



**TOWNSHIP OF ASSIGINACK**  
REGULAR MEETING OF COUNCIL  
IN CHAMBERS  
Tuesday, October 21, 2025 01:00 PM  
AGENDA

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**1. OPENING**

1.a Land Acknowledgement

1.b Adoption of Agenda

**2. Disclosure of Pecuniary Interest and General Nature Thereof**

**3. ANNOUNCEMENTS**

**4. ADOPTION OF MINUTES**

4.a Minutes of the Regular Council Meeting of September 16, 2025 and Committee of the Whole on October 7, 2025. Page 3

**5. DELEGATIONS**

**6. REPORTS**

6.a E-Billing Page 13

6.b Public Works Report Page 14

6.c Recreation Report

**7. ACTION REQUIRED ITEMS**

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| 7.a | Implementation of Mandatory Firefighter Certification Training | Page 26 |
| 7.b | Manitoulin Airport                                             | Page 27 |
| 7.c | Halton Region re: Public Safety Requirements                   | Page 31 |
| 7.d | Summer Students                                                |         |

## **8. INFORMATION ITEMS**

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| 8.a | DSB Quarterly Activity Reports | Page 35 |
| 8.b | Sudbury District Public Health | Page 46 |

## **9. BY-LAWS**

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| 9.a | Enter into an Agreement re: Unopened Road Allowance | Page 56 |
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## **10. CLOSED SESSION**

## **11. EXIT CLOSED SESSION**

## **12. ADJOURNMENT**



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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, September 16, 2025, at 07:00 PM.

### **Members Present:**

Mayor Reid  
Councillor Elliot  
Councillor Maguire  
Councillor Bowerman  
Councillor Hooper

### **Members Absent:**

### **Staff Present:**

CAO Alton Hobbs  
Clerk Stasia Carr  
Treasurer Deb MacDonald  
Perry Newman  
TJ Wilcox  
Freda Bond

### **Staff Absent:**

None

### **Public:**

None

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## **1. OPENING**

Resolution Number **80-09-2025**

**Moved By** Councillor Elliot

**Seconded By** Councillor Bowerman

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

**Carried**

1.a Land Acknowledgement

The land acknowledgement was read by Mayor Reid.

1.b Adoption of Agenda

Resolution Number **81-09-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Elliot

BE IT RESOLVED THAT we approve the agenda as presented.

**Carried**

1.c Disclosure of Pecuniary Interest and General Nature Thereof

Council was asked by Mayor Reid if they have any pecuniary interest to declare so now or at the time of the agenda item.

## **2. ANNOUNCEMENTS**

Assiginack Public School - Family picnic coming up. All are welcome to attend.

Congratulations to Agricultural Society on a successful Fall Fair. Keep in mind next year is their 150th anniversary.

Pickle Ball at the arena. Members are wanted to participate. Tuesdays, from 4 p.m. to 6 p.m.

The new loader is now in operation.

## **3. ADOPTION OF MINUTES**

3.a Minutes of the Regular Council Meeting of August 19, 2025

Resolution Number **82-09-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Bowerman

BE IT RESOLVED THAT we adopt the minutes of the Meeting of the Regular Council meeting of August 19, 2025.

**Carried**

#### **4. DELEGATIONS**

None

#### **5. REPORTS**

5.a Property Standards and Policy Evaluation

Resolution Number **83-09-2025**

**Moved By** Councillor Elliot

**Seconded By** Councillor Maguire

BE IT RESOLVED THAT COUNCIL approves the adoption of developing a separate property standards by-law, clean yards by-law, vacant derelict building by-law, and a Municipal Lot Maintenance Policy and have staff present drafts at a future Council meeting.

**Carried**

#### **6. ACTION REQUIRED ITEMS**

6.a Township of Woolwich re: Strong Mayor Legislation

Resolution Number **84-09-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Elliot

BE IT RESOLVED THAT the Council of the Township of Assiginack are in support of the Township of Woolwich regarding opposing strong mayor powers, and that the Province of Ontario strongly listen to the concerns addressed by AMO and AMCTO and study the impact strong mayor powers are having on public administration.

**Carried**

6.b Township of Brudenal, Lyndoch, and Raglan Legislated Mandatory Firefighting Training Certification

Resolution Number **85-09-2025**

**Moved By** Councillor Hooper

**Seconded By** Councillor Bowerman

WHEREAS similar concerns have been raised by Assignack Fire Chief, Dwayne Elliot;

THEREFORE BE IT RESOLVED THAT the Council of Assignack supports the Township of Brudenal, Lyndoch, and Raglan and formally requests for a review of mandatory firefighter certification requirements for volunteer fire departments;

FURTHER, this resolution be sent to the Solicitor General, Premier of Ontario, the Fire Marshal, AMO, MPP Bill Rosenberg, and all Ontario Municipalities.

**Defeated**

Councillor Elliot will bring forward a draft motion to the next Council meeting for consideration.

## **7. INFORMATION ITEMS**

### **7.a Terry Fox Foundation Correspondence**

Resolution Number **86-09-2025**

**Moved By** Councillor Elliot

**Seconded By** Councillor Maguire

BE IT RESOLVED THAT the Terry Fox Foundation correspondence is accepted as information.

**Carried**

## **8. BY-LAWS**

None

## **9. CLOSED SESSION**

Resolution Number **87-09-2025**

**Moved By** Councillor Bowerman

**Seconded By** Councillor Hooper

BE IT RESOLVED THAT in accordance with Section 239 of the Municipal Act, as amended, that Council proceeds to a Closed Session at 7:16 p.m. to address matters pertaining to:

### **a) By-law Officers Presentation**

- Shoreline Allowance Encroachments

- Unopen Road Allowance Request
- Building Permit Request (Lake Manitou Property)

b) Employee Negotiations

**Carried**

9.a By-Law Officers Presentation

9.b Employee Negotiations

## 11. EXIT CLOSED

Resolution Number **88-09-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Bowerman

BE IT RESOLVED THAT Council adjourns from Closed Session at 8:48 p.m., accept the minutes of the previous closed session, and resume our regular meeting.

**Carried**

Resolution Number **89-09-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Bowerman

BE IT RESOLVED THAT Council advises staff to follow the directions provided to them during closed session.

**Carried**

| Voting Member       | For | Against | Abstain | Conflict | Absent |
|---------------------|-----|---------|---------|----------|--------|
| Mayor Reid          | ✓   |         |         |          |        |
| Councillor Elliot   | ✓   |         |         |          |        |
| Councillor Maguire  | ✓   |         |         |          |        |
| Councillor Bowerman | ✓   |         |         |          |        |
| Councillor Hooper   | ✓   |         |         |          |        |
| Total               | 5   | 0       | 0       | 0        | 0      |

Resolution Number **90-09-2025**

**Moved By** Councillor Maguire

**Seconded By** Councillor Bowerman

BE IT RESOLVED THAT Council approve the funding proposal for the Fire Protection Grant and advise staff to submit the funding application.

**Carried**

## **11.ADJOURNMENT**

Resolution Number **91-09-2025**

**Moved By** Councillor Bowerman

**Seconded By** Councillor Elliot

BE IT RESOLVED THAT Council adjourns at 8:52 p.m. and reconvene at the next regular council meeting on DATE, or at the call of the chair.

**Carried**

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Brenda Reid, Mayor

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Stasia Carr, Clerk



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

The Committee of the Whole meeting of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, October 07, 2025, at 07:00 PM.

### **Members Present:**

Mayor Reid  
Councillor Elliot  
Councillor Maguire  
Councillor Bowerman  
Councillor Hooper

### **Members Absent:**

### **Staff Present:**

CAO Alton Hobbs  
Clerk Stasia Carr  
Treasurer Deb MacDonald  
Freda Bond  
Crystal Lentir  
T.J. Tilcox

### **Staff Absent:**

### **Public:**

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## **1. OPENING AND DECLARATIONS**

**Moved By** Councillor Bowerman

**Seconded By** Councillor Elliot

BE IT RESOLVED THAT the Meeting of Committee of the Whole of the Corporation of the Township of Assiginack be opened for business at 7:00 pm, with a quorum of members present and with Mayor Reid presiding in Chair.

**Carried**

1.a Land Acknowledgement

The land acknowledgement was read by Mayor Reid.

1.b Adoption of Agenda

**Moved By** Councillor Bowerman

**Seconded By** Councillor Maguire

BE IT RESOLVED THAT we approve the agenda as presented.

**Carried**

1.c Disclosure of Pecuniary Interest and General Nature Thereof

none

## 2. ADOPTION OF MINUTES

2.a Minutes of the Committee of the Whole Meeting of June 3, 2025

**Moved By** Councillor Maguire

**Seconded By** Councillor Bowerman

**Carried**

## 3. ADMINISTRATION/FINANCE/PLANNING

3.a Sale of Surplus Equipment

Staff provided and update on the opening of bids and awarding. A summary was circulated, received, and approved by the committee.

3.b Strategic Plan Update

Staff will recirculate the plan by email to receive comments from the committee. Comments will be discussed at the next Council meeting.

3.c Branding Report

Staff will recirculate the branding plan for comments from the committee. Comments will be discussed at the next Council meeting.

3.d Active Grants Review

Staff are waiting for a report to provide a response to Council.

HEWSF - A second application was to address the wild waterlines in the township. The committee want staff to follow up with why NEMI received

funding for development water expansion under this fund and report back.

New Horizons for Seniors Grant is to be approved by Council.

3.e Beach Stairs Alternatives

Mayor Reid urged the committee to provide a decision on what is to be done with the stairs. No decision to date has been made. A plan is required to include with budget deliberation. Discussion ensued. Public Works is to review and provide a report back with a recommendation.

3.f Landfill- Operation of Depot

Site operations including the agreement, changes from the provincial level causing losses to [potential revenue from recycling. The service provide can now make unilateral changes to the agreement. Staffing concerns regarding having only one person on site were also discussed and restricting accessibility. Staff were given direction to come back with some solutions on how to address these issues.

3.g Line Painting Update

Line painting is scheduled for next week. An education campaign will be launched for parking information. Signage in each location is not a feasible possibility. Winter parking begins November 1st.

#### 4. CLOSED SESSION

BE IT RESOLVED THAT in accordance with Section 239 (b) of the Municipal Act, as amended, that the Committee of the Whole proceeds to a Closed Session at 7:35 p.m. to address matters pertaining to:

4.a Identifiable Individual

#### 5. EXIT CLOSED SESSION

**Moved By** Councillor Maguire

**Seconded By** Councillor Hooper

BE IT RESOLVED THAT we adjourn from Closed Session at 8:00 p.m., accept the minutes of the previous closed session, and resume our Regular Meeting.

**Carried**

**Moved By** Councillor Maguire

**Seconded By** Councillor Hooper

BE IT RESOLVED THAT Council advise staff to follow the direction that was provided to them during closed session.

**Carried**

## **6. ADJOURNMENT**

**Moved By** Councillor Maguire

BE IT RESOLVED THAT the Committee of the Whole adjourns at 8:01 p.m. and reconvene at the next regular council meeting on DATE, or at the call of the chair.

**Carried**

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Brenda Reid, Mayor

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Stasia Carr, Clerk

# Memo

To: Mayor and Council  
Date: October 14, 2025  
Re: E-Billing Status Update

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During the 2025 budget deliberations, the implementation of e-billing was discussed as a potential cost-saving measure. Pricing was obtained for the eSend module which integrates with our current software. The 2025 estimated costs were as follows:

\$2,500 annual subscription (up to 5,000 transactions/year)  
\$2,700 - 1 Time services for setup and training.

Since the budget discussions, staff have further reviewed the feasibility of implementing e-billing at this time in light of upcoming software changes. Notice has been received that our current financial software will reach end of life on December 31, 2029, after which support will no longer be available.

Given that the municipality will be required to purchase a new software system in the coming years, staff are recommending that we defer implementation of e-billing until a new, fully integrated system can be acquired. This will prevent duplication of costs and staff time spent in implementation, as well as ensure compatibility within a new system.

It is not anticipated that there would be 100% uptake of e-billing, particularly in the early stages of implementation. As such, the potential postage savings would most likely not offset the immediate setup and subscription costs.

For your information – staff has tracked postage use and mailing volume for utility and tax billing purposes over the course of the year.

Tax Billing - \$2800 (approx.. 2000 pcs) annually  
Utility billing - \$2500 (approx.. 2040 pcs) annually

The remaining postage/courier budget relates to courier charges, postage meter lease fees and other mailings not related to taxes or utilities (e.g. registered mail for bylaw or building compliance matters, etc.)

Thank you for your consideration,

Deb MacDonald, Treasurer



## August Fuel Pump Report

| <u>Date</u>          | <u>Unit #</u>  | <u>Clear Ltrs</u> | <u>Dyed Ltrs</u>   | <u>Signed</u> |
|----------------------|----------------|-------------------|--------------------|---------------|
| Aug 05 2025          | Moggy Tractor  | 24                |                    | Jasen         |
| Aug 06 2025          | 09-13          | 130               |                    | Rheal         |
| Aug 06 2025          | 20-09          |                   | 305                | Jimmy         |
| Aug 06 2025          | Moggy Tractor  |                   | 30                 | Jasen         |
| Aug 06 2025          | 08-14          |                   | 53                 | Cole          |
| Aug 06 2025          | 25-17          | 17                |                    | Cole          |
| Aug 07 2025          | 20-09          |                   | 85                 | T.J           |
| Aug 07 2025          | Moggy Tractor  |                   | 33                 | Jasen         |
| Aug 08 2025          | Landfill Truck | 82                |                    | Cole          |
| Aug 09 2025          | 20-09          |                   | 128                | T.J           |
| Aug 11 2025          | 20-09          |                   | 65                 | T.J           |
| Aug 11 2025          | 09-13          |                   | 146                | Rheal         |
| Aug 11 2025          | 20-09          |                   | 145                | T.J           |
| Aug 12 2025          | 20-09          |                   | 148                | T.J           |
| Aug 13 2025          | Landfill Truck | 82                |                    | Cole          |
| Aug 13 2025          | 12-05          | 190               |                    | Cole          |
| Aug 14 2025          | 09-13          |                   | 120                | Rheal         |
| Aug 15 2025          | 25-17          | 150               |                    | Rheal         |
| Aug 18 2025          | 12-05          | 50                |                    | Cole          |
| Aug 19 2025          | 09-13          |                   | 113                | Rheal         |
| Aug 25 2025          | 09-13          |                   | 133                | Rheal         |
| Aug 26 2025          | 20-09          |                   | 150                | T.J           |
| Aug 27 2025          | 09-13          |                   | 184                | Rheal         |
| Aug 28 2025          | 20-09          |                   | 121                | Jasen         |
| <b><u>TOTALS</u></b> |                | <b><u>725</u></b> | <b><u>1959</u></b> |               |

# Equipment List

| <b><u>Vehicle / Machine</u></b>          | <b><u>UNIT #</u></b> | <b><u>Comments</u></b>         |
|------------------------------------------|----------------------|--------------------------------|
| Western Star Plow Truck                  | 16-02                | Waiting on 2 wing parts        |
| Auto Float Trailer                       | 08-03                |                                |
| Snow V-Plow for Pickup Truck             | 15-04                | Look into plow mount for 1 ton |
| GMC 1 Ton                                | 12-05                |                                |
| White Dodge 2500                         | 15-06                | OUT OF SERVICE                 |
| Tenco 1 Way Snow Plow                    | 94-07                |                                |
| Grey GMC 2500                            | 10-08                | Power steering minor leak      |
| Cat 150 Motor Grader                     | 20-09                | CAT completed 2000hr service   |
| Thompson Steamer                         | 19-10                |                                |
| Cub Cadet Zero Turn Mower                | 19-11                | Year end service is due        |
| Sweeper Attachment                       | 09-12                | Brushes need to be ordered     |
| Case 621 E XT Loader                     | 09-13                |                                |
| Case 590 Super M Backhoe                 | 08-14                |                                |
| 20 Ton JC Float Trailer                  | 96-15                |                                |
| Farm King BFS-210H Sickle Mower          | 20-16                | Parts ordered for blade bars   |
| International Plow Truck                 | 25-17                | Install Sander Screen Kit      |
| Cat 926 M Loader                         | 23-18                | Get CAT service profile set up |
| 10 / 16 AMI Snow Plow (Cat 926)          | 25-19                | Set up training with CAT       |
| Assiginack Fire Department Freightliner  | AFD # 1              | 3 month inspection due         |
| Assiginack Fire Department International | AFD # 2              | 3 month inspection due         |

## **Public Works and Infrastructure Report July 11 2025 to October 15, 2025**

### **Road Patrols and Road Network**

Routine patrols are keeping us on top of a great deal of issues that have come up and road maintenance issues as well as project areas for the future. We are continuing with 10-14 day intervals of inspections into the fall preparations for winter.

Many areas have been listed for heavy brushing efforts that need to be accomplished. Either we need to get out with chainsaws and other limbing saws or we go to a rental period with an excavator and a heavy brushing head. Currently we have been completing tasks with saws and is slow, but it is getting done.

Cold patching has been a bigger focus lately for our road network as well as prepping manhole covers, aprons, shoulders and potholes. Preparation for winter will help reduce the risk of plow or wing strikes that can and typically cause severe damage to hard top and asphalt surfaces.

New England Road and McLeans Road have been adjusted and built up enough to help with the snow clearing efforts and to protect the snow plow and snow wing from catching or hanging up on the change of road elevations in the intersection.

Culvert Changes have been underway and 95% complete. Culvert system in Long Swamp was completed this summer and was changed to a dual culvert system that will have 600mm cover over the culverts and we added the secondary flow culvert to help move water faster. More culverts are planned for the new year up the Bidwell Road. 1 culvert on the Bidwell between Scotch Line and Red Lodge Road will be changed in the next 2 weeks. Other culverts that needed to be changed are as follows

Gauthier Road had a single crossing where the 300mm culvert was collapsed and could not take water at all, we replaced it with another 300mm culvert and built the road back up to maintain 300mm of cover across the top of the culvert.

Sucker Lake Road had 1 area where 2 culverts were installed to help drain the spring run off. 1 location had a complete removal of a 300mm culvert that was completely filled with tree roots and debris. The second location was a new install to help move water. 1 - 300mm culvert was also installed in the area. The 300 mm culverts were used because the road structure above the flat rock could not handle any culvert larger.

Albert Street had a 600 mm culvert that had significant damage and started to break apart creating a hole in the road surface. Looking into the water flows and the storm drain that is within a meter of the culvert we replaced it with a 450mm culvert and that allowed us to capture the minimum required 300mm cover above the culvert.

Jaggard Road had 1 600mm set of culverts installed to maintain water flow during heavy rain and spring run off into the municipal drain system. Another 300 mm culvert was replaced after I tore the culvert out of the road with the motor grader due to insufficient cover and not knowing the culvert was in the road due grass and weeds in the roadside. I had contacted the culvert while completing heavy road surface maintenance. (2-5 inch depth grading for washboard) The culvert was contacted at 2.125 inches below the surface level which resulted in the Sharq P300 Cutting Edge slicing the culvert at 38 degrees circle rotation, 60 degrees of Moldboard pitch, 5 degrees of machine articulation and not releasing it in the transition zone.

Road shoulders have been pulled back up for the most part but due to the grass and weeds on some roads we have not been able to complete as much as I would like. The spring is the best

time to do this work and now that we have the correct blades for our machine (Sharq RAM-HD). We are expecting to have an excavator that will come from neighboring township that we do work closely with. They have offered a machine that they do not need at the current time. We will be working on getting high shoulders cut down in various locations. Scotch Line, Irish Line and McCauleys Road are examples where the build up in shoulders are way beyond what the motor grader can handle.

Asphalt has been completed within Manitowaning for this year and line painting followed. Arthur and Queen will start to see the Red Zones marked and painted. Red Zones are for the **No Parking** within the 9 meters of intersections and 3 meters of fire hydrants. I do understand that some locations will lose parking space, but in turn the safety of travelling public far outweighs the convenience to park on a corner reducing the visibility needed for safe travels of motorists and pedestrians.

Speeding has become an issue in our township and has been noted. I have been stopped numerous times and asked what can happen or what we can do to reduce this. We have contacted our liaisons regarding this and expect to hear back soon.

### **Infrastructure**

Generac systems have been installed at the arena, and the library and vehicle barriers are going to be put up as required.

Gazeboes have all been put up and are located at the Toboggan Hill, Ball Diamond, High Falls, and Queens Park.

The yard has been getting cleaned up and we have shipped a few loads off to the scrap yard. There is more and we will continue to get it out of the yard during our fall and winter preparations. The yard lighting has become an issue, and we are looking at better casting of light and more energy efficient lighting for both public works and emergency services.

A concern has been brought forward for the cenotaph. The concern is regarding a veteran who can not get in the gate and would like to get in the gate. We do need to look into more options for this, and I am open to options and ideas if you have them as this will not be a simple fix.

The walkway / trail and the stairs to the marina from the municipal office is far beyond what we can handle at the current time. I do feel that a consultation with concrete experts and maybe an engineer would help and give us better options. We do not have the capacity and the equipment that would be able to handle that kind of job. We could do a trail and eliminate the stairs, but I feel a retaining wall would have to be constructed in some areas where we could get access to wheelchair or walkers. I do believe that we should bring in an organization that could better advise with this area.

In the next week we will have to excavate for a waterline that has become an issue in Sunsite Estates. We have an action plan and will be coordinated between myself and OCWA. Communication with the property owners in the area we have planned to access the area via a landowner's property. Permission has been granted by the property owner, and we will confirm all the access points and plans prior to the excavation near the mainline and the service line to the home. Expected date of excavation is October 22, 2025 at 0900 hrs.

Crews have helped with getting the arena boards and glass back up.

The Shop has one of two heaters that are currently working in the public works side of the building, and I believe that we should look into a more fuel-efficient heating system than the older and most likely outdated hard to find parts radiant heaters we have now. We will get the other unit looked at this week while we have a zoom boom with us.

### **Marina and Boat Launch Areas**

The marina will have the docks taken out in the next week. We will leave 1 dock so that folks can still get boats into the water for daily fishing or other fun activities. I believe that this is a good thing for our community and by the end of October the marina docks will all be out for us to focus on winter operations.

Fuel tanks at the Marina will be measured and recorded and stabilizers put in the tank for the winter. I would recommend having the tanks filled to at least 70 % for the winter if they are not already that full.

Rodgers Creek boat launch, Black Rock boat launch, Holiday Haven boat launch docks will be fully taken out of the water and inspected, and any repairs will be noted and planned for the spring of 2026.

### **Landfill**

The landfill has been an ongoing concern and carries issues. We all know that the landfill is coming to capacity, and things are in need to change. Things have been requested, and both the CAO and I have had some conversations regarding this. We must get better lighting for our community while the days are getting shorter and the winters darkness comes earlier in the day. Our electrician is working on this with myself, and we are looking for more light casting and energy efficient solutions. Our Landfill security system needs to be updated, and we are looking at options for this. The critters in the area love to eat the wiring so our crews and I will work to get the wires into better protection moving forward. Our attendant has noted and asked that we get bins changed or new bins purchased because the current carrier has said that they will not haul them because of safety concerns. The CAO and I are looking into this.

There have been many changes in the landfill, and I mean for Contractors. I feel that for the most part it is going okay, and it had to be implemented. I do know that after being at the landfill on Saturdays, and whenever possible on Tuesdays, we do have to change things to keep our landfill open. I do feel that there are options for the landfill to help us in the future. As mentioned as a possible solution in the prior council meeting we could move to a clear bag system and allow 3 bags per household per landfill day. All very good options. The clear bags will help our operator keep recycling in the recycling and not filling our landfill. Limit of 3 bags per household is another good option to introduce. We do need to get a tag system for vehicles that are mandatory to have visible. This will without a doubt help all our operators who may be in attendance of the landfill stop non residents from dumping. I have seen some residence bring in up to **FOUR** tandem axle trailer loads of garbage on any given landfill day. That seems a little excessive to me and I feel that it is much more than a typical household waste. I have started to investigate this situation, and we will take the necessary actions moving forward. Our landfill attendant has requested that he be present to be able to speak about the site.

## **Equipment**

All our equipment is in good operating condition. We have started to get our snow plows and snow wings in place and on their appropriate piece of equipment for October 15<sup>th</sup> 2025 to meet ministry requirements and readiness for winter conditions.

Unit # 20-09 CAT 150 Motor Grader – Snow wing installed with HD-70 degree High Wear Block Shoe Cutting Edges and the snow plow is waiting on HD-55 degree High Wear Block Shoe Cutting Edges. The Mold Board is ready for snow and ice conditions with Sharq RAM HD, Sharq P300 and Sharq P300 HD Cutting Edges.

Toromont Cat has completed a 2000 Hour Service on the machine and everything is in good operating condition. They will be back to check the Auto Articulation and shim the mold board before winter operations

Unit # 16-02 Western Star Truck is ready with new cross auger chain, sprockets, spindle, tensioners and main sander box auger chain, sand screen kit has been installed. The front and rear wing tower slides also had to be replaced due to severe damage to the superstructures of the snow wing mounting sections. The quick attach plow is ready with new HD mushroom shoes. The snow wing has had new HD-70 degree High Wear Block Shoe Cutting Edges installed and is still waiting for the new trip hinge and one  $\frac{3}{4}$  inch HD pivot block for the hydraulic cylinder. The snow wing has had to be rebuilt due to lack of maintenance. Every part except the hydraulic cylinder, the mold board, lower wing arm, upper wing arm, and one wing pin was replaced.

Unit # 25-17 International Truck is ready with the wing attached and the quick attach plow ready. The sander box screen kit is ready to be installed after we finish our ditch and shoulder maintenance, and culvert installations.

Unit # 23-18 CAT 926M Loader is ready for snow clearing and sand loading operations with its quick attach bucket and quick attach 4 in 1 AMI 10-16 snow blade.

Unit # 94-07 Tenco 1 Way Snow Plow has been pulled out of the woods and refitted with a Viking Harness Quick Attach Pivot Mount and 2 new HD mushroom shoes. 3 sections of High Wear Black Cat 55 degree Cutting Edges were installed, and this plow will be used in case of a breakdown on either of the bi-directional plows or in severe ice conditions.

Unit # 12-05 GMC 1 Ton. We are looking to find a plow harness and sander box for this unit so the V plow can be used to aid in snow removal efforts.

Unit # 10-08 GMC 2500 pickup has a minor repair to the power steering line and that is planned to be fixed in the next couple weeks

Unit # 19-11 Cub Cadet Mower is due for year end service. Lube, filter and blades, washed and oiled for winter storage

Unit # 09-12 Sweeper will need new brushes order and installed before spring. We will start getting quotes for the steel and carbon fiber brushes

Unit # 20-16 Sickle Mower has been taken apart after the 2025 roadside cutting and will be prepped to have new blades installed. The current bars and blades were sharpened by our mechanic multiple times but they are now in a full replacement state. Some guards have been taken off and the crew has been able to weld a high wear plate in position to handle the wear process.

AFD # 1 Assiginack Freightliner Fire Truck will be inspected as part of the 3 month safety inspection and readiness maintenance plan set up for this unit.

AFD # 2 Assiginack International Fire Truck will be inspected as part of the 3 month safety inspection and readiness maintenance plan set up for this unit.

## **Projects and Tasks**

### **Active**

Brushing of streets is underway in many areas both in town and in rural areas.

No Parking Red Zones

Remembrance Banners will be installed.

Tire change on the Motor Grader.

Porta potty pickup from various locations.

Culverts are almost completed for the season. The remaining scheduled culvert is on the Bidwell between Scotch Line and Red Lodge Road.

Marina docks and area boat launch docks will be removed.

Heavy Brushing with an excavator and a mulching head with contact some areas where our crews would be days cutting with saws

Shouldering with an excavator will load out areas of concern for spring run off and the potential for snow removal equipment damage

The yard has been getting cleaned up with scrap hauled away.

Energy efficient lighting for Public Works / Fire Department Building and Landfill for safer operations.

Cold patching shoulders and potholes.

Equipment training has been on going and will continue for our newest operators. Toromont Cat will be coming for a day training with the new loader and the AMI Snow Blade.

## **Completed**

Landfill cover has been hauled into place for easier distribution over the winter.

Trailer Commercial Vehicle Safety Inspections completed

Surplus equipment sale

Road Gravel was completed, and the yard stockpile was replenished with both Crush and 2 inch I do believe that we came in approximately 995 cubic meters less than what was budgeted. (Total quantity was 4005.69 cubic meters)

Roadside grass cutting was completed twice this year

Summer Fest went off well, and we were able to offer support in preparation and clean up of the grounds, as well as some volunteer time.

57,548 litres of Calcium was applied to our road network for 2025

The remaining Gazebo was installed in Queens Park.

Reconstruction of a few roads that would cause snow wing damage due to excessive bank angle in corners and turns.

Storm cleanups from trees being downed, we have had approximately 55-65 trees down to date.

Rebuilding the snow equipment on the western star Unit # 16-02

Snow plow turn arounds were cleaned up and modifications were made in two locations.

Grass Cutting at the Lagoons have been completed.

Winter sand has been hauled in and stacked. The contract had closed on September 30<sup>th</sup> 2025 at noon and we had changed to another supplier who was able to get the sand into our facility within one day. Screeners had to be brought in to clean the sand that was dropped in the yard by the original tender holder who failed to meet contract deadlines, winter sand specifications, and contract agreements and requirements. We do have pictures available of what was in the sand from large rocks, clay, garbage, steel pipe or drill rod, clothing, and stones. Total sand in yard is 842.88 Cubic meters from Vareys, approximately 304 cubic meters from Corbiere, and approximately 150 cubic meters from past year stockpile. (1296.88 cubic meters)

Park washrooms have been closed and a portable washroom has been placed at McLeans park for the fall and winter trail users.

Snow Equipment is prepped and ready for 2025/2026 winter work

Asphalt completed on Queen, Michaels Bay, Arthur and Spragge

Road line painting on Queen, Arthur, Meredith, and Cardwell

Brushing to get fire hydrants exposed so emergency services can use them if needed

Plenty of washouts have been cleared up and fixed due to water run off. We have had to use gravel to establish the base and then use cold patch and pack to prevent any more washouts

Help closing of the Museum grounds and putting the outdoor items away

Installation of Generac systems with the contractors

Watering barrels have been getting picked up from various locations.

### **Other notes**

We are back to a full crew and being down a crew vehicle was not a real issue. I have been using my own vehicle since then and doesn't bother me but we need to discuss more in detail if I keep running around with it.

Our welder has some serious issues, and we have been looking to a replacement with the volume of welding that we can do know that we have 2 incredible welders on our team. They have been making do but with the current machine, but it has some serious issues and they have mentioned they feel it may burn the place down if it arcs out internally anymore. We are quoting options right now for your consideration and or approval in the future.

We have a need for a coverall system that is a building that can accommodate our winter sand and salt. The salt shed that we currently have is not in good shape or even in fair shape. I feel that the building is only a windstorm away from falling over. We have looked into these costs and pricing and are still waiting for a few more quotes from different suppliers.

Radio communication has been asked / talked about in the past and we are looking at some of the older stuff that has been found here in the shop and most has torn wires, battery corrosion or damaged antenna's etc. I have spoken to a few other municipalities, and they find it to be vital for communication during traffic control, emergency response, task preparation and coordination. I feel that we should look into this especially for safety aspects of our day-to-day duties being carried out within the township.

The crew have asked about further training with equipment and can be discussed more in detail later. As for now both of our new hires have requested or asked about the options in extended training for equipment and snow removal. I can teach them but only 1 at a time and I think it would benefit them if they could get into a real-world training course. Another option for when we get through this year.

## **Staff**

Jasen, Cole, Rheal have been a great team holding things together this summer with me after the departure of Jimmy. These boys have had to handle all aspects of our daily tasks and have done so to the best of their abilities.

Cole has been on more equipment in different tasks and is also progressing very well. Jasen has excelled far beyond my expectations on the motor grader and learning from his work. Rheal has always gone the extra mile when needed and is a valuable piece of knowledge with his experience. Performance reviews are and will be underway for this part of the crew

Jordan and Noah have been a great addition to the team and carry the same goal of getting things done effectively and efficiently. Both show exceptional attitudes and work ethic and are very talented in many different aspects of their careers here within public works. As both operators work they show a great deal of knowledge and professionalism and have the want and willingness to learn every detail of daily tasks. Jordan and Noah were both very nervous and extremely stressed in the start of the motor grader training sessions to date. They have since become more relaxed, much calmer and just need more time spent with the machine. Noah and Jordan both have exceptional qualities that are needed to become superior grader operators and we should see that outcome in the future.

## September Fuel Pump Report

| <u>Date</u>   | <u>Unit #</u> | <u>Clear Ltrs</u> | <u>Dyed Ltrs</u> |
|---------------|---------------|-------------------|------------------|
| Sept 2 2025   | 09-13         |                   | 126              |
| Sept 3 2025   | 12-05         | 150               |                  |
| Sept 3 2025   | 09-13         |                   | 110              |
| Sept 4 2025   | 08-14         |                   | 88               |
| Sept 7 2025   | 20-09         |                   | 230              |
| Sept 8 2025   | 25-17         | 171               |                  |
| Sept 8 2025   | AFD # 1       | 80                |                  |
| Sept 9 2025   | 20-09         |                   | 121              |
| Sept 9 2025   | 09-13         |                   | 110              |
| Sept 10 2025  | 20-09         |                   | 90               |
| Sept 11 2025  | 12-05         | 50                |                  |
| Sept 16 2025  | 20-09         |                   | 215              |
| Sept 17 2025  | 09-13         |                   | 123              |
| Sept 18 2025  | 25-17         | 181               |                  |
| Sept 24 2025  | 09-13         |                   | 115              |
| Sept 24 2025  | 12-05         | 145               |                  |
| Sept 26 2025  | 23-18         |                   | 168              |
| Sept 30 2025  | 09-13         |                   | 114              |
| <u>TOTALS</u> |               | <u>777</u>        | <u>1610</u>      |

## Signed

Rheal

Cole

Rheal

Cole

T.J

Rheal

Cole

T.J

Rheal

T.J

T.J

T.J

Rheal

Rheal

Rheal

Jasen

Jasen

Rheal

## Resolution Supporting the Implementation of Mandatory Firefighter Certification and Requesting Legislative Amendments

Whereas the Ontario government has enacted O. Reg 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

And whereas the Township of Assiginack recognizes the vital importance of maintaining a fire department that is adequately equipped, housed, and staffed with volunteer firefighters who are properly trained to respond to any emergency within our boundaries or neighboring communities;

Therefore, be it resolved that the Council of Assiginack supports the implementation of the Mandatory Firefighter Certification, understanding that there will be additional expenditures for training and related costs.

Furthermore, be it resolved that the Council respectfully requests that the legislation be amended to provide a two-year extension, from July 1, 2026, until July 1, 2028, for the certification requirements. The Council also requests that the current two-year period for full certification from the date of hire be removed to better accommodate the realities faced by volunteer firefighters.

FURTHER, this resolution be sent to the Solicitor General, the Premier of Ontario, the Fire Marshal, the Association of Municipalities of Ontario (AMO), MPP Bill Rosenberg, and all Ontario municipalities.

**2026**  
**MEMA DRAFT BUDGET**

|                                                 |                    | 2022               |             | 2023        |             | 2024        |             | 2025          |            | 2026          |
|-------------------------------------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|---------------|------------|---------------|
|                                                 |                    | BUDGET             | Actuals     | BUDGET      | Actuals     | BUDGET      | Actuals     | BUDGET        | Actuals    | BUDGET        |
|                                                 |                    | YTD / (08-31-2025) |             |             |             |             |             |               |            | PROPOSED      |
| Manitoulin East Municipal Airport Operations    |                    |                    |             |             |             |             |             |               |            |               |
| REVENUES                                        |                    |                    |             |             |             |             |             |               |            |               |
| General Operational Revenue                     |                    |                    |             |             |             |             |             |               |            |               |
| MEMA Municipal Funding Town of NEMI             | 96-90-610-475-4271 | \$63,554.50        | \$63,554.50 | \$65,034.00 | \$65,034.00 | \$67,000.00 | \$67,000.00 | \$69,000.00   | 69,000.00  | 71,000.00     |
| MEMA Municipal Funding Twp of Assiginack        | 96-90-610-475-4272 | 31,776.62          | 31,776.62   | 32,516.12   | 32,516.12   | 33,500.00   | 33,500.00   | 34,500.00     | 34,500.00  | 35,500.00     |
| MEMA Cambrian College Job Connect Funding       | 96-90-610-475-4273 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA HRDC Canada Student Funding                | 96-90-610-475-4276 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA Grants - FEDNOR                            | 96-90-610-475-4278 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA Grants - NOHFC                             | 96-90-610-475-4279 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA Interest charged                           | 96-90-610-475-4280 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA Donations & Advertising                    | 96-90-610-475-4287 | 200.00             | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA U.S. Exchange                              | 96-90-610-475-4303 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA Miscellaneous Revenue                      | 96-90-610-475-4304 | 200.00             | 328.22      | 0.00        | 3.09        | 0.00        | 2,102.53    |               | 1,478.15   |               |
| MEMA Proceeds of Sale of Assets                 | 96-90-610-475-4311 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA Interest                                   | 96-90-610-475-4315 | 1,400.00           | 7,482.54    | 1,500.00    | 13,845.56   | 1,500.00    | 11,694.58   | 1,500.00      | 4,594.08   | 1,500.00      |
| MEMA Aircraft Tie-Downs                         | 96-90-610-475-4345 | 1,000.00           | 310.50      | 500.00      | 93.00       | 400.00      | 292.84      | 400.00        | 425.50     | 400.00        |
| MEMA Landing Fees                               | 96-90-610-475-4346 | 2,000.00           | 4,615.00    | 2,000.00    | 2,560.00    | 2,000.00    | 2,555.80    | 2,000.00      | 3,340.00   | 2,200.00      |
| MEMA MNR Weather Station Fees                   | 96-90-610-475-4347 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| Total General Revenue                           |                    | 100,131.12         | 108,067.38  | 101,550.12  | 114,051.77  | 104,400.00  | 117,145.75  | 107,400.00    | 113,337.73 | \$ 110,600.00 |
| Fly-In                                          |                    |                    |             |             |             |             |             |               |            |               |
| MEMA Fly-In Revenue Other Funding               | 96-90-610-481-4283 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| Total Fly-In                                    |                    | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       | \$ -          |
| Courtesy Vehicle                                |                    |                    |             |             |             |             |             |               |            |               |
| MEMA Courtesy Vehicle Rental                    | 96-90-610-482-4336 | 100.00             | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| Total Courtesy Vehicle                          |                    | 100.00             | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       | \$ -          |
| Hangar Project                                  |                    |                    |             |             |             |             |             |               |            |               |
| MEMA HRDC Hangar Project Funding                | 96-90-610-490-4276 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               |            |               |
| MEMA Hanger Rental Revenue                      | 96-90-610-490-4336 | 35,000.00          | 42,010.17   | 35,000.00   | 40,586.07   | 35,000.00   | 50,455.46   | 37,000.00     | 36,611.58  | 36,000.00     |
| Total Hangar Project                            |                    | 35,000.00          | 42,010.17   | 35,000.00   | 40,586.07   | 35,000.00   | 50,455.46   | 37,000.00     | 36,611.58  | \$ 36,000.00  |
| Watermain Project                               |                    |                    |             |             |             |             |             |               |            |               |
| MEMA Watermain Cap Project - FEDNOR Fed Funding | 96-90-610-486-4278 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               |            |               |
| MEMA Watermain Cap Project - NOHFC Prov Funding | 96-90-610-486-4279 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       | 0.00          |
| Total Funding Watermain Project                 |                    | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | \$ -          | 0.00       | \$ -          |
| Fuel System Capital                             |                    |                    |             |             |             |             |             |               |            |               |
| MEMA Watermain Cap Project - FEDNOR Fed Funding | 96-90-610-491-4278 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| Total Funding Fuel System Capital               |                    | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | \$ -          | 0.00       | \$ -          |
| Transfer from Reserves- MEMA                    |                    |                    |             |             |             |             |             |               |            |               |
| MEMA Transfer from Reserves to Operations       | 96-90-610-475-4405 | 0.00               | (38,778.98) | 0.00        | 0.00        | 0.00        | (15,344.58) |               | 0.00       |               |
| Total Transfers from Reserves                   |                    | 0.00               | (38,778.98) | 0.00        | 0.00        | 0.00        | (15,344.58) | \$ -          | 0.00       | \$ -          |
| Sales                                           |                    |                    |             |             |             |             |             |               |            |               |
| MEMA SALES - Aviation Gas                       | 96-90-610-475-4601 | 25,000.00          | 50,845.26   | 30,000.00   | 55,605.36   | 35,000.00   | 56,828.12   | 35,000.00     | 31,051.31  | 45,000.00     |
| MEMA SALES - Jet Fuel                           | 96-90-610-475-4602 | 23,000.00          | 41,218.35   | 23,000.00   | 31,035.65   | 23,000.00   | 44,191.67   | 30,000.00     | 40,440.25  | 35,000.00     |
| MEMA SALES - Oil                                | 96-90-610-475-4603 | 150.00             | 55.50       | 50.00       | 53.00       | 50.00       | 121.50      | 50.00         | 54.50      | 50.00         |
| MEMA SALES - Miscellaneous                      | 96-90-610-475-4604 | 1,000.00           | 1,451.86    | 1,000.00    | 7,530.70    | 1,000.00    | 1,000.00    | 1,000.00      | 4,199.49   | 1,000.00      |
| MEMA COGS                                       |                    | 49,150.00          | 93,570.97   | 54,050.00   | 94,224.71   | 59,050.00   | 102,141.29  | 66,050.00     | 75,745.55  | \$ 81,050.00  |
| Purchases for Resale                            |                    |                    |             |             |             |             |             |               |            |               |
| MEMA PURCHASES - Aviation Gas                   | 96-90-610-475-5601 | 23,000.00          | 43,512.60   | 25,000.00   | 51,266.63   | 27,000.00   | 50,663.36   | 27,000.00     | 34,553.13  | 36,000.00     |
| MEMA PURCHASES - Jet Fuel                       | 96-90-610-475-5602 | 22,000.00          | 25,029.76   | 22,000.00   | 29,061.81   | 20,000.00   | 34,975.08   | 24,000.00     | 21,282.54  | 24,000.00     |
| MEMA PURCHASES - Oil                            | 96-90-610-475-5603 | 200.00             | 156.82      | 50.00       | 71.88       | 50.00       | 17.72       | 0.00          | 0.00       | 0.00          |
| MEMA PURCHASES - Miscellaneous Sales Items      | 96-90-610-475-5604 | 200.00             | 0.00        | 200.00      | 0.00        | 200.00      | 0.00        | 200.00        | 0.00       |               |
| Total Purchases for Resale                      |                    | 45,400.00          | 68,699.18   | 47,250.00   | 80,400.32   | 47,250.00   | 85,656.16   | 51,200.00     | 55,835.67  | \$ 60,000.00  |
| GROSS PROFIT ON SALES                           |                    | 3,750.00           | 24,871.79   | 6,800.00    | 13,824.39   | 11,800.00   | 16,485.13   | \$ 14,850.00  | 19,909.88  | \$ 21,050.00  |
| TOTAL REVENUES- MEMA Operations                 |                    | 138,981.12         | 136,170.36  | 143,350.12  | 168,462.23  | 151,200.00  | 168,741.76  | \$ 159,250.00 | 169,859.19 | \$ 167,650.00 |
| EXPENDITURES                                    |                    |                    |             |             |             |             |             |               |            |               |
| General Operational Expenses                    |                    |                    |             |             |             |             |             |               |            |               |
| MEMA DEPRECIATION EXPENSE                       | 96-90-610-001-6370 | 0.00               | 42,278.32   | 0.00        | 71,642.43   | 0.00        | 72,331.16   |               |            |               |
| MEMA Wages                                      | 96-90-610-475-6110 | 60,000.00          | 61,299.82   | 60,000.00   | 68,581.16   | 63,000.00   | 58,096.34   | 65,000.00     | 42,058.84  | 69,000.00     |
| MEMA MERC                                       | 96-90-610-475-6161 | 3,600.00           | 5,524.73    | 3,600.00    | 6,245.79    | 4,800.00    | 4,564.99    | 4,800.00      | 3,286.31   | 5,000.00      |
| MEMA OPERATIONS - GROUP LIFE                    | 96-90-610-475-6165 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA OPERATIONS - RRSP                          | 96-90-610-475-6166 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA OPERATIONS - OMERS                         | 96-90-610-475-6168 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA CAPITAL GAIN/LOSS                          | 96-90-610-475-6250 | 0.00               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |               | 0.00       |               |
| MEMA Advertising                                | 96-90-610-475-6303 | 300.00             | 0.00        | 500.00      | 0.00        | 500.00      | 0.00        | 500.00        | 0.00       | 1,000.00      |
| MEMA Admin Fee - NEMI                           | 96-90-610-475-6310 | 1,700.00           | 1,260.00    | 1,700.00    | 0.00        | 1,700.00    | 1,260.00    | 1,700.00      | 0.00       | 1,700.00      |
| MEMA Audit                                      | 96-90-610-475-6315 | 1,500.00           | 2,365.00    | 1,700.00    | 2,500.00    | 2,500.00    | 4,052.80    | 2,500.00      | 0.00       | 2,500.00      |
| MEMA Bank / Credit Card Charges                 | 96-90-610-475-6318 | 2,500.00           | 4,794.92    | 2,700.00    | 4,680.16    | 3,200.00    | 4,930.59    | 3,800.00      | 3,179.85   | 4,000.00      |
| MEMA Opn's Bad Debts Written Off                | 96-90-610-475-6320 | 100.00             | 0.00        | 100.00      | 0.00        | 100.00      | 0.00        | 100.00        | 0.00       |               |
| MEMA Cash Short & Over                          | 96-90-610-475-6333 | 0.00               | (385.06)    | 0.00        | (13.18)     | 0.00        | 12.07       |               | 0.01       |               |

**2026**  
**MEMA DRAFT BUDGET**

|                                                      |                    | 2022             |                   | 2023             |                   | 2024               |                   | 2025                |                  | 2026      |                   |
|------------------------------------------------------|--------------------|------------------|-------------------|------------------|-------------------|--------------------|-------------------|---------------------|------------------|-----------|-------------------|
|                                                      |                    | BUDGET           | Actuals           | BUDGET           | Actuals           | BUDGET             | Actuals           | BUDGET              | Actuals          | BUDGET    | PROPOSED          |
|                                                      |                    |                  |                   |                  |                   |                    |                   |                     | YTD (08-31-2025) |           |                   |
| MEMA Operations - Dead Pennies                       | 96-90-610-475-6334 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Telephone                                       | 96-90-610-475-6407 | 2,000.00         | 2,470.31          | 2,000.00         | 2,494.97          | 2,500.00           | 2,580.53          | 2,500.00            | 1,760.87         |           | 2,800.00          |
| MEMA Insurance                                       | 96-90-610-475-6411 | 13,000.00        | 10,582.64         | 13,000.00        | 12,409.39         | 14,000.00          | 14,362.38         | 15,000.00           | 14,205.72        |           | 16,000.00         |
| MEMA Interest & Service Charges                      | 96-90-610-475-6413 | 200.00           | 0.00              | 200.00           | 0.00              | 200.00             | 0.00              | 200.00              | 0.00             |           |                   |
| MEMA Legal & Consulting Fees                         | 96-90-610-475-6423 | 1,500.00         | 0.00              | 1,500.00         | 0.00              | 1,000.00           | 7,052.50          | 1,000.00            | 0.00             |           |                   |
| MEMA Licences and Fees                               | 96-90-610-475-6426 | 200.00           | 88.20             | 200.00           | 94.20             | 200.00             | 143.37            | 200.00              | 55.97            |           | 200.00            |
| MEMA Operations Conferences                          | 96-90-610-475-6432 | 250.00           | 0.00              | 250.00           | 0.00              | 250.00             | 0.00              | 250.00              | 0.00             |           |                   |
| MEMA Memberships & Subscriptions                     | 96-90-610-475-6435 | 600.00           | 0.00              | 600.00           | 2,125.00          | 500.00             | 5,100.00          | 5,100.00            | 3,475.00         |           | 4,500.00          |
| MEMA Miscellaneous Supplies                          | 96-90-610-475-6441 | 500.00           | 451.74            | 500.00           | 189.94            | 500.00             | 0.54              | 600.00              | 0.00             |           | 1,000.00          |
| MEMA NDB/DME Service & Mtce                          | 96-90-610-475-6446 | 0.00             | 1,000.00          | 0.00             | 1,000.00          | 1,200.00           | 1,000.00          | 1,200.00            | 1,000.00         |           | 1,200.00          |
| MEMA Office Supplies                                 | 96-90-610-475-6450 | 500.00           | 202.82            | 500.00           | 454.70            | 500.00             | 800.94            | 750.00              | 410.92           |           | 850.00            |
| MEMA Postage & Courier                               | 96-90-610-475-6459 | 200.00           | 63.78             | 200.00           | 0.00              | 200.00             | 0.00              | 200.00              | 91.95            |           | 200.00            |
| MEMA Safety Allowance                                | 96-90-610-475-6481 | 0.00             | 0.00              | 0.00             | 0.00              | 1,000.00           | 750.00            | 1,000.00            | 750.00           |           | 1,000.00          |
| MEMA Operations Training                             | 96-90-610-475-6489 | 500.00           | 0.00              | 500.00           | 0.00              | 1,000.00           | 717.78            | 1,000.00            | 0.00             |           |                   |
| MEMA Travel                                          | 96-90-610-475-6516 | 1,500.00         | 403.78            | 1,500.00         | 896.64            | 1,000.00           | 1,373.66          | 1,000.00            | 732.84           |           | 1,500.00          |
| MEMA Diesel                                          | 96-90-610-479-6360 | 0.00             | 0.00              | 0.00             | 1,528.12          | 3,000.00           | 0.00              | 3,000.00            | 2,586.61         |           | 3,500.00          |
| <b>Total Operational Expenses</b>                    |                    | <b>90,650.00</b> | <b>132,401.00</b> | <b>91,250.00</b> | <b>174,829.32</b> | <b>102,850.00</b>  | <b>179,129.65</b> | <b>111,400.00</b>   | <b>73,594.89</b> | <b>\$</b> | <b>115,950.00</b> |
| BUILDING & GROUNDS MAINTENANCE                       |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Building Maintenance Wages                      | 96-90-610-476-6110 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     |                  |           |                   |
| MEMA Diesel                                          | 96-90-610-476-6360 | 1,000.00         | 3,168.82          | 1,800.00         | 2,649.11          | 0.00               | 0.00              |                     |                  |           |                   |
| MEMA Grounds Maintenance Gas                         | 96-90-610-476-6390 | 0.00             | 259.07            | 0.00             | 119.97            | 250.00             | 18.14             | 250.00              | 0.00             |           | 100.00            |
| MEMA Building Maintenance Utilities                  | 96-90-610-476-6405 | 12,000.00        | 9,463.39          | 12,000.00        | 11,263.72         | 12,000.00          | 8,436.08          | 12,000.00           | 7,203.43         |           | 13,000.00         |
| MEMA Building Maintenance Water Lab Testing          | 96-90-610-476-6418 | 300.00           | 507.38            | 300.00           | 1,323.37          | 1,200.00           | 1,296.00          | 1,300.00            | 648.00           |           | 1,400.00          |
| MEMA Building Maintenance Material & Supplies        | 96-90-610-476-6429 | 5,000.00         | 971.89            | 5,000.00         | 4,137.90          | 5,000.00           | 3,481.32          | 5,000.00            | 3,373.75         |           | 5,500.00          |
| MEMA Building Maintenance Propane                    | 96-90-610-476-6465 | 1,200.00         | 1,861.86          | 2,000.00         | 1,929.36          | 2,000.00           | 3,463.29          | 2,000.00            | 2,308.20         |           | 3,000.00          |
| MEMA Building Maintenance Taxes                      | 96-90-610-476-6468 | 5,081.00         | 1,166.11          | 5,000.00         | 1,166.11          | 5,000.00           | 1,166.11          | 5,000.00            | 8,150.30         |           | 9,000.00          |
| MEMA Grounds MainteNance Materials                   | 96-90-610-476-6475 | 1,400.00         | 0.00              | 1,400.00         | 677.36            | 1,400.00           | 5,221.63          | 1,200.00            | 786.73           |           | 2,000.00          |
| MEMA Building Maintenance Travel                     | 96-90-610-476-6516 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              | 0.00                | 0.00             |           |                   |
| <b>Total Building Maintenance</b>                    |                    | <b>25,981.00</b> | <b>17,398.52</b>  | <b>27,500.00</b> | <b>23,266.90</b>  | <b>26,850.00</b>   | <b>23,082.57</b>  | <b>\$ 26,750.00</b> | <b>22,470.41</b> | <b>\$</b> | <b>34,000.00</b>  |
| RUNWAY MAINTENANCE                                   |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Runway Maintenance Wages                        | 96-90-610-478-6110 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Runway Maintenance Materials/Supplies           | 96-90-610-478-6429 | 8,000.00         | 18,819.14         | 8,000.00         | 1,904.51          | 10,500.00          | 6,788.73          | 8,000.00            | 5,191.78         |           | 8,000.00          |
| MEMA Runway Maintenance Materials                    | 96-90-610-478-6450 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| <b>Total Runway Maintenance</b>                      |                    | <b>8,000.00</b>  | <b>18,819.14</b>  | <b>8,000.00</b>  | <b>1,904.51</b>   | <b>10,500.00</b>   | <b>6,788.73</b>   | <b>\$ 8,000.00</b>  | <b>5,191.78</b>  | <b>\$</b> | <b>8,000.00</b>   |
| SNOW REMOVAL MAINTENANCE                             |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Snow Plow Wages                                 | 96-90-610-479-6110 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Snow Removal Gas                                | 96-90-610-479-6390 | 50.00            | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Snow Removal Materials                          | 96-90-610-479-6429 | 1,000.00         | 1,416.29          | 1,000.00         | 621.37            | 1,000.00           | 1,416.35          | 1,500.00            | 111.18           |           | 2,000.00          |
| <b>Total Snow Removal Maintenance</b>                |                    | <b>1,050.00</b>  | <b>1,416.29</b>   | <b>1,000.00</b>  | <b>621.37</b>     | <b>1,000.00</b>    | <b>1,416.35</b>   | <b>\$ 1,500.00</b>  | <b>111.18</b>    | <b>\$</b> | <b>2,000.00</b>   |
| FUEL SYSTEM MAINTENANCE                              |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Fuel System Maintenance Wages                   | 96-90-610-480-6110 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     |                  |           |                   |
| MEMA Fuel System Maintenance Materials               | 96-90-610-480-6429 | 3,000.00         | 4,550.00          | 3,000.00         | 1,394.57          | 3,000.00           | 5,776.85          | 2,500.00            | 75.00            |           | 2,500.00          |
| <b>Total Fuel System Maintenance</b>                 |                    | <b>3,000.00</b>  | <b>4,550.00</b>   | <b>3,000.00</b>  | <b>1,394.57</b>   | <b>3,000.00</b>    | <b>5,776.85</b>   | <b>\$ 2,500.00</b>  | <b>75.00</b>     | <b>\$</b> | <b>2,500.00</b>   |
| FLY-IN COSTS                                         |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Fly-In Wages                                    | 96-90-610-481-6110 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Fly-In Advertising                              | 96-90-610-481-6303 | 300.00           | 0.00              | 300.00           | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Fly-In Materials                                | 96-90-610-481-6429 | 300.00           | 0.00              | 300.00           | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Fly-In Travel                                   | 96-90-610-481-6516 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| <b>Total Fly-In Costs</b>                            |                    | <b>600.00</b>    | <b>0.00</b>       | <b>600.00</b>    | <b>0.00</b>       | <b>0.00</b>        | <b>0.00</b>       | <b>\$ -</b>         | <b>0.00</b>      | <b>\$</b> | <b>-</b>          |
| RUNWAY VEHICLE MAINTENANCE                           |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Runway Vehicle Wages                            | 96-90-610-482-6110 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Runway Vehicle Gas                              | 96-90-610-482-6390 | 200.00           | 53.09             | 0.00             | 250.45            | 500.00             | 0.00              |                     | 0.00             |           |                   |
| MEMA Runway Vehicle Insurance                        | 96-90-610-482-6411 | 0.00             | 2,586.60          | 2,500.00         | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Runway Vehicle Materials                        | 96-90-610-482-6429 | 5,000.00         | 495.81            | 5,000.00         | 846.92            | 5,000.00           | 2,916.06          | 4,000.00            | 2,385.54         |           | 5,000.00          |
| <b>Total Runway Vehicle Maintenance</b>              |                    | <b>5,200.00</b>  | <b>3,135.50</b>   | <b>7,500.00</b>  | <b>1,097.37</b>   | <b>5,500.00</b>    | <b>2,916.06</b>   | <b>\$ 4,000.00</b>  | <b>2,385.54</b>  | <b>\$</b> | <b>5,000.00</b>   |
| <b>AIRPORT CAPITAL</b>                               |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Transfer from Reserves for Capital              | 96-90-610-024-4508 | 0.00             | 0.00              | 0.00             | 0.00              | (12,000.00)        | 0.00              |                     |                  |           |                   |
| <b>Total Transfers to Reserves</b>                   |                    | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       | <b>(12,000.00)</b> | <b>0.00</b>       | <b>\$ -</b>         | <b>0.00</b>      | <b>\$</b> | <b>-</b>          |
| WATER QUALITY STUDY                                  |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Water Study Wages                               | 96-90-610-485-6110 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Water Study MERC                                | 96-90-610-485-6161 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Water Study Materials                           | 96-90-610-485-6429 | 400.00           | 0.00              | 400.00           | 0.00              | 400.00             | 0.00              |                     | 0.00             |           |                   |
| <b>Total Water Quality Study</b>                     |                    | <b>400.00</b>    | <b>0.00</b>       | <b>400.00</b>    | <b>0.00</b>       | <b>400.00</b>      | <b>0.00</b>       | <b>\$ -</b>         | <b>0.00</b>      | <b>\$</b> | <b>-</b>          |
| WATER MAIN / HANGER CONSTRUCTION                     |                    |                  |                   |                  |                   |                    |                   |                     |                  |           |                   |
| MEMA Watermain/Hanger Project - Wages                | 96-90-610-486-6110 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Watermain/Hanger Project - MERC                 | 96-90-610-486-6161 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               | 0.00              |                     | 0.00             |           |                   |
| MEMA Watermain/Hanger Project - MATERIALS            | 96-90-610-486-6429 | 500.00           | 0.00              | 500.00           | 56.04             | 500.00             | 258.58            | 500.00              | 0.00             |           |                   |
| <b>Total Watermain / Hanger Construction Capital</b> |                    | <b>500.00</b>    | <b>0.00</b>       | <b>500.00</b>    | <b>56.04</b>      | <b>500.00</b>      | <b>258.58</b>     | <b>\$ 500.00</b>    | <b>0.00</b>      | <b>\$</b> | <b>-</b>          |
| MEMA A R O Capital Materials                         | 96-90-610-487-6429 | 3,000.00         | 0.00              | 3,000.00         | 0.00              | 12,000.00          | 11,300.00         | 4,000.00            | 0.00             |           |                   |
| <b>Total Runway Capital</b>                          |                    | <b>3,000.00</b>  | <b>0.00</b>       | <b>3,000.00</b>  | <b>0.00</b>       | <b>12,000.00</b>   | <b>11,300.00</b>  | <b>\$ 4,000.00</b>  | <b>0.00</b>      | <b>\$</b> | <b>-</b>          |

# 2026

## MEMA DRAFT BUDGET

|                                       |                    | 2022       |             | 2023       |             | 2024       |             | 2025          |                    | 2026            |            |
|---------------------------------------|--------------------|------------|-------------|------------|-------------|------------|-------------|---------------|--------------------|-----------------|------------|
|                                       |                    | BUDGET     | Actuals     | BUDGET     | Actuals     | BUDGET     | Actuals     | BUDGET        | Actuals            | BUDGET PROPOSED |            |
|                                       |                    |            |             |            |             |            |             |               | YTD / (08-31-2025) |                 |            |
| <hr/>                                 |                    |            |             |            |             |            |             |               |                    |                 |            |
| HANGAR PROJECT                        |                    |            |             |            |             |            |             |               |                    |                 |            |
| MEMA Hangar Operations Utilities      | 96-90-610-490-6405 | 600.00     | 513.94      | 600.00     | 911.86      | 600.00     | 443.51      | 600.00        | 223.29             |                 |            |
| Total Hangar Project                  |                    | 600.00     | 513.94      | 600.00     | 911.86      | 600.00     | 443.51      | \$ 600.00     | 223.29             | \$              | -          |
| <hr/>                                 |                    |            |             |            |             |            |             |               |                    |                 |            |
| FUEL SYSTEM CAPITAL                   |                    |            |             |            |             |            |             |               |                    |                 |            |
| Fuel System Capital - Materials       | 96-90-610-491-6429 | 0.00       | 0.00        | 0.00       | 6,163.24    | 0.00       | 4.15        |               | 0.00               |                 |            |
| Total Fuel System Capital             |                    | 0.00       | 0.00        | 0.00       | 6,163.24    | 0.00       | 4.15        | \$ -          | 0.00               | \$              | -          |
| <hr/>                                 |                    |            |             |            |             |            |             |               |                    |                 |            |
| TRANSFERS TO RESERVES                 |                    |            |             |            |             |            |             |               |                    |                 |            |
| MEMA Transf to Resrv for Future Opr's | 96-90-610-482-6770 | 0.00       | 0.00        | 0.00       | 0.00        | 0.00       | 0.00        |               | 0.00               |                 |            |
| Total Transfers to Reserves           |                    | 0.00       | 0.00        | 0.00       | 0.00        | 0.00       | 0.00        | \$ -          | 0.00               | \$              | -          |
| <hr/>                                 |                    |            |             |            |             |            |             |               |                    |                 |            |
| Total Expenses - MEMA Operations      |                    | 138,981.00 | 178,234.39  | 143,350.00 | 210,245.18  | 151,200.00 | 231,116.45  | \$ 159,250.00 | 104,052.09         |                 | 167,450.00 |
| <hr/>                                 |                    |            |             |            |             |            |             |               |                    |                 |            |
| MEMA Operations SURPLUS / (DEFICIT)   |                    | 0.12       | (42,064.03) | 0.12       | (41,782.95) | 0.00       | (62,374.69) | \$ -          | 65,807.10          | \$              | 200.00     |
| <hr/>                                 |                    |            |             |            |             |            |             |               |                    |                 |            |

# Manitoulin East Municipal Airport Commission Inc.

## Commission Meeting Minutes

Meeting of October 15, 2025

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

M. Whatling

Meeting call to order by G. Williamson @ 7:00 pm

### **Motion 2025 10-01**

Resolved that the Commission approves the agenda for the meeting of October 15, 2025.

Moved by B. Wood

Second by R. Maguire

Carried - Yes

### **Motion 2025 10-02**

Resolved that the Commission approves the minutes of the meeting of August 20, 2025.

Moved by B. Koehler

Second by R. Maguire

Carried - Yes

### **Declaration of pecuniary interest::**

### **Motion 2025 10-03**

Resolved that the Commission accept the managers' report for the months of August 2025 /  
September 2025

Moved by: D.Elliott

Second by: B. Wood

Carried – Yes

### **Motion 2025 10-04**

Resolved that the Commission accept the treasurers report for August / September 2025.

Moved by: B. Koehler

Second by: D.Elliott

Carried - Yes

### **Motion 2025 10-05**

Resolved that the Commission meeting of October 15, 2025 does now adjourn at 7:22

Next meeting December 10, 2025 @ 7:00 pm via zoom

Moved by: B. Wood

Second by: D.Elliott

Carried - Yes



**VIA EMAIL**

Friday, October 3, 2025

Corporate Services Department  
Legal Services  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville, ON L6M 3L1

The Right Honourable Mark Carney, Prime Minister of Canada  
The Honourable Sean Fraser, Minister of Justice and Attorney General  
The Honourable Gary Anandasangaree, Minister of Safety  
The Honourable Ruby Sahota, Secretary of State  
The Honourable Doug Ford, Premier of Ontario  
The Honourable Doug Downey, Attorney General  
The Honourable Michael Kerzner, Solicitor General

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Please be advised that at its meeting held on Wednesday, September 17, 2025, the Council of The Regional Municipality of Halton unanimously adopted the following resolution:

**RESOLUTION:      Public Safety Requirements to Protect Our Communities**

WHEREAS community safety is the foremost responsibility of all levels of government, including federal, provincial/territorial, and municipal authorities;  
AND WHEREAS recent violent home invasions in Halton Region and across Canada highlight the ongoing need to evaluate and strengthen bail laws and the administration of justice to better protect communities;

AND WHEREAS repeat violent offenders continue to be granted bail in some instances, placing victims, families, and first responders at risk, and public confidence in the justice system is undermined when such offenders are quickly returned to the community;

AND WHEREAS the federal government passed Bill C-48, which came into force in January 2024, introducing key reforms to the Criminal Code, including:

- A new reverse onus provision targeting repeat violent offending involving weapons,
- An expanded list of firearms offences triggering reverse onus,

- Requirements for courts to consider an accused's violent history and state on the record their consideration of community safety;

AND WHEREAS the federal government has committed to tabling additional legislation during the Fall 2025 session of Parliament to further strengthen community safety, including reforms related to bail and sentencing;

AND WHEREAS the provinces and territories are responsible for the administration of justice, including:

- Appointing justices of the peace and judges,
- Managing court operations and bail monitoring,
- Hiring and managing Crown Attorneys,
- Funding and overseeing provincial police services and detention centres;

AND WHEREAS on November 13, 2024, the Police Association of Ontario (PAO), the Ontario Provincial Police Association (OPPA), and the Toronto Police Association (TPA), representing 35,000 police members in Ontario, called for urgent action to ensure violent and repeat offenders are not released pending trial, and similar calls have been echoed by the Canadian Association of Chiefs of Police and Canada's Premiers;

AND WHEREAS strengthening bail provisions and the broader justice system requires ongoing collaboration across all levels of government, and doing so would reduce pressures on local police services, the courts, and municipalities;

NOW THEREFORE IT BE RESOLVED:

THAT Halton Regional Council:

1. Recognizes the steps already taken by the federal government through Bill C-48 and acknowledges the commitment to introduce further legislation in Fall 2025;
2. Calls on the Government of Canada to prioritize and expedite the introduction of its promised bail and sentencing reforms in the upcoming session of Parliament;
3. Calls on the Province of Ontario to invest in and strengthen the administration of justice, including:
  - Enhancing bail enforcement and monitoring,

- Increasing resources for Crown prosecutors and court operations, including the previously announced courthouse for Halton
- Expanding judicial capacity and detention infrastructure;
- 4. Encourages a national, coordinated approach involving all levels of government to ensure community safety is not compromised by gaps in bail or sentencing systems.

AND BE IT FURTHER RESOLVED:

- THAT Halton Regional Council calls for the following policy considerations in future reforms:
  - Expanding reverse onus provisions for repeat violent offenders,
  - Establishing stronger mandatory bail conditions, including firearm prohibitions, curfews, electronic monitoring, and no-contact orders,
  - Limiting multiple bail releases for individuals with histories of serious violent offences,
  - Improving inter-agency information sharing among police, Crown prosecutors, and corrections,
  - Prioritizing victim and community impact in bail decisions;
- THAT Halton Regional Council calls on the federal and provincial governments to review Criminal Code time limits and rules for stay of proceedings in cases involving serious and violent offences;
- THAT this motion be forwarded to:
  - The Prime Minister of Canada, the Minister of Justice and Attorney General of Canada, the Minister of Public Safety, the Secretary of State (Combatting Crime),
  - The Premier of Ontario, Attorney General of Ontario, the Solicitor General of Ontario,
  - All federal and provincial parties in the House of Commons and Ontario Legislature;
  - Halton's Members of Parliament and Members of Provincial Parliament,
  - The Canadian Association of Chiefs of Police, the Ontario Association of Chiefs of Police, the Police Association of Ontario, and the Ontario Provincial Police Association;
  - Ontario Association of Police Service Boards (OAPSB) and Canadian Association of Police Governance (CAPG);

- Halton's Local Municipalities;
- THAT this motion be shared with the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), and all municipalities across Ontario and Canada, encouraging them to pass similar motions in a spirit of collaborative, cross-jurisdictional reform.

If you have any questions, please contact me at the email address below.

Sincerely,



Graham Milne  
Regional Clerk  
[Graham.Milne@halton.ca](mailto:Graham.Milne@halton.ca)

c.

The Honourable Pierre Poilievre, Leader of Official Opposition

Yves-François Blanchet, Leader of Bloc Québécois

Don Davies, Interim Leader of NDP

Elizabeth May, Leader of Green Party

Halton MPs

Halton MPPs

Canadian Association of Chiefs of Police

Ontario Association of Chiefs of Police

Police Association of Ontario

Ontario Provincial Police Association

Ontario Association of Police Boards

Canadian Association of Police Governance

City Clerk's Office, City of Burlington

Valerie Petryniak, Town Clerk & Director, Legislative Services, Town of Halton Hills

Meaghen Reid, Director, Legislative & Legal Services/Town Clerk, Town of Milton

William Short, Town Clerk, Town of Oakville

Association of Municipalities of Ontario (AMO)

Federation of Canadian Municipalities (FCM)

all municipalities across Ontario and Canada

|                                             |                    |               |                |                                |                        |               |               |
|---------------------------------------------|--------------------|---------------|----------------|--------------------------------|------------------------|---------------|---------------|
|                                             |                    |               |                | Manitoulin-Sudbury DSB         |                        |               |               |
|                                             |                    |               |                | 2nd Quarter Report (Unaudited) |                        |               |               |
|                                             |                    |               |                | AS AT 6/30/2025                |                        |               |               |
|                                             |                    |               |                |                                |                        |               |               |
|                                             | Total Gross Budget |               |                |                                | Municipal Share Budget |               |               |
|                                             | YTD                | YTD           | OVER(UNDER)    | ANNUAL                         | YTD                    | MUNICIPAL     | MUNICIPAL     |
|                                             | ACTUAL             | BUDGET        | BUDGET         | BUDGET                         | MUNICIPAL              | SHARE         | Over(Under)   |
|                                             |                    |               |                |                                |                        | FORECAST      | Budget        |
|                                             |                    |               |                |                                |                        |               | Forecast      |
| Ontario Works<br>100% Funded                | \$ 899,480         | 1,124,420     | \$ (224,940)   | \$ 2,286,400                   | \$ 260,758             | \$ 1,064,900  | \$ 1,064,900  |
|                                             | \$ 4,069,213       | \$ 3,846,746  | \$ 222,467     | \$ 7,663,617                   |                        |               | \$ -          |
|                                             |                    |               |                |                                |                        |               |               |
| Child Care                                  | \$ 7,855,918       | \$ 8,856,148  | \$ (1,000,230) | \$ 17,733,268                  | \$ 167,010             | \$ 668,038    | \$ 668,038    |
|                                             |                    |               |                |                                |                        |               | \$ -          |
|                                             |                    |               |                |                                |                        |               |               |
| Community Housing<br>100% Funded            | \$ 1,108,982       | \$ 1,510,869  | \$ (401,887)   | \$ 2,975,380                   | \$ 1,108,982           | \$ 2,745,998  | \$ 2,809,677  |
|                                             | \$ 191,958         | \$ 379,950    | \$ (187,992)   | \$ 759,900                     |                        |               | \$ (63,678)   |
|                                             |                    |               |                |                                |                        |               |               |
| Paramedic Services<br>Wiikwemikong, PTS, CP | \$ 8,700,498       | \$ 9,759,482  | \$ (1,058,984) | \$ 18,753,862                  | \$ 4,050,643           | \$ 7,579,821  | \$ 7,772,810  |
|                                             | \$ 514,953         | \$ 2,884,560  | \$ (2,369,606) | \$ 5,769,119                   | \$ 32,314              | \$ 129,255    | \$ 129,255    |
|                                             |                    |               |                |                                |                        |               | \$ -          |
|                                             |                    |               |                |                                |                        |               |               |
| TOTAL EXPENSES                              | \$ 23,341,003      | \$ 28,362,175 | \$ (5,021,172) | \$ 55,941,546                  | \$ 5,619,705           | \$ 12,188,012 | \$ 12,444,680 |
|                                             |                    |               |                |                                |                        |               | \$ (256,667)  |
|                                             |                    |               |                |                                |                        |               |               |
| Interest Revenue                            | \$ (301,295)       | \$ (99,582)   | \$ (201,713)   | \$ (199,163)                   | \$ (301,295)           | \$ (481,295)  | \$ (199,163)  |
| TOTAL EXPENSES                              | \$ 23,039,708      | \$ 28,262,593 | \$ (5,222,885) | \$ 55,742,383                  | \$ 5,318,410           | \$ 11,706,717 | \$ 12,245,517 |
|                                             |                    |               |                |                                |                        |               | \$ (538,799)  |

|                                 | NET Municipal<br>Variance | Explanation of Unaudited Municipal Share-<br>AS OF June 30, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ontario Works</b>            | \$ -                      | Municipal share of administration expenses are on budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Child Care</b>               | \$ -                      | Municipal share of Child Care expenses are on budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Community Housing</b>        | \$ (63,678)               | <p><b>\$(31,346) + (\$279) + (\$32,053) = \$63,678 surplus</b></p> <p>Federal Funding is on budget.</p> <p>Direct operated rev &amp; exp and program support allocation is forecasted to be <b>\$(31,346) under budget</b></p> <ul style="list-style-type: none"> <li>- Rental Revenues are forecasted to be (\$47,373) over budget.</li> <li>- Direct operating expenses are forecasted to be \$16,027 over budget due to: <ul style="list-style-type: none"> <li>-salaries &amp; benefits forecasted to be (\$88,651) under budget,</li> <li>-other admin are forecasted to be over budget \$388;</li> <li>-other operating expenses are forecasted to be over budget \$105,067;</li> </ul> </li> <li>- Program Support Allocation is forecasted to be on budget.</li> </ul> <p>Rent Supplement program is forecasted to be on budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be \$32,332 under budget.</p>                                                                                                                                  |
| <b>Paramedic Services</b>       | \$ (192,989)              | <p>Paramedic Services municipal share is forecasted to be <b>\$192,989</b> under budget.</p> <p>The MOHLTC funding is forecasted to be <b>\$161,252</b> under budget.</p> <p>Medic Staffing and Benefits is forecasted to be under budget by <b>\$289,356</b></p> <p>Admin Staffing and Benefits is forecasted to be under budget by <b>\$307,615</b></p> <p>Non Wages are forecasted to be over budget by <b>\$242,731</b></p> <ul style="list-style-type: none"> <li>- Other Transportation &amp; Communication is \$135,203 over budget</li> <li>- Operational Staffing Travel and meals are forecasted to be over budget by \$66,421</li> <li>- Program Support is forecasted to be \$68,508 under budget</li> <li>- Vehicle repairs and maintenance are forecasted to be under budget by \$57,912</li> <li>- Building repairs and maintenance, grounds and utilities are forecasted to be \$81,050 under budget</li> <li>- Mal Practice Liability Insurance is forecasted to be \$4,890 over budget</li> <li>- Supplies are forecasted to be \$3,612 over budget.</li> </ul> |
| <b>Patient Transfer Service</b> | \$ -                      | Patient Transfer Service Municipal share is on budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Interest Revenue</b>         | \$ (282,132)              | Interest Revenue is forecasted to be \$282,132 more than budgeted which results in a municipal surplus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                 | <b>\$ (538,799)</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

# 2nd Quarter CAO Activity Report - September 18, 2025

## 2025 Second Quarter CAO Activity Report September 18, 2025

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

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

### CAO Overview

The DSB 2025 Second Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$538,799**. Ontario Works and Children's Services are forecasted to be on budget. Community Housing is forecasted to be under budget by \$63,678. Paramedic Services is forecasted to be under budget by \$192,989. Interest revenue on non-reserve accounts is forecasted to be \$282,132 more than budgeted.

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

### Paramedic Services

#### Paramedic Services

Paramedic Services staff continue to actively recruit Primary Care Paramedics (PCP) in an effort to address Health Human Resources challenges. These challenges are not unique to Manitoulin-Sudbury DSB, rather they extend across the province and in large part stem from high attrition rates/low graduation rates from the Provincial PCP college programs. In the second quarter of 2025, Paramedic Services has been able to recruit 3 PCP staff, with two of those staff able

to secure full time employment. During this same period, Manitoulin-Sudbury DSB lost 3 staff who were unsuccessful in obtaining their provincial certification.

Work with CTS Career College and Cambrian College allowed for 7 students to complete their final residency with Paramedic Services Service Educators. Staff continue to work with partners at Cambrian College, College Boreal and CTS Sudbury to attract more students to Manitoulin-Sudbury DSB for their residences. One Cambrian student will begin their residency in July, while 6 students from CTS will start around the same time. Each of these students will be engaged for employment following their graduation in late summer.

Paramedic Services began efforts to recruit Advanced Care Paramedics for positions on Manitoulin Island with the posting closing in June. Short listing and further assessments are underway. Notably, the service had more applicants than posted positions.

Resiliency education for Paramedics was developed by Dr. Nicole Ethier and provided in spring of 2025 during the in-person education sessions. The feedback from staff was extremely positive. Staff believe this program will provide support to each member.

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

Commander Paola Oke has proven to be extremely beneficial with her approach to program growth. She also has quickly gained the trust of staff and partner agencies.

The CP program Navigator position has extended into its second year. Sarah is working with CP staff and Integrated Human Services members to assist client access to wrap around services, and to build relationships with Primary health providers in the LaCloche area. Sarah has developed a strong relationship with Community Paramedics and the program is realizing the benefits as the system grows.

The first group of 3 Community Paramedics began their formalized education/CP Certification through Saskatchewan Polytech Institute, with an estimated graduation in spring of 2026. The remaining staff will be enrolled in 2026 and 2027. Additionally, all CP staff have their phlebotomy certification and will have their advance wound care designation by the end of 2025.

Efforts to expand the CP program with the Ontario Health Team and primary health partners was not successful as the Ministry of Health determined that no primary health care expansion dollars would be provided to increase CP programs.

### **Non-Urgent Patient Transportation Service (NUPTS)**

The NUPTS system continues to operate on a 7 day per week basis with two units operating Monday to Friday on ten-hour shifts and a single crew operating on a twelve hour shift over the weekend.

The staffing challenges experienced in 2024 and the early part of 2025 have started to resolve with recruitment of new PTA staff and PSW staff. The team continues to work to engage potential employees and to collaborate with the education organizations providing trained recruits.

In the second quarter of 2025, NUPTS resources completed 388 transports, up 10% over the first quarter. In June, the 138 transports were 12% over the monthly average for 2025.

## **Children's Services**

The Manitoulin-Sudbury District has 21 licensed child care locations, including 14 centre-based sites in schools, 1 community-based centre, and 6 licensed home child care providers. In the second quarter of 2025, 624 children were enrolled, with 518 paying full fees and 106 receiving subsidies. This represents an 8% increase from the previous quarter and an 8.5% increase compared to Q2 last year, indicating modest growth despite ongoing staffing challenges in the sector.

Special Needs Resourcing supported an average of 63 children, from infants to school-age, during the 2nd quarter—a significant 17% increase compared to the same quarter last year. This growth reflects improved early identification, increased developmental needs post-pandemic, and stronger collaboration between child care providers and support agencies. With growing awareness of inclusive practices, more children are being referred to and supported within licensed child care settings, ensuring they have the resources needed to thrive.

Waitlist data shows a decrease in demand for child care spaces, with 699 unique children on the waitlist in Q1 and 595 in Q2—a reduction of approximately 15%. This may indicate easing waitlist pressures due to increased access to spaces or families finding alternative care arrangements. Continued monitoring will be essential to understand these trends and guide ongoing planning.

EarlyON programs welcomed 3,948 visits from parents, caregivers, and children, this quarter—a 46% increase from Q2 2024. Programming continues to be offered through a mix of mobile, virtual, indoor, and outdoor options tailored to community needs. This growth may be attributed to stronger community outreach, post-pandemic recovery, expanded program offerings, and increased comfort with in-person participation.

## **System Development and Community Engagement**

This quarter, the Manitoulin-Sudbury DSB advanced several initiatives aligned with the [2025–2030 Early Years and Child Care Service System Plan](#), focusing on access, inclusion, workforce, quality, and system administration.

In June, the DSB hosted a successful Deep Dive Professional Learning Day and Community Event featuring [Dr. Jean Clinton](#). The event engaged educators, EarlyON staff, service providers, and families in discussions on brain development, responsive care, and community well-being—marking a key milestone in sector collaboration and professional belonging.

Also in June, the DSB launched the Playful Work website ([www.playfulwork.ca](http://www.playfulwork.ca)), a workforce development tool designed to support recruitment and retention by providing valuable resources to child care providers across the district.

### **Data and Strategic Planning**

In April, the [2022/2023 Early Development Instrument \(EDI\) results](#) were presented to the Board. The report identified trends in developmental vulnerability across key domains and benchmarked local results against other Northern Ontario regions. These findings will support targeted planning and early intervention in communities experiencing higher vulnerability.

To inform infrastructure planning, the DSB launched a regional child care needs assessment to gather updated data on age-specific demand, access barriers, and geographic pressures. The results will help prioritize expansion sites within the revised space creation strategy.

### **2025 Funding Guidelines**

The Ministry of Education updated 2025 funding guidelines and space creation targets, as outlined in the Q1 report and [May Issue Report](#). Manitoulin-Sudbury DSB's 2024–2026 target was reduced to 90 new spaces and funding increased by \$1.5M through the new ELCC Infrastructure Fund to support non-profit, community-based projects.

## **Ontario Works**

In the second quarter of 2025, the Ontario Works/Temporary Care Caseload average was 479. Compared to last year at this time, the caseload has decreased by 2.64%.

### **Centralized Intake**

137 applications were received by the Manitoulin-Sudbury DSB in the second quarter of 2025. Of the 137 applications received, 84 were auto-granted by the Ontario Works Intake Unit (OWIU), formally Intake and Benefits Administration Unit (IBAU), 8 were referred by the OWIU to the Manitoulin-Sudbury DSB for processing, 17 were transfers from another Ontario Works office, 23 were for Emergency Assistance which is completed online and sent to the local office for

processing, and 5 applications were processed at the local office rather than being referred to the OWIU as certain applications are not being processed through the Intake Unit. The initial goal of Centralized Intake was to have 70% of applications completed by the OWIU. During the second quarter, 61% of applications were completed by the OWIU.

### **Winter 2025 Social Assistance Caseload Forecast**

On May 20th, a [communication](#) was received from the Ministry of Community and Social Services outlining the winter 2025 social assistance [caseload forecast](#) for the 2025-26 and 2026-27 fiscal years. The report forecasts an increase of about 8.8% for the Ontario Works caseload in 2025-26 and an increase of about 6.1% for 2026-27. ODSP caseloads are expected to increase by 2.9% for 2025-26 and 3.4% for 2026-2027.

### **Employment Ontario**

The second quarter of 2025 marks our first complete quarter under the new Integrated Employment Services Model.

The Employment Services (ES) programs continue to be advertised and delivered from the Chapleau office. In the second quarter of 2025, we had 24 Case Managed Clients.

### **Quality Assurance**

During the second quarter of 2025, the Quality Assurance (QA) Coordinator for the Child Care and Ontario Works programs focused primarily on training a replacement during a maternity leave. The new QA Coordinator successfully transitioned to the role at the beginning of Q2 by familiarizing themselves with the programs, forging relationships with Integrated Human Services staff, and engaging with community partners.

In April, the QA Coordinator facilitated the Integrated Human Services All-Staff meeting. Over the course of three days, staff had the opportunity to showcase the incredible work they do, presenting various programs, and processes, and participating in team-building activities. The session brought much-needed laughter and camaraderie to the office.

At the end of May, the QA Coordinator proudly represented the Manitoulin-Sudbury District Services Board at the inaugural Outdoor Play Conference, hosted by Our Children, Our Future.

Throughout this quarter, the QA Coordinator focused on relationship-building and network engagement, including participation from the Pedagogical Leads, Child Care Supervisors Network, and Local Service Provider Networks. Through collaboration with the Supervisor and Pedagogical Networks, an onboarding guide for new childcare staff in both English and French was developed. This guide is

intended to support a smooth and consistent orientation experience to new employees joining the district.

The staff survey portion of the IDEA (Inclusion, Diversity, and Equity Access) project with Gallagher was completed, the results will be shared with management, along with recommendations and training opportunities. The next phase will involve a current-state assessment, led by the QA Coordinator, which is expected to be completed in early Q3. This phase includes gathering and assessing processes, policies, and procedures through an IDEA lens.

The QA Coordinator also continues to serve as the primary contact for the Child Care and Early Years IT Modernization Project. In this role, they provide valuable feedback on the development of a new system aimed at improving access to childcare and early years programs in Ontario.

During this quarter, the Quality Assurance (QA) Coordinator for Housing and Homelessness continued to prioritize collaboration with community organizations to help establish supports for future tenants. A vision mapping exercise was facilitated with key partners to identify existing community services and supports. This collaborative effort focused on leveraging current resources more effectively to address service gaps, strengthen partnerships, and co-create sustainable solutions aligned with the evolving needs of the supportive housing development.

The QA Coordinator also worked closely with the Integrated Human Services Manager for Housing to develop an Occupancy Agreement for future tenants of Cornerstone, the new Supportive Housing Build in Espanola. This agreement outlines tenancy expectations, including participation requirements and guidelines, ensuring tenants are well-informed and supported in maintaining their housing.

Community participation and meaningful engagement remains a priority within the catchment area. As of June 30, 2025, a total of 49 households (54 individuals) were listed on the By-Name List. Of these, 17 households identified as Indigenous. The geographical distribution is as follows:

- 16 households in the Lacloche area
- 28 on Manitoulin Island
- 0 in Sudbury North
- 5 in Sudbury East

The increase in identified individuals on Manitoulin Island and those identifying as Indigenous reflects stronger participation from First Nation community partners in utilizing the By-Name List to identify, refer, and monitor individuals experiencing homelessness in their communities.

It is important to note that this data was collected during the spring season. Of the 49 households experiencing homelessness, 10 were identified as unsheltered, representing more than a 50% increase of unsheltered households from the previous quarter.

In addition, the QA Coordinator participated in a two-day Traumatic Event Systems training with Kevin Cameron, followed by a tabletop simulation exercise in conjunction with the Paramedics' Mass Traumatic Event simulation. Later in the quarter, the QA Coordinator completed a two-day Level 1 certification in Violent Threat Risk Assessment (VTRA) alongside multiple community partner agencies. The QA Coordinator also continued to review and analyze internal policies and procedures, with the goal of implementing updates that better support both service users and staff. A significant focus has been placed on workplace culture, emphasizing relationship-building and the creation of a resilient, positive environment that staff look forward to being a part of.

## Community Housing

There were 788 applications at the end of the 2nd quarter. The applicant breakdown is as follows:

|           |         |     |
|-----------|---------|-----|
| 1         | Bedroom | 595 |
| 2         | Bedroom | 92  |
| 3         | Bedroom | 58  |
| 4 bedroom | 43      |     |

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 210 active DSS recipients. At the end of Q1 there were 211 recipients and at this time last year there were 226.

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of June 30, 2025, we have successfully housed 26 market rent tenants and 138 affordable rent tenants. This represents 9% and 47% of our portfolio respectively and shows a decrease of 1 Market rent and an increase of 3 affordable rent from the last quarter. Comparably, at this time last year, we reported 23 market rent tenants (7%) and 136 affordable (45%)

As of the end of the 2nd quarter of 2025, 226/295 of the portfolio's units are designated as Smoke-free. This represents 76% of the full portfolio currently. Units are designated as turnover occurs or should the current resident choose.

### **Canadian Mental Health Association (CMHA) Annual Report**

The [CMHA annual report](#) demonstrated that 2024 -2025 was a successful year for the program with no evictions reported in the LaCloche and Manitoulin areas.

Providing support services, early intervention, and solutions that met people where they were helped ensure there were no evictions for those receiving support.

Like in previous years, the rising cost of food continued to make food insecurity a significant concern. Several supported individuals are already facing financial hardship, and accessing food remains a daily challenge. Food Rescue remains a priority and is an important way Housing Case Managers can support tenants.

The Housing Case Manager (HCS) in LaCloche has continued the partnership with Tanners Independent Grocers and now also with Lavish's Independent Grocers in Little Current to supply food to all buildings across Manitoulin Island and LaCloche area.

With this surplus of food many food-themed groups were hosted. 'Cooking for One' was particularly popular among the tenants, as it introduced new meal ideas in smaller portions, helping to reduce food waste.

Through the Second Harvest Program, the equivalent of 7,836 meals or 8,436 pounds of food, with an approximate value of \$37,880, was rescued and distributed to tenants.

The top five areas that Housing Case Managers provided case management support include: cleaning / organizing, physical health, mental health, eviction and hoarding tendencies.

Key Highlights of Services provided include:

- 25 individuals were supported with case management services.
- 100% of the "at risk" tenancies, who accepted services, were preserved, or are working towards a resolution.
- 100% of the "at risk" tenancies from the previous year (2023-2024) who continued to work with a HCM this year, were able to resolve their tenancy issues.
- 438 brief services were offered.

As we move forward, the team will focus on enhancing service delivery and community engagement. Changes have been made to the Community Paramedicine and Housing Support programs, including Monthly Wellness clinics and Education Sessions hosted by Paramedic Personnel which will be open to the public.

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

Window replacement projects in Mindemoya and Little Current are progressing on schedule. In addition, feasibility studies are underway for Make-Up Air unit replacements in Noelville and St. Charles, as well as electrical assessments in Gore Bay and Mindemoya for main switchgear replacement.

### **Work Orders**

During the second quarter of 2025, a total of 284 work orders were generated across departments: 210 for Community Housing; 18 for Administration Offices, and 56 for Paramedic Services. Of these, 174 Work Orders were closed or resolved. (A work order is considered closed once the work is completed in-house or upon payment of the invoice if completed by an external contractor). There were also 9 work orders issued for unit turnovers, mostly apartment units.

### **Enbridge**

Following the completion of energy audits, we implemented significant efficiency improvements across our housing portfolio. We replaced a total of 95 refrigerators and 19 thermostats in apartment buildings, and spray foam insulation was installed in 31 family units. These upgrades will contribute to reduced energy consumption, lower utility costs, and improved comfort for tenants.

### **Donna Stewart**

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

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**UNAPPROVED MINUTES – SIXTH MEETING**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH SUDBURY & DISTRICTS**  
**BOARDROOM, LEVEL 3**  
**THURSDAY, SEPTEMBER 18, 2025 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Robert Barclay  
Michel Brabant  
Renée Carrier  
Natalie Labbé

Amy Mazey  
Abdullah Masood  
Ken Noland  
Michel Parent

Mark Signoretti  
Natalie Tessier

**BOARD MEMBERS REGRET**

Ryan Anderson

Angela Recollet

**STAFF MEMBERS PRESENT**

Kathy Dokis  
M. Mustafa Hirji  
Stacey Gilbeau

Emily Groot  
Stacey Laforest  
Blessing Odia

Rachel Quesnel  
Renée St Onge

**M. SIGNORETTI PRESIDING**

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

The meeting was called to order at 1:33 p.m.

**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.

Board members agreed to reorder the agenda in order to deal with the in-camera item following the delegations.

**4. DELEGATION/PRESENTATION**

**i) Measles Preparedness and Outbreak Response**

- Christina Baier, Manager, Health Protection Division
- Afzaa Rajabali, Health Promoter, Health Protection Division

The co-presenters were invited to provide an update on measles preparedness and outbreak response. In 2023, Public Health Sudbury & Districts developed a measles response plan considering growing measles activity worldwide and increasing infections across the country. The proactive and collaborative development of the measles response plan were summarized, including that ongoing updates have continued since then.

Public Health Sudbury & Districts reported its first case of measles in July 2025 and rapidly operationalized its measles response plan. The key components actioned from the response plan were summarized, noting that ultimately 44 infections of measles were identified to have occurred. Measle infections is recently observed to be approaching zero provincially in weekly surveillance reports suggesting that transmission has slowed considerably and that the outbreak across the province seems to be coming to a conclusion. However, the outbreak continues to be active in other parts of Canada and the United States.

Questions and comments were invited before the presenters were thanked for their presentation.

**ii) Unlearning and Undoing White Supremacy & Racism Project – Foundational Obligations to Indigenous Peoples: Reports of the Truth and Reconciliation Commission of Canada**

- Alicia Boston, Health Promoter, Indigenous Public Health
- Sarah Rice, Manager, Indigenous Public Health

A. Boston and S. Rice were welcomed to provide the third in a series of four presentations around reports that outline the foundational obligations of Canadians towards Indigenous peoples and to reconciliation. This month's presentation concerned an overview of the Truth and Reconciliation Commission (TRC) report which captures voices of Indigenous children and adults and their stories of racism and mistreatment under colonization in Canada. The TRC report lays out 94 Calls to Action, which are concrete steps intended to correct harms and dismantle the ongoing systems of inequity; the report is underpinned by the belief that reconciliation is an ongoing commitment to truth, justice, and structural change. Public health has a critical role to play in that process.

Actions from local institutions, like Public Health Sudbury & Districts, are important as colonialism is a root cause of health inequities. In alignment with our vision of "Healthier communities for all" and per our commitment to action this important work, we must embed cultural safety, collect ethical data, partner with Indigenous-led care systems, and support health sovereignty. Also, we must model truth-telling through our words because

neutral terms or softening the language maintains white supremacy. The starting point to move forward from learning to action is education and unlearning, which is what is sought through the Unlearning & Undoing White Supremacy and Racism Project. Individual and collective spheres of influence and dialogue must lead to transformation.

Questions and comments were entertained and co-presenters thanked.

Per Board consensus, the Board proceeded to the in-camera session as the next order of business on the agenda.

### **IN CAMERA**

#### **33-25 IN CAMERA**

**MOVED BY BARCLAY – MASOOD: THAT the Board of Health goes in camera to deal with a personal matter about an identifiable individual, including municipal or local board employees. Time: 2:07 p.m.**

**CARRIED**

### **RISE AND REPORT**

#### **34-25 RISE AND REPORT**

**MOVED BY LABBÉE – BARCLAY: THAT the Board of Health rises and reports. Time: 2:43 p.m.**

**CARRIED**

It was reported that one matter was discussed to deal with a personal matter about an identifiable individual, including municipal or local board employees. The following two motions emanated:

#### **35-25 APPROVAL OF BOARD OF HEALTH INCAMERA MEETING NOTES**

**MOVED BY NOLAND – CARRIER: THAT this Board of Health approve the meeting notes of the April 17, 2024, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.**

**CARRIED**

#### **36-25 NON-UNION SALARY REVIEW**

**MOVED BY MASOOD – BRABANT: WHEREAS significant challenges have been experienced in recent years around recruitment and retention;**

**AND WHEREAS vacancies in positions reduce service to the community, distract managers to hiring and away from focusing on improving the impact of programming, disrupts innovation, and dampens the morale of staff;**

**AND WHEREAS the Board of Health budgeted in the 2025 Operating Budget for a non-union salary review to be conducted in 2025;**

**AND WHEREAS results from that review are now available for the Board's review;**

**THEREFORE BE IT RESOLVED THAT the Board of Health endorse a new Non-Union compensation approach in principle, and direct the Medical Officer of Health & CEO to bring forward a final recommendation as part of the 2026 Operating Budget process;**

**AND THAT the Board of Health does not endorse an adjustment to sick leave policies;**

**AND THAT the Board of Health does not endorse enhanced remote work on an Agency-wide basis at this time, however, the MOH/CEO can institute enhanced remote work in the future only for specific roles where recruitment/retention proves to be exceptionally challenging.**

**CARRIED**

## **5. CONSENT AGENDA**

- i) Minutes of Previous Meeting**
  - a. Fifth Meeting – June 12, 2025
- ii) Business Arising from Minutes**
- iii) Report of Standing Committees**
  - a. None
- iv) Report of the Medical Officer of Health/Chief Executive Officer**
  - a. MOH/CEO Report, September 2025
- v) Correspondence**
  - a. Opioid Crisis
    - Resolution Letter from Windsor-Essex County Health Unit Board of Health Chair to Minister of Health, dated August 26, 2025
  - b. Food Insecurity and Food Affordability in Ontario
    - Resolution re Primer for municipalities from Middlesex-London Health Unit to Boards of Health dated July 24, 2025

- c. 2024 Annual Report of the Chief Medical Officer of Health of Ontario to the Legislative Assembly of Ontario, “Protecting Tomorrow: The Future of Immunization in Ontario”

**vi) Items of Information**

- a. 2025 alPHa Conference, Annual General Meeting and Board Section Meeting
- b. alPHa Fall Symposium, November 5-7, 2025

**37-25 APPROVAL OF CONSENT AGENDA**

**MOVED BY MASOOD – BRABANT: THAT the Board of Health approve the consent agenda as distributed.**

**CARRIED**

**6. NEW BUSINESS**

**i) Public Health Sudbury & Districts’ 2024 Annual Financial Report**

- 2024 Financial Report (English and French)

M.M. Hirji noted that in an era of social media and a preference from the public for bit-sized information, the financial report has evolved from a lengthy, detailed report to a three-page summary of revenues and expenditures, images, graphs and an interactive map.

The report will be posted to phsd.ca and be paired with the 2024 audited financial statements for those who want to delve into more detail, as well as “Year in Review” information to see what this spending “bought” in terms of Public Health activity and outcomes. The report, in English and French, was shared for information.

**ii) Endorsing CIHPHI & ASPHIO Joint Statement: Implementation of Recommendations from the Auditor General's 2025 Report on Non-Municipal Drinking Water Safety**

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer dated September 11, 2025, and appendices

M.M. Hirji explained that non-municipal drinking water systems are drinking water systems not owned or operated by a municipality. Non-municipal drinking water systems, often referred to as small drinking water systems (SDWS), include wells, cisterns, and other systems which draw from natural sources like lakes or rivers. In Northern Ontario, non-municipal systems are vital for rural and remote communities without municipal water services. PHSD currently provides oversight for 301 SDWS and unregulated drinking water supplies. However, most oversight of unregulated water supplies is conducted on a complaint-driven basis.

The Auditor General's report on the oversight of non-municipal drinking water safety identified gaps in inspection consistency, enforcement, workforce sustainability, and data infrastructure across Ontario. The Auditor General made 17 recommendations for improvement: 10 to the Ministry of Health; 6 to the Ministry of Environment, Conservation, and Parks; and 1 to Public Health Ontario. The Auditor General's report on non-municipal drinking water in Ontario highlights weaknesses with the safety and oversight of small drinking water systems. Specifically, it notes that many of these systems lack consistent water quality testing, regular inspections, and proper training for operators. The report highlights gaps in monitoring and enforcement, which leave these systems unmonitored for vulnerability to contamination. Key recommendations include strengthening regulations, improving data collection, increasing inspections, and enhancing operator training to better protect public health and ensure safe drinking water.

Canadian Institute of Public Health Inspectors (CIPHI) and the Association of Supervisors of Public Health Inspectors of Ontario (ASPHIO) have endorsed the report's recommendations and offered to collaborate with the Ministry of Health to assist with practical, system-wide improvements. The issues raised by the Auditor-General, CIPHI, and ASPHIO align with longstanding challenges observed and experienced by Public Health Sudbury & Districts, particularly around recruitment and retention of public health inspectors and technology.

Today's motion proposes to endorse and support the joint statement of the CIPHI and ASPHIO. Questions and comments were entertained, and it was clarified that there are no financial implications to these recommendations in that the recommended action are all at the provincial level; should the province move ahead, it would potentially be financially beneficial to local public health agencies with regards to staffing capacity, recruitment and leveraging more modern data system.

**38-25 ENDORSING CIPHI & ASPHIO JOINT STATEMENT: IMPLEMENTATION OF RECOMMENDATIONS FROM THE AUDITOR GENERAL'S 2025 REPORT ON NON-MUNICIPAL DRINKING WATER SAFETY**

**MOVED BY CARRIER- NOLAND: WHEREAS the *Health Protection & Promotion Act* mandates the Board of Health to prevent water-borne illness related to drinking water, including non-municipal drinking water;**

**AND WHEREAS the Auditor General's 2025 performance audit on non-municipal drinking water safety made 17 recommendations, including 10 to the Ministry of Health for improvement;**

**AND WHEREAS the Canadian Institute of Public Health Inspectors (CIPHI) and the Association of Supervisors of Public Health Inspectors of Ontario (ASPHIO) have endorsed**

**these recommendations and offered their support the Ministry of Health to implement the recommendations;**

**AND WHEREAS the recommendations of the Auditor General, CIPHI, and ASPHIO align strongly with addressing challenges observed and experienced by Public Health Sudbury & Districts;**

**THEREFORE BE IT RESOLVED THAT this Board of Health endorses and supports the "Joint Statement from CIPHI and ASPHIO: Supporting the Implementation of Recommendations from the Auditor General's 2025 Report on Non-Municipal Drinking Water Safety, 2025".**

**CARRIED**

**iii) Communications between the Chief Medical Officer of Health and the Grey Bruce Board of Health, & Governance Implications for Public Health Sudbury & Districts**

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer dated September 11, 2025, and appendices

On July 18, 2025, the Chief Medical Officer of Health (CMOH) informed the Grey Bruce Health Unit Board of Health regarding the results of the assessment completed on the Board during 2024–2025. The details of that assessment report are not known at this time; however, the CMOH noted that, in part, that the Board of Health failed to fulfil its governance responsibilities; did not have the structures in place to operate effectively, leading to a lack of stable leadership over the period assessed; lack of clear roles and responsibilities for members of the board; instances of poor communication and conflict among board members and staff; numerous examples of alleged non-compliance with the Act and leading governance practices not being followed including failure by the Board of Health to ensure appropriate financial oversight of expenses; and that the Board of Health failed to implement specific recommendations from an audit conducted by the Ministry of Health in 2018.

The CMOH also directed the Board of Health to make changes to the composition of its Board of Health, particularly around removing municipal politicians from the Board. The Chair of the Board of Health supported these changes and acted quickly to implement them. On August 14, 2025, the CMOH communicated to the Board of Health to cease its actions in follow-up to the July 18 direction. Instead, it invoked the CMOH's ability to exercise the powers of the Board of Health and directed the Board of Health, the Medical Officer of Health, and the staff of the Grey Bruce public health agency to follow his direction and report to him.

The Chair of the Grey Bruce Health Unit Board of Health has requested that the various communications between himself and the CMOH be shared with all Boards of Health in Ontario.

While Public Health Sudbury & Districts is only an observer to these events, there are lessons within it for improvement of our board governance and key learnings and implications from this episode for the Board of Health for Public Health Sudbury & Districts outlined in the briefing note were reviewed.

First, it was highlighted that the presence of municipal councillors on the board in Grey-Bruce seems to have raised concerns. While no details were provided, it was suspected that municipal politics had probably bled into the work of the board leading to this concern. This is a lesson of the importance that Board members to exercise fiduciary duty when acting as Board members, putting the interests of Public Health over the interests of any other affiliation they may have.

Second, M.M. Hirji elaborated on the CMOH direction to the Grey Bruce Health Unit Board of Health to develop a “skills-based matrix” to select new Board of Health members, noting that while there is no provincial direction at this time for Public Health Sudbury & Districts to develop a skills matrix, there is a 20-year history of this approach being recommended and not actioned for the system, as well as seeming current interest by the CMOH.

A skills matrix would build on the Board’s recent recommendation to municipalities to appoint an Indigenous person to the Board of Health, broadening this recommendation to a comprehensive set of skills and perspectives that would be desirable on the Board. Having a skills matrix would further lessen the risk of this Board experiencing governance challenges due to its make-up. And noting the province has observed governance issues with many school boards as well, taking proactive action now would position this Board as ahead of any provincial push to improve board governance. Therefore, it is recommended that the Board of Health for Public Health Sudbury & Districts direct the Acting Medical Officer of Health & CEO to build on the recent request to municipalities to include an Indigenous person on the Board of Health, to now broaden that to a comprehensive skills-matrix to guide municipalities and the Public Appointments Secretariat in future Board of Health appointments. The goal would be to have this in place by the time the 2026 municipal elections.

Questions and comments were entertained relating to what other Boards of Health are doing and Board members offered to share skill-based board matrixes they are aware of as examples for boards outside public health. K. Noland noted that previous Ministry assessments of Boards of Health governance were discussed by the Board of Health for Public Health Sudbury & Districts.

**39-25 COMMUNICATIONS BETWEEN THE CHIEF MEDICAL OFFICER OF HEALTH AND THE GREY BRUCE BOARD OF HEALTH, & GOVERNANCE IMPLICATIONS FOR PUBLIC HEALTH SUDBURY & DISTRICTS**

**MOVED BY MASOOD – BARCLAY: WHEREAS the Ministry of Health has intervened with Boards of Health in response to governance issues in 2006 with the Muskoka-Parry Sound Health Unit, in 2015 with Algoma Public Health, and now in 2025 with Grey Bruce Health Unit;**

**AND WHEREAS the 2006 Capacity Review Committee recommended skills-based boards of health, which have not been realized;**

**AND WHEREAS the Chief Medical Officer of Health has recommended to Grey Bruce Health Unit the development of a “skills matrix” for board of health members as a consequence of this most recent incident, in order to establish a skills-based board of health there;**

**AND WHEREAS Public Health Sudbury & Districts has a long history and strong reputation for excellence in governance practices and financial oversight;**

**AND WHEREAS Public Health Sudbury & Districts has been a leader in the province around governance improvements, most recently establishing the inclusion of Indigenous membership on the Board of Health;**

**THAT the Board of Health receive the communications between the Chief Medical Officer of Health and the Chair of the Grey Bruce Health Unit Board of Health for information;**

**AND THAT the Board of Health recommit to vigilance around its governance practices, including its ongoing work to strengthen governance training, its financial oversight work, and its efforts to ensure municipal politics do not impact Board discussions; this includes that all Board members set aside any considerations of or loyalties to other organizations in order to exercise their fiduciary duty as Board members;**

**AND THAT the Board of Health direct the Acting Medical Officer of Health & CEO to build on the recent request to municipalities to include an Indigenous person on the Board of Health, to now broaden that and recommend a comprehensive skills-matrix to guide municipalities and the Public Appointments Secretariat in future Board of Health appointments.**

**CARRIED**

**7. ADDENDUM**

None.

**8. IN CAMERA**

**9. RISE AND REPORT**

In-Camera session was held following the Delegations, prior to the Consent Agenda.

## 10. ANNOUNCEMENT

### i) September 18, 2025, Board of Health meeting survey

Board of Health members were asked to complete the survey located under workroom – BOH – collaborate and surveys.

### ii) Annual Board of Health self-evaluation survey for 2025

Board of Health members were reminded to complete the annual survey by October 17.

### iii) Mandatory annual emergency preparedness training for Board of Health members

Board of Health members must review the mandatory presentation and email Rachel to confirm once review completed.

A question was asked regarding registration for November's alpha symposium. Registration is not yet open, but information will be circulated as soon as registration opens.

## 11. ADJOURNMENTS

### 40-25 ADJOURNMENT

**MOVED BY LABBÉE – BRABANT: THAT we do now adjourn. Time: 3:21 p.m.**

**CARRIED**

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(Chair)

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(Secretary)

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW #2025-24**

**BEING A BY-LAW TO AUTHORIZE THE TOWNSHIP OF ASSIGINACK TO  
ENTER INTO AN AGREEMENT WITH DANIEL AND CATHERINE  
ROBINSON FOR THE USE OF UNOPENED ROAD ALLOWANCE**

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

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

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack desires to execute an agreement for the use of unopened road allowance with Daniel and Catherine Robinson;

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

1. THAT we enter into this agreement (Schedule "A" as attached) with Daniel and Catherine Robinson for the use of an unopened road allowance for the purpose of gaining access to the owner's land.
2. THAT this by-law shall come into force and take effect upon third and final reading.

**Read a First, Second, and Third time and finally passed this 21<sup>st</sup>  
day of October 2025.**

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Mayor: Brenda Reid

SEAL

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Clerk: Stasia Carr

# **AGREEMENT**

**This Agreement has been made in triplicate this                      day of October 2025.**

**B E T W E E N:**

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

(hereinafter referred to as the Township)

**of the First Part**

**- and -**

**DANIEL AND CATHERINE ROBINSON**

(hereinafter referred to as the Owner)

**of the Second Part**

**WHEREAS** The Owner wishes to make use of an unopened road allowance for the purposes of gaining access to the owner's lands being:

**Assiginack, Concession 7 Lots 13 & 14**

**(Roll 5111-000-008-016-0000-00 & 5111-000-008-017-0000-00 respectively)**

**NOW THEREFORE** in consideration of the mutual covenants contained herein the parties covenant and agree as follows:

1. The Township hereby grants permission to the Owner to make use of the unopened road allowance as hereinafter described;
2. The Owner acknowledges that the entering into this Agreement is not deemed to be an assumption of the unopened road and that the Township will not be responsible for the maintenance or repair of the unopened road allowance or any improvements thereto nor assume any liability in that regard;
3. Prior to commencing use of the unopened road allowance the Owner shall, at the Owner's expense, post such signs as required by the Township indicating that the road is not maintained by the Township and that any users of the road do so at their own risk;
4. The Owner shall use the unopened road allowance only for normal access to and from the said lands by persons, vehicles and animals and acknowledges that members of the public have the right to pass and repass on the unopened road allowance;
5. The Owner shall not erect any gates or barriers on the unopened road allowance;
6. The Owner agrees that in respect of the said lands the Owner will not be entitled to nor will the Owner demand any municipal services available to lands fronting on an opened public highway maintained by the Township and that such services may include road maintenance, garbage pick-up, fire protection, public transit, school bus service, sewer and water;
7. The Owner covenants to indemnify and hold harmless the Township from any and all demands, claims, actions, or judgements arising out of or in connection with the construction or use by anyone of the improvements on the unopened road allowance;

8. The Owner covenants that the Owner will fully disclose and deliver a copy of this Agreement to any subsequent purchaser, mortgagee or chargee of the above-described land, **and that**;
9. This Agreement shall be binding upon the parties hereto and their respective executors, administrators, heirs, successors and assigns and without limiting the generality of the foregoing shall be binding upon the Owner of the above-described land from time to time.

**IN WITNESS WHEREOF** the parties hereto have hereunto set their hands and seal on this the                                      day of October 2025.

Of the First Part:

**THE CORPORATION OF THE  
TOWNSHIP OF ASSIGINACK**

PER: \_\_\_\_\_  
(Mayor Brenda Reid)

PER: \_\_\_\_\_  
(CAO Alton Hobbs)

Of the Second Part:

**THE PROPERTY OWNER(S)**

PER: \_\_\_\_\_  
(Daniel Robinson)

PER: \_\_\_\_\_  
(Catherine Robinson)