

**THE CORPORATION OF THE TOWN OF COBALT**  
**REGULAR COUNCIL MEETING**  
**COBALT COMMUNITY HALL**  
**May 26, 2026 at 6:30 p.m.**  
**AGENDA**

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1. **Call to Order**

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

3. **Public Meetings**

4. **Deputations/Delegation**

4.1 Northern Hospice Care

5. **Adoption of Meeting Agenda**

DRAFT MOTION

**BE IT RESOLVED THAT** Council approve the agenda of the Regular Meeting dated May 26, 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:

Regular Meeting of Council – April 28, 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 Library Board Meeting Minutes – March 28, 2026

7.2 Staff Report 2026.05.26.01 – Surplus Properties – 35-39 Pyrite Street N, 32 Pyrite Street N

**VOTE**

## 8. Items for Council consideration

### 8.1 Municipal Property - Sharpe Lake Park (Staff Report 2026.04.28.02)

#### DRAFT MOTION

**WHEREAS** at the Regular Meeting of Council dated April 28, 2026, Council receive Staff Report 2026.04.28.02 with a recommendation to declare 54-01-000-45801-000, known as Sharpe Lake Park as surplus to municipal needs;

**NOW THEREFORE BE IT RESOLVED THAT** Council declare Roll #54-01-000-001-45801-0000, known as Sharpe Lake Park as surplus to municipal needs;

Moved by:

Seconded by:

**DISCUSSION**  
**VOTE**

### 8.2 Tender to Purchase Municipal Surplus Lot – 32 Pyrite Street North (Staff Report 2026.05.26.01)

#### DRAFT MOTION

**WHEREAS** at the Regular Council Meeting on September 19, 2023, Council declared 32 Pyrite Street North as surplus and be advertised for sale;

**AND WHEREAS** a tender has been received;

**AND WHEREAS** Council has received Staff Report 2026.05.26.01;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the sale of 32 Pyrite Street to Jeff R Godfrey for the sum of \$14,000 plus applicable legal fees and directs staff to proceed with the necessary documents.

Moved by:

Seconded by:

**DISCUSSION**  
**VOTE**

### 8.3 Tender to Purchase Municipal Surplus Lot – 35-39 Pyrite Street N (Staff Report 2026.05.26.01)

#### DRAFT MOTION

**WHEREAS** at the Regular Council Meeting on November 21, 2023, Council declared 35-39 Pyrite Street as surplus and be advertised for sale;

**AND WHEREAS** a tender has been received;

**AND WHEREAS** Council has received Staff Report 2026.05.26.01;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the sale of 35-39 Pyrite Street North to Bruce McLean for the sum of \$17,000.00 plus applicable legal fees and directs staff to proceed with the necessary documents.

Moved by:

Seconded by:

**DISCUSSION**  
**VOTE**

#### **8.4 Motion for Council Meeting Time Change (as requested by Councillor Hughes)**

##### DRAFT MOTION

**BE IT RESOLVED THAT** the Council of the Corporation of the Town of Cobalt changes its Council Meeting time from 6:30 p.m. to 5 p.m.;

**AND FURTHER THAT** the 2026 Term of Council - Council and Committee Meeting Calendar be amended.

Moved by:

Seconded by:

**DISCUSSION  
VOTE**

#### **9. Items for Council Information**

9.1 Cobalt Historical Society – May 5, 2025 Annual General Meeting

9.2 Cobalt Historical Society – March 2, 2026 Regular Meeting Minutes

9.3 Cobalt Historical Society – 2026 Annual Report

9.4 Ontario Clean Water Agency – Water and Wastewater Operations Report Q1 2026

9.5 Staff Report 2026.05.26.02 – Update on Disposal of Surplus Properties

#### **10. By-Laws and Agreements**

##### **10.1 By-Law No. 2026-16 Elections Signs By-Law**

##### DRAFT MOTION

**BE IT RESOLVED THAT** By-Law No. 2026-16 being a By-Law to regulate election signs within the Town of Cobalt be taken as read a first, second and third time this 26<sup>th</sup> day of May, 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. 2026-18 Elections Policy By-Law**

##### DRAFT MOTION

**BE IT RESOLVED THAT** By-Law No. 2026-18 being a By-Law to establish an election policy for the Town of Cobalt be taken as read a first, second and third time this 26<sup>th</sup> day of May, 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**

11.1 Canada Day Committee – Staff has received one application to date.





**Northern Hospice Care**  
Soins hospices du nord

### Our Vision

- A 4–5 bedroom residential hospice including accommodations for family & friends
- Respectful and dignified end-of-life care to patients from Temagami to Earlton and between Elk Lake and Temiskaming Shores
- Model of excellence for end-of-life care in Northern Ontario

### How do we achieve this?

- Developing strategic partnerships with stakeholders and community members while working collaboratively with regional health services
- Seeking sustainable funding opportunities

- Maintaining high standards of efficiency, transparency and credibility

### How can you help?

- Volunteer as a board member or assist with fundraising events
- Participate in our survey in person or online
- Have “the talk” with family members and healthcare professionals... make your final wishes clear.

### Hospice Care Homes: Compassionate Support for Life’s Final Journey

Hospice care homes provide a serene and supportive environment for individuals facing life-limiting illnesses. These specialized facilities focus on compassionate, patient-centered care that prioritizes comfort, dignity, and quality of life.

A dedicated team of healthcare professionals — including doctors, nurses, social workers, and volunteers — works collaboratively to manage pain and symptoms, offer emotional and spiritual support, and assist with daily activities.

The goal is to ensure patients can spend their final days in peace, surrounded by loved ones, in a setting that feels like home.

Hospice homes also provide respite services for caregivers, educational opportunities for

medical students, and bereavement support for families.

By fostering a community of care and understanding, hospice care homes help individuals and families navigate the end-of-life journey with grace and compassion.

### Get in touch with us

Follow us on Facebook



Complete our survey



Contact us by email:  
[northernhospicecare@gmail.com](mailto:northernhospicecare@gmail.com)





**Northern Hospice Care**  
Soins hospices du nord

### Notre vision

- Un hospice résidentiel de 4 à 5 chambres incluant des installations pour la famille et les proches
- Des soins de fin de vie respectueux et empreints de dignité pour les patients de Temagami à Earlton, et entre Elk Lake et Temiskaming Shores
- Un modèle d'excellence en soins de fin de vie dans le Nord de l'Ontario

### Comment y parvenons-nous?

- En développant des partenariats stratégiques avec les intervenants et les membres de la communauté, en travaillant de façon coopérative et collaborative avec les services de santé régionaux
- En recherchant des sources de financement durables

- En maintenant des normes élevées d'efficacité, de transparence et de crédibilité

### Comment pouvez-vous aider?

- Faire du bénévolat en tant que membre du conseil d'administration ou lors d'activités de prélèvements de fonds
- Participer à notre sondage en personne ou en ligne
- Avoir « la discussion » avec les membres de votre famille et les professionnels de la santé... et préciser clairement vos volontés de fin de vie

### Maisons de soins palliatifs : Un soutien empreint de compassion pour le dernier parcours de la vie

Les maisons de soins hospices offrent un environnement paisible et bienveillant aux personnes atteintes d'une maladie limitant l'espérance de vie. Ces établissements spécialisés mettent l'accent sur des soins compatissants et centrés sur le patient, en priorisant le confort, la dignité et la qualité de vie.

Une équipe dévouée de professionnels de la santé — incluant des médecins, des infirmières, des travailleurs sociaux et des bénévoles — travaille en collaboration afin de gérer la douleur et les symptômes, offrir un soutien émotionnel et spirituel, et aider dans les activités quotidiennes.

L'objectif est de permettre aux patients de vivre leurs derniers jours dans la paix, entourés de leurs proches, dans un environnement qui ressemble à un chez-soi.

En plus des soins aux patients, les maisons de soins hospices offrent souvent des services de répit pour les proches aidants, des occasions d'apprentissage pour les étudiants en médecine et un soutien au deuil pour les familles.

En favorisant une communauté empreinte de bienveillance et de compréhension, les maisons de soins hospices jouent un rôle essentiel en aidant les personnes et leurs familles à traverser la fin de vie avec grâce et compassion.

### Communiquez avec nous

Suivez-nous sur Facebook



Remplissez notre sondage



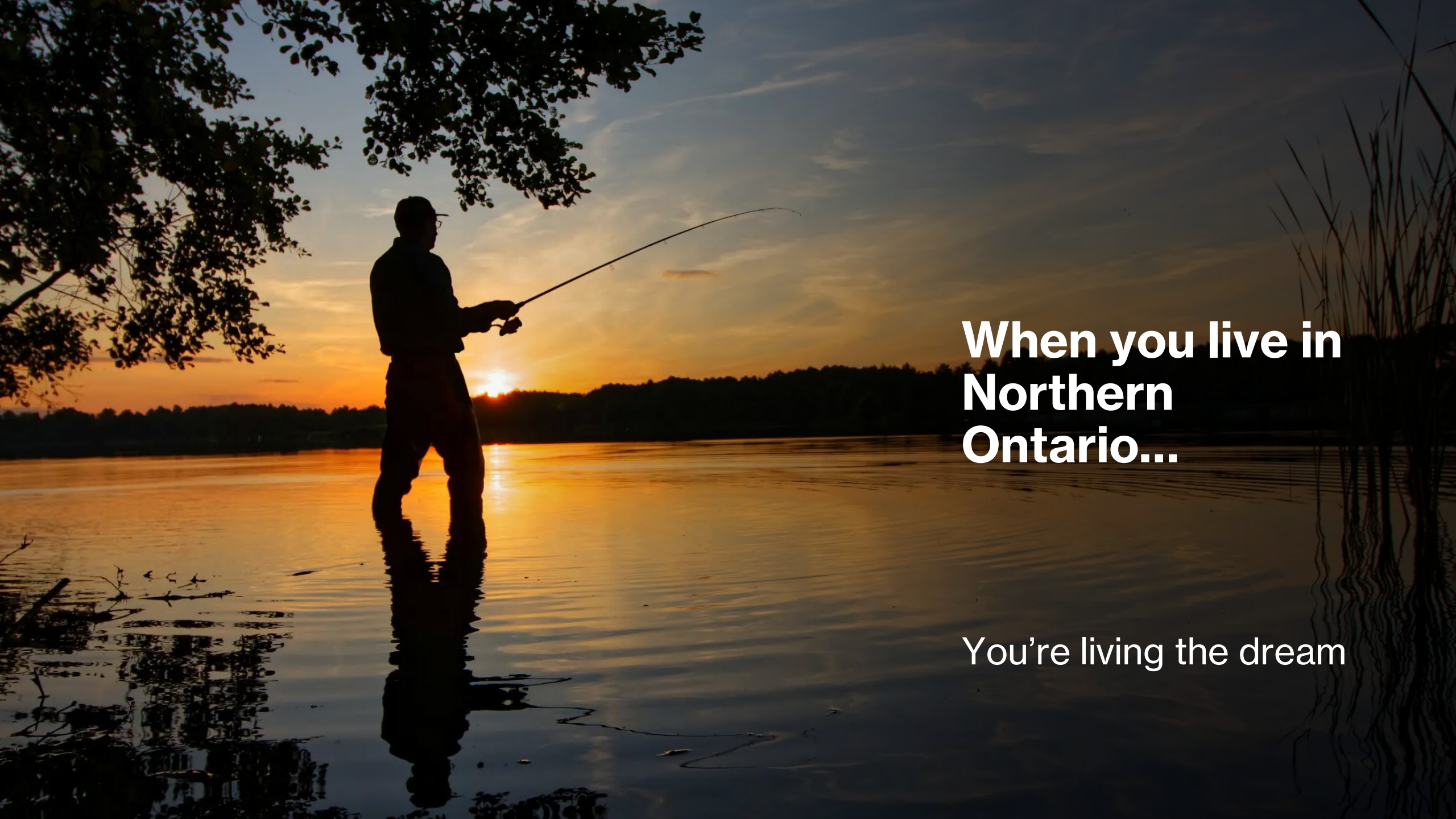
Contactez-nous par courriel :  
[northernhospicecare@gmail.com](mailto:northernhospicecare@gmail.com)



# Northern Hospice Care

## Soins hospices du nord

...an end-of-life option  
for South Temiskaming



**When you live in  
Northern  
Ontario...**

**You're living the dream**

## But dying here...we need to talk about that

According to statistics from Buffam Funeral Home's website, on average, **17 people** die per month, locally.



# Option 1 for end-of-life care - Home

- Home might be your house or apartment, your room in a long-term care facility
- A study by the Institute for Clinical Evaluation Sciences published in February 2018 shows almost 70% polled, wished to die at home.
- Reality – over 60% of deaths still occur in the hospital

# **Impediments to Dying at Home**

Insufficient number of  
personal support workers

Inability of caregivers  
(family and friends)

Patient's lack of awareness  
of end-of-life reality

# Option 2 is End-of-Life in Hospital

## ADVANTAGES



Palliative Care Suite is a wonderful setting with lots of space for visitors



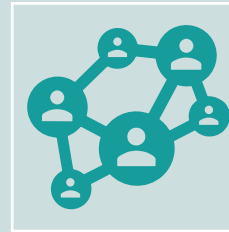
Medical assistance is immediately available

## DISADVANTAGES

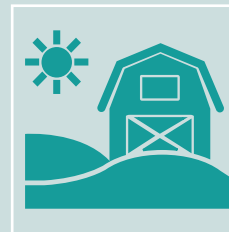
- ❖ Just the one room
- ❖ Nursing staff is responsible for the whole ward of patients and not always able to spend extra time with anxious patients and/or their family
- ❖ It's not home – familiar sights, sounds, smells

# Option 3 - Residential Hospice

The nearest hospice is in North Bay – Nipissing Serenity Hospice – a 10 –bed facility serving all of North Bay and surrounding area.



**Our goal is to build or buy an existing building to serve as a hospice within the boundaries of Temagami (S) Earleton (N), Elk Lake (W) and Temiskaming Shores (E).**



**Including all the rural townships and towns in this catchment area, we'd be serving a population of about 17,500.**



- Comfortable, homey, large bedrooms
- Meditative, serene outdoor space
- Family pets always welcome

## Our Vision

# Our Vision cont'd.



- Communal space for patients and visitors – card-playing, coffee and pastries, working on the laptop, etc.
- Additional space to accommodate day care respite for caregivers.
- **Mythbuster** – patients in hospice generally live longer than those at home or in hospital and are not restricted to their rooms.

# A Few Interesting Facts...

- The cost to patient staying in hospice is free
- The cost to the taxpayer for a patient's stay in hospice opposed to hospital stay is about 1/3 the cost (per diem approx. \$460 vs \$1,200)
- There is more one-on-one care for hospice patients due to staff, family and friends, and hospice volunteers as opposed to a hospital setting
- Grief counselling readily available in hospice
- Not only do patients tend to live longer with a better quality of end-of-life but on rare occasions, some patients have actually returned home after a hospice stay!

# Where do YOU come into the picture?

- PARTNERSHIP
- In-kind assistance such as discounted rental fees for facilities
- Collaboration on grant initiatives at any level of government
- Heads up on potential properties (tax arrears)



# Hospice Facility Flexibility

## **MUST HAVES**

- 4-5 bedrooms
- Storage space
- Ample parking
- Non-residential location
- Commercial zoning

## **UNDETERMINED**

- Location
- Retrofitting an existing building
- Building new
- Capacity for sustainability

# Thank you so much for your attention!



Contact Us At

[northernhospicecare@gmail.com](mailto:northernhospicecare@gmail.com)

(705) 628-2070 (Chris)

Facebook Page Northern Hospice Care/Soins  
hospices du nord

P.O. Box 1755 New Liskeard, ON P0J 1P0

**THE CORPORATION OF THE TOWN OF COBALT**  
**REGULAR COUNCIL MEETING**  
**COBALT COMMUNITY HALL**  
**April 28, 2026, at 6:30 p.m.**  
**Minutes**

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1. **Call to Order**

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. 2026-071**

**MOVED BY:** Councillor Anderson

**SECONDED BY:** Councillor Starchuk

**BE IT RESOLVED THAT** Council approve the agenda of the Regular Meeting dated April 28, 2026, as presented.

CARRIED

6. **Adoption of Previous Council Minutes**

**RESOLUTION No. 2026-072**

**MOVED BY:** Councillor Ward

**SECONDED BY:** Councillor Hughes

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

Regular Meeting of Council – March 31, 2026

Special Meeting of Council – April 15, 2026

CARRIED

7. **Staff Reports**

**RESOLUTION No. 2026-073**

**MOVED BY:** Councillor Ward

**SECONDED BY:** Councillor Hughes

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

7.1 Library Board Meeting Minutes – January 24, 2026

7.2 Staff Report 2026.04.28.01 – 2026 Quarter 1 Variance Report

7.3 Staff Report 2026.04.28.02 – Sharpe Lake Park

7.4 Staff Report 2026.04.28.03 – Surplus Lots – 21 North Avenue & 29 Hudson Bay Road

7.5 Staff Report 2026.04.28.04 – By-Law 2026-16 Elections Signs By-Law

CARRIED

8. Items for Council consideration

8.1 Ombudsman Investigation Report Recommendations

**RESOLUTION No. 2026-074**

**MOVED BY:** Councillor Anderson

**ECONDED BY:** Councillor Lafleur

**WHEREAS** Council received the Ombudsman Investigation Report at the March 31, 2026, Regular Meeting of Council.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Town of Cobalt adopt the following recommendations to assist the Town of Cobalt in fulfilling its obligation under the *Municipal Act, 2001* and enhancing the transparency of its meeting:

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

CARRIED

8.2 Municipal Property - Sharpe Lake Park (Staff Report 2026.04.28.02)

**RESOLUTION No. 2026-075**

**MOVED BY:** Councillor Lafleur

**SECONDED BY:** Councillor Anderson

**WHEREAS** Council receive Staff Report 2026.04.28.02 with a recommendation to declare 54-01-000-45801-000, known as Sharpe Lake Park as surplus to municipal needs.

**NOW THEREFORE BE IT RESOLVED THAT** Council declare Roll #54-01-000-001-45801-0000, known as Sharpe Lake Park as surplus to municipal needs.

Recorded Vote:

Councillor Anderson	A	Councillor Hughes	A
Councillor Lafleur	A	Councillor Starchuk	A
Councillor Ward	A	Councillor Wilcox	A
Mayor Adshead	F		

For – 1      Against – 6

DEFEATED

**Council will revisit disposition of Sharpe Lake at future Council meetings.**

**8.3 Cobalt Paul Penna Library Board Vacancy**

**RESOLUTION No. 2026-076**

**MOVED BY:** Councillor Anderson

**SECONDED BY:** Councillor Willcox

**WHEREAS** Council receive notice of 2 vacancies for the Cobalt Paul Penna Library Board.

**BE IT RESOLVED THAT** Council declare 2 vacant seats for Cobalt Public Library Board and directs staff to advertise.

**AND FURTHER THAT** those members of the public are invited to apply.

CARRIED

**8.4 Tender to Purchase Municipal Surplus Lot – 21 North Avenue** (Staff Report 2026.04.28.03)

**RESOLUTION No. 2026-077**

**MOVED BY:** Councillor Hughes

**SECONDED BY:** Councillor Lafleur

**WHEREAS** at the Regular Council Meeting on September 19, 2023, Council declared 21 North Avenue as surplus and be advertised for sale.

**AND WHEREAS** a tender has been received.

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the sale of 21 North Avenue to Nick Douglas for the sum of \$14,000.00 plus applicable legal fees and directs staff to proceed with the necessary documents.

CARRIED

**8.5 Tender to Purchase Municipal Surplus Lot – 29 Hudson Bay Road** (Staff Report 2026.04.28.03)

**RESOLUTION No. 2026-078**

**MOVED BY:** Councillor Starchuck

**SECONDED BY:** Councillor Anderson

**WHEREAS** at the Regular Council Meeting on October 14, 2025, Council declared 29 Hudson Bay Road as surplus and be advertised for sale.

**AND WHEREAS** a tender has been received.

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the sale of 29 Hudson Bay Road to Joshua Giroux for the sum of \$10,200.00 plus applicable legal fees and directs staff to proceed with the necessary documents.

CARRIED

**8.6 Tender to Purchase Municipal Surplus Lot – 32 Pyrite Street North** (Staff Report 2026.04.28.03)

**RESOLUTION No. 2026-079**

**MOVED BY:** Councillor Hughes

**SECONDED BY:** Councillor Lafleur

**WHEREAS** at the Regular Council Meeting on September 19, 2023, Council declared 32 Pyrite Street North as surplus and be advertised for sale.

**AND WHEREAS** a tender has been received.

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the sale of 32 Pyrite Street to Ryan McDonald for the sum of \$14,000 plus applicable legal fees and directs staff to proceed with the necessary documents.

CARRIED

9. **Items for Council information**

None

10. **By-Laws and Agreements**

10.1 **By-Law No. 2026-16 Elections Signs By-Law** (Staff Report 2026.04.28.04)

**RESOLUTION No. 2026-080**

**MOVED BY:** Councillor Lafleur

**SECONDED BY:** Councillor Starchuck

**WHEREAS** Council received Staff Report 2026.04.28.04.

**NOW THEREFORE BE IT RESOLVED THAT** By-Law No. 2026-16 being a By-Law to regulate election signs within the Town of Cobalt be taken as read a first, second and third time this 28<sup>th</sup> day of April 2026.

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

TABLED

10.2 **By-Law No. 2026-18 Elections Policy By-Law**

**RESOLUTION No. 2026-081**

**MOVED BY:** Councillor Lafleur

**SECONDED BY:** Councillor Starchuck

**BE IT RESOLVED THAT** By-Law No. 2026-18 being a By-Law to establish an election policy for the Town of Cobalt be taken as read a first, second and third time this 28<sup>th</sup> day of April 2026.

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

TABLED

11. **Unfinished Business**

11.1 Canada Day Committee – Staff has received one application to date. To be discussed in Mayor's report.

12. **New Business**

12.1 **Schedule of Accounts**

**RESOLUTION No. 2026-082**

**MOVED BY:** Councillor Lafleur

**SECONDED BY:** Councillor Starchuck

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

Schedule No. 2026-05 in the amount of \$252,028.34

CARRIED

13. **Mayor's Report**

Mayor Adshead discussed Canada Day Committee and to date we have only received one person interested in volunteering for Canada Day. Discussed by Council and Councilor Anderson will help coordinate with the Fire Dept for the parade and the mayor's breakfast. All parties involved in Canada need to work together.

**14. Closed Meeting**

**RESOLUTION No. 2026-083**

**MOVED BY:** Councillor Willcox

**SECONDED BY:** Councillor Hughes

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

(2)(d) Labour relations or employee negotiations

CARRIED

**15. Business Arising from Closed Meeting**

Direction to Staff

**16. Confirmation By-Law**

**RESOLUTION No. 2026-084**

**MOVED BY:** Councillor Willcox

**SECONDED BY:** Councillor Anderson

**BE IT RESOLVED THAT** By-Law No. 2026-19 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 28<sup>th</sup> day of April 2026.

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

CARRIED

**17. Adjournment**

**RESOLUTION No. 2026-085**

**MOVED BY:** Councillor Willcox

**SECONDED BY:** Councillor Ward

**BE IT RESOLVED THAT** the Regular Meeting of Council be adjourned at 7:49 p.m.

CARRIED

**COBALT PUBLIC LIBRARY  
MINUTES OF THE BOARD MEETING  
MARCH 28, 2026**

**1. Call to Order**

Meeting called to order by Chair Mary Church at 9:31 AM

**2. Attendees:** Mary Church, Marilyn Lubbock, Suzanne Othmer, Tamara Fishley, Bonnie Mederak

**Regrets:** Gary Huges

**Members of the Public:** None

**3. Declaration of Pecuniary Interest and the General Nature Thereof:** None

**4. Adoption of the Regular Meeting Agenda**

Motion #2026-05

Be it resolved that the Cobalt Public Library approve the Meeting Agenda of March 28, 2026, as amended.

Moved by: Tamara Fishley

Seconded by: Suzanne Othmer

VOTE: Carried

**5. Approval of Previous Cobalt Public Library Board Meeting Minutes**

Motion #2026-06

Be it resolved that the Cobalt Public Library Board approves the minutes regular meeting dated January 24, 2026, as presented.

Moved by: Suzanne Othmer

Seconded by: Marilyn Lubbock

VOTE: Carried

**6. New Business**

**6.1 Treasurer Report**

A report was presented up to March 13, 2025, we are still working closely with the town to understand the process and ensure to code deposits and expenses correctly. We suspect this will be in a work in progress for the next couple of months. Follow up meetings with the Town must be scheduled to understand their system and ensure we are coding monies coming in/out

of the library budget. Specific items to discuss: reconciliation of grant money in a way that is clear and easy for the board, townships, as well as individuals looking to read reports and minutes to understand. A follow up email must be sent to the Town to inquire about a credit card for online purchases of books, supplies, grant items etc. A timeline will be established on when the CPL bank account will be “closed” and monies transferred over to the TOC. We must discuss an account remaining open for fundraising funds as these must be kept separate from the TOC.

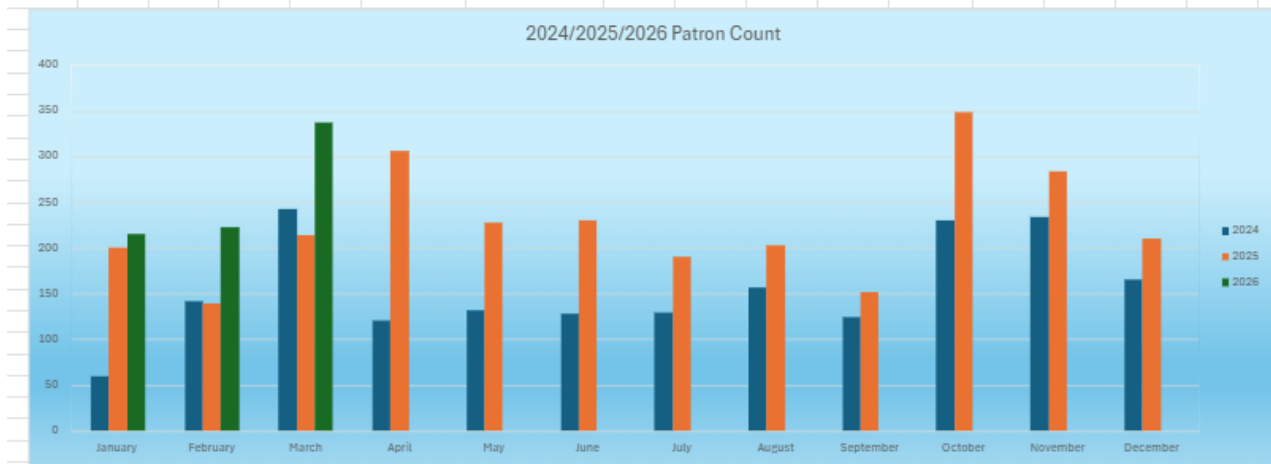
A second letter must be sent to the Town Of Cobalt indicating we are looking for additional library board members and to please advertise as such. A copy of said letter will be shared with the Township of Coleman and the Town of Latchford to inform members of the communities of the vacancies and how to apply if they are interested.

## **6.2 CEO Report**

- Reference books are now completed and are being looked at by more patrons. We will start working on the upstairs sorting and taking inventory of what is up there.
- We have run one free Tax Clinic and have another session on March 16, 2026
- Total Fundraising so far this year is \$258.40 as of the end of February.
- Knitting Club has been started, some are working on their own projects and some are making things for us to use as fundraising.
- We will be moving things around in our Children’s section so that we can have a makerspace area for crafts and games.
- We worked with CBC Gem to show the Olympic and the Paralympics for the month of February and part of March. We had a few of the patrons sit down and watch some of the games that we showed.
- I have applied for Planet Youth and Temiskaming Health Equity Funding. We were declined by Planet youth and have been approved for the Health Equity Funding for \$5300. The Health Equity funding is time sensitive, so the Chair approved the ordering of the computers on March 7, 2026. The Temiskaming grants and the Frogs Breath grant applications are now open so I will be applying for them.

- I am working with the Town of Cobalt getting all our financing switched over, it is a work in progress. Still waiting for the Town visa.
- We participated in the Seeds and Suds, we displayed seeds, 3D prints, grocery draw tickets as well as books. We also had new Library cards on hand for anyone who wanted to join.
- We have one student volunteer that started on March 5. They are going to help run the children’s games, 3-D printing, as well as cleaning and filing and help with fundraising projects.
- Patron count for February was 223, last year was 139

Month	2024	2025	2026		2024/2025	2025/2026		2024/2026
January	59	200	215		238.98%	7.50%		264.41%
February	141	139	223		-1.42%	60.43%		58.16%
March	243	214	337		-11.93%	57.48%		38.68%
April	121	306			152.89%	-100.00%		-100.00%
May	132	227			71.97%	-100.00%		-100.00%
June	128	230			79.69%	-100.00%		-100.00%
July	129	190			47.29%	-100.00%		-100.00%
August	157	203			29.30%	-100.00%		-100.00%
September	124	152			22.58%	-100.00%		-100.00%
October	230	348			51.30%	-100.00%		-100.00%
November	234	283			20.94%	-100.00%		-100.00%
December	165	210			27.27%	-100.00%		-100.00%
	<b>1863</b>	<b>2702</b>	<b>775</b>		<b>45.03%</b>	<b>-71.32%</b>		<b>-538.75%</b>



2025 has a 45% increase over 2024. September 2024 to June 2025 Saint Patricks school came bi-weekly.

**Motion #2026-07**

Be it resolved that the Cobalt Public Library approves the Treasurer report and the CEO report as presented.

Moved by: Suzanne Othmer  
VOTE: Carried

Seconded by: Marilyn Lubbock

### **6.3 Paul Penna Picture**

Presented the pictures that were received from Agnico-Eagle of Paul Penna to hang in our library. Reviewed write up that was presented but we need to add more history. Will have a new write up ready for the next meeting for review.

### **6.4 Review of policies and procedures.**

Confidentiality  
HR-01 Human Resources Management  
HR-02 Hours of Work  
HR-03 Hiring and Orientation

#### Motion #2026-08

Be it resolved that the Cobalt Public Library approved the policies and procedures as presented

Moved by: Tamara Fishley  
VOTE: Carried

Seconded by: Suzanne Othmer

### **6.5 The Temiskaming Speaker.**

Confirmed that the Speaker was cancelled last year. Will send a second letter advising that we cancelled.

### **7. Adjournment**

Be it resolved that the Regular Meeting of the Cobalt Public Library Board be adjourned at 10:46 AM.

**NEXT MEETING:** April 25, 2026, at 9:30 A.M.

**Cobalt Historical Society**  
**Minutes Annual General Meeting May 5, 2025**

**Annual General Meeting May 5, 2025, held after the regular meeting which starts at 6 PM**  
**Held at Town of Cobalt boardroom**

**Attendance**

Maggie Wilson; Deborah Ranchuk, Reiner Mielke, Sarah Johnston, Brian Dobbs,

Coleman Township Council Liaison – Marilyn Lubbock

Absent: Town of Cobalt Liaison -- Pat Anderson, Reg Holdsworth, Dwight Brydges

Guest: Mac Armstrong – Cobalt Mining Museum

**Approval of Agenda**, motion by Deb Ranchuk, seconded Brian Dobbs

**Minutes** Meeting AGM March 4, 2024 moved by Marilyn Lubbock, seconded by Deb Ranchuk approved by all

Deborah Ranchuk moved to acclaim current directors for another year, seconded by Sarah Johnston

**Election of directors and officers for 2025**

- Chair – Maggie Wilson
- Recording Secretary – Sarah Johnston
- Treasurer – Reg Holdsworth
- Director – Dwight Brydges
- Director – Deborah Ranchuk
- Director – Reiner Mielke
- Director – Brian Dobbs
- Director -

**Annual Report 2024 presented by Maggie Wilson – see included PDF**

**accepted into record** moved by Reiner Mielke, seconded by Sarah Johnston approved

**Meeting closed** at 6:54pm on a motion from Deborah Ranchuk

**Cobalt Historical Society**  
**Minutes**  
**Minutes Regular Board Meeting March 3, 2026**

**Regular meeting held at Town of Cobalt Business Centre 6 PM**

**Opening and Attendance:**

Maggie Wilson; Deborah Ranchuk, Reiner Mielke, Sarah Johnston, Brian Dobbs, Dwight Brydges; Coleman Township Council Liaison – Marilyn Lubbock;

Absent: Reg Holdsworth, Town of Cobalt Liaison – Pat Anderson

**AGENDA approval** motion by Deb Ranchuk, seconded by Dwight Brydges, all in favour

**MINUTES approval** Regular Meeting December 1, 2025 motion by Deb Ranchuk, seconded by Brian Dobbs, all in favour

**Business arising from minutes**

- Repairs to headframes - National cost sharing - both municipalities unable to meet the submission date; Cobalt shared Northwoods quote with Coleman who are moving forward to meet next year's granting period

**Correspondence**

- Renewal TS Chamber of Commerce dues increased to \$265 – non-profits pay more than a small business; request for discount denied; join with CMM? They are open to the idea, especially if the cost is shared between us - and if it makes sense in terms of what we get in return – revisit once the amalgamation is completed?
- We will hold off on paying at this time

**Finance Report:**

- As of February 18, 2026 \$ 43,759.86 in bank
- Funds in reserve for Right-of-Way \$21,530.00
- Net funds available for our use \$ 22,229.86

**Chair and Committee Reports:**

**Chair:**

- Discuss proposed CHS and CMM solution re TTF/Legacy Fund see attached

Motion: Be it resolved that that the Board supports in principle the draft Heritage Silver Trail Joint Venture Agreement, and approves sending it to legal counsel for review and quote, and agrees that the final agreement will return for Board approval prior to signing. Motion by Sarah Johnston, Seconded by Reiner Mielke, approved by all.

**Trail:**

- Nipissing Lookout – status – waiting for Demora to quote

**Website**

- Next newsletter in May

**New Business**

- 

Next meeting AGM Monday May 4, 2026 at 6 PM followed by the Regular Meeting at 6:30

Meeting closed at 7:11pm

## Cobalt Historical Society Annual Report 2026

To be presented at the Cobalt Historical Society Annual General Meeting, Monday May 4nd, 2026

This report is in four parts

1. **Preservation of the Heritage Silver Trail**
2. **Promotion of the Cobalt Historical Society and the Heritage Silver Trail**
3. **Publications**
4. **Partners**

### Preservation of the Heritage Silver Trail

Thanks to Trail Manager Reiner Mielke and board member Reg Holdsworth for regular inspection and maintenance of the sites along the self-guided tour. Thanks, too, to volunteers who helped with clearing the never-ending growth of vegetation.

1. **ONR Closures** – unresolved and unchanged
  - March, 2021, Ontario Northland Railway erected barriers at the Right of Way and Townsite Mine properties, citing a need for environmental and structural assessment.
  - Tourists can view both headframes from a safe distance, though the barriers are not effective at blocking access. Visitors can easily enter the sites, though we, the guardians of the trail are banned from doing so. In 2025, ONR maintained the sites, removing trash and trimming vegetation.
  - The closure of the Right of Way site is particularly problematic in that we have raised \$21,530 to repair the roof of the headframe. We must keep those funds in reserve, on the expectation that the site will reopen at some point in the future.
  - In 2024, and into 2025, ONR conducted a Heritage Assessment of the two headframes to determine if they are worthy of the designation “historically significant.” Kate Bondett, Senior Communications Manager, advises that ONR has completed the first phase of the Townsite and Right of Way Cobalt Headframe Structural Engineering-Building Condition Assessment. ONR is currently awaiting final condition assessment reports from an engineering firm. The firm will complete a follow-up study and sampling work during Summer 2025 to investigate timber conditions and foundation of the structures. Early in 2026, we requested updates.
2. **Vandalism** – resolved on a case-by-case basis

Vandals, like the weather, are a constant factor in terms of trail maintenance. Theft and deliberate damage will persist.

3. **Repairs to Pan Silver Headframe**

We are still unable to use the CHS office space due to safety concerns. The stiff legs continue to weather and fall apart. We’ve approached the Town of Cobalt about Parks Canada funding, and have offered our help, if required. Both municipalities were unable to apply in 2025.

## **Promotion**

**Social media** is our primary method to engage members and those who are interested in mining or family history.

We continued to help those working on their family history, writing books, articles or documentaries. This activity is rewarding on a personal level but also encourages people to join our membership.

## **Publications**

1. We continued to publish our **newsletters**.
2. Editor Brian Dobbs maintains the **website** and adds new content as necessary
3. Since it started, September 23, 2023, we've published 45 posts on our **blog**, "More to the Story"

## **Our Partners**

Our partnerships with Agnico Eagle, Coleman Township, and the Town of Cobalt remain strong.

In 2025, we continued our work with the Haileybury Heritage Museum. As well, we partnered with the Cobalt Mining Museum and other volunteers to make application for HGTV's Canadian edition of *Hometown Takeover*.



# **Town of Cobalt Water and Wastewater Systems Quarterly Operations Report**

**January 1 to March 31, 2026**

**SUBMITTED BY**

Ontario Clean Water Agency  
15 Government Road East  
Kirkland Lake, ON P2N 3J5

May 4, 2026, Rev. 0

Prepared by the Ontario Clean Water Agency

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**Appendix A: Quarterly Data Reports**

**Appendix B: Summary of Call-outs**

# 1 Introduction

The Quarterly Operations Report provides an overview of regulatory compliance, quality management activities, and system performance monitoring. It lists completed capital projects, along with any after-hours call-outs. The report also summarizes complaints received and highlights Health and Safety activities carried out during the quarter.

## 2 Regulatory Compliance

### 2.1 Summary of Reportable Events

Facility	Date	MECP Event No.	Event/Non-compliance	Corrective Action
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No reportable events occurred during this quarter.

### 2.2 Third Party Inspections and Findings

No external inspections or audits were conducted this quarter.

### 2.3 Quality and Environmental Management System (QEMS)

All QEMS requirements were maintained this quarter.

### 2.4 Reporting

A summary of regulatory reports submitted by OCWA on behalf of the Town are listed in the tables below.

Water System Reports	Submission Frequency	Submitted to	Submission Date
2025 Annual/Summary Report	By February 28 <sup>th</sup> of each year	MECP and Owner	February 18, 2026

Sewage System Reports	Submission Frequency	Submitted to	Submission Date
2025 Annual Performance Reports for the Sewage Treatment & Collection Systems	By March 31 <sup>st</sup> of each year	MECP and Owner	March 20, 2026
2025 Annual WSER Reporting for Cobalt Wetlands	45 days after the end of the year	Environment Canada	February 2, 2026

Sewage System Reports	Submission Frequency	Submitted to	Submission Date
Quarterly Effluent Discharge Data Reports	The Ontario Clean Water Agency (OCWA) has an arrangement with the MECP to submit quarterly discharge data for all OCWA operated municipal sewage treatment facilities 45 days after the end of each quarter	MECP	February 15, 2025 (Q4, 2025)
Cobalt Wetlands – Monthly Reports	30 days after the end of the month being reported on	MECP	January 26, 2026 (Dec 2025 Report) February 20, 2026 (Jan 2026 Report) March 18, 2026 (Feb 2026 Report)

### 3 Monitoring Program

#### 3.1 Monitoring Data

Drinking water sampling and testing required by Ontario Regulation 170/03 was completed this quarter and all results complied with regulatory requirements.

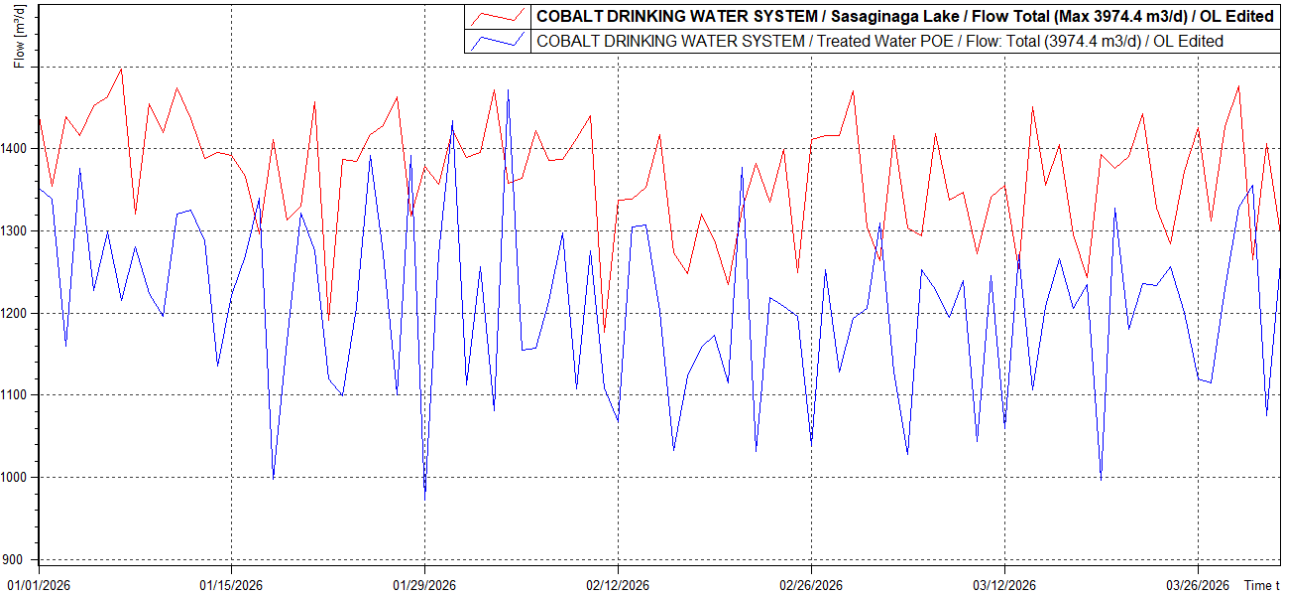
Wastewater sampling and testing required under the Directors’ Direction and the Wastewater Systems Effluent Regulations were completed as required.

Refer to Appendix A for Quarterly Data Reports.

#### 3.2 Flows

##### 3.2.1 Cobalt Water Treatment Plant

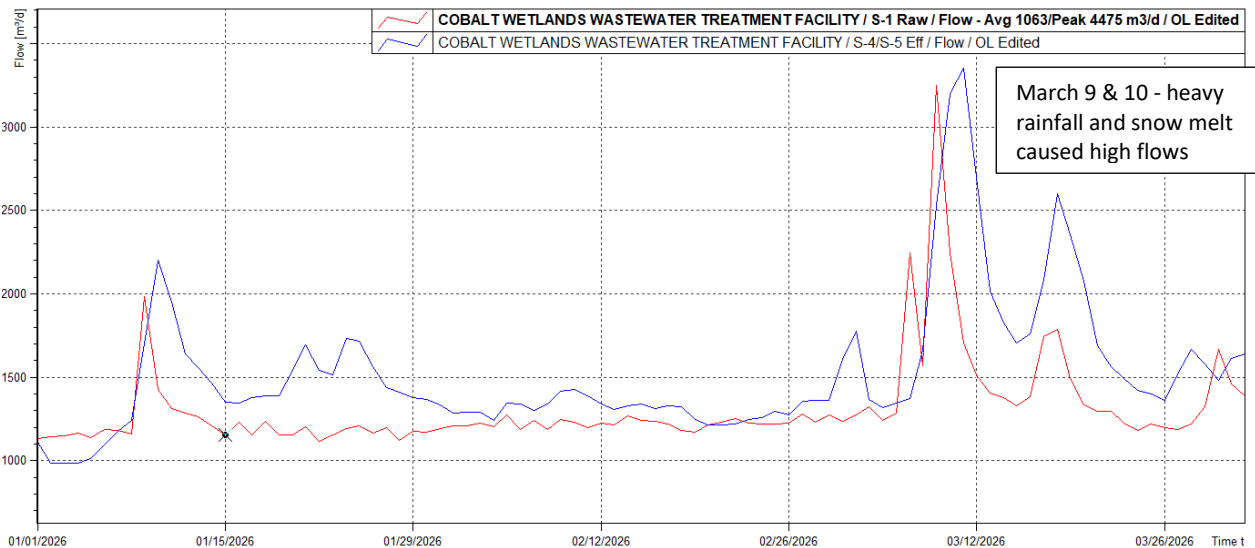
Month (2026)	Total Raw Flow (m <sup>3</sup> )	Total Treated Flow (m <sup>3</sup> )	% Difference (raw – treated)	Average Daily Treated Flow (m <sup>3</sup> )	Maximum Treated Flow (m <sup>3</sup> )	% of the Rated Max. Capacity (3974.4m <sup>3</sup> /day)
January	43,269	38,592	11%	1245	1434	36%
February	37,955	33,179	13%	1185	1472	37%
March	42,032	37,082	12%	1196	1356	34%



**Figure 1: Cobalt WTP – Raw Water versus Treated Water Flow (January to March 2026)**

### 3.2.2 Cobalt Wetlands

Month (2026)	Total Influent Flow (m <sup>3</sup> )	Average Daily Influent Flow (m <sup>3</sup> )	% of Average Day Rated Capacity (1063 m <sup>3</sup> /day)*	Maximum Influent Flow (m <sup>3</sup> )	% of Maximum Rated Capacity (4475 m <sup>3</sup> /day)*
January	37,699	1216	114%	1984	44%
February	34,253	1223	115%	1280	29%
March	46,281	1493	140%	3247	73%



**Figure 2: Cobalt Wetlands – Influent versus Effluent Flow (January to March 2026)**

## 4 Asset Management

Preventative maintenance and equipment calibrations are scheduled, assigned and tracked using OCWA’s Workplace Management System (Maximo). All monthly and quarterly work orders scheduled for this quarter were completed.

Corrective and emergency maintenance is also managed using Maximo. A summary of emergency and corrective work orders along with detailed maintenance reports can be made available upon request.

## 5 Capital & Major Maintenance Projects

Status of capital and major maintenance work completed to date in 2026:

<b>Cobalt Drinking Water System</b>	
<b>Project</b>	<b>Status</b>
Purchased SCBA for chemical handling	Complete – March
Tested and certified backflow preventers	Complete – March
Repaired UV1 wiper system	Complete – March

<b>Cobalt Wetlands</b>	
<b>Project</b>	<b>Status</b>
Replaced and calibrated failed pH meter	Complete – March

## 6 Call-Out Summary

<b>System</b>	<b>Call-outs this Quarter</b>	<b>Total to Date in 2026</b>
Cobalt DWS	2	2
Cobalt Wetlands	0	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>

\*Note: Not all call -outs are billed to the Owner; depends on the nature of the call.

Refer to Appendix B for a detailed after hour call back summary.

## 7 Complaints

No complaints reported during this quarter.

## 8 Health and Safety

### 8.1 Incidents

Number of Health and Safety Incidents reported this quarter = 0

## 8.2 Annual H&S Inspections

The annual workplace inspections for the water treatment plant was completed in January 2026, and the following issue was identified.

- **H&S Finding** – There is no ventilation system installed above the caustic soda tank to manage off-gas or dust. The Safety Data Sheet specifies that adequate ventilation is required when handling this chemical.
- **Corrective Action** – Install a ventilation system above the tank. The Owner has been notified and has requested that OCWA proceed with the installation. Engineering involvement is required for assessment, and EXP has been asked to provide a quote.
- **Temporary Control** – SCBA must be worn when mixing chemical. This requirement will remain in place even after the ventilation system has been installed.

## 8.3 Training

Health and Safety training sessions completed this quarter include:

- January – Annual WHMIS (Workplace Hazardous Materials Information System) 2026
- February – Inspecting Industrial & Non-Industrial Workplaces (OHSA)
- March – Working with Chemicals



# **APPENDIX A**

## **Quarterly Data Reports**

# Work Order Call Back Details Report

4968318: Power Flicker at Cobalt WTP 5070

**Asset:**

**Location:** 5070-WTCO      5070, Cobalt Water Treatment Plant

<b>Page Time:</b>	01/08/2026 04:24 AM
<b>Arrive time:</b>	01/08/2026 04:40 AM
<b>Leave time:</b>	01/08/2026 04:45 AM
<b>Finish Time:</b>	01/08/2026 07:33 AM
<b>Report Date:</b>	1/8/26
<b>Reported By:</b>	Shannen Knott
<b>Supervisor:</b>	

<b>Site:</b>	OCWASITE
<b>Priority:</b>	5
<b>Work Type:</b>	CALL
<b>Status:</b>	CLOSE
<b>Classification</b>	REFURBISH/REPLACE
<b>GL Account:</b>	COBALN5070-26CO

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	OPERATOR	Shannen Knott	00:00	04:00

Log		
Date	Created By	Description
1/8/26	Shannen Knott	Power Flicker at Cobalt WTP 5070

Received a call for the pump system now restored. No active alarms were showing, and no alarm history since January 1st. No pumps were locked out and all parameters were within range. The low lifts were still running and no signs on the low lifts shutting down. Looking at the trends, the high lift pumps may have locked out briefly due to a power flicker but reset themselves right away.  
 Reviewed trends up until 0434

# Work Order Call Back Details Report

5017549: Standpipe Level Variance at Cobalt WTP 5070

**Asset:**

**Location:** 5070-WTCO      5070, Cobalt Water Treatment Plant

<b>Page Time:</b>	02/09/2026 03:23 AM
<b>Arrive time:</b>	02/09/2026 04:00 AM
<b>Leave time:</b>	02/09/2026 04:20 AM
<b>Finish Time:</b>	02/09/2026 07:57 AM
<b>Report Date:</b>	2/9/26
<b>Reported By:</b>	Shannen Knott
<b>Supervisor:</b>	

<b>Site:</b>	OCWASITE
<b>Priority:</b>	5
<b>Work Type:</b>	CALL
<b>Status:</b>	COMP
<b>Classification:</b>	REFURBISH/REPLACE
<b>GL Account:</b>	COBALN5070-26CO

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	OPERATOR	Shannen Knott	00:00	04:00

Log		
Date	Created By	Description
2/9/26	Shannen Knott	Standpipe Level Variance at Cobalt WTP 5070

Received a call at 0323 and not restored. Logged in remotely and confirmed the variance between level transmitters for the standpipe LIT03 at 9.00m and LIT03B at 9.61m. Got to site and high lifts were running. The stop set point for the low lifts is 9.00m therefore LIT03 had drifted and the backup is what stopped the low lifts from running. I changed the selected standpipe level transmitter from LIT03 to LIT03B so that the low lifts stop filling once the back up level reaches 9m. The original PT will have to be calibrated today



# **APPENDIX B**

## **Summary of Call-outs**

# COBALT DRINKING WATER SYSTEM

## Quarterly Data Report



Q1: January 1 to March 31, 2025

Cobalt Drinking Water System		January	February	March	Compliance
<b>Flows</b>					
Raw Flow - Maximum Daily Volume	m <sup>3</sup> /d	1497	1472	1477	Max. = 3974.4
Raw Flow - Maximum Flow Rate	L/min	1565	1571	1583	Max. = 2760
Treated Flow - Maximum Daily Volume	m <sup>3</sup> /d	1434	1472	1356	Max. = 3974.4
Treated Flow - Maximum Flow Rate	L/min	3334	3236	3226	Max. = 5400 (CT) <sup>1</sup>
<b>Raw Water</b>					
Total Coliforms - Maximum	c/100mL	52	26	62	N/A
<i>E.coli</i> - Maximum	c/100mL	2	< 2	< 2	N/A
<b>Treated Water</b>					
Free Chlorine Residual – Min.	mg/L	1.53	1.50	1.54	Min. = 1.00 (CT) <sup>1</sup>
Total Coliforms - Maximum	c/100mL	0	0	0	Max. = 0
<i>E.coli</i> - Maximum	c/100mL	0	0	0	Max. = 0
Filter 1 Turbidity - Maximum	NTU	0.97	1.06 <sup>2</sup>	0.96	Max. = 1
Filter 2 Turbidity - Maximum	NTU	0.87	0.99	0.65	Max. = 1
Filter 3 Turbidity - Maximum	NTU	0.72	0.94	0.89	Max. = 1
Filter 4 Turbidity - Maximum	NTU	0.30	0.38	0.28	Max. = 1
Nitrite	mg/L	< 0.01	-	-	Max. = 1
Nitrate	mg/L	< 0.10	-	-	Max. = 10
<b>Distribution Water</b>					
Free Chlorine Residual - Minimum	mg/L	0.98	1.41	1.27	Min. = 0.05
Total Coliforms - Maximum	c/100mL	0	0	0	Max. = 0
<i>E.coli</i> - Maximum	c/100mL	0	0	0	Max. = 0
Trihalomethanes (THMs)	µg/L	49.1	-	-	Max. = 100 µg/L (RAA) <sup>3</sup>
Haloacetic Acids (HAAs)	µg/L	48	-	-	Max. = 80 µg/L (RAA) <sup>4</sup>
Lead - Maximum	µg/L	-	-	-	Max. = 10 µg/L <sup>5</sup>
Alkalinity – Maximum	mg/L	-	-	52	N/A <sup>6</sup>

"<" denotes less than the laboratory's method detection limit

# COBALT DRINKING WATER SYSTEM

## Quarterly Data Report



Q1: January 1 to March 31, 2025

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### Notes:

- 1** CT is the concentration of chlorine in the water times the time of contact that the chlorine has with the water. It is used to demonstrate the level of disinfection treatment in the water. CT calculations are performed for the Cobalt water plant if the treated water flow leaving the plant goes above 5400 L/minute and the free chlorine residual level drops below 1.00 mg/L to ensure primary disinfection is achieved. Primary disinfection was achieved this quarter.
  
- 2** A turbidity exceedance is triggered when two consecutive readings exceed 1.0 NTU for a duration of 15 minutes or longer within a 24-hour period. Elevated turbidity levels were recorded at 1.06 NTU on March 12<sup>th</sup> for Filter No. 1.  
  
The filters are programmed to alarm and shut down at 0.7 NTU and again at 1.0 NTU; however, the filter valve closed more slowly than expected and remained partially open for approximately 30 seconds, allowing highly turbid water to pass into the next treatment stage for a brief period.
  
- 3** Maximum Allowable Concentration (MAC) for Trihalomethanes (THMs) = 100 ug/L (Four Quarter Running Average). The running average to the end of this quarter = 56.9 ug/L
  
- 4** Maximum Allowable Concentration (MAC) for Haloacetic Acids (HAAs) = 80 ug/L (Four Quarter Running Average). The running average to the end of this quarter = 38.0 ug/L
  
- 5** Lead testing required every 3 years in March and September. Next sampling due in 2028.
  
- 6** Alkalinity testing required twice per year. Sampling is done in March and September of each year.

# COBALT CONSTRUCTED WETLANDS

## Quarterly Data Report



Q1: January 1 to March 31, 2026

Cobalt Wetlands		January	February	March	Compliance
<b>Flows</b>					
Influent – Average Daily Flow	m <sup>3</sup> /d	1216 <sup>1</sup>	1223 <sup>1</sup>	1493 <sup>1</sup>	Avg. Capacity = 1060
Influent – Maximum Daily Flow	m <sup>3</sup> /d	1984	1280	3247	Max Capacity = 4475
Effluent – Average Daily Flow	m <sup>3</sup> /d	1425	1308	1831	N/A
Effluent – Maximum Daily Flow	m <sup>3</sup> /d	2203	1426	3351	N/A
<b>Influent<sup>5</sup></b>					
BOD <sub>5</sub> – Average	mg/L	28	34	21	N/A
Total Suspended Solids (TSS) – Average	mg/L	21	68	19	N/A
Total Phosphorus (TP) – Average	mg/L	0.599	0.684	0.593	N/A
Total Ammonia Nitrogen (TAN) – Average	mg/L	5.92	6.38	2.86	N/A
Total Kjeldahl (TKN) – Average	mg/L	8.4	10.4	7.2	N/A
<b>Effluent</b>					
cBOD <sub>5</sub> – Average	mg/L	3.0	7.2	6.6	Quarterly Average = 25 <sup>2</sup>
BOD <sub>5</sub> – Average	mg/L	5.23	6.38	7.28	Monthly Average = 25 <sup>3</sup>
BOD <sub>5</sub> Loadings <sup>4</sup>	kg/d	7.45	8.34	13.3	N/A
TSS – Average	mg/L	3.2	< 1.0	< 0.86	Monthly Average = 25 <sup>3</sup>
TSS Loadings <sup>4</sup>	kg/d	4.6	1.3	1.6	N/A
TP – Average	mg/L	0.603	0.543	0.458	Monthly Average = 1.5 <sup>3</sup>
TP Loadings <sup>4</sup>	kg/d	0.859	0.709	0.839	N/A
TAN – Average	mg/L	8.09	9.08	7.65	N/A
TKN – Average	mg/L	10.3	11.2	10.9	N/A
Alkalinity – Average	mg/L	120	119	111	N/A
Dissolved Oxygen (DO) – Average	mg/L	2.50	5.89	4.81	N/A
Total Coliforms - Average	cfu/100mL	44,300	113,000	69,038	N/A
Fecal Coliforms - Average	cfu/100mL	14,300	34,250	15,860	N/A
<i>E.coli</i> - Average	cfu/100mL	19,601	51,000	24,817	N/A
Temperature – Average	°C	1.6	5.6	4.4	N/A
pH – Minimum to Maximum		6.27 to 7.35	7.00 to 7.15	6.67 to 7.15	6.0 to 9.5 (inclusive)
Sulphate	mg/L	11	6.8	8.8	N/A
Hydrogen Sulphide	mg/L	0.04	0.06	< 0.02	N/A

# COBALT CONSTRUCTED WETLANDS

## Quarterly Data Report



Q1: January 1 to March 31, 2026

Cobalt Wetlands		January	February	March	Compliance
<b>Effluent</b>					
Sulphur	mg/L	3.2	1.5		N/A
Arsenic	ug/L	Metals sampling not required this quarter Metals required bi-annually (during periods of April 15 to May 15 and August 15 to September 15 of each year)			
Copper	ug/L				
Iron	ug/L				
Lead	ug/L				
Nickel	ug/L				
Zinc	ug/L				

Sasaginaga Creek		Upstream Results			Downstream Results		
		January	February	March	January	February	March
BOD <sub>5</sub>	mg/L	0.7	< 0.5	0.9	1.8	2.9	3.0
TSS	mg/L	< 0.67	< 0.67	3.70	21.5	2.70	2.30
TP	mg/L	0.015	0.018	0.015	0.148	0.174	0.118
TAN	mg/L	< 0.01	< 0.01	0.13	1.90	2.01	2.21
Dissolved Oxygen (DO)	mg/L	10.78	11.23	12.59	8.81	9.54	10.91
Total Coliforms	cfu/100mL	510	340	565	960	2430	13,700
Fecal Coliforms	cfu/100mL	60	25	20	810	895	6300
<i>E.coli</i> – Average	cfu/100mL	< 5	5	5	610	1210	6200
Temperature	°C	0.6	1.6	0.7	1.2	0.8	1.2
pH		6.3	7.88	7.13	6.18	7.43	7.12
Sulphate	mg/L	7.8	5.5	9.5	14.2	5.7	9.7
Hydrogen Sulphide	mg/L	< 0.02	< 0.02	< 0.02	0.06	0.07	< 0.02
Sulphur	mg/L	1.3	0.9	2.6	3.3	1.5	2.8
Arsenic	ug/L	Metals sampling not required this quarter Metals required bi-annually (during periods of April 15 to May 15 and August 15 to September 15 of each year)					
Copper	ug/L						
Iron	ug/L						
Lead	ug/L						
Nickel	ug/L						
Zinc	ug/L						

# COBALT CONSTRUCTED WETLANDS

## Quarterly Data Report



Q1: January 1 to March 31, 2026

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“<” denotes less than the laboratory’s method detection limit

### Notes:

- 1 High flows in January, February and March exceeded the system’s average rated capacity.
- 2 Effluent cBOD<sub>5</sub> - quarterly average limit of 25 mg/L is a Wastewater Sewage Effluent Regulation (WSER) requirement.
- 3 A memo from the Ministry’s Regional Surface Water Assessment Department, dated November 4, 2019 indicated that a discharge concentration of 25 mg/L BOD<sub>5</sub>, 25 mg/L TSS and 1.5 mg/L TP could lead to adverse impacts to the aquatic habitat downstream of the discharge point.
- 4 Effluent loadings for BOD<sub>5</sub>, 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 CORPORATION OF THE  
TOWN OF COBALT**

**BY-LAW NO. 2026-16**

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

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**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 26<sup>th</sup> day of May 2026.

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

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Angela Adshead, Mayor

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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 conflicts 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-meter 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 except for exemption of Willett Green Miller Memorial Site.

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

### **At Intersections:**

- Within a 3-metre 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 100 feet 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 72 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 except for Part 8 – Polling Station Proximity.

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 100-foot 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. 2026-18**

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**Being a By-Law to adopt an Elections Policy for the Corporation of the Town of Cobalt**

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**WHEREAS** 2026 is an election year for municipalities in the Province of Ontario;

**AND WHEREAS** the Municipal Elections Act, 1996, requires each municipality to establish a procedure policy for the 2026 Municipal Election;

**AND WHEREAS** in accordance with the Accessibility Standards for Customer Service, O. Reg. 429/07, each municipality must provide accessible customer service, which includes accessible elections;

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

1. The Council adopts an "Elections Policy" for the Town of Cobalt, identified as Schedule "A", attached hereto and forming part of this By-Law;
2. That By-Law 2022-10, as amended, being a By-Law to provide for an Election Policy for the Town of Cobalt is hereby repealed;
3. 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.
4. That this By-Law shall come into force and take effect on the date of its final passing.

**Read a first, second and third time and finally passed** this 26<sup>th</sup> day of May 2026.

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Angela Adshead, Mayor

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Jaime Allen, Clerk

**Schedule “A”  
To By-Law 2026-18**



**Municipal Election  
Procedural Policy**

In accordance with  
**Municipal Elections Act, 1996**

## 1. Elections Officers

The Clerk shall for the purposes of an election appoint in writing a deputy returning officer (DRO) and a voting clerk for each voting station established in the municipality. No candidate or spouse of a candidate is eligible to be appointed as an elections officer.

If an election officer does not attend at the opening of the voting place or becomes unable to perform their duties at the voting place, the Municipal Clerk shall appoint another person to act in their place. No person shall be appointed an election officer who has not attained the age of eighteen years.

DRO and Voting Clerks will be remunerated at the following rates for services:

DRO	\$250.00 per day (Advance and Election Day) \$ 60.00 for training seminar
Voting Clerk	\$200.00 per day (Advance and Election Day) \$ 60.00 for training seminar

## 2. Duties of Elections Officers

### 2.1. Deputy Returning Officer (DRO) - Duties

The Deputy Returning Officer shall perform all statutory duties in accordance with the Municipal Elections Act, 1996, perform all duties in accordance with this policy, and shall obey all orders and directions of the Clerk. The Deputy Returning Officer shall also act as Assistant Revising Officer for the purpose of revising the Voters' List under Section 24 of the Act at the voting station.

### 2.2. Voting Clerks - Duties

The voting clerk shall assist the deputy returning officer in the performance of the duties of their office and shall obey their orders.

## 3. Oaths

Every Supervisor, Deputy Returning Officer, Voting Clerk, Revision Clerk, Scrutineer, Election Officer and any other person authorized to attend at a voting place shall, before entering upon their duties, take and subscribe an Oath on **Form EL10** for the DRO and **Form EL11** for all others.

## 4. Accessible Elections

Our mission is to identify, remove and prevent accessibility barriers, and to treat everyone equally with respect, without discrimination because of a disability.

The municipality shall provide an election in a way that respects the dignity and independence of people with disabilities. Election officers will give the electors with disabilities the same

opportunity to access the voting place as other electors.

Election officers will communicate with electors with disabilities in ways that take into account their disability. Election officers who communicate with electors will be trained on how to interact and communicate with electors with various types of disabilities.

Election officers shall welcome electors with disabilities who are accompanied by a service animal in the voting place. The Municipal Clerk will ensure that all election officers are properly trained on how to interact with electors with disabilities who are accompanied by a service animal.

Election officers shall welcome electors with disabilities who are accompanied by a support person. Any elector with disability accompanied by a support person will be allowed to enter the voting place with their support person.

In the event of a planned or unexpected disruption in the facility usually used by electors with disabilities, the Municipal Clerk will make every reasonable effort to provide notice of the disruption in service to the public, including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities, if any are available.

The Municipal Clerk will provide accessibility customer service training to all election staff, including election officers and third parties.

An Accessible Customer Service Feedback Form will be available from the DRO, if requested by the elector with disabilities. This process will provide person the opportunity to give feedback on the provision of municipal services to electors with disabilities.

## 5. Voting Days

Regular Voting Day: Pursuant to Section 5 of the *Municipal Elections Act, 1996* voting day in a regular election is the fourth Monday in October. When a holiday falls on this Monday, voting day will be the next succeeding day which is not a holiday. In 2026, voting day will be **Monday, October 26, 2026**.

Advanced Voting: Pursuant to Section 43 of the *Municipal Elections Act, 1996*, at least 30 days before voting day, the council shall pass a By-Law establishing one or more dates for an advance vote and the hours during which voting places shall be open. **In 2026, the advanced vote will be Saturday, October 17, 2026.**

## 6. Voting Places

Pursuant to Section 45 of the *Municipal Elections Act, 1996*, the voting place for the 2026 election will be the Golden Age Club, and this facility shall be accessible. The voting place boundaries shall include an area outside the building which includes the municipal parking lot.

### **6.1. Definition of Elector**

Section 17.(2) of the Municipal Act states that a person is entitled to be an elector at an election held in a local municipality if, on voting day, they,

- (a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- (b) is a Canadian citizen;
- (c) is at least 18 years old; and
- (d) is not prohibited from voting under subsection 17.(3) or otherwise by law.

### **6.2. Persons Prohibited from Voting**

Section 17.(3) of the Municipal Act states that the following are prohibited from voting:

1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
2. A corporation.
3. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
4. A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which they were convicted.

## **7. Notice Requirements**

### **7.1. Elections Officers**

Selected at discretion of the Clerk.

### **7.2. Voters' List**

Advertising for the stating of locations within the Municipal Offices for viewing and revisions of the Voters' List will be done in a September edition of the Temiskaming Speaker and in the September edition of the Weekender.

### **7.3. Advanced Vote & Proxy Voting**

Advertising for the dates of the Municipal Election, Advance Vote and Proxy Voting will be done in an early October edition of the Temiskaming Speaker and in an early October edition of the Weekender.

### **7.4. Nominations**

Advertising for candidates for the October 26, 2026 Municipal Elections will be done in an August edition of the Temiskaming Speaker and in an August edition of the Weekender.

All notices above should also be given by posting the notice, clearly visible and legible, in the Municipal Office and any other place as prescribed by the Clerk.

## 8. Voters' List

The preliminary list of electors (PLE) will be sent to the municipalities and municipal clerks will prepare revisions and return to the Elections Ontario by September 2, 2026. Once the revisions are completed, the new list becomes the Voters List and shall be reproduced by the Clerk.

Revisions to the Voters' List can be done between **September 2 and October 26, 2026**, by making application in writing to the Municipal Clerk using the Application to Amend Voters' List **Form EL15** and **Form EL16**.

One copy of the Voters' List shall be kept at the office of the Municipal Clerk throughout the period of revision of the Voters' List, available for public inspection during normal office hours, under supervision only. One copy of the Voters' List will be distributed to the candidates pursuant to Section 23 of the Act will be at no charge. **Candidates may request a Voters List by using Form EL14 (Candidate's Declaration–Proper Use of Voters' List)**. Additional copies of the Voters' List distributed will be borne by the applicant at the rate established by the municipality to make photocopies.

It is noted that all Voters' Lists are for election purposes only and not for Commercial purposes, and each list produced should have affixed a warning from the Municipal Clerk that the list is to be used for election purposes only.

A voter shall cast their votes subject to the information provided by the Voters' List in respect to that voter. Notwithstanding the foregoing, any voter may make application for revision of school board support on voting day up to the close of the voting place.

## 9. Appointment of Scrutineer

Any candidate appointing a scrutineer to represent them during the voting, counting of votes and recounting of votes, shall make the appointment in writing using the Appointment of Scrutineer **Form EL12 (A)** and shall provide one copy of such appointment to the Municipal Clerk and one copy to the Scrutineer to show proof of their appointment to the election official in charge of the voting place or where votes are being counted. The form should also have information advising scrutineers of the secrecy of proceedings under the Act. Before being admitted to a Voting Place, a scrutineer shall show his appointment and take the Oral Oath of Secrecy **Form EL12(B)** from the DRO.

A Municipal Council appointing a scrutineer during the voting, counting of votes and recounting of votes on By-Laws or Questions, shall make the appointment in writing using the Appointment of Scrutineer **Form EL13**, and shall provide one copy of such appointment to the Municipal Clerk and one copy to the Scrutineer to show proof of their appointment to the election official in charge of the voting place or where votes are being counted. The back of the form should advise the scrutineer of the secrecy of proceedings under the Act.

## 10. Declaring an Emergency

If an emergency is declared by the Municipal Clerk under Section 53 of the Act, it is recommended that the Ontario Provincial Police or other local police force be immediately notified.

## 11. Nominations

**Nomination Day is Friday, August 21, 2026.** Nominations will be accepted **until 2:00 p.m.** that day.

The Municipal Clerk may post names unofficially as received, including date and time, clearly identified as unofficial, in the municipal office for public display.

The Municipal Clerk shall examine and certify nominations pursuant to Section 35 of the Act on **Monday, August 24, 2026**, and prepare the “List of Certified Candidates” on **Form EL07**.

If the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, additional nominations for the remaining vacant seats must be filed between 9:00 a.m. and 2:00 p.m. **on Wednesday, August 26, 2026** and the Clerk must certify or reject each nomination by 4:00 p.m. **on Thursday, August 28, 2026**

Candidates who file more than one nomination should be advised by the Municipal Clerk that in the instances where a candidate who has been nominated for an office is nominated for another office to which the Act applies, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The filing fee is deemed to have been paid with the latest filing, if the two nominations are for the same Council of local board.

Pursuant to Section 33 of the Act, a nomination paper must be filed in the Municipal Clerk's office in person or by agent only, faxed nomination documents will not be accepted, **original signatures are required.**

Pursuant to Section 33 of the Act, a nomination shall be filed in the Municipal Clerk's office and shall be accompanied by the prescribed nomination filing fee of \$200.00 for Head of Council and \$100.00 for all other offices, which shall be in the form of cash, debit, certified cheque, money order or any other electronic method as determined by the clerk. The candidate is entitled to receive a refund of the nomination filing fee if they withdraws the nomination under Section 36 of the Act, is elected to the office, or receives at least 2% of the votes cast in the election for the office. Candidates failing to obtain at least 2% of the vote will default the deposit and the Municipal Clerk shall deposit the amount in a trust fund.

Any written withdrawal of a nomination filed in the Municipal Clerk's office pursuant to Section 36 of the Act shall be on the Withdrawal of Nomination **Form EL19** and received no later than 2:00 p.m. on Friday, August 21, 2026.

## 12. Appointment of Voting Proxy

The Municipal Clerk may delegate authority for the issuance of proxies.

Only a person who is entitled to be on the voters' list (on the voters' list or who's name shall be added to the voters' list pursuant to an Application to Amend Voters' List certified by the Municipal Clerk) may appoint another person who is also so entitled as their voting proxy pursuant to Section 44 of the Act.

All proxy appointments shall be made by using the prescribed Form 3 for Appointment of Voting Proxy. The Form 3 may be distributed anytime but cannot be certified by the Municipal Clerk until after **Nomination Day on Friday, August 21, 2026.**

A person appointed as a proxy may only act for one person, unless the person is the spouse, sibling, parent, child, grandparents or grandchild of the persons making the appointment.

The Municipal Clerk shall keep an active list of all proxy applications certified.

The Municipal Clerk or designate shall be available for proxy certification as follows:

<b>After August 24, 2026:</b>	<b>Regular Office Hours</b>
<b>Advanced Vote October 17, 2026:</b>	<b>10:00 a.m. to 6:00 p.m.</b>
<b>Regular Vote October 26, 2026:</b>	<b>Regular Office Hours</b>

## 13. Form of Ballot

Each clerk shall decide on the use of the composite ballot or separate ballot.

## 14. Procedures at the Voting Place

### 14.1. Persons allowed in the Voting Place

No person shall remain in the voting place when the vote is being taken or the votes are being counted except those persons permitted under Section 47 of the Act.

### 14.2. Campaign Material within Voting Place

No campaign material or literature of any nature relating to any candidate in the election shall be displayed within the voting place. This includes campaign buttons or any other advertising materials.

Candidates are not allowed to engage in hand shaking in the voting place.

### 14.3. Opening of Voting Place

The DRO of the Voting Place shall:

Arrive at least **1 hour prior** to the opening of the voting place, and early enough to set up the voting place. Ensure that all necessary supplies and equipment for the voting

place have been received, inspect the voting place, confirm arrangements and notify the Municipal Clerk immediately of any problems.

Ensure that every Voting Clerk, Assistant Revision Clerk, scrutineer, or election officer and other person authorized to attend at a voting place shall, before entering upon their duties, take and subscribe an Oath in **Form EL10** for DRO and **Form EL11** for other election officers.

Ensure that all persons entitled to remain in the voting place are wearing the appropriate identification badge.

Arrange voting compartments to ensure secrecy, place pencils for marking ballots in the voting compartments.

Post Voting Instructions **Form EL29** in clear view of persons entering the voting place, and also affix at least one copy inside each voting compartment.

Post at least two copies of Statutory Provisions Regulating Voting Procedures **Form EL34** in clear view of persons in the voting place, and also affix at least one copy inside the voting compartment.

Post Notice of Offence - Notice of Corrupt Practice form EL35 in clear view of persons in the voting place.

Set out all voting place supplies for use at the voting place in an orderly manner.

Complete the Certificate and Receipt for Ballots Form EL25. Check to ascertain that the ballots supplied are those set out in the receipt and note if any quantity differs. Retain the copy of the receipt in your records to be placed in the ballot box and returned to the Municipal Clerk at the close of the voting place.

Consult with the persons appointed as Voting Clerk and inform them of their duties in assisting you.

For the regular voting place, immediately upon receipt of a List of Persons Who Voted at an Advanced Vote for EL28, make or cause to be made an entry on each of the voters' lists for the voting place, opposite the name of each elector whose name appears on the Certificate, showing that such elector has already voted at the advanced voting.

Candidates or scrutineers may enter the voting place 15 minutes before it opens.

During the fifteen minutes prior to the opening of the voting place, candidates or scrutineers are entitled to inspect ballots, other papers, forms and documents relating to the voting place, but must not impede opening of the voting place.

#### **14.4. Procedures for Voting in Institutions and Retirement Homes**

At the opening of the voting place, the DRO is to show the empty ballot box to all present, seal the ballot box, and place seals upon it in such a manner as to prevent it from being opened without breaking the seal. The remaining seals should be retained for use after the close of the voting place.

Place the ballot box on a desk, counter, table or otherwise so that it is raised above the floor and in full view of all present. The box shall be kept locked and sealed until it is required to be opened for the purpose of counting the votes at the close of the voting place.

Post Voting Place poster in a conspicuous, well lit place at the voting place where it can be clearly seen by the electors.

Open the voting place precisely at 10 o'clock in the forenoon of voting day and advanced voting day.

#### **14.5. Requests for a Ballot at the Voting Place**

Electors voting at a voting place must show identification prior to obtaining a ballot.

The DRO will give the person a ballot only if satisfied that the person is entitled to vote at the voting place and the person presents the proof of identity and residence or complete the prescribed declaration that they are the elector shown on the Voters' List, or that such person is entitled to vote under an approved Application to Amend Voters' List form EL15 issued by the clerk.

Verify name on the Voters' List - or the Application to Add, Correct or Delete the Applicant's Own Name from the Voters' List submitted by the person to determine if the person is on or is entitled to be on the list.

Place initials on the ballot.

Require the voting clerk to indicate on their voters' list opposite the person's name the numerical order in which the person was given a ballot paper.

If the DRO, a scrutineer or a candidate objects to the person voting, the DRO shall have the fact of the objection and by whom it was made recorded on the Voters' List next to the person's name.

When an objection has been made as described in paragraph 3, the DRO shall give the person a ballot if the person takes an oath or affirmation stating that they is entitled to be an elector for the voting place and has not already voted in the election. The DRO shall record, that the oath was taken, on the Voters' List next to the person's name.

The DRO may permit an elector who needs assistance in voting to have such assistance, as the DRO considers necessary.

If the DRO is satisfied that such person is the person designated in the voters' list or in a certificate issued by the clerk, and that such person is otherwise entitled to vote, then the DRO shall place their initials on the back of the ballot, so placed that when the ballot is folded the initials can be seen without opening the ballot paper and deliver the ballot paper to the elector.

Upon delivery of the ballot paper, the elector is required to immediately proceed into the compartment provided for the purpose and therein to mark the ballot with a cross, with a pen or pencil within the circle or circular space provided to the right of the name of the candidate for whom the elector intends to vote (or to the right of the By-Law or question response for which the elector intends to vote.

The elector must then fold the ballot so as to conceal the names of the candidates (or the question) and the marks upon the face of it and so as to expose the initials of the DRO.

The elector is then to leave the compartment without delay and without showing the face of the ballot paper to anyone, or so displaying it as to make known how the elector has marked it, to deliver the ballot papers so folded to the DRO.

Upon delivery of the ballot paper to the DRO by the elector, without unfolding the ballot paper or in any way disclosing the names of the candidates or marks made by the elector, the DRO is required to verify their initials and at once deposit the ballot paper in the ballot box.

The elector shall forthwith leave the voting place.

A person whose ballot has been placed in the ballot box shall be deemed to have voted and is not, under any circumstances, entitled to another ballot.

A non-resident elector shall not be permitted to vote in the school board election. In accordance with Section 52 of the Municipal Elections Act, 1996, the following procedure shall be followed when a person enters a voting place and requests a ballot. The DRO shall give the person a ballot only if satisfied that the person is entitled to vote at the voting place and the person presents the prescribed proof of identity and residence or completes an application in the prescribed form, including a statutory declaration that they are the elector shown on the voters' list.

#### **14.6. Procedures in Extraordinary Circumstances**

Procedures in extraordinary circumstances shall be enforced by the DRO.

##### **14.6.1. Voter unable to enter Voting Place**

A person who is unable to enter the voting place to cast their vote due to physical disability, shall be permitted to vote immediately outside of the voting place. In such circumstances, the Deputy Returning Officer may deliver the appropriate ballot(s) to the voter at their vehicle outside the voting place where the voter shall be permitted to

mark their ballot in secret. The DRO shall then without delay and without showing the face of the ballot paper to anyone, or so displaying it as to make known how the elector has marked it, and return the ballot to the voting place and deposit it in the ballot box.

**14.6.2. Voter assistance as necessary – Section 52 of the Election Act**

Pursuant to Section 52 of the Act, the DRO may permit an elector who needs assistance in voting to have such assistance as the DRO considers necessary. The elector requiring assistance shall take the Oral Oath of Incapacity to Vote Without Assistance. Any person providing such assistance to an elector shall take the Oral Oath of Friend of Elector attached as Form EL27. All Election Officers have taken the Oath of Secrecy.

**14.6.3. Oath for Translator – Language Barrier**

Where the DRO does not understand the language of the elector, an interpreter provided by the elector may translate to the elector their answers. Any person acting as interpreter for an elector shall take the Oral Oath of Interpreter EL27.

**14.6.4. Voter not on the Voter's List**

If a person representing themselves to be an elector applies to the DRO at the voting place for a ballot and the person's name does not appear on the voters' list or in an Application to Amend the Voters' List Form EL15 certified approved by the Municipal Clerk or designate as being entitled to vote at the voting place, the person is entitled to have their name entered on such voters' list and to receive a ballot and to vote if they makes application to the Revision Clerk using the Application to Amend the Voters' List Form EL15 or the Affidavit of Residence Form EL01. Where a person is voting under an Application to Amend the Voters' List Form EL15 issued by the Municipal Clerk or designate, the DRO shall enter or cause to be entered on the voters' list maintained by the Voting Clerk the name and address of the person voting.

**14.6.5. An elector requesting to vote that is already shown as having voted**

Where an elector entitled to vote at the voting place applies for a ballot paper and it appears that another person has voted as such elector or that an entry has been made in the voters' list in error that such elector has voted, if such person takes the Oath of Qualification form EL26 and otherwise establishes their identity to the satisfaction of the Deputy Returning Officer, they is entitled to receive a ballot and the Deputy Returning Officer shall enter or cause to be entered on the voters' list maintained by the Voting Clerk the name and address of such elector and shall enter "sworn" beside the name entered.

**14.6.6. Objection to Person Voting**

If the DRO receives an objection to a person voting, from a scrutineer or a certified candidate, the DRO shall have the fact of the objection and by whom it was made recorded on the Voters' List next to the person's name. Then the DRO shall give the

person a ballot if the person takes an Oath of Qualification Form EL26 stating that they are named on the Voters' List for the voting place and has not already voted in the election.

**14.6.7. “Sworn” or “Refused to be Sworn” Affidavit**

In any circumstance where the Deputy Returning Officer requires an elector, friend of elector, or interpreter to take an oath or affidavit, the Deputy Returning Officer shall enter or cause to be entered on the voters' list maintained by the Voting Clerk the word "Sworn" or "Refused to be Sworn", whichever is appropriate.

**14.6.8. Ballot Spoiled – Voter Requesting another Ballot**

An elector who has inadvertently dealt with, or accidentally spoiled, their ballot in such a manner that it cannot be conveniently used, upon returning it to the DRO, is entitled to obtain another ballot, and the DRO shall immediately write the word "Canceled" upon the first-mentioned ballot and preserve it to be returned to the Clerk.

**14.6.9. Only Voter permitted in Voting Privacy Booth**

Notwithstanding that an elector may require assistance in voting, while an elector is in a voting compartment for the purpose of marking the ballot, no other person shall be allowed to enter the booth or to be in a position from which they can see how the elector marks the ballot.

**14.7. Closing of the Voting Place**

The DRO shall close the voting place promptly at 6:00 p.m. advanced voting day and at 7:00 p.m. on the regular voting day. Every elector qualified to vote at the voting place who is inside the voting place at the time fixed for closing of the voting place, is entitled to vote.

**14.8. Closing of Advanced Voting Place**

**DRO** - Without interference with the seal affixed to the ballot box at the opening of the advanced voting place, the DRO shall seal the ballot box by placing one seal over the edge of the lid next to the lock, another seal over the edge of the lid at the opposite end to the lock, and another seal over the ballot slot so that ballots cannot be deposited or withdrawn from it without breaking the seal. Any candidate or scrutineer present who desires to do so shall affix their seal to the ballot box in such a manner that it cannot be opened or any ballots deposited or withdrawn from it without breaking the seal.

Immediately thereafter the DRO shall deliver to the Municipal Clerk for safekeeping the ballot box, the List of Persons Who Voted at an Advanced Vote form EL28. The DRO will place all cancelled, declined and unused ballots for each office, By-Law or question in separate envelopes, and clearly endorse upon each envelope an indication as to its contents, and return these and all other election materials and documents used at the advanced voting place.

### **14.9. Closing of Regular Voting Place**

DRO - At the close of the Regular Voting, the DROs shall place all canceled, declined and unused ballots for each office, By-Law or question in separate envelopes, and clearly endorse upon each envelope an indication as to its contents.

Count the number of electors whose names appear on the voters' list maintained by the voting clerk to have voted and make an entry at the end thereof as to the number of electors who have voted.

Then, in the presence and in the full view of the persons entitled to be present, the DRO is to open the ballot box for the advanced voting place and the regular voting place, and proceed to count the number of votes pursuant to Section 54 of the Act, giving full opportunity to those present to examine each ballot.

The DRO shall reject from the count all ballots and votes in a ballot that do not comply with the prescribed rules.

#### **14.9.1. Rejected Ballots**

The deputy returning officer shall reject from the count:

- a) all votes in a ballot, if the ballot i) was not supplied by the DRO, or ii) contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify him or her;
- b) all votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
- c) all votes in a ballot on a By-Law, if votes have been cast for both the affirmative and negative on the By-Law;
- d) all votes in a ballot on a question, if votes have been cast for more than one answer on the question;
- e) any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

A scrutineer or certified candidate may object to a ballot, or to the counting of some votes in a ballot, on the ground that the ballot or votes do not comply with the prescribed rules. The DRO shall decide on all objections, establish a list in which the objections are summarized and individually numbered using the List of Objections to Vote Count form EL30 and write the number of each objection on the back of the relevant ballot and initial the number. The DRO to indicate on each objection listed in the statement "Objected to by (candidate's name or the candidate's scrutineer or the scrutineer's name in the case of a By-Law or question)".

As soon as possible after counting the votes, the DRO shall place for each office, By-Law

or question all used ballots that have not been objected to, all used ballots that have been objected to but which have been counted in whole or in part, all rejected ballots, and all ballots used but unmarked in separate envelopes, and clearly endorse upon each envelope an indication as to its contents. Every candidate or scrutineer present shall be permitted to write their name upon the envelopes.

The DRO shall carry out all procedures required of them pursuant to Section 55 (1) of the Act.

The DRO shall prepare a statement in duplicate showing the results of the election at the voting place using the Statement of Election Results form EL31 and shall permit the Voting Clerk and such candidates or their scrutineer as are present and desire to sign upon the Statement of Election Results.

The DRO shall place the ballots and all other materials and documents related to the election, except the original Statement of Election Results form EL31, in the ballot box, seal the ballot box so that ballots cannot be deposited in or withdrawn from it without breaking the seal, and deliver the original Statement of Election Results and the ballot box to the clerk.

## **15. Election Results**

Pursuant to Section 55 (4) of the Act, the Municipal Clerk shall declare the candidate or candidates elected using the Declaration of Election - Candidate Form EL32, and declare the result of any vote on a By-Law or question using the Declaration of Results - By-Laws or Questions Form EL33.

## **16. Recounts**

The Clerk may use forms EL39, EL40, and EL41 if a recount of votes is necessary. The clerk will conduct the recount pursuant to Section 56 of the Act.

## **17. Disposal of Records**

Subject to a Judge's order or recount proceedings, after ninety days from declaring the results under Section 55 of the Act, the Municipal Clerk shall proceed to destroy the election records pursuant to Section 88 of the Act.



**THE CORPORATION OF THE  
TOWN OF COBALT**

**BY-LAW NO. 2022 - 10**

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**Being a By-Law to adopt an Elections Policy for the Corporation of the Town of Cobalt**

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**WHEREAS** 2022 is an election year for municipalities in the Province of Ontario;


**AND WHEREAS** the Municipal Elections Act, 1996, requires each municipality to establish a procedure policy for the 2022 Municipal Election;

**AND WHEREAS** in accordance with the Accessibility Standards for Customer Service, O. Reg. 429/07, each municipality must provide accessible customer service, which includes accessible elections;

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

1. The Council adopts an "Elections Policy" for the Town of Cobalt, identified as Schedule "A", attached hereto and forming part of this By-Law;
2. That By-Law 2014-02, as amended, being a By-Law to provide for an Election Policy for the Town of Cobalt is hereby repealed;
3. 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.
4. That this By-Law shall come into force and take effect on the date of its final passing.

**Read a first, second and third time and finally passed this 15<sup>th</sup> day of March 2022.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Manager

**Schedule "A"**  
**To By-Law 2022 - 10**



**Municipal Election  
Procedural Policy**

In accordance with  
**Municipal Elections Act, 1996**

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## **1. Elections Officers**

The Clerk shall for the purposes of an election appoint in writing a deputy returning officer (DRO) and a voting clerk for each voting station established in the municipality. No candidate or spouse of a candidate is eligible to be appointed as an elections officer.

If an election officer does not attend at the opening of the voting place or becomes unable to perform their duties at the voting place, the Municipal Clerk shall appoint another person to act in their place. No person shall be appointed an election officer who has not attained the age of eighteen years.

DRO and Voting Clerks will be remunerated at the following rates for services:

DRO	\$210.00 per day (Advance and Election Day) \$ 50.00 for training seminar
Voting Clerk	\$170.00 per day (Advance and Election Day) \$ 50.00 for training seminar

## **2. Duties of Elections Officers**

### **2.1. Deputy Returning Officer (DRO) - Duties**

The Deputy Returning Officer shall perform all statutory duties in accordance with the Municipal Elections Act, 1996, perform all duties in accordance with this policy, and shall obey all orders and directions of the Clerk. The Deputy Returning Officer shall also act as Assistant Revising Officer for the purpose of revising the Voters' List under Section 24 of the Act at the voting station.

### **2.2. Voting Clerks - Duties**

The voting clerk shall assist the deputy returning officer in the performance of the duties of their office and shall obey their orders.

## **3. Oaths**

Every Supervisor, Deputy Returning Officer, Voting Clerk, Revision Clerk, Scrutineer, Election Officer and any other person authorized to attend at a voting place shall, before entering upon their duties, take and subscribe an Oath on **Form EL10** for the DRO and **Form EL11** for all others.

## 4. Accessible Elections

Our mission is to identify, remove and prevent accessibility barriers, and to treat everyone equally with respect, without discrimination because of a disability.

The municipality shall provide an election in a way that respects the dignity and independence of people with disabilities. Election officers will give the electors with disabilities the same opportunity to access the voting place as other electors.

Election officers will communicate with electors with disabilities in ways that take into account their disability. Election officers who communicate with electors will be trained on how to interact and communicate with electors with various types of disabilities.

Election officers shall welcome electors with disabilities who are accompanied by a service animal in the voting place. The Municipal Clerk will ensure that all election officers are properly trained on how to interact with electors with disabilities who are accompanied by a service animal.

Election officers shall welcome electors with disabilities who are accompanied by a support person. Any elector with disability accompanied by a support person will be allowed to enter the voting place with their support person.

In the event of a planned or unexpected disruption in the facility usually used by electors with disabilities, the Municipal Clerk will make every reasonable effort to provide notice of the disruption in service to the public, including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities, if any are available.

The Municipal Clerk will provide accessibility customer service training to all election staff, including election officers and third parties.

An Accessible Customer Service Feedback Form will be available from the DRO, if requested by the elector with disabilities. This process will provide person the opportunity to give feedback on the provision of municipal services to electors with disabilities.

## 5. Voting Days

**Regular Voting Day:** Pursuant to Section 5 of the *Municipal Elections Act, 1996* voting day in a regular election is the fourth Monday in October. When a holiday falls on this Monday, voting day will be the next succeeding day which is not a holiday. In 2022, voting day will be **Monday, October 24, 2022**.

**Advanced Voting:** Pursuant to Section 43 of the *Municipal Elections Act, 1996*, at least 30 days before voting day, the council shall pass a By-

Law establishing one or more dates for an advance vote and the hours during which voting places shall be open. **In 2022, the advanced vote will be Saturday, October 15, 2022.**

## **6. Voting Places**

Pursuant to Section 45 of the Municipal Elections Act, 1996, the voting place for the 2022 election will be the Golden Age Club, and this facility shall be accessible. The voting place boundaries shall include an area outside the building which includes the municipal parking lot.

### **6.1. Definition of Elector**

Section 17.(2) of the Municipal Act states that a person is entitled to be an elector at an election held in a local municipality if, on voting day, they,

- (a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- (b) is a Canadian citizen;
- (c) is at least 18 years old; and
- (d) is not prohibited from voting under subsection 17.(3) or otherwise by law.

### **6.2. Persons Prohibited from Voting**

Section 17.(3) of the Municipal Act states that the following are prohibited from voting:

1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
2. A corporation.
3. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
4. A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which they were convicted.

## **7. Notice Requirements**

### **7.1. Elections Officers**

Selected at discretion of the Clerk.

## 7.2. Voters' List

Advertising for the stating of locations within the Municipal Offices for viewing and revisions of the Voters' List will be done in the September 7, 2022 edition of the Temiskaming Speaker and in the September 8, 2022 edition of the Weekender.

## 7.3. Advanced Vote & Proxy Voting

Advertising for the dates of the Municipal Election, Advance Vote and Proxy Voting will be done in the October 5, 2022 edition of the Temiskaming Speaker and in the October 6, 2022 edition of the Weekender.

## 7.4. Nominations

Advertising for candidates for the October 24, 2022 Municipal Elections will be done in the August 24, 2022 edition of the Temiskaming Speaker and in the August 25, 2022 edition of the Weekender.

All notices above should also be given by posting the notice, clearly visible and legible, in the Municipal Office and any other place as prescribed by the Clerk.

# 8. Voters' List

The preliminary list of electors (PLE) will be sent to the municipalities and municipal clerks will prepare revisions and return to the Municipal Property Assessment Office (MPAC) by September 1, 2022. Once the revisions are completed, the new list becomes the Voters List and shall be reproduced by the Clerk.

Revisions to the Voters' List can be done between **September 2 and October 24, 2022**, by making application in writing to the Municipal Clerk using the Application to Amend Voters' List **Form EL15** and **Form EL16**.

One copy of the Voters' List shall be kept at the office of the Municipal Clerk throughout the period of revision of the Voters' List, available for public inspection during normal office hours, under supervision only. One copy of the Voters' List will be distributed to the candidates pursuant to Section 23 of the Act will be at no charge. **Candidates may request a Voters List by using Form EL14 (Candidate's Declaration–Proper Use of Voters' List)**. Additional copies of the Voters' List distributed will be borne by the applicant at the rate established by the municipality to make photocopies.

It is noted that all Voters' Lists are for election purposes only and not for Commercial purposes, and each list produced should have affixed a warning from the Municipal Clerk that the list is to be used for election purposes only.

A voter shall cast their votes subject to the information provided by the Voters' List in respect to that voter. Notwithstanding the foregoing, any voter may make application for revision of school board support on voting day up to the close of the voting place.

## **9. Appointment of Scrutineer**

Any candidate appointing a scrutineer to represent them during the voting, counting of votes and recounting of votes, shall make the appointment in writing using the Appointment of Scrutineer **Form EL12 (A)** and shall provide one copy of such appointment to the Municipal Clerk and one copy to the Scrutineer to show proof of their appointment to the election official in charge of the voting place or where votes are being counted. The form should also have information advising scrutineers of the secrecy of proceedings under the Act. Before being admitted to a Voting Place, a scrutineer shall show his appointment and take the Oral Oath of Secrecy **Form EL12(B)** from the DRO.

A Municipal Council appointing a scrutineer during the voting, counting of votes and recounting of votes on By-Laws or Questions, shall make the appointment in writing using the Appointment of Scrutineer **Form EL13**, and shall provide one copy of such appointment to the Municipal Clerk and one copy to the Scrutineer to show proof of their appointment to the election official in charge of the voting place or where votes are being counted. The back of the form should advise the scrutineer of the secrecy of proceedings under the Act.

## **10. Declaring an Emergency**

If an emergency is declared by the Municipal Clerk under Section 53 of the Act, it is recommended that the Ontario Provincial Police or other local police force be immediately notified.

## **11. Nominations**

**Nomination Day is Friday, August 19, 2022.** Nominations will be accepted until **2:00 p.m.** that day.

The Municipal Clerk may post names unofficially as received, including date and time, clearly identified as unofficial, in the municipal office for public display.

The Municipal Clerk shall examine and certify nominations pursuant to Section 35 of the Act on **Monday, August 22, 2022**, and prepare the "List of Certified Candidates" on **Form EL07**.

If the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, additional nominations for the remaining vacant seats must be filed between 9:00 a.m. and 2:00 p.m. **on Wednesday, August 24, 2022** and the Clerk must certify or reject each nomination by 4:00 p.m. **on Thursday, August 15, 2022**

Candidates who file more than one nomination should be advised by the Municipal Clerk that in the instances where a candidate who has been nominated for an office is nominated for another office to which the Act applies, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The filing fee is deemed to have been paid with the latest filing, if the two nominations are for the same Council of local board.

Pursuant to Section 33 of the Act, a nomination paper must be filed in the Municipal Clerk's office in person or by agent only, faxed nomination documents will not be accepted, **original signatures are required**.

Pursuant to Section 33 of the Act, a nomination shall be filed in the Municipal Clerk's office and shall be accompanied by the prescribed nomination filing fee of \$200.00 for Head of Council and \$100.00 for all other offices, which shall be in the form of cash, debit, certified cheque, money order or any other electronic method as determined by the clerk. The candidate is entitled to receive a refund of the nomination filing fee if they withdraws the nomination under Section 36 of the Act, is elected to the office, or receives at least 2% of the votes cast in the election for the office. Candidates failing to obtain at least 2% of the vote will default the deposit and the Municipal Clerk shall deposit the amount in a trust fund.

Any written withdrawal of a nomination filed in the Municipal Clerk's office pursuant to Section 36 of the Act shall be on the Withdrawal of Nomination Form **EL19** and received no later than 2:00 p.m. on Friday, August 19, 2022.

## **12. Appointment of Voting Proxy**

The Municipal Clerk may delegate authority for the issuance of proxies.

Only a person who is entitled to be on the voters' list (on the voters' list or who's name shall be added to the voters' list pursuant to an Application to Amend Voters' List certified by the Municipal Clerk) may appoint another person who is also so entitled as their voting proxy pursuant to Section 44 of the Act.

All proxy appointments shall be made by using the prescribed Form 3 for Appointment of Voting Proxy. The Form 3 may be distributed anytime but cannot be certified by the Municipal Clerk until after **Nomination Day on Friday, August 19, 2022**.

A person appointed as a proxy may only act for one person, unless the person is the

spouse, sibling, parent, child, grandparents or grandchild of the persons making the appointment.

The Municipal Clerk shall keep an active list of all proxy applications certified.

The Municipal Clerk or designate shall be available for proxy certification as follows:

<b>After August 22, 2022:</b>	<b>Regular Office Hours</b>
<b>Advanced Vote October 15, 2022:</b>	<b>10:00 a.m. to 6:00 p.m.</b>
<b>Regular Vote October 24, 2022:</b>	<b>Regular Office Hours</b>

### **13. Form of Ballot**

Each clerk shall decide on the use of the composite ballot or separate ballot.

### **14. Procedures at the Voting Place**

#### **14.1. Persons allowed in the Voting Place**

No person shall remain in the voting place when the vote is being taken or the votes are being counted except those persons permitted under Section 47 of the Act.

#### **14.2. Campaign Material within Voting Place**

No campaign material or literature of any nature relating to any candidate in the election shall be displayed within the voting place. This includes campaign buttons or any other advertising materials.

Candidates are not allowed to engage in hand shaking in the voting place.

#### **14.3. Opening of Voting Place**

The DRO of the Voting Place shall:

Arrive at least **1 hour prior** to the opening of the voting place, and early enough to set up the voting place. Ensure that all necessary supplies and equipment for the voting place have been received, inspect the voting place, confirm arrangements and notify the Municipal Clerk immediately of any problems.

Ensure that every Voting Clerk, Assistant Revision Clerk, scrutineer, or election officer and other person authorized to attend at a voting place shall, before

entering upon their duties, take and subscribe an Oath in **Form EL10** for DRO and **Form EL11** for other election officers.

Ensure that all persons entitled to remain in the voting place are wearing the appropriate identification badge.

Arrange voting compartments to ensure secrecy, place pencils for marking ballots in the voting compartments.

Post Voting Instructions **Form EL29** in clear view of persons entering the voting place, and also affix at least one copy inside each voting compartment.

Post at least two copies of Statutory Provisions Regulating Voting Procedures **Form EL34** in clear view of persons in the voting place, and also affix at least one copy inside the voting compartment.

Post Notice of Offence - Notice of Corrupt Practice form **EL35** in clear view of persons in the voting place.

Set out all voting place supplies for use at the voting place in an orderly manner.

Complete the Certificate and Receipt for Ballots **Form EL25**. Check to ascertain that the ballots supplied are those set out in the receipt and note if any quantity differs. Retain the copy of the receipt in your records to be placed in the ballot box and returned to the Municipal Clerk at the close of the voting place.

Consult with the persons appointed as Voting Clerk and inform them of their duties in assisting you.

For the regular voting place, immediately upon receipt of a List of Persons Who Voted at an Advanced Vote for **EL28**, make or cause to be made an entry on each of the voters' lists for the voting place, opposite the name of each elector whose name appears on the Certificate, showing that such elector has already voted at the advanced voting.

Candidates or scrutineers may enter the voting place 15 minutes before it opens.

During the fifteen minutes prior to the opening of the voting place, candidates or scrutineers are entitled to inspect ballots, other papers, forms and documents relating to the voting place, but must not impede opening of the voting place.

#### **14.4. Procedures for Voting in Institutions and Retirement Homes**

At the opening of the voting place, the DRO is to show the empty ballot box to all present, seal the ballot box, and place seals upon it in such a manner as to prevent it from being opened without breaking the seal. The remaining seals should be retained for use after the close of the voting place.

Place the ballot box on a desk, counter, table or otherwise so that it is raised above the floor and in full view of all present. The box shall be kept locked and sealed until it is required to be opened for the purpose of counting the votes at the close of the voting place.

Post Voting Place poster in a conspicuous, well lit place at the voting place where it can be clearly seen by the electors.

Open the voting place precisely at 10 o'clock in the forenoon of voting day and advanced voting day.

#### **14.5. Requests for a Ballot at the Voting Place**

Electors voting at a voting place must show identification prior to obtaining a ballot.

The DRO will give the person a ballot only if satisfied that the person is entitled to vote at the voting place and the person presents the proof of identity and residence or complete the prescribed declaration that they are the elector shown on the Voters' List, or that such person is entitled to vote under an approved Application to Amend Voters' List form EL15 issued by the clerk.

Verify name on the Voters' List - or the Application to Add, Correct or Delete the Applicant's Own Name from the Voters' List submitted by the person to determine if the person is on or is entitled to be on the list.

Place initials on the ballot.

Require the voting clerk to indicate on their voters' list opposite the person's name the numerical order in which the person was given a ballot paper.

If the DRO, a scrutineer or a candidate objects to the person voting, the DRO shall have the fact of the objection and by whom it was made recorded on the Voters' List next to the person's name.

When an objection has been made as described in paragraph 3, the DRO shall give the person a ballot if the person takes an oath or affirmation stating that they is entitled to be an elector for the voting place and has not already voted in the election. The DRO shall record, that the oath was taken, on the Voters' List next to the person's name.

The DRO may permit an elector who needs assistance in voting to have such assistance, as the DRO considers necessary.

If the DRO is satisfied that such person is the person designated in the voters' list or in a certificate issued by the clerk, and that such person is otherwise entitled to

vote, then the DRO shall place their initials on the back of the ballot, so placed that when the ballot is folded the initials can be seen without opening the ballot paper and deliver the ballot paper to the elector.

Upon delivery of the ballot paper, the elector is required to immediately proceed into the compartment provided for the purpose and therein to mark the ballot with a cross, with a pen or pencil within the circle or circular space provided to the right of the name of the candidate for whom the elector intends to vote (or to the right of the By-Law or question response for which the elector intends to vote.

The elector must then fold the ballot so as to conceal the names of the candidates (or the question) and the marks upon the face of it and so as to expose the initials of the DRO.

The elector is then to leave the compartment without delay and without showing the face of the ballot paper to anyone, or so displaying it as to make known how the elector has marked it, to deliver the ballot papers so folded to the DRO.

Upon delivery of the ballot paper to the DRO by the elector, without unfolding the ballot paper or in any way disclosing the names of the candidates or marks made by the elector, the DRO is required to verify their initials and at once deposit the ballot paper in the ballot box.

The elector shall forthwith leave the voting place.

A person whose ballot has been placed in the ballot box shall be deemed to have voted and is not, under any circumstances, entitled to another ballot.

A non-resident elector shall not be permitted to vote in the school board election. In accordance with Section 52 of the Municipal Elections Act, 1996, the following procedure shall be followed when a person enters a voting place and requests a ballot. The DRO shall give the person a ballot only if satisfied that the person is entitled to vote at the voting place and the person presents the prescribed proof of identity and residence or completes an application in the prescribed form, including a statutory declaration that they are the elector shown on the voters' list.

#### **14.6. Procedures in Extraordinary Circumstances**

Procedures in extraordinary circumstances shall be enforced by the DRO.

##### **14.6.1. Voter unable to enter Voting Place**

A person who is unable to enter the voting place to cast their vote due to physical disability, shall be permitted to vote immediately outside of the voting place. In such circumstances, the Deputy Returning Officer may deliver the appropriate ballot(s) to the voter at their vehicle outside the voting place where

the voter shall be permitted to mark their ballot in secret. The DRO shall then without delay and without showing the face of the ballot paper to anyone, or so displaying it as to make known how the elector has marked it, and return the ballot to the voting place and deposit it in the ballot box.

**14.6.2. Voter assistance as necessary – Section 52 of the Election Act**

Pursuant to Section 52 of the Act, the DRO may permit an elector who needs assistance in voting to have such assistance as the DRO considers necessary. The elector requiring assistance shall take the Oral Oath of Incapacity to Vote Without Assistance. Any person providing such assistance to an elector shall take the Oral Oath of Friend of Elector attached as Form EL27. All Election Officers have taken the Oath of Secrecy.

**14.6.3. Oath for Translator – Language Barrier**

Where the DRO does not understand the language of the elector, an interpreter provided by the elector may translate to the elector their answers. Any person acting as interpreter for an elector shall take the Oral Oath of Interpreter EL27.

**14.6.4. Voter not on the Voter's List**

If a person representing themselves to be an elector applies to the DRO at the voting place for a ballot and the person's name does not appear on the voters' list or in an Application to Amend the Voters' List Form EL15 certified approved by the Municipal Clerk or designate as being entitled to vote at the voting place, the person is entitled to have their name entered on such voters' list and to receive a ballot and to vote if they makes application to the Revision Clerk using the Application to Amend the Voters' List Form EL15 or the Affidavit of Residence Form EL01. Where a person is voting under an Application to Amend the Voters' List Form EL15 issued by the Municipal Clerk or designate, the DRO shall enter or cause to be entered on the voters' list maintained by the Voting Clerk the name and address of the person voting.

**14.6.5. An elector requesting to vote that is already shown as having voted**

Where an elector entitled to vote at the voting place applies for a ballot paper and it appears that another person has voted as such elector or that an entry has been made in the voters' list in error that such elector has voted, if such person takes the Oath of Qualification form EL26 and otherwise establishes their identity to the satisfaction of the Deputy Returning Officer, they is entitled to receive a ballot and the Deputy Returning Officer shall enter or cause to be entered on the voters' list maintained by the Voting Clerk the name and address of such elector and shall enter "sworn" beside the name entered.

**14.6.6. Objection to Person Voting**

If the DRO receives an objection to a person voting, from a scrutineer or a certified candidate, the DRO shall have the fact of the objection and by whom it was made recorded on the Voters' List next to the person's name. Then the DRO shall give the person a ballot if the person takes an Oath of Qualification Form EL26 stating that they are named on the Voters' List for the voting place and has not already voted in the election.

**14.6.7. "Sworn" or "Refused to be Sworn" Affidavit**

In any circumstance where the Deputy Returning Officer requires an elector, friend of elector, or interpreter to take an oath or affidavit, the Deputy Returning Officer shall enter or cause to be entered on the voters' list maintained by the Voting Clerk the word "Sworn" or "Refused to be Sworn", whichever is appropriate.

**14.6.8. Ballot Spoiled – Voter Requesting another Ballot**

An elector who has inadvertently dealt with, or accidentally spoiled, their ballot in such a manner that it cannot be conveniently used, upon returning it to the DRO, is entitled to obtain another ballot, and the DRO shall immediately write the word "Canceled" upon the first-mentioned ballot and preserve it to be returned to the Clerk.

**14.6.9. Only Voter permitted in Voting Privacy Booth**

Notwithstanding that an elector may require assistance in voting, while an elector is in a voting compartment for the purpose of marking the ballot, no other person shall be allowed to enter the booth or to be in a position from which they can see how the elector marks the ballot.

**14.7. Closing of the Voting Place**

The DRO shall close the voting place promptly at 6:00 p.m. advanced voting day and at 7:00 p.m. on the regular voting day. Every elector qualified to vote at the voting place who is inside the voting place at the time fixed for closing of the voting place, is entitled to vote.

**14.8. Closing of Advanced Voting Place**

**DRO** - Without interference with the seal affixed to the ballot box at the opening of the advanced voting place, the DRO shall seal the ballot box by placing one seal over the edge of the lid next to the lock, another seal over the edge of the lid at the opposite end to the lock, and another seal over the ballot slot so that ballots cannot be deposited or withdrawn from it without breaking the seal. Any candidate or scrutineer present who desires to do so shall affix their seal to the ballot box in such a manner that it cannot be opened or any ballots deposited or withdrawn

from it without breaking the seal.

Immediately thereafter the DRO shall deliver to the Municipal Clerk for safekeeping the ballot box, the List of Persons Who Voted at an Advanced Vote form EL28. The DRO will place all cancelled, declined and unused ballots for each office, By-Law or question in separate envelopes, and clearly endorse upon each envelope an indication as to its contents, and return these and all other election materials and documents used at the advanced voting place.

#### **14.9. Closing of Regular Voting Place**

DRO - At the close of the Regular Voting, the DROs shall place all canceled, declined and unused ballots for each office, By-Law or question in separate envelopes, and clearly endorse upon each envelope an indication as to its contents.

Count the number of electors whose names appear on the voters' list maintained by the voting clerk to have voted and make an entry at the end thereof as to the number of electors who have voted.

Then, in the presence and in the full view of the persons entitled to be present, the DRO is to open the ballot box for the advanced voting place and the regular voting place, and proceed to count the number of votes pursuant to Section 54 of the Act, giving full opportunity to those present to examine each ballot.

The DRO shall reject from the count all ballots and votes in a ballot that do not comply with the prescribed rules.

##### **14.9.1. Rejected Ballots**

The deputy returning officer shall reject from the count:

- a) all votes in a ballot, if the ballot i) was not supplied by the DRO, or ii) contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify him or her;
- b) all votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
- c) all votes in a ballot on a By-Law, if votes have been cast for both the affirmative and negative on the By-Law;
- d) all votes in a ballot on a question, if votes have been cast for more than one answer on the question;
- e) any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

A scrutineer or certified candidate may object to a ballot, or to the counting of some votes in a ballot, on the ground that the ballot or votes do not comply with the prescribed rules. The DRO shall decide on all objections, establish a list in which the objections are summarized and individually numbered using the List of Objections to Vote Count form EL30 and write the number of each objection on the back of the relevant ballot and initial the number. The DRO to indicate on each objection listed in the statement "Objected to by (candidate's name or the candidate's scrutineer or the scrutineer's name in the case of a By-Law or question)".

As soon as possible after counting the votes, the DRO shall place for each office, By-Law or question all used ballots that have not been objected to, all used ballots that have been objected to but which have been counted in whole or in part, all rejected ballots, and all ballots used but unmarked in separate envelopes, and clearly endorse upon each envelope an indication as to its contents. Every candidate or scrutineer present shall be permitted to write their name upon the envelopes.

The DRO shall carry out all procedures required of them pursuant to Section 55 (1) of the Act.

The DRO shall prepare a statement in duplicate showing the results of the election at the voting place using the Statement of Election Results form EL31 and shall permit the Voting Clerk and such candidates or their scrutineer as are present and desire to sign upon the Statement of Election Results.

The DRO shall place the ballots and all other materials and documents related to the election, except the original Statement of Election Results form EL31, in the ballot box, seal the ballot box so that ballots cannot be deposited in or withdrawn from it without breaking the seal, and deliver the original Statement of Election Results and the ballot box to the clerk.

## **15. Election Results**

Pursuant to Section 55 (4) of the Act, the Municipal Clerk shall declare the candidate or candidates elected using the Declaration of Election - Candidate Form EL32, and declare the result of any vote on a By-Law or question using the Declaration of Results - By-Laws or Questions Form EL33.

## **16. Recounts**

The Clerk may use forms EL39, EL40, and EL41 if a recount of votes is necessary. The clerk will conduct the recount pursuant to Section 56 of the Act.

## **17. Disposal of Records**

Subject to a Judge's order or recount proceedings, after ninety days from declaring the results under Section 55 of the Act, the Municipal Clerk shall proceed to destroy the election records pursuant to Section 88 of the Act.



## THE CORPORATION OF THE TOWN OF COBALT

### BY-LAW NO. 2026-20

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

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**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 May 26, 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 26<sup>th</sup> day of May, 2026.

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

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Angela Adshead, Mayor

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Jaime Allen, Interim Clerk