipal Waste Sites, Annual Monitoring **Township of Magnetawan**

Managed surface water, residential and groundwater sampling, field testing and sample submission to laboratories. Review of Annual Monitoring Reports for submission to the Ministry of Environment and Climate Change.

Landfill Surveys **Municipality of West Nipissing**

Completion of topographical surveys at three landfill sites within the Municipality of West Nipissing, including Sturgeon Falls Landfill, Lavigne Landfill, and Field Landfill. Surveys included waste placement, limit of fill area, base contours and final contours based on the ECA for each site. Total fill volumes and estimated remaining life calculations were identified based on topographical survey results.

Transfer Station and Recycling Depot **Township of Havelock-Belmont-Methuen**

Planning, design, public consultation, approvals submission, MOE liaison and construction supervision of the Jack's Lake and 6th Line Municipal Solid Waste Transfer Station and Recycling depots.

Composting Facility, Former Township of Mariposa **Royel Paving Limited**

Planning, design, public consultation, approvals submission and MOE liaison for the proposed Centralized Composting Facility in the former Township of Mariposa.

Transfer Station and Recycling Depot, Cloyne **Township of North Frontenac**

Planning, design, approvals submission and MOE liaison for the proposed Municipal Solid Waste Transfer Station and Recycling Depot at the Cloyne landfill site.

Sanitary Landfill Site **Township of Algonquin Highlands**

Environmental monitoring programs, compliance activities, approvals submissions, MOE liaison, and Design, Operations and Closure reports for three municipal sites. Project Manager for waste management Environmental Assessment.

Sanitary Landfill Site **Township of Havelock-Belmont-Methuen**

Landfill reclamation project (mining) including MOE liaison, approvals submissions, stakeholder consultation and public relations. Project Manager for the environmental monitoring programs, compliance activities, approvals submissions, MOE liaison, and Design, Operations and Closure reports for three municipal sites.

Sanitary Landfill Site **Township of Wollaston**

Environmental monitoring program, compliance activities, approvals submissions, MOE liaison, and Design, Operations and Closure report for waste disposal site.



Transfer Station and Recycling Depot **Township of Otonabee**

Administration and co-ordination of Preliminary Design in accordance with agency requirements and regulations to receive approval for Detail Design and Commissioning of the facility.

Municipal Landfill Site Investigation, Village of Hastings **Northumberland County**

Administration and co-ordination of a Hydrogeological Investigation and preparation of a Site Design and Operations Report for a 10 hectare Landfill Site.

Municipal Landfill Site Investigation, Warsaw Road Landfill Site **Township of Douro**

Administration and co-ordination of a Topographical Site Survey, plan and profile preparation and completion of a Site Design and Operations Report to support an application to the Ontario Ministry of Environment for an Emergency Certificate of Approval.

Municipal Landfill Site Investigation, Stoney Lake Road Landfill Site **Township of Douro**

Administration and co-ordination of a topographical site survey, plan and profile preparation and completion of a Site Design and Operations Report to support an application to the Ontario Ministry of Environment and Energy for an Emergency Certificate of Approval.

Municipal Landfill Site Investigation, Township of Kaladar **Townships of Kaladar, Anglesea and Effingham**

Administration and co-ordination of a Preliminary Site Assessment and Capacity Study in accordance with Ontario Ministry of Environment requirements. Preparation of reports to support an application to the Ministry for an Emergency Certificate of Approval.

Private Landfill Site Investigation, Nephton Waste Disposal Site **UNIMIN Canada Limited**

Administration and co-ordination of office and field staff to prepare a Preliminary Site Assessment and Capacity Study. Preparation of a Site Design and Operations Report and management of the Hydrogeological Investigation to support an application for site expansion.

Municipal Landfill Site Investigation **Village of Norwood**

Administration and co-ordination of a Topographical Site Survey, Plan and Profile preparation and completion of a Site Design and Operations Report to support an application to the Ontario Ministry of Environment for an Emergency Certificate of Approval.



Michael J. Lord, B.A., Dipl. ET
Manager, Environmental Services

Municipal Landfill Site Investigation, Ennismore, ON **Township of Selwyn**

Administration and co-ordination of a Hydrogeological Investigation and preparation of a Site Design and Operations Report for a 10 hectare Landfill Site.

Municipal Landfill Site Investigation **Township of Burleigh and Anstruther**

Completion of Site Capacity Studies to determine the remaining life span for four landfill sites. The work included the completion of Legal and Topographic Site Surveys, Plan Preparation and completion of reports for submission to the Ontario Ministry of Environment.

Municipal Landfill Site Investigation **Township of Chandos**

Completion of Site Capacity Studies to determine the remaining life span for three landfill sites. The work included the completion of Legal and Topographic Site Surveys, Plan Preparation and completion of reports for submission to the Ontario Ministry of Environment.

Municipal Landfill Site Mining and Reclamation **Township of Belmont and Methuen**

Planning, coordination and supervision of landfill site mining program requiring the excavation and separation of 30,000 cubic metres of soil/fill. Responsibilities also included reviewing past monitoring and operation programs, task management, technical training, data interpretation and liaison with the Townships concerning the above issues.

Municipal Landfill Site Investigation **Township of Belmont and Methuen**

Administration, co-ordination and completion of various studies to receive an Emergency Certificate of Approval under the Environmental Protection Act. Application to the Ministry of the Environment for Interim Site Expansion including an Environmental Assessment Act exemption.

Expert Testimony and Peer Review Project Experience

Intervener, Waste Management Consultant, Lindsay/Ops Landfill Site **City of Kawartha Lakes**

Acted as waste management consultant to the Intervener at the Environmental Assessment Board Hearing for the Interim Expansion of the Lindsay/Ops Landfill Site.

Waste Management and Environmental Assessment **Township of Selwyn**

Provided waste management and environmental assessment consulting services to the Township's solicitor prior to and during the 18 day Ontario Municipal Board Hearing for the proposed RSI, Construction and Demolition Waste Disposal Site.



Lynsey Tutters, B.A., Dipl. ET, C.Tech.
Senior Environmental Technologist

Education

2019 Environmental Technician Diploma, Fleming College
2009 Diploma of Journalism, Niagara College
2007 B.A. Sociology & Philosophy, Brock University

Associations

2021 Ontario Association of Certified Engineering Technicians and Technologists

Training

2023 Working at Heights
2025 Occupational First Aid Level A
2023 Ontario Traffic Manual Book 7
2025 WHIMIS
2019 OWWCO - ELC
2019 OWWCO - OIT
2015 Ground Search & Rescue

Professional Experience

2024 to date	D.M. Wills Associates Limited	Peterborough, ON
	Senior Project Technologist Project Management, scope of work development, contractor relations, Site Assessments, Land Development Support, and Waste Management Design and Monitoring.	
2021 to 2024	D.M. Wills Associates Limited	Peterborough, ON
	Environmental Project Technologist Prepare fieldwork plans, contractor relations, Site Assessments, Land Development Support, and Waste Management Design and Monitoring.	
2019 to 2021	D.M. Wills Associates Limited	Peterborough, ON
	Environmental Field Technologist Conduct relevant fieldwork, Site Assessments, Land Development Support, and Waste Management Design and Monitoring.	
2014 to 2017	Details Interior Painting	Burlington, ON
	Owner/Painter Contractor relations, client relations, equipment maintenance, manual labour, and Scope of Work estimates.	
2012 to 2014	Tumbler Ridge News	Tumbler Ridge, BC
	Reporter/Manager of Circulation Research, writing/editing, managed staff, photography, and weekly final product review.	



2003 to 2012	Tennis Professional	Canada
	Tennis Instructor, client relations and retention, and custom lesson planning.	
2008 to 2009	A&M Reforestation	Northern Ontario
	Tree Planter Planted trees, land management, and worked in extreme field conditions	

Waste Disposal Site Environmental Monitoring and Compliance Project Experience

Waste Site Monitoring and Reporting – Five Sites **Township of Greater Madawaska**

Project management and client relations, annual groundwater, surface water, landfill gas monitoring fieldwork at two WDSs. Compiling Annual Monitoring Reports.

Waste Site Monitoring and Reporting – Two Sites **City of Temiskaming Shores**

Project management and client relations, annual groundwater, surface water, landfill gas monitoring fieldwork at two WDSs. Compiling Annual Monitoring Reports.

Waste Site Monitoring and Reporting – Two Sites **Township of Asphodel-Norwood**

Annual groundwater, surface water, landfill gas monitoring fieldwork at two WDSs. Compiling Annual Monitoring Reports.

Waste Site Monitoring – One Site **Municipality of Charlton and Dack**

Researched past reports and provided documents including C of A and legislative requirement. Compiled the annual Waste Site Report and updated the Closure Plan for the facility.

Waste Site Monitoring – One Site **Township of Evanturel**

Research past reports and provided documents including C of A and legislative requirements. Compiled the annual Waste Site Report and updated the Closure Plan for the facility.

Waste Site Monitoring – One Site **Township of Chamberlain**

Researched past reports and provided documents including C of A and legislative requirements. From these findings, compiled the annual Waste Site Report and updated the Closure Plan for the facility. Annual Groundwater Monitoring and compiling Biennial Monitoring Report.

Biennial Waste Management Site Monitoring Program – One Site **Town of Kearney**

Conducted necessary fieldwork including groundwater, surface water and gas monitoring. Supervised the drilling of new wells to facilitate sampling program.



Lynsey Tutters, B.A., Dipl. ET, C.Tech.
Senior Environmental Technologist

Collected samples for laboratory analysis. Bi-annual report writing which summarized the results, including recommendations for future monitoring events.

Waste Site Design and Operations Plan

Township of Matachewan

Preparation of an updated Waste Site Design and Operations Plan for the Matachewan Landfill Site. Project includes MECP consultation, an ECA amendment, hydrogeological assessment, and the development of an environmental monitoring program for the site.

Transfer Station Design, Operations and Closure Plan **Township of Asphodel-Norwood**

Preparation of a Design, Operations and Closure Plan for the Norwood Transfer Station. The report was submitted to the MECP and incorporated into an ECA amendment for the site, including a redeveloped environmental monitoring program.

Hydrogeology Project Experience

Environmental Professional – Lock 19

Parks Canada

On-site Environmental Professional responsible for daily site inspections, water quality monitoring, and general site compliance with Site Specific Environmental Management Plan.

Groundwater Impact Investigation – Rosedale

Private Client

Oversight of drilling activities, including well and piezometer installation. Gas probe monitoring of all wells and piezometers. Shallow and deep groundwater investigations including low-flow sampling, lab submission, and data analysis.

Subsurface Soil and Infiltration Investigation, Residential Development

Private Client

Completed a Subsurface Soil and Infiltration Investigation as input to the design of Low Impact Development (LID). The investigation was completed to support a Zoning By-law Amendment and Severance Application to the City of Pickering. The scope of work included boreholes and monitor well installation, in-situ infiltration testing, data analysis, and reporting.

Modelling of WHPA and Vulnerability Zone, Source Protection Plan Update

Township of Cramahe

To support the Colborne Well Head Protection Area and Vulnerability Zone assessment, Wills was responsible for the enumeration of drinking water threats based on Well Head Protection Areas to identify significant drinking water threats. Used the 2017/2018 Tables of Drinking Water Threats for Pathogens and Chemicals to enumerate the threats.

Hydrogeological and LID Investigation

Private Client

Completed a Subsurface Soil and Infiltration Investigation by conducting a field investigation and making assessments based on the findings. Classified soil based on grain size, stratigraphy, relative soil compactness, analysis of natural moisture content, and particle size distribution including sieve and hydrometer analysis. Conducted an analysis of infiltration test results to determine infiltration rate and percolation time (T-time) based on field test results.

**Subsurface Soil and Infiltration Investigation Report,
Condominium Development**

Private Client

Completed soil and groundwater investigations by advancing a series of boreholes within the footprint of a proposed condominium development. Fieldwork consisted of soil stratigraphy logging and completing in-situ infiltration tests. The investigative findings were summarized in a Hydrogeological Study Report which included a review of the encountered soil stratigraphy and determination of the infiltration rates of the Low Impact Development features, shallow groundwater conditions, evaluation of infiltration capacity, and estimates of percolation time based on particle size distribution.

Hydrogeological Assessment, Peterborough Organics Facility

City of Peterborough

Conducted a field and desktop investigation of the hydrogeological conditions of the property. Field work consisted of overseeing the drilling and installation of monitoring wells, soil stratigraphy logging, gas probe monitoring, soil quality sampling, and water level monitoring. Modelling and analysis of hydraulic conductivity, hydraulic gradient, water quality, and soil quality results was completed for a hydrogeological assessment. The hydrogeological assessment assisted in predicting the potential impacts on ground and surface water.

Post-Condition Well Survey, County Road 504 EA & Design

County of Peterborough

Conducted a Post-Condition Well Survey to study of the conditions of drinking water in wells that may have been impacted by the road reconstruction work along County Road 504. Fieldwork included conducting a door-to-door water quality survey/interview to collect anecdotal information on the current water quality conditions pertaining to their on-site water supply wells. In addition, water samples were obtained from select wells and laboratory results were evaluated against ODWQS maximum acceptable concentration and aesthetic objective/operational guideline to determine if there were any hazardous exceedances to report.

**Hydrogeological and Site Servicing Assessment, Commercial
Development, Township of Selwyn**

Private Client

Conducted a hydrogeological assessment to confirm the capacity of the existing on-site well and sewage disposal system to accommodate the conversion of building use. Reviewed MECF Well Records, provided an analysis of the existing well

and sewage disposal system capacity, and provided a high-level description of the anticipated hydrogeological and subsurface soil and bedrock conditions.

Infiltration Testing – Cleantech Commons

Private Client

Oversaw the excavation of pits designed to facilitate infiltration testing in order to design an underground storm water management system. Infiltration testing included the use of data loggers to measure the speed at which water infiltrated the soil through a hollow pipe dug into the ground.

Infiltration Testing – Angeline Street

Private Client

Oversaw the drilling and installation of piezometers designed to facilitate infiltration testing. Infiltration testing included the use of data loggers to measure the speed at which water infiltrated the soil through a hollow pipe dug into the ground.

Rock Coring – Almonte Gas Bar

Private Client

Oversaw the drilling program including rock coring and well installations. Rock core logs were completed in the field and documented followed by Borehole log creation.

Groundwater Investigation – Almonte Gas Bar

Private Client

Oversight of well drilling. Conducted test pit program. Conducted slug tests to collect recharge rates and groundwater elevations across the property.

Hydrogeological and LID Investigation

Private Client

Completed a Subsurface Soil and Infiltration Investigation by conducting a field investigation and making assessments based on the findings. Classified soil based on grain size, stratigraphy, relative soil compactness, analysis of natural moisture content, and particle size distribution including sieve and hydrometer analysis. Conducted an analysis of infiltration test results to determine infiltration rate and percolation time (T-time) based on field test results.

Aggregate Assessment, Wavy Lake Pit

Ministry of Mines

Completed soil and groundwater investigations in order to prepare an Aggregate Assessment of the Wavy Lake Pit in support of the Long Lake Gold Mine Access Road Improvement project. Fieldwork consisted in advancing 45 test pits and installing 10 monitor wells on the property in order to assess availability, quality and location of available resource in the pit. The assessment is currently underway (August 2023).

Aquifer Capacity Study

Township of Asphodel-Norwood

Completed a soil and groundwater investigation. The purpose of the investigation was to assess the capacity of the Village of Norwood's water supply aquifer to accommodate the proposed development. An Aquifer Capacity Report was

prepared that summarized Wills findings and provided recommendations for exploratory drilling and testing to determine the viability of new well locations.

Hydrogeological Investigation, Peterborough

Private Client

Participated in a Subsurface Soil Investigation utilizing test pits and boreholes. Completed boreholes as monitor wells to facilitate ground water monitoring and sampling. Conducted pumping tests on newly installed drinking water wells to assess availability and quality of groundwater. Completed report writing to provide recommendations based on findings.

Hydrogeological Investigation, Lindsay

Private Client

Completed a Subsurface Soil and Infiltration Investigation by conducting a field investigation. Classified soil based on grain size, stratigraphy, analysis of natural moisture content, and particle size distribution including sieve and hydrometer analysis. Conducted an analysis of infiltration test results to determine infiltration rate and percolation time (T-time) based on field test results. Currently providing Well Abandonment Services for monitor wells on site.

Hydrogeological Investigation, Peterborough

Private Client

Participated in a Subsurface Soil Investigation utilizing test pits and boreholes. Completed boreholes as monitor wells to facilitate ground water monitoring and sampling. Conducted pumping tests on newly installed drinking water wells to assess availability and quality of groundwater. Completed report writing to provide recommendations based on findings.

Hydrogeological and LID Investigation, Buckhorn

Private Client

Completed a Subsurface Soil and Infiltration Investigation by conducting a field investigation and making assessments based on the findings. Classified soil based on grain size, stratigraphy, relative soil compactness, analysis of natural moisture content, and particle size distribution including sieve and hydrometer analysis. Conducted an analysis of infiltration test results to determine infiltration rate and percolation time (T-time) based on field test results.

Water Supply Assessment, City of Kawartha Lakes

Private Client

Completed a Water Supply Assessment to determine the quantity and quality of groundwater available to the proposed development. Field investigations included aquifer capacity testing, groundwater chemical analysis and assessment of proposed water taking requirements.

Hydrogeological and LID Investigation, Peterborough

Private Client

Completed a Subsurface Soil and Infiltration Investigation by conducting a field investigation and making assessments based on the findings. Classified soil based on grain size, stratigraphy, relative soil compactness, analysis of natural moisture content, and particle size distribution including sieve and hydrometer analysis.

Conducted an analysis of infiltration test results to determine infiltration rate and percolation time (T-time) based on field test results.

Infiltration Investigation, Peterborough

Private Client

Completed an Infiltration Investigation as input to the design of a Low Impact Development (LID) feature. The scope of work included boreholes and in-situ infiltration testing, data analysis and reporting.

Infiltration Investigation, Millbrook

Private Client

Completed an Infiltration Investigation as input to the design of a Low Impact Development (LID) feature. The scope of work included test pits and in-situ infiltration testing, data analysis and reporting.

Water Supply Assessment, City of Kawartha Lakes

Private Client

Completed a Subsurface Investigation; classified soil based on grain size, stratigraphy, analysis of natural moisture content, and particle size distribution. Completed a Water Supply Assessment to determine the quantity and quality of groundwater available to the proposed development. Field investigations included aquifer capacity testing, groundwater chemical analysis and assessment of proposed water taking requirements.

Hydrogeological Investigation & Aggregate Impact Study, City of Kawartha Lakes

Private Client

Completed a Subsurface Soil and Infiltration Investigation by conducting a field investigation and making assessments based on the findings. Classified soil based on grain size, stratigraphy, relative soil compactness, analysis of natural moisture content, and particle size distribution including sieve and hydrometer analysis. Conducted an analysis of infiltration test results to determine infiltration rate and percolation time (T-time) based on field test results. Completed an Aggregate Impact Study (AIS) to facilitate the development of a residential lot.

Aggregate Impact Study, Asphodel-Norwood

Private Client

Completed an Aggregate Impact Study (AIS) in support of a Severance Application. Responsibilities included a desktop review of available information, site reconnaissance and subsurface investigation to produce a deliverable with recommendations based on findings.

Aggregate Impact Study, Trent Lakes

Private Client

Completed an Aggregate Impact Study (AIS) in support of a Severance Application. Responsibilities included a desktop review of available information, site reconnaissance and subsurface investigation to produce a deliverable with recommendations based on findings.

Land Use Compatibility Study, Peterborough

Private Client

Completed a Land use Compatibility Study in support of a Consent to Sever Application triggered because of the proposed severed parcels' location being within 500 metres of a closed waste disposal site. Responsibilities included a review of background information, site reconnaissance, assessment of groundwater quality and landfill gas monitoring in order to produce a deliverable with recommendations based on findings.

Land Surveying

Clean Tech Commons, Peterborough

Private Client

Conducted and supervised elevation and coordinated survey of site, including test pit locations.

Various Locations

Ministry of Transportation

Operation of survey equipment, Health and Safety protocol, as well as surveying culverts and surrounding area along highway corridors.

Gormley

Private Client

Operation of survey equipment, Health and Safety protocol, as well as surveying monitor well and borehole locations.

Peterborough

Private Client

Operation of survey equipment, Health and Safety protocol, as well as surveying monitor well and borehole locations.

Ministry of Transportation - Designated Substance Surveys

Hwy 7, Peterborough

Ministry of Transportation

Collection of asbestos and benzene samples from various culvert locations. Laboratory submission of samples.

Hwy 41, Hwy 7, HWY 35 and Hwy 60

Ministry of Transportation

Coordinated and oversaw Designate Substance Surveys conducted on numerous 'asphalt coated' culvert structures along Highway 41, Highway 7, Highway 60 and Highway 35 to assess for asbestos-containing material (ACM) and benzene within the coatings. DSS sampling was conducted on the basis of O. Reg. 490/09, O. Reg. 278/05, O. Reg. 347, as well as MOECC guidelines for handling of asbestos materials. Facilitated sample selection and submission to an accredited laboratory for analytical testing. Results of the field investigations and laboratory analyses were presented in a Designated Substance Survey Report that included removal

management and disposal recommendations relating to the designated substances that were identified within the asphaltic culvert coating material.

Environmental Site Assessments

Phase Two ESA – Lakeshore Road West

Private Client

Analysed data collected during fieldwork to assess the potential for contamination at the Phase Two Property, including report writing and figure preparation in accordance with O. Reg. 153/04.

Phase One ESA – Cleantech Commons

Private Client

Conducted tabletop and background site investigation, as well as Phase One Report writing.

Phase One and Two ESA Angeline Street

Private Client

Conducted Phase One and Phase Two Site Assessments on the property, including desktop review and historical data searches, fieldwork, groundwater and soil impact investigations. Prepared the report in accordance with O. Reg. 153/04.

Phase One & Two ESA, Peterborough

Private Client

Conducted Phase One and Phase Two Site Assessments on the property, including desktop review and historical data searches, fieldwork, groundwater, and soil impact investigations. Prepared the Phase One and Phase Two ESA reports in accordance with O. Reg. 153/04.

Fleming College Phase One ESA, Peterborough

Fleming College

Phase One ESA at a 96 hectare property currently occupied by the Fleming College Sutherland Campus. Phase One Property also included Saint Joseph's Residence, Peterborough Sports and Wellness Centre, Bowers Park, and a college-operated maintenance yard. Phase One ESA included background research of public and private databases, site reconnaissance, interviews, and interpretation of data to identify Potentially Contaminating Activities (PCAs) and Areas of Potential Environmental Concern (APECs) at the Property. Preparation of a technical report including GIS mapping and drafting services to report recommendations and conclusions to the Client.

Phase One & Two ESA, Gormley

Private

Conducted Phase One and Phase Two Site Assessments on the property, including desktop review and historical data searches, fieldwork, groundwater, and soil impact investigations. Prepared the Phase One and Phase Two ESA reports in accordance with O. Reg. 153/04.



Phase One ESA – Peterborough

Private Client

Conducted tabletop and background site investigation, as well as Phase One Report writing.

Phase One ESA – Peterborough

Trent University

Conducted tabletop and background site investigation, as well as Phase One Report writing.

Phase One ESA – Peterborough

Private Client

Conducted tabletop and background site investigation, as well as Phase One Report writing.

Phase One & Two ESA, Bancroft

North Hastings Community Trust

Conducted Phase One and Phase Two Site Assessments on the property, including desktop review and historical data searches, fieldwork, groundwater, and soil impact investigations. Prepared the Phase One and Phase Two ESA reports in accordance with O. Reg. 153/04.

Terrain Analysis Experience

Slope Assessment, Peterborough

Private Client

In support of a proposed residential development, Wills conducted a site investigation to assess the existing slope conditions. Fieldwork consisted of visual observations of slope conditions and stability, hand-dug test holes, and measurements of representative and worst-case slope gradients. Conclusions were provided about the stability and evidence of slope failure or toe of slope erosion.

Slope Assessment, Omemee

Habitat for Humanity

In support of a proposed residential development, Wills conducted a site investigation to assess the existing slope conditions. Fieldwork consisted of visual observations of slope conditions and stability, hand-dug test holes, and measurements of representative and worst-case slope gradients. Conclusions were provided about the stability and evidence of slope failure or toe of slope erosion.

Slope Assessment, Otonabee-South Monaghan

Private Client

In support of a proposed residential development, Wills conducted a site investigation to assess the existing slope conditions. Fieldwork consisted of visual observations of slope conditions and stability, hand-dug test holes, and measurements of representative and worst-case slope gradients. Conclusions were provided about the stability and evidence of slope failure or toe of slope erosion.



Lynsey Tutters, B.A., Dipl. ET, C.Tech.
Senior Environmental Technologist

Excess Soil Experience

Soil Management Report, Peterborough

Private Client

Completed a subsurface soil investigation and created a Sampling and Analysis Plan (SAP) to ensure an appropriate level of sampling and analysis of the Excess Soil anticipated to be generated by the Project. Provided recommendations on disposal options based on laboratory analytical results in accordance with O. Reg. 406/19.

Soil Characterization Report, Courtice

Private Client

Completed a subsurface soil investigation to assess sediment and soil quality within a Stormwater Management Facility. Based on the findings of the investigation, a due diligence Soil Characterization Report (SCR) was prepared that provided management options for this Excess Soil.



Education

2019 Environmental Technician, Centennial College
2016 Hon. B.Sc. Geography & Environmental Science with an Interdisciplinary Minor in Sustainability

Training

2025 Bear Safety Awareness
2025 WHMIS
2023 Standard First Aid – Level A CPR/AED
2023 Ontario Traffic Manual Book 7
2019 OWWCO - ELC

Professional Experience

2025 to date	D.M. Wills Associates Limited	Peterborough, ON
	Environmental Project Technologist Execute field work plans, contractor relations, site assessments, land development support, waste management monitoring, data analysis and report writing.	
2023 to 2025	D.M. Wills Associates Limited	Peterborough, ON
	Environmental Field Technologist Conduct relevant fieldwork for environmental investigations.	
2022 to 2023	SGS Canada	Lakefield, ON
	Instrumentation Technologist Daily calibration of Gas Chromatograph Systems, maintenance and troubleshooting, calculation of semi-volatile organic compounds (SVOCs) in soil and water.	
2020 to 2022	SGS Canada	Lakefield, ON
	Laboratory Technician Prepared soil extractions for analysis, managed lab inventories, laboratory conformance testing	

Hydrogeology Project Experience

Subsurface Soil and Infiltration Investigation, Peterborough, ON **Habitat for Humanity**

Completed soil and groundwater investigations by advancing a series of boreholes within the footprint of a proposed development. Fieldwork consisted of soil stratigraphy logging and completing in-situ infiltration tests. The investigative findings were summarized in a Hydrogeological Study Report which included a review of the encountered soil stratigraphy and determination of the infiltration rates of the Low Impact Development features, shallow groundwater conditions, evaluation of infiltration capacity, and estimates of percolation time based on particle size distribution.



Subsurface Soil and Infiltration Investigation, Roslin, ON **Private Client**

Completed soil and groundwater investigations by advancing a series of boreholes and exploratory test pits. Fieldwork consisted of soil stratigraphy logging, completing in-situ infiltration tests and collecting samples for laboratory testing of Grain Size Distribution, moisture content, and percolation time.

Hydrogeological Investigation, Norland, ON **Private Client**

Participated in a Subsurface Soil Investigation utilizing test pits and boreholes. Completed boreholes as monitor wells to facilitate ground water monitoring and sampling. Conducted pumping tests on newly installed drinking water wells to assess availability and quality of groundwater.

Waste Disposal Site Environmental Monitoring and Compliance Project Experience

Waste Site Monitoring and Reporting, Temiskaming Shores, ON **City of Temiskaming Shores**
Annual groundwater, surface water and landfill gas monitoring fieldwork at two WDSs. Compiling of Annual Monitoring Reports.

Waste Site Monitoring and Reporting, Norwood, ON **Township of Asphodel-Norwood**
Annual groundwater, surface water and landfill gas monitoring fieldwork at two WDSs. Compiling of Annual Monitoring Reports.

Waste Site Monitoring and Reporting, Englehart, ON **Township of Chamberlain**
Annual groundwater and landfill gas monitoring. Compiling of Biennial Monitoring Report.

Waste Site Monitoring and Reporting, Kearney, ON **Town of Kearney**
Annual groundwater, surface water and landfill gas monitoring fieldwork.

Various Locations, Ontario **Private Client**
Operation of survey equipment for various projects to locate precise locations and survey sites, including test pit, borehole, monitor well and culvert locations.

Excess Soil Project Experience

Detail Design Support for the rehabilitation and replacement of two culverts on Murphy Road, Town of Petawawa, ON – GWP 4029-21-00 **MTO, Eastern Region**
Completed a subsurface soil investigation of areas anticipated to generate Excess Soil in support of a due diligence Soil Characterization Report that was prepared to provide management options.

Detail Design Support for the Installation of Permanent Illumination on Highway 7, from Burnham Line to Lancaster Road, County of Peterborough, ON – GWP 4073-22-00 MTO, Eastern Region

Completed an Assessment of Past Uses on the basis of Ontario Regulation 406/19 for a 370 m long section of Highway 7, in the County of Peterborough. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits.

Detail Design Support for the rehabilitation of the Mallorytown Road underpass, Highway 401, Front of Yonge Township, ON – WP 4016-22-01 MTO, Eastern Region

Completed a subsurface soil investigation of areas anticipated to generate Excess Soil in the context of the rehabilitation of the Mallorytown Road underpass along Highway 401, in the Front of Yonge Township. Based on the findings of the investigation, a due diligence Soil Characterization Report was prepared to provide management options for the Excess Soil.

Detail Design Support for Intersection Improvements on Highway 7 at Belmont 6th Line, Township of Havelock-Belmont-Methuen, ON – GWP 4040-17-00 MTO, Eastern Region

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 600 m long section of Highway 7 in the vicinity of Belmont 6th Line intersection, in the Township of Havelock-Belmont-Methuen. Completed a subsurface soil investigation on the basis of the APU findings and prepared a due diligence Soil Characterization Report to provide management options for the soil anticipated to be excavated for the Project.

Detail Design Support for Intersection Improvements on Highway 7 at Belmont 2nd Line and Sama Park Road, Township of Havelock-Belmont-Methuen, ON – GWP 4032-20-00 MTO, Eastern Region

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 1.3 km long section of Highway 7 in the vicinity of Belmont 2nd Line intersection, in the Township of Havelock-Belmont-Methuen. Completed a subsurface soil investigation on the basis of the APU findings and prepared a due diligence Soil Characterization Report to provide management options for the soil anticipated to be excavated for the Project.

Detail Design Support for the replacement of a culvert (Site 43X-0301/C0) on Highway 630, Eau Claire, ON – GWP 5208-21-00 MTO, Eastern Region

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for a 400 m long section of Highway 630, south of Eau Claire. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits.



**Detail Design Support for the Rehabilitation of Highway 401
from Mallorytown Road to County Road 2 Interchange,
United Counties of Leeds and Grenville, ON – GWP 4109-
21-0 0**

MTO, Eastern Region

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for an 11 km long section of Highway 401 from Mallorytown Road to the County Road 2 interchange, in the United Counties of Leeds and Grenville, Ontario. Completed a subsurface soil investigation on the basis of the APU findings in order to prepare a Due Diligence Soil Characterization Report to provide management options for the soil anticipated to be excavated for the Project.

**Detail Design Support for the Rehabilitation of Highway 65
and the replacement of a structural culvert (Site 47X-
0289/C0), Elk Lake, ON – GWP 5112-20-00, GWP 5111-20-00**

MTO, Northern Region

Completed an Assessment of Past Uses (APU) on the basis of Ontario Regulation 406/19 for an 18.5 km long section of Highway 65, north of Elk Lake. This assessment included reviewing available historical and environmental data in order to identify Areas of Potential Environmental Concern and associated Contaminant of Concern within the Project Limits.

Terrain Analysis Experience

Slope Assessment, Peterborough, Ontario

Private Client

Conducted a site investigation to assess the existing slope conditions in support of a proposed residential development. Fieldwork consisted of visual observations of slope conditions and stability, hand-dug test holes, and measurements of representative and worst-case slope gradients. Conclusions were provided about the stability and evidence of slope failure or toe of slope erosion.

Ministry of Transportation - Designated Substance Surveys

**Detail Design Support of the rehabilitation of Highway 17
and replacement of four structures, Lake Superior
Provincial Park, ON – GWP 5114-20-00**

MTO, Northeastern Region

Collection of asbestos and benzene samples from various culvert locations.
Laboratory submission of samples

- 1997 to 2006 **SGS Lakefield Research Environmental Services** **Peterborough, ON**
- Environmental Technologist
Responsible for being the senior field surveyor and AutoCAD operator for the purpose of determining volumes used, volumes remaining and remaining site life as well as creating final site designs for over 40 waste disposal sites. Responsibilities also included, staking site design limits, setting grade and overseeing the construction. Utilized AutoCAD to calculate site volumes and create groundwater surfaces from groundwater elevations in order to determine groundwater flow direction and gradient. Wrote Design and Operations Plan reports as well as Closure Plan reports and Transfer Station Design and Operations reports. Responsible for writing Annual Monitoring reports for submission to the Ministry of the Environment, which included groundwater, surface water analytical interpretation, groundwater flow direction, site operations, conclusions and recommendations.
- 1997 to 1997 **County of Peterborough** **Peterborough, ON**
- 911 Technician
Responsible for the initiation of the 911 Enhanced Service for the County of Peterborough. Responsibilities included mapping, numbering and being a liaison between the municipalities, the County and Bell Canada.
- 1991 to 1997 **Landmark Associates Limited** **Peterborough, ON**
- CAD Operator / Survey Field Technician
Responsible for topographic surveying and generating plans of topography. Also responsible for creating gravel pit application drawings for submission to the Ministry of Natural Resources in accordance with the Aggregate Resources Act. Other responsibilities included subdivision design with either individual lot wells and septic, or community water systems (pump house) or municipal services including sanitary and storm sewers and water. Also responsible for laying out the design features of subdivisions (i.e. curbs, sidewalks, centreline of road, beginning of curve, end of curve and grade) for construction purposes.
- 1988 to 1991 **Holding and Jones Ltd., Ontario Land Surveyors** **Toronto, ON**
- Draftsperson / CAD Operator / Survey Field Personnel
Responsible for topographic surveying, legal surveying and building and design layout. Responsibilities included staking out plans of subdivision, building layouts, setting grade, setting legal bars and conducting legal surveys. Other responsibilities also included manually and electronically (AutoCAD) drafting reference, condominium, building location plans and plans of subdivision. Administrative duties included registering reference plans, condominium plans and plans of subdivision at the appropriate land registry offices.



Environmental Project Experience

Septic Systems

School, Trailer Park and Commercial Plaza

Designed and prepared plans for a replacement septic system with underground vent chambers and a Micro F.A.S.T. Tertiary system for St. Martin's Catholic school in Ennismore, Ontario. Another design and plan preparation included an additional system for a new phase in development at Kawartha Trails Resort (RV's), Peterborough, Ontario. Designed and prepared plans for a commercial plaza with limited space in Ennismore, Ontario.

Municipal Waste Sites, Central and Southern Ontario

Various Municipalities, ON

Prepared annual monitoring reports for submission to the Ministry of Natural Resources. Solid waste disposal site environmental monitoring (groundwater and surface water sampling and analysis, topographic surveying), compliance, data interpretation, annual reporting, permitting, and approvals for several small to medium-sized municipal clients in central and eastern Ontario. Monitoring reports were prepared for, and per the requirements of the Ontario Ministry of the Environment. Other tasks included site design for closure and / or waste transfer stations, including reports. Municipalities included Minden Hills, Smith-Ennismore-Lakefield, Asphodel-Norwood, Town of Bancroft, Douro-Dummer, Dysart et. al, Greater Madawaska, Havelock-Belmont-Methuen, Highlands East, City of Kawartha Lakes, Killaloe, Hagarty and Richards, and Madawaska Valley.

Pits and Quarries

Dysart et. al

Prepared drawings for application for submission to the Ministry of Natural Resources. Preparation of Aggregate Site Plans for Class 'A' Gravel Pit application submission. Site locations were Haliburton Lake Road Site: Part of Lots 11, Concessions 6 and 7, Harburn Township., Carrol Pit: Lots 10 and 11, Concession 12, Carrol Township., Coleman Pit: Part of Lots 19 and 20, Concession 7, Coleman Township and Kennaway Pit: Lots 32 and 33, Concessions 5 and 6, South Kennaway Township.

Mine Site Remediation – Chelmsford

Falconbridge, Sudbury

Remediate site mine tailings. Supervised the installation of granulars, filtration media, monitoring wells, engineered pond and vegetation on and around mine tailings. During the monitoring period, water samples were taken from monitoring wells, engineered pond and adjacent Vermillion River. Annual reports were written and submitted to the Ontario Ministry of the Environment.

Municipal Project Experience

New Amherst Subdivision – Phase 2, Stages 2 and 3, Cobourg

New Amherst Homes

New development with single family dwellings and medium density lots. Responsibilities included design and drafting of storm, sanitary and watermain, lot grading, storm and sanitary design sheets, manipulating survey data and creating digital terrain models, creating alignments and profiles, calculating cut / fill quantities



from lot grading and road cross-sections, preparing engineering drawings, co-ordination with the Town and utilities.

Yonge Street – Road Reconstruction, Burk’s Falls

Village of Burk’s Falls

Detailed design of 785 m road reconstruction to improve overland storm drainage with the installation of asphalt curb and gutters and improve pedestrian traffic with the installation of a 1.5 m concrete sidewalk on the north side. Existing storm sewer network and watermain were replaced.

Parkhill Road Phases I and II – Road Reconstruction Design

City of Peterborough

Detailed design of 1,200 m upgrade from rural road to an urban cross-section including implementation of storm sewer and upgrades to sanitary and watermain, including application to MOE for Environmental Compliance Approval.

John Street – Road Reconstruction, Sundridge

Village of Sundridge

Detailed design of 370 m road upgrade to incorporate a grid-like subdrain system under the road to improve drainage in a poorly drained area. The rural ditch design was improved to collect drainage from residential subdrains, while keeping the drainage separate from the road sub-drainage system.

Elgin Street – Road Reconstruction Design, Lindsay

City of Kawartha Lakes

Detailed design of 1.3 km of municipal road reconstruction including replacement of storm, sanitary and watermain, including an application to the MOE for an Environmental Compliance Approval.

The Country Club Subdivision, City of Kawartha Lakes, Lindsay

Bromont Homes

New development with single family dwellings, medium density, high density, commercial and industrial lots. Responsibilities included design and drafting of storm, sanitary and watermain, lot grading, storm and sanitary design sheets, manipulating survey data and creating digital terrain models, creating alignments and profiles, calculating cut / fill quantities from lot grading and road cross-sections, preparing engineering drawings, co-ordination with utilities.

Various Watermain Works, Peterborough

Peterborough Utility Services Inc.

Prepared existing grading plans, provided drafting services for proposed works and prepared as-built drawings.

Minden Water Tower, Minden

Township of Minden Hills

New road design with storm, sanitary and water for proposed water tower and future development. Responsibilities included completing stormwater management report including peak flow and stormwater management facility sizing calculations for quantity and quality control. Oversaw design of site servicing and grading plan.

Croft Street Development, Port Hope

Leblanc Enterprises

New condominium development with 140 units. Responsibilities included design and drafting of storm, sanitary and watermain, lot grading, storm and sanitary design sheets, manipulating survey data and creating digital terrain models, creating alignments and profiles, calculating cut / fill quantities from lot grading and road cross-sections, preparing engineering drawings, coordination with utilities.

West Park Village, Cobourg

VANDYK Group of Companies

Subdivision design for construction. Responsibilities included preparing site servicing plans, grading plans and plans / profiles drawings for construction for Phase 3. Determined sanitary and storm drainage areas. The area information was then put into sanitary and storm design sheets to determine pipe size and type capacity. Checked individual proposed lot grading.

Legal Survey Experience

Jail Farm - Highway 7 between Young Street and Bayview Avenue, Toronto

First Professional Management

Stakeout boundaries per plan of subdivision, building layout for contractors, and road layout. Using a total station, set line and ties for the purposes of placing legal property iron bars on right-of-ways and lot lines. Placed wooden stakes with stationing and elevation for road construction. Measured chainage ties to new buildings for the purpose of preparing Building Location Plans.

Henley Gardens Condominium – Victoria Park Avenue and Kingston Road, Scarborough

Quadrangle Architects

Registered Condominium Plan, layout and Building Location Survey. Drew plans for approval and registration at the Land Registry office. Layout out footing of building for construction purposes. Measured chainage ties to new building for the purpose of preparing Building Location Plans.

Building Location Survey / Plans – Toronto and Southern Ontario

Private and Commercial

Established property corners, measured chainage ties to buildings, prepared Building Location Drawings.



Education

2012 Geomatics Technician Diploma, Sir Sandford Fleming College

Training

2025 Civil 3D for Surveying Introduction Course
2025 Bear Awareness Training Course
2024 Standard First Aid, Level-A/C CPR and AED Blended Certification
2024 Basic Operations sRPAS with VLOS License
2023 Sewer and Watermain Construction Inspection Course
2021 Working at Heights Certification
2019 MTO Book 7 Training

MTO Registry, Appraisal and Qualification System (RAQS)

Engineering Survey

Professional Experience

2019 to date **D.M. Wills Associates Limited** **Peterborough, ON**

Construction Surveyor

Responsible for completing field surveys for all departments internal to Wills, in addition to external clients, which would include topographical, as-built, grading verification, and quantity surveys, using conventional survey methods and equipment (GPS, Total Station, Laser Level). Measure angles and dimensions between points on, above and below ground level. Post process survey data using AutoCAD Civil 3D to generate geodetically referenced base drawings used for engineering design and analysis. Compile data/information from existing surveys, design drawings and other sources for survey layout. Locate survey monumentation and evidence for the purposes of legal boundary overlay. Research land records, survey records and land titles for boundary verification. Record survey results and verify accuracy of data. Prepare plots, maps and reports. Compute both manual and computer generated quantity calculations for both tenders and active projects. Complete overall site reviews and as-built surveys, prepare base files and redline markups to assist with the closeout of projects and to maintain as-built records. Organize and schedule meetings with contractors, sub-contractors, owners, developers and other agencies. Present survey findings and maintain contact with project managers, developers, contractors, owners, approval agencies and all parties involved with an assigned project. Maintain contact with Inspectors and Contract Administrators to complete quantity verification surveys for key project milestones. Provide updated information to the



Project Managers for invoicing and project tracking purposes of field collected quantity verifications. Provide cost and time estimations for new survey work. Draft and submit proposals and offer proposal support for multi-disciplinary projects. Responsible for maintaining and tracking field equipment. Train staff members on how to successfully complete survey work using conventional survey methods and equipment. Ensure that all timelines and milestones for deliverables are met.

2017 to 2019 **J.D. Barnes Ltd.** **Peterborough, ON**

Party Chief

Completed topographic and legal surveys, surveyor's real property reports, as-builts and layout services. Performed extensive field calculations and prepared detailed field notes pertaining to specific jobs. Interpreted and utilized various types of surveys, as listed above. Interpreted and utilized property information, including property index numbers, block maps, deeds with metes and bounds descriptions, property transfer information and old field note records. Utilized survey equipment such as total stations, GPS units, data collectors, and levels/level rods. Supervised and guided field crews consisting of two to three persons.

2017 **JBF Surveyors** **Lakefield, ON**

Junior CAD Technician

Drafted various types of surveys, including reference plans, surveyor's real property reports, and site and grading plans. Performed extensive drafting calculations, including boundary, building layout and permit calculations. Generated quotes and invoices pertaining to specific job sites. Compiled and submitted pre-approval packages to the registry office. Checked and verified completed draft plans. Compiled information and generated minor variance and zoning applications as well as certification letters to fulfill building permits.

2015 to 2017 **JBF Surveyors** **Lakefield, ON**

Party Chief

Completed topographic and legal surveys, surveyor's real property reports, final as-built and location, and layout services. Utilized survey equipment such as total stations, RTK units, data collectors, and levels/level rods. Supervised and guided field crews consisting of two to three persons.

2013 to 2015 **J.D. Barnes Ltd.** **Markham, ON**

Party Chief

Completed topographic and legal surveys, surveyor's real property reports, final as-built and location, and layout services. Utilized survey



equipment such as total stations, RTK units, data collectors, and levels/level rods. Supervised and guided field crews consisting of two to three persons.

- 2012 to 2013 **J.D. Barnes Ltd.** **Markham, ON**
- Survey Assistant
Utilized survey equipment such as total stations, data collectors and RTK units. Assisted the Party Chief with field calculations, measurements and equipment.
- 2011 **Ministry of Natural Resources** **Peterborough, ON**
- GIS Assistant
Digitized easements on crown land using registered survey plans. Updated Ministry of Natural Resources and geographic information systems databases.
-

Project Experience

Highway 118 Trenchless Culvert, Carnarvon, ON **Ministry of Transportation**

Completed an enhanced survey monitoring program during the trenchless installation of a 48" Steel Culvert under Highway 118, 1.5m west of Carnarvon, ON. The objective of this assignment was to identify any horizontal and vertical movement in the asphalt roadway, atop the culvert, as it was being installed. A series of control points were established along Highway 118 prior to construction and were monitored daily to assess the movement in the roadway. Updates were provided to the MTO and Contract Administrators from Jewell, in real-time to determine if the culvert installation was in conformance with the MTO specified tolerances. The trenchless culvert installation was the first time this method was used in Ontario.

Temiskaming Shores Landfill Monitoring, New Liskeard, ON **Corporation of the City of Temiskaming Shores**

Completed a detailed topographic survey of the Temiskaming Shores Landfill site for the purpose of generating an existing conditions plan and to determine the volume of active waste in order to monitor active waste accumulation over a 3-year time period. To conclude the first year of this assignment, a geodetically referenced base drawing was submitted internally that was used to generate the existing conditions drawing. The scope of work includes completing two more annual site visits to monitor the levels of active waste within the landfill.



Trent University Student Residence, Peterborough, ON

Trent University

Completed a Tree Inventory survey for the purposes of generating a Tree Protection Plan drawing package. With the assistance of Wills' Resident Arborist, strategically selected trees and tree stands were properly identified within and surrounding the proposed grading limits of the above-mentioned project. For each tree surveyed, the tree species, trunk and drip diameter and location compared to the grading limit were identified with the intention of preserving as many trees as possible during construction. To conclude this assignment, a geodetically referenced base drawing was submitted internally that was used to generate the Tree Protection Plan (TPP).

**MNRF Thornbury and Pine River Bathymetry,
Thornbury, ON**

Ministry of Natural Resources

Completed detailed bathymetric surveys at two different locations, including the Mill Pond in Thornbury, ON and the Pine River Reservoir located at the Pine River Provincial Fishing Club. The Mill Pond bathymetric survey scope included defining the total amount of sediment build-up compared to the original bottom of pond elevation. Conventional survey methods and equipment were used in combination with a manned watercraft to complete this assignment. Similarly, the Pine River Reservoir bathymetric survey also included defining the total amount of sediment build-up compared to the original bottom of pond elevation, but on a much smaller scale. The Pine River survey was completed using the same methodology as the Mill Pond survey. To conclude this assignment, a geodetically referenced base drawing was submitted internally that was used to calculate the total amount of sediment build up at each location.

LPRCA Deer Creek Dam DSR, Langton, ON

**Long Point Region Conservation
Authority**

Completed detailed topographic survey of existing hydraulic structures, including the LPRCA Deer Creek Dam and three bridge locations, in support of a Dam Safety Review completed by Wills' Water Resources group. Each hydraulic structure survey included the overall geometry of the structure, the channel bathymetry immediately up and downstream and the establishment of two local benchmarks at each location. To conclude this assignment, a geodetically referenced base drawing was submitted internally that was used as a basis for the analysis and calculations included with the final deliverable.



**Highway 533 & 624 Culvert Inspections, North
Bay & New Liskeard, ON**

Ministry of Transportation

Completed detailed culvert inspections along Highway 533 between Highway 63 and Mattawa, ON and along Highway 624 between Englehart, ON and Larder Lake, ON. At each culvert location, an MTO mobile inspection application was used to assess the current condition, material, size, dimensions, hindrances and future recommendations for each individual culvert. The data collected was used internally by Wills' engineering staff to confirm if repair or replacement of the culvert was required and was used to support the final deliverable.

NVCA Flood Structure Safety Reviews (Black Ash Creek Floodway Survey), Collingwood, ON **Nottawasaga Valley Conservation Authority**

Completed a detailed topographic survey of three existing hydraulic bridge structures in support of a Floodway Assessment and Floodplain Mapping update. The scope of work also included collecting bathymetric cross-sections of a 4 km section of the Black Ash Creek Floodway, at evenly spaced intervals, beginning at the Georgian Bay outlet. Conventional survey methods and equipment were used in combination with a manned watercraft to complete this assignment. To conclude this assignment, a geodetically referenced base drawing was submitted internally that was used as a basis for the analysis and calculations included with the final deliverable.

NVCA Flood Structure Safety Reviews (Tiffin and Utopia Dams), Utopia, ON **Nottawasaga Valley Conservation Authority**

Completed detailed topographic survey of existing hydraulic structures, including three NVCA Dams and seven bridge locations, in support of a Dam Break Analysis Study and a Floodplain Mapping update completed by Wills' Water Resources group. Each hydraulic structure survey included the overall geometry of the structure, the channel bathymetry immediately up and downstream and the establishment of two local benchmarks at each location. To conclude this assignment, a geodetically referenced base drawing was submitted internally that was used as a basis for the analysis and calculations included with the final deliverable.



**LSRCA Hydraulic Structures Survey, Beaverton,
ON**

**Lake Simcoe Region Conservation
Authority**

Completed highly accurate topographic surveys for a combination of 51 different bridge and culvert structures along Beaver River and Whites Creek. The topographic information collected was used in combination with existing LIDAR data to update the hydraulic modelling for both tributaries. In addition to the survey, a full condition assessment was performed at each of the surveyed structure locations. To conclude this assignment, a detailed report was submitted to the client that included detailed methodology, individual condition assessments and the survey information in the form of a points file and base drawing.

MacEachern Brown Municipal Drain, CKL, ON

City of Kawartha Lakes

Completed a full geodetic topographic survey of an existing municipal drain totaling 4 km. The survey data was used to generate a detailed design and clean out of the existing drain. Once construction had been completed, a full as-built survey and as-built survey verification were completed to confirm that the construction was completed in conformance with the design drawings. The geodetic survey data and a survey verification markup were submitted to the client, marking the completion of this project.

Stickland Street Watermain Replacement, Lakefield, ON

Township of Selwyn

Completed a full topographic survey for the purposes of detailed design of an existing 850 m section of Stickland Street. Survey scope included collecting information pertaining to the existing roadway conditions within the right-of-way limits, general drainage and grading, and any pertinent topographical features. Following the completion of the field work, a geodetically referenced base plan was developed using the survey data to assist with a detailed watermain replacement design.

Valley Green Homes Development, Campbellford, ON

Valley Green Homes Corp.

Completed a full topographic survey of a large vacant property for the purposes of generating a grading and site servicing plan for a proposed subdivision development. The survey scope included collecting information pertaining to the existing roadway tie-in points with a focus on the existing utilities, general drainage and grading of the subject property with a sufficient buffer, and any pertinent topographical features. The subject property had a substantial change in grade throughout, a combination of GPS and total station was required to complete the survey, and collect sufficient survey data. Following the completion of the field work, a geodetically referenced base plan was developed using the survey data to assist with the grading and site servicing designs.



Trent Valley Honda, Peterborough, ON

Trent Valley Honda

Completed a full topographic survey of the existing Trent Valley Honda property with a sufficient topographic buffer around outside the property limits. The survey scope included collecting information pertaining to the existing roadway tie-in points with a focus on the existing utilities, general drainage and grading of the subject property and any pertinent topographical features. The survey data was used to generate a detailed grading and site servicing design. Following the completion of the field work, a geodetically referenced base plan was developed using the survey data to assist with the grading and site servicing designs.

MNRF Palmerston Lake Dam Survey, Ompah, ON

**Ministry of Natural Resources
and Forestry**

Completed a full topographic survey of the existing dam outlet structure used to control the water level of Palmerston Lake. The topographic survey of the existing dam structure will be used to generate a complete re-design of the dam and existing roadway/parking areas. Additionally, surveys were completed on five downstream structures, (1 dam, 2 bridges, 2 culverts) to assist with hydraulic analysis/modelling. Following the completion of the field work, a geodetically referenced base plan was developed using the survey data to assist with the above mentioned work.

NVCA Pretty River Dyke Survey, Collingwood, ON

**Nottawasaga Valley
Conservation Authority**

Completed a full cross-sectional topographic survey of the existing dyke structure that totalled 4 km. Additionally, detailed topographic surveys were collected on five structures (1 dam, 4 bridges) along the dyke. The survey was used to assist in updating the existing Flood Plain Mapping for the Pretty River that outlets into Georgian Bay. Cross-sectional information of the existing dyke and watercourse was collected at 100 metre intervals and included the top and bottom of the embankment, water level elevation and bottom of channel elevation. Following the completion of the field work, a geodetically referenced base plan showing all cross-sections and structure topography was developed using the survey data to assist with the above mentioned work.



Simcoe County Road 29/22 Road Reconstruction, Collingwood, ON Simcoe County

Completed a full cross-sectional topographic survey at the County Road 29 and County Road 22 intersection in Simcoe County. Topographic cross-sections of the existing roadway and roadside ditching were collected at 15 metre intervals for 1000 m along County Road 22 and for 650 m along County Road 29. The survey scope included collecting information pertaining to the existing roadway conditions within the right-of-way limits, general drainage and grading, and any pertinent topographical features outside of the cross-sections. The survey data will be used to generate a new intersection and leadup design with revised grading, ditching and road surfacing. The deliverable for this survey was a geodetically referenced base plan that will assist with the intersection design.

IO North Bay Parking Lot, North Bay, ON Infrastructure Ontario

Completed a full topographic survey of the Ministry of Transportation property located at 447 McKeown Avenue. The survey included current grading conditions surrounding the existing building, roadway tie-ins along McKeown Avenue and the large parking area and stormwater management facility at the rear of the property. The topographic survey data was used to generate a detailed site servicing design for the existing storm and sanitary sewer systems. To conclude the survey work for this project, a geodetically referenced base plan was generated to assist with the site servicing design.

MTO Highway 118 Culvert Survey, Cardiff, ON Ministry of Transportation

Completed full cross-sectional topographic survey at approximately 40 existing culvert locations. Culverts were primarily corrugated steel pipe or concrete box. A full condition assessment was completed at each of the surveyed structure locations. Each individual survey was completed as per the Engineering Survey specifications defined by the Ministry of Transportation. The individual surveys were geodetically referenced and linked together and were used in providing recommendation for replacement or refurbishment to the MTO.

MTO Highway 7 & 35 Culvert Survey, Lindsay, ON Ministry of Transportation

Completed full cross-sectional topographic survey at approximately 25 existing culvert locations. Culverts were primarily corrugated steel pipe or concrete box. A full condition assessment was completed at each of the surveyed structure locations. Each individual survey was completed as per the Engineering Survey specifications defined by the Ministry of Transportation. The individual surveys were geodetically referenced and linked together and were used in providing recommendation for replacement or refurbishment to the MTO.



Mike Kylie
Construction Surveyor

**SVCA Durham Creek Flood Plain Mapping Update,
Durham, ON**

**Saugeen Valley
Conservation Authority**

Completed a full topographic survey at approximately 25 hydraulic structure locations. Structures included large scale dams, bridges, box culverts, corrugated steel pipes, weirs and earth embankments. The survey was used to assist in updating the existing Flood Plain Mapping for the Durham Creek that flows through downtown Durham. Following the completion of the field work, a geodetically referenced base plan showing all structure topography was developed using the survey data to assist with the flood plain mapping update.

**LTC Colborne Creek Flood Plain Mapping Update,
Colborne, ON**

Lower Trent Conservation

Completed a full topographic survey at approximately 30 hydraulic structure locations. Structures included large bridges, box culverts, corrugated steel pipes, weirs and earth embankments. The survey was used to assist in updating the existing Flood Plain Mapping for the Colborne Creek that flows through downtown Colborne. Following the completion of the field work, a geodetically referenced base plan showing all structure topography was developed using the survey data to assist with the flood plain mapping update.

PACC New Facility, Peterborough, ON

Peterborough Animal Care Clinic

Completed a detailed as-built survey that included the as-built grading and surface features surrounding the newly constructed animal care clinic. A full as-built grading verification was also completed post fieldwork to confirm that construction was completed in conformance with the design. Ongoing layout and grade support was completed throughout construction to assist the contractor at various stages of development.

**Long Lake Gold Mine Access Road Reconstruction, Sudbury,
ON**

Ministry of Mines

Completed a topographic survey at strategically selected locations along a 15 km section of Tilton Lake Road, south of Sudbury. Survey scope included collecting existing roadway and roadside ditching conditions and defining significant rock and vegetative outcrops. The survey data would be used in conjunction with existing LIDAR data to design a traffic safety improvement plan and road reconstruction designs, as needed. The survey scope also included assisting with ground water monitoring and collecting various water/soil samples.



**Rainbow Pedestrian Bridge Monitoring Program,
Lindsay, ON**

City of Kawartha Lakes

Completed a 12 month monitoring program to determine the overall extent of any horizontal and/or vertical movement in the bridge structure over the duration of the program. Twenty monitoring points were set in the support structure of the existing bridge and monitored monthly from four control points, established during the first site visit. Upon conclusion of the monitoring program, it was determined that the client intended to replace the bridge structure. A full topographic survey was completed of the existing bridge structure and surrounding area. Using the survey data, a geodetically referenced base plan was developed to assist with the bridge replacement design.

Monck Road Reconstruction, Bancroft, ON

Town of Bancroft

Completed a full cross-sectional topographic survey of an existing 1,500 m section of Monck Road. Survey scope included collecting information pertaining to the existing roadway conditions, general drainage and grading, and any pertinent topographical features. Following the completion of the field work, a geodetically referenced base plan was developed using the survey data to assist in creating an overall road reconstruction design.

Water Street Road Reconstruction, Lakefield, ON

Village of Lakefield

Completed a full cross-sectional topographic survey of an existing 1,000 m section of Water Street. Survey scope included collecting information pertaining to the existing roadway conditions, general drainage and grading, and any pertinent topographical features. Following the completion of the field work, a geodetically referenced base plan was developed using the survey data to assist in creating an overall road reconstruction design.

Gilson Point Subdivision, Little Britain, ON

Wall Beresford Holdings Ltd.

Completed a full existing condition grading certification survey to confirm that any features constructed that pertained to drainage and grading were in conformance with that of the overall drainage and grading design. Additionally, the survey data was used to verify that each individual lot within the subdivision were in conformance with that of the individual lot grading plans.

Peterborough County Bridge Reconstruction, Peterborough, ON

**County of
Peterborough**

Completed full existing conditions topographical surveys of various bridge locations around Peterborough County for the purpose of developing refurbishment or reconstruction designs. The surveys included, but were not limited to, the existing condition of the bridge deck and support structure, bathymetry of upstream and downstream of any watercourse in the vicinity of the bridge and cross-sectional data of the lead up from either end of the bridge. Following the completion of the field work, a geodetically referenced base plan was



developed using the survey data to assist in creating bridge refurbishment or bridge reconstruction designs.

Norwood Landfill Volume Survey, Norwood, ON Township of Asphodel/Norwood

Completed a full topographical survey of the existing landfill site to determine volume of existing waste and volume of existing fill. Survey scope required semi-annual check-ins to continually monitor the overall volume of the landfill to calculate and determine if any removals were required in order to adhere to Township regulations pertaining to the amount of waste and fill that this particular landfill could have on site at any given time.

Peterborough Organics Facility, Peterborough, ON City of Peterborough

Completed a full existing conditions topographical survey of the vacant site. A surface was created that would act as the base for a full design of the proposed Peterborough Organics Facility. This project is ongoing but will require a full as-built survey once the facility has been constructed to ensure that the construction of the new facility conforms to that of any design specifications.

Springdale Gardens Subdivision, Lindsay, ON Springdale Garden Property Inc.

Completed a full existing condition grading certification survey to confirm that any features constructed pertaining to drainage and grading were in conformance with that of the overall drainage and grading design. Additionally, the survey data was used to verify that each individual lot within the subdivision was in conformance with that of the individual lot grading plans.

Parkhill Road Reconstruction, Peterborough, ON Coco Paving

Responsible for providing the contractor with site control and boundary verification, topographical survey work for design assistance and quantity verification, as-built surveys to ensure that the road reconstruction was in conformance with the design and layout services, primarily for utility installation.

Waterloo Bridge Rehabilitation, Waterloo, ON Regional Municipality of Waterloo

Completed full existing conditions topographical surveys of various bridge locations around the Region of Waterloo for the purpose of developing refurbishment or reconstruction designs. The surveys included, but were not limited to, the existing condition of the bridge deck and support structure, bathymetry of upstream and downstream of any watercourse in the vicinity of the bridge and cross-sectional data of the lead up from either end of the bridge. Following the completion of the field work, a geodetically referenced base plan was developed using the survey data to assist in creating bridge refurbishment or bridge reconstruction designs.



Mike Kylie
Construction Surveyor

Burk's Falls Road Reconstruction, Burk's Falls, ON

Village of Burk's Falls

Completed a full cross-sectional topographic survey of an existing 1000 m section of Yonge Street. Survey scope included collecting information pertaining to the existing roadway conditions, general drainage and grading, and any pertinent topographical features. Following the completion of the field work, a geodetically referenced base plan was developed using the survey data to assist in creating an overall road reconstruction design.

Water Level Monitoring, Peterborough, ON

Peterborough Utilities Inc.

Responsible for monitoring water levels along the Trent Severn Waterway between Trent University and Lock 23. The purpose was to establish a flow rate through the various dams along the network to eventually determine potential water loss and to generate designs for refurbishments along waterways.

Appendix B

Client References



Appendix B - Client References



Company Name and Contact Information	Contact Person (s)	Type of Services Provided	Years of Service
City of Temiskaming Shores Office: 705-672-3363 ext. 4132 email: sburnett@temiskamingshores.ca	Steve Burnett, Director of Environmental Services	Annual environmental monitoring and reporting at two waste disposal sites	2024 - Present
Township of Chamberlain Office: 705-544-7525 email: vfinch@chamberlaintownship.com	Vaughn Finch - Clerk/Treasurer CAO	Annual environmental monitoring and operational monitoring at two waste disposal sites, annual and biennial reporting	2019 - Present
Township of Asphodel-Norwood Office: 705-837-2046 jwaldon@antownship.ca	Jeff Waldon, Manager of Public Works & Environmental Services	Annual Environmental Monitoring and reporting at two waste disposal sites	2022 - Present
Town of Kearney Office: 705-636-7752 tom.young@townofkearney.ca	Tom Young, Public Works Superintendent	Annual environmental monitoring and biennial reporting at one waste disposal site	2016 - Present

<p>Township of Matachewan Office: 705-565-2274 clerktreasurer@matachewan.ca</p>	<p>Cheryl Swanson - Clerk/Treasurer</p>	<p>Updates to the Design and Operations Report including: updated design, calculating total capacity, evaluating cumulative capacity used to date, present value closure costs and post-closure costs. Compliance and Operation Support - addressing non-compliance issues and increasing operational efficiency and landfill capacity, hydrogeological assessment</p>	<p>2020 - Present</p>	
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Appendix C

Work Plan and Schedule



Work Plan and Schedule			
Meetings	Date	Purpose	In Attendance
Start up meeting	Feb/March 2026	Introduction of the Township's team to Wills' Project Manager. Determine lines of communication, confirm understanding of scope of work, review of program to date, exchange of required information, confirm requirements and expectations of the Township	Wills' Project Manager, Township Staff
Annual Commencement Meetings	April 2027-2030	Agenda for meeting to be provided to the Township prior to scheduled date	Wills' Project Manager, Township Staff
Post Monitoring Event Communciation (As required)	2026-2028	Wills' Project Manager will contact the Township following each monitoring event to discuss results and any issues that need to be resolved prior to the next monitoring event	Wills' Project Manager, Township Staff
Final review of completed work covered in the proposal	January, 2031	A review of the work completed by Wills as per the proposal requirements following submission of the 2030 AMR.	Wills' Project Manager, Township Staff
Field Work Programs			
Environmental Monitoring Locations	Dates	Purpose	Analytical Parameters
Douglas Transfer Station			
Groundwater Monitoring: 4 locations + 1 duplicate = 5 sample sets	Fall 2026 2028 2030	Groundwater sampling and collection at monitor wells as per the ECA identified locations. Field analysis of groundwater pH, temperature, conductivity, dissolved oxygen. Observations of monitor well conditions and other site observations will be recorded by field staff.	Column 1, Schedule 5
Surfacewater Monitoring: 4 locations + 1 duplicate = 5 sample sets	Fall 2026 2028 2030	Surface water sampling and collection at the locations identified in the ECA. Field analysis of pH, temperature, conductivity, dissolved oxygen, and ionized ammonia (calculation).	Column 3, Schedule 5
Operational Monitoring	Fall 2026 2028 2030	A review of the Transfer Station operation will be conducted during each monitoring event.	Observations of the condition of WDS fencing, roads, bins and containers, attendants shelter and vegetation will be recorded during each monitoring event
Active Osceola			
Groundwater Monitoring: 39 locations + 3 duplicates = 43 sample sets	Spring 2026-2030	Groundwater sampling and collection at monitor wells. Field analysis of groundwater pH, temperature, conductivity, dissolved oxygen. Observations of monitor well conditions and other site observations will be recorded by field staff.	Column 2, Schedule 5 + hardness

Work Plan and Schedule			
Groundwater Monitoring: 30 locations + 3 duplicates = 33 sample sets, *One Trip Blank for VOCs	Fall 2026-2030	Groundwater sampling and collection at monitor wells. Field analysis of groundwater pH, temperature, conductivity, dissolved oxygen. Observations of monitor well conditions and other site observations will be recorded by field staff.	Column 2, Schedule 5 + phenols, hardness, manganese, potassium, TKM and BTEX
Groundwater Monitoring: 91-4 (leachte well)	Spring 2026-2030	Additional analytical parameters	TSS & BOD
Groundwater Monitoring: 91-4 (leachte well)	One event between 2026-2030	Additional analytical parameters	EPA 624 VOCs
Groundwater Elevations: All monitor wells	Spring & Fall 2026-2030	Static water levels will be measured during each monitoring event at the identified monitor wells	Groundwater Elevations
Surfacewater Monitoring: 2 locations + 1 duplicate = 3 sample sets	Spring & Fall 2026-2030	Surface water sampling and collection. Field analysis of pH, temperature, conductivity, DO, ORP, flow estimates, staff gauge elevations	Alkalinity, ammonia, arsenic, barium, boron, cadmium, calcium, chloride, chromium, conductivity, copper, iron, lead, magnesium, manganese, mercury, nitrite, nitrate, TKN, pH, total phosphorus, potassium, TSS, TDS, sodium, sulphate, zinc, BOD, COD, DOC, phenols, hardness
Survey	2026 + 2 additional surveys (2027- 2030)	Baseline survey in 2026, additional topographic survey of fill area during 2 additional events	-
Operational Monitoring	Spring & Fall 2026-2030	A review of the Transfer Station operation will be conducted during each monitoring event	Observations of the condition of WDS fencing, roads, bins and containers, attendants shelter and vegetation will be recorded during each monitoring event
Stone Road Transfer Station			
Groundwater Monitoring: 10 locations + 1 duplicate = 11 sample sets	August 2026-2030	Groundwater sampling and collection at monitor wells. Field analysis of groundwater pH, temperature, and conductivity. Observations of monitor well conditions and other site observations will be recorded by field staff. Water levels at all locations	Ca, Na, Cl, SO4, B, K, Mg, Ba, Fe, Mn, Cu, Sr, Al, Cd, Zn, NO3, NO2, NH3, TKN, alkalinity, COD, phenols, ion balance, TDS, phosphorus, hardness, DOC
Surfacewater Monitoring: 4 locations + 1 duplicate = 5 sample sets	August 2026-2030	Surface water sampling and collection. Field analysis of pH, temperature, conductivity, and dissolved oxygen.	Na, Cl, total phosphorus, B, SO4, Fe, Mn, Cu, Cd, Sr, Zn, Al, NH3, TKN, alkalinity, phenols, TDS, hardness

Work Plan and Schedule			
Leachate Seeps	August 2026-2030	Seep sampling and visual flow estimates	Na, Cl, total phosphorus, B, SO4, Fe, Mn, Cu, Cd, Sr, Zn, Al, NH3, TKN, alkalinity, phenols, TDS, hardness, TSS, BOD
Operational Monitoring	August 2026-2030	A review of the Transfer Station operation will be conducted during each monitoring event	Observations of the condition of WDS fencing, roads, bins and containers, attendants shelter and vegetation will be recorded during each monitoring event
Reporting			
Reporting	Dates	Three Waste Disposal Sites	Deadline
Field Monitoring Summary Memo	2026-2030	Information regarding the completed monitoring event including discrepancies and/or changes required due to health and safety, damage, or accessibility issues. A synopsis of relevant findings discovered during the monitoring event will be provided.	The Field Monitoring Summary Memos will be submitted to the Township within five business days of the completed monitoring event.
Closure Cost Letter	2026-2030	A Closure Cost letter will be prepared for the Stone Road and Osceola sites annually (Douglas site on a biennial basis) and will be submitted to the Township for planning purposes.	Closure Cost Letter sent to Treasurer of the Township by December 15th
Douglas Transfer Station			
Biennial Monitoring Report (2025-2026, 2027-2028, 2029-2030)	2026-2030	The Biennial Monitoring Reports will detail all results of the annual environmental and operational monitoring program as required by the ECA for each site. The BMRs will be submitted in draft format for Township review and will be prepared in final draft for MECP submission. Two reports (one operations and one monitoring) will be submitted every other year.	Draft Report to Township: Before December 15 Annually Final Report to Township: Before February 15 (following year)
Active Osceola			
Annual Monitoring Report (2026-2030)	2026-2030	The Annual Monitoring Reports will detail all results of the annual environmental and operational monitoring program as required by the ECA for each site. The AMRs will be submitted in draft format for Township review and will be prepared in final draft for MECP submission. Two reports (one operations and one monitoring) will be submitted every other year.	Draft Report to Township: Before December 15 Annually Final Report to Township: Before February 15 (following year)
Stone Road Transfer Station			
Annual Monitoring Report (2026-2030)	2026-2030	The Annual Monitoring Reports will detail all results of the annual environmental and operational monitoring program as required by the ECA for each site. The AMRs will be submitted in draft format for Township review and will be prepared in final draft for MECP submission. Two reports (one operations and one monitoring) will be submitted every other year.	Draft Report to Township: Before December 15 Annually Final Report to Township: Before February 15 (following year)



**Environmental Monitoring and
Reporting at Waste Sites**

The Township of Admaston/Bromley

Request for Proposal WM2025-01

Financial Proposal

D.M. Wills Project Number 25-7642

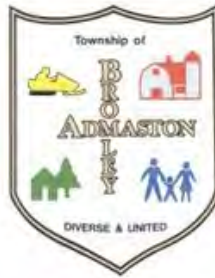
D.M. Wills Associates Limited

Partners in Engineering, Planning &
Environmental Services
150 Jameson Drive, Peterborough, Ontario
T: 705-742-2297
F: 705-748-9944
Contract Representative: Ian Ames,
iames@dmwills.com

December 2025

**Prepared for:
The Township of Admaston/Bromley**





TOWNSHIP OF ADMASTON/BROMLEY

Request for Proposal WM2025-01

Environmental Monitoring and Reporting at Waste Sites

Name of Firm or Individual: D.M. Wills Associates Limited
Address: 150 Jameson Drive, Peterborough, ON
Telephone Number: 705-742-2297
Email Address: wills@dmwills.com
Name of Person Signing for Firm: Mike Lord 
Position of Person Signing for Firm: Vice President, Manager, Environmental Services

RFP's RECEIVED BY:

Jennifer Charkavi, CAO/Clerk
Township of Admaston/Bromley
477 Stone Road
Renfrew, ON
K7V 3Z5
613-432-2885
cao@admstonbromley.com

Note: Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications.



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1.0 Introduction

D.M. Wills Associates Limited (Wills) is pleased to provide this Financial Proposal for Environmental Monitoring and Reporting at Waste Disposal Sites (Project) to the Township of Admaston/Bromley (Township). Wills' proposed Scope of Work was prepared on the basis of the Township's Request for Proposal WM2025-01 (RFP). Wills' proposal includes services over a requested 5-year term commencing January 2026 (tentative start date) and finishing with the submission of the finalized reports to the Township prior to February 15, 2031 (2030 AMR).

The RFP identifies three Waste Disposal Sites (WDS) included in the contract, as follows:

- Douglas Landfill Site – Closed (Environmental Compliance Approval [ECA] No. A411801)
- Osceola Landfill Site– Active (ECA No. A411802)
- Stone Road Landfill Site – Closed (ECA No. A411301)

Wills understands that the successful proponent must perform the following tasks for each WDS, in accordance with the noted ECA over the requested 5-year term:

- Maintain transparent communication with the Township including annual meetings and post-monitoring memos.
- Implement the groundwater and surface water Monitoring Programs, including laboratory analysis of the required parameters:
 - Douglas Transfer Station – Biennial monitoring 2026, 2028, 2030
 - Osceola Active Site – Annual monitoring 2026-2030
 - Stone Road Transfer Station – Annual monitoring 2026-2030
- Conduct one base survey and two additional surveys of the Osceola Site during the contract period.
- Prepare the following reports:
 - Douglas Transfer Station – Biennial Monitoring Report (BMR) – 2025-2026, 2027-2028, and 2029-2030:
 - One Operations BMR and One Environmental Monitoring BMR.
 - Osceola Site – Annual Monitoring Report (AMR) 2026-2030.
 - One Operations AMR and One Environmental Monitoring AMR.
 - Stone Road Transfer Station – AMR - 2026-2030.
 - One Operations AMR and One Environmental Monitoring AMR.
- An annual Closure Cost Letter for the Osceola WDS and Stone Road WDS, and a biennial Closure Cost Letter for the Douglas WDS.
- Submit the draft reports for the Township's review and submit the final reports to the Ministry of the Environment, Conservation and Parks (MECP), as required.



This Financial Proposal strictly outlines the financial components of the RFP to satisfy the terms of reference for the Project, the work plan, and the methodology. Please refer to the Technical Proposal, which details our approach to the Project, and provides a framework for the proposed work plan to accomplish the Township's specific objectives.

2.0 Cost Estimate

The Cost Estimate for the scope of work detailed in the RFP has been prepared based on a general understanding of the assignment and completing work of a similar nature. The Cost Estimate for the groundwater and surface water laboratory analysis is based on pricing provided by SGS Canada – Lakefield (SGS). We have a long-standing relationship with SGS, and their quoted cost estimate is good value for the quality of services they provide.

Wills' Cost Estimate to complete the services described herein and within the technical proposal will be **\$163,510.00** (excluding HST). Wills' Cost Estimate to complete the services with the removal of the Drive-Point Piezometers at the Osceola WDS will be **\$151,226.00** (excluding HST), as discussed further in **Section 3.0**. The Cost Estimate includes detailed estimates for all planned activities. Note that adjustments to individual line items may be made to ensure successful project completion, but the total cost to complete the proposed scope of work will not be exceeded. Subject to the agreement of the Township, additional work will be billed on a time and expense basis. No additional work will be completed without written authorization from the Township. The Cost Estimate breakdown is provided in **Table 1** below.



Table 1 – Cost Estimate RFP WM2025-01

2026 Scope of Work	Douglas	Osceola	Stone Road
Project Management and Meetings	\$ 250.00	\$ 250.00	\$ 250.00
Field Program - Groundwater and surface water monitoring programs	\$ 1,050.00	\$ 3,600.00	\$ 1,350.00
Survey	-	\$ 2,070.00	-
Laboratory Fees – Groundwater and surface water	\$ 1,715.00	\$ 9,295.00	\$ 1,855.00
Data analysis, report preparations, reviews and submissions	\$ 3,045.00	\$ 3,910.00	\$ 3,045.00
Expenses (including equipment, travel, accommodations, field supplies, copies, correspondence)	\$ 780.00	\$2,830.00	\$ 730.00
2026 Subtotals	\$ 6,840.00	\$ 21,955.00	\$ 7,230.00
HST (13%)	\$ 889.20	\$ 2,854.15	\$ 939.90
2026 Totals (incl. HST)	\$ 7,729.20	\$ 24,809.15	\$ 8,169.90
2026 Three Sites Subtotal	\$ 36,025.00		
HST (13%)	\$ 4,683.25		
2026 Three Sites Total (incl. HST)	\$ 40,708.25		
2027 Scope of Work	Douglas	Osceola	Stone Road
Project Management and Meetings	No program for 2027 (biennial)	\$250.00	\$250.00
Field Program - Groundwater and surface water monitoring programs	-	\$4,125.00	\$1,425.00
Laboratory Fees – Groundwater and surface water	-	\$ 9,295.00	\$ 1,855.00



Data analysis, report preparations, reviews and submissions	-	\$ 3,910.00	\$ 3,120.00
Expenses (including equipment, travel, accommodations, field supplies, copies, correspondence)	-	\$ 2,270.00	\$ 730.00
2027 Subtotals	-	\$ 19,850.00	\$ 7,380.00
HST (13 %)	-	\$ 2,580.50	\$ 959.40
2027 Totals (incl. HST)	-	\$ 22,430.50	\$ 8,339.40
2027 Three Sites Subtotal	\$ 27,230.00		
HST (13%)	\$ 3,539.90		
2027 Three Sites Total (incl. HST)	\$ 30,769.90		
2028 Scope of Work	Douglas	Osceola	Stone Road
Project Management and Meetings	\$250.00	\$250.00	\$250.00
Field Program - Groundwater and surface water monitoring programs	\$ 1,165.00	\$ 3,675.00	\$ 1,425.00
Survey	-	\$ 1,610.00	-
Laboratory Fees – Groundwater and surface water	\$ 1,715.00	\$ 9,370.00	\$ 1,855.00
Data analysis, report preparations, reviews and submissions	\$ 3,160.00	\$ 3,910.00	\$ 3,245.00
Expenses (including equipment, travel, accommodations, field supplies, copies, correspondence)	\$ 780.00	\$ 2,830.00	\$730.00
2028 Subtotals	\$ 7,070.00	\$ 21,645.00	\$ 7,505.00
HST (13 %)	\$ 919.10	\$ 2,813.85	\$ 975.65
2028 Totals (incl. HST)	\$ 7,989.10	\$ 24,458.85	\$ 8,480.65
2028 Three Sites Subtotal	\$ 36,220.00		



HST (13%)	\$ 4,708.60		
2028 Three Sites Total (incl. HST)	\$ 40,928.60		
2029 Scope of Work	Douglas	Osceola	Stone Road
Project Management and Meetings	No program for 2029 (biennial)	\$250.00	\$250.00
Field Program - Groundwater and surface water monitoring programs	-	\$ 4,125.00	\$ 1,500.00
Laboratory Fees – Groundwater and surface water	-	\$ 9,295.00	\$ 1,855.00
Data analysis, report preparations, reviews and submissions.	-	\$ 3,910.00	\$ 3,285.00
Expenses (including equipment, travel, accommodations, field supplies, copies, correspondence)	-	\$2,270.00	\$ 730.00
2029 Subtotals	-	\$ 19,850.00	\$ 7,620.00
HST (13 %)	-	\$ 2,580.50	\$ 990.60
2029 Totals (incl. HST)	-	\$ 22,430.50	\$ 8,610.60
2029 Three Sites Subtotal	\$ 27,470.00		
HST (13%)	\$ 3,571.10		
2029 Three Sites Total (incl. HST)	\$ 31,041.10		
2030 Scope of Work	Douglas	Osceola	Stone Road
Project Management and Meetings	\$ 250.00	\$ 250.00	\$ 250.00
Field Program - Groundwater and surface water monitoring programs	\$ 1,200.00	\$ 3,675.00	\$ 1,575.00
Survey	-	\$ 1,610.00	-
Laboratory Fees – Groundwater and surface water	\$ 1,715.00	\$ 9,295.00	\$ 1,855.00.00



Data analysis, Report preparation, review and submission	\$ 3,345.00	\$ 3,910.00	\$ 3,295.00
Expenses (including equipment, travel, accommodations, field supplies, copies, correspondence)	\$ 780.00	\$ 2,830.00	\$ 730.00
2030 Subtotals	\$ 7,290.00	\$ 21,570.00	\$ 7,705.00
HST (13 %)	\$ 947.70	\$ 2,804.10	\$ 1,001.65
2030 Totals (incl. HST)	\$ 8,237.70	\$ 24,374.10	\$ 8,706.65
2030 Three Sites Subtotal	\$ 36,565.00		
HST (13%)	\$ 4,753.45		
Three Sites Total (incl. HST)	\$ 41,318.45		
2026-2030 Three Sites Subtotal	\$ 163,510.00		
HST (13%)	\$ 21,256.30		
2026-2030 Three Sites Total (incl. HST)	\$ 184,766.30		

The above Cost Estimate includes disbursements (laboratory fees, travel, meals, accommodation, field supplies, copies, and correspondence) for each site.

3.0 Osceola Costing with Removal of Drive-Point Monitor Wells

As requested in the Township's response to Wills' questions for Addendum #1, we have included the annual monitoring costs for the Osceola WDS on the assumption that the Drive-Point Piezometers (DPP) are removed from the monitoring program. It was noted by Jp2g that all DPP locations are either inaccessible, damaged, or missing. Wills suggests that these DPPs be removed from the monitoring program. Although suitable for short-term assessments of groundwater elevation and/or as temporary fixtures to determine appropriate locations for permanent monitor wells, DPPs are not suitable for long-term groundwater quality monitoring. We note that, following further consultation with the Ministry of Environment Conservation and Parks (MECP), some of the DPP locations may be converted to permanent monitor wells, installed by the licenced well contractor in accordance with Ontario Regulation 903, as amended.

By excluding the laboratory fees and Wills' fees to conduct the groundwater sampling at the eight DPP locations, the annual cost of the program is reduced. A breakdown of the revised cost estimate is provided in **Table 2**.

Table 2 – Cost Estimate RFP WM2025-01 (No Drive-Point Piezometers) at Osceola

Year	Estimated Cost
2026 Osceola Subtotal	\$ 19,485.00
2027 Osceola Subtotal	\$ 17,380.00
2028 Osceola Subtotal	\$ 19,166.00
2029 Osceola Subtotal	\$ 17,455.00
2030 Osceola Subtotal	\$ 19,100.00
2026-2030 Osceola Sub-Total	\$ 92,586.00
HST (13 %)	\$ 12,036.18
2026-2030 Osceola Total (incl. HST)	\$ 104,622.18
2026-2030 Three Sites Subtotal	\$ 151,226.00
HST (13%)	\$ 19,659.38
2026-2030 Three Sites Total (incl. HST)	\$ 170,885.38

Should the eight DPP locations at the Osceola WDS be removed from the monitoring program, a total cost savings of **\$ 12,284.00** (excluding HST) will be realized by the Township over the 5-year term.

4.0 Terms of Payment

Invoices will be submitted generally once a month for the services performed and expenses incurred during the previous month. The final invoice will be issued with the electronic submission of the draft reports.



Any invoices outstanding beyond 30 days will be subject to interest charges at a rate of 1% per month. For email money transfers, please contact our office at accounts@dmwills.com for specific instructions related to the invoice payment.

All communication, including remittance of payment, must reference the **Wills Project No. 25-7642** to ensure a timely response.

5.0 Hourly Rate Summary

Standard Hourly Rates for members of the Project Team are summarized in **Table 3** below. Any cost adjustments related to the fieldwork program, reporting, or Project correspondence will be billed at the respective rates. No additional work will be completed without written authorization from the Township. For a more detailed description of roles, responsibilities, and experience, as well as the Project Team Organizational Chart, please refer to the Technical Proposal submitted under separate cover for the Township's review.

Table 3 – Hourly Rate Table

Project Team Member	Project Role	Designation	Hourly Rate
Michael J. Lord	QA/QC Coordinator	B.A., Dipl. ET	\$250
Ian Ames	Project Director, CEP	M.Sc., P.Geo.	\$200
Lynsey Tutters	Project Manager	B.A., Dipl. ET, C.Tech.	\$150
Michael Kylie	Surveyor	-	\$140
Marybeth Jolicoeur	Senior Designer	B.Sc., C.Tech.	\$140
Jennifer Hodgkinson	Project Coordinator	B.Sc.	\$110
Chris Ostic	Lead Environmental Technologist	B.Sc.	\$120
Daniel Buchardt	Environmental Field Technologist	B.Com.	\$90

6.0 Closing

Thank you for the opportunity to submit this Financial Proposal for Environmental Monitoring and Reporting. We believe that our proposal meets the requirements of the Township and provides excellent value for the quoted fees. If additional information or clarification is required, we would be happy to meet with you to discuss our submission.

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



January 20, 2026

Dear Treasurer/Clerk Treasurer:

I am pleased to inform you that the first quarterly payment of your 2026 Ontario Municipal Partnership Fund (OMPF) allocation will be processed later this week. The payment will be made by electronic funds transfer through the Transfer Payment Ontario (TPON) system and is in respect of the period January through March 2026.

Please find enclosed a *Payment Notice* providing details of your 2026 OMPF first quarter payment.

If you have any questions regarding the processing of this payment, please contact Maureen Johnson at Maureen.Johnson@ontario.ca or (416) 414-7529.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ian Freeman".

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

Ontario Municipal Partnership Fund (OMPF)
2026 First Quarter Payment Notice



Township of Admaston-Bromley
County of Renfrew

4742

A. Total 2026 OMPF (2026 Allocation Notice, Line A)	\$495,400
--	------------------

B. 2026 OMPF Quarterly Payments Schedule	\$495,400
1. 2026 OMPF First Quarter Payment	<i>Issued January 2026</i> \$123,850
2. 2026 OMPF Second Quarter Payment	<i>Scheduled April 2026</i> \$123,850
3. 2026 OMPF Third Quarter Payment	<i>Scheduled July 2026</i> \$123,850
4. 2026 OMPF Fourth Quarter Payment	<i>Scheduled October 2026</i> \$123,850

C. Payment Issued in January	\$123,850
1. 2026 OMPF First Quarter Payment	<i>Issued January 2026</i> \$123,850

**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: February 5th, 2026
To: Council
From: Jennifer Charkavi
Re: Sunshine Coach

Background:

The Sunshine Coach Service receives annual funding from the Ministry of Transportation as part of the Dedicated Gas Tax Funds for Public Transportation Program. The Ministry's calculation of the amount of the annual funding is based on two factors: the total population being served and the number of trips provided by the Service.

Discussion:

The continuation of this level of funding, as well as the inclusion of the population of the Township of Admaston/Bromley for Gas Tax calculation purposes, is contingent upon the Sunshine Coach Service's ability to demonstrate that a partnership exists between it and the Townships to which service is provided.

The existence of an on-going financial partnership can be demonstrated in two critical ways:

- (1) Passing a by-law declaring support for the Sunshine Coach Service, together with a statement of agreement that the Town of Renfrew will receive and be responsible for Dedicated gas Tax Funds on behalf of the Township;
- (2) A financial contribution on an annual basis in support of the Sunshine Coach Service.

The Township has received a request from the Sunshine Coach Service to support them again in 2026. The Township has provided financial support to the Sunshine Coach in the amount of \$600 per year since 2008 and lesser amounts prior to 2008.

Financial Implications:

Council has budgeted for the \$600 donation to Sunshine Coach in 2026.

People Consulted:

None.

Recommendation for Council:

WHEREAS the Township has received a request for support from the Sunshine Coach Service both financially and by by-law;

NOW THEREFORE BE IT RESOLVED that Council approve By-Law 2026-08 being a by-law to declare support for the Sunshine Coach Service and agree that the Town of Renfrew will receive and be responsible for Dedicated Gas Tax Funds on behalf of the Township and that a financial contribution will be made on an annual basis.

RECEIVED
JAN 22 2026

20 January, 2026

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, Ontario
K7V 3Z5

MTO Gas Tax for Accessible Transportation for Calendar Year 2026

Since 1985 the Sunshine Coach Service has been providing fare-based, accessible transportation for people who are living with disabilities that render the use of conventional modes of public transportation inappropriate to their needs.

The Sunshine Coach Service receives annual funding from the Ministry of Transportation as part of the Dedicated Gas Tax Funds for Public Transportation Program. The Ministry's calculation of the amount of the annual funding is based on two factors: the total population being served and the number of trips (the "ridership") provided by the Service.

The continuation of this level of funding, as well as the inclusion of the population of the Township of Admaston/Bromley for Gas Tax calculation purposes, is contingent upon the Sunshine Coach Service's ability to demonstrate that a partnership exists between it and the Townships to which service is provided.

The existence of an on-going financial partnership with serviced townships is demonstrated in *two* critical ways:

- passing of a by-law declaring support for the Sunshine Coach Service, together with a statement of agreement that the Town of Renfrew will receive and be responsible for Dedicated Gas Tax Funds on behalf of the Township.

Sample wording:

- *BE IT RESOLVED THAT the TOWNSHIP OF ADMASTON/BROMLEY supports the **Sunshine Coach Service**, and is committed to provide support annually to begin **Date** and agrees to the **Town of Renfrew** receiving and being responsible for, on our behalf, Dedicated Gas Tax funds from the Province of Ontario as the Host Municipality for the **Sunshine Coach Service**.*

Furthering accessAbility since 1985

- **a financial contribution on an annual basis** in support of the Sunshine Coach Service.

We request your consideration of furnishing a financial contribution for the year **2026** and would also very much appreciate the Township of Admaston/Bromley enacting a by-law in support of Sunshine Coach Service and providing a Certified Copy of the by-law to the Treasurer, Town of Renfrew if your current by-law on file is not open ended and has expired.

If you require further information concerning this request you are encouraged to contact the undersigned at (613) 432-8904 or by e-mail at ndagg@sunshinecoach.ca, or the Treasurer at the Town of Renfrew at (613) 432-4848. In addition, representatives of the Sunshine Coach Service are available to meet with your Council or Finance/Budget Committee on an annual basis to present a report related to the Operations and Financial results of the Sunshine Coach Service.

We have greatly appreciated your support in the past and look forward to our continued relationship in the future.

Yours sincerely,



Norm Dagg
Executive Director

EORN Cell Gap Project Monthly Update January 2026

Regional view

	Planned	Completed	New this month
Upgrades to existing towers	311	311	n/a
New towers in service	257	167	8
New co-locations	89	78	1
Land use authority	257	256	2
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Renfrew County

	Planned	Completed	New this month
Upgrades to existing towers	25	25	n/a
New towers in service	47	38	2
New co-locations	11	10	0
Land use authority	47	46	0
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Note: data is updated by Rogers on the 15th of each month. Data provided for this update was received on January 15, 2026.

Renfrew County Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C0367	Chalk River	Town of Laurentian Hills	In-service
C1911	Deep River	Town of Laurentian Hills	In-service
C1948	Petawawa	Town of Petawawa	In-service
C4723	Petawawa Blvd. and Festubert Blvd.	Town of Petawawa	In-service
C4724	Petawawa Blvd and Sharon St.	Town of Petawawa	In-service
C4820	Petawawa and Civic Centre	Town of Petawawa	In-service
C3434	Douglas	Township of Adamston-Bromley	In-service
C3425	Eganville	Township of Bonnechere Valley	In-service
C3439	Constant Lake	Township of Bonnechere Valley	In-service
C3049	Calabogie	Township of Greater Madawaska	In-service
C1910	Mackey	Township of Head, Clara and Maria	In-service
C1912	Bisset Creek	Township of Head, Clara and Maria	In-service
C2382	Renfrew Town	Township of Horton	In-service
C3437	Killaloe	Township of Killaloe, Hagarty and Richards	In-service

Renfrew County Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C0377	Cobden	Township of Laurentian Valley	In-service
C0414	Pembroke	Township of Laurentian Valley	In-service
C2706	Barry's Bay	Township of Madawaska Valley	In-service
C2914	Combermere	Township of Madawaska Valley	In-service
C3438	Wilno	Township of Madawaska Valley	In-service
C4077	Barry's Bay Town	Township of Madawaska Valley	In-service
C0410	Renfrew	Township of McNab-Braeside	In-service
C7844	Braeside	Township of McNab-Braeside	In-service
C3436	Golden Lake	Township of North Algona Wilberforce	In-service
C2569	Highway 17 and Haley Station	Township of Whitewater Region	In-service
C4088	Highway 17 and Cobden	Township of Whitewater Region	In-service

Renfrew County Co-location Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C4084	Chalk River at Ottawa River	Town of Deep River	2026
C4087	Deep River Town	Town of Laurentian Hills	In-service
C6629	Meilleurs Bay	Town of Laurentian Hills	In-service
C8544	Janet Road at Granzies Lake	Township of Bonnechere Valley	In-service
C6623	Black Donald Lake	Township of Greater Madawaska	In-service
C8470	Highway 41 and Highway 71	Township of Greater Madawaska	In-service
C8478	Trans Canada Highway and Brent Road	Township of Head, Clara and Maria	In-service
C8487	ON-60 and Cardinal Road	Township of Killaloe, Hagarty and Richards	In-service
C6619	Halfway Lake	Township of Madawaska Valley	In-service
C8265	Highway 41 and Greenlake Road	Township of North Algona Wilberforce	In-service
C6754	RioCan Renfrew Centre	Town of Renfrew	In-service

Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8474	Trans Canada Highway at Orange Road	Town of Petawawa	2026
C8265	Colton Road and Quilty Road	Township of Adamston-Bromely	In-service
C8465	ON-60 and Haley Road	Township of Admaston-Bromley	In-service
C8625	Dunmore Road and Barr Line	Township of Admaston-Bromley	In-service
C8623	Opeongo Road West and Klondike Road	Township of Bonnechere Valley	In-service
C8704	O'Connor Road and Wolfe Road	Township of Bonnechere Valley	In-service
C8705	Boldt Road and Donegal Road	Township of Bonnechere Valley	In-service
C8511	Perrault	Township of Bonnechere Valley	In-service
C8622	Corrigan Road and Silver Lake	Township of Bonnechere Valley	In-service
C8497	Hardwood Lake	Township of Brudenell, Lyndoch and Raglan	2026

Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8533	Highway 28 and Little Ireland Road	Township of Brudenell, Lyndoch and Raglan	2026
C8620	Letterkenny Road and Lost Nation Road	Township of Brudenell, Lyndoch and Raglan	In-service
C8621	Heins Road and Quadeville Road	Township of Brudenell, Lyndoch and Raglan	2026
C8702	Schutt Road and Wingle	Township of Brudenell, Lyndoch and Raglan	2026
C8706	Quadeville Road and Murk Lake	Township of Brudenell, Lyndoch and Raglan	2026
C8618	Oscar Boehme Road and River Bend Drive	Township of Brudenell, Lyndoch and Raglan	2026
C8619	Rocheport	Township of Brudenell, Lyndoch and Raglan	In-service
C8703	Gorman Lake	Township of Brudenell, Lyndoch and Raglan	In-service
C8713	Long Point Way and Inglis Road	Township of Greater Madawaska	In-service
C8498	Highway 41 and Doorley Creek Road	Township of Greater Madawaska	2026

Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8668	Denzil Lane and Upper Spruce Hedge Road	Township of Greater Madawaska	In-service
C8532	ON-41 and Dunagans Road	Township of Greater Madawaska	In-service
C8711	Glenfield Road and Matawatchan Road	Township of Greater Madawaska	In-service
C8712	Holywell Road and Mt. St. Patrick Road	Township of Grater Madawaska	2026
C8501	Trans Canada Highway and Bissett Creek Road	Township of Head, Clara, Maria	2026
C8531	Trans Canada Highway 17 at Stonecliffe	Township of Head, Clara Maria	In-service
C8637	Jim Barr Road and Mullins Road	Township of Horton	In-service
C8627	Gunns Road and Round Lake Road	Township of Killaloe, Hagarty and Richards	In-service
C8696	Simpson Pit Road and Round Lake Road	Township of Killaloe, Hagarty and Richards	In-service
C6620	Doran and Round Lake Road	Township of Laurentian Valley	In-service
C8473	Forest Lea Road at Pembroke	Township of Laurentian Valley	In-service
C8628	Doran Road and Witt Road	Township of Laurentian Valley	In-service
C8616	Dafoe Road and Micks Road	Township of Madawaska Valley	2026

Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8626	Etmanski Road and Paugh Lake Road	Township of Madawaska Valley	In-service
C8707	Stanley Olsheski Road and Hasanville Lane	Township of Madawaska Valley	In-service
C8615	Kubesheski Road and Siberia Road	Township of Madawaska Valley	In-service
C4086	Highway 17 and Glasgow Station	Township of McNab-Braeside	In-service
C8515	White Lake Road and Mountain View Road	Township of McNab-Braeside	In-service
C8636	River Road and Lochwinnoch Road	Township of McNab-Braeside	In-service
C8512	Deacon	Township of North Algona Wilberforce	In-service
C8624	Connaught Road and Bulger Road	Township of North Algona Wilberforce	In-service
C8635	Kerr Line and Magnesium Road	Township of Whitewater Region	In-service
C8630	Branch Trail and Nangor Trail	Township of Whitewater Region	In-service
C8631	Westmeath Road at Westmeath Provincial Park	Township of Whitewater Region	In-service
C8632	La Passe Road and Hawthorne Road	Township of Whitewater Region	In-service
C8633	Zion Line and Pappin Road	Township of Whitewater Region	In-service
C8634	Grants Settlement Road at Grants Settlement	Township of Whitewater Region	In-service

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2026-06

Being a By-Law to authorize the Mayor and Clerk to execute an Agreement between The Corporation of the Township of Admaston/Bromley and the Corporation of the Township of Bonnechere Valley to allow access to the programs and facilities of the Township of Bonnechere Valley.

WHEREAS the Township of Bonnechere Valley has agreed to grant permission to the residents of the Township of Admaston/Bromley to use all the programs and facilities of the Township of Bonnechere Valley in the same manner and on the same conditions as residents of the Township of Bonnechere Valley.

AND WHEREAS the Council of the Corporation of the Township of Admaston/Bromley has agreed to pay to the Township of Bonnechere Valley, a fee based on a per capita cost formula.

NOW THEREFORE the Corporation of the Township of Admaston/Bromley enacts as follows:

That the Mayor and Clerk be, and they are hereby authorized to execute the agreement attached hereto and to affix thereto the Corporate Seal.

That the said agreement shall form part of this By-Law.

This agreement shall come into force and take effect upon the date of the final passing thereof.

READ a first and second time this 22nd day of January 2026

READ a third time and passed this 22nd day of January 2026

Mayor

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2026-08

A BY-LAW TO DECLARE SUPPORT FOR THE SUNSHINE COACH SERVICE AND AGREE THAT THE TOWN OF RENFREW WILL RECEIVE AND BE RESPONSIBLE FOR DEDICATED GAS TAX FUNDS ON BEHALF OF THE TOWNSHIP AND THAT A FINANCIAL CONTRIBUTION WILL BE MADE ON AN ANNUAL BASIS

WHEREAS the Council of the Corporation of the Township of Admaston/Bromley declares support for the Sunshine Coach Service and is committed to providing support annually in the amount of \$600.00;

AND WHEREAS the Corporation of the Township of Admaston/Bromley acknowledges the allocation of funds under the Dedicated Gas Tax Funds for Public Transportation Program;

AND WHEREAS the Corporation of the Township of Admaston/Bromley agrees that the Town of Renfrew will receive and be responsible for the funds on behalf of the Township;

AND WHEREAS the Corporation of the Town of Renfrew has supported the provision of Public Transportation for the disabled for the past 40 years.

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

- 1) That the Corporation of the Township of Admaston/Bromley confirms it's support for the Sunshine Coach Service and is committed to provide financial support annually and authorizes The Corporation of the Town of Renfrew to collect the dedicated gas tax on it's behalf.
- 2) That the dedicated gas tax funds received will be used to support the Renfrew Sunshine Coach Service in accordance with the terms and conditions established by the Ministry of Transportation.
- 3) That the Mayor and Clerk be authorized to execute all documents required to administer the program, and hereby are, authorized to do, or to cause to be done, all such manner of act or thing as may be required in order to give full force and effect to this By-law.
- 4) That this By-Law shall come into force and take effect upon the passing thereof:

READ a first and second time this 5th day of February 2026

READ a third time and finally passed this 5th day of February 2026

MAYOR

CAO/CLERK

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2026-09

Being a By-Law to authorize the Mayor and Clerk to execute an Agreement between The Corporation of the Township of Admaston/Bromley and D.M. Wills for Environmental Monitoring and Reporting at Waste Sites.

WHEREAS the Township of Admaston/Bromley issued a Request for Proposals for environmental monitoring and reporting at waste sites in November 2025;

AND WHEREAS the Council of the Corporation of the Township of Admaston/Bromley has an Amended Environmental Compliance Approval Number A411802 from the Ministry of the Environment, Conservation and Parks that requires environmental monitoring and reporting.

NOW THEREFORE the Corporation of the Township of Admaston/Bromley enacts as follows:

That the Mayor and Clerk be, and they are hereby authorized to execute the agreement attached hereto and to affix thereto the Corporate Seal.

1. That the said agreement, Appendix "A" shall form part of this By-Law.

This agreement shall come into force and take effect upon the date of the final passing thereof.

READ a first and second time this 5th day of February 2026

READ a third time and passed this 5th day of February 2026

Mayor

CAO/Clerk

ACTION TRACKING LIST

Date	Item	Assigned To	Due Date	Updated Information
				NEW
Date	Item	Assigned To	Due Date	Current Status
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.
October 2021	Forced Roads	Clerk	continuing	Staff are to investigate a policy for the assumption of forced roads.
Sept. 2023	Douglas Beach	CAO/Clerk	continuing	Investigate ideas to rejuvenate beach
Jan. 2025	Fire Hall Needs Analysis	CAO/Clerk & Fire Chief	2025	Determine the needs and requirements of a Fire Hall for a Volunteer Fire Department
Dec. 2025	Barr Line Community Centre Review	CAO/Clerk	2025	Rehabilitation of BLCC
Jan. 2025	Comprehensive Zoning By-law Review	CAO/Clerk & County Planning Division	2025	Complete a review and revision of the Comprehensive Zoning By-Law
Jan. 2025	Taste of the Valley	CAO/Clerk	2026	Taste of the Valley 2026
June. 2025	Strategic Plan Action Tracking List Quarterly	CAO/Clerk	continuing	quarterly updates
Sept. 2025	Waste Management Update	CAO/Clerk & Public Works Superintendent	continuing	quarterly updates
Jan. 2026	Diligent Agenda Management	CAO/Clerk	2026	New Agenda and Minutes site on website

TOWNSHIP OF ADMASTON/BROMLEY



477 Stone Road, RR2
Renfrew ON K7V 3Z5

DATE:

RESOLUTION NO.

MOVED BY: Brian Hamilton SECONDED BY: _____

Be it resolved that council consider amending the existing proposed budget of 0% levy increase that was presented on January 18 2026 be increased to a 3% levy increase to be presented at February 19 2026 council consideration

<input type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
<input type="checkbox"/>	DEFERRED

RECORDED VOTE:

POSITION	NAME	FOR	AGAINST
Councillor	Angela Field		
Councillor	Brian Hamilton		
Councillor	Kevin LeGris		
Deputy Mayor	Keith Gourley		
Mayor	Michael Donohue		

Declaration of Pecuniary Interest

_____ Declared their interest, abstained from discussion and did not vote on the resolution.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2026-10

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD FEBRUARY 5th, 2026.**

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 5th day of February, 2026 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 5th day of February 2026.

READ a third time and finally passed this 5th day of February 2026.

Mayor

CAO/Clerk