

6.4(b).



# CAPITAL PAVING INC.

Quality Construction by Quality People  
P.O. Box 815 Guelph, Ontario N1H 6L8

March 31, 2014

Township of Puslinch  
7404 Wellington Road 34  
Guelph ON N1H 6H9

RECEIVED

APR 04 2014

Township of Puslinch

**Attention:** Ms. Karen Landry, CAO/Clerk  
**RE:** 2013 Groundwater Monitoring Report  
Capital Paving Inc., Wellington Pit, Licence No. 20085  
Part Lots 7 and 8, Concession 3, Township of Puslinch

Dear Ms. Landry,

Please find enclosed with this letter, a copy of the 2013 Groundwater Monitoring Summary for Capital Paving's Wellington Pit, prepared by Groundwater Science Corp.

A copy has also been submitted to the Ontario Ministry of Natural Resources, Guelph District office.

Should you have any questions, please do not hesitate to contact me at (519) 822-4511 or [glourenco@capitalpaving.on.ca](mailto:glourenco@capitalpaving.on.ca)

Sincerely,

George Lourenco, P.Eng  
Resources Manager

CLERK'S DEPARTMENT	
TO	S.D - may 2/2014
Copy	com/bits
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For Your Information	
Council Agenda	
File	E10/CAP

Calendar noted for F149

C.C. Ministry of Natural Resources, Guelph District





6460

Harden Environmental Services Ltd.  
 4622 Nassagaweya-Puslinch Townline Road  
 R.R. 1, Moffat, Ontario, L0P 1J0  
 Phone: (519) 826-0099 Fax: (519) 826-9099

- Groundwater Studies
- Geochemistry
- Phase I / II
- Regional Flow Studies
- Contaminant Investigations
- OMB Hearings
- Water Quality Sampling
- Monitoring
- Groundwater Protection Studies
- Groundwater Modeling
- Groundwater Mapping
- Permits to Take Water
- Environmental Compliance Approvals

Our File: 9711

July 16, 2014

Township of Puslinch  
 7404 Wellington Road 34  
 Guelph, ON, N1H 6H9

Attention: Ms. Karen Landry  
 CAO

Dear Ms. Landry;

Re: Capital Paving Inc., Wellington Pit, License 20085  
 Puslinch File: E10 CAP-Wellington Pit

We have reviewed the 2013 Monitoring Report for the Capital Paving Inc. Wellington Pit, License 20085 prepared by Groundwater Science Corp. on March 31, 2014.

A review of a September 2013 Google Earth image shows that very little of the site has been extracted below the water table. The hydrographs provided suggest that very little water level change has occurred since 1997.

Based on this review we conclude that groundwater and surface water conditions adjacent to the pit are not being affected by pit activities.

Sincerely,

Harden Environmental Services Ltd.

Stan Denhoed, M.Sc., P.Eng.  
 Senior Hydrogeologist

CLERK'S DEPARTMENT	
TO	
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For Your Information	
Council Agenda	AUG 13 / 2014
File	E10/CAP

6.5(a)



Environmental Consulting since 1979

Al Murray  
Ontario Ministry of Natural Resources,  
1 Stone Rd. West, Guelph,  
Ontario, Canada  
N1G 4Y2  
Phone: 519-826-4927  
Fax: 519-826-4929.

June 9, 2014

ATTN:

RE: Monitoring Report CBM - St Mary's Cement McMillan Pit (License#5737)

Dear Mr. Murray,

We are pleased to submit the present report in compliance with the reporting requirements for the CBM - St Mary's Cement - McMillan Gravel Pit as per the "Monitoring Program -McMillan Property" submitted to your office on January 15, 1998 and modified with agreement from James Williams of your office on January 27, 2010.

Extraction ceased on the site in 2004 and in 2010 CBM requested and obtained a reduction of monitoring requirements from your office. Monitoring now required at this site is benthic macroinvertebrate sampling in tributary T3 and calculation of the water quality index based on BioMAP methodologies.

The analysis for 2013 includes data for the site from 1997 to 2013.

Extraction activities ceased on the site in 2004, thus 2005 to 2013 monitoring data represents post-extraction conditions.

If you have any questions, or require clarification, please do not hesitate to contact us.

Kind Regards,

Cathy Blott

On behalf of  
Dr. Jon Planck, President, Limnoterra Limited

### **Water Quality Rationale:**

Tributary 3 of Mill Creek is the nearest discharge point of groundwater crossing the pit site, and reflects the quality of groundwater discharging from the McMillan Pit (Figure 1). Water quality monitoring is based on an assessment of the benthic biota that Tributary 3 supports. The community of benthic biota is subject to the full rigor of the environment through the annual or biannual life cycles of the species. The community therefore represents the integrated temporal effects of all pollutants and environmental conditions through the year and not only those conditions at the time of sampling.

The composition of benthic macroinvertebrate communities reflects water and habitat quality in streams. BioMAP (Biological Monitoring and Assessment Program) is a water quality assessment tool designed for southern Ontario watercourses. It provides a quantitative measure of water quality that can be used to diagnose water quality at a site, monitor water quality over time, and evaluate the impact of point source and diffuse source pollution on water quality. The index calculated for a watercourse is based on sensitivity values assigned to each macroinvertebrate species. The sensitivity values are based on the species tolerance to factors of pollution. (organics, reduced dissolved oxygen, suspended solids, temperature, metals, acidity, nutrients etc)<sup>2</sup>.

### **Water Quality Methods:**

Benthic macroinvertebrates were collected from Tributary T3 on November 9, 2013 (Figure 2). Two quantitative samples were collected from the site, downstream of Regional Side Road 20. A qualitative sample was taken from various types of habitat within the same general area, as samples T1 and T2, and included sampling from the small backwater area/wetland just upstream of Side Road 20. Sampling procedures followed the BioMAP protocols described in the BioMAP Report SWR-1<sup>1</sup> and have been outlined previously (refer to TCG McMillan Report 1996/1997). Aquatic Ecostudies Limited provided benthic identification services for the samples collected by Limnoterra staff.

### **Water Quality Analysis:**

The BioMAP analysis methodology was used to analyze the results and obtain a Water Quality Index for the Tributary (WQI). Sensitivity values from *Version 110430 Sensitivity Values for Aquatic Macroinvertebrates* of Ontario were used for the 2011 analysis. Sensitivity Values range from 4 to 0 which correspond to the longitudinal distribution of macroinvertebrates along the river continuum. A value of 4 designates species that typically inhabit small, groundwater fed, headwater creeks with a predominance of leaf and wood litter as the main energy source. A value of 3 corresponds to larger more open streams with solar radiation driving greater periphyton growth supporting species that feed on attached algae, and so on down to species ranked 0 that feed on fine particulate organic matter most abundant in turbid slow moving warm aquatic systems.

In the Mill Creek tributary T3 we expect to see a population dominated by species with ranks of 4 and 3 and a BioMAP analysis calculation of greater than 14 Water Quality Index (WQI).

Mean Sensitivity refers to the average sensitivity of the top 25% of the species collected. For Mill Creek we expect to see a Mean sensitivity above 3.

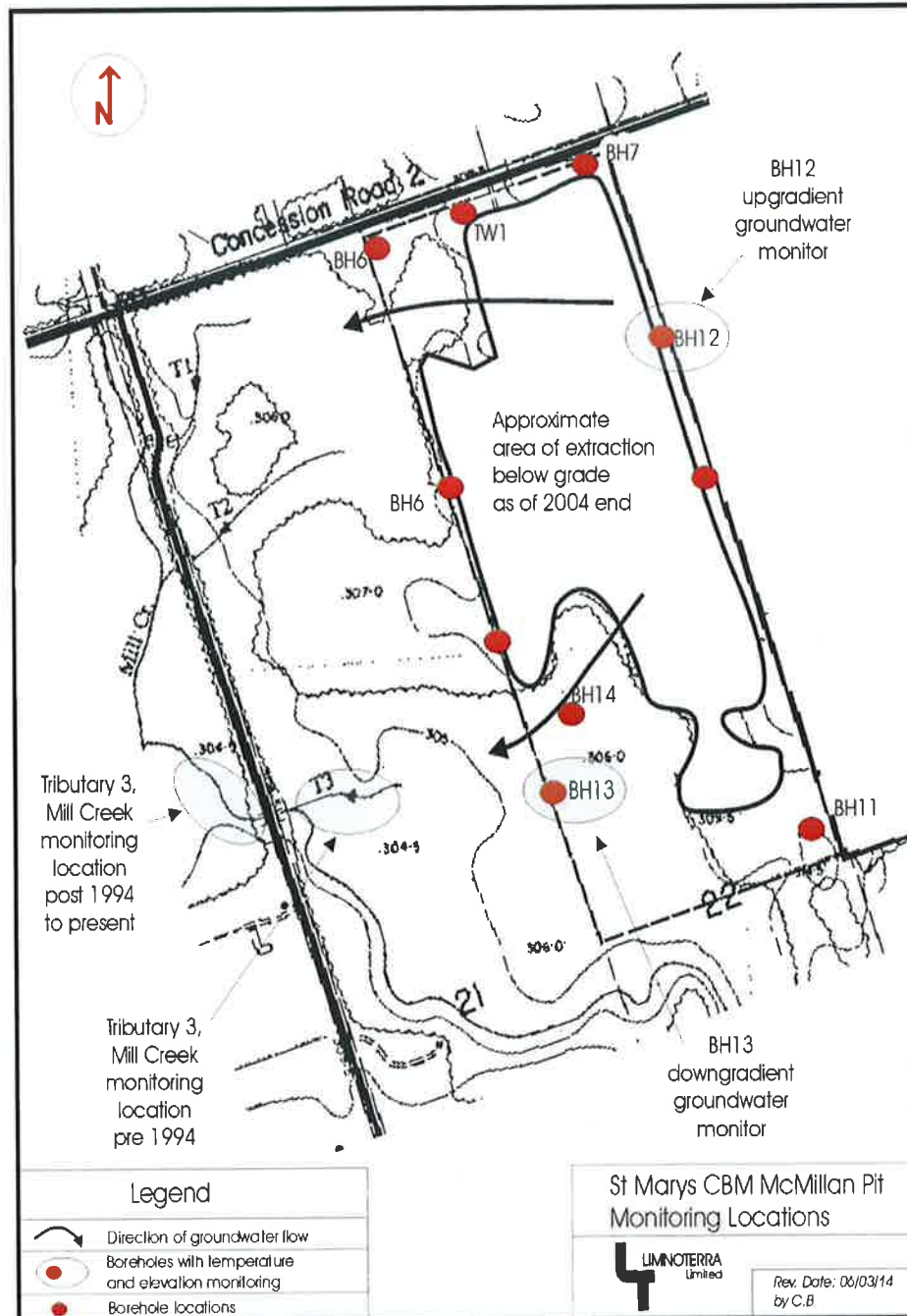
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<sup>1</sup> Griffiths, R.W. 1993. BioMAP: Concepts, Protocols and Sampling Procedures for the Southwestern Region of Ontario. BioMAP Report SWR-1. Ministry of Environment and Energy, Southwestern Region, London, Ontario. The sensitivity values for the 2011 analysis were the updated version 110430.

Figure 1: McMillan Pit Location.



**Figure 2: Location of Tributary T3 benthic monitoring.**



**Water Quality Proposed Trigger:**

WQI > 14 (i.e. unimpaired condition). No negative impacts to water quality have occurred from extraction when WQI > 14 for Tributary T3.

**Water Quality Results:**

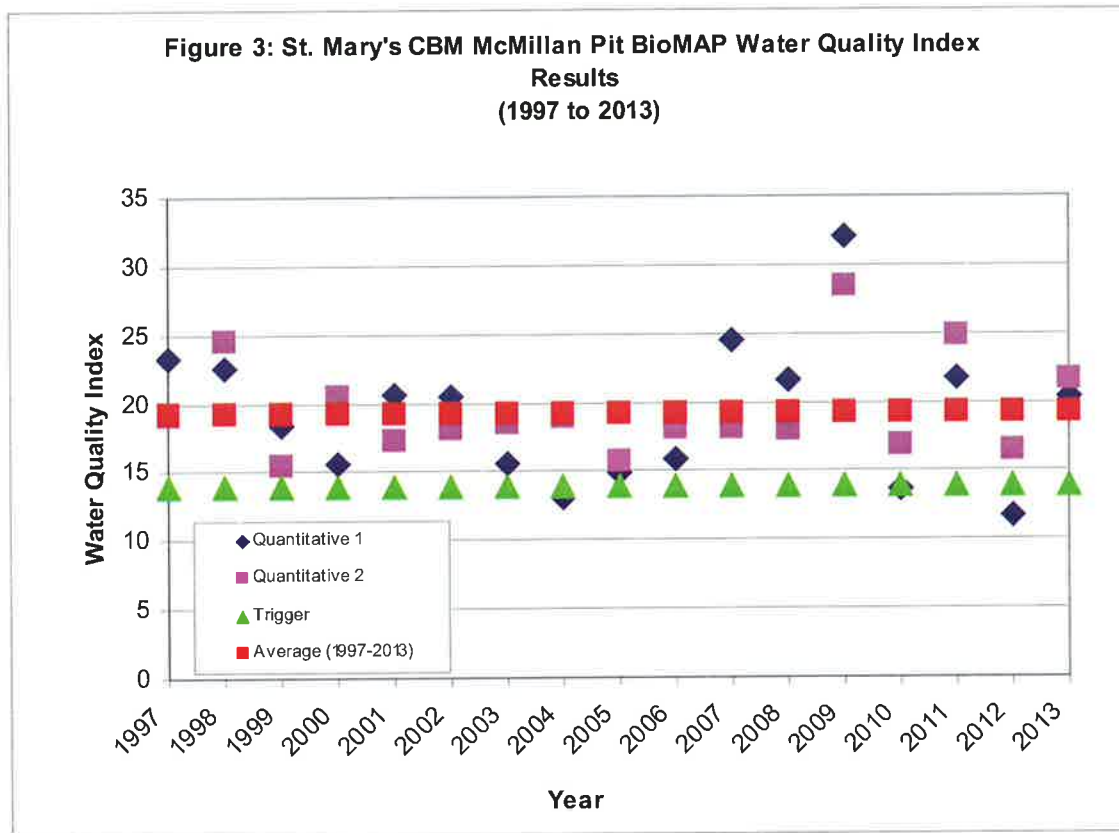
Results of the BioMAP analysis from 1997 – 2013 are tabulated in Table 1 and shown graphically in Figure 3. Results show the average WQI for 2013 is 21.0, well above the trigger of 14. The T1 value is 20.4 and the T2 sample value is 21.6. The species composition represents an unimpaired creek and is similar to previous years. For the first time in 2011, a third sample(T3) was collected in Tributary T3 closer to Mill Creek in the hopes of expanding the area available for sampling since the number of individuals per sample remains extremely low due to high sand contents of the bed material that limits available niches for benthic invertebrate production. However, the lower water quality index at that location suggested it is more typical of the much larger Mill Creek waterway and that the sampling location selected is likely under the influence of Mill Creek flooding and is not representative of the tributary water quality. Therefore, no expansion of historical sampling is justified, and sampling in 2013 continued with just the original 2 locations only.

The species distribution in samples taken over the years at the site has changed very little; the types of organisms found in 2013 are similar to those found in previous years, and typical of a closed canopy, cool-to-cold water creek. The data therefore indicates there is no evidence of a significant species shift. However, the number of individuals, or the density, continued to be low up to and including the 2013 sampling and is likely due to a combination of repeated sampling within the same area and high percentage of sand in the stream bed that limits the amount of space individuals can occupy. Because of continued low density at the original sampling site, sampling locations is varied every year but still within the stretch of Tributary T3 downstream of Side road 20 and upstream of Mill Creek influences. The available habitat quality is high as indicated by the presence of highly sensitive species, however, density remains low due to high sand contents of the stream bed material which limits available space and thus density.

**Table 1: Benthic Analysis Results 1997 – 2013**

Sample	Date	Water Quality Index (WQI)	Qualitative Mean Sensitivity Value
Quantitative 1	10-29-1997	23.34	3.67
Quantitative 2		19.12	
Quantitative 1	11-17-1998	22.56	3.20
Quantitative 2		24.60	
Quantitative 1	11-23-1999	18.47	3.50
Quantitative 2		15.52	
Quantitative 1	10-23-2000	15.63	3.17
Quantitative 2		20.49	
Quantitative 1	11-06-2001	20.6	3.20
Quantitative 2		17.3	
Quantitative 1	11-25-2002	20.48	3.25
Quantitative 2		18.16	
Quantitative 1	10-28-2003	15.6	3.33
Quantitative 2		18.5	
Quantitative 1	11-02-2004	13.1	3.25
Quantitative 2		18.9	
Quantitative 1	10-24-2005	14.9	3.20
Quantitative 2		15.7	
Quantitative 1	08-11-2006	15.9	3.43
Quantitative 2		18.1	
Quantitative 1	08-14-2007	24.60	3.16
Quantitative 2		18.1	
Quantitative 1	08-28-2008	21.6	4.00
Quantitative 2		18	
Quantitative 1	09-03-2009	32.1	3.71
Quantitative 2		28.5	
Quantitative 1	10-27-2010	13.6	3.29
Quantitative 2		16.9	
Quantitative 1	10-23-2011	21.8	4.00
Quantitative 2		24.8	
Quantitative 1	10-26-2012	11.7	3.25
Quantitative 2		16.5	
Quantitative 1	11-9-2013	20.4	3.33
Quantitative 2		21.6	
<b>1997 to 2013 Averages:</b>		<b>19.3</b>	<b>3.41</b>





**Conclusion:**

For 2013 the average water quality index values remain above the trigger level of 14. The overall species composition continues to reflect the community collections of previous years. The mean sensitivity value for 2013 is 3.33 and the benthic community in Tributary 3 remains representative of a southern Ontario unimpaired creek. No negative impacts to water quality due to extraction activities have been detected in the 2013 sampling.

**Table 2: Quantitative Benthic Sampling Results 2013**

**Density of macroinvertebrates (No. per 0.05 sq. m.) collected from a tributary of Mill Creek, downstream of the CBM MacMillan Pit near Side Road 20, Puslinch Township**

**Samples collected on November 9, 2013.**

**Quantitative Sample locations:**

T2 in Tributary T3 70 m upstream of confluence with Mill Creek(matches previous years sampling sites)

T1 in Tributary T3 110 m upstream of confluence with Mill Creek (matches previous years sampling sites)

	SV	Qual	T1	T2
Insects:				
BEETLES:				
Dytiscidae:				
Agabus	2	P		
CADDISFLIES:				
Goeridae:				
Goera	3		6	6
Limnephilidae:				
Limnophilus	1	P	1	
Pycnopsyche	3	P	1	1
Molannidae:				
Molanna	2	P		
Rhyacophilidae:				
Rhyacophila vibox	4	P		
Uenoidae:				
Neophylax	4		3	
DRAGONFLIES:				
Aeshnidae:				
Aeshna	2	P		
MAYFLIES:				
Baetidae:				
Acerpenna macdunnoughi	3			1
Leptophlebiidae:				
Leptophlebia	1	P		
Paraleptophlebia	3	P	1	
STONEFLIES:				
Capnidae:				
Paracapinia	3			12
Leutridae:				
Leuctra	4	P	1	1
Nemouridae:				
Nemoura trispinosa	3	P	9	14
Taeniopterygidae:				
Taeniopteryx	3	P		
TRUE FLIES:				
Chironomidae:				

Brillia	2		P		
Brundiniella eumorpha	4				1
Chaetocladius	1		P	1	
Conchapelopia	2		P		1
Hydrobaenus	1		P		
Micropsectra	3		P		
Pagastia	3		P	2	
Parametricnemus	3		P		
Polypedilum scalaenum	1			1	
Trissopelopia	2				1
Dixidae:					
Dixa	0		P	1	
Tipulidae:					
Dicranota	3			7	4
Limnophila	2			1	1
Chelicerates:					
WATERMITES:					
Hygrobatidae:					
Hygrobates	3		P		1
Sperchonidae:					
Sperchon	2		P	1	
Crustaceans:					
AMPHIPODS:					
Hyalellidae:					
Hyalella	2		P		
Molluscs:					
SNAILS:					
Gyalidae:					
Gyraulus	1		P		
Lymnaeidae:					
Stagnicola elodes	0		P		
Physidae:					
Physella	0		P		
Annelids:					
WORMS:					
Lumbriculidae:					
Lumbriculus variegatus	2		P		
Number of taxa			26	14	12
Number of organisms				36	44
BioMAP(q) score			3.33		
BioMAP(d) Score				20.4	21.6

**Table 3: Qualitative Benthic Sampling Results 2013**

<b>Qualitative Analysis</b>		
<b>Taxa</b>	<b>SV</b>	
Rhyacophila vibox	4	
Leuctra	4	
Pycnopsyche	3	
Paraleptophlebia	3	
Nemoura trispinosa	3	
Taeniopteryx	3	
Micropsectra	3	Top 25%
Pagastia	3	
Parametricnemus	3	
Hygrobates	3	
Agabus	2	
Molanna	2	
Aeshna	2	
Brillia	2	
Conchapelopia	2	
Sperchon	2	
Hyallega	2	
Lumbriculus variegatus	2	
Limnophilus	1	
Leptophlebia	1	
Chaetocladius	1	
Hydrobaenus	1	
Gyraulus	1	
Dixa	0	
Stagnicola elodes	0	
Physella	0	
	<b>#species</b>	26
	<b>Average Sensitivity (Top 25%)</b>	3.33

6.5(b)



55 Industrial St,  
Toronto, Ontario  
M4G 3W9.

June 11, 2014

RECEIVED

JUN 16 2014

Township of Puslinch

Township of Puslinch  
7404 Wellington Rd 34.  
Guelph ON  
N1H 6H9

**RE: CBM Aggregates, McMillan Pit (5737), 2013 Water monitoring report**

Please accept this monitoring report as a condition of our McMillan Pit Aggregate license #5737. Our consultant, Limnoterra made the submission of this report directly to the MNR.

This report is from the 2013 monitoring year.

The 2009 monitoring was the last full monitoring report for the McMillan pit. On January 27, 2010 James Williams from the MNR granted permission via e-mail to reduce the monitoring to just the bio mapping component. This is due to extraction being complete at this location and a partial surrender of the licence in process.

Thank you very much,

Colin Evans  
CBM Ready Mix, Aggregates & Hutton Transport  
Environment and Lands Manager

CLERK'S DEPARTMENT	
TO	S.D   G.S. - see letter
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Council Agenda	<input checked="" type="checkbox"/>
File	

July 23/2014

6.5(c)



File:3409  
By: Email

July 23, 2014

Township of Puslinch  
7404 Wellington Road 34  
Guelph, Ontario  
N1H 6H9

Attention: Mrs. Karen Landry  
C.A.O./ Clerk

Dear: Mrs. Landry

**Re: E13 ST McMillan Pit, License #5737**

CLERK'S DEPARTMENT	
TO	
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For Your Information	
Council Agenda	AUG 13/14
File	E13 ST.

As requested, I have reviewed the 2013 Water Monitoring Report for the McMillan Pit of CBM Aggregates which was prepared by Limnoterra. Extraction activities ceased on this site in 2004 and hence the 2005 to 2013 monitoring data represents post extraction conditions. Over this period samples of benthic macroinvertebrates found in Tributaries 1, 2 and 3 were collected and analyzed. These Tributaries of Mill Creek are fed by groundwater discharging from the McMillan Pit. The biological data indicates an unimpaired creek with a similar species composition to that found in previous years. The types of organisms inhabiting these tributaries are typical of a closed canopy, cool-to-cold water creek.

The monitoring data indicated no negative impacts to water quality as a result of aggregate extraction. I have no concerns with the information presented in this report.

Yours truly,

**GWS Ecological & Forestry Services Inc.**

Greg W. Scheifele, M. A., R.P.F.  
**Principal Ecologist/Forester**

cc Stan Denhoed, Harden Environmental Services Ltd.

25 July 2014

**CBM Aggregates**  
7152 McLean Road  
Cambridge, Ontario  
N3C 2V4

Attn: Mr. Colin Evans  
Re: CBM Lanci Pit  
Part of Lot 25, Concession 1, Township of Puslinch

CLERK'S DEPARTMENT	
TO SD, GS, SC, A.P.	
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Council Agenda	Aug 13/2014
File	

## 1 Introduction

Aercoustics Engineering Ltd. (AEL) has been retained to conduct an acoustic audit of the Lanci Pit as required under the conditions of the license. The audit has been conducted in accordance with the guidelines and procedures of the Ministry of the Environment and Climate Change (MOECC). The noise study titled "An assessment of the Potential Noise Associated with Aggregate Extraction at the Proposed Lanci Pit" (Noise Report) was prepared by AEL and is dated December 16, 2005.

## 2 Site Visit Conditions

The allowable noise levels from the extraction, processing and shipping operations in the pit as established in the Noise Report are outlined in Table 1. The  $L_{EQ}$  or equivalent sound level is an average sound level based on acoustical energy. It is a steady sound level that for the specified time period contains the same acoustical energy as the varying sound level which prevails.

Table 1 - Recommended Noise Control Measures from Noise Report

Equipment	Sound Level Limit (dBA)
	One hour $L_{EQ}$ @ 30 meters
Loader (two total)	74 (each)
Drag line (or excavator)	75
Portable processing plant	86

At the time of the audit AEL staff observed one front-end loader (WA500) and one drag line (Liebherr HS 895) operating on the site. This amount of equipment is in compliance with the requirements in Table 1.

The pit serves as a feeder pit for CBM McNally Pit and CBM Aberfoyle Pit. It is a condition of the license that the sound levels from the pit comply with the MOECC guidelines for noise from stationary sources. The current MOECC criteria for noise from a stationary source are set forth in publication NPC-300, "Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning".

As per the Noise Report, the ambient acoustical environment in the immediate area of the Lanci Pit is typically Class 2 (Urban) due to the sound from road traffic and/or the numerous pits in the area. Highway 401 and Concession Road 2 are the significant sources of road traffic noise.

The surrounding sensitive receptors are illustrated in Figure 1. The noise from a stationary source should not in any hour exceed the limits outlined in Table 2. The extraction and processing operations in the pit are restricted to the daytime hours (07:00-19:00).

Table 2 - Applicable Sound Level Limits

Receptor	Sound Level Limit One Hour L <sub>EQ</sub> (dBA)*
R1	50*
R2	50*

\*or background ambient sound level, if higher

### 3 Equipment

Measurements were taken with a Bruel & Kjaer 2260 Investigator and a RION NL-32 Sound Level Meter, both equipped with windscreen. The equipment was calibrated before and after the measurements.

### 4 Measurements

During the site visit on July 24, 2014, sound level measurements were conducted at locations representative of the worst-case receptors surrounding the pit (refer to Figure 1). The measurement results are summarized in the following table. It should be noted that during the measurements, the sound level meter was paused to minimize the contribution from airplane flyovers and vehicle pass-bys on the local roads.

Table 3 - Measured Sound Levels at Receptors

Location/ Receptor	Sound Level		Noise Sources and Observations
	L <sub>EQ</sub> (dBA)	L <sub>90</sub> (dBA)	
R1	47	44	Lanci Pit operations clearly audible; Hwy 401 dominant from the NE; infrequent road traffic passbys inhibited.
R2	57*	53*	Lanci Pit operations inaudible; Hwy 401 dominant; surrounding pits dominant; minor birds/leaves; truck passbys inhibited.

\*sound level dominated by Highway 401 road traffic and surrounding pit activity



Additional measurements were also taken on-site to determine compliance with the recommended noise control measures. Measurements were taken of both the drag line and the front-end loader at 30 meters and are shown in Table 4.

Table 4 - Measured Sound Levels of Equipment

Equipment	Sound Level @ 30 meters (dBA)	Limit (dBA)
Drag Line	75	75
Front-end loader	73	75

This equipment was determined by measurement to be in compliance with the requirements in Table 1.

## 5 Observations

There are a number of houses on the pit property and surrounding properties which are owned by CBM. It was determined in the Noise Report that these houses are deemed to be not noise sensitive and so they were excluded from this audit.

At receptor R2, Highway 401 road traffic noise in combination with surrounding existing pit processing operations was the dominant noise source and operations from the Lanci Pit were inaudible. A north wind contributed to an increase in the road traffic sound levels.

## 6 Conclusions

The Recommended Noise Control Measures listed in Aercoustics' 2005 Noise Report state a maximum number of operating equipment allowed and a corresponding sound level limit for each piece of equipment. The Lanci Pit was found to be in compliance with these requirements.

The sound level measured at R1 was measured to be below the MOECC exclusion limit for a Class 2 area. The sound level measured at R2 was observed to be dominated by road traffic noise from Highway 401 and from surrounding pit activity. Although it cannot be determined if the Lanci Pit sound levels were below the MOECC exclusion limit, it can be concluded that, based on the measured background sound levels, any noise contribution from the Lanci Pit was below the MOECC sound level limits and the sound level limits outlined in the Noise Report.

It can be concluded from the measurements that the Lanci Pit noise emissions are in compliance with the applicable MOECC sound level limits.

Sincerely,

  
\_\_\_\_\_  
Derek Flake, M.Sc., P.Eng.

AERCOUSTICS ENGINEERING LIMITED

aercoustics.com



NOT FOR CONSTRUCTION



50 Ronson Drive, Suite 165, Toronto, ON  
 P: 416.249.3361 F: 416.249.3613

Scale: N.T.S.  
 Drawn: DF  
 Eng: DF  
 Date: 2013.07.25

The scope of the work outlined in this document is limited to the acoustic, noise and/or vibration control aspects of the design. Contractor to verify all dimensions

Project Name:  
**Lanci Pit 2014 Acoustical Audit**

AEL File: 04314

Drawing Title:  
 Key Plan Showing Site Location and Receptors

Figure 1

**Karen Landry**

---

**From:** Laurie LeBlanc <laurie.leBlanc@ontario.ca>  
**Sent:** August-05-14 4:22 PM  
**To:** Karen Landry  
**Subject:** Ice Storm Assistance Program - Expression of Interest Outcome

**Ministry of  
Municipal Affairs  
and Housing**

**Ministère des  
Affaires municipales  
et du Logement**

Office of the Deputy Minister

Bureau du sous-ministre

777 Bay Street, 17th Floor  
Toronto ON M5G 2E5  
Tel. 416-585-7100  
Fax 416-585-7211

777, rue Bay, 17e étage  
Toronto ON M5G 2E5  
Tél. 416-585-7100  
Télééc. 416-585-7211



August 5, 2014

Ms. Karen Landry  
Chief Administrative Officer/Clerk/Treasurer  
Township of Puslinch  
7404 Wellington Road 34  
RR 3  
Guelph ON N1H 6H9

Dear Ms. Landry:

Thank you for submitting an expression of interest to the Ice Storm Assistance Program.

The ministry has carefully reviewed your submission and determined that you have provided sufficient evidence of damage incurred as a result of the December 21-22, 2013 ice storm. You are eligible to proceed to the full claim stage to seek assistance for eligible response and recovery costs.

Later this summer, the ministry will send eligible claimants a package of detailed program guidelines and claim forms. Please use these materials to prepare a full claim submission. The deadline for the claim submission is October 31, 2014.

In the interim, please continue to track ice storm costs separately from normal operating costs in your financial system. Please also keep in mind that all claimed costs will be assessed against your supporting documentation and also will be subject to rigorous audit requirements. To be found eligible, costs must be supported by detailed documentation, such as damage reports, time sheets, invoices, proof of payment, and evidence that work was completed.

As a reminder, to be considered eligible for reimbursement, costs must be clearly linked to the December 21-22 ice storm event, be incremental to standard operating budgets, and be incurred to protect public health and safety or to secure access to public roads, sidewalks, or frequently travelled routes. The target date for incurring costs was June 22, 2014.

Thank you once again for your interest in the program. If you have any questions, please do not hesitate to contact the ministry by e-mail at [icestorm.program@ontario.ca](mailto:icestorm.program@ontario.ca) or contact your local **Municipal Services Office**.

Sincerely yours,

Laurie LeBlanc  
Deputy Minister

Note: a signed copy of this letter will be sent by regular post.