

MUNICIPALITY



OF ASSIGINACK

BOX 238, MANITOWANING, ON, P0P 1N0

(705) 859-3196 or 1-800-540-0179

**REGULAR MEETING OF COUNCIL
IN CHAMBERS**

Tuesday, October 22, 2024 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 Committee of the Whole Meeting of October 8, 2024
- b.) Minutes of the Regular Meeting of Council of September 17, 2024
- c.) Minutes of the Assiginack Museum Committee- Strategic Plan Meeting of August 26, 2024
- d.) Minutes of the Assiginack Museum Committee of August 21, 2024
- e.) Minutes of the Assiginack Museum Committee of July 8, 2024
- f.) Minutes of the Assiginack Museum Committee of June 10, 2024
- g.) Minutes of the Assiginack Public Library Board of May 28, 2024

4. DELEGATIONS

5. REPORTS

- a.) Public Works Report
- b.) PEC Monthly Report
- c.) Budget to Actuals for the Year to Date at September 30, 2024

6. ACTION REQUIRED ITEMS

- a.) Accounts for Payment: General \$ 425,359.30
- b.) Accounts for Payment: Payroll \$ 58,245.00
- c.) Request for Support: AMCTO re: Municipal Elections Act
- d.) Request for Support: Township of Nairn & Hyman re: NORM

7. INFORMATION ITEMS

- a.) Minutes from the Board of Health Meeting of September 19, 2024
- b.) Minutes of the Manitoulin Centennial Manor Board Meeting of August 22, 2024
- c.) OPP Calls for Service Report

- d.) OPP Municipal Policing- 2025 Annual Budget
- e.) 2024-2025 Inspection Report for the Manitowaning Drinking Water System
- f.) Request for Support: Establishment of an Ontario Rural Road Safety Program
- g.) Request for Support: Funding Support for 2025 Manitoulin Streams Restoration Initiatives

8. BY-LAWS

- a.) By-law # 2024-13: Municipal Record Storage Agreement

9. CLOSED SESSION

10. ADJOURNMENT

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

Tuesday, October 8, 2024 at 7:00 p.m.

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

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

Moved by Councillor Elliott:

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

The Land Acknowledgement was read by the Mayor.

Moved by Councillor Maguire:

THAT we amend the agenda to remove item 5a.) Personal information about an identifiable individual, including municipal employees.

CARRIED

NOTE: The Mayor explained that the In-Camera item will take place at our next meeting.

Disclosure of Pecuniary Interest: None declared at this time.

NOTE: Councillor Maguire later declared a Pecuniary Interest with Agenda Item # 1c.) Encroachment Agreement Discussion and he stepped back from the table and was not involved in this discussion.

The Mayor reminded everyone that there is the Community Engagement Session for the proposed Arts and Entertainment Centre this Thursday at 4pm in the Council Chambers.

1a.) Funding Proposal- Community Emergency Preparedness Grant

Staff explained that we have a draft funding proposal, and it is draft because we are awaiting quotes, however we would like to present this to Council as the deadline for this funding is at the end of the month and we may not have an opportunity to review this with Council prior to the deadline. Staff will send members of Council the quotes once we receive them.

We are asking for generators for the Library, Medical Clinic and Arena Atrium, as these areas have been identified as critical infrastructure within the Township, as the Arena is our Evacuation Centre, and the Library is our Cooling

Centre. We would also like to apply for two portable, potable water containers in the event that we have an issue like we did this summer, as these would allow us to have a more mobile supply of water and serve as an alternative to the hoses at the Water Treatment Plants.

Staff advised Council that this is an Ontario wide funding program, and that we have a 50/50 success rate, however it is a funding opportunity that we could take advantage of it if we are successful.

Discussion took place and staff informed members of the Committee that this program provides 100% funding up to a maximum of \$50,000 in funding.

Moved by: Councillor Bowerman

THAT we approve the funding proposal for the Community Emergency Preparedness Grant and advise staff to submit the application for funding.

CARRIED

1b.) Veteran's Banner Policy Discussion

Staff advised Council that as discussed at the previous Council Meeting, staff reviewed the existing policy and put forward an amendment to address when we have more requests for banners than poles.

Discussion took place amongst Members of the Committee and the Committee decided to keep its status quo and leave the policy as written, as we currently have the capacity to fulfil the demand for banners. Staff will explore our options with Hydro One to see if we are able to add more banner arms to poles for consideration for another budget year.

1c.) Encroachment Agreement Discussion

Councillor Maguire declared a Pecuniary Interest and he stepped back from the table and did not take part in the discussion.

Staff explained that we received a request from a ratepayer who owns a seasonal dwelling that the majority of it, but not all of it are on the Shoreline Road Allowance, which is not uncommon. The property owner would like to install a sauna on the Shoreline Road Allowance and from a topographic perspective, there really is nowhere else on the property to locate the sauna.

Past practice has been that when we are made aware of an encroachment of a private building on the Shoreline Road Allowance which has occurred prior to 1981 for our old Zoning By-law, Council would consider entering into an Encroachment Agreement, similar to the agreement that was just entered into a few meetings ago.

The property owners are responsible for providing a Hold Harmless Agreement, Proof of Insurance and assume the liability for what is constructed.

Staff have had a conversation with our Solicitor and were informed that there is no Provincial Mandate for Encroachment Agreements, and it is up to Council to decide how they want to proceed. Staff provided members of the Committee with their various options available to them, which include: Do not enter into encroachment agreements, Entertain historical encroachment agreements, Allow newer encroachments, or have the ability to license encroachments, with the property owners still meeting the requirements such as hold harmless agreement and proof of insurance. Staff are seeking direction from Council on how they would like to proceed if they are interested in doing a policy for this and what they would like to include in the policy.

Discussion took place and the Committee agreed to take two weeks to think about this and this discussion will be brought back to our next meeting.

2.a.) Housing Enabling Water Systems Fund (HEWSF) Discussion

Staff explained that during the previous term of Council, we had a plan completed that included a rough modelling and a rough costing for our water system, to bring our wild lines under municipal control. The cost of this was very prohibitive. Our water system infrastructure is aging, as our in-ground water lines in Manitowaning will be 50 years old next year, and our Water Treatment Plant will be 18 years old next year.

Staff would like to request Council's permission to hire EXP to provide us with a proposal to upgrade our water mains. We can then use this plan to help us in submitting an application to the Housing Enabling Water Systems Fund, which could subsidize this as a starting point for planning for infrastructure renewal.

It will cost \$9,500 to complete this plan and the plan will tell us what we need to do and how we are going to do it.

Discussion took place amongst Members of the Committee and the Committee passed the following motion:

Moved by Councillor Maguire

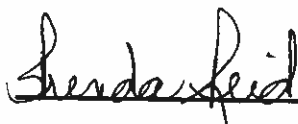
THAT we advise staff to proceed with hiring EXP to complete a costing report for the Manitowaning Water Distribution System for the Housing Enabling Water Systems Fund.

CARRIED

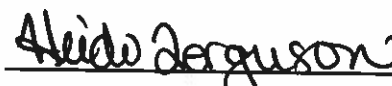
Moved by Councillor Maguire:

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

CARRIED



Chair: Brenda Reid



Recording Officer: Heidi Ferguson

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

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, September 18, 2024, at 7:00 p.m.

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

Staff: Alton Hobbs, CAO
Deb MacDonald, Treasurer/Deputy CAO
Heidi Ferguson, Clerk
Freda Bond, Taxes & Utilities Manager
Jackie White, PEC

Public: Judith Jones, Manitoulin Phragmites

OPENING:

#193-14-2024 R. Maguire – J. Hooper

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

CARRIED

The Land Acknowledgement was read by the Mayor.

AGENDA:

#194-14-2024 D. Elliott – J. Bowerman

THAT we approve the agenda as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE DECLARED

ANNOUNCEMENTS:

Councillor Elliott recognized the Agricultural Society for a successful Fall Fair. The fair was well attended, and the cake walk look like it was well attended. Other members of Council shared their appreciation for the fair.

The Mayor shared her appreciation for staff when we had the power outage and problems with both of our water plants, in the middle of August and she thanked thank staff for coming in on their days off and for their quick action.

ADOPTION OF MINUTES:

#195-14-2024 J. Hooper – R. Maguire

THAT we approve the minutes of the Committee of the Whole Meeting of September 3, 2024.

CARRIED

NOTE: A question was asked to staff if we have found out whose property the brush is on at High Falls. Staff advised that according to the landowner it is the townships' property, and that the brush will be removed.

#196-14-2024 J. Bowerman – D. Elliott

THAT we approve the minutes of the Regular Meeting of Council of August 20, 2024.

CARRIED

DELEGATIONS:

#197-14-2024 R. Maguire – J. Hooper

THAT we thank Judith Jones from the Manitoulin Phragmites Project for attending our meeting and presenting to Council about the project and the good work that is being done in Assignack.

CARRIED

NOTE: The Mayor welcomed Judith Jones from the Manitoulin Phragmites Project to present to Council about the work the project is doing. Judith provided an overview for Council about the project and information on phragmites, an update on past and active projects within the Township of Assignack and an opportunity was provided for members of Council to ask Judith their questions.

REPORTS:

#198-14-2024 D. Elliott – J. Bowerman

THAT we accept the Public Works Report and thank staff for their report.

CARRIED

NOTE: Discussion was had regarding some of the items on the report and staff will seek clarification on these items.

#199-14-2024 R. Maguire – J. Hooper

THAT we accept the PEC report and thank staff for their report.

CARRIED

#200-14-2024 J. Bowerman- D. Elliott

THAT we accept the Marina Report and thank staff for their report.

CARRIED

NOTE: Discussion was had regarding the availability of pump-outs for residents. A question was asked regarding the Marina Concession and staff will provide Council with a more detailed report regarding this.

ACTION REQUIRED ITEMS:

#201-14-2024 J. Hooper – R. Maguire

THAT we authorize the following Accounts for Payment: General \$ 564,376.17 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#202-14-2024 D. Elliott – J. Bowerman

THAT we authorize the following Accounts for Payment: Payroll \$ 64,421.96, pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#203-14-2024 J. Hooper – R. Maguire

THAT we support the Town of Bradford West Gwillimbury's resolution for the creation of a province-wide long service medal for police and paramedics.

CARRIED

#204-14-2024 J. Bowerman – D. Elliott

THAT we support the County of Frontenac's resolution for the Province of Ontario to recognize the physician shortage in Ontario and to fund health care appropriately and ensure that every Ontarian has access to physician care.

CARRIED

#205-14-2024 R. Maguire – J. Hooper

THAT we support the resolution from the Township of Brudenell, Lyndoch and Raglan urging the Provincial government to promptly resume the assessment cycle.

CARRIED

#206-14-2024 D. Elliott – J. Bowerman

THAT we appoint Sandra Pennie to the Assiginack Public Library Board for the remainder of Council's term.

CARRIED

Note: Discussion took place about other committees that require additional members as well.

#207-14-2024 J. Hooper – R. Maguire

THAT we support staff's request to develop a Marketing and Branding Policy, and staff will bring back this policy for Council's review at a future meeting.

CARRIED

INFORMATION ITEMS:

NOTE: Staff will bring back items 7a. & 7b. Resolutions of Support to our next Regular Meeting.

#208-14-2024 J. Bowerman – D. Elliott

THAT we acknowledge receipt of the Manitoulin East Municipal Airport Commission Minutes of August 12, 2024.

CARRIED

BY-LAWS

#209-14-2024 J. Hooper – R. Maguire

THAT 'Schedule B' of By-law # 2024-01, being a by-law to establish Minimum Standards for Roads, be amended to include the recommendations provided by our Municipal Solicitor and that staff will bring back the amending By-law at our next Regular Meeting of Council.

CARRIED

#210-14-2024 D. Elliott – J. Bowerman

THAT By-law # 2024-11, being a by-law to authorize an Agreement with Circular Materials for the collection of blue box materials at our Landfill Depot be given a first, second, third and final reading and enacted in Open Council.

CARRIED

CLOSED SESSION:

#211-14-2024 R. Maguire – J. Hooper

BE IT RESOLVED THAT in accordance with By-law # 02-02 as amended and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:46 p.m. in order to attend to a matters pertaining to:

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

CARRIED

#212-14-2024 J. Bowerman – D. Elliott

THAT we adjourn from our Closed Session at 8:48 p.m., accept the minutes of the previous closed session, and resume our Regular Meeting and that we have given direction to staff to proceed with the items discussed in Closed Session.

Recorded Vote:

Councillor Bowerman	Yea
Councillor Elliott	Yea
Councillor Hooper	Yea
Councillor Maguire	Yea
Mayor Reid	Yea

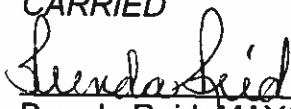
CARRIED

CLOSING:

#213-14-2024 J. Hooper – R. Maguire

THAT we adjourn at 8:50 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.

Assiginack Museum Committee
Strategic Plan Meeting Minutes
August 26, 2024 – 7:00 p.m. at Assiginack Museum

PRESENT: Kelsey Maguire, Hugh Moggy, Brenda Reid.

Discussion meeting to work on the Museum's Strategic Plan for 2025-2029.
Kelsey will take minutes.

Discussion

Burke Pennie and Jennifer Hooper have submitted their recommendations for strategic plan items via email. Jennifer – modernize events & activities, gift shop, social media. Burke – info handouts/oral history for displays, rebuild shelter by barn as a multi functional space.

Additions & changes to past strategic plan's objectives.

- 1. To improve the Strategic Plan:** Align with the Municipality's updated strategic plan and its priority projects.
- 2. To increase attendance / admission revenue:** Need more local advertising and directional highway signage. Events & workshops. Gift shop improvements.
- 3. Encourage community involvement & input:** Investigate more public usage space. Oral histories. Museum's 70th anniversary in 2025. Workshops series for anniversary and onwards. Community call out for workshop proposals. Pamphlet/Educational Box for schools. Investigate a "Friends of The Museum" group. Museum newsletter for Municipal tax mail outs. Township's 155th anniversary in 2026.
- 4. To better utilize facilities at all times of year:** Community space options. Off-season activities.
- 5. To carry out needed repairs:** Yearly review of recommended repairs. Grant opportunities. Fund raising for projects.
- 6. Improve accessibility:** Examine ways to further improve accessibility.
- 7. Prioritize:** Create a list of priorities for Strategic Plan actions. Submit priorities/wishlist to Municipal Economic Development Officer.

Kelsey will add the new items to the Strategic Plan draft and bring the draft to the next Museum Committee meeting for review on September 16th, 2024.

Meeting adjourned at 8:10 p.m.

**Assiginack Museum
Strategic Plan
2025-2029**

[Last updated: September 16, 2024]

This plan has been developed after a careful review of the museum's standards and policies. It is designed to address a number of areas that need to be improved. All these initiatives will take into consideration the Assiginack Museum's Mission Statement. It has been set out over a five year period beginning in January 2025.

ASSIGINACK MUSEUM MISSION STATEMENT

The mission of the Assiginack Museum is to preserve and promote the history of the south-east portion of Manitoulin Island through collecting, exhibiting, programming, and community involvement that will stimulate an interest in our local history. The Museum strives to be unique among the seven museums of Manitoulin Island. This Museum will serve the citizens of Assiginack Municipality and of Manitoulin Island, as well as visitors from other areas who are seeking an insight into the historical perspective of this area of Manitoulin Island.

Objective	Strategy	Time
1. To improve the museum's strategic plan.	- Museum committee brainstorming (hold meetings for this purpose).	2024
	- Seek input from community groups and individuals.	2019-2023
	- Seek input from the Assiginack Council representatives.	2024-2025
	- Align with Municipality's Strategic Plan's vision & mission.	2024-2025
	- Evaluate and revise the strategic plan on an ongoing basis with the curator and committee.	2025-2029
2. To increase attendance and admission revenue.	- More local advertising (newspaper, print, online).	2025-2029
	- Highway signs & directional signage.	2025-2029
	- Improvements to gift shop.	2024-2029
	- Improve distribution of museum brochure.	2025-2026
	- Events for Museum's 70 th anniversary in 2025.	2024-2025
	- Prepare plans for the township's 155 th anniversary in 2026.	2025-2026
	- Hold more workshops & activities for 70 th and onwards.	2025-2029
	- Make continued use of Social Media and improve upon it.	2025-2029
	- Monitor prices & fees.	2025-2029

3. To encourage more community involvement and input.	<ul style="list-style-type: none"> - Update & print more Museum brochures. - Investigate more public usage space. - Include a Museum newsletter in the Municipal tax mail outs in January. - Explore purpose & functions of establishing a "Friends of the Museum" group. - Consult with school about creating a "Museum in a Box" kit for loans. - Consider a slide show for a workshop, exhibit, or social media. 	2025-2026 2025-2027 2024-2029 2025-2027 2025-2027 2025-2027
4. To better utilize the facilities at all times of the year.	<ul style="list-style-type: none"> - Invite more community groups to use facility. - Investigate more public usage space. - Evaluate potential off-season activities. - Review guidelines for others using facility. - Minimize access to certain unsupervised areas. 	2025-2029 2025-2029 2025-2026 2025-2026 2025
5. To carry out needed repairs to buildings and facility.	<ul style="list-style-type: none"> - Annual review of recommended repairs and gather professional cost estimates. - Examine fund-raising activities and grant opportunities for repairs/projects. - Seek donations, sponsorships and support from community. 	2025-2029 2025-2029 2025-2029
6. To improve exhibit accessibility.	<ul style="list-style-type: none"> - Examine ways to further improve accessibility. - Examine options for improvements to brick pathways. - Add outside buildings' displays to virtual tour. - Look at ways that other museum deals with accessibility issues. - Pay close attention to the Ontario Accessibility act while planning and implementing. - Continue to work with the Municipality to address issues. 	2025-2027 2025-2027 2025-2026 2025-2027 2025-2029 2025-2029
7. Prioritize actions within the strategic plan's time line.	<ul style="list-style-type: none"> - Create an annual list of priorities items for strategic plan actions. - Submit priorities and a wishlist to the Municipal Economic Development Officer. 	2025-2029 2025-2029

Assiginack Museum Committee Meeting Minutes
August 21, 2024 – 7:00 p.m. at Assiginack Museum

PRESENT: Kelsey Maguire, Burke Pennie, Alice Pennie, Jennifer Hooper, Brenda Reid.

ABSENT: Hugh Moggy, Janice Bowerman.

Meeting called to order by Kelsey.

Motion made by Jennifer, seconded by Alice that agenda be approved as presented.

Motion made by Jennifer, seconded by Burke that Minutes of June 10 & July 8, 2024 be accepted.

Land acknowledgment was read by Kelsey.

Kelsey will take minutes.

Discussion

1. Updates:

Since out last meeting, Lori Case has sadly passed. Lori has been an active member of the Museum Committee and helped out the museum greatly for many years. We are very grateful for her many years of service.

Amy Reid has resigned from the Museum Committee for personal reasons. We thank Amy for her work and assistance during her time on the Committee.

The photo door has been erected and is about 70% done. Kelsey still needs to paint a bit and put the top on it. Will also need a sign for it.

Two school desks were loaned to Debajehmujig for their exhibit on residential schools.

The Museum's Open House was July 20th, during Summerfest. There were 65 visitors.

The power outage on Sunday reset the thermostat settings and the sprinkler timer, but they have been attended to.

Kelsey will see about getting the side-entrance door either revarnished or painted.

Check with Deb and Eastlink about getting a Square Reader for the museum.

Will send a reminder to schools about the Museum being open for field trips in September.

2. Markets:

Report on Market vendors so far. Have been averaging 6 to 9 vendors each Friday so far. Jennifer would like to send thank you notes to vendors again this year.

3. Strategic Plan:

We will schedule a discussion & planning meeting especially for the Museum's strategic plan. It will be August 26th at 7pm.

4. Standards Review:

Discussion of updates to the Collection, Community, Exhibition, and Physical Plant Standards. The updated Emergency & Disaster Plan will be added to the Physical Plant Standard.

(continued on page 2)

New Business

Kelsey will see about getting the side-entrance door either revarnished or painted.

Check with Deb and Eastlink about getting a Square Reader for the museum.

Send a reminder to schools about the Museum being open for field trips in September.

Fall Fair: Kelsey would like to do a larger quilt display than last year's. Also do the display case and photo album at Fall Fair as usual. Museum will do a float. Jennifer will see about a trailer to use for it.

The Museum's 70th Anniversary is next year in 2025.

Discussion of workshops we could do: Traditional woodworking, tin cans, pressed flowers, hair wreaths, soap, candles, butter churning, genealogy, etc. Could do an "Anniversary Series" of workshop as part of 70th Anniversary.

Additional local stories to connect to displays? Such as the mounted deer head, etc.

Meeting adjourned at 8:05 p.m.

Next meeting scheduled for Monday, September 16th at 7:00 p.m.

**Assiginack Museum Committee Meeting Minutes
July 8, 2024 – 7:00 p.m. at Assiginack Museum**

PRESENT: Kelsey Maguire, Burke Pennie, Janice Bowerman, Jennifer Hooper.

ABSENT: Hugh Moggy, Lori Case, Amy Reid, Alice Pennie, Brenda Reid.

No Quorum: Open discussion instead.

Meeting called to order by Kelsey.

Land acknowledgment was read by Kelsey.

Kelsey will take minutes in Lori's absence

Discussion

1. Updates:

Community Museum Operating Grant application has been submitted.

The Museum's Emergency & Disaster Plan has been updated.

The first Market was Friday July 5th and there were 6 vendors. Flyers for the markets and the Open House were sent out for mailbox stuffing the week before.

The Museum's Summer Student, Kaden Jamieson, has started.

The movie screen that the township has used in the past was rented, they do not own one.

The Museum had 3 school trips from APS in June, on June 19, June 26, and June 27. Thank you to Jennifer and Amy for helping.

2. Open House:

The Museum's Open House will be July 20th, during Summerfest. We will do snacks & drinks outside 10 am to 2 pm, with free admission all day.

3. Strategic Plan:

The Municipality has released their Strategic Plan outline. Please bring back ideas for next meeting to work on the Museum's Strategic Plan in alignment with community's strategic plan.

Suggested activities include: More advertising, possible activities & workshops, Community Night, Genealogy (month?), the Museum's 70th Anniversary is next year.

4. Standards Review:

The Museum Standards are due for review this year. Section 1, the current Collections Standard, is in the package for review to discuss at next meeting. Kelsey will email a copy of the updated Disaster Plan as well, as it will be part of the Physical Plant Standard when we review it.

Discussion adjourned at 7:50 p.m.

Next meeting to be scheduled.

**Assiginack Museum Committee Meeting Minutes
June 10, 2024 – 7:00 p.m. at Assiginack Museum**

PRESENT: Alice Pennie, Kelsey Maguire, Janice Bowerman, Brenda Reid, Jennifer Hooper.
ABSENT: Hugh Moggy, Lori Case, Amy Reid, Burke Pennie.

Meeting called to order by Kelsey.

Motion made by Jennifer, seconded by Janice that agenda be approved as presented.

Motion made by Janice, seconded by Jennifer that Minutes of March 28, 2024 be accepted.

Land acknowledgment was read by Kelsey.

Kelsey will take minutes in Lori's absence

Discussion

1. Updates:

Museum is open for the season. Admission prices are now \$5 for adults & \$2 for children.

Bell tower temporarily closed due to robins nesting.

Firearms inspection was on May 29th.

Horticulture planted flowers on June 3rd.

Shelba has been looking into a grant for a walking tour/updated computer.

FaceBook posts have resumed, Kelsey will add Jennifer to the Page's management permissions.

CMOG grant is due June 30th.

Summer student has been hired and will begin in July.

2. Events:

Markets will be Fridays 10am to 2 pm in July & August. First will be on July 5th.

The Museum's 70th anniversary will be next year (1955-2025).

Summerfest: Open House on Saturday, July 20th. Need to print mailbox flyers for it and the market.

The Fall Fair theme this year will be "Generation to Generation". Expand the quilt display this year (2 or 3 quilts). Could we do a "Guess the Relative" activity? Should do a float for the parade.

Other possible events: Movie Night on lawn, BBQ?

Possible workshops: Cemetery tour/Genealogy?

3. Strategic Plan:

The Municipality has released their Strategic Plan outline. Please bring back ideas for next meeting to work on the Museum's Strategic Plan in alignment with community's strategic plan.

4. Standards Review:

The Museum Standards are due for review this year. Section 1, the current Collections Standard, is in the package for review to discuss at next meeting.

Meeting adjourned at 7:50 p.m by Jennifer.

Next meeting Monday July 8, 2024 at 7:00 p.m. at the Museum.



**Assiginack Public Library Board
May 28, 2024 Meeting**

Present: Leslie Fields, Brenda Reid, Amy Reid, Jane Tilston

Staff: Kari Gerhard

Regrets: Sue Moggy, Lori Case

1. Meeting called to order at 4:30pm.

A quiet minute was taken to think of Sue and her family and to read the **Land Acknowledgment** and think about its message and how it applies to our roles.

2. Welcome

3. Acceptance of the agenda

24/15 Moved by: Les Seconded by: Amy
That the agenda be accepted as presented. **Carried.**

4. Declarations of Conflict of Interest

No conflicts were declared.

5. Minutes of the last meeting

24/16 Moved by: Amy Seconded by: Brenda
That the minutes of April 24, 2024 be approved as presented. **Carried.**

6. Business Arising

6.1 Imagination Library Update

Imagination Library has received funding from a number of generous sponsors. We are currently working on finding families with children under 5 and getting the kids signed up (which, surprisingly, has been harder than finding sponsors). All is well and our first book order has been placed. Children registered by June 1st will receive their first book by mail in July.

6.2 Library Furniture Update

Still waiting for the Solo Nook to be delivered. The response from library users has been very positive and they definitely appreciate the new space and more options for seating.

7. Reports

7.1 Financial Report

The May Financial Report was reviewed, including the final furniture costs. An increase in the Municipal Levy for 2024 was also announced.

24/17 Moved by: Brenda Seconded by: Les

That the Financial Report be approved as presented. **Carried.**

7.2 Librarian's Report

The Librarian's report was reviewed. Some time was spent thinking about future directions, now that the physical space has been addressed and expanding programs and program development is being explored and "field tested". Kari will be meeting with the Economic Development Officer later this week to ensure that our future plans are in alignment.

24/18 Moved by: Amy Seconded by: Brenda

That the Librarian's Report be approved as presented. **Carried.**

7.3 Correspondence - no correspondence this month

8. New Business

Summer planning is the main focus of business at this time. Summer hours and our summer student will begin on Tuesday, July 2nd.

9. Policies

Policy discussion will be held over until the fall.

10. Date of Next Meeting - Wednesday, June 26, 2024 at 4:30pm

11. Adjournment

The meeting was adjourned at 5:45pm on a motion by Jane.

Memo

To: Council
From: Jackie White
Date: October 17, 2024
Re: September Review – PEC, Arena, Marina

September breakdown

Atrium was used for 56 hours.

Activity room used for 1 hours.

Dry pad used for 58 hours.

Event	# Sessions	#Attend
Sr Drop In	4	20-24 weekly
Ball hockey – kids	2	47
Zumba	4	25
Threads	1	8
Line Dancing	2	36
Fall Fair hosted by the Agricultural Society took place	September 6 th & 7 th	

The marina was quiet in September and is now closed as of October 15, 2024, and at the time of writing this report, the ice is being put in at the arena.

Memo

To: Mayor & Council
From: Deb
Date: October 9, 2024
Re: Budget to Actuals for the year to date at September 30, 2024

Please find attached the Budget to Actuals for the year to date as at September 30, 2024. As always, if you have any questions, please come and see me.

Thank you,



Deb MacDonald
Treasurer

The Township of Assiginack
CORPORATE SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
General Government	\$74,932.39	\$844,642.01	\$1,134,056.19	74%
School Board Levy	83,855.01	252,144.03	339,900.00	74%
Protection Services	43,674.23	314,868.90	582,950.00	54%
Transportation Services	122,333.09	739,833.72	1,273,115.00	58%
Environmental Services	68,016.23	430,800.07	746,524.48	58%
Health Services	22,915.53	247,700.08	285,355.00	87%
Social and Family Services	12,153.17	155,946.22	191,725.33	81%
Recreation and Cultural Service	18,008.49	230,187.06	292,525.00	79%
Planning & Development	6,215.41	138,124.58	161,200.00	86%
Capital out of Current	100,160.25	402,809.13	1,773,709.32	23%
Expenditures Total	552,263.80	3,757,055.80	6,781,060.32	55%
Revenues				
General Government	29,342.62	370,797.76	484,368.00	77%
General Revenue		3,563,267.72	3,688,189.05	97%
School Board Levy		345,019.21	339,900.00	102%
Protection Services	300.53	62,214.21	117,800.00	53%
Transportation Services	19.92	16,117.16	17,100.00	94%
Environmental Services	44,294.73	403,044.76	702,405.41	57%
Recreation and Cultural Service	850.30	29,642.96	26,650.00	111%
Planning & Development	177.05	1,640.17	63,500.00	3%
Capital out of Current	31,594.00	442,059.78	1,341,147.86	33%
Revenues Total	106,579.15	5,233,803.73	6,781,060.32	77%
Net Levy				
General Government	45,589.77	473,844.25	649,688.19	73%
General Revenue		(3,563,267.72)	(3,688,189.05)	97%
School Board Levy	83,855.01	(92,875.18)		0%
Protection Services	43,373.70	252,654.69	465,150.00	54%
Transportation Services	122,313.17	723,716.56	1,256,015.00	58%
Environmental Services	23,721.50	27,755.31	44,119.07	63%
Health Services	22,915.53	247,700.08	285,355.00	87%
Social and Family Services	12,153.17	155,946.22	191,725.33	81%
Recreation and Cultural Service	17,158.19	200,544.10	265,875.00	75%
Planning & Development	6,038.36	136,484.41	97,700.00	140%
Capital out of Current	68,566.25	(39,250.65)	432,561.46	(9%)
		(1,476,747.93)		
Corporate Net Levy	445,684.65)		0%

The Township of Assiginack
GENERAL GOVERNMENT SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
Mayor & Council	\$2,395.70	\$37,144.94	\$60,400.00	61%
Administrator's Office	40,186.36	406,171.42	527,546.00	77%
Clerk's Office	19,087.90	262,029.64	309,810.19	85%
Project and Events Co-ordinator Programs	7,392.83	37,014.42	66,000.00	56%
General Admin - Elections		839.52	3,100.00	27%
Post Office Building	863.93	20,134.48	46,100.00	44%
Library Building	2,033.82	20,329.72	31,400.00	65%
Administration Building	2,069.10	19,350.89	31,700.00	61%
Treasury - Unallocated	902.75	29,266.66	33,000.00	89%
Taxation		12,360.32	25,000.00	49%
Total General Government Expenditures	74,932.39	844,642.01	1,134,056.19	74%
Revenues				
Clerk's Office	1,691.20	11,242.23	9,100.00	124%
Project and Events Co-ordinator Programs	810.00	48,858.84	52,760.00	93%
Post Office Building		27,994.72	46,625.00	60%
Library Building	1,150.44	10,353.96	15,000.00	69%
Treasury - Unallocated	25,690.98	272,348.01	360,883.00	75%
Total General Government Revenue	29,342.62	370,797.76	484,368.00	77%
Net Levy				
Mayor & Council	2,395.70	37,144.94	60,400.00	61%
Administrator's Office	40,186.36	406,171.42	527,546.00	77%
Clerk's Office	17,396.70	250,787.41	300,710.19	83%
Project and Events Co-ordinator Programs	6,582.83	(11,844.42)	13,240.00	(89%)
General Admin - Elections		839.52	3,100.00	27%
Post Office Building	863.93	(7,860.24)	(525.00)	1,497%
Library Building	883.38	9,975.76	16,400.00	61%
Administration Building	2,069.10	19,350.89	31,700.00	61%
Treasury - Unallocated	(24,788.23)	(243,081.35)	(327,883.00)	74%
Taxation		12,360.32	25,000.00	49%
General Government Net Levy	45,589.77	473,844.25	649,688.19	73%

The Township of Assiginack
GENERAL REVENUE
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Revenues				
Municipal Tax Levy		\$3,029,230.23	\$3,004,989.05	101%
Payments In Lieu of Taxes		21,637.49		0%
Ontario Community Reinvestment Fund		512,400.00	683,200.00	75%
Total Revenue		3,563,267.72	3,688,189.05	97%
Net Levy				
Municipal Tax Levy		3,029,230.23	3,004,989.05	101%
Payments in Lieu of Taxes		21,637.49		0%
Ontario Community Reinvestment Fund		512,400.00	683,200.00	75%
General Revenue Net Levy		3,563,267.72	3,688,189.05	97%

The Township of Assiginack
SCHOOL BOARD SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
English Language Public School	\$83,855.01	\$252,144.03	\$339,900.00	74%
Total School Board Expenditures	83,855.01	252,144.03	339,900.00	74%
Revenues				
English Language Public School		343,420.05	339,900.00	101%
French Language Public School		1,599.16		0%
Total School Board Revenue		345,019.21	339,900.00	102%
Net Levy				
English Language Public School	83,855.01	(91,276.02)		0%
French Language Public School		(1,599.16)		0%
School Board Net Levy	83,855.01	(92,875.18)		0%

The Township of Assiginack
PROTECTION SERVICES SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
Fire Department	\$12,139.50	\$47,240.07	\$143,850.00	33%
Police Services	21,806.48	153,757.44	267,710.00	57%
9-1-1			1,000.00	0%
Protective Inspection & Control	1,709.40	4,267.51	6,100.00	70%
By-Law Enforcement	2,302.66	53,184.56	82,720.00	64%
Canine Control	1,100.00	8,994.67	13,700.00	66%
Building Department	4,616.19	47,424.65	67,870.00	70%
Total Protection Services Expenditures	43,674.23	314,868.90	582,950.00	54%
Revenues				
Fire Department	154.53	1,003.03		0%
Protective Inspection & Control		3,496.34	3,000.00	117%
By-Law Enforcement		35,200.00	46,000.00	77%
Canine Control	110.00	2,520.00	1,800.00	140%
Building Department	36.00	19,994.84	67,000.00	30%
Total Protection Services Revenues	300.53	62,214.21	117,800.00	53%
Net Levy				
Fire Department	11,984.97	46,237.04	143,850.00	32%
Police Services	21,806.48	153,757.44	267,710.00	57%
9-1-1			1,000.00	0%
Protective Inspection & Control	1,709.40	771.17	3,100.00	25%
By-Law Enforcement	2,302.66	17,984.56	36,720.00	49%
Canine Control	990.00	6,474.67	11,900.00	54%
Building Department	4,580.19	27,429.81	870.00	3,153%
Protection Services Net Levy	43,373.70	252,654.69	465,150.00	54%

The Township of Assiginack
TRANSPORTATION SERVICES SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
Public Works Administration	\$30,242.56	\$244,202.98	\$469,260.00	52%
Operation Centre	6,166.82	67,519.11	66,260.00	102%
Road Side Maintenance	884.11	3,020.71		0%
Grasscutting	2,732.83	29,040.12	30,780.00	94%
Beaver Dams -Flood Control		2,023.41	1,500.00	135%
Street Name Signs	147.37	2,208.90	2,800.00	79%
Street Lighting	511.64	3,919.47	8,000.00	49%
Vehicles & Equipment	17,268.39	96,256.87	135,900.00	71%
Small Equipment & Supplies	762.47	3,908.31	1,500.00	261%
Airport		33,500.00	33,500.00	100%
Marina	2,742.35	48,258.13	71,115.00	68%
Roadways:				
Bridges and Culverts		1,401.80	7,500.00	19%
Brushing	1,922.60	6,405.65	10,000.00	64%
Ditching	63.50	1,401.30	30,000.00	5%
Sweeping/Flushing/Cleaning		11,523.90	10,000.00	115%
Resurfacing & Patching	887.12	19,639.91	240,000.00	8%
Snow Ploughing		22,450.42	5,000.00	449%
Sanding & Salting		1,181.06	35,000.00	3%
Loosetop Maintenance	58,001.33	141,971.67	115,000.00	123%

Total Transportation Services Expenditures	122,333.09	739,833.72	1,273,115.00	58%
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Revenues

Public Works Administration		300.00		0%
Public Works Misc Revenues				
Marina	19.92	15,817.16	17,100.00	92%

Total Transportation Services Revenues	19.92	16,117.16	17,100.00	94%
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Net Levy

Public Works Administration	30,242.56	243,902.98	469,260.00	52%
Operation Centre	6,166.82	67,519.11	66,260.00	102%
Road Side Maintenance	884.11	3,020.71		0%
Beaver Dams -Flood Control		2,023.41	1,500.00	135%
Street Name Signs	147.37	2,208.90	2,800.00	79%
Street Lighting	511.64	3,919.47	8,000.00	49%
Vehicles & Equipment	17,268.39	96,256.87	135,900.00	71%
Small Equipment & Supplies	762.47	3,908.31	1,500.00	261%
Airport		33,500.00	33,500.00	100%
Marina	2,722.43	32,440.97	54,015.00	60%
Roadways	60,874.55	205,975.71	452,500.00	46%

Transportation Services Net Levy	122,313.17	723,716.56	1,256,015.00	58%
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The Township of Assiginack
ENVIRONMENTAL SERVICES SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
Waste Management	\$14,061.40	\$91,976.94	\$133,735.00	69%
Waterworks	53,954.83	338,823.13	612,789.48	55%
Total Environmental Services Expenditures	68,016.23	430,800.07	746,524.48	58%
Revenues				
Sanitary Sewer & WPCP Revenue	12,019.91	104,074.49	140,135.81	74%
Garbage Collection	160.00	695.42	1,200.00	58%
Waterworks	32,114.82	298,274.85	561,069.60	53%
Total Environmental Services Revenues	44,294.73	403,044.76	702,405.41	57%
Net Levy				
Waste Management	14,061.40	91,976.94	133,735.00	69%
Sanitary Sewer & WPCP Revenue	(12,019.91)	(104,074.49)	(140,135.81)	74%
Garbage Collection	(160.00)	(695.42)	(1,200.00)	58%
Waterworks	21,840.01	40,548.28	51,719.88	78%
Environmental Services Net Levy	23,721.50	27,755.31	44,119.07	63%

The Township of Assiginack
HEALTH SERVICES SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
Cemetery	\$802.61	\$25,014.78	\$8,000.00	313%
Land Ambulance	22,112.92	221,129.20	265,355.00	83%
Medical Building		1,556.10	12,000.00	13%
Total Health Services Expenditures	22,915.53	247,700.08	285,355.00	87%
Net Levy				
Cemetery	802.61	25,014.78	8,000.00	313%
Land Ambulance	22,112.92	221,129.20	265,355.00	83%
Medical Building		1,556.10	12,000.00	13%
Health Services Net Levy	22,915.53	247,700.08	285,355.00	87%

The Township of Assiginack
SOCIAL & FAMILY SERVICES SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
District Social Services Administration Board	\$12,153.17	\$121,530.70	\$145,838.00	83%
Centennial Manor		34,415.52	45,887.33	75%
Total Social & Family Services Expenditures	12,153.17	155,946.22	191,725.33	81%
Net Levy				
District Social Services Administration Board	12,153.17	121,530.70	145,838.00	83%
Centennial Manor		34,415.52	45,887.33	75%
Social & Family Services Net Levy	12,153.17	155,946.22	191,725.33	81%

The Township of Assiginack
RECREATION & CULTURAL SERVICES SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
Recreation		\$175.83		0%
Summer Programme		597.75	3,350.00	18%
Arena	7,859.50	105,291.88	162,990.00	65%
Parks	1,735.40	25,011.28	28,100.00	89%
Heritage	5,203.34	41,528.95	35,300.00	118%
Information Booth	849.51	4,403.33	12,100.00	36%
Burn's Wharf Theatre			1,500.00	0%
Library Board	2,360.74	53,178.04	49,185.00	108%
Total Recreation & Cultural Services Expenditures	18,008.49	230,187.06	292,525.00	79%
Revenues				
Summer Programme		1,920.00		0%
Arena	500.00	25,322.66	26,650.00	95%
Information Booth	350.30	2,400.30		0%
Total Recreation & Cultural Services Revenues	850.30	29,642.96	26,650.00	111%
Net Levy				
Recreation		175.83		0%
Summer Programme		(1,322.25)	3,350.00	(39%)
Arena	7,359.50	79,969.22	136,340.00	59%
Parks	1,735.40	25,011.28	28,100.00	89%
Heritage	5,203.34	41,528.95	35,300.00	118%
Information Booth	499.21	2,003.03	12,100.00	17%
Burn's Wharf Theatre			1,500.00	0%
Library Board	2,360.74	53,178.04	49,185.00	108%
Recreation & Cultural Services Net Levy	17,158.19	200,544.10	265,875.00	75%

The Township of Assiginack
PLANNING & DEVELOPMENT SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
Planning		\$74,204.33	\$83,000.00	89%
Economic Development	6,038.36	62,369.38	78,200.00	80%
Total Planning & Development Expenditures	6,038.36	136,573.71	161,200.00	85%
Revenues				
Planning			63,500.00	0%
Total Planning & Development Revenues			63,500.00	0%
Net Levy				
Planning		74,204.33	19,500.00	381%
Economic Development	6,038.36	62,369.38	78,200.00	80%
Planning & Development Net Levy	6,038.36	136,573.71	97,700.00	140%

The Township of Assiginack
CORPORATE CAPITAL SUMMARY
For the Nine Months Ending September 30, 2024

	September	YTD	2024 Budget	% of Budget
Expenditures				
General Government	\$3,258.74	\$22,347.13	\$80,500.00	28%
Protection Services		6,268.42		0%
Transportation Services	58,394.43	78,309.48	475,000.00	16%
Environmental Services	5,309.77	72,930.10	158,447.32	46%
Health Services			45,000.00	0%
Social and Family Services	6,181.21	55,630.89	74,175.00	75%
Recreation and Cultural Service	27,016.10	167,323.11	940,587.00	18%
Expenditures Total	100,160.25	402,809.13	1,773,709.32	23%
Revenues				
General Government		125,001.00		0%
Transportation Services		80,287.78	451,560.86	18%
Environmental Services	31,594.00	157,971.00		0%
Health Services			35,000.00	0%
Recreation and Cultural Service		78,800.00	854,587.00	9%
Revenues Total	31,594.00	442,059.78	1,341,147.86	33%
Net Levy				
General Government	3,258.74	(102,653.87)	80,500.00	(128%)
Protection Services		6,268.42		0%
Transportation Services	58,394.43	(1,978.30)	23,439.14	(8%)
Environmental Services	(26,284.23)	(85,040.90)	158,447.32	(54%)
Health Services			10,000.00	0%
Social and Family Services	6,181.21	55,630.89	74,175.00	75%
Recreation and Cultural Service	27,016.10	88,523.11	86,000.00	103%
Corporate Net Levy	68,566.25	(39,250.65)	432,561.46	(9%)

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

<u>Ranges:</u>	<u>From:</u>	<u>To:</u>	<u>From:</u>	<u>To:</u>
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	0034549
Cheque Date	First	Last		0034586

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0034549	Date:	2024-10-07	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$201.40
InvNo:	522985	InvDesc:	shrink tape/terminals	InvAmt:	\$37.99		
InvNo:	521652	InvDesc:	lite bulbs #8	InvAmt:	\$10.07		
InvNo:	520650	InvDesc:	chain oil	InvAmt:	\$78.69		
InvNo:	520382	InvDesc:	ear protection	InvAmt:	\$51.06		
InvNo:	847111	InvDesc:	ear plugs	InvAmt:	\$13.42		
InvNo:	520591	InvDesc:	light bulb #8	InvAmt:	\$10.17		
ChqNo:	0034550	Date:	2024-10-07	Vendor:	ARCHER ADVERTISING	Amount:	\$478.42
InvNo:	7749	InvDesc:	admin-windowed envelopes	InvAmt:	\$478.42		
ChqNo:	0034551	Date:	2024-10-07	Vendor:	ASSIGINACK MUSEUM BOARD	Amount:	\$6,875.00
InvNo:	2024 3RD QTR	InvDesc:	2024 3rd qtr levy	InvAmt:	\$6,875.00		
ChqNo:	0034552	Date:	2024-10-07	Vendor:	ASSIGINACK PUBLIC LIBRARY	Amount:	\$12,476.25
InvNo:	2024 3RD QTR	InvDesc:	2024 3rd qtr levy	InvAmt:	\$12,476.25		
ChqNo:	0034553	Date:	2024-10-07	Vendor:	BEACON IMAGES	Amount:	\$87.89
InvNo:	5913	InvDesc:	mcleans prk signage	InvAmt:	\$87.89		
ChqNo:	0034554	Date:	2024-10-07	Vendor:	BEAMISH CONSTRUCTION INC	Amount:	\$4,811.22
InvNo:	02840	InvDesc:	cold mix	InvAmt:	\$4,811.22		
ChqNo:	0034555	Date:	2024-10-07	Vendor:	CEDAR CHALET	Amount:	\$180.80
InvNo:	OCT 2 2024	InvDesc:	pec-opp sem/id trys/gift cert	InvAmt:	\$180.80		
ChqNo:	0034556	Date:	2024-10-07	Vendor:	COMPUTREK	Amount:	\$1,744.33
InvNo:	30387	InvDesc:	sept remote server mgmt	InvAmt:	\$1,531.70		
InvNo:	30349	InvDesc:	sept offsite backup	InvAmt:	\$212.63		
ChqNo:	0034557	Date:	2024-10-07	Vendor:	EDDY SAGLE	Amount:	\$150.00
InvNo:	2024/10/05	InvDesc:	workboot allowance	InvAmt:	\$150.00		
ChqNo:	0034558	Date:	2024-10-07	Vendor:	FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL	Amount:	\$420.34
InvNo:	IN166574	InvDesc:	fd-fire prev.supplies	InvAmt:	\$420.34		
ChqNo:	0034559	Date:	2024-10-07	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	OCT 7 2024	InvDesc:	bldg insp mileage	InvAmt:	\$234.62		
ChqNo:	0034560	Date:	2024-10-07	Vendor:	GFL ENVIRONMENTAL INC 2019	Amount:	\$7,023.72
InvNo:	G00000036420	InvDesc:	sept-recycling transport	InvAmt:	\$7,023.72		
ChqNo:	0034561	Date:	2024-10-07	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$9,564.67
InvNo:	SEPT 19 2024 ARENA	InvDesc:	arena	InvAmt:	\$506.16		
InvNo:	SEPT 19 2024 TENNIS	InvDesc:	tennis courts	InvAmt:	\$70.98		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo:	SEPT 19 2024 SHWRHSE	InvDesc:	marina shower house	InvAmt:	\$140.64
InvNo:	SEPT 19 2024 DOCKS	InvDesc:	marina docks	InvAmt:	\$153.79
InvNo:	SEPT 19 2024 INFO BT	InvDesc:	info booth	InvAmt:	\$383.16
InvNo:	SEPT 19 2024 LIB	InvDesc:	lib bldg	InvAmt:	\$464.80
InvNo:	SEPT 19 2024 SS WTP	InvDesc:	ss wtp	InvAmt:	\$863.74
InvNo:	SEPT 26 2024 LAGOON	InvDesc:	lagoon	InvAmt:	\$3,553.30
InvNo:	SEPT 23 2024 LITES	InvDesc:	street lites	InvAmt:	\$627.27
InvNo:	SEPT 23 2024 MTGWTP	InvDesc:	mtg wtp	InvAmt:	\$2,800.83

ChqNo:	0034562	Date:	2024-10-07	Vendor:	JACKIE WHITE	Amount:	\$536.27
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InvNo:	701-8143072-7183434	InvDesc:	pec-running comp.bibs	InvAmt:	\$33.99
InvNo:	2024-09-20	InvDesc:	pec-harvest decorations	InvAmt:	\$97.73
InvNo:	701-1224379-6355411	InvDesc:	icip reimb-gymtimer/stopwtches	InvAmt:	\$191.73
InvNo:	SETP 25 2024 FB ADV	InvDesc:	pec-reimb.adv	InvAmt:	\$63.28
InvNo:	701-8858147-9985065	InvDesc:	icip reimb.-ind.water cooler	InvAmt:	\$149.54

ChqNo:	0034563	Date:	2024-10-07	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$5,166.69
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InvNo:	0312092	InvDesc:	arena-shelf bracket/sandpr/	InvAmt:	\$22.22
InvNo:	0312024	InvDesc:	arna pavillion-weeping tile	InvAmt:	\$384.74
InvNo:	0311074	InvDesc:	arena-cleaner	InvAmt:	\$20.28
InvNo:	0310661	InvDesc:	arna pavillion-paint/plywd/etc	InvAmt:	\$1,322.09
InvNo:	0309721	InvDesc:	ballshed (icip) lumber/screws	InvAmt:	\$598.02
InvNo:	0309723	InvDesc:	ball shd (icip) lumber	InvAmt:	\$119.64
InvNo:	0309763	InvDesc:	ball shd (icip) plywood	InvAmt:	\$53.53
InvNo:	0309860	InvDesc:	ball shd (icip) lumber/nails	InvAmt:	\$710.32
InvNo:	0309966	InvDesc:	ball shd (icip) tape/lumber	InvAmt:	\$160.54
InvNo:	0310414	InvDesc:	ball shed (icip) electric.supp	InvAmt:	\$471.96
InvNo:	0310563	InvDesc:	ball shd (icip) elect.supp	InvAmt:	\$160.91
InvNo:	0310804	InvDesc:	ballshd (icip) elec.supp	InvAmt:	\$184.32
InvNo:	0311234	InvDesc:	ball shd (icip) elec.suppl	InvAmt:	\$60.63
InvNo:	0311399	InvDesc:	ball shd(icip) plumb suppl	InvAmt:	\$254.30
InvNo:	0311422	InvDesc:	ball shd (icip) clmps/coupling	InvAmt:	\$14.08
InvNo:	0312210	InvDesc:	ballshd (icip) pd lock	InvAmt:	\$17.50

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo:	0310981	InvDesc:	paint/rollers (bins) landfill	InvAmt:	\$176.20
InvNo:	0311956	InvDesc:	blue paint (bins) landfill	InvAmt:	\$162.66
InvNo:	0312025	InvDesc:	coffee/hot choc	InvAmt:	\$60.66
InvNo:	0312177	InvDesc:	bleach/tape/typar	InvAmt:	\$30.48
InvNo:	0312198	InvDesc:	broom	InvAmt:	\$24.85
InvNo:	0311870	InvDesc:	arena-mop heads/etc	InvAmt:	\$156.76

ChqNo:	0034564	Date:	2024-10-07	Vendor:	MANITOWANING FRESHMART	Amount:	\$84.44
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InvNo:	00077015	InvDesc:	admin-water refill	InvAmt:	\$4.99
InvNo:	00077153	InvDesc:	pw-sugar	InvAmt:	\$2.79
InvNo:	00303178	InvDesc:	pw-water/cream	InvAmt:	\$19.77
InvNo:	00305208	InvDesc:	pw-water	InvAmt:	\$9.30
InvNo:	00305014	InvDesc:	pw-water	InvAmt:	\$14.67
InvNo:	00077078	InvDesc:	admin-twls	InvAmt:	\$16.94
InvNo:	00299639	InvDesc:	pw-water	InvAmt:	\$15.98

ChqNo:	0034565	Date:	2024-10-07	Vendor:	MHBC PLANNING LIMITED	Amount:	\$1,797.27
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InvNo:	5034593	InvDesc:	zoning bylaw	InvAmt:	\$1,797.27
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ChqNo:	0034566	Date:	2024-10-07	Vendor:	MINDEMOYA HOME HARDWARE	Amount:	\$472.48
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InvNo:	DC3069	InvDesc:	ball shed-eavestrgh(icip grnt)	InvAmt:	\$472.48
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ChqNo:	0034567	Date:	2024-10-07	Vendor:	MINISTER OF FINANCE	Amount:	\$22,151.00
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InvNo:	302609241035011	InvDesc:	august policing	InvAmt:	\$22,151.00
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ChqNo:	0034568	Date:	2024-10-07	Vendor:	MOGGY EXCAVATING	Amount:	\$2,368.69
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InvNo:	2022667	InvDesc:	arena-install eavestrough	InvAmt:	\$497.20
InvNo:	2022652	InvDesc:	tractor rent-rd sides	InvAmt:	\$1,249.99
InvNo:	2022671	InvDesc:	arena-lift rental	InvAmt:	\$621.50

ChqNo:	0034569	Date:	2024-10-07	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$681.59
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InvNo:	7186533001	InvDesc:	bits/clamps/paint/cable ties	InvAmt:	\$660.96
InvNo:	7186533002	InvDesc:	torch tip	InvAmt:	\$20.63

ChqNo:	0034570	Date:	2024-10-07	Vendor:	MSR TIRE LTD	Amount:	\$3,402.46
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InvNo:	40937	InvDesc:	loader tire	InvAmt:	\$3,402.46
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ChqNo:	0034571	Date:	2024-10-07	Vendor:	MUNICIPAL PROPERTY ASSESSMENT CORP.	Amount:	\$10,030.55
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InvNo:	1800036418	InvDesc:	2024 4th qtr billing	InvAmt:	\$10,030.55
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ChqNo:	0034572	Date:	2024-10-07	Vendor:	NEW NORTH FUELS INC	Amount:	\$691.19
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InvNo:	698591	InvDesc:	mtg wtp-diesel (generator)	InvAmt:	\$691.19
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ChqNo:	0034573	Date:	2024-10-07	Vendor:	NORDOORS SUDBURY LTD	Amount:	\$1,341.08
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InvNo:	20-07200	InvDesc:	garage door repair	InvAmt:	\$1,341.08
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The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	0034574	Date:	2024-10-07	Vendor:	NORTHERN 911	Amount:	\$517.16
InvNo:	21216-10012024	InvDesc:	oct 911 dispatch	InvAmt:	\$517.16		
ChqNo:	0034575	Date:	2024-10-07	Vendor:	PAUL METHNER	Amount:	\$1,100.00
InvNo:	#20240930	InvDesc:	sept animal control	InvAmt:	\$1,100.00		
ChqNo:	0034576	Date:	2024-10-07	Vendor:	PERRY NEWMAN	Amount:	\$429.80
InvNo:	OCT 7 2024	InvDesc:	bylaw/bldg mileage	InvAmt:	\$429.80		
ChqNo:	0034577	Date:	2024-10-07	Vendor:	PURULATOR COURIER	Amount:	\$50.54
InvNo:	525042695	InvDesc:	freight	InvAmt:	\$50.54		
ChqNo:	0034578	Date:	2024-10-07	Vendor:	RECEIVER GENERAL	Amount:	\$24,521.91
InvNo:	SEPT 2024	InvDesc:	sept source deductions	InvAmt:	\$24,521.91		
ChqNo:	0034579	Date:	2024-10-07	Vendor:	TOM HUGHSON	Amount:	\$125.00
InvNo:	JULY 2024	InvDesc:	july livestock call	InvAmt:	\$125.00		
ChqNo:	0034580	Date:	2024-10-07	Vendor:	DYNAMIC ONLINE MARKETING CORP	Amount:	\$598.90
InvNo:	135224	InvDesc:	fd-rescue lights	InvAmt:	\$598.90		
ChqNo:	0034581	Date:	2024-10-07	Vendor:	KELLIE ROBINSON	Amount:	\$600.00
InvNo:	3	InvDesc:	pec-zumba	InvAmt:	\$600.00		
ChqNo:	0034582	Date:	2024-10-07	Vendor:	TOROMONT CAT	Amount:	\$217.77
InvNo:	W0901026792	InvDesc:	maint.contract #9	InvAmt:	\$217.77		
ChqNo:	0034583	Date:	2024-10-07	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,653.66
InvNo:	312280	InvDesc:	bldg maint./cleaning	InvAmt:	\$3,653.66		
ChqNo:	0034584	Date:	2024-10-07	Vendor:	WISHART LAW FIRM LLP	Amount:	\$3,791.15
InvNo:	168629	InvDesc:	legal	InvAmt:	\$514.15		
InvNo:	168597	InvDesc:	general legal	InvAmt:	\$3,277.00		
ChqNo:	0034585	Date:	2024-10-07	Vendor:	WORKPLACE SAFETY & INSURANCE BOARD	Amount:	\$11,104.18
InvNo:	JULY-SEPT 2024	InvDesc:	july-sept 2024 wsib remit	InvAmt:	\$11,104.18		
ChqNo:	0034586	Date:	2024-10-07	Vendor:	XEROX CANADA LTD.	Amount:	\$140.53
InvNo:	F62960488	InvDesc:	monthly copier usage	InvAmt:	\$140.53		

*** End of Report ***

Report Total:

\$139,822.97

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 0034503 0034543
Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0034503	Date:	2024-09-23	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$1,029.07
InvNo:	520937	InvDesc:	electric chainsaw	InvAmt:	\$754.84		
InvNo:	846492	InvDesc:	spark plugs (chain saws)	InvAmt:	\$9.29		
InvNo:	845899	InvDesc:	oil #2	InvAmt:	\$130.26		
InvNo:	846502	InvDesc:	primer (weed eater)	InvAmt:	\$9.14		
InvNo:	846786	InvDesc:	weed eater line	InvAmt:	\$19.20		
InvNo:	846799	InvDesc:	weed eater head	InvAmt:	\$54.23		
InvNo:	SPET 2024 3196	InvDesc:	service chgs	InvAmt:	\$52.11		
ChqNo:	0034504	Date:	2024-09-23	Vendor:	BELL CANADA	Amount:	\$39.44
InvNo:	2024 09 04	InvDesc:	toll free line	InvAmt:	\$39.44		
ChqNo:	0034505	Date:	2024-09-23	Vendor:	BJ'S & ADDISONS	Amount:	\$135.60
InvNo:	139794	InvDesc:	install tires	InvAmt:	\$135.60		
ChqNo:	0034506	Date:	2024-09-23	Vendor:	COLE BOWERMAN	Amount:	\$125.00
InvNo:	SEPT 2024	InvDesc:	pw-driver medical	InvAmt:	\$125.00		
ChqNo:	0034507	Date:	2024-09-23	Vendor:	EASTLINK	Amount:	\$2,345.73
InvNo:	SEPT 10 2024 PW	InvDesc:	pw-dsl	InvAmt:	\$77.92		
InvNo:	SEPT 10 2024 MARINA	InvDesc:	marina-dsl	InvAmt:	\$77.92		
InvNo:	22332754	InvDesc:	consolidated tel billing	InvAmt:	\$2,189.89		
ChqNo:	0034508	Date:	2024-09-23	Vendor:	G. STEPHEN WATT, BARRISTER	Amount:	\$3,813.75
InvNo:	4304	InvDesc:	general legal	InvAmt:	\$3,813.75		
ChqNo:	0034509	Date:	2024-09-23	Vendor:	EXP SERVICES INC.	Amount:	\$3,043.17
InvNo:	841522	InvDesc:	landfill	InvAmt:	\$3,043.17		
ChqNo:	0034510	Date:	2024-09-23	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	SEPT 23 2024	InvDesc:	bldg insp mileage	InvAmt:	\$234.62		
ChqNo:	0034512	Date:	2024-09-23	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$1,296.11
InvNo:	SEPT 9 2024 ADMIN	InvDesc:	admin	InvAmt:	\$421.46		
InvNo:	SEPT 3 2024 ICE PLNT	InvDesc:	arena-ice plant (estimate)	InvAmt:	\$69.69		
InvNo:	SEPT 3 2024 PW	InvDesc:	pw	InvAmt:	\$309.54		
InvNo:	SEPT 3 2024 HERIT.PR	InvDesc:	heritage park	InvAmt:	\$64.58		
InvNo:	SEPT 3 2024 DEPOT	InvDesc:	recyl.depot	InvAmt:	\$50.04		
InvNo:	SEPT 3 2024 PO	InvDesc:	po/bmo (to aug9)	InvAmt:	\$347.83		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: SEPT 16 2024 QNS PRK InvDesc: queens park InvAmt: \$32.97

ChqNo:	0034513	Date:	2024-09-23	Vendor:	JACKIE WHITE	Amount:	\$290.04
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InvNo: SEPT 17 2024 InvDesc: pec-reimb.prog supp (nhsp) InvAmt: \$263.66

InvNo: 701-3525263-9988207 InvDesc: pec-scrapbk paper supp InvAmt: \$26.38

ChqNo:	0034514	Date:	2024-09-23	Vendor:	M&L SUPPLY - FIRE & SAFETY	Amount:	\$2,350.78
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InvNo: 023376 InvDesc: fd-scba test/batteries InvAmt: \$1,409.49

InvNo: 023375 InvDesc: fd-compressor air sampling InvAmt: \$941.29

ChqNo:	0034515	Date:	2024-09-23	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$555.27
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InvNo: 0307076 InvDesc: snap lock InvAmt: \$17.13

InvNo: 0308417 InvDesc: fittings InvAmt: \$26.37

InvNo: 0308424 InvDesc: water hose InvAmt: \$26.26

InvNo: 0308634 InvDesc: coffee/grass seed InvAmt: \$76.47

InvNo: 0309145 InvDesc: keys/mop InvAmt: \$25.98

InvNo: 0309267 InvDesc: tube cutter InvAmt: \$50.84

InvNo: 0309353 InvDesc: nylon rope InvAmt: \$332.22

ChqNo:	0034516	Date:	2024-09-23	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVICE	Amount:	\$34,266.09
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InvNo: IN000022324 InvDesc: oct amb/social assist InvAmt: \$34,266.09

ChqNo:	0034517	Date:	2024-09-23	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$56.50
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InvNo: 121077:MFF24 InvDesc: advertising InvAmt: \$56.50

ChqNo:	0034518	Date:	2024-09-23	Vendor:	MCDUGALL FUELS	Amount:	\$2,194.78
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InvNo: 73962363 InvDesc: arena-propane InvAmt: \$2,401.96

InvNo: 7389072 InvDesc: marina-pump repairs InvAmt: \$949.20

InvNo: 7382723 InvDesc: arena-propane InvAmt: \$607.39

ChqNo:	0034519	Date:	2024-09-23	Vendor:	MIKE VAREY EXCAVATING & EQUIPMENT	Amount:	\$14,149.25
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InvNo: INV-1368 InvDesc: aggre re surf.treat. sb shores InvAmt: \$14,149.25

ChqNo:	0034520	Date:	2024-09-23	Vendor:	MINDEMOYA HOME HARDWARE	Amount:	\$1,969.08
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InvNo: DC2684 InvDesc: steel for ball shed (icip) InvAmt: \$1,969.08

ChqNo:	0034521	Date:	2024-09-23	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$493.15
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InvNo: 7164716001 InvDesc: spray paint (white) InvAmt: \$322.83

InvNo: 7156109001 InvDesc: eye wash stations (2) InvAmt: \$170.32

ChqNo:	0034522	Date:	2024-09-23	Vendor:	NEW NORTH FUELS INC	Amount:	\$2,455.01
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InvNo: 697420 InvDesc: pw-dyed diesel InvAmt: \$1,105.32

InvNo: 697421 InvDesc: pw-diesel InvAmt: \$1,349.69

ChqNo:	0034523	Date:	2024-09-23	Vendor:	NORTH EASTERN MANITOULIN & THE ISLANDS	Amount:	\$50,695.19
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InvNo: IVC0011197 InvDesc: 50% red lodge rd surf.treat InvAmt: \$50,695.19

ChqNo:	0034524	Date:	2024-09-23	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$928.38
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The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: INV00000046577 InvDesc: mtg wtp-repairs/power outage InvAmt: \$928.38

ChqNo:	0034525	Date:	2024-09-23	Vendor:	PAUL METHNER	Amount:	\$1,100.00
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InvNo: #2040831 InvDesc: august animal control InvAmt: \$1,100.00

ChqNo:	0034526	Date:	2024-09-23	Vendor:	PITNEY BOWES	Amount:	\$219.98
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InvNo: 3202437211 InvDesc: postage meter lease InvAmt: \$219.98

ChqNo:	0034527	Date:	2024-09-23	Vendor:	PITNEY WORKS	Amount:	\$2,280.60
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InvNo: SEPT 3 2024 InvDesc: postage meter refill InvAmt: \$2,280.60

ChqNo:	0034528	Date:	2024-09-23	Vendor:	RAINBOW DISTRICT SCHOOL BOARD	Amount:	\$83,855.01
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InvNo: 2024 3RD QTR InvDesc: 2024 3 rd qtr InvAmt: \$83,855.01

ChqNo:	0034529	Date:	2024-09-23	Vendor:	RALF ISLAND TRUCK PARTS	Amount:	\$300.58
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InvNo: 17377 InvDesc: def fluid/press.valv InvAmt: \$300.58

ChqNo:	0034530	Date:	2024-09-23	Vendor:	RECEIVER GENERAL	Amount:	\$27,647.20
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InvNo: AUG 2024 InvDesc: aug source deductions InvAmt: \$27,647.20

ChqNo:	0034531	Date:	2024-09-23	Vendor:	RELIANCE HOME COMFORT	Amount:	\$124.70
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InvNo: SETP 12 2024 InvDesc: ptw-hwt rental InvAmt: \$65.76

InvNo: SEPT 12 2024 InvDesc: admin-hwt rental InvAmt: \$58.94

ChqNo:	0034532	Date:	2024-09-23	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$4,275.65
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InvNo: RC020036023 InvDesc: oct health unit levy InvAmt: \$4,275.65

ChqNo:	0034533	Date:	2024-09-23	Vendor:	JOE HOLMES	Amount:	\$1,709.40
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InvNo: JUNE 22 2024 InvDesc: owdcp claim june 22 InvAmt: \$1,709.40

ChqNo:	0034534	Date:	2024-09-23	Vendor:	CANDICE IRWIN	Amount:	\$2,100.00
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InvNo: 1003 InvDesc: pec-fall dance 1 of 2 InvAmt: \$2,100.00

ChqNo:	0034535	Date:	2024-09-23	Vendor:	BOB RIEHL	Amount:	\$1,062.60
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InvNo: 370 InvDesc: nhsp grant-pickleball equip InvAmt: \$1,062.60

ChqNo:	0034536	Date:	2024-09-23	Vendor:	IAN'S HEATING AND SERVICE INC	Amount:	\$23,693.27
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InvNo: 1669 InvDesc: lib furnace #1-balance InvAmt: \$8,274.42

InvNo: 1702 InvDesc: lib furn.#2 InvAmt: \$15,418.85

ChqNo:	0034537	Date:	2024-09-23	Vendor:	R&J FARMS/EXCAVATING	Amount:	\$904.00
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InvNo: 669201 InvDesc: high falls/info booth pump out InvAmt: \$904.00

ChqNo:	0034538	Date:	2024-09-23	Vendor:	JR JONSSON	Amount:	\$9,000.00
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InvNo: 894704 InvDesc: fd-air cylinders {6} InvAmt: \$9,000.00

ChqNo:	0034539	Date:	2024-09-23	Vendor:	SHELLY BOND	Amount:	\$100.00
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InvNo: OCT 2024 InvDesc: pec-card making InvAmt: \$100.00

ChqNo:	0034540	Date:	2024-09-23	Vendor:	TOROMONT CAT	Amount:	\$154.26
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InvNo: W0901020849 InvDesc: maint.prg #9 InvAmt: \$154.26

ChqNo:	0034541	Date:	2024-09-23	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,713.71
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InvNo: 312268 InvDesc: garb pickup/prks/grass InvAmt: \$3,713.71

ChqNo:	0034542	Date:	2024-09-23	Vendor:	WOOD WYANT CANADA INC	Amount:	\$779.98
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InvNo: 317566 InvDesc: arena-fir machine supp InvAmt: \$157.97

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: 315075	InvDesc: arena-flr mach.supplies	InvAmt: \$215.21
InvNo: 321300	InvDesc: arena-flr machine maintenance	InvAmt: \$406.80

ChqNo:	0034543	Date:	2024-09-23	Vendor:	ANP OFFICE SUPPLY	Amount:	\$49.38
InvNo:	03642	InvDesc:	tape measures	InvAmt:	\$49.38		

*** End of Report ***

Report Total: \$285,536.33

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
3034498		2024-09-23	09/23COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
3034499		2024-09-23	09/23COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
3034500		2024-09-23	09/23COMB	133	BOND, FREDA	OUTSTANDING	Cheque
3034501		2024-09-23	09/23COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
3034502		2024-09-23	09/23COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
4076		2024-09-23	09/23COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4077		2024-09-23	09/23COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4078		2024-09-23	09/23COMB	169	MAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
4079		2024-09-23	09/23COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4080		2024-09-23	09/23COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4081		2024-09-23	09/23COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4082		2024-09-23	09/23COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4083		2024-09-23	09/23COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4084		2024-09-23	09/23COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
4085		2024-09-23	09/23COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
4086		2024-09-23	09/23COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4087		2024-09-23	09/23COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4088		2024-09-23	09/23COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
4089		2024-09-23	09/23COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4090		2024-09-23	09/23COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4091		2024-09-23	09/23COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
4092		2024-09-23	09/23COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
<hr/>							
Total :	\$28,672.78						

Date : 2024-10-07
Time : 10:09:41 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0034544		2024-10-07	10/07COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0034545		2024-10-07	10/07COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0034546		2024-10-07	10/07COMB	133	BOND, FRED A	OUTSTANDING	Cheque
0034547		2024-10-07	10/07COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0034548		2024-10-07	10/07COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
4093		2024-10-07	10/07COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4094		2024-10-07	10/07COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4095		2024-10-07	10/07COMB	169	MAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
4096		2024-10-07	10/07COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4097		2024-10-07	10/07COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4098		2024-10-07	10/07COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4099		2024-10-07	10/07COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4100		2024-10-07	10/07COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4101		2024-10-07	10/07COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
4102		2024-10-07	10/07COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
4103		2024-10-07	10/07COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4104		2024-10-07	10/07COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4105		2024-10-07	10/07COMB	391	COOPER, JEREMY	OUTSTANDING	Direct Deposit
4106		2024-10-07	10/07COMB	396	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
4107		2024-10-07	10/07COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4108		2024-10-07	10/07COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4109		2024-10-07	10/07COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
4110		2024-10-07	10/07COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
4111		2024-10-07	10/07COMB	503	Peltier, Amy	OUTSTANDING	Direct Deposit
Total : \$29,572.22							

TOWNSHIP OF ASSIGINACK RESOLUTION
Provincial Updates to the Municipal Elections Act

WHEREAS elections rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections.

WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process.

WHEREAS the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities.

WHEREAS the *Municipal Elections Act, 1996* (MEA) will be 30 years old by the next municipal and school board elections in 2026.

WHEREAS the MEA sets out the rules for local elections, the *Assessment Act, 1990* and the *Education Act, 1990* also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario.

WHEREAS with rules across three pieces of legislation, and the MEA containing a patchwork of clauses, there are interpretation challenges, inconsistencies, and gaps to fill.

WHEREAS the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce.

WHEREAS while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today's needs and tomorrow's challenges.

WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis/disinformation and the increased use of technologies like artificial intelligence and use of digital identities.

WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration.

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections.

THEREFORE BE IT RESOLVED THAT the Township of Assignack calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.

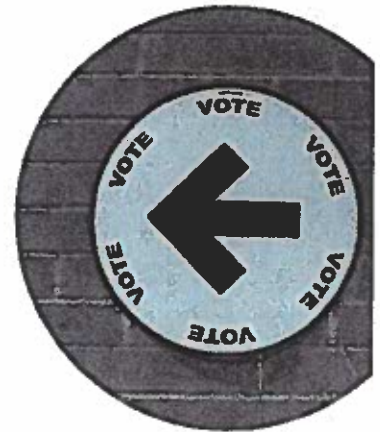
AND BE IT FURTHER RESOLVED that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing (minister.mah@ontario.ca), the Minister of Education (minister.edu@ontario.ca), the Minister of Public and Business Service Delivery (todd.mccarthy@ontario.ca), Minister of Finance (Minister.fin@ontario.ca), the Premier of Ontario (premier@ontario.ca) and AMCTO (advocacy@amcto.com).

Key Messages

These messages were created to assist with any questions you might receive about *Municipal Elections Act (MEA)* modernization and AMCTO's submission:

Why did AMCTO make this submission?

- To continuously improve local election administration including the electoral experience of voters, candidates, and third-party advertisers.
- By addressing current legislative challenges, issues and other emerging sector trends, our proposed amendments to MEA can ensure a revised legislation that is future-proof and outcomes-focused and that provides enhanced clarity and efficiency in the local democratic process.
- The purpose of this submission is to initiate a public dialogue on MEA modernization. We look forward to working with the Province to ensure that the next iteration of the MEA is easier to understand and comply with.
- It is important that voters, candidates, and third-party advertisers can more easily participate in the local democratic process while election administrators have the proper tools and resources they need to efficiently run their local elections and enforce compliance with a modern and streamlined MEA.



What concerns with the current legislation do municipalities/municipal staff have?

- The MEA in its current form contains a patchwork of amendments, repealed sections, and transitional provisions that are no longer relevant such as 36 repealed sections that are still numbered, subsections where not all subjects are related, sections with similar headings, and sections containing competing timelines. This makes the current legislation hard to follow, interpret and enforce.
- There is a lack of harmonization across the three Acts that set out complex rules for municipal and school board elections: the MEA, *Education Act*, and the *Assessment Act*. For example, school board trustee candidates and voters must be able to effectively interpret these pieces of legislation all-together to understand their qualifications to run for an office and vote.
- The current structure of these Acts also make it difficult to match school support to voters as school support has two purposes under the current legislative framework: election and assessment.
- Finally, the rules on campaign finance and third-party advertising are complex and difficult for candidates and advertisers to understand and comply with and election administrators to oversee and enforce. For example, there are disconnected submission timelines, it is unclear what triggers third-party advertising status, and a lack of clarity on who can make a compliance audit application.

Are you making it more difficult for candidates to comply with the Act?

- No - in fact, we are suggesting that there be a review of the campaign finance framework because we know that it may be complicated for candidates just as it's administratively challenging for clerks.
- Rules, timelines, forms, and guidance should make it so that compliance is easier.
- Local election rules should be clear, effective, and streamlined to make participating in local democratic processes easy to understand.





What will a comprehensive review and/or rewrite of the legislation achieve?

- Our recommendations include priority, secondary and long-term ideas to improve and modernize the MEA. Ideally, we would like to see some of these recommendations implemented ahead of the 2026 local elections and well ahead of the 2030 elections.
- A review every four years would ensure that the legislation remains up to date with current processes and technologies, while remaining flexible and future-proof for local election administrators to interpret, comply with, and enforce.
- A thorough review would ensure municipal staff and local election administrators have the proper tools and resources they need to succeed in executing their local elections with efficiency, accountability, and transparency top of mind.
- Updated legislation will help ensure that election administrators, municipal staff, voters, candidates, and third-party advertisers have a more modern framework to work from which will support more efficient service delivery, more engagement and transparency in the local democratic process.

Will the Province make changes to the legislation?

- We hope so! We look forward to engaging with the Province to bring forward priority amendments by next spring to provide election administrators with enough time to implement ahead of the 2026 municipal elections
- It is our hope that the Province will commit to a longer-term comprehensive review and rewrite of the Act to bring it into the 21st century well ahead of the 20230 municipal elections.
- AMCTO members are always willing to collaborate, co design and share lessons-learned to inform legislation, policy, programs, and services.

For all media inquiries related to this submission, please contact the
Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
at media@amcto.com.





October 11, 2024

Sent via email: premier@ontario.ca

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

RE: Opposition to the Transportation and Deposition of Naturally Occurring Radioactive Material (NORM) and Mine Tailings from the Former Beaucage Mine and Waste Site

On behalf of the Councils of the Corporation of the Township of Nairn and Hyman and the Corporation of the Township of Baldwin, we are formally submitting the attached joint resolution regarding our serious concerns over the proposed transportation and deposition of radioactive naturally occurring materials (NORM) to the Agnew Lake Tailings Management Area (ALTMA).

Our Councils recently convened a Joint Emergency Meeting on October 2, 2024, to discuss this matter in response to information presented at a Town Hall Meeting on September 11, 2024, by the Ministry of Mines, the Ministry of Transportation, and the Canadian Nuclear Safety Commission. During our deliberations, it became evident that the materials slated for transport are not correctly categorized as NORM, but rather as mine tailings containing not only radioactive substances like niobium and uranium but also other hazardous heavy metals.

We are gravely concerned about the potential environmental and health impacts this project may have, particularly on Agnew Lake—a critical drinking water source for our communities. Our position is that ALTMA should be remediated using clean materials to mitigate existing contamination rather than accepting additional hazardous materials that could exacerbate environmental harm.

This joint resolution calls upon your government and relevant ministries to halt any further actions related to the transportation of this hazardous product to the ALTMA site. The resolution reads as follows:

RESOLUTION # 2024-EM2-12

DATED: October 2, 2024

MOVED BY: Vern Gorham

SECONDED BY: Jason Cote

WHEREAS the Council of the Corporation of the Township of Nairn and Hyman and the Council of the Corporation of the Township of Baldwin convened a Joint Emergency Meeting on Wednesday, October 2, 2024 to discuss the proposed plan to transport and deposit radioactive naturally occurring materials (NORM) at the Agnew Lake Tailings Management Area (ALTMA); and

WHEREAS the Councils reviewed information received from the Ministry of Mines, the Ministry of Transportation and the Canadian Nuclear Safety Commission regarding this proposed plan at the Town Hall Meeting dated September 11, 2024; and

WHEREAS the Councils strongly agree that the materials that are planned to be deposited are not correctly defined as naturally occurring radioactive materials but rather mine tailings that contain not only the radioactive substance Niobium and uranium but also contain heavy metals that pose significant environmental and health risks; and

WHEREAS there are significant concerns regarding the potential contamination of drinking water sources, particularly Agnew Lake, which many residents rely on for safe drinking water; and

WHEREAS the Councils agree that the Agnew Lake Tailings Management Area (ALTMA) needs to be remediated using clean materials to mitigate the existing environmental impacts, rather than being used for the deposition of additional hazardous materials; and

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Nairn and Hyman and the Council of the Corporation of the Township of Baldwin formally oppose the transportation and deposition of these materials from the former Beaucage Mine and Waste Site, Nipissing First Nations lands and adjacent lands operated by the Ministry of Transportation to the Agnew Lake Tailings Management Area; and

BE IT FURTHER RESOLVED THAT the Council of the Corporation of the Township of Nairn and Hyman and the Council of the Corporation of the Township of Baldwin respectfully demand that the Province of Ontario, the Ministry of Mines, the Ministry of Transportation, the Canadian Nuclear Safety Commission provide answers to our questions and that the municipalities receive notification of all forward movements of this project; and

THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable George Pirie, the Minister of Mines; the Honourable Prabmeet Sarkaria, the Minister of Transportation; the Honourable Andrea Khanjin, the Minister of the Environment, Conservation and Parks; Chief Toulouse and Sagamok Anishnawbek Council Members; Chief Nootchtai and Atikameksheng Anishnawbek Council Members; Chief Rodney Nahwegahbow and the Whitefish River First Nation Council Members; Chief Patsy Corbiere and the Aundeck Omni Kaning First Nation Council Members; the United Chiefs and Council of Mnidoo Mnising; Ontario Ombudsman; the Canadian Nuclear Safety Commission; the Canadian Environmental Law Association; MP Carol Hughes; MPP Michael Mantha; the Association of Ontario Municipalities and all Ontario Municipalities.

CARRIED

We respectfully request your immediate attention to this matter and urge the Province of Ontario to prioritize the protection of our community's health, safety, and environmental integrity.

For more information regarding this matter, please contact our municipal office by email at belindaketchabaw@nairncentre.ca or by phone at (705) 869-4232.

Yours truly,



Belinda Ketchabaw
CAO Clerk Treasurer
Township of Nairn and Hyman

Cc:

Honourable George Pirie, the Minister of Mines
Honourable Prabmeet Sarkaria, the Minister of Transportation
Honourable Andrea Khanjin, the Minister of the Environment, Conservation and Parks
Chief Toulouse and the Sagamok Anishnawbek Council Members
Chief Nootchtai and the Atikameksheng Anishnawbek Council Members

Chief Rodney Nahwegahbow and the Whitefish River First Nation Council Members
Chief Patsy Corbiere and the Aundeck Omni Kaning First Nation Council Members
The United Chiefs and Council of Mnidoo Mnising
Ontario Ombudsman
Canadian Nuclear Safety Commission
Canadian Environmental Law Association
MP Carol Hughes
MPP Michael Mantha
Association of Ontario Municipalities
All Ontario Municipalities



**UNAPPROVED MINUTES – SIXTH MEETING
BOARD OF HEALTH
PUBLIC HEALTH SUDBURY & DISTRICTS
BOARDROOM, SECOND FLOOR
THURSDAY, SEPTEMBER 19, 2024 – 1:30 P.M.**

BOARD MEMBERS PRESENT

Ryan Anderson
Robert Barclay
Michel Brabant

Pauline Fortin
René Lapierre
Ken Noland

Mike Parent
Mark Signoretti
Natalie Tessier

BOARD MEMBERS REGRET

Renée Carrier

Guy Despatie

Abdullah Masood

STAFF MEMBERS PRESENT

Kathy Dokis
Stacey Gilbeau
M. Mustafa Hirji

Stacey Laforest
Rachel Quesnel
France Quirion

Renée St Onge

R. LAPIERRE PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

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

- Letter to Ministry of Health and Long-Term Care recommending the provincial re-appointment of Ryan Anderson, dated July 24, 2024

R. Anderson was congratulated on his reappointment to the Board of Health as a provincial appointee, renewed for a period not exceeding three years.

- City of Greater Sudbury Report and Motion Re Appointment of Michel Brabant on Board of Health for Public Health Sudbury & Districts, due to resignation of Al Sizer

Michel Brabant has been appointed by the City of Greater Sudbury on the Board of Health to replace Al Sizer who resigned from the Board of Health. M. Brabant was welcomed to his first Board of Health meeting. Al was thanked for his contributions to the Board of Health, including during the Strengthening of Public Health voluntary merger discussions.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

The agenda package was pre-circulated. There were no declarations of conflict of interest.

4. DELEGATION/PRESENTATION

i) Changing Patterns of Infectious Disease

– Stacey Laforest, Director, Health Protection Division

S. Laforest was invited to speak to changing patterns of infectious disease including respiratory, vaccine preventable diseases, sexually transmitted and blood borne infections trends, and program impacts. Reporting requirements and public health follow-up for the 72 Diseases of Public Health Significance (DOPHS) were outlined as well as management of DOPHS.

Several of DOPHS are vaccine preventable diseases and the importance of keeping vaccinations up to date was emphasized. Local tuberculosis trends show much higher incidence to historical levels, and also higher in comparison with Ontario incidences rates. Large increases in the incidence rate of iGAS, invasive pneumococcal disease, pertussis (aka Whooping Cough) and varicella (aka Chicken Pox) cases have been observed in comparison with the provincial incidence rate and to the historical levels for Sudbury & Districts. Respiratory outbreak activity has also significantly increased since the pandemic in both number and complexity.

These disease trends have impacted Public Health's workload, and alongside a changing demographic, reduced access to primary health care, the introduction of new ministry vaccine programs and expectations, Public Health has needed to prioritize and streamline services to meet ministry requirements. The COVID-19 vaccine program continues to pose challenges to the VPD program due to the operational requirements of the ministry with no associated base funding to deliver this service.

In conclusion, respiratory and sexually-transmitted blood borne infections are increasing within the PHSD area and program impacts are being observed, with an increase in both investigation number and case complexity. The teams continue to explore ways to streamline processes. Vaccination of eligible persons routinely continues to be prioritized as per the publicly funded schedule and to susceptible persons as part of contact investigation. With increasing case load and outbreak management, the existing Control of Infectious Diseases and Sexual Health teams are beyond the capacity of the current staffing levels. Given the minimum investigation requirements per the OPHS, and provincial data entry requirements, the Executive Committee is exploring options to manage the workload associated with increases in caseloads.

Questions and comments were entertained, and clarification provided regarding education/prevention for sexually transmitted diseases in schools, public health policy to change societal norms, provincial trends for communicable diseases, funding for outbreaks, protection of respiratory pathogens through masking, and unique trends in northern Ontario. In response to an inquiry, additional information will be shared with the Board regarding greatest proportion of cases by age for syphilis.

S. Laforest was thanked for her presentation.

ii) **The Unlearning and Undoing White Supremacy and Racism Project**

- Sarah Rice, Special Advisor, Indigenous Affairs, Indigenous Engagement Team, Knowledge and Strategic Services
- Jasmine Fournier, Health Promoter, Indigenous Engagement Team, Knowledge & Strategic Services

Dr. Hirji noted that today's presentation aligns with the third strategic direction of Finding our Path Together: Strengthen our Capacity for a Culturally Competent Workforce, as well as the third strategic direction within the Indigenous Engagement Governance ReconciliAction Framework: *The Board of Health will strengthen its capacity to become culturally safe*. This month, ending with the National Day for the Truth and Reconciliation on September 30, we honour the survivors and their families of the residential and day school systems by taking time to learn and reflect on the truths that may bring us closer to a sense of reconciliation.

S. Rice and J. Fournier were welcomed to share a new agency-wide project that will be launching in the coming months, that aims to learn and reflect on these truths and move towards collective action as an agency, along with an invitation for the Board to join the project.

The project, adapted with permission from the BC Health Authority, will examine white supremacy and colonization as determinants of health. The project work is crucial to addressing the root causes of poor health outcomes and the systemic issues that are present in our health care system and in society. As an example, the Coin Model of Privilege was displayed to see how we can use our privilege to evoke change and allows to explore unconscious biases.

Over the last six years, a variety of PHSD strategies and frameworks have been developed to support the agency to do this system-level change work, which includes the work of the Unlearning and Undoing White Supremacy and Racism project. At the governance level, the Indigenous Engagement Governance ReconciliAction Framework (Motion #37-23) further refines and strengthens this work by committing to participate in ongoing education

opportunities. Board members were provided an example of what a two-month period of the 18-month project would look like for Module 1 Naming Racism & White Supremacy. Module options, learning and time commitments were outlined.

Staff as well as Board members are invited to participate in the Unlearning and Undoing White Supremacy and Racism project. Board participation would help signal the importance of this work to staff, throughout the system and wider community. Included in today's agenda package is a briefing note outlining a motion to join this important journey that Public Health is embarking on. Questions were entertained regarding the time commitment and project launch. Sarah and Jasmine were thanked.

5. CONSENT AGENDA

i) Minutes of Previous Meeting

- a. Fifth Board of Health Meeting – June 20, 2024

ii) Business Arising from Minutes

iii) Report of Standing Committees

- a. None

iv) Report of the Medical Officer of Health / Chief Executive Officer

- a. MOH/CEO Report, September 2024

v) Correspondence

- a. Physical Literacy for Communities: A Public Health Approach

Board of Health for Public Health Sudbury & Districts Motion #34-24

- Letter from Grey Bruce Public Health Board of Health Chair to the Chief Medical Officer of Health, dated September 3, 2024
- b. Ontario Protecting Communities and Supporting Addiction Recovery with New Treatment Hubs
 - Letter from Association of Local Public Health Agencies (alPHA) Chair to the Minister of Health, dated August 29, 2024
- c. Support for Bills S-233 and C-223, An Act to develop a national framework for a guaranteed livable basic income
 - Letter from Middlesex-London Health Unit (MLHU) Board of Health Chair to Prime Minister of Canada, Deputy Prime Minister and Minister of Finance, Minister of Health, Leader of the Government in the House of Commons, House Leader of the Official Opposition, House Leader of the Bloc Québécois, House Leader of the New Democratic Party and Standing Senate Committee on National Finance, dated July 24, 2024, along with MLHU's Board report.

d. New measures to help prevent harms to youth from nicotine replacement therapies

- Health Canada News Release dated August 22, 2024; *Health Canada introduces new measures to help prevent harms to youth from nicotine replacement therapies*
- Letter from the Chair, Board of Health for Public Health Sudbury & Districts to the Minister of Health of Canada, dated September 11, 2024

vi) **Items of Information**

None.

A question regarding the September Board report was entertained relating to the non-compliance notice from the Ministry of Seniors and Accessibility regarding certain areas of the website.

In regard to comments in the September Board report regarding recent developments concerning harm reduction, N. Tessier will share a CNN article regarding data for fatal overdoses/multi-faceted approach.

45-24 APPROVAL OF CONSENT AGENDA

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

CARRIED

6. NEW BUSINESS

i) **Unlearning and Undoing White Supremacy and Racism Project**

- Briefing Note from M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health dated September 12, 2024

Dr. Hirji noted that the briefing note supplements today's presentation for the Board's consideration of the motion.

46-24 UNLEARNING AND UNDOING WHITE SUPREMACY AND RACISM PROJECT

MOVED BY PARENT – NOLAND: THAT the Board of Health commit to participating in the Unlearning and Undoing White Supremacy and Racism Project. This commitment will include two hours of self-guided learning and 15-30-minute closed group discussion per month.

CARRIED

ii) **2024–2028 Accountability Monitoring Plan: Strategic Priority Performance Measures**

- Briefing Note from M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health dated September 12, 2024
- 2024–2028 Accountability Monitoring Plan: Strategic Performance Measures

It was recapped that the Board of Health approved the four-year 2024–2028 Strategic Plan in November 2023 and directed the Medical Officer of Health to develop a monitoring process for the Plan. The 2024–2028 Accountability Monitoring Plan was subsequently developed and approved (motion #27-24) in April 2024 with the direction to finalize the Strategic Priority Performance Measures for the Board’s approval.

On behalf of the Joint Board of Health/Staff Working Group, R. Barclay reviewed the performance indicators developed to ensure ongoing monitoring of the integration of the strategic priorities within programs and services and to provide an opportunity to gauge how we are progressing with actioning our agency Strategic Plan. The measures were developed with feedback from key staff and senior management and validated by the Joint Board of Health/Staff Working Group.

Dr. Hirji noted that it is difficult to measure outcomes due to the nature of public health work and historically, process indicators were used; however, these indicators aim to move in the direction of measuring outcomes.

Comments and questions were entertained and the motion read.

47-24 ACCOUNTABILITY MONITORING PLAN, 2024-2028: STRATEGIC PRIORITY PERFORMANCE MEASURES

MOVED BY BRABANT – TESSIER: WHEREAS the Board of Health motion #27-24 endorsed the 2024–2028 Accountability Monitoring Plan for Public Health Sudbury & Districts and directed the Medical Officer of Health to operationalize the Plan, ensuring an annual report to the Board of Health; and

WHEREAS one step in the operationalization of the plan is the development of performance measures specific to the 2024–2028 Strategic Plan; and

WHEREAS the Joint Board of Health/Staff Accountability Working Group reviewed the proposed performance measures and recommends them to the Board of Health;

THEREFORE BE IT RESOLVED that the Board of Health approve the Strategic Priority Performance Measures as part of the 2024–2028 Accountability Monitoring Plan for Public Health Sudbury & Districts.

CARRIED

- iii) **Support for Ontario to Continue to Protect the Safety of Private Drinking Water**
 - Letter from the Municipality of Central Manitoulin to the Premier of Ontario, dated July 8, 2024
 - Letter from the Peterborough Public Health Board of Health Chair to the Deputy Premier and Minister of Health and the Minister of the Environment, Conservation and Parks, dated June 20, 2024

Dr. Hirji outlined the small drinking water system requirements for testing, monitoring and sampling and Public Health Sudbury & Districts role.

The 2023 Auditor General's Value for Money Audit report had referenced streamlining Public Health Ontario's lab services. This generated concerns and discussions have been held at the provincial level about discontinuing provincial funding for lab testing of private wells. The Town of Gore Bay and Municipality of Central Manitoulin have voiced their concerns through motions and in June 2024, the Board of Health for Public Health Sudbury & Districts requested staff prepare an advocacy motion, which is tabled for the Board's consideration today.

Questions and comments were entertained and it was clarified that there would be no financial implication to the Board of Health and the advocacy relates to whether the province continues to fund private water testing.

48-24 SUPPORT FOR ONTARIO TO CONTINUE TO PROTECT THE SAFETY OF PRIVATE DRINKING WATER

MOVED BY NOLAND – FORTIN: WHEREAS twenty-two percent of households within the Public Health Sudbury & Districts service area rely on private drinking water systems; and

WHEREAS it is recommended that drinking water be tested frequently to ensure that it is safe for human consumption; and

WHEREAS exposure to contaminated drinking water can lead to severe gastrointestinal illness and in rare cases may result in death; and

WHEREAS anyone can become ill from drinking contaminated water; however, children, older adults, and people with weakened immune systems are at a higher risk of the harmful effects; and

WHEREAS Public Health Ontario's Well Water Testing program is a publicly-funded service that tests water samples from private drinking water sources for indicators of bacterial contamination; and

WHEREAS testing drinking water quality at private laboratories can be cost prohibitive; and

WHEREAS Public Health Ontario in conjunction with the Ministry of Health has proposed joint modernization plans in 2017 and again in January 2023 that proposed discontinuing well water testing as part of a plan to streamline operations; and

WHEREAS the Auditor General of Ontario in its December 6, 2023 Value-for-Money Audit: Public Health Ontario, called for Public Health Ontario and the Ministry of Health to move forward with streamlining laboratory operations in consideration of the proposed modernization plans; and

WHEREAS Public Health Ontario and the Ministry of Health have not yet announced a final plan for streamlining laboratory operations at this time;

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts strongly recommends to the Minister of Health and to Public Health Ontario that Ontario's Well Water Testing program be continued in the plan to implement streamlined laboratory operations, and

THAT THE BOARD OF HEALTH endorse the resolutions adopted by the Council of the Town of Gore Bay (May 14, 2024), the Council of the Corporation of Northeastern Manitoulin & the Islands (May 23, 2024), and the Council of Central Manitoulin (July 8, 2024) concerning provincial well water testing.

CARRIED

iv) Perspectives from Northern Ontario for the Public Health Funding Review

- Briefing Note from M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health dated September 12, 2024
- Advocacy Letter from Northern Medical Officers of Health to the Chief Medical Officer of Health and Assistant Deputy Minister, Dr. Kieran Moore, dated August 16, 2024

At the 2023 AMO Conference, the provincial government announced a series of new, planned measures to strengthen public health in Ontario. Among them was the intention to provide resources, support, and incentives to facilitate voluntary mergers as well as a review of the Ontario Public Health Standards and a review of the provincial public health funding.

As it relates to the funding review, the provincial government undertook a very focused consultation in June 2024 for which R. Lapierre participated through AMO and alPHa. The Northern Medical Officers of Health have concerns that there was no direct reach out to Medical Officers of Health or Boards of Health in northern Ontario given the unique factors and challenges northern health units face.

Eleven years ago, the Ministry had announced a funding review that proposed an approach that would have disadvantaged northern communities. The northern Medical Officers of Health believe any new provincial funding approach must provide equitable funding, rather than equal funding per capita across the province, accounting for unique circumstances in different areas of Ontario, including those unique elements in the north.

The northern MOHs collectively wrote a letter to the Chief Medical Officer of Health to advocate for equitable funding for this funding review that would ensure sustainability and equity of public health programming in northern Ontario. The northern Boards of Health endorsement is now being sought. Boards from the Porcupine Health Unit as well as North Bay Parry Sound District Health Units have already endorsed the motion.

Comments and questions were entertained and the Northern MOHs were commended for the advocacy letter.

49-24 ENDORSING PERSPECTIVES FROM NORTHERN ONTARIO FOR THE PUBLIC HEALTH FUNDING REVIEW

MOVED BY FORTIN – BARCLAY: THAT the Board of Health endorse the August 16, 2024 letter by the northern Ontario Medical Officers of Health entitled “Perspectives from Northern Ontario for the Public Health Funding Review”.

CARRIED UNANIMOUSLY

- v) Public Health Sudbury & Districts’ 2023 Annual Financial Report**
 - 2023 Financial Report (English and French)

Dr. Hirji noted that per good governance and practice, an annual report has been prepared and shared with the public as outlined in F-II-20 of the Board of Health Manual. Post-pandemic reflections were discussed as to whether we resume with the same format of the annual report or use a different approach.

More common public messaging is now short and succinct via social channels; therefore, the comprehensive annual report format is being shifted to a combination of highlights, including the program highlights early in the year and a financial highlight at this time of year with materials to be shared through social media in snippet.

- vi) Board of Health Manual Review**
 - Briefing Note from M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health dated September 12, 2024, and appendices

A thorough review of the Board of Health manual has taken place over the summer of all the policies, procedures, information sheets and by-laws that govern our organization.

Per A-III-10 the Board of Health Manual will be reviewed in its entirety in two-year intervals. Proposed revisions have been identified with tracked changes as well as areas identified to be repealed. The briefing note summarizes housekeeping revisions and highlights of more substantive revisions coming forward.

A lot of work has gone into the review and directors were thanked.

Questions and comments were entertained, and background was provided regarding the Board's request in 2019 for additional language to specify action and follow up in the event of an investigation, which, post-COVID-19, is proposed in the *new* Procedure C-I-15 Code of Conduct.

50-24 BOARD OF HEALTH MANUAL

MOVED BY PARENT – ANDERSON: THAT the Board of Health, having reviewed the proposed revisions within the Board of Health Manual, approve the Manual as presented on this date.

CARRIED

7. ADDENDUM

51-24 ADDENDUM

MOVED BY SIGNORETTI -BRABANT: THAT this Board of Health deals with the items on the Addendum.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

i) Board of Health Membership

- Order in Council Re: provincial re-appointment of Ryan Anderson effective September 13, 2024 for a term of three years
- Welcome letter to Michel Brabant, dated September 13, 2024
- Thank you letter to Al Sizer dated September 16, 2024

Correspondence is shared for information.

ii) Items of Information

- Ontario Government News Release dated September 10, 2024; *Ontario Enhancing Tools to Help People Prepare for Respiratory Illness Season*

News release is shared for information.

8. IN CAMERA

52-24 IN CAMERA

MOVED BY FORTIN - NOLAND: THAT this Board of Health goes in camera to deal with labour relations or employee negotiations. Time: 3:01 pm

CARRIED

9. RISE AND REPORT

53-24 RISE AND REPORT

MOVED BY TESSIER – ANDERSON: THAT this Board of Health rises and reports.

Time: 3:18 p.m.

CARRIED

It was reported that one labour relations and negotiations matter were discussed for which the following motions emanated:

54-24 APPROVAL OF BOARD OF HEALTH INCAMERA MEETING NOTES

MOVED BY PARENT – NOLAND: THAT this Board of Health approve the meeting notes of the April 18, 2024, 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

55-24 ONA MEMORANDUM OF SETTLEMENT RATIFICATION

MOVED BY SIGNORETTI - PARENT: THAT the Board of Health ratify the Memorandum of Settlement between Public Health Sudbury & Districts (PHSD) and the Ontario Nurses Association (ONA), dated September 16, 2024.

CARRIED

10. ANNOUNCEMENTS

- i) The Board Chair shared that staff are looking into processes to record Board presentations and post the recording for the public to access through phsd.ca. MS Teams Townhall meeting is being proposed as the platform to record the Board presentations due to its recording features; however, Townhall meetings does not have a telephone dial-in option. Board members did not have any concerns with not having a dial-in number for a MS Teams Townhall invitations for future Board meetings.
- ii) Board members were asked to complete the Annual Board Self-Evaluation Survey by October 18, 2024, noting their feedback is valuable.
- iii) Board members are to review the annual mandatory Emergency Preparedness PowerPoint presentation and email R. Quesnel to confirm once you have completed the review.
- iv) Time was allocated for Board members to complete the September 19, 2024, Board of Health meeting evaluation before adjournment.

11. ADJOURNMENT

56-24 ADJOURNMENT

MOVED BY SIGNORETTI - NOLAND: THAT we do now adjourn. Time: 3:23 p.m.

CARRIED

(Chair)

(Secretary)

**Manitoulin Centennial Manor
Board of Management Meeting
Aug 22, 2024
(unapproved)**

Present:

Pat MacDonald.

Phone - Mary Jane Lenihan, Art Hayden, Brenda Reid, Ian Anderson

Don Cook (Administrator), Sylvie Clark (DOC)

By Phone: Keith Clement (Extendicare), Mandeep Dhindsa, (Extendicare)

Mike Erskine (Expositor) Phone

With regrets Dawn Orr,

Meeting held in Manor boardroom.

1.0 Call to order

1.1 Meeting called to order, Pat stuck in traffic, Art to chair until Pat arrives

2.0 Approval of Agenda

2.1 Motion to approve revised agenda.

Moved by M J Lenihan

Seconded by Brenda Reid

.... carried

3.0 Approval of Minutes

3.1 Motion put forward to approve May 2024 minutes.

Moved by Ian Anderson

Seconded by Brenda Reid

.... carried

4.0 New Business

4.1 Workday

Keith- thanks to the home for implementing this challenging program. It is a big learning curve.

Don- getting there

Sylvie- challenges in learning process.

4.2 Generator

Original, too small, does not provide full power to building, does operate basic except the elevator. The new regulation requires the elevator to be on the generator. needs generator.

The generator is in the boiler room and when running the heat from the generator triggers the new heat detector of the new fire alarm system and sets off the fire alarm.

We need to make the replacement of the generator a priority.

Art wants a business proposal with all the details, including, size, pricing etc.

Keith – William Birch can assist & get Extendicare pricing and help with the leg work with information from Extendicare.

Don – William has plans to come next week for a visit.

Pat arrived and took over chairing the meeting.

5.0 Business Arising from Minutes

5.1 IPAC Funding – The letter for IPAC funding will be reviewed to determine how it works in the budget.

Mandeep – the funds will be applied in the budget

6.0 Fundraising Update

Current fundraising is to go towards the continued replacement of the beds.
We have replaced 20 beds with 40 more to be replaced.

6.1 Courtyard

Continuing to work with the fencing company to properly align the post to install the glass panels around the back half of the patio overlooking the North Chanel.

To produce the enlargement of the mural that will hang outside we need a photo with the proper resolution. Mike Eerskine has kindly volunteered to take the picture for us.

7.0 Correspondence –

Aimie Vahmeyer is the new V.P Long Term Care Operations ON.

She is our contact for anything to do with operations. She is planning a visit for next year.

Rhonda Chou – is contact for financial matters and contract..

We will be in a group with owned homes.

8.0 Administrator's Report –

8.1 Attached Report

Moved by Brenda Reid Seconded by M.J Lenihan carried

9.0 Extendicare Report

9.1 Financial Statement for Jun & July 2024

presented by Keith Clement & Mandeep Dhindsa

MST fund is now the Integrated Technology Solution Fund. that combines;
Falls reductions, Decision support Tool, P.U. reduction, Standardizing PCC for a new RAI Tool.

Motion to accept.

Moved by Ian Anderson Seconded by Brenda Reid carried

10.0 Date of Next Meeting: - Sep 26, 2024. At 10:00 a.m.

Pat - regrets for the Sep meeting.

11.0 Motion to go In Camera

Moved by Art Hayden Seconded by Brenda Reid carried

Motion to come out of Camera

Moved by M.J. Lenihan Seconded by Art Hayden carried

Motion to accept "In Camera" discussion

Moved by M.J. Lenihan Seconded by Dawn Orr carried

Motion to follow through with agreed upon change while in Camera

Moved by Art Hayden Seconded by Brenda Rei carried



Calls For Service (CFS) Billing Summary Report

Assignack May - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		May	Year to Date	Time Standard	Year To Date Weighted Hours	May	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Assault With Weapon or Causing Bodily Harm-Level 2	1	1	15.4	15.4	0	0		0.0
	Assault-Level 1	0	0		0.0	2	2	15.4	30.8
	Criminal Harassment	0	0		0.0	0	1	15.4	15.4
	Utter Threats to Person	0	2	15.4	30.8	0	0		0.0
	Total	1	3	15.4	46.2	2	3	15.4	46.2
Property Crime Violations	Break & Enter	0	1	6.3	6.3	0	1	6.3	6.3
	Theft Over -master code	0	0		0.0	0	1	6.3	6.3
	Theft Over - Construction Site	1	1	6.3	6.3	0	0		0.0
	Theft of Motor Vehicle	0	0		0.0	1	2	6.3	12.6
	Theft under - Persons	0	1	6.3	6.3	0	0		0.0
	Theft under - Other Theft	0	0		0.0	0	1	6.3	6.3
	Theft Under \$5,000 [SHOPLIFTING]	0	1	6.3	6.3	0	0		0.0
	Fraud -Money/property/ security > \$5,000	0	0		0.0	2	2	6.3	12.6
	Fraud -Money/property/ security <= \$5,000	0	1	6.3	6.3	0	1	6.3	6.3
	Fraud - Other	0	1	6.3	6.3	0	0		0.0
	Mischief - master code	0	3	6.3	18.9	1	1	6.3	6.3
	Total	1	9	6.3	56.7	4	9	6.3	56.7
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Other Weapons Offences	0	0		0.0	1	1	7.3	7.3
	Bail Violations - Fail To Comply	1	1	7.3	7.3	0	0		0.0
	Bail Violations - Others	0	1	7.3	7.3	0	0		0.0
	Breach of Probation	2	3	7.3	21.9	0	0		0.0
	Offensive Weapons-Careless use of firearms	0	1	7.3	7.3	0	0		0.0
	Total	3	6	7.3	43.8	1	1	7.3	7.3
Drug Possession	Possession Other Controlled Drugs and Substance Act	0	1	6.9	6.9	0	0		0.0
	Drug related occurrence	0	1	6.9	6.9	0	0		0.0
	Total	0	2	6.9	13.8	0	0		0.0
Statutes & Acts	Landlord/Tenant	1	3	3.5	10.5	0	1	3.5	3.5
	Mental Health Act	0	1	3.5	3.5	0	1	3.5	3.5
	Mental Health Act - No contact with Police	0	0		0.0	0	2	3.5	7.0
	Mental Health Act - Threat of Suicide	0	1	3.5	3.5	0	1	3.5	3.5
	Mental Health Act - Voluntary Transport	0	2	3.5	7.0	0	0		0.0
	Trespass To Property Act	0	0		0.0	1	3	3.5	10.5



Calls For Service (CFS) Billing Summary Report

Assignack May - 2024

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2024				2023			
		May	Year to Date	Time Standard	Year To Date Weighted Hours	May	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Total	1	7	3.5	24.5	1	8	3.5	28.0
Operational	Animal - Left in Vehicle	0	0		0.0	0	1	3.8	3.8
	Animal Stray	0	1	3.8	3.8	2	2	3.8	7.6
	Animal Injured	0	0		0.0	0	1	3.8	3.8
	Animal - Dog Owners Liability Act	0	0		0.0	0	1	3.8	3.8
	Domestic Disturbance	0	1	3.8	3.8	0	2	3.8	7.6
	Suspicious Person	1	3	3.8	11.4	1	3	3.8	11.4
	Phone -Nuisance - No Charges Laid	0	0		0.0	0	3	3.8	11.4
	Missing Person 12 & older	0	1	3.8	3.8	0	0		0.0
	Missing Person Located 12 & older	1	1	3.8	3.8	0	0		0.0
	Found Property -Master code	1	2	3.8	7.6	0	0		0.0
	Lost Property -Master code	0	0		0.0	0	1	3.8	3.8
	Lost-Others	0	0		0.0	0	1	3.8	3.8
	Sudden Death - Natural Causes	2	2	3.8	7.6	0	0		0.0
	Suspicious Vehicle	1	1	3.8	3.8	0	0		0.0
	Trouble with Youth	0	0		0.0	0	1	3.8	3.8
	Unwanted Persons	0	1	3.8	3.8	0	0		0.0
	Neighbour Dispute	1	5	3.8	19.0	3	4	3.8	15.2
	Assist Public	1	6	3.8	22.8	0	3	3.8	11.4
	Family Dispute	0	3	3.8	11.4	1	5	3.8	19.0
	Total	8	27	3.8	102.6	7	28	3.8	106.4
Operational2	False Alarm -Others	1	3	1.5	4.5	0	1	1.5	1.5
	Keep the Peace	1	1	1.5	1.5	1	2	1.5	3.0
	911 call / 911 hang up	0	2	1.5	3.0	0	1	1.5	1.5
	911 call - Dropped Cell	0	1	1.5	1.5	0	3	1.5	4.5
	Total	2	7	1.5	10.5	1	7	1.5	10.5
Traffic	MVC - Prop. Dam. Non Reportable	0	1	3.8	3.8	0	2	3.8	7.6
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	0	2	3.8	7.6	1	2	3.8	7.6
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	0		0.0	1	1	3.8	3.8
	Total	0	3	3.8	11.4	2	5	3.8	19.0
Total		16	64		309.5	18	61		274.1

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.

Report Content Last Updated:
2024/08/31

Report generated by:
Roque, Paula

Report generated on:
6-Sep-24 2:00:49 PM
Page 2 of 3



Calls For Service (CFS) Billing Summary Report

**Assignack
May - 2024**

- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2024 billing period.

Note to Municipalities:

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- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



Calls For Service (CFS) Billing Summary Report

Assignack June - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		June	Year to Date	Time Standard	Year To Date Weighted Hours	June	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Assault With Weapon or Causing Bodily Harm-Level 2	0	1	15.4	15.4	0	0		0.0
	Assault-Level 1	0	0		0.0	0	2	15.4	30.8
	Criminal Harassment	0	0		0.0	1	2	15.4	30.8
	Indecent/Harassing Communications	0	0		0.0	1	1	15.4	15.4
	Utter Threats to Person	0	2	15.4	30.8	0	0		0.0
	Total	0	3	15.4	46.2	2	5	15.4	77.0
Property Crime Violations	Break & Enter	0	1	6.3	6.3	0	1	6.3	6.3
	Theft Over -master code	0	0		0.0	0	1	6.3	6.3
	Theft Over - Construction Site	0	1	6.3	6.3	0	0		0.0
	Theft of Motor Vehicle	0	0		0.0	0	2	6.3	12.6
	Theft under - Persons	0	1	6.3	6.3	0	0		0.0
	Theft under - Other Theft	0	0		0.0	1	2	6.3	12.6
	Theft Under \$5,000 [SHOPLIFTING]	0	1	6.3	6.3	0	0		0.0
	Fraud -Money/property/ security > \$5,000	0	0		0.0	0	2	6.3	12.6
	Fraud -Money/property/ security <= \$5,000	0	1	6.3	6.3	0	1	6.3	6.3
	Fraud - Other	0	1	6.3	6.3	0	0		0.0
	Mischief - master code	0	3	6.3	18.9	0	1	6.3	6.3
	Total	0	9	6.3	56.7	1	10	6.3	63.0
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Possession of Weapons	1	1	7.3	7.3	0	0		0.0
	Offensive Weapons-Other Weapons Offences	0	0		0.0	0	1	7.3	7.3
	Bail Violations - Fail To Comply	0	1	7.3	7.3	0	0		0.0
	Bail Violations - Others	0	1	7.3	7.3	0	0		0.0
	Breach of Probation	1	4	7.3	29.2	0	0		0.0
	Offensive Weapons-Careless use of firearms	0	1	7.3	7.3	0	0		0.0
	Total	2	8	7.3	58.4	0	1	7.3	7.3
Drug Possession	Possession Other Controlled Drugs and Substance Act	0	1	6.9	6.9	0	0		0.0
	Drug related occurrence	0	1	6.9	6.9	0	0		0.0
	Total	0	2	6.9	13.8	0	0		0.0
Statutes & Acts	Landlord/Tenant	1	4	3.5	14.0	0	1	3.5	3.5
	Mental Health Act	0	1	3.5	3.5	1	2	3.5	7.0
	Mental Health Act - No contact with Police	0	0		0.0	0	2	3.5	7.0



Calls For Service (CFS) Billing Summary Report

Assignack June - 2024

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2024				2023			
		June	Year to Date	Time Standard	Year To Date Weighted Hours	June	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Mental Health Act - Threat of Suicide	0	1	3.5	3.5	0	1	3.5	3.5
	Mental Health Act - Voluntary Transport	0	2	3.5	7.0	0	0		0.0
	Trespass To Property Act	0	0		0.0	1	4	3.5	14.0
	Total	1	8	3.5	28.0	2	10	3.5	35.0
Operational	Animal - Left in Vehicle	0	0		0.0	0	1	3.8	3.8
	Animal Stray	1	2	3.8	7.6	0	2	3.8	7.6
	Animal Injured	0	0		0.0	0	1	3.8	3.8
	Animal - Dog Owners Liability Act	0	0		0.0	0	1	3.8	3.8
	Domestic Disturbance	1	2	3.8	7.6	0	2	3.8	7.6
	Suspicious Person	1	4	3.8	15.2	2	5	3.8	19.0
	Phone -Nuisance - No Charges Laid	0	0		0.0	0	3	3.8	11.4
	Missing Person 12 & older	0	1	3.8	3.8	0	0		0.0
	Missing Person Located 12 & older	0	1	3.8	3.8	0	0		0.0
	Found Property -Master code	0	2	3.8	7.6	0	0		0.0
	Lost Property -Master code	0	0		0.0	1	2	3.8	7.6
	Lost-Personal Accessories	0	0		0.0	2	2	3.8	7.6
	Lost-Others	0	0		0.0	0	1	3.8	3.8
	Sudden Death -master code	0	0		0.0	2	2	3.8	7.6
	Sudden Death - Natural Causes	0	2	3.8	7.6	0	0		0.0
	Suspicious Vehicle	0	1	3.8	3.8	0	0		0.0
	Trouble with Youth	2	2	3.8	7.6	0	1	3.8	3.8
	Unwanted Persons	0	1	3.8	3.8	0	0		0.0
	Neighbour Dispute	0	5	3.8	19.0	3	7	3.8	26.6
	Assist Public	0	6	3.8	22.8	2	5	3.8	19.0
	Family Dispute	0	3	3.8	11.4	0	5	3.8	19.0
	Total	5	32	3.8	121.6	12	40	3.8	152.0
Operational2	False Alarm -Others	2	5	1.5	7.5	0	1	1.5	1.5
	Keep the Peace	0	1	1.5	1.5	1	3	1.5	4.5
	911 call / 911 hang up	0	2	1.5	3.0	0	1	1.5	1.5
	911 call - Dropped Cell	0	1	1.5	1.5	2	5	1.5	7.5
	Total	2	9	1.5	13.5	3	10	1.5	15.0
Traffic	MVC - Prop. Dam. Non Reportable	0	1	3.8	3.8	1	3	3.8	11.4
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	1	3	3.8	11.4	4	6	3.8	22.8



Calls For Service (CFS) Billing Summary Report

Assignack June - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		June	Year to Date	Time Standard	Year To Date Weighted Hours	June	Year to Date	Time Standard	Year To Date Weighted Hours
Traffic	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	0		0.0	0	1	3.8	3.8
	Total	1	4	3.8	15.2	5	10	3.8	38.0
Total		11	75		353.4	25	86		387.3

Note to Detachment Commanders:

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- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2024 billing period.

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- This report is NOT to be used for crime trend analysis as not all occurrences are included.
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Calls For Service (CFS) Billing Summary Report

Assignack July - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		July	Year to Date	Time Standard	Year To Date Weighted Hours	July	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Assault With Weapon or Causing Bodily Harm-Level 2	0	1	15.4	15.4	0	0		0.0
	Assault-Level 1	2	2	15.4	30.8	0	2	15.4	30.8
	Criminal Harassment	0	0		0.0	0	2	15.4	30.8
	Indecent/Harassing Communications	0	0		0.0	0	1	15.4	15.4
	Utter Threats to Person	1	3	15.4	46.2	0	0		0.0
	Total	3	6	15.4	92.4	0	5	15.4	77.0
Property Crime Violations	Break & Enter	0	1	6.3	6.3	0	1	6.3	6.3
	Theft Over -master code	0	0		0.0	0	1	6.3	6.3
	Theft Over - Construction Site	0	1	6.3	6.3	0	0		0.0
	Theft of Motor Vehicle	0	0		0.0	0	2	6.3	12.6
	Theft under - Persons	0	1	6.3	6.3	0	0		0.0
	Theft under - Other Theft	0	0		0.0	0	2	6.3	12.6
	Theft Under \$5,000 [SHOPLIFTING]	0	1	6.3	6.3	0	0		0.0
	Fraud -Money/property/ security > \$5,000	0	0		0.0	0	2	6.3	12.6
	Fraud -Money/property/ security <= \$5,000	1	2	6.3	12.6	0	1	6.3	6.3
	Fraud - Other	0	1	6.3	6.3	0	0		0.0
	Mischief - master code	0	3	6.3	18.9	2	3	6.3	18.9
	Total	1	10	6.3	63.0	2	12	6.3	75.6
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Possession of Weapons	0	1	7.3	7.3	0	0		0.0
	Offensive Weapons-Other Weapons Offences	0	0		0.0	0	1	7.3	7.3
	Bail Violations - Fail To Comply	0	1	7.3	7.3	0	0		0.0
	Bail Violations - Others	0	1	7.3	7.3	0	0		0.0
	Breach of Probation	0	4	7.3	29.2	1	1	7.3	7.3
	Offensive Weapons-Careless use of firearms	0	1	7.3	7.3	1	1	7.3	7.3
	Total	0	8	7.3	58.4	2	3	7.3	21.9
Drug Possession	Possession Other Controlled Drugs and Substance Act	0	1	6.9	6.9	0	0		0.0
	Drug related occurrence	0	1	6.9	6.9	1	1	6.9	6.9
	Total	0	2	6.9	13.8	1	1	6.9	6.9
Drugs	Trafficking Other Controlled Drugs and Substance Act	0	0		0.0	1	1	80.6	80.6
	Total	0	0		0.0	1	1	80.6	80.6
Statutes & Acts	Landlord/Tenant	0	4	3.5	14.0	0	1	3.5	3.5
	Mental Health Act	0	1	3.5	3.5	0	2	3.5	7.0



Calls For Service (CFS) Billing Summary Report

Assignack July - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		July	Year to Date	Time Standard	Year To Date Weighted Hours	July	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Mental Health Act - No contact with Police	0	0		0.0	1	3	3.5	10.5
	Mental Health Act - Attempt Suicide	0	0		0.0	1	1	3.5	3.5
	Mental Health Act - Threat of Suicide	0	1	3.5	3.5	0	1	3.5	3.5
	Mental Health Act - Voluntary Transport	0	2	3.5	7.0	0	0		0.0
	Trespass To Property Act	0	0		0.0	1	5	3.5	17.5
	Total	0	8	3.5	28.0	3	13	3.5	45.5
Operational	Animal - Bear Complaint	0	0		0.0	1	1	3.8	3.8
	Animal - Left in Vehicle	0	0		0.0	0	1	3.8	3.8
	Animal Stray	0	2	3.8	7.6	0	2	3.8	7.6
	Animal Injured	0	0		0.0	0	1	3.8	3.8
	Animal - Dog Owners Liability Act	0	0		0.0	0	1	3.8	3.8
	Domestic Disturbance	0	2	3.8	7.6	0	2	3.8	7.6
	Suspicious Person	0	4	3.8	15.2	1	6	3.8	22.8
	Phone -Nuisance - No Charges Laid	0	0		0.0	0	3	3.8	11.4
	Missing Person 12 & older	0	1	3.8	3.8	0	0		0.0
	Missing Person Located 12 & older	0	1	3.8	3.8	0	0		0.0
	Found Property -Master code	1	3	3.8	11.4	0	0		0.0
	Lost Property -Master code	0	0		0.0	0	2	3.8	7.6
	Lost-Personal Accessories	0	0		0.0	0	2	3.8	7.6
	Lost-Others	0	0		0.0	0	1	3.8	3.8
	Sudden Death -master code	0	0		0.0	0	2	3.8	7.6
	Sudden Death - Natural Causes	0	2	3.8	7.6	1	1	3.8	3.8
	Suspicious Vehicle	0	1	3.8	3.8	0	0		0.0
	Trouble with Youth	0	2	3.8	7.6	0	1	3.8	3.8
	Unwanted Persons	0	1	3.8	3.8	0	0		0.0
	Neighbour Dispute	0	5	3.8	19.0	2	9	3.8	34.2
	Fireworks By-Law	0	0		0.0	1	1	3.8	3.8
	Assist Public	4	10	3.8	38.0	0	5	3.8	19.0
	Family Dispute	1	4	3.8	15.2	1	6	3.8	22.8
	Total	6	38	3.8	144.4	7	47	3.8	178.6
Operational2	False Alarm -Others	0	5	1.5	7.5	0	1	1.5	1.5
	Keep the Peace	1	2	1.5	3.0	1	4	1.5	6.0
	911 call / 911 hang up	1	3	1.5	4.5	0	1	1.5	1.5
	911 call - Dropped Cell	0	1	1.5	1.5	0	5	1.5	7.5



Calls For Service (CFS) Billing Summary Report

Assigninack July - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		July	Year to Date	Time Standard	Year To Date Weighted Hours	July	Year to Date	Time Standard	Year To Date Weighted Hours
Operational2	Total	2	11	1.5	16.5	1	11	1.5	16.5
Traffic	MVC - Prop. Dam. Non Reportable	1	2	3.8	7.6	0	3	3.8	11.4
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	0	3	3.8	11.4	1	7	3.8	26.6
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	0		0.0	0	1	3.8	3.8
	Total	1	5	3.8	19.0	1	11	3.8	41.8
Total		13	88		435.5	18	104		544.4

Note to Detachment Commanders:

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- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2024 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



Calls For Service (CFS) Billing Summary Report

Assiginack August - 2024

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2024				2023			
		August	Year to Date	Time Standard	Year To Date Weighted Hours	August	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Murder 1st Degree	1	1	15.4	15.4	0	0		0.0
	Assault With Weapon or Causing Bodily Harm-Level 2	0	1	15.4	15.4	0	0		0.0
	Assault-Level 1	0	2	15.4	30.8	0	2	15.4	30.8
	Criminal Harassment	0	0		0.0	0	2	15.4	30.8
	Indecent/Harassing Communications	0	0		0.0	0	1	15.4	15.4
	Utter Threats to Person	0	3	15.4	46.2	1	1	15.4	15.4
	Total	1	7	15.4	107.8	1	6	15.4	92.4
Property Crime Violations	Break & Enter	0	1	6.3	6.3	0	1	6.3	6.3
	Theft Over -master code	0	0		0.0	0	1	6.3	6.3
	Theft Over - Construction Site	0	1	6.3	6.3	0	0		0.0
	Theft of Motor Vehicle	0	0		0.0	0	2	6.3	12.6
	Theft under - Persons	0	1	6.3	6.3	0	0		0.0
	Theft under - Other Theft	0	0		0.0	0	2	6.3	12.6
	Theft Under \$5,000 [SHOPLIFTING]	0	1	6.3	6.3	0	0		0.0
	Fraud - Steal/Forge/Poss./Use Credit Card	0	0		0.0	1	1	6.3	6.3
	Fraud -Money/property/ security > \$5,000	0	0		0.0	0	2	6.3	12.6
	Fraud -Money/property/ security <= \$5,000	0	2	6.3	12.6	0	1	6.3	6.3
	Fraud - Other	0	1	6.3	6.3	0	0		0.0
	Mischief - master code	0	3	6.3	18.9	1	4	6.3	25.2
	Total	0	10	6.3	63.0	2	14	6.3	88.2
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Possession of Weapons	0	1	7.3	7.3	0	0		0.0
	Offensive Weapons-Other Weapons Offences	0	0		0.0	0	1	7.3	7.3
	Bail Violations - Fail To Comply	0	1	7.3	7.3	0	0		0.0
	Bail Violations - Others	0	1	7.3	7.3	0	0		0.0
	Breach of Probation	0	4	7.3	29.2	0	1	7.3	7.3
	Offensive Weapons-Careless use of firearms	0	1	7.3	7.3	0	1	7.3	7.3
	Total	0	8	7.3	58.4	0	3	7.3	21.9
Drug Possession	Possession Other Controlled Drugs and Substance Act	0	1	6.9	6.9	0	0		0.0
	Drug related occurrence	0	1	6.9	6.9	0	1	6.9	6.9
	Total	0	2	6.9	13.8	0	1	6.9	6.9



Calls For Service (CFS) Billing Summary Report

Assiginack August - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		August	Year to Date	Time Standard	Year To Date Weighted Hours	August	Year to Date	Time Standard	Year To Date Weighted Hours
Drugs	Trafficking Other Controlled Drugs and Substance Act	0	0		0.0	0	1	80.6	80.6
	Total	0	0		0.0	0	1	80.6	80.6
Statutes & Acts	Landlord/Tenant	0	4	3.5	14.0	0	1	3.5	3.5
	Mental Health Act	0	1	3.5	3.5	0	2	3.5	7.0
	Mental Health Act - No contact with Police	1	1	3.5	3.5	1	4	3.5	14.0
	Mental Health Act - Attempt Suicide	0	0		0.0	0	1	3.5	3.5
	Mental Health Act - Threat of Suicide	0	1	3.5	3.5	0	1	3.5	3.5
	Mental Health Act - Voluntary Transport	0	2	3.5	7.0	0	0		0.0
	Trespass To Property Act	0	0		0.0	0	5	3.5	17.5
	Total	1	9	3.5	31.5	1	14	3.5	49.0
Operational	Animal - Bear Complaint	0	0		0.0	0	1	3.8	3.8
	Animal - Left in Vehicle	0	0		0.0	0	1	3.8	3.8
	Animal Stray	0	2	3.8	7.6	1	3	3.8	11.4
	Animal Injured	0	0		0.0	0	1	3.8	3.8
	Animal - Dog Owners Liability Act	1	1	3.8	3.8	0	1	3.8	3.8
	Domestic Disturbance	0	2	3.8	7.6	1	3	3.8	11.4
	Suspicious Person	3	7	3.8	26.6	1	7	3.8	26.6
	Phone -Nuisance - No Charges Laid	0	0		0.0	0	3	3.8	11.4
	Missing Person 12 & older	0	1	3.8	3.8	0	0		0.0
	Missing Person Located 12 & older	0	1	3.8	3.8	0	0		0.0
	Noise Complaint -Master code	2	2	3.8	7.6	0	0		0.0
	Found Property -Master code	0	3	3.8	11.4	0	0		0.0
	Lost Property -Master code	0	0		0.0	0	2	3.8	7.6
	Lost-Personal Accessories	0	0		0.0	0	2	3.8	7.6
	Lost-Others	0	0		0.0	0	1	3.8	3.8
	Sudden Death -master code	0	0		0.0	0	2	3.8	7.6
	Sudden Death - Natural Causes	1	3	3.8	11.4	0	1	3.8	3.8
	Suspicious Vehicle	0	1	3.8	3.8	0	0		0.0
	Trouble with Youth	0	2	3.8	7.6	0	1	3.8	3.8



Calls For Service (CFS) Billing Summary Report

Assignack August - 2024

Billing Categories (Billing categories below do not match traditional crime groupings)		2024				2023			
		August	Year to Date	Time Standard	Year To Date Weighted Hours	August	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Unwanted Persons	1	2	3.8	7.6	0	0		0.0
	Neighbour Dispute	0	5	3.8	19.0	1	10	3.8	38.0
	Fireworks By-Law	0	0		0.0	0	1	3.8	3.8
	Assist Public	2	12	3.8	45.6	0	5	3.8	19.0
	Family Dispute	1	5	3.8	19.0	1	7	3.8	26.6
	Total	11	49	3.8	186.2	5	52	3.8	197.6
Operational2	False Alarm -Others	1	6	1.5	9.0	0	1	1.5	1.5
	Keep the Peace	0	2	1.5	3.0	1	5	1.5	7.5
	911 call / 911 hang up	1	4	1.5	6.0	0	1	1.5	1.5
	911 call - Dropped Cell	2	3	1.5	4.5	1	6	1.5	9.0
	Total	4	15	1.5	22.5	2	13	1.5	19.5
Traffic	MVC - Prop. Dam. Non Reportable	0	2	3.8	7.6	0	3	3.8	11.4
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	0	3	3.8	11.4	2	9	3.8	34.2
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	0		0.0	0	1	3.8	3.8
	Total	0	5	3.8	19.0	2	13	3.8	49.4
Total		17	105		502.2	13	117		605.5

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From: [Deb MacDonald](#)
To: [Brenda Reid](#); [Dwayne Elliott](#); [Janice Bowerman](#); [Jennifer Hooper](#); [Terrastar](#) [REDACTED]
Cc: [Alton Hobbs](#); [Heidi Ferguson](#)
Subject: FW: 2025 OPP Annual Billing Statement - Assignack Tp
Date: Wednesday, October 9, 2024 10:37:00 AM
Attachments: [2025 Annual Billing Letter for Municipalities EN.pdf](#)
[Assignack.pdf](#)
[image003.png](#)

Good morning,

FYI

I wanted council to be aware that we received the 2025 OPP billing figures earlier this week.

2024 OPP costs - \$265,810

2025 OPP costs - \$321,147

Increase of \$55,337 or 21%.

This increase alone will account for almost a 2% increase to our levy.

I haven't received anything from any other agencies to date, but would expect to see increases there as well.

Thank you,

Deb MacDonald, Treasurer/Deputy CAO
Township of Assignack
PO Box 238, 156 Arthur Street
Manitowaning, ON
POP 1N0
Phone 705-859-3196, Ext. 203
Fax 705-859-3010



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Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
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Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-20

October 4, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2025 Annual Billing Statement package.

This year's billing package includes a statement for the 2023 year-end reconciliation. The final cost adjustment calculated as a result of the 2023 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2025 calendar year.

The final reconciliation of the 2025 annual costs will be included in the 2027 Annual Billing Statement.

For more detailed information on the 2025 Annual Billing Statement package please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in October/November. An e-mail invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement please e-mail
OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Steve Ridout", written over a horizontal line.

Steve Ridout
Superintendent
Commander,
Municipal Policing Bureau

OPP 2025 Annual Billing Statement

Assignack Tp

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	882		
	Commercial and Industrial	55		
	Total Properties	937	189.44	177,501
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.0508%	113.53	106,375
Overtime	(see notes)		12.14	11,380
Prisoner Transportation	(per property cost)		1.67	1,565
Accommodation/Cleaning Services	(per property cost)		5.70	5,341
Total 2025 Estimated Cost			322.48	302,162
2023 Year-End Adjustment	(see summary)			18,986
Grand Total Billing for 2025				321,147
2025 Monthly Billing Amount				26,762

OPP 2025 Annual Billing Statement

Assiginack Tp

Estimated costs for the period January 1 to December 31, 2025

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.

There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2025 Estimated Base Services and Calls for Service Cost Summary
Estimated Costs for the period January 1, 2025 to December 31, 2025

Salaries and Benefits			Total Base Services and Calls for Service	Base Services	Calls for Service
	Positions	Base			
	FTE	%	\$/FTE	\$	\$
Uniform Members	Note 1				
Inspector	26.56	100.0	187,318	4,975,177	4,975,177
Staff Sergeant-Detachment Commander	8.60	100.0	156,717	1,347,770	1,347,770
Staff Sergeant	38.53	100.0	168,657	6,498,335	6,498,335
Sergeant	226.23	50.7	143,480	32,459,478	16,460,024
Constable	1,618.15	50.7	120,835	195,529,705	99,147,813
Part-Time Constable	11.97	50.7	91,572	1,096,112	555,839
Total Uniform Salaries	1,930.04			241,906,577	128,984,959
Statutory Holiday Payout			6,207	11,906,411	6,262,929
Shift Premiums			1,129	2,095,821	1,062,740
Uniform Benefits - Inspector		29.47%		1,466,114	1,466,114
Uniform Benefits - Full-Time Salaries		36.38%		85,791,541	44,909,750
Uniform Benefits - Part-Time Salaries		18.75%		205,571	104,245
Total Uniform Salaries & Benefits				343,372,035	182,790,737
Detachment Civilian Members	Note 1				
Detachment Administrative Clerk	164.29	50.7	75,342	12,377,949	6,276,748
Detachment Operations Clerk	3.41	50.7	69,798	238,011	120,750
Detachment Clerk - Typist	1.74	50.7	62,349	108,488	54,867
Court Officer - Administration	28.73	50.7	92,124	2,646,719	1,342,245
Crimestoppers Co-ordinator	0.89	50.7	73,240	65,184	32,958
Cadet	1.62	50.7	51,219	82,974	41,999
Total Detachment Civilian Salaries	200.68			15,519,324	7,869,568
Civilian Benefits - Full-Time Salaries		36.13%		5,606,608	2,843,009
Total Detachment Civilian Salaries & Benefits				21,125,933	10,712,577
Support Costs - Salaries and Benefits	Note 2				
Communication Operators			6,682	12,896,527	6,782,230
Prisoner Guards			2,061	3,977,812	2,091,915
Operational Support			7,119	13,739,955	7,225,785
RHQ Municipal Support			3,208	6,191,568	3,256,120
Telephone Support			157	303,016	159,355
Office Automation Support			938	1,810,378	952,070
Mobile and Portable Radio Support			357	693,298	364,522
Total Support Staff Salaries and Benefits Costs				39,612,554	20,831,997
Total Salaries & Benefits				404,110,521	214,335,311
Other Direct Operating Expenses	Note 2				
Communication Centre			150	289,506	152,250
Operational Support			1,112	2,146,204	1,128,680
RHQ Municipal Support			360	694,814	365,400
Telephone			1,458	2,813,998	1,479,870
Mobile Radio Equipment Repairs & Maintenance			168	326,258	171,540
Office Automation - Uniform			4,487	8,660,089	4,554,305
Office Automation - Civilian			1,154	231,585	116,485
Vehicle Usage			10,219	19,723,079	10,372,285
Detachment Supplies & Equipment			1,073	2,070,933	1,089,095
Uniform & Equipment			2,360	4,583,144	2,409,725
Uniform & Equipment - Court Officer			1,037	29,793	15,109
Total Other Direct Operating Expenses				41,569,403	21,854,744
Total 2025 Municipal Base Services and Calls for Service Cost				\$ 445,679,925	\$ 236,190,055
Total OPP-Policed Municipal Properties					1,246,809
Base Services Cost per Property					\$ 189.44

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

OPP 2025 Calls for Service Billing Summary
Assiginack Tp
Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	0	1	0	1	1	5.9	3	0.0002%	339
Drugs	1	1	0	1	1	88.1	66	0.0036%	7,601
Operational	95	88	78	71	83	3.9	324	0.0178%	37,235
Operational 2	33	14	23	22	23	1.7	39	0.0021%	4,498
Other Criminal Code Violations	3	10	10	5	7	7.1	50	0.0027%	5,717
Property Crime Violations	25	17	19	22	21	6.2	129	0.0071%	14,798
Statutes & Acts	13	16	24	19	18	3.5	63	0.0035%	7,247
Traffic	11	24	16	23	19	3.8	70	0.0039%	8,087
Violent Criminal Code	16	15	10	8	12	14.8	181	0.0100%	20,855
Municipal Totals	197	186	180	172	184		925	0.0508%	\$106,375

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
Provincial Totals	371,740	380,453	380,156	382,502	378,713		1,821,214	100%	\$209,489,870

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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OPP 2025 Calls for Service Details

Assiginack Tp

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Grand Total	197	186	180	172	183.75
Drug Possession	0	1	0	1	0.50
Drug Related Occurrence	0	1	0	1	0.50
Drugs	1	1	0	1	0.75
Cultivate/Propagate/Harvest cannabis by adult	1	0	0	0	0.25
Production - Other Controlled Drugs & Substances	0	1	0	0	0.25
Trafficking - Other Controlled Drugs and Substances Act	0	0	0	1	0.25
Operational	95	88	78	71	83.00
Accident - non-MVC - Master Code	1	0	0	0	0.25
Animal - Bear Complaint	0	0	0	1	0.25
Animal - Dog Owners Liability Act	1	0	0	1	0.50
Animal - Injured	2	0	0	1	0.75
Animal - Left in Vehicle	0	0	0	1	0.25
Animal - Other	2	0	0	0	0.50
Animal - Stray	6	1	2	4	3.25
Assist Fire Department	0	0	1	0	0.25
Assist Public	8	7	12	10	9.25
Distressed / Overdue Motorist	0	0	1	0	0.25
Domestic Disturbance	17	17	7	6	11.75
Family Dispute	11	9	8	9	9.25
Fire - Other	0	0	1	0	0.25
Firearms (Discharge) By-Law	0	0	1	0	0.25
Fireworks By-Law	0	0	0	1	0.25
Found - Bicycles	0	0	1	0	0.25
Found - Others	1	0	0	0	0.25
Found Property - Master Code	1	2	2	0	1.25
Insecure Condition - Master Code	2	1	1	0	1.00
Lost - Jewellery	1	0	0	0	0.25
Lost - Others	1	1	0	1	0.75
Lost - Personal Accessories	0	0	0	2	0.50
Lost Property - Master Code	1	4	0	2	1.75
Missing Person Located 12 & older	1	2	1	1	1.25
Neighbour Dispute	16	18	15	11	15.00
Noise Complaint - Master Code	1	4	1	1	1.75
Noise Complaint - Residence	0	0	1	0	0.25
Overdose/Suspected Overdose -Opioid Related	0	1	0	0	0.25
Phone - Master Code	0	0	1	0	0.25
Phone - Nuisance - No Charges Laid	0	0	1	3	1.00
Phone - Other - No Charges Laid	0	0	1	0	0.25
Phone - Threatening - No Charges Laid	0	0	1	0	0.25
Protest - Demonstration	0	1	0	0	0.25
Sudden Death - Drowning	0	1	0	0	0.25
Sudden Death - Master Code	0	0	0	1	0.25
Sudden Death - Natural Causes	1	1	1	1	1.00
Suspicious Person	5	5	11	11	8.00

OPP 2025 Calls for Service Details

Assiginack Tp

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Suspicious vehicle	5	5	4	1	3.75
Trouble with Youth	6	2	2	1	2.75
Unwanted Persons	4	6	1	1	3.00
Vehicle Recovered - Trucks	1	0	0	0	0.25
Operational 2	33	14	23	22	23.00
911 call - Dropped Cell	7	4	2	8	5.25
911 call / 911 hang up	1	0	6	2	2.25
False Alarm - Cancelled	2	2	0	0	1.00
False Alarm - Others	15	6	13	5	9.75
False Holdup Alarm - Accidental Trip	1	0	0	0	0.25
Keep the Peace	7	2	2	7	4.50
Other Criminal Code Violations	3	10	10	5	7.00
Animals - Cruelty	0	0	1	0	0.25
Bail Violations - Breach of Recognizance	0	1	1	0	0.50
Bail Violations - Fail To Comply	2	5	5	1	3.25
Breach of Probation	1	0	1	2	1.00
Disturb the Peace	0	3	0	0	0.75
Indecent acts - Other	0	1	1	0	0.50
Offensive Weapons - Careless use of firearms	0	0	1	1	0.50
Offensive Weapons - Other Weapons Offences	0	0	0	1	0.25
Property Crime Violations	25	17	19	22	20.75
Break & Enter	6	1	2	1	2.50
Fraud - False Pretence Under \$5,000	0	1	1	0	0.50
Fraud - Master Code	0	2	1	1	1.00
Fraud - Money/property/security Over \$5,000	0	0	2	3	1.25
Fraud - Money/property/security Under \$5,000	3	1	0	2	1.50
Fraud - Other	5	0	1	0	1.50
Fraud - Steal/Forge/Poss./Use Credit Card	1	0	0	2	0.75
Identity Fraud	0	0	0	1	0.25
Mischief	4	4	4	5	4.25
Theft Over - Master Code	0	0	1	1	0.50
Theft of - All Terrain Vehicles	1	0	0	0	0.25
Theft of Motor Vehicle	0	1	0	2	0.75
Theft Over \$5,000 - Other Theft	0	0	1	0	0.25
Theft Under \$5,000 - Bicycles	0	1	0	0	0.25
Theft Under \$5,000 - Boat (Vessel)	0	1	1	0	0.50
Theft Under \$5,000 - Master Code	0	1	1	0	0.50
Theft Under \$5,000 - Other Theft	5	2	4	4	3.75
Theft Under \$5,000 - Trailers	0	1	0	0	0.25
Theft Under \$5,000 Shoplifting	0	1	0	0	0.25
Statutes & Acts	13	16	24	19	18.00
Landlord / Tenant	1	0	4	1	1.50
Mental Health Act	3	6	13	5	6.75
Mental Health Act - Apprehension	0	3	0	0	0.75
Mental Health Act - Attempt Suicide	2	1	0	1	1.00

OPP 2025 Calls for Service Details

Assiginack Tp

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Mental Health Act - No contact with Police	0	0	2	4	1.50
Mental Health Act - Placed on Form	0	0	2	0	0.50
Mental Health Act - Threat of Suicide	0	3	1	1	1.25
Mental Health Act - Voluntary Transport	2	1	2	0	1.25
Trespass To Property Act	5	2	0	7	3.50
Traffic	11	24	16	23	18.50
MVC - Others (Motor Vehicle Collision)	1	0	0	0	0.25
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	1	0	0	0.25
MVC - Personal Injury (Motor Vehicle Collision)	3	1	1	0	1.25
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	0	1	1	1	0.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	3	7	2	5	4.25
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	4	14	12	17	11.75
Violent Criminal Code	16	15	10	8	12.25
Aggravated Assault - Level 3	1	0	0	0	0.25
Assault - Level 1	3	3	5	3	3.50
Assault With Weapon or Causing Bodily Harm - Level 2	0	1	0	0	0.25
Criminal Harassment	4	1	1	3	2.25
Criminal Harassment - Offender Unknown	0	2	0	0	0.50
Indecent / Harassing Communications	0	3	0	1	1.00
Robbery - With Threat of Violence	0	1	0	0	0.25
Sexual Assault	1	0	1	0	0.50
Utter Threats to Person	7	4	3	1	3.75

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OPP 2023 Reconciled Year-End Summary**Assiginack Tp****Reconciled cost for the period January 1 to December 31, 2023**

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$
Base Service	Property Counts				
	Household	877			
	Commercial and Industrial	55			
	Total Properties	<u>932</u>	174.11	162,275	154,397
Calls for Service					
	Total all municipalities	187,830,598			
	Municipal portion	0.0558%	112.49	104,840	99,675
Overtime			15.93	14,851	9,344
Prisoner Transportation	(per property cost)		1.45	1,351	1,090
Accommodation/Cleaning Services	(per property cost)		5.06	4,716	4,539
Total 2023 Costs			<u>309.05</u>	<u>288,034</u>	<u>269,045</u>
2023 Billed Amount				<u>269,048</u>	
2023 Year-End-Adjustment				<u>18,986</u>	

Notes

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2025.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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Ministry of the Environment,
Conservation and Parks

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

Drinking Water and Environmental
Compliance Division, Northern Region

Division de la conformité en matière d'eau potable
et d'environnement, Direction régionale du Nord

933 Ramsey Lake Road
4th Floor
Sudbury ON P3E 6B5
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Télééc. : 705 564-4180

RECEIVED
OCT 17 2024

October 17, 2024

Mr. Alton Hobbs
Clerk-Treasurer,
Corporation of the Township of Assiginack
156 Arthur St.
Manitowaning, ON P0P 1N0

Re: Final 2024-25 Inspection Report for the Manitowaning Drinking Water System

Dear Mr Hobbs:

Please find attached the annual Manitowaning Drinking Water System inspection report for the year 2024-25. No issues of non-compliance were identified during the current inspection. However, in the interest of continuous improvement, a number of best practice issues and recommendations have been included in the attached report. You will find the complete list of the recommendations as part of the response to the final question of the inspection report.

Please be reminded that Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. It is important that a copy of this report and the information included in the Inspection Rating Record (Appendix C) is shared with the town council.

Also note that a copy of this inspection report has been provided to Public Health Sudbury and Districts, as per the Ministry's Drinking Water Inspection Protocol.

Should you have any questions regarding the attached document or your obligations under Ontario's drinking water legislation, please feel free to contact me at 705-665-0892.



MANITOWANING DRINKING WATER SYSTEM
Physical Address: 2 BAY ST N, , ASSIGINACK, ON
P0P 1N0

INSPECTION REPORT

System Number: 210001013
Entity: CORPORATION OF THE
TOWNSHIP OF ASSIGINACK
ONTARIO CLEAN WATER
AGENCY
Inspection Start Date: July 18, 2024
Inspection End Date: October 03, 2024
Inspected By: Shelley Baggio
Badge #: 928
Inspected By: Marnie Managhan
Badge #: 718

INTRODUCTION

Purpose

This announced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SOWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SOWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Facility Contacts and Dates

The drinking water system is owned by the Corporation of the Township of Assiginack and operated by Ontario Clean Water Agency (OCWA). The system serves an estimated population of 550 and is categorized as a Large Municipal Residential System. Information reviewed for this inspection covered the time period of August 1, 2023 through until July 12, 2024.

Systems/Components

All locations associated with primary disinfection were visited as part of this inspection. The following components were reviewed as part of the inspection of the drinking water system:

Raw Water

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

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

Treated Water

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

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

Approximately two days supply of drinking water is maintained in the reservoir located beneath the plant. The membrane cleaning process involves backwash cycles using low pressure air scouring every 15 to 60 minutes. Maintenance washes (short duration chemical wash - 45 minutes) and Clean in Place (longer chemical soak times - 2.5 hours) cycles occur as needed based on transmembrane pressure or number of hours in use, and includes treatment with sodium hypochlorite for removal of organics, and citric acid for removal of inorganics. Once the chemical has been added by the operator the process is automated. Neutralization of CIP effluent utilizes calcium thiosulphate or caustic soda. The backwash reservoir waste and neutralized wastewater is then discharged to the sanitary sewer. The Municipal Drinking Water Licence does allow for discharge of neutralized backwash water to Manitowaning Bay if necessary. Discharge to the Bay occurred in the past.

Distribution System

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

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

A) Town Lines:

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

B) Private Lines:

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

Permissions/Approvals

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SOWA and its regulations:

- Municipal Drinking Water License No. 254-102 (Issue No.4) ;
- Drinking Water Works Permit No. 254-201 (Issue No. 3); and,
- Permit to Take Water No. 7278-BALLLV

Background and Compliance

There were not any non-compliance issues identified by the previous inspection.

NON-COMPLIANCE

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

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

RECOMMENDATIONS

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

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

INSPECTION DETAILS

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

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

Question ID	DWMR1012001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner have a harmful algal bloom monitoring plan in place that met the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had a harmful algal bloom monitoring plan in place which met the requirements.			

Question ID	DWMR1014001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was flow monitoring performed as required by the Municipal Drinking Water Licence or Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Flow monitoring was performed as required.			

Question ID	DWMR1016001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions.			
The PTTW (#7278-BALLLV, expires April 2, 2029) provides for maximum takings of 1149.12			

m3/day and 4,279 L/min. Maximum raw water takings were well below these limits during the review period.

The Municipal Drinking Water Licence provides for a rated capacity of 1,045m3/day. The maximum daily treated water flow rates were maintained well below this limit during the inspection period.

Question ID	DWMR1018001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner ensured that equipment was installed as required.			
After years of operations, specific equipment identified in the DWWP may have been deemed unnecessary and ultimately, never used as part of the treatment process. However, if the DWWP and MDWL are not updated to have such equipment removed from the documents, the equipment must remain in operable condition.			

Question ID	DWMR1020001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 1 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 1 documents were prepared as required.			

Question ID	DWMR1021001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 2 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 2 documents were prepared as required.			

Question ID	DWMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected as required.			
This requirement was reviewed with the operator during the inspection to confirm knowledge and awareness of the Schedule B (DWWP) procedures.			

Question ID	DWMR1023001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03, Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed.			
This water treatment plant uses a process that includes membrane filtration (ultrafiltration as of January 2019) followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits.			
Schedule E of the MDWL summarizes the required log removal/inactivation and the credits assigned to each stage of the treatment process and can be found in the Appendices. Log removal credits can be applied if the following criteria are met:			
MEMBRANE FILTRATION: In order to be able to apply the above noted log removal credits for the filtration portion of the treatment, the following criteria must be met: <ul style="list-style-type: none"> - maintain effective backwash procedures; - monitor the integrity of the membranes by continuous particle counting or equivalent means (i.e. pressure decay measurements); - continuously monitor filtrate turbidity; and, - meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month. 			
Through a review of the available data, the logbooks, the daily reports and through discussion			

with the plant operator it was determined that the above noted criteria was consistently met, during the inspection period. Filters are regularly backwashed while in operation, with maintenance and acid cleans completed as they are necessary. The transmembrane pressure is continuously monitored through the SCADA and membrane integrity tests are completed on a regular schedule. Turbidimeters are located on each filter effluent line and monthly filter reports are completed.

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In order to ensure effective pathogen inactivation to the required level through chemical disinfection, the CT concept is applied. Using this concept involves the determination of CT values required under variable operating conditions (i.e. flow rate, temperature, pH, chlorine residual) and ensuring that the disinfection process is achieving the required value at all times.

At the Manitowaning plant, chemical disinfection must account for at least 0.5 log inactivation of giardia and 4.0 log inactivation of viruses. To ensure the required CT is consistently achieved, the SCADA system now provides CT trending which effectively provides a history of automated calculations. The operator continues to perform a CT calculation and documents situations where the chlorine levels leaving the clear well are 0.80 mg/L or less. According to the data, the CT was maintained at the required level during the inspection period.

Question ID	DWMR1024001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required. The lowest distribution chlorine residual was 1.01 mg/L, recorded on May 10, 2024.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required.			

Operators check the chlorine residual twice per week, at four locations on one day and three locations on another day. It was confirmed that the measurements were completed at least 48 hours apart.

Question ID	DWMR1030001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (1); SDWA O. Reg. 170/03 7-2 (2);			
Question: Was primary disinfection chlorine monitoring being conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Primary disinfection chlorine monitoring was conducted as required.			

Question ID	DWMR1032001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-3 (2);			
Question: If the drinking water system obtained water from a surface water source and provided filtration, was continuous monitoring of each filter effluent line performed for turbidity?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Continuous monitoring of each filter effluent line was performed for turbidity.			

Question ID	DWMR1035001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators were examining continuous monitoring test results as required.			

Question ID	DWMR1038001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.			

Question ID	DWMR1037001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards Turbidity levels are alarmed at 0.1 NTU. Chlorine residual in treated water is alarmed at 1.11 mg/L. A second alarm is set at 1.00 mg/L, which will result in a low lift pump lockout.			

Question ID	DWMR1040001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10;			
Question: Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All continuous analysers were calibrated, maintained, and operated as required. The calibration and maintenance of analyzers is part of the electronic maintenance management system. Work orders are generated on pre-set schedules, which are based on			

manufacturer's recommendations and/or any applicable regulations. The operators are responsible to ensure the activity in the work order is completed.

A review of the Work Order Summary document provided by the operating authority confirmed that analyzers undergo regular maintenance and calibrations.

Question ID	DWMR1108001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): A qualified person responded as required and took appropriate actions. When an alarm at the water treatment plant is received the operator on call is paged. When an operator is called to respond to an alarm, the response, actions and/or other relevant information relating to the incident is documented in the logbook. A review of the Call Back Summary Report and the facility logbook, specifically entries relating to alarm call outs, indicated that the operators are responding to alarms in a timely manner.			

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1083001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-3;			
Question: Were treated microbiological sampling requirements prescribed by Schedule 10-3 of O. Reg. 170/03 for large municipal residential systems met?			

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

Treated microbiological sampling requirements were met.

The regulation states that at least one treated water sample shall be collected every week and tested for E.coli, total coliform and HPC. A review of the sampling data for the inspection period indicates that samples were collected as required.

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			
Question: Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Distribution microbiological sampling requirements were met.			
This drinking water system serves a population of less than 1000 people. Based on that number, a minimum of 8 samples are required to be collected from the distribution system each month with at least one sample taken in each week of the month. The samples must be tested for Escherichia coli (E.coli) and total coliforms, with 25% of the samples required to be taken also tested for general bacteria population expressed as colony counts on a heterotrophic plate count (HPC).			
A review of the sampling data for the inspection period has indicated that all required samples were collected.			

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that chlorine residual tests were conducted as required.			

Question ID	DWMR1084001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-2;			

Question:

Were inorganic parameter sampling requirements prescribed by Schedule 13-2 of O. Reg. 170/03 met?

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

Inorganic parameter sampling requirements were met.

The requirement is to sample and analyze for the inorganic parameters specified in Schedule 23 of O. Reg. 170/03 every 12 months (12 months is defined by Schedule 6 of the regulation). Sampling of these parameters was on January 8, 2024.

All results were within the limits defined by the Ontario Drinking Water Quality Standards (ODWQS).

Question ID	DWMR1085001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-4 (1); SDWA O. Reg. 170/03 13-4 (2); SDWA O. Reg. 170/03 13-4 (3);			
Question: Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Organic parameter sampling requirements were met.			
The requirement is to sample and analyze for the organic parameters specified in Schedule 24 of O. Reg. 170/03 every 12 months (12 months is defined by Schedule 6 of the regulation). Sampling of these parameters was completed on January 8, 2024.			
All results were within the limits defined by the Ontario Drinking Water Quality Standards (ODWQS).			

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Haloacetic acid sampling requirements were met.			
The standard for Haloacetic Acids came into effect on January 1, 2020. It is expressed as a			

Running Annual Average (RAA), where the RAA is defined as the average for quarterly HAA results for a drinking water system.

HAAs generally form at the beginning of the distribution system and sampling should be completed accordingly. Since the previous inspection sampling for HAAs was completed on the following dates with the results as noted:

October 10, 2023 - 22.6 ug/L
January 8, 2024 - 20.5 ug/L
April 15, 2024 - 27.8 ug/L
July 22, 2024 - 73.0 ug/L

The running average did not exceed the 80 ug/L limit during the inspection period. The running average based on the last four results is 35.98 ug/L.

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met.			
At least one distribution sample is required to be collected every three months and tested for trihalomethanes (THMs). A review of water quality data for this inspection period confirmed that THMs samples were collected in accordance with the legislative requirements.			
Since the previous inspection THM samples were collected on the following dates with the subsequent results:			
October 10, 2023 - 50.0 ug/L January 8, 2024 - 31.0 ug/L April 15, 2024 - 37.0 ug/L July 22, 2024 - 69.0 ug/L			
The running average did not exceed the 100 ug/L limit during the inspection period. The running average based on the last four results is 46.75 ug/L.			

Question ID	DWMR1088001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-7;			

Question:

Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?

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

Nitrate/nitrite sampling requirements were met.

Sampling for these parameters was completed every three months, as required. All of the results were well below the limits defined by the ODWQS.

Question ID	DWMR1089001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-8;			
Question: Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Sodium sampling requirements were met.			
Sampling for sodium was last completed on January 8, 2024 with a result of 6.26 mg/L.			

Question ID	DWMR1090001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-9;			
Question: Where fluoridation is not practiced, were fluoride sampling requirements prescribed by Schedule 13-9 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Fluoride sampling requirements were met.			
Sampling for fluoride was last completed on January 8, 2024 with a result of less than 0.06 mg/L.			

Question ID	DWMR1104001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 16-6 (1); SDWA O. Reg. 170/03 16-6 (2); SDWA O. Reg. 170/03 16-6 (3); SDWA O. Reg. 170/03 16-6 (3.1); SDWA O. Reg. 170/03 16-6 (3.2); SDWA O. Reg. 170/03 16-6 (4); SDWA O. Reg. 170/03 16-6 (5); SDWA O. Reg. 170/03 16-6 (6);			
Question: Were immediate verbal notification requirements for adverse water quality incidents met?			

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

Immediate verbal notification requirements for adverse water quality incidents were met.

The following adverse water quality incidents were reported during the inspection period:

- AWQI #164638, reported March 15, 2024 - server issue resulting in an inability for alarm notification. All required corrective actions were followed.
- AWQI #165569, reported July 12, 2024 - water main break resulting in no pressure in a portion of the distribution system. All required corrective actions were followed.

Question ID	DWMR1101001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 17-1; SDWA O. Reg. 170/03 17-10 (1); SDWA O. Reg. 170/03 17-11; SDWA O. Reg. 170/03 17-12; SDWA O. Reg. 170/03 17-13; SDWA O. Reg. 170/03 17-14; SDWA O. Reg. 170/03 17-2; SDWA O. Reg. 170/03 17-3; SDWA O. Reg. 170/03 17-4; SDWA O. Reg. 170/03 17-5; SDWA O. Reg. 170/03 17-6; SDWA O. Reg. 170/03 17-9;			
Question: For large municipal residential systems, were corrective actions, including any steps directed by the Medical Officer of Health, taken to address adverse conditions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Corrective actions were taken to address adverse conditions.			

Question ID	DWMR1113001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10.1 (3);			
Question: Were changes to the system registration information provided to the ministry within ten (10) days of the change?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Changes to the system registration information were provided as required.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			

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

The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			

Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system. The water treatment plant is locked with restricted access. However, there is no intrusion alarm for the plant. It is recommended that the owner and their operating authority consider the installation of such an alarm. Periodic review of security measures including cyber security is also recommended.			

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			

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

An overall responsible operator was designated for all subsystem.

In the past, the procedure for assigning the ORO was to follow the on-call schedule, even if the license level of the on-call staff was no more than one level lower than that of the plant. It was discovered that at times, the operating authority was using a backup ORO while staff with appropriate licensing were available. This prompted OCWA to review the ORO assignment procedure and to come up with a new procedure to be implemented.

Currently, the procedure is to follow the on-call schedule to designate the ORO, unless the person on call has a license level lower than what would be allowable to act as ORO/Backup ORO for the facility. When that scenario arises, the on-call schedule includes details of which operator is on-call, in addition to identifying the ORO. When an operator with a license level matching that of the facility is available during the day (i.e. regular business hours) that operator will be the designated ORO. If that operator has indicated that they are not available after hours, an on-call operator will be designated as the backup ORO, where possible. If necessary, the Senior Operations Manager for the area can also be used as the backup ORO. It was indicated that the current SOP for designating the ORO will be updated once any issues and problems have been identified and resolved.

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems.			
The operator in charge (OIC) is identified in the logbook daily.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required.			
It was noted that operational staff shortages resulted in a reliance on operators in training (OITs) to perform operational duties at this drinking water system for extended periods of			

time. An OIT cannot perform the duties of an operator in charge (OIC). Therefore, guidance must be provided, at all times, to an OIT when he/she is undertaking operational duties within the drinking water system.

During periods of operational staff shortages, heavy reliance on inexperienced OITs when adequate assistance and guidance may not be readily available may result in non-compliance with O. Reg. 128/04. Further, the operational staff shortages experience by OCWA's Espanola Hub during the inspection period were very close to the critical stage. The Espanola Hub has a Critical Shortage of Staff Contingency Plan in place; however, the plan has not been revised or updated in a number of years. Maintaining operational staff at adequate levels to ensure each facility under OCWA's responsibility within the area can be attended to sufficiently is a key part due diligence. As such, it is very strongly recommended that the current contingency plan is reviewed and updated to ensure proper resources can be allocated during operator shortages. It is also important that the Critical Shortage of Staff Contingency Plan is implemented when needed to ensure the operators have the necessary support.

Question ID	DWMR1076001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);</p> <p>Question: Were adjustments to the treatment equipment only made by certified operators?</p> <p>Compliance Response(s)/Corrective Action(s)/Observation(s): Adjustments to the treatment equipment were only made by certified operators.</p> <p>It was noted that operational staff shortages resulted in a reliance on operators in training (OITs) to perform operational duties at this drinking water system for extended periods of time. An OIT cannot perform the duties of an operator in charge (OIC). Therefore, guidance must be provided, at all times, to an OIT when he/she is undertaking operational duties within the drinking water system.</p> <p>A review of the facility logbook indicates that OITs are noting in the logbook when they receive instruction and guidance from an OIC prior to performing any operational duties. However, in most cases, the OIT was just indicating "as per OIC" in the logbook without providing any specific details. It is in the best interest of both the OIT and the OIC to have additional information documented in the logbook to further attest to the required communication between the OIT and OIC. This information should include, but is not limited to, the method of communication, time of communication, specific duties performed by OIT under the OIC's guidance, issues or problems encountered by the OIT and any OIC response times.</p> <p>It is important to note that the OIT is operating under the license of the licensed operator providing the instruction and guidance. The licensed operator is fully responsible for the actions and operational duties performed by the OIT within the drinking water system.</p>			

Licensed operators should be made aware of their responsibilities and liabilities when acting as the training operator for an OIT.

Question ID	DWMR1117001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Were there any other items related to the drinking water system that should be recognized in the report?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The following items were noted as being relevant to the drinking water system:			
<ol style="list-style-type: none"> 1. There were chemicals on-site that did not have spill containment. To ensure spilled material does not enter any part of the treatment or storage within the plant, all chemicals must be situated on or within some type of spill containment. It is recommended that extra spill containment be added to the plant right away. 2. There were leaky valves in the plant at the time of the inspection. It is important that sufficient funding is provided for adequate maintenance so that such issues can be quickly addressed by the operational staff. 3. In the past, the town allowed six private lines to be installed on the agreement that maintenance and hookup fees were the sole responsibility of the owners of the private lines. The town did not maintain these lines nor provide microbiological or chlorine residual sampling. In 2004, the town asked the operating authority to begin sampling and testing residuals throughout the entire distribution system and include private lines as part of the yearly flushing program. Any repairs on the private lines are now overseen by the operating authority. The town confirms that none of the private lines have more than five connections and the town no longer allows the connection of such lines to the distribution system. 4. Allowing homeowners to piggyback drinking water services off another water line may be quite costly to the town and importantly, does not comply with MECP legislation. The following items briefly summarize MECP legislative impediments to permitting piggybacking of drinking water connections: <ol style="list-style-type: none"> i. As per Section 31 of the SDWA and Condition 2 and 3 of the Drinking Water Works Permit, alterations to the distribution system must be designed and verified by a Professional Engineer and satisfy the requirements of Ministry Guidelines. Current design guidelines do not allow for piggy backing one service connection off another due to the greater probability of reduced water quality, reduced access and the potential of introducing problems (or contamination) into the communal system. Design guidelines in part rely on the Ontario Building Code – see especially Section 7.1.5.4. Separate Services. http://www.buildingcode.online/ ii. In accordance with Section 17 (SDWA), the town has an operational plan which adheres to the Drinking Water Quality Management Standard (DWQMS). This requires that the town documents their commitments to: <ul style="list-style-type: none"> • the maintenance and continual improvement of the QMS • the consumer to provide safe drinking water, and 			

- comply with applicable legislation and regulations.

The DWQMS is required to contain municipal policies on assessing risks to the drinking water system, and, infrastructure planning, which may be of assistance in understanding how a substandard distribution system can impact water quality and the supply system. The operating authority may be able to provide advice regarding DWQMS policies.

iii. The high standard of drinking water in municipalities across Ontario is achieved with a multi-barrier approach, in accordance with Justice O'Connor's findings based on the Walkerton Inquiry. One of these important barriers is the "Standard of Care" legislation embedded in Section 19 of the SDWA, which expressly extends legal responsibility to people with decision-making authority over municipal drinking water systems. It requires that they exercise the level of care, diligence, and skill regarding a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation and that they exercise this due diligence honestly, competently and with integrity. Despite the Municipal Act, 2001, which limits personal liability, members of councils and officials subject to the duty imposed by Section 19 of the SDWA could be penalized if a court determines that they have failed to carry out that duty. Penalties includes maximum fines of \$4 million for a first offence and provision for imprisonment for up to five years.

Heidi Ferguson

From: Scott Butler <scott@goodroads.ca>
Sent: Wednesday, October 9, 2024 12:07 PM
To: Heidi Ferguson
Subject: Establishment of an Ontario Rural Road Safety Program
Attachments: PNG image; PNG image[95]; PNG image[1]

Good Roads

Wednesday, October 09, 2024

To: Township of Assiginack Head of Council and Council Members

Sent via email to: info@assiginack.ca

Subject: Establishment of an Ontario Rural Road Safety Program

Too many Ontarians are being seriously injured or killed on our roads.

In 2023, there were 616 people killed and 36,090 people injured. The number of fatalities is up nearly 20% in the last ten years.

In 2021, the most recent year of complete data from MTO's *Ontario Road Safety Annual Report* (ORSAR), there were 561 fatalities – 426 of which occurred on municipal roads. While rural Ontario only represents 17% of the province's population, 55% of these deaths occurred on rural roads. By any measure, Ontario's rural roads are disproportionately more dangerous.

At the same time, municipal insurance premiums continue to increase. With no plausible reform being considered for joint and several liability, municipalities need to find innovative means for managing risk, particularly on their roadways,

To deal with this crisis, Good Roads has designed a multifaceted rural road safety program and have been in discussions with the Ministry of Transportation to fund it. The program would target a municipality's most dangerous roads, perform road safety audits, and install modern safety infrastructure that prevents serious injuries and save lives. This program is designed to be cost effective while also providing rural municipalities with a direct means for addressing risk associated with their roadways.

Good Roads has proposed leading a five-year \$183 million program that leverages our 131 years of municipal road expertise and our industry partnerships to quickly put in place the solutions that will address some of Ontario's most dangerous roads.

Good Roads is seeking support to address these preventable tragedies.

If the Township of Assiginack would be interested in pursuing this, a Council resolution similar to the example below should be adopted and sent to the Premier and the Minister of Transportation:

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Township of Assiginack requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

If you have any questions regarding this initiative please contact Thomas Barakat, Good Roads' Manager of Public Policy & Government Relations, at thomas@goodroads.ca at your convenience.

Sincerely,



Scott R. Butler
Executive Director



Antoine Boucher
President
Good Roads Board of Directors



Manitoulin Streams

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

October 2, 2024

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

Re: Request for Funding Support for 2025 Manitoulin Streams Restoration Initiatives

Dear Council,

Manitoulin Streams Improvement Association's Board of Directors would like to thank the Township of Assiginack for their donation of \$2,500 last year that went toward our stream restoration initiatives. Manitoulin Streams has appreciated our relationship with the Township of Assiginack. 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. The rising costs and reduction in funding availability has been a challenge over the last couple of years. We are reaching out to see if Council would reconsider donating \$5000 for 2025 however, any contributions toward our efforts would be greatly appreciated! Your donation 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 beach activity day, Norton's Creek Educational Centre, Manitowaning Summer Fest and Fall Fair, Brook trout stocking initiatives and providing economic stimulus to local businesses that can provide us materials and supplies for our restoration efforts. We also help with the island wide garbage cleanup removing garbage and plastic waste from the township.

This year we held our first Outdoor/Angling Trade Show in Kagawong due to funding deliverables. The event was held on the May long weekend and we had 1091 tourists/participants come to the event. The feedback from the vendor and attendee surveys was extremely positive and our Board of Directors is looking at potentially hosting the event on a 2-year interval. We are also considering hosting it in different communities. This allowed us to encourage the public to explore Manitoulin Island and help advertise and provide sales opportunities for businesses from across Manitoulin including the Town of Assiginack that have products for sale in the outdoor/angling and environmental sector.

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

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2024-13

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
TO AUTHORIZE AN AGREEMENT WITH SPIRIT DEN HOLDINGS LTD. FOR THE
STORAGE OF MUNICIPAL RECORDS AT 115 ARTHUR STREET IN
MANITOWANING.**

WHEREAS authority is found in Section 8 of the Municipal Act, R.S.O. 2011, c.25, as amended;

AND WHEREAS Section 5 (3) of the Municipal Act, R.S.O. 2011, c. 25, as amended provides that municipal power shall be exercised by by-law;

AND WHEREAS The Council of the Corporation of the Township of Assiginack deems it beneficial to the community 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 the Agreement, attached to and forming part of this by-law as Schedule A.
2. **THAT** this by-law shall come into force and take effect upon the third and final reading.

Read a **FIRST** and **SECOND TIME**, this ____ day of _____, 2024.

Read and **THIRD** and **FINAL TIME** and enacted in Open Council, this ____ day of _____, 2024.

Mayor: Brenda Reid

Seal

Clerk: Heidi Ferguson

AGREEMENT

BETWEEN:

Spirit's Den Holdings Ltd.

(hereinafter referred to as the "Owner")

OF THE FIRST PART

-and-

The Corporation of the Township of Assiginack

(hereinafter referred to as the "Storer")

OF THE SECOND PART

WHEREAS the Owner acquired property municipally known as 115 Arthur Street in Manitowaning, Ontario (the "Property") from the Storer on August 8, 2024;

AND WHEREAS the Storer wishes to maintain storage of certain of its records as it has done in the past;

NOW THEREFORE the parties for valuable consideration agree as follows:

1. The Owner agrees to continue with the existing storage arrangement that the Storer historically enjoyed for a period of 12 months commencing November 1, 2024 (the "Term").
2. Monthly rent shall be \$350.00 plus HST payable on the first of every month.
3. The Storer shall be entitled to access to the Property as is reasonably required, provided however that it shall take all reasonable efforts not to disturb the existing tenants of the Property.
4. The records of the Storer shall be stored at the sole risk of the Storer, provided however that the Owner takes reasonable steps to maintain the Property.
5. Notwithstanding paragraph 4, the Owner shall have no responsibility if any loss or damage occurs to the records of the Storer.
6. Upon the expiry of the Term, this Agreement, in the absence of a written agreement to renew or extend the Term, shall continue on a monthly basis. In such circumstance, either party may terminate on not less than 30 days' notice.

7. Notice shall be delivered to the Owner by e-mail to Douglas at douglas@mississaugalawyer.com and to the Storer by e-mail to ahobbs@assignack.ca.

IN WITNESS WHEREOF the parties have executed this Agreement this day of September, 2024.

The Corporation of the Township of Assignack

Spirit's Den Holdings Ltd.

Per: _____

Per: _____

Alton Hobbs, CAO

Douglas Hancock, President