



REGULAR MEETING OF COUNCIL
To Be Held in the Council Chambers
Tuesday, March 6th, 2018 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 February 6, 2018 (p.3)
- b) Special Council Meeting of February 12, 2018 (p.9)
- c) Manitoulin East Municipal Airport Commission Meeting of February 5, 2018 (p.12)
- d) Manitoulin Centennial Board of Management Meeting of January 18, 2018 (p.13)
- e) Assiginack Public Library Board Meeting of January 15, 2018 (p.15)
- f) Public Health Sudbury & Districts Board Meeting of February 15, 2018 (p.17)
- g) Community Policing Advisory Committee Meeting November 15, 2017 (p.25)

4. DELEGATIONS

5. REPORTS

- a) Assiginack Landfill Site Inspection Report (p.28)
- b) Annual Report for the Sunsite Estates Water Treatment Plant (p.32)
- c) Annual Report for the Manitowaning Water Treatment Plant (p.41)

6. ACTION REQUIRED ITEMS

- a) Accounts of Payment: General: \$211,607.71 Payroll: \$37,416.44 (p.48)
- b) Approve Lottery Licences: Manitoulin Minor Hockey Association (p.58)
- c) Fire Hall Cost Estimates (p.59)
- d) Water Treatment Plant Membrane Replacement Project (p.71)

- e) Assignack Child Care Summer Space Request (p.77)

7. INFORMATION ITEMS

- a) Town of Lakeshore re: Marijuana Tax Revenue (p.78)
- b) Town of Essex re: Offering School Property to Municipalities (p.82)
- c) Manitoulin-Sudbury DSB Fourth Quarter Activity Report (p.84)
- d) Vigor Clean Tech Energy Production Report (p.94)

8. BY-LAWS

- a) By-law #18-05: Authorize Service Agreement with Computrek (p.96)

9. CLOSED SESSION

- a) The security of the property of the Municipality or Local Board
(*Municipal Act*, 2001, c.25, s.239(2)(a))

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, February 6th, 2018 at 5:00 p.m.

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

Staff: Jeremy Rody, Clerk
Alton Hobbs, CAO
Ron Cooper, Public Works Superintendent

Press: Alicia McCutcheon, Expositor

Others: Dave McDowell
Theresa McDowell

OPENING:

#033-03-18 H. Moggy – L. Fields

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:

#034-03-18 H. Moggy – L. Fields

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:

There were no announcements.

ADOPTION OF MINUTES:

#035-03-18 L. Fields – H. Moggy

THAT the minutes of the Regular Council meeting of January 16, 2018, be accepted.

CARRIED

#036-03-18 L. Fields – H. Moggy

THAT the minutes of the Assiginack Public Library Board meeting of December 11, 2017, be accepted.

CARRIED

#037-03-18 H. Moggy – L. Fields

THAT the minutes of the Manitoulin Centennial Manor Board meeting of December 14, 2017, be received.

CARRIED

#038-03-18 H. Moggy – L. Fields

THAT the minutes of the Sudbury & Districts Board of Health meeting of January 18, 2018, be received.

CARRIED

#039-03-18 L. Fields – H. Moggy

THAT the minutes of the Manitoulin Planning Board meeting of January 23, 2018, be received.

CARRIED

DELEGATIONS:

There were none.

REPORTS:

There were none.

ACTION REQUIRED ITEMS:

#040-03-18 L. Fields – H. Moggy

THAT Council authorizes the following Accounts for Payment:

General: \$28,864.52

AND THAT the Mayor and administration be authorized to complete cheques #27448 through #27463 as described in the attached cheque register report.

CARRIED

#041-03-18 H. Moggy – L. Fields

THAT Council authorizes the following Accounts for Payment:

Payroll: \$18,596.71

AND THAT the Mayor and administration be authorized to complete cheques #27444 through #27447 as described in the attached cheque register report.

CARRIED

#042-03-18 H. Moggy – L. Fields

THAT Assiginack Council acknowledges the letter received from the Manitoulin Island Cycling Advocates regarding the 8th Annual Manitoulin Passage Ride;

AND THAT Staff will provide a letter of acknowledgment and support as the economic, health, and tourism benefits of this event are strongly supported by Council.

CARRIED

#043-03-18 L. Fields – H. Moggy

WHEREAS a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the Environmental Bill of Rights Act, 1993 (EBR Act);

AND WHEREAS impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

AND WHEREAS the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

AND WHEREAS analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

AND WHEREAS the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

AND WHEREAS in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

AND WHEREAS local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

THEREFORE BE IT RESOLVED THAT the Township of Assiginack requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

AND FURTHER THAT the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the Planning Act;

AND FURTHER THAT the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

CARRIED

#044-03-18 R. Case – B. Reid

WHEREAS a number of farm owners in Assiginack have risen concerns over the number of coyotes and wolves damaging livestock and have asked for a compensation program;

BE IT RESOLVED THAT Council requests that staff prepare a report on the feasibility of a township funded livestock compensation program.

CARRIED

#045-03-18 B. Reid – R. Case

WHEREAS the entire township and beyond experienced a 15 hour power outage on January 14, 2018 due to a fire from an overload on a temporary piece of equipment at the Hydro One Power Station in Manitowaning;

AND WHEREAS Hydro One officials were in contact with Provincial and First Nation stakeholders;

AND WHEREAS Hydro One has made no attempt to contact the Township of Assiginack to speak about the issue;

THEREFORE BE IT RESOLVED THAT Council instructs staff to file a complaint with the Hydro One Ombudsman about the conduct and lack of communication from Hydro One during and after a serious power outage.

CARRIED

#046-03-18 R. Case – B. Reid

WHEREAS Officials from the Wiikwemkoong First Nation graciously offered their support and resources to our community during the lengthy power outage on January 14, 2018;

AND WHEREAS Assiginack Council would like to express their sincere thanks to the neighbouring community of Wiikwemkoong for their generosity and hospitality during an uncertainly time;

THEREFORE BE IT RESOLVED THAT Council requests that staff send a thank you letter to Chief Peltier, Band Council, Staff, and Volunteers of Wiikwemkooong First Nation.

CARRIED

#047-03-18 B. Reid – R. Case

THAT Council congratulates the following members of the Assiginack Robotics Team for competing in the First Lego League Western Ontario Provincial Championship in Kitchener-Waterloo, Ontario on January 28th:

- Coach: Mark Gibeault

- Team Members: Nevaeh Giles, Rowan Leblanc, Brooke Gibeault, Dane Gibeault, Samuel Pennings, Steven White

CARRIED

#048-03-18 R. Case – B. Reid

THAT Council authorizes staff to issue a Request for Proposal for the Operation of the Bay Street Marina for the 2018 season.

CARRIED

#049-03-18 B. Reid – R. Case

WHEREAS the Council of the Township of Assiginack has received the following response to RFP No. 2018-01: Standby Generator:

1. Thompson Electric \$24,577.50

THEREFORE BE IT RESOLVED THAT the proposal from Thompson Electric in the amount of \$24,577.50, HST inclusive, be accepted.

CARRIED

INFORMATION ITEMS:

#050-03-18 R. Case – B. Reid

THAT we acknowledge receipt of the following correspondence items:

- a) District Social Services Administration Board of Governance Review
- b) Town of Amherstburg Resolution
- c) Town of Lakeshore Resolution
- d) FONOM: January 18, 2018 Press Release
- e) Vigor Clean Tech Energy Production Report & Email
- f) Sudbury & Districts Health Unit Letter: Food Insecurity/Nutritious Food Basket Costing

CARRIED

BY-LAWS:

#051-03-18 B. Reid – R. Case

THAT By-law #18-04, being a by-law to authorize the execution of a Transfer Payment Agreement Amendment for the Clean Water and Wastewater Fund, be given its first, second, and third readings and enacted in open Council.

CARRIED

CLOSED SESSION:

#052-03-18 R. Case – B. Reid

THAT in accordance with By-law #15-30 and Section 239 of the Municipal Act, as amended, Council proceeds to a "Closed Session" at 5:23 p.m. in order to attend to a matter pertaining to:

f) Advice that is subject to solicitor-client privilege including communications necessary for that purpose.

CARRIED

#053-03-18 B. Reid – R. Case

THAT we adjourn from our Closed Session at 5:44 p.m., approve the minutes of the Closed Session of January 2, 2018 and resume our regular meeting.

CARRIED

2018 BUDGET:

There was no budget discussion at this meeting. The CAO noted that the auditors are scheduled to visit the municipal office next week for the annual audit.

CLOSING:

#054-03-18 R. Case – B. Reid

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

CARRIED

Paul Moffatt, MAYOR

Jeremy Rody, CLERK

5:45 p.m.

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

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE SPECIAL COUNCIL MEETING**

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Monday, February 12th, 2018 at 10:28 a.m.

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

Staff: Jeremy Rody, Clerk
Alton Hobbs, CAO
Deb MacDonald, Treasurer
Ron Cooper, Public Works Superintendent
Dwayne Elliott, Fire Chief

Others: Dan Moody, P.Eng, Tulloch Engineering

OPENING:

#055-04-18 H. Moggy – L. Fields

THAT this Special Meeting of the Council of the Corporation of the Township of Assiginack be opened for business with a quorum of members present at 10:28 a.m., with Mayor Moffatt presiding in the Chair.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

None declared.

DELEGATION:

Proposed New Fire Hall Preliminary Design Summary

Dan Moody from Tulloch Engineering was in attendance to discuss the preliminary design and cost of a proposed new Fire Hall for the Assiginack Fire Department. He took Council through a proposed site plan, floor plan, building diagram, and exterior elevation drawings. He entertained questions from Council throughout the presentation as there was a lengthy discussion of a second floor space located above the administration side of the building.

Mr. Moody explained the building design features, such as wood framed interior, barrier free doors, insulated overhead and personnel doors, LED lighting, as well as an in-depth explanation of pre-engineered steel construction materials.

He then explained the mechanical design features like the two-stage propane furnace for the administration side of the building, ventilation using a heat recovery unit, exhaust systems for washrooms and kitchenette. The Truck Bay area includes mechanical features like propane fired radiant tube heaters, vehicle tailpipe exhaust systems, CO/NOx detection system, and a bunker room with separate exhaust and heating system.

The plumbing design features include a sink in the kitchenette area and a shower in the barrier free washroom for convenience. The Truck Bay area would house an eye-wash station, two large diameter truck tank water fill hose connection services, and a large underground oil interceptor. There will also be a domestic cold water hose bib for convenience.

Electrical design features include LED lighting throughout, occupancy sensors to minimize lighting costs, provisions for future installation of an automatic standby generator, automatic doors, and washroom emergency call system. Exterior lighting will include wall mounted LED wall packs and is dark-sky compliant.

Mr. Moody explained in detail some of the site design items like drainage, water and sanitary sewer servicing, parking lot construction, and site lighting. There was some discussion of the need for an asphalt parking lot versus a gravel parking lot or just a concrete entry pad extending into the gravel parking lot.

Mr. Moody then went into the financial portion of his presentation. The estimated cost of what he presented to Council was \$931,575.00, specifically \$680,500 in building costs and \$251,075.00 in site development costs. It was determined during the meeting that \$4,000 included for MTO Permits would not be applicable. There would also be costs savings if the building height was lowered, reducing the size of the second floor area to a usable mezzanine instead of a full second floor. That would also eliminate the need for a possible elevator installation. There was discussion of reducing the width of the building to reduce the cost. The Mayor asked if the cost of the building could come down to \$750,000.00 as that would be more in line with the Council's budget. Mr. Moody agreed to go through the cost estimate again and incorporate what was discussed and this meeting in order to reduce the cost.

ACTION REQUIRED ITEMS:

#056-04-18 L. Fields – H. Moggy

THAT the CAO and Treasurer be authorized to sign a Contribution Agreement with the Province of Ontario, Ministry of Food, Agriculture, and Rural Affairs, for funding received from the Rural Economic Development Program.

CARRIED

CLOSING:

#057-04-18 R. Case – B. Reid

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

CARRIED

Paul Moffatt, MAYOR

Jeremy Rody, CLERK

12:50 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
February 5, 2018**

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

Meeting called to order by M. Gauthier

Declaration of pecuniary interest- nil

Motion 2018 02 06

Moved by : P. Skippen

Second by : B. Case

Resolved that the Commission approves the agenda for the meeting of February 5, 2018

Carried

Motion 2018 02 07

Moved by: P. Skippen

Second by :B. Case

Resolved that the Commission approves the minutes of the meeting of January 8 ,2018

.Carried

Motion 2018 02 08

Moved by: P. Moffat

Second by : D. Orr

Resolved that the Commission accept the managers' report for January 2018.

Carried

Motion 2018 02 09

Moved by: B. Case

Second by : B. Skippen

Resolved that the Commission accept the treasurers' report for January 2018.

Carried

Motion 2018 02 10

Moved by: B. Skippen

Second by: B. Case

Resolved that the Commission approve an increase in Salaries W/ LABOUR @ \$1.00 / HR. and \$2.00 for Manager effective Jan. 1 2018 .

Carried

Motion 2018 02 11

Moved by : P. Skippen

Second by: D. Orr

Resolved that the Commission meeting of February 5, 2018 does now adjourn at 7:25 P.M.

Carried

**Manitoulin Centennial Manor
Board of Management Meeting
Thursday, January 18th, 2018**

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

1.0 Call to order

Meeting called to order at 10:01 a.m. by Chair, Paul Moffat

2.0 Approval of Agenda

01/18 MacDonald/Suite

That we approve the agenda as presented

...carried

3.0 Approval of Minutes

02/18 MacDonald/Orr

That we approve the minutes of the December 14th, 2017 board meeting.

...carried

4.0 Business Arising from Minutes

No business arising

5.0 Correspondence

MOH & LTC – Congratulatory letter regarding Wendy Gauthier's reappointment to the Board of Management as a provincial appointee for another 3 year term beginning on January 5th, 2018 until January 4th, 2021.

Extendicare Canada – A cheque in the amount of \$10,000 was received as a 2017 gala donation. The cheque will be deposited into our operating account but its purpose will be deferred to a later date until our next fundraising campaign is determined.

6.0 Administrators Report

03/18 Orr/MacDonald

That we accept the Administrator's report as presented Michelle Bond.

...carried

7.0 Extendicare Report

04/18 Gauthier/Rivet

That we accept the financial statements for the period ended December 31st, 2017 as presented by Michelle Bond.

...carried

The approval of the 2018 revised budget will be deferred until the February board meeting. We are awaiting a firm quote from Honeywell for the system upgrade and a quote from Ron Miller for the installation of the A/C units. Once we have this information, we will determine the financial impact to the contributing municipalities in order to balance the budget.

8.0 Fundraising Update

The 2017 Tree of Lights campaign brought in \$13,035 with an overall total of \$77,074.45 being raised, which exceeded our goal of \$75,000 for our Patient Ceiling Lifts. We can now start the process of installing these lifts in 8 resident rooms.

05/18 Baker/MacDonald

That we approve the fundraising report as presented by Wendy Gauthier.

...carried

9.0 Meeting Date

The next regular board meeting will be held on Thursday, February 8th, 2018 at 10:00 a.m.

10.0 Adjournment

06/18 Orr

That we now adjourn the meeting at 11:17 a.m.

...carried

ASSIGINACK PUBLIC LIBRARY BOARD MEETING

Monday January 15, 2018

The meeting was called to order by the chair at 3:05

Present: Brenda, Irma, Jane, Catherine, Les and Deb

Regrets: Lori, Heather

01-18 Jane/Catherine

That the minutes of December 11/17 be approved as presented....cd

02-18 Catherine/Irma

That the financial report to the end of December 2017 be approved as presented....cd

2017 was a great year for donations of books and DVD's, this helped to keep the costs of purchasing new materials to a minimum. A discussion took place regarding transfer of funds to the Memorial Account. The cost to provide Overdrive services to library patrons has increased substantially...2017... \$605.12 , 2018...\$907.67. Board members felt that this was a good program to offer library patrons and that we should continue it in 2018.

03-18 Jane/Irma

That we transfer \$ 4000 to the Memorial Account.....cd

04-18 Catherine/Jane

That we will subscribe to the Overdrive program, at a cost of \$907.67, for the year 2018.....cd

05-18 Irma/Catherine

That the Librarian's Report , attached, be accepted as presented....cd

Old Business

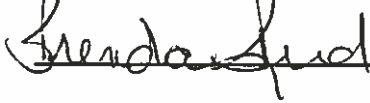
Deb will have the both the Memorial and Operating Accounts final 2018 statements ready for the February meeting. They will have been reviewed by the Township Auditors by that time.

New Business

Library staff have been asked to conduct an internal hydro and capital expense audit. Conservation practices are in place and being followed. Deb sent a summary of her report to the Township Office. Because minimum wages have been increased this year, there was some discussion regarding summer employment for 2018. No decisions were made at this time. We will move forward with submitting an application for funding for summer student placement. No capital expenses are forecast for 2018. The 2018 budget will be reviewed at the February meeting. Brenda will co-ordinate a time with our PEC to explain the mechanics and the use of a "green screen". Pictures of the Library Board will be taken at that time.

Next meeting: February 26/18 at 3:00 in the Library.

06-18 The meeting was adjourned at 3:35 on a motion by Irma.

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MINUTES – SECOND MEETING
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS
PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR
THURSDAY, FEBRUARY 15, 2018 – 1:30 P.M.

BOARD MEMBERS PRESENT

Maigan Bailey
Robert Kirwan
Ken Noland
Nicole Sykes

James Crispo
René Lapierre
Rita Pilon
Carolyn Thain

Jeffery Huska
Monica Loftus
Mark Signoretti

BOARD MEMBERS REGRETS

Janet Bradley

Thoma Miedema

Paul Myre

STAFF MEMBERS PRESENT

Nicole Frappier
Rachel Quesnel
Renée St Onge

Sandra Laclé
France Quirion
Dr. Ariella Zbar

Stacey Laforest
Dr. Penny Sutcliffe

Media

R. LAPIERRE PRESIDING

1. CALL TO ORDER

The meeting was called to order at 1:30 p.m.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

James Crispo declared a conflict of interest for 6.2.

4. DELEGATION/PRESENTATION

i) 2017 Year-In Review

- Dr. Ariella Zbar, Director, Clinical Services Division
- Stacey Laforest, Director, Environmental Health Division
- Sandra Laclé, Director, Health Promotion Division
- Renée St Onge, Director, Resources, Research, Evaluation and Development Division

Dr. Sutcliffe noted that on an annual basis, program directors present divisional statistical year-in review highlights of program and services activities from the preceding year. The presentation showcases the scope, diversity and volume of divisional work. An annual statistical report containing similar information is shared at the same meeting through the Medical Officer of Health and Chief Executive Officer report to the Board.

The program directors were introduced and each presented an overview of their divisional highlights of program activities undertaken in 2017.

Questions and comments were entertained. Clarification was provided regarding the Needle Exchange Program benchmarks, best practices, and the intent of the program was recapped. Questions were entertained regarding car seat inspections and West Nile Virus. Kudos were extended for the purple cap program.

It was shared that the program statistical information is helpful for newer Board members. Dr. Sutcliffe clarified that the directors select specific statistics that would show uniqueness or volume in any specific area versus displaying year over year comparators for all statistics. Although there are pre-scheduled delegations on specific topics, board members can suggest topics that are of particular interest for future delegations.

5. CONSENT AGENDA

- i) Minutes of Previous Meeting**
 - a. First Meeting – January 18, 2018**
- ii) Business Arising From Minutes**
- iii) Report of Standing Committees**
 - a. Joint Board/Staff Performance Monitoring Working Group Unapproved Minutes dated January 23, 2018**
- iv) Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, February 2018**
- v) Correspondence**
 - a. Nutritious Food Basket (Advocacy for increasing social assistance rates)**
 - Board of Health for Public Health Sudbury & Districts' Motion 48-17*
 - Letter from the Township of Nairn and Hyman to the Premier of Ontario dated January 25, 2018,
 - b. Needle Exchange Program Initiative Additional Base Funding and One-Time Funding for 2017-18 Funding Year**
 - Letter from the Minister to the Board Chair dated January 24, 2018

- c. Income Security: A Roadmap for Change
 - Letter and Motion from the Northwestern Health Unit Board of Health dated January 5, 2018
- d. Ontario Public Health Standards
 - Memo from the Assistant Deputy Minister dated December 29, 2017
- e. Support for Maintaining Local Surveillance and Monitoring of Food Costing by Public Health Units within the Modernized Standards for Public Health Programs and Services
 - Letter from the Middlesex-London Health Unit to Boards of Health dated February 5, 2018
- vi) Items of Information
 - a. Bicycle Friendly Community Award January 10, 2018
 - b. Public Health Agency of Canada News Release: Government of Canada Supports Program that Promotes Smoke-Free Lifestyle January 26, 2018
 - c. Statement from Chief Public Health Officer of Canada January 18, 2018
 - d. The Globe and Mail article: "Canada must rethink health spending strategy" January 22, 2018
 - e. The Globe and Mail article: "Fighting the flu: We need a new kind of intelligence" January 22, 2018
 - f. Canadian Public Health Association, *Erosion of public health capacity should be a matter of concern for all Canadians* Vol. 108, NO. 5-6
 - g. Email from alPHa Re: February 23 alPHa Board of Health Section Meeting and Updated Agenda February 8, 2018

Feedback regarding the statistical MOH report was that it was easily readable and displays the volume of work undertaken by Public Health Sudbury & Districts. Board members appreciated the details provided and amount of work that goes into preparing the statistical update. Board members were reminded that all Board delegations can be accessed in BoardEffect.

05-18 APPROVAL OF CONSENT AGENDA

MOVED BY HUSKA – BAILEY: *THAT the Board of Health approve the consent agenda as distributed.*

CARRIED

6. NEW BUSINESS

- i) Northern Network for Health Equity

- Briefing Note from the Medical Officer of Health/Chief Executive Officer to the Board Chair dated February 8, 2018

Health Quality Ontario (HQO) identified northern challenges in that people living in Northern Ontario experience poorer health outcomes and greater health inequities on many indicators compared with the rest of the province and subpopulations within the North face substantial inequities.

To address health inequities in the north, HQO began an initiative in partnership with Public Health Sudbury & Districts to engage communities across the North to identify northern needs and to develop a strategy to address health inequities. Dr. Sutcliffe indicated it has been a pleasure working with HQO over the past year to develop this strategy which included staff secondment to research, consultation and drafting the final report. Dr. Sutcliffe also co-chaired the Steering Committee with a leader from the northwest LHIN, benefitting from the leadership of HQO's Dr. Jeff Turnbull.

Extensive engagement across the North identified that while there is a wide range of organizations, tables, and initiatives aiming to address health equity, gaps exist across sectors and an intersectoral approach is needed to address the upstream causes of poor health. This engagement led to a review of evidence on health equity initiatives and strategies and the steering committee is proposing the development of a Northern Network for Health Equity.

It was pointed out the proposed motion, if passed today, will be shared with HQO to incorporate in their Ministry of Health and Long-Term Care funding proposal along with their report that will be released in March.

06-18 NORTHERN NETWORK FOR HEALTH EQUITY

MOVED BY BAILEY – HUSKA: WHEREAS Public Health Sudbury & Districts supported the development of a Ministry-funded Northern Ontario Health Equity Strategy in partnership with Health Quality Ontario and other northern stakeholders; and

WHEREAS health equity is a longstanding priority of the Board of Health, is a strategic priority in the 2018-2022 Strategic Plan, and is a Foundational Standard within the Ontario Public Health Standards, 2018;

THEREFORE BE IT RESOLVED that the Board of Health for Public Health Sudbury & Districts endorse in principle the establishment of a Northern Network for Health Equity, the Strategy's key recommendation; and

FURTHER THAT the Board directs the Medical Officer of Health to ensure appropriate organizational participation in the Northern Network for Health Equity.

CARRIED

ii) Tobacco and Smoke-Free Campuses

- Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board Chair dated February 8, 2018

J. Crispo had declared a conflict and was excused from the discussion and voting for this agenda item.

The briefing note and recommendations are to recognize area post-secondary institutions for their establishment of tobacco-related health protective policies surpassing current provincial legislation and strongly urge and support area post-secondary institutions to enhance existing policies to achieve 100 % tobacco and smoke-free campuses within an accelerated timeframe.

It was clarified that smoke-free include all types of smoke, including e-cigarettes, marijuana and this will be clearly articulated when we send out correspondence with today's motion. Also, there is no specific timeline for the recommended accelerated timeframe in the motion as institutions are at different places and would require different target dates for implementation.

07-18 TOBACCO AND SMOKE-FREE CAMPUSES

MOVED BY NOLAND – BAILEY: *WHEREAS on January 1, 2018, McMaster University became the first post-secondary institution in Ontario to establish a 100% tobacco and smoke-free campus; and*

WHEREAS the presence of tobacco use on campus further normalizes tobacco use, undermining provincial and local tobacco prevention and cessation efforts; and

WHEREAS an Environmental Scan of Ontario College and University Tobacco Control Policies 2016-2017, indicates that while the three post-secondary campuses in Sudbury have policies exceeding the current Smoke Free Ontario Act (SFOA), they maintain on-campus Designated Smoking Areas (DSA's);

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts congratulate area post-secondary institutions for their tobacco-related health protective policies surpassing current provincial legislation; and

FURTHER that the Board strongly urge and support area post-secondary institutions to enhance existing policies to achieve 100% tobacco and smoke-free campuses within an accelerated timeframe; and

FURTHERMORE that the Board share this motion with area post-secondary leadership, ALPHa, the Chief Medical Officer of Health, Minister of Health and Long-Term Care,

Ministry of Advanced Education and Skills Development~~**Ministry of Colleges and Universities and local MPPs.**~~

CARRIED with friendly amendment

iii) Part VIII – Ontario Building Code Fee Increases

– Revised Board Manual G-I-50 By-Law 01-98

Proposed revisions to By-Law 01-98 is the second step of the two year phase for increasing fees. Per the Ontario Building Code, PHSD engaged in consultations regarding the proposed increase through public meetings and letters and nothing has arisen to flag concerns. Changes to the by-law and updated fee schedule are recommended today for the Board's endorsement.

08-18 AMENDMENT TO FEE SCHEDULE "A" TO BY-LAW 01-98

MOVED BY NOLAND – LOFTUS: *WHEREAS the Board of Health is mandated under the Ontario Building Code (O. Reg. 332/12), under the Building Code Act to enforce the provisions of this Act and the Building Code related to sewage systems; and*

WHEREAS program related costs are funded through user fees on a cost-recovery basis; and

WHEREAS the fee increases approved by the Board of Health in 2017 were phase 1 of a proposed 2 phase increase, where the second phase was scheduled to be implemented in 2018; and

WHEREAS the proposed fees are necessary to address increased program associated operational and delivery costs;

THEREFORE BE IT RESOLVED THAT the Board of Health approve the amended fees within Schedule "A" and that the appendix of Board of Health By-law 01-98 be correspondingly updated; and

FURTHERMORE THAT this fee schedule shall immediately come into effect.

CARRIED

iv) 2013 – 2017 Performance Monitoring Plan and Annual Performance Monitoring Report

– 2017 Performance Monitoring Report, February 2018

On behalf of the Joint Board of Health/Staff Performance Monitoring Working Group, Rita Pilon was pleased to share the final Annual Performance Monitoring Report for the 2013-2017 period. The Joint Board of Health/Staff Performance Monitoring Working Group has been responsible for reviewing and providing our

comments on the performance monitoring reports and strives to make sure that the reports resonate and are clear, easily understood, and accurate.

The 2017 Performance Monitoring Report compiles information about Public Health Sudbury & Districts' performance based on various accountability measures, all of which are grounded within the 2013–2017 Strategy Map.

Overall, the summary provides evidence of commitment to excellence and accountability, detailing performance as follows:

- 15 Strategic Priorities Narratives highlight descriptive stories of Public Health Sudbury & Districts' programs and/ or services that demonstrate the 2013–2017 Strategic Priorities "in action".
- We have monitored the 13 Public Health Sudbury & Districts' Organization-Specific Performance Monitoring Indicators and additional notes have been provided in the report to highlight areas of strength.
- We are compliant with, or have exceed expectations for, all 44 Ontario Public Health Organizational Standards which help to establish consistent organizational processes, and facilitate desired program outcomes.
- As per the June 2017 Accountability Agreement, the Ministry has discontinued measuring accountability agreement indicators pending the review of the Ontario Public Health Standards (OPHS) thus, we have only presented data up to and including 2016.

This report marks the completion of the 2013–2017 Performance Monitoring Plan reporting requirements. The Medical Officer of Health will operationalize the Strategic Plan and lead the development of a monitoring process for 2018–2022. Once prepared, this monitoring process will be reviewed with and recommended to the Board of Health.

Dr. Sutcliffe thanked the three Board members who provided constructive and valuable contributions on the Working Group: Rita Pilon, Carolyn Thain and Janet Bradley.

7. ADDENDUM

None.

8. IN CAMERA

09-18 IN CAMERA

MOVED BY THAIN – KIRWAN: *THAT this Board of Health goes in camera.*

Time: 2:33 p.m.

CARRIED

9. RISE AND REPORT

10-18 RISE AND REPORT

MOVED BY KIRWAN – PILON: *THAT this Board of Health rises and reports.*

Time: 2:47 p.m.

CARRIED

It was reported that one agenda item relating to *Labour relations or employee negotiations* was discussed for which the following motion emanated:

11-18 APPROVAL OF MEETING NOTES

MOVED BY PILON – KIRWAN: *THAT this Board of Health approve the meeting notes of the November 23, 2017, Board in camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.*

CARRIED

10. ANNOUNCEMENTS / ENQUIRIES

Board members were advised that there is one additional question in this month's meeting evaluation to capture feedback regarding the year-in review statistical report and delegation.

There is no regular Board meetings in March; therefore, the next regularly scheduled Board meeting is April 19, 2018, at 1:30 p.m.

11. ADJOURNMENT

12-18 ADJOURNMENT

MOVED BY KIRWAN – THAIN: *THAT we do now adjourn. Time: 2:52 pm*

CARRIED

(Chair)

(Secretary)

**MINUTES
COMMUNITY POLICING ADVISORY COMMITTEE MEETING
15 NOVEMBER 2017
MINDEMOYA COUNCIL CHAMBERS
7:00 P.M.**

PRESENT:	S/Sgt. Kevin WEBB	Bruce WOOD
	Dale SCOTT	Wayne BAILEY
	Betty NOBLE	Brian PARKER
	Hugh MOGGY	Eric RUSSELL

Minutes Taken by: Carol FERGUSON

S/Sgt. Webb welcomed everyone to the meeting and introduced A/Sgt. Jason PARKER. S/Sgt. WEBB explained he invited A/Sgt. PARKER to the meeting to demonstrate how the MPS device works.

CALL MEETING TO ORDER

Bruce WOOD called the meeting to order at 8:00 p.m. He said he thought the presentation by A/Sgt. PARKER was very interesting

ADOPTION OF AGENDA

Agenda for meeting was provided to all present. Bruce WOOD asked if there were any additions or any discussion required.

**Moved by Wayne BAILEY and seconded by Betty NOBLE that the agenda be adopted.
CARRIED.**

ADOPTION OF MINUTES

Minutes of the September 13, 2017 meeting have been circulated and members were asked if there are any errors or omissions. Bruce asked if anyone had anything they wanted to discuss in relation to the minutes. There was no discussion.

**Moved by Eric RUSSELL and seconded by Hugh MOGGY that the minutes be adopted.
CARRIED.**

Brian PARKER wanted to thank A/Sgt. PARKER for making his presentation, it was very informative. S/Sgt. WEBB stated that A/Sgt. PARKER is doing a great job, it isn't always easy to take on a supervisory role for a few months then have to return

NEW BUSINESS

Specialty Patrols

S/Sgt. Webb advised he had spent the day in North Bay. He was looking at our staffing model and how we can facilitate our specialty patrols (marine, snowmobile, ATV). We have a couple members returning to work from leave so having these extra bodies will be great. A Sergeant is going to be put in charge of making a plan/schedule to have officers doing these specialty patrols on a more regular basis. The sergeant in charge will also take part in these patrols.

We have been able to fulfill our commitment to the frontline but having members returning to work from being on parental leave, sick leave etc. will help with facilitating these specialty patrols.

S/Sgt. WEBB indicated that the Drug Strategy Unit that has been in place the last couple years is being replaced with a Street Crime Unit. This unit will consist of a S/Sergeant, 2 Sergeants and 12 constable positions committed to the unit. These constables will work in their detachments, however, will have support and supervision from the Street Crime Unit in North Bay. This unit will be involved in drugs and property crime.

S/Sgt. WEBB will be sending out an internal email tomorrow asking if any of our constables are interested in being part of this initiative. This position comes with resources we can draw upon (computer, car etc.)

STAFFING

Two Sergeants who have been off work will be returning to full duties shortly.

Vacancy in Little Current has been filled by Josh BRONICHESKI, who worked on the island a few years ago and decided to go and tryout the Organized Crime Unit in Sudbury. He will be bringing with him a wealth of expertise.

Gore Bay Detachment Administrative Clerk position has been filled. Very strong pool of candidates. Successful person is Rachel SKIPPEN and she will be starting in mid December.

Wayne BAILEY asked what S/Sgt. WEBB knew about Bill 157 that comes into affect at the end of December. How is this going to affect the OPP? Safe Ontario Act 2017. Act speaks to each municipality being able to hire another police service. It also mentions that each municipality must write a strategic plan and the plan has to be reviewed and revised every 4 years. This would be very cumbersome.

S/Sgt. WEBB indicated presently the Police Service Act is being redrafted. S/Sgt. WEBB stated that each municipality has always had the option of choosing their own police service. 324 municipalities are policed by the OPP. Manitoulin has the MMA which is a governing body that meets bi-monthly that deals with many issues. S/Sgt. WEBB indicated that he would get the police perspective on this issue. He will bring his answers to the MMA meeting on December 13th, 2017.

ROUND TABLE

Eric RUSSELL has no concerns in Tehkummah

Hugh MOGGY stated Assiginack is very happy to see the increased police presence in the municipality.

Wayne BAILEY asked how you can get policing costs paid for by an accused. Drug bust taking 30 hrs. of policing then again another 30 hrs. continuation of this event has cost the municipality a significant amount of money. Is there some way of getting compensation - making the accused pay policing costs? How do you get information as who the accused person is? S/Sgt. WEBB believes it is a public record and should be obtained from the court.

S/Sgt. WEBB stated victims of crime often get restitution. He mentioned someone from the municipality may want to speak with Crown Stacey HANER and ask what her position would be on this.

Brian PARKER advised that MTO is going to mark the bridge at Bridal Veil. He also stated that MTO says the OPP can charge people parking in this area. S/Sgt. WEBB asked if he could be provided with a copy of letter from MTO that states OPP can charge person parking in this area.

S/Sgt. WEBB mentioned that it is not proactive to ticket people. Tickets would be going to visitors not locals. Therefore, visitors then would not likely be spending money at local shops in municipality. Police presence is pro-active and constables do their best to be visible.

S/Sgt. WEBB said the municipality may have to hire someone to direct visitors to the parking lot. According to Brian MTO says that they cannot do that, the territory of the bridge is on the highway and does not include Billings township. The liability of a person possibly getting hit is too great.

Dale SCOTT mentioned the no parking signs and pylons in front of the arena have worked wonderfully in Central Manitoulin. This property belongs to MTO but they had no issues with the pylons and signage. Caretaker for arena sets pylons out before event and brings them back in after event. Insurance company advised there is no liability.

Intersection continues to be an issue. 5 complaints in the last month. A child was almost hit in this area. Crosswalk from Wilson's Store to Jake's Furniture works well. Trying to be pro-active and requesting another official crosswalk. Met with MTO officials this week, they indicated they do not need incident numbers. Data needs to be collected in July and August.

Betty NOBLE indicated everything is good in Gordon/Barrie Island.

Bruce WOOD stated NEMI is quiet, other than some speeding complaints.

DATE AND TIME OF NEXT MEETING

February 14 2017, 7:00 p.m. – Mindemoya Council Chambers

Meeting adjourned by Brian PARKER at 8:50 p.m.

"Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence".

**Ministry of the Environment and
Climate Change**

Northern Region
Sudbury District Office
1201-199 Larch St
Sudbury ON P3E 5P9
Fax: (705) 564-4180
Tel: (705) 564-3014

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

Direction régionale du Nord
Bureau du district de Sudbury
1201-199 rue Larch
Sudbury ON P3E 5P9
Télécopieur: (705) 564-4180
Tél: (705) 564-3014



RECEIVED
FEB 21 2018

February 1, 2018

Mr. Alton Hobbs, CAO
The Corporation of the Township of Assiginack
156 Arthur Street
PO Box 238
Manitowaning, Ontario
P0P 1N0

Dear Mr. Hobbs:

RE: Solid Non-Hazardous Waste Site Inspection
Conducted on January 17, 2018
Assiginack Landfill Site
Reference Number 2617-ALSMZY

Please find attached a copy of the recent Inspection Report for the inspection conducted at the Assiginack landfill site. Please ensure that all actions under section 5.0 are completed in a timely manner. Should you require additional time to complete those actions, please contact me prior to the due dates.

Should you have any questions or concerns, please contact me at 705-564-3014.

Yours truly,

Steven J Moggy
Senior Environmental Officer
Sudbury District Office

File Storage Number: SI MA AS C02 610

RECEIVED
FEB 21 2018



Solid Non-Hazardous Waste Disposal Site Inspection Report

Client:	The Corporation of the Township of Assignack Mailing Address: 156 Arthur St Manitowaning, Post Office Box, 238, Northeastern Manitoulin and The Islands, Ontario, Canada, P0P 1N0 Physical Address: 156 Arthur St Manitowaning, Northeastern Manitoulin and The Islands, Town, District of Manitoulin, Ontario, Canada, P0P 1N0 Telephone: (705)859-3196, FAX: (705)859-3010, email: clerktreasurer@eastlink.ca Client #: 4448-4EBMNW, Client Type: Municipal Government Additional Address Info: Manitowaning		
Inspection Site Address:	Assignack Landfill Site Address: Lot: 45, Concession: 2, Sucker Lake Road Manitowaning, Geographic Township: ASSIGNACK, Assignack, Township, District of Manitoulin, P0P 1N0 District Office: Sudbury GeoReference: Map Datum: NAD83, Accuracy Estimate: 10-30 metres eg. Medium Quality GPS, Method: GPS, , LIO GeoReference: Zone: , UTM Easting: , UTM Northing: , Latitude: 45.7483, Longitude: -81.8407 Site #: 9326-5U4RMP		
Contact Name:	Alton Hobbs	Title:	CAO
Contact Telephone:	(705)859-3196 ext201	Contact Fax:	
Last Inspection Date:	2013/11/26		
Inspection Start Date:	2018/01/16	Inspection Finish Date:	2018/02/01
Region:	Northern		

1.0 INTRODUCTION

An inspection of the Assignack landfill site was conducted on January 17, 2018, as part of the ministry's annual inspection program. The purpose of the inspection was to ensure the company is operating in accordance with approving documents and related environmental legislation.

The site is located on Lot 45, Concession 2, in the Township of Assignack. The site has been in operation at this location since 1980. The site serves a population of approximately 960 residents.

Prior to the landfilling at this site, the municipality was approved for a landfill site on Lot 46, Concession 1, until the site was closed in the early 1980s.

The Certificate of Approval (CofA) for the operations at this site was amended almost annually from 1980 until the current CofA was issued in 1992. The CofA was issued for the operation of a 2.0-hectare landfill site for the collection and disposal of solid non-hazardous waste.

The township is currently seeking an application for expansion of the landfill site to address the issues with capacity. The town is just waiting for its groundwater monitoring report to be finalized, and then the application will be sent to the Ministry of the Environment and Climate Change (MOECC) Approvals Branch.

Accompanying me at the site were Alton Hobbs, CAO with the town, and Ron Cooper, Public Works Superintendent.

At the time of the inspection, there were no signs of groundwater or surface water impact.

It was noted, however, that the CofA does not require the municipality to submit annual reports. This will be a requirement for any expansion for the site.

It is understood that regular groundwater monitoring will be required to ensure there are no leachate impacts from the site; however, the ministry has not reviewed any monitoring data from this site to date.

The town is getting ready to submit its annual monitoring report along with an application to amend its Environmental Compliance Approval in support of expanding its site.

2.8 LEACHATE CONTROL SYSTEM:

Specifics:

There is no leachate control system at this site. The landfill was designed to naturally attenuate the leachate produced on site.

2.9 METHANE GAS CONTROL SYSTEM:

Specifics:

There are no methane gas control systems at this site. At the time of the previous inspection in 2013, it was observed that there was a maintenance building which houses an office as well as a cold storage for machinery.

There was also a composting toilet located within the building which may also be a contributor to CO₂/methane.

There were no methane control or detecting devices within this building at the time of the inspection.

It was recommended at the time to look into this issue, as the building is located adjacent to the landfill site as well as being downgradient of the groundwater directional flow.

The town has since installed some CO₂ monitors as well, as it has removed the composting toilet facilities from the building.

2.10 OTHER WASTES:

Specifics:

At the time of the inspection, there were other wastes being collected. There was an area in which there were some other bulk fuel tanks that were located to the west of the landfill footprint. There were also some other metal items in this area (e.g., old culverts and other metal items).

There is another area just to the north of the landfill footprint, adjacent to the storage building, that has a pile of mixed wood wastes such as couches, beds, etc. The town has stated that the material is hauled away to another landfill site (Dodge site in Espanola) via its contracted hauler.

There is also an area to the south of the landfill footprint that contained cardboard and wood pallets that will either need to be shredded or to be brought into the landfill footprint. There were also other items near this area.

In general, the town was informed to bring all of the wastes outside of the footprint back into the footprint or send them off for recycling, should they be recyclable.

3.0 REVIEW OF PREVIOUS NON-COMPLIANCE ISSUES

1. "By March 31, 2014, the Township of Assiginack and/or its representatives are to submit an inspection and preventative measures program as per section 22 of ECA Number A550301."
2. "By March 31, 2014, the Township and/or its representatives are to submit an operations manual in accordance with condition 25 of ECA Number A550301."
3. "By March 31, 2014, the Township and/or its representatives are to ensure that the landfill site is registered on title in accordance with Condition 22 of ECA Number A550301."
4. "Effective immediately, the Township shall cease burning activities at the site until the burn pits are free of waste

6.0 OTHER INSPECTION FINDINGS

At the time of the inspection, wind-blown litter and options on how to deal with the issue was discussed. One of the options discussed was to install some type of portable fencing near the active waste tipping face to alleviate this problem.

7.0 INCIDENT REPORT

Applicable
0581-AVHKAQ 

8.0 ATTACHMENTS

PREPARED BY:

Environmental Officer:

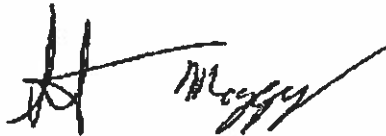
Name:

District Office:

Date:

Signature

Steven J Moggy
Sudbury District Office
2018/02/01



REVIEWED BY:

District Supervisor:

Name:

District Office:

Date:

Signature:

Drew Brennan
Sudbury District Office
2018/02/02



File Storage Number:

SI MA AS C02 610

Note:

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



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Espanola Hub
87B Centre St.
Espanola, ON P5E 1S4

Tel: 705 869 5578
Fax: 705-869-4374
www.ocwa.com

RECEIVED
FEB 28 2018

February 28, 2018

Alton Hobbs, Chief Administrative Officer
The Corporation of the Township of Assiginack
156 Arthur St. P.O. Box 238
Manitowaning, Ontario
POP 1N0

Re: O. Reg. 170 Section 11 & Schedule 22 Annual Reporting under SDWA
O. Reg 387 Section 9 Annual Reporting under OWRA
For the Sunsite Estates Water Treatment Plant
Waterworks No.: 220008471

Dear Mr. Hobbs;

Attached are the 2017 Annual and Summary Reports for the Sunsite Estates Water System. The Reports are based on information provided by Operators as of Feb 14, 2018 in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. A confirmation of submission of the PTTW reporting, as required by O.Reg 387, is included as part of the report.

Please note that any Orders that you have received directly from the MOE or any major expense incurred by the Municipality which is not listed should be reviewed and added to the report.

As per Schedule 22 of O. Reg. 170/03, this Summary Report is to be provided to the members of the municipal council no later than March 31, 2018. Please ensure this distribution.

Section 12 of O. Reg. 170/03, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,

Sarah Beaulieu
Process & Compliance Technician
Ontario Clean Water Agency

NW

Sunsite Estates Drinking Water System

Small Municipal Residential Drinking Water System

January 1, 2017 – December 31, 2017

***O.Reg 170/03 Schedule 22 Summary Report
O.Reg 170/03 Section 11 Annual Report
&
O.Reg 387/04 Annual Record of Water Taking***

Prepared by the Ontario Clean Water Agency
For The Corporation of the Municipality of Assiginack



**Ontario Clean Water Agency
Agence Ontarienne Des Eaux**



Drinking-Water System Number: 210008426
Drinking-Water System Name: Sunsite Estates Drinking Water System
Drinking-Water System Owner: Corporation of the Municipality of Assiginack
Drinking-Water System Category: Small Municipal Residential

SECTION 1: INTRODUCTION

This document is prepared in accordance with Section 11 and Schedule 22 of O.Reg.170/03 under the Safe Drinking Water Act and with Section 9 of O.Reg.387/04 under the Ontario Water Resources Act. The reports are prepared by the Ontario Clean Water Agency. Acronyms and definitions can be found at the end of the report.

A copy of the Summary Report must be provided to the members of the municipal council by March 31, 2018.

SECTION 2: REQUIREMENTS OF THE REPORTS

Schedule 22 Report

The report must list the requirements of the Act, the regulations, the system's approval and any order that the system **failed to meet** at any time during the period covered by the report. It must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

For the purpose of enabling the owner of the system to assess the rated capability of their system to meet existing and future planned water uses, the following information is required to be included in this report:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the systems approval.

Section 11 Report

The annual report must contain the following:

- A brief description of the drinking water system and a list of chemicals used by the system.
- A description of any major expenses incurred during the period covered by the report to install, repair or replace required equipment.
- A summary of all adverse water quality incidents (AWQI) reported to the Ministry
- A summary of corrective actions taken in response all AWQIs
- A summary of all test results required under the regulation, under an approval, municipal drinking water licence or order, including an OWRA order.
- A statement of where a Schedule 22 report will be available for inspection.

The report must be prepared not later than February 28 of the following year.

Regulation 387 Report

On or before March 31 in every year, every holder of a permit to take water (PTTW) shall submit to a Director the data collected and recorded for the previous year.

A record of annual water taking can be found in Appendix A.



SECTION 3: SCHEDULE 22 REPORT

Flows - Treated

In accordance with the Municipal Drinking Water License (MDWL), the Sunsite Estates WTP shall not be operated to exceed a maximum daily volume of 220 m³/d to the distribution system.

The daily treated water maximum flow was 139 m³ in August and represents 63.2% of capacity.

The quantity of treated water supplied during the reporting period **did not** exceed the rated maximum capacity.

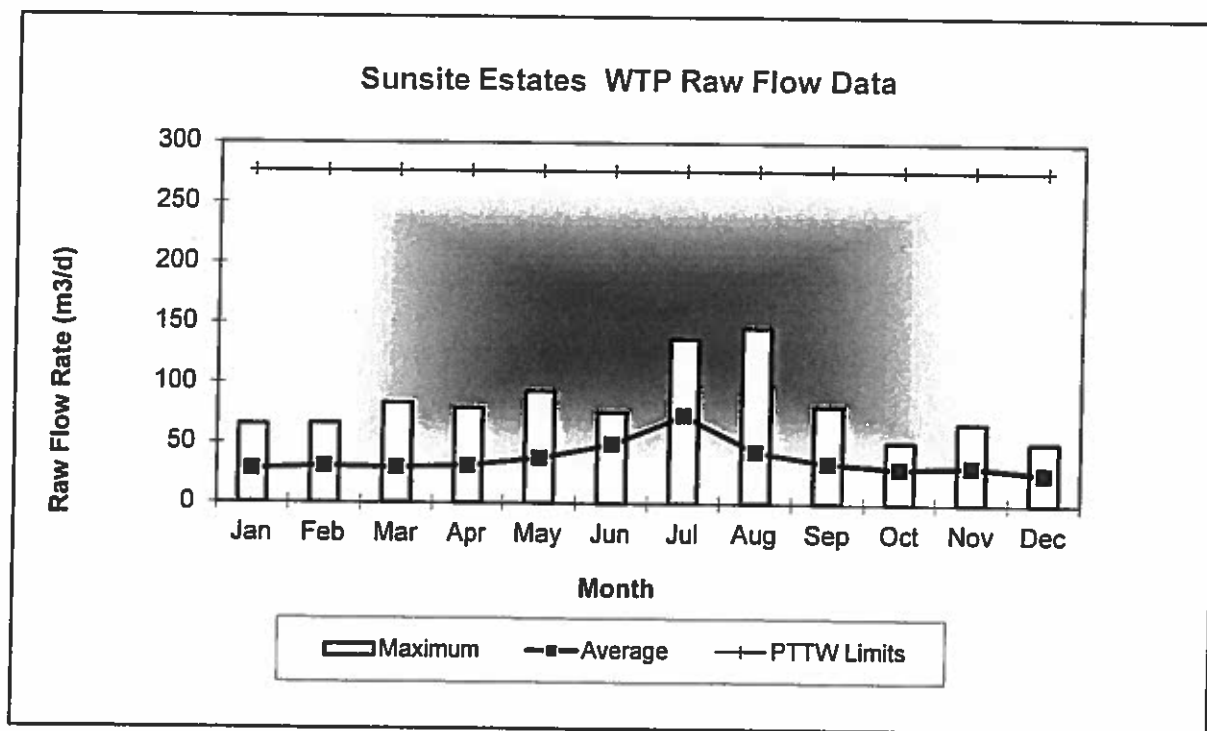
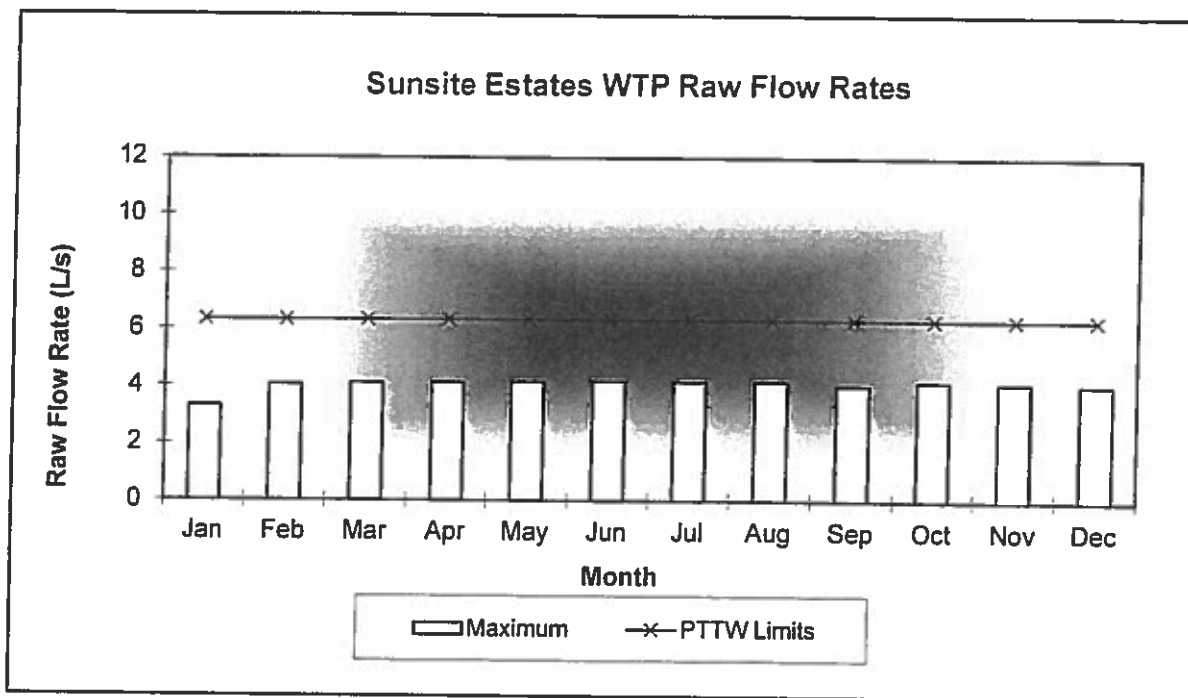
Flows - Raw

Daily raw maximum instantaneous flow is stated in the PTTW at a maximum rate of flow of 6.32 L/s and a maximum daily volume of 276.48 m³/d.

The average monthly raw water flow for this reporting period was 37.03 m³/d. The maximum daily flow was 146 m³/d representing 52.8% of water taking limits.

The quantity of raw water taken **did not** exceed any limits stipulated within the PTTW.

RAW WATER FLOW DATA - TOTAL ALL SOURCES						
Month	Total Monthly Flow (m³)	Average Flow (m³/d)	Maximum Flow (m³/d)	Maximum Flow Rate (L/s)	Limits	
					L/s (PTTW)	m³/d (PTTW)
January	869	27.84	65	3.31	6.32	276.48
February	864	30.86	66	4.06	6.32	276.48
March	912	29.42	83	4.11	6.32	276.48
April	943	31.43	79	4.12	6.32	276.48
May	1,168	37.68	93	4.15	6.32	276.48
June	1,477	49.23	76	4.17	6.32	276.48
July	2,277	73.45	137	4.16	6.32	276.48
August	1,336	43.1	146	4.17	6.32	276.48
September	1,010	33.67	81	4.03	6.32	276.48
October	916	29.55	51	4.17	6.32	276.48
November	943	31.43	67	4.12	6.32	276.48
December	806	26	51	4.05	6.32	276.48
Total	13,515					
Average		37.03				
Maximum			146	4.17	6.32	276.48





Annual Raw Water Review

Raw Water Taking	Total Taking m3/d	Average Day m3/d	Max Day m3/d	Max Day % of PITW allowable 1149.12 m3/d
2017	13,515	37.03	146	52.8%
2016	12,606	34.4	206	74.5%
2015	10,380	28.4	137	49.5%
2014	19,263	52.8	125	45.2%

System Failures and Corrective Actions

Two inspections of the drinking water facility took place in 2017. The first inspection was on January 11, 2017, the facility scored 0/405 providing a rating of 100%. The second inspection was on October 26, 2017, the facility scored 0/427 providing a rating of 100%.

The October inspection report indicated a non-compliance listed under other which did not affect the rating.

The following instance(s) of non-compliance were also noted during the inspection:

1. Monthly Filter Efficiency Calculations.

This drinking water plant is required to meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month, thus monthly filter efficiency reports are generated. However at this site, the electronic system of auto calculations appears inaccurate for the following reasons:

a) Cited efficiency levels will sometimes change from one day to the next though filtrate turbidity remains less than 0.1NTU.

b) Cited flow rates on the last day of every month are zero, which is not accurate. Thus efficiency levels appear to be based on cumulative values as of the second last day of the month.

2. Time stamp on continuous analyzer data.

During the inspection it was noted that the clock /time stamp on SCADA was 33 minutes off actual time. Schedule 6-5 requires recording date, time and parameter result for continuous monitoring equipment values

Action(s) Required:

1. Monthly Filter Efficiency Calculations.

By January 31, 2018, in accordance with Section 31, SDWA and Schedule E of the MDWL, the operating authority is required to provide to the undersigned a written summary of actions to be taken to help ensure accurate evaluations of monthly filter efficiency calculations.

2. Time stamp on continuous analyzer data.

On December 7, 2017, the SCADA clock was fixed with notations made in the site logbook. No further action is required.

Action(s) Taken:

The operating authority hired a contractor who has already begun upgrading the PLC and SCADA systems for the facility. It is expected that all filter efficiency issues will be resolved once the upgrade is complete. However, while the operating authority waits for the completion of the upgrade, the accuracy of the filter efficiency needs to be monitored. The operator will pay close attention for any discrepancies in the calculation, whether that is missing or incorrect data. Manual calculations will be completed at the end of the month if there were any issues noted. This will ensure that a correct calculation has been performed and recorded.



AWQIs reported to the Ministry

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
07-Nov-17	Pressure	0	psi	Normal pressure was lost in parts of the distribution due to a temporary shutdown of the WTP to perform repairs. After repair was complete, pressure was regained in the system. Flushing was performed and free chlorine residuals were confirmed. Three bacti samples were collected on Nov 7 and again on Nov 8.	14-Nov-17

SECTION 4: SECTION 11 REPORT

Information to be provided

Population Served 65	
Does your Drinking-Water System serve more than 10,000 people? No	
Is your annual report available to the public at no charge on a web site on the Internet? Yes	
Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.	Township of Assiginack, Municipal Office 25 B Spragge Street Sunsite Estates, Ontario P0P 1N0
Number of Designated Facilities served: 0	
Did you provide a copy of your annual report to all Designated Facilities you serve?	NA
Number of Interested Authorities you report to: 0	
Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?	NA
List all Drinking-Water Systems (if any), and their DWS Number which receive all of their drinking water from your system:	N/A
Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?	N/A
Indicate how you notified system users that your annual report is available, and is free of charge.	Public access/notice via the web, newspaper and public library
Indicate if you notified system users that your annual report is available and is free of charge using an alternate method	Yes



Facility consists of a US Filter membrane filtration plant supplying water to Sunsite Estates drawing water from Manitowaning Bay, Lake Huron. The low lift building supplies water to the WTP via a single LLP. The LL Building also contains a sodium hypochlorite dosing system for seasonal control of zebra mussels. The water treatment plant consists of two membrane filter trains a chlorine contact reservoir, clear well and three submersible high lift pumps supplying the village. Primary disinfection is achieved through the use of liquid sodium hypochlorite. The Municipal Drinking Water License has a capacity of 220m³/d. Waste water sludge is stored on site and periodically removed to disposal while the supernatant is discharged back to the Lake.

Chemicals Used

Sodium Hypochlorite (12%)	Disinfection and clean-in-place
Sodium Hydroxide	Neutralization of wastewater
Citric Acid	Clean-in-place
Calcium Thiosulphate (Captor)	Dechlorination of reject water & wastewater

Significant Expenses

Significant expenses incurred to

- ☐ Install required equipment
- ☒ Repair required equipment
- ☒ Replace required equipment

Work Order	Date Completed	Comment
242923		<i>Electrical Repairs</i> Repairs made to, thermostats, exterior lighting and HLP ASD settings
264463	27-Mar-17	<i>Hot Water Tank</i> Removed and replaced hot water tank pressure relief valve
377121	21-Dec-17	<i>Chlorine Analyzer</i> Purchased and replaced chlorine probe membrane cap
440770 & 440772	07-Sep-17	<i>Filter HMI Replacement</i> New HMIs were purchased for both filters to replace the current faulty HMIs
440841	27-Dec-17	<i>Installed new heater in low lift building</i>
508977	09-Nov-17	<i>Treated Water Header</i> Repaired leak in treated water header and added an isolation valve at the first pressure tank
543108	15-Dec-17	<i>Pressure Tank #6</i> Pressure tank no longer holding air pressure. A new tank has been purchased
543325	29-Nov-17	<i>Rnw pH Probe</i> Ordered new probe from HACH



Adverse Water Quality Incidents

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Comment / Corrective Action	Corrective Action Date
07-Nov-17	Pressure	0	psi	Normal pressure was lost in parts of the distribution due to a temporary shutdown of the WTP to perform repairs. After repair was complete, pressure was regained in the system. Flushing was performed and free chlorine residuals were confirmed. Three bacti samples were collected on Nov 7 and again on Nov 8.	14-Nov-17

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03.

	No. of Samples Collected	Range of E.Coli		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Results	
		Min #	Max #	Min #	Max #		Min #	Max #
Raw Water	N/A							
Treated Water	N/A							
Distribution	32	0	0	0	0	32	0	1

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03

	No. of Samples Collected	Range of Results		Units of Measure
		Minimum	Maximum	
Turbidity – Filter 1	8760	0	0.48	(NTU)
Turbidity – Filter 2	8760	0	0.18	(NTU)
Free Chlorine Residual – TW	8760	0.79	2.41	(mg/L)
Free Chlorine Residual, Distribution	104	0.85	2.03	(mg/L)

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter and limits	Month Sampled	Day Sampled	Result	Unit of Measure
254-201 Aug 25, 2016	Backwash (BW) Total Suspended Solids (TSS) 25 mg/L annual average Quarterly samples	Jan	10	<2	mg/L
		Feb			mg/L
		Mar			mg/L
		Apr	4	<2	mg/L
		May			mg/L
		Jun			mg/L
		Jul	11	<2	mg/L
		Aug			mg/L
		Sep			mg/L
		Oct	2	2	mg/L
		Nov			mg/L
		Dec			mg/L
		Annual Average		2	mg/L



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Espanola Hub
87B Centre St.
Espanola, ON P5E 1S4

Tel: 705 869 5578
Fax: 705-869-4374
www.ocwa.com

RECEIVED
FEB 28 2018

February 28, 2018

Alton Hobbs, Chief Administrative Officer
The Corporation of the Township of Assiginack
156 Arthur St. P.O. Box 238
Manitowaning, Ontario
P0P 1N0

Re: O. Reg. 170 Section 11 & Schedule 22 Annual Reporting under SDWA
O. Reg 387 Section 9 Annual Reporting under OWRA
For the Manitowaning Water Treatment Plant
Waterworks No.: 210001013

Dear Mr. Hobbs;

Attached are the 2017 Annual and Summary Reports for the Manitowaning Water System. The Reports are based on information provided by Operators as of Feb 07, 2018 in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. A confirmation of submission of the PTTW reporting, as required by O.Reg 387, is included as part of the report.

Please note that any Orders that you have received directly from the MOE or any major expense incurred by the Municipality which is not listed should be reviewed and added to the report.

As per Schedule 22 of O. Reg. 170/03, this Summary Report is to be provided to the members of the municipal council no later than March 31, 2018. Please ensure this distribution.

Section 12 of O. Reg. 170/03, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,

Sarah Beaulieu
Process & Compliance Technician
Ontario Clean Water Agency

NW

Manitowaning Water Treatment

Large Municipal Residential Drinking Water System

January 1, 2017 – December 31, 2017

***O.Reg 170/03 Schedule 22 Summary Report
O.Reg 170/03 Section 11 Annual Report
&
O.Reg 387/04 Annual Record of Water Taking***

Prepared by the Ontario Clean Water Agency
For The Corporation of the Municipality of Assiginack



**Ontario Clean Water Agency
Agence Ontarienne Des Eaux**



Drinking-Water System Number: 210001013
Drinking-Water System Name: Manitowaning Drinking Water System
Drinking-Water System Owner: Corporation of the Municipality of Assiginack
Drinking-Water System Category: Large Municipal Residential

SECTION 1: INTRODUCTION

This document is prepared in accordance with Section 11 and Schedule 22 of O.Reg.170/03 under the Safe Drinking Water Act and with Section 9 of O.Reg.387/04 under the Ontario Water Resources Act. The reports are prepared by the Ontario Clean Water Agency. Acronyms and definitions can be found at the end of the report.

A copy of the Summary Report must be provided to the members of the municipal council by March 31, 2018.

SECTION 2: REQUIREMENTS OF THE REPORTS

Schedule 22 Report

The report must list the requirements of the Act, the regulations, the system's approval and any order that the system **failed to meet** at any time during the period covered by the report. It must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

For the purpose of enabling the owner of the system to assess the rated capability of their system to meet existing and future planned water uses, the following information is required to be included in this report:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the systems approval.

Section 11 Report

The annual report must contain the following:

- A brief description of the drinking water system and a list of chemicals used by the system.
- A description of any major expenses incurred during the period covered by the report to install, repair or replace required equipment.
- A summary of all adverse water quality incidents (AWQI) reported to the Ministry
- A summary of corrective actions taken in response all AWQIs
- A summary of all test results required under the regulation, under an approval, municipal drinking water licence or order, including an OWRA order.
- A statement of where a Schedule 22 report will be available for inspection.

The report must be prepared not later than February 28 of the following year.

Regulation 387 Report

On or before March 31 in every year, every holder of a permit to take water (PTTW) shall submit to a Director the data collected and recorded for the previous year.

A record of annual water taking can be found in Appendix A.



SECTION 3: SCHEDULE 22 REPORT

Flows - Treated

In accordance with the Municipal Drinking Water License (MDWL), the Manitowaning WTP shall not be operated to exceed a maximum daily volume of 1045 m³/d to the distribution system.

The daily treated water maximum flow was 511 m³ in April and represents 48.9% of capacity.

The quantity of treated water supplied during the reporting period **did not** exceed the rated maximum capacity.

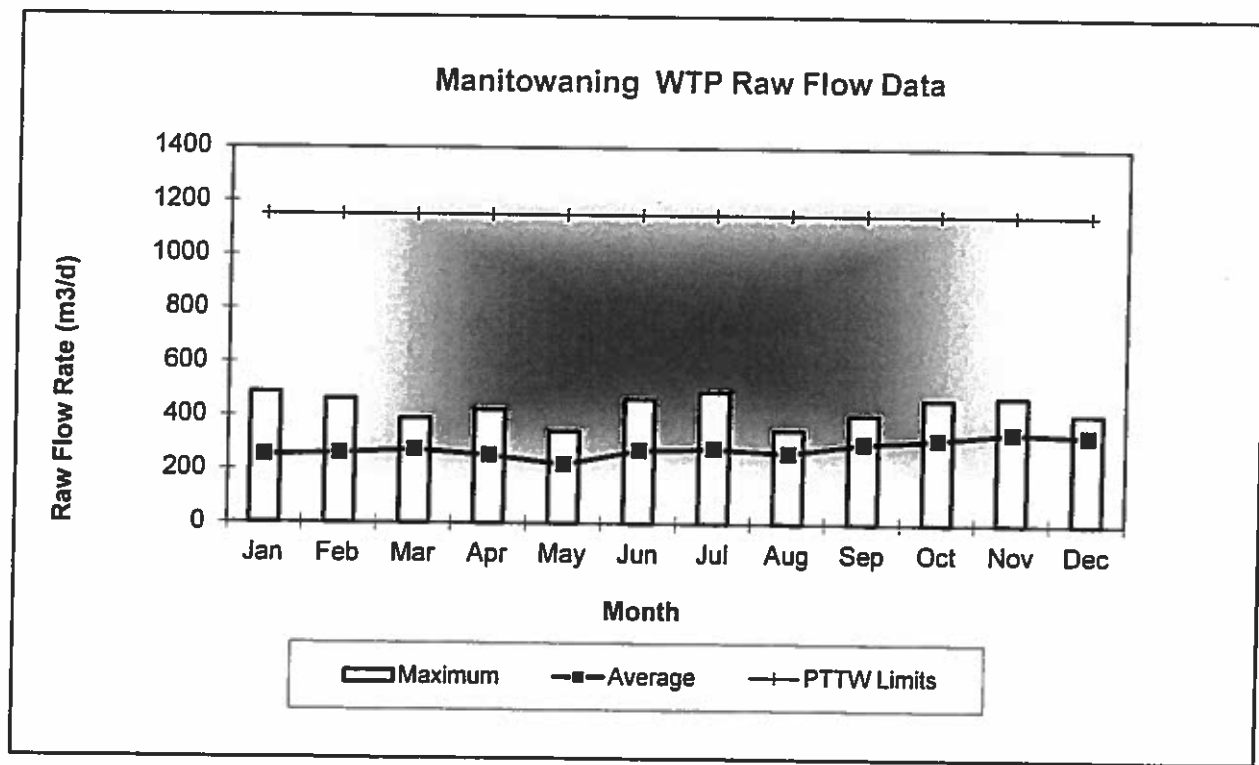
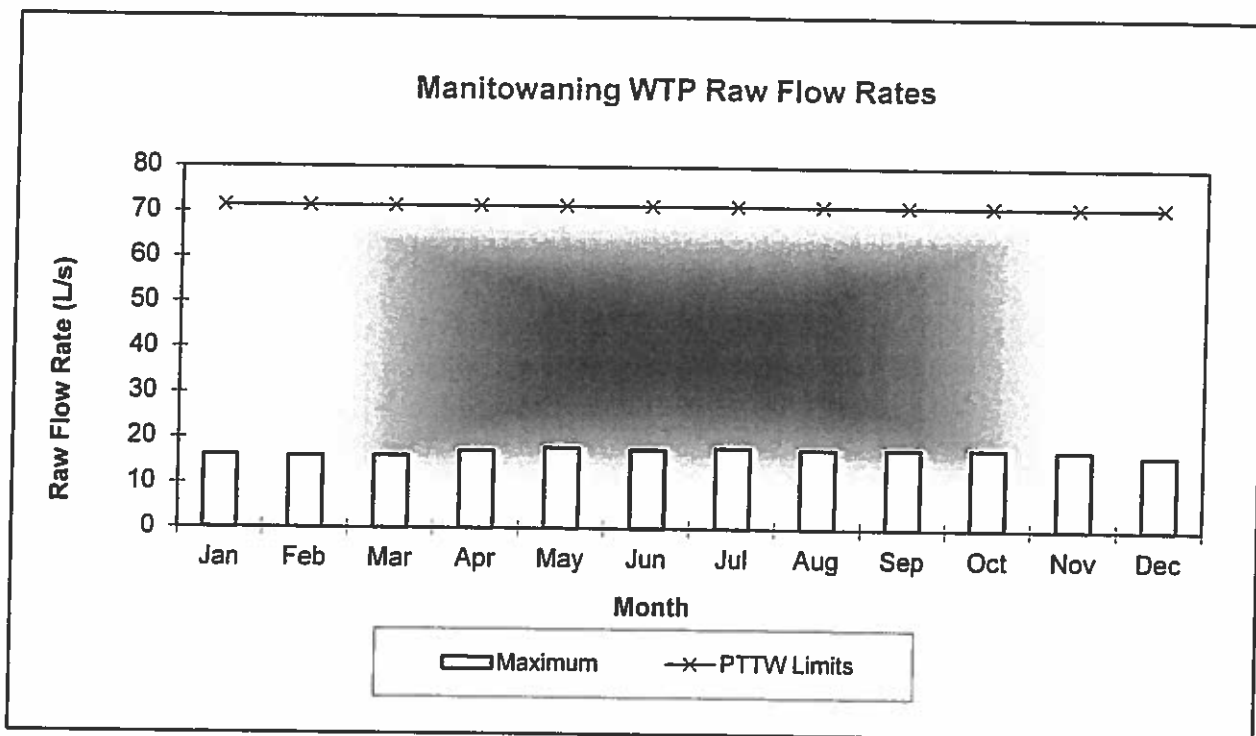
Flows - Raw

Daily raw maximum instantaneous flow is stated in the PTTW at a maximum rate of flow of 71.32 L/s and a maximum daily volume of 1149.12m³/d.

The average monthly raw water flow for this reporting period was 280.68 m³/d. The maximum daily flow was 491 m³/d representing 42.7% of water taking limits.

The quantity of raw water taken **did not** exceed any limits stipulated within the PTTW.

RAW WATER FLOW DATA - TOTAL ALL SOURCES						
Month	Total Monthly Flow (m³)	Average Flow (m³/d)	Maximum Flow (m³/d)	Maximum Flow Rate (L/s)	Limits	
					L/s (PTTW)	m³/d (PTTW)
January	7,826	252.45	486	16.02	71.32	1149.12
February	7,291	260.39	462	15.93	71.32	1149.12
March	8,496	274.06	390	15.99	71.32	1149.12
April	7,896	253.2	422	17.1	71.32	1149.12
May	6,816	219.87	343	17.82	71.32	1149.12
June	8,196	273.2	463	17.42	71.32	1149.12
July	8,683	280.1	491	17.82	71.32	1149.12
August	9,178	263.81	349	17.52	71.32	1149.12
September	9,015	300.5	406	17.69	71.32	1149.12
October	9,798	316.06	464	17.78	71.32	1149.12
November	10,247	341.57	474	17.44	71.32	1149.12
December	10,307	332.48	412	16.44	71.32	1149.12
Total	102,449					
Average		280.68	491			
Maximum				17.82	71.32	1149.12





Annual Raw Water Review

Raw Water Taking	Total Taking m3/d	Average Day m3/d	Max Day m3/d	Max Day % of PTTW allowable 1149.12 m3/d
2017	102,449	280.68	491	42.7%
2016	98,0007	268	681	59%
2015	86,149	236	550	48%
2014	107,567	298	576	50%

System Failures and Corrective Actions

The latest inspection of the drinking water facility took place on June 21, 2017. The facility scored 0/659 providing a rating of 100%.

AWQIs reported to the Ministry

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
20-Mar-17	Pressure	0	PSI	After repairing the broken pipe, water pressure was restored. Flushing was done, chlorine residuals taken at the time of flushing, and two sets of bacti samples taken as directed by MOH	24-Mar-17



SECTION 4: SECTION 11 REPORT

Information to be provided

Population Served 550	
Does your Drinking-Water System serve more than 10,000 people? No	
Is your annual report available to the public at no charge on a web site on the Internet? Yes	
Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.	Township of Assiginack, Municipal Office 25 B Spragge Street Manitowaning, Ontario P0P 1N0
Number of Designated Facilities served: 0	
Did you provide a copy of your annual report to all Designated Facilities you serve? NA	
Number of Interested Authorities you report to: 0	
Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? NA	
List all Drinking-Water Systems (if any), and their DWS Number which receive all of their drinking water from your system:	N/A
Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?	N/A
Indicate how you notified system users that your annual report is available, and is free of charge. Public access/notice via newspaper	
Indicate if you notified system users that your annual report is available and is free of charge using an alternate method Yes	

A US Filter membrane filtration plant supplying water to the Town of Manitowaning drawing water from Lake Huron, consisting of three membrane filter trains a chlorine contact reservoir, clear well and five high lift pumps supplying the Town. Sodium Hypochlorite is used for primary disinfection as well as seasonally for zebra mussel control in the raw water intake. The rated capacity of the system is 12.1 L/s. Wastewater from backwash and filter cleans is neutralized and diverted to the sanitary sewer system.

Chemicals Used

Sodium Hypochlorite (12%)	Disinfection and clean-in-place
Sodium Hydroxide	Neutralization of wastewater
Citric Acid	Clean-in-place
Calcium Thiosulphate (Captor)	Dechlorination of reject water & wastewater

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

Ranges: **From:** **To:** **From:** **To:**
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last Cheque Number 0027484 0027504
Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0027484	Date:	05/02/2018	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$386.86
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InvNo: 679541	InvDesc: fd-fuse	InvAmt: \$0.73
InvNo: 678676	InvDesc: fd-diesel exh.fluid	InvAmt: \$24.59
InvNo: 678659	InvDesc: fd-fuel	InvAmt: \$13.49
InvNo: 680380	InvDesc: arena-propane	InvAmt: \$108.46
InvNo: 679255	InvDesc: arena-propane	InvAmt: \$54.23
InvNo: 678984	InvDesc: arena-propane	InvAmt: \$108.46
InvNo: 678389	InvDesc: arena-zamboni switch	InvAmt: \$9.13
InvNo: 678048	InvDesc: po-ice melt	InvAmt: \$67.77

ChqNo:	0027485	Date:	05/02/2018	Vendor:	CAMBRIAN TRUCK CENTRE INC.	Amount:	\$821.43
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InvNo: SLW74412	InvDesc: #7 air tank	InvAmt: \$678.28
InvNo: SLW74844	InvDesc: #7 fill tube/switch	InvAmt: \$192.64

ChqNo:	0027486	Date:	05/02/2018	Vendor:	CAMBRIAN INSURANCE BROKERS INC	Amount:	\$263.52
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InvNo: 13983	InvDesc: 2017/18 ins adjustment	InvAmt: \$263.52
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ChqNo:	0027487	Date:	05/02/2018	Vendor:	COMPUTREK	Amount:	\$646.59
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InvNo: 16564	InvDesc: feb-remote server mgmt	InvAmt: \$301.71
InvNo: 16629	InvDesc: jan it reconciliation	InvAmt: \$141.25
InvNo: 16681	InvDesc: jan offiste backup data storag	InvAmt: \$203.63

ChqNo:	0027488	Date:	05/02/2018	Vendor:	GERRY STRONG	Amount:	\$307.70
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InvNo: FEB 5 2018	InvDesc: bldg insp/planning mileage	InvAmt: \$307.70
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ChqNo:	0027489	Date:	05/02/2018	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$9,157.07
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InvNo: JAN 24 2018 MTG WTP	InvDesc: mtg wtp	InvAmt: \$5,995.95
InvNo: JAN 25 2016 MICROFIT	InvDesc: pw-microfit	InvAmt: \$6.10
InvNo: FEB 1 2018 LAGOON	InvDesc: lagoon	InvAmt: \$1,903.45
InvNo: FEB 2 2018 DEPOT	InvDesc: depot	InvAmt: \$461.99
InvNo: FEB 1 2018 NORISLE	InvDesc: norisie heritage park	InvAmt: \$30.68
InvNo: FEB 1 2018 PW	InvDesc: pw	InvAmt: \$758.90

ChqNo:	0027490	Date:	05/02/2018	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$426.64
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InvNo: 0125658	InvDesc: fd-ext.cords	InvAmt: \$186.43
InvNo: 0126216	InvDesc: arena-t.tissue,p.twls	InvAmt: \$76.82

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: 0126051	InvDesc: admin-coffee maker	InvAmt: \$45.19
InvNo: 0125898	InvDesc: po-floor clnr, salt remover	InvAmt: \$58.23
InvNo: 0125662	InvDesc: arena-mop	InvAmt: \$20.33
InvNo: 0125334	InvDesc: po-cleaner	InvAmt: \$39.64

ChqNo: 0027491	Date: 05/02/2018	Vendor: MANITOULIN EXPOSITOR	Amount: \$59.75
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InvNo: 96942	InvDesc: advertising	InvAmt: \$59.75
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ChqNo: 0027492	Date: 05/02/2018	Vendor: MINISTER OF FINANCE	Amount: \$1,035.81
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InvNo: JAN 2018	InvDesc: jan eht remittance	InvAmt: \$1,035.81
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ChqNo: 0027493	Date: 05/02/2018	Vendor: NEW NORTH FUELS INC	Amount: \$3,617.44
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InvNo: 445327	InvDesc: pw-diesel	InvAmt: \$1,980.13
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InvNo: 444329	InvDesc: pw-dyed diesel	InvAmt: \$623.53
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InvNo: 444330	InvDesc: pw-diesel	InvAmt: \$1,013.78
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ChqNo: 0027494	Date: 05/02/2018	Vendor: NORTHERN 911	Amount: \$233.44
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InvNo: 21216-02012018	InvDesc: feb 911 dispatch	InvAmt: \$233.44
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ChqNo: 0027495	Date: 05/02/2018	Vendor: OMERS	Amount: \$9,353.31
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InvNo: JAN 2018	InvDesc: jan omers remittance	InvAmt: \$9,353.31
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ChqNo: 0027496	Date: 05/02/2018	Vendor: PUROLATOR COURIER	Amount: \$80.12
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InvNo: 436965995	InvDesc: freight	InvAmt: \$80.12
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ChqNo: 0027497	Date: 05/02/2018	Vendor: RECEIVER GENERAL	Amount: \$15,797.87
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InvNo: JAN 2018	InvDesc: jan source deductions	InvAmt: \$15,797.87
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ChqNo: 0027498	Date: 05/02/2018	Vendor: RIVERSIDE ENTERPRISES	Amount: \$2,370.74
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InvNo: 19059	InvDesc: jan recycling transport	InvAmt: \$2,370.74
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ChqNo: 0027499	Date: 05/02/2018	Vendor: SUPERIOR PROPANE INC.	Amount: \$3,243.38
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InvNo: 18583269	InvDesc: fd-propane	InvAmt: \$1,912.70
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InvNo: 18704242	InvDesc: po-propane	InvAmt: \$1,295.08
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InvNo: 18685211	InvDesc: pw-cylinder rental	InvAmt: \$11.87
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InvNo: 18685212	InvDesc: arena-cylinder rental	InvAmt: \$23.73
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ChqNo: 0027500	Date: 05/02/2018	Vendor: TROY LIFE & FIRE SAFETY LTD	Amount: \$452.00
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InvNo: 1677260	InvDesc: arena-fire alarm inspection	InvAmt: \$452.00
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ChqNo: 0027501	Date: 05/02/2018	Vendor: TULLOCH ENGINEERING	Amount: \$9,776.76
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InvNo: 171094-3	InvDesc: pw/fire hall preliminary desig	InvAmt: \$9,776.76
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ChqNo: 0027502	Date: 05/02/2018	Vendor: WAT SUPPLIES	Amount: \$104.82
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InvNo: 173154	InvDesc: library-t.tissue	InvAmt: \$47.46
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InvNo: 172895	InvDesc: po-bnk-g.bags	InvAmt: \$57.36
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ChqNo: 0027503	Date: 05/02/2018	Vendor: WORKPLACE SAFETY & INSURANCE BOARD	Amount: \$1,751.47
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InvNo: JAN 2018	InvDesc: jan wsib remittance	InvAmt: \$1,751.47
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ChqNo: 0027504	Date: 05/02/2018	Vendor: VENEZ CANADA INC	Amount: \$1,751.47
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System: 07/02/2018
User Date: 07/02/2018

11:21:41 AM

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 3
User ID: deb

InvNo: F52059848

InvDesc: monthly copier usage

InvAmt: 5182.99

***** End of Report *****

Report Total:

\$60,069.71

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

<u>Ranges:</u>	<u>From:</u>	<u>To:</u>	<u>From:</u>	<u>To:</u>
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	0027464
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0027464	Date:	29/01/2018	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$413.61
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InvNo: 674704	InvDesc: coffee	InvAmt: \$29.98
InvNo: 674924	InvDesc: fuel	InvAmt: \$166.69
InvNo: 116-28060	InvDesc: air renu	InvAmt: \$3.48
InvNo: 674701	InvDesc: hydraulic hose #7	InvAmt: \$76.56
InvNo: 674724	InvDesc: flood lamp	InvAmt: \$40.67
InvNo: 675429	InvDesc: solenoid	InvAmt: \$62.61
InvNo: 675384	InvDesc: gasket #7	InvAmt: \$6.55
InvNo: 675655	InvDesc: rotary file	InvAmt: \$20.70
InvNo: 673596	InvDesc: hex plug	InvAmt: \$6.37

ChqNo:	0027465	Date:	29/01/2018	Vendor:	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	Amount:	\$3,915.85
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InvNo: 097	InvDesc: mechanical #4	InvAmt: \$901.20
InvNo: 098	InvDesc: hoist#4/clutch/mech #7	InvAmt: \$2,634.05
InvNo: 116	InvDesc: clutch brake #7	InvAmt: \$241.15
InvNo: 117	InvDesc: fd-truck service call	InvAmt: \$139.45

ChqNo:	0027466	Date:	29/01/2018	Vendor:	CITY OF GREATER SUDBURY	Amount:	\$407.94
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InvNo: 00082876	InvDesc: dec recyl.material	InvAmt: \$407.94
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ChqNo:	0027467	Date:	29/01/2018	Vendor:	FORT GARRY INDUSTRIES LTD	Amount:	\$19.21
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InvNo: F6358619	InvDesc: led llic plate light	InvAmt: \$19.21
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ChqNo:	0027468	Date:	29/01/2018	Vendor:	GIN-COR INDUSTRIES	Amount:	\$1,182.27
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InvNo: 46458	InvDesc: air actuator/md flaps/plw mark	InvAmt: \$1,182.27
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ChqNo:	0027469	Date:	29/01/2018	Vendor:	HEROLD SUPPLY	Amount:	\$444.90
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InvNo: 8664	InvDesc: starter #9	InvAmt: \$444.90
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ChqNo:	0027470	Date:	29/01/2018	Vendor:	H & R NOBLE CONSTRUCTION	Amount:	\$1,582.00
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InvNo: 36610	InvDesc: crush gravel	InvAmt: \$1,582.00
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ChqNo:	0027471	Date:	29/01/2018	Vendor:	HUGHES SUPPLY COMPANY	Amount:	\$156.90
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InvNo: 39527	InvDesc: pliers/chord/shovel	InvAmt: \$156.90
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ChqNo:	0027472	Date:	29/01/2018	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$3,571.17
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InvNo: JAN 19 2018 LIBRARY	InvDesc: library	InvAmt: \$443.59
InvNo: JAN 19 2018 DOCKS	InvDesc: marina docks	InvAmt: \$58.59
InvNo: JAN 19 2018 PO/BNK	InvDesc: po/bank	InvAmt: \$384.29

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: JAN 19 2018 LITES	InvDesc: street lites	InvAmt: \$562.91
InvNo: JAN 19 2018 INFO BTH	InvDesc: info booth	InvAmt: \$32.61
InvNo: JAN 19 2018 MARINA	InvDesc: marina showerhouse	InvAmt: \$30.86
InvNo: JAN 19 2018 SS WTP	InvDesc: ss wtp	InvAmt: \$1,063.71
InvNo: JAN 19 2018 ARENA	InvDesc: arena	InvAmt: \$963.75
InvNo: JAN 19 2018 TENNIS	InvDesc: tennis courts	InvAmt: \$30.86

ChqNo:	0027473	Date:	29/01/2018	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$35.45
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InvNo: 0124830	InvDesc: couplings	InvAmt: \$5.74
InvNo: 0123473	InvDesc: couplings	InvAmt: \$7.09
InvNo: 0123465	InvDesc: brass plugs	InvAmt: \$22.62

ChqNo:	0027474	Date:	29/01/2018	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$539.55
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InvNo: 1718794001	InvDesc: bolts/washers/ty cables/nuts	InvAmt: \$222.68
InvNo: 1795799001	InvDesc: plow bolts/tubing	InvAmt: \$316.87

ChqNo:	0027475	Date:	29/01/2018	Vendor:	RAINBOW DISTRICT SCHOOL BOARD	Amount:	\$75,297.49
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InvNo: 2017 4TH QTR	InvDesc: 2017 4th qtr requisition	InvAmt: \$75,297.49
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ChqNo:	0027476	Date:	29/01/2018	Vendor:	STRONGCO LIMITED PARTNERSHIP	Amount:	\$262.77
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InvNo: 90475574	InvDesc: hydraulic control box #9	InvAmt: \$262.77
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ChqNo:	0027477	Date:	29/01/2018	Vendor:	WURTH CANADA LTD	Amount:	\$363.43
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InvNo: 22933176	InvDesc: fuses/air gauge/wiper blades	InvAmt: \$363.43
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*** End of Report ***

Report Total:

\$88,192.54

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60,069.71 +
 88,192.54 +
 148,262.25 *

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

Ranges: **From:** **To:** **From:** **To:**
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last Cheque Number 0027509 0027534
Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0027509	Date:	20/02/2018	Vendor:	ST. PAULS ANGLICAN CHURCH	Amount:	\$30.00
	InvNo: FEB 8 2018		InvDesc: pec-kitchen rent re:kids cook.		InvAmt:	\$30.00	

ChqNo:	0027510	Date:	20/02/2018	Vendor:	BELL CANADA	Amount:	\$17.57
	InvNo: 2018 02 01		InvDesc: toll free line		InvAmt:	\$17.57	

ChqNo:	0027511	Date:	20/02/2018	Vendor:	CAMBRIAN TRUCK CENTRE INC.	Amount:	\$143.13
	InvNo: SLW75274		InvDesc: switch #7		InvAmt:	\$88.20	
	InvNo: SLW75275		InvDesc: hydraulic valve #7		InvAmt:	\$54.93	

ChqNo:	0027512	Date:	20/02/2018	Vendor:	COMPLETE AUTOMOTIVE AND MARINE	Amount:	\$127.55
	InvNo: 27131		InvDesc: fd-'93 inspection		InvAmt:	\$68.79	
	InvNo: 27130		InvDesc: fd-'12 truck inspection		InvAmt:	\$58.76	

ChqNo:	0027513	Date:	20/02/2018	Vendor:	EASTLINK	Amount:	\$1,961.58
	InvNo: 04555544		InvDesc: mtg wtp		InvAmt:	\$148.98	
	InvNo: 04555512		InvDesc: man streams		InvAmt:	\$149.87	
	InvNo: 045555325		InvDesc: mun.office		InvAmt:	\$579.52	
	InvNo: 04555558		InvDesc: pw		InvAmt:	\$209.72	
	InvNo: 04555535		InvDesc: arena		InvAmt:	\$138.23	
	InvNo: 04555523		InvDesc: fd-interconnect		InvAmt:	\$78.90	
	InvNo: 04555534		InvDesc: fd-tel		InvAmt:	\$103.76	
	InvNo: 04555557		InvDesc: bwt		InvAmt:	\$78.90	
	InvNo: 04555525		InvDesc: info booth		InvAmt:	\$148.91	
	InvNo: 04555542		InvDesc: norisle (fischer fund)		InvAmt:	\$69.91	
	InvNo: 04555554		InvDesc: marina		InvAmt:	\$78.90	
	InvNo: 04555545		InvDesc: ss wtp		InvAmt:	\$78.90	
	InvNo: FEB 10 2018 PW		InvDesc: pw dsl		InvAmt:	\$48.54	
	InvNo: FEB 10 2018 MARINA		InvDesc: marina dsl		InvAmt:	\$48.54	

ChqNo:	0027514	Date:	20/02/2018	Vendor:	G. STEPHEN WATT, BARRISTER	Amount:	\$1,637.37
	InvNo: 3300		InvDesc: general legal		InvAmt:	\$1,637.37	

ChqNo:	0027515	Date:	20/02/2018	Vendor:	GERRY STRONG	Amount:	\$307.70
	InvNo: FEB 19 2018		InvDesc: bldg insp/plan mileage		InvAmt:	\$307.70	

ChqNo:	0027516	Date:	20/02/2018	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$5,974.40
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The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: FEB 5 2018 OFFICE InvDesc: mun.office InvAmt: \$363.54

ChqNo:	0027517	Date:	20/02/2018	Vendor:	JACKIE WHITE	Amount:	\$175.00
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InvNo: FEB 2018 InvDesc: reimburse robotics reg.fee InvAmt: \$175.00

ChqNo:	0027518	Date:	20/02/2018	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$68.43
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InvNo: 0126982 InvDesc: lib-key cutting InvAmt: \$7.39

InvNo: 0126980 InvDesc: office-vac.filter/bags InvAmt: \$31.05

InvNo: 0127163 InvDesc: cem./library InvAmt: \$29.99

ChqNo:	0027519	Date:	20/02/2018	Vendor:	MANITOULIN CENTENNIAL MANOR	Amount:	\$10,186.66
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InvNo: 2018 1ST QTR InvDesc: 2018 1st qtr req InvAmt: \$10,186.66

ChqNo:	0027520	Date:	20/02/2018	Vendor:	MINISTER OF FINANCE	Amount:	\$23,294.00
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InvNo: 14310118033 InvDesc: dec 2017 policing InvAmt: \$23,294.00

ChqNo:	0027521	Date:	20/02/2018	Vendor:	MINISTER OF FINANCE	Amount:	\$222.96
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InvNo: 2017 EHT RECONC InvDesc: 2017 eht reconc InvAmt: \$222.96

ChqNo:	0027522	Date:	20/02/2018	Vendor:	NEW NORTH FUELS INC	Amount:	\$3,567.83
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InvNo: 446444 InvDesc: po-furnace oil InvAmt: \$591.71

InvNo: 446469 InvDesc: pw-diesel InvAmt: \$1,703.54

InvNo: 447498 InvDesc: pw-diesel InvAmt: \$1,272.58

ChqNo:	0027523	Date:	20/02/2018	Vendor:	PITNEY WORKS	Amount:	\$568.65
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InvNo: FEB 4 2018 InvDesc: admin-postage refill InvAmt: \$568.65

ChqNo:	0027524	Date:	20/02/2018	Vendor:	PUROLATOR COURIER	Amount:	\$54.99
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InvNo: 437170193 InvDesc: freight InvAmt: \$54.99

ChqNo:	0027525	Date:	20/02/2018	Vendor:	RECEIVER GENERAL FOR CANADA	Amount:	\$1,034.00
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InvNo: 20180039485 InvDesc: 2018 radio lic InvAmt: \$1,034.00

ChqNo:	0027526	Date:	20/02/2018	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$8,117.33
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InvNo: 18821605 InvDesc: pw-propane InvAmt: \$6,362.91

InvNo: 18939120 InvDesc: fd-propane InvAmt: \$1,754.42

ChqNo:	0027527	Date:	20/02/2018	Vendor:	MARDAN GLASS	Amount:	\$1,033.95
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InvNo: 1151 InvDesc: arena-plexiglass InvAmt: \$1,033.95

ChqNo:	0027528	Date:	20/02/2018	Vendor:	TOM HUGHSON	Amount:	\$125.00
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InvNo: FEB 15 2018 InvDesc: livestock calls (1) InvAmt: \$125.00

ChqNo:	0027529	Date:	20/02/2018	Vendor:	OMEGA COMMUNICATIONS LTD	Amount:	\$2,866.53
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InvNo: 278223 InvDesc: fd-pagers (5) InvAmt: \$2,866.53

ChqNo:	0027530	Date:	20/02/2018	Vendor:	CHRISTINE MCNAUGHTON	Amount:	\$180.00
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InvNo: 182 InvDesc: pec-kids cooking class InvAmt: \$180.00

ChqNo:	0027531	Date:	20/02/2018	Vendor:	TULLOCH ENGINEERING	Amount:	\$624.33
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InvNo: 155319-29 InvDesc: drain-grant applications InvAmt: \$624.33

ChqNo:	0027532	Date:	20/02/2018	Vendor:	DREAMCATCHER FIREWORKS	Amount:	\$700.00
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The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	0027533	Date:	20/02/2018	Vendor:	WAT SUPPLIES	Amount:	\$265.50
InvNo:	174243	InvDesc:	po-t.tissue/p.twl/cln.supp	InvAmt:	\$265.50		
ChqNo:	0027534	Date:	20/02/2018	Vendor:	WHITE'S SHELL	Amount:	\$61.00
InvNo:	0928	InvDesc:	pw-gas	InvAmt:	\$61.00		

*** End of Report ***

Report Total:

\$63,345.46

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60,069.71 +
88,192.54 +
63,345.46 +
211,607.71 *

Date : 05/02/2018
Time : 1:20:41 PM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0027478		05/02/2018	02/05COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0027479		05/02/2018	02/05COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0027480		05/02/2018	02/05COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0027481		05/02/2018	02/05COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0027482		05/02/2018	02/05COMB	158	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
0027483		05/02/2018	02/05COMB	195	PARRINGTON, NATALIE	OUTSTANDING	Cheque
1188		05/02/2018	02/05COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
1189		05/02/2018	02/05COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
1190		05/02/2018	02/05COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
1191		05/02/2018	02/05COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
1192		05/02/2018	02/05COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
1193		05/02/2018	02/05COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
1194		05/02/2018	02/05COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
1195		05/02/2018	02/05COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1196		05/02/2018	02/05COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
1197		05/02/2018	02/05COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
1198		05/02/2018	02/05COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
1199		05/02/2018	02/05COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
1200		05/02/2018	02/05COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
1201		05/02/2018	02/05COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
1202		05/02/2018	02/05COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
1203		05/02/2018	02/05COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
1204		05/02/2018	02/05COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit
Total :		\$19,005.61					

Date : 20/02/2018
Time : 9:29:42 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0027505		19/02/2018	02/19COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0027506		19/02/2018	02/19COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0027507		19/02/2018	02/19COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0027508		19/02/2018	02/19COMB	133	BOND, FREDA	OUTSTANDING	Cheque
1205		19/02/2018	02/19COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
1206		19/02/2018	02/19COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
1207		19/02/2018	02/19COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
1208		19/02/2018	02/19COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
1209		19/02/2018	02/19COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
1210		19/02/2018	02/19COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
1211		19/02/2018	02/19COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1212		19/02/2018	02/19COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
1213		19/02/2018	02/19COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
1214		19/02/2018	02/19COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
1215		19/02/2018	02/19COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
1216		19/02/2018	02/19COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
1217		19/02/2018	02/19COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
1218		19/02/2018	02/19COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
1219		19/02/2018	02/19COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
1220		19/02/2018	02/19COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit

Total : \$18,410.83

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19,005.61 +
18,410.83 +
37,416.44 *



Alcohol and
Gaming Commission
of Ontario

Commission des
alcools et des jeux
de l'Ontario

Lottery Licence
Licence de loterie

M 705480

Licensee (Full name and address including Postal Code)

Titulaire de licence (Nom et adresse complète y compris le code postal)

Manitowaning Minor Hockey Association
19-B Lisgar Street
Manitowaning, ON
POP 1N0

Type of Lottery Scheme
Genre de loterie

Auction-style Raffle (Penny Raffle)

Location/Lieu

Assignack Arena – 59 Vankoughnet Street, Manitowaning, ON

Municipality/Municipalité

The Corporation of the Township of Assignack

Specific date(s) of the lottery event(s)
Date(s) spécifique(s) de la loterie

February 25, 2018

Specific time(s) of the lottery event(s)
Heure(s) spécifique(s) de la loterie

From/de

12:00 p.m.

To/à

12:30 p.m.

Total value of all prizes in any lottery conducted under this licence not to exceed \$ 750.00 in cash, or merchandise or articles of equivalent market value.

The licensee must observe all terms and conditions of this licence as agreed to in its application.

The conduct of this lottery scheme is restricted to the dates, hours and limits specified on this licence.

La valeur totale des prix d'une loterie organisée en vertu de la présente licence ne doit pas excéder \$ en espèces ou une valeur équivalente en nature.

L'organisme autorisé doit se conformer à toutes les modalités dont il a convenu dans la demande de licence. On doit conduire la loterie selon les dates, heures et limites qui y sont indiquées.

Special Terms and Conditions/Modalités spéciales

Pursuant to application submitted. Follow all applicable Lottery Licence and Raffle Terms & Conditions.

Date of Issue/Date de délivrance de la licence

February 22, 2018

Licence Fees/Droits - licence

\$

5.00

\$

Licensing Officer/Agent de délivrance des licences

J. Lady

Registrar of Alcohol and Gaming
Registraire des alcools et des jeux

Alton Hobbs

From: Dan Moody <dan.moody@tulloch.ca>
Sent: February-16-18 2:34 PM
To: Alton Hobbs
Subject: Fire Hall Design Proposal and Revised Concept Submission
Attachments: 17-1094 Assiginack Fire Hall Floor Plans.pdf; 17-1094 Assiginack Fire Hall Cost Estimate Feb 16.pdf; 18-1000 Assiginack Fire Hall Proposal Feb 16.pdf

Hi Alton,

I have revised the floor plan and cost estimate to reflect the items discussed on Monday, as well as those items contained in the email from Dwayne.

Our proposal for design services and services throughout construction is also attached.

If you have any questions, feel free to contact me at any time.

I will be on vacation from Thursday, February 22 until Monday, March 5. In my absence, Tyler Moody will be taking care of all current and potential work. Feel free to contact him at 705-949-1457 or via email.

Regards,

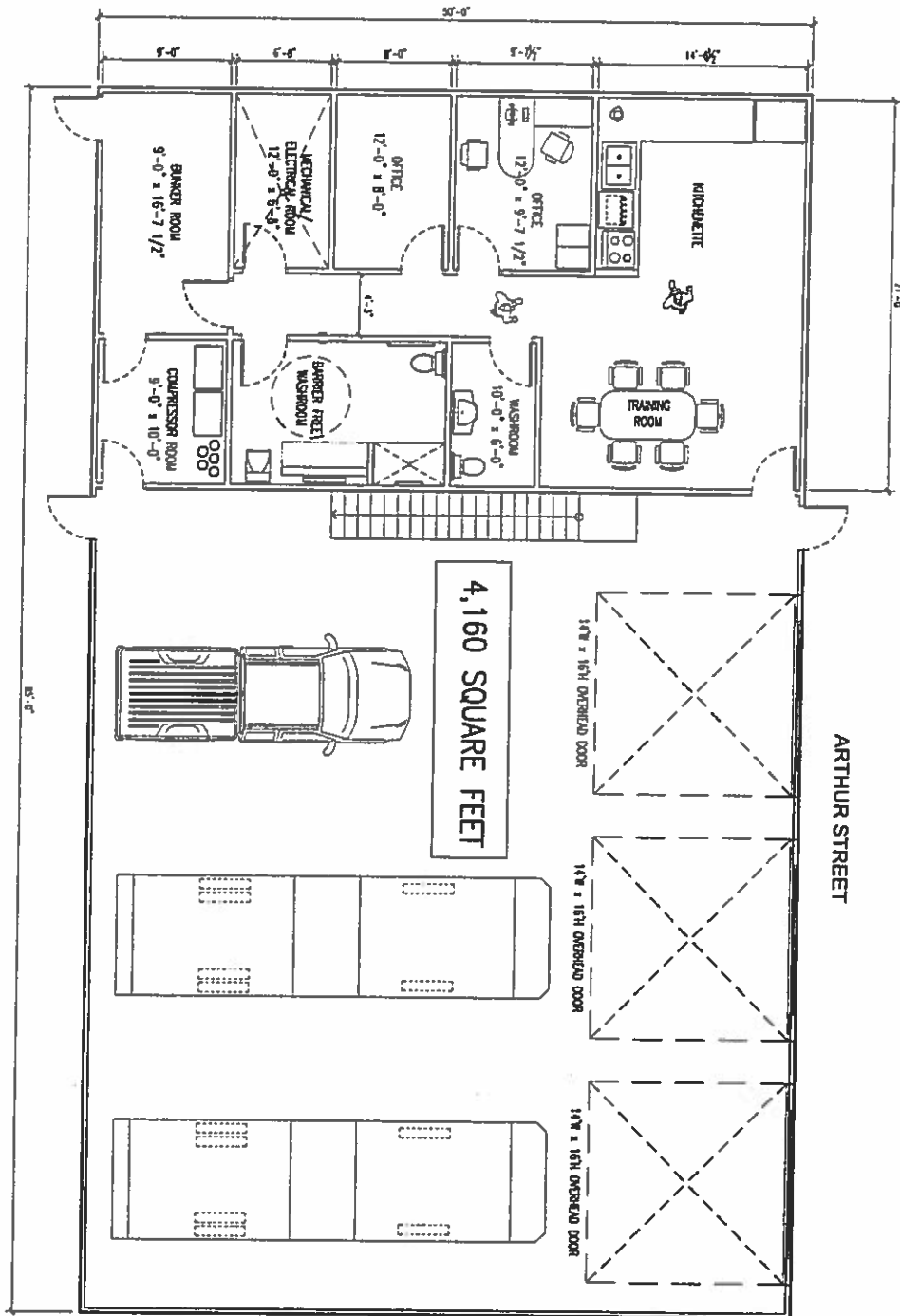
Dan Moody, A.Sc.T.
Project Manager - Structural



Tel: 705-949-1457
Fax: 705-949-9606
Cell: 705 971-0435

Tulloch Engineering Inc.
71 Black Road Unit 8
Sault Ste. Marie, ON P6B 0A3
dan.moody@tulloch.ca | tulloch.ca | [legal disclaimer](#)

VANKOUGHNET STREET



FLOOR PLAN
SCALE: 3/32" = 1'-0"

TULLOCH
ISSUED FOR
CLIENT REVIEW
JAN. 18, 2018

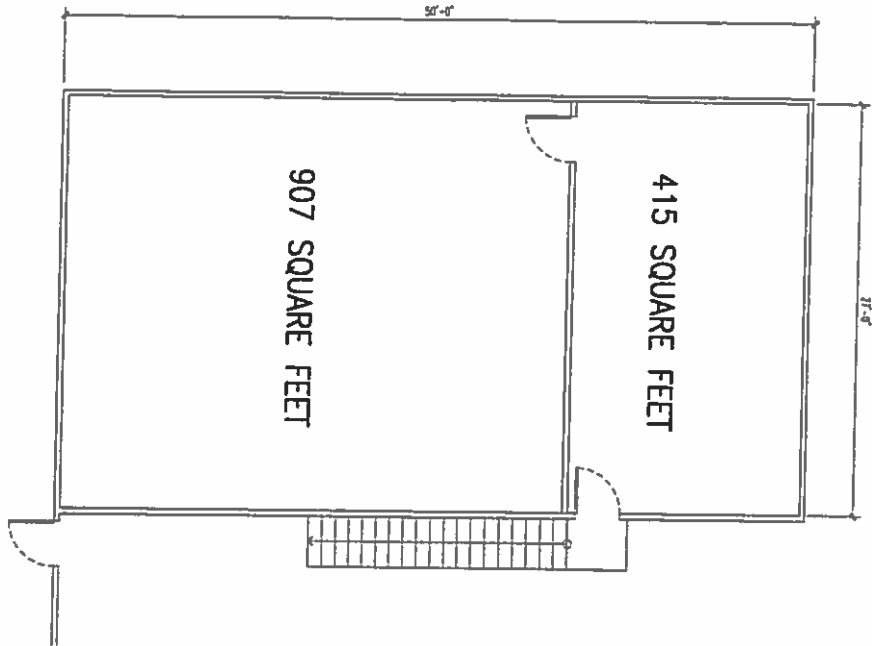
PROJECT:
TOWNSHIP OF ASSIGINACK
PROPOSED NEW FIRE HALL

TULLOCH
ENGINEERING

DRAWING:
PROPOSED FLOOR PLAN

ENGINEER'S SEAL

B	FEB 15, 2018	DJM	ISSUED FOR FINAL REVIEW
A	JAN 18, 2018	BWJ	ISSUED FOR CLIENT REVIEW
NO.	DATE	BY	ISSUES / REVISIONS
DRAWN BY:	CHECKED BY:	PROJECT NO.:	
BWJ	CH	17-1094	
DESIGNED BY:	APPROVED BY:	DRAWING NO.	REVISION NO.
DJM		P1	B
SCALE:	DATE:		
	JAN. 15, 2018		



MEZZANINE PLAN
SCALE: 3/32" = 1'-0"

PROJECT:
TOWNSHIP OF ASSIGINACK
PROPOSED NEW FIRE HALL



DRAWING:
PROPOSED MEZZANINE PLAN

ENGINEER'S SEAL

2	FEB 15, 2019	DJM	ISSUED FOR FINAL REVIEW	
A		BWJ		
No.	DATE	BY	ISSUES / REVISIONS	
DRAWN BY:	CHECKED BY:	PROJECT No. 1		
BWJ		17-1094		
DESIGNED BY:	APPROVED BY:	DRAWING No.	REVISION No.	
SCALE:	DATE:	P2		B
	NOV. 27, 2017			

Assignment Fire Hall
Preliminary Cost Estimate - February 15, 2018

Building		QUANTITY	UNIT	UNIT RATE	TOTAL
1	General Conditions	1	L.S.	\$40,000.00	\$40,000.00
2	Concrete	1	L.S.	\$105,000.00	\$105,000.00
3	Carpentry	1	L.S.	\$70,000.00	\$70,000.00
4	Steel Stairs	1	L.S.	\$10,000.00	\$10,000.00
5	Doors and Frames	1	L.S.	\$25,000.00	\$25,000.00
6	Overhead Doors	1	L.S.	\$5,000.00	\$5,000.00
7	Washroom Accessories	1	L.S.	\$120,000.00	\$120,000.00
8	Pre-Engineering Building	1	L.S.	\$110,000.00	\$110,000.00
9	Insulated Panel Cladding	1	L.S.	\$70,000.00	\$70,000.00
10	Mechanical	1	L.S.	\$35,000.00	\$35,000.00
11	Electrical	1	L.S.	\$5,000.00	\$5,000.00
12	Hydro One Costs (Estimate Only)	1	L.S.	\$1,500.00	\$1,500.00
13	Propane Tank Delivery/setup	1	L.S.	\$1,500.00	\$1,500.00
Sub Total					\$621,500.00

Mindemoya Fire Hall Comparative Pricing

Contractor A	\$857,970.00
Contractor B	\$1,024,840.00
Contractor C	\$1,064,672.00
Contractor D	\$1,067,000.00
Contractor E	\$1,102,000.00
Contractor F	\$1,107,000.00
Contractor G	\$1,150,000.00
Contractor H	\$1,187,000.00

Above prices are exclusive of HST
 Above prices do not include Propane Tank Setup Fee
 Above prices do not include topsoil stripping (paid by municipality) + \$10,000
 Above prices reflect 4,800sf, no second floor, but more complex site

Site Development		QUANTITY		UNIT	UNIT RATE	TOTAL
1	Water Service	30		m	\$275.00	\$8,250.00
2	Water Connection at Main (if required)	1		L.S.	\$5,000.00	\$5,000.00
3	Sewer Service	30		m	\$250.00	\$7,500.00
4	Sewer Connection at Main (if required)	1		L.S.	\$5,000.00	\$5,000.00
5	Excavation and Disposal of Unacceptable Material (125mm)	1400		cu.m	\$15.00	\$21,000.00
6	Granular 'A' (150mm)	600		t	\$28.00	\$16,800.00
7	Granular 'B' (600mm)	2200		t	\$20.00	\$44,000.00
8	Geogrid	1650		sq.m	\$6.50	\$10,725.00
9	Grading and Drainage	1		L.S.	\$10,000.00	\$10,000.00
10	Concrete apron slabs (6'x6' at doors, 10' across all truck doors)	2		L.S.	\$18,000.00	\$36,000.00
11	Road Restoration	1		ea.	\$20,000.00	\$20,000.00
12	Topsoil and Seed	600		sq.m	\$15.00	\$9,000.00
13	Culvert	12		m	\$200.00	\$2,400.00
14	Electrical Service	1		ea.	\$15,000.00	\$15,000.00
Sub Total						\$192,675.00
						\$192,675.00

Sub-total	\$814,175.00
10% Contingency	\$81,417.50
Sub-total	\$895,592.50
HST 13%	\$116,427.03
Total	\$1,012,019.53

Notes:
 Above prices do not include travel or out of town living expenses (i.e. contractors outside of Manitoulin Island)
 Above prices reflect a building sited to accommodate the maximum permissible occupiable space (as a mezzanine)
 Based on an expected 6 month construction period, room/board and travel for out of town contractors could amount to \$100,000.

February 16, 2018
18-1000

P.O. Box 238
156 Arthur Street
Manitowaning, ON
P0P 1N0

Attention: Mr. Alton Hobbs, C.A.O.
Township of Assignack

Re: Proposal for Engineering Services
Proposed New Fire Hall Design
Township of Assignack

Dear Mr. Hobbs:

TULLOCH Engineering Inc. (TULLOCH) appreciates the opportunity to provide this proposal for the above noted project. In response to your request, we are pleased to provide a proposal for consulting services for a new 50' x 85' pre-engineered building at the corner of Arthur Street and Vankoughnet Street, Assignack, Ontario.

The scope of our services being offered is limited to geotechnical investigation, building structural design, civil design, mechanical/electrical design, project tendering, contract administration, structural steel inspection, general review during construction and materials testing only. All services provided to the Township of Assignack up until and including Project Tendering are proposed to be completed on a lump sum basis. Project Management, Contract Administration, General Review During Construction, Structural Steel Inspection and Materials Testing are proposed to be completed on a Time and Expenses Basis (estimated fees have been provided). Time requirements for services provided during construction are highly variable, due primarily to the contractor's proposed schedule, experience, work plan, etc.). We propose the following scope of work:

Geotechnical Investigation (Additional)

This additional geotechnical investigation is proposed to be completed so as to further delineate the existing bedrock profile within the building footprint, and along the path of excavation for the incoming water service and sanitary sewer. Changes in bedrock elevation that are not delineated on the design drawings can result in lengthy delays and costly extras. The following scope of work for Geotechnical Services has been based on preliminary investigations of the proposed area of construction, which indicate that bedrock is generally located at approximately 6 feet below grade.

We have not included for the provision of an excavator (and operator) for this portion of the work. It is assumed that the Township will be able to provide an excavator suitable for digging holes to expose bedrock. Should the client be unable to provide an excavator and operator, Tulloch would be pleased to arrange for one to be available for this task, at a cost additional to this proposal.

During the course of the Geotechnical Investigation, if poor soil/rock conditions are encountered, a more comprehensive Geotechnical Soils Investigation may be required. TULLOCH would be pleased to provide The Township of Assignack a proposal for a comprehensive Geotechnical Investigation, should one be required.

- Arrange for field locates of underground services prior to commencing with excavation activities.
- With the use of an excavator, expose bedrock for examination by a Geotechnical Engineer.
- Inspect exposed bedrock and document rock soundness, type, presence of fractures, voids and faults.

- Prepare summary letter report only, to be used in the design of building foundations and civil works.

Architectural/Structural Design

- Review municipal zoning bylaws
- Conduct code review to determine building occupancy, classification, construction, fire separations, life safety requirements, etc.
- General Arrangement Drawings (2D plan, section, elevations)
- Architectural drawings (2D floor plans, reflected ceiling plans, room finish schedules, door/window schedules, building exterior elevations, etc.).
 - All drawings to be in conformance with the Ontario Building Code 2012.
- Structural drawings (foundation, wall & roof framing, sections, details, elevations, etc.).
 - All drawings to be in conformance with the Ontario Building Code 2012.
- Prepare "specifications on drawings" (supplemented by bound specifications only if required)
- Meet with The Township of Assiginack to review the design package prior to issuing the tender
 - We have included for one (1) design review meeting in Assiginack
- Attend (via teleconference) design review meetings throughout the design process
 - We have included for two (2) design review teleconferences

Mechanical / Electrical Design

- Gather Data & Background Information
- HVAC load calculations and sizing
- Plumbing load calculations and sizing
- Electrical load calculations and sizing
- Mechanical HVAC design and detail drawings
- Plumbing design and detail drawings
- Electrical distribution drawings
- Power & communication drawings
- Interior & site lighting drawings
- Emergency Back-up Generator design
- Garage CO/Nox Detection system design
- Drawing Specifications

Civil Design

- Prepare Site Grading and Site Servicing Plan;
 - General Arrangement
 - Building setbacks
 - Existing above ground services
 - Property Legal Information
 - New parking lots, buildings, roadways, walkways etc.
 - Above and "at" ground features
 - Location of all existing and proposed easements
 - Lot grading
 - Location of all existing and proposed services including;
 - Sanitary sewer sizes, grades and locations
 - Water service size, grade and location
 - Storm sewer sizes, grades and location
 - Swales/ditches
 - Details as required

Project Tendering Services

- Prepare tendering document for distribution to contractors.
 - CCDC-2 2008 (Stipulated Lump Sum contract) to form the basis of the contract.
 - Tender to be advertised digitally on the Sudbury Construction Association
 - The Township may request that TULLOCH notify local contractors
 - Tender to be available for digital download only, no printed, bound copies of the tender document will be provided for potential bidders.
 - Printed copies of the tender documents will be provided to the Township of Assiginack.
- Answer questions that may arise during the tender process
- Review received tenders and prepare summary review report to Council
- Notify successful contractor
- Prepare contract documents for signature by all parties

Project Management/Contract Administration Services

- Confer with construction team and provide assistance to answer questions.
- Interact with General Contractor on behalf of the Township of Assiginack.
- Process payment requests
- Process all paperwork as required to fulfill project requirements.

General Review During Construction

- Attend the site on a milestone basis to verify that construction is proceeding in general conformance with the design intent.
 - Structural/Architectural
 - We anticipate requiring two (2) structural/architectural inspections during construction, and one (1) final inspection at the completion of construction. We have assumed the the Municipal Building Official will conduct all routine inspections as required to fulfill building permit requirements.
 - Civil
 - We anticipate requiring two (2) civil inspections during construction and one (1) final inspection at the completion of construction. Due to the size of the proposed water service (100mm), the Ontario Clean Water Agency requires full time inspection services by the Consultant during the connection and commissioning of the water service.
 - Mechanical/Electrical
 - We anticipate requiring two (2) mechanical/electrical inspections during construction, and one (1) final inspection at the completion of construction. We have assumed the the Municipal Building Official will conduct all routine inspections as required to fulfill building permit requirements.

Structural Steel Erection Inspection

- Structural Steel Erection Inspection to verify that steel frames, end walls, bracing, purlins and girts have been installed in accordance with the manufacturer's specifications and the general requirements of the Canadian Institute for Steel Construction (CISC). Items such as member size, column plumbness, size and presence of fasteners will be inspected. We anticipate requiring two (2) visits to site to complete structural steel inspection. Deficiencies or inconsistencies in workmanship may require additional visits to the site.

Note – TULLOCH requires the use of a certified Manlift to conduct structural steel erection inspections. We

have not included for the rental of a Manlift as part of this proposal. Our proposal is based on the assumption that a manlift will be available for use by TULLOCH staff during all inspections. Should a suitable manlift not be available, we will be pleased to arrange for one to be delivered to the site – for a price additional to this proposal.

Materials Testing and Inspection

- Reinforcing Steel inspections to verify placement in accordance with the design drawings and good engineering practice. We anticipate requiring three (3) reinforcing steel inspections. We propose to conduct reinforcing steel inspections immediately prior to the concrete pour(s). TULLOCH will not be responsible for any delays in pouring concrete as a result of deficiencies in the rebar placement.
- Concrete Testing to verify quality at the time of placement and that air content and compressive strength are in conformance with CSA Standard A23.2. We anticipate requiring three (3) site visits (one set of three concrete cylinders per site visit).
- Compaction testing with the use of a nuclear densometer to verify densities of backfill materials. Required number of visits to site and time spent on site will vary.
 - One (1) Proctor Density Test will be required for each type of fill material (Granular A & Granular B) prior to conducting compaction testing on site.

Notes: Anticipated quantities of Materials Testing and Inspection visits have been provided above. Due to uncertainties associated with the contractor's work plan, potential weather delays, deficiencies in workmanship etc., TULLOCH will invoice for all Materials Testing and Inspection services on a Time and Expenses basis. Hourly/unit rates for these services have been provided in the Fees section of this proposal.

Concrete cylinders cast on site will be required to stay on site in a climate controlled location for 24 hours after being cast. It is assumed that The General Contractor will be responsible for transporting of the cylinders to TULLOCH's Sault Ste. Marie Materials Testing Laboratory. We have not included for additional trips to site to retrieve the cylinders.

PERSONNEL

The following key personnel are proposed for the work:

Alvin Olar – Structural Engineer

Mr. Olar will take the role as structural engineer for this project. He will be responsible for overseeing all structural design activities for this assignment.

Cole Howson – Senior Engineer

Mr. Howson will be responsible for providing a peer review for all structural designs and providing Quality Assurance reviews of all deliverables.

Josh Lelievre – Civil Engineer

Mr. Lelievre will take the role as civil engineer for this project. He will be responsible for overseeing all civil design activities for this assignment.

Dan Moody –Project Manager

Mr. Moody is an experienced civil technologist and will assume the role of lead design/technologist and overall lead member of the TULLOCH team. He will be the main contact and be responsible for all TULLOCH activities.

DELIVERABLES

We expect the following to be the key deliverables for our services;

- Sealed drawing package (paper and electronic), issued for 50% review, 99% review and for construction.
- Tender Package (paper and electronic), issued for 99% review and for tender.
- Copies of all general review inspections

Copies of all inspection reports will be forwarded to The Township of Assiginack. TULLOCH would be pleased to forward inspection reports to the municipal building department if requested.

FEES

We propose to perform the services outlined previously on a lump sum basis, subject to the exclusions made and limitations outlined. The estimated fees for our services are as follows:

Task	Cost
Design Services (Invoiced as Lump Sum)	Fixed Fee Cost
Geotechnical Investigation	\$3,000.00
Structural Design & Drafting	\$31,500.00
Civil/Site Servicing Design	\$5,000.00
Mechanical/Electrical Design	\$25,000.00
Project Tendering Services	\$4,500.00
Above costs are inclusive of all vehicle mileage.	
TOTAL COST (excluding HST)	\$69,000.00
Services During Construction (Invoiced at Time and Expenses Rates)	Estimated Cost
Project Management/Contract Administration Services	\$4,500.00
Structural Steel Inspection	\$5,000.00
General Review During Construction	\$15,000.00
Materials Testing and Inspection	\$5,000.00
<u>Professional Services Rates</u>	
Project Manager	\$140/hr
Inspector	\$120/hr
<u>Materials Testing & Inspection Rates</u>	
Compaction Technician & Nuclear Densometer	\$90 / hr
Concrete testing & rebar inspection	\$75 / hr
Proctor Density Test	\$250 each
Concrete cylinders for compressive strength (4 cylinders required per every 50 cubic metres of concrete or once per day – whichever is greater)	\$40 each
Air entrainment test (1 air entrainment test is required for every set of 4 cylinders cast)	\$25 each
Mileage	\$50/km
Accommodations	\$150/day
Meals	\$50/day

Should the scope of work need altering during the course of the project, TULLOCH will endeavor to fairly negotiate with The Township of Assiginack a scope amendment including an adjusted budget and schedule.

EXCLUSIONS

At the request of The Township of Assiginack, TULLOCH Engineering is providing this quotation for geotechnical investigation, building structural design, civil design, mechanical/electrical design, project tendering, contract administration, structural steel inspection, general review during construction and materials testing only.

The followings list of exclusions represents services or items that TULLOCH has not included as part of our price. Should you wish to engage TULLOCH to provide or arrange for the provision of any or all of these services or items, we would be pleased to provide a price to you, additional to this quotation.

- Detailed Geotechnical Investigation
- Legal Survey or Topographic Survey
- SB-10 compliance Package
- Building Layout Services
- Site Plan control application
- Site lighting design
- Landscape design
- We have not included for any costs associated with relevant permit applications (Municipal Building of MTO if required).
- We have not included for conducting a site visit during the tendering process
- Applications for zoning amendments, minor variances or legal amendments and plans for such.
- Stormwater Management
- Sanitary force mains and pumps and sewage pump stations
- Fees associated with applications for approvals
- Services connection co-ordination and scheduling
- Communication Utilities and Services (new and existing locations)
- Third Party costs for locates of existing underground utilities and services

LIMITATIONS

TULLOCH will perform all professional services with the standard of care customarily observed by Professional Consulting firms performing similar services at the same time and location. The standard of care will include adherence to all applicable published standards of the profession and laws, regulations, by-laws, building codes and government rules.

In no event, will TULLOCH be liable for indirect or consequential damages including, without limitation loss of use or production, loss of profits or business interruption.

SCHEDULE

TULLOCH would be willing to proceed with this assignment within 2 weeks of receiving approval to proceed. We would endeavor to proceed with the project, as previously outlined, in conformance with the following schedule:

50% Design Submission	Within 4-6 weeks of receiving approval to proceed
100% Design Submission	Within 2-3 weeks of receiving comment from 50% submission
Project Tendering	Within 2-3 weeks of receiving comment from 50% submission

General Review during Construction

As the construction schedule dictates

Materials Testing and Inspection

As the construction schedule dictates

CLOSURE

We trust you will find the information presented acceptable. Again, should you find our scope of work and associated fees acceptable, please contact the undersigned and we will forward an agreement for services for your review and endorsement.

We thank you for the opportunity to provide our services. If you have any questions, do not hesitate to contact the undersigned at your convenience.

Sincerely,

TULLOCH Engineering Inc.



Dan Moody, A.Sc.T.
Project Manager

DM/dm



RECEIVED
SEP 25 2017

Memorandum

To: Alton Hobbs, C.A.O.,
Township of Assinack From: Steve Daughney
Aziz Sene
Peter Firla

Date: September 25, 2017

Project Name: Assinack Upgrades at Sunsite and
Manitowaning WTP's Project #: BRM-00605771

Subject: Analysis of Water Treatment Options for Township of Assinack

Prepared By: Steve Daughney (Water Systems), Aziz Sene (Electrical), Peter Firla (PM)

Distribution: John Smith

INTRODUCTION

The Township of Assinack will need to make modifications to the existing potable water treatment systems at the Sunsite and Manitowaning Water Treatment Plants (WTPs) in order to address supply chain concerns with availability of replacement membrane modules for the installed USFilter ultrafiltration systems. The WTPs both feature USFilter ultrafiltration systems with M10V membrane modules. These ultrafiltration systems were given a full upgrade in 2007, shortly after the time that USFilter was acquired by Siemens, which is now known as Evoqua. Although the systems are reasonably new and appear to be in good shape, reliability of supply for replacement M10V membrane modules has become a concern for the Township of Assinack.

Exp completed a preliminary screening exercise in 2016 to evaluate potential treatment alternatives for the WTPs at Sunsite and Manitowaning. The following treatment alternatives were screened on the basis of capital cost, operating cost and lifecycle cost:

- Slow sand filtration
- Dissolved air flotation
- Ultrafiltration (new system)
- Ultrafiltration (retrofit of existing system)

The slow sand filtration and ultrafilter retrofit options were favoured on the basis of exp's screening analysis. Slow sand filtration is of particular interest to the Township of Assinack since it offers a

potential to significantly reduce operating costs and has been demonstrated to work effectively at the nearby Aundeck Omni Kaning (Sucker Creek) First Nation.

The current scope of work encompasses a further review of the two preferred treatment alternatives, slow sand filtration and retrofit of the existing ultrafiltration system, particularly with regard to potential constructability or water quality issues which could represent fatal flaws for either option. The Township of Assiginack has requested that exp examine these specific aspects of the WTP modification in order to provide a recommendation on the path forward with a revised construction cost estimate which can be used to complete a funding application through the Ontario Community Infrastructure Fund (OCIF).

WATER TREATMENT OPTIONS

Option #1 – Ultrafiltration System Retrofit

A revised budgetary proposal was obtained from Evoqua to retrofit the existing ultrafiltration systems with more modern L10N membrane modules. This proposal is provided as Appendix A. The proposed retrofit scope of work would also extend to programming and system changes to backwash the membranes at lower pressure. The cumulative effect of the proposed changes should be to slightly reduce energy consumption during backwashing and to extend membrane life. Both of these should reduce the facility operating cost relative to current expenditures. Treated water quality should also be expected to improve slightly since the 0.04-micron pore size for the L10N membranes provides tighter filtration than the 0.2-micron pores for the M10V elements.

Availability of footprint within the existing buildings at Sunsite and Manitowaning is not a concern with the membrane retrofit option. The new membrane modules will occupy the same space presently used by the M10V modules.

Because the ultrafiltration system at Sunsite is rated for a design production capacity of 2 x 220 m³/d, it will be possible to sequence the work such that retrofits are performed on an off-line ultrafiltration train while the on-line ultrafiltration system continues in operation to avoid any service disruption. A single ultrafiltration train is able to produce enough water to keep up with peak daily demand as reported in the 2013-2016 Annual Reports and summarized in Table 1. Similarly, the three installed ultrafiltration systems at Manitowaning are each rated for 465 m³/d. The production from two operating ultrafiltration trains exceeds peak daily demand, so there should be no risk of water supply disruption while updating the system.

Table 1: Average and Maximum Daily Raw Water Flows for Sunsite and Manitowaning WTPs

Year	Sunsite (2 x 220 m ³ /d UF capacity)		Manitowaning (3 x 465 m ³ /d UF capacity)	
	Average Flow [m ³ /d]	Maximum Flow [m ³ /d]	Average Flow [m ³ /d]	Maximum Flow [m ³ /d]
2013	61.8	212	269.8	683
2014	52.8	125	297.9	576
2015	28.4	137	235.8	550
2016	34.4	206	267.8	681

The updated budgetary quotation from Evoqua is complete, including materials, labour, programming and engineering. No additional costs beyond the estimated USD \$140,000 should be anticipated apart

from time for an unskilled laborer to assist the Evoqua Field Service Engineer with the installation work, as well as assistance from the Operator (OCWA). It would be strongly recommended to schedule a site visit from an Evoqua Field Service Engineer prior to finalizing the OCIF funding application in order to ensure that there are no unexpected findings which could increase the budget requirements for ultrafiltration system retrofit.

Option #2 – Slow Sand Filtration

An updated budgetary proposal has been obtained from MS Filter Systems Inc. for a slow sand filtration system with ozone disinfection. This system would replace the existing ultrafiltration system using M10V membrane modules. The revised proposal is attached as Appendix B. Two additional potential suppliers of slow sand filtration systems (Pure Filtered Water Ltd. From Calgary, AB and Blue Future Filters from Washington, USA) have been identified but have not been contacted.

The licence conditions for Sunsite (licence no. 254-101) and Manitowaning (licence no. 254-102) require the following minimum pathogen log removal/inactivation to be achieved: *Cryptosporidium* oocysts = 2-log, *Giardia* cysts = 3-log, viruses = 4-log. A properly run and maintained slow sand filtration system is credited with 2-log *Giardia*, 2-log *Cryptosporidium* and 2-log virus removal/inactivation. The *Giardia* inactivation credit is increased to 2.5-log with pre-treatment (roughing filter) and disinfection (ozone) as proposed by MS Filter Systems Inc. These log removal/inactivation credits are similar to the credits for the existing ultrafiltration system (2-log *Cryptosporidium*, 3-log *Giardia*, 0-log viruses). The additional necessary 0.5-log *Giardia* and 2-log virus removal/inactivation needed for the slow sand filtration system will be provided by the chlorine disinfection step. Thus, slow sand filtration is expected to be able to meet the Sunsite and Manitowaning licence requirements as long as the following conditions from the Procedure for Disinfection of Drinking Water in Ontario are met:

- An active biological layer is maintained,
- Effective filter cleaning procedures are regularly carried out,
- Filter-to-waste or an equivalent procedure is carried out during filter ripening periods,
- Filtrate turbidity is continuously monitored from each filter or daily grab samples are taken, and
- Performance criteria for filtered water turbidity of less than 1.0 NTU in greater than 95% of measurements is met each month.

The slow sand filtration proposal from MS Filter Systems Inc. for Sunsite is rated to deliver a design flow of 140 m³/d in two filter trains (70 m³/d per filter) with each operating at a filtration rate of 0.40 m/h. It is proposed to install both trains in a single tank measuring 6.85m L x 3.00m W x 1.85m H. It has been noted by MS Filter Systems Inc. that challenge testing of slow sand filtration technology has demonstrated an ability to operate and meet performance goals at a higher filtration rate of 0.80 m/h. This would permit the design treatment capacity of 140 m³/d to be maintained in event of outage for one filter or for higher production rates to potentially be achieved on days of maximum demand. These assertions by MS Filter Systems Inc. have not been independently validated and could result in increased cost and footprint requirements for the slow sand filtration system. It is also noted that the proposed design capacity of 2 x 70 m³/d for the slow sand filtration system is significantly lower than the currently installed 2 x 220 m³/d capacity. It is, therefore, highly likely that the cost and footprint required for the slow sand filtration system at Sunsite would need to increase.

The proposal from MS Filter Systems Inc. for Manitowaning is similar in nature. In this case, two filters measuring 10.20m L x 3.65m W x 1.85m H have been proposed, each rated for 275 m³/d at a normal filtration rate of 0.43 m/h. This is an aggressive filtration rate for a slow sand filter, which is more typically designed to operate at a filtration rate of 0.2 m/h. Once again, it is likely that the cost and footprint for the Manitowaning slow sand filtration system would need to increase in order to match the existing treatment capacity and/or adopt less ambitious design parameters.

Assuming, for now, that the proposed design capacity and dimensions from MS Filter Systems Inc. are suitable, it is necessary to consider the ability to install the slow sand filters and associated components while continuing to operate the existing WTP in order to avoid water supply disruption for the end users. The main access to both WTPs is provided by a standard width 1.83m (72") double door. The ultrafiltration system at Sunsite is in a good position to be accessed from the double door; however, the filter dimensions would need to be changed in order to be moved into position via the doorway. It is assumed that it may be possible to supply the slow sand filtration system for Sunsite as two tanks measuring 6.85m L x 1.50m W each. Installation work at Sunsite could be sequenced to demolish one ultrafilter and install and commission the first slow sand filter in its place before repeating this sequence with the second ultrafilter and slow sand filtration system. Thus, it is considered possible to install a slow sand filtration system at Sunsite without disrupting water supply to the end users.

There is insufficient footprint and access at Manitowaning to install the slow sand filtration system within the existing building. Thus, it would be necessary to take a wall out in order to install the new equipment. It is likely that power and piping services are run along the wall and would need to be disconnected, resulting in downtime for the facility. Furthermore, the ultrafiltration systems at Manitowaning are arranged in a line which would require all three ultrafilters to be demolished and/or re-located in order to provide footprint for installation of the first slow sand filtration train. There is no simple way to replace the ultrafiltration system with slow sand filtration technology within the existing building at Manitowaning without a lengthy shutdown for the WTP. It is additionally understood that there is limited available land adjacent to the Manitowaning WTP, so slow sand filter installation in an adjacent and connected building is not expected to be possible. Thus, slow sand filtration technology is no longer considered to be a viable alternative at Manitowaning.

INFORMATION ABOUT EXISTING ELECTRICAL DISTRIBUTION AND SCADA SYSTEMS

MANITOWANING

1.1 Primary Service

An existing Hydro pole is feeding a step down 350 kVA, 3 phase, 4kW padmount transformer which is supplying 600/347V to a Motor Control Centre (MCC). A 300kW/375kVA, 600/347V, 3 phase, 4 wire emergency diesel generator will supply power to the MCC in the case of a power outage/failure.

1.2 Motor Control Centre

The MCC consists of several sections on the north and south side of the unit. It contains an automatic transfer switch used to switch between normal and emergency/back-up power. The MCC feeds motors ranging from 0.5HP to 100HP for equipment such as Sewage Pumps, Lift pumps, Air Compressors, etc., controlled in some cases by variable frequency drives (VFD).

1.3 Lighting Panel

Existing Lighting LP "A" 's capacity is 225A, 208/120V, 3 phase, 4 wire equipped with 72 circuits.

1.4 SCADA

The Control platform consists of a PLC Allen Bradley SLC500, 13-Slot Rack. The Main Processor (MPLC) is a SLC 5/05 CPU with RS232 connexion for Telephone (Dialer), a remote I/O rack Allen Bradley SLC500, 13-Slot Rack and an Allen-Bradley PanelView Plus 1250 HMI.

SUNSITE

1.1 Primary Service

An existing Hydro pole with pole mounted transformer 600/347V, 3 phase, 4kW secondary is feeding a Motor Control Centre (MCC). A 60kW/75kVA, 600/347V, 3 phase, 4 wire emergency diesel generator will supply power to the MCC in the case of a power outage/failure.

1.2 Motor Control Centre

The MCC consists of several sections on one side of the unit. It contains an automatic transfer switch used to switch between normal and emergency/back-up power. The MCC feeds motors ranging from 0.5HP to 7.5HP for equipment such as Transfer pumps, Air Compressors, etc., controlled in some cases by Soft Starters.

1.3 Lighting Panel

Existing Lighting LP "A" 's capacity is 225A, 208/120V, 3 phase, 4 wire equipped with 72 circuits.

1.4 SCADA

The Control platform consists of a PLC Allen Bradley SLC500, 13-Slot Rack. The Main Processor (MPLC) is a SLC 5/05 CPU with RS232 connexion for Telephone (Dialer), and an Allen-Bradley PanelView Plus 1250 HMI.

SUMMARY

Installation of a slow sand filtration system at Manitowaning will not be possible without incurring a significant water supply disruption. This treatment alternative is no longer considered to be technically viable. Although it may be possible to accommodate a slow sand filtration system within the existing building at Sunsite and to complete the installation without any supply disruption, this would likely be more expensive than originally estimated and would eliminate the benefit of employing identical technology in the two WTPs. It is recommended to update the Sunsite and Manitowaning WTPs by retrofitting the ultrafiltration systems to use newer L10N membrane modules. This retrofit will impart some operating cost savings for the Township of Assiginack by reducing the power consumption during ultrafilter backwashes and decreasing the membrane replacement frequency.

It is understood that the current electrical/SCADA system is generally considered satisfactory, although it is anticipated that some modifications may be required, which are anticipated to be captured within

the 15% contingency. The above detailed inventory is provided for information purposes to provide to system suppliers.

It is recommended to allocate a budget of \$250,470 for the combined ultrafiltration system retrofit work at Sunsite and Manitowaning. This includes the budgeted cost of USD \$140,000 from Evoqua (converted to CAD at an assumed rate of 1 USD = 1.25 CAD) and \$3,000 for unskilled labour (120 hours at a rate of \$25/hr) + \$20,000 for OCWA's assistance during installation, plus 10% engineering and 15% contingency.

The on-site construction is expected to be complete within a period of three [3] weeks as per Evoqua's attached proposal in Appendix A.

CLOSING

We appreciate the opportunity to continue supporting the Township of Assiginack in this important project and look forward to building our relationship further by assisting with the tendering and providing engineering supervision during the project construction.

Respectfully submitted,



Steve Daughney, P. Eng.
Water Treatment Engineer



Peter Firla, P.Eng.
Infrastructure Engineer
Review

Jeremy Rody

From: Alton Hobbs <clerktreasurer@eastlink.ca>
Sent: Wednesday, February 28, 2018 10:47 AM
To: jrody@eastlink.ca
Subject: FW: Summer Space for Assiginack Child Care

From: Andrea Lewis [<mailto:andrea@gorebaychildcare.com>]
Sent: February-28-18 10:34 AM
To: Alton Hobbs
Subject: Summer Space for Assiginack Child Care

Hi Alton,

My name is Andrea Lewis and I am contacting you on behalf of Assiginack Child Care. We are a non-profit child care that runs a before and after school program at Assiginack Public School during the school year and a full day program in the summer.

There will be some major renovations happening at the school during the summer. Due to these renovations Rainbow District School Board has asked us to find alternate space to run our program for the summer.

Would you have any space available in the community that have bathrooms and a kitchen area that we could rent for July and August to run our summer program?

If you would like to discuss this further you can call me at 705-282-8669.

Thank you for your help.

Andrea

*Andrea Lewis RECE
Gore Bay Child Care Centre*



TOWN OF LAKESHORE

January 22, 2018

419 Notre Dame St.
Belle River, ON N0R 1A0

Right Honourable Justin Trudeau,
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

RE: MARIJUANA TAX REVENUE

At their meeting of January 16, 2018 the Council of the Town of Lakeshore duly passed the following resolution.

577-01-2018 Councillor Wilder moved and Councillor McKinlay seconded:

It is recommended that:

WHEREAS marijuana will soon be available for purchase through retail outlets in Canada;

WHEREAS the sale of marijuana will generate new tax revenues;

WHEREAS the Government of Canada and the Government of Ontario have been actively discussing how to distribute the new tax revenues generated by the sale of marijuana;

WHEREAS the Government of Canada and the Government of Ontario have thus far not agreed to distribute any of the new tax revenues generated by the sale of marijuana to municipalities directly;

WHEREAS municipalities are responsible for critical infrastructure projects, such as roads, bridges, water treatment and delivery of potable water;

WHEREAS municipalities face a significant challenge in funding critical infrastructure projects and have limited options for increasing revenues, aside from raising property taxes, which negatively impacts all taxpayers; and

WHEREAS the new tax revenues generated from the sale of marijuana, could be used to help offset infrastructure costs for municipalities.

NOW THEREFORE BE IT RESOLVED that the Government of Canada and the Government of Ontario be urged to allocate a proportionate share of the new tax revenues generated from the sale of marijuana, to municipalities directly;

BE IT FURTHER RESOLVED that the Government of Canada and the Government of Ontario be urged to create a fund, similar to the Gas Tax Fund and the Clean Water and Wastewater Fund, from the new tax revenues generated by the sale of marijuana, to provide funding to municipalities for infrastructure projects;

BE IT FURTHER RESOLVED that a copy of this motion be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada, Mr. Andrew Scheer, Leader of the Conservative Party of Canada, Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada, Ms. Elizabeth May, Leader of the Green Party of Canada, all Members of Parliament, the Honourable Kathleen Wynne, Premier of Ontario, Mr. Patrick Brown, Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario, and all Members of Provincial Parliament in Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their consideration.

Motion Carried Unanimously

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse
Clerk

/cl

cc: Honourable Kathleen Wynne, Premier of Ontario
cc: Mr. Andrew Scheer, Leader of the Conservative Party of Canada
cc: Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada
cc: Ms. Elizabeth May, Leader of the Green Party of Canada
cc: Hon. Patrick Brown, Leader of Progressive Conservative Party
cc: Hon. Andrea Horwath, Leader of New Democratic Party
cc: Members of Provincial Parliament in Ontario
cc: Federation of Canadian Municipalities (FCM)
cc: Association of Municipalities Ontario (AMO)
cc: Via Email - All Ontario Municipalities



TOWN OF LAKESHORE

419 Notre Dame St.
Belle River, ON N0R 1A0

January 22, 2018

Honourable Kathleen Wynne, Premier
Legislative Building, Room 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne:

RE: POPULATION GROWTH PROJECTIONS

At their meeting of January 16, 2018 the Council of the Town of Lakeshore duly passed the following resolution.

576-01-2018

Councillor Wilder moved and Deputy Mayor Fazlo seconded:

That:

WHEREAS municipalities are required to create and implement master plans and asset management plans, as part of prudent financial planning;

WHEREAS population growth projections and estimates are a key foundational component, relied upon in creating master plans and asset management plans, as part of prudent financial planning;

WHEREAS population growth projections and estimates are simply estimates of future events, often several years into the future, and are highly susceptible to ultimately being inaccurate, due to changes in circumstances, such as economic conditions and housing patterns;

WHEREAS both upper-tier municipalities and lower-tier municipalities often prepare their own growth projections and estimates, which can result in a significant discrepancy between their respective, anticipated population numbers in future years;

WHEREAS lower-tier municipalities are essentially forced to accept and rely upon upper-tier municipalities growth projections and estimates, regardless of whether those projections and estimates reflect reality; and

WHEREAS inaccurate growth projections and estimates, negatively impacts municipal financial planning, resulting in significant financial difficulties for municipalities.

NOW THEREFORE BE IT RESOLVED that the Government of Ontario be urged to grant more autonomy to lower-tier municipalities, to adopt and rely upon their own growth projections and estimates, especially for financial planning purposes;

BE IT FURTHER RESOLVED that the Government of Ontario be urged to create a mechanism, whereby lower-tier municipalities can more easily dispute growth projections and estimates of upper-tier municipalities;

BE IT FURTHER RESOLVED that the Government of Ontario be urged to require upper-tier municipalities to update growth projections and estimates, when reality indicates that the previous projections and estimates are inaccurate and unreliable;

BE IT FURTHER RESOLVED that a copy of this motion be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Patrick Brown, Leader of the Progressive Conservative Party, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Motion Carried Unanimously

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse
Clerk

/cl

cc: Hon. Patrick Brown, Leader of Progressive Conservative Party
cc: Hon. Andrea Horwath, Leader of New Democratic Party
cc: Members of Provincial Parliament in Ontario
cc: Association of Municipalities Ontario (AMO)
cc: Via Email - All Ontario Municipalities



February 1, 2018

Association of Municipalities of Ontario(AMO)
200 University Avenue, Suite 801
Toronto, Ontario M5H 3C6
Email: amo@amo.on.ca

Rural Ontario Municipal Association
200 University Avenue, Suite 800
Toronto, Ontario M5H 3C6
Email: roma@roma.on.ca

Ontario Municipalities

Re: Offering School Property to Municipalities

Dear Sir/Madam,

At its regular council meeting of January 15, 2018, Essex Town Council discussed the ongoing issue of school closures throughout Ontario. These school closures in many cases result in properties that are left as vacant and unused for substantial periods of time and this often results in properties that not only become eyesores for the affected communities but as well often have further negative impacts on the social and economic development of that community and its municipality.

Many municipalities might be interested in purchasing these properties for development and sustainment as a hub in their community. However the feasibility of this certainly becomes more daunting and for some municipalities even impossible when municipalities that are interested in purchasing must first (pursuant to current regulations) purchase these properties at fair market value with taxpayer dollars and then may need to spend further taxpayer monies in order to retrofit and/or remediate the building (s) on these properties.

Given the fact that these properties were already originally purchased and developed into schools using taxpayer dollars we ask that consideration be given to the fact that the taxpayers should not again have to purchase these properties at fair market value if the intent



is for the particular Municipality to develop and/or sustain these properties for the betterment of its community.

As a result of the discussion the following resolution was passed by Essex Town Council at its January 15, 2018 regular meeting:

Moved by Councillor Bondy
Seconded by Councillor Voakes

(R18-01-013) That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

Carried

Council believes that providing the opportunity to purchase the buildings for a dollar would give municipalities a meaningful opportunity to ensure that these properties remain a key hub for social and economic development in their respective communities.

Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to be "R. Auger", written in a cursive style.

Robert Auger, L.L.B.
Clerk, Legal and Legislative Services
Town of Essex
Email: rauger@essex.ca

RA/lm



2017 Fourth Quarter Activity Report December 31, 2017

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2017 Fourth Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal share **surplus of \$173,641**. This surplus includes Ontario Works under budget by \$10,167. Children's Services is on budget. Social Housing is under budget by \$361,404. Paramedic Services is over budget by \$194,387. Interest revenue on non-reserve accounts is \$3,543 under budget.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

Paramedic Services

Organizational Redesign

The concept for an organizational redesign of the Paramedic Service Management team was brought forward to the Board and approval for implementation of the [Paramedic Services Reorganization – Issue Report](#) was received at the September Board meeting.

Paramedic Services has now completed many of the steps towards realization of our strategic redesign, something approved by the Manitoulin-Sudbury DSB Board throughout 2017. On October 31st, Deputy Chief Tim Beadman was onboarded to the organization, and on November 20th, Deputy Chief Paul Myre began his career with the DSB.

In late October of 2017, Superintendent Mario Danis retired from his role. A very successful internal recruitment process, focusing on our succession concepts, resulted in the hiring of Relief Superintendent Travis Dewar to replace Mario. Travis has more than 13 years of experience in the field of Paramedicine, as an ACP and a leader. He is a lifelong Manitoulin Island resident and advocate for the profession.

Paramedic Services finalized the date for conversion to 24/7 on-site Superintendent presence for February 11, 2018. This action was part of the strategic change approved in June 2017 by the DSB Board and links efforts to ensure the supervision of our service matches the 24/7 requirements.

2018 Budget Process

As has become normal practice, the 2018 budget process began in June 2017 with preliminary discussions with the Finance department. Using a zero-based budgeting approach an analysis of most recent expenditures and predictions was done in an attempt to present the most accurate budget for the coming year. Moving into August the budget was fine-tuned considering the preliminary approved staffing enhancements. A final Paramedic Services budget package was submitted to the CAO in late September for review by the DSB Finance Committee in early October.

At the October Board meeting, the 2018 budget was approved. Within the Paramedic Services portion of the budget, funding of the previously mentioned strategic deployment changes was authorized. This deployment change would see elimination of one ambulance from Mindemoya, deployed weekdays from 8:00AM to 4:00PM and elimination of one PRU in the LaCloche area. The deployment hours would be reassigned to allow for 24/7 coverage in Massey and Noëlville, while increasing on-site deployment from 10 hours daily to 12 hours in Killarney, Gogama and Foleyet. The implementation of this approved deployment model was made subject to successful implementation of the Northeast LHIN Non-Urgent Patient Transportation Services, something referenced in this document. It should be noted that the LHIN intent to award the RFP by end of 2017 was not achieved. As such, the strategic deployment model remained unchanged.

Non-Urgent LHIN Project

The Northeast Local Health Integration Network (LHIN) has been operating a trial Non-Urgent Patient Transportation Service for the last five years in the Espanola and Manitoulin Island areas. This project was initially to be a six-month trial but due to its success the trial is still operating. In the summer of 2017, a permanent RFP for delivery of the Non-Urgent Patient Transportation Services across specific areas of Northeast Ontario was issued. This RFP closed in October of 2017, and Manitoulin-Sudbury DSB responded with a proposal.

As was communicated in the budget section of this report, the strategic change in deployment of Paramedic Services was contingent to the successful implementation of the North East LHIN Non-Urgent Patient Transportation Services. The LHIN timelines suggested that the successful proponent would be awarded the contract by end of 2017 calendar year. To date the RFP had not been awarded, and there was no discussion from the LHIN as to the status of the project. To this end, strategic changes to the deployment plan have not and can not be implemented.

Community Paramedicine (CP) Update

Since the most recent update regarding the Community Paramedicine program, a great deal of work has taken place with partners throughout the DSB catchment. The service now sits on several committees, including a number of Local Health Links. Additionally, the LHIN has finally approved the flow of 28,000 to assist in delivery of Community Paramedicine programs throughout the area. While the need for additional funding, to allow for expansion of the CP program, is profound, the acknowledgement of our system efficiencies have been recognized.

In 2016, Paramedic Services began a collaborative program with Integrated Social Services and CMHA. These Wellness Clinics in the Social Housing buildings in Massey, Webbwood, Espanola, Gore Bay and Manitowaning have been a success. In 2018, the plan is to expand programs into the Eastern geography.

Paramedic Services continues work with the LHIN, installing and educating clients in the use of remote monitoring through the Telehomecare Program. The service is continuing work with municipal and service partners to explore programs that will assist vulnerable citizens in a proactive manner

Peer Support and Paramedic Resiliency

Manitoulin-Sudbury DSB Paramedic Services operationalized its Peer Support Program in the fourth quarter of 2017, with the activation of 12 Paramedic Peer Support personnel.

The service continues to explore opportunities to support the wellbeing of all Paramedics, as they care for our citizens.

In addition to activation of the Peer Support Program, the service has entrenched the Road to Mental Readiness (R2MR) education program into core training for all staff, and senior managers.

Children's Services

Child Care Funding Update

On October 26, 2017, the Manitoulin-Sudbury DSB received a letter from the Ministry of Education highlighting that the need for improved wages and compensation for the early years and child care workforce was a recurring theme heard through the ministry's province-wide consultation over the fall 2016 and winter 2017.

To support improving wages for the licensed child care workforce, the ministry will provide \$12.7 million in incremental funding for the first quarter of 2018, to support those staff currently earning under \$14 an hour.

The new investment will not require service system manager cost sharing and will include administration funding to support implementation. Staff have surveyed providers to determine the potential impact locally, there are two providers in our district with several staff paid less than \$14.00 per hour. Staff will update the Board once our allocation and eligibility has been determined.

Child Care and EarlyON Capital

The Manitoulin-Sudbury DSB supported two capital funding for school-based construction projects submissions for our area, one for Rainbow District School Board and one for Conseil Scolaire Catholique du Nouvel-Ontario.

Both submissions were approved, and the following projects will be moving forward:

- Assiginack Public School (Manitowaning) Family Age Group Room
- Central Manitoulin Public School (Mindemoya) Family Age Group Room
- Little Current Public School Infant Room
- Markstay Public School 2 Family Age Group Rooms
- S. Geiger Public School (Massey) 2 Family Age Group Rooms
- École St-Charles Borromée (St. Charles) 1 Family Age Group Room
- Assiginack Public School (Manitowaning) 1 Child and Family Program Room

All capital funds will flow to the respective School Boards and the projects will be 100 percent provincially funded.

Journey Together

As the Service System Manager for Child Care and Early ON Child and Family Centres, the Manitoulin-Sudbury DSB is responsible for programming for Indigenous and non-Indigenous children and families off-reserve.

The joint submission with Kenjgewin Teg Educational Institute (KTEI) on Manitoulin Island for the Journey Together was approved. The budget of \$685,300 over two years was approved by the Ministry of Education and staff will be meeting with KTEI staff to develop a revised workplan to support implementation, again more information will be shared in the new year.

Ontario Early Years Child and Family Centres (OEYCFC)

The Manitoulin-Sudbury DSB approved [community plan](#) for OEYCFC's will build on the success of Best Start Hubs. The DSB is committed to ensuring OEYCFC programs are guided by the principles outlined by the Ministry of Education. Programs will be rebranded to reflect the provincial brand of Early ON programs.

Service providers and locations will remain the same for 2018. LaCloche - Our Children Our Future, Manitoulin - Manitoulin Family Resources, Sudbury East - Our Children Our Future and Sudbury North - Chapleau Child Care Centre. Outreach locations will be expanded based on community need, a review of outreach will be completed at the end of 2018 to support planning for 2019.

The 2018 funding allocation for OEYCFCs for the DSB is \$1,441,809, the current 2017 budget for Resource Centres is \$650,583. The increase in funding will ensure, hours of operation, outreach, accountability and professional learning opportunities will be increased.

The three agencies providing service are currently developing workplans with the DSB staff support to guide the transition and assess outreach needs in their respective communities. The work plans will be reviewed in June and December of 2018 with the expectation that 2019 plans will be developed in the fall of 2018.

Children's Services Policy Revision

A review of child care rates and care codes was completed, as a result, both centre based, and home-based rates were significantly reduced throughout the district.

To support increased flexibility and affordability centre based programs care codes have been simplified. Private home child care rates have been revised and age categories have been removed in response to provider feedback. This change has also resulted in more affordable care for families. The [Child Care Rates](#) are available on the Manitoulin-Sudbury DSB website.

Workforce Strategy

One of the key areas of action identified in [Ontario's Renewed Early Years and Child Care Policy Framework](#) is the establishment of an early years and child care workforce strategy that will identify ways to improve hiring, retention, recruitment, recognition and professional development. The Manitoulin-Sudbury DSB received a [letter](#) indicating that R.A. Malatast & Associates Ltd. will be leading a workforce study to inform the workforce strategy. The study will complement, inform and coordinate with work currently being undertaken by the province's Workforce Strategy Technical Advisory Group.

Ontario Works

Ontario Works Caseload

In the Fourth quarter of 2017, the Ontario Works caseload average is 540. Compared to last year at this time, the caseload has increased by 6%.

Roadmap for Change

On November 2, Janet Menard, Deputy Minister with the Ministry of Community and Social Services provided information on the release of the [Income Security A Roadmap for Change](#). The Roadmap to Change is intended to advise the government on decisions to reform social assistance, and more broadly, the income security reform system. While improvements have been made to the income security system over the years, much more work needs to be done to support the diversity of people who rely on it. In 2016, the Ontario government tasked three Working Groups to examine the income security system and make recommendations on how to improve it. The Income Security Reform Working Group, the First Nations Income Security Reform Working Group and the Urban Indigenous Table on Income Security Reform created a ten-year roadmap for change, one that identifies the steps needed to reach a modern, responsive and effective system that will help those most affected by poverty, keep others from falling into poverty, and improve our overall prosperity.

The Northern Ontario Service Deliverers Association (NOSDA) issued a [Press Release](#) supporting the recommended changes to Ontario Works fundamental framework. NOSDA also supports many of the concerns/issues outlined in the report as they are especially felt in the North. Along with some of the financial costs/burdens/hardships, there are other factors affecting the North that impedes an individual's ability for inclusion and general well-being. Some of these factors include, but are not limited to Health, cost of basic needs, lack of transportation, technology, education, social inclusion and labour market conditions.

Employment Ontario

In October, a Strategic Monitoring Plan/Audit was introduced by the Ministry of Advanced Education and Skills Development (MAESD) for our Chapleau Office for Employment Services, Youth Job Connection (YJC), Youth Job Connection-Summer (YJC-S) and Youth Job Link Programs. The purpose of the strategic monitoring process is to streamline the current monitoring process to better utilize existing tools and resources and to work with service delivery sites to focus on areas identified as needing additional support.

- Ministry staff highlighted:
 - That clients are provided the opportunity to explore their employment and training options with the assistance of the helpful staff within our organization.
 - Congratulated DSB staff on the improvements made within the client files, including the electronic client document files.
 - DSB success with the YJC-S program as well as the work in coordinating our YJC-S program with the French Catholic school student co-op placements with the YJC-S program which has demonstrated an innovative way to support at risk students with barriers.

Ontario Job Grant (COJG)

As of December 31, 2017, twenty (20) training agreements were approved. A total of one hundred and ninety-one (191) staff received training through COJG. On-going marketing and advertising continues to occur on an ongoing basis to ensure that the employers and employees are aware of the opportunities available.

Community Involvement

The DSB continues to be involved with local service providers. The DSB has partnered with the Espanola Health and Community Services Planning Network. Through this group, a grant was approved in partnership with the Espanola Police Services Board and the Canadian Mental Health Association for flow through of funds for a Rapid Mobilization Table/Situation Table. A subcommittee of community partners representing key sectors

in the human services system was formed. Each partner agency with a proven ability and mandate to serve, support and respond to individuals and families who are experiencing challenges preventing negative outcomes and improving community well-being.

Social Housing

Direct Shelter Subsidy (DSS)

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. At the end of the 4th quarter, there were 163 Active DSS cases.

Waiting list (Applicants)

As of December 31, the waiting list had an overall increase of 65 applicants. A breakdown of the applicants is as follows:

1 Bedroom - 430 - (+43)	2 Bedroom - 52 - (+ 5)
3 Bedroom - 26 - (+ 8)	4 Bedroom - 24 (+9)

Transitional Community Support Worker (TCSW)

The Transitional Community Support Worker program continues to grow and prosper in LaCloche-Manitoulin as more residents participate and receive housing support.

The additional TCSW on Manitoulin Island has been stalled since the last report, as a suitable applicant has yet to be hired. The position has been reposted, and the hope to find a qualified candidate continues for this area.

A presentation of the pilot was made at the annual ONPHA Conference with 149 delegates attending the session and there was very positive feedback to the pilot.

National Housing Strategy

In November 2017, the Federal Government released Canada's first ever [National Housing Strategy](#) (NHS). This Strategy, reinforces the Federal Governments interest in housing since talks of expiring operating agreements began. This is a \$40 billion plan to support Canada's most vulnerable and ensure they have access to housing that is affordable and meets their needs. More information about the strategy, will be provided as it becomes available.

Smoke Free Housing – Unit Count-down

As of the end of the third quarter, 112 of the 288 units are designated as Smoke-free. This represents 39% of the full portfolio and units are designated as turn-over occurs.

Infrastructure & Asset Management (IAM)

Ontario Renovates and Homeownership

A total of 25 households were assisted through the Ontario Renovates Program in 2017. Distribution as follows: LaCloche 9, Sudbury East 9, Sudbury North 3, and Manitoulin 4.

The Homeownership Program assisted 3 households and the remaining funds \$32,000 was transferred to the Ontario Renovates program to assist an additional two applicants.

Infrastructure & Asset Management

The primary capital project underway during the quarter was the 347 Second Avenue roof and envelope replacement. The tendered portion of the project was completed by December 5 with the Engineer and Town of Espanola Inspector providing confirmation of completion by December 14.

The Building Condition Assessment project was completed by the end of December. The new BCA's provide updated and more accurate insight into long term capital planning and a review of the reserve forecasts will be completed in the first quarter of 2018 with an issue report for the Board in late winter.

Infrastructure Maintenance Repairs

There were approximately 35-unit turnovers during 2017 which represents 12% of the 288 total DSB units. Over 324 work orders were started and completed during the final quarter. There was a total of 1,229 work orders underway in 2017.

The 60 Barber common room transformation to a resource center was completed. The DSB staff transitioned well into the winter season with snow removal, salting and sanding and systems/contracts in place. Despite a significant cold snap in December, the heating systems operated reliably throughout much of the district.

Summary

The DSB had a very busy Fourth quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting, please feel free to contact me at the address below.

Fern Dominelli

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-7777

E mail: fern.dominelli@msdsb.net

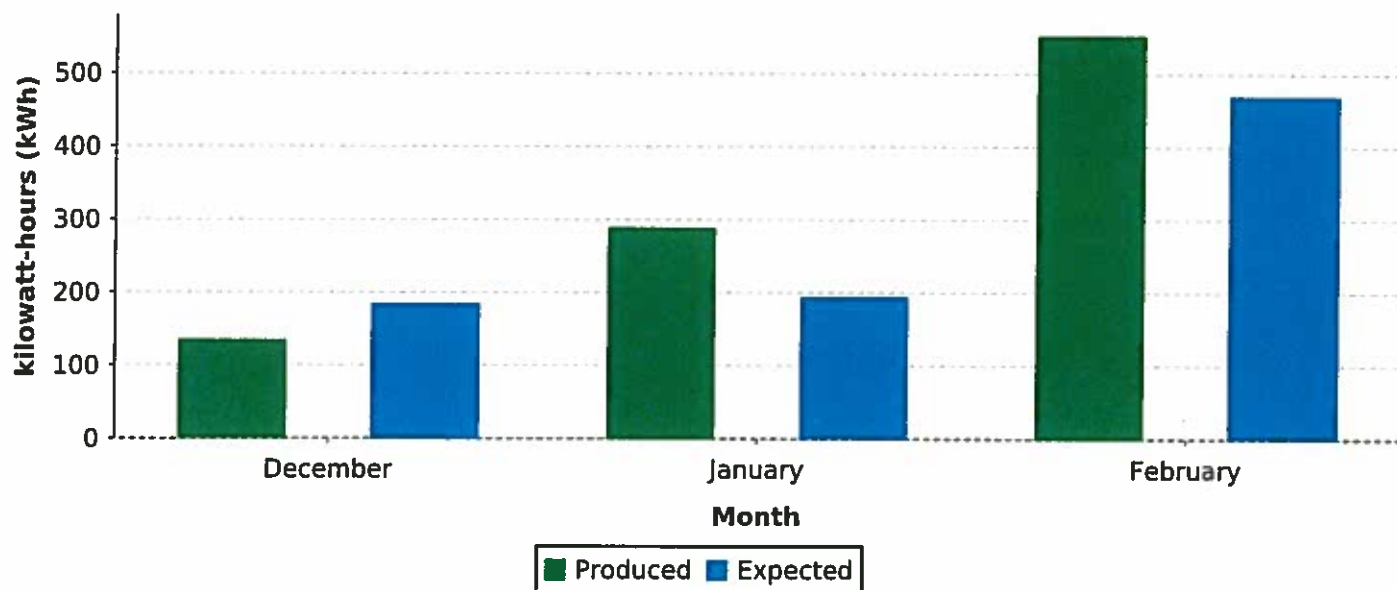
Website: www.msdsb.net

				Manitoulin-Sudbury DSB		
				4th Quarter Report (Unaudited)		
				AS AT 12/31/2017		
				<u>Total Gross Budget</u>		<u>Municipal Share Budget</u>
			</			

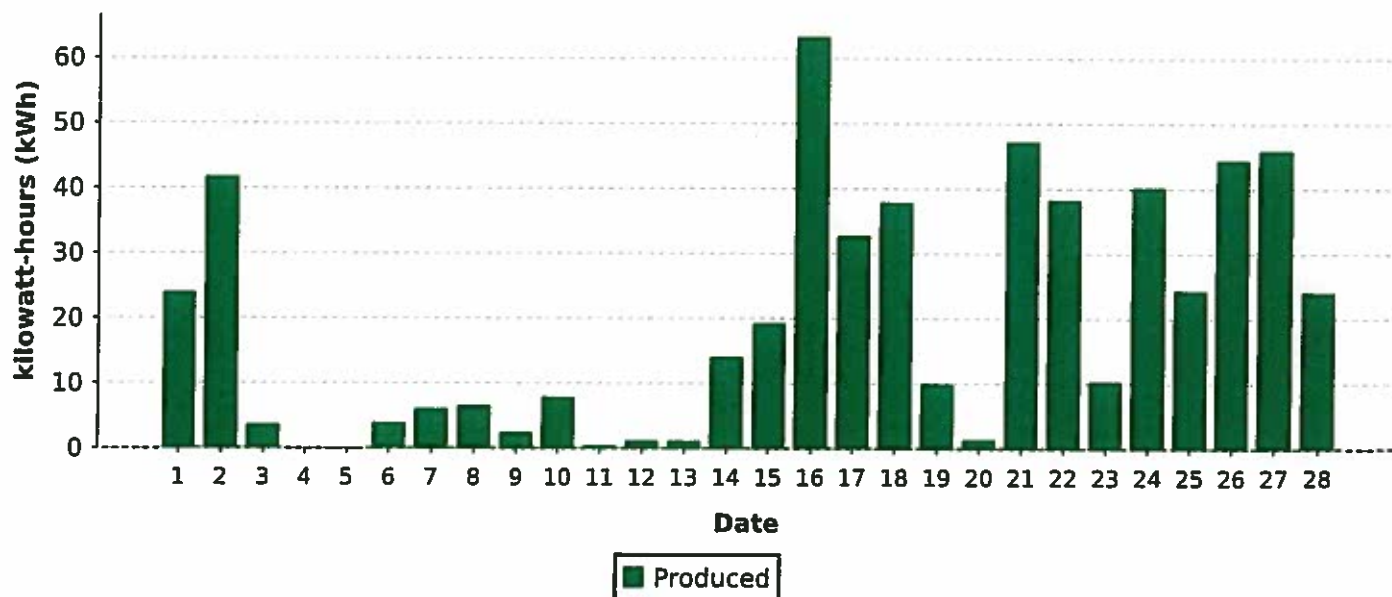
Variance Analysis December 31, 2017		
	NET Municipal Variance	Explanation of Unaudited Municipal Share
YTD Actual to YTD Budget:		
Ontario Works	\$ (10,167)	Municipal share of OW allowance is under budget by (\$1,192). Municipal share of OW allowance from prior year is surplus of (\$9,191). SAR expenses are over budget by \$360, and other revenue is more than budgeted by (\$144). Municipal share of administration and employment expenses is on budget.
Child Care	\$ -	Child Care operating and administration expenses municipal share is on budget. (\$61,403) + (\$200,740) + (\$99,261) = (\$361,404) surplus
		Federal Funding is (\$61,403) more than budgeted.
Social Housing	\$ (361,404)	Direct operated revenue & expenses and program support allocation are (\$200,740) under budget Rental Revenues are (\$86,160) more than budgeted. Direct operating expenses are \$11,534 over budget. Program Support Allocation is (\$126,114) under budget.
		Non-Profit, Rent Supp. and Urban Native expenses are (\$99,261) under budget due to prior year reconciliations; one NonProfit reconciliation was for 2014 and 2015.
		Paramedic Services is (\$249,487) + \$443,874 = \$194,387 over budget.
		The MOHLTC funding is more than budgeted by (\$249,487) surplus.
Paramedic Services	\$ 194,387	Medic Staffing and Benefits is over budget by \$642,352 due to: - Wages are under budget by (\$45,910); - Benefits are over budget by \$888,262 (due to WSIB Sept & Dec 2017 NEER totalling \$1,064,296 which results in WSIB being over expended by \$717,628 and other benefits are under budget by (\$29,366))
		Administration Wages and Benefits are (\$184,927) under budget due to Vacant Deputy Chief, Patient Transfer Service coordination and Community Paramedicine administration allocations.
		Non Wages are under budget by (\$13,551). - Program Support is (\$19,117) under budget - Transportation & Communication is (\$11,457) under budget - Vehicle repairs and maintenance is \$13,498 over budget - Building repairs and maintenance, grounds and utilities are \$35,978 over budget - Supplies are (\$32,453) under budget.
Interest Revenue	\$ 3,543	Interest Revenue is under budget resulting in a deficit of \$3,543.
	\$ (173,641)	

Congratulations on generating clean, green energy! Your solar photovoltaic system is powering Ontario with renewable energy, while earning you income. Below is this month's performance monitoring update.

Last 3 Months' Production



Last Month's Production



Energy Production Manitowaning Public Works Garage



As you pour your morning joe, thank your solar panels: this February your system produced enough energy to brew 2300 pots of coffee!

Day	Produced
February 01	24.0
February 02	41.8
February 03	3.6
February 04	0.0
February 05	0.1
February 06	3.9
February 07	6.0
February 08	6.5
February 09	2.5
February 10	7.9
February 11	0.4
February 12	1.2
February 13	1.2
February 14	14.1
February 15	19.3
February 16	63.4
February 17	32.8
February 18	37.9
February 19	10.0
February 20	1.5
February 21	47.3
February 22	38.3
February 23	10.3
February 24	40.2
February 25	24.4
February 26	44.5
February 27	45.9
February 28	24.1

Month	Produced	Expected
December 2017	135.0	185.0
January 2018	289.0	195.0
February 2018	552.0	470.0
Total	976.0	850.0

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW #18-05

BEING A BY-LAW to approve and authorize an agreement between the Corporation of the Township of Assiginack and Computrek to provide Information Technology Services and Support.

WHEREAS Section 9 of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Subsection 5(3) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS the Council of the Corporation of the Township of Assiginack desires to execute an agreement with Computrek for ongoing Information Technology services and support;

NOW THEREFORE THAT the Council of the Corporation of the Township of Assiginack **ENACTS AS FOLLOWS:**

1. **THAT** the Agreement between the Township of Assiginack and Computrek, attached hereto and forming a part of this by-law, marked as Schedule "A" is hereby approved.
2. **THAT** the Clerk is hereby authorized to sign and seal the said services agreement.
3. **THAT** this by-law shall come into force and take effect upon third and final reading.

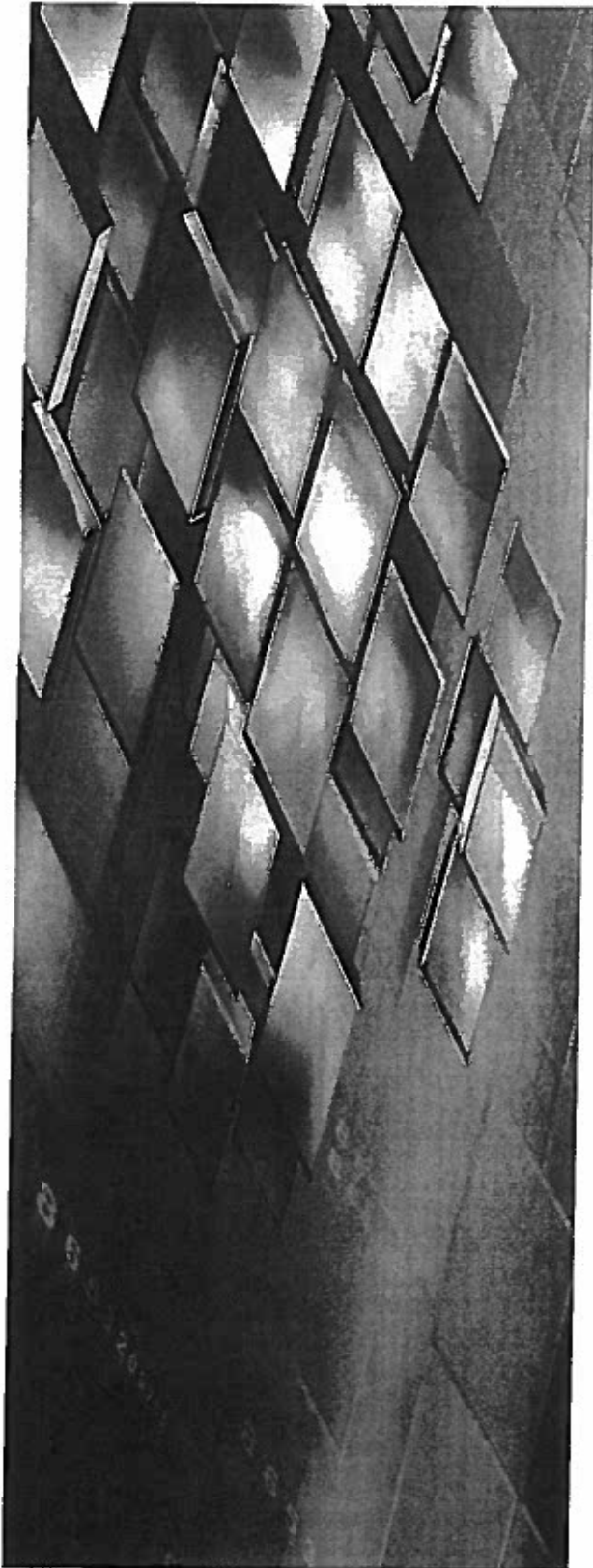
Read a First, Second, and Third time and finally passed this 6th day of March, 2018.

Mayor – P. Moffatt

Clerk – J. Rody

Seal

By-law #18-05
Schedule "A"



Township of Assignack

Proactive Service and Support Agreement & Office 365 Business Premium

28 February 2018

Prepared by:



209 Elm Street,
Sudbury, ON, P3C 1T8

Company Name:	Township of Assignack	Contact Name:	Deb MacDonald
Address:	156 Arthur Street	City:	Manitowaning
Province:	Ontario	Phone:	705-859-3196

1. Computrek Proactive Service and Support - Service Level Agreement

SLA Agreement Overview

This Agreement represents a Service Level Agreement ("SLA" or "Agreement") between Computrek and Township of Assignack for ongoing support of their Information Technology needs.

TYPE OF SERVICE: Computrek Proactive Support & Security

1.1. Goals and Objectives

The purpose of this SLA (Service Level Agreement) is to provide dependable, timely service and support for the technology needs of Township of Assignack. Computrek agrees to respond in a timely manner and to resolve issues with the operating system and software on the servers and desktops detailed in the attached support matrix.

The **goal** of this Agreement is to obtain mutual agreement for IT service provision between the Computrek and Township of Assignack.

The **objectives** of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.
- Match perceptions of expected service provision with actual service support & delivery.

1.2. Stakeholders

The following Service Provider(s) and Customer(s) will be used as the basis of the Agreement and represent the primary stakeholders associated with this SLA:

IT Service Provider(s): Computrek ("Provider")

IT Customer(s): Township of Assignack("Customer")

1.3. Periodic Review

This Agreement is valid from March 1st, 2018 outlined herein. This Agreement should be reviewed at a minimum once per fiscal year; however, in lieu of a review during any period specified, the current Agreement will remain in effect.

The Business Relationship Manager ("Mike Chamberland") is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the primary stakeholders and communicated to all affected parties. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

Business Relationship Manager: *Mike Chamberland*

Review Period: *Bi-Annually (6 months)*

Previous Review Date: *n/a*

Next Review Date: *2018-09-01*

1.4. Service Agreement

The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement.

1.4.1. Service Scope

The following Services are covered by this Agreement for active users;

- *Unlimited remote support*
- *Manned telephone support*
- *Remote assistance using OTS (Over the shoulder) software*
- *Inshop support for laptops or desktops*
- *Planned or Emergency Onsite assistance (extra costs will apply)*

1.4.2. Customer Requirements

Customer responsibilities and/or requirements in support of this Agreement include:

- **Payment for all support costs at the agreed interval.**
- **Reasonable availability of customer representative(s) when resolving a service related incident or request.**
- **In order for this Service Level Agreement to be effective, the Provider must be the sole provider of technical services to the Customer. If technical support**

services are provided by any other party, including Customer, the SLA portion of this Agreement will be invalidated. In the event, that the Customer has an Internal IT department, it will be critical that communication between the Provider and Customer is consistent and concise in order to reduce the duplication of efforts.

1.4.3. Service Provider Requirements

Service Provider responsibilities and/or requirements in support of this Agreement include:

- Meeting response times associated with service related incidents.
- Appropriate notification to Customer for all scheduled maintenance.

1.4.4. Service Assumptions

Assumptions related to in-scope services and/or components include:

- Changes to services will be communicated and documented to all stakeholders
- In order to provide optimal first level support service to all involved parties, all problems and trouble tickets must be received by the Provider Help Desk
- All support requests will be documented in the Provider's ticketing system

The Provider Help Desk will provide the Customer with the following support:

First level problem determination where:

1. All problems will be documented in the Provider's ticketing system.
2. Problems will be resolved or escalated to the appropriate technician.
3. Problems will be monitored.
4. Users will be notified of commitment times and any problems that occur in meeting the established commitment.
5. Problem resolution will be documented and available in report status.
6. Monthly reports will be provided.
7. A client service portal will be provided to the Customer in order to gain visibility into all service activities.

1.4.5. Service Coverage

Service coverage will be determined by the number of Active Users on your network. Active User will be defined by the number of users that connect to the Customer's network and use its resources. It will also be defined by the number of users that the Provider needs to support. The Provider will maintain a database of users in the Client Access Portal, which will be updated on a monthly basis to meet the Customer's requirements.

1.4.6. Additional Support

Based on the following support matrix, the Customer and Provider agree that the following work will be deemed additional support and will be billed at a pre-defined hourly rate.

1. Onsite support - including travel to and from Customer site(s).
2. Onsite emergency support
 - a. 3 hour minimum
 - b. 1.5 x pre-defined hourly rate
3. New equipment deployment
4. Projects and migrations

1.5. Service Management

Effective support of in-scope services is a result of maintaining consistent service levels. The following sections provide relevant details on service availability, monitoring of in-scope services and related components.

1.5.1. IT Service Availability

1.5.1.1. Service Availability

Coverage parameters specific to the service(s) covered in this Agreement are as follows:

- Regular Business Hours support is 8:00am to 5:00pm - Monday thru Friday
 - Support is available outside regular business hours, but must be scheduled in advance
 - Outside of regular business hours (8:00 A.M. - 5:00 P.M.), an after hours contact number and email will be provided.

1.5.2. IT Service Requests

1.5.2.1. Service Requests

In support of services outlined in this Agreement, the Service Provider will respond to service related incidents and/or requests submitted by the Customer within the following time frames:

- Service level agreement response within 4 business hours

Remote assistance will be provided in-line with the above timeframes dependent on the priority of the support request.

1.5.3. Endpoint and Network Management

In order to provide proactive support and to ensure the highest level of security, it is understood by the Customer and the Provider that the Provider will install the following tools on the Customer's network and endpoints.

1. Remote Monitoring and Management Software
2. Endpoint Protection
3. Email Security
4. Cloud Managed Network Security
5. Password Reset tools
6. Remote Support Tool

2. Pricing

Monthly Costs			
Quantity	Description	Amount	Sub-Total
5	Computrek ProActive Support & Security (Per Active User)	\$118.00	\$590.00
5	Microsoft Office 365 Business Premium Subscription	\$0.00	\$0.00
1	Office 365 Cloud Backup - up to 150GB (Additional Gigabytes charged at \$0.20/GB)	\$0.00	\$0.00
Monthly Total			\$590.00

2.2. Additional Support:

As defined in section 1.4.6 any additional support will be billed at the pre-defined rate of :
\$100 per hour.

2.3. Rates Review:

Computrek Proactive Support & Security per user rates and Additional Support rates will be effective for 12 months. Rates will be adjusted thru the account review process. Your next rate review will be March 1st, 2019.

2.4. Payment:

Support Agreement monthly charges will be generated on the first of every month, and due on the 15th.

Computrek reserves the right to refuse service to clients who do not maintain an up-to-date account. (10 days past due constitutes a breach of contract, and Computrek may suspend services until the account is paid in full).

2.4. Cancellation:

Computrek requires a minimum of 30 days written notice of cancellation. Service cancellations will commence on the first of the month.

2.5. Signatures

IN WITNESS WHEREOF, each party has executed this Managed Support - Service Level Agreement, both parties by its duly authorized office as of the day and year set forth below

Please sign, date and fax to 705.805.9057 or email copy to accounting@computrek.ca

for **Township of Assignack**

Signature _____

Print Name _____

Date _____

Title _____

for **Computrek**

Signature _____

Print Name _____

Date _____

Title _____