

MUNICIPALITY



OF ASSIGINACK

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

**REGULAR MEETING OF COUNCIL
IN CHAMBERS**

Tuesday, December 19, 2023, at 7:00 p.m.

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 Regular Meeting of Council of November 21, 2023
- b.) Minutes of the Strategic Planning Advisory Committee of November 28, 2023
- c.) Minutes of the Parks, Recreation & Culture Committee of December 4, 2023

4. DELEGATIONS

5. REPORTS

- a.) EXP Manitowaning Water Treatment Plant and Lagoon Capacity Assessment Report

6. ACTION REQUIRED ITEMS

- a.) Tender Results- Tax Sale Properties
- b.) Accounts for Payment: General \$190,423.51
- c.) Accounts for Payment: Payroll \$ 57,981.12
- d.) Town of Huntsville: Floating Accommodations
- e.) Greater Napanee: Provincial Legislation for Third Party Short-Term Rental Companies
- f.) Municipality of Wawa: Bill C-310
- g.) Municipality of Wawa: Amendment to the Legislation Act, 2006
- h.) Public Health Sudbury Districts: Vulnerable Road Users Campaign
- i.) Manitoulin Streams: Request for Donation

7. INFORMATION ITEMS

- a.) POA Minutes of September 19, 2023
- b.) PHSD Minutes of November 16, 2023

8. BY-LAWS

- a.) 2023-24: Lease Agreement: Toboggan Hill Canteen

9. CLOSED SESSION

- a.) A proposed or pending acquisition or disposition of land by the municipality.
- b.) Personal matters about an identifiable individual, including municipal employees.
- c.) Personal matters about an identifiable individual, including municipal employees.

10. ADJOURNMENT

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

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

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

Staff: Alton Hobbs, CAO
Heidi Ferguson, Clerk
Deb MacDonald, Treasurer/Deputy CAO
Freda Bond, Tax & Utility Manager
Jackie White, Project Events Coordinator

Regrets: Councillor Robert Maguire
Ron Cooper, Public Works Superintendent
Crystal Lentir, Administrative Assistant

OPENING:

#265-24-2023 D. Elliott – J. Bowerman

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:

#266-24-2023 J. Bowerman – J. Hooper

THAT we amend the agenda to add item 3i.) Minutes of the Parks, Recreation and Culture Committee of November 20, 2023.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

NONE

ADOPTION OF MINUTES:

#267-24-2023 J. Bowerman – D. Elliott

THAT we approve the minutes of the Special Meeting of Council of November 7, 2023.

CARRIED

#268-24-2023 J. Hooper – J. Bowerman

THAT we approve the minutes of the Committee of the Whole Meeting of November 7, 2023, and that we confirm the following actions from that meeting:

- a.) Assiginack Public Library: Air Conditioning Request.
- b.) Haunted Ride and Council Donation to MFR re: 2023 Christmas Basket Campaign.
- c.) Marina TSSA Inspection Report.
- d.) Arena Proposed Exercise Room.
- e.) Closed Session.

CARRIED

#269-24-2023 D. Elliott – J. Bowerman

THAT we approve the minutes of the Special Meeting of Council of October 24, 2023.

CARRIED

#270-24-2023 J. Hooper – J. Bowerman

THAT we approve the minutes of the Regular Meeting of Council of October 17, 2023.

CARRIED

#271-24-2023 D. Elliott – J. Bowerman

THAT we approve the minutes of the Roller Mills Committee of October 18, 2023.

CARRIED

#272-24-2023 J. Hooper – D. Elliott

THAT we approve the minutes of the Strategic Planning Advisory Committee of October 10, 2023.

CARRIED

#273-24-2023 J. Bowerman – D. Elliott

THAT we approve the minutes of the Museum Advisory Committee of September 14, 2023.

CARRIED

#274-24-2023 D. Elliott – J. Hooper

THAT we approve the minutes of the Museum Advisory Committee of August 3, 2023.

CARRIED

#275-24-2023 D. Elliott – J. Bowerman

THAT we approve the minutes of the Parks, Recreation and Culture Committee of November 20, 2023.

CARRIED

DELEGATIONS:

NONE

REPORTS:

#276-24-2023 J. Hooper – D. Elliott

THAT we accept the Treasurer's Budget to Actual Quarterly Statements and thank the Treasurer for her report.

CARRIED

#277-24-2023 J. Bowerman – D. Elliott

THAT we acknowledge receipt of the Manitowaning Drinking Water System Inspection Report.

CARRIED

#278-24-2023 D. Elliott – J. Hooper

THAT we acknowledge receipt of the Roller Mills Summary Report dated October 2023.

CARRIED

#279-24-2023 D. Elliott – J. Bowerman

THAT we acknowledge receipt of the Museum Curator's 2023 Report and thank the Curator for his report.

CARRIED

#280-24-2023 J. Bowerman – J. Hooper

THAT we accept the Public Works Report and thank the Public Works Superintendent for his report.

CARRIED

ACTION REQUIRED ITEMS:

#281-24-2023 J. Bowerman – D. Elliott

THAT Council authorizes the following Accounts for Payment: General \$ 164,101.08 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#282-24-2023 J. Hooper – J. Bowerman

THAT Council authorizes the following Accounts for Payment: Payroll \$ 57,639.04 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#283-24-2023 D. Elliott – J. Bowerman

THAT we approve Christmas Bonuses for staff members in the amounts of \$200.00 for Full-time Staff members and \$100.00 for Part-time and Seasonal staff members.

CARRIED

#284-24-2023 J. Bowerman – J. Hooper

THAT we approve the closure of the Municipal Office from December 27th to 29th, 2023, with the Office re-opening on January 2nd, 2024.

CARRIED

#285-24-2023 J. Bowerman – D. Elliott

THAT we confirm that any departmental surplus at year end be allocated to its respective reserves.

CARRIED

#286-24-2023 J. Hooper - J. Bowerman

THAT we support the submission of a funding application to the Community Emergency Preparedness Fund to purchase back-up generators for our municipal buildings and the development of a cooling center at the Library.

CARRIED

INFORMATION ITEMS:

#287-24-2023 D. Elliott – J. Bowerman

THAT we acknowledge receipt of the following correspondence items:

- a.) Manitoulin-Sudbury District Social 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.

CARRIED

NOTE: Discussion took place regarding the information items and members of Council would like staff to bring back resolutions to support items c-f at our next meeting of Council.

BY-LAWS:

#288-24-2023 J. Bowerman – D. Elliott

THAT By-law 2023-22, being a by-law to establish Minimum Standards for all newly constructed roads and streets within the Township of Assiginack be given a first, second, third and final reading and enacted in Open Council.

DEFERRED

NOTE: Discussion took place and Council requested additional time to review both the current and proposed by-laws. This item will be deferred until our next meeting of Council.

#289-24-2023 J. Bowerman - D. Elliott

THAT By-law 2023-23, being a by-law to amend By-law 2023-15 and add a cross-liability insurance coverage clause to Schedule B of the Red Lodge Road Agreement between the Town of NEMI and the Township of Assiginack be given a first, second, third and final reading and enacted in Open Council.

CARRIED

CLOSED SESSION:

NONE

CLOSING:

#290-24-2023 D. Elliott – J. Hooper

THAT we adjourn at 7:46 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.



NOVEMBER 28, 2023 SPA COMMITTEE MEETING MINUTES

PRESENT:

COMMITTEE:

Brenda Reid, Jennifer Hooper, Dwayne Elliot, and Janice Bowerman

Absent: Rob Maguire

STAFF:

CAO: Alton Hobbs, TRESURER: Deb MacDonald, and EDO: Shelba Millette

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

2. APPROVAL OF AGENDA

MOTION: 2023 – 18

Moved by: J. Hooper

Seconded by: D.Elliot

WHEREAS SPAC has been provided the Agenda for the meeting of Nov. 28, 2023,
BE IT RESOLVED THAT the agenda for this meeting be approved. CARRIED

3. APPROVAL OF SPAC October 10, 2023 MEETING MINUTES

MOTION: 2023 – 19

Moved by: J. Hooper

Seconded by: D.Elliot

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

SPA PRIORITIES and OVERALL BRANDING DISCUSSION

4. ADJOURNMENT

MOTION: 2023 – 20

Moved by: J.Bowerman

WHEREAS the business of the SPAC meeting has concluded,
BE IT RESOLVED THAT this meeting be adjourned at 8:30P.M. CARRIED

Signature: SPAC Committee Chair:

Signature: SPAC Recording Secretary:

DATE: Nov. 29, 2023

NEXT MEETING: Jan. 9, 2024

ASSIGINACK PARKS, RECREATION AND CULTURE COMMITTEE

MEETING OF DECEMBER 4, 2023

7:00 PM, COUNCIL CHAMBERS

PRESENT: Brenda Reid, Janice Bowerman, Lisa Hallaert, Margit Alberti, Jennifer Hooper, Mathieu Page

Staff : Alton Hobbs, CAO

#2023-04

Moved and Seconded by Janice and Lisa:

THAT the meeting be opened and the agenda approved as presented.

CARRIED.

#2023-05

Moved and Seconded by Jennifer and Lisa:

THAT the Minutes of the November 20th, 2023 meeting be approved.

CARRIED.

The mayor was designated as Chair and staff agreed to keep Minutes.

Christmas Tree Lighting Review:

The Committee was happy with the results of the evening and extended its thanks to Recreation staff as well as the Assiginack Public School staff and students. Recommendations for next year included a seating area for seniors, heating stations, possibly closing the street for the evening and improvements to the sound system. It was agreed that planning for next year's events would begin in September.

Parks and Events Suggestions:

The Committee members reviewed McLean's Park, Queen's Park, High Falls Park and the Toboggan Hill. A summary of the discussion is attached to and forms part of these Minutes.

It was agreed that the Committee would consult with community groups regarding a one day winter carnival in 2024. A sub committee of Margit, Lisa and Jen would begin discussions.

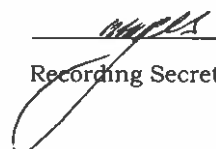
#2023-06

Moved and seconded by Janice and Mathieu:

THAT we adjourn until the next meeting of February 26, 2024 or as called by the Chair.

CARRIED.


Chair


Recording Secretary

8:15 pm.

McLean's Park:

Development of trails for cross country skiing and snow shoeing. Possible spartan type races, scavenger hunts, forest knowledge and skills demonstrations and tours, Cider Saturdays. It is recognized that both the park infrastructure and maintenance costs will be a factor as is the condition of the road accessing the park.

High Falls:

Cycling Tour stop and promotion of the park to cyclists, indigenous plantings, rest stop picnic area.

Queen's Park:

Open air gallery, Tai Chi, Yoga classes, chess tables, indigenous plantings.

Toboggan Hill:

Community Yard Sales (Junk in the Trunk). Possibility of outdoor skating area.

Other:

Explore: Resuming pumpkin festival, soup festival, pancake & p.j.'s breakfast, committee and community leadership in Harvest Glory Days and Decorating contests, Hobby Farmers' Markets, etc.

Note:

All members recognize that many of these events require more municipal infrastructure and that municipal staff may be asked to assist but not to take on the ideas that the Committee move ahead with.



Manitowaning Water Treatment Plant and Lagoon Capacity Assessment

Hydraulic Engineering Services

Type of Document

Capacity Assessment Report

Project Name

Manitowaning WTP and Lagoon Capacity Assessment

Project Number

SUD-23006971-A0

Prepared By: Russel Moulton, E.I.T.

Reviewed By: Bradley Legault, P.Eng., LEED GA

RECEIVED

NOV 17 2023

EXP Services Inc.
885 Regent St, Sudbury
Ontario, P3E 5M4
Canada

Date Submitted

November 15th, 2023

Manitowaning Water Treatment Plant and Lagoon Capacity Assessment

Capacity Assessment Report

Type of Document:
Report

Project Name:
Manitowaning WTP and Lagoon Capacity Assessment

Project Number:
SUD-23006971-A0

Prepared By:

EXP Services Inc.
885 Regent Street, Sudbury
Ontario, P3E 5M4
Canada



Russel Moulton, F.I.T.
Mechanical Engineer in Training
Infrastructure Services



Bradley Legault, P.Eng., LEED GA
Mechanical Coordinator
Infrastructure Services

Date Submitted:
November 15th, 2023

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1 Background

1.1 Overview

EXP Services Inc. (EXP) has been retained by the Township of Assiginack - Manitowaning to provide a detailed report that assesses the existing current capacity of the Water Treatment Plant and Lagoon to propose improvement for future expansion/needs.

EXP has reviewed and analyzed data from OCWA Annual Reports for the Water Treatment Plant (WTP) and Lagoon in the past five (5) years (2018-2022). EXP also incorporated as-builts, reports, and documents provided by the Township to evaluate the water storage requirements, existing water treatment and Lagoon capacity for future upgrades. From our analysis, EXP will provide options for any improvements or upgrades needed.

The Township of Assiginack is located on the eastern portion of Manitoulin Island. The main community, Manitowaning, is the administrative center of Assiginack Township and was founded in 1836. Manitowaning is nestled in the picturesque Manitowaning Bay with a current estimated population of approximately 1,008. In the Township, the Ontario Clean Water Agency (OCWA) is the licensed operating authority of the Manitowaning Distribution System (MDS).

2 Existing Systems

2.1 Water Treatment Plant and Distribution System

The Manitowaning water distribution system was commissioned in 1975, modified in 1990, serviced a population of approximately 550, as of 2022, and consisted of two (2) main components, municipal lines and private lines. The schematic of this system is shown in Figure 1 below. The MECP reports the system contains approximately 350 service connections, with 65 of those connections going to commercial and institutional premises. The system is comprised of a 250 mm diameter pipe extending 100 m from the WTP and branching into 200 mm diameter lines on Queen Street and Main Street with 150 mm diameter pipe on all other Township lines. There are also approximately 50 fire hydrants owned, operated, and maintained by the Township. The Township also allowed six (6) private lines to be installed with the agreement that maintenance and initial costs were to be the responsibility of the owners of the private lines. In 2004, the Township requested the operating authority (OCWA) begin sampling and testing residuals on these lines. The private lines are now included as part of the annual municipal flushing program and repairs to these lines are now overseen by OCWA.

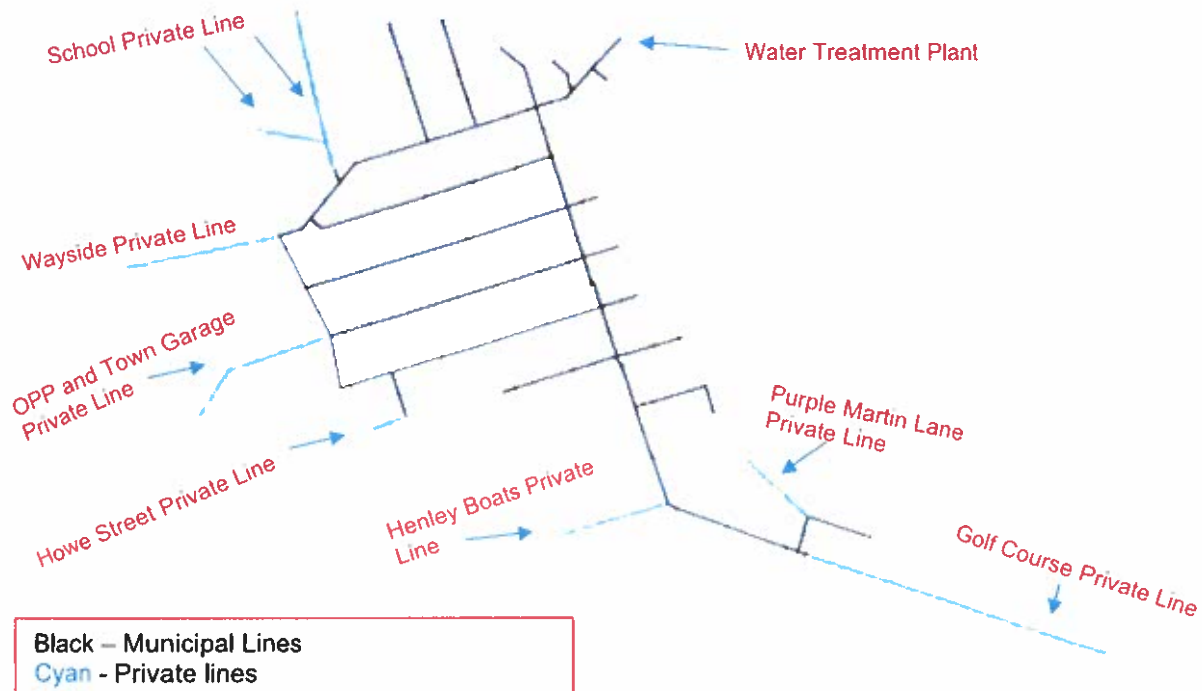


Figure 1: Manitowaning Existing Water Distribution System Schematic

2.1.1 Private Lines

Although the Township no longer allows expansion of the private line system, the existing private lines are now being operated and maintained by the Township and the operating authority (OCWA). This includes microbiological and chlorine residual sampling. By overtaking responsibility, the Township has taken on the liability associated with these lines.

The private lines within Manitowaning pose a liability risk to the Township and the replacement/upgrade and decommissioning of these lines should be pursued.

The approximate location and length of each private line can be seen in Figure 1 above. It should be noted that the information available on location and details of the private lines were limited to hand sketches as no as-builts were available throughout the development of this report and based on previous report done by EXP, "Manitowaning Water Distribution".

The purpose of illustrating the private lines within the existing system is to be able to show where each private line can pose a liability risk. The existing Water Model created by EXP will provide details on when a private line is over capacity and in turn incapable of reaching minimum pressures during the event of peak times, hydrant flushing and or in the serious event of a fire. In Section 4 of this report, results of the liability risks are provided.

In the recent Ministry of the Environment, Conservation and Parks (MECP) Inspection Report for the MDS, dated May 28, 2019, the following recommendations were made:

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

2.1.2 Water Treatment Plant

The Manitowaning Water Treatment Plant (WTP) intakes water from Manitowaning Bay, just off the North Channel of Georgian Bay on Lake Huron. The raw water intake is a 300 mm pipe approximately 90 m in length with a flared elbow intake inside a crib structure 1.5 m above the bottom with an average depth of 10 m. Water flows by gravity through the intake pipe to a raw water intake wet well. The low lift pumping station is located above the raw water wet well adjacent to the water treatment plant. The low lift station is comprised of two (2) vertical turbine pumps, one duty and one standby, each with the capacity of 1,045 m³/day (12.0 L/s) at 11 m TDH which pump the raw water to the water treatment system, this value is also the plant capacity as provided by the MDWL license. According to the 2005 Wm. R. Walker Engineering Inc. Assiginack Water System Upgrade design brief, the water treatment plant is designed to accommodate a population of 976 people, which gives a design flow of 380 Liters/Capita per day. Permit to Take Water (PTTW) 7279-BALLLV grants the taking of water from Lake Huron to the Township of Assiginack for the purpose of municipal water supply at a rate no greater than 1,149 m³/day (13.3 L/s).

Water is fed to the distribution system by three (3) vertical turbine highlift pumps HLP 1, HLP 3, and HLP 5. Two (2) pumps are duty and one (1) pump is standby located above the clearwells. The WTP is also equipped with two (2) fire pumps (one pump is for redundancy), HLP 2, and HLP 4. The make, model and capacity of all five (5) pumps are shown below.

Highlift Pumps

HLP 1:

Motor:	US Motors 15 HP @ 1800 RPM
Pump:	Layne/Verti-Line Model 7EM (12 Stages) 777.6 m ³ /day @ 80.6m (142 GPM @ 264.4', 9 L/s @ 80.6m) 1770 RPM

HLP 2 (Fire Pump):

Motor:	US Motors 100 HP @ 1800 RPM
Pump:	Layne/Verti-Line Model 7EM (12 Stages) 6048 m ³ /day @ 80.6m (1109 GPM @ 264.4', 70 L/s @ 80.6m) 1770 RPM

HLP 3:

Motor:	US Motors 15 HP @ 1800 RPM
--------	-------------------------------

HLP 4 (Fire Pump):	Pump:	Layne/Verti-Line Model 7EM (12 Stages) 777.6 m ³ /day @ 80.6m (142 GPM @ 264.4', 9 L/s @ 80.6m) 1770 RPM
	Motor:	US Motors 100 HP @ 1800 RPM
HLP 5:	Pump:	Layne/Verti-Line Model 12EM (4 Stages) 6048 m ³ /day @ 80.6m (1109 GPM @ 264.4', 70 L/s @ 80.6m) 1770 RPM
	Motor:	US Motors 15 HP @ 1800 RPM
	Pump:	Layne/Verti-Line Model 7EM (12 Stages) 777.6 m ³ /day @ 80.6m (142 GPM @ 264.4', 9 L/s @ 80.6m) 1770 RPM

2.1.3 Pumping Operation

Within the Water Treatment Plant, the five (5) HLP pumps are operated through a SCADA system which monitors process control, instrumentation, and equipment. The pumping operation is divided into two (2) sequences that are switched every five (5) days. The pumping sequences can be seen below in table 1.

When Sequence 1 is selected, HLP 5 becomes the duty pump, HLP 1 is the first lag pump, and HLP 4 is the second lag pump. HLP 2 and 3 become stand-by in this sequence.

When Sequence 2 is selected HLP 1 becomes the duty pump, HLP 3 is the first lag pump, and HLP 2 is the second lag pump. HLP 4 and 5 become stand-by in this sequence.

Table 1: High Lift Pump Duty Selection

High Lift Pump Duty Selection									
	SCADA Lockout	Sequence 1				Sequence 2			
		Duty	Lag	Lag 2	Standby	Duty	Lag	Lag 2	Standby
HLP1			X			X			
HLP2					X			X	
HLP3					X		X		
HLP4				X					X
HLP5		X							X

The setpoints are common between both sequences which are shown in Table 2 below. The plant operating pressure set point for the system is 90 PSI, the lead pump start set point is set at 87 PSI and the stop set point is 115 PSI. Once demand increases and the pressure of the system starts to decrease, the first and second lag have start pressure setpoints of 85 PSI and 70 PSI respectively.

Table 2: Pumping Pressure Setpoints

Pressure Setpoints		
Dist. Pressure	N/A	PSI
Pressure SP	90.0	PSI
Lead Start SP	87.0	PSI
Lead Stop SP	115.0	PSI
Lag Start SP	85.0	PSI
Lag 2 Start SP	70.0	PSI
Lag Stop On Low flow SP	9.0	L/s

2.1.4 Microfiltration Units

There are three (3) micro-filtration skids in the Water Treatment Plant which is fed by a common 100 mm header pipe. Each skid consists of a raw-water break tank, membrane feed pumps, and membrane modules. The water from the main header pipe is used to keep the break tank at full level. The water is pumped with the feed pumps from the break tank then supplies twelve (12) membrane modules which filter out macro-organisms, giardia cysts, organic debris and suspended solid materials by passing through a 0.1-micron nominal pore size hollow fibre membrane enclosed in nylon. The operation of backwashing of the hollow fibres occurs every 30 minutes and are controlled by the PLC located on each skid. During the backwash process, pressurized air is introduced into hollow inner of the fibre. The air pressure is then released to the atmosphere through the wall of the fibres once a valve on the feed side is opened. Water is introduced at the bottom of the centre tubes to sweep the solids out and remove trap air. Each of the three (3) micro filtration skids are rated at 465 m³/day.

2.2 Lagoons and Sewage Collection System

The Township collects and treats sewage via a conventional gravity system which feeds into a lift station that pumps to the Township's Lagoon for treatment before it is discharged into Manitowaning Bay. The Manitowaning Sewage Lagoon is currently operating under Amended Environmental Compliance Approval (ECA) Number 4826-9ALL3Q, issued August 30, 2013. Upgrades to the Township's lift station

and Lagoon were completed in 2007 to increase the systems treatment capacity from 227.1 m³/day to 495 m³/day (Average Daily Flow).

2.2.1 Sewage Collection System

Sewage is collected via a gravity collection system of 200 mm diameter sanitary pipes located throughout the Township. The sanitary pipes lead to a sewage lift station which pumps sewage to the lagoon system via a 150 mm forcemain. Flow is monitored with a flowmeter downstream of the sewage lift pump.

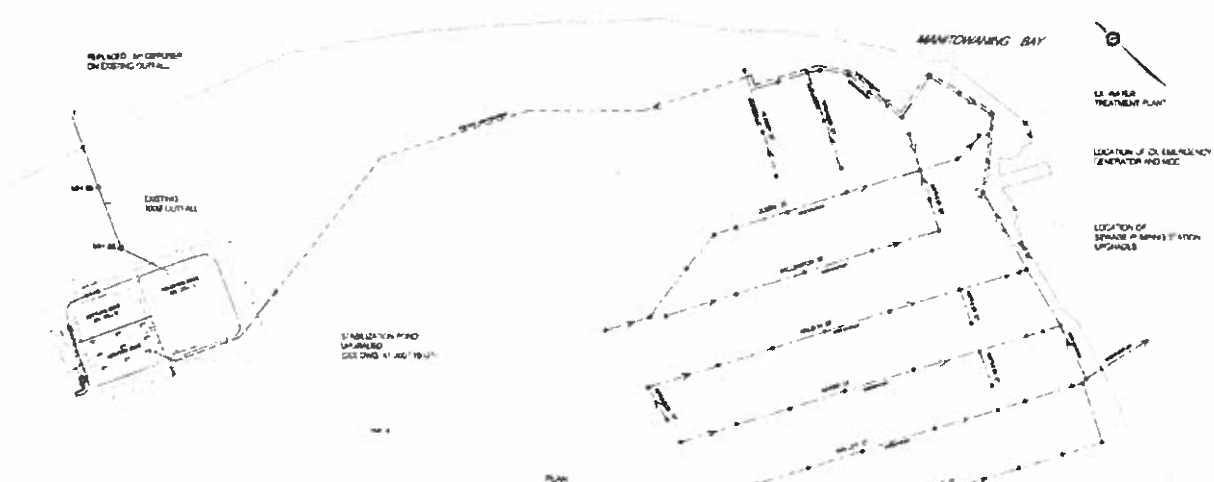


Figure 2: Manitowaning Existing Sewage System Schematic.

2.2.2 Lagoon Treatment System

The Lagoon facility includes two cells and is a continuous flow-through Lagoon, located North-West of the plant, which helps reduce the organic content and remove pathogens from the wastewater. There is 150 mm diameter sanitary forcemain that leads to Cell No. 1 directly to the aeration zone of the pond. There are three (3) proprietary baffle walls that are used to extend retention time to provide better treatment. There are nine (9) floating mechanical aerators that are located inside the Lagoon that is mixing the water while also transferring oxygen for aeration in order to remove dissolved gases and to oxidize dissolved metals such as irons, hydrogen sulfide, and volatile organic chemicals. The water exits the baffled area of Cell No.1 through a mixing chamber where Aluminum Sulfate is injected for flocculation. The water then flows through to the settling zone of Cell No.1 where the solid pollutants settle and will fall to the bottom of the pond. The water is then transferred to Cell No. 2, the polishing pond, by a 300 mm diameter PVC SDR 35 pipe. The purpose of Cell No. 2 is to remove any remaining suspended solids and biological oxygen demand that may have been left during the effluent treatment before discharge to the Manitowaning Bay by a 300 mm diameter outfall pipe with a 15 m diffuser.

3 Evaluation of Existing Flow Data

3.1 Average Day Demand

The following data provided by OCWA was used to determine the average daily flow supplied to the Township of Assiginack – Manitowaning distribution system across a five-year span (2018-2022). Table 3 below illustrates the average flow discharged from the Water Treatment Plant and measured by a digital flow meter. Table 4 illustrates the average flow discharged from the Manitowaning Lagoon and measured by a Magmeter flow meter.

Table 3: Average flow at Manitowaning Water Treatment Plant

Average Daily Flow of Manitowaning Water Treatment Plant													Summary	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	m ³ /day	L/s
2018	410.9	465.6	324.6	348.9	339.3	392.7	590.6	514.8	356.8	354.3	374.4	361.8	402.9	4.7
2019	328.5	306.2	263.8	257.8	247.1	262.6	360.8	343.3	270.3	261.4	279.2	268.7	287.5	3.3
2020	289.5	315.3	308.6	385.8	316.6	371.5	439.2	356	374.2	402.9	390.2	377.9	360.6	4.2
2021	356.3	401.9	411.7	411.6	448.6	541.7	444.6	365	346.8	356.8	305.6	264.8	388	4.5
2022	305.6	324.9	337.0	293.7	337.2	377.3	426.4	362.5	325.7	303.7	310.0	299.4	333.6	3.9
5-Year Average													354.5	4.1

The average daily flow during the last five (5) years noticed at the Manitowaning Water Treatment Plant is 354.5 m³/day or 4.1 L/s.

Table 4: Average flow at Manitowaning Lagoon

Average Daily Sewage Flow of Manitowaning Lagoon													Summary	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	m ³ /day	L/s
2018	364.9	383.1	314.8	487.5	323.6	200.4	238.4	226.9	176.5	283.2	334.6	245.8	298.3	3.5
2019	227.9	239.7	352.4	601.5	457.9	343.5	191.5	181.8	198.6	328.3	435.9	315.5	322.9	3.7
2020	302.0	243.9	551.7	444.9	261.4	184.0	213.3	233.1	265.4	328.2	338.4	256.1	301.9	3.5
2021	217.2	210.9	393.6	337.8	287.1	177.5	243.0	206.7	206.6	240.3	205.1	422.1	262.3	3.0
2022	230.2	228.4	486.4	549.0	239.8	214.3	231.2	228.4	234.3	283.4	224.1	338.2	290.6	3.4
5-Year Average													295.2	3.4

The average daily sewage flow during the last five (5) years noticed at the Manitowaning Lagoons is 295.2 m³/day or 3.4 L/s.

3.2 Peak Hour Demand

A peak hour demand pattern is used to analyze maximum recorded instantaneous system demands noticed at the Water Treatment Plant during a 24-hour period. The peak hour demand pattern used for the model analysis conducted in this report was from a similar size Northern Ontario Municipality and based on real data. This trend can be seen in Figure 3 below. This pattern will record system demands during a single 24-hour cycle and use the peak hour factors shown below to multiply by the average daily demand.

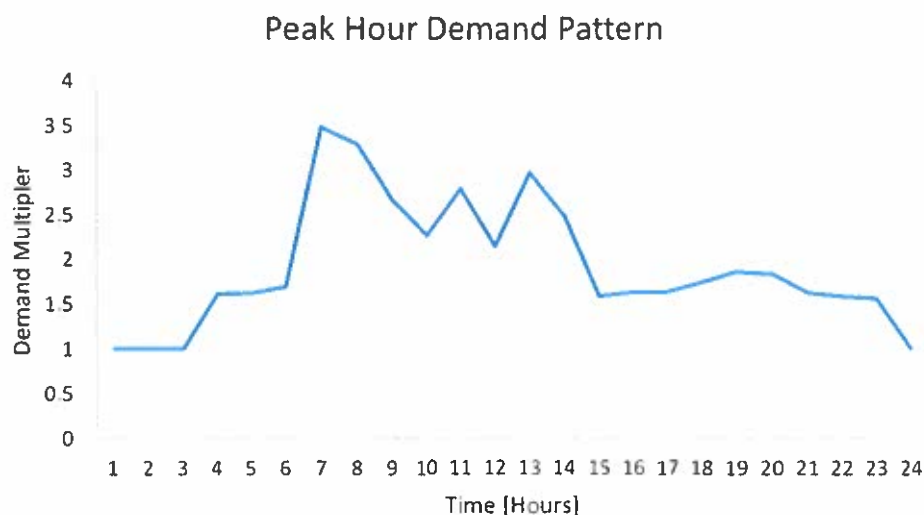


Figure 3: Peak Hour Demand Pattern

3.3 Max Day Demand

A max day demand pattern is created to analyze the system during increased demand conditions, this introduces a safety factor when designing and modelling specific components of the system.

The data shown in Table 5 and 6 below compiles the data from the last five (5) years of OCWA annual reports.

Table 5: Max Daily Flow of Manitowaning Water Treatment Plant

Max Daily Flow of Manitowaning Water Treatment Plant													Summary	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	m ³ /day	L/s
2018	620	648	426	517	577	603	987	630	486	461	463	438	571	6.6
2019	421	294	378	353	361	399	451	497	372	400	343	400	389	4.5
2020	361	404	480	470	472	636	682	670	468	519	470	454	507	5.9
2021	437	533	509	482	548	822	648	475	414	496	503	343	518	6.0
2022	399	375	395	345	402	544	678	497	457	405	386	377	507	5.9
5-Year Average													498	5.8

The maximum recorded daily flow (max day demand) throughout the five (5) year span was noticed in July 2018 as 987 m³/day (11.42 L/s). To determine a max day factor, the max day demand is divided by the average daily demand (4.1 L/s) and results in a max day factor of **2.78**. This factor is then applied to the demand at each node in the model and integrated into our trending pattern to incorporate a safety factor for analysis.

Table 6: Max Daily Flow of Manitowaning Sewage Lagoon

Max Daily Sewage Flow of Manitowaning Water Treatment Plant													Summary	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	m ³ /day	L/s
2018	1164	538	505	931	611	246	249	266	217	523	470	375	508	5.9
2019	340	300	525	1004	1154	1126	242	199	348	740	1392	780	679	7.9
2020	438	276	1268	971	556	214	238	267	313	514	413	369	486	5.6
2021	240	247	523	419	419	212	334	334	273	273	217	542	336	3.9
2022	252	256	680	639	357	221	258	236	249	372	240	478	353	4.1
5-Year Average													473	5.5

The maximum recorded daily sewage flow (max day demand) throughout the five (5) year span was noticed in November 2019 at 1,392 m³/day (16.1 L/s). To determine a max day factor, the max day demand is divided by the average daily demand (3.4 L/s) and results in a max day factor of 4.74. This factor is then applied to the demand at each node in the model and integrated into our trending pattern to incorporate a safety factor for analysis.

4 Review of Existing Water Consumption and Future Needs

4.1 Trending Patterns

Trending demand patterns are created to better emulate real-life scenarios. These patterns take maximum day, peak hour and fire flow demands into account and are then tested in the model.

4.2 Peak Hour Demand

When modelling an accurate representation of the peak hourly demand throughout a typical day, the MOE Design Guidelines recommend accounting for the worst-case scenario of each hour for a 24-hour period. The peak system demands are divided by the baseline demand to create Peak Hour Factors, and in turn, to create a trending pattern shown above in Figure 3. This trending pattern was created from averaging the trends of multiple small Northern Ontario towns and was found that small towns in Northern Ontario follow the same trend of peak hour demand. If at any given hour, the peak system demand is less than or equal to the baseline demand, the Peak Hour Factor is taken as one. This method of pattern development allows for a significant safety factor when analyzing and designing municipal water systems.

4.3 Max Day Demand Plus Fire Flow

The MOE Design Guidelines for Drinking Water recommends a fire flow at minimum of 38 L/s based for a population of 500 – 1000 people for a period of two (2) hours as per the MOE Design Guidelines for Drinking Water. In the Water Distribution Model, when the demand of Max Day Plus Fire Flow is selected, the total residual pressure of 138 kPa (20 PSI) should be maintained across the entire distribution system.

To analyze the conditions of max day demand with fire flow, a separate trending pattern was created. A demand of 38 L/s will be added to the hydrant being examined for Fire Flow Plus Max Day and will follow the trend shown below in Figure 3. This pattern will start the fire flow at 6.7 hours into the 24-hour run-time period and will slowly increase to a full demand of 38 L/s at hour 7. This pattern will operate the hydrant at this demand for 2-hours as recommend by the MOE in the Design Guidelines for Drinking Water. While this demand is at full capacity, the entire water distribution system will be operating at Max Day Demand using the Max Day Factor.

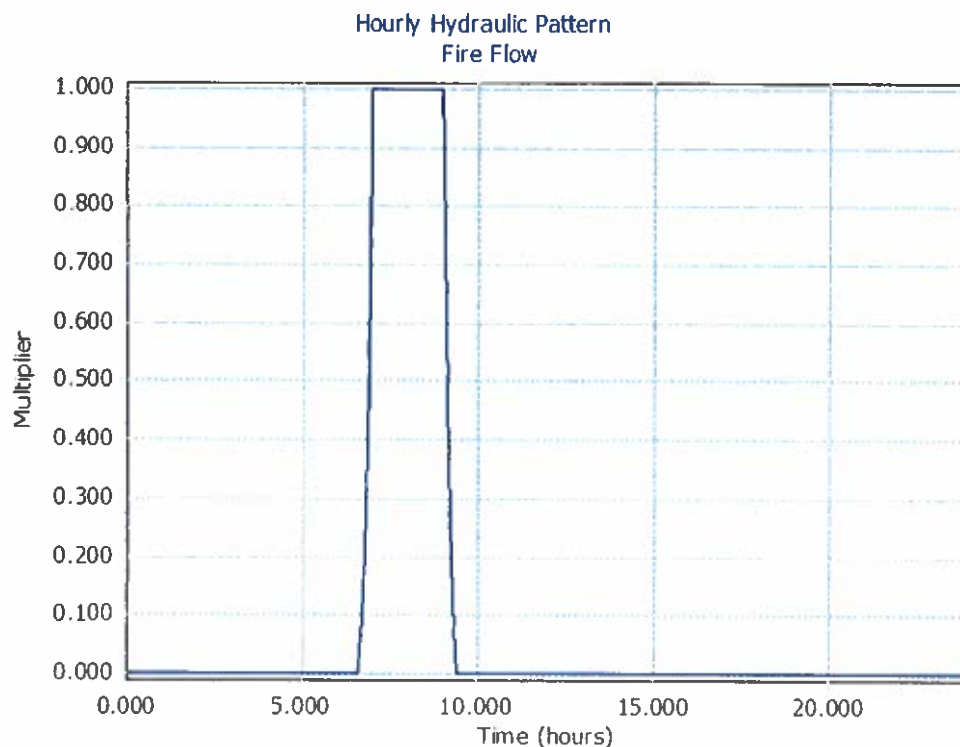


Figure 4: Max Day Plus Fire Flow Demand Graph

4.4 Water Model Results

In order to fully calibrate and provide accurate modelling results for existing conditions within the computer-based model, hydrant flushing data is needed. EXP had previously gone on site to perform their own tests to obtain flow data and pressure data from the existing water distribution system on June 4th and 5th, 2020. With these following tests, EXP was able to confirm the pressures and flows in order to calibrate the Water Distribution Model in Bentley WaterGEMS. For the purposes of this report, average day demand, peak hour demand, and fire flow plus max day demand will all be examined.

4.5 Average Day Demand Results

During a 24-hour simulation time within the Water Model, the average day demand was based on the past 5-year data from the OCWA annual reports. The average demand over a 5-year period is 4.1 L/s. The results of this simulation are shown below in Table 7.

Table 7: Average Day Demand Results

Average Day Demand Results	
Street Name/Zone	Pressure Range
<i>Queen Street from Micheals Bay to Water Treatment Plant</i>	55-85 PSI
<i>Wellington Street from Micheals Bay to Arthur</i>	55-68 PSI
<i>Nelson Street from Micheals Bay to End of Line</i>	57-68 PSI
<i>Napier Street from Micheals Bay to End of Line</i>	56-66 PSI
<i>Walcot Street from Micheals Bay to End of Line</i>	55-68 PSI
<i>Vankoughnet Street from Howe to End of Line</i>	50 -70 PSI
<i>Meredith Street from HWY 6 to Arthur</i>	58-61 PSI
<i>Cardwell Street from Meredith to Golf Course Includes Private Line</i>	61-76 PSI
<i>Lecourt Street</i>	59-73 PSI
<i>Lisgar Street</i>	72-73 PSI
<i>Martin Meadow Ln Zone Includes Private Line</i>	72-76 PSI
<i>Wayside Motel Private Line</i>	57-60 PSI
<i>OPP and Town Garage Private Line</i>	55-56 PSI
<i>Howe Street Private Line</i>	50-53 PSI
<i>School Private Line</i>	60-70 PSI
<i>Henley's Private Line</i>	58-61 PSI

Average day demand results show that during average day demand the distribution system is operating within accepted pressure ranges for the entire system. The pressure range shown above illustrates the pressure drop along the street path from one end to the other. Where the elevation difference on the east side of the town is significantly lower the pressure will increase, and where elevations are higher pressures will decrease.

4.6 Peak Hour Demand Results

During a 24-hour simulation for the Peak Hour Demand on the Water Distribution System, it was shown that the water pressure has a small drop during peak times when compared against the Average Daily Flow Demands. The minimum pressure recorded during Peak Hour Demand should not drop below 40 PSI according to the MOE Design Guidelines for Drinking Water.

Table 8: Peak Hour Demand Results

Peak Hour Demand Results	
Street Name/Zone	Pressure Range
<i>Queen Street from Micheals Bay to Water Treatment Plant</i>	55-85 PSI
<i>Wellington Street from Micheals Bay to Arthur</i>	54-67 PSI
<i>Nelson Street from Micheals Bay to End of Line</i>	57-68 PSI
<i>Napier Street from Micheals Bay to End of Line</i>	56-66 PSI
<i>Walcot Street from Micheals Bay to End of Line</i>	55-68 PSI
<i>Vankoughnet Street from Howe to End of Line</i>	50 -70 PSI
<i>Meredith Street from HWY 6 to Arthur</i>	58-61 PSI
<i>Cardwell Street from Meredith to Golf Course Includes Private Line</i>	61-76 PSI
<i>Lecourt Street</i>	58-73 PSI
<i>Lisgar Street</i>	72-73 PSI
<i>Martin Meadow Ln Zone Includes Private Line</i>	72-76 PSI
<i>Wayside Motel Private Line</i>	54-60 PSI
<i>OPP and Town Garage Private Line</i>	55-56 PSI
<i>Howe Street Private Line</i>	50-53 PSI
<i>School Private Line</i>	60-70 PSI
<i>Henley's Private Line</i>	47-61 PSI

Peak hour demand results show that during peak hour demand the lower end of the pressure range dropped a few PSI when compared to average day demand. This small drop is more noticeable at Henley's Boat Marina Zone private line on Meredith Street where the pressure drops to 47 PSI but is still in the acceptable range as it is above the Peak Hour Demands of 40 PSI.

This might cause a problem in the future as this line is the smallest size found in the Township at a size of 1 inch and flow rate of 0.1 L/s, servicing an industrial boat manufacturer facility that has a higher water consumption level versus a residential household. It is recommended that the Township does not add anymore service connections to this line as pressure losses are too large during peak hour demand. An alternate option would be to replace the current line to a larger watermain size as the current line is very small compared to the other larger private lines.

4.7 Fire Flow Plus Max Day Results

When analyzing the Water Model during the Fire Flow Plus Max Day Demand scenario, a demand of 38 L/s is added to a fire hydrant that would be used in the event of a fire within the Water Model.

Table 9: Fire Flow Plus Max Day Testing Results

	Fire Flow Iterations	Satisfies Fire Flow Constraints?	Fire Flow (Needed) (L/s)	Fire Flow (Available) (L/s)	Flow (Total Needed) (L/s)	Flow (Total Available) (L/s)	Pressure (Calculated Residual) (psi)
J-111	3	FALSE	38	22.94	38.04	22.98	0
J-89	17	FALSE	38	37.22	38.12	37.34	0
J-100	2	TRUE	38	38.5	38.03	38.53	21
J-88	2	TRUE	38	38.5	38.08	38.58	25
J-95	2	TRUE	38	38.5	38	38.5	38
J-99	2	TRUE	38	38.5	38.04	38.54	43
J-76	2	TRUE	38	38.5	38.17	38.67	48
J-75	2	TRUE	38	38.5	38.07	38.57	49
J-71	2	TRUE	38	38.5	38	38.5	51
J-70	2	TRUE	38	38.5	38.05	38.55	51
J-1	2	TRUE	38	38.5	38.04	38.54	51
J-37	2	TRUE	38	38.5	38.04	38.54	53
J-66	2	TRUE	38	38.5	38.04	38.54	53
J-69	2	TRUE	38	38.5	38.05	38.55	53
J-2	2	TRUE	38	38.5	38	38.5	53
J-36	2	TRUE	38	38.5	38.04	38.54	54
J-64	2	TRUE	38	38.5	38.05	38.55	54
J-63	2	TRUE	38	38.5	38.01	38.51	54
J-68	2	TRUE	38	38.5	38.05	38.55	54
J-49	2	TRUE	38	38.5	38	38.5	54
J-56	2	TRUE	38	38.5	38.05	38.55	54
J-3	2	TRUE	38	38.5	38.03	38.53	54
J-62	2	TRUE	38	38.5	38.05	38.55	54
J-60	2	TRUE	38	38.5	38.07	38.57	54
J-55	2	TRUE	38	38.5	38.04	38.54	54
J-4	2	TRUE	38	38.5	38.04	38.54	54
J-74	2	TRUE	38	38.5	38	38.5	55
J-81	2	TRUE	38	38.5	38.06	38.56	55
J-50	2	TRUE	38	38.5	38	38.5	55
J-30	2	TRUE	38	38.5	38.03	38.53	55
J-61	2	TRUE	38	38.5	38.05	38.55	55
J-67	2	TRUE	38	38.5	38.05	38.55	55
J-57	2	TRUE	38	38.5	38.05	38.55	55
J-58	2	TRUE	38	38.5	38.03	38.53	55
J-79	2	TRUE	38	38.5	38	38.5	55
J-103	2	TRUE	38	38.5	38	38.5	56
J-35	2	TRUE	38	38.5	38	38.5	56

J-54	2	TRUE	38	38.5	38.05	38.55	56
J-104	2	TRUE	38	38.5	38	38.5	56
J-102	2	TRUE	38	38.5	38	38.5	56
J-29	2	TRUE	38	38.5	38	38.5	56
J-38	2	TRUE	38	38.5	38.03	38.53	56
J-53	2	TRUE	38	38.5	38	38.5	56
J-5	2	TRUE	38	38.5	38.04	38.54	57
J-28	2	TRUE	38	38.5	38	38.5	57
J-27	2	TRUE	38	38.5	38	38.5	57
J-39	2	TRUE	38	38.5	38.08	38.58	58
J-110	2	TRUE	38	38.5	38.04	38.54	58
J-77	2	TRUE	38	38.5	38	38.5	58
J-26	2	TRUE	38	38.5	38	38.5	58
J-59	2	TRUE	38	38.5	38.03	38.53	59
J-80	2	TRUE	38	38.5	38	38.5	59
J-32	2	TRUE	38	38.5	38.03	38.53	59
J-72	2	TRUE	38	38.5	38.07	38.57	60
J-25	2	TRUE	38	38.5	38	38.5	60
J-24	2	TRUE	38	38.5	38.03	38.53	60
J-105	2	TRUE	38	38.5	38.04	38.54	60
J-6	2	TRUE	38	38.5	38.04	38.54	60
J-43	2	TRUE	38	38.5	38.07	38.57	60
J-23	2	TRUE	38	38.5	38	38.5	60
J-106	2	TRUE	38	38.5	38.03	38.53	62
J-65	2	TRUE	38	38.5	38.07	38.57	62
J-78	2	TRUE	38	38.5	38.08	38.58	62
J-41	2	TRUE	38	38.5	38	38.5	62
J-52	2	TRUE	38	38.5	38.05	38.55	62
J-42	2	TRUE	38	38.5	38.04	38.54	62
J-40	2	TRUE	38	38.5	38.03	38.53	62
J-31	2	TRUE	38	38.5	38.04	38.54	62
J-73	2	TRUE	38	38.5	38.07	38.57	63
J-109	2	TRUE	38	38.5	38.03	38.53	63
J-22	2	TRUE	38	38.5	38	38.5	63
J-107	2	TRUE	38	38.5	38	38.5	64
J-12	2	TRUE	38	38.5	38.03	38.53	64
J-108	2	TRUE	38	38.5	38	38.5	64
J-51	2	TRUE	38	38.5	38.05	38.55	65
J-45	2	TRUE	38	38.5	38	38.5	65
J-44	2	TRUE	38	38.5	38.04	38.54	65
J-7	2	TRUE	38	38.5	38	38.5	65
J-46	2	TRUE	38	38.5	38.03	38.53	66

J-11	2	TRUE	38	38.5	38.03	38.53	67
J-21	2	TRUE	38	38.5	38.05	38.55	67
J-48	2	TRUE	38	38.5	38	38.5	68
J-47	2	TRUE	38	38.5	38.05	38.55	69
J-8	2	TRUE	38	38.5	38	38.5	70
J-13	2	TRUE	38	38.5	38.01	38.51	71
J-14	2	TRUE	38	38.5	38.01	38.51	74
J-18	2	TRUE	38	38.5	38.01	38.51	77
J-9	2	TRUE	38	38.5	38.04	38.54	78
J-17	2	TRUE	38	38.5	38.01	38.51	79
J-16	2	TRUE	38	38.5	38	38.5	79
J-15	2	TRUE	38	38.5	38	38.5	80
J-20	2	TRUE	38	38.5	38	38.5	85
J-19	2	TRUE	38	38.5	38.04	38.54	85



Figure 5: Existing Fire Hydrant locations

Table 10: Failing Hydrants During Fire Flow Plus Max Day at Zero (20) PSI

<u>Hydrant</u>	<u>Fire Flow Iterations</u>	<u>Satisfies Fire Flow Constraints?</u>	<u>Fire Flow (Required) (L/s)</u>	<u>Fire Flow (Available) (L/s)</u>	<u>Flow (Total Needed) (L/s)</u>	<u>Flow (Total Available) (L/s)</u>	<u>Pressure (Calculated Residual) (psi)</u>
J-111	3	FALSE	38	19.84	38.04	19.88	20
J-89	17	FALSE	38	30.90	38.12	31.03	20

Table 11: Failing Hydrants During Fire Flow Plus Max Day at Zero (0) PSI

<u>Hydrant</u>	<u>Fire Flow Iterations</u>	<u>Satisfies Fire Flow Constraints?</u>	<u>Fire Flow (Required) (L/s)</u>	<u>Fire Flow (Available) (L/s)</u>	<u>Flow (Total Needed) (L/s)</u>	<u>Flow (Total Available) (L/s)</u>	<u>Pressure (Calculated Residual) (psi)</u>
J-111	3	FALSE	38	22.94	38.04	22.98	0
J-89	17	FALSE	38	37.22	38.12	37.34	0

Table 10 and 11 above only show the hydrants that did not pass the minimum requirements set out by the MOE Design Guidelines for Drinking Water Systems. The remaining results from this test are shown in Table 9.

Hydrant J-111 is located at the end of the distribution system down Cardwell Street. This fire hydrant is located on a 4-inch private line. Hydrant J-89 is the fire hydrant located at the end of the Wayside Private line and is also a 4-inch line.

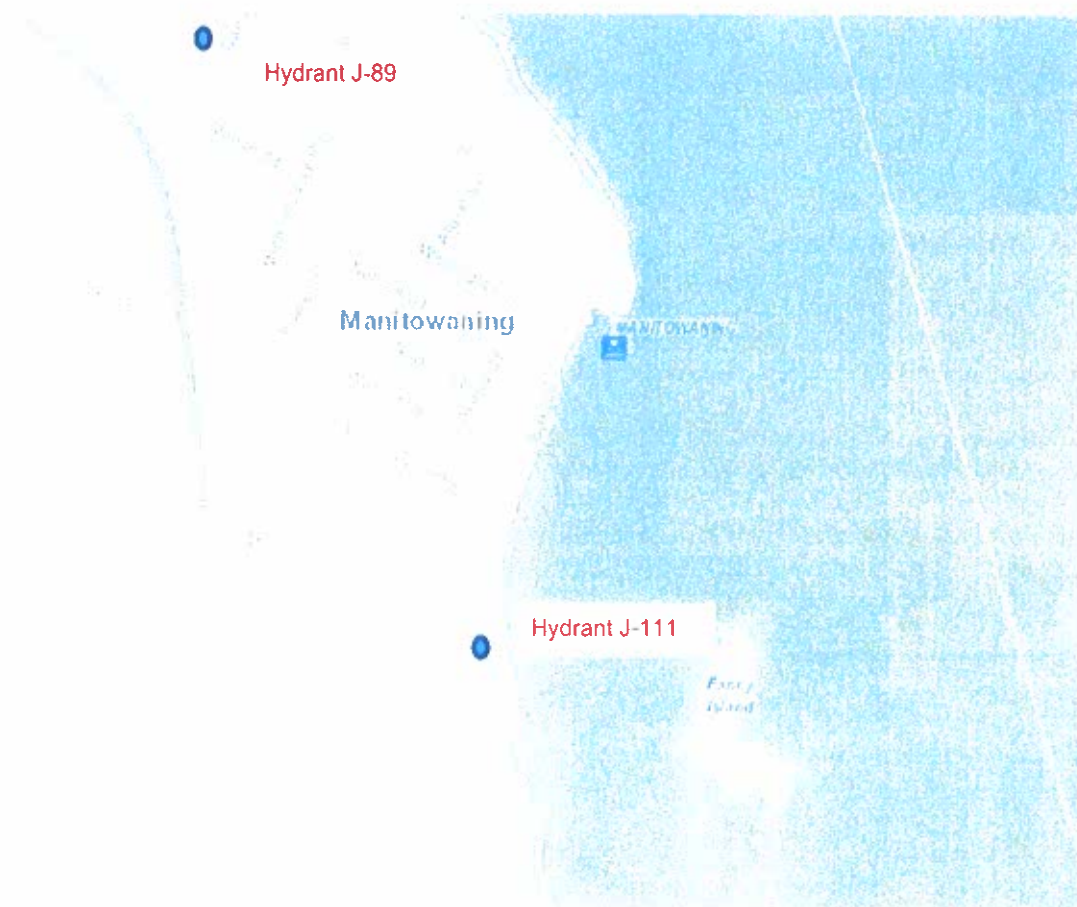


Figure 6: Failing Fire Hydrant Locations

In Table 10, it shows a total fire flow available of 22.94 L/s at Hydrant J-111 (see Figure 6 for location). This indicates that at 0 PSI residual pressure, the maximum fire flow that is obtainable from the hydrant is 22.94 L/s. From Table 9, it shows a total fire flow available of 37.34 L/s available from Hydrant J-89 (see Figure 6 for location). Which indicates that at 0 PSI residual pressure, the maximum fire flow that is obtainable from the hydrant is 37.34 L/s. The MOE Design Guidelines state that no area of any Water Distribution System can fall under 20 PSI residual pressure during max day plus fire flow events. Therefore, it can be determined that the hydrant at both Hydrants J-89 and J-111 are not operating within current standards set out in the MOE Design Guidelines.

In Table 8, it shows a total fire flow available of 19.84 L/s at Hydrant J-111. The reason the fire flow available is lower in Table 11 is because the residual pressure setpoint was set to 20 PSI instead of 0 PSI in Table 10. The MOE minimum requirements for residual pressure are 20 PSI during max flow plus fire flow demand events, therefore this calculation is required. Hydrant J-89 from Table 8 shows a total fire flow available of 30.90 L/s. If the calculations and results gathered from Table 7 indicate that these two (2) nodes do not meet current standards, the results from Table 8 ensure these results are accurate. These results indicate that these hydrants located on the 4-inch private lines could propose serious liability risks or life

risks if a fire event ever proposed itself in locations of these fire hydrants. One possible solution to rectify these issues would be to increase the size of the watermain that is distributing water to the fire hydrant.

5 Evaluation of Existing Water Treatment Plant

A capacity calculation for the Township of Assinack is completed to determine if it is possible to expand development based on existing system capabilities of the Water Treatment Plant.

5.1 Existing Capacity

The Manitowaning Water Treatment Plant has one (1) baffled chlorine contact reservoir that has a volume of 80 m³, and two (2) clearwells with a total volume of 1,010 m³. The treatment capacity of water treatment plant is 930 m³/day, this is the capacity of intake, treatment equipment, and high lift pumps. The low lift pumps, however, are designed for a total flow of 1,048 m³/day which accounts for additional flow for backwash and clean-in-place cycles for the membrane units. The design volume was determined from the Drinking Water Works Permit (DWWP) for the Township of Assinack.

The flow data provided by OCWA demonstrated that the quantity of treated water supplied has not exceeded its maximum rated capacity over the past five (5) years.

2018 Monthly Summary							2019 Monthly Summary						
RAW WATER FLOW DATA - TOTAL ALL SOURCES							RAW WATER FLOW DATA - TOTAL ALL SOURCES						
Month	Total Monthly Flow (m ³)	Average Flow (m ³ /d)	Maximum Flow (m ³ /d)	Maximum Flow Rate (L/s)	Limits		Month	Total Monthly Flow (m ³)	Average Flow (m ³ /d)	Maximum Flow (m ³ /d)	Maximum Flow Rate (L/s)	Limits	
					L/s (PT11W)	m ³ /d (PT11W)						L/s (PT11W)	m ³ /d (PT11W)
January	12,717	430.87	620	17.64	71.32	1149.12	January	10,194	328.82	471	13.03	71.32	1149.12
February	11,017	355.01	629	18.03	71.32	1149.12	February	8,573	276.54	394	10.91	71.32	1149.12
March	10,061	324.55	426	11.8	71.32	1149.12	March	8,079	260.54	378	10.49	71.32	1149.12
April	10,406	338.57	417	11.68	71.32	1149.12	April	7,133	229.77	333	9.28	71.32	1149.12
May	10,510	339.32	417	11.68	71.32	1149.12	May	7,660	247.1	361	10.02	71.32	1149.12
June	13,781	392.7	603	16.92	71.32	1149.12	June	7,877	252.57	369	10.25	71.32	1149.12
July	18,365	590.55	987	27.42	71.32	1149.12	July	11,146	357.84	441	12.25	71.32	1149.12
August	15,960	514.84	650	18.02	71.32	1149.12	August	10,843	349.72	417	11.62	71.32	1149.12
September	10,765	345.83	480	13.32	71.32	1149.12	September	8,009	258.3	372	10.32	71.32	1149.12
October	10,094	324.32	461	12.82	71.32	1149.12	October	8,104	261.42	369	10.25	71.32	1149.12
November	11,214	358.45	463	12.82	71.32	1149.12	November	8,177	263.71	385	10.69	71.32	1149.12
December	11,217	358.58	438	12.12	71.32	1149.12	December	8,358	268.04	401	11.12	71.32	1149.12
Total	147,007						Total	104,954					
Average		462.76					Average		327.55				
Maximum			987	27.42	71.32	1149.12	Maximum			441	12.25	71.32	1149.12

2020 Monthly Summary							2021 Monthly Summary						
RAW WATER FLOW DATA - TOTAL ALL SOURCES							RAW WATER FLOW DATA - TOTAL ALL SOURCES						
Month	Total Monthly Flow (m ³)	Average Flow (m ³ /d)	Maximum Flow (m ³ /d)	Maximum Flow Rate (L/s)	Limits		Month	Total Monthly Flow (m ³)	Average Flow (m ³ /d)	Maximum Flow (m ³ /d)	Maximum Flow Rate (L/s)	Limits	
					L/s (PT11W)	m ³ /d (PT11W)						L/s (PT11W)	m ³ /d (PT11W)
January	8,175	263.52	361	10.02	71.32	1149.12	January	11,006	356.32	437	12.12	71.32	1149.12
February	9,144	294.31	404	11.22	71.32	1149.12	February	11,253	360.89	431	11.97	71.32	1149.12
March	9,567	308.61	480	13.32	71.32	1149.12	March	12,763.04	411.72	506	14.05	71.32	1149.12
April	11,576	355.5	479	13.32	71.32	1149.12	April	12,389	402.8	482	13.32	71.32	1149.12
May	9,813	316.55	477	13.22	71.32	1149.12	May	13,005	419.55	548	15.22	71.32	1149.12
June	11,346	364.35	486	13.52	71.32	1149.12	June	16,292	512.67	822	22.82	71.32	1149.12
July	13,616	439.23	682	18.93	71.32	1149.12	July	13,763	443.93	645	17.92	71.32	1149.12
August	11,076	356	670	18.62	71.32	1149.12	August	13,315	431.15	478	13.25	71.32	1149.12
September	11,226	347.2	468	12.92	71.32	1149.12	September	10,406	338.57	414	11.52	71.32	1149.12
October	12,491	402.94	518	14.39	71.32	1149.12	October	11,067	355.34	486	13.58	71.32	1149.12
November	11,707	361.23	470	12.92	71.32	1149.12	November	9,160	295.63	361	10.02	71.32	1149.12
December	11,718	372.44	454	12.62	71.32	1149.12	December	8,208	264.72	343	9.71	71.32	1149.12
Total	132,013						Total	137,309.4					
Average		409.64					Average		425.5				
Maximum			682	18.93	71.32	1149.12	Maximum			822	22.82	71.32	1149.12

2022 Monthly Summary						
R18 WATER FLOW DATA - TOTAL ALL SOURCES						
Month	Total Monthly Flow (m3)	Average Flow (m3/d)	Maximum Flow (m3/d)	Maximum Flow Rate (L/s)	Limits	
					L/s (PTTW)	m3/d (PTTW)
January	9,478	305.58	399	14.92	71.32	1149.12
February	9,097	324.89	375	14.92	71.32	1149.12
March	10,448	337.03	395	14.69	71.32	1149.12
April	8,410	293.87	325	14.92	71.32	1149.12
May	10,452	337.16	402	17.77	71.32	1149.12
June	11,319	377.4	544	17.78	71.32	1149.12
July	13,219.8	426.44	678	17.76	71.32	1149.12
August	11,238	362.52	497	14.92	71.32	1149.12
September	9,770	325.67	445	17.47	71.32	1149.12
October	9,419	303.74	405	14.92	71.32	1149.12
November	9,310	300.33	366	17.28	71.32	1149.12
December	9,248	298.19	377	14.92	71.32	1149.12
Total	121,824.8					
Average		354.8				
Maximum			678	17.76	71.32	1149.12

Figure 7: Flow Rates of Water Treatment Plant (2018-2022)

5.2 Hydraulic Loading

Flow data from The Manitowaning Water Treatment over the past five (5) years is illustrated in Figure 8. The average daily flow noticed from the past five (5) years is 354.52 m³/day, which is 38% of the 930 m³/day plant capacity. There have been no exceedances of the plant capacity or PTTW limit of 1149.12 m³/day, the highest peak flow over the past 5 years was recorded in July 2018 with a peak daily flow of 987 m³/day. The higher daily flow noticed in July 2018 can be attributed to a water line failure within the treatment plant that occurred during a repair for a leaking pipe.

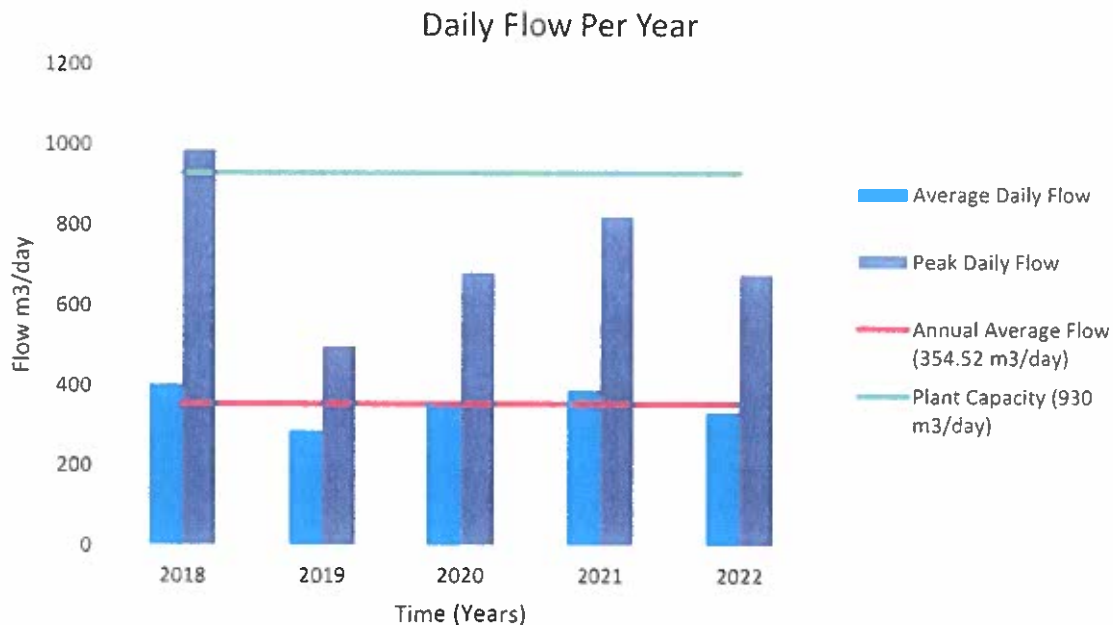


Figure 8: Five Year Water Flow Summary

5.3 Storage Requirements

The minimum storage requirements for a Township of this size, as per the MOE Design Guidelines for Drinking Water Systems (2008) indicates the summation of fire flow for a duration of 2-hours, twenty-five (25) percent of the maximum day demand from the existing data, and twenty-five (25) percent of fire flow plus twenty five percent of max day. In summary, the equation is as follows, Total Storage = Fire Flow + 25% max day + emergency storage and can be simplified to Total Storage = A + B + C

From the MOE Design Guidelines, the minimum flow rate for fire flow for the population of the Township of Assiginack would be 38 L/s for a duration of 2-hours due to the population being served is around 550 as per the annual OCWA reports. The volume associated with this flow is 273.6 m³ and will become variable A.

Variable B was calculated by using the highest maximum daily demand noticed in the last five (5) years was taken. The value that was used to determine the theoretical max day flow factor is 987 m³ during July 2018 thus variable B was calculated to be 246.75 m³. A measured max day flow factor of 417 m³ was calculated in EXP's previous report, "Manitowaning Water Distribution". In this case, the theoretical value of 987m³ was used as this provides a more conservative value in this calculation.

Variable C volume is calculated from $0.25(A + B)$ which results in 130.1 m³.

Thus, the minimum total storage calculation is, Total Storage = A + B + C = 650.45 m³. The Manitowaning Water Treatment Plant was designed with a total storage volume of 1,010 m³. Comparing these results to existing data from the OCWA reports, it is shown that the Township of Assiginack meets all minimum requirements set out by the MOE Design Guidelines. The available expansion volume that can be developed is 359.55 m³. This result is the difference between the existing capacity in the Township of Manitowaning of 1,010 m³ and of the minimum requirements set out by the MOE of 650.45 m³.

From this, the Township would be able to increase the service population by approximately 425 people or 185 houses if a significant growth within the recent upcoming years is to arise, using the same max day demand factor from the existing data. For a service population of 1000, the minimum flow rate would increase to 64 L/s for fire flow. The Township minimum storage requirement would be approximately 1,005 m³.

Table 12: Storage Requirements Results Summary

Minimum Total Storage Volume (m ³)	Water Treatment Plant Designed Storage Volume (m ³)	Available Expansion Volume (m ³)	Available Additional Population	Available Additional Houses
650.45	1010	359.55	425	185

5.4 Estimating System Capability to Accept New Development

From the information outlined in Section 5.1, it can be determined that the water treatment system is in relatively good condition and would be able to accept some additional flows.

The process outlined in MECP Procedure D-5-1 “Calculating Uncommitted Reserve Capacity for Sewage and Water Treatment Facilities” will be utilized to calculate the remaining capacity of the Water Treatment Plant. The procedure can be found on the official Ontario Website under the Environment and Energy Tab.

5.4.1 Formula for Calculation

The MECP has a procedure (D-5-1) and calculation for calculating the estimated remaining capacity in water and sewage treatment facilities. The calculation formula for Water Treatment Facilities is as follows:

$$Cu = Cr - L * \frac{F * P}{H}$$

Where:

Cu = uncommitted hydraulic reserve capacity (m³/d).

Cr = Hydraulic reserve capacity (m³/d).

L = number of unconnected approved Residential lots.

P = existing connected population (Non-Residential Connections are converted to equivalent population).

H = number of households or residential connections currently connected.

F = Five Year Average Max Daily Flow per capita (m³/d).

5.4.2 Cr (Hydraulic reserve capacity (m³/d))

The Hydraulic Reserve Capacity is defined as the Water Treatment Plant design capacity minus the average of the average max daily flow (m³/day) for the past five (5) years.

2018 Average max daily flow: 571 m³/day

2019 Average max daily flow: 389 m³/day

2020 Average max daily flow: 507 m³/day

2021 Average max daily flow: 518 m³/day

2022 Average max daily flow: 507 m³/day

Average: 498 m³/day

Design Capacity: 930 m³/day

Cr = Design Capacity of WTP – 5 Annual Year Average Max Daily Flow

Cr = 930 m³/day – 498 m³/day

Cr = 432 m³/day

5.4.3 Population Data

According to Statistics Canada (2021), the Township of Assiginack has a population of 1,008, and a total of 447 private dwellings, but the Water Treatment Plant only services a population of 550 from around 285 private dwellings and 65 commercial and industrial dwellings. This equates to an occupancy rate of 1.93 persons per private dwelling in the Township, while the provincial average occupancy is around 2.6 persons per dwelling. For the purposes of this study, an average value of 2.3 persons per private dwelling has been used. The MECP reports that there are a total of 350 current connections.

5.4.4 L (Number of Unconnected Approved Residential Lots)

According to data received from the Township, there are a total of 69 unconnected lots that could potentially connect to the existing water treatment collection system in Assiginack.

5.4.5 H (Number of Connected Households)

The number of connected households is an equivalent number based on the number of actual residential households connected to the system, plus the equivalent number of households calculated based on the existing water connections within the Township that are classified as industrial, commercial, or institutional. There are a total of 350 connections reported by the Township, where 65 connections are going to commercial and institutional premises.

5.4.6 P (Existing Equivalent Connected Population)

The exiting equivalent connected population is the product of the equivalent household connections multiplied by the person per household value:

$$P_{(Eq)} = 285 \times 2.3 = 656$$

5.4.7 F (Five Year Average Max Daily Flow per capita)

The five-year average max daily flow per capita is the five-year ADF (498 m³/day) divided by the Equivalent Population (P):

$$F = 498 \div 656 = 0.759 \text{ m}^3/\text{day} \text{ or } 759 \text{ L/day}$$

5.4.8 Uncommitted Hydraulic Reserve Capacity Calculation

Using the above referenced data, the Uncommitted Hydraulic Reserve Capacity (Cu) can be calculated:

$$\begin{aligned} Cu &= Cr - ([L \times F \times P] \div H) \\ Cu &= 432 - [(69 \times 0.759 \times 656) \div 350] \\ Cu &= 333.842 \text{ m}^3/\text{day} \text{ or } 333,842 \text{ L/day} \end{aligned}$$

Converting this value to equivalent population:

$$\text{Equivalent Population} = 333,842 \text{ L/day} \div 380.12 \text{ L/cap} \cdot \text{day} = 878 \text{ persons}$$

The calculation indicates that the Water Treatment System can accommodate an additional 333.842 m³/day or an additional population of 878 people before reaching its max rated capacity.

In terms of households, the value would be calculated as the following:
Number of households = $878 \div 2.3 = 382$

A summary of the results is shown below in Table 13.

Table 13: Water Treatment Plant Uncommitted Reserve Capacity Results Summary

Water Treatment Plant Treatment Capacity (m³/day)	5-year Average of Max Daily Flows (m³/day)	Uncommitted Hydraulic Reserve Capacity (m³/day)	Available Additional Population	Available Additional Houses
930	498	333.84	878	382

5.5 Recommendations for Improvements/Upgrades for Water Treatment Plant and Distribution System

We recommend the Township do a life-cycle cost analysis to review the existing equipment onsite to see the costs of purchasing, operating, maintaining, and disposing of the equipment while also looking at the environmental impact of the current equipment. This approach would help the decision makers compare the full costs of the various options available and select the option with the best long-term return on investment, rather than automatically going with the most cost-effective approach.

EXP has contacted Assiginack water treatment plant operators to gain a further understanding of deficiencies within the plant. Operators are indicating the plant is operating normally and that no immediate attention is needed for any of the assets within the plant. It was noted that new chlorine dosing pumps have been ordered and will replace the existing dosing pumps. The distribution pump VFD's have also been replaced recently. EXP recommends operators continue to monitor the operating status of all assets within the treatment plant to ensure the plant continues to operate as intended.

Recommended distribution system upgrades include the decommission of all the private lines within the Township and to replace the existing watermain with ISO – 300mm watermain as well as adding fire hydrants to the new watermain. These changes were proposed in the July 9th, 2020, report to the Township. In summary of the report, a few development choices have been displayed to the Township. Bentley WaterGEMS had been used to simulate the new proposed systems using a 24-hour operational duration.

6 Evaluation of Existing Wastewater System

The Township of Assiginack is expressing interest in adding new building developments to the area and residents are interested in housing additional individuals within their existing dwellings, increasing flow contribution to the Township wastewater system. This wastewater capacity assessment will be completed to determine the number of new buildings and additional residents based on existing system capabilities of the sewage collection system, pumping station, and Lagoon.

6.1 Existing Capacity

The Manitowaning Lagoon is divided into three (3) sections, the aeration zone where air is introduced to the water and is thoroughly mixed, the settling zone where solid pollutants settle and will fall to the bottom of the pond, and the polishing ponds. The current capacity as per the OCWA annual STP reports is 495 m³/day.

The Township's sewage collection system utilizes a single underground sewage pumping station to pump sewage to the Lagoon system. The pumping station is wet dry well configuration with two (2) 50 hp sewage pumps rated at 27.19 L/s, complete with isolation valves, check valves, ultrasonic level transducers, float switches, sampling port, and forced air ventilation system. The pumps are controlled by VFD's and MCC located in the Water Treatment Plant located approximately 130 m away from the sewage pumping station. The pumping rate from this station at 27.17 L/s equates to a daily volume of 2,349 m³/day capacity, the highest peak flow noticed in the last 5 years is 1,392 m³/day which is 60% of the lift station's capacity.

Flow data, provided by OCWA, demonstrated that the Lagoon has not exceeded its rated capacity over the past five (5) years, however, there have been months where the Average Daily Flows and Peak Flows have exceeded the rated capacity of the Lagoon. These occurrences are highlighted in yellow in Figure 9 below:

Month	Flow Volumes			
	Total Volume (m ³)	Avg Daily Flow (m ³ /d)	Peak Daily Flow (m ³ /d)	Effluent Volumes (m ³)
January	11,313	363.94	1,164	7,162
February	10,227	323.11	538	7,383
March	9,758	311.77	365	7,127
April	14,625	470.50	941	11,617
May	10,030	321.55	611	8,602
June	6,012	200.40	246	1,644
July	7,389	238.35	249	184
August	7,034	226.90	266	0
September	5,296	176.53	217	0
October	8,780	283.23	523	4,097
November	10,038	314.60	470	9,978
December	7,619	238.77	375	7,491
Total	108,621			66,185
Average		298.10		
Maximum			1,164	

Month	Flow Volumes			
	Total Volume (m ³)	Avg Daily Flow (m ³ /d)	Peak Daily Flow (m ³ /d)	Effluent Volumes (m ³)
January	7,065	227.9	340	6,702
February	6,712	219.71	360	6,101
March	10,925	352.42	525	9,856
April	18,045	601.5	1,004	17,802
May	14,106	457.94	1,134	11,784
June	10,306	343.53	1,126	6,717
July	8,937	191.52	242	1,454
August	5,637	181.84	199	1,264
September	5,959	198.63	348	1,172
October	10,178	324.32	740	8,208
November	13,078	435.93	1,392	12,142
December	9,780	315.48	740	7,610
Total	117,818			90,809
Average		332.79		
Maximum			1,392	

Month	Flow Volumes			
	Total Volume (m ³)	Avg Daily Flow (m ³ /d)	Peak Daily Flow (m ³ /d)	Effluent Volumes (m ³)
January	9,361	301.97	438	7,272
February	7,073	243.9	276	4,740
March	17,104	551.74	1,268	11,849
April	11,548	444.93	971	13,093
May	8,103	261.39	556	6,130
June	5,521	184.03	214	90
July	6,612	213.29	238	0
August	7,525	233.06	267	0
September	7,963	268.43	313	8,144
October	10,173	328.16	514	7,071
November	10,132	338.4	413	8,611
December	7,939	256.1	369	5,718
Total	110,574			72,758
Average		302.11		
Maximum			1,268	

Month	Flow Volumes			
	Total Volume (m ³)	Avg Daily Flow (m ³ /d)	Peak Daily Flow (m ³ /d)	Effluent Volumes (m ³)
January	6,733	217.19	240	4,433
February	5,906	210.93	247	2,918
March	12,201	393.58	523	7,659
April	10,133	337.77	419	9,158
May	8,901	287.13	419	8,353
June	5,325	173.5	212	3,294
July	7,532	242.97	334	1,704
August	6,406	206.65	334	2,629
September	6,195	206.6	273	1,614
October	7,449	240.29	273	4,772
November	6,153	205.1	217	2,689
December	13,084	422.06	542	12,868
Total	96,021			62,115
Average		261.1		
Maximum			542	

2022 Monthly Summary

Month	Flow Volumes			
	Total Volume (m ³)	Avg Daily Flow (m ³ /d)	Peak Daily Flow (m ³ /d)	Effluent Volumes (m ³)
January	7,137	230.23	252	4,447
February	6,395	228.39	256	4,736
March	15,077	486.35	680	9,573
April	16,471	549.03	619	13,027
May	7,434	239.81	357	5,819
June	6,430	214.33	221	173
July	7,166	231.16	258	0
August	7,080	228.39	236	717
September	7,028	234.27	249	3,496
October	8,764	283.35	372	1,201
November	6,723	224.1	240	7,214
December	10,484	338.19	478	5,685
Total	106,209			57,028
Average		290.98		
Maximum			680	

Figure 9: Flow Rates of Lagoon (2018-2022)

In terms of meeting effluent criteria, the Manitowaning Lagoon is generally in compliance. A review of the last five (5) years of operating data indicates that between 2018-2020, and in 2022, exceedances for Total Phosphorous have occurred. In 2020, the Township retained OCWA Process Specialist Dave Neely to address the total phosphorus exceedances. As a result, operational changes have been made which lowered total phosphorus levels to acceptable levels during the summer months. In 2018 and 2019, there were isolated instances where pH did not meet effluent objectives.

6.2 Impacts of New Development on Lagoon Performance

This section will examine the limitations of the existing Lagoon configuration in terms of accepting new developments. There are two areas of concern. Firstly, we will review hydraulic loading, which entails determining the readiness of the Lagoon to accommodate additional flows from development. Secondly, we will discuss the ability of the Lagoon to meet effluent criteria (or water quality) limits set out in the Environmental Compliance Approval (ECA) document.

6.2.1 Hydraulic Loading

The Lagoon continuously discharges treated effluent into Manitowaning Bay, which eliminates the need for extended storage of wastewater. The average flow from the past five (5) years is 297.46 m³/day, which is 60% of the 495 m³/day Lagoon capacity. However, the Lagoon occasionally experiences daily flows above the treatment limit of 495 m³/day as illustrated in Figure 10. These high daily flows can be attributed to spring snow melts and rain events that are infiltrating the Township's sewage collection system. Although the high flow events surpass the treatment capacity, there seems to be no correlation in surpassing the monthly average treated effluent criteria limits.

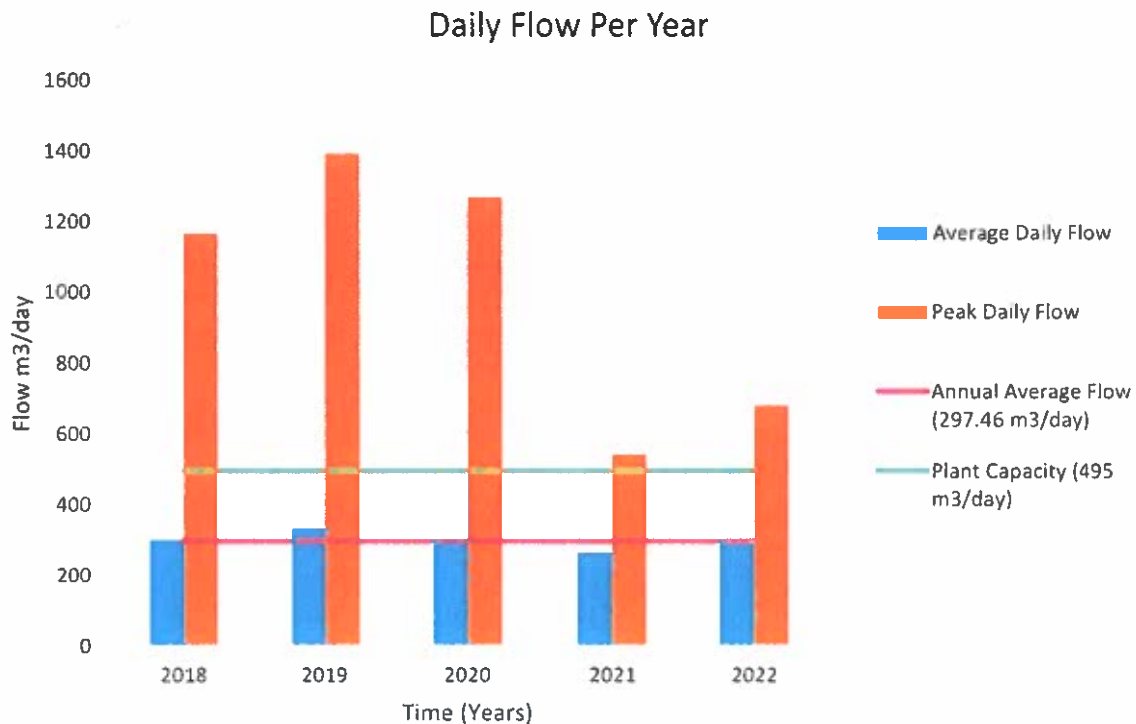


Figure 10: Five Year Sewage Flow Summary

6.2.2 Meeting Effluent Criteria

The Lagoon has occasionally had issues with exceeding effluent criteria. The most frequent issue of exceedance is due to Total Phosphorus (TP), and this issue has been attributed to various factors as noted in OCWA's annual STP reports. These factors include ferric injection lines failing which causes the chemical to settle to the bottom of the cell instead of being properly mixed and issues with the aerator near point of injection causing improper mixing of the coagulant. There have been isolated incidents of criteria exceedance with pH, these have occurred during summer months in 2018 and 2019. There have been no issues with pH since 2019. OCWA operators routinely inspect the receiving waters in Manitowaning Bay downstream of the Lagoon system and have reported no visible film, sheen, foam, or discoloration of the water.

6.3 Estimating System Capability to Accept New Development

From the information outlined in Section 6.2, it can be determined that the lagoon system is in relatively good condition and would be able to accept some additional flows.

The process outlined in MECP Procedure D-5-1 "Calculating Uncommitted Reserve Capacity for Sewage and Water Treatment Facilities" will be utilized to calculate the remaining capacity of the lagoon. The procedure can be found on the official Ontario Website under the Environment and Energy Tab.

6.3.1 Formula for Calculation

The MECP has procedure (D-5-1) and calculation for calculating the estimated remaining capacity in water and sewage treatment facilities. The calculation formula for Wastewater Facilities is as follows:

$$Cu = Cr - L * \frac{F * P}{H}$$

Where:

Cu = uncommitted hydraulic reserve capacity (m³/d).

Cr = Hydraulic reserve capacity (m³/d).

L = number of unconnected approved Residential lots

P = existing connected population (Non-Residential Connections are converted to equivalent population).

H = number of households or residential connections currently connected

F = Five Year Average Daily Flow per capita (m³/d).

6.3.2 Cr (Hydraulic reserve capacity (m³/d))

The Hydraulic Reserve Capacity is defined as the Lagoon design capacity minus the average of the average daily flow (m³/day) for the past five (5) years.

2018 Average daily flow: 298.3 m³/day

2019 Average daily flow: 322.9 m³/day

2020 Average daily flow: 301.9 m³/day

2021 Average daily flow: 262.3 m³/day

2022 Average daily flow: 290.6 m³/day

Average: 295.2 m³/day

Design Capacity: 495 m³/day

Cr = Design Capacity of Lagoon – 5 Annual Year Average Flow

Cr = 495 m³/day – 295.2 m³/day

Cr = 199.8 m³/day

6.3.3 Population Data

According to Statistics Canada (2021), the Township of Assiginack has a population of 1,008, and a total of 447 private dwellings but the Water treatment plants only services a population of approximately 540 and around 235 private dwellings. This equates to an occupancy rate of 2.3 persons per dwelling, while the provincial average occupancy is around 2.6 persons per dwelling. For the purposes of this study, an average value of 2.45 persons per dwelling has been used. Utilizing data from the Township of Assiginack, it has been determined that there are a total of 235 current connections to the sewage system.

6.3.4 L (Number of Unconnected Approved Residential Lots)

According to data received from the Township, there are a total of 69 unconnected lots that could potentially connect to the existing sewage collection system in Assiginack.

6.3.5 H (Number of Connected Households)

The number of connected households is an equivalent number based on the number of actual residential households connected to the system, plus the equivalent number of households calculated based on the existing sewage connections within the Village that are classified as industrial, commercial or institutional. There are a total of 235 connections to the sewage system.

6.3.6 P (Existing Equivalent Connected Population)

The exiting equivalent connected population is the product of the equivalent household connections x the Person per household value:

$$P_{(Eq)} = 235 \times 2.45 = 576$$

6.3.7 F (Five Year Average Daily Flow per capita)

The five-year average daily flow per capita is the five-year ADF (345 m³/day) divided by the Equivalent Population (P):

$$F = 295 \div 576 = 0.512 \text{ m}^3/\text{day} \text{ or } 515 \text{ L/day}$$

6.3.8 Uncommitted Hydraulic Reserve Capacity Calculation

Using the above referenced data, the Uncommitted Hydraulic Reserve Capacity (Cu) can be calculated:

$$\begin{aligned} Cu &= Cr - ([L \times F \times P] \div H) \\ Cu &= 199.8 - [(69 \times 0.512 \times 576) \div 235] \\ Cu &= 113,208 \text{ m}^3/\text{day} \text{ or } 113,208 \text{ L/day} \end{aligned}$$

Converting this value to equivalent population:

$$\text{Equivalent Population} = 113,208 \text{ L/day} \div 916.6 \text{ L/cap} \cdot \text{day} = 124 \text{ persons}$$

The calculation indicates that the Sewage Treatment System can accommodate an additional 113.25 m³/day or an additional population of 124 people before reaching its max rated capacity.

In terms of households, the value would be calculated as the following:

$$\text{Number of households} = 124 \div 2.3 = 53.9$$

A summary of the results is shown below in Table 14.

Table 14: Lagoon Uncommitted Reserve Capacity Results Summary

Lagoon Treatment Capacity (m³/day)	5-year Average of Daily Flows (m³/day)	Uncommitted Hydraulic Reserve Capacity (m³/day)	Available Additional Population	Available Additional Houses
495	295.2	113.21	124	54

6.4 Recommendations for Improvements/Upgrades for Lagoons

The Township should consider further investigation of extraneous flows and stormwater infiltration. Minimizing infiltration will increase the ability for the Township to accommodate for future development, delay the need for Lagoon expansion, and save operating costs for the Lagoon as flow volumes decreases.

There can also be a wide variation in sewage flow rates over the course of a day. In most cities, the domestic sewage flow rates are normally higher in the morning and in the evening. Flow quantities depend upon the population density, water consumption and the commercial and/or industrial activities in the community. Although sewage flows depend upon residential, commercial, and industrial connections, sewage flow rates can potentially become higher as a result of inflows and infiltration into the sanitary sewer system. In both these cases, downstream utilities and treatment plants may experience flows higher than anticipated and can become hydraulically overloaded.

Inflows correspond to the storm water entering the sewage system from illegal connections instead of the storm sewer, such as roof drains, storm drains, downspouts, and basement sump pumps. Infiltration refers to the groundwater entering sewers through damage or defects such as holes in manholes and broken sewer pipes. Sewage systems are normally designed to carry the sewage to treatment plants for processing before returning it to the environment. Storm sewers prevent streets from flooding by draining and carrying excess stormwater (water from rainfall and snowmelt) to lakes and streams as they do not need to be treated.

In Table 15, it depicts an outline of the months where the Average Daily Flows and Peak Flows have exceeded the rated capacity of the Lagoon for the past five (5) years. The increased flow rates are mostly occurring in the Fall and Spring season, due to either snowmelt or high precipitation. Normally, the highest infiltration flows are normally observed following significant storm events or following prolonged periods of precipitation.

Table 15: Flow Rates Exceeding Rated Capacity (2018-2022)

Years	Months Where Avg Daily Flow Exceeded Lagoons Capacity	Months Where Peak Daily Flow Exceeded Lagoons Capacity
2018	N/A	January, February, March, April, May, June, October
2019	April	March, April, May, June, October, November, December
2020	March	March, April, May, October
2021	March	March, April, May, October
2022	N/A	April, December

Infiltration and Inflow are problems as they can reduce the capacity of the sewage system leaving less for existing residents and future growth, cause dilution in sanitary sewers which decreases the efficiency of the treatment of the water and may also cause sewage overflows or overwhelm treatment plants leading to environmental and property damage. There are several options used to detect inflows and infiltration such as smoke testing, dye testing, and CCTV. These options may help obtain visual data on the locations of leaks and identify the causes of unexplained flow restrictions and their locations such as blockage and offset joint pipes. CCTV may be a more cost-effective way to pinpoint the location of the pipe blockage and leakage as the cameras allow to see what is physically inside the pipe at the time of the inspection without needing to conduct more invasive methods like digging to gain access to pipes. This will help identify the source and existing inflows and infiltration problems and analyze the overall costs for remediating these identified issues.

7 Conclusion

In conclusion, the Township of Assiginack Water Treatment Plant, water distribution system, sewage treatment Lagoon, and sewage collection system are operating sufficiently during the average day demand and peak hour demands. Each system has been evaluated to provide theoretical values for population expansion that would be connected to these systems within the Township of Assiginack. A summary of the results is shown in Table 16 shown below.

Table 16: Summary of Results

Method of Capacity Determination	Additional Available Capacity (People)	Additional Available Capacity (Houses)
Water Treatment Plant		
Uncommitted Hydraulic Reserve Capacity Calculation	878	382
Total Treated Water Storage Requirement (Fire Protection) Calculation	425	185
Wastewater Treatment Lagoon		
Uncommitted Hydraulic Reserve Capacity Calculation	124	54

Based on the hydraulic analysis provided in Section 5, it can be concluded that the Water Treatment Plant can provide an additional 334 m³/day or supply treated water to an additional population of 878 people or 382 houses before reaching its max rated capacity. The calculated required storage for the Water Treatment Plant allows for an additional 425 people or 185 houses before upgrades to the plant storage are required. These results provide different capacity limits of the WTP, it can be concluded that the limiting factor is "required water storage" therefore population served by the Water Treatment Plant should not exceed 975 based on existing population vs additional. To gain more capacity from the WTP, significant upgrades would be required that involve expansion of the Clearwell storage under the treatment plant via standpipe or other appropriate methods, if the population served by the WTP were to exceed 975. Additional upgrades to the treatment train which include low and high lift pumps, and fire pump upgrades, microfiltration capacity upgrades, chemical dosing adjustments, possible plant piping, and control upgrades would be required after upgrading the water storage in the plant if population were to exceed 1,428 total population. Additionally, the Township would have to apply to increase its limit on

the Permit to Take Water (PTTW) and amend its Municipal Drinking Water License (MDWL) and Drinking Water Works Permit (DWWP) to allow for capacity upgrades.

The water distribution system is evaluated alongside the WTP. The private lines present in the distribution system might pose some risks during peak times. The Henley Boats private line currently experiences significant pressure drop during those peak hour demand as reported in Section 4. Although Henley Boats private line still does meet minimum standard, it has the potential to fail as demand increases. EXP has made a recommendation to increase the following line size from 25mm to ISO – 200mm based on hydraulic analysis. There are two (2) fire hydrants that are being operated on private lines currently that do not meet minimum standards as per MOE Design Guidelines. EXP recommends that additional housing or adding people to the connected dwellings located along the private lines should be considered with caution. Houses or lots that are located along water mains of minimum than 100mm are suitable population expansion as this poses the least risk of potential water main failure and minimal affects to the fire flow plus max days results as noted in Section 4.7 of the report.

Based on the analysis provided in Section 6, it can be concluded that the Township Lagoon sewage treatment system can accommodate an additional 113.25 m³/day or an additional population of 124 people or 54 houses before reaching its max rated capacity. The result should be approached with caution as there were approximations based on a combination of the actual flow data for the past five (5) years and theoretical assumptions as the design brief for the 2007 Manitowaning Sewage Treatment Plant upgrades was unavailable. EXP has noticed excessive peak flows occurring within the wastewater collection system during springtime snowmelt events and events of heavy precipitation as seen in Figure 10 Section 6. This is mainly due to storm water and spring melt infiltration into the collection system. While these peak flows greatly exceed the Lagoon daily treatment capacity, no correlation between these events and the treated water quality that discharges back into the bay is noticed. Minor occurrences of pH and total phosphorus exceedances have occurred over the past five (5) years but have mainly been addressed by OCWA operational changes. EXP recommends that monitoring and maintenance of the Lagoon are continued on a regular basis to ensure the chemical injection and aeration equipment are functioning as intended to mitigate the pH and total phosphorus exceedances.

EXP recommends the Township address issues with undersized watermains as a first step to ensuring worst case scenarios involving fire flow are mitigated. The previous EXP Water Model report and its conclusions are still valid and the watermain construction options outlined in its accompanying report should be considered and explored. These solutions would allow the Township to expand areas connected to water distribution without the potential of sacrificing water pressure and flow in worst case fire events.

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 0033646 0033664
Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0033646	Date:	2023-11-29	Vendor:	ALTON HOBBS	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033647	Date:	2023-11-29	Vendor:	COLE BOWERMAN	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033648	Date:	2023-11-29	Vendor:	CRYSTAL LENTIR	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033649	Date:	2023-11-29	Vendor:	DEBORAH MACDONALD	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033650	Date:	2023-11-29	Vendor:	EDDY SAGLE	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033651	Date:	2023-11-29	Vendor:	FREDA BOND	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033652	Date:	2023-11-29	Vendor:	GERRY STRONG	Amount:	\$100.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$100.00		
ChqNo:	0033653	Date:	2023-11-29	Vendor:	HEIDI FERGUSON	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033654	Date:	2023-11-29	Vendor:	JACKIE WHITE	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033655	Date:	2023-11-29	Vendor:	JEREMY COOPER	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033656	Date:	2023-11-29	Vendor:	JOHN MASTELKO	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033657	Date:	2023-11-29	Vendor:	KARI GERHARD	Amount:	\$100.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$100.00		
ChqNo:	0033658	Date:	2023-11-29	Vendor:	KELSEY MAGUIRE	Amount:	\$100.00
InvNo:	XMAS 2023	InvDesc:	christmas bonus	InvAmt:	\$100.00		
ChqNo:	0033659	Date:	2023-11-29	Vendor:	KYLE BOND	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033660	Date:	2023-11-29	Vendor:	PERRY NEWMAN	Amount:	\$100.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$100.00		
ChqNo:	0033661	Date:	2023-11-29	Vendor:	RHEAL RZADKIEWICZ	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033662	Date:	2023-11-29	Vendor:	RON COOPER	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0033663	Date:	2023-11-29	Vendor:	SHELBA MILLETTE	Amount:	\$200.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$200.00		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	0033664	Date:	2023-11-29	Vendor:	MURRAY GAMMIE	Amount:	\$100.00
InvNo:	2023 XMAS	InvDesc:	christmas bonus	InvAmt:	\$100.00		

*** End of Report ***

Report Total: \$3,300.00

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 0033672 0033700
Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0033672	Date:	2023-12-04	Vendor:	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	Amount:	\$255.95
InvNo:	3503	InvDesc:	#16 repairs	InvAmt:	\$255.95		
ChqNo:	0033673	Date:	2023-12-04	Vendor:	BEACON IMAGES	Amount:	\$4,548.25
InvNo:	5236	InvDesc:	christmas banners	InvAmt:	\$4,548.25		
ChqNo:	0033674	Date:	2023-12-04	Vendor:	CITY OF GREATER SUDBURY	Amount:	\$1,008.91
InvNo:	00130470	InvDesc:	oct.recyclcable material	InvAmt:	\$1,008.91		
ChqNo:	0033675	Date:	2023-12-04	Vendor:	COMPUTREK	Amount:	\$1,077.73
InvNo:	28661	InvDesc:	nov offsite backup storage	InvAmt:	\$149.84		
InvNo:	28712	InvDesc:	dec remote server mgmt	InvAmt:	\$927.89		
ChqNo:	0033676	Date:	2023-12-04	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	DEC 4 2023	InvDesc:	bldg insp mileage	InvAmt:	\$234.62		
ChqNo:	0033677	Date:	2023-12-04	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$7,588.35
InvNo:	NOV 23 2023 MTG WTP	InvDesc:	mtg wtp	InvAmt:	\$4,962.20		
InvNo:	NOV 22 2023 LITES	InvDesc:	streetlites	InvAmt:	\$671.15		
InvNo:	NOV 20 2023 ARENA	InvDesc:	arena-	InvAmt:	\$581.54		
InvNo:	NOV 20 2023 PO/BNK	InvDesc:	po/bmo bldg	InvAmt:	\$548.01		
InvNo:	NOV 20 2023 LIB	InvDesc:	lib bldg	InvAmt:	\$383.48		
InvNo:	NOV 20 2023 SHWRHSE	InvDesc:	marina showerhouse	InvAmt:	\$105.52		
InvNo:	NOV 20 2023 TOB HILL	InvDesc:	toboggan hill canteen	InvAmt:	\$103.12		
InvNo:	NOV 20 2023 TENNIS	InvDesc:	tennis courts	InvAmt:	\$34.96		
InvNo:	NOV 20 2023 SS WTP	InvDesc:	ss wtp	InvAmt:	\$34.96		
InvNo:	NOV 20 2023 DOCKS	InvDesc:	marina docks	InvAmt:	\$163.41		
ChqNo:	0033678	Date:	2023-12-04	Vendor:	JACKIE WHITE	Amount:	\$459.96
InvNo:	18101	InvDesc:	pec-reimb.supplies	InvAmt:	\$125.86		
InvNo:	NOV 30 2023	InvDesc:	arena-reimb log books	InvAmt:	\$214.70		
InvNo:	DEC 4 2023 CANVA	InvDesc:	pec-reimb.software subsc.	InvAmt:	\$119.40		
ChqNo:	0033679	Date:	2023-12-04	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$1,713.17
InvNo:	0286404	InvDesc:	marina-antifreeze	InvAmt:	\$58.67		
InvNo:	0286782	InvDesc:	arena-white pvc	InvAmt:	\$3.97		
InvNo:	0287016	InvDesc:	arena-clning supp/lights/plumb	InvAmt:	\$161.06		
InvNo:	0287470	InvDesc:	arena-key cutting	InvAmt:	\$4.52		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: 0287949	InvDesc: office-g.bags	InvAmt: \$9.03
InvNo: 0287950	InvDesc: pw-snow shovel	InvAmt: \$27.11
InvNo: 0287951	InvDesc: arena-snow shovel	InvAmt: \$27.11
InvNo: 0287953	InvDesc: lib-snow shovel	InvAmt: \$27.11
InvNo: 0288044	InvDesc: arena-padlock/foam	InvAmt: \$149.18
InvNo: 0288089	InvDesc: arena-paint/mops/etc.	InvAmt: \$536.38
InvNo: 0288099	InvDesc: admin-xmas bows	InvAmt: \$32.21
InvNo: 0288394	InvDesc: pec-batteries/cbi ties	InvAmt: \$46.64
InvNo: 0288493	InvDesc: pec-dowelling	InvAmt: \$95.82
InvNo: 0288636	InvDesc: pec-lumber/screws	InvAmt: \$534.36

ChqNo:	0033680	Date:	2023-12-04	Vendor:	MANITOULIN STUDENT AID FUND	Amount:	\$300.00
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InvNo: 2023 DONATION	InvDesc: 2023 awards night	InvAmt: \$300.00
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ChqNo:	0033681	Date:	2023-12-04	Vendor:	MANITOWANING PHARMACY	Amount:	\$38.54
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InvNo: 297217	InvDesc: xmas candy	InvAmt: \$38.54
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ChqNo:	0033682	Date:	2023-12-04	Vendor:	MANITOWANING FRESHMART	Amount:	\$165.43
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InvNo: 00224417	InvDesc: arena-pop for canteen	InvAmt: \$27.10
InvNo: 00224443	InvDesc: pec-xmas tree light.supplies	InvAmt: \$28.15
InvNo: 00058706	InvDesc: admin-kitchen supplies	InvAmt: \$12.42
InvNo: 00221421	InvDesc: arena-canteen pop	InvAmt: \$23.15
InvNo: 00222807	InvDesc: admin-water refill	InvAmt: \$3.99
InvNo: 00224836	InvDesc: xmas candy	InvAmt: \$32.84
InvNo: 00222348	InvDesc: admin-tea/coffee	InvAmt: \$37.78

ChqNo:	0033683	Date:	2023-12-04	Vendor:	MCDUGALL FUELS	Amount:	\$2,302.39
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InvNo: 6860406	InvDesc: arena-zamboni propane	InvAmt: \$82.82
InvNo: 6876457	InvDesc: pw-propane	InvAmt: \$2,183.91
InvNo: 6876505	InvDesc: arena-zamboni propane	InvAmt: \$35.66

ChqNo:	0033684	Date:	2023-12-04	Vendor:	METAL AIR MECHANICAL SYSTEMS	Amount:	\$998.07
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InvNo: W20958	InvDesc: arena-ice plant startup	InvAmt: \$998.07
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ChqNo:	0033685	Date:	2023-12-04	Vendor:	MINISTER OF FINANCE	Amount:	\$22,612.00
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InvNo: 302111231645011	InvDesc: october policing costs	InvAmt: \$22,612.00
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ChqNo:	0033686	Date:	2023-12-04	Vendor:	MOGGY EXCAVATING	Amount:	\$6,588.27
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InvNo: 2022548	InvDesc: museum-reshingle roofs	InvAmt: \$6,588.27
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ChqNo:	0033687	Date:	2023-12-04	Vendor:	NEW NORTH FUELS INC	Amount:	\$3,814.68
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InvNo: 671114	InvDesc: pw-diesle	InvAmt: \$651.50
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The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: 671108	InvDesc: pw-diesel	InvAmt: \$1,833.43
InvNo: 671071	InvDesc: po-furnace oil	InvAmt: \$976.49
InvNo: 671070	InvDesc: mun.office-furance oil	InvAmt: \$353.26

ChqNo:	0033688	Date:	2023-12-04	Vendor:	NORTHERN 911	Amount:	\$460.62
InvNo:	21216-12012023	InvDesc:	dec 911 dispatch	InvAmt:		\$460.62	

ChqNo:	0033689	Date:	2023-12-04	Vendor:	OLD DUTCH FOODS LTD	Amount:	\$595.58
InvNo:	41914467	InvDesc:	arena-chips for canteen	InvAmt:		\$224.37	
InvNo:	41914436	InvDesc:	arena-canteen	InvAmt:		\$188.08	
InvNo:	41914496	InvDesc:	arena-chips for canteen	InvAmt:		\$183.13	

ChqNo:	0033690	Date:	2023-12-04	Vendor:	PERRY NEWMAN	Amount:	\$748.68
InvNo:	DEC 4 2023	InvDesc:	bylaw mileage	InvAmt:		\$748.68	

ChqNo:	0033691	Date:	2023-12-04	Vendor:	PULORATOR COURIER	Amount:	\$49.72
InvNo:	454947765	InvDesc:	freight	InvAmt:		\$49.72	

ChqNo:	0033692	Date:	2023-12-04	Vendor:	RECEIVER GENERAL	Amount:	\$22,134.56
InvNo:	NOV 2023	InvDesc:	november source deductions	InvAmt:		\$22,134.56	

ChqNo:	0033693	Date:	2023-12-04	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$3,817.55
InvNo:	RC020035767	InvDesc:	dec health unit levy	InvAmt:		\$3,817.55	

ChqNo:	0033694	Date:	2023-12-04	Vendor:	TROY LIFE & FIRE SAFETY LTD	Amount:	\$1,356.00
InvNo:	1000743810	InvDesc:	mun.office extinguisher insp	InvAmt:		\$1,356.00	

ChqNo:	0033695	Date:	2023-12-04	Vendor:	CANDICE IRWIN	Amount:	\$1,864.50
InvNo:	279	InvDesc:	pec-dance classes	InvAmt:		\$1,864.50	

ChqNo:	0033696	Date:	2023-12-04	Vendor:	TAMMY ALBERS	Amount:	\$200.00
InvNo:	NOV 22 2023	InvDesc:	pec-cake decorating classes	InvAmt:		\$200.00	

ChqNo:	0033697	Date:	2023-12-04	Vendor:	CANADA HEAVY EQUIPMENT COLLEGE	Amount:	\$1,436.00
InvNo:	3174	InvDesc:	pw-snowplow train.	InvAmt:		\$1,436.00	

ChqNo:	0033698	Date:	2023-12-04	Vendor:	TOROMONT CAT	Amount:	\$362.96
InvNo:	W0900965072	InvDesc:	maintenance program	InvAmt:		\$362.96	

ChqNo:	0033699	Date:	2023-12-04	Vendor:	UNIVERSUS SOFTWARE CANADALTD	Amount:	\$83.90
InvNo:	INV-1535	InvDesc:	bookking ecomm aug-oct '23	InvAmt:		\$83.90	

ChqNo:	0033700	Date:	2023-12-04	Vendor:	WAT SUPPLIES	Amount:	\$942.91
InvNo:	297147	InvDesc:	tob.hill canteen-t.tissue/p.tw	InvAmt:		\$392.60	
InvNo:	297147A	InvDesc:	tobeg.hill canteen-change tabl	InvAmt:		\$550.31	

*** End of Report ***

Report Total:

\$87,659.30

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 0033614 0033645
Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0033614	Date:	2023-11-20	Vendor:	ASSIGINACK MUSEUM BOARD	Amount:	\$10,000.00
InvNo:	2023 3RD&4TH QTR	InvDesc:	2023 3rd & 4th qtr levy	InvAmt:	\$10,000.00		
ChqNo:	0033615	Date:	2023-11-20	Vendor:	ASSIGINACK PUBLIC LIBRARY	Amount:	\$20,842.50
InvNo:	2023 3RD & 4TH QTR	InvDesc:	3rd/4th qtr levy	InvAmt:	\$20,842.50		
ChqNo:	0033616	Date:	2023-11-20	Vendor:	BELL CANADA	Amount:	\$17.85
InvNo:	2023 11 01	InvDesc:	toil free line	InvAmt:	\$17.85		
ChqNo:	0033617	Date:	2023-11-20	Vendor:	CEDAR CHALET	Amount:	\$406.80
InvNo:	31-23	InvDesc:	arena-pizza for canteen	InvAmt:	\$226.00		
InvNo:	34-23	InvDesc:	arena-pizza for canteen	InvAmt:	\$180.80		
ChqNo:	0033618	Date:	2023-11-20	Vendor:	EASTLINK	Amount:	\$2,236.36
InvNo:	20851892	InvDesc:	consolidated tel billing	InvAmt:	\$2,080.52		
InvNo:	NOV 10 2023 PW	InvDesc:	pw-dsl	InvAmt:	\$77.92		
InvNo:	NOV 10 2023 MARINA	InvDesc:	marina-dsl	InvAmt:	\$77.92		
ChqNo:	0033619	Date:	2023-11-20	Vendor:	G. STEPHEN WATT, BARRISTER	Amount:	\$1,107.40
InvNo:	4159	InvDesc:	general legal	InvAmt:	\$1,107.40		
ChqNo:	0033620	Date:	2023-11-20	Vendor:	EXP SERVICES INC.	Amount:	\$3,636.27
InvNo:	768034	InvDesc:	landfill eca-monitor/train/	InvAmt:	\$3,585.95		
InvNo:	768034SEPT	InvDesc:	re landfill eca inv	InvAmt:	\$50.32		
ChqNo:	0033621	Date:	2023-11-20	Vendor:	ZAMBONI COMPANY LTD.	Amount:	\$301.48
InvNo:	118167	InvDesc:	arena-zamboni parts	InvAmt:	\$301.48		
ChqNo:	0033622	Date:	2023-11-20	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	NOV 20 2023	InvDesc:	bldg insp mileage	InvAmt:	\$234.62		
ChqNo:	0033623	Date:	2023-11-20	Vendor:	HEIDI FERGUSON	Amount:	\$419.49
InvNo:	NOV 7 2023	InvDesc:	reimb. mileage ssm-amcto conf	InvAmt:	\$419.49		
ChqNo:	0033624	Date:	2023-11-20	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$957.26
InvNo:	NOV 9 2023 CLVR VLY	InvDesc:	clvr valleys schoolhouse	InvAmt:	\$34.04		
InvNo:	NOV 1 2023 HERITAGE	InvDesc:	heritage park	InvAmt:	\$80.43		
InvNo:	NOV 1 2023 PW	InvDesc:	pw	InvAmt:	\$233.97		
InvNo:	NOV 2 2023 ICE PLNT	InvDesc:	arena ice plant	InvAmt:	\$38.08		
InvNo:	NOV 2 2023 DEPOT	InvDesc:	recyl.depot	InvAmt:	\$91.70		
InvNo:	NOV 8 2023 ADMIN	InvDesc:	mun.office	InvAmt:	\$436.20		
InvNo:	NOV 15 2023 QNS PRK	InvDesc:	queens park	InvAmt:	\$42.84		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	0033625	Date:	2023-11-20	Vendor:	JACKIE WHITE	Amount:	\$545.12
InvNo:	NOV 13 2023	InvDesc:	pec-supply reimb	InvAmt:	\$44.08		
InvNo:	NOV 9 2023	InvDesc:	pec-reimb.supplies xmas crafts	InvAmt:	\$45.08		
InvNo:	OCT 2023	InvDesc:	pec-riemb.adv. haunted ride	InvAmt:	\$108.48		
InvNo:	NOV132023	InvDesc:	pec-reimburse supplies	InvAmt:	\$347.48		
ChqNo:	0033626	Date:	2023-11-20	Vendor:	M&L SUPPLY - FIRE & SAFETY	Amount:	\$2,779.81
InvNo:	019034	InvDesc:	fd-compressor air sampling	InvAmt:	\$1,116.72		
InvNo:	019035	InvDesc:	fd-scba fit testing	InvAmt:	\$163.85		
InvNo:	019036	InvDesc:	fd-scba testing	InvAmt:	\$1,499.24		
ChqNo:	0033627	Date:	2023-11-20	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	Amount:	\$33,218.33
InvNo:	IN000021401	InvDesc:	dec ambul/social assist/	InvAmt:	\$33,218.33		
ChqNo:	0033628	Date:	2023-11-20	Vendor:	MANITOWANING FRESHMART	Amount:	\$38.81
InvNo:	00219740	InvDesc:	arena-canteen supplies	InvAmt:	\$36.00		
InvNo:	00221674	InvDesc:	admin-coffee filters	InvAmt:	\$2.81		
ChqNo:	0033629	Date:	2023-11-20	Vendor:	MCDUGALL FUELS	Amount:	\$581.98
InvNo:	6834253	InvDesc:	arena-zamboni propane	InvAmt:	\$87.23		
InvNo:	6847495	InvDesc:	arena-propane	InvAmt:	\$438.62		
InvNo:	6847494	InvDesc:	arena-propane	InvAmt:	\$56.13		
ChqNo:	0033630	Date:	2023-11-20	Vendor:	MINISTER OF FINANCE	Amount:	\$254.25
InvNo:	3392	InvDesc:	tax sale adv	InvAmt:	\$254.25		
ChqNo:	0033631	Date:	2023-11-20	Vendor:	MOGGY EXCAVATING	Amount:	\$4,181.00
InvNo:	2022545	InvDesc:	musuem-remove/replace logs	InvAmt:	\$4,181.00		
ChqNo:	0033632	Date:	2023-11-20	Vendor:	MUNICIPAL FINANCE OFFICERS ASSOC.	Amount:	\$339.00
InvNo:	2024-058	InvDesc:	2024 membership	InvAmt:	\$339.00		
ChqNo:	0033633	Date:	2023-11-20	Vendor:	NEW NORTH FUELS INC	Amount:	\$5,610.61
InvNo:	669474	InvDesc:	pw-diesel	InvAmt:	\$2,853.82		
InvNo:	669473	InvDesc:	pw-dyed diesel	InvAmt:	\$2,424.74		
InvNo:	668251	InvDesc:	po-furnace oil	InvAmt:	\$332.05		
ChqNo:	0033634	Date:	2023-11-20	Vendor:	OLD DUTCH FOODS LTD	Amount:	\$257.37
InvNo:	41914403	InvDesc:	arena-chips for canteen	InvAmt:	\$257.37		
ChqNo:	0033635	Date:	2023-11-20	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$875.00
InvNo:	INV00000037062	InvDesc:	oct add'l service - lift stn	InvAmt:	\$875.00		
ChqNo:	0033636	Date:	2023-11-20	Vendor:	PAUL METHNER	Amount:	\$1,100.00
InvNo:	#2023-10-30	InvDesc:	oct animal control	InvAmt:	\$1,100.00		
ChqNo:	0033637	Date:	2023-11-20	Vendor:	PERRY NEWMAN	Amount:	\$592.28
InvNo:	NOV 20 2023	InvDesc:	bylaw mileage	InvAmt:	\$592.28		
ChqNo:	0033638	Date:	2023-11-20	Vendor:	CONSEIL SCOLAIRE DU DISTRICT DU GRAND NOF	Amount:	\$1,665.77

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: 2023 LEVY		InvDesc: 2023 levy		InvAmt: \$1,665.77			
ChqNo:	0033639	Date:	2023-11-20	Vendor:	MANITOULIN SECONDARY SCHOOL	Amount:	\$1,000.00
InvNo: 2023 HAUNTED RIDE		InvDesc: donation-re haunted ride		InvAmt: \$1,000.00			
ChqNo:	0033640	Date:	2023-11-20	Vendor:	SIMALAM	Amount:	\$508.50
InvNo: 1510		InvDesc: website maint plan		InvAmt: \$508.50			
ChqNo:	0033641	Date:	2023-11-20	Vendor:	MANITOULIN FAMILY RESOURCES	Amount:	\$1,000.00
InvNo: 2023 HAUNTED RIDE		InvDesc: donation-re haunted ride		InvAmt: \$1,000.00			
ChqNo:	0033642	Date:	2023-11-20	Vendor:	PHOENIX EMERGENCY MANAGEMENT LOGIC	Amount:	\$3,390.00
InvNo: 2023-11-04		InvDesc: emerg mgmt 3rd qtr		InvAmt: \$3,390.00			
ChqNo:	0033643	Date:	2023-11-20	Vendor:	JANE MOGGY	Amount:	\$80.99
InvNo: NOV 15 2023		InvDesc: pec-reimb.supplies (nhsp grnt)		InvAmt: \$80.99			
ChqNo:	0033644	Date:	2023-11-20	Vendor:	WINDOWS UNLIMITED	Amount:	\$1,073.50
InvNo: 312259		InvDesc: arena-garb.collect.23/23		InvAmt: \$1,073.50			
ChqNo:	0033645	Date:	2023-11-20	Vendor:	XEROX CANADA LTD.	Amount:	\$211.86
InvNo: 85764556		InvDesc: monthly copier usage		InvAmt: \$211.86			

*** End of Report ***

Report Total:

\$99,464.21

Date : 2023-12-04
Time : 10:18:23 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033665		2023-12-04	12/04COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0033666		2023-12-04	12/04COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0033667		2023-12-04	12/04COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0033668		2023-12-04	12/04COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0033669		2023-12-04	12/04COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0033670		2023-12-04	12/04COMB	384	CASE, LORI	OUTSTANDING	Cheque
0033671		2023-12-04	12/04COMB	500	Recollet-Case, Sapphire	OUTSTANDING	Cheque
3677		2023-12-04	12/04COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3678		2023-12-04	12/04COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3679		2023-12-04	12/04COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3680		2023-12-04	12/04COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3681		2023-12-04	12/04COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3682		2023-12-04	12/04COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3683		2023-12-04	12/04COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3684		2023-12-04	12/04COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3685		2023-12-04	12/04COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3686		2023-12-04	12/04COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3687		2023-12-04	12/04COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3688		2023-12-04	12/04COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3689		2023-12-04	12/04COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3690		2023-12-04	12/04COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3691		2023-12-04	12/04COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
3692		2023-12-04	12/04COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
3693		2023-12-04	12/04COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
3694		2023-12-04	12/04COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
Total :		\$29,093.28					

Date : 2023-11-21
Time : 11:08:44 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033607		2023-11-20	11/20COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0033608		2023-11-20	11/20COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0033609		2023-11-20	11/20COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0033610		2023-11-20	11/20COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0033611		2023-11-20	11/20COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0033612		2023-11-20	11/20COMB	384	CASE, LORI	OUTSTANDING	Cheque
0033613		2023-11-20	11/20COMB	500	Recollet-Case, Sapphire	OUTSTANDING	Cheque
3658		2023-11-20	11/20COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3659		2023-11-20	11/20COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
3660		2023-11-20	11/20COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3661		2023-11-20	11/20COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3662		2023-11-20	11/20COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3663		2023-11-20	11/20COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3664		2023-11-20	11/20COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3665		2023-11-20	11/20COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3666		2023-11-20	11/20COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3667		2023-11-20	11/20COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3668		2023-11-20	11/20COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3669		2023-11-20	11/20COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3670		2023-11-20	11/20COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3671		2023-11-20	11/20COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3672		2023-11-20	11/20COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3673		2023-11-20	11/20COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
3674		2023-11-20	11/20COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
3675		2023-11-20	11/20COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
3676		2023-11-20	11/20COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
Total :		\$25,597.84					



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



Greater Napanee

GREATER FOR MANY REASONS

Executive Services

99-A Advance Avenue, Napanee, ON K7R 3Y5 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 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: <i>Cathy Cannon</i>	Seconded by: <i>J. M. Al</i>

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.

Heidi Ferguson

From: Stephanie Gray <grayst@phsd.ca>
Sent: Friday, November 24, 2023 3:24 PM
To: Denise Deforge; Emily Dance; 'edance@billingtwp.ca'; 'burpeemills@vianet.ca'; Patsy Gilchrist; Stasia Carr; Carrie Lewis; 'pmyers@townofnemi.on.ca'; Heidi Ferguson; Silvio Berti
Subject: Vulnerable Road User Campaign

Good Afternoon,

My name is Stephanie Gray and I am a Public Health Nurse with Public Health Sudbury & Districts in the Mindemoya office. I am working on a vulnerable road users campaign which aims to help remind drivers to slow down and pay more attention while driving through our communities. The signs have been developed and I am looking for partnership for distribution throughout Manitoulin.

The campaign will launch in early spring and I am wondering if your municipality would be interested in partnering with PHSD to get them out to residents in our communities.

Here are some details of the campaign:

- Signs are printed on chloroplast with step stakes and are similar to election signs (metal frame that sticks in the ground)
- Signs are 24" x 16" double sided (image of sign at the bottom of the email)
- Early spring dissemination (March/April, depending on when the snow leaves)
- Residents who are interested in a sign can have one at no cost
- Possible pick up location in each municipality (e.g. Municipal office, library)
- Signs are given out first come first served
- There will be a small survey that comes with the sign we hope recipients will fill out to help inform our planning on the go forward
- Looking to partner on advertising of the campaign (where and when to pick up a sign)

Questions to consider:

- Does your municipality have any by-laws that prohibit the use of signs like this?
- Do you want to partner on this campaign?
- How many signs would you like for your municipality?

I am happy to discuss this campaign further with you, please reach out if you have questions or concerns.

Thanks,
Stephanie

Stephanie Gray, RN BScN (she/her)
Public Health Nurse
Health Promotion Division
Public Health Sudbury & Districts

Manitoulin Island District Office
705.370.9200, ext.739
1.866.522.9200
grayst@phsd.ca
www.phsd.ca
Healthier communities for all



Manitoulin Streams

25B Spragge St. Box 238
Manitowaning, ON P0P 1N0
Ph: (705) 859-1653
manitoulinstreams@gmail.com
www.manitoulinstreams.com



Dec 13, 2023

Assiginack Township
P.O. Box 238 156 Arthur Street
Manitowaning, ON P0P 1N0

Re: Request for Funding Support for 2024 Manitoulin Streams Restoration Initiatives

Dear Council,

Manitoulin Streams Improvement Association's Board of Directors would like to thank the Township of Assiginack for their annual donation of \$5000 over the past 5 years that have gone toward our stream restoration initiatives. Manitoulin Streams has appreciated our relationship with the Township of Assiginack, through its in-kind and cash contributions over the years. In the past the Township has generously donated office rental costs \$5000 back to Manitoulin Streams, which has provided us with continuity in our efforts to revitalize the sport fishing industry and improve water quality. We are reaching out to see if Council would again consider donating \$5000 for 2024. Any contributions toward our efforts would be greatly appreciated! Your donations towards our program also help to prove that there is local support for our efforts, which in turn allows us to leverage funds from other funding sources.

We are committed to contributing toward our community by providing stream tours and educational presentations to community members, tourist and school groups, participating in community events such as the farmers market, beach activity day, Norton's Creek Educational Centre, Manitowaning Summer Fest and Fall Fair, Manitoulin Deer Show, Brook trout stocking initiatives and providing economic stimulus to local businesses that can provide us materials and supplies for our restoration efforts.

This year we are attempting to replace the formerly held LAMBAC Manitoulin Trade Fair with an outdoor/angling trade show. The event will be held on the May long weekend and will draw tourists to the island. Similarly, it will encourage locals to explore Manitoulin Island and will provide advertising and sales opportunities for businesses from across Manitoulin including the township of Assiginack.

If you have any suggestions or ideas for future projects that we could be involved in or know of any landowners that may be interested in stream rehabilitation work, please don't hesitate to contact us. Thank you for your time and this consideration!

Sincerely,



Seija Deschenes
Project Coordinator

**Provincial Offences Board of Management
Tuesday, September 19, 2023 at 10:30 AM
Council Chambers or Virtual
Minutes**

Present:

Derek Stephens, POA Chair – Central Manitoulin

Cameron Runnalls, POA - Gordon/Barrie Island

Dave Deeg, POA - Burpee Mills

Mike Erskine, POA - NEMI

Robert Shawana, POA - Assiginack

Terry Olmstead, POA – Gore Bay

Bryan Barker, POA – Billings

Harry Schlange – POA Manager

Michael Lalonde - Treasurer

Regrets:

Brent St. Denis, – Cockburn Island

Perry Chatwell, – POA Tehkummah

Dayna Nelder, – POA Clerk Reporter

Other:

Stasia Carr – Secretary/Clerk

1. Adoption of the Agenda

Moved by Mike Erskine Seconded by Perry Chatwell

THAT the agenda for the Thursday November 30, 2023 meeting is adopted as presented.

Carried

2. Disclosure of Pecuniary Interest

3. Adoption of the Minutes, September 19, 2023

Not adopted. Board members had not reviewed the circulated minutes.

4. Business Arising out of the Minutes

None

5. New Business

i) 2023 Financial Statement/ 2024 Budget –

The Treasurer advised the 2023 actual financial statement is a reasonable forecast of the year end position. The 2023 actual is the current position as of November 28, 2023. An approximate deficit of \$14,000 is expected for 2023 which is under the forecasted budgeted amount for the year.

The 2024 budget presented considered a 3% increase in revenue which is not a huge variance from the previous year. The projected deficit is approximately \$26, 500.00. The board requested numbers to be provided from at least the last couple of years to have as information for lobbying the Ministry on our dissatisfaction with operating POA. Michael will send the information to each board member and their respective CAOs.

Moved by Dave Deeg Seconded by Robby Shawana

THAT the 2023 Financial Statement as of November 28, 2023 is accepted as presented and the 2024 POA budget is adopted as presented.

Carried

6. Other

7. Closed Session

i) Enter Closed Session to discuss the following: Staff

Moved by Mike Erskine Seconded by Dave Deeg

THAT we enter closed session at 10:17 a.m. to discuss a matter under "staff".

	<i>Carried</i>
iv)	Exit Closed Session
	<i>Moved by Mike Erskine Seconded by Perry Chatwell</i>
	<i>THAT the Provincial Offences Board exits closed session at 10:21 a.m.</i>
	<i>Carried</i>

8. Adjournment

Moved by Perry Chatwell

THAT we adjourn at 10:22 a.m.

Carried

Provincial Offences Act - Comparative Income Statement and 2024 Budget				
	2024	2023	2023	2023
Revenue	Budget	Budget	Actual	Actual (Proj)
Fines Revenue	3.00%		As of 27 Nov 23	FYE
Provincial Fines Hwy Traffic	76,191.72	79,000.00	61,643.79	73,972.55
Federal - Liquor	2,060.00	2,000.00	130.00	156.00
Revenue - Old Tickets	0.00	0.00	0.00	0.00
Fines Other	29,870.00	29,000.00	11,184.75	13,421.70
Other Court Collected	9,579.00	9,300.00	24,089.01	28,906.81
Collect cost Recovered	3,708.00	3,600.00	3,608.21	4,329.85
Local Fines other	0.00	0.00	166.00	199.20
Paid to other POA (Reduce Revenue)	(15,450.00)	(15,000.00)	(4,590.26)	(5,508.31)
Total Fine Revenue	105,958.72	107,900.00	96,231.50	115,477.80
Other Revenue				
Overpayment	0.00	0.00	(208.43)	(250.12)
Interest Earned	1,000.00	500.00	1,270.96	1,525.15
Other (WSIB Refund)	0.00	0.00	770.00	924.00
Transcript Request	0.00	0.00	409.30	491.16
Total Other Revenue	1,000.00	500.00	2,241.83	2,690.20
Total Actual Revenue	106,958.72	108,400.00	98,473.33	118,168.00
Revenue Reported on FS	106,958.72	108,400.00	98,473.33	118,168.00
Expenses				
Labour Costs				
POA Clerk	49,000.00	34,975.76	40,902.34	40,902.34
Other Labour	5,000.00	5,500.00		4,009.38
Supervising Manager	1,500.00	6,000.00	1,020.00	1,020.00
Training Costs	0.00	0.00	2,500.00	2,500.00
Benefits	7,500.00	0.00	7,210.22	7,210.22
Financial Manager	2,600.00	2,600.00	2,600.00	2,600.00
Total Labour Costs	65,600.00	49,075.76	54,232.56	58,241.94
Court Costs				
Court Reporter	5,000.00	5,000.00	5,334.46	5,334.46
Court Room Security	400.00	600.00	441.00	441.00
Witness Fees	700.00	1,200.00	706.75	706.75
Adjudicator Charges	25,000.00	25,000.00	21,708.00	26,049.60
Court Related Costs	1,500.00	4,000.00	1,363.00	1,363.00
Courtroom Rent	2,500.00	5,050.00	2,500.00	2,500.00
Intepetor	500.00	500.00	0.00	0.00
Prosecutor	15,000.00	19,000.00	10,719.50	12,863.40
Transcript	0.00	0.00	402.80	402.80
POS Transcript	0.00	0.00	0.00	0.00
Total Court Costs	50,600.00	60,350.00	43,175.51	49,661.01
Revenue Expenses				
Collection Agency Fee	3,600.00	3,600.00	60.72	60.72
Ticket Books	0.00	0.00	0.00	0.00
ICON Charges	2,500.00	2,500.00	1,801.80	2,162.16
Return Payments	0.00	0.00	0.00	0.00
Total Revenue Expenses	6,100.00	6,100.00	1,862.52	2,222.88
Admin Costs				
Audit	1,500.00	1,500.00	1,500.00	1,500.00
Admin Insurance	2,600.00	2,662.00	2,200.00	2,200.00
Bank Charges	1,500.00	3,000.00	1,279.83	1,279.83
Mailing Charges	1,800.00	1,800.00	1,015.25	1,015.25
Technology	3,000.00	2,630.00	3,120.76	3,120.76
Office Exp / Mileage / Advertising	1,500.00	1,754.00	1,231.68	1,231.68
GST Expenditure	100.00	300.00	58.70	58.70
MCMA Membership	200.00	0.00	200.00	200.00
Office Rent	2,700.00	2,700.00	2,700.00	2,700.00
Supplies	1,500.00	1,500.00	1,307.93	1,307.93
Total Admin Costs	16,400.00	17,846.00	14,614.15	14,614.15
Total Actual Expenses	138,700.00	133,371.76	113,884.74	124,739.98
TRUE Net Income	(31,741.28)	(24,971.76)	(15,411.41)	(6,571.98)

Provincial Offences Act - Comparative Income Statement and 2024 Budget				
	2024	2023	2023	2023
Revenue	Budget	Budget	Actual	Actual (Proj)
	Budget	Budget	Actuals	Projected
	2024	2023	2023	2023
Revenue	106,958.72	108,400.00	98,473.33	118,168.00
Labour	65,600.00	49,075.76	54,232.56	58,241.94
Court	50,600.00	60,350.00	43,175.51	49,661.01
Collections	6,100.00	6,100.00	1,862.52	2,222.88
Admin	16,400.00	17,846.00	14,614.15	14,614.15
Surplus / (Deficit)	-31,741.28	-24,971.76	-15,411.41	-6,571.98



**UNAPPROVED MINUTES – SEVENTH MEETING
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS
BOARDROOM
THURSDAY, NOVEMBER 16, 2023 – 1:30 P.M.**

BOARD MEMBERS PRESENT

Ryan Anderson
Robert Barclay
Guy Despatie
René Lapierre

Abdullah Masood
Ken Noland
Michel Parent
Mark Signoretti

Al Sizer
Natalie Tessier

BOARD MEMBERS REGRET/ABSENCE

Bill Leduc

Renée Carrier

STAFF MEMBERS PRESENT

Stacey Gilbeau
Stacey Laforest

France Quirion
Rachel Quesnel

Renée St Onge
Dr. Penny Sutcliffe

R. LAPIERRE PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

The meeting was called to order at 1:30 p.m.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest.

4. DELEGATION/PRESENTATION

- i) **Transforming Data into Evidence and Strengthening Relationships Along the Way**
 - Dar Malaviarachchi, Epidemiologist, Knowledge and Strategic Services Division
 - Jacqueline Edwards, Data Analyst, Knowledge and Strategic Services Division

Co-presenters from the Population Health Assessment and Surveillance (PHAS) team were introduced and invited to speak about evidence-based data and how the PHAS team contributes to ensuring Public Health Sudbury & Districts has the best evidence possible to inform local public health practice.

D. Malaviarachchi summarized how the team turns data into evidence, and how the analytical work is grounded in community context. Examples were provided of how local relationships have been strengthened and how having a highly skilled local analytical team with connections across the North and across the province has enabled Public Health Sudbury & Districts to meet the requirements of the Ontario Public Health Standards. The effectiveness of the PHAS work is greatly enhanced by strong relationships with local partners and local information provided by PHSD can be vital to their work as well.

There are many types of evidence, from research evidence to political preferences and an important type of evidence is that on local community health issues and community context. The PHAS team is responsible for processing a huge and increasing amounts of data, specifically, 30 data sources and 152 categories of data, including:

- Systematic collection of local data, e.g. school absenteeism, suspected opioid overdose EMS, wildfire-related syndrome monitoring
- Opportunistic collection of data, e.g. enteric outbreaks, COVID-19 outbreak investigations
 - The team has a role in outbreak investigations by developing data collection and tracking tools and analyzing and reporting.

The team's work helps identify local public health needs, trends and emerging issues, priority populations, and program effectiveness to inform local action by public health and our partners. Data is collated, processed, and distilled into information in a variety of reports and tools for use by Public Health and our partners. One such example is the Respiratory surveillance dashboard and the dashboard to support the assessment and monitoring school immunizations. The team collectively has over 90 years of public health experience and have formed vital relationships with community members and understand the unique experience of living in Northern Ontario. They have provided training and orientation to other health unit analysts in the Northeast and adapted to new priorities as they arise, filling a vital need for analysis that takes the local context into consideration. They continuously strive to provide the best available evidence to inform and improve public health programming, practice, and policy to ultimately have a greater impact upon the public's health.

Questions and comments entertained and additional information was provided regarding mapping of communities to help identify economic and social risks. It was suggested that outlying areas be included in the dashboard. Dr. Sutcliffe concluded that, in the context of potential mergers, this important work, done behind the scenes, will continue to be important to better understand community needs and identify opportunities to support health.

5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
 - a. Board of Health Meeting – October 19, 2023
- ii) **Business Arising from Minutes**
- iii) **Report of Standing Committees**
 - a. Board of Health Finance Standing Committee Unapproved Minutes dated November 6, 2023
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, November 2023
- v) **Correspondence**
 - a. Funding for Infection Prevention and Control (IPAC) Hubs
 - Letter from the Deputy Premier and Minister of Health to PHSD Board of Health Chair, dated November 3, 2023
 - b. Bill 103, Smoke-Free Ontario Amendment Act (Vaping is not for Kids), 2023
 - Letter from Niagara Regional Chair to the Deputy Premier and Minister of Health, dated October 30, 2023
 - c. Bill S-254, An Act to amend the Food and Drugs Act (warning label on alcoholic beverages)
 - Email from Health Canada to PHSD Board of Health Chair, dated October 20, 2023
- vi) **Items of Information**
 - a. alPHa Summary - 2023 Ontario Economic Outlook and Fiscal Review: Building a Strong Ontario Together November 2, 2023
 - b. Chief Public Health Officer of Canada's Report - Creating the Conditions for Resilient Communities: A Public Health Approach to Emergencies (Pages 1-6) October 24, 2023
 - c. Mandatory Annual Board of Health Emergency Response Training Power Point presentation
 - d. Association of Local Public Health Agencies (alPHa)'s Virtual Fall Symposium and Section Meetings
 - *Updated Draft* Program for Symposium and Section Meetings - November 24, 2023
 - *Updated Draft* Agenda for the alPHa Board of Health Section Meeting - November 24, 2023
 - Reminder email from alPHa dated November 9, 2023

64-23 APPROVAL OF CONSENT AGENDA

MOVED BY SIGNORETTI – NOLAND: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

i) Strategic Plan 2024-2028

- Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair, dated November 9, 2023
- Public Health Sudbury & Districts 2024-2028 Strategic Plan/
Santé publique Sudbury et districts Plan stratégique 2024-2028

The Board of Health Chair thanked staff for their work on the strategic plan as well as the Board of Health Executive Committee for their oversight of the development process and engagement plan. The Strategic Plan recommended by the Board of Health Executive Committee has included an engagement process that helped develop a plan that reflects the needs and perspective of our community, key stakeholders, and the organization.

Dr. Sutcliffe outlined the planning that took place as well as work and engagement involved for the development of the new Strategic Plan for Public Health Sudbury & Districts since early 2023.

To action the Board of Health motion 20-23 relating to the strategic plan engagement plan, engagement took place with 67 staff through team and focus group sessions, Board of Health members, and community partners, as well as 507 community members provided input into the next iteration of our Strategic Plan. The engagement approach was to explore ways in which the Public Health's Strategic Plan (2018–2022) strategic plan still resonated. Key feedback received through the engagement process was shared as well as additional considerations in the development of the new plan.

Renée St Onge, Director of Knowledge and Strategic Services provided a presentation to introduce the new 2024-2028 strategic plan.

Each value is now strengthened with a definition and framed as Public Health's commitments, emphasizing key words.

To demonstrate how Public Health is working to achieve its mission and vision and actioning its values and priorities, a new Accountability Monitoring Plan will be developed. This Plan will be implemented in alignment with our other monitoring activities, including the Ministry of Health accountability requirements, and will be shared with our partners and local communities.

The 2024-2028 strategic plan will be shared with staff, partner, and community members. A socialization and dissemination plan will be developed to action and operationalize the Plan.

65-23 STRATEGIC PLAN 2024-2028

MOVED BY SIZER – TESSIER: WHEREAS the Ontario Public Health Standards require boards of health to have strategic plans of 3 to 5 years duration that establish strategic priorities, include input from staff, clients, and community partners, and are reviewed at least every other year; and

WHEREAS the Board of Health for Public Health Sudbury & Districts assigned responsibility to the Board Executive Committee for the oversight of the Strategic Plan development process for the planning cycle beginning in 2023; and

WHEREAS the Board Executive has ensured a thorough review and engagement process to develop the next Strategic Plan; and

WHEREAS the Board Executive Committee, having reviewed the draft Plan at its October 3, 2023, meeting, recommends the 2024-2028 Strategic Plan to the Board of Health for approval;

THEREFORE BE IT RESOLVED that the Board of Health approve the 2024–2028 Strategic Plan for Public Health Sudbury & Districts and direct the Medical Officer of Health to operationalize the Plan, ensuring regular monitoring reports to the Board of Health.

CARRIED UNANIMOUSLY

ii) 2023 Board of Health Self-Evaluation Results

- a. Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair, dated November 9, 2023

The Board of Health self-evaluation is conducted annually as part of its commitment to good governance and survey results assist in identify possible areas for improvement. It provides an opportunity for the Board to reflect on their individual performance, the effectiveness of Board policy and processes, and the Board's overall performance as a governing body. Response rate for the 2023 survey is lower than previous years at 50%, likely reflecting the fact that there are several newer members who have had limited time on the Board.

iii) Public Health Strengthening

- a. Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair, dated November 9, 2023
- Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair for Public Health Sudbury & Districts, dated September 14, 2023
 - Memorandum from the Chief Medical Officer of Health regarding Strengthening Public Health – Planning Materials and Next Steps, dated October 30, 2023

- Outcomes and Objectives to Support Voluntary Mergers, October 2023
- Strengthening Public Health, August 2023
- Letter from the Deputy Minister to Algoma Public Health, North Bay Parry Sound District Health Unit and Public Health Sudbury & Districts Board of Health Chairs and Medical Officers of Health, dated November 2, 2023
- Letter from the Chief Medical Officer of Health to Algoma Public Health, North Bay Parry Sound District Health Unit and Public Health Sudbury & Districts Board of Health Chairs and Medical Officers of Health, dated November 2, 2023

The briefing note provided updates regarding voluntary mergers discussions as set out in the late August 2023, Provincial announcement and meetings and further to the September 14, 2023, Board briefing note.

Although the Ministry refers to voluntary mergers, it is becoming understood that such mergers will be necessary for public health sustainability and funding. The *Outcomes and Objectives to Support Voluntary Mergers*, October 30, 2023, previously referred to as the merger criteria, have been shared and the only quantifiable criterion for mergers is a minimum population base of approx. 500,000. The Ministry has noted that consideration of population density and geography may be such that in limited circumstances, geographic challenges may outweigh the benefits of achieving the minimum population base of 500,000.

The Ministry timeline for mergers to *take effect* is January 1, 2025. We understand this to mean that the bare minimum is to be in place for that date to ensure that such mergers are then fully implemented, e.g., board of health, medical officer of health, signed commitments, etc.

One-time provincial funding for merger feasibility studies may be applied for until March 31, 2024; however, the application process is not yet known. The three-year dedicated merger support funding for boards of health will not flow until proposed mergers are approved by government. The timelines for such approvals are currently not known. Ministry approval for mergers will have to be approved before funding is provided.

Voluntary merger is one of three initiatives for the Province's *Public Health Strengthening*. The other two initiatives include a review of the Ontario Public Health Standards and a review of the funding methodology for public health. It is critical that Public Health Sudbury & Districts has the capacity to fully engage in all three of these transformative endeavours and participate in creating the future of public health for Ontario and enhancing public health services to local needs.

Implementation of the merger will require a resolution, or other form of agreement, from the existing boards to request approval from the Ministry of Health to create a

new Local Public Health Agency (LPHA). It was noted that provincial regulatory changes will be required for mergers. Additional information on the merger proposal submission process, including business case template and eligible expenses, is expected in early December 2023 for submission to the Ministry in March 2024. The Ministry will be requesting details regarding the proposed new LPHA such as boundaries, name, governance and leadership structure as well as the leadership structure that will be responsible for the planning and oversight of the proposed merger.

Per the Ministry, LPHAs considering mergers must be contiguous to avoid divisions to existing agencies, and preserve relationships with municipalities. Public Health Sudbury & Districts (PHSD) has included Algoma Public Health (APH) and North Bay Parry Sound District Health Unit (NBPSDHU) in discussions given Porcupine Health Unit and Timiskaming Health Unit have announced they are pursuing a merger between their two boards of health.

Board of Health Chair, R. Lapierre, convened two meetings with public health neighbours to the east and west of Public Health Sudbury & Districts where exploratory conversations were held with representatives of APH and NBPSDHU. The NBPSDHU Board of Health motion indicated its intention to also explore mergers with other neighbour(s). In response to a collective request from APH, NBPSDHU, and PHSD, an in-person meeting will be held with the three health units along with the Chief Medical Officer of Health and Ministry staff on November 20, 2023, to further explore voluntary mergers and review questions regarding expectations and how we might engage.

We would expect there to be significant disruption and human resources challenges with such instability and anticipated change. Loss of critical leadership skills and competencies to engage in this essential work to create the future state of local public health is anticipated to be a significant risk.

For these reasons and the preliminary assessment, it recommended that we look to merging with one health unit, Algoma Public Health to the west of us.

Additional demographic and geographic comparators and characteristics for APH, NBPSDHU and PHSD were outlined.

Questions and comments were entertained. It is hoped that the province will take northern uniqueness and challenges such as large geographical size and smaller populations, into considerations.

The Board voiced concerns regarding the potential recruitment and retention disruptiveness as well as how daunting a merger can be with the associated work.

It was noted that further discussions will take place during the in-camera session for this and the following agenda item.

iv) Proposed 2024 Cost-Shared Operating Budget

- a. Briefing Note and Schedules from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair, dated November 9, 2023

As Chair of Finance Standing Committee of the Board of Health, M. Signoretti noted that at its November 6, 2023, meeting, the Finance Standing Committee carefully reviewed the recommended 2024 cost-shared operating Budget. Finance Standing Committee members René Lapierre, Ken Noland and Michel Parent were thanked for their dedicated participation.

The public health system is facing unprecedented changes, and the team has worked hard to bring forward a responsible and transparent budget that aims to create and maintain stability while also needing to manage budget reductions, incorporate the unfunded COVID-19 programming, and ensure the organization continues to meet the requirements of the Ontario Public Health Standards.

The recommended 2024 budget totals \$30,073,079 representing an increase of \$1,396,294, or 4.87% over the 2023 restated Board approved budget. It incorporates increases to projected interest income of \$40,000, provincial, and municipal increases of \$226,073 and \$1,130,221, respectively, overall reductions of \$121,586 and incorporates unfunded budget pressures of \$256,000.

Dr. Sutcliffe provide further highlights, including the important assumptions that underpin the budget. She shared that the 2024 budget strives to create and maintain as much stability as possible for a strong and engaged workforce as we undertake the work to implement the Ministry's *Strengthening Public Health* initiative and explore mergers while continuing to respond to local needs and carry out the Board's responsibilities. She added that the budget includes bare minimum COVID-19 programming given the Ministry has advised boards to budget for future COVID-19 costs within their cost-shared operating budgets.

It was concluded a two-year budget was not presented given the unknowns for 2024 with regards to the *Public Health Strengthening* initiatives but could be a future consideration.

IN CAMERA

66-23 IN CAMERA

MOVED BY PARENT – ANDERSON: THAT this Board of Health goes in camera for two personal matters involving one or more identifiable individuals, including employees or prospective employees. Time: 2:35 p.m.

CARRIED

RISE AND REPORT

67-23 RISE AND REPORT

MOVED BY ANDERSON – MASOOD: THAT this Board of Health rises and reports. Time: 3:36

CARRIED

It was reported that two personal matters were discussed for which the following motions emanated:

68-23 APPROVAL OF THE BOARD OF HEALTH INCAMERA MEETING NOTES

MOVED BY SIZER - TESSIER: THAT this Board of Health approve the meeting notes of the September 21, 2023, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED

69-23 PUBLIC HEALTH STRENGTHENING

MOVED BY SIGNORETTI – NOLAND: THAT the Board of Health for Public Health Sudbury & Districts, having reviewed the Ministry of Health Outcomes and Objectives to Support Voluntary Mergers, October 30, 2023, and considered related discussions, direct the Medical Officer of Health to engage with Algoma Public Health to seek provincial funding to study the feasibility of a voluntary merger of our two local public health agencies; and

THAT additional Board direction be sought should further consultation result in a recommendation to explore voluntary mergers with other regional local public health agencies; and

THAT the Medical Officer of Health ensure timely reporting back to the Board on this matter.

CARRIED

70-23 2024 OPERATING BUDGET

MOVED BY NOLAND – PARENT: WHEREAS the Board of Health Finance Standing Committee reviewed and discussed the details of the proposed 2024 cost-shared operating budget at its November 6, 2023, meeting; and

WHEREAS the Finance Standing Committee recommends the proposed budget to the Board of Health for approval;

THEREFORE BE IT RESOLVED THAT the Board of Health approve the 2024 cost-shared operating budget for Public Health Sudbury & Districts in the amount of \$30,073,079.

CARRIED UNANIMOUSLY

v) Staff Appreciation Day

Dr. Sutcliffe shared the background and long history for this motion to come forward annually at this time of the year for the Board of Health's consideration. The staff appreciation day, if approved, is seen as a gift from the Board of Health. It was noted that the period of time that the day can be taken has been extended.

71-23 STAFF APPRECIATION DAY

MOVED BY SIZER – MASOOD: THAT this Board of Health approve a Staff Appreciation Day for the staff of Public Health Sudbury & Districts during an extended period encompassing the upcoming holiday season. The Staff Appreciation Day may be taken between the dates of December 1, 2023, to February 29, 2024. Essential services will be available and provided at all times except for statutory holidays when on-call staff will be available.

CARRIED

7. ADDENDUM

None.

8. ANNOUNCEMENTS

Board of Health members were reminded to complete the evaluation survey in BoardEffect for today's meeting. The next regular Board of Health meeting is January 18, 2024, at 1:30 p.m.

There is a hold for a special Board of Health meeting in calendars for next Tuesday, November 21, 2023, at 3:45 p.m. to deal with a closed personal matter.

Board members were thanked for their commitment and time at Board and Standing Committee meeting. The team at Public Health Sudbury & Districts were also thanked.

9. ADJOURNMENT

72-23 ADJOURNMENT

MOVED BY BARCLAY – DESPATIE: THAT we do now adjourn. Time: 3:50 p.m.

CARRIED

(Chair)

(Secretary)

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2023-24

BEING A BY-LAW of the Corporation of the Township of Assiginack to enter into a lease agreement with Rhonda Fulton and Bryan Albrecht known as "The Twisted Sister" to lease the Toboggan Hill Canteen.

WHEREAS the necessary authority is found in Sections 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended;

AND WHEREAS, Section 5(3) of the Municipal Act, S.O., 2001, c.25, as amended provides that a municipal power shall be exercised by by-law;

AND WHEREAS the Council of the Corporation of the Township of Assiginack deems it beneficial to enter into this agreement.

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

- 1.) **THAT** we enter into an Agreement with Rhonda Fulton and Bryan Albrecht known as "The Twisted Sister," as per the attached lease agreement, which will form part of this by-law.

THAT this by-law shall come into effect on the ____ day of _____, 2023.

AS READ a **FIRST** and **SECOND TIME** this ____ day of _____, 2023.

AND AS READ a **THIRD** and **FINAL TIME** and considered passed, in open Council, this ____ day of _____, 2023.

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

MUNICIPALITY



OF ASSIGINACK

**Operation of the Toboggan Hill Canteen
PILOT PROGRAM**

LEASE AGREEMENT

Between

The Twisted Sister (Rhonda Fulton & Bryan Albrecht)

AND

The Township of Assiginack

This agreement was made on this ____ day of _____, 2023.

This Lease is made between:

The Township of Assiginack
156 Arthur Street
P.O. Box 238
Manitowaning , ON POP 1N0
(now known as the "Landlord")

and

The Twisted Sister (Rhonda Fulton and Bryan Albrecht)
42 Watson Bay Road
RR#3
Tehkummah, ON POP 2C0
(now known as the "Tenant").

PROPERTY DETAILS

The Landlord hereby offers to lease the Tenant the Toboggan Hill Canteen (now known as the "Canteen"), located at 15589 Highway 6, Manitowaning upon the following terms and conditions identified within this lease agreement.

USE OF SPACE

The Canteen will be used by the Tenant for the provision of food services and/or canteen-style operation, which will be operated in accordance with the submitted proposal (see attached) in response to the Requests for Proposals for the Operation of the Toboggan Hill Canteen, as approved by Council.

LEASE TERMS

The Tenant is permitted to utilize the Canteen for a term of up to six months, commencing on December 11, 2023 and ending no later than June 11, 2024, as part of the Township's Pilot Program.

As this is a six-month pilot program, during the duration of this agreement the Tenant is not required to pay rent, however the Tenant must agree and adhere to all terms and conditions identified within this agreement.

TENANT'S CONDITIONS & RESPONSIBILITIES

The Tenant agrees to be responsible for the following conditions for the duration of the lease agreement:

- 1.) The Tenant agrees to provide to provide the Landlord with the following documentation: Signed Lease Agreement, Proof of Insurance, Proof of Inspection Report by Public Health Sudbury & Districts, Proof of Certifications (including First Aid Certificate), and WSIB Coverage /Clearance Certificate (if applicable).
- 2.) The Tenant agrees to continue to provide free public Wi-Fi at the Canteen, with the Landlord covering the costs for the internet service during the term of the lease.
- 3.) When in operation, regular cleaning of the interior of the building and its washrooms to ensure sanitary conditions for the public
- 4.) When in operation, regular cleaning of the exterior of the building's surface, windows, and decked area.
- 5.) When in operation, removal of the snow on the pathway from the parking lot to the building and on the decked area.
- 6.) The Tenant agrees to ensure that when the facility is in operation, that the pathway, decked area, and building are free from ice, snow, and hazards.
- 7.) Removal and disposal of all garbage generated from the use of the facility.
- 8.) Monitoring of the building, parking lot and area to ensure that the space is free from hazards and defects and recording and reporting any and all hazards and defects to the Landlord in a timely manner.
- 9.) Advising and reporting all incidents, injuries, and accidents that the Tenant witnesses or is made aware of and that occur on this property covered under this lease agreement to the Landlord in a timely manner.
- 10.) Provision of a stocked first aid kit within the Canteen at all times.

LANDLORD'S CONDITIONS & RESPONSIBILITIES

The Landlord agrees to be responsible for the following conditions for the duration of the lease agreement:

- 1.) Maintenance and operation of the Toboggan Hill sliding hill and the right to host municipal and community events on the sliding hill as part of regular municipal programming.
- 2.) Maintenance and snow removal of the parking lot area.
- 3.) Maintenance and cutting of the grass on the property.
- 4.) Any capital maintenance to the building as necessary and required, other than the regular cleaning maintenance of the building.
- 5.) Provision and payment of the utilities for the building (hydro, water/sewer, taxes, and internet).

ASSIGNMENT & SUBLETTING

The Tenant is not permitted to assign or sublet this lease agreement or the operations of the Toboggan Hill Canteen to another person or organization.

ENTRY & INSPECTION

The Tenant shall permit the Landlord and its staff members and/or officers to enter the Canteen at reasonable times and upon reasonable notice, for the purpose of inspection or to complete maintenance to the building as required and necessary. The Landlord will provide the Tenant with at least 24 Hours' notice prior to entry and will coordinate this entry with the Tenant to the best of their ability.

IDEMNIFICATION

The Landlord shall not be liable for any damage or injury to the Tenant, or any other person, or to any property, occurring at the Toboggan Hill Canteen property or any part thereof, and the Tenant agrees to indemnify and hold the Landlord harmless from any claims for damages.

INSURANCE

The Tenant shall provide the Landlord with a Valid Proof of Insurance, in the amount of \$2 million in liability coverage (at a minimum). The Tenant agrees that list the Township of Assiginack as an additional insured on their Policy and Certificate of Insurance. This documentation must be received by the Landlord prior to the commencement date of operations.

In the event that the Certificate of Insurance expires throughout the duration of this lease agreement, the Tenant shall provide the Landlord with an updated copy as soon as reasonably possible.

HEALTH & SAFETY REQUIREMENTS

1.) It is the Tenant's responsibility to ensure that they meet all municipal, provincial, and federal legislation and ensure that the operations adhere to all fire, health and safety and public health requirements.
- 2.) The Tenant agrees to ensure that all entrances and exits are free and clear of obstruction and that the building can be safely evacuated in the event of an emergency.
- 3.) The Tenant agrees to maintain the smoke detector(s), carbon monoxide detector, fire extinguisher and first aid kit in good working order for the duration of this lease agreement. The Tenant also agrees to have these tools, such as the first aid kit and fire extinguisher in an accessible location in the event of an emergency.
- 4.) The Tenant agrees to contact Public Health Sudbury & Districts for an Inspection, prior to the commencement of operations and provide the Landlord with a recent copy of the Inspection Report.
- 5.) The Tenant will ensure that the facility is kept in a clean and sanitary condition at all times.
- 6.) The Tenant will ensure that all garbage is removed regularly from the facility and not stored outside, to deter unwanted pests.

ADDITIONAL EVENTS & ACTIVITIES PERMITTED ON THE PROPERTY

The Landlord will permit the use of the property for supplementary events and activities that enhance the Toboggan Hill Canteen Operations and Toboggan Hill. The Tenant agrees to provide the Landlord with a detailed list of supplemental events/activities and the Tenant agrees to provide the liability insurance coverage for these types of events.

DAMAGE TO PROPERTY

The Tenant agrees that they will be responsible for any damage(s) that occurs to the Canteen, other than minor wear and tear, during the duration of this agreement.

In the event that property damage occurs, the Tenant agrees to document the damage (written and photos) and notify the Landlord in a timely manner and all costs incurred will be at the expense of the Tenant. At the end of this agreement, the Tenant agrees that the Canteen will be left in the same condition as it was when this lease was executed.

ALTERATIONS & MODIFICATIONS

Any alterations and/or modifications to the building's interior or exterior spaces must not be completed without prior written consent from the Landlord.

TERMINATION OF AGREEMENT

This agreement may be terminated at any time during the duration of the agreement, by either or both parties, provided that at least 60 days written notice has been provided.

This constitutes the entire agreement between the parties and may not be modified in any way, unless by mutual agreement in writing and signed by both parties.

Signed this _____ day of December, 2023.

LANDLORD:

By: _____
(Print Name/Title)

By: _____
(Print Name/Title)

(Signature)

The Township of Assiginack

(Signature)

The Township of Assiginack

TENANT:

By: Rhonda Fulton/owner
(Print Name/Title)

[Signature]
(Signature)

The Twisted Sister

By: Bryan Abrecht/owner
(Print Name/Title)

[Signature]
(Signature)

The Twisted Sister