

**MUNICIPALITY**



**OF ASSIGINACK**

**BOX 238, MANITOWANING, ONT., P0P 1N0**  
**(705) 859-3196 or 1-800-540-0179**  
[www.assiginack.ca](http://www.assiginack.ca)

**REGULAR VIRTUAL MEETING OF COUNCIL**  
**Via ZOOM**  
**Tuesday, December 1, 2020 5:00 pm**  
**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 Virtual Meeting of November 3, 2020
- b) Assiginack Public Library Board Meeting of September 29, 2020
- c) Manitoulin East Municipal Airport Commission Meeting of November 2, 2020

**4. DELEGATIONS**

NONE

**5. REPORTS**

- a) MOECC Manitowaning Drinking Water System Inspection Report November 20, 2020

**6. ACTION REQUIRED ITEMS**

- a) Accounts for Payment : General \$ 117,260.89  
Payroll: \$ 41,469.37
- b) 2020 Staff Christmas Bonus
- c) Lottery Licenses Approval
- d) Quackenbush Consent Road Allowance Request

**7. INFORMATION ITEMS**

NONE

**8. BY-LAWS**

- a) By-law # 20-15 Appointing Arena Lead Hand
- b) By-law # 20-16 Appointing Economic Development Officer

**9. CLOSED SESSION**

NONE

**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 and hosted by way of a Zoom Conference call from the Council Chambers on Tuesday, November 03, 2020 at 5:00 p.m.

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

**Staff:** Alton Hobbs, CAO, Deputy Clerk – via Zoom  
Deb MacDonald, Treasurer – via Zoom  
Freda Bond, Tax and Utilities Manager– via Zoom  
Jackie White, PEC– via Zoom  
Ron Cooper, Public Works Superintendent – via Zoom

**OPENING:**

**#183-17-2020 D. McDowell - H. Moggy**

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

*CARRIED*

**AGENDA:**

**#184-17-2020 C. Jones - R. Maguire**

THAT we confirm the attendance of all the Members of Council electronically (on Zoom) and adopt the agenda for this meeting as presented.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

NONE

**ANNOUNCEMENTS:**

NONE

**ADOPTION OF MINUTES:**

**#185-17-2020 H. Moggy - D. McDowell**

THAT the Minutes of the Regular Council Meeting of October 06, 2020 be accepted.

*CARRIED*

**#186-17-2020 R. Maguire - C. Jones**

THAT the Minutes of the Manitoulin Planning Board Teleconference Meeting of September 29, 2020 be received.

*CARRIED*

**#187-17-2020 D. McDowell - H. Moggy**

THAT the Minutes of the Manitoulin East Municipal Airport Commission Meeting of October 05, 2020 be received.

*CARRIED*

**#188-17-2020 C. Jones - R. Maguire**

THAT the Minutes of the Manitoulin Centennial Manor Board Meeting of September 17, 2020 be received.

*CARRIED*

**#189-17-2020 H. Moggy - D. McDowell**

THAT the Minutes of the Assiginack Museum Advisory Board Meeting of September 15 and October 13, 2020 be received.

*CARRIED*

**#190-17-2020 R. Maguire - C. Jones**

THAT the Minutes of the Public Health Sudbury and Districts Virtual Meeting of October 15, 2020 be received.

*CARRIED*

**DELEGATIONS:**

NONE

**REPORTS:**

NONE

**ACTION REQUIRED ITEMS:**

**#191-17-2020 D. McDowell - H. Moggy**

THAT Council authorizes the following Accounts for Payment:

General: \$449,848.63;

AND THAT the Mayor and administration be authorized to complete cheques #30270 through #30311 and #30320 through #30354 as described in the attached cheque register report.

*CARRIED*

**#192-17-2020 C. Jones - R. Maguire**

THAT Council authorizes the following Accounts for Payment:

Payroll: \$43,812.49;

AND THAT the Mayor and administration be authorized to complete cheques #30265 through #30269 and #30312 through #30319 as described in the attached cheque register report.

*CARRIED*

**#193-17-2020 H. Moggy - D. McDowell**

THAT we inform the Ontario Ministry of Natural Resources and Forestry and the Manitoulin Planning Board that we intend to participate in the partnership to acquire leaf off, digital orthophotography in 2021;

AND THAT we complete and submit the required Letter of Intent.

*CARRIED*

**#194-17-2020 R. Maguire - C. Jones**

THAT WHEREAS the Covid-19 pandemic has had a significant financial and operational impacts on Ontario Municipalities;

AND WHEREAS municipalities have had to divert resources towards addressing the immediate needs of the pandemic and maintaining service and delivery standards despite evolving restrictions and limited funding;

AND WHEREAS the Government of Ontario had delayed timelines with respect to several pieces of legislation;

AND WHEREAS the Government of Ontario has regulated municipal asset management through O. Reg. 558/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015;

AND WHEREAS the key components of an asset management plan as required by regulation are:

1. Infrastructure asset inventory
2. Levels of Service
3. Lifecycle management and financial strategy

AND WHEREAS there is a concern amongst Municipal Finance Officers Association of Ontario members and their municipalities that current capacity challenges will result in limitation for purposeful asset management planning;

AND WHEREAS Ontario municipalities do not anticipate the current capacity challenges to be resolved in the short term;

NOW THEREFORE BE IT IRESOLVED THAT the Corporation of the Township of Assiginack supports MFOA's letter to the Ministry of Infrastructure requesting a one year extension of deadlines in O. Reg. 588/17; Asset Management Planning for Municipal Infrastructure for Jobs and Prosperity Act, 2015, so that all municipalities can focus on the immediate needs of the pandemic and engage in municipal asset management planning when capacity challenges are resolved.

*CARRIED*

**#195-17-2020 D. McDowell - H. Moggy**

THAT We inform Manitoulin Student Aid Fund that we will contribute \$300.00 For this year's Virtual Awards Night.

*CARRIED*

**#196-17-2020 C. Jones - R. Maguire**

THAT We inform the Manitoulin Family Resources that we will contribute \$500.00 for this year's Christmas Food Basket campaign.

*CARRIED*

**INFORMATION ITEMS:**

**#197-17-2020 H. Moggy - D. McDowell**

THAT we acknowledge receipt of the following correspondence items:

- a) OMAFRA: Newsletter
- b) MMA: Juried Trial Settings
- c) MMAH Letter to DSAB: Social Services Relief Fund

*CARRIED*

**BY-LAWS:**

**#198-17-2020 R. Maguire - C. Jones**

BE IT RESOLVED THAT By-law #20-11, being a by-law to authorize a Lease Extension Agreement with BMO be given first, second and final readings and enacted in Open Council.

*CARRIED*

**#199-17-2020 D. McDowell - H. Moggy**

BE IT RESOLVED THAT By-law #20-12, being a by-law to assume responsibility for Lisgar Street as a year-round publicly maintained road be given first, second and final readings and enacted in Open Council.

*CARRIED*

**#200-17-2020 C. Jones - R. Maguire**

BE IT RESOLVED THAT By-law #20-13, being a by-law to adopt an Entrance Permit Policy be given first, second and final readings and enacted in Open Council.

*CARRIED*

**#201-17-2020 H. Moggy - D. McDowell**

BE IT RESOLVED THAT By-law #20-14, being a by-law to adopt a Travel Trailer Licensing Policy be given first and second readings.

*CARRIED*

**CLOSED SESSION:**

*NONE*

**CLOSING:**

**#202-17-2020 C. Jones - R. Maguire**

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

*CARRIED*

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

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

5:25 p.m.

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

**ASSIGINACK PUBLIC LIBRARY**

**MONDAY September 29, 2020**

The meeting was called to order by Irma Lenz, the Board Chair at 4:45 p.m.

**Present:** Jane Tilston, Irma Lenz, Christianna Jones, Heather Pennie  
Lori Case, Librarian, Debbie Robinson & Municipal CAO, Alton Hobbs

**Regrets:** Les Fields

**#06-20** Motion by: Irma /Jane (March 14/20 to accept the budget prepared by Librarian Debbie Robinson with assistance from Municipal Treasurer Deb MacDonald...cd)

**#07-20** Motion by: Jane/Lori

That the minutes of January 23, 2020 meeting be approved as presented.....cd

**#08-020** Motion by: Irma / Heather

That the financial reports for January to August 2020 be approved as presented.....cd

**#09-20** Motion by: Irma / Lori

That the Librarian's Reports for January to August 2020 be approved (attached)...cd

**Old Business:**

GIC saga with BMO sorted out by February 7, 2020

Computer C has been updated to Windows 10 (now all Library systems are at ten ResourceMate our Circulation System has been renewed for another year

**New Business:** "Human Library" discussed – Librarian will look into the process OLA Conference Report attached.

Summer Student Service Canada grant not used due to Covid 19 shutdown.

Government Go-Access password updated.

Entire collection weeded (taken to Last Chapter Used Bookshop and given away this summer), all shelving cleaned and collection put into absolute order.

All cabinets, cupboards, furnace room space, decorations and file cabinets were sorted and purged.

PLOG document and Provincial Annual Survey completed and accepted – Provincial grant already received by Library.

Some furnishings that would make it impossible to maintain Covid 19 cleaning rules have been covered and stored in the Meeting/Makerspace.

Healthy and Safety checks have been maintained throughout the Library closure.

Several policies for Library Closure, Curbside Service, Cleaning Returned Materials, and Library Re-opening are to be discussed at the next Board Meeting (attached).

The Last Chapter Bookshop will no longer be operating as it did as social distancing is impossible, therefore the donated books that can't be used in the Library's collection will be put out on tables to be given away beginning in the end of May until they are gone, that way they may find a good home and stay out of the township's recycle.

**Other:** Books are on a PDF file on assignack.ca (the township site) for patrons to order materials for curbside pickup. DVD's will also be available for curbside pickup by the end of October. It is also to be hoped that Inter-library Loan will soon be up and fully running soon (that will no doubt be dependent on the Covid 19 status).

**Coming Events:** None at this time

**Next Meeting:** At the Library on Tuesday November 25, 2020 at 4:45 p.m.

**#10-20**

The meeting was adjourned at 5:35 p.m. by Irma...cd

(Chair)

(Secretary)

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# Manitoulin East Municipal Airport Commission Inc.

## Commission Meeting Minutes

For the meeting of

November 2, 2020

**Present:** (on Zoom) D. Ham; Bruce Wood; Rob McGuire; B. Koehler; D. Williamson; J. Ferguson;  
G. Dobbs

Meeting call to order by Dave Ham at 7 PM

**Declaration of pecuniary interest-** nil

**Motion 2020 11 50**

Moved by Rob McGuire

Second by Bill Koehler

Resolved that the Commission approves the agenda for the meeting of November 2, 2020.

Carried

**Motion 2020 11 51**

Moved by Bill Koehler

Second by Rob McGuire

Resolved that the Commission approves the minutes of the meeting of October 5, 2020

Carried

**Motion 2020 11 52**

Moved by Rob McGuire

Second by Bruce Wood

Resolved that the Commission accept the managers' report for the month of October 2020.

Carried

**Motion 2020 11 53**

Moved by Bill Koehler

Second by Rob McGuire

Resolved that the Commission accept the treasurers report for October 2020.

Carried

**Motion 2020 11 54**

Moved by Rob McGuire

Second by Bruce Wood

Resolved that the Commission meeting of November 2, does now adjourn.

Carried

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

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

Dear Mr. Hobbs:

With regards to the October 13, 2020, Manitowaning Drinking Water System inspection, please find enclosed the resulting annual inspection report.

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,

*Maureen Spinney*

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-OATFD
<b>Date of Inspection:</b>	Oct 13, 2020
<b>Inspected By:</b>	Maureen Spinney

**OWNER INFORMATION:**

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

**CONTACT INFORMATION**

**INSPECTION DETAILS:**

**Site Name:** MANITOWANING DRINKING WATER SYSTEM  
**Site Address:** 2 BAY Street North MANITOWANING ON P0P 1N0  
**County/District:** ASSIGINACK  
**MECP District/Area Office:** Sudbury District  
**Health Unit:** SUDBURY AND DISTRICT HEALTH UNIT  
**Conservation Authority:**  
**MNR Office:** Sudbury Regional Office  
**Category:** Large Municipal Residential  
**Site Number:** 210001013  
**Inspection Type:** Announced  
**Inspection Number:** 1-OATFD  
**Date of Inspection:** Oct 13, 2020  
**Date of Previous Inspection:** May 28, 2019

**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.

This inspection proceeding during the Corona virus pandemic, and is thus limited somewhat in scope. The review period is May 1, 2019 to May 31, 2020.

### Source

- The owner had a harmful algal bloom monitoring plan in place.

The MDWL has yet to be updated with requirements for a "Harmful Algal Bloom" action plan, yet OCWA has proactively developed a generic document which will provide some assistance. Site specific details should be inserted into the document.

Currently, weekly visual checks for algal blooms are occurring while the source water is free of ice.

### 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 May 13, 2020.

- 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,

**Capacity Assessment**

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 497m<sup>3</sup>/day in August 2019.

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 399m<sup>3</sup>/day in July 2019.

**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.**

From former reports:

- 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.

- Removal of coagulant feed system and change over to ultra-filtration membranes were addressed in Schedule C of the DWWP.

- **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



**Treatment Processes**

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 no longer include backwash turbidity. Operators should continue to monitor automated filter efficiency calculations to ensure they reflect actual conditions.
- 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.

**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. The SCADA system now provides CT trending which effectively provides a history of automated calculations. 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.**
- **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 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.**
- **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.
- **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.**

**Treatment Process Monitoring**

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, 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.

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

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.

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

**Operations Manuals**

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

**Logbooks**

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

**Security**

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

**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.

- **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. ORO's are aware of which operator is on duty.

**Certification and Training**

- 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.
- All microbiological water quality monitoring requirements for treated samples were being met.
- All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.  
Annual testing is performed with the last sample dated January 9, 2020.
- All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.  
Annual testing is performed with the last sample dated January 9, 2020.
- All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.

Quarterly sampling is performed as follows:

April 9, 2019 @ 18.9ug/l  
July 2, 2019 @ 29.7ug/l  
October 16, 2019 @ 29.2ug/l  
January 8, 2020 @ 22.7ug/l  
April 14, 2020 @ 20.4ug/l

RAA = 25.5ug/l.

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

Quarterly sampling is performed as follows:

April 9, 2019 @ 31ug/l  
July 2, 2019 @ 51ug/l  
October 16, 2019 @ 54ug/l  
January 8, 2020 @ 40ug/l  
April 14, 2020 @ 39ug/l

RAA = 46ug/l.

- All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.
- All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.  
Sampling last occurred on January 8, 2019, with results of 6.37mg/l.
- All fluoride water quality monitoring requirements prescribed by legislation were conducted within the

**Water Quality Monitoring**

required frequency.

Sampling last occurred on January 8, 2019, with results less than method 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**

- **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 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. Municipality confirms that none of the private lines have more than five connections and 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 condition. The next inspection was scheduled in 2020, but did not occur due to the ongoing pandemic.
  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 do occur.
    - Marina is active.
    - Raw water characterization sampling was completed on September 26, 2018

**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.**

**Not Applicable**

**SIGNATURES**

Inspected By:  
Maureen Spinney

Signature: (Provincial Officer)  
*Maureen Spinney*

Reviewed & Approved By:  
Marnie Managhan

Signature: (Supervisor)  
*Marnie Managhan*

Review & Approval Date:

November 18, 2020

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 0030363 0030390  
 Cheque Date First Last  
**Sorted By:** Cheque Number

RECEIVED  
 NOV 10 2020

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0030363	09/11/2020	ALLEN'S AUTOMOTIVE GROUP	\$100.89
InvNo: 777767	InvDesc: arena-handsap	InvAmt: \$100.89	
0030364	09/11/2020	ARCHER ADVERTISING	\$327.64
InvNo: 7145	InvDesc: admin-windowed envelopes	InvAmt: \$327.64	
0030365	09/11/2020	BEACON IMAGES	\$22.60
InvNo: 2282	InvDesc: arena-signage	InvAmt: \$22.60	
0030366	09/11/2020	CEDAR CHALET	\$40.00
InvNo: 08-20	InvDesc: pec-gift cert.halloween cntest	InvAmt: \$40.00	
0030367	09/11/2020	COMPUTREK	\$603.54
InvNo: 22232	InvDesc: nov remote server mgmt	InvAmt: \$776.31	
InvNo: 22351	InvDesc: oct offsite backup storage	InvAmt: \$27.23	
0030368	09/11/2020	FREDA BOND	\$629.59
InvNo: 2020 WEDDINGS	InvDesc: 2020 wedding off.fees/mileage	InvAmt: \$629.59	
0030369	09/11/2020	GERRY STRONG	\$153.85
InvNo: NOV 9 2020	InvDesc: bldg insp mileage	InvAmt: \$153.85	
0030370	09/11/2020	GFL ENVIRONMENTAL INC 2019	\$11,107.75
InvNo: G00000009288	InvDesc: recyl.transport/mattress rem	InvAmt: \$11,107.75	
0030371	09/11/2020	HYDRO ONE NETWORKS INC.	\$6,957.77
InvNo: OCT 28 2020 PW	InvDesc: pw-microft	InvAmt: \$6.10	
InvNo: OCT 28 2020 LAGOON	InvDesc: lagoon	InvAmt: \$2,718.61	
InvNo: OCT 27 2020 MTG WTP	InvDesc: mtg wtp	InvAmt: \$3,956.59	
InvNo: NOV 2 2020 PW	InvDesc: pw	InvAmt: \$223.59	
InvNo: NOV 2 2020 NORISLE	InvDesc: norisie heritage park	InvAmt: \$52.88	
0030372	09/11/2020	JACKIE WHITE	\$158.21
InvNo: 133286	InvDesc: pec-threads club supplies	InvAmt: \$158.21	
0030373	09/11/2020	MANITOWANING MILL & HOME BUILDING CENTRE	\$3,473.64
InvNo: 0196832	InvDesc: arena-door handles/etc	InvAmt: \$218.99	
InvNo: 0197163	InvDesc: arena-batteries/lite fix/bulbs	InvAmt: \$58.25	
InvNo: 0197165	InvDesc: arena-light bulbs	InvAmt: \$14.07	
InvNo: 0197196	InvDesc: po-mophead	InvAmt: \$11.29	
InvNo: 0197376	InvDesc: ballfield-snips/misc supplies	InvAmt: \$80.18	
InvNo: 0197449	InvDesc: arena-key cutting	InvAmt: \$9.00	



The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo: 0197544	InvDesc: norisle-sump pump/supplies	InvAmt: \$323.71
InvNo: 0197582	InvDesc: norisle-sump pump/etc	InvAmt: \$219.23
InvNo: 0197635	InvDesc: po-mophead/clnrs	InvAmt: \$38.40
InvNo: 0197636	InvDesc: po-step ladder	InvAmt: \$112.99
InvNo: 0197740	InvDesc: office-shop twls/utility knife	InvAmt: \$56.35
InvNo: 0198186	InvDesc: arena-g.can/broom/clock	InvAmt: \$70.03
InvNo: 0198634	InvDesc: arena-hose nozzles/washers	InvAmt: \$29.35
InvNo: 0198671	InvDesc: po-dust mop	InvAmt: \$79.08
InvNo: 0198824	InvDesc: arena-pull plate	InvAmt: \$64.40
InvNo: 0198980	InvDesc: arena-tuck tape/markers/etc/	InvAmt: \$35.81
InvNo: 0199081	InvDesc: arena-foam matts/coffee maker/	InvAmt: \$1,277.30
InvNo: 0199384	InvDesc: arena-mopheads	InvAmt: \$84.34
InvNo: 0199450	InvDesc: arena-flor stipper/sealer/wax	InvAmt: \$597.93
InvNo: 0199489	InvDesc: arena-flor stripper/mopheads	InvAmt: \$116.34

ChqNo: 0030374	Date: 09/11/2020	Vendor: MANITOULIN STUDENT AID FUND	Amount: \$300.00
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InvNo: 2020 DONATION	InvDesc: 2020 donation	InvAmt: \$300.00
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ChqNo: 0030375	Date: 09/11/2020	Vendor: MANITOWANING PHARMACY	Amount: \$74.85
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InvNo: 143697	InvDesc: pec-halloween contest prizes	InvAmt: \$63.79
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InvNo: 143963	InvDesc: admin-batteries	InvAmt: \$11.06
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ChqNo: 0030376	Date: 09/11/2020	Vendor: MANITOWANING FRESHMART	Amount: \$25.10
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InvNo: 00606474	InvDesc: admin-p.twls/tea	InvAmt: \$17.21
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InvNo: 00199900	InvDesc: admin-misc supplies	InvAmt: \$7.89
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ChqNo: 0030377	Date: 09/11/2020	Vendor: NEW NORTH FUELS INC	Amount: \$97.15
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InvNo: 558408	InvDesc: po-furnace oil	InvAmt: \$97.15
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ChqNo: 0030378	Date: 09/11/2020	Vendor: NORTHERN 911	Amount: \$390.12
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InvNo: 21216-11012020	InvDesc: november 911 dispatch	InvAmt: \$390.12
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ChqNo: 0030379	Date: 09/11/2020	Vendor: ONTARIO CLEAN WATER AGENCY	Amount: \$11,163.54
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InvNo: INV00000005996	InvDesc: mtg wtp-o/t re:car/hydrant acc	InvAmt: \$200.00
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InvNo: INV00000005626	InvDesc: mtg wtp-mcc filter replacement	InvAmt: \$665.42
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InvNo: INV00000006045	InvDesc: ss wtp-intake inspection	InvAmt: \$5,149.06
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InvNo: INV00000006046	InvDesc: mtg wtp-intake inspection	InvAmt: \$5,149.06
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ChqNo: 0030380	Date: 09/11/2020	Vendor: STATE CHEMICAL LTD	Amount: \$1,229.44
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InvNo: 901725221	InvDesc: arena-sanitizer/dispensers	InvAmt: \$609.07
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InvNo: 901714400	InvDesc: arena-sanit.fogger/sanit solut	InvAmt: \$620.37
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**The Township of Assiginack**  
**CHEQUE DISTRIBUTION REPORT**  
**Payables Management**

ChqNo:	Date:	Vendor:	Amount:
0030381	09/11/2020	SUPERIOR PROPANE INC.	\$35.60
InvNo: 31588704	InvDesc: pw-cylinder rental	InvAmt: \$11.87	
InvNo: 31588705	InvDesc: arena-cylinder rental	InvAmt: \$23.73	
0030382	09/11/2020	BOATING ONTARIO ASSOCIATION	\$676.87
InvNo: 47674	InvDesc: marina-2021 membership	InvAmt: \$676.87	
0030383	09/11/2020	DAVE MCDOWELL	\$707.55
InvNo: MAY 25 2020	InvDesc: livestock comp/(may25)	InvAmt: \$707.55	
0030384	09/11/2020	KEN HARTLEY FINE CARPENTRY	\$508.50
InvNo: NOV 5 2020	InvDesc: arena-remove/reinst.cab/sill	InvAmt: \$508.50	
0030385	09/11/2020	MANITOULIN FAMILY RESOURCES	\$500.00
InvNo: 2020 DONATION	InvDesc: 2020 donation	InvAmt: \$500.00	
0030386	09/11/2020	ALLAN AND ULLA GUEST	\$555.46
InvNo: 2020 TX OVERPYT	InvDesc: repyt tx overpyt	InvAmt: \$555.46	
0030387	09/11/2020	ROBERT WHITE	\$12,000.00
InvNo: BYLAW #2020-12	InvDesc: re:bylaw 2020-12	InvAmt: \$12,000.00	
0030388	09/11/2020	SAMANTHA MILLER	\$1,045.00
InvNo: 849192	InvDesc: pec-reimb.police ck	InvAmt: \$41.00	
InvNo: #01	InvDesc: pec-oct dance/yoga classes	InvAmt: \$1,004.00	
0030389	09/11/2020	WINDOWS UNLIMITED	\$3,003.91
InvNo: 885126	InvDesc: nov cleaning	InvAmt: \$3,003.91	
0030390	09/11/2020	WOOD WYANT CANADA INC	\$66.67
InvNo: 636495	InvDesc: arena-floor pads	InvAmt: \$66.67	

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

**Report Total:**

**\$56,155.23**

**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      0030398                                      0030419  
 Cheque Date    First                                      Last  
**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0030398	23/11/2020	AGAT LABORATORIES	\$3,507.52
InvNo: 20756752E	InvDesc: landfill wtr sample testing	InvAmt: \$3,507.52	
0030399	23/11/2020	BELL CANADA	\$17.40
InvNo: 2020 11 01	InvDesc: toll free line	InvAmt: \$17.40	
0030400	23/11/2020	CITY OF GREATER SUDBURY	\$463.65
InvNo: 00107934	InvDesc: sept recycl.material	InvAmt: \$463.65	
0030401	23/11/2020	COOPER & SONS PLUMBING	\$310.16
InvNo: 9725	InvDesc: arena repair 3 toilets	InvAmt: \$310.16	
0030402	23/11/2020	EASTLINK	\$2,155.19
InvNo: 14077425	InvDesc: ss wtp	InvAmt: \$182.81	
InvNo: 14077436	InvDesc: pw	InvAmt: \$228.14	
InvNo: 14077405	InvDesc: fd-interconnect	InvAmt: \$89.20	
InvNo: 14077415	InvDesc: fd	InvAmt: \$103.76	
InvNo: 14077219	InvDesc: admin	InvAmt: \$600.09	
InvNo: 14077433	InvDesc: marina	InvAmt: \$78.90	
InvNo: 14077416	InvDesc: arena	InvAmt: \$157.95	
InvNo: 14077395	InvDesc: man streams	InvAmt: \$169.25	
InvNo: 14077422	InvDesc: norisle	InvAmt: \$69.91	
InvNo: 14077424	InvDesc: mtg wtp	InvAmt: \$252.72	
InvNo: 14077407	InvDesc: info booth	InvAmt: \$100.52	
InvNo: NOV 10 2020 PW	InvDesc: pw-dsl	InvAmt: \$60.97	
InvNo: NOV 10 2020 MARINA	InvDesc: marina-dsl	InvAmt: \$60.97	
0030403	23/11/2020	G. STEPHEN WATT, BARRISTER	\$1,708.56
InvNo: 3672	InvDesc: general legal	InvAmt: \$1,708.56	
0030404	23/11/2020	GERRY STRONG	\$153.85
InvNo: NOV 23 2020	InvDesc: bldg insp mileage	InvAmt: \$153.85	
0030405	23/11/2020	HENLEY	\$158.20
InvNo: 2025	InvDesc: arena-propane cylinders (4)	InvAmt: \$158.20	
0030406	23/11/2020	HYDRO ONE NETWORKS INC.	\$626.35
InvNo: NOV 6 2020 ADMIN	InvDesc: mun.office	InvAmt: \$288.44	
InvNo: NOV 9 2020 ICE PLT	InvDesc: arena ice plant	InvAmt: \$264.50	

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

InvNo: NOV 9 2020 DEPOT      InvDesc: recyl.depot      InvAmt: \$73.41

ChqNo:	0030407	Date:	23/11/2020	Vendor:	JACKIE WHITE	Amount:	\$210.68
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InvNo: 701-1293-002      InvDesc: pec-lego prizes      InvAmt: \$146.26

InvNo: 134284      InvDesc: pec-threads club      InvAmt: \$64.42

ChqNo:	0030408	Date:	23/11/2020	Vendor:	JAKE'S HOME CENTRE	Amount:	\$2,260.00
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InvNo: 62546      InvDesc: arena new room - stove      InvAmt: \$847.50

InvNo: 62400      InvDesc: arena new room-fridge      InvAmt: \$1,412.50

ChqNo:	0030409	Date:	23/11/2020	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$3,822.92
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InvNo: 0200527      InvDesc: admin-key cutting      InvAmt: \$4.50

InvNo: 0200647      InvDesc: arena reno-lumb.,insula.      InvAmt: \$3,371.37

InvNo: 0200937      InvDesc: arena reno-door swps,hinges,et      InvAmt: \$401.38

InvNo: 0201248      InvDesc: arena reno-misc supplies      InvAmt: \$45.67

ChqNo:	0030410	Date:	23/11/2020	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	Amount:	\$31,247.25
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InvNo: IN000018247      InvDesc: decm social assist/amb      InvAmt: \$31,247.25

ChqNo:	0030411	Date:	23/11/2020	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$60.64
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InvNo: 108041      InvDesc: arena-advertising      InvAmt: \$60.64

ChqNo:	0030412	Date:	23/11/2020	Vendor:	MANITOWANING FRESHMART	Amount:	\$7.79
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InvNo: 00609681      InvDesc: admin-tea      InvAmt: \$7.79

ChqNo:	0030413	Date:	23/11/2020	Vendor:	NEW NORTH FUELS INC	Amount:	\$1,997.21
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InvNo: 558915      InvDesc: pw-diesel      InvAmt: \$1,078.96

InvNo: 50047      InvDesc: pw-diesel      InvAmt: \$918.25

ChqNo:	0030414	Date:	23/11/2020	Vendor:	PAUL METHNER	Amount:	\$995.00
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InvNo: #202-10-31      InvDesc: oct animal control      InvAmt: \$995.00

ChqNo:	0030415	Date:	23/11/2020	Vendor:	PURULATOR COURIER	Amount:	\$758.04
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InvNo: 445988206      InvDesc: freight      InvAmt: \$769.37

ChqNo:	0030416	Date:	23/11/2020	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$3,091.00
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InvNo: RC020034876      InvDesc: dec sdhu levy      InvAmt: \$3,091.00

ChqNo:	0030417	Date:	23/11/2020	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$3,359.21
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InvNo: 31721086      InvDesc: arena-propane      InvAmt: \$929.48

InvNo: 31721087      InvDesc: arena-propane      InvAmt: \$2,428.94

InvNo: 31721085      InvDesc: arena-propane      InvAmt: \$0.79

ChqNo:	0030418	Date:	23/11/2020	Vendor:	WINDOWS UNLIMITED	Amount:	\$4,068.00
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InvNo: 885149      InvDesc: arena reno-const.of hallway      InvAmt: \$4,068.00

ChqNo:	0030419	Date:	23/11/2020	Vendor:	XEROX CANADA LTD.	Amount:	\$127.06
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InvNo: 85331219      InvDesc: monthly copier lease      InvAmt: \$127.06

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

**Report Total:**

**\$61,105.66**

Date : 09/11/2020  
Time : 10:47:06 AM

The Township of Assiginack

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0030355		09/11/2020	11/09COVB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0030356		09/11/2020	11/09COVB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0030357		09/11/2020	11/09COVB	133	BOND, FREDA	OUTSTANDING	Cheque
0030358		09/11/2020	11/09COVB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0030359		09/11/2020	11/09COVB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0030360		09/11/2020	11/09COVB	373	ROQUE, EMILY	OUTSTANDING	Cheque
0030361		09/11/2020	11/09COVB	375	GULYAS, DENNIS	OUTSTANDING	Cheque
0030362		09/11/2020	11/09COVB	376	OTOSQUAIOB, CHLOE	OUTSTANDING	Cheque
2387		09/11/2020	11/09COVB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2388		09/11/2020	11/09COVB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2389		09/11/2020	11/09COVB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
2390		09/11/2020	11/09COVB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2391		09/11/2020	11/09COVB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2392		09/11/2020	11/09COVB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2393		09/11/2020	11/09COVB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2394		09/11/2020	11/09COVB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
2395		09/11/2020	11/09COVB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2396		09/11/2020	11/09COVB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2397		09/11/2020	11/09COVB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2398		09/11/2020	11/09COVB	329	O'BRIEN, CHERYL	OUTSTANDING	Direct Deposit
2399		09/11/2020	11/09COVB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2400		09/11/2020	11/09COVB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2401		09/11/2020	11/09COVB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2402		09/11/2020	11/09COVB	370	LENTER, CRYSTAL	OUTSTANDING	Direct Deposit
2386		09/11/2020	11/09COVB	329	O'BRIEN, CHERYL	OUTSTANDING	Direct Deposit

Total \* 21 272.81

Date : 23/11/2020  
Time : 11:05:44 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0030391		23/11/2020	11/23COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0030392		23/11/2020	11/23COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0030393		23/11/2020	11/23COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0030394		23/11/2020	11/23COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0030395		23/11/2020	11/23COMB	371	BELL, NATALIA	OUTSTANDING	Cheque
0030396		23/11/2020	11/23COMB	373	ROQUE, EMILY	OUTSTANDING	Cheque
0030397		23/11/2020	11/23COMB	377	CASE, TERRY	OUTSTANDING	Cheque
2403		23/11/2020	11/23COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2404		23/11/2020	11/23COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2405		23/11/2020	11/23COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
2406		23/11/2020	11/23COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2407		23/11/2020	11/23COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2408		23/11/2020	11/23COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2409		23/11/2020	11/23COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2410		23/11/2020	11/23COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
2411		23/11/2020	11/23COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2412		23/11/2020	11/23COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2413		23/11/2020	11/23COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2414		23/11/2020	11/23COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit
2415		23/11/2020	11/23COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2416		23/11/2020	11/23COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2417		23/11/2020	11/23COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2418		23/11/2020	11/23COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit

Total : \$20,196.56



# Lottery Licence Licence de loterie

M 705489

## Licensee (Full name and address including Postal Code) Titulaire de licence (Nom et adresse complète y compris le code postal)

MANITOWANING MINOR HOCKEY ASSOCIATION  
19 B LISGAR STREET  
MANITOWANING, ON P0P 1N0

Type of Lottery Scheme  
Genre de loterie

RAPPLÉ

Location/Lieu

MANITOWANING

Municipality/Municipalité

TOWNSHIP OF ASSINABOIA

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

DECEMBER 20, 2020

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

From/de

To/à

5:00 PM

Total value of all prizes in any lottery conducted under this licence not to exceed \$ 2,500.00 in cash, or merchandise or articles at equivalent market value.

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

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

L'organisme autorisé doit se conformer à toutes les modalités dont il a convenu dans la demande de licence.

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

On doit conduire la loterie selon les dates, heures et limites qui y sont indiquées.

## Special Terms and Conditions/Modalités spéciales

PURSUANT TO APPLICATION SUBMITTED.

FOLLOW APPLICABLE TERMS AND CONDITIONS

Date of Issue/Date de délivrance de la licence

NOVEMBER 16, 2020

Licence Fees/Droits - licence

\$

0.00

\$

Registrar of Alcohol and Gaming  
Registraire des alcools et des jeux

Licensing Officer/Agent de délivrance des licences





# Lottery Licence Licence de loterie

M 705490

## Licensee (Full name and address including Postal Code) Titulaire de licence (Nom et adresse complète y compris le code postal)

SOUTHEAST MANTONVILLE LIONS CLUB  
26 CLOUCE VALLEY ROAD  
MANTONVILLE, ON  
P0P 1N0

Type of Lottery Scheme  
Genre de loterie

BREAK CARD TICKETS

Location/Lieu

MANTONVILLE AVENUE 1 WELLINGTON ST.

Municipality/Municipalité

TOWNSHIP OF AERIALVILLE

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

JANUARY 2, 2021 UNTIL  
DECEMBER 31, 2021

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

From/de

N/A

To/à

N/A

Total value of all prizes in any lottery conducted under this licence not to exceed \$ 20,070.00 in cash, or merchandise or articles at equivalent market value.

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

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

L'organisme autorisé doit se conformer à toutes les modalités dont il a convenu dans la demande de licence.

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

On doit conduire la loterie selon les dates, heures et limites qui y sont indiquées.

## Special Terms and Conditions/Modalités spéciales

PURSUANT TO APPLICATION SUBMITTED

Date of Issue/Date de délivrance de la licence

DECEMBER 1, 2020

Licence Fees/Droits - licence

\$ 0.00 \$

Registrar of Alcohol and Gaming  
Registrateur des alcools et des jeux

Licensing Officer/Agent de délivrance des licences

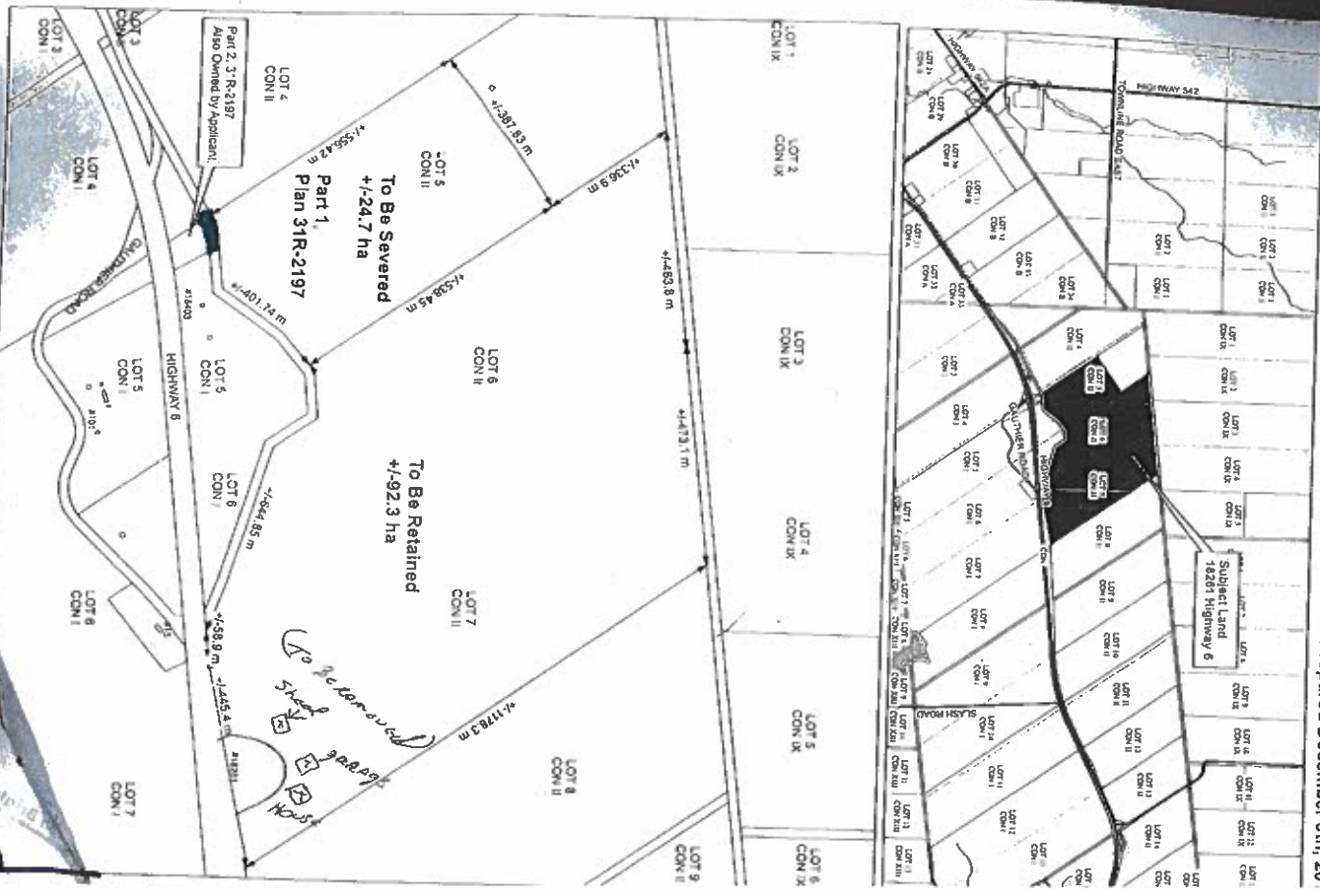


Part of 5 and Lot 6 and 7 Concession II  
 Including Parts 1 and 2, Plan 31R-2197  
 (18261 Highway 6)  
 Township of Assiniboia  
 District of Mantoulin

*Barbara M. [Signature]*

Prepared December 5th, 2011

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# **The Corporation of the Township of Assiginack**

By-Law No. 2020-15

## **BEING A BY-LAW TO AUTHORIZE THE HIRING OF AN ARENA LEAD HAND.**

**WHEREAS** authority is found in Section 11 of The Municipal Act, R.S.O. 2001, c.25, as amended;

**AND WHEREAS** Council wishes to hire a Lead Hand for the operation of the physical plant and maintenance of the ice surface at the Manitowaning Arena;

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

1. THAT we appoint Terry Case as Arena Lead Hand, effective November 14, 2020.
2. THAT we authorize an employment contract, attached to and forming part of this by-law as Schedule A.
3. THAT this by-law shall come into force and take effect upon the third and final reading hereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
ON THIS 1st DAY OF DECEMBER, 2020**

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Dave Ham, Mayor

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Alton Hobbs, CAO

# **The Corporation of the Township of Assiginack**

By-Law No. 2020-16

## **BEING A BY-LAW TO AUTHORIZE THE HIRING OF AN ECONOMIC DEVELOPMENT OFFICER.**

**WHEREAS** authority is found in Section 11 of The Municipal Act, R.S.O. 2001, c.25, as amended;

**AND WHEREAS** Council wishes to hire an Economic Development Officer;

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

1. THAT we appoint Shelba Millette as Economic Development Officer, effective November 30, 2020.
2. THAT we authorize an employment contract, attached to and forming part of this by-law as Schedule A.
3. THAT this by-law shall come into force and take effect upon the third and final reading hereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON THIS 1st DAY OF DECEMBER, 2020**

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Dave Ham, Mayor

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Alton Hobbs, CAO