

THE CORPORATION OF THE TOWN OF COBALT

REGULAR COUNCIL MEETING COBALT COMMUNITY HALL March 31, 2026 at 6:30 p.m. AGENDA

1. **Call to Order**
2. **Disclosure of Pecuniary Interest and the General Nature Thereof**
3. **Public Meetings**
4. **Deputations/Delegation**
5. **Adoption of Meeting Agenda**

DRAFT MOTION

BE IT RESOLVED THAT Council approve the agenda of the Regular Meeting dated March 3, 2026 as presented.

Moved by:

Seconded by:

DISCUSSION

VOTE

6. **Adoption of Previous Council Minutes**

DRAFT MOTION

BE IT RESOLVED THAT Council approve the following minutes as presented:

6.1 Regular Meeting of Council – March 3, 2026

6.2 Special Meeting of Council – March 10, 2026

6.3 Special Meeting of Council – March 24, 2026

Moved by:

Seconded by:

DISCUSSION

VOTE

7. **Staff Reports**

DRAFT MOTION

BE IT RESOLVED THAT Council accept the staff reports as presented.

Moved by:

Seconded by:

DISCUSSION

7.1 By-Law Enforcement – February 2026

7.2 Staff Report 2026.03.31.01 – By-Law 2026-15 Amendment No. 9 to User Fee By-Law 2023-33

7.3 Staff Report 2026.03.31.02 – By-Law 2026-16 Elections Signs By-Law

VOTE

March 31, 2026

10. By-Laws and Agreements

10.1 By-Law No. 2026-13 Tax Ratios for 2026

DRAFT MOTION

BE IT RESOLVED THAT By-Law No. 2026-13 being a By-Law to establish tax ratios for 2026 be taken as read a first, second and third time this 31st day of March, 2026;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Moved by:

Seconded by:

**DISCUSSION
VOTE**

10.2 By-Law No. 2026-14 Tax Rates for 2026

DRAFT MOTION

WHEREAS at the Special Meeting of Council on March 24, 2026, the 2026 Budget was approved in the amount of \$4,346,492 which includes a Capital Budget of \$609,626 and an Operating Budget of \$3,736,866 and which requires a levy for municipal purposes in the amount of \$923,823;

BE IT RESOLVED THAT By-Law No. 2026-14 being a By-Law to provide for the adoption of the 2026 tax rate for Municipal and School purposes and to further provide penalty and interest for payments in default be taken as read a first, second and third time this 31st day of March, 2026;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Moved by:

Seconded by:

**DISCUSSION
VOTE**

10.3 Draft By-Law 2026-15 – Amendment No. 9 to User Fee By-Law 2023-33

(Staff Report 2026.03.31.01)

DRAFT MOTION

WHEREAS Council received Staff Report 2026.03.31.01 which detailed a cost recovery analysis on user fees with the following recommendations:

- 1. Increase to Water Operating and Water Capital
- 2. Increase of Sewer Operating and Sewer Capital
- 3. Increase of \$40.00 to OPP and a new \$50.00 OPP Vacant Lot user fee

NOW THEREFORE BE IT RESOLVED THAT By-Law 2026-15 being a By-Law to adopt Amendment No. 9 to User Fee By-Law 2023-33 be taken as read a first, second and third time and finally passed this 31st day of March, 2026;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Moved by:

Seconded by:

**DISCUSSION
VOTE**

10.4 By-Law No. 2026-16 Elections Signs By-Law (Staff Report 2026.03.31.02)

DRAFT MOTION

WHEREAS Council received Staff Report 2026.03.31.02;

BE IT RESOLVED THAT By-Law No. 2026- being a By-Law to regulate election signs within the Town of Cobalt be taken as read a first, second and third time this 31st day of March, 2026;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Moved by:

Seconded by:

DISCUSSION

VOTE

11. Unfinished Business

12. New Business

12.1 Schedule of Accounts

DRAFT MOTION

BE IT RESOLVED THAT Council receives the following Schedules as presented:

Schedule No. 2026-04 in the amount of \$242,136.48

Moved by:

Seconded by:

DISCUSSION

VOTE

13. Mayor's Report

14. Closed Meeting

DRAFT BY-LAW

BE IT RESOLVED THAT Council convene in Closed Session as per Section 239 of the Municipal Act, 2001 as amended, in order to address a matter pertaining to subsection:

(2)(d) Labour relations or employee negotiations

Moved by:

Seconded by:

DISCUSSION

VOTE

15. Business Arising from Closed Meeting

16. Confirmation By-Law

DRAFT BY-LAW

BE IT RESOLVED THAT By-Law No. 2026-17 being a By-Law to confirm the proceedings of Council of the Corporation of the Town of Cobalt be taken as read a first, second and third time this 31st day of March 2026;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Moved by:

Seconded by:

VOTE

March 31, 2026

17. **Adjournment**

DRAFT MOTION

BE IT RESOLVED THAT the Regular Meeting of Council be adjourned at _____ p.m.

Moved by:

Seconded by:

VOTE

THE CORPORATION OF THE TOWN OF COBALT

REGULAR COUNCIL MEETING COBALT COMMUNITY HALL March 3, 2026 MINUTES

Present:

Mayor: Angela Adshead

Councillors: Pat Anderson
Rene Lafleur
Gary Hughes
Jim Starchuk
Doug Wilcox
Stephen Ward

Staff: J. Allen, Interim Clerk-Treasurer
C. Beaudoin, Deputy Clerk-Treasurer

1. Call to Order

Mayor Adshead called the meeting to order at 6:30 p.m.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None

3. Public Meetings

None

4. Deputations/Delegation

None

5. Adoption of Meeting Agenda

RESOLUTION No. 2026-032

MOVED BY: Councillor Lafleur

SECONDED BY: Councillor Wilcox

BE IT RESOLVED THAT Council approve the agenda of the Regular Meeting dated March 3, 2026 as amended.

Item 9.5 was moved to the Closed Session as per the legal advice obtained by the Town's Solicitor.

CARRIED

6. Adoption of Previous Council Minutes

RESOLUTION No. 2026-033

MOVED BY: Councillor Anderson

SECONDED BY: Councillor Wilcox

BE IT RESOLVED THAT Council approve the following minutes as presented:

Regular Meeting of Council – February 3, 2026

Special Meeting of Council – February 10, 2026

CARRIED

7. **Staff Reports**

RESOLUTION No. 2026-034

MOVED BY: Councillor Lafleur
SECONDED BY: Councillor Starchuk

BE IT RESOLVED THAT Council accept the staff reports as presented.

7.1 By-Law Enforcement – November & December 2025

7.2 Staff Report 2026.03.03.01 – 2026 Municipal Elections – Advance Voting

7.3 Staff Report 2026.03.03.02 – 2026 Municipal Elections – Use of Corporate Resources

CARRIED

8. **Items for Council consideration**

8.1 Temiskaming Municipal Association – Urgent Highway Safety and Driver Training Concerns in Northern Ontario

RESOLUTION No. 2026-035

MOVED BY: Councillor Ward
SECONDED BY: Councillor Hughes

BE IT RESOLVED THAT the Temiskaming Municipal Association (TMA) members endorse the proposed highway safety and driver training recommendations, including:

1. Requiring all commercial drivers and all new drivers to undergo road testing exclusive by Ministry of Transportation or Ontario (MTO) – certified inspectors, eliminating the use of third-party private testing companies for these categories;
2. Directing the Ministry of Transportation of Ontario to implement enhance oversight and auditing of driving schools, including mandatory performance reviews tied to student road test outcomes, and corrective actions or suspension of accreditation of schools with consistently poor results; and
3. Requiring drivers to demonstrate clear and comprehensive knowledge of road regulations, signage, and highway safety rules without the use of electronic devices prior to licensing;

AND FURTHER THAT the draft letter outlining these concerns and recommendations as approved by the TMA members, be forwarded to the following officials for their consideration and action:

- The Honourable Doug Ford, Premier of Ontario
- John Vanthof, MPP, Timiskaming-Cochrane
- The Honourable Prabmeet Sarkaria, Minister of Transportation of Ontario

CARRIED

8.2 2025 Council Remuneration and Expenses

RESOLUTION No. 2026-036

MOVED BY: Councillor Lafleur

SECONDED BY: Councillor Wilcox

BE IT RESOLVED THAT the Annual Statement of 2025 Remuneration and Expenses for Council members be submitted to the Ministry of Municipal Affairs.

Position	Name	Remuneration	Expenses	Total
Mayor	Adshead, Angela	\$9,327.01	0.00	\$9,327.01
Councillor	Anderson, Patricia	\$6,663.48	0.00	\$6,663.48
Councillor	Hughes, Gary	\$6,663.48	0.00	\$6,663.48
Councillor	Hunter, Angela	\$3,887.03	0.00	\$3,887.03
Councillor	Lafleur, Rene	\$6,663.48	0.00	\$6,663.48
Councillor	Starchuk, Jim	\$6,663.48	0.00	\$6,663.48
Councillor	Ward, Stephen	\$1,415.05	0.00	\$1,415.05
Councillor	Wilcox, Douglas	\$6,663.48	0.00	\$6,663.48

Committee/Board Representative

Position	Name	Honorarium	Board / Committee

CARRIED

8.3 Cobalt Drinking Water System – 2025 Annual / Summary Report

RESOLUTION No. 2026-037

MOVED BY: Councillor Wilcox

SECONDED BY: Councillor Hughes

BE IT RESOLVED THAT Council hereby acknowledges receipt of the 2025 Annual/Summary Report for the Cobalt Drinking Water System as prepared by Ontario Clean Water Agency.

CARRIED

9. Items for Council information

RESOLUTION No. 2026-038

MOVED BY: Councillor Lafleur

SECONDED BY: Councillor Starchuk

BE IT RESOLVED THAT Council accept the items for Council information as presented.

9.1 Northeastern Public Health – Minutes of the November 27, 2025 Regular Meeting

9.2 Northeastern Public Health – Minutes of the January 12, 2026 Regular Meeting

9.3 Cobalt Historical Society – Minutes of the December 1, 2025 Regular Meeting

9.4 Sue Nielsen – Memorial Bench Installation at Drummond Park

9.6 Coleman Township – Water System

9.7 Coleman Township – Library Budget Request

9.8 DTSSAB – Response to Sewer Backup at 24 Prospect Avenue

CARRIED

10. By-Laws and Agreements

10.1 By-Law 2026-11 Use of Corporate Resources During an Election (Staff Report 2026.03.03.02)

RESOLUTION No. 2026-039

MOVED BY: Councillor Lafleur

SECONDED BY: Councillor Anderson

WHEREAS Council received Staff Report 2026.03.03.02;

NOW THEREFORE BE IT RESOLVED THAT By-Law 2026-11 being a By-Law to establish a use of corporate resources during an election policy for the Town of Cobalt be taken as read a first, second and third time and finally passed this 3rd day of March, 2026;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

CARRIED

11. Unfinished Business

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12. New Business

12.1 Schedule of Accounts

RESOLUTION No. 2026-042

MOVED BY: Councillor Lafleur

SECONDED BY: Councillor Starchuk

BE IT RESOLVED THAT Council receives the following Schedules as presented:

Schedule No. 2026-03 in the amount of \$257,917.22

CARRIED

13. Mayor's Report

None

14. Closed Meeting

RESOLUTION No. 2026-043

MOVED BY: Councillor Anderson

SECONDED BY: Councillor Starchuk

BE IT RESOLVED THAT Council convene in Closed Session as per Section 239 of the Municipal Act, 2001 as amended, in order to address a matter pertaining to subsection:

(2)(a) Security of the property of the municipality or local board;

CARRIED

15. Business Arising from Closed Meeting

Council scheduled a Budget Meeting for March 10, 2026 at 2:30 p.m

16. **Confirmation By-Law**

RESOLUTION No. 2026-044

MOVED BY: Councillor Lafleur

SECONDED BY: Councillor Anderson

BE IT RESOLVED THAT By-Law No. 2026-12 being a By-Law to confirm the proceedings of Council of the Corporation of the Town of Cobalt be taken as read a first, second and third time this 3rd day of March 2026;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

CARRIED

17. **Adjournment**

RESOLUTION No. 2026-045

MOVED BY: Councillor Wilcox

SECONDED BY: Councillor Ward

BE IT RESOLVED THAT the Regular Meeting of Council be adjourned at 7:06 p.m.

CARRIED

Angela Adshead, Mayor

Jaime Allen, Interim Clerk Treasurer

THE CORPORATION OF THE TOWN OF COBALT

SPECIAL MEETING COBALT COMMUNITY HALL March 10, 2026 at 2:30 p.m. MINUTES

Present:

Mayor: Angela Adshead

Councillors: Pat Anderson
Gary Hughes
Rene Lafleur
Jim Starchuk
Stephen Ward
Doug Wilcox

Staff: J. Allen, Interim Clerk-Treasurer
C. Beaudoin, Deputy Clerk-Treasurer

1. **Call to Order:**
Mayor Adshead called the meeting to order at 2:30 p.m.
2. **Disclosure of Pecuniary Interest and the General Nature Thereof**
None
3. **Adoption of Meeting Agenda**
RESOLUTION No. 2026-046
MOVED BY: Councillor Lafleur
SECONDED BY: Councillor Anderson

BE IT RESOLVED THAT Council approve the agenda of the Special Meeting dated March 10, 2026 as presented.

CARRIED

4. **Business**
 - 4.1 Presentation and review of the 2026 Capital Budget – Draft #2
 - 4.2 Presentation and review of the 2026 Operating Budget – Draft #2

Council discussed possible budget scenarios.

RESOLUTION No. 2026-047
MOVED BY: Councillor Wilcox
SECONDED BY: Councillor Lafleur

BE IT RESOLVED THAT Council hereby acknowledges the presentation of the 2026 Operating and Capital Budget, Draft #2.

CARRIED

5. **Adjournment**

RESOLUTION No. 2026-048

MOVED BY: Councillor Wilcox

SECONDED BY: Councillor Ward

BE IT RESOLVED THAT the Special Meeting of Council be adjourned at 4:02 p.m.

CARRIED

Angela Adshead, Mayor

Jaime Allen, Interim Clerk

DRAFT

THE CORPORATION OF THE TOWN OF COBALT

SPECIAL MEETING COBALT COMMUNITY HALL March 24, 2026 at 2:30 p.m. MINUTES

Present:

Mayor: Angela Adshead

Councillors: Pat Anderson
Gary Hughes
Jim Starchuk
Stephen Ward
Doug Wilcox

Absent: Rene Lafleur (with notice)

Staff: J. Allen, Interim Clerk-Treasurer
C. Beaudoin, Deputy Clerk-Treasurer

1. Call to Order:

Mayor Adshead called the meeting to order at 2:30 p.m.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None

3. Adoption of Meeting Agenda

RESOLUTION No. 2026-049

MOVED BY: Councillor Ward

SECONDED BY: Councillor Anderson

BE IT RESOLVED THAT Council approve the agenda of the Special Meeting dated March 24, 2026 as presented.

CARRIED

4. Business

4.1 Presentation and review of the 2026 Capital Budget – Draft #3

4.2 Presentation and review of the 2026 Operating Budget – Draft #3

Council discussed possible budget scenarios.

RESOLUTION No. 2026-050

MOVED BY: Councillor Starchuk

SECONDED BY: Councillor Ward

BE IT RESOLVED THAT Council hereby acknowledges the presentation of the 2026 Operating and Capital Budget, Draft #3.

CARRIED

RESOLUTION No. 2026-051

MOVED BY: Councillor Hughes
SECONDED BY: Councillor Starchuk

BE IT RESOLVED THAT at the Special Meeting of March 24, 2026, Council reviewed the 2026 Capital Budget summary as presented;

AND WHEREAS after discussion, Council approved the 2026 Capital Budget in the amount of \$609,626.00;

AND FURTHER THAT Staff be directed to prepare the necessary By-Laws.

Recorded Vote:

Councillor Anderson	F	Councillor Hughes	F
Councillor Lafleur	<i>Absent</i>	Councillor Starchuk	F
Councillor Ward	F	Councillor Wilcox	F
Mayor Adshead	F		
For – 6	Against – 0	Absent – 1	CARRIED

RESOLUTION No. 2026-052

MOVED BY: Councillor Anderson
SECONDED BY: Councillor Ward

BE IT RESOLVED THAT the Special Meeting of March 24, 2026, Council reviewed the 2026 Operational Budget summary as presented;

AND WHEREAS after discussion, Council approved the 2026 Budget in the total amount of \$4,346,492 which is comprised of \$3,736,866 for operating and \$60,9626 for capital for a total increase of 5.0% to the municipal levy;

AND FURTHER THAT Staff be directed to prepare the necessary By-Laws.

Recorded Vote:

Councillor Anderson	F	Councillor Hughes	A
Councillor Lafleur	<i>Absent</i>	Councillor Starchuk	F
Councillor Ward	F	Councillor Wilcox	F
Mayor Adshead	F		
For – 5	Against – 1	Absent – 1	CARRIED

5. **Adjournment**

RESOLUTION No. 2026-053

MOVED BY: Councillor Anderson
SECONDED BY: Councillor Wilcox

BE IT RESOLVED THAT the Special Meeting of Council be adjourned at 3:28 p.m.

CARRIED

Angela Adshead, Mayor

Jaime Allen, Interim Clerk



J. Paul Dubé, Ombudsman

BY EMAIL

February 25, 2026

Council for the Town of Cobalt
c/o Angela Adshead, Mayor
18 Silver Street, Box 70
Cobalt, ON P0J 1C0

Dear Members of Council for the Town of Cobalt:

Re: Report – Office of the Ontario Ombudsman

I have completed my investigation into a complaint about meetings held by the Town of Cobalt's 2025 Budget Advisory Group on March 6, March 27, and April 23, 2025. Please find my final report enclosed.

In accordance with subsection 14.1(8) of the *Ombudsman Act*, the Town should make my report available to the public, and we ask that this be done no later than the next council meeting. In accordance with subsection 239.2(12) of the *Municipal Act, 2001*, council should pass a resolution stating how it intends to address this report.

Pursuant to subsection 14.1(9) of the *Ombudsman Act*, I will also post a copy of the report on my website at www.ombudsman.on.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'Paul Dubé', written over a light blue circular stamp.

Paul Dubé
Ombudsman of Ontario

CC: Jaime Allen, Interim Clerk-Treasurer, Town of Cobalt

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Ombudsman Report

**Investigation into meetings held by the
2025 Budget Advisory Group for the Town of Cobalt
on March 6, March 27, and April 23, 2025**

**Paul Dubé
Ombudsman of Ontario**

February 2026

Overview

- 1 My Office received a complaint about meetings held by the Town of Cobalt's 2025 Budget Advisory Group on March 6, March 27, and April 23, 2025. The complaint raised concerns that the meetings were not open to the public and that the 2025 Budget Advisory Group did not follow the open meeting rules in the *Municipal Act, 2001* (the "Act").¹
- 2 My investigation determined that the 2025 Budget Advisory Group is a committee under the Act and must hold its meetings in accordance with the open meeting rules, including providing public notice of its meetings and conducting business in open session unless the open meeting exceptions apply. The 2025 Budget Advisory Group meetings on March 6, March 27, and April 23, 2025 were improperly closed to the public contrary to the Act.
- 3 In the course of my investigation, I learned that the Town sought advice on meeting procedures for its advisory groups from E4M, a firm that provides municipally related services. The Town should review the meeting procedures for all of its advisory groups to ensure compliance with the open meeting rules.

Ombudsman jurisdiction

- 4 Under the Act, all meetings of council, local boards, and committees of either must be open to the public, unless they fall within prescribed exceptions.
- 5 As of January 1, 2008, the Act gives anyone the right to request an investigation into whether a municipality or local board has complied with the Act in closing a meeting to the public. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own.
- 6 The Ombudsman is the closed meeting investigator for the Town of Cobalt.
- 7 When investigating closed meeting complaints, we consider whether the open meeting requirements in the Act and the municipality's procedure by-law have been observed.

¹ SO 2001, c 25.

- 8 Our Office has investigated hundreds of closed meetings since 2008. To assist municipal councils, staff, and the public, we have developed an online digest of open meeting cases. This searchable repository was created to provide easy access to the Ombudsman's decisions on, and interpretations of, the open meeting rules. Council members and staff can consult the digest to inform their discussions and decisions on whether certain matters can or should be discussed in closed session, as well as issues related to open meeting procedures. Summaries of the Ombudsman's previous decisions can be found in the digest: www.ombudsman.on.ca/en/info-public-bodies-and-officials/municipal-government/municipal-meeting-digest.
- 9 The Ontario Ombudsman also has the authority to conduct impartial reviews and investigations of hundreds of public sector bodies. This includes municipalities, local boards, and municipally-controlled corporations, as well as provincial government organizations, publicly funded universities, and school boards. In addition, the Ombudsman's mandate includes reviewing complaints about the services provided by children's aid societies and residential licensees, and the provision of French language services under the *French Language Services Act*. Read more about the bodies within our jurisdiction here: www.ombudsman.on.ca/en/make-complaint/what-we-can-help-you/organizations-you-can-complain-about.

Investigative process

- 10 On July 9, 2025, my Office advised the Town of our intent to investigate this complaint.
- 11 We reviewed information related to the 2025 Budget Advisory Group, including the Town's procedural by-law, council resolutions and a staff report regarding the Town's advisory groups, and a council resolution appointing the members to the 2025 Budget Advisory Group. We also reviewed notes taken during the 2025 Budget Advisory Group's meetings. We spoke with the Town's former Clerk and representatives of E4M, the firm named in the staff report leading to the establishment of the Town's advisory groups.
- 12 My Office received full co-operation during this investigation.

Background

The Town's advisory groups

- 13 In November 2023, council resolved to change the names of its committees to “advisory groups.”² The Town’s Budget Committee was renamed to the “Budget Advisory Group.”
- 14 A staff report at the time stated that “changing the committees to groups will allow them to have discussions without worrying about closed session items.”³ The staff report stated that it relied on information from E4M to make this recommendation to council.
- 15 E4M told us that, at the time, in addition acting as the Town’s integrity commissioner, it also provided the Town with general advice on municipal matters. E4M confirmed that it spoke to the former Clerk and the Mayor about changes to the Town’s committee structure and meeting procedures. The principal of E4M told us that the Town did not implement the advice given. She recalled that E4M’s advice to the Town was to create working groups (which the Town called “advisory groups”) formed by the Town Manager, rather than committees appointed by council.

The 2025 Budget Advisory Group

- 16 We were told that the purpose of the 2025 Budget Advisory Group was to prepare draft budget materials for council’s consideration. There are no terms of reference or by-law for the 2025 Budget Advisory Group.
- 17 Council appointed two council members to the 2025 Budget Advisory Group by resolution on October 15, 2024.⁴ The 2025 Budget Advisory Group did not hold any meetings until March 2025. It held meetings on March 6, March 27, and April 23, 2025 and ceased holding meetings once the budget materials had been prepared. The former Clerk and Deputy Clerk attended each meeting and the Mayor attended the meetings on March 27 and April 23, 2025.

² Resolution No. 2023-268.

³ Staff Report 2023.11.07.05, *Ad-Hoc Committees to Town Manager Advisory Groups*, November 1, 2023.

⁴ Resolution No. 2024-182.

Analysis

The 2025 Budget Advisory Group is a committee under the Act

- 18 Section 238(1) of the Act defines “committee” as any advisory or other committee, subcommittee or similar entity of which at least 50% of the members are also members of one or more councils or local boards. Under the *Municipal Act, 2001*, all meetings of committees of council must be open to the public.
- 19 The Town’s procedural by-law mirrors the definition of a committee in the Act.⁵ The Mayor is an *ex officio* member of all committees and is entitled to vote but does not count towards quorum, unless required. The procedural by-law requires that the Clerk provide public notice of committee meetings by posting the meeting agenda on the Town’s website and Town hall door, no later than 48 hours before the meeting is held.
- 20 The 2025 Budget Advisory Group’s membership was set by council resolution which appointed two councillors as members. Although the former Clerk and Deputy Clerk attended the 2025 Budget Advisory Group’s meetings, these individuals are not part of its membership. Accordingly, the 2025 Budget Advisory Group is comprised only of members of council and therefore meets the Act’s 50% membership threshold and is a committee under the Act.

Meetings held by the 2025 Budget Advisory Group were illegally closed to the public

- 21 The 2025 Budget Advisory Group held meetings on March 6, March 27, and April 23, 2025. The 2025 Budget Advisory Group did not take minutes of its meetings, however we reviewed notes taken by the Deputy Clerk which recorded information about the discussion and business conducted. During each meeting, a quorum of members was present (i.e. the two council members) and the 2025 Budget Advisory Group materially advanced its business by preparing a draft budget.

⁵ By-law No. 2022-25 *Being a By-Law to govern the proceedings of Council and Committee meetings in the Town of Cobalt*, online: <[https://cobalt.ca/wp-content/uploads/2024/02/2022-25-
Procedural-By-Law-Consolidated-Version.pdf](https://cobalt.ca/wp-content/uploads/2024/02/2022-25-Procedural-By-Law-Consolidated-Version.pdf)>.

- 22 The Town did not provide public notice of the 2025 Budget Advisory Group meetings as required by the Act or the Town’s procedural by-law, nor were the public permitted to attend the meetings. Accordingly, the meetings were closed to the public.

Opinion

- 23 The 2025 Budget Advisory Group is a committee under the Act and must comply with the open meeting rules, including the requirement to provide public notices of its meetings, hold open meetings unless one of the narrow open meeting exceptions applies, record minutes, and pass a resolution before closing a meeting.
- 24 The 2025 Budget Advisory Group also fits within the definition of committee under the Town’s procedural by-law and must comply with its requirements, including provisions related to public notice.
- 25 The Town contravened the Act and its own procedural by-law by failing to provide notice of the meetings held by the 2025 Budget Advisory Group on March 6, March 27, and April 23, 2025, and these meetings were closed to the public.
- 26 In reaching this conclusion, I have considered but do not agree with the advice given to the town by E4M. How the membership of a committee or body is formed – whether by council appointment or by staff – is not a relevant consideration. As explained above, the Act is clear: an entity of which at least 50% of the members are also members of a council or local board is a committee as defined by the Act and must comply with the open meeting rules. Further, the name or title assigned to the entity by a municipality has no bearing on whether or not it fits within the definition. Changing the name of a committee to call it an “advisory group,” as the Town did in November 2023, does not exclude that entity from the definition of “committee.”
- 27 Municipalities are ultimately responsible for complying with the Act’s open meeting rules. Reliance on erroneous information does not absolve a municipality from non-compliance.

- 28 Although the 2025 Budget Advisory Group no longer meets, I encourage the Town to review the meeting practices of all its advisory groups to ensure those bodies operate consistently with the open meeting requirements under the Act and the Town's procedural by-law.

Recommendations

- 29 I make the following recommendations to assist the Town of Cobalt in fulfilling its obligations under the *Municipal Act, 2001* and enhancing the transparency of its meetings:

Recommendation 1

All members of council for the Town of Cobalt should be vigilant in adhering to their individual and collective obligation to ensure that the municipality complies with its responsibilities under the *Municipal Act, 2001* and its procedural by-law.

Recommendation 2

The Town of Cobalt should ensure that it provides public notice in advance of all committee meetings and that committee meetings are open to the public, subject to the open meeting exceptions in the *Municipal Act, 2001*.

Recommendation 3

The Town of Cobalt should assess all advisory groups that are committees to confirm that their procedures comply with the open meeting rules in the *Municipal Act, 2001*.

Report

- 30 The Town of Cobalt and E4M were given the opportunity to review a preliminary version of this report and provide comments to my Office. No comments were received.

- 31 This report will be published on my Office’s website, and should also be made public by the Town of Cobalt. In accordance with subsection 239.2(12) of the *Municipal Act, 2001*, council is required to pass a resolution stating how it intends to address this report.



Paul Dubé
Ombudsman of Ontario



THE CORPORATION OF THE TOWN OF COBALT

Appendix "2"

For Office Use Only	
Date Received	
File Number	

Tender to Purchase Municipal Land

1. Applicant Information			
Name(s)			
Address:			
Town:		Postal Code:	
Phone:		Email:	

2. Location of Municipal Property			
Address:			
Legal Description:			
Assessment Roll No.:			
Lot Area:		Lot Depth:	Lot Frontage:
Does the municipal property abut your property:		Yes	No

3. Submitted Offer	
I/We hereby tender to purchase the land described above for the amount of \$ _____	
(_____ dollars)	

3. Applicant Consent and Authorization	
I/We _____ the applicant(s), hereby acknowledge and agree as follows:	
1. Any proposed sale of land is subject to approval by Council for the Town of Cobalt at its sole discretion in accordance with the Town's <i>Disposal of Real Property</i> .	
2. All legal, consulting, appraisal, survey, and any other related fees without limitation incurred by the Town in connection with the proposed sale of land shall be reimbursed by the applicant.	
Signature: <i>Jack Chang</i>	Date:
Print Name:	
Signature: <i>Sy Lin</i>	Date:
Print Name:	


Dear Mayor and Council of Cobalt,

I am writing this letter to you to explain why we (Jack W Chang and Tianying Liu of The Green Earth Initiative – Conservation nonprofit Organization) have decided to make a tender offer of \$1054 for the 17 Argentite St. Cobalt, ON property, which is much lower than the Town's Listing Price of \$5000.

- 1) At first we were told that the property is 5000 square feet.
- 2) Then we were confirmed by the Deputy Clerk-Treasurer **Cassandra Beaudoin** that the lot size is 1743 square feet. Which made us wondered if the lot was buildable with such a small square footage.
- 3) So we called David Barton (Building Inspector) and found out that the lot size is actually 33 feet X 32 feet = 1053 square feet. Which is definitely not buildable at this even smaller square footage.

But we would still love to purchase a piece of the Cobalt mining history for conservation and education purposes. And to continue with our conservation and advocacy work in the area to help revitalize the Town of Cobalt.

Thank you so much for your help and approval of our tender offer and acquisition of 17 Argentite Street, Cobalt, ON Property.


Jack W Chang and Tianying Liu

The Green Earth Initiative

MINUTES

CSWB Steering Committee

Regular Meeting held on January 20, 2025 from 6:00-7:30pm
Microsoft Teams

1. **CALL TO ORDER & REQUEST TO RECORD**

The meeting was called to order at 6:00pm and recording was approved.

2. **LAND ACKNOWLEDGEMENT**

Land acknowledgement was read and accepted.

3. **ROLL CALL**

Committee Members

Amanda Mongeon	Timiskaming Health Unit
Brigid Wilkinson	The Temiskaming Foundation
Dana Mclean	Hudson Township
Erin Cowan (Co-Chair)	Timiskaming Health Unit
Jean Marc Boileau	Township of Armstrong
Lynn Aube	Township of Matachewan
Margaret Youngs	Municipality of Temagami
Mark Stewart	DTSSAB
Pam Bannink	Town of Englehart
Robbie Donaldson	The Salvation Army
Steve McIntyre (Co-Chair)	Township of James / Elk Lake
Tracey Giesen	Chamberlain Township

Guests

Regrets

Anna McPherson	Kirkland Lake Multicultural Group
Curt Arthur	Community Safety Workgroup
Gary Schaap	Town of Englehart
Jeff Laferriere	City of Temiskaming Shores
Jeff Manners	CSWB Coordinator, minutes
Johanna Paradis	Town of Englehart
Kathy Lajeunesse	Keepers of the Circle
Lore-Lee Fortin	CMHA CT
Michelle Fiset	Township of James / Elk Lake
Stacy Wight	Town of Kirkland Lake
Tania Osborne	Temiskaming Hospital

4. **APPROVAL OF AGENDA**

Agenda was accepted.

5. **CONFLICT OF INTEREST DISCLOSURES**

No conflicts.

6. **BUSINESS ARISING**

a. **Updates from workgroup chairs**

Housing and Homelessness workgroup

- Workgroup did not meet, brief update
- Robbie and Steve met to go over the workplan, they were able to move 5 goals into the “completed but ongoing monitoring” stage. Updated and highlighted 6 goals that will be focused on this year, including the homeless education campaign. Will be working with the DTSSAB communications coordinator using the CSWB communications plan to send messages to the community at large to talk about the successes, needs, etc. as opposed to a series of town hall-style meetings.
- Second focus was on the justice safe beds, and Robbie informed the committee that there is a place identified for this to happen but was not able to share any other information.
- Referral pathway will also be focused on.
- A poll has been sent out to help determine the next meeting date and time.

Community Safety workgroup

- Workgroup did not meet, no update
- Looking to move to quarterly meetings in the future
- Next meeting date is February 18th from 1:00 – 3:00pm.

Health & Well-Being workgroup

- Workgroup did not meet, brief update
- Work on a collaboration with TAOHT to develop a webinar that will inform municipalities about the work of the TAOHT
- Support of workgroup investigating transportation for non-urgent care that can hopefully support more general health related needs of the district. Pam inquired about what services would be offered by the non-urgent care transportation, specifically if transportation from a long-term care facility would be covered. Amanda confirmed that this was one of the gaps that was being discussed, among others. Dana informed the committee that Community Care Access Centre has a list of people who will transport residents to medical appointments, as she is one of the drivers. The drivers do not have criminal background checks or medical training.

b. **Update on Council Meeting Presentations**

Jeff M is absent due to a family emergency, Amanda updated on the council visits. Content is similar to what was presented at the update event in Englehart, has been well-received and there have been good questions from councils. It has also been a very good opportunity to build rapport with the council members, especially due to meeting in person. Robbie agreed that the meetings have been going well and are important, not only for passing on information about the plan and the steering committee but also for

speaking to council members about becoming a part of the steering committee or a part of a workgroup.

c. **Transportation Funding Update**

Jeff L is absent tonight and unable to provide an update on the transportation funding. Steve spoke about a mid-term report card event that happened in Elk Lake/James Township to share updates about council with the community. Transportation was a topic during the event and the council was made aware of a drug delivery service by Shopper's Drug Mart that serves Elk Lake at no charge. They also offer an online ordering service. The subject of communication was linked to this as well as many people in the area rely on consistent access to internet/cellular service for their health and mental health. Transportation was also an issue in regards to food, especially for the elderly & disabled or people with limited income. Steve suggested writing a letter to John Vanthof to ask for more attention from Ottawa regarding these areas.

6. **NEW BUSINESS**

a. **Senior Active Living Centre**

Robbie spoke about the Salvation Army obtaining a grant to be a senior active living centre, as did the city of Temiskaming Shores. These centres provide programs that promote wellness, social interaction, and education to help seniors stay active, independent, and engaged. The city will be focusing more on the activity side while the Salvation Army will focus more on the social interaction side. It is still in the planning stage but will be sustained through yearly applications.

b. **Development of Public Services Announcement**

Steve C is absent, Robbie informed the committee that a campaign will be developed to announce, via radio, newspaper, and television news, about public education regarding housing and homelessness.

c. **Frequency of Steering Committee Meetings**

Erin suggested the possibility of moving the steering committee meetings to a less frequent timeframe, perhaps every two months or quarterly. This suggestion stems from the workgroups' plans to meet less often on a formal basis. Steve thought that monthly meetings were important as there is often enough information to necessitate monthly meetings and he was concerned that some things might get lost with less frequent meetings. Pam, Margaret, and Jean-Marc were also in agreement to continue with monthly meetings. Erin sent the Terms of Reference as they are due to be reviewed to make sure they are reflective of what our goals are and how we are steering ourselves. She asked everyone to review them and come to the next meeting with any feedback or reflection.

d. **Open Forum**

Pam gave her commendations to the organizers of the Zack's Crib open house. There will also be a fundraiser for Zack's Crib on February 22nd. Brigid thanked the steering committee for the updated statement in regards to the Vital Signs report update. It is nearing completion and will be distributed as soon as it is done.

Mark shared that the district housing and homelessness research report will be coming out in approximately three weeks. He wanted to inquire if municipalities had received a document from AMO titled "Municipalities Under Pressure: The Human Financial Cost of Ontario's Homeless Crisis." If not, he will send it to the group email. The report shows the massive increase in homelessness in Ontario. It also states the issue of transportation for Northern Ontario and wondered if the committee could make a request to all municipalities to pass a resolution to send letters to John Vanthof. Amanda added that there could be value in having the municipalities connect with the Federation of Northern Ontario Municipalities (FONOM) or the Rural Ontario Municipal Association (ROMA) to move some of the advocacy forward as they often have heard similar issues from others in their jurisdiction. Brigid also suggested the Ontario Federation of Agriculture is good with lobbying and it might be worth reaching out to them as well. Steve suggested getting Jeff M to write something that covers what was discussed that can be ultimately sent to the various agencies.

Steve shared that, in conversations he had with MPs and other members of organisations, he discovered that people from Southern Ontario who are in need of mental health services are sent to the North Bay Regional Health Centre via a one-way bus ticket. This is due to having no room in the southern Ontario mental health hospitals. This results often in them being stranded in the north with no way home and no money, which increases the possibility of them becoming homeless. Margaret had heard that the hospital in North Bay was not able to accommodate any transfers from the south at this time. She also expressed concern for the homeless that were outside during the cold weather. Robbie assured her that the homeless were accounted for and that Zack's Crib and two warming centres were available to them. He was not able to confirm the transfer of people from the south to North Bay but was able to confirm that there has been no spill-over from North Bay to our district.

Robbie spoke to the Coldest Night Of the Year fundraiser on February 22nd where groups raise pledges and walk either 2 or 5 kilometers, leaving from the Salvation Army and returning there after.

Tracey was happy with the discussion tonight and thought that many of the things that were discussed also fell under the poverty pillar. She suggested this pillar be looked at also during the workgroup chair discussion.

Lynn talked about a meeting she attended with the president of FONOM which discussed school transportation for kids from Matachewan and an attempt to reduce their travel time by having them attend in Elk Lake instead of Kirkland Lake. He will be bringing this back with him and mentioned having the northern mayors and councils come together in the near future to look at economic development, but would be a good time to also talk about transportation. Tracey asked if Lynn could share any information that came from that meeting that would relate to the CSWB plan.

Margaret mentioned a town hall being hosted by John Vanthof that began at 7:00pm if anyone was interested in joining.

7. **DATE OF NEXT MEETING**

The next CSWB Steering Committee meeting will be decided at a later date as February 17th is Family Day.

8. **ADJOURNMENT**
Meeting adjourned at 7:05pm.

MINUTES

CSWB Steering Committee

Regular Meeting held on February 24, 2025 from 6:00-7:30pm

Microsoft Teams

1. **CALL TO ORDER & REQUEST TO RECORD**

The meeting was called to order at 6:00pm and recording was approved.

2. **LAND ACKNOWLEDGEMENT**

Land acknowledgement was read and accepted.

3. **ROLL CALL**

Committee Members

Amanda Mongeon	Timiskaming Health Unit
Dana Mclean	Hudson Township
Erin Cowan (Co-Chair)	Timiskaming Health Unit
Jean Marc Boileau	Township of Armstrong
Jeff Laferriere	City of Temiskaming Shores
Jeff Manners	CSWB Coordinator, minutes
Lynn Aube	Township of Matachewan
Pam Bannink	Town of Englehart
Robbie Donaldson	The Salvation Army
Ryan Dougan	OPP
Sandra Lee	City of Temiskaming Shores
Tracey Giesen	Chamberlain Township

Guests

Regrets

Anna McPherson	Kirkland Lake Multicultural Group
Brigid Wilkinson	The Temiskaming Foundation
Curt Arthur	Community Safety Workgroup
Gary Schaap	Town of Englehart
Johanna Paradis	Town of Englehart
Kathy Lajeunesse	Keepers of the Circle
Lore-Lee Fortin	CMHA CT
Margaret Youngs	Municipality of Temagami
Mark Stewart	DTSSAB
Stacy Wight	Town of Kirkland Lake
Steve McIntyre (Co-Chair)	Township of James / Elk Lake
Tania Osborne	Temiskaming Hospital

4. **APPROVAL OF AGENDA**

Agenda was accepted.

5. **CONFLICT OF INTEREST DISCLOSURES**

No conflicts.

6. **BUSINESS ARISING**

a. **Updates from workgroup chairs**

Housing and Homelessness workgroup

- Meeting on February 13th, good attendance since moving the meeting date.
- Update on Zack's Crib which gave attendance numbers.
- Will be looking into visiting the private landlords to explain the transitional housing system in hopes it will open the private landlord market.
- OrgCode plan from DTSSAB is due at end of March and is looking very good.
- We are going to see a huge increase in capacity for transitional housing in excess of 40 places.
- The referral pathway for homeless people is in the final design stage.
- The homelessness education campaign is in the process of development, funding is available.
- Coldest Night of the Year fundraiser has raised \$38,000 so far.

Community Safety workgroup

- Last meeting was February 13th and next meeting is in May.
- Working on completing the Situation Table prep. There was a need for this in the south end of the district. The TOR and pertinent documents have been prepared and a dry-run meeting has been done.
- Justice Safe Beds initiative is under exploration at this time. We are aware of some funds being available and the Northern Recovery Centre will be hosting 2 beds with 24-hour supervision. We are now looking for an agency who could potentially host the same infrastructure of 1 or 2 beds in the south end of the district.
- We are collaborating with the Temiskaming District Road Safety Coalition on a Road Safety Forum happening on April 16. A link for the Eventbrite link will be in the chat.
- We are beginning to plan placemaking microgrants for 2025. We are finishing up an evaluation and are looking for some private sector donations to increase the pool of money we can offer. We will be rolling this out once we have the proper access to funds.
- Looking to do outreach with OPP to access crime rate data to properly direct our planning. We are also looking to connect with the Police Service Boards as this link is laid out in the CSWB plan.

Health & Well-Being workgroup

- Last meeting was in August, will be meeting on Wednesday.
- Have been working on a policy brief for municipalities to inform of policy options around regulated substance use, which includes alcohol, tobacco, and cannabis.

What are the policy levers available to local government that can be capitalized on. It is undergoing final revisions and the recommendation from the workgroup is to present at a TMA meeting after circulation.

- We have been collaborating with the TAOHT on a webinar for municipal partners, designed as a panel discussion, to introduce the TAOHT and update partners on what they do and what they have been doing.
- Workgroup has also been working on 211 to address some of the limitations that were discovered. We have been working with 211 to create a portal specific to our district that will allow us to add the information we need. The focus will be on older adults to start and the portal should be ready in the next few weeks.
- We will be facilitating some networking and collaboration among the three Senior Active Living Centres to maximize the skills of all three centres and increase access across the district.

b. **Transportation Funding Update**

The city received \$50,000 to do a study on rural transportation and there is a tender that will be going out in early March. The expectation is that, by the end of September, they should have a detailed report from the consultant with recommendations on rural transportations. There have been multiple conversations with various municipalities as everyone is excited to find more.

c. **Pillar Expansion**

Pillar chairs met recently to discuss the possibility of expanding our focus areas. Three areas were chosen during the launch and have been prioritized from the beginning. Over the past year and a half, we are seeing more issues with the poverty, employment & economy, and environment & sustainability pillars. Understanding that it is not practical to introduce three new pillars all at once, the recommendations from the workgroup chairs is to begin to create a new workgroup for employment & economy pillar as the issues do not fall easily into an existing pillar. The issues being seen in the poverty pillar can be added to the housing & homelessness workplan and the environment & sustainability issues can be included in the health & well-being workplan. Some discussion from Tracey on the use of the term “poverty” in the plan, concern it might give off the wrong impression. The terms came from the consultant and the development of the plan and were signed off by all municipalities, therefore would not be able to be changed. Jeff L is good with the recommendations but suggested we look at finding the right stakeholders to be part of the group. We will make the changes to the housing & homelessness workplan and the health & well-being workplan to reflect the added issues. We will come to the next meeting with some ideas of possible workgroup members, including potential chairs.

6. **NEW BUSINESS**

a. **Initiative Submission Form**

Some initiative submission forms were created by Cameron before his departure to be used by community partners. They were designed to allow partners to share their ideas regarding initiatives they would like to see or had plans for. A possible issue would be that, should an initiative be submitted, there might be an expectation that the initiative

be started and implemented immediately. Jeff has found a second possible submission form from the Timmins CSWB webpage that simply asks for suggestions. Robbie likes the Timmins form and suggested adding a place to ask for recommendations. He also suggested reintroducing the CSWB plan to the community to remind people of what it is and why we have it in our district. Tracey asked about getting copies of the plan into libraries and also if it was possible to have a web-based version of the submission form. Amanda agreed it was important to have copies of the plan accessible and would need to look into options while the merger is coming together. Jeff confirmed that the style of form that Timmins has would not be possible without a webmaster.

b. **Data Dashboard**

Amanda presented on a proposed data dashboard to facilitate a public report on progress for CSWB. It comes from a clause that says a report must be given to the ministry if asked. A two-phase plan (short term and long term) is being recommended. The short-term phase would see a static listing on the website with 1 key indicator for each priority. This would be complimented by the TTF vital signs document. It was inspired by the Timmins CSWB website that consists of a picture that you click on to open a couple of indicators which show the progress. The long-term phase would see a dynamic listing on the website with multiple indicators for each priority. The inspiration comes from the Halton CSWB plan website which similarly has a picture to click but then opens onto multiple indicators (10 on average) which show progress. The indicators suggested for the short-term phase would be taken from the launch event presentation. Robbie suggested using the market basket measure for the poverty priority indicator as he feels it is more realistic. Sandy was concerned that one indicator might not be sufficient for every priority.

c. **Open Forum**

Tracey welcomed Ryan to the committee and that she was happy to have the OPP represented at the table again. She talked about some research she had done about community safety planning from a public health perspective and the idea that violent crime is not only measurable but preventable. She looks forward to be able to chat more about these things.

Robbie has been to various meetings and is seeing a rural/urban misunderstanding and divide and feels we need to be fighting our cause a lot more as rural municipalities. There is an ignorance and non-comprehension from the urban centres that people in rural areas might have to travel 60km to get to a food bank.

Sandy addressed the comment from Robbie about transporting food and wondered if there were opportunities to work with other institutions that are purchasing food, such as hospitals and long-term facilities, and form partnerships. Robbie stated that it was more expensive to do this but he will bring it to Food Ontario.

7. **DATE OF NEXT MEETING**

The next CSWB Steering Committee meeting will be Monday, March 17, 2025 at 6:00pm.

8. **ADJOURNMENT**

Meeting adjourned at 7:30pm.

MINUTES

CSWB Steering Committee

Regular Meeting held on May 26, 2025 from 6:00-7:30pm

Microsoft Teams

1. **CALL TO ORDER & REQUEST TO RECORD**

The meeting was called to order at 6:00pm and recording was approved.

2. **LAND ACKNOWLEDGEMENT**

Land acknowledgement was read and accepted.

3. **ROLL CALL**

Committee Members

Amanda Mongeon
Curt Arthur
Erin Cowan (Co-Chair)
Jean Marc Boileau
Jeff Laferriere
Jeff Manners
Robbie Donaldson
Ryan Dougan
Sandra Lee
Steve McIntyre (Co-Chair)
Tracey Giesen

Timiskaming Health Unit
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CSWB Coordinator, minutes
The Salvation Army
OPP
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Township of James / Elk Lake
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Guests

Regrets

Anna McPherson
Brigid Wilkinson
Dana McLean
Gary Schaap
Kathy Lajeunesse
Lore-Lee Fortin
Lynn Aube
Margaret Youngs
Mark Stewart
Pam Bannink
Stacy Wight
Tania Osborne

Kirkland Lake Multicultural Group
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Hudson Township
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CMHA CT
Township of Matachewan
Municipality of Temagami
DTSSAB
Town of Englehart
Town of Kirkland Lake
Temiskaming Hospital

4. **APPROVAL OF AGENDA**

Agenda was accepted.

5. **CONFLICT OF INTEREST DISCLOSURES**

No conflicts.

6. **BUSINESS ARISING**

a. **Updates from workgroup chairs**

Housing and Homelessness workgroup

- Launching an education campaign that will hopefully be initiated in 2 weeks.
- Justice safe beds program will be incorporated into the Northern Treatment Centre, there will be one of the 12 beds designated as a safe bed.
- Referral pathways is still underway.
- Homeless Prevention Plan/By-Names List is improving, numbers are not growing.
- 10-Year plan from DTSSAB is complete and has been presented to the board.
- Work continues using the workplan and the Vital Signs report.
- 24 beds will be opening in Kirkland Lake for transitional housing which is timely due to the closing of Zack's Crib.

Community Safety workgroup

- Continue to develop and refine shareable materials for service delivery.
- Terms of Reference and workplan continue to be updated.
- Monitoring ongoing conversation about the dance studio in downtown New Liskeard and the wider issue of homelessness.
- CamSafe program being looked at.
- Jeff continues to work with stakeholders on a case-conferencing concept for the south end of the district via Situation Table.
- Continue the discussion on data and information that can be utilized by our community to help support decisions.

Health & Well-Being workgroup

- No meeting since last steering committee meeting.
- TOHT webinar was planned for last week, technical difficulties caused it to be rescheduled for June 19th.
- Situation table documents have been finalized.
- 211 update will be given at our next meeting.
- Will be taking on components of the Environment & Sustainability pillar, looking for data to show progress for the upcoming dashboard.

b. **Employment & Economy Membership Discussion**

Discussion on the membership for this workgroup. Sandra asked about the goals so that we can choose the members who are the best fit. Tracey suggested looking at the plan. Steve talked about the difficulties with applying for jobs and suggested asking for feedback from organisations. Robbie reminded us not to forget the agricultural industry and he and Steve talked about the youth leaving the area for school and not coming back. Amanda spoke to James Franks and his advice was to speak to the Far North East

Training Board who are already positioned to do what we have prioritized in the plan. Amanda spoke with Julie Joncas today and found that their priorities are extremely similar to the priorities we have in the CSWB plan. She suggested a collaboration between CSWB and the FNETB. Also, the collaboration would facilitate improved development and facilitation of initiatives by adding more members to share the workload. They also organize the Working Together conference, which is coming up in October. This year, they are talking about the health and social factors that affect employment and would like CSWB to be part of this. Erin suggested revisiting our inventory that was done with this pillar as next steps.

6. **NEW BUSINESS**

a. **FONOM Take-aways**

Sandra talked about a presentation on the North Bay CSWB plan and how they have addressed challenges and introduced new initiatives.

b. **Police Service Boards**

Steve discussed the presence of the police service boards with the CSWB, specifically in regards to any funding that is available. Ryan informed that the OPP does not organize the boards, they report to the boards. There is no funding coming from OPP for their operation. There are 4 boards in the Timiskaming district, one in the Kirkland Lake area and 3 in the south end (Temiskaming Shores, Timiskaming north, and Timiskaming south). At this time, only 2 of the boards are currently operating (Temiskaming Shores and Timiskaming north). The role of the OPP is to support the plan but not to lead it. Jeff L talked about the creation of the CSWB plan which was mandated by the ministry for all municipalities in Ontario. Because there is no funding attached to this, all of the municipalities pitched in to help support the plan financially. The Solicitor General has mentioned that there may be some upcoming funding that we can apply for. We continue to develop connections between the CSWB and the police service boards. Tracey suggested keeping this as a regular standing item on our agenda. Steve asked about the criteria and Jeff L explained the process.

c. **Summer Meetings**

Question regarding meeting over the summer months (July & August). We will reflect on this and discuss at the next meeting.

d. **Announcement From Robbie**

Robbie announced that he will be receiving the King Charles III coronation medal. He will also be retiring by the end of August, if not sooner, and will also be stepping down as co-chair of the Housing & Homelessness Workgroup. He suggested Jake Moore from the Salvation Army in Kirkland Lake as his replacement. The committee wished him well in his retirement and will be sorry to see him go.

e. **Open Forum**

Tracey asked for an update on the transportation project. She mentioned a meeting she attended with the Green Municipal Fund that presented many possible initiatives that our district could take advantage of. Jeff L updated that the report is expected in

September and will be shared as soon as it is available. Sandra added that they are in the community feedback phase. Tracey asked if it was district wide and Sandra explained that the study was wider than just Temiskaming Shores and would look into the exact scope of the study for the committee. Steve mentioned our continued conversations regarding transportation and the hope that we could look at the entire district and the issues. Sandra informed that there is funding for capital but not for operations. Tracey talked about a speaker series from the Canadian Centre for Safer Communities and the upcoming one is called Surfacing and Addressing Structural Roots of Violence on June 4th from 1:30pm to 3:00pm.

Robbie talked about funding received from Food Banks Canada for the New Liskeard food bank to help build a garden shed and to purchase a walk-in freezer.

Steve asked if the OPP had any statistics about a decline in mental health related violence in the community. Ryan shared that most detachments have access to MCRT (Mobile Crisis Resource Team) through the CMHA. It has not reduced the amount of calls but has allowed better interaction with and resolution of these calls. There is a provincial trend of property crimes decreasing. Anecdotally, Ryan guessed that around 60% of the calls they receive have either an addictions or mental health aspect connected to it.

Sandra talked about a meeting that was held to address the growing visibility of homelessness and the MCRT's involvement in wellness checks. Robbie talked about the outreach that is happening but is not coordinated. It would be beneficial to have a Street Navigator to help this.

7. **DATE OF NEXT MEETING**

The next CSWB Steering Committee meeting will be Monday, June 16, 2025 at 6:00pm.

8. **ADJOURNMENT**

Meeting adjourned at 7:30pm.



MINUTES

CSWB Steering Committee

Regular Meeting held on June 16, 2025 from 6:00-7:30pm

Microsoft Teams

1. **CALL TO ORDER & REQUEST TO RECORD**

The meeting was called to order at 6:00pm and recording was approved.

2. **LAND ACKNOWLEDGEMENT**

Land acknowledgement was read and accepted.

3. **ROLL CALL**

Committee Members

Amanda Mongeon	Northeast Public Health
Andre Barrette	OPP
Anna McPherson	Kirkland Lake Multicultural Group
Brigid Wilkinson	The Temiskaming Foundation
Curt Arthur	Community Safety Workgroup
Erin Cowan (Co-Chair)	Northeast Public Health
Jean Marc Boileau	Township of Armstrong
Jeff Laferriere	City of Temiskaming Shores
Pam Bannink	Town of Englehart
Robbie Donaldson	The Salvation Army
Steve McIntyre (Co-Chair)	Township of James / Elk Lake
Tracey Giesen	Chamberlain Township

Guests

Regrets

Dana McLean	Hudson Township
Gary Schaap	Town of Englehart
Jeff Manners	CSWB Coordinator, minutes
Kathy Lajeunesse	Keepers of the Circle
Lore-Lee Fortin	CMHA CT
Lynn Aube	Township of Matachewan
Margaret Youngs	Municipality of Temagami
Mark Stewart	DTSSAB
Sandra Lee	City of Temiskaming Shores
Stacy Wight	Town of Kirkland Lake
Tania Osborne	Temiskaming Hospital

4. **APPROVAL OF AGENDA**

Agenda was accepted.

5. **CONFLICT OF INTEREST DISCLOSURES**

No conflicts.

6. **BUSINESS ARISING**

a. **Updates from workgroup chairs**

Housing and Homelessness workgroup

- This will be Robbie's last meeting as he is retiring. Steve Cox will remain as a co-chair and Jake Moore will take the other co-chair role.
- Referral pathway is complete and will be coming out shortly.
- Homelessness Education campaign is nearly complete and will also be coming out shortly.
- Hopeful to obtain an outreach street navigator. There is much outreach happening among OPP, CMHA MCRT, Peer Support Workers, and Drug and Alcohol Strategy harm reduction unit. Kim Peters is organizing a meeting to bring everyone together.
- Justice Safe Bed will be available at the new recovery/treatment centre in Kirkland Lake, fully funded.
- The conversation about warming/cooling centres continues.
- Currently have 42 beds/spaces in the district, predominately transitional units. Averaging 28 people on the By-Names List that are precariously sheltered or unsheltered.
- Jeff updated that the building where Zack's Crib used to be is vacant but there are a few agencies that are looking to utilize the facility in the fall to support the unhoused. He also stated that the municipality always has a facility for a warming/cooling centre but the challenge are the resources and staffing.
- Interest from Salvation Army to take over the Zack's Crib building as transitional housing/shelter.
- Robbie announced that the Cobalt/Coleman/Latchford food bank will be closing in September. He will pass contact people to Brigid to see if TTF can offer funding.

Community Safety workgroup

- Last meeting was May 20th and next meeting is August 19th.
- Discussions about the hospital transfer program with police and hospital.
- Planning for discussion regarding human trafficking at next meeting.
- Monitoring research and looking for data (including Vital Signs data) to help support the workplan.
- Perceptions of community safety in the community, including recent high-profile events that have been in the media and discussed what role the workgroup can play to help advocate for or clarify messaging as part of the planning for communications.
- Updating terms of reference and workplan to ensure accomplishments are featured and support future communications.

- CamSafe discussion took place to see if there was interest in this program.
- Updating referral card for first responders to give an inventory of resources available to them.

Health & Well-Being workgroup

- Last met on May 28th, began discussing the integration of the environment & sustainability priorities. The Healthy Environments Program manager from NEPH joined and was able to familiarize herself with the workgroup. Will be looking at adding to the workplan to include topics around environment & sustainability and adding appropriate members.
- Next meeting is August 27th from 9:00 to 10:30am.
- Hosted a webinar to learn more about the Timiskaming Ontario Health Team on Thursday, June 19th, targeted to municipal council and staff. The recording will be shared.

b. **Police Service Boards**

Update from Amanda that we would like to attend the Police Service Board meetings to give updates and efforts from the Community Safety workgroup. Jeff M has reached out to look at booking a delegation with the two PSB groups that are currently functioning. Jeff L has passed on the appropriate information regarding this for the Temiskaming Shores board. CSWB has presented previously and is always welcome at any time. Andy has shared crime statistics with Jeff M, specifically regarding homelessness. These are just some of the stats that are shared with communities at service board meetings. Robbie mentioned that the stats are also helpful with the By-Names List and Jeff L thanked the first responders and agencies that helped with the fire in the vacant building in Temiskaming Shores for ensuring that no homeless people were inside.

c. **Summer Meetings**

Question was posed to the group if they wished to have meetings over the summer. It was decided that there would be no meetings in July or August and meetings would resume in September.

d. **Terms of Reference Review**

Erin presented the terms of reference, broken down into sections (background & purpose, objective, guiding principals, membership, member roles & responsibilities, co-chair roles, operational support, meeting frequency & format, decision-making process, quorum, conflict of interest, work groups, review of terms of reference). Amanda informed that the collective impact model has been updated and suggested it is worth revisiting the five conditions for collective impact to reflect the most current knowledge. Robbie questioned the wording regarding meeting attendance to see if there was a better way to enforce the commitment of attending meetings. Amanda mentioned some issues that we've had regarding quorum but reminded that we did not encourage all municipalities to join as some are not able to commit to that. Pam informed that she does not always get the invite for the meetings and does not get the minutes. We will look into this. Erin suggested looking at the wording at the next meeting and proposing better wording around attendance. Tracey is wondering if the composition of the

committee should have a target when it comes to elected officials and is there a set term in place. Erin confirmed there are no terms but it is something that could be proposed if necessary. Jeff L informed that Temiskaming Shores is committed to the CSWB up to August 2026 and see the benefit of having this plan in place but they have had some discussion at a council level as to whether this format is the right fit for their municipality and will continue to discuss this. Robbie questioned if monthly meetings were necessary and thought quarterly would work better. Erin reminded that we had taken a vote about changing the frequency and the consensus was to continue monthly. We will revisit this in September after the summer break to see if having a two-month hiatus brings up any issues. Amanda suggested a possible cap on the number of committee members in order for us to retain quorum rather than eliminating the need for quorum altogether. Jeff L agreed that there should always be a quorum as we are spending public funds and should be accountable. He reminded that attendance is important if you have agreed to be a part of a committee. Erin suggested checking the membership list and asking anyone who has been absent for an extended period to suggest a possible replacement from their agency if they are no longer able to fulfil their role on the committee. Brigid suggested that the membership coming from the municipalities be the ones making the decisions as they are the ones funding the plan, and the other members would be advisory/expert members. Suggested amendments will be provided for the meeting in September.

e. **Working Together Conference**

Amanda had a conversation with Julie Joncas from the Far Northeast Training Board to address the employment and economy plan issues. Julie also shared that they are working on the 2025 Working Together Conference, which will be held on October 2nd. This year, the theme will be Addressing Systemic Barriers to Employment. This aligns well with our Employment & Economy workgroup. She has invited the CSWB to suggest a panellist to speak at the conference. She described it as a service provider who can speak to the services they provide. There would be some collaboration that would need to happen to frame this from a CSWB point of view and provide a system lens to the systemic barriers, talking about the work of the collaborative, the plan, and opportunities to be involved.

6. **NEW BUSINESS**

a. **Open Forum**

Anna shared that they have been offering free swim lessons for adults as this is a need in the community for new comers to help with their integration and to keep them safe. She suggested this could be something to do in every community.

Pam asked if any of the members had information about the Red Cross, specifically about offering transportation for people with mobility issues. She has attempted to contact them but has gotten no response. Brigid has a contact for another program and will share that information with Pam. Anna also has a contact she can share.

Tracey talked about the issues of racism that happen in our communities and the work of the Kirkland Lake Multicultural Group. She would like us to support promoting this work to our district. Anna said they promote events that are about inclusion, including an event called the Filipino Fiesta, where the Filipino community prepared food for the

community at a minimal cost. Tracey feels that promoting such events would be a benefit to our community. Robbie suggested contacting Sue Nielson as she has a column that this content would fit well into. He also suggested promoting success stories from the drug and alcohol program.

Pam wished Robbie well on his retirement.

Tracey talked about the Overdose Awareness Month happening in August and how we can support this initiative/event.

7. **DATE OF NEXT MEETING**

The next CSWB Steering Committee meeting will be Monday, September 15, 2025 at 6:00pm.

8. **ADJOURNMENT**

Meeting adjourned at 7:20pm.

MINUTES

CSWB Steering Committee

Regular meeting held on September 15th, 2025 from 6:00 – 7:30pm

Microsoft Teams

1. CALL TO ORDER & REQUEST TO RECORD

The meeting was called to order at 6:00pm and recording was approved.

2. LAND ACKNOWLEDGEMENT

The land acknowledgement was read and accepted.

3. ROLL CALL

Committee Members

Amanda Mongeon	Northeastern Public Health
Brigid Wilkinson	The Temiskaming Foundation
Erin Cowan (Co-Chair)	Northeastern Public Health
Jean Marc Boileau	Township of Armstrong
Jeff Laferriere	City of Temiskaming Shores
Jeff Manners (minutes)	CSWB Coordinator
Lynn Aube	Township of Matachewan
Margaret Youngs	Municipality of Temagami
Sandra Lee	City of Temiskaming Shores
Steve McIntyre (Co-Chair)	Township of James/Elk Lake

Guests

Regrets

Amy Vickery	Town of Englehart
Andre Barrette	OPP
Anna McPherson	Kirkland Lake Multicultural Group
Curt Arthur	Community Safety Workgroup Chair
Dana McLean	Hudson Township
Gary Schaap	Town of Englehart
Kathy Lajeunesse	Keepers of the Circle
Lore-Lee Fortin	CMHA CT
Mark Stewart	DTSSAB
Pam Bannink	Town of Englehart
Stacy Wight	Town of Kirkland Lake



Steve Cox
Tania Osborne
Tracey Giesen

DTSSAB
Temiskaming Hospital
Chamberlain Township

4. CONFLICT OF INTEREST DISCLOSURES

No conflicts of interest.

5. APPROVAL OF AGENDA AND PREVIOUS MINUTES

Agenda was accepted and previous minutes were approved as presented.

6. BUSINESS ARISING

a. Updates From Workgroup Chairs

Health & Well-Being:

- continued to move forward with the Environment & Sustainability component.
- joined by NEPH manager of environmental health.
- rather than developing a comprehensive workplan, plans are to use the CSWB newsletter to share opportunities for municipal climate planning and other initiatives around environment and sustainability, as well as building on the network of the CSWB to enhance communications for when the health unit is responding to adverse events.
- more information about the ongoing work around 211 and the Timiskaming-specific site that focuses on older adults, including a partnership with the TOHT to help promote this service. Also includes a student practicum who will assist with evaluating the effectiveness of the site.
- webinar from the TOHT, supported by CSWB, on what the TOHT is, its development, and future relationship between the two.

Community Safety:

- last meeting was May 20th, next meeting is tomorrow afternoon (September 16th)
- Amanda and Curt attended a meeting of the Temiskaming Shores OPP Detachment Board with the purpose of discussing connection between the Community Safety workgroup and the detachment board. There is a desire for collaboration and connection between the two.
- will have a presentation tomorrow from Anna McPherson from the Kirkland Lake Multicultural Group on cultural safety. She will be sharing the research from the Learning to Gather report.

Housing & Homelessness:

- co-chairs are not present at the meeting today, Jeff M gave a brief update



- last meeting was August 14th
- update on By-Names List, at that time it was at 27 names with 2 being housed and 2 relocated.
- Jake and Steve were not able to meet with Robbie before his departure, they will meet soon to look over the workplan. Jeff M has offered his help.
- Homelessness Education Campaign is underway.
- some conversation around the Chamber/BIA survey that was distributed and a package has been sent out via meetings that were organized by the city.
- some discussion on Zack's Crib closure with possible agencies taking over.

Employment & Economy:

- initial connections with Julie Joncas at the Far Northeast Training Board and discussion around not duplicating what they are doing.
- thought is to have representation from CSWB at the FNETB meetings.

b. Police Service Boards

Amanda and Curt attended the most recent meeting in Temiskaming Shores, looking to establish a better connection between the CSWB and PSB.

c. CSWB Yearly Update

Yearly update comes from the meeting minutes of the various workgroups as well as progress from the work plans. The Timiskaming Ontario Health Team webinar took place in June with good attendance, as well as having it recorded and made available to the municipalities. Situation table was developed, the terms of reference are near completion and meetings are taking place. An alcohol, tobacco, and cannabis policy brief was completed by the health unit, it is available on their website. 211 Timiskaming development has been completed and it is live online. The quarterly newsletter continues, issue 4 will be out this month. Our social media presence continues to grow with the Facebook page. By-Names List is showing much success. A referral pathway was developed by the Salvation Army with support from CSWB and is being implemented. The Homelessness Education Campaign has been developed and launched, currently running in newspaper, radio, social media, billboards, bus shelter advertising, as well as posters. A first-responder referral card was developed and was released to first responders, hospitals, doctor's offices, etc. New and improved connections have been made, including Crime Stoppers and One Light (Interfaith Timiskaming).

d. 2025 Working Together Conference

Conference will take place in Timmins on October 2nd, theme is Addressing Systemic Barriers to Employment. There will be a keynote speaker on staying positive and mentally well, followed by networking panels and plenary sessions. Providers from Cochrane and Timiskaming are invited.



7. NEW BUSINESS

a. Update From Co-Chair

Erin announced her departure from NEPH and, therefore, her departure from the steering committee. According to the CSWB agreement, someone from the senior leadership team of NEPH must be part of the steering committee. Erin will ensure the committee stays updated on who will fill that vacancy. Steve took the opportunity to thank Erin for her help and guidance on the steering committee and that she will be missed.

b. Open Forum

Nothing for open forum.

8. DATE OF NEXT MEETING

Next meeting will be Monday, October 20th from 6:00 – 7:30pm.

9. ADJOURNMENT

Meeting was adjourned at 6:30pm.

MINUTES

CSWB Steering Committee

Regular meeting held on October 20th, 2025 from 6:00 – 7:30pm

Microsoft Teams

1. CALL TO ORDER & REQUEST TO RECORD

The meeting was called to order at 6:03pm and recording was approved.

2. LAND ACKNOWLEDGEMENT

The land acknowledgement was read and accepted.

3. ROLL CALL

Committee Members

Amanda Mongeon	Northeastern Public Health
Anna McPherson	Kirkland Lake Multicultural Group
Curt Arthur	Community Safety Workgroup Chair
Jean Marc Boileau	Township of Armstrong
Jeff Laferriere	City of Temiskaming Shores
Jeff Manners (minutes)	CSWB Coordinator
Margaret Youngs	Municipality of Temagami
Mark Stewart	DTSSAB
Sandra Lee	City of Temiskaming Shores
Steve McIntyre (Co-Chair)	Township of James/Elk Lake

Guests

Regrets

Amy Vickery	Town of Englehart
Andre Barrette	OPP
Brigid Wilkinson	The Temiskaming Foundation
Dana McLean	Hudson Township
Gary Schaap	Town of Englehart
Kathy Lajeunesse	Keepers of the Circle
Lore-Lee Fortin	CMHA CT
Lynn Aube	Township of Matachewan
Pam Bannink	Town of Englehart
Stacy Wight	Town of Kirkland Lake
Steve Cox	DTSSAB



Tania Osborne
Tracey Giesen

Temiskaming Hospital
Chamberlain Township

4. CONFLICT OF INTEREST DISCLOSURES

No conflicts of interest.

5. APPROVAL OF AGENDA AND PREVIOUS MINUTES

Agenda was accepted and previous minutes were approved as presented.

6. BUSINESS ARISING

a. Updates From Workgroup Chairs

No updates from workgroups as there have been no meetings since our last steering committee meeting.

b. Review of TOR With Suggested Amendments

Amendments were made to the original TOR from the suggestions at one of the last meetings (changing number of municipalities from 23 to 24, changing THU to NEPH). Some suggestions for language around absenteeism were also added (updating coordinator on inability to attend meetings/changing members from agencies, contacting members with frequent/prolonged absenteeism). Not reflected in the suggested amendments was the discussion regarding the number of people on the committee and the roles of the various members. Suggestions from Amanda to putting a cap of 12 people on the committee, as well as a possible cap on the number of missed meetings over the year (3 were suggested) which could result in the person's removal from the committee. The suggestion of moving to less frequent meetings in order to more closely match the meetings of the workgroups. There was agreement on moving the meetings to every 2 months as well as controlling absences through a yearly cap. Sandra also suggested that it was important to have members who were not just from municipalities but who were stakeholders in community safety and well-being. Amanda expanded on that idea that the steering committee is a priority/accountability tool for the municipalities whereas the workgroups are more diverse and there is little municipal involvement. It was suggested that we create a list of agencies/areas that we would like to see represented on the steering committee. It was also suggested that we put firm numbers of how many from each area we would include on the committee. Motion to make presented amendments to TOR, including change to meetings every 2 months and review of membership after 3 absences in one year made by Amanda, seconded by Anna, passed unanimously. Will revisit the member list at the next meeting. Members will bring lists of who they would like to include for next meeting.

7. NEW BUSINESS

a. Selection of New Co-Chair Discussion

There is currently nothing in the TOR on how we select co-chairs. Steve suggested when there is an opening for a co-chair, we accept nominations and vote. Co-chair duties were reviewed with all present. Sandra suggested having one chair from the political/governmental side and one from the social/community-based side, if available. All were in agreement. Jeff L suggested we not duplicate the workgroups but that the steering committee should be a group to oversee those workgroups and have a representative who brings information back to the steering committee. Decision made to add this language to the TOR for the selection of a co-chair but we will wait until the member list is complete before actually making a selection. Margaret asked about a yearly update of, not only the TOR, but also the progress of the plan. Amanda shared that the workgroups are committed to bringing a more detailed update to the meetings, including the addition of the minutes to the agenda package. There will also be an annual report that can be shared publicly.

b. Coordinator Update

Social media and newsletter are going well, currently looking into the mandated plan update. The mandated updates are every 4 years, which brings ours to September of 2027. In addition to the regular steering committee meetings and the workgroup meetings, other meetings the coordinator is involved with include the Ontario Municipal Social Services Association's quarterly CSWB committee, the Timiskaming South Situation Table committee, the Non-Urgent Medical Transportation committee, the Temiskaming District Violence Against Women Coordinating Committee, and the CSWB Northern Collective. Considering revisiting the municipalities as it will be a year in January since last year's visits commenced and also the renewal of the contract will be happening in 2026. Margaret asked if Jeff M felt the visits were beneficial. Jeff M shared that he felt the visits were very beneficial and allowed the municipal councillors to ask questions and interact with the coordinator face-to-face rather than over a computer screen. Amanda suggested we connect the visits with some concrete deliverables.

c. Open Forum

Sandra informed us of emergency treatment funding from the federal government. The call for proposals closes November 4th at 2:00pm. It is an application for municipalities and indigenous groups.

8. DATE OF NEXT MEETING

Next meeting will be Monday, December 15th from 6:00 – 7:30pm.



9. **ADJOURNMENT**

Meeting was adjourned at 6:10pm.

MINUTES

CSWB Steering Committee

Regular meeting held on December 15th, 2025 from 6:00 – 7:30pm

Microsoft Teams

1. CALL TO ORDER & REQUEST TO RECORD

The meeting was called to order at 6:00pm and recording was approved.

2. LAND ACKNOWLEDGEMENT

The land acknowledgement was read and accepted.

3. ROLL CALL

Committee Members

Amanda Mongeon	Northeastern Public Health
Anna McPherson	Kirkland Lake Multicultural Group
Curt Arthur	Community Safety Workgroup Chair
Jean Marc Boileau	Township of Armstrong
Jeff Laferriere	City of Temiskaming Shores
Jeff Manners (minutes)	CSWB Coordinator
Margaret Youngs	Municipality of Temagami
Lianne Catton	Northeastern Public Health
Mark Stewart	DTSSAB
Pam Bannink	Town of Englehart
Sandra Lee	City of Temiskaming Shores
Steve McIntyre (Co-Chair)	Township of James/Elk Lake
Tracey Giesen	Chamberlain Township

Guests

Regrets

Amy Vickery	Town of Englehart
Andre Barrette	OPP
Brigid Wilkinson	The Temiskaming Foundation
Dana McLean	Hudson Township
Gary Schaap	Town of Englehart
Kathy Lajeunesse	Keepers of the Circle
Lore-Lee Fortin	CMHA CT
Lynn Aube	Township of Matachewan



Stacy Wight
Steve Cox
Tania Osborne

Town of Kirkland Lake
DTSSAB
Temiskaming Hospital

4. CONFLICT OF INTEREST DISCLOSURES

No conflicts of interest.

5. APPROVAL OF AGENDA AND PREVIOUS MINUTES

Agenda was accepted and previous minutes were approved as presented.

6. STANDING ITEMS

a. Updates From Workgroup Chairs

Health & Well-Being (incl. Environment & Sustainability): Last meeting was scheduled for Dec 3 but did not have quorum, it will be rescheduled for the new year. An informal meeting/conversation was held in its place. Working on assembling a time-limited workgroup to focus on the environmental health aspects of this working group. Continued to discuss transportation challenges related to health care access, food access, and lack of volunteers, and discussed the potential use of the situation table structure for short-term situations that until recently were being addressed by Lieutenant Robbie Donaldson within his role at the Salvation Army. These include emergency transportation, food, and shelter issues. The next meeting will include an overview of the workplan to identify any remaining activities and how to proceed.

Community Safety: Last meeting was held Sept 16. The minutes will be reviewed at the next meeting tomorrow and then shared with the Steering Committee. At tomorrow's meeting, Krystal Oviatt from NEPH will be delivering a presentation on social connection. Trying to develop a time-limited working group specific to building cultural safety as a follow-up to the presentation received at the last working group meeting from the KLMG. Also sharing updates about the Sault Ste. Marie vulnerable persons registry and the Temiskaming Shores BIA/Chamber Downtown Community Safety Initiative. Related to this working group, the local south Temiskaming Situation Table also meets on Wednesday this week. This is a regular quarterly maintenance meeting for this group. Will be reviewing the workplan for outstanding initiatives and determining how to move forward on them.

Housing & Homelessness: Co-Chairs are not present today, no update. Minutes from previous meeting were included in the meeting package.



b. Coordinator's Report

Northern Collective: New member from Kenora, new coordinators in the New Sudbury area. Some discussion on upcoming plan updates, Megan from Timmins shared their updated plan with us.

Non-Urgent Medical Transportation Committee: Mitch McCrank was present at the last meeting to present on the Transit study, discussion around transportation options for someone looking for a ride to an appointment for cancer-related care, discussion about better access to the transportation inventory, and some discussion around data collection by the committee to facilitate getting funding.

Interfaith Temiskaming: Discussion on continuing the Lunch & Learns (explain). Looking for funding for these events. Discussion on idea from previous meeting regarding offering education to employers about new cultures and faiths that are being seen in the workplace. The idea was a fee for presentations. It was thought that businesses might not have the financial resources to pay a fee for this service and may not see the benefit of offering this service to their employees if there was a fee. Suggestion was to charge a small fee for the Lunch and Learns to help cover those costs that the employers may feel better about paying.

Shifting Grounds: Presentation from Suzanne Mills from McMaster University on the study that was done regarding the inter-regional migration in Northern Ontario. Study shared in chat.

Community of Practice: Presentation from the Canadian Center For Safer Communities on updating CSWB plans to adhere to the provincial mandate. Information shared about the CCFSC itself, as well as information on update structure. The Niagara Region shared a presentation on their update, including amended priority areas and assessment & monitoring tools. More details to follow from the Plan Update section of new business.

7. BUSINESS ARISING

a. Recommendations for Membership from CSWB Members

Curt highlighted the need for good representation from the municipalities but also stressed the importance of having the working groups represented as well. Suggested that the working group co-chairs were part of the membership numbers. Steve has spoken to other council members and they have noticed participating in many groups that cover the same or similar issues. They wonder if there is a way to have one group that meets to talk about the issues together with less overlap from multiple meeting groups. Tracey asked if there was discussion about membership composition and recruitment when Jeff M meets with the coordinators of the other CSWB plans in the area. Jeff M did ask about this at the first meeting he was invited to but the other community plans are not the same as ours. We are unique because



we are a district plan made up of multiple municipalities whereas the other plans are mostly single municipalities. The composition of these steering committees is much different than ours. Hoping to connect with the coordinators of some other multi-municipal plans in the near future. Tracey also mentioned having representation from school boards. Lianne shared the composition of the Timmins CSWB Steering Committee, which consists of the city CAO, the director (coordinator) of the plan, a school board representative, Timmins & District Hospital, NEOFACS, Timmins District Social Services Administration Board, Kunuwanimano Child & Family Services, Timmins Police Board, Timmins & Area Women in Crisis, Timmins Native Friendship Centre, and NEPH. Curt talked about people experiencing membership fatigue that can occur from being on multiple boards and committees. Steve agreed that people can get tired from being stretched to thin. They often have to choose which meetings to go to because of this. Margaret appreciates all of the work that everyone does and the updates that are received because of the committee. Jeff M gave the current representation of the steering committee, including the 9 municipalities of Chamberlain, James, Kirkland Lake, Englehart, Temagami, Matachewan, Temiskaming Shores, Armstrong, and Hudson, as well as the partnership agencies which include NEPH, OPP, Kirkland Lake Multicultural Group, The Temiskaming Foundation, The Salvation Army, Keepers of the Circle, CMHA, DTSSAB, and The Temiskaming Hospital. He informed that the sharing of information to the partners and municipalities was the responsibility of the coordinator which allows for those who are not members to still receive information. He also received an email from Lore-Lee Fortin of CMHA, who appreciates receiving the information but is unable to attend meetings regularly. She suggested having a second level of membership for municipalities/agencies who might not be able to attend meetings (and therefore would not have voting rights, etc.) but would still receive agendas and minutes of the meetings. Tracey suggested having at least one contact person from all agencies who could be the go-between for their agency and the CSWB (the coordinator). Steve M suggested having representatives from other agencies do presentations during our meetings to give updates.

b. TOR Finalization

Discussion of previous changes made, including the possible cap of membership. A larger membership makes it more difficult to have quorum at each meeting. Membership currently sits at 25. There are approximately 20 members who are still coming to meetings throughout the year but only between 12-15 who attended with any regularity. Question about the members who are not as active and whether they have been contacted. Contact has not been made, awaiting finalization of the TOR to see if there will be a cap. An email can be sent to see if these members are still



interested in remaining on the committee or if they wish to either remove themselves and their agencies permanently or replace themselves with a new representative. Will also ask for other feedback. Pam also expressed some issues with being able to access the meetings and not being able to pass the waiting room. Jeff M explained that anyone who is not part of NEPH would be directed to the waiting room and need to be invited in. He will check to see if the notification has a time out and is not seen by anyone, therefore would not be invited in. Will also look into an issue from Curt that the meeting invite disappears after it is accepted and is difficult to find after. The two changes of the TOR that were accepted at the last meeting will stand, we will defer the member cap until more information from members who are absent.

c. Co-Chair Selection

Some discussion on the co-chair role, Tracey inquired about a term length for the co-chair. Decision to make the co-chair role a 2-year term but we will have the current term at one year to correspond with the municipal elections. Will also allow members to run consecutively should there be no other names put forward. Mark Stewart was nominated for the position and accepted. No other nominations, Mark is acclaimed as the new co-chair.

8. NEW BUSINESS

a. CSWB Plan Update 2027

Deferred until next meeting.

b. Annual Report

Discussion on the current text-based version of the report and if there are any key items missing or if anything needs to be removed. Tracey questioned the statistics in the data/indicator section and whether it was an accurate measurement of the community. Amanda informed that the data/indicator section was the most unfinished part of the report. The intent was to show the statistics when we started and how we have progressed. Unfortunately, it is not an easy task to find the proper indicators that tell the story in an effective way and that change in a reasonable timeframe. Work continues on this section and will be shared with the committee when properly completed. Tracey referenced some parts of the Vital Signs report that could also be included, specifically access to health care, community safety & feeling safe, and housing. She would also like to see more about victim reach out. Pam had a question regarding what is happening with Zack's Crib. Steve responded that DTSSAB (the owner of the building) is not able to operate anything but there are



active conversations happening with potential partners. This is currently in the development phase.

The recommendations for the report will be taken into consideration and formatting will begin.

c. CCFSC Information Update

Deferred until next meeting.

d. Dashboard Update

Deferred until next meeting.

e. Open Forum

Brief discussion on the transportation study results and the affect it has had on many of the communities within the plan district. Suggestion from Steve to write a letter on behalf of the committee thanking the City of Temiskaming Shores for creating the Transit Improvement Plan that includes municipalities outside of Temiskaming Shores and expresses our support and endorsement of the continuation of the plan.

9. DATE OF NEXT MEETING

Next meeting will be Monday, February 23rd from 6:00 – 7:30pm.

10. ADJOURNMENT

Meeting was adjourned at 7:30pm.



2025 Annual Performance Report for the Cobalt Constructed Wetlands & Sewage Collection System

January 1, 2025 to December 31, 2025

PREPARED BY

Ontario Clean Water Agency
on behalf of the Town of Cobalt

Date: March 19, 2026

Rev: 0

Revision History

Rev. No.	Date	Prepared by:	Approved by:	Description
0	March 19, 2026	I. Bruneau, PCT	B. Logan, Senior Operations Manager	Revision 0 issued

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Appendix B: Maintenance Summary

Executive Summary

The Cobalt Constructed Wetlands is located at 9 Hudson Bay Road in the Town of Cobalt and serves the residents of Cobalt. The Wetlands is classified as a Class 1 wastewater treatment system that is not governed by an Environmental Compliance Approval (ECA). The system currently operates under Provincial Officer's Order 1-MV9KT issued October 22, 2021 and Director's Order 1-ROGQN issued January 26, 2022. The Director's Order does not identify flow compliance limits, but the Cobalt Wetlands Operations Manual prepared by KMK Consultants Limited (2016) indicates that the average design capacity of the wetlands is 1,063 m³/day and a peak flow of 4475 m³/day.

The wetlands receives municipal sewage from the Cobalt sewage collection system and provides primary settling within the maintenance forebay before entering the constructed wetlands with the final effluent discharging to Sasaginaga Creek.

The Cobalt Sewage Collection System is a Class 1 wastewater collection system under Ontario Regulation 129/04 and follows the requirements of Environmental Compliance Approval (ECA) No. 206-W601 for Municipal Sewage Collection Systems issued on August 2, 2023.

This report summarizes the requirements of the Provincial's Officer's Order, the Director's Order and the Approval. It describes the system's operational performance to demonstrate the production of good quality effluent.

The Cobalt Constructed Wetlands currently does not operate with specified compliance limits except for pH which is required to be maintained between 6.0 and 9.5 inclusively. However, concentrations for Biochemical Oxygen demand (25 mg/L), Total Suspended Solids (25 mg/L) and Total Phosphorus (1.5 mg/L) will be used as guidelines. Based on these parameters, the wetlands produced a very good quality effluent with results falling well below these guidelines.

The system did not meet the design capacity of 1063 m³/day having an annual average daily flow of 1463 m³/day which is 138% of the capacity. The total volume of influent flow measured in 2025 was 534,339 m³ compared to the effluent flow of 594,814 m³.

The wetlands exceeded its peak design capacity on eight (8) occasions, each associated with heavy rainfall and/or snow melt events. Details of these events are provided in Section 9.

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

Introduction

Item No. 10, part 7 of Director's Order 1-ROGQN issued for the Cobalt Constructed Wetlands on January 26, 2022 requires the owner to prepare a performance report on a calendar year basis. The report is to be submitted to the District Manager of the Ministry of the Environment, Conservation and Parks by March 31st of the calendar year following the period being reported on. The report must contain, but not be limited to, the following information;

- a summary and interpretation of all Influent, monitoring data, and a review of the historical trend of the sewage characteristics and flow rates;
- a summary and interpretation of all final effluent monitoring data, including concentration, flow rates, and loadings;
- a summary of all operating issues encountered and corrective actions taken;
- a summary of all normal and emergency repairs and maintenance activities carried out on any major structure, equipment, apparatus or mechanism forming part of the Works;
- a summary of any effluent quality assurance or control measures undertaken;
- a tabulation of the volume of sludge generated, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed; and,
- a summary of any complaints received, including odour complaints, and any steps taken to address the complaints.

Condition 4.0(4.6) of ECA No. 206-W601 for the Cobalt Sewage Collection System requires the Owner to prepare and submit an annual performance report to the Ministry of the Environment's Director on or before March 31st of each year and covers a period from January 1st to December 31st of the preceding calendar year. This report must include, but is not limited to the following information;

- If applicable, includes a summary of all required monitoring data along with an interpretation of the data and any conclusion drawn from the data evaluation about the need for future modifications to the Authorized System or system operations;
- Includes a summary of any operating problems encountered and corrective actions taken;
- Includes a summary of all calibration, maintenance, and repairs carried out on any major structure, equipment, apparatus, mechanism, or thing forming part of the Municipal Sewage Collection System;
- Includes a summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints.

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

The two reports have been merged into one and is presented as the 2025 Annual Performance Report. The report was prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Town of Cobalt and is based on information kept on record by OCWA.

1 System Description

Sewage System Name:	Cobalt Constructed Wetlands
Sewage System Works Number:	120002745
Sewage System Address:	9 Hudson Bay Road, Town of Cobalt, District of Timiskaming, ON
Sewage System Owner:	Corporation of the Town of Cobalt
Provincial Officer's Order:	1-MV9KT, issued October 22, 2021
Director's Order:	1-ROGQN, issued January 26, 2022
Sewage Collection ECA:	206-W601, issued August 2, 2023
Reporting Period:	January 1, 2025 to December 31, 2025

Capacity of Works:	1063 m ³ /day annual average, 4475 m ³ /day peak (as per Operations Manual by KMK Consultants)
Service Area:	Town of Cobalt
Service Population:	1260
Effluent Receiver:	Sasaginaga Creek
Major Process:	Constructed Wetlands with 3 Cells with Settling & Filtration

The Cobalt Constructed Wetlands is a municipal sewage works owned by the Town of Cobalt and operated by the Ontario Clean Water Agency. It is classified as a Class 1 Wastewater Treatment Facility that serves the Town Cobalt. The Operations Manual for the Wetlands indicates a rated capacity for the system as 1060 m³/day under normal operating conditions and a retention time of 13 days and a peak flow of 4475 m³/day.

The Cobalt Constructed Wetlands receives municipal sewage from a gravity fed collection system via an inlet chamber with a parshall flume, two grit channels, and a composite sampler. From the inlet chamber, sewage flows into the maintenance forebay and then to the three wetland cells which are operated in series.

The cells contain cattails to filter the water and berms to direct the flow through the system. Corrugated plastic baffles are used within the wetlands to limit short circuiting. The effluent outlet chamber includes a bar screen, weir and a composite sampler, all housed under covered structures. The effluent discharges to Sasaginaga Creek which joins Farr Creek and eventually flows into Lake Temiskaming.

The Wetlands were constructed within 5.0 hectares of native soils and have an overall depth of 1.0 to 1.2 meters, with the water level controlled by the outlet structure.

Cobalt sewage is collected via a gravity sewer collection system consisting of separate sewers and combined sewers that converges at the inlet chamber of the wetlands. One (1) pumping station located at the Town’s water treatment plant also directs grey water to the Wetlands.



Figure 1 – Cobalt Constructed Wetlands

Grey Water Pumping Station is a 2400 mm diameter duplex station located approximately 500 meters West of Pyrite Street in Cobalt. It consists of two (2) submersible non-clog pumps each rated at 16 L/s at a total dynamic head (TDH) of 14 meters and a Flyght control panel with level and pump controls. The pumping station receives waste from the water treatment plant waste pit. The waste is directed to a forcemain which flows to the Cobalt Wetlands for treatment.

A 180 kW standby generator is located adjacent to the water treatment plant and supplies power to the station during power outages

2 Monitoring Program

2.1 Monitoring Program as Outlined in the Environmental Compliance Approval

Table 1: Analytical Parameters

BOD₅	Five Day Biochemical Oxygen Demand – is measured in an unfiltered sample; includes carbonaceous and nitrogenous oxygen demand. It refers to the amount
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Table 1: Analytical Parameters

	of oxygen consumed by organic matter in a specific volume of water at a specific temperature over a 5 day period. High BOD ₅ in effluent means a large quantity of oxygen was needed to break down the organic matter and identifies a large amount of organic matter in the effluent indicating inadequate treatment.
TSS	Total Suspended Solids – the dry weight of suspended particles that are not dissolved in water and can be filtered. TSS is composed of settleable solids and non-settleable solids depending on the size, shape and weight of the solid particles. Settable solids are large sized particles that tend to settle more rapidly in a given period of time. High TSS may decrease water’s natural dissolved oxygen levels and increase water temperature which may prevent organisms from surviving in the waters.
TP	Total Phosphorus – a measure of all phosphorus found in a sample, whether it is dissolved or particulate. Phosphorus is an essential nutrient that contributes to plant productivity. TP is commonly used to determine the health of water bodies and excess TP can stimulate algae and weed growth that may cause fluctuations in dissolved oxygen in the receiving waters.
TAN	Total Ammonia Nitrogen – the total amount of nitrogen in the forms of Ammonium (NH ₄) and Ammonia (NH ₃). Ammonia is one of several forms of nitrogen that exist in aquatic environments and can cause direct toxic effects on aquatic life. High levels of ammonia can corrode and damage critical pieces of infrastructure.
TKN	Total Kjeldahl Nitrogen – measures both total organic nitrogen and ammonium. Excess nitrogen in water bodies can lead to harmful algal blooms and other negative impacts on aquatic ecosystems.
NO₂-N	Nitrogen as Nitrite – can cause excessive algae and plant growth which can deplete oxygen of waterbodies resulting in the death of fish and other aquatic organisms.
NO₃-N	Nitrogen as Nitrate – nitrates are essential plant nutrients, but in excess amounts they can cause significant algae and plant growth and contribute to water quality problems.
Alkalinity	Alkalinity is an acid neutralizing agent that resists changes in pH. Wastewater systems which include biological processes function best at an optimal pH and alkalinity is needed to ensure pH remains in the optimal range.
pH	Potential of Hydrogen – expresses the degree or intensity of both acidic and alkaline reactions on a scale from 0 to 14 with 7 being neutral, number less than 7 signify increasingly greater acidic solutions, and numbers greater than 7 signify increasingly basic or alkaline reactions. Very high or very low pH levels can be

Table 1: Analytical Parameters

	corrosive to pipes, screening equipment and pumps, can damage biological processes and form undesirable toxic gases or heavy metals.
DO	Dissolved Oxygen – the amount of oxygen that is available in water to sustain life, including living bacteria.
Total Coliforms	A group of bacteria that are naturally found on plants and in soils, water, and in the intestines of humans and warm blooded animals.
Fecal Coliforms	A group of the total coliforms that are present in the intestine and faeces of warm blooded animals.
<i>E. coli</i>	<i>Escherichia coli</i> – Thermally tolerant forms of Escherichia bacteria that can live in the intestines of humans and warm-blooded animals. There are hundreds of <i>E. coli</i> strains and most are relatively harmless, however a notorious exception is <i>E. coli</i> strain O157:H7, an emerging pathogen that produces a powerful toxin and can cause severe illness. <i>E. coli</i> is used as the most widely adopted indicator of faecal pollution in water and wastewater.
Sulphate	Is part of sulphur compounds which potentially inhibit plant growth and microbial activities in receiving water and it is important to reduce concentrations in wastewater to acceptable levels before discharging to the aquatic environment.
Hydrogen Sulphide	A dissolved gas that gives a “rotten egg” odour and is poisonous and corrosive. Sulfide is considered to be the main product of sulfate reduction, and can severely inhibit ammonium/carbon removal and plant photosynthesis, which decreases the treatment efficiency of the wetlands.

Table 2: Sampling Requirements for the Raw Sewage (Influent)

Parameter	Type of Sample	Minimum Frequency
BOD ₅	24 hour composite	monthly
TSS	24 hour composite	monthly
TP	24 hour composite	monthly
TKN	24 hour composite	monthly
TAN	24 hour composite	monthly

Table 3: Sampling Requirements for the Final Effluent

Parameter	Type of Sample	Minimum Frequency
BOD ₅	24 hour composite	weekly
TSS	24 hour composite	weekly
TP	24 hour composite	weekly
TKN	24 hour composite	weekly
TAN	24 hour composite	weekly
Alkalinity	24 hour composite	weekly
pH	24 hour composite	weekly
Temperature	grab	weekly
Dissolved Oxygen	grab	weekly
<i>E. coli</i>	grab	weekly
Total Coliforms	grab	weekly
Fecal Coliforms	grab	weekly
Sulfate	24 hour composite	monthly
Hydrogen Sulfide	24 hour composite	monthly
Sulfur	24 hour composite	monthly
Arsenic, Copper, Iron, Lead, Nickel, Zinc	24 hour composite	bi-annually*

* April 15 - May 15 & August 15 - September 15

Table 4: Sampling Requirements for Upstream and Downstream Discharge Points

Parameter	Type of Sample	Minimum Frequency
BOD ₅	grab	monthly
TSS	grab	monthly
TP	grab	monthly
TAN	grab	monthly
pH	grab	monthly
Temperature	grab	monthly
Dissolved Oxygen	grab	monthly
<i>E. coli</i>	grab	monthly
Total Coliforms	grab	monthly

Parameter	Type of Sample	Minimum Frequency
Fecal Coliforms	grab	monthly
Sulfate	grab	monthly
Hydrogen Sulfide	grab	monthly
Sulfur	grab	monthly
Arsenic, Copper, Iron, Lead, Nickel, Zinc	grab	bi-annually*

* April 15 - May 15 & August 15 - September 15

3 Interpretation of Monitoring and Analytical Data

3.1 Influent Flow

The influent flow is a measurement based on the total volume of wastewater taken in each day. The system uses a parshall flume to measure raw sewage flow which is installed at the inlet works.

The Cobalt Wetlands Operations Manual prepared by KMK Consultants indicates that the average design capacity of the plant is 1,063 m³/day. The average daily flow is defined as the total influent flow to the sewage treatment system during a calendar year divided by the number of days during which sewage was flowing to the sewage treatment plant that year.

The Cobalt Wetlands Operations Manual also identifies a design peak flow value of 4475 m³/day.

The average daily flow measured for 2025 was 1463 m³/day which is 138% of the design capacity. A peak flow of 7000 m³ occurred on March 16th during heavy rain event and snow melt.

The total amount of wastewater received by the wetlands in 2025 was 534,339 m³.

Table 5 and Figure 2 compares the monthly influent flow rates recorded in 2025 to the design capacity of the plant.

Flow trends are critical to assessing the adequacy of size of the treatment system. Figure 4 shows both the annual average and annual peak values from 2016 to 2025 plotted against the design capacity of the wastewater system.

Monthly Influent Flows

Table 5: Comparison of the Monthly Influent Flows to the Design Capacity

Month	Total Influent Flow (m ³ /d)	Average Daily Influent Flow (m ³ /d)	% of the Avg. Design Capacity (1063 m ³ /d)	Maximum Influent Flow (m ³ /d)	% of the Max. Capacity (4475 m ³ /d)
January	39,689	1280	120%*	1973	44%
February	33,174	1184	111%*	1270	28%
March	58,648	1892	178%*	7000	156%**
April	97,106	3237	304%*	6633	148%**
May	67,805	2187	206%*	4538	101%**
June	37,592	1253	118%*	1623	36%
July	38,839	1253	118%*	3059	69%
August	31,956	1031	97%	1276	29%
September	28,744	958	90%	999	22%
October	31,344	1011	95%	1581	35%
November	32,326	1078	101%*	1302	29%
December	37,116	1197	113%*	1722	38%

* The system operated above its average design capacity during several months of 2025, with the exception of August, September, and October.

** Snow melt and/or heavy rainfall caused the plant to exceed its maximum rated capacity in March, April and May.

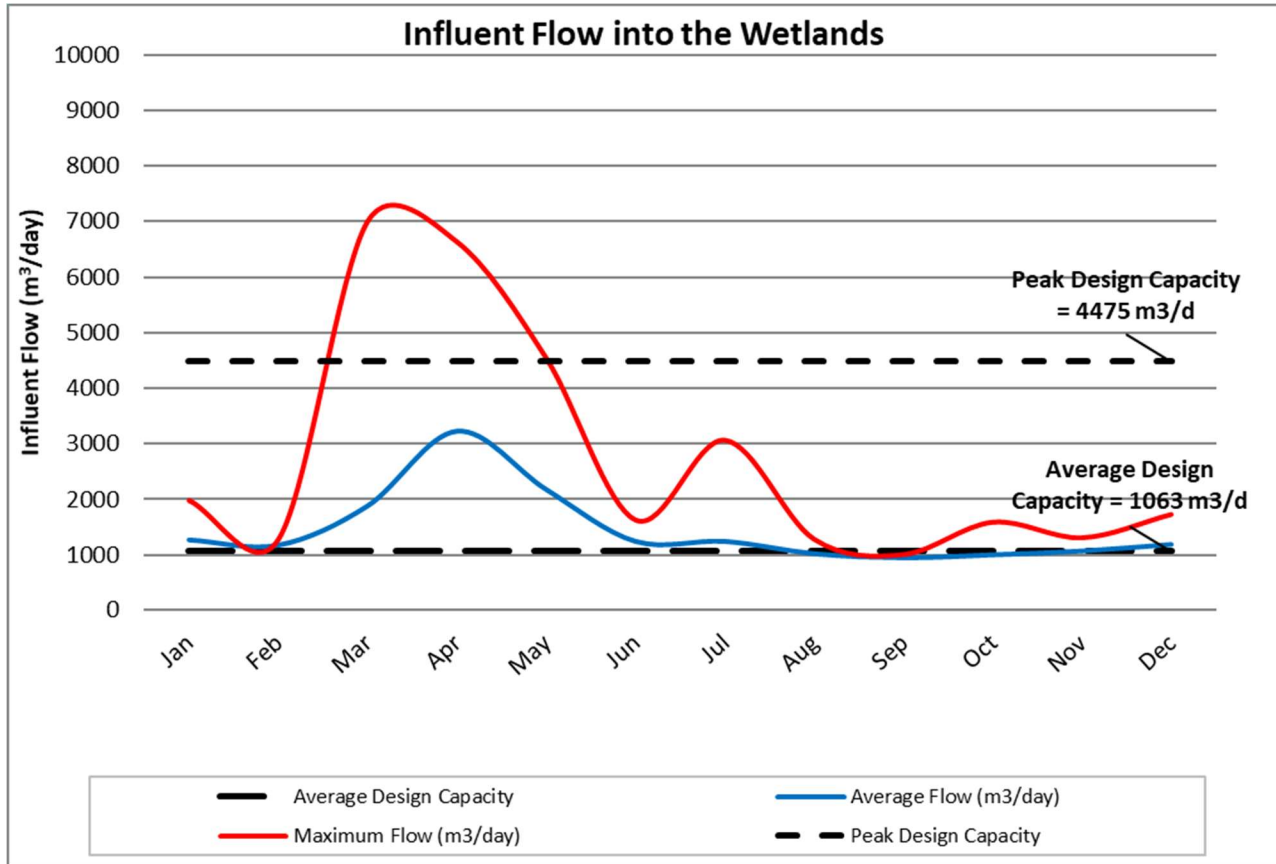


Figure 2 – 2025 Influent Flow into the Cobalt Wetlands

3.1.1 Annual Influent Flows

Table 6: Comparison of the Annual Influent Flow to the Rated Capacity

Average Design Capacity (m ³ /day)	1063	Maximum Flow Capacity (m ³ /day)	4475
2025 Average Flow (m ³ /day)	1463	2025 Maximum Flow (m ³ /day)	7000
Percent of Capacity (%)	138%	Percent of Capacity (%)	156%
Total volume of wastewater influent in 2025		534,339 m ³	

3.1.2 Historical Influent Flows

Table 7: Comparison of Historical Influent Flows (2016 to 2025)

Year	Total Influent Flow (m ³ /d)	Average Day Flow (m ³ /d)	% of the Avg. Capacity (1063 m ³ /d)	Maximum Influent Flow (m ³ /d)	% of the Max. Capacity (4475 m ³ /d)
2025	534,339	1463	138%	7000	156%

Year	Total Influent Flow (m ³ /d)	Average Day Flow (m ³ /d)	% of the Avg. Capacity (1063 m ³ /d)	Maximum Influent Flow (m ³ /d)	% of the Max. Capacity (4475 m ³ /d)
2024	517,008	1414	133%	7841	175%
2023	523,614	1,435	135%	6926	155%
2022	386,073	1,058	100%	2792	62%
2021	267,242	732	69%	1157	26%
2020	337,341	923	87%	7825	175%
2019	294,152	806	76%	2341	52%
2018	222,421	643	60%	1899	42%
2017	263,051	721	68%	1813	41%
2016	318,860	874	84%	1472	33%

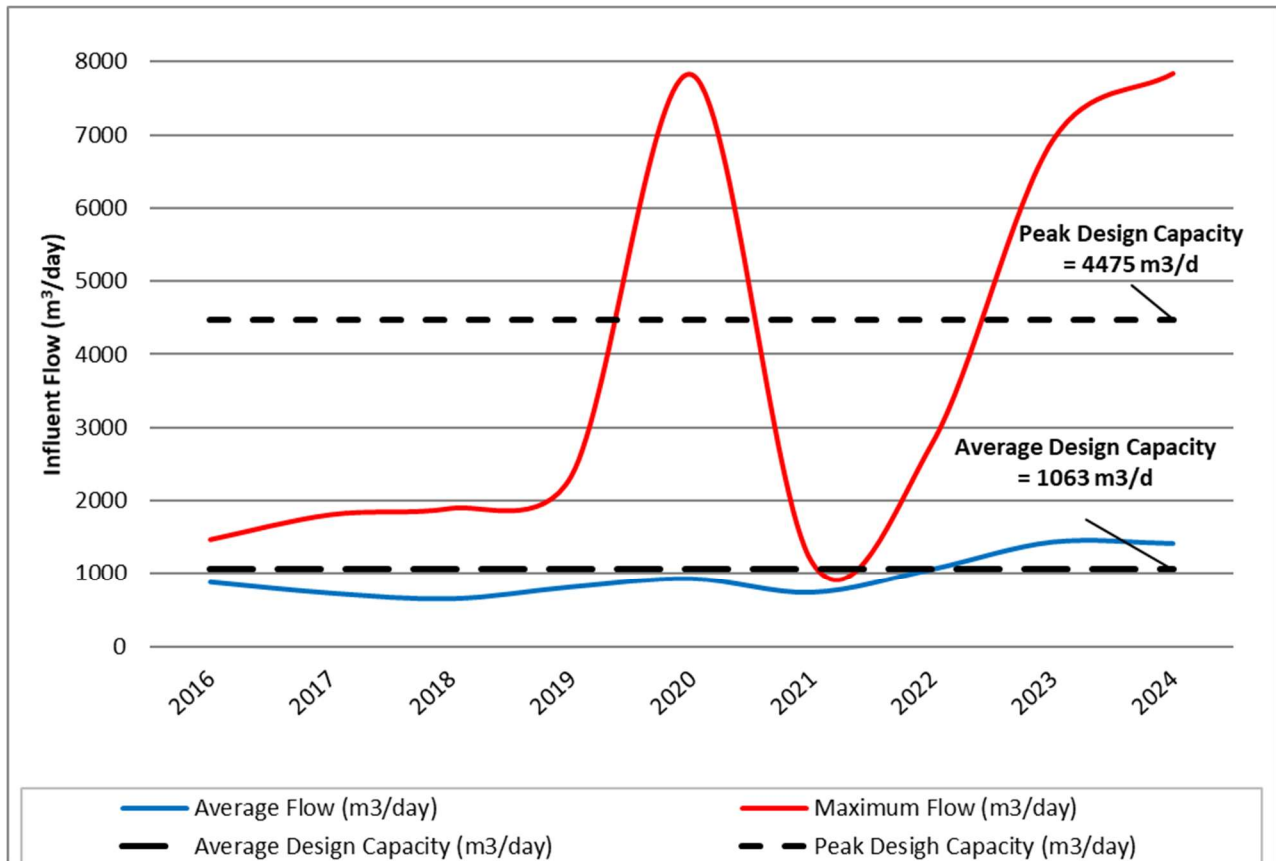


Figure 3 – Historical Influent Flow Trends (2016 to 2025)

3.2 Effluent Flows

The effluent flow passes through a 1200 mm wide rectangular weir gate located at outlet building which measures flow discharging to Sasaginaga Creek. A summary of monthly effluent flows are provided in Table 8.

Table 8: Monthly Effluent Flow for 2025

Month	Total Effluent Flow (m ³)	Maximum Effluent Flow (m ³ /day)	Average Effluent Flow (m ³ /day)
January	44,483	3029	1435
February	32,385	1791	1153
March	69,728	10,939	2249
April	109,569	6904	3652
May	74,224	4822	2394
June	43,180	2155	1439
July	45,286	3591	1461
August	31,260	1438	1008
September	27,294	1025	910
October	37,132	2288	1198
November	40,515	1765	1350
December	39,860	2062	1286
2025	594,814	10,939	1628

3.3 Influent Verses Effluent Flows

The total volume of influent flow measured in 2025 was 534,339 m³ compared to the effluent flow of 594,814 m³.

Influent and effluent flows are continuously recorded and the differences in the total flow volumes are monitored.

Figure 4 compares the 2025 influent flows to the effluent flows. Flows are comparable except during high flow events.

Table 9 and Figure 5 compare the influent and effluent flows from 2016 to 2025. The annual effluent flows are higher than the influent flows. A comminutor was removed in 2022 when it was determined not to be the appropriate technology for the system. It failed multiple times or

plugged resulting in unaccounted wastewater bypassing the Forebay and influent flow meter. Historical data show that the flow discrepancies have improved since 2022.

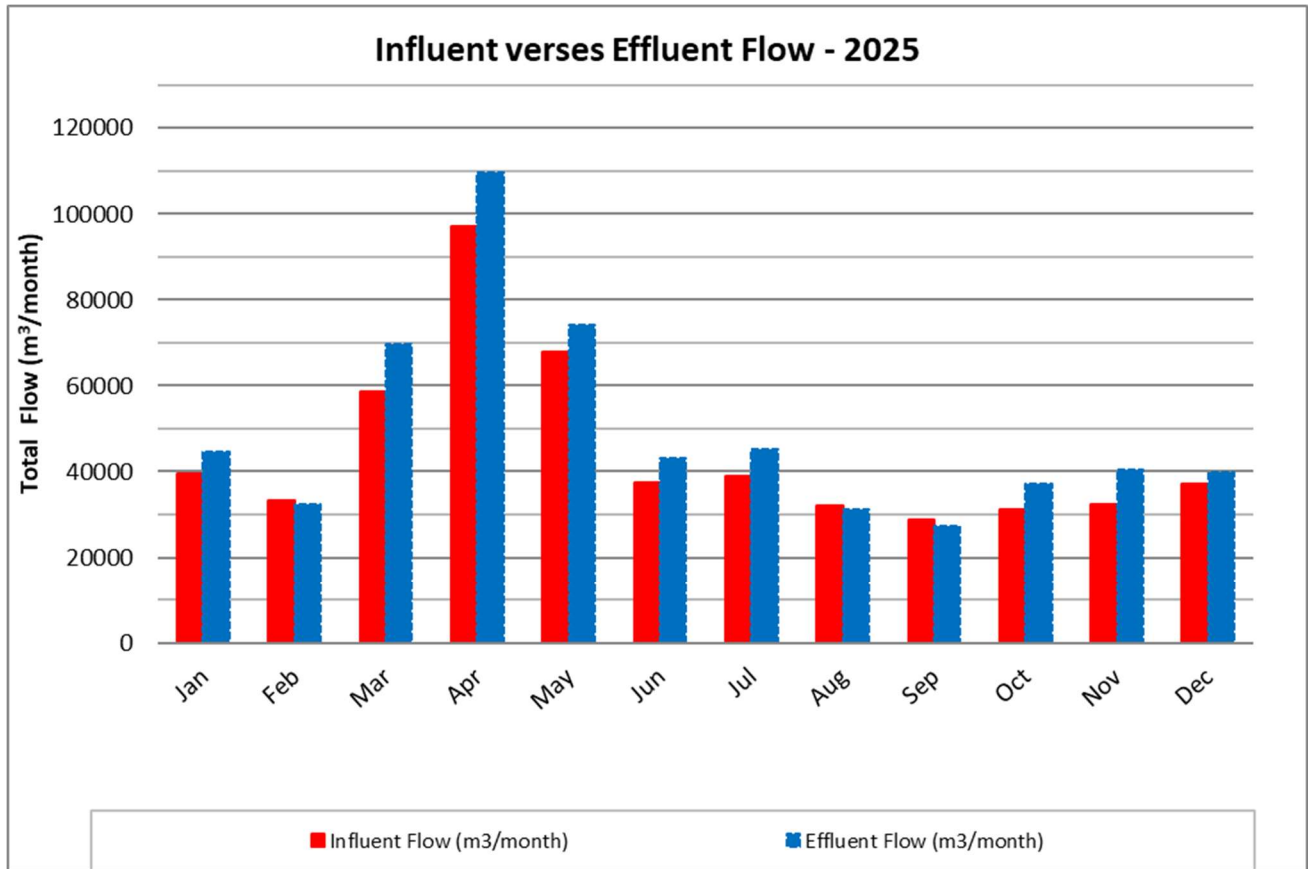


Figure 4 – Comparison of Influent and Effluent Flows (2025)

Table 9: Comparison of Historical Influent and Effluent Flows (2016 to 2025)

Year	Total Influent Flow (m ³)	Total Effluent Flow (m ³)	Difference (m ³)	% Difference
2025	534,339	594,814	60,475	10%
2024	517,008	601,967	84,959	14%
2023	523,614	676,743	153,129	23%
2022	386,073	668,395	282,322	42%
2021	267,242	591,549	335,407	56%
2020	337,341	526,387	249,741	53%
2019	294,152	587,081	292,929	50%

Year	Total Influent Flow (m ³)	Total Effluent Flow (m ³)	Difference (m ³)	% Difference
2018	222,421	370,072	147,652	40%
2017	263,051	641,731	378,680	59%
2016	318,860	663,442	344,582	52%

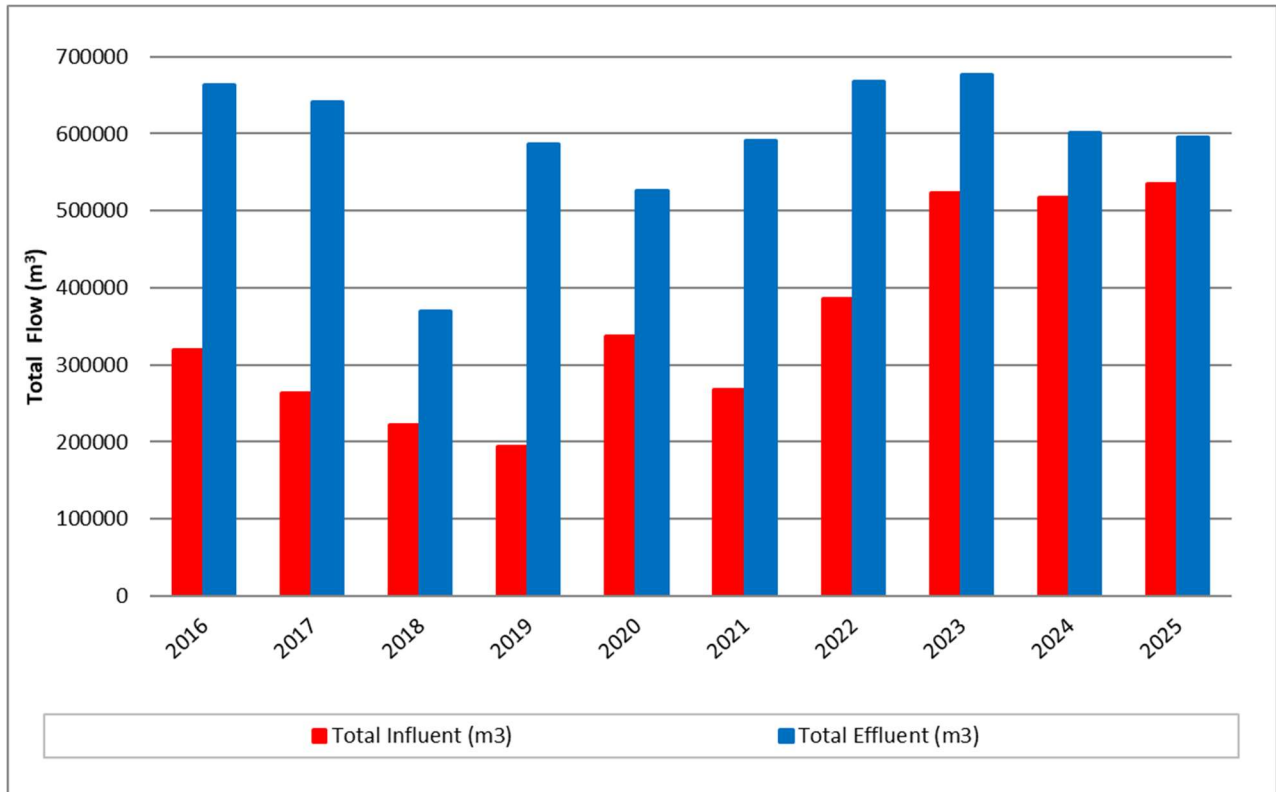


Figure 5 – Comparison of Influent and Effluent Flows (2016 to 2025)

3.4 Influent (Raw Sewage) Quality

Influent samples are required to be collected on a monthly basis. This section summaries annual average and maximum concentrations of analytical parameters tested in 2025. A summary of the monthly monitoring data is available in Appendix A.

Table 10: Influent Concentrations

Parameter	Annual Average	Annual Maximum
BOD ₅ (mg/L)	39.7	120
TSS (mg/L)	49.8	192
TP (mg/L)	1.09	3.50
TAN (mg/L)	7.11	15.7
TKN (mg/L)	10.6	24.3

3.4.1 Historical Trends of Influent Characteristics

The characteristics of the raw wastewater influences the design and overall performance of the treatment process.

Table 11 and the trends in Figure 6 indicate that the average parameter concentrations have remained relatively stable over the years, with an apparent increase in 2023 due to problems with the influent sampler feed line location. After the sampling line was relocated, the system began collecting more representative samples of the influent.

Table 11: Influent – Average Historical Influent Results

Parameter	2017	2018	2019	2020	2021	2022	2023	2024	2025
BOD ₅ (mg/L)	59	64	56	24	31	93	228	60	40
TSS (mg/L)	62	55	65	47	46	76	293	79	50
TP (mg/L)	1.40	1.50	2.40	1.10	1.20	2.50	7.60	1.70	1.09
TAN (mg/L)	7.7	11.0	17.0	9.5	7.4	7.4	14.0	6.2	7.1
TKN (mg/L)	13.0	15.0	20.0	14.0	13.0	15.0	27.0	13.0	10.6

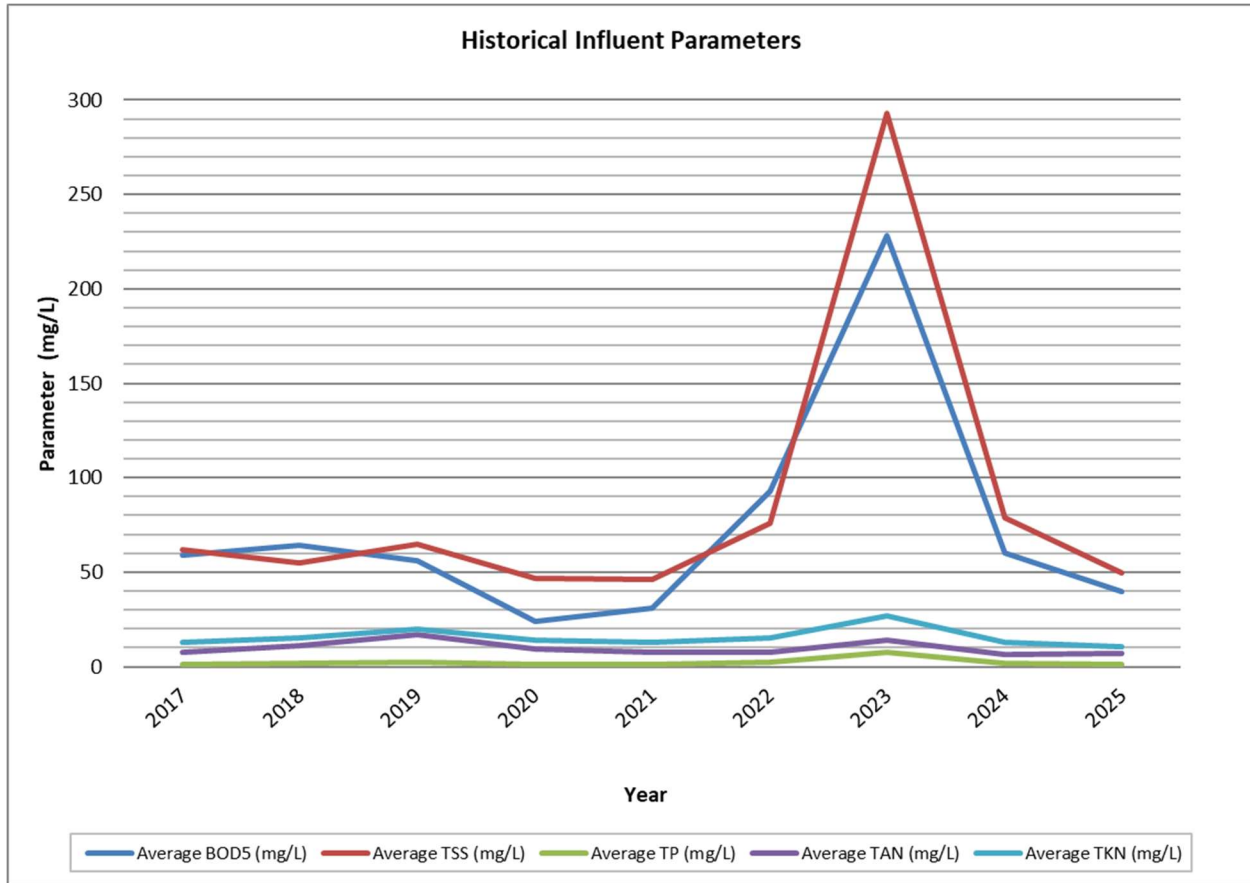


Figure 6 – Historical Trends showing Average Influent Concentrations (2017 to 2025)

3.5 Effluent Quality

Effluent samples are collected and tested as specified in Schedule A of Director’s Order 1-ROGQN. This section summarizes the results of the effluent samples. While effluent quality is assessed based on these parameters; there is currently no compliance limits in place for any of these parameters with the exception of pH which is required to be maintained between 6.0 and 9.5 at all times. However, a memo from the Ministry’s Regional Surface Water Assessment Department, dated November 4, 2019 indicates that a discharge concentration of 25 mg/L BOD₅, 25 mg/L TSS and 1.5 mg/L TP could lead to adverse impacts to the aquatic habitat downstream of the discharge point. These values will be used as guidelines in this report. Table 12 shows that the average BOD₅, TSS and TP levels fell well below the guidelines and the pH complied with the compliance range.

Effluent samples are normally collected twice per year from April 15th to May 15th and from August 15th to September 15th for metals analysis.

Additional effluent samples were collected on several days in March and April during periods when influent flows exceeded the system’s peak design capacity. These results are included in the effluent monitoring data.

Appendix A includes a Monthly Process Data Report which summarizes the effluent monitoring and analysis conducted at the facility during the reporting period.

Table 12: Effluent Concentrations

Parameter	Minimum	Maximum	Average	Guidelines
BOD ₅ (mg/L)	0.90	16.0	3.76	25*
TSS (mg/L)	<0.67	20	< 2.6	25*
TP (mg/L)	0.089	1.38	0.322	1.5*
TAN (mg/L)	0.27	10.7	4.85	N/A
TKN (mg/L)	1.60	12.3	6.55	N/A
Alkalinity (mg/L)	88	143	116	N/A
pH (units)	6.11	7.37	6.82	6.0 to 9.5
Temperature °C	0.2	22.6	8.8	N/A
Dissolved Oxygen (mg/L)	1.29	9.39	3.55	N/A
E. coli (cfu/100mL)	< 5	39,400	< 5087	N/A
Fecal Coliforms (cfu/100mL)	5	28,400	4109	N/A
Total Coliforms (cfu/100mL)	66	54600	9202	N/A
Sulphate (mg/L)	< 1.0	13.9	< 7.3	N/A
Hydrogen Sulfide (mg/L)	< 0.02	0.05	< 0.02	N/A
Sulfur (mg/L)	1.30	7.40	3.94	N/A
Arsenic (mg/L)	0.033	0.114	0.083	N/A
Copper (mg/L)	0.0010	0.0040	0.0018	N/A
Iron (mg/L)	0.27	0.80	0.40	N/A
Lead (mg/L)	0.00010	0.00080	0.00041	N/A
Nickel (mg/L)	0.0020	0.0040	0.0024	N/A
Zinc (mg/L)	0.0020	0.0040	0.0023	N/A

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

cfu ≡ colony forming units.

3.5.1 Effluent Loadings

The monthly effluent loadings for BOD₅, TSS and TP are required to be calculated in kilograms, but no loading limits are specified in the Director’s Order (No. 1-ROGON). The monthly effluent loadings are provided in Table 13 and trended in Figures 7 to 9.

Table 13: Monthly Effluent Loadings

Parameter	BOD ₅ (kg/month)	TSS (kg/month)	TP (kg/month)
January	310	62.7	23.9
February	321	58.9	17.6
March	413	572	38.6
April	272	187	42.3
May	144	239	16.6
June	135	119	9.24
July	123	146	9.84
August	64.1	46.9	4.84
September	68.2	20.5	2.67
October	131	142	6.76
November	94.2	33.5	6.85
December	151	56.1	19.1

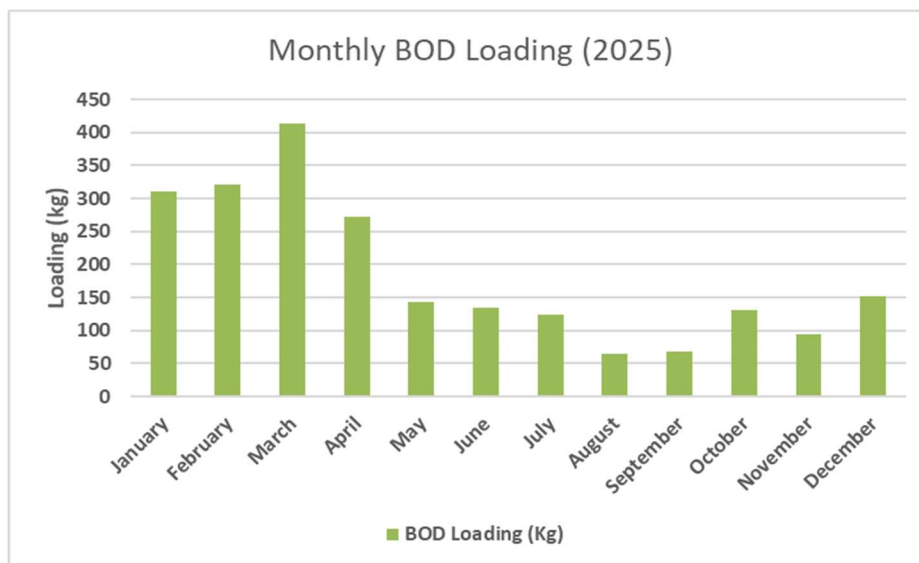


Figure 7 – Monthly BOD₅ Loadings

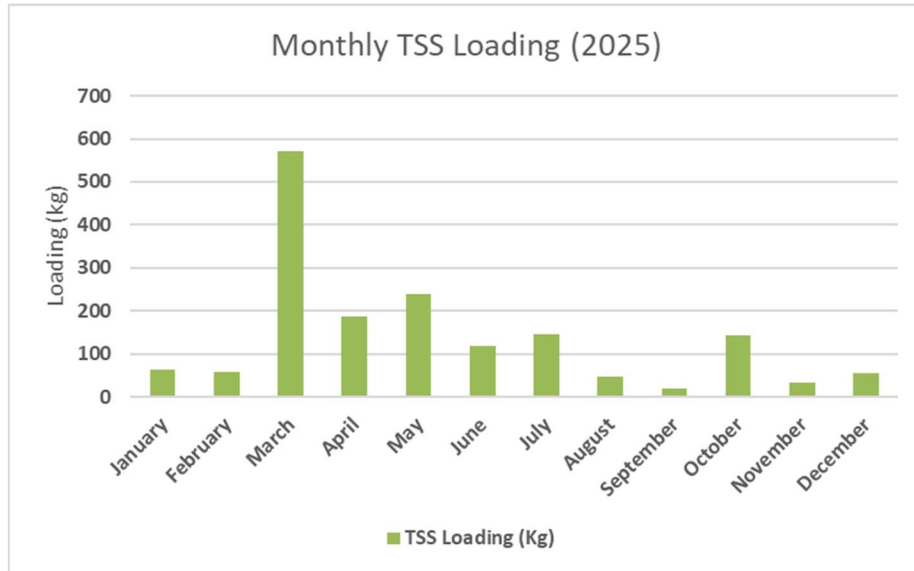


Figure 8 – Monthly TSS Loadings

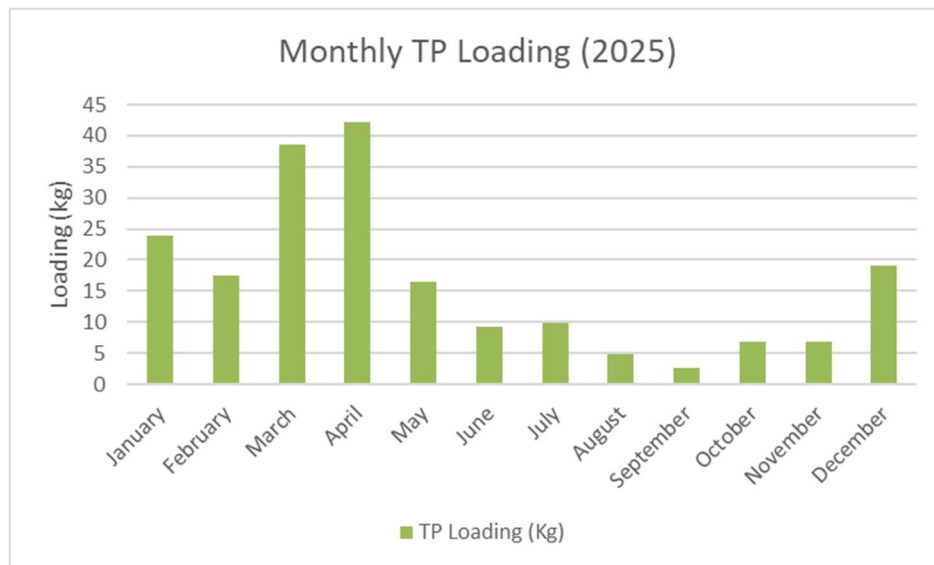


Figure 9 – Monthly TP Loadings

3.5.2 Historical Trends of Effluent Characteristics

Table 14 presents average effluent concentrations from 2017 through 2025, while the trends in Figure 10 illustrate historical performance for BOD₅, TSS, TP, TAN, and TKN. Across this period, effluent BOD₅, TSS, and TP consistently remained below their respective guideline values of 25 mg/L, 25 mg/L, and 1.5 mg/L, indicating stable treatment performance for these key parameters.

Table 14: Effluent – Average Historical Influent Result

Parameters	2017	2018	2019	2020	2021	2022	2023	2024	2025
<i>BOD5 (mg/L)</i>	6.4	10.4	5.6	5.0	5.0	4.5	3.9	5.1	3.8
<i>TSS (mg/L)</i>	3.5	3.6	3.0	4.4	3.8	2.0	2.2	3.7	2.6
<i>TP (mg/L)</i>	0.431	0.510	0.550	0.520	0.510	0.296	0.353	0.361	0.322
<i>TAN (mg/L)</i>	6.4	8.6	8.1	7.4	8.2	4.7	4.4	4.4	4.9
<i>TKN (mg/L)</i>	7.8	9.6	9.4	9.6	10	6.9	6.2	6.5	6.6
<i>Alkalinity (mg/L)</i>	125.0	149.0	151.0	145.0	135	120.0	73.0	122.0	116.0
<i>pH</i>	7.10	6.90	6.80	6.80	6.84	7.08	7.02	6.86	6.82
<i>Temperature (°C)</i>	9.1	7.9	7.8	8.4	9.9	9.9	9.6	8.6	8.8
<i>Dissolved Oxygen (mg/L)</i>	2.71	1.64	2.57	2.32	2.50	2.92	3.29	3.69	3.55
<i>E.coli (cfu/100mL)</i>	6,002	14,536	7,557	15,254	17,191	14,197	4,842	16,749	5,087
<i>Faecal Coliforms (cfu/100mL)</i>	5,160	56,122	4,456	20,435	14,864	10,085	3,973	12,930	4,109
<i>Total Coliforms (cfu/100mL)</i>	22,326	73,965	29,224	37,870	56,545	44,328	19,774	73,965	9,202
<i>Sulphate (mg/L)</i>	10.9	9.08	8.67	8.83	7.60	7.20	7.97	7.77	7.28
<i>Hydrogen Sulphide (mg/L)</i>	0.103	0.090	0.028	0.029	0.040	0.040	0.070	0.060	0.022
<i>Sulphur (mg/L)</i>	3.5	3.3	3.2	3.8	2.7	N/A	7.6	4.1	3.9
<i>Arsenic (mg/L)</i>	0.062	0.048	0.066	0.077	0.049	0.058	0.073	0.058	0.033
<i>Copper (mg/L)</i>	0.0023	0.0014	0.0012	0.0024	0.0013	0.0020	0.0040	0.0018	0.0024
<i>Iron (mg/L)</i>	0.41	0.46	0.63	0.46	0.44	0.32	0.42	0.36	0.40
<i>Lead (mg/L)</i>	0.0003	0.0005	0.0005	0.0004	0.0005	0.0006	0.0005	0.0005	0.0041
<i>Nickel (mg/L)</i>	0.0039	0.0031	0.0041	0.0038	0.0031	0.0025	0.003	0.0023	0.0024
<i>Zinc (mg/L)</i>	0.009	0.004	0.003	0.006	0.007	0.005	0.005	0.003	0.002

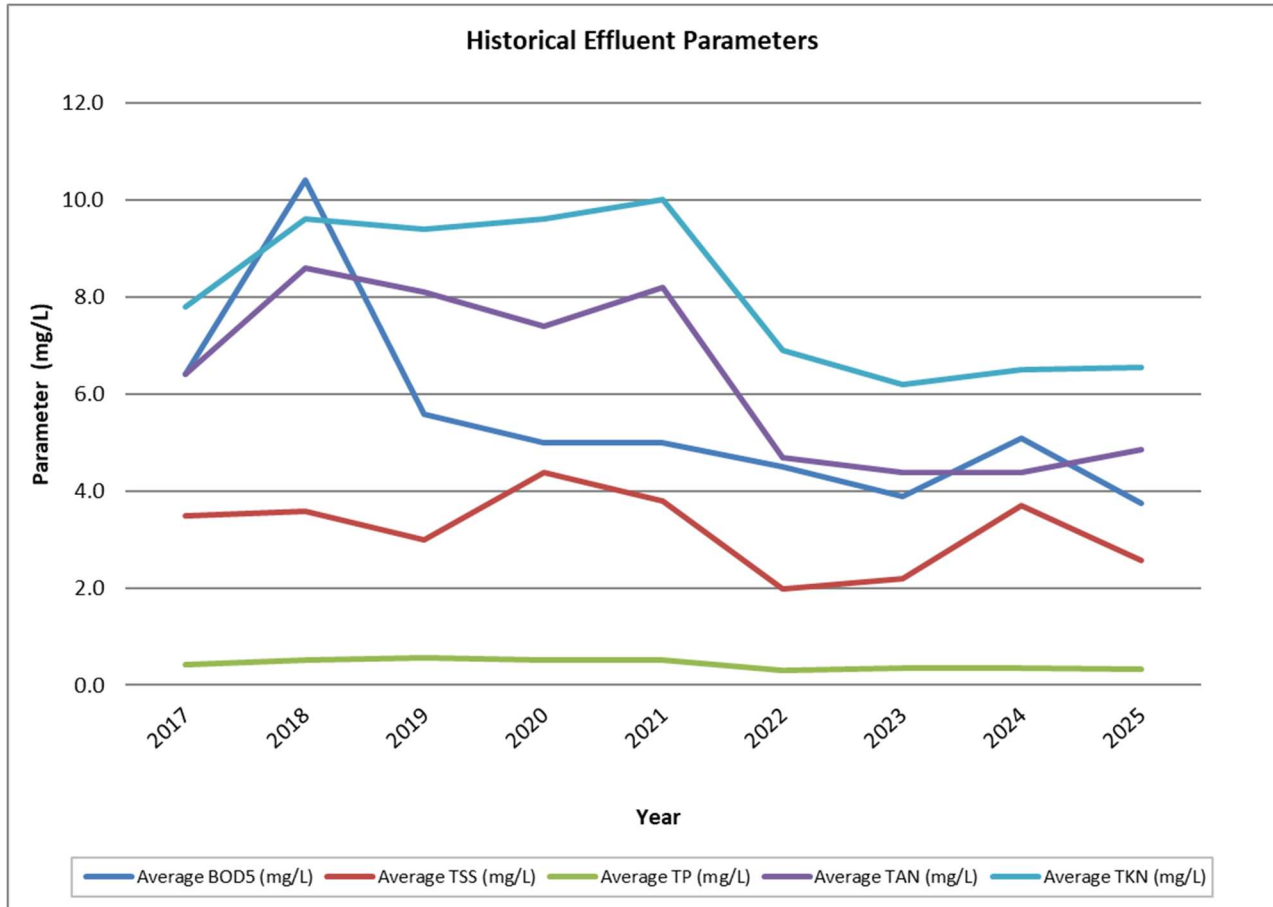


Figure 10 – Historical Trends showing Average Effluent Concentrations (2017 to 2025)

3.6 Sewage Treatment Program Success and Adequacy

The Performance Summary shows the efficiency of the system performance through pollutant removal rates from raw sewage through to the final effluent.

Table 15 demonstrates that the system’s treatment process was successful in reducing the levels of BOD₅, TSS and TP from the influent, producing good quality effluent.

Table 15: Performance Summary

Parameter	Influent (annual average)	Effluent (annual average)	% Removal
BOD ₅ (mg/L)	39.7	3.76	91%
TSS (mg/L)	49.8	< 2.59	95%
TP (mg/L)	1.09	0.322	70%

4 Effluent Quality Assurance and Control Measures Undertaken

The following activities are included in regular operator and supervisory activities to assure high level performance of the wastewater treatment operations including high effluent quality and accurate flow monitoring:

- Operational staff have current and appropriate level of certification for the operation of the facility and continue to learn and achieve knowledge of the process and equipment. Experienced staff have a high level of regulatory competence. New staff receives on-going training to achieve operational knowledge and regulatory competence.
- The wetlands site is inspected by a certified OCWA operator regularly during the work week.
- Certified operators conduct daily reviews of selected data from continuous monitoring equipment which is captured by a remote monitoring system.
- In-house tests; pH, temperature and DO, are conducted by licensed operators for monitoring purposes using standard methods for Water and Wastewater.
- Samples are collected as required and analyzed by Testmark Laboratories located in Kirkland Lake, Ontario. Analysis of the samples is conducted in accordance with the Standard Council of Canada (SCC), in cooperation with the Canadian Association for Laboratory Accreditation Inc. (CALA). Quality control procedures are method specific and include laboratory duplicate samples, spiked blanks and spiked duplicates.
- A sampling system which includes an excel sample calendar, which is updated at the beginning of each year, and a chain of custody binder are used to ensure all samples are collected as per the requirements identified in the Director's Order.
- Operations and Compliance staff review facility round sheets and laboratory reports to monitor the routine operation of the treatment system.
- All process and laboratory data is logged in a process data management system.
- Routine maintenance is scheduled and tracked to completion using OCWA's Workplace Maintenance System (WMS). Instrumentation equipment is tested and maintained as per manufacturer's recommendations.
- Any bypass, overflow or upset events that occur in the system are tested, monitored and reported to the local Health Unit and Spills Action Center (SAC).
- All flow, influent and effluent quality data is reviewed by the Overall Responsible Operator and Compliance staff to identify any changes in concentrations and/or emerging trends. All non-compliances are reported to Ministry's Spills Action Center (SAC) and the local MECP inspector.

- Regular sludge removal from the Forebay helps improve effluent quality. The Forebay acts as a settling chamber allowing solids that pass through the inlet chamber to settle before entering the wetlands. Regular maintenance ensures low solids into the wetlands.

5 Sasaginaga Creek Monitoring

1. Samples for Sasaginaga Creek are sampled and tested monthly as specified in Schedule A of Director’s Order 1-ROGQN. Table 16 and

Table 17 presents the results for 2025.

Table 16: Sasaginaga Creek – Upstream of Discharge Point

Parameter	Min	Max	Average
BOD ₅ (mg/L)	< 0.50	8.70	< 1.58
TSS (mg/L)	< 0.67	41	< 5.9
TP (mg/L)	0.011	0.251	0.089
TAN (mg/L)	< 0.01	7.99	< 1.02
pH (units)	6.80	7.82	7.39
Temperature °C	0.8	24.4	9.6
Dissolved Oxygen (mg/L)	5.97	12.9	9.82
<i>E. coli</i> (cfu/100mL)	< 5	145	< 36
Fecal Coliforms (cfu/100mL)	< 5	40	< 15
Total Coliforms (cfu/100mL)	45	1160	345
Sulphate (mg/L)	2.5	16	7.9
Hydrogen Sulfide (mg/L)	< 0.020	< 0.020	< 0.020
Sulfur (mg/L)	1.40	6.70	3.48
Arsenic (mg/L)	0.095	0.440	0.258
Copper (mg/L)	0.0030	0.0040	0.0033
Iron (mg/L)	0.20	0.44	0.32
Lead (mg/L)	0.00010	0.00060	0.00027
Nickel (mg/L)	0.0060	0.0090	0.0077
Zinc (mg/L)	0.0020	0.0120	0.0567

Table 17: Sasaginaga Creek – Downstream of Discharge Point

Parameter	Min	Max	Average
BOD ₅ (mg/L)	0.5	17	4.0
TSS (mg/L)	1.0	80	16

Parameter	Min	Max	Average
TP (mg/L)	0.063	0.591	0.181
TAN (mg/L)	0.17	8.67	2.74
pH (units)	6.59	7.67	7.16
Temperature °C	1.7	24	9.6
Dissolved Oxygen (mg/L)	1.21	12.4	7.23
<i>E. coli</i> (cfu/100mL)	10	610	153
Fecal Coliforms (cfu/100mL)	5	975	186
Total Coliforms (cfu/100mL)	65	1720	566
Sulphate (mg/L)	4.0	11	6.4
Hydrogen Sulfide (mg/L)	< 0.020	0.060	< 0.028
Sulfur (mg/L)	1.30	5.00	3.13
Arsenic (mg/L)	0.078	0.190	0.133
Copper (mg/L)	0.0020	0.0030	0.0023
Iron (mg/L)	0.32	1.00	0.56
Lead (mg/L)	0.00040	0.00080	0.00053
Nickel (mg/L)	0.0050	0.0070	0.0060
Zinc (mg/L)	0.0040	0.0090	0.0057

Notes:

“<” means values include results that were less than the laboratory’s method detection limit.

6 Forebay Management

6.1 Monthly Forebay Sludge Monitoring

The Maintenance Forebay area acts as a settling chamber allowing solids which pass through the inlet chamber to settle before entering the wetlands. Sampling of the Forebay contents began in January 2023 and is conducted monthly to monitor the BOD₅, TSS, TP, TAN and TKN concentrations. This monitoring plan was implemented to help determine a clean out frequency for the Forebay. Results from 2025 are provided in Table 18 and graphed in Figure 11.

Table 18: Monthly Forebay Results

Month	BOD ₅ (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	TKN (mg/L)
January	28	64	0.917	5.74	12.5
February	54	70	2.18	15.6	27.4

Month	BOD ₅ (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	TKN (mg/L)
March	43	24	1.57	8.83	13.3
April*	24	21	0.532	1.34	4.6
May	36	70	1.62	6.27	11.8
June	39	83	1.28	7.68	11.6
July	27	59	1.45	8.80	12.2
August	27	39	1.69	11.8	16.3
September	37	57	2.02	15.6	19.4
October	39	41	1.07	8.63	10.5
November	45	25	0.453	4.43	9.0
December	33	56	1.17	6.07	13.2

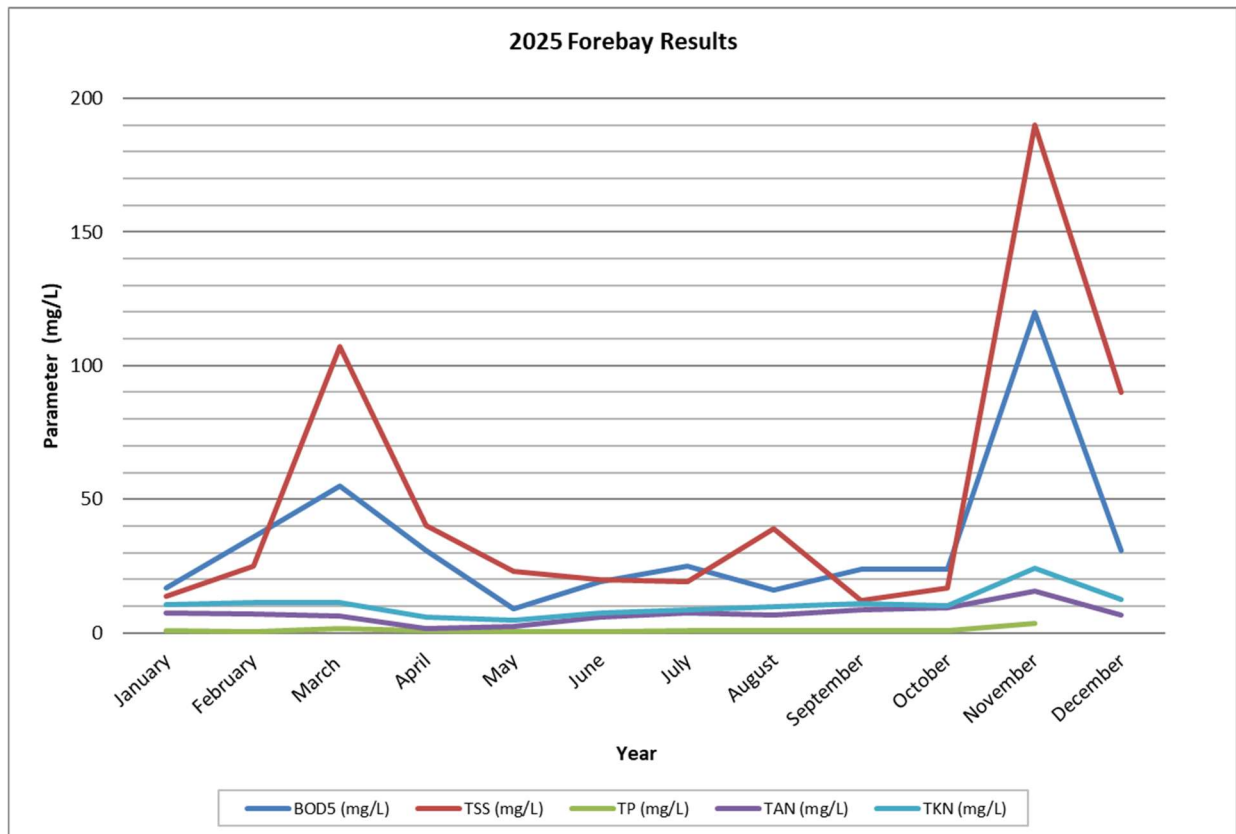


Figure 11 – 2025 Forebay Monitoring

6.2 Forebay Sludge Levels

Item 6 of the Director’s Order requires a Management Plan for the sludge which includes measuring the sludge levels annually and monitoring the sludge generation. Sludge depths were measured in November 2022, in November 2023, November 2024 and October 2025 and results are presented in Table 19.

The Forebay was cleaned in June of 2022 and again in February 2024. Sludge levels would normally be expected to be lower in November 2024 than in 2023, however, the measurements show significantly higher sludge levels in 2024. One likely factor is the change in measurement method: in 2024, operators entered the Forebay and measured directly at the designated points, whereas in previous years they tried to reach those points from the edge, which produced less accurate readings.

Sludge removal was scheduled for the Fall of 2025, but the work was delayed when the certified hauler, Northern Equipment Services, was ordered to cease operations by the Ministry due to allegations of illegal waste disposal. As a result, they were unable to use their certified trench site until testing confirmed that no unauthorized dumping had occurred. After the issue was resolved and Northern Equipment Services was approved to resume operations, winter conditions set in, making hauling impractical. As a result, the sludge removal was deferred to Spring 2026, after the thaw and snow melt.

Table 19: Forebay - Sludge Depths

Date	Sample Points	Average Sludge Depths (m)	Sludge Volume (m ³)	% Capacity
November 14, 2022	6	0.27	28	27%
November 3, 2023	12	0.33	35	33%
November 19, 2024	12	0.72	76	72%
October 31, 2025	12	0.43	45	43%

Estimated operating depth = 1 m, Area = 105 m², Operating Capacity = 105 m³

The sludge volume generated in 2026 is expected to be lower than the 2025 volume, as sludge removal is scheduled for completion in spring 2026.

7 Maintenance Procedures Performed on the Works

7.1 Routine Maintenance and Repairs

Routine maintenance schedules are entered in OCWA's computerized Workplace Management System (WMS). This is a comprehensive maintenance program that is based on a pro-active and preventive approach. This program includes but is not limited to running weekly, monthly, and annually checks as required or as recommended by manufacturer's instructions. All routine and preventative maintenance was conducted in 2025. A summary of maintenance performed, which includes preventative work, capital projects and emergency repairs is available in Appendix B.

Maintenance and improvements that took place during 2025 include:

- Influent and effluent flows were recorded continuously and operational staff ensured that the flow meters and chart recorders were working properly.
- The weir, effluent chamber and bar screen were inspected at least twice a week and any debris/obstructions was removed as required. Once temperatures dropped to below 0°C, inspections were increased to three times per week.
- Any ice was removed from the influent and effluent flow measuring devices.
- The effluent building and chamber were kept clean and easily accessible.
- The equipment used to prevent freezing (heat trace in still well, effluent building heater and wind break at the back of the effluent building) were maintained and kept in good repair.
- A failing DO sensor cap was replaced.
- The valves in the Forebay were exercised in preparation for the annual sludge clean out; however, the work was postponed until Spring 2026 due to hauler availability issues.

7.2 Emergency Repairs

There were no emergency repairs performed in 2025.

7.3 Calibration of Monitoring Equipment

Influent and effluent monitoring equipment is calibrated at least every 12 months as per the Director's Order or manufactures recommendations. Flow meters are calibrated annually to ensure a required accuracy of +/- 15%. pH and DO meters are calibrated to ensure an acceptable tolerance and accuracy as specified by the manufacturer.

Routine maintenance was conducted as scheduled by qualified Instrumentation Technicians during the reporting period. Refer to Table 20 for calibrations conducted in 2025.

Table 20: Calibration Summary

Instrument	Calibration Date	% Accuracy
Raw Flow Meter	April 4, 2025	99.0%
Effluent Flow Meter	April 4, 2025	99.0%
Portable DO/pH Meter	Jan. 9, Apr. 1, Jul. 23 and Oct. 7, 2025	Within tolerance

8 Operating Problems & Corrective Actions

No major operating problems were encountered in 2025.

9 Abnormal Discharge Events

9.1 Overflow, Bypass and Spill Events

No abnormal discharge events occurred at the wetlands or in the collection system during the reporting period.

9.2 Situations Outside Normal Operating Conditions

Additional effluent sampling is required under Item No. 2, Condition 6 of Provincial Officer Order No. 1-MV9KT issued October 2, 2012 and Item No. 4 of Director’s Order 1-ROGQN issued January 26, 2022 which states that daily samples of the final effluent are to be collected on any day when there is any situation outside Normal Operating Conditions. The sample(s) are to be analyzed for all effluent parameters outlined in the Compliance Limits condition that require composite samples (cBOD5, TSS, TP, TKN, TAN, Alkalinity, sulphur, sulphate, hydrogen sulphide and metals).

Normal operating conditions means the condition when all the unit process(es), excluding preliminary treatment in a treatment train is operating normally and within design capacity and there are no significant observable changes in wastewater characteristics that could cause an impairment to the treatment process.

The Cobalt Wetlands exceeded its peak design capacity eight (8) times in 2025 in April and May during periods of heavy rainfall and snow melt. Additional daily sampling as per the system’s ECA was initiated and results are included in the effluent monitoring.

Table 21: Peak Design Capacity Exceedances

Event Number	Date	Effluent Flow (peak = 4475m ³ /d)
1	April 22	4531
2	April 23	4513

Event Number	Date	Effluent Flow (peak = 4475m ³ /d)
3	April 24	4637
4	April 25	4896
5	April 26	6633
6	April 27	5139
7	April 29	5012
8	May 2	4538

9.3 Efforts Made to Reduce System Overflows and Bypasses

There are no designed bypass or overflow points in the collection system.

Planned bypasses of the maintenance Forebay are required when cleaning out the sludge/septage from the Forebay. MECP approval is requested during these projects.

Overflow points are located between Cell 1 and 2 and between Cell 2 and 3 of the wetlands, but no events have occurred. Regular maintenance and inspection of the system and surrounding environment prevent the occurrence of overflows.

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

- Emergency backup generator is installed at the grey water pumping station.
- A SCADA system is used to monitor the Grey Water Pumping Station and an alarm system is in place to alert operators of any issues; high levels and equipment failures.
- Regular routine maintenance is performed to help reduce overflows/bypasses/spills events. For example: monthly generator tests to ensure the generator will start during a power failure and equipment will continue to operate normally, monthly alarm testing, and equipment maintenance as outlined in the Maintenance Summary found in Appendix B.
- Repairs to the collection system are done promptly as issues occur.

9.4 Summary of Alterations to the System to Reduce Overflows

There have been no projects done in 2025 to reduce overflows/bypasses/spills.

9.5 Public Notification

No designed overflow points are located in the sewage collection system, therefore no public signage is required.

10 Complaints

No complaints were received during the reporting period.

11 Proposed Alterations to the Works

- Replace the rectangular effluent weir gate with a flow measuring device to provide more accurate measurement of the effluent discharged from the Wetlands to Sasaginaga Creek.
- Replace a failing auto sampler, as it frequently loses its program for composite sampling.

12 Other Information

The Assimilative Capacity Study (ACS) required under the Director's Order was completed by Story Environmental and submitted to the Ministry of the Environment, Conservation and Parks (MECP) on July 31, 2024; however the Ministry rejected the study.

EXP Engineering Services was since been retained to repeat the ACS and to complete a feasibility study to determine an optimal design.



APPENDIX A

Monthly Process Data Report



From 01/01/2025 to 12/31/2025

Influent - Raw Sewage													2025				
	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min	
S-1 Raw																	
Biochemical Oxygen Demand: BOD5 - mg/L																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00				
Lab Month.Max	17.0	36.0	55.0	31.0	8.9	19.0	25.0	86.0	24.0	24.0	120.0	31.0		120.0			
Lab Month.Mean	17.0	36.0	55.0	31.0	8.9	19.0	25.0	86.0	24.0	24.0	120.0	31.0		39.7			
Lab Month.Min	17.0	36.0	55.0	31.0	8.9	19.0	25.0	86.0	24.0	24.0	120.0	31.0				8.9	
Total Ammonia Nitrogen: NH3 + NH4+ as N - mg/L																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00				
Lab Month.Max	7.43	7.01	6.16	1.73	2.52	5.99	7.32	6.68	8.71	9.53	15.70	6.57		15.70			
Lab Month.Mean	7.43	7.01	6.16	1.73	2.52	5.99	7.32	6.68	8.71	9.53	15.70	6.57		7.11			
Lab Month.Min	7.43	7.01	6.16	1.73	2.52	5.99	7.32	6.68	8.71	9.53	15.70	6.57				1.73	
Total Kjeldahl Nitrogen: TKN - mg/L																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00				
Lab Month.Max	10.70	11.50	11.20	5.90	4.80	7.30	8.70	9.90	10.80	10.10	24.30	12.40		24.30			
Lab Month.Mean	10.70	11.50	11.20	5.90	4.80	7.30	8.70	9.90	10.80	10.10	24.30	12.40		10.63			
Lab Month.Min	10.70	11.50	11.20	5.90	4.80	7.30	8.70	9.90	10.80	10.10	24.30	12.40				4.80	
Total Phosphorus: TP - mg/L																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00				
Lab Month.Max	0.736	0.576	1.680	0.717	0.456	0.624	0.843	0.796	0.825	0.805	3.500	1.570		3.500			
Lab Month.Mean	0.736	0.576	1.680	0.717	0.456	0.624	0.843	0.796	0.825	0.805	3.500	1.570		1.094			
Lab Month.Min	0.736	0.576	1.680	0.717	0.456	0.624	0.843	0.796	0.825	0.805	3.500	1.570				0.456	
Total Suspended Solids: TSS - mg/L																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00				
Lab Month.Max	14	25	107	40	23	20	19	39	12	17	192	90		192			
Lab Month.Mean	14	25	107	40	23	20	19	39	12	17	192	90		50			
Lab Month.Min	14	25	107	40	23	20	19	39	12	17	192	90				12	
Forebay Contents	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min	
Biochemical Oxygen Demand: BOD5 - mg/L																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00				
Lab Month.Max	28	54	43	24	36	39	27	27	37	39	45	33		54			
Lab Month.Mean	28	54	43	24	36	39	27	27	37	39	45	33		36			
Lab Month.Min	28	54	43	24	36	39	27	27	37	39	45	33				24	



From 01/01/2025 to 12/31/2025

															Total	Avg	Max	Min												
Total Ammonia Nitrogen: NH3 + NH4+ as N - mg/L																														
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00															
Lab Month.Max	5.74	15.60	8.83	1.34	6.27	7.68	8.80	11.80	15.60	8.63	4.43	6.07					15.60													
Lab Month.Mean	5.74	15.60	8.83	1.34	6.27	7.68	8.80	11.80	15.60	8.63	4.43	6.07			8.40															
Lab Month.Min	5.74	15.60	8.83	1.34	6.27	7.68	8.80	11.80	15.60	8.63	4.43	6.07						1.34												
Total Kjeldahl Nitrogen: TKN - mg/L																														
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00															
Lab Month.Max	12.5	27.4	13.3	4.6	11.8	11.6	12.2	16.3	19.4	10.5	9.0	13.2					27.4													
Lab Month.Mean	12.5	27.4	13.3	4.6	11.8	11.6	12.2	16.3	19.4	10.5	9.0	13.2			13.5															
Lab Month.Min	12.5	27.4	13.3	4.6	11.8	11.6	12.2	16.3	19.4	10.5	9.0	13.2						4.6												
Total Phosphorus: TP - mg/L																														
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00															
Lab Month.Max	0.917	2.180	1.570	0.532	1.620	1.280	1.450	1.690	2.020	1.070	0.453	1.170					2.180													
Lab Month.Mean	0.917	2.180	1.570	0.532	1.620	1.280	1.450	1.690	2.020	1.070	0.453	1.170			1.329															
Lab Month.Min	0.917	2.180	1.570	0.532	1.620	1.280	1.450	1.690	2.020	1.070	0.453	1.170						0.453												
Total Suspended Solids: TSS - mg/L																														
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00															
Lab Month.Max	64	70	24	21	70	83	59	39	57	41	25	56					83													
Lab Month.Mean	64	70	24	21	70	83	59	39	57	41	25	56			51															
Lab Month.Min	64	70	24	21	70	83	59	39	57	41	25	56						21												
Final Effluent																														
S-4/S-5 Effluent															Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min
Alkalinity (as CaCO3) - mg/L																														
Lab Count	4.00	4.00	5.00	10.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	5.00	59.00															
Lab Month.Max	142.00	143.00	123.00	127.00	125.00	125.00	121.00	113.00	117.00	117.00	103.00	131.00					143.00													
Lab Month.Mean	134.50	130.50	109.60	109.10	119.40	114.75	115.20	111.25	113.75	115.00	100.50	121.60					115.53													
Lab Month.Min	127.00	121.00	88.00	99.00	112.00	95.00	108.00	109.00	109.00	110.00	93.00	115.00						88.00												
Arsenic: As - µg/l																														
Lab Count			1.00	6.00	1.00			1.00	1.00						10.00															
Lab Month.Max			114.00	104.00	109.00			41.00	33.00								114.00													
Lab Month.Mean			114.00	88.67	109.00			41.00	33.00								82.90													
Lab Month.Min			114.00	58.00	109.00			41.00	33.00									33.00												
Biochemical Oxygen Demand: BOD5 - mg/L																														
Lab Count	4.00	4.00	5.00	10.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	5.00	59.00															
Lab Month.Max	16.00	11.00	10.00	4.30	3.00	7.00	5.30	3.00	3.50	5.80	2.70	5.10					16.00													
Lab Month.Mean	6.98	9.95	5.92	2.48	1.94	3.13	2.72	2.05	2.50	3.54	2.33	3.80					3.76													
Lab Month.Min	3.60	8.00	3.60	0.90	1.00	1.50	1.30	1.30	2.00	1.30	2.10	2.50						0.90												



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Carbonaceous Biochemical Oxygen Demand: CBOD5 - mg/L																
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00	
Lab Month.Max	3.50	9.40	3.00	3.00	< 0.50	1.00	0.90	1.70	1.20	1.80	1.10	2.10				9.40
Lab Month.Mean	3.50	9.40	3.00	3.00	< 0.50	1.00	0.90	1.70	1.20	1.80	1.10	2.10		< 2.43		
Lab Month.Min	3.50	9.40	3.00	3.00	< 0.50	1.00	0.90	1.70	1.20	1.80	1.10	2.10				< 0.50
Copper: Cu - µg/l																
Lab Count			1.00	6.00	1.00			1.00	1.00					10.00		
Lab Month.Max			4.00	2.00	2.00			1.00	1.00							4.00
Lab Month.Mean			4.00	1.67	2.00			1.00	1.00					1.80		
Lab Month.Min			4.00	1.00	2.00			1.00	1.00							1.00
Dissolved Oxygen: DO Field: Lab Upload - mg/L																
IH Edited Count	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	52.00			
IH Month.Max	4.25	5.70	4.26	3.52	9.39	6.23	4.82	3.22	2.88	5.59	6.08	9.14				9.39
IH Month.Mean	2.47	2.93	3.56	2.56	6.29	4.44	4.01	2.83	2.57	3.60	4.26	3.27		3.55		
IH Month.Min	1.41	1.29	2.26	1.84	3.92	2.30	3.43	2.41	1.72	2.08	3.10	1.41				1.29
E. Coli: EC - cfu/100mL																
Lab Count	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	52.00			
Lab Month.Max	9300	28400	16800	18800	< 200	200	30	250	135	780	800	39400				39400
Lab Month.Mean	6701	11593	11050	9731	< 200	91	22	104	< 51	258	443	18712		< 5087		
Lab Month.Min	404	72	6200	25	< 200	30	9	10	< 5	40	80	740				< 5
Iron: Fe - mg/L																
Lab Count			1.00	6.00	1.00			1.00	1.00					10.00		
Lab Month.Max			0.31	0.40	0.27			0.80	0.52							0.80
Lab Month.Mean			0.31	0.35	0.27			0.80	0.52					0.40		
Lab Month.Min			0.31	0.32	0.27			0.80	0.52							0.27
Fecal Coliform: FC - cfu/100mL																
Lab Count	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	52.00			
Lab Month.Max	10800	21600	28400	15200	< 200	< 200	40	135	185	360	300	25800				28400
Lab Month.Mean	7715	9804	18275	7181	< 200	< 90	19	66	58	150	146	6300		< 4109		
Lab Month.Min	1460	116	11900	33	< 200	30	10	10	5	60	40	198				5
Hydrogen Sulphide: H2S - mg/L																
Lab Count	1.00	1.00	2.00	6.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	19.00		
Lab Month.Max	< 0.020	0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	0.050	< 0.020	< 0.020	< 0.020	< 0.020		0.050
Lab Month.Mean	< 0.020	0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	0.050	< 0.020	< 0.020	< 0.020	< 0.020	< 0.022	
Lab Month.Min	< 0.020	0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	0.050	< 0.020	< 0.020	< 0.020	< 0.020		< 0.020



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Total Ammonia Nitrogen: NH3 + NH4+ as N - mg/L																
Lab Count	4.00	4.00	5.00	10.00	5.00	4.00	5.00	4.00	4.00	4.00	5.00	4.00	5.00	59.00		
Lab Month.Max	8.60	10.70	9.02	7.05	1.45	1.56	4.00	4.49	6.42	8.37	7.85	8.01			10.70	
Lab Month.Mean	7.68	9.04	6.30	3.14	1.09	0.70	3.24	3.52	5.10	6.84	6.38	7.59		4.85		
Lab Month.Min	6.14	7.91	4.05	1.08	0.46	0.27	2.65	2.57	4.25	4.85	4.38	6.62				0.27
Nickel: Ni - µg/l																
Lab Count			1.00	6.00	1.00				1.00	1.00				10.00		
Lab Month.Max			3.00	2.00	2.00				4.00	3.00					4.00	
Lab Month.Mean			3.00	2.00	2.00				4.00	3.00				2.40		
Lab Month.Min			3.00	2.00	2.00				4.00	3.00						2.00
Lead: Pb - µg/l																
Lab Count			1.00	6.00	1.00				1.00	1.00				10.00		
Lab Month.Max			0.80	0.50	0.50				0.60	0.50					0.80	
Lab Month.Mean			0.80	0.28	0.50				0.60	0.50				0.41		
Lab Month.Min			0.80	0.10	0.50				0.60	0.50						0.10
pH Field: Lab Upload - ---																
IH Edited Count	4.00	4.00	5.00	9.00	5.00	4.00	5.00	4.00	4.00	4.00	5.00	4.00	5.00	58.00		
IH Month.Max	6.78	7.37	7.30	7.03	7.25	7.18	6.88	6.56	6.43	7.25	7.07	7.02			7.37	
IH Month.Mean	6.66	6.77	7.08	6.96	7.20	7.02	6.78	6.47	6.39	6.78	6.85	6.63		6.82		
IH Month.Min	6.55	6.24	6.90	6.81	7.05	6.88	6.66	6.40	6.36	6.41	6.60	6.11				6.11
Sulphur: S - mg/L																
Lab Count	1.00	1.00	2.00	6.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	19.00		
Lab Month.Max	2.80	4.40	7.40	5.90	4.10	2.10	2.90	3.00	1.30	3.00	4.60	3.90			7.40	
Lab Month.Mean	2.80	4.40	5.95	4.67	3.45	2.10	2.90	3.00	1.30	3.00	4.60	3.90		3.94		
Lab Month.Min	2.80	4.40	4.50	3.60	2.80	2.10	2.90	3.00	1.30	3.00	4.60	3.90				1.30
Sulphate: SO4 - mg/L																
Lab Count	1.00	1.00	2.00	6.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	19.00		
Lab Month.Max	8.0	6.6	10.7	10.7	13.9	4.8	4.7	< 1.0	5.2	5.9	8.6	6.0			13.9	
Lab Month.Mean	8.0	6.6	7.1	8.7	10.6	4.8	4.7	< 1.0	5.2	5.9	8.6	6.0	< 7.3			
Lab Month.Min	8.0	6.6	3.5	5.5	7.3	4.8	4.7	< 1.0	5.2	5.9	8.6	6.0				< 1.0
Total Coliform: TC - cfu/100mL																
Lab Count	4.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	5.00	4.00	5.00	52.00		
Lab Month.Max	14100	41800	30000	30600	7200	3800	210	475	465	3480	1920	54600			54600	
Lab Month.Mean	9843	18666	24800	17076	3500	1094	138	335	241	1940	> 1470	28584	> 9202			
Lab Month.Min	772	125	21600	78	1200	125	66	130	100	580	> 1000	2980				66



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Temperature Field: Lab Upload - °C																
IH Edited Count	4.00	4.00	5.00	9.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	58.00			
IH Month.Max	5.70	3.90	9.10	6.10	15.20	21.80	22.20	22.60	15.90	12.50	8.90	1.70			22.60	
IH Month.Mean	2.90	2.20	4.84	3.58	12.12	18.35	19.60	17.48	14.27	10.14	4.90	1.00		8.81		
IH Month.Min	0.30	0.50	3.00	0.30	8.00	15.30	17.30	13.60	13.30	7.70	2.20	0.20				0.20
Total Kjeldahl Nitrogen: TKN - mg/L																
Lab Count	4.00	4.00	5.00	10.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	59.00			
Lab Month.Max	10.10	12.30	9.80	7.80	2.50	4.80	5.70	6.30	8.50	8.90	9.90	12.20			12.30	
Lab Month.Mean	8.78	11.00	7.16	4.96	2.26	2.88	4.44	5.38	6.98	8.24	8.58	10.36		6.55		
Lab Month.Min	7.30	9.70	4.70	3.60	2.00	1.60	3.50	4.10	5.70	7.30	7.50	7.80				1.60
Total Phosphorus: TP - mg/L																
Lab Count	4.00	4.00	5.00	10.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	59.00			
Lab Month.Max	0.564	0.610	0.898	1.380	0.239	0.299	0.270	0.179	0.108	0.332	0.225	0.655			1.380	
Lab Month.Mean	0.537	0.545	0.553	0.386	0.223	0.214	0.217	0.155	0.098	0.182	0.169	0.479		0.322		
Lab Month.Min	0.512	0.484	0.223	0.222	0.206	0.154	0.107	0.132	0.089	0.115	0.115	0.389				0.089
Total Suspended Solids: TSS - mg/L																
Lab Count	4.00	4.00	5.00	10.00	5.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	59.00			
Lab Month.Max	3.30	3.00	20.00	3.00	6.70	3.00	9.00	2.00	1.00	6.50	1.30	2.00			20.00	
Lab Month.Mean	< 1.41	1.83	< 8.20	< 1.70	< 3.21	2.75	< 3.23	< 1.50	< 0.75	< 3.83	< 0.83	< 1.41		< 2.59		
Lab Month.Min	< 0.67	1.00	< 1.00	< 0.67	< 0.67	2.30	< 0.67	< 1.00	< 0.67	< 0.67	< 0.67	< 0.67				< 0.67
Zinc: Zn - µg/l																
Lab Count			1.00	6.00	1.00			1.00	1.00				10.00			
Lab Month.Max			4.00	2.00	2.00			3.00	2.00						4.00	
Lab Month.Mean			4.00	2.00	2.00			3.00	2.00					2.30		
Lab Month.Min			4.00	2.00	2.00			3.00	2.00							2.00
Sasaginaga Creek - Downstream of Discharge Point																
2025																
S-3 Down	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min
Arsenic: As - µg/l																
Lab Count				1.00				1.00	1.00				3.00			
Lab Month.Max				87.00				190.00	121.00						190.00	
Lab Month.Mean				87.00				190.00	121.00					132.67		
Lab Month.Min				87.00				190.00	121.00							87.00
Biochemical Oxygen Demand: BOD5 - mg/L																
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			
Lab Month.Max	1.1	5.6	3.8	1.5	0.5	1.3	3.5	17.0	2.5	2.1	4.2	4.4			17.0	
Lab Month.Mean	1.1	5.6	3.8	1.5	0.5	1.3	3.5	17.0	2.5	2.1	4.2	4.4		4.0		
Lab Month.Min	1.1	5.6	3.8	1.5	0.50	1.3	3.5	17.0	2.5	2.1	4.2	4.4				0.50



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Copper: Cu - µg/l																	
Lab Count																	3.00
Lab Month.Max																	3.00
Lab Month.Mean																	2.33
Lab Month.Min																	2.00
Dissolved Oxygen: DO Field: Lab Upload - mg/L																	
IH Edited Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00	
IH Month.Max	12.38	8.27	11.93	11.24	9.75	7.14	4.68	2.85	5.27	8.09	3.98	1.21				12.38	
IH Month.Mean	12.38	8.27	11.93	11.24	9.75	7.14	4.68	2.85	5.27	8.09	3.98	1.21				7.23	
IH Month.Min	12.38	8.27	11.93	11.24	9.75	7.14	4.68	2.85	5.27	8.09	3.98	1.21					1.21
E. Coli: EC - cfu/100mL																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
Lab Month.Max	520	300	15	610	15	20	30	10	105	45	85	80				610	
Lab Month.Mean	520	300	15	610	15	20	30	10	105	45	85	80				153	
Lab Month.Min	520	300	15	610	15	20	30	10	105	45	85	80					10
Iron: Fe - mg/L																	
Lab Count																	3.00
Lab Month.Max																	1.00
Lab Month.Mean																	0.56
Lab Month.Min																	0.32
Fecal Coliform: FC - cfu/100mL																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
Lab Month.Max	475	975	30	580	10	35	45	10	5	15	15	40				975	
Lab Month.Mean	475	975	30	580	10	35	45	10	5	15	15	40				186	
Lab Month.Min	475	975	30	580	10	35	45	10	5	15	15	40					5
Hydrogen Sulphide: H2S - mg/L																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
Lab Month.Max	< 0.020	0.030	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	0.060	< 0.020	< 0.020	< 0.020	0.060				0.060
Lab Month.Mean	< 0.020	0.030	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	0.060	< 0.020	< 0.020	< 0.020	0.060			< 0.028	
Lab Month.Min	< 0.020	0.030	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	< 0.020	0.060	< 0.020	< 0.020	< 0.020	0.060				< 0.020
Total Ammonia Nitrogen: NH3 + NH4+ as N - mg/L																	
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
Lab Month.Max	1.04	2.82	3.17	0.88	0.22	0.17	1.16	2.25	2.30	5.62	8.67	4.55				8.67	
Lab Month.Mean	1.04	2.82	3.17	0.88	0.22	0.17	1.16	2.25	2.30	5.62	8.67	4.55				2.74	
Lab Month.Min	1.04	2.82	3.17	0.88	0.22	0.17	1.16	2.25	2.30	5.62	8.67	4.55					0.17



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Nickel: Ni - µg/l																
Lab Count																
Lab Month.Max																
Lab Month.Mean																
Lab Month.Min																
Lead: Pb - µg/l																
Lab Count																
Lab Month.Max																
Lab Month.Mean																
Lab Month.Min																
pH Field: Lab Upload - ---																
IH Edited Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
IH Month.Max	6.99	7.15	7.67	7.29	7.64	7.47	7.12	6.59	6.60	7.47	6.93	7.04			7.67	
IH Month.Mean	6.99	7.15	7.67	7.29	7.64	7.47	7.12	6.59	6.60	7.47	6.93	7.04		7.16		
IH Month.Min	6.99	7.15	7.67	7.29	7.64	7.47	7.12	6.59	6.60	7.47	6.93	7.04				6.59
Sulphur: S - mg/L																
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
Lab Month.Max	1.30	4.60	4.00	3.40	1.80	2.00	3.20	3.20	2.00	2.60	4.50	5.00			5.00	
Lab Month.Mean	1.30	4.60	4.00	3.40	1.80	2.00	3.20	3.20	2.00	2.60	4.50	5.00		3.13		
Lab Month.Min	1.30	4.60	4.00	3.40	1.80	2.00	3.20	3.20	2.00	2.60	4.50	5.00				1.30
Sulphate: SO4 - mg/L																
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
Lab Month.Max	5.7	5.6	5.9	4.0	4.8	5.7	4.4	11.0	5.9	6.0	8.5	9.8			11.0	
Lab Month.Mean	5.7	5.6	5.9	4.0	4.8	5.7	4.4	11.0	5.9	6.0	8.5	9.8		6.4		
Lab Month.Min	5.7	5.6	5.9	4.0	4.8	5.7	4.4	11.0	5.9	6.0	8.5	9.8				4.0
Total Coliform: TC - cfu/100mL																
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
Lab Month.Max	1720	615	100	915	730	175	640	65	185	485	255	910			1720	
Lab Month.Mean	1720	615	100	915	730	175	640	65	185	485	255	910		566		
Lab Month.Min	1720	615	100	915	730	175	640	65	185	485	255	910				65
Temperature Field: Lab Upload - °C																
IH Edited Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
IH Month.Max	2.60	2.80	2.00	2.30	17.60	15.40	24.00	18.20	14.30	11.60	2.10	1.70			24.00	
IH Month.Mean	2.60	2.80	2.00	2.30	17.60	15.40	24.00	18.20	14.30	11.60	2.10	1.70		9.55		
IH Month.Min	2.60	2.80	2.00	2.30	17.60	15.40	24.00	18.20	14.30	11.60	2.10	1.70				1.70



From 01/01/2025 to 12/31/2025

Sasaginaga Creek - Upstream of Discharge Point																
S-2 Up	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min
Total Phosphorus: TP - mg/L																
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			
Lab Month.Max	0.091	0.202	0.171	0.075	0.078	0.136	0.316	0.235	0.063	0.066	0.149	0.591			0.591	
Lab Month.Mean	0.091	0.202	0.171	0.075	0.078	0.136	0.316	0.235	0.063	0.066	0.149	0.591		0.181		
Lab Month.Min	0.091	0.202	0.171	0.075	0.078	0.136	0.316	0.235	0.063	0.066	0.149	0.591				0.063
Total Suspended Solids: TSS - mg/L																
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			
Lab Month.Max	1.0	25.5	3.3	5.0	1.3	2.3	15.0	43.0	2.7	4.7	7.5	80.0			80.0	
Lab Month.Mean	1.0	25.5	3.3	5.0	1.3	2.3	15.0	43.0	2.7	4.7	7.5	80.0		15.9		
Lab Month.Min	1.0	25.5	3.3	5.0	1.3	2.3	15.0	43.0	2.7	4.7	7.5	80.0				1.0
Zinc: Zn - µg/l																
Lab Count				1.00				1.00	1.00				3.00			
Lab Month.Max				9.00				4.00	4.00						9.00	
Lab Month.Mean				9.00				4.00	4.00					5.67		
Lab Month.Min				9.00				4.00	4.00							4.00
Sasaginaga Creek - Upstream of Discharge Point																
S-2 Up	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min
Arsenic: As - µg/l																
Lab Count				1.00				1.00	1.00				3.00			
Lab Month.Max				95.00				440.00	240.00						440.00	
Lab Month.Mean				95.00				440.00	240.00					258.33		
Lab Month.Min				95.00				440.00	240.00							95.00
Biochemical Oxygen Demand: BOD5 - mg/L																
Lab Count	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			
Lab Month.Max	0.50	2.20	0.70	0.70	< 0.50	0.60	< 0.50	0.80	1.40	1.90	8.70	0.50			8.70	
Lab Month.Mean	0.50	2.20	0.70	0.70	< 0.50	0.60	< 0.50	0.80	1.40	1.90	8.70	0.50	<	1.58		
Lab Month.Min	0.50	2.20	0.70	0.70	< 0.50	0.60	< 0.50	0.80	1.40	1.90	8.70	0.50				< 0.50
Copper: Cu - µg/l																
Lab Count				1.00				1.00	1.00				3.00			
Lab Month.Max				4.00				3.00	3.00						4.00	
Lab Month.Mean				4.00				3.00	3.00					3.33		
Lab Month.Min				4.00				3.00	3.00							3.00



From 01/01/2025 to 12/31/2025

Dissolved Oxygen: DO Field: Lab Upload - mg/L																					
IH Edited Count		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00						
IH Month.Max		12.27	11.89	12.85	12.78	10.22	9.97	7.79	5.97	7.96	12.65	6.24	7.26			12.85					
IH Month.Mean		12.27	11.89	12.85	12.78	10.22	9.97	7.79	5.97	7.96	12.65	6.24	7.26		9.82						
IH Month.Min		12.27	11.89	12.85	12.78	10.22	9.97	7.79	5.97	7.96	12.65	6.24	7.26			5.97					
E. Coli: EC - cfu/100mL																					
Lab Count		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00						
Lab Month.Max	<	20	5	10	<	5	5	145	15	5	80	40	100	5		145					
Lab Month.Mean	<	20	5	10	<	5	5	145	15	5	80	40	100	5	<	36					
Lab Month.Min	<	20	5	10	<	5	5	145	15	5	80	40	100	5		<	5				
Iron: Fe - mg/L																					
Lab Count						1.00				1.00	1.00				3.00						
Lab Month.Max						0.33				0.44	0.20					0.44					
Lab Month.Mean						0.33				0.44	0.20				0.32						
Lab Month.Min						0.33				0.44	0.20					0.20					
Fecal Coliform: FC - cfu/100mL																					
Lab Count		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00						
Lab Month.Max	<	5	5	10	<	5	<	5	25	30	<	5	10	40	35	<	5	40			
Lab Month.Mean	<	5	5	10	<	5	<	5	25	30	<	5	10	40	35	<	5	<	15		
Lab Month.Min	<	5	5	10	<	5	<	5	25	30	<	5	10	40	35	<	5		<	5	
Hydrogen Sulphide: H2S - mg/L																					
Lab Count		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00					
Lab Month.Max	<	0.020	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	0.020	
Lab Month.Mean	<	0.020	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020
Lab Month.Min	<	0.020	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020	<	0.020
Total Ammonia Nitrogen: NH3 + NH4+ as N - mg/L																					
Lab Count		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00						
Lab Month.Max		0.04	0.04	0.08	<	0.01	0.01	<	0.01	<	0.01	0.01	0.48	3.38	7.99	0.12			7.99		
Lab Month.Mean		0.04	0.04	0.08	<	0.01	0.01	<	0.01	<	0.01	0.01	0.48	3.38	7.99	0.12	<	1.02			
Lab Month.Min		0.04	0.04	0.08	<	0.01	0.01	<	0.01	<	0.01	0.01	0.48	3.38	7.99	0.12			<	0.010	
Nickel: Ni - µg/l																					
Lab Count						1.00					1.00	1.00			3.00						
Lab Month.Max						8.00					9.00	6.00				9.00					
Lab Month.Mean						8.00					9.00	6.00			7.67						
Lab Month.Min						8.00					9.00	6.00				6.00					



From 01/01/2025 to 12/31/2025

Lead: Pb - µg/l																
Lab Count																
Lab Month.Max																
Lab Month.Mean																
Lab Month.Min																
pH Field: Lab Upload - ---																
IH Edited Count																
IH Month.Max																
IH Month.Mean																
IH Month.Min																
Sulphur: S - mg/L																
Lab Count																
Lab Month.Max																
Lab Month.Mean																
Lab Month.Min																
Sulphate: SO4 - mg/L																
Lab Count																
Lab Month.Max																
Lab Month.Mean																
Lab Month.Min																
Total Coliform: TC - cfu/100mL																
Lab Count																
Lab Month.Max																
Lab Month.Mean																
Lab Month.Min																
Temperature Field: Lab Upload - °C																
IH Edited Count																
IH Month.Max																
IH Month.Mean																
IH Month.Min																
Total Phosphorus: TP - mg/L																
Lab Count																
Lab Month.Max																
Lab Month.Mean																
Lab Month.Min																



Total Suspended Solids: TSS - mg/L																	
Lab Count		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
Lab Month.Max	<	0.67	13.00	<	0.67	4.50	2.70	1.00	2.50	1.00	<	0.67	2.70	41.00	<	0.67	41.00
Lab Month.Mean	<	0.67	13.00	<	0.67	4.50	2.70	1.00	2.50	1.00	<	0.67	2.70	41.00	<	0.67	< 5.92
Lab Month.Min	<	0.67	13.00	<	0.67	4.50	2.70	1.00	2.50	1.00	<	0.67	2.70	41.00	<	0.67	< 0.67
Zinc: Zn - µg/l																	
Lab Count						1.00				1.00	1.00				3.00		
Lab Month.Max						12.00				3.00	2.00					12.00	
Lab Month.Mean						12.00				3.00	2.00				5.67		
Lab Month.Min						12.00				3.00	2.00					2.00	

APPENDIX B

Maintenance Summary



Workorder Summary Report

 Report Start Date: Jan 1, 2025 12:00 AM
 Report End Date: Dec 31, 2025 11:59 PM
 Location: 6022*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4304097			6022, Cobalt Wetlands	OPER	Inspection	1	YEARS	Daily O&M Activities WasteWater Treatment (1y) 6022	COMP	1/1/25 12:00 AM	1/8/26 02:06 PM	1/8/26 02:06 PM	
4319283			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	1/1/25 12:00 AM	1/21/25 03:58 PM	1/21/25 03:58 PM	Cobalt Wetlands Monthly Report to MECP - Completed December report and sent to SOM for review. Cobalt Wetlands Monthly Report to MECP - Finalized and submitted the December Report to MECP, OCWA Engineering and Story Environmental
4333804			6022, Cobalt Wetlands	CAP	Refurbish/ Replace/Repair	0		Replace Failing Portable DO Sensor Cap 6022	CLOSE		1/13/25 07:47 AM	1/13/25 07:47 AM	Replace Failing Portable DO Sensor Cap 6022 - Replace DO sensor cap.
4358156	0000115320	SAMPLER RAW	6022, Cobalt Wetlands	PM	Refurbish/ Replace/Repair	1	YEARS	Sampler Raw Inspection/Program (1Y) 6022	CLOSE	2/1/25 12:00 AM	6/4/25 01:31 PM	6/4/25 01:31 PM	-This pm has been deactivated as we are responsible for this facility.
4367024			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	2/1/25 12:00 AM	2/21/25 01:22 PM	2/21/25 01:22 PM	Cobalt Wetlands Monthly Report to MECP - Completed WISKI review and draft report for January Cobalt Wetlands Monthly Report to MECP - The January report was reviewed, finalized and submitted to the MECP District Manager, MECP inspector, Owner, OCWA Engineering and Story Environmental
4411593			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	3/1/25 12:00 AM	3/31/25 07:47 AM	3/31/25 07:47 AM	Cobalt Wetlands Monthly Report to MECP - Completed draft report for February. Submitted to Manager for review. Cobalt Wetlands February submitted to MECP -
4452276	0000115322	METER FLOW	6022, Cobalt Wetlands	PM	Calibration	1	YEARS	Meter Flow Raw Sampling Calibration Notify PCT (1y) 6022	CLOSE	4/1/25 12:00 AM	4/4/25 01:55 PM	4/4/25 01:55 PM	-Please refer to shared drive for cal slip

Workorder Summary Report

 Report Start Date: Jan 1, 2025 12:00 AM
 Report End Date: Dec 31, 2025 11:59 PM
 Location: 6022*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4452282	0000293641	RECORDER DATA LOGGER EFFLUENT	6022, Cobalt Wetlands	PM	Refurbish/ Replace/Repair	1	YEARS	Recorder Chart Inspection EFF (1y) 6022	CLOSE	4/1/25 12:00 AM	4/4/25 01:33 PM	4/4/25 01:33 PM	-Please refer to shared drive for cal slip
4453736	0000277415	METER FLOW EFFLUENT	6022, Cobalt Wetlands	PM	Calibration	1	YEARS	Meter Flow Effluent Inspection/ Calibration Notify PCT (1Y) 6022	CLOSE	4/1/25 12:00 AM	4/8/25 08:41 AM	4/8/25 08:41 AM	-Please refer to shared drive for cal slip.
4462670	0000277432	RECORDER DATA LOGGER Raw Cobalt Wetlands 6022	6022, Cobalt Wetlands	PM	Refurbish/ Replace/Repair	1	YEARS	Data Logger Raw Cobalt Wetlands Verification (1Y) 6022	CLOSE	4/1/25 12:00 AM	4/4/25 01:31 PM	4/4/25 01:31 PM	-Please refer to shared drive for cal slip
4463828			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	4/1/25 12:00 AM	6/27/25 09:44 AM	6/27/25 09:44 AM	Cobalt Wetlands Monthly Report to MECP -Prepared the May 2025 report and submitted draft report for review. Cobalt Wetlands Monthly Report to MECP - Review and finalize May report. Submit to MECP and Owner
4489741			6022, Cobalt Wetlands	CAP	Compliance	0		Cobalt Wetlands Abnormal Sampling Due to Flow Exceedance 6022	CLOSE		7/17/25 09:33 AM	7/17/25 09:33 AM	Cobalt Wetlands Abnormal Sampling Due to Flow Exceedance 6022 - collected abnormal samples due to heavy rains and snow melting. Also collected pH and temperature of grab samples. Re-programmed sampler to continue composite sampling for tomorrow.
4521698			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	5/1/25 12:00 AM	5/16/25 08:02 AM	5/16/25 08:02 AM	Cobalt Wetlands Monthly Report to MECP - Reviewed WISKI data for April and prepared Monthly report. Review and submit report to MEPC and Owner -
4541690			6022, Cobalt Wetlands	OPER	Inspection	1	YEARS	Grating Insp (1y) - 6022, Cobalt Wetlands	CLOSE	5/1/25 12:00 AM	7/17/25 10:12 AM	7/17/25 10:12 AM	-completed grating inspection last week forgot to close up work order
4551587			6022, Cobalt Wetlands	CAP	Compliance	0		Cobalt Wetlands Effluent Flow Meter 6022	CLOSE		5/30/25 08:10 AM	5/30/25 08:10 AM	Collect info For WT infrastructure -

Workorder Summary Report

 Report Start Date: Jan 1, 2025 12:00 AM
 Report End Date: Dec 31, 2025 11:59 PM
 Location: 6022*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4590115			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	6/1/25 12:00 AM	7/7/25 07:36 AM	7/7/25 07:36 AM	Cobalt Wetlands Monthly Report to MECP -Report completed and submitted
4608337			6022, Cobalt Wetlands	CAP	Compliance	0		Cobalt DWS - HSWS Funding Information - 6022	CLOSE	6/19/25 08:00 AM	6/19/25 09:00 AM	6/19/25 12:00 PM	Cobalt DWS - HSWS Funding Information - 6022 -Compiled and submitted data for the HSWS application being completed by OCWA's PPD Group
4648922	0000293658	ANALYZER DO & pH Sewage Portable	6022, Cobalt Wetlands	PM	Inspection	3	MONTHS	Analyzer DO/pH Portable Kit Calibration/Inspection (3m) 6022	CLOSE	7/2/25 12:00 AM	7/23/25 11:32 AM	7/23/25 11:32 AM	-see shared drive for cal slip
4655384			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	7/3/25 12:00 AM	8/1/25 02:31 PM	8/1/25 02:31 PM	Cobalt Wetlands Monthly Report to MECP -Worked on June's monthly report Cobalt Wetlands Monthly Report to MECP -Finalized and submitted the report to MECP and the owner.
4663605			6022, Cobalt Wetlands	CAP	Refurbish/ Replace/Repair	0		Cobalt ACS and ECA Wetlands 6022	CLOSE		10/28/25 10:16 AM	10/28/25 10:16 AM	Preliminary plan meeting -
4663650			6022, Cobalt Wetlands	CAP	Compliance	0		Cobalt Wetlands Pre Consultation Review 6022	CLOSE		10/22/25 09:30 AM	10/22/25 09:30 AM	
4693546			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	8/1/25 12:00 AM	9/2/25 08:02 AM	9/2/25 08:02 AM	Cobalt Wetlands Monthly Report to MECP -Completed Cobalt Wetlands report for July and submitted to MECP as required under the Director's Order
4744392			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	9/1/25 12:00 AM	10/2/25 11:26 AM	10/2/25 11:26 AM	Cobalt Wetlands Monthly Report to MECP -Started the August report on Friday, September 19th, but was unable to finish due to WISKI issues. Cobalt Wetlands Monthly Report to MECP -Report finalized and submitted to the MECP and Owner

Workorder Summary Report

 Report Start Date: Jan 1, 2025 12:00 AM
 Report End Date: Dec 31, 2025 11:59 PM
 Location: 6022*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4793456	0000293658	ANALYZER DO & pH Sewage Portable	6022, Cobalt Wetlands	PM	Inspection	3	MONTHS	Analyzer DO/pH Portable Kit Calibration/Inspection (3m) 6022	CLOSE	10/1/25 12:00 AM	10/7/25 01:43 PM	10/7/25 01:43 PM	Analyzer DO/pH Portable Kit Calibration/Inspection (3m) 6022 - Please refer to the calibration record which can be found on the shared drive.
4798794			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	10/1/25 12:00 AM	10/15/25 01:48 PM	10/15/25 01:48 PM	Cobalt Wetlands Monthly Report to MECP -Finalized and submitted the September 2025 report Cobalt Wetlands Monthly Report to MECP -Completed the September report. Sent out for review.
4803082			6022, Cobalt Wetlands	PM	Inspection	1	YEARS	Cobalt Wetlands Forebay SludgeJudge 6022	CLOSE	10/1/25 12:00 AM	10/31/25 12:59 PM	10/31/25 12:59 PM	Cobalt Wetlands Forebay SludgeJudge 6022 -Completed Cobalt Wetlands Forebay Sludge depth measuring. Everything looks good.
4847357			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	CLOSE	11/1/25 12:00 AM	11/24/25 06:53 AM	11/24/25 06:53 AM	Cobalt Wetlands Monthly Report to MECP -Completed draft report. Cobalt Wetlands Monthly Report to MECP -Finalized and submitted report to MECP and Owner
4862805			6022, Cobalt Wetlands	CAP	Refurbish/ Replace/Repair	0		EXP Pre Consult Change order For Tech Meme to Ministry 6022	CLOSE		11/25/25 09:17 AM	12/2/25 09:45 AM	
4892649			6022, Cobalt Wetlands	PM	Compliance	1	MONTHS	Cobalt Wetlands Monthly Report to MECP	COMP	12/1/25 12:00 AM	12/16/25 02:46 PM	12/16/25 02:46 PM	Cobalt Wetlands Monthly Report to MECP -Complete Cobalt Wetland report for November



**THE CORPORATION OF THE
TOWN OF COBALT**

BY-LAW NO. 2026-13

Being a By-Law to Establish Tax Ratios for 2026

WHEREAS the Corporation of the Town of Cobalt is required to establish tax ratios pursuant to Section 308 of the Municipal Act 2001, as amended;

AND WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobalt hereby enacts as follows:

The tax ratios for the municipality for 2026 are as follows:

Residential / Farm	1.000000
Multi-Residential	1.796800
Commercial	1.850000
Industrial	1.850000
Pipeline	1.419400

TAKEN AS READ a first, second and third time and finally passed this 31st day of March 2026.

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Angela Adshead, Mayor

Jaime Allen, Interim Clerk



**THE CORPORATION OF THE
TOWN OF COBALT**

BY-LAW NO. 2026-14

Being a By-Law to provide for the adoption of 2026 Tax Rates for Municipal and School Purposes and to further provide penalty and interest for payments in default.

WHEREAS as per Section 290(1) of the Municipal Act, S.O. 2001, c.25, as amended, for each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including the estimates of all sums required for the operating and capital during the year for the purposes of the municipality;

AND WHEREAS as per Section 307 (2) (b) of the Municipal Act, S.O. 2001, c.25, as amended, the tax rates and the rates to raise the fees or charges shall be in the same proportion to each other as the tax ratios established under Section 308 for the property classes are to each other;

AND WHEREAS as per Section 308 (3) of the Municipal Act, S.O. 2001, c.25 as amended, the tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential/farm property class where the residential/farm property class ratio is 1 and, despite this section, the tax ratio for the farmlands property class and the managed forests property class prescribed under the Assessment Act;

AND WHEREAS as per Section 312 (2) of the Municipal Act, S.O. 2001, c.25, as amended, provides that for the purpose of raising the general local municipality levy, the council a local municipality shall, after the adoption of estimates for the year, pass a By-Law levying a separate tax rate, as specified in the By-Law, on the assessment in each property class in the local municipality rate able for local municipality purposes;

AND WHEREAS as per Section 345(1) of the Municipal Act, S.O., 2001 c.25, as amended, a municipality may pass By-Laws to impose late payment charges for the non-payment of taxes or any installment by the due date;

AND WHEREAS Council has set tax ratios under the authority of By-Law No. 2026-13 as adopted on the 31st day of March 2026;

AND WHEREAS at the Special Meeting of Council on March 24, 2026, the 2026 Budget was approved in the amount of \$4,346,492 which includes a Capital Budget of \$609,626 and an Operating Budget of \$3,736,866 and which requires a levy for municipal purposes in the amount of **\$923,823**.

AND WHEREAS certain education rates are provided in various regulations and commercial and industrial education amounts have been requisitioned by the Province;

NOW THEREFORE the Council of the Corporation of the Town of Cobalt hereby enacts as follows;

1. That the tax rates for 2026 Municipal and Education purposes be hereby set as per Schedule "A" hereto attached and forming part of this By-Law;
2. That all charges shall be added to the tax roll and shall become due and payable in two (2) installments as follows:
 - a. 50% of the levy for all classes shall become due and payable on the 31st day of August 2026;
 - b. 50% of the levy for all classes shall become due and payable on the 30th day of October 2026;
3. That non-payment of the amounts, as noted, on the dates stated in accordance with the By-Law constitutes default and that all taxes of the levy which are in default after the noted due dates shall be added a penalty of 1.25% per month, until December 31st, 2026; and
4. That all taxes unpaid as of December 31, 2026 shall be added a penalty at the rate of 1.25% per month for each month or fraction thereof in which the arrears continue.

TAKEN AS READ a first, second and third time and finally passed this 31st day of March 2026.

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Angela Adshead, Mayor

Jaime Allen, Interim Clerk



**THE CORPORATION OF THE TOWN OF COBALT
Schedule "A" TO BY-LAW 2026-14**

Being a By-Law to provide for the adoption of 2026 Tax Rates for Municipal and School Purposes and to further provide penalty and interest for payments in default.

**Schedule "A" to
By-Law No. 2026-14**

General Tax Rates		
	Municipal	Education
Residential	0.02003364	0.00153000
Multi - Residential	0.03599644	0.00153000
Commercial Occupied	0.03706223	0.00880000
Commercial Excess/Vacant Land	0.02594356	0.00880000
Industrial Occupied	0.03706223	0.00880000
Industrial Excess/Vacant Land	0.02409045	0.00880000
Pipelines	0.02843575	0.00880000

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Tax Tools, 2026 Tax Rates Summary

Using OPTA calculated rates on March 25, 2026 11:44AM EST.

Active parameter set: Current Parameters (Unsaved)
 Assessment Data Filter Option Used: Decrease Limit: 25% Increase Limit: 100%, Include PIL Properties, Tax Ratios Used: 2026 Tax Ratios

Tax Ratios	Residential				Commercial				Industrial			
	Multi-residential	Occupied	Excess Land	Vacant Land	Occupied	Excess Land	Vacant Land	Aggregate Extraction	Pipelines	Farm	Managed Forests	
Education- Retained	1.000000	1.796800	1.850000	1.850000	0.00980000	0.00980000	0.00980000	0.00000000	0.00000000	0.00000000	0.00000000	
Cobalt Town, 5408												
Education	0.00153000	0.00153000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00511000	0.00880000	0.00038250	
General	0.02003384	0.03599844	0.03706223	0.02594356	0.02594356	0.03706223	0.02409045	0.02409045	0.00000000	0.02843575	0.00500841	

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Tax Tools, 2026 Tax Impact Summary

Using OPTA calculated rates on March 20, 2026 3:10PM EST.

Active parameter set: Current Parameters (Unsaved)

Assessment Data Filter Option Used: Decrease Limit: 25% Increase Limit: 100%, Include PIL Properties, Tax Ratios Used: 2026 Tax Ratios

Cobalt Town, 6408

Class	2025 Total Year End Taxation			2026 Estimated Total Taxation (\$)			Difference Between 2025 and 2026 Taxation					
	Municipal	Education	Total 2025	Municipal	Education	Total 2026	\$	%	\$	%	\$	%
Taxable												
Residential	728,867	59,708	788,575	768,719	59,708	828,428	39,852	5.5	0	0.0	39,852	5.1
Multi-residential	70,240	3,149	73,389	74,081	3,149	77,230	3,840	5.5	0	0.0	3,840	5.2
Com. Occupied	59,992	15,023	75,015	83,273	15,023	98,296	3,300	5.5	0	0.0	3,300	4.4
Com. Exc. Land	0	0	0	0	0	0	0	0	0	0	0	0
Com. Vac. Land	1,432	512	1,944	1,510	512	2,022	78	5.5	0	0.0	78	4.0
Ind. Occupied	246	82	328	259	82	341	13	5.5	0	0.0	13	4.4
Ind. Exc. Land	0	0	0	0	0	0	0	0	0	0	0	0
Ind. Vac. Land	0	0	0	0	0	0	0	0	0	0	0	0
Aggregate Extraction	0	0	0	0	0	0	0	0	0	0	0	0
Pipelines	11,944	3,996	15,940	12,597	3,996	16,593	653	5.5	0	0.0	653	4.1
Farm	0	0	0	0	0	0	0	0	0	0	0	0
Managed Forests	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Total Taxable	61,424	15,536	76,960	84,783	15,536	100,319	3,359	5.5	0	0.0	3,359	4.4
Industrial Total Taxable	246	82	328	259	82	341	13	5.5	0	0.0	13	4.4
Total Taxable	872,721	81,363	954,074	903,439	81,363	1,001,792	47,718	5.5	0	0.0	47,718	5.0
Payment in Lieu												
Residential	367	8	405	419	8	427	22	5.5	0	0.0	22	5.4
Multi-residential	0	0	0	0	0	0	0	0	0	0	0	0
Com. Occupied	2,811	0	2,811	2,985	0	2,985	154	5.5	0	0.0	154	5.5
Com. Exc. Land	0	0	0	0	0	0	0	0	0	0	0	0
Com. Vac. Land	0	0	0	0	0	0	0	0	0	0	0	0
Ind. Occupied	0	0	0	0	0	0	0	0	0	0	0	0
Ind. Exc. Land	0	0	0	0	0	0	0	0	0	0	0	0
Ind. Vac. Land	0	0	0	0	0	0	0	0	0	0	0	0
Aggregate Extraction	0	0	0	0	0	0	0	0	0	0	0	0
Pipelines	0	0	0	0	0	0	0	0	0	0	0	0
Farm	0	0	0	0	0	0	0	0	0	0	0	0
Managed Forests	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Total PIL	2,811	0	2,811	2,985	0	2,985	154	5.5	0	0.0	154	5.5
Industrial Total PIL	0	0	0	0	0	0	0	0	0	0.0	0	0
Total PIL	3,208	8	3,216	3,394	8	3,391	175	5.5	0	0.0	175	5.5
Commercial Grand Total	64,235	15,536	79,771	87,746	15,536	103,282	3,512	5.5	0	0.0	3,512	4.4
Industrial Grand Total	246	82	328	259	82	341	13	5.5	0	0.0	13	4.4
Grand Total	875,967	81,361	957,328	903,623	81,361	1,005,103	47,893	5.5	0	0.0	47,893	5.0

CVA amounts used to determine the municipal general levy in the report:

Class	Taxable CVA	PIL CVA	Total CVA	Tax Ratio	Edu. Tax Rate
Residential	30,371,433	20,900	30,392,333	1.000000	0.00153000
New Multi-residential	0	0	0	0.00153000	
Multi-residential	2,058,000	0	2,058,000	1.798900	0.00153000
Com. Occupied	1,707,200	80,000	1,787,200	1.650000	0.00880000
Com. Exc. Land	0	0	0	1.290000	0.00880000
Com. Vac. Land	58,200	0	58,200	1.290000	0.00880000
Ind. Occupied	7,000	0	7,000	1.650000	0.00880000
Ind. Exc. Land	0	0	0	1.202500	0.00880000
Ind. Vac. Land	0	0	0	1.202500	0.00880000
Aggregate Extraction	0	0	0	0.000000	0.00511000
Landfills	0	0	0	0.00880000	
Pipelines	443,000	0	443,000	1.419400	0.00880000
Farm	0	0	0	0.250000	0.00382500
Managed Forests	0	0	0	0.250000	0.00382500
Total	42,844,633	100,900	42,945,533		

Include Special Area Levies



**THE CORPORATION OF THE
TOWN OF COBALT
BY-LAW NO. 2026-15**

**Being a By-Law to Adopt Amendment No. 9 to By-Law 2023-33 to Establish User Fees for
the Town of Cobalt Facilities and Services**

WHEREAS the Municipal Act S.O. 2001, c.25, Section 391, allows Municipalities to set user fees By-Laws to recover costs for providing certain services or facilities;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of Town of Cobalt enacts as follows:

- 1) Amending Schedule “A” – Environmental Services with the following rate updates:

WATER SERVICES – ANNUAL RATES	2026
Residential Water	\$ 790.00
Multi-Residential Water <i>per unit</i>	\$ 790.00
Commercial Water Rate #1	\$ 615.00
Commercial Water Rate #2	\$1,150.00
Institutional Water	\$3,300.00
Water Capital <i>per account</i>	\$ 160.00
SEWER SERVICES – ANNUAL RATES	2026
Residential Sewer Operating Rate	\$ 260.00
Multi-Residential Sewer Operating Rate <i>per unit</i>	\$ 260.00
Sewer Capital <i>per account</i>	\$ 65.00

- 2) Amending Schedule “B” – Protection to Persons & Property with the following rate updates:

SPECIAL CHARGES – ANNUAL RATES	2026
OPP	\$ 725.00
OPP – Vacant Lot	\$ 50.00

- 3) That the said By-Law will come into force and effect on the day of its final passing.

TAKEN AS READ a first, second and third time and passed this 31st day of March, 2026;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Angela Adshead, Mayor

Jaime Allen, Interim Clerk

DRAFT



THE CORPORATION OF THE TOWN OF COBALT
SCHEDULE TO BY-LAW 2023-33
As Amended by By-Law 2026-15

To Establish User Fees for 2024-2026

Legend



New Line Item

Line Item Update

DRAFT



THE CORPORATION OF THE TOWN OF COBALT
SCHEDULE "A" TO BY-LAW 2023-33
As Amended by By-Law 2026-15

USER FEES: ENVIRONMENTAL SERVICES

WATER SERVICES – ANNUAL RATES	2024	2025	2026
Residential Water Operating Rate	\$ 604.20	\$ 664.62	\$ 790.00
Multi-Residential Water Operating Rate <i>per unit</i>	\$ 604.20	\$ 664.62	\$ 790.00
Commercial Water Operating Rate #1	\$ 483.36	\$ 517.20	\$ 615.00
Commercial Water Operating Rate #2	\$ 906.29	\$ 969.73	\$1,150.00
Institutional Operating Rate	\$2,589.41	\$2,770.67	\$3,300.00
Water Capital Rate <i>per account</i>	\$ 127.44	\$ 127.44	\$ 160.00
Connection / Disconnection Fee <i>per request</i>	\$ 55.00	\$ 55.00	\$ 55.00

SEWER SERVICES – ANNUAL RATES	2024	2025	2026
Residential Sewer Operating Rate	\$ 231.00	\$ 231.00	\$ 260.00
Multi-Residential Sewer Operating Rate <i>per unit</i>	\$ 231.00	\$ 231.00	\$ 260.00
Sewer Capital Rate <i>per account</i>	\$ 63.00	\$ 63.00	\$ 65.00

WASTE MANAGEMENT FEES	2024	2025	2026
Waste Management Collection <i>per unit</i>	\$ 295.00	\$ 295.00	\$ 295.00
Garbage Bin (65 Gallon) - Replacement Cart	\$ 75.00	\$ 80.00	\$ 85.00
Recycling Bin (95 Gallon) – Replacement Cart	\$ 85.00	As per Circular Materials	As per Circular Materials



THE CORPORATION OF THE TOWN OF COBALT

SCHEDULE "A" TO BY-LAW 2023-33

As Amended by By-Law 2026-15

Commercial Operating Rate #1
- Library, Museums
- Medical Office, Private Offices,
- Retail Stores
- Post Office
- Garages/Service Centers
- Home Businesses
Commercial Operating Rate #2
- Hotel/Tavern
- Industrial
- Restaurants
- Sports Complex
- Theatre
- Barber Shop / Hair Salon
- Group Home
Institutional Rate
- Schools



THE CORPORATION OF THE TOWN OF COBALT
SCHEDULE “B” TO BY-LAW 2023-33
As Amended by By-Law 2026-15

USER FEES: PROTECTION TO PERSONS & PROPERTY

SPECIAL CHARGES – ANNUAL RATES	2024	2025	2026
OPP <i>per unit</i>	\$ 625.00	\$ 685.00	\$ 725.00
OPP – Vacant Lot <i>per unit</i>	\$ 50.00	\$ 50.00	\$ 50.00
Street Lights <i>per unit</i>	\$ 20.00	\$ 20.00	\$ 20.00

FIRE REPORT FEES	2024	2025	2026
File Search	\$ 75.00	\$ 78.00	\$ 80.00
- Fire Regulation Compliance - Residential	\$ 75.00	\$ 78.00	\$ 80.00
- Fire Regulation Compliance - Multi-Residential <i>per unit</i>	\$ 75.00	\$ 78.00	\$ 80.00
- Fire Regulation Compliance - Commercial	\$ 150.00	\$ 155.00	\$ 160.00

FIRE SERVICE FEES	2024	2025	2026
False Alarms - Response to over 3 in one calendar year	\$ 500.00	\$ 500.00	\$ 500.00
Fire Permit January 1 - May 15	\$ 20.00	\$ 20.00	\$ 20.00
Fire Permit May 16 - December 31	\$ 30.00	\$ 30.00	\$ 30.00
Motor Vehicle Fires - Non-Resident	<i>Current MTO Rates</i>		
Motor Vehicle Collisions – Non-Resident	<i>Current MTO Rates</i>		
Standby Requests / Additional Expenses – to retain a private contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation	<i>Current MTO Rates / Actual Costs</i>		
Response to fires on or beside rail lines caused by debris left from maintenance of rail line.	<i>Current MTO Rates</i>		
Recover Costs of Extinguishing Open-Air Fire	<i>Actual Costs</i>		
Replacement of Equipment and Resources Used	<i>Actual Costs</i>		



THE CORPORATION OF THE TOWN OF COBALT

SCHEDULE “C” TO BY-LAW 2023-33

As Amended by By-Law 2026-15

USER FEES: ADMINISTRATION

Fees are per roll & per year unless otherwise noted

CLERK’S SERVICES	2024	2025	2026
Commissioner of Oaths	\$ 10.00	\$ 13.00	\$ 15.00
Commissioner of Oaths – Non-Resident	\$ 35.00	\$ 38.00	\$ 40.00
Proof of Residency Letter	\$ 10.00	\$ 13.00	\$ 15.00
Lottery Licensing	<i>As per OLG Regulations</i>		

ADMINISTRATION	2024	2025	2026
NSF Cheque Service Charge	\$ 50.00	\$ 51.00	\$ 52.00
Administrative Fee (for Cost Recovery Invoices)	15%	15%	15%
Property Information Certificate	\$ 110.00	\$ 120.00	\$ 130.00
Property Information Certificate – Rush <i>(less than 5 business days)</i>	\$ 150.00	\$ 160.00	\$ 170.00
Duplicate Copy of Property Tax Billing	\$ 10.00	\$ 10.00	\$ 10.00
Statement of Account	\$ 10.00	\$ 10.00	\$ 10.00
Past Due Notice	\$ 2.00	\$ 3.00	\$ 4.00
Refund of Payment / Misapplied Payment Correction	\$ 30.00	\$ 33.00	\$ 35.00
Unpaid charges added to the Tax Roll for collection	\$ 30.00	\$ 33.00	\$ 35.00
By-Law Officer – Site Visit / Hand Delivery of Notice	\$ 30.00	\$ 33.00	\$ 35.00
Registered Letter	\$ 25.00	\$ 28.00	\$ 30.00

PUBLIC WORKS SERVICE FEES	2024	2025	2026
Service Call After Hours (min 4 hours) <i>per hour</i>	\$ 105.00	\$ 110.00	\$ 115.00
Use of Municipal Fleet	<i>MTO Rates</i>		
Labour Rate	<i>Actual Cost</i>		

Interest on Overdue Accounts	2024	2025	2026
Property Tax <i>as per Municipal Act, 2001 s.345(2)(3)</i>	1 ¼ % / month	1 ¼ % / month	1 ¼ % / month
Utility Billing <i>as per Municipal By-Law</i>	1 ¼ % / month	1 ¼ % / month	1 ¼ % / month
Accounts Receivable <i>as per Municipal By-Law</i>	1 ¼ % / month	1 ¼ % / month	1 ¼ % / month

TAX REGISTRATION RATES	2024	2025	2026
First Warning Letter	\$ 25.00	\$ 28.00	\$ 30.00
Second Warning Letter	\$ 40.00	\$ 43.00	\$ 45.00
File Preparation	\$ 80.00	\$ 90.00	\$ 100.00
Registered Letter	\$ 25.00	\$ 28.00	\$ 30.00
File Action	<i>Cost + 15%</i>		
Hand Delivery of Notices	\$ 30.00	\$ 33.00	\$ 35.00
Processing of Property Tax Extension Agreement	\$ 250.00	\$ 275.00	\$ 300.00
Cancellation of Tax Arrears Certificate	\$ 80.00	\$ 90.00	\$ 100.00
Property Tax Sale Tender Packages - Printed Copy	\$ 25.00	\$ 28.00	\$ 30.00
Tender Opening and Examination	\$ 425.00	\$ 450.00	\$ 475.00
Payment into Court	10% of purchase price / minimum of \$500.00		

Municipal Freedom of Information Request <i>As per Ministry of Government & Consumer Services</i>	2024	2025	2026
Application Fee <i>per request</i>	\$ 5.00	\$ 5.00	\$ 5.00
Photocopies per page (black and white)	\$ 0.20	\$ 0.20	\$ 0.20
Search Time for each 15 minutes	\$ 7.50	\$ 7.50	\$ 7.50
Records Preparation Fee for each 15 minutes	\$ 7.50	\$ 7.50	\$ 7.50



**THE CORPORATION OF THE TOWN OF COBALT
SCHEDULE "D" TO BY-LAW 2023-33**

As Amended by By-Law 2026-15

USER FEES: PLANNING

	2024	2025	2026
Application Deposit	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Pre-Consultation	\$ 325.00	\$ 325.00	\$ 325.00
Official Plan Amendment Application	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00
Concurrent Official Plan and Zoning By-Law Amendment	\$ 4,550.00	\$ 4,550.00	\$ 4,550.00
Zoning By-Law Amendment Application	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
Temporary Use By-Law	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
Removal of Holding Provision	\$ 975.00	\$ 975.00	\$ 975.00
Consent Application	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
Consent Stamp Review	\$ 325.00	\$ 325.00	\$ 325.00
Certificate of Cancellation	\$ 325.00	\$ 325.00	\$ 325.00
Validation Certificate	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
Draft Plan of Subdivision/Plan of Condominium Application	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
Draft Plan Approval Extension	\$ 390.00	\$ 390.00	\$ 390.00
Draft Plan Approval Reinstatement	\$ 390.00	\$ 390.00	\$ 390.00
Part Lot Control Exemption	\$ 975.00	\$ 975.00	\$ 975.00
Site Plan Control	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
Site Plan Agreement Amendment	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
Telecommunication Tower Land Use Authority Review	\$ 650.00	\$ 650.00	\$ 650.00
Peer Review	<i>Cost Recovery</i>		
3 rd Party Ontario Land Tribunal Hearing	<i>Cost Recovery</i>		
Legal Fees	<i>Cost Recovery</i>		
Minor Variance Application	\$ 750.00	\$ 1,040.00	\$ 1,040.00
Deeming Application	\$ 750.00	\$ 750.00	\$ 750.00
Encroachment Agreement Application	\$ 50.00	\$ 50.00	\$ 50.00
Encroachment Agreement Annual Fee	\$ 50.00	\$ 50.00	\$ 50.00
Official Plan – printed copy (View for free at www.cobalt.ca)	\$ 125.00	\$ 125.00	\$ 125.00
Zoning By-Law – printed copy (View for free at www.cobalt.ca)	\$ 100.00	\$ 100.00	\$ 100.00
Removal of Heritage Designation Application	\$ 750.00	\$ 750.00	\$ 750.00



THE CORPORATION OF THE TOWN OF COBALT
SCHEDULE "E" TO BY-LAW 2023-33

USER FEES: FACILITIES

2024-2026

COMMUNITY HALL RATES	Fee	Applicable Taxes	Subtotal	Deposit	Total
Hall Rental	\$ 350.00	\$ 45.50	\$ 395.50	\$ 250.00	\$ 645.50
Service Clubs/Charitable Function Rentals (50% discount as per policy)	\$ 175.00	\$ 22.75	\$ 197.75	\$ 250.00	\$ 447.75
Rentals under 4 hours	\$ 120.00	\$ 15.60	\$ 135.60	<i>No deposit</i>	\$ 135.60
Business Centre – Municipal Public Meetings	FREE				FREE
Damage Deposit for Hall <i>No HST</i>	\$ 250.00				\$ 250.00



THE CORPORATION OF THE TOWN OF COBALT

SCHEDULE “F” TO BY-LAW 2023-33

USER FEES: SILVERLAND CEMETERY

2024-2026 Rates

Resident Rates: Cobalt or Coleman Resident or if last address prior to Long Term Care or Hospital was Cobalt or Coleman

PURCHASE OF PLOT	Plot Fee	Care & Maintenance <i>(40% of sale of plot - Provincial Legislation)</i>	Subtotal	Applicable Taxes	Total
Grave – Adult	\$ 750.00	\$ 300.00	\$ 1,050.00	\$ 97.50	\$ 1,147.50
Grave – Child (17 years and younger)	\$ 600.00	\$ 240.00	\$ 840.00	\$ 78.00	\$ 918.00
Cremation Lot	\$ 375.00	\$ 150.00	\$ 525.00	\$ 48.75	\$ 573.75

PURCHASE OF NICHE	Niche Fee	Care & Maintenance <i>(40% of sale of plot - Provincial Legislation)</i>	Subtotal	Applicable Taxes	Total
Level A (Top – highest level)	\$2,500.00	\$ 375.00	\$ 2,875.00	\$ 325.00	\$ 3,200.00
Level B	\$2,250.00	\$ 337.50	\$ 2,587.50	\$ 292.50	\$ 2,880.00
Level C	\$2,000.00	\$ 300.00	\$ 2,300.00	\$ 260.00	\$ 2,320.00
Level D (Bottom – lowest level)	\$1,800.00	\$ 270.00	\$ 2,070.00	\$ 234.00	\$ 2,304.00

INTERMENT / DISINTERMENT	Internment Fees	Applicable Taxes	Total
Adult	\$ 750.00	\$ 97.50	\$ 847.50
Child (17 years and younger)	\$ 375.00	\$ 48.75	\$ 423.75
Cremation	\$ 375.00	\$ 48.75	\$ 423.75
Columbarium	\$ 375.00	\$ 48.75	\$ 423.75
Disinterment – Full Casket	\$ 2,250.00	\$ 292.50	\$ 2,542.50
Disinterment – Cremation	\$ 1,125.00	\$ 146.25	\$ 1,271.25
Disinterment - Columbarium	\$ 375.00	\$ 48.75	\$ 423.75

MARKER <i>Provincial Legislation Fee</i>	Marker Fee	Applicable Taxes	Total
Flat Marker (<i>smaller than 173in²</i>)	\$ 0.00		\$ 0.00
Flat Marker (<i>173in² or larger</i>)	\$ 50.00	\$ 6.50	\$ 56.50
Upright Marker (<i>4ft or less in height and 4ft in length, including the base</i>)	\$ 100.00	\$ 13.00	\$ 113.00
Upright Marker (<i>more than 4ft in height and 4ft in length, including the base</i>)	\$ 200.00	\$ 26.00	\$ 226.00
Staking	\$ 38.00	\$ 4.94	\$ 42.94

ADMINISTRATION FEES	FEE	Applicable Taxes	Total
Replace Internment Rights Certificate	\$ 85.00	\$ 10.92	\$ 94.92



THE CORPORATION OF THE TOWN OF COBALT

SCHEDULE “F” TO BY-LAW 2023-33

USER FEES: SILVERLAND CEMETERY

2024-2026 Rates

Non - Resident Rates

PURCHASE OF PLOT	Plot Fee	Care & Maintenance <i>(40% of sale of plot - Provincial Legislation)</i>	Subtotal	Applicable Taxes	Total
Grave – Adult	\$ 900.00	\$ 360.00	\$ 1,260.00	\$ 117.00	\$ 1,377.00
Grave – Child (17 years and younger)	\$ 720.00	\$ 288.00	\$ 1,008.00	\$ 93.60	\$ 1,101.60
Cremation Lot	\$ 450.00	\$ 180.00	\$ 630.00	\$ 58.50	\$ 688.50

PURCHASE OF NICHE	Niche Fee	Care & Maintenance <i>(40% of sale of plot - Provincial Legislation)</i>	Subtotal	Applicable Taxes	Total
Level A (Top – highest level)	\$ 2,875.00	\$ 431.25	\$ 3,306.25	\$ 373.75	\$ 3,680.00
Level B	\$2,587.50	\$ 388.13	\$ 2,975.63	\$ 336.38	\$ 3,312.01
Level C	\$2,300.00	\$ 345.00	\$ 2,645.00	\$ 299.00	\$ 2,944.00
Level D (Bottom – lowest level)	\$2,070.00	\$ 310.50	\$ 2,380.50	\$ 269.10	\$ 2,649.60

INTERMENT / DISINTERMENT	Interment Fees	Applicable Taxes	Total
Adult	\$ 900.00	\$ 117.00	\$ 1,017.00
Child (17 years and younger)	\$ 450.00	\$ 58.50	\$ 508.50
Cremation	\$ 450.00	\$ 58.50	\$ 508.50
Columbarium	\$ 450.00	\$ 58.50	\$ 508.50
Disinterment – Full Casket	\$ 2,700.00	\$ 351.00	\$ 3,051.00
Disinterment – Cremation	\$ 1,350.00	\$ 175.50	\$ 1,525.50
Disinterment – Columbarium	\$ 450.00	\$ 58.50	\$ 508.50

MARKER – Provincial Legislation Fee	Marker Fee	Applicable Taxes	Total
Flat Marker (<i>smaller than 173in²</i>)	\$ 0.00		\$ 0.00
Flat Marker (<i>173in² or larger</i>)	\$ 50.00	\$ 6.50	\$ 56.50
Upright Marker (<i>4ft or less in height and 4ft in length, including the base</i>)	\$ 100.00	\$ 13.00	\$ 113.00
Upright Marker (<i>more than 4ft in height and 4ft in length, including the base</i>)	\$ 200.00	\$ 26.00	\$ 226.00
Staking	\$ 38.00	\$ 4.94	\$ 42.94

ADMINISTRATION FEES	FEE	Applicable Taxes	Total
Replace Interment Rights Certificate	\$ 100.00	\$ 13.00	\$ 113.00



**THE CORPORATION OF THE
TOWN OF COBALT**

BY-LAW NO. 2026-16

Being a By-Law to Regulate Elections Signs within the Town of Cobalt

WHEREAS the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended, authorizes a municipality to pass By-Laws regulating signs for safety, nuisance control and protection of municipal property;

AND WHEREAS the Council of the Corporation of the Town of Cobalt wishes to establish clear, simple rules to protect public safety, maintain municipal neutrality, and safeguard municipal infrastructure during elections;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobalt hereby enacts as follows:

1. The Council adopts a "Elections Sign By-Law" for the Town of Cobalt, identified as Schedule "A", attached hereto and forming part of this By-Law;
2. That the Clerk of the Town of Cobalt is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-Law and Schedule as may be deemed necessary after the passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law.
3. That this By-Law shall come into force and take effect on the date of its final passing.

TAKEN AS READ a first, second and third time and finally passed this 31st day of March 2026.

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Angela Adshead, Mayor

Jaime Allen, Interim Clerk

**Schedule "A"
To By-Law 2026-16**



Elections Signs By-Law

In accordance with
Municipal Elections Act, 1996

PART 1
Short Title

This By-Law shall be cited as the "Elections Sign By-Law".

PART 2
Severability

If any provision or part of a provision of this By-Law is declared by a court of competent jurisdiction to be illegal or inoperative in whole or in part, or inoperative in particular circumstances, such provision or part of the provision shall be deemed to be severable, and the balance of the By-Law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

PART 3
Compliance with Legislation

Nothing in this By-Law relieves any person from complying with any provision of any federal or provincial legislation, or any other By-Law of the Town of Cobalt, and without limiting the generality of the foregoing, this includes the *Municipal Act, 2001*.

PART 4
Conflict

If a provision of this By-Law is in conflict with a provision of any applicable act, regulation, or other By-Law, the provisions that establish the higher or more restrictive standard shall apply.

PART 5
Delegation

The administration of this By-Law is hereby delegated to the Town Clerk.

PART 6
Definitions

"Election Signs" means any sign, poster, banner, or device intended to promote or oppose any candidate or question in the municipal, provincial or federal election.

"Municipal Property" means land, building, facilities, or infrastructure owned or controlled by the Town of Cobalt.

"Intersection" means the area where two or more roads meet and includes a 6 metre sight triangle measured from the point of intersection along the edges of the roads.

"Polling Station" means the location designate for voter to cast their ballot on advance voting day and election day.

"Traffic Control Devices and Signage" means stop signs, yield signs, one way traffic signs, street signs, etc.

PART 7 Prohibited Locations

No election signs shall be placed on:

Municipal Property: Municipal buildings, parks, facilities, or any municipal infrastructure.

On Poles and Devices: Hydro poles, utility poles, streetlight poles, and traffic control devices and signage.

At Intersections:

- Within a 6-metre sign sight triangle at intersections
- In a location that obstructs sightlines
- In a manner that interferes with safe vehicle or pedestrian movement

PART 8 Polling Station Proximity (Advance Voting Day and Election Day Only)

On the day of an advance vote and on the day of an election, no election sign shall be located within 75 metres of the polling station. The Town of Cobalt has one polling station located at 22 Argentite Street, Cobalt.

Any such signs must be removed, regardless of whether it is located on private property or a road allowance.

Refer to Appendix "A" – Polling Station Proximity Map for the restricted area.

PART 9 Sign Removal

All election signs must be removed within 48 hours, starting at 6:00 a.m. the day after the election.

PART 10 Enforcement

The Clerk may have any election sign removed that does not comply with this By-Law without notice, and the owner will not be entitled to compensation.

PART 11 Exemptions

Election signs placed on private property with the consent of the property owner, subject to safety restrictions, are permitted.

No additional regulations regarding sign size, number of signs, deposits, fees, or permit requirements are imposed.



**THE CORPORATION OF THE TOWN OF COBALT
APPENDIX "5" OF SCHEDULE "A" TO
ELECTION SIGNS BY-LAW 2026-16**

Election Sign Restricted Area – Polling Station, 22 Argentite Street



Notes:

1. The 75-metre circle is measured from the lot line of the polling station property.
2. On Advance Voting Day and Election Day, no election signs are permitted within this red circle, including on private property or road allowance.
3. The Town may remove any election sign that does not comply with this By-Law, without notice.



THE CORPORATION OF THE TOWN OF COBALT

BY-LAW NO. 2026-17

Being a By-Law to Confirm the Proceedings of Council of the Corporation of the Town of Cobalt

WHEREAS pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobalt at this Session be confirmed and adopted by By-Law.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobalt hereby enacts as follows:

1. **THAT** the actions of the Council of The Corporation of the Town of Cobalt in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Town of Cobalt, documents and transactions entered into during the March 31, 2026 Council meeting, are hereby adopted and confirmed, as if the same were expressly embodied in this By-Law.
2. **THAT** the Mayor and proper officials of The Corporation of the Town of Cobalt are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Cobalt during the said meetings referred to in paragraph 1 of this By-Law.
3. **THAT** the Mayor and the Chief Administrative Officer or Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-Law and to affix the Corporate Seal of The Corporation of the Town of Cobalt to all documents referred to in said paragraph 1.

TAKEN AS READ a first, second and third time and passed this 31st day of March, 2026.

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Angela Adshead, Mayor

Jaime Allen, Interim Clerk