

**MUNICIPALITY**



**OF ASSIGINACK**

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

**REGULAR MEETING OF COUNCIL  
IN CHAMBERS**

**Tuesday, November 21, 2023, at 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 the Special Meeting of Council of November 7, 2023
- b) Minutes of the Committee of the Whole Meeting of November 7, 2023
- c) Minutes of the Special Meeting of Council of October 24, 2023
- d) Minutes of the Regular Meeting of Council of October 17, 2023
- e) Minutes of the Roller Mills Committee of October 18, 2023
- f) Minutes of the Strategic Planning Advisory Committee of October 10, 2023
- g) Minutes of the Museum Advisory Committee of September 14, 2023
- h) Minutes of the Museum Advisory Committee of August 3, 2023

**4. DELEGATIONS**

**5. REPORTS**

- a) 2023 Treasurer's Budget to Actual Quarterly Statements
- b) Manitowaning Drinking Water System Inspection Report
- c) Roller Mill Summary Report October 2023
- d) Assiginack Museum Curator Report 2023
- e) Public Works Report

**6. ACTION REQUIRED ITEMS**

- a) Accounts for Payment- General \$ 164,101.08
- b) Accounts for Payment- Payroll \$ 57,639.04
- c) Staff Christmas Bonuses
- d) Municipal Office Christmas Hours
- e) Year-end Departmental Reserves Allocation
- f) Community Emergency Preparedness Grant

## **7. INFORMATION ITEMS**

- a) Manitoulin-Sudbury District Services Board: 2023 Third Quarter Report
- b) Association of Ontario Land Surveyors
- c) Town of Huntsville- Floating Accommodations
- d) Greater Napanee- Provincial Legislation for Third Party Short-Term Rental Companies
- e) Municipality of Wawa- Bill C-310
- f) Municipality of Wawa- Amendment to the Legislation Act, 2006

## **8. BY-LAWS**

- a) By-Law 2023-22: Minimum Standards for all Newly Constructed Roads
- b) By-Law 2023-23: Amendment to By-law 2023-15

## **9. CLOSED SESSION**

## **10. ADJOURNMENT**

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

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, November 7, 2023, at 7:00 p.m.

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

**Staff:** Alton Hobbs, CAO  
Heidi Ferguson, Clerk  
Deb MacDonald, Treasurer/Deputy CAO  
Freda Bond, Tax and Utility Manager  
Crystal Lentir, Administrative Assistant  
Jackie White, Project Events Coordinator

**OPENING:**

**#260-23-2023 D. Elliott – J. Bowerman**

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

*CARRIED*

The Land Acknowledgement was read.

**AGENDA:**

**#261-23-2023 J. Hooper – R. Maguire**

THAT we approve the agenda as presented.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

*NONE*

**ANNOUNCEMENTS:**

*Councillor Hooper shared that the Christmas Banners have been ordered. Councillor Elliott thanked all those that organized, participated, and attended the Haunted Ride. Other members shared their thanks.*

**ADOPTION OF MINUTES:**

*NONE*

**DELEGATIONS:**

*NONE*

**REPORTS:**

*NONE*

**ACTION REQUIRED ITEMS:**

*NONE*

**INFORMATION ITEMS:**

*NONE*

**BY-LAWS:**

**#262-23-2023 J. Bowerman – D. Elliott**

THAT By-law 2023-20, being a by-law to enter into an agreement with MacNaughton Hermesen Britton Clarkson Planning Limited (MHBC) to provide Consulting/Planning Services for our Draft Comprehensive Zoning By-law, be given a first, second, third and final reading and enacted in Open Council.

*CARRIED*

**#263-23-2023 J. Hooper – R. Maguire**

THAT By-law 2023-21, being a by-law to enter into an agreement with K. Smart Associates Limited for Municipal Drainage Superintendent Services and Drainage Engineering Services be given a first, second, third and final reading and enacted in Open Council.

*CARRIED*

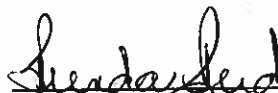
**CLOSED SESSION:**

*NONE*

**#264-236-2023 D. Elliott – J. Bowerman**

THAT we adjourn at 7:05 p.m. until the next regular meeting or call of the Chair.

*CARRIED*

  
Brenda Reid, MAYOR

  
Heidi Ferguson, CLERK

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

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

**Tuesday, November 7, 2023 at 7:05pm**

PRESENT: Mayor Brenda Reid, Councillors Janice Bowerman, Dwayne Elliott, Jennifer Hooper, and Robert Maguire.

Staff: Alton Hobbs- CAO, Heidi Ferguson- Clerk, Deb MacDonald – Treasurer/Deputy CAO, Freda Bond- Tax & Utility Manager, Crystal Lentir- Administrative Assistant and Jackie White- PEC.

Moved by Councillor Hooper:

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

**CARRIED**

Disclosures: None at this time.

**4a) Assiginack Public Library- Air Conditioning Request**

The Committee reviewed a request from the Library asking us to investigate the two air conditioning units at the Library as they are not working. Discussion was had and Council approved the following motion:

Moved by Councillor Elliott:

THAT we instruct staff to investigate the air conditioning at the Library and report back to Council at our next meeting, with options for costing for repair and/or replacement.

**CARRIED**

**4b) Haunted Ride and Council Donation to MFR re: 2023 Christmas Basket Campaign**

The Committee reviewed a Memo from staff regarding the success of the Haunted Ride and request that Council top up the amount raised from the Haunted Ride by \$600, with \$300 being donated to Manitoulin Family Resources for the Food Bank and \$300 being donated to the MSS Food Locker. Discussion was had and Council approved the following motion:

Moved by Councillor Maguire:

THAT we authorize the donation of \$600, upon confirmation by the Treasurer, with \$300 being donated to Manitoulin Family Resources and \$300 being donated to the MSS Food Locker.

**CARRIED**

**4c) Marina TSSA Inspection Report**

The Committee reviewed the TSSA Inspection Report for the Marina and noted there are a few items that need to be completed. Staff recommended to Council that when we discuss the 2024 Budget, we discuss some proposed changes to the Marina's operations for next year.

Moved by Councillor Bowerman:

THAT we acknowledge receipt of the Marina's TSSA Inspection Report.

**CARRIED.**

**4d) Arena Proposed Exercise Room**

The Committee reviewed a report provided by the Engineers of Granville B. Vickerman and Associates regarding the proposed Exercise Room at the Arena. The CAO advised Council that staff are recommending we ask the Engineer to develop the tender documents and tender the project so we can see what our costs are. Discussion was had and Council passed the following motion:

Moved by Councillor Hooper:

THAT we acknowledge receipt of the report provided by Granville B. Vickerman and Associates and ask the Engineer to proceed with developing the tender documents as a next step.

**CARRIED**

**5 a.) Closed Session**

Moved by Councillor Elliott:

THAT the Committee adjourns to a Closed Session at 7:20 p.m. to discuss three matters pertaining to Personal information about an identifiable individual, including municipal employees.

**CARRIED**

*NOTE: Only the Clerk and CAO remained present as staff members*

*for the Closed Session discussion.*

Moved by Councillor Elliott:

THAT the Committee adjourns from the Closed Session at 8:35 p.m. and resumes the regular Committee meeting.

**CARRIED**

Moved by Councillor Bowerman:

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

**CARRIED**

  
Chair: Brenda Reid

  
Recording Officer: Heidi Ferguson

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**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, October 24, 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  
Deb MacDonald, Treasurer/Deputy CAO  
Heidi Ferguson, Clerk  
Freda Bond, Tax & Utility Manager  
Crystal Lentir, Administrative Assistant  
Jackie White, Project Events Coordinator  
Ron Cooper, Public Works Superintendent

**OPENING:**

**#252-22-2023 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*

The Land Acknowledgement was read.

**AGENDA:**

**#253-22-2023 D. Elliott – R. Maguire**

THAT we amend the agenda to include the following items: 6f.) Seasonal Banners Update and 9c.) Personal matters about an identifiable individual, including municipal employees.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

NONE

**ANNOUNCEMENTS:**

Councillor Maguire inquired when the fencing project at High Falls would be completed. This will be discussed in further detail during the budget discussions later on in the meeting.

**ADOPTION OF MINUTES:**

NONE

**DELEGATIONS:**

NONE

**REPORTS:**

NONE

**ACTION REQUIRED ITEMS:**

*NOTE: Council requested further information be provided at the next Committee of the Whole Meeting regarding the McLean's Road Request.*

*NOTE: Verbal request to provide maintenance to Pike Side Road was reviewed by Council.*

*NOTE: Council reviewed a request from Manitoulin Family Resources regarding their 2023 Christmas Basket Campaign and will wait to see what the proceeds from the Haunted House Tour are before deciding on this request.*

**#254-22-2023      D. Elliott – J. Bowerman**

THAT we approve a donation in the amount of \$300.00 to the Manitoulin Secondary Student Aid Fund for their 54<sup>th</sup> Annual Awards Night.

*CARRIED*

**#255-22-2023      R. Maguire – J. Bowerman**

THAT we thank the Treasurer for preparing the 2024 Preliminary Budget Package for Council to review.

*CARRIED*

**INFORMATION ITEMS:**

NONE

**BY-LAWS:**

NONE

**CLOSED SESSION:**

**#256-22-2023      J. Bowerman – D. Elliott**

BE IT RESOLVED THAT in accordance with By-law # 02-02 as amended and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 8:25 pm. in order to attend to a matters pertaining to:

- a) Personal matters about an identifiable individual, including municipal employees.

- b) Personal matters about an identifiable individual, including municipal employees.
- c) Personal matters about an identifiable individual, including municipal employees.

*CARRIED*

**#257-22-2023      R. Maguire – J. Bowerman**

THAT we adjourn from our Closed Session at 9:12 p.m., accept the Minutes of the previous closed session, and resume our Regular Meeting.

*CARRIED*

**#258-22-2023      R. Maguire – D. Elliott**

THAT Council award the RFP for the Operation of the Toboggan Hill Canteen to the Twisted Sister (Rhonda Fulton and Bryan Albrecht).


*CARRIED*


**CLOSING:**

**#259-22-2023      D. Elliott – J. Bowerman**

THAT we adjourn at 9:14 pm until the next regular meeting or call of the Chair.

*CARRIED*

  
Brenda Reid, MAYOR

  
Heidi Ferguson, CLERK

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

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, October 17, 2023, at 7:00 p.m.

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

**Staff:** Deb MacDonald, Deputy CAO/Treasurer  
Heidi Ferguson, Clerk  
Freda Bond, Taxes & Utilities Manager  
Crystal Lentir, Administrative Assistant  
Jackie White, Project Events Coordinator  
Ron Cooper, Public Works Superintendent

**Delegation:** Paul Cassan, Senior Partner, Wishart Law LLP

**Regrets:** Alton Hobbs, CAO

**OPENING:**

**#234-21-2023 J. Bowerman - D. Elliott**

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

*CARRIED*

The Land Acknowledgement was read.

**AGENDA:**

**#235-21-2023 J. Hooper– R. Maguire**

THAT we amend the agenda to add item 8a.) By-law 2023-19: Temporary Street Closure Meredith Street (at Highway 6) to Cardwell Street.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

NONE

### **ANNOUNCEMENTS:**

Councillor Elliott thanked Councillor Hooper for volunteering to coordinate the Veteran's Banners. Other members of Council also expressed their appreciation and shared how nice they look throughout our community. Councillor Hooper shared her appreciation for Public Works who installed the banners.

### **ADOPTION OF MINUTES:**

**#236-21-2023          D. Elliott – J. Bowerman**

THAT we approve the minutes of the Regular Meeting of Council of September 19, 2023.

*CARRIED*

**#237-21-2023          J. Hooper – R. Maguire**

THAT we approve the minutes of the Special Meeting of Council of September 26, 2023.

*CARRIED*

### **DELEGATIONS:**

*NOTE: The Mayor introduced and welcomed Paul Cassan, Senior Partner at Wishart Law Firm LLP to our meeting, who is the lead for the Prosecution Team the Township has hired.*

*Mr. Cassan provided Council with a presentation on their services.*

### **REPORTS:**

**#238-21-2023          J. Bowerman – D. Elliott**

THAT we acknowledge receipt of the Public Works Report provided by the Public Works Superintendent and thank him for his report.

*CARRIED*

### **ACTION REQUIRED ITEMS:**

**#239-21-2023          J. Hooper – R. Maguire**

THAT we authorize the following accounts for payment:

General Account in the amount of \$ 334,288.18 pursuant to the attached Treasurer's Statement of Accounts.

*CARRIED*

**#240-21-2023         D. Elliott – J. Bowerman**

THAT we authorize the following accounts for payment:

Payroll Account in the amount of \$ 53,653.93 pursuant to the attached Treasurer's Statement of Accounts.

*CARRIED*

**#241-21-2023         R. Maguire – J. Hooper**

THAT we approve the Plaques & Memorials on Municipal Property Policy as amended.

*CARRIED*

*NOTE: Discussion was held regarding the Memorial Signage Request which was previously discussed at the September Committee of the Whole Meeting. Council requested staff contact the family and advise them of the policy and their options for signage.*

**#242-21-2023         J. Bowerman – D. Elliott**

THAT we approve the proposed amendments to the Parks, Recreation, and Culture Committee's Terms of Reference.

*CARRIED*

**#243-21-2023         R. Maguire – J. Hooper**

THAT we notify the Town of NEMI that we have no concerns with the Application for Consent # 2023-14.

*CARRIED*

**INFORMATION ITEMS:**

**#244-21-2023         J. Hooper – R. Maguire**

THAT we accept the following information items:

- a.) CPAC Minutes of September 13, 2023.
- b.) DSAB 2023 Second Quarter Activity Report.
- c.) Town of Midland Resolution re: Catch and release Justice in Ontario.
- d.) Town of Aurora Resolution re: Strong Mayors Powers.
- e.) Town of Aurora re: Gender- Based and Intimate Partner Violence Epidemic.
- f.) Support for Bill 23: Fixing Long Term Care Amendment Act (Till Death do us Part).
- g.) Town of Cobourg- Illegal Land Use Enforcement Resolution.
- h.) Manitoulin MTB Racing- Thank you Letter.

*CARRIED*

**BY-LAWS:**

**#245-21-2023 J. Bowerman – D. Elliott**

THAT By-law 2023-19, being a by-law to authorize the temporary closure of Meredith Street (at Highway 6) to Cardwell Street on October 22, 2023, be given a first, second, third and final reading and enacted in Open Council.

*CARRIED*

**CLOSED SESSION:**

**#246-21-2023 J. Hooper – R. Maguire**

BE IT RESOLVED THAT in accordance with By-law # 02-02 as amended and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:35 pm. in order to attend to a matters pertaining to:

- a) Personal matters about an identifiable individual, including municipal employees.
- b) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

*CARRIED*

**#247-21-2023 D. Elliott – J. Bowerman**

THAT we adjourn from our Closed Session at 8:33 pm, accept the Minutes of the previous closed session, and resume our Regular Meeting.

*CARRIED*

**#248-21-2023 J. Bowerman – D. Elliott**

THAT we grant permission to the Twisted Sister to relocate to Queen's Park for the remainder of their season and charge them \$100, including Hydro, for this duration.

*CARRIED*

**#249-21-2023 J. Hooper – R. Maguire**

THAT we instruct staff to contact Wishart Law to discuss the next steps in moving forward with our municipal enforcement issues, as discussed.

*CARRIED*

**#250-21-2023 R. Maguire– J. Hooper**

THAT we thank Paul Cassan from Wishart Law for his presentation and attending our meeting.


*CARRIED*

**CLOSING:**

**#251-21-2023      R. Maguire – J. Hooper**

THAT we adjourn at 8:37 p.m. until the next regular meeting or call of the Chair.

*CARRIED*

  
Brenda Reid, MAYOR

  
Heidi Ferguson, CLERK

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



## OCTOBER 18, 2023 ROLLER MILLS COMMITTEE MEETING MINUTES

### **PRESENT:**

### **COMMITTEE:**

Brenda Reid (c), Jennifer Hooper(c), Delmer Fields, Jane Moggy, and Fionn Closs

### **STAFF:**

EDO: Shelba Millette

### **1. MEETING DECLARED OPEN BY CHAIR @ 7:00 P.M.**

### **2. APPROVAL OF AGENDA**

MOTION: 2023 – 07

Moved by: J.Moggy

Seconded by: J.Hooper

WHEREAS RMC has been provided the Agenda for the meeting of October 18, 2023,  
BE IT RESOLVED THAT the agenda for this meeting be approved. CARRIED

### **3. APPROVAL OF JULY 11, 2023 RMC MEETING MINUTES**

MOTION: 2023 – 08

Moved by: J.Hooper

Seconded by: F.Closs

BE IT RESOLVED THAT the RMC TOR be accepted as presented. CARRIED

### **4. ACKNOWLEDGEMENT OF ROLLER MILLS STRUCTURAL INTEGRITY REPORT**

MOTION: 2023 – 09

Moved by: J.Moggy

Seconded by: J.Hooper

CARRIED

### **5. ADJOURNMENT**

MOTION: 2023 – 010

Moved by: J.Moggy

WHEREAS the business of the RMC meeting has concluded,  
BE IT RESOLVED THAT this meeting be adjourned at 8:40 P.M. CARRIED

Signature: RMC Chair

Signature: RMC Recording Secretary

DATE: October 19, 2023 Next Meeting Date: November 15, 2023



## **OCT 10, 2023 SPAC COMMITTEE MEETING MINUTES**

### **PRESENT:**

### **COMMITTEE:**

Brenda Reid, Jennifer Hooper, and Dwayne Elliot

Absent: Rob Maguire and Janice Bowerman

### **STAFF:**

EDO: Shelba Millette

### **1. MEETING DECLARED OPEN BY CHAIR @ 7:00 P.M.**

### **2. APPROVAL OF AGENDA**

MOTION: 2023 – 14

Moved by: J.Hooper

Seconded by: D. Elliot

WHEREAS SPAC has been provided the Agenda for the meeting of October 10, 2023,  
BE IT RESOLVED THAT the agenda for this meeting be approved. CARRIED

### **3. APPROVAL OF SPAC August 8, 2023 MEETING MINUTES**

MOTION: 2023 – 15

Moved by: D. Elliot

Seconded by: J.Hooper

BE IT RESOLVED THAT the Minutes be accepted as presented. CARRIED

### **4. EDO POWERPOINT: TASK 3**

MOTION: 2023 – 16

Moved by: J.Hooper

Seconded by: D. Elliot

That SPAC recognize EDO: Shelba Millette's presentation: BRANDING CARRIED

### **5. ADJOURNMENT**

MOTION: 2023 – 17

Moved by: D. Elliot

WHEREAS the business of the SPAC meeting has concluded,  
BE IT RESOLVED THAT this meeting be adjourned at 9:15 P.M. CARRIED

Signature: SPAC Committee Chair:

Signature: SPAC Recording Secretary:

DATE: Oct, 13, 2023

**MINUTES OF ASSIGINACK MUSEUM COMMITTEE MEETING**  
**September 14, 2023, 7:00 P.M. at the ASSIGINACK MUSEUM**

**Present:** Alice Pennie, Burke Pennie, Amy Reid, Brenda Reid, Jennifer Hooper, Hugh Moggy, Janice Bowerman, Kelsey Maguire

**Regrets:** Lori Case

**Meeting chaired by Amy. Minutes taken by Kelsey in Lori's absence.**

**Motion made by Hugh, seconded by Alice that agenda be approved as read.**

**Motion made by Jennifer, seconded by Brenda that minutes of August 3, 2023 meeting be adopted as read.**

**Land acknowledgment read by Amy.**

**DISCUSSION:**

**1. UPDATES:**

**Hot Water Tank:** On August 12<sup>th</sup>, the hot water tank in the museum started leaking. Municipal works replaced it on August 17<sup>th</sup>.

**Gift Shop:** We have gotten Manitoulin honey and copies of "Remember Me" (Manitoulin Veterans) Volume 2. All of the sweet grass has been sold.

**Summer Student:** The summer student's last day was August 26<sup>th</sup>. Kelsey was very happy with the work he had done this year.

**2. MARKETS:** The Summer Markets at the Museum have been held on Fridays in July and August, with an extra market on September 1<sup>st</sup>. The lowest number of vendors at a market was 5, and the highest was 11. A fuller breakdown will be in October's Curator's Report. Suggestion was made that thank you cards should be sent to participating vendors. Jennifer will make a list and send cards.

**3. PAINTING:** Marc Peters has completed the painting of the roof fascia and window trim. Painting took place August 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>.

**4. NORISLE:** A note that the Norisle is expected to leave by the end of September. The wheel from the Norisle has been saved to eventually come to the Museum. The Municipality would like to put together a picture gallery for the Municipal website of Norisle stories and memories, similar to the veterans gallery.

**5. FALL FAIR:** The Museum had a display at the Manitowaning Fall Fair on September 8<sup>th</sup> and 9<sup>th</sup>, with a photo album, a display case of trophies and ribbons, and the UCW signature quilt. Should look into making a frame/rack for the other larger quilts that could be displayed next year.

**6. ROLLER MILL:** Since last meeting, Kelsey has only gotten down to the Mill once on August 14 to do inventory. One of the display cases in storage there was also used for the Fall Fair display, and that case will go to the Museum rather than taken back down to the Mill.

**7. ROOF QUOTES:** We have received two estimates so far on steel roofing for the school and pioneer home. Hoping that another two estimates are still to come in. Committee would like more details on parts of the scope of work. Kelsey will send that request and forward the results to the museum committee to look at before proceeding.

**8. 2024 BUDGET:** Discussion on making a list of budget capital for projects and repairs. Items of notes to include might be cameras, chinking on the barn, update PC system, roof of the wishing well, and shore up the stone wall around the front flower beds.

**9. STRATEGIC PLAN:** Discussion of 2024-2028 Strategic Plan. It is probably time to increase the entrance fee to \$5 for adults, \$3 for children. Talked about getting a debit machine/card reader. Could use a digital photo frame for a slide show. How to organize a "Friends of the Museum" group? A workshop on picture preservation? Museum events, Halloween activities, music evening? Add outside buildings to the Museum's virtual tour to improve accessibility. A virtual walking tour with QR codes of historic places in the Municipality. More discussion at next meeting.

Meeting adjourned at 8:30 p.m, by Alice. Next meeting scheduled for Thursday October 19th, 2023 at 7:00 p.m.

**MINUTES OF ASSIGINACK MUSEUM COMMITTEE MEETING**  
**August 3, 2023, 7:00 P.M. at the ASSIGINACK MUSEUM**

**Present:** Alice Pennie, Burke Pennie, Amy Reid, Brenda Reid, Jennifer Hooper, Hugh Moggy, Kelsey Maguire  
**Regrets:** Janice Bowerman, Lori Case

**Meeting chaired by Amy. Minutes taken by Kelsey in Lori's absence.**

**Land acknowledgment read.**

**Motion made by Hugh, seconded by Burke that agenda be approved as read.**

**Motion made by Brenda, seconded by Hugh that minutes of July 6, 2023 meeting be adopted as read.**

**DISCUSSION:**

- 1. DAYCARE VISIT:** The Assiginack Daycare visited on July 18<sup>th</sup>. There were 12 children and 3 adults.
- 2. OPEN HOUSE:** The Museum Open House with free admission was on July 15<sup>th</sup>. Brenda and Amy came to help and serve the donated treats and refreshments outside. There were 108 visitors throughout the day (79 adults and 29 children).
- 3. MARKETS:** Summery of Markets in July: 7<sup>th</sup> – 5 vendors, 14<sup>th</sup> – 11 vendors, 21<sup>st</sup> – 8 vendors, 28<sup>th</sup> – 7 vendors. Stephen Granville will come on August 4<sup>th</sup> market to play the guitar from 1pm to 2pm. Jennifer will see about a sign for the Carwell St. corner to advertise market.
- 4. THRESHING MACHINE:** The threshing machine was disposed of on July 10<sup>th</sup>. It was sold to Manitoulin Recycling. After the towing fee, we received 376.29 for it.
- 5. GIFT SHOP:** Jennifer has gotten a selection of 4 stickers to sell in the Museum gift shop (100 total) . They will be priced at \$4 each. Total cost was \$235. Will have the museum summer student set up a table at the market tomorrow to sell gift shop items and hand out brochures. Discussion about getting a debit machine and security cameras. Brenda will talk to Deb about debit machine.  
  
*[Motion made by Alice, seconded by Hugh to ask council to install security cameras at Museum.  
Motion carried all in favour.]*
- 6. REPAIRS & PAINTING UPDATES:** Painting for the roof fascia, window trim, and kitchen door has begun. Priming was done yesterday and the rest will be continued on Friday. Terry Moggy will do the log building repairs sometime in September/October when it is less busy. Ron will send someone down to measure the area for the roofs so we can get quotes for steel roofing. Request that repairs be costed out by the curator every year in September to send to council in the future.
- 7. FALL FAIR:** Fall Fair is September 8th & 9<sup>th</sup>, theme is "Fun For The Whole Herd". There is a display case in storage down at the Roller Mill we could use for the Fall Fair display at the arena. The UCW signature quilt can be displayed there. We also have the APS signature quilt and Horticulture quilt that could be displayed. (Will need to ask Horticulture Society for permission to display theirs). Will Museum do a parade float? Everyone will brainstorm ideas for a float for next week.
- 8. ROLLER MILL:** Kelsey has been down to the Mill 3 times in July for about 1.5 to 2 hours each time (July 7<sup>th</sup>, 21<sup>st</sup>, & 23<sup>rd</sup>). He has done a bit of inventory and gotten things organized to a state that volunteers can be brought in to help with the inventory. There are pigeons in the Mill that are interfering with how much work can be done in some areas. Kelsey has gotten a copy of the key for the Mill. He will try to

get a schedule together for days to go down in August & September, but probably won't be able to next week at least.

**NEW BUSINESS:** Kelsey will ask Terry if the post holes could be drilled earlier than the other log repair work.

Discussion about straightening the posts for the sign at the corner. 70<sup>th</sup> Anniversary of the Museum will be in 2025.

Meeting adjourned at 8:13 p.m, by Brenda. Next meeting scheduled for Thursday September 14th, 2023 at 7:00 p.m.

# Memo

**To:** Mayor & Council

**From:** Deb

**Date:** Oct 26, 2023

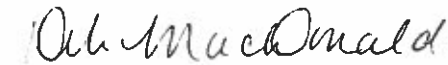
**Re:** 2023 Treasurer's Budget to Actual Quarterly Statements as at Sept.30/23

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Please find attached the 2023 Treasurer's Budget to Actual Quarterly Statements as at Sept. 30 2023. Reserve repayment journal entries have been done up to Sept. 30th, however, no other reserve transfer entries have been done at this time as entries are typically done once at the end of the year.

Please feel free to come and see me if you have any questions.

Thank you,



Deb MacDonald  
Treasurer

**The Township of Assiginack**  
**CORPORATE SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
General Government	\$57,829.33	\$771,796.75	\$1,069,844.54	72%
School Board Levy	83,855.01	253,614.64	339,900.00	75%
Protection Services	31,330.64	312,940.73	564,008.00	55%
Transportation Services	546,008.88	1,240,949.33	1,658,173.00	75%
Environmental Services	51,255.26	484,461.55	745,553.46	65%
Health Services	22,043.15	231,151.89	277,741.00	83%
Social and Family Services	11,739.91	151,139.78	185,879.00	81%
Recreation and Cultural Service	10,192.17	198,411.41	237,220.00	84%
Planning & Development	5,950.74	78,939.98	114,000.00	69%
Capital out of Current	410,836.18	798,028.83	1,984,824.25	40%
<b>Expenditures Total</b>	<b>1,231,041.27</b>	<b>4,521,434.89</b>	<b>7,177,143.25</b>	<b>63%</b>

<b>Revenues</b>				
General Government	63,009.00	385,389.59	331,659.00	116%
General Revenue		3,444,257.25	3,634,352.94	95%
School Board Levy		340,656.57	339,900.00	100%
Protection Services	317.80	113,071.97	85,515.00	132%
Transportation Services	4,034.86	18,537.92	464,975.00	4%
Environmental Services	45,383.40	407,559.28	716,364.90	57%
Recreation and Cultural Service	575.00	22,179.16	25,850.00	86%
Planning & Development	168.62	38,875.38	87,000.00	45%
Capital out of Current	100,482.37	480,118.44	1,491,526.41	32%
<b>Revenues Total</b>	<b>213,971.05</b>	<b>5,250,645.56</b>	<b>7,177,143.25</b>	<b>73%</b>

<b>Net Levy</b>				
General Government	(5,179.67)	386,407.16	738,185.54	52%
General Revenue		(3,444,257.25)	(3,634,352.94)	95%
School Board Levy	83,855.01	(87,041.93)		0%
Protection Services	31,012.84	199,868.76	478,493.00	42%
Transportation Services	541,974.02	1,222,411.41	1,193,198.00	102%
Environmental Services	5,871.86	76,902.27	29,188.56	263%
Health Services	22,043.15	231,151.89	277,741.00	83%
Social and Family Services	11,739.91	151,139.78	185,879.00	81%
Recreation and Cultural Service	9,617.17	176,232.25	211,370.00	83%
Planning & Development	5,782.12	40,064.60	27,000.00	148%
Capital out of Current	310,353.81	317,910.39	493,297.84	64%
<b>Corporate Net Levy</b>	<b>1,017,070.22</b>	<b>(729,210.67)</b>		<b>0%</b>

**The Township of Assiginack**  
**GENERAL GOVERNMENT SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
Mayor & Council	\$2,394.70	\$43,991.70	\$60,350.00	73%
Administrator's Office	38,334.11	353,677.23	495,190.00	71%
Clerk's Office	10,170.24	219,067.43	284,982.54	77%
Project and Events Co-ordinator Programs	918.63	26,194.20	66,000.00	40%
General Admin - Elections		835.56	3,100.00	27%
Post Office Building	1,177.31	24,775.04	45,200.00	55%
Library Building	1,212.83	22,058.59	30,361.00	73%
Administration Building	1,817.18	24,960.29	26,661.00	94%
Treasury - Unallocated	1,804.33	30,182.82	33,000.00	91%
Taxation		26,053.89	25,000.00	104%
<b>Total General Government Expenditures</b>	<b>57,829.33</b>	<b>771,796.75</b>	<b>1,069,844.54</b>	<b>72%</b>
<b>Revenues</b>				
Clerk's Office	25,683.87	34,498.15	9,350.00	369%
Project and Events Co-ordinator Programs	475.00	33,111.75	43,760.00	76%
General Admin - Elections		(300.00)		0%
Post Office Building	3,683.69	32,948.39	44,000.00	75%
Library Building	1,150.44	10,353.96	15,000.00	69%
Treasury - Unallocated	32,016.00	274,777.34	219,549.00	125%
<b>Total General Government Revenue</b>	<b>63,009.00</b>	<b>385,389.59</b>	<b>331,659.00</b>	<b>116%</b>
<b>Net Levy</b>				
Mayor & Council	2,394.70	43,991.70	60,350.00	73%
Administrator's Office	38,334.11	353,677.23	495,190.00	71%
Clerk's Office	(15,513.63)	184,569.28	275,632.54	67%
Project and Events Co-ordinator Programs	443.63	(6,917.55)	22,240.00	(31%)
General Admin - Elections		1,135.56	3,100.00	37%
Post Office Building	(2,506.38)	(8,173.35)	1,200.00	(681%)
Library Building	62.39	11,704.63	15,361.00	76%
Administration Building	1,817.18	24,960.29	26,661.00	94%
Treasury - Unallocated	(30,211.67)	(244,594.52)	(186,549.00)	131%
Taxation		26,053.89	25,000.00	104%
<b>General Government Net Levy</b>	<b>(5,179.67)</b>	<b>386,407.16</b>	<b>738,185.54</b>	<b>52%</b>

**The Township of Assiginack**  
**GENERAL REVENUE**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Revenues</b>				
Municipal Tax Levy		\$2,908,259.55	\$2,943,652.94	99%
Payments In Lieu of Taxes		17,972.70		0%
Ontario Community Reinvestment Fund		518,025.00	690,700.00	75%
<b>Total Revenue</b>		<b>3,444,257.25</b>	<b>3,634,352.94</b>	<b>95%</b>
<b>Net Levy</b>				
Municipal Tax Levy		2,908,259.55	2,943,652.94	99%
Payments in Lieu of Taxes		17,972.70		0%
Ontario Community Reinvestment Fund		518,025.00	690,700.00	75%
<b>General Revenue Net Levy</b>		<b>3,444,257.25</b>	<b>3,634,352.94</b>	<b>95%</b>

**The Township of Assiginack**  
**SCHOOL BOARD SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
English Language Public School	\$83,855.01	\$253,614.64	\$339,900.00	75%
<b>Total School Board Expenditures</b>	<b>83,855.01</b>	<b>253,614.64</b>	<b>339,900.00</b>	<b>75%</b>
<b>Revenues</b>				
English Language Public School		339,000.80	339,900.00	100%
French Language Public School		1,655.77		0%
<b>Total School Board Revenue</b>		<b>340,656.57</b>	<b>339,900.00</b>	<b>100%</b>
<b>Net Levy</b>				
English Language Public School	83,855.01	(85,386.16)		0%
French Language Public School		(1,655.77)		0%
<b>School Board Net Levy</b>	<b>83,855.01</b>	<b>(87,041.93)</b>		<b>0%</b>

**The Township of Assiginack**  
**PROTECTION SERVICES SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
Fire Department	\$733.82	\$46,252.34	\$137,275.00	34%
Police Services	22,612.00	158,818.56	271,342.00	59%
9-1-1			1,000.00	0%
Protective Inspection & Control		6,962.60	6,100.00	114%
By-Law Enforcement	3,048.84	47,012.77	68,676.00	68%
Canine Control	1,100.00	9,082.77	13,700.00	66%
Building Department	3,835.98	44,811.69	65,915.00	68%
<b>Total Protection Services Expenditures</b>	<b>31,330.64</b>	<b>312,940.73</b>	<b>564,008.00</b>	<b>55%</b>
<b>Revenues</b>				
Fire Department	317.80	2,633.34		0%
Protective Inspection & Control		4,035.00	3,000.00	135%
By-Law Enforcement		38,650.00	15,000.00	258%
Canine Control		1,765.00	1,600.00	110%
Building Department		65,988.63	65,915.00	100%
<b>Total Protection Services Revenues</b>	<b>317.80</b>	<b>113,071.97</b>	<b>85,515.00</b>	<b>132%</b>
<b>Net Levy</b>				
Fire Department	416.02	43,619.00	137,275.00	32%
Police Services	22,612.00	158,818.56	271,342.00	59%
9-1-1			1,000.00	0%
Protective Inspection & Control		2,927.60	3,100.00	94%
By-Law Enforcement	3,048.84	8,362.77	53,676.00	16%
Canine Control	1,100.00	7,317.77	12,100.00	60%
Building Department	3,835.98	(21,176.94)		0%
<b>Protection Services Net Levy</b>	<b>31,012.84</b>	<b>199,868.76</b>	<b>478,493.00</b>	<b>42%</b>

**The Township of Assiginack**  
**TRANSPORTATION SERVICES SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
Public Works Administration	\$23,182.43	\$190,311.41	\$437,213.00	44%
Operation Centre	1,236.38	49,815.50	66,260.00	75%
Road Side Maintenance		3,092.90		0%
Grasscutting	2,278.69	25,360.85	25,900.00	98%
Beaver Dams -Flood Control		737.78	1,500.00	49%
Sidewalks		469.12		0%
Street Name Signs	848.88	6,792.37	2,800.00	243%
Street Lighting	677.51	5,904.14	8,000.00	74%
Vehicles & Equipment	6,688.46	94,068.62	128,700.00	73%
Small Equipment & Supplies	1,605.77	2,997.39	1,500.00	200%
Airport		32,516.12	32,500.00	100%
Marina	2,589.02	32,108.71	53,300.00	60%
Roadways:				
Bridges and Culverts		516.80	7,500.00	7%
Brushing	384.30	5,745.04	10,000.00	57%
Ditching		22,479.24	45,000.00	50%
Catch Basins, Storm Sewers			11,000.00	0%
Sweeping/Flushing/Cleaning		10,841.69	7,000.00	155%
Resurfacing & Patching	504,016.24	551,433.62	640,000.00	86%
Snow Ploughing		24,603.37	10,000.00	246%
Sanding & Salting		5,163.52	35,000.00	15%
Loosetop Maintenance	2,501.20	175,991.14	135,000.00	130%
<b>Total Transportation Services Expenditures</b>	<b>546,008.88</b>	<b>1,240,949.33</b>	<b>1,658,173.00</b>	<b>75%</b>

<b>Revenues</b>				
Public Works Administration		250.00		0%
Public Works Misc Revenues				
Marina	4,034.86	18,287.92	19,975.00	92%
Roadways			445,000.00	0%
<b>Total Transportation Services Revenues</b>	<b>4,034.86</b>	<b>18,537.92</b>	<b>464,975.00</b>	<b>4%</b>

<b>Net Levy</b>				
Public Works Administration	23,182.43	190,061.41	437,213.00	43%
Operation Centre	1,236.38	49,815.50	66,260.00	75%
Road Side Maintenance		3,092.90		0%
Beaver Dams -Flood Control		737.78	1,500.00	49%
Sidewalks		469.12		0%
Street Name Signs	848.88	6,792.37	2,800.00	243%
Street Lighting	677.51	5,904.14	8,000.00	74%
Vehicles & Equipment	6,688.46	94,068.62	128,700.00	73%
Small Equipment & Supplies	1,605.77	2,997.39	1,500.00	200%
Airport		32,516.12	32,500.00	100%
Marina	(1,445.84)	13,820.79	33,325.00	41%
Roadways	506,901.74	796,774.42	455,500.00	175%
<b>Transportation Services Net Levy</b>	<b>541,974.02</b>	<b>1,222,411.41</b>	<b>1,193,198.00</b>	<b>102%</b>

**The Township of Assiginack**  
**ENVIRONMENTAL SERVICES SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
Waste Management	\$20,296.31	\$129,595.40	\$142,190.00	91%
Waterworks	30,958.95	354,866.15	603,363.46	59%
<b>Total Environmental Services Expenditures</b>	<b>51,255.26</b>	<b>484,461.55</b>	<b>745,553.46</b>	<b>65%</b>
<b>Revenues</b>				
Sanitary Sewer & WPCP Revenue	11,148.77	102,511.18	137,013.73	75%
Garbage Collection	40.00	7,322.40	27,700.00	26%
Waterworks	34,194.63	297,725.70	551,651.17	54%
<b>Total Environmental Services Revenues</b>	<b>45,383.40</b>	<b>407,559.28</b>	<b>716,364.90</b>	<b>57%</b>
<b>Net Levy</b>				
Waste Management	20,296.31	129,595.40	142,190.00	91%
Sanitary Sewer & WPCP Revenue	(11,148.77)	(102,511.18)	(137,013.73)	75%
Garbage Collection	(40.00)	(7,322.40)	(27,700.00)	26%
Waterworks	(3,235.68)	57,140.45	51,712.29	110%
<b>Environmental Services Net Levy</b>	<b>5,871.86</b>	<b>76,902.27</b>	<b>29,188.56</b>	<b>263%</b>

**The Township of Assiginack**  
**HEALTH SERVICES SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
Cemetery	\$564.73	\$15,197.45	\$8,000.00	190%
Land Ambulance	21,478.42	214,784.20	257,741.00	83%
Medical Building		1,170.24	12,000.00	10%
<b>Total Health Services Expenditures</b>	<b>22,043.15</b>	<b>231,151.89</b>	<b>277,741.00</b>	<b>83%</b>
<b>Net Levy</b>				
Cemetery	564.73	15,197.45	8,000.00	190%
Land Ambulance	21,478.42	214,784.20	257,741.00	83%
Medical Building		1,170.24	12,000.00	10%
<b>Health Services Net Levy</b>	<b>22,043.15</b>	<b>231,151.89</b>	<b>277,741.00</b>	<b>83%</b>

**The Township of Assiginack**  
**SOCIAL & FAMILY SERVICES SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
District Social Services Administration Board	\$11,739.91	\$117,399.10	\$140,879.00	83%
Centennial Manor		33,740.68	45,000.00	75%
<b>Total Social &amp; Family Services Expenditures</b>	<b>11,739.91</b>	<b>151,139.78</b>	<b>185,879.00</b>	<b>81%</b>
<b>Net Levy</b>				
District Social Services Administration Board	11,739.91	117,399.10	140,879.00	83%
Centennial Manor		33,740.68	45,000.00	75%
<b>Social &amp; Family Services Net Levy</b>	<b>11,739.91</b>	<b>151,139.78</b>	<b>185,879.00</b>	<b>81%</b>

**The Township of Assiginack**  
**RECREATION & CULTURAL SERVICES SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
Recreation		\$259.80		0%
Summer Programme		2,010.88	3,400.00	59%
Arena	1,729.86	87,351.49	127,335.00	69%
Parks	1,120.27	19,902.03	25,100.00	79%
Heritage	4,942.95	38,683.94	27,800.00	139%
Information Booth	105.78	2,181.19	10,400.00	21%
Burn's Wharf Theatre			1,500.00	0%
Library Board	2,293.31	48,022.08	41,685.00	115%
<b>Total Recreation &amp; Cultural Services Expenditures</b>	<b>10,192.17</b>	<b>198,411.41</b>	<b>237,220.00</b>	<b>84%</b>
<b>Revenues</b>				
Recreation		4,610.00		0%
Summer Programme		45.00		0%
Arena	575.00	17,524.16	25,850.00	68%
<b>Total Recreation &amp; Cultural Services Revenues</b>	<b>575.00</b>	<b>22,179.16</b>	<b>25,850.00</b>	<b>86%</b>
<b>Net Levy</b>				
Recreation		(4,350.20)		0%
Summer Programme		1,965.88	3,400.00	58%
Arena	1,154.86	69,827.33	101,485.00	69%
Parks	1,120.27	19,902.03	25,100.00	79%
Heritage	4,942.95	38,683.94	27,800.00	139%
Information Booth	105.78	2,181.19	10,400.00	21%
Burn's Wharf Theatre			1,500.00	0%
Library Board	2,293.31	48,022.08	41,685.00	115%
<b>Recreation &amp; Cultural Services Net Levy</b>	<b>9,617.17</b>	<b>176,232.25</b>	<b>211,370.00</b>	<b>83%</b>

**The Township of Assiginack**  
**PLANNING & DEVELOPMENT SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
Planning		\$19,163.66	\$24,000.00	80%
Economic Development	5,782.12	58,329.09	90,000.00	65%
<b>Total Planning &amp; Development Expenditures</b>	<b>5,782.12</b>	<b>77,492.75</b>	<b>114,000.00</b>	<b>68%</b>
<b>Revenues</b>				
Economic Development		37,428.15	87,000.00	43%
<b>Total Planning &amp; Development Revenues</b>		<b>37,428.15</b>	<b>87,000.00</b>	<b>43%</b>
<b>Net Levy</b>				
Planning		19,163.66	24,000.00	80%
Economic Development	5,782.12	20,900.94	3,000.00	697%
<b>Planning &amp; Development Net Levy</b>	<b>5,782.12</b>	<b>40,064.60</b>	<b>27,000.00</b>	<b>148%</b>

**The Township of Assiginack**  
**CORPORATE CAPITAL SUMMARY**  
**For the Nine Months Ending September 30, 2023**

	September	YTD	2023 Budget	% of Budget
<b>Expenditures</b>				
General Government	\$23,151.83	\$60,209.20	\$105,500.00	57%
Protection Services		11,425.61	31,500.00	36%
Transportation Services	90.46	20,912.50	424,183.48	5%
Environmental Services	12,316.58	70,724.02	357,259.32	20%
Health Services			35,000.00	0%
Social and Family Services	378,521.76	379,589.11	13,500.00	2,812%
Recreation and Cultural Service	(3,244.45)	255,168.39	1,017,881.45	25%
<b>Expenditures Total</b>	<b>410,836.18</b>	<b>798,028.83</b>	<b>1,984,824.25</b>	<b>40%</b>
<b>Revenues</b>				
Protection Services			31,500.00	0%
Transportation Services	18,355.57	94,513.64	278,805.48	34%
Environmental Services	37,170.00	185,848.00	264,018.00	70%
Social and Family Services			8,500.00	0%
Recreation and Cultural Service	44,956.80	199,756.80	908,702.93	22%
<b>Revenues Total</b>	<b>100,482.37</b>	<b>480,118.44</b>	<b>1,491,526.41</b>	<b>32%</b>
<b>Net Levy</b>				
General Government	23,151.83	60,209.20	105,500.00	57%
Protection Services		11,425.61		0%
Transportation Services	(18,265.11)	(73,601.14)	145,378.00	(51%)
Environmental Services	(24,853.42)	(115,123.98)	93,241.32	(123%)
Health Services			35,000.00	0%
Social and Family Services	378,521.76	379,589.11	5,000.00	7,592%
Recreation and Cultural Service	(48,201.25)	55,411.59	109,178.52	51%
<b>Corporate Net Levy</b>	<b>310,353.81</b>	<b>317,910.39</b>	<b>493,297.84</b>	<b>64%</b>

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

Drinking Water and Environmental  
Compliance Division, Northern Region  
Sudbury District, Sudbury Office  
199 Larch Street  
Suite 1201  
Sudbury ON P3E 5P9  
Tel.: 705 564-3237  
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**Ministère de l'Environnement, de la Protection de  
la nature et des Parcs**

Division de la conformité en matière d'eau potable  
et d'environnement, Direction régionale du Nord  
District de Sudbury, bureau de Sudbury  
199, rue Larch  
Bureau 1201  
Sudbury ON P3E 5P9  
Tél. : 705 564-3237  
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RECEIVED  
OCT 13 2023

October 13, 2023

Mr. Alton Hobbs  
Clerk/Treasurer  
Municipality of Assiginack  
Box 238, Manitowaning, Ontario  
P0P 1N0

Dear Mr. Hobbs:

Attached is the annual inspection report for the Manitowaning Drinking Water System.

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

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

Sincerely,

*M. Spinney*

Maureen Spinney  
Water Inspector, Sudbury District Office

cc. Ms. Sarah Beaulieu, OCWA  
Mr. Burgess Hawkins, PHSD



MANITOWANING DRINKING WATER SYSTEM  
2 BAY ST N, ASSIGINACK, ON, P0P 1N0  
**INSPECTION REPORT**

Entity: CORPORATION OF THE  
TOWNSHIP OF ASSIGINACK  
ONTARIO CLEAN WATER  
AGENCY

Inspection Start Date: August 31, 2023

Inspection End Date: October 13, 2023

Inspected By: Maureen Spinney

Badge #: 467

Inspected By: Marnie Managhan

Badge #: 718

*Maureen Spinney*  
(signature)

### **NON-COMPLIANCE**

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

### **RECOMMENDATIONS**

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

## INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1001000	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable  <b>Question:</b> What was the scope of this inspection?  <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.  This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.  This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.  Review period for this inspection is October 1, 2022, to July 31, 2023.			

Question ID	DWMR1000000	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable  <b>Question:</b> Does this drinking water system provide primary disinfection?  <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> This drinking water system provides for both primary and secondary disinfection and distribution of water.			

Question ID	DWMR1012000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			

**Question:**

Does the owner have a harmful algal bloom monitoring plan in place that meets the requirements of the MDWL?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

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

Question ID	DWMR1014000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Is there sufficient monitoring of flow as required by the MDWL or DWWP issued under Part V of the SDWA?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.			

Question ID	DWMR1016000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Is the owner in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the MDWL issued under Part V of the SDWA?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.			

Question ID	DWMR1018000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Has the owner ensured that all equipment is installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.			

Question ID	DWMR1025000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.			

Question ID	DWMR1023000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Do records indicate that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a DWWP and/or MDWL issued under Part V of the SDWA at all times that water was being supplied to consumers?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under O. Reg. 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.			

Question ID	DWMR1024000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Do records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.			

Question ID	DWMR1033000	Question Type	Legislative
<b>Legislative Requirement(s):</b>			

SDWA | O. Reg. 170/03 | 7-2 | (3); SDWA | O. Reg. 170/03 | 7-2 | (4);

**Question:**

Is the secondary disinfectant residual measured as required for the large municipal residential distribution system?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

The secondary disinfectant residual was measured as required for the large municipal residential distribution system.

Question ID	DWMR1030000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (1); SDWA   O. Reg. 170/03   7-2   (2);			
<b>Question:</b> Is primary disinfection chlorine monitoring being conducted at a location approved by MDWL and/or DWWP issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.			

Question ID	DWMR1032000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-3   (2);			
<b>Question:</b> If the drinking water system obtains water from a surface water source and provides filtration, is continuous monitoring of each filter effluent line being performed for turbidity?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Continuous monitoring of each filter effluent line was being performed for turbidity.			

Question ID	DWMR1035000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10;			
<b>Question:</b> Are operators examining continuous monitoring test results and are they examining the results within 72 hours of the test?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators were examining continuous monitoring test results and they were examining the			

results within 72 hours of the test.

Question ID	DWMR1038000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4;			
<b>Question:</b> Is continuous monitoring equipment that is being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.			

Question ID	DWMR1037000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10; SDWA   O. Reg. 170/03   6-5   (1.1);			
<b>Question:</b> Are all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or MDWL or DWWP or order, equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.			

Question ID	DWMR1040000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10;			
<b>Question:</b> Are all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.			

Question ID	DWMR1108000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10; SDWA   O. Reg. 170/03   6-5   (1.1);			
<b>Question:</b> Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, an Order, MDWL, or DWWP issued under Part V, SDWA, has triggered an alarm or an automatic shut-off, did a qualified person respond in a timely manner and take appropriate actions?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.			

Question ID	DWMR1099000	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Do records show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03)?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records did not show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03).  DWI notes in June 2023 a distribution system sample resulted in Total Coliform count of 2cfu. Resamples were clear.			

Question ID	DWMR1081000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10-2   (1); SDWA   O. Reg. 170/03   10-2   (2); SDWA   O. Reg. 170/03   10-2   (3);			
<b>Question:</b> For LMR systems, are all microbiological water quality monitoring requirements for distribution samples being met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met.			

Question ID	DWMR1083000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10-3; <b>Question:</b> For LMR systems, are all microbiological water quality monitoring requirements for treated samples being met? <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All microbiological water quality monitoring requirements prescribed by legislation for treated samples were being met.			

Question ID	DWMR1096000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-3   (1); <b>Question:</b> Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained? <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.			

Question ID	DWMR1084000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-2; <b>Question:</b> Are all inorganic water quality monitoring requirements prescribed by legislation conducted within the required frequency? <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

Question ID	DWMR1085000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-4   (1); SDWA   O. Reg. 170/03   13-4   (2); SDWA   O. Reg. 170/03   13-4   (3); <b>Question:</b> Are all organic water quality monitoring requirements prescribed by legislation conducted within			

the required frequency?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

Question ID	DWMR1086000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6.1   (1); SDWA   O. Reg. 170/03   13-6.1   (2); SDWA   O. Reg. 170/03   13-6.1   (3); SDWA   O. Reg. 170/03   13-6.1   (4); SDWA   O. Reg. 170/03   13-6.1   (5); SDWA   O. Reg. 170/03   13-6.1   (6);			
<b>Question:</b> Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.			

Question ID	DWMR1087000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6   (1); SDWA   O. Reg. 170/03   13-6   (2); SDWA   O. Reg. 170/03   13-6   (3); SDWA   O. Reg. 170/03   13-6   (4); SDWA   O. Reg. 170/03   13-6   (5); SDWA   O. Reg. 170/03   13-6   (6);			
<b>Question:</b> Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.			

Question ID	DWMR1088000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-7;			
<b>Question:</b> Are all nitrate/nitrite water quality monitoring requirements prescribed by legislation conducted within the required frequency for the DWS?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

Question ID	DWMR1089000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-8;			
<b>Question:</b> Are all sodium water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

Question ID	DWMR1090000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-9;			
<b>Question:</b> Where fluoridation is not practiced, are all fluoride water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

Question ID	DWMR1101000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   17-1; SDWA   O. Reg. 170/03   17-10   (1); SDWA   O. Reg. 170/03   17-11; SDWA   O. Reg. 170/03   17-12; SDWA   O. Reg. 170/03   17-13; SDWA   O. Reg. 170/03   17-14; SDWA   O. Reg. 170/03   17-2; SDWA   O. Reg. 170/03   17-3; SDWA   O. Reg. 170/03   17-4; SDWA   O. Reg. 170/03   17-5; SDWA   O. Reg. 170/03   17-6; SDWA   O. Reg. 170/03   17-9;			
<b>Question:</b> For LMR Systems, have corrective actions (as per Schedule 17 of O. Reg. 170/03) been taken to address adverse conditions, including any other steps as directed by the Medical Officer of Health?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Corrective actions (as per Schedule 17), including any other steps that were directed by the Medical Officer of Health, had been taken to address adverse conditions.			

Question ID	DWMR1104000	Question Type	Legislative
<b>Legislative Requirement(s):</b>			

SDWA | O. Reg. 170/03 | 16-6 | (1); SDWA | O. Reg. 170/03 | 16-6 | (2); SDWA | O. Reg. 170/03 | 16-6 | (3); SDWA | O. Reg. 170/03 | 16-6 | (3.1); SDWA | O. Reg. 170/03 | 16-6 | (3.2); SDWA | O. Reg. 170/03 | 16-6 | (4); SDWA | O. Reg. 170/03 | 16-6 | (5); SDWA | O. Reg. 170/03 | 16-6 | (6);

**Question:**

Were all required verbal notifications of adverse water quality incidents immediately provided as per O. Reg. 170/03 16-6?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

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

Question ID	DWMR1059000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   28;			
<b>Question:</b> Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.			

Question ID	DWMR1060000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.			

Question ID	DWMR1061000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   27   (1); SDWA   O. Reg. 128/04   27   (2); SDWA   O. Reg. 128/04   27   (3); SDWA   O. Reg. 128/04   27   (4); SDWA   O. Reg. 128/04   27   (5); SDWA   O. Reg. 128/04   27   (6); SDWA   O. Reg. 128/04   27   (7);			
<b>Question:</b> Are logbooks properly maintained and contain the required information?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Logbooks were properly maintained and contained the required information.

Question ID	DWMR1071000	Question Type	BMP
<b>Legislative Requirement(s):</b> Not Applicable  <b>Question:</b> Has the owner provided security measures to protect components of the drinking water system?  <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had provided security measures to protect components of the drinking water system.			

Question ID	DWMR1073000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   23   (1);  <b>Question:</b> Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?  <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The overall responsible operator had been designated for each subsystem.			

Question ID	DWMR1074000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   25   (1);  <b>Question:</b> Have operators-in-charge been designated for all subsystems which comprise the drinking water system?  <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators-in-charge had been designated for all subsystems which comprise the drinking water system.			

Question ID	DWMR1075000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   22;  <b>Question:</b> Do all operators possess the required certification?  <b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b>			

All operators possessed the required certification.

Question ID	DWMR1076000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Do only certified operators make adjustments to the treatment equipment?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Only certified operators made adjustments to the treatment equipment.			

## **Appendix A**

# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or [waterforms@ontario.ca](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



PUBLICATION TITLE	PUBLICATION NUMBER
<b>FORMS:</b>	
Drinking Water System Profile Information	012-2149E
Laboratory Services Notification	012-2148E
Adverse Test Result Notification	012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

# Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à [waterforms@ontario.ca](mailto:waterforms@ontario.ca) si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site [www.ontario.ca/eaupotable](http://www.ontario.ca/eaupotable)

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

## **Appendix B**



## MUNICIPAL DRINKING WATER LICENCE

**Licence Number: 254-102**

**Issue Number: 4**

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this municipal drinking water licence under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

### **The Corporation of the Township of Assigniack**

**156 Arthur St  
Manitowaning, ON P0P 1N0**

For the following municipal residential drinking water system:

### **Manitowaning Drinking Water System**

This municipal drinking water licence includes the following:

<b>Schedule</b>	<b>Description</b>
Schedule A	Drinking Water System Information
Schedule B	General Conditions
Schedule C	System-Specific Conditions
Schedule D	Conditions for Relief from Regulatory Requirements
Schedule E	Pathogen Log Removal/Inactivation Credits

Upon the effective date of this drinking water licence # 254-102, all previously issued versions of licence # 254-102 are revoked and replaced by this licence.

DATED at TORONTO this 24<sup>th</sup> day of January, 2022

Signature

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

## Schedule A: Drinking Water System Information

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-102
Drinking Water System Name	Manitowaning Drinking Water System
Licence Effective Date	January 24, 2022

### 1.0 Licence Information

Licence Issue Date	January 24, 2022
Licence Effective Date	January 24, 2022
Licence Expiry Date	January 23, 2027
Application for Licence Renewal Date	July 24, 2026

### 2.0 Incorporated Documents

The following documents are applicable to the above drinking water system and form part of this licence:

#### 2.1 Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Manitowaning Drinking Water System	254-202	January 24, 2022

#### 2.2 Permits to Take Water

Water Taking Location	Permit Number	Issue Date
Lake Huron (Georgian Bay)	7278-BALLLV	April 2, 2019

### 3.0 Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	254-302
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	254-301A

### 4.0 Accredited Operating Authority

Drinking Water System or Operational Subsystems	Accredited Operating Authority	Operational Plan No.	Operating Authority No.
Manitowaning Drinking Water System	Ontario Clean Water Agency	254-402	254-OA1

## Schedule B: General Conditions

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-102
Drinking Water System Name	Manitowaning Drinking Water System
Licence Effective Date	January 24, 2022

### 1.0 Definitions

1.1 Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

1.2 In this licence and the associated drinking water works permit:

**"adverse effect", "contaminant" and "natural environment"** shall have the same meanings as in the EPA;

**"alteration"** may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

**"compound of concern"** means a contaminant described in paragraph 4 subsection 26 (1) of O. Reg. 419/05, namely, a contaminant that is discharged to the air from a component of the drinking water system in an amount that is not negligible;

**"CT"** means the CT Disinfection Concept, as described in subsection 3.1.1 of the Ministry's Procedure for Disinfection of Drinking Water in Ontario, dated July 29 2016.

**"Director"** means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

**"drinking water works permit"** means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

**"emission summary table"** means a table described in paragraph 14 of subsection 26 (1) of O. Reg. 419/05;

**"EPA"** means the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

**"financial plan"** means the financial plan required by O. Reg. 453/07;

**"Harmful Algal Bloom (HAB)"** means an overgrowth of aquatic algal bacteria that produce or have the potential to produce toxins in the surrounding water, when the algal

cells are damaged or die. Such bacteria are harmful to people and animals and include microcystins produced by cyanobacterial blooms.

**"licence"** means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

**"Ministry"** means the Ontario Ministry of the Environment, Conservation and Parks;

**"operational plan"** means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

**"owner"** means the owner of the drinking water system as identified in Schedule A of this licence;

**"OWRA"** means the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40;

**"permit to take water"** means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

**"point of impingement"** has the same meaning as in section 2 of O. Reg. 419/05 under the EPA;

**"point of impingement limit"** means the appropriate standard from Schedule 2 or 3 of O. Reg. 419/05 under the EPA and if a standard is not provided for a compound of concern, the concentration set out for the compound of concern in the document titled "Air Contaminants Benchmarks (ACB) List: Standards, guidelines and screening levels for assessing point of impingement concentrations of air contaminants", as amended from time to time and published by the Ministry and available on a government of Ontario website;

**"licensed engineering practitioner"** means a person who holds a licence, limited licence or temporary licence under the Professional Engineers Act;

**"provincial officer"** means a provincial officer designated pursuant to section 8 of the SDWA;

**"publication NPC-300"** means the Ministry publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

**"SCADA system"** means a supervisory control and data acquisition system used for process monitoring, automation, recording and/or reporting within the drinking water system;

**"SDWA"** means the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32;

**"sensitive receptor"** means any location where routine or normal activities occurring at reasonably expected times would experience adverse effect(s) from a discharge to air from an emergency generator that is a component of the drinking water system, including one or a combination of:

- (a) private residences or public facilities where people sleep (e.g.: single and multi-unit dwellings, nursing homes, hospitals, trailer parks, camping grounds, etc.),
- (b) institutional facilities (e.g.: schools, churches, community centres, day care centres, recreational centres, etc.),
- (c) outdoor public recreational areas (e.g.: trailer parks, play grounds, picnic areas, etc.), and
- (d) other outdoor public areas where there are continuous human activities (e.g.: commercial plazas and office buildings).

**"sub-system"** has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts) under the SDWA;

**"surface water"** means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

**"UV"** means ultraviolet, as in ultraviolet light produced from an ultraviolet reactor.

## 2.0 Applicability

- 2.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

## 3.0 Licence Expiry

- 3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

## 4.0 Licence Renewal

- 4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

## 5.0 Compliance

- 5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

## **6.0 Licence and Drinking Water Works Permit Availability**

- 6.1** At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

## **7.0 Permit to Take Water and Drinking Water Works Permit**

- 7.1** A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.
- 7.2** A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.

## **8.0 Financial Plan**

- 8.1** For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
- 8.1.1** Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
  - 8.1.2** Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

## **9.0 Interpretation**

- 9.1** Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
- 9.1.1** The SDWA;
  - 9.1.2** A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
  - 9.1.3** A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
  - 9.1.4** Any regulation made under the SDWA;
  - 9.1.5** Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
  - 9.1.6** Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
  - 9.1.7** Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and

- 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- 9.1.9 Any other technical bulletin or procedure issued by the Ministry from the most recent to the earliest.
- 9.2 If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.
- 9.3 The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
- 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
- 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- 9.4 For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

## 10.0 Adverse Effects

- 10.1 Nothing in this licence or the drinking water works permit shall be read as to permit:
- 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
- 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- 10.2 All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 10.3 Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

## **11.0 Change of Owner or Operating Authority**

- 11.1** This licence is not transferable without the prior written consent of the Director.
- 11.2** The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
  - 11.2.1** Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

## **12.0 Information to be Provided**

- 12.1** Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

## **13.0 Records Retention**

- 13.1** Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 or section 13 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

## **14.0 Chemicals and Materials**

- 14.1** All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.
  - 14.1.1** In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.
- 14.2** The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- 14.3** Conditions 14.1 and 14.2 do not apply in the case of the following:
  - 14.3.1** Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
  - 14.3.2** Articles made from stainless steel, glass, HDPE or Teflon®;

- 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
- 14.3.4 Gaskets that are made from NSF approved materials;
- 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use that may come into contact with drinking water, but are not added directly to the drinking water; or
- 14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

## 15.0 Drawings

- 15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- 15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the alteration being completed or placed into service.
- 15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

## 16.0 Operations and Maintenance Manual

- 16.1 An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference to all persons responsible for all or part of the operation or maintenance of the drinking water system.
- 16.2 The operations and maintenance manual or manuals, shall include at a minimum:
  - 16.2.1 The requirements of this licence and associated procedures;
  - 16.2.2 The requirements of the drinking water works permit for the drinking water system;
  - 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system including where applicable:
    - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions and other operating conditions, if applicable; and

- b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
- 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- 16.3 Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- 16.4 All of the procedures included or referenced within the operations and maintenance manual must be implemented.

## Schedule C: System-Specific Conditions

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-102
Drinking Water System Name	Manitowaning Drinking Water System
Licence Effective Date	January 24, 2022

### 1.0 System Performance

#### Rated Capacity

- 1.1 For each treatment subsystem listed in column 1 of Table 1, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in column 2 of the same row.

Table 1: Rated Capacity	
Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m <sup>3</sup> /day)
Manitowaning Water Treatment Plant	1,045

#### Maximum Flow Rates

- 1.2 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

Table 2: Maximum Flow Rates		
Column 1 Treatment Subsystem Name	Column 2 Treatment Subsystem Component	Column 3 Maximum Flow Rate (L/s)
Not Applicable	Not Applicable	Not Applicable

- 1.3 Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- 1.4 Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

**Pumping during Emergency**

- 1.5** The higher capacity highlift pumps (with 6,048 m<sup>3</sup>/day capacity) listed in Schedule A of the DWWP # 254-202 may be operated in parallel with other pumps during an emergency situation subject to the following conditions:
- 1.5.1 A standard operating procedure (SOP) to satisfy chlorine contact concentration/time (CT) requirements as per the Schedule E of this licence is in place prior to pump operation that:
- a) covers pump operation under various operational scenarios and operating conditions (summer and winter), including worst-case scenario for achieving CT;
  - b) Lists all the limiting factors for meeting CT under each scenario including; maximum flows; minimum water level in the clearwell and minimum residual chlorine concentration that must be maintained all times during pump operation
  - c) describes how each of the limiting factors are monitored during an emergency situation, and how the details of this monitoring are recorded.
- 1.5.2 Where based on the limiting factors described in 1.5.1.(b), a situation occurs where CT is not achievable, a report for improperly disinfected water is to be made in accordance with Section 16-4 of Schedule 16 of O. Reg. 170/03.

**Residuals Management**

- 1.6** In respect of an effluent discharged into the natural environment from a treatment system or treatment subsystem component listed in column 1 of Table 3:
- 1.6.1 The annual average concentration of a test parameter identified in column 2 shall:
- a) not exceed the value in column 3 of the same row; and
  - b) be calculated at least once monthly as the running annual average based on the previous twelve months of results;
- 1.6.2 Where the average concentration of a test parameter identified in column 2 exceeds the value in column 3, the concentration shall be reported to the local Ministry district office within 72 hours of receipt of the last lab result used in the calculation;
- 1.6.3 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row;
- 1.6.4 Where the maximum concentration of a test parameter identified in column 2 exceeds the value in column 4, the discharge shall be reported in accordance with s.13.2 of O. Reg. 675.98 and recorded in accordance with s.12.2 of O. Reg. 675.98 within 24 hours of receipt of the lab result; and,
- 1.6.5 The test parameters listed in column 2 of Table 3 shall be sampled in accordance with conditions 5.2, 5.3 and 5.4 of Schedule C in this Licence.

Table 3: Residue Management			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Annual Average Concentration (mg/L)	Column 4 Maximum Concentration (mg/L)
Manitowaning Water Treatment Plant	Total suspended solids	25*	Not Applicable
Manitowaning Water Treatment Plant	Total Chlorine Residual	0.02*	Not Applicable

\* this limit applicable only when operation opts for discharging wastewater effluent into Manitowaning Bay

#### UV Disinfection Equipment Performance

- 1.7 For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system and being used to meet pathogen log removal/inactivation credits specified in Schedule E:
  - 1.7.1 The UV disinfection equipment shall be operated within the validated limits for the equipment at all times such that a continuous pass-through UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row
  - 1.7.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;
  - 1.7.3 If there is a UV disinfection equipment alarm signaling that the disinfection equipment is malfunctioning, has lost power, or is not providing the appropriate level of disinfection the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
  - 1.7.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm described in condition 1.6.3, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

Table 4: UV Disinfection Equipment

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Minimum Continuous Pass-Through UV Dose (mJ/cm <sup>2</sup> )	Column 3 Control Strategy	Column 4 Test Parameter
Not Applicable	Not Applicable	Not Applicable	Not Applicable

## 2.0 Flow Measurement and Recording Requirements

- 2.1** For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
- 2.1.1 The flow rate (L/s) and daily volume (m<sup>3</sup>/day) of treated water that flows from the treatment subsystem to the distribution system.
  - 2.1.2 The flow rate (L/s) and daily volume (m<sup>3</sup>/day) of water that flows into the treatment subsystem.
- 2.2** For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.
- 2.3** Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
- 2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;
  - 2.3.2 The time and date of the measurement;
  - 2.3.3 The reason for the exceedance; and
  - 2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

## 3.0 Calibration of Flow Measuring Devices

- 3.1** All flow measuring devices that are required by regulation, by a condition in the drinking water works permit 254-202, or by a condition otherwise imposed by the Ministry, shall be checked and where necessary calibrated in accordance with the manufacturer's instructions.
- 3.2** If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation.

- 3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

#### 4.0 Calibration of CT Monitoring System

- 4.1 Any measuring instrumentation that forms part of the monitoring system for CT shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation, or more frequently in accordance with the manufacturer's instructions.

- 4.1.1 For greater certainty, if condition 4.1 applies, the instrumentation shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

#### 5.0 Additional Sampling, Testing and Monitoring

##### Drinking Water Health and Non-Health Related Parameters

- 5.1 For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

Table 5: Drinking Water Health Related Parameters			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Table 6: Drinking Water Non-Health Related Parameters			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

##### Environmental Discharge Parameters

- 5.2 For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be

required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.

**5.3 For the purposes of Table 7:**

**5.3.1** Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and

**5.3.2** Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.

**5.4** Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 23<sup>rd</sup> Edition, 2017, or as amended from time to time by more recently published editions.

Table 7: Environmental Discharge Parameters				
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sample Type	Column 4 Sampling Frequency	Column 5 Monitoring Location
Manitowaning Water Treatment Plant	Total suspended solids	Manual composite	Monthly**	Point of discharge
Manitowaning Water Treatment Plant	Total Chlorine Residual	Grab	Monthly**	Point of discharge

\*\* sampling requirement applicable only when operation opts for discharging wastewater effluent into Manitowaning Bay

**5.5** Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:

**5.5.1** The discharge of potable water from a watermain to a road or storm sewer;

**5.5.2** The discharge of potable water from a water storage facility or pumping station:

- a) To a road or storm sewer; or
- b) To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.

**5.5.3** The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;

- 5.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and
- 5.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.
- 5.5.6 The discharge of any excess water to a road, storm sewer or the environment, associated with the management of materials excavated as part of watermain construction or repair, where necessary sediment, erosion and environmental control measures have been implemented.

## 6.0 Studies Required

### Harmful Algal Blooms

- 6.1 The owner shall develop and keep up to date a Harmful Algal Bloom monitoring, reporting and sampling plan, herein known as the "Plan", to be implemented when a potential harmful algal bloom is suspected or present. The owner shall have the Plan in place on or before February 10, 2022.
  - 6.1.1 The owner must have a copy of the Plan available onsite at the drinking water system, for inspection upon request by Ministry staff.
  - 6.1.2 The owner must implement the Plan annually during the harmful algal bloom season, during but not limited to the warm seasonal period between June 1 and October 31 each year, or as otherwise directed by the Ministry or the Medical Officer of Health.
  - 6.1.3 The owner must train all relevant drinking water system staff on the Plan prior to the beginning of each warm season, as described in Condition 6.1.2.
- 6.2 For clarity, a Harmful Algal Bloom is considered suspected or occurring when:
  - 6.2.1 the owner or operating authority has observed an algal bloom:
    - a) near the shoreline at or near the source water intake(s) described in drinking water works permit # 254-202, or
    - b) where the intake has an Intake Protection Zone in a source protection plan, within IPZ-1, or
    - c) within a circle that has a radius, measured from the intake, equal to the distance from the intake to the farthest edge of IPZ-2.
  - 6.2.2 microcystin has been detected in a raw or treated water sample; and/or,
  - 6.2.3 the owner has received any form of notification related to an algal bloom from the Ministry, a Medical Officer of Health, or the public; or,

- 6.2.4 the presence of or identification of cyanobacteria has been determined through optical probes or other analytic techniques used by the drinking water system.
- 6.3 The Plan described in condition 6.1 must include, at a minimum:
- 6.3.1 details relating to visual monitoring for harmful algal blooms at or near the drinking water system intake(s),
- a) as described in drinking water works permit # 254-202, or
  - b) where the intake has an Intake Protection Zone in a source protection plan, within IPZ-1, or
  - c) within a circle that has a radius, measured from the intake, equal to the distance from the intake to the farthest edge of IPZ-2.
- 6.3.2 details relating to visual monitoring of shoreline; this is applicable to drinking water systems where the proximity of the intake(s) may be of concern.
- 6.3.3 details relating to reporting the observed or suspected harmful algal bloom, as described in section 6.2:
- a) to the Overall Responsible Operator(s) and/or Operator(s)-in-Charge if the blooms have been observed or suspected by a duty operator; the Plan shall include wording that directs relevant drinking water staff to follow the instructions provided by the Overall Responsible Operator(s) or the Operator(s)-in-Charge;
  - b) to the medical officer of health; and
  - c) to the local MECP representative and the Ministry's Spills Action Centre.,
- 6.3.4 a sampling plan, including the identification of sample location(s) and frequencies that at a minimum match those described in condition 6.4.
- 6.3.5 triggers that may increase the required sampling frequency;
- 6.3.6 up-to-date records that document staff training on the harmful algal bloom monitoring, reporting, and sampling procedures.
- 6.4 Any water samples collected under Condition 6.3.4 must be:
- 6.4.1 collected, at a minimum, once per week, or as otherwise directed by the Ministry or the medical officer of health;
  - 6.4.2 collected prior to any treatment, if the sample is taken from raw water;
  - 6.4.3 collected at the point of entry into the distribution system, if the sample is taken from treated water;

- 6.4.4 collected from the shoreline by the drinking water system, if applicable based on Condition 6.3.1;
- 6.4.5 submitted to a laboratory licensed to perform ELISA testing for total microcystin;
- 6.4.6 repeatedly collected until 3 consecutive samples have shown non-detection of microcystin and the algal bloom is no longer suspected or visually observed.

## **7.0 Source Protection**

- 7.1 The owner of the drinking water system shall implement risk management measures, as appropriate, to manage any potential threat to drinking water that results from the operation of the drinking water system.
- 7.2 The owner of the system shall notify the Director in writing within thirty (30) days of any approved changes to an applicable source protection plan that impact the assessed threat level of a fuel oil system identified in Schedule A of drinking water works permit.
- 7.3 The notification required in condition 7.2 shall include:
  - 7.3.1 A description of the changes and their impact on the assessed threat level of the fuel oil system(s); and,
  - 7.3.2 A timeline for re-assessing the threat level and providing the results of the assessment to the Director.

## **Schedule D: Conditions for Relief from Regulatory Requirements**

System Owner	<b>The Corporation of the Township of Assigniack</b>
Licence Number	<b>254-102</b>
Drinking Water System Name	<b>Manitowaning Drinking Water System</b>
Licence Effective Date	<b>January 24, 2022</b>

Effective January 24, 2022, no relief from regulatory requirements is authorized by the Director under section 46 of the SDWA in respect of the drinking water system.

## Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	The Corporation of the Township of Assinick
Licence Number	254-102
Drinking Water System Name	Manitowaning Drinking Water System
Licence Effective Date	January 24, 2022

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

#### Manitowaning Water Supply Plant

Georgian Bay (SURFACE WATER)

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

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

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

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

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

## **Appendix C**



## DRINKING WATER WORKS PERMIT

**Permit Number: 254-202**

**Issue Number: 3**

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

**The Corporation of the Township of Assinick**

156 Arthur St  
Manitowaning, ON P0P 1N0

For the following municipal residential drinking water system:

**Manitowaning Drinking Water System**

This drinking water works permit includes the following:

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

Upon the effective date of this drinking water works permit #254-202, all previously issued versions of permit #254-202 are revoked and replaced by this permit.

DATED at TORONTO this 24<sup>th</sup> day of January, 2022

Signature

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

## Schedule A: Drinking Water System Description

System Owner	The Corporation of the Township of Assinack
Permit Number	254-202
Drinking Water System Name	Manitowaning Drinking Water System
Permit Effective Date	January 24, 2022

### 1.0 System Description

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

#### Overview

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

### Manitowaning Water Supply Plant

#### Location and System Type

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

### Surface Water Supply

#### Intake Facility

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

## Low Lift Works

### Low Lift Pumping Station

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

### Membrane Filtration System

#### Membrane Filters

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

#### Membrane Cleaning System

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

## Granular Activated Carbon (GAC) Filtration System

### GAC Filters

Description	GAC filters for taste and odour control
Equipment	Two (2) GAC filters each at 777.6 m3/day complete with associated valves and controls
Notes	

## Chemical Addition

### Pre-treatment

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

### Coagulant

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

### Chlorine

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

## Waste Residual Management System

### Settling Tank

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

### On-Site Storage

#### Chlorine Contact Reservoir

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

#### Clearwells and High Lift Pumps

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

## Instrumentation and Control

### SCADA System

SCADA System	A Plant SCADA system
Flow Measurement Locations	One (1) flowmeter on raw supply line
	One (1) flowmeter on treated water line
Level Measurement Locations	Two (2) level sensors located in the high lift wells
Analyzer Locations	One (1) chlorine residual analyzer located at end of contact tank
	One (1) chlorine residual analyzer on treated water line
	One (1) pH meter on raw supply line
	One (1) pH meter on treated water line
	Three (3) turbidity analyzers on filtrate lines
	One (1) turbidity analyzer on treated water line
	One (1) turbidity analyzer on raw supply line
Notes	

### Emergency Power

#### Backup Power Supply

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

### Fuel Oil Systems

#### Fuel Storage Locations

Location	17 N 437466 5065845
Description	One (1) double walled, 600 US gallons above ground fuel storage tank
Fuel Type	Diesel
Source Protection Area	Not applicable
Notes	

## Watermains

### 1.2 Watermains within the distribution system comprise:

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

Table 1: Watermains	
Column 1 Document or File Name	Column 2 Date
Manitowaning Distribution Schematic - Sep 7, 2021.pdf	September 7, 2021

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

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

## Schedule B: General

System Owner	The Corporation of the Township of Assinick
Permit Number	254-202
Drinking Water System Name	Manitowaning Drinking Water System
Permit Effective Date	January 24, 2022

### 1.0 Applicability

- 1.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence #254-102.
- 1.2 The definitions and conditions of licence #254-102 are incorporated into this permit and also apply to this drinking water system.

### 2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director to be incorporated into Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance with the applicable conditions of this drinking water works permit and licence #254-102.
- 2.2 All documents issued by the Director as described in condition 2.1 shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water that are added, modified, replaced, extended shall be disinfected in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
  - a) Until July 23, 2022 the ministry's Watermain Disinfection Procedure, dated November 2015. As of July 24, 2022 the ministry's Watermain Disinfection Procedure, dated August 1, 2020;
  - b) Subject to condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure;
  - c) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
  - d) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
  - e) AWWA C654 – Standard for Disinfection of Wells.
- 2.3.1 For greater clarity, where an activity has occurred that could introduce contamination, including but not limited to repair, maintenance, or physical / video inspection, all equipment that may come in contact with the drinking water system shall be disinfected in accordance with the requirements of condition 2.3. above.
- 2.3.2 Updated requirements described in condition 2.3 b) are effective six months from the date of publication of the updated Watermain Disinfection Procedure.

- 2.4 The owner shall notify the Director in writing within thirty (30) days of the placing into service or the completion of any addition, modification, replacement, removal or extension of the drinking water system which had been authorized through:
- 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;
  - 2.4.2 Any document to be incorporated in Schedule C to this drinking water works permit respecting works other than watermain; or
  - 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermain which were not in service at the time of the issuance of the first drinking water works permit.
- 2.5 The notification required in condition 2.4 shall be submitted using the "Director Notification Form" published by the Ministry.
- 2.6 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement, removal or extension in respect of the drinking water system which:
- 2.6.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
  - 2.6.2 Constitutes maintenance or repair of the drinking water system; or
  - 2.6.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- 2.7 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.8 For greater certainty, the owner may only carry out alterations to the drinking water system in accordance with this drinking water works permit after having satisfied other applicable legal obligations, including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act, 2001* and *Greenbelt Act, 2005*.

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

- 3.1 The owner may alter the drinking water system, or permit it to be altered by a person acting on the owner's behalf, by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
- 3.1.1 The design of the watermain addition, modification, replacement or extension:
    - a) Has been prepared by a licensed engineering practitioner;
    - b) Has been designed only to transmit water and has not been designed to treat water;

- c) Satisfies the design criteria set out in the Ministry publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
  - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.
- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A licensed engineering practitioner has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
  - 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
  - 3.2.2 Has a nominal diameter greater than 600 mm;
  - 3.2.3 Results in the fragmentation of the drinking water system; or
  - 3.2.4 Connects to another drinking water system, unless:
    - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and

- b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.

3.3 The verifications required in conditions 3.1.7 and 3.1.8 shall be:

3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration", as published by the Ministry, prior to the watermain addition, modification, replacement or extension being placed into service; and

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

3.4 For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:

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

3.4.2 Constitutes maintenance or repair of the drinking water system.

3.5 The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.

3.6 The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

3.7 Despite clause (a) of condition 3.1.1 and condition 3.1.7, with respect to the replacement of an existing watermain or section of watermain that is 6.1 meters in length or less, if a licensed engineering practitioner has:

3.7.1 inspected the replacement prior to it being put into service;

3.7.2 prepared a report confirming that the replacement satisfies clauses (b), (c) and (d) of condition 3.1.1 (i.e. "Form 1 – Record of Watermains Authorized by a Future Alteration" (Form 1), Part 3, items No. 2, 3 and 4); and

3.7.3 appended the report referred to in condition 3.7.2 to the completed Form 1,

the replacement is exempt from the requirements that the design of the replacement be prepared by a licensed engineering practitioner and that a licensed engineering practitioner verify on Form 1, Part 3, item No. 1 that a licensed engineering practitioner prepared the design of the replacement.

3.8 For greater certainty, the exemption in condition 3.7 does not apply to the replacement of an existing watermain or section of watermain if two or more sections of pipe, each of which is 6.1 meters in length or less, are joined together, if the total length of replacement pipes joined together is greater than 6.1 meters.

## 4.0 Minor Modifications to the Drinking Water System

- 4.1 The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
  - 4.1.1 Coagulant feed systems in the treatment system, including the location and number of dosing points:
    - a) Prior to making any alteration to the drinking water system under condition 4.1.1, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
    - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.1.1 and shall provide the Director with a copy of the review.
    - c) The notification required in condition 4.1.1 b) shall be submitted using the "Director Notification Form" published by the Ministry
  - 4.1.2 Instrumentation and controls, including new SCADA systems and upgrades to SCADA system hardware;
  - 4.1.3 SCADA system software or programming that:
    - a) Measures, monitors or reports on a regulated parameter;
    - b) Measures, monitor or reports on a parameter that is used to calculate CT; or,
    - c) Calculates CT for the system or is part of the process algorithm that calculates log removal, where the impacts of addition, modification or replacement have been reviewed by a licensed engineering practitioner;
  - 4.1.4 Filter media, backwashing equipment, filter troughs, and under-drains and associated equipment in the treatment system;
  - 4.1.5 Spill containment works; or,
  - 4.1.6 Coarse screens and fine screens
- 4.2 The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
  - 4.2.1 Treated water pumps, pressure tanks, and associated equipment;
  - 4.2.2 Raw water pumps and process pumps in the treatment system;
  - 4.2.3 Inline booster pumping stations that are not associated with distribution system storage facilities and are on a watermain with a nominal diameter not exceeding 200 mm;
  - 4.2.4 Re-circulation devices within distribution system storage facilities;
  - 4.2.5 In-line mixing equipment;

- 4.2.6 Chemical metering pumps and chemical handling pumps;
  - 4.2.7 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
  - 4.2.8 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry.
  - 4.2.9 Chemical injection points;
  - 4.2.10 Valves.
- 4.3 The drinking water system may be altered by replacing the following:
- 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
  - 4.3.2 Measuring and monitoring devices that are required by regulation, by a condition in the Drinking Water Works Permit or by a condition otherwise imposed by the Ministry.
  - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
    - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
    - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
    - c) The notification required in condition 4.3.3 b) shall be submitted using the "Director Notification Form" published by the Ministry.
- 4.4 Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
- 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
  - 4.4.2 The bypassing or removal of any unit process within a treatment subsystem;
  - 4.4.3 The addition of any new unit process other than coagulation within a treatment subsystem;
  - 4.4.4 A deterioration in the quality of drinking water provided to consumers;

- 4.4.5 A reduction in the reliability or redundancy of any component of the drinking water system;
- 4.4.6 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
- 4.4.7 An adverse effect on the environment.
- 4.5 The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.
- 4.6 The verifications and documentation required in condition 4.5 shall be:
  - 4.6.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System" published by the Ministry, prior to the modified or replaced components being placed into service; and
  - 4.6.2 Retained for a period of ten (10) years by the owner.
- 4.7 For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
  - 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 4.7.2 Constitutes maintenance or repair of the drinking water system, including software changes to a SCADA system that are not listed in condition 4.1.3
- 4.8 The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

## 5.0 Equipment with Emissions to the Air

- 5.1 The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the air:
  - 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
  - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
  - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
  - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;

- 5.1.5 Maintenance welding stations;
  - 5.1.6 Minor painting operations used for maintenance purposes;
  - 5.1.7 Parts washers for maintenance shops;
  - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
  - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
  - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
  - 5.1.11 Venting for an ozone treatment unit;
  - 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
  - 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2 The owner shall not make an addition, modification, or replacement described in condition 5.1 in relation to an activity that is not related to the treatment and/or distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall prepare an emission summary table for nitrogen oxides emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

#### Performance Limits

- 5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
- 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
  - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive receptors shall not exceed the applicable point of impingement limit, and at non-sensitive receptors shall not exceed the Ministry half-hourly screening level of 1880 ug/m<sup>3</sup> as amended; and
  - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.

- 
- 5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7 The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8 The verifications and documentation required in conditions 5.6 and 5.7 shall be:
- 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry, prior to the additional, modified or replacement equipment being placed into service; and
- 5.8.2 Retained for a period of ten (10) years by the owner.
- 5.9 For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
- 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
- 5.9.2 Constitutes maintenance or repair of the drinking water system.
- 5.10 The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

## **6.0 Previously Approved Works**

- 6.1 The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
- 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
- 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
- 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

## **7.0 System-Specific Conditions**

- 7.1 Not Applicable

## **8.0 Source Protection**

- 8.1 Not Applicable

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

System Owner	The Corporation of the Township of Assinippiack
Permit Number	254-202
Drinking Water System Name	Manitowaning Drinking Water System
Permit Effective Date	January 24, 2022

### 1.0 General

- 1.1 Table 2 provides a reference list of all documents to be incorporated into Schedule C that have been issued as of the date that this permit was issued.

- 1.1.1 Table 2 is not intended to be a comprehensive list of all documents that are part of Schedule C. For clarity, any document issued by the Director to be incorporated into Schedule C after this permit has been issued is considered part of this drinking water works permit.

Table 2: Schedule C Documents				
Column 1 Issue #	Column 2 Issued Date	Column 3 Description	Column 4 Status	Column 5 DN#
1	August 20, 2018	Use ultra-filtration to replace the existing micro-filtration	Archived	1

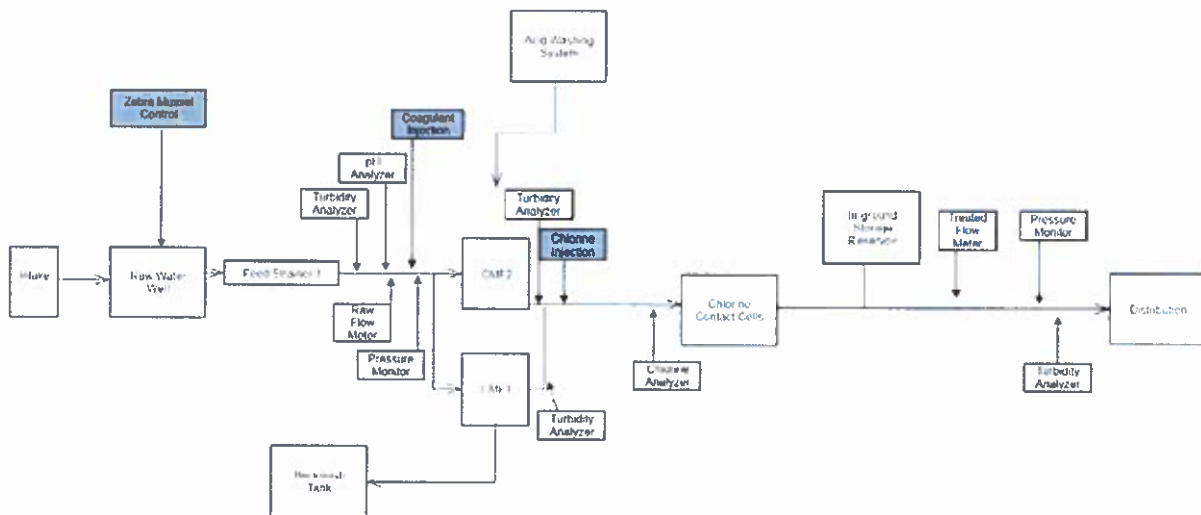
- 1.2 For each document described in columns 1, 2 and 3 of Table 2, the status of the document is indicated in column 4. Where this status is listed as 'Archived', the approved alterations have been completed and relevant portions of this permit have been updated to reflect the altered works. These 'Archived' Schedule C documents remain as a record of the alterations.

## Schedule D: Process Flow Diagrams

System Owner	The Corporation of the Township of Assinick
Permit Number	254-202
Drinking Water System Name	Manitowaning Drinking Water System
Permit Effective Date	January 24, 2022

### 1.0 Process Flow Diagrams

#### Manitowaning Drinking Water System



[Source: Assinick Operational Plan 2020, October 11, 2018]

**Note:** this process flow diagram is for reference only, and represents a high level overview of the system as of October 11, 2018.

## **Appendix D**

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

Northern Region  
Technical Support Section  
Water Resources  
331-435 James St S  
Thunder Bay ON P7E 6S7  
Fax: (807) 475-1754  
Tel: (807) 475-1714

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

Direction régionale du Nord  
Bureau du district de Thunder Bay  
331-435 rue James S  
Thunder Bay ON P7E 6S7  
Télécopieur: (807) 475-1754  
Tél: (807) 475-1714



April 2, 2019

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

Dear Alton Hobbs

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

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

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

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

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

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

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

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

Yours truly,

A handwritten signature in cursive script, reading "Nicole Pitton", written in black ink.

---

Nicole Pitton  
Permit To Take Water Evaluator  
Thunder Bay District Office

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



**PERMIT TO TAKE WATER**  
Surface Water  
NUMBER 7278-BALLLV

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

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

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

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

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

**DEFINITIONS**

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

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

## **TERMS AND CONDITIONS**

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

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

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

#### **2.1 Inspections**

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

#### **2.2 Other Approvals**

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

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

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

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

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

2.3 Information

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

- (a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or  
(b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 Rights of Action

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

2.5 Severability

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

2.6 Conflicts

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

**3. Water Takings Authorized by This Permit**

**3.1 Expiry**

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

**3.2 Amounts of Taking Permitted**

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

specified in Table A.

**Table A**

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

#### 4. Monitoring

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

#### 5. Impacts of the Water Taking

- 5.1 Notification  
The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.
- 5.2 For Surface-Water Takings  
The taking of water (including the taking of water into storage and the subsequent or simultaneous withdrawal from storage) shall be carried out in such a manner that streamflow is not stopped and is not reduced to a rate that will cause interference with downstream uses of water or with the natural functions of the stream.

#### 6. Director May Amend Permit

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

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

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

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

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

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

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

*This notice must be served upon:*

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

*AND*

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

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

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

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

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

This Permit cancels and replaces Permit Number 1366-7SXN4J, issued on 2009/06/12.

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



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

## **Schedule A**

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

## **Appendix E**

## **Manitowaning Drinking Water System Components**

### **COMPONENTS DESCRIPTION**

---

**Site (Name):** WTP RAW

**Type:** Source **Sub Type:**

**Comments:**

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

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

**Site (Name):** WTP TREATED Class 2

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

**Comments:**

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

The water treatment plant has been operational since June 2007. Pre-treatment includes straining, addition of pH adjustment (if necessary) and use of GAC tanks if necessary. Treatment includes Evoqua skid mounted membrane (ultra) filtration (3 trains, 2 duty, 1 standby), followed by chlorination in baffled contact cells below the plant. GAC filters are in place to be used when taste and odour are problematic. Post (trim) chlorination is also available.

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

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

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

**Site (Name):** DISTRIBUTION Class 1

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

**Comments:**

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

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

**A) Town Lines:**

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

**B) Private Lines:**

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

## Roller Mill Summary Report for October 2023

Since my July report, I have been down to the Roller Mill 6 more times. August 14<sup>th</sup> for 1.5 hours, September 18<sup>th</sup> for 1.5 hours, October 10<sup>th</sup> for 3 hours, October 11<sup>th</sup> for 2 hours, October 12<sup>th</sup> for 2 hours, and October 13<sup>th</sup> for 1.5 hours. On October 11<sup>th</sup> I was assisted by Anne Elliot and Ann Maguire, and Anne Elliot again on October 12<sup>th</sup>, for which I am very grateful. In total, that is 17 hours over 9 days this summer.

I have been doing a paper inventory of Museum items currently in the Roller Mill and have completed all of the items on the 2<sup>nd</sup> floor and 3<sup>rd</sup> floor. I estimate I've probably done 80% of the items on the ground floor, but there are a few sections when artifacts that are in the corners or on the walls are inaccessible due to the parts from the Norisle stored in the north-east corner and where the Norisle dining room furniture is in the center-east side of the building. There is also a stack of furniture/school desks under the east stairs that has not been checked. None of the items in the basement have been inventoried yet, and it seems the light bulbs down there are all burnt out anyway. I did not get a chance to check in the Wharf for any of the Museum items that are in that building.

Museum artifacts that have been inventoried have all had a large plastic ribbon tied to them to mark that they have been done. Each item's accession number has been written on its ribbon to make them easier to identify later. Orange tags have been placed on items known to be on loan to the Museum. White or blue tags have been placed on the other items presumed to be donated to the museum, but each will still have to be double-checked with the original paper inventories to make sure. I have brought a few of the smaller items up to the Museum to be stored or displayed there.

Aside from the Museum items in the Mill, on the ground floor there is also:

- 30 to 40 garbage bags of coal that were removed from the Norisle in September.
- All of the windows, railing, etc. from the Norisle. These are piled in the Northeast corner of the entrance room.
- The chairs, small tables, and doors from the Norisle dining room are piled in the center of the ground floor, along the east wall.
- Various signs that used to be setup at the waterfront to advertise the Norisle and Theatre.
- A stack of vinyl siding left over from when they did the Mill & Wharf siding in 2001. Piled next to the big creamery churn.
- Various Marina items: Umbrellas & stands, ropes, floats, security camera parts, summer rec items, 2 garbage cans, 1 big green plastic bench (same as the one in front of the post office).

The pigeons that were nesting in the Mill have been removed, but their mess is still everywhere. The ground floor, 2<sup>nd</sup> floor, 3<sup>rd</sup> floor, and crows nest are covered in pigeon poop and eggshells. There are also quite a lot of old grain husks on the ground floor and 2<sup>nd</sup> floor.

There are a couple of broken panes in the window on the northeast side of stone portion of the building. The broken panes aren't large enough for a person to get in through, but pigeons or snow definitely could. I don't think the glass was broken at the time of my July report.

The fire extinguishers located just inside the front door and on the 2<sup>nd</sup> floor have not been serviced since 2020.

- Kelsey Maguire, Museum Curator

Assiginack Museum

# Curator Report 2023

*Kelsey Maguire*  
*Curator*

October 19<sup>th</sup>, 2023

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## **Attendance**

### **2023**

June: 166 total (148 walk-in, 18 from 1 school trip).

July: 455 total. (332 walk-in, 108 from open house, 15 from daycare).

August: 455 total . (455 walk-in).

September: 151 total (151 walk-in).

TOTAL: 1227

### **2022**

June: 208 total (178 walk-in, 30 from 1 school trip).

July: 465 total. (465 walk-in).

August: 428 total . (428 walk-in).

September: 167 total (167 walk-in).

TOTAL: 1268

COMPARISON: The overall total is down slightly from 2022, by 41 visitors. There was 1 school trip of 18 people, compared to the 1 school trip of 30 that visited last year. There was a daycare group of 15 from APS that evened out that number though. We had 1194 walk-in people this year, including the open house day, (993 adults, 201 children). Compared to 1238 walk-in people in 2022 (990 adults, 248 children). The total walk-ins is down by 44 from last year, but that is due to less children coming with their families this year, rather than fewer adults. For further comparison, only had 851 total walk-ins back in 2019, pre-covid.

## Facebook

The museum continued to provide information and photographs on its FaceBook page in 2023, updating the most during the summer months. Regularly posting pictures and historical tidbits to the museum Facebook group has been an ongoing program for engagement and advertising.

Posts were pre-scheduled so that during June to September there were typically at least three posts a week. For the "off-season", posts have been pre-scheduled to three days a week for October and November so far.

Group Followers 2019: 323

Group Followers 2020 September: 411

Group Followers 2021 September: 474

Group Followers 2022 September: 528

Group Followers 2023 September: 589

### THIS YEAR'S STATISTIC TOTALS - 2023

June 1, 2023 to September 30, 2023 (as of October 4<sup>th</sup>, 2023)

	Post Count	Total Reach	Shares	Likes	Comments
Totals:	52	26483	129	1650	246

A more detailed breakdown of the Facebook statistics per post is attached on the next page.

Post	Date	Reach	Likes	Comments	Shares
The Assiginack Museum is now open.	06/01/2023 07:06	721	29	0	6
Manitowaning Hockey Team 1948-49.	06/09/2023 08:06	714	42	4	5
Receipt for Bennett's Drug Store, 1957.	06/12/2023 07:06	650	31	11	2
Receipt for Hinds Hardware Store, 1931.	06/13/2023 12:06	411	17	3	2
Program from the official opening of APS in 1984.	06/15/2023 07:06	401	25	4	0
Summer Markets	06/16/2023 07:06	568	18	0	4
Norton's Creek on Bidwell Road.	06/27/2023 11:06	307	14	2	0
Ice Cutting on Manitowaning Bay.	06/28/2023 07:06	579	35	0	3
Receipt from J.C. Irving & Co, 1900.	06/29/2023 07:06	441	7	0	2
The M.S. Nindawayma.	07/03/2023 07:07	548	20	10	1
Receipt from the J.C. Irving & Co, 1897.	07/07/2023 07:07	290	12	0	0
Open House Day on Saturday, July 15th.	07/10/2023 07:07	577	23	0	5
Lions Club Award 1987.	07/13/2023 07:07	1360	56	3	5
Jim Good on Steam Engine in parade.	07/14/2023 07:07	646	33	2	2
2004 Manitowaning Summerfest Parade.	07/15/2023 06:07	620	15	1	1
Summerfest Smash-Up Derbies, 2002 & 2004.	07/16/2023 06:07	1412	27	2	6
Corner of Queen & Arthur Street. 1940s.	07/17/2023 07:07	1223	61	16	9
Manitowaning Continuation School.	07/19/2023 07:07	1420	73	9	9
Reg Hughson driving tractor.	07/21/2023 07:07	385	21	4	1
Interior of St. Mary's Church in The Slash.	07/24/2023 07:07	517	33	6	1
Gib Wallace's Store.	07/26/2023 07:07	375	27	2	1
Aerial photo of Manitowaning.	07/28/2023 07:07	517	49	15	2
Commercial Hotel, Bakery & Tinkis Store.	07/31/2023 07:07	662	47	6	4
M.S. Norgoma.	08/02/2023 07:08	322	33	0	1
McLennan's Insurance.	08/04/2023 07:08	724	55	7	6
Assiginack S.S. #3 - Budges School students.	08/07/2023 07:08	512	31	11	1
Downtown Manitowaning in 1940.	08/09/2023 07:08	798	55	4	4
West side of Spragge Street, Manitowaning.	08/11/2023 07:08	778	46	9	4
Assiginack S.S. #7 - The Slash.	08/14/2023 07:08	445	26	10	3
St. Paul's Church and Lighthouse. Circa 1910s	08/16/2023 07:08	568	49	9	4
Left to right: William Norquay, George McIvor, ...	08/18/2023 07:08	336	21	0	1
Back Row: Hugh Wright, Ida Helena McLaughlin, ...	08/21/2023 07:08	292	9	1	0
Queen's Hotel, Manitowaning. 1880s.	08/23/2023 07:08	398	56	4	2
St. Paul's Rectory.	08/25/2023 07:08	577	35	20	4
Queen Street, Manitowaning. Looking East.	08/28/2023 07:08	420	35	13	1
Piles of cut wood at the Manitowaning waterfront.	08/30/2023 07:08	444	47	4	2
The S.S. Normac in Manitowaning Bay.	09/01/2023 07:09	543	43	13	4
St. Paul's Anglican Church & Lighthouse, 1918.	09/04/2023 07:09	509	46	1	3
Robert Connell drilling for water, 1925.	09/06/2023 07:09	413	32	5	2
Robert Connell, Elma Connell, Austin Connell ...	09/07/2023 07:09	288	23	5	0
1951 Manitowaning Fall Fair.	09/07/2023 21:09	234	16	1	0
Fall Fair displays, September 22, 1950.	09/09/2023 07:09	476	37	4	2
Fall Fair displays, 1951.	09/10/2023 07:09	206	7	0	0
St. Mary's Church, The Slash.	09/11/2023 07:09	182	12	0	0
Roman Catholic Church at Kaboni, Wiikwemkoong.	09/13/2023 07:09	275	18	3	0
S.S. #6 Clover Valley School, 1925.	09/15/2023 07:09	404	41	15	1
High Falls, 1925.	09/18/2023 07:09	587	56	4	3
The S.S. Norgoma at Kagawong.	09/20/2023 07:09	534	32	1	6
Receipts from McDougall & Norquay, 1930s.	09/22/2023 07:09	615	18	1	4
Assiginack Musuem.	09/25/2023 07:09	224	29	0	0
Receipt from J.C. Irving & Co. store, 1897.	09/27/2023 07:09	235	14	0	0
Left to right: Sadie Shields, Lily Taylor, ...	09/29/2023 07:09	235	13	1	0
<b>TOTALS (52 posts)</b>	<b>June 1-Sept 30, 2023</b>	<b>26483</b>	<b>Likes 1650</b>	<b>Comments 246</b>	<b>Shares 129</b>

## Events

### COMMUNITY HERITAGE MARKET

The Museum again hosted the Community Markets on the museum lawn on Fridays in July-September from 10 am to 2 pm. There was also an additional market on October 6<sup>th</sup>. In total there were ten markets held at the museum.

July 7 – 5 vendors  
July 14 – 11 vendors  
July 21 – 8 vendors  
July 28 – 7 vendors  
August 4 – 9 vendors  
August 11 – 10 vendors  
August 18 – 5 vendors  
August 25 – 7 vendors  
September 1 – 7 vendors  
October 6 – 2 vendors

### OPEN HOUSE

The Museum held an Open House Day with free admission to the museum all day on Friday July 15<sup>th</sup>, on the first day of Manitowaning Summerfest. Free snacks and drink were provided outside from 10 am to 2 pm, with Brenda Reid and Amy Reid volunteering to look after the snack table. The Open House was advertised on the Museum's Facebook page and in the 250 mailbox-stuffer ads that were sent out. During the free admission day, 108 people (79 adults, 29 children) toured the museum.

### LIONS CLUB

The Lions Club has again been holding meetings in the Museum's Research Room this year. They met here on May 15, June 12, & September 11.

### SCHOOL TRIPS

Assiginack Public School's Grade 7 & 8 classes visited the Museum on June 23<sup>rd</sup>. There were 16 students and 2 adults

### APS DAYCARE

The Assiginack Public School Daycare group came on July 18<sup>th</sup>, with 12 children and 3 adults.

### OTHER GROUPS

A group from Debajehmujig came to tour the museum on July 24<sup>th</sup> to learn local information for walking tours they would be doing.

## **Exhibits**

### **NEW & UPDATED DISPLAYS**

Local Businesses: The display for past local businesses was added to and relabeled.

Reeves: The display of Reeve portraits was updated to 2023.

Ships: The 2 Ships display cases were rearranged to better present the artifacts and information in them. All of the Norisle materials were moved to the display case under the model of the Norisle, and the material related to other ships was moved to the case underneath the Norgoma model.

Upstairs: Two displays for ironstone toiletries and antique kettles were put in the upstairs display cases.

Lions Club: During the week of Manitowaning Summerfest, a display of items and photos on loan from the South East Lions was set-up in the gallery.

### **OFFSITE DISPLAYS**

Public Library: A collection of old school text books is still currently on display at the library.

Sim Reunion: In July, two Sim family portraits were loaned for the Sim family reunion at the Tehkummah Hall. They were returned the next day.

Fall Fair: The Museum's display at this year's 147<sup>th</sup> Annual Manitowaning Fall Fair on September 8<sup>th</sup> & 9<sup>th</sup> consisted of a photo album of past Fairs, a reproduction of the programme from the 100<sup>th</sup> Fall Fair, several trophies, ribbons, and other small artifacts from the Museum's collection of Fair materials. The Know UCW Signature Quilt was also part of the display this year. The quilt was begun in the 1950s/60s by Ethel Bowerman, and continued for the UCW by Dorothy Skippen, Donna Corbett, and Alice Pennie through the years. There are 480 names on the quilt.

## EXHIBIT PLAN (NEXT 2 YEARS)

2024

- ñ School improvements
- ñ Washing Machines
- ñ Money Case additions
- ñ Virtual Tour for Outside Buildings

2025

- ñ Research & labeling tools & irons
- ñ BSS improvements

## Deaccessions

### THRESHING MACHINE

The threshing machine that had been tarped over and parked on the north end of the Museum property was disposed of on July 10th. It was sold to Manitoulin Recycling. After the towing fee, we received \$376.29 for it.

## **Physical Plant**

### **MAINTENANCE**

Flowers: Planting and care for the flower beds was taken care of by the Assiginack Horticulture Association. The Horticultural Association has been tending the flowers on the Museum grounds for 68 years now, and we thank them for their continued care and generosity.

Furnace: The furnace system was inspected on March 29th by Campbell Heating. They came again on April 11<sup>th</sup> to measure the furnace. The two propane tanks were changed by McDougall Energy on October 5<sup>th</sup>.

Hot Water Tank: The hot water tank in the 2001 portion of the Museum building was replaced on August 17<sup>th</sup>, as the old one was leaking.

Painting: The fascia at the top of the 1883 portion of the building and the door for the outside kitchen was painted by Marc Peters on July.

The wheelchair ramp railing was painted by Kelsey in May. He also painted the bell tower door, and blacksmith shop window trim in May.

Tree brush was trimmed around the school and the back of the barn.

### **REPAIRS**

Log Buildings: The portions of the schoolhouse and pioneer home buildings where the logs and mortar have deteriorated were repaired on October 14<sup>th</sup> & 15<sup>th</sup> by Moggy Excavating. The roofs of both buildings are scheduled to have steel put on them sometime in November by them as well. The posts for the photo door were put in on October 18<sup>th</sup>.

## RECOMMENDED REPAIRS

The lawnmower shed is also shingled with cedar shake shingles which are in poor shape and it definitely leaks in a few places. It is not one of the museum historic buildings and could probably just be reshingled with regular shingles. The small decorative roof on the wishing well could also do with being reshingled.

The barn has a few places where the mortar should be replaced or repointed. The cement floor in the barn has some large cracks in a few places that should be filled and patched. The floor could also do with being repainted. There is a large tree growing up against the back of the barn which could be considered for removal.

Roof: The roof of the original building in the center and 1883 portion in the front still needs to have the chimneys replaced.

## **Roller Mill**

This season, I have been down to the Roller Mill on:

July 7th for 1.5 hours, 21st for 1.5 hours, 23rd for 2.5 hours. August 14th for 1.5 hours. September 18th for 1.5 hours. October 10th for 3 hours, 11th for 2 hours, 12th for 2 hours, and 13th for 1.5 hours. On October 12th I was assisted by Anne Elliot and Ann Maguire, and Anne Elliot again on October 13th, for which I am very grateful. In total, that is 17 hours over 9 days this summer.

Museum artifacts that have been inventoried have all had a large plastic ribbon tied to them to mark that they have been done. Each item's accession number has been written on it's ribbon to make them easier to identify later. Orange tags have been placed on items known to be on loan to the Museum. White or blue tags have been placed on the other items presumed to be donated to the museum, but each will still have to be double checked with the original paper inventories to make sure. I have brought a few of the smaller items up to the Museum to be stored or displayed there.

The pigeons that were nesting in the Mill were removed in September, but their mess is still everywhere. The ground floor, 2nd floor, 3rd floor, and crows nest are covered in pigeon poop and eggshells. There are also quite a lot of old grain husks on the ground floor and 2nd floor.

Aside from the Museum items in the Mill, on the ground floor there is also:

- 30 to 40 garbage bags of coal that were removed from the Norisle in September.
- All of the windows, railing, etc. from the Norisle. These are piled in the Northeast corner of the entrance room.
- The chairs, small tables, and doors from the Norisle dining room are piled in the center of the ground floor, along the east wall.
- Various signs that used to be setup at the waterfront to advertise the Norisle and Theatre.
- A stack of vinyl siding left over from when they did the Mill & Wharf in 2001. Piled next to the big creamery churn.
- Various Marina items: Umbrellas & stands, ropes, floats, security camera parts, summer rec items, 2 garbage cans, 1 big green plastic bench (same as the one in front of the post office).

## **Grants**

### **CMOG**

The Community Museum Operating Grant was applied for as usual.

### **CANADA SUMMER JOBS**

This year, the Museum received it's grant for a Summer Student through the Canada Summer Jobs.

## **Summer Student**

The Museum's Summer Student for 2023 was Adriano Peca. This was Adriano's second year working with the museum. His duties included staffing the front desk, selling items in the gift shop, answering visitor questions, cleaning, accessioning artifacts, organizing obituary clippings, genealogy research, recording temperature readings, and other regular museum duties.

## **Volunteers**

The volunteers from the Horticulture Association took care of the flower beds at the Museum all Summer.

Anne Elliott and Ann Maguire volunteered their time to assist Kelsey with inventory of the Roller Mill artifacts.

The Museum Committee is made up of volunteers that have graciously donated their time and effort towards ensuring the successful operation of the Museum.

## Research

Cenotaphs: Bill Mullen has continued to reference information from the museum as part of his ongoing research on Manitoulin veteran memorials. He has donated an updated copy of his research information on June 28<sup>th</sup>.

David Smith has collected information from the museum archives as part of his research towards writing a booklet on the history of the Assiginack Historical Society & Museum. He also gathered information and pictures related to the Norisle.

Ann Elliott came to digitize the 1970 Vehicular Accident memorial binders at the Museum, as well as provide digital archival copies of interviews done during the plaque memorial preparations.

The long-term loan agreement with Archive Ontario for the Registry Division Copy Books at the museum was renewed. It will need to be renewed again in 5 years.

Debajehmujig visited to gather information for their walking tours.

Newly scanned Church records of births, deaths, marriages, and baptisms were forwarded to the Manitoulin Roots website for transcription.

## GENEALOGY

Over the course of the season, 35 Genealogy research requests and 16 information requests came in to the Museum, either over the phone, via email, or via FaceBook messages.

## **Advertising**

### **BROCHURES**

Museum brochures and Manitowaning Walking Tour Maps continued to be distributed to other museums, information booths, and ferry terminals.

### **MAILERS**

250 mailers advertising the Museum's Open House Day and the Summer Markets were distributed locally via mailbox stuffing at the Manitowaning Post Office on July 10<sup>th</sup>.

### **FACEBOOK**

The Museum's Facebook group page ([facebook.com/assignackmuseum](https://facebook.com/assignackmuseum)) has been regularly updated by Alice Pennie and Kelsey Maguire, who have been handling the posts and content for the page, advertising the museum and showcasing information available from us.

## **Recommendations**

### **ADVERTISING**

One area of advertising that the Museum is currently lacking in is a focus on bringing more local residents into the Museum. Budgeting for ongoing local advertising, either in the newspaper or some other initiative, might help to keep more local residents informed about the Museum and encourage them to visit and use the facilities, not just for events but for the ongoing general services the museum can provide.

More signage along the highway would also be a benefit in drawing more traffic to the museum. A billboard would be ideal, and a provincial Tourism Oriented Directional Signage (TODS) sign on Hwy 6 for the museum would be very useful.

Over the past several weeks public works has been busy getting caught up on the routine maintenance that we had fallen so far behind on. This includes, grading, brushing, water lines, preparing equipment for winter and many various projects throughout the municipality.

The next few weeks are always the most difficult as people seem anxious with winter, holidays, and the lack of sun. Roads seem to be at the most dangerous and the weather changes dramatically. We will continue to prepare for the unexpected and should the weather hold continue to get caught up

Ron Cooper

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 0033577 0033605  
Cheque Date First Last  
**Sorted By:** Cheque Number

Distribution Types Included: All

ChqNo:	0033577	Date:	2023-11-06	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$71.30
InvNo:	486088	InvDesc:	fd-fuel filters	InvAmt:	\$71.30		
ChqNo:	0033578	Date:	2023-11-06	Vendor:	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	Amount:	\$3,313.40
InvNo:	3529	InvDesc:	repair garbage truck	InvAmt:	\$3,313.40		
ChqNo:	0033579	Date:	2023-11-06	Vendor:	CEDAR CHALET	Amount:	\$180.80
InvNo:	#28-23	InvDesc:	arena-canteen pizza	InvAmt:	\$180.80		
ChqNo:	0033580	Date:	2023-11-06	Vendor:	CITY OF GREATER SUDBURY	Amount:	\$1,165.84
InvNo:	00129919	InvDesc:	sept recyl.material	InvAmt:	\$1,165.84		
ChqNo:	0033581	Date:	2023-11-06	Vendor:	COMPUTREK	Amount:	\$1,023.05
InvNo:	28559	InvDesc:	nov remote server mgmt	InvAmt:	\$877.19		
InvNo:	28516	InvDesc:	offsite backup	InvAmt:	\$145.86		
ChqNo:	0033582	Date:	2023-11-06	Vendor:	DWAYNE ELLIOTT	Amount:	\$122.60
InvNo:	OCT 24 2023	InvDesc:	fd-fire prev (halloween)	InvAmt:	\$122.60		
ChqNo:	0033583	Date:	2023-11-06	Vendor:	E.CORBIERE & SONS CONTRACTING	Amount:	\$24,925.00
InvNo:	2718	InvDesc:	winter sand	InvAmt:	\$24,925.00		
ChqNo:	0033584	Date:	2023-11-06	Vendor:	FALCON COMMUNICATIONS LTD.	Amount:	\$15,596.26
InvNo:	8843	InvDesc:	fd-digital radio system	InvAmt:	\$15,596.26		
ChqNo:	0033585	Date:	2023-11-06	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	NOV 6 2023	InvDesc:	bidg insp mileage	InvAmt:	\$234.62		
ChqNo:	0033586	Date:	2023-11-06	Vendor:	GFL ENVIRONMENTAL INC 2019	Amount:	\$4,788.31
InvNo:	G00000030366	InvDesc:	recycling transport	InvAmt:	\$4,788.31		
ChqNo:	0033587	Date:	2023-11-06	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$9,470.27
InvNo:	OCT 23 2023 SS WTP	InvDesc:	ss wtp	InvAmt:	\$37.22		
InvNo:	OCT 23 2023 SHWRHSE	InvDesc:	marina showerhouse	InvAmt:	\$147.70		
InvNo:	OCT 23 2023 INFO BTH	InvDesc:	info booth	InvAmt:	\$43.30		
InvNo:	OCT 23 2023 LIB	InvDesc:	lib bldg	InvAmt:	\$452.14		
InvNo:	OCT 23 2023 ARENA	InvDesc:	arena	InvAmt:	\$528.62		
InvNo:	OCT 23 2023 TENNIS	InvDesc:	tennis courts	InvAmt:	\$49.62		
InvNo:	OCT 23 2023 PO/BNK	InvDesc:	po/bnk	InvAmt:	\$576.57		
InvNo:	OCT 23 2023 DOCKS	InvDesc:	marina docks	InvAmt:	\$123.04		
InvNo:	OCT 27 2023 LITES	InvDesc:	street lites	InvAmt:	\$668.07		
InvNo:	OCT 27 2023 LAGOON	InvDesc:	lagoon	InvAmt:	\$3,481.68		

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

InvNo: OCT 25 2023 MTG WTP InvDesc: mtg wtp InvAmt: \$3,362.31

ChqNo:	0033588	Date:	2023-11-06	Vendor:	M&L SUPPLY - FIRE & SAFETY	Amount:	\$545.29
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InvNo: 018949 InvDesc: fd-scba mask InvAmt: \$545.29

ChqNo:	0033589	Date:	2023-11-06	Vendor:	MANITOWANING FRESHMART	Amount:	\$126.17
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InvNo: 00213784A InvDesc: pec-balance of prev invoice InvAmt: \$2.00

InvNo: 00214139 InvDesc: pw -water InvAmt: \$44.12

InvNo: 00055836 InvDesc: pec-supplies InvAmt: \$75.26

InvNo: 00057496 InvDesc: admin-tea InvAmt: \$4.79

ChqNo:	0033590	Date:	2023-11-06	Vendor:	MCDUGALL FUELS	Amount:	\$912.40
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InvNo: 6790158 InvDesc: arena-propane InvAmt: \$93.25

InvNo: 6790150 InvDesc: lib-propane InvAmt: \$684.62

InvNo: 6822095 InvDesc: arena-zamboni propane InvAmt: \$134.53

ChqNo:	0033591	Date:	2023-11-06	Vendor:	MOGGY EXCAVATING	Amount:	\$282.50
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InvNo: 2022537 InvDesc: arena-lift rental InvAmt: \$282.50

ChqNo:	0033592	Date:	2023-11-06	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$615.54
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InvNo: 6470422001 InvDesc: clamps/gloves/hooks/blades InvAmt: \$615.54

ChqNo:	0033593	Date:	2023-11-06	Vendor:	NORTHERN 911	Amount:	\$460.62
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InvNo: 21216-11012023 InvDesc: nov 911 dispatch InvAmt: \$460.62

ChqNo:	0033594	Date:	2023-11-06	Vendor:	OLD DUTCH FOODS LTD	Amount:	\$216.12
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InvNo: 41914371 InvDesc: arena-canteen supplies InvAmt: \$216.12

ChqNo:	0033595	Date:	2023-11-06	Vendor:	ONTARIO PROPERTY SERVICES	Amount:	\$300.00
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InvNo: 465 InvDesc: tax arrears canc. cert InvAmt: \$300.00

ChqNo:	0033596	Date:	2023-11-06	Vendor:	PERRY NEWMAN	Amount:	\$510.00
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InvNo: NOV 6 2023 InvDesc: bylaw mileage InvAmt: \$510.00

ChqNo:	0033597	Date:	2023-11-06	Vendor:	PETTY CASH	Amount:	\$153.20
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InvNo: NOV 6 2023 InvDesc: replenish petty cash InvAmt: \$153.20

ChqNo:	0033598	Date:	2023-11-06	Vendor:	PURULATOR COURIER	Amount:	\$49.53
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InvNo: 45466964 InvDesc: freight InvAmt: \$49.53

ChqNo:	0033599	Date:	2023-11-06	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$35.60
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InvNo: 46160685 InvDesc: arena-cylinder rental InvAmt: \$23.73

InvNo: 46160684 InvDesc: pw-cylinder rental InvAmt: \$11.87

ChqNo:	0033600	Date:	2023-11-06	Vendor:	SAMANTHA MILLER	Amount:	\$603.20
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InvNo: NOV 1 2023 InvDesc: pec-yoga (oct) InvAmt: \$603.20

ChqNo:	0033601	Date:	2023-11-06	Vendor:	CANDICE IRWIN	Amount:	\$1,615.90
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InvNo: 276 InvDesc: pec-sept/oct dance classes InvAmt: \$1,615.90

ChqNo:	0033602	Date:	2023-11-06	Vendor:	PAUL FRANCIS	Amount:	\$431.92
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InvNo: 2023 TX OVERPYT InvDesc: refund tx overpyt InvAmt: \$431.92

ChqNo:	0033603	Date:	2023-11-06	Vendor:	VICTORIA MEULEMAN	Amount:	\$409.26
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**The Township of Assiginack**  
**CHEQUE DISTRIBUTION REPORT**  
**Payables Management**

InvNo: 1059      InvDesc: pec-feather keychain wrkshp      InvAmt: \$409.26

ChqNo:	0033604	Date:	2023-11-06	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,687.56
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InvNo: 2023-25      InvDesc: po/admin/lib cleaning      InvAmt: \$3,653.66

InvNo: 312257      InvDesc: extra garb pickup (museum)      InvAmt: \$33.90

ChqNo:	0033605	Date:	2023-11-06	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$1,272.11
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InvNo: 0284725      InvDesc: arena-lite bulbs/clning supp      InvAmt: \$112.96

InvNo: 0284730      InvDesc: arena-ballast      InvAmt: \$45.19

InvNo: 0284975      InvDesc: arena-ceiling fans/therm./etc      InvAmt: \$578.40

InvNo: 0285010      InvDesc: arena-lacquer thinner      InvAmt: \$41.80

InvNo: 0285494      InvDesc: arena-zamboni door supplies      InvAmt: \$150.20

InvNo: 0285585      InvDesc: po-sump pump      InvAmt: \$138.95

InvNo: 0285633      InvDesc: fd-gas stablizr treatment      InvAmt: \$10.61

InvNo: 0285687      InvDesc: arena-kneepads/gaskets/      InvAmt: \$52.26

InvNo: 0285725      InvDesc: fd-gas can/ear plugs      InvAmt: \$22.58

InvNo: 0285754      InvDesc: arena-toilet bolts      InvAmt: \$10.72

InvNo: 0285947      InvDesc: arena-jigsaw/blades      InvAmt: \$108.44

InvNo: 0286091      InvDesc: fd-earplugs      InvAmt: \$12.18

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

**Report Total:**

**\$73,118.36**

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

<b>Ranges:</b>	<b>From:</b>	<b>To:</b>	<b>From:</b>	<b>To:</b>
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	0033544
Cheque Date	First	Last		0033569

**Sorted By:** Cheque Number

Distribution Types Included: All

<b>ChqNo:</b>	0033544	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	ATHLETICA SPORTS SYSTEMS INC	<b>Amount:</b>	\$3,109.76
<b>InvNo:</b>	323612	<b>InvDesc:</b>	arena-4 custom acyr (48x48)	<b>InvAmt:</b>		\$3,109.76	
<b>ChqNo:</b>	0033545	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	BELL CANADA	<b>Amount:</b>	\$16.44
<b>InvNo:</b>	2023 10 01	<b>InvDesc:</b>	toll free line	<b>InvAmt:</b>		\$16.44	
<b>ChqNo:</b>	0033546	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	CITY OF GREATER SUDBURY	<b>Amount:</b>	\$1,790.41
<b>InvNo:</b>	00129649	<b>InvDesc:</b>	aug recyl material	<b>InvAmt:</b>		\$1,790.41	
<b>ChqNo:</b>	0033547	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	DAVID MCLEAN	<b>Amount:</b>	\$1,090.45
<b>InvNo:</b>	0267	<b>InvDesc:</b>	po-bnk-annual furnace maint	<b>InvAmt:</b>		\$310.75	
<b>InvNo:</b>	0268	<b>InvDesc:</b>	clinic/lib-annual furnace main	<b>InvAmt:</b>		\$384.20	
<b>InvNo:</b>	0269	<b>InvDesc:</b>	mun office - annual furn serv	<b>InvAmt:</b>		\$395.50	
<b>ChqNo:</b>	0033548	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	EASTLINK	<b>Amount:</b>	\$2,308.41
<b>InvNo:</b>	20703966	<b>InvDesc:</b>	consolidated tel billing	<b>InvAmt:</b>		\$2,152.57	
<b>InvNo:</b>	OCT 10 2023 PW	<b>InvDesc:</b>	pw-dsl	<b>InvAmt:</b>		\$77.92	
<b>InvNo:</b>	OCT 10 2023 MARINA	<b>InvDesc:</b>	marina-dsl	<b>InvAmt:</b>		\$77.92	
<b>ChqNo:</b>	0033549	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	G. STEPHEN WATT, BARRISTER	<b>Amount:</b>	\$1,146.95
<b>InvNo:</b>	4130	<b>InvDesc:</b>	general legal	<b>InvAmt:</b>		\$1,146.95	
<b>ChqNo:</b>	0033550	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	EXP SERVICES INC.	<b>Amount:</b>	\$18,422.96
<b>InvNo:</b>	774862	<b>InvDesc:</b>	mtg wtp/lagoon capacity	<b>InvAmt:</b>		\$13,826.66	
<b>InvNo:</b>	776741	<b>InvDesc:</b>	landfill eca	<b>InvAmt:</b>		\$4,596.28	
<b>ChqNo:</b>	0033551	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	GERRY STRONG	<b>Amount:</b>	\$234.62
<b>InvNo:</b>	OCT 23 2023	<b>InvDesc:</b>	bldg insp mileage	<b>InvAmt:</b>		\$234.62	
<b>ChqNo:</b>	0033552	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	HYDRO ONE NETWORKS INC.	<b>Amount:</b>	\$1,070.74
<b>InvNo:</b>	OCT 6 2023 ADMIN	<b>InvDesc:</b>	mun office	<b>InvAmt:</b>		\$474.39	
<b>InvNo:</b>	OCT 11 2023 CLVR VAL	<b>InvDesc:</b>	clover valley schoolhouse	<b>InvAmt:</b>		\$35.73	
<b>InvNo:</b>	OCT 3 2023 DEPOT	<b>InvDesc:</b>	recycling depot (estimate)	<b>InvAmt:</b>		\$62.81	
<b>InvNo:</b>	OCT 3 2023 NORSLE	<b>InvDesc:</b>	norisle heritage park	<b>InvAmt:</b>		\$88.01	
<b>InvNo:</b>	OCT 3 2023 ICE PLNT	<b>InvDesc:</b>	arena ice plant (estimate)	<b>InvAmt:</b>		\$121.62	
<b>InvNo:</b>	OCT 3 2023 PW	<b>InvDesc:</b>	pw	<b>InvAmt:</b>		\$256.98	
<b>InvNo:</b>	OCT 16 2023 QN'S PRK	<b>InvDesc:</b>	queens prk	<b>InvAmt:</b>		\$31.20	
<b>ChqNo:</b>	0033553	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	JACKIE WHITE	<b>Amount:</b>	\$56.50
<b>InvNo:</b>	OCT 21 2023	<b>InvDesc:</b>	pec-reimb.advert fall market	<b>InvAmt:</b>		\$56.50	
<b>ChqNo:</b>	0033554	<b>Date:</b>	2023-10-23	<b>Vendor:</b>	MANITOWANING MILL & HOME BUILDING CENTRE	<b>Amount:</b>	\$255.65

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

InvNo: 0285231 InvDesc: museum-press.treated lumb InvAmt: \$158.74

InvNo: 0284544 InvDesc: arena-drill bits/therm./mop InvAmt: \$96.91

ChqNo:	0033555	Date:	2023-10-23	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	Amount:	\$33,218.33
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InvNo: IN000021379 InvDesc: nov.ambul/social assist InvAmt: \$33,218.33

ChqNo:	0033556	Date:	2023-10-23	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$1,045.18
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InvNo: 118267 InvDesc: advertising InvAmt: \$137.26

InvNo: 118271FPW2023 InvDesc: fd-fire prev week advertising InvAmt: \$907.92

ChqNo:	0033557	Date:	2023-10-23	Vendor:	MANITOWANING FRESHMART	Amount:	\$82.04
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InvNo: 00215963 InvDesc: admin-water refill InvAmt: \$3.99

InvNo: 00215653 InvDesc: admin-kitchen supplies InvAmt: \$20.53

InvNo: 00215353 InvDesc: pec-supplies InvAmt: \$57.52

ChqNo:	0033558	Date:	2023-10-23	Vendor:	MANITOULIN EAST MUNICIPAL AIRPORT	Amount:	\$1,593.38
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InvNo: 2023 MUN TAXES InvDesc: reimb 2023 mun portion txs InvAmt: \$1,593.38

ChqNo:	0033559	Date:	2023-10-23	Vendor:	MCDUGALL FUELS	Amount:	\$1,018.37
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InvNo: 6793125 InvDesc: arena-zamboni propane InvAmt: \$135.42

InvNo: 6790889 InvDesc: arena-propane InvAmt: \$882.95

ChqNo:	0033560	Date:	2023-10-23	Vendor:	NEW NORTH FUELS INC	Amount:	\$5,570.88
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InvNo: 667457 InvDesc: pw-diesel InvAmt: \$3,259.41

InvNo: 667456 InvDesc: pw-dyed diesel InvAmt: \$2,311.47

ChqNo:	0033561	Date:	2023-10-23	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$7,866.86
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InvNo: INV00000036106 InvDesc: mtg cap/cm#2 rep/chlor.anlyze InvAmt: \$6,733.08

InvNo: INV00000036101 InvDesc: ss wtp-dwgms audid/misc repair InvAmt: \$1,133.78

ChqNo:	0033562	Date:	2023-10-23	Vendor:	ONTARIO PROPERTY SERVICES	Amount:	\$3,600.00
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InvNo: 463 InvDesc: tax sale legal fees InvAmt: \$3,600.00

ChqNo:	0033563	Date:	2023-10-23	Vendor:	PAUL METHNER	Amount:	\$1,100.00
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InvNo: #2023-09-30 InvDesc: sept animal control InvAmt: \$1,100.00

ChqNo:	0033564	Date:	2023-10-23	Vendor:	PERRY NEWMAN	Amount:	\$435.20
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InvNo: OCT 23 2023 InvDesc: bylaw mileage InvAmt: \$435.20

ChqNo:	0033565	Date:	2023-10-23	Vendor:	JANE MOGGY	Amount:	\$103.59
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InvNo: OCT 18 2023 InvDesc: pec-reimb supplies InvAmt: \$103.59

ChqNo:	0033566	Date:	2023-10-23	Vendor:	JIM NAOKEWIGIJIG	Amount:	\$185.22
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InvNo: APRIL 25 2023 InvDesc: owdcp claim (april 25) InvAmt: \$185.22

ChqNo:	0033567	Date:	2023-10-23	Vendor:	WHITE'S SHELL	Amount:	\$1,604.58
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InvNo: 3638 InvDesc: pw-truck #8 gas InvAmt: \$157.00

InvNo: 3672 InvDesc: pw-truck # 8 gas InvAmt: \$150.00

InvNo: 3690 InvDesc: pw-truck #8 gas InvAmt: \$147.58

InvNo: 3680 InvDesc: pw-gas truck #8 InvAmt: \$156.00

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

InvNo: 3707	InvDesc: pw-truck #8	InvAmt: \$199.00
InvNo: 3703	InvDesc: pw-truck #8 gas	InvAmt: \$208.00
InvNo: 3715	InvDesc: pw-truck #8 gas	InvAmt: \$117.00
InvNo: 3570	InvDesc: pw-truck #8 gas	InvAmt: \$161.00
InvNo: 3651	InvDesc: pw-gas truck #8	InvAmt: \$148.00
InvNo: 3760	InvDesc: pw-shop gas can	InvAmt: \$43.00
InvNo: 3656	InvDesc: pw-gas truck #8	InvAmt: \$118.00

ChqNo:	0033568	Date:	2023-10-23	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,823.32
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InvNo: 2023-48	InvDesc: garb pick up/parks/grass	InvAmt: \$3,572.46
InvNo: 312253	InvDesc: arena-weatherstripping/fishing	InvAmt: \$92.66
InvNo: 312254	InvDesc: various bldgs-assist furnace	InvAmt: \$158.20

ChqNo:	0033569	Date:	2023-10-23	Vendor:	XEROX CANADA LTD.	Amount:	\$232.90
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InvNo: 85756395	InvDesc: monthly usage	InvAmt: \$232.90
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\*\*\* End of Report \*\*\*

**Report Total:**

**\$90,982.72**

Date : 2023-11-06  
Time : 10:33:21 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033570		2023-11-06	11/06COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0033571		2023-11-06	11/06COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0033572		2023-11-06	11/06COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0033573		2023-11-06	11/06COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0033574		2023-11-06	11/06COMB	376	MILLETTE, SHELBA	OUTSTANDING	Cheque
0033575		2023-11-06	11/06COMB	384	CASE, LORI	OUTSTANDING	Cheque
0033576		2023-11-06	11/06COMB	500	Recollet-Case, Sapphire	OUTSTANDING	Cheque
3640		2023-11-06	11/06COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3641		2023-11-06	11/06COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3642		2023-11-06	11/06COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3643		2023-11-06	11/06COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3644		2023-11-06	11/06COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3645		2023-11-06	11/06COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3646		2023-11-06	11/06COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3647		2023-11-06	11/06COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3648		2023-11-06	11/06COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3649		2023-11-06	11/06COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3650		2023-11-06	11/06COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3651		2023-11-06	11/06COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3652		2023-11-06	11/06COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3653		2023-11-06	11/06COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3654		2023-11-06	11/06COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
3655		2023-11-06	11/06COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
3656		2023-11-06	11/06COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
3657		2023-11-06	11/06COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit

Total : \$29,047.30

Date : 2023-10-24  
Time : 9:59:37 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033539		2023-10-23	10/23COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0033540		2023-10-23	10/23COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0033541		2023-10-23	10/23COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0033542		2023-10-23	10/23COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0033543		2023-10-23	10/23COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
3621		2023-10-23	10/23COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3622		2023-10-23	10/23COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3623		2023-10-23	10/23COMB	169	MAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
3624		2023-10-23	10/23COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3625		2023-10-23	10/23COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3626		2023-10-23	10/23COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3627		2023-10-23	10/23COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3628		2023-10-23	10/23COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3629		2023-10-23	10/23COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3630		2023-10-23	10/23COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3631		2023-10-23	10/23COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3632		2023-10-23	10/23COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3633		2023-10-23	10/23COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3634		2023-10-23	10/23COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3635		2023-10-23	10/23COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3636		2023-10-23	10/23COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
3637		2023-10-23	10/23COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
3638		2023-10-23	10/23COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
3639		2023-10-23	10/23COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
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Total :	\$28,591.74						



## **2023 Third Quarter Activity Report November 16, 2023**

The following is the most recent consolidated Quarterly Report that the Manitoulin-Sudbury District Services Board (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 2023 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$490,276**. Ontario Works is forecasted to be over budget by \$3,084; Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$333,969. Paramedic Services is forecasted to be over budget by \$458,268. Interest revenue on non-reserve accounts is forecasted to be \$622,506 more than budgeted.

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

The following provides some insight into the Manitoulin-Sudbury District Services Board Programs during the months of July, August, and September of 2023.

### **Paramedic Services**

#### **Human Resources**

Staffing continues to be a challenge however we have been successful in recruiting 3 Part-Time Paramedics.

#### **Fleet**

We have received notice from our Ambulance vendor that our 2022 order will only be delivered in August of 2024 meaning that our aging fleet will be under significant pressure as mileage rises on older vehicles accompanied by maintenance costs. Staff are

considering long-term strategies on how best to manage this supply chain issue to ensure effective service continuity while being fiscally responsible.

### **Community Paramedicine (CP)**

Our Community Paramedic Program now with stabilized staffing are ramping up for this upcoming fall Influenza and COVID-19 immunization campaigns. Our team has also participated in several training initiatives to further enhance knowledge and skills in dealing with our most vulnerable populations. CP has also played an integral role in the deployment of our active recruitment campaign by attending several job fairs and school presentations.

### **Non-Urgent Patient Transportation Services**

Staff are currently in the process of issuing a second posting for Patient Transfer Attendant/Personal Support Worker to fill one available Full-Time position and up to four Regular Part-Time positions. Recruiting for these positions has proven more challenging than anticipated given the current economic climate and perceived available workforce. We have regrouped and will re-issue the posting with revised language and cast a bigger net in the hopes to attract more suitable applicants.

## **Integrated Human Services**

### **Children's Services**

In the 3rd quarter, the average enrollment in licensed child care was 592 children, 488 full fee and 104 subsidized. Compared to last quarter there has been a 7% increase and compared to last year at this time, enrollment has increased by 5%.

The waitlist for licensed childcare at the end of the 3rd quarter is 534 children. The highest waitlist are ages 0-5 years.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 2606, and the total activity kits provided was 26. Compared to last quarter the number of visits decreased by 14%, activity kits provided decreased by 19%, attendance is traditionally lower during the summer months. Compared to last year at this time, number of visits increased by 30%, and activity kits provided decreased by 55%.

### **Launch of Capital Priorities Projects 2023/24**

On August 14th, 2023, staff received a memo from the Ministry of Education regarding the launch of the 2023-24 Capital Priorities Program. This program allows school boards to request Child Care Capital funding for projects associated with a larger Capital Priorities project within the school. Funding announcements will be made in Winter 2024.

## **Approved Child Care Capital Priorities Projects – Little Current**

In 2017-18 the Rainbow District School Board received approval for a child care capital project to support 10 infant spaces at Little Current Public School. Due to high student enrolment and the subsequent pandemic, the project did not proceed as originally scheduled. On August 23, 2023 staff received confirmation that this project is now moving forward. These new spaces will help support waitlist pressures and align with our space creation targets and Directed Growth Plans.

## **Revised Licensing Approach for Home Child Care**

On September 7<sup>th</sup>, 2023 a memo from the Ministry of Education provided details about a revised licensing approach for home child care in the coming months. Under the new approach, the Ministry will be setting out on all licenses a unique capacity by service system manager for each service area where the agency oversees child care. This change supports improved data collection and leads to a more accurate understanding of where home child care premises are in the province.

## **Revised Directed Growth Plan**

Further to the Access and Inclusion Space Target Issue Report approved by the board in February of this year, the Manitoulin-Sudbury DSB continues to increase access to more affordable, inclusive, and high-quality early learning child care for families in the district.

With the combination of naturally occurring growth in schools and the opening of licensed home child care, we have surpassed our 2023 space creation target of 36 spaces.

From January – June 2023, 52 new spaces have opened. An additional 29 spaces opened in September with an estimate of 6 additional spaces before year end. This will bring the total number of spaces created in 2023 to 87. We have not requested additional spaces, however reallocated spaces from future years.

School based spaces have opened in Espanola and Mindemoya. Our Children Our Future has opened 24 preschool spaces at their Sacred Heart site in Espanola. Manitoulin Family Resources has opened 10 toddler spaces at Central Manitoulin Public School in Mindemoya. There will be 10 Infant Spaces opening at Little Current Public School with an estimated opening date of January 2024. This project is under the approved childcare capital priorities project mentioned in this report.

The Chapleau Child Care Centre has opened an additional 5 toddler spaces at their community location in Chapleau. West Nipissing Childcare Corporation has opened an additional 12 home child care spaces in St Charles and Noëlville and Manitoulin Family Resources has opening 30 new home child care spaces in Gore Bay, Manitowaning, Espanola and Mindemoya. We anticipate that our plans will continue to shift over time in response to ever-changing community and economic needs.

## **Ontario Works**

In the 3rd quarter, the Ontario Works/Temporary Care Caseload average was 457. Compared to last year at this time, the caseload has decreased by 6.5%.

### **Centralized Intake**

111 applications were received by the Manitoulin-Sudbury DSB in the 3rd quarter. Of the 111 applications received, 40 were granted by the Intake and Benefits Administration Unit (IBAU), 27 were referred by the IBAU to the DSB for processing, and 23 were transfers from another Ontario Works (OW) office. The remaining 21 applications were processed at the local office rather than being referred to Centralized Intake as certain applications, such as Emergency Assistance, are not yet being processed by the IBAU, or there were extenuating circumstances surrounding the application that warranted an expedited approach to granting assistance.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the 3rd quarter, 36% of applications were completed by the IBAU.

### **Centralized Intake: Expanding the Province's Role**

On August 31, 2023, MCCSS shared a memo outlining the steps that the province will be taking to expand the provincial role in centralized intake for Ontario Works.

Since centralized intake began, the province has been supporting municipalities by reviewing and assessing Ontario Works applications. The formal authority for making eligibility decisions, however, remained with the municipalities and DSSAB's. The province has expanded its role after proclaiming legislative amendments, which allows the ministry to be designated in regulation as an Ontario Works delivery agent. With these amendments, the ministry has authorization to make eligibility decisions and further reduce the administrative burden for municipalities.

The ministry will work with three sites- the District Municipality of Muskoka, City of Peterborough, and the Regional Municipality of York and will begin taking on formal decision-making authority. The ministry will also work with these partners to expand the scope of applications it currently reviews and further streamline the intake process.

### **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. During the 3<sup>rd</sup> quarter there were eight new registrations for Employment Services and 14 files were closed for several reasons including 12 for employment. There were no new registrations for the YJC program. Training for YJCS was completed in July and August and there were seven students who registered and attended the training. Three of the seven registrants have been placed with employers and two are currently waiting for start dates. During the 3<sup>rd</sup> quarter 296 individuals and 17 employers were assisted by Employment Services.

**Quality Assurance**

It has been a busy quarter for the Quality Assurance Coordinators. The coordinators continue to identify training gaps, seek out appropriate training, provide a leadership and supportive role with staff and community partners.

Visits were conducted at every child care site in the district with a focus on building relationships with educators, pedagogical leads, and supervisors. The QA coordinator supported the planning and development of Strategic Planning for the Manitoulin Sudbury Network for Children and Families and coordinated Integrated Human Services staff development with a focus on wellbeing and Indigenous Culture teachings. In the coming months Integrated Human Services staff will be provided with additional support as they relate to Empathic Strain and Trauma Informed Care. Onboarding packages are being developed for new Integrated Human Services Staff.

In September, the Manitoulin-Sudbury DSB hired a Housing and Homelessness Program Quality Assurance Coordinator. This role will support consistency in our Homelessness programs including, but limited to, the By-Name-List, Change Team, Community Food Banks, and outreach efforts.

The additional staff support will ensure a dedicated focus on the homeless population and address the needs and barriers these households face daily such as transportation and food security.

**Community Housing**

**Waiting list (Applicants)**

There were 891 applications at the end of the 3<sup>rd</sup> quarter. The applicant breakdown is as follows:

1 Bedroom	691	2 Bedroom	92
3 Bedroom	64	4 bedroom	44

**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 212 active DSS recipients. At the end of Q2 of this year there were 199 recipients and at this time last year there were 201.

## **Income Mixing**

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 15 market rent tenants and 118 affordable rent tenants. This represents 5% and 41% of our portfolio. This represents an increase of 2 market rent tenant and 7 affordable from last quarter. Last year at this time we had 11 market rent tenants (4%) and 94 affordable (32%)

## **Smoke Free Housing – Unit Count-down**

As of the end of the 3rd quarter of 2023, 212/287 of the portfolio's units are designated as Smoke-free. This represents 74% of the full portfolio currently. Units are designated as turnover occurs.

## **Canada-Ontario Housing Benefit (COHB)**

To address rapid increases in rent across the province, the Ministry has updated the COHB monthly payment calculation effective July 1, 2023, to increase benefit amounts for many households. The update to the COHB calculation considers the actual shelter costs (rent and utilities) paid by participants.

During the quarter, the Manitoulin-Sudbury DSB successfully assisted 11 households to apply for COHB and/or First and Last months' rent. This brings our total households assisted with this benefit to 63. At the end of this quarter, we have fully utilized our \$93,600 allocation for the 2023-2024 year.

## **Fielding Place**

Fielding Place, our new build in Little Current, held a Grand Opening on August 30<sup>th</sup> with attendees from all levels of Government in attendance. Although chilly, the sun shone brightly and so did the property! The building began housing new residents using a staged approach on September 1<sup>st</sup> with 1 unit per pod moving in each week in September. The building now boasts full occupancy.

## **Capital Projects with Housing Services Corporation**

### **Manitoulin**

Work continues in Mindemoya with the balcony replacement project at 29 Nixon. This project was awarded to Barné Builders and is scheduled to be finalized by the end of October 2023 or early November (weather contingent). This unexpected change to the work scope has affected 4 units of the building since the Spring. We are happy to see that this will be completed before winter and that those residents affected will have things safe and back to normal soon.

## **Lacloche**

The Massey Paramedic Services Base had some additional repairs made to the HVAC system before fall to support the newly installed furnace and heat pump. This base is now fully operational with the new systems installed for Radon Mitigation as well as Heating and Cooling.

The Espanola Paramedic Base has been undergoing a generator upgrade on the site which includes a natural gas installation. This additional upgrade to the property will assist with other future equipment replacements as they are coming to the end of life allowing for the purchase and installation of more economical gas-powered units.

Second Avenue Administration Office has recently undergone a landscaping change with the removal of the wooden lean-to located in the back parking lot. Working with the Town of Espanola, the structure was under order to be demolished and a new section of fencing was erected. This has made a substantial improvement to not only the esthetics of the site but has increased the working area of the property. Plans to erect a new storage shed and relocate the current one on site will be completed before winter.

## **Work Orders**

During the 3rd quarter a total of 269 Work Orders were generated: 206 for Community Housing; 23 for Administration Offices, and 40 for Paramedic Services. There was a total of 162 Work Orders closed or resolved during that time. There were 16 work orders for unit turnovers: 5 family unit and 11 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source. Many of our buildings are laden with multiple back-to-back unit turnovers, however cross coverage has been assisting with these.

## **General**

As many of our projects are wrapping up for the season, we have begun to procure reports that will support the 2024 season. Designated substance surveys to determine any hazardous materials within the buildings are being done in Espanola, and Gogama, as well as mechanical requirements for Make Up Air replacements in Espanola, Little Current, Manitowaning and HVAC systems in our 2 Espanola Administration buildings.

All locations have also secured winter contracts for snow removal with many holding pricing from last year for us. This is a much-needed break with ever-increasing costs for fuel, supply and labour making many projects more costly than anticipated. The team are working diligently to secure cost-effective measures for supplies and services to keep things moving.

Lastly, the Mead Office generator has suffered a failure following several service calls on the unit. The unit was inspected and was determined to need a replacement radiator.

The unit is scheduled to be back up and running by the end of October and the rental removed once this occurs. Plans for replacement of the equipment in the future have been undertaken to ensure that there is a contingency fund available.

**Donna Stewart**

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: [donna.stewart@msdsb.net](mailto:donna.stewart@msdsb.net)

Website: [www.msdsb.net](http://www.msdsb.net)

## 2024 TOTAL BUDGET

Cost Centre	2024 Total Budget	2023 Total Budget	% Variance Gross Program	2024 Fed/Prov Share	2023 Fed/Prov Share	2024 Municipal Share	2023 Municipal Share	Municipal Variance	% Variance Program	% Variance of Total Municipal
Ontario Works Programs	9,798,767	8,347,821	17.39%	9,072,878	7,624,343	726,889	723,478	3,411		0.03%
OW Program Support	632,284	639,106		316,142	319,553	316,142	319,553	-3,411		
Net Ontario Works	10,432,051	8,986,927		9,389,020	7,943,896	1,043,031	1,043,031	0	0.00%	0.00%
Children's Services	12,099,293	10,630,542	13.82%	11,873,026	10,364,539	228,267	266,003	-39,736		
CS Program Support	464,340	424,804		22,569	22,569	441,771	402,035	39,736		
Net Children's Services	12,563,633	11,055,346		11,895,595	10,387,108	688,038	688,038	0	0.00%	0.00%
Community Housing	2,241,177	2,344,986	-4.43%	272,524	501,688	1,968,653	1,843,288	125,365		1.12%
Housing Program Support	542,517	499,125		0	0	542,517	499,125	43,392		
	2,783,694	2,844,111		272,524	501,688	2,511,170	2,342,413	168,757		
Investment in Affordable Housing Program	474,953	795,185		474,953	795,185	0	0	0		
Net Community Housing	3,258,647	3,639,296		747,477	1,296,883	2,511,170	2,342,413	168,757	7.20%	1.51%
Paramedic Services	21,383,224	20,449,401	4.57%	15,017,694	14,282,125	8,365,530	6,187,276	178,254		1.59%
Paramedic Services Program Support	1,136,462	1,047,265				1,136,462	1,047,265	89,197		
Net Paramedic Services	22,519,686	21,496,666		15,017,694	14,282,125	7,501,992	7,234,541	267,451	3.70%	2.39%
Program Budget	45,998,414	42,567,940		36,711,075	33,547,893	9,287,339	9,020,047	267,292		
Program Support	2,775,603	2,610,100	6.34%	338,711	342,122	2,436,892	2,287,978	168,914		
Subtotal	48,774,017	45,178,036		37,049,786	33,890,012	11,724,231	11,288,023	436,208		
Interest Revenue	-99,163	-99,163		0	0	-99,163	-99,163	0		
Net Budget	48,674,854	45,078,872		37,049,786	33,890,012	11,825,068	11,188,860	436,208		3.90%
Total Budget Increase (Decrease)	7,98%	3,595,982		9.32%	3,169,774	Total Municipal Variance	436,208		3.90%	

# Ontario Works Budget

	Page #	2024 Budget	2024 Municipal Share	2024 Provincial Share	2023 Budget	2023 Municipal Share	2023 Provincial Share	Municipal Variance	2023 Forecast	2022 Actual
Program Allowances	34	4,886,776	-	4,886,776	5,135,332	-	5,135,332	-	4,439,928	4,536,380
Discretionary Benefits	34	182,420	-	182,420	187,740	-	187,740	-	168,432	143,695
Our Kids Count		120,400	120,400	-	120,400	120,400	-	-	120,400	78,512
Program Delivery	35	2,336,831	922,631	1,414,200	2,336,831	922,631	1,414,200	-	2,311,259	2,356,102
Employment Ontario	38	368,024	-	368,024	368,024	-	368,024	-	368,024	303,778
Homeless Prevention Program (HPP)	39	2,537,600	-	2,537,600	838,600	-	838,600	-	2,636,823	817,649
<b>Total</b>		<b>10,432,051</b>	<b>1,043,031</b>	<b>9,389,020</b>	<b>8,986,927</b>	<b>1,043,031</b>	<b>7,943,896</b>	<b>-</b>	<b>10,044,866</b>	<b>8,236,116</b>
OW Program Municipal Share Change									0.00%	
Impact on Municipal Share of Total DSB Budget									0.00%	

## Children's Services Budget

	Page #	2024 Budget	2024 Municipal Share	2024 Subsidy	2023 Budget	2023 Municipal Share	2023 Subsidy	Total Budget Variance	Municipal Variance	Provincial Variance	2023 Forecast	2022 Actual
Fee Subsidy		128,968	-	128,968	50,453	-	50,453	78,515	-	78,515	124,108	127,145
OW Formal / Informal		52,648	-	52,648	91,068	-	91,068	(38,420)	-	(38,420)	52,648	121,424
Wage Enhancement		485,918	6,767	479,151	408,148	-	408,148	77,770	6,767	71,003	485,918	404,085
Operating Grant		2,830,752	167,715	2,663,037	2,919,632	167,715	2,751,917	(88,880)	-	(88,880)	3,063,995	3,606,098
ELCC		602,616	-	602,616	530,028	-	530,028	72,588	-	72,588	602,616	530,028
Special Needs Resourcing		890,316	-	890,316	665,000	-	665,000	25,316	-	25,316	606,982	591,245
Capacity Building		394,825	-	394,825	382,250	-	382,250	12,575	-	12,575	377,251	376,077
Play Based		136,000	-	136,000	127,500	-	127,500	8,500	-	8,500	127,500	84,999
Expansion		2,397,252	150,000	2,247,252	2,404,218	150,000	2,254,218	(6,966)	-	(6,966)	2,404,218	2,128,267
Repairs and Maintenance		136,000	-	136,000	127,500	-	127,500	8,500	-	8,500	127,500	85,000
Canada Wide ELCC		1,974,663	-	1,974,663	758,908	-	758,908	1,215,755	-	1,215,755	1,217,563	741,811
CWELCC Administration		116,529	-	116,529	75,891	-	75,891	40,638	-	40,638	116,529	81,437
EarlyON	42	1,854,329	-	1,854,329	1,762,246	-	1,762,246	92,083	-	92,083	1,854,329	1,772,392
EarlyON Administration	42	157,186	-	157,186	147,533	-	147,533	9,653	-	9,653	157,186	137,386
Administration	41	605,631	343,556	262,075	604,772	350,323	254,449	859	(6,767)	7,626	582,203	514,853
<b>Total</b>		<b>12,563,833</b>	<b>668,038</b>	<b>11,895,795</b>	<b>11,055,146</b>	<b>668,038</b>	<b>10,387,108</b>	<b>1,508,487</b>	<b>-</b>	<b>1,508,487</b>	<b>11,900,546</b>	<b>11,302,247</b>
<b>Child Care Program Municipal Share Change</b>									<b>0.00%</b>			
<b>Impact on Municipal Share of Total DSB Budget</b>									<b>0.00%</b>			

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# Community Housing Budget

	Page #	2024 Budget	2024 Municipal Share	2024 Provincial Share	2023 Budget	2023 Municipal Share	2023 Provincial Share	Budget Variance	Municipal Variance	Provincial Variance	2023 Forecast	2022 Actual
Public Housing	44	1,809,098	1,809,098	-	1,772,896	1,728,523	44,373	36,202	80,575	(44,373)	1,759,685	1,173,570
Non-Profit Providers	46	425,909	225,805	200,104	576,553	269,228	307,325	(150,644)	(43,423)	(107,221)	579,120	557,642
Transfer to Reserve	48	548,687	476,267	72,420	494,662	344,662	150,000	54,025	131,605	(77,580)	503,378	473,971
<b>Community Housing</b>		<b>2,783,694</b>	<b>2,511,170</b>	<b>272,524</b>	<b>2,844,111</b>	<b>2,342,413</b>	<b>501,698</b>	<b>(60,417)</b>	<b>168,757</b>	<b>(229,174)</b>	<b>2,842,183</b>	<b>2,205,183</b>
100% Prov Funding	47	474,953	-	474,953	795,185	-	795,185	(320,232)	-	(320,232)	424,950	649,095
<b>Total</b>		<b>3,258,647</b>	<b>2,511,170</b>	<b>747,477</b>	<b>3,639,296</b>	<b>2,342,413</b>	<b>1,296,883</b>	<b>(380,649)</b>	<b>168,757</b>	<b>(549,406)</b>	<b>3,267,133</b>	<b>2,854,278</b>
		<b>Community Housing Municipal Share Change</b>										
		<b>Impact on Municipal Share of Total DSB Budget</b>										
		<b>7.20%</b>										
		<b>1.51%</b>										

Public Document

# Paramedic Services

	#	2024 Budget	2023 Budget	Variance	2023 Forecast	2022 Actual
Salaries & Wages	51	10,728,315	10,444,822	283,493	10,275,565	9,615,213
Employee Benefits	51	3,338,479	3,206,482	131,997	3,046,049	2,908,365
Transportation & Communication	52	433,637	412,862	20,775	505,976	363,199
Services & Rentals	53	1,692,002	1,650,905	41,097	1,695,048	1,824,420
Supplies & Equipment	56	228,966	190,966	38,000	236,486	285,546
Vehicles	57	909,127	865,835	43,292	865,835	757,938
Community Paramedicine Revenue	51	(86,956)	(86,956)	-	(86,956)	(148,811)
		17,243,570	16,684,916	558,654	16,538,003	15,605,870
Community Paramedicine	60	1,250,000	1,000,000	250,000	1,250,000	954,178
Non Urgent Patient Transfer Service	58	788,156	760,000	28,156	343,752	504,298
Wiikwemkoong Paramedic Services	59	3,237,960	3,051,750	186,210	3,051,750	2,425,021
<b>Total</b>		<b>22,519,686</b>	<b>21,496,666</b>	<b>1,023,020</b>	<b>21,183,505</b>	<b>19,489,367</b>

<b>Paramedic Services Municipal Share</b>	<b>267,451</b>
<b>Paramedic Services Program Municipal Share Change</b>	<b>3.70%</b>
<b>Impact on Municipal Share of Total DSB Budget</b>	<b>2.40%</b>

Public Document

					Manitoulin-Sudbury DSB	
					3rd Quarter Report (Unaudited)	
					AS AT 9/30/2023	
		Total Gross Budget			Municipal Share Budget	
	YTD ACTUAL	YTD BUDGET	OVER(UNDER) BUDGET	ANNUAL BUDGET	YTD MUNICIPAL SHARE FORECAST	MUNICIPAL SHARE BUDGET Over(Under) Budget Forecast
Ontario Works 100% Funded	\$ 1,535,495	\$ 1,851,559	\$ (316,065)	\$ 2,457,230	\$ 748,302	\$ 1,046,115 \$ 1,043,031 \$ 3,094
	\$ 4,357,878	\$ 4,897,850	\$ (539,972)	\$ 6,529,697		
Child Care	\$ 8,572,092	\$ 8,295,538	\$ 276,554	\$ 11,055,146	\$ 334,019	\$ 668,038 \$ 668,038 \$ -
Community Housing 100% Funded	\$ 1,823,127	\$ 2,201,443	\$ (378,316)	\$ 2,843,611	\$ 1,823,127	\$ 2,007,944 \$ 2,341,913 \$ (333,969)
	\$ 167,669	\$ 601,859	\$ (434,190)	\$ 802,478		
Paramedic Services Wiikwemikong, PTS, CP	\$ 12,188,389	\$ 12,871,296	\$ (682,907)	\$ 16,684,916	\$ 4,977,964	\$ 7,572,809 \$ 7,114,541 \$ 458,268
	\$ 3,250,461	\$ 3,606,811	\$ (356,350)	\$ 4,811,750	\$ 62,424	\$ 124,848 \$ 120,000 \$ 4,848
TOTAL EXPENSES	\$ 31,895,110	\$ 34,328,356	\$ (2,433,245)	\$ 45,184,828	\$ 7,945,835	\$ 11,419,754 \$ 11,287,523 \$ 132,231
Interest Revenue	\$ (616,252)	\$ (74,372)	\$ (541,880)	\$ (99,163)	\$ (616,252)	\$ (721,669) \$ (99,163) \$ (622,506)
TOTAL EXPENSES	\$ 31,278,858	\$ 34,253,984	\$ (2,975,125)	\$ 45,085,665	\$ 7,329,583	\$ 10,698,084 \$ 11,188,360 \$ (490,276)

Actual to Budget		NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF September 30, 2023
Ontario Works	\$	3,084	Municipal share of administration expenses are forecasted to be \$3,084 over budget due to the 2021 reconciliation by Ministry.
Child Care	\$	-	Municipal share of Child Care expenses are forecasted to be on budget.
Community Housing	\$	(333,969)	<p> <math>(29,406) + \\$69,813 + (\\$277,255) + (\\$97,121) = (\\$333,969)</math> surplus            Federal Funding forecasted to be <b>(\$29,406)</b> more than budgeted, resulting in a surplus.            Direct operated rev &amp; exp and program support allocation is forecasted to be <b>\$89,813</b> over budget            - Rental Revenues are forecasted to be \$30,738 less than budgeted.            - Direct operating expenses are forecasted to be \$189,482 over budget due to:            utilities \$27,379 over budget, salaries &amp; benefits \$15,567 over budget, maintenance expenses over budget \$140,792, other admin expenses over budget \$11,790;            bad debt expense is under budget by (\$6,046)            - Program Support Allocation is forecasted to be <b>(\$150,407)</b> under budget.            Rent Supplement program is forecasted to be <b>(\$277,255)</b> under budget.            Non-Profit, Rent Supp. and Urban Native expenses are forecasted to be <b>(\$97,121)</b> under budget.            Paramedic Services municipal share is forecasted to be <b>\$458,268</b> over budget.         </p>
Paramedic Services	\$	458,268	<p>           The MOHLTC funding is forecasted to be under budget by <b>\$42,487</b> with the First Nation and 50-50 Funding letter received in August 2023.            Medic Staffing and Benefits is forecasted to be over budget by <b>\$446,412</b>.            Admin Staffing and Benefits is forecasted to be under budget by <b>(\$112,702)</b>            Non Wages are forecasted to be over budget by <b>\$82,071</b>            - Transportation &amp; Communication is forecasted to be <b>(\$16,453)</b> under budget            - Program Support is forecasted to be <b>(\$66,381)</b> under budget            - Vehicle repairs and maintenance are forecasted to be over budget by <b>\$36,955</b>.            - Building repairs and maintenance, grounds and utilities are forecasted to be <b>\$67,620</b> over budget            - Mal Practice Liability Insurance is forecasted to be <b>\$11,688</b> over budget            - Supplies are forecasted to be <b>\$48,642</b> over budget.         </p>
Patient Transfer Service	\$	4,848	Patient Transfer Service annual increase not budgeted in 2023. Overbudget by <b>\$4,848</b>
Interest Revenue	\$	(622,506)	Interest Revenue is forecasted to be <b>(\$622,506)</b> more than budgeted which results in a municipal surplus.
	\$	<b>(490,276)</b>	

RECEIVED



## Association of Ontario Land Surveyors

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October 30, 2023

To Whom It May Concern:

The Association of Ontario Land Surveyors (AOLS) has been made aware that some municipalities have been providing opinions as to the location of property boundaries. This letter was prepared by the Municipal Surveyor's Committee of the AOLS to inform you that only licensed members of the AOLS can provide opinions on boundary locations.

Section 2 of the *Surveys Act* (R.S.O 1990) states "no survey of land for the purpose of defining, locating or describing any line, boundary or corner of a parcel of land is valid unless made by a surveyor or under the personal supervision of a surveyor". The Act defines a "surveyor" as "an Ontario Land Surveyor under the *Surveys Act*".

We understand that not all municipalities are able to have a licensed surveyor on staff. Therefore, if any of your staff receive enquiries from the public regarding boundary questions, staff need to inform them that they do not have the authority to provide information on boundaries. Further, municipal employees do not have the necessary skill set to review and evaluate all the information required to give opinions on boundaries, such as:

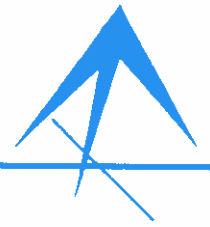
- Title information
- Existing survey plans (publicly available plans and/or privately held plans)
- Site features and condition (current and historical)
- Historical knowledge of a particular area

Only Ontario Land Surveyors have the training, knowledge and the ability to research this information to give unbiased opinions regarding boundary information.

Many municipalities now have Geographic Information Systems that display parcel information. It is important to let municipal staff know that these parcel limits are most likely not based on field surveys and therefore do not represent the true location of the boundaries. Parcel mapping is simply used as a tool for property indexing and therefore should not be used for interpreting boundaries.

If municipal staff receive enquiries regarding a boundary between two private ownerships, staff are to inform the public to contact a land surveying firm. Even municipalities with Ontario Land Surveyors on staff do not normally get involved with boundaries issues between private ownership.

There would be several advantages to having an Ontario Land Surveyor on staff with your municipality. Firstly, all enquiries could be forwarded to the surveyor, freeing up unlicensed staff to



focus on other tasks. The municipal surveyor could then respond to the resident with the enquiry, giving them as much information as they believe is helpful without creating a liability to the municipality. The surveyor could also advise the public on the advantages of hiring an Ontario Land Surveyor in private practice, including the scope of work involved in preparing the survey and a justification for the cost. Ontario Land Surveyors also have knowledge in a variety of areas, such as Geographic Information Systems, planning and land development, property acquisition and expropriation. A licensed surveyor is the best person to administer and review survey proposals, project scopes and estimates, ensuring the best value for the municipality.

In summary, municipal staff should not be providing boundary advice to members of the public or to other internal departments as they are exposing the Municipality to unnecessary risk and potential claims. The easiest solution for municipal staff is to inform the property owner to contact an Ontario Land Surveyor (<https://www.aols.org/find-a-survey-company>). If you have any other questions, you can also contact the undersigned.

Sincerely,

Penny Connors, B.A., B.Comm., C.H.R.M., C.R.M., C.A.E.  
Registrar,  
Association of Ontario Land Surveyors  
Email: [registrar@aols.org](mailto:registrar@aols.org)  
(416) 491-9020 x 320



October 27, 2023

Via email: TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca

Minister of Transport Canada  
5th Floor 777 Bay St.  
Toronto, ON M7A 1Z8

Dear Hon. Pablo Rodriguez,

**Re: Floating Accommodations**

At the meeting of October 23, 2023, the Council of the Town of Huntsville adopted the following resolution in support of the Township of Lake of Bays Resolution #B(a)/04-12-22 and Township of Georgian Bay Motion C-2022-164 and C-2023-157 on Floating Accommodations:

**Motion 222-23**

*Moved by Monty Clouthier, seconded by Helena Renwick*

**WHEREAS:** the Township of Georgian Bay and the Township of Lake of Bays has identified concerns with Floating Accommodations.

**AND WHEREAS:** the Township of Georgian Bay and the Township of Lake of Bays has requested that Transport Canada address the issue;

**NOW THEREFORE, BE IT RESOLVED THAT:** the Town of Huntsville supports Township of Lake of Bays Resolution #B(a)/04-12-22 and Township of Georgian Bay Motion C-2022-164 and C-2023-157;

**AND FURTHER THAT:** Council hereby directs staff to forward this Resolution to the Minister of Transport, the Premier of Ontario, Scott Aitchison - MP, Graydon Smith - MPP, Associations of Municipalities of Ontario (AMO) and all municipalities in Ontario (Township of Lake of Bays Resolution to be included in this correspondence).

In accordance with Council's direction, I am forwarding you a copy of the Lake of Bays resolution for your reference as well.

Yours truly,

Jessica Boyes  
Deputy Clerk

Copy to: Premier of Ontario  
Scott Aitchison – MP  
Graydon Smith – MPP  
Association of Municipalities of Ontario (AMO)  
All Municipalities in Ontario

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**  
**Council Meeting**

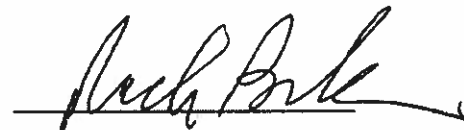
RESOLUTION #8(a)/04/12/22  
NO.:

MOVED  
BY:



DATE: April 12, 2022

SECONDED  
BY:



WHEREAS floating accommodations have become a growing concern in that they will affect the environment, character, tranquillity and the overall enjoyment of Lake of Bays and regulating these floating accommodations is a top priority for the Township of Lake of Bays;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby requests that Transport Canada amend the Canada Shipping Act 2001 by adding the following to the Act:

- All vessel greywater be discharged into a holding tank and disposed of as per Provincial regulations for new vessels; and
- All floating accommodations are required to conform to all Provincial and municipal regulations and by-laws.

AND FURTHER THAT the Council of the Corporation of the Township of Lake of Bays hereby requests that Northern Development, Mines, Natural Resources and Forestry (NDMNRF) amend Ontario Regulation 161/17 to include the following:

- Post signs to restrict floating accommodation/camping on the water in southern Ontario (Muskoka ~~south~~) and that a permit from the NDMNRF is required and a permit will not be granted without the consent of the local municipality;
- Camping is reduced from 21 days to 7 days;
- Not permit any camping on the water within 300m of a developed lot or within a narrow water body of 150m; and
- Should a municipality have more restrictive by-laws related to camping, these by-laws would apply.

AND FURTHER, THAT Council hereby directs the Clerk to forward this resolution to the Minister of Transport Canada, the Premier of Ontario, Scott Aitchison, MP, Norm Miller, MPP, Minister of Northern Development, Mines, Natural Resources and Forestry (NDMNRF), Association of Municipalities of Ontario and all municipalities in Ontario.

RECORDED VOTE	Yeas	Nays
Councillor Mike Peppard		
Councillor Robert Lacroix		
Councillor Nancy Tapley		
Councillor Rick Brooks		
Councillor George Anderson		
Councillor Jacqueline Godard		
Mayor Terry Glover		


☒ Carried

☐ Defeated

☐ Postponed to:

☐ Lost

MAYOR

  
Terry Glover



---

Executive Services  
99-A Advance Avenue, Napanee, ON K7R 3Y5 [www.greaternapanee.com](http://www.greaternapanee.com)

October 27, 2023

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building  
Queen's Park, Toronto, ON M7A 1A1

**Re: Provincial Legislation for Third-Party Short-Term Rental Companies**

Dear Premier Ford:

Please be advised that the Council of the Town of Greater Napanee passed the following resolution at its regular session meeting of October 24, 2023:

*RESOLUTION #511/23: Hicks, Martin*

That Council receive for information the correspondence from the City of Burlington respecting provincial legislation for third-party short-term rental brokerage companies; And further that Council direct staff to send a letter of support for the resolution passed by the City of Burlington to the Premier of Ontario, MPP Breese, and all Ontario municipalities.  
CARRIED

Please do not hesitate to contact [jwalters@greaternapanee.com](mailto:jwalters@greaternapanee.com) if you require any further information with respect to this resolution.

Sincerely,

Jessica Walters  
Clerk

cc. Hon. Ric Breese, MPP, Hastings-Lennox & Addington  
All Ontario municipalities

Sent via email

September 28, 2023

**SUBJECT: Provincial legislation for third-party short-term rental companies**

Please be advised that at its meeting held Tuesday, September 26, 2023, the Council of the City of Burlington approved the following resolution:

Whereas the demand for alternative accommodations has resulted in an increased prominence of residential properties being advertised for short term accommodations through third party companies such as Airbnb and VRBO; a shift from the 'traditional' cottage rental historically managed by a property owner; and

Whereas over the past decade a flood of properties have been removed from the ownership and long-term rental market (*Canada Research Chair in Urban Governance at McGill University*) contributing to housing shortages, increased housing demands and increased housing costs resulting in housing affordability issues, including affordable rentals; and

Whereas short term rentals (STR) can be beneficial, when operated appropriately, by providing solutions for the accommodation industry that supports local tourism and small businesses as well as providing an opportunity for property owners to generate income from their residence (permanent or seasonal) using a convenient third-party system; and

Whereas STR's can create nuisances including noise, parking, high volumes of visitors attending a property, septic capacity and fire safety, for adjacent residential property owners who wish to experience quiet enjoyment of their property; and

Whereas research indicates that demand for STR's is increasing, in part due to vacationers choosing domestic travel options as well as the financial benefits to property owners, demonstrating that STR's are here to stay; and

Whereas there are no Provincial regulations in place governing third party STR companies resulting in a variety of regulations/guidelines being implemented at the local municipal level which creates inconsistencies, confusion and frustrations for both consumers and residents across the province; and

Therefore, be it resolved that Burlington City Council calls on the Provincial Government to move forward as soon as possible to legislate all third-party short-term rental brokerage companies, for example Airbnb and VRBO, requiring them to:

- appropriately manage and be responsible for their listings, and to compel compliance; and
- establish a registry system, making it mandatory for each rental listing to register and pay an appropriate annual fee, with the requirement that STR companies are to provide the registry and collected fees to the municipality in which the STR properties are located, allowing municipalities to be aware of all registered STR properties and to have access to funds to assist with the response and enforcement of issues surrounding STR properties; and
- de-list/remove a property from the STR company's listing when a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc. to ensure a property cannot be rented; and

That a copy of this resolution be sent to all Ontario municipalities for support as well as to the Minister of Municipal Affairs and Housing and Halton MPPs.

If you have any questions, please contact me at extension 7702 or the e-mail address above.

Sincerely,



Kevin Arjoon  
City Clerk


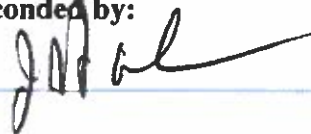


The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23265	Meeting Order: 10
Moved by: 	Seconded by: 

**WHEREAS** Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and

**WHEREAS** many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and;

**WHEREAS** without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and;

**WHEREAS** in 2013, the federal government initiated a tax credit recognizing these individuals, and calling on the federal government to increase this tax credit from \$3,000 to \$10,000; and;

**WHEREAS** volunteer firefighters account for 71% of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;

*p.2...*



# The Corporation of the Municipality of Wawa

## REGULAR COUNCIL MEETING

### RESOLUTION

- It would also help retain these volunteers in a time when volunteerism is decreasing.

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Wawa call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and;

**FURTHERMORE THAT** a copy of the resolution be shared with the Association of Fire Chiefs of Ontario, Algoma Mutual Aid Association, Association of Municipalities of Ontario and all Ontario municipalities.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL

This document is available in alternate formats.



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23263	Meeting Order: 8
Moved by: Cathy Cannon	Seconded by: [Signature]

**WHEREAS** the local newspaper company Algoma News Review has ceased the print publication of its weekly newspaper and printed its final edition on July 6, 2022; and

**WHEREAS** the *Legislation Act, 2006* provides a definition of "newspaper" which applies to every Ontario Act Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; ("journal"); and

**WHEREAS** Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

**WHEREAS** communities such as the Municipality of Wawa cannot comply with publication requirements in Provincial Acts and Regulations as the Algoma News Review publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of "newspaper"; and

**WHEREAS** some small rural Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Wawa does hereby support the Township of McKellar and request the Provincial Government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial acts and Regulations; and

p.2...



**The Corporation of the Municipality of Wawa**

**REGULAR COUNCIL MEETING**

**RESOLUTION**

**FURTHERMORE** request the support of all Ontario Municipalities; and



**FURTHERMORE THAT** this resolution be forwarded to the Minister of Municipal Affairs and Housing Paul Calandra, Algoma Manitoulin MPP Michael Mantha, and the Association of Ontario Municipalities (AMO).

RESOLUTION RESULT		RECORDED VOTE	
<input checked="" type="checkbox"/> CARRIED		MAYOR AND COUNCIL	YES NO
<input type="checkbox"/> DEFEATED		Mitch Hatfield	
<input type="checkbox"/> TABLED		Cathy Cannon	
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)		Melanie Pilon	
<input type="checkbox"/> PECUNIARY INTEREST DECLARED		Jim Hoffmann	
<input type="checkbox"/> WITHDRAWN		Joseph Opato	

**Disclosure of Pecuniary Interest and the general nature thereof.**

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL
	

This document is available in alternate formats.

**THE CORPORATION OF THE TOWNSHIP OF ASSIGNACK**

**BY-LAW # 2023-22**

**BEING A BY-LAW TO ESTABLISH MINIMUM STANDARDS FOR ALL NEWLY CONSTRUCTED  
ROADS AND STREETS WITHIN THE TOWNSHIP OF ASSIGNACK.**

**WHEREAS** the appropriate authority is found in Section 11 of the Municipal Act, S.O., 2001, Ch. 25, as amended;

**AND WHEREAS** the Council of the Corporation of the Township of Assignack deems it beneficial to have established standards for the construction of roads and streets;

**AND WHEREAS** the Township has traditionally used the Ministry of Transportation minimum standards for various classes of roads being constructed in the municipality;

**AND WHEREAS** the Township deems it necessary and expedient to repeal By-law #2011-04 and replace with this by-law;

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

**DEFINITIONS**

***“Certified Professional Engineer”*** shall mean an individual who has been issued a license to practice engineering by a provincial or territorial engineering regulatory body and has the pre-requisite formal educational background in engineering.

***“Council”*** shall mean any members of the Council of the Township of Assignack.

***“Developer”*** shall mean a person, business, corporation and/or an agent working on the behalf of the property owner(s).

***“Private Property”*** shall mean property that is owned and legally registered to an individual, individuals, a business and/or corporation and not a governmental entity.

***“Property owner(s)”*** shall mean the individual or individuals that are the registered owners of property within the Township of Assignack.

***“Township”*** shall mean the Corporation of the Township of Assignack.

## **1. Newly constructed roads and streets on Private Property**

All property owner(s) who develop or reconstruct a private road(s) or street(s) within the Township of Assignack assume all responsibility, liability, costs, maintenance, and ownership of the private road.

The Township suggests that all property owner(s) contact the Township, prior to developing their property, to ensure that they will comply with all applicable zoning, building and municipal by-laws.

Any property owner(s) who plan to request to have the Township assume maintenance (whether occasional, temporary, or permanent maintenance), should adopt the following minimum construction standards under Section 3 of this By-law, when constructing or reconstructing their private road.

In the event that the property owner(s) and/or developer(s) make a request to Council to conduct maintenance on a private road, it is the responsibility of the property owner(s) to provide the Township with:

- i.) A copy of the survey.
- ii.) A copy of an Engineer's Report, completed by a Certified Professional Engineer, states the Engineer is satisfied with the construction or reconstruction of the road.
- iii.) A copy of the conveyance of the road.

All costs incurred to provide this documentation shall be the responsibility of the property owner(s) and must be provided to the Township prior to approval. The property owner(s) will be required to enter into an agreement with the Township.

All requests must be submitted in writing to the attention of Council. Any and all requests submitted may not necessarily be approved by Council.

## **2. Improvements to Unopened Road Allowances**

All Property Owner(s) and/or Developer(s) must make written application to Council seeking permission to complete work on an Unopened Road Allowance.

In the event that the Property Owner(s) and/or Developer(s) are granted permission and approval from the Township to conduct work on an Unopened Road Allowance, they must ensure that all work completed meets the Municipal Standards identified within Section 3 of this Policy.

All road work to be carried out will be conducted under the supervision and to the satisfaction of a Certified Professional Engineer and all expenses incurred are the responsibility of the property owner(s) and/or developer(s).

It is the Property Owner(s) and/or Developer(s) responsibility to provide the Township with a copy of the report from the Engineer certifying the road's condition, prior to final approval by the Township.

All maintenance to be conducted on the improved Unopened Road Allowance or portion of it, will be the responsibility of the property owner(s) and the property owner(s) will be required to enter into an agreement with the Township.

### **3. Minimum Standards for Construction or Reconstruction of Roadways or Streets within the Township of Assiginack**

The following minimum standards must be adhered to when constructing or reconstructing a roadway or street within the Township of Assiginack:

**Right of Way:** Shall be 20.0 meters wide unless a lesser width is authorized in accordance with the requirements of the Municipal Act.

**Surface Width:** 7.5 meters wide.

**Shoulder width (including rounding):** 1.0 meter on each side.

**Surface Type:** Low cost bituminous.

**Depth of Crushed Granular A:** A 100mm minimum depth of compacted material.

**Depth of Granular Base:** As determined by construction of sub grade material and contour of land (minimum depth of 200 mm compacted.)

**Ditches:** Minimum depth from the crown of road to bottom of ditch is 0.5 meters. All ditches to be carried to a sufficient outlet (2:1 slope).

**Culverts:** Galvanized corrugated metal, CSP concrete or plastic. Minimum of 400 mm in diameter or larger.

**Geometrics:** Dead end streets to be provided with a turning area at the terminus of dead-end streets as per cul de sac specifications such that maintenance equipment can work effectively.

**Maximum Gradient:** 12%

**Clean up:** Clearing and grubbing material is not to be left on the sides of the roadway or street, but it is to be hauled to a concealed dump site.

**Width Clearing for Clean-up and Grubbing:** Minimum width of 20.0 meters.

**4. Guidelines for the Placement of Hydro and Telephone Poles:**

In the event that Hydro or Telephone poles) are required to be installed on municipal property as part of a development, the property owner(s) and/or developer(s) must seek permission from Council.

Any pole, guidewire or anchor that will be located on municipal property, shall be no further than 2.0 meters from the property line.

Upon approval, It is the responsibility of the property owner(s) and/or developer(s) to provide the Township with a detailed plan and drawings that indicate the placement on municipal property, for review and approval by Council prior to their placement and installation.

**THAT** this by-law comes into effect on the \_\_\_\_ day of \_\_\_\_\_, 2023.

**AS READ** a **FIRST** and **SECOND** time, this \_\_\_\_ day of \_\_\_\_\_, 2023.

**AS READ** a **THIRD** and **FINAL** time and enacted in Open Council, this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 2023-23**

**BEING A BY-LAW TO AMEND BY-LAW # 2023-15, BEING A BY-LAW TO ESTABLISH AND EXECUTE AN AGREEMENT BETWEEN ADJOINING MUNICIPALITIES AS TO THE MAINTENANCE AND REPAIR OF RED LODGE ROAD.**

**WHEREAS** THE Council of the Corporation of the Township of Assignack wishes to amend Schedule B of By-law # 2023-15;

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

**THAT** By-law #2023-15, being a By-law to establish and execute an agreement between adjoining municipalities as to the maintenance and repair of Red Lodge Road is amended by adding the following clause now known as Section 8 to Schedule B.

8. **THAT** both NEMI and Assignack agree to hold cross-liability insurance coverage for Red Lodge Road and agree to provide each other with a Certificate of Insurance, naming each other as an additional insured for Red Lodge Road on their insurance policy.

**THAT** this by-law comes into effect on the \_\_\_\_ day of \_\_\_\_\_, 2023.

**AS READ a FIRST and SECOND time**, this \_\_\_\_ day of \_\_\_\_\_, 2023.

**AS READ a THIRD and FINAL time and enacted in Open Council**, this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SCHEDULE B: AGREEMENT BETWEEN ADJOINING MUNICIPALITIES**

**MUNICIPAL ROAD MAINTENANCE**

**THIS AGREEMENT**, made in duplicate this 5<sup>th</sup> day of September, 2023.

Between:

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

Hereinafter referred to as "Assignack."

And

**THE CORPORATION OF THE TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS**

Hereinafter referred to as "NEMI."

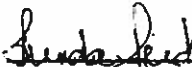
**WHEREAS** under the authority of Sections 28 and 29 of the Municipal Act, S.O. 2001, Chapter 25 as amended, for the maintenance and repair of a highway forming a boundary between the said municipalities and that portion of highway used in lieu of the boundary and including the bridges thereon, that is their duty to maintain and repair.

**AND THAT** Assignack and NEMI have a verbal agreement in place for the maintenance and repair of Red Lodge Road, which forms the boundary between our two municipalities; both municipalities deem it expedient and necessary to enter into a written agreement for the maintenance of Red Lodge Road which will include:

1. **THAT** both Assignack and NEMI agree to undertake, to maintain and keep in good repair, to indemnify and save harmless the other from any loss or damage arising from the want of repair, Red Lodge Road on a year-round basis from January 1<sup>st</sup> to December 31<sup>st</sup>, with each municipality rotating these maintenance responsibilities on a yearly basis taking effect in 2024.
2. **THAT** the following yearly maintenance schedule will be followed:  
2024- Assignack  
2025- NEMI  
2026- Assignack
3. **THAT** for all capital projects relating to Red Lodge Road, both municipalities agree to discuss the completion of these capital projects jointly, and as approved, these capital costs will be shared equally amongst both municipalities.
4. **THAT** the Public Works Superintendent of Assignack and Manager of Public Works of NEMI shall confer with each other to keep Red Lodge Road in a state of good maintenance and repair and shall report on the condition of this roadway, to their respective Council's, as required.
5. **THAT** both municipalities will review this agreement and its' contents on an annual basis.
6. **THAT** the attached 'Schedule A' includes a map of Red Lodge Road.
7. **THAT** this agreement shall remain in effect for a period of (3) three years, with automatic renewal, until such time that this agreement is terminated in writing by either party.

In witness whereof, the parties have here unto affixed their corporate seals under the hands of their duly authorized officers, on behalf of the day and year written above.

On behalf of the Corporation of the Township of Assignack:



Brenda Reid, MAYOR




Heidi Ferguson, CLERK

On behalf of the Corporation of the Town of Northeastern Manitoulin and the Islands



Alan MacNevin, MAYOR



David Williamson, CAO