

MUNICIPALITY



OF ASSIGINACK

**BOX 238, MANITOWANING, ON, P0P 1N0
(705) 859-3196 or 1-800-540-0179**

www.assiginack.ca

**REGULAR MEETING OF COUNCIL
IN CHAMBERS**

Tuesday, April 18, 2023, 7:00 pm

AGENDA

1. OPENING

- a) Land Acknowledgment
- b) Adoption of Agenda
- c) Disclosure of Pecuniary Interest and General Nature Thereof

2. ANNOUNCEMENTS

3. ADOPTION OF MINUTES

- a) Minutes of Regular Council Meeting of March 21, 2023
- b) Minutes of April 4, 2023 Committee of the Whole Meeting
- c) Minutes of March 28, 2023 Special Council Meeting

4. DELEGATIONS

5. REPORTS

- a) Manitowaning Lagoons 2022 Annual Operating Report
- b) DSAB 2022 4th Quarter Report

6. ACTION REQUIRED ITEMS

- a) Accounts for Payment: General: \$ 244,359.21
Payroll \$ 45,408.32
- b) Draft Food Cart Policy (Under Construction)
- c) Strike Council EDO Committee
- d) Strike Ad Hoc Roller Mills Committee

7. INFORMATION ITEMS

- a) PEC: Food Cycler Program
- b) PEC: Mental Health Week Declaration
- c) Manitoulin Metal Robotics Team Funding Request

8. BY-LAWS

NONE

9. CLOSED SESSION

- a) Litigation or Potential litigation

10. ADJOURNMENT

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, March 21, 2023, at 7:00 pm.

Present: Mayor Brenda Reid
Councillor Dwayne Elliott
Councillor Janice Bowerman (excused)
Councillor Jennifer Hooper
Councillor Robert Maguire

Staff: Alton Hobbs, CAO, Deputy Clerk
Deb MacDonald, Treasurer
Freda Bond, Tax and Utilities Manager
Crystal Lentir, Administrative Assistant
Ron Cooper, PW Superintendent
Kelsey Maguire Museum Curator

OPENING:

#046-05-2023 R. Maguire – J. Hooper

THAT the Special Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 pm, with a quorum of members present, with Mayor Reid presiding in the Chair.

CARRIED

AGENDA:

#047-05-2023 J. Hooper – R. Maguire

THAT the agenda for this meeting be amended by deleting 8c) By-law # 2023-04.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

None

ANNOUNCEMENTS:

Mayor Reid opened with the Land Acknowledgement.

"We acknowledge that we are meeting in the traditional territory of the Potawatomi, Ojibwe and Odawa peoples of Mnídoo Mnising."

Councillor Elliott acknowledged the MSS Theatrical Performance of 'Something Rotten' that took place earlier this year, noting that Assiginack students were well represented throughout the production and that the production was well received by the community. Congratulations were extended to all who participated in the production.

ADOPTION OF MINUTES:

#048-05-2023 R. Maguire - J. Hooper

THAT the Minutes of the Regular Council Meeting of February 21, 2023 be accepted.

CARRIED

#049-05-2023 R. Maguire - J. Hooper

THAT the Minutes of the Committee of the Whole Meeting of March 14, 2023 be accepted:

AND THAT we confirm the following actions from the meeting:

- a) Hilly Grove Cemetery Review and rates
- b) Cenotaph Maintenance
- c) Website Access and Sharing
- d) Landfill Hours Review
- e) Public Works Hiring Recommendation
- f) Waterfront Requirements
- g) Fire Department Review
- h) Mobile Food Cart Discussion
- i) AAEC Design
- j) Arena Advertising
- k) Trail Sign Request
- l) Senior Grant Application Approval

CARRIED

#050-05-2023 J. Hooper – R. Maguire

THAT the Minutes of the February 16, 2023 Meeting of the Public Health Sudbury & Districts Board be received.

CARRIED

#051-05-2023 J. Hooper – R. Maguire

THAT the Minutes of the Manitoulin Centennial Manor Board of Management Meeting of January 19, 2023 be received.

CARRIED

#052-05-2023 R. Maguire – J. Hooper

THAT the Summary of the January 25, 2023 Meeting of the Assiginack Library Board be received.

CARRIED.

#053-05-2023 J. Hooper – R. Maguire

THAT the Minutes of the January 11 and March 8, 2023 Meetings of the Community Policing Advisory Committee be received.

CARRIED

DELEGATIONS:

#054-05-2023 J. Hooper – R. Maguire

THAT we thank our Museum Curator Kelsey Maguire for attending this meeting to discuss removal of materials from, the Roller Mills.

CARRIED

REPORTS:

#055-05-2023 D. Elliott – R. Maguire

THAT we acknowledge receipt of the 2022 Annual Report from the Assiginack Public Library Board.

CARRIED

#056-05-2023 D. Elliott – R. Maguire

THAT we acknowledge receipt of the 2022 Annual Reports on the Manitowaning and Sunsite Estates Drinking Water Systems as prepared by OCWA, as required by the MOECP.

CARRIED

ACTION REQUIRED ITEMS:

#057-05-2023 R. Maguire – D. Elliott

THAT Council authorizes the following Accounts for Payment: General

\$ 303,457.22 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#058-05-2023 D. Elliott – R. Maguire

THAT Council authorizes the following Accounts for Payment: Payroll
\$ 55,041.53 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

Mayor Reid declared a pecuniary interest in payroll as her husband had covered a landfill shift during the last pay cycle. She left the Chair and did not vote or attempt to influence the vote on the matter. Deputy Mayor Elliott assumed the Chair and took the vote.

#059-05-2023 D. Elliott - R. Maguire

THAT the Mayor and Councillor Hooper be authorized to register to attend the 2023 FONOM Conference in Parry Sound, May 8-10.

CARRIED

#060-05-2023 R. Maguire – D. Elliott

THAT we strike a Strategic Plan of Action Committee composed of all members of Council;
AND THAT the Committee confirm its terms of reference, including striking sub committees to deal with individual, identified priorities.

CARRIED

INFORMATION ITEMS:

#061-05-2023 D. Elliott – R. Maguire

THAT we acknowledge receipt of the following correspondence items:

- a) Chatam-Kent: Stopping Harassment and Abuse by Local Leaders Act

CARRIED

BY-LAWS:

#062-05-2023 D. Elliott – R. Maguire

THAT By-law # 2023-02, being a by-law to adopt Official Plan Amendment A-3 be given first, second, third and final readings and enacted in open Council.

CARRIED

#063-05-2023 R. Maguire – D. Elliott

THAT By-law # 2023-03, being a by-law to hire a Public Works Operator and extend the hours of another be given first, second, third and final reading and enacted in open council.

CARRIED

CLOSED SESSION:

NONE

CLOSING:

#064-05-2023 D. Elliott - R. Maguire

THAT we adjourn until the next Regular Meeting or Call of the Chair.

CARRIED

Brenda Reid, MAYOR

Alton Hobbs, CAO/DEPUTY CLERK

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

8:10 pm.

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**

Tuesday April 4, 2023 7:00 pm

Present: Mayor Brenda Reid, Councillors Dwayne Elliott, Janice Bowerman,
Jennifer Hooper, Robert Maguire

Staff: Alton Hobbs - CAO, Deputy Clerk, Freda Bond -Tax and Utilities
Manager, Jackie White - Public Events Coordinator, Ron Cooper -Public
Works Superintendent, Crystal Lentir – Administrative Assistant

Public: Christianna Jones, Carmen Sloss

OPENING:

Moved by Councillor Hooper:

THAT the meeting be opened with Mayor Reid presiding in the Chair.

CARRIED

Mayor read the Land Acknowledgement

THAT the agenda was amended to include 2a) Recycle Depot and was amended
to be discussed from the bottom to the top.

Disclosures: None

4b) Arena/Marina/PEC budgets

Staff reviewed arena statistics over the 2019-2023 and mention was made that of
the rentals in 2022 for ice time, 99% of them had youth on the ice. This is
believed to be due to the current rates being affordable to more people, therefore
the suggestion was to Council to consider only increasing the rates to \$45/hour
for 2023.

The arena equipment replacements required over the next seven years will
include the chiller (\$120,000) and brine pump (\$20,000). Staff recommended that
the budget include reserve components for those.

For capital components such as the electric panel at the arena, the funds were recommended to come from the PEC reserves. Further discussion on the upgrading required to make the upstairs useable, and that there are funds available from both the 2023 capital budget (\$60,000 for engineering) and PEC reserves (\$80,000 for materials and labour).

Discussion held on the ICIP grant and the components yet to be completed was done. Staff reminded Council that there is a requirement for Public Works to be available for execution of some of the jobs left on the list such as ditching, storage building, etc. A meeting between the Council, PEC and PW Superintendent be scheduled in the near future.

The marina suggestions from staff included the removal of ramp fees and an increase of 7% in the fee structure for dockage fees. Other mentions of projects required are the stairs to the waterfront, and a potentially larger office space that will increase the useability and safety at the waterfront.

Public events participation has increased, because Council and funders have made programming either free or very affordable.

4. a) **The Arena Advertising Policy** as drafted by staff, is comparable to other local arenas that utilize this revenue stream.

4. c) **The summer sailing subsidy** request was discussed and was found that because it was a specialized event for a select few, Council felt that this event was best user funded.

2. a) **The Recycle Depot** waste diversion programs were reviewed and possible available avenues for information sharing would be through social media, information magnets, posters, letters sent to ratepayers and renters, possible implementation of a user card, programmable card, clear bags, mandatory recycling and/or bag tags. Staff will be exploring the pricing, funding options and other processes involved with the potential suppliers and other municipalities that have them regulated.

A further meeting will be held to discuss the Recycle Depot at the request of PW Superintendent. This will include any new information staff collects, as well as the items the Superintendent has already prepared.

1. a) **Budget Discussions** commenced with the notation that there has not been an increase in the tax rate in ten years. It was suggested that we slowly increase to allow for completion of projects required.

Some items on the budget include a pickup truck and a pumper truck for the Fire Department, as well as storage for the same. Public Works requires a new snowplow, repairs to the Branson Motor, and a streetlight at the intersection of

Sucker Lake has been requested. The Post Office/Bank building requires engineering and a review to be completed in May.

The marina requires an office/canteen building this year to be operable, the stairs, dock replacements, and upgrades to the women's bathroom are also required. The arena requires a brine pump, chiller, ramp pad repairs, and a water hook up to the ball field. The Recycle Depot requires a reserve to continue for the operational expansion that is pending.

The museum building roof (cedar shingles or metal shingle roofing) and a new storage area. Further capital requests include cemetery software, fencing and columbariums, High Falls Park completion, and Information Booth floor insulation. Public Works capital budget should include the \$90,000 input for the repairs needed on Red Lodge Road in conjunction with NEMI at the same value, the resurfacing costs of various roads, salt shed, line painting as well as having the hard top on a three-year rotation.

The NORDS funding for Resource Development to roads with pits is available for approximately five roads within the municipality. They are released at \$81,000 per year over a five-year period. The current value available is \$243,000 with the plan to be finalized. The Church Road, Clover Valley West, Lower Slash, Bidwell and J. Bryant Sideroad are possibilities for this funding. Further investigation will be done to see where the funds should be allocated this year.

Moved by Councillor Hooper:

THAT we adjourn at 9:00 pm until the next regular meeting or call of the Chair.

CARRIED

No other matters were discussed.

Chair: Brenda Reid

Recording Officer: Alton Hobbs

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

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, March 28, 2023, at 7:00 pm.

Present: Mayor Brenda Reid
Councillor Dwayne Elliott
Councillor Janice Bowerman
Councillor Jennifer Hooper
Councillor Robert Maguire

Staff: Alton Hobbs, CAO, Deputy Clerk
Deb MacDonald, Treasurer
Freda Bond, Tax and Utilities Manager
Jackie White, Public Events Coordinator
Ron Cooper, Public Works Superintendent

OPENING:

#065-06-2023 J. Bowerman – D. Elliott

THAT the Special Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 pm, with a quorum of members present, with Mayor Reid presiding in the Chair.

CARRIED

AGENDA:

THAT we adopt the agenda for this meeting as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

NONE

ADOPTION OF MINUTES:

NONE

DELEGATIONS:

NONE

REPORTS:

NONE

ACTION REQUIRED ITEMS:

6A) There was discussion held on the circulated report from the Public Works Superintendent and during that time he made clarifications to the report. It is for equipment as 2023, that the 2016 Plow Truck noted is a Western Star, and that the current grader was purchased new 2021. The Backhoe would likely be the next piece of equipment to be replaced.

Questions for the landfill were briefly discussed and were deferred for a special meeting held at a later date. The questions included driveway location, current space and removal of various accumulated segregated waste piles, electronics disposal and the availability of any programmes to help with waste diversion.

Dock pontoons are requiring some maintenance and as such there may be a reduction of the available slips for the current season, estimating two or three until the process is finished. Boat launches, High Falls Park and other public restrooms, Porta-Potty units owned by the municipality will be available, more picnic tables were also discussed for clarification purposes.

Road maintenance was discussed, this is the year that we will survey usage of the roads with the last one being done in 2016. The resurfacing of the roads is done on a rotational basis for the 41 kms having tar and chip. The distance completed in prior years was 7 km/yr and with the difficulty in securing the contractors we will look at tripling over a three-year term. Further discussions were held on the bases of the roads, how roads are holding up, and that there are five new roads rolled into the current circulation for year-round maintenance, three of which have no base or ditches. The Arthur and Queen Street ends abutting the pavement, manhole repairs were considered. The standard of maintenance going forward will be reviewed against the usage reports.

Red Lodge is expected to receive gravel this year after the crush last year with a forecast to hardtop resurfacing in 2024. There currently is no boundary road agreement in place.

Other projects with a potential capital component that were reviewed were sheet piling and a salt shed.

Direction to Public Works Superintendent to seek truck pricing directly from any local supplier as no applications had been received at the time of the meeting. It was suggested that we will require 3 trucks in our rotation of units over a 15-year period.

6B) There was discussion held, report circulated with comparisons of the currently active rates of various Municipalities of Manitoulin along with others from the geographical areas between Sault Ste Marie and Toronto. There was discussion on the subsidizing the municipality currently does for the operations of the cemetery and how the cemetery is moving towards reducing that. There was a discussion of creating a reserve for the cemetery using an undetermined percentage to allow for greater flexibility in maintenance projects. The capital funds and other future projects noted were the purchase of Columbariums, the Chapel, fencing and gates.

INFORMATION ITEMS:

NONE

BY-LAWS:

#066-06-2023 R. Maguire – D. Elliott

BE IT RESOLVED THAT By-law # 2023-04, being a By-law to amend the regulations and rates in effect in the Hilly Grove Cemetery be given first, second and third and final reading and enacted in open Council.

CARRIED

CLOSED SESSION:

NONE

CLOSING:

#067-06-2023 J. Bowerman – D. Elliott

THAT we adjourn at 8:10 pm until the next regular meeting or call of the Chair.

CARRIED

Brenda Reid, MAYOR

Alton Hobbs, CAO/DEPUTY CLERK

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



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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

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

March 29, 2023

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

Re: Manitowaning Lagoon 2022 Annual Report

Dear Mr. Hobbs;

Attached is the 2022 Annual Report for the Manitowaning Lagoon. This report is completed based on the information we have in our records in accordance with the Certificate of Approval.

As per Section 10(6) of the C of A, a copy of the report has been submitted to the Ministry of the Environment for their records.

Sincerely,

A handwritten signature in black ink that reads "Sarah Beaulieu".

Sarah Beaulieu
Process & Compliance Technician
Ontario Clean Water Agency

Manitowaning Lagoons

RECEIVED
MAR 29 2023

Annual Operating Report

*ECA 4826-9ALL3Q
Issued August 30, 2013*

January 1, 2022 – December 31, 2022

Prepared by the Ontario Clean Water Agency
For Corporation of the Township of Assiginack



SECTION 1: INTRODUCTION

The Ontario Clean Water Agency (OCWA) acts as the operating authority for the Manitowaning wastewater treatment. This document is prepared by OCWA in accordance with Environmental Compliance Approval (ECA) #4826-9ALL3Q. The report is required to include the following information:

- (a) A summary of all monitoring data, including an overview of the success and adequacy of the works;
- (b) A description of any operating problems encountered and corrective actions taken;
- (c) A summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the works;
- (d) A description of efforts made and results achieved in meeting the effluent objectives of condition no.6;
- (e) A summary of any complaints received during the reporting period and any steps taken to address the complaints;
- (f) A summary of all bypass, spill or abnormal discharge events

SECTION 2: Description of Facility

Capacity of Facility: 495 m³/d
Service Area: Manitowaning
Service Population:
Effluent Receiver: Manitowaning Bay
Major Process: Continuous Discharge Lagoons – 2 cells
Facility Classification: Wastewater Treatment Class 1
Collection Classification:

SECTION 3: Executive Summary

The Manitowaning Lagoon is a continuous flow-through lagoon. Three proprietary baffle walls are used to extend retention time to provide better treatment. Nine floating Mechanical aerators are also located in the lagoon

Sampling parameters were **exceeded** in September for Total Phosphorous in the effluent.

The total effluent discharge from the lagoons for the year was 57,028m³.

The total raw sewage flow into the lagoons for the year was calculated to be 106,209m³.



SECTION 4: Process Data

The facility operator collects grab samples of raw sewage and sends them to an accredited laboratory for analysis. Raw flows are calculated using a weir type flow meter.

Raw (Influent) Sampling					
Parameter	Frequency	Method	Results		
			Min	Avg	Max
CBOD ₅ (mg/L)	Monthly	Grab – External Analysis (Lab)	35	111.7	329
TSS (mg/L)	Monthly	Grab – External Analysis (Lab)	53	124.4	187
TP (mg/L)	Monthly	Grab – External Analysis (Lab)	0.38	1.87	3.97
Flow (m ³ /d)	Daily	Engineered Calculation – Weir Flow Meter	194	290.98	680

The facility operator collects effluent samples and sends them to an accredited laboratory for analysis each month. Effluent volumes are considered to be equivalent to raw flows.

Treated (Effluent) Sampling		
Parameter	Frequency	Method
CBOD ₅	Monthly	Grab – External Analysis (Lab)
TSS	Monthly	Grab – External Analysis (Lab)
TP	Twice Per Month	Grab – External Analysis (Lab)
TAN	Monthly	Grab – External Analysis (Lab)
TKN	Monthly	Grab – External Analysis (Lab)
Nitrate	Monthly	Grab – External Analysis (Lab)
Nitrite	Monthly	Grab – External Analysis (Lab)
<i>E.coli</i>	Monthly	Grab – External Analysis (Lab)
Flow	Daily During Discharge	Equivalent to Raw Flows

Compliance limits are based on **monthly** average for effluent concentrations. In addition, the discharge must be essentially free of floating and settleable solids and does not contain oil or other substance in amounts sufficient to create a visible film or sheen or foam or discoloration on the receiving waters.

The raw and effluent parameters specified in the above and below tables are analyzed by SGS Lakefield Research, an accredited laboratory located in Lakefield, Ontario.

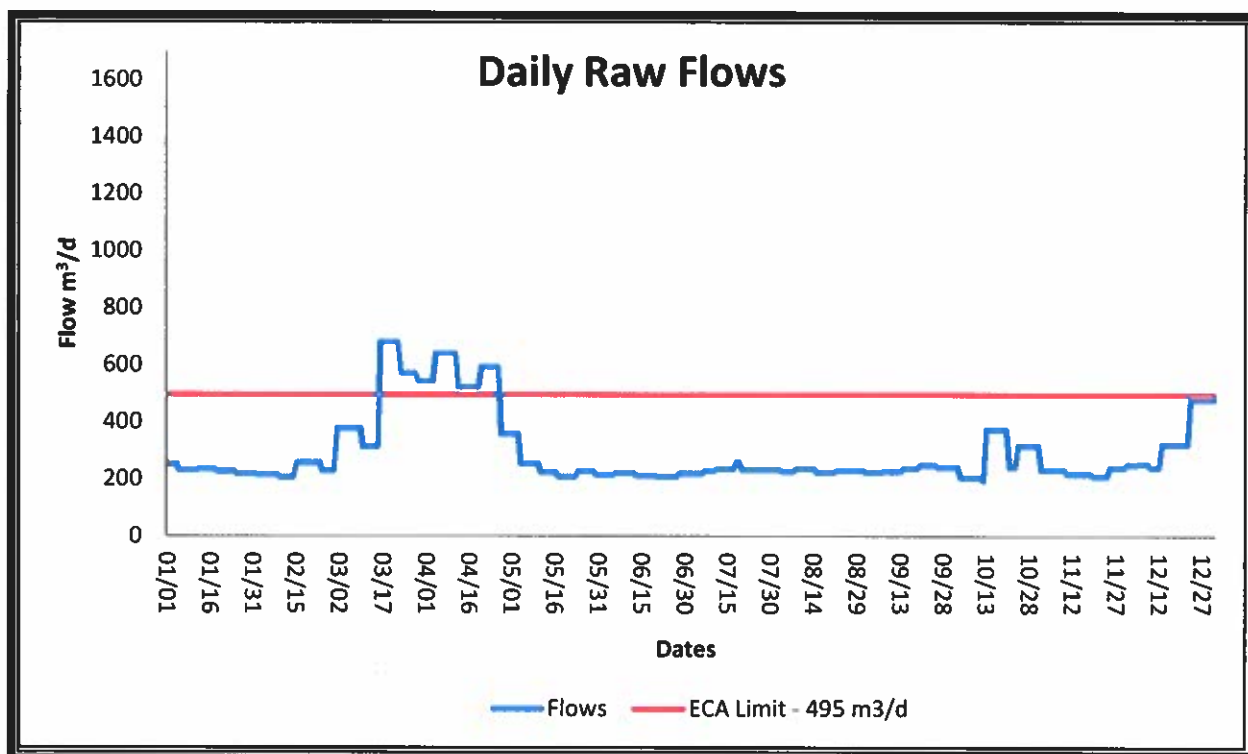


Treated (Effluent Discharge) Sampling											
Month	CBOD Avg mg/L	TSS Avg mg/L	TP Avg mg/L	pH			TAN Avg mg/L	TKN Avg mg/L	Nitrate Avg mg/L	Nitrite Avg mg/L	*E.coli Avg (CFU/100mL)
				Min	Avg	Max					
January	4	3	0.35	7.76	7.91	8.06	1	1.5	1.26	0.07	2
February	2	5	0.75	7.59	7.72	7.85	3.8	4.6	0.15	0.2	130
March	13	7	0.45	7.56	7.57	7.58	7.6	8.1	0.33	0.03	980
April	5	14	0.145	8.21	8.84	9.46	4.1	4.7	0.56	0.03	20
May	10	17	0.62	7.58	8.46	9.34	0.2	1	0.38	0.03	16
June	2	7	0.64	8.58	8.58	8.58	1	1.6	0.18	0.16	4
July											
August				7.78	7.78	7.78					
September	4	9	1.09	8.46	8.52	8.58	0.1	0.8	0.06	0.03	8
October	4	6	0.62	8.45	8.45	8.45	0.1	0.7	0.06	0.03	640
November	7	13	0.30	8.24	8.37	8.49	0.1	0.9	0.06	0.03	80
December	4	6	0.105	8.41	5.45	8.49	0.5	0.9	0.54	0.03	540
Max	13	17	1.09			9.46	7.6	8.1	1.26	0.16	980
Average	5.5	8.7	0.525		8.25		1.85	2.48	0.358	0.064	242
Min	2	3	0.30	7.56			0.1	0.7	0.06	0.03	4
ECA Limit	30	40	1.0								
ECA Objective	25	30	1.0	6.0 – 9.5 at all times							

* E.coli average is calculated as a geometric mean

Only those monitoring results collected during the corresponding time period shall be used in calculating the seasonal average concentration

Flow Volumes				
Month	Total Volume (m ³)	Avg Daily Flow (m ³ /d)	Peak Daily Flow (m ³ /d)	Effluent Volumes (m ³)
January	7,137	230.23	252	4,487
February	6,395	228.39	256	4,736
March	15,077	486.35	680	9,573
April	16,471	549.03	639	13,927
May	7,434	239.81	357	5,819
June	6,430	214.33	221	173
July	7,166	231.16	258	0
August	7,080	228.39	236	717
September	7,028	234.27	249	3,496
October	8,784	283.35	372	1,201
November	6,723	224.1	240	7,214
December	10,484	338.19	478	5,685
Total	106,209			57,028
Average		290.98		
Maximum			680	



Year	Total Raw Sewage Flow m ³ /d	Avg Day Sewage Flow m ³ /d	Max Day Sewage Flow m ³ /d	Avg Day % of rated capacity 495 m ³ /d
2022	106,209	290.98	680	59%
2021	96,021	263.1	542	53%
2020	110,574	302.11	1,268	61%
2019	117,818	332.79	1,392	67%

The annual average flows measured into the sewage lagoon did not exceed the specified rated capacity of the facility.

The average raw daily sewage flows (290.98 m³/d) were approximately 59% of the rated capacity. The highest recorded peak flow occurred in March (680 m³/d) and was approximately 137% of the average rated capacity. Peak flows observed throughout March and April flows are attributed to the spring freshet and infiltration.

The total raw sewage flow into the lagoons for the year was calculated to be 106,209m³.

The calculated monthly average of TP for the month of September is 1.09 mg/L. The Operator indicated that there were no significant incidents to cause the exceedance. However, there were significantly lower than average flows during the summer and effluent was held back for some portion. The lagoon began discharging again in September with the first sample results coming



in above 1.0 and lowering as the month progressed. (1.29 mg/L, 1.12 mg/L & 0.86 mg/L). All other compliance limits were met in 2022.

All objective limits were met throughout the year.

In an effort to meet compliance and objective limits, aeration and ferric injection are components of the process.

The operator did not observe a visible film, sheen, foam or discoloration on the receiving waters nor did he notice floating or settleable solids at any time during discharge of the lagoons.

The total effluent discharge from the lagoons for the year was 57,028m³.

Based on the above monitoring program and sampling records, the sewage works provided adequate treatment within the required average daily flows while providing a quality effluent.

SECTION 5: Facility Upsets & Non Compliances

Due to the high temperatures and lack of rain experienced during the summer, there was very little to no effluent flows in June, July and August. As a result, the Operator was unable to collect effluent samples in July. Effluent flows began recording again on August 28th however; the Operator was not able to get onsite to check for flows until September 1st. Since the effluent flows began so late in August, the Operator was unable to collect an effluent sample in time.

The calculated monthly average of TP for the month of September is 1.09 mg/L. The Operator indicated that there were no significant incidents to cause the exceedance. However, there were significantly lower than average flows during the summer and effluent was held back for some portion. The lagoon began discharging again in September with the first sample results coming in above 1.0 and lowering as the month progressed. (1.29 mg/L, 1.12 mg/L & 0.86 mg/L).

There were no additional process issues, spills or bypasses experienced in 2022.

SECTION 6: Maintenance

Plant maintenance is monitored using a Work Management System (WMS). Maintenance reports are attached as [Appendix A](#). There was no major maintenance for 2022.

A V-Notch flow meter is used to measure effluent flows from the lagoon, this was calibrated May 20, 2022. Another flow meter is used to measure raw flows; the raw flow meter was calibrated May 20, 2022. Verification records are maintained on site and electronically on the OCWA Hub server.

SECTION 7: Complaints

There were no community complaints for the 2022 reporting period.



Appendix A

Plant Maintenance

On Site Flow Meter Verification Certificate



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

148 Fleming Street, Suite 5,
Espanola, Ontario P5E 1R8
Tel - 705-869-5578 Fax - 705-869-4374

Facility Name: Manitowaning Lagoon
 Address: _____
 Contact: Peter

Date of Verification: May 20 2022
 Verification Pass/Fail: Pass
 Comment:
 used V-Notch/Weir Calculator on lmoeng.com

Flow Meter Information

Description: Lagoon Outfall Flow
 Manufacturer Milltronics
 Serial No: _____
 WMS ID: _____
 Max. Permissible Error (MPE) 15%

Verification Unit	Description	Serial No.	WMS ID	Last Calibrated	Due Date

Verification Parameters and Conditions

Flume Type : _____
 Notch Angle (Degrees): 45
 Head (in): 3.25
 Flow (l): _____
 Range @ Zero Flow (m): _____
 Blanking Distance (m): _____
 Zero Offset (mm): _____
 Transducer Height-min (m): _____

Calculations:

Solve for:

Discharge Q: 18.43888 gal/min (gpm)

Head h: 3.25 inch

Notch Angle, θ : 45 degrees

Discharge Coefficient, C: 0.5901745

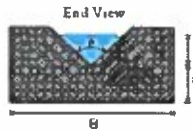
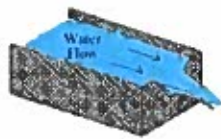
Head Correction Factor, k: 0.059054048

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Flow Meter reading:
1.2 l/s

Calculation:
1.16 l/s

%MPE:
103% (Pass)



Name (Print) Jon McDonald

Report Start Date: Jan 1, 2022 12:00 AM
 Report End Date: Dec 31, 2022 11:59 PM
 Location: 5990*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2606708		5990, Assiginack WWTF & CS	5990, Assiginack WWTF & CS	PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	1/1/22 12:00 AM	1/11/22 03:21 PM	1/11/22 03:21 PM	Critical Alarm Dialer Testing (1m) 5990 -Complete WO for January for critical alarm dialer. Switch both SPS pumps to off position to create an alarm. Ensure alarm received by on call operator (H) all good
2607601		5990, Assiginack WWTF & CS	5990, Assiginack WWTF & CS	OPFR	Inspection	1	YEARS	Daily O&M Activities (1y) 5990	COMP	1/1/22 12:00 AM	1/23/23 03:59 PM	1/23/23 03:59 PM	Mar-02 Pulled Pump - Worked with operator and electrician to pull pump Apr-21 Pump Troubleshooting - Worked with operator to try and get SPS pump #2 operating Apr-30 Pump Install - Worked with operator and electrician to install SPS pump #2
2608126		5990, Assiginack WWTF & CS	5990, Assiginack WWTF & CS	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	1/1/22 12:00 AM	1/14/22 08:57 AM	1/14/22 08:57 AM	Health And Safety Inspection (1m) 5990 -Complete monthly H&S WO for January. Check fire extinguisher and invert unit. Check first aid kit untouched. Check portable eye wash station. All good
2608236		5990, Assiginack WWTF & CS	5990, Assiginack WWTF & CS	OPFR	Health and Safety	1	YEARS	WJMS MSDS NSF Review And Update (1y) 5990	CLOSE	1/1/22 12:00 AM	11/4/22 10:32 AM	11/4/22 10:32 AM	- Reviewed.
2609222		5990, Assiginack WWTF & CS	5990, Assiginack WWTF & CS	PM	Inspection	1	MONTHS	IPM Inspection Maintenance (1m) 5990	CLOSE	1/1/22 12:00 AM	1/27/22 12:49 PM	1/27/22 12:49 PM	IPM Inspection Maintenance (1m) 5990 -Complete monthly WO for IPM for January. Check lagoon banks and accessories for abnormal noise and vibrations. Change fittings on ferric pump and check band. Check wet well for buildup on screens and dry well for abnormal noise.
2612170		5990, Assiginack WWTF & CS	5990, Assiginack WWTF & CS	OPFR	Compliance	1	MONTHS	WISKI Review (1m) 5990	CLOSE	1/1/22 12:00 AM	1/7/22 11:12 AM	1/7/22 11:12 AM	WISKI Review (1m) 5990 -complete Wiski data entry and review for month of December.

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				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2632733			5990, Assiginack WWTL & CS	PM	Inspection	1	YEARS	Facility Asset Review - 5990	CLOSE	1/1/22 12:00 AM	11/4/22 10:35 AM	11/4/22 10:35 AM	- Work order completed however not closed by operator
2632741	0000235488	MIXER ALUM	5990, Assiginack WWTL & CS, Process	CORR	Refurbish/Replace/Repair	#		5990 Maintaining Lagoon, Chemical Transfer Pump	CLOSE		3/28/22 02:45 PM	3/28/22 02:45 PM	5990 Maintaining Lagoon, Chemical Transfer Pump - Replacement of existing chemical transfer pump with a new more robust option. The current pump requires replacement at least once per year. It is hoped that this solution will provide many years of use.
2636543			5990, Assiginack WWTL & CS	PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	2/1/22 12:00 AM	2/25/22 10:27 AM	2/25/22 10:27 AM	Critical Alarm Dialer Testing (1m) 5990 - Complete monthly WO for critical alarm dialer test. Simulate SLS pumps failure. Ensure alarm received by on call operator (KW) Reset alarm. All good.
2636546			5990, Assiginack WWTL & CS	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	2/1/22 12:00 AM	2/25/22 10:17 AM	2/25/22 10:17 AM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for February. Check PPE supplies onsite. Check first aid kit and portable eye wash unit. Check fire extinguisher and invert unit. All good.
2638412			5990, Assiginack WWTL & CS	PM	Inspection	1	MONTHS	IPM Inspection/Maintenance (1m) 5990	CLOSE	2/1/22 12:00 AM	2/25/22 10:22 AM	2/25/22 10:22 AM	IPM Inspection/Maintenance (1m) 5990 - Complete monthly IPM WO for February. Check lagoon and do walk around to check for abnormal noise or vibrations on aerators from shore. Check ferric pump and board. Repair small leak on ferric discharge line. Issues with SLS pump #2 scheduled to be removed and sent for repair on Wed March 2.

Workorder Summary Report

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WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2579901			5990, Assigimack WW11 & TS	OPER	Compliance	1	MONTHS	WISKI Review (Im) 5990	CLOSE	21/22 12:00 AM	23-27 03:14 PM	23-22 03:14 PM	WISKI Review (Im) 5990 -Complete WO for Wiski data entry and review for month of January. All good.

Workorder Summary Report

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				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2581724	000215482	PUMP SUBMERSIBLE, LIFT STATION PUMP #1	5990, Assiginack WWTI & CS, Process, Headworks, Lift Stations	CAP	Refurbish/ Replace Repair	0		5990 Maintaining SLS pump #2 repair	CLOSE		11/4/22 02:45 PM	11/4/22 02:45 PM	call troubleshooting - electrical troubleshooting from starter in plant showed the motor in the lift station will have to be sent out for service/repair a confined space entry will be required to remove the motor pump dixon - by raps wire connectors waste sale - gloves 5990 Maintaining SLS pump #2 repair - Sewage pump #2 has failed and will need to be repaired SHAFT NEEDS TO BE REPAIRED WHERE SEAL SITS SEAL LEAKED UPPER AND LOWER/ MOTOR WINDINGS ARE BAD NEEDS NEW MOTOR IMPELLER IS GOOD TERMINALS IN PUMP TOP ARE CORRODED BAD The replacement cost for this pump is \$54,720.00 - April 20 - installed pump started tripped on leak fault called Nylem to for assistance and said they would be out Friday

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				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
													april 22 - system adjusted empeller height and tried pump. faulted on leak fault. tried bypassing sensor to see if issue would clear but did not. will monitor motor and system to follow up with sensor issue.
2005815		5990, Assiginack WWTL & CS		PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	3/1/22 12:00 AM	3/18/22 01:29 PM	3/18/22 01:29 PM	Critical Alarm Dialer Testing (1m) 5990 - Complete monthly WO for auto dialer. Test H1 level alarm at H1 station. Ensure alarm call to auto dialer received by on call operator (KW). Reset alarm. All good.
2009020		5990, Assiginack WWTL & CS		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	3/1/22 12:00 AM	3/18/22 01:33 PM	3/18/22 01:33 PM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for March. Check first aid kit and fire extinguisher. Check portable eye wash station. Check PPE onsite. All good.
2210185		5990, Assiginack WWTL & CS		PM	Inspection	1	YEARS	Electrical Equipment Inspection Service (1y) 5990 Manulowazing WWTL	CLOSE	3/1/22 12:00 AM	12/15/22 07:39 PM	12/15/22 07:39 PM	
2210195		5990, Assiginack WWTL & CS		PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5990	CLOSE	3/1/22 12:00 AM	3/23/22 11:49 AM	3/23/22 11:49 AM	TPM Inspection/Maintenance (1m) 5990 - Complete monthly WO for TPM for March. Check ferric pump and board operation. Check connections on ferric discharge line and discharge point. Complete lagoon walk around and check aerators from shore for abnormal noise and vibrations. Check effluent discharge concrete structure. SIS pump #2 still out for repairs to shaft seals / windings.

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WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details					WorkLog Detail
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2707345			5990, Assignack WWTL & CS	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5990	CLOSE	3/1/22 12:00 AM	3/8/22 12:44 PM	3/8/22 12:44 PM	WISKI Review (1m) 5990 - Complete Wiska data entry and review for month of February. All good.
2722290			Assignack Wastewater Treatment Lagoon & Collection System	CALL	Compliance	0		Assignack Wastewater Treatment Lagoon & Collection System high level	CLOSE		3/6/22 11:00 AM	3/6/22 04:00 PM	Assignack Wastewater Treatment Lagoon & Collection System high level - Assignack Wastewater Treatment Lagoon & Collection System high level Rain caused high level no bypass
2727269			5990, Assignack WWTL & CS, Process, Headworks, Lift Stations	CAP	Refurbish/ Replace/Repair	0		5990 LS hi level sewage truck haul	CLOSE		3/31/22 10:19 AM	3/31/22 10:24 AM	5990 LS hi level sewage truck haul - Contacted early this morning by on call operator (RG) of high level at lift station as a result of high rainfall and runoff. On arrival contact Wally's Septic to haul from LS to lagoon. Monitor LS level throughout.
2727424			5990, Assignack WWTL & CS, Process, Headworks, Lift Stations	CALL	Inspection	0		5990 Maintaining SPS High Level	CLOSE		3/31/22 04:00 AM	3/31/22 07:30 AM	Mar. 31 High Level Alarm - Called for high level alarm - Slow response due to horrid weather conditions - Level had yet to trip the high level float upon arrival - Rain had stopped and station was holding stable and gaining slightly. - Regular operator resumed duties at the start of shift and took over site monitoring
2729434			5990, Assignack WWTL & CS	PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	4/1/22 12:00 AM	4/27/22 02:51 PM	4/27/22 02:51 PM	Critical Alarm Dialer Testing (1m) 5990 - Complete WO for auto dialer testing for month of April. Simulate failure of both #1&2 SIS pumps. Verify alarm sent via auto dialer to on call operator (RG). Reset pumps and alarms.

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				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2278667		5990, Assiginack WWTL & CS		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	4/1/22 12:00 AM	4/27/22 02:54 PM	4/27/22 02:54 PM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for April. Check fire extinguisher and invert unit. Check portable eye wash station fluid level. Check first aid kit and add regular bandages. Ensure safety supplies available at lagoon.
2278668		5990, Assiginack WWTL & CS		PM	Inspection	1	MONTHS	IPM Inspection Maintenance (1m) 5990	CLOSE	4/1/22 12:00 AM	4/27/22 02:58 PM	4/27/22 02:58 PM	IPM Inspection Maintenance (1m) 5990 - Complete monthly IPM WO for April. Check ferric board and line. Verify ferric discharge point, lagoon walk around to check aerators from shore. No abnormal sounds or vibrations #2 SLS pump put back into service. All good.
2278674		5990, Assiginack WWTL & CS		OPIR	Compliance	1	MONTHS	WINSKI Review (1m) 5990	CLOSE	4/1/22 12:00 AM	4/5/22 10:31 AM	4/5/22 10:31 AM	WINSKI Review (1m) 5990 - Complete WO for Wiski data entry and review for month of March. All good.
2272427		5990, Assiginack WWTL & CS, Process, Headworks, Lift Stations		CALL	Refurbish/ Replace/Repair	0		5990 high rainfall causing runoff to SLS	CLOSE		4/6/22 10:34 PM	4/6/22 10:44 PM	5990 high rainfall causing runoff to SLS - Contacted by ORO (11) of (11) level in sewage lift station as a result of high rainfall and runoff. SLS down to only one pump as second one FOS. Contact Wally's to haul loads to lagoon to handle runoff. Monitor pump #1 flow rate and wet well level during high flow event.
2272446		5990, Assiginack WWTL & CS, Process, Headworks, Lift Stations		CALL	Refurbish/ Replace/Repair	0		5990 high rainfall causing runoff to SLS	CLOSE		4/14/22 09:14 AM	4/14/22 09:22 AM	5990 high rainfall causing runoff to SLS - Call in for sewage general Alarm. On arrival SLS at hi level as a result of heavy rain and runoff. Contact Wally's Septic to get truck to haul to lagoon. Continue to monitor level in SLS.

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				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
227640		5990, Assiginack WWTI & CS, Process, Headworks, Lift Stations		CAP	Refurbish/ Replace Repair	0		5990 high rainfall causing runoff to SLS	CLOSE		4:22:22 02:34 PM	4:22:22 02:38 PM	5990 high rainfall causing runoff to SLS - High rainfall causing runoff to sewage lift station. Call in Wally's Septic to haul loads to lagoon to manage lift station runoff. Monitor lift station level and pump flows during runoff event.
227646		5990, Assiginack WWTI & CS, Process, Headworks, Lift Stations		CAP	Refurbish/ Replace Repair	0		5990 high rainfall causing runoff to SLS	CLOSE		4:25:22 09:01 AM	4:25:22 09:05 AM	5990 high rainfall causing runoff to SLS - Called in by ORO (RG) as a result of storm and heavy rainfall. On arrival ORO had already called Wally's sewage hauling so set up to haul loads to lagoon as a result of high level of rain and runoff from storm. Monitor SLS levels and trending on WinView Viewer.
227652		5990, Assiginack WWTI & CS, Process, Headworks, Lift Stations		CALL	Refurbish/ Replace Repair	0		5990 call in by ORO (RG) III level SPS	CLOSE		4:24:22 09:30 PM	4:24:22 11:00 PM	5990 call in by ORO (RG) III level SPS - Called in by ORO (RG) as a result of III level alarm at SLS. ORO contacted Wally's to haul loads to lagoon as a result of high level of rainfall causing runoff to SLS. Check SLS and set up with truck to haul loads to lagoon. Monitor SPS levels and pump cycles till inflow returned to rate that pumps could handle without truck.
227720		5990, Assiginack WWTI & CS, Process, Headworks, Lift Stations		CALL	Inspection	0		5990 Monitoring SPS Low Level	CLOSE		4:24:22 03:45 AM	4:24:22 05:45 AM	Apr 24 Lift Station Low Level - Called for low level alarm. - Pumps and level restored to normal operation upon arrival. - Possible cause could have been a loss of echo from the transducer. - Monitored pump cycles for proper operation. All ok!

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				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2792116		5990, Assiginack WWTI, & CS		PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	5/1/22 12:00 AM	5/7/22 12:31 PM	5/27/22 12:31 PM	Critical Alarm Dialer Testing (1m) 5990 - Complete auto dialer WO for May. Simulate SLS pump failure and ensure on call operator (RG) receives alarm. Reset pumps and alarm following test. All good.
2792117		5990, Assiginack WWTI, & CS		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	5/1/22 12:00 AM	5/17/22 01:56 PM	5/17/22 01:56 PM	Health And Safety Inspection (1m) 5990 - Complete Lagoon H&S WO for month of May. Check fire extinguisher and portable eye wash unit. Check first aid kit. Verify sufficient safety supplies onsite.
2792118		5990, Assiginack WWTI, & CS		PM	Inspection	1	MONTHS	IPM Inspection Maintenance (1m) 5990	CLOSE	5/1/22 12:00 AM	5/27/22 12:35 PM	5/27/22 12:35 PM	IPM Inspection Maintenance (1m) 5990 - Complete monthly WO for IPM for May. Check ferric pump board and lines. Verify ferric discharge point. Do lagoon walk around and verify no abnormal noise or vibration from aerators. Check SLS bar screens and dry well. All good.
2792163		5990, Assiginack WWTI, & CS		OPFR	Compliance	1	MONTHS	WISKI Review (1m) 5990	CLOSE	5/1/22 12:00 AM	5/6/22 12:20 PM	5/6/22 12:20 PM	WISKI Review (1m) 5990 - Complete WO for Wiski data and review for month of April. All good.
2818748		5990, Assiginack WWTI, & CS		PM	Calibration	1	YEARS	Flow Meter Calibration (1y) 5990 Manitowaning WWTI, May 5	CLOSE	6/14/22 12:00 AM	5/20/22 11:18 AM	5/20/22 11:18 AM	
2842326		5990, Assiginack WWTI, & CS		PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	6/1/22 12:00 AM	6/17/22 01:56 PM	6/17/22 01:56 PM	Critical Alarm Dialer Testing (1m) 5990 - Complete monthly WO to test auto dialer. During power outage today ensure call to auto dialer received by on call operator (RG). All good.
2842361		5990, Assiginack WWTI, & CS		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	6/1/22 12:00 AM	6/22/22 02:31 PM	6/22/22 02:31 PM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for June. Check fire extinguisher and first aid kit. Bring new PPE stock to lagoon. Add 10 to 1 solution to portable eye wash unit. All good.

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2802008			5990, Assignack WWTL & CS	PM	Health and Safety	1	YEARS	Fire Protection System Inspection (1y) 5990	CLOSE	6/1/22 12:00 AM	11/4/22 01:09 PM	11/4/22 01:09 PM	- Work Completed. SPI was on site
2800154			5990, Assignack WWTL & CS	PM	Inspection	1	MONTHS	IPM Inspection Maintenance (1m) 5990	CLOSE	6/1/22 12:00 AM	6/29/22 12:31 PM	6/29/22 12:31 PM	IPM Inspection Maintenance (1m) 5990 - Complete monthly IPM WO for June. Issues with aerator #2 arrangements made to have electrical troubleshooting issues. Check remaining aerators from shore for abnormal sounds or vibrations. Check ferric pump and discharge lines. Check condition of lagoon banks and have town crew come cut grass.
2800478			5990, Assignack WWTL & CS	OPFR	Compliance	1	MONTHS	WISKI Review (1m) 5990	CLOSE	6/1/22 12:00 AM	6/8/22 09:34 AM	6/8/22 09:34 AM	WISKI Review (1m) 5990 - Complete Wiska data entry and review for May
2800282			Assignack Wastewater Treatment Lagoon & Collection System	CALL	Compliance	0		Assignack Wastewater Treatment Lagoon & Collection System	CLOSE		5/31/22 07:30 PM	5/31/22 08:45 PM	Assignack Wastewater Treatment Lagoon & Collection System - Assignack Wastewater Treatment Lagoon & Collection System Sewage general alarm caused by power bumps. Reset aerators at lagoon and diaser
2807001			Assignack Wastewater Treatment Lagoon & Collection System	CALL	Refurbish/ Replace Repair	0		Assignack Wastewater Treatment Lagoon & Collection System sewage alarm	CLOSE		6/1/22 07:45 PM	6/1/22 09:00 PM	Assignack Wastewater Treatment Lagoon & Collection System sewage alarm - Assignack Wastewater Treatment Lagoon & Collection System sewage alarm Power restored Start aerators at lagoon Clear all alarms.

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2021264		Assignack Wastewater Treatment Lagoon & Collection System		CALL	Rehab/Replace Repair	0		Assignack Wastewater Treatment Lagoon & Collection System sewage alarm	CLOSE		6/25/22 06:30 AM	6/25/22 08:30 AM	Assignack Wastewater Treatment Lagoon & Collection System sewage alarm Assignack Wastewater Treatment Lagoon & Collection System sewage alarm Aeration pump 2 mac blew up upon reset unable to clear sewage alarm from dialer
2021294	5990	Assignack WWTL & CS		PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	7/1/22 12:00 AM	7/18/22 02:55 PM	7/18/22 02:55 PM	Critical Alarm Dialer Testing (1m) 5990 - Test Critical Alarm dialer for July WO. Initiate SLS pump failure alarm and ensure alarm received by on call operator (RO). Reset pump sequence and clear alarm dialer. All good.
2021302	5990	Assignack WWTL & CS		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	7/1/22 12:00 AM	7/18/22 02:52 PM	7/18/22 02:52 PM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for July. Check portable eye wash station and verify First aid kit contents unused. Check fire extinguisher and invert unit. Check PPE for lagoon available. All good.
2021320	5990	Assignack WWTL & CS		PM	Inspection	1	MONTHS	IPM Inspection Maintenance (1m) 5990	CLOSE	7/1/22 12:00 AM	7/20/22 03:22 PM	7/20/22 03:22 PM	IPM Inspection Maintenance (1m) 5990 - Complete IPM WO for July. Check aerators from shore for abnormal sounds or vibrations. Check ferric board and pump. Check ferric injection point on aerator #3. Check SLS wet and dry well. Test HI level alarm in dry well. All good.
2021360	5990	Assignack WWTL & CS		OPER	Compliance	1	MONTHS	WISKI Review (1m) 5990	CLOSE	7/1/22 12:00 AM	7/18/22 02:47 PM	7/18/22 02:47 PM	WISKI Review (1m) 5990 - Complete monthly Wiski data entry and review for month of July. Enter previous months data and review. All good.

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				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2010625	0000235198	AERATOR MECHANICAL #2	5990, Assiginack WWTF & CS, Process, Sludge Treatment & Handling, Aeration	CAP	Refurbish/ Replace/Repair	0		5990 Maintaining Lagoon aerator failure	CLOSE		12/15/22 08:08 PM	12/15/22 08:08 PM	electrical - call operator reported aerator failure, when there is 1 alarm active for the lagoon/waste water it locks out all other alarms so immediate action was required increase of heavy rains (would not receive a SIS high level and could overflow), starter failed for Aerator #2, ordered replacement parts from Dixon starter repair -repaired starter, will schedule to replace motor/cable connections.
2010745			5990, Assiginack WWTF & CS	PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	8/1/22 12:00 AM	8/10/22 02:04 PM	8/10/22 02:04 PM	Critical Alarm Dialer Testing (1m) 5990 - Complete monthly WO to test auto dialer for August. Backup on bar screens caused false low level alarm. Alarm received by on call operator (KW). Reset alarm and make arrangements to clean bar screens.
2010726			5990, Assiginack WWTF & CS	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	8/1/22 12:00 AM	8/26/22 02:55 PM	8/26/22 02:55 PM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for August. Check PPE supplies at lagoon and check eye wash station contents. Check first aid kit and fire extinguisher.
2010523			5990, Assiginack WWTF & CS	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5990	CLOSE	8/1/22 12:00 AM	8/26/22 02:58 PM	8/26/22 02:58 PM	TPM Inspection/Maintenance (1m) 5990 - Complete monthly TPM WO for August. Check aeration system and notify manager that now only have 3 of 9 aerators functioning. Electrician onsite yesterday and mechanical here today to try to get aerators working. Check ferric pump and supply lines.

Report Start Date: Jan 1, 2022 12:00 AM
 Report End Date: Dec 31, 2022 11:59 PM
 Location: 5990*
 Work Order Type: CALL,CAP,CORRE,EMER,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2043100			5990, Assiginack WWTI & CS	OPER	Compliance	1	MONTHS	WWSKI Review (1m) 5990	CLOSE	8/1/22 12:00 AM	8/12/22 03:48 PM	8/12/22 03:48 PM	WWSKI Review (1m) 5990 - Complete monthly data entry and review. WD for month of July. All good.
2069275			5990, Assiginack WWTI & CS, Facility Power Distribution	CALL	Inspection	0		5990 Maniowaning Lagoon Power Interruption	CLOSE		8/12/22 06:15 PM	8/12/22 08:46 PM	Aug 12 Power Interruption - Restarted aerators
2067047			Assiginack Wastewater Treatment Lagoon & Collection System	CALL	Refurbish/ Replace/Repair	0		Assiginack Wastewater Treatment Lagoon & Collection System sewage general alarm	CLOSE		8/25/22 07:00 PM	8/25/22 08:30 PM	Assiginack Wastewater Treatment Lagoon & Collection System sewage general alarm - Assiginack Wastewater Treatment Lagoon & Collection System sewage general alarm Called for aeration fault at lagoon. Jon M working on aeration system assisted in getting fault alarm to clear on the dialer.
2067062	0000235440	AIRATOR MECHANICAL #8	5990, Assiginack WWTI & CS, Process, Sludge Treatment & Handling, Aeration	CAP	Refurbish/ Replace/Repair	0		5990 Maniowaning Lagoon aerator failure	CLOSE		11/4/22 02:49 PM	11/4/22 02:49 PM	electrical - while onsite for another issue i found aerator #8 starter in need of repair. will order parts from disown
2050043			5990, Assiginack WWTI & CS, Process, Headworks, Pumping	CALL	Refurbish/ Replace/Repair	0		5990 Sewage general alarm	CLOSE		8/29/22 03:45 AM	8/29/22 05:00 AM	5990 Sewage general alarm - Call in to for sewage general alarm. Power outage all over the Island. Power outage caused SLS pump #1 to trip. Reset pump and checked it was cycling properly. Reset alarms and move to next plant. All good.
2065704			5990, Assiginack WWTI & CS	PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	9/1/22 12:00 AM	9/26/22 03:11 PM	9/26/22 03:11 PM	Critical Alarm Dialer Testing (1m) 5990 - Complete monthly auto dialer WD for September. Simulate both SPS pumps fail to start alarm. Ensure alarm sent to auto dialer and received by on-call operator (PKB). Reset alarm. All good.

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 Report End Date: Dec 31, 2022 11:59 PM
 Location: 5990*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2201010		5990, Assignack WWTL & CS		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	9/1/22 12:00 AM	9/14/22 02:43 PM	9/14/22 02:43 PM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for September. Check portable eye wash station and PPE supplies on site. Check first aid kit and fire extinguisher and invert extinguisher All good.
2201015		5990, Assignack WWTL & CS		PM	Inspection	1	MONTHS	TPM Inspection Maintenance (1m) 5990	CLOSE	9/1/22 12:00 AM	9/26/22 03:14 PM	9/26/22 03:14 PM	TPM Inspection Maintenance (1m) 5990 - Complete monthly TPM inspection. Check ferric pump operation and discharge lines. Notify manager down to 3 of 9 aerators at lagoon. Lagoon walk around listen for abnormal noise or vibration on remaining three aerators. Check SLS dry well and wet well and bar screen condition.
2201065		5990, Assignack WWTL & CS		OPER	Compliance	1	MONTHS	WISKI Review (1m) 5990	CLOSE	9/1/22 12:00 AM	9/16/22 01:52 PM	9/16/22 01:52 PM	WISKI Review (1m) 5990 - Complete monthly WO for WSKI data entry and review for August. All good.
2201023		Assignack Wastewater Treatment Lagoon & Collection System		CALL	Refurbish/ Replace/Repair	0		Assignack Wastewater Treatment Lagoon & Collection System	CLOSE		9/12/22 05:45 PM	9/12/22 07:00 PM	Assignack Wastewater Treatment Lagoon & Collection System - Assignack Wastewater Treatment Lagoon & Collection System power bump caused alarm, cleared alarm and dialer
2201086		5990, Assignack WWTL & CS		PM	Inspection	1	MONTHS	Critical Alarms/Dialer Testing (1m) 5990	CLOSE	10/1/22 12:00 AM	10/27/22 10:21 AM	10/27/22 10:21 AM	Critical Alarms/Dialer Testing (1m) 5990 - Complete monthly auto-dialer WO for October. Initiate High Level wet well alarm. Ensure auto dialer calls out and on call operator (KWW) receives call. Adjust setpoints and clear auto dialer All good.

Report Start Date: Jan 1, 2022 12:00 AM
 Report End Date: Dec 31, 2022 11:59 PM
 Location: 5990*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details					WorkLog Detail
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
10371109		5990, Assignack WWTL & CS		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	10/1/22 12:00 AM	10/27/22 10:54 AM	10/27/22 10:54 AM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for October. Check lagoon eye wash and first aid kit. Check fire extinguisher and PPE available.
10387108		5990, Assignack WWTL & CS		PM	Inspection	1	MONTHS	TPM Inspection Maintenance (1m) 5990	CLOSE	10/1/22 12:00 AM	10/31/22 12:05 PM	10/31/22 12:05 PM	TPM Inspection Maintenance (1m) 5990 - Complete monthly TPM WO for month of October. Check ferric system and clean suction line foot valve. Check ferric pump operation and tubing. Check SLS wet and dry well. No abnormal sounds or vibration detected from #1 or #2 lift pumps. Aerators being repaired by Wadetek currently. All else good.
10387617		5990, Assignack WWTL & CS		OPER	Compliance	1	MONTHS	WTSKI Review (1m) 5990	CLOSE	10/1/22 12:00 AM	10/14/22 02:25 PM	10/14/22 02:25 PM	WTSKI Review (1m) 5990 - Complete monthly WO for Wiski data entry and review. All good.
10387605		Assignack Wastewater Treatment Lagoon & Collection System		CALL	Relatish/ Replace Repair	0		Assignack Wastewater Treatment Lagoon & Collection System sewage alarm	CLOSE		10/31/22 03:30 AM	10/31/22 05:30 AM	Assignack Wastewater Treatment Lagoon & Collection System sewage alarm - Assignack Wastewater Treatment Lagoon & Collection System sewage alarm aeration pump tripped breaker at lagoon unable to reset alarm
10387655		5990, Assignack WWTL & CS		PM	Inspection	1	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	11/1/22 12:00 AM	11/29/22 09:14 AM	11/29/22 09:14 AM	Critical Alarm Dialer Testing (1m) 5990 - Complete monthly auto dialer WO for November. On arrival at plant found auto dialer latched as a result of SP25 pump #1 fault. Alarm had been received by ORO and verified by OIT (IC). Reset alarm and put pump back into service.

Report Start Date: Jan 1, 2022 12:00 AM
 Report End Date: Dec 31, 2022 11:59 PM
 Location: 5990*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

WorkOrder				PM Schedule		Workorder Details					WorkLog Detail		
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3087206			5990, Assiginack WWTF & CS	PM	Health and Safety	I	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	11/1/22 12:00 AM	11/29/22 09:01 AM	11/29/22 09:01 AM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for November. Check portable eye wash station and fire extinguisher and invert extinguisher. Check first aid kit and verify PPE supplies onsite.
3087224			5990, Assiginack WWTF & CS	PM	Inspection	I	MONTHS	IPM Inspection Maintenance (1m) 5990	CLOSE	11/1/22 12:00 AM	11/30/22 12:24 PM	11/30/22 12:24 PM	IPM Inspection Maintenance (1m) 5990 - Complete monthly IPM WO for November. Check lagoon and SPS. Verify wet well and dry well. Check bar screens a little bit of build up but ok. Check lagoon ferric pump and suction line. Check aerator operation for abnormal sounds or vibrations from shore. Verify ferric discharge All good.
3087254			5990, Assiginack WWTF & CS	OPIR	Compliance	I	MONTHS	WISKI Review (1m) 5990	CLOSE	11/1/22 12:00 AM	11/3/22 03:10 PM	11/3/22 03:10 PM	WISKI Review (1m) 5990 - Complete monthly Wisk data review and entry for October
3087279			Assiginack Wastewater Treatment Lagoon & Collection System	CORR	Refurbish/ Replace Repair	0		5990 - Assiginack WW Collection & Lagoon - Sewage Window Viewer PC Repair	COMP		11/15/22 08:32 AM	1/25/23 11:32 AM	5990 - Assiginack WW Collection & Lagoon - Sewage Window Viewer PC Repair - this repair completed and the Manitowaning Eff Station is now viewed on the water plant Scada system.
3087267	0000235488	MIXER ALUM	5990, Assiginack WWTF & CS, Process	CORR	Refurbish/ Replace Repair	0		5990 Maintaining Lagoon, Aerator Repairs	COMP		1/25/23 11:09 AM	1/25/23 11:09 AM	5990 Maintaining Lagoon, Aerator Repairs - Repairs were made to several aerators in preparation for the winter season. 5 aerators were repaired.
3125400			5990, Assiginack WWTF & CS	PM	Inspection	I	MONTHS	Critical Alarm Dialer Testing (1m) 5990	CLOSE	12/1/22 12:00 AM	12/6/22 12:38 PM	12/6/22 12:38 PM	Critical Alarm Dialer Testing (1m) 5990 - Complete monthly WO to test auto dialer. Simulate SLS pump failure causing alarm to be sent to auto dialer. Troubleshoot on call operator (PKI) receives alarm on cell phone. Reset alarm. All good.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM
 Report End Date: Dec 31, 2022 11:59 PM
 Location: 5990*
 Work Order Type: CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
5128733		5990, Assignack WWTL & CS	5990, Assignack WWTL & CS	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5990	CLOSE	12/1/22 12:00 AM	12/30/22 01:11 PM	12/30/22 01:11 PM	Health And Safety Inspection (1m) 5990 - Complete monthly H&S WO for December. Check portable eye wash station and PPE supplies. Check first aid kit. Check fire extinguisher. All good.
5128678		5990, Assignack WWTL & CS	5990, Assignack WWTL & CS	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5990	CLOSE	12/1/22 12:00 AM	12/30/22 01:18 PM	12/30/22 01:18 PM	TPM Inspection/Maintenance (1m) 5990 - Complete monthly TPM rounds for December. Check aerators from shore no abnormal noise or vibration. Check ferric injection line and discharge point. Check ferric pump bound and suction line. Check SIS wet and dry well.
5128287		5990, Assignack WWTL & CS	5990, Assignack WWTL & CS	OPR	Compliance	1	MONTHS	WISKI Review (1m) 5990	CLOSE	12/1/22 12:00 AM	12/5/22 09:59 AM	12/5/22 09:59 AM	WISKI Review (1m) 5990 - Complete Wiski data entry and review for November. All good.



2022 Fourth Quarter Activity Report March 16, 2023

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

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

CAO Overview

The DSB 2022 Fourth Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$963,534**. Ontario Works is forecasted to be underspent by \$41,915. Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$730,586. Paramedic Services is forecasted to be over budget by \$164,743. Interest revenue on non-reserve accounts is forecasted to be \$355,777 more than budgeted.

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

Paramedic Services

COVID-19 Pandemic Recovery

In conjunction with Public Health agencies, Paramedic Services have moved from a "Response" to a "Recovery" framework. This includes but not limited to ongoing participation and advocacy regarding vaccination and preparing for COVID-19 long term resurgence for years to come.

Community Paramedicine Long-Term Care

Our CP Team has not been immune from the impacts of the recovery from COVID-19. The service has issued an external posting for 2 Full-Time Community Paramedics to replace recent departures and expects to have those filled by late February. The team has over 160 rostered patients in our communities and continues to effectively collaborate and enhance capacity for the home and community care sector.

Ministry of Health Ambulance Service Review

The service has received our preliminary report outlining the team's findings and whether (or not) the service has satisfied all requirements to be certified as a land ambulance operator in the province of Ontario. The team commended our service for our preparation for the review as well as our Quality Assurance and Continuous Quality Improvement programs. While we acknowledge that this review was a departure from previous process as it was completed virtually, the team identified only 2 findings and both were related to our response time challenges. A letter of response from our service to the Ministry of Health was drafted and sent to the Ministry within the 30 day requirement and we now await a final follow-up meeting to complete the review process. It is important to note that the DSB has already received our 3-year license to operate an ambulance service in advance of our follow-up meeting with the Ministry of Health.

Winter Recruitment

Due to our ongoing and unprecedented staffing pressures, Paramedic Services is holding a winter recruitment intake in December as we have had a measure of interest from candidates for our "open" posting. We are hoping to add up to 7 new Regular Part-Time employees this round which should help alleviate some of our staffing pressures.

Children's Services

In the fourth quarter, the average enrollment in licensed child care was 529 children, 422 full fee and 107 subsidized. Compared to last quarter there has been a 3.2% decrease and compared to last year at this time, enrollment has increased by 8%.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 2377, and the total activity kits provided was 132. Compared to last quarter the number of visits increased by 18.2%, activity kits provided decreased by 73%. Compared to last year at this time, number of visits increased by 140% and activity kits provided decreased by 80%.

During the height of the pandemic families could not attend at the EarlyON sites, however, now that EarlyON staff are back in their sites full time, EarlyON Centres are encouraging families to attend in person and participate in group activities as opposed to providing activity kits.

Canada-Wide Early Learning and Child Care System (CWELCC)

On behalf of Service Managers, OMSSA sent a letter dated [November 23, 2022](#), to the Ministry of Education's Assistant Deputy Minister, Holly Moran, related to early years and child care workforce retention and recruitment issues.

The primary concerns are the workforce challenges in early years programs and childcare sector. The lack of staffing is leading to room closures, many programs do not have the capacity to increase spaces to keep up with the demand.

The letter provides several potential solutions for the Ministry of Education to consider, including improved communication between the Ministry and Service Managers, prioritizing the recruitment and retention of child care workforce, and a child care expansion and growth plan.

OMSSA is additionally advocating within the letter that additional notice regarding the funding formula change for 2024 would be helpful to support planning. Service Managers want to work in partnership with the Minister of Education to ensure increased affordability, access, equity and quality to children's services.

2023 Funding / Canada Wide Canada-Wide Early Learning and Child Care System (CWELCC) Guidelines 2023

The [Early Years and Childcare Funding](#) approach will remain unchanged from 2022 for 2023 while the Ministry develops a new Child Care Funding Formula (CCFF), which aims to integrate the current approach for allocating child care funds with the new [Canada-Wide Early Learning and Child Care \(CWELCC\) program](#).

The Ministry is introducing a 5% holdback on the allocations, including CWELCC, which will be released after the ministry review of the 2023 Financial Statements reporting and reconciliation process.

The 2023 CWELCC Fee Reduction and Workforce Compensation allocation increased by \$1, 333, 565. Service providers will receive funding to further reduce their fees by an additional 37% to a minimum daily rate of \$12/day. The Manitoulin Sudbury DSB will provide a cost escalation adjustment of 2.75% to all enrolled Service Providers. This funding can address operating cost increases such as salaries and wages, benefits, operations, and accommodations.

Fee subsidy and parental contribution reduction for eligible children will decrease by an additional 25%. In 2023, funding will be provided to support workforce compensation for eligible RECE staff to receive an annual increase of \$1/hour, to a maximum of \$25/hour and RECE program staff will move to a base wage of \$19/hour and \$21/hour for RECE child care supervisors and home child care visitors.

Funding devoted to the Canada-Ontario Early Childhood and Workforce Agreement, for the retention and recruitment of high-quality child care and early years workforce was received in the amount of \$144, 123 for the period of January – March 2023.

Also included is the renewed Canada-Ontario Early Learning and Child Care (ELCC) Agreement, to support child care and early years program delivery. The Manitoulin-Sudbury DSB has received an additional \$72, 588 for Child Care and \$181, 967 for EarlyON. The Ministry will continue to provide a one-time transitional grant, to help offset

the 5% administration threshold and continue to help offset a portion of the 50/50 administration cost share. The amount of the transitional grant is \$414,902.

New funding has been allocated to EarlyON Child and Family Centres for mental health supports which will leverage and enhance existing mental health resources and capacity building strategies. This allocation is in the amount of \$29, 066.

Access and Inclusion Framework and Notional Space Targets

A memo was received from the Ministry of Education dated December 19, 2022. The memo outlines that the vision for the CWELCC system in Ontario is that more families have access to high quality, affordable, flexible, and inclusive early learning and child care.

Under the agreement with the Government of Canada, Ontario has been funded to support the creation of 86, 000 new licensed child care spaces (relative to 2019) by December 2026. Since 2019, 33,000 new spaces have become operational. This leaves 53, 000 new spaces to be created over the course of the CWELCC agreement. The Ministry has prioritized creating affordable child care spaces in communities with populations who need them most. The focus will be given to resolving longstanding issues related to equity of access and inclusion.

The Ministry has developed an Access and Inclusion Framework to with an increased focus on access as it relates to inclusion. As a first step, Service System Managers have been asked to review their estimated space expansion targets and identify priority neighbourhoods for CWELCC funding. The 5-year (2022-2026) space allocation for the Manitoulin Sudbury District is 183. The school-based allocation is 10 and community-based allocation is 173.

Eligible Service Providers will be able to receive a grant covering up to \$90 per square foot of a new or expanded spaces with a cap up to \$350K for every 50 child care spaces created. The ministry will allocate funding for the 2023-24 capital start-up grants to Service System Managers using the CWELCC child care allocation formula. Service system managers will distribute the grants to licensed Service Providers in accordance with funding guidelines.

Ontario Works

In the fourth quarter of 2022, the Ontario Works/Temporary Care Caseload average was 487. Compared to last year at this time, the caseload has increased by 0.2%.

On October 20th, 2022, the Ontario Municipal Social Services Association (OMSSA) held an in-person meeting during which the members discussed issues related to Social Assistance Renewal, Employment Services Transformation, and the Centralized Intake Rollout, with the Centralized Intake Rollout being the most pertinent issue.

Previously, all applications were processed by staff at the local office, centralized intake is the new model for onboarding clients to Ontario Works (OW) which has opened 3 new avenues for OW application and eligibility determination with the goal to have most applications processed by the Intake and Benefits Administration Unit (IBAU). In November of 2022, a [letter](#) was composed by OMSSA addressed to Denise Allyson Cole, the Deputy Minister of the Ministry of Children, Community and Social Services (MCCSS), regarding the identified concerns as follows:

- 45%-55% of applications are being referred to the local office for processing when the original goal was to have 70% completed by the IBAU.
- The client experience is not streamlined, they are having to repeat their story many times, and turnaround time for connection to services is not happening as quickly as expected through Centralized Intake.

Many potential solutions were proposed for MCCSS consideration such as:

- Increase in resources and training at the IBAU.
- Consider assigning IBAU workers to a specific geographic location.
- Restore the Joint Project Team table to ensure clear communication between the province and local municipalities.
- Consider pausing centralized intake to evaluate and fix outstanding issues before moving forward.
- Consider simplifying the over 800 rules related to OW.
- Expand the auto-grant process to include all application types therefor alleviating all application obligations for local offices.

As a continuance of the [memo](#) shared with all Employment Ontario partners on December 1st, 2021, an updated report was shared on November 28th, 2022 identifying recipients of Ontario Works who had also received the Canada Recovery Benefit (CRB) at one time, up to end of November 2022. These reports will continue to be provided to Ontario Works Case Managers monthly along with information on how to connect social assistance clients with employment related services to proactively support CRB beneficiaries in their return to work.

Employment Ontario

The Employment Services (ES), Youth Job Connect (YJC) and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office.

As of December 31st, 2022:

- 12 participants enrolled in the YJCS program, 4 of which are working toward education and/or training and 8 who are now employed.

- 3 participants enrolled in the YJC program, 1 has obtained part time employment and 2 have obtained full time employment.
- 957 individuals and 31 employers were assisted by Employment Services.

Community Housing

Waiting list (Applicants)

Total applications at end of the fourth quarter is 777. The applicant breakdown is as follows:

1 Bedroom	598	2 Bedroom	85
3 Bedroom	56	4 bedroom	38

Direct Shelter Subsidy (DSS)

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 201 active DSS recipients. At the end of Q3 of this year there was 201 recipients and at this time last year there was 220.

Income Mixing

Per DSB Policy, every effort is being made where the waitlist allows, to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 10 market rent tenants and 97 affordable rent tenants. This represents 3.6% and 35% of our portfolio. There is one less market rent tenant from last quarter and an increase of 3 affordable tenants. Last year at this time we had 10 market rent tenants (3.6%) and 79 affordable (28%)

Smoke Free Housing – Unit Count-down

As of the end of the 4th quarter, 200/275 of the portfolio's units are designated as Smoke-free, this represents 72% of the full portfolio. Units are designated as turn-over occurs.

Canada Ontario Housing Benefit (COHB) update

COHB is a portable housing benefit designed to assist with rental costs in the private housing market. The benefit is portable throughout the province of Ontario, which allows recipients more flexibility to choose where they would like to live.

Priority groups for the benefit are:

- Persons experiencing homelessness.
- Survivors of domestic violence and human trafficking
- Indigenous population
- Persons with disabilities
- Seniors

This benefit is available to eligible priority groups who are on, or are eligible to be on, a Centralized Waiting List for Rent Geared-to-Income subsidized housing.

COHB is a monthly financial payment equal to the difference between 30 per cent of the household's income and the average market rent in the area. For recipients of social assistance, the COHB will provide the difference between the shelter allowance and the household's rent and utilities costs.

The program is administered by the Province of Ontario and the benefit amount is reviewed annually. The role of Manitoulin-Sudbury DSB is to assist eligible priority households with the application process.

To the end of this quarter, the Manitoulin-Sudbury DSB has assisted 44 households in successfully applying for the benefit.

By-Name-List (BNL) update

A BNL is a real-time list of all known people experiencing homelessness at a given point in time. The BNL is designed as a tool for communities to support triage to services, system performance evaluation and advocacy.

For the purposes of a BNL "homelessness" describes the situation of an individual or family with the absence of stable, safe, permanent, appropriate housing or the immediate means and ability to acquire it. This can include unsheltered, emergency sheltered or provisionally accommodated (hospital, jail, residential treatment).

A BNL provides aggregate data for Service Managers and community partners to identify the needs of individuals, gaps in community services and advocate for what resources are needed to end homelessness.

The Manitoulin-Sudbury DSB has developed a BNL, and a 'Change Team' built of representatives from community agencies with a passion for system improvement and working together to end homelessness.

Little Current Project – New Build

The new building construction in Little Current is progressing well. This build is for 3 pods of 4 units each with a senior demographic being the target group. There are 2 – 2-bedroom units and 10 – 1-bedroom units. Both of the 2 Bedroom units are fully accessible.

The contractors are currently working on the interior of the units.

Capital Projects with Housing Services Corporation

Manitoulin

The scheduled electrical work for Little Current and Manitowaning remains delayed due to ongoing supply delays with the electrical components. Discussions with the Contractor and Engineer indicate that the components needed are becoming available. We are confident that this work will be completed in the Spring and remain viable for COCHI funding as intended.

Balcony repairs and rehabilitation in Little Current and Manitowaning are finalizing. We remain in contact with the Contractor and Engineers with regular status updates. At this time, the new concrete slabs are poured in Manitowaning, and in Little Current, the reapplication of epoxy to the rebar supports within the balcony slab has been done. There is a date to pour in mid-January in both locations which should finish up both buildings. COCHI funding in these two locations is assisting with the Capital Costs.

In Mindemoya, we continue to work with our Engineers to solve the issues discovered with the balcony replacement project. The undertaking will have to wait for warmer weather to be completed. The tenants in the building have been very cooperative throughout the season.

Sudbury East

At the Warren Community Housing site, the walkway, retaining wall and asphalt have been replaced. Outdoor lighting was repaired and upgraded.

Lacloche-Manitoulin

It was identified that two locations required roof replacements. Espanola (60 Barber) and Gore Bay (3 Water) were brought forward to begin the process so that tenders could be out for work to commence in the Spring.

We hired a consultant to determine the scope of work and prepare the necessary drawings and specifications and had a Designated Substance Survey completed to identify any asbestos or other substances requiring identification or remediation prior to the work commencing. Tendering will be done at end of January.

Work Orders

During the 4th quarter a total of 242 work orders were generated: 185 for Community Housing; 6 for Administration Offices, and 51 for Paramedic Services. There was a total

of 131 work orders closed or resolved during that time. There were 6 work orders for unit turnovers; 2 family units and 4 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

Summary

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

Donna Stewart

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: donna.stewart@msdsb.net

Website: www.msdsb.net

	Manitoulin-Sudbury DSB					
	4th Quarter Report (Unaudited)					
	AS AT 12/31/2022					
	Total Gross Budget		Municipal Share Budget			
	YTD	ANNUAL BUDGET	OVER(UNDER) BUDGET	MUNICIPAL SHARE YTD	MUNICIPAL SHARE BUDGET	Over(Under) Budget Forecast
Ontario Works	\$ 2,415,316	\$ 2,457,231	\$ (41,915)	\$ 1,001,116	\$ 1,043,031	\$ (41,915)
100% Funded	\$ 7,877,135	\$ 6,208,260	\$ 1,668,875			
Child Care	\$ 11,302,571	\$ 10,026,568	\$ 1,276,003	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 2,224,360	\$ 2,954,946	\$ (730,586)	\$ 1,568,190	\$ 2,298,776	\$ (730,586)
100% Funded	\$ 937,020	\$ 605,615	\$ 331,405			
Paramedic Services	\$ 15,926,006	\$ 15,714,280	\$ 211,726	\$ 7,002,281	\$ 6,837,538	\$ 164,743
Wiikwemikong, PTS, CP	\$ 4,283,497	\$ 3,919,880	\$ 363,617	\$ 120,000	\$ 120,000	\$ -
TOTAL EXPENSES	\$ 44,965,905	\$ 41,886,780	\$ 3,079,125	\$ 10,359,626	\$ 10,967,383	\$ (607,757)
Interest Revenue	\$ (454,940)	\$ (99,163)	\$ (355,777)	\$ (454,940)	\$ (99,163)	\$ (355,777)
TOTAL EXPENSES	\$ 44,510,965	\$ 41,787,617	\$ 2,723,348	\$ 9,904,686	\$ 10,868,220	\$ (963,534)

		Explanation of Unaudited Municipal Share- AS OF Dec 31, 2022	
Actual to Budget	NET Municipal Variance		
Ontario Works	\$ (41,915)	Municipal share of administration expenses are on budget. SAR is underspent by \$41,915.	
Child Care	\$ -	Municipal share of Child Care expenses are on budget. (\$267,936) + (\$405,338) + (\$57,312) = (\$730,586) surplus	
Community Housing	\$ (730,586)	Direct operated rev & exp and program support allocation is (\$267,936) under budget - Rental Revenues are (\$177,029) more than budgeted. - Direct operating expenses are (\$90,907) under budget due to: utilities \$2,531 over budget, salaries & benefits for custodians (\$1,271) under budget, maintenance expenses over budget \$142,905, other admin expenses over budget \$3,072; bad debts expense due to tenant maintenance chargebacks is \$73,913 over budget. - Program Support Allocation is (\$302,057) under budget. - Direct Shelter Subsidy is (\$405,338) under budget due to expenses reallocated to 100% funding. Non-Profit, Rent Supp. and Urban Native expenses are (\$57,312) under budget. Paramedic Services municipal share is \$164,743 over budget.	
Paramedic Services	\$ 164,743	The MOHLTC funding is (\$46,985) over budget. Medic Staffing and Benefits is (\$50,591) under budget. Administration Wages and Benefits are (\$183,845) under budget. Non Wages are forecasted to be over budget by \$446,164 . - Transportation & Communication is \$54,466 over budget - Program Support is (\$36,331) under budget - Other revenues are (\$432) more than budget - Vehicle repairs and maintenance are over budget by \$162,043. - Building repairs and maintenance, grounds and utilities are \$171,838 over budget - Supplies are \$94,580 over budget.	
Interest Revenue	\$ (355,777)	Interest Revenue is (\$355,777) more than budgeted which results in a municipal surplus	
	\$ (963,534)		

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

RECEIVED
 APR 12 2023

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	0032974
Cheque Date	First	Last		0033009

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0032974	2023-03-30	CRD CREIGTON <i>replacement chq</i>	\$5,972.73
InvNo: INV261151	InvDesc: plow shoes #16	InvAmt: \$881.40	
InvNo: INV261153	InvDesc: truck & loader chains	InvAmt: \$5,091.33	
0032975	2023-03-30	RALF ISLAND TRUCK PARTS	\$214.70
InvNo: 13576	InvDesc: def fluid	InvAmt: \$214.70	
0032982	2023-04-11	BEACON IMAGES	\$289.14
InvNo: 4615	InvDesc: signage	InvAmt: \$289.14	
0032983	2023-04-11	COMPUTREK	\$974.50
InvNo: 27328	InvDesc: april remote server mgmt	InvAmt: \$849.34	
InvNo: 27422	InvDesc: shipping charges	InvAmt: \$66.85	
InvNo: 27446	InvDesc: offsite backup	InvAmt: \$58.31	
0032984	2023-04-11	G. STEPHEN WATT, BARRISTER	\$632.80
InvNo: 4047	InvDesc: general legal	InvAmt: \$632.80	
0032985	2023-04-11	GERRY STRONG	\$234.62
InvNo: APRIL 10 2023	InvDesc: bldg insp mileage	InvAmt: \$234.62	
0032986	2023-04-11	GFL ENVIRONMENTAL INC 2019	\$5,062.63
InvNo: G00000026363	InvDesc: march recycling transport	InvAmt: \$5,062.63	
0032987	2023-04-11	HYDRO ONE NETWORKS INC.	\$9,736.11
InvNo: MARCH 23 2023 MTGWTP	InvDesc: mtg wtp	InvAmt: \$5,413.73	
InvNo: APRIL 6 2023 PW	InvDesc: pw-microfit	InvAmt: \$5.41	
InvNo: MARCH 28 2023 LAGOON	InvDesc: lagoon	InvAmt: \$3,718.22	
InvNo: MARCH 28 2023 LITES	InvDesc: street lites	InvAmt: \$598.75	
0032988	2023-04-11	JACKIE WHITE	\$18.08
InvNo: 2198	InvDesc: pec-reimb plaques re softball	InvAmt: \$18.08	
0032989	2023-04-11	JET ICE LIMITED	\$976.37
InvNo: 122039	InvDesc: arena-ice paint	InvAmt: \$976.37	
0032990	2023-04-11	JJ POLE LINE CONSTRUCTION	\$1,205.54
InvNo: 1757	InvDesc: streetlight repairs	InvAmt: \$1,205.54	
0032991	2023-04-11	MANITOWANING MILL & HOME BUILDING CENTRE	\$2,107.25
InvNo: 0268098	InvDesc: high falls - signage mat.(otf)	InvAmt: \$2,107.25	
0032992	2023-04-11	MANITOWANING FRESHMART	\$22.95
InvNo: 00163603	InvDesc: admin-tea	InvAmt: \$9.08	
InvNo: 00159344	InvDesc: pw-sugar/cream	InvAmt: \$9.88	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 00038892 InvDesc: admin-wtr refill InvAmt: \$3.99

ChqNo:	0032993	Date:	2023-04-11	Vendor:	METAL AIR MECHANICAL SYSTEMS	Amount:	\$169.50
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InvNo: W17636 InvDesc: arena-brine analysis InvAmt: \$169.50

ChqNo:	0032994	Date:	2023-04-11	Vendor:	MUNICIPAL PROPERTY ASSESSMENT CORP.	Amount:	\$9,947.89
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InvNo: 1800032931 InvDesc: 2023 2nd qtr billing InvAmt: \$9,947.89

ChqNo:	0032995	Date:	2023-04-11	Vendor:	NEW NORTH FUELS INC	Amount:	\$2,659.35
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InvNo: 650216 InvDesc: po-furnace oil InvAmt: \$740.18

InvNo: 650209 InvDesc: pw-diesel/dyed diesel InvAmt: \$1,919.17

ChqNo:	0032996	Date:	2023-04-11	Vendor:	NORTHERN 911	Amount:	\$460.62
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InvNo: 21216-04012023 InvDesc: april 911 dispatch InvAmt: \$460.62

ChqNo:	0032997	Date:	2023-04-11	Vendor:	PAUL METHNER	Amount:	\$1,414.00
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InvNo: #2023-03-31 InvDesc: march animal control InvAmt: \$1,100.00

InvNo: #2023-03-30 InvDesc: animal control-mileage InvAmt: \$314.00

ChqNo:	0032998	Date:	2023-04-11	Vendor:	PERRY NEWMAN	Amount:	\$403.24
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InvNo: APRIL 10 2023 InvDesc: bylaw enforce.mileage InvAmt: \$403.24

ChqNo:	0032999	Date:	2023-04-11	Vendor:	PITNEY BOWES	Amount:	\$219.98
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InvNo: 3202158883 InvDesc: postage meter lease InvAmt: \$219.98

ChqNo:	0033000	Date:	2023-04-11	Vendor:	PURULATOR COURIER	Amount:	\$37.10
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InvNo: 453034963 InvDesc: freight InvAmt: \$37.10

ChqNo:	0033001	Date:	2023-04-11	Vendor:	RECEIVER GENERAL	Amount:	\$19,966.22
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InvNo: MARCH 2023 InvDesc: march source deductions InvAmt: \$19,966.22

ChqNo:	0033002	Date:	2023-04-11	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$5,478.24
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InvNo: 4361302 InvDesc: arena-cylinder rental InvAmt: \$23.73

InvNo: 43610301 InvDesc: pw-cylinder rental InvAmt: \$11.87

InvNo: 43745757 InvDesc: lib bldg-10 yr insp InvAmt: \$141.25

InvNo: 43745755 InvDesc: fd-10 yr inspection InvAmt: \$141.25

InvNo: 43745754 InvDesc: pw/bnk-10 year inspection InvAmt: \$141.25

InvNo: 43723211 InvDesc: arena-propane InvAmt: \$1,579.55

InvNo: 43723212 InvDesc: arena-propane InvAmt: \$3,298.09

InvNo: 43668665 InvDesc: pw-10 yr inspection InvAmt: \$141.25

ChqNo:	0033003	Date:	2023-04-11	Vendor:	CANDICE IRWIN	Amount:	\$1,101.75
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InvNo: 261 InvDesc: feb dance classes (otf) InvAmt: \$1,101.75

ChqNo:	0033004	Date:	2023-04-11	Vendor:	ANDREW GERHARD	Amount:	\$2,605.08
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InvNo: APRIL 11 2023 InvDesc: reimb.exp re:nhsp grant InvAmt: \$2,605.08

ChqNo:	0033005	Date:	2023-04-11	Vendor:	SUNWIRE INC	Amount:	\$1.02
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InvNo: 1672071875 MAR 2023 InvDesc: admin-tel(bal.re prev inv) InvAmt: \$1.02

ChqNo:	0033006	Date:	2023-04-11	Vendor:	LORI MASTELKO	Amount:	\$200.00
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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 0032950 0032973
 Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0032950	Date:	2023-03-27	Vendor:	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	Amount:	\$6,133.36
InvNo:	1093A	InvDesc:	bal. owing re #16			InvAmt:	\$1,127.75
InvNo:	1102	InvDesc:	repairs #16			InvAmt:	\$1,439.33
InvNo:	3074	InvDesc:	fd/pw-truck repairs			InvAmt:	\$3,566.28
ChqNo:	0032951	Date:	2023-03-27	Vendor:	EASTLINK	Amount:	\$133.24
InvNo:	MAR 10 2023 PW	InvDesc:	pw-dsl			InvAmt:	\$66.62
InvNo:	MARCH 10 2023 MARINA	InvDesc:	marina-dsl			InvAmt:	\$66.62
ChqNo:	0032952	Date:	2023-03-27	Vendor:	FEDERATION OF NORTHERN ONTARIO MUNICIPAL/	Amount:	\$176.40
InvNo:	1936-23	InvDesc:	2023 membership			InvAmt:	\$176.40
ChqNo:	0032953	Date:	2023-03-27	Vendor:	FREELANDT CALDWELL REILLY	Amount:	\$14,972.50
InvNo:	CJH-74722	InvDesc:	interim invoice audit 2022			InvAmt:	\$14,972.50
ChqNo:	0032954	Date:	2023-03-27	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	MAR 27 2023	InvDesc:	bldg insp mileage			InvAmt:	\$234.62
ChqNo:	0032955	Date:	2023-03-27	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$5,077.67
InvNo:	MARCH 8 2023 ADMIN	InvDesc:	mun.office			InvAmt:	\$357.35
InvNo:	MARCH 16 2023 PRK	InvDesc:	queens park			InvAmt:	\$37.09
InvNo:	MARCH 21 2023 PO	InvDesc:	po/bank			InvAmt:	\$592.71
InvNo:	MARCH 21 2023 TENNIS	InvDesc:	tennis courts			InvAmt:	\$39.77
InvNo:	MAR 21 2023 SS WTP	InvDesc:	ss wtp			InvAmt:	\$1,964.81
InvNo:	MAR 21 2023 ARENA	InvDesc:	arena			InvAmt:	\$979.16
InvNo:	MAR 21 2023 LIB	InvDesc:	lib bldg			InvAmt:	\$600.09
InvNo:	MAR 21 2023 DOCKS	InvDesc:	marina-docks			InvAmt:	\$172.42
InvNo:	MARCH 21 2023 INFO	InvDesc:	info booth			InvAmt:	\$299.82
InvNo:	MARCH 21 2023 SHWRS	InvDesc:	marina showerhouse			InvAmt:	\$34.45
ChqNo:	0032956	Date:	2023-03-27	Vendor:	JACKIE WHITE	Amount:	\$444.48
InvNo:	MAR 17 2023	InvDesc:	pec-supplies reimb.			InvAmt:	\$83.00
InvNo:	20230321-002	InvDesc:	pec-reimb.supplies			InvAmt:	\$230.44
InvNo:	701-4954490-6751426	InvDesc:	pec-reimb.supplies			InvAmt:	\$131.04
ChqNo:	0032957	Date:	2023-03-27	Vendor:	KYLE BOND	Amount:	\$85.00
InvNo:	24/03/2023	InvDesc:	eyeglasses (chanelle)			InvAmt:	\$85.00
ChqNo:	0032958	Date:	2023-03-27	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	Amount:	\$33,218.33

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: IN000021225 InvDesc: april ambul/social assist InvAmt: \$33,218.33

ChqNo:	0032959	Date:	2023-03-27	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$1,761.80
InvNo:	116280	InvDesc:	advertising	InvAmt:	\$274.52		
InvNo:	116267	InvDesc:	advertising	InvAmt:	\$252.00		
InvNo:	116246	InvDesc:	advertising	InvAmt:	\$823.50		
InvNo:	116312	InvDesc:	advertising	InvAmt:	\$411.78		
ChqNo:	0032960	Date:	2023-03-27	Vendor:	MUNICIPAL LAW ENFORCEMENT OFFICERS ASSOC	Amount:	\$98.00
InvNo:	2023 MEMBERSHIP	InvDesc:	mlea membership 2023	InvAmt:	\$98.00		
ChqNo:	0032961	Date:	2023-03-27	Vendor:	NEW NORTH FUELS INC	Amount:	\$2,964.85
InvNo:	647984	InvDesc:	po-furnace oil	InvAmt:	\$468.32		
InvNo:	647881	InvDesc:	pw-diesel/dyed diesel	InvAmt:	\$2,496.53		
ChqNo:	0032962	Date:	2023-03-27	Vendor:	PERRY NEWMAN	Amount:	\$580.72
InvNo:	MARCH 27 2023	InvDesc:	bylaw enforcement mileage	InvAmt:	\$580.72		
ChqNo:	0032963	Date:	2023-03-27	Vendor:	PETTY CASH	Amount:	\$97.60
InvNo:	MARCH 20 2023	InvDesc:	petty cash replenishment	InvAmt:	\$97.60		
ChqNo:	0032964	Date:	2023-03-27	Vendor:	RAINBOW DISTRICT SCHOOL BOARD	Amount:	\$83,855.01
InvNo:	2023 1ST QTR	InvDesc:	2023 1st qtr requisition	InvAmt:	\$83,855.01		
ChqNo:	0032965	Date:	2023-03-27	Vendor:	RELIANCE HOME COMFORT	Amount:	\$118.31
InvNo:	MAR 10 2023 ADMIN	InvDesc:	mun office-hwt rental	InvAmt:	\$56.17		
InvNo:	MAR 10 2023 PW	InvDesc:	pw-hwt rental	InvAmt:	\$62.14		
ChqNo:	0032966	Date:	2023-03-27	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$3,817.55
InvNo:	RC020035614	InvDesc:	april health unit levy	InvAmt:	\$3,817.55		
ChqNo:	0032967	Date:	2023-03-27	Vendor:	TROY LIFE & FIRE SAFETY LTD	Amount:	\$3,878.02
InvNo:	100070788	InvDesc:	arena-install new panel	InvAmt:	\$3,878.02		
ChqNo:	0032968	Date:	2023-03-27	Vendor:	CHRISTINE MCNAUGHTON	Amount:	\$251.00
InvNo:	397	InvDesc:	pec-cooking class&supplies	InvAmt:	\$251.00		
ChqNo:	0032969	Date:	2023-03-27	Vendor:	THOMAS SAGLE	Amount:	\$100.00
InvNo:	MAR 4 2023 (1)	InvDesc:	coyote pred (1) claim	InvAmt:	\$50.00		
InvNo:	MAR 11 2023 (1)	InvDesc:	coyote pred (1) claim	InvAmt:	\$50.00		
ChqNo:	0032970	Date:	2023-03-27	Vendor:	DEBBIE QUACKENBUSH	Amount:	\$50.00
InvNo:	MARCH 22 2023	InvDesc:	pec-reimb.registration	InvAmt:	\$50.00		
ChqNo:	0032971	Date:	2023-03-27	Vendor:	MANITOULIN CRISTADELPHIAN ECCLESIA	Amount:	\$40.00
InvNo:	MARCH 2023	InvDesc:	arena-reimb.overpyt	InvAmt:	\$40.00		
ChqNo:	0032972	Date:	2023-03-27	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,572.46
InvNo:	2023-41	InvDesc:	garb pickup/parks/grass	InvAmt:	\$3,572.46		
ChqNo:	0032973	Date:	2023-03-27	Vendor:	XEROX CANADA LTD.	Amount:	\$319.21
InvNo:	85689523	InvDesc:	monthly copier usage	InvAmt:	\$319.21		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

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

Report Total:

\$161,980.13

Payment #	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0032944	2023-03-27	03/27COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0032945	2023-03-27	03/27COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0032946	2023-03-27	03/27COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0032947	2023-03-27	03/27COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0032948	2023-03-27	03/27COMB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0032949	2023-03-27	03/27COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
3374	2023-03-27	03/27COMB	119	COOPER, RONALD	OUTSTANDING	Direct Deposit
3375	2023-03-27	03/27COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3376	2023-03-27	03/27COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3377	2023-03-27	03/27COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3378	2023-03-27	03/27COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3379	2023-03-27	03/27COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3380	2023-03-27	03/27COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3381	2023-03-27	03/27COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3382	2023-03-27	03/27COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3383	2023-03-27	03/27COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3384	2023-03-27	03/27COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3385	2023-03-27	03/27COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3386	2023-03-27	03/27COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3387	2023-03-27	03/27COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit

Total : \$22,732.92

Payment #	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0032976	2023-04-10	04/10COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0032977	2023-04-10	04/10COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0032978	2023-04-10	04/10COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0032979	2023-04-10	04/10COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0032980	2023-04-10	04/10COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0032981	2023-04-10	04/10COMB	383	MENDE, JONATHAN	OUTSTANDING	Cheque
3388	2023-04-10	04/10COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3389	2023-04-10	04/10COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3390	2023-04-10	04/10COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3391	2023-04-10	04/10COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3392	2023-04-10	04/10COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3393	2023-04-10	04/10COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3394	2023-04-10	04/10COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3395	2023-04-10	04/10COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3396	2023-04-10	04/10COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3397	2023-04-10	04/10COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3398	2023-04-10	04/10COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3399	2023-04-10	04/10COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3400	2023-04-10	04/10COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3401	2023-04-10	04/10COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
3402	2023-04-10	04/10COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit

Total : \$22,675.40

Memo

To: Alton Hobbs

From: Jackie White

Date: March 20, 2023

Re: Mental Health Week May 1-7, 2023

Alton,

The community has suffered a devastating loss recently. Our youth are the most important asset Assiginack has. In saying that, and based on the recent tragedy, I would like to ask Council to consider being an active participant in the promotion of Mental Health Week, May 1-7, 2023. The colour to signify and promote the week is green, often in the shape of a ribbon.

Assiginack Public School would need to be contacted to ensure that this is a good fit with them, and perhaps collaboration could happen as well.

If approval from Council is granted, the municipality will undertake several methods to ensure participation is shown in the community, as well as asking the public to be involved. Examples could include:

Highway signs

Large green ribbons throughout municipality

Facts and statistics as well as help phone numbers on social media/website

A fact flyer could go to residents

Respectfully submitted,

Jackie White

Memo

To: Alton Hobbs
From: Jackie White
Date: April 6, 2023
Re: Food Cycler

With the municipality heading towards mandatory recycling, there is an interesting program out there that Council may want to try as a pilot project. Central Manitoulin participated in this last year with 50 units and sold out within two weeks. They are proceeding again this year with another bulk purchase of units.

Please find attached a food cycler program.

Food Cycle Science (FCS) is a social purpose organization born from the alarming fact that 63% of food waste is avoidable and responsible for about 10% of the world's greenhouse gas emissions. These devices can process 2.5 L of food waste per cycle and converts it into a nutrient-rich by-product that can be used to enrich your soil. Power consumption per cycle is ~0.8 kWh (FC-30) / ~1.3 kWh (Maestro) and takes less than 8 hours to complete (overnight).

Each FoodCycler™ is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on average market rates of \$150 per tonne of waste (fully burdened), 50 households participating would divert 100 tonnes of food waste and save the municipality an estimated \$10,000.00 in costs.

Cost - for 50 units

The cost to the ratepayer would be \$150 per unit.

The total cost to the municipality would be \$6,450 + tax.

There may be a possibility to share shipping costs with Central Manitoulin, that would have to be explored if the Township chose to proceed.

Survey and Timeline: Those participating will be expected to fill out a short survey at the end of the 12 week period. Confirmation of order to be received no later than May 31, 2023.

Price Guarantee: Food Cycle Science will honour these rates on subsequent orders of 50 units or more, placed within the 2023 calendar year.

FUNDED PILOT PROGRAM OPTIONS

Municipal Subsidy Model



**FOODCYCLER™
FC-30**



RETAIL PRICE
MUNICIPAL DISCOUNT
IMPACT CANADA INVESTMENT
* MUNICIPAL SUBSIDY *
RESIDENT COST



**FOODCYCLER™
MAESTRO**





Manitoulin Secondary School

107 Bay Street, P.O. Box 307, M'Chigeeng, Ontario P0P 1G0 | Tel: 705.368.7000 | Fax: 705.368.7001

David Wiwchar, B.S.S., B.Ed., M.S.S.
Principal

Dawn Noble McCall, B.A.(Hons), B.Ed.
Vice-Principal

Travis Corbiere, B.A., B.Ed.
Vice-Principal

April 11, 2023

Dear Mayor Reid and the Assiginack Town Council:

WOOT WOOT MANITOULIN! Your Island robotics high school team qualified for the World Championships in Houston Texas! Thank you to everyone who helped us with sponsorship, mentorship, coaching, student pickup, donations and encouragement to get us this far! This season we have won the Engineering Inspiration Award at the Nipissing University event, the top Impact Award at the Regional event in McMaster University, which qualified us for the Provincial Championships, and, spectacularly, the Impact Award at the Provincials which in turn qualified us for the Worlds in Houston, Texas this April 19-23. This is an amazing accomplishment for your young, northern, rural Manitoulin Island team.

For those of you who are new to the term FIRST Robotics, FIRST stands for "For Inspiration and Recognition of Science and Technology". This is the "in" for many students to get involved in and start dreaming big about science and tech in a life-changing way. Students design, fabricate, build, wire, and program a robot to complete in a variety of tasks on a designed field during a timed competition. Our team has young men and women from many communities throughout the Island, from diverse backgrounds and contributing with a wide variety of talents but the same passion. The competitions bring together teams from all over the province and, at the worlds, from all over the world to put their robots, safety crew, and business teams to the test.

Your MSS team was ecstatic to win and qualify for the Worlds, but they were completely surprised by the opportunity. They were not expecting to turn around and travel to Texas within 10 days. Many Island youth are in transit to get rapid passports in Southern Ontario, and our local MP has offered to help them. Still, the expense of competing internationally is beyond many Island students financial means. There are team members who are fortunate as well as members struggling to pay the bills, but the passion is the same. We are asking for your support, and from some of you, repeated support so that all the dedicated, motivated, and talented young people from around Manitoulin will have the same opportunity to innovate, invent, and have an impact as their Southern Ontario private and mega-school counterparts. These hard working dedicated youth are representing communities across our island and are so proud to call Manitoulin home.

For this reason, we would greatly appreciate your support in the form of a donation of \$1500 to get our team to Houston. Sponsorship cheques can be made out to Manitoulin Secondary School, Robotics Team (c/o Manitoulin Secondary School, 107 Bay St. M'chigeeng, ON, P0P 1G0). Another option is you can send a donation on behalf of Manitoulin Metal to the Rainbow District School Board (408 Wembley Dr, Greater Sudbury, ON P3E 1P2) to receive a charitable tax donation receipt.

We can't wait to take your logo to competition with us in Texas on our robot and banner, to post your business on our website and social media sites, and to include you in all of our press information and

competition announcements. So if you feel you can commit to sponsoring your Manitoulin Robotics Champions, please do so by Monday, April 17th.

If you have any questions, would like to sponsor us, would like to hear a presentation, or would like to meet our robot "Bumblebee" when we return please contact us at 705-368-7000 or email our team at 6865mssrobotics@gmail.com

Thank you for your consideration in helping making dreams come true for our island youth and putting our amazing Manitoulin Island once again on the map! We are so very proud and honoured to call Manitoulin home, and we guarantee, when we leave the Worlds, everyone will know Manitoulin.

The Manitoulin Metal Robotics Team (FRC 6865):

Addy Gray,	Central Manitoulin	Morgan Green,	NEMI
Nevaeh Harper,	Central Manitoulin	Ryann Moore`	NEMI
Samuel Pennings,	Central Manitoulin	Alan Wilkin	NEMI
Ben Willis,	Central Manitoulin	Darwin Wood,	NEMI
Kyle Zembal,	Central Manitoulin		
Xavi Mara,	Assiginack	Daphne Carr,	Gore Bay
Ryan Kuntsi,	Assiginack	Patrick McCann,	Gore Bay
Jocelyn Kuntsi,	Assiginack	Alexis McVey,	Gore Bay
		Alex Wilson-Zegil,	Gore Bay
Kyra Carpenter,	NEMI	Robyn-Ashley	Tehkummah
Garrett Charbonneau,	NEMI	Faer O'Leary	Tehkummah
Tanner Graham,	NEMI		



Instagram & Twitter: frc6865

Facebook: manitoulinmetal