

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

www.assiginack.ca

REGULAR MEETING OF COUNCIL IN CHAMBERS Tuesday, March 18, 2025, 7:00 pm AGENDA

#### 1. OPENING

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

#### 2. ANNOUNCEMENTS

#### 3. ADOPTION OF MINUTES

- a) Minutes of the Committee of the Whole of March 4, 2025
- b) Minutes of the Regular Meeting of Council of February 18, 2025
- c) Minutes of the Special Meeting of Council of February 18, 2025
- d) Minutes of the Assiginack Public Library Board of November 27, 2024

#### 4. DELEGATIONS

a) DSSAB Update - Donna Stewart

#### 5. REPORTS

- a) OCWA Sunsite Estates 2024Annual Water Report
- b) OCWA Manitowaning 2024 Annual Water Report
- c) OCWA Manitowaning 2024 Annual Lagoon Report

#### 6. ACTION REQUIRED ITEMS

- a) Accounts for Payroll \$ 54,902.40
- b) Accounts for General \$ 269,262.72
- c) Request for Support Bluegrass in the Country
- d) Request for Support Manitoulin Metal Robotics FRC6865
- e) Request for Support Manitowaning Wolves
- f) Request for Support Physician Recruitment Website
- g) Request for Support Municipality of Durham to Ban the Nazi Swastika
- h) Request for Support City of Woodstock to Rural Road Safety Program

- i) Request for Support Town of Bradford West Gwillimbury for Landlord Tenant Reforms
- j) Request for Support US Tariffs, Buy Local
- k) Request for Rental English Horse Show
- 1) Request for Rental Arena Rental for Wikwemikong Wellness Conference
- m) Request for Museum Board Membership
- n) Request Library Board Membership

#### 7. INFORMATION ITEMS

- a) Minutes of the Manitoulin East Municipal Airport Commission of February 19, 2025
- b) Minutes of Manitoulin Centennial Manor Board of January 23, 2025
- c) Unapproved Minutes of Sudbury & Districts Public Health of February 20, 2025
- d) Request for EOI City of Toronto for Residual Waste Services

#### 8. BY-LAWS

- a) By-law #2025-05 Adoption of Social Media Policy
- b) By-law #2025-06 Adoption of Customer Feedback Policy
- c) By-law #2025-07 Amendment and Adoption of Virtual Communications Policy

#### 9. CLOSED SESSION

#### 10. ADJOURNMENT



## BOX 238, MANITOWANING, ONT., P0P 1N0 (705) 859-3196 or 1-800-540-0179

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

Tuesday, March 4, 2025, at 7:00 p.m.

PRESENT: Mayor Brenda Reid,

Councillors Dwayne Elliott, Janice Bowerman, Jennifer Hooper, and

Robert Maguire.

STAFF: Deb MacDonald - Treasurer/Deputy CAO, Stasia Carr- Clerk

#### **Opening and Declarations**

Moved by Councillor Hooper

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

Carried

The Land Acknowledgement was read by the Mayor.

#### Administrative and Planning

#### a) EDO Report

Mayor Reid reviewed the list of approved applications and newly submitted applications with the committee. She advised that the two Generac generators will be going to tender. Signage (approximately three) from the OTF Seed Grant will also be erected this year. Mayor Reid also advised that seniors' oral history videos are in progress. Movie nights will be held at the library, funded through the New Horizons Program for seniors. Grants submitted or currently being completed include the Canadian Heritage Fund, Seniors Community Grant, OTF Capital Grant, and an Inclusive Community Grant.

An inventory of assets was reviewed. Stickers will be created to place on all Township assets. The location of all items will be confirmed. It was noted to

include condition reports for each item for determining their lifecycle. Property and buildings are to be added to the list.

#### b) ICIP Funding Status Update

A spreadsheet was provided to the committee to review where items were colour coded to indicate the items that are completed, not completed, or need to request to change by the funder. A letter from the recreation director and EDO were also reviewed to consider options. The committee was asked to review and discuss ideas and options for requests to make to the funder to use the remaining \$100,000 from the approved budget under the grant. Discussion ensued. A copy of the engineer report for the arena is to be circulated. The committee would like to see if anything can be done with the back portion of the arena that would fit under the grant. The committee also want staff to investigate the possibility of resurfacing the tennis courts by RFQ. Quotes for lighting at Toboggin Hill will also be sourced.

#### c) Enabling Accessibility Fund Status Update

Deb will request an extension from the funder to see what date is provided. The committee would like to look at replacement doors and/or ramps.

#### **Closed Session**

Moved by Councillor Bowerman

Seconded by Councillor Hooper

THAT in accordance with Section 239 of the Municipal Act, as amended, Council proceeds to a Closed Session at 7:28 p.m. to attend to matters pertaining to:

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

Carried

Moved by Councillor Bowerman

Seconded by Councillor Elliot

THAT we adjourn from the Closed Session at 9:04 p.m., accept the minutes of the previous closed session, and resume our Regular Meeting.

Carried

#### Moved by Councillor Maguire

#### Seconded by Councillor Bowerman

THAT the committee direct staff to proceed with instructions as provided in the closed session discussion.

#### Carried

Recorded Vote

Councillor Janice Bowerman	yeah
Councillor Dwayne Elliot	yeah
Councillor Jennifer Hooper	yeah
Councillor Robert Maguire	yeah
Mayor Brenda Reid	yeah

#### Moved by Councillor Elliot

THAT we adjourn at 9:06 p.m. until the next regular meeting or call of the chair.

#### Carried

Chair		
Clerk		

(These minutes have been circulated but are not considered Official until Council approval.)

## 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, February 18, 2025, at 7:00 pm.

Present:

Mayor Brenda Reid

Councillor Dwayne Elliott Councillor Janice Bowerman Councillor Jennifer Hooper Councillor Robert Maguire

Staff:

Alton Hobbs, CAO, Deputy Clerk

Deb MacDonald, Treasurer

Jackie White PEC/Arena Manager Freda Bond, Tax and Utilities Manager

Steve Watt: Municipal Solicitor

#### **OPENING:**

#### #016-02-2025 J. Bowerman - D. Elliott

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

**CARRIED** 

Mayor read Land Acknowledgement.

#### AGENDA:

#### #017-02-2025 D. Elliott – J. Bowerman

THAT the agenda for this meeting be amended by tabling item 8.c By-law # 2025-05.

**CARRIED** 

#### **DISCLOSURE OF PECUNIARY INTEREST:**

Councillors Bowerman and Hooper declared a pecuniary interest in agenda item 7.b CUPW correspondence as they are both employed by Canada Post. They did not participate in the discussion, attempt to influence or participate in the vote.

#### **ANNOUNCEMENTS:**

Mayor and Council thanked the Fire Department and Arena management for the fireworks display on the Family Day weekend.

#### **ADOPTION OF MINUTES:**

#### #018-02-2025 J. Bowerman - D. Elliott

THAT we approve the Minutes of the Regular Council meeting of January 21, 2025.

CARRIED

#### #019-02-2025 D. Elliott - J. Bowerman

THAT we approve the Minutes of the Committee of the Whole meeting of February 4, 2025.

CARRIED

#### #020-02-2025 J. Bowerman - D. Elliott

THAT we receive the Minutes of the Public Health Sudbury & Districts meeting of January 16, 2025.

**CARRIED** 

#### REPORTS:

#### #021-02-2025 D. Elliott – J. Bowerman

THAT we receive and adopt the recommendations in the Clerk's Report on eScribe Software.

CARRIFD

#### #022-02-2025 J. Bowerman – D. Elliott

THAT we receive and adopt the recommendations in the Clerk's Report on a new municipal website.

CARRIED.

#### **ACTION REQUIRED ITEMS:**

#### #023-02-2025 J. Bowerman - D. Elliott

THAT Council authorizes the following Accounts for Payment: General

\$ 370,149.94 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#### #024-02-2025 D. Elliott - J. Bowerman

THAT Council authorizes the following Accounts for Payment: Payroll \$ 51,992.12 pursuant to the attached Treasurer's Statement of Accounts.

**CARRIED** 

#### #025-02-2025 R. Maguire - J. Hooper

THAT we inform the Manitoulin Planning Board that we have no objection to Consent Applications B02, B03, B04-25, pursuant to the applications submitted.

**CARRIED** 

#### #026-02-2025 J. Hooper - R. Maguire

THAT we inform the Assiginack Horticultural Society that we approve their request for the waiving of the arena atrium rental fee for their flower show and luncheon in this their 70<sup>th</sup> anniversary.

CARRIED

#### #027-02-2025 R. Maguire – J. Hooper

THAT we inform the Assiginack Curling Club that their financial request regarding taxes will be dealt with during our budget discussions.

**CARRIED** 

#### #028-02-2025 J. Hooper – R. Maguire

THAT we appoint Sharon Allen and Jo Mellan to the Assiginack Library Board effective immediately.

CARRIED

#### #029-02-2025 R. Maguire - J. Hooper

THAT we authorize submissions under the OTF capital and Senior's Community Grant Funding opportunities.

CARRIED.

#### **INFORMATION ITEMS:**

#030-02-2025 D. Elliott - R. Maguire

THAT we acknowledge receipt of the following correspondence items:

- a) City of Greater Sudbury: Termination of Recycling Acceptance Agreement
- b) CUPW: Industrial Inquiry Commission Reviewing Canada Post

#### CARRIED

Note: Declaration of Pecuniary Interest at beginning of meeting.

#### **BY-LAWS:**

#### #031-02-2025 J. Hooper – R. Maguire

THAT By-law # 2025-03, being a by-law to enter into an agreement with ROCK Enterprises be given first, second, third and final readings and enacted in open Council.

#### **CARRIED**

#### #032-02-2025 R. Maguire – J. Hooper

THAT By-law # 2025-04, being a by-law to adopt Amendment A-03 to the Manitoulin Official Plan be given first, second, third and final reading and enacted in open council.

#### **CARRIED**

#### **CLOSED SESSION:**

#### #033-02-2025 R. Maguire – J. Hooper

THAT in accordance with By-law #02-02 as amended and Section 239 of the Municipal Act, as amended, Council proceeds to a Closed Session at 7:40 pm in order to attend to:

- a) Advice subject to solicitor-client privilege, including communications necessary for that purpose 1 issues
- b) Labour Relations, Employee negotiations 1 issue

#### CARRIED

Council and its solicitor went into closed session.

#### #034-02-2025 J. Hooper – R. Maguire

THAT we adjourn from our closed session, resume our regular session at 9:10 pm, accept the Minutes of the previous closed session.

AND THAT staff be authorized to follow the instructions issued by Council during the closed session.

#### CARRIED

Recorded Vote:

Bowerman yea Elliott yea Hooper yea Maguire yea Reid yea

#### **CLOSING:**

#035-02-2025 R. Maguire – J. Hooper

THAT we adjourn until the next Regular Meeting at 9:15 pm or Call of the Chair.

**CARRIED** 

Brenda Reid, MAYOR Alton Hobbs, CAO/DEPUTY CLERK

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

9:15 pm.

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

The SPECIAL Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, February 18, 2025, at 6:15 pm.

Present: Mayor Brenda Reid

Councillor Dwayne Elliott Councillor Janice Bowerman Councillor Jennifer Hooper Councillor Robert Maguire

#### #036-02-2025 J. Bowerman – R. Maguire

THAT the Special Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 6:15 pm, with a quorum of members present, with Mayor Reid presiding in the Chair.

#### **CARRIED**

Mayor read Land Acknowledgement.

#### **AGENDA:**

#### #037-02-2025 J. Hooper – J. Bowerman

THAT the agenda for this meeting be accepted.

CARRIED

#### **CLOSED SESSION:**

#### #038-02-2025 R. Maguire – J. Hooper

THAT in accordance with By-law #02-02 as amended and Section 239 of the Municipal Act, as amended, Council proceeds to a Closed Session at 6:20 pm in order to attend to:

a) Matters about an identifiable individual.

#### **CARRIED**

Council and its solicitor went into closed session.

#### #039-02-2025 J. Hooper – R. Maguire

THAT we adjourn from our closed session, resume our regular session at 6:55 pm, accept the Minutes of the previous closed session.

AND THAT	Γ staff be	authorized	to follow th	e instruction:	s issued	by Council	during
the closed	session.						

#### CARRIED

Recorded Vote:

Bowerman yea Elliott yea Hooper yea Maguire yea Reid yea

#### **CLOSING:**

#040-02-2025 R. Maguire – J. Hooper

THAT we adjourn until the next Regular Meeting at 6:56 pm or Call of the Chair.

#### CARRIED

Brenda Reid, MAYOR	Stasia Carr, CLERK

<sup>\*</sup>These Minutes have been circulated but are not considered Official until approved by Council. 6:56 pm.



#### Assiginack Public Library Board November 27, 2024 Meeting

Present: Leslie Fields, Sue Moggy, Brenda Reid, Sandra Pennie

Staff: Kari Gerhard

Regrets: Jane Tilston

Meeting called to order at 4:35pm.
 Land Acknowledgment was read by Kari.

2. Welcome to all.

#### 3. Acceptance of the agenda

24/27 Moved by: Sandra Seconded by: Brenda That the agenda be accepted as presented. Carried.

#### 4. Declarations of Conflict of Interest

No conflicts were declared.

#### 5. Minutes of the last meeting

24/28 Moved by: Les

Seconded by: Sue

#### 6. Business Arising

#### 6.1 Update on EarlyON/MFR plans

Agreement was drafted and sent by the ED of MFR this afternoon and has been reviewed and deemed acceptable to Township staff (including Certificate of Liability Insurance). Board reviewed the document and felt it was adequate as well. Kari will contact the ED, finance and EarlyON staff at Manitoulin Family Resources to confirm that we can move forward with arrangements/partnership.

#### 7. Reports

#### 7.1 Financial Report

The November Financial Report was reviewed.

24/29 Moved by: Sue

Seconded by Brenda

That the Financial Report be approved as presented.

Carried.

#### 7.2 Librarian's Report

The Librarian's Report for November was reviewed.

24/30

Moved by: Les

Seconded by Sandra

That the Librarian's Report be approved as presented.

Carried.

#### 7.3 Correspondence

Steven Kraus's (Ontario Library Service) email regarding strategic planning was shared for reference as we prepare for our work with an OLS consultant in 2025. Brenda reminded us of the Tree Lighting to be held on December 6th at 7:00pm at Queen's Park.

#### 8. New Business

No new business

#### 9. Policies

- **9.1** A handout including our previously established mission statement and values was shared, as well as a few pages from the Township of Assiginack's Strategic Plan. We will look at creating our own Vision Statement (which aligns with that of the Township) at our next meeting.
- 9.2 Artists' displays policy will be held over to early 2025.
- **10. Date of Next Meeting** Wednesday, January 29, 2024 at **4:00pm** (Please NOTE the change to 4:00pm in January.)

#### 11. Adjournment

The meeting was adjourned at 5:58pm on a motion by Sue.

Board Chair	Secretary/Librarian



Espanola Hub 148 Fleming St, Suite 5 Espanola, ON P5E 1R8 Tel: 705 869 5578 Fax: 705-869-4374 www.ocwa.com

February 24, 2025

Alton Hobbs, Chief Administrative Officer The Corporation of the Township of Assiginack 156 Arthur St. P.O. Box 238 Manitowaning, Ontario P0P 1N0

Re: O. Reg. 170 Section 11 & Schedule 22 Annual Reporting under SDWA

O. Reg 387 Section 9 Annual Reporting under OWRA

For the Sunsite Estates Water Treatment Plant

Waterworks No.: 220008471

Dear Mr. Hobbs:

Attached are the 2024 Annual and Summary Reports for the Sunsite Estates Water System. The Reports are based on information provided by Operators as of February 20, 2025 in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. A confirmation of submission of the PTTW reporting, as required by O.Reg 387, is included as part of the report.

Please note that any Orders that you have received directly from the MECP, or any major expense incurred by the Municipality which are not listed, should be reviewed and added to the report.

As per Schedule 22 of O. Reg. 170/03, this Summary Report is to be provided to the members of the municipal council no later than March 31, 2025. Please ensure this distribution occurs.

Section 12 of O. Reg. 170/03, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,

Keith Stringer

Ket Stringer

Senior Operations Manager Ontario Clean Water Agency

(705)626-5557

RECEIVED FEB 27 2025

# Sunsite Estates Drinking Water System

Small Municipal Residential Drinking Water System

January 1, 2024 - December 31, 2024

O.Reg 170/03 Schedule 22 Summary Report
O.Reg 170/03 Section 11 Annual Report
&
O.Reg 387/04 Annual Record of Water Taking

Prepared by the Ontario Clean Water Agency for The Corporation of the Municipality of Assiginack





210008426
Sunsite Estates Drinking Water System
Corporation of the Municipality of Assiginack
Small Municipal Residential

#### **SECTION 1: INTRODUCTION**

This document is prepared in accordance with Section 11 and Schedule 22 of O.Reg.170/03 under the Safe Drinking Water Act and with Section 9 of O.Reg.387/04 under the Ontario Water Resources Act. The reports have been prepared by the Ontario Clean Water Agency. Acronyms and definitions are found at the end of the report. A copy of the Summary Report must be provided to the members of the municipal council by March 31, 2025.

#### **SECTION 2: REQUIREMENTS OF THE REPORTS**

#### **Schedule 22 Report**

The report must list the requirements of the Act, the regulations, the system's approval and any order that the system <u>failed to meet</u> at any time during the period covered by the report. It must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure. For the purpose of enabling the owner of the system to assess the rated capability of their system to meet existing and future planned water uses, the following information is required to be included in this report:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the systems approval.

#### Section 11 Report

The annual report must contain the following:

- A brief description of the drinking water system and a list of chemicals used by the system.
- A description of any major expenses incurred during the period covered by the report to install, repair or replace required equipment.
- A summary of all adverse water quality incidents (AWQI) reported to the Ministry
- A summary of corrective actions taken in response all AWQls
- A summary of all test results required under the regulation, under an approval, municipal drinking water licence or order, including an OWRA order.
- A statement of where a Schedule 22 report will be available for inspection.

The report must be prepared by February 28th of the year following the year to which the report pertains.

#### Regulation 387 Report

On or before March 31 in every year, every holder of a permit to take water (PTTW) shall submit to a Director the data collected and recorded for the previous year.

A record of annual water taking can be found in Appendix A.



#### **SECTION 3: SCHEDULE 22 REPORT**

#### Flows - Treated

In accordance with the Municipal Drinking Water License (MDWL), the Sunsite Estates WTP shall not be operated to exceed a maximum daily volume of 220 m3/d to the distribution system.

The daily treated water maximum flow was 104.40 m3 in June and represents 47.5% of capacity. In 2024, the total volume of water sent to the distribution system was 18.612.11 m3

The quantity of treated water supplied during the reporting period did not exceed the rated maximum capacity.

Treated Water Flow Data					
Month	Total Monthly Flow ( m3)	Average Flow (m3/d)	Maximum Flow (m3/d)	Limit  Rated  Capacity m <sup>3</sup> /d	
January	2,516.79	81.19	89.35	220	
February	1,191.31	41.08	45.45	220	
March	1,291.42	41.66	50.58	220	
April	1,241.11	41.37	45.10	220	
May	1,552.58	50.08	66.14	220	
June	1,787.62	59.59	104.40	220	
July	1,747.98	58.27	79.62	220	
August	1,916.30	61.82	81.68	220	
September	1,352.16	45.07	66.06	220	
October	1,340.13	43.23	51.15	220	
November	1,291.35	43.05	47.03	220	
December	1,383.35	44.62	57.05	220	
Total	18,612.11			220	
Average	1,551.01	50.92		220	
Maximum	2,516.79		104.40	220	

#### Flows - Raw

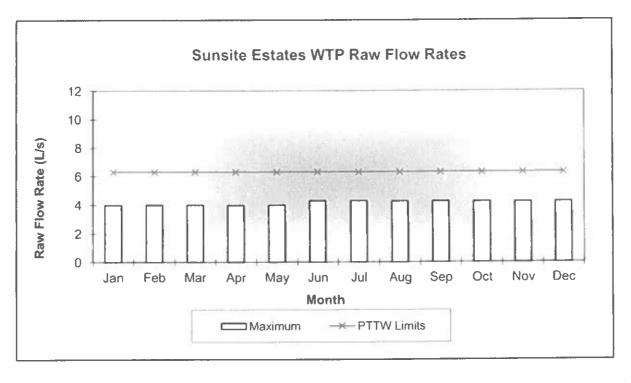
Daily raw maximum instantaneous flow is stated in the PTTW at a maximum rate of flow of 6.32 L/s and a maximum daily volume of 276.48 m<sup>3</sup>/d.

The average monthly raw water flow for this reporting period was 54.06 m<sub>3</sub>/d. The maximum daily flow was 127.48 m<sub>3</sub>/d representing 46% of water taking limits. In 2024, the total volume of water taken from the environment was 19,822.58 m<sub>3</sub>.

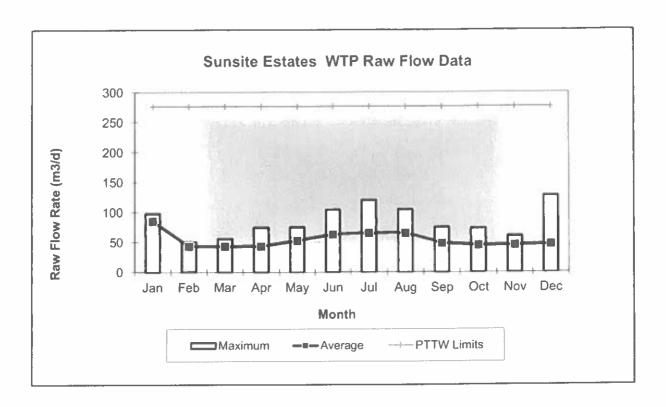
The quantity of raw water taken did not exceed any limits stipulated within the PTTW.



		* **	-			
RAW WATER FLOW DATA - TOTAL ALL SOURCES						
	Total		Maximum Flow (m3/d)	Maximum	Limits	
Month	Monthly Flow ( m3)	Average Flow (m3/3573d)		Flow Rate (L/s)	L/s (PTTW)	m³/d (PTTW)
January	2,649.88	85.48	97.85	3.98	6.32	276.48
February	1,251.16	43.14	50.38	3.99	6.32	276.48
March	1,338.39	43.17	55.57	3.99	6.32	276.48
April	1,308.35	43.61	74.29	3.97	6.32	276.48
May	1,635.68	52.76	75.05	3.98	6.32	276.48
June	1,890.21	63.01	103.84	4.28	6.32	276.48
July	2,027.98	65.42	119.73	4.28	6.32	276.48
August	2,031.74	65.54	104.77	4.26	6.32	276.48
September	1,459.09	48.64	74.98	4.25	6.32	276.48
October	1,407.90	45.42	73.12	4.24	6.32	276.48
November	1,367.15	45.57	60.38	4.23	6.32	276.48
December	1,455.04	46.94	127.48	4.23	6.32	276.48
Total	19,822.58					
Average		54.06				
Maximum			127.48	4.28	6.32	276.48







#### **Annual Raw Water Review**

Raw Water	Total Taking	Average Day	Max Day	Max Day % of PTTW allowable
Taking	m3/d	m3/d	m3/d	276.48 m3/d
2024	19,822.58	54.06	127.48	46%
2023	29,730.46	81.45	144.94	52%
2022	29,295.8	80.26	244.7	88.5%
2021	24,390.13	66.82	146.72	53%
2020	21,928.56	59.91	161.18	58%

#### **System Failures and Corrective Actions**

The latest inspection of the drinking water facility took place on September 26, 2024. The facility scored 0/485 providing a rating of 100%

The following non-compliances were reported to the MECP during the 2024 reporting period:

1. The WTP operator completed the monthly filter efficiency review for the Sunsite Estates WTP for the month of May after the required 72 hour window. The review was completed on Tuesday, June 4<sup>th</sup> 2024 and all filters passed. The reason for the late review is that we were short staffed on Monday June 3<sup>rd</sup>, 2024 and the operator was dealing with a low chlorine alarm at another facility. The PDF sampling calendar, which is the document the operator was using to determine which sampling needed to be performed on any given day, was printed and located at the plant. As the operator did not physically





- attend the Sunsite Estates WTP on Monday, June 3<sup>rd</sup> the review was missed. We discovered that the operator had not been given access to the online Outlook sampling calendars and we have since rectified that so that the required sampling for a facility can be viewed online from offsite going forward.
- 2. On Monday, June 3<sup>rd</sup> the operator completed a required 72 hour data review for the Sunsite Estates WTP 40 minutes past the allowable 72 hour timeframe. The review was completed at 13:03 and the previous review had been completed on Friday, May 31st at 12:23. The reason for the late review is that we were short staffed on Monday June 3rd, 2024 and the operator was dealing with a low chlorine alarm at another facility.

AWQIs reported to the Ministry

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
15-Mar-24	N/A	N/A	N/A	AWQI# 164639 - Eastlink internet outage causing facility to have no working alarms. We had operators monitoring the sites until the internet was restored and alarms were tested and working properly again.	15-Mar-24
29-Jul-24	N/A	N/A	N/A	AWQI # 165826 - The alarm dialer malfunctioned was not communicating with the PLC resulting in alarms not calling out properly. We resulted to filling the clearwell at the end of the day and not making water due to not being able to be notified by alarms. Plant was stopped from making water over night. Operator went early into the plant to monitor water making and to start the plant. Electrician was on site to fix the alarm system which was concluded before the end of the day. No water was made without an operator on site ensuring it met all standards.	30-Jul-24
18-Aug-24	Pressure	0	PSI	AWQI# 166024 – During a major power outage the water plant generator failed to start resulting in a pressure loss in the system. It was determined that the generator issues was related to a battery issue. A drinking water advisory was issued by the MOH. Following the issue of the advisory the people of the town were notified and fresh water was made available, including a hose. Once power was restored the distribution system was flushed and numerous chlorine residual samples were taken. Two sets of two samples were taken and sent to TestMark labs as requested by the health unit. Following both sets of sample results coming in non detect for EC/TC the health unit was notified and the advisory was lifted.	21-Aug-24



#### **SECTION 4: SECTION 11 REPORT**

#### Information to be provided

Population Served	65
Does your Drinking-Water System serve more than 10,000 people?	No
Is your annual report available to the public at no charge on a web site on the Internet?	Yes
Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.	Township of Assiginack, Municipal Office 156 Arthur Street Sunsite Estates, Ontario POP 1N0
Number of Designated Facilities served:	0
Did you provide a copy of your annual report to all Designated Facilities you serve?	NA
Number of Interested Authorities you report to:	0
Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?	NA
List all Drinking-Water Systems (if any), and their DWS Number which receive all of their drinking water from your system:	N/A
Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?	N/A
Indicate how you notified system users that your annual report is available, and is free of charge.	Public access/notice via the web, newspaper and public library
Indicate if you notified system users that your annual report is available and is free of charge using an alternate method	Yes

Facility consists of an Evoqua Filter membrane filtration plant supplying water to Sunsite Estates drawing water from Manitowaning Bay, Lake Huron. The low lift building supplies water to the WTP via a single LLP. The LL Building also contains a sodium hypochlorite dosing system for seasonal control of zebra mussels. The water treatment plant consists of two membrane filter trains a chlorine contact reservoir, clear well and three submersible high lift pumps supplying the village. Primary disinfection is achieved through the use of liquid sodium hypochlorite. The Municipal Drinking Water License has a capacity of 220m3/d. Waste water sludge is stored on site and periodically removed to disposal while the supernatant is discharged back to the Lake.

The utility serves the Town of Sunsite Estates and has approximately 2.0 kilometers of 4 inch PVC pipeline, there are no hydrants and approximately 3 valves. The Sunsite Estates Water Treatment Facility's distribution system includes various chlorine residual checkpoints.



#### **Chemicals Used**

Sodium Hypochlorite (12%)	Disinfection and clean-in-place
Sodium Hydroxide	Neutralization of wastewater
Citric Acid	Clean-in-place
Calcium Thiosulphate (Captor)	Dechlorination of reject water & wastewater

#### Significant Expenses

Significant expenses incurred to

[X] Install required equipment

[X] Repair required equipment

[X] Replace required equipment

Work	Date	Comment
Order	Completed	
3765156	18-Jun-24	Low pressure switch installation – \$4,574.68
3702942	18-Jun-24	Low lift pump troubleshooting/repair = \$3,634.26
	22-Nov-24	Ethernet switch for SCADA system, replace & rebuild SCADA computer
		software & hard drives - \$10,792.00

#### **Adverse Water Quality Incidents**

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Comment / Corrective Action	Corrective Action Date
15-Mar-24	N/A	N/A	N/A	AWQI#164639 - Eastlink internet outage causing facility to have no working alarms. We had operators monitoring the sites until the internet was restored and alarms were tested and working properly again.	18-Mar-24
29-Jul-24	N/A	N/A	N/A	AWQI # 165826 - The alarm dialer malfunctioned was not communicating with the PLC resulting in alarms not calling out properly. We resulted to filling the clearwell at the end of the day and not making water due to not being able to be notified by alarms. Plant was stopped from making water over night. Operator went early into the plant to monitor water making and to start the plant. Electrician was on site to fix the alarm system which was concluded before the end of the day. No water was made without an operator on site ensuring it met all standards.	30-Jul-24
18-Aug-24	Pressure	0	PSI	AWQI # 166024 – During a major power outage the water plant generator failed to start resulting in a pressure loss in the system. It was determined that the generator issues was related to a battery issue. A drinking water advisory was issued by the MOH. Following the issue of the	21-Aug-24





	advisory the people of the town were notified and fresh water was made available, including a hose. Once power was restored the distribution system was flushed and numerous chlorine residual samples were taken. Two sets of two samples were taken and sent to TestMark labs as requested by the health unit. Following both sets of sample results coming in non detect for EC/TC the health unit was notified and the advisory was lifted.	
--	---	--

#### Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03.

	No. of Samples	Range of E.Coli		Range of Total Coliform Results		Number of	Range of HPC Results	
	Collected	Min#	Max#	Min #	Max#	HPC Samples	Min#	Max#
Raw Water	N/A							
Treated Water	N/A							
Distribution	26	0	0	0	0	26	0	10

#### Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03

	No. of Samples	Range o	Units of		
	Collected	Minimum	Maximum	Measure	
Turbidity - Filter 1	8760	0	0.23	(NTU)	
Turbidity – Filter 2	8760	0	1.00	(NTU)	
Free Chlorine Residual – TW	8760	0	1.72	(mg/L)	
Free Chlorine Residual, Distribution	105	1,.10	2.13	(mg/L)	

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter and limits	Month Sampled	Day Sampled	Result	Running Annual Average	Unit of Measure
	Filter Backwash Total	Jan	15	7	2	mg/L
254-101	Suspended Solids	Feb				mg/L
823	Juspelluca Johas	Mar				mg/L
Issue Date: January 24,	25 // 0	Apr	24	- 5	1	mg/L
2022	25 mg/L Running	May				mg/L
Cysley Data: January	Annual Average (RAA)	Jun				mg/L
Expiry Date: January 23, 2027		Jul	29	4	I	mg/L
2.4 2021	Quarterly samples	Aug				mg/L
		Sep				mg/L
	*RAA is calculated using all results from samples taken in the last 4	Oct				mg/L
	quarters divided by the number of	Nov	26	4	1	mg/L
	samples	Dec				mg/L



Date of legal instrument issued	Parameter and limits	Month Sampled	Day Sampled	Result	Running Annual Average	Unit of Measure
	Filter Backwash Total	Jan	15	0.03	0.02	mg/L
254-101	Chlorine Residual	Feb				mg/L
Larry Datas January		Mar	3165			mg/L
Issue Date: January 24, 2022	0.02 mg/L Running	Apr	24	0.03	0.03	mg/L
	Annual Average (RAA)	May	my alexandra	HALL THE		mg/L
Expiry Date, January	Aillian Arciage (IIAA)	Jun				mg/L
23, 2027	*RAA is calculated using all results from samples taken in the last 4 quarters divided by the number of samples. Results in red exceed the	Jul	29	0.01	0.02	mg/L
		Aug				mg/L
		Sep			-	mg/L
		Oct				mg/L
		Nov	26	0.02	0.02	mg/L
	MDWL RAA limit.	Dec	=17			mg/L

## Summary of Inorganic parameters tested during this reporting period or the most recent sample results

	Sample Date	Sample Result	MAC	No. of Exceedances		
TREATED WATER	(yyyy/mm/dd)			MAC	1/2 MAC	
Antimony: Sb (ug/L) - TW	2024/01/15	< MDL 0.6	6.0	No	No	
Arsenic: As (ug/L) - TW	2024/01/15	0.3	25.0	No	No	
Barium: Ba (ug/L) - TW	2024/01/15	12,4	1000.0	No	No	
Boron: B (ug/L) - TW	2024/01/15	18	5000.0	No	No	
Cadmium: Cd (ug/L) - TW	2024/01/15	0.005	5.0	No	No	
Chromium: Cr (ug/L) - TW	2024/01/15	0.11	50.0	No	No	
Mercury: Hg (ug/L) - TW	2024/01/15	< MDL 0.01	1.0	No	No	
Selenium: Se (ug/L) - TW	2024/01/15	0.09	10.0	No	No	
Uranium: U (ug/L) - TW	2024/01/15	0.166	20.0	No	No	

	Sample Date	Sample Result	MAC	No. of Ex	ceedances
TREATED WATER	(yyyy/mm/dd)			MAC	1/2 MAC
Fluoride (mg/L) - TW	2024/01/15	< MD1, 0.06	1.5	No	No
Nitrate : (mg/L) - TW	2024/01/15	0.162	10	No	No
Nitrate : (mg/L) - TW	2024/04/15	0.157	10	No	No
Nitrate : (mg/L) - TW	2024/07/29	0.145	10	No	No
Nitrate : (mg/L) - TW	2024/10/21	0.137	10	No	No
Nitrite : (mg/L) - TW	2024/01/15	< MDL 0.003	1	No	No
Nitrite: (mg/L) - TW	2024/04/15	< MDI. 0.003	1	No	No
Nitrite : (mg/L) - TW	2024/07/29	< MDI, 0.003	1	No	No
Nitrite : (mg/L) - TW	2024/10/21	< MDL 0.003	1	No	No
Sodium / Na (mg/L) - TW	2024/01/15	7.57	20*	_ No	No

<sup>\*</sup>There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.



#### Summary of Lead testing under Schedule 15.1 during this reporting period

Location Type	Number of Samples	Range of Results		MAC	Number of Exceedances
		Minimum	Maximum	(ug/L)	
Distribution - Lead Results (ug/L)	2	0.1	0.27	10	0
Distribution - Alkalinity (mg/L)	2	68	74	n/a	n/a
Distribution - pH In-House	2	6.84	8.03	n/a	n/a

#### Summary of Organic parameters sampled during this reporting period or the most recent results

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
		100		MAC	1/2 MAC
Alachlor (ug/L) - TW	2024/01/15	< MDL 0.33	5.0	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2024/01/15	< MDL 0.41	5.0	No	No
Azinphos-methyl (ug/L) - TW	2024/01/15	< MDL 0.35	20.0	No	No
Benzene (ug/L) - TW	2024/01/15	< MDL 0.36	1.0	No	No
Benzo(a)pyrene (ug/L) - TW	2024/01/15	< MDL 0.2	0.01	No	No
Bromoxynil (ug/L) - TW	2024/01/15	< MDL 0.25	5.0	No	No
Carbaryl (ug/L) - TW	2024/01/15	< MD1, 0.15	90.0	No	No
Carbofuran (ug/L) - TW	2024/01/15	< MDL 0.19	90.0	No	No
Carbon Tetrachloride (ug/L) - TW	2024/01/15	< MDI. 0.12	2.0	No	No
Chlorpyrifos (ug/L) - TW	2024/01/15	< MDL 0.02	90.0	No	No
Diazinon (ug/L) - TW	2024/01/15	0.02	20.0	No	No
Dicamba (ug/L) - TW	2024/01/15	< MDL 0.05	120.0	No	No
1,2-Dichlorobenzene (ug/L) - TW	2024/01/15	< MDL 0.32	200.0	No	No
1,4-Dichlorobenzene (ug/L) - TW	2024/01/15	< MDL 0.004	5.0	No	No
1,2-Dichloroethane (ug/L) - TW	2024/01/15	< MDL 0.33	5.0	No	No
1,1-Dichloroethylene (ug/L) - TW	2024/01/15	< MDL 0.05	14.0	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2024/01/15	< MDL 0.01	50.0	No	No
2,4-Dichlorophenol (ug/L) - TW	2024/01/15	< MDL 0.17	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2024/01/15	< MDL 0.02	100.0	No	No
Diclofop-methyl (ug/L) - TW	2024/01/15	< MDL 0.02	9.0	No	No
Dimethoate (ug/L) - TW	2024/01/15	< MDL 0.2	20.0	No	No
Diquat (ug/L) - TW	2024/01/15	< MDL 0.35	70.0	No	No
Diuron (ug/L) - TW	2024/01/15	< MDL 0.4	150.0	No	No
Glyphosate (ug/L) - TW	2024/01/15	< MDL 0.06	280.0	No	No
Malathion (ug/L) - TW	2024/01/15	< MDL 1	190.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (mg/L) -	2024/01/15	< MDL 0.03	50.0	N/A	N/A
Metolachlor (ug/L) - TW	2024/01/15	< MDL 1	80.0	No	No
Metribuzin (ug/L) - TW	2024/01/15	< MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2024/01/15	< MDL 0.01	10.0	No	No
Paraquat (ug/L) - TW	2024/01/15	< MDL 0.02	3.0	No	No



#### 2024 Annual Report Sunsite Estates Water Treatment

Surisite Estates Water Treatment						
2024/01/15	< MDL 0.3	60.0	No	No		
2024/01/15	< MDL 1	2.0	No	No		
2024/01/15	< MDL 0.04	190.0	No	No		
2024/01/15	< MDL 0.15	1.0	No	No		
2024/01/15	< MDL 0.01	10.0	No	No		
2024/01/15	< MDL 1	1.0	No	No		
2024/01/15	< MDL 0.03	10.0	No	No		
2024/01/15	< MDL 0.01	100.0	No	No		
2024/01/15	< MDL 0.01	230.0	No	No		
2024/01/15	< MDL 0.35	5.0	No	No		
2024/01/15	< MDL 0.01	5.0	No	No		
2024/01/15	< MDL 0.44	100.0	No	No		
2024/01/15	< MDL 0.02	45.0	No	No		
2024/01/15	< MDI. 0.17	1.0	No	No		
2024/12/31	38.5	100.00	No	No		
2024/12/31	25.5	80.0	No	No		
	2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15 2024/01/15	2024/01/15	2024/01/15         < MDL 0.3	2024/01/15         < MDL 0.3		

#### **SECTION 5: RAW WATER SUBMISSIONS**

Raw water flows were submitted to the Ministry on January 27, 2025.



Location: WTRS / WT DATA / Input WT Record

WTRS-WT-008

#### Water Taking Data submitted successfully.

#### Confirmation:

Thank you for submitting your water taking data online.

Permit Number: 7151-ABEK4P
Permit Holder: THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK.

Received on: Jan 27, 2025 11:32 AM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data If it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

Return to Main Page

TOWNSHIP OF ASSIGINACK | 2025/01/27

version: v4.5.0.21 (build#: 22) Last modified: 2018/09/18

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#### **SECTION 6: CONCLUSION**

The drinking water inspection found the plant to be producing good quality water. A review of the treated water samples showed the plant met or exceeded the requirements of ODWS (Ontario's Drinking-Water Standards). Treated water samples at the plant and in the distribution system were shown to be free of bacteriological contaminants.

Based on information available for the 2024 operating year, the Sunsite Estates WTP was able to meet the demand of water use within the town without exceeding the Municipal Drinking Water Licence and Permit to Take Water max daily liter stipulations.



### **List of Acronyms and Definitions**

Alkalinity	The capacity of water for neutralizing an acid solution			
AWQI	Adverse Water Quality Incident- when a water sample test result exceeds the Oprinking Water Quality Standards			
Backwash	Water pumped backwards to clean filters			
BWA	Boil Water Advisory; Issued when risk of contamination is possible in drinking water			
CFU	Colony Forming Units			
Chlorine Residual	A low level of chlorine remaining in water after disinfection occurs			
DW	Distribution Water			
	Drinking Water Advisory; Issued when water cannot be consumed by any means			
DWA	Disting Water Advisory, issued when water calliof be consumed by any means			
DWWP	Drinking Water Works Permit - provides a description of the overall system			
E.Coli	Bacteria used as indicators to measure the degree of pollution and sanitary quality of water			
GUDI	Groundwater Under Direct Influence - Considered to be surface water under O.Reg			
170/03	The second second			
HPC	Heterotrophic Plant Count			
L/s	Litres per Second			
m3/d	Cubic Metres per Day			
MAC	Maximum Acceptable Concentration			
MDL	Minimum Detection Level			
MDWL	Municipal Drinking Water Licence - relates to the operation and performance			
requirements				
mg/L	Miligrams per Litre			
Ministry	Ministry of the Environment, Conservation and Parks			
MECP	Ministry of the Environment, Conservation and Parks			
NDOGN	No Data: Overgrown with Non Target Bacteria			
NDOGT	No Data: Overgrown with Target Bacteria			
O.Reg	Ontario Regulation			
PTTW	Permit to Take Water - Permit which allows water taking from groundwater or surface			
water				
RW	Raw Water			
TC	Total Coliforms			
TSS	Total Suspended Solids			
Turbidity	Cloudiness or haziness of water			
TW	Treated Water			



Espanola Hub 148 Fleming St, Suite 5 Espanola, ON P5E IR8 Tel: 705 869 5578 Fax: 705-869-4374 www.ocwa.com

February 28, 2025

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

Re:

O. Reg. 170 Section 11 & Schedule 22 Annual Reporting under SDWA

O. Reg 387 Section 9 Annual Reporting under OWRA

For the Manitowaning Water Treatment Plant

Waterworks No.: 210001013

Dear Mr. Hobbs;

Attached are the 2024 Annual and Summary Reports for the Manitowaning Water System. The Reports are based on information provided by Operators as of February 19, 2025 in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. A confirmation of submission of the PTTW reporting, as required by O.Reg 387, is included as part of the report.

Please note that any Orders that you have received directly from the MECP, or any major expense incurred by the Municipality which are not listed, should be reviewed and added to the report.

As per Schedule 22 of O. Reg. 170/03, this Summary Report is to be provided to the members of the municipal council no later than March 31, 2025. Please ensure this distribution occurs.

Section 12 of O. Reg. 170/03, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,

Keith Stringer

Keth Stringer

Senior Operations Manager Ontario Clean Water Agency

(705)626-5557

RECEIVED FEB 27 2025

## Manitowaning Water Treatment

Large Municipal Residential Drinking Water System

January 1, 2024 - December 31, 2024

O.Reg 170/03 Schedule 22 Summary Report
O.Reg 170/03 Section 11 Annual Report
&
O.Reg 387/04 Annual Record of Water Taking

Prepared by the Ontario Clean Water Agency For The Corporation of the Municipality of Assiginack





Drinking-Water System Number:	210001013
Drinking-Water System Name:	Manitowaning Drinking Water System
Drinking-Water System Owner:	Corporation of the Municipality of Assiginack
Drinking-Water System Category:	Large Municipal Residential

#### **SECTION 1: INTRODUCTION**

This document is prepared in accordance with Section 11 and Schedule 22 of O.Reg.170/03 under the Safe Drinking Water Act and with Section 9 of O.Reg.387/04 under the Ontario Water Resources Act. The reports are prepared by the Ontario Clean Water Agency. Acronyms and definitions can be found at the end of the report.

A copy of the Summary Report must be provided to the members of the municipal council by March 31, 2025.

#### **SECTION 2: REQUIREMENTS OF THE REPORTS**

#### Schedule 22 Report

The report must list the requirements of the Act, the regulations, the system's approval and any order that the system <u>failed to meet</u> at any time during the period covered by the report. It must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure. For the purpose of enabling the owner of the system to assess the rated capability of their system to meet existing and future planned water uses, the following information is required to be included in this report:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the systems approval.

#### Section 11 Report

The annual report must contain the following:

- A brief description of the drinking water system and a list of chemicals used by the system.
- A description of any major expenses incurred during the period covered by the report to install, repair or replace required equipment.
- A summary of all adverse water quality incidents (AWQI) reported to the Ministry.
- A summary of corrective actions taken in response all AWQIs
- A summary of all test results required under the regulation, under an approval, municipal drinking water licence or order, including an OWRA order.
- A statement of where a Schedule 22 report will be available for inspection.

The report must be prepared by February 28th of the year following the year to which the report pertains.

#### Regulation 387 Report

On or before March 31 in every year, every holder of a permit to take water (PTTW) shall submit to a Director the data collected and recorded for the previous year.

A record of annual water taking can be found in Appendix A.



#### **SECTION 3: SCHEDULE 22 REPORT**

#### Flows - Treated

In accordance with the Municipal Drinking Water License (MDWL), the Manitowaning WTP shall not be operated to exceed a maximum daily volume of 1045 m3/d to the distribution system.

The daily treated water maximum flow was 556 m3 in July and represents 52% of capacity. In 2024, the total volume of water sent to the distribution system was 112,074 m3

The quantity of treated water supplied during the reporting period did not exceed the rated maximum capacity.

	Treate	d Water Flow	Data		
Month	Total Monthly Flow (m3)	Average Flow (m3/d)	Maximum Flow (m3/d)	Limit Rated Capacity m <sup>3</sup> /d	
January	9,868.00	318.32	359.00	1,045	
February	9,692.00	334.21	365.00	1,045	
March	9,903.00	319.45	348.00	1,045	
April	9,961.00	332.03	366.00	1,045	
May	12,262.00	395.55	481.00	1,045	
June	13,086.00	436.20	518.00	1,045	
July	11,479.00	382.63	556.00	1,045	
August	8,475.00	273.39	369.00	1,045	
September	6,844.00	228.13	288.00	1,045	
October	7,128.00	229.94	280.00	1,045	
November	6,715.00	223.83	248.00	1,045	
December	6,661.00	214.87	242.00	1,045	
Total	112,074.00			1,045	
Average	9,339.50	307.38		1,045	
Maximum	13,086.00		556.00	1,045	

#### Flows - Raw

The PTTW authorized flow limits are stipulated at a maximum rate of 71.32 L/s and a maximum daily volume of 1149.12m<sup>3</sup>/d.

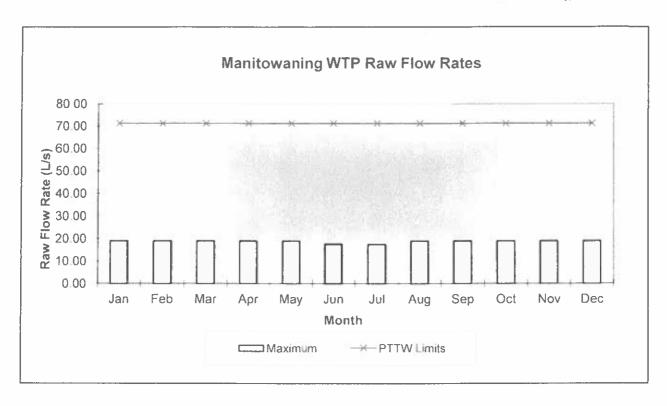
The average monthly raw water flow for this reporting period was 349.08 m<sub>3</sub>/d. The maximum daily flow was 663 m<sub>3</sub>/d representing 58% of water taking limits. In 2024, the total volume of water taken from the environment was 127.284 m<sub>3</sub>.

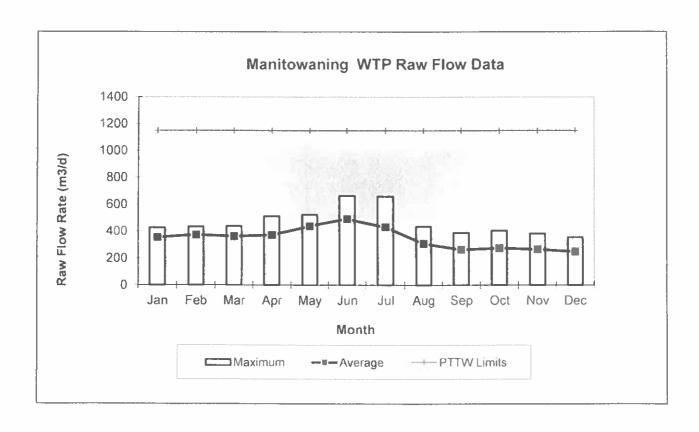


The quantity of raw water taken did not exceed any limits stipulated within the PTTW.

Month	RAW WATER FLOW DATA - TOTAL ALL SOURCES						
	Total	Average Flow (m3/d)	Maximum Flow (m3/d)	Maximum Flow Rate (L/s)	Limits		
	Monthly Flow (m3)				L/s (PTTW)	m³/d (PTTW)	
January	11,025.00	355.65	427	18.92	71.32	1149.12	
February	10,862.00	374.55	433	18.92	71.32	1149.12	
March	11,242.00	362.65	437	18.92	71.32	1149.12	
April	11,202.00	373.40	511	18.92	71.32	1149.12	
May	13.619.00	439.32	523	18.92	71.32	1149.12	
June	14,763.00	492.10	663	17.42	71.32	1149.12	
July	12,922.00	430.73	658	17.43	71.32	1149.12	
August	9,570.00	308.71	435	18.92	71.32	1149.12	
September	7,896.00	263.20	389	18.92	71.32	1149.12	
October	8,511.00	274.55	405	18.92	71.32	1149.12	
November	7,950.00	265.00	383	18.92	71.32	1149.12	
December	7,722.00	249.10	355	18.92	71.32	1149.12	
Total	127,284						
Average		349.08					
Maximum			663	18.92	71.32	1149.12	









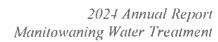
Annual Raw Wa	ter Review			Max Day % of PTTW allowable
Annual Raw Wa	Taking	Average Day	Max Day m3/d	1149.12 m3/d
Raw Water	TATAL LUISING	m3/d	663	58%
Taking	127,284	349.08	818	71%
2024	138,299	378.9	678	71.5%
2023	121.824.8	333.8	822	59%
2022	141,509.4	387.7	682	
2020	132,013	360.07		
2020				

The latest inspection of the drinking water facility took place on July 18, 2024. The facility scored 0/500 System Failures and Corrective Actions

The following non-compliances were reported to the MECP during the 2024 reporting period: providing a rating of 100%

- 1. The WTP operator completed the monthly filter efficiency review for the Manitowaning WTP for the The WTP operator completed the monthly filter efficiency review was completed on Tuesday, June 4th, 2024 month of May after the required 72 hour window. The review was completed on Manda after the required 72 hour window, is that we were short staffed on Manda after the required 72 hour window. month of May after the required 12 nour window. The review was completed on Tucsuay, June 4th 202 and all filters passed. The reason for the late review is that we were short staffed on Monday June 3rd, and all filters passed. The reason for the late review is that we were short staffed on Monday June 3rd, and all filters passed. The reason for the late review at another facility. The property of the property o and all filters passed. The reason for the face review is that we work started on ivioliday June 30 2024 and the operator was dealing with a low chlorine alarm at another facility. The PDF sampling 2024 and the operator was dealing with a low emotine alatin at another facility. The FDF sampling calendar, which is the document the operator was using to determine which sampling needed to be calendar, which is the document the operator did as the operator did not be calendar. calendar, which is the document the operator was using to determine which sampling needed to be performed on any given day, was printed and located at the plant. As the operator did not physically performed on any given day, was printed and located at the plant. As the operator did not physically performed on any given day, was printed and located at the plant. As the operator did not physically performed on any given day, was printed and located at the plant. performed on any given day, was printed and located at the plant. As the operator did not physically attend the Manitowaning WTP on Monday, June 3rd the review was missed. We discovered that the attend the Manitowaning with on Monday, June 3 - the review was timesed. We discovered that the operator had not been given access to the online Outlook sampling calendars and we have since rectified operator had not been given access to the online of the wildless of the original form of feite access to the online of the desired online from offsite access to the online of the desired online from offsite access to the original of the original operator had not been given access to the offine Outlook sampling calcinates and we have since rethat so that the required sampling for a facility can be viewed online from offsite going forward.
  - 2. The WTP operator completed weekly sampling for the Manitowaning DWS on Wednesday, December The WTP operator completed weekly sampling for the Mandow December 23rd 2024, with the partiest and the last sample on that date being collected at 12:05 p.m. The WTP operator completed 18<sup>th</sup>, 2024, with the last sample on that date being conceiled at 12.05 p.m. The warr operator complete, the next round of weekly sampling on Monday, December 23<sup>rd</sup>, 2024, with the earliest sample on that the next round of weekly sampling on Monday, December 25, 2027, with the earnest sample on that date being collected at 10:00 a.m. These samples were not collected within the minimum timeframe of 5 date being collected at 10:00 a.m. these samples were not collected within the minimum timeframe of 5 days as they should have been taken after 12:05 p.m. to meet the time definition requirement. This was a days as they should nave been taken after 12.03 p.m. to most the time definition requirement. This was a result of an operator error as we had to adjust our sampling dates to work with the lab's holiday closures. result of an operator error as we had to adjust our sampling dates to work with the lab.

    The operator has been advised of this error and knows to watch for this in the future.





AWQIs reported to the Ministry

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
15-Mar-24	N/A	N/A	N/A	AWQI # 164638 - Eastlink internet outage causing facility to have no working alarms. We had operators monitoring the sites until the internet was restored and alarms were tested and working properly again.	15-Mar-24
13-Jul-24	N/A	N/A	N/A	AWQI# 165569 - Watermain/valve break on an 8" line. No drinking water advisory issued. Repair completed.	16-Jul-24
18-Aug-24	N/A	N/A	N/A	AWQI # 166027 - During a major power outage the generator overheated and shut down due to a blown line causing a loss of pressure in the system. HU issued a DWA. Once power was restored the distribution system was flushed and numerous chlorine residual samples were taken. The highest value was 1.43mg/l and the lowest was 1.31mg/l. Following the issue of the advisory the people of the town were notified and fresh water was made available. Two sets of two samples were taken and sent to TestMark labs as asked by the health unit. Following both sets of sample results coming back non detect for EC/TC the health unit was notified and the advisory was lifted.	21-Aug-24



#### **SECTION 4: SECTION 11 REPORT**

#### Information to be provided

Population Served	550
Does your Drinking-Water System serve more than 10,000 people?	No
Is your annual report available to the public at no charge on a web site on the Internet?	Yes
Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.	Township of Assiginack, Municipal Office 156 Arthur Street Manitowaning, Ontario POP 1N0
Number of Designated Facilities served:	0
Did you provide a copy of your annual report to all Designated Facilities you serve?	NA
Number of Interested Authorities you report to:	0
Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?	NA
List all Drinking-Water Systems (if any), and their DWS Number which receive all of their drinking water from your system:	N/A
Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?	N/A
Indicate how you notified system users that your annual report is available, and is free of charge.	Public access/notice via newspaper
Indicate if you notified system users that your annual report is available and is free of charge using an alternate method	Yes

An Evoqua membrane filtration plant supplying water to the Town of Manitowaning drawing water from Lake Huron, consisting of three membrane filter trains a chlorine contact reservoir, clear well and five high lift pumps supplying the Town. Sodium Hypochlorite is used for primary disinfection as well as seasonally for zebra mussel control in the raw water intake. The rated capacity of the system is 12.1 L/s. Wastewater from backwash and filter cleans is neutralized and diverted to the sanitary sewer system.

The utility serves the Town of Manitowaning and has over 5,150 meters of pipeline of various sizes constructed of PVC and cast iron, approximately 52 hydrants and 97 valves. The Manitowaning Water Treatment Facility's distribution system includes various chlorine residual check points.

#### Chemicals Used

Sodium Hypochlorite (12%)	Disinfection and clean-in-place
Sodium Hydroxide	Neutralization of wastewater
Citric Acid	Clean-in-place
Calcium Thiosulphate (Captor)	Dechlorination of reject water & wastewater



#### Significant Expenses

Significant expenses incurred to

[X] Install required equipment

[X] Repair required equipment

[X] Replace required equipment

Work	Date	Comment
Order	Completed	
3705185	13-Feb-24	Clearwell level indicating transmitter replacement - \$4,600.66
3525638	29-Apr-2024	Pre-hypo board installation labor - board billed in 2023 - \$1,102.01
4050718	23-Jul-2024	Distribution leak repair and non-routine samples - \$2,417.61
3385385	05-Dec-24	New backwash submersible pump purchase and installation - \$5,124.60
4001551	19-Dec-2024	Generator repairs - \$2,139.20

#### **Adverse Water Quality Incidents**

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Paramet er	Result	Unit of Measure	Comment / Corrective Action	Corrective Action Date
15-Mar-24	N/A	N/A	N/A	AWQI # 164638 - Eastlink internet outage causing facility to have no working alarms. We had operators monitoring the sites until the internet was restored and alarms were tested and working properly again.	18-Mar-24
13-Jul-24	N/A	N/A	N/A	AWQI # 165569 - Watermain/valve break on an 8" line. No drinking water advisory issued. Repair completed.	16-Jul-24
18-Aug-24	N/A	N/A	N/A	AWQI # 166027 - During a major power outage the generator overheated and shut down due to a blown line causing a loss of pressure in the system. HU issued a DWA. Once power was restored the distribution system was flushed and numerous chlorine residual samples were taken. The highest value was 1.43mg/l and the lowest was 1.31mg/l. Following the issue of the advisory the people of the town were notified and fresh water was made available.  Two sets of two samples were taken and sent to TestMark labs as asked by the health unit.  Following both sets of sample results coming back non detect for EC/TC the health unit was notified and the advisory was lifted.	21-Aug-24



#### Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03

	No. of Samples	Range of E.Coli		Range of Total Coliform Results		Number of	Range of HPC Results	
	Collected	Min#	Max#	Min#	Max#	HPC Samples	Min #	Max#
Raw Water	53	0	NDOGT	0	12	0	N/A	N/A
Treated Water	53	0	0	0	0	53	0	86
Distribution	107	0	0	0	0	53	0	600

#### Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03

	No. of Samples	Range o	Units of	
	Collected	Minimum	Maximum	Measure
Turbidity – Filter 1	8760	0	1.2	(NTU)
Turbidity – Filter 2	8760	0	0.68	(NTU)
Turbidity – Filter 3	8760	0.01	0.02	(NTU)
Free Chlorine Residual – TW	8760	0.44	3.15	(mg/L)
Free Chlorine Residual, Distribution Location 1	105	1.17	2.01	(mg/L)
Free Chlorine Residual, Distribution Location 2	105	1311	1.91	(mg/L)
Free Chlorine Residual, Distribution Location 3	105	1.20	1.98	(mg/L)
Free Chlorine Residual, Distribution Location 4	54	1.22	1.93	(mg/L)

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument

Date of legal instrument issued	Parameter and limits	Month Sampled	Day Sampled	Result	Unit of Measure
	Backwash (BW) Total	Jan	N/A		mg/L
254-202	Suspended Solids (TSS)	Feb	N/A		mg/l.
		Mar	N/A		mg/L
Issue Date: January 24,	25 mg/L annual average	Apr	N/A		mg/1.
2022	Quarterly samples when	May	N/A		mg/L
	discharging into	Jun	N/A		mg/L
Expiry Date: January 23,	Manitowaning Bay	Jul	N/A		mg/L
2027		Aug	N/A		mg/I
		Sep	N/A		mg/L
		Oct	N/A		mg/l.
		Nov	N/A		mg/L
		Dec	N/A		mg/L
	<u></u>	Annual Av	erage/		mg/L



## Summary of Inorganic parameters tested during this reporting period or the most recent sample results

	Sample Date	Sample Result	MAC	No. of Exceedances		
TREATED WATER	(yyyy/mm/dd)			MAC	1/2 MAC	
Antimony: Sb (ug/L) - TW	2024/01/08	< MDL 0.6	6	No	No	
Arsenic: As (ug/L) - TW	2024/01/08	0.4	10	No	No	
Barium: Ba (ug/L) - TW	2024/01/08	12.7	1000	No	No	
Boron: B (ug/L) - TW	2024/01/08	11	5000	No	No	
Cadmium: Cd (ug/ls) = TW	2024/01/08	< MDL 0.003	5	No	No	
Chromium: Cr (ug/L) - TW	2024/01/08	0.23	50	No	No	
Mercury: Hg (ug/L) - TW	2024/01/08	< MDL 0.01	1	No	No	
Selenium: Se (ug/L) - TW	2024/01/08	0.11	50	No	No	
Uranium: U (ug/L) - TW	2024/01/08	0.175	20	No	No	

	Sample Date	Sample Result	MAC	No. of Exc	eedances
TREATED WATER	(yyyy/mm/dd))			MAC	1/2 MAC
Fluoride (mg/L) - TW	2024/01/08	< MDL 0.06	1.5	No	No
Nitrate : (mg/L) - TW	2024/01/08	0.151	10	No	No
Nitrate : (mg/L) - TW	2024/04/15	0.148	10	No	No
Nitrate : (mg/L) - TW	2024/07/22	0.098	10	No	No
Nitrate : (mg/L) - TW	2024/10/22	0.103	10	No	No
Nitrite : (mg/L) - TW	2024/01/08	< MDL 0.003	1	No	No
Nitrite : (mg/L) - TW	2024/04/15	< MDL 0.003	1	No	No
Nitrite : (mg/L) - TW	2024/07/22	< MDL 0.003	1	No	No
Nitrite : (mg/L) - TW	2024/10/22	< MDL 0.003	1	No	No
Sodium / Na (mg/L) - TW	2024/01/08	6.26	20*	No	No

<sup>\*</sup>There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium-restricted diets.

#### Summary of Lead testing under Schedule 15.1 during this reporting period

Location Type	Number of Samples	Range of Results		MAC	Number of Exceedances
	-	Minimum	Maximum	(ug/L)	
Distribution - Lead Results (ug/L)	2	0.08	0.125	10	0
Distribution - Alkalinity (mg/L)	4	68	72	n/a	n/a
Distribution - pH In-House	4	7.47	8.14	n/a	n/a



## Summary of Organic parameters sampled during this reporting period or the most recent results

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC		nber of edances
				MAC	1/2 MAC
1,1-Dichloroethylene (ug/L)-TW	2024/01/08	< MDL 0.33	14	No	No
1,2-Dichlorobenzene (ug/L)-TW	2024/01/08	< MDL 0.41	200	No	No
1,2-Dichloroethane (ug/L)-TW	2024/01/08	< MDL 0.35	5	No	No
1,4-Dichlorobenzene (ug/L)-TW	2024/01/08	< MDL 0.36	5	No	No
2,3,4,6-Tetrachlorophenol (ug/L)-TW	2024/01/08	< MDL 0.2	100	No	No
2,4,6-Trichlorophenol (ug/L)-TW	2024/01/08	< MDL 0.25	5	No	No
2,4-Dichlorophenol (ug/L)-TW	2024/01/08	< MDL 0.15	900	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)-TW	2024/01/08	< MDL 0.19	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L)-TW	2024/01/08	< MDL 0.12	100	No	No
Alachlor (ug/L) -TW	2024/01/08	< MDL 0.02	5	No	No
Atrazine + N-dealkylated metabolites (ug/L)-TW	2024/01/08	0.02	5	No	No
Azinphos-methyl (ug/L)-TW	2024/01/08	< MDL 0.05	20	No	No
Benzene (ug/L)-TW	2024/01/08	< MDL 0.32	1	No	No
Benzo(a)pyrene (ug/L)-TW	2024/01/08	< MDL 0.004	0.01	No	No
Bromoxynil (ug/L)-TW	2024/01/08	< MDL 0.33	5	No	No
Carbaryl (ug/L)-TW	2024/01/08	< MDL 0.05	90	No	No
Carbofuran (ug/L) -TW	2024/01/08	< MDL 0.01	90	No	No
Carbon Tetrachloride (ug/L) -TW	2024/01/08	< MDL 0.17	2	No	No
Chlorpyrifos (ug/L) -TW	2024/01/08	< MDL 0.02	90	No	No
Diazinon (ug/L)-TW	2024/01/08	< MDL 0.02	20	No	No
Dicamba (ug/L)-TW	2024/01/08	< MDL 0.2	120	No	No
Dichloromethane (Methylene Chloride) (ug/L)-TW	2024/01/08	< MDL 0.35	50	No	No
Diclofop-methyl (ug/L)-TW	2024/01/08	< MDL 0.4	9	No	No
Dimethoate (ug/L)-TW	2024/01/08	< MDL 0.06	20	No	No
Diquat (ug/L)-TW	2024/01/08	< MDL 1	70	No	No
Diuron (ug/L)-TW	2024/01/08	< MDL 0.03	150	No	No
Glyphosate (ug/L)-TW	2024/01/08	< MDL 1	280	No	No
Malathion (ug/L)-TW	2024/01/08	< MDL 0.02	190	No	No
Metolachlor (ug/L)-TW	2024/01/08	< MDL 0.01	50	No	No
Metribuzin (ug/L)-TW	2024/01/08	< MDL 0.02	80	No	No
Monochlorobenzene (Chlorobenzene) (ug/L)-TW	2024/01/08	< MDL 0.3	80	No	No
Paraquat (ug/L)-TW	2024/01/08	< MDL 1	10	No	No
PCB (ug/L)-TW	2024/01/08	< MDL 0.04	3	No	No
Pentachlorophenol (ug/L)-TW	2024/01/08	< MDL 0.15	60	No	No
Phorate (ug/L)-TW	2024/01/08	< MDL 0.01	2	No	No
Picloram (ug/L)-TW	2024/01/08	< MDL 1	190	No	No
Prometryne (ug/L)-TW	2024/01/08	< MDL 0.03	1	No	No
Simazine (ug/L)-TW	2024/01/08	< MDL 0.01	10	No	No
Terbufos (ug/L)-TW	2024/01/08	< MDL 0.01	1	No	No



2024 Annual Report

		Man	itowanin	g Water	Treatment
Tetrachloroethylene (ug/L)-TW	2024/01/08	< MDL 0.35	10	No	No
Triallate (ug/L) -TW	2024/01/08	< MDL 0.01	230	No	No
Trichloroethylene (ug/L)-TW	2024/01/08	< MDL 0.44	5	No	No
Trifluralin (ug/L)-TW	2024/01/08	< MDL 0.02	45	No	No
Vinyl Chloride (ug/L)-TW	2024/01/08	< MDL 0.17	1	No	No
DISTRIBUTION WATER					
Trihalomethane: Running Annual Average – DW1(ug/L)	2024/12/31	39.3	100.00	No	No

2024/12/31

27.1

80.0

No

No

#### **SECTION 5: RAW WATER SUBMISSIONS**

Raw water flows were submitted to the Ministry on January 27, 2025.



HAA: Running Annual Average - DWI (ug/L)

Location: WTRS / WT DATA / Input WT Record

WTRS-WT-008

Water Taking Data submitted successfully.

#### Confirmation:

Thank you for submitting your water taking data online.

Permit Number: 7278-8ALLLV

Permit Holder: THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK.

Received on: Jan 27, 2025 11:28 AM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

Return to Main Page

TOWNSHIP2 ASSIGINACK2 | 2025/01/27

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#### **SECTION 6: CONCLUSION**

The drinking water inspection found the plant to be producing good quality water. A review of the treated water samples showed the plant met or exceeded the requirements of ODWS (Ontario's Drinking-Water Standards). Treated water samples at the plant and in the distribution system were shown to be free of bacteriological contaminants.

Based on information available for the 2024 operating year, the Manitowaning WTP was able to meet the demand of water use within the town without exceeding the Municipal Drinking Water Licence and Permit to Take Water max daily liter stipulations.



## **List of Acronyms and Definitions**

Alkalinity	The capacity of water for neutralizing an acid solution
ΛWQI	Adverse Water Quality Incident- when a water sample test result exceeds the Ontario
	Drinking Water Quality Standards
Backwash	Water pumped backwards to clean filters
BWA	Boil Water Advisory; Issued when risk of contamination is possible in drinking water
CFU	Colony Forming Units
Chlorine Residual	A low level of chlorine remaining in water after disinfection occurs
DW	Distribution Water
DWA	Drinking Water Advisory; Issued when water cannot be consumed by any means
DWWP	Drinking Water Works Permit - provides a description of the overall system
E.Coli	Bacteria used as indicators to measure the degree of pollution and sanitary quality of water
GUD1 170/03	Groundwater Under Direct Influence – Considered to be surface water under O.Reg
HPC	Heterotrophic Plant Count
L/s	Litres per Second
m3/d	Cubic Metres per Day
MAC	Maximum Acceptable Concentration
MDL	Minimum Detection Level
MDWL	Municipal Drinking Water Licence - relates to the operation and performance
requirements	
mg/L	Miligrams per Litre
Ministry	Ministry of the Environment, Conservation and Parks
MECP	Ministry of the Environment, Conservation and Parks
NDOGN	No Data: Overgrown with Non Target Bacteria
NDOGT	No Data: Overgrown with Target Bacteria
O.Reg	Ontario Regulation
PTTW	Permit to Take Water – Permit which allows water taking from groundwater or surface
water	
RW	Raw Water
ТС	Total Coliforms
TSS	Total Suspended Solids
Turbidity	Cloudiness or haziness of water



#### **SECTION 4: Process Data**

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

		Raw (Influent) Sampling			15 18
		Results			
Parameter	Frequency	Method		Avg	Max
CBOD <sub>5</sub> (mg/L)	Monthly	Grab – External Analysis (Lab)	51	195.08	434
TSS (mg/L)	Monthly	Grab – External Analysis (Lab)	65	345.83	1590
TP (mg/L)	Monthly	Grab - External Analysis (Lab)	1.2	4:61	20.60
Flow (m³/d)	Daily	Engineered Calculation - Weir Flow Meter	177	313.61	789

The facility operator collects effluent samples and sends them to an accredited laboratory for analysis each month. A V-Notch flow meter measures effluent flows from the lagoon

Treated (Effluent) Sampling									
Parameter	Frequency	Method							
CBOD <sub>5</sub>	Monthly	Grab – External Analysis (Lab)							
TSS	Monthly	Grab – External Analysis (Lab)							
TP	Twice Per Month	Grab – External Analysis (Lab)							
TAN	Monthly	Grab – External Analysis (Lab)							
TKN	Monthly	Grab = External Analysis (Lab)							
Nitrate	Monthly	Grab – External Analysis (Lab)							
Nitrite	Monthly	Grab = External Analysis (Lab)							
E.coli	Monthly	Grab - External Analysis (Lab)							
Flow	Daily During Discharge	V-Notch Flow Meter							

Compliance limits are based on **monthly** averages for effluent concentrations.

Only those monitoring results collected during the corresponding time period shall be used in calculating the seasonal average concentration. In addition, the discharge must be essentially free of floating and settleable solids and cannot contain oil or other substances in amounts sufficient to create a visible film or sheen or foam or discoloration on the receiving waters.

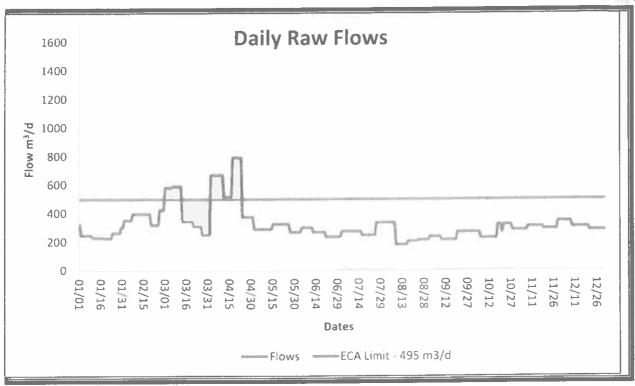


			Tre	ated (E	ffluent l	Discharg	ge) Samp	ling			
	CBOD	TSS	T'P	рН		TAN	TKN	Nitrate	Nitrite	*E.coli	
Month	Avg	Avg'	Avg.	Min	A	Max	Avg	Avg	Avg	Avg	Avg
	mg/L	mg/L	mg/L	IVIIII	Avg	IVIXX	mg/L	mg/L	mg/L	mg/L	(CFU/100mL)
January	4	6	0.06	7.38	7.78	8.17	2.30	3.20	0.77	0.05	46.00
February	4	8	0.08	7.73	8.00	8.26	4.10	6.10	0.75	0.03	22.00
March	15	19	0.11	8.30	8.36	8.42	2.80	4.50	0.79	0.03	58.00
April	12	16	0.11	7.88	8.08	8.27	0.40	2.40	0.90	0.03	42.00
May	4	24	0.29	8:39	9.20	9.79	0.20	1:10	0.28	0.06	2.00
June	4	21	0.84	7.34	7.34	7.34	0.20	1.20	0.06	0.03	8.00
July		h 13	1.25	8.18	8.18	8.18					
August,		4 7	7	-							
September											
October .					est						
November	38	8	0.13	7.86	7.99	8.15	0.30	0.90	0.66	0.03	132.00
December	4	3	0.06	7.79	7.93	8,06	0.30	1,.20	2.53	0.05	204.00
Max	38	24	1.25			9.79	4.10	6.10	2.53	0.06	204
Average	9,89	14.3	0.23		8.19	12	1.2	2.41	0.78	0.04	64.25
Miń ,	4	- 3	0.06	7.34			0.20	0.9	0.06	0.03	2
ECA Limit	30	40	1.0								
ECA Objective	25	30	1.0	6.0 -	9.5 at al	l times					

<sup>\*</sup> E.coli average is calculated as a geometric mean

		Flow Volumes		
Month	Total Volume (m³)	Avg Daily Flow (m³/d)	Peak Daily Flow (m³/d)	Effluent Volumes (m³)
January	7,542,00	243.29	320.00	.5,666.00
February	10,750.00	370.69	419.00	7,315.00
March	12,805.00	413.06	586.00	10,228.00
April	17,422.00	580.73	789.00	15,288.00
May	9,249,00	298.35	372.00	6,837.00
June	7,849,00	261.63	296.00	4,123.00
July	8,431.00	271.97	330.00	4,670.00
August	7,151:00	230.68	330.00	438.00
September	7,100.00	236.67	266.00	1,339,00
October	8,249.00	266.10	318.00	8,458.00
November	8,848.00	294.93	341.00	6,362.00
December	9,387.00	302.81	341.00	7,820.00
Total	114,783			78,544
Average		313.61		
Maximum			789.00	





Year	Total Raw Sewage Flow m³/d	Avg Day Sewage Flow m <sup>3</sup> /d	Max Day Sewage Flow m³/d	Avg Day % of rated capacity 495 m <sup>3</sup> /d
2024	114,783	313.61	789	64%
2023	119,654	328,72	751	66%
2022	106,209	290.98	680	59%
2021	96,021	263.1	542	53%
2020	110,574	302,11	1,268	61%

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

The average raw daily sewage flows (313.61 m³/d) were approximately 64% of the rated capacity. The highest recorded peak flow occurred in April (789 m³/d) and was approximately 159% of the average rated capacity. Peak flows observed throughout March and April flows are attributed to the spring freshet and infiltration.

The total raw sewage flow into the lagoons for the year was calculated to be 114,783m<sup>3</sup>.

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



The calculated monthly average of TP for the month of July was 1.25 mg/L which exceeded the ECA TP monthly average concentration limit of 1.00 mg/l. This exceedance was the result of a single TP sample on July 11, 2024. We normally take two samples per month, which are used to calculate the monthly average as required by the ECA, however the operator indicated that when he went to take the 2nd sample there was no effluent flow and he was unable to complete the sampling.

The November monthly average concentration of CBOD was 38 mg/L, which exceeds the ECA limit of 30 mg/L. The cause of the exceedance is unknown. We will continue to monitor sample results as they come in.

All other compliance limits were met in 2024.

The total effluent discharge from the lagoons for the year was 78.544m3.

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

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

#### **SECTION 5: Facility Upsets & Non Compliances**

The operating authority has submitted the following non compliances to the MECP applicable to this reporting year:

June – Missed Effluent TP Sampling - While completing a review of this facility's sampling we became aware that we only took one set of effluent samples for this facility during the month of June 2024. Based on the sample results we have on file it appears that the operator sampled on May 30, 2024 and then got off track with the sampling schedule for this facility and did not sample again until June 28, 2024. As a result, we do not have two effluent TP samples for the month of June 2024 as required by this facility's ECA. Staffing shortages are a contributing factor and discussions have taken place with the operator regarding the necessity to modify the facility's sampling plan/dates to meet the ECA requirements when samples are taken off schedule.

July – Missed Effluent CBOD, TSS, TAN, TKN, NO2, NO3, E.Coli Sampling - While completing a review of this facility's sampling we became aware that we did not sample for effluent CBOD, TSS, TAN, TKN, NO2, NO3, or E.Coli during the month of July 2024 as required by this facilities ECA. Based on the sample results we have on file it appears that the operator got off track with his sampling schedule and sampled these parameters late in June on June 28, 2024. The next set of effluent samples were taken on July 11, 2024. These parameters were not sampled at that time, as the time between samples would not have met the required minimum 20 days for monthly samples. The operator sampled again on July 26th but on that date was only able to take raw samples as there was no effluent flow. Staffing shortages were a contributing factor and discussions have taken place with the operator regarding the necessity to modify the facility's sampling plan/dates to meet the ECA requirements when samples are taken off schedule.



August, September & October – Missed Effluent CBOD, TSS, TAN, TKN, NO2, NO3, E.Coli Sampling - While completing a review of this facility's sampling we became aware that we did not sample for effluent CBOD, TSS, TAN, TKN, NO2, NO3, or E.Coli during the months of August, September, or October 2024 as required by this facilities ECA. The lack of sampling was a result of there being little to no effluent flow on the days when the operator attended the lagoon. These conditions presented themselves as a result of operations lowering the level in the lagoon, and then for a period of time there was no flow, lack of rain prolonged this no flow period. Additional conversations have been held with the operator to emphasize the requirements of sampling the lagoon when presented with abnormal flow conditions.

The calculated monthly average of TP for the month of July was 1.25 mg/L which exceeded ECA TP monthly average concentration limit of 1.00 mg/l. This exceedance was the result of a single TP sample on July 11, 2024. We normally take two samples per month, which are used to calculate the monthly average as required by the ECA, however the operator indicated that when he went to take the 2nd sample there was no effluent flow and he was unable to complete the sampling.

The November monthly average concentration of CBOD was 38 mg/L, which exceeds the ECA limit of 30 mg/L. The cause of the exceedance is unknown. We will continue to monitor sample results as they come in.

All other compliance limits were met in 2024.

#### **SECTION 6: Maintenance**

Plant maintenance is monitored using a Work Management System (WMS). Maintenance reports are attached as Appendix A. Major maintenance is listed in the table below.

Work Order	Completion Date	Comment
4195036	18-Oct-24	Sewage Pump Control/PLC Troubleshooting and Repair - \$1,245.65

A flow meter measures raw flows; the raw flow meter was calibrated on June 4, 2024. A V-Notch flow meter measures effluent flows from the lagoon. The flow meter was calibrated on June 4, 2024. Verification records are maintained on site and electronically on the OCWA Hub server.

#### **SECTION 7: Complaints**

There were no community complaints for the 2024 reporting period.

te: 2025-02-24 ne: 4:02:29 PM

ment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
4952		2025-02-24	02/24COMB	122	HOBES, ALTON	OUTSTANDING	Cheque
4953		2025-02-24	02/24COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
4954		2025-02-24	02/24COMB	133	BOND, FREDA	OUTSTANDING	Cheque
4955		2025-02-24	02/24COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
4956		2025-02-24	02/24COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
4957		2025-02-24	02/24COMB	506	MCCARVILLE, MADISON	OUTSTANDING	Cheque
4958		2025-02-24	02/24COMB	507	GAMKIE, DONNA	OUTSTANDING	Cheque
4		2025-02-24	02/24COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
5		2025-02-24	02/24COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
6		2025-02-24	02/24COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
7		2025-02-24	02/24COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
8		2025-02-24	02/24COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
9		2025-02-24	02/24COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
0		2025-02-24	02/24COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
1		2025-02-24	02/24C0MB	365	BOWERHAN, COLE	OUTSTANDING	Direct Deposit
2		2025-02-24	02/24COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3		2025-02-24	02/24COMB	386	HEWMAN, PERRY	OUTSTANDING	Direct Deposit
å		2025-02-24	02/24COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
5		2025-02-24	02/24COHB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
6		2025-02-24	02/24COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
7		2025-02-24		399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
8		2025-02-24		508	Carr, Stasia	OUTSTANDING	Direct Deposit
9		2025-02-24	,	509	GERHARD, ANDREW	OUTSTANDING	Direct Deposit

Total : \$25,641.81

The Township of Assiginack

Date : 2025-03-10 Time : 11:29:23 AM

Payment #	Amount	Date	Batcn #	Employee ID	Employee Name	Status	Payment Method
			02/100040	100	HOBBS, ALTON	OUTSTANDING	Cheque
0034991		2025-03-10	03/10C0MB	122		OUTSTANDING	Cheque
0034992		2025-03-10	03/10COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0034993		2025-03-10	03/10COMB	133	BOND, FREDA	* *	Cheque
0034994		2025-03-10	03/10COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	•
0034995		2025-03-10	03/10COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0034996		2025-03-10	03/10COMB	507	GAMMIE, DONNA	OUTSTANDING	Cheque
4290		2025-03-10	03/10COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
4231		2025-03-10	03/10C0MB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4292		2025-03-10	03/10СОИВ	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4293		2025-03-10	03/10C0MB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4294		2025-03-10	03/10COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4295		2025-03-10	03/10C0MB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4296		2025-03-10	03/10C0MB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4297		2025-03-10	03/10C0MB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4298		2025-03-10	03/10COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4299		2025-03-10	03/10C0MB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4300		2025-03-10	03/10C0MB	336	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
4301		2025-03-10	03/10C0MB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4302		2025-03-10	03/10C0MB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
4303		2025-03-10	03/10C0MB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4304		2025-03-10	03/10COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
4305		2025-03-10	03/10C0MB	508	Carr, Stasia	OUTSTANDING	Direct Deposit

Total: \$29,260.59

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#### The Township of Assiginack CHEQUE DISTRIBUTION REPORT

Payables Management

Page: 1 Use: ID: deb

To: Ranges: From: Vendor ID First
Vendor Name First
Cheque Date First Last Last

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From: Chequebook ID First Cheque Number 0034959 To: Last 0034990

InvAmt:

\$85.86

Sorted By: Cheque Number Distribution Types Included: All

ChqNo:	0024969	Date:	2025-02-24	Vendor: ATHLETICA SPORTS SYSTEMS INC		Amount	\$3,019.09
ChqNo:	0034959 InvNo: 327308	Date	InvDesc: arena-		InvAmt:	32,019.08	
			<del></del>			Amount	\$15,16
ChqNo:	0034960	Date:	2025-02-24	Vendor: BELL CANADA	InvAmt:	\$15.16	1440414
	InvNo: 2025 02 01		InvDesc: toll f	free line	2111121101	*****	
ChqNo:	0034961	Date:	2025-02-24	Vendor: BLUE GOOSE		Amount	\$1,356.00
	InvNo: 1577		InvDesc: websit	e maintenance	InvAmt:	\$1,356.00	
ChqNo:	0034962	Date:	2025-02-24	Vendor: CEDAR CHALET		Amount	\$15.00
	InvNo: FEB 13 2025		InvDesc: pec-de	esert tray (sch grnt)	InvAmt:	\$45.00	
ChqNo:	0034963	Date:	2025-02-24	Vendor: CLOUDPERMIT INC		Amount	\$3,390.00
silgito i	InvNo: 201901219	1	0	licensing/registation	InvAmt:	\$3,390.00	
		T				Amount:	55,640.06
ChqNo:	0034964	Date:	2025-02-24	Vendor: COMPUTREK	InvAmt:	\$5,640.06	50,040.09
	InvNo: 31204		InvDesc: museur	n computer (otf seed)			
ChqNo:	0034965	Date:	2025-02-24	Vendor: EASTLINK		Amount	\$2,277.23
	InvNo: FEB 10 2025 P	1	InvDesc: pw-ds	1	InvAmt:	\$83,62	
	InvNo: FEB 10 2025 M	ARINA	InvDesc: marina	a-dsl	InvAmt:	\$83.62	
	InvNo: 23097683		InvDesc: conso	lidated tel billing	InvAmt:	\$2,109.99	
		1			127	Amount	\$24,295.00
ChqNo	0034966	Date:	2025-02-24	Vendor: E.CORBIERE & SONS CONTRACTI	InvAmt:	\$34,295.00	0148-23.00
	InvNo: 3338		InvDesc: 2024	winter sand	2,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
ChqNo:	0034967	Date:	2025-02-24	Vendor: GERRY STRONG		Amount	\$234.63
	InvNo: FEB 24 2025		InvDesc: bldg	insp mileage	InvAmt:	\$234.62	
ChqNo:	0034968	Date:	2025-02-24	Vendor: HYDRO ONE NETWORKS INC.		Amount	\$405.00
	InvNo: FEB 13 2025 0	N'S PRK	InvDesc: queen	s prk	InvAmt:	\$31.86	
					InvAmt:	\$374.06	
	InvNo: FEB 5 2025 MU	N OFF	InvDesc: mun o	##ice			
ChqNo:	0034969	Date:	2025-02-24	Vendor: JACKIE WHITE		Amount	\$177.31
_			InvDesc: pec/a	rena canteen reimb	InvAmt:	\$177.34	
	InvNo: FEB 24 2024						
		Date:	2025-02-24	Vendor: MANITOULIN-SUDBURY DISTRICT	SOCIAL SERVIC	Amount	\$36,305.6
	0034970 InvNo: 18000023046	Date:	2025-02-24 InvDesc: march	Vendor: MANITOULIN-SUDBURY DISTRICT ambulance/social assit	SOCIAL SERVIC	\$36,305.67	\$36,305.6
ChqNo:	0034970 InvNo: 18000023046		InvDesc: march	ambulance/social assit	InvAmt:	\$36,305.67	
ChqNo:	0034970 InvNo: 1R000023046	Date:	InvDesc: march	wendor: MANITOULIN CENTERNIAL MANOR	InvAmt:	\$36,305.67	\$36,305.67
ChqNo:	0034970 InvNo: 18000023046		InvDesc: march	ambulance/social assit	InvAmt:	\$36,305.67	
ChqNo:	0034970 InvNo: 1R000023046		InvDesc: march	wendor: MANITOULIN CENTERNIAL MANOR	InvAmt:	\$36,305.67	
ChqNo:	0034970 InvNo: 18000023046  0034971 InvNo: 2025 1ST QTR	Date:	InvDesc: march 2025-02-24 InvDesc: 2025	wendor: MANITOULIN CENTENNIAL MANOR lst qtr requisition  Vendor: MANITOULIN EXPOSITOR	InvAmt:	\$36,305.67  Amount: \$11,701.27	\$11,701.27
ChqNo: ChqNo: ChqNo:	0034970 InvNo: 1R000023046  0034971 InvNo: 2025 1ST QTR  0034972	Date:	InvDesc: march 2025-02-24 InvDesc: 2025 2025-02-24	wendor: MANITOULIN CENTENNIAL MANOR lst qtr requisition  Vendor: MANITOULIN EXPOSITOR	InvAmt:	Amount: \$11,701.27	\$11,701.27

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## The Township of Assiginack

#### CHEQUE DISTRIBUTION REPORT Payables Management

Page: 2 User ID: deb

InvAmt: \$988.75

ChqNo: 0034974	Date:	2025-02-	-24 Vendor:	MANITOULIN EAST MUNICIPAL	AIRPORT	Amount	634,500.00
	VC0011424		2025 airport f		InvAmt:	\$34,500.00	
INVIOL	VC0011424						
ChqNo: 0034975	Date:	2025-02-	-24 Vendor:	MCDOUGALL FUELS	<u> </u>	Amount	\$54.96
InvNo: 7	661056	InvDesc:	arena-propane		InvAmt:	\$54.96	
ChqNo: 0034976	Date:	2025-02-	-24 Vendor:	NEW NORTH FUELS INC		Amount	\$6,655.71
InvNo: 7	11124	InvDesc:	pw-diesel		InvAmt:	\$1,937.71	
InvNo: 7	12102	InvDesc:	pw-dyed diesel		InvAmt:	\$1,597.13	
InvNo: 7	12101	InvDesc:	pw-diesel		InvAmt:	\$1,219.17	
InvNo: 7	12100	InvDesc:	pw-diesel		InvAmt:	\$1,901.70	
ChqNo: 0034977	Date:	2025-02-	_24 Vendor:	OLD DUTCH FOODS LTD		Amount	\$232.43
ChqNo: 0034977 InvNo: 4			arena canteen		InvAmt:	\$166.44	
	101000,			4.4			
InvNo: 4	1916430	InvDesc:	arena canteen-	chips	InvAmt:	\$65.99	
ChqNo: 0034978	Date:	2025-03	-24 Vendor:	PERRY MEMMAN		Amount	\$547.20
1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	EB 24 2025	InvDesc:	bylaw/oldg mil	gage	InvAmt	5547.20	
						Amount	\$424.14
ChqNo: 0034979	Dates		D.	RECEIVER GENERAL	InvAmt	\$424.14	
InvNo: 2	024 T4	InvDesc:	2024 t4			750230	
ChqNo: 0034980	Date	2025-03	-24 Vendor:	SHELBA MILLETTE		Amount	\$309.45
InvNo: [	-285931	InvDesc:	branding softw	ware reimb.	InvAmt:	\$209.45	
ChqNo + 0034981	Date	2025-02	-24 Vendor:	KEITH HARFIELD		Amount	\$3,691.33
	JAN 20 2025		owdep claim (	jan 20)	InvAmt:	\$1,945.69	
					InvAmt:	\$1,845.69	
InvNo:	MAN 11 2025	InvDesc:	owdep claim (	jan 11)	Invanc.	01/043100	
ChqNo: 0034982	Date	2025-02	-24 Vendor	TOM HUGHSON		Amount	\$250.00
	JAN 2025 X 2	InvDesc	livestock cla	im (janx2)	InvAmt:	\$250.00	
Chetto: 0004000	Date	2025-03	Vendor	SHEILA MCDERMID		Amount	\$600.00
ChqNo: 0034983	FEB 13 2025		pec-paintelas		InvAmt:	s600.00	
			poo parameter				F. 100 11
ChqNo: 0034984	Date	2035-03	2-24 Vendor	CANDICE IRWIN	Tau bah i	Amount	\$1,250.00
InvNo:	1008	InvDesc:	pec-dance cla	5 <b>50</b> S	InvAmt:	\$1,350.00	
ChqNo: 0034985	Date	2025-02	2-24 Vendor	: ANDREW GERHARD		Amount	\$1,741,65
	FEB 20 2025	InvDesc:	nhsp grnt (ip	ad/cases/sub.supp	InvAmt:	\$1,141.65	
Table 1	Date		Vendor	: HEATHER JEFKINS		Amount	\$277.36
ChqNo: 0034986		100	pec-flat stan		InvAmt	\$277,39	8.0
111/110.	FLT STN 2024/2025	2111-044	pec 11st stan				
ChqNo: 0034987	Date	2025-01	2-24 Vendor	BEN LENTIR		Amount	\$40.00
InvNo:	YXR023	InvDesc:	pec-dj equip	rental	InvAmt:	560.00	
ChqNo: 0034988	Date	: 2025-0:	3-24 Vendor	UNIVERSUS SOFTWARE CAMADA	ALTD	Amount	\$6,062.06
	INV-2778		bookking soft	Ware	InvAmt	\$5,980.39	
	INV-2830	InvDesc:	bookking econ	um fees	InvAmt:	\$81.67	
			1. 1.			Amount	\$988.75
ChqNo: 0034989	Date	: 2025-0	2-24 Vendor	* WEAVER-SIMMONS		- smoure	9.700.77

InvDesc: general legal

InvNo: 966280

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#### The Township of Assiginack

CHEQUE DISTRIBUTION REPORT Payables Management

Page: 3 Use: ID: den

Amount Vendor: WINDOWS UNLIMITED Date: 2025-02-24 ChqNo: 0034990 InvAmt: \$1,582.00 InvDesc: parks

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

InvNo: 2025-03

Report Total:

\$146,765.97

System: 2025-03-11 9:47:58 AM Jser Date: 2025-03-11

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To:

## The Township of Assiginack CUROUR DISTRIBUTION DEPONT User ID: deb

CHEQUE DISTRIBUTION REPORT Payables Management

From:

Chequebook ID First

Vendor ID First Vendor Name First Last Last Last Cheque Date First

Cheque Number 0034997

To: Last 0035035

Sorted By:	Cheque Number
Distribution	Types Included: All

InvNo: 4791		0034997	Date:	2025-03-10	Vendor:	B.A.M.MBRENDAN ADDISON	MOBILE MECHANICA	Amount	\$3,003.6
InvNo: 1771	INO.		15000					\$994.23	
InvNo: 1770		InvNo: 4771		InvDesc: repa	ir snow pl	OW #3	InvAmt	\$1.053.09	
InvNo:   I		InvNo: 4770		InvDesc: repa	ir snow pl	ow #16	InvAmt:	\$975.35	
InvNo: NATE-126			I Date:	0005 00 10	Vendor:	COLE DOWNAM		Amount	\$2,950.0
InvNo: 31261   InvDesc: admin-offsite backup	įNo;	12.0	Dace:				InvAmt:	\$2,050.00	0.0
InvNo: 51225	nio: T	0034999	Date:	2025-03-10	Vendor:	COMPUTREK		Amount	\$1,773.
No.   1005000	10.01						InvAmt:	\$201.59	
InvNo: S295986		InvNo: 31261		InvDesc: rend	te server	mgmt	InvAmt	\$1,572.25	
InvNo: \$295866	nNo ·	0035000	Date:	2025-03-10	Vendor:	CRD CREIGTON		Amount	\$1,445.
InvNo: 4365	4110.		J Date of the last				InvAmt:	\$2,149.77	
InvNo: 4365	anio :	0071.001	Date:	2025+03-10	Vendor:	G. STEPHEN WATT, BARRIS	TER	Amount	\$6,431
InvNo: 873706   Date:   2025-03-10   Vendor: GERRY STROKE   Amount   2005-03-10   Vendor: GERRY STROKE   InvNo: GOO000039126   InvDesc: 1eb rec transport   InvNo: GOO000039126   InvDesc: 1eb rec transport   InvNo: GOO000039126   InvDesc: 1eb rec transport   InvNo: FEB 20 2025 SN WTP   InvDesc: SN WTP   InvNo: FEB 20 2025 SN WTP   InvDesc: SN WTP   InvNo: FEB 20 2025 SN WTP   InvDesc: Good Stroke   InvNo: FEB 20 2025 SNWRHSE   InvDesc: Gerria Showerhouse   InvNo: FEB 20 2025 SNWRHSE   InvDesc: Grant Good Showerhouse   InvNo: FEB 20 2025 SNWRHSE   InvDesc: Grant Good Showerhouse   InvNo: FEB 20 2025 SNWRHSE   InvDesc: Grant Good Showerhouse   InvNo: FEB 20 2025 SNWRHSE   InvDesc: Grant Good Showerhouse   InvNo: FEB 20 2025 SNWRHSE   InvDesc: Grant Good Showerhouse   InvNo: FEB 20 2025 SNWRHSE   InvDesc: Grant Good Showerhouse   InvNo: SNR Showerhouse   I	400:		Date.			C. Cracks		\$6,441.00	
InvNo: 873706	orblo :	0035003	Date:	2025-03-10	Vendor:	EXP SERVICES INC.		Amount	\$177.
InvNo: NARCH 10 2025   InvDesc: bldg insp mileage   InvAmt: \$234.62	440.		2400.				InvAmt	\$177.98	
InvNo: MARCH 10 2025	qNo:	0035003	Date:	2025-03-10	Vendor:	GERRY STRONG		Amount	\$234.
InvNo: G00000039126			25	InvDesc bldd	g insp mile	зage	InvAmt:	\$234,62	
InvNo: G00000039125   InvDesc: Leb rec transport   InvAmt: \$6,145.75	gNo:	0035004	Date:	2025-03-10	Vendor	GFL ENVIRONMENTAL INC 2	019	Amount	\$6,145.
InvNo: FEB 20 2025 SS WTP InvDesc: ss wtp InvDesc: ss wtp InvNo: FEB 20 2025 TENNIS InvDesc: tennis courts InvAmt: \$39.79  InvNo: FEB 20 2025 SHWRHSE InvDesc: marina showerhouse InvAmt: \$39.79  InvNo: FEB 20 2025 INFO BTH InvDesc: info booth InvAmt: \$560.75  InvNo: FEB 20 2025 ARENA InvDesc: Arena InvDesc: marina docks InvAmt: \$1,336.61  InvNo: FEB 20 2025 DOCKS InvDesc: marina docks InvAmt: \$241.19  InvNo: FEB 20 2025 LIB InvDesc: library bldg InvAmt: \$720.34  InvNo: FEB 27 2025 LAGOON InvDesc: lagoon InvAmt: \$5,364.02		5.00	6	InvDesc: 19b	red trans	port	InvAmt:	\$6,145.75	
InvNo: FEB 20 2025 SS WTP	aNo:	0035005	Date:	2025-03-10	Vendor	: HYDRO ONE NETWORKS INC.		Amount	\$17,764.
InvNo: FEB 20 2025 SHWRHSE	quo	35		- 15	42 D			s3,11m.07	
InvNo: FEB 20 2025 INFO BTH		InvNo: FEB 30 2025	TENNIS	InvDesc: ten	nis courts		InvAmt:	\$39.29	
InvNo: FEB 20 2025 ARENA		InvNo: FEB 20 2025	SHWRHSE	InvDesc: mar	ina shower	house	InvAmt:	539.79	
InvNo: FEB 20 2025 ARENA INVDESC: Marina docks InvAmt: 5041.19  InvNo: FEB 20 2025 LIB InvDesc: Library bldq InvAmt: 5720.34  InvNo: FEB 27 2025 LAGOON InvDesc: Lagoon InvAmt: 55,384.02		InvNo: FEB 20 2025	INFO BTH	InvDesc: inf	o booth		InvAmt:	\$560.75	
InvNo: FEB 20 2025 BOCKS		InvNo: FEB 20 2023	ARENA	InvDesc: Are	na -		InvAmt:	\$1,336.61	
InvNo: FEB 20 2025 LIB		InvNo: FEB 20 2025	5 DOCKS	InvDesc: Bat	ina docks		InvAmt:	s241.1+	
InvNo: FEB 27 2025 LAGOON		InvNo: FEB 20 202	5 LIB	InvDesc: 110	rary bldg		InvAmt:	\$720.34	
InvAmt: \$904.40				InvDesc: lag	oph		InvAmt:	\$5,384.02	
ATTIVITY AND AN ANIMAL DISEASE.							InvAmt:	\$924.40	
InvNo: FEB 24 2025 MTG WTP InvDesc: mtg wtp							InvAmt:	s5,499.35	

2025-03-11 Systemi User Date: 2025-03-11

InvNo: 21216+03012025

9:47:58 AM

#### The Township of Assiginack

#### CHEQUE DISTRIBUTION REPORT Payables Management

Page: User ID: deb

Amount 2025-03-10 Vendor: J.R. BRISSON EQUIPMENT Date: ChqNo: 0035007 InvAmt: 572.41 InvDesc: InvNo: PS0210870-1 spare case keys Amount Vendor: K.SMART ASSOCIATES LIMITED Date: ChqNo: 0035008 InvAmt: \$188,73 jan 2025 drain sup InvDesc: InvNo: 37513 Vendor: MANITOWANING MILL & HOME BUILDING CENTRE Amount Date: ChaNo: 371.18 InvAnt: InvNo: 0322964 InvDesc: pw-torch kit InvAmt: \$769.38 InvNo: 0323679 InvDesc: ow-shelving units InvAmt: \$384 19 InvDesc: pw-shelving unit InvNo: 0323685 InvAmt: InvNo: 0322981 InvDesc: arena-keys Amount Vendor: MANITOULIN EXPOSITOR ChqNo: Date: InvAmt: 5280.01 InvNo: 121477 InvDesc: advertising Amount ChqNo: Date: Vendor: MANITOWANING FRESHMART InvAmt: \$59.38 InvNo: 00337800 InvDesc: pw-coffee/gream InvAmt: \$41.85 InvDesc: pw-cases of win InvNo: 00343004 Amount: Date: Vendor: MCDOUGALL FUELS ChqNo: 0035012 2025-03-10 InvAmt: 518.37 InvNo: 7685318 InvDesc: arena-propane InvAmt: \$985.28 InvNo: 7685319 InvDesc: areha-propane \$94.37 InvAmt: InvDesc: arena-propane InvNo: 7679734 InvAmt: InvDesc: library - propane InvNo: 7679727 InvAmt: \$31.78 InvNo: 7702524 InvDesc: arena-propane 52, 379, 29 InvAmt: InvDesc: pw-propano InvNo: 7702549 InvAmt: \$70,14 InvDesc: arena-propane InvNo: 7615731 Amount ChqNo: Date: Vendor: MIKES HEAVY EQUIPMENT 2025-03-10 InvAmt: \$271.20 InvNo: 0617 InvDesc: arena-zamb.dz ice removal Amount Vendor: MINISTER OF FINANCE ChqNo: 0035014 Date: InvAmt \$23,820.00 InvDesc: InvNo: 382602250858012 january policing Amount Date: Vendor: MINISTER OF FINANCE ChqNo: InvAmt: \$23,364.70 InvNo: 2024 EHT InvDesc 2024 eht remittance Amount Vendor: NEW NORTH FUELS INC ChqNo: Date: InvAmt: \$1,309.68 InvNo: 712773 InvDesc: pwedyed diesel InvAnt: InvNo: 712772 InvDesc: pwedlesel \$1,731.77 InvAmt: InvNo: 712223 InvDesc: pw-diesel InvAmt: \$590.90 InvNo: 712182 InvDesc: office- furnace oil Amount Vendor: NORTHERN 911 ChqNo: Date: InvAmt: \$518.42

InvDesc: march 911 dispatch

System: 2025-03-11 User Date: 2025-03-11 9:47:58 AM

#### The Township of Assiginack

## CHEQUE DISTRIBUTION REPORT Payables Management

Page: 3 User ID: deb

Amount ChqNo: 0035018 Date: Vendor: OLD DUTCH FOODS LTD InvAnt: \$65.99 InvNo: 41916460 InvDesc: arena-chips for canteen Amount ChqNo: Date: Vendor: PAUL METHNER InvAmt: \$1,100.00 InvDesc: InvNo: #20250228 feb animal control InvAmt: InvDesc: InvNo: 20250130 jan anima! control Vendor: PERRY NEWMAN Amount ChqNo: Date: \$576.72 InvAmt: InvDesc: bylaw/bldg mileage InvNo: MARCH 10 2025 Amount ChqNo: Date: Vendor: PUROLATOR COURTER \$50,95 InvAmt: InvDesc: InvNo: 595140748 freight Amount Date: ChqNo: Vendor: RALF ISLAND TRUCK PARTS 0035022 InvAmt: \$176.28 InvNo: 18410 pressure valve/mirror #2 Amount Vendor: SUDBURY & DISTRICT HEALTH UNIT ChqNo: InvAnt: \$4,534.26 InvDesc: InvNo: RC020036192 march health unit levy Amount: Vendor: SHEILA MCDERMID ChqNo: Date: 0035024 InvAmt: \$600,00 InvDesc: pec-paint class (scg) InvNo: FEB 26 2025 Amount ChqNo: Date: 2025-03-10 Vendor: CANDICE IRWIN InvAmt: \$4,600.00 InvNo: 03-10 InvDesc: pec-dance classes Amount Vendor: ANDREW GERHARD ChqNo: Date: InvAmt: \$438.62 InvNo: SCG 2024/25 EXP #2 InvDesc: scg grant 2024-35 exp reimb InvAmt. \$251-38 InvNo: OTF SEED EXP 45 InvDesc: #015 seed grnt exp reimb InvAmt: \$689.06 InvNo: 2024 NHSP EXP #4 InvDesc: this grat exp reimb Amount Vendor: CHRIS MELOCHE ChqNo: Date: 2025-03-10 InvAmt: \$560.00 InvDesc: pec-cooking class (seg grnt) InvNo: FEB 2025 Amount ChqNo: Date: Vendor: HILARY BOUDREAU 0035028 InvAmt \$500.00 InvNo: 1057 InvDesc: pec-macrame wrkshp (seg grnt) Amount Vendor: GYM & TONIC ChqNo: Date: InvAmt: InvNo: 1315 InvDesc: pec-fitness classes Amount Vendor: BJ ALLISON, BA., ChqNo: 0035030 Date: InvAmt; \$80.00 InvNo: 2502RE10 InvDesc: reimb tax cert file #250ZRE10 Amount Vendor: THOMPSON ELECTRIC ChqNo: Date: InvAmt: \$831.12 InvNo: 5213 InvDesc: landfill-replace heater InvAmt: InvDesc: InvNo: 5214 lib bldg-emerg.light replace Date: Vendor: TOROMONT CAT Amount ChqNo: InvAmt: \$269,32 InvDesc: InvNo: PS051473655 cutting edge #9 InvAmt: InvDesc: delivery grader blades #9 InvNo: PS051473100 InvAmt: \$129.87 InvNo: PS051474996 InvDesc: cutting edge #9 InvAmt: \$544.43 InvDesc: #9 maint program InvNo: W0901058283

System: 2025-03-11 9:47:58 AM User Date: 2025-03-11

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT

Page: 4
User ID: deb

Payables Management

InvDesc: cleaning (admin/lib)

InvAmt: \$2,853.25

ChqNo: 0035034	Date:	2025-03-10 Vendor: WISHART LAW FIRM LLP		Amount:	\$1,994,73
InvNo: 170059		InvDesc: general legal	InvAmt:	\$73.45	
InvNo: 20918-7		InvDesc: general legal	InvAmt:	\$293,80	
InvNo: 170907		InvDesc: general legal	InvAmt:	\$1,087.90	
InvNo: 171008		InvDesc: general legal	InvAmt:	\$539458	
ChqNo: 0035035	Date:	2025-03-10 Vendor: XEROX CANADA LTD.		Amount	\$152.83
0000000			Tournet	6167 65	

InvNo: F63723294 InvDesc: monthly copier

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

Report Total:

\$122,496.75

Website www.bluegrossinthecountry.ne

Email bluegrass\_ben@live.com

FaceBook
Bluegrass in the Country

Address 5145 Hwy 551 Providence Bay, ON (FAIRGROUNDS)



#### Dear Valued Sponsor,

March 1, 2025

Manitoulin Special Olympics has shared the love of sport and sportsmanship with over 60 athletes on Manitoulin Island for more than 16 years. Special Olympics offers inclusive sports training and competitive opportunities for athletes of all abilities, celebrating the talents and dedication of individuals with intellectual and developmental differences. It fosters confidence in our athletes, enabling them to smile, laugh, and thrive without fear of judgment. Our programs promote inclusion and accomplishment, offering seven sports programs on Manitoulin Island. With community support, we provide essential funding for equipment, training, transportation, and competition registration, ensuring every athlete has the opportunity to thrive.

**Bluegrass in the Country**, a volunteer-run event, supports these programs by donating **100**% of the funds raised to Manitoulin Special Olympics (MSO). With the support of quality coaches, our athletes have competed and excelled at Regionals, Provincials, Nationals, and even the World Games.

#### News Release:

We are thrilled to announce that our Softball Team and three Track athletes have been selected to attend the Provincial Summer Games in Brantford, Ontario, in July 2025.

#### Join Us at Bluegrass in the Country 2025

- When: June 6-8, 2025
- · Where NEW Lone Pine Stage, Providence Bay, Manitoulin Island
- · Musical Lineup:
  - · Different Picks
  - · River Valley Grass
  - Avery Drive
  - · Sweet Grass
  - Bonita Mercer
  - · Canucky Bluegrass Boys
  - Ben Lentir and Robbie Shawana

We are currently seeking businesses and individuals to sponsor Bluegrass in the Country. Your sponsorship will help cover start-up costs, including band expenses, and ensure the event's success. In return, your business will receive promotion throughout the three-day event:

- · Recognition on a large advertising screen and announcements during the festival
- · Placement of your company name on our Bluegrass in the Country website for a year
- An official tax-deductible donation receipt
- · Complimentary weekend passes based on your sponsorship level

#### Sponsorship Levels:

- Platinum Sponsor (\$500+): 6 weekend passes
- · Gold Sponsor (\$100-\$499): 2 weekend passes
- Silver Sponsor (\$50-\$99): Advertising coverage

Your support is crucial to maintaining the programs that enrich the lives of our athletes

#### How to Donate:

- Online: <u>Donate here</u>. Write "SUPPORT BGIC" in the comment section to receive tickets.
- By Cheque: Payable to Manitoulin Special Olympics. Box 86, Mindemoya, Ontario, POP 1S0

Please include a business card with your cheque or email it to manitoulin@specialolympicsontario.ca for advertising purposes.

For further information, please contact Ben Lentir at 705-210-0807.

Thank you for your support in helping us keep these programs running and for making a difference in the lives of our athletes.

Manitoulin Special Olympics

**Fundraising Committee** 

Bluegrass in the Country





# Manitoulin Metal Robotics FRC6865 Manitoulin Secondary School 107 Bay Street, Mchigeeng, ON POP 1G0 705-368-7000 6865mssrobotics@gmail.com

March 3, 2025.

Dear Mayor Brenda Reid and the Assiginack Town Council:

Re: Manitoulin Metal Robotics Team Sponsorship for 2024/25

Manitoulin Metal is a competitive robotics team in the FIRST Robotics Program, and we are hoping your company will support our team as a sponsor. The team provides life-changing opportunities for young individuals in grades 9-12 from diverse backgrounds, including First Nations communities across Manitoulin Island. Your monetary contribution will make a huge difference in building a sophisticated and competitive robot for the 2025 season. We hope we can count on your support so that dedicated, motivated, and talented youth from Manitoulin will have the same opportunities to innovate, invent, and have an impact as our urban counterparts.

The FIRST Robotics program promotes science, technology, real-world engineering, programming, cooperation, and positive competition. Manitoulin Metal also promotes technology solutions to take action on environmental stewardship, including a net-zero season, battery and e-waste drives, and green technology design. The team has increased in size and our goal is to build a strong, competitive, sustainable FIRST Robotics program at MSS that exemplifies innovation, teamwork, community, and environmental sustainability. Our program leads to futures in science, technology, art, business, and math fields for students.

We hope you are interested in helping the team. If you wish, you may complete this <u>sponsorship form</u> to let us know. Sponsorship cheques can be made out to Manitoulin Secondary School (c/o Manitoulin Metal Robotics 107 Bay St. M'chigeeng, ON, POP 1G0). With a 2024/25 budget of over \$50,000, we are relying on sponsors who share our vision and would like to invest in youth. For this reason, we greatly appreciate your support in any form.

All sponsors are recognized in many ways:

- Promotion on the Team 6865 website and social media
- Your business logo prominently displayed at all our events (North Bay, Hamilton, Toronto, Houston)
- Sponsors announced at all events (regional, district, and world championships)
- Featured in a variety of press materials

If you have any questions, would like to hear a presentation, please contact us at 705-368-7000 or email the team at 6865mssrobotics@gmail.com.

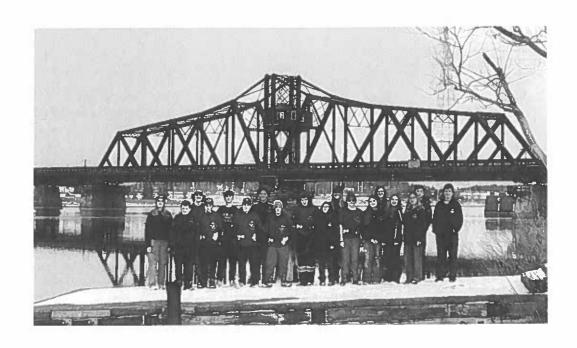
Thank you for your consideration,

Alexandra Wilson-Zegił, Captain Manitoulin Metal Robotics Team (FRC 6865)

Instagram & Twitter: frc6865 Website: https://frc6865.ca/ Facebook: manitoulinmetal

Youtube Channel: @ManitoulinMetal

Tiktok: @mssrobotics6865



#### 2024-25 Manitoulin Metal Robotics Team

Mady Keller, Mindemoya Nate Meeker, Mindemoya Samuel Pennings, Mindemoya Carson Stewart, Mindemoya Emery Watson, Mindemoya Kimberlee Williams, Mindemoya

Venzel Fowler, Little Current Hailee Harasym, Little Current Connor McCarthy, Little Current Isaac Quackenbush, Little Current

Leo Desjardins, Kagawong

Mckinley Fox, M'chigeeng

Nevaeh Harper, Providence Bay Spencer Johnston, Providence Bay Tanner Hooper-Leblanc, Manitowaning
Kaden Jamieson, Manitowaning
Dylan Kuntsi, Manitowaning
Ryan Kuntsi, Manitowaning
Sebastian Mara, Manitowaning
Xavi Mara, Manitowaning

Robyn-Ashley McNaughton, Tehkummah Connor O'Leary, Tehkummah

Xander Thompson, Sheguiandah

Jack Hartin, Gore Bay Kiki Lynch, Gore Bay Alexandra Wilson-Zegil, Gore Bay Amara Wilson-Zegil, Gore Bay

Alexis McVey, Evansville

#### Stasia Carr

From:

Deb MacDonald

Sent:

Monday, March 3, 2025 8:13 AM

Stasia Carr; Brenda Reid

Subject:

FW: For Councils Consideration

FY

From:

Sent: February 26, 2025 10:26 AM

To: Alton Hobbs <ahobbs@assiginack.ca>; Deb MacDonald <dmacdonald@assiginack.ca>

Subject: For Councils Consideration

## February 25, 2025

Dear Township of Assiginack Council,

As our hockey season comes to a close, Manitowaning Minor Hockey wishes to extend our thanks to the council for continuing to keep ice rental rates at a rate that allows us to make hockey affordable for a large number of families.

This year, we had 85+ kids join our hockey program, with a very strong majority being from within our own community. We also successfully ran, in cooperation with township, an 8 week learn to skate/ power skating program for non hockey playing youth within the community (in place of Canskate).

As you are contemplating the coming years budget, we have a few requests for council to consider:

- We would like to be able to offer the "learn to skate" program again in the future. This was well attended and as there was no Canskate program, there is a need for such a program within the community. We ask that the council consider donating ice time towards this program for the youth of the community. (8x1 hour slots)
- The installation of a wheelchair viewing platform somewhere in the rink. We have several people who attend games that are

wheelchair bound. The boards are too high to see over from a wheelchair. A simple raised plywood platform with a railing would be acceptable and very much appreciated.

• The installation of netting around the entirety of the ice surface. The boards come below head level for those standing in the bleachers, a wayward puck is a serious safety/ liability concern.

Repairs to boards at the atrium end of the ice where sticks have

gotten caught and possible injuries could occur.

• If the atrium is being rented to another user group, we request that the side door be properly shoveled, salted and lighted for safety reasons; that the township or said user group, not the hockey association, takes the onus to mark and guard doors to atrium as no entry; and that a warm room/ viewing area and bathrooms be supplied at the old end of the arena in lieu of the atrium. This is the only arena known to us that at times does not have a warming area- it is also one of, if not the coldest arena on the island and can sometimes be just too cold for little ones or seniors or those who show up to the arena not knowing the atrium will be unavailable and not properly attired for the cold.

Thank you very much for your time and consideration of these requests. We look forward to our next hockey season!

Regards,

Manitowaning Minor Hockey Executive



#### Stasia Carr

From:

Brenda Reid

Sent:

Wednesday, February 26, 2025 9:52 PM

To:

Stasia Carr

Subject:

Fw: community website

For discussion at a future meeting Thanks

From: Brenda Reid <breid@assiginack.ca>

Sent: February 26, 2025 9:50 PM

To: Dawn Noble McCann < DNobleMcCann@mhc.on.ca>

<jbowerman@assiginack.ca>; Rob Maguire <rmaguire@assiginack.ca>

Subject: Re: community website

Good evening Dawn

Thank you for reaching out with that suggestion. I will discuss this with my council at a future date.

Have a good evening

Brenda

From: Dawn Noble McCann < DNobleMcCann@mhc.on.ca>

Sent: February 25, 2025 2:53 PM

To: Brenda Reid <breid@assiginack.ca>

Cc: Jennifer Hooper < jhooper@assiginack.ca>; Dwayne Elliott < delliott@assiginack.ca>; Janice Bowerman

<jbowerman@assiginack.ca>; Rob Maguire <rmaguire@assiginack.ca>

Subject: community website

#### Hi there.

My name is Dawn Noble McCann and I am the physician recruiter for Manitoulin Island. I am writing to you to propose the creation of a dedicated page that stems from the community website for physician recruitment. As you know, attracting and retaining physicians is crucial for the health and well-being of our community, and a dedicated online resource can significantly enhance our recruitment efforts.

Currently, information regarding physician opportunities in Assiginack may be scattered or difficult to find as the need is only listed in locum/ physician recruitment websites that often get buried due to the greater need of doctors everywhere. I was thinking, Assiginack could easily add a page, similar to those utilized by other communities like Timmins (tadh.com/recruitment/#recruitment-inquiry) and Haliburton County (www.haliburtoncounty.ca/en/county-office/physician-recruitment.aspx), would provide a convenient and accessible platform for potential candidates and their spouses.

#### Such a page could feature:

- Information about the community, including lifestyle, amenities, schools, and recreational opportunities.
- Details about current physician vacancies and practice opportunities.
- Testimonials from current physicians about practicing

- Links to relevant resources, such as the local hospital, clinics, and professional organizations.
- Contact information for inquiries.
- Information about incentives and support offered to new physicians.

By showcasing the unique advantages of practicing in Assiginack, we can effectively attract qualified physicians and address our community's healthcare needs. This initiative would demonstrate our commitment to physician recruitment and contribute to the long-term health of our residents.

Thank you for your consideration.

Sincerely,

Dawn

This message (including any attachments) is intended only for the use of the individual or entity to which it is addressed and may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, notify us immediately by telephone and (i) destroy this message if a facsimile or (ii) delete this message immediately if this is an electronic communication.



## The Regional Municipality of Durham

Corporate Services
Department –
Legislative Services
Division

605 Rossland Rd. E. Level 1 PO Box 623 Whitby, ON L1N 6A3 Canada

905-668-7711 1-800-372-1102

durham.ca

Alexander Harras M.P.A. Director of Legislative Services & Regional Clerk February 28, 2025

The Honourable Arif Virani Minister of Justice House of Commons Ottawa, ON K1A 0A6

Dear Minister Virani:

RE: Motion regarding Protecting Canadian Values: Ban the Nazi Swastika in Canada, Our File: C00

Council of the Region of Durham, at its meeting held on February 26, 2025, adopted the following recommendations of the Committee of the Whole, as amended:

"Whereas in recent years, Nazi iconography has surfaced with alarming frequency in the public sphere, used by an increasing number of groups and individuals to promote hate and instill fear within Canadian society; and

Whereas since the atrocities of WWII, the Nazi swastika, also known as the hakenkreuze, has become universally synonymous with systematic violence, terror and hate. Its growing presence in our country poses a threat to every single Canadian citizen, undermining the core values of equality, diversity, and inclusion that define our nation, and

Whereas eighteen countries have already taken action to ban these symbols, it is imperative that Canada follow suit;

Therefore be it resolved, that Durham Region Council supports B'Nai Brith's call to the Government of Canada to pass legislation banning, with exceptions for certain educational and artistic purposes, the public display of Nazi symbols and iconography, including the Nazi swastika (hakenkreuze). Specifically, demanding that the Government of Canada immediately:

1. Ban the Nazi swastika (hakenkreuze)

If you require this information in an accessible format, please call 1-800-372-1102 extension 2097.

#### 2. Ban all Nazi symbols and iconography

Durham Region Council agrees that the people of Canada are counting on the federal government to ensure a future free from hate, where every Canadian is protected, valued, and respected; and

That a copy of this motion is sent to all Canadian Municipalities."

#### Alexander Harras

Alexander Harras, M.P.A. Director of Legislative Services & Regional Clerk AH/tf

c: B'nai Brith Canada All Canadian Municipalities



Office of the City Clerk
Woodstock City Hall
P.O. Box1539
500 Dundas Street
Woodstock, ON
N4S 0A7
Telephone 519-539-1291

February 25, 2025

The Honourable Doug Ford, Premier of Ontario 80 Wellington Street Ottawa, ON K1A 0A2

Via email: premier@ontario.ca

At the regular meeting of Woodstock City Council held on February 20, 2025, the following resolution was passed:

"Whereas speeding, distracted driving, and impaired driving are among the leading causes of driving related collisions, injuries, and fatalities in Ontario; and,

Whereas municipalities are called upon to modify driver behaviour through expensive infrastructure and even more expensive policing; and,

Whereas infrastructure and policing are inherently limited in their effectiveness at reducing speed and distracted driving, and entirely ineffective at reducing impaired driving;

Therefore be it resolved that the City of Woodstock calls on the Provincial and Federal governments to do everything in their power to limit speeding, distracted driving, and impaired driving, and thereby reduce collisions, injuries, and fatalities in our communities; and,

That the City of Woodstock specifically requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, which will allow Ontario's rural municipalities to make the critical investments needed to reduce the number of people being killed and seriously injured on Ontario's rural roads; and,

That City of Woodstock Staff work with Oxford County and all Oxford municipalities on the feasibility of implementing a long term Vision Zero Policy and the Good Roads Rural Road Safety strategy across all of Oxford; and,

That a copy of this resolution be forwarded to the Ontario Premier, Ontario Minister of Transportation, Ontario Minister of Infrastructure, Ontario Minister of Agriculture, Ontario Minister of Rural Affairs, Ontario Associate Minister of Emergency Preparedness and Response, and Ontario Minister of Health; and,

FURTHER THAT this resolution be circulated to all Oxford police services boards, Safe

and Well Oxford, Good Roads, and all municipalities in Ontario requesting their support."

Yours Truly,

Jeff Bunn Manager, Legislative Services/ Deputy City Clerk City of Woodstock

Cc.

The Hon. Prabmeet Sakaria, Minister of Transportation - <u>prabmeet.sarkaria@pc.ola.org</u> The Hon. Kinga Surma, Minister of Infrastructure - <u>kinga.surmaco@pc.ola.org</u> The Hon. Rob Flack, Minister of Agriculture - <u>minister.omafra@ontario.ca</u> Trevor Jones, Associate Minister of Emergency Preparedness and Response - <u>trevor.jones3@ontario.ca</u>

The Hon. Sylvia Jones, Minister of Health - sylvia.jones@ontario.ca
Woodstock Police Services - nnovacich@woodstockpolice.ca
Police Services Board - oapsb@oapsb.ca;
Safe and Well Oxford - safewelloxford@gmail.com
Good Roads - info@goodroads.ca
Association of Municipalities Ontario - amo@amo.on.ca
Rural Ontario Municipal Association (ROMA) - roma@roma.on.ca

And all municipalities in Ontario



Town of Bradford West Gwillimbury 100 Dissette St., Unit 7&8 P.O. Box 100, Bradford, Ontario, L3Z 2A7 Telephone: 905-775-5366

Fax: 905-775-0153

www.townofbwg.com

March 12, 2025

**VIA EMAIL** 

The Hon. Doug Ford Legislative Building Queen's Park Toronto ON M7A 1A1 premier@ontario.ca

Dear Premier Ford

#### Re: Motion to Request Landlord Tenant Reforms

At its Regular Meeting of Council held on Tuesday, March 4, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-79

Moved: Councillor Giordano Seconded: Councillor Dykie

WHEREAS Ontario has expanded the accessory dwelling unit (ADU) framework to address the housing supply crisis, which includes the need to balance the interests of both tenants and small-scale landlords;

WHEREAS small-scale landlords may face financial strain when tenants withhold rent in bad faith, and delayed dispute resolution systems can result in undue hardship for landlords, while also affecting tenants' security and well-being;

WHEREAS it is crucial to support the development of legal ADUs and secondary rentals while ensuring tenants' rights are respected and upheld;

WHEREAS proposed reforms could include:

- Accelerating dispute resolution for ADUs and secondary rentals at the Landlord and Tenant Board (LTB) within 30 days, ensuring fairness for both tenants and landlords
- Introducing mediation services to resolve disputes quickly and amicably, reducing reliance on lengthy hearings
- Providing both landlords and tenants with enhanced tools for clear communication, such as standardized rental agreements and better screening practices

- Strengthening protections for tenants against unfair eviction while enforcing stricter penalties for tenants withholding rent in bad faith
- Ensuring law enforcement access to properties only under appropriate circumstances, respecting tenants' rights while supporting landlords in the resolution of unpaid rent issues
- Establishing a hardship relief fund for landlords impacted by unpaid rent, while ensuring tenants are also supported in cases of financial distress
- Offering free or low-cost legal assistance to both landlords and tenants to navigate disputes fairly.

NOW THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council requests the provincial government to look at ways to implement these balanced reforms that protect both small-scale landlords and tenants, ensuring fairness in the rental market; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, our local Member of Provincial Parliament, President of the Association of Municipalities of Ontario, Minister of Municipal Affairs and Housing, Attorney General, and all Ontario municipalities to support the creation of balanced protections for both landlords and tenants

CARRIED.

Thank you for your consideration of this request.

Regards,

Tara Reynolds

Clerk, Town of Bradford West Gwillimbury

(905) 775-5366 Ext 1104

N Kara Reynolds

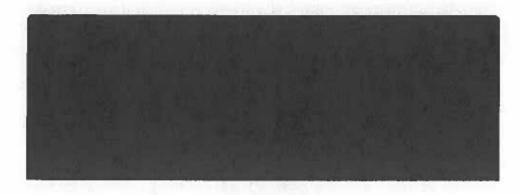
treynolds@townofbwg.com

CC: President of Association of Municipalities of Ontario, Robin Jones - resolutions@amo.on.ca

Hon. Paul Calandra, Minister of Municipal Affairs and Housing-minister.mah@ontario.ca

Hon. Doug Downey, Attorney General - attorneygeneral@ontario.ca

All Ontario Municipalities



## PRESS RELEASE TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS March 5, 2025

On Tuesday March 4, the Mayor and Council for the Town of Northeastern Manitoulin and the Islands passed the following motion as a direct response to the unwarranted actions of the President of the United States which will result in increased costs and create undeserved hardship for many Canadian residents.

- 1. That Town of Northeastern Manitoulin and the Islands supports the federal and provincial call to action "Canadian business first" policy in its procurement of capital and infrastructure programs by purchasing Canadian made goods when possible and restricting its purchases of US goods; and
- 2. That The Town of Northeastern Manitoulin and the Islands promotes the policy of "Buy Canadian" to encourage the purchase of Canadian goods and services by its businesses and residents; and,
- 3. That the Council for Town of Northeastern Manitoulin and the Islands encourage the other municipalities and levels of government to limit the purchase of goods produced in the United States until such time as the tariffs are removed.

Mayor Al MacNevin supported the motion and made it very clear that this motion is a response to an action by Donald Trump and does not reflect negative feelings towards the American people. "We value our long-standing relationships with the American people as our friends and neighbours and trust that they will understand that our decision was not made in anger but rather as a well thought out response to the actions taken against us". He went on the say that this is a temporary measure that will be reversed when the Trump tariffs are eliminated, and we reestablish the relationship that we had for years as trusted trade partners.

Mayor Al-MacNevin 705 348-1951 RECEIVED MAR 0 7 2025







www.selwyntownship.ca

March 4, 2025

email: KStevenson@ptbocounty.ca

Keri Stevenson Director of Legislative Services/Clerk The County of Peterborough 470 Water Street Peterborough, ON K9H 3M3

Re: Support Resolution - U.S. Tariffs on Canada/Purchasing Policies

Dear Ms. Stevenson,

Please be advised that at its meeting held the 25<sup>th</sup> day of February 2025 the Council of the Township of Selwyn passed the following resolution:

Resolution No. 2025 – 033 – Support Resolution – U.S. Tariffs on Canada/Purchasing Policies

Councillor John Boyko - Councillor Brian Henry -

That the Township of Selwyn supports the County of Peterborough's Resolution No. 19-2025 which urges the federal and provincial governments to take all necessary actions to protect Ontario's interests in trade negotiations with the U.S. and investigate purchasing policies; and that this motion be copied to those included in the County's motion.

Carried.

I trust you find this in order. Please do not hesitate to contact the Selwyn Township Office if you have any questions.

Sincerely,

Megin Hunter Office Assistant / Reception

Encl.

cc: The Right Hon. Justin Trudeau, Prime Minister of Canada

The Hon. Doug Ford, Premier of Ontario

The Hon. Melanie Joly, Minister of Foreign Affairs

The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade

The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities

The Hon. Paul Calandra, Minister of Municipal Affairs and Housing Rebecca Bligh, President, FCM and Councillor, City of Vancouver Robin Jones, President, AMO and Mayor of Westport Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus Jeff Leal, Chair, Eastern Ontario Leadership Council John Beddows, Chair, Eastern Ontario Mayors' Caucus All provincial and territorial Premiers All local MPs and MPPs All Ontario Municipalities for their support



# The Corporation of the Municipality of Killarney 32 Commissioner Street Killarney, Ontario POM 2A0

MOVED BY:	DATE: March 12, 2025	
	RESOLUTION # 2025-	
SECONDED BY:	AGENDA ITEM #8.13	

WHEREAS Council acknowledges the email received from Frank and Penelope Brathwaite, dated February 19, 2025, proposing a differential tax rate for American property owners in response to the anticipated U.S. tariffs on Canadian goods entering the United States;

**AND WHEREAS** it has been suggested that, should the U.S. impose a 25% tariff on Canadian goods, the municipal tax rate for American-owned properties be increased by an equivalent percentage or at the rate of the imposed tariff;

AND WHEREAS as per the Municipal Act, 2001, Section 307(1), states that all taxes shall, unless expressly provided otherwise, be levied upon the whole of the assessment for real property or other assessments made under the Assessment Act according to the amounts assessed and not upon one or more kinds of property or assessment or in different proportions;

**AND WHEREAS** it has been verified that all property taxes must be levied uniformly on all assessed properties, and cannot be applied selectively to specific property owners or categories at different rates;

THEREFORE BE IT RESOLVED THAT the Municipality of Killarney confirms that the proposed increase in property taxes for American-owned properties is not legally permissible under governing legislation and, as such, cannot be implemented.

Re	solution Result	Recorded Vote	ALV ALL	Manual P.
22.0		MAYOR & COUNCIL	YES	NO
	CARRIED	Mary Bradbury		
	DEFEATED	Robert Campbell		
	TABLED	Dave Froats		
	RECORDED VOTE (SEE RIGHT)	Nikola Grubic		
	PECUNIARY INTEREST DECLARED	Michael Reider		
	WITHDRAWN / DEFERRED	Peggy Roque		

~	Disclosure of	<b>Pecuniary</b>	Interest	and	General	Nature	Thereof	~
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disclosed a pecuniary interest and general nature thereof and
abstained from the discussion, the vote and did not attempt to influence any Member.



# The Corporation of the Municipality of Killarney 32 Commissioner Street Killarney, Ontario POM 2A0

MOVED BY:	DATE:March 12, 2025
	RESOLUTION # 2025-
SECONDED BY:	AGENDA ITEM #12.2

WHEREAS United States President Donald Trump, issued executive orders to impose tariffs on imports from Canada effective March 12, 2025;

AND WHEREAS given the beginning of the newly launched trade war these tariffs will have a significant detrimental impact on Canada's economic stability;

AND WHEREAS it is even more critical at this time to stop buying goods and services from American companies when we have the opportunity to do so;

**AND WHEREAS** the Council for the Municipality of Killarney has supported resolutions from various municipalities supporting a "Buy Canadian" policy;

AND WHEREAS in response to the imposed U.S. tariffs and to support our local and national economy, it is in our best interest to adopt a procurement approach that enables the strategic purchasing of Canadian-made products and suppliers;

AND WHEREAS the Municipality of Killarney will immediately ban purchases from the U.S. unless a product is needed to support the health and safety of our citizens;

**AND WHEREAS** Council endorses the Federal and Provincial call to action to buy Canadian where and when possible;

THEREFORE BE IT RESOLVED THAT in response to the imposed U.S. tariffs affecting Canadian goods and to support our local and national economy, it is in our County's best interest for the Municipality of Killarney to adopt a procurement approach that enables the strategic purchasing of Canadian-made products and suppliers to protect Canadian consumers and businesses;

**FURTHER THAT** this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, AMO, FONOM, FCM and our MP's and MPP's.

Re	solution Result	Recorded Vote	EXTERNITY WILL	50
		MAYOR & COUNCIL	YES	NO
	CARRIED	Mary Bradbury		
	DEFEATED	Robert Campbell		
	TABLED	Dave Froats		
	RECORDED VOTE (SEE RIGHT)	Nikola Grubic		
	PECUNIARY INTEREST DECLARED	Michael Reider		
	WITHDRAWN / DEFERRED	Peggy Roque		

	· · · · · · · · · · · · · · · · · · ·	est and General Nature Thereof ~  niary interest and general nature thereof and	
		nd did not attempt to influence any Member.	
3.0 A	IAVOD MICHAEL DEIDED	OLEDIZ CANDV DEALINAIC	
MA	IAYOR – MICHAEL REIDER	CLERK – CANDY BEAUVAIS	
MA	IAYOR – MICHAEL REIDER	CLERK – CANDY BEAUVAIS	



### THE CORPORATION OF THE TOWN OF PARRY SOUND RESOLUTION IN COUNCIL.

NO. 2025 - 018

DIVISION LIST	YES NO	DATE: February 18, 2025
Councillor G. ASHFORD Councillor J. BELESKEY Councillor P. BORNEMAN Councillor B. KEITH Councillor D. McCANN Councillor C. McDONALD Mayor J. McGARVEY		MOVED BY:  SECONDED BY:
CARRIED: DEFEAT	ED:	Postponed to:
tariffs on imports from Canada e	ffective Mar	rump, issued executive orders to impose rch 12, 2025; and

both countries; and Whereas federal and provincial leaders are encouraging Canadians to buy Canadian; and Whereas municipalities have significant purchasing power through capital and

infrastructure programs; and Whereas according to data from the Association of Municipalities of Ontario, Ontario municipalities are expected to spend \$250 to \$290 billion on infrastructure in the next 10 years; and

Whereas municipalities have traditionally been prevented by trade agreements and legislation from giving preference to the purchase of Canadian products and services; and Whereas municipalities can assist in the effort to combat tariffs and support businesses in the procurement for capital and infrastructure programs;

Now therefore be it resolved that the Council of the Town of Parry Sound endorse the federal and provincial call to action to buy Canadian where and when possible; and That the federal and provincial governments work with municipalities on measures to protect Canadian consumers and businesses; and

That Council call on the federal and provincial government to remove any impediments to municipalities preferring to engage Canadian companies for capital projects and supplies when appropriate and feasible; and

That this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities and all Ontario municipalities.

Mayor Jamie McGarvey



#### THE CORPORATION OF THE CITY OF SARNIA

Office of the City Clerk

March 6, 2025

The Right Honourable Justin Trudeau, P.C., M.P. Prime Minister of Canada Office of the Prime Minister 80 Wellington Street Ottawa, ON K1A 0A2 Justin.trudeau@parl.ac.ca

Re: Carbon Tax

Dear Prime Minister.

At the meeting of Sarnia City Council held on March 3, 2025, the following resolution was adopted:

That given the advent of the US tariffs and the economic impact on Canadians it is even more critical at this time to petition our own Federal liberal government to put a stop the 20 percent increase to the carbon tax scheduled to be implemented April 1, 2025. The vast majority of Canadians do not support the carbon tax, and the timing could not be worse for the impact to our citizens: and

That the resolution be forwarded to the Prime Minister, his Cabinet, Leaders of Opposition, our MP, and All Ontario Municipalities.

Your consideration of this matter is respectfully requested.

Yours sincerely,

Amy Burkhart City Clerk

Cc: Cabinet Ministers

The Honourable Pierre Poilievre, M.P. The Honourable Marilyn Gladu, M.P.

All Ontario Municipalities

#### REPORT

Office of the Mayor

TO: Finance and Emergency Services Committee

FROM: Mayor Dave Barton DATE: February 3, 2025 REPORT: 04/25 FILE NO.:

SUBJECT: Implementation of "Buy Canadian" Policy

#### **BACKGROUND:**

The purpose of this report is to seek Committee's approval for the adoption of a "Buy Canadian" policy. This policy will prioritize Canadian suppliers and manufacturers for municipal procurement, encourage diversification of non-U.S. sources, and establish oversight mechanisms for any significant expenditures involving U.S. manufacturers. This initiative aligns with our commitment to supporting federal and provincial leaders, Canadian farmers, manufacturers, and the sovereignty of Canada. This policy shall work in tandem with the Township of Uxbridge's procurement policy.

#### **DISCUSSION:**

#### 1. Prioritization of Canadian Suppliers:

Staff will be directed to prioritize the purchase of goods and services from Canadian manufacturers and suppliers whenever possible. This policy aims to bolster the Canadian economy, support local businesses, and contribute to sustainable procurement practices.

#### 2. Non-U.S. Alternatives:

In situations where Canadian products or services are unavailable, staff will seek suppliers from countries other than the United States. This approach will diversify our supply chain, reduce dependency on U.S. manufacturers, and promote broader international trade relationships.

#### 3. Approval Requirements for U.S. Purchases:

To ensure transparency and fiscal responsibility, the following approval thresholds will apply to any purchases from U.S. manufacturers:

• **Expenses Over \$1,000**: Any purchase exceeding \$1,000 must be approved by the Chief Administrative Officer (CAO), in consultation with the mayor and council as appropriate.

#### 4. Support for Canadian Sovereignty:

This policy demonstrates our municipality's commitment to supporting federal and provincial leaders in their efforts to strengthen the Canadian economy. By prioritizing Canadian products, we are actively supporting:

- Canadian farmers and agricultural producers, ensuring the continued vitality of rural communities and food security.
- Local and national manufacturers, promoting job creation and innovation within Canada.
- The sovereignty of Canada, by reducing reliance on foreign suppliers and fostering economic independence.

#### ALIGNMENT TO STRATEGIC PRIORITIES:

- Good Governance: Ensuring fiscal responsibility and transparency in procurement practices.
- **Economic Development:** Supporting local businesses, farmers, and manufacturers while contributing to Canada's economic sovereignty.
- Sustainability: Encouraging environmentally responsible and locally sourced procurement decisions.

#### RECOMMENDATION:

THAT Report CAO-04/25 of Mayor Dave Barton be received for information;

AND THAT Committee direct staff to implement the "Buy Canadian" policy as outlined in this report;

AND THAT any purchases from U.S. manufacturers exceeding \$1,000 require CAO approval. AND THAT a copy of Report CAO-04/25 be forwarded to the Finance and Emergency Services Committee for consideration.

AND THAT this policy will be in place until such time as there is clear indication from the Province and Feds that trade relations have been normalized.

AND THAT this policy be forward to all municipalities in Ontario and request they implement similar policies.

AND THAT this policy be forwarded to AMO and ROMA.

AND THAT this policy be forwarded to the Premier of Ontario, MP O'Connell, Durham MPP's and appropriate Provincial ministers.

AND THAT we collaborate with North Durham Chamber of Commerce to implement the policy outlined above.

#### Respectfully Submitted by:

Mayor Dave Barton



#### The Corporation of The Township of The Archipelago Council Meeting

Agenda Number:

16.5.

Resolution Number 25-029

Title:

Response to Tariff Threats - Support Canadian Business and Consumers

Date:

Friday, February 21, 2025

Moved by:

Councillor Manners

Seconded by:

Councillor Barton

WHEREAS the Corporation of The Township of The Archipelago (The Archipelago) is a Canadian government entity; and

WHEREAS The Archipelago is committed to fiscal responsibility and prudent management of financial and organizational resources, information databases, and the protection of taxpayer information; and

WHEREAS The Archipelago developed 'guiding principles' for its broadband connectivity project that included 'Canadian solutions first, North American second' in the acquisition of technology and services; and

WHEREAS The Archipelago's projected capital program for 2025 is \$1.5 million; and

WHEREAS all Canadian municipalities have significant purchasing power through capital and infrastructure programs; and

WHEREAS United States President, Donald Trump, issued executive orders to impose tariffs on imports from Canada effective March 12, 2025; and

WHEREAS predatory tariffs by the US government affect all our residents, businesses, and institutions within The Archipelago, the Province of Ontario, and Canada; and

WHEREAS federal, provincial, and municipal leaders are encouraging Canadians to 'buy Canadian'; and

WHEREAS The Archipelago supports Team Canada efforts to stop US tariffs on Canadian goods and services.

#### NOW THEREFORE BE IT RESOLVED that The Archipelago adopts the following actions:

- 1. That staff ensure that all municipal data resides within Canada for security and sovereignty interests; and
- 2. That The Archipelago supports the federal and provincial call to action "Canadian business first" policy in its procurement of capital and infrastructure programs; and
- 3. That The Archipelago promotes the policy of "Buy Canadian" to encourage the purchase of Canadian goods and services and to support local business in The Archipelago and Parry Sound District; and
- 4. That all travel to the US for municipal advocation requires the adoption of a formal position on US tariffs by The Archipelago; and
- 5. That Staff prepare a Council tariff position and policy for Council approval.
- 6. That The Archipelago participate in the Parry Sound Chamber of Commerce survey of businesses on the impact of tariffs and support, where possible, actions that follow.

FURTHER BE IT RESOLVED that this resolution be forwarded to: Prime Minister Justin Trudeau, Premier Doug Ford, MP Scott Aitchison – Parry Sound Muskoka, MPP Graydon Smith – Parry Sound Muskoka, Mayors of Parry Sound District Municipalities, Chief Adam Pawis - Shawanaga First Nation, Chief Warren Tabobondung - Wasauksing First Nation, Chief M. Wayne McQuabbie - Henvey Inlet First Nation, Association of Municipalities of Ontario, all Ontario municipalities, Rural Ontario Municipal Association, The Federation of Northern Ontario Municipalities, the Federation of Canadian Municipalities, and community associations in The Archipelago.

Carried



**Township of Champlain** 

Resolution Regular Council Meeting

Agenda Number:

15.3.

**Resolution Number** 

2025-071

Title:

Canada Metal Processing Group - Announcement on steps to respond to U.S. tariff

threats on the steel sector

Date:

February 27, 2025

Moved By:

Paul Emile Duval

Seconded By:

Michel Lalonde

Whereas maintaining a healthy domestic steel manufacturing industry and its customer base, who transform steel into steel products, is critical to the economic stability of an independent and autonomous sovereign nation; and

Whereas Steel is a foundational industry to produce core products and infrastructure for essential industries e.g., defence, energy supply both fossil fuels and green energy, majority of industrial manufacturing e.g., automotive, transport, heavy equipment and essential for housing and infrastructure construction; and

Whereas the Heico Companies' Canada Metal Processing Group ("MPG Canada") operates three businesses (Ivaco Rolling Mills, Sivaco, and Infasco) over 6 manufacturing sites in Quebec and Ontario and employs approximately 1600 individuals. The organization operates a state-of-the-art electric arc furnace (EAF) steel plant and billet caster, a two-strand rod mill, a rod processing facility, two wire mills, a bolt manufacturing facility, a nut manufacturing facility and a steel fastener coating facility. MPG Canada strives to offer the best customer experience by delivering high-value and sustainably engineered steel products across North America; and Whereas, in the face of U.S. tariff threats, and as the Canadian Steel Producer Association (CSPA) members have been advocating, MPG Canada calls on the Canadian government to be prepared to react quickly to safeguard the long-term viability of Canadian steel product manufacturers, and the collective job security of its employees.

Be it resolved that the Township of Champlain supports The Canada Metal Processing Group ("MPG Canada") in its request to the Canadian Government to immediately:

- Prepare to implement matching retaliatory tariff measures without any consultation delay;
- · Provide support for workers and businesses during this economic crisis;
- Prevent the ever-increasing unfairly traded imports from other countries into Canada and protect the domestic industry by instituting broad Section 53 surtaxes, without any possible exemptions;
- Promote buying Canadian steel, with its much lower carbon intensity than imports; and
- Work in collaboration with the U.S. to create an aligned North American steel trade market for melted and poured North American steel.

Be it further resolved that this Resolution be circulated to:

The Right Hon. Justin Trudeau (Prime Minister of Canada),

- The Hon. Melanie Joly (Minister of Foreign Affairs, Canada),
- The Hon. Nate Erskine-Smith (Minister of Housing, Infrastructure and Communities, Canada),
- Premier of Ontario.
- · Ontario's Minister of Economic Development, Job Creation and Trade,
- Ontario's Minister of Municipal Affairs and Housing.
- · Federation of Canadian Municipalities (FCM),
- Association of Municipalities of Ontario (AMO).

- · Rural Ontario Municipal Association (ROMA),
- · Eastern Ontario Wardens' Caucus,
- The Hon. Francis Drouin, MP Glengarry-Prescott-Russell,
- · Member of Provincial Parliament, MPP Glengarry-Prescott-Russell,
- The Canadian Steel Producer Association,• MPG Canada,
- · The Association of Municipalities of Ontario, and
- · All of Ontario's municipalities

Carried

Certified True Copy of Resolution



Alison Collard, Clerk

#### Manitoulin East Municipal Airport Commission Inc.

#### **Commission Meeting Minutes**

Meeting of February 19, 2025

Present, B. Koehler, B. Wood, G. Williamson, D. Elliott, R. Maguire

M. Whatling

Meeting call to order by G. Williamson at 7:00 PM

#### Motion 2025 02-01

Resolved that the Commission approves the agenda for the meeting of February 9, 2025.

Moved by B. Koehler

Second by D. Elliott

Carried – Yes

#### Motion 2025 02-02

Resolved that the Commission approves the minutes of the meeting of December 9 , 2024. Moved by B. Wood Second by R. Maguire Carried – Yes

#### Declaration of pecuniary interest-

#### Motion 2025 02-03

Resolved that the Commission accept the managers' report for the months of December 2024 / January 2025

Moved by: D. Elliott Second by: B. Koehler

Carried - Yes

#### Motion 2025 02-04

Resolved that the Commission accept the treasurers report for January 2025.

Moved by: D. Elliott Second by: B. Wood

Carried - Yes

#### Motion 2025 02-05

Resolved that the Commission authorizes a wage increase for all staff and manager at Manitoulin East Municipal Airport in the amount of \$1 per hour retroactive to January 1st 2025

Moved by: R. Maguire Second by: B. Koehler

Carried - Yes

Motion 2025 02-06

Resolved that the Commission meeting of February 19, 2025 does now adjourn at 7:40 pm Next meeting – April 14 via Zoom.

Moved by: B. Koehler Second by: B. Wood

Carried - Yes

#### Manitoulin Centennial Manor Board of Management Meeting Jan 23, 2025 (unapproved)

#### **Present:**

Pat MacDonald, Mary Jane Lenihan, Art Hayden, Ian Anderson, Dawn Orr

By Phone

Don Cook (Administrator), Sandie Dubreuil (DOC)

Colleen Pittam (Extendicare)

By Phone: Mandeep Dhindsa, (Extendicare)

By Phone: Mike Erskine (Expositor)

With regrets, Brenda Reid

Meeting held in Manor boardroom.

#### Call to order

1.1 Meeting called to order at 10:10 by Pat MacDonald chair of the meeting.

#### 2.0 Approval of Agenda

Amend agenda to include elections for Chair and Vise Chair.

1.2 Motion to approve agenda as amended

Moved by Ian Anderson

Seconded by Dawn Orr

.... carried

#### 3.0 Approval of Minutes

3.1 Motion to approve Dec 2024 minutes.

Moved by lan Anderson

Seconded by MJ Lenihan

.... carried

#### 4.0 New Business

4.1 Elections

Chair:

Dawn Orr nominates Pat Macdonald for chair

Ian Anderson seconds the nomination

Pat MacDonald nominates Art MacDonald for chair

MJ Lenihan seconds nomination

Art Hayden declines the nomination

Pat MacDonald accepts the nomination

Unanimous vote Pat MacDonald is the Board Chair for 2025

Vise Chair:

Ian Anderson nominates Art Hayden for Vise Chair

Dawn Orr seconds the nomination.

Art Hayden accepts the nomination.

Unanimous vote Art Hayden is the board Vise Chair for 2025

#### 4.2 Insurance

The Manor insurance policy renews on February 15.

The new policy quote is \$62,735 compared to \$59,166 last year, with the broker still working on trying to reduce the quote.

The insurance was changed last year from Marsh Insurance to Northbridge as Marsh's quote for last year was over \$90,000

Motion to accept the quote to renew the insurance with

Moved by Ian Anderson

Seconded by MJ Lenihan

.... carried

#### 5.0 Business Arising from Minutes

None

#### 6.0 Fundraising Update

6.1 Tree of Lights Campaign

The Tree of Lights Campaign for 2024 was extended to Jan 17, 2025, due to the interruption from the postal strike.

The total raised for the campaign this year (Oct to Jan 17) is \$28,454, there also is \$14,019 in donations from earlier in the year for a total of \$42, 473 raised in 2024 towards the purchase of the new beds for the residents.

Another successful fundraising year, supported by a very generous community.

#### 7.0 Correspondence

7.1 Letter from Insurance lawyers regarding class action lawsuits against Ontario Nursing Homes.

Manitoulin Centennial Manor is excluded from the suit and the plaintiffs' lawyers petition to the court to require us to provide a large amount of data from Jan 2020 to May 2023 was denied.

#### 8.0 Administrator's Report -

8.1 Attached Report

Motion to accept

Moved by Ian Anderson

Seconded by Art Hayden

.... carried

#### 9.0 Extendicare Report

9.1 Financial Statement for Dec 2024

presented by Mandeep Dhindsa

With the significant reduction in agency spending, again in Dec 2024 finishes with an under spent to the budget of \$164,000

Motion to accept.

Moved by Dawn Orr

Seconded by MJ Lenihan

.... carried

#### 10.0 In Camera

Motion to go In Camera

Moved by Ian Anderson

Seconded by MJ Lenihan

..... carried

Decision on in camera discussions deferred to February meeting

Motion to come Out of Camera

Moved by MJ Lenihan

Seconded by Art Hayden

.... carried

In the Manor Board Room.

#### 12.0

Adjournment
Motion to adjourn. At 11:20 Moved by Ian Anderson



# UNAPPROVED MINUTES – SECOND MEETING BOARD OF HEALTH PUBLIC HEALTH SUDBURY & DISTRICTS BOARDROOM, SECOND FLOOR THURSDAY, FEBRUARY 20, 2025 – 1:30 p.m.

#### **BOARD MEMBERS PRESENT**

Ryan Anderson René Lapierre Mark Signoretti Robert Barclay Abdullah Masood Natalie Tessier

Michel Brabant Ken Noland Renée Carrier Michel Parent

#### **BOARD MEMBERS REGRET**

Guy Despatie Natalie Labbée

#### STAFF MEMBERS PRESENT

Kathy Dokis M. Mustafa Hirji Rachel Quesnel Stacey Gilbeau Sandra Laclé Renée St Onge

Emily Groot Stacey Laforest

M. SIGNORETTI PRESIDING

#### 1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

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

- City of Greater Sudbury Council motion dated January 21, 2025, re: appointment of Natalie Labbée to the Board of Health for Public Health Sudbury & Districts
- Thank you letter to René Lapierre from the Acting Medical Officer of Health and Chief Executive Officer dated February 13, 2025

The Board Chair announced that N. Labbée has been appointed by the City of Greater Sudbury to the Board of Health for Public Health Sudbury & Districts, replacing Pauline Fortin. N. Labbée extended her regrets for today's Board meeting.

Board of Health Unapproved Minutes – February 20, 2025 Page 2 of 10

Today is R. Lapierre's last Board of Health meeting. He was thanked for serving as the Board of Health Chair for Public Health Sudbury & Districts for 10 years and a letter of recognition is included in the agenda package.

#### 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) Recruitment and Retention

- Troy Haslehurst, Manager, Human Resources, Corporate Services Division
- Julia Demianiuk, Human Resources Officer, Corporate Services Division

Troy Haslehurst, Manager of Human Resources and Julia Demianiuk, Human Resources Officer were invited to co-present regarding recruitment and retention at Public Health Sudbury & Districts.

Similar to other organizations, Public Health Sudbury & Districts is facing market challenges including shortages and increased demand for talent. PHSD is experiencing skill gaps as baby boomers retire and exit the workforce. Greater competition in the labour market is impacting employee retention. Budget constraints and economic uncertainty, particularly for publicly funded organizations, compound recruitment challenges.

COVID-19 also had a substantial staffing impact on the agency's staffing with an increase in hiring and turnaround. The staffing complement surged in 2021 and 2022, before declining in 2023 when recovery work began to transition its COVID-related efforts to regular program work.

Challenges currently being faced include competing demands for health professionals, recruitment challenges due to difficulties in matching or exceeding total compensation packages such as relocation allowance. There has been an increase in employees moving on to job opportunities with other organizations or retiring earlier than expected. Staff leaves have increased requiring recruitment of temporary staff.

The multiple strategies being implemented or maintained to address the recruitment and retention challenges and to ensure PHSD is an employer of choice were summarized.

Questions and comments were entertained, and it was noted that these challenges are also being experienced in other public health units, including in the north. It was clarified that executive search firms have and continue to be used at times when agency recruitment

Board of Health Unapproved Minutes – February 20, 2025 Page 3 of 10

efforts are not producing desired candidates for specific roles. Trends are also monitored, including through exit interviews and cultural surveys.

It was clarified that PHSD collaborates and has strong connections with educational institutions and there is good work undertaken through the Chief Nursing Officer, Professional Practice Manager and robust professional development program as well as student placement programs.

In response to a question regarding trends with retirements such as whether unplanned retirements happen consistently, it was noted that an operational Policy and Procedure is being restored post-pandemic and reports will resume being shared regularly with senior management.

The presenters were thanked.

#### 5. CONSENT AGENDA

- i) Minutes of Previous Meeting
  - a. First Meeting January 16, 2025
- ii) Business Arising from Minutes
- iii) Report of Standing Committees
- iv) Report of the Medical Officer of Health/Chief Executive Officer
  - a. MOH/CEO Report, February 2025
- v) Correspondence
  - a. Calling for the Selection of Indigenous Municipal and Provincial Appointees to Board of Health for Public Health Sudbury & Districts (Related motion from Board of Health Public Sudbury & Districts Motion #31-24)
  - Letter from Middlesex-London Health Unit Board of Health Chair and Secretary to Mark Signoretti, dated January 31, 2025

#### vi) Items of Information

a. Letter from alPHa Chair to the Minister of Finance regarding 2024 Pre-Budget Submission: Public Health Programs and Services, dated January 20, 2025

M.M. Hirji noted that the Joint Board/Staff Accountability Working Group is responsible to review draft Accountability Monitoring reports including annual Accountability Monitoring Reports. One of the Board members on the Joint Board/Staff Accountability Working Group is R. Lapierre and with his resignation effective following today's Board of Health meeting, a Board of Health member replacement is being sought. Anyone interested is invited to email

Board of Health Unapproved Minutes – February 20, 2025 Page 4 of 10

the Board Chair or Board Secretary.

M.M. Hirji provided highlights from the virtual alPHa Winter Symposium and the Council of Ontario Medical Officers of Health (COMOH) section meeting he attended February 12 to 14, 2025. He shared an example of resulting collaboration in that a PHSD staff who presented at the Symposium has been contacted by another health unit with a request to share our work.

In advance of the provincial election, the PHSD awareness campaign highlights the importance of sustainably funding local public health efforts. M.M. Hirji added that continues to communicate the importance of public health in all appropriate forums and audiences and encouraged Board members to raise awareness about and speak of the value of Public Health.

In response to an inquiry, it was noted that a presentation on Artificial Intelligence will be made at a future Board of Health meeting once the project work has advanced. It was shared that the needle/syringe program is tracking stats and work is underway to have the data posted to phsd.ca for the public and to greater transparency. Additional information was provided regarding the increase in flu cases this year and risk of reassortment.

#### 11-25 APPROVAL OF CONSENT AGENDA

MOVED BY LAPIERRE— PARENT: THAT the Board of Health approve the consent agenda as distributed.

**CARRIED** 

#### 6. NEW BUSINESS

#### i) Accountability Monitoring Report

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 13, 2025
- 2024 Accountability Monitoring Report
- Public Health Sudbury & Districts Overview of Planning and Reporting

In November 2023, the Board of Health approved the 2024–2028 Strategic Plan for Public Health Sudbury & Districts and directed the Medical Officer of Health to operationalize the Plan, ensuring regular monitoring reports to the Board of Health. The Public Health Sudbury & Districts 2024–2028 Accountability Monitoring Plan, which was approved by the Board of Health in April 2024, outlines this monitoring process. The Monitoring Report is shared yearly with the Board of Health and with other stakeholders such as staff and community.

On February 4, 2025, the Joint Board of Health/Staff Accountability Working Group met to review the draft 2024 Accountability Monitoring Report and provided comments and

Board of Health Unapproved Minutes – February 20, 2025 Page 5 of 10

direction to finalize the report for submission to the Board of Health. As a member of the Working Group, R. Barclay summarized questions and clarification that were entertained at the Working Group meeting regarding the Accountability Monitoring Report that is included in today's agenda package for the Board of Health's information. R. Barclay was thanked for his engagement and staff thanked for the final report and accompanying briefing note.

#### ii) Part VIII - Ontario Building Code Fee Increases

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 13, 2025
- Revised Board of Health Manual G-I-50 By-law 01-98 and Schedule A

Public Health Sudbury & Districts is mandated under the *Ontario Building Code Act* (S.O. 1992 c. 23), to enforce the provisions of the Act and the Building Code pertaining to sewage systems. Under the authority of the *Ontario Building Code Act*, Public Health Sudbury & Districts collects fees for Part VIII (private sewage system permits) and services in order to recover all costs associated with administration and enforcement of the Act.

The current user fees have been in place and not increased since 2018. Since 2018, there has been substantial inflation in the broader economy which has similarly increased costs to deliver this program. Per budget discussions, the proposed fee increases are recommended to address these increasing program operation and delivery costs and bring Sudbury & Districts fees into line with those in other Northern Ontario health units.

In accordance with *Building Code* requirements, Public Health Sudbury & Districts has notified all contractors, municipalities, lawyers, and other affected individuals of the proposed fee increases and conducted a public meeting on January 29, 2025, to discuss the proposed changes. The notification process has now concluded with no concerns having been reported.

Questions were entertained and it was clarified that although the recommendation includes a comprehensive review of fees conducted once every five years for the Board's approval, there will be an annual adjustment in accordance with the rate of inflation. The Board has full authority to set fees and a recommendation to further adjust rates can be brought at any time while following the public consultation process that would include the Board's final approval.

M.M. Hirji reviewed proposed revisions to amend program user fees to continue to administer the Part VIII (Sewage System) *Ontario Building Code* program on a cost-recovery basis.

Board of Health Unapproved Minutes – February 20, 2025 Page 6 of 10

12-25 AMENDMENT TO THE FEE SCHEDULE FOR SERVICES UNDER PART VIII OF THE ONTARIO BUILDING CODE AND TO BOARD OF HEALTH MANUAL BY-LAW 01-98

MOVED BY BARCLAY - TESSIER: WHEREAS the Board of Health is mandated under the Ontario Building Code Act (S.O. 1992 c. 23), to enforce the provisions of this Act and the Building Code related to sewage systems; and

WHEREAS program related costs are funded through user fees on a cost-recovery basis; and

WHEREAS the proposed fees are necessary to address current program associated operational and delivery costs; and

WHEREAS in accordance with Building Code requirements, staff have held a public meeting and notified all contractors, municipalities, lawyers, and other affected individuals of the proposed fee increases, with no concerns having been reported;

THEREFORE BE IT RESOLVED THAT the Board of Health approve the amendments in Part VIII-Ontario Building Code fees as outlined within Schedule "A" to Board of Health By-law 01-98, and

FURTHER THAT the Board of Health direct staff to plan to adjust Part VIII – Ontario Building Code fees on an annual basis in accordance with the rate of inflation, with a comprehensive review of fees conducted once every five years, for Board of Health consideration.

CARRIED

#### iii) Ontario Building Code – By-Law 02-02

Revised Board of Health Manual G-I-60, By-law 02-02

M.M. Hirji noted that this proposed by-law revision is housekeeping in nature. We are required to name the person who is responsible for the Chief Building Official role and, due to a retirement, the by-law is being updated to reflect the employee in the role.

13-25 BOARD OF HEALTH MANUAL - AMENDMENT TO BY-LAW 02-02

MOVED BY NOLAND - BRABANT: WHEREAS changing personnel requires updates to this by-law,

BE IT RESOLVED THAT the Board of Health approve the proposed revision to By-Law 02-02.

**CARRIED** 

Board of Health Unapproved Minutes – February 20, 2025 Page 7 of 10

> Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 13, 2025

M.M. Hirji recapped the infrastructure modernization initiative at 1300 Paris Street building that the Board approved in 2020 to address aging infrastructure in a then 48-year-old building. The infrastructure modernization initiative addressed the second and third floors at 1300 Paris Street. Not within scope of the project were the district offices in Chapleau, Manitoulin Island, and Espanola, nor did the ground floor of 1300 Paris Street.

The modernization initiative in 2020 was extensive and the Board had authorized the transfer of up to \$11 million from its Reserve Funds to the operating budget as the budget for infrastructure modernization. The ultimate expenditure for infrastructure modernization was under budget at \$9.625 million, \$1.375 million less than the Board's authorized budget for this project, and remaining funds were maintained in the reserves for future needs.

The infrastructure in Espanola and Manitoulin District Offices, including paint and flooring, has aged and deteriorated and it is recommended that this work be completed. In addition, colour schemes, naming, and logos needs to be updated to reflect the organization's updated branding.

With experience gained in using the redesigned spaces at 1300 Paris Street, some collaborative spaces have not been successful and get limited use, while other spaces have been extremely well-used and have greater demand. With a better understanding of the needs of hybrid workplaces and the spaces needed to support that work, additional space modifications are recommended for 1300 Paris Street, particularly converting unused open collaborative spaces to smaller, closed offices and meeting rooms to match patterns of work. Reconfiguration of the Indigenous cultural space is also recommended to address limitations that has precluded its use for meetings as well as to provide ventilation for smudging.

The Board's support is sought to transfer up to \$879,000 from the Reserve Funds to the operating budget to offset expenses related to the supplementary infrastructure modernization projects. It was noted that Public Health Sudbury & Districts will submit a capital funding application to the provincial government for District office infrastructure improvements and if successful, we will use this funding to offset the costs.

Questions and comments were entertained, and M.M. Hirji provided an overview of the reserve funds noting that the Board of Health has established reserve funds and will ensure critical work on infrastructure does not impact municipal levies. It was also clarified with

Board of Health Unapproved Minutes – February 20, 2025 Page 8 of 10

the allocation of the recommended \$879,000 in this briefing note, the reserves would remain at 9 weeks of cash flow.

In response to a question about recent flood damage, it was clarified that funding has already been allocated to fix a pipe under the parking lot at 1300 Paris Street this spring. Broader renovations to L1 are not recommended at this point in time.

The district office renovations will be approx. \$150,000 and the main office renovations approx. \$729,000.

M.M. Hirji noted that there is a fulsome communication plan and staff will continue to be kept updated.

#### 14-25 INFRASTRUCTURE MODERNIZATION PROJECTS: RESERVE FUNDS

MOVED BY ANDERSON – MASOOD: THAT the Board of Health, per By-Law G-I-70, authorize the transfer of up to \$879k from the Reserve Funds to the operating budget to offset expenses related to the supplementary infrastructure modernization projects.

**CARRIED** 

#### v) Board of Health Manual

- Board of Health Manual By-law 04-88, G-I-30
- Board of Health Manual By-law 01-93, G-I-40

The proposed revisions were reviewed. G-I-30 reflects the recording and posting of delegations that took effect January 2025.

Proposed revisions to G-I-10 formally outlines the delegation of Board Chair approval for MOH/CEO all expenses, including credit card expenses.

## 15-25 BOARD OF HEALTH MANUAL – AMENDMENTS TO BY-LAW 04-88 AND BY-LAW 01-93

MOVED BY LAPIERRE – PARENT: THAT the Board of Health, having reviewed the revised by-law 04-88 and by-law 01-93, approve the contents therein for inclusion in the Board of Health manual.

CARRIED

#### vi) Unlearning & Undoing White Supremacy and Racism Project – Unlearning Club Launch

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 13, 2025
- Invitation to the March 21, 2025, Unlearning Club launch event

Board members were reminded that the Unlearning Club is a structured, 18-month learning journey that reflects the Board's commitment to transformative action. The Board has

Board of Health Unapproved Minutes – February 20, 2025 Page 9 of 10

committed to monthly self-guided learning and closed group discussions. The Unlearning Project includes three additional components that make up the total of the project structure including cultural competency training, foundational obligations to Indigenous Peoples Series and Thinking Intersectionally Series.

The Unlearning Club will officially launch on March 21, 2025. To mark the beginning of this important journey, the launch event will be held in ceremony at 1300 Paris Street in the Ramsey Room, led by Nokomis (Grandmother) Martina Osawamick, followed by a feast to mark the occasion together. All Board members are invited to attend the event. The launch event is an essential part of the overall learning experience for the staff as well as Board of Health members for Public Health Sudbury & Districts. Each Board of Health member is encouraged to attend the March 21 ceremonial launch of the project.

#### 7. ADDENDUM

None.

#### 8. ANNOUNCEMENTS

M. Signoretti was pleased to share that, in alignment with the Board of Health motion #41-21 Calling for the Selection of Indigenous Municipal and Provincial Appointees for Board of Health for Public Health Sudbury & Districts, on February 18, 2025, the City of Greater Sudbury Council agreed to appoint an Indigenous representative as one of the City of Greater Sudbury appointments on the Board of Health to fill a vacancy resulting from R. Lapierre's resignation. The City of Greater Sudbury will receive applications from Indigenous persons in the community and a representative will be appointed to the Board by the City's Nominations Committee.

M.M. Hirji announced that a meeting with indigenous partner communities will be held on Manitoulin Island and the meeting is being aligned with the June 12 Board of Health meeting date. The meeting with Indigenous partners will be held in the late morning and following lunch, the regular June Board of Health meeting will be held. Joint transportation is being explored. Board members are asked to hold June 12, 2025, in their calendars.

Board members are encouraged to complete the Board of Health meeting survey.

There is no regular Board meeting in March; therefore, the next regular Board of Health meeting will be held on Thursday, April 17, 2025, at 1:30 pm

Board members and senior managers are invited to stay for the celebration to thank R. Lapierre for his ten-year commitment as Board of Health Chair.

Board of Health Unapproved Minutes – February 2	!0,	2025
Page 10 of 10		

(Chair)

**ADJOURNMENT** 

16-25 ADJOURNMENT	
20-23 AD30 OKINIERT	
MOVED BY NOLAND -BRABANT: THAT we do now adjourn. Time: 2:49 p.m	1.
	CARRIED
(Chair) (Secretary)	

#### Alton Hobbs

From: Atif Durrani <Atif.Durrani@toronto.ca>

**Sent:** February 20, 2025 12:14 PM

To: Atif Durrani

Subject: City of Toronto - Request for Expression of Interest (REOI) - Residual Waste

Attachments: REOI - Residual Waste Services for the City of Toronto.pdf; REOI - Appendices B &

C.docx

#### Good Afternoon,

As you may already know, with the projected constraints on remaining and future available landfill options throughout Ontario, many municipalities are facing unprecedented challenges to secure long-term residual waste (i.e. garbage) disposal options.

The City of Toronto is committed to continuing to promote and encourage waste reduction and diversion in order to reduce the amount of waste requiring disposal. However, even if significant increased waste reduction and diversion targets can be achieved, such as the targets set by the Province under the *Resource Recovery and Circular Economy Act, 2016* and its related regulations and policies, there will be considerable amounts of residual waste that still must be managed.

Toronto City Council has approved a <u>Residual Waste Management Work Plan</u> which outlines strategic and long-term planning activities to manage residual waste, including the engagement of municipalities in Ontario to identify interest in partnering with the City to manage residual waste.

To help advance this work, I am pleased to share for your consideration a Request for Expression of Interest (REOI) to identify if your municipality is interested in engaging in a preliminary discussion as it relates to one or more of the following:

- Accepting municipally managed residual waste (i.e. garbage) from the City of Toronto;
- Selling an existing active landfill to the City of Toronto;
- Becoming a host for the City of Toronto to build a new landfill;
- Partnering with the City of Toronto to build a new landfill or expand an existing landfill.

At this stage the City of Toronto is only gathering information on potential interest from municipalities. If there is interest from your municipality, the attached document "REOI - Appendices B & C" includes a brief questionnaire for municipalities to complete and <u>return to the City of Toronto by June 30, 2025</u>. The City of Toronto will provide additional specifications and requirements as part of future discussions with those interested.

You can find additional information on the City of Toronto's Residual Waste Management Work Plan at the following website: Residual Waste Management and in the Council report: Long-Term Residual Waste Management Options for the City of Toronto.

Please contact me if you have additional questions on the REOI process or on the City of Toronto's Residual Waste Management Work Plan.

Thank you,

#### Atif Durrani

Project Director – Residual Waste, Business Transformation Policy, Planning and Outreach Solid Waste Management Services <u>City of Toronto</u> (437) 882-4627 atif.durrani@toronto.ca

Toronto

## THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK BY-LAW # 2025-05

## BEING A BY-LAW TO ESTABLISH A SOCIAL MEDIA POLICY FOR THE TOWNSHIP.

**WHEREAS** the appropriate authority is found in Section 11 of the Municipal Act, S.O., 2001, Ch. 25, as amended;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack deems it necessary to establish a Social Media Policy for the Township;

**NOW THEREFORE** the Council of the Corporation of the Township of Assiginack enacts as follows:

- 1. **THAT** the Social Media Policy in "Schedule A" herein attached to this by-law and forming an integral part of this By-law, be adopted.
- 2. **THAT** this by-law shall come into force and take effect upon third and final reading.

Read a FIRST and SECOND time this day of,	2025.
Read a THIRD and FINAL TIME and enacted in Open Council, t	his day of
Mayor: Brenda Reid	SEAL
Deputy-Clerk: Alton Hobbs	

## Social Media Policy

#### 1. Policy Statement

1.1 The Township of Assiginack is committed to continuous improvement to accomplish the mission as identified in our Strategic Plan. This document outlines the social media policy for the Township of Assiginack, emphasizing effective communication and service delivery through digital platforms.

The Corporation of the Township of Assiginack is a dedicated team who serves its community by delivering services and support in a consistent and professional manner.

- 1.2 Effective service delivery requires providing services in a fair, timely, respectful, and transparent fashion. This policy provides the framework for the use of social media for the Township of Assiginack. It establishes guidelines for the appropriate use and management of social media, ensuring the protection of the Township's reputation while fostering community engagement.
- 1.3 The Township supports the use of digital communications including, but not limited to, the Township's official website and social media accounts as methods of providing information to the public.

1.4 The Township's official accessible website, <a href="https://www.assiginack.ca">www.assiginack.ca</a> will remain the Township's primary means of digital communication. Corporate social media accounts will complement and enhance the Township's established web presence and all social media communications will redirect to the Township's website when more information is available.

#### 2. Purpose

- 2.1 The purpose of this policy is to set guidelines and standards to ensure the appropriate use and management of social media on behalf of the Township.
- 2.2 More specifically, the Purpose of this Policy is to:
- 2.2.1 Protect the Township's reputation and ensure consistency and professionalism with all Township communication through social media.
- 2.2.2 Establish protocols, criteria, and courses of action for:
- 2.2.2.1 Appropriate monitoring and administration of the Township's social media pages;
- 2.2.2.2 Determining/adopting new social media accounts for the Township;
- 2.2.2.3 Providing timely, effective, and accurate information and responses;
- 2.2.2.4 Establishing a mechanism to address controversial or sensitive matters relating to online content about the Township;

- 2.2.2.5 Warranting appropriate protection of privacy of the public who engage or interact with the Township via social media.
  - 2.2.3 Provide Township employees, Council, Committee members, volunteers, and the public with an understanding of the policies surrounding acceptable corporate and personal use of social media accounts as they relate to discussing the business of the Township.

#### 3. Scope

3.1 This policy applies to Township employees, Committee members, volunteers, and Council members who make public statements on Township social media sites and other social networks that discuss, share, or comment on the Township. This policy also applies to members of the public who use, comment, or post on Township social media sites and social networks. The policy applies to all social media accounts used by the Township of Assiginack.

#### 4. Responsibility

4.1 It is the responsibility of all Council members, employees, Committee members, and volunteers to ensure compliance with this policy. Issues concerning potential non-compliance with this policy will be directed at the attention of the Clerk or CAO to ensure compliance with this policy.

Direct staff roles and responsibilities are as defined in the Township of Assiginack's Virtual Communications Strategy.

#### 5. Definitions

- 5.1 "Township" means The Corporation of the Township of Assiginack.
  - 5.2 "Employee" means an employee of The Corporation of the Township of Assiginack.
  - 5.3 "Digital Communication" means information that is shared using the Internet or mobile communication network for any purpose (i.e.: information sharing, marketing, public engagement, etc.).
  - 5.4 "Social Media" means the various online, accessible communication accounts or technologies that enable individuals to join and/or participate in online communities for the purpose of publicly sharing information, ideas, messages, pictures, etc. These accounts can include Facebook, Twitter, YouTube, Instagram, TikTok, as well as blogs, mobile applications, websites, photo boards, discussion boards, or any other online location where commentary is publicly shared and attributed to the Township, an employee, or elected official.
  - 5.5 "Social Media Content" means content that is planned and developed by the Township's departments and posted or intended to be posted on the Township's social media pages. This refers to any posts, notices/media releases, documents, photographs/graphics, videos, links, or other information that is created, posted, distributed, or transmitted via social media.
  - 5.6 "Social Media Moderators" means Township staff who are designated to post, update, monitor, and review content on corporate social media pages, and who are also responsible for social media governance, strategy and implementation, and who work directly with all municipal departments and stakeholders to lead social media initiatives.

- 5.7 "Public Record" means anything which is created in the regular course of conducting Township business and which documents the business of the Township, regardless of format. Public records document decisions, policies, procedures, transactions, activities, commitments, obligations, ownership, entitlement, legal rights, etc. of the Township and are relied upon by the Township as proof of such to support Township business.
- 5.8 "Public Statement" A declaration made by a Township employee, official, or representative in any public forum, which relates to the Township, its employees, and/or its business. This includes statements made on personal social media accounts which the public can view, public online forums or discussions, social networking pages, and elsewhere in the public record.

#### 6. Guidelines

#### 6.1 **Site Content**

- Social media is used as a communication tool for the intent of enhancing communication with the public about programs and services
- 6.1.2 The Township invites the public to engage with posts while treating others with respect, including the Township.
  - 6.1.3 The Township understands that members of the public may express concerns, feelings, or opinions that may not align with municipal decisions. Community engagement, both positive and constructive, is welcome in discussions on the Township's corporate social media. The Township will not, however, tolerate inappropriate posts or comments.
  - 6.1.4 Each social media account used by the Township will contain a disclaimer that will reference this policy for guidelines of conduct.

6.1.5 The Township of Assiginack has zero tolerance for disrespectful or inappropriate behaviour on any of its media platforms.

#### 6.2 Site Administration

- 6.2.1Only Social Media Moderators shall post on the Township social media accounts.
- 6.2.2 Social Media Moderators serve as a centralized resource for the oversight of the Township's social media. They adhere to the following principles:
- 6.2.2.1 The Township's official corporate social media pages are monitored regularly by the Social Media Moderator(s) during business hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
- 6.2.2.2 Every effort is made to respond to constructive concerns and questions on the corporate social media pages. If a response is required, the goal is to address the comment within one (1) to two (2) business days; however, this time may be impacted by Township Staff availability to assist with the content of the response. A disclaimer advising of this time period will be added to the Townships Social Media Platforms; and
- 6.2.2.3 Account login credentials and passwords are confidential and will be stored in a secure location with the Social Media Moderator(s).
- 6.3 Use of Social Media by Council, Employees, Volunteers, and Committee Members
  - 6.3.1 To facilitate compliance with public records law, prevent false or misrepresented information, and to ensure that communications from the Township are

streamlined, Employees and Council that wish to use personal accounts for the promotion or marketing of Township events, property, or services must share the original post from the Township's corporate social media accounts. Employees, volunteers, committee members, and Council are all representatives of the Township and must uphold the standards of the Township branding when engaging in anything related to the Township, its services, operations, policies, and/or procedures. This includes engaging in online interaction on the Township's corporate social media pages or any online conversation that involves information about the Township on a public page. Employees, Council members, and committee members must adhere to their respective Codes of Conduct.

### 6.4 Municipal Staff Usage of Social Media

- 6.4.1 Employees are free to express themselves as private citizens on social media sites; however, their speech cannot impair or impede the performance of their duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the Township. No employee shall speak in a way to cause deliberate harm or disruption to the mission and functions of the Township.
- 6.4.2 Employees may identify themselves as a Township employee; however, online postings cannot reveal confidential information about the Township. Any questions about what is considered confidential should be directed to their supervisor, Social Media Moderator, or the Chief Administrative Officer (CAO).

## 6.5 Mayor and Council Usage of Social Media

• 6.5.1 In accordance with the Municipal Act, 2001, Section 224, Council's social media usage must take into account:

• 6.5.1.1 They represent the public and must consider the well-being and interests of the

Township, and develop and evaluate the policies and procedures;

- 6.5.1.2 They ensure the accountability and transparency of the operations of the Township.
- 6.5.2 If members of Council are responding to a public comment about a Township matter, they must identify themselves as a member of Township Council.
- 6.5.3 Social media and other types of online content sometimes garner media attention and/or legal questions. Any inquiries should be brought to the attention of the CAO. Council members are free to express themselves as private citizens on personal social media sites; however, their speech cannot impair or impede the performance of their duties, impair discipline and harmony among Council and Staff, or negatively affect the public perception of the Township. Violations will be reported to the office of the Ombudsmen.

## 7. Responding to Social Media Posts by the Public

7.1 Social Media Moderators regularly check the Township's social media accounts for comments and posts from the public. Schedule "A" attached to this policy outlines a comprehensive workflow for assessing and responding to social media posts based on their tone. The workflow, when followed ensures the Township of Assiginack maintains a professional presence on Social Media while engaging with the community.

- 7.2 Document the Interaction: Keep a record of the interaction for future references and ensure compliance with the Municipal Freedom of Information Protection of Privacy Act (MFIPPA.) Forward copies to the Clerk for keeping the records.
- 7.3 Review and Adjust: Regularly review the types of interactions occurring on social media to adjust strategies and improve engagement with the public.

# THE CORPORATION OF THE TOWNSHIP OF ASSIGNACK BY-LAW # 2025-06

## BEING A BY-LAW TO ADOPT A CUSTOMER FEEDBACK POLICY FOR THE TOWNSHIP

**WHEREAS** Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that Section 8 and Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to: a) enable municipalities to govern their affairs as they consider appropriate; and b) enhance their ability to respond to municipal issues;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack recognizes the importance of providing accessible, transparent, and fair procedures for the submission, investigation, and resolution of customer feedback from members of the public;

- 1. THAT By-law 2025-06 shall be called the "Customer Feedback Policy By-law;
- 2. Council adopts the Customer Feedback Policy as presented and attached hereto as Appendix "A" and forming part of this by-law;
- 3. THAT any other by-law of this nature is hereby appealed;
- 4. THAT this by-law shall be enacted and come into effect on its day of passing;

Read a FIRST and SECONE	time this	day of _		_, 2025
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Read a THIRD	and FINAL TIME	and enacted in Open	Council, this
day of	, 2025.		
Marrow Brand	o Paid	<del></del>	
Mayor: Brend	a Kelu		
			SEAL
Clerk: Stasia	Carr		

# THE CORPORATION OF THE TOWNSHIP OF ASSIGNACK BY-LAW # 2025-06

# BEING A BY-LAW TO ADOPT A CUSTOMER FEEDBACK POLICY FOR THE TOWNSHIP

**WHEREAS** Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that Section 8 and Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to: a) enable municipalities to govern their affairs as they consider appropriate; and b) enhance their ability to respond to municipal issues;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack recognizes the importance of providing accessible, transparent, and fair procedures for the submission, investigation, and resolution of customer feedback from members of the public;

- THAT By-law 2025-06 shall be called the "Customer Feedback Policy By-law;
- Council adopts the Customer Feedback Policy as presented and attached hereto as Appendix "A" and forming part of this by-law;
- 3. THAT any other by-law of this nature is hereby appealed;
- 4. THAT this by-law shall be enacted and come into effect on its day of passing;

Read a FIRST and SECOND time this	day of, 2025
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Read a THIRD and FINAL TIM	AE and enacted in Open Counc	11, 11115
day of, 2025.		
<b>3</b> — — ·		
Mayor: Brenda Reid		
		SEAL
Clerk: Stasia Carr		

# THE CORPORATION OF THE TOWNSHIP OF ASSIGNACK BY-LAW # 2025-06

## BEING A BY-LAW TO ADOPT A CUSTOMER FEEDBACK POLICY FOR THE TOWNSHIP

**WHEREAS** Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that Section 8 and Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to: a) enable municipalities to govern their affairs as they consider appropriate; and b) enhance their ability to respond to municipal issues;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack recognizes the importance of providing accessible, transparent, and fair procedures for the submission, investigation, and resolution of customer feedback from members of the public;

- THAT By-law 2025-06 shall be called the "Customer Feedback Policy By-law;
- 2. Council adopts the Customer Feedback Policy as presented and attached hereto as Appendix "A" and forming part of this by-law;
- 3. THAT any other by-law of this nature is hereby appealed;
- THAT this by-law shall be enacted and come into effect on its day of passing;

Read a FIRST and SEC	OND time this	_ day of	, 2025
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Read a THIRD and FINAL TIME and	d enacted in Open	Council, this
day of, 2025.		
<u> </u>		
Mayor: Brenda Reid		
		SEAL
Clerk: Stasia Carr		

### Appendix "A"

## Customer Feedback Policy for the Township of Assiginack

## Policy Rationale

The purpose of this policy is to establish a clear and efficient process for residents of the Township of Assiginack to submit feedback regarding municipal services, policies, or staff conduct. This policy aims to ensure that all feedback received is addressed fairly and promptly and in a consistent manner.

### Scope

This policy applies to all residents of the Township of Assiginack who wish to submit feedback regarding municipal matters. Members of the community are encouraged to seek an informal resolution as the fastest way of dealing with any issue that may arise. It is the responsibility of Municipal staff to attempt to resolve issues or concerns before they become an official and formal report as per "Schedule A" and identify opportunities to improve municipal services.

## Feedback Submission Process

## 1. Feedback Form:

• Residents are required to fill out a Customer Feedback Form (see Schedule A) to initiate the feedback process. This form is designed to capture essential details regarding the nature of the feedback requested.

## 2. Availability of Forms:

- The Customer Feedback Form is available on the Township's official website.
- Hard copies of the Customer Feedback Form can also be obtained at the municipal office during regular business hours.
- 3. Submission: Completed Customer Feedback Forms can be submitted in the following ways:
  - Online: Residents can submit the form electronically through the Township's website.

- In-Person: Residents can deliver their completed form to the municipal office.
- Mail: Residents may also send the completed form via postal mail to the municipal office.

## Acknowledgment of Feedback

Upon receipt of a Customer Feedback Form, the Township will acknowledge the submission within five (5) business days. This acknowledgment will include information on the next steps in the process. All feedback received will be forwarded to the Chief Administrative Officer to be delegated to the appropriate staff to address. The CAO will inform Council of any complaints received.

## Investigation and Resolution

## 1. Investigation:

 The Township will investigate the information received within a customer feedback form in a timely manner. The investigation may involve gathering information from relevant parties and reviewing applicable policies or procedures.

#### 2. Resolution:

• Once the investigation is complete, the Township will provide a written response to the customer outlining the findings and any actions taken, if applicable. A response is usually provided within ten (10) business days depending on the nature of the complaint. If it cannot be answered before this time, the customer will be notified with an explanation. A hard copy of each Customer Feedback Form will be kept within the municipal office in accordance with the Township's Records and Retention By-law.

## Confidentiality

All Feedback received from customers will be treated with confidentiality. The identity of the customer will be protected to the extent possible, and information will only be shared with those directly involved in the investigation and resolution process.

## Review and Appeal

If a customer is not satisfied with the resolution provided, they may request a review. A written request must be submitted to the Township within fourteen (14) days of receiving an initial response.

### **Ombudsman Contact**

If a customer is not satisfied with the Township's resolution, they may contact the Ontario Ombudsman for further assistance. The Ontario Ombudsman is an independent office of the Ontario Legislature that investigates concerns about Ontario provincial government services and certain municipal matters.

Ontario Ombudsman Contact Information:

Phone: 1-800-263-1830

Email: info@ombudsman.on.ca

Website: www.ombudsman.on.ca/home

## **Anonymous Feedback**

The Township does not respond to anonymous concerns. For feedback to be considered, the customer must provide

their contact information and other relevant details in the Customer Feedback Form.

## Policy Review

This Customer Feedback Policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary updates will be made to improve the process.

## Conclusion

The Township of Assiginack is committed to addressing the concerns of its residents in a fair and transparent manner. By implementing this Customer Feedback Policy, the Township aims to foster a positive relationship with the community and ensure that all voices are heard.

1.0 Complaint Form Subn	nitted By:
Your Name:	Your Signature:
Contact Numbers:	Cell:
	Home Telephone:
	Work Telephone:
Email Address:	
Mailing Address:	
3	
1.2 How do you see this s	situation being improved?
.3 Additional Information	n
Office use only:	
File Number:	Received by:
CAO Signature:	Delegated to:
Acknowledgement of the Rec	ceipt of Complaint
Date Sent:	By Staff:
Action Taken:	
Final Response to Complaint	
Date Sent:	By Staff:
CAO Initials:	Copies attached:

## THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK BY-LAW # 2025-05

## BEING A BY-LAW TO ESTABLISH A SOCIAL MEDIA POLICY FOR THE TOWNSHIP.

**WHEREAS** the appropriate authority is found in Section 11 of the Municipal Act, S.O., 2001, Ch. 25, as amended;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack deems it necessary to establish a Social Media Policy for the Township;

- 1. **THAT** the Social Media Policy in "Schedule A" herein attached to this by-law and forming an integral part of this By-law, be adopted.
- 2. **THAT** this by-law shall come into force and take effect upon third and final reading.

Read a FIRST and SECOND time this day of, 20	25.
Read a THIRD and FINAL TIME and enacted in Open Council, this, 2025.	day of
Mayor: Brenda Reid	
Deputy-Clerk: Alton Hobbs	SEAL

## Social Media Policy

### 1. Policy Statement

1.1 The Township of Assiginack is committed to continuous improvement to accomplish the mission as identified in our Strategic Plan. This document outlines the social media policy for the Township of Assiginack, emphasizing effective communication and service delivery through digital platforms.

The Corporation of the Township of Assiginack is a dedicated team who serves its community by delivering services and support in a consistent and professional manner.

- 1.2 Effective service delivery requires providing services in a fair, timely, respectful, and transparent fashion. This policy provides the framework for the use of social media for the Township of Assiginack. It establishes guidelines for the appropriate use and management of social media, ensuring the protection of the Township's reputation while fostering community engagement.
- 1.3 The Township supports the use of digital communications including, but not limited to, the Township's official website and social media accounts as methods of providing information to the public.

1.4 The Township's official accessible website, www.assiginack.ca will remain the Township's primary means of digital communication. Corporate social media accounts will complement and enhance the Township's established web presence and all social media communications will redirect to the Township's website when more information is available.

#### 2. Purpose

- 2.1 The purpose of this policy is to set guidelines and standards to ensure the appropriate use and management of social media on behalf of the Township.
- 2.2 More specifically, the Purpose of this Policy is to:
- 2.2.1 Protect the Township's reputation and ensure consistency and professionalism with all Township communication through social media.
- 2.2.2 Establish protocols, criteria, and courses of action for:
- 2.2.2.1 Appropriate monitoring and administration of the Township's social media pages;
- 2.2.2.2 Determining/adopting new social media accounts for the Township;
- 2.2.2.3 Providing timely, effective, and accurate information and responses;
- 2.2.2.4 Establishing a mechanism to address controversial or sensitive matters relating to online content about the Township;

- 2.2.2.5 Warranting appropriate protection of privacy of the public who engage or interact with the Township via social media.
  - 2.2.3 Provide Township employees, Council, Committee members, volunteers, and the public with an understanding of the policies surrounding acceptable corporate and personal use of social media accounts as they relate to discussing the business of the Township.

#### 3. Scope

3.1 This policy applies to Township employees, Committee members, volunteers, and Council members who make public statements on Township social media sites and other social networks that discuss, share, or comment on the Township. This policy also applies to members of the public who use, comment, or post on Township social media sites and social networks. The policy applies to all social media accounts used by the Township of Assiginack.

### 4. Responsibility

4.1 It is the responsibility of all Council members, employees, Committee members, and volunteers to ensure compliance with this policy. Issues concerning potential non-compliance with this policy will be directed at the attention of the Clerk or CAO to ensure compliance with this policy.

Direct staff roles and responsibilities are as defined in the Township of Assiginack's Virtual Communications Strategy.

#### 5. Definitions

- 5.1 "Township" means The Corporation of the Township of Assiginack.
  - 5.2 "Employee" means an employee of The Corporation of the Township of Assiginack.
  - 5.3 "Digital Communication" means information that is shared using the Internet or mobile communication network for any purpose (i.e.: information sharing, marketing, public engagement, etc.).
  - 5.4 "Social Media" means the various online, accessible communication accounts or technologies that enable individuals to join and/or participate in online communities for the purpose of publicly sharing information, ideas, messages, pictures, etc. These accounts can include Facebook, Twitter, YouTube, Instagram, TikTok, as well as blogs, mobile applications, websites, photo boards, discussion boards, or any other online location where commentary is publicly shared and attributed to the Township, an employee, or elected official.
  - 5.5 "Social Media Content" means content that is planned and developed by the Township's departments and posted or intended to be posted on the Township's social media pages. This refers to any posts, notices/media releases, documents, photographs/graphics, videos, links, or other information that is created, posted, distributed, or transmitted via social media.
  - 5.6 "Social Media Moderators" means Township staff who are designated to post, update, monitor, and review content on corporate social media pages, and who are also responsible for social media governance, strategy and implementation, and who work directly with all municipal departments and stakeholders to lead social media initiatives.

- 5.7 "Public Record" means anything which is created in the regular course of conducting Township business and which documents the business of the Township, regardless of format. Public records document decisions, policies, procedures, transactions, activities, commitments, obligations, ownership, entitlement, legal rights, etc. of the Township and are relied upon by the Township as proof of such to support Township business.
- 5.8 "Public Statement" A declaration made by a Township employee, official, or representative in any public forum, which relates to the Township, its employees, and/or its business. This includes statements made on personal social media accounts which the public can view, public online forums or discussions, social networking pages, and elsewhere in the public record.

#### 6. Guidelines

#### 6.1 **Site Content**

- Social media is used as a communication tool for the intent of enhancing communication with the public about programs and services.
- 6.1.2 The Township invites the public to engage with posts while treating others with respect, including the Township.
  - 6.1.3 The Township understands that members of the public may express concerns, feelings, or opinions that may not align with municipal decisions. Community engagement, both positive and constructive, is welcome in discussions on the Township's corporate social media. The Township will not, however, tolerate inappropriate posts or comments.
  - 6.1.4 Each social media account used by the Township will contain a disclaimer that will reference this policy for guidelines of conduct.

6.1.5 The Township of Assiginack has zero tolerance for disrespectful or inappropriate behaviour on any of its media platforms.

#### 6.2 Site Administration

- 6.2.10nly Social Media Moderators shall post on the Township social media accounts.
- 6.2.2 Social Media Moderators serve as a centralized resource for the oversight of the Township's social media. They adhere to the following principles:
- 6.2.2.1 The Township's official corporate social media pages are monitored regularly by the Social Media Moderator(s) during business hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
- 6.2.2.2 Every effort is made to respond to constructive concerns and questions on the corporate social media pages. If a response is required, the goal is to address the comment within one (1) to two (2) business days; however, this time may be impacted by Township Staff availability to assist with the content of the response. A disclaimer advising of this time period will be added to the Townships Social Media Platforms; and
- 6.2.2.3 Account login credentials and passwords are confidential and will be stored in a secure location with the Social Media Moderator(s).
- 6.3 Use of Social Media by Council, Employees, Volunteers, and Committee Members
  - 6.3.1 To facilitate compliance with public records law, prevent false or misrepresented information, and to ensure that communications from the Township are

streamlined, Employees and Council that wish to use personal accounts for the promotion or marketing of Township events, property, or services must share the original post from the Township's corporate social media accounts. Employees, volunteers, committee members, and Council are all representatives of the Township and must uphold the standards of the Township branding when engaging in anything related to the Township, its services, operations, policies, and/or procedures. This includes engaging in online interaction on the Township's corporate social media pages or any online conversation that involves information about the Township on a public page. Employees, Council members, and committee members must adhere to their respective Codes of Conduct.

### 6.4 Municipal Staff Usage of Social Media

- 6.4.1 Employees are free to express themselves as private citizens on social media sites; however, their speech cannot impair or impede the performance of their duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the Township. No employee shall speak in a way to cause deliberate harm or disruption to the mission and functions of the Township.
- 6.4.2 Employees may identify themselves as a Township employee; however, online postings cannot reveal confidential information about the Township. Any questions about what is considered confidential should be directed to their supervisor, Social Media Moderator, or the Chief Administrative Officer (CAO).

### 6.5 Mayor and Council Usage of Social Media

• 6.5.1 In accordance with the Municipal Act, 2001, Section 224, Council's social media usage must take into account:

• 6.5.1.1 They represent the public and must consider the well-being and interests of the

Township, and develop and evaluate the policies and procedures;

- 6.5.1.2 They ensure the accountability and transparency of the operations of the Township.
- 6.5.2 If members of Council are responding to a public comment about a Township matter, they must identify themselves as a member of Township Council.
- 6.5.3 Social media and other types of online content sometimes garner media attention and/or legal questions. Any inquiries should be brought to the attention of the CAO. Council members are free to express themselves as private citizens on personal social media sites; however, their speech cannot impair or impede the performance of their duties, impair discipline and harmony among Council and Staff, or negatively affect the public perception of the Township. Violations will be reported to the office of the Ombudsmen.

## 7. Responding to Social Media Posts by the Public

7.1 Social Media Moderators regularly check the Township's social media accounts for comments and posts from the public. Schedule "A" attached to this policy outlines a comprehensive workflow for assessing and responding to social media posts based on their tone. The workflow, when followed ensures the Township of Assiginack maintains a professional presence on Social Media while engaging with the community.

- 7.2 Document the Interaction: Keep a record of the interaction for future references and ensure compliance with the Municipal Freedom of Information Protection of Privacy Act (MFIPPA.) Forward copies to the Clerk for keeping the records.
- 7.3 Review and Adjust: Regularly review the types of interactions occurring on social media to adjust strategies and improve engagement with the public.

# THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK BY-LAW # 2025-07

## BEING A BY-LAW TO ADOPT A VIRTUAL COMMUNICATION POLICY FOR THE TOWNSHIP

**WHEREAS** Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that Section 8 and Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to: a) enable municipalities to govern their affairs as they consider appropriate; and b) enhance their ability to respond to municipal issues;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack recognizes the importance of providing accessible, transparent, and fair procedures for the submission, investigation, and resolution of customer feedback from members of the public;

- 1. THAT By-law 2025-07 shall be called the "Virtual Communications Policy" By-law;
- 2. Council adopts the Virtual Communications Policy as amended and attached hereto as Appendix "A" and forming part of this by-law;
- 3. THAT any other by-law of this nature is hereby appealed;
- 4. THAT this by-law shall be enacted and come into effect on its day of passing;

Read a FIRST and S	SECOND tin	ne this	day of	, 2025
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Read a THIRD and FINAL TIME and enacted in Open Council, this	
day of, 2025.	
Marrow Duando Doid	
Mayor: Brenda Reid	
	SEAL
Clerk: Stasia Carr	



#### VIRTUAL COMMUNICATION POLICY

#### 1. INTRODUCTION

The Township of Assiginack is committed to delivering the highest quality of municipal services, administration and excellence in governance and we strive to do so in a manner that is transparent, accountable and with a focus on effective communication and customer service.

The Township recognizes that online communication is constantly evolving and is rapidly changing the way that we discover, communicate, and share information. We also recognize the many benefits these tools may offer. Examples of some of the benefits that virtual communication tools have are:

- Increases our ability to share information in a timely manner to the public;
- Ability to promote and market our community and its programs, events, and activities to a broader audience; and
- Increased civic engagement through the provision of additional tools that allow the public to communicate with the Township and have reliable platforms where residents can access our information.

The Township of Assiginack supports the use of virtual communication as a tool to share information with the public while balancing the Township's need to ensure this use does not compromise public safety or the Township's image; is in accordance with the Township's core values; and that this form of communication does not violate any person's privacy or conflict with existing municipal policies, by-laws and/or other legislation as applicable.

#### 2. PURPOSE

The purpose of this policy is to establish protocols and guidelines on how we will ensure timely, consistent, and accessible online communication to and with our residents. This policy will also:

- Establish the methods in which the Township will communicate with the public and other audiences using online tools;
- Identify the roles and responsibilities of staff members who are responsible for the management of these communication tools on behalf of the Township;
- Provide guidelines, direction, and protocols for staff on the approved usage of these online communication tools regarding monitoring, administration, acceptable use, and privacy.

#### 3. DEFINITIONS

Virtual communication tools are the umbrella term used to describe the variety of digital or online ways to communicate with our community members and people. These methods may include websites, social media, emails, messaging, etc.

Social Media includes websites where people can post information, build community knowledge, and network and discuss issues or concerns. Some examples of these types of social media platforms include: Facebook, X (formerly Twitter), Instagram, LinkedIn, Snapchat, Tik Tok, Pinterest, YouTube, Chat rooms, Discussion groups, Blogs, or web-blogs, etc.

Clerk's Department shall mean the Clerk of the Township of Assiginack and/or their designate, the CAO/Deputy Clerk.

Clerk shall mean the Clerk of the Township of Assiginack.

Council shall mean the Council of the Corporation of the Township of Assiginack.

Department Head shall mean the staff member responsible for the management of a specific municipal department and who reports directly to the CAO.

EDO or Economic Development Officer shall mean the Economic Development Officer of the Township of Assiginack.

External events shall mean any events and/or activities outside of the Township of Assiginack.

Municipality shall mean the Township of Assiginack.

Offending User shall mean an individual and/or organization and/or group of individuals who do not comply with the Township's Virtual Communications Policy.

Recreation Director shall mean the Recreation Director of the Township of Assiginack.

*Township* shall mean the Corporation of the Township of Assiginack and/or the Township of Assiginack.

#### 4. APPLICATION

The Township of Assiginack will utilize the following methods of virtual communication to share information with the public and our community:

Municipal Website: The Township of Assiginack's website (www.assiginack.ca) is the
Township's primary and predominant internet presence for in depth information, bylaws and policies, forms, and online documents. All social media sites that the
Township utilizes will direct visitors back to our website and appropriate sections of
our website.

- **Social Media**: The Township will share information on our social media pages.

  Currently the Township of Assiginack has social media accounts and maintains social media pages for Facebook, Instagram, and X (formerly Twitter).
- *Email:* The Township maintains a general email address (info@assiginack.ca) that residents and the public may contact regarding their questions and concerns.

The following information will be permitted to be shared through the Township of Assiginack's virtual communication platforms:

- Information pertaining to the Township's municipal business and services provided;
- Marketing and promotion of the Township, its municipal amenities and facilities, events, and activities;
- Information pertaining to events held within Township facilities and spaces that are conducted by the municipality.
- Information pertaining to Public Health and Safety (such as road closures, inclement weather, Emergency Management, etc.)

The Township of Assiginack will not promote external events and activities using our virtual communication tools, unless otherwise directed by the Clerk's Department or as requested by Council Resolution.

#### 5. MANAGEMENT OF VIRTUAL COMMUNICATION BY STAFF

The Clerk's Department shall be the lead department for the Township's online communication strategy and presence. Login and passwords for all methods of virtual communication are confidential information and the Clerk will retain a copy of all login details and passwords.

The Clerk will delegate staff members the authority for the management and implementation of the communication tools identified within this policy. Each staff member is responsible for their own respective roles in terms of the implementation and management of this strategy, as identified within the table below in Section 6, under Staff Roles and Responsibilities.

Staff members who are assigned roles and will implement the Township's Virtual Communication Policy include:

- Recreation Director
- Economic Development Officer
- Clerk (alternate/back-up: CAO/Deputy-Clerk)

### 6. STAFF ROLES & RESPONSIBILITIES

Virtual Communication Strategy Area of Responsibility	Duties/Responsibilities	Staff Member Primarily Responsible
Website (www.assiginack.ca)	Maintaining, updating, and modifying the website's pages and content to ensure information is accurate, current, and up to date.	Economic Development Officer
	Maintaining and updating the website's photos.	Economic Development Officer
	Adding information and documents to the website (such as by-laws, policies, minutes, and agendas, etc.) as requested and on an ongoing basis.	Economic Development Officer
	Maintaining and updating the Events section of the website with the Township's programs, activities and events schedule and information on a regular and ongoing basis.	Recreation Director
	Maintaining and updating the online booking system for recreational programs that is connected to our website.	Recreation Director
Social Media	Creation of content and posts for the Township's current social media accounts (Facebook, Instagram, and X (formerly Twitter) and ensuring that they adhere to the guidelines found within this policy.  Ongoing monitoring of the	Recreation Director
	Township's social media accounts  Forwarding necessary comments and messages received through our social media accounts to the	

	appropriate department heads and staff.	
Email (info@assiginack.ca)	Receive, respond to or forward emails to appropriate department that are received through the info@assiginack.ca email address.	Clerk

#### 7. STAFF EXPECTATIONS AND PERSONAL RESPONSIBILITY

Use of an employee's Township email address, communicating in an official capacity or discussing Township business on personal or Township accounts, websites or networks shall constitute conducting Township business.

Employees are discouraged from discussing Township business through personal social media accounts, websites, or networks. All Township business whenever possible, should be conducted through the Township's corporate website, social media account(s) and emails.

When using virtual communication tools, Township staff will conduct themselves in a manner that conforms to the Townships' health and safety policies passed under the Occupational Health and Safety Act.

Staff should be cautious and aware of the following:

- Submissions are often permanent. Previous comments, even those thought deleted can be found through search engines.
- The laws of privacy, libel, copyright, human rights and Charter of Rights and Freedoms apply to virtual communication and online content.
- If making virtual communication submissions utilizing Township equipment or in any reference to a professional relationship with the Township of Assiginack, then staff are subject to the Township's policies, as well as all Provincial and Federal legislation.
- Staff are personally responsible for the content of their submissions.

#### 8. GENERAL GUIDELINES AND PROTOCOLS

The Corporation of the Township of Assiginack staff who are responsible for the management of our virtual communications make a genuine effort to provide timely, accurate information and the best customer service to our residents possible.

Township staff will not respond directly to comments, inquiries and/or complaints that are generated by the public as a result of content posted on the Township's social media sites. The Clerk and/or designate shall determine if an exception to this policy is required and shall make a response.

#### **Response to Public Inquiries and Comments**

Township staff will not respond directly to any comments and inquiries that are generated by the public as a result of content posted on social media sites. It is the Clerk's discretion if any exception to this policy is required and shall make the response.

#### **Response Time**

The Township's virtual communications are monitored during Township business hours Monday-Friday, 8:00 a.m. to 5:00 p.m. Staff will make every effort to respond to all virtual communication inquires in a timely manner and aim to provide a response within 1-2 business days. \*

\*Please note that this turnaround time may be impacted by staff availability and resources across the Township, and there will be instances when a response may take more time. In addition, there are some situations where inquiries/comments will be forwarded onto the appropriate municipal department head for a response, which may occur outside of this turnaround time.

#### **Unacceptable Content**

In accordance with the Occupational Health and Safety Act, and in protecting Township staff from harm and harassment in the workplace, the Township of Assiginack does not condone the following types of behavior, activity, or comments through our virtual communication tools:

- Abusive, profane, derogatory, slanderous, or offensive language or content;
- Information that may compromise the safety and security of the Township or municipal employees;
- Content that promotes, fosters, or perpetuates discrimination in any way;
- Sexual content or links to sexual content;
- Encouragement or promotion of illegal activities of any nature;
- Promotion, sale, or advertising that is not directly connected to the Township;
- Promotion of political candidates of any level of government (municipal, provincial and/or federal);
- Content that violates legal ownership interest of any party;
- A violation of the Ontario Human Rights Code;
- Or any content that is deemed to be inappropriate in the opinion of the Clerk's Department.

In the event that any communication received through the Township's various virtual communication tools is deemed to meet the criteria identified above, all staff will notify their Supervisor and the Clerk's department immediately.

Upon notification, the Clerk's Department will take the following actions:

#### 1. Municipal Website

- i.) Upon receiving inquiries that are deemed unacceptable as per the criteria above, through www.assiginack.ca staff shall report this to their immediate Supervisor and the Clerk.
- ii.) A record of the email will be obtained and kept on file within the Clerk's office.
- iii.) Staff will not provide a response to the offending user and will delete the email.

#### 2. Social Media

- i.) Township staff reserve the right to remove the comment or comments that are deemed to meet the criteria identified above upon discovery and without notice to the offending user.
- ii.) If the offender continues to make comments that are deemed to meet the criteria identified established above, the Township reserves the right to block the offending user.
- iii.)The Township of Assiginack reserves the right to ban specific users from the Township's social media pages whose activities do not comply with this Virtual Communication Policy.

#### 3. Email

In the event that the Township receives an email through the info@assiginack.ca general email address, staff will take the following actions:

- i.) Upon receiving inquiries through www.assiginack.ca that is deemed unacceptable as per the criteria identified above, staff shall report this to their immediate Supervisor and the Clerk.
- ii.) A record of the email will be obtained and kept on file within the Clerk's office.
- iii.) Staff will not provide a response to the offending user and will delete the email.

#### **BREACH OF POLICY**

A breach of this policy by an employee is a matter that may result in disciplinary action(s), up to and including termination, by the employee(s) respective Supervisor and/or the CAO.

#### DISCLAIMER

Information that is shared through the Township's virtual communication tools is provided solely as a guide to services offered and a source of communication for upcoming events and public notices. Every effort will be made to ensure that the content contained within our website and social media pages are relevant, current, timely and accurate, however due to circumstances beyond the control of the Township, information may change without notice.

The Corporation of the Township of Assiginack is not responsible for comments made by subscribers or members related to its virtual communication applications and reserves the right to remove any content that is deemed inappropriate for any reason and at any time. Third-party virtual communication tools such as social media and/or websites are private businesses with their own terms of service and privacy policies. The Township does not accept responsibility for the operation of third-party virtual communications and is unable to

guarantee the privacy of individuals who access content provided to such sites by the Township.

The Township does not make any representation concerning the accuracy and reliability of information contained within externally linked websites nor is the Township responsible for endorsing information on any linked website.

#### PRIVACY AND PROTECTION OF PERSONAL INFORMATION

Unless obligated by applicable law, by-law, legislation or to demonstrate negative behavior from an offending user, the Township of Assiginack does not capture or record the contact details of parties interacting with its social media or website. Any information identified and deemed confidential or private is treated in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.