



## **TOWNSHIP OF ASSIGINACK**

### **REGULAR MEETING OF COUNCIL**

**To Be Held in the Council Chambers  
Tuesday, August 2, 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 July 5, 2016 (p.3)
- b) Special Council Meeting of July 8, 2016 (p.8)
- c) Manitoulin East Municipal Airport Commission Meeting of July 4, 2016 (p.16)
- d) Manitoulin Planning Board Meeting of June 28, 2016 (p.17)
- e) Provincial Offences Act Board of Management Meeting of April 6, 2016. (p.40)  
*Resolutions prepared*

##### **4. DELEGATIONS**

##### **5. REPORTS**

- a) Staff Report: RFP 2016-02 Website Redesign (p.43)  
*Resolution prepared*

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

- a) Accounts for Payment: General: \$150,055.02 Payroll: \$46,889.59 (p.46)
- b) City of Greater Sudbury Recyclables Acceptance Agreement Amendment (p.54)
- c) Assiginack Public School Donation Request (p.58)
- d) 2016 Budget Summary as at June 30, 2016 (p.60)
- e) Fire Department: Northern 911 Request (p.73)  
*Resolutions prepared*

## **7. INFORMATION ITEMS**

- a) Public Works Garage Energy Production Report (p.84)
- b) Manitoulin Health Centre (p.86)
- c) Ministry of Municipal Affairs: Town of NEMI Planning Board Decision (p.87)
- d) Ministry of Transportation: Highway 6 Rehabilitation (p.89)
- e) Police Seeking Public Feedback on its Strategy for a Safer Ontario (p.92)
- f) Manitoulin OPP Detachment 2015 Progress Report (p.94)  
*Resolution prepared*

## **8. BY-LAWS**

- a) By-law #16-10: Amend By-law #15-22: Paymentus Master Services Agreement (p.102)  
*Resolution prepared*

## **9. CLOSED SESSION**

- a) Advice that is subject to solicitor-client privilege including communications necessary for that purpose (*Municipal Act, 2001, c.25, s.239(2)(f)*)

## **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, July 5<sup>th</sup>, 2016 at 7:00 p.m.

**Present:** Mayor Paul Moffatt  
Councillor Les Fields  
Councillor Robert Case  
Councillor Hugh Moggy

**Excused:** Councillor Brenda Reid

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

**Press:** Alicia McCutcheon, Expositor

**Others:** Anna Maria Peca  
Michael Mantha  
Mark Gibeault  
Maria Bouwmeester

**OPENING:**

**#203-15-16 L. Fields – H. Moggy**

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 7:00 p.m., with Mayor Moffatt presiding in the Chair. CARRIED

**AGENDA:**

**#204-15-16 H. Moggy – L. Fields**

THAT the agenda for this meeting be accepted as presented. CARRIED

**DISCLOSURE OF PECUNIARY INTEREST:**

No disclosures of pecuniary interest were declared.

### **ANNOUNCEMENTS:**

Councillor Fields invited the community to the Assiginack Public Library's Open House on Friday, July 8<sup>th</sup> from 11 a.m. to 3 p.m. and asked the Mayor to say a few words at the opening ceremony. She also commented on the Library's first Summer Recreation activity, which was for children to draw bookworms between the Municipal Office and Library in preparation for Friday's event.

Councillor Fields extended a thank you to the Assiginack Horticultural Society for their water barrels project. She has received many comments from residents who are really enjoying seeing all of the different creative and colourful water barrels in Manitowaning.

Councillor Moggy thanked the Owen Sound Transportation Company for their generous donation of 24 chairs from the MS Chi-Cheemaun that are now in the Council Chambers. He asked that a thank you letter be sent to the CAO on behalf of Council and staff.

### **COMMENTS ON PROPOSED BAY STREET BY-LAW:**

Mayor Moffatt asked for comments in favour or in opposition of the proposed Bay Street By-law. Anna Maria Peca, owner of the sole property on Bay Street directly affected by this option, was in attendance and raised her concerns to the By-law. Her concerns were that the Township did not notify her of the work done to the road in 2015, the changes to the road in 2015 created a safety issue and an environmental concern, and she does not want to be landlocked. She contends that the Township would be liable in an emergency situation beyond the gate, is unsure of what the plan is to install a gate, and that the road needs to be fixed in general. Ms. Peca acknowledged that she had no problem with the gate but that the road needs to be fixed.

The CAO stated the recommendation given to Council was to put up a gate to restrict vehicles from travelling across the beachfront and parking in that area especially while swimming lessons and the public are using the beach.

No other comments were heard regarding this matter.

### **ADOPTION OF MINUTES:**

**#205-15-16 H. Moggy – L. Fields**

THAT the minutes of the Regular Council meeting of June 21<sup>st</sup>, 2016, be accepted.  
CARRIED

**#206-15-16 L. Fields – H. Moggy**

THAT the minutes of the Assiginack Public Library Board meeting of May 19, 2016, be accepted. CARRIED

**#207-15-16 L. Fields – H. Moggy**

THAT the Minutes of the Sudbury & District Board of Health meeting of June 16<sup>th</sup>, 2016, be received. CARRIED

**DELEGATIONS:**

Mark Gibeault spoke on behalf of the Assiginack Public School Parent's Council. A priority they identified was to augment the facilities that are used by the community at the school for the events like the community picnic, Remembrance Day, graduation, etc. The Parent's Council fundraised and purchased 60 new chairs at the beginning of the school year. The media presentations at the school enhance community gatherings and are created by the students and teachers. They have received a quote on a 10-ft retractable screen and rear projection projector; the Rainbow District School Board would donate the installation of the equipment. The request from Parent's Council is for Assiginack Council to pay 50% of the cost of the screen and projector for a total of approximately \$2,250.

Mayor Moffatt noted that the 2016 budget has already been passed and that two emergency projects have put a strain on adding additional items into this year's budget. He recommended that Council table this request to the first meeting in August and that staff prepare a report on whether or not this item can be included in this year's budget.

**#208-15-16 H. Moggy – L. Fields**

THAT the request of Mark Gibeault on behalf of the Assiginack Public School Parent's Council is acknowledged and Council thanks Mr. Gibeault for his presentation to Council. CARRIED

**ACTION REQUIRED ITEMS:**

**#209-15-16 R. Case – L. Fields**

THAT Council authorizes the following Accounts for Payment:

General: \$187,833.04

AND THAT the Mayor and administration be authorized to complete cheques #25672 through #25705 as described in the attached cheque register reports. CARRIED

**#210-15-16 L. Fields – R. Case**

THAT Council authorizes the following Accounts for Payment:

Payroll: \$18,887.66

AND THAT the Mayor and administration be authorized to complete cheques #25667 through #25671 as described in the attached cheque register reports. CARRIED

**#211-15-16 R. Case – L. Fields**

THAT Council authorizes a lighting upgrade/replacement for the Post Office/Bank Building as per the recommendation of the Township's electrician. CARRIED

**INFORMATION ITEMS:**

**#212-15-16 H. Moggy – R. Case**

THAT we acknowledge receipt of the following correspondence items:

- a) Michael Mantha MPP – Senior's Programming Congratulations
- b) OCWA Work Order Summary Report
- c) Rainbow Ridge Golf Course Sponsorship Package
- d) Municipality of Chatman-Kent – Climate Change Action Plan Resolution
- e) Manitoulin-Sudbury DSB – Support for NOSDA Resolutions

CARRIED

**BY-LAWS:**

**#213-15-16 R. Case – H. Moggy**

THAT By-law #16-08, being a by-law to restrict common law access and the passage of the public on a portion of Bay Street, within the Township of Assiginack be given its first, second, and third readings and enacted in open Council. CARRIED

Councillor Moggy requested a recorded vote.

For: Fields, Case, Moffatt

Against: Moggy

**#214-15-16 H. Moggy – R. Case**

THAT By-law #16-09, being a by-law to adopt an Official Plan for the Manitouslin Planning Area be given its first, second and third reading and enacted in open Council. CARRIED

**MICHAEL MANTHA M.P.P. VISIT:**

Michael Mantha, our M.P.P. was in attendance and spoke to Council informally about its concerns regarding the disposition of the Norisle and the financial viability of our water systems. Mr. Mantha reiterated that he continues to 'knock on doors' regarding these concerns but the current financial environment in the Province makes it difficult to find any sources of funding and Mr. Mantha acknowledged that many municipalities are simply being asked to carry more of a financial burden in many of these matters. Council thanked him for his continuing efforts.

**CLOSING:**

**#215-15-16 R. Case – H. Moggy**

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

\_\_\_\_\_  
Paul Moffatt, MAYOR

\_\_\_\_\_  
Jeremy Rody, CLERK

8:05 p.m.

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

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

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Friday, July 8<sup>th</sup>, 2016 at 3:00 p.m.

**Present:** Mayor Paul Moffatt  
Councillor Les Fields  
Councillor Brenda Reid

**Excused:** Councillor Robert Case  
Councillor Hugh Moggy

**Staff:** Alton Hobbs, CAO  
Jeremy Rody, Clerk  
Ron Cooper, PW Superintendent

**Others:** Gary MacKay, P.Eng, Tulloch Engineering  
Kurtis Beeswax, Denis Gratton Construction  
Tyler Corbiere, C.C. Construction  
Mike Nadjiwon, Cecchetto & Sons Limited

**OPENING:**

**#216-16-16 B. Reid – L. Fields**

THAT the Special Meeting of the Council of the Corporation of the Township of Assiginack be opened for business with a quorum of members present at 3:00 p.m., with Mayor Moffatt presiding in the Chair. CARRIED

**AGENDA:**

**#217-16-16 L. Fields – B. Reid**

THAT the agenda for this meeting be accepted as presented. CARRIED

**DISCLOSURE OF PECUNIARY INTEREST:**

No disclosures of pecuniary interest were declared.



**ACTION REQUIRED ITEMS:**

**#218-16-16 B. Reid- L. Fields**

WHEREAS the Council of the Corporation of the Township of Assinack has received the following responses to the Birch Street Culvert Replacement Tender:

<b>Company</b>	<b>Amount</b>
1. C.C. Construction	\$107,381.64
2. Cecchetto & Sons Limited	\$247,882.45
3. Denis Gratton Construction	\$163,782.20
4. Teranorth Construction & Engineering Limited	\$154,024.65
5. R.M. Belanger Limited	\$157,787.55

NOW THEREFORE BE IT RESOLVED THAT the tender of C.C. Construction in the amount of \$107,381.64 taxes included be accepted. CARRIED

*Note: After the tender opening the Engineer verified that each tender included the Quotation and Acceptance page, WSIB certificate, and the required deposit; all tenders were in compliance. The Clerk verified that the submitted numbers were correct before the resolution was passed accepting the bid from C.C. Construction.*

**CLOSING:**

**#219-16-16 L. Fields – B. Reid**

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

\_\_\_\_\_  
Paul Moffatt, MAYOR

\_\_\_\_\_  
Jeremy Rody, CLERK

3:35 p.m.

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

①

BIRCH ST CULVERT REPLACEMENT  
QUOTATION AND ACCEPTANCE

No.	Item	Estimated Quantity	Units	Unit Price	Item Amount
1	Mobilization & Demobilization		Lump Sum		\$ 1,000.00
2	Environmental Protection		Lump Sum		\$ 3,500.00
3	Earth Excavation/Disposal	500	cu. m.	\$ 14.00	\$ 7,000.00
4	Pipe Removal/Disposal	40	m.	\$ 67.50	\$ 2,700.00
6	Install 2 x 2400 mm Ø CSP's	40	m.	\$	\$ 54,353.00
7	Granular "B" (In-Place)	375	cu. m.	\$ 21.00	\$ 7,875.00
8	Granular "A" (In-Place)	125	cu. m.	\$ 26.00	\$ 3,250.00
9	Rip Rap	50	cu. m.	\$ 24.00	\$ 1,200.00
10	Geotextile	200	sq. m.	\$	\$ 650.00
11	Contingency		Lump Sum		\$ 2,500.00
12	Provisional Item: SBGR and Post	34	m.	\$	\$ <del>6,000.00</del> <sup>6,000.00</sup>
<b>CONTRACT VALUE</b>					<u>95,028.00 ✓</u>
<b>H.S.T. (13%)</b>					<u>12,353.64</u>
<b>TOTAL COST</b>					<u>\$ 107,381.64 ✓</u>

We, the undersigned herein offer to supply necessary materials, equipment and labour to complete culvert replacement on Birch St. within the Township of Assiginack at the stipulated Total Quotation Price of: One hundred ~~thous~~ \$ seven thousand three hundred \$ eighty one -<sup>64</sup>/<sub>100</sub> (\$ 107,381.64 ). (HST Included)

We accept all conditions of Quotation and the Completion Date as set out herein.

**Offered By:**

Company Name: A/C Construction

Signature: [Signature]

Date: July 8/16.

Corporate Seal  
(If applicable)

**Accepted By:**

The Municipality of Assiginack on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Clerk-Treasurer

Corporate Seal

BIRCH ST CULVERT REPLACEMENT  
QUOTATION AND ACCEPTANCE

No.	Item	Estimated Quantity	Units	Unit Price	Item Amount
1	Mobilization & Demobilization		Lump Sum		\$8,500.00
2	Environmental Protection		Lump Sum		\$3,900.00
3	Earth Excavation/Disposal	500	cu. m.	\$ 12.00	\$6,000.00
4	Pipe Removal/Disposal	40	m.	\$ 60.00	\$2,400.00
6	Install 2 x 2400 mm Ø CSP's	40	m.	\$ 2,233.00	\$89,320.00
7	Granular "B" (In-Place)	375	cu. m.	\$ 29.00	\$10,875.00
8	Granular "A" (In-Place)	125	cu. m.	\$ 31.60	\$3,950.00
9	Rip Rap	50	cu. m.	\$ 70.00	\$3,500.00
10	Geotextile	200	sq. m.	\$ 3.00	\$ 600.00
11	Contingency		Lump Sum		\$ 2,500.00
12	Provisional Item: SBGR and Post	34	m.	\$ 140.00	\$4,760.00

CONTRACT VALUE \$ 136,305.00

H.S.T. (13%) \$ 17,719.65

TOTAL COST \$ 154,024.65

We, the undersigned herein offer to supply necessary materials, equipment and labour to complete culvert replacement on Birch St. within the Township of Assiginack at the stipulated Total Quotation Price of: One Hundred Fifty Four Thousand Twenty Four Dollar & Sixty Five Cents (\$154,024.66). (HST Included)

We accept all conditions of Quotation and the Completion Date as set out herein.

**Offered By:**

Company Name: Teranorth Construction & Engineering Limited

Signature: \_\_\_\_\_

Date: July 8, 2016

Corporate Seal  
(If applicable)

**Accepted By:**

The Municipality of Assiginack on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Clerk-Treasurer

Corporate Seal

BIRCH ST CULVERT REPLACEMENT  
QUOTATION AND ACCEPTANCE

No.	Item	Estimated Quantity	Units	Unit Price	Item Amount
1	Mobilization & Demobilization		Lump Sum		\$ 9,300 <sup>-</sup>
2	Environmental Protection		Lump Sum		\$ 2,500 <sup>-</sup>
3	Earth Excavation/Disposal	500	cu. m.	\$ 19 <sup>-</sup>	\$ 9,500 <sup>-</sup>
4	Pipe Removal/Disposal	40	m.	\$ 72 <sup>-</sup>	\$ 2,880 <sup>-</sup>
6	Install 2 x 2400 mm Ø CSP's	40	m.	\$ 2,000 <sup>-</sup>	\$ 80,000 <sup>-</sup>
7	Granular "B" (In-Place)	375	cu. m.	\$ 39 <sup>-</sup>	\$ 14,625 <sup>-</sup>
8	Granular "A" (In-Place)	125	cu. m.	\$ 56 <sup>-</sup>	\$ 7,000 <sup>-</sup>
9	Rip Rap	50	cu. m.	\$ 85 <sup>-</sup>	\$ 4,250 <sup>-</sup>
10	Geotextile	200	sq. m.	\$ 4. <sup>80</sup>	\$ 960 <sup>-</sup>
11	Contingency		Lump Sum		\$ 2,500.00
12	Provisional Item: SBGR and Post	34	m.	\$ 180 <sup>-</sup>	\$ 6,120 <sup>-</sup>
<b>CONTRACT VALUE</b>					<u>139,635<sup>-</sup></u>
H.S.T. (13%)					<u>18,152.<sup>55</sup></u>
<b>TOTAL COST</b>					<u>157,787.<sup>55</sup></u>

We, the undersigned herein offer to supply necessary materials, equipment and labour to complete culvert replacement on Birch St. within the Township of Assiginack at the stipulated Total Quotation Price of: One hundred & fifty seven thousand, seven hundred & eighty seven \$ 157,787.<sup>55</sup> (HST Included)

We accept all conditions of Quotation and the Completion Date as set out herein.

**Offered By:**

Company Name: R. m Belanger Limited

Signature: [Signature]

Date: July 8, 2016.

Corporate Seal  
(If applicable)

**Accepted By:**

The Municipality of Assiginack on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Clerk-Treasurer

Corporate Seal

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### BIRCH ST CULVERT REPLACEMENT QUOTATION AND ACCEPTANCE

No.	Item	Estimated Quantity	Units	Unit Price	Item Amount
1	Mobilization & Demobilization		Lump Sum		\$ 5000. <sup>00</sup>
2	Environmental Protection		Lump Sum		\$ 20,000. <sup>00</sup>
3	Earth Excavation/Disposal	500	cu. m.	\$ 12.00	\$ 6000. <sup>00</sup>
4	Pipe Removal/Disposal	40	m.	\$ 70.00	\$ 2800. <sup>00</sup>
6	Install 2 x 2400 mm Ø CSP's	40	m.	\$ 2150.00	\$ 86,000. <sup>00</sup>
7	Granular "B" (In-Place)	375	cu. m.	\$ 22.00	\$ 8250. <sup>00</sup>
8	Granular "A" (In-Place)	125	cu. m.	\$ 40.00	\$ 5000. <sup>00</sup>
9	Rip Rap	50	cu. m.	\$ 90.00	\$ 4500. <sup>00</sup>
10	Geotextile	200	sq. m.	\$ 10.00	\$ 2000. <sup>00</sup>
11	Contingency		Lump Sum		\$ 2,500.00
12	<b>Provisional Item: SBGR and Post</b>	34	m.	\$ 85.00	\$ 2890. <sup>00</sup>
<b>CONTRACT VALUE</b>					\$ 144,940. <sup>00</sup>
H.S.T. (13%)					\$ 18,842.20
<b>TOTAL COST</b>					\$ 163,782.20

We, the undersigned herein offer to supply necessary materials, equipment and labour to complete culvert replacement on Birch St. within the Township of Assiginack at the stipulated Total Quotation Price of: One hundred and sixty-three thousand, seven hundred and eighty-two dollars and twenty cents (\$ 163,782.20). (HST Included)

We accept all conditions of Quotation and the Completion Date as set out herein.

**Offered By:**

Company Name: Denis Gratton Construction

Signature: [Signature]

Date: July 8<sup>th</sup>, 2016

Corporate Seal  
(If applicable)

**Accepted By:**

The Municipality of Assiginack on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Clerk-Treasurer

Corporate Seal

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BIRCH ST CULVERT REPLACEMENT  
QUOTATION AND ACCEPTANCE

No.	Item	Estimated Quantity	Units	Unit Price	Item Amount
1	Mobilization & Demobilization		Lump Sum		\$ 34,300
2	Environmental Protection		Lump Sum		\$ 3,100
3	Earth Excavation/Disposal	500	cu. m.	\$ 6	\$ 3000
4	Pipe Removal/Disposal	40	m.	\$ 45	\$ 1800
6	Install 2 x 2400 mm Ø CSP's	40	m.	\$ 3799	\$ 151,960
7	Granular "B" (In-Place)	375	cu. m.	\$ 24	\$ 9000
8	Granular "A" (In-Place)	125	cu. m.	\$ 27	\$ 3375
9	Rip Rap	50	cu. m.	\$ 65	\$ 3250
10	Geotextile	200	sq. m.	\$ 7.40	\$ 1480
11	Contingency		Lump Sum		\$ 2,500.00
12	<b>Provisional Item: SBGR and Post</b>	34	m.	\$	\$ 5,600
<b>CONTRACT VALUE</b>					<u>219,365<sup>00</sup></u>
H.S.T. (13%)					<u>28,517.45</u>
<b>TOTAL COST</b>					<u>247,882.45</u>

We, the undersigned herein offer to supply necessary materials, equipment and labour to complete culvert replacement on Birch St. within the Township of Assiginack at the stipulated Total Quotation Price of: two hundred and forty seven thousand eight hundred and eighty two (\$ 247,882.45). (HST Included) and forty five cents

We accept all conditions of Quotation and the Completion Date as set out herein.

**Offered By:**

Company Name: Pecchetto and Son's Ltd.

Signature: [Signature]

Date: July 8/16

Corporate Seal  
(If applicable)

**Accepted By:**

The Municipality of Assiginack on this 08 day of July 2016.

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Clerk-Treasurer

Corporate Seal



**Manitoulin East Municipal Airport Commission Inc.  
Commission Meeting Minutes  
July 4, 2016**

Present: M. Gauthier, D. Williamson , D. Orr, P. Skippen, B. Case, G. Dobbs

Meeting called to order by M. Gauthier at 7 PM

Declaration of pecuniary interest- nil

**Motion 2016 07 38**

Moved by P. Skippen

Second by B. Case

Resolved that the Commission approves the agenda for the meeting of July 4, 2016

Carried

**Motion 2016 07 39**

Moved by D. Orr

Second by B. Case

Resolved that the Commission approves the minutes of the meeting of June 6, 2016

Carried.

**Motion 2016 07 40**

Moved by P. Skippen

Second by D. Orr

Resolved that the Commission accept the managers' report for June 2016.

Carried

**Motion 2016 07 41**

Moved by P. Skippen

Second by B. Case

Resolved that the Commission accept the treasurers' report for June 2016.

Carried

**Motion 2016 07 42**

Moved by P. Skippen

Second by D. Orr

Resolved that the Commission meeting of July 4 does now adjourn.

Carried





July 5, 2016

**MINUTES OF PLANNING BOARD MEETING - June 28, 2016**

At a Meeting of the Manitoulin Planning Board, held in the Board Room at the Planning Board Office, Gore Bay, Ontario, on June 28, 2016, the following Members of Planning Board were present:

- |    |            |    |             |
|----|------------|----|-------------|
| 1. | D. Osborne | 5. | K. Noland   |
| 2. | P. Moffatt | 6. | I. Anderson |
| 3. | M. Peters  | 7. | L. Hayden   |
| 4. | A. H. Hunt | 8. | E. Russell  |

Regrets: R. Stephens and D. Head  
Absent: L. Addison

Also in attendance were:

Norman Barney, Applicant, Applications for Consent File No's. B07-16 and B08-16;  
Jane Austin, Applicant, Applications for Consent File No's. B07-16 and B08-16;  
Murray Tann, agent, Applications for Consent, File No's. B09-16, B10-16 and B11-16;  
John Gilchrist, interested party, Applications for Consent,  
File No's. B09-16, B10-16 and B11-16;  
Mark and Sue Zmijowskyj and Annette Conroy, interested parties, Applications for  
Consent, File No's. B07-16 and B08-16;  
Peter Barnett, interested party; and  
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 7:00 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 April 26, 2016. Board Member L. Hayden declared a conflict of interest with application for consent, File No's. B07-16 and B08-16. There were no other conflicts declared.

**1. ORDER OF BUSINESS**

Following a request from the Secretary-Treasurer to add Item 5 a)v) Parcel Information, the Chair requested that the agenda be adopted as circulated.

**MOTION**

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

**2. MINUTES OF PREVIOUS BOARD MEETING - April 26, 2016.**

The Chair announced that the Minutes of the Board Meeting held April 26, 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 A. Hunt and seconded by L. Hayden that the Minutes be adopted as circulated. - Carried

**BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING  
- April 26, 2016**

There was none.

**3. VARIABLE EXPENDITURES**

There were no questions of the variable expenditures as circulated.

**MOTION**

It was moved by I. Anderson and seconded by D. Osborne that the variable expenditures be accepted as presented. - Carried.

Minutes of Board Meeting  
June 28, 2016

#### 4. PRESENTATION OF APPLICATIONS FOR CONSENT

The Chair announced that the applications for consent to sever would now be heard.

Note: For the sake of continuity the details and decisions of the presentations will be so recorded in the usual fashion toward the end of the Minutes.

#### 5. GENERAL, REGULAR AND NEW BUSINESS

##### a) General Up-date by Secretary-Treasurer

##### i) Deer Management Meeting

L. Addison, the representative for Planning Board was not in attendance. However, discussion among the Board Members in attendance was that it was a positive meeting and was well reported in the local newspaper.

##### ii) Bill 73 - Smart Growth for Our Communities Act, 2015

While certain changes to the Planning Act came into force on Royal Assent on December 3, 2015, the majority of changes to the Planning Act come into force on July 1, 2016. Theresa Carlisle attended a workshop in Sudbury on June 27, 2016 and provided a brief summary to the Board.

##### iii) Bill 204 – Promoting Affordable Housing Act, 2016

The Board were provided a handout which explained Bill 204 and the proposed changes to the Planning Act to promote affordable housing. This Bill has received first reading.

##### iv) Final Requisitions

The Board were advised that, excepting one, all final requisitions have been received.

##### v) Parcel Information

The Secretary-Treasurer reminded the Board Members of the request sent to the Municipalities and copied to the Board Members to provide copies of transfers, including surveys, completed from or to a Municipality to the Planning Board office. This will provide for the parcel mapping within the Geographic Information System to be kept up to date.

##### b) Central Ontario Orthophotography Project (COOP) 2016

The Board were advised that the actual collection of the COOP2016 Imagery was completed on May 24, 2016. The actual delivery date for the end product is March 31, 2017. However we could see delivery as early as December or January.

The latest update from the Ministry of Natural Resources and Forestry is that, due to the addition of additional partners and the refining of the actual number of tiles, it appears the total cost will be reduced from what was projected to be between \$16,850.00 and \$26,960.00 to now be approximately \$13,480.00 for the Planning Area.

##### c) Town of Northeastern Manitoulin and the Islands (NEMI)

##### i) Draft Official Plan for NEMI

In reply to a request to the Ministry of Municipal Affairs for the status on this proposed Official Plan, the Secretary-Treasurer was advised that MMA were in the process of finalizing the proposed modifications, which would be followed by meetings with NEMI staff and/or Council.

##### ii) Request to Province for Planning Authority

MMA advises that this request has been forwarded to the Minister with options.

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6. Draft Manitoulin Official Plan - Adopting By-law

M. Peters, Board Member for the Town of Northeastern Manitoulin and the Islands (NEMI) advised that NEMI were opposing the Manitoulin Planning Board (MPB) draft Official Plan for the following reasons:

- that the United Chiefs and Councils of Mniidoo Mnising (UCCMM) letter of concerns has not been addressed with regard to the MPB draft Official Plan;
- that very few concerns of NEMI were addressed by the planners/MPB;
- that this plan exceeds role of MPB into municipality governance. It is more regulatory rather than positive planning.

The Secretary-Treasurer advised that a letter, dated June 20, 2016, received from the UCCMM was attached to the Notice of Meeting. This letter states many of the same concerns contained in the letter, dated August 21, 2013, received from UCCMM as a result of consultation with the UCCMM, MPB and the Ministry of Municipal Affairs and Housing during 2012 and 2013. That letter was acknowledged and was forwarded to the Ministry of Municipal Affairs and Housing (MMAH) for response.

The Secretary-Treasurer recommended that the letter dated June 20, 2016 also be forwarded to the MMA for response and that Planning Board advise they are prepared to review and consider any modifications to the draft Official Plan that may be recommended by the Ministry of Municipal Affairs as a result of the stated concerns.

MOTION

It was moved by I. Anderson and seconded by D. Osborne that the Manitoulin Planning Board, in consideration that many of the issues raised are not within the scope of the Official Plan, forward the letter received from the UCCMM to the Ministry of Municipal Affairs for response. - Carried.

The Secretary-Treasurer confirmed that the Statutory Public Meeting was held on June 22, 2016 and that under Section 18(2) of the Planning Act the Board should now submit certified copies of the draft Official Plan to the Municipalities with a recommendation that it be adopted.

MOTION

It was moved by P. Moffatt and seconded by L. Hayden that a certified copy of the Official Plan dated May 2016 be forwarded to the Municipalities with a request to be adopted by by-law and that the Secretary-Treasurer, in accordance with the provisions of the Planning Act, be directed to make application to the Minister of Municipal Affairs for approval of this Official Plan. - Carried.

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

Recorded Vote

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

Motion was carried.

The Board were then advised that in their capacity as Council for the Unincorporated Townships the following By-law was read and tabled:

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6. Draft Manitoulin Official Plan - Adopting By-law - Continued

BY-LAW NO. 2016-01  
Being a By-law to adopt an Official Plan for the  
Manitoulin Planning Area including the  
Unincorporated Townships of Robinson and Dawson

WHEREAS the Manitoulin Planning Board has recommended the adoption and submission of an Official Plan for the Manitoulin Planning Area.

AND WHEREAS the Manitoulin Planning Board deems it appropriate to adopt the Official Plan for the Manitoulin Planning Area.

NOW THEREFORE, the Manitoulin Planning Board, under Section 18 of the Planning Act, RSO 1990, as amended, hereby enacts as follows:

1. THAT the Official Plan for the Manitoulin Planning Area consisting of the attached maps and explanatory text is hereby adopted.
2. THAT the Official Plan for the Manitoulin Planning Area consisting of the attached maps and explanatory text is attached hereto and forms part of this By-law.
3. THAT this By-Law shall come into force and take effect on the day of the final passing thereof subject to the requirements of the Planning Act.

It was moved by P. Moffatt and seconded by D. Osborne that the Official Plan be adopted.  
- Carried.

The Board were advised that there is a draft guideline for Wildland Fire Risk Assessment and Mitigation available at [www.ebr.gov.on.ca](http://www.ebr.gov.on.ca) - posting number 012-7075. Jake Diebolt has participated in a web session provided by the Ministry of Natural Resources and Forestry.

The time now being 10:05 p.m. the Chair requested that, in accordance with Section IV, 13 of the Procedural By-law, there would need to be a motion to extend this meeting one-half hour to finish the business on the agenda.

MOTION

It was moved by D. Osborne and seconded by L. Hayden that this meeting be extended one-half hour.  
- Carried.

7. SERVICE DELIVERY REVIEW

The Chair advised that this topic had been requested to be placed on the agenda by Board Member Peters and he invited her to speak to the topic.

Ms. Peters requested that the Board consider commissioning a service delivery review. However, she also stated that she would not support this unless there was funding available as previously discussed with the Ministry of Municipal Affairs (MMA).

The Secretary-Treasurer advised she review the possibility of funding for this purpose under the Special Business Case funding available to the Planning Board.

8. CLOSED SESSION

The Chair requested the Board to go In Camera to discuss matters about identifiable individuals.

MOTION

It was moved by E. Russell and seconded by L. Hayden that the Board go In Camera at 10:13 p.m. to discuss matters about identifiable individuals. - Carried.

MOTION

It was moved by A. Hunt and seconded by D. Osborne that the Board rise from the In Camera session at 10:20 p.m. - Carried.

The In Camera session was to discuss matters about an identifiable person and there were no motions resulting from the In Camera.

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**PRESENTATION OF APPLICATIONS FOR CONSENT TO SEVER**

The Chair announced that the purpose of this phase of the meeting is:

- (a) to consider applications for consent under Section 52 of the Planning Act,
  - (b) to make decision in regard to the applications scheduled to be heard, and,
- explained that this phase is open to the public and any interested parties will be given the opportunity to speak in support or oppose an application.

The Chair then asked if any Board Members have or wish to declare a "Conflict of Interest", at this meeting or previous meeting. L. Hayden declared a conflict of interest with Applications for Consent, File No's. B07-16 and B08-16 prior to the consideration and decision. There were no other conflicts declared.

Following is the list of Applications for Consent considered at this meeting.

		<u>Moved By</u>	<u>Seconded By</u>
1.	B05-16 H. J. & J. A. Turner	A. H. Hunt	L. Hayden
2.	B06-16 Goodwin & Mellan	I. Anderson	M. Peters
3.	B07-16 & B08-16 Austin & Barney	D. Osborne	L. Addison
		That these applications be deferred for reasons given within the Decision. - Carried.	
4.	B09-16, B10-16 & B11-16 Tann & 1662201 Ontario Ltd.	P. Moffatt	D. Osborne
		That these applications be deferred for reasons given within the Decision. - Carried.	

It was moved and seconded that the above applications be conditionally approved, subject to all conditions being fulfilled as stated in the Decision. - Carried.

The above motion applies to all applications excepting B07-16, B08-16, B09-16, B10-16 & B11-16.

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Application File No. B05-16 No. of Members Present: 8

Date of Decision: June 28, 2016

Location of Property: Part Lot 21, Conc. X, Surveyed as Part 1, Plan 31R-2505, Township of Allan West, Municipality of Gordon/Barrie Island, District of Manitoulin

### DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Heather J. Turner and John A. Turner is to provide for a lot addition, being Pt. of Part 1, Plan 31R-2505, having a frontage of  $\pm 25$  M. on the 10<sup>th</sup> Side Road, a maintained municipal road, and a depth of  $\pm 146$  M., thereby containing an area of  $\pm 0.37$  Hec. which is to be added to Lot 21, Conc. X, having a frontage of  $\pm 346.8$  M. on the 10<sup>th</sup> Side Road and an average depth of  $\pm 482$  M., and containing  $\pm 39$  Hec. This lot addition will result in a lot, containing a dwelling and farm related buildings owned by Mr. Turner, having a frontage of  $\pm 371.8$  M. on the 10<sup>th</sup> Side Road, and an average depth of  $\pm 933$  M., thereby containing a total area of  $\pm 39.4$  Hec. The lot addition will provide for a lot line adjustment and dissolve joint ownership between family members.

The land to be retained, being the remainder of Part 1, Plan 31R-2505, has a minimum frontage of  $\pm 30.5$  M. on the 10<sup>th</sup> Side Road, a maintained municipal road, and a depth of  $\pm 146$  M., thereby containing an area of  $\pm 0.44$  Hec. There are no structures on this land.

Consent File No. B08-93 created the subject land, surveyed as Part 1, Plan 31R-2505, which was proposed for a retirement home for a retiring farmer. However no dwelling was constructed.

Services for the retained land will consist of private well and private individual sewage disposal system when required. The Sudbury and District Health Unit have advised they have no concerns as the retained portion would appear capable of supporting a sub-surface sewage disposal system.

Access is via the 10<sup>th</sup> Side Road, a maintained municipal road.

From information available the subject proposal does not appear to have any species at risk (SAR) concerns.

There is a Deer Wintering Habitat identified at the north west part of the proposed lot addition and within the land receiving the lot addition. This proposal for a lot addition is considered to have little or no impact due to the continued agricultural uses.

The proposal is considered to be consistent with the Provincial Policy Statement (PPS) 2014.

The subject land has been designated Agriculture District and zoned Agriculture (A). The lot addition is considered to have no negative impact on existing agricultural uses. Non-farm related residential uses are proposed for the retained land.

During discussion of the application with Ms. Turner, it was explained that the residential uses proposed for the retained land would not conform to Zoning By-law No. 492 for the Municipality of Gordon/Barrie Island and that an approved amendment permitting non-farm related residential uses in the Agriculture (A) Zone would be required.

The application was circulated on May 18, 2016 to the Municipality of Gordon/Barrie Island and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

There has been a visit to the office from Mr. Beange, land owner of Lot 20, Conc. XI, requesting further explanation of the application and asked if a new survey would be completed. It was explained that a condition of consent approval would require a new survey.

There have been no other inquiries or concerns received as a result of circulation to property owners and/or the posting of a notice.

The Clerk for the Municipality advised via email that:

*'The Municipality would require that the Agriculture Zoned property should be used for that purpose, otherwise an amendment may be applied for.; and*

*There is one location that we feel would be safe to install a driveway (Aaron on site with Kevin Glasby) but there are a couple sites that are not where we would want a driveway installed. The Municipal By-law and policy is that ALL driveways are installed by our Roads Department by approved permit (\$600.00) Driveway Entrance permits. Then we know they are done correctly.'*

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Application File No. B05-16 - continued  
June 28, 2016

During a site visit to the property it was considered the proposed lot addition will not further impact a safe entrance from the 10<sup>th</sup> Side Road for the retained land.

There was no one in attendance who wished to speak in support or opposition to the application.

**Consent is tentatively granted, subject to the following conditions:**

The following documents must be submitted to the Secretary-Treasurer of the Board within one year from the date of the notice of decision for certification:

- a) the Transfer of Land form(s) prepared by a solicitor/lawyer; and
- b) a Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s). This Schedule must also:
  - i) contain the names of the parties indicated on the Transfer of Land form; and
  - ii) state this conveyance is a consolidation of the severed lands with lands identified by the property identification number (PIN) and confirmed by a copy of the Parcel Register.

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;
- ii) an undertaking from a Solicitor stating that the severed parcel, being the west part of Part 1, Plan 31R-2505, will be consolidated on title with the benefiting lands at the time of registration of the Transfer, and a copy of the resulting Transfer, and the new resulting Property Identification Number (PIN) will be provided to the Manitoulin Planning Board;
- iii) confirmation that any portion of a travelled road, which is maintained by the municipality, encroaching on the subject land, has been surveyed and conveyed to the municipality, satisfactory to the municipality;
- iv) a copy of an approved amendment to Zoning By-law No. 492, permitting a non-farm residential use within the east half of Part 1, Plan 31R-2505, in an Agriculture (A) Zone;
- v) a fee of \$100.00 for each Transfer of Land submitted for Certification; and
- vi) a written confirmation from the municipality that all outstanding municipal taxes have been paid.

**Note:** Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

**Note:** All entrances/driveways must have an approved Driveway Entrance Permit.

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Application File No.: B06-16 No. of Members Present: 8

Date of Decision: June 28, 2016

Location of Property: Lot 21, Conc. III, Township of Howland, Town of Northeastern  
Manitoulin and the Islands, District of Manitoulin

**DECISION**

The purpose of this application made under Section 53(1) of the Planning Act by David M. Goodwin and Robby Mellan is to provide for the creation of a new lot, being the north  $\pm$ half of Lot 21, Conc. III, having a frontage of  $\pm$ 505 M. on the travelable non-maintained 20<sup>th</sup> side road, and an average depth  $\pm$ 402 M., thereby containing an area of  $\pm$ 20 Hec. The result of this application will dissolve joint ownership. There are no structures on this land.

The land to be retained, being the south  $\pm$ half of Lot 21, Conc. III, has a frontage of  $\pm$ 505 M. on the travelable non-maintained 20<sup>th</sup> side road, and a depth  $\pm$ 402 M., thereby containing an area of  $\pm$ 20 Hec. According to the agent for the application, there is a trailer located on this land, that was moved onto the property in 2009, which is old and used for storage only. A portable saw mill is also located within this land and has been since 2013.

Consent File No. B103-07 created the subject  $\pm$ 40 Hec. parcel of land.

Access is from the maintained Green Bush Road via the travelable non-maintained 20<sup>th</sup> side road allowance.

Services will consist of private wells and private individual septic systems when required.

From information available the subject proposal does not appear to have any natural heritage features or species at risk (SAR) concerns.

This proposal is considered to be consistent with the Provincial Policy Statement (PPS) 2014.

The subject land has been designated Rural District and zoned Rural (R). Recreational/hunting uses are proposed to continue.

The application was circulated on May 19<sup>th</sup>, 2016 to the Town of Northeastern Manitoulin and the Islands, and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality advised by Resolution No. 135-06-16 as follows:

*'RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands has no comment or concern with the application for consent as applied for by Goodwin/Mellan.....carried.'*

There have been no inquiries or concerns received as a result of circulation to property owners within 60 metres and/or posting of notice.

During consideration of the application, there was a discussion regarding the old trailer located on the retained land and if it conforms to the Zoning By-law No. 2002-32. Previous applications for consent have contained conditions where the accessory structure(s) be removed or that there are plans for a dwelling unit to be constructed and a complete building permit for a dwelling unit is received which would provide conformity to the Zoning By-law.

M. Peters, Board Member for the Town of Northeastern Manitoulin and the Islands, had no concerns as the trailer was old and used for storage purposes.

There was no one in attendance who wished to speak in support or opposition to the application.

**Consent is tentatively granted, subject to the following conditions:**

The following documents must be submitted to the Secretary-Treasurer of the Board within one year from the date of the notice of decision for certification:

- a) the Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) a Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s), given conditional approval. This Schedule must also contain the names of the parties indicated on the Transfer of Land form.



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Application File No. B06-16 - continued  
June 28, 2016

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;  
or  
a boundary line survey identifying the new lot line(s) resulting from the severance(s);
- ii) confirmation that the access from the proposed retained land, being the south Part of Lot 21, Conc. III, to the maintained municipal road, known as Green Bush Road, has been constructed to a standard for travel by emergency vehicles satisfactory to the Municipality;
- iii) a fee of \$100.00 for each Transfer of Land submitted for Certification; and
- iv) a written confirmation from the municipality that all outstanding municipal taxes have been paid.

Note: Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall not apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

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Application File No.: B07-16 No. of Members Present: \_\_\_\_\_  
Date of Decision: June 28, 2016 - Deferred  
Location of Property: Lot 21, Conc. VI, including Part 1, Plan 31R-2237, Township of Sandfield, Municipality of Central Manitoulin, District of Manitoulin

**DECISION**

The purpose of this application made under Section 53(1) of the Planning Act by Jane C. Austin and Norman R. Barney is to provide for right-of-way (ROW) along the west boundary and then south easterly to the south east corner of Lot 21, Conc. VI, having a width of ±20 M. and a length of ±1,200 M., thereby containing an area of ±24,000 Sq. M., in favour of Lot 21, Conc. V, owned by Norman B. Austin and the east half of Lot 22, Conc. V, owned by Jane Austin. This proposed ROW is to follow an existing travelled private road.

The land to be retained has a frontages of ±270 M. on Dace Lake and ±330 M. on the non-maintained 6<sup>th</sup> Concession Road Allowance and a depth of ±1,000 M., thereby containing an area of ±38 Hec. According to the application there is a dilapidated barn encroaching on the west boundary of the subject land. This land is subject to ROW in favour of Lot 21, Conc. V and will be subject to ROW in favour of the east half of Lot 22, Conc. V.

If approved, this proposal will replace an existing (ROW), surveyed as Part 1, Plan 31R-2237, approved by Consent File No. B124-90, which was never made travelable. There have been two (2) previous Applications for Consent, involving the subject land.

File No. B124-90 provided for legal ROW over Lot 21, Conc. VI, surveyed as Part 1, Plan 31R-2237 and over Lot 21, Conc. VII, surveyed as Part 2, Plan 31R-2237, in favour of Lot 21, Conc. V and VI; and

File No. B48-00 approved the technical severance of Lots 21 and 22, Conc. VI.

There is also a simultaneous Application for Consent, File No. B08-16, which proposes a right-of-way over Lot 21, Conc. V, in favour of the east half of Lot 22, Conc. V.

Presently access is over the non-maintained 6<sup>th</sup> Concession Road Allowance to Homestead Road, a seasonally maintained forced road to Myles Side Road, a maintained municipal road. According to the applicants they do not use Part 2, Plan 31R-2237, over Lot 21, Conc. VII, to access their property(s).

No new services are required as a result of this application for ROW.

The subject land has been designated Rural District and zoned Rural ( R).

From information available the subject proposal does not appear to have any natural heritage features or species at risk (SAR) concerns.

This proposal is considered to be in conformity with the Provincial Policy Statement (PPS) 2014.

The application was circulated on June 6<sup>th</sup>, 2016 to the Municipality of Central Manitoulin and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality advised they have no concerns.

There have been several telephone calls, emails, and visits to the office, which resulted in three letters.

**1. Letter from Ian and Elizabeth Gilchrist, owners of Lot 22, Conc. VI, dated June 19, 2016:**

'Members of the Board:

Purpose of this letter: To oppose the application of File No's B07-16 and B08-16

Re: the proposed letter from Norm Barney and Jane Austin suggesting moving an existing ROW, and relocating closer to, or even onto our property.

Since Norm Barney and Jane Austin purchased lot 21 Conc 6, Sandfield, we have been in conflict and disagreement regarding the boundary locations between our properties. There are visible 1" square original survey property pins located at the NE corner of our property, clearly providing a location of our boundary. Both property's; lot 21, and 22 con 6; belonged to the early settlers of the property (Young family) it was the original homestead. It seems clear the original applicant and also the planning board's original approval was to avoid disturbance of the original homestead, with the existing ROW (part 1-2 ROW 31R-2237 File No. B124-90)

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Application File No. B07-16 - Continued  
June 28, 2016

Letter from Ian and Elizabeth Gilchrist - continued  
June 19, 2016

'There are valuable buildings, and an original viable drilled well located on our property lot 22 con 6, close to the boundary of lots 22 and 21 con 6, that we have put a fair bit of effort into repair and upgrading to keep the value of the property. One of the buildings is an original homesteader built timber frame barn, construction dating 1837. It has some deterioration because of lack of maintenance, but is still a viable repairable building. It has an existing concrete foundation and floor, and access to the building on its eastern side as it was originally constructed.

We oppose the proposed right of way application , (B07-16 and B08-16) and would recommend leaving the original right of way (part 1-2 ROW 31R-2237 File No. B124-90) in place for the following reasons.

1. The existing ROW was accepted, as it's proposal was to go around the existing structures and the original home of the settlers of the area. The reason for the existence of the main road, called "Homestead Road". Many of these structures still remain today.

2. The original right of way was created for a good reason; to avoid property disputes (as there was no conflict on land ownership), to avoid existing buildings, also avoiding noise disturbances; garbage pollution, vegetation disturbance, animal disturbance, and should remain in effect.

3. The proposed right of way would pass too close to an existing well on our property on Lot 22 con 6 Sandfield Township. There is potential of contamination of the well, if the ROW is too close

4. The proposed right of way would pass too close to our existing barn, which is listed on the deed for Lot 22 Conc 6 Sandfield. The implement access and storage access to this barn is on its east side, and has always been.

5. The proposed ROW change (B07-16) will be either too close or will trespass on our property on lot 22 Conc 5 Sandfield.

6. We have plans to plant crops. Including replanting the existing garden at the NE corner, and deer plots at the SE corner. We don't want any further disturbances in those areas.

7. (speaking to File No B08-16) At our SE corner of our lot 22 con 6, we again strongly oppose this application, as we do not want any traffic closer to our property. We, have access through our property to that corner so there is no benefit to us. It will again cause noise pollution to a quite pristine area of Manitoulin Island, causing further garbage pollution and vegetation and animal disturbances. There is also a safety issue as it is an area used for deer hunting already every year.

8. We feel the governing planning board at the time took this into consideration? There is a road allowance to use. There is a good viable ROW accepted and approved in place. (part 1-2 ROW 31R-2237 File No. B124-90) We feel that it should be used correctly as per the planning.

9. We suggest that with the original survey of property on the Manitoulin, the planning board and /or Surveyors were careful to put in enough road allowances, that road access to all areas of the island, could be possible. We feel they should be used as intended. If a property becomes land locked due to "property splitting" this should only be the concern of the purchaser/seller involved and not be made an ownice on connecting land owners.

10. The existing ROW (part 1-2 ROW 31R-2237 File No. B124-90), was formed to gain access to the road allowance on the east side of lot 21 con 6 to around Dace Lake, from Homestead Road without disturbance of existing homestead located on lot 22 con 6. That original surveyed road allowance between lots 20-21 con 5, goes south all the way to Windfall Lake. We do not feel that it is necessary to have more roads or ROW in this area, if the proper road allowances and ROW's are used as per original acceptance and planning.'

'11. We purchased our property with no official survey and there have been no registered plan changes since original survey in 1800's. It is normal to purchase property on the island this way. We were aware of original survey pins at our NE corner and have yet to find the pin at our SE corner, but it is in the process.... 2 original pins exist on our south boundary line between con 5 and 6. It should be very easy now to find or plot our SE corner.

Moving forward we would like to request a copy of any decision pronounced by the planning board including (if any) conditions that may come into effect, as well as any other documents that have been, or have yet to be, presented to the planning board, on these files.'

In closing We feel that any change to ROW's as proposed in File no. B07-16 and B08-16, is completely unnecessary and unwarranted. Any change would cause us undue hardships and unnecessary pollution to our property. We strongly oppose any further consideration of these proposals.

Thank You.

Ian Gilchrist and Elizabeth Gilchrist'

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Application File No. B07-16 - continued  
June 28, 2016

A copy of this letter was sent to the applicants, via email, on June 22<sup>nd</sup>, 2016 and the following letter, dated June 23<sup>rd</sup>, 2016, resulted:

2. 'REF: Consent Applications File No's B07-16 and B08-16  
Township of Sandfield

Summary by Jane Austin and Norman Barney in response to the Letter of Concern of Ian and Elizabeth Gilchrist.

I, Jane Austin, and Norman Barney own 3 lots in Sandfield Township. We are both on title as owners of Lot 21 Concession 6 which we bought in March 2013 because it would give us possession of the established road on that lot that travelled back and accessed Lot 21 Conc. 5 on Windfall Lake owned by Norman Barney. I own the neighboring lot, East half lot 22, Concession 5.

On Lot 21 Conc. 6 there is a deeded road access in favour of Lot 21 Conc 5 that was established in 1991. There is another part to this access on Lot 21 Concession 7 also in favour of Lot 21 concession 5 (Part 2 and Part 1 Plan 31R-2237). This particular access was never developed or used because it goes into soft wet bottom land neighboring Dace Lake (Mud Lake) and would require an enormous amount of fill to make it passable during wet weather. This was tried by previous owners of Lot 21, Conc. 5 and their equipment became heavily mired in the muck. With this in mind, we bought Lot 21 Concession 6 from Mark and Bonnie Young on March 1, 2013. Previous to that, we had their permission to travel on their established road in order to go to our cottage on Windfall Lake. We used this road from 2003 to 2013 with their permission. According to Mark Young, that road was made by his great grandfather, Myles Young, in order to access his property, Lot 21 Concession 6, which he bought in 1894.

We bought Lot 21 Concession 6, Twp of Sandfield with the understanding that the road was on that lot. The reason we understood this was that Mark and Bonnie Young had Mr. Gord Keatley of Keatley Surveying, Little Current ON, find the boundary between Lot 21 and Lot 22 due to conflict with the neighbours, Greg and Jennifer Young then owners of Lot 22. Mr. Keatley placed a bar beside the foundation of the barn and within the rock row that is the original settler/farmer built rock row between the 2 lots. This rock row runs roughly north/south for several hundreds of feet. At this point Greg Young placed a no trespassing sign within the barn on the property line established by Gord Keatley and he also put a no trespassing sign at the south end of the rock row. Both signs faced into Lot 21. He also never made any objection to Mr. Keatley. The conflict over the boundary ended and there were no more issues with it between the 2 brothers according to Mark Young. Many times we drove by the sign which was clearly visible inside the barn until lot 22 passed into the hands of the Gilchrists. When we drove up to our property in May, 2013 the sign was gone.

However, since then the Gilchrists have been attempting to take over possession of our road. After they received the notice of our application, they blocked our access to our property with a vehicle parked across the road and with a pile of logs and rubble taken from lot 22 and laid across our road. I have attached pictures to the email to Teresa Carlisle of the Planning Board along with this summary.

We have made many attempts to negotiate the property boundary with our neighbours at our sole and considerable expense and time. We first tried to work out an encroachment agreement in the spring of 2014 through our lawyer Robert Gray. They refused that solution. We then worked through Mr. Keatley to negotiate a boundary with them that would start at the bar at the north corner, go south to the barn, go around the drip line of the barn to where the line would then pick up the rock row, follow it to the end and then go due south to establish the south corner of the boundary. This would give them the property under the barn and establish the boundary line so as to ease conflict. Mr. Keatley met all 4 owners of the lots in August of 2014 and explained the plan.'

'He had prepared affidavits for everyone. We all reached a verbal agreement in front of Mr. Keatley. Norm and I signed our affidavits but the Gilchrists wanted to consult their lawyer before signing. Neither Mr. Keatley, Norm, nor I heard another word from the Gilchrists regarding this matter. So, after about a month, we hired Mr. Keatley to proceed with a survey of the property. It was unclear as to what approach to take to this issue so on the advice of and through of our lawyer Robert Gray of Sarnia ON, we hired Mr. Izaak de Rijcke of Guelph ON to investigate the boundary which he did in August of 2015. He has been an Ontario Land Surveyor since 1978 and has a Masters of Law Degree in Real Property Law. He is considered an expert in his field. We obtained a 14 page report with 17 additions of maps etc. Attached to the email are Mr. de Rijcke's conclusions and the first 2 pages of his CV. We have had no direct communication with Mr. de Rijcke as we want an independent decision, if this matter goes to court.

Minutes of Board Meeting  
June 28, 2016

Application File No. B07-16 - continued  
June 28, 2016

Letter from Jane Austin and Norman Barney - continued  
June 23, 2016

In conclusion:

1. We believe we have established our ownership of the road. We have gone to considerable expense to do this.
2. Our neighbours make reference in their concerns to having established the south east corner of their property but there is no bar there and they have not had it surveyed. Mr. Keatley has been hired by us and Mr. Halliday, the next closest surveyor, told Mr. Keatley that he has not been hired by the Gilchrists so until they hire their own surveyor and contest these findings, they have no valid objection and they need to clear our road and stay off our property.'
3. We own 2 lots on Windfall Lake that have no county road allowance available. East Half of Lot 22 Conc. 5, Twsp of Sandfield has no public road access available at all, and never has. Lot 21, Conc. 5 has a county road allowance on its eastern boundary that goes through Dace Lake and is, therefore, unavailable. We are applying for these easements so that the lakefront properties have deeded road access. The existing right of way that was never opened is impractical because of the soft wet land it goes over when it passes near Dace Lake. We already have a road on our property which is why we wish to have made it into an easement for our 2 lake front properties. The Gilchrists make assumptions about why the original easement of 1991 was placed where it is, but no one knows what was decided between Ken Young and Peter Tilston when the easement was made in 1991.
4. We don't find that our neighbours' concerns for their well, garbage, pollution, garden's etc. are valid. We have the right to a road on our property.
5. Their access to the east side of the abandoned barn is not valid. Ken Young declared the barn as abandoned when the 2 properties were divided in 2001. The Gilchrists can create an access through the other side of the barn if it is important to them but the barn is in terrible condition and hasn't been used in many years. They have done little to fix the barn since buying the land 3 years ago. The walls are gone on the south side and it is open to the elements. The south side is falling down. They have no prescriptive rights to use the road to access the barn because the division of the lots happened in 2001, less than 10 years before the conversion of property into Land Titles, and that is not a long enough period to give them prescriptive rights. They themselves have only possessed the property for just over 3 years.'

In response to the letter from Ian Gilchrist, Mr. Keatley has provided the following letter on behalf of Mr. and Mrs. Austin on June 28, 2016:

3. *'The statement regarding the visible 1" square survey "pins" is inaccurate; there is a single survey bar at the northeast corner of their property. There are, however, a series of bars along the boundary that we are working on with another 0.85m north of the barn and the third being 125.5m south of the barn in the middle of the stone row along the fence remains. This alignment places the lane they have blocked on Lot 21. These bars were all planted prior to Gilchrists purchasing the property and at no time did their predecessor in title (Greg Young) contact this office to dispute them.*

*The reason for the location of the easement as surveyed on Plan 31R-2237 may have been to stay away from the location of the old house and barn; but that is irrelevant at this point. The location of that easement was established as the far eastern edge of the Young property in an area that turned out to be unsuitable for building a road. This has no bearing on the lane along the boundary between Lots 21 & 22 as that road belonged to Kenneth Young at the time of the application and he did not wish to have someone else using it for reasons only he would know.*

*The location of the buildings and well are irrelevant to a planning application. The boundary between Lots 21 & 22 became relevant again in 2001 with the severance by Kenneth Young; in absence of a survey establishing a boundary at that time, the historical boundary as established over 100 years ago with the stone row and fence remains clearly visible to owners of both lots at the time of purchase remains the boundary. Access to the barn may have been historically on the east side of the barn; but that barn was built when one person owned both lots. Since it is not possible to gain prescriptive rights over your own land through long continued use, historical access to the eastern side of the barn is irrelevant and could have been dealt with in the Kenneth Young severance in 2001.'*

*It is plausible that Kenneth Young never considered access to the barn to be important, or even required, since he listed the barn as 'abandoned' in his 2000 severance application to split Lots 21 & 22. Intentionally and clearly stating that the barn was abandoned indicates that he wouldn't have considered it necessary to retain access to the easterly end of the barn from Lot 22.'*

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Application File No. B07-16 - continued  
June 28, 2016

Letter from G. Keatley - continued  
June 28, 2016

*'Addressing the numbered points in their letter:*

1. *The fact that a road was never built on the legal easement over the property contradicts the statement that it "was accepted". The recipients of the easement didn't build it and continued to use the existing road passing immediately to the east of the barn. Lot 21, Concession 6 was purchased solely because the actual traveled access to Concession 5 is on the lane by the barn and not on the easement Kenneth Young had surveyed.*

2. *There was no property dispute to own when the easement was created in 1992 as Kenneth Young owned all of the property; he could locate the easement anywhere on his property he chose to; much like the current applicant having the same right to locate the easement along his traveled lane immediately to the east of the barn. Using the current lane will avoid additional unnecessary animal and vegetation disturbance. I won't even address the ridiculousness of the "garbage pollution" and noise disturbance; this is a laneway that is already being used for the desired access to Concession 5; this application doesn't propose it to access more properties than it already does; it is simply to formalize it.*

3. *The proposed right-of-way is over the existing lane. If it hasn't already destroyed the water quality in the well, it won't start to.*

4. *As previously noted, historical access to the east side of the barn is irrelevant given that it was built when the lots were under common ownership. Prescriptive rights cannot exist as the properties were separated less than 10 years prior to title conversion to Land Titles.*

5. *It is fairly common for rights-of-way to follow property boundaries and dozens, if not hundreds, of instances of this can be found to have been approved by the Manitoulin Planning Board. The proposed right-of-way does not cross into Lot 22.*

6. *Continued use of the lane will not affect their ability to plant crops or put a garden on Lot 22.*

7. *The easement across Lot 21, Concession 5 ends near the southeast corner of the Gilchrist property. One would presume that the road would immediately veer southerly towards the shoreline should Lot 22, Concession 5 be transferred. Irregardless of the location of the road to be built, those hunting on the Gilchrist lands should be well aware of what direction they are firing in when shooting at deer. Even if there isn't a road in that area, recklessly shooting into neighbouring properties is illegal.*

8. *There is no road allowance access to Lot 22, Concession 5 without building on the shore road allowance. Good planning is against this as laid out in the Official Plan for Manitoulin Island.*

9. *There was no Planning Board involved with the original survey of the Manitoulin Island. Also, the original surveyors had no regard whatsoever to the practical accessibility to each lot in the Township. It is a simple grid system with road allowances every 1.25 miles with no regard for topography, lakes, rivers, or other natural obstacles that make access on the original road allowance impractical, and sometimes impossible.*

10. *As above, no planning went into the location of the road allowances. As to the easement as surveyed on Plan 31R-2237; using said easement as surveyed, and then continuing southerly in the road allowance between Lots 20 & 21 is poor planning when there is a proposal to use the existing road in Lot 21, Concession 6. Using the existing road results in the least possible disturbance to vegetation and wildlife, obviously. Building two road running between the same beginning and end points is unnecessary destruction of natural habitat and a waste of resources.*

11. *There is no pin at their southeast corner to find; the limit has not been surveyed. There aren't two original pins on their south boundary; there is one at their southwest corner planted by L.A. Emon in 1983 for the survey of Plan 31R-1299 in Lot 23. We respectfully request clarification on "...pin at our SE corner, but it is in the process..." such that we can request the records of the surveyor working to establish that corner.*

*In closing; changing the legal right-of-way to the location of the existing road as opposed to an un-buildable location through the edge of wetlands and virgin bush will not result in pollution or hardships. The Gilchrist's own Lot 22 and will continue to own Lot 22. Running an easement down the boundary between the lots is within the legal rights of the owner of Lot 21.'*

These two letters were forwarded to John and Ian Gilchrist, as per their written request.

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The following letter from Ian Gilchrist was received on June 28<sup>th</sup>, 2016:

*'Dear Members of the Board,*

*RE: Meeting June 28, 2016 at 7:00 PM in Gore Bay  
Re: File No's B07-16 and B08-16*

*Further to my letter dated June 19, 2016 opposing the application for right-of-way per above file numbers, neither owner will be able to attend there meeting where this will be discussed on June 28, 2016.*

*I hereby authorize John Gilchrist as my agent in these matters at this meeting.  
I respectfully request that the Board will allow him to speak on our behalf. I trust this will meet with the Board's approval.'*

There has been no other inquiries or concerns received as a result of circulation to property owners within 60 metres and/or the posting of notice.

Jane Austin, Norman Barney and John Gilchrist were in attendance during consideration of the application.

Mr. Gilchrist addressed their concerns with the proposed new right-of-way as stated in his letter of June 19, 2016, and the following is his submission at the Board Meeting:

*'The Gilchrists believe that they are the rightful owners of the property of 100 acres on Lot 22, Conc 6 Sandfield Township. We believe the lot line goes due south from an established pin on the northeast corner of the property. This would clearly allow access to the barn from the east side, and would have the barn sit completely on Lot 22, Conc 6, Sandfield. Norm Barney and Jane Austin have tried to use a rock pile as a property line. This revised property line would make ownership of the Gilchrist property less than 100 acres.*

*There is also an established pin on northwest corner of lot 22, conc 6, Plan 31R-1299 – May 2, 1983.  
There is also an existing pin at the southwest corner of lot 22, Conc 6. Discussed in an email with Jane Austin from Ian Gilchrist on Aug 7, 2014.*

*The barn is also evidence of a lot line.*

*The Gilchrist's purchased the property at Lot 22, Conc 6 Sandfield being aware of the right of way established over lot 21 Conc 6 and lot 21 Conc 7 in 1991. The Barney and Austin's lawyer should have made them aware of that when they purchased their property as well.*

*The Barney's statement said the road has been there since 1874. It should be noted that the sketch for the application the previous right of way shows the area where the road is supposed to be as "open field".*

*There is also an existing unopened road allowance that is useable on the east side of lot 21 Conc 6 that the Right of Way 31R-2237 leads to. This road allowance goes all the way through to the Road Allowance around Windfall Lake.*

*It makes no sense to the Gilchrists, that the Barney/Austin's ignore the existing road allowances and right of ways that cause no undue disturbance or surprises to any land owners over which they pass, in favor of a right of way that causes problems to the owners of Lot 22, Conc 6 as outlined in their initial response to this proposal dated June 19, 2016.*

*The proposed right of way would cause problems to the Gilchrists to access their barn. It may cause problems to water for a recently re-opened well.*

*Further to that, there is a clear dispute of the property line between Lot 22, Conc 6 and Lot 21 Conc 6, evidenced by numerous emails and documentation that needs to be resolved before any right of way along or close to this boundary can be approved.*

*Response to Barney's response.*

- 1. Austin Barney speculate that the existing right of way was never opened, because it goes into soft bottom land. We have no evidence of this soft bottom, and no evidence of equipment getting stuck, or where it was if it did get stuck. They say it was tried by the previous owner, but there is no evidence that road construction was ever started and halted due the conditions described. Where is the estimate from a contractor or road builder on the cost and requirements to build this road?*
- 2. In saying that Mark Young gave them permission to travel to their property behind, Mark had no authority to give them permission travel on the road except for the part that is clearly on lot 21 Conc 6.'*
- 3. There is no R plan for Lot 21 Conc 6 except for the road allowance Plan 31R-2237. There is also no R plan for Lots 21 Conc 5 or both halves of Lot 22 Conc 5.*

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June 28, 2016

Application File No. B07-16 - continued  
June 28, 2016

Submission from John Gilchrist - continued  
June 28, 2016

4. They talk about looking to negotiate the property boundary, which clearly shows they are not sure where the boundary is. Every attempt at negotiation was in favor of Barney/Austin gaining extra property and Gilchrists giving up property, so they were never completed. The Gilchrists and Austin/Barney's did not reach a verbal agreement in front of Mr. Keatley as they allege. If we did, we would not have had to have a lawyer review it. Also, what they neglect to mention is the barn agreement that Mr. Keatley drew up was part 2 of a 2 part deal, where Norm Barney was to sell to the Gilchrists the west half of lot 22 Conc 5, Sandfield. This would have given the Gilchrists access to Windfall Lake directly from their property. So we were willing to accept the fact that we would give up property, in order to make the deal to get the property on Windfall Lake. ( agreement of purchase and sale dated Mar 19, 2014 in my file, plus email from Ian dated Mar 24, 2014).
5. Before their conclusion in hiring another Land Surveyor to review the property, they were clear that they did not speak to him as they are quoted "if this matter goes to court". That may be where this needs to be resolved, but not at the planning board.

They have not proved ownership of the Gilchrists property on the east side of the barn.

They claim there is no bar on the southeast corner, but the Gilchrists will continue to look for it.

They claim the Gilchrists have not hired Mr. Halliday, but they did contact him to consider doing the survey for them. (pending contract in my file)

They say they the Gilchrists concerns for their property and buildings and water supply are not valid. We feel all assets on the property and the property itself are of value to the Gilchrists, and this concern should not simply be ignored. The Barney/Austins say they have a right to a road across their property. The Gilchrists contend they already have a right of way and road allowance across their property, they do not need another

They call the barn an abandoned barn. Whether it was or not, it is still our intention to repair it to a useable condition and use it for secure dry storage. The access has always been and continues to be on the east side of the barn. This barn has become even more important to the Gilchrists with the chance that the township may outlaw ocean containers that could otherwise be used for secure dry storage.

Gord Keatley's response.

He acknowledges there is a survey bar at the northeast corner of the property. The Gilchrists apologize if their description was not in surveyor terminology

He acknowledges that the easement for 31R-2237 may have been to go around buildings.

In the Gilchrists Agreement of Purchase and Sale with Gregory K Young and Jennifer M Young, one of the chattels included is the barn.

1. It was accepted in that they were aware of the legal right of way when they purchased the property.
2. There are multiple owner lots being added to the lakeshore on Big Lake. There are no restrictions to stop this from happening on Windfall Lake, which would be much more traffic than is travelling over the proposed right of way.
3. The well was recently opened, and it is now going to be upgraded to supply water to the cabin on the property. With respect, not sure Mr. Keatley has expertise as a health inspector that can validate what he is claiming.
4. It seems unfair that it is the Gilchrists expense to remove historical access. That is the way the barn was built.
5. The proposed right of way does cross into Lot 22 Conc 6.
6. It may.
7. That is a very big assumption. We feel the road may well continue directly across the south end of the Gilchrists' property.
8. The road allowance does exist. This right of way could be proposed further south in Lot 21 Conc 5 where it will not interfere with the Gilchrists property as it continues into Lot 22 Conc 5.
9. However, this road allowance has been in place and was approved by the planning board at the time in 1991.
10. The road allowance exists and was approved by the planning board in 1991.
11. We will provide when the surveyor does his work in that area.



Minutes of Board Meeting  
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Application File No. B07-16 - continued  
June 28, 2016

Jane Austin gave a bit of history of the subject land and the access to their properties, supported with imagery. She further explained concerns as addressed in her letter of June 23, 2016 and Mr. Keatley's comments of June 28<sup>th</sup>, 2016.

During consideration of the application, there was discussion regarding the possible effect the location of the new right-of-way would have on the existing well, the barn, and the boundary line between Lots 21 and 22, Conc. VI.

Following discussion regarding the boundary dispute and location of the barn which may effect the location of the proposed right-of-way, and a request from Ms. Austin, a motion was moved, duly seconded and carried that this application be deferred in order to provide an opportunity for the boundary dispute, as stated, to be resolved, prior to further consideration of this application.

Note: Board Member Lee Hayden declared a conflict of interest prior to consideration of this application.

Minutes of Board Meeting  
June 28, 2016

Application File No.: B08-16 No. of Members Present: \_\_\_\_\_  
Date of Decision: June 28, 2016 - Deferred  
Location of Property: Lot 21, Conc. V, Township of Sandfield, Municipality of Central  
Manitoulin, District of Manitoulin

**DECISION**

The purpose of this application made under Section 53(1) of the Planning Act by Norman b. Austin is to provide for right-of-way (ROW) along the north boundary of Lot 21, Conc. V, Having a width of 20 metres and a length of ±387 M., thereby containing an area of ±7,700 Sq. M., in favour of the east half of Lot 22, Conc. V, owned by Jane Austin. The proposed new ROW is to occupy the travelled access that has been used for several years.

The land to be retained has a frontage of ±696.5 M. on Windfall Lake and a depth of ±756 M., thereby containing an area of ±20 Hec. The applicant's cottage and three accessory structures are located within this land.

Consent File No. B124-90 provided for legal ROW over Lot 21, Conc. VI, surveyed as Part 1, Plan 31R-2237 and over Lot 21, Conc. VII, surveyed as Part 2, Plan 31R-2237, in favour of Lot 21, Conc. V.

There is also a simultaneous Application for Consent, File No. B07-16, which proposes a ROW over Lot 21, Conc. VI, in favour of Lot 21, Conc. V and the east half of Lot 22, Conc. V.

Legal deeded access is via ROW over Parts 1 & 2, Plan 31R-2237 to Homestead Road, a seasonally maintained forced road to Myles Side Road, a maintained municipal road. According to the applicant Part 2, Plan 31R-2237 is not used to access his property and the actual travelled access over Lot 21, Conc. VI deviates from part 1, Plan 31r-2237.

Services consist of compost toilet and water from Windfall Lake. No new services are required as a result of this application for ROW.

The subject land has been designated Rural District and zoned Rural ( R).

From information available the subject proposal does not appear to have any natural heritage features or species at risk (SAR) concerns.

This proposal is considered to be in conformity with the Provincial Policy Statement 2014.

The application was circulated on June 6<sup>th</sup>, 2016 to the Municipality of Central Manitoulin and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality advised they have no concerns.

There have been several telephone calls, emails, and visits to the office, which resulted in three letters.

(Please refer to File B07-16 for all relative correspondence)

There has been no other inquiries or concerns received as a result of circulation to property owners within 60 metres and/or the posting of notice.

Jane Austin, Norman Barney and John Gilchrist were in attendance during consideration of the application.

Mr. Gilchrist addressed their concerns with the proposed new right-of-way as stated in his letter of June 19, 2016, and the following is his submission at the Board Meeting:

(Refer to File B07-16 for submission)

Jane Austin gave a bit of history of the subject land and the access to their properties, supported with imagery. She further explained concerns as addressed in her letter of June 23, 2016 and Mr. Keatley's comments of June 28<sup>th</sup>, 2016.

During consideration of the application, there was discussion regarding the possible effect the location of the new right-of-way would have on the existing well, the barn, and the boundary line between Lots 21 and 22, Conc. VI.

Minutes of Board Meeting  
June 28, 2016

Application File No. B08-16 - continued  
June 28, 2016

Following discussion regarding the boundary dispute and location of the barn which may effect the location of the proposed right-of-way, for Consent File No. B07-16, the applicant requested a deferral of this simultaneous application, File B08-16.

A motion was moved, duly seconded and carried that this application be deferred in order to provide an opportunity for the boundary dispute to be resolved, as stated, prior to further consideration of this application.

Note: Board Member, Lee Hayden, declared a conflict of interest prior to consideration of this application.

Minutes of Board Meeting  
June 28, 2016

Application File No's.: B09-16, B10-16 and B11-16 No. of Members Present: \_\_\_\_\_

Date of Decision: June 28, 2016 - Deferred

Location of Property: Part Lots 22 and 23, Conc. VII, surveyed as Parts 1 and 2, Plan 31R-3131, Township of Sandfield, Municipality of Central Manitoulin, District of Manitoulin

### DECISION

The purpose of this application made under Section 53(1) of the Planning Act, by Freida S.E. Tann and 1662201 Ontario Limited is to provide for the creation of three (3) new lots together with right-of-way for seasonal residential uses.

File No. B09-16 proposes a new lot, having a frontage of  $\pm 89.9$  M. on Big Lake and an average depth of  $\pm 207.7$  M., thereby containing an area of  $\pm 1.6$  Hec. This lot will be together with right-of-way, having a width of 20 M., to the unopened 6<sup>th</sup> concession road allowance.

File No. B10-16 proposes a new lot, having a frontage of  $\pm 89.9$  M. on Big Lake and an average depth of  $\pm 243$  M., thereby containing an area of  $\pm 2.2$  Hec. This lot will be together with right-of-way, having a width of 20 M., to the unopened 6<sup>th</sup> concession road allowance.

File No. B11-16 proposes a new lot, having a frontage of  $\pm 89.9$  M. on Big Lake and an average depth of  $\pm 251$  M., thereby containing an area of  $\pm 2.2$  Hec. This lot will be together with right-of-way, having a width of 20 M., to the unopened 6<sup>th</sup> concession road allowance.

The land to be retained has frontages of  $\pm 271$  M. on Big Lake,  $\pm 435$  M. on Young Street, a maintained municipal road, and  $\pm 191.9$  M. on the unopened 6<sup>th</sup> concession road allowance, and an irregular depth of  $\pm 864$  M., thereby containing an area of  $\pm 15$  Hec. This land will be subject to right-of-way in favour of the three proposed new lots.

There are no structures on the subject lands.

A Subdivision, Plan 31M-200, approved 8 lots in 1993 within Lots 22 and 23, Conc. VII.

There have been two previous application for consent.

File No. B56-93 created 4 new lots, within Block 9 of Subdivision Plan 31M-200 and Lot 22, Conc. VII, surveyed as Parts 1 to 12, Plan 31R-2572; and

File No. B59-01, created a new lot surveyed as Part 3, Plan 31R-3131 and retained Parts 1 & 2, Plan 31R-3131, being the land subject to this application.

Services will consist of private wells and private individual septic systems when required. The Sudbury and District Health Unit have advised they have no concerns as it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

Access is proposed via right-of-way along the boundary line between Lots 22 and 23, Conc. VII and the unopened 6<sup>th</sup> concession road allowance to Homestead Road, a municipal seasonally maintained forced road, to Myles Side Road, a maintained municipal road. Accompanying the application is a Road Opening Agreement between the applicant and the Municipality to open the 6<sup>th</sup> concession road allowance.

From information available the subject proposal does not appear to have any species at risk (SAR) concerns.

There is an unevaluated wetland identified along the shoreline of Big Lake.

The PPS states in part, under Section 2.1 - Natural Heritage:

- 2.1.1 *Natural features and areas shall be protected for the long term.*
- 2.1.2 *The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and area, surface water features and ground water features.*
- 2.1.5 *development and site alteration shall not be permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.'*

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Application File No's. B09-16, B10-16 and B11-16 - continued  
June 28, 2016

The subject land has been designated Shoreline Development and Rural Districts and zoned Shoreline Residential (SR), Rural ( R ), and Conservation (02). Seasonal residential uses are proposed.

Dwelling units and accessory buildings are not permitted uses in the Conservation (02) Zone. The boundary lines within the 02 zoning surround most water courses and are generally in place to identify land that may be prone to flooding. The boundaries are a general guideline and open to interpretation. An approved amendment may be required to rezone from Conservation (02) Zone to Shoreline Residential (SR) Zone if building sites are proposed within the 02 Zone.

This application was circulated on June 9<sup>th</sup>, 2016 to the Municipality of Central Manitoulin, and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality have advised they have no concerns.

The following email was received from Roseann and James Follebout, on June 16, 2016:

'Hi Theresa, Manitoulin Planning Board,

I spoke with you by phone yesterday, 6-15 re: the above proposed lots to be dissected and sold. My husband and I own a cottage on Big Lake and are concerned about the effect/repercussions of extending these lots to sell and build upon and what it might have on the environment and especially the wildlife of the 3 lakes in the area, Big, Dace, and Pine Lakes. As you are aware this proposed area is a designated wetlands area. I am familiar with this area and for the months of April, May and sometimes June, if it is a wet spring, this is a very marshy area with spongy ground because of the underground springs throughout that area and also the stream that greatly fingers out through that whole area. Probably not suitable to build on. I know that is the planning boards decision but we thought we would pass our comments along to you.

I spoke with Eric Cobb from the Ministry of National Resources and Forestry, who was a great help with information about the area as well. This area is designated as federal wetlands and there is an official lake plan that has been made up for Big lake. He said there should be an impact study done in order for any development to be done and ensure it complies with policy. Also it should be checked into to see if these three lakes are designated in a Natural Heritage Corridor. My question is have these things been done? Our great concern is for the wildlife that uses that area as a thoroughfare between lakes. The beaver families, otter and fishers, mink, all travel this area that is proposed and we are afraid they would be greatly restricted if not leaving them completely cut off from traveling between these lakes.

On Big Lake that proposed development site is the only open available place for wildlife to live in undisturbed peace, all the rest of the lakeshore is taken up by cottages. The loons, along with a great many waterfowl species all nest along that small site along that waterfront. Also, the bald eagle seen on the lake comes directly from that area so we are supposing it has a nest in that area also. We greatly love the lake and want to see it thrive. We are concerned with overcrowding on the lake and would hope you would take our comments into consideration and not allow development to take place on these proposed sites. Thank you for your time in this matter.'

The Ministry of Natural Resources and Forestry (MNR) were contacted regarding the concerns received from Mr. and Mrs. Follebout and the following reply email to Ms. Follebout was copied to Planning Board from Eric Cobb, District Planner:

'Good day Roseann:

*I took a look at our natural heritage information that we have for the property where the creation of three lots is proposed. There are no known significant wildlife habitats, vegetation communities, or endangered/threatened species at risk records or habitats on or immediately adjacent to the property.*

*There is a wetland that covers part of the proposed new lots, but it has not been evaluated as provincially significant. I have attached a map with aerial imagery. Wetlands are depicted by light green, squiggly symbols.*

*The Official Plan (OP) for Manitoulin Island (final draft) does contain wetland policies, including those for unevaluated wetlands (UW). I have provided a scan of OP policy D.4.2 that outlines the constraints and requirements for building in or adjacent to a UW. The wetland of interest is identified in OP Schedule D6 (have to really zoom in thought). The OP and its schedules can be viewed on-line at <http://www.manitoulinplanning.ca> '*

Minutes of Board Meeting  
June 28, 2016

Application File No's. B09-16, B10-16 and B11-16 - continued  
June 28, 2016

E-Mail from MNR - continued

'As discussed, confirmation of a bald eagle nest within 120 m of a proposed development on the new lots would trigger additional assessment requirements for evaluating potential impacts to significant wildlife habitat. If you have any further questions, please contact me.'

The following email was received from Jamie Conroy, on June 22, 2016:

'Dear Board Members:

Re: File No's: B09-16, B10-16, B11-16

Owners: Freida S. Term and 1682201 Ontario Ltd].

Location: Part Lot 22 and 23, Conc. VII Being Parts 1 and 2, Plan 31R-3131, Township of Sandfield, Municipality of Central Manitoulin

In regards to the above noted proposal for the creation of three (3) new seasonal residential lots. I would like to submit the following comments for consideration prior to the granting of any consent or approval.

It is quite obvious that the intent here is to create 3 lakeside lots that could be developed for cottage/residential purposes. While the lots are quite large and can afford sufficient land area to support residential building(s) it is the lake access that concerns me and the changes required to make the waterfront accessible.

As you can clearly see on the sketch map attached to the application there is a stream that flows from Dace Lake to Big Lake. In reality the stream never actually reaches Big Lake but rather creates a large wetland/swamp area and the excess water flows down into "sink holes" feeding the ground water table below. As you may be aware Big Lake is spring fed so you can understand the importance and relationship with the ground water table.

The stream does not flow year round and it is dependent on the weather conditions (i.e. dry summers) and the beaver activity of damming the water flow at the Homestead Road/Dace Lake junction. When flowing at "normal levels" the stream has depths of 1 to 2 feet and to provide an idea as to the volume of water that is flowing through, the current owners put in 4 culverts at the end of Young Street to allow for the water to flow through properly. Initially perhaps the thought was to extend Young Street over these culverts as the access route for the 3 proposed lots, but the wetlands/swamp prevented this from being a viable option.

On Saturday, June 18th, I walked the proposed Road Allowance and the proposed Right-of-Way access, plus viewed the bush area for the three lots. It was apparent to me that the wetlands/swamp/stream is present at the front of all three lots and only the southern most lot, file B11-16, has some small frontage that is not impacted by the stream course. From the Road Allowance moving north towards Young Street the wetland area only broadens and expands outward to cover the entire front of both lots, files B10-16 and B09-16.

My concern is simple — without landscaping and/or backfilling the three pending lots are not viable for the purposes of using the lake frontage. What would the impact be to the environment, the wetlands and stream, and the Big Lake water eco-system if the creation of the lots is approved? Would the stream course be blocked in any way? Is there potential for covering of the "sink holes" causing possible flooding of Young Street and those residential properties? What are the implications for the ground water table

Before providing any type of consent, I suggest that it would be prudent to have an environmental assessment performed by qualified individuals to determine the impacts of this proposal. Rejection of this proposal or restrictions on the way the lots are developed may be required to protect and address environmental concerns.

I surmise it will be argued that there is no intent to disturb the natural environment, watercourse, and lake front with the creation of these three lots. However, I can only reiterate my opinion that the three lots are not viable as lakefront lots without some type of physical change occurring to the current landscape. I cannot support this proposal without some type of guarantee or assurance that there will be no adverse consequences to the natural environment and eco-water system.

In conjunction with this letter, please accept this as my request to be notified of the Planning Board Decision on this Application for Consent.'

Minutes of Board Meeting  
June 28, 2016

Application File No's. B09-16, B10-16 and B11-16 - continued  
June 28, 2016

The following letter was received by fax, from Suzanne and Mark Zmijowskyj, on June 22<sup>nd</sup>, 2016:

' I am sending you this letter with regards to the notice we have received regarding an application for consent by the Planning Board, by Freida S. Tann

We wish to make comments and have questions with regards to this application.

We are concerned about the application, as the area is adjacent to a federally designated wetland. Should not a proper evaluation study be done, to show what the possible impact would be to the environment, permitting further development to these lots? Any development done to this property, which could include bringing in fill, may disturb the waterfront, wetlands, eco-system, and the streams that run into the lake. We pride ourselves that Big Lake is a beautiful clear lake, with very good water quality. It is our understanding, through the Big Lake Association, that no more cottages were to be built, due to the size of the lake, that environmentally speaking, the lake cannot take on extra cottages. Is this correct information? These lots, are of substantial size, belonging to Freida Tann. We are located on Lot 445, on Young Street. As you know there is also a creek that is located at the end of the road. We received information that a small bridge was going to be built over the creek, to not disturb the creek and eco-systems. A culvert was placed in the creek. This creek also serves as a filter, and allows fresh clear water to flow into the lake. There are a natural springs. It is, in my opinion, essential to have this creek flow properly, to keep the clarity of the water. What if, in the future, for easier accessibility to these properties, this becomes opened, into a thorough fare road? As I am sure you are aware, this creek also floods into the adjacent property in the spring, when there is run off from the winter. These properties being so close to the wetland, will also flood into the adjacent properties.

There is also a 20 year plan proposed for this area. What does this plan include?

My husband and I have taken time off, to hopefully attend the public meeting that is scheduled on Tuesday, June 28, 2016 at 7:00 p.m.

Should you need to contact me, I will provide you with e-mail at [szmijowskyj@sisudbury.com](mailto:szmijowskyj@sisudbury.com) Our home telephone number is 705-671-2872 in Sudbury. Thank you.'

The three letters of concern were forwarded to Murray Tann, agent for the application.

There have been no other inquiries or concerns received as a result of circulation to property owners within 60 metres or the posting of the notice.

Mark and Sue Zmijowskyj, Annette Conroy, and Murray Tann, were in attendance during consideration of the application.

Mr. Tann, agent for the application, presented photographs of four 2 foot culverts that have been installed south of the cul de sac on Young Street. He explained that there is a municipal drain along Lot 8, of Subdivision Plan 31M-200. He addressed issues contained in the letters of concern and explained that the proposal to create three lots for seasonal residential uses are not intended to cause any negative impact on the drainage, wetland, or the lakes and shorelines and wildlife.

In response to a discussion regarding what could be done to ensure that the proposed development would not impact any Natural Heritage features the Secretary-Treasurer explained that having the flood contours identified on a copy of the registered plan of survey would be a minimum to assist a building official to identify the low lying area and determine the area that should be considered to be within the Conservation Zone. There is no knowledge regarding 20 year lake plans or any development restriction on Big Lake.

Natural heritage features could be protected by the registering of a site plan control agreement between the landowner and the Municipality, which, without additional information, may need to be quite restrictive. However, it was also noted that an Environmental Assessment could be completed to determine if, in fact, there are natural heritage features to be protected and if a full Environmental Impact Statement (EIS) may be required.

Further discussion resulted in Mr. Tann requesting a deferral of his application to provide him an opportunity to review the options with the owners.

A motion was regularly moved, duly seconded and carried that this application be deferred in order to provide the applicants additional time to consider how they would like to proceed.

\*\*\*\*\*

The time now being 10:21 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by P. Moffatt.

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**Minutes of the Provincial Offences Board of Management Meeting**

**Held on April 6, 2016 at 10 a.m.**

**Present:** Leslie Fields, Chairperson  
Betsy Clark, Gore Bay  
Perry Patterson, Gordon & Barrie Island  
Pentti Palonen, Burpee and Mills  
Paul Bowerman, Tehkummah  
Brian Parker, Billings  
Annette Clarke, CAO/Clerk-Treasurer, Gore Bay  
Melanie Aelick, POA Clerk, Gore Bay

**Absent:** Linda Farquhar, Central Manitoulin  
Brent St. Denis, Cockburn Island  
Bill Koehler, NEMI

**1. Adoption of Agenda**

***Moved by Pentti Palonen***

***Seconded by Betsy Clark***

***THAT the April 6, 2016 agenda be adopted subject to the addition of In Camera session re: staff.***

***Carried***

**2. Disclosure of Pecuniary Interest**

None declared.

**3. Adoption of the Minutes of December 8, 2015 meeting**

***Moved by Paul Bowerman***

***Seconded by Betsy Clark***

***THAT the minutes of the December 8, 2015 meeting be adopted as presented.***

***Carried***

**4. Business Arising out of the Minutes**

None



**5. New Business**

**a. 2015 Year end Financial Report**

Annette presented the unaudited 2015 Year End Financial Report which indicates a deficit of \$5,099.30. She noted that there may still be invoices coming forth from NEMI re: rent for court facilities. Discussion ensued.

Board decided to utilize reserve funds to offset the deficit of 2015.

*Moved by Paul Bowerman*

*Seconded by Betsy Clark*

***THAT the POA Board of Management authorizes the use of Reserve Funds to offset the deficit for 2015.***

*Carried*

*Moved by Brian Parker*

*Seconded by Pentti Palonen*

***THAT the unaudited 2015 Year End Financial Statement be accepted as presented.***

*Carried*

**b. 2016 Draft Budget**

Annette presented the 2016 draft budget. Discussion ensued.

*Moved by Perry Patterson*

*Seconded by Betsy Clark*

***THAT the 2016 Budget be approved as presented.***

*Carried*

**c. MTO Licensing Administration – accepted as information.**

**d. Pay outs for Municipalities – Annette advised this item was added by Bill Koehler. Given the fact there are no funds to be paid out in 2015 which was noted at the December meeting, this matter is closed.**

**e. Election of Secretary**

Linda has advised that she is resigning her position as Secretary of the Board.

**Moved by Paul Bowerman**

**Seconded by Brian Parker**

**THAT Pentti Palonen act as Secretary of the POA Board of Management.**

**Carried**

**6. In Camera**

**Moved by Betsy Clark**

**Seconded by Brian Parker**

**THAT the POA Board of Management enter an in camera session at 10:22 a.m. to discuss staff.**

**Carried**

**Moved by Pentti Palonen**

**Seconded by Paul Bowerman**

**THAT we reenter the regular board meeting at 10:40 a.m.**

**Carried**

**Moved by Betsy Clark**

**Seconded by Brian Parker**

**THAT the POA Board of Management directs Annette Clarke to discuss the terms of reemployment with the backup part time casual employee for clerk/court reporting;**

**FURTHER THAT an additional \$10,000. Be placed in the 2016 budget for wages to cover backup personnel wages and any wage increases in 2016.**

**Carried**

**7. Adjournment**

**Moved by Betsy Clark**

**THAT we adjourn at 10:45 a.m. to meet again on June 14<sup>th</sup> at 10 a.m.**

**Carried**

**Meeting adjourned.**



## TOWNSHIP OF ASSIGINACK

### REPORT TO COUNCIL

August 2, 2016

**TITLE:** RFP 2016-02 Website Redesign

**RECOMMENDATION:**

THAT the proposal of Simalam be accepted and staff be given the authority to negotiate the details of the project.

**BACKGROUND:**

Included in the 2016 budget is \$15,000 for the re-development and re-launch of the Township's municipal website. In June, a Request for Proposal document was sent to local vendors on Manitoulin and Sudbury and advertised on the Merx website. The closing date was extended from July 15<sup>th</sup> to July 19<sup>th</sup> because of the Canada Post situation that was threatening delivery times. In total, 18 proposals were received by the closing date. The results are listed here for your reference (taxes included, if stated).

Bid	Vendor Name	Total Price
1	Mad Hatter Technology Inc.	\$18,880
2	E-Solutions Group	\$16,950
3	Civic Plus	\$17,571.50 USD
4	Barking Dog Studios, Inc.	\$14,893.80
5	Petryna Advertising	\$16,950
6	CREATRIX Design Group	\$15,187.20
7	Y factor Inc.	\$14,633.50
8	Xquisit Communications Inc.	\$16,899.15
9	Jackpine	\$16,950
10	Hot Soup Media	\$15,000
11	Mobile Local Consulting	\$5,100
12	Rack and Pinion Creative	\$15,000
13	Lithium Marketing	\$32,000
14	Snagged Interactive Media	\$15,305.85
15	Wintellect Corporation	\$8,850-21,982
16	Simalam	\$13,560
17	Digital Properties Group	\$14,891.13
18	ORP.ca	\$16,385

The Clerk and the Project and Events Coordinator separately went through each proposal and evaluated them based on: Experience, Accessibility and Flexibility, Design, Site Architecture, Project Management, Training, Proposed Budget, Build Site, Annual Maintenance, Hosting. The Clerk and the PEC's Top 4 highest ranked proposals were the same after individually going through each proposal. Those Top 4 proposals were shortlisted and the Clerk contacted a representative from each of the four vendors to ask specific questions and gain clarification on different items in each proposal.

The table below shows the annual maintenance fees, hosting fees and hourly rates for the shortlisted proposals. Annual maintenance and hosting fees are optional. However the Township would have to host the site on our own which will result in a cheaper monthly fee but is uncontrolled by ourselves or the vendor; an additional fee would be charged by the vendor for uploading our site to another hosting service. If the annual maintenance plan is not adopted and work is required to the site, we would be charged an hourly rate between \$90-120+. Monthly security and content management system updates as well as small jobs are covered with the annual maintenance plan.

<b>Vendor Shortlist</b>	<b>Annual Maintenance</b>	<b>Hosting</b>	<b>Hourly Rate</b>
Y factor Inc.	included	\$2,418	\$120
E-Solutions Group	\$3,500	included	\$95-115
Snagged Interactive Media	\$1800-2400	\$500	\$90
Simalam	\$1,200	\$250-500	\$100

Y factor Inc. and eSolutions Group both use a proprietary content management system rather than Snagged Interactive Media and Simalam who use an open source content management system in WordPress. This means that although Y factor Inc and eSolutions Group have many municipal clients and a vested interest in their system, if we were ever to switch to another vendor, the entire website would need to be re-developed. Contrastingly, a WordPress website can be transferred to a new vendor without having to completely re-develop the website. Based on this reason, the decision was made to stay with a WordPress website as requested in the Request for Proposal.

After the consultations with each vendor, checking references, considering deliverables, on-going cost and ease of use it was clear that one vendor stood out considerably. We recommend that Simalam be awarded the website redesign project. Their references were undeniably positive, their methodology and designs are very impressive, and the quoted cost and ongoing costs are within the budgeted amounts. We are confident that this vendor will produce an engaging new website for our Township and that the users of our site will be very impressed.

It is also recommended that Council consider a branding exercise and the creation of a new corporate logo. Staff will research this process and report back to Council on the best course of action.

**CONSULTATION:**

1. Mike Lafreniere, Snagged Interactive Media
2. Anya Codack, Y-factor Inc.
3. Adam Malamis, Simalam
4. Mark Chapeskie, eSolutions Group
5. References for each of the vendors
6. Jackie White, PEC
7. Alton Hobbs, CAO

**FINANCIAL IMPLICATIONS:** See tables included in this report.

**SUPPORTING DOCUMENTS:** None

**DISPOSITION:** Council

Respectfully submitted by  
Jeremy Rody, Clerk

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    0025717                                      0025747  
 Cheque Date    First                                      Last  
**Sorted By:**    Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0025717	11/07/2016	CITY OF GREATER SUDBURY	\$612.58
InvNo: 00070040	InvDesc: april recycl.material	InvAmt: \$612.58	
0025718	11/07/2016	COMPUTREK	\$410.87
InvNo: 13097	InvDesc: july server mgmt	InvAmt: \$270.07	
InvNo: 13158	InvDesc: june it reconc services	InvAmt: \$28.25	
InvNo: 13217	InvDesc: offsite backup data storage	InvAmt: \$112.55	
0025719	11/07/2016	DWAYNE ELLIOTT	\$185.57
InvNo: JULY 1 2016	InvDesc: canada day supplies	InvAmt: \$185.57	
0025720	11/07/2016	EASTLINK	\$1,881.92
InvNo: 01045550	InvDesc: mtg wtp	InvAmt: \$149.21	
InvNo: 01045511	InvDesc: man streams	InvAmt: \$153.77	
InvNo: 01045552	InvDesc: ss wtp	InvAmt: \$79.13	
InvNo: 01045566	InvDesc: pw	InvAmt: \$204.64	
InvNo: 01045327	InvDesc: mun.office	InvAmt: \$611.84	
InvNo: 01045548	InvDesc: norisle (fhscher fund)	InvAmt: \$69.91	
InvNo: 01045524	InvDesc: fd-interconnect	InvAmt: \$78.90	
InvNo: 01045530	InvDesc: fd-tel	InvAmt: \$103.76	
InvNo: 01045562	InvDesc: marina	InvAmt: \$78.90	
InvNo: 01045539	InvDesc: arena	InvAmt: \$130.83	
InvNo: 01045565	InvDesc: bwt	InvAmt: \$78.90	
InvNo: 01045527	InvDesc: info booth	InvAmt: \$142.13	
0025721	11/07/2016	GERRY STRONG	\$153.85
InvNo: JULY 11 2016	InvDesc: bldg insp mileage	InvAmt: \$153.85	
0025722	11/07/2016	HAWBERRY FLORIST	\$63.28
InvNo: 11919	InvDesc: admin-flowers	InvAmt: \$63.28	
0025723	11/07/2016	HUGH MOGGY	\$43.68
InvNo: JULY 6 2016	InvDesc: cpac mileage	InvAmt: \$43.68	
0025724	11/07/2016	HYDRO ONE NETWORKS INC.	\$4,217.48
InvNo: JUNE 24 2016 PW	InvDesc: pw-microfit	InvAmt: \$6.10	
InvNo: JUNE 24 2016 LAGOON	InvDesc: lagoon	InvAmt: \$2,674.73	
InvNo: JUNE 30 2016 I PLT	InvDesc: arena ice plant	InvAmt: \$509.90	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo: JUNE 30 2016 PW	InvDesc: pw	InvAmt: \$566.38
InvNo: JUNE 30 2016 NORISLE	InvDesc: norisle heritage park	InvAmt: \$49.00
InvNo: JUNE 30 2015 DEPOT	InvDesc: recycling depot	InvAmt: \$411.37

ChqNo:	Date:	Vendor:	Amount:
0025725	11/07/2016	MANITOWANING MILL & HOME BUILDING CENTRE	\$1,524.26
InvNo: 0086025	InvDesc: paint brushes	InvAmt: \$12.40	
InvNo: 0086229	InvDesc: marina-batt/trim.line	InvAmt: \$29.10	
InvNo: 0086344	InvDesc: marina-lag bolt/hinges	InvAmt: \$93.41	
InvNo: 0086371	InvDesc: marina-rust paint/bolts	InvAmt: \$35.90	
InvNo: 0086555	InvDesc: marina-led lights	InvAmt: \$45.16	
InvNo: 0086736	InvDesc: water barrels-faucets/tubing	InvAmt: \$63.73	
InvNo: 0086972	InvDesc: marina-4x4s	InvAmt: \$12.65	
InvNo: 0087064	InvDesc: marina wall-knee pads	InvAmt: \$48.57	
InvNo: 0087251	InvDesc: po/bank-spiderban/light bulbs	InvAmt: \$19.17	
InvNo: 0087593	InvDesc: marina-threaded rod/hex nuts	InvAmt: \$16.93	
InvNo: 0087739	InvDesc: marina docks-pressure treated	InvAmt: \$493.07	
InvNo: 0087882	InvDesc: marina docks-quick links	InvAmt: \$22.77	
InvNo: 0088065	InvDesc: beach-rope	InvAmt: \$56.49	
InvNo: 0088364	InvDesc: fd-push brooms	InvAmt: \$33.38	
InvNo: 0088291	InvDesc: summer rec supplies	InvAmt: \$19.31	
InvNo: 0088378	InvDesc: summer rec supplies	InvAmt: \$8.34	
InvNo: 0088806	InvDesc: info booth-key cutting	InvAmt: \$4.50	
InvNo: 0089056	InvDesc: seniors park-top soil/fertiliz	InvAmt: \$509.38	

ChqNo:	Date:	Vendor:	Amount:
0025726	11/07/2016	MANITOULIN DISTRICT MUTUAL FIRE AID	\$200.00
InvNo: 2016-01	InvDesc: 2016 dues	InvAmt: \$200.00	

ChqNo:	Date:	Vendor:	Amount:
0025727	11/07/2016	MANITOULIN EXPOSITOR	\$227.44
InvNo: 89744	InvDesc: advertising	InvAmt: \$227.44	

ChqNo:	Date:	Vendor:	Amount:
0025728	11/07/2016	MANITOWANING PHARMACY	\$10.58
InvNo: 158705	InvDesc: info booth-tissue/note book	InvAmt: \$6.19	
InvNo: 309716	InvDesc: admin-soap/supplies	InvAmt: \$7.76	

ChqNo:	Date:	Vendor:	Amount:
0025729	11/07/2016	MANITOWANING FRESHMART	\$48.65
InvNo: 00233586	InvDesc: info booth-water/pop	InvAmt: \$44.66	
InvNo: 00232078	InvDesc: admin-water refill	InvAmt: \$3.99	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

ChqNo:	Date:	Vendor:	Amount:
0025730	11/07/2016	MANITOULIN RADIO COMMUNICATION INC	\$141.25
InvNo: 768	InvDesc: deer show advert.	InvAmt: \$141.25	
0025731	11/07/2016	MINISTER OF FINANCE	\$22,607.00
InvNo: 17280616142	InvDesc: may policing costs	InvAmt: \$22,607.00	
0025732	11/07/2016	MINISTER OF FINANCE	\$1,045.45
InvNo: JUNE 2016	InvDesc: june eht remittance	InvAmt: \$1,045.45	
0025733	11/07/2016	MINISTER OF FINANCE	\$90.83
InvNo: JULY 11 2016	InvDesc: salary garnishment	InvAmt: \$90.83	
0025734	11/07/2016	NORTHERN COMMUNICATION SERVICES INC	\$54.33
InvNo: 21216-07012016	InvDesc: july 911 service	InvAmt: \$54.33	
0025735	11/07/2016	OMERS	\$8,153.32
InvNo: JUNE 2016	InvDesc: june omers contributions	InvAmt: \$8,153.32	
0025736	11/07/2016	RAINBOW DISTRICT SCHOOL BOARD	\$85,079.99
InvNo: 2016 1ST QTR	InvDesc: 2016 1st qtr	InvAmt: \$85,079.99	
0025737	11/07/2016	RECEIVER GENERAL	\$15,931.03
InvNo: JUNE 0216	InvDesc: june source deductions	InvAmt: \$15,931.03	
0025738	11/07/2016	RON COOPER	\$275.00
InvNo: 009566	InvDesc: eyeglasses(tracy)	InvAmt: \$275.00	
0025739	11/07/2016	SUDBURY & DISTRICT HEALTH UNIT	\$2,623.00
InvNo: RC020033194	InvDesc: july sdhu levy	InvAmt: \$2,623.00	
0025740	11/07/2016	SUPERIOR PROPANE INC.	\$35.60
InvNo: 11820278	InvDesc: pw cylinder rental	InvAmt: \$11.87	
InvNo: 11820279	InvDesc: arena cylinder rental	InvAmt: \$23.73	
0025741	11/07/2016	GENE MOGGY	\$2,100.00
InvNo: 14	InvDesc: horticulture planters (3)	InvAmt: \$2,100.00	
0025742	11/07/2016	QUEEN ST GENERAL STORE AND CAFE	\$100.00
InvNo: 012	InvDesc: lib.grand opening cake	InvAmt: \$100.00	
0025743	11/07/2016	WAT SUPPLIES	\$204.74
InvNo: 140388	InvDesc: marina-toilet tissue	InvAmt: \$204.74	
0025744	11/07/2016	WILLIAM BECK	\$18.63
InvNo: 2637-2200-6200-10781	InvDesc: marina-volleyball net	InvAmt: \$18.63	
0025745	11/07/2016	WINDOWS UNLIMITED	\$56.50
InvNo: 296061	InvDesc: lib.bldg-install fire ext/misc	InvAmt: \$56.50	
0025746	11/07/2016	WORKPLACE SAFETY & INSURANCE BOARD	\$1,550.61
InvNo: JUNE 2016	InvDesc: june wsib remittance	InvAmt: \$1,550.61	
0025747	11/07/2016	XEROX CANADA LTD.	\$407.59
InvNo: F49311074	InvDesc: june copier usage	InvAmt: \$407.59	

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

Report Total:

**\$150,055.02**



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 0025760 0025792  
 Cheque Date First Last  
**Sorted By:** Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0025760	25/07/2016	TOWNSHIP OF ASSIGINACK	\$6,055.65
InvNo: 12088002016 2ND	InvDesc: arena-2016 2nd half ws	InvAmt: \$1,348.78	
InvNo: 1112700 2016 2ND HAL	InvDesc: po=2016 2nd half	InvAmt: \$674.39	
InvNo: 1303510 2016 2ND HAL	InvDesc: library bldg	InvAmt: \$1,352.30	
InvNo: 1307800 2016 2ND HLF	InvDesc: marina	InvAmt: \$674.39	
InvNo: 0604300 2016 2ND HLF	InvDesc: pw	InvAmt: \$373.29	
InvNo: 1307700 2016 2ND HLF	InvDesc: norisle	InvAmt: \$283.72	
InvNo: 1307810 2016 2ND HLF	InvDesc: heritage park	InvAmt: \$674.39	
InvNo: 1305500 2016 2ND HLF	InvDesc: admin bldg	InvAmt: \$674.39	
0025761	25/07/2016	BELL CANADA	\$28.08
InvNo: 20160701	InvDesc: toll free line	InvAmt: \$28.08	
0025762	25/07/2016	BENSON AUTO PARTS	\$138.31
InvNo: 21262946	InvDesc: pw-misc supplies	InvAmt: \$138.31	
0025763	25/07/2016	CITY OF GREATER SUDBURY	\$818.29
InvNo: 00070364	InvDesc: may recycl. material	InvAmt: \$818.29	
0025764	25/07/2016	EASTLINK	\$83.52
InvNo: JULY 13 2016 PW	InvDesc: pw-dsl	InvAmt: \$41.76	
InvNo: JULY 13 2016 MARINA	InvDesc: marina-dsl	InvAmt: \$41.76	
0025765	25/07/2016	EXP SERVICES INC.	\$3,119.91
InvNo: 326225	InvDesc: forcemain operation review	InvAmt: \$3,119.91	
0025766	25/07/2016	GERRY STRONG	\$153.85
InvNo: JULY 25 2016	InvDesc: bldg insp mileage	InvAmt: \$153.85	
0025767	25/07/2016	GRAND & TOY	\$55.35
InvNo: J914002	InvDesc: admin-picture frames	InvAmt: \$55.35	
0025768	25/07/2016	HYDRO ONE NETWORKS INC.	\$4,338.49
InvNo: JULY 8 2016 OFFICE	InvDesc: mun.office	InvAmt: \$421.98	
InvNo: JULY 19 2016 SS WTP	InvDesc: ss wtp	InvAmt: \$1,057.90	
InvNo: JULY 19 2016 ARENA	InvDesc: arena	InvAmt: \$742.36	
InvNo: JULY 19 2016 LITES	InvDesc: street lites	InvAmt: \$779.51	
InvNo: JULY 19 2016 PO/BNK	InvDesc: po/bank	InvAmt: \$690.86	
InvNo: JULY 19 2016 INFO	InvDesc: info booth	InvAmt: \$34.18	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo: JULY 19 2016 SHOWER InvDesc: marina showerhouse InvAmt: \$77.87  
 InvNo: JULY 19 2016 TENNIS InvDesc: tennis courts InvAmt: \$34.18  
 InvNo: JULY 19 2016 DOCKS InvDesc: marina docks InvAmt: \$69.02  
 InvNo: JULY 19 2016 LIBRARY InvDesc: library InvAmt: \$430.63

ChqNo:	0025769	Date:	25/07/2016	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$38.39
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InvNo: 0089717 InvDesc: admin-furn.filters/fan InvAmt: \$38.39

ChqNo:	0025771	Date:	25/07/2016	Vendor:	MANITOWANING FRESHMART	Amount:	\$21.40
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InvNo: 00236777 InvDesc: info booth-coffee supplies InvAmt: \$13.42

InvNo: 00238779 InvDesc: info booth-sugar/water InvAmt: \$7.98

ChqNo:	0025772	Date:	25/07/2016	Vendor:	MINISTER OF FINANCE	Amount:	\$90.83
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InvNo: JULY 25 2016 InvDesc: salary garnishment InvAmt: \$90.83

ChqNo:	0025773	Date:	25/07/2016	Vendor:	NEW NORTH FUELS INC	Amount:	\$2,172.22
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InvNo: 374940 InvDesc: pw-diesel InvAmt: \$1,213.61

InvNo: 375608 InvDesc: pw-dyed diesel InvAmt: \$958.61

ChqNo:	0025774	Date:	25/07/2016	Vendor:	NORTH EASTERN MANITOULIN & THE ISLANDS	Amount:	\$2,053.99
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InvNo: 2016 TXS InvDesc: reimb.2016 mun.prt.airport txs InvAmt: \$2,053.99

ChqNo:	0025775	Date:	25/07/2016	Vendor:	PITNEY WORKS	Amount:	\$251.57
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InvNo: 3200224310 InvDesc: postage meter lease InvAmt: \$251.57

ChqNo:	0025776	Date:	25/07/2016	Vendor:	PURULATOR COURIER	Amount:	\$82.87
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InvNo: 431806389 InvDesc: man streams freight - reimb. InvAmt: \$37.81

InvNo: 431738569 InvDesc: admin-freight InvAmt: \$45.06

ChqNo:	0025777	Date:	25/07/2016	Vendor:	RIVERSIDE ENTERPRISES	Amount:	\$3,875.90
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InvNo: 16743 InvDesc: june recyl.transport InvAmt: \$3,875.90

ChqNo:	0025778	Date:	25/07/2016	Vendor:	ROBERT MACDONALD	Amount:	\$45.24
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InvNo: 3006 InvDesc: pw-meal reimb. InvAmt: \$32.73

InvNo: JULY 2016 InvDesc: sudbury trip meal reimb. InvAmt: \$12.51

ChqNo:	0025779	Date:	25/07/2016	Vendor:	STEVE WOOD	Amount:	\$78.00
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InvNo: JULY 17-23 2016 InvDesc: pw-mileage InvAmt: \$78.00

ChqNo:	0025780	Date:	25/07/2016	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$2,623.00
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InvNo: RC020033213 InvDesc: aug sdhu levy InvAmt: \$2,623.00

ChqNo:	0025781	Date:	25/07/2016	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$2,147.25
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InvNo: 11941715 InvDesc: arena-propane InvAmt: \$2,147.25

ChqNo:	0025782	Date:	25/07/2016	Vendor:	TECHNICAL STANDARDS & SAFETY AUTHORITY	Amount:	\$252.69
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InvNo: 6022064 InvDesc: marina-fuel safety insp/lic InvAmt: \$252.69

ChqNo:	0025783	Date:	25/07/2016	Vendor:	CONSEIL SCOLAIRE DU DISTRICT DU GRAND NOU	Amount:	\$3,932.58
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InvNo: 2016 LEVY InvDesc: 2016 educ levy InvAmt: \$3,932.58

ChqNo:	0025784	Date:	25/07/2016	Vendor:	LAURA HOVINGH	Amount:	\$101.12
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InvNo: SUMMER 2016 InvDesc: c.day/summer rec supplies InvAmt: \$101.12

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

ChqNo:	Date:	Vendor:	Amount:
0025785	25/07/2016	CANCOM SECURITY INC	\$339.00
InvNo: 134	InvDesc: deer show security	InvAmt: \$339.00	
0025786	25/07/2016	CHRISTINE MCNAUGHTON	\$181.32
InvNo: 00000149	InvDesc: sushi workshop & materials	InvAmt: \$181.32	
0025787	25/07/2016	PERRY'S GREAT NORTHERN GUN AND BOW SHOP	\$1,104.00
InvNo: 215654	InvDesc: deer show prizes	InvAmt: \$1,104.00	
0025788	25/07/2016	THOMPSON ELECTRIC	\$440.36
InvNo: 4791	InvDesc: po-repair lights	InvAmt: \$105.94	
InvNo: 4792	InvDesc: library-install jiffy pole	InvAmt: \$334.42	
0025789	25/07/2016	WAT SUPPLIES	\$45.63
InvNo: 140862	InvDesc: po-g.bags	InvAmt: \$45.63	
0025790	25/07/2016	WINDOWS UNLIMITED	\$4,906.06
InvNo: 296063	InvDesc: rdside prks/g.pickup bal '16	InvAmt: \$4,906.06	
0025791	25/07/2016	LESLIE FIELDS	\$75.40
InvNo: JULY 19 2016	InvDesc: poa mileage	InvAmt: \$75.40	
0025792	25/07/2016	MANITOULIN EXPOSITOR	\$271.10
InvNo: 89983	InvDesc: advertising-open house	InvAmt: \$75.81	
InvNo: 90058	InvDesc: advertising	InvAmt: \$195.29	

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

Report Total:

\$39,921.37

0• C  
 150,055•02 +  
 39,921•37 +  
 189,976•39 \*

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0025706		11/07/2016	07/11COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0025707		11/07/2016	07/11COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0025708		11/07/2016	07/11COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0025709		11/07/2016	07/11COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0025710		11/07/2016	07/11COMB	173	QUACKENBUSH, CHRYSTAL	OUTSTANDING	Cheque
0025711		11/07/2016	07/11COMB	183	GAUTHIER, GARRET	OUTSTANDING	Cheque
0025712		11/07/2016	07/11COMB	188	HOWARD, NATHAN	OUTSTANDING	Cheque
0025713		11/07/2016	07/11COMB	189	ROHN, LAUREN	OUTSTANDING	Cheque
0025714		11/07/2016	07/11COMB	191	HUTTON, CLAIRE	OUTSTANDING	Cheque
0025715		11/07/2016	07/11COMB	192	ELLIOT, JEROMY	OUTSTANDING	Cheque
0025716		11/07/2016	07/11COMB	193	MOORE, JORDAN	OUTSTANDING	Cheque
469		11/07/2016	07/11COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
470		11/07/2016	07/11COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
471		11/07/2016	07/11COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
472		11/07/2016	07/11COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
473		11/07/2016	07/11COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
474		11/07/2016	07/11COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
475		11/07/2016	07/11COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
476		11/07/2016	07/11COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
477		11/07/2016	07/11COMB	169	MAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
478		11/07/2016	07/11COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
479		11/07/2016	07/11COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
480		11/07/2016	07/11COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
481		11/07/2016	07/11COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
482		11/07/2016	07/11COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
483		11/07/2016	07/11COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
484		11/07/2016	07/11COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
485		11/07/2016	07/11COMB	322	OBRIEN, JOSEPH	OUTSTANDING	Direct Deposit
486		11/07/2016	07/11COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Total : \$21,828.83

21,828.83 +  
25,060.76 +  
46,889.59 \*

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0025748		25/07/2016	07/25COM	118	COOPER, RONALD	OUTSTANDING	Cheque
0025749		25/07/2016	07/25COM	122	HOBBS, ALTON	OUTSTANDING	Cheque
0025750		25/07/2016	07/25COM	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0025751		25/07/2016	07/25COM	133	BOND, FREDA	OUTSTANDING	Cheque
0025752		25/07/2016	07/25COM	173	QUACKENBUSH, CHRYSTAL	OUTSTANDING	Cheque
0025753		25/07/2016	07/25COM	180	HOVINGH, LAURA	OUTSTANDING	Cheque
0025754		25/07/2016	07/25COM	183	GAUTHIER, GARRET	OUTSTANDING	Cheque
0025755		25/07/2016	07/25COM	188	HOWARD, NATHAN	OUTSTANDING	Cheque
0025756		25/07/2016	07/25COM	189	ROHN, LAUREN	OUTSTANDING	Cheque
0025757		25/07/2016	07/25COM	191	HUTTON, CLAIRE	OUTSTANDING	Cheque
0025758		25/07/2016	07/25COM	192	ELLIOT, JEROMY	OUTSTANDING	Cheque
0025759		25/07/2016	07/25COM	193	MOORE, JORDAN	OUTSTANDING	Cheque
487		25/07/2016	07/25COM	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
488		25/07/2016	07/25COM	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
489		25/07/2016	07/25COM	140	REID, WALTER	OUTSTANDING	Direct Deposit
490		25/07/2016	07/25COM	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
491		25/07/2016	07/25COM	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
492		25/07/2016	07/25COM	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
493		25/07/2016	07/25COM	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
494		25/07/2016	07/25COM	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
495		25/07/2016	07/25COM	169	MAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
496		25/07/2016	07/25COM	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
497		25/07/2016	07/25COM	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
498		25/07/2016	07/25COM	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
499		25/07/2016	07/25COM	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
500		25/07/2016	07/25COM	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
501		25/07/2016	07/25COM	216	REID, BRENDA	OUTSTANDING	Direct Deposit
502		25/07/2016	07/25COM	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
503		25/07/2016	07/25COM	322	OBRIEN, JOSEPH	OUTSTANDING	Direct Deposit
504		25/07/2016	07/25COM	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Total : \$25,060.76

File: Recycling Agreements – Assignack

July 5, 2016

The Municipality of Assignack  
P.O. Box 238  
Manitouwaning, ON P0P 1N0

PO BOX 5000 STN A  
200 BRADY STREET  
SUDBURY ON P3A 5P3

Attention: Clerk/Treasurer

CP 5000 SUCCA  
200, RUE BRADY  
SUDBURY ON P3A 5P3

Dear Sir/Madam,

705.671.2489

Re: Recyclables Acceptance Agreement

[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

Schedule 'C' has been revised as per Section 8 (2), Fees and Payment. The increase is based on our current processing fees plus the \$10 per tonne contribution to overhead multiplied by the cost index increase (anniversary date of the Contract (April) in accordance with the year to year CanaData Composite Construction Cost Index for Ontario). A copy of the index is enclosed for your reference.

If you have any questions, please feel free to contact me, at 705-674-4455, extension 4406.

Best Regards,



Lisa Finnamore  
Coordinator of Solid Waste

Enclosed - Schedule 'C' and Canadata Index

**SCHEDULE "C"**  
**TO A RECYCLABLES ACCEPTANCE AGREEMENT BETWEEN**  
**CITY OF GREATER SUDBURY AND THE MUNICIPALITY OF ASSIGINACK**

**PROCESSING RATES**  
**FOR THE TERM FROM APRIL 1, 2016 TO MARCH 31, 2017**

As of the date of this Agreement, the Processing Rate per tonne of Recyclables accepted by the City is \$100.02.

The Processing Rate is subject to change in accordance with the Agreement.

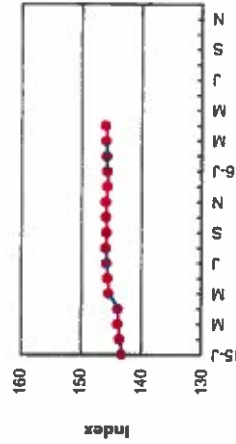
## Ontario Series: April 2016

(Reflecting structural construction costs up to April 15, 2016)

### COMPOSITE

Month	Index (2001 Annual Average = 100)		% Change	
	2015	2016	Month to Month	Year to Year
January	143.3	145.7	0.0%	1.7%
February	143.6	145.8	0.1%	1.5%
March	143.9	145.9	0.1%	1.4%
April	143.9	146.0	0.1%	1.5%
May	145.4			
June	145.6			
July	145.8			
August	145.9			
September	145.8			
October	145.9			
November	145.9			
December	145.7			
<b>ANNUAL AVERAGE</b>	<b>145.1</b>			

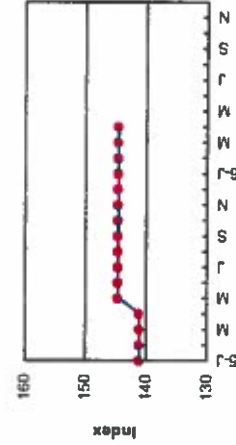
#### Ontario: Composite



### WAGES

Month	Index (2001 Annual Average = 100)		% Change	
	2015	2016	Month to Month	Year to Year
January	141.1	144.7	0.0%	2.6%
February	141.1	144.7	0.0%	2.6%
March	141.1	144.7	0.0%	2.6%
April	141.1	144.7	0.0%	2.6%
May	144.7			
June	144.7			
July	144.7			
August	144.7			
September	144.7			
October	144.7			
November	144.7			
December	144.7			
<b>ANNUAL AVERAGE</b>	<b>143.5</b>			

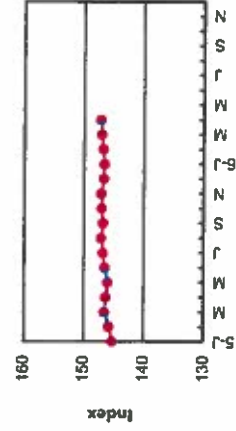
#### Ontario: Wages



### MATERIALS

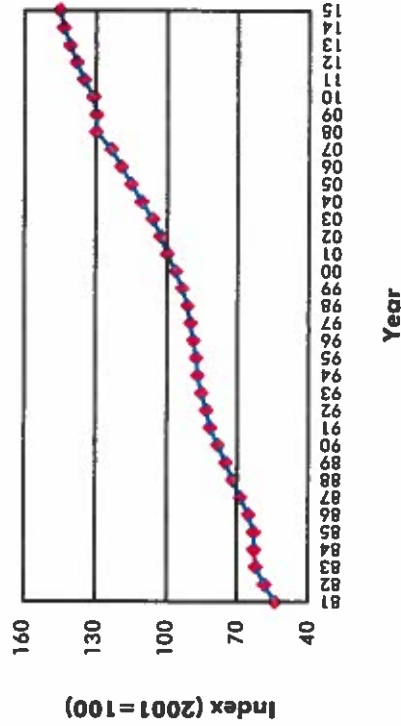
Month	Index (2001 Annual Average = 100)		% Change	
	2015	2016	Month to Month	Year to Year
January	145.2	146.6	-0.1%	1.0%
February	145.8	146.8	0.1%	0.7%
March	146.5	147.0	0.1%	0.3%
April	146.3	147.2	0.1%	0.6%
May	146.0			
June	146.5			
July	146.8			
August	147.1			
September	146.8			
October	147.0			
November	147.1			
December	146.7			
<b>ANNUAL AVERAGE</b>	<b>146.5</b>			

#### Ontario: Materials





**Ontario: Composite**



**To Convert Between Base Years:**

Take the index number using the old base (1991=100) and divide it by the appropriate magic number below to convert it to its equivalent value using the new base (2001=100).

OR

Take the number from the new series (2001=100) and multiply it by the appropriate magic number to derive an equivalent value in terms of the old base (1991=100).

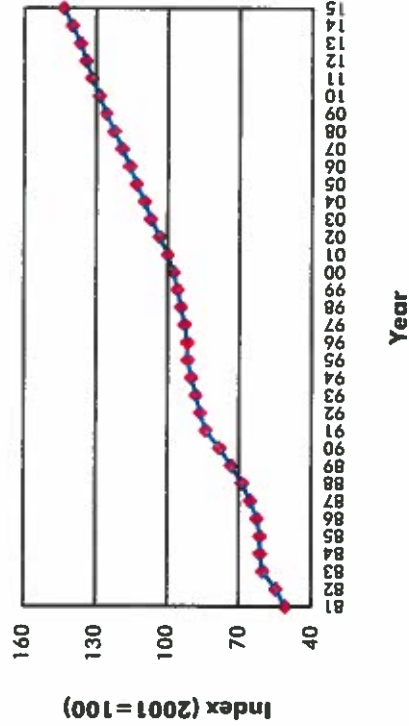
Ontario Magic Numbers (really just 2001 in 1991 terms/100):

Composite=1.225

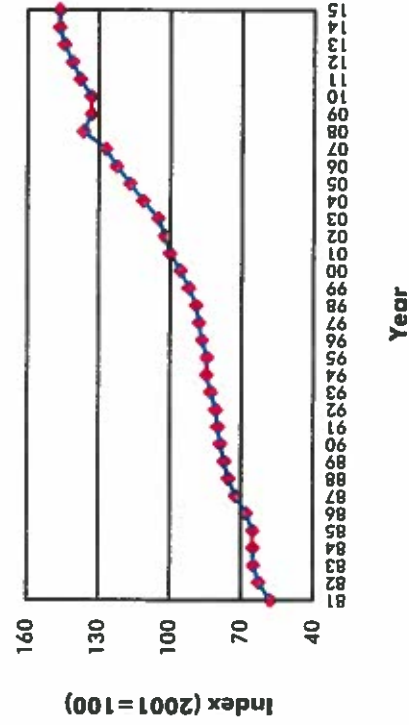
Wages=1.192

Materials=1.254

**Ontario: Wages**



**Ontario: Materials**



<b>BILL TO:</b>		<b>SHIP TO:</b>	
COMPANY <b>Rainbow District School Board</b>	COMPANY <b>Rainbow District School Board</b>	QUOTE DATE <b>May 17, 16</b>	
ADDRESS <b>69 Young Street</b>	ADDRESS <b>69 Young Street</b>	EXPIRY DATE <b>June 30, 16</b>	
		SALES REP <b>Ryan Jay</b>	
<b>Sudbury, ON P3E 3G5</b>	<b>Sudbury, ON P3E 3G5</b>	PHONE # <b>(416)948-7643</b>	
CONTACT <b>Don Gray</b>	CONTACT <b>Don Gray</b>	EMAIL <b>ryanj@genint.com</b>	
PH / FAX <b>(705)869-1590 x: 6277 (705)674-3167</b>	PH / FAX <b>(705)869-1590 (705)674-3167</b>	TERMS <b>IMM PAYT</b>	

**TITLE: Epson rear projection request**

QTY	MANUFACTURER	PART NUMBER	PART DESCRIPTION	UNIT PRICE	TOTAL PRICE
			<u>Screen size</u>		
			Will do 120" 16x10 diagonal at 11.5 ft from lens		
1.00	Epson	V11H620020	PowerLite 1980WU Projector WUXGA 4400 Lumens	\$1,625.00	\$1,625.00
1.00	ENV Fee	WEE-IAVNONPORTABLE	Environmental Fee	\$5.00	\$5.00
1.00	Draper	227024	Floating Screen Bracket (Black), 6" x 27"	\$80.00	\$80.00
1.00	Genesis	FREIGHTOUT	Freight Charges Outbound	\$245.00	\$245.00
1.00	Genesis	MISCPARTS	Premier electric rear projection screen	\$2,040.00	\$2,040.00
			10' DIAGONAL NTSC VIDEO (4:3) *CH1200V CINEFLEX VIEWING AREA:72H X 96W TOTAL TOP DROP = 12" BLACK *SMALL BLACK CASE 117" OVERALL LENGTH 115 VAC MOTOR *HOOK UP LEFT * WITH BUILT-IN LVC-IV 121225 LVC-S LV-IV CONT STATION * INCLUDES THE BUILT IN LVC-IV WHICH INCLUDES * RF RECEIVER ,RS232 CAPABILITES, DRY CONTACT RELAYS * AND A VIC TRIGGER FOR 3V-28.V * 1.2 GAIN REAR FABRIC		
			<u>Payment Terms - Box Sales</u>		
			1. Purchase order required for all box sales.		
			2. All sales final. Any returns must be authorized by Genesis and issued an RMA number. A minimum restocking fee of 15% will apply on all cancelled orders or goods returned.		
			3. 50% non-refundable deposit required for custom order or nonreturnable items (e.g. custom panels, millwork, podiums, projection screens, software)		



# QUOTATION 72542

Genesis Integration Inc.  
 200 Cochrane Dr, Unit 4  
 Markham, ON L3R 8E8  
 Phone: (905)-474-0637  
 Fax: 1-866-824-8231

<b>BILL TO:</b>		<b>SHIP TO:</b>		<b>QUOTE DATE</b> May 17, 16
<b>COMPANY</b> Rainbow District School Board	<b>COMPANY</b> Rainbow District School Board			
<b>ADDRESS</b> 69 Young Street	<b>ADDRESS</b> 69 Young Street	<b>EXPIRY DATE</b> June 30, 16		
Sudbury, ON P3E 3G5		<b>SALES REP</b> Ryan Jay		
Sudbury, ON P3E 3G5		<b>PHONE #</b> (416)948-7643		
<b>CONTACT</b> Don Gray	<b>CONTACT</b> Don Gray	<b>EMAIL</b> ryanj@genint.com		
<b>PH / FAX</b> (705)869-1590 x: 6277 (705)674-3167	<b>PH / FAX</b> (705)869-1590 (705)674-3167	<b>TERMS</b> IMM PAYT		

**TITLE: Epson rear projection request**

QTY	MANUFACTURER	PART NUMBER	PART DESCRIPTION	UNIT PRICE	TOTAL PRICE
			<p><b>Payment Terms - Credit Cards</b>            Visa or Mastercard will be accepted for payment of amounts up to a maximum of \$5,000. If a client wishes to pay by Visa or Mastercard for amounts in excess of \$5000, a 2% processing fee will be added to the transaction amount.</p>		

COMMENTS:

<b>SUBTOTAL:</b>	\$3,995.00
<b>HST:</b>	\$519.35
<b>TOTAL:</b>	\$4,514.35

\*\*\*\* Acceptance of this quote constitutes acceptance of all attached Terms & Conditions. \*\*\*\*

Name (Please Print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Memo


**To:** Reeve & Council  
**CC:** Alton, Jeremy, Ron  
**From:** Deb  
**Date:** July 12, 2016  
**Re:** Financial Statements as at June 30, 2016

---

Please find attached the financial statements for the year to date as at June 30, 2016.

As always, if you have any questions, please feel free to come and see me.

Thank you,

  
Deb MacDonald  
Treasurer



**The Township of Assiginack  
CORPORATE SUMMARY  
For the Six Months Ending June 30, 2016**

	June	YTD	2016 Budget	% of Budget
<b>Expenditures</b>				
General Government	\$62,114.61	\$421,743.41	\$796,489.82	53%
School Board Levy		91,103.19	354,480.00	26%
Protection Services	25,995.29	145,389.71	414,847.20	35%
Transportation Services	56,652.64	359,089.72	832,910.00	43%
Environmental Services	44,758.89	272,310.20	543,966.25	50%
Health Services	18,242.00	131,694.00	236,904.00	56%
Social and Family Services	30,584.92	115,594.10	170,020.00	68%
Recreation and Cultural Service	23,899.03	115,928.14	221,695.00	52%
Planning & Development	132.58	13,736.05	15,800.00	87%
Capital out of Current	49,452.56	175,573.18	781,760.57	22%
<b>Expenditures Total</b>	<b>311,832.52</b>	<b>1,842,161.70</b>	<b>4,368,872.84</b>	<b>42%</b>
<b>Revenues</b>				
General Government	11,432.49	72,401.21	162,483.61	45%
General Revenue	1,277,056.57	2,815,821.89	3,160,572.50	89%
School Board Levy	173,155.36	354,480.29	354,480.00	100%
Protection Services	6,369.30	9,242.30	12,850.00	72%
Transportation Services	1,868.24	3,319.56	8,400.00	40%
Environmental Services	47,101.33	268,461.67	544,466.86	49%
Social and Family Services	19,262.00	37,903.87	18,641.87	203%
Recreation and Cultural Service	2,011.96	17,892.53	26,300.00	68%
Planning & Development	136.19	675.73		0%
Capital out of Current		78,173.92	80,678.00	97%
<b>Revenues Total</b>	<b>1,538,393.44</b>	<b>3,658,372.97</b>	<b>4,368,872.84</b>	<b>84%</b>
<b>Net Levy</b>				
General Government	50,682.12	349,342.20	634,006.21	55%
General Revenue	(1,277,056.57)	(2,815,821.89)	(3,160,572.50)	89%
School Board Levy	(173,155.36)	(263,377.10)		0%
Protection Services	19,625.99	136,147.41	401,997.20	34%
Transportation Services	54,784.40	355,770.16	824,510.00	43%
Environmental Services	(2,342.44)	3,848.53	(500.61)	(769%)
Health Services	18,242.00	131,694.00	236,904.00	56%
Social and Family Services	11,322.92	77,690.23	151,378.13	51%
Recreation and Cultural Service	21,887.07	98,035.61	195,395.00	50%
Planning & Development	(3.61)	13,060.32	15,800.00	83%
Capital out of Current	49,452.56	97,399.26	701,082.57	14%
<b>Corporate Net Levy</b>	<b>(1,226,560.92)</b>	<b>(1,816,211.27)</b>		<b>0%</b>



**The Township of Assiginack**  
**GENERAL GOVERNMENT SUMMARY**  
**For the Six Months Ending June 30, 2016**

	June	YTD	2016 Budget	% of Budget
<b>Expenditures</b>				
Mayor & Council	\$7,782.53	\$34,791.73	\$60,350.00	58%
Administrator's Office	24,896.36	161,392.93	320,381.00	50%
Clerk's Office	17,466.73	138,165.71	218,658.82	63%
Project and Events Co-ordinator Programs	438.22	10,998.59	39,000.00	28%
General Admin - Elections		407.04	2,000.00	20%
Post Office Building	2,456.68	15,707.44	46,900.00	33%
Library Building	1,163.33	11,904.97	24,600.00	48%
Administration Building	361.42	3,731.68	11,100.00	34%
Treasury - Unallocated	7,549.34	39,157.65	53,500.00	73%
Taxation		5,485.67	20,000.00	27%
<b>Total General Government Expenditures</b>	<b>62,114.61</b>	<b>421,743.41</b>	<b>796,489.82</b>	<b>53%</b>
<b>Revenues</b>				
Clerk's Office	2,031.30	5,445.31	6,700.00	81%
Project and Events Co-ordinator Programs	240.00	12,739.25	4,800.00	265%
Post Office Building	4,009.90	19,555.45	37,309.50	52%
Library Building	1,147.24	7,019.96	10,500.00	67%
Treasury - Unallocated	4,004.05	27,641.24	103,174.11	27%
<b>Total General Government Revenue</b>	<b>11,432.49</b>	<b>72,401.21</b>	<b>162,483.61</b>	<b>45%</b>
<b>Net Levy</b>				
Mayor & Council	7,782.53	34,791.73	60,350.00	58%
Administrator's Office	24,896.36	161,392.93	320,381.00	50%
Clerk's Office	15,435.43	132,720.40	211,958.82	63%
Project and Events Co-ordinator Programs	198.22	(1,740.66)	34,200.00	(5%)
General Admin - Elections		407.04	2,000.00	20%
Post Office Building	(1,553.22)	(3,848.01)	9,590.50	(40%)
Library Building	16.09	4,885.01	14,100.00	35%
Administration Building	361.42	3,731.68	11,100.00	34%
Treasury - Unallocated	3,545.29	11,516.41	(49,674.11)	(23%)
Taxation		5,485.67	20,000.00	27%
<b>General Government Net Levy</b>	<b>50,682.12</b>	<b>349,342.20</b>	<b>634,006.21</b>	<b>55%</b>



**The Township of Assiginack**  
**GENERAL REVENUE**  
**For the Six Months Ending June 30, 2016**

	<u>June</u>	<u>YTD</u>	<u>2016</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
<b>Revenues</b>				
Municipal Tax Levy	\$1,262,263.81	\$2,476,279.13	\$2,511,072.50	99%
Payments In Lieu of Taxes	14,792.76	14,792.76		0%
Ontario Community Reinvestment Fund		324,750.00	649,500.00	50%
<b>Total Revenue</b>	<b>1,277,056.57</b>	<b>2,815,821.89</b>	<b>3,160,572.50</b>	<b>89%</b>
<b>Net Levy</b>				
Municipal Tax Levy	1,262,263.81	2,476,279.13	2,511,072.50	99%
Payments in Lieu of Taxes	14,792.76	14,792.76		0%
Ontario Community Reinvestment Fund		324,750.00	649,500.00	50%
<b>General Revenue Net Levy</b>	<b>1,277,056.57</b>	<b>2,815,821.89</b>	<b>3,160,572.50</b>	<b>89%</b>



**The Township of Assiginack**  
**SCHOOL BOARD SUMMARY**  
**For the Six Months Ending June 30, 2016**

	June	YTD	2016 Budget	% of Budget
<b>Expenditures</b>				
English Language Public School		\$91,103.19	\$354,480.00	26%
<b>Total School Board Expenditures</b>		<b>91,103.19</b>	<b>354,480.00</b>	<b>26%</b>
<b>Revenues</b>				
English Language Public School	171,262.34	350,547.71	354,480.00	99%
French Language Public School	1,893.02	3,932.58		0%
<b>Total School Board Revenue</b>	<b>173,155.36</b>	<b>354,480.29</b>	<b>354,480.00</b>	<b>100%</b>
<b>Net Levy</b>				
English Language Public School	(171,262.34)	(259,444.52)		0%
French Language Public School	(1,893.02)	(3,932.58)		0%
<b>School Board Net Levy</b>	<b>(173,155.36)</b>	<b>(263,377.10)</b>		<b>0%</b>





**The Township of Assiginack**  
**PROTECTION SERVICES SUMMARY**  
**For the Six Months Ending June 30, 2016**

	June	YTD	2016 Budget	% of Budget
<b>Expenditures</b>				
Fire Department	\$1,619.18	\$21,664.63	\$93,250.00	23%
Police Services	22,607.00	88,717.54	271,279.00	33%
9-1-1	48.93	48.93	1,000.00	5%
Protective Inspection & Control		1,402.19	3,150.00	45%
Canine Control		22,263.00	22,700.00	98%
Building Department	1,720.18	11,293.42	23,468.20	48%
<b>Total Protection Services Expenditures</b>	<b>25,995.29</b>	<b>145,389.71</b>	<b>414,847.20</b>	<b>35%</b>
<b>Revenues</b>				
Protective Inspection & Control		793.00	2,350.00	34%
Canine Control		430.00	500.00	86%
Building Department	3,700.00	5,350.00	10,000.00	54%
<b>Total Protection Services Revenues</b>	<b>3,700.00</b>	<b>6,573.00</b>	<b>12,850.00</b>	<b>51%</b>
<b>Net Levy</b>				
Fire Department	1,619.18	21,664.63	93,250.00	23%
Police Services	22,607.00	88,717.54	271,279.00	33%
9-1-1	48.93	48.93	1,000.00	5%
Protective Inspection & Control		609.19	800.00	76%
Canine Control		21,833.00	22,200.00	98%
Building Department	(1,979.82)	5,943.42	13,468.20	44%
<b>Protection Services Net Levy</b>	<b>22,295.29</b>	<b>138,816.71</b>	<b>401,997.20</b>	<b>35%</b>



**The Township of Assiginack**  
**TRANSPORTATION SERVICES SUMMARY**  
**For the Six Months Ending June 30, 2016**

	June	YTD	2016 Budget	% of Budget
<b>Expenditures</b>				
Public Works Administration	\$21,029.62	\$107,459.45	\$351,310.00	31%
Operation Centre	2,976.93	47,594.91	53,800.00	88%
Beaver Dams -Flood Control		1,681.97		0%
Sidewalks		4,200.77		0%
Street Name Signs	193.55	510.33	2,000.00	26%
Street Lighting	723.27	5,909.66	13,000.00	45%
Vehicles & Equipment	5,408.42	51,665.97	119,400.00	43%
Small Equipment & Supplies	48.38	2,513.19	3,000.00	84%
Airport		29,350.00	30,000.00	98%
Marina	2,767.59	15,610.53	22,400.00	70%
<b>Roadways:</b>				
Bridges and Culverts	169.32	552.52	7,500.00	7%
Brushing	290.28	2,747.78	6,500.00	42%
Ditching	1,361.04	4,291.59	13,000.00	33%
Catch Basins, Storm Sewers		976.90	3,000.00	33%
Sweeping/Flushing/Cleaning		12,760.40	7,000.00	182%
Resurfacing & Patching	684.77	6,253.61	104,000.00	6%
Snow Ploughing		32,208.62		0%
Sanding & Salting		3,351.41	35,000.00	10%
Loosetop Maintenance	20,582.54	28,750.57	62,000.00	46%
<b>Total Transportation Services Expenditures</b>	<b>56,235.71</b>	<b>358,390.18</b>	<b>832,910.00</b>	<b>43%</b>
<b>Revenues</b>				
Public Works Administration	925.76	925.76		0%
Marina	942.48	2,393.80	8,400.00	28%
<b>Total Transportation Services Revenues</b>	<b>1,868.24</b>	<b>3,319.56</b>	<b>8,400.00</b>	<b>40%</b>
<b>Net Levy</b>				
Public Works Administration	20,103.86	106,533.69	351,310.00	30%
Operation Centre	2,976.93	47,594.91	53,800.00	88%
Beaver Dams -Flood Control		1,681.97		0%
Sidewalks		4,200.77		0%
Street Name Signs	193.55	510.33	2,000.00	26%
Street Lighting	723.27	5,909.66	13,000.00	45%
Vehicles & Equipment	5,408.42	51,665.97	119,400.00	43%
Small Equipment & Supplies	48.38	2,513.19	3,000.00	84%
Airport		29,350.00	30,000.00	98%
Marina	1,825.11	13,216.73	14,000.00	94%
Roadways	23,087.95	91,893.40	238,000.00	39%
<b>Transportation Services Net Levy</b>	<b>54,367.47</b>	<b>355,070.62</b>	<b>824,510.00</b>	<b>43%</b>



**The Township of Assiginack**  
**ENVIRONMENTAL SERVICES SUMMARY**  
**For the Six Months Ending June 30, 2016**

	<u>June</u>	<u>YTD</u>	<u>2016</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
<b>Expenditures</b>				
Waste Management	\$9,650.67	\$31,900.63	\$105,200.00	30%
Waterworks	35,108.22	240,409.57	438,766.25	55%
<b>Total Environmental Services Expenditures</b>	<b>44,758.89</b>	<b>272,310.20</b>	<b>543,966.25</b>	<b>50%</b>
<b>Revenues</b>				
Sanitary Sewer & WPCP Revenue	11,154.78	76,130.68	143,059.58	53%
Garbage Collection	3,813.66	7,783.41	19,000.00	41%
Waterworks	32,132.89	184,547.58	382,407.28	48%
<b>Total Environmental Services Revenues</b>	<b>47,101.33</b>	<b>268,461.67</b>	<b>544,466.86</b>	<b>49%</b>
<b>Net Levy</b>				
Waste Management	9,650.67	31,900.63	105,200.00	30%
Sanitary Sewer & WPCP Revenue	(11,154.78)	(76,130.68)	(143,059.58)	53%
Garbage Collection	(3,813.66)	(7,783.41)	(19,000.00)	41%
Waterworks	2,975.33	55,861.99	56,358.97	99%
<b>Environmental Services Net Levy</b>	<b>(2,342.44)</b>	<b>3,848.53</b>	<b>(500.61)</b>	<b>(769%)</b>



**The Township of Assiginack**  
**HEALTH SERVICES SUMMARY**  
**For the Six Months Ending June 30, 2016**

	<u>June</u>	<u>YTD</u>	<u>2016</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
<b>Expenditures</b>				
Cemetery		\$4,000.00	\$6,000.00	67%
Land Ambulance	18,242.00	127,694.00	218,904.00	58%
Medical Building			12,000.00	0%
<b>Total Health Services Expenditures</b>	<b>18,242.00</b>	<b>131,694.00</b>	<b>236,904.00</b>	<b>56%</b>
<b>Net Levy</b>				
Cemetery		4,000.00	6,000.00	67%
Land Ambulance	18,242.00	127,694.00	218,904.00	58%
Medical Building			12,000.00	0%
<b>Health Services Net Levy</b>	<b>18,242.00</b>	<b>131,694.00</b>	<b>236,904.00</b>	<b>56%</b>



*The Township of Assiginack*  
**SOCIAL & FAMILY SERVICES SUMMARY**  
*For the Six Months Ending June 30, 2016*

	<u>June</u>	<u>YTD</u>	<u>2016 Budget</u>	<u>% of Budget</u>
<b>Expenditures</b>				
District Social Services Administration Board	\$30,584.92	\$98,522.44	\$135,875.00	73%
Centennial Manor		17,071.66	34,145.00	50%
<b>Total Social &amp; Family Services Expenditures</b>	<b>30,584.92</b>	<b>115,594.10</b>	<b>170,020.00</b>	<b>68%</b>
<b>Revenues</b>				
DSSAB	19,262.00	37,903.87	18,641.87	203%
<b>Total Social &amp; Family Services Revenues</b>	<b>19,262.00</b>	<b>37,903.87</b>	<b>18,641.87</b>	<b>203%</b>
<b>Net Levy</b>				
District Social Services Administration Board	11,322.92	60,618.57	117,233.13	52%
Centennial Manor		17,071.66	34,145.00	50%
<b>Social &amp; Family Services Net Levy</b>	<b>11,322.92</b>	<b>77,690.23</b>	<b>151,378.13</b>	<b>51%</b>



**The Township of Assiginack**  
**RECREATION & CULTURAL SERVICES SUMMARY**  
**For the Six Months Ending June 30, 2016**

	June	YTD	2016 Budget	% of Budget
<b>Expenditures</b>				
Recreation			\$1,500.00	0%
Summer Programme		236.00	5,950.00	4%
Arena	6,584.86	59,145.36	120,120.00	49%
Parks	2,536.23	10,382.19	15,700.00	66%
Heritage	2,900.12	11,661.63	22,600.00	52%
Information Booth	229.82	1,346.31	17,640.00	8%
Burn's Wharf Theatre	121.90	121.90	1,500.00	8%
Library Board	11,526.10	33,034.75	36,685.00	90%
<b>Total Recreation &amp; Cultural Services Expenditures</b>	<b>23,899.03</b>	<b>115,928.14</b>	<b>221,695.00</b>	<b>52%</b>
<b>Revenues</b>				
Summer Programme	362.00	3,237.00	4,000.00	81%
Arena		12,530.77	22,300.00	56%
Heritage	62.96	477.76		0%
Burn's Wharf Theatre	380.00	440.00		0%
<b>Total Recreation &amp; Cultural Services Revenues</b>	<b>804.96</b>	<b>16,685.53</b>	<b>26,300.00</b>	<b>63%</b>
<b>Net Levy</b>				
Recreation			1,500.00	0%
Summer Programme	(362.00)	(3,001.00)	1,950.00	(154%)
Arena	6,584.86	46,614.59	97,820.00	48%
Parks	2,536.23	10,382.19	15,700.00	66%
Heritage	2,837.16	11,183.87	22,600.00	49%
Information Booth	229.82	1,346.31	17,640.00	8%
Burn's Wharf Theatre	(258.10)	(318.10)	1,500.00	(21%)
Library Board	11,526.10	33,034.75	36,685.00	90%
<b>Recreation &amp; Cultural Services Net Levy</b>	<b>23,094.07</b>	<b>99,242.61</b>	<b>195,395.00</b>	<b>51%</b>



**The Township of Assiginack**  
**PLANNING & DEVELOPMENT SUMMARY**  
**For the Six Months Ending June 30, 2016**

	<u>June</u>	<u>YTD</u>	<u>2016 Budget</u>	<u>% of Budget</u>
<b>Expenditures</b>				
Planning		\$12,927.74	\$15,800.00	82%
<b>Total Planning &amp; Development Expenditures</b>		<b>12,927.74</b>	<b>15,800.00</b>	<b>82%</b>
<b>Net Levy</b>				
Planning		12,927.74	15,800.00	82%
<b>Planning &amp; Development Net Levy</b>		<b>12,927.74</b>	<b>15,800.00</b>	<b>82%</b>



**The Township of Assiginack**  
**CORPORATE CAPITAL SUMMARY**  
**For the Six Months Ending June 30, 2016**

	June	YTD	2016 Budget	% of Budget
<b>Expenditures</b>				
General Government	\$10,483.52	\$27,200.69	\$88,625.00	31%
Protection Services	10,532.17	21,064.36	42,128.73	50%
Transportation Services	10,515.88	48,785.21	191,764.00	25%
Environmental Services	13,751.47	44,091.96	364,064.32	12%
Recreation and Cultural Service	4,169.52	34,430.96	95,178.52	36%
<b>Expenditures Total</b>	<b>49,452.56</b>	<b>175,573.18</b>	<b>781,760.57</b>	<b>22%</b>
<b>Revenues</b>				
Transportation Services		39,753.61	41,678.00	95%
Recreation and Cultural Service		38,420.31	39,000.00	99%
<b>Revenues Total</b>		<b>78,173.92</b>	<b>80,678.00</b>	<b>97%</b>
<b>Net Levy</b>				
General Government	10,483.52	27,200.69	88,625.00	31%
Protection Services	10,532.17	21,064.36	42,128.73	50%
Transportation Services	10,515.88	9,031.60	150,086.00	6%
Environmental Services	13,751.47	44,091.96	364,064.32	12%
Recreation and Cultural Service	4,169.52	(3,989.35)	56,178.52	(7%)
<b>Corporate Net Levy</b>	<b>49,452.56</b>	<b>97,399.26</b>	<b>701,082.57</b>	<b>14%</b>





June 21, 2016

Assiginack Fire Department  
P.O. Box 238, 156 Arthur St.  
Manitowaning, ON, P0P 1N0  
Attention: Dwayne Elliott, Fire Chief

Dear Dwayne,

Thank you for giving Northern911 an opportunity to present information to you about how we can provide FIRE dispatch for your community.

Northern911 started business in 1954 as an Answering service/Call Center and grew to include ULC listed alarm monitoring and primary FIRE dispatch service for over fifty (50) Fire Departments.

The telephone company, Bell Canada, performed 911 call routing and we performed Fire Dispatch. Because of our relationship with the telephone company, when they considered getting out of the operator services portion of 911 they looked to us. After an exhaustive selection process, they sub-contracted all of their municipal E911 services to Northern911. As a private PSAP, we have now been performing E911 Call Routing for over fourteen years.

We can provide this same exceptionally good service for you and your residents well.

Attached you will find information about;

- ✓ Our history and background
- ✓ Benefits in dealing with Northern Communications
- ✓ Our technical capabilities in providing emergency service.
- ✓ Physical location
- ✓ Pricing

Please feel free to call me at (705) 669-2750 at anytime to discuss any questions that you may have.

Regards

A handwritten signature in cursive script that reads "Angèle Spears".

Angèle Spears  
Business Development Professional  
angèle.spears@northern911.com

## History

The company was started in 1954 by an individual in Sudbury who operated a reliable message service for many years on “cord-boards.” The company was purchased in 1980 and the name was changed to Northern Communication Services Inc. at that time. A new invention called “pagers” was introduced to the market place and was very well received.

The company prospered and through mergers and acquisitions now has branches in multiple cities. Currently the company is 100% owned by a group of individuals residing in Ontario. Within this group, there is both significant financial strength and an intangible sense of pride of ownership. This allows us to quickly respond to the unique needs and requirements of our customers.

The Message Centre has won the Canadian Award of Excellence multiple times over the years for the service that we provide to our customers. The Canadian Call Management Association (CAM-X) presented these national awards. We have some customers in the United States and have won the ATSI of Excellence as well. Now we are recognised on both sides of the border!

In a separate monitoring location and with specially trained staff we also provide Fire Dispatch to our clients. We have been providing this specialised service for more than fifty years.

In operating a twenty-four hour, seven day a week location, we ended up monitoring Burglar alarms, Fire alarms and a number of other types as well. As True Steel Security, we now are the largest supplier of alarm systems in Northern Ontario and operate our own alarm monitoring station. The monitoring station not only monitors alarms for our own clients but for many third party alarm companies as well. We are listed by Under Writer’s Laboratories of Canada (ULC) and are inspected on an annual basis for compliance with their standards.

We now provide Enhanced 911 and Fire Dispatch to a great number of communities throughout the Province. Some are local, and we have some that are more than 1,000 kilometres away. We answer the call as a primary PSAP, a downstream 911 agency, some municipalities without 911 call forward their Fire line to us, or in some cases we provide the line for the residents to call.

**We have provided 911 service to more than a million (+1,000,000) residences in various locations throughout North America. We are set up and can serve you today.**

## Benefits in Dealing With Northern911

We are not a "national" company or a government department. We are not affiliated with any individual Police, Fire or Ambulance agency and as such are able to operate in a completely unbiased environment.

As private enterprise we are focused on customer service. Due to the life safety nature of the calls, 911 and FIRE service is our top priority. **Our answer time for 911/FIRE calls is consistently better than 95% of calls answered in three rings or less!!** Ask other suppliers for their average answer time and see how we compare.

We are a 100% privately owned business. For over 60 years our reputation has been established by our integrity.

With owner/managers running the company, you can immediately reach someone in a position of authority should a concern arise.

We have been recognized by unbiased third parties for the services that we provide our clients. In Message Services we have repeatedly won the Canadian Award of Excellence as awarded by the national association. The monitoring station is listed with Underwriter's Laboratories of Canada. On the security side, we have attained General Electric's "Security Pro" Dealership status. This standing is based on customer satisfaction, years in business, credibility & stability, proper licensing and reputation within the community. And, out of more than 300 international dealers, we are the first company in the world to achieve "**Dealer of the Year**" by GE twice in a row.

We offer very competitive pricing and always strive to maintain affordability.

We have courteous employees. Our customers often tell us how unusual it is to be treated so kindly. Our friendly, eager employees consistently demonstrate a "we're glad you're here" attitude.

People trust us. We provide 911 and emergency services for many communities and dispatch for numerous Fire Departments and First Response teams. Third party alarm companies even have us monitor ALL their clients on a wholesale basis. Many banks, jewelry stores, and other high-risk businesses depend on us to handle their emergency calls. We currently provide VoIP 911 address verification and call routing to various VoIP carriers all over North America.

## **Technical**

The following is an overview of a standard call flow. This call flow and the various components may change over time.

### **Fire Dispatch**

When a caller calls 911 and says Fire to the 911 operator, they will be routed to our Fire Dispatch team so we can provide the dispatch for you.

(Currently we are the 911 Emergency Response Center for your area and provide this service to the County. Therefore as the 911 center, we retain the FIRE call and transfer the other calls elsewhere.)

The Fire Chief in your area will provide Northern Communications with the standard operating procedures and the telephone numbers of all volunteers.

In the event of a FIRE, we immediately notify the team. We may use pagers, radios or cell service to do this. If no confirmation is received, we immediately start to call down the list of volunteers to alert the team.

While you are on site we can communicate with the team directly or through phone patches to the radio system, or cellular and will provide support (calling for a Hydro disconnect, etc) as required.

All actions are documented and all associated audio is recorded.

Authorised personnel can access our secure Web Portal to view the data about the calls, the average answer times, location, the full ANI/ALI data splash and even listen to the actual audio within thirty seconds from any high speed connection anywhere in the world! Check out some sample data at <http://www.northern911.com/ani.php>

We believe this access to data is very important for you.

All calls are handled by APCO trained staff on a 24/7 basis. Our average answer time for 911 and FIRE calls is 95.xx % answered within the first three rings.

In dealing with Northern911 for FIRE, your calls are handled by trained staff 24/7 and your callers receive extraordinarily quick response.

# Technical

## Northern911's Capabilities

Our staff is experienced, trained and competent. We know what to do and have years of experience. All Call Takers pass through background screening and a structured training program.

- Minimum of four (4) to fourteen (14) Call Takers 24 hours per day, every day depending on call volumes.
- Additional staff available for "overflow"
- **Bi-lingual English/French service is available in-house at all times**
- We subscribe to a translation service that provides services to 170 other languages
- With multiple branches and service provided twenty-four hours per day, seven days per week, we have almost 200 employees. In the event that a single Call Taker or a number of Call Takers are off due to sickness or accident, we have other staff members, technical personnel and management who are "on-call"
- We have TTY/TTD service for the hearing and voice impaired
- Instant Call retrieval is available for all calls

In the event that there is difficulty understanding the caller we can instantly replay the call as many times as required in an attempt to determine the problem. We have multiple data terminals displaying the Enhanced 911 data and an electronic printer capture port to log everything.

- All calls are recorded in our computerized call recorder
- As soon as the caller hangs up, the record is imported into a database that resides on a storage area network (SAN) which includes redundant array of independent disks (RAID) for data protection.
- We keep about a year on line and then archive the calls and keep all "critical" calls for years.

At our location, we have considered all components in routing of the call from a disaster planning point of view. If any one of them were to fail, other back-up plans would continue to operate.

- Diverse fiber optic strands into the building
- Eight (8) T1 trunks to the various Bell 911 tandem switches across the province.
- Complete Amtelco "Infinity" Call Center system with spares on-site.
  - RAID1 mirrored drives
  - Dual power supplies
  - Redundant MDR
  - Multiple audio paths

## Northern's Technical Capabilities continued . . .

- Complete separate local PBX phone system with spares on-site.
  - Dual bays
  - Redundant telephone paths
- Complete redundant "Infinity" system in our North Bay office.
- We use multiple different telephone suppliers for PSTN connectivity
  - Some telephone trunks are buried for entrance to the building.
  - Some telephone trunks enter via fiber spans.
  - We use multiple entrance paths.
  - We operate on T1s, ISDN span, Centrex on dedicated copper and even analogue POTS trunks.
  - In the event all physical lines to the building are cut, we have cellular for back up.
  - Our E911 system is monitored 100% of the time by Bell Canada 911 Surveillance Control.
- We are connected to the Internet via multiple redundant paths.
  - Connected to multiple different suppliers.
  - Connected via direct copper loop.
  - Connected via dedicated fiber spans.
  - Connected via a wireless connection.

All of these various computer and phone systems operate on battery back-up systems. In the event of a commercial power loss, we are able to run off the batteries for some time. When the power outage occurs and we are running on the battery back-up system, we have a diesel powered generator, which automatically starts after one minute and an electrical transfer system set up to run the entire building.

- The Electrical grid which powers the telephone system and the computer network is provided by Sudbury Hydro and is extremely reliable in our area. (We provide the back-up site for their overflow calls from their operations centre in the event of an electrical problem anywhere in the city.)
- All critical items at our location are on Battery Back up
- In the event that a commercial electrical outage is a long one, we have an auto start Generator on site that is tested on a scheduled basis.
- In the event of primary generator problems, we have some small back-up generators available for **back up on the back up.**

## **Northern's Technical Capabilities continued ...**

We have centralized our equipment spares and have virtually every part on hand. All critical components from hard drives, voice-processing cards to entire computer shelves are covered.

- Computer database records are backed up multiple times on a daily basis
- We have multiple redundant IBM network servers
- We use VMware with "Fault Tolerant High Availability" programming.
- Data is "striped" across multiple RAID drives.
- All critical computers have a redundant computer on-site
- In addition to the regular daily back-ups, we also take a copy of all data off-site on a regular basis.

We do "Disaster Planning" and have procedures and regular training in-place to cover many different situations.

- We have a Disaster plan for both total telephone line cuts and/or building evacuation, to provide many services from an alternative site. We use our North Bay branch office, which is located at 236 Worthington Street, North Bay to back-up our 911, Fire Dispatch and some other services.
- We have a complete redundant "Infinity" system here.
- This location was chosen to be in a separate location in a different city in the event of a major problem in our area.

We understand the critical nature of the service and we plan for the unexpected with our backups in place.

## **Physical Location**

Northern911's head office is at 230 Alder St. in Sudbury, Ontario where our Dispatch Centre is located.

- We are less than a kilometer from the main Sudbury telephone company Central Office.
- We own the building. It has three floors and about 12,000 square feet.
- The section of the building where we handle our emergency calls is called the "Emergency Services Department"
- We also handle alarm monitoring in this area. We are listed and inspected by the Underwriters Laboratories of Canada (ULC)
- The Emergency Services Department (Dispatch Centre) is built on a solid concrete floor and has a two hour fire rating on all interior perimeter walls.
- To gain entrance to the area you must first be observed on camera and if you do not have security card access must call into the Dispatch Centre on the telephone to state your business. The staff inside can decide to electronically unlock the exterior door if required.
- Once entrance is gained past the first door, there is a security vestibule. The interior door cannot be opened simultaneously with the exterior door.
- Employees with a security card must perform a biometric finger print scan to open the door. Those people without a card will again be observed on another camera to confirm that no unauthorized people entered. Once satisfied, the staff can electronically open the door.
- There is a full washroom inside the protected area.
- The telephone cables enter the building through an underground conduit and are terminated in a room that is locked and alarmed.
- From that room they are run to the protected area in conduit.
- Electricity enters the building in another area of the building as well. From the main distribution point, it is routed to the protected area through conduit.
- All windows in the protected area have bars on them.
- In the event that the building comes under attack we have a "panic" button that sends a signal to another ULC listed alarm monitoring station to advise them to immediately send the police.
- In addition to the "panic" button we also have two motion detectors so that in the event there is no motion in the protected area for thirty (30) minutes the alarm is sent out as well.



# Costs

**Our services are based on either a minimum charge or by population at a cost of \$0.16 per resident per month. I understand that the population in your area is about 981 based on the 911 services Agreement.**

## Fire Dispatch Service

**Based on a population of 981, for the Fire Dispatch service, your monthly rate is \$148.96.**

**There is a one-time set up charge to be determined based on technical set up and integration requirements. This can be as little as \$100 and up to \$5000. Further discussion is required to determine this rate.**

## Combined 911 and Fire Dispatch Services

**The cost for the combined service of 911 and Fire Dispatch is billed at \$0.20/capita.**

**The monthly rate for the combined services is anticipated to be about \$196.20.**

**A Monthly Telco (line) fee of \$4.36 will also be charged. This fee may change on a yearly basis.**

**Our services are invoiced monthly plus all taxes as applicable.**

**The above charges are based on a three (3) year contract.**

## Staff Information

Mike Shantz	Manager/Owner	Employed with the company since January 1980
John Whitehead	Manager/Owner	Employed with the company since June 1994
Angèle Spears	Business Dev	Employed with the company since November 2013
Cindy Schroeder	Manager	Employed with the company since July 1989
Melanie Kennedy	Assistant Manager	Employed with the company since September 1988

All dispatch operations people have been through a comprehensive training program. The initial 911 portion of the training is modeled after the Bell Canada standards and initially as provided by Bell Canada representatives.

All Call Takers are APCO trained. APCO is the Association of Public Safety Communications Officials and is internationally recognized for their high standards in training. Find out more at <http://www.apcointl.org>

Staff evaluations, training and regular informative meetings are an ongoing thing.

In addition to all the technical capabilities listed, the city has invested heavily in telecommunications and a fiber infrastructure. Sudbury is “wired” and we are connected. I have been told that the communications infrastructure in Sudbury is second to none in Ontario and in some respects North America. Your calls will get through!!

For more information, feel free to explore our web site.

**[www.northern911.com](http://www.northern911.com)**

We look forward to the opportunity of adding you to our list of clients.

## **Letters of reference**

Letters of reference are available upon request. Due to the various municipal amalgamations and the volunteer nature of some of the Fire departments, I would advise that you call us for contact names and numbers should you decide to contact them.

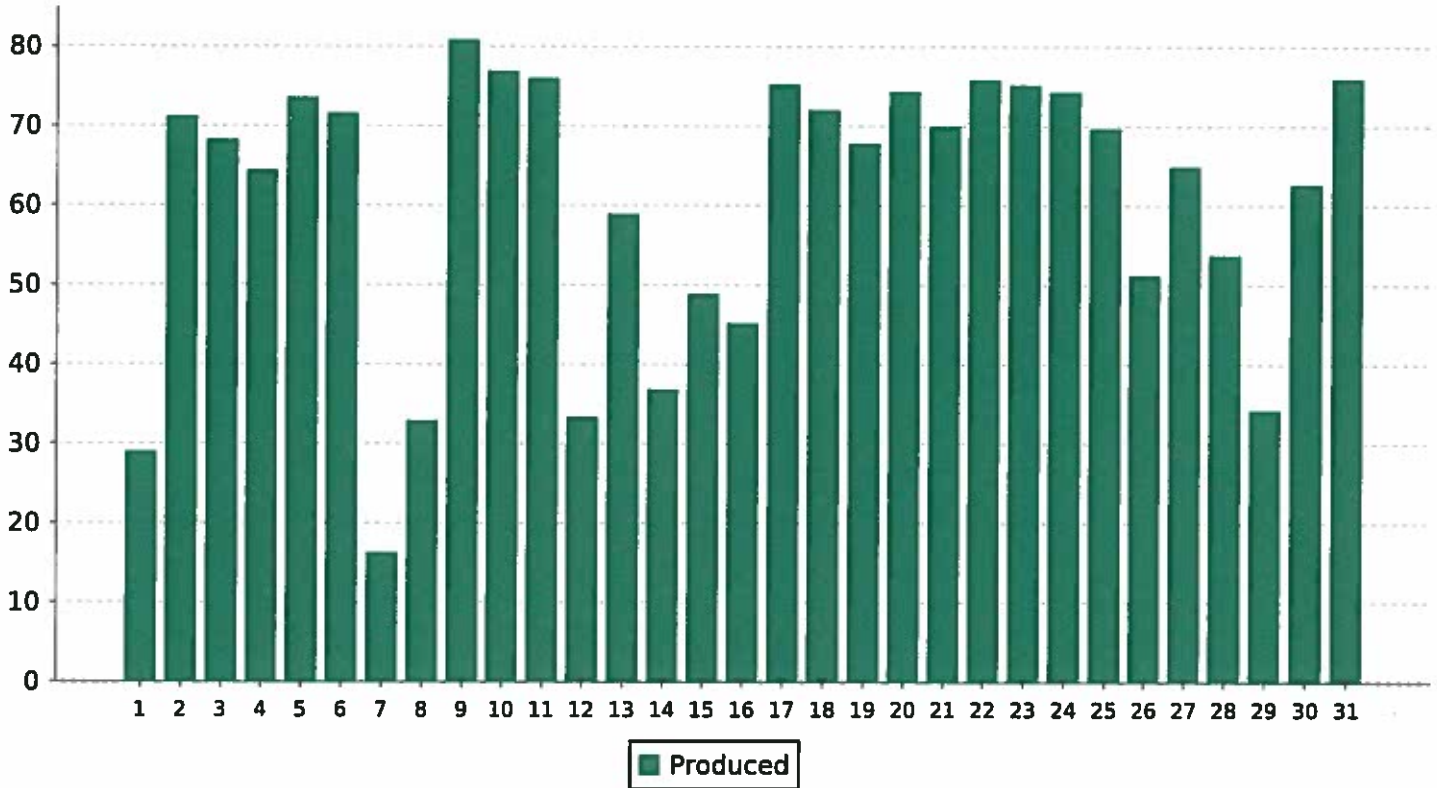
- Vianet
- Primus(Rogers)
- Canadian Call Management Association
- Englehart, Fire Department
- French River, Fire Department
- Municipality of Temagami, Fire Department
- The Township of Black River-Matheson
- Bell Canada
- Jocko Point, Fire Department
- The Township of Terrace Bay
- North Bay General Hospital
- Town of Chapleau Fire Department
- Ms. Joan Prudomne

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JUL 04 2016

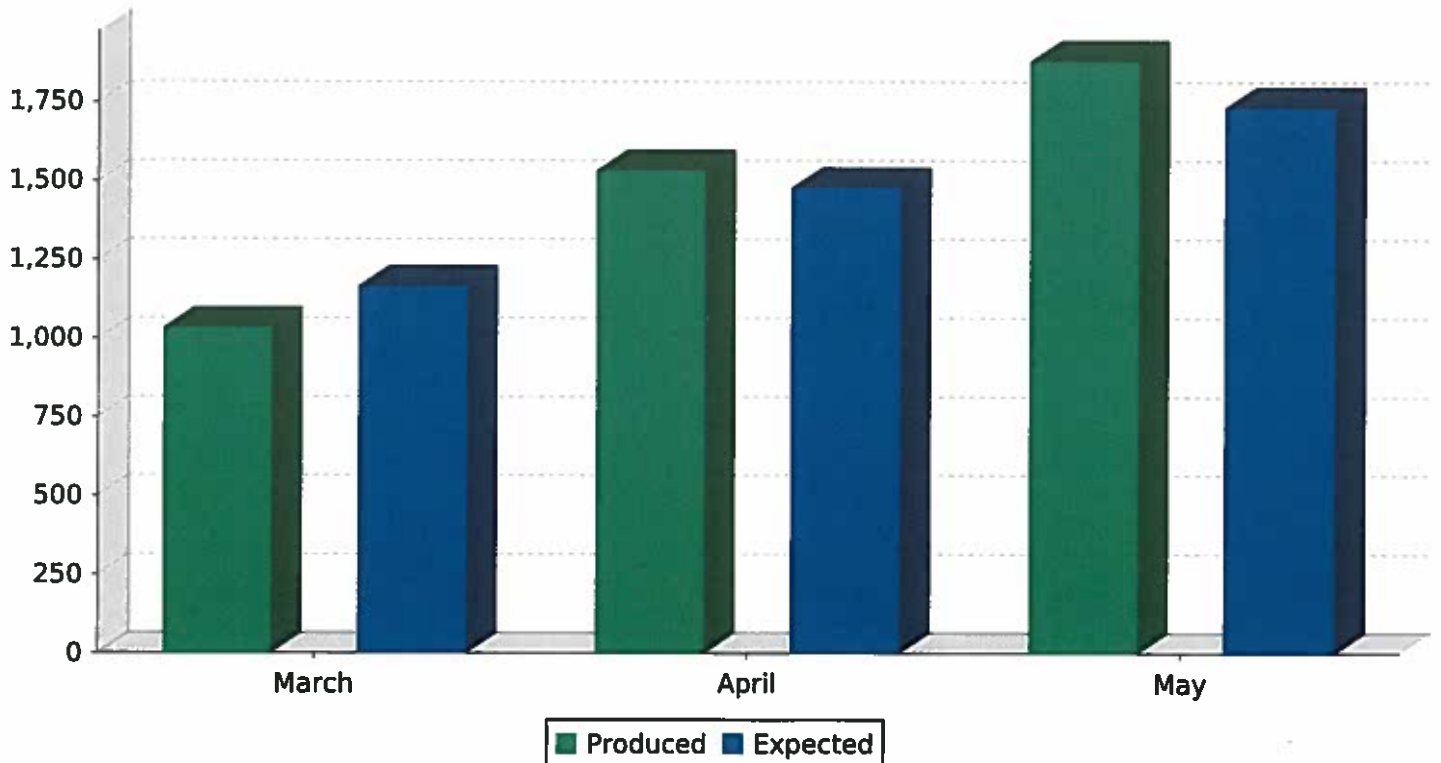
# Energy Production Manitowaning Public Works Garage



## Last Month - Production



## Last 3 Months



Day	Produced
May 01	29.0
May 02	71.2
May 03	68.3
May 04	64.4
May 05	73.6
May 06	71.6
May 07	16.3
May 08	32.9
May 09	80.8
May 10	76.9
May 11	76.0
May 12	33.4
May 13	58.9
May 14	36.9
May 15	48.9
May 16	45.2
May 17	75.3
May 18	72.1
May 19	67.8
May 20	74.4
May 21	70.0
May 22	75.8
May 23	75.2
May 24	74.3
May 25	69.7
May 26	51.2
May 27	64.9
May 28	53.7
May 29	34.3
May 30	62.7
May 31	76.0

Month	Produced	Expected
March 2016	1,034.2	1,166.0
April 2016	1,534.0	1,479.0
May 2016	1,881.6	1,735.0
<b>Total</b>	<b>4,449.0</b>	<b>4,380.0</b>



RECEIVED

JUL 08 2016

**MANITOULIN HEALTH CENTRE**  
[www.manitoulinhealthcentre.com](http://www.manitoulinhealthcentre.com)

□ **Little Current Site**  
Box 640, Little Current, ON P0P 1K0  
(705) 368-2300

□ **Mindemoya Site**  
Box 170, Mindemoya, ON P0P 1S0  
(705) 377-5311

July 6, 2016

Reeve Paul Moffatt & Council  
Township of Assiginack  
25B Spragge Street  
Manitowaning, ON  
POP 1N0

Dear Reeve Moffat & Council:

On behalf of our patients, staff and Board of Directors, I would like to express my gratitude to Council and the residents of Assiginack for continuing to support Manitoulin Health Centre and our patients. Your recent donation to our Sweet Slumbers Bed Campaign is most appreciated.

As you may be aware, MHC continues to recognize all gifts of \$1000 or more with an engraved leaf on the Tree of Life at either hospital site. Could I ask you to please contact my assistant, Lori Mastelko at 705-368-2300, x 2508 or via email at [lamastelko@mhc.on.ca](mailto:lamastelko@mhc.on.ca), to discuss what the Municipality wishes to have engraved on a bronze leaf?

Once again, *Thank You* for your continued financial support and for keeping the needs of Island patients in your thoughts.

With warmest regards,

Derek Graham  
President & CEO

Many Thanks!  
This was very generous of  
Council.  
Derek.

Ministry of  
Municipal Affairs

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000  
Fax: 416 585-8470

Ministère des  
Affaires municipales

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000  
Téléco. : 416 585-8470



16-89921

JUL 19 2016

Your Worship  
Mayor Al MacNevin  
Town of Northeastern Manitoulin and the Islands  
14 Water St. E  
PO Box 608  
Little Current ON P0P 1K0

Mr. Ken Noland, Chair  
Manitoulin Planning Board  
Post Office Building  
PO Box 240  
40 Water Street  
Gore Bay ON P0P 1H0

**Subject: Request of the Town of Northeastern Manitoulin and the Islands to withdraw from the Manitoulin Planning Board and be granted Planning Act approval authority**

---

Dear Mayor MacNevin and Mr. Noland:

I strongly support planning boards and believe that they provide an effective framework for regional decision-making and help smaller communities achieve administrative efficiencies for the implementation of Ontario's land use planning system.

Over the past several years, the Town of Northeastern Manitoulin and the Islands (the Town) has expressed ongoing concerns with its membership on the Manitoulin Planning Board and a desire to become its own independent planning authority. The Town has formally requested that I permit its removal from the Planning Board and grant it planning approval authority.

Despite the considerable efforts of all involved, I understand that the Board and the Town have been unsuccessful in reaching a mutually-acceptable resolution of their issues.

.../2

I have reviewed the position of the Planning Board and its other member municipalities and appreciate their interest in maintaining the Town's membership and their concerns with the Board's sustainability should the Town be permitted to withdraw.

After careful consideration of the information provided to me, I will reluctantly consider redefining the planning area to exclude the Town, the effect of which will be that the Town will no longer be a member of the Planning Board. I will also consider delegating approval authority for land-division applications to the Town and consider exempting the Town from Minister's approval of official plan amendments.

I have directed staff to prepare the draft documents that would put in place these changes, for my review. Please note, however, that any changes would be conditional upon the Town's official plan coming into effect.

In the meantime, I would expect the Town and the Planning Board to take the initiative and work cooperatively to develop a potential transition plan.

Regional ministry staff will be arranging to meet with your staff to discuss next steps, including their availability to meet with Planning Board or Town Council if so desired.

Sincerely,



Bill Mauro  
Minister

- c: David Williamson, CAO, Town of Northeastern Manitoulin and the Islands  
Elva Carter, Secretary-Treasurer, Manitoulin Planning Board  
Mayor Paul Moffatt, Township of Assiginack  
Reeve Lee Hayden, Municipality of Gordon/Barrie Island  
Mayor Austin Hunt, Township of Billings  
Reeve Ken Noland, Township of Burpee and Mills  
Mayor Richard Stephens, Municipality of Central Manitoulin  
Reeve Brenda Jones, Township of Cockburn Island  
Mayor Ron Lane, Town of Gore Bay  
Reeve Eric Russell, Township of Tehkummah



Ministry of Transportation

Provincial Highways Management  
Northeastern Region  
Planning and Environmental  
Section  
301-447 McKeown Avenue  
North Bay, ON P1B 9S9  
Tel.: 705-497-5464  
Fax.: 705-497-5208

Ministère des Transports

Gestion des routes provinciales  
Région du Nord-Est  
Section de planification et de  
l'environnement  
301-447, avenue McKeown  
North Bay, ON P1B 9S9  
Tél.: 705-497-5464  
Télec.: 705-497-5208



Ontario

RECEIVED

JUL 15 2016

July 11, 2016

Township of Assiginack  
Reeve Paul Moffatt  
25B Spragge Street, Box 238  
Manitowaning, ON  
P0P 1N0

**RE: Notification of Study Commencement,  
Highway 6 Rehabilitation,  
From 10.5 km north of Highway 542, northerly for 22.2 km.  
GWP 5487-15-00**

Dear Mr. Moffatt:

The Ministry of Transportation (MTO) has initiated Class Environmental Assessment (EA) for the rehabilitation of Highway 6, from 10.5 km north of Highway 542, northerly for 22.2 km. The Project Study Area is shown on the attached drawing. Rehabilitation of this highway was completed in 2010 however a preventative resurfacing project is planned to extend the lifecycle of this highway.

The MTO is proposing to undertake the following in order to improve the pavement condition, ride quality, safety and operations along this section of Highway 6:

- Resurfacing 22.2 km of Highway 6;
- Drainage Improvements, as required;
- Replacement / Rehabilitation of culverts, as required.

This study is following the approved planning process for Group 'C' projects under the *Class Environmental Assessment (Class EA) for Provincial Transportation Facilities (2000)*. The Class EA includes public consultation, an assessment of the potential effects of the proposed project and identification of measures required to mitigate any adverse effects. There is opportunity for public input throughout this process. An Environmental Screening Document (ESD) will be prepared and filed with the MTO.

We are interested in hearing any comments that you may have about this study. Comments and information regarding this project are being collected to assist in meeting the

requirements of the *Environmental Assessment Act*. With the exception of personal information, all comments will become part of the public record.

Should you have any questions or require further information regarding this project, please feel free to contact myself or the MTO Project Manager.

**Melissa Delfino**  
**Senior Project Engineer**  
**Ministry of Transportation, Northeastern Region**  
**447 McKeown Avenue**  
**Planning and Design Section, 4th Floor**  
**North Bay, ON P1B 9S9**  
**Tel: (705) 497-6807**  
**Fax: (705) 497-5499**  
**Toll-free from 705 area code: 1-800-461-9547**  
**E-mail: [melissa.delfino@ontario.ca](mailto:melissa.delfino@ontario.ca)**

Yours truly,



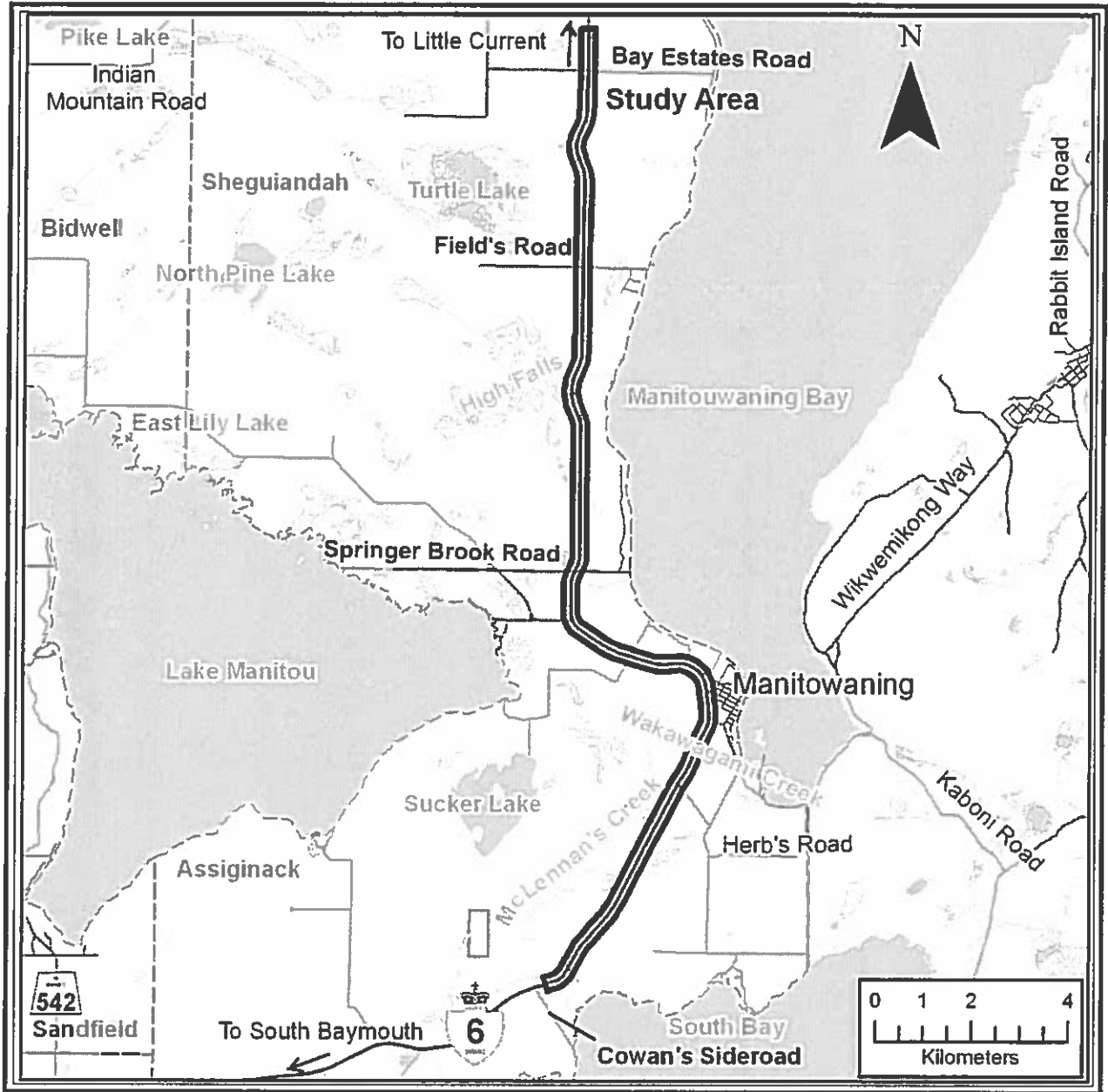
Kristin Franks  
Environmental Planner  
[kristin.franks@ontario.ca](mailto:kristin.franks@ontario.ca)  
(705) 497-5464

Encl. Key Plan

cc. Melissa Delfino, Project Manager (MTO)

# KEY PLAN

## G.W.P. 5487-15-00



**Province Seeking Public Feedback on its Strategy for a Safer Ontario***Ontario to Modernize the Delivery of Community Safety*

February 12, 2016 1:37 P.M.

Ontario is launching public consultations across the province on the development of its Strategy for a Safer Ontario - a new blueprint for effective, sustainable, and community-based policing.

The nature of policing and the role of police officers have changed since the Police Services Act was written in 1990. Policing has evolved as a result of advancements in technology, the increasing frequency of police interactions with vulnerable individuals, such as those suffering with mental health or addiction issues, and Ontarians' enhanced expectations about oversight and accountability of law enforcement.

The new Strategy for a Safer Ontario will include updating the Police Services Act.

Consultations will seek input on how to:

- Promote collaborative partnerships between police, the public and other sectors such as education, health care and social services, to ensure that those in need of help receive the right response, at the right time, and by the right service provider
- Improve interactions between police and vulnerable Ontarians, including enhancing frontline responses to those in crisis
- Clarify police duties, modernize training programs and deliver services using a range of public safety personnel
- Enhance accountability and strengthen civilian governance of police services boards as well as ensure police oversight bodies are effective and have clear mandates

In addition, Ontario will also be developing a framework for First Nations policing to ensure equitable and culturally responsive policing for the province's First Nations communities.

The province encourages all Ontarians to help transform policing by participating in public consultations beginning on February 18, 2016 or by providing feedback through an online survey.

Supporting safe, healthy communities is part of the government's plan to build Ontario up and deliver on its number-one priority to grow the economy and create jobs. The four-part plan includes investing in people's talents and skills, making the largest investment in public infrastructure in Ontario's history, creating a dynamic, innovative environment where business thrives, and building a secure retirement savings plan.

## QUOTES

" Our new Strategy for a Safer Ontario is about finding smarter, better ways to build even safer communities. It will build a policing model for the 21st century by rewriting the Police Services Act – representing the biggest transformation of policing in Ontario in 25 years. We look forward to hearing directly from local communities as we move forward on our new framework to build an even stronger, safer Ontario."

- Yasir Naqvi

Minister of Community Safety and Correctional Services

## QUICK FACTS

- Public meetings will be held in Cobourg, London, Newmarket, Hamilton, Thunder Bay, Ottawa, Sault Ste. Marie, and Toronto.
- Police services in the province are governed by the Police Services Act, which has not been substantially updated since 1990.

## LEARN MORE

- Read Minister Naqvi's August 2015 speech to the Association of Municipalities of Ontario (AMO) on the strategy.

---

Lauren Callighen Minister's Office  
416-325-5982  
Courtney Battistone Communications Branch  
416-325-0432

**Available Online**  
**Disponible en Français**

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### Message from the Detachment Commander

I am pleased to present the 2015 Manitoulin Detachment Progress Report. This report provides an overview of our integrated, community-wide approach targeting the priorities outlined in our 2014 – 2016 Detachment Action Plan.

Highlighted below are some key achievements and challenges of the past year underscoring successes we can build upon and identifying opportunities for improvement.

**Successes:**

- Through a community mobilization approach addressing domestic violence, Manitoulin Detachment saw a 34% decrease in reported incidents.
- There was an increase in traffic patrol hours and enforcement, resulting in a reduction in motor vehicle collisions.
- The implementation of new technology for frontline officers has increased the hours our members are engaged in proactive policing activities.

**Challenges:**

- Drug abuse is destructive by nature and is linked to other criminal activity and therefore is a priority in our detachment.
- We continue to gather and analyze data pertaining to wildlife (deer) related motor vehicle collisions in an effort to reduce the number of occurrences.
- The use of analytics is assisting with efficient service delivery and reinvestment of resources, particularly dedicated marine patrol and cyber-crime incidents.

Manitoulin OPP continues to work together with Wkwemkong Tribal Police and UCCM Anishnaabe Police Services in a strategic approach to educate the public, gather intelligence and conduct complete investigations into illicit drugs and associated crime. The Manitoulin OPP embraces new technology and programs which assist our members in providing the public with efficient service delivery through a strategic approach to proactive and reactive assignments. We will continue to work with community partners and medical professionals in the area of mental health to develop effective strategies to assist individuals in crisis.

I would like to quote one of the seven Peelian Principles: *"The test of police efficiency is the absence of crime and disorder, not the visible evidence of police action in dealing with it".* The Manitoulin OPP is committed to providing safe communities through education, effective partnerships and proactive policing service, yet always prepared to respond in a professional manner when called upon by the public.

We remain steadfast in our commitment to reduce crime and victimization through sustainable community safety partnerships towards safe communities... a secure Ontario.

Staff Sergeant Kevin J. Webb  
Manitoulin OPP



**Overview**

**Table 1.1**

Detachment Personnel	TOTAL
Uniform	1.00
Staff Sergeant	4.00
Sergeant	20.00
Constable	25.00
TOTAL Uniform	7.22
TOTAL Civilian	32.22

**Table 1.3**

Hours (Field Personnel)	2013	2014	2015	Change 2014/15 (%)
Criminal Code	9,401.00	7,944.00	7,692.75	-3.16%
Traffic	3,216.25	3,277.50	3,525.00	7.55%
Patrol	8,892.25	7,773.75	7,208.75	-7.27%
Other	34,997.25	34,884.50	35,487.25	1.73%
<b>TOTAL</b>	<b>56,506.75</b>	<b>53,879.75</b>	<b>53,913.75</b>	<b>0.06%</b>

**Table 1.2**

OPP Facilities in Detachment Area	2015
Facility	1
Number of Host Detachment Facilities	3
Number of Satellite Detachment Facilities	0
Number of Extended Service Office Locations	0

**Table 1.4**

Criminal Code & Provincial Statute Charges Laid	2013	2014	2015	Change 2014/15 (%)
Highway Traffic Act	862	1,033	1,074	4.0%
Criminal Code	108	111	149	34.2%
Criminal Code	1,199	858	1,259	46.7%
Non-Traffic	167	143	141	-1.4%
Liquor Licences Act	170	132	181	37.1%
Other	2,506	2,277	2,004	23.1%
<b>TOTAL</b>	<b>6,112</b>	<b>5,654</b>	<b>5,686</b>	<b>0.6%</b>

Please refer to enclosures for all data source and note details.

**Community Satisfaction Survey**  
 Community Satisfaction Survey conducted in 2012

This survey is a tool for gathering public opinion on policing issues and ratings of OPP service delivery. It can serve as:

- a report card detailing how the people served by the OPP rate that service;
- a gauge of public concern about crime and policing issues;
- an indicator for making improvements to police services; and
- a means to measure how Ontarians view the OPP's service delivery.

The OPP Community Satisfaction Survey is a telephone survey conducted with the general public by research company R.A. Malatest & Associates Ltd., on behalf of the OPP. The survey is conducted for each OPP detachment every three years and annually province-wide. Randomly selected telephone numbers and Random Digit Dial were used to sample respondents who were at least 16 years old, where no member of the household was employed by the OPP.

- 381 household surveys were completed with respondents from the Manitowin Island area, representing a margin of error of no greater than +/- 4.21%, 19 times out of 20
- 57% of the respondents were female while 44% were male
- 70% of the respondents were 64 years old or younger while 30% were 65 years and older

The next Community Satisfaction Survey for Manitowin will be conducted in 2016.

1.	97.2% of respondents felt safe in their communities.
2.	82.1% of respondents were very satisfied or satisfied with ease of contacting OPP.
3.	92.4% of respondents were very satisfied or satisfied with the overall quality of police service provided by the OPP.
4.	32.3% of respondents stated that drinking and boating were a problem while 42.4% found lack of use of personal floatation devices to be a problem.
5.	49.6% of respondents communicated that drug/substance abuse as a community concern, 49.6% indicated alcohol abuse as a concern.



**Crime Data**

**Violent Crimes**

Table 2.1

Offences	2013	2014	2015	Change 2014/15 (%)	2015 Clearance Rate (%)
01-Murder	0	0	0		/0
02-Other Offences Causing Death	0	0	0		/0
03-Attempt Murder	0	0	0		/0
04-Sexual Assault	11	8	16	100.00%	87.50%
05-Assault	55	58	43	-25.86%	95.35%
06-Abduction	2	1	1	0.00%	100.00%
07-Robbery	0	0	0		/0
08-Other Crimes Against a Person	25	23	21	-8.70%	95.24%
<b>TOTAL</b>	<b>93</b>	<b>90</b>	<b>81</b>	<b>-10.00%</b>	<b>93.83%</b>

**Property Crimes**

Table 2.2

Offences	2013	2014	2015	Change 2014/15 (%)	2015 Clearance Rate (%)
01-Arson	2	7	2	-71.43%	50.00%
02-Break and Enter	31	43	56	30.23%	46.43%
03-Theft Over \$5,000	9	13	11	-15.38%	63.64%
04-Theft Under \$5,000	54	60	53	-11.67%	32.08%
05-Have Stolen Goods	3	5	5	0.00%	100.00%
06-Fraud	20	18	23	27.78%	26.09%
07-Mischief	63	44	50	13.64%	16.00%
<b>TOTAL</b>	<b>182</b>	<b>190</b>	<b>200</b>	<b>5.26%</b>	<b>35.00%</b>

**Other Criminal Code**

Table 2.3

Offences	2013	2014	2015	Change 2014/15 (%)	2015 Clearance Rate (%)
01-Offensive Weapons	2	6	1	-83.33%	100.00%
02-Other Criminal Code including traffic	34	39	35	-10.26%	82.88%
<b>TOTAL</b>	<b>36</b>	<b>45</b>	<b>36</b>	<b>-20.00%</b>	<b>83.33%</b>

**Drugs**

Table 2.4

Offences	2013	2014	2015	Change 2014/15 (%)	2015 Clearance Rate (%)
01-Possession	10	15	24	60.00%	95.83%
02-Trafficking	3	0	5		80.00%
03-Importation and Production	4	1	0	-100.00%	/0
<b>TOTAL</b>	<b>17</b>	<b>16</b>	<b>29</b>	<b>81.25%</b>	<b>93.10%</b>

**Federal Statutes**

Table 2.5

Offences	2013	2014	2015	Change 2014/15 (%)	2015 Clearance Rate (%)
01-Other Federal Statutes	17	5	11	120.00%	100.00%
<b>TOTAL</b>	<b>17</b>	<b>5</b>	<b>11</b>	<b>120.00%</b>	<b>100.00%</b>

**Intelligence-Led Policing – Crime Abatement Strategy**

Table 2.6

Number of Checks	Number of Charges
61	1

Shaded cell indicates percentage change does not allow for dividing by zero. Please refer to endnotes for all data source and note details.

**Crime Progress Results**

*Provincial Targeted Outcome: 1.9% reduction in overall violent crime by 2016  
 Provincial Targeted Outcome: 11.3% reduction in overall property crime by 2016*

PRIORITY	PROGRESS
Violent Crime – Domestic Violence	<p>Success Demonstrated:</p> <ul style="list-style-type: none"> <li>• A reduction of reported cases can be attributed in part to a community mobilization approach in education and investigations.</li> <li>• Positive public participation in 'Lunch and Learn' was one of our successful educational strategies to educate community groups in the area of domestic violence, available resources and safety planning.</li> <li>• Strict adherence to OPP Domestic Violence Policy with Abuse Issues Coordinator oversight has resulted in complete investigations and appropriate designation of criminal and non-criminal cases.</li> </ul>
Property Crime – Break & Enter, Theft	<p>Relevant Activity Underway:</p> <ul style="list-style-type: none"> <li>• Break and enters occurrences increased.</li> <li>• Proactive initiatives include a cottage check focused patrol and door lagging program.</li> <li>• First Officer on the Scene training in scene survey will assist officers in identifying evidence to further their investigation in the increased reported break and enter occurrences.</li> </ul>
Illicit Drugs	<p>Relevant Activity Underway:</p> <ul style="list-style-type: none"> <li>• The assignment of a dedicated officer overseeing all drug investigations, reporting and intelligence has resulted in an 81% increase in enforcement.</li> <li>• Development of a joint drug strategy between OPP, Wkwemikong Tribal Police and UCCM Anishnaabe Police Services.</li> </ul>
Reducing victimization from cyber and/or technology-enabled crime through engagement and education	<p>Relevant Activity Underway</p> <ul style="list-style-type: none"> <li>• To reduce victimization we delivered education through presentations at seniors' symposiums, presentations to public and secondary school students and multi-media messaging.</li> </ul>
Criminal activity on our roadways and waterways	<p>Relevant Activity Underway:</p> <ul style="list-style-type: none"> <li>• Complete Traffic Stop Investigation training to frontline officers to enhance their skill set in the ability to look beyond the plate.</li> <li>• An increase in RIDE spot checks from the previous year by 15%.</li> </ul>

**Traffic Data**

The OPP is focused on the "Big Four" factors in deaths and injuries: lack of occupant restraint, aggressive driving including speeding, impaired and distracted driving.

**Table 3.1**  
Motor Vehicle Collisions (MVC) by Type  
(includes roadway, off-road and motorized snow vehicle collisions)

	2013	2014	2015	Change 2014/15 (%)
Fatal MVCs	1	0	0	
Personal Injury MVCs	10	29	36	24.14%
Property Damage MVCs	320	293	253	-13.65%
<b>TOTAL MVCs</b>	<b>331</b>	<b>322</b>	<b>289</b>	<b>-10.25%</b>
Alcohol-related MVCs	4	13	8	-38.46%
Animal-related MVCs	209	160	165	3.13%
Persons Killed	1	0	0	
Persons Injured	16	44		-100.00%

**Table 3.3**  
Fatalities in Detachment Area

Rowdways	2013	2014	2015	Change 2014/15 (%)
Fatal Incidents	0	0	0	0
Persons Killed	0	0	0	0
Alcohol-related	0	0	0	0

Marine	2013	2014	2015	Change 2014/15 (%)
Fatal Incidents	0	0	1	
Persons Killed	0	0	1	
Alcohol-related	0	0	0	0

**Table 3.2**  
Primary Causal Factors in Fatal MVCs on Roadways

	2013	2014	2015	Change 2014/15 (%)
# of Fatal MVCs where speed is a Factor	0	0	0	
# of Fatal MVCs where alcohol is a Factor	0	0	0	
# of Fatalities where lack of seatbelt* use is a Factor	0	0	0	
# of Fatal MVCs where driver inattention is a Factor	0	0	0	
# of Fatal MVCs where wildlife is a Factor	0	0	0	
<b>Total Fatal MVCs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Shaded cell indicates percentage change does not allow for dividing by zero.  
Diagonal shaded cell indicates that the count of injured persons was not available at time of extract due to issues with involved Persons in the eCRS database.  
Please refer to endnotes for all data source and note details

Off-Road Vehicles	2013	2014	2015	Change 2014/15 (%)
Fatal Incidents	1	0	0	0
Persons Killed	1	0	0	0
Alcohol-related	0	0	0	0

Motorized Snow Vehicles	2013	2014	2015	Change 2014/15 (%)
Fatal Incidents	0	0	0	0
Persons Killed	0	0	0	0
Alcohol-related	0	0	0	0

**Traffic Progress Results**

*Provincial Targeted Outcome: 1.7% reduction in total motor vehicle collisions by 2016*

PRIORITY	PROGRESS
<p>The Big Four causal factors of fatal, personal injury and property damage collisions on roadways, waterways and trails: impaired (alcohol/drug), speeding/ aggressive and inattentive/distracted driving and lack of occupant restraint and safety equipment</p>	<p><b>Relevant Activity Underway:</b></p> <ul style="list-style-type: none"> <li>A downward trend in motor vehicle collisions continued in 2015 can be attributed to increased RIDE and enforcement activities.</li> <li>Analysis and proactive efforts will remain a traffic safety priority through evidence-based focused patrols in high collision areas.</li> </ul>
<p>Animal related motor vehicle collisions</p>	<p><b>Challenges Identified:</b></p> <ul style="list-style-type: none"> <li>Working with community partners in developing education strategies is proving to be the most successful approach to reducing the number of incidents and/or reduction of personal injury where vehicle verses animal motor vehicle collisions occur.</li> <li>Education through multi- media, strategically placed signage and the Billboard Project are under regular review.</li> <li>Analytics providing valuable data to assist in identifying most prevalent areas.</li> </ul>
<p>Protests and information exchange on or near our roadways</p>	<p><b>Success Demonstrated:</b></p> <ul style="list-style-type: none"> <li>Developed trusted relations with organizations, communities and the public through positive communications.</li> <li>100% engagement of the Provincial Liaison Team (PLT) to assist special interest groups and organizations with public expression within the confines of orderly conduct.</li> </ul>

**Other Policing Priorities**

PROGRESS	
<b>PRIORITY</b>	<b>Relevant Activity Underway:</b>
<p>Calls for service involving persons with mental health issues or in a mental health (MH) crisis through engagement and education</p> <p>Reducing 9-1-1 "Pocket Dials" through engagement and education</p> <p>Liaison and Support First Nations Policing Partners</p>	<ul style="list-style-type: none"> <li>Multi agency protocol being drafted through Manitowin Mental Health Justice Committee (MMHJC).</li> <li>Improved compliance with submissions of the Brief Mental Health Screener (BMHS).</li> <li>MMHJC is working on expanding the use of the BMHS for timely response to persons in crisis not attending hospital.</li> </ul> <p>Challenges identified:</p> <ul style="list-style-type: none"> <li>Continuing education through multi-media approach.</li> <li>Local strategies geared towards education and media campaigns have contributed to a downward trend.</li> </ul> <p>Success Demonstrated:</p> <ul style="list-style-type: none"> <li>Conducted quarterly meeting with the three services leadership with 100% participation</li> <li>Ongoing development of the Tri Force drug strategy</li> <li>Continued education of members of all three services in a collaborative setting</li> </ul>

Table 4.1

Call Type	2014	2015
Unknown Wireless	313	261
Officer Confirmed Pocket Dial	29	19
% Officer Confirmed	8%	7%

Table 4.2

2015 Mental Health Strategy Data				
Occurrences (contact made)*	Occurrences (no contact made)*	Occurrences (empty BMHS forms)	Occurrences (complete BMHS forms)	BMHS Compliance
66	1	1	46	70%

Please refer to endnotes for all data source and note details

**THE CORPORATION OF THE TOWNSHIP OF ASSIGNACK**

**BY-LAW #16-10**

**BEING A BY-LAW to amend By-law #15-22 being a by-law to authorize  
a Master Services Agreement with Paymentus Corporation**

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

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

**AND WHEREAS** By-law #15-22 was enacted in Council on the 4th of August, 2015;

**AND WHEREAS** the Council of the Corporation of the Township of Assignack and Paymentus Corporation now wish to amend Schedule A of the Master Services Agreement to add an additional payment type, "Utility Bill", along with the corresponding Paymentus Service Fee;

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

1. THAT we amend the Paymentus Master Services Contract by replacing Schedule A of By-law #15-22 with Schedule A of By-law #16-10, attached hereto and forming a part of this by-law.
2. THAT the CAO is hereby authorized and directed to affix their respective signature to the amending agreement.
3. THAT this by-law shall come into force and take effect upon third and final reading.

**READ FOR A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 2<sup>nd</sup> DAY OF AUGUST, 2016.**

\_\_\_\_\_  
Mayor – P. Moffatt

\_\_\_\_\_  
Clerk – J. Rody

Seal

By-law #16-10

## Schedule A – Paymentus Service Fee Schedule

Paymentus Service Fee charged to the Township of Assiginack ("Customer") will be based on the following table:

Paymentus Service Fee (Absorbed Fee Model)
<b>Tax Payments</b> <ul style="list-style-type: none"><li>• 1.75% of the payment amount</li><li>• Maximum Payment Amount shall be \$4,000. Multiple payments may be made.</li></ul>
<b>Utility Bill Payments</b> <ul style="list-style-type: none"><li>• 1.75% of the payment amount</li><li>• Maximum Payment Amount shall be \$4,000. Multiple payments may be made.</li></ul>

Paymentus may apply different limits per transactions for user adoption or to mitigate risks.

## AMENDING AGREEMENT

Customer:	Township of Assiginack - ON
Customer Address:	PO Box 238, 25B Spragge Street Manitowaning, ON P0P 1N0
Contact for Notices to Customer:	Jeremy Rody

This Amending Agreement is entered into as of "the effective date", by and between the Township of Assiginack - ON ("Customer") identified above and Paymentus Corporation, an Ontario Corporation ("Paymentus").

### WHEREAS:

A - The parties entered into a Master Services Agreement originally dated August 5, 2015.

B - The parties now wish to amend Schedule A of the Master Service Agreement to add an additional payment type, "Utility Bill", along with the corresponding Paymentus Service Fee.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby covenant and agree as follows:

The Paymentus Service Fee for the new payment type ("Utility Bill"), to be charged to the Township of Assiginack, shall be 1.75% of the payment amount.

**Except** the Schedule A, as provided in this Amending Agreement, all provisions of the Master Service Agreement remain in full force and effect, un-amended.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representatives

**Customer:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Paymentus:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_