
Appendix F

Public Consultation Documents

STAKEHOLDER REVIEW AGENCY LIST
VILLAGE OF CASSELMAN WATER AND WASTEWATER INFRASTRUCTURE MASTER PLAN

| Agency | Name | Title | Email | Address | Delivery Preference |
|--|-------------------------|--|--|--|--|
| Algonquins of Ontario – Consultation Office | | | algonquins@tanakiwin.com | 31 Riverside Drive, Suite 101 | Email |
| Canton/Township of Alfred and Plantagenet | Roch Hébert | Public Works Superintendant | | 205 Old Highway 17 P.O. Box 350, Plantagenet ON K0B 1L0 | Hard copy |
| City of Clarence-Rockland | Philippe Cormier | | pcormier@clarence-rockland.com | | Email |
| City of Clarence-Rockland (Clarence-Rockland) | Jean-Luc Jubinville | | jjubinvill@clarence-rockland.com | | Email |
| Eastern Ontario Health Unit | Rami Basha | Program Manager, Safe Water, Food Safety and Rabies Control | rbasha@eohu.ca | 1000 Pitt Street Cornwall ON K6J 5T1 | Email |
| Eastern Ontario Health Unit | Caroline Kuate | | ckuate@eohu.ca | 1000 Pitt Street Cornwall ON K6J 5T1 | Email |
| Environment and Climate Change Canada | Wesley Plant | Manager, Environmental Assessment Section, Environmental Protection Branch (Ontario Region) | wesley.plant@ec.gc.ca | 4905 Dufferin St. Downsview ON M3H 5T4 | Email |
| Fire Services | Alain Ménard | Fire Chief | amenard@casselman.ca | 751 St-Jean St. P.O. Box 710 Casselman, ON K0A 1M0 | Email |
| Fisheries and Oceans Canada – Communication Branch | | | FisheriesProtection@df-mpo.gc.ca | 200 Kent Street, 13 th Floor, Station 13E228, Ottawa ON K1A 0E6 | Email |
| HydroOne | | | SecondaryLandUse@HydroOne.com | | Email |
| Infrastructure Ontario | | Manager, Land Use Planning | | 1 Dundas St. West, Suite 2000, Toronto ON M5G 2L5 | Hard copy |
| Jacobs | Eduard Bahout | | edouard.bahout@jacobs.com | | Email |
| Ministry of Agriculture, Food and Rural Affairs | David Marriott | Rural Planner, Western Ontario Land Use Policy & Stewardship Food Safety and Environmental Policy Branch | david.marriott@ontario.ca | 1 Stone Road West, Guelph ON N1G 4Y2 | Email |
| Ministry of Economic Development, Job Creation and Trade | Shireen Mohammed | Manager(A) Corporate Policy Coordination Unit Policy | shireen.mohammed@ontario.ca | 56 Wellesley St. W., 11th Flr Toronto ON M5S 2S3 | Email |
| Ministry of Economic Development, Job Creation and Trade | Nathan Hamill | Senior Policy Advisor Corporate Policy Coordination Unit Policy | nathan.hamill@ontario.ca | 56 Wellesley St. W., 11th Flr Toronto ON M5S 2S3 | Email |
| Ministry of Citizenship and Multiculturalism | Karla Barboza | Team Lead - Heritage(A), Heritage Planning Unit, Programs and Services Branch | karla.barboza@ontario.ca | 400 University Ave, 5th Floor Toronto ON M7A 2R9 | Email |
| Ministry of Citizenship and Multiculturalism | Joseph Harvey | Heritage Planner, Heritage Planning Unit, Programs and Services Branch | Joseph.Harvey@ontario.ca | 400 University Ave, 5th Floor Toronto ON M7A 2R9 | Email |
| Ministry of Heritage, Sport, Tourism and Culture Industries - Tourism Policy and Research Branch | James (Jim) Antler | Policy Advisor, Tourism Policy Unit | james.antler@ontario.ca | 447 McKeown Avenue, Suite 203 North Bay ON P1B 9S9 | Email |
| Ministry of Indigenous Affairs | | | | 160 Bloor St E, 9th Floor Toronto ON M7A 2E6 | Contact MECP to determine if the Ministry of Indigenous Affairs should be notified |
| Ministry of Municipal Affairs and Housing | Michael Elms | Manager, Community Planning and Development, Eastern Ontario Services Office | michael.elms@ontario.ca | 8 Estate Lane (Rockwood House) Kingston ON K7M 9A8 | 1 hard copy |
| Ministry of Natural Resources and Forestry | Tracy Adams | District Manager, Kemptville, Southern Region, Regional Operations Division | Tracy.Adams2@ontario.ca | Unit 1, 10 Campus Dr, Kemptville, ON K0G 1J0 | Email |
| Ministry of Natural Resources and Forestry | | *Contact the local District office to obtain information regarding permits or authorizations that may be required for the master plan: | Kemptville.Inforequest@ontario.ca | | Email |
| Ministry of Northern Development, Mines, Natural Resources and Forestry | Keith Johnston | Environmental Planning Team Lead(A) Strategic and Indigenous Policy Branch | keith.johnston@ontario.ca | 99 Wellesley St W Toronto ON M7A 1W3 | Email |
| Ministry of Northern Development, Mines, Natural Resources and Forestry - Northern Development and Mines | Mary Perry | Manager(A) Strategic Support Unit | mary.perry@ontario.ca | 10 Campus Drive, Unit 1 Kemptville ON K0G 1J0 | Email |
| Ministry of Northern Development, Mines, Natural Resources and Forestry - Northern Development and Mines | Omerdin Omer | Initiatives Coordinator Strategic Support Unit | omerdin.omer@ontario.ca | 10 Campus Drive, Unit 1 Kemptville ON K0G 1J0 | Email |
| Ministry of Northern Development, Mines, Natural Resources and Forestry - Northern Development and Mines | Jennifer Paetz | Initiatives Coordinator Strategic Support Unit | jennifer.paetz@ontario.ca | 10 Campus Drive, Unit 1 Kemptville ON K0G 1J0 | Email |
| Ministry of the Environment, Conservation and Parks | Jon K. Orpana | Regional Environmental Planner, Environmental Assessment Branch | Jon.Orpana@ontario.ca | 1259 Gardiners Road PO Box 22032 Kingston ON K7M 8S5 | Email |
| Ministry of the Environment, Conservation and Parks | Shannon Hamilton-Browne | Drinking Water and Compliance Supervisor, Ottawa District | Shannon.HamiltonBrowne@ontario.ca | | Email |
| Ministry of the Environment, Conservation and Parks | | *Notices to be sent to the following email addresses: | eanotification.eregion@ontario.ca MEANoticesEAAB@ontario.ca | | Email both |
| Ministry of Transportation | Tarique Kamal | Senior Project Manager, Corridor Management, East Operations | Tarique.Kamal@ontario.ca | | Email |
| Ministry of Transportation | Kartik Suresh | | Kartik.Suresh@ontario.ca | | Email |
| Mohawk Council of Akwesasne | Kayla Sunday | Environmental Science Officer | kayla.sunday@akwesasne.ca | 101 Tewesateni Road, Akwesasne Ontario, K6H 5R7 | Email |
| Mohawk Council of Akwesasne | Leslie Papineau | Director of DIHE, MCA | leslie.papineau@akwesasne.ca | 101 Tewesateni Road, Akwesasne Ontario, K6H 5R7 | Email |
| Ottawa Region Métis Council | Erik Gjos | President | president.ormc@gmail.com | 214 Montreal Rd, Suite 400. Ottawa, ON, K1T 5H1 | Email and Hard Copy |
| Raisin Region Conservation Authority | Jason Symington | Water Resources Specialist, Engineering | jason.symington@rrca.on.ca | 18045 County Rd. 2, Cornwall, ON K6H 5T2 | Email |
| South Nation Conservation | Sandra Mancini | | SMancini@nation.on.ca | 38 Victoria Street PO Box 29 Finch ON K0C 1K0 | Email |
| South Nation Conservation | Shahin Zand | | szand@nation.on.ca | | Email |
| The Nation Municipality | Pierre Leroux | Chief Administrative Officer | pleroux@nationmun.ca | 958 Route 500 West, Casselman ON K0A 1M0 | Email |

STAKEHOLDER REVIEW AGENCY LIST
VILLAGE OF CASSELMAN WATER AND WASTEWATER INFRASTRUCTURE MASTER PLAN

| | | | | | |
|--|----------------------|-----------------------------------|--|--|-------|
| The Nation Municipality | Sébastien Mainville | | smainville@nationmun.ca | 958 Route 500 West, Casselman ON K0A 1M0 | Email |
| The Nation Municipality | Marc Legault | | mlegault@nationmun.ca | 958 Route 500 West, Casselman ON K0A 1M0 | Email |
| The Nation Municipality | Nadia Knebel | | nknebel@nationmun.ca | 958 Route 500 West, Casselman ON K0A 1M0 | Email |
| The Nation Municipality | Marc-Olivier Gratton | | mogratt@nationmun.ca | 958 Route 500 West, Casselman ON K0A 1M0 | Email |
| The Nation Municipality | Nicholas Pigeon | | npigeon@nationmun.ca | 958 Route 500 West, Casselman ON K0A 1M0 | Email |
| United Counties of Prescott-Russell - Planning and Forestry Department | Louis Prévost | Director of Planning and Forestry | louisprevost@prescott-russell.on.ca | 59 Court Street, PO Box 304, L'Original ON K0B 1K0 | Email |
| United Counties of Prescott-Russell - Planning and Forestry Department | Pier-Luc Mainville | Engineer of Planning and Forestry | plmainville@prescott-russell.on.ca | 59 Court Street, PO Box 304, L'Original ON K0B 1K0 | Email |
| Public Member | Nicolas Ducharme | | nickducharme02@gmail.com | | Email |
| Public Member | Gilles Lapointe | | gilleslapointe@gmail.com | | Email |
| | | | | | |

Notice of Study Commencement



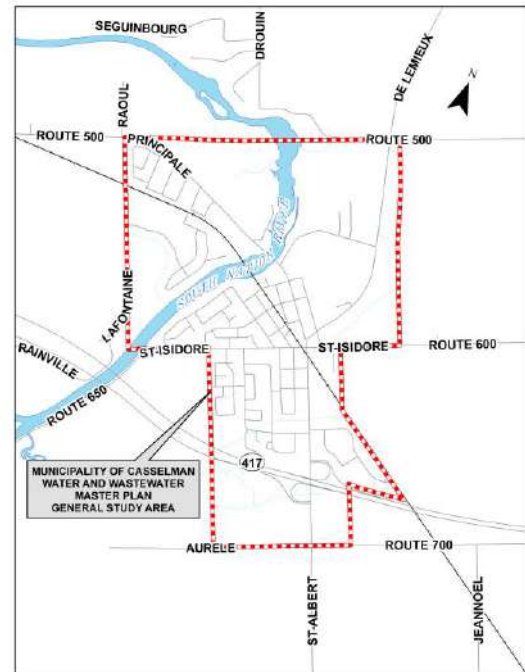
The Municipality of Casselman Water and Wastewater Infrastructure Master Plan

The Municipality of Casselman (the Municipality) has initiated a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan.

How Will This Affect Me?

The Master Plan study is assessing various options to improve the performance and reliability of the water and wastewater treatment and sewage collection systems to ensure they can be relied upon to accommodate current and future flows generated within the Municipality.

Public and agency consultation is a key part of the Master Planning process. Based on your input, the Master Plan study will identify preferred solution(s) that will benefit the community over the short, mid, and long terms.



How Do I Get More Information?

A Public Information Centre will be held in late 2022 prior to confirming the preferred solution(s). In the meantime, the study team will be reviewing background information and determining alternative solutions. You can contact a member of the study team listed below with any questions or to provide input on the Master Plan study. Updates will also be provided throughout the Master Plan study on the Municipality's website.

Susan Jingmiao Shi, P.Eng., M.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

Pierre-Paul Beauchamp
Director of Public Works
Municipality of Casselman
751 St-Jean Street
Casselman, ON K0A 1M0
ppbeauchamp@casselman.ca

This study is being conducted according to the requirements of Approach 1 of a Master Plan under the Ontario Municipal Class Environmental Assessment process (October 2000, as amended in 2015).

This Notice was issued on June 9, 2022.



**Municipality of Casselman
Municipal Class Environmental Assessment
Water and Wastewater Infrastructure Master Plan**

AGENCY / STAKEHOLDER RESPONSE FORM

DATE:

Name:

Agency:

- 1) Is your agency interested in being involved in this project? YES NO
- 2) If you are interested in being involved in this project, please identify a contact person:

Name and Title:

Address:

Telephone: (____) _____ Fax: (____) _____

E-mail:

- 3) If you presently have any comments or questions about this project please outline them below or attach on a separate sheet of paper.



- 4) Do you have any information regarding the Study Area that will assist us in our planning process? If so, please outline below or attach on a separate sheet of paper.

Please submit to:

Susan Shi, P.Eng.
Assistant Project Manager
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
343-302-5425
sshi@jlrichards.ca

Note: If you wish to respond via email, please write directly on the form and scan a copy before emailing it to the address above. Comments and information regarding this Study are being collected to assist the Ministry in meeting the requirements of the EA Act. This material will be maintained on file for use during the Study and may be included in project documentation. With the exception of personal information, all comments will become part of the public record.

Avis de Début D'Étude

À VOUS
LA
PAROLE

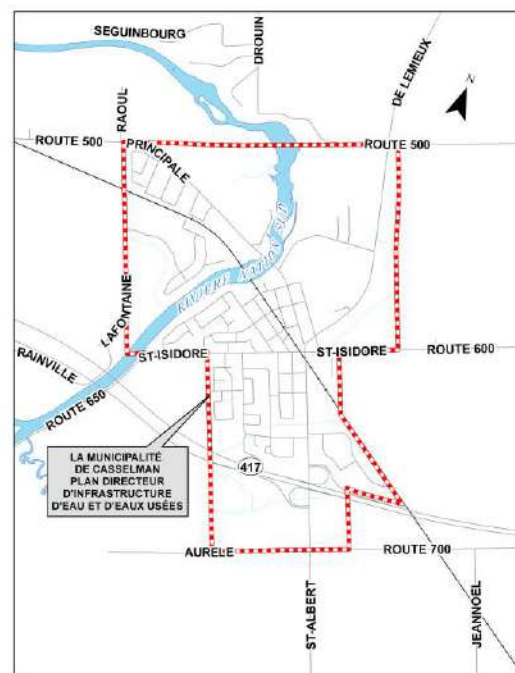
La Municipalité de Casselman Plan Directeur D'Infrastructure d'Eau et d'Eaux Usées

La Municipalité de Casselman (la Municipalité) entreprend un processus de plan directeur selon l'Approche 1 de plan directeur dans le cadre du processus d'étude environnementale de portée générale de l'association « Municipal Engineers Association (MEA) », afin de développer un Plan Directeur d'Infrastructure d'Eau et D'Eaux Usées.

En quoi cela vous concerne?

L'étude évaluera plusieurs options pour améliorer la performance et la fiabilité des systèmes approvisionnement d'eau potable et d'assainissement d'eaux usées, afin de satisfaire les besoins actuels et futurs de la Municipalité.

La consultation des partis prenants (public et agence) fait partie intégrante du processus de plan directeur. Vos commentaires aideront à identifier et évaluer les impacts communautaires, environnementaux et économiques des options proposées, et développer les solutions préférées qui profiteront la communauté aux court, moyen et long terme.



Vous voulez plus d'information?

Une séance d'information publique aura lieu fin 2022, avant de finaliser la solutions privilégiée. Entre temps, l'équipe d'étude examinera les données de fonds et identifiera les alternatives possibles. Vous êtes invités à contacter les membres de l'équipe d'étude identifier ci-dessous avec vos questions, commentaires ou demande de renseignements. Des mises à jour seront également fournit tout au long de l'étude sur le site Web de la Municipalité.

Susan Jingmiao Shi, P.Eng., M.Eng.
Ingénieure sénior en environnement
J.L. Richards & Associates Limited
203-863 rue Princess
Kingston, ON K7L 5N4
sshi@jlrichards.ca

Pierre-Paul Beauchamp
Directeur
Services environnementaux
Municipalité de Casselman
751 rue St-Jean
Casselman, ON K0A 1M0
ppbeauchamp@casselman.ca

Cette étude conforme aux conditions de l'approche 1 de plan directeur dans le cadre du processus d'étude environnementale de portée générale des municipalités de l'Ontario (octobre 2000, tel que modifié en 2015).

Cet avis publié le 9 juin 2022.



Municipalité de Casselman
Évaluation environnementale de portée municipale
Plan directeur de l'infrastructure d'approvisionnement en eau et de traitement des eaux usées

FORMULAIRE DE RÉPONSE DE L'AGENCE ET DES INTERVENANTS

DATE:

NOM:

Agence:

- 1) Votre agence est-elle intéressée à participer à ce projet ?? OUI NON
- 2) Si vous souhaitez participer à ce projet, veuillez désigner une personne-ressource:

Nom et titre:

Adresse:

Téléphone: (_____) _____ Télécopieur: (_____) _____

Courriel:

- 3) Si vous avez actuellement des commentaires ou des questions au sujet de ce projet, veuillez les décrire ci-dessous ou les joindre sur une feuille de papier séparée.



- 4) Avez-vous des renseignements sur la zone d'étude qui nous aideront dans notre processus de planification? Si c'est le cas, veuillez décrire ci-dessous ou joindre sur une feuille de papier séparée.

S'il vous plaît soumettre à:

Susan Jingmiao Shi, P.Eng., M.Eng.
Ingénieure sénior en environnement
J.L. Richards & Associates Limited
203-863 rue Princess
Kingston, ON K7L 5N4
Téléphone: 343-302-5425
sshi@jlrichards.ca

Remarque : Si vous souhaitez répondre par courriel, veuillez écrire directement sur le formulaire et numériser une copie avant de l'envoyer par courriel à l'adresse ci-dessus. Des commentaires et des renseignements concernant cette étude sont recueillis pour aider le ministère à satisfaire aux exigences de la Loi sur l'EE. Ce matériel sera conservé au dossier pour être utilisé pendant l'étude et pourrait être inclus dans la documentation du projet. À l'exception des renseignements personnels, tous les commentaires feront partie du dossier public.

From: Algonquins of Ontario Consultation Office <algonquins@tanakiwin.com>
Sent: June 9, 2022 8:59 AM
To: Meaghan Keon
Subject: Automatic reply: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Thank you for contacting the Algonquins of Ontario Consultation Office. This automated response is your assurance that your message has been received by this office and will be reviewed as soon as resources permit. Due to the high volume of correspondence received by this office, we are not able to respond personally to every inquiry.

Please do not hesitate to contact our office at the coordinates below should you have any questions regarding the status of your query.

This automated message may not be relied upon to fulfil, in whole or part, any duty to consult the Algonquins of Ontario.

****Important Notice****

Thank you for your email message.

In light of the ongoing developments resulting from the novel Coronavirus (COVID-19), the Algonquins of Ontario are taking proactive steps to keep our employees and workplace safe and secure.

Effective Monday, March 16, 2020 the AOO Consultation Office will be closed until further notice.

During this time, to maintain our business continuity, we will be monitoring emails and will respond when possible. If you require immediate assistance or have any pressing inquiries, please contact our general inbox at algonquins@tanakiwin.com or visit our website at www.tanakiwin.com.

Thank you for your patience, understanding and support.

Ashley (Bernard) Keller
Consultation Administrator
Algonquins of Ontario Consultation Office

From: Plant, Wesley (ECCC) <Wesley.Plant@ec.gc.ca>
Sent: June 9, 2022 8:56 AM
To: Meaghan Keon
Subject: Automatic reply: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

I am currently out of the office, returning on Tuesday June 14th.

I will respond to your e-mail upon my return. For urgent matters please contact Rob Clavering at robert.clavering@ec.gc.ca

From: Susan Jingmiao Shi
Sent: June 16, 2022 11:41 AM
To: Meaghan Keon
Subject: FW: The Municipality of Casselman....
Attachments: [doc07095320220615164043.pdf](#)

For file.

From: Rami Basha <rbasha@eohu.ca>
Sent: Thursday, June 16, 2022 11:23 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>; Pierre Paul Beauchamp <ppbeauchamp@casselman.ca>
Cc: Caroline Kuate <ckuate@eohu.ca>
Subject: The Municipality of Casselman....

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Hello Susan and Pierre,

Thank you, for sending us the Notice of Study Commencement. Could you please, share with us updates as the study/project progress?

Regards,

Rami Basha, MPH, CPHI(C)
Program Manager, Safe Water, Food Safety and Rabies Control
Gestionnaire de programme, salubrité de l'eau, des aliments et contrôle de la rage

1000 rue Pitt Street, Cornwall, ON, K6J 5T1
Tel/tél. : 613-933-1375 ext.1269
Fax/télécopieur : 613-933-7930

Eastern Ontario Health Unit
www.EOHU.ca | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Instagram](#)

Bureau de santé de l'est de l'Ontario
www.BSEO.ca | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Instagram](#)

Do you really need to print this e-mail? Help preserve our environment.
Devez-vous vraiment imprimer ce courriel? Pensons à l'environnement.

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Les renseignements contenus dans le présent message électronique sont confidentiels et concernent exclusivement le(s) destinataire(s) désigné(s). Il est strictement interdit de distribuer ou de copier ce message. Si vous avez reçu ce message par erreur, veuillez répondre par courriel à l'expéditeur et effacer ou détruire toutes les copies du présent message.

From: Susan Jingmiao Shi
Sent: June 27, 2022 10:17 AM
To: Meaghan Keon
Subject: FW: Hydro One Response: 20220623-NoticeOfCommence-Water and Wastewater Infrastructure Master Plan
Attachments: [20220623-NoticeOfCommence-Water and Wastewater Infrastructure Master Plan.pdf](#)

For file.

Thanks!
Susan

-----Original Message-----

From: SUN Hongxia <Susan.SUN@HydroOne.com> On Behalf Of SECONDARY LAND USE Department
Sent: Thursday, June 23, 2022 9:54 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: SECONDARY LAND USE Department <Department.SecondaryLandUse@hydroone.com>; ppbeauchamp@casselman.ca
Subject: Hydro One Response: 20220623-NoticeOfCommence-Water and Wastewater Infrastructure Master Plan

Caution: This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Please see the attached for Hydro One's Response.

Hydro One Networks Inc
SecondaryLandUse@HydroOne.com

This email and any attached files are privileged and may contain confidential information intended only for the person or persons named above. Any other distribution, reproduction, copying, disclosure, or other dissemination is strictly prohibited. If you have received this email in error, please notify the sender immediately by reply email and delete the transmission received by you. This statement applies to the initial email as well as any and all copies (replies and/or forwards) of the initial email



Hydro One Networks Inc.

483 Bay Street
8th Floor South Tower
Toronto, Ontario M5G 2P5

HydroOne.com

June 23, 2022

Re: Water and Wastewater Infrastructure Master Plan

Attention:

Susan Jingmiao Shi, P.Eng., M.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited

Thank you for sending us notification regarding (Water and Wastewater Infrastructure Master Plan). In our preliminary assessment, we have confirmed that Hydro One has existing distribution assets within your study area.

At this time, we do not have sufficient information to comment on the potential resulting impacts that your project may have on our infrastructure. As such, we must stay informed as more information becomes available so that we can advise if any of the alternative solutions present actual conflicts with our assets, and if so; what resulting measures and costs could be incurred by the proponent. Note that this response does not constitute approval for your plans and is being sent to you as a courtesy to inform you that we must continue to be consulted on your project.

Hydro One must be consulted during all stages of your project. Please ensure that all future communications about this and future project(s) are sent to us electronically to secondarylanduse@hydroone.com

Sent on behalf of,

**Secondary Land Use
Asset Optimization
Strategy & Integrated Planning
Hydro One Networks Inc.**

From: Meaghan Keon
Sent: June 10, 2022 3:20 PM
To: Orpana, Jon (MECP)
Cc: Susan Jingmiao Shi
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: [2022-06-09 Copy of streamlined_ea_project_information_form.xlsx](#)

Hi Jon,

Please find completed form attached.

Thanks,
Meaghan

From: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>
Sent: June 9, 2022 9:43 AM
To: Meaghan Keon <mkeon@jlrichards.ca>
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

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Hello Meaghan,

Thanks for this. MECP also requires a Project Information form to be filled out in EXCEL format. This has been part of the Notice of Commencement process since May of 2018.

Form is attached for your reference.

Thanks in advance.

Jon

Jon K. Orpana
Regional Environmental Planner
Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario

K7M 8S5
Phone: (613) 548-6918
Fax: (613) 548-6908
Email: jon.orpana@ontario.ca

From: Meaghan Keon <mkeon@jrichards.ca>
Sent: June 9, 2022 8:58 AM
To: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>
Cc: Susan Jingmiao Shi <sshi@jrichards.ca>
Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

The Municipality of Casselman has initiated a Water and Wastewater Infrastructure Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and assess the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Commencement is being mailed/emailed to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is attached for your information. You are invited to join our mailing list and/or provide comments as the study progresses.

Comments on this study can be emailed or mailed to the address provided in the Notice of Commencement. If you have any questions or concerns, please contact the undersigned.

Meaghan

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".

Meaghan Keon
Environmental Engineering Intern

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1
Direct: 343-804-5350



**J.L. Richards
& Associates Limited**
ENGINEERS • ARCHITECTS • PLANNERS



Platinum
member

From: Susan Jingmiao Shi
Sent: June 27, 2022 9:57 AM
To: Meaghan Keon
Subject: FW: Municipality of Casselman - Water and Wastewater Infrastructure Master Plan NOC Response
Attachments: We found suspicious links; [Supporting Attachment - Proponent's Intro to Delegation of Procedural Aspects of Consultation with Aboriginal Communities.docx](#); [Supporting Attachment - Species at Risk Proponents Guide to Preliminary Screening \(Draft May 2019\).pdf](#)

For file.

Please review the attached documents, update the consultation list if necessary.

Susan

From: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>
Sent: Tuesday, June 21, 2022 1:55 PM
To: ppbeauchamp@casselman.ca; Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: Primeau, Charlie (MECP) <Charlie.Primeau@ontario.ca>
Subject: Municipality of Casselman - Water and Wastewater Infrastructure Master Plan NOC Response

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Hello Pierre-Paul Beauchamp,

Please find MECP's preliminary comments on the above mentioned file. Included is the minimum list for Indigenous Community consultation.

There are also a number of attachments and imbedded links which you may find helpful.

Regards,

Jon

Jon K. Orpana
Regional Environmental Planner
Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario
K7M 8S5

Phone: (613) 548-6918

Fax: (613) 548-6908

Email: jon.orpana@ontario.ca

**Ministry of the Environment,
Conservation and Parks**

**Ministère de l'Environnement,
de la Protection de la nature
et des Parcs**

Environmental Assessment
Branch

Direction des évaluations
environnementales

1st Floor
135 St. Clair Avenue W
Toronto ON M4V 1P5
Tel.: 416 314-8001
Fax.: 416 314-8452

Rez-de-chaussée
135, avenue St. Clair Ouest
Toronto ON M4V 1P5
Tél. : 416 314-8001
Téléc. : 416 314-8452

By email only

June 21, 2022

Municipality of Casselman
Director of Public Works
751 St-Jean Street
Casselman, ON K0A 1M0

Attention: Pierre-Paul Beauchamp, Director of Public Works
ppbeauchamp@casselman.ca

Dear Pierre-Paul Beauchamp,

Re: Water and Wastewater Infrastructure Master Plan – Notice of Commencement
Class Environmental Assessment – Municipality of Casselman

Thank you for the Notice of Study Commencement provided by email on June 9th 2022. The notice indicates that the Municipality of Casselman is undertaking a Water and Wastewater Master Servicing Infrastructure Master Plan addressing Phases 1 and 2 of the Municipal Class Environmental Assessment (Class EA), June 2000, as amended in 2015.

As highlighted in the Notice of Commencement the Master Plan is intended to follow “Approach 1” of the Class EA, a process that will be done at a broad level of assessment to identify a conceptual plan for water and wastewater servicing in the Municipality. The project is intended to address municipal improvement and growth opportunities.

Here are MECP preliminary comments on the project. Please consider these comments as you proceed through the Class EA process. The comments are grouped under these headings:

- Class EA process,
- MECP technical review issues,
- Aboriginal consultation

Class Environmental Assessment Process

Notification

As the Regional EA Coordinator for this project, I will be responsible for circulating project notices and information to MECP reviewers and coordinating the MECP response during the Class EA process. I am the mandatory contact for all notices issued for the project.

- Please provide copies of all notices by email (pdf) to the regional Email address at eanotification.eregion@ontario.ca. Notices of Completion must be sent to the ministry in accordance with section 15.1 (1) of the amended *Environmental Assessment Act*.
- Please provide scanned copies of the notices as they appear in newspapers and confirm the dates of publication.

Please contact:

Jon Orpana, Environmental Assessment Coordinator
Ministry of the Environment, Conservation and Parks
1259 Gardiners Road
P.O. Box 22032
Kingston, Ontario
K7M 8S5
email: jon.orpana@ontario.ca

Notice of Completion

It is acknowledged that the Proponent is following approach #1 for Master Plans. Approach #1 involves the Master Plan being done at a broad level of assessment thereby requiring more detailed investigations at the project-specific level in order to fulfil the Municipal Class EA documentation requirements for the specific Schedule B and C projects identified within the Master Plan. The Master Plan would therefore

become the basis for, and be used in support of, future investigations for the specific Schedule B and C projects identified within it. Schedule B projects would require the filing of the Project file for public review while Schedule C projects would have to fulfil Phases 3 and 4 prior to filing an Environmental Study Report for public review.

Once the Master Plan report is finalized, the proponent must issue a Notice of Completion providing a minimum 30-day period during which documentation may be reviewed and comment and input can be submitted to the Proponent, prior to being approved by the municipality. As the Section 16 Order provisions only apply to specific projects completing the Class EA process and not the Master Plan document itself, there are no Section 16 Order provisions at the time of completion of the Master Plan for approach #1. Projects identified in the Master Plan will be subject to Section 16 Order provisions at the time of filing of a Project File (Schedule B) or Environmental Study Report (Schedule C).

Master Plan Process

The Master Plan process is discussed in section A.2.7 and Appendix 4 of the Class EA. Appendix 4 of the Class EA sets out different approaches that could be followed, and includes sample notices. Again we note that approach 1 is being followed.

The proponent should be aware that copies of notices must be provided to the Director of this ministry's Environmental Approvals Branch, with a brief summary of how the Master Plan followed the Class EA requirements. This information is required to be sent to EAB for tracking purposes, to monitor the effectiveness of the Master Plan approach at MEANoticesEAAB@ontario.ca.

The Master Plan document should clearly define the projects which will be carried out under the Master Plan, the appropriate schedule for each project, future documentation or studies that will be needed, and future public consultation opportunities for each project or class of projects. The Master Plan should also explain the appeal mechanisms for the projects in the plan (for example, opportunities to request a Section 16 Order at a later date, appeal to OLT if integration with a Planning Act approval is proposed). We recommend that the Master Plan include a chart which summarizes the above information.

As the Master Plan is intended to satisfy Phases 1 and 2 of the Municipal Class EA process, the Master Plan should evaluate alternatives and identify impacts to the environment. The description and evaluation of alternatives should be completed in sufficient detail to allow any reviewer to understand the advantages and disadvantages of each alternative and the rationale for selecting the preferred alternative. The Master

Plan may also identify technical studies that will be carried out in future as the individual projects within the Master Plan are further developed.

Consultation with Review Agencies

In addition to public consultation, consultation with review agencies is an important component of the Class EA process. Please ensure that you contact review agencies directly to determine their interest in the project at the Notice of Commencement stage.

The MECP Regional office is a mandatory contact for all notices. In addition, other ministries and agencies that may have an interest in the project are listed in section A.3.6 and Appendices 3 and 7. The provincial ministries that are most often involved in Class EA project review include the Ministry of Municipal Affairs (for example, expansion of settlement boundaries, consistency with Growth Plan), Ministry of Natural Resources and Forestry (for example, significant wetlands), and Ministry of Tourism, Culture and Sport (for example, cultural heritage or archaeological resources).

The Master Plan should consider any impacts to servicing policies for the area. For example, the Province does not support growth on partial services. In addition, expansion of settlement boundaries may have implications for the Official Plan. We recommend that the local Ministry of Municipal Affairs Municipal Services Office be included in the government review agency consultation list for this project.

The final report should include information on correspondence with review agencies, issues raised by reviewers, and how these issues will be addressed. This could include technical studies or other information, and commitments to obtain specific approvals or permits.

We normally recommend that intermediate reports or Technical Memoranda, be prepared and circulated for comment before the final Report is prepared. This is not a requirement of the Municipal Class Environmental Assessment (Class EA) process; however, it can ensure that consultation with review agencies is carried out in an effective way and that technical comments are received from agencies before the report is finalized.

MECP Technical Review

This Ministry's technical review of infrastructure projects could consider:

- problems identified during MECP inspections of the existing facilities,
- impacts to the receiving water body due to increased volumes of sewage treatment plant effluent,
- impacts to source protection areas,
- quality of the drinking water source,

- potential to impact wells during operation of an expanded municipal water supply,
- impacts to groundwater and surface water due to construction (i.e. dewatering of trenches during installation of sewers and watermains, control of erosion and sedimentation, construction and/or dredging at outfall or intake locations),
- potential for encountering landfill sites, contaminated soil, contaminated sediment or groundwater during construction,
- management of excess materials, waste, contaminated soil and groundwater during construction,
- noise and air quality impacts to nearby residents or planned subdivisions,
- information on inflow and infiltration to the sewage collection system and remedial measures under consideration,
- information on the available capacity at sewage or water treatment plants to service design population,
- proposed water and sewage service areas.
- consideration of Species at Risk,
- consideration of Climate Change,

These environmental issues, and appropriate mitigation measures, should be addressed during the Class EA process. Further information on the forging list can be found in the areas of interest attachment.

We recommend that you contact this office as soon as possible during the environmental assessment process if you become aware of:

- contaminated sites in the study area or influence area of the project,
- a source water protection vulnerable area in the vicinity of the project, or
- issues that are contentious to the general public.

Consultation with First Nation and Métis Communities

The Crown has a legal duty to consult Aboriginal communities when it has knowledge, real or constructive, of the existence or potential existence of an Aboriginal or treaty right and contemplates conduct that may adversely impact that right. Before authorizing this project, the Crown must ensure that its duty to consult has been fulfilled, where such a duty is triggered. Although the duty to consult with Aboriginal peoples is a duty of the Crown, the Crown may delegate procedural aspects of this duty to project proponents while retaining oversight of the consultation process.

The proposed project may have the potential to affect Aboriginal or treaty rights protected under Section 35 of Canada's *Constitution Act* 1982. Where the Crown's duty to consult is triggered in relation to the proposed project, **the MECP is delegating the**

procedural aspects of rights-based consultation to the proponent through this letter. The Crown intends to rely on the delegated consultation process in discharging its duty to consult and maintains the right to participate in the consultation process as it sees fit.

Based on information provided to date and the Crown's preliminary assessment the proponent is required to consult with the following communities who have been identified as potentially affected by the proposed project:

- **Algonquins of Ontario (AOO)**

Steps that the proponent may need to take in relation to Aboriginal consultation for the proposed project are outlined in the "[Code of Practice for Consultation in Ontario's Environmental Assessment Process](#)". Additional information related to Ontario's Environmental Assessment Act is available online at: www.ontario.ca/environmentalassessments.

Please also refer to the attached document "A Proponent's Introduction to the Delegation of Procedural Aspects of consultation with Aboriginal Communities" for further information, including the MECP's expectations for EA report documentation related to consultation with communities.

The proponent must contact the Director of Environmental Assessment Branch (EABDirector@ontario.ca) under the following circumstances subsequent to initial discussions with the communities identified by the MECP:

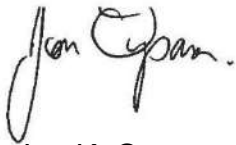
- Aboriginal or treaty rights impacts are identified to you by the communities;
- You have reason to believe that your proposed project may adversely affect an Aboriginal or treaty right;
- Consultation with Indigenous communities or other stakeholders has reached an impasse; or
- A Section 16 Order request is expected on the basis of impacts to Aboriginal or treaty rights

The MECP will then assess the extent of any Crown duty to consult for the circumstances and will consider whether additional steps should be taken, including what role you will be asked to play should additional steps and activities be required.

Thank you for your notification regarding this project and your ongoing care of the environment.

If you have questions or concerns about the above comments, please contact this office. I have appended some resources which you may find useful in consideration of some subject areas which are of interest to this ministry.

Regards,



Jon K. Orpana
Environmental Planner & Environmental Assessment Coordinator
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario
K7M 8S5

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EC.

Susan Jingmiao Shi, P. Eng., M. Eng.,
Senior Environmental Engineer
J.L. Richards and Associates Limited
sshi@jlrichards.ca

Mr. Charlie Primeau, Drinking Water and Compliance Supervisor
Peterborough District
Ministry of Environment Conservation and Parks
Charlie.Primeau@ontario.ca

Encl. Areas of Interest

AREAS OF INTEREST (v. February 2021)

It is suggested that you check off each section after you have considered / addressed it.

☐ **Planning and Policy**

- Projects located in MECP Eastern Region may be subject to the [Oak Ridges Moraine Conservation Plan](#) (2017), [Greenbelt Plan](#) (2017) or [Lake Simcoe Protection Plan](#) (2014). Applicable plans and the applicable policies should be identified in the report, and the proponent should describe how the proposed project adheres to the relevant policies in these plans.
- The [Provincial Policy Statement](#) (2020) contains policies that protect Ontario's natural heritage and water resources. Applicable policies should be referenced in the report, and the proponent should describe how the proposed project is consistent with these policies.
- In addition to the provincial planning and policy level, the report should also discuss the planning context at the municipal and federal levels, as appropriate.

☐ **Source Water Protection**

The *Clean Water Act*, 2006 (CWA) aims to protect existing and future sources of drinking water. To achieve this, several types of vulnerable areas have been delineated around surface water intakes and wellheads for every municipal residential drinking water system that is located in a source protection area. These vulnerable areas are known as a Wellhead Protection Areas (WHPAs) and surface water Intake Protection Zones (IPZs). Other vulnerable areas that have been delineated under the CWA include Highly Vulnerable Aquifers (HVAs), Significant Groundwater Recharge Areas (SGRAs), Event-based modelling areas (EBAs), and Issues Contributing Areas (ICAs). Source protection plans have been developed that include policies to address existing and future risks to sources of municipal drinking water within these vulnerable areas.

Projects that are subject to the Environmental Assessment Act that fall under a Class EA, or one of the Regulations, have the potential to impact sources of drinking water if they occur in designated vulnerable areas or in the vicinity of other at-risk drinking water systems (i.e. systems that are not municipal residential systems). MEA Class EA projects may include activities that, if located in a vulnerable area, could be a threat to sources of drinking water (i.e.

have the potential to adversely affect the quality or quantity of drinking water sources) and the activity could therefore be subject to policies in a source protection plan. Where an activity poses a risk to drinking water, policies in the local source protection plan may impact how or where that activity is undertaken. Policies may prohibit certain activities, or they may require risk management measures for these activities. Municipal Official Plans, planning decisions, Class EA projects (where the project includes an activity that is a threat to drinking water) and prescribed instruments must conform with policies that address significant risks to drinking water and must have regard for policies that address moderate or low risks.

- In October 2015, the MEA Parent Class EA document was amended to include reference to the Clean Water Act (Section A.2.10.6) and indicates that proponents undertaking a Municipal Class EA project must identify early in their process whether a project is or could potentially be occurring with a vulnerable area. **Given this requirement, please include a section in the report on source water protection.**
 - The proponent should identify the source protection area and should clearly document how the proximity of the project to sources of drinking water (municipal or other) and any delineated vulnerable areas was considered and assessed. Specifically, the report should discuss whether or not the project is located in a vulnerable area and provide applicable details about the area.
 - If located in a vulnerable area, proponents should document whether any project activities are prescribed drinking water threats and thus pose a risk to drinking water (this should be consulted on with the appropriate Source Protection Authority). Where an activity poses a risk to drinking water, the proponent must document and discuss in the report how the project adheres to or has regard to applicable policies in the local source protection plan. This section should then be used to inform and be reflected in other sections of the report, such as the identification of net positive/negative effects of alternatives, mitigation measures, evaluation of alternatives etc.
- While most source protection plans focused on including policies for significant drinking water threats in the WHPAs and IPZs it should be noted that even though source protection plan policies may not apply in HVAs, these are areas where aquifers are sensitive and at risk to impacts and within these areas, activities may impact the quality of sources of drinking water for systems other than municipal residential systems.
- In order to determine if this project is occurring within a vulnerable area, proponents can use this mapping tool: <http://www.applications.ene.gov.on.ca/swp/en/index.php>. Note that various layers (including WHPAs, WHPA-Q1 and WHPA-Q2, IPZs, HVAs, SGRAs, EBAs, ICAs) can be turned on through the “Map Legend” bar on the left. The mapping tool will also

provide a link to the appropriate source protection plan in order to identify what policies may be applicable in the vulnerable area.

- For further information on the maps or source protection plan policies which may relate to their project, proponents must contact the appropriate source protection authority. **Please consult with the local source protection authority to discuss potential impacts on drinking water. Please document the results of that consultation within the report and include all communication documents/correspondence.**

More Information

For more information on the *Clean Water Act*, source protection areas and plans, including specific information on the vulnerable areas and drinking water threats, please refer to [Conservation Ontario's website](#) where you will also find links to the local source protection plan/assessment report.

A list of the prescribed drinking water threats can be found in [section 1.1 of Ontario Regulation 287/07](#) made under the *Clean Water Act*. In addition to prescribed drinking water threats, some source protection plans may include policies to address additional "local" threat activities, as approved by the MECP.

☐ **Climate Change**

The document "[Considering Climate Change in the Environmental Assessment Process](#)" (Guide) is now a part of the Environmental Assessment program's Guides and Codes of Practice. The Guide sets out the MECP's expectation for considering climate change in the preparation, execution and documentation of environmental assessment studies and processes. The guide provides examples, approaches, resources, and references to assist proponents with consideration of climate change in EA. Proponents should review this Guide in detail.

- **The MECP expects proponents of Class EA projects to:**
 1. Consider during the assessment of alternative solutions and alternative designs, the following:
 - a. the project's expected production of greenhouse gas emissions and impacts on carbon sinks (climate change mitigation); and
 - b. resilience or vulnerability of the undertaking to changing climatic conditions (climate change adaptation).
 2. Include a discrete section in the report detailing how climate change was considered in the EA.

How climate change is considered can be qualitative or quantitative in nature and should be scaled to the project's level of environmental effect. In all instances, both a project's impacts on climate change (mitigation) and impacts of climate change on a project (adaptation) should be considered.

- The MECP has also prepared another guide to support provincial land use planning direction related to the completion of energy and emission plans. The "[Community Emissions Reduction Planning: A Guide for Municipalities](#)" document is designed to educate stakeholders on the municipal opportunities to reduce energy and greenhouse gas emissions, and to provide guidance on methods and techniques to incorporate consideration of energy and greenhouse gas emissions into municipal activities of all types. We encourage you to review the Guide for information.

☐ **Air Quality, Dust and Noise**

- If there are sensitive receptors in the surrounding area of this project, a quantitative air quality/odour impact assessment will be useful to evaluate alternatives, determine impacts and identify appropriate mitigation measures. The scope of the assessment can be determined based on the potential effects of the proposed alternatives, and typically includes source and receptor characterization and a quantification of local air quality impacts on the sensitive receptors and the environment in the study area. The assessment will compare to all applicable standards or guidelines for all contaminants of concern.
Please contact this office for further consultation on the level of Air Quality Impact Assessment required for this project if not already advised.
- If a quantitative Air Quality Impact Assessment is not required for the project, the MECP expects that the report contain a qualitative assessment which includes:
 - A discussion of local air quality including existing activities/sources that significantly impact local air quality and how the project may impact existing conditions;
 - A discussion of the nearby sensitive receptors and the project's potential air quality impacts on present and future sensitive receptors;
 - A discussion of local air quality impacts that could arise from this project during both construction and operation; and
 - A discussion of potential mitigation measures.
- As a common practice, "air quality" should be used as an evaluation criterion for all road projects.

- Dust and noise control measures should be addressed and included in the construction plans to ensure that nearby residential and other sensitive land uses within the study area are not adversely affected during construction activities.
- The MECP recommends that non-chloride dust-suppressants be applied. For a comprehensive list of fugitive dust prevention and control measures that could be applied, refer to [*Cheminfo Services Inc. Best Practices for the Reduction of Air Emissions from Construction and Demolition Activities*](#) report prepared for Environment Canada. March 2005.
- The report should consider the potential impacts of increased noise levels during the operation of the completed project. The proponent should explore all potential measures to mitigate significant noise impacts during the assessment of alternatives.

☐ **Ecosystem Protection and Restoration**

- Any impacts to ecosystem form and function must be avoided where possible. The report should describe any proposed mitigation measures and how project planning will protect and enhance the local ecosystem.
- Natural heritage and hydrologic features should be identified and described in detail to assess potential impacts and to develop appropriate mitigation measures. The following sensitive environmental features may be located within or adjacent to the study area:
 - Key Natural Heritage Features: Habitat of endangered species and threatened species, fish habitat, wetlands, areas of natural and scientific interest (ANSIs), significant valleylands, significant woodlands; significant wildlife habitat (including habitat of special concern species); sand barrens, savannahs, and tallgrass prairies; and alvars.
 - Key Hydrologic Features: Permanent streams, intermittent streams, inland lakes and their littoral zones, seepage areas and springs, and wetlands.
 - Other natural heritage features and areas such as: vegetation communities, rare species of flora or fauna, Environmentally Sensitive Areas, Environmentally Sensitive Policy Areas, federal and provincial parks and conservation reserves, Greenland systems etc.

We recommend consulting with the Ministry of Natural Resources and Forestry (MNRF), Fisheries and Oceans Canada (DFO) and your local conservation authority to determine if special measures or additional studies will be necessary to preserve and protect these sensitive features. In addition, you may consider the provisions of the Rouge Park Management Plan if applicable.

□ Species at Risk

- The Ministry of the Environment, Conservation and Parks has now assumed responsibility of Ontario's Species at Risk program. Information, standards, guidelines, reference materials and technical resources to assist you are found at <https://www.ontario.ca/page/species-risk>.
- The Client's Guide to Preliminary Screening for Species at Risk (Draft May 2019) has been attached to the covering email for your reference and use. Please review this document for next steps.
- For any questions related to subsequent permit requirements, please contact SAROntario@ontario.ca.

□ Surface Water

- The report must include enough information to demonstrate that there will be no negative impacts on the natural features or ecological functions of any watercourses within the study area. Measures should be included in the planning and design process to ensure that any impacts to watercourses from construction or operational activities (e.g. spills, erosion, pollution) are mitigated as part of the proposed undertaking.
- Additional stormwater runoff from new pavement can impact receiving watercourses and flood conditions. Quality and quantity control measures to treat stormwater runoff should be considered for all new impervious areas and, where possible, existing surfaces. The ministry's [Stormwater Management Planning and Design Manual \(2003\)](#) should be referenced in the report and utilized when designing stormwater control methods. **A Stormwater Management Plan should be prepared as part of the Class EA process** that includes:
 - Strategies to address potential water quantity and erosion impacts related to stormwater draining into streams or other sensitive environmental features, and to ensure that adequate (enhanced) water quality is maintained
 - Watershed information, drainage conditions, and other relevant background information
 - Future drainage conditions, stormwater management options, information on erosion and sediment control during construction, and other details of the proposed works

- Information on maintenance and monitoring commitments.
- Ontario Regulation 60/08 under the *Ontario Water Resources Act* (OWRA) applies to the Lake Simcoe Basin, which encompasses Lake Simcoe and the lands from which surface water drains into Lake Simcoe. If the proposed sewage treatment plant is listed in Table 1 of the regulation, the report should describe how the proposed project and its mitigation measures are consistent with the requirements of this regulation and the OWRA.
- Any potential approval requirements for surface water taking or discharge should be identified in the report. A Permit to Take Water (PTTW) under the OWRA will be required for any water takings that exceed 50,000 L/day, except for certain water taking activities that have been prescribed by the Water Taking EASR Regulation – *O. Reg. 63/16*. These prescribed water-taking activities require registration in the EASR instead of a PTTW. Please review the [Water Taking User Guide for EASR](#) for more information. Additionally, an Environmental Compliance Approval under the OWRA is required for municipal stormwater management works.

☐ **Groundwater**

- The status of, and potential impacts to any well water supplies should be addressed. If the project involves groundwater takings or changes to drainage patterns, the quantity and quality of groundwater may be affected due to drawdown effects or the redirection of existing contamination flows. In addition, project activities may infringe on existing wells such that they must be reconstructed or sealed and abandoned. Appropriate information to define existing groundwater conditions should be included in the report.
- If the potential construction or decommissioning of water wells is identified as an issue, the report should refer to Ontario Regulation 903, Wells, under the OWRA.
- Potential impacts to groundwater-dependent natural features should be addressed. Any changes to groundwater flow or quality from groundwater taking may interfere with the ecological processes of streams, wetlands or other surficial features. In addition, discharging contaminated or high volumes of groundwater to these features may have direct impacts on their function. Any potential effects should be identified, and appropriate mitigation measures should be recommended. The level of detail required will be dependent on the significance of the potential impacts.

- Any potential approval requirements for groundwater taking or discharge should be identified in the report. A Permit to Take Water (PTTW) under the OWRA will be required for any water takings that exceed 50,000 L/day, with the exception of certain water taking activities that have been prescribed by the Water Taking EASR Regulation – *O. Reg. 63/16*. These prescribed water-taking activities require registration in the EASR instead of a PTTW. Please review the [Water Taking User Guide for EASR](#) for more information.
- Consultation with the railroad authorities is necessary wherever there is a plan to use construction dewatering in the vicinity of railroad lines or where the zone of influence of the construction dewatering potentially intercepts railroad lines.

☐ **Excess Materials Management**

- In December 2019, MECP released a new regulation under the Environmental Protection Act, titled “[On-Site and Excess Soil Management](#)” (O. Reg. 406/19) to support improved management of excess construction soil. This regulation is a key step to support proper management of excess soils, ensuring valuable resources don’t go to waste and to provide clear rules on managing and reusing excess soil. New risk-based standards referenced by this regulation help to facilitate local beneficial reuse which in turn will reduce greenhouse gas emissions from soil transportation, while ensuring strong protection of human health and the environment. The new regulation is being phased in over time, with the first phase in effect on January 1, 2021. For more information, please visit <https://www.ontario.ca/page/handling-excess-soil>.
- The report should reference that activities involving the management of excess soil should be completed in accordance with O. Reg. 406/19 and the MECP’s current guidance document titled “[Management of Excess Soil – A Guide for Best Management Practices](#)” (2014).
- All waste generated during construction must be disposed of in accordance with ministry requirements

☐ **Contaminated Sites**

- Any current or historical waste disposal sites should be identified in the report. The status of these sites should be determined to confirm whether approval pursuant to Section 46 of

the EPA may be required for land uses on former disposal sites. We recommend referring to the [MECP's D-4 guideline](#) for land use considerations near landfills and dumps.

- Resources available may include regional/local municipal official plans and data; provincial data on [large landfill sites](#) and [small landfill sites](#); Environmental Compliance Approval information for waste disposal sites on [Access Environment](#).
- Other known contaminated sites (local, provincial, federal) in the study area should also be identified in the report (Note – information on federal contaminated sites is found on the Government of Canada's [website](#)).
- The location of any underground storage tanks should be investigated in the report. Measures should be identified to ensure the integrity of these tanks and to ensure an appropriate response in the event of a spill. The ministry's Spills Action Centre must be contacted in such an event.
- Since the removal or movement of soils may be required, appropriate tests to determine contaminant levels from previous land uses or dumping should be undertaken. If the soils are contaminated, you must determine how and where they are to be disposed of, consistent with *Part XV.1 of the Environmental Protection Act* (EPA) and Ontario Regulation 153/04, Records of Site Condition, which details the new requirements related to site assessment and clean up. Please contact the appropriate MECP District Office for further consultation if contaminated sites are present.

☐ **Servicing, Utilities and Facilities**

- The report should identify any above or underground utilities in the study area such as transmission lines, telephone/internet, oil/gas etc. The owners should be consulted to discuss impacts to this infrastructure, including potential spills.
- The report should identify any servicing infrastructure in the study area such as wastewater, water, stormwater that may potentially be impacted by the project.
- Any facility that releases emissions to the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste must have an Environmental Compliance Approval (ECA) before it can operate lawfully. Please consult with MECP's Environmental Permissions Branch to determine whether a new or amended ECA will be required for any proposed infrastructure.

- We recommend referring to the ministry's [environmental land use planning guides](#) to ensure that any potential land use conflicts are considered when planning for any infrastructure or facilities related to wastewater, pipelines, landfills or industrial uses.

☐ **Mitigation and Monitoring**

- Contractors must be made aware of all environmental considerations so that all environmental standards and commitments for both construction and operation are met. Mitigation measures should be clearly referenced in the report and regularly monitored during the construction stage of the project. In addition, we encourage proponents to conduct post-construction monitoring to ensure all mitigation measures have been effective and are functioning properly.
- Design and construction reports and plans should be based on a best management approach that centres on the prevention of impacts, protection of the existing environment, and opportunities for rehabilitation and enhancement of any impacted areas.
- The proponent's construction and post-construction monitoring plans must be documented in the report, as outlined in Section A.2.5 and A.4.1 of the MEA Class EA parent document.

☐ **Consultation**

- The report must demonstrate how the consultation provisions of the Class EA have been fulfilled, including documentation of all stakeholder consultation efforts undertaken during the planning process. This includes a discussion in the report that identifies concerns that were raised and **describes how they have been addressed by the proponent** throughout the planning process. The report should also include copies of comments submitted on the project by interested stakeholders, and the proponent's responses to these comments (as directed by the Class EA to include full documentation).
- Please include the full stakeholder distribution/consultation list in the documentation.

☐ **Class EA Process**

- If this project is a Master Plan: there are several different approaches that can be used to conduct a Master Plan, examples of which are outlined in Appendix 4 of the Class EA. **The Master Plan should clearly indicate the selected approach for conducting the plan**, by identifying whether the levels of assessment, consultation and documentation are sufficient

to fulfill the requirements for Schedule B or C projects. Please note that any Schedule B or C projects identified in the plan would be subject to Part II Order Requests under the Environmental Assessment Act, although the plan itself would not be. **Please include a description of the approach being undertaken (use Appendix 4 as a reference).**

- If this project is a Master Plan: Any identified projects should also include information on the MCEA schedule associated with the project.
- The report should provide clear and complete documentation of the planning process in order to allow for transparency in decision-making.
- The Class EA requires the consideration of the effects of each alternative on all aspects of the environment (including planning, natural, social, cultural, economic, technical). The report should include a level of detail (e.g. hydrogeological investigations, terrestrial and aquatic assessments, cultural heritage assessments) such that all potential impacts can be identified, and appropriate mitigation measures can be developed. Any supporting studies conducted during the Class EA process should be referenced and included as part of the report.
- Please include in the report a list of all subsequent permits or approvals that may be required for the implementation of the preferred alternative, including but not limited to, MECP's PTTW, EASR Registrations and ECAs, conservation authority permits, species at risk permits, MTO permits and approvals under the *Impact Assessment Act*, 2019.
- Ministry guidelines and other information related to the issues above are available at <http://www.ontario.ca/environment-and-energy/environment-and-energy>. We encourage you to review all the available guides and to reference any relevant information in the report.

Amendments to the EAA through the Covid-19 Economic Recovery Act, 2020

Once the EA Report is finalized, the proponent must issue a Notice of Completion providing a minimum 30-day period during which documentation may be reviewed and comment and input can be submitted to the proponent. The Notice of Completion must be sent to the appropriate MECP Regional Office email address (for projects in MECP Eastern Region, the email is eanotification.eregion@ontario.ca).

The public has the ability to request a higher level of assessment on a project if they are concerned about potential adverse impacts to constitutionally protected Aboriginal and treaty rights. In addition, the Minister may issue an order on his or her own initiative within a

specified time period. The Director (of the Environmental Assessment Branch) will issue a Notice of Proposed Order to the proponent if the Minister is considering an order for the project within 30 days after the conclusion of the comment period on the Notice of Completion. At this time, the Director may request additional information from the proponent. Once the requested information has been received, the Minister will have 30 days within which to make a decision or impose conditions on your project.

Therefore, the proponent cannot proceed with the project until at least 30 days after the end of the comment period provided for in the Notice of Completion. Further, the proponent may not proceed after this time if:

- a Section 16 Order request has been submitted to the ministry regarding potential adverse impacts to constitutionally protected Aboriginal and treaty rights, or
- the Director has issued a Notice of Proposed order regarding the project.

Please ensure that the Notice of Completion advises that outstanding concerns are to be directed to the proponent for a response, and that in the event there are outstanding concerns regarding potential adverse impacts to constitutionally protected Aboriginal and treaty rights, Section 16 Order requests on those matters should be addressed in writing to:

Minister
Ministry of Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

and

Director, Environmental Assessment Branch
Ministry of Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

Client's Guide to Preliminary Screening for Species at Risk

***Ministry of the Environment, Conservation and Parks
Species at Risk Branch, Permissions and Compliance
DRAFT - May 2019***

Table of Contents

| | |
|---|---|
| 1.0 Purpose, Scope, Background and Context | 3 |
| 1.1 Purpose of this Guide..... | 3 |
| 1.2 Scope..... | 3 |
| 1.3 Background and Context..... | 4 |
| 2.0 Roles and Responsibilities | 5 |
| 3.0 Information Sources | 6 |
| 3.1 Make a Map: Natural Heritage Areas..... | 7 |
| 3.2 Land Information Ontario (LIO) | 7 |
| 3.3 Additional Species at Risk Information Sources..... | 8 |
| 3.4 Information Sources to Support Impact Assessments | 8 |
| 4.0 Check-List | 9 |

1.0 Purpose, Scope, Background and Context

1.1 Purpose of this Guide

This guide has been created to:

- help clients better understand their obligation to gather information and complete a preliminary screening for species at risk before contacting the ministry,
- outline guidance and advice clients can expect to receive from the ministry at the preliminary screening stage,
- help clients understand how they can gather information about species at risk by accessing publicly available information housed by the Government of Ontario, and
- provide a list of other potential sources of species at risk information that exist outside the Government of Ontario.

It remains the client's responsibility to:

- carry out a preliminary screening for their projects,
- obtain best available information from all applicable information sources,
- conduct any necessary field studies or inventories to identify and confirm the presence or absence of species at risk or their habitat,
- consider any potential impacts to species at risk that a proposed activity might cause, and
- comply with the *Endangered Species Act* (ESA).

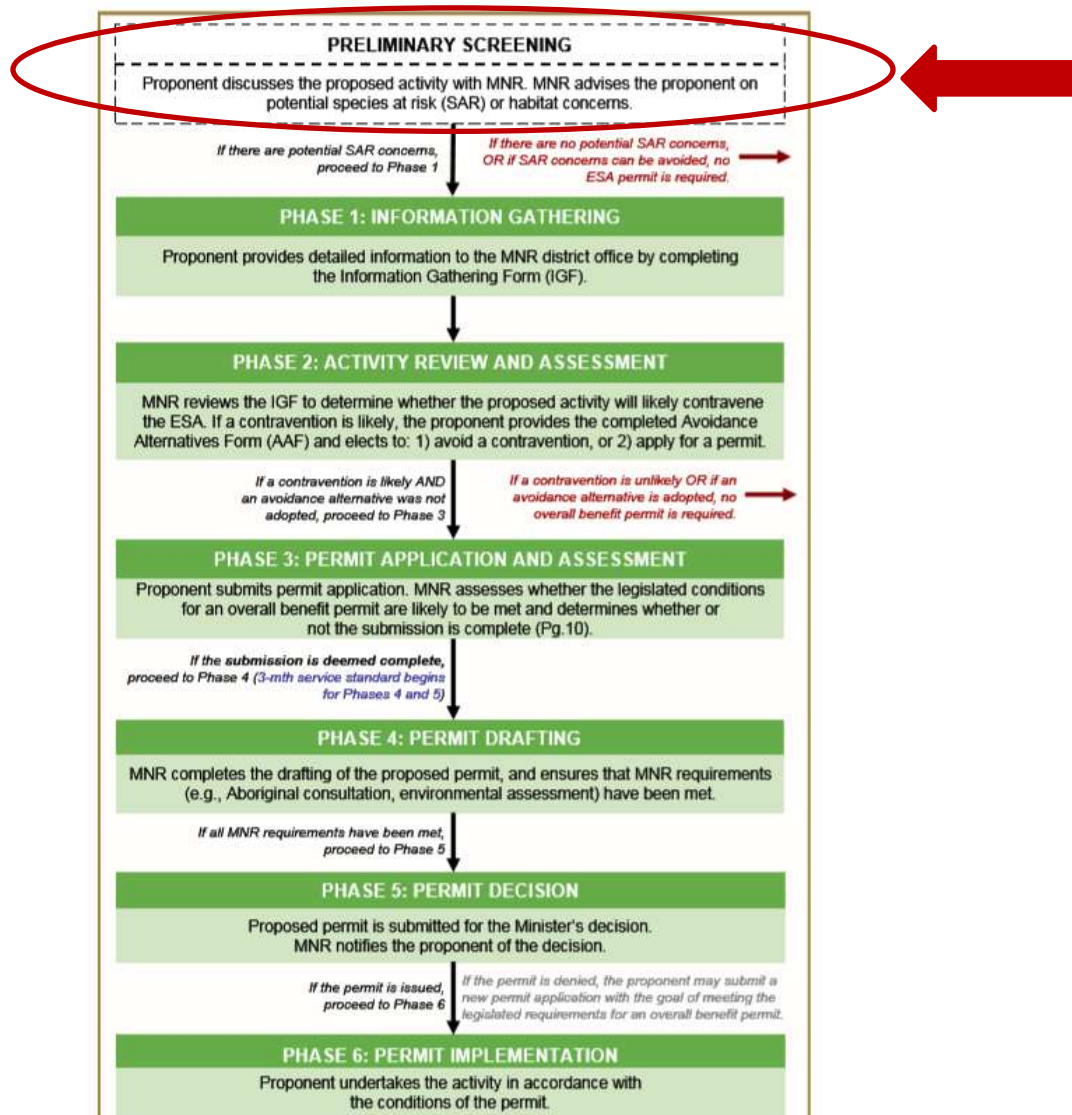
To provide the most efficient service, clients should initiate species at risk screenings and seek information from all applicable information sources identified in this guide, at a minimum, prior to contacting Government of Ontario ministry offices for further information or advice.

1.2 Scope

This guide is a resource for clients seeking to understand if their activity is likely to impact species at risk or if they are likely to trigger the need for an authorization under the ESA. It is not intended to circumvent any detailed site surveys that may be necessary to document species at risk or their habitat nor to circumvent the need to assess the impacts of a proposed activity on species at risk or their habitat. This guide is not an exhaustive list of available information sources for any given area as the availability of information on species at risk and their habitat varies across the province. This guide is intended to support projects and activities carried out on Crown and private land, by private landowners, businesses, other provincial ministries and agencies, or municipal government.

1.3 Background and Context

To receive advice on their proposed activity, clients must first determine whether any species at risk or their habitat exist or are likely to exist at or near their proposed activity, and whether their proposed activity is likely to contravene the ESA. Once this step is complete, clients may contact the ministry at SAROntario@ontario.ca to discuss the main purpose, general methods, timing and location of their proposed activity as well as information obtained about species at risk and their habitat at, or near, the site. At this stage, the ministry can provide advice and guidance to the client about potential species at risk or habitat concerns, measures that the client is considering to avoid adverse effects on species at risk or their habitat and whether additional field surveys are advisable. This is referred to as the “Preliminary Screening” stage. For more information on additional phases in the diagram below, please refer to the *Endangered Species Act Submission Standards for Activity Review and 17(2)(c) Overall Benefit Permits* policy available online at <https://www.ontario.ca/page/species-risk-overall-benefit-permits>



2.0 Roles and Responsibilities

To provide the most efficient service, clients should initiate species at risk screenings and seek information from all applicable information sources identified in this guide prior to contacting Government of Ontario ministry offices for further information or advice.

Step 1: Client seeks information regarding species at risk or their habitat that exist, or are likely to exist, at or near their proposed activity by referring to all applicable information sources identified in this guide.

Step 2: Client reviews and consider guidance on whether their proposed activity is likely to contravene the ESA (see section 3.4 of this guide for guidance on what to consider).

Step 3: Client gathers information identified in the checklist in section 4 of this guide.

Step 4: Client contacts the ministry at SAROntario@ontario.ca to discuss their preliminary screening. Ministry staff will ask the client questions about the main purpose, general methods, timing and location of their proposed activity as well as information obtained about species at risk and their habitat at, or near, the site. Ministry staff will also ask the client for their interpretation of the impacts of their activity on species at risk or their habitat as well as measures the client has considered to avoid any adverse impacts.

Step 5: Ministry staff will provide advice on next steps.

Option A: Ministry staff may advise the client they can proceed with their activity without an authorization under the ESA where the ministry is confident that:

- no protected species at risk or habitats are likely to be present at or near the proposed location of the activity; or
- protected species at risk or habitats are known to be present but the activity is not likely to contravene the ESA; or
- through the adoption of avoidance measures, the modified activity is not likely to contravene the ESA.

Option B: Ministry staff may advise the client to proceed to Phase 1 of the overall benefit permitting process (i.e. Information Gathering in the previous diagram), where:

- there is uncertainty as to whether any protected species at risk or habitats are present at or near the proposed location of the activity; or
- the potential impacts of the proposed activity are uncertain; or
- ministry staff anticipate the proposed activity is likely to contravene the ESA.

3.0 Information Sources

Land Information Ontario (LIO) and the Natural Heritage Information Centre (NHIC) maintain and provide information about species at risk, as well as related information about fisheries, wildlife, crown lands, protected lands and more. This information is made available to organizations, private individuals, consultants, and developers through online sources and is often considered under various pieces of legislation or as part of regulatory approvals and planning processes.

The information available from LIO or NHIC and the sources listed in this guide should not be considered as a substitute for site visits and appropriate field surveys. Generally, this information can be regarded as a starting point from which to conduct further field surveys, if needed. While this data represents best available current information, it is important to note that a lack of information for a site does not mean that species at risk or their habitat are not present. There are many areas where the Government of Ontario does not currently have information, especially in more remote parts of the province. The absence of species at risk location data at or near your site does not necessarily mean no species at risk are present at that location. On-site assessments can better verify site conditions, identify and confirm presence of species at risk and/or their habitats.

Information on the location (i.e. observations and occurrences) of species at risk is considered sensitive and therefore publicly available only on a 1km square grid as opposed to as a detailed point on a map. This generalized information can help you understand which species at risk are in the general vicinity of your proposed activity and can help inform field level studies you may want to undertake to confirm the presence, or absence of species at risk at or near your site.

Should you require specific and detailed information pertaining to species at risk observations and occurrences at or near your site on a finer geographic scale; you will be required to demonstrate your need to access this information, to complete data sensitivity training and to obtain a Sensitive Data Use License from the NHIC. Information on how to obtain a license can be found online at <https://www.ontario.ca/page/get-natural-heritage-information>.

Many organizations (e.g. other Ontario ministries, municipalities, conservation authorities) have ongoing licensing to access this data so be sure to check if your organization has this access and consult this data as part of your preliminary screening if your organization already has a license.

3.1 Make a Map: Natural Heritage Areas

The Make a Natural Heritage Area Map (available online at http://www.gisapplication.lrc.gov.on.ca/mamnh/Index.html?site=MNR_NHLUPS_NaturalHeritage&viewer=NaturalHeritage&locale=en-US) provides public access to natural heritage information, including species at risk, without the user needing to have Geographic Information System (GIS) capability. It allows users to view and identify generalized species at risk information, mark areas of interest, and create and print a custom map directly from the web application. The tool also shows topographic information such as roads, rivers, contours and municipal boundaries.

Users are advised that sensitive information has been removed from the natural areas dataset and the occurrences of species at risk has been generalized to a 1-kilometre grid to mitigate the risks to the species (e.g. illegal harvest, habitat disturbance, poaching).

The web-based mapping tool displays natural heritage data, including:

- Generalized Species at risk occurrence data (based on a 1-km square grid),
- Natural Heritage Information Centre data.

Data cannot be downloaded directly from this web map; however, information included in this application is available digitally through Land Information Ontario (LIO) at <https://www.ontario.ca/page/land-information-ontario>.

3.2 Land Information Ontario (LIO)

Most natural heritage data is publicly available. This data is managed in a large provincial corporate database called the LIO Warehouse and can be accessed online through the LIO Metadata Management Tool at <https://www.javacoeapp.lrc.gov.on.ca/geonetwork/srv/en/main.home>. This tool provides descriptive information about the characteristics, quality and context of the data. Publicly available geospatial data can be downloaded directly from this site.

While most data are publicly available, some data may be considered highly sensitive (i.e. nursery areas for fish, species at risk observations) and as such, access to some data maybe restricted.

3.3 Additional Species at Risk Information Sources

- The Breeding Bird Atlas can be accessed online at <http://www.birdsontario.org/atlas/index.jsp?lang=en>
- eBird can be accessed online at <https://ebird.org/home>
- iNaturalist can be accessed online at <https://www.inaturalist.org/>
- The Ontario Reptile and Amphibian Atlas can be accessed online at <https://ontarionature.org/programs/citizen-science/reptile-amphibian-atlas>
- Your local Conservation Authority. Information to help you find your local Conservation Authority can be accessed online at <https://conservationontario.ca/conservation-authorities/find-a-conservation-authority/>

Local naturalist groups or other similar community-based organizations

- Local Indigenous communities
- Local land trusts or other similar Environmental Non-Government Organizations
- Field level studies to identify if species at risk, or their habitat, are likely present or absent at or near the site.
- When an activity is proposed within one of the continuous caribou ranges, please be sure to consider the caribou Range Management Policy. This policy includes figures and maps of the continuous caribou range, can be found online at <https://www.ontario.ca/page/range-management-policy-support-woodland-caribou-conservation-and-recovery>

3.4 Information Sources to Support Impact Assessments

- Guidance to help you understand if your activity is likely to adversely impact species at risk or their habitat can be found online at <https://www.ontario.ca/page/policy-guidance-harm-and-harass-under-endangered-species-act> and <https://www.ontario.ca/page/categorizing-and-protecting-habitat-under-endangered-species-act>
- A list of species at risk in Ontario is available online at <https://www.ontario.ca/page/species-risk-ontario>. On this webpage, you can find out more about each species, including where it lives, what threatens it and any specific habitat protections that apply to it by clicking on the photo of the species.

4.0 Check-List

Please feel free to use the check list below to help you confirm you have explored all applicable information sources and to support your discussion with Ministry staff at the preliminary screening stage.

- ✓ Land Information Ontario (LIO)
- ✓ Natural Heritage Information Centre (NHIC)
- ✓ The Breeding Bird Atlas
- ✓ eBird
- ✓ iNaturalist
- ✓ Ontario Reptile and Amphibian Atlas
- ✓ List Conservation Authorities you contacted: _____

- ✓ List local naturalist groups you contacted: _____

- ✓ List local Indigenous communities you contacted: _____

- ✓ List any other local land trusts or Environmental Non-Government Organizations you contacted: _____

- ✓ List and field studies that were conducted to identify species at risk, or their habitat, likely to be present or absent at or near the site: _____

- ✓ List what you think the likely impacts of your activity are on species at risk and their habitat (e.g. damage or destruction of habitat, killing, harming or harassing species at risk): _____

From: Harvey, Joseph (MHSTCI) <Joseph.Harvey@ontario.ca>
Sent: June 24, 2022 4:48 PM
To: Susan Jingmiao Shi
Cc: Barboza, Karla (MHSTCI); Meaghan Keon
Subject: RE: File 0016886: The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: We found suspicious links; [2022-06-09 Casselman Class EA NOC-Final-En.pdf](#)

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Susan Jingmiao Shi,

Please find attached MHSTCI's initial advice on the above referenced undertaking. Do not hesitate to contact me with any questions or concerns.

Regards,

Joseph Harvey | Heritage Planner

Heritage, Tourism and Culture Division | Programs and Services Branch | Heritage Planning Unit

Ministry of Heritage, Sport, Tourism and Culture Industries

613.242.3743

Joseph.Harvey@ontario.ca

From: Meaghan Keon <mkeon@jlrichards.ca>

Sent: June-09-22 8:58 AM

To: Barboza, Karla (MHSTCI) <Karla.Barboza@ontario.ca>

Cc: Susan Jingmiao Shi <sshi@jlrichards.ca>

Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

The Municipality of Casselman has initiated a Water and Wastewater Infrastructure Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and assess the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Commencement is being mailed/emailed to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is

attached for your information. You are invited to join our mailing list and/or provide comments as the study progresses.

Comments on this study can be emailed or mailed to the address provided in the Notice of Commencement. If you have any questions or concerns, please contact the undersigned.

Meaghan

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".

Meaghan Keon

Environmental Engineering Intern

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1
Direct: 343-804-5350



**Ministry of Heritage, Sport,
Tourism and Culture Industries**

Programs and Services Branch
400 University Ave, 5th Flr
Toronto, ON M7A 2R9
Tel: 613242.3743

**Ministère des Industries du Patrimoine,
du Sport, du Tourisme et de la Culture**

Direction des programmes et des services
400, av. University, 5e étage
Toronto, ON M7A 2R9
Tél: 613.242.3743



June 24, 2022

EMAIL ONLY

Susan Jingmiao Shi, P.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

MHSTCI File : 0016886
Proponent : Municipality of Casselman
Subject : Notice of Commencement - Master Plan Approach 1
Project : Water and Wastewater Infrastructure Master Plan
Location : Municipality of Casselman

Dear Susan Jingmiao:

Thank you for providing the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) with the Notice of Commencement for this project. MHSTCI's interest in this master plan relates to its mandate of conserving Ontario's cultural heritage, which includes archaeological resources, built heritage resources and cultural heritage landscapes.

MHSTCI understands that master plans are long range plans which integrate infrastructure requirements for existing and future land use with environmental assessment planning principles. The Municipal Class Environmental Assessment (MCEA) outlines a framework for master plan and associated studies which should recognize the planning and design Process of this Class EA, and should incorporate the key principles of successful environmental assessment planning identified in Section A.1.1. The master planning process will, at minimum, address Phases 1 and 2 of the Planning and Design Process of the MCEA.

This letter provides advice on how to incorporate consideration of cultural heritage in the above-mentioned master planning process by outlining the technical cultural heritage studies and the level of detail required to address cultural heritage in master plans. In accordance with the MCEA, cultural heritage resources should be identified early in the process in order to determine known and potential resources and potential impacts.

Master Plan Summary

The Municipality of Casselman (the Municipality) has initiated a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan.

Identifying Cultural Heritage Resources

MHSTCI understands that the master plan would typically be done at a broad level of assessment thereby requiring more detailed investigations at the project-specific level. Therefore, a description of the existing conditions related to cultural heritage resources needs to be included in the master plan document.

Archaeological Resources

The existing conditions sub-section should indicate if the master plan includes areas of archaeological potential or not and acknowledge that archaeological assessments will be required for future project-specific projects. The proponents should refer to an archaeological management plan or a data sharing agreement, should they exist. In their absence, MHSTCI's screening checklists can help determine whether archaeological assessments will be needed for subsequent project undertakings: [Criteria for Evaluating Archaeological Potential](#) and [Criteria for Evaluating Marine Archaeological Potential](#).

A statement should be included that archaeological assessments are to be undertaken by an archaeologist licensed under the Ontario Heritage Act and that archaeological assessment reports must be submitted for MHSTCI review prior to the completion of the environmental assessment and prior to any ground disturbance. Some municipalities may also elect to have a Stage 1 archaeological assessment undertaken for a master plan area.

Built Heritage Resources and Cultural Heritage Landscapes

MHSTCI recommends that an Existing Conditions Report be undertaken by a qualified person, which will include a historical summary of the study area's development, identifying all known or potential built heritage resources and cultural heritage landscapes within the study area. The findings of the existing conditions report should be included in the existing conditions subsection of the master plan document.

Community input should be sought to identify locally recognized and potential cultural heritage resources. Sources include, but are not limited to, Municipal Heritage Committees, community heritage registers, historical societies and other local heritage organizations.

Cultural heritage resources are often of critical importance to Indigenous communities. Indigenous communities may have knowledge that can contribute to the identification of cultural heritage resources, and any engagement with Indigenous communities should include a discussion about known or potential cultural heritage resources that are of value to them.

Subsequent Municipal Class EA Undertakings

The recommendations outlined above can be used in support of any future technical cultural heritage studies required for any Schedule B and C MCEA undertakings identified within the master planning area. Technical cultural heritage studies are to be undertaken by a qualified person who has expertise, recent experience, and knowledge relevant to the type of cultural heritage resources being considered and the nature of the activity being proposed. Please advise MHSTCI whether any technical cultural heritage studies will be completed for this master plan and provide them to MHSTCI before issuing a Notice of Completion.

Environmental Assessment Reporting

Thank you for consulting MHSTCI on this project. Please continue to do so through the master plan process and contact me if you have any questions or concerns.

Sincerely,

Joseph Harvey
Heritage Planner
joseph.harvey@ontario.ca

Copied to: Meaghan Keon, Environmental Engineering Intern, J.L. Richards & Associates Limited

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their EA report or file is accurate. MHSTCI makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the EA process, and in no way shall MHSTCI be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Please notify MHSTCI (at archaeology@ontario.ca) if archaeological resources are impacted by EA project work. All activities impacting archaeological resources must cease immediately, and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.

If human remains are encountered, all activities must cease immediately, and the local police and coroner must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified (at archaeology@ontario.ca) to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act.

From: Bryant, Kathryn (MCM) <Kathryn.Bryant@ontario.ca>
Sent: January 10, 2024 4:55 PM
To: Meaghan Keon
Cc: Archaeology (MCM); Barboza, Karla (She/Her) (MCM); Harvey, Joseph (MCM)
Subject: RE: Municipality of Casselman Water & Wastewater Master Plan - Request for Archeological Information

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. Do not forward suspicious emails, if you are unsure, please send a separate message to Helpdesk.

Hi Meaghan,

As you may know, the Ministry developed screening checklists to assist property owners, developers, consultants and others to identify known and potential cultural heritage resources:

- [Criteria for Evaluating Archaeological Potential](#)
- [Criteria for Evaluating Marine Archaeological Potential](#)
- [Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes](#)

I have used the document above (Criteria for Evaluating Archaeological Potential) to respond to your question:

- Question 2. Has an archaeological assessment been prepared for the property (or project area) and been accepted by MCM?
MCM Response: At this time, we are not aware of any archaeological assessments undertaken specific to this project.
- Question 3. Are there known archaeological sites on or within 300 metres of the property (or project area)?
MCM Response: There are two known archaeological sites within the municipality of Casselman. They are located approximately 400 and 600 metres from SPS N.6 and SPS No.1.

I hope this is of assistance. Let us know if you have any further questions.

Regards,

Kathryn Bryant

Team Lead, Archaeology Program Unit
Citizenship, Inclusion and Heritage Division| Heritage Branch
Ministry of Citizenship and Multiculturalism
Phone: 647-964-8951
Email: kathryn.bryant@ontario.ca



From: Meaghan Keon <mkeon@jrichards.ca>
Sent: Thursday, December 21, 2023 11:45 AM
To: Archaeology (MCM) <archaeology@ontario.ca>
Cc: Susan Jingmiao Shi <sshi@jrichards.ca>
Subject: Municipality of Casselman Water & Wastewater Master Plan - Request for Archeological Information

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

We are completing a Master Plan (Approach 1) to address long-term water & wastewater issues in the Municipality of Casselman. To complete the archeological potential screening we require information about archeological potential in the vicinity of the key infrastructure and within the municipal boundary identified in the attached map.

Regards,
Meaghan

Meaghan Keon, P.Eng., MASc.
Environmental Engineer

J.L. Richards & Associates Limited
1000-343 Preston Street, Ottawa, ON K1S 1N4
Direct: 343-804-5350



From: Kapusta, Stephen (MTO) <Stephen.Kapusta@ontario.ca>
Sent: June 9, 2022 10:34 AM
To: Meaghan Keon
Cc: Nadeau, Alain (MTO); Susan Jingmiao Shi
Subject: Re: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: [16953-118 Casselman Class EA NOC-Final-En.pdf](#)

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Good Morning Meaghan,

Please include me in the mailing list for this study. Please note that the MTO has requirements for freeway crossings of services such as this that would narrow down the Highway 417 crossing location.

Thank you,

Stephen Kapusta MCIP, RPP

Senior Project Manager
Highway Corridor Management
Ministry of Transportation - Eastern Region
1355 John Counter Boulevard
Postal Bag 4000
Kingston, ON K7L 5A3
Phone (613)545-4834
Mobile (613)539-7068
Fax (613)540-5106
Toll Free 1(800)267-0295
Stephen.Kapusta@Ontario.ca

*Coronavirus Note: I will be working from home for the foreseeable future. Please contact me by mobile phone 613-539-7068.

From: Meaghan Keon <mkeon@jlrichards.ca>
Sent: June 9, 2022 8:58 AM
To: Makula, Peter (MTO) <Peter.Makula@ontario.ca>
Cc: Susan Jingmiao Shi <sshi@jlrichards.ca>
Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

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Greetings,

The Municipality of Casselman has initiated a Water and Wastewater Infrastructure Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and access the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Commencement is being mailed/emailed to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is attached for your information. You are invited to join our mailing list and/or provide comments as the study progresses.

Comments on this study can be emailed or mailed to the address provided in the Notice of Commencement. If you have any questions or concerns, please contact the undersigned.

Meaghan

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".

Meaghan Keon

Environmental Engineering Intern

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1
Direct: 343-804-5350



From: Rachel Nafziger
Sent: March 13, 2024 9:37 AM
To: Meaghan Keon
Cc: Susan Jingmiao Shi
Subject: FW: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan- Notice of Public Information Centre
Attachments: 16953-118_Casselman MP PIC Notice_English.pdf; 16953-118_Casselman MP PIC Notice_French.pdf

Rachel Nafziger (she/her)
Project Administrator
Kingston, ON
Work: [343-302-5514](tel:343-302-5514)

From: Kapusta, Stephen (MTO) <Stephen.Kapusta@ontario.ca>
Sent: Wednesday, March 13, 2024 9:25 AM
To: Kamal, Tarique (MTO) <Tarique.Kamal@ontario.ca>; Suresh, Kartik (MTO) <Kartik.Suresh@ontario.ca>
Cc: Rachel Nafziger <rnafziger@jlrichards.ca>
Subject: FW: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan- Notice of Public Information Centre

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Good morning Tarique and Kartik,

This is for your information. Note that in the past we have provided the municipality with options to cross Highway 417 outside of our interchange area.

Rachel: Please update your contact information to add both Tarique and Kartik and remove me as I no longer work for East Region.

Thank you,

Stephen Kapusta RPP, MCIP
Team Lead | Corridor Management Office
Highway Operations Management Branch | Operations Division
Ministry of Transportation | Ontario Public Service
613-539-7068 | stephen.kapusta@ontario.ca



From: Rachel Nafziger <rnafziger@jlrichards.ca>

Sent: March 13, 2024 9:21 AM

To: peter.makula@ontario.ca; Kapusta, Stephen (MTO) <Stephen.Kapusta@ontario.ca>

Cc: Meaghan Keon <mkeon@jlrichards.ca>; Susan Jingmiao Shi <sshi@jlrichards.ca>

Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan- Notice of Public Information Centre

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

The Municipality of Casselman is completing a Water and Wastewater Infrastructure Master Plan in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and assess the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Public Information Centre (PIC) is being circulated to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is attached for your information.

The Public Information Centre (PIC) is scheduled as follows:

Date: Wednesday, April 3, 2024
Time: 6:00 PM to 8:00 PM (Drop in at any time)
Location: Casselman Community Hall
Address: 758 Brébeuf St., Casselman, ON

If you have any questions or concerns, please contact those listed in the Notice of PIC.

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".



Rachel Nafziger (she/her)
Project Administrator

203 - 863 Princess Street
Kingston, ON, K7L 5N4

Work: [343-302-5514](tel:343-302-5514)
rnafziger@jlrichards.ca

From: Rachel Nafziger
Sent: March 22, 2024 2:55 PM
To: Meaghan Keon
Cc: Susan Jingmiao Shi
Subject: FW: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan- Notice of Public Information Centre
Attachments: MTOComments-NoticeofWaterWastewaterInfrastructureMasterPlanPIC-The Municipality of Casselman.pdf

Rachel Nafziger (she/her)

Project Administrator
Kingston, ON
Work: [343-302-5514](tel:343-302-5514)

From: Kamal, Tarique (MTO) <Tarique.Kamal@ontario.ca>
Sent: Friday, March 22, 2024 2:52 PM
To: Rachel Nafziger <rnafziger@jlrichards.ca>
Cc: Suresh, Kartik (MTO) <Kartik.Suresh@ontario.ca>
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan- Notice of Public Information Centre

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. Do not forward suspicious emails, if you are unsure, please send a separate message to Helpdesk.

Hello Rachel,

Please see the attached MTO comments for the PIC.

Thanks,

Tarique

Tarique Kamal

Senior Project Manager | Corridor Management | East Operations
Ministry of Transportation | Ontario Public Service
613-301-5425 | tarique.kamal@ontario.ca



Taking pride in strengthening Ontario, its places and its people

From: Rachel Nafziger <rnafziger@jlrichards.ca>

Sent: March 13, 2024 9:21 AM

To: peter.makula@ontario.ca; Kapusta, Stephen (MTO) <Stephen.Kapusta@ontario.ca>

Cc: Meaghan Keon <mkeon@jlrichards.ca>; Susan Jingmiao Shi <sshi@jlrichards.ca>

Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan- Notice of Public Information Centre

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

The Municipality of Casselman is completing a Water and Wastewater Infrastructure Master Plan in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and assess the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Public Information Centre (PIC) is being circulated to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is attached for your information.

The Public Information Centre (PIC) is scheduled as follows:

Date: Wednesday, April 3, 2024
Time: 6:00 PM to 8:00 PM (Drop in at any time)
Location: Casselman Community Hall
Address: 758 Brébeuf St., Casselman, ON

If you have any questions or concerns, please contact those listed in the Notice of PIC.

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".



Rachel Nafziger (she/her)
Project Administrator

203 - 863 Princess Street
Kingston, ON, K7L 5N4

Work: [343-302-5514](tel:343-302-5514)
rnafziger@jlrichards.ca

Ministry of Transportation

Corridor Management Section
1355 John Counter Boulevard
Postal Bag 4000
Kingston, Ontario K7L 5A3
Tel.: 613-301-5425
Fax: 613-540-5106
Tarique.kamal@ontario.ca

Ministère des Transports

Section de gestion des couloirs routiers
1355, boulevard John Counter
CP/Service de sacs 4000
Kingston (Ontario) K7L 5A3
Tél.: 613-301-5425
Téléc.: 613-540-5106
Tarique.kamal@ontario.ca



March 22, 2024

Rachel Nafziger (she/her)
Project Administrator
203 - 863 Princess Street
Kingston, ON, K7L 5N4
Work: [343-302-5514](tel:343-302-5514)

Via email: rnafziger@jlrichards.ca

Dear Rachel Nafziger:

RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan- Notice of Public Information Centre

Thank you for circulating the notice regarding the Municipality of Casselman - Water and Wastewater Infrastructure Master Plan. The Ministry of Transportation (MTO) would like to provide important information in accordance with the Public Transportation and Highway Improvement Act (PTHIA) and the Highway Corridor Management Manual for your consideration when planning activities related to the Master Plan.

Under the PTHIA, the Ministry has authority over land use within 45 meters of the Highway 417 right-of-way and 395 meters from the center-point of the highway intersection. Any development within this area requires Ministry approvals, and proponents must obtain MTO permits before commencing any activities.

It is important to note that any watermain construction related to the Master Plan that involves crossing the highway must be planned outside of the highway interchange area and must comply with the requirements of the applicable Ontario Provincial Standard Specifications, including OPSS 701, which specifically addresses watermain construction. For guidance on the installation method of any pipeline within the MTO right-of-way and highway crossing, please refer to the Highway Corridor Management Manual (2022).

Early consultation with the MTO is highly recommended for activities within the control area. This enables stakeholders to understand the MTO review process, requirements, personnel involved, timelines, and expectations for planning, design, and construction, including qualifications for engineering consultants.

Pre-consultation requests with the MTO can be submitted online using the Highway Corridor Management Online Services at: [HCMS - Highway Corridor Management System \(gov.on.ca\)](https://hcms.gov.on.ca).

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,



Tarique Kamal
Senior Project Manager
MTO, Eastern Region

From: Rachel Nafziger
Sent: March 15, 2024 10:23 AM
To: Kayla Sunday
Cc: Meaghan Keon; Susan Jingmiao Shi
Subject: RE: Please resend Cassleman Consultation
Attachments: [16953-118_Casselmann MP PIC Notice_English.pdf](#); [16953-118_Casselmann MP PIC Notice_French.pdf](#)

Good morning Kayla,

Please find attached the notice that was sent to Abraham Francis. Let us know if you have any further questions.

Warmly,
Rachel

Rachel Nafziger (she/her)
Project Administrator
Kingston, ON
Work: [343-302-5514](tel:343-302-5514)

From: Kayla Sunday <kayla.sunday@akwesasne.ca>
Sent: Wednesday, March 13, 2024 3:59 PM
To: Rachel Nafziger <rnafziger@jlrichards.ca>
Subject: Please resend Cassleman Consultation

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Hey there,
I am unable to access the attachments sent to Abe, regarding the consultation request that came in this week. Please resend all documents.
I am in the position that Abraham Francis used to occupy, Environmental Services Manager, for the Mohawk Council of Akwesasne please direct future consults to myself or to the Director of DIHE, MCA , Leslie Papineau leslie.papineau@akwesasne.ca
Thank you,
Kayla Sunday

Environmental Services Manager
Environment Program

Department of Infrastructure, Housing, and Environment

Mohawk Council of Akwesasne

Phone: (613) 575 - 2250 Ext. 1038

Cellphone: (613) 360 – 8656

There are 5 things you can control everyday:

1: Attitude 2: Words 3: Actions 4: Manners 5: Effort

From: Susan Jingmiao Shi
Sent: June 28, 2022 8:28 AM
To: Meaghan Keon
Subject: FW: Notice of Study commencement -
Attachments: [DOC062822-06282022080517.pdf](#)

Hi Meaghan,

For file. Please update the contact list if required.

Thanks!
Susan

-----Original Message-----

From: Josée Brizard <JBrizard@nationmun.ca>
Sent: Tuesday, June 28, 2022 8:06 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: Pierre-Paul Beauchamp <ppbeauchamp@casselman.ca>; Yves Morrisette <ymorrisette@casselman.ca>
Subject: Notice of Study commencement -

Caution: This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Hello Susan

Please find attached The Agency /Stakeholder response form from The Nation Municipality

Best regards

Josee

Josée Brizard
Directrice générale - Greffière / Chief Administrative Officer - Clerk La Municipalité de La Nation / The Nation Municipality
958 Route 500 Ouest / West
Casselman, Ontario, K0A 1M0
Phone: 613-764-5444, 235

-----Original Message-----

From: Copier
Sent: Tuesday, June 28, 2022 8:05 AM
To: Josée Brizard <JBrizard@nationmun.ca>
Subject: Scanned from Toshiba @ Nation Municipality 06/28/2022 08:05

Scanned from MFP11759466
Date:06/28/2022 08:05
Pages:1
Resolution:400x400 DPI

Êtes-vous sur la liste des électeurs? Consultez www.Voterlookup.ca!

Les bureaux de la municipalité de La Nation sont ouverts au public. Toutefois, le masque est requis. Si vous désirez rencontrer un employé en personne, veuillez communiquer avec nous au bureau de Casselman au 613-764-5444 ou au bureau de Fournier au 613-524-2932 pour prendre rendez-vous.

Ce message est confidentiel. Il peut également être privilégié ou autrement protégé par l'immunité au produit du travail ou par d'autres règles juridiques. Si vous l'avez reçu par erreur, veuillez nous en informer par courrier électronique et le supprimer de votre système. Vous ne pouvez pas copier ce message ou divulguer son contenu à qui que ce soit.

Are you registered to vote? Visit www.VoterLookup.ca!

The Nation offices are open to the public. If you wish to meet a staff member in person, you may contact us at our Casselman office at 613-764-5444 or at our Fournier office at 613-524-2932 to make an appointment.

This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone.

From: Johnston, Keith (NDMNRF) <Keith.Johnston@ontario.ca>
Sent: June 9, 2022 8:58 AM
To: Meaghan Keon
Subject: Automatic reply: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Thank you for your email.

I am currently out of the office. I will not have access to email at this time and I will respond to your email when I return on June 13.

If you need immediate assistance, please contact: Jim Boothby (jim.boothby@ontario.ca) for items related to the Environmental Planning Team.

Regards,

Keith Johnston [He/Him]
A/Team Lead, Environmental Planning

Ministry of Northern Development, Mines, Natural Resources and Forestry | Policy Division | Strategic and Indigenous Policy Branch – Director's Office
Telephone: (705) 313-6960
Email: keith.johnston@ontario.ca

From: Susan Jingmiao Shi
Sent: March 13, 2024 11:53 AM
To: Pierre-Paul Beauchamp; Yves Morrissette
Cc: Meaghan Keon
Subject: Casselman Master Plan PIC Notice

Hello Pierre-Paul and Yves,

We have emailed/mailed out the PIC notice this morning for the Master Plan.

I got a call from Phil Cormier at City of Clarence-Rockland. I explained to him that the long-term solution for water supply is to switch source to their system, and that Casselman is working on interim solutions to improve water quality. He wants to receive a copy of our PIC presentation material once available which we will send after April 3.

Just want to keep you in the loop that this conversation has happened.

Cheers,
Susan

Susan Jingmiao Shi, P.Eng., M.Eng.
Associate
Senior Environmental Engineer
Practice Lead, Regional Market
Kingston, ON
Work: [343-302-5406](tel:343-302-5406)

From: Meaghan Keon
Sent: April 4, 2024 11:40 AM
To: pcormier@clarence-rockland.com
Cc: Susan Jingmiao Shi; Pierre-Paul Beauchamp; Yves Morrissette
Subject: Casselman Water and Wastewater Infrastructure Master Plan - PIC April 3, 2024
Attachments: Casselman Master Plan PIC Boards_Final.pdf

Hi Philippe,

As requested I am sending you the PIC slides from the Casselman Water and Wastewater Infrastructure Master Plan, April 3, 2024.

Regards,
Meaghan

From: Sandra Mancini <SMancini@nation.on.ca>
Sent: June 13, 2022 1:05 PM
To: Meaghan Keon
Cc: Susan Jingmiao Shi
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: [16953-118 Casselman Class EA NOC-Final-En.pdf](#)

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Good afternoon,

Please, see attached response.

Best,

Sandra

From: Meaghan Keon <mkeon@jlrichards.ca>
Sent: June 9, 2022 9:00 AM
To: Sandra Mancini <SMancini@nation.on.ca>
Cc: Susan Jingmiao Shi <sshi@jlrichards.ca>
Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

External email - if you don't know or can't confirm the identity of the sender, please exercise caution and do not open links or attachments.

Greetings,

The Municipality of Casselman has initiated a Water and Wastewater Infrastructure Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA). The purpose of the study is to evaluate alternatives to expand and/or upgrade and assess the feasibility of improving water and wastewater infrastructure for future development in Casselman.

A Notice of Commencement is being mailed/emailed to residents in the study area and to agencies and organizations that may have an interest in the Master Plan. A copy of the Notice is

attached for your information. You are invited to join our mailing list and/or provide comments as the study progresses.

Comments on this study can be emailed or mailed to the address provided in the Notice of Commencement. If you have any questions or concerns, please contact the undersigned.

Meaghan

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".

Meaghan Keon

Environmental Engineering Intern

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1
Direct: 343-804-5350



Sandra Mancini | Team Lead, Engineering

38 Victoria Street, Box 29, Finch, ON K0C 1K0
Tel: 613-984-2948 or 1-877-984-2948 | Fax: 613-984-2872

nation.on.ca | [make a donation](#)    

Our local environment, we're in it together.
Notre environnement local, protégeons-le ensemble.

COVID-19 UPDATE: Our offices are open to the public by appointment, please email info@nation.on.ca. Our Conservation Areas remain open for passive recreation. More info at: www.nation.on.ca/coronavirus.

MISE À JOUR COVID-19: Nos bureaux sont ouverts au public sur rendez-vous, veuillez envoyer un courriel à info@nation.on.ca. Nos aires de conservation restent ouvertes pour les loisirs passifs. Plus d'informations sur : www.nation.on.ca/coronavirus.

Notice of Study Commencement



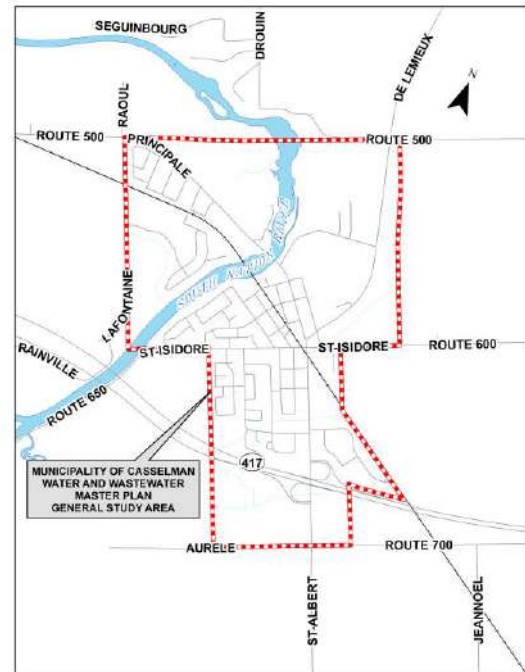
The Municipality of Casselman Water and Wastewater Infrastructure Master Plan

The Municipality of Casselman (the Municipality) has initiated a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan.

How Will This Affect Me?

The Master Plan study is assessing various options to improve the performance and reliability of the water and wastewater treatment and sewage collection systems to ensure they can be relied upon to accommodate current and future flows generated within the Municipality.

Public and agency consultation is a key part of the Master Planning process. Based on your input, the Master Plan study will identify preferred solution(s) that will benefit the community over the short, mid, and long terms.



How Do I Get More Information?

A Public Information Centre will be held in late 2022 prior to confirming the preferred solution(s). In the meantime, the study team will be reviewing background information and determining alternative solutions. You can contact a member of the study team listed below with any questions or to provide input on the Master Plan study. Updates will also be provided throughout the Master Plan study on the Municipality's website.

Susan Jingmiao Shi, P.Eng., M.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

Pierre-Paul Beauchamp
Director of Public Works
Municipality of Casselman
751 St-Jean Street
Casselman, ON K0A 1M0
ppbeauchamp@casselman.ca

This study is being conducted according to the requirements of Approach 1 of a Master Plan under the Ontario Municipal Class Environmental Assessment process (October 2000, as amended in 2015).

This Notice was issued on June 9, 2022.



**Municipality of Casselman
Municipal Class Environmental Assessment
Water and Wastewater Infrastructure Master Plan**

AGENCY / STAKEHOLDER RESPONSE FORM

DATE:

Name:

Agency:

- 1) Is your agency interested in being involved in this project? YES NO
- 2) If you are interested in being involved in this project, please identify a contact person:

Name and Title:

Address:

Telephone: (_____) _____ Fax: (_____) _____

E-mail:

- 3) If you presently have any comments or questions about this project please outline them below or attach on a separate sheet of paper.



- 4) Do you have any information regarding the Study Area that will assist us in our planning process? If so, please outline below or attach on a separate sheet of paper.

Please submit to:

Susan Shi, P.Eng.
Assistant Project Manager
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
343-302-5425
sshi@jlrichards.ca

Note: If you wish to respond via email, please write directly on the form and scan a copy before emailing it to the address above. Comments and information regarding this Study are being collected to assist the Ministry in meeting the requirements of the EA Act. This material will be maintained on file for use during the Study and may be included in project documentation. With the exception of personal information, all comments will become part of the public record.

From: Susan Jingmiao Shi
Sent: June 27, 2022 8:20 AM
To: Meaghan Keon
Subject: FW: Municipality of Casselman - Municipal Class Environmental Assessment- Water and Wastewater Infrastructure Master Plan
Attachments: [Agency Response Form - UCPR.pdf](#)

Hi Meaghan,

Please file and update the contact list if necessary.

Thanks!
Susan

From: Prevost, Louis <LouisPrevost@prescott-russell.on.ca>
Sent: Monday, June 20, 2022 10:45 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: PLMainville@prescott-russell.on.ca
Subject: Municipality of Casselman - Municipal Class Environmental Assessment- Water and Wastewater Infrastructure Master Plan

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Louis



**Municipality of Casselman
Municipal Class Environmental Assessment
Water and Wastewater Infrastructure Master Plan**

AGENCY / STAKEHOLDER RESPONSE FORM

DATE: June 20, 2022

Name: Louis Prévost

Agency: United Counties of Prescott and Russell

1) Is your agency interested in being involved in this project? YES ☒ NO ☐

2) If you are interested in being involved in this project, please identify a contact person:

Name and Title: Pier-Luc Mainville, Engineer
Louis Prévost, Director

Address: 59 Court Street, L'Orignal ON K0B 1K0

Telephone: (613) 675-4661 Fax: ()

E-mail: plmainville@prescott-russell.on.ca
louisprevost@prescott-russell.on.ca

3) If you presently have any comments or questions about this project please outline them below or attach on a separate sheet of paper.

N/A



- 4) Do you have any information regarding the Study Area that will assist us in our planning process? If so, please outline below or attach on a separate sheet of paper.

No.

Please submit to:

Susan Shi, P.Eng.
Assistant Project Manager
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
343-302-5425
sshi@jlrichards.ca

Note: If you wish to respond via email, please write directly on the form and scan a copy before emailing it to the address above. Comments and information regarding this Study are being collected to assist the Ministry in meeting the requirements of the EA Act. This material will be maintained on file for use during the Study and may be included in project documentation. With the exception of personal information, all comments will become part of the public record.

Casselman Water and Wastewater Infrastructure Master Plan Update Council Presentation

May 23, 2023



Agenda

Master Plan Process

Project Background

Future Development

Constraints

Future Servicing Needs



The Municipal Class Environmental Assessment Master Plan Process

Class EA Process

The *Ontario Environmental Assessment (EA) Act*, R.S.O., 1990 requires that projects corresponding to municipal infrastructure projects, including roads, water, and wastewater projects follow an approved planning process set out in the Municipal Class EA document prepared by the Municipal Engineers Association (MEA).

Master Plan Process

Master Plans are conducted under the framework of the MEA Class EA Process. They are a planning tool that identifies infrastructure and other requirements for the existing and future land use, through the application of environmental assessment principles. The current Master Plan is intended to satisfy Phases 1 and 2 of the Municipal Class EA process (i.e., *Approach 1*).

Master Plan Approach 1

This approach concludes at the end of Phases 1 and 2. With this approach, the Master Plan is being completed at a **broad level of assessment** and may require further detailed assessment at the project-specific level.

Phase 1

Problem or Opportunity



Phase 2

Alternative Solutions



Phase 3

Alternative Design Concepts
for Preferred Solution



Phase 4

Environmental Study Report



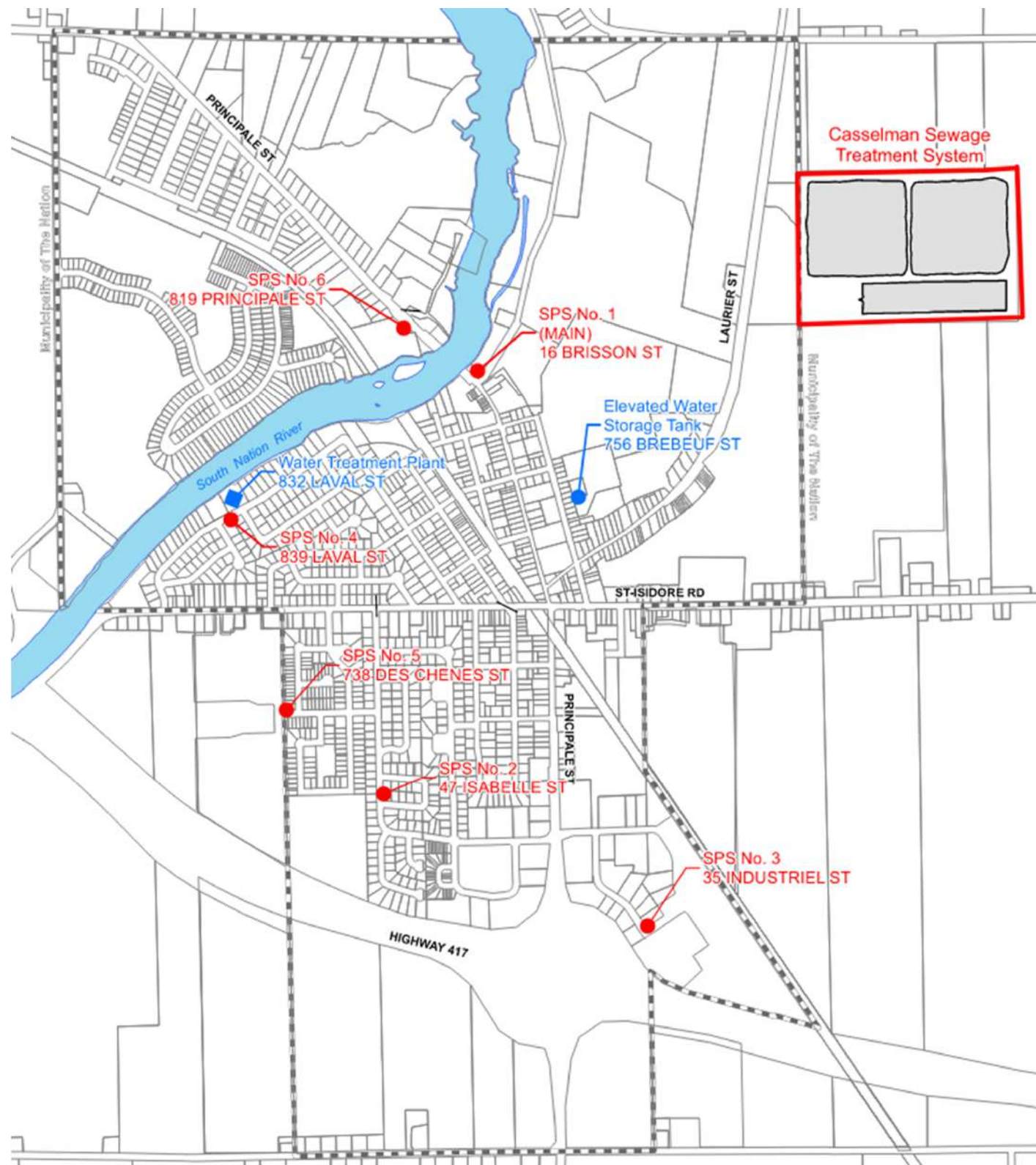
Phase 5

Implementation

Casselman
Water and
Wastewater
Infrastructure
Master Plan
(Approach 1)

Overview of Key Infrastructure

- Water Treatment Plant
- Elevated Water Storage Tank
- Six (6) Sewage Pumping Stations
- Sewage Treatment System
- Water Distribution
- Sanitary Sewers

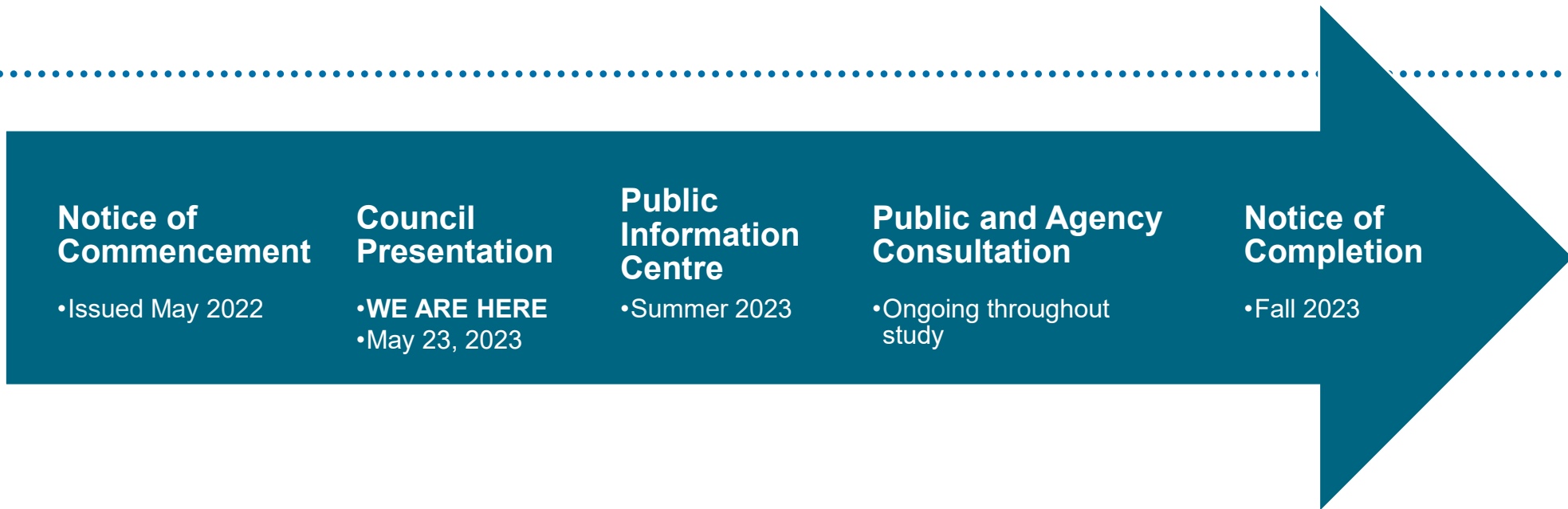


Purpose of the Casselman Water and Wastewater Infrastructure Master Plan

The objectives of Casselman Water and Wastewater Infrastructure Master Plan are:

- To establish 25-year future growth projections;
- To provide a description of existing conditions and constraints associated with water supply, water treatment, water storage, water distribution, wastewater collection, and wastewater treatment;
- To provide timing for when capacities of various infrastructure will be reached;
- To establish design basis for future servicing;
- To identify and evaluate alternative solutions to address existing servicing constraints and future requirements;
- To establish a project implementation plan to support future growth; and
- To consult with public and stakeholder agencies

Project Timeline and Work Completed



Phase 1 – Identify Problem or Opportunity

- Review and collect background information
- Tech Memo 1A: Water Treatment Plant and Sewage Pumping Station Condition Assessment
- Tech Memo 1B: Linear Infrastructure Condition Assessment
- Tech Memo 2: Growth Projections
- Water and Wastewater Modelling
- Casselman Sewage Treatment System Uncommitted Hydraulic Reserve Capacity
- Master Plan Phase 1 Report

Phase 2 – Identify and Evaluate Alternative Solutions (Ongoing)

- Identify future servicing needs
- Develop alternative servicing solutions
- Develop an implementation/phasing plan
- Undertake public consultation activities
- Master Plan Phase 2 Report

Future Growth Projections

| Residential Development | Units | Population |
|------------------------------------|-------------|------------|
| Short-Term (0-5 Years; 2022-2027) | Approx. 800 | 2,200 |
| Mid-Term (5-10 Years; 2027-2032) | Approx. 540 | 1,500 |
| Long-Term (10-25 Years; 2032-2047) | Approx. 360 | 950 |

| Industrial Development | |
|------------------------------------|----------------|
| Short-Term (0-5 Years; 2022-2027) | None |
| Mid-Term (5-10 Years; 2027-2032) | None |
| Long-Term (10-25 Years; 2032-2047) | 43.45 Hectares |

Existing Constraints

Water Supply

- South Nation River
- Quantity and quality concerns

Water Treatment

- Currently operates at 62% Capacity
- 80% Capacity Reached in the short-term
- 100% Capacity Reached in the short/mid-term
- Water Quality Issues

Water Distribution

- Insufficient fire flows near elementary school on Laurier Street, Northwest area south of Principale Street and Riviere Nation North Road

Sanitary Sewers

- Insufficient capacity at pump stations
- Insufficient sewer capacity along St. Isidore, St. Joseph, and Montcalm

Wastewater Treatment

- Currently operates at 65% Capacity
- 80% Capacity Reached in the short-term
- 100% Capacity Reached in the short-term
- Landlocked site

Future Servicing Requirements

Water Supply

Water supply will reach

- 107% in the Short-Term
- 137% in the Mid-Term
- 273% in the Long-Term

of the existing water taking quantity

Water Treatment

Same as water supply

Water Distribution

- Short-Term: watermain looping
- Mid-Term: Additional water storage capacity
- Long-Term: none required

Sanitary Sewers

- Short-Term: sewers and pump stations upgrades
- Mid-Term: Planning for servicing south of HWY 417
- Long-Term: Pump Station south of HWY 417

Wastewater Treatment

Wastewater will reach

- 102% in the Short-Term
- 125% in the Mid-Term
- 278% in the Long-Term/Build-Out

of the existing treatment capacity.

Proposed Implementation Plan

| | Short-Term (0-5 Years) | Mid-Term (5-10 Years) | Long-Term (10-25 Years) |
|---|---------------------------|--------------------------|----------------------------|
| Water Supply, Treatment and Storage | \$3,200,000 | \$54,000,000 | \$15,500,000 |
| Water Distribution | \$2,100,000 | 0 | 0 |
| Sanitary Sewers and Pumping Stations | \$18,850,000 | \$150,000 | \$10,400,000 |
| Wastewater Treatment System | \$10,300,000 | 0 | \$10,000,000 |
| TOTAL | \$34,450,000 | \$54,150,000 | \$35,900,000 |

Next Steps

- Undertake Public Information Centre (Summer/Fall 2023)
- Finalize Master Plan Recommendations in the Master Plan Report
- Issue Notice of Completion (Fall 2023)
- Place Master Plan on public record for 30 days
- The Municipality may choose to proceed with further studies as recommended by the Master Plan.

Notice of Public Information Centre

The Municipality of Casselman Water and Wastewater Infrastructure Master Plan

The Municipality of Casselman (the Municipality) has initiated a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan.

The Master Plan study is assessing various options to improve the performance and reliability of the water supply, treatment, and distribution; and wastewater treatment and sewage collection systems to ensure they can be relied upon to accommodate current and future flows generated within the Municipality.

Public and agency consultation is a key part of the Master Plan process. The Public Information Centre provides an opportunity for the public and stakeholder agencies to speak directly to the Project Team. The Public Information Centre will provide an overview of the work completed to-date, including a review of future development within the Municipality over the Master Planning timeframe, future water and wastewater servicing requirements, and the proposed alternative solutions over the short, mid, and long term.

The Public Information Centre is scheduled as follows:

Date: Wednesday, April 3, 2024

Time: 6:00 PM to 8:00 PM (Drop in at any time)

Location: Casselman Community Hall

Address: 758 Brébeuf St., Casselman, ON

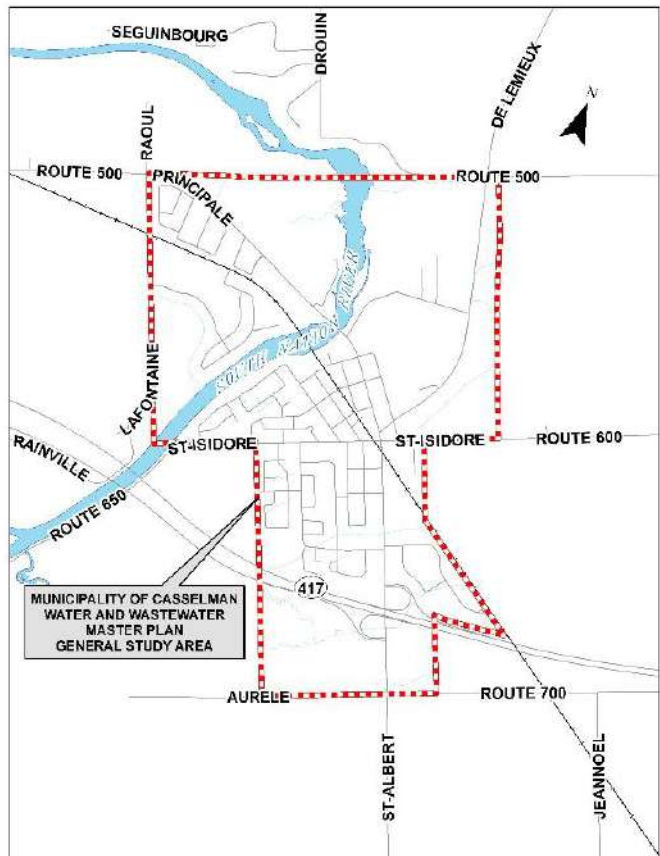
Project information is being provided on the Municipality website

https://en.casselman.ca/services/water_and_sewer.

If you have any questions regarding the study, please contact one of the people listed below. We welcome your feedback.

Susan Jingmiao Shi, P.Eng., M.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited
Phone: 343-302-5406
Email: sshi@jlrichards.ca

Pierre-Paul Beauchamp
Director of Public Works
Municipality of Casselman
Phone: 613-764-3139 Poste / Ext: 243
Email: ppbeauchamp@casselman.ca



This Study is being conducted according to the requirements of Approach 1 of a Master Plan under the Ontario Municipal Class Environmental Assessment process (October 2000, as amended in 2015 and 2023). The information is collected under the authority of the Environmental Assessment Act or is collected and maintained for the purpose of creating a record that is available to the general public as described in s.37 of the Freedom of Information and Protection of Privacy Act. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. For more information, please contact the ministry's Freedom of Information and Privacy Coordinator at 416-327-1434.

This Notice was issued on March 13, 2024.

Avis de Séance d'Information Publique

La Municipalité de Casselman

Plan Directeur D'Infrastructure d'Eau et d'Eaux Usées

La Municipalité de Casselman (la Municipalité) a entamé un processus de planification directrice conformément à l'Approche 1 de l'Évaluation environnementale de classe de l'Association des ingénieurs municipaux (Class EA) afin d'élaborer un Plan directeur des infrastructures d'eau et d'assainissement.

L'étude du plan directeur évalue différentes options pour améliorer les performances et la fiabilité de l'approvisionnement en eau, du traitement et de la distribution ; ainsi que des systèmes de traitement des eaux usées et de collecte des eaux usées pour garantir qu'ils peuvent être fiables pour accueillir les débits actuels et futurs générés au sein de la Municipalité.

La consultation publique et des organismes est un élément clé du processus du plan directeur.

Le centre d'information publique offre une occasion au public et aux organismes intervenants de s'adresser directement à l'équipe du projet.

Le centre d'information publique fournira un aperçu des travaux réalisés à ce jour, y compris un examen des développements futurs au sein de la municipalité sur la période de planification du plan directeur, des besoins futurs en matière de services d'eau et d'assainissement, et des solutions alternatives proposées à court, moyen et long terme.

Le centre d'information publique est prévu comme suit :

Date: Mercredi 3 avril 2024

Heure : De 18 h à 20 h (Venez à tout moment)

Lieu : Salle communautaire de Casselman

Adresse : 758, rue Brébeuf, Casselman, ON

Les informations sur le projet sont disponibles sur le site Web de la municipalité

https://en.casselman.ca/services/water_and_sewer.

Si vous avez des questions concernant l'étude, veuillez contacter l'une des personnes listées ci-dessous.

Nous accueillons vos commentaires.

Susan Jingmiao Shi, P.Eng., M.Eng.

Ingénieur environnemental principal

J.L. Richards & Associates Limited

Téléphone: 343-302-5406

Courriel: sshi@jlrichards.ca

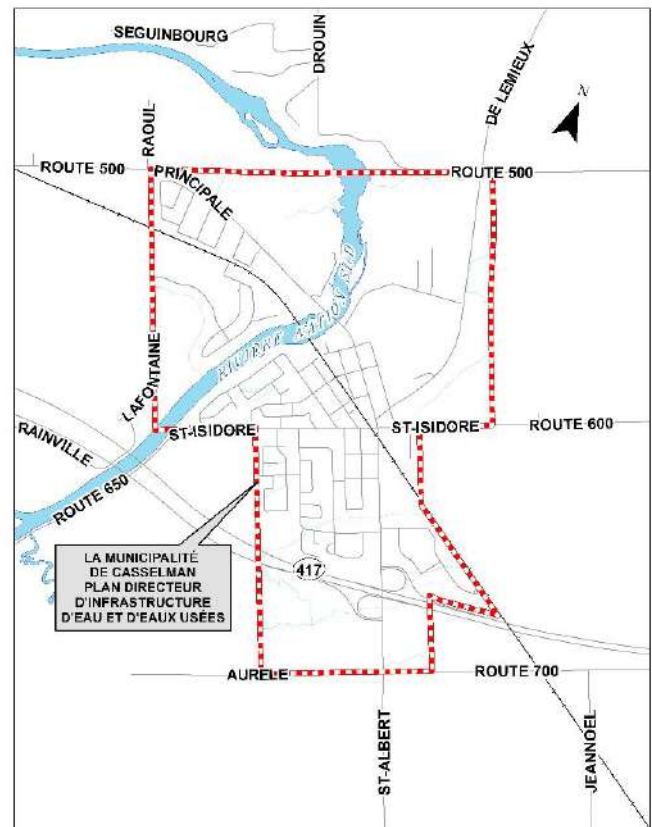
Pierre-Paul Beauchamp

Directeur des Travaux publics

Municipalité de Casselman

Téléphone: 613-764-3139 Poste / Ext: 243

Courriel: ppbeauchamp@casselman.ca



Cette étude est menée conformément aux exigences de l'Approche 1 d'un Plan directeur dans le cadre du processus d'évaluation environnementale de la classe municipale de l'Ontario (octobre 2000, tel que modifié en 2015 et 2023). Les informations sont collectées en vertu de la Loi sur l'évaluation environnementale ou sont collectées et conservées dans le but de créer un dossier disponible au grand public, tel que décrit à l'article 37 de la Loi sur l'accès à l'information et la protection de la vie privée. Les informations personnelles que vous soumettez feront partie d'un dossier public disponible au grand public, sauf si vous demandez que vos informations personnelles restent confidentielles. Pour plus d'informations, veuillez contacter le coordonnateur de l'accès à l'information et de la protection de la vie privée du ministère au 416-327-1434.

Cet avis a été émis le 13 mars 2024.

Casselman Water & Wastewater Infrastructure Master Plan
Public Information Centre

April 3, 2024

Sign-in Sheet

Please Print Clearly

| Name | Address | Postal Code | Email | Telephone |
|------------------|-------------------------|-------------|----------------------------|--------------|
| Shahin Zand | Southwater Conservation | | szand@nation.on.ca | 514 5812553 |
| Nicolas Ducharme | 231 Argile street | K0A 1M0 | nickducharne02@gmail.com | 613 875-4064 |
| Jason Symington | Reislin Region | | jason.symington@rcra.on.ca | 613 938 3611 |
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Casselman Water & Wastewater Infrastructure Master Plan
Public Information Centre

April 3, 2024

Sign-in Sheet

Please Print Clearly

| Name | Address | Postal Code | Email | Telephone |
|-----------------|--------------|-------------|--------------------------------|--------------|
| Gilles Lapointe | 789 Levesque | K0A 1M0 | gilles.lapointe@ g.meritcan | 613-806-5701 |
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Raisin Region
Conservation Authority

Jason Symington
Resource Specialist

P.O. Box 429
18045 County Rd. 2
Cornwall, ON K6H 5T2

jason.symington@rrca.on.ca
613-938-3611 ext. 239
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Casselman Water and Wastewater Infrastructure Master Plan Public Information Centre

April 3, 2024

Welcome! Please sign in.



The Municipal Class Environmental Assessment Master Plan Process

Class EA Process

The *Ontario Environmental Assessment (EA) Act*, R.S.O., 1990 requires that projects corresponding to municipal infrastructure projects, including roads, water, and wastewater projects follow an approved planning process set out in the Municipal Class EA document prepared by the Municipal Engineers Association (MEA).

Master Plan Process

Master Plans are conducted under the framework of the MEA Class EA Process. They are a planning tool that identifies infrastructure and other requirements for the existing and future land use, through the application of environmental assessment principles. The current Master Plan is intended to satisfy Phases 1 and 2 of the Municipal Class EA process (i.e., *Approach 1*).

Master Plan Approach 1

This approach concludes at the end of Phases 1 and 2. With this approach, the Master Plan is being completed at a broad level of assessment and may require further detailed assessment at the project-specific level.

Phase 1

Problem or Opportunity



Phase 2

Alternative Solutions



Phase 3

Alternative Design Concepts
for Preferred Solution



Phase 4

Environmental Study Report



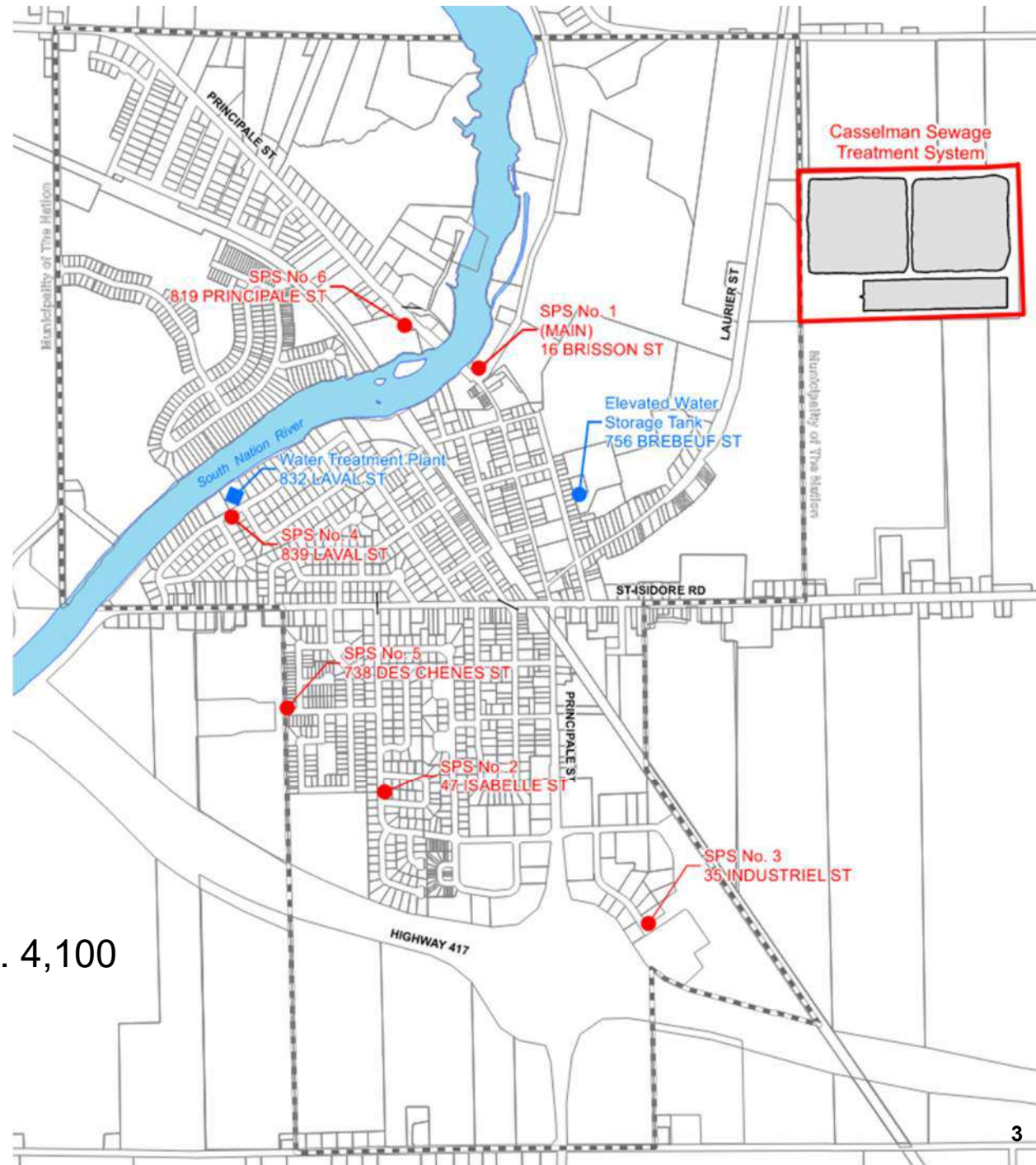
Phase 5

Implementation

**Casselman
Water and
Wastewater
Infrastructure
Master Plan
(Approach 1)**

Existing Key Infrastructure

- Water Treatment Plant
- Elevated Water Storage Tank
- Six Sewage Pumping Stations
- Sewage Treatment System
- Water Distribution
- Sanitary Sewers
- Existing serviced population approx. 4,100



Purpose of the Casselman Water and Wastewater Infrastructure Master Plan

The objectives of Casselman Water and Wastewater Infrastructure Master Plan are:

- To establish 25-year future growth projections;
- To provide a description of existing conditions and constraints associated with water quality and supply, water treatment, water storage, water distribution, wastewater collection, and wastewater treatment;
- To provide timing for when capacities of various infrastructure will be reached;
- To establish design basis for future servicing;
- To identify and evaluate alternative solutions to address existing servicing constraints and future requirements;
- To establish a project implementation plan to support future growth; and
- To consult with public and stakeholder agencies

Project Timeline and Work Completed

Notice of Commencement

- Issued May 2022

Council Presentation

- May 23, 2023

Public Information Centre

- **WE ARE HERE**
- April 3, 2024

Public and Agency Consultation

- Ongoing throughout study

Notice of Completion

- Spring 2024

Phase 1 – Identify Problem and Opportunity

- Review and collect background information
- Technical Memorandum 1A: Water Treatment Plant and Sewage Pumping Station Condition Assessment
- Technical Memorandum 1B: Linear Infrastructure Condition Assessment
- Technical Memorandum 2: Growth Projections
- Water and Wastewater Modelling
- Casselman Sewage Treatment System Uncommitted Hydraulic Reserve Capacity
- Master Plan Phase 1 Report

Phase 2 – Identify and Evaluate Alternative Solutions

- Identify future servicing needs
- Develop alternative servicing solutions
- Develop an implementation/phasing plan
- Undertake public consultation activities
- Master Plan Phase 2 Report

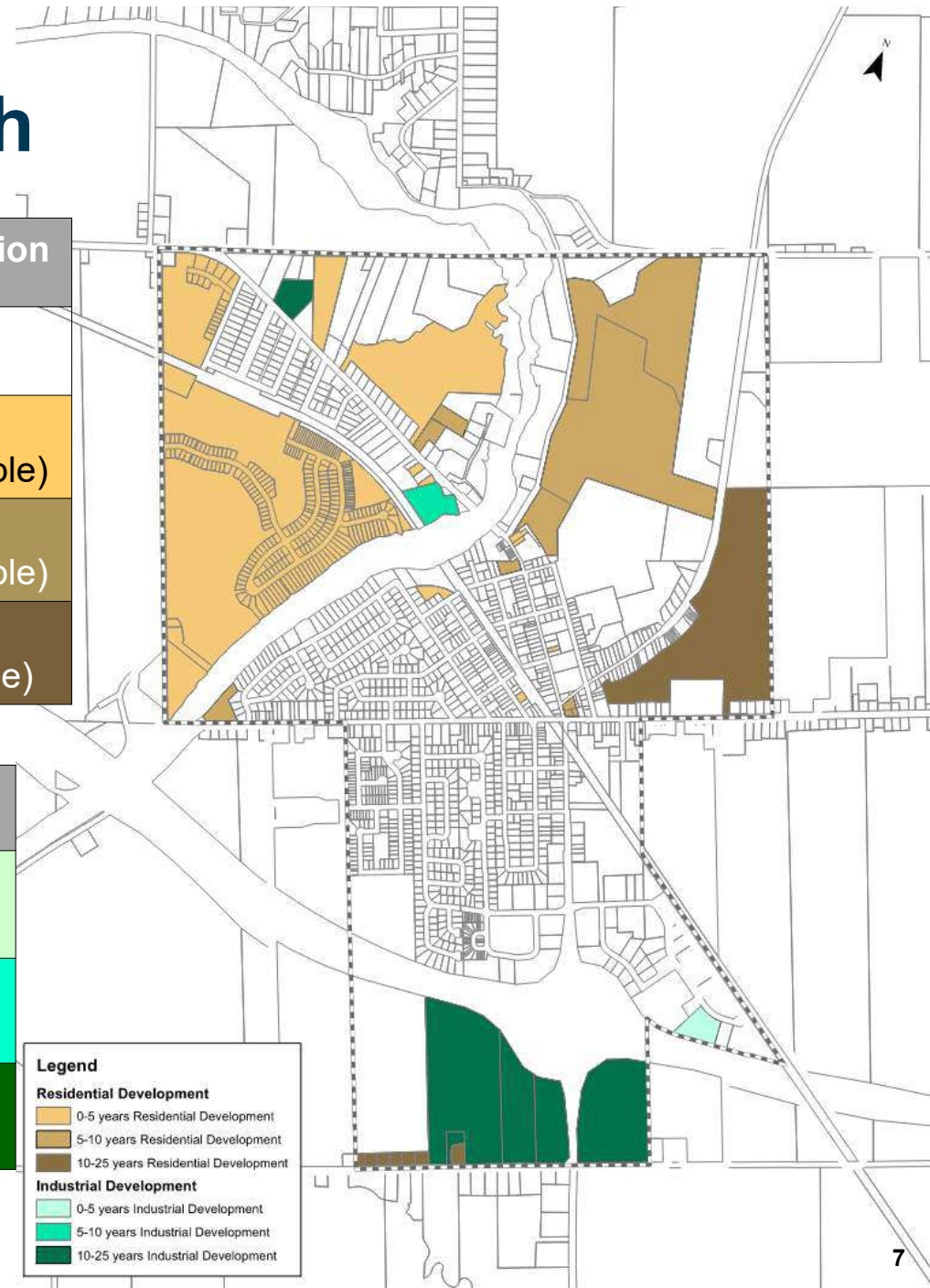
Master Plan Phase 1: Problem and Opportunity



Overview of Future Growth

| Residential Development | Units | Serviced Population |
|---------------------------------------|-----------|-------------------------------------|
| Existing | - | Total 4,048 |
| Short-Term (0-5 Years; 2022-2027) | 980 units | Total 6,357 (added 2,309 people) |
| Mid-Term (5-10 Years; 2027-2032) | 742 units | Total 8,120 (added 1,763 people) |
| Long-Term (10-25 Years; 2032-2047) | 329 units | Total 8,902 (added 782 people) |

| Industrial & Commercial Development | Area |
|---------------------------------------|----------------|
| Short-Term (0-5 Years; 2022-2027) | 0.25 hectares |
| Mid-Term (5-10 Years; 2027-2032) | 2.74 hectares |
| Long-Term (10-25 Years; 2032-2047) | 19.64 hectares |



Future Servicing Requirements

| Future Water Demands | | | |
|--|---------------------------|-------------------------|--------------------------|
| Demand Scenario | Short-Term (2023-2027) | Mid-Term (2028-2032) | Long-Term (2033-2047) |
| Future Average Day (m ³ /day) | 1,850 | 2,580 | 3,690 |
| Future Maximum Day (m ³ /day) | 3,552 | 4,954 | 7,085 |
| <i>Note: Existing water treatment system capacity is 3,182 m³/day (based on maximum day demand)</i> | | | |

| Future Wastewater Flows | | | |
|---|---------------------------|-------------------------|--------------------------|
| Demand Scenario | Short-Term (2023-2027) | Mid-Term (2028-2032) | Long-Term (2033-2047) |
| Future Average Day (m ³ /day) | 2,200 | 2,930 | 4,050 |
| Future Maximum Day (m ³ /day) | 5,148 | 6,856 | 9,477 |
| <i>Note: Existing wastewater treatment system capacity is 2,110 m³/day (based on average day demand)</i> | | | |

Existing Water Infrastructure Constraints



Water Supply and Treatment

- Casselman water supply is from the South Nation River which has water quantity and quality concerns.
- Casselman water treatment plant currently operates at 62% capacity.
- 100% capacity will be reached in the short-term (0-5 years).



Water Storage

- Existing elevated water tower provides water equalization storage, fire protection and emergency storage.
- Currently operates at 42% capacity.
- 100% capacity will be reached in the mid-term (5-10 years).



Water Distribution System

- Under existing conditions, all areas in Casselman meet the required system pressures; as well as the required fire flows except at the following three (3) locations: a dead end watermain on Laurier Street, northwest area south of Principale Street, Riviere Nation North Road.

Existing Wastewater Infrastructure Constraints



Wastewater Collection System

- Under existing conditions, there are 11 sewer segments within Casselman that are >90% capacity of the peak design flow.
- 8 out of 11 sewer segments are insufficient to convey peak flow.
- 6 segments in the sewer system have negative slope.



Wastewater Pumping Stations

- Casselman wastewater collection system consists of six (6) sewage pumping stations (SPSs).
- All SPSs currently receive flows below their rated capacity except for the Main SPS (feeds into the wastewater treatment system).



Wastewater Treatment

- Casselman wastewater is treated by lagoons, followed by a polishing treatment system of moving bed biofilm reactor trains and a disc filter.
- 100% capacity will be reached in the short-term (0-5 years).
- Wastewater treatment system currently operates at 65% capacity with a seasonal discharge window between October 1 and May 15 of each year.

Future Servicing Constraints

| | Water Supply and Treatment | Water Storage | Wastewater Treatment | Water Distribution and Wastewater Collection Systems |
|----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| Short-Term (0-5 Years) | Reach 112% of the existing capacity | Reach 64% of the existing capacity | Reach 104% of the existing capacity | Future servicing requirements were identified in Phase 2 of the Master Plan. |
| Mid-Term (5-10 Years) | Reach 156% of the existing capacity | Reach 101% of the capacity | Reach 139% of the existing capacity | |
| Long-Term (10-25 Years) | Reach 223% of the existing capacity | Reach 127% of the existing capacity | Reach 192% of the existing capacity | |

Problem/Opportunity Statement

The following Problem/Opportunity Statement has been developed based on the work completed during Phase 1 of the Master Plan process:

The Municipality of Casselman is serviced by communal water and wastewater systems consisting of a water treatment plant, an elevated water storage tank, over 22 km of watermains, a sewage treatment system, six sewage pumping stations, and over 30 km of sanitary sewers. In recent years, the South Nation River, the source water for the Municipality, has presented challenges with respect to raw water quality and quantity. Moreover, the Municipality has been experiencing significant development pressures at present and within the Master Plan timeline. There is an opportunity through the Master Planning process to review the water and wastewater systems holistically and develop a strategic plan of actions that can be implemented over a logical time period and in a prioritized fashion with the intended goal of addressing future servicing needs and ensuring appropriate performance and reliability of the water and wastewater systems in short, mid and long-term planning horizons.

Master Plan Phase 2: Identification & Evaluation of Servicing Options



Identification & Evaluation of Water Supply and Treatment Options



Alternative 1: Status Quo – Maintain Water Supply from South Nation River

- Maintain existing water supply from the South Nation River at the water treatment plant.
- Rated capacity of the facility to be reached in the short-term (0-5 years).
- This alternative is NOT feasible
 - Increase in water demand from future development requires double the current maximum day water demand within the next 25 years.

Alternative 2: Increase Water Supply from South Nation River

- With support of the Casselman Weir during low flow conditions, the South Nation River can theoretically support Casselman's future average day demand.
- Low to no river flow (typically experienced during the summer) requiring use of weir-impounded, stagnant water will worsen raw water quality and intensify concerns regarding manganese and organics the Municipality currently experiences.
- Effects of hotter, and dryer climate is anticipated to impact water quantity and further impacting water quality issues.
- Cost to retrofit/upgrade the water treatment plant (\$30M) to support future water demands would not address the water quality issues and potential climate change impacts to low river flows.





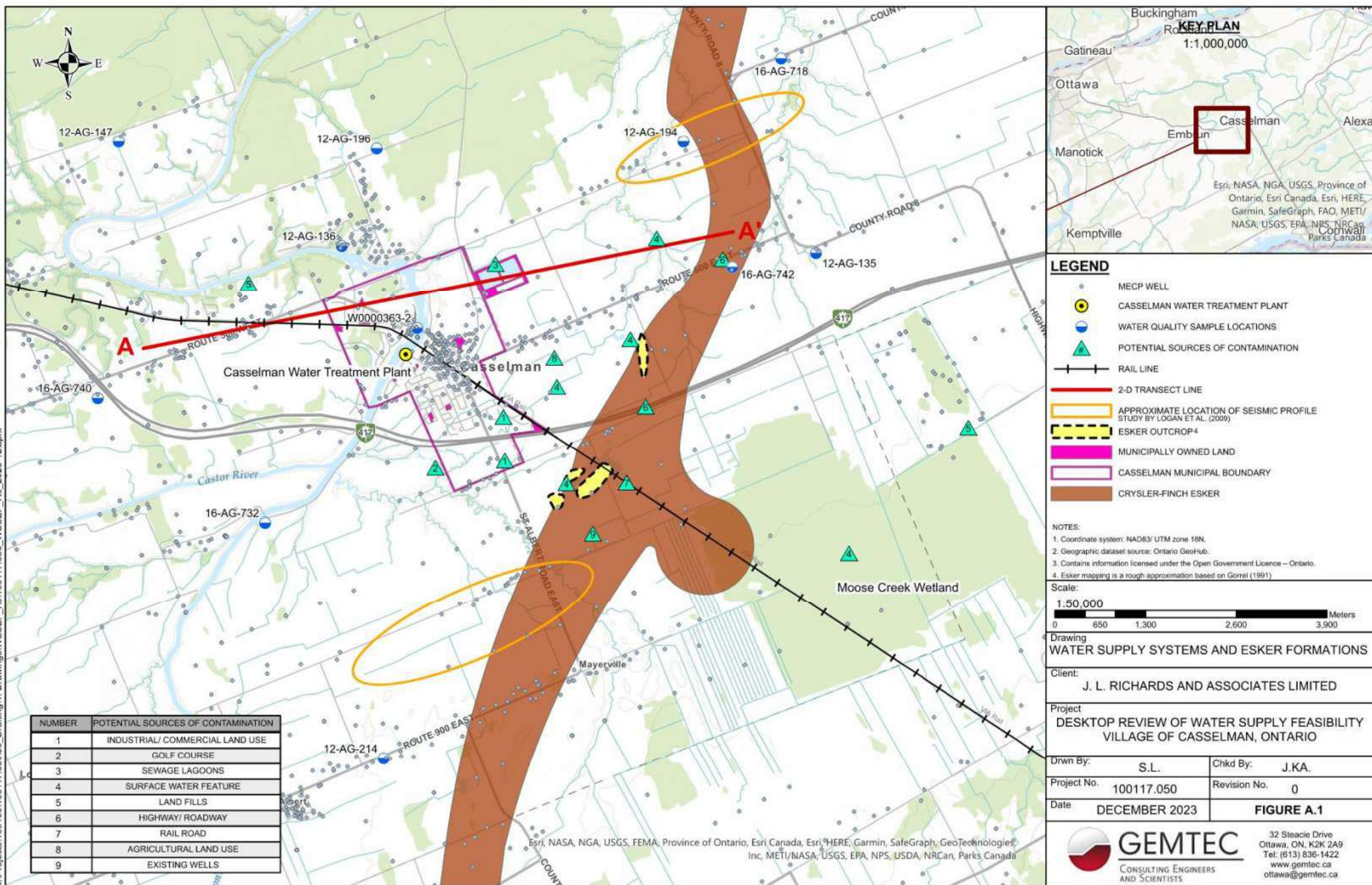
Alternative 3: Maintain Water Supply from South Nation River and Supplement from Another Source

- Supplement future demand from other sources while maintaining current water intake from the South Nation River
 - Groundwater in the vicinity of Casselman
 - Treated water from a neighboring Municipality
- This alternative involves dividing/blending treated water from a different source, some challenges associated with this:
 - Some residents receive water from one source while others from another
 - Separation of water distribution infrastructure would require additional storage, pumping, and/or treatment.
 - High capital cost (\$35M) and larger operation and maintenance costs of two different water treatment systems within the Municipality.

Alternative 4a: Discontinue Water Supply from South Nation River and Obtain Water from Groundwater in the Vicinity of Casselman

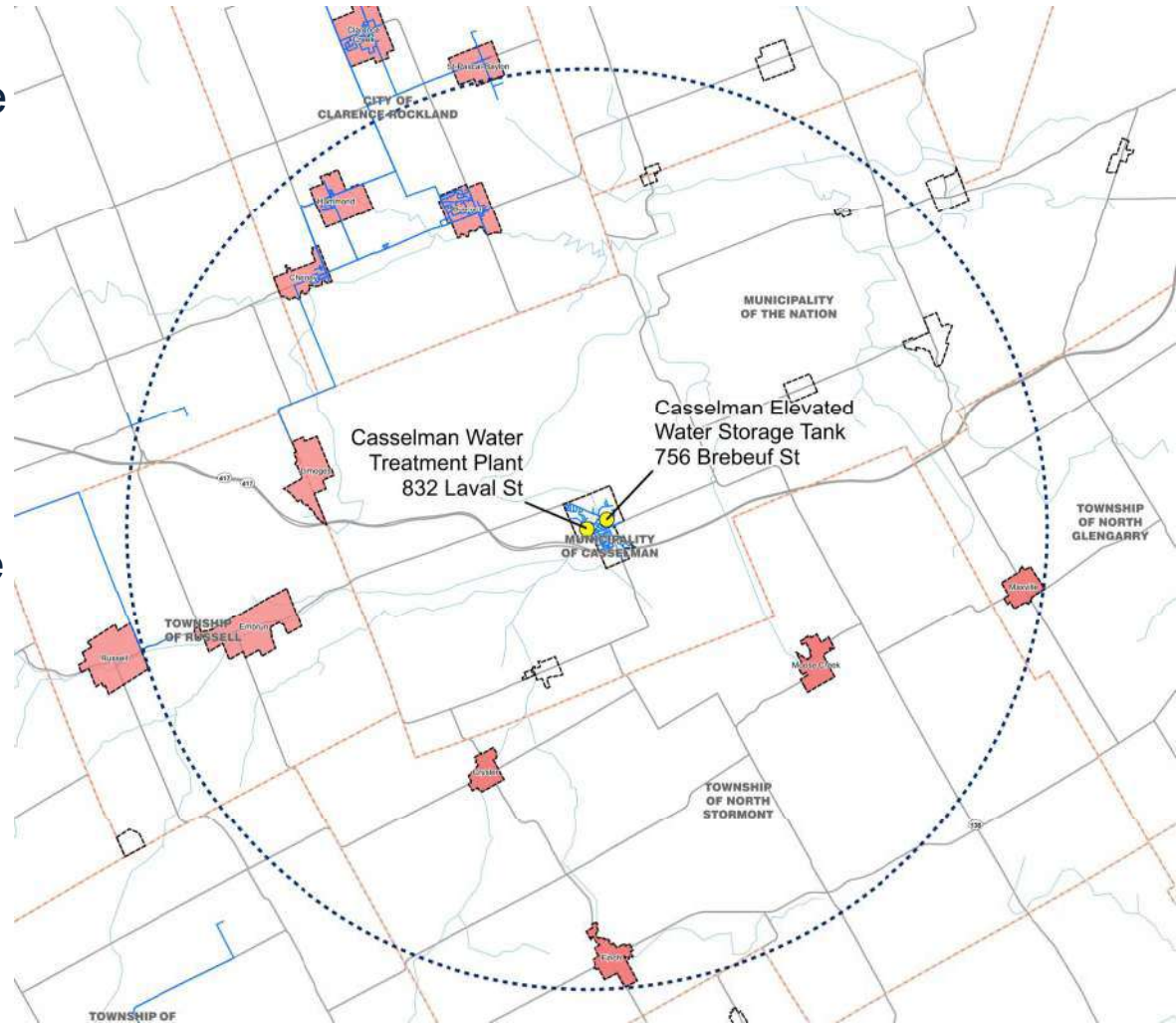
- Discontinue use of the South Nation River as a water source and entirely supplement existing and future demand from groundwater.
- A study was conducted to assess the feasibility of this alternative. The Crysler-Finch esker was identified as the most likely aquifer capable of supporting Casselman.
- There is a lack of available information on the characteristics of the Crysler-Finch esker (depth, extent, water quantity, water quality, etc.). Intrusive studies would be required to determine the overall feasibility of this approach.
- Timeline for hydrogeological assessment and Class EA is a multi-year process.
- The esker is not located within municipal boundaries necessitating land-use arrangements or land procurement of a potential well field.
- Changing water chemistry of the source water would need to be assessed with respect to possible effects on the distribution system.
- High capital costs to complete the required studies and construct a new well water treatment system (\$50M).

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Alternative 4b: Obtain Treated Water from the City of Clarence-Rockland

- A study was conducted to determine the feasibility of receiving treated water from a nearby Municipality.
- The Township of Russell and the City of Ottawa, the Township of North Stormont, and the City of Clarence-Rockland were identified as nearby Municipalities with existing drinking water infrastructure systems.
- Given the existing capacity, long distances, and connectivity restrictions, the City of Clarence-Rockland was determined as the most feasible option to pursue.



Water Supply and Treatment Evaluation Matrix

| | Alternative 2 – Increase Water Supply South Nation River | Alternative 3 – Maintain Water Supply South Nation River and Supplement from Another Water Source | Alternative 4a – Discontinue Water Supply from South Nation River and Obtain Water Supply from Groundwater in the Vicinity of the Municipality | Alternative 4b – Discontinue Water Supply from South Nation River and Obtain Water Supply from the City of Clarence Rockland |
|--|--|---|---|---|
| Natural Environment | Least Preferred | Less Preferred | Less Preferred | Preferred |
| Social, Cultural and Heritage Environment | Least Preferred | Least Preferred | Less Preferred | Preferred |
| Technical Feasibility | Least Preferred | Less Preferred | Less Preferred | Preferred |
| Financial Considerations | Less Preferred | Preferred | Less Preferred | Least Preferred |
| Overall Evaluation | Least Preferred | Less Preferred | Less Preferred | Preferred |

Main Drivers of Evaluation



Reliability of drinking water source; public health and safety



Ability to support long-term growth



Impacts from and ease of construction



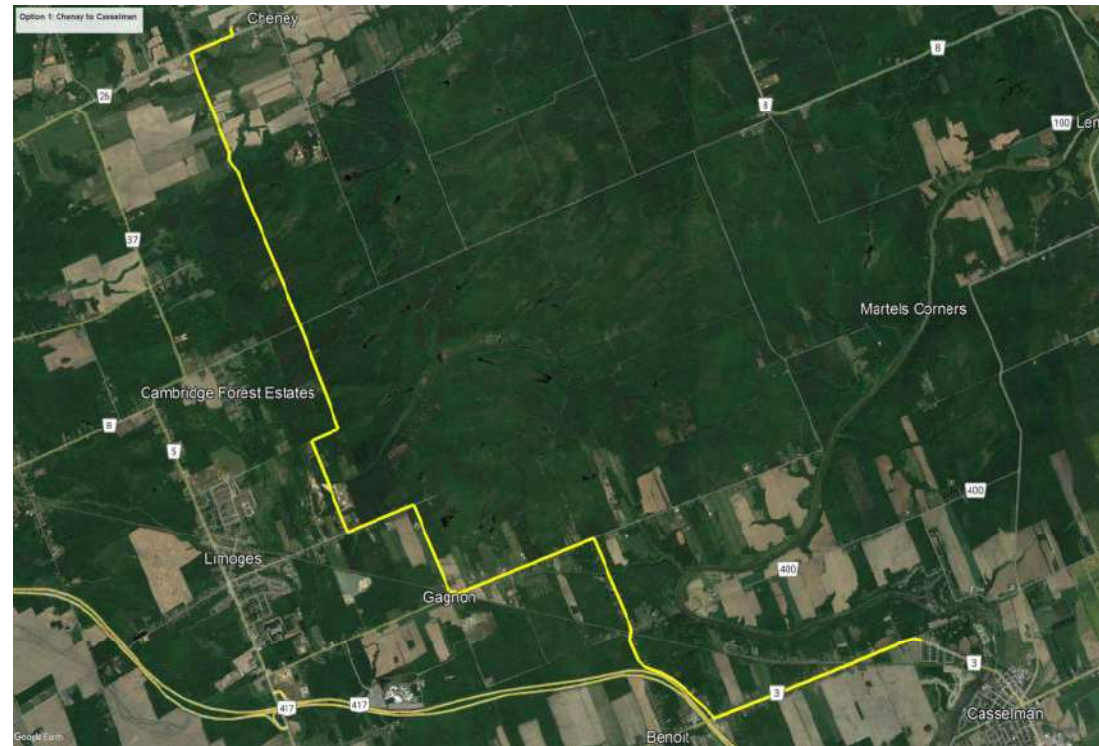
Complexity and requirement for level of treatment



Capital, operation and maintenance costs

Alternative 4b: Obtain Water from the City of Clarence-Rockland (**Preferred Alternative*)

- Consultation meetings were held with City of Clarence-Rockland and the Nation in 2023. Clarence-Rockland water treatment plant and distribution system can support Casselman's future water demand.
- Connection to Casselman would take approximately 6-7 years.
- A direct connection is required.
- A 22 km transmission main from the Cheney Water Tower to Casselman will support Casselman's future demand (approximate route shown on Figure).



Phase 1 implemented in 5-10 years (\$74.2M)

Phase 2 implemented in 10-25 years (\$12.1M)

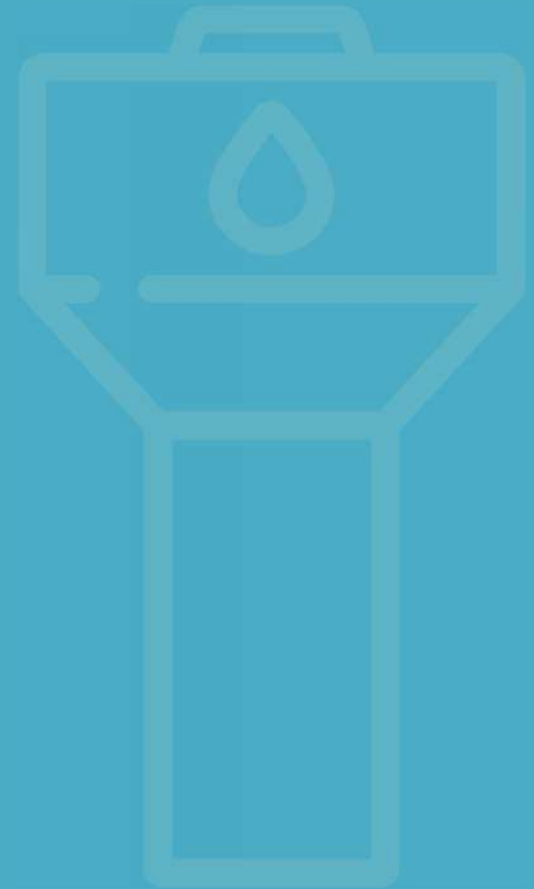


Potential Interim Solutions

Obtaining treated water from Clarence-Rockland is a long-term solution for Casselman. Until Casselman is connected to the Clarence-Rockland system (6-7 years from now), the Municipality may consider implementing the following interim solutions:

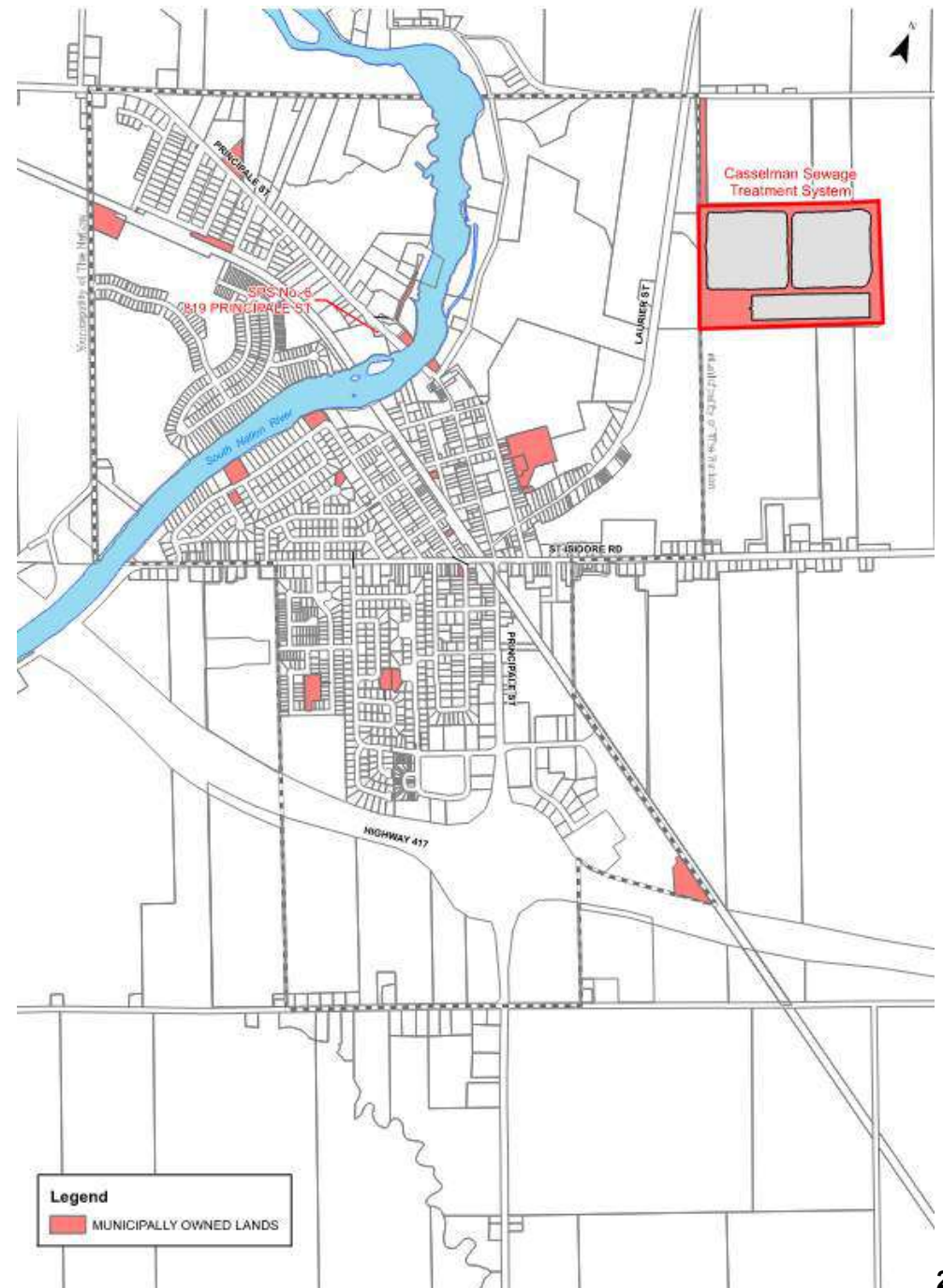
- Improve treated water quality and condition upgrades at the water treatment plant (\$3M)
- Managing growth within the Municipality, until treated water becomes available from Clarence-Rockland.
- Undertake follow up studies to investigate the feasibility of increasing water supply from the South Nation River (Alternative 2) and supplementing water from groundwater source (Alternative 3). At present the Municipality is conducting a water quality testing study at the treatment plant to determine strategies to optimize the removal of manganese and organics to meet water quality objectives.
- Promotion of water conservation and efficiency measures to reduce residential, industrial, commercial, and institutional water demand.

Identification of Water Storage Options



Water Storage

- Water storage deficiency is expected in mid-term (2028-2032).
- The preferred type and location for water storage will be identified in a Schedule B Water Supply Class Environmental Assessment Study.
- The Figure identifies Municipally owned lands which may be available as potential locations for new storage.



Water Storage Options



Below Grade Reservoir and Pumping Station

- A typical below-grade reservoir is constructed of reinforced concrete and covered with earth and vegetation.
- A pumping station is required to boost the pressure.
- Highest capital and life cycle costs among the four configurations.



At-Grade Reservoir and Pumping Station

- A typical at-grade reservoir is constructed of glass-fused-to-steel.
- Slightly lower capital and life cycle costs compared to a below-grade reservoir and pumping station; more complex pumping system infrastructure compared to a below-grade reservoir resulting in increased operating and maintenance costs.



Composite Elevated Tank

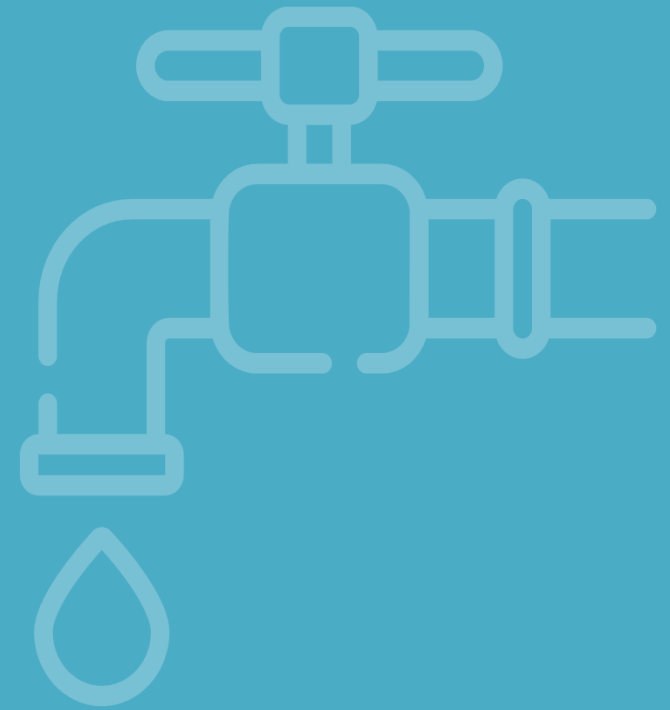
- Typically, coated steel tanks located at the top of a pedestal.
- The water level in the elevated tank sets the pressure in the water distribution system.
- The elevated composite tank will have significant lower cost than a below- or at-grade reservoir and pumping station. However, the cost of a composite elevated tank is typically higher than a standpipe.



Standpipe

- Ground storage tanks typically constructed of glass-fused-to-steel to a height that will provide adequate system pressure in the operating range.
- Standpipes are often used in small systems where less volume is needed, or in situations where the site has a high ground elevation relative to the system pressure.

Identification of Water Distribution Servicing Requirements



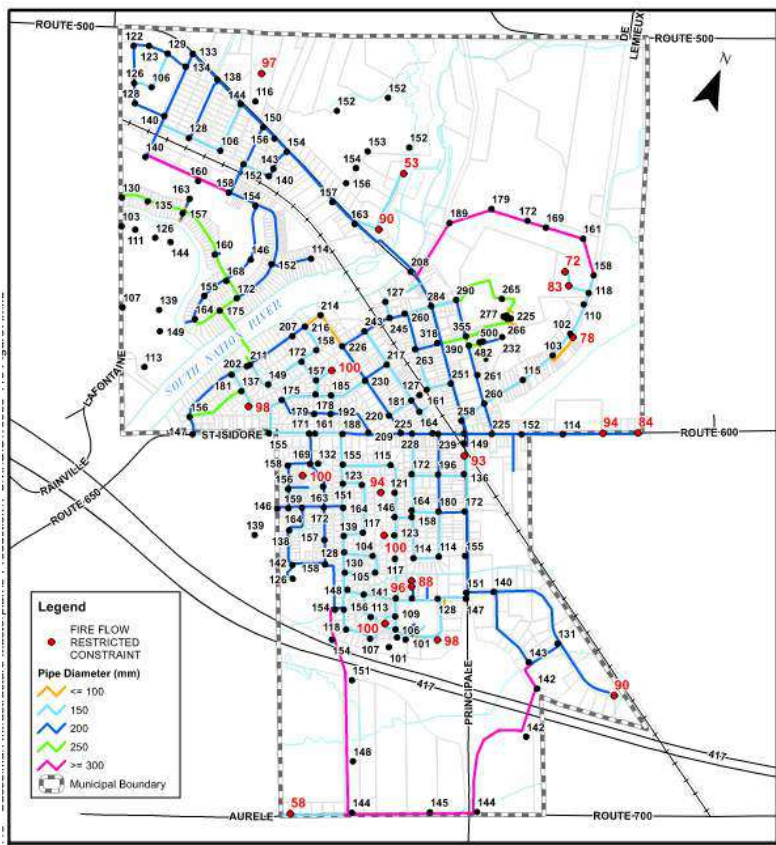
Future Water Distribution System

Water Distribution WaterCAD ® Modelling Results:

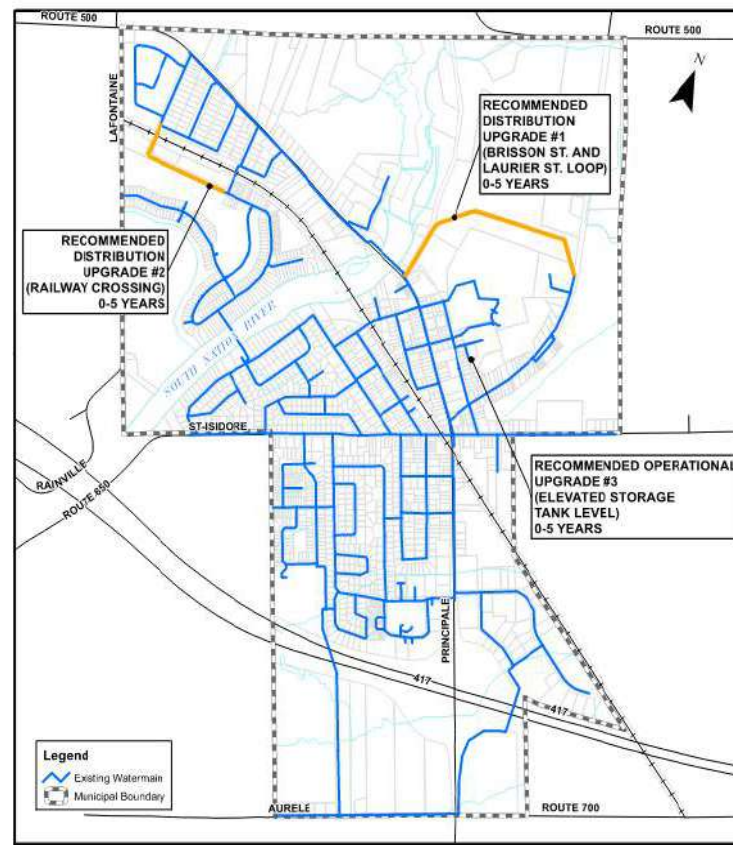
- The short-term scenario is the only future scenario for which water distribution system upgrades are recommended.
- Once the future water supply is confirmed, the mid-term and long-term scenarios will be evaluated for the supply conditions.

Recommendations:

- Upgrade #1 (Brisson to Laurier Loop): \$1.5M
- Upgrade #2 (Railway Crossing): \$1.6M
- Recommend operational adjustment on the elevated water storage to improve pressure and fire flow



Water Distribution Flows under Future Maximum Day Demand + Fire Flow (with future projects)



Water Distribution System Future Projects

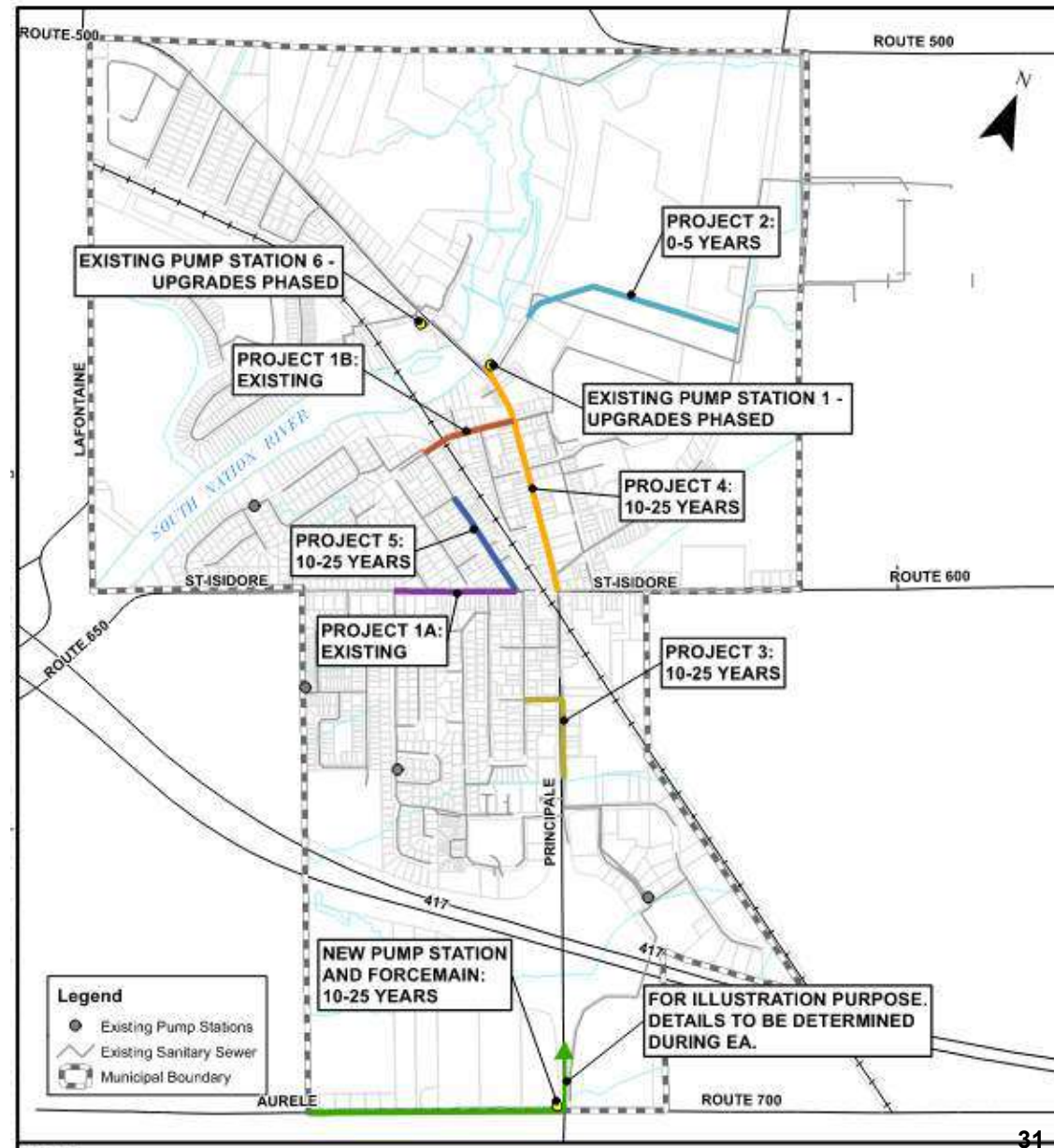
Identification of Wastewater Collection Servicing Requirements



Future Wastewater Collection System

Recommendations:

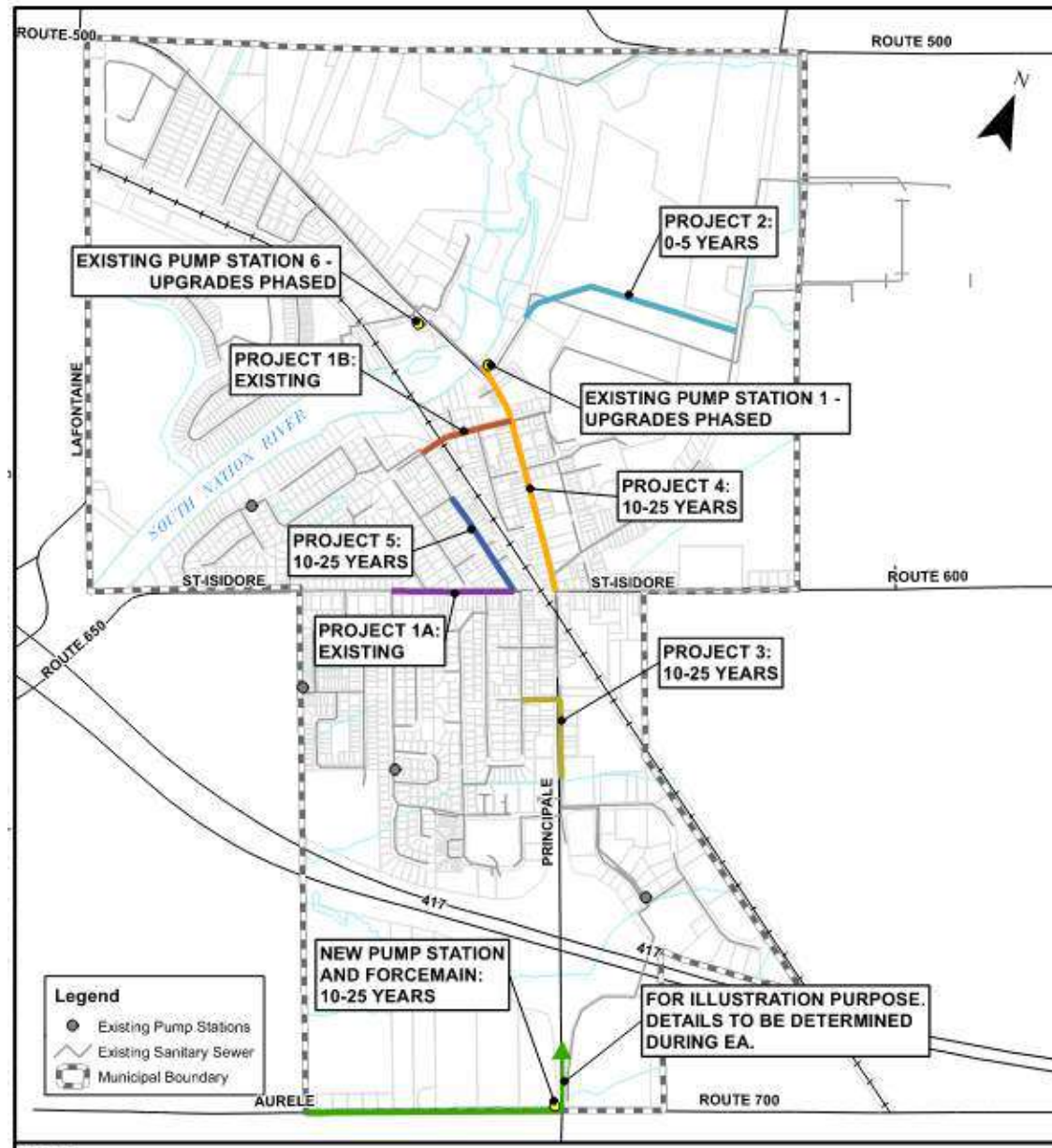
- Project 1A: Upgrade existing sanitary sewer sections along St. Isidore St., west of Principale St. (\$1.9M)
- Project 1B: Upgrade existing sanitary sewer sections along Montcalm St., including a railway crossing (\$1.3M)
- Project 2: New sewer to connect Brisson St. to Laurier St., for the proposed Nationview Development (\$3.4M)
- Project 3: Upgrade existing sanitary sewer sections along Principale St. and Jeanne Mance St. (\$1.9M)
- Project 4: Upgrade existing sanitary sewer sections along Principale St. between St-Isidore St. and Montcalm St. (\$3.2M)
- Project 5: Upgrade existing sanitary sewer sections along St. Joseph St. (\$1.5M)



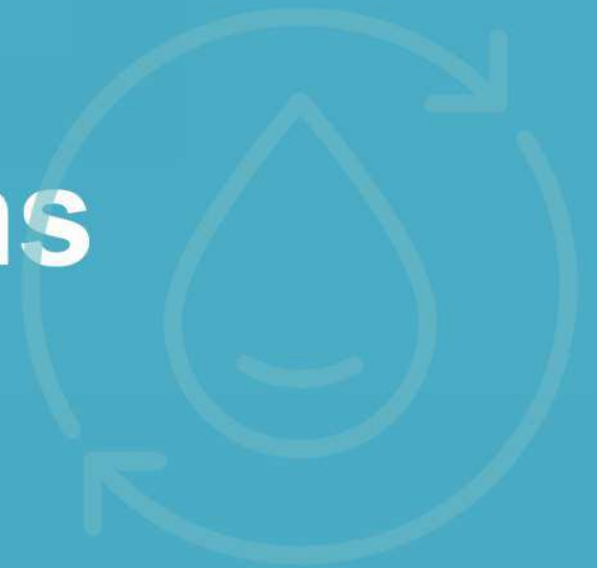
Future Sewage Pumping Station (SPS) Upgrades

Recommendations:

- SPS No.1 Expansion: SPS No.1 is at capacity under existing conditions and will be upgraded in a phased approach: Phase 1 to meet 10-year flow demand (\$7.4M) and Phase 2 to meet 25-year flow demand (\$1.2M).
- SPS No.6 Expansion: Upgrade existing pumps to increase rated capacity (\$1.5M).
- Servicing South of Hwy. 417: Complete the required Environmental Assessment, design and new construction of sanitary sewer, pumping station and forcemain to service industrial and residential properties south of the HWY 417 (\$11.07M).



Identification & Evaluation of Wastewater Treatment Options



Alternative 1: Status Quo

- Maintain existing conditions at the sewage treatment plant.
- This alternative is NOT feasible given the growth anticipated by the Municipality cannot be accommodated by the existing facility.
 - The future rated capacity required would be nearly double of the existing capacity.

Alternative 2a: Maintain Current Lagoon Discharge Window and Provide Additional Lagoon Storage

- Under existing Environmental Compliance Approval, wastewater can be discharged between October 1 and May 15 of each year.
- Requires additional 130,000 m³ of storage volume.
- Requires additional treatment train to support future sewage flows.
- Given the limited space, the Municipality would have to purchase additional land to construct the additional lagoon cell.



Alternative 2b: Expand Lagoon Discharge to Year-Round

- An Assimilative Capacity Assessment of the South Nation River was completed and approved by the Ministry of the Environment, Conservation and Parks.
- This alternative proposes to maintain existing lagoon storage capacity by increasing the allowable discharge window from seasonal to year-round.
- Expansion of the existing sewage treatment system is required, including: a new disinfection system, disc filter, coagulation chamber and other site-wide upgrades.
- An Environmental Compliance Approval amendment will also have to be completed to support year-round discharge



Proposed Future Effluent Quality

| PARAMETER | AVERAGING PERIOD | OBJECTIVE | LIMIT |
|--|--|--|---|
| Carbonaceous Biochemical Oxygen Demand (cBOD ₅) | Monthly | 10 mg/L | 12 mg/L |
| Total Suspended Solids (TSS) | Monthly | 10 mg/L | 12 mg/L |
| Total Phosphorus (TP) | Monthly | 0.20 mg/L | 0.30 mg/L |
| Total Ammonia Nitrogen (TAN) Dec 1 to Mar 31 Apr 1 to May 31 Jun 1 to Sep 30 Oct 1 to Nov 30 | Monthly Monthly Monthly Monthly | 9.2 mg/L 4.8 mg/L 1.0 mg/L 4.0 mg/L | 11.5 mg/L 6.0 mg/L 1.3 mg/L 5.0 mg/L |
| E.coli May 1 to Oct 31 | Monthly | 150 CFU/100 mL | 200 CFU/100 mL |
| pH | Single Grab | 6.8 to 7.8 | 6.0 to 8.0 |

Alternative 3: Abandon Lagoon Treatment

- This alternative proposes to convert the existing lagoon treatment facility to a mechanical treatment plant and expand the discharge window to year-round.
- A mechanical treatment plant could provide more effective treatment than the existing facility with a much smaller footprint.
- Requires an Environmental Compliance Approval amendment to operate year-round.
- Requires significant capital investment.



Wastewater Treatment Alternatives Evaluation Matrix

| | Alternative 2a – Maintain Current Lagoon Discharge Window and Provide Additional Lagoon Storage | Alternative 2b – Expand Lagoon Discharge Window to Year-Round | Alternative 3 – Abandon Lagoon Treatment, Convert to a Mechanical Plant on Existing Site and Expand Discharge Window to Year-Round |
|---|---|--|--|
| Natural Environment | Least Preferred | Preferred | Preferred |
| Social, Cultural and Heritage Environment | Least Preferred | Preferred | Preferred |
| Technical Feasibility | Less Preferred | Preferred | Less Preferred |
| Financial Considerations | Less Preferred | Preferred | Least Preferred |
| Overall Evaluation | Less Preferred | Preferred | Least Preferred |

Main Drivers of Evaluation



South Nation River receiving capacity



Ability to support long-term growth



Landlocked site



Maximize use of lagoon-based treatment and existing infrastructure



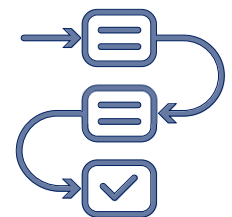
Capital, operation and maintenance costs

Proposed Implementation Plan

| Proposed Projects | Short-Term (Initiate 0-5 Years) | Mid- and Long-Term (Initiate 5-25 Years) |
|-------------------------------------|------------------------------------|---|
| Water Supply, Treatment and Storage | \$77,200,000 | \$12,100,000 |
| Water Distribution | \$3,100,000 | 0 |
| Wastewater Collection | \$15,500,000 | \$18,870,000 |
| Wastewater Treatment System | \$9,000,000 | 0 |

Next Steps

- Collect and address public comments from the Public Information Centre
- Finalize Master Plan Recommendations in the Master Plan Report
- Issue Notice of Completion (April 2024)
- Place Master Plan on public record for 30 days
- The Municipality may choose to proceed with further studies as recommended by the Master Plan.



How to Participate

- Send written comments to the project contacts at the Municipality and J.L. Richards listed below by **April 17, 2024**.

Pierre-Paul Beauchamp

Director of Public Works
Municipality of Casselman
Phone: 613-764-3139 ext. 243
Email: ppbeauchamp@casselman.ca

Susan Jingmiao Shi, P.Eng., M.Eng.

Associate, Senior Environmental Engineer
J.L. Richards & Associates Limited
Phone: 343-302-5406
Email: sshi@jlrichards.ca

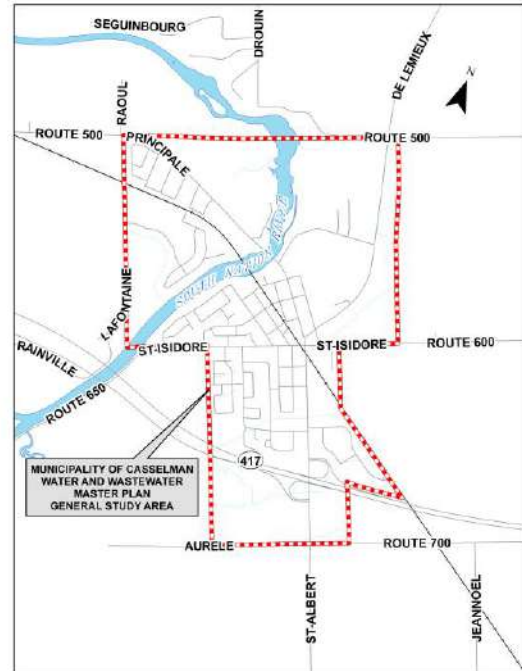
- Visit the Municipality website at https://en.casselman.ca/services/water_and_sewer for more updates.

Notice of Master Plan

The Municipality of Casselman Water and Wastewater Infrastructure Master Plan

The Municipality of Casselman has completed a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan. The Master Plan study assessed various options to improve the performance and reliability of the water and wastewater treatment and sewage collection systems to ensure they can be relied upon to accommodate current and future flows generated within the Municipality.

Based on the study findings, input from technical agencies and the public, the Master Plan is now complete. The preferred alternatives include a new water supply from Clarence-Rockland, watermain and sanitary sewer upgrades, expansion and upgrades to the Casselman lagoon, and sewage pumping station upgrades. The recommended projects are presented in Section 3 of the Master Plan report which is available for review at the Municipality's website: https://en.casselman.ca/services/water_and_sewer



By this notice, the Master Plan is being placed on public record for a 30-day review period in accordance with the requirements of the Municipal Class EA. Interested persons may provide written comments to the project team by **June 12, 2024**. All comments and concerns should be sent directly to:

Susan Shi, P.Eng.
Senior Environmental Engineer
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

Pierre-Paul Beauchamp
Director of Public Works
Municipality of Casselman
751 St-Jean Street
Casselman, ON K0A 1M0
ppbeauchamp@casselman.ca

All personal information included in your request – such as name, address, telephone number and property location – is collected, under the authority of section 30 of the Environmental Assessment Act and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the Freedom of Information and Protection of Privacy Act (FIPPA) does not apply (s.37). Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential.

If there is no request received by **June 12, 2024**, the Master Plan is deemed complete, and the Municipality may then proceed with implementing the recommendations.

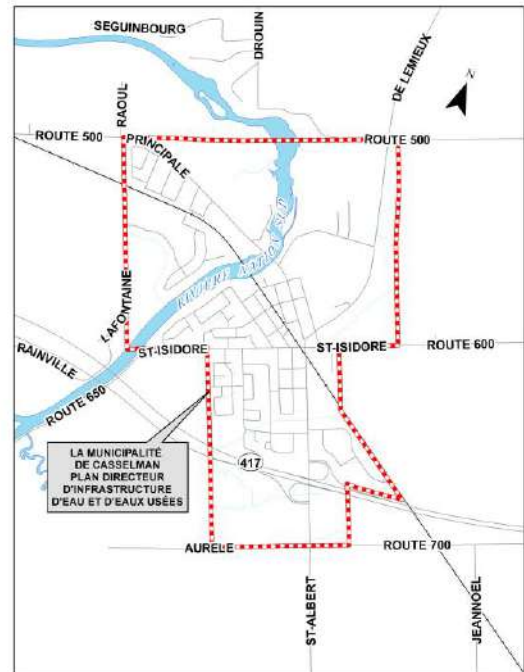
This Notice was originally issued on May 10, 2024 and revised on May 13, 2024.

Avis de Plan directeur

La municipalité de Casselman Plan directeur des infrastructures d'eau et d'assainissement

La municipalité de Casselman a achevé un processus de planification principale conformément à l'Approche 1 de l'association des ingénieurs municipaux (AIM) en matière d'évaluation environnementale de catégorie (Classe EE) pour élaborer un plan directeur des infrastructures d'eau et d'assainissement. L'étude du plan directeur a évalué diverses options pour améliorer les performances et la fiabilité des systèmes de traitement de l'eau et des eaux usées, ainsi que des réseaux de collecte des eaux usées, afin de garantir qu'ils puissent répondre aux débits actuels et futurs générés dans la municipalité.

Sur la base des conclusions de l'étude, des contributions des organismes techniques et du public, le plan directeur est maintenant complet. Les alternatives préférées comprennent un nouvel approvisionnement en eau en provenance de Clarence-Rockland, des mises à niveau des conduites d'eau et des égouts sanitaires, l'expansion et la modernisation de la lagune de Casselman, ainsi que des mises à niveau des stations de pompage des eaux usées. Les projets recommandés sont présentés dans la section 3 du Plan directeur qui est disponible pour examen sur le site web de la Municipalité : https://en.casselman.ca/services/water_and_sewer



Par le présent avis, le plan directeur est mis à la disposition du public pour une période de révision de 30 jours conformément aux exigences de la Classe EE municipale. Les personnes intéressées peuvent soumettre leurs commentaires écrits à l'équipe de projet d'ici le **12 juin, 2024**. Tous les commentaires et préoccupations doivent être envoyés directement à :

Susan Shi, P.Eng.
Ingénieur principal en environnement
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

Pierre-Paul Beauchamp
Directeur des Travaux publics
Municipalité de Casselman
751, rue St-Jean
Casselman, ON K0A 1M0
ppbeauchamp@casselman.ca

Toutes les informations personnelles incluses dans votre demande, telles que le nom, l'adresse, le numéro de téléphone et l'emplacement de la propriété, sont collectées sous l'autorité de l'article 30 de la Loi sur l'évaluation environnementale et sont recueillies et conservées dans le but de créer un enregistrement public, la protection des informations personnelles fournies dans la Loi sur l'accès à l'information et la protection de la vie privée (FIPPA) ne s'applique pas (art. 37). Les informations personnelles que vous soumettez deviendront une partie d'un dossier public disponible au grand public, sauf si vous demandez que vos informations personnelles restent confidentielles.

Si aucune demande n'est reçue d'ici le **12 juin, 2024**, le plan directeur est réputé complet, et la Municipalité peut alors procéder à la mise en œuvre des recommandations.

From: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>
Sent: June 21, 2024 4:23 PM
To: Meaghan Keon
Cc: Susan Jingmiao Shi
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

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Hello there Meaghan,

I ran the WWIMP by our District office and the WCO appreciated the heads up on what may potentially coming down the pipe for potential water and waste water projects in the municipality. He however did not have much to add in the way of comments.

I have taken a cursory look at the MP and have checked the consultation associated with the project and it looks complete.

I have no real other comments to offer as this project followed Approach 1 the study was conducted at a fairly high level and more complete work will be required for the completion of perceived Schedule B and C projects in the future.

Regards,

Jon

Jon K. Orpana [hear name](#)
Regional Environmental Planner
Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario
K7M 8S5

Phone: (613) 548-6918
Fax: (613) 548-6908
Email: jon.orpana@ontario.ca

From: Meaghan Keon <mkeon@jlrichards.ca>

Sent: Monday, June 17, 2024 9:42 AM

To: Orpana, Jon (MECP) <Jon.Orpana@ontario.ca>

Cc: Susan Jingmiao Shi <sshi@jlrichards.ca>

Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

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Hi Jon,

I am following up for MECP comments on the Casselman Master Plan for the 30-day review period (which ended June 12, 2024); do you have a time we can expect these comments, so we can update the Municipality?

Thanks,
Meaghan



Meaghan Keon, P.Eng., M.A.Sc.
Environmental Engineer

1000-343 Preston Street
Ottawa, ON, K1S 1N4

Work: [343-804-5350](tel:343-804-5350)
mkeon@jlrichards.ca

From: Kamal, Tarique (MTO) <Tarique.Kamal@ontario.ca>
Sent: May 10, 2024 10:13 AM
To: Rachel Nafziger
Cc: Meaghan Keon; Susan Jingmiao Shi; Monga, Manan (MTO)
Subject: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan
Attachments: RE: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan- Notice of Public Information Centre

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Hello Meaghan,

MTO provided the attached comments for PIC 1. Our comments remain the same.

Thanks,

Tarique

Tarique Kamal

Senior Project Manager | Corridor Management | East Operations
Ministry of Transportation | Ontario Public Service
613-301-5425 | tarique.kamal@ontario.ca



Taking pride in strengthening Ontario, its places and its people



From: Rachel Nafziger <rnafziger@jlrichards.ca>
Sent: May 10, 2024 8:55 AM
Cc: Meaghan Keon <mkeon@jlrichards.ca>; Susan Jingmiao Shi <sshi@jlrichards.ca>
Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

From: Smythe, Liam (He/Him) (MCM) <Liam.Smythe@ontario.ca>
Sent: July 4, 2024 2:53 PM
To: Meaghan Keon
Cc: ppbeauchamp@casselman.ca; Barboza, Karla (She/Her) (MCM); Leclerc, Erika (MCM); EA Notices to ERegion (MECP); Susan Jingmiao Shi
Subject: RE: MCM Response - The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan [MCM File #0016886]

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. Do not forward suspicious emails, if you are unsure, please send a separate message to Helpdesk.

Good afternoon Meaghan,

Thank you very much for taking the time to respond to MCM's comments, and for providing the updated Phase 2 report.

I have reviewed the updated report and can confirm that MCM's comments have been addressed. We have no additional comments or questions at this time.

Best regards,

Liam Smythe

Heritage Planner | Citizenship, Inclusion and Heritage Division
Ministry of Citizenship and Multiculturalism | Ontario Public Service
416-301-4797 | Liam.Smythe@ontario.ca



Taking pride in strengthening Ontario, its places and its people

From: Meaghan Keon <mkeon@jlrichards.ca>
Sent: Tuesday, July 2, 2024 11:31 AM
To: Smythe, Liam (He/Him) (MCM) <Liam.Smythe@ontario.ca>
Cc: ppbeauchamp@casselman.ca; Barboza, Karla (She/Her) (MCM) <Karla.Barboza@ontario.ca>; Leclerc, Erika (MCM) <erika.leclerc@ontario.ca>; EA Notices to ERegion (MECP) <eanotification.eregion@ontario.ca>; Susan Jingmiao Shi <sshi@jlrichards.ca>
Subject: RE: MCM Response - The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan [MCM File #0016886]

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Hi Liam,

We have reviewed your (7) comments in the letter you provided dated June 11, 2024 . Please see our responses below and updated report attached.

- Comment 1: Recommended text has been revised on page 8.
- Comment 2 and 3: Added a comment for each alternative presented in Table 4 (Water Supply and Treatment Evaluation Matrix) and Table 21 (Sewage Treatment Evaluation Matrix) indicating potential impacts to cultural heritage resources within the Social and Environmental Considerations section. Also, refer to our response to Comment 5.
- Comment 4: Table 23 is intended to flag at a high-level potential environmental, construction, and cultural heritage resources. This table has been revised and organized by these sub headings and recommended text has been added for cultural heritage resources.
- Comment 5: Included some of the recommended wording. An overarching comment is that screening for archaeological resources, built heritage resources and cultural heritage landscapes has not yet been undertaken for this Master Plan. For all proposed projects the potential for disruption to cultural heritage resources is dependent on the preferred alternatives. Section 5 of this Master Plan has been updated detailing which preferred alternatives may require screening based on their Class EA, see below:

“For the recommended water distribution projects (see Section [2.4.2.2](#) and Figure 6), the two linear infrastructure upgrades are recommended within existing infrastructure corridors and are therefore not anticipated to impact cultural heritage resources. Upgrades to the elevated storage tank involve increasing the tank water level, therefore no cultural heritage resources impact assessment is required as this is an operational upgrade.

For the WTP, the preferred alternative is completing short-term upgrades within the existing plant and in the long-term building a transmission pipe from the Clarence-Rockland WTP to supply to Casselman (see Section [2.2.4.2](#)). A water transmission main route is proposed within existing rights-of-way based on an initial feasibility study; therefore, no cultural heritage resources will likely be impacted. However, the exact piping route would need to be determined through completion of a Schedule B MECA for switching the water supply to Clarence-Rockland at which time cultural heritage resources screening shall be completed.

Similarly for wastewater, sanitary pipe upgrades are recommended within existing infrastructure corridors and are therefore not anticipated to impact cultural heritage resources (see Section [2.5.3.5](#) and Figure 8). SPS No. 1 and No. 6 upgrades will be contained within the existing sites (see Section [2.5.2.5](#) and Figure 8), therefore no impact to cultural heritage resources is anticipated but screening will be completed upon initiation of these Schedule B MECA projects. A new SPS is proposed to service development areas south of the Highway 417 (see Section 2.5.4 and Figure 8). A preferred location for this new SPS has not been defined as part of this Master Plan as it is dependent on future development areas which are anticipated in 10-25 years. The location of the new SPS would be determined during a Schedule B MECA, at which time cultural heritage resources screening should be completed to inform the preferred location.

The preferred wastewater treatment project is contained within the existing site boundary therefore no impact to cultural heritage resources is anticipated but screening will be completed as part of the recommended Schedule C MCEA for the Casselman STS.”

Furthermore, as the Master Plan provides high level solutions for water and wastewater infrastructure needs within Casselman, in many instances, as described above, an exact location for project implementation has not been defined as part of this Master Plan. Upon initiation of the

project specific Class EAs identified above cultural heritage resources screenings would be completed to determine if further assessments are to be undertaken. Therefore, at this time cultural heritage resources screening and a Cultural Heritage Report (Existing Conditions) are not being completed as part of this Master Plan.

- Comment 6: Added wording "Section 1.3 of Phase 1".
- Comment 7: Project Schedules have been added in Table 22 for each proposed alternative.

Please respond by July 9, 2024 if our responses to your comments are satisfactory, and we will finalize the Master Plan.

We are open to a meeting to discuss our responses if anything requires clarification.

Regards,
Meaghan



Meaghan Keon, P.Eng., MASc.
Environmental Engineer

1000-343 Preston Street
Ottawa, ON, K1S 1N4

Work: [343-804-5350](tel:343-804-5350)
mkeon@jlrichards.ca

From: Smythe, Liam (He/Him) (MCM) <Liam.Smythe@ontario.ca>
Sent: Tuesday, June 11, 2024 10:58 AM
To: Susan Jingmiao Shi <sshi@jlrichards.ca>
Cc: ppbeauchamp@casselman.ca; Rachel Nafziger <rnafziger@jlrichards.ca>; Meaghan Keon <mkeon@jlrichards.ca>; Barboza, Karla (She/Her) (MCM) <Karla.Barboza@ontario.ca>; Leclerc, Erika (MCM) <erika.leclerc@ontario.ca>; EA Notices to ERegion (MECP) <eanotification.eregion@ontario.ca>
Subject: MCM Response - The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan [MCM File #0016886]

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Good morning,

Thank you for providing the Ministry of Citizenship and Multiculturalism (MCM) with the updated Notice of Completion for the Municipality of Casselman's Water and Wastewater Infrastructure Master Plan.

MCM's comments on this Master Plan are included in the attached letter. Please do not hesitate to contact us if you have any questions or require further information.

Best regards,

Liam Smythe

Heritage Planner | Citizenship, Inclusion and Heritage Division
Ministry of Citizenship and Multiculturalism | Ontario Public Service
416-301-4797 | Liam.Smythe@ontario.ca



Taking pride in strengthening Ontario, its places and its people

From: Rachel Nafziger <rnafziger@jlrichards.ca>

Sent: May 13, 2024 1:39 PM

Cc: Meaghan Keon <mkeon@jlrichards.ca>; Susan Jingmiao Shi <sshi@jlrichards.ca>

Subject: [16953-118] The Municipality of Casselman - Water and Wastewater Infrastructure Master Plan

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Greetings,

A Notice of Completion was originally issued on May 10, 2024. The attached Notice of Master Plan is to supersede the Notice of Completion previously circulated. The Notice has been updated based on the latest MEA Class EA Manual formatting; **the Master Plan recommendations have not changed.**

By this Notice, the Master Plan is being placed on public record for a 30-day review period in accordance with the requirements of the Municipal Class EA and the comment period has been extended to **June 12, 2024**. Comments on this study can be emailed or mailed to the address provided in the Notice of Master Plan. If you have any questions or concerns, please contact the undersigned.

Meaghan

You are receiving this Notice as you have been identified as a potential stakeholder. If you wish to be removed from the mailing list, please reply with subject line "unsubscribe".

Meaghan Keon, P.Eng., M.A.Sc.

Environmental Engineer

Ottawa, ON

Work: [343-804-5350](tel:343-804-5350)



Rachel Nafziger (she/her)
Project Administrator

203 - 863 Princess Street
Kingston, ON, K7L 5N4

Work: [343-302-5514](tel:343-302-5514)
rnafziger@jlrichards.ca

**Ministry of Citizenship
and Multiculturalism**

Heritage Planning Unit
Heritage Branch
Citizenship, Inclusion and
Heritage Division
5th Flr, 400 University Ave
Tel.: 416-301-4797

**Ministère des Affaires civiques
et du Multiculturalisme**

Unité de la planification relative au
patrimoine
Direction du patrimoine
Division des affaires civiques, de
l'inclusion et du patrimoine
Tél.: 416-301-4797



June 11, 2024

EMAIL ONLY

Susan Shi
Senior Environmental Planner
J.L. Richards & Associates Limited
203-863 Princess Street
Kingston, ON K7L 5N4
sshi@jlrichards.ca

MCM File : 0016886
Proponent : Municipality of Casselman
**Subject : Municipal Class Environmental Assessment – Master Plan –
Approach #1 – Notice of Completion**
Project : Water and Wastewater Infrastructure Master Plan
**Location : Municipality of Casselman, United Counties of Prescott and
Russell**

Dear Susan Shi:

Thank you for providing the Ministry of Citizenship and Multiculturalism (MCM) with the Notice of Completion for the above-referenced project, and for making the Phase 1 and Phase 2 Master Plan reports available for review on the project website.

MCM's interest in this Environmental Assessment (EA) project relates to its mandate of conserving Ontario's cultural heritage.

Project Summary

The Municipality of Casselman has completed a Master Planning process in accordance with Approach 1 of the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) to develop a Water and Wastewater Infrastructure Master Plan (WWIMP). The Master Plan study assessed various options to improve the performance and reliability of the water and wastewater treatment and sewage collection systems to ensure they can be relied upon to accommodate current and future flows generated within the Municipality.

Comments

We have reviewed the following documents:

- *Phase 1 Report (Final) – Casselman Water and Wastewater Infrastructure Master Plan* prepared by J.L. Richards, dated September 25, 2023
- *Phase 2 Report (Final) – Casselman Water and Wastewater Infrastructure Master Plan* prepared by J.L. Richards, dated May 10, 2024

We have the following comments and observations:

- MCM understands that the master plan would typically be done at a broad level of assessment thereby requiring more detailed investigations at the project-specific level. Therefore, a description of the existing conditions related to cultural heritage resources needs to be included in the master plan document.
- The term 'Cultural Heritage Resources' include archaeological resources, built heritage resources and cultural heritage landscapes.
- Neither the Phase 1, nor the Phase 2 report provide information on how built heritage resources and cultural heritage landscapes were (or will be) considered in the development of this Master Plan.

To help support due-diligence documentation related to cultural heritage resources, we have provided detailed comments on the Phase 2 report in the attached table.

Thank you for the opportunity to review the master plan for this project. If you have any questions or require clarification, please do not hesitate to contact me. We are also available to meet with you and your consultants should it be required.

Sincerely,

Liam Smythe
Heritage Planner
Liam.Smythe@Ontario.ca

Copied to: Paul-Pierre Beauchamp, Municipality of Casselman
Rachel Nafziger, J.L. Richards
Meaghan Keon, J.L. Richards
Karla Barboza, MCM
Erika Leclerc, MCM
EA Notices to East Region, MECP

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their EA report or file is accurate. The Ministry of Citizenship and Multiculturalism (MCM) makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the EA process, and in no way shall MCM be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48(1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out an archaeological assessment, in compliance with Section 48(1) of the *Ontario Heritage Act*.

The *Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33* requires that any person discovering human remains must cease all activities immediately and notify the police or coroner. If the coroner does not suspect foul play in the disposition of the remains, in accordance with *Ontario Regulation 30/11* the coroner shall notify the Registrar, Ontario Ministry of Public and Business Service Delivery, which administers provisions of that Act related to burial sites. In situations where human remains are associated with archaeological resources, the Ministry of Citizenship and Multiculturalism should also be notified (at archaeology@ontario.ca) to ensure that the archaeological site is not subject to unlicensed alterations which would be a contravention of the *Ontario Heritage Act*.

| Comment # | Reference to Phase 2 Master Plan Report | Comment | Proposed Action/Solution |
|-----------|--|---|--|
| 1. | Table 2 – <i>Summary of Evaluation Criteria</i> p. 8 | The terminology used in this section should be revised to be consistent with current legislation. | Revise text as follows: ...archaeological resources <u>and areas of archaeological potential, known and potential built heritage resources and cultural heritage landscapes and cultural features, designated heritage Features...</u> |
| 2. | Table 4 – <i>Water Supply and Treatment Evaluation Matrix</i> Row: <i>Social and Environmental Considerations</i> p. 16-17 | Although cultural heritage resources are identified in Table 2 as one of the <i>Social and Environmental Considerations</i> of this master plan, Table 4 provides no information on how impacts to cultural heritage resources were considered in the selection of alternatives. | The <i>Social and Environmental Considerations</i> section of this table should be revised to indicate how impacts to cultural heritage resources were considered in the selection of alternatives. Please see comment #5 for more detail on how the exiting conditions for cultural heritage resources can be presented. |
| 3. | Table 21 – <i>Sewage Treatment System Evaluation Matrix</i> p. 45 | <p>This table indicates that for Alternatives 2b and 3, there are no impacts anticipated to archaeological resources, and 'cultural heritage'.</p> <p>This information is contradictory to the information presented in Section 5.0 (see comment #5 below). Based on the information provided in that section, it appears that screening for archaeological resources, built heritage resources and cultural heritage landscapes has not yet been undertaken for this master plan.</p> <p>It is therefore unclear how it was determined that cultural heritage resources would not be impacted by this project, as the existing conditions related to cultural heritage resources have yet to be established.</p> | <p>In order to support the information presented in this table, the Ministry's screening checklists <i>Criteria for Evaluating Archaeological Potential</i> and <i>Criteria for Evaluating Marine Archaeological Potential</i> should be completed to help determine whether the area has archaeological potential and archaeological assessments will be need for subsequent project undertakings.</p> <p>Likewise, the Ministry's screening checklist <i>Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes</i> should be completed to help determine whether the area has known or potential BHR/CHL.</p> <p>If there is potential for BHR/CHL within the project area, then a <i>Cultural Heritage Report: Existing Conditions</i> be undertaken to support subsequent project undertakings. The Existing Conditions will include a historical summary of the study area's development, identifying all known or potential built heritage resources and cultural heritage landscapes within the study area.</p> <p>The findings/results of this screening should be clearly articulated in this document.</p> |
| 4. | Table 23 – <i>Summary of Environmental Impacts and Mitigation Measures</i> p. 48 | <p>It appears that the potential impacts presented in this table only relate to MECP's mandate.</p> <p>It is unclear why this information is included as further studies have yet to be completed for the projects described in Table 22.</p> | <p>Add a row titled '<u>Cultural Heritage Resources</u>' including the following suggested text:</p> <p><u>Potential Impact:</u></p> <ul style="list-style-type: none">• <u>Disturbance or destruction of archaeological resources</u>• <u>Displacement of known and/or potential built heritage</u> |

| | | | |
|----|--|---|--|
| | | <p>A row on 'Cultural Heritage Resources' would need to be included to describe the potential impacts and potential mitigation measures.</p> <p>Furthermore, it is unclear as to why 'Mitigation and Monitoring' and 'Permits and Approvals' are identified in this table as environmental impacts.</p> | <p><u>resources and/or cultural heritage landscapes by removal and/or demolition and/or disruption</u></p> <p>Potential Mitigation Measures</p> <ul style="list-style-type: none"> • <u>Undertake archaeological assessment(s) to identify and evaluate resources. All archaeological assessment work must be carried out by licensed archaeologists</u> • <u>Identify and evaluate Built Heritage Resources and Cultural Heritage Landscapes</u> • <u>Avoidance, through alternative route selection</u> • <u>Demolition shall be considered a last resort</u> <p>We also suggest that 'Mitigation and Monitoring' and 'Permits and Approvals' be moved out of the table and discussed in a separate section.</p> |
| 5. | <p>Section 5.0 – <i>Cultural Heritage and Archaeological Conditions</i></p> <p>p. 52</p> | <p>As outlined in the cover letter, this Phase 2 report provides no information on existing conditions as they relate to cultural heritage resources and includes no commitments related to future undertakings. It is also stated elsewhere in the report that there are no anticipated impacts to cultural heritage resources (see comment #3 above). It is not clear how this conclusion could be determined as the existing conditions have not yet been established.</p> <p>The existing conditions sub-section should indicate if the master plan study area includes areas of archaeological potential, and acknowledge that archaeological assessments will be required for future project-specific projects.</p> <p>MCM also recommends that the report(s) be revised to indicate if there are known (previously recognized) and potential built heritage resources and/or cultural heritage landscapes within the study area, and if these have the potential to be impacted by future undertakings.</p> <p>We recommend that a <i>Cultural Heritage Existing Conditions Report</i> be undertaken by a qualified person, which will include a historical summary of the study area's development,</p> | <p>This section should be revised to clearly articulate the existing conditions of the study area, as they relate to cultural heritage, and the studies that have been undertaken. It is suggested that section be revised as follows:</p> <p>5.0 – Cultural Heritage and Archaeological Conditions</p> <p><u>Cultural heritage resources, which includes archaeological resources, built heritage resources and cultural heritage landscapes, is an important aspect of the cultural environment and may be impacted by the proposed undertaking.</u></p> <p>5.1 – Archaeology</p> <p>The Ministry of Citizenship and Multiculturalism (MCM) provides screening checklists to determine whether archaeological assessments will be required for projects <u>if the study area has archaeological potential.</u></p> <p>Upon initiation of the Class EA projects identified in Table 22, archaeological screening should be completed to determine if an archaeological assessment is to be undertaken. When applicable, the assessment should be completed by an archaeologist licensed under the Ontario Heritage Act and the archaeological assessment report must be submitted for MCM review prior to the completion of the Class EA and prior to any ground disturbance.</p> |

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| | | identifying all known or potential built heritage resources and cultural heritage landscapes within the master plan study area. | <p>The MCM noted that there are no known archaeological assessments completed for this specific to this project to date. They noted two known archaeological sites within the Municipality of Casselman: located approximately 400 m and 600 m from SPS No.6 and SPS No.1</p> <p>5.2 – Built Heritage Resources and Cultural Heritage Landscapes</p> <p>A Cultural Heritage Report- Existing Conditions was undertaken on [date] by [heritage consultant] for [name of project or study area]. The assessment for this report consisted of data collection, background historic research, review of secondary source material and field review. A total of # (known and potential) cultural heritage landscapes and built heritage resources were identified within the study area as listed below.</p> |
| 6. | Section 6.2 – <i>Future Consultation Requirements</i> p. 56 | <p>This section indicates that <i>'consultation will be undertaken for the projects in Table 22 in accordance with the consultation requirements of their identified project Schedule, as detailed in the Phase 1 Report'</i></p> <p>Please clarify which section and/or page of the Phase 1 report contains the project schedules.</p> | Add reference to section and/or page number of Phase 1 report outlining project schedule. |
| 7. | Section 7 – <i>Next Steps</i> p. 56 | <p>Similar to Comment #6 above, this section reads:</p> <p><i>'Projects that have been identified as Class EA Schedule A can be implemented without further public notification. Projects that have been identified as Class EA Schedule A+ will be advertised by the Municipality prior to project implementation. Projects that have been identified as Class EA Schedule B or C will proceed into a project-specific Class EA studies during which the public will be consulted for their input.'</i></p> <p>Please clarify where the project schedules are identified in this report.</p> | Add reference to section outlining project schedules. |