



TOWNSHIP OF ASSIGINACK

REGULAR MEETING OF COUNCIL

To Be Held in the Council Chambers

Tuesday, March 21, 2017 at 5:00 p.m.

Council's Regular Meeting Agenda

For consideration:

1. OPENING

- a) Adoption of Agenda
- b) Disclosure of Pecuniary Interest and General Nature Thereof

2. ANNOUNCEMENTS

3. ADOPTION OF MINUTES

- a) Regular Council Meeting of March 7, 2017 (p.3)
- b) Manitoulin East Municipal Airport Commission Meeting of March 6, 2017 (p.7)
- c) Manitoulin Centennial Manor Board of Management Meeting of February 16, 2017 (p.8)

4. DELEGATIONS

5. REPORTS

- a) OCWA: Sunsite Estates Drinking Water System Inspection Report 2016-17 (p.13)

6. ACTION REQUIRED ITEMS

- a) Accounts of Payment: General: \$151,247.58 Payroll: \$18,259.49 (p.29)
- b) Senior's Park/Bay Street Development Committee

7. INFORMATION ITEMS

- a) Sudbury & District Board of Health (p.34)
- b) Ministry of Education (p.35)
- c) AMO Communications: Highlights of Bill 68 (p.41)
- d) MPAC: Stakeholder Research (p.44)

8. BY-LAWS

9. CLOSED SESSION

10. ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE REGULAR COUNCIL MEETING

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, March 7th, 2017 at 5:00 p.m.

Present: Mayor Paul Moffatt
Councillor Les Fields
Councillor Robert Case
Councillor Brenda Reid
Councillor Hugh Moggy

Staff: Alton Hobbs, CAO
Jeremy Rody, Clerk
Ron Cooper, Public Works Superintendent
Jackie White, Project & Events Coordinator

Press: Alicia McCutcheon, Expositor

OPENING:

#055-05-17 B. Reid – H. Moggy

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business with a quorum of members present at 5:00 p.m., with Mayor Moffatt presiding in the Chair. CARRIED

AGENDA:

#056-05-17 H. Moggy – B. Reid

THAT the agenda for this meeting be accepted as presented. CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

Councillor Reid disclosed a direct pecuniary interest in Agenda Item 6A Payroll as her husband is an employee of the Township. She did not take part in any discussion, attempt to influence the vote or vote on the matter.

ANNOUNCEMENTS:

Councillor Fields wanted to recognize Manitowaning Minor Hockey on a great season of hockey. They had teams in the playoffs doing very well and providing exciting spectator opportunities for the community as the Arena parking lot has been full during playoff games. She wanted to commend the kids, bench staff and parents for working hard all season long and growing their skills from the fall to the spring.

ADOPTION OF MINUTES:

#057-05-17 B. Reid – H. Moggy

THAT the minutes of the Regular Council meeting of February 21, 2017, be accepted. CARRIED

#058-05-17 H. Moggy – B. Reid

THAT the minutes of the Special Council meeting of February 27, 2017, be accepted. CARRIED

#059-05-17 B. Reid – H. Moggy

THAT the minutes of the Assiginack Public Library Board meeting of January 16, 2017, be accepted. CARRIED

#060-05-17 H. Moggy – B. Reid

THAT the minutes of the Sudbury & District Board of Health meeting of February 16, 2017, be received. CARRIED

DELEGATIONS:

There were no delegations.

REPORTS:

#061-05-17 B. Reid – H. Moggy

THAT the 2016 Annual and Summary Reports for the Sunsite Estates and Manitowaning Water Treatment Plants, as prepared by OCWA, be received. CARRIED

#062-05-17 H. Moggy – B. Reid

THAT the Staff Report titled, "OMAFRA RED Program Application," be accepted. CARRIED

ACTION REQUIRED ITEMS:

#063-05-17 R. Case – L. Fields

THAT Council authorizes the following Accounts for Payment:

General: \$45,558.49

AND THAT the Mayor and administration be authorized to complete cheques #26431 and #26436 through #26460 as described in the attached cheque register reports. CARRIED

#064-05-17 L. Fields – R. Case

THAT Council authorizes the following Accounts for Payment:

Payroll: \$18,054.65

AND THAT the Mayor and administration be authorized to complete cheques #26432 through #26435 as described in the attached cheque register reports. CARRIED

INFORMATION ITEMS:

#065-05-17 R. Case – L. Fields

THAT we acknowledge receipt of the following correspondence items:

- a) Township of Lake of Bays Resolution
- b) Northern Ontario Forum for Food, Farms, and Tourism
- c) North East Community Care Access Centre Information
- d) Public Works Garage Energy Production Report
- e) Region of Peel Resolution
- f) The Manitoulin Expositor Salmon Classic. CARRIED

BY-LAWS:

#066-05-17 L. Fields – R. Case

THAT By-law #17-07, being a by-law to amend By-law #15-05, being the Municipal Donation Policy By-law be given its first, second, and third readings and finally passed in open Council. CARRIED

#067-05-17 R. Case – L. Fields

THAT By-law #17-08, being a by-law to authorize a forest fire management agreement between the Corporation of the Township of Assiginack and the Ministry of Natural Resources and Forestry be given its first, second, and third readings and finally passed in open Council. CARRIED

CLOSED SESSION:

#068-05-17 L. Fields – R. Case

THAT in accordance with By-law #15-30 and Section 239 of the Municipal Act, as amended, Council proceeds to a "Closed Session" at 5:25 p.m. in order to attend to a matter pertaining to:

- a) The security of the property of the Municipality. CARRIED

#069-05-17 R. Case – L. Fields

THAT we adjourn from our Closed Session at 5:40 p.m., approve the minutes of the Closed Session of February 21, 2017 and resume our regular meeting. CARRIED

CLOSING:

#070-05-17 L. Fields – R. Case

THAT we adjourn until the next regular meeting or call of the Chair. CARRIED

Paul Moffatt, MAYOR

Jeremy Rody, CLERK

5:50 p.m.

These Minutes have been circulated but are not considered Official until approved by Council.

**Manitoulin East Municipal Airport Commission Inc.
Commission Meeting Minutes
March 6, 2017**

Present: M. Gauthier, D. Williamson, P. Moffat, D. Orr, P. Skippen, R. Santarossa

Meeting called to order by Marcel Gauthier

Declaration of pecuniary interest- nil

Motion 2017 03 12

Moved by P. Skippen

Second by D. Orr

Resolved that the Commission approves the agenda for the meeting of March 6, 2017
Carried

Motion 2017 03 13

Moved by P. Skippen

Second by P. Moffat

Resolved that the Commission approves the minutes of the meeting of February 6, 2017
Carried.

Motion 2017 03 14

Moved by P. Moffat

Second by P. Skippen

Resolved that the Commission accept the managers' report for February 2017.
Carried

Motion 2017 03 15

Moved by D. Orr

Second by P. Skippen

Resolved that the Commission accept the treasurers' report for February 2017.

Carried

Motion 2017 03 16

Moved by D. Orr

Second by P. Skippen

Resolved that the Commission Direct the Management and Staff DO NOT USE the Sicard if there is CO present and further that the Management have the equipment checked and assessed by a qualified professional
Carried

Motion 2017 03 17

Moved by P. Skippen

Second by D. Orr

Resolved that the Commission meeting of March 6, 2017 does now adjourn at 7:35 P.M.
Carried

**Manitoulin Centennial Manor
Board of Management Meeting
Thursday, February 16th, 2017
“Unapproved Minutes”**

Present: Paul Moffat, Dawn Orr, Pat MacDonald, Aurel Rivet, Connie Suite, Michelle Bond;
Administrator, Sylvie Clark; DOC, Keith Clement; Extendicare Regional Director

Regrets: Wendy Gauthier & Bill Baker

1.0 Call to order

Meeting called to order at 10:00 a.m. by Paul Moffat, Board Chair

2.0 Approval of Agenda

09/17 Orr/MacDonald

That we approve the agenda as presented.

...carried

3.0 Approval of Minutes

10/17 Rivet/Suite

That we approve the minutes of the January 19th, 2017 board meeting.

...carried

4.0 Business Arising from Minutes

No business to report at this time.

5.0 Correspondence

The following correspondence was received.

- Township of Central Manitoulin – motion made in support of passing a balanced budget for the Manitoulin Centennial Manor

6.0 Administrators Report

11/17 MacDonald/Suite

That we approve the Administrator’s report as presented.

...carried

12/17 Orr/Rivet

That we accept the RQI report for 2016 as presented by Sylvie Clark; DOC.

7.0 Extendicare Report

13/17 MacDonald/Suite

That we approve the financial statements for the period ended January 31st, 2017 as presented by Keith Clement

...carried

14/17 MacDonald/Orr

That we accept the balanced budget for 2017 as presented.

...carried

8.0 Fundraising Update

Wendy prepared a fundraising report which was read by the Administrator.

...carried

9.0 Meeting Date

The next regular board meeting will be held on Thursday, March 16th, 2017 at 10:00 a.m.

10.0 Adjournment

15/17 Orr

That we now adjourn the meeting at 10:33 a.m.

...carried

EXTENDICARE

March 14, 2017

Ms. Michelle Bond
Manitoulin Centennial Manor
70 Robinson Street
Postal Bag 460
Little Current, Ontario
POP 1K0

Re: February 28, 2017 Financial Statements

Dear Michelle,

Enclosed is the financial statement package prepared for Centennial Manor for the month ended February 28, 2017.

The actual EBITDA for the month is in a surplus position of \$11,076, which is \$16,092 favourable to budget. On a year-to-date basis the actual EBITDA is in a surplus position of \$19,011, which is \$35,281 favourable to budget.

The current month favourable variance of \$16K is mainly attributed to the wages and benefits, \$16K in non-flow through envelope.

The year to date favourable variance of \$35K is mainly attributed to the non-flow through envelope, \$32K due to the savings in wages and benefits, \$20K and an increase in preferred accommodation, \$4K.

The current envelope status are as follows:

- The net Nursing envelope is overspent by \$50,379.
- The Program envelope is underspent by \$13,004.
- Food is underspent by \$498.

There is a total of \$36,877 net overspend in the flow through envelopes.

Please Note: A retro-active wage increase is being accrued and the current balance of \$260K will eventually need to be paid from cash on hand when a settlement is reached.

If you have any questions or comments, please do not hesitate to call.

Yours sincerely,



File
Dave Rough,
Director of Finance, Extendicare Assist

Attachments

cc: Keith Clement

Administrator's report

HOME: Manitoulin Centennial Manor			
REPORT FOR THE MONTH OF: February/March 2017			
Occupancy: (if under 97%; discussions with LHIN, etc.)			
<ul style="list-style-type: none"> ➤ 99.21% YTD ➤ CCAC waiting list of approximately 18 applicants. 			
Compliance Update and any Outstanding items:			
N/A			
Community Linkages (Ministry Initiatives ; LHIN; CCAC)			
N/A			
Risk Report:			
1. Fire Safety			
(Dates of Fire Drill)			
Days	Evening	Nights	Comments/Issues Identified at Fire Drill Debrief Meeting
February 28 th , 2017	-----	February 28 th , 2017	
2. Operational /Physical Plant issues:			
<u>DIETARY</u>			
The Food Services Supervisor has now completed the required education and will assume the role of Dietary/Support Services Manager starting in April. This will open up a full time head cook position in the dietary department.			
<u>NURSING</u>			
For the month of February we had the following shifts filled by the agency: PSW – 7 Registered Staff – 0			
<u>ENVIRONMENTAL</u>			
The Extendicare Engineer was at the home on March 14 th to assess the fire separation issue in the lower servery/lounge and a resolution has been found which will require minimal renovations. In addition, he feels that we need to budget for a new air compressor and dryer in the next year because it is approximately 22 years old and the life expectancy for this type of equipment averages about 20. The total costs will be approximately \$10,000 but it essential for our heating and ventilation system.			

8. Capital Expenditures :			
N/A			
9. R & M Expenditures			
No significant expenditures noted this month.			
10. Accounts receivables (over 90 days) – confirm that you have reviewed this report with your OC and follow up action is in progress			
No Accounts Receivable amounts over 90 days to report.			
11. Additional Information			
12. Quality Indicators – QUIP/CIHI			
Comments on Progress – Any concerns, roadblocks to meeting target			
N/A			

Ministry of the Environment and
Climate Change

Ministère de l'Environnement et de
l'Action en matière de changement
climatique



Safe Drinking Water Branch

Direction du contrôle de la qualité de
l'eau potable

Sudbury District Office
199 Larch Street
Suite 1201
Sudbury ON P3E 5P9
Tel.: 705 564-3237
Fax: 705 564-4180
Toll Free: 1 800 890 8516

Bureau du district de Sudbury
199, rue Larch
Bureau 1201
Sudbury ON P3E 5P9
Tél. : 705 564-3237
Télééc. : 705 564-4180
Sans frais : 1800 890 8516

RECEIVED
MAR 03 2017

March 3, 2017

Mr. Alton Hobbs
Clerk-Treasurer,
Corporation of the Municipality of Assiginack
156 Arthur St., Suffix B
Manitowaning, ON P0P 1N0

Dear Mr. Hobbs:

Re: Sunsite Estates Drinking Water System Inspection Report 2016-17

Please find attached the annual Sunsite Estates Treatment Plant and Distribution System inspection report for the year 2016-17. There were no issues of non-compliance identified during the current inspection period. However, in the interest of continuous improvement, a number of Best Practice Issues have been noted. Please review these issues in the section of the report entitled Summary of Best Practice Issues and Recommendations.

Please also be reminded that Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

Also, included in the appendices of the report is the Inspection Rating Record (IRR) for this drinking water system. Please ensure that the information contained in the IRR is shared with municipal council. Please further note that a copy of this inspection report has been provided to the Sudbury and District Health Unit, as per the Ministry's Drinking Water Inspection Protocol.

At this time I would like to thank the Township of Assiginack and OCWA for their cooperation during the inspection, it was much appreciated. Should you have any questions regarding the attached document, please feel free to call me at 705-564-7160.

Sincerely,



Shelley Baggio
Water Inspector
Ministry of the Environment and Climate Change
Sudbury District Office

cc: Keith Stringer, Operations Manager, OCWA Espanola Hub
Natalie Wagar, Process and Compliance Technician, OCWA Espanola Hub
Sarah Beaulieu, Process and Compliance Technician, OCWA Espanola Hub
Burgess Hawkins, Health Protection Division, Sudbury and District Health Unit



Ministry of the Environment and Climate Change

**SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM
Inspection Report**

Site Number:	220008471
Inspection Number:	1-CN5P0
Date of Inspection:	Jan 17, 2017
Inspected By:	Shelley Baggio

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APPENDICES

APPENDIX I	MUNICIPAL DRINKING WATER LICENSE DRINKING WATER WORKS PERMIT
APPENDIX II	PERMIT TO TAKE WATER
APPENDIX III	INSPECTION RATING RECORD
APPENDIX IV	KEY REFERENCE AND GUIDANCE MATERIAL

OWNER INFORMATION:

Company Name:	ASSIGINACK, THE CORPORATION OF THE TOWNSHIP OF	Unit Identifier:	
Street Number:	25		
Street Name:	SPRAGGE St		
City:	MANITOWANING		
Province:	ON	Postal Code:	P0P 1N0

CONTACT INFORMATION

Type:	Main Contact	Name:	Alton Hobbs
Phone:	(705) 859-3010	Fax:	(705) 859-3196
Email:	clerktreasurer@eastlink.ca		
Title:	Clerk-Treasurer, Municipality of Assiginack		
Type:	Operating Authority	Name:	Keith Stringer
Phone:	(705) 869-5578	Fax:	(705) 869-4374
Email:	kstringer@ocwa.com		
Title:	OCWA Espanola Hub, Operations Manager		
Type:	Operating Authority	Name:	Sarah Beaulieu
Phone:	(705) 869-5578	Fax:	(705) 869-4374
Email:	sbeaulieu@ocwa.com		
Title:	OCWA Espanola Hub, Process Compliance Technician		
Type:	Operating Authority	Name:	Natalie Wagar
Phone:	(705) 869-5578	Fax:	(705) 869-4374
Email:	nwagar@ocwa.com		
Title:	OCWA Espanola Hub, Process Compliance Technician		
Type:	Operator	Name:	Larry Harasym
Phone:	(705) 859-3302	Fax:	(705) 859-2489
Email:	lharasym@ocwa.com		
Title:	ORO/OIC		
Type:	Other - Health Unit Contact	Name:	Burgess Hawkins
Phone:	(705) 522-9200	Fax:	(705) 677-9607
Email:	hawkinsb@sdhu.com		
Title:	Sudbury & District Health Unit, Manager - Health Protection Division		

INSPECTION DETAILS:

Site Name:	SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM
Site Address:	15 MOGGY FAIRWAY SUNSITE ESTATES ON
County/District:	Assiginack
MOECC District/Area Office:	Sudbury District
Health Unit:	SUDBURY AND DISTRICT HEALTH UNIT
Conservation Authority:	
MNR Office:	Sudbury Regional Office
Category:	Small Municipal Residential

Site Number: 220008471
Inspection Type: Announced
Inspection Number: 1-CN5P0
Date of Inspection: Jan 17, 2017
Date of Previous Inspection:

COMPONENTS DESCRIPTION

Site (Name): MOE DWS Mapping
Type: DWS Mapping Point
Sub Type:

Site (Name): SOURCE WATER
Type: Source
Sub Type: Surface Water

Comments:

The Sunsite Estates Water Treatment Plant intake lies in Manitowaning Bay, just off the North Channel of Georgian Bay in Lake Huron. Raw water has been characterized as typical Lake Huron/Georgian Bay water, which is low in colour and turbidity.

The Drinking Water Works Permit indicates the intake is 185 m long, 150 mm in diameter with a flared elbow intake inside a cribbed structure. A zebra mussel chlorine injection line with chemical diffuser has been installed at the intake screen along with a raw water sampling line (25 mm in diameter). Water is gravity fed to the low lift pumping station.

A low lift pump, which maintains pressure in the header pipe feeding the membranes, and the zebra mussel control system are located in the low lift pump station. A 75mm diameter raw water line runs from the low lift station to the plant (approximately 145 metres).

Site (Name): TREATED WATER
Type: Treated Water POE
Sub Type: Treatment Facility

Comments:

The Class 2 membrane filtration water treatment plant has been operational since June 20, 2007. The system has been operated by Ontario Clean Water Agency (OCWA) since October, 2007.

Pre-treatment includes straining, addition of pH adjustment (if necessary) and addition of alum (if necessary) to enhance filtration. However, it should be noted that neither pH adjustment or the addition of alum has ever been required at this plant. Treatment includes, US Filter pressurized skid mounted membrane filtration units (2 trains, each can be isolated for maintenance), followed by pre chlorination in baffled contact cells beside the facility. GAC filters are available to be used when taste and odour are problematic, and may be installed in the future. Post chlorination injection is applied prior to distribution (if necessary). Two clear wells located adjacent to the plant provide a total storage volume of 93 cubic metres.

The membrane cleaning process involves backwash cycles using pressurized air that occur every 22 to 30 minutes. Clean in Place (CIP) cycles occur as necessary and include treatment with sodium hypochlorite which assists in removal of organics and citric acid for the removal of inorganics. Neutralization of CIP effluent occurs using "Captor" which is a calcium thiosulfate solution or caustic soda. Backwash reservoir waste and neutralized wastewater are discharged to Manitowaning Bay.

Site (Name): DISTRIBUTION
Type: Other
Sub Type: Class I

Comments:

This distribution system, which was commissioned in 1973, is a Class 1 system. The serviced population is approximately 65 permanent and seasonal residents.

This distribution system serves approximately 64 lots, 30 of which are vacant. Many of these locations are seasonal cottages. This small distribution system has two dead end locations, 2 x 2inch blowoffs and 1 x 3/4inch goose neck pipe (continuous flow). The system is constructed of PVC pipes without hydrants. No private lines are connected to the system.

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

The previous inspection for this drinking water facility was a focused inspection completed on January 20, 2016. No issues of non-compliance were identified by the 2015-16 annual inspection.

The current inspection is also a focused inspection and the review period is from January 2016 through until the January 2017. The site visit for this inspection was completed on January 17, 2017.

Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.
- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

The Municipal Drinking Water Licence (MDWL) for this plant identifies the rated capacity as 220 cubic meters per day of treated water from the treatment subsystem into the distribution system. The rated capacity was maintained well below the identified limit throughout the inspection period.

The Permit to Take Water (PTTW 7151-ABEK4P) allows for raw water taking at a maximum instantaneous flow rate of 379 Litres per minute and/or a maximum per day of 276,480 Litres. Neither of these limits were exceeded during the inspection period.

Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

Treatment Processes

- Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.

The Sunsite Estates WTP uses a process that includes membrane filtration followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits. The following table summarizes the required log removal/inactivation and the credits assigned to each stage of the treatment process, as per the information provided in the Municipal Drinking Water Licence. At this plant, a minimum 0.5-log removal of Giardia must be achieved through chemical disinfection:

EQUIPMENT	LOG REMOVAL CREDITS		
	CRYPTO	GIARDIA	VIRUSES
Membrane Filtration	2.0	3.0	0
Chlorination	0	0.5	4.0+
DESIGN TOTALS	2.0	3.5	4.0+
REQUIRED	2.0	3.0	4.0

MEMBRANE FILTRATION:

In order to apply the above noted removal credits for the membrane filtration portion of the treatment process, the following criteria must be met at all times:

- maintain effective backwash procedures;
- monitor the integrity of the membranes by continuous particle counting or equivalent means (i.e. pressure decay measurements);
- continuously monitor filtrate turbidity; and,
- meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month.

To ensure the above criteria is met at all times, the filters are set to run backwash cycles and membrane integrity tests on pre-set schedules. Also, pressure decay tests are run every 24 hours. The effluent from each of the filters is continuously monitored for turbidity and the filter efficiency reports for each month of the inspection period confirmed that the effluent met the required criterion.

CHLORINATION:

The CT concept uses a combination of disinfection residual concentration and the effective disinfection contact time in quantifying the capacity of a chemical disinfection system in providing pathogen inactivation. Using this concept involves the determination of CT values required during variable operating conditions (i.e. flow, temperature, pH) and ensuring that the disinfection process achieves the required value at all times. At this plant, the chemical disinfection component of the treatment process must account for at least 0.5-log inactivation of Giardia and 4-log inactivation of viruses. To ensure the required log inactivation is achieved, it has been determined that the minimum chlorine residual required at this plant is 0.80 mg/L. A standard operating procedure (SOP) has been developed for this facility that requires a CT calculation to be completed and recorded any time the chlorine levels leaving the clearwell are 0.80 mg/L, or less.

No concerns were identified with regards to the drinking water system achieving the required CT for the inactivation of both Giardia and viruses during the inspection period.

Treatment Processes

- Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

Treatment Process Monitoring

- Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.
- Continuous monitoring of each filter effluent line was being performed for turbidity.
- The secondary disinfectant residual was measured as required for the distribution system.
- Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.
- All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.

The continuous on-line chlorine analyzer used to measure the chlorine residual at the location where the intended CT has been achieved, and the filter effluent turbidimeters are equipped with the necessary alarms. If the chlorine residual measured on the continuous analyzer drops to 0.80 mg/L, an alarm will be activated and the plant is programmed to shut down.

For filtrate turbidity, if a measurement of 0.2 NTU or greater is recorded, an alarm is activated and the plant is programmed to shut down. All alarms are configured to auto-dial the operator on-call.

- Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.
- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

The calibration and maintenance of analyzers is part of the electronic maintenance management system. Work orders are generated on pre-set schedules, which are based on manufacturer recommendations, applicable regulations and/or other OCWA standard operating procedures.

Operations Manuals

- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Although the operations manual is readily available and generally meets the noted requirements, it has not been updated for a number of years. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information regarding the operation of the

Operations Manuals

drinking water system. Further, any outdated manuals and/or documents that are no longer valid should be discarded.

Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Security

- **The owner had provided security measures to protect components of the drinking water system.**

The water treatment plant remains locked at all times and an operator regularly visits the site. It was indicated that there is an intrusion alarm at the plant, but it is not connected to the auto-dialer and is not regularly used. It is recommended that the operators start using the intrusion alarm and that it is connected for remote notification if an incident occurs.

Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

OCWA employs a number of operators out of the Espanola Office that are appropriately licenced to act as the Overall Responsible Operator (ORO). The ORO is identified in the logbook daily and is usually the operator that is on-call for the week.

- **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**

The operator in charge (OIC) is identified in the logbook and is normally the operator on-site performing the operational duties.

- **Only certified operators made adjustments to the treatment equipment.**

Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples prescribed by legislation were being met.**

Small municipal residential drinking water systems are required to collect one sample from the distribution system every two weeks and test for E. coli, total coliforms and heterotrophic plate count (HPC). During the current inspection period the sample collection and testing was completed as required.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Small municipal residential drinking water systems are required to collect a treated water sample every 60 months and test for the inorganic parameters set out in Schedule 23 or O. Reg. 170/03. This sampling was last completed on January 15, 2015 and all results were below the limits identified by the Ontario Drinking Water Quality Standards (ODWQS).

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Small municipal residential drinking water systems are required to collect a treated water sample every 60 months and test for the organic parameters set out in Schedule 24 or O. Reg. 170/03. This sampling was last completed on

Water Quality Monitoring

January 15, 2015 and all results were below the limits identified by the ODWQS.

- **All trihalomethanes water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

One sample is required to be collected from the distribution system every three months and tested for trihalomethanes (THMs). During the inspection period the following sample results were received:

January 12, 2016 - 38 ug/L
April 11, 2016 - 34 ug/L
July 11, 2016 - 76 ug/L
October 3, 2015 - 55 ug/L

The running average, based on the last four sample results, is 50.75 ug/L. This result is below the ODWQS running average limit of 100 ug/L.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

A sample from the treated water was collected every three months and tested for nitrate and nitrite, as required. All results were well below the limits defined by the ODWQS.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

A treated water sample is required to be collected every 60 months and tested for sodium. The last sample was collected on January 7, 2014, with a result of 6.91 mg/L.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

A treated water sample is required to be collected every 60 months and tested for fluoride. The last sample was collected on January 7, 2014, with a result of 0.08 mg/L.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**

Condition 4.4 of Schedule C of the MDWL requires that a composite sample be collected at the discharge of the Waste Residual Management System and tested for total suspended solids (TSS) on a quarterly basis. The average concentration of the TSS must not exceed 25 mg/L. During the current inspection period, the following results were received:

January 12, 2016 - <2 mg/L
April 11, 2016 - <2 mg/L
July 11, 2016 - 3 mg/L
October 3, 2015 - <3 mg/L

The average concentration for 2016 was <2.5 mg/L.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the**

Water Quality Assessment

values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

Reporting & Corrective Actions

- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

Notification of an alarm is sent to the on-call operator. When an operator is called out to respond to an alarm, the response, actions taken and other relevant information is documented in the logbook. A review of the logbook and the Workorder Summary report confirmed that the operators are responding to alarms within a reasonable timeframe. No concerns were identified with respect to this issue.

Other Inspection Findings

- The following issues were also noted during the inspection:

1. As noted previously in this inspection report, although the operations manual is readily available and generally meets the noted requirements, it has not been updated for a number of years. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information regarding the operation of the drinking water system. Further, any outdated manuals and/or documents that are no longer valid should be discarded.

2. The treated water line that supplies the treated water into the distribution system is made of PVC with numerous glued fittings. As the pipe ages, some of the joints will begin to leak and there is a possibility of pipe failure (i.e. cracks and breaks). At present there is no way to by-pass the main treated water pipe to continuously supply water to the distribution system should the treated water line require repairs, or should the pipe sustain significant damage. Therefore, it is recommended that the owner and their operating authority review options to address such a situation and develop a contingency plan to specifically address a potential compromise of the treated water line within the plant.

3. During a review and comparison of different data sets provided by OCWA, a number of discrepancies were identified. This is a significant issue as it is expected and required that all data provided during an inspection is current, correct and reliable. An explanation must be provided to explain the discrepancies in the data sets and, the issue must be resolved. Should OCWA continue to submit problematic data, the Ministry may take further enforcement action.

4. As noted in previous inspections, the membrane filtration technology used in the Sunsite Estates plant has become obsolete and the type of membranes used are no longer manufactured. The Township of Assiginack has addressed the short term implications of this issue and has purchased all available replacement filters.

The purchase of the replacement filters will allow the plant to continue operating for a number of years. However, it should be viewed as an interim solution. The long term operation of the treatment system remains a concern and the Township of Assiginack is strongly urged to plan, both operationally and financially, for the ultimate replacement/retrofit of the membrane technology in the plant.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The following issues were also noted during the inspection:

1. As noted previously in this inspection report, although the operations manual is readily available and generally meets the noted requirements, it has not been updated for a number of years.
2. The treated water line that supplies the treated water into the distribution system is made of PVC with numerous glued fittings. As the pipe ages, some of the joints will begin to leak and there is a possibility of pipe failure (i.e. cracks and breaks). At present there is no way to by-pass the main treated water pipe to continuously supply water to the distribution system should the treated water line require repairs, or should the pipe sustain significant damage.
3. During a review and comparison of different data sets provided by OCWA, a number of discrepancies were identified. This is a significant issue as it is expected and required that all data provided during an inspection is current, correct and reliable.
4. As noted in previous inspections, the membrane filtration technology used in the Sunsite Estates plant has become obsolete and the type of membranes used are no longer manufactured. The Township of Assiginack has addressed the short term implications of this issue and has purchased all available replacement filters.

Recommendation:

1. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information regarding the operation of the drinking water system. Further, any outdated manuals and/or documents that are no longer valid should be discarded.
2. It is recommended that the owner and their operating authority review options to address such a situation and develop a contingency plan to specifically address a potential compromise of the treated water line within the plant.
3. An explanation must be provided to explain the discrepancies in the data sets and, the issue must be resolved. Should OCWA continue to submit problematic data, the Ministry may take further enforcement action.
4. The purchase of the replacement filters will allow the plant to continue operating for a number of years. However, it should be viewed as an interim solution. The long term operation of the treatment system remains a concern and the Township of Assiginack is strongly urged to plan, both operationally and financially, for the ultimate replacement/retrofit of the membrane technology in the plant.

SIGNATURES

Inspected By:

Shelley Baggio

Signature: (Provincial Officer)



Reviewed & Approved By:

Marnie Managhan

Signature: (Supervisor)



Review & Approval Date:

March 3/17

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

Date : 06/03/2017
Time : 10:48:28 AM

The Township of Assiginack

Page: 1

ayment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
026461		06/03/2017	03/06COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
026462		06/03/2017	03/06COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
026463		06/03/2017	03/06COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
026464		06/03/2017	03/06COMB	133	BOND, FREDA	OUTSTANDING	Cheque
026465		06/03/2017	03/06COMB	158	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
71		06/03/2017	03/06COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
72		06/03/2017	03/06COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
73		06/03/2017	03/06COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
74		06/03/2017	03/06COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
75		06/03/2017	03/06COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
76		06/03/2017	03/06COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
77		06/03/2017	03/06COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
78		06/03/2017	03/06COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
79		06/03/2017	03/06COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
80		06/03/2017	03/06COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
81		06/03/2017	03/06COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
82		06/03/2017	03/06COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
83		06/03/2017	03/06COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
84		06/03/2017	03/06COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
85		06/03/2017	03/06COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
86		06/03/2017	03/06COMB	322	OBRIEN, JOSEPH	OUTSTANDING	Direct Deposit
87		06/03/2017	03/06COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Total : \$18,259.49

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:** **From:** **To:**
 Vendor ID First Last Chequebook ID First Last Last
 Vendor Name First Last Cheque Number 0026466 0026507
 Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0026466	Date:	06/03/2017	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$670.92
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InvNo:	626627	InvDesc:	arena-propane	InvAmt:	\$54.23
InvNo:	626805	InvDesc:	arena-propane	InvAmt:	\$54.23
InvNo:	627809	InvDesc:	arena-propane	InvAmt:	\$108.46
InvNo:	628884	InvDesc:	def fluid	InvAmt:	\$6.10
InvNo:	628447	InvDesc:	motor treatment	InvAmt:	\$9.37
InvNo:	628286	InvDesc:	ww fluid	InvAmt:	\$28.84
InvNo:	255993	InvDesc:	30 oil	InvAmt:	\$24.14
InvNo:	627861	InvDesc:	trailer connector	InvAmt:	\$3.73
InvNo:	627846	InvDesc:	flood light-lighter	InvAmt:	\$177.34
InvNo:	626741	InvDesc:	8" led light #7	InvAmt:	\$133.52
InvNo:	626578	InvDesc:	light socket/washer fluid	InvAmt:	\$18.39
InvNo:	255753	InvDesc:	suction gun	InvAmt:	\$22.59
InvNo:	627423	InvDesc:	coffee	InvAmt:	\$29.98

ChqNo:	0026467	Date:	06/03/2017	Vendor:	BENSON AUTO PARTS	Amount:	\$97.12
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InvNo:	21274912	InvDesc:	pump	InvAmt:	\$97.12
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ChqNo:	0026468	Date:	06/03/2017	Vendor:	CAMBRIAN TRUCK CENTRE INC.	Amount:	\$1,388.15
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InvNo:	SLW71570	InvDesc:	comp disc #7	InvAmt:	\$279.96
InvNo:	SLCS619001	InvDesc:	compressor line/intake sensor7	InvAmt:	\$1,108.19

ChqNo:	0026469	Date:	06/03/2017	Vendor:	CEDAR CHALET	Amount:	\$49.72
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InvNo:	01-17	InvDesc:	coffee/juice re:kels/matt cel.	InvAmt:	\$49.72
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ChqNo:	0026470	Date:	06/03/2017	Vendor:	CITY OF GREATER SUDBURY	Amount:	\$787.77
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InvNo:	00074711	InvDesc:	jan recycl.	InvAmt:	\$787.77
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ChqNo:	0026471	Date:	06/03/2017	Vendor:	COMPUTREK	Amount:	\$630.21
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InvNo:	14505	InvDesc:	march remote server mgmt	InvAmt:	\$289.85
InvNo:	14569	InvDesc:	feb it reconc	InvAmt:	\$141.25
InvNo:	14570	InvDesc:	feb offsite backup storage	InvAmt:	\$199.11

ChqNo:	0026472	Date:	06/03/2017	Vendor:	COOPER & SONS PLUMBING	Amount:	\$141.25
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InvNo:	6490	InvDesc:	po/bmo-toilet repair	InvAmt:	\$141.25
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ChqNo:	0026473	Date:	06/03/2017	Vendor:	C. PEARSON & SON EXCAVATION & HAULAGE	Amount:	\$4,422.37
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InvNo:	3742	InvDesc:		InvAmt:	\$4,422.37
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The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	0026474	Date:	06/03/2017	Vendor:	FALCON COMMUNICATIONS LTD.	Amount:	\$846.37
InvNo:	4459	InvDesc:	radio/new truck #2	InvAmt:	\$846.37		
ChqNo:	0026475	Date:	06/03/2017	Vendor:	FLAGS UNLIMITED	Amount:	\$1,993.56
InvNo:	238505	InvDesc:	canada 150 street banners	InvAmt:	\$1,993.56		
ChqNo:	0026476	Date:	06/03/2017	Vendor:	GERRY STRONG	Amount:	\$615.40
InvNo:	MAR 6 2017	InvDesc:	bdg insp/planning mileage	InvAmt:	\$615.40		
ChqNo:	0026477	Date:	06/03/2017	Vendor:	H & R NOBLE CONSTRUCTION	Amount:	\$813.60
InvNo:	35697	InvDesc:	snow removal	InvAmt:	\$813.60		
ChqNo:	0026478	Date:	06/03/2017	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$7,463.72
InvNo:	FEB 24 2017	InvDesc:	pw-microfit	InvAmt:	\$6.10		
InvNo:	FEB 17 2017 ARENA	InvDesc:	arena	InvAmt:	\$1,582.61		
InvNo:	FEB 17 2017 TENNIS	InvDesc:	tennis courts	InvAmt:	\$31.74		
InvNo:	FEB 17 2017 SS WTP	InvDesc:	ss wtp	InvAmt:	\$1,394.26		
InvNo:	FEB 17 2017 SHOWERS	InvDesc:	marina showerhouse	InvAmt:	\$39.94		
InvNo:	FEB 17 2017 INFO BTH	InvDesc:	info booth	InvAmt:	\$34.05		
InvNo:	FEB 17 2017 LIB	InvDesc:	lib bldg	InvAmt:	\$504.84		
InvNo:	FEB 17 2016 DOCKS	InvDesc:	marina docks	InvAmt:	\$80.91		
InvNo:	FEB 17 2017 LITES	InvDesc:	street lites	InvAmt:	\$655.06		
InvNo:	FEB 17 2017 PO/BNK	InvDesc:	po/bnk	InvAmt:	\$687.67		
InvNo:	FEB 27 2017 LAGOON	InvDesc:	lagoon	InvAmt:	\$2,446.54		
ChqNo:	0026479	Date:	06/03/2017	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$244.35
InvNo:	0102908	InvDesc:	po/bank-ice melter	InvAmt:	\$44.04		
InvNo:	0103200	InvDesc:	po/bank-cleaners	InvAmt:	\$28.83		
InvNo:	0103427	InvDesc:	arena-toilet tnk valve	InvAmt:	\$20.33		
InvNo:	0103569	InvDesc:	med clinic-toilet valve	InvAmt:	\$23.71		
InvNo:	0103605	InvDesc:	med clinic-toilet flappers	InvAmt:	\$14.11		
InvNo:	0103552	InvDesc:	keys cut	InvAmt:	\$15.50		
InvNo:	0102953	InvDesc:	ext cord/mouse traps	InvAmt:	\$97.83		
ChqNo:	0026480	Date:	06/03/2017	Vendor:	MANITOULIN-SUBSBURY DISTRICT SOCIAL SERVIC	Amount:	\$31,128.50
InvNo:	INV000014581	InvDesc:	march amb/social assist	InvAmt:	\$31,128.50		
ChqNo:	0026481	Date:	06/03/2017	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$307.83
InvNo:	92845	InvDesc:	advertising	InvAmt:	\$151.62		
InvNo:	92843	InvDesc:	advertising	InvAmt:	\$156.21		
ChqNo:	0026482	Date:	06/03/2017	Vendor:	MANITOWANING FRESHMART	Amount:	\$28.94

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 00290510	InvDesc: pec-supplies	InvAmt: \$11.19
InvNo: 00289669	InvDesc: admin-water refill	InvAmt: \$3.99
InvNo: 00289142	InvDesc: pec-supplies	InvAmt: \$3.29
InvNo: 00286434	InvDesc: pw-cream/whitener	InvAmt: \$10.47

ChqNo: 0026483	Date: 06/03/2017	Vendor: MANITOULIN FUELS	Amount: \$222.33
InvNo: 144521	InvDesc: barrel/def fluid	InvAmt: \$222.33	

ChqNo: 0026484	Date: 06/03/2017	Vendor: MINISTER OF FINANCE	Amount: \$22,926.00
InvNo: 1627027046	InvDesc: Jan policing costs	InvAmt: \$23,294.00	

ChqNo: 0026485	Date: 06/03/2017	Vendor: MINISTER OF FINANCE	Amount: \$1,031.09
InvNo: FEB 2017	InvDesc: feb eht remittance	InvAmt: \$1,031.09	

ChqNo: 0026486	Date: 06/03/2017	Vendor: MSC INDUSTRIAL SUPPLY ULC	Amount: \$102.48
InvNo: 9060069001	InvDesc: grease/bolts	InvAmt: \$102.48	

ChqNo: 0026487	Date: 06/03/2017	Vendor: NEW NORTH FUELS INC	Amount: \$1,638.33
InvNo: 403250	InvDesc: pw-diesel	InvAmt: \$1,638.33	

ChqNo: 0026488	Date: 06/03/2017	Vendor: NORTH EASTERN MANITOULIN & THE ISLANDS	Amount: \$29,803.00
InvNo: IVC0005799	InvDesc: 2017 share of airport	InvAmt: \$29,803.00	

ChqNo: 0026489	Date: 06/03/2017	Vendor: NORTHERN 911	Amount: \$461.87
InvNo: 21216-03012017	InvDesc: fd-feb/mar dispatch service	InvAmt: \$461.87	

ChqNo: 0026490	Date: 06/03/2017	Vendor: OMERS	Amount: \$8,003.18
InvNo: FEB 2017	InvDesc: feb omers remittance	InvAmt: \$8,003.18	

ChqNo: 0026491	Date: 06/03/2017	Vendor: ONTARIO CLEAN WATER AGENCY	Amount: \$2,712.00
InvNo: INV000092608	InvDesc: mtg lagoon aeration	InvAmt: \$2,712.00	

ChqNo: 0026492	Date: 06/03/2017	Vendor: PUROLATOR COURIER	Amount: \$115.25
InvNo: 433860073	InvDesc: freight	InvAmt: \$115.25	

ChqNo: 0026493	Date: 06/03/2017	Vendor: RALF ISLAND TRUCK PARTS	Amount: \$137.61
InvNo: 1379	InvDesc: led light	InvAmt: \$137.61	

ChqNo: 0026494	Date: 06/03/2017	Vendor: RECEIVER GENERAL	Amount: \$15,896.70
InvNo: FEB 2017	InvDesc: feb source deductions	InvAmt: \$15,896.70	

ChqNo: 0026495	Date: 06/03/2017	Vendor: REGIONAL SPRING SERVICE	Amount: \$24.69
InvNo: 402294	InvDesc: bearing	InvAmt: \$24.69	

ChqNo: 0026496	Date: 06/03/2017	Vendor: ROBERT MACDONALD	Amount: \$25.88
InvNo: 543154-1	InvDesc: pw-meal reimbursement (sudbury)	InvAmt: \$25.88	

ChqNo: 0026497	Date: 06/03/2017	Vendor: STRONGCO LIMITED PARTNERSHIP	Amount: \$3,906.92
InvNo: 90359994	InvDesc: repair pinion seal (loader)	InvAmt: \$867.56	
InvNo: 90359992	InvDesc: blades/plow bolts	InvAmt: \$607.34	
InvNo: 90361355	InvDesc: shoes&cutting edges	InvAmt: \$1,250.06	
InvNo: 90359993	InvDesc: repair temp sensor/breaker #9	InvAmt: \$1,181.96	

ChqNo: 0026498	Date: 06/03/2017	Vendor: SUPERIOR PROPANE INC	Amount: \$2,702.04
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The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 14841492 InvDesc: pw-propane InvAmt: 52,702.09

ChqNo:	0026499	Date:	06/03/2017	Vendor:	TECHNICAL STANDARDS & SAFETY AUTHORITY	Amount:	\$435.05
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InvNo: 2968683 InvDesc: arena-inspection InvAmt: 5435.05

ChqNo:	0026500	Date:	06/03/2017	Vendor:	ROBERT R CRANSTON	Amount:	\$3,729.00
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InvNo: DEC 30 2016 InvDesc: seniors prk-top soil InvAmt: 53,729.00

ChqNo:	0026501	Date:	06/03/2017	Vendor:	ISLAND ANIMAL HOSPITAL	Amount:	\$200.00
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InvNo: RES#40-03-17 InvDesc: 2017 donation InvAmt: 5200.00

ChqNo:	0026502	Date:	06/03/2017	Vendor:	THOMPSON ELECTRIC	Amount:	\$1,736.25
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InvNo: 4847 InvDesc: arena-relamp 3/rewire 1 fixtur InvAmt: 5394.94

InvNo: 4848 InvDesc: replace shop lights to led InvAmt: 51,341.31

ChqNo:	0026503	Date:	06/03/2017	Vendor:	TRACKS & WHEELS	Amount:	\$502.30
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InvNo: P13951 InvDesc: seal/axle fluid/cover(loader) InvAmt: 5502.30

ChqNo:	0026504	Date:	06/03/2017	Vendor:	WILLIAM BECK	Amount:	\$1,023.49
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InvNo: 641316181 InvDesc: lib bldg-surveillance system InvAmt: 51,023.49

ChqNo:	0026505	Date:	06/03/2017	Vendor:	WINDOWS UNLIMITED	Amount:	\$389.85
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InvNo: 296128 InvDesc: med bldg-cut/clean up willow InvAmt: 5305.10

InvNo: 296127 InvDesc: med bldg-toilet repairs InvAmt: 584.75

ChqNo:	0026506	Date:	06/03/2017	Vendor:	WORKPLACE SAFETY & INSURANCE BOARD	Amount:	\$1,684.24
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InvNo: FEB 2017 InvDesc: feb wsib remittance InvAmt: 51,684.24

ChqNo:	0026507	Date:	06/03/2017	Vendor:	XEROX CANADA LTD.	Amount:	\$208.20
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InvNo: F50485910 InvDesc: monthly copier InvAmt: 5208.20

*** End of Report ***

Report Total:

\$151,247.58



Sudbury & District

Health Unit

Service de
santé publique

Make it a
Healthy
Day!

Visez Santé
dès
aujourd'hui!

Sudbury
1300 rue Paris Street
Sudbury ON P3E 3A3
☎ : 705.522.9200
☎ : 705.522.5182

Rainbow Centre
40 rue Elm Street
Unit / Unité 109
Sudbury ON P3C 1S8
☎ : 705.522.9200
☎ : 705.677.9611

Chapleau
101 rue Pine Street E
Box / Boîte 485
Chapleau ON P0M 1K0
☎ : 705.860.9200
☎ : 705.864.0820

Espanola
800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
☎ : 705.222.9202
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Mindemoya ON P0P 1S0
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March 3, 2017

RECEIVED
MAR 08 2017

Ms. Bonnie J. Bailey
The Corporation of the Township of Burpee & Mills
8 Bailey Line Road
Evansville, ON P0P 1E0

Dear Ms. Bailey:

Pursuant to s.284(3) of the Ontario Municipal Act the Sudbury & District Health Unit is required to provide to the municipality an itemized statement of the remuneration and expenses paid in the previous year to each member of council in respect of their services as a member of the Board of Health for the Sudbury & District Health Unit.

Mr. Ken Noland, appointed by the Municipal Councils of the Townships of Burpee & Mills, Central Manitoulin, Assiginack, Tehkummah and Cockburn Island, the Towns of Gore Bay and Northeastern Manitoulin and the Islands, the Municipalities of Barrie Island, Gordon, Billings served on the Board of Health for the period of January 1, 2016 to December 31, 2016 and the following remuneration and expenses were paid to Mr. Noland during this period.

	Annual Remuneration	Expenses	Total Annual Remuneration
Mr. Ken Noland	\$0	\$1,568.00	\$1,568.00

If you have questions regarding the information provided, please feel free to contact me.

Sincerely,

France Quirion, B.A., M.B.A.
Director, Corporate Services

FQ:lg

cc: Township of Central Manitoulin, Township of Assiginack, Township of Tehkummah, Township of Cockburn Island, Town of Gore Bay, Town of Northeastern Manitoulin and the Islands, Municipality of Barrie Island, Municipality of Gordon, Municipality of Billings

An Accredited Teaching Health Unit
Centre agréé d'enseignement en santé

Ministry of Education

Minister

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Ministre

Édlfice Mowat
Queen's Park
Toronto ON M7A 1L2



Ontario

March 6, 2017

Dear Colleagues,

It will come as no surprise that, over the past several months, our government has been hearing from many parts of Ontario about the impacts of recent pupil accommodation reviews, particularly in Ontario's rural and remote communities. Our government supports and values all communities in Ontario, and our school boards and municipalities must make every effort to work together to ultimately support positive experiences for our students and the communities they live in.

As you know, school closures and consolidations are among the most difficult decisions that school boards have to make. This is especially true in our rural and remote communities. Ontario entrusts school boards with the responsibility to review their school accommodation needs and for ensuring that student achievement and well-being are supported by all accommodation decisions that are made.

However, we also know that some parts of Ontario face demographic challenges, while others are seeing considerable growth. We want to assure all of our community partners that our government is committed to finding solutions to meet both local needs and the educational needs of Ontario's students.

Starting this spring, our government will launch an engagement on new approaches to supporting education in rural and remote communities. Three Parliamentary Assistants, MPPs Granville Anderson, Grant Crack, and Lou Rinaldi, will gather feedback on how our province can further strengthen the future of rural education. We are also pleased to provide you with an update on how our government will further support local decision-making and complete communities moving forward.

Pursuing Joint-Use Opportunities between School Boards

Communities and the province expect Ontario's four school systems to maximize the opportunities of co-location. Prior to commencing with student accommodation changes through closures, it is our government's strong preference that school boards fully explore joint accommodation arrangements with coterminous boards, particularly to maintain a school presence in a rural or isolated community. Of the 4,900 schools in Ontario, only 37 are currently joint-use arrangements in which pupils from one or more boards share a facility.

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In July 2013, prior to the launch of the Ministry of Education's 2014 Capital Priorities program, the Ministry stated a preference for these joint-use projects, committing to review these proposals before any others. Additionally, the Ministry of Education has committed \$600,000 to assist school boards in pursuing joint-use school opportunities between school boards. This funding is being allocated to support school boards with facilitation and joint planning towards the potential development of joint-use school proposals, as well as on studies being commissioned by the Ministry of Education to highlight joint-use experiences and develop a joint-use school toolkit that can be used to assist school boards in developing joint-use schools.

Moving forward, the Ministry of Education will be reviewing all capital proposals submitted by school boards for ministry funding for new schools, additions or consolidation projects to ensure joint-use opportunities between boards have been fully explored before funding is granted.

Importance of School Board and Municipal Partnerships

We have recently had the pleasure of speaking with many of our municipal and school board partners. These conversations have highlighted many positive examples of collaboration and joint local planning between school boards and municipalities. But we have also heard about potential inconsistencies and difficulties in current community collaboration, including instances where municipalities and communities have not felt meaningfully engaged in pupil accommodation reviews. These difficulties can arise for many reasons, but we would like to remind school boards and municipalities of the tools we have provided to facilitate an effective process and provincial expectations with respect to engagement by involved parties:

- **Annual Community Consultation:** Reforms to Ontario's *Planning Act* and *Development Charges Act* were made in 2015 to help create more complete communities and to provide citizens a greater, more meaningful say in how their neighbourhoods grow. The Ministry of Education's *Community Planning and Partnerships Guideline* was also introduced in 2015 to ensure that each school board hosted at least one meeting each year to discuss their capital plans and opportunities for joint planning and facility partnerships with relevant communities and stakeholders. We have heard from some boards that these meetings are not well attended, and from some communities that they were not aware of them. It is imperative that these meetings involve all relevant stakeholders, and facilitate real dialogue between boards and the involved communities. Further, board policies must reflect this guideline prior to the commencement of new accommodation reviews. To be effective, these meetings require community engagement and attendance and a spirit of real partnership from all parties.

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- **Pupil Accommodation Review Guideline:** Updates to the Pupil Accommodation review guideline in 2015 were introduced following consultations with school boards, municipalities and other community partners to enable a more effective review process. This included a new requirement that impacted municipalities and community partners are consulted regarding the potential accommodation changes. It is our expectation that this is a meaningful engagement from both boards and municipalities, and that full input and feedback from the municipalities, including local economic and community impacts where relevant are reflected in the final staff report and advice to trustees. The new process also requires boards to put forward concrete proposals in the form of initial staff recommendations. These should not be interpreted as pre-determined outcomes, but rather as a means to ensure focused engagement.

Our government expects school boards and communities to be making active and continual efforts to facilitate positive, inclusive relationships with each-other.

The changes made in 2015 to the Pupil Accommodation Review Guideline also changed the minimum requirement for the school information profiles shared at the commencement of an accommodation review to no longer require information outlining the value of the school to the local economy. This change was made to reflect input from school boards that this information was not readily available or in their area of expertise and could be better reflected in the input from municipal and community partners.

While accommodation decisions must support student achievement and well-being as a primary goal, this change was not intended to discount the importance of engagement with communities to understand the impact of accommodation changes or to disallow boards from considering the impacts on communities and local economies from their final reports or deliberations.

Going forward, our government will be considering how community impact could be included in the pupil accommodation process, included with anticipated impacts on student achievement, transportation and outcomes. We will work with municipalities and school boards to explore how the government can best support this type of analysis in the pupil accommodation review process.

Enabling Community Hubs in Schools

Through the Premier's special advisor Karen Pitre, our government has been considering how we can use public property in a manner that takes into account the best interests of local communities. A community hub can be a school, neighbourhood centre or other public space that offers co-ordinated services such as education, early years support, health care and social services.

Many schools have some space that is or could be used by community organizations through lease or other arrangements when the space is not required for school use. The province has encouraged school boards to work with local communities and in 2015 released the Ministry of Education's Community Planning Partnership Guideline to help facilitate these opportunities.

We have also made a number of investments to support this goal, including:

- **Capital Funding for Community Hub School Retrofits:** The Ministry of Education announced \$50 million in November 2016 to support retrofits of available school space for use by new community partners, or improve accessibility for schools to enable community use.
- **Capital Funding for Community Replacement Space:** In the event that an original school location that housed community partnerships is closed or sold, capital funding will be available for replacement space for eligible community partners in new schools, additions or retrofits to existing schools. Details regarding eligibility for this new program will be announced ahead of the Ministry of Education's 2017 Capital Priorities program request for submissions.

Surplus schools have also been identified as potential community hubs in some communities, and our government is serious about taking the next steps on this strategy:

- **New Rules for Disposition or Lease of Surplus Property:** Changes to O. Reg. 444/98 doubled the current minimum surplus school circulation period from 90 to 180 days, and expanded the list of organizations that can place an offer before surplus school property is placed on the open market. This is intended to enable potential community hub projects to reuse surplus school properties where there is a viable business plan and identified partnerships necessary to develop a community hub
- **Disposition of Surplus School Board property:** In 2017-18, we will also be proceeding with the recommendation in the Community Hubs Strategic Framework and Action Plan to consider supporting the sale of surplus schools at less than fair market value, where there is a provincial interest to enable viable community hubs, while keeping school boards whole.
- **Community Hubs Summit:** We are also pleased to announce that the Ontario Community Hubs Summit will be held from May 1-3, 2017, which will feature keynote speakers, hands-on workshops and opportunities to interact with and learn from others.

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Recognizing that planning for strategic partnerships cannot be developed quickly or easily, in instances where communities and school boards see innovative solutions to local needs with opportunities for potential community hubs in school properties involved in accommodation reviews, we are requesting that school boards and municipalities with opportunities advise the Ministry of Education's Capital Policy and Programs Branch and the Ministry of Infrastructure's Community Hubs Division at community.hubs@ontario.ca preferably before the Community Hubs Summit. We will endeavor to work with the partners to ensure that these opportunities are considered within existing resources. In some cases, this could include providing facilitation services that would help community organizations, municipalities, and school boards develop their proposals for community hubs.

Enhancing Education in Rural and Remote Communities

Ontario's rural and remote communities have been impacted by a diversity of socio-economic trends. We also know that the future will not look like the past. For our rural communities to thrive, our government knows that students must be supported by high-quality education, strong local community programming, and innovative local economic strategies. That's why we've taken the following actions to support our rural and remote schools:

- **Supporting Broadband Expansion:** Our government is moving forward with its commitment in the 2016 Ontario Budget to provide secure, affordable broadband access to all of Ontario's students and educators, especially in northern and remote parts of Ontario, to enable equitable access to rich and innovative learning opportunities.
- **Supporting E-Learning Opportunities:** Our government provides secure access to the provincial Virtual Learning Environment which supports delivery of eLearning courses that otherwise might not be available close to a student's home. Additionally, we are investing over \$6 million for distance learning delivery by the Independent Learning Centre of TVO that helps students from a variety of backgrounds gain necessary education credentials. Together these support equitable and timely access to credit courses.
- **Remote & Rural Funding Support for School Boards:** We have made the education funding formula less dependent on enrolment. Since 2012-13, annual GSN funding for rural boards has increased by nearly \$200 million or 5.7 per cent. In addition, we have made the following changes the funding formula to meet the unique needs of rural and remote communities:
 - Increased funding to support the higher cost of purchasing goods and services for small and rural school boards;

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- Investments in top-up supports for rural schools to fund the heating, lighting and maintenance costs of excess spaces in schools that are a considerable distance from the next closest school;
- Introduced new factors that reflect distance and dispersion of schools in the distribution of special education funding;
- Funding for additional principals in schools that combine elementary and secondary students, depending on enrolment levels; and
- Funding to support a minimum number of teachers and early childhood educators for remote schools with small enrolment.

It is our hope that our engagement this coming spring will allow us to highlight further opportunities that will proactively enhance the quality and delivery of education in rural and remote communities in Ontario. We will work with our partners to finalize the details of this engagement process and share these in the coming weeks.

Conclusion

There are a number of initiatives across government that are working to ensure that we have complete communities – whether they are urban, rural, northern or remote. Each community has different needs and together we need to make sure we are working together.

We welcome your thoughts and suggestions as we continue to evolve to meet the changing demographics and needs of our communities.

Sincerely,

[Original Signed by]

Hon. Mitzie Hunter

[Original Signed by]

Hon. Bob Chiarelli

cc: Hon. Bill Mauro, Ontario Ministry of Municipal Affairs
Hon. Jeff Leal, Ontario Ministry of Agriculture Food and Rural Affairs
Association of Municipalities of Ontario
Rural Ontario Municipal Association
Ontario Catholic School Trustees' Association (OCSTA)
Ontario Public School Boards' Association (OPSBA)
L'Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO),
L'Association franco-ontarienne des conseils scolaires catholiques (AFOCSC);



Alton Hobbs

From: AMO Communications <communicate@amo.on.ca>
Sent: March-08-17 4:04 PM
To: clerktreasurer@eastlink.ca
Subject: AMO Policy Update - Highlights of Bill 68: Modernizing Municipal Legislation

March 8, 2017

Highlights of Bill 68 – Modernizing Municipal Legislation

Proposed Changes to *Municipal Act (MA)*, *Municipal Conflict of Interest Act (MCIA)*, *Municipal Elections Act (MEA)* and several other Acts.

Bill 68 Status:

With the legislature back in session, the House debate on the Bill has resumed. Timing for the Standing Committee hearing could be this month, earlier than previously anticipated. AMO will complete its request for amendments shortly. Some proposed changes are welcome and others are problematic from a policy or implementation lens. We will be asking legislators to make certain that any changes are clear, fair, and do not generate unintended consequences.

Bill 68 Content: Some highlights follow:

Proposed Integrity Commissioner (IC) Regime:

The most significant proposal is to the authority and related provisions of a new and greatly expanded municipal Integrity Commissioner (IC) regime. It is to apply to all municipal councils and local boards in Ontario. This part of the Bill provides the most significant challenges.

The Bill's IC accountability framework treats municipal governments and its local boards in a manner that is in stark contrast to the provincial government's own integrity regime. The latter is narrower – limited to MPP complaints of another MPP, current and former public servants, and staff in MPP offices. Like that regime, members of council and local boards can seek advice on a matter from a municipal IC for matters related to the *Municipal Conflict of Interest Act (MCIA)* and municipal code of conduct. Codes of Conduct for all councils and local boards will be mandatory across Ontario.

AMO believes that the intent of providing other recourses besides the courts is worthy. However, the proposed IC regime goes too far, too fast. It brings an untried complexity that could result in unintended consequences and costs that will be difficult to determine let alone manage.

In making the IC regime mandatory for all municipal governments and local boards, the following are some of the key challenges identified with the Bill:

- Its application to members of all local boards (even those without decision-making authority and those without a council representative on them) may dampen the interest of citizens willing to join local boards, which would be an unfortunate outcome. Educating and training these boards is no small task based on the experience of the introduction of closed meeting investigators.
- Any "person" anywhere can make a code of conduct or MCIA complaint whether they are an elector or not and whether or not they are doing business with the municipal government or its boards which makes the administration such as *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and budgeting extremely unpredictable;
- MCIA sets out principles of the duties of members' councils and local boards but it is silent on the duties of complainant nor is there any real onus on complainants;
- Where there are joint service boards, it is unclear which municipal IC has jurisdiction or how it is to be determined and other rules applied;
- Are ICs in effect 'officers' of the municipal government – similar to provision that a municipal clerk is a designated position in the *Municipal Act*;
- It is unclear whether the authority to impose penalties could be delegated by council or local board to the IC and should there be a greater range of penalties at this stage of the process in light of the greater range of penalties available to a judge should a matter end up in the courts; and
- Determining how to have an IC (e.g., own, shared, functional relationships; budget requirements; administration set up; managing MFIPPA, etc.) is more complex than the mandatory closed meeting investigator system and will require at least 18 months before proclamation.

Meetings:

- The proposed definition of a meeting is welcome and should put to end the inconsistency that has been used by office of the Ontario Ombudsman and other closed meeting investigators;
- Three new exceptions to resolve some of the difficulties of the original framework but will require amendment. For example, the Province or agencies of the Crown may supply confidential information and, municipal governments and municipal share corporations should be added to that list as they can supply another municipal government or entity with confidential information;
- Proposed authority for each council to decide locally whether or not it wants to adopt a policy on electronic meetings and the related rules except that a person joining electronically cannot be counted for quorum; and
- Temporary replacement at an upper tier meeting where a lower tier councillor is to be absent is helpful but could benefit from the alternate being designated for a period of time rather than sporadically so there is some knowledge of the upper tier's procedures and other policies.

A few other matters:

- Working with the Municipal Finance Officers Association (MFOA), we want to see that all municipal governments can benefit from improved investment authority offered by a prudent investor standard approach, done in a way that doesn't create new internal administration for municipal governments;
- Proposal to move council start of term to November 15 to help manage some of the unintended consequences of a longer period between the now earlier election date of October and term of council;
- Proposal to put a limit on 'self funding' election campaigns;
- Clarify that municipal bylaws can have effect in areas under conservation authorities and clear authority to regulate advertising devices; and
- All councils to develop policies related to council-employee relationships; also pregnancy and parental leave of council members.

This is the link to [Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017](#) and to a chart, [Bill 68: Summary of Key Provincial Proposals](#), that summarizes the Bill's proposed changes.

AMO Contact: Pat Vanini, Executive Director, E-Mail: pvanini@amo.on.ca, 416-971-9856 ext. 316.

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

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MUNICIPAL PROPERTY ASSESSMENT CORPORATION

March 9, 2017

To: Mayors and Members of Council,
Chief Administrative Officers, Finance Officers,
Clerks, Treasurers and Tax Collectors

From: Carla Y. Nell
Vice President, Municipal & Stakeholder Relations

Subject: 2017 Municipal Stakeholder Research

Following the delivery of the 2016 Assessment Update last year, the Municipal Property Assessment Corporation (MPAC) is looking forward to building its next four-year strategy and the delivery of the next province-wide Assessment Update in 2020.

An important focus for us this year is seeking and collecting input from our key stakeholders. As a result, MPAC will be conducting a survey to measure both elected and non-elected officials' views of MPAC's performance as it relates to your municipality. We understand that each municipality has unique attributes and needs. We want to understand how we can better collaborate with you and serve staff in your municipality.

Over the coming weeks, you may receive a call or email from Ipsos requesting your participation in a telephone interview or online survey. Please note that all of the information you provide in the survey will be kept strictly confidential by Ipsos, and your responses will be reported in aggregate only.

Some of you may recall that MPAC wrote to you in 2015 about the importance of hearing from you directly and asked you to participate in the benchmark survey. This survey will serve to follow up on that work. I would like to thank you in advance for taking the time to provide your feedback. If you do not receive a call or email from Ipsos within the next few weeks but wish to participate in the 2017 study, please contact your local Municipal & Stakeholder Relations Account Manager by no later than March 31.

We look forward to continuing to partner with you to serve Ontario's municipalities in the future.

Yours truly,

A handwritten signature in black ink, appearing to be "Carla Y. Nell", written in a cursive style.

Carla Y. Nell
Vice-President, Municipal and Stakeholder Relations

Copy Regional and Account Managers