

**MUNICIPALITY**



**OF ASSIGINACK**

**REGULAR MEETING OF COUNCIL  
To Be Held in the Council Chambers  
Tuesday, March 5th, 2019 at 7:00 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 20, 2019
- b) Manitoulin Centennial Manor Board of Management Meeting of January 22, 2019

**4. DELEGATIONS**

**5. REPORTS**

**6. ACTION REQUIRED ITEMS**

- a) Accounts of Payment: General: \$65,670.06 - Payroll: \$17,995.56
- b) Public Works/Fire Hall Roof Repair RFP.
- c) Township Winter Sand Policy
- d) Ratepayer Appointments: Museum Committee, Economic Development Committee
- e) 2018 Water Plant Annual Reports

**7. INFORMATION ITEMS**

- a) Girl Guides Local Donation Request
- b) DSAB 4<sup>th</sup> Quarter Activity Report

## **8. BY-LAWS**

- a) By-law # 19-04 Division Fencing Policy
- b) By-law # 19-05 Encroachment Agreement (Boathouse)

## **9. CLOSED SESSION**

- a) Personnel Issue

## **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 Wednesday, February 20, 2019 at 7:00 p.m.

**Present:** Mayor Dave Ham  
Councillor Hugh Moggy  
Councillor Dave McDowell  
Councillor Rob Maguire

**Excused:** Councillor Christianna Jones

**Staff:** Alton Hobbs, CAO, Deputy Clerk,  
Ron Cooper, Public Works Superintendent,

**Press:** None

**Delegations:** None

**OPENING:**

**#47-04-19 R. Maguire – D. McDowell**

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 7:00 p.m., with Mayor Ham presiding in the Chair.

*CARRIED*

**AGENDA:**

**#48-04-19 R. Maguire – D. McDowell**

THAT the agenda for this meeting be accepted as presented.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

None.

**ANNOUNCEMENTS:**

Council thanked all staff and the fire fighters for the Family Day Evening Festivities. The fireworks were particularly popular and the efforts of all were appreciated.

The Burns Wharf Theatre Committee met this week and Councillor Maguire reported that he is in consultations with funding agencies but feels the project may have to be larger in scope and scale in order to secure funding.

**ADOPTION OF MINUTES:**

**#49-04-19 H. Moggy - R. Maguire**

THAT the Minutes of the Regular Council Meeting of February 5, 2019, be accepted.

*CARRIED*

**#50-04-19 H. Moggy – R. Maguire**

THAT the Minutes of the Manitoulin East Municipal Airport Commission Meeting of February 11, 2019 be received.

*CARRIED*

**DELEGATIONS:**

None

**REPORTS:**

*Councillor Moggy reported that the MTA Operating Committee meeting had been productive. Council discussed the possibility of a different fee structure to deal with the issue of tourist operations advertising when their municipality does not financially support the MTA.*

*Council also discussed the issue of providing winter sand to the general public and the fact that there are those who are taking advantage of the offer. No conclusion was reached and Council tabled the matter for the next meeting.*

**ACTION REQUIRED ITEMS:**

**#51-04-19 H. Moggy – R. Maguire**

THAT Council authorizes the following Accounts for Payment:

General: \$100,980.40

AND THAT the Mayor and administration be authorized to complete cheques #28549 through #28581 as described in the attached cheque register report.

*CARRIED*

**#52-04-19 H. Moggy – D. McDowell**

THAT Council authorizes the following Accounts for Payment:

Payroll: \$18,092.26

AND THAT the Mayor and administration be authorized to complete cheques #28542 through #28548 as described in the attached cheque register report.

*CARRIED*

**#53-04-19 D. McDowell – H. Moggy**

THAT Council enters into the attached Full and Final Release with Eastlink relating to the operation and removal of all of Eastlink's telecommunications facilities, including head end building, satellite dishes and tower, located on the Township property on Highway # 6.

*CARRIED*

**INFORMATION ITEMS:**

**#54-04-19 D. McDowell – H. Moggy**

THAT we acknowledge receipt of the following correspondence items:

- a) Township of Tehkummah Correspondence
- b) Freelandt, Caldwell, Reilly 2018 Audit Letter
- c) Manitoulin 4-H Funding Request
- d) 2019 Community Events Listing
- e) Minister of Finance: OMPF 2019 Funding Levels

*CARRIED*

**BY-LAWS:**

None.

**CLOSED SESSION:**

None

**CLOSING:**

**#55-04-19 H. Moggy - D. McDowell**

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

***CARRIED***

\_\_\_\_\_  
David Ham, MAYOR

\_\_\_\_\_  
Alton Hobbs, CAO/DEPUTY CLERK

7:35 p.m.

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

**Manitoulin Centennial Manor  
Board of Management Meeting  
Thursday, January 22<sup>nd</sup>, 2019  
"Unapproved Minutes"**

**RECEIVED  
FEB 22 2019**

**Present:** Aurel Rivet, Dawn Orr, Wendy Gauthier, Pat MacDonald, Hugh Moggy, Dan Osborne, Art Hayden, Michelle Bond; Administrator, Tamara Beam; DOC, Keith Clement; Extendicare Regional Director

**1.0 Call to order**

Meeting called to order at 10:08 a.m. by Acting Chair, Aurel Rivet

**2.0 Approval of Agenda**

01/19 Moggy/Osborne

That we approve the agenda as presented

**3.0 Board Elections**

Moved by W. Gauthier that Pat MacDonald be nominated to stand for Board Chair

Seconded by D. Orr

No other nominations were made

Nominations moved to be closed by H. Moggy

Pat MacDonald agreed to stand for this position

Moved by H. Moggy that Wendy Gauthier be nominated to stand for Vice Chair

Seconded by M. MacDonald

Respectfully declined by W. Gauthier

Moved by P. MacDonald that Aurel Rivet be nominated to stand for Vice Chair

Seconded by D. Orr

No other nominations were made

Nominations moved to be closed by H. Moggy

Aurel Rivet agreed to stand for this position

At this time Pat MacDonald took over the meeting as Board Chair

**4.0 Approval of Minutes**

02/19 Orr/Rivet

That we approve the minutes of the December 20<sup>th</sup>, 2018 board meeting

...carried

**5.0 Business Arising from Minutes**

No business arising from the minutes

**6.0 Correspondence**

A quote was received from Honeywell for the 2<sup>nd</sup> and final phase of the heating and cooling system upgrade. This will be discussed in further detail after the budget presentation.

**7.0 Extendicare Report**

03/19 Moggy/Orr

That the 2019 draft budget be approved with the stated alterations which include the following

- Segregated funds of \$10,000 per month to be allocated to a Capital Reserve. These funds allocated for capital expenditures are to be spent at the discretion and approval of the Board.
- Oven replacement in the dietary department at a cost of \$10,000

...carried

04/19 Rivet/Hayden

That we approve the Financial Statements at December 31<sup>st</sup>, 2018 as presented by Dave Rough,  
Extencicare Controller

...carried

#### 8.0 Administrator's Report

The Administrator has contacted Honeywell to inquire as to whether the final stage of the project to complete the upgrade can be done over a 2-3 week period.

05/19 Orr/Osborne

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

...

carried

#### 9.0 Fundraising Update

The "Another Step Forward" campaign has raised a total of \$75,517.51 to date which includes proceeds from the Tree of Lights fundraising initiative along with the funds remaining from the ceiling lift fund and the 2018 Extencicare Donation. The Administrator will forward the quote for the different flooring options to the Extencicare Engineer for his input on product selection.

The Board acknowledged Wendy's hard work and thanked her for her efforts.

06/19 Orr/Gauthier

That we approve the fundraising report as presented by Wendy Gauthier

...carried

#### 10.0 Meeting Date

The next regular board meeting will be held on Thursday, February 21<sup>st</sup>, 2019 at 10:00 a.m.

#### 11.0 Adjournment

07/19 Orr

That we now adjourn the meeting at 11:55 a.m.

...carried



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 0028588 0028610  
 Cheque Date First Last  
**Sorted By:** Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0028588	19/02/2019	BELL CANADA	\$27.63
InvNo: 2019 02 01	InvDesc: toll free line	InvAmt: \$27.63	
0028589	19/02/2019	COMPUTREK	\$70.63
InvNo: 18904	InvDesc: jan offsite backup data storag	InvAmt: \$70.63	
0028590	19/02/2019	DIAMOND SOFTWARE INC.	\$971.80
InvNo: 224999	InvDesc: admin-ye softwre updates	InvAmt: \$971.80	
0028591	19/02/2019	EASTLINK	\$2,012.78
InvNo: 07871859	InvDesc: fd-interconnect	InvAmt: \$78.90	
InvNo: 07871870	InvDesc: fd-tel	InvAmt: \$103.76	
InvNo: 07871879	InvDesc: mtg wtp	InvAmt: \$217.86	
InvNo: 07871849	InvDesc: man streams	InvAmt: \$159.87	
InvNo: 07871871	InvDesc: arena	InvAmt: \$144.45	
InvNo: 07871888	InvDesc: marina	InvAmt: \$78.90	
InvNo: 07871861	InvDesc: info booth	InvAmt: \$91.48	
InvNo: 07871877	InvDesc: norisle	InvAmt: \$69.91	
InvNo: 07871880	InvDesc: ss wtp	InvAmt: \$147.78	
InvNo: 07871891	InvDesc: pw	InvAmt: \$215.83	
InvNo: 07871666	InvDesc: mun.office	InvAmt: \$593.40	
InvNo: FEB 10 2019 PW	InvDesc: pw dsl	InvAmt: \$55.32	
InvNo: FEB 10 2019 MARINA	InvDesc: marina dsl	InvAmt: \$55.32	
0028592	19/02/2019	G. STEPHEN WATT, BARRISTER	\$6,691.86
InvNo: 3430	InvDesc: legal	InvAmt: \$6,691.86	
0028593	19/02/2019	GERRY STRONG	\$307.70
InvNo: FEB 19 2019	InvDesc: bidg insp/plan mileage	InvAmt: \$307.70	
0028594	19/02/2019	HUGH MOGGY	\$44.72
InvNo: FEB 8 2019	InvDesc: mta meeting mileage	InvAmt: \$44.72	
0028595	19/02/2019	HYDRO ONE NETWORKS INC.	\$787.63
InvNo: FEB 5 2019 OFFICE	InvDesc: mun.office	InvAmt: \$269.83	
InvNo: FEB 4 2019 DEPOT	InvDesc: recycling depot	InvAmt: \$517.80	
0028596	19/02/2019	MANITOULIN CENTENNIAL MANOR	\$10,390.39
InvNo: 2019 1ST QTR	InvDesc: 2019 1st qtr	InvAmt: \$10,390.39	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

<b>ChqNo:</b>	0028597	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	MANITOULIN EXPOSITOR	<b>Amount:</b>	\$1,126.37
<b>InvNo:</b>	101289	<b>InvDesc:</b>	advertising	<b>InvAmt:</b>	\$203.19		
<b>InvNo:</b>	100253	<b>InvDesc:</b>	fd-advertising	<b>InvAmt:</b>	\$74.02		
<b>InvNo:</b>	100280	<b>InvDesc:</b>	advertising	<b>InvAmt:</b>	\$440.84		
<b>InvNo:</b>	100300	<b>InvDesc:</b>	advertising	<b>InvAmt:</b>	\$121.92		
<b>InvNo:</b>	100223	<b>InvDesc:</b>	advertising	<b>InvAmt:</b>	\$223.83		
<b>InvNo:</b>	OJG#54723	<b>InvDesc:</b>	business cards	<b>InvAmt:</b>	\$62.57		
<b>ChqNo:</b>	0028598	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	MANITOULIN TRADE FAIR	<b>Amount:</b>	\$847.50
<b>InvNo:</b>	2019-115-116	<b>InvDesc:</b>		<b>InvAmt:</b>	\$847.50		
<b>ChqNo:</b>	0028599	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	MINISTER OF FINANCE	<b>Amount:</b>	\$188.18
<b>InvNo:</b>	2018 EHT RECONC	<b>InvDesc:</b>	2018 eht reconc	<b>InvAmt:</b>	\$188.18		
<b>ChqNo:</b>	0028600	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	NEW NORTH FUELS INC	<b>Amount:</b>	\$7,375.01
<b>InvNo:</b>	491991	<b>InvDesc:</b>	pw-diesel	<b>InvAmt:</b>	\$1,387.74		
<b>InvNo:</b>	491263	<b>InvDesc:</b>	pw-dyed diesel	<b>InvAmt:</b>	\$834.60		
<b>InvNo:</b>	490996	<b>InvDesc:</b>	mun.office-furnace oil	<b>InvAmt:</b>	\$344.27		
<b>InvNo:</b>	491002	<b>InvDesc:</b>	pw-diesel	<b>InvAmt:</b>	\$2,091.34		
<b>InvNo:</b>	492360	<b>InvDesc:</b>	po-furnace oil	<b>InvAmt:</b>	\$624.63		
<b>InvNo:</b>	492647	<b>InvDesc:</b>	pw-diesel	<b>InvAmt:</b>	\$2,092.43		
<b>ChqNo:</b>	0028601	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	NORTH EASTERN MANITOULIN & THE ISLANDS	<b>Amount:</b>	\$3,225.00
<b>InvNo:</b>	IVC0007353	<b>InvDesc:</b>	2018 mta share of operations	<b>InvAmt:</b>	\$3,225.00		
<b>ChqNo:</b>	0028602	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	PAUL METHNER	<b>Amount:</b>	\$1,122.00
<b>InvNo:</b>	2019-01-31	<b>InvDesc:</b>	jan animal control	<b>InvAmt:</b>	\$1,122.00		
<b>ChqNo:</b>	0028603	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	RECEIVER GENERAL FOR CANADA	<b>Amount:</b>	\$1,034.00
<b>InvNo:</b>	20190033805	<b>InvDesc:</b>	2018 radio lic	<b>InvAmt:</b>	\$1,034.00		
<b>ChqNo:</b>	0028604	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	SUDBURY & DISTRICT HEALTH UNIT	<b>Amount:</b>	\$2,810.00
<b>InvNo:</b>	RC020034427	<b>InvDesc:</b>	march sdhu	<b>InvAmt:</b>	\$2,810.00		
<b>ChqNo:</b>	0028605	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	SUPERIOR PROPANE INC.	<b>Amount:</b>	\$2,591.05
<b>InvNo:</b>	23732947	<b>InvDesc:</b>	pw-propane	<b>InvAmt:</b>	\$2,591.05		
<b>ChqNo:</b>	0028606	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	TROY LIFE & FIRE SAFETY LTD	<b>Amount:</b>	\$452.00
<b>InvNo:</b>	1000083740	<b>InvDesc:</b>	arena-fire alarm insp	<b>InvAmt:</b>	\$452.00		
<b>ChqNo:</b>	0028607	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	TULLOCH ENGINEERING	<b>Amount:</b>	\$1,248.65
<b>InvNo:</b>	2001134	<b>InvDesc:</b>	drain supt/grant forms/train	<b>InvAmt:</b>	\$1,248.65		
<b>ChqNo:</b>	0028608	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	SIMALAM	<b>Amount:</b>	\$988.75
<b>InvNo:</b>	1188	<b>InvDesc:</b>	website host/maintenance	<b>InvAmt:</b>	\$988.75		
<b>ChqNo:</b>	0028609	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	LES HUGHSON	<b>Amount:</b>	\$50.00
<b>InvNo:</b>	FEB 5 2019	<b>InvDesc:</b>	coyote prod (1)	<b>InvAmt:</b>	\$50.00		
<b>ChqNo:</b>	0028610	<b>Date:</b>	19/02/2019	<b>Vendor:</b>	UPS Canada	<b>Amount:</b>	\$50.42

**The Township of Assiginack**  
**CHEQUE DISTRIBUTION REPORT**  
**Payables Management**

**InvNo:** 5055785333

**InvDesc:** wtp membranes customs

**InvAmt:** 550.42

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

**Report Total:**

**\$44,414.07**

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 0028611 0028625  
 Cheque Date First Last  
**Sorted By:** Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0028611	28/02/2019	ALLEN'S AUTOMOTIVE GROUP	\$1,753.64
InvNo: 728588	InvDesc: oil (drexton III)	InvAmt: \$464.71	
InvNo: 727438	InvDesc: hydraulic oil	InvAmt: \$96.37	
InvNo: 727537	InvDesc: adapter	InvAmt: \$64.41	
InvNo: 728584	InvDesc: black tubing	InvAmt: \$14.40	
InvNo: 728341	InvDesc: antifreeze	InvAmt: \$63.25	
InvNo: 727599	InvDesc: hydraulic hose/oil #7	InvAmt: \$196.27	
InvNo: 727422	InvDesc: hydraulic oil	InvAmt: \$192.74	
InvNo: 728300	InvDesc: battery #6	InvAmt: \$219.50	
InvNo: 727415	InvDesc: hydraulic hose #4	InvAmt: \$164.97	
InvNo: 728115	InvDesc: hydraulic hose & oil #7	InvAmt: \$198.19	
InvNo: 726470	InvDesc: lights (6)	InvAmt: \$63.51	
InvNo: 726039	InvDesc: windshield washer	InvAmt: \$15.32	
<i>#28612 + 28613 voided-replaced by #28624/28625</i>			
0028614	28/02/2019	CAMBRIAN TRUCK CENTRE INC.	\$4,684.42
InvNo: 630399	InvDesc: egr cooler #2	InvAmt: \$4,684.42	
0028615	28/02/2019	GROENEVELD LUBRICATION SOLUTIONS	\$331.89
InvNo: 020/40121990	InvDesc: grease for automatic	InvAmt: \$331.89	
0028616	28/02/2019	H & R NOBLE CONSTRUCTION	\$847.50
InvNo: 37437	InvDesc: float #2 to sudbury	InvAmt: \$847.50	
0028617	28/02/2019	HUGHES SUPPLY COMPANY	\$181.58
InvNo: 41542	InvDesc: absorb/g.bags	InvAmt: \$129.72	
InvNo: 41436	InvDesc: 2 shovels	InvAmt: \$51.86	
0028618	28/02/2019	MANITOU LIN CHRYSLER LIMITED	\$2,259.33
InvNo: OC28702	InvDesc: plow shoes #6	InvAmt: \$354.63	
InvNo: W092329	InvDesc: replace wheel bear/front sprgs	InvAmt: \$1,904.70	
0028619	28/02/2019	MANITOWANING MILL & HOME BUILDING CENTRE	\$20.34
InvNo: 0150110	InvDesc: water line	InvAmt: \$20.34	
0028620	28/02/2019	MANITOU LIN FUELS	\$285.75
InvNo: 657032	InvDesc: transmission oil #7	InvAmt: \$285.75	
0028621	28/02/2019	MSC INDUSTRIAL SUPPLY ULC	\$284.29
InvNo: 2679401001	InvDesc: plow bolts/tubing	InvAmt: \$284.29	

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

ChqNo:	Date:	Vendor:	Amount:
0028622	28/02/2019	RALF ISLAND TRUCK PARTS	528.82
InvNo: 4460	InvDesc: pressure valve #4	InvAmt:	\$28.82
0028623	28/02/2019	SIFTO CANADA INC.	57,780.47
InvNo: 406658	InvDesc: salt	InvAmt:	\$3,859.97
InvNo: 387929	InvDesc: salt	InvAmt:	\$3,920.50
0028624	28/02/2019	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	1,586.05
InvNo: 0426	InvDesc: parts & repairs #4	InvAmt:	\$1,207.50
InvNo: 0417	InvDesc: mechanical #4	InvAmt:	\$378.55
0028625	28/02/2019	BJ'S & ADDISONS	1,211.91
InvNo: 106827	InvDesc: grader tires	InvAmt:	\$437.87
InvNo: 106942	InvDesc: grader tires	InvAmt:	\$296.62
InvNo: 107081	InvDesc: grader tire	InvAmt:	\$347.47
InvNo: 106900	InvDesc: mechanical #4	InvAmt:	\$129.95

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

Report Total:

\$21,255.99

Date : 19/02/2019  
Time : 9:29:50 AM

The Township of Assiginack

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Payment #	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0028582	19/02/2019	02/19COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0028583	19/02/2019	02/19COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0028584	19/02/2019	02/19COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0028585	19/02/2019	02/19COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0028586	19/02/2019	02/19COMB	158	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
0028587	19/02/2019	02/19COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
1633	19/02/2019	02/19COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
1634	19/02/2019	02/19COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
1635	19/02/2019	02/19COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
1636	19/02/2019	02/19COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
1637	19/02/2019	02/19COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
1638	19/02/2019	02/19COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
1639	19/02/2019	02/19COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1640	19/02/2019	02/19COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
1641	19/02/2019	02/19COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
1642	19/02/2019	02/19COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
1643	19/02/2019	02/19COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
1644	19/02/2019	02/19COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
1645	19/02/2019	02/19COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

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Total : \$17,995.56





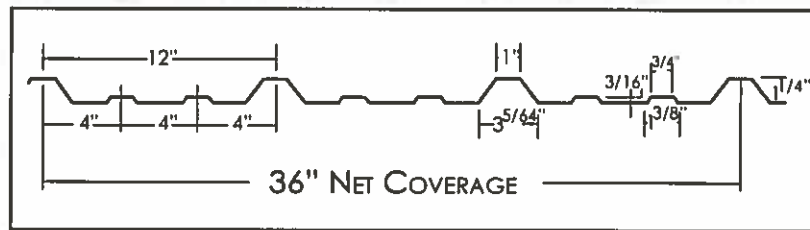
# C-RIB

## Metal Roofing and Siding

26 Ga. High  
Tensile  
Steel



Custom cut  
lengths up to 30'



Midnight Black	Black	Charcoal	Grey	Burnished Slate	Brown	Burgundy	Dark Red	Crimson Red	Red	Copper
Bright White	White	Navy	Tan	Stone	Clay	Green	Hartford Green	Gallery Blue	Blue	Gold



**C-Rib is our strongest and most versatile panel, formed with 26 Ga. high tensile steel. This exposed fastening panel with its 1 1/4" rib adds a bold charm to any project along with quick and easy installation. Perfect for both wall and roof applications.**

• *C-Rib can be custom cut from 6" to 30'.*



**C-Rib has a lifetime of 40+ years which is up to 3 times longer than conventional asphalt shingles.**

• *Least expensive roofing system over the life of the roof.*



**C-Rib is highly resistant to all of what nature can conjure up, including extreme weather conditions, termites, pest, mold or mildew. The smooth finish helps resist dirt and shed the buildup of snow and ice.**

• *Won't ignite, crack, split, break, or curl.*

• *Virtually Maintenance Free over the life of the roof.*



**C-Rib is less than 1/3 the weight of asphalt shingles and installs over existing shingles. No "tear off" required. ②**

• *Saving you time and money.*



**C-Rib is made from partially recycled materials and at any time is 100% recyclable.**

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Phone (519) 263-3107  
Toll Free 1-888-763-7779  
www.easybuildingproducts.ca

① The above colours are intended only as an approximation of actual colours. Exact colour chips can be supplied.

② Must strap roof prior to installation.

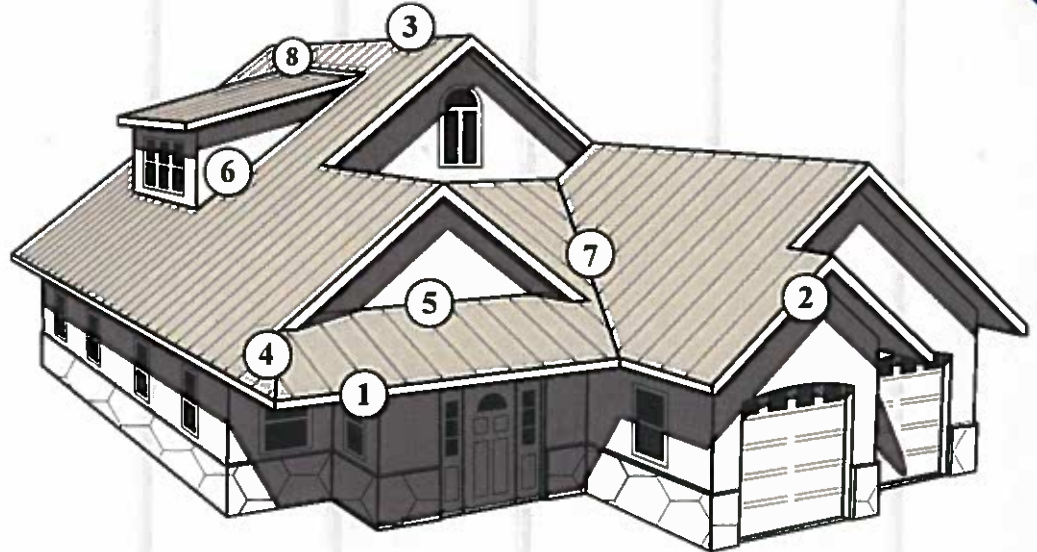


# Common Flashing & Trim

(see catalogue for full details)  
(access online at [www.easybuildingproducts.com](http://www.easybuildingproducts.com))

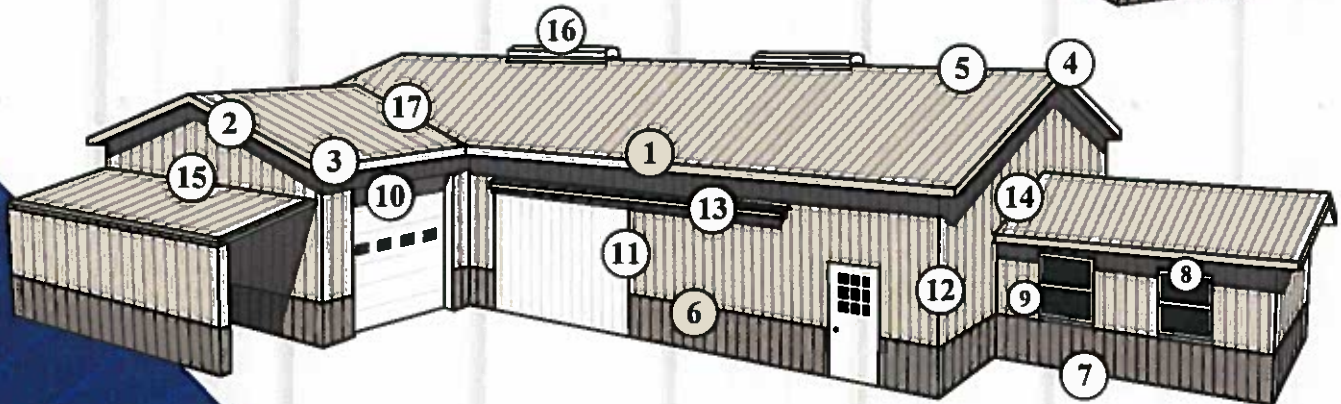
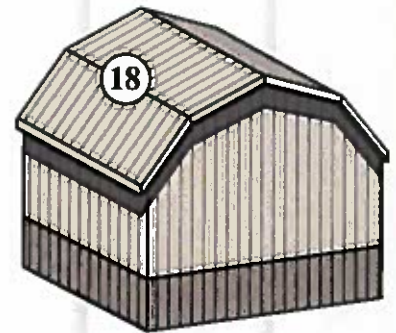
## Residential

1. Eave Starter (R-1)
2. Gable Starter (R-2)
3. Ridge Cap (E-5)
4. Cottage Hip (R-5)
5. Side Wall Flashing (E-60)
6. End Wall Flashing (E-600)
7. Valley Flashing (EF-W, EF-V)
8. Reverse Hip Flashing (E-500)



## Agricultural & Commercial

1. Eave Soffit & Fascia (E-1)
2. Gable Soffit & Fascia (E-2)
3. Corner Caps & Boxes (E-30, E-3)
4. Ridge Box (E-4)
5. Ridge Cap (E-5)
6. Gable Divider (E-6)
7. Base Trim (E-7)
8. Drip Cap (E-8)
9. J-Trim (E-9)
10. Jamb Trim (E-103, E-10)
11. Sliding Door Trim (E-11)
12. Outside Corner (E-13)
13. Track Cover (E-15)
14. End Wall Flashing (E-600)
15. Side Wall Flashing (E-60)
16. Ridgilers (EV-4)
17. Valley Flashing (EF-W, EF-V)
18. Hip Flashing (E-50)





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

Espanola Hub  
148 Fleming St. Suite 5  
Espanola, ON P5E 1R8

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

RECEIVED  
FEB 28 2019

February 28, 2019

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 Manitowaning Water Treatment Plant  
Waterworks No.: 210001013

Dear Mr. Hobbs;

Attached are the 2018 Annual and Summary Reports for the Manitowaning Water System. The Reports are based on information provided by Operators as of Feb 07, 2019 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, 2019. 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

# *Manitowaning Water Treatment*

Large Municipal Residential Drinking Water System

*January 1, 2018 – December 31, 2018*

***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, 2019.

## **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 m<sup>3</sup>/d to the distribution system.

The daily treated water maximum flow was 644 m<sup>3</sup> in July and represents 61.6% of capacity.

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

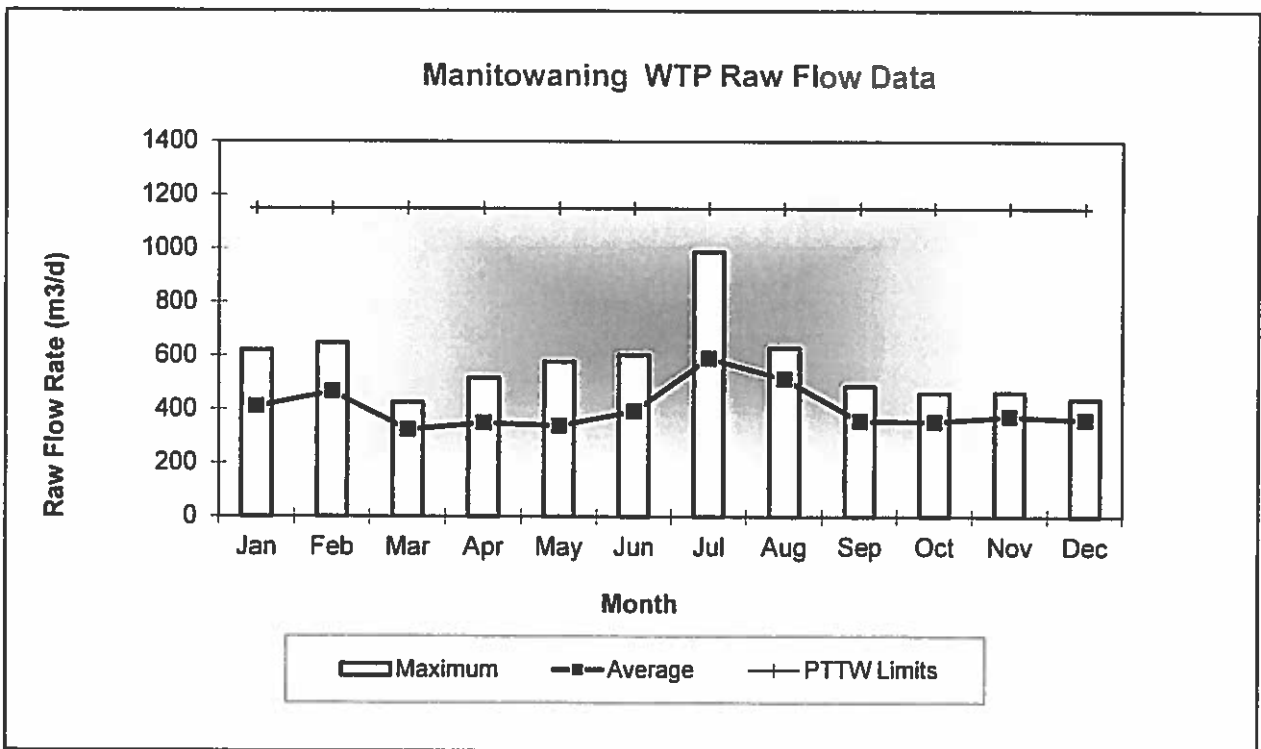
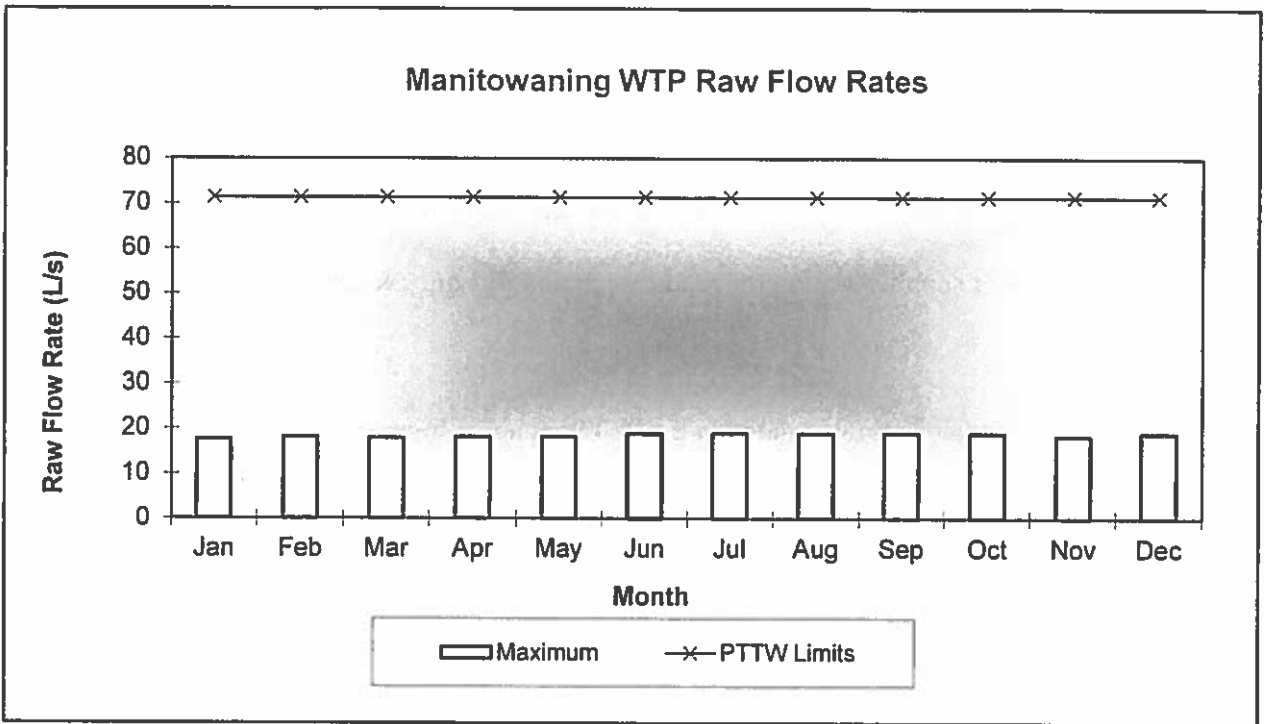
### **Flows - Raw**

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 1149.12m<sup>3</sup>/d.

The average monthly raw water flow for this reporting period was 402.76 m<sup>3</sup>/d. The maximum daily flow was 987 m<sup>3</sup>/d representing 85.9% of water taking limits.

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

<b>RAW WATER FLOW DATA - TOTAL ALL SOURCES</b>						
<b>Month</b>	<b>Total Monthly Flow (m<sup>3</sup>)</b>	<b>Average Flow (m<sup>3</sup>/d)</b>	<b>Maximum Flow (m<sup>3</sup>/d)</b>	<b>Maximum Flow Rate (L/s)</b>	<b>Limits</b>	
					<b>L/s (PTTW)</b>	<b>m<sup>3</sup>/d (PTTW)</b>
January	12.737	410.87	620	17.64	71.32	1149.12
February	13.037	465.61	648	18.03	71.32	1149.12
March	10.061	324.55	426	17.8	71.32	1149.12
April	10.466	348.87	517	18.08	71.32	1149.12
May	10.519	339.32	577	18.16	71.32	1149.12
June	11.781	392.7	603	18.92	71.32	1149.12
July	18.307	590.55	987	18.92	71.32	1149.12
August	15.960	514.84	630	18.92	71.32	1149.12
September	10.705	356.83	486	18.92	71.32	1149.12
October	10.984	354.32	461	18.92	71.32	1149.12
November	11.233	374.43	463	18.27	71.32	1149.12
December	11.217	361.84	438	18.92	71.32	1149.12
<b>Total</b>	147.007					
<b>Average</b>		402.76				
<b>Maximum</b>			987	18.92	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
2018	147,007	402.76	987	85.9%
2017	102,449	280.68	491	42.7%
2016	98,0007	268	681	59%
2015	86,149	236	550	48%

### System Failures and Corrective Actions

The latest inspection of the drinking water facility took place on September 24, 2018. The facility scored 0/497 providing a rating of 100%.

#### AWQIs reported to the Ministry

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
25-Jul-18	Abnormal Operating Condition			The treated water header was bypassed in order to complete a repair to a section that had been leaking. To complete the repair, the treated chlorine analyzer and the treated flow meter had to be bypassed. As pressure was being introduced, a section of the line blew apart. Due to the line blowing apart, the Town was being fed using the bypass valves/lines. A chlorine analyzer is located after the filter discharge/chlorine injection but just prior to entering the clearwell. Operations were instructed by the local MOE inspector to maintain a higher chlorine residual entering the clearwell as well as to take daily distribution chlorine residuals.	31-Jul-18

## **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 POP 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

### Significant Expenses

Significant expenses incurred to

- Install required equipment
- Repair required equipment
- Replace required equipment

Work Order	Date Completed	Comment
662250	08-Feb-18	<i>Filter 1</i> replaced broken PVC pipe fittings on the filtrate side
740360	13-Apr-18	<i>Filter 3</i> Replaced broken Wye pipe with new PVC piping
782941	18-Jun-18	<i>Purchased spare Bray actuator for filters</i>
861658	31-Jul-18	CMF Failure Replaced the broken PVC piping from the raw feed valve into the filter
863550	09-Aug-18	<i>Discharge Header Repair</i>



		Replaced broken PVC header piping with stainless steel piping. Repaired junction boxes and conduits for the raw flow meter.
940482		<i>SCADA/PLC Upgrades</i> As part of the CWWF funding, the SCADA and PLC systems were upgraded

### 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
25-Jul-18	Abnormal Operating Condition			The treated water header was bypassed in order to complete a repair to a section that had been leaking. To complete the repair, the treated chlorine analyzer and the treated flow meter had to be bypassed. As pressure was being introduced, a section of the line blew apart. Due to the line blowing apart, the Town was being fed using the bypass valves/lines. A chlorine analyzer is located after the filter discharge/chlorine injection but just prior to entering the clearwell. Operations were instructed by the local MOE inspector to maintain a higher chlorine residual entering the clearwell as well as to take daily distribution chlorine residuals.	31-Jul-18

### 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	52	0	4	0	105	0	N/A	N/A
Treated Water	52	0	0	0	0	52	0	25
Distribution	105	0	0	0	0	52	0	40

### 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	0.22	(NTU)
Turbidity – Filter 2	8760	0	1.19	(NTU)
Turbidity – Filter 3	8760	0	0.1	(NTU)
Free Chlorine Residual – TW	8760	0.36	4.23	(mg/L)
Free Chlorine Residual, Distribution Location 1	107	1.03	1.75	(mg/L)
Free Chlorine Residual, Distribution Location 2	107	0.97	1.77	(mg/L)
Free Chlorine Residual, Distribution Location 3	107	0.84	1.77	(mg/L)
Free Chlorine Residual, Distribution Location 4	53	0.84	1.70	(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
254-202  August 2016	Backwash (BW) Total Suspended Solids (TSS)  25 mg/L annual average Quarterly samples when discharging into Manitowaning Bay	Jan	N/A		mg/L
		Feb	N/A		mg/L
		Mar	N/A		mg/L
		Apr	N/A		mg/L
		May	N/A		mg/L
		Jun	N/A		mg/L
		Jul	N/A		mg/L
		Aug	N/A		mg/L
		Sep	N/A		mg/L
		Oct	N/A		mg/L
		Nov	N/A		mg/L
		Dec	N/A		mg/L
		<b>Annual Average</b>			

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW	2018/01/08	0.16	6.0	No	No
Arsenic: As (ug/L) - TW	2018/01/08	0.4	25.0	No	No
Barium: Ba (ug/L) - TW	2018/01/08	13.2	1000.0	No	No
Boron: B (ug/L) - TW	2018/01/08	12.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2018/01/08	<MDL 0.003	5.0	No	No
Chromium: Cr (ug/L) - TW	2018/01/08	0.2	50.0	No	No
Mercury: Hg (ug/L) - TW	2018/01/08	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW	2018/01/08	0.16	10.0	No	No
Uranium: U (ug/L) - TW	2018/01/08	0.169	20.0	No	No

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Fluoride (mg/L) - TW	2014/01/13	0.1	1.5	No	No
Nitrite (mg/L) - TW	2018/01/08	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2018/04/10	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2018/07/03	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2018/10/01	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2018/01/08	0.15	10.0	No	No
Nitrate (mg/L) - TW	2018/04/10	0.155	10.0	No	No
Nitrate (mg/L) - TW	2018/07/03	0.118	10.0	No	No
Nitrate (mg/L) - TW	2018/10/01	0.133	10.0	No	No
Sodium: Na (mg/L) - TW	2014/01/20	9.74	20*	No	No

\*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

**Summary of Lead testing under Schedule 15.1 during this reporting period**

Location Type	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Distribution - Lead Results (ug/L)	0	N/A	N/A	10	0
Distribution - Alkalinity (mg/L)	4	70	71	n/a	n/a
Distribution - pH In-House	4	7.81	8.71	n/a	n/a

**Summary of Organic parameters sampled during this reporting period or the most recent results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW	2018/01/08	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2018/01/08	0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW	2018/01/08	<MDL 0.05	20.00	No	No
Benzene (ug/L) - TW	2018/01/08	<MDL 0.32	5.00	No	No
Benzo(a)pyrene (ug/L) - TW	2018/01/08	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2018/01/08	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW	2018/01/08	<MDL 0.05	90.00	No	No
Carbofuran (ug/L) - TW	2018/01/08	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2018/01/08	<MDL 0.16	5.00	No	No
Chlorpyrifos (ug/L) - TW	2018/01/08	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW	2018/01/08	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW	2018/01/08	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2018/01/08	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2018/01/08	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2018/01/08	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW	2018/01/08	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2018/01/08	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2018/01/08	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2018/01/08	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) - TW	2018/01/08	<MDL 0.4	9.00	No	No
Dimethoate (ug/L) - TW	2018/01/08	<MDL 0.03	20.00	No	No
Diquat (ug/L) - TW	2018/01/08	<MDL 1.0	70.00	No	No
Diuron (ug/L) - TW	2018/01/08	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW	2018/01/08	<MDL 1.0	280.00	No	No
Malathion (ug/L) - TW	2018/01/08	<MDL 0.02	190.00	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (mg/L) - TW	2018/01/08	<MDL 0.01	N/A	N/A	N/A
Metolachlor (ug/L) - TW	2018/01/08	<MDL 0.02	50.00	No	No
Metribuzin (ug/L) - TW	2018/01/08	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2018/01/08	<MDL 1.0	80.00	No	No
Paraquat (ug/L) - TW	2018/01/08	<MDL 0.04	10.00	No	No
PCB (ug/L) - TW	2018/01/08	<MDL 0.15	3.00	No	No
Pentachlorophenol (ug/L) - TW	2018/01/08	<MDL 0.01	60.00	No	No

Phorate (ug/L) - TW	2018/01/08	<MDL 1.0	2.00	No	No
Picloram (ug/L) - TW	2018/01/08	<MDL 0.03	190.00	No	No
Prometryne (ug/L) - TW	2018/01/08	<MDL 0.01	1.00	No	No
Simazine (ug/L) - TW	2018/01/08	<MDL 0.01	10.00	No	No
Terbufos (ug/L) - TW	2018/01/08	<MDL 0.35	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2018/01/08	<MDL 0.2	30.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2018/01/08	<MDL 0.01	100.00	No	No
Triallate (ug/L) - TW	2018/01/08	<MDL 0.44	230.00	No	No
Trichloroethylene (ug/L) - TW	2018/01/08	<MDL 0.25	50.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2018/01/08	<MDL 0.12	5.00	No	No
Trifluralin (ug/L) - TW	2018/01/08	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW	2018/01/08	<MDL 0.17	2.00	No	No
<b>DISTRIBUTION WATER</b>					
Trihalomethane: Total (ug/L) Annual Average - DW	2018/12/31	41	100.00	No	Yes
HAA Total (ug/L) Annual Average - DW	2018/12/31	25.95		N/A	N/A

## SECTION 5: RAW WATER SUBMISSIONS

Raw water flows were submitted to the Ministry on February 12, 2019.



Location: WTRS / WT DATA / Input WT Record

WTRS-WT-008

Water Taking Data submitted successfully.

### Confirmation:

Thank you for submitting your water taking data online.

Permit Number: 1366-75X1143  
 Permit Holder: THE CORPORATION OF THE TOWNSHIP OF ASSIGNACK.  
 Received on: Feb 12, 2019 3:30 PM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

[Return to Main Page](#)

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 Last modified: 2019/09/18

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## SECTION 6: CONCLUSION

The Manitowaning WTP delivers water that, in all its treated and distribution samples, indicates the water to be free of bacteriological contamination.

For the 2018 operating year, the Manitowaning WTP was able to meet the demand of water use without exceeding the PTTW or the MDWL.

## List of Acronyms and Definitions

Alkalinity	The capacity of water for neutralizing an acid solution
AWQI	Adverse Water Quality Incident- when a water sample test result exceeds the Ontario Drinking Water Quality Standards
Backwash	Water pumped backwards to clean filters
BWA	Boil Water Advisory; Issued when risk of contamination is possible in drinking water
CFU	Colony Forming Units
Chlorine Residual	A low level of chlorine remaining in water after disinfection occurs
DW	Distribution Water
DWA	Drinking Water Advisory; Issued when water cannot be consumed by any means
DWWP	Drinking Water Works Permit - provides a description of the overall system
E.Coli	Bacteria used as indicators to measure the degree of pollution and sanitary quality of water
GUDI 170/03	Groundwater Under Direct Influence – Considered to be surface water under O.Reg
HPC	Heterotrophic Plant Count
L/s	Litres per Second
m <sup>3</sup> /d	Cubic Metres per Day
MAC	Maximum Acceptable Concentration
MDL	Minimum Detection Level
MDWL requirements	Municipal Drinking Water Licence - relates to the operation and performance
mg/L	Miligrams per Litre
Ministry	Ministry of the Environment and Climate Change
MOECC	Ministry of the Environment and Climate Change
O.Reg	Ontario Regulation
PTTW water	Permit to Take Water – Permit which allows water taking from groundwater or surface
RW	Raw Water
TC	Total Coliforms
TSS	Total Suspended Solids
Turbidity	Cloudiness or haziness of water
TW	Treated Water



# Appendix A

## Raw Water Flows

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

Espanola Hub  
148 Fleming St. Suite 5  
Espanola, ON P5E 1R8

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

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FEB 28 2019

February 28, 2019

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 Sunsite Estates Water Treatment Plant  
Waterworks No.: 220008471

Dear Mr. Hobbs;

Attached are the 2018 Annual and Summary Reports for the Sunsite Estates Water System. The Reports are based on information provided by Operators as of Feb 07, 2019 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, 2019. 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

# *Sunsite Estates* *Drinking Water System*

Small Municipal Residential Drinking Water System

*January 1, 2018 – December 31, 2018*

***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, 2019.

## **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 m<sup>3</sup>/d to the distribution system.

The daily treated water maximum flow was 101 m<sup>3</sup> in July and represents 45.9% of capacity.

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

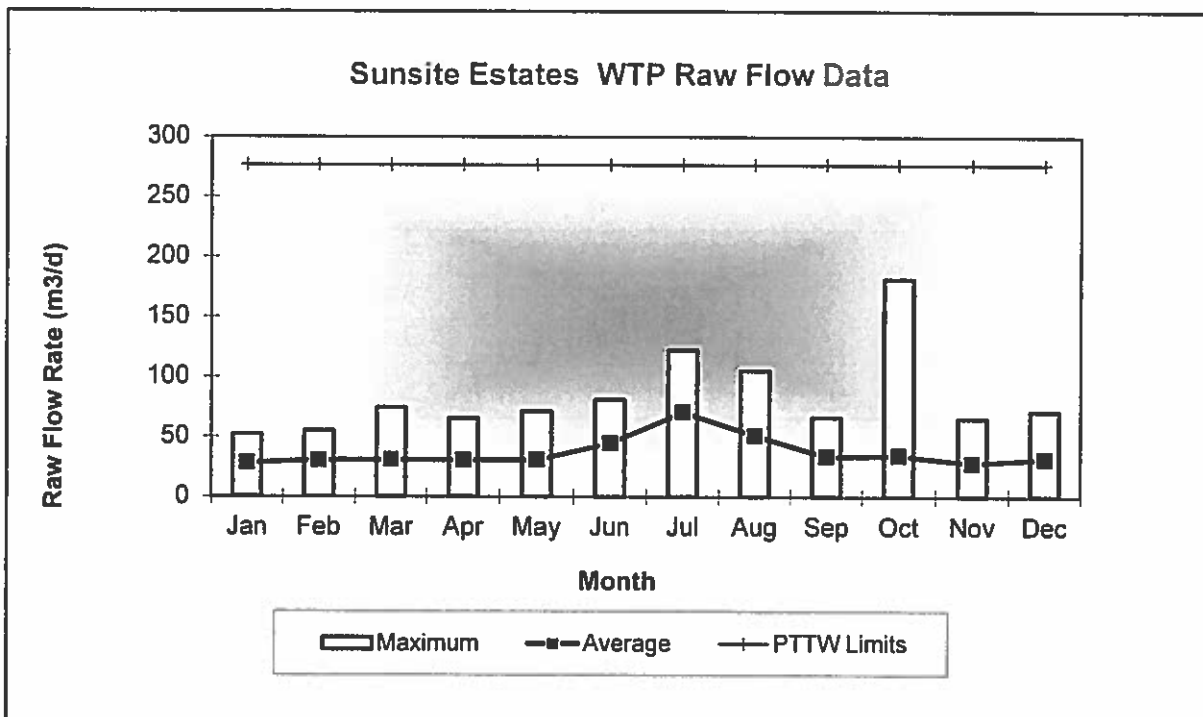
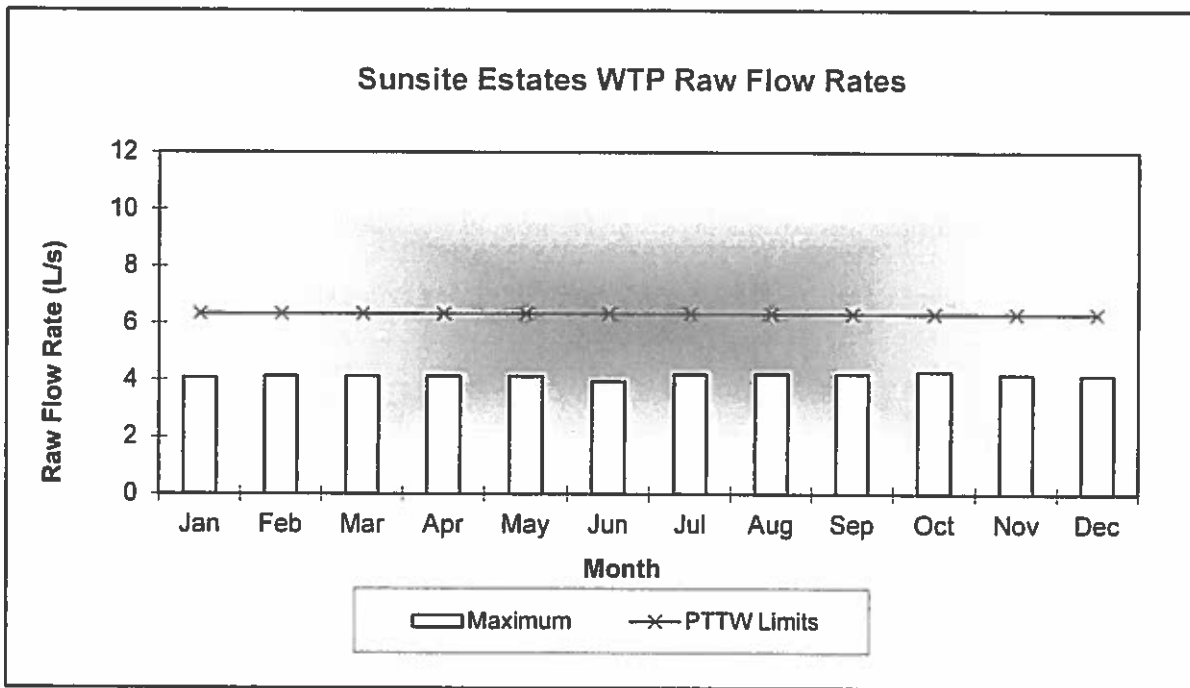
### **Flows - Raw**

Daily raw maximum instantaneous flow is stated in the PTTW at a maximum rate of flow of 6.32 L/s and a maximum daily volume of 276.48 m<sup>3</sup>/d.

The average monthly raw water flow for this reporting period was 37.09 m<sup>3</sup>/d. The maximum daily flow was 181 m<sup>3</sup>/d representing 65.5% of water taking limits.

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

<b>RAW WATER FLOW DATA - TOTAL ALL SOURCES</b>						
<b>Month</b>	<b>Total Monthly Flow (m<sup>3</sup>)</b>	<b>Average Flow (m<sup>3</sup>/d)</b>	<b>Maximum Flow (m<sup>3</sup>/d)</b>	<b>Maximum Flow Rate (L/s)</b>	<b>Limits</b>	
					<b>L/s (PTTW)</b>	<b>m<sup>3</sup>/d (PTTW)</b>
January	868	28	52	4.08	6.32	276.48
February	848	30.29	55	4.13	6.32	276.48
March	952	30.71	74	4.03	6.32	276.48
April	918	30.6	65	4.12	6.32	276.48
May	954	30.77	71	4.12	6.32	276.48
June	1,338	44.6	81	3.94	6.32	276.48
July	2,191	70.68	122	4.19	6.32	276.48
August	1,580	50.97	105	4.22	6.32	276.48
September	1,005	33.5	66	4.21	6.32	276.48
October	1,062.7	34.28	181	4.3	6.32	276.48
November	841	28.03	65	4.19	6.32	276.48
December	979	31.58	71	4.17	6.32	276.48
<b>Total</b>	13,536.7					
<b>Average</b>		37.09				
<b>Maximum</b>			181	4.22	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 PTTW allowable 276.48 m3/d
2018	13,536.7	37.09	181	65.5%
2017	13,515	37.03	146	52.8%
2016	12,606	34.4	206	74.5%
2015	10,380	28.4	137	49.5%

### System Failures and Corrective Actions

The latest inspection of the drinking water facility took place on May 16, 2018. The facility scored 0/624 providing a rating of 100%

### AWQIs reported to the Ministry

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
26-Jun-18	TC	5	CFU	A TC of 5 was reported by the lab on a distribution sample. The operator collected two sets of three bacti samples 24hrs apart. All results came back clear.	29-Jun-18

## **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 POP 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 220m<sup>3</sup>/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
	11-Sep-18	Replaced seven pressure tanks
664825	06-Aug-18	Replaced high lift pump 3 soft start /contactor
1018314	Still in progress	Communication Improvement Installed internet lines and VPN routers

### 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
26-Jun-18	TC	5	CFU	A TC of 5 was reported by the lab on a distribution sample. The operator collected two sets of three bacti samples 24hrs apart. All results came back clear.	29-Jun-18

### 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	5	26	0	2

### 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	0.15	(NTU)
Turbidity – Filter 2	8760	0	0.63	(NTU)
Free Chlorine Residual – TW	8760	0.54	2.42	(mg/L)
Free Chlorine Residual, Distribution	106	0.85	2.08	(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	9	<2	mg/L
		Feb			mg/L
		Mar			mg/L
		Apr	9	4	mg/L
		May			mg/L
		Jun			mg/L
		Jul	9	<2	mg/L
		Aug			mg/L
		Sep			mg/L
		Oct	9	5	mg/L
		Nov			mg/L
		Dec			mg/L
		<b>Annual Average</b>			



**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW	2015/01/15	0.12	6.0	No	No
Arsenic: As (ug/L) - TW	2015/01/15	0.4	25.0	No	No
Barium: Ba (ug/L) - TW	2015/01/15	11.8	1000.0	No	No
Boron: B (ug/L) - TW	2015/01/15	13.3	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2015/01/15	<MDL 0.003	5.0	No	No
Chromium: Cr (ug/L) - TW	2015/01/15	0.1	50.0	No	No
Mercury: Hg (ug/L) - TW	2015/01/15	0.01	1.0	No	No
Selenium: Se (ug/L) - TW	2015/01/15	<MDL 1.0	10.0	No	No
Uranium: U (ug/L) - TW	2015/01/15	0.161	20.0	No	No

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Fluoride (mg/L) - TW	2014/01/07	0.08	1.5	No	No
Nitrite (mg/L) - TW	2018/01/09	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2018/04/09	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2018/07/09	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2018/10/09	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2018/01/09	0.159	10.0	No	No
Nitrate (mg/L) - TW	2018/04/09	0.16	10.0	No	No
Nitrate (mg/L) - TW	2018/07/09	0.132	10.0	No	No
Nitrate (mg/L) - TW	2018/10/09	0.131	10.0	No	No
Sodium: Na (mg/L) - TW	2014/01/07	6.91	20*	No	No

\*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

**Summary of Lead testing under Schedule 15.1 during this reporting period**

Location Type	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Distribution - Lead Results (ug/L)	2	0.08	0.43	10	0
Distribution - Alkalinity (mg/L)	2	72	73	n/a	n/a
Distribution - pH In-House	2	7.91	8.47	n/a	n/a

**Summary of Organic parameters sampled during this reporting period or the most recent results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW	2015/01/15	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2015/01/15	0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW	2015/01/15	<MDL 0.02	20.00	No	No
Benzene (ug/L) - TW	2015/01/15	<MDL 0.32	5.00	No	No
Benzo(a)pyrene (ug/L) - TW	2015/01/15	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2015/01/15	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW	2015/01/15	<MDL 0.01	90.00	No	No
Carbofuran (ug/L) - TW	2015/01/15	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2015/01/15	<MDL 0.16	5.00	No	No
Chlorpyrifos (ug/L) - TW	2015/01/15	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW	2015/01/15	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW	2015/01/15	<MDL 0.2	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2015/01/15	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2015/01/15	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2015/01/15	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW	2015/01/15	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2015/01/15	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2015/01/15	<MDL 0.15	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2015/01/15	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) - TW	2015/01/15	<MDL 0.4	9.00	No	No
Dimethoate (ug/L) - TW	2015/01/15	<MDL 0.03	20.00	No	No
Diquat (ug/L) - TW	2015/01/15	<MDL 1.0	70.00	No	No
Diuron (ug/L) - TW	2015/01/15	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW	2015/01/15	<MDL 1.0	280.00	No	No
Malathion (ug/L) - TW	2015/01/15	<MDL 0.02	190.00	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (mg/L) - TW	2015/01/15	<MDL 0.01	N/A	N/A	N/A
Metolachlor (ug/L) - TW	2015/01/15	<MDL 0.02	50.00	No	No
Metribuzin (ug/L) - TW	2015/01/15	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2015/01/15	<MDL 1.0	80.00	No	No
Paraquat (ug/L) - TW	2015/01/15	<MDL 0.04	10.00	No	No
PCB (ug/L) - TW	2015/01/15	<MDL 0.15	3.00	No	No
Pentachlorophenol (ug/L) - TW	2015/01/15	<MDL 0.01	60.00	No	No
Phorate (ug/L) - TW	2015/01/15	<MDL 1.0	2.00	No	No
Picloram (ug/L) - TW	2015/01/15	<MDL 0.03	190.00	No	No
Prometryne (ug/L) - TW	2015/01/15	<MDL 0.01	1.00	No	No
Simazine (ug/L) - TW	2015/01/15	<MDL 0.01	10.00	No	No
Terbufos (ug/L) - TW	2015/01/15	<MDL 0.35	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2015/01/15	<MDL 0.2	30.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2015/01/15	<MDL 0.01	100.00	No	No



Triallate (ug/L) - TW	2015/01/15	<MDL 0.44	230.00	No	No
Trichloroethylene (ug/L) - TW	2015/01/15	<MDL 0.25	50.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2016/01/12	<MDL 0.12	5.00	No	No
Trifluralin (ug/L) - TW	2015/01/15	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW	2015/01/15	<MDL 0.17	2.00	No	No
<b>DISTRIBUTION WATER</b>					
Trihalomethane: Total (ug/L) Annual Average - DW	2018/12/31	42.25	100.00	No	No
HAA Total (ug/L) Annual Average - DW	2018/12/31	22.8		N/A	N/A

## **SECTION 5: RAW WATER SUBMISSIONS**

Raw water flows were submitted to the Ministry on February 13, 2019.



Location: WTRS / WT DATA / Input WT Record

WTRS-WT-008

Water Taking Data submitted successfully.

**Confirmation:**

Thank you for submitting your water taking data online.

Permit Number: 7151-ABEK4P  
 Permit Holder: THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
 Received on: Feb 13, 2019 10:07 AM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

[Return to Main Page](#)

TOWNSHIP OF ASSIGINACK | 2019/02/13  
 version: v4.5.0.21 (build # 22)  
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## **SECTION 6: CONCLUSION**

The Sunsite Estates WTP delivers water that, in all its treated and distribution samples, indicates the water to be free of bacteriological contamination.

For the 2018 operating year, the Sunsite Estates WTP was able to meet the demand of water use without exceeding the PTTW or the MDWL.

## List of Acronyms and Definitions

Alkalinity	The capacity of water for neutralizing an acid solution
AWQI	Adverse Water Quality Incident- when a water sample test result exceeds the Ontario Drinking Water Quality Standards
Backwash	Water pumped backwards to clean filters
BWA	Boil Water Advisory; Issued when risk of contamination is possible in drinking water
CFU	Colony Forming Units
Chlorine Residual	A low level of chlorine remaining in water after disinfection occurs
DW	Distribution Water
DWA	Drinking Water Advisory; Issued when water cannot be consumed by any means
DWWP	Drinking Water Works Permit - provides a description of the overall system
E.Coli	Bacteria used as indicators to measure the degree of pollution and sanitary quality of water
GUDI 170/03	Groundwater Under Direct Influence – Considered to be surface water under O.Reg
HPC	Heterotrophic Plant Count
L/s	Litres per Second
m <sup>3</sup> /d	Cubic Metres per Day
MAC	Maximum Acceptable Concentration
MDL	Minimum Detection Level
MDWL requirements	Municipal Drinking Water Licence - relates to the operation and performance
mg/L	Miligrams per Litre
Ministry	Ministry of the Environment and Climate Change
MOECC	Ministry of the Environment and Climate Change
O.Reg	Ontario Regulation
PTTW water	Permit to Take Water – Permit which allows water taking from groundwater or surface
RW	Raw Water
TC	Total Coliforms
TSS	Total Suspended Solids
Turbidity	Cloudiness or haziness of water
TW	Treated Water



# Appendix A

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## Raw Water Flows

RECEIVED

FEB 22 2019



Everything she wants to be.

Jocelyn Kuntsi  
Box 322  
Manitowaning, ON P0P 1N0

Assignack Town Council and Mayor Ham  
Township of Assignack  
P.O. Box 238  
156 Arthur St.  
Manitowaning, ON P0P 1N0

Feb. 25, 2019.

Dear Mr. Ham:

My name is Jocelyn Kuntsi, and I am writing to you in affiliation with Girl Guides of Canada. I am looking for community organizations to sponsor me with a donation as I prepare to travel to London, England in July 2019 on a Leadership Trip.

The Girl Guides of Canada Organization provides students like me with the opportunity to travel to some of the international guiding centers, I will be going to the Pax Lodge, which is also located beside the World Bureau. (International Headquarters of World Girl Guides and Girl Scouts) I will be able to meet different girl guides from all over the world as well as create relationships with people from all over Canada.

Additionally, I will return to Manitoulin Island with more to give to our community. I expect to gain self-confidence, leadership skills, and a growing knowledge that can support the girl guiding community. On the trip, I will participate in numerous skill building workshops, which will help me make a positive difference both in our community and globally.

I will be presenting to the Manitowaning Girl Guide community as well as maybe more guiding troops that are in this district (Sudbury) about these amazing opportunities. My total cost for travel and supplies for the trip to London is \$1800. I would greatly appreciate your sponsorship in the form of a Directed Gift. If you have any questions please feel free to call me at 705-348-2340 or email me at [jocekuntsi@gmail.com](mailto:jocekuntsi@gmail.com). Cheques can be made payable to Girl Guides of Canada, Ontario Council - directing the sponsorship to Jocelyn Kuntsi. Cheques can be sent to my address above.

Thank you for your consideration,

Jocelyn Kuntsi



## 2018 Fourth Quarter Activity Report February 28, 2019

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 2018 Fourth Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal surplus of \$71,033. This surplus includes Ontario Works over budget by \$2,422. Children's Services is on budget. Social Housing is under budget by \$448,787. Paramedic Services is over budget by \$466,263. Interest revenue on non-reserve accounts is \$90,931 over budget.

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

### Paramedic Services

#### Employee Recognition

In late October, the Provincial Government held a ceremony to recognize those Paramedics awarded the Governor General's Medal for Exemplary Service and who had achieved exemplary service at 30 years and 40 years. Primary Care Paramedic Bonnie Quackenbush received recognition for 30 years of exemplary service while Primary Care Paramedic Michel Bigras was one of only 8 who received their award for more than 40 years of exemplary service. Our organization is extremely proud of both these members.

#### Non-Urgent Patient Transfer Service

In the fourth quarter of 2018, the Northeast Local Health Integration Network's Non-Urgent Patient Transfer pilot project remained operational with no decision related to a permanent model. By the end of the fourth quarter, this 6-month pilot project had been operational for 69 months, and had realized significant system improvements as a direct result of efforts from the Paramedic Superintendent team and Deputy Chief Beadman.

In 2018, the PTS program managed more than 1,300 transport legs, allowing for the shedding of nearly 1,000 patient calls from Paramedic Services. The net impact allowed for Paramedics to remain in communities providing emergency response capacity.

### **Community Paramedicine Update**

Since the last report, the Wellness Clinics have further been expanded to include weekly seniors' luncheons in St-Charles, Noëlville and Alban. The Paramedic Service will continue to explore similar opportunities for both Killarney and Warren in 2019, as well as for our Northern communities of Gogama, Foleyet and Chapleau. Notwithstanding several emergency 911 calls that impacted on our presence at these Wellness Clinics, we continue to find that the sessions prove themselves as a valuable program in helping our marginalized and most vulnerable populations have regular access to health care education, advice and navigation in our rural/remote communities.

The Paramedic Service will be collaborating with our hospital partners to implement enhancements to our post discharge home visit service across all four DSB regions. This is a service where, upon receipt of a Community Paramedicine referral, our Paramedics visit clients post discharge from health care institutions within 48 hours of referral.

Community Paramedicine enhancements will come in the shape of technology, medical oversight and an electronic medical record solution. The technology the Paramedic Service will deploy is a point of care blood analyzer device named iSTAT Alinity. The overarching objective in deploying the iSTAT devices is to mitigate the need for patients to travel distances and wait in already crowded hospitals for blood tests that can easily and safely be drawn in the client's home. This device will further permit for the real time transmission of blood chemistry values back to the primary health care provider/team to inform and compliment post discharge care plans.

### **Autonomous Intravenous Therapy**

Paramedic Services rolled out the autonomous intravenous program to staff in the forth quarter of 2018. This program was supported by the DSB Board and will allow Paramedics to manage both fluid resuscitation and intravenous administration of symptom relief medications. The Paramedic Service's health care partners are both excited and engaged in assisting the Paramedics in obtaining their 20 IV starts to achieve full certification. A full authorized role out of the PCP IV skill set is anticipated by the end of January 2019.

## **Children's Services**

### **EarlyON Child and Family Centre Update**

The Ministry of Education (MEDU) asked that staff provide an update on the transformative work that is being done to support increased access to EarlyON Child and Family Centres in response to community need.

Staff confirmed that the EarlyON programs are committed to improving outcomes for all children and families in the region. Several new outreach locations have been established in response to feedback from families. Increased hours of operation have been established throughout the district including weekend and evening programming.

Staff and elders at the *Minidoo Mnising Sharing and Learning Centre for All* have been working with EarlyON teams to identify community and staff needs and enhance Indigenous content in EarlyON centres.

EarlyON centres have provided Francophone programming for several years, programming has expanded as a result of increased hours of operation and outreach opportunities.

Staff were asked to confirm how we are monitoring service delivery and ensuring that the mandatory core services are being delivered. DSB staff have worked closely with EarlyON staff to ensure a shared understanding of the mandatory core services. EarlyON staff submit their monthly calendars to DSB staff for review to ensure programming aligns with mandatory core services and to be posted on the DSB website.

DSB staff also reported that EarlyON staff are included in all child care learning opportunities. EarlyON Child and Family Centres have been visited by the DSB Quality Assurance program and are supported by Child Care/EarlyON Quality Leads.

MEDU asked for an update on communication methods with the public. Staff confirmed that communication strategies vary across the district and include but are not limited to:

- Monthly calendars, brochures, newsletters and posters
- MEDU materials (bookmarks and brochures) have been distributed to child care, Early ON and Ontario Works families
- EarlyON promotion at community events
- Promotional items including: EarlyON hats, beach towels, pails and balls
- Updates to agency websites, Social media including Facebook, Instagram and Twitter (agency accounts)
- Community Planning Networks including: Local Service Provider Networks, Aboriginal Advisory Committee, Network for Children and Families (formerly Manitoulin-Sudbury Best Start Network)

The ministry requires that mandatory core services be delivered by Registered Early Childhood Educators (RECE's), staff were asked how recruitment and retention of RECE's is being addressed and to describe the local processes for exemption.

The challenges associated with the recruitment and retention of RECE's is not unique to the Manitoulin-Sudbury DSB area, there have been ongoing discussions with other service system managers, particularly those in the North, to identify possible strategies to recruit and retain RECE's.

The opportunities for potential RECE's to study in our district are limited, both Child Care and EarlyON programs have indicated that staff do not want to leave their community and their family to attend school. Staff have also heard from providers that opportunities to apprentice are limited due to long wait times, staff would like to work more closely with community colleges to address these issues and seek mutually beneficial solutions. Discussions with community colleges and service providers are in their infancy, staff anticipate more fulsome discussions in the coming months.

### **Exemption Process**

Where an EarlyON Child and Family Centre is unable to recruit at least one RECE to deliver core services related to supporting early learning and development, the Manitoulin-Sudbury DSB may grant an exemption from the requirement.

Exemptions are not meant to be extended indefinitely. The Manitoulin-Sudbury DSB will review exemptions on an annual basis, identify challenges and develop strategies to support service providers in meeting the requirement. This may include transition planning, ensuring capacity to deliver core services related to early learning and development, and HR approaches (e.g. recruitment and staffing strategies).

## **Ontario Works**

### **Ontario Works Caseload**

In the fourth quarter of 2018, the Ontario Works caseload average is 544 compared to last year at this time, the caseload has increased by 0.74%.

### **Social Assistance Changes**

On November 22, 2018, the government announced their plan. The plan places an emphasis on getting people working by empowering individuals, providing life stabilization supports and improving employment services.



The government is undertaking a coordinated multi-ministry approach to reduce administrative burden and support social assistance recipients in becoming more self-reliant.

The government's social assistance plan includes the following priorities:

- Moving People to Employment
- Locally Focused Services
- Supporting People with Disabilities with Dignity
- Cutting Red Tape and Restoring Accountability

The changes to social assistance will be implemented gradually, and the ministry will be working closely with our delivery partners to develop a plan to phase in changes so that there is flexibility to meet local needs.

## **Employment Ontario**

### **Service System Management for Employment**

A joint proposal was submitted by nine District Social Services Administration Boards and one Consolidated Municipal Services Manager in the North to the Ministry of Community and Social Services. The proposal presents a fundamental shift to how Ontario currently administers the Employment Ontario program and will address a significant barrier that current households on social assistance face when trying to participate in the labour market. It presents a holistic, modern and client-centred approach to how Ontarians will be supported on their journey to meaningful employment.

Based on the experience of the Proponents, the current system must improve in its planning capacity and approach to coordinating supports, programs and services as part of the Employment Ontario Program. The current fragmented and siloed approach to program delivery by the almost 1,000 different delivery agencies in Ontario results in delayed decision making, inconsistent oversight, increased cost of administration and the erroneous measuring of outputs instead of meaningful outcomes.

The proposal promises a holistic Service System Management to Employment Ontario that will provide a better framework to evidence-based decision making; create a modern employment program designed to support individuals of all skill level and ability to attain employment; and ensure that all communities in Northern Ontario have equitable access to programs and services.

The economy in Ontario continues to change at a significant rate and without a coordinated employment program system Ontario will continue to see the gap between skilled labour and labour market increase in Northern Ontario.

## **Employment Services**

The DSB continues to deliver Employment Ontario programs successfully in the Chapleau North area. In the fourth quarter, 493 individuals accessed our Employment Resource Centre. The DSB staff are working very closely with local employers, fostering relationships and new relationships are being developed with employers. The DSB continues to work diligently with the Ministry of Training Colleges and Universities (MTCU) and the community at large to ensure high quality of service.

## **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 fourth quarter, there were 199 Active DSS cases. This program continues to be a valuable option for folks in making their accommodations affordable.

### **Waiting list (Applicants)**

As December 31<sup>st</sup>, there are 419 applicants on the waiting list, which is up 11 from the 3<sup>rd</sup> quarter. The reason for the decrease was an undertaking to contact applicants and determine if the application remained viable and current. The DSB also has a Direct Shelter Subsidy Program which is a financial subsidy to help keep people affordably housed and off of our waitlist. A breakdown of the applicant breakdown is as follows:

1 Bedroom	336 - (up 13)	2 Bedroom	36 (down 2)
3 Bedroom	28 - (up 2)	4 bedroom	19 (down 2)

### **Income Mixing**

Every effort is being made to mix the Social Housing Buildings with Rent Geared-to-Income (RGI), Affordable and Market Rent Tenants. Although this process may take time, the DSB has secured 10 full market rent tenants and 16 affordable rent tenants throughout the portfolio.

### **Smoke Free Housing**

With the legalization of cannabis on October 17, 2018 comes a change in our Social Housing Smoke Free Policy. The Manitoulin-Sudbury DSB adopts a without prejudice approach to the legalization of cannabis in Canada and commits to making every effort

to maintain a safe environment for all tenants while adhering to any applicable federal, provincial and municipal laws.

The Manitoulin-Sudbury DSB began the conversion of Housing Units by way of attrition in 2015 with the intention of conversion to 100% smoke free buildings. Tenants have been educated on the intentions of the DSB with respect to this policy.

For clarification, Smoke-free refers to smoking any combustible material, or vaping in or on the rental/leased premises. In addition, smoking any combustible material, or vaping within restricted areas defined by Federal, Provincial and Municipal legislation and by-laws. (For example, within 9 meters of any door, window or air intake of the building)

The Smoke-Free Ontario Act speaks to multi-unit residences stating that smoking is prohibited in any common areas of apartment buildings. This includes but is not limited to; elevators, stairwells, hallways, laundry facilities, lobbies, common rooms.

As of the end of the fourth quarter, 137 /288 of the portfolio's units are designated as Smoke-free. This represents 47.5% of the full portfolio at this time. Units are designated as turn-over occurs.

## **Infrastructure & Asset Management**

### **Ontario Renovates**

There were 5 clients approved for the Ontario Renovates program during the quarter. The projects funded were distributed as follows: Manitoulin Island 3, LaCloche 2. As of December 31, 2018, the DSB successfully allocated 91% of the Ontario Renovates budget. Three remaining files are in the works to assume the remaining budget of \$29,566

### **Supervisor of Infrastructure & Asset Management**

The Arthur Court Window replacement was completed without tenant complaint and the windows are performing well under cold winter conditions. A significant windstorm occurred, resulting in roof damage to three Arthur Court duplexes. The roofs were earmarked for re-shingling in 2019 and two of these were replaced before the cold weather set in. The third was patched until spring 2019 as it will be tendered out with the remainder of the units. Inclement weather came early to Chapleau forcing the delay of the roof replacement until spring of 2019.

## **Infrastructure Maintenance Repairs and Capital Projects**

The fourth quarter resulted in a decrease in workorder requests submitted compared to last quarter. There were 156 workorder submitted in October; 132 submitted in November and 67 submitted in December. Furnaces and heaters were the most common workorder due to the cold weather and increased usage. Significant efforts have been made to respond to workorder requests, with approximately 87% of fourth quarter workorders being resolved within the quarter. There were 16 unit turnovers started in the fourth quarter, with Chapleau continuing to see the highest turnover as well as the highest costs associated with the turnovers in the district.

Life Safety inspections were carried out at the social housing buildings with subsequent deficiencies currently being resolved. Snow removal has been successful at all buildings throughout the quarter with a combined effort from the custodians and contractors. We had a large increase in snow volume at the end of the year while salt/sand applications have been consistent due to extremely icy conditions.

## **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](mailto:fern.dominelli@msdsb.net)  
Website: [www.msdsb.net](http://www.msdsb.net)

		Manitoulin-Sudbury DSB				
		4th Quarter Report (Unaudited)				
		AS AT 12/31/2018				
		<u>Total Gross Budget</u>		<u>Municipal Share Budget</u>		
	YTD ACTUAL	ANNUAL BUDGET	OVER(UNDER) BUDGET	MUNICIPAL SHARE	MUNICIPAL SHARE BUDGET	Over(Under) Budget Forecast
Ontario Works	\$ 2,432,722	\$ 2,399,401	\$ 33,321	\$ 1,037,822	\$ 1,035,400	\$ 2,422
100% Funded	\$ 6,237,410	\$ 6,531,690	\$ (294,280)			
Child Care	\$ 7,469,256	\$ 7,469,256	\$ 0	\$ 626,038	\$ 626,038	\$ -
Social Housing	\$ 2,775,380	\$ 3,162,764	\$ (387,384)	\$ 1,793,672	\$ 2,242,459	\$ (448,787)
100% Funded	\$ 364,312	\$ 580,584	\$ (216,272)			
Paramedic Services	\$ 14,923,012	\$ 13,941,593	\$ 981,419	\$ 6,999,353	\$ 6,533,090	\$ 466,263
100% Funded	\$ 1,922,883	\$ 1,946,206	\$ (23,323)			
<b>TOTAL EXPENSES</b>	\$ 36,124,976	\$ 36,031,494	\$ 93,482	\$ 10,456,885	\$ 10,436,987	\$ 19,898
Interest Revenue	\$ (190,095)	\$ (99,164)	\$ (90,931)	\$ (190,095)	\$ (99,164)	\$ (90,931)
<b>TOTAL EXPENSES</b>	\$ 35,934,881	\$ 35,932,331	\$ 2,550	\$ 10,266,790	\$ 10,337,824	\$ (71,033)

**Variance Analysis December 31, 2018**

**Explanation of Unaudited Municipal Share**

Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share
Ontario Works	\$ 2,422	Municipal share of OW allowance is now funded 100% by province and will no longer be reported on. Municipal share of OW allowance from prior year is a surplus of (\$11,346); there will be more reconciled in 2019.. Municipal share of administration and employment expenses is \$13,800 due to additional Ministry funding requiring municipal contribution.
Child Care	\$ -	Child Care operating and administration expenses municipal share is forecasted to be on budget. (\$61,403) + (\$325,191) + (\$62,193) = (\$448,787) surplus
Social Housing	\$ (448,787)	Federal Funding is (\$61,403) more than budgeted. Direct operated rev & exp and program support allocation is (\$325,191) under budget - Rental Revenues are (\$108,015) more than budgeted. - Direct operating expenses are (\$56,346) under budget; due to utilities (\$80,855) under budget, salaries & benefits for custodian (\$3,405) under budget, municipal taxes are (\$9,060) and maintenance expenses are over budget \$18,137, other administrative expenses are over budget \$18,837 (includes \$15,050 of bad debts for YE) - Program Support Allocation is (\$160,830) under budget.
		Non-Profit, Rent Supp, and Urban Native expenses are (\$62,193) under budget due to market rent adjustments and prior year reconciliations.
		Paramedic Services is (\$404,869) - \$871,132 = \$466,263 over budget.
		The MOHLTC funding is more than budgeted by (\$404,869) surplus.
		Medic Staffing is over budget by \$32,782 due to: - Regular Wages under budget by (\$93,402); Other Wages over budget are: Call Back wages \$87,580, modified wages \$80,490, Standby wages \$20,234, Vacaton, Sick & Stat time is under budget by (\$53,117), Other wages are under budget by (\$9,003)
Paramedic Services	\$ 466,263	- Benefits are over budget by \$841,599 due to: WSIB NEER \$497,075, Severance Accrual \$263,637, and other benefits \$80,887
		Administration Wages and Benefits are (\$159,154) under budget due to Wikwemikong new budget approved administration allocation.
		Non Wages are over budget by \$155,905. - Program Support is (\$35,570) under budget - Transportation & Communication is \$3,502 over budget - Vehicle repairs and maintenance is \$122,405 over budget - Building repairs and maintenance, grounds and utilities are \$62,197 over budget - Supplies are \$3,371 over budget.
Interest Revenue	\$ (90,931)	Interest Revenue is \$90,932 more than budgeted which results in a municipal surplus.
	\$ (71,033)	

**THE CORPORATION OF THE TOWNSHIP  
OF ASSIGINACK**

**BY-LAW # 19-04**

**BEING A BY-LAW of the Corporation of the Township of Assiginack to Provide  
for the Apportionment of Costs of Division Fences and Opt Out of the Line Fences  
Act.**

**WHEREAS** the appropriate authority is found in Section 98 of the Municipal Act, RSO 2001, Chapter M .25 as amended by Bill 68; which states that a local municipality may pass by-laws respecting fences and provide that the Line Fences Act does not apply to any part of a municipality;

**AND WHEREAS** The Council of the Township of Assiginack considers it desirable to pass such a by-law to provide for the apportionment of costs of division fences and opt out of the Line Fences Act;

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

**1. DEFINITIONS;**

In this by-law:

- A) 'actual cost' means the total cost of construction, reconstruction or repair of a division fence and includes the value of the materials used and the value of the labour performed to complete the work.
- B) 'adjoining owner' includes any persons who are the registered owners or occupants of any lands which abut the parcel of land that is the subject of an application or an action for apportionment of the cost of a division fence pursuant to this by-law or the Provincial Offences Act as may be amended from time to time.
- C) 'basic cost' means the cost of constructing, reconstructing or repairing a division fence of any kind and is an amount of money equal to the cost of the construction, reconstruction or repair of an eight strand page wire fence which is supported by cedar posts, minimum 5 inch top, every 20 feet (minimum spacing).
- D) 'division fence' means a fence marking the boundary between two adjoining parcels of land;
- E) 'municipality' means the Corporation of the Township of Assiginack.
- F) 'owner' means a registered owner or occupant of land who initiates procedures pursuant to this by-law to install and apportion the costs of a division fence and 'owner' includes the person managing or receiving the rent for the land or premises whether on his own account or as agent or trustee of the owner.

**2. APPORTIONMENT OF COST**

- A) This by-law shall apply to all lands within the Township of Assiginack, excluding lands that constitute a public highway, including lands abutting a public highway that are held as a reserve by a municipality or other public authority to separate lands abutting the reserve from the highway, or to lands that are being held by a municipality or other public authority as an unopened road allowance or for future public highway purposes.
- B) The provisions of this by-law shall not apply where the owner of land has initiated proceedings under the Line Fences Act prior to the date of the passing of this by-law.

- C) An owner of land may construct and maintain a fence to mark the boundary between his land and adjoining lands.
- D) An owner desiring to construct, reconstruct or repair a division fence and intending to require the adjoining owner to share responsibility for the construction or basic cost of the fence pursuant to this by-law shall serve or cause to be served upon the adjoining land owner, by registered mail, a notice of his or her intention to do so at least fourteen days prior to commencement of any work or execution of any contract in relation to the work to be undertaken.
- E) Where the owners of adjoining lands have agreed, in writing, to the construction, reconstruction or repair of a division fence, each owner shall construct, reconstruct or repair fifty percent of the division fence and pay fifty percent of the actual cost of such construction, reconstruction or repair unless otherwise provided for in the written agreement.
- F) Unless otherwise agreed, the actual cost for the construction of a division fence shall be paid as follows:
  - The adjoining owner shall pay fifty percent of the basic cost or fifty percent of the actual cost, whatever is the lesser, in respect of the division fence in relation to his or her property; and
  - The owner shall pay the balance of the actual cost.
- G) Any division fence constructed or repaired within an area designated as a heritage conservation district pursuant to Part 5 of the Ontario Heritage Act is subject to all the requirements for obtaining a permit pursuant to such legislation.

### 3. ENFORCEMENT

- A) Any owner desiring to enforce the provisions of this by-law shall within ninety days after completion of the construction of the division fence, serve or cause to be served on the adjoining owner a notice by registered mail requiring compliance with this by-law by means of payment of that adjoining owner's portion of the basic cost and if such compliance does not take place within thirty days after service of the notice, the owner may take appropriate proceedings under the Provincial Offences Act or Small Claims Court, to recover the proportionate share of the cost of the work from the adjoining owner.
- B) On a property where there is and has never been any livestock held or no previous fence, the owner of the land where livestock will be held shall be responsible for the cost of the entire fence. Should an abutting property owner also hold livestock after the fence is constructed, Section 2 provisions shall apply.

### 4. LINE FENCES ACT NOT APPLICABLE

- A) The Line Fences Act does not apply to any lands within the Township of Assiginack.

### 5. SHORT TITLE

- A) This by-law may be referred to as the Division Fences By-law.

### 6. EFFECTIVE DATE

- A) This by-law shall come into force and take effect upon the passing hereof.

Read a First and Second Time, this 5th day of March, 2019

Read a Third and Final Time and Enacted in Open Council, this 5th day of March, 2019.

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Dave Ham MAYOR



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Alton Hobbs: CAO/DEPUTY CLERK

Seal

**THE CORPORATION OF THE TOWNSHIP  
OF ASSIGINACK**

**BY-LAW # 19-05**

**BEING A BY-LAW of the Corporation of the Township of Assiginack to authorize an Agreement with for the Encroachment of a Building onto Municipal Property.**

**WHEREAS** the appropriate authority is found in Sections 8 and 11 of the Municipal Act, S.O., 2001 ch. 25, as amended;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack deems it beneficial to the community to enter into this agreement;

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

1.  
THAT the Mayor and Clerk are hereby authorized to sign the attached agreement with the owners of the subject property which recognizes the encroachment of a building on municipal property, pursuant to the conditions therein and which forms part of this by-law.

2.  
THAT this by-law shall come into force and take effect upon third and final reading.

Read a First and Second Time, this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Read a Third and Final Time and Enacted in Open Council, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
D. Ham: MAYOR

\_\_\_\_\_  
A. Hobbs: Deputy CLERK

Seal

**CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**ENCROACHMENT AGREEMENT**

Between:

The Corporation of the Township of Assiginack  
(The Municipality)

- AND -

Robert Douglas Hansen  
(The Licensee)

THIS AGREEMENT entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WHEREAS the licensee is the registered owner of the lands and premises legally described as being:

Bidwell, Concession 6, Lot 15, RP 31R-823 Part 1 and Part 2 – 135 Manitou Birches Trail;

In the Township of Assiginack, and being more particularly described in Schedule "A" attached hereto (hereinafter referred to as the encroachment);

AND WHEREAS part of the buildings and structures erected on the said land encroach or will encroach on a public road allowance in the said Township of Assiginack, known as the Original Shoreline Road Allowance, which encroachment is described in Schedule "A" attached hereto;

AND WHEREAS the Licensee has requested permission from the Municipality to maintain the Encroachment, on the terms and conditions hereinafter set out in the position described in Schedule "B" attached hereto;

NOW THEREFORE THAT THIS AGREEMENT WITNESSTH that in consideration of the premises and of the covenants and agreements hereinafter contained on the part of the Licensee to be observed, fulfilled, performed, the Municipality hereby grants to the Licensee permission to maintain the encroachment, upon the following terms and conditions:

1. The Licensee shall maintain the Encroachment in a good and workmanlike fashion and shall comply in all respects with the provisions of the Building Code Act, all by-laws of the Municipality and all applicable legislation.
2. The Licensee acknowledges and agrees that the permission granted by the Municipality to maintain the Encroachment is at the sole risk of the Licensee. The Licensee agrees to indemnify and save harmless the Municipality against all actions, suits, claims and demands, which may be brought against or made upon the Municipality and against all loss, costs, damages, charges, or expenses whatsoever which may be sustained, incurred or paid by the Municipality in consequence of the Encroachment, or otherwise by reason of the exercise by the Licensee hereby grants the Municipality full power and authority to settle any action, suit, claim or demand on such terms as the Municipality may deem advisable and hereby covenants and agrees with the Municipality to pay the Municipality, on demand, all monies paid by the Municipality in pursuance of any such settlement and also such sum which shall represent the reasonable cost to the Municipality or its solicitor, in defending or settling any such action, suit, claim or demand. This agreement shall not be alleged as a defense by the Licensee in any action, by any person, for actual damage suffered by reason of the permission hereby granted to maintain the Encroachment.
3. The Licensee agrees to maintain in full force and effect property damage and public liability insurance, naming the Municipality as an additional insured party, and with a cross liability endorsement, in the minimum amount of one million dollars (\$1,000,000.00) per occurrence. The Licensee shall provide the Municipality with a Certificate of Insurance confirming the existence of the above noted insurance policy. If cancelled or changed in any manner that would affect the Municipality, the Licensee's insurer will be required to provide thirty (30) days prior written notice by mail.
4. The Licensee acknowledges and agrees that, should the Municipality require the use, for public purpose, of the lands upon which the Encroachment is located, the Licensee shall upon thirty (30) days written notice from the Municipality, remove or relocate the encroachment, including reinstatement of the Municipal lands, to the satisfaction of the Municipality and at the sole expense of the Licensee.
5. The Licensee acknowledges and agrees that the Municipality deems it necessary to register this agreement on the title of the Licensee's property, the Licensee shall do so at his expense within 90 days of completion of the license.

6. This Agreement shall endure to the benefit of, and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under the hands of their authorized signing officers in that regard.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
LICENSEE

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Name: