

## Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	The Corporation of the Township of Assiginack
Licence Number	254-102
Drinking Water System Name	Manitowaning Drinking Water System
Schedule E Issue Date	April 29, 2021

### 1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

#### Manitowaning Water Supply Plant

Georgian Bay [SURFACE WATER]

Minimum Log Removal/Inactivation Required	Cryptosporidium Oocysts	Giardia Cysts <sup>a</sup>	Viruses <sup>b</sup>
Manitowaning Water Supply Plant	2	3	4

- <sup>a</sup> At least 0.5 log inactivation of Giardia shall be achieved by the disinfection portion of the overall water treatment process.  
<sup>b</sup> At least 2 log inactivation of viruses shall be achieved by disinfection.

Log Removal/Inactivation Credits Assigned <sup>c</sup>	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Microfiltration	2 <sup>d</sup>	3	0
Chlorination [CT: Chlorine Contact Reservoir]	-	0.5	4+

- <sup>c</sup> Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.  
<sup>d</sup> Applies only when the treatment process has been specifically tested and confirmed for the specified removal/inactivation of Cryptosporidium Oocysts or the removal of surrogate particles.

Treatment Component	Log Removal/Inactivation Credit Assignment Criteria
Microfiltration	<ol style="list-style-type: none"> <li>Effective backwash procedures shall be maintained including filter-to-waste or an equivalent procedure to ensure that the effluent turbidity requirements are met at all times;</li> <li>Membrane integrity shall be monitored by continuous particle counting or by an equivalently effective means such as intermittent pressure decay measurements;</li> <li>Filtrate turbidity shall be continuously monitored;</li> <li>Performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month shall be met for each filter train; and</li> <li>Membrane filtration process shall be specifically tested and confirmed by an independent testing agency or the approving Director for 2-log removal or inactivation of <i>Cryptosporidium</i> oocysts or removal of surrogate particles.</li> </ol>
Chlorination	<ol style="list-style-type: none"> <li>Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and</li> <li>At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned.</li> </ol>
Primary Disinfection Notes	

# Appendix C

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## DRINKING WATER WORKS PERMIT

**Permit Number: 254-202**

**Issue Number: 2**

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

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

**25 Spragge St.  
Manitowaning, ON P0P 1N0**

For the following municipal residential drinking water system:

### **Manitowaning Drinking Water System**

This drinking water works permit includes the following:

<b>Schedule</b>	<b>Description</b>
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system
Schedule D	Process Flow Diagrams

DATED at TORONTO this 25th day of August, 2016

Signature

Aziz Ahmed, P.Eng.  
Director  
Part V, *Safe Drinking Water Act*, 2002

## Schedule A: Drinking Water System Description

System Owner	The Corporation of the Township of Assiginack
Permit Number	254-202
Drinking Water System Name	Manitowaning Drinking Water System
Schedule A Issue Date	August 25th, 2016

### 1.0 System Description

- 1.1 The following is a summary description of the works comprising the above drinking water system:

#### Overview

The **Manitowaning Drinking Water System** consists of one (1) drinking water treatment plant and approximately 5.2 kilometers of distribution watermains.

#### Manitowaning Water Supply Plant

##### Drinking Water Supply Plant

- Manitowaning Water Treatment Plant

#### Manitowaning Distribution

## Manitowaning Water Supply Plant

### Location and System Type

Street Address	2 Bay Street North, Assiginack
UTM Coordinates	NAD 27, UTM Zone 17: 437400 m E., 5065600 m N
System Type	Surface water supply and treatment
Notes	

### Surface Water Supply

#### Intake Facility

Description	Raw water intake system extending into Georgian Bay
Equipment	90 m long 300 mm diameter intake pipe and intake crib with screen extended from the low lift pumping station into approx. 80 m off shore
	A 12 mm diameter internal line for delivering chlorine solution at intake crib diffuser for zebra mussel control
	A 25 mm diameter internal line extending beyond the chlorine diffuser for raw water sampling
Notes	

### Low Lift Works

#### Low Lift Pumping Station

Description	Low lift pumping station located adjacent to treatment plant building
Discharge to	Water treatment plant
Equipment	Two (2) vertical turbine pumps (duty and standby) each at 1,045 m <sup>3</sup> /day at 11 m TDH
	One (1) metering pump complete with storage tank for feeding chlorine solution for zebra mussel control at intake crib
Notes	

## Membrane Filtration System

### Membrane Filters

Description	Micro-filtration membranes
Equipment	Three (3) micro-filtration membranes trains each at 465 m <sup>3</sup> /day, each train consisting of twelve (12) modules with nominal membrane pore size of 0.1 microns and absolute pore size of 0.2 microns
	One (1) feed/backwash pump per filter
	One (1) backwash air supply system common to all
	One (1) backwash energy dissipation system common to all
Notes	

### Membrane Cleaning System

Description	Membrane clean-in-place (CIP) system
Equipment	One (1) sodium hypochlorite manual pump for CIP cycles
	One (1) citric acid manual pump for CIP cycles
	One (1) sodium hydroxide metering pump and one (1) chemical storage tank for neutralization
	One (1) sodium bisulfite metering pump and one (1) chemical storage tank for dechlorination
	One (1) 2.8 m <sup>3</sup> tank for neutralization
Notes	

## Granular Activated Carbon (GAC) Filtration System

### GAC Filters

Description	GAC filters for taste and odour control
Equipment	Two (2) GAC filters each at 777.6 m <sup>3</sup> /day complete with associated valves and controls
Notes	

## Chemical Addition

### Pre-treatment

Description	Chemical addition for pH adjustment
Feed Point	Upstream of the membrane filters
Equipment	Two (2) metering pumps (duty and standby) One (1) storage tank complete with a mixer and spill containment
Notes	

### Coagulant

Description	Coagulation feed system
Feed Points	Upstream of the membrane filters
Equipment	Two (2) metering pumps (duty and standby) One (1) storage tank complete with a mixer and spill containment
Notes	

### Chlorine

Description	Sodium hypochlorite solution for disinfection
Feed Points	Chlorine contact reservoir (pre-chlorination) High lift discharge header (post-chlorination)
Equipment	Pre-chlorination: two (2) metering pumps (duty and standby) complete with one (1) storage tank and spill containment Post-chlorination: two (2) metering pumps (duty and standby) complete with one (1) storage tank and spill containment
Notes	

## Waste Residual Management System

### Settling Tank

Description	One (1) baffled wastewater and sludge settling tank
Dimensions	90 m <sup>3</sup>
Discharge to	Wastewater treatment lagoon Manhole discharge to Manitowaning Bay (contingency option)
Equipment	Two (2) submersible pumps for discharging effluent Two (2) grinder sewage pumps*
Notes	* The sewage pumps are installed in domestic waste tank outside the treatment plant building

## On-Site Storage

### Chlorine Contact Reservoir

Description	One (1) baffled chlorine contact reservoir with overflow weir
Dimensions	80 m <sup>3</sup>
Discharge to	Clearwells
Notes	

### Clearwells and High Lift Pumps

Description	Two (2) clearwells installed with high lift pumps
Dimensions	Total 1,010 m <sup>3</sup>
Discharge to	Distribution system
Equipment	Two high lift wells installed with high lift pumps Three (3) vertical turbine high lift pumps each at 777.6 m <sup>3</sup> /day at 80 m TDH Two (2) vertical turbine high lift pumps each at 6,048 m <sup>3</sup> /day at 80 m TDH
Notes	

## Instrumentation and Control

### SCADA System

Description	Process control and monitoring equipment
Notes	System control with data acquisition including various on-line analyzers and monitors

## Emergency Power

### Backup Power Supply

Description	One (1) standby diesel generator rated 300 kW
Notes	



## Watermains

1.2 Watermains within the distribution system comprise:

1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Watermains	
Column 1 Document or File Name	Column 2 Date
Manitowaning Distribution Schematic	August 1976

1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

## Schedule B: General

System Owner	The Corporation of the Township of Assiginack
Permit Number	254-202
Drinking Water System Name	Manitowaning Drinking Water System
Schedule B Issue Date	August 25th, 2016

### 1.0 Applicability

- 1.1 In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.
- 1.2 The definitions and conditions of the licence shall also apply to this drinking water works permit.

### 2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.
- 2.2 All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water which are:
  - 2.3.1 Added, modified, replaced, extended; or
  - 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination,shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
  - a) The ministry's Watermain Disinfection Procedure, effective no later than March 12, 2017;
  - b) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
  - c) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
  - d) AWWA C654 – Standard for Disinfection of Wells.
- 2.4 The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:
  - 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;

- 2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or
- 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- 2.5 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
- 2.5.2 Constitutes maintenance or repair of the drinking water system; or
- 2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- 2.6 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.7 For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act, 2001* and *Greenbelt Act, 2005*.

### 3.0 Watermain Additions, Modifications, Replacements and Extensions

- 3.1 The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
- 3.1.1 The design of the watermain addition, modification, replacement or extension:
- a) Has been prepared by a Professional Engineer;
  - b) Has been designed only to transmit water and has not been designed to treat water;
  - c) Satisfies the design criteria set out in the Ministry of the Environment and Climate Change publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
  - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry of the Environment and Climate Change publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

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- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
- 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
- 3.2.2 Has a nominal diameter greater than 900 mm;
- 3.2.3 Results in the fragmentation of the drinking water system; or
- 3.2.4 Connects to another drinking water system, unless:
- a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and
  - b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.

- 3.3** The verifications required in conditions 3.1.7 and 3.1.8 shall be:
- 3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration", as published by the Ministry of the Environment and Climate Change, prior to the watermain addition, modification, replacement or extension being placed into service; and
  - 3.3.2 Retained for a period of ten (10) years by the owner.
- 3.4** For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 3.4.2 Constitutes maintenance or repair of the drinking water system.
- 3.5** The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- 3.6** The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

#### **4.0 Minor Modifications to the Drinking Water System**

- 4.1** The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
- 4.1.1 Raw water pumps and treatment process pumps in the treatment system;
  - 4.1.2 Coagulant feed systems in the treatment system, including the location and number of dosing points;
  - 4.1.3 Valves;
  - 4.1.4 Instrumentation and controls, including SCADA systems, and software associated with these devices;
  - 4.1.5 Filter media, backwashing equipment and under-drains in the treatment system; or,
  - 4.1.6 Spill containment works.
- 4.2** The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
- 4.2.1 Treated water pumps and associated equipment;
  - 4.2.2 Re-circulation devices within distribution system storage facilities;

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- 4.2.3 In-line mixing equipment;
  - 4.2.4 Chemical metering pumps and chemical handling pumps;
  - 4.2.5 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
  - 4.2.6 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change.
- 4.3 The drinking water system may be altered by replacing the following:
- 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
  - 4.3.2 Fuel storage tanks and spill containment works, and associated equipment; or
  - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
    - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
    - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
- 4.4 Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
- 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
  - 4.4.2 The bypassing of any unit process within a treatment subsystem;
  - 4.4.3 A deterioration in the quality of drinking water provided to consumers;
  - 4.4.4 A reduction in the reliability or redundancy of any component of the drinking water system;
  - 4.4.5 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
  - 4.4.6 An adverse effect on the environment.
- 4.5 The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.

- 4.6** The verifications and documentation required in condition 4.5 shall be:
- 4.6.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System", as published by the Ministry of the Environment and Climate Change, prior to the modified or replaced components being placed into service; and
  - 4.6.2 Retained for a period of ten (10) years by the owner.
- 4.7** For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
- 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 4.7.2 Constitutes maintenance or repair of the drinking water system.
- 4.8** The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

## **5.0 Equipment with Emissions to the Air**

- 5.1** The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:
- 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
  - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
  - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
  - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;
  - 5.1.5 Maintenance welding stations;
  - 5.1.6 Minor painting operations used for maintenance purposes;
  - 5.1.7 Parts washers for maintenance shops;
  - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
  - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
  - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
  - 5.1.11 Venting for an ozone treatment unit;

- 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
- 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2 The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and/or distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

#### Performance Limits

- 5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
- 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
- 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment and Climate Change half-hourly screening level of 1880 ug/m<sup>3</sup> as amended; and
- 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.
- 5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7 The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8 The verifications and documentation required in conditions 5.6 and 5.7 shall be:
- 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry of the Environment and Climate Change, prior to the additional, modified or replacement equipment being placed into service; and



5.8.2 Retained for a period of ten (10) years by the owner.

**5.9** For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:

5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or

5.9.2 Constitutes maintenance or repair of the drinking water system.

**5.10** The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

## **6.0 Previously Approved Works**

**6.1** The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:

6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;

6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and

6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

## **7.0 System-Specific Conditions**

7.1 Not applicable.

## **8.0 Source Protection**

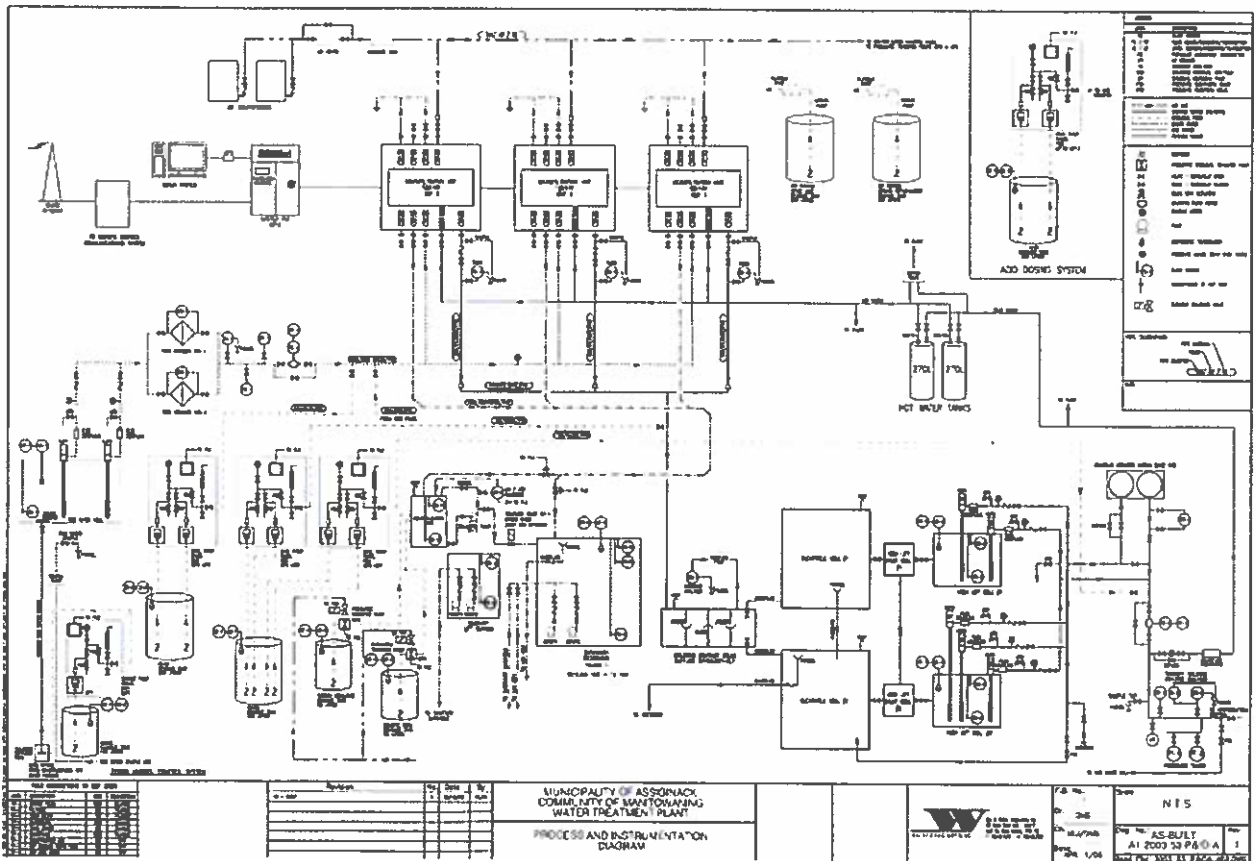
8.1 Not applicable.

## Schedule D: Process Flow Diagrams

System Owner	The Corporation of the Township of Assinack
Permit Number	254-202
Drinking Water System Name	Manitowaning Drinking Water System
Schedule D Issue Date	August 25th, 2016

### 1.0 Process Flow Diagrams

#### Manitowaning Water Supply Plant



[Source: Township of Assinack, April 2016]

## Schedule C: Authorization to Alter the Drinking Water System

System Owner	The Corporation of the Township of Assiginack
Permit Number	254-202
Drinking Water System Name	Manitowaning Drinking Water System
Schedule C Issue Number	01

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 and the regulations made thereunder and subject to the limitations thereof, this schedule is being issued under Part V of the *Safe Drinking Water Act, 2002*, S.O., c. 32 to the owner of the drinking water system to amend the drinking water works permit to authorize alterations to the drinking water system as follows:

### Proposed Alterations

Replacing the existing micro-filtration membranes with ultra-filtration membranes and removing the coagulant feed system, in the Manitowaning Drinking Water System, all in accordance with the applications, plans and supporting documentation listed in Table 1 of this schedule.

#### Ultra-filtration membranes

Description	Replacing the existing micro-filtration membranes with ultra-filtration membranes (the nominal membrane pore size of 0.04 microns) with a nominal filtrate flow rate of 930 m <sup>3</sup> /d)
Notes	Removing the coagulant feed system

### Licence Amendments

Not applicable

### Applications, Plans and Supporting Documentation

Table 1	
Application dated June 19, 2018	Memorandum of " Analysis of Water Treatment Options for Township of Assiginack" dated September 25, 2017, prepared by EXP.
	Email correspondences in August, 2018 from the Ontario Clean Water Agency.
Notes	

The conditions of the drinking water works permit and the licence apply, as applicable, to the alterations of the drinking water system authorized by the issuance of this schedule to the drinking water works permit.

Except as otherwise provided by the drinking water works permit and the licence, the proposed alterations described in this schedule shall be designed, developed, built, operated and maintained in accordance with this schedule and the documentation listed in Table 1.

DATED at TORONTO this 20th day of August, 2018

Signature

A handwritten signature in black ink that reads "A. Ahmed". The signature is written in a cursive style and is underlined with a single horizontal line.

Aziz Ahmed, P.Eng.  
Director  
Part V, *Safe Drinking Water Act*, 2002

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## **Appendix D**

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Ministry of the Environment,  
Conservation and Parks  
Northern Region  
Technical Support Section  
Water Resources  
331-435 James St S  
Thunder Bay ON P7E 6S7  
Fax: (807) 475-1754  
Tel: (807) 475-1714

Ministère de l'Environnement, de la  
Protection de la nature et des  
Parcs  
Direction régionale du Nord  
Bureau du district de Thunder Bay  
331-435 rue James S  
Thunder Bay ON P7E 6S7  
Télécopieur: (807) 475-1754  
Tél:(807) 475-1714



April 2, 2019

Attention: Alton Hobbs  
The Corporation of the Township of Assiginack  
25B Spragge St  
Manitowaning, Ontario, P0P 1N0  
Canada

Dear Alton Hobbs

**RE:** Permit to Take Water Number 7278-BALLLV  
Reference Number 4260-BA6KZP

Please find attached Permit to Take Water (PTTW) 7278-BALLLV, which renews, and replaces PTTW 1366-7SXN4J and grants the taking of water from Lake Huron (Georgian Bay), in the Assiginack Township, District of Manitoulin, for the purpose of municipal water supply. The rate of taking shall not exceed a maximum of 4279 litres per minute and 1149120 litres per day. The Permit is valid until April 2, 2029.

The Terms and Conditions are shown on pages 2-6 of the Permit. The Terms and Conditions have been designed to allow for the development of water resources, while providing reasonable protection to existing water uses and users.

This Permit does not relieve you, or The Corporation of the Township of Assiginack as the proponent, from compliance with provisions of any of the applicable Federal or Provincial statutes, regulations or other legal requirements.

Ontario Regulation 387/04 (Water Taking) requires all water takers to report daily water taking amounts to the Water Taking Reporting System (WTRS) electronic database: <https://www.ontario.ca/environment-and-energy/permits-take-water>. Daily water taking must be reported on a calendar year basis. If no water is taken, then a "no taking" report must be entered. Please consult the Regulation and Section 4 of this Permit for monitoring requirements.

If you have questions about reporting requirements, please call the WTRS Help Desk at 416-235-6322 (toll free: 1-877-344-2011) or by email, [WTRSHelpdesk@ontario.ca](mailto:WTRSHelpdesk@ontario.ca). It is preferred that you submit your data directly and electronically to the WTRS. Where this is impracticable, please use the Water Taking Submission Form (included as Appendix C of the

Technical Bulletin: Permit To Take Water (PTTW) - Monitoring and Reporting of Water Takings), which can be downloaded from the above web site, and fax your completed forms to 416-235-6235 or mail them to: Water User Reporting Section, 125 Resources Rd. Toronto, ON M9P 3V6.

Should you have any questions or concerns, please contact this office as soon as possible.

Yours truly,



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Nicole Pitton  
Permit To Take Water Evaluator  
Thunder Bay District Office

File Storage Number: TS 31-02 PTTW 98-P-5031 ASSIGINACK, CORPORATION OF THE TOWNSHIP OF (LAKE HURON)

PERMIT TO TAKE WATER  
Surface Water  
NUMBER 7278-BALLLV

*Pursuant to Section 34.1 of the Ontario Water Resources Act, R.S.O. 1990 this Permit To Take Water is hereby issued to:*

The Corporation of the Township of Assiginack  
25B Spragge St  
Manitowaning, Ontario, P0P 1N0  
Canada

*For the water taking from:* Lake Huron (Georgian Bay)

*Located at:* 2 Bay St N  
Assiginack, District of Manitoulin

*For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:*

**DEFINITIONS**

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34.1, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment, Conservation and Parks.
- (d) "District Office" means the Sudbury District Office.
- (e) "Permit" means this Permit to Take Water No. 7278-BALLLV including its Schedules, if any, issued in accordance with Section 34.1 of the OWRA.
- (f) "Permit Holder" means The Corporation of the Township of Assiginack.
- (g) "OWRA " means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40, as amended.



*You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:*

## **TERMS AND CONDITIONS**

### **1. Compliance with Permit**

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated February 8, 2019 and signed by Alton Hobbs, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

### **2. General Conditions and Interpretation**

#### **2.1 Inspections**

The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

#### **2.2 Other Approvals**

The issuance of, and compliance with this Permit, does not:

- (a) relieve the Permit Holder or any other person from any obligation to comply with any other applicable legal requirements, including the provisions of the *Ontario Water Resources Act*, and

the *Environmental Protection Act* , and any regulations made thereunder; or

(b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.2.1 Prior to the taking of any water under the authorization of this Permit, the Permit Holder shall ensure full compliance with the *Safe Drinking Water Act* , 2002 and its regulations. At no time does this permit authorize the taking of water when out of compliance with the *Safe Drinking Water Act* , 2002 and its regulations.

### 2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

(a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or

(b) acceptance by the Ministry of the information's completeness or accuracy.

### 2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

### 2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

### 2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

## 3. Water Takings Authorized by This Permit

### 3.1 Expiry

This Permit expires on **April 2, 2029**. No water shall be taken under authority of this Permit after the expiry date.

### 3.2 Amounts of Taking Permitted

The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes

specified in Table A.

**Table A**

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Lake Huron (Georgian Bay)	Lake	Municipal	Water Supply	4,279	24	1,149,120	365	17 437565 5065825
							Total Taking:	1,149,120	

**4. Monitoring**

4.1 The Permit Holder shall, on each day water is taken under the authorization of this Permit, record the date, the volume of water taken on that date and the rate at which it was taken. The daily volume of water taken shall be measured by a flow meter or calculated in accordance with the method described in the application for this Permit or as otherwise accepted by the Director. A separate record shall be maintained for each source. The Permit Holder shall keep all records required by this condition current and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request. The Permit Holder, unless otherwise required by the Director, shall submit, on or before March 31<sup>st</sup> in every year, the daily water taking data collected and recorded for the previous year to the ministry's Water Taking Reporting System.

**5. Impacts of the Water Taking**

5.1 Notification

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

5.2 For Surface-Water Takings

The taking of water (including the taking of water into storage and the subsequent or simultaneous withdrawal from storage) shall be carried out in such a manner that streamflow is not stopped and is not reduced to a rate that will cause interference with downstream uses of water or with the natural functions of the stream.

**6. Director May Amend Permit**

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

*The reasons for the imposition of these terms and conditions are as follows:*

1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

*In accordance with Section 100 of the Ontario Water Resources Act, R.S.O. 1990, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 101 of the Ontario Water Resources Act, R.S.O. 1990, as amended, provides that the Notice requiring the hearing shall state:*

1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

*In addition to these legal requirements, the Notice should also include:*

- a. The name of the appellant;
- b. The address of the appellant;
- c. The Permit to Take Water number;
- d. The date of the Permit to Take Water;
- e. The name of the Director;
- f. The municipality within which the works are located;

*This notice must be served upon:*

*The Secretary  
Environmental Review Tribunal  
655 Bay Street, 15th Floor  
Toronto ON  
M5G 1E5  
Fax: (416) 326-5370  
Email: [ERTTribunalsecretary@ontario.ca](mailto:ERTTribunalsecretary@ontario.ca)*

AND

*The Director, Section 34.1,  
Ministry of the Environment, Conservation  
and Parks  
331-435 James St S  
Thunder Bay ON P7E 6S7  
Fax: (807) 475-1754*

*Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:*

by Telephone at  
(416) 212-6349  
Toll Free 1(866) 448-2248

by Fax at  
(416) 326-5370  
Toll Free 1(844) 213-3474

by e-mail at  
[www.ert.gov.on.ca](http://www.ert.gov.on.ca)

This Permit cancels and replaces Permit Number 1366-7SXXN4J, issued on 2009/06/12.

Dated at Greater Sudbury this 2nd day of April, 2019.



Shannon M Innis  
Director, Section 34.1  
*Ontario Water Resources Act*, R.S.O. 1990

**Schedule A**

This Schedule "A" forms part of Permit To Take Water 7278-BALLLV, dated April 2, 2019.

# Appendix E

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## **Manitowaning Drinking Water System Components**

### **COMPONENTS DESCRIPTION**

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**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 300mm 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 Class 2

**Type:** Treated Water **Sub Type:**

**Comments:**

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

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 Class 1

**Type:** Other **Sub Type:**

**Comments:**

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

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, 8inch 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 require registration as such. Any stand alone distribution systems would be subject to all conditions as outlined in O. Reg. 170/03.

# Appendix F

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## **Manitowaning Drinking Water System – Best Practice Recommendations**

1. Efforts should be taken to ensure that the backflow prevention device on the public tap (Municipal garage) is tested and maintained.
  2. 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 e-log. Paper calculations should be photographed and then attached to e-log.
  3. During the review period unauthorized use of a fire hydrant caused excess demand at the water plant which in turn caused emergency callout of personnel. Fire hydrant access is addressed in municipal bylaws, but appropriately certified hydrant locks can be used to ensure control of the municipal drinking water system. Such operational changes should be followed up with training for Fire Department personnel.
  4. Electronic Logbook concerns: Operators are reminded to enter start date and end date of EOS (equipment out of service). Also, when operator is required to complete a CT calculation, it needs to be included in the e-log. Onsite discussion indicates that attaching a picture of paper calculations would be effective.
-

## Manitowaning Drinking Water System – Related Items

1. **Intake inspection 2021.** The subsequent report confirmed the location and construction details of the intake and documented the divers' work.
  - i. *"The intake structure was found to be in generally good condition. The exterior of the structure was noted to be completely covered with marine grown and zebra mussels 30 to 50 millimetres thick. The structure was cleaned during the inspection.*
  - ii. *New pipe weights were fabricated in our shop and transported to the site. The weights were installed on a section of the pipe where the original weights had fallen off or slid down the pipe and could not be moved. The additional weights were spaced properly to ensure the intake pipe could no longer float upwards off the bottom"*

The report concludes that intake facilities appear to be in generally good condition.

2. **Private Lines.** 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. The 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 the distribution system.
3. **Service line connections.** Allowing home owners to piggyback drinking water services off another water line may be quite costly to the Municipality and importantly, does not comply with MECP legislation. The following items briefly summarize MECP legislative impediments to permitting piggybacking of drinking water connections:
  - i. In accordance with Section 31 of the Safe Drinking Water Act (SDWA) and Condition 2 and 3 of the Drinking Water Works Permit, alterations to the distribution system must be designed and verified by a Professional Engineer and satisfy the requirements of Ministry Guidelines. Current design guidelines do not allow for piggy backing one service connection off another due to the greater probability of reduced water quality, reduced access (thus maintenance issues) and the potential of introducing problems (or contamination) into the communal system (for example from cisterns or interconnected groundwater supply systems). Design guidelines in part rely on the Ontario Building Code – see especially Section 7.1.5.4. **Separate Services.** <http://www.buildingcode.online/>

- ii. In accordance with Section 17 (SDWA), the Municipality has an operational plan which adheres to the Drinking Water Quality Management Standard (DWQMS). This standard requires that the Municipality documents their commitments to:
- the maintenance and continual improvement of the QMS
  - the consumer to provide safe drinking water, and
  - *comply with applicable legislation and regulations.*
- The DWQMS is required to contain municipal policies on assessing risks to the drinking water system, and, infrastructure planning, which may be of assistance in understanding how a substandard distribution system can impact water quality and the supply system. Your operating authority may be able to provide advice regarding DWQMS policies.
- iii. The high standard of drinking water in municipalities across Ontario is achieved through the use of a multi-barrier approach, in accordance with Justice O'Connor's findings based on the Walkerton Inquiry. One of these important barriers is the "Standard of Care" legislation embedded in Section 19 of the Safe Drinking Water Act, which expressly extends legal responsibility to people with decision-making authority over municipal drinking water systems. It requires that they exercise the level of care, diligence and skill with regard to a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation and that they exercise this due diligence honestly, competently and with integrity.

It is noteworthy that despite the Municipal Act, 2001, which limits personal liability, members of councils and officials subject to the duty imposed by Section 19 of the SDWA could be penalized if a court determines that they have failed to carry out that duty. The range of penalties includes maximum fines of \$4 million for a first offence and provision for imprisonment for up to five years.

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      0031695                      0031710  
 Cheque Date    First                      Last  
**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0031695	2022-01-31	ASSIGINACK MUSEUM BOARD	\$5,000.00
InvNo: 2021 4TH QTR	InvDesc: 2021 4th qtr req	InvAmt: \$5,000.00	
0031696	2022-01-31	ASSIGINACK PUBLIC LIBRARY	\$10,421.25
InvNo: 2021 4TH QTR	InvDesc: 2021 4th qtr	InvAmt: \$10,421.25	
0031697	2022-01-31	CITY OF GREATER SUDBURY	\$915.56
InvNo: 00116720	InvDesc: dec recycl.material	InvAmt: \$915.56	
0031698	2022-01-31	EASTLINK	\$125.58
InvNo: JAN 10 2022 PW	InvDesc: pw-dsl	InvAmt: \$62.79	
InvNo: JAN 10 2022 MARINA	InvDesc: marina-dsl	InvAmt: \$62.79	
0031699	2022-01-31	EXP SERVICES INC.	\$2,137.40
InvNo: 658952	InvDesc: landfill eca-	InvAmt: \$2,137.40	
0031700	2022-01-31	GERRY STRONG	\$153.85
InvNo: JAN 31 2022	InvDesc: bldg insp mileage	InvAmt: \$153.85	
0031701	2022-01-31	HYDRO ONE NETWORKS INC.	\$3,552.80
InvNo: JAN 21 2022 ARENA	InvDesc: arena	InvAmt: \$868.52	
InvNo: JAN 21 2022 PO/BNK	InvDesc: po/bnk	InvAmt: \$559.83	
InvNo: JAN 21 2022 DOCKS	InvDesc: marina docks	InvAmt: \$41.72	
InvNo: JAN 21 2022 LIBRARY	InvDesc: library	InvAmt: \$427.76	
InvNo: JAN 21 2022 INFO BTH	InvDesc: info booth	InvAmt: \$33.69	
InvNo: JAN 21 2022 SHWRS	InvDesc: marina-showerhouse	InvAmt: \$33.39	
InvNo: JAN 21 2022 SS WTP	InvDesc: ss wtp	InvAmt: \$1,549.37	
InvNo: JAN 21 2022 TENNIS	InvDesc: tennis courts	InvAmt: \$33.38	
InvNo: JAN 17 2022 PW	InvDesc: pw microfit	InvAmt: \$5.14	
0031702	2022-01-31	MANITOWANING MILL & HOME BUILDING CENTRE	\$216.69
InvNo: 0235476	InvDesc: office-batteries	InvAmt: \$28.22	
InvNo: 0236192	InvDesc: po bldg-g.bgs/recy.bags	InvAmt: \$42.80	
InvNo: 0236191	InvDesc: office-cleaner	InvAmt: \$3.94	
InvNo: 0236190	InvDesc: arena-door swps//screws	InvAmt: \$141.73	
0031703	2022-01-31	MANITOWANING FRESHMART	\$4.79
InvNo: 00061020	InvDesc: admin-tea	InvAmt: \$4.79	
0031704	2022-01-31	NEW NORTH FUELS INC	\$2,502.69
InvNo: 604746	InvDesc: pw-diesel	InvAmt: \$2,023.15	

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

InvNo: 605180                      InvDesc: admin-furnace oil                      InvAmt: \$479.54

ChqNo:	0031705	Date:	2022-01-31	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$15,058.05
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InvNo: INV00000018444                      InvDesc: dec lift stn vfd replace pmp#2                      InvAmt: \$12,790.80

InvNo: INV00000018440                      InvDesc: mtg wtp/lift stn dec extras                      InvAmt: \$2,267.25

ChqNo:	0031706	Date:	2022-01-31	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$3,473.00
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InvNo: RC020035195                      InvDesc: feb health unit levy                      InvAmt: \$3,473.00

ChqNo:	0031707	Date:	2022-01-31	Vendor:	TERRY MOGGY	Amount:	\$10,718.05
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InvNo: 2022316                      InvDesc: arena-supply/install insul.                      InvAmt: \$10,718.05

ChqNo:	0031708	Date:	2022-01-31	Vendor:	WAT SUPPLIES	Amount:	\$967.27
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InvNo: 262785                      InvDesc: misc bldgs-pallet sidewalksalt                      InvAmt: \$967.27

ChqNo:	0031709	Date:	2022-01-31	Vendor:	WINDOWS UNLIMITED	Amount:	\$4,698.92
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InvNo: 885215                      InvDesc: po-cleaning                      InvAmt: \$1,695.00

InvNo: 885214                      InvDesc: admin-lib cleaning                      InvAmt: \$3,003.92

ChqNo:	0031710	Date:	2022-01-31	Vendor:	XEROX CANADA LTD.	Amount:	\$141.74
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InvNo: 85520610                      InvDesc: dec monthly copier usage                      InvAmt: \$141.74

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

**Report Total:**

**\$60,087.64**

Date : 2022-01-31  
Time : 11

The Township of Assiginack

Payment #	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0031688	2022-01-31	01/31COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0031689	2022-01-31	01/31COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0031690	2022-01-31	01/31COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0031691	2022-01-31	01/31COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0031692	2022-01-31	01/31COMB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0031693	2022-01-31	01/31COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0031694	2022-01-31	01/31COMB	386	NEWMAN, PERRY	OUTSTANDING	Cheque
2911	2022-01-31	01/31COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2912	2022-01-31	01/31COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2913	2022-01-31	01/31COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2914	2022-01-31	01/31COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2915	2022-01-31	01/31COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2916	2022-01-31	01/31COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
2917	2022-01-31	01/31COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2918	2022-01-31	01/31COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2919	2022-01-31	01/31COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2920	2022-01-31	01/31COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2921	2022-01-31	01/31COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2922	2022-01-31	01/31COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2923	2022-01-31	01/31COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
2924	2022-01-31	01/31COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit

-----  
Total : \$21,534.93



Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Manitoulin Detachment  
Manitoulin Détachement  
(Little Current, Espanola, Gore Bay)

54 Boosneck Road, PO Box 638  
Little Current, ON POP 1K0

Tel: 705-368-2200  
Fax 705-368-2666

Tél. : 705-368-2200  
Télééc. : 705-368-2666

File Reference:

RECEIVED  
JAN 24 2022

January 24, 2022  
Town Council – Assiginack Township  
156 Arthur Street  
Maitowaning, ON  
POP 1N0

Dear Mayor Ham and Town Council,

On Wednesday January 12, 2022 I presented to CPAC the opportunity to bring Project Lifesaver to Manitoulin Island. Representatives from across Manitoulin were excited and eager to hear about this program that can be provided to your residents.

Project Lifesaver is a radio frequency-based tracking system. The system is for high-risk vulnerable people of all ages. They must have a tendency to wander and be diagnosed with the following: Alzheimer's, other dementias, autism, Down Syndrome or any other form of cognitive delay. Clients will wear a personalized wristband that emits a unique tracking signal. The signal can be tracked both on the ground and in the air. This will enable the Project Lifesaver team to positively locate and identify the person who has wandered, using portable directional antennae to locate the signal.

Without effective procedures and equipment, searches potentially involve multiple agencies, hundreds of officers, countless man hours and thousands of dollars. Most people who wander are found within a few kilometers from home and search times, when using Project Lifesaver, have been reduced from hours and days to just minutes. Search times for Project Lifesaver clients average 30 minutes. This is a 95% reduction in search times than that of standard operations.

The cost to purchase the equipment for this program is approximately \$16,000. Clients will be required to purchase the bracelet for approximately \$600 and are responsible for the cost of battery replacement that occurs every 60 days at a cost \$20. Included in the start-up funding is the cost for additional bracelets for those who are unable to purchase their own.

The OPP is looking for support from the Townships to bring this program to Manitoulin. Project Lifesaver's mission is to provide timely response to save lives and reduce potential injury for adults and children who wander.

If you have any questions or wish to learn more about the program please contact me. I would be happy to provide you with more information.

Sincerely,

*Tessa Kasch*

P/C Tessa Kasch/ #14962  
E-mail: tessa.kasch@opp.ca  
Cell: 705-863-1419

# Alton Hobbs

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**From:** Dave Ham <info@henleyboats.com>  
**Sent:** January 28, 2022 11:45 AM  
**To:** Alton Hobbs  
**Subject:** FW: Apportionment Formula Information  
**Attachments:** 22\_10\_Apportionment Formula\_Resolution\_signed.pdf

**From:** Dominelli, Fern <fern.dominelli@msdsb.net>  
**Sent:** January 28, 2022 11:32 AM  
**To:** Dave Ham <info@henleyboats.com>  
**Subject:** Fwd: Apportionment Formula Information

Thanks  
Fern Dominelli  
Chief Administrative Officer  
Manitoulin-Sudbury District Services Board  
Direct Line: 705-222-7777  
Cell: 705-665-2944  
Fax: 705-862-7866

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**From:** Stewart, Donna <donna.stewart@msdsb.net>  
**Sent:** Thursday, January 27, 2022 2:35:51 PM  
**To:** Assiginack (ahobbs@assiginack.ca) <ahobbs@assiginack.ca>; Baldwin <karin@baldwin.ca>; Billings (kmcDonald@billingstwp.ca) <kmcDonald@billingstwp.ca>; Burpee Mills <pgilchrist787@gmail.com>; Central Manitoulin <centralm@amtelecom.net>; Cockburn Island (brentstdenis@gmail.com) <brentstdenis@gmail.com>; Espanola <ahewitt@espanola.ca>; French River <mgagnon@frenchriver.ca>; Gordon/Barrie Island <clerk@gordonbarrieisland.ca>; Killarney (cbeauvais@municipalityofkillarney.ca) <cbeauvais@municipalityofkillarney.ca>; Markstay-Warren <rforgette@markstay-warren.ca>; Morag Macpherson (cao@chapleau.ca) <cao@chapleau.ca>; Nairn & Hyman <nairncentre@personainternet.com>; NEMI <dwilliamson@townofnemi.on.ca>; Sables-Spanish <kasloss@sables-spanish.ca>; St. Charles <dturcot@stcharlesontario.ca>; Tehkummah <clerk.administrator@tehkummah.ca>; Al MacNevin <amacnevin@townofnemi.on.ca>; Dan Osborne - Town of Gore Bay (mayor@gorebay.ca) <mayor@gorebay.ca>; Dave Ham <info@henleyboats.com>; David Jaggard <davidtehkouncil@eastlink.ca>; Frederic Diebel <fredericdiebel@nairncentre.ca>; Gisele Pageau <gpageau@frenchriver.ca>; Ian Anderson (mayoranderson@billingstwp.ca) <mayoranderson@billingstwp.ca>; Jill Beer <town@espanola.ca>; Ken Noland <kenoland@xolornet.com>; Lee Hayden <LHayden@gordonbarrieisland.ca>; Les Gamble - Sables Spanish Rivers (les.gamble@sables-spanish.ca) <les.gamble@sables-spanish.ca>; Levesque, Michael <mlevesque@msdsb.net>; Nancy Wirtz (nwirtz@municipalityofkillarney.ca) <nwirtz@municipalityofkillarney.ca>; Paul Schoppmann (mayor@stcharlesontario.ca) <mayor@stcharlesontario.ca>; Richard Stephens (cmreeve@eastlink.ca) <cmreeve@eastlink.ca>; Stephen Salonin <ssalonin@markstay-warren.ca>; Vern Gorham <verngorham@baldwin.ca>  
**Cc:** Dominelli, Fern <fern.dominelli@msdsb.net>  
**Subject:** Apportionment Formula Information

Good afternoon,

The Corporation of the Town of Espanola has commenced a legal proceeding against the Manitoulin-Sudbury District Services Board respecting the Board's current cost apportionment formula and this is proceeding to divisional court in the spring of 2022.

Espanola has proposed a new formula to replace the current formula, shown on Table 3 of the Municipal Tax Equity (MTE) Consultants Inc. [report](#) attached.

At the DSB's board meeting this morning, the board members passed the attached resolution 22\_10 which I am sharing with you.

Before the Board considers this matter further, the Board wanted to determine where municipalities were on this issue and whether a majority of the member municipalities representing a majority of the electors of those member municipalities (and TWOMOS) would consent to a change from the Current Formula to the Proposed Formula.

Our ask:

*Each municipality and TWOMO representative is being asked, by February 22, 2022, to consider the matter and, by resolution inform the DSB Board whether your municipality **would consent to a change in the cost apportionment formula from the Current Formula to the Proposed Formula shown in Table 3 of the Municipal Tax Equity Consultants Inc., dated December 20, 2021, for the year 2023.***

To be clear the Board is not considering a change in the formula from the current formula to the default formula.

If you require any additional information, please feel free to contact me at (705) 669-7935 or Fern Dominelli at (705) 665-2944.

*Thank you!*

***Donna Stewart, B.A., CYW***

*Associate Chief Administrative Officer (A)*

*Directrice général adjoint de l'administration*

*Manitoulin-Sudbury DSB*

*210 Mead Boulevard*

*Espanola, ON*

*P5E 1R9*

*Cell: (705) 669-7935*

*Office: (705) 222-0499*

*Fax: (705) 862-7805*



RECEIVED  
JAN 28 2022

## RESOLUTION 22-10

DATE: January 27, 2022

MOVED BY: Richard Malette

SECONDED BY: Richard Stephens

**WHEREAS** The Corporation of the Town of Espanola ("Espanola") has commenced a legal proceeding against the Manitoulin-Sudbury District Services Board (the "Board") respecting the Board's current cost apportionment formula (the "Current Formula") and is asking that the Court set it aside;

**AND WHEREAS** Espanola has proposed that a new formula (the "Proposed Formula") be established to replace the Current Formula, with the Proposed Formula being the formula proposed in the attached [report](#) from Municipal Tax Equity Consultants Inc., dated December 20, 2021 and as shown in Table 3 in this report;

**AND WHEREAS** DSB staff have reviewed Tables 4 and 5 in the aforementioned report and, while there is no intention to return to the default formula, staff are of the view that such tables do not represent the default formula as they contain Payments In Lieu (PIL);

**AND WHEREAS** pursuant to subsection 6(5) of Ontario Regulation 278/98 (the "Regulation"), the cost apportionment formula therein may not be changed to the Proposed Formula unless the following requirements are met:

- a) the Proposed Formula is approved by the Board; and
- b) a majority of municipalities and members representing territory without municipal organization consent to the establishment of the Proposed Formula and those municipalities and members represent a majority of the electors in the Board's district;

**AND WHEREAS** a resolution of the municipal council is required for a municipality to consent and a signed consent of a member representing territory without municipal organization is required for the member to consent to the Proposed Formula change;

**AND WHEREAS**, in light of the current legal proceeding, it is appropriate and advisable, before the Board considers the matter further, to first determine whether a majority of the member municipalities representing a majority of the electors of those member municipalities (and TWOMOS) consent to a change in the formula from the Current Formula to the Proposed Formula;

**NOW THEREFORE** be it resolved as follows:

That each municipality and member be asked to, by February 22, 2022, consider the matter and, by resolution or signed consent, as the context requires, inform the Board whether such municipality or member would consent to a change in the cost apportionment formula from the Current Formula to the Proposed Formula shown in Table 3 of the Municipal Tax Equity Consultants Inc., dated December 20, 2021 for the year 2023, provided that the legal proceeding is satisfactorily resolved.

**Carried**

  
 \_\_\_\_\_  
 CHAIR

MEMBER	YEAS	NAYS	MEMBER	YEAS	NAYS
BEER, JILL			LOVELACE, EDGAR		
BURKE, KEVIN			MALETTE, RICHARD		
GORHAM, VERN			SANTI, DAVID		
HAM, DAVID			SCHOPPMANN, PAUL		
HAYDEN, ARTHUR			STEPHENS, RICHARD		
KILLAH, BRUCE			VAN ALSTINE, MAUREEN		
LEVESQUE, MICHAEL			ROOK, JIM		

**DISTRICT SOCIAL SERVICES BOARD APPORTIONMENT  
ALTERNATE MODEL FOR THE  
TREATMENT OF POWER DAM GRANT REVENUE**

*Prepared For:*  
**THE TOWN OF ESPANOLA**

*Prepared By:*  
**MUNICIPAL TAX EQUITY (MTE) CONSULTANTS INC.**  
GEORGETOWN, ONTARIO  
[WWW.MTE.CA](http://WWW.MTE.CA)

*Published On:*  
**MONDAY DECEMBER 20, 2021**  
(Replaces Version Dated Nov. 29, 2021)



**DISCLAIMER AND CAUTION**

The information, views, data and discussions in this document and related material are provided for general reference purposes only.

Regulatory and statutory references are, in many instances, not directly quoted excerpts and the reader should refer to the relevant provisions of the legislation and regulations for complete information.

The discussion and commentary contained in this report do not constitute legal advice or the provision of legal services as defined by the *Law Society Act*, any other Act, or Regulation. If legal advice is required or if legal rights are, or may be an issue, the reader must obtain an independent legal opinion.

Decisions should not be made in the sole consideration of or reliance on the information and discussions contained in this report. It is the responsibility of each individual in either of a decision-making or advisory capacity to acquire all relevant and pertinent information required to make an informed and appropriate decision with regards to any matter under consideration concerning municipal finance issues.

MTE is not responsible to the municipality, nor to any other party for damages arising based on incorrect data or due to the misuse of the information contained in this study, including without limitation, any related, indirect, special, or consequential damages.



## INTRODUCTION AND PURPOSE

The Town of Espanola is a member municipality of the Manitoulin-Sudbury District Services Board (MSDSB) and as such, contributes to the funding of the Board. The Town and the other member municipalities share in these costs in accordance with an established sharing formula established under the District Social Services Administration Boards Act, R.S.O. 1990 (*The Act*) and Ontario Regulation 278/98 (*Regulation*) made and amended under that Act.

This formula relies primarily on the proportional share of weighted property assessment within each local municipality but also captures a specific pool of grant money that three of the members receive from the Province in respect to exempt hydro electric power dams.

The Town enlisted the assistance of Municipal Tax Equity (MTE) Consultants Inc. to review the sharing formula utilized by the MSDSB and in particular, the manner in which the power dam revenue is treated and incorporated. The outcome of this review suggested that the current approach is not sensitive to changes in the overall property demographics of the MSDSB as a whole. We suggest that the reliance on a historical grant share factor prevents the Power Dam revenue from being apportioned in a manner that reflects current circumstances or the Town's current proportional position with the MSDSB.

This report has been prepared to document a potential, alternate approach to the current revenue sharing model that would treat revenue related to Power Dam Grants within a current, rather than historical context.

## ALTERNATE APPROACH

The alternative approach has been prepared to ensure that all municipalities receiving Power Dam grants share the same proportion of that revenue with the Board as they would if the funds were raised by the property tax. That is, a municipality in receipt of a Power Dam grant that shares 10% of every property tax dollar it raises, will share 10% of each grant dollar it receives.

This is accomplished by translating each municipality's grant amount into equivalent weighted CVA. Put another way, how much more weighted CVA would each municipality be reporting if they were in fact raising the grant money from the property tax base. This is a very straightforward, objective and transparent calculation.

$$\text{Equivalent Weighted CVA} = \text{Grant Revenue} \div \text{Residential Tax Rate}$$

In this instance, MTE recommends using the notional, or starting tax rate for the year for which the apportionment exercise applies (Subject Year). This will not make a difference while reassessment is paused, but it will be an important step once reassessment restarts to ensure accuracy in the calculation and outcome.

As the Municipal Property Assessment Corporation (MPAC) has delayed the release of final roll return data for 2022, we have undertaken a restatement of the Board's 2021 apportionments in order to illustrate the specific mechanics of this alternate approach.

**Table 1** sets out the approach to confirming CVA, Weighted CVA and Equivalent Weighted CVA.

**Table 2** is a revised Board-wide apportionment summary table.



**Table 1**  
**Restated 2021 CVA and Tax Ratio Confirmation**

MPAC Assessment at Roll Return (Year-End Tax File or Municipal Change Profile MCP)	Current Value Assessment <sup>1</sup>		Base Year Tax Parameters		Weighted CVA	
	Base Year End	Subject Year Returned	Tax Ratio	Subclass Factor	Base Year	Subject Year
	A	B	C	D	E = A * C * D	F = B * C * D
RT	333,313,993	333,313,993	1.000000	1.00	333,313,993	333,313,993
RG	130,600	130,600	1.000000	1.00	130,600	130,600
RP	14,800	14,800	1.000000	1.00	14,800	14,800
FT	285,300	285,300	0.250000	1.00	71,325	71,325
TT	1,085,200	1,085,200	0.250000	1.00	271,300	271,300
MT	6,019,500	6,019,500	2.000000	1.00	12,039,000	12,039,000
CT	33,067,387	33,067,387	1.808670	1.00	59,807,991	59,807,991
XT	2,365,900	2,365,900	1.808670	1.00	4,279,132	4,279,132
ST	3,703,300	3,703,300	2.609186	1.00	9,662,599	9,662,599
CF	3,073,000	3,073,000	1.808670	1.00	5,558,043	5,558,043
CG	1,226,600	1,226,600	1.808670	1.00	2,218,515	2,218,515
CH	310,500	310,500	1.808670	1.00	561,592	561,592
CU	198,500	198,500	1.808670	1.00	359,021	359,021
CX	1,386,500	1,386,500	1.808670	1.00	2,507,721	2,507,721
IH	63,000	63,000	2.325000	1.00	146,475	146,475
IT	2,294,500	2,294,500	2.325000	1.00	5,334,713	5,334,713
IU	14,000	14,000	2.325000	1.00	32,550	32,550
IX	330,000	330,000	2.325000	1.00	767,250	767,250
JT	597,300	597,300	2.325000	1.00	1,388,723	1,388,723
JU	102,400	102,400	2.325000	1.00	238,080	238,080
LT	8,307,013	8,307,013	8.219640	1.00	68,280,656	68,280,656
HT	9,200	9,200	1.100000	1.00	10,120	10,120
PT	1,824,000	1,824,000	1.245563	1.00	2,271,907	2,271,907
<b>Totals</b>	<b>399,722,493</b>	<b>399,722,493</b>			<b>509,266,104</b>	<b>509,266,104</b>

Base Year Residential Tax Rate	G	Input	0.01511116
Notional Tax	H	(Value of E) * G	\$7,695,602
Notional Rate	I	H / (Value of F)	0.01511116 <sup>2</sup>
Base Year Grant Amount	J	Input	\$797,281
Equivalent Weighted CVA – Power Dam Grant	K	J / I	52,761,076
<b>Total Equivalent Weighted CVA</b>	<b>L</b>	<b>(Value of F) + K</b>	<b>562,027,180</b>

<sup>1</sup> Year-End CVA from the Base Year (2020) is derived from the same sources as the assessment returned for the Subject Year (2021).

<sup>2</sup> In a non-reassessment year, the Notional Rate will equal the prior year's actual rate. In a reassessment year, the notional rate will typically be lower when calculated against the new assessment/phase-in year values. If this is not done, the Equivalent Weighted CVA will be understated.

Table 2  
Restated 2021 Apportionment Schedule

Municipality	Weighted CVA	Equivalent Weighted CVA	Total Weighted CVA	Share of Municipal Weighted CVA	Net Revenue Share
Assiginack	189,394,624		189,394,624	4.48%	\$383,056 3.59%
Gordon & Barrie Island	144,396,265		144,396,265	3.42%	\$292,046 2.74%
Cockburn Island	11,650,750		11,650,750	0.28%	\$23,564 0.22%
Billings	178,484,600		178,484,600	4.23%	\$360,990 3.39%
Central Manitoulin	400,166,122		400,166,122	9.47%	\$809,348 7.59%
Burpee & Mills	74,636,709		74,636,709	1.77%	\$150,955 1.42%
Tehkummah	78,059,223		78,059,223	1.85%	\$157,877 1.48%
NEMI	534,986,650		534,986,650	12.67%	\$1,082,027 10.15%
Gore Bay	69,757,890		69,757,890	1.65%	\$141,087 1.32%
Killarney	329,007,905		329,007,905	7.79%	\$665,428 6.24%
Baldwin	61,627,606		61,627,606	1.46%	\$124,644 1.17%
Chapleau	98,106,759		98,106,759	2.32%	\$198,424 1.86%
Espanola	509,268,090	52,761,076	562,029,166	13.31%	\$1,136,721 10.66%
French River	593,434,159		593,434,159	14.05%	\$1,200,238 11.25%
Markstay-Warren	289,502,065		289,502,065	6.85%	\$585,527 5.49%
Nairn & Hyman	70,758,754	4,455,873 <sup>3</sup>	75,214,627	1.78%	\$152,124 1.43%
Sables-Spanish Rivers	331,165,986	6,268,580 <sup>4</sup>	337,434,566	7.99%	\$682,472 6.40%
St Charles	195,608,302		195,608,302	4.63%	\$395,624 3.71%
<b>Total Organized Municipalities</b>	<b>4,160,012,460</b>		<b>4,223,497,988</b>	<b>100.00%</b>	<b>\$8,542,152 80.10%</b>
Contribution for Territory without Municipal Organization (TWOMO)					\$2,122,209 19.90%
<b>Total</b>					<b>\$10,664,361 100.00%</b>

<sup>3</sup> Based on an estimated Power Dam Grant of \$56,025 and a 2020 municipal tax rate of 0.01257330.

<sup>4</sup> Based on an estimated Power Dam Grant of \$79,789 and a 2020 municipal tax rate of 0.01272838.

Table 3 has been prepared to document the net difference in apportionments between the actual 2021 schedule and the restated apportionments set out in Table 2.

**Table 3**  
**Actual vs. Equivalent Weighted CVA Apportionments for 2021**

Municipality	Actual		Espanola Proposed		Difference	
	\$	%	\$	%	\$	%
Assignack	\$380,156	3.56%	\$383,056	3.59%	\$2,900	0.76%
Gordon & Barrie Island	\$289,835	2.72%	\$292,046	2.74%	\$2,211	0.76%
Cockburn Island	\$23,385	0.22%	\$23,564	0.22%	\$179	0.77%
Billings	\$358,257	3.36%	\$360,990	3.39%	\$2,733	0.76%
Central Manitoulin	\$803,219	7.53%	\$809,348	7.59%	\$6,129	0.76%
Burpee & Mills	\$149,813	1.40%	\$150,955	1.42%	\$1,142	0.76%
Tehkummah	\$156,682	1.47%	\$157,877	1.48%	\$1,195	0.76%
NEMI	\$1,073,834	10.07%	\$1,082,027	10.15%	\$8,193	0.76%
Gore Bay	\$140,019	1.31%	\$141,087	1.32%	\$1,068	0.76%
Killarney	\$660,390	6.19%	\$665,428	6.24%	\$5,038	0.76%
Baldwin	\$123,700	1.16%	\$124,644	1.17%	\$944	0.76%
Chapleau	\$196,921	1.85%	\$198,424	1.86%	\$1,503	0.76%
Espanola	\$1,194,006	11.20%	\$1,136,721	10.66%	-\$57,285	-4.80%
French River	\$1,191,151	11.17%	\$1,200,238	11.25%	\$9,087	0.76%
Markstay-Warren	\$581,093	5.45%	\$585,527	5.49%	\$4,434	0.76%
Nairn & Hyman	\$154,028	1.44%	\$152,124	1.43%	-\$1,904	-1.24%
Sables-Spanish Rivers	\$673,035	6.31%	\$682,472	6.40%	\$9,437	1.40%
St Charles	\$392,628	3.68%	\$395,624	3.71%	\$2,996	0.76%
<b>Total Organized Municipalities</b>	<b>\$8,542,152</b>	<b>80.10%</b>	<b>\$8,542,152</b>	<b>80.10%</b>	<b>\$0</b>	<b>0.00%</b>
TWOMO	\$2,122,209	19.90%	\$2,122,209	19.90%	\$0	0.00%
<b>Total</b>	<b>\$10,664,361</b>	<b>100.00%</b>	<b>\$10,664,361</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>

### Consideration of Default Approach

The Town's proposed alternate approach continues to incorporate the non-tax power dam revenue whereas a reversion to the default, regulated apportionment formula would not. By default, section 6 of the regulation provides the following formula for the apportionment of eligible costs of the DSAB among member municipalities.

**$A = B \times (C \div D)$  Where:**

**A** = The amount each municipality shall contribute;

**B** = The eligible costs to be apportioned amongst all member municipalities;

**C** = The weighted assessment for all properties within each single member municipality; and

**D** = The weighted assessment for all properties across all member municipalities.

Consistent with the commonly regulated protocols for the calculation of weighted assessment under the *Municipal Act, 2001*, the calculation of weighted assessment for the year is to be undertaken in the following manner.

**Weighted Assessment = CVA X Tax Ratio X Subclass Discount Where:**

**CVA** = The Assessment as Returned for the subject year by the Municipal Property Assessment Corporation (MPAC);

**Tax Ratio** = The Tax Ratio established by the Council of the member municipality for the subject year in accordance with section 308 of the *Municipal Act, 2001*; and

**Discount** = Any applicable subclass discount for vacant or excess land parcels or properties falling within one of the farmland awaiting development subclasses.

Tables 4 and 5 have been prepared to document the potential implications of the 2021 apportionment being recalculated based on the default regulated formula. Table 4 compares the default outcome against the Board's actual apportionment figures as originally calculated and imposed. Table 5 provides a comparison between the Town of Espanola's proposed approach and the outcome using the default rules.

**Table 4**  
**Actual vs. Default Apportionment Approach for 2021**

Municipality	Actual		Regulated Default		Difference	
	\$	%	\$	%	\$	%
Assignack	\$380,156	3.56%	\$388,902	3.65%	\$8,746	2.30%
Gordon & Barrie Island	\$289,835	2.72%	\$296,503	2.78%	\$6,668	2.30%
Cockburn Island	\$23,385	0.22%	\$23,924	0.22%	\$539	2.30%
Billings	\$358,257	3.36%	\$366,500	3.44%	\$8,243	2.30%
Central Manitoulin	\$803,219	7.53%	\$821,699	7.71%	\$18,480	2.30%
Burpee & Mills	\$149,813	1.40%	\$153,259	1.44%	\$3,446	2.30%
Tehkummah	\$156,682	1.47%	\$160,286	1.50%	\$3,604	2.30%
NEMI	\$1,073,834	10.07%	\$1,098,539	10.30%	\$24,705	2.30%
Gore Bay	\$140,019	1.31%	\$143,241	1.34%	\$3,222	2.30%
Killarney	\$660,390	6.19%	\$675,583	6.33%	\$15,193	2.30%
Baldwin	\$123,700	1.16%	\$126,546	1.19%	\$2,846	2.30%
Chapleau	\$196,921	1.85%	\$201,452	1.89%	\$4,531	2.30%
Espanola	\$1,194,006	11.20%	\$1,045,729	9.81%	-\$148,277	-12.42%
French River	\$1,191,151	11.17%	\$1,218,555	11.43%	\$27,404	2.30%
Markstay-Warren	\$581,093	5.45%	\$594,462	5.57%	\$13,369	2.30%
Nairn & Hyman	\$154,028	1.44%	\$145,296	1.36%	-\$8,732	-5.67%
Sables-Spanish Rivers	\$673,035	6.31%	\$680,015	6.38%	\$6,980	1.04%
St Charles	\$392,628	3.68%	\$401,661	3.77%	\$9,033	2.30%
<b>Total Organized Municipalities</b>	<b>\$8,542,152</b>	<b>80.10%</b>	<b>\$8,542,152</b>	<b>80.10%</b>	<b>\$0</b>	<b>0.00%</b>
TWOMO	\$2,122,209	19.90%	\$2,122,209	19.90%	\$0	0.00%
<b>Total</b>	<b>\$10,664,361</b>	<b>100.00%</b>	<b>\$10,664,361</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>

**Table 5**  
**Espanola Proposed vs. Default Apportionment Approach for 2021**

Municipality	Espanola Proposed		Regulated Default		Difference	
	\$	%	\$	%	\$	%
Assignack	\$383,056	3.59%	\$388,902	3.65%	\$5,846	1.53%
Gordon & Barrie Island	\$292,046	2.74%	\$296,503	2.78%	\$4,457	1.53%
Cockburn Island	\$23,564	0.22%	\$23,924	0.22%	\$360	1.53%
Billings	\$360,990	3.39%	\$366,500	3.44%	\$5,510	1.53%
Central Manitoulin	\$809,348	7.59%	\$821,699	7.71%	\$12,351	1.53%
Burpee & Mills	\$150,955	1.42%	\$153,259	1.44%	\$2,304	1.53%
Tehkummah	\$157,877	1.48%	\$160,286	1.50%	\$2,409	1.53%
NEMI	\$1,082,027	10.15%	\$1,098,539	10.30%	\$16,512	1.53%
Gore Bay	\$141,087	1.32%	\$143,241	1.34%	\$2,154	1.53%
Killarney	\$665,428	6.24%	\$675,583	6.33%	\$10,155	1.53%
Baldwin	\$124,644	1.17%	\$126,546	1.19%	\$1,902	1.53%
Chapleau	\$198,424	1.86%	\$201,452	1.89%	\$3,028	1.53%
Espanola	\$1,136,721	10.66%	\$1,045,729	9.81%	-\$90,992	-8.00%
French River	\$1,200,238	11.25%	\$1,218,555	11.43%	\$18,317	1.53%
Markstay-Warren	\$585,527	5.49%	\$594,462	5.57%	\$8,935	1.53%
Nairn & Hyman	\$152,124	1.43%	\$145,296	1.36%	-\$6,828	-4.49%
Sables-Spanish Rivers	\$682,472	6.40%	\$680,015	6.38%	-\$2,457	-0.36%
St Charles	\$395,624	3.71%	\$401,661	3.77%	\$6,037	1.53%
<b>Total Organized Municipalities</b>	<b>\$8,542,152</b>	<b>80.10%</b>	<b>\$8,542,152</b>	<b>80.10%</b>	<b>\$0</b>	<b>0.00%</b>
TWOMO	\$2,122,209	19.90%	\$2,122,209	19.90%	\$0	0.00%
<b>Total</b>	<b>\$10,664,361</b>	<b>100.00%</b>	<b>\$10,664,361</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>

**GENERAL SUMMARY AND POTENTIAL NEXT STEPS**

This approach does not rely on any complex calculations and can be performed without impacting the Board's standard timing and processes for confirming each year's sharing details. It will, however, require approval by a double majority of the MSDSB membership as it represents an alternate approach to apportioning costs.<sup>5</sup> First, like the current approach, it relies on prior year rather than subject year tax ratios and of course, it would include the power dam grant revenue, which is not contemplated by the default sharing formula.

Once assessment data has been released for 2022 roll return, which is expected to occur the week of November 29<sup>th</sup>, 2021, it will be possible to update these models to reflect actual 2022 circumstances. In the absence of reassessment, the proportional shares are not expected to be materially different than what we see here, however, the revised models would account for the Board's updated budget requirements and the impact of any assessment growth that has occurred during 2021.

This would also provide an opportunity to confirm the assumptions that have been made in regard to Nairn and Hyman and Sables-Spanish Rivers. In particular, we have utilized estimated grant amounts in this report and those numbers should be confirmed and/or updated to ensure accuracy in the modeling and observed impacts.

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<sup>5</sup> Resolutions of agreement from a majority of members (municipalities + members representing areas without municipal organization) and the group approving must also represent a majority of the Board's electors.

**Ministry of Municipal  
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7100

**Ministère des Affaires  
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7100

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**February 3, 2022**

**MEMORANDUM TO:** Municipal Chief Administrative Officers and Clerks

**SUBJECT:** Steps to Cautiously and Gradually Ease Public Health Measures While Protecting Hospital and Health Care Capacity

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Today, I am writing to provide an update on Ontario's response to the current COVID-19 pandemic situation. As a result of public health and workplace safety measures that were put into effect on January 5, 2022, there appear to be signs of stabilization in key public health and health system indicators. I want to express my deep gratitude to municipal practitioners who have worked tirelessly to support their communities throughout the pandemic.

On January 20, 2022, the government announced that province will exit Modified Stage Two and return all public health units to Step Three on January 31, 2022.

In the absence of concerning trends in public health and health system indicators, Ontario will follow a cautious and phased approach to lifting public health measures, with 21 days between each step. Ontario set out its intended approach over the next several weeks.

**January 31, 2022**

On January 31, 2022, Ontario begins the process of gradually easing restrictions, while maintaining protective measures, including but not limited to:

- Increasing social gathering limits to 10 people indoors and 25 people outdoors.
- Increasing or maintaining capacity limits at 50 per cent in indoor public settings, including but not limited to:
  - Restaurant, bars and other food and drink establishments without dance facilities;
  - Retailers (including grocery stores and pharmacies)
  - Shopping malls;
  - Non-spectator areas of sports and recreational fitness facilities, including gyms;
  - Cinemas;



- Meeting and event spaces, including conference centres and convention centres;
- Recreational amenities and amusement parks, including water parks;
- Museums, galleries, aquariums, zoos and similar attractions; and
- Casinos, bingo halls and other gaming establishments
- Religious services, rites, or ceremonies.
- Allowing spectator areas of facilities such as sporting events, concert venues and theatres to operate at 50 per cent seated capacity or 500 whichever is less.

Enhanced proof of vaccination, and other requirements would continue to apply in existing settings.

Please see [Ontario Regulation 364/20, Rules for Areas at Step 3 and at the Roadmap Exit Step](#) for the full [list of measures](#).

### **February 21, 2022**

Effective February 21, 2022, Ontario intends to lift public health measures, including:

- Increasing social gathering limits to 25 people indoors and 100 people outdoors.
- Removing capacity limits in indoor public settings where proof of vaccination is required, including but not limited to restaurants, indoor sports and recreational facilities, cinemas, as well as other settings that choose to opt-in to proof of vaccination requirements.
- Permitting spectator capacity at sporting events, concert venues, and theatres at 50 per cent capacity.
- Limiting capacity in most remaining indoor public settings where proof of vaccination is not required to the number of people that can maintain two metres of physical distance.
- Indoor religious services, rites or ceremonies limited to the number that can maintain two metres of physical distance, with no limit if proof of vaccination is required.
- Increasing indoor capacity limits to 25 per cent in the remaining higher-risk settings where proof of vaccination is required, including nightclubs, wedding receptions in meeting or event spaces where there is dancing, as well as bathhouses and sex clubs.

Enhanced proof of vaccination, and other requirements would continue to apply in existing settings.

### **March 14, 2022**

Effective March 14, 2022, Ontario intends to take additional steps to ease public health measures, including:

- Lifting capacity limits in all indoor public settings. Proof of vaccination will be maintained in existing settings in addition to other regular measures.

- Lifting remaining capacity limits on religious services, rites, or ceremonies.
- Increase social gathering limits to 50 people indoors with no limits for outdoor gatherings.

## **PROOF OF VACCINATION**

As announced on December 10, 2021, it is now mandatory to use the enhanced vaccine certificate with QR code to gain access to settings that require proof of vaccination. The QR code can be used digitally or by printing a paper copy. Individuals can download their enhanced certificate with QR code by visiting <https://covid-19.ontario.ca/get-proof>.

In addition, businesses are also now required to verify the certificate using the Verify Ontario app, which is available to download for free from the Apple App and Google Play stores. The app can be used without an internet connection and never stores personal information.

Individuals will continue to need to show a piece of identification that matches their name and date of birth to their enhanced COVID-19 vaccine certificate when visiting select businesses and organizations.

Note that businesses and organizations no longer need to collect information for case and contact management.

There are two exclusions to the use of mandatory enhanced vaccination certificates in Ontario: nine First Nations communities and international visitors to Ontario who do not have a scannable QR code.

Community members of nine First Nations can continue to use their original paper or electronic proof of vaccination along with identification where proof of vaccination is required. They do not need to have an enhanced vaccine certificate with QR code to enter the premises. This exclusion reflects the Province's commitment respecting Indigenous data sovereignty and decisions made by these communities.

These First Nations include:

- Anishinaabeg of Naongashiing
- Big Grassy First Nation
- Lac La Croix First Nation
- Mitaanjigamiing First Nation
- Nigigoonsiminikaaning First Nation
- Ojibways of Onigaming First Nation
- Rainy River First Nation
- Seine River First Nation
- Mississaugas of the Credit First Nation

Visitors to Ontario from outside of Canada (OOC) who do not have a QR code that can be successfully scanned by the Verify Ontario app are also excluded. In that case, they

must show businesses their international vaccine receipts and a valid non-Canadian passport or valid NEXUS cards ID for visual verification of their proof of vaccination. This is an interim measure until visitors from OOC can be assigned a temporary traveler's QR code via the Federal government upon their entry to Canada.

To review proof of vaccine for international visitors who may not have a compatible QR code, businesses and organizations should visually confirm:

- That the first name, last name and date of birth of the person on the vaccination documentation matches the non-Canadian passport provided; and
- That their vaccine documentation meets the definition of fully vaccinated and at least 14 days have lapsed since the second I dose of vaccine.

The government has updated the [regulation](#), [Guidance for Businesses and Organizations](#) and [Questions and Answers](#) to support the implementation of the enhanced vaccine certificate with a QR code and the Verify Ontario app.

## **BUSINESS SUPPORTS**

I also wanted to take this opportunity to share information about new programs that may be helpful to municipal Economic Development staff who are supporting your local businesses during these restrictions. The government has launched the [Ontario Business Costs Rebate Program](#) to support businesses required to close or reduce capacity due to the public health measures put in place to blunt the spread of the Omicron variant. Through the new program, the government will provide eligible businesses with a rebate payment of up to 100 per cent for property tax and energy costs they incur while subject to these restrictions. Applications for the program opened on January 18, 2022. [Learn more about the program and apply here.](#)

The government is also introducing a new COVID-19 [Small Business Relief Grant](#) that will give eligible businesses subject to closure under the modified Step Two of the Roadmap to Reopen a \$10,000 grant. The money is expected to flow to eligible businesses in February.

Lastly, the government is also improving [cash flows](#) for eligible Ontario businesses by making up to \$7.5 billion available through a six-month interest- and penalty-free period for Ontario businesses to make payments for most provincially administered taxes. This penalty and interest-free period started on January 1, 2022. This supports businesses now and provides the flexibility they will need for long-term planning.

## **COMPLIANCE AND ENFORCEMENT**

The ministry recognizes that municipalities have been a key partner in the defence against this virus through the coordinated compliance and enforcement activities your staff have been undertaking in your communities. The Ontario government is continuing to help workplaces stay safe and stay open by carrying out COVID-19 safety campaigns. These campaigns are developed in consultation with local public health

units, and bylaw enforcement departments, and support Ontario's *Plan to Safely Reopen Ontario*.

As you are aware, these campaigns include visits to workplaces that present heightened risk factors for potential transmission of COVID-19. If you are interested in having a provincial team support local compliance and enforcement activities in your community, please contact William (BJ) Alvey, Manager and Executive Advisor of Regulatory Compliance Ontario by email at: [William.BJ.Alvey@ontario.ca](mailto:William.BJ.Alvey@ontario.ca) or by phone at 905-572-7648.

### **RAPID ANTIGEN TEST KITS**

The [Provincial Antigen Screening Program](#) (PASP) provides free rapid antigen test kits to high-risk communities, organizations and workplaces, including municipalities. Please refer to the [Ontario Together portal](#) for information on how to apply for rapid antigen tests, training, on-site rapid testing and reporting requirements.

I would like to take this opportunity to thank you for your flexibility and cooperation throughout this pandemic. Our municipal partners continue to play an essential role in the response to COVID-19.

Sincerely,



Kate Manson-Smith  
Deputy Minister



# MPAC Quarterly Update

2021 Q4

Laura Voltti



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION



# Postponement of the Assessment Update

2021 Ontario Economic Outlook and Fiscal Review

Property assessments for the 2022 & 2023 tax years will continue to be based on the January 1, 2016 assessed values



# PROPERTY TAXES

Each year, municipalities decide how much money they want to raise from property taxes to **pay for services** and determine **tax rates based on that amount**.



**Your property's assessed value,  
provided by MPAC**



**Municipal and education\* tax  
rates for your property type**






**Property taxes  
you pay**

\* Education tax rates are set by  
the provincial government

# THE RELATIONSHIP BETWEEN PROPERTY VALUE AND TAXES

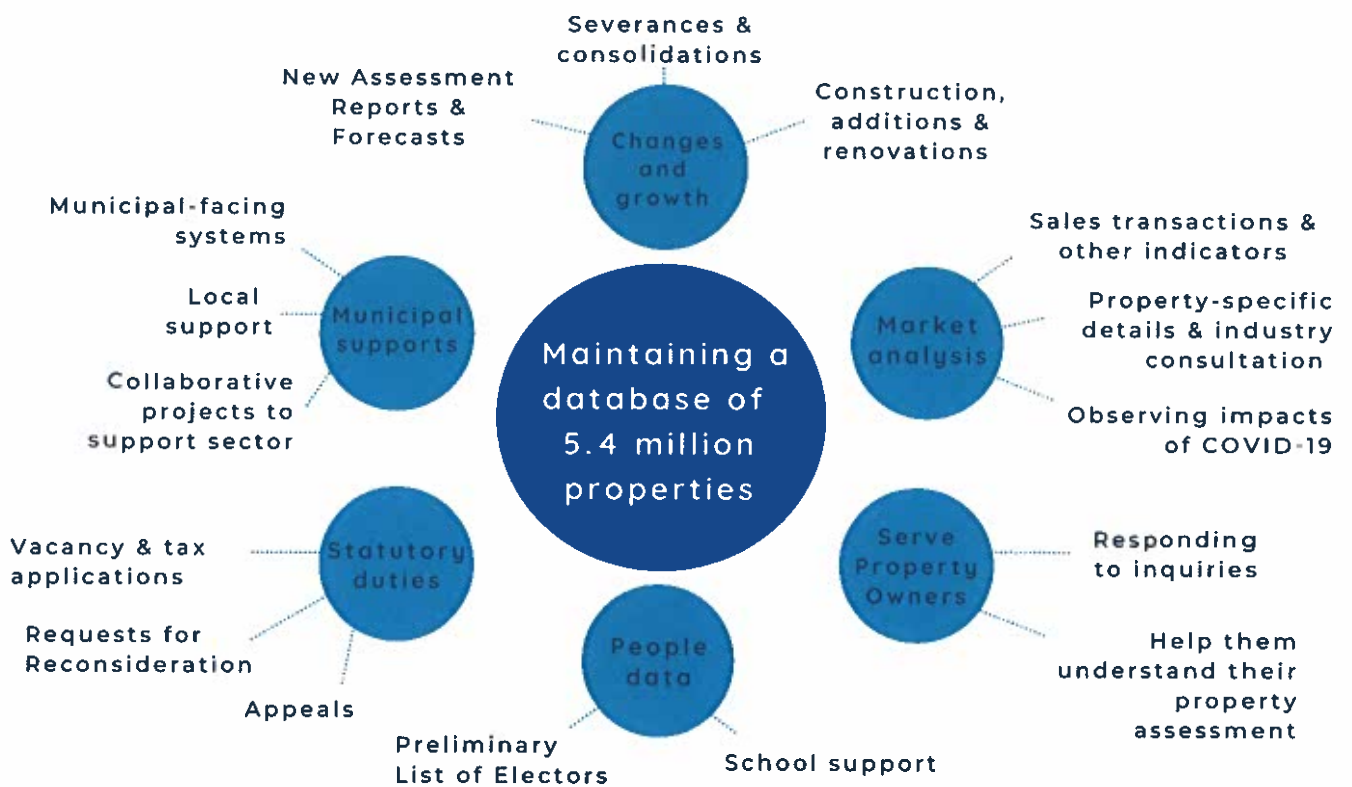
**An increase in assessed value does not necessarily mean higher property taxes.**

The most important factor is not how much your assessed value has changed, but how your assessed value has changed **relative to the average change for your property class in your municipality.**

PROPERTY ASSESSMENT CHANGE		IMPACT ON PROPERTY TAX
Your assessed value <b>increases at the same rate</b> as other in your property class		→ <b>NO CHANGE</b>
Your assessed value change is <b>lower than the average</b> for your tax class		→ <b>DECREASE</b>
Your assessed value increase is <b>higher than the average</b> for your property class		→ <b>INCREASE</b>

This example assumes there is no change to the cost of services and that there are no changes in the distribution of taxes between property classes





# Service Level Agreement

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## REPORTS AVAILABLE FOR DOWNLOAD IN JANUARY

- **New Assessment Report – Year-End (SLA\_NAR)**  
Consolidates each quarterly new assessment forecast against what was processed in 2021, to provide an overall snapshot of new assessment activity in your municipality.
- **Processing of Supplementary and Omitted Assessments (SLA\_SO)**  
Measures whether we met our commitment to process at least 85% of total supplementary and omitted assessed changes within one year of occupancy.
- **Updated 2022 New Assessment Forecast Report (SLANAF)**  
Update to the *preliminary new assessment forecast* report that was shared with you in October of 2021. As new information is now available, we've updated the forecast and re-run the analysis in order to provide you with the most up-to-date information.

## OTHER SLA MEASURES –

SCIF late for S2 (511100001105200)

## 2021 New Assessment & Supps/Omits (SLA)

	Total	Forecast	% of Forecast	1 Year of Occ	% 1 Year of Occ	Exempt	PILT
<b>5111 - ASSIG/MACK TOWNSHIP</b>	<b>\$1,525,800</b>	<b>\$1,742,274</b>	<b>87.58%</b>	<b>\$1,389,800</b>	<b>91.09%</b>	<b>\$0</b>	<b>\$0</b>
Business - V&CR	\$0	\$0	0.00%	\$0	0.00%	\$0	\$0
Centralized	\$0	\$0	0.00%	\$0	0.00%	\$0	\$0
Condo	\$0	\$0	0.00%	\$0	0.00%	\$0	\$0
MPLAN	\$0	\$0	0.00%	\$0	0.00%	\$0	\$0
Res/Farm - V&CR	\$1,525,800	\$1,742,274	87.58%	\$1,389,800	91.09%	\$0	\$0

## Covid-19 and New Initiatives

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### SAFETY

- MPAC periodically pauses property inspections in accordance with provincial or local directives.
- Staff follow screening and hygiene protocols

### CUSTOMER FOCUS

- Letter to request information (not requiring visit)
- Letter to advise of upcoming on-site exterior inspection

### ELECTRONIC BUILDING PLANS

- Enabled Municipal Connect (My Work) to ingest building plans



# 2022 Product Schedule on Municipal Connect

The screenshot shows the Municipal Connect interface. On the left, a navigation menu has 'My Products' circled in red. The main content area shows a search bar at the top right with the user name 'Laura Voltti' and a calendar icon also circled in red. Below the search bar, there are filters for 'Product' (set to 'PACN') and 'Year' (set to '2022'). A 'Schedule' section contains a table titled 'Property Assessment Change Notice (PACN)' with the following data:

Keying Cut Off	Extract	Issue Date	# of Records	RFR Deadline	AR# Appeal Deadline
Thu, Apr 28, 2022	Mon, May 02, 2022	Mon, May 09, 2022	2	Tue, Sep 06, 2022	Tue, Sep 06, 2022
Thu, Jun 02, 2022	Mon, Jun 06, 2022	Mon, Jun 13, 2022	-	Tue, Oct 11, 2022	Tue, Oct 11, 2022
Wed, Jun 29, 2022	Mon, Jul 04, 2022	Mon, Jul 11, 2022	-	Tue, Nov 08, 2022	Tue, Nov 08, 2022
Thu, Jul 28, 2022	Tue, Aug 02, 2022	Tue, Aug 09, 2022	-	Wed, Dec 07, 2022	Wed, Dec 07, 2022
Thu, Sep 01, 2022	Tue, Sep 06, 2022	Tue, Sep 13, 2022	-	Wed, Jan 11, 2023	Wed, Jan 11, 2023
Thu, Sep 29, 2022	Mon, Oct 03, 2022	Tue, Oct 11, 2022	-	Wed, Feb 08, 2023	Wed, Feb 08, 2023

## Reminders

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- Review of Municipal Connect users (retirements, job duties)
- Update MPAC of any staffing/contact information
- Review/update of ARB Statutory Contact information: <https://tribunalsontario.ca/arb/assessment-cycle/>
  - For any updates and/or corrections, please send your requests and correct information to [arb.registrar@ontario.ca](mailto:arb.registrar@ontario.ca). The subject line should read: **Complaints Representative/Appeals Representative Update**.

## Local Training

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- Email January 4<sup>th</sup> MPAC - *Upcoming local training sessions*

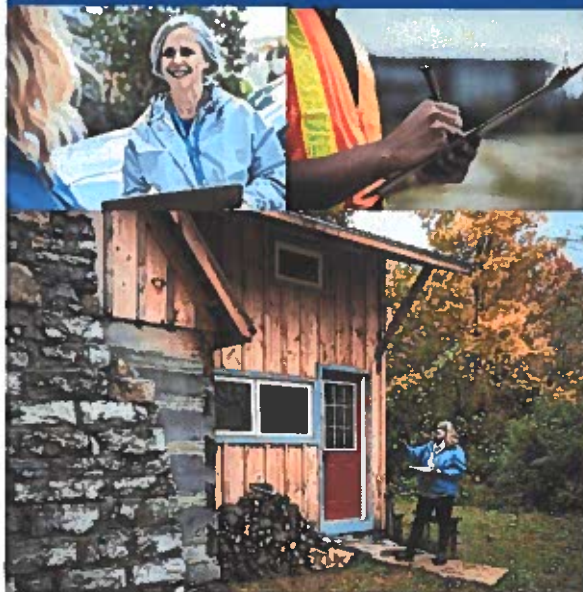
Topic	Date (tentative)
MPAC 101 (how we assess properties, overview of notices/products)	February 9, 2022
Service Level Commitment	February 23, 2022
Building Permit Process (from permit to assessment)	March 2, 2022
Municipal Connect – General	March 9, 2022
Municipal Connect – My Work	March 16, 2022
SCIFs (Severance and Consolidation Information Forms)	March 23, 2022
Address Template Overview	March 30, 2022





Laura Voltti  
Account Manager

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MUNICIPAL  
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ASSESSMENT  
CORPORATION