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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, December 02, 2025, at 07:00 PM.

Members Present:

Mayor Reid
Councillor Elliot
Councillor Maguire
Councillor Hooper

Members Absent:

Councillor Bowerman

Staff Present:

CAO Alton Hobbs
Clerk Stasia Carr
Treasurer Deb MacDonald

Staff Absent:

Public:

1. OPENING AND DECLARATIONS

Moved By Councillor Maguire

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

Carried

1.a Land Acknowledgement

The land acknowledgement was read by Mayor Reid.

1.b Adoption of Agenda

Moved By Councillor Maguire

THAT the agenda is adopted as presented.

Carried

2. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

3. ADOPTION OF MINUTES

3.a Minutes of the Committee of the Whole Meeting of November 4, 2025.

Moved By Councillor Hooper

BE IT RESOLVED THAT the Committee of the Whole adopt the committee of the whole minutes of November 4, 2025

Carried

4. ADMINISTRATION/FINANCE/PLANNING

4.a Potential Used Garbage Truck Purchase

Moved By Councillor Maguire

BE IT RESOLVED THAT the Committee of the Whole recommends to Council that subject to the Superintendent of Public Works' approval, the used garbage truck from NEMI is purchased for a price not to exceed \$30,000, to be funded in 2026.

Carried

Staff advised a truck from NEMI is available to purchase. The truck would be suitable at the landfill to compact garbage, but not for driving. It would be parked on site. The cost is in the \$25,000 to \$30,000 range. Staff have asked to negotiate to purchase. Discussion ensued. A question was asked about the available lifespan which staff advised for compacting purposes it has several years left.

4.b Annual Christmas Hours and Bonuses

Moved By Councillor Maguire

BE IT RESOLVED THAT Christmas bonuses are approved in the amount of \$200 for full-time employees and \$100 for part-time employees.

FURTHER, that the township office will be closed from noon on December 24th, 2025 until January 5, 2026.

Carried

Mayor Reid opened the floor to discuss the time frame as presented for the office to be closed. It was advised that the closure is in keeping with what has been the norm. Discussion ensued. The closure is in keeping with tradition, therefore the motion was carried.

4.c Banger Severence re: Enter Encroachment Agreement - Approval In Principle

Moved By Councillor Hooper

BE IT RESOLVED THE the Committee of the Whole recommends to Council that the Township of Assiginack enter into an encroachment agreement with Mr. Banger.

Carried

A draft encroachment agreement was presented and reviewed by the committee.

4.d Request for Significant Event Status Re: Hockey Tournament - Lions Club

Moved By Councillor Maguire

BE IT RESOLVED THAT the Committee of the Whole declare that the hockey tournament held over the weekend of December 5, 6, and 7 is declared an event of significance for the Township of Assiginack and support an application for a Special Occasions Permit submitted to AGCO by the Southeast Manitoulin Lions Club.

Carried

The committee was advised for a Special Occasion Permit application to be approved, a municipality must declare the event to be of significance to the municipality.

4.e Annual Year End Surplus Allocations

Moved By Councillor Maguire

BE IT RESOLVED THAT the Committee of the Whole recommends to Council that any department surplus money is applied to reserve funds by the end of the year.

Carried

The committee was advised that at the end of each year that the surplus monies are recommended to be applied to their corresponding reserve funds.

4.f Arena Accessible Entrance and Washroom Tender

Staff advised the tender was advertised publicly and no tender proposals were received. Staff will acquire quotations for the work to be completed.

4.g Memorial Bench Program

Moved By Councillor Maguire

BE IT RESOLVED THAT the Committee of the Whole direct staff to draft a Memorial Bench Program to be presented to Council for approval at a future meeting.

Carried

A recommendation from a resident was received to bring forward a bench memorial program, where a bench is adopted in the community to honour a loved one. Staff is asked to investigate programs and present a draft for adoption by the spring. Sudbury was suggested as a model to follow. Discussion ensued. Staff will bring a draft forward for review and approval.

4.h 2026 Capital Budget Considerations

Mayor Reid brought budget considerations forward again, to hear if the committee members had anything they wanted brought forward. It was advised ideas are required for receiving quotation in advance, to be included within the budget. Discussion ensued. Items suggested include:

- Cenotaph accessibility, regardless of whether a grant is available or not. All agree work is required to replace the fence and have the area accessible.
- Cemetery gates removal or replacement

- Town signs to be replaced
- Roller Mills (crowsnest for example)
- Hilly Grove Chapel

Mayor Reid advised we will also look at the list that was in the budget to include for discussion.

The committee discussed regular maintenance to be important for Township assets. The Treasurer advised that each department has a small budget for maintenance items. Department heads were asked to provide a list to the Treasurer for inclusion in budget deliberations.

4.h.1 Pothole Grant

4.h.2 EV Station Grant

A location was discussed. Both the highway and the arena were suggested as locations. The arena would bring people into the Township. Staff will research funding to see if it is available only to public institutions or if private businesses can apply. The committee feel that it would be better for private enterprises to invest in EV stations rather than at the municipal level.

A tap operated washer stations was also suggested.

4.h.3 Waterfront Stairs

Staff advised a landscape architect has been contacted to view the stairs and will be coming out to view in the next week.

4.h.4 Park Washrooms Replacement/Renovations

Pricing of eco toilets was discussed and other sources to investigate for quotation.

5. ENTER CLOSED SESSION

6. EXIT CLOSED SESSION

7. ADJOURNMENT

Moved By Councillor Maguire

BE IT RESOLVED THAT Committee of the Whole adjourns at 7:36 p.m. and reconvene at the next regular council meeting on December 16, 2025, or at the call of the chair.

Carried

Brenda Reid, Mayor

Stasia Carr, Clerk



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Carried

Brenda Reid, Mayor

Stasia Carr, Clerk

Policy Title	Streetlight Banner Policy
Authority	Township of Assiginack Council
Effective Date	
Replaces	

Purpose:

The purpose of this policy is to outline a procedure to allow for the Township of Assiginack to manage the installation, maintenance, removal, and storage of seasonal and community streetlight banners on poles and other infrastructure.

The policy provides a fair, consistent process for local organizations wishing to display approved banners within the Township.

Scope:

This policy applies to the design, approval, installation, maintenance and removal of streetlight banners placed on street poles in the Township.

Approximately 24 banner locations exist in the Manitowaning.

Policy Statement

1) General

a) Seasonal streetlight banners will normally be installed each year in Manitowaning as follows. Dates are approximate and may vary based on weather or operational priorities: with the following timelines:

- Spring Banners – Installed by mid-March and removed by mid-May
- Summer Banners – Installed by mid-May and removed by mid-September
- Fall Banners - Installed by mid-September and removed at the end of October

- Veteran Banners – Installed by end of October and removed by November 12th
- Winter Banners – Installed by November 12 and removed by mid-March
- b) Streetlight Banner installations may be permitted for the promotion of civic, charitable, or community oriented events that benefit the community at large, affiliated community groups, registered charities or other similar not-for-profit organizations.
- c) Township seasonal banners take priority over all other external requests.

2) Principles

- a) Streetlight Banner designs should reflect the community or nature of the event and be consistent with the Township's streetscape.
- b) Streetlight Banners must enhance, not detract from the appearance of the community and surrounding natural environment.

3) Streetlight Banner Permit Applications

- a) Streetlight Banner permits allow for organizations to promote events or occasions that have a direct substantial civic benefit or provide aesthetic improvement to the streetscape. The event or occasion should:
 - Be specific in nature that most of the population would be able to participate in or be of general interest to most of the community
 - Benefit locally based non-profit organizations
 - Not be political, religious, commercial or profit driven
- b) Applications must be submitted 8 weeks prior to the desired installation date.
- c) Applications will be reviewed on a first-come, first-served basis, subject to availability and operational capacity. Priority is not given to previous applicants.
- d) A colour drawing or electronic file (PDF or JPEG) of the proposed banner must be submitted with the application.
- e) If approved, banners must be supplied by the applicant and delivered to the Public Works Department at least 2 weeks prior to installation.

- f) Banner content must relate only to the event. Sponsor names are permitted only if included in the official event name.
- g) The Township may reject any application that does not comply with municipal policies or values, or which promotes racism, discrimination, violence, hatred, political views, religious messages, or illegal behaviour.
- h) The approval of a banner does not constitute endorsement by the Township or its employees.
- i) Banners must meet the design standards outlined in Schedule A.
- j) The applicant is responsible for all banner costs, including hardware, installation, and removal fees where applicable. Ownership and care remain with the applicant.
- k) Payment must be received 30 days prior to installation.
- l) The Township is not responsible for lost, stolen, or damaged banners.
- m) The applicant is responsible for maintaining banners, including replacing those damaged by wind or weather, or those that fade or deteriorate prematurely.
- n) After removal, applicants must collect banners from the Public Works building within 2 weeks. Banners not collected within 30 days may be disposed of.
- o) Streetlight Banner Installation and Removal
- p) The Public Works Superintendent (or designate) will receive banners and is responsible for installation and removal.
- q) Work will take place during off-peak hours in the business section of Manitowaning.
- r) The Township is not responsible for damage occurring during installation or removal. The applicant shall indemnify the Township from any liability.
- s) The Township may remove banners early without notice due to unsafe weather, high winds, emergencies, or other operational requirements.
- t) Reserved for future use.

Schedule A – Design Guidelines

These guidelines support clarity and visibility. All designs must be approved by the Township prior to production.

Materials

Materials must be durable and suitable for outdoor use. Acceptable examples include:

- 200 Denier Nylon
- Vinyl or equivalent durable fabrics

Colours

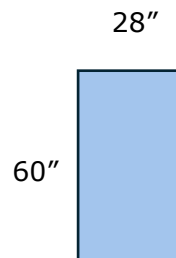
Colours should be clear, contrasting, and visible from a distance. Designs should remain legible under varying lighting conditions.

Graphics and Content

- Graphics and text should communicate the event clearly and simply.
- Minimize the number of images and text blocks.
- Text must be large enough to read from a distance (minimum 3-inch lettering).
- Commercial advertising is not permitted except where a sponsor's name forms part of the official event name.
- Sponsor/event name may occupy no more than $\frac{1}{4}$ of each face of the banner.
- All content is subject to review and approval.

Streetlight Banner Dimensions

Standard size: 28 inches wide x 60 inches tall.



Streetlight Banner Application Form

Field	Requirement	Fillable Field Style
Organization Name:	Official Name of the Non-Profit or Community Group	
Primary Contact Name:	Full name of the main contact person	
Mailing Address:	Street, City, Province, Postal Code	
Phone Number:	Primary phone number (with area code)	
Email Address:	Primary email for correspondence	
Non-Profit Status:	Registration Number (if applicable)	

Field	Requirement	Fillable Field Style
Event/Occasion Title:	The official name of the event being promoted	
Event Date(s):	Start Date and End Date of the event	
Event Location:	Where is the event physically taking place in the Township?	

Field	Requirement	Fillable Field Style
Requested Installation Date:	Must be at least 8 weeks from application date.	
Number of Banners:	Total quantity requested for installation	

Printed Name of Authorized Signatory:	
Title of Authorized Signatory:	
Signature:	
Date:	