



TOWNSHIP OF ASSIGINACK

REGULAR MEETING OF COUNCIL

**To Be Held in the Council Chambers
Tuesday, April 5, 2016 at 7:00 p.m.**

Council's Regular Meeting Agenda

For consideration:

1. OPENING

- a) Adoption of Agenda
- b) Disclosure of Pecuniary Interest and General Nature Thereof
Resolutions prepared

2. ANNOUNCEMENTS

3. ADOPTION OF MINUTES

- a) Regular Council Meeting of March 15, 2016 (p.3)
- b) Special Council Meeting of March 30, 2016 (p.8)
- c) Assiginack Public Library Meeting of March 1, 2016 (p.11)
- d) Assiginack Museum Advisory Committee Meeting of March 10, 2016 (p.14)
- e) Manitoulin Planning Board Meeting of March 22, 2016 (p.15)
Resolutions prepared

4. DELEGATIONS

5. REPORTS

- a) Sunsite Estates Subdivision Drinking Water System Inspection Report 2015-16 (p.26)
- b) Municipal Drain Maintenance Program 2016 (p.42)
- c) Bay Street Marina Reduced Services 2016 Season Proposal (p.46)
Resolutions prepared

6. ACTION REQUIRED ITEMS

- a) Accounts for Payment: General: \$42,232.87 Payroll: \$16,994.96 (p.47)
- b) Manitoulin Tourism Association Request for Support (p.51)
- c) Township of Burpee and Mills Request for Support (p.52)
- d) Davis & McLay Developments Ltd. Plan of Subdivision Application (p.54)
- e) Manitoulin Planning Board COOP Approval (p.56)

Resolutions prepared

7. INFORMATION ITEMS

- a) Ontario Association of Fire Chiefs (p.59)
- b) Ministry of Community Safety & Correctional Services (p.61)
- c) FONOM News Release of March 24, 2016 (p.63)
- d) Ontario Health Coalition: Alliance of Seniors (p.64)
- e) Royal Canadian Legion (p.69)
- f) Assiginack Horticultural Society (p.72)

Resolution prepared

8. BY-LAWS

9. CLOSED SESSION

10. ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

MINUTES OF THE REGULAR COUNCIL MEETING

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, March 15th, 2016 at 5:00 p.m.

Present: Mayor Paul Moffatt Councillor Les Fields
Councillor Hugh Moggy Councillor Brenda Reid

Excused: Councillor Robert Case

Staff: Alton Hobbs, CAO Jeremy Rody, Clerk
Jackie White, PEC

Press: Alicia McCutcheon, Expositor

OPENING:

#65-06-16 B. Reid – L. Fields

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business with a quorum of members present at 5:00 p.m., with Mayor Moffatt presiding in the Chair.

CARRIED

AGENDA:

#66-06-16 L. Fields – B. Reid

THAT the agenda for this meeting be amended by adding the following item:

5-A) Township of Assiginack: Water System Financial Plan;

AND THAT the agenda be accepted as amended.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

Councillor Reid disclosed a direct pecuniary interest in Agenda Item 6A Payroll as her husband is an employee of the Township. She did not take part in any discussion, attempt to influence the vote or vote on the matters.

ANNOUNCEMENTS:

Councillor Fields commented on the March Break activities that took place at the arena on Monday night, saying that they were really well done and everyone had a great time. She wanted to thank the volunteers who helped put on a great night for kids from all over the Island.

Councillor Moggy asked when the arena would start the shutdown process and take out the ice. Staff advised that shutdown would start next week.

ADOPTION OF MINUTES:

#67-06-16 B. Reid – L. Fields

THAT the minutes of the Regular Council meeting of March 1st, 2016, be accepted.

CARRIED

#68-06-16 L. Fields – B. Reid

THAT the minutes of the Special Council meeting of March 9th, 2016, be accepted.

CARRIED

#69-06-16 B. Reid – L. Fields

THAT the minutes of the Assiginack Public Library Board meeting of January 18th, 2016, be accepted.

CARRIED

#70-06-16 L. Fields – B. Reid

THAT the minutes of the Assiginack Museum Advisory Committee meeting of January 27th, 2016, be accepted.

CARRIED

#71-06-16 B. Reid – L. Fields

THAT the minutes of the Community Policing Advisory Committee meeting of February 10th, 2016, be received.

CARRIED

#72-06-16 L. Fields – H. Moggy

THAT the minutes of the Sudbury & District Board of Health meeting of February 18th, 2016, be received.

CARRIED

#73-06-16 H. Moggy – L. Fields

THAT the minutes of the Manitoulin Planning Board meeting of February 23rd, 2016, be received.

CARRIED

#74-06-16 L. Fields – H. Moggy

THAT the minutes of the Manitoulin East Municipal Airport Commission meeting of March 7th, 2016, be accepted.

CARRIED

REPORTS:

#75-06-16 H. Moggy – L. Fields

THAT Council accepts the Water System Financial Plan, as prepared by DFA Infrastructure International Inc. in accordance with Ontario Regulation 453/07.

CARRIED

ACTION REQUIRED ITEMS:

#76-06-16 H. Moggy – L. Fields

THAT Council authorizes the following Accounts for Payment:

General: \$137,523.07

AND THAT the Mayor and administration be authorized to complete cheques #25356 through #25359 and #25364 through #25408 as described in the attached cheque register reports.

CARRIED

#77-06-16 L. Fields – H. Moggy

THAT Council authorizes the following Accounts for Payment:

Payroll: \$17,409.39

AND THAT the Mayor and administration be authorized to complete cheques #25360 through #25363 as described in the attached cheque register report.

CARRIED

#78-06-16 H. Moggy – B. Reid

THAT Council supports the Manitoulin Planning Board's position of May 26, 2015, in opposition of the request for the Town of Northeastern Manitoulin and Islands to form their own Planning Authority and withdraw from the Manitoulin Planning Board.

AND THAT a copy of this resolution be sent to the Manitoulin Planning Board to be included in their submission to the Ministry of Municipal Affairs and Housing.

CARRIED

#79-06-16 B. Reid – H. Moggy

THAT Council approves a \$100 donation to Ashley Quackenbush for her Me to We Volunteer Trip to Tanzania.

CARRIED

#80-06-16 H. Moggy – B. Reid

THAT pursuant to Section 253(2) of the Municipal Act and Section 45 of the Municipal Freedom of Information and Protection of Privacy Act, we set a schedule of fees pursuant to the attached summary.

CARRIED

INFORMATION ITEMS:

#81-06-16 B. Reid – H. Moggy

THAT we acknowledge receipt of the following correspondence items:

- a) Municipal Fire Essentials Seminar Memo
- b) Snowshoe Activities Memo
- c) VIGOR Clean Tech Monthly Energy Production Report
- d) A Rural Lens: Refocusing Our Decision Making
- e) Township of Burpee and Mills: Ontario Tax Benefits
- f) Blue Sky Economic Growth Corporation: Broadband Internet Access
- g) Huron County Health Unit – Health Concerns from Wind Turbines

CARRIED

CLOSED SESSION:

#82-06-16 H. Moggy – B. Reid

THAT in accordance with By-law #15-30 and Section 239 of the Municipal Act, as amended, Council proceeds to a “Closed Session” at 5:29 p.m. in order to attend to a matter pertaining to:

- i) 239(2)(c) - A proposed or pending sale or disposition of land
- ii) 239(2)(a) - The security of the property of the Municipality

CARRIED

#83-06-16 B. Reid – H. Moggy

THAT we adjourn from our Closed Session at 5:57 p.m., approve the minutes of the Closed Session of March 1st, 2016 and resume our regular meeting.

CARRIED

CLOSING:

#84-06-16 H. Moggy – B. Reid

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

CARRIED

Paul Moffatt, MAYOR

Jeremy Rody, CLERK

6:05 p.m.

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

SPECIAL MEETING OF COUNCIL SUMMARY
Held Wednesday March 30, 2016 at 9:00 a.m.
Municipal Office Council Chambers

PRESENT:

Mayor: Paul Moffatt, Members Brenda Reid, Leslie Fields, Hugh Moggy, Robert Case
C.A.O: Alton Hobbs
Clerk: Jeremy Rody
Treasurer: Deb MacDonald
Press: Alicia McCutcheon, Expositor

#85-07-16 L. Fields – H. Moggy

THAT this special meeting of the Council of the Corporation of the Township of Assiginack be opened for business with a quorum of members present at 9:00 a.m., with Mayor Moffatt presiding in the Chair.

CARRIED

#86-07-16 B. Reid – R. Case

THAT the agenda for this meeting be accepted as presented.

CARRIED

No Disclosures of Pecuniary Interest

SUMMARY:

The CAO opened the discussion by explaining to Council that the purpose of this meeting was to distribute the budget binders prepared by the Treasurer. The department heads have submitted their items for budget consideration and they will be invited to the next budget meeting to present their priorities to Council.

The CAO followed up on a few items from the previous meeting. The Planning Board has requested an upgrade to their mapping programs which will cost between \$1,800-2,300 and is recommended that Council include in the budget. Engineers have been contacted to provide costs for engineering studies on the force main, Queen/Arthur Street Rehabilitation, and Mitchell's Hill. The cost of an engineering study on options for the Water Treatment Plant is estimated at \$25,000.

The Treasurer went through the budget binder distributed to Council. Highlighted points are listed below:

- Education rates have not been received to date; all calculations have been based on last year's rates but are expected to lower again this year
- Ontario Municipal Partnership Fund funding increased for 2016
- Wages have been adjusted by 2%
- The Fire Department wage increase will be phased in over 3 years
- Police services cost increased by \$1,000

- Streetlight budgeted expenses could be lowered as the first bill has been received based on the new LED lights and is significantly lower than the previous bill
- OCWA's capital requests have been included in the water and waste water budget but is up to Council as to how they proceed
- Ambulance costs increase by \$3,500 in 2016
- DSSAB and Manitoulin Centennial Manor levies are up by \$500 and \$1000, respectively
- The Summer Program has been adjusted to only include the Swimming Instructor wages and the materials needed for the program
- The Arena budget is lower than last year due to work that was done on the compressor in 2015
- The Planning/Development department is budgeted for an increase but could be more depending on the result of NEMI's request to leave the Planning Board
- The Landfill expansion is included in the operating budget but depends on MOE approvals

Councillor Moggy asked if the siding replacement for the Roller Mills Building was included in the budget. Staff informed him that Terra Star is working on a quote and that there may be a problem finding someone interested in doing the installation. Councillor Moggy also asked about money available for the Agricultural Society and Horticultural Society, those amounts are included in the budget every year.

Councillor Fields asked how much grant money was received by the Project and Events Coordinator to offset expenses. The Treasurer responded that approximately \$16,000 had been acquired in 2015 but would have to confirm that number.

Councillor Reid asked about the cost to re-surface 1 km of road with tar and chip. The Treasurer referenced an email from the Roads Superintendent which estimated the cost to be approximately \$15,000 per kilometer.

Mayor Moffatt suggested that proper costing be acquired to renovate the back end of the arena to turn the space into a multi-purpose area that would benefit the community and could possibly be used by the Fire Department. Councillors agreed that this project should be included in the long range plan and money put into reserves for that purpose.

Councillor Fields noted that there is not much money left over for capital budget purposes with a 2% or less increase and that money should be spent on engineering studies to prepare for infrastructure projects and funding opportunities.

The next budget meeting was set for Thursday, April 7, 2016 at 9 a.m. to be held in the Council Chambers.

#87-07-16 B. Reid – L. Fields

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

CARRIED

Mayor

Clerk

9:35 a.m.

These Minutes are not considered official until adopted by Council.

ASSIGINACK PUBLIC LIBRARY BOARD MEETING

TUESDAY MARCH 1, 2016

RECEIVED
MAR 22 2016

The meeting was called to order by the chair, Brenda Reid, at 2:00.

Present: Brenda, Catherine, Jane, Les, and Deb

Regrets: Alison, Irma, Heather

06-16 Catherine/Jane

That the minutes of January 18, 2016 be accepted as presented....carried

07-16 Jane/Catherine

That the financial report, attached, as of January 31, 2016 be accepted as presented.....carried

08-16 Jane/Catherine

That the Librarian's report, attached, be accepted.....carried

09-16 Catherine/Jane

That the Library Board approves the revised plan for the Library renovations, attached, and that we advise township staff that we will move ahead with this timetable as soon as possible, with a target end date of April 15, 2016, and further that the Librarian advise the contractor of this decision...carried

10-16 Jane/Catherine

The meeting was called to order by the chair, Brenda Reid, at 2:00.

That the Librarian be directed to transfer \$30 from the Board Account to the Current Account to cover the cost of maintenance fees for 2016.....carried

New Business

Catherine/Jane

The Librarian has been working on a draft Policy and Procedure document for the use of the new meeting place. She will consult with Township Staff and Ontario Library Staff during this process. Highlights of the OLA conference in January were shared with the Board. CVS Midwest gifted our library with a large collection of new DVD's and Talking Books. The Easter Egg Hunt will take place on Easter Sunday at 1:30. Author Wesley King will visit Assiginack Public School, on March 30th and will do two different presentations to the students at that time. The Librarian was directed to explore costing for a new "staff" laptop, camera and mount, a laptop and headset to run a virtual reality program, and a whiteboard, in consultation with Board Member Heather Pennie, and report back to the Board for the March Board Meeting.

FUTURE IDEAS

A non-fiction collection re-boot...a specific collection of non-fiction books, ie: arts, crafts, hobbies are regrouped in a "specific interest" section, but still labelled within dewey system, and displayed on wheels that could be changed up as needed. This would somewhat follow the manner in which non-fiction books are displayed in book stores, other groupings could centre around space and astronomy, food and culture, and history.

The formation of a Walking Club..... participants would sign up in the library, track their walking

The Librarian has been working on a draft Policy and Procedure document for the use of the new


library with a large collection of new DVD's and Talking Books. The Easter Egg

distances, record and tally them weekly on a chart in the library, with the intention of covering the distance from Manitowaning to a specific place in the world.

Photography Club....there has been some interest in a club that would meet once a month in the Library.

The next regular Board meeting will be Monday March 21, 2016 @ 3:00 in the Library.

11-16 The meeting was adjourned on a motion from Jane at 3:00



chair



secretary

ASSIGINACK PUBLIC LIBRARY PROPOSED BUDGET – 2016

Bank Balance (Dec. 31, 2014)		(\$638.67)	
<u>REVENUES</u>	<u>Proposed 2015</u>	<u>Actual 2015</u>	<u>Proposed 2016</u>
Municipal Levy	36685.00	36685.00	36685.00
Provincial Grant	3483.00	3483.00	3483.00
Student Grant	1000.00	1320.00	1000.00
Transfers	0	0	0
Special Grants (OLCF & Can. Council)	0	6717.00	0
Fees/Donations/Coffee/Printing	200.00	308.50	200.00
Rebates / Reimburse	0	293.12	0
Friends of the Library	300.00	300.00	300.00
Bank Interest	0	122.59	0
Pay Equity	0	0	0
<u>TOTAL</u>	<u>41668.00</u>	<u>49229.21</u>	<u>41668.00</u>
<u>EXPENDITURES</u>			
Accounts Payable	0	0	0
Books	2400.00	1455.71	2200.00
Wages	29200.00	29360.64	30016.00
Salary Deductions	2000.00	1853.26	2100.00
Health Tax	590.00	572.49	590.00
WSIB	100.00	105.04	100.00
Rent	1200.00	1200.00	1200.00
Insurance	200.00	168.00	200.00
Periodicals	350.00	331.22	412.00
Audio/Visual	460.00	614.16	560.00
Telephone & Internet Line	900.00	862.15	900.00
Office Supplies/Housekeeping	650.00	1091.21	750.00
Furniture/Mach. Maintenance	350.00	164.85	450.00
Memb./Reg./Conferences	700.00	1284.58	800.00
OverDrive e-book fee/WB online	600.00	534.24	600.00
IT Support Service	1600.00	980.00	300.00
Misc./ Mem.Comp.Fund	100.00	7224.90	100.00
Automation Costs	100.00	214.00	200.00
Accounting Assist	100.00	100.00	100.00
Bank Charges	68.00	147.71	90.00
<u>TOTAL</u>	<u>41668.00</u>	<u>48264.16</u>	<u>41668.00</u>

2015 Revenues minus 2015 Expenditures....\$49229.21 – \$48264.16 = \$965.05
 Plus Dec. 2014 Bank Balance...(\$638.67) = \$1603.72 in bank Dec. 31, 2015

Manitowaning Museum Meeting Minutes

March 10, 2016

Attendance: Hugh Moggy, Alice Pennie, Heather McKenzie, Natalie Hartley, Kelsey Maguire

Agenda

- 1. Seniors Grant** –Application for seniors grant, application submitted to do an oral history from the seniors within the community.
- 2. Narrative Threads-** narrativethreads.ca submitted the telephone switch to the website.
- 3. Energy Grant-** \$2500 grant to make the building more efficient. Grant submitted to Alton for approval to change all lightbulbs in the museum to LED bulbs.
- 4. 60th anniversary** – Get Burns Wharf Theatre to come and sing, Lyle Dewar for music or Robbie Shawana. Tentative area set up for music if the weather is bad and have the cake and ice cream inside the museum. Dave Smith will be the speaker about the history. Talk to Peter Baumgarten about printing the picture of the moon or the museum as a gift to acknowledge the retirement of Dave and Jeanette. Get a cake priced from Lisa and Foodland (vanilla cake). Get squares made for extra (8 to 10 pans). Get a tub of vanilla ice cream. Put it on the billboard up on the hwy. Mail out some invitations for the event.
- 5. Museum of Manitoulin Meeting-** Have some snacks put out (crackers, cookies).

New Business

Budget- Add more to the budget for events and for lunch for Museum of Manitoulin meeting, new roof, and for the cracked window in the entryway, to have the Reeve portraits updated, new signage and billboards. Also asked for a new committee member- perhaps appoint 7 members.

Suggested that committee members take a tour of the old flour mill building.

Next tentative meeting April 12th or 14th

Closing; Move to adjourn at 8p.m



March 30, 2016

MINUTES OF PLANNING BOARD MEETING - March 22, 2016

At a Meeting of the Manitoulin Planning Board, held in the Board Room at the Planning Board Office, Gore Bay, Ontario, on Tuesday, March 22, 2016, the following Members of Planning Board were present:

- | | | | |
|----|-------------|----|------------|
| 1. | R. Stephens | 5. | D. Osborne |
| 2. | M. Peters | 6. | E. Russell |
| 3. | L. Hayden | 7. | P. Moffatt |
| 4. | L. Addison | 8. | K. Noland |

Regrets: A. Hunt, I. Anderson
Absent: D. Head

Also in attendance was:
T. Sasvari, Reporter, Manitoulin West Recorder

There were no other interested parties or members of the general public or press in attendance.

The Meeting was called to Order at 7:02 P.M. by Chair K. Noland, who welcomed all present.

The Chair asked if there were any Board Members who wished to declare a conflict of interest with any of the items listed on the agenda or having to do with the previous Board Meeting of February 23, 2016. There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested that the agenda be adopted as circulated.

MOTION

It was moved by P. Moffatt and seconded by D. Osborne that the Order of Business be adopted. - Carried.

2. MINUTES OF PREVIOUS BOARD MEETING - February 23, 2016.

The Chair announced that the Minutes of the Board Meeting held on February 23, 2016 had been circulated to all Board Members and requested that any errors or omissions be stated.

There being no errors or omissions, a motion was moved by L. Hayden and seconded by D. Osborne that the Minutes be adopted as circulated. - Carried.

**BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING
- February 23, 2016**

There was none.

3. VARIABLE EXPENDITURES

There were no questions of the variable expenditures.

MOTION

It was moved by E. Russell and seconded by L. Addison that the variable expenditures be accepted as presented. - Carried.

4. PRESENTATION OF APPLICATION FOR PLAN OF SUBDIVISION
File No.: SUB2016-01
Applicant/Owner: Davis and McLay Developments Limited
Agent: Rick Hunter, MCIP, RPP, Planscape Inc.
Location: Part Lots 14 and 15, Conc. VII and Part Lot 14, Conc. VIII
Being Parts 1, 2 & 3, Plan 31R-3552
excepting Parts 1 & 2, Plan 31R-4026
Township of Bidwell
Town of Northeastern Manitoulin and the Islands

Due to concerns received from the Municipality of Assiginack regarding the standard of Red Lodge Road, this application was given approval in principle during the Board Meeting held on February 23, 2016. Draft approval was deferred to provide additional time to the Municipalities of Northeastern Manitoulin and the Islands (NEMI) and Assiginack and the applicant to resolve any concerns that this existing municipal road will provide access to the subject lands for the development of an additional 19 lots for seasonal residential use.

NEMI were advised of the 'Approval In Principle' by letter dated February 24, 2016, copied to the Municipality of Assiginack and the applicant. NEMI were also provided with a copy of the draft conditions for their review.

The Provincial Policy Statement 2014 states, in part:

- '1.6.7.1 Transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.*
1.6.7.3 As part of a multimodal transportation system, connectivity within and among transportation systems and modes should be maintained and, where possible, improved including connections which cross jurisdictional boundaries.
1.6.7.5 Transportation and land use considerations shall be integrated at all stages of the planning process.'

NEMI, by letter, dated March 2, 2016, advised of Resolution, No. 58-03-16 as follows:

'Whereas in the past Council has indicated to the Manitoulin Planning Board that it has no issues or concerns with the application for a Plan of Subdivision by Davis and McLay, and

Whereas Davis and McLay have negotiated an agreement with the Province through the OMB process which places specific conditions on the development but permits it to continue, and

Whereas Red Lodge Road is a Municipal boundary Road that has been and continues to be an open road maintained jointly by Assiginack and NEMI and does not constitute part of the Davis and McLay development

Now Therefore be it RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands recommends the Manitoulin Planning Board approves the plan of subdivision with the conditions as negotiated with the Province and without any conditions relating to Red Lodge Road. -Carried

NEMI has not commented or provided any additional conditions to be included with the draft approval.

The following email, dated March 15, 2016, received from the Ministry of Municipal Affairs and Housing (MMAH), in response to a request for guidance regarding policies that speak to Municipalities sharing responsibility of boundary line municipal roads was read and tabled:

'I've had some discussion with David Williamson about this. It's my opinion that the Planning Board, as the approval authority, may attach conditions in addition to those set out in the minutes of settlement. These new conditions would be subject to appeal by the applicant.

Whether this condition should be added or not is up to the Planning Board to decide, however you may want to seek independent planning advice to determine if this condition is necessary for consistency with the PPS and conformity with the Official Plan. Further, you may want to seek legal advice to determine whether the agreement entered into by the applicant would be with the Planning Board, Assiginack and NEMI.

Your recommendation should also include what percentage of the costs, if any, should be covered by the applicant and the rationale for this percentage.

Regarding policies for sharing responsibility for boundary roads, I see that as a separate issue. Municipalities may enter into subdivision agreements for many things not otherwise covered by existing policies or by-laws.'

'Section 51(24)(d) of the Planning Act:

(25) The approval authority may impose such conditions to the approval of a plan of subdivision as in the opinion of the approval authority are reasonable, having regard to the nature of the development proposed for the subdivision, including a requirement,

(d) that the owner of the land proposed to be subdivided enter into one or more agreements with a Municipality, or where the land is in territory without municipal organization, with any minister of the Crown in right of Ontario or planning board dealing with such matters as the approval authority may consider necessary including the provision of municipal or other services.'

4. PRESENTATION OF APPLICATION FOR PLAN OF SUBDIVISION
File No.: SUB2016-01-Davis and McLay Developments Limited - continued

The Board were advised that under the Planning Act, the Board are required to make a decision within 180 days, which, in this case, would be before July 27, 2016. The Board were also advised that the Municipality of Assiginack had advised they were reviewing options regarding the upgrading of the Red Lodge Road to support the additional traffic that would be generated.

As a result of conversation with the clerk of the Municipality of Assiginack, the Secretary-Treasurer recommended that this application be deferred to the next regular Board Meeting.

Discussion and input from each Board Member resulted in the following motion:

MOTION

It was moved by R. Stephens and seconded by P. Moffatt to defer decision to provide the Municipality of Assiginack an opportunity to review options regarding the Red Lodge Road.

As requested by Board Member M. Peters, the Chair called for a recorded vote.

	<u>In Favour</u>	<u>Opposed</u>
1. R. Stephens	X	
2. M. Peters		X
3. L. Hayden	X	
4. L. Addison	X	
5. D. Osborne		X
6. E. RusSELL	X	
7. P. Moffatt	X	
8. K. Noland	X	

- Motion Carried.

5. GENERAL, REGULAR AND NEW BUSINESS

a) General Up-date by Secretary-Treasurer

i) 2015 Audit

The Board were advised that a Draft Financial Statement had been received from Freelandt Caldwell Reilly. The Final Draft Financial Statements and the Draft Budget are expected to be available for the next regular Board Meeting.

The Board were also advised that from preliminary review the comparison of the budget for 2015 with actual for 2015 appeared to have a deficit of ±\$1,000.00.

ii) Service Delivery Review

Further to the request from Matt Alexander, Planner, Municipal Services Office, Ministry of Municipal Affairs and Housing (MMAH), during the February Board Meeting, that the Board consider having a Service Delivery Review completed for the Board which he had advised would be funded by MMAH, Mr. Alexander has advised this proposal has been deferred at this time. The draft Terms of Reference have not been completed.

b) Central Ontario Orthophotography Project (COOP) 2016

Board Members and the Municipalities were provided, by email, the latest e-mail from Mike Robertson, Imagery Project Manager, MNRF, stating that the steering committee will be meeting in North Bay on March 31st, 2016 to finalize the project timing and costs.

The Secretary-Treasurer informed the Board that, with the exception of the Township of Cockburn Island, all Municipalities, except Central Manitoulin and Tehkummah, have confirmed they wish to participate. It was noted that NEMI requested that the costs of the project be paid from the Planning Board's reserve fund.

The Board were advised that the application under the Business Case Funding to MMAH to cover the cost of inclusion of the Unincorporated Townships in the COOP2016 Project for in the amount of \$4,300.00 had been approved and a motion is required authorizing the execution of the funding agreement:

MOTION

It was moved by D. Osborne and seconded by L. Addison that the Manitoulin Planning Board does hereby authorize the Chair and the Secretary-Treasurer to execute the funding agreement for the allocation of \$4,300.00 for the purpose of covering the unincorporated share of the cost for inclusion in the 2016 Central Ontario Orthophotography Project. - Carried.

5. c) Town of Northeastern Manitoulin and the Islands (NEMI)

i) Draft Official Plan

The Board Members were advised that NEMI had notified the Board, by email on March 7, 2016, that the new draft Official Plan and Schedules were now available on their website and further, by email on March 21, 2016, the Notice of Adoption of this Official Plan was also received.

The Secretary-Treasurer displayed Official Plan schedules (maps) of NEMI's draft Official Plan (OP) and the Manitoulin Planning Area draft OP for comparison. The Board were provided with an overview of the draft Official Plan for the Town of Northeastern Manitoulin and the Islands (NEMI) and a list of comments prepared by the Secretary-Treasurer. Since NEMI has adopted the draft plan these comments will be forwarded to NEMI and to the Ministry of Municipal Affairs and Housing to be included in their review process.

Discussion and review of the draft Official Plan for the Town of Northeastern Manitoulin and the Islands resulted in the following motion:

MOTION

It was moved by P. Moffatt and seconded by L. Addison that, while the Ministry of Municipal Affairs and Housing staff have regularly stated that it is the privilege of any Municipality to prepare their own Official Plan, it is the position of the Manitoulin Planning Board that a second Official Plan, for any individual Municipality within the Planning Area, will not contribute to better or consistent planning for the Planning Area.

As requested by the Member for the Town of Northeastern Manitoulin and the Islands, the Chair called for a recorded vote.

	<u>In Favour</u>	<u>Opposed</u>
1. D. Osborne, Gore Bay	X	
2. M. Peters, NEMI		X
3. P. Moffatt, Assiginack	X	
4. K. Noland, Burpee-Mills	X	
5. R. Stephens, Cent. Manit.	X	
6. L. Hayden, Gordon/Barriels	X	
7. E. Russell, Tehkummah	X	
8. L. Addison, Provincial Appointee	X	

MOTION CARRIED

ii) Request to the Province for Planning Authority

The Board Members were provided a copy of a draft letter prepared to be sent to Lynn Buckham, Regional Director, MMAH addressing the Manitoulin Planning Board's position regarding the request from NEMI to be granted Planning Authority. This letter is attached to these Minutes as Appendix A.

Following discussion, each Board Member, excepting the Board Member representing NEMI, confirmed the position of their Council was to not support the request for the Town of Northeastern Manitoulin and the Islands (NEMI) to be granted their own Planning Authority. The Board were advised that some of the Municipalities had provided their position in writing and that copies would be included with the submission to MMAH.

MOTION

A motion was made by R. Stephens and seconded by D. Osborne that the letter as reviewed by the Board be sent to the Ministry of Municipal Affairs and Housing stating the Board's position to not support the fragmenting of the Manitoulin Planning Area.

As requested by the Board Member for NEMI, the Chair called for a recorded vote.

	<u>In Favour</u>	<u>Opposed</u>
1. R. Stephens	X	
2. M. Peters		X
3. L. Hayden	X	
4. L. Addison	X	
5. D. Osborne	X	
6. E. Russell	X	
7. P. Moffatt	X	
8. K. Noland	X	

Motion Carried.

6. Official Plan Review - Final Draft

The Board were advised that the Final Draft, redline version, had been forwarded to the Ministry of Municipal Affairs and Housing (MMAH) and the following email, from Matt Alexander, (MMAH), was read and tabled:

'I just wanted to let you know I've begun to review the new draft and my goal is to have comments to you before the end of May at the latest. My review will focus on the portions of the official plan that are new since we last submitted comments. So if we recommended a change in the previous set of comments and that change was not made I won't be commenting on that this time around and we may still modify the plan if necessary.

I only emphasize this because some municipalities in the past have sent us multiple revisions of a plan in the hopes of having their official plan approved without modifications. I know we talked about this but I wanted to be clear about the purpose of this final review of the OP.'

7. ELECTION OF OFFICERS FOR 2016

The Chair, K. Noland, announced that the election of Chair and Vice Chair for the year 2016, as required annually by Sec. 11(2) of the Planning Act and Sec. XII(2) of the Procedural By-law, will be held.

Following his announcement, Mr. Noland vacated the Chair and requested the Secretary-Treasurer to conduct the elections at hand.

The Secretary-Treasurer, for information, advised the Board Members that Procedural By-law, Sec. III(4), states the maximum term to be served by any Chair is to be four consecutive years, which makes all Board Members eligible to be nominated.

The Secretary-Treasurer then called for nominations for Chair for 2016.

D. Osborne nominated K. Noland and this was duly seconded by R. Stephens.

A call for further nominations was met with no response.

P. Moffatt moved that nominations be closed.

K. Noland accepted the nomination and was therefore acclaimed as Chair for 2016.

The Secretary-Treasurer advised the current Vice Chair is A. H. Hunt and then called for nominations for Vice Chair for 2016.

L. Hayden nominated R. Stephens and this was duly seconded by D. Osborne.

A call for further nominations for Vice Chair was made by the Secretary-Treasurer. There was no response to this request.

L. Addison moved that nominations be closed.

R. Stephens accepted the nomination.

With the completion of the election of officers for 2016, K. Noland assumed the Chair and continued with the agenda.

COMMITTEE APPOINTMENTS

The first committee to be appointed will be the Executive Committee.

i) Executive Committee

The Executive Committee in accordance with the Procedural By-law, Sec. XII(10) states the Executive Committee shall consist of the Past Chair, the Chair and the Vice Chair. Since the immediate Past Chair was no longer a member of Planning Board and in accordance with the Committee Appointments in 2015 E. Russell was appointed to the position of Acting Past Chair. Therefore, the current Executive Committee consists of E. Russell, Acting Past Chair, K. Noland, Chair and A. H. Hunt, Vice Chair.

MOTION

It was moved by P. Moffatt and seconded by M. Peters that E. Russell continue in the position of the Acting Past Chair. - Carried.

Therefore, as a result of the foregoing Motion and Election of Officers for 2016 the Executive Committee will consist of Acting Past Chair E. Russell, Chair, K. Noland, and Vice Chair R. Stephens for 2016.

7. 7. ELECTION OF OFFICERS FOR 2016 - COMMITTEE APPOINTMENTS

ii) Budget Committee

The Board were advised that the Budget Committee, as appointed in 2015, consists of M. Peters, R. Stephens, A.H. Hunt and K. Noland.

MOTION

It was moved by E. Russell and seconded by D. Osborne that the Budget Committee remain the same as 2015 and consist M. Peters, R. Stephens, A.H. Hunt and K. Noland. - Carried

iii) Signing Authorities

The current signing authorities, appointed in 2015, are any two of K. Noland, Chair, D. Osborne, Board Member, L. Hayden, Board Member and E. Carter, Secretary-Treasurer.

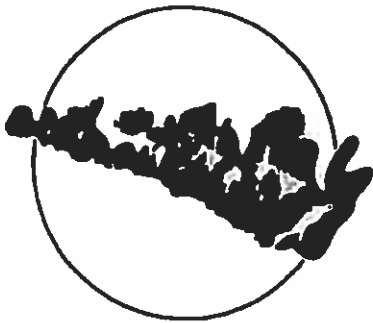
MOTION

It was moved by P. Moffatt and seconded by L. Addison that the signing authorities for 2016 will remain the same and be any two of of K. Noland, Chair, D. Osborne, Board Member, L. Hayden, Board Member and E. Carter, Secretary-Treasurer. - Carried.

The time now being 8:15 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by P. Moffatt.

K. E. NOLAND, CHAIR

E. L. CARTER, SECRETARY-TREASURER



MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 ☎ 705-282-3142

March 23, 2016

Lynn Buckham, Regional Director
Municipal Services Office-North
Ministry of Municipal Affairs and Housing
159 Cedar Street, Suite 401
Sudbury ON P3E 6A5

Subject: Composition of the Manitoulin Planning Board and Proposal for New Planning Authority for the Town of Northeastern Manitoulin and the Islands

Dear Ms. Buckham:

The Manitoulin Planning Board (MPB) is the Land Use Planning Authority for the Manitoulin District/Planning Area. The Manitoulin Planning Area was defined, the Board Members appointed and the Board's functions and duties were set out by a letter signed by W. Darcy McKeough, Treasurer of Ontario, dated February 21, 1975. The MPB was delegated authority by the Minister of Municipal Affairs and Housing for land use applications under the Planning Act for the Manitoulin Planning Area and is classified as a Body Corporate under Section 11 of the Planning Act, thereby being an independent Board and is independently audited by chartered accountants.

The mandate supported by the MPB, since 1975, has been to strengthen and support communities across the planning area and work to improve land use planning, protect the environment and agricultural lands and strengthen partnerships with the local Municipalities. This Board will continue to work with our partner Municipalities and the Province in the delivering of consistent land use planning practices that have benefited the entire planning area.

While there is no registered professional planner on staff, all three staff members have successfully completed the Primer on Planning Course and the Sensitivity Training provided by the Ministry of Natural Resources and Forestry. The current Secretary-Treasurer has plus 30 years experience working for the MPB and has established a support system with the Ministry Staff, Professional Planners, surveyors and solicitors. Additional staff consist of the Deputy Secretary-Treasurer with +15 years experience with the MPB and the GIS Technician who has been on staff for +5 years.

The MPB staff are members of the Ontario Association of Committees of Adjustment and Consent Granting Authorities (OACA) and participate in the annual OACA Conference and Workshops as well as the MMAH fall workshop and any training sessions offered as well as researching planning decisions of other planning authorities and the Ontario Municipal Board to keep current with planning matters and legislation, etc.

Lynn Buckham, Regional Director
Municipal Services Office-North
Ministry of Municipal Affairs and Housing
March 23, 2016

As an additional service to the partner Municipalities, the MPB has been appointed by each individual Municipality to provide the administration procedures required for their individual zoning by-laws. This service has included providing advice/opinions to municipal staff, landowners, developers and the processing of applications for zoning amendments. An application for a zoning amendment results in a planning report, prepared by the Secretary-Treasurer, submitted to the Municipal Council for consideration. MPB has been providing this service to the Town of Northeastern Manitoulin and the Islands (NEMI) since 1999 and continues to do so.

The relationship between MPB and the Town of Northeastern Manitoulin and the Islands (NEMI) was compromised when MPB, without prejudice, appealed a decision to the Ontario Municipal Board made by NEMI to approve a By-law Amendment to permit residential uses in an Industrial Designation and Zone. The MPB had recommended refusal of this amendment to NEMI advising that the approval of this proposal would not conform to the Official Plan or Ministry of the Environment Guidelines. However, NEMI chose to approve the By-law and leave MPB with no alternative but to appeal this decision.

There have been two instances that the Council for the Town of Northeastern Manitoulin and the Islands have not agreed with the decisions made by the Manitoulin Planning Board as follows:

- i) an appeal to the Ontario Municipal Board of a Zoning By-law that was deemed to not conform to the Official Plan; and
- ii) a request to provide for weighted voting at the Manitoulin Planning Board.

Unfortunately, neither of these issues were resolved to the complete satisfaction of the Town of Northeastern Manitoulin and the Islands (NEMI). Further to a request from NEMI, the MPB, following extensive consideration of options, did amend the Procedural By-law by adopting provisions for weighted voting, which provided for each Municipality to have the number of votes they were entitled to prior to amalgamation. However, these provisions were not to the satisfaction of NEMI. The Board did not support the weighted voting criteria as proposed by NEMI. It was considered that the weighted voting as proposed by NEMI was geared to control of the decision making process and not to the distribution of costs. The Board considered the function of the Board was to make decisions based on established policy, not at the whim or desire of an individual municipality. MPB decisions have never been the result of inter municipal politics. Planning decisions made by a single Council may become political in nature and/or made due to favoritism. The MPB, being comprised of a member from each individual municipality and appointments from the Province, has a member combination which remains free of a political agenda.

There was also an application made by NEMI for land owned by the Municipality for a rezoning that the MPB advised there was not conformity to the Official Plan or Provincial Policy Statement 2014. In an effort of cooperation, MPB offered to hire an independent planner to prepare the planning report. However, NEMI proceeded with an Official Plan Amendment application for this property.

The Budget of the Manitoulin Planning Board has remained consistent with the exception of the years when the Geographic Information System (GIS) Project was being developed and implemented between 2011 and 2013, with the full support and contributions from all partner Municipalities. This project expense was offset by considerable financial contributions from FedNor and NOHFC. This project resulted in the hiring of a GIS Technician and allows the MPB office to provide many additional mapping related services to the Municipalities and landowners. The hiring of the GIS Technician was also considered part of the transition phase in preparing for the future retirement of the current Secretary-Treasurer.

Lynn Buckham, Regional Director
Municipal Services Office-North
Ministry of Municipal Affairs and Housing
March 23, 2016

Since the inception of Planning Board the partner Municipalities are annually assessed a requisition for the operation of Planning Board based on Assessment, which relates to the amount of land that may be subject to development and the number of property owners seeking advice or approvals for land use applications. It is noted that the mill factor for MPB municipal requisitions based on requisitions/assessment in 2003 was .000095 and in 2015 was .000077.

The cost of operating the Manitoulin Planning Board or any planning authority can not be based on the number actual applications. There are many planning proposals, often time consuming, involving consultation with property owners and ministries, that do not result in complete applications. All applications are given a thorough preconsultation thereby providing an applicant/landowner with the best planning related information available before proceeding.

For your convenience, attached is a letter sent to Matt Alexander, Planner, MMAH, dated October 20, 2016, in response to a request for additional information regarding the costs and services, etc.

Following is an excerpt from the MPB Minutes of May 26, 2015:

'Board Member M. Peters submitted the following letter, signed by Al MacNevin, Mayor, Town of Northeastern Manitoulin and the Islands, which was read and tabled:

*Manitoulin Planning Board, Attn: Ken Noland, Chairperson
40 Water St., P.O. Box 240, Gore Bay, On, POP 1H0*

Dear Ken:

At our last NEMI Council meeting on May 5th, 2015 our Planning Board representative, Melissa Peters, advised our Council that the Manitoulin Planning Board made a decision to not reconsider our request to change the Board's recently adopted weighted voting model. It is unfortunate that the Board has chosen not to recognize the need for a model that fairly represents both the financial contribution and population represented by its member municipalities. Let me also express my continued disappointment regarding the document that was circulated by Mr. Head. In my opinion he continues to embody all that is not well at the Manitoulin Planning Board in serving the needs of its members.

I met with Lynn Buckham (Regional Director for the Northeast office of MMAH) on May 6th, 2015 following the Planning Board's rejection of my request to amend the weighted vote procedure. I advised her that our Council wishes to have the Minister grant us approval to create our own Planning Authority and withdraw from the Manitoulin Planning Board as we asked over a year ago. Director Buckham asked us to prepare a formal submission for her to present to the Minister for review on this matter. We are preparing it now and I am confident that the Minister will see that we have the ability to move ahead and take control of our own planning matters.

My Council has requested that Melissa Peters put a motion forward at the next Planning Board meeting asking for the Board's support for NEMI's effort to form their own Planning Authority. I hope that the Board will recognize that it would be in the best interest of all the parties to support our request.

Sincerely, Al MacNevin, Mayor, Town of Northeastern Manitoulin and the Islands

Lynn Buckham, Regional Director
Municipal Services Office-North
Ministry of Municipal Affairs and Housing
March 23, 2016

Excerpt from the MPB Minutes of May 26, 2015 - Continued

MOTION

It was moved by M. Peters and seconded by L. Addison that the Manitoulin Planning Board support the Town of Northeastern Manitoulin and the Island's effort to form their own Planning Authority.

Board Member M. Peters requested a Recorded Vote.

The Chair provided each Board Member an opportunity to speak to the motion. Following discussion and input from each Board Member the Chair called for a recorded vote:

	<u>In Favour</u>	<u>Opposed</u>
1. D. Osborne		X
2. M. Peters	X	
3. P. Moffatt		X
4. A. H. Hunt		X
5. K. Noland		X
6. R. Stephens		X
7. B. St. Denis		X
8. L. Hayden		X
9. E. Russell		X
10. L. Addison		X

Motion Defeated.

The Chair requested the Board's input regarding if the Planning Board should pursue any additional action in regard to this subject. Discussion resulted in the following motion:

MOTION

It was moved by B. St. Denis and seconded by P. Moffatt that the Ministry of Municipal Affairs and Housing be asked to confirm that the Manitoulin Planning Board will have an opportunity to respond to a Town of Northeastern Manitoulin and the Islands request for its own planning authority and if not then the Manitoulin Planning Board shall proactively make a submission.
- Carried.

Further to the above motion, MMAH advised that the Board would have an opportunity to submit comments for the Ministry's consideration. During the last Board Meeting, held on February 23, 2016, Matt Alexander, Planner, Municipal Services Office, MMAH, was in attendance and spoke to the Board and answered questions regarding the proposal for a separate NEMI Official Plan and the request from NEMI to be granted their own Planning Authority. During the discussion Mr. Alexander advised that the Planning Board should now provide a formal response and that the Municipalities could be encouraged to adopt a resolution of their individual support or opposition to this proposal and forward them to MMAH individually or provide them to Planning Board to be included with their submission.

**Lynn Buckham, Regional Director
Municipal Services Office-North
Ministry of Municipal Affairs and Housing
March 23, 2016**

The request by the Town of Northeastern Manitoulin and the Islands to be granted their own land use planning authority and to discontinue being a partner of the Manitoulin Planning Board is not supported by this Board. This proposal is viewed as a fragmentation of an existing experienced Planning Authority that has provided fair, knowledgeable and practical land use development within the policies of the Planning Act, Official Plan, Provincial Policy Statement 2014 and all Ministry land use guidelines.'

All partner Municipalities and the Province have had an excellent relationship for plus 35 years reflecting the collective will of the entire planning area to working together. NEMI shares boundaries with three neighbouring Municipalities and it is considered important that land use planning remain consistent not only across the planning area but for these neighbours.

The Municipalities have established the use of shared services for good of all Municipalities and the sharing of the services provided by the Manitoulin Planning Board are also important to the Municipalities. Each Board Member, excepting the Board Member from NEMI, confirmed their Council's position was to not support the request for NEMI to leave the Planning Board. Some written submissions from the Council's are attached.

The MPB office has all of the file history, including the MMAH files, and a complete record of all land use activity since 1975. These records provide reference to past land use activities and property history and contribute to consistent planning decisions.

The MPB requests that the Ministry of Municipal Affairs and Housing take into consideration the good planning relations and consistent decision making that has been performed by this existing Planning Authority and not support the fragmenting of this Planning Area by granting additional Planning Authorities to any individual Municipality.

Yours truly,



Ken Noland, Chair

KN:et

Enclosure

Copy: M. Alexander, Planner, MMAH

Ministry of the Environment and
Climate Change

Ministère de l'Environnement et de
l'Action en matière de changement
climatique



Safe Drinking Water Branch

Direction du contrôle de la qualité de
l'eau potable

Sudbury District Office
199 Larch Street
Suite 1201
Sudbury ON P3E 5P9
Tel.: 705 564-3237
Fax: 705 564-4180
Toll Free: 1 800 890 8516

Bureau du district de Sudbury
199, rue Larch
Bureau 1201
Sudbury ON P3E 5P9
Tél. : 705 564-3237
Télééc. : 705 564-4180
Sans frais : 1800 890 8516

March 18, 2016

Mr. Alton Hobbs
Clerk-Treasurer,
Corporation of the Municipality of Assiginack
25 Spragge St.
Manitowaning, ON P0P 1N0

Dear Mr. Hobbs:

Re: Sunsite Estates Subdivision Drinking Water System Inspection Report 2015-16

Please find attached the annual Sunsite Estates Subdivision Treatment Plant and Distribution System inspection report for the year 2015-16. There were no issues of non-compliance identified during the current inspection period. However, in the interest of continuous improvement, a number of Best Practice Issues have been noted. Please review these issues in the section of the report entitled *Summary of Best Practice Issues and Recommendations*.

Please also be reminded that Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

Also, included in the appendices of the report is the Inspection Rating Record (IRR) for this drinking water system. Please ensure that the information contained in the IRR is shared with municipal council. Please further note that a copy of this inspection report has been provided to the Sudbury and District Health Unit, as per the Ministry's Drinking Water Inspection Protocol.

At this time I would like to thank the Township of Assiginack and OCWA for their cooperation during the inspection, it was much appreciated. Should you have any questions regarding the attached document, please feel free to call me at 705-564-7160.

Sincerely,

A handwritten signature in black ink, appearing to read "Shelley Baggio", with a long horizontal flourish extending to the right.

Shelley Baggio
Water Inspector
Ministry of the Environment and Climate Change
Sudbury District Office

cc: Keith Stringer, Operations Manager, OCWA Espanola Hub
Natalie Wagar, Process and Compliance Technician, OCWA Espanola Hub
Burgess Hawkins, Health Protection Division, Sudbury and District Health Unit



Ministry of the Environment and Climate Change

**SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM
Inspection Report**

Site Number:	220008471
Inspection Number:	1-C2N0T
Date of Inspection:	Jan 20, 2016
Inspected By:	Shelley Baggio

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APPENDICES

APPENDIX I	MUNICIPAL DRINKING WATER LICENSE DRINKING WATER WORKS PERMIT
APPENDIX II	PERMIT TO TAKE WATER
APPENDIX III	INSPECTION RATING RECORD

OWNER INFORMATION:

Company Name: ASSIGINACK, THE CORPORATION OF THE TOWNSHIP OF
Street Number: 25 **Unit Identifier:**
Street Name: SPRAGGE St
City: MANITOWANING
Province: ON **Postal Code:** P0P 1N0

CONTACT INFORMATION

Type: Main Contact **Name:** Alton Hobbs
Phone: (705) 859-3010 **Fax:** (705) 859-3196
Email: clerktreasurer@eastlink.ca
Title: Clerk-Treasurer, Municipality of Assignack

Type: Operating Authority **Name:** Keith Stringer
Phone: (705) 869-5578 **Fax:** (705) 869-4374
Email: kstringer@ocwa.com
Title: OCWA Espanola Hub, Operations Manager

Type: Operating Authority **Name:** Natalie Wagar
Phone: (705) 869-5578 **Fax:** (705) 869-4374
Email: nwagar@ocwa.com
Title: OCWA Espanola Hub, Process Compliance Technician

Type: Operator **Name:** Larry Harasym
Phone: (705) 859-3302 **Fax:** (705) 859-2489
Email: lharasym@ocwa.com
Title: ORO/OIC

Type: Other - Health Unit Contact **Name:** Burgess Hawkins
Phone: (705) 522-9200 **Fax:** (705) 677-9607
Email: hawkinsb@sdhu.com
Title: Sudbury & District Health Unit, Manager - Health Protection Division

INSPECTION DETAILS:

Site Name: SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM
Site Address: 15 MOGGY FAIRWAY SUNSITE ESTATES ON
County/District: Assignack
MOECC District/Area Office: Sudbury District
Health Unit: SUDBURY AND DISTRICT HEALTH UNIT
Conservation Authority N/A
MNR Office: Sudbury Regional Office
Category: Small Municipal Residential

Site Number: 220008471
Inspection Type: Unannounced
Inspection Number: 1-C2N0T
Date of Inspection: Jan 20, 2016
Date of Previous Inspection: Feb 17, 2015

COMPONENTS DESCRIPTION

Site (Name): MOE DWS Mapping
Type: DWS Mapping Point **Sub Type:**
Comments:
Not Applicable

Site (Name): SOURCE WATER
Type: Source **Sub Type:** Surface Water

Comments:

The Sunsite Estates Water Treatment Plant intake lies in Manitowaning Bay, just off the North Channel of Georgian Bay in Lake Huron. Raw water has been characterized as typical Lake Huron/Georgian Bay water; low in colour and turbidity.

The Drinking Water Works Permit indicates the intake is 185 m long, 150 mm in diameter with a flared elbow intake inside a cribbed structure. A zebra mussel chlorine injection line with chemical diffuser has been installed at the intake screen along with a raw water sampling line (25 mm in diameter). Water is gravity fed to the low lift pumping station.

A low lift pump, which maintains pressure in the header pipe feeding the membranes, and the zebra mussel control system are located in the low lift pump station. A 75mm diameter raw water line runs from the low lift station to the plant (approximately 145 metres in length).

Site (Name): TREATED WATER
Type: Treated Water POE **Sub Type:**

Comments:

The Class 2 membrane filtration water treatment plant has been operational since June 20, 2007. The system has been operated by Ontario Clean Water Agency (OCWA) since October, 2007.

Pre-treatment includes straining, addition of pH adjustment (if necessary) and addition of alum (if necessary) to enhance filtration. However, it should be noted that neither pH adjustment or the addition of alum has ever been required at this plant. Treatment includes, US Filter pressurized skid mounted membrane filtration units (2 trains, each can be isolated for maintenance), followed by pre chlorination in baffled contact cells beside the facility. GAC filters are available to be used when taste and odour are problematic, and may be installed in the future. Post chlorination injection is applied prior to distribution (if necessary). Two clear wells located adjacent to the plant provide a total storage volume of 93 cubic metres.

The membrane cleaning process involves backwash cycles using pressurized air that occur every 22 to 30 minutes. Clean in Place (CIP) cycles occur approximately every 30 days and include treatment with sodium hypochlorite which assists in removal of organics and citric acid for the removal of inorganics. Neutralization of CIP effluent occurs using "Captor" which is a calcium thiosulfate solution or caustic soda. Backwash reservoir waste and neutralized wastewater are discharged to Manitowaning Bay.

Site (Name): DISTRIBUTION

Type: Other

Sub Type:

Comments:

This distribution system is a Class 1 system.

Serviced population: approximately 65 residents.

The distribution system was commissioned in 1973.

This distribution system serves approximately 64 lots, 30 of which are vacant. Many of these locations are seasonal cottages. This small distribution system has two dead end locations, 2 x 2inch blowoffs and 1 x 3/4inch goose neck pipes (continuous flow). The system is constructed of PVC pipes without hydrants. No private lines are connected to the system.

INSPECTION SUMMARY

INTRODUCTION

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

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

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

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

The previous inspection for this drinking water facility was an announced, detailed inspection completed on February 17, 2015. No issues of non-compliance were identified by the 2014-15 annual inspection.

The current inspection is an unannounced, focused inspection and the review period is from February 2015 through until the end of December 2015. The site visit for this inspection was completed on January 20, 2016.

CAPACITY ASSESSMENT

- There was sufficient monitoring of flow as required by the Permit and Licence or Approval issued under Part V of the SDWA
- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Permit and Licence or Approval issued under Part V of the SDWA.

The Municipal Drinking Water Licence (MDWL) for this plant identifies the rated capacity as 220 cubic meters per day of treated water from the treatment subsystem into the distribution system. The rated capacity was maintained well below the identified limit throughout the inspection period.

The Permit to Take Water (PTTW #3842-8UZHVS) allows for raw water taking at a maximum instantaneous flow rate of 379 Litres per minute and/or a maximum per day of 276,480 Litres. Neither of these limits were exceeded during the inspection period.

TREATMENT PROCESSES

TREATMENT PROCESSES

- * The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.
- * Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Permit, Licence or Approval issued under Part V of the SDWA at all times that water was being supplied to consumers.

The Sunsite Estates WTP uses a process that includes membrane filtration followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits. The following table summarizes the required log removal/inactivation and the credits assigned to each stage of the treatment process. At this plant, a minimum 0.5-log removal of Giardia must be achieved through chemical disinfection:

EQUIPMENT	LOG REMOVAL CREDITS		
	CRYPTO	GIARDIA	VIRUSES
Membrane Filtration	2.0	3.0	0
Chlorination	0	0.5	4.0
DESIGN TOTALS	2.0	3.5	4.0
REQUIRED	2.0	3.0	4.0

MEMBRANE FILTRATION:

In order to apply the above noted removal credits for the membrane filtration portion of the treatment process, the following criteria must be met at all times:

- maintain effective backwash procedures;
- monitor the integrity of the membranes by continuous particle counting or equivalent means (i.e. pressure decay measurements);
- continuously monitor filtrate turbidity; and,
- meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month.

To ensure the above criteria is met at all times, the filters are set to run backwash cycles and membrane integrity tests on pre-set schedules. Also, pressure decay tests are run every 24 hours. The effluent from each of the filters is continuously monitored for turbidity and the filter efficiency reports for each month of the inspection period confirmed that the effluent met the required criterion.

CHLORINATION:

The CT concept uses a combination of disinfection residual concentration and the effective disinfection contact time in quantifying the capacity of a chemical disinfection system in providing pathogen inactivation. Using this concept involves the determination of CT values required during variable operating conditions (i.e. flow, temperature, pH) and ensuring that the disinfection process achieves the required value at all times. At this plant, the chemical disinfection component of the treatment process must account for at least 0.5-log inactivation of Giardia and 4-log inactivation of

TREATMENT PROCESSES

viruses. To ensure the required log inactivation is achieved, it has been determined that the minimum chlorine residual required at this plant is 0.80 mg/L. A standard operating procedure (SOP) has been developed for this facility that requires a CT calculation to be completed and recorded any time the chlorine levels leaving the clearwell are 0.80 mg/L, or less.

No concerns were identified with regards to the drinking water system achieving the required CT for the inactivation of both Giardia and viruses during the inspection period.

- * **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

- * **The Operator-in-Charge had ensured that all equipment used in the processes was monitored, inspected, and evaluated.**

OCWA has an electronic maintenance management system in place that generates work orders based manufacturer specifications and pre-set schedules for all regular maintenance activities. The operator is also on-site a minimum of three times per week to check and monitor the treatment processes, record operational data and complete assigned work orders.

TREATMENT PROCESS MONITORING

- * **Primary disinfection chlorine monitoring was being conducted at a location approved by Permit, Licence or Approval issued under Part V of the SDWA, or at/near a location where the intended CT had just been achieved.**

- * **Continuous monitoring of each filter effluent line was being performed for turbidity.**

- * **The secondary disinfectant residual was measured as required for the distribution system.**

- * **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

- * **All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or approval or order, were equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6.**

The continuous on-line chlorine analyzer used to measure the chlorine residual at the location where the intended CT has been achieved, and the filter effluent turbidimeters are equipped with the necessary alarms. If the chlorine residual measured on the continuous analyzer drops to 0.85 mg/L, an alarm will be activated. At 0.60 mg/L, the plant is programmed to shut down.

For filtrate turbidity, if a measurement of 0.2 NTU or greater is recorded, an alarm is activated and the plant is programmed to shut down. All alarms are configured to auto-dial the operator on-call.

- * **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

TREATMENT PROCESS MONITORING

- * All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

The calibration and maintenance of analyzers is part of the electronic maintenance management system. Work orders are generated on pre-set schedules, which are based on manufacturer recommendations, applicable regulations and/or other OCWA standard operating procedures.

OPERATIONS MANUALS

- * The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- * The operations and maintenance manuals did meet the requirements of the Permit and Licence or Approval issued under Part V of the SDWA.

Although the operations manual is readily available and generally meets the noted requirements, it has not been updated for a number of years. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information regarding the operation of the drinking water system.

LOGBOOKS

- * Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

SECURITY

- * The owner had provided security measures to protect components of the drinking-water system.

The water treatment plant remains locked at all times and an operator regularly visits the site. It was indicated that there is an intrusion alarm at the plant, but it is not connected to the auto-dialer and is not regularly used. It is recommended that the operators start using the intrusion alarm and that it is connected for remote notification if an incident occurs.

CERTIFICATION AND TRAINING

- * The overall responsible operator had been designated for each subsystem.

OCWA employs a number of operators out of the Espanola Office that are appropriately licenced to act as the Overall Responsible Operator (ORO). The ORO is identified in the logbook daily and is usually the operator that is on-call for the week.

- * Operators in charge had been designated for all subsystems which comprised the drinking-water system.

The operator in charge (OIC) is identified in the logbook and is normally the operator on-site performing the operational duties.

- * Only certified operators made adjustments to the treatment equipment.

WATER QUALITY MONITORING

WATER QUALITY MONITORING

- * **All microbiological water quality monitoring requirements for distribution samples prescribed by legislation were being met.**

Small municipal residential drinking water systems are required to collect one sample from the distribution system every two weeks and test for E. coli, total coliforms and heterotrophic plate count (HPC). During the current inspection period the sample collection and testing was completed as required.

- * **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Small municipal residential drinking water systems are required to collect a treated water sample every 60 months and test for the inorganic parameters set out in Schedule 23 or O. Reg. 170/03. This sampling was last completed on January 15, 2015 and all results were below the limits identified by the Ontario Drinking Water Quality Standards (ODWQS).

- * **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Small municipal residential drinking water systems are required to collect a treated water sample every 60 months and test for the organic parameters set out in Schedule 24 or O. Reg. 170/03. This sampling was last completed on January 15, 2015 and all results were below the limits identified by the Ontario Drinking Water Quality Standards (ODWQS).

- * **All trihalomethanes water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

One sample is required to be collected from the distribution system every three months and tested for trihalomethanes (THMs). During the inspection period the following sample results were received:

January 15, 2015 - 35 ug/L

April 13, 2015 - 35 ug/L

July 6, 2015 - 45 ug/L

October 20, 2015 - 59 ug/L

The running average, based on the last four sample results, is 43.5 ug/L. This result is below the ODWQS running average limit of 100 ug/L.

- * **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

A sample from the treated water was collected every three months and tested for nitrate and nitrite, as required. All results were well below the limits defined by the ODWQS.

- * **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

A treated water sample is required to be collected every 60 months and tested for sodium. The last sample was collected on January 7, 2014, with a result of 6.91 mg/L.

- * **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

A treated water sample is required to be collected every 60 months and tested for fluoride. The last sample was collected on January 7, 2014, with a result of 0.08 mg/L.

WATER QUALITY MONITORING

- * All water quality monitoring requirements imposed by the Permit and Licence or Approval issued under Part V of the SDWA were being met.

Condition 4.4 of Schedule C of the MDWL requires that a composite sample be collected at the discharge of the Waste Residual Management System and tested for total suspended solids (TSS) on a quarterly basis. The average concentration of the TSS must not exceed 25 mg/L. During the current inspection period, the following results were received:

January 19, 2015 - 2 mg/L

April 13, 2015 - <2 mg/L

July 7, 2015 - <2 mg/L

October 20, 2015 - <2 mg/L

The average concentration for 2015 was <2 mg/L.

- * All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.

This drinking water system qualified for the exemption from lead testing in plumbing following the 2009 sampling periods. Therefore, no plumbing sampling for lead was completed during the current inspection period. Alkalinity and pH were measured in the distribution system on April 8, 2015 and on September 24, 2015. Lead samples were also collected from the distribution system on the noted dates, and the results were well below the ODWQS limit of 10 ug/L.

- * Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

WATER QUALITY ASSESSMENT

- * Records show that all water sample results taken during the review period met the Ontario Drinking Water Quality Standards (O. Reg. 169/03).

REPORTING & CORRECTIVE ACTIONS

- * Corrective actions (as per Schedule 18) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.
- * All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.

One adverse water quality incident was reported during the inspection period:

-AWQI #123659 - May 20, 2015, for repair to a small leak in the distribution system. The town placed the residents on a precautionary boil water advisory (BWA) until the repairs were completed and 2 sets of bacteriological samples had results that were clear.

- * Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

Notification of an alarm is sent to the on-call operator. When an operator is called out to respond to an alarm, the response, actions taken and other relevant information is documented in the logbook. A review of the logbook and the Workorder Summary report confirmed that the operators are responding to alarms within a reasonable timeframe. No concerns were identified with respect to this issue.

OTHER INSPECTION FINDINGS

OTHER INSPECTION FINDINGS* **The following issues were also noted during the inspection:**

1. As previously noted in this report, as well as in the last inspection report, the operations manual is readily available and generally meets the regulatory requirements. However, it has not been updated for a number of years. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information for the operation of the drinking water system.

2. When the plant was constructed, a chemical system to allow for the addition of alum to aid filtration was installed, along with a chemical system to allow for the addition of pH adjustment. Neither chemical system has ever been used and the original chemicals remain on-site. The presence of these chemicals represents an unnecessary hazard for the plant. It is recommended that the chemicals be removed from the site. Removal and disposal of the spent chemicals must be completed in accordance with the appropriate regulations (i.e. O. Reg. 347).

3. As noted during previous inspections, the membrane filtration technology used at the Sunsite Estates plant has become obsolete and the type of membranes used are no longer manufactured. The Township of Assiginack has addressed the short term implications of this issue and has purchased all available replacement filters (to be shared with the Manitowaning Water Treatment plant).

Although the purchase of the replacement membranes will allow the plant to continue operating for a number of years, it should be viewed as an interim solution. The long term operation of the treatment system remains a concern and the Township of Assiginack is strongly urged to plan, both operationally and financially, for the ultimate replacement/retrofit of the membrane technology in the plant.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The following issues were also noted during the inspection:

1. The operations manual is readily available and generally meets the regulatory requirements. However, it has not been updated for a number of years.
2. When the plant was constructed, a chemical system to allow for the addition of alum to aid filtration was installed, along with a chemical system to allow for the addition of pH adjustment. Neither chemical system has ever been used and the original chemicals remain on-site. The presence of these chemicals represents an unnecessary hazard for the plant.
3. The membrane filtration technology used at the Sunsite Estates plant has become obsolete and the type of membranes used are no longer manufactured. The Township of Assiginack has addressed the short term implications of this issue and has purchased all available replacement filters (to be shared with the Manitowaning Water Treatment plant).

Recommendation:

1. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information for the operation of the drinking water system.
2. It is recommended that the chemicals are removed from the site. Removal and disposal of the spent chemicals must be completed in accordance with the appropriate regulations (i.e. O. Reg. 347).
3. Although the purchase of the replacement membranes will allow the plant to continue operating for a number of years, it should be viewed as an interim solution. The long term operation of the treatment system remains a concern and the Township of Assiginack is strongly urged to plan, both operationally and financially, for the ultimate replacement/retrofit of the membrane technology in the plant.

MUNICIPALITY



OF ASSIGINACK

**P.O. BOX 238 MANITOWANING, ON, P0P 1N0
(705) 859-3196 or fax 859-3010**

www.Assiginack.ca

REPORT TO COUNCIL

March 22, 2016

TITLE: 'Municipal Drain Maintenance Program 2016'

RECOMMENDATION: Please review.

BACKGROUND:

The Township has appointed Gary MacKay of Tulloch Engineering as our Drainage Superintendent. He has examined all of our municipal drain files and based on the requests of ratepayers last summer/fall, he has prepared a work program for 2016.

The Public works Superintendent met with Mr. MacKay and reviewed the priorities he has set. We also discussed a 'policy' going forward of conducting maintenance on one municipal drain each year and preparing the engineering for the next year's drain. Each year then we would address one of our drains and prepare for a future project. The majority of the drain superintendent's costs will be shared with the Province but there will be some administrative work that won't be subsidized such as updating Rolls, recalculating apportionment percentages, based on severances etc. in order that all of our files can be kept up to date.

We would like Council to adopt the 2016 plan by way of a resolution.

CONSULTATION: Drainage Superintendent

FINANCIAL IMPLICATIONS: We expect our share of engineering and administrative costs to be \$ 10,000.00 in 2016 with a further \$ 3,000.00 set aside for the municipal portion of the Hilly Grove Drain work. The Drainage Superintendent expects the total cost of that project to be \$ 60,000.00 and that will be borne by the benefitting landowners in the drain 'watershed'..

SUPPORTING DOCUMENTS: See Attached.

DISPOSITION: Council

Municipality of Assiginack
PO Box 238
156 Arthur St.
Manitowaning, ON POP 1N0

March 17, 2016

Subject: Assiginack Municipal Drains, Maintenance Plan Considerations

1. Hilly Grove Drain (#89-10):

- J K Young Reports May 15, 1970, 1989 Repair and Improvement
- Open channel Branch A, 5395 m
- Open channel Branch B, 1972 m
- Open channel Branch C, 534 m
- Open channel Branch D, 577 m
- Open channel Branch E, 400 m, proposed in 1989 report by petition, was it constructed?
- Several new tile outlets installed in 2015 through RAIN program
- **2016 Plan:**
 - i. 1989 Assessment Schedule for future maintenance must be updated for new landowners and reapportioned if severances have occurred to reflect current conditions before any maintenance project: **Est. \$2,500 not grantable from OMAFRA**
 - ii. MTO Encroachment Permit
 - iii. Full drain inspection and report with recommended maintenance: **Est. \$5,000 grantable at 50% from OMAFRA**
 - iv. Maintenance tender, award, contract admin, construction phase services: **Est. \$5,000 grantable at 50% from OMAFRA**
 - v. Actual maintenance/construction costs: **Est. \$60,000 assessed to all landowners and roads per revised assessment schedule.**

2. Bidwell Drain (#01-22):

- K Smart Report July 27, 2001
- Built in 2002
- Single open channel of 4,936 m
- **2016:**
 - i. Reapportionment b/w Belanger and Wiman-signed?
 - ii. Full drain inspection and report with recommended maintenance: **Est. \$4,000 grantable at 50% from OMAFRA**
 - iii. 2001 Assessment Schedule for future maintenance must be updated for new landowners and reapportioned if severances have occurred to

reflect current conditions before any maintenance project: Est. \$2,500
not grantable from OMAFRA

- **2017 Maintenance Plan:**
 - i. Maintenance tender, award, contract admin, construction phase services:
Est. \$5,000 grantable at 50% from OMAFRA
 - ii. Actual maintenance/construction costs: Est. \$33,000 assessed to all
landowners and roads per revised assessment schedule.

Other Drains:

- 3. Holmes-Hughson Drain (#?):**
 - Young-Smart Report June 21, 1996, Rev Feb 28 1997
 - Open channel Branch A, 1039 m
 - Closed (tile) Branch B, 1149 m
 - Closed (tile) Branch C, 325 m

- 4. Holmes Drain (#75-8):**
 - J K Young Report Feb 24, 1975
 - Closed Channel, 1262 m
 - Open channel 512, m

- 5. G. Holmes Drain (#?)**
 - Noront Engineering Report Dec 30 1983
 - Open channel Branch A, 240 m
 - Closed (tile) channel Branch B, 535 m
 - Open channel Branch C, 230 m

- 6. Hughson Drain (#89-24)**
 - J K Young Report 1989
 - Open channel Branch A, 1450 m
 - Open channel Branch B, 139 m
 - Open channel Branch C, 534 m
 - Open channel Branch D, 383 m
 - Open channel Branch E, 100 m

- 7. Armstrong Drain (#?)**
 - J K Young Report June 19, 1970
 - Closed (tile) Branch A, 408 m
 - Closed (tile) Branch B, 421 m

8. Clover Valley Drain (#69-12)

- J K Young Report July 18, 1969, 1987 Improvement
- Open channel Branch A, 3871 m
- Open channel Branch B, 402 m
- Open channel Branch C, 1408 m
- Open channel Branch D, 506 m
- Open channel Branch E, 402 m
- Open channel Branch F, 1759 m
- Open channel Branch G, 390 m
- Open channel Branch H, 140 m
- Open channel Branch J, 350 m
- Open channel Branch K, 350 m
- Open channel Branch L, 330 m

9. Mitchell Drain (#?)

- J K Young Reports Aug 4, 1972, 1987
- Open channel Branch A, 975 m
- Open channel Branch B, 945 m
- Open channel Branch C, 366 m
- Open channel Branch D, 995 m
- Open channel Branch E, 427 m

10. Haner Drain (#70-3)

- J K Young Reports Jan 15, 1970
- Single open channel of 1158 m

11. Slash Drain (#72-9)

- J K Young Reports May 31, 1972
- Single open channel of 2012 m

12. Manitowaning (Village?) (#95-10, #036-97)

- Young Smart report July 11, 1997
- Closed channel Branch A, 617 m
- Closed channel Branch B, 100 m
- Highway ditching Branch C, 358 m

2016: MTO Encroachment Permits for all applicable drains

MUNICIPALITY



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REPORT TO COUNCIL

March 22, 2016

TITLE: 'Bay Street Marina Reduced Services 2016 Season Proposal'

RECOMMENDATION: Please review.

BACKGROUND:

The Township has reviewed the costs of operating the Marina in Manitowaning for 2014 and 2015. We determined that the net costs of operating the marina were in the range of \$ 45,000.00 per year. It was discussed that we should offer a reduced level of services in 2016. If that is our intent, we really should be notifying the few seasonal renters we have had as well as put notices in the seasonal publications and notify the North Channel Marina organization.

We had discussed not offering pump outs or fuel except in emergency situations. We anticipate that at least one of our summer students will have worked at the marina in past years and the marina manager, while being active at the landfill will be available as well.

CONSULTATION: Marina Manager

FINANCIAL IMPLICATIONS: We expect our save \$ 25,000.00 per year. We need to confirm what services we will offer and confirm the times available for these services as this may have a small impact on the costs.

SUPPORTING DOCUMENTS: None.

DISPOSITION: Council

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:** **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0025413 0025436
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0025413	Date:	21/03/2016	Vendor:	BELL CANADA	Amount:	\$25.93
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InvNo: 2016 03 01 InvDesc: toll free line InvAmt: \$25.93

ChqNo:	0025414	Date:	21/03/2016	Vendor:	CITY OF GREATER SUDBURY	Amount:	\$613.36
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InvNo: 00066817 InvDesc: jan recyl. InvAmt: \$613.36

ChqNo:	0025415	Date:	21/03/2016	Vendor:	EASTLINK	Amount:	\$1,964.02
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InvNo: MARCH 10 2015 MARINA InvDesc: marina-dsl InvAmt: \$41.76
 InvNo: MARCH 10 2015 PW InvDesc: pw-dsl InvAmt: \$41.76
 InvNo: 00772445 InvDesc: mtg wtp InvAmt: \$149.54
 InvNo: 00772447 InvDesc: ss wtp InvAmt: \$78.90
 InvNo: 00772457 InvDesc: marina InvAmt: \$78.90
 InvNo: 00772460 InvDesc: bwt InvAmt: \$78.90
 InvNo: 00772461 InvDesc: pw InvAmt: \$205.32
 InvNo: 00772404 InvDesc: man strms InvAmt: \$152.64
 InvNo: 00772418 InvDesc: fd-interconnect InvAmt: \$78.90
 InvNo: 00772421 InvDesc: info booth InvAmt: \$142.13
 InvNo: 00772432 InvDesc: fd-tel InvAmt: \$103.76
 InvNo: 00772433 InvDesc: arena InvAmt: \$131.85
 InvNo: 00772443 InvDesc: norisle (fischer fund) InvAmt: \$69.91
 InvNo: 00772216 InvDesc: admin InvAmt: \$609.75

ChqNo:	0025416	Date:	21/03/2016	Vendor:	FREELANDT CALDWELL REILLY	Amount:	\$14,972.50
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InvNo: CH-15422 InvDesc: interim audit bill InvAmt: \$14,972.50

ChqNo:	0025417	Date:	21/03/2016	Vendor:	GERRY STRONG	Amount:	\$153.85
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InvNo: MARCH 21 2016 InvDesc: bldg insp mileage InvAmt: \$153.85

ChqNo:	0025418	Date:	21/03/2016	Vendor:	HUGH MOGGY	Amount:	\$59.28
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InvNo: MAR 8 2016 InvDesc: mileage mma InvAmt: \$59.28

ChqNo:	0025419	Date:	21/03/2016	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$656.96
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InvNo: MAR 15 2016 DEPOT InvDesc: recy.depot InvAmt: \$342.95
 InvNo: MAR 7 2016 ADMIN InvDesc: office InvAmt: \$314.01

ChqNo:	0025420	Date:	21/03/2016	Vendor:	JEREMY RODY	Amount:	\$72.00
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InvNo: MAR 3 2016 InvDesc: fire essent.sem-mileage/meal InvAmt: \$72.00

ChqNo:	0025421	Date:	21/03/2016	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$2,655.64
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The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 0080783	InvDesc: library reno supplies	InvAmt: \$438.05
InvNo: 0080715	InvDesc: library reno paint supp	InvAmt: \$366.34
InvNo: 0080716	InvDesc: library reno paint supp	InvAmt: \$437.50
InvNo: 0080647	InvDesc: library reno supplies	InvAmt: \$60.06
InvNo: 0080408	InvDesc: library reno -keycutting	InvAmt: \$9.00
InvNo: 0080618	InvDesc: library reno-supplies	InvAmt: \$351.40
InvNo: 0080651	InvDesc: library reno-lumber	InvAmt: \$37.98
InvNo: 0079812	InvDesc: pec-re aps healthy kids grant	InvAmt: \$473.27
InvNo: 0081093	InvDesc: lib.reno-paint supplies	InvAmt: \$72.31
InvNo: 0080997	InvDesc: lib reno-paint	InvAmt: \$79.05
InvNo: 0080895	InvDesc: lib reno-pnt strainer	InvAmt: \$3.90
InvNo: 0080893	InvDesc: lib reno-supplies	InvAmt: \$16.37
InvNo: 0080879	InvDesc: lib reno-supplies	InvAmt: \$6.77
InvNo: 0080878	InvDesc: lib reno-drill bits	InvAmt: \$14.19
InvNo: 0080847	InvDesc: lib reno-trim/lumber,etc	InvAmt: \$102.17
InvNo: 0080934	InvDesc: lib reno-paint supplie	InvAmt: \$102.51
InvNo: 0080998	InvDesc: lib reno-misc supplies	InvAmt: \$38.68
InvNo: 0081040	InvDesc: lib reno-paint/wd40	InvAmt: \$90.40
InvNo: 0081041	InvDesc: lib reno-caulking	InvAmt: \$3.15

ChqNo: 0025422	Date: 21/03/2016	Vendor: MANITOULIN EXPOSITOR	Amount: \$229.75
InvNo: 88394	InvDesc: advertising	InvAmt: \$229.75	

ChqNo: 0025423	Date: 21/03/2016	Vendor: MANITOWANING FRESHMART	Amount: \$2.45
InvNo: 00104776	InvDesc: admin-cream	InvAmt: \$2.45	

ChqNo: 0025424	Date: 21/03/2016	Vendor: MINISTER OF FINANCE	Amount: \$90.83
InvNo: MARCH 21 2016	InvDesc: salary garnismnet	InvAmt: \$90.83	

ChqNo: 0025425	Date: 21/03/2016	Vendor: NEW NORTH FUELS INC	Amount: \$3,162.62
InvNo: 361078	InvDesc: po-furnace oil	InvAmt: \$497.67	
InvNo: 361300	InvDesc: pw-diesel	InvAmt: \$731.63	
InvNo: 361144	InvDesc: pw-oil drums	InvAmt: \$1,745.93	
InvNo: 362109	InvDesc: admin-furnace oil	InvAmt: \$187.39	

ChqNo: 0025426	Date: 21/03/2016	Vendor: PETTY CASH	Amount: \$249.00
InvNo: MARCH 21 2016	InvDesc: petty cash replenishmnet	InvAmt: \$249.00	

ChqNo: 0025427	Date: 21/03/2016	Vendor: PITNEY WORKS	Amount: \$1,695.00
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The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 03/03/16 InvDesc: postage refill InvAmt: \$1,695.00

ChqNo:	0025428	Date:	21/03/2016	Vendor:	RECEIVER GENERAL FOR CANADA	Amount:	\$41.00
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InvNo: 20160007774 InvDesc: radio lic marina InvAmt: \$41.00

ChqNo:	0025429	Date:	21/03/2016	Vendor:	RELIANCE HOME COMFORT	Amount:	\$90.87
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InvNo: MAR 14 2016 OFFICE InvDesc: office hwt rental InvAmt: \$41.90

InvNo: MAY 14 2016 PW InvDesc: pw-hwt InvAmt: \$48.97

ChqNo:	0025430	Date:	21/03/2016	Vendor:	STRONGCO LIMITED PARTNERSHIP	Amount:	\$1,684.95
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InvNo: 90183069 InvDesc: wing/blade/shoes InvAmt: \$1,684.95

ChqNo:	0025431	Date:	21/03/2016	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$2,623.00
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InvNo: RC020033137 InvDesc: april sdhu levy InvAmt: \$2,623.00

ChqNo:	0025432	Date:	21/03/2016	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$847.47
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InvNo: 10482098 InvDesc: fd-propane InvAmt: \$847.47

ChqNo:	0025433	Date:	21/03/2016	Vendor:	TECHNICAL STANDARDS & SAFETY AUTHORITY	Amount:	\$514.15
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InvNo: 2829033 InvDesc: arena inspection InvAmt: \$514.15

ChqNo:	0025434	Date:	21/03/2016	Vendor:	ASHLEY QUACKENBUSH	Amount:	\$100.00
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InvNo: RES#79-06-16 InvDesc: donation vol.we trip tanzania InvAmt: \$100.00

ChqNo:	0025435	Date:	21/03/2016	Vendor:	JENNIFER HOOPER	Amount:	\$70.00
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InvNo: MRCH BRK 2016 InvDesc: march brk act.- supplies InvAmt: \$70.00

ChqNo:	0025436	Date:	21/03/2016	Vendor:	WINDOWS UNLIMITED	Amount:	\$10,658.24
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InvNo: 295525 InvDesc: rdside mtc/g.pickup InvAmt: \$947.10

InvNo: 295526 InvDesc: lib reno-prog #1 InvAmt: \$4,614.84

InvNo: 295527 InvDesc: remove/repl.toilet - lib InvAmt: \$576.30

InvNo: 295528 InvDesc: lib reno-prog #2 InvAmt: \$4,520.00

*** End of Report ***

Report Total: \$43,232.87

Date : 21/03/2016
Time : 9:51:08 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
318		21/03/2016	03/21COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
319		21/03/2016	03/21COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
320		21/03/2016	03/21COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
321		21/03/2016	03/21COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
322		21/03/2016	03/21COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
323		21/03/2016	03/21COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
324		21/03/2016	03/21COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
325		21/03/2016	03/21COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
326		21/03/2016	03/21COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
327		21/03/2016	03/21COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
328		21/03/2016	03/21COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
329		21/03/2016	03/21COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
330		21/03/2016	03/21COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
331		21/03/2016	03/21COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
332		21/03/2016	03/21COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
333		21/03/2016	03/21COMB	322	OBRIEN, JOSEPH	OUTSTANDING	Direct Deposit
334		21/03/2016	03/21COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Date : 21/03/2016
Time : 9:47:57 AM

The Township of Assiginack

Page: 1

Cheque Register

Batch: 03/21COMB
Cutoff Date: 19/03/2016

Cheque Date: 21/03/2016

ID	Employee	Amount	Cheque
118	COOPER RONALD		0025409
122	HOBBS ALTON		0025410
126	MacDONALD DEBORAH		0025411
133	BOND FREDA		0025412

Total:

16,994.96

Alton Hobbs

From: Manitoulin Tourism Association <MTA@manitoulin.net>
Sent: March-14-16 10:16 AM
To: Alton Hobbs
Subject: MTA - letter of support

Good Morning Alton.

I am hoping you/Assiginack will be interested in and be willing to write the MTA a letter of support for the following, in brief, Sustainable Tourism Management Plan which would include a rep. from Assiginack should they be willing to sit on an Island-wide Tourism Steering Committee?

FedNor wants to know that Assiginack wants the MTA to take the Sustainable Tourism approach and would have a willing rep. sit on this steering committee for the betterment of the Island Tourism industry as a whole.

I will be working on this FedNor app. at home later this aft. if you need more info. just call, thanks.
859 2887

Project: Manitoulin Island Sustainable Tourism Management Action Plan To develop a solid MTA lead Manitoulin Island Sustainable Tourism Management Plan with key stakeholders by way of an on-going Island-wide Tourism Steering Committee; which will contribute to a 'healthy percentage growth', year after year, in the Island tourism market by 2019. (*Projecting a 3% annual growth rate based on Industry trend and limited Island stats.)

Year 1 Objectives At-A-Glance:

1. To increase understanding among Island tourism stakeholders of the economic, social and environmental value of effective sustainable destination management practices and the need to form an active on-going Island-wide Tourism Steering Committee (ITSC), for Sustainable Tourism on Manitoulin Island to happen and stay 'healthy' for future generations to benefit / prosper from.
 - i. **Form an Island-wide Tourism Steering Committee (ITSC) to;**
 - ii. Develop and commit to a working agreement between stakeholders (MOU)
 - iii. Research/develop and implement a communication plan for all stakeholders
 - iv. Start discussion on best approach for a local destination management portal
2. To share best practices among Island tourism stakeholders / businesses to ensure access to and the implementation of quality, integrated sustainable tourism destination management and promotion strategies, with the aim of improving the performance of local visitor economies and generating wider local benefits.
 - v. Complete a comprehensive Island-wide tourism asset inventory
 - vi. Research/develop customized matrix/assessment criteria for Island stakeholders
 - vii. Distribute, educate and complete Island-wide stakeholder matrix/assessments
 - viii. Develop a comprehensive visitor centre tourism training manual for Spring/Summer 2017 implementation
 - ix. Develop and Island Brand for destination marketing of Manitoulin Island (*includes branded marketing material)

Have a good day!

Shelba Millette
Director of Operations, Manitoulin Tourism Association
1 705 368 3021
www.manitoulintourism.com

MTA Twitter

'Manitoulin's Official Tourism Marketing Organization' Established in 1952

Ground Mail Address:

Post Box 119
70 Meredith Street East
Little Current ON
MANITOULIN ISLAND CANADA
POP 1K0



The Corporation of the Township of Burpee and Mills

8 Bailey Line Road
Evansville ON P0P 1E0
Phone & Fax: 705 282 0624
E-mail: burpeemills@vianet.ca

Monday, February 22, 2016

Association of Municipalities of Ontario (AMO)
200 University Ave., Suite 801
Toronto, Ontario M5H 3C6

To Whom It May Concern,

The Municipality of Burpee-Mills is seeking support in the form of a resolution forwarded to Premier Kathleen Wynne's office. Tax incentive programs are put in place to benefit all Ontarians. Unfortunately, the reality is that the cost to fund these programs is only absorbed by the municipalities where these designations are applied. We feel, what benefits all of Ontario, should be paid for by all of Ontario.

Yours Truly,

A handwritten signature in black ink, appearing to read "Ken Noland".

Ken Noland, Reeve
Township of Burpee and Mills



The Corporation of the Township of Burpee and Mills

8 Bailey Line Road
Evansville ON P0P 1E0
Phone & Fax: 705 282 0624
E-mail: burpeemills@vianet.ca

Monday, February 22, 2016

The Honourable Kathleen Wynne, Premier of Ontario
Room 281
Main Legislative Building
Queen's Park
Toronto, ON
M7A 1A1

Dear Premier Wynne,

The Municipal Council of Burpee and Mills is very concerned that the Provincial Government continues to advocate that private conservation organizations purchase lands on Manitoulin Island. Under the Conservation Land Tax Incentive Program (CLTIP), these lands become designated "Tax Exempt" by the Ministry of Natural Resources and Forestry (MNR).

To date, Burpee and Mills Township properties, assessed at approximately \$900,000.00, have been designated eligible for CLTIP tax exemption. There has been absolutely no consultation or regard for the municipality's ability to absorb the lost revenue. Our Municipality is now required to deal with this serious shortfall, while being forced to continue funding other programs originally created as Provincial responsibilities and then downloaded to the Municipalities. Managed Forest Tax Incentive Program, Agricultural Land Tax Incentive Program, and the Conservation Land Tax Incentive Program cost the Municipality of Burpee and Mills over \$73,000.00 each year. This represents a 13% loss in annual tax revenue.

Nature Conservancy of Canada is presently negotiating purchase of an additional 160 hectares in Burpee Township. Our Municipality has reached a level of critical tax base erosion resulting from such tax reduced and tax exempt properties. Council is now prepared to challenge the eligibility of any such conservation lands for CLTIP designation.

Our Council requests that the Province assist this Municipality by:

- Requirement to pay fair taxes on all properties with conservation status designated under the CLTIP.
- Provision of Provincial "grants in lieu" for any land designations resulting from Provincial incentive programs.
- A moratorium on all further CLTIP designations on Burpee and Mills properties by the MNR.

Our Council requests a meeting with you and appropriate Ministers to find a resolution to these financial shortfalls to our Municipality created by these incentive programs. A timely response, suggesting viable solutions, would be appreciated.

Yours Truly,

A handwritten signature in black ink, appearing to read "Ken Noland".

Ken Noland, Reeve
Township of Burpee and Mills

Cc. Gary McNamara, President, Association of Municipalities of Ontario (AMO)
Al Spacke, President, Federation of Northern Ontario Municipalities (FONOM)



Box 608, Little Current, Ontario, POP 1K0
705-368-3500

RECEIVED
MAR 14 2016

March 2, 2016

Manitoulin Planning Board
Box 240
Gore Bay, On
POP 1H0

Dear Mr. Carter:

Please find below Council's comments on the Davis & McLay developments Ltd. application for a Plan of Subdivision:

Resolution No.58-03 -16

Moved by: M. Gauthier

Seconded by: M. Erskine

Whereas in the past Council has indicated to the Manitoulin Planning Board that it has no issues or concerns with the application for a Plan of Subdivision by Davis and McLay and

Whereas Davis and McLay have negotiated an agreement with the Province through the OMB process which places specific conditions on the development but permits it to continue and

Whereas Red Lodge Road is a Municipal boundary Road that has been and continues to be an open road maintained jointly by Assignack and NEMI and does not constitute part of the Davis and McLay development

Now Therefore be it RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands recommends the Manitoulin Planning Board approves the plan of subdivision with the conditions as negotiated with the Province and without any conditions relating to Red Lodge Road.

Carried

If you have any questions please feel free to contact our office.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Pam Cress'.

Pam Cress
Clerk

RECEIVED
MAR 07 2016

From: Robertson, Mike (MNRF)
Sent: August-06-15 1:20 PM
To: Robertson, Mike (MNRF)
Subject: RE: Digital Aerial Photo Acquisition in Central Ontario - 2016 Project

RECEIVED
DEC 09 2015

Folks,

I'm sending this e-mail out to begin the "launch" of the Central Ontario Orthophotography Project – 2016 (COOP2016) imagery acquisition project.

This distribution list has been generated from:

1. Organizations that have contacted me and expressed an interest in acquiring high resolution imagery in central Ontario;
2. Organizations that participated in past imagery acquisition projects in central Ontario;
3. Organizational contacts that I have made in other projects who may be interested in this area as well.
4. Organizational contacts that may be interested in the project and were provided by the Steering Committee members

Attachments:

- Fact Sheet that helps describe the project and some of the particulars around it (area/funding etc.).
- A more detailed map showing the proposed project area for 2016 – *the area/extent is still being considered and will be finalized based on input/commitments from the project partners.*
- A document that showcases some imagery samples as well as some of the additional elevation products that are being produced through these imagery projects

What I would like to do is encourage everyone to help promote the project by informing your colleagues and clients that currently use/access imagery products and may be interested in becoming involved in the COOP2016 project (both public and private sector organizations). The more we have on board the less cost for everyone so it is beneficial to have as many participants as possible. Feel free to pass along the Fact Sheet and my contact information to anyone you think might be interested.

We will be hosting a partnership development meeting/information session to provide more details about the project and introduce the products that are available, funding model and processes. The meeting will take place in mid to late September, likely in Sudbury. A DRAFT agenda is also attached and we will be working on finalizing the agenda over the next few weeks. Further announcements will be sent out in early September. In order to ensure that we can plan for the meeting I would like to determine how many people would be interested in attending the meeting.

- **ACTION: Please send me an e-mail to acknowledge:**
 1. Your interest in the project and desire to be kept on the Distribution List
 2. Your interest in attending the meeting ~~on September~~

As the project moves forward more information will be posted on the LIO web site:
<http://www.ontario.ca/environment-and-energy/land-information-ontario>

Finally, if you are not interested in the project and want to be removed from this distribution list please let me know.

Thank you for your time and (hopefully) your interest in COOP2016. We look forward to working with everyone over the next year or so. If you have any questions at all don't hesitate to contact me.

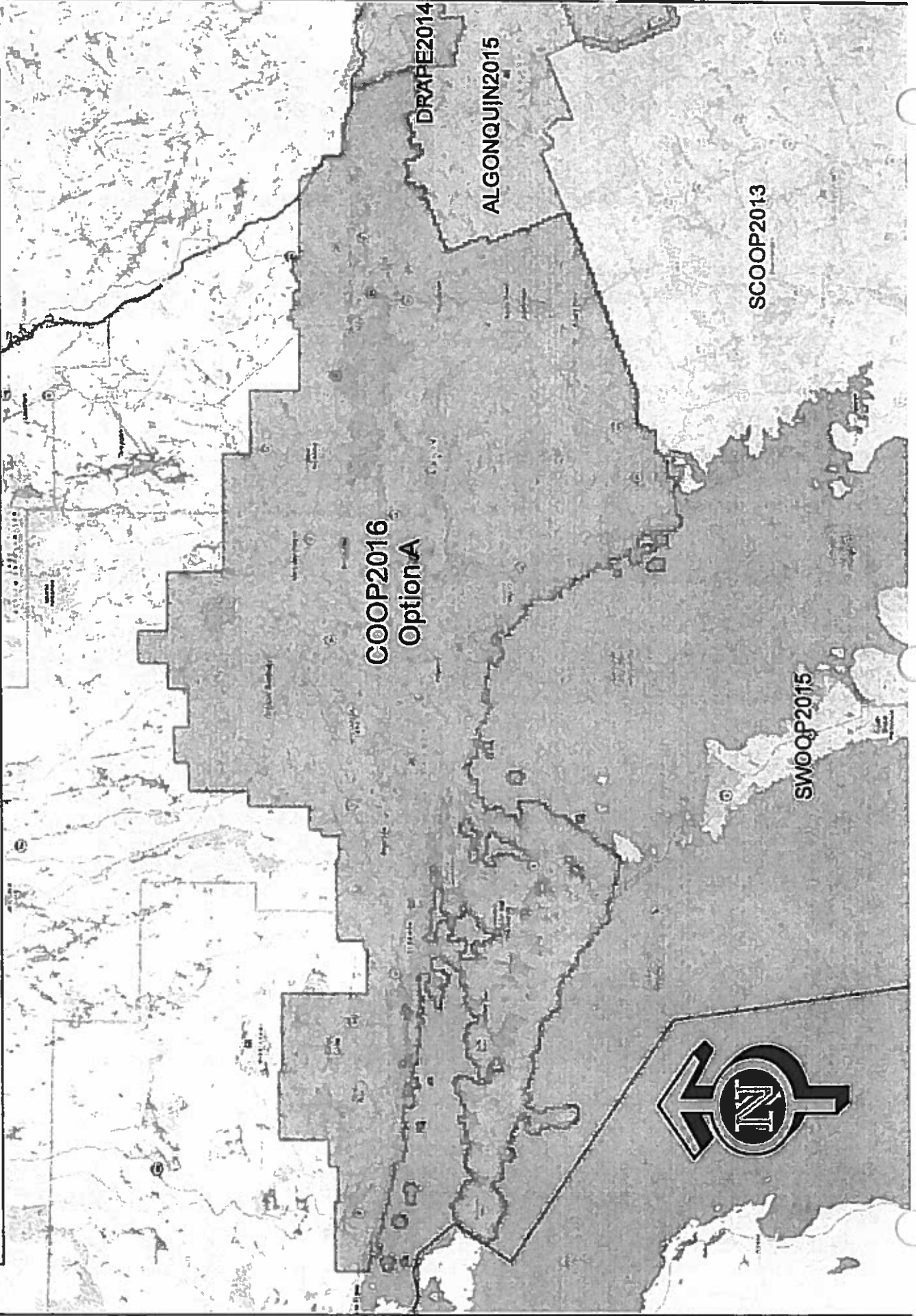
Have a great day!

Mike Robertson
Imagery Project Manager

Planning Board
Our share of 25000.
A Possibility

Central Ontario Orthophoto Project (COOP) 2016

Option A - 35,000 sq. km





Central Ontario Orthophotography Project – 2016

Objective

This project will coordinate a broad, multi-sector funding partnership to acquire high resolution imagery for parts of central Ontario in 2016.

Background

Current imagery is critical for mapping, asset management, research, analysis, emergency planning, and so much more.

The Government of Ontario's Imagery Acquisition Strategy provides Land Information Ontario (LIO) with a mandate to collect and refresh imagery for southern Ontario and select portions of northern Ontario on a five year cycle. LIO works collaboratively with partner organizations to acquire this imagery.

Project Specifics

The Central Ontario Orthophotography Project - 2016 (COOP 2016) will acquire 20 cm resolution, leaf off, multi-spectral imagery that is accurate to 50 cm "on the ground". The imagery will be acquired in areas across central Ontario in the spring of 2016.

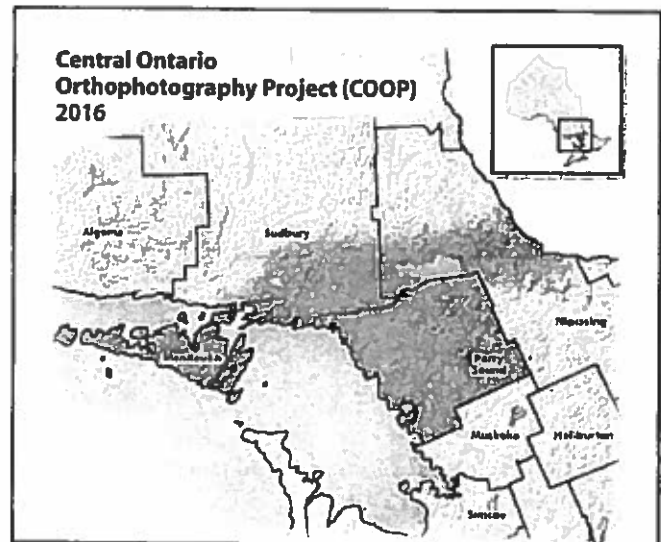


Figure 1. Projected acquisition for COOP 2016

The proposed acquisition area is shown on the map. The final extents and boundaries will be completed over the summer of 2015 through consultations with project partners.

Funding partners will have access to all products generated from the project, including stereo data and digital surface models.

Funding

The cost for each participating organization is based on the number of 1 km x 1 km tiles ordered. A minimum payment of \$1,000 is required to participate. Organizations that do not know the specific areas they will require can contribute a predetermined amount in advance, and then order imagery on an "as needed" basis, at the partnership rate, after it becomes available.

Partners are encouraged to promote the project to other organizations within their jurisdictions. As more partners become involved, cost decreases for each organization. This cost sharing structure results in significant savings for all participants. Municipalities and other partners involved are experiencing cost savings of over 90% when compared to doing a similar project on their own.

Benefits

- ✓ Significant cost savings to all participating organizations
- ✓ Access to high quality, geographically referenced information that can be easily interpreted and mapped
- ✓ Current and accurate base line information that is geographically referenced and can be used to update a wide variety of geospatial information

For More Information

For more information on COOP 2016 contact Mike Robertson, Imagery Project Manager:

(705) 755-1280

email mike.robertson@ontario.ca

or visit ontario.ca/lio

© Queen's Printer for Ontario, 2015

Access to Products

Copyright for imagery products acquired through this project will be owned by the Queen's Printer for Ontario. All contributing organizations will be required to enter into an agreement with the Ministry of Natural Resources and Forestry to facilitate the transfer of funding and to identify the terms and conditions for the use of the products. Terms and conditions on the use, sale and distribution of the end products are dependent on the type of organization involved.

Timelines

A Steering Committee will be formed to lead the project and develop partnerships across public and private sectors. The committee ensures a coordinated, sector-based approach, and will deliver presentations during stakeholder meetings to demonstrate how their business areas will utilize imagery.

Additional information will be posted periodically on the [LIO web site](#).





ONTARIO ASSOCIATION OF FIRE CHIEFS

RECEIVED

MAR 14 2016

Leading innovation and excellence in public and life safety

March 4, 2016

Dear Mayor and Members of Council,

RE: O AFC 2016 Municipal Officials Seminar: The Essentials of Firefighting and Firefighting 101
Saturday, April 30th and Sunday, May 1st

The Ontario Association of Fire Chiefs Municipal Officials Seminar, The Essentials of Firefighting and Firefighting 101 offers municipal officials and staff the opportunity to understand the challenges of the fire service and its importance in their communities.

This two-day session includes customized presentations that will provide you with essential information and knowledge about the fire service. The highlight of the program is our interactive, hands-on fire training experience that you will not forget.

On Saturday and Sunday morning, you will hear from informative speakers on topics specifically designed for municipal officials. This year's agenda highlights include:

- How Legislation Impacts the Delivery of Fire and Emergency Services in Your Community, presented by Deputy Chief Jim Jessop, Toronto Fire Services and former Ontario Fire Marshal.
- Legal Responsibility and Liability of the Municipality and the Fire Service, presented by Julia Nanos, Hicks Morley.
- Councillor or Fire Chief...Who are You? presented by Rob Browning, Chief Administrative Officer for the Township of North Kawartha and part-time Executive Director for the Eastern Ontario Emergency Training Academy.
- Keynote Presentation: The Lac-Mégantic Rail Disaster, presented by Fire Chief Denis Lauzon, Lac Mégantic, Quebec.
- Keynote Presentation: Civil Unrest: A Real Threat to Public Safety - Baltimore Riots Lessons Learned, presented by Assistant Chiefs Jeffrey Segal and Mark Wagner, Baltimore City Fire Department.

On Saturday afternoon, attendees will slip into bunker gear and experience firsthand the job of a firefighter by participating in a live fire training session including a simulated search and rescue, vehicle extrication exercise and extinguishing a fire! This program has been specifically designed for municipal officials by the Greater Toronto Airport Authority Fire Department. Previous attendees who have participated in this seminar have repeatedly said that it was one of the best seminars and training sessions that they had ever attended! Past attendees included mayors, councillors, chief administrative officers, directors and government officials.

On Sunday afternoon you have the opportunity to visit the O AFC 2016 Trade Show - the largest fire and emergency service show in Canada. You and your fire chief will be able to see a wide variety of fire vehicles and equipment, talk directly to suppliers and manufacturers and gain valuable information that can assist in your purchasing decisions.



ONTARIO ASSOCIATION OF FIRE CHIEFS

Leading innovation and excellence in public and life safety

In the evenings, there are networking functions included in your registration package encouraging you to interact with your colleagues and special guests. Ladders Up Reception in support of the Canadian Fallen Firefighters Foundation is held on Saturday and the Ontario Association of Fire Chiefs annual Memorial Service and Reception is held on Sunday.

The seminar takes place at the Toronto Congress Centre at 650 Dixon Road, Toronto, Ontario on Saturday, April 30th and Sunday, May 1st. The main seminar hotel is the Crowne Plaza Toronto Airport Hotel located at 33 Carlson Blvd, which is only a few minutes away from the Toronto Congress Centre. A shuttle will be doing continuous loops from the hotel to the congress centre all throughout the seminar ensuring a convenient experience for all guests.

The early bird rate for the O AFC 2016 Municipal Officials Seminar is \$310.00 plus HST. The seminar includes customized educational sessions on Saturday and Sunday morning, a once-in-a-life-time, live fire training exercise, the O AFC 2016 Trade Show, breakfast, lunch and coffee breaks on both days, an invitation to the Ladders Up Reception on Saturday and the Memorial Service and Reception on Sunday. The registration rate increases by \$100 after April 15, 2016, so register early and save.

If you have any questions about the program, I encourage you to contact the O AFC board office at 905-426-9865 and speak to our planning team. In addition, please visit our website at www.oafc.on.ca/event/oafc-2016-attendees to view seminar details, the agenda, speaker and presentation overviews, trade show information, location and to register.

The Ontario Association of Fire Chiefs looks forward to welcoming you to the 2016 Municipal Officials Seminar. We hope that you will consider attending and participating in this educational and unique event.

Yours truly,

A handwritten signature in blue ink, appearing to read "M. D. Pegg".

M. D. (Matt) Pegg
President

*"The politicians live fire training session is something that all municipal politicians with fire services should attend. I can't say enough about how much respect for fire services this session gave me".
Dennis Lever, Mayor of Puslinch, Ontario*

"The politicians' agenda was most informative and very interesting. The fire training session gave me some appreciation for what firefighters must endure. All information sessions were excellent and some could be longer to discuss issues more in-depth. The special speaker, Dr. David Griffin was amazing...riveting. What an experience. What an eye-opener" Gerry Last, Councillor, Township Leeds and the Thousand Islands, Ontario

This was a very good experience that I feel all politicians should at least attend one time throughout their term. You get a different perspective on what firefighters have to deal with on a day-to-day basis and develop a new respect for when they ask us for what they need. It doesn't take long to realize the asking is because it is needed and not just a nicety that would be great to have! 2015 Municipal Official Attendee

Ministry of
Community Safety and
Correctional Services

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200
Fax: 647-329-1218

Ministère de la
Sécurité communautaire et
des Services correctionnels

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1200
Télec. : 647-329-1218



March 15, 2016

Dear Community Emergency Management Coordinator,

Signs of spring will be appearing soon, which means Emergency Preparedness (EP) Week planning within your community is likely in motion.

As most of you are already aware, EP Week is May 1-7, 2016. As the lead for the provincial EP Week campaign, OFMEM staff are here to assist you in your local efforts to raise awareness about emergency preparedness.

A 2014 Survey of Emergency Preparedness and Resilience, released by Statistics Canada, revealed that only 47% of Canadians have an emergency survival kit. To reinforce the importance of having an emergency survival kit and building on the fundamentals of emergency preparedness, the focus of this year's EP Week campaign is personal preparedness. Our provincial theme this year is "Emergency preparedness starts with you, Prepare Yourself!" The "Prepare Yourself!" campaign is designed to engage Ontarians in emergency preparedness, heightening the importance of accountability and action in a fun and interactive way. Ontarians will be encouraged to 'prepare their selfie,' to demonstrate how they are personally prepared for emergencies (e.g. show items from an emergency survival kit, etc.) and then share it via social media.

The provincial campaign will largely be conducted online through our website, via social media engagement through Facebook and Twitter, and in partnership with the Insurance Bureau of Canada through digital advertising. Additionally, we will showcase an interactive booth which simulates a photo booth, where the public can prepare a selfie at special events in their community. They can then share the selfie through their personal social media channels using the hashtag #prepareyourselfie. We're encouraging ministries, communities, our partners and the public to use these hashtags to support EP Week promotion and monitor trends: #prepareyourselfie #EPWeek2016.

Please keep us informed of events that are taking place in your community or ministry. We'd like to highlight and support your initiatives through our social media channels

and, where logistically possible, to attend selected events. Please send details of your events to aman.kainth@ontario.ca.

In early April, we will be issuing an EP Week marketing and planning toolkit to assist with your local campaign efforts. In keeping with the province's green initiative, products will be available in downloadable format on our website, www.ontario.ca/beprepared .

Emergency preparedness is everyone's responsibility. We thank you for joining with us to reinforce this important message in all Ontario communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Ross Nichols", with a long horizontal flourish extending to the right.

Ross Nichols
Fire Marshal and Chief of Emergency Management



For immediate release:

FONOM Pleased With Infrastructure Commitments Announced in the 2016 Federal Budget

March 24, 2016 - Kapuskasing, ON - The Federation of Northern Ontario Municipalities (FONOM) was pleased with several commitments in the 2016 federal budget which was announced by the Minister of Finance, Bill Morneau on March 22nd in the House of Commons.

The \$120 billion over ten years committed to infrastructure such as public transit, social infrastructure and green infrastructure will consist of two phases. The first phase will immediately invest in urgent repairs and rehabilitation of public transit, water and wastewater systems, affordable housing and protecting infrastructure from the effects of climate change. The second phase will be a long-term plan that will be more broad in nature and focused on building a cleaner economy and integrated transportation networks.

"We have been calling on all levels of government to commit to addressing the infrastructure deficit across the country. The significant commitments that were made to both maintain and rehabilitate existing infrastructure as well as develop a long-term plan to build new infrastructure was welcomed by municipalities," says Mayor Alan Spacek of Kapuskasing and President of FONOM.

The federal government also made commitments to supporting our First Nations neighbours, students, seniors, as well as addressing rail safety and climate change. Budget 2016 also proposed to extend Employment Insurance regular benefits to regions that have faced economic challenges, particularly resource based economies, which included Northern Ontario.

We look forward to the federal government fulfilling their commitments announced in Budget 2016.

-30-

For More Information:

**Mayor Alan Spacek
President of FONOM
705 335 0001**

88 Riverside Drive, Kapuskasing, ON P5N 1B3 Tel: (705) 337-4454 Fax: (705) 337-1741
Email: fonom.info@gmail.com Website: www.fonom.org

RECEIVED

MAR 29 2016



~ Older Canadians Network ~



Dear members and supporters,

Please see below, an Open Letter to premier Kathleen Wynne, released today at a press conference at Queen's Park. We are appealing to the Premier to stop the increase in user fees for seniors' drugs. People should not be required to pay out-of-pocket for health care when they are elderly, sick and dying. Across Canada all progressive organizations are united in our call for a universal public drug coverage program. Ontario's government should not be moving in the opposite direction.

We were not able to send this letter out earlier to our entire list to ask for sign-ons because we did not want it released publicly before today.

If your organization would like to sign-on, we would be happy to include your name. We'll update the letter daily on our website to reflect those organizations that sign-on. To do so, please send an email to ohc@sympatico.ca confirming that your organization would like to be added to the list of signatories -- Please include the name and title of the person authorizing. In the subject line of your email, please put in capitals RE SENIORS' LETTER.

Warm regards,

Natalie Mehra
Executive Director

—

March 23, 2016

Open Letter

The Honourable Kathleen Wynne,
Premier of Ontario
Room 281, Main Legislative Building,
Queen's Park,
Toronto, ON M7A 1A1

Dear Premier Wynne,

As presented, the 2016 Ontario Budget contains a plan to have many seniors pay substantially more for prescription drugs, based on their incomes. In addition, the government is planning to increase the co-payment for filling prescriptions. Under this plan, seniors with incomes over \$19,300 for a single person or \$32,300 for a couple, will have to pay nearly double the deductible before their drugs are covered. Deductible costs will increase from \$100 to as much as \$170. In addition, all seniors, regardless of income, will see their co-payment rise when they go in to get prescriptions filled.

Premier, we are asking you to cancel the fee increases for seniors and uphold the principle of universality for our health care system. As Ontario pays down its deficit, the fundamental values that underlie our public health care programs should not be abandoned.

Universal publicly-funded health care is understood as a fundamental value in Canada. The idea that the wealthy and the poor share the same health services and therefore have a common interest in its quality and success, is cornerstone to our health system.

This is the foundational belief for our public health care system, supported unanimously by all political parties when the Canada Health Act was passed, and it is the foundational value upon which we are calling for an expansion of public health care in Canada to cover a national prescription medicine program for all Canadians. Ontario has, in many ways, led that call. We are asking you not to break now with the principles that underlie that vision.

Public health care is about taking care of one another. We pay through our taxes for care when we are of working age and healthy --and we share the cost across society -- so that the burden for care is not shouldered by the sick, the elderly and the dying. This is a point of pride for most of us.

Already seniors face mounting out-of-pocket costs for long-term care, respite and medical supplies. As local hospital services are closed in more and more towns, seniors face significant new costs for rehabilitation, lab tests, and travel costs. Unofficially, home care is already subject to means-testing, forcing families to shoulder ever more of the expense. When one adds to these existing user costs to the planned higher

deductibles and co-payments for drugs, the burden for middle income seniors is becoming unbearable.

In fact, Premier, as you know, across Canada, the progressive public interest organizations that work on health care are advocating for the principles of the Canada Health Act not only to be safeguarded in hospitals and clinics, but also extended to cover home care and drugs in a bid to protect equity and reduce suffering as health care is reformed. It is distressing to see the Ontario government moving in the opposite direction.

That our public services should enhance social cohesion and improve equity is a quintessentially *liberal* idea. Indeed, the universality and equity principles were written into the Canada Health Act under the Liberal government of Pierre Trudeau and Health Minister Monique Bégin. They have been upheld by governments of all stripes since. They should not be abandoned lightly.

Ontario already has a means-tested method to provide income for needed health care services. It is called the tax system. Through the rebuilding of a progressive tax system that asks the wealthy and corporations to pay their fair share, funding can be raised for needed care and services. Premier, there is no reason to increase user fees on people when they are elderly, sick, dying and least able to pay. Respectfully, we ask you to reconsider the policy direction of dismantling universality and subjecting more health care services to user fees at point of need.

Sincerely,

Derrell R. Dular, Managing Director Alliance of Seniors/ Older Canadians Network

Roslyn Harris, Chair Association of Jewish Seniors

Wanda Tucker, Chair Campbellford Health Coalition

John Meguerian, Vice Chair Canadian Association of Retired Persons – Niagara Chapter

Fred Hahn, President & Candace Rennick, Secretary-Treasurer Canadian Union of Public Employees Ontario

Josephine Grayson, Chair Care Watch

Shirley Roebuck, Chair Chatham-Kent Health Coalition

Andrew Lee, President Chinese Golden Age Club of Mississauga

Barry Stevens, President Congress of Union Retirees – Toronto Area Council

Treena Hollingworth, Chair Concerned Citizens – Stratford Area

Georgie Clarke, President Concerned Friends of Ontario Citizens in Care Facilities

Michael Butler, National Health Care Campaigner Council of Canadians

Roy Brady, Chapter Chair Council of Canadians – Peterborough – Kawarthas Chapter

Fiona McMurrin, Chapter Chair Council of Canadians – South Niagara Chapter

Lyle Hargrove, President Congress of Union Retirees – South Central Council

Charlie Courneyea & Trish McAuliffe, Co-Chairs Durham Health Coalition

Kimberly DeYong, Chair Essex County Health Coalition

Kevin Smith, President Grey Bruce Labour Council

Dr. Ted Haines, member & Rolf Gerstenberger, Co-Chair Hamilton Health Coalition

Harold Pickering, Co-Chair Kingston Health Coalition

Jo-anne M. Boulding, Barrister, Solicitor and Executive Director Lake Country Community Legal Clinic

Peter Bergmanis, Co-Chair London Health Coalition

Susan Doyle, Executive Director Lumacare

Bob Harrick, Chair Mississauga Seniors' Council

Dr. Amarjit Banwatt, President Mississauga Seniors Club

Zul Kassamali, President Multicultural Council for Ontario Seniors

Herb John, President National Pensioners Federation

Sue Hotte, Chair Niagara Health Coalition

Sue McIntyre, Co-Chair North Bay Health Coalition

Erin Harris, Past-President Older Women's Network

Michael Hurley, President Ontario Council of Hospital Unions

Suzanne Clancy, President Ontario Federation of Union Retirees

Natalie Mehra, Executive Director Ontario Health Coalition

Warren (Smokey) Thomas, President Ontario Public Services Employees Union

Mike Donaldson, President Ontario Public Services Employees Union – Local 464

Tara Maszczakiewicz, President Ontario Public Services Employees Union – Local 684

Paul Elliott, President Ontario Secondary School Teachers' Federation

Manfred Netzel, President Ontario Secondary School Teachers' Federation – Active Retirees Members Chapter 12 Toronto

Stuart Ryan, Co-Chair Ottawa Health Coalition

Bryan J. Smith, Chair Oxford Coalition for Social Justice

Marion Burton, President Peterborough and District Labour Council

Charlene Avon & Roy Brady, Co-Chairs Peterborough Health Coalition

Len Hope, Chair Port Elgin Health Coalition

Shirley Roebuck, Chair Sarnia Lambton Health Coalition

Margo Dale, Chair Sault Ste. Marie Health Coalition

Ron Sim, General Manager Sault Ste. Marie Soup Kitchen Community Centre

Sue Hotte, Chair Save the Welland Hospital Group

Doug Macpherson, National Coordinator Steelworkers Organization of Active Retirees

Karu Navarajnarajah, Sri Lankan Tamil Seniors Group of Etobicoke

Jules Tupker, Co-Chair Thunder Bay Health Coalition

Mary Hellin & Malcolm Stewart, Co-Presidents Toronto Council on Aging

Phyllis Creighton, Toronto Raging Grannies

Jerry Dias, President Unifor

Len Hope, Executive Board Member Unifor Retired Workers Council

Les MacDonald, Chairperson Unifor – Local 222 Retired Workers Chapter – Oshawa

Roxie Baker, Chairperson Unifor – Local 1325 Retired Workers Chapter– Stratford

Gerry Graham, President United Seniors of Ontario

Phuoc Tran, President Vietnamese Cambodian Laotian Services Association

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~ Protecting Public Medicare for All ~

Ontario Health Coalition
15 Gervais Drive, Suite 604
Toronto, ON M3C 1Y8
ohc@sympatico.ca

www.ontariohealthcoalition.ca
[416-441-2502](tel:416-441-2502)

Jeremy Rody

From: Tom Campbell <tcampbell@campaign-office.com>
Sent: March-30-16 5:09 PM
To: jrody@eastlink.ca
Subject: Veterans & Troops Support/Remembrance Ad - Royal Canadian Legion
Attachments: Rates.pdf

Importance: High

Hello Reeve & Council,

We would like to first Thank the Township of Assiginack very much for your consideration to support the Military Service Recognition Book a big success for our local veterans. Your support would be greatly appreciated.

The Military Service Recognition Book helps us honour our past and present day Veterans in print form with full biographies and photographs. To do this, submissions are being collected at the local Legion Branches and with the continued help of our Veterans, their families and friends, this special publication will be released by September 2016 and in time for next year's Remembrance Day Ceremonies.

A Minimum 20,000 Copies will be available free of charge at the Local Legion Branches and most importantly the Military Service Recognition Book will be provided to Schools and Public libraries to help the younger generation better understand the sacrifices made by our Veterans.

We are pleased to invite the Township of Assiginack to insert a Veterans Support/Remembrance Ad in the Military Service Recognition Book.

Thank You very much.

Best Regards,

Tom Campbell
Royal Canadian Legion
Ontario Command
1-855-241-6967
Campaign Office



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be printing **20,000 copies** of our third annual **“Military Service Recognition Book”**, scheduled for release by September 2016. This book will assist us in identifying and recognizing many of our Veterans within the Province of Ontario and to serve as a reminder for generations to come, while at the same time assist us in our job as the “Keepers of Remembrance”.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will cover the cost of printing and distributing this unique publication. Additional proceeds received through this program will assist and support many important Legion initiatives that in turn will assist our over 400 branches to remain a viable partner in their communities. The Legion is recognized as Canada’s largest Veteran Organization and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at 1-855-584-1374.

Thank you for your consideration and/or support.

Sincerely,

Brian Weaver
President



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,030.97	+ \$264.03	= \$2,295.00
Inside Front/Back Cover (Full Colour)	\$1,765.49	+ \$229.51	= \$1,995.00
2 Page Spread (Full Colour)	\$2,823.01	+ \$366.99	= \$3,190.00
Full Page (Full Colour)	\$1,411.50	+ \$183.50	= \$1,595.00
Full Page	\$1,057.52	+ \$137.48	= \$1,195.00
½ Page (Full Colour)	\$792.04	+ \$102.96	= \$895.00
½ Page	\$615.04	+ \$79.96	= \$695.00
¼ Page (Full Colour)	\$482.30	+ \$62.70	= \$545.00
¼ Page	\$393.81	+ \$51.19	= \$445.00
1/10 Page (Full Colour)	\$287.61	+ \$37.39	= \$325.00
1/10 Page (Business Card)	\$243.36	+ \$31.64	= \$275.00

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:

The Royal Canadian Legion
Ontario Command
(RCL ON)
(Campaign Office)
P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6



MAR 30 2016

Municipality of Assiginack

Mar 30, 2016

Mayor Moffat & Councillors

Manitowaning ON POP 1N0

Dear Mayor & Councillors:

Once again, I am writing on behalf of the Assiginack Horticultural Society, to request assistance from the Municipality to purchase plants and to maintain the flower beds and barrels around our town.

The Society takes great pleasure in being able to help keep our town looking nice, to bring joy to others. The individuals who volunteer to do the planting, watering and weeding get a lot of personal satisfaction from this as well.

We thank you for your past support and hope that you will find it worthwhile to once again, support our endeavours to keep our town looking attractive for both residents and visitors.

Yours truly,



Brenda Newman, Secretary

Assiginack Horticultural Society

Box 212

Manitowaning ON POP 1N0

RECEIVED

MAR 30 2016

Municipality of Assiginack

Mar 30, 2016

Mayor Moffat & Councillors

Manitowaning ON POP 1N0

Dear Mayor Moffat & Councillors:

The Assiginack Horticultural Society is once again preparing for the planting of the flower beds and barrels around our community.

A couple of the barrels have outlived their usefulness and require replacement.

We are, at this time, requesting some assistance from the Municipality, to help cover the costs.

We thank you for your past support and will appreciate any assistance you can provide.

Yours truly,

A handwritten signature in cursive script that reads "Brenda Newman".

Brenda Newman, Secretary

Assiginack Horticultural Society

Box 212

Manitowaning ON POP 1N0