

AGENDA
A meeting of the Council of the Corporation
of the Town of Northeastern Manitoulin and the Islands
to be held on Thursday, January 8, 2026
at 7:00 p.m.

1. Call to Order

2. Approval of Agenda

Disclosure of Pecuniary Interest & General Nature Thereof

3. Old Business

- i. OPP Costing update

4. Manager Reports

- i. Administration and Finance reports, December – Sheryl Wilkin, Treasurer

5. New Business

- i. Agreement with Green and Inclusive Community Building -By-law 2026-08
- ii. Written warning – Manitoulin East Airport
- iii. Request for Seacan – 1271 Cosby Subdivision
- iv. Drinking water management review
- v. Library Board resignation – Rosemary Burnett

6. Adjournment

OPP Costing from 2024 to 2026

	2024	2025	2026	
Estimated Cost	715126	833983	914700	
y/e Adjustments	4431	28575	69731	
Calculated Billing	719557	862558	984431	
Monthly Amount	59963	71880	82036	
Provincial Relief	0	128291 (one time)	169394	11% Cap on previous years billing
Actual Billing	719557	734267	815037	
Monthly Amount	59963	61188.92	67920	
Budget Amount	719557	862558	947439	

The above figure take into consideration year end adjustments made by the OPP

Ranges: From: To: From: To:

Cheque Number First Last Cheque Date 2025-12-01 2025-12-30

Vendor ID First Last Chequebook ID TD GENERAL TD GENERAL

Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
024063	AELIP20222	PATRICIA AELICK	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 151.20
024064	FINPO06210	MINISTER OF FINANCE	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 61,189.00
024065	HAWKB45000	BRENDA HAWKE	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 200.00
024066	MANMA13025	MANITOULIN CENTENNIAL MANOR	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 35,660.55
024067	MANSU13148	MANITOULIN-SUDBURY DISTRICT SO	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 103,805.00
024068	MONIN20244	MONAGUE INDIGENOUS CRAFTS & GI	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 656.29
024069	SEMIN20244	SEM INC.	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 9,976.77
024070	SUDHE19910	PUBLIC HEALTH SUDBURY & DISTRI	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 12,128.00
024071	WENRI64000	WENRICK KENNELS	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 5,576.55
024072	WHATM20244	MICHAEL WHATLING	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 153.36
024073	WOODB35000	BRUCE WOOD	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 43.20
024074	WOODW24850	WOOD WYANT CANADA INC.	2025-12-02	TD GENERAL	PMCHQ00005596	\$ 3,211.48
024075	USBAN95502	US BANK NATIONAL ASSOCIATION	2025-12-03	TD GENERAL	PMCHQ00005597	\$ 1,062.07
024076	ROYPA20188	PAMELA ROY	2025-12-03	TD GENERAL	PMCHQ00005599	\$ 1,369.00
024077	HYDRO15675	HYDRO ONE NETWORKS INC.	2025-12-04	TD GENERAL	PMCHQ00005600	\$ 11,869.83
024078	RECGE18025	RECEIVER GENERAL	2025-12-04	TD GENERAL	PMCHQ00005600	\$ 20,109.55
024079	ONTCL15670	ONTARIO CLEAN WATER AGENCY	2025-12-04	TD GENERAL	PMCHQ00005601	\$ 45,069.38
024080	USBAN95502	US BANK NATIONAL ASSOCIATION	2025-12-04	TD GENERAL	PMCHQ00005602	\$ 458.52
024081	ARMSTR10001	RICK ARMSTRONG	2025-12-04	TD GENERAL	PMCHQ00005603	\$ 221.44
024082	AUTOP20188	AUTO PARTS NORTH	2025-12-04	TD GENERAL	PMCHQ00005603	\$ 1,498.31
024083	BAKEB2014	BARBARA BAKER	2025-12-04	TD GENERAL	PMCHQ00005603	\$ 960.00
024084	KARDA20255	KARDALL REMOTE FUEL ACCESS TEC	2025-12-04	TD GENERAL	PMCHQ00005603	\$ 367.25
024085	KSMAR85000	K. SMART ASSOCIATES LIMITED	2025-12-04	TD GENERAL	PMCHQ00005603	\$ 3,644.59
024086	ONTCL15670	ONTARIO CLEAN WATER AGENCY	2025-12-04	TD GENERAL	PMCHQ00005603	\$ 108.00
024087	RANTK20255	KELLY RANTA	2025-12-04	TD GENERAL	PMCHQ00005603	\$ 678.00
024088	TNEMI90327	TOWN OF NORTHEASTERN MANITOULI	2025-12-04	TD GENERAL	PMCHQ00005603	\$ 18.10
024089	CONSE03850	CONSEIL SCOLAIRE DU DISTRICT D	2025-12-09	TD GENERAL	PMCHQ00005604	\$ 582.13
024090	CONSE35000	CONSEIL SCOLAIRE DE DISTRICT C	2025-12-09	TD GENERAL	PMCHQ00005604	\$ 3,560.65
024091	FINEH06100	MINISTER OF FINANCE	2025-12-09	TD GENERAL	PMCHQ00005604	\$ 3,365.46
024092	HURON08995	HURON-SUPERIOR CATHOLIC DISTRI	2025-12-09	TD GENERAL	PMCHQ00005604	\$ 13,503.50
024093	NEMIL24440	NEMI PUBLIC LIBRARY	2025-12-09	TD GENERAL	PMCHQ00005604	\$ 25,245.50
024094	RAINB18005	RAINBOW DISTRICT SCHOOL BOARD	2025-12-09	TD GENERAL	PMCHQ00005604	\$ 251,862.94
024095	RECGE18025	RECEIVER GENERAL	2025-12-09	TD GENERAL	PMCHQ00005604	\$ 934.87
024096	CEPLO03600	UNIFOR	2025-12-09	TD GENERAL	PMCHQ00005605	\$ 2,709.99
024097	RECGE18025	RECEIVER GENERAL	2025-12-09	TD GENERAL	PMCHQ00005605	\$ 1,648.71
024098	WSIBO23750	WORKPLACE SAFETY & INSURANCE B	2025-12-09	TD GENERAL	PMCHQ00005605	\$ 4,866.16
024099	RONALC2023	RONA LITTLE CURRENT	2025-12-11	TD GENERAL	PMCHQ00005607	\$ 2,155.54
024100	3COWS20255	3 COWS & A CONE INC.	2025-12-11	TD GENERAL	PMCHQ00005608	\$ 1,089.47
024101	BEANG88880	BEANGE DOOR SERVICES	2025-12-11	TD GENERAL	PMCHQ00005608	\$ 542.40
024102	COOSO66616	COOPER AND SONS PLUMBING	2025-12-11	TD GENERAL	PMCHQ00005608	\$ 305.10
024103	DHELE18686	DH ELECTRICAL	2025-12-11	TD GENERAL	PMCHQ00005608	\$ 248.04
024104	GFLN20199	GFL ENVIRONMENTAL INC.	2025-12-11	TD GENERAL	PMCHQ00005608	\$ 3,883.03
024105	LAVIS20255	LAVISH'S YIG #7923	2025-12-11	TD GENERAL	PMCHQ00005608	\$ 445.31
024106	NORBU107200	MELCARM GROUP INC.	2025-12-11	TD GENERAL	PMCHQ00005608	\$ 282.93
024107	ALLEN00022	ALLEN'S AUTOMOTIVE	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 3,556.33
024108	GOODG20188	GLORIA GOODWILL AELICK	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 213.68
024109	LAURE12030	INNOV8 OFFICE SOLUTIONS INC.	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 712.61
024110	LOCOB35000	LOCO BEANZ COFFEE HOUSE	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 700.60
024111	MAEXP20211	MANITOULIN EXPOSITOR	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 1,671.68
024112	MANUL51450	MANULIFE FINANCIAL GROUP BENEF	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 15,223.65
024113	ONTCL15670	ONTARIO CLEAN WATER AGENCY	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 20,370.46
024114	PELLC20255	COREY PELLAND	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 130.11
024115	WHITE23378	WHITEHOTS INC.	2025-12-15	TD GENERAL	PMCHQ00005609	\$ 202.77
024116	BELLC02505	BELL CANADA	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 201.80

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
024117	COULA20188	COUREY LAW PROFESSIONAL CORPOR	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 4,429.60
024118	EASTA22550	EASTLINK	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 245.08
024119	MAEXP20211	MANITOULIN EXPOSITOR	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 1,007.87
024120	MASSE13200	MASSEY WHOLESALE LTD.	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 1,743.78
024121	RECGE18025	RECEIVER GENERAL	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 22,848.91
024122	WHATM20244	MICHAEL WHATLING	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 323.10
024123	WILLI10000	DAVID WILLIAMSON	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 450.00
024124	WOODW24850	WOOD WYANT CANADA INC.	2025-12-16	TD GENERAL	PMCHQ00005611	\$ 790.41
024125	BONDG45000	GWEN BOND	2025-12-16	TD GENERAL	PMCHQ00005612	\$ 450.00
024126	BOWDA20244	DARREN BOWERMAN	2025-12-16	TD GENERAL	PMCHQ00005612	\$ 75.00
024127	EASTL58000	EASTLINK	2025-12-16	TD GENERAL	PMCHQ00005612	\$ 147.98
024128	HYDRO15675	HYDRO ONE NETWORKS INC.	2025-12-16	TD GENERAL	PMCHQ00005612	\$ 2,219.23
024129	MORPT20155	TERRY MORPHET	2025-12-16	TD GENERAL	PMCHQ00005612	\$ 75.00
024130	OJGRA15025	O.J. GRAPHIX & DESIGN	2025-12-16	TD GENERAL	PMCHQ00005612	\$ 1,259.93
024131	USBAN95502	US BANK NATIONAL ASSOCIATION	2025-12-16	TD GENERAL	PMCHQ00005613	\$ 5,339.14
024132	USBAN95502	US BANK NATIONAL ASSOCIATION	2025-12-18	TD GENERAL	PMCHQ00005614	\$ 3,608.23
024133	MORPT20155	TERRY MORPHET	2025-12-18	TD GENERAL	PMCHQ00005617	\$ 500.00
024134	MCDIN20233	MCDOUGALL INSURANCE	2025-12-22	TD GENERAL	PMCHQ00005618	\$ 283,512.32
024135	ACCES15150	ACCESS APPLIANCE SERVICE	2025-12-22	TD GENERAL	PMCHQ00005619	\$ 819.25
024136	BELLC02500	BELL CANADA	2025-12-22	TD GENERAL	PMCHQ00005619	\$ 2,105.78
024137	BELLC02505	BELL CANADA	2025-12-22	TD GENERAL	PMCHQ00005619	\$ 553.46
024138	BELLC02510	BELL CANADA	2025-12-22	TD GENERAL	PMCHQ00005619	\$ 121.80
024139	NORLA20222	NORTHLAND GROUP OF COMPANIES L	2025-12-22	TD GENERAL	PMCHQ00005619	\$ 22,598.87
024140	PEPSI16200	PEPSICO BEVERAGES CANADA	2025-12-22	TD GENERAL	PMCHQ00005619	\$ 793.93
024141	WILKB25255	BRAD WILKIN	2025-12-22	TD GENERAL	PMCHQ00005619	\$ 2,462.30
024142	AMCO20255	AMACO EQUIPMENT	2025-12-23	TD GENERAL	PMCHQ00005620	\$ 190,405.00
024143	BEAMC20177	BEAMISH CONSTRUCTION INC.	2025-12-23	TD GENERAL	PMCHQ00005620	\$ 9,588.63
024144	BELLM00075	BELL MOBILITY	2025-12-23	TD GENERAL	PMCHQ00005620	\$ 670.94
024145	CAMTR00117	CAMBRIAN TRUCK CENTRE INC.	2025-12-23	TD GENERAL	PMCHQ00005620	\$ 734.50
024146	TOROM4764	TOROMONT CAT	2025-12-23	TD GENERAL	PMCHQ00005620	\$ 1,471.51
024147	TRACK20800	TRACKS & WHEELS EQUIPMENT BROK	2025-12-23	TD GENERAL	PMCHQ00005620	\$ 995.72
024148	WORKE23700	WORK EQUIPMENT LTD.	2025-12-23	TD GENERAL	PMCHQ00005620	\$ 437.17
024149	CHISB20222	BECKY CHISHOLM	2025-12-30	TD GENERAL	PMCHQ00005622	\$ 400.00
024150	HALLL20155	LISA HALLAERT	2025-12-30	TD GENERAL	PMCHQ00005622	\$ 1,303.96
024151	MASTL23400	LORI MASTELKO	2025-12-30	TD GENERAL	PMCHQ00005622	\$ 1,200.00
024152	RANTK20255	KELLY RANTA	2025-12-30	TD GENERAL	PMCHQ00005622	\$ 678.00
024153	SHORJ57575	JULIA SHORTT	2025-12-30	TD GENERAL	PMCHQ00005622	\$ 70.00
024154	BELLM00075	BELL MOBILITY	2025-12-30	TD GENERAL	PMCHQ00005623	\$ 793.98
024155	FINPO06210	MINISTER OF FINANCE	2025-12-30	TD GENERAL	PMCHQ00005623	\$ 58,455.96
024156	LCCUR12450	LITTLE CURRENT CURLING CLUB	2025-12-30	TD GENERAL	PMCHQ00005623	\$ 2,600.00
024157	MAEXP20211	MANITOULIN EXPOSITOR	2025-12-30	TD GENERAL	PMCHQ00005623	\$ 1,957.28
024158	ONTCL15670	ONTARIO CLEAN WATER AGENCY	2025-12-30	TD GENERAL	PMCHQ00005623	\$ 216.00
024159	BELLC02500	BELL CANADA	2025-12-30	TD GENERAL	PMCHQ00005624	\$ 1,496.70
024160	BELLC02510	BELL CANADA	2025-12-30	TD GENERAL	PMCHQ00005624	\$ 121.80
024161	AIRLI00018	AIR LIQUIDE CANADA INC.	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 79.41
024162	CRAND20255	DEREK CRANSTON	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 1,577.40
024163	EASTL58000	EASTLINK	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 178.49
024164	ECORB20222	E. CORBIERE & SONS CONTRACTING	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 5,466.38
024165	HYDRO15675	HYDRO ONE NETWORKS INC.	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 22,418.83
024166	MANHO66660	MANITOWANING HOME HARDWARE	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 16.94
024167	SOUCIE60000	SOUCIE-SALO SAFETY INC. SUDBUR	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 106.16
024168	SUPPR19980	SUPERIOR PROPANE	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 1,056.53
024169	WHATM20244	MICHAEL WHATLING	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 323.10
024170	WHITE23378	WHITEHOTS INC.	2025-12-30	TD GENERAL	PMCHQ00005625	\$ 61.05
024171	HYDRO15675	HYDRO ONE NETWORKS INC.	2025-12-30	TD GENERAL	PMCHQ00005626	\$ 11,019.69
EFT000074	COMPU75200	COMPUTREK	2025-12-03	TD GENERAL	PMCHQ00005598	\$ 2,412.99
EFT000075	OMERS15410	OMERS - PENSION ACCOUNTS	2025-12-11	TD GENERAL	PMCHQ00005606	\$ 42,876.06
EFT000076	NCOMM14669	NORTHERN COMMUNICATIONS	2025-12-16	TD GENERAL	PMCHQ00005610	\$ 1,101.56
* EFT000077	ADMRE20202	ADMINPLEX RESOURCE SERVICES IN	2025-12-18	TD GENERAL	PMCHQ00005615	\$ 141.43
EFT000078	ADMRE20202	ADMINPLEX RESOURCE SERVICES IN	2025-12-18	TD GENERAL	PMCHQ00005616	\$ 141.43
EFT000079	MCDOU20070	MCDOUGALL ENERGY INC.	2025-12-30	TD GENERAL	PMCHQ00005621	\$ 23,473.33

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
REMIT00000000000000	RONALC2023	RONA LITTLE CURRENT	2025-12-30		PMCHQ00005623	\$ 0.00
Total Cheques: 116			Total Amount of Cheques:			\$ 1,424,788.33

TOTAL DECEMBER 2025 PAYROLL EXPENSES :

\$ 216,474.08

TOTAL DECEMBER 1 TO 30/2025 EXPENSES :

\$ 1,641,262.41



Accounts Receivable - Water / Sewer

NOVEMBER	2025	-\$17,026.16
DECEMBER	2025	-\$46,692.39
Change in Month		-\$29,604.01

Billings / Adjustments in period	\$2,788.35
Payments / Adjustments in Month	\$32,392.36

ARREARS NOTICES WILL BE MAILED IN JANUARY 2026



Accounts Receivable - Taxes

NOVEMBER	2025	\$713,223.16
DECEMBER	2025	\$305,292.71
change in a month		-\$407,930.45

Billings / Adjustments in period	\$19,245.87
Payments / Adjustments in Month	\$427,176.32

ARREARS NOTICES WILL BE MAILED IN DECEMBER 2025.



TOWN OF NORTHEASTERN MANITOULIN and the ISLANDS

Last Updated : 2026-01-06
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2025 OPERATING SUMMARY
For the Twelve Months Ending 2025-12-31
PRE-AUDIT
Subject to Year End Adjustments

	<u>2025 APPROVED BUDGET</u>	<u>2025 ACTUALS</u>
REVENUES		
<u>LOCAL TAXATION</u>		
Municipal Levy	\$7,108,558	\$6,036,603
- Due to School Boards	(1,083,508)	3,603
Net Municipal Levy	\$6,025,050	\$6,040,206
Business Improvement Area	7,000	6,861
	<u>\$6,032,050</u>	<u>\$6,047,067</u>
<u>PAYMENTS IN LIEU OF TAX</u>	\$149,550	\$172,391
<u>PROVINCIAL OMPF & OTHER ALLOCATION</u>	\$1,714,900	\$1,714,900
<u>FUNCTIONAL REVENUES</u>		
Protective Services	\$156,500	\$202,801
Transportation Services	36,500	43,287
Environmental Services	1,578,497	1,151,366
Health Services	13,600	18,464
Social and Family Services	0	0
Recreation & Cultural Services	1,264,001	1,304,804
Planning & Development	15,000	23,020
	<u>\$3,064,098</u>	<u>\$2,743,742</u>
<u>OTHER SOURCES OF REVENUE</u>	\$315,938	\$453,775
TRANSFERS FROM RESERVES	0	0
PRIOR YR'S SURPLUS (DEFICIT)	0	0
TOTAL SOURCES OF REVENUE	\$11,276,535	\$11,131,875
EXPENDITURES		
<u>GENERAL GOVERNMENT</u>		
Operations	\$1,501,858	\$1,503,483
Transfers to Reserves	238,534	238,534
Subtotal	\$1,740,392	\$1,742,017
<u>PROTECTIVE SERVICES</u>		
Fire Department	\$186,832	\$151,159
Policing (provincial billing)	862,558	726,782
Building Inspection	143,010	126,357
Other Protective Services	40,200	38,104
Transfers to Reserves	0	0
Subtotal	\$1,232,600	\$1,042,403
<u>TRANSPORTATION SERVICES</u>		
Roadways	\$2,288,769	\$2,014,025
Street Lighting	27,700	7,988
Crossing Guards	37,300	25,614
Manitoulin East Airport	69,000	69,000
Transfers to Reserves	0	0
Subtotal	\$2,422,769	\$2,116,628



TOWN OF NORTHEASTERN MANITOULIN and the ISLANDS

Last Updated : 2026-01-06
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2025 OPERATING SUMMARY
For the Twelve Months Ending 2025-12-31
PRE-AUDIT
Subject to Year End Adjustments

	2025 APPROVED BUDGET	2025 ACTUALS
<u>ENVIRONMENTAL SERVICES</u>		
Sanitary & Storm Sewers	\$586,087	\$384,932
Waterworks	733,665	603,970
Garbage Collection	89,210	31,867
Garbage Disposal	313,065	244,537
Household Hazardous Waste	30,000	22,946
Landfill Closure Loan Payment	0	0
Recycling	49,000	44,892
Leachate Management	0	0
Transfers to Reserves	119,245	0
Subtotal	\$1,920,272	\$1,333,145
<u>HEALTH SERVICES</u>		
Health Unit	\$145,536	\$145,536
Land Ambulance	797,484	803,793
Cemeteries	36,246	38,010
Subtotal	\$979,266	\$987,339
<u>SOCIAL & FAMILY SERVICES</u>		
Manitoulin- Sudbury DSSAB	\$448,449	\$441,867
Centennial Manor	151,241	142,642
Subtotal	\$599,690	\$584,509
<u>RECREATION & CULTURAL SERVICES</u>		
Municipal Parks	\$155,434	\$145,788
Recreation Centre	756,961	822,301
Public Library	122,599	119,841
LC-H Centennial Museum	108,672	109,532
Spider Bay Marina	213,890	187,738
Other Marine Facilities	428,488	443,094
Transfers to Reserves	366,248	0
Subtotal	\$2,152,291	\$1,828,294
<u>PLANNING & DEVELOPMENT</u>		
Local Planning Administration	17,255	10,887
Tourism Promotion	10,000	0
Business Improvement Area	7,000	13,679
Economic Development	32,300	44,177
Transfers to Reserves	0	0
Subtotal	\$66,555	\$68,743
TOTAL EXPENDITURE	\$11,113,836	\$9,703,077
NET OPERATING	\$162,699	\$1,428,798
NET CAPITAL EXPENDITURE	\$162,700	\$207,340
MUNICIPAL SURPLUS/(-DEFICIT)	(\$1)	\$1,221,457

**CANADA – THE CORPORATION OF THE TOWN OF NORTHEASTERN
MANITOULIN AND THE ISLANDS
GREEN AND INCLUSIVE COMMUNITY BUILDINGS PROGRAM
AGREEMENT FOR FUEL ELECTRIFICATION AND SOLAR NET
METERING AT NEMI MUNICIPAL LIBRARY**

This Agreement is made as of the date of last signature

BETWEEN: **HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister of Infrastructure and Communities, hereinafter referred to as the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada ("Canada")

AND **THE CORPORATION OF THE TOWN OF NORTHEASTERN
MANITOULIN AND THE ISLANDS**, continued or incorporated pursuant to the *Municipal Act* (the "Recipient"),
individually referred to as a "Party" and collectively referred to as the "Parties".

RECITALS

WHEREAS the Government of Canada established the Green and Inclusive Community Buildings Program (the "Program") in 2020 which is part of *Canada's Strengthened Climate Plan*;

WHEREAS the Program aims to support short-term economic stimulus, generate long-term climate focused benefits, and create on-going inclusion benefits, in particular for high-needs communities and equity-seeking groups. The Program supports renovations, repairs or retrofits to improve the accessibility and ecological footprint of existing public community buildings, as well as the construction of new publicly accessible community buildings in underserved, high-needs communities across Canada;

WHEREAS the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada is responsible for the Program;

WHEREAS the Recipient has submitted to Canada an application for the funding of the Project which qualifies for support under the Program;

AND WHEREAS the Recipient is responsible for carrying out the Project and Canada wishes to provide financial support for the Project and its objectives;

NOW THEREFORE, the Parties agree as follows:

SCHEDULE B – THE PROJECT

SCHEDULE B.1: PROJECT DESCRIPTION

For clarity, the Project description includes the information that the Recipient provided to Canada in support of its request for Project funding, including the RETscreen® information and the Project's Program funding application information provided through the Department of Housing, Infrastructure and Communities' online and accessible Program application portal ("Program Application Form") number AP-000004546.

Project Description:

The Corporation of the Town of Northeastern Manitoulin and the islands will retrofit the municipal library located at 50 Meredith Street West, Little Current, ON. The Library's existing energy system is reliant on high emission fuel sources for primary space heating. The retrofits planned include improvement to building envelope and offsetting existing propane and heating oil fuel consumption through installation of cold temperature air-source heat pumps as the new primary heating source.

Objective(s):

The ultimate goals of the Project are:

- Improve Energy efficiency of the building
- Improve building comfort
- Reduce GHG emissions

Activities:

The following activities will be undertaken in order to complete the Project:

- Installation of cold temperature air-source heat pumps
- Install new auxiliary electric boiler heating system
- Improve building envelope
- Install rooftop solar photovoltaic array to offset building energy consumption

Project Outcomes:

The Recipient will ensure that appropriate data collection processes are in place to enable the capture and reporting of the performance indicators used to measure the achievement of Project outcomes.

An update on Project outcomes using the performance indicators should be provided in each Annual Progress Report for multi-year projects, and in the Final Report. Some outcomes can only be measured after Project completion, in which case, they would be provided in the Final Report only.

In order to illustrate how the Project will contribute to economic, green and inclusive outcomes, the Recipient will collect performance data and report on the following performance indicators that the Project will contribute to:

1. Increased quality of community buildings in high-needs communities
2. Increased energy efficiency of existing community buildings
 - Total Estimated Fuel Savings: 77.5%
3. Reduced GHG emissions from community buildings
 - Estimated annual GHG Emission reduction: 15.4 tCO₂
4. Reduce annual operating cost of Library facilities

Benefits to Underserved and High Needs Communities

The Project aims to benefit the following communities that are underserved, including those with higher needs, and/or equity-deserving groups:

- Youth
- Seniors
- Persons with disabilities
- Persons experiencing poverty

SCHEDULE B.2: PROJECT BUDGET**Table 1:**

Project Budget	Amount
Total Project Cost	\$149,885.86
Total Eligible Cost	\$131,608

Table 2:

Total Contribution from the Department of Housing, Infrastructure and Communities	Annual Breakdown				
	2025-26	2026-27	2027-28	2028-29	Total
GICB Contribution	\$40,799.21	\$56,563.67	\$-	\$-	\$97,362.88
Total contribution	\$	\$	\$	\$	\$97,362.88

Table 3: Other Sources of Funding

Cash	
The Corporation of the Town of Northeastern Manitoulin	\$39,877.20
Financing	\$12,645.78
Sub-total Cash	\$52,522.98



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

**ENFORCEMENT
BRANCH**

Environmental Enforcement



**DIRECTION GÉNÉRALE DE
L'APPLICATION DE LA LOI**

Application de la loi en environnement

WRITTEN WARNING

CANADIAN ENVIRONMENTAL PROTECTION ACT, 1999

Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations

File: 8360-2024-08-01-8775

PROTECTED B ONCE COMPLETED

January 6, 2026

Registered with acknowledgement of receipt

The purpose of this warning is to inform:

MANITOULIN EAST MUNICIPAL AIRPORT COMMISSION INC.
14 Water Street East, P.O. Box 608
Little Current, Ontario
P0P 1K0

c/o David Williamson
Chief Administrative Officer
The Corporation of the Town of Northeastern Manitoulin and the Islands
14 Water Street East, P.O. Box 608
Little Current, Ontario
P0P 1K0

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

Mike Whatling
Manager
Manitoulin East Municipal Airport
12917 ON-6
Sheguiandah, Ontario
P0P 1W0

Canada

That observations made during an inspection of your facility at 12917 ON-6, Sheguiandah, ON, on August 28, 2024, by the undersigned enforcement officer, designated by the Minister of the Environment and Climate Change under the *Canadian Environmental Protection Act, 1999* (CEPA), provided reasonable grounds to believe that the MANITOULIN EAST MUNICIPAL AIRPORT COMMISSION INC., namely the Manitoulin East Municipal Airport, was in contravention of the *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations* made pursuant to CEPA thereby committing offences under subsections 272(1) and 272.1(1) of CEPA

ALLEGED FACTS

As a result of an on-site inspection, and a review of submitted data, I, the undersigned enforcement officer, determined the following alleged facts:

1. The Manitoulin East Municipal Airport is subject to the Storage Tanks Systems for Petroleum Products and Allied Petroleum Products Regulations (herein referred to as “the Regulations”) as defined by Section 2 of the Regulations.
2. The Manitoulin East Municipal Airport is operated by a manager hired by the MANITOULIN EAST MUNICIPAL AIRPORT COMMISSION INC. as confirmed by David Williamson, Chief Administrative Officer for The Corporation of the Town of Northeastern Manitoulin and the Islands.
3. Mike WHATLING is the manager of operations for the Manitoulin East Municipal Airport and is responsible for ensuring compliance with environmental legislation including CEPA and the Regulations.
4. On August 1, 2024, Mike WHATLING identified during a phone call with me that an underground tank was removed in 2023, and that a new aboveground tank was installed.
5. On August 1, 2024, I reviewed the Federal Identification Registry for Storage Tank Systems (FIRSTS) and I identified that the Manitoulin East Municipal Airport showed 4 tanks still in operation (not withdrawn or removed from service).

EC# 00011951 – Underground, Jet Fuel, 45400 L
EC# 00011952 – Aboveground, Regular Gasoline, 1360 L
EC# 00011953 – Aboveground, Dyed Diesel, 1360 L
EC# 00011955 – Underground, Aviation Gasoline, 45400 L

6. On August 28, 2024, during the on-site inspection, I observed an aboveground split fuel tank with a capacity of 29220 Litres, and a dyed diesel tank with a capacity of 1360 Litres. No EC identification numbers were readily visible on either of the tanks, contrary to subsection 28(4) of the Regulations.
7. The aboveground split fuel tank with no EC numbers, contained the following: Aviation fuel with a capacity of 14610 Litres, and a jet fuel tank with a capacity of 14610 Litres. Total capacity of 29220 Litres. EOs identified that the product transfer area was made of grass and no other system was in place to capture fuel in case of a spill, contrary to subsection 15(1) of the Regulations.
8. Mike WHATLING provided EO Rispoli with a receipt showing that the aboveground storage tank (split tank 29220 L) was filled by Graham Oil Energy Limited on July 14, 2023. There were no EC numbers issued for this tank on July 14, 2023, the date on which the transfer of a petroleum product occurred, contrary to subsection 28(2) of the Regulations.
9. The Manitoulin East Municipal Airport had in operation an aboveground storage tank system (split-tank 29220L, and dyed diesel 1360L) in operation without EC identification numbers being issued, contrary to subsection 28(6) of the Regulations.

10. Mike WHATLING showed EOs where two underground tanks were removed in 2023. Mr. WHATLING provided documentation showing that the underground tanks were quoted to be removed by Lacroix Construction Co. (2014) Ltd. During an interview by EOs with Lacroix Construction Co. (2014) Ltd. it was determined that Lacroix alongside with CTRL Petroleum removed the underground tanks in 2023.

11. On January 9, 2025, the following storage tank systems were permanently withdrawn from service:

- EC# 00011951 – Underground Jet Fuel (45,400 L)
- EC# 00011952 – Aboveground Regular Gasoline (1,360 L)
- EC# 00011955 – Underground Aviation Gasoline (45,400 L)

Contrary to subsection 44(5) of the Regulations, the MANITOULIN EAST MUNICIPAL AIRPORT COMMISSION INC. failed to notify the Minister in writing within 60 days of the permanent withdrawal from service.

12. The MANITOULIN EAST MUNICIPAL AIRPORT COMMISSION INC. failed to prepare an emergency plan, contrary to section 30 of the Regulations.

THE LAW

Storage Tanks Systems for Petroleum Products and Allied Petroleum Products Regulations

1. The following definitions apply in these Regulations.

aboveground tank means a tank that operates at atmospheric pressure and that has all of its volume either above ground or encased within an unfilled secondary containment.

petroleum product means, other than an allied petroleum product, a single hydrocarbon or a mixture of at least 70% hydrocarbons by volume, refined from crude oil, with or without additives, that is used or could be used as a fuel, lubricant or power transmitter, and includes used oil, but does not include propane, paint and solvents.

storage tank system means a tank or commonly connected tanks and all piping, vents, pumps, sumps, diking, overfill protection devices, spill containment devices and oil-water separators. In the case of a system located at an airport, the system ends at the pump discharge.

tank means a closed container with a capacity of more than 230 L that is designed to be installed in a fixed location.

transfer area means the area around the connection point between a delivery truck, railcar, aircraft or vessel and a storage tank system in which the tanks have an aggregate capacity of more than 2 500 L.

underground tank means a tank that operates at atmospheric pressure and that has all of its storage volume below ground and completely surrounded by fill.

Application

2(1) These Regulations apply to any storage tank system located in Canada in which petroleum products or allied petroleum products are stored and

(a) that is operated by a federal department, board or agency, or belongs to Her Majesty in right of Canada;

(b) that is operated to provide a service to, or belongs to, a federal work or undertaking that is

(i) a port authority set out in the schedule to the Canada Marine Act,

(ii) an airport within the meaning of subsection 3(1) of the Aeronautics Act, or

(iii) a railway;

(c) that is located on federal land or aboriginal land; or

(d) that is operated by a Crown corporation, as defined in subsection 83(1) of the Financial Administration Act, or that belongs to such a corporation.

15(1) The owner or operator of a storage tank system must ensure that petroleum product and allied petroleum product transfer areas are designed to contain any releases in liquid form in the environment that occur during the transfer process.

Identification of Storage Tank Systems

28 (1) The owner of a storage tank system that is installed before June 12, 2008, must identify the system by submitting to the Minister, in writing, the information set out in Schedule 2

(a) by June 12, 2009; or

(b) by June 12, 2010, if they submit to the Minister a storage tank system identification progress report containing the information set out in Schedule 3 by June 12, 2009.

(2) The owner of a storage tank system that is installed on or after June 12, 2008 must identify the system by submitting to the Minister, in writing, the information set out in Schedule 2 before the day on which the first transfer of petroleum products or allied petroleum products into any tank of the system occurs.

(3) The Minister must issue an identification number for the storage tank system for which the information was submitted and inform the owner of the identification number and its date of issuance.

(4) The owner or operator must display the identification number in a readily visible location on or near the storage tank system for which the number was issued.

(5) The owner or operator must update the information submitted under subsection (1) or (2) and submit to the Minister, in writing, any changed information within 60 days after the change.

(6) A person must not operate a storage tank system unless an identification number has been issued for that system. In the case of a storage tank system referred to in subsection (1), this subsection applies beginning June 12, 2010.

(7) The person that is required to submit information under subsection (1), (2) or (5) must also submit to the Minister, in writing, a certification that the information is accurate and complete, dated and signed by the person or a person authorized to act on their behalf.

Emergency Plan

- 30 (1)** The owner or operator of a storage tank system must prepare an emergency plan taking into consideration the following factors:
- (a) the properties and characteristics of each petroleum product or allied petroleum product stored in each tank of the system and the maximum expected quantity of the petroleum product or allied petroleum product to be stored in the system at any time during any calendar year; and
 - (b) the characteristics of the place where the system is located and of the surrounding area that may increase the risk of harm to the environment or of danger to human life or health.
- 30 (3)** The owner or operator of a storage tank system must ensure that the emergency plan is ready to be implemented
- (a) in the case of a storage tank system that is installed before June 12, 2008, no later than two years after June 12, 2008; and
 - (b) in any other case, before the day on which the first transfer of petroleum products or allied petroleum products into any tank of the storage tank system occurs.
- 31 (1)** The owner or operator of a storage tank system must keep the emergency plan up-to-date and keep a copy of it readily available for the individuals who are required to carry it out, as well as a copy at the place where the storage tank system is located if that place is a place of work.
- (2) The owner or operator must notify the Minister of the civic address of each location where the emergency plan is kept.

Permanent Withdrawal from Service

- 44 (5)** The owner or operator must notify the Minister, in writing, of the permanent withdrawal from service of a storage tank system or any component of a storage tank system within 60 days after the day on which it is permanently withdrawn from service.

The Canadian Environmental Protection Act, 1999

Binding on His Majesty

5. This Act is binding on His Majesty in right of Canada or a province.

Offence — persons

272(1) Every person commits an offence who

- (h) contravenes any provision of the regulations designated by regulations made under section 286.1 for the purpose of this paragraph.

272.1(1) Every person commits an offence who

- (f) contravenes any provision of the regulations, other than a provision the contravention of which is an offence under subsection 272(1) or 272.2(1).

Continuing Offence

276. Where an offence under this Act is committed or continued on more than one day, the person who committed the offence is liable to be convicted for a separate offence for each day on which it is committed or continued.

Liability of directors, officers, etc., of corporation

- 280(1) If a corporation commits an offence under this Act, any director, officer, agent or mandatary of the corporation who directed, authorized, assented to, acquiesced in or participated in the commission of the offence is a party to and guilty of the offence, and is liable on conviction to the penalty provided for by this Act for an individual in respect of the offence committed by the corporation, whether or not the corporation has been prosecuted or convicted.

Duties of directors and officers

- 280.1(1) Every director and officer of a corporation shall take all reasonable care to ensure that the corporation complies with
- (a) this Act and the regulations, other than Division 3 of Part 7 and regulations made under that Division; and
 - (b) orders and directions of, and prohibitions and requirements imposed by, the Minister, enforcement officers and review officers, other than those issued or imposed in connection with obligations or prohibitions under that Division or regulations made under that Division.

Penalty — individuals

- 272(2) Every individual who commits an offence under subsection (1) is liable,
- (a) on conviction on indictment,
 - (i) for a first offence, to a fine of not less than \$15,000 and not more than \$1,000,000 or to imprisonment for a term of not more than three years, or to both, and
 - (ii) for a second or subsequent offence, to a fine of not less than \$30,000 and not more than \$2,000,000 or to imprisonment for a term of not more than three years, or to both; or
 - (b) on summary conviction,
 - (i) for a first offence, to a fine of not less than \$5,000 and not more than \$300,000 or to imprisonment for a term of not more than six months, or to both, and
 - (ii) for a second or subsequent offence, to a fine of not less than \$10,000 and not more than \$600,000 or to imprisonment for a term of not more than six months, or to both.

Penalty — individuals

- 272.1(2) Every individual who commits an offence under subsection (1) is liable,
- (a) on conviction on indictment,
 - (i) for a first offence, to a fine of not more than \$100,000, and
 - (ii) for a second or subsequent offence, to a fine of not more than \$200,000; or
 - (b) on summary conviction,
 - (i) for a first offence, to a fine of not more than \$25,000, and
 - (ii) for a second or subsequent offence, to a fine of not more than \$50,000.

CONCLUSION

This warning alleges a contravention of subsections 15(1), 28(1), 28(2), 28(4), 28(6), 30, and 44(5) of the *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations*. It is intended to bring this matter to your attention in order for you to take the necessary corrective action to ensure compliance with CEPA or to exercise due diligence in the future. This document is not a finding of guilt or civil liability and is not an administrative adjudication.

This warning and the circumstances to which it refers will form part of Environment and Climate Change Canada's records of MANITOULIN EAST MUNICIPAL AIRPORT COMMISSION INC. and will be taken into account in future responses to alleged violations and for internal purposes such as setting the frequency of inspections. Environment and Climate Change Canada will consider taking further action if you do not take all necessary corrective steps to comply or do not exercise due diligence in the future.

This warning is issued in accordance with the Compliance and Enforcement Policy for the *Canadian Environmental Protection Act, 1999* (CEPA). The complete text of this policy/the CEPA/the regulations is available on Environment and Climate Change Canada's website: <https://www.canada.ca/en/environment-climate-change/services/environmental-enforcement.html>

For more information or to respond to the alleged facts contained in this warning, please call or write the undersigned. Your comments will be considered, and where appropriate, a response provided. Any comments you make, as well as Environment and Climate Change Canada's response, will be maintained on file with this warning in Environment and Climate Change Canada's records.

Rispoli,
Jesse

Digitally signed by
Rispoli, Jesse
Date: 2026.01.06
08:43:05 -05'00'

[Officer Signature]

906

[Badge Number]

Jesse Rispoli
Enforcement Officer
Enforcement Branch
Environment and Climate Change Canada
Environmental Enforcement Directorate
Ontario Region
187 Booth Road, North Bay, Ontario, P1B 8Z4
705-471-1792
Jesse.rispoli@ec.gc.ca

CC:
Amy Fraser
Operations Manager
Environmental Enforcement Directorate
Enforcement Branch, Environment and Climate Change Canada
Amy.fraser@ec.gc.ca

Corrine Siefker
A/Regional Director, Ontario
Environmental Enforcement Directorate
Enforcement Branch, Environment and Climate Change Canada
Corrine.Siefker@ec.gc.ca

December 5, 2025

Mr. Rick ARMSTRONG
Chief Building Official & By-law Enforcement
Town of NEMI
14 Water St. E.
Little Current, ONT.
P0P 1K0

VIA EMAIL: rarmstrong@townofnemi.on.ca

Mr. ARMSTRONG:

Re: 20' SEACAN placed on our property at 1271 Cosby Subdivision Rd.

I confirm our telephone conversation of Monday, December 1, 2025, regarding the 20' SEACAN we have purchased, and which is situated on our property – which is a rural residence situated on Green Bay, on Lake Manitou.

As you noted, the unit has been placed on a concrete pad, and it is our intention, if permitted, to keep the unit there as permanent storage for items such as my riding mower, our snow-machine and our ATV.

As you were able to observe, the unit is well-back from the road, and heavily obscured by the tree cover, and the fact our garage stands between it and the road proper. I would estimate it is 100 feet, more or less from the road – and it is a similar distance from the waterline. The unit is not overly visible from the lake, and from many angles, cannot be seen much, if at all. We have deliberately tried to keep its positioning as discreet as possible, for the aesthetics on our property.

I am hoping at some point, ideally during the landscaping aspect in 2026, as the last part of the extensive build we have undertaken, to backfill in and landscape on the road-side of the SEACAN to obscure its presence even further from view.

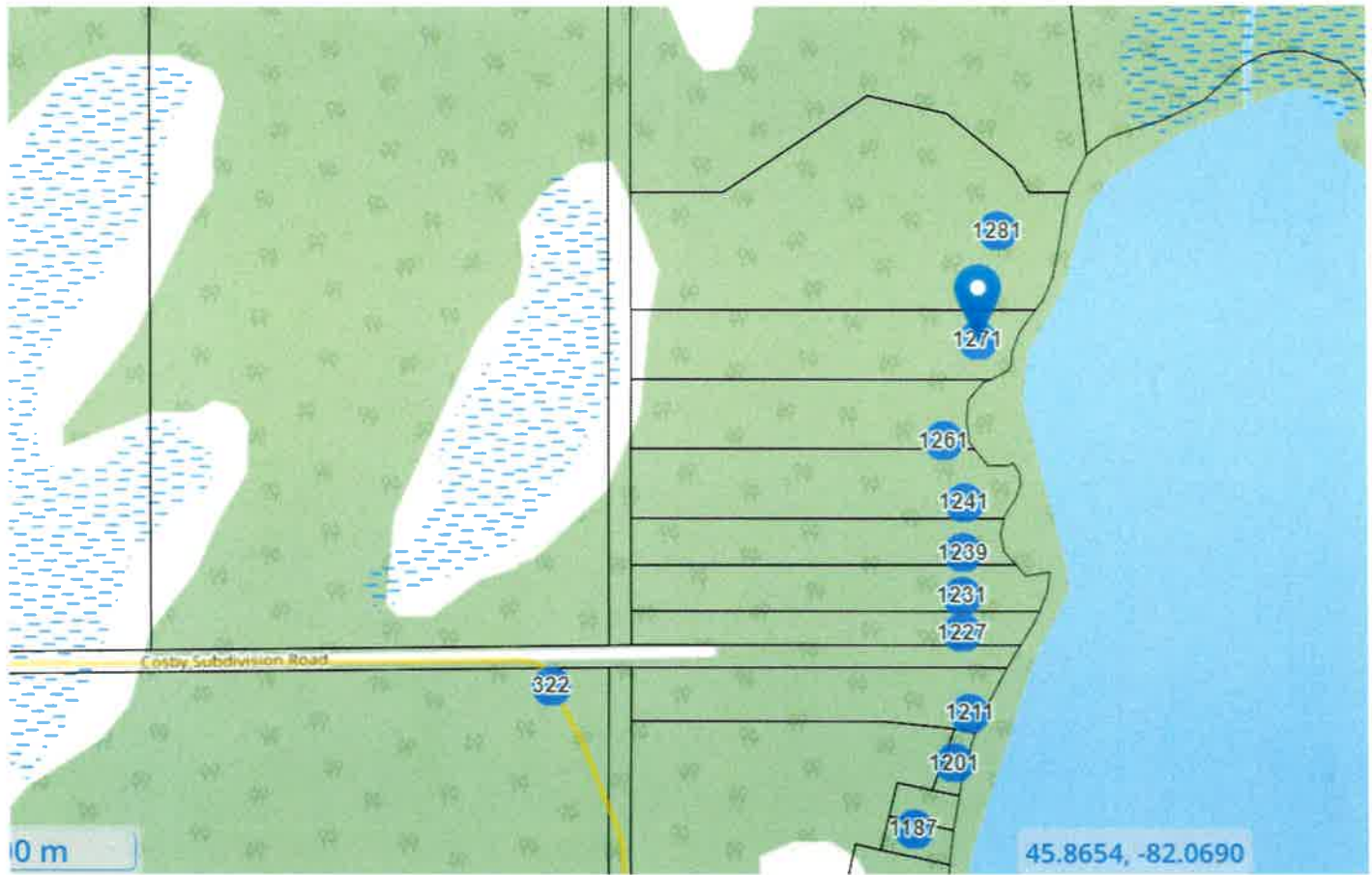
For what it is worth, the unit is a “single-trip” SEACAN; and it is not rusty or deteriorated at all.

I am hoping Council will see fit to provide a permit to permit us to continue having this very handy and water-tight storage unit on our property.

If you or Council have any questions, please feel free to contact me via email at Michael.A.Moon@outlook.com, or on my cell at 416.435.9796

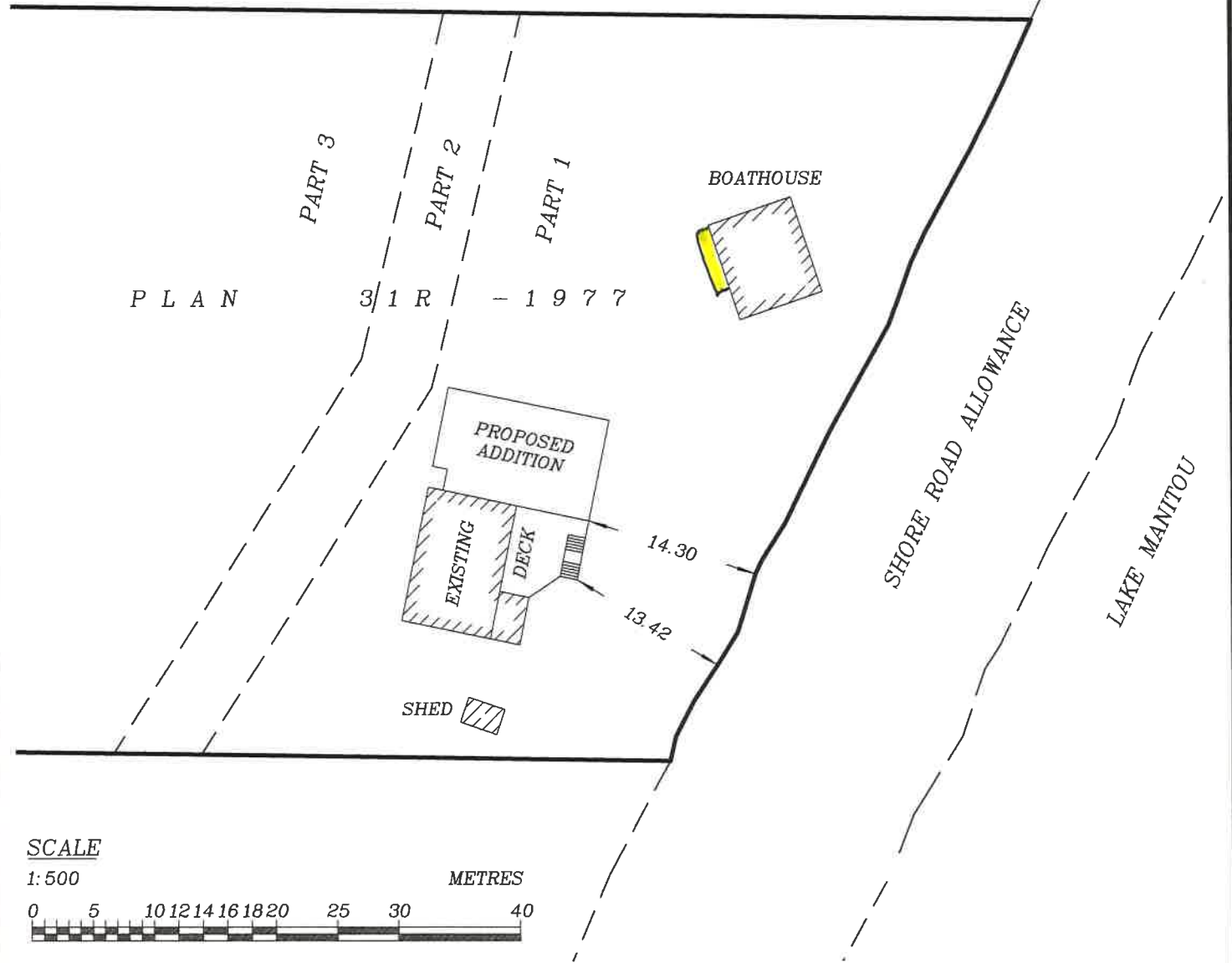
Kindest Regards as Always,

Michael A. Moon



SKETCH PREPARED FOR BUILDING PERMIT
PART LOT 20, CONCESSION 9
TOWNSHIP OF BIDWELL
DISTRICT OF MANITOULIN

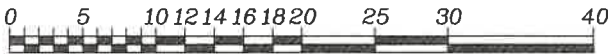
PART 1 31R-3109



SCALE

1:500

METRES



CAUTION

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED
FOR TRANSACTION OR MORTGAGE PURPOSES.

DATE: JUNE 21, 2024

FILE: 6352

SCALE = 1:500

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ONTARIO LAND SURVEYOR

P.O. BOX 578

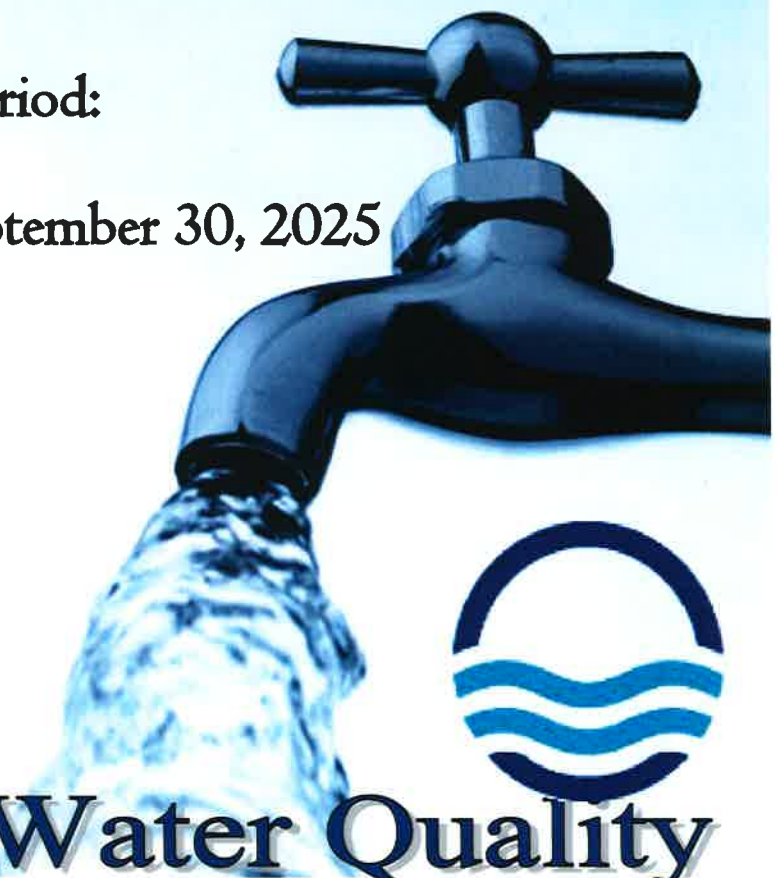
LITTLE CURRENT, ONTARIO

The Corporation of the Town of Northeastern Manitoulin and the Islands

2025 Management Review Minutes

Review Period:

October 1, 2024 – September 30, 2025



Drinking Water Quality Management System

Meeting Date: November 5, 2025

Attendance: Keith Stringer – OCWA General Manager, Sarah Beaulieu – OCWA PCT, Natalie Wagar – OCWA PCT, Kevin Woostenenk – Facility Operator

Minutes of Review
Provided to: Pat Albert – Regional Manager, Allyson Kirk – Safety, Process and Compliance Manager, Natalie Wagar – QEMS Rep & PCT, Sarah Beaulieu – QEMS Rep & PCT, Leslie Campbell – QEMS Rep & PCT, Keith Stringer - Sr. Operations Manager, Kevin Woostenenk – Facility Operator, Pam Myers – Town of NEMI, Dave Williamson – Town of NEMI

** All reference to MOE, MOECC or MECP means Ministry of the Environment, Conservation and Parks

List of Action Items Created Through the Management Review Process

Action Items Resulting from Review			
Root Location of Action Within Minutes	Action Item	Personnel Responsible	Proposed Timeline
Raw Water Supply and Drinking Water Quality Trends	Update the sampling cover page to include sampling dates for lead/alkalinity in addition to the year.	PCT	December 31, 2025
Risk Assessment Process	The Facility Operator will look into what type of alarming is available on the new UV system. The PCT will update Table 2 with alarming.	Facility Operator/PCT	March 31, 2026

Incidents of Regulatory Non-Compliance

Non compliances are reported to the local MECP inspector or can be identified within an inspection report.

Little Current

- There were two (2) non-compliances identified during the MECP inspection which took place on February 6, 2025.
 - The monthly TSS backwash sample for January 2025 was missed. This was due to sudden change in staffing for the facility.
 - A total of 12 distribution chlorine residuals were missed for the inspection review period. We could not find records of residuals collected by Jeff Tuerk. The inspector had indicated residuals were missing from February 2025, however, the missing residuals were actually from February 2024.
- No non-compliances were reported to the MECP during the review period.

Sheluiandah

- There was one (1) non-compliance identified during the MECP inspection which took place on August 14, 2025.
 - There were two filter efficiency failures during the review period. The filter efficiency of Filter #2 dropped to 94% in November 2024, and the filter efficiency of Filter #1 dropped to 93.4% in May 2025. Both filter efficiency failures were reported to MOH/SAC as an adverse as required.

Incidents of Adverse Drinking Water Tests

The drinking water regulation identifies particular indicators of Adverse Water Quality Incidents (AWQI) which must be reported to the MECP and the MOH.

Little Current

- There were three (3) AWQIs filed for this facility during this review period:
 - AWQI # 167375 – TC hit of 20 on a distribution sample. Resamples were collected with no further issues. There were good comments in 2A paperwork that should have been included in 2B. MOH gave the ok to collect samples 20 hours apart. Discussion about MOH directions. If MOH gives direction that are less than legislative requirements, we should not follow their directions.
 - AWQI # 168750 – Loss of pressure in the distribution due to a generator failure. There was no indication in the paperwork that this was due to a generator failure. Operators need to be stating the cause of the adverse. Voluntary BWA was checked on the paperwork due to late response from MOH, the MOH later issued a DWA. We are still having issues with MOH response times.
 - AWQI # 168758 – A watermain break occurred after power and pressure were restored following the generator failure.

Sheguiandah

- There were three (3) AWQIs filed for this facility during this review period:
 - AWQI # 166986 – Filter 2 failed to meet the filter efficiency requirements for the month of November 2024. Filter media changes performed in November caused media carry over into turbidity analyzers resulting in turbidity spikes.
 - AWQI # 167142 – Loss of pressure in the distribution due to a power surge which threw out high lift pumps. The MOH issued a DWA. Originally MOH requested only one sample location. After samples were completed, MOH requested samples be taken at three locations. This prolonged the DWA. Moving forward, Operators will take samples at three locations even if MOH says different.
 - AWQI # 168431 – Filter 1 failed to meet the filter efficiency requirements for the month of May 2025. There have been issues with programming for filter turbidity. During the month of June, the facility operators worked on troubleshooting process and turbidity issues. The coagulant (PAC) injection point was changed, the peristaltic coagulant dosage pump tube was replaced and all chemical board lines were taken apart and cleaned. After this work was completed, turbidity levels improved significantly.
 - Filter turbidity seems to be doing better, trending around 0.02 all the time now. Need to continue watching for carry over and flows need to stay below 4L/s. MOH has no response for these types of AWQIs.

Deviations from Critical Control Point (CCP) Limits

Critical Control Points (CCP) are established through the Risk Assessment exercise and are monitored through the SCADA and Wonderware systems.

Little Current

- Power outages are occurring more frequently across the island.
- There were three (3) callouts for deviations from CCPs – two (2) low chlorine and one (1) high turbidity.
 - Low chlorine callouts were easily corrected when the Operator attended the site. One call out required the chlorine pump head to be changed
 - The high turbidity call out work order did not have any comments stating what caused the issue. Mark needs to add more comments to his work orders.

Sheguiandah

- There were seven (7) call outs for high turbidity. These are mainly due to programming issues.
- Operators receive general call outs for “critical alarms”. Comment details in work orders should specify what alarm was actually received.
- TrueSteel is now Telus and the alarming system is more difficult to deal with. There are multiple prompts and Operators are put on hold. Sheg is getting alarm updates next week.

Operational Performance

Performance is evaluated by reviewing the MECP’s latest inspection rating as well as the programs put in place by the Operating Authority.

Little Current

- A grade of 21/496 was given to the facility by the MECP inspector during the latest inspection which took place on February 6, 2025 providing a score of 95.77%.
- Flow meters passed 2025 verifications.
- Victor has started to utilize the listing of hydrants and valves to track work being completed in the distribution. The deficiency list will now be located in the listing of hydrants and valves.
- There were significant data upload issues from February to September 2025. However, all data was available on SCADA and the daily reports. The PCT corrected data in Wiski and discussed the issue with Dale (Corporate IT). Dale indicated this was caused by equipment issues with the OCWA outpost. The issue has now been corrected and data is uploading correctly.
- There were a few flow exceedances in September caused by filter operational issues. The Operator was struggling to get flow through one of the filters. Extra water was used while

troubleshooting the issues.

- There was a crack in the filter vacuuming priming system which was allowing air into the system. The fiberglass has been repaired. Pipe work for the system is scheduled for 2026.
- Work orders are being completed as required.
- Alarms are tested on a monthly rotation.

Sheguiandah

- A grade of 21/531 was given to the facility by the MECP inspector during the inspection which took place on August 16, 2025 providing a score of 96.05%.
- Flow meters passed 2025 verifications.
- Victor has started to utilize the listing of hydrants and valves to track work being completed in the distribution. The deficiency list will now be located in the listing of hydrants and valves.
- There have been issues with programming for filter turbidity. Facility Operators worked on troubleshooting process and turbidity issues. The coagulant (PAC) injection point was changed, the peristaltic coagulant dosage pump tube was replaced and all chemical board lines were taken apart and cleaned. After this work was completed, turbidity levels improved significantly.
- Filter turbidity seems to be doing better, trending around 0.02 all the time now. Need to continue watching for media carry over and flows need to stay below 4L/s.
- The new UV reference meter was delayed due to border issues. While we were waiting for the new unit, the old unit was used which was still providing accurate readings. New unit has been received and is now being used.
- Work orders are being completed as required.
- Alarms are tested on a monthly rotation.

Raw Water Supply and Drinking Water Quality Trends

Raw water and drinking water trends are monitored through OCWA's SCADA and Wonderware systems and numerical data is maintained within our Process Data Management (PDM) program.

Little Current

- Lead
 - Historically low lead results and good alkalinity.
 - Extra lead/alkalinity samples were collected. Dates on the sampling plan are causing a bit of confusion for Operators and they were trying to ensure samples weren't missed. The sampling cover page will be updated to include sampling dates in addition to the year.
- THM and HAA sample results currently below half MAC. HAA levels seem to be slowly increasing.
 - Current THM values: 44.0 ug/L (Limit is 100 ug/L).
 - Current HAA values: 32.8 ug/L (Limit is 80 ug/L).

- Sodium and fluoride results were low in the samples collected in 2025.
- Raw Water
 - Operators have been completing weekly visual checks in the intake area.
 - No blooms have been observed.
 - Previously, raw water samples in summer months were being collected off the dock and most sample results were overgrown with target bacteria (NDOGT). Kevin fixed the raw water sample line and began using it for summer sampling. There has been a significant improvement in sample results. Only 4 results of NDOGT this summer.
 - Water levels are on a trend downward.

Sheguiandah

- Lead
 - Historically low lead results and good alkalinity.
 - Extra lead/alkalinity samples were collected. Dates on the sampling plan are causing a bit of confusion for Operators and they were trying to ensure samples weren't missed. The sampling cover page will be updated to include sampling dates in addition to the year.
- THM and HAA sample results currently manageable.
 - Current THM values: 41.5 ug/L (Limit is 100 ug/L).
 - Current HAA values: 29.7 ug/L (Limit is 80 ug/L).
- Raw Water
 - Operators have been completing weekly visual checks in the intake area.
 - No blooms have been observed.
 - Water levels are on a trend downward.

Consumer Feedback

Community complaints are reported to the Operating Authority, either directly from consumers or through the Municipal office.

Little Current

- No community complaints were received by the Operating Authority during this review period.
- The Town received a call for loss of pressure, however no paperwork was completed. Operators have been reminded to complete community complaint forms when they receive notice from the Town.

Sheguiandah

- No community complaints were received by the Operating Authority during this review period.

Internal and Third Party Audits

Internal audits are undertaken by the Operating Authority while external audit are performed by a third party. Any opportunities for improvement (OFI) listed within the reports are either implemented as preventive actions or are discarded as not being required.

- The off-site (surveillance) External Audit was completed on June 20, 2025.
 - There were no non-conformances or OFI's found by the auditor.
- The on-site (reaccreditation) External Audit was completed on July 17, 2025.
 - One (1) OFI was found by the auditor.
 - Element 13 – Consider updating the Essential Supplies and Services List with the proper identification of Sodium Hypochlorite in use at the Sheguiandah WTP.
 - The Essential Supplies and Services List was updated.
- The Internal Audit was completed on August 20, 2025.
 - One (1) non-conformance was found by the auditor.
 - Element 13 – New asset forms need to be completed and sent in to ensure new equipment is added to Maximo.
 - The Maximo primary who was ensuring forms were completed and submitted has been off on sick leave. A new procedure had not determined; Operators did not know who to send forms to. An asset maintenance specialist (James Desaulniers) has since been hired and is the new contact.
 - Discussed the new procedure. The Operator will complete the forms and submit to the asset maintenance specialist.
 - Four (4) OFIs were found by the auditor.
 - Element 5 – The Sheguiandah and Little Current monthly turbidity analyzer WOs do not have the filter turbidity analyzers listed as assets. Kevin will send a request to James to add the assets to monthly WOs.
 - Element 10 – There is no real procedure in place to ensure OCWA licences are up to date at the facility. There is an opportunity to define a procedure. Operators didn't have access to the certification folder to check for updates. Operators now have read only access to the folder.
 - Element 15 – James Desaulniers is the Region's new asset maintenance specialist but Meir (Corporate) is still being used. There is a chance to determine the appropriate procedure to be followed by everyone. The new procedure was determined and the Operator completed training.
 - Element 16 – The Operator noted they would like new round sheets created for Little Current in an easier to use format. New round sheets were created and provided to the Operator.

Consideration of Applicable Best Management Practices

Best management practices found on the facility's latest inspection report, published by the Ministry of the Environment or found through other means are reviewed at least every 36 months.

- The MECP recently published BMPs. We will be working towards reviewing and taking them into consideration.
- The MECP's Section 6.0 Logbooks and Record Keeping was reviewed.
- Discussed logbook entries. Many of the recommendations are actually legal requirements. Operators are already working to ensure these recommendations are being met. Automated steps in e-logs ensures legal requirements are being followed.
- IT security features were discussed. Corporate IT is in charge of security features, we do not have any control over this.
- Process safeguards were discussed. Document and record control recommendations are already implemented.
- Verifying accuracy of records recommendations were discussed. Operators complete ethical conduct training and e-log training is also conducted with staff. PCTs are also reviewing logbooks daily.

Little Current

- There were two (2) BMPs listed in inspection report from February 6, 2025.
 - There is insignificant secondary containment in the storage room where sodium hypo and calcium thiosulphate are stored and used. This issue has been noted in previous inspection reports. The Town is aware of the issue and are working towards improvements. They are currently working on a design and have reached out to OCWA with questions.
 - There are occasions where when comparing the various record keeping practices, there are inconsistencies, omissions and/or missing documentation. Logbook entries and round sheets were not completed by the previous Operator. They are no longer employed with OCWA.

Sheguiandah

- There was one (1) BMP listed in inspection report from August 14, 2025.
 - The SCADA CT calculation program requires temp and pH to be updated to ensure calculations are accurate. Kevin confirmed the Sheguiandah SCADA computer does not have an online CT calculator.

The Risk Assessment Process

Hazardous events are identified and control measures established for each. Risk assessments are required to be verified annually and re-assessed for the system every 36 months.

- The risk assessment was reviewed during the Management Review. The following updates are required:
 - Little Current – The long-term impact of climate change increase/decrease of water levels risk likelihood updated from 3 to 2, providing a total risk value of 6.
 - Little Current – Control System (SCADA) power failure likelihood updated from 3 to 4, providing a total risk value of 8.
 - Little Current – Generator fail to start risk likelihood updated from 2 to 4, providing a total risk value of 16. Added annual third party generator testing as a control measure.
 - Sheguiandah – the long-term impact of climate change increase/decrease of water levels risk likelihood updated from 1 to 2, providing a total risk value of 6.
 - Sheguiandah – The UV system CCP needs to have more details in Table 2. The Facility Operator will look into what type of alarming is available on the new UV system.
 - Both facilities – In Table 2, secondary disinfection monitoring procedure states Wonderware monitoring. However, neither distribution system has a distribution chlorine analyzer, this comment will be remove. Weekly manual samples are collected, this will be added.
 - The vacuum priming system in the Little Current risk assessment was discussed, no changes required at this time.

Emergency Response Testing

OCWA maintains 6 mandatory contingency plans which cover the majority of possible emergency situations. Each contingency must be tested annually and each must be reviewed every 5 years.

- The “Spill Response” and “Critical Injury” contingencies were tested at the hub meetings in December of 2024. No changes were required.
- The “Critical Shortage of Staff” contingency will be reviewed during the hub meeting scheduled for December 2025

Action Items from Previous Management Reviews

Action items are initiated when deficiencies are found within the Quality Management System. Previous management review records are inspected on a continual basis.

- There are three (3) outstanding action items from previous management reviews
 - Little Current – OP-06 description needs to be updated to include a comment about seasonal bacti sample results showing change in bacteria. The previous summer sample location was not a good representation of raw water quality. A new sample location that better represents raw water quality was used for summer sampling in 2025. Results showed significant improvement in bacteria concentrations. This action item can now be closed.
 - Little Current – It was noted that work orders for the Lagoon are listed under the WTP
 - Sheguiandah – Backwash turbidity data is being included in the filter efficiency calculation. Filter efficiency calculations still need to be addressed.

Status of Other Actions Items Identified Between Reviews

Action items are sometimes initiated in response to other audits or incidents.

- There were seven (7) action items identified through external audits, internal audits and verification of effectiveness since the previous Management Review.
- Three (3) action items have been closed and four (4) action items remain open.
- Action items were discussed and updates were added to the action item spreadsheet.

Changes That Could Affect the Quality Management System

This discussion is held to examine any changes which have occurred within the Organization, the Municipality or the Quality Management System.

- A new employee is starting in November.
- An OCWA employee – Kevin Cooper, currently working out of the Massey WTP, will be transitioning to the Manitoulin Cluster in January 2025. He will be responsible for Little Current and Sheguiandah.
- Kevin Spec will be transitioning as the new manager for Manitoulin Island in 2026.
- The MECP had some follow up questions for the MDWL/DWWP renewals. Keith will follow up on these questions with the Town.
- The current MDWL and DWWP expire in February 2026.
- There will be new requirements in the MDWL regarding filter efficiency calculations during 72hr reviews. AWQI reporting will still be based on the monthly filter efficiency.

Resources Needed to Maintain the DWQMS

Resources are defined as those things needed to implement or maintain the QMS such as physical work, financial resources and time involved by personnel.

- New Operator will need DWQMS and compliance training.
- There will be new requirements in the MDWL regarding filter efficiency calculations during 72hr reviews. AWQI reporting will still be based on the monthly filter efficiency.
- All Operators will need training on new MDWL requirements.

Infrastructure Review

An infrastructure review is required annually by contractual obligations and DWQMS requirements. Infrastructure is assessed and recommendations are made to maintain or optimize the facility.

- Capital/Major Maintenance Recommendations are provided to the Town each year so they can make decisions for their budget.
- Discussed some of the capital planning that is recommended for 2026.
- Clearwell inspection will be looked at in 2026. These inspections can be completed internally by OCWA.

Little Current

- New air dryer installation.
- Air compressor head replacement.
- One permeate pump was rebuilt.
- Chemical board repaired.
- Emergency work completed for the generator.
- Working on replacing electric valves with pneumatics over time.
- Chemical storage is being worked on by the Town.

Sheluiandah

- New UV system installed.
- Purchased new reference sensor unit.
- Continued work on alarm system.
- New highlift pump installed
- Intake inspection was not completed.
- Backwash system and filter work was not approved for 2025.
- Treatment unit refurbish is noted on the capital letter. This will most likely not be completed as the Town is in need of funding to complete this work.

Operational Plan: Currency, Content, Updates

The DWQMS requires the Operating Authority to documents QMS for the drinking water system in the form of an Operational Plan.

- The following Operational Plan updates were completed
 - Element OP-09 – Added Asset Maintenance Specialist.
 - Element OP-10 – Added Asset Maintenance Specialist.
 - Element OP-17 – Added reference to MDWL calibration requirements.
- Discussed new MDWL requirements for calibration/verification of level sensors. The ultrasonic sensors cannot be verified. The sensors do not drift, they fail if they are no longer reading correctly.
 - The Region is looking into what the manufacturer recommendations are for verification requirements.

Staff Suggestions, Recommendation for Improvement

Staff suggestions are made, either directly to the Manager or the Process and Compliance Technician, and are reviewed during the Management Review.

- There were no staff suggestions.

Next Management Review Meetings

- Scheduled for October 2026.

Pam Myers

From: Rosemary Burnett <rsmry_b@yahoo.ca>
Sent: January 6, 2026 1:10 PM
To: Pam Myers
Subject: Library Board Resignation

Hi Pam,

I have decided to resign my long time position from the NEMI Library Board.

I would appreciate your passing this information to appropriate individuals.

Thank You.
Rosemary Burnett

Sent from my iPhone