

**MUNICIPALITY**



**OF ASSIGINACK**

**REGULAR MEETING OF COUNCIL  
To Be Held in the Council Chambers  
Tuesday, July 2nd, 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 June 18, 2019
- b) Regular Meeting of Economic Development Committee Meeting of June 18, 2019

**4. DELEGATIONS**

None

**5. REPORTS**

- a) Treasurer's Report: Ontario Regulation 284/09- 2019 budget
- b) Interim Branding Report to Council
- c) MOECC: Manitowaning DWSI Report

**6. ACTION REQUIRED ITEMS**

- a) Accounts for Payment: General: \$132,037.22 Payroll: \$ 21,943.71
- d) Lions Club Summerfest Street Closing Request
- e) Township Highway signs
- f) 2019 Aggregates Tender Results

- g) 70 Queen Street Abatement Tender Results
- h) 2019 Ball Diamond Rehabilitation Tender Results
- i) Tehkummah Request of Fire Department (Cannister Refilling)

## **6. INFORMATION ITEMS**

None

## **7. BY-LAWS**

- a) By-law # 19-08 2019 Tax Ratios By-law
- b) By-law # 19-09 2019 Tax Rates By-law
- c) By-law # 19-10 2019 Water, Wastewater Rates By-law

## **8. IN CAMERA**

- a) Property Issues

## **9. ADJOURNMENT**

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**MINUTES OF THE REGULAR COUNCIL MEETING**

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday June 19th, 2019 at 7:00 p.m.

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

**Staff:** Deb MacDonald, Treasurer  
Ron Cooper, Public Works Superintendent  
Freda Bond, Tax and Utilities Manager  
Jackie White, PEC  
Dwayne Elliott, Fire Chief

**Public:** Theresa McDowell

**OPENING:**

**#150-12-19 – D. McDowell – H. Moggy**

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business with a quorum of members present at 7:00 p.m., with Mayor Ham presiding in the chair.

*CARRIED*

**AGENDA:**

**#151-12-19 – H. Moggy – D. McDowell**

THAT the agenda for this meeting be accepted as presented.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

None

**ANNOUNCEMENTS:**

*Councillor McDowell extended his thanks to Henley Boats for including the Township in their radio advertising.*

**ADOPTION OF MINUTES:**

**#152-12-19 – D. McDowell – H. Moggy**

THAT the Minutes of the Regular Council Meeting of June 4, 2019 be accepted.

*CARRIED*

**#153-12-19 – H. Moggy – D. McDowell**

THAT the Minutes of the Assiginack Public Library Board meeting of May 6, 2019 be accepted.

*CARRIED*

**#154-12-19 – D. McDowell – H. Moggy**

THAT the Minutes of the Manitoulin East Municipal Airport Commission Meeting of June 3, 2019 be received.

*CARRIED*

**DELEGATIONS:**

None

**REPORTS:**

*Councillor McDowell has received an inquiry regarding the installation of a hitching post in town for horses. The PW Superintendent will start looking at various options for locations.*

*Councillor Moggy will be attending the MMA meeting in Kagawong this week, and asked if we could offer our Council Chambers as the location for the September meeting. He also asked about the local 4H club's request for a show ring for the fall fair. The PW Superintendent will make sure something is place.*

**ACTION REQUIRED ITEMS:**

**#155-12-18 – H. Moggy – D. McDowell**

THAT Council authorizes the following Accounts for Payment:

General: \$123,880.50

AND THAT the Mayor and Administration be authorized to complete cheques #28898, and #28905 through #28930 as described in the attached cheque register report.

*CARRIED*

**#156-12-18 – R. Maguire – C. Jones**

THAT Council authorizes the following Accounts for Payment:

Payroll: \$21,259.22

AND THAT the Mayor and Administration be authorized to complete cheques #28899 through #28904 as described in the attached cheque register report.

*CARRIED*

**#157-12-18 – R. Maguire – C. Jones**

THAT Council extend an invitation to P.J. Nichols and the Norisle Steamship Society to tour the Norisle at a mutually convenient time.

*CARRIED*

**#158-12-18 – R. Maguire – C. Jones**

THAT Council appoint Cole Bowerman as Community Emergency Management Coordinator for the Township of Assiginack and that the Office of the Fire Marshall and Emergency Management be notified.

*CARRIED*

**INFORMATION ITEMS:**

**#159-12-19 – C. Jones – R. Maguire**

THAT we acknowledge receipt of the following correspondence items:

- a) City of Guelph: Oppose Bill 108
- b) Township of Armour: Oppose 115
- c) Vigor: Monthly Production Report

*CARRIED*

**BY-LAWS:**

None

**CLOSED SESSION:**

**#160-12-19 – C. Jones – R. Maguire**

THAT in accordance with By-law #15-30 and Section 239 of the Municipal Act as amended, Council proceed to a Closed Session at 7:15 pm in order to attend to a matter pertaining to:

- a) Personal matters about an identifiable individual, including municipal or local board employee

*CARRIED*

**#161-12-19 – R. Maguire – C. Jones**

THAT we adjourn from our Closed Session at 8:00 pm, approve the Minutes of the Closed Session of June 4, 2019 and resume the Regular Council Meeting.

*CARRIED*

**#162-12-19 – R. Maguire – C. Jones**

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

*CARRIED*

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David Ham, Mayor

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Deb MacDonald, Treasurer/Deputy CAO

8:00 p.m.

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

Next Meeting: July 2, 2019 7:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
SUMMARY OF ECONOMIC DEVELOPMENT COMMITTEE MEETING  
Held June 18, 2019 at 6:00 p.m.**

**PRESENT:**

**Members:** Mayor David Ham  
Members Christianna Jones, Robert Maguire, David McDowell, Hugh Moggy,  
Tom Pudas

**Excused:** Phil Blake, Jennifer Hooper Chris Prosser

**Staff:** Treasurer: Deb MacDonald

The meeting was opened by Mayor Ham at 6:00 pm.

**SUMMARY:**

Updates were provided for the following items

1. LNG Manitowaning Area – A survey has been completed on the Manitowaning area regarding the use of Natural Gas. Enbridge/Union Gas would like to bring Natural Gas to the area, and their plan would be to be able service the town of Manitowaning and a radius of 6 miles outside of town as well, however they require the results of the above survey to move forward and would like the help of the municipality to obtain the survey information.
2. Garbage Incineration/Energy Creation – an energy company from Aurora would like to come and make a presentation to council regarding Garbage Incineration. CAO Hobbs is trying to coordinate a meeting that would also include Steve Moggy, MOE. There has been interest shown from neighbouring municipalities and it was thought that they could be invited to the meeting as well, once it is coordinated.
3. High Falls Cleanup – Mayor Ham has been in discussion with MTO regarding some clean up of the beaver dams at the top of High Falls and has been assured that it will be happening in the near future.
4. Waterfront Study – Councillor Maguire talked about the existing study from 2001. It was suggested that the terms of reference should be updated. A revised study might reveal new opportunities. Some ideas that were discussed were moving the beach to the opposite side of the playground to separate the beach from the marina for safety reasons, working with other local groups to better utilize the lower level of the Burns Wharf Theatre for example.

5. Economic Development: Neighbouring Communities, MEMA Industrial Park – Airport is not currently zoned Industrial and would require a zoning amendment to become an Industrial Park with the possibility of attracting businesses to the area such as a manufacturing company which has already shown interest in the location
  
6. Sea Stack/Devil's Toothpick Biospere Escarpment – Mayor Ham updated the group on a recent visit by the Escarpment group to see the property. They have shown an keen interest in the property and creating a trail system which could tie into our information booth as well.
  
7. Norisle Update – Councillor Maguire updated the group on the status of the Norisle project – Member of the Steamship Society W. Fischer and J. Coulter are working at trying to regain traction on the project. They have the possibility of some volunteers to repaint the outside of the ship.

Meeting adjourned at 7:00 p.m.



**MUNICIPALITY**



**OF ASSIGINACK**

**P.O. BOX 238 MANITOWANING, ON, P0P 1N0  
(705) 859-3196 or fax 859-3010**

**[www.Assiginack.ca](http://www.Assiginack.ca)**

**REPORT TO COUNCIL**

**June 3, 2019**

**TITLE:** 'Ontario Regulation 284/09 – 2019 Budget

**RECOMMENDATION:** That Council adopt the compliance report contained in the Report to Council re: Ontario Regulation 284/09 – 2019 Budget dated June 3, 2019 as prepared by the Treasurer, for expenses excluded from the 2019 budget as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.

**PURPOSE:** This report is being presented to Council in order to meet the requirements of Regulation 284/09 under the Municipal Act, 2001. This report contains information related to changes in financial reporting and budget requirements for municipalities as a result of Public Sector Accounting Board (PSAB) accounting standards.

**BACKGROUND/REPORT:** In 2009, the Public Sector Accounting Board (PSAB) introduced major revisions to accounting standards whereby municipalities were required to record the costs of tangible capital assets and related amortization expenses on their annual financial statements. However, it was recognized that a requirement to include amortization expense in the municipal budget would directly increase property taxes. As a result, Ontario Regulation 284/09, was passed, which permits for the exclusion of the following expenses from the budget:

- Amortization expenses
- Post-employment benefits expenses
- Solid waste landfill closure and post-closure expenses.

The attached table outlines the high-level adjustments made that converts the balanced 2019 Budget prepared on the fund basis (cash basis) of accounting to an estimated addition to the Municipality's Accumulated Surplus of approximately \$12,278 on the full accrual basis of accounting.

Amortization expenses - As shown in the table, amortization expenses are estimated to be approximately \$674,000.

Post-employment benefits expenses – The municipality does not provide retiree health benefits or other post-employment benefits. Pension payments are provided by OMERS upon retirement and are funded through annual contributions by both the municipality

and the employee during the duration of the employee's employment. There is therefore no effect on accumulated surplus.

Solid waste landfill closure and post-closure expenses – Under the environmental laws of Ontario, the municipality is required to provide for the closure and post-closure care of solid waste landfill sites. These costs are estimated over the remaining life of the landfill site based on usage and recorded as such on the township's financial statements. PSAB standards, however, do not require that these liabilities be fully funded. It is important to note, however, that the Municipality does currently have in place a reserve for future landfill needs of approximately \$298,000.

There is no financial impact from the exclusion of these expenses, as the annual budget is prepared on a cash flow basis. This is simply an accounting reconciliation between the two reporting methods.

**SUPPORTING DOCUMENTS:** Ontario Regulation 284/09 of the Municipal Act, 2001

**DISPOSITION:** Council

<b>Conversion from Fund to Accrual Accounting</b>			
<b>Revenues:</b>			
Operating		\$ 4,610,569.72	As per the proposed budget
Capital		\$ 623,450.00	As per the proposed budget
		\$ 5,234,019.72	
Less:			
Transfer from other funds		\$ 29,148.00	This figure represents transfers from reserves for expenditures, these funds are not considered a revenue source under accrual accounting.
Proceeds on long term debt issue		\$ -	
		\$ 29,148.00	
<b>Total Revenues</b>		<b>\$ 5,204,871.72</b>	
<b>Expenses:</b>			
Operating		\$ 3,839,241.67	As per the proposed budget
Capital		\$ 1,394,778.05	As per the proposed budget
		\$ 5,234,019.72	
Less:			
Transfer to other funds		\$ 149,509.16	Under the accrual method, contributions to reserves are not considered an expense
Tangible Capital Assets		\$ 422,482.00	Under the accrual method, Tangible Capital Assets are not fully expensed in the yr of acquisition, instead they are amortized over their useful life.
Debt Principal Payments		\$ 149,935.00	Under the accrual method, debt principal payments considered a reduction of liability and not an expense
		\$ 721,926.16	
<b>Total Expenses</b>		<b>\$ 4,512,093.56</b>	
<b>Annual Surplus: before exclusions</b>		<b>\$ 692,778.16</b>	Revenues less Expenses
<b>Exclusions:</b>			
Less:			
Amortization of TCA		\$ 674,000.00	Estimated
Add:			
Post-Closure Landfill Expenses		\$ 6,500.00	The reporting of landfill closure and post closure expenses reduce the accumulated surplus
Add:			
Post-Employment Benefit Expenses		\$ -	N/A
<b>Total Exclusions:</b>		<b>\$ 680,500.00</b>	
<b>Annual Surplus: after exclusions</b>		<b>\$ 12,278.16</b>	

<b>Outline for Conversion from Fund to Accrual Accounting</b>			
<b>Operating Budget Surplus/(Shortfall)</b>	\$	-	<b>Fund Accounting</b>
<b>1. Capital Assets</b>			
- Less: Amortization Expense	-\$	674,000.00	
- Add: Budgeted Tangible Capital Asset	\$	422,482.00	
- Less: Proceeds of Debentures	\$	-	Not applicable
- Add: Debt Principal Payments	\$	149,935.00	
- Add: Transfer to Reserves	\$	149,509.16	
- Less: Transfer from Reserves	-\$	29,148.00	
<b>2. Post-Employment Benefits</b>			
- Less: Change in Unfunded Post Employment Benefits Liability	\$	-	Not applicable - Municipality does not provide post employment benefits, pension payments are provided by OMERS upon retirement and are funded during the employee's employment through annual contributions
<b>3. Post-Closure Landfill Expenses</b>			
- Less - Change in Unfunded Landfill Closure and Post Closure Liability	-\$	6,500.00	
<b>Estimated Impact on the Ending Accumulated Surplus</b>			
	\$	12,278.16	

# Township of Assiginack Branding Project Interim Report to Council

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## **Business Retention & Expansion (BR&E) Questionnaire**

A questionnaire was prepared to gather information about local organizations and businesses in the context of the Township of Assiginack branding project.

Overall, community groups and businesses were keen to respond to the questionnaire and participation rate was well above 90%. The aggregate results are presented in the tables below.

### **BR&E Results**

Industry	#	%
Non-profits (art & culture, churches, museum, library, associations, community groups, etc.)	9	21.4%
Hospitality (accommodations, restaurant, etc.)	7	16.7%
Public Services (education, government, health, medical, post office, etc.)	6	14.3%
Retail (grocery, convenience, pharmacy, liquor store, etc.)	5	11.9%
Automotive/Transportation	4	9.5%
Manufacturing/Construction	3	7.1%
Professional Services (banking, real estate, law, etc.)	3	7.1%
Agriculture	2	4.8%
Recreation (golf course, curling club, arena, sports organization)	2	4.8%
Other (please specify)	1	2.4%
• Arts		
<b>Total Number of Responses</b>	<b>42</b>	

Organization / Business Type	#	%
Corporation	16	38.1%
Not-for-profit	13	31.0%
Sole Proprietorship	11	26.1%
Limited Partnership	1	2.4%
Social Enterprise	1	2.4%
<b>Total Number of Responses</b>	<b>42</b>	

# Township of Assiginack Branding Project Interim Report to Council

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Number of years in existence	#	%
26 years or more	26	61.9%
6-10 years	5	11.9%
16-25 years	5	11.9%
11-15 years	3	7.1%
0-1 year	2	4.8%
2-5 years	1	2.4%
Total Number of Responses		42

Full-time employees / Volunteers	#	%
0-1	14	37.8%
2-5	8	21.6%
11-15	7	18.9%
6-10	6	16.2%
16-25	1	2.7%
26 or more	1	2.7%
Total Number of Responses		37

Part-time or seasonal employees / Volunteers	#	%
2-5	14	37.8%
0-1	13	35.1%
26 or more	5	13.5%
6-10	3	8.1%
11-15	2	5.4%
Total Number of Responses		37

# Township of Assiginack Branding Project Interim Report to Council

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Staff / Volunteer Turnover Rate	#	%
Low	23	56.1%
Medium	8	19.5%
None / Not Applicable	7	17.1%
High	3	7.3%
Total Number of Responses		41

Are there difficulties filling certain positions? Select all that apply.	#	%
Yes, part-time employees	15	26.8%
No	13	23.2%
Yes, full-time employees	12	21.4%
Yes, volunteers	8	14.3%
Yes, supervisors/managers	4	7.1%
Yes, board members	4	7.1%
Total Number of Responses		56

Do you employ any of the following? Select all that apply.	#	%
Student (summer or co-op term)	21	29.6%
None of the above	14	19.7%
Volunteers	11	15.5%
Seniors	11	15.5%
Intern	6	8.5%
Apprentice	5	7.0%
Immigrant (Ontario Express Entry Program)	3	4.2%
Total Number of Responses		71

# Township of Assiginack Branding Project Interim Report to Council

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During the next 3 years, do you think the number of people in your organization/business will...	#	%
Remain the same	24	57.1%
Increase	13	31.0%
Don't know	5	11.9%
Total Number of Responses		42

Does your organization/business currently receive any government incentives or funding assistance programs (grants, loans, wage subsidies, etc.)? Select all that apply.	#	%
No	26	50.0%
Yes, Wage Subsidies	12	23.1%
Yes, Grants	8	15.4%
Not Eligible	4	7.7%
Yes, Loans	2	3.8%
Total Number of Responses		52

What 3 factors are most important for the success of your organization/business? Select up to 3.	#	%
Customers / Visitors	28	32.3%
Availability and quality of labour	19	21.8%
Access to capital (loans, grants, etc.)	12	13.8%
Infrastructure	8	9.2%
Commercial space availability	7	8.0%
Land availability	1	1.1%
Other	12	13.9%
Total Number of Responses		87



# Township of Assiginack Branding Project Interim Report to Council

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What are the main challenges in your organization/business? (By category)	#	%
People (lack of youth and volunteers )/ labour (lack of workforce)	26	37.14%
Money / funding	11	15.71%
Lack of customers / limited local support	9	12.86%
Businesses are closed / limited hours	7	10.00%
Seasonality	4	5.71%
Municipality – lack of service/info	4	5.71%
Literacy / information limited by technology	3	4.29%
Marketing costs / limited access to markets based on location	3	4.29%
None	2	2.86%
Miscellaneous	1	1.43%
<b>Total Number of Responses (multi-select)</b>	<b>70</b>	

How are your numbers (revenue, attendance, etc.) trending in the past 2 years?	#	%
Up	19	45.2%
Flat/Even	17	40.5%
Down	3	7.1%
Unsure	3	7.1%
<b>Total Number of Responses</b>	<b>42</b>	

Are you planning on making changes to your organization/business in the next 5 years?	#	%
Yes, expanding	15	35.7%
No	12	28.6%
Unsure	9	21.4%
Yes, scaling down	4	9.5%
Yes, closing down	2	4.8%
<b>Total Number of Responses</b>	<b>42</b>	

## Township of Assiginack Branding Project Interim Report to Council

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Retirement Plan	#	%
None / Not Applicable	21	50.0%
Yes – within 5 years	8	19.0%
Yes – within 10 years	8	19.0%
Yes – in progress	5	11.9%
Total Number of Responses	42	

Have you identified a new Owner/Leader for your organization/business?	#	%
No	19	47.5%
Yes	9	22.5%
Not Applicable	8	20.0%
Unsure	4	10.0%
Total Number of Responses	40	

Request a Copy of this Report	#	%
Yes	28	66.7%
No	14	33.3%
Total Number of Responses	42	

# Township of Assiginack Branding Project Interim Report to Council

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## Manitoulin Trade Fair Event

Several methods were used to gather information from the public to assist with the Township of Assiginack branding project.

1. A survey to elicit what is "Top of Mind" for residents and visitors of the Township
2. Ballots to be entered into a draw for prizes to validate quantitative results from the survey
3. A Wordle poster to validate qualitative results from the survey

The Trade Fair event was a tremendous success. The Township booth won First Prize for large booth and attracted at least 426 people who completed a survey. Below is a breakdown of the numbers. Please note that not everyone who completed the survey took a gift or filled out a ballot for a prize giveaway. Also, all responses were voluntary so not everyone answered every question.

Number of surveys completed	426
Number of mugs given out for survey responses	385
Number of sunglasses given out for survey responses	24
Number of ballots completed for prize giveaway	360

## Breakdown of Top Answers Collected from the Survey

Are you a current ratepayer of the Township of Assiginack?	#	%
Not a ratepayer or resident, but I have visited the Township	242	57%
Ratepayer or resident -- year around	108	25%
No	41	10%
Not a ratepayer or resident, but I work in the Township	20	5%
Not a ratepayer or resident, but I am a business owner/operator in the Township	13	3%
Ratepayer or resident -- seasonal or part-time	2	0%
<b>Total</b>	<b>426</b>	

In what age group do you belong?	#	%
56-65	108	26%
66-75	81	19%
46-55	76	18%
26-35	48	11%
36-45	48	11%
16-25	31	7%
76 or more	25	6%
5-15	5	1%
<b>Total</b>	<b>422</b>	

# Township of Assiginack Branding Project

## Interim Report to Council

When you think of the Township, which place first comes to mind	#	%
Manitowaning	92	29%
Norisle	50	16%
Burns Wharf	40	12%
MacLeans Park	38	12%
Waterfront	28	9%
Museum	26	8%
Arena and Fairgrounds	21	7%
Golf	11	3%
Assiginack	9	3%
Home	6	2%
<b>Total</b>	<b>321</b>	

When you think of the Township, which event first comes to mind?	#	%
Summerfest / Smash Up Derby	114	43%
Fair	58	22%
Deerfest	25	10%
Burns Wharf (Theatre)	25	10%
Pow Wow	10	4%
Pumpkin Fest	12	5%
Fishing	8	3%
Curling	6	2%
Easter Egg Hunt	5	2%
<b>Total</b>	<b>263</b>	

If you were asked to choose an image or a logo that would represent the Township, what would it be?	#	%
Norisle/boat	94	31%
Water/waterfront	51	17%
Nature - flowers, landscaping and scenic views	37	12%
Bay	33	11%
Lake	18	6%
Deer	17	6%
Museum	16	5%
Wharf/Burns wharf	14	5%
Lighthouse	14	5%
Trees	13	4%
<b>Totals</b>	<b>307</b>	

# Township of Assiginack Branding Project Interim Report to Council

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What about a word or a phrase that would identify the Township for visitors?	#	%
friendly	75	28%
beautiful	29	11%
quaint	24	9%
welcoming	24	9%
quiet	20	8%
peaceful	19	7%
town	18	7%
place	17	6%
community	15	6%
family	12	5%
small	12	5%
<b>Total</b>	<b>265</b>	

What do you think is special or unique about the Township?	#	%
People	48	16%
Community	39	13%
Friendly	35	12%
Small	25	9%
Norisle	22	7%
Town	19	6%
History	17	6%
Waterfront	17	6%
Old	14	5%
Events	13	4%
Unique	12	4%
Island	11	4%
Water	11	4%
Bay	11	4%
<b>Total</b>	<b>294</b>	

## What's Next

1. Part 2 of Branding Survey will be through social to be launched in July
2. Facilitated Branding Council Session with Pre-Session Online Questionnaire
3. Facilitated Branding Staff Session with Pre-Session Online Questionnaire
4. Youth Participation – Summer through recreation programs and in the Fall through the school

# Township of Assiginack

## Organizations and Businesses Form

### Description and Overview:

The purpose of the confidential and anonymous Questionnaire is to gather information about local organizations and businesses to assist with the Township of Assiginack branding project. An aggregate summary of the results of the Questionnaire will be compiled by Sylvie Thibault (My Momentum Strategies) and shared with Township of Assiginack without any identifying information about participating organizations and businesses.

Participants can request an aggregate summary of the results.

If you have any questions about this questionnaire or if you experience any technical difficulty, please contact:

Sylvie Thibault, President  
My Momentum Strategies  
705-929-2764  
[sylvie@mymomentumstrategies.com](mailto:sylvie@mymomentumstrategies.com)

### The goal of this Questionnaire is to:

- (1) Develop a clearer picture of businesses and organizations operating in the community;
- (2) Gauge the workforce needs of local businesses and organizations;
- (3) Anticipate and recognize any potential challenges for local businesses and organizations; and
- (4) Identify opportunities for marketing our businesses and organizations.

### Industry

- Retail (grocery, convenience, pharmacy, liquor store, etc.)
- Automotive/Transportation
- Manufacturing/Construction
- Agriculture
- Professional Services (banking, real estate, law, etc.)
- Public Services (education, government, health, medical, post office, etc.)
- Non-profits (art & culture, churches, museum, library, associations, community groups, etc.)
- Recreation (golf course, curling club, arena, sports organization)
- Hospitality (accommodations, restaurant, etc.)
- Other (please specify) \_\_\_\_\_

**Organization/Business Type**

- Corporation
- Limited Partnership
- Not-for-profit
- Charity
- Social Enterprise
- Sole Proprietorship

**Number of years in existence**

- 0-1 year
- 2-5 years
- 6-10 years
- 11-15 years
- 16-25 years
- 26 years or more

**Number of employees/volunteers**

**Full-time employees/volunteers**

- 0-1
- 2-5
- 6-10
- 11-15
- 16-25
- 26 or more

**Part-time or seasonal employees/ volunteers**

- 0-1
- 2-5
- 6-10
- 11-15
- 16-25
- 26 or more

**Staff/Volunteer Turnover Rate**

- Low
- Medium
- High
- None / Not Applicable

**Are there difficulties filling certain positions? Select all that apply.**

- Yes, supervisors/managers
- Yes, full-time employees
- Yes, part-time employees
- Yes, volunteers
- Yes, board members
- No

**Do you employ any of the following? Select all that apply.**

- Student (summer or co-op term)
- Intern
- Apprentice
- Immigrant (Ontario Express Entry Program)
- Volunteers
- Seniors
- None of the above

**During the next 3 years, do you think the number of people in your organization/business will...**

- Increase
- Decrease
- Remain the same
- Don't know



Does your organization/business currently receive any government incentives or funding assistance programs (grants, loans, wage subsidies, etc.)? Select all that apply.

- Yes, Wage Subsidies
- Yes, Grants
- Yes, Loans
- No
- Not Eligible

What 3 factors are most important for the success of your organization/business? Select up to 3.

- Availability and quality of labour
- Access to capital (loans, grants, etc.)
- Infrastructure
- Land availability
- Commercial space availability
- Customers / Visitors
- Other (please specify) \_\_\_\_\_

What are the main challenges in your organization/business?

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How are your numbers (revenue, attendance, etc.) trending in the past 2 years?

- Up
- Flat/Even
- Down
- Unsure

**Are you planning on making changes to your organization/business in the next 5 years?**

- Yes, expanding
- Yes, scaling down
- Yes, closing down
- No
- Unsure

**Organization/Business Succession**

**Retirement Plan**

- Yes – in progress
- Yes – within 5 years
- Yes – within 10 years
- None / Not Applicable

**Have you identified a new Owner/Leader for your organization/business?**

- Yes
- No
- Unsure
- Not Applicable

**Request a Copy of the Report\***

- No
- Yes

Thank you for your generous participation!

Please stay tuned for other opportunities to participate in the Township of Assiginack branding project.

## SHARE WITH US!

To attract visitors, new residents, and new businesses, the Township of Assiginack would like to explore the possibility of rebranding its community so we are asking for your input.

1. Are you a current ratepayer of the **Township of Assiginack**?

- Yes / I live there       No, but I work there       No, but I visit there  
 No, but I have a business there       No, but I belong to an organization there       No

2. In which **age group** do you belong?

- 5-15       16-25       26-35       36-45  
 46-55       56-65       66-75       76 or more

3. When you think of the Township, which **PLACE** first comes to mind?

4. When you think of the Township, which **EVENT** first comes to mind?

5. If you were asked to choose an **image** that would represent the Township, what would it be?

6. What about a **word** or a **phrase** to identify the Township for visitors?

7. What do you think is **special** or **unique** about the Township?

Ministry of the Environment,  
Conservation and Parks

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

Drinking Water and Environmental  
Compliance Division, Northern Region  
Sudbury District, Sudbury Office  
199 Larch Street  
Suite 1201  
Sudbury ON P3E 5P9  
Tel.: 705 564-3237  
Toll Free: 1-800-890-8516  
Fax: 705 564-4180

Division de la conformité en matière d'eau potable  
et d'environnement, Direction régionale du Nord  
District de Sudbury, bureau de Sudbury  
199, rue Larch  
Bureau 1201  
Sudbury ON P3E 5P9  
Tél. : 705 564-3237  
Numéro sans frais: 1-800-890-8516  
Télééc. : 705 564-4180

RECEIVED  
JUN 28 2019

June 24, 2019

Mr. Alton Hobbs  
Clerk/Treasurer  
Municipality of Assiginack  
Box 238, Manitowaning, Ontario  
POP 1N0

Dear Mr. Hobbs:

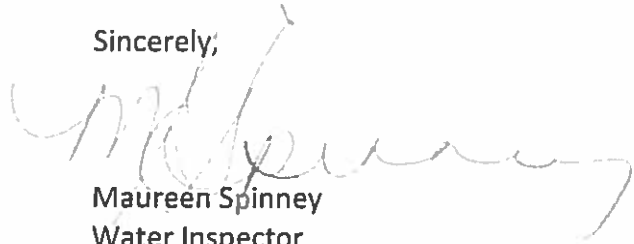
With regards to the May 28, 2019, Manitowaning Drinking Water System inspection, please find enclosed the resulting annual inspection report.

Note that the section of the report entitled "Summary of Best Practice Issues and Recommendations" is included not as a regulatory review but to encourage greater effectiveness in drinking water system operations.

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

Your staff's cooperation during the inspection was appreciated. Please feel free to contact me at 705 929-7029, should you have questions.

Sincerely;

A handwritten signature in cursive script, appearing to read 'Maureen Spinney', written in dark ink.

Maureen Spinney  
Water Inspector  
Sudbury District Office

cc. Ms. Sarah Beaulieu, OCWA  
Mr. Burgess Hawkins, Manager, Sudbury District Health Unit



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

**MANITOWANING DRINKING WATER SYSTEM**

**Inspection Report**

<b>Site Number:</b>	210001013
<b>Inspection Number:</b>	1-LOPPO
<b>Date of Inspection:</b>	May 28, 2019
<b>Inspected By:</b>	Maureen Spinney

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### APPENDICES

APPENDIX A	MUNICIPAL REFERENCE GUIDE
APPENDIX B	MDWL
APPENDIX C	DWWP
APPENDIX D	PTTW
APPENDIX E	INSPECTION RATING RECORD

## OWNER INFORMATION:

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

## CONTACT INFORMATION

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

## INSPECTION DETAILS:

<b>Site Name:</b>	MANITOWANING DRINKING WATER SYSTEM
<b>Site Address:</b>	2 BAY Street North MANITOWANING ON POP 1N0
<b>County/District:</b>	ASSIGINACK
<b>MECP District/Area Office:</b>	Sudbury District
<b>Health Unit:</b>	SUDBURY AND DISTRICT HEALTH UNIT
<b>Conservation Authority:</b>	
<b>MNR Office:</b>	Sudbury Regional Office
<b>Category:</b>	Large Municipal Residential
<b>Site Number:</b>	210001013
<b>Inspection Type:</b>	Unannounced
<b>Inspection Number:</b>	1-L0PPO



**Date of Inspection:** May 28, 2019  
**Date of Previous Inspection:**

**COMPONENTS DESCRIPTION**

**Site (Name):** WTP RAW  
**Type:** Source **Sub Type:**  
**Comments:**

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

The First Engineer's Report and Drinking Water Works Permit indicate that the intake is 90 metres in length and 300 mm in diameter with a flared elbow intake inside a cribbed structure. The intake is approximately 1.5 metres above the bottom at a 10 metre median depth. Water flows by gravity into a wet well at the treatment plant.

**Site (Name):** WTP TREATED  
**Type:** Treated Water POE **Sub Type:**  
**Comments:**

The water treatment plant has been operational since June 2007. Pre-treatment includes straining, addition of pH adjustment (if necessary) and use of GAC tanks if necessary.

Treatment includes Evoqua skid mounted membrane (ultra) filtration (3 trains, 2 duty, 1 standby), followed by chlorination in baffled contact cells below the plant. GAC filters are in place to be used when taste and odour are problematic. Post (trim) chlorination is also available.

Approximately two days supply of drinking water is maintained in the reservoir located beneath the plant.

The membrane cleaning process involves backwash cycles using low pressure air scouring every 15 to 60 minutes. Maintenance washes (short duration chemical wash - 45 minutes) and Clean in Place (longer chemical soak times - 2.5 hours) cycles occur as needed based on transmembrane pressure or number of hours in use, and includes treatment with sodium hypochlorite for removal of organics, and citric acid for removal of inorganics. Once the chemical has been added by the operator the process is automated.

Neutralization of CIP effluent utilizes calcium thiosulphate or caustic soda. The backwash reservoir waste and neutralized wastewater is then discharged to sanitary sewer. The Municipal Drinking Water Licence does allow for discharge of neutralized backwash water to Manitowaning Bay if necessary. Discharge to the Bay occurred in the past.

**Site (Name):** DISTRIBUTION (WATER INSPECTION)  
**Type:** Other **Sub Type:**  
**Comments:**

The population of Manitowaning is estimated to be approximately 600, with about 350 service connections. It is reported that approximately 65 connections are to commercial /institutional premises such as the medical clinic, daycare, retirement home and various businesses. The distribution system was commissioned in 1975 and consists of two main components including Town lines and private lines.

**A) Town Lines:**

The distribution system pipes include a 300 foot, 10 inch diameter pipe extending outwards from the water plant, 8 inch diameter water mains on Queen Street and Main Street, with 6 inch lines on all other municipal lines. PVC piping was used except for a small section of 10 inch line. There are approximately 50 hydrants owned and maintained by

the Municipality.

**B) Private Lines:**

The Municipality allowed six private lines to be installed on the agreement that maintenance and hookup fees were the sole responsibility of the owners of the private lines. The Municipality did not maintain these lines nor provide microbiological or chlorine residual sampling prior to 2004. In 2004, the Municipality asked its operating authority to begin sampling and testing residuals throughout the entire distribution system. Three private hydrants are installed on private lines. These lines are now included as part of the yearly flushing program on the municipal system. Further, any repairs on the private lines are now overseen by the operating authority. Please note that should any of these private distribution lines have six or more connections, they would be considered stand alone distribution systems and would required registration as such. Any stand alone distribution systems would be subject to all conditions as outlined in O. Reg. 170/03.

**Site (Name):** CLASSIFICATION  
**Type:** Plant Classification

**Sub Type:**

**Comments:**

The Manitowaning Water Treatment Plant is classified as a Class II Water Treatment Subsystem.

The Manitowaning distribution system is classified as a Class 1 Water Distribution System.

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

**Sub Type:**

## INSPECTION SUMMARY:

### Introduction

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

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

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

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

The inspection review period is September 1, 2018 to April 30, 2019.

### Source

- The owner did not have a harmful algal bloom monitoring plan in place.

As discussed during the inspection, the requirement for a "Harmful Algal Bloom Monitoring Plan" will be inserted in all municipal licences. It is recommended that the Municipality work on this requirement proactively.

### Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.

In accordance with the certificate of approval, two types of flow must be monitored:

1. The flow rates of water conveyed into treatment systems.
2. Flow rate and daily volume of water conveyed to the distribution system from each treatment system that has a separate line feeding the distribution system. Within the plant the three filter trains feed one line.

Raw water and treated water flow meters were calibrated on April 1, 2018 and May 9, 2019.

- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

Permit To Take Water (PTTW) # 1366-7SXN4J expired June 12, 2019. PTTW # 7278-BALLLV expires April 2, 2029.

The PTTW provides for maximum takings of 1,149.12m<sup>3</sup>/day. Maximum raw water takings during the review period amounted to 486m<sup>3</sup>/day in September 2018.

**Capacity Assessment**

The Municipal Drinking Water Licence provides for a rated capacity of 1,045m<sup>3</sup>/day. Reports provided indicate treated water flow rate was 385m<sup>3</sup>/day in September 2018.

**Treatment Processes**

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.
- The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.

A Form #2 was completed for the July 2018, replacement of 8 inch PVC pipe (including pipes, elbows, couplings and saddles) with stainless steel, located prior to the steel pipe tee as treated water exits the plant.

A Form #2 was completed for the September 2018, SCADA replacement.

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

This water treatment plant uses a process that includes membrane filtration (ultrafiltration as of January 2019) followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits. The following table summarizes the required log removal/inactivation and the credits assigned to each stage of the treatment process, as per Schedule E of the MDWL.

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

**MEMBRANE FILTRATION:**

As per Schedule E the following criteria must be met at all times:

1. Maintain effective backwash procedures. During review period there was no indication of problems. Operator indicates filters are set to run backwash cycles on pre-set intervals which can be changed as needed.
2. Monitor the integrity of the membranes by continuous particle counting or equivalent means (i.e. pressure decay measurements). During review period operator indicates pressure decay testing occurred normally. Membrane integrity tests are set to run on pre-set schedules with pressure decay tests every 24 hours.
3. Continuously monitor filtrate turbidity. During review period there was no indication of problems. Also an onsite datalogger can be used to review trending.
4. Meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month. In May 2018, a new SCADA system was commissioned. Filter efficiency requirements appear to be met. Comments:

-It is noted that filter efficiency calculations are based on a dataset which can include backwash turbidity. PVS daily data sheets do not include backwash turbidity. This may lead to inaccurate calculations. To avoid confusion, it is recommended that operators continue to document total number of minutes when turbidity is greater than 0.1NTU and when turbidity cited on daily report is inaccurate (eg. during backwash).

-Filter turbidity alarms are set at 0.1NTU and will automatically shut down the filter.

-Daily PVS data sheets provide a running calculation of monthly filter efficiency though the counter reverts to zero,

**Treatment Processes**

one day early.

**CHLORINATION:**

The chlorine disinfection component of this system must achieve a minimum of 0.5-log inactivation of Giardia and 4-log inactivation of viruses. Though the new SCADA system calculates CT, there is no recording function or associated alarm. The operator continues to perform a CT calculation and documents situations where the chlorine levels leaving the clearwell are 0.80 mg/L or less, as confirmed in the logbook.

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**  
The operating authority typically pursues a distribution monitoring program including free chlorine residual levels in 4 samples on one day and 3 samples on another day, at least 48 hours apart.
- **Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.**  
Operator has access to the Ministry's watermain disinfection procedure.

**Treatment Process Monitoring**

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**  
Primary disinfection monitoring is required to take place at a point where intended contact time is completed. At this plant the chlorine analyzer (identified as the pre chlorine analyzer) draws a sample from a point located at the end of the contact chamber pre clearwell.  
  
Note that a trim chlorine injection point is located just downstream of the high lift pump header, with the associated post chlorine analyzer located just prior to water exiting the building. There is an SOP in place for use of the trim chlorine system.
- **Continuous monitoring of each filter effluent line was being performed for turbidity.**  
There is no indication of the loss of turbidimeter data. Operator confirms that turbidity data is accurate.
- **The secondary disinfectant residual was measured as required for the distribution system.**  
The operating authority typically pursues a distribution monitoring program including free chlorine residual levels in 4 bacti samples on one day and 3 chlorine residual levels on another day, at least 48 hours apart.  
  
It is noted that residuals taken during the week of December 30, 2018, were taken approximately 44 hours apart. Operator should be cautious.
- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**
- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**  
The chlorine system is alarmed at 0.85mg/l, with a low, low alarm at 0.8mg/l with no set delay. A lockout exists,

**Treatment Process Monitoring**

which ensures that filter trains are shut down when the chlorine levels drop below 0.8mg/l, as measured at the end of the contact tank. Attempts will be made to further improve operations by setting a lowlift lockout if both chlorine pumps fail.

The operator calculates CT when levels are less than 0.8mg/l. This was verified.

Filtrate turbidity alarms are set at 0.1NTU, with no set delay. A lockout exists, which ensures that the filter trains are shut down when filtrate turbidity is 0.1NTU or greater.

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

Schedule 6, Regulation 170 requires a check and calibration of continuous analyzers (chlorine and turbidity) as often as necessary, if manufacturer does not specify, to ensure the following margins of error:

Free chlorine residual +/- 0.05mg/l at concentrations of up to 1.0mg/l and proportionately higher with increased concentrations. OCWA indicates verification work is completed once per month. Work orders were verified.

Turbidity +/- 0.1NTU. OCWA indicates verification work is completed once every month. Work orders were verified.

**Operations Manuals**

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

Operations manuals on the new Evoqua membranes are available to operators. The operating authority ensured all operators were trained on the system.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

**Logbooks**

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

Logbook entries were not clear during the week of February 4-8, 2019, when adverse weather required the use of an alternate laboratory. Abnormal events should be documented.

**Security**

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

**Certification and Training**

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

The ORO is the operator on call. This is an established routine within the Espanola hub. ORO's are aware of which operator is on call and who is unavailable.

**Certification and Training**

- **Operators-in-charge had been designated for all subsystems which comprised the drinking water system.**  
The OIC is the operator on duty. This is an established routine within the Espanola hub. OIC's are aware of which operator is on duty.  
The Operator in Charge has specific duties as described in Section 26 of Regulation 128.
- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

**Water Quality Monitoring**

- **All microbiological water quality monitoring requirements for distribution samples were being met.**  
The following microbiological tests were performed on distribution system samples: Minimum eight samples per month with at least one per week, which were tested/analyzed for Ecoli, Total Coliforms and a minimum of 25% of samples (2) tested/analyzed for general bacteria population (HPC).
- **All microbiological water quality monitoring requirements for treated samples were being met.**  
The following microbiological tests were performed on treated water:  
Minimum one sample per week with testing for E. Coli, Total Coliforms and general bacteria population expressed as Heterotrophic Plate Count.
- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**  
The owner of a large municipal residential system is required to take a sample every 12 months and test and analyze for inorganic parameters specified in Schedule 23 of Regulation 170. Accomplished on January 9, 2017, January 8, 2018 and January 8, 2019.
- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**  
The owner of a large municipal residential system is required to take a sample every 12 months and test and organic parameters specified in Schedule 24 of Regulation 170. Accomplished on January 9, 2017, January 8, 2018 and January 8, 2019.
- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**  
The operating authority pursues sampling a minimum of once every 3 months as follows:  
July 10, 2017 @ 31.5g/l  
October 3, 2017 @ 26.7ug/l  
January 8, 2018 @ 19.2ug/l  
April 10, 2018 @ 16.9ug/l  
July 3, 2018 @ 34.9ug/l  
October 1, 2018 @ 32.8ug/l  
January 8, 2019 @ 16.6ug/l  
April 9, 2019 @ 18.9ug/l  
  
RAA = 25.9ug/l.

**Water Quality Monitoring**

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

The operating authority pursues sampling a minimum of once every 3 months as follows:

July 10, 2017 @ 69g/l  
 October 3, 2017 @ 69ug/l  
 January 8, 2018 @ 33ug/l  
 April 10, 2018 @ 35ug/l  
 July 3, 2018 @ 48ug/l  
 October 1, 2018 @ 48ug/l  
 January 8, 2019 @ 30ug/l  
 April 9, 2019 @ 31ug/l

RAA = 39.3ug/l.

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

The operating authority pursues sampling a minimum of once every 3 months.

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

The operating authority pursues sampling, a minimum of once every 60 months. Last sample occurred on January 8, 2019 with results of 6.37mg/l.

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

The operating authority pursues sampling, a minimum of once every 60 months. Last sample occurred on January 8, 2019 with results showing less than detection level.

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

**Water Quality Assessment**

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

**Reporting & Corrective Actions**

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

During the review period, one AWQI (#145187) was issued April 12, 2019, for a category 1 main break in the distribution system.

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**

Reports provided during the inspection indicate 84 alarm callouts to operators. This is a relatively high number of alarms requiring operator response, which should be reduced when the Municipality takes action on replacing membranes and associated equipment.

Response time was generally 15 to 30 minutes, though 3 situations saw a 2 hour response time. The operators provided full details in the logbook establishing any required rationale, such as reviewing alarm details off site.



**Reporting & Corrective Actions**

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

**Other Inspection Findings**

- The following issues were also noted during the inspection:

1. Though important steps have been taken to replace the membranes at the plant and replace the high pressure system, the Municipality also needs to assess, prioritize and maintain associated equipment to ensure potable water is supplied. The remaining equipment issues were noted during the inspection:

- Replacement is needed for old pvc, 6 inch and 8 inch treated water pipes from highlift header to newly installed stainless steel section in order to avoid further pipe failure.
- Providing lead/lag duty switching capability is needed for electrical controls associated with air compressor units, thus providing ability to isolate units.
- Upgrade existing float switches to help avoid operator callouts when break tank overwhelms underdrain system and domestic waste tank.

2. Privately owned distribution lines are discussed below. It is recommended that the Municipality provide annual letters to residents connected to private lines reminding them to contact the Municipality regarding any leaks, questions, concerns or shortage of water. Such residents, could easily affect the communal drinking water system if they pursue repairs themselves. Note that it is a violation of Section 20 of the Safe Drinking Water Act, to cause or permit any thing to enter a drinking water system if it could result in a drinking water health hazard, contravention of a standard, or interfere with the normal operation of the system.

3. The operating authority should remain vigilant in assessing the need for blue green algae testing as source water conditions may change over time. As discussed new HAB conditions in municipal drinking water system licences will occur during 2019.

4. Efforts should be taken to ensure that the backflow prevention device on the public tap is tested and maintained.

5. SCADA based CT calculator.

- Operators should verify accuracy of automated CT calculator by completing manual CT calculations and comparing to the automated system.
- Operators should continue to calculate CT when chlorine residual is less than 0.8mg/l, since CT history is not recorded.
- The operating authority should examine feasibility of establishing an alarm based on low CT and maintaining history.

- The following items are noted as being relevant to the Drinking Water System:

1. In the past, the Municipality allowed six private lines to be installed on the agreement that maintenance and hookup fees were the sole responsibility of the owners of the private lines. The Municipality did not maintain these lines nor provide microbiological or chlorine residual sampling prior to 2004. In 2004, the Municipality asked its operating authority to begin sampling and testing residuals throughout the entire distribution system, and these private lines are now included as part of the yearly flushing program. Further, any repairs on the private lines are now overseen by the operating authority. During the last inspection it was confirmed that none of the private lines have more than five connections and that the municipality no longer allows the connection of such lines to its distribution system.

2. The last underwater intake inspection is dated May 2015, and concludes that the intake is in generally good

**Other Inspection Findings**

condition. The next inspection is scheduled for 2020.

3. Aquaculture fish cages are located in the source waters for the water plant. Annual sampling is completed by the Ministry in order to examine possible impacts. The operating authority can also assist by identifying any changes in water quality.

4. Regarding source water:

-Sewage lift station is located close to marina and source water. Blockages and thus the need to use vac truck services occur each year.

-Marina is active.

-During the review period, raw water characterization sampling was completed on September 26, 2018.

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**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

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

**Not Applicable**

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

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

**1. The owner did not have a harmful algal bloom monitoring plan in place.**

As discussed during the inspection, the requirement for a "Harmful Algal Bloom Monitoring Plan" will be inserted in all municipal licences.

**Recommendation:**

It is recommended that the Municipality work on this requirement proactively. To this end the operating authority was provided with information regarding setting up a plan and information on optimizing plant performance.

**2. The following issues were also noted during the inspection:**

**Recommendation:**

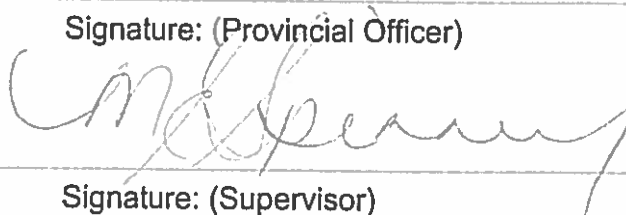
Please see Page 11 of this report for a summary of recommendations.

**SIGNATURES**

Inspected By:

Maureen Spinney

Signature: (Provincial Officer)



Reviewed & Approved By:

Marnie Managhan

Signature: (Supervisor)



Review & Approval Date:

June 24/19

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

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      0028938                                      0028963  
 Cheque Date    First                                      Last  
**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0028938	24/06/2019	BELL CANADA	\$19.77
InvNo: 2019 06 01	InvDesc: toll free line	InvAmt: \$19.77	
0028939	24/06/2019	EASTLINK	\$110.64
InvNo: JUNE 10 2019 PW	InvDesc: pw-dsl	InvAmt: \$55.32	
InvNo: JUNE 10 2019 MARINA	InvDesc: marina-dsl	InvAmt: \$55.32	
0028940	24/06/2019	G. STEPHEN WATT, BARRISTER	\$1,530.59
InvNo: 3480	InvDesc: general legal	InvAmt: \$1,530.59	
0028941	24/06/2019	FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL	\$230.52
InvNo: IN154700	InvDesc: fd-fire prevention kit	InvAmt: \$230.52	
0028942	24/06/2019	GERRY STRONG	\$307.70
InvNo: JUNE 24 2019	InvDesc: bldg insp/plan mileage	InvAmt: \$307.70	
0028943	24/06/2019	HYDRO ONE NETWORKS INC.	\$3,710.00
InvNo: JUNE 6 2019 ADMIN	InvDesc: mun.office	InvAmt: \$262.83	
InvNo: JUNE 19 2019 PO	InvDesc: po/bnk	InvAmt: \$473.01	
InvNo: JUNE 19 2019 ARENA	InvDesc: arena	InvAmt: \$838.07	
InvNo: JUNE 19 2019 INFO BT	InvDesc: info booth	InvAmt: \$33.83	
InvNo: JUNE 19 2019 SHOWERS	InvDesc: marina showerhouse	InvAmt: \$30.91	
InvNo: JUNE 19 2019 SS WTP	InvDesc: ss wtp	InvAmt: \$879.07	
InvNo: JUNE 19 2019 TENNIS	InvDesc: tennis courts	InvAmt: \$30.91	
InvNo: JUNE 19 2019 LITES	InvDesc: streetlites	InvAmt: \$594.65	
InvNo: JUNE 19 2019 DOCKS	InvDesc: marina docks	InvAmt: \$53.65	
InvNo: JUNE 19 2019 LIB	InvDesc: lib bldg	InvAmt: \$513.07	
0028944	24/06/2019	JJ POLE LINE CONSTRUCTION	\$1,248.65
InvNo: 1553	InvDesc: street lite repairs	InvAmt: \$1,248.65	
0028945	24/06/2019	JOHN'S REPAIR SERVICE	\$128.54
InvNo: 6648	InvDesc: arena-security camera reprog.	InvAmt: \$128.54	
0028946	24/06/2019	JOHN W MAY	\$621.50
InvNo: 478	InvDesc: general legal	InvAmt: \$621.50	
0028947	24/06/2019	MANITOWANING MILL & HOME BUILDING CENTRE	\$201.49
InvNo: 0158760	InvDesc: lib bldg-hose reel	InvAmt: \$79.09	
InvNo: 0159309	InvDesc: lib-hose/nozzle	InvAmt: \$99.98	
InvNo: 0158137	InvDesc: lib-key cutting	InvAmt: \$10.00	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo: 0158260      InvDesc: lib-hex sckt adptr kit      InvAmt: \$12.42

ChqNo:	0028948	Date:	24/06/2019	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$583.08
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InvNo: 102768      InvDesc: advertising      InvAmt: \$416.50

InvNo: 102858      InvDesc: advertising      InvAmt: \$166.58

ChqNo:	0028949	Date:	24/06/2019	Vendor:	MANITOWANING FRESHMART	Amount:	\$23.60
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InvNo: 00490004      InvDesc: adm1-water refill      InvAmt: \$3.99

InvNo: 000486886      InvDesc: admin-tea      InvAmt: \$4.49

InvNo: 00492504      InvDesc: admin-compost.bags, tea,      InvAmt: \$15.12

ChqNo:	0028950	Date:	24/06/2019	Vendor:	M.I.S. MUNICIPAL INSURANCE SERVICES LTD.	Amount:	\$48,546.20
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InvNo: 0004655      InvDesc: 2019/20 insurance renewals      InvAmt: \$48,546.20

ChqNo:	0028951	Date:	24/06/2019	Vendor:	MUNICIPAL PROPERTY ASSESSMENT CORP.	Amount:	\$10,391.28
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InvNo: 1800023608      InvDesc: 2019 3rd qtr billing      InvAmt: \$10,391.28

ChqNo:	0028952	Date:	24/06/2019	Vendor:	NEW NORTH FUELS INC	Amount:	\$1,157.26
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InvNo: 505999      InvDesc: pw-diesel      InvAmt: \$385.85

InvNo: 505998      InvDesc: pw-dyed diesel      InvAmt: \$771.41

ChqNo:	0028953	Date:	24/06/2019	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$6,384.72
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InvNo: INV000113763      InvDesc: ss wtp/mtg lift stn may add'l      InvAmt: \$6,384.72

ChqNo:	0028954	Date:	24/06/2019	Vendor:	PURULATOR COURIER	Amount:	\$47.23
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InvNo: 441689679      InvDesc: admin freight      InvAmt: \$47.23

ChqNo:	0028955	Date:	24/06/2019	Vendor:	RELIANCE HOME COMFORT	Amount:	\$100.72
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InvNo: JUNE 10 2019 PW      InvDesc: pw-hwt rental      InvAmt: \$53.19

InvNo: JUNE 10 2019 ADMIN      InvDesc: mun.office-hwt rental      InvAmt: \$47.53

ChqNo:	0028956	Date:	24/06/2019	Vendor:	RICK ARMSTRONG	Amount:	\$98.99
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InvNo: JUNE 24 2019      InvDesc: bldg insp mileage      InvAmt: \$98.99

ChqNo:	0028957	Date:	24/06/2019	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$97.18
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InvNo: 25264462      InvDesc: mun.office-service contract      InvAmt: \$97.18

ChqNo:	0028958	Date:	24/06/2019	Vendor:	OJ GRAPHIX	Amount:	\$305.10
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InvNo: 55973      InvDesc: bldg permits      InvAmt: \$305.10

ChqNo:	0028959	Date:	24/06/2019	Vendor:	CANAQUA SPORTS INC	Amount:	\$632.80
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InvNo: 201      InvDesc: pec-open water swim supplies      InvAmt: \$632.80

ChqNo:	0028960	Date:	24/06/2019	Vendor:	PROSONICS LTD	Amount:	\$22,937.82
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InvNo: 2019070A      InvDesc: arena soundprf (70% pyt)      InvAmt: \$22,937.82

ChqNo:	0028961	Date:	24/06/2019	Vendor:	TRACKS & WHEELS	Amount:	\$102.65
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InvNo: P33341      InvDesc: loader-switch      InvAmt: \$102.65

ChqNo:	0028962	Date:	24/06/2019	Vendor:	WAT SUPPLIES	Amount:	\$636.91
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InvNo: 206947      InvDesc: po-t.tissue/p.twl/mop/clnrs      InvAmt: \$287.12

InvNo: 206951      InvDesc: marina-t.tiss/p.twl/g.bgs/clnr      InvAmt: \$349.79

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

ChqNo:	Date:	Vendor:	Amount:
0028963	24/06/2019	WHITE'S SHELL	5232.76
InvNo: 1377	InvDesc: landfill-ice re:wtr sample tst	InvAmt:	\$31.50
InvNo: 1393	InvDesc: pw-gas	InvAmt:	\$146.00
InvNo: 1379	InvDesc: marina-dipstick/wtr psto	InvAmt:	\$55.26

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

**Report Total:**

**\$100,387.70**



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                      Choque Number      0028964                      0028974  
 Cheque Date    First                      Last  
**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0028964	25/06/2019	BJ'S & ADDISONS	\$2,735.70
InvNo: 108479	InvDesc: backhoe tires #14	InvAmt: \$2,521.00	
InvNo: 108110	InvDesc: tire ring #9	InvAmt: \$214.70	
0028965	25/06/2019	COMPLETE AUTOMOTIVE AND MARINE	\$1,414.33
InvNo: 30221	InvDesc: mechanical #8	InvAmt: \$1,414.33	
0028966	25/06/2019	MANITOULIN CHRYSLER LIMITED	\$28.70
InvNo: 29060	InvDesc: lug nuts #6	InvAmt: \$28.70	
0028967	25/06/2019	MIKE VAREY EXCAVATING & EQUIPMENT	\$1,220.40
InvNo: 763103	InvDesc: 3/4" stone (marina)	InvAmt: \$1,220.40	
0028968	25/06/2019	MINISTER OF FINANCE	\$1,198.36
InvNo: JUNE 2019	InvDesc: june eht remittance	InvAmt: \$1,198.36	
0028969	25/06/2019	NEW NORTH FUELS INC	\$248.26
InvNo: 506456	InvDesc: mun.bldg-furnace oil	InvAmt: \$248.26	
0028970	25/06/2019	PURULATOR COURIER	\$678.96
InvNo: 441752570	InvDesc: depot-freight re:wtr samples	InvAmt: \$678.96	
0028971	25/06/2019	RECEIVER GENERAL	\$17,916.46
InvNo: JUNE 2019	InvDesc: june source deductions	InvAmt: \$17,916.46	
0028972	25/06/2019	TED PEARSON AUTOMOTIVE LTD.	\$209.17
InvNo: 66365	InvDesc: fuse/gauge/patches	InvAmt: \$209.17	
0028973	25/06/2019	TERRY MOGGY	\$847.50
InvNo: 201968	InvDesc: install drain (marina)	InvAmt: \$847.50	
0028974	25/06/2019	WORKPLACE SAFETY & INSURANCE BOARD	\$5,151.68
InvNo: APRIL-JUNE 2019	InvDesc: apr-june 2019 wsib remittance	InvAmt: \$5,675.05	

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

**Report Total:**

**\$31,649.52**

Date : 24/06/2019  
Time : 11:11:28 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0028931		24/06/2019	06/24COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0028932		24/06/2019	06/24COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0028933		24/06/2019	06/24COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0028934		24/06/2019	06/24COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0028935		24/06/2019	06/24COMB	158	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
0028936		24/06/2019	06/24COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0028937		24/06/2019	06/24COMB	366	COOPER, TROY	OUTSTANDING	Cheque
1760		24/06/2019	06/24COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
1761		24/06/2019	06/24COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
1762		24/06/2019	06/24COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
1763		24/06/2019	06/24COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
1764		24/06/2019	06/24COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
1765		24/06/2019	06/24COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1766		24/06/2019	06/24COMB	169	MAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
1767		24/06/2019	06/24COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
1768		24/06/2019	06/24COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
1769		24/06/2019	06/24COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
1770		24/06/2019	06/24COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
1771		24/06/2019	06/24COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
1772		24/06/2019	06/24COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
1773		24/06/2019	06/24COMB	329	O'BRIEN, CHERYL	OUTSTANDING	Direct Deposit
1774		24/06/2019	06/24COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
1775		24/06/2019	06/24COMB	363	RICK, ARMSTRONG	OUTSTANDING	Direct Deposit
1776		24/06/2019	06/24COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
1777		24/06/2019	06/24COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit

Total : 921,943.71

## Alton Hobbs

---

**From:** Frank and Lisa Hallaert <frank\_lisa\_h@hotmail.com>  
**Sent:** June 27, 2019 2:12 PM  
**To:** Alton Hobbs  
**Subject:** Request for Council

To the Mayor and Council:

The Southeast Manitoulin Lions Club request that Queen Street at Albert Street to Arthur Street be closed from 8:30-10:30am on Saturday July 20th. The club has a great opportunity to hold a soapbox car race as part of the Summerfest weekend. There will be no charge for the children that will be enjoying this fun activity. It will also be enjoyable for the spectators. The local 4-H club has agreed to help with this event along with Lions Club members and other volunteers. Please consider this as another drawn to the community. Thank you for your time.  
Lisa Hallaert President Southeast Manitoulin Lions Club

Sent from my iPhone

---

Total Control Panel

[Login](#)

To: [ahobbs@assignack.ca](mailto:ahobbs@assignack.ca) [Remove](#) this sender from my allow list  
From: frank\_lisa\_h@hotmail.com

*You received this message because the sender is on your allow list.*

## Alton Hobbs

---

**From:** TerraStar Building Products Inc. <terrastar@eastlink.ca>  
**Sent:** June 26, 2019 11:02 AM  
**To:** Alton Hobbs  
**Subject:** FW: sign for mtg add on idea  
**Attachments:** manitowaning - logos.jpg

Hi Alton,

Can I please add this topic to the next agenda for Council?

Thanks,

Rob

---

**From:** Beacon Images [mailto:beacon@manitoulin.net]  
**Sent:** Wednesday, June 26, 2019 10:54 AM  
**To:** TerraStar Building Products Inc.  
**Subject:** sign for mtg add on idea

Hi Rob

I have attached the idea for an add on for the mtg sign  
22"by10' alupanel \$380.00each premium with UV protection 5 year warranty  
lower cost options available.

Let me know

Thanks Julie

Julie Pearson  
Beacon Images  
Hwy 542a #71, Tehkummah, ON P0P2C0  
705-859-3269 fx 705-859-2060  
www.manitoulininsigns.com  
beacon@manitoulin.net



*Welcome to Historic*

**MANITOWANING**



*en of the Great Spirit"*

**NEXT LEFT**

**HMS PINAFORE**

**CALL 859-3808**

**VISIT OUR MUSEUM**



# Assiginack Fire Department

Established 1973

Dwayne Elliott, Fire Chief  
Assiginack Fire Department  
Box 238, 156 Arthur St.  
Manitowaning, Ontario  
POP 1N0  
Office (705) 859-3196  
Cell (705) 936-7729

June 18, 2019

Assiginack Mayor and Council  
Box 238, 156 Arthur St.  
Manitowaning, Ontario  
POP 1N0  
(705) 859-3196

Re. Township of Tehkummah request for SCBA/ cascade cylinder refill

Mayor and Council

I was presented with this request and source pricing.

Fire Check is a company located in Sudbury that inspects, tests and refills Self Contained Breathing Apparatus (SCBA) and cascade (a series of large cylinders used to refill SCBA cylinders in the absents of an air compressor) cylinders.

The price to refill are as follows.

SCBA cylinder	2216 PSI = \$19.95	4500 PSI = \$32.95
Cascade cylinder	2216 PSI = \$62.50	4500 PSI = \$62.50

Pricing does not include tax or fees for testing. I did not include the requested pricing for 6500 PSI cylinders as they do not use that size.

It is important to note that all cylinders to be refilled must be stamped or marked with the appropriate dates indicating the last hydrostatic testing. (within 3 yrs. for composite and 5 yrs. for aluminum and steel)

Please feel free to contact me with any questions or concerns.

Sincerely

Dwayne Elliott, Fire Chief

**THE CORPORATION OF THE TOWNSHIP  
OF ASSIGINACK**

**BY-LAW # 19- 08**

**BEING A BY-LAW of the Corporation of the Township of Assiginack to Set Tax Ratios  
for Municipal Purposes for the Year 2019**

**WHEREAS** Section 308 (4) of the Municipal Act, 2001 chapter 25, as amended,  
Provide the authority for a Municipality to establish Tax Ratios for the current year;

**AND WHEREAS** the Tax Ratios determine the relative amount of taxation to be borne  
by each property class;

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

1. THAT for the taxation year 2019, the tax ratio for property is:

- a) The Residential property class is 1.0000
- b) The Multi-Residential property class is 1.0000
- c) The Commercial Occupied property class is 0.9500
- d) The Commercial Vacant property class is 0.6650.
- e) The Industrial Occupied property class is 0.7700
- f) The Industrial Vacant property class is 0.5005.
- g) The Pipeline property class is 1.1215
- h) The Landfill property class is 0.9500
- i) The Farm property class is 0.2500
- j) The Managed Forest property class is 0.2500

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

Read a First and Second Time, this 2nd day of July, 2019

Read a Third and Final Time and Enacted in Open Council, this 2<sup>nd</sup> day of July, 2019

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DEPUTY CLERK

seal



THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 19-07

BEING A BY-LAW to provide for the adoption of tax rates and to further provide for penalty and interest in default of payment thereof for 2019

WHEREAS Section 312 of The Municipal Act, 2001, as amended provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class, and;

AND WHEREAS Council has set tax ratios by By-Law 19-7, and;

AND WHEREAS the 2019 levy for municipal purposes is \$2,718,206 and;

AND WHEREAS the 2019 levy for education purposes has been set at \$333,315 and;

AND WHEREAS certain education rates are provided in various regulations and commercial and industrial education amounts have been requisitioned by the Province,

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

1. That the tax rates for 2019 for municipal and education purposes be hereby set as follows

CLASS	MUNICIPAL RATE	EDUCATION RATE	TOTAL RATE
Residential	0.01514052	0.00161000	0.01675052
Multi-Residential	0.01514052	0.00161000	0.01675052
Commercial Occupied	0.01438349	0.00886167	0.02324516
Commercial Vacant	0.01006845	0.00753242	0.01760087
Industrial Occupied	0.01165820	0.00683959	0.01849779
Industrial Vacant	0.00757783	0.00564266	0.01322049
Pipelines	0.01698009	0.00000000	0.01698009
Landfill	0.01438349	0.01020796	0.02459145
Farm	0.00378513	0.00040250	0.00418763
Managed Forest	0.00378513	0.00040250	0.00418763

2. THAT every owner shall be taxed according to the tax rates in this by-law and such tax shall become due and payable in 2 installments as follows:

50% of the final levy shall become due and payable on the 21st day of August 2019; and the balance of the final levy shall become due and payable on the 16th day of October 2019.

3. Non-payment of the amount, as noted, on the dates stated in accordance with this by-law constitutes default. On all taxes of this levy, which are in default after the 21st day of August and after the 16th day of October 2019, a penalty of 1.25 percent shall be added. And thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31<sup>st</sup>, 2019.
4. On all taxes unpaid as of December 31<sup>st</sup>, 2019 interest shall be added at the rate of 1.25 percent per month, for each month or fraction thereof in which the arrears continue.



5. All taxes are due and payable to the Township of Assiginack, at the municipal office in Manitowaning, Ontario.

Read for a First and Second time this 2<sup>nd</sup> day of July, 2019

Read for a Third and Final time and Enacted in Open Council this 2<sup>nd</sup> day of July 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

Seal

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 19-10**

**BEING A BY-LAW of the Corporation of the Township of Assiginack to amend By-laws #98-02 and #98-03 to set annual water rates for the Sunsite Estates subdivision and annual water and sewage rates for Manitowaning.**

**WHEREAS** the necessary authority is found in Section 391 of the Municipal Act, S.O., 2001, chapter 25;

**AND WHEREAS** By-laws #98-02 and 98-03 were enacted by Council on January 21, 1998;

**AND WHEREAS** proper and appropriate notice of this by-law was given in accordance with By-law #03-12 and Ontario Regulation 244/02;

**AND WHEREAS** Council deems it desirable to adopt water and or water and sewage rates for 2019;

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

1. THAT the flat rate for water for the Sheguiandah Developments subdivision also known as Sunsite Estates be set at \$1,558.80
2. THAT Schedule 'A' of By-law #98-02 be repealed and replaced with Schedule 'A-1', attached to and forming part of this by-law, outlining the 2019 flat water and sewage rates for Manitowaning.
3. THAT the rates will be billed on a monthly basis being due on the last business day of each month.
4. THAT this by-law shall come into force and take effect on the 1<sup>st</sup> day of January, 2019.

Read for a First and Second time this 2<sup>nd</sup> day of July, 2019

Read for a Third and Final time and Enacted in Open Council this 2<sup>nd</sup> day of July, 2019

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Mayor

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Deputy Clerk

Seal

**SCHEDULE "A" BY - LAW # 19-**

**TOWNSHIP OF ASSIGINACK  
Water and Sewage Rate**

User - Service Charge	Annual Water Rate	Annual Sewage Rate	Total
Single Family Home	\$777.34	\$621.32	\$1,398.66
Multiple Family Home & Apartments (per apartment)	\$416.30	\$332.73	\$749.03
Public School (per classroom)	\$582.87	\$465.92	\$1,048.79
Store and One Apartment or Attached Residence	\$777.34	\$621.32	\$1,398.66
Office and One Apartment or Attached Residence	\$777.34	\$621.32	\$1,398.66
Laundromat (6 Units only)	\$1,052.08	\$840.38	\$1,892.46
Restaurant and One Apartment or Attached Residence	\$1,387.92	\$1,109.24	\$2,497.13
Hairdressing Shop	\$333.13	\$266.21	\$599.34
Motel and One Attached Residence	\$1,943.20	\$1,552.95	\$3,496.15
Service Station (no car wash)	\$777.34	\$621.32	\$1,398.66
Take Out Restaurant	\$777.34	\$621.32	\$1,398.66
Church	\$777.34	\$621.32	\$1,398.66
Manse or Rectory	\$777.34	\$621.32	\$1,398.66
Arena	\$1,554.68	\$1,242.64	\$2,797.32
Police Station and Residence	\$777.34	\$621.32	\$1,398.66
Museum	\$777.34	\$621.32	\$1,398.66
Municipal Office/Library	\$1,554.68	\$1,242.64	\$2,797.32
Medical Office	\$777.34	\$621.32	\$1,398.66
Municipal Garage	\$777.34	\$621.32	\$1,398.66
Heritage Park	\$777.34	\$621.32	\$1,398.66
Norisle	\$581.70		\$581.70
Municipal Marina	\$777.34	\$621.32	\$1,398.66
Golf Course	\$1,943.20	\$1,552.95	\$3,496.15
Assiginack Curling Club	\$1,943.20		\$1,943.20
Commercial - Bottled Water	\$1,554.68	\$621.32	\$2,176.00