



TOWNSHIP OF ASSIGINACK

REGULAR MEETING OF COUNCIL

To Be Held in the Council Chambers

Tuesday, December 6, 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

2. ANNOUNCEMENTS

3. ADOPTION OF MINUTES

- a) Regular Council Meeting of November 15, 2016 (p.3)
 - b) Manitoulin Centennial Manor Board of Management Meeting of October 21, 2016 (p.7)
 - c) Manitoulin Municipal Association Minutes of September 21, 2016 (p.9)
- Resolutions prepared*

4. DELEGATIONS

- a) Shelba Millette, Manitoulin Tourism Association

5. REPORTS

- a) Water Treatment Plant Potential Treatment Options Report by exp Services Inc. (p.12)

6. ACTION REQUIRED ITEMS

- a) Accounts of Payment: General: \$149,616.32 Payroll: \$18,024.92 (p.21)
 - b) Xplornet Communications Inc. Proposal (p.31)
 - c) Departmental Surplus Allocation
 - d) Vesting Tax Sale Properties
- Resolutions prepared*

7. INFORMATION ITEMS

- a) Manitoulin Island Cycling Advocates Letter (p.32)
- b) Ministry of Finance / Municipal Affairs Letter re: Ontario Municipal Partnership Fund (p.33)

- c) Resolutions Regarding Access & Delivery of Hydro (p.36)
- d) Township of McKellar Resolution (p.41)
- e) Vigor Monthly Energy Production Report (p.43)
- f) Sudbury and District Health Unit Correspondence (p.45)
- g) Manitoulin-Sudbury DSB Third Quarter Activity Report (p.50)

8. BY-LAWS

- a) By-law #16-17: Authorize a Sub-Licence Agreement with the Manitoulin Planning Board for COOP 2016 Project (p.61)
- b) By-law #16-18: Adopt a Workplace Harassment and Violence Policy (p.71)

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, November 15th, 2016 at 5:00 p.m.

Present: Mayor Paul Moffatt
Councillor Les Fields
Councillor Hugh Moggy

Excused: Councillor Robert Case
Councillor Brenda Reid

Staff: Alton Hobbs, CAO
Jeremy Rody, Clerk
Jackie White, Project & Events Coordinator

Press: Alicia McCutcheon, Expositor

Others: Laura Voltti, MPAC

OPENING:

#327-23-16 H. Moggy – L. Fields

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

AGENDA:

#328-23-16 L. Fields – H. Moggy

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

DISCLOSURE OF PECUNIARY INTEREST:

There were no disclosures of pecuniary interest declared.

ANNOUNCEMENTS:

Councillor Moggy commented that the benches, picnic tables, and trash receptacles at the Seniors' Park are really looking good.

ADOPTION OF MINUTES:

#329-23-16 H. Moggy – L. Fields

THAT the minutes of the Regular Council meeting of November 1, 2016, be accepted.
CARRIED

#330-23-16 L. Fields – H. Moggy

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

#331-23-16 L. Fields – H. Moggy

THAT the minutes of the Sudbury & District Board of Health meeting of October 20, 2016, be received. CARRIED

DELEGATIONS:

Note: Laura Voltti is an employee of the Municipal Property Assessment Corporation (MPAC), she is an Account Manager for the districts of Sudbury and Manitoulin. She presented Council with information on MPAC's 4 year assessment cycles and how they have changed since 2008. She also presented and explained some assessment information and trends specific to Assiginack that we will see over the next 4 year cycle beginning in 2017. A copy of the presentation will be posted on the Township website.

#332-23-16 H. Moggy – L. Fields

THAT we thank Laura Voltti of MPAC for attending this meeting to speak with Council and our ratepayers. CARRIED

REPORTS:

There were no reports.

ACTION REQUIRED ITEMS:

#333-23-16 L. Fields – H. Moggy

THAT Council authorizes the following Accounts for Payment:

General: \$153,855.97

AND THAT the Mayor and administration be authorized to complete cheques #26048 through #26083 as described in the attached cheque register reports. CARRIED

#334-23-16 H. Moggy – L. Fields

THAT Council authorizes the following Accounts for Payment:

Payroll: \$18,017.86

AND THAT the Mayor and administration be authorized to complete cheques #26044 through #26047 as described in the attached cheque register report. CARRIED

#335-23-16 L. Fields – H. Moggy

THAT the year to date financial statements as at October 31, 2016, be received by Council. CARRIED

#336-23-16 H. Moggy – L. Fields

THAT the Municipal Drain Inspection Reports for the Hilly Grove Drain and the Bidwell Drain as prepared by the Township's Drainage Superintendent, Gary MacKay, be accepted by Council. CARRIED

#337-23-16 L. Fields – H. Moggy

THAT the Council of the Corporation of the Township of Assiginack supports the resolution from the Council of the United Townships of Head, Clara, & Maria requesting that the Ministry of Municipal Affairs amend the Planning Act and Provincial Policy Statement to allow normal and usual use of private lands in rural Ontario, specifically including continued severance and development of lands on private roads. CARRIED

#338-23-16 H. Moggy – L. Fields

THAT the Township of Assiginack confirms with Infrastructure Ontario that there have been no changes to the subject property at 53 Napier Street in Manitowaning since our 2012 correspondence;

AND THAT Assiginack Council expresses an interest in acquiring the subject property and the neighbouring property from Infrastructure Ontario prior to the public posting. CARRIED

#339-23-16 L. Fields – H. Moggy

THAT Council approves the Township's registration for the 2017 Manitoulin Trade Fair. CARRIED

#340-23-16 H. Moggy – L. Fields

THAT the 2016 Manitowaning Lagoon Inspection Report prepared by the Ministry of the Environment and Climate Change, be accepted.

AND THAT the Township will consult with OCWA regarding a plan of action to address the recommendations put forth by the Ministry in the report. CARRIED

INFORMATION ITEMS:

#341-23-16 L. Fields – H. Moggy

THAT we acknowledge receipt of the following correspondence items:

- a) Municipality of Neebing Resolution
- b) OPP Policing Costs re: Collective Agreement Arbitration Decision
- c) Vigor Clean Tech Energy Production Report
- d) Ministry of Housing: Bill 7 Promoting Affordable Housing Act
- e) Sudbury & District Health Unit: 2015 Snapshot of Public Health

CARRIED

BY-LAWS:

#342-23-16 H. Moggy – L. Fields

THAT By-law #16-16, being a by-law to provide for the licensing of pawnbrokers within the Township of Assiginack, be given its first, second, and third readings and enacted in open Council. CARRIED

CLOSED SESSION:

#343-23-16 L. Fields – H. Moggy

THAT in accordance with By-law #15-30 and Section 239 of the Municipal Act, as amended, Council proceeds to a “Closed Session” at 5:56 p.m. in order to attend to a matter pertaining to:

- f) Advice that is subject to solicitor-client privilege including communications necessary for that purpose. CARRIED

#344-23-16 H. Moggy – L. Fields

THAT we adjourn from our Closed Session at 6:03 p.m., approve the minutes of the Closed Session of November 1, 2016 and resume our regular meeting. CARRIED

CLOSING:

#345-23-16 H. Moggy – L. Fields

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

Paul Moffatt, MAYOR

Jeremy Rody, CLERK

6:05 p.m.

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

**Manitoulin Centennial Manor
Board of Management Meeting
Thursday, October 21st, 2016
“Unapproved Minutes”**

Present: Paul Moffat, Wendy Gauthier, Dawn Orr, Bill Baker, Pat MacDonald, Michelle Bond;
Administrator, Keith Clement; Extencicare Regional Director, Sylvie Clark; DOC

Regrets: Tom Imrie

Guests: Stephen Brushett; VON, Fern Dominelli; DSSAB, Al MacNevin; NEMI Mayor

1.0 Call to order

Meeting called to order at 10:01 a.m. by Paul Moffat, Board Chair

2.0 Approval of Agenda

67/16 Orr/MacDonald

That we approve the agenda with the following additions.

- Dr. Jeffery - land donation request update
- Letter of Support

...carried

3.0 Approval of Minutes

68/16 Orr/Gauthier

That we approve the minutes of the September 15th, 2016 board meeting.

...carried

4.0 Business Arising from Minutes

There is no new business.

5.0 Correspondence

No correspondence received this month

6.0 Administrators Report

69/16 MacDonald/Orr

That we approve the Administrator’s report as presented.

...carried

7.0 Dr. Jeffery - Land Donation Request Update

Dr. Jeffery provided the board with an update on the status of his previous request for the donation of Manor land. Since then, the Fielding family has donated a piece of land to NEMI and Dr. Jeffery will be submitting an Expression of Interest to build an assisted living facility on the piece of property. He is still hopeful that if he is the successful party and the assisted living facility does proceed, the Manor will be able to provide services to the facility.

8.0 VON Information Session

Stephen Brushett from the VON Sudbury office provided the board members and guests with an overview of the assisted living services that they provide to the communities on Manitoulin Island. The Board Members and guests feel that it would be beneficial to have a representative from the LHIN attend a meeting to discuss assisted living services before proceeding any further. Fern Dominelli will try to arrange a meeting with the LHINs for a future date.

9.0 Extencicare Report

70/16 MacDonald/Baker

That we approve the financial statements for the period ended September 30th, 2016 as presented by Keith Clement.

...carried

10.0 Energy Rebate (Throne Speech)

71/16 Gauthier/Orr

That a letter be send to the Minister of Finance and copied to AMO, MMA and anyone else that can advocate for us, requesting that the Manor and all municipally owned LTCR be included in the proposed rebate plan for rural commercial electricity users

...carried

11.0 Fundraising Update

The call bell campaign has now reached \$86,211.02. Of this, a donation from the Manor Auxiliary in the amount of \$3,750 will be used to kick start the Tree of Lights Campaign beginning on November 1st, 2016.

72/16 Baker/MacDonald

That a Facebook page for the purpose of notifying the public of our fundraising activities be created.

...carried

73/16 MacDonald/Baker

That we adopt a logo for our fundraising initiatives.

...carried

74/16 Wendy/MacDonald

That we have a separate bank account for the purpose of the GALA in which Wendy Gauthier, Dawn Orr and Michelle Bond will be cheque signers.

...carried

12.0 Letter of Support

Orr/MacDonald

That the Administrator writes a letter of support on behalf on the Board of Management to accompany the application for an age friendly trail in the NEMI community.

...carried

12.0 Meeting Date

The next regular board meeting will be held on Thursday, November 17th, 2016 at 10:00 a.m.

13.0 Adjournment

75/16 Orr

That we now adjourn the meeting at 11:56 a.m.

...carried

MANITOULIN MUNICIPAL ASSOCIATION

MEETING MINUTES

September 21, 2016

Attending:

<u>Richard Stephens</u>	<u>Central Manitoulin</u>
<u>Pat MacDonald</u>	<u>Central Manitoulin</u>
<u>Al MacNevin</u>	<u>NEMI</u>
<u>Eric Russell</u>	<u>Tehkummah</u>
<u>Paul Bowerman</u>	<u>Tehkummah</u>
<u>Jack Clark</u>	<u>Gore Bay</u>
<u>Brian Parker</u>	<u>Billings</u>
<u>Bill Baker</u>	<u>Gordon/Barrie Island</u>
<u>Lee Hayden</u>	<u>Gordon/Barrie Island</u>
<u>Art Hayden</u>	<u>Burpee and Mills</u>
<u>Brenda Reid</u>	<u>Assiginack</u>
<u>Tom Sasvari</u>	<u>Recorder</u>
<u>Leslie Fields</u>	<u>Assiginack</u>
<u>Paul Moffatt</u>	<u>Assiginack</u>
<u>Ken Noland</u>	<u>Burpee and Mills</u>

No Conflict of Interest Declared.

Resolution 16-14 Al MacNevin, Pat MacDonald
RESOLVED to approve the agendacarried.

Resolution 16-15 Paul Moffat, Eric Russell
RESOLVED to accept the minutes of the May 18, 2016 as amendedcarried

Business Arising from the Minutes:

1. Inquiry as to anyone Municipality's Fire Department interested in having Mark Derry set up a seminar. No Member Municipality had responded to the inquiry.

Delegations – Manitoulin Drug Strategy.

The Manitoulin Drug Strategy was presented with a request for a letter of support from the MMA.

Resolution 16-16 Brian Parker, Paul Bowerman
RESOLVED to support the Manitoulin Drug Strategy “to work in collaboration to promote health and prevent substance misuse, restore and maintain community safety and advocate for services and support for people living with addictions” and to send correspondence to the Manitoulin Municipalities for their support.....carried

Old Business:

1. Brian Parker – noted that he would like have a meeting with the hydro ombudsman.

Reports

- a. FONOM –
- b. AMO – Comments on the Conference
- c. DSSAB – Al MacNevin and Eric Russell reported
- d. SDHU – Ken Noland reported
- e. Lieutenant Governor’s Visit: Richard Stephens reported.

Resolution 16-17 Paul Moffatt, Eric Russell

RESOLVED to accept one half of the Township of Central Manitoulin’s cost of the ceremony for the Lieutenant Governor’s visit of one thousand five hundred dollars (\$1,500.00).....carried

Correspondence:

1. Kagawong Post office – concerns with Canada Post reducing services to the rural areas and that it may result in closures.
2. OPP Amalgamation – The Township of Billings has concerns about the proposed amalgamation of Manitoulin and Espanola OPP.

Resolution 16-18 Brian Parker, Paul Bowerman

RESOLVED to endorse the Municipality of Billings motion 2016 – 159 strongly opposing the changes to the Kagawong Post Office. The Manitoulin Municipal Association is concerned with recent changes made to the Kagawong Post Office and would like to reinstate the previous system for all areas of Manitoulin Island.....carried

Municipality of Billings Resolution Number 2016 – 159 Erskine – Parker

WHEREAS Billings Township has been advised that the RSMC route in Kagawong is being moved to Gore Bay to eventually be merged with an existing route;

AND WHEREAS as of July 31, 2016 the Kagawong Post Office will receive and dispatch its mail via RR 1 Kagawong;

BE IT RESOLVED THAT Council opposes any change to the current Kagawong mail system and strongly opposes any move to amalgamate services with any other community. Council recommends that letters regarding this matter be addressed to the appropriate government representatives and agencies...Carried

Resolution 16-18 Al MacNevin, Pat MacDonald

RESOLVED to support the Township of Billings motion to “request that in the event the Manitoulin OPP Detachment is amalgamated with the Espanola Detachment, that the Detachment Commander and Administrative Staff remain on Manitoulin Islandcarried

Resolution 16-19

RESOLVED accept the financial report.....carried

Next Meeting

Central Manitoulin

Mindemoya Community Centre

Wednesday November 30, 2016

7:00 p.m.

Resolution 16-20 Brenda Reid

That we adjourn.....Carried

Township of Assiginack

Potential treatment Options for Sunsite and Manitowaning Treatment Plants

Type of Document:
Final

Project Name:
Assiginack Treatment Options

Project Number:
BRM-00605586-A0

Prepared By:
Eric Bell, M.Eng., P.Eng.

Reviewed By:
John Smith, P.Eng.

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Date Submitted:
2016-November

Legal Notification

This report was prepared by **exp Services Inc.** for the account of **Township of Assiginack, ON.**

Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. **Exp Services Inc.** accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

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exp Quality System Checks	
Project No.: BRM-00605586	Date: 2016
Type of Document: FINAL	Revision No.:
Prepared By: Eric Bell	
Reviewed By: John Smith	

List of Appendices

**Appendix A –
Layout Drawings**

**Appendix B –
Capital and LifeCycle Cost**

**Appendix C –
Proposal 1: Slow Sand**

**Appendix D –
Proposal 2: DAF Clarifier**

**Appendix E –
Proposal 3: New Ultrafiltration**

**Appendix F –
Proposal 4: Retrofit of existing Ultra Filtration**

1 Introduction

This preliminary investigation report is to evaluate options for alternative treatment equipment / process at both the Sunsite and the Manitowaning Water Treatment Plants (WTP). The Township of Assiginack (Town) has requested exp to examine the potential viability of alternative treatment technologies and the capital costs, operations costs and the ultimate life cycle cost of these technologies. This undertaking is a review of treatment options and lifecycle costs from a budgeting perspective and only. The detailed engineering for these applications has not been completed and as such a contingency has been added to both capital costs and operating costs. All the treatment technologies that have been examined are known technologies with multiple vendors (with the exception of Slow Sand Filtration) potentially being able to supply this equipment; as such competitive tendering practices can be used. The costs for the installation are based on equipment purchase, potential building expansion, and a lump sum piping/instrumentation upgrade.

The options to be evaluated include the following:

- Slow Sand Filtration;
- Clarification / rapid sand filtration;
- New Ultra Filtration
- Refreshed Current Ultrafiltration unit

2 Water Treatment Requirement

The treatment option that is proposed is technology that is currently used in Canada (Quebec and Ontario) and when design is complete meet with the required Ontario Drinking Water Quality Standards and the recommended equipment guidance provided by the American Water Workers Association (AWWA) standards. For all applications, disinfection with chlorination is required and adequate storage for the required log removal is to be included. All major treatment equipment will be duplexed (2 x 100%) for redundancy and when the sizing and economy permits, additional redundancy (such as 3 x 50%) shall be utilized. This design footprint has been conservatively estimated for these design aspects.

3 Equipment Options Reviewed

The equipment that was reviewed is supplied by the leading manufacturers of water treatment in North America. The following is a summary of the options explored for each treatment scenarios.

3.1 Option 1: Slow Sand Filtration

The slow sand filtration concept is typically combined with a pre filter and ozone generation for rapid oxidation of soluble ions, organic content and colour attributes of the raw water feed. The slow sand filtration rate is considered to be less than 0.4 m / hr and as such requires an additional foot print considerations. The system is available as a complete pre-engineered package plant incorporating pre-ozonation, roughing filtration, slow sand filtration. The roughing filter/slow sand filter is typically contained in a marine grade aluminum constructed tank.

MS Filter has been the only company that has been identified as using and supporting the slow sand filter technology. This company is based in Ontario and does have approved installations in Ontario. The technology appears to be well grounded, however the lack of multiple vendors may make the acquisition of this technology difficult only from the perspective of tendering and "equivalent" bidding.

MS Filter has developed the Multi-Stage Filtration process with advisory input from some of North America's leading experts in slow sand filtration. Initial pilot studies began in 1993 with full scale installations installed as early as 1995. The first ozone/roughing filter/slow sand installation was commissioned in 1998. MS Filter was formed in 2001 to formally bring this technology to market. Over 30 installations are now in service across North America.

The cost impacts from this application are the electrical costs from the ozone generators and the potential building expansion. Sunsite appears to be able to accommodate the recommended process train however Manitowaning will require a building expansion. The positive attributes to this type of filter / treatment system are the low maintenance costs. As such we have maintained a 2.5% annual O&M cost based on the initial equipment purchase price. This has been done as there are minimal moving parts in the system and the construction materials (Stainless steel and marine grade aluminum) have a very low expected failure rate.

3.2 Option 2: Clarification with Dissolved Air Flotation (DAF)

The dissolved air flotation systems can come pre-configured to include coagulation/flocculation tanks, the DAF process tank and back washable filters. These package plants can be pre-assembled in the factory and be installed with minimum piping additions required. The DAF process consists of using dissolved air bubble to float and debris or turbidity out of the water in the clarifier area. The foot print can be comparable to existing ultrafiltration units, but additional filtration area may be required for the foot print depending on the on site requirements. This is followed by high rate gravity filters and disinfection. The cost implications are new equipment and chemical addition. The chemical addition costs for this application are estimated based on "general bulk" chemical dosages. There will be the addition of a coagulant, a pH or alkalinity adjustment as well as potentially a polymer dosage. These will potentially vary seasonally so the dosage has been averaged with a unit chemical cost applied. DAF (or any other conventional clarification technology) is much more chemical dependant than membranes or the slow sand treatment.

3.3 Option 3a: Ultrafiltration

This technology is what is currently being used, with new equipment having provision for new membrane technology to be utilized. The use of membranes for filtration provides a superior water quality, however replacement cost can be substantial. The utilization of UF filtration has become common place in Ontario, as such the regulators are "comfortable" with the technology and there are a substantial list of suppliers of the technology locally which benefits the end user in ways such as the competitive bidding of equipment and local aftercare / maintenance support. The UF technology has an over riding safety feature that is that no matter the process upset or equipment malfunction, there is absolute filtration of the water and therefore a substantially reduced probability that pathogens will pass through the system.

For this application the costs associated include the increased pumping HP required for pressure drop across the membranes. The cost of chemical can vary seasonally like the DAF units, however there are times when no chemical will be required.

3.4 Option 3b: Ultrafiltration Upgrade

This option has been explored by contacting the original manufacturer. A proposal for upgrading the existing plants with current membrane technology has been acquired. An evaluation of all the specific components of this proposal is required before moving forward, however this option will result with likely the lowest over all capital cost and a more reasonable reoccurring membrane replacement (because of upgraded membrane technology). There has been included in the cost estimate an increased percentage of equipment capital cost that reoccurs as maintenance and upkeep. This is because this equipment is retrofitted and there is a low initial expenditure. One of the key notes with this technology is that the existing plant is designed to accommodate this equipment. There will be very little if any building modifications required for this technology.

4 Building and Auxiliary

The proposed options were evaluated based on the estimated floor space that is available at the two locations. This foot print is not "set in stone" as there may be architectural features that were unknown at this time. The auxiliary equipment is an additional design detail that will need to be included with any detailed plan forward, this would include backup generators, maintenance work shops or HVAC upgrades. At this time an additional 20% of capital costs are included for auxiliary equipment and a unit cost of \$220 per square foot of additional building space has been used as part of the capital estimates on options that require more space.

It should be noted in the life cycle cost evaluation no additional cost has been carried for the building upkeep. This is considered to be equal for all the options and so would not impact the selection of process technology.

5 Cost Comparison

The cost evaluation for a project with considerable upfront capital requirements and long term operating costs is fourfold; capital equipment cost; estimation of the initial total capital cost, estimation of the operational costs; and the combination of the two in the form of lifecycle cost. The lifecycle cost represents a relative value of each of the options being evaluated.

1. **Capital Equipment Cost:** This initial cost is the reflection of the budgetary quotes supplied by the vendors contacted.

Estimated Equipment Capital Costs		
Technology	Location	
	Sunsite	Manitowaning
Slow Sand	\$ 255,000	\$ 570,000
DAF	\$ 510,000	\$ 920,000
New Ultra Filtration (UF)	\$ 390,000	\$ 810,000
UF (Upgrade Existing)	\$ 89,010	\$ 127,710

2. **Capital Investment Cost:** This initial cost is the reflection of the budgetary quotes supplied by the vendors contacted and includes any additional building requirements that may be required as well as an additional cost reflecting piping and electrical upgrades that would be required.

Estimated Equipment Installed Capital Costs		
Technology	Location	
	Sunsite	Manitowaning
Slow Sand	\$ 469,200	\$ 1,170,300
DAF	\$ 828,000	\$ 1,507,000
New Ultra Filtration (UF)	\$ 621,000	\$ 1,272,400
UF (Upgrade Existing)	\$ 164,300	\$ 248,000

3. **Operating Cost:** The operations cost are based on estimates for chemical consumption, electrical usage (\$0.10 per kWh), consumable equipment (Filter Membranes) and an equipment

replacement/upkeep factor that is typically 5% annually of the base equipment cost (10% was used for the upgraded equipment). Manpower and other overhead costs have not been included in the evaluation as they are considered to be equivalent for all options.

Estimated Operational Costs		
Technology	Location	
	Sunsite	Manitowaning
Slow Sand	\$ 12,857	\$ 27,215
DAF	\$ 37,031	\$ 78,799
New Ultra Filtration (UF)	\$ 44,957	\$ 91,879
UF (Upgrade Existing)	\$ 46,850	\$ 89,599

4. **Life Cycle Cost:** The lifecycle costs for this project have been developed to identify the present value costs of the cost of ownership of this plant over its expected lifetime (25 years). Capital cost and O&M costs have been summarized to present value to give a relative assessment of which system provides better value. What has not been included is the replacement of equipment on potentially year 26 or later that will be required.

Estimated Life Cycle Costs		
Technology	Location	
	Sunsite	Manitowaning
Slow Sand	\$739,000	\$1,741,000
DAF	\$1,605,000	\$3,160,000
New Ultra Filtration (UF)	\$1,564,000	\$3,200,000
UF (Upgrade Existing)	\$1,147,000	\$2,128,000

The lifecycle analysis has provided a relative cost effectiveness for each of the technologies. The slow sand technology has advantage with the apparent low operating costs. The advantage is more apparent for the Sunsite location as no major building retrofit is potentially required.

The slow sand technology is still a front runner for the Manitowaning site but less so because there will be building increase in size. This is a larger plant so the other technologies evaluated have the benefit of increased scale and cost effectiveness.

6 Conclusions

The application of slow sand filtration technology does potentially have the lowest life cycle costs. There is a significant up front capital expenditure for this technology however due to the simplicity of the proposed operation there appear to be lower long term operation costs. The technology has been applied in numerous first nations in the local area, however research has provided only one company that supplies this technology. The local supplier is MSU Filters the lead designer for this firm (Robert LeCraw (905) 713-7875, rlcraw@msfilter.com) who is very knowledgeable about the technology, the costs associated with it and on the local regulatory environment.

The second most cost effective solution is to under go a retrofit of the existing UF plants with new technology that is more readily available. The major factor on this is that this is the lowest capital cost investment. It is also a well utilized technology that is very forgiving with regards to process upsets and is commonly used through out Ontario.

A more detailed examination of the comparison of the installation costs of the two technologies is recommended, included a preliminary design for each, with more detail input from a power consumption, SCADA upgrade and structural/architectural input. This would likely be undertaken for Sunsite first as it is a smaller location and as such be a lower cost.

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 0026089 0026142
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0026089	14/11/2016	ALLEN'S AUTOMOTIVE GROUP	\$112.98
InvNo: 612696	InvDesc: arena-propane	InvAmt: \$112.98	
0026090	14/11/2016	ALTON HOBBS	\$249.60
InvNo: NOV 7 2016	InvDesc: mileage (2 trips sudbury)	InvAmt: \$249.60	
0026091	14/11/2016	ST. PAULS ANGLICAN CHURCH	\$60.00
InvNo: NOV 4 2016	InvDesc: thai cooking class rent/don.	InvAmt: \$60.00	
0026092	14/11/2016	ANNETTE VIRTANEN	\$36.40
InvNo: NOV 8 2016	InvDesc: mileage (1 trip lc)	InvAmt: \$36.40	
0026093	14/11/2016	ARCHER ADVERTISING	\$333.29
InvNo: 6393	InvDesc: windowed envelopes (case)	InvAmt: \$333.29	
0026094	14/11/2016	ASSIGINACK PUBLIC LIBRARY	\$9,171.25
InvNo: 2016 4TH QTR	InvDesc: 2016 4th qtr levy	InvAmt: \$9,171.25	
0026095	14/11/2016	BEACON IMAGES	\$33.90
InvNo: 09-3748C	InvDesc: mclean's park sign	InvAmt: \$33.90	
0026096	14/11/2016	BELL CANADA	\$20.51
InvNo: 2016 11 01	InvDesc: toll free line	InvAmt: \$20.51	
0026097	14/11/2016	CARL BROWN BUS	\$1,454.31
InvNo: 1930	InvDesc: pec-mcleans park bus charters	InvAmt: \$1,454.31	
0026098	14/11/2016	CARRIER CENTERS	\$939.74
InvNo: 05S500660.02	InvDesc: fd-tanker repairs	InvAmt: \$443.78	
InvNo: 05S500652	InvDesc: fd-tanker reparis	InvAmt: \$495.96	
0026099	14/11/2016	CITY OF GREATER SUDBURY	\$927.91
InvNo: 00072406	InvDesc: sept recyl.material	InvAmt: \$927.91	
0026100	14/11/2016	COMPUTREK	\$456.75
InvNo: 13872	InvDesc: oct it reconc.	InvAmt: \$28.25	
InvNo: 13873	InvDesc: oct backup storage fees	InvAmt: \$158.43	
InvNo: 13813	InvDesc: nov it services	InvAmt: \$270.07	
0026101	14/11/2016	C. PEARSON & SON EXCAVATION & HAULAGE	\$300.00
InvNo: 3683-A	InvDesc: grader rental	InvAmt: \$300.00	
0026102	14/11/2016	DEBORAH MACDONALD	\$186.03
InvNo: NOV 4/5 2016	InvDesc: mun.treasurers conf.mile./meal	InvAmt: \$186.03	
0026103	14/11/2016	EASTLINK	\$1,973.93
InvNo: 01342444	InvDesc: admin-tel	InvAmt: \$617.59	
InvNo: 01342667	InvDesc: norisle (fischer fund)	InvAmt: \$69.91	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 01342671	InvDesc: ss wtp	InvAmt: \$78.90
InvNo: 01342643	InvDesc: fd-interconnect	InvAmt: \$78.90
InvNo: 01342657	InvDesc: fd-tel	InvAmt: \$103.76
InvNo: 01342681	InvDesc: marina	InvAmt: \$78.90
InvNo: 01342684	InvDesc: bwt	InvAmt: \$78.90
InvNo: 01342646	InvDesc: info booth	InvAmt: \$148.90
InvNo: 01342658	InvDesc: arena	InvAmt: \$205.70
InvNo: 01342685	InvDesc: pw	InvAmt: \$210.46
InvNo: 01342630	InvDesc: man.streams	InvAmt: \$152.41
InvNo: 01342669	InvDesc: mtg wtp	InvAmt: \$149.60

ChqNo:	0026104	Date:	14/11/2016	Vendor:	G. STEPHEN WATT, BARRISTER	Amount:	\$1,174.64
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InvNo: 3115 InvDesc: general legal InvAmt: \$1,174.64

ChqNo:	0026105	Date:	14/11/2016	Vendor:	FREDA BOND	Amount:	\$1,011.31
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InvNo: 2016 WEDDINGS InvDesc: wedding off.fees/mileage 2016 InvAmt: \$1,011.31

ChqNo:	0026106	Date:	14/11/2016	Vendor:	GARNET'S PLUMBING & HEATING SERVICE	Amount:	\$348.04
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InvNo: 2781 InvDesc: po/bank-furnace inspect. InvAmt: \$348.04

ChqNo:	0026107	Date:	14/11/2016	Vendor:	GERRY STRONG	Amount:	\$153.85
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InvNo: NOV 14 2016 InvDesc: bldg insp mileage InvAmt: \$153.85

ChqNo:	0026108	Date:	14/11/2016	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$2,714.47
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InvNo: OCT 31 2016 ARENA InvDesc: arena ice plant (estimate) InvAmt: \$1,923.63

InvNo: OCT 31 2016 PW InvDesc: pw InvAmt: \$304.63

InvNo: OCT 31 2016 NORISLE InvDesc: norisle heritage park InvAmt: \$51.60

InvNo: NOV 7 2016 OFFICE InvDesc: mun.office InvAmt: \$434.61

ChqNo:	0026109	Date:	14/11/2016	Vendor:	JACKIE WHITE	Amount:	\$78.73
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InvNo: 7862 InvDesc: pec-reimb.snacks hkhc grant InvAmt: \$78.73

ChqNo:	0026110	Date:	14/11/2016	Vendor:	JEREMY RODY	Amount:	\$730.54
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InvNo: NOV 4 2016 InvDesc: amcto hr/law course mil./accom InvAmt: \$730.54

ChqNo:	0026111	Date:	14/11/2016	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$841.32
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InvNo: 0097397 InvDesc: fd-batteries InvAmt: \$11.03

InvNo: 0096162 InvDesc: arena-lights InvAmt: \$161.82

InvNo: 0096470 InvDesc: mcleans park-supplies InvAmt: \$81.27

InvNo: 0096508 InvDesc: mcleans park-supplies InvAmt: \$2.70

InvNo: 0097916 InvDesc: po/bank-floor stripp/wax InvAmt: \$244.98

InvNo: 0097886 InvDesc: seniors park-flower box InvAmt: \$245.74

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 0097385 InvDesc: arena-hose nozzle InvAmt: \$17.50
 InvNo: 0096939 InvDesc: po/bank-clean.supp/lights InvAmt: \$76.28

ChqNo:	0026112	Date:	14/11/2016	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$224.74
InvNo:	91572	InvDesc:	advertising	InvAmt:	\$224.74		
ChqNo:	0026113	Date:	14/11/2016	Vendor:	MANITOULIN STUDENT AID FUND	Amount:	\$300.00
InvNo:	2016 DONATION	InvDesc:	student aid fund donation	InvAmt:	\$300.00		
ChqNo:	0026114	Date:	14/11/2016	Vendor:	MANITOWANING FRESHMART	Amount:	\$49.00
InvNo:	00265952	InvDesc:	pec-snacks re hk grant	InvAmt:	\$31.65		
InvNo:	00259703	InvDesc:	pw-coffee supplies	InvAmt:	\$17.35		
ChqNo:	0026115	Date:	14/11/2016	Vendor:	MINISTER OF FINANCE	Amount:	\$22,607.00
InvNo:	17281016055	InvDesc:	sept policing costs	InvAmt:	\$22,607.00		
ChqNo:	0026116	Date:	14/11/2016	Vendor:	MINISTER OF FINANCE	Amount:	\$1,492.86
InvNo:	OCT 2016	InvDesc:	oct eht remittance	InvAmt:	\$1,492.86		
ChqNo:	0026117	Date:	14/11/2016	Vendor:	MINISTER OF FINANCE	Amount:	\$28.00
InvNo:	NOV 4 2016	InvDesc:	cvor cert	InvAmt:	\$28.00		
ChqNo:	0026118	Date:	14/11/2016	Vendor:	MINISTER OF FINANCE	Amount:	\$90.83
InvNo:	NOV 14 2016	InvDesc:	salary garnishment	InvAmt:	\$90.83		
ChqNo:	0026119	Date:	14/11/2016	Vendor:	NEW NORTH FUELS INC	Amount:	\$2,236.00
InvNo:	386822	InvDesc:	pw-oil/hydraulic oil drums	InvAmt:	\$2,128.86		
InvNo:	388066	InvDesc:	admin bldg-furnace oil	InvAmt:	\$107.14		
ChqNo:	0026120	Date:	14/11/2016	Vendor:	NORDOORS SUDBURY LTD	Amount:	\$4,562.71
InvNo:	0000030002	InvDesc:	fd-supp/install1 door openers	InvAmt:	\$4,562.71		
ChqNo:	0026121	Date:	14/11/2016	Vendor:	NORTHERN COMMUNICATION SERVICES INC	Amount:	\$54.33
InvNo:	2126-11012016	InvDesc:	nov 911	InvAmt:	\$54.33		
ChqNo:	0026122	Date:	14/11/2016	Vendor:	NORTHERN SECURITY LTD	Amount:	\$1,117.51
InvNo:	8343419	InvDesc:	arena-supply/install door mull	InvAmt:	\$1,117.51		
ChqNo:	0026123	Date:	14/11/2016	Vendor:	OMERS	Amount:	\$11,903.06
InvNo:	OCT 2016	InvDesc:	oct omers remittance	InvAmt:	\$11,903.06		
ChqNo:	0026124	Date:	14/11/2016	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$16,943.87
InvNo:	INV000089088	InvDesc:	sept add'l services mtg/ss	InvAmt:	\$16,943.87		
ChqNo:	0026125	Date:	14/11/2016	Vendor:	PETTY CASH	Amount:	\$211.56
InvNo:	NOV 2016	InvDesc:	replenish petty cash	InvAmt:	\$211.56		
ChqNo:	0026126	Date:	14/11/2016	Vendor:	PITNEY WORKS	Amount:	\$1,709.65
InvNo:	NOV 3 2016	InvDesc:	postage meter refill	InvAmt:	\$1,709.65		
ChqNo:	0026127	Date:	14/11/2016	Vendor:	PUROLATOR COURIER	Amount:	\$44.86
InvNo:	432891264	InvDesc:	freight	InvAmt:	\$44.86		
ChqNo:	0026128	Date:	14/11/2016	Vendor:	RECEIVER GENERAL	Amount:	\$19,617.08
InvNo:	OCT 2016	InvDesc:	oct source deductions	InvAmt:	\$19,617.08		
ChqNo:	0026129	Date:	14/11/2016	Vendor:	RIVERSIDE ENTERPRISES	Amount:	\$5,039.35

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 151463 InvDesc: landfill-mattress removal InvAmt: \$2,668.61
 InvNo: 151462 InvDesc: oct recycl.transport InvAmt: \$2,370.74

ChqNo:	0026130	Date:	14/11/2016	Vendor:	STEVE WOOD	Amount:	\$150.00
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InvNo: NOV 2016 InvDesc: workboot allowance InvAmt: \$150.00

ChqNo:	0026131	Date:	14/11/2016	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$11,657.56
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InvNo: 13168126 InvDesc: pw cylinder rental InvAmt: \$11.87

InvNo: 13168127 InvDesc: arena-cylinder rental InvAmt: \$23.73

InvNo: 13187262 InvDesc: arena propane InvAmt: \$5,406.05

InvNo: 13187263 InvDesc: arena propane InvAmt: \$658.13

InvNo: 13187264 InvDesc: pw-propane InvAmt: \$4,707.42

InvNo: 13187265 InvDesc: fd propane InvAmt: \$354.07

InvNo: 13187267 InvDesc: po/bank propane InvAmt: \$496.29

ChqNo:	0026132	Date:	14/11/2016	Vendor:	REDBOW FLOOR & WALL FASHIONS	Amount:	\$226.00
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InvNo: 14592 InvDesc: arena-manlift rental InvAmt: \$226.00

ChqNo:	0026133	Date:	14/11/2016	Vendor:	CHRISTINE MCNAUGHTON	Amount:	\$150.00
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InvNo: 00000163 InvDesc: thai cooking class InvAmt: \$150.00

ChqNo:	0026134	Date:	14/11/2016	Vendor:	HENDERSON RECREATION EQUIPMENT LTD	Amount:	\$11,295.48
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InvNo: 117719 InvDesc: seniors park-bench/tables/ InvAmt: \$11,295.48

ChqNo:	0026135	Date:	14/11/2016	Vendor:	TULLOCH ENGINEERING	Amount:	\$788.74
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InvNo: 155319-12 InvDesc: hilly grove drain insp InvAmt: \$788.74

ChqNo:	0026136	Date:	14/11/2016	Vendor:	BARBARA BAKER	Amount:	\$1,440.00
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InvNo: 117 InvDesc: oct seniors program InvAmt: \$1,440.00

ChqNo:	0026137	Date:	14/11/2016	Vendor:	LYLA CHATWELL	Amount:	\$395.10
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InvNo: 2016 TXS InvDesc: refund tx overpyt InvAmt: \$395.10

ChqNo:	0026138	Date:	14/11/2016	Vendor:	ALL-SEA UNDERWATER SOLUTIONS	Amount:	\$6,333.96
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InvNo: 1140 InvDesc: norisle underwater examination InvAmt: \$6,333.96

ChqNo:	0026139	Date:	14/11/2016	Vendor:	THOMPSON ELECTRIC	Amount:	\$237.02
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InvNo: 4823 InvDesc: po-repair/replace fixtures InvAmt: \$237.02

ChqNo:	0026140	Date:	14/11/2016	Vendor:	WAT SUPPLIES	Amount:	\$84.22
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InvNo: 147514 InvDesc: bank/po-t.tissue/air fresh. InvAmt: \$84.22

ChqNo:	0026141	Date:	14/11/2016	Vendor:	WORKPLACE SAFETY & INSURANCE BOARD	Amount:	\$2,128.91
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InvNo: OCT 2016 InvDesc: oct wsib remittance InvAmt: \$2,128.91

ChqNo:	0026142	Date:	14/11/2016	Vendor:	XEROX CANADA LTD.	Amount:	\$3,187.42
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InvNo: F49925097 InvDesc: oct copier usage InvAmt: \$179.42

InvNo: L03126764 InvDesc: copier lease InvAmt: \$3,008.00

*** End of Report ***

Report Total:

\$149,616.32

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

Ranges: **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0026143 0026147
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0026143	22/11/2016	EASTLINK	\$97.08
InvNo: NOV 11 2016 MARINA	InvDesc: marina-dsl	InvAmt:	\$48.54
InvNo: NOV 11 2016 PW	InvDesc: pw-dsl	InvAmt:	\$48.54
0026144	22/11/2016	JACKIE WHITE	\$31.65
InvNo: 11/02/2016	InvDesc: pec-snacks re hk grant	InvAmt:	\$31.65
0026145	22/11/2016	MICHAEL J MYC	\$435.21
InvNo: 2016 TX OVERPYT	InvDesc: reimb.tax overpyt	InvAmt:	\$435.21
0026146	22/11/2016	WILLMS & SHIER	\$892.14
InvNo: 33315	InvDesc: legal	InvAmt:	\$892.14
0026147	22/11/2016	WINDOWS UNLIMITED	\$6,045.50
InvNo: 296105	InvDesc: lib.bal of shelv/pre-pyt ren	InvAmt:	\$6,045.50

*** End of Report ***

Report Total:

\$7,501.58

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0026148 0026177
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0026148	Date:	25/11/2016	Vendor:	TRAVELERS LEASING LTD	Amount:	\$28,815.00
InvNo:	2016 TRUCK DOWNPYT	InvDesc:	new plow truck downpyt	InvAmt:	\$28,815.00		

ChqNo:	0026153	Date:	28/11/2016	Vendor:	FEDERATION OF NORTHERN ONTARIO MUNICIPAL	Amount:	\$168.00
InvNo:	1736	InvDesc:	2017 membership	InvAmt:	\$168.00		

ChqNo:	0026154	Date:	28/11/2016	Vendor:	GERRY STRONG	Amount:	\$153.85
InvNo:	NOV 28 2016	InvDesc:	bldg insp mileage	InvAmt:	\$153.85		

ChqNo:	0026155	Date:	28/11/2016	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$7,250.15
InvNo:	NOV 17 2016 PO/BNK	InvDesc:	po/bank	InvAmt:	\$630.75		
InvNo:	NOV 17 2016 LITES	InvDesc:	streetlites	InvAmt:	\$701.13		
InvNo:	NOV 17 2016 INFO BTH	InvDesc:	info booth	InvAmt:	\$36.72		
InvNo:	NOV 17 2016 SHOWERS	InvDesc:	marina showerhouse	InvAmt:	\$87.39		
InvNo:	NOV 17 2016 DOCKS	InvDesc:	marina docks	InvAmt:	\$70.15		
InvNo:	NOV 17 2016 LIBRARY	InvDesc:	library	InvAmt:	\$362.28		
InvNo:	NOV 17 2016 TENNIS	InvDesc:	tennis courts	InvAmt:	\$34.18		
InvNo:	NOV 17 2016 SS WTP	InvDesc:	ss wtp	InvAmt:	\$766.85		
InvNo:	NOV 17 2016 ARENA	InvDesc:	arena	InvAmt:	\$807.17		
InvNo:	NOV 24 2016 PW	InvDesc:	pw microfit	InvAmt:	\$6.10		
InvNo:	NOV 24 2016 MTG WTP	InvDesc:	mtg wtp	InvAmt:	\$3,747.43		

ChqNo:	0026156	Date:	28/11/2016	Vendor:	JACKIE WHITE	Amount:	\$240.00
InvNo:	NOV 2016	InvDesc:	find the snowman prizes	InvAmt:	\$240.00		

#26157- voided - replaced by #26169

ChqNo:	0026158	Date:	28/11/2016	Vendor:	METAL AIR MECHANICAL SYSTEMS	Amount:	\$695.31
InvNo:	123744	InvDesc:	arena-yearly plant servicing	InvAmt:	\$695.31		

ChqNo:	0026159	Date:	28/11/2016	Vendor:	MINISTER OF FINANCE	Amount:	\$3,872.23
InvNo:	DEC2016 342 2016-01	InvDesc:	tile drain debenture	InvAmt:	\$3,872.23		

ChqNo:	0026160	Date:	28/11/2016	Vendor:	MINISTER OF FINANCE	Amount:	\$90.83
InvNo:	NOV 28 2016	InvDesc:	salary garnishment	InvAmt:	\$90.83		

ChqNo:	0026161	Date:	28/11/2016	Vendor:	NEW NORTH FUELS INC	Amount:	\$447.90
InvNo:	389345	InvDesc:	po-furnace oil	InvAmt:	\$447.90		

ChqNo:	0026162	Date:	28/11/2016	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$982.98
InvNo:	INV000089738	InvDesc:	oct extras ss/mtg	InvAmt:	\$982.98		

ChqNo:	0026163	Date:	28/11/2016	Vendor:	RAINBOW DISTRICT SCHOOL BOARD	Amount:	\$91,016.44
InvNo:	2016 3RD QTR	InvDesc:	2016 3rd qtr levy	InvAmt:	\$91,016.44		

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	0026164	Date:	28/11/2016	Vendor:	ROBERT MACDONALD	Amount:	\$1,320.00
InvNo:	2016-18	InvDesc:	inactive cem.grasscutting	InvAmt:	\$1,320.00		
ChqNo:	0026165	Date:	28/11/2016	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$2,623.00
InvNo:	RC020033289	InvDesc:	sdhu dec levy	InvAmt:	\$2,623.00		
ChqNo:	0026166	Date:	28/11/2016	Vendor:	TOWNSHIP OF TEHKUMMAH	Amount:	\$610.56
InvNo:	2016-11	InvDesc:	portion of bridge insp	InvAmt:	\$610.56		
ChqNo:	0026167	Date:	28/11/2016	Vendor:	TULLOCH ENGINEERING	Amount:	\$40,837.84
InvNo:	165328-3	InvDesc:	arthur/queen st engineering	InvAmt:	\$37,692.35		
InvNo:	155319-14	InvDesc:	mun.drain supt	InvAmt:	\$3,145.49		
ChqNo:	0026168	Date:	28/11/2016	Vendor:	WINDOWS UNLIMITED	Amount:	\$1,898.40
InvNo:	296107	InvDesc:	repair/replace roof mill offic	InvAmt:	\$1,695.00		
InvNo:	296108	InvDesc:	po/bmo-rep/repl.door sweep.	InvAmt:	\$203.40		
ChqNo:	0026169	Date:	28/11/2016	Vendor:	MANITOULIN PLANNING BOARD	Amount:	\$1,005.50
InvNo:	COOP2016	InvDesc:	coop2016 costs	InvAmt:	\$1,005.50		
ChqNo:	0026170	Date:	29/11/2016	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$653.72
InvNo:	608896	InvDesc:	urethane	InvAmt:	\$19.70		
InvNo:	608957	InvDesc:	gas	InvAmt:	\$51.16		
InvNo:	608985	InvDesc:	snapping pliers	InvAmt:	\$25.98		
InvNo:	611415	InvDesc:	antifreeze (marina)	InvAmt:	\$53.56		
InvNo:	609231	InvDesc:	grass seed (parks	InvAmt:	\$87.11		
InvNo:	612747	InvDesc:	#10 oil	InvAmt:	\$64.58		
InvNo:	609126	InvDesc:	wiper blades#6	InvAmt:	\$45.92		
InvNo:	610078	InvDesc:	nuts & bolts	InvAmt:	\$7.28		
InvNo:	609914	InvDesc:	atf oil	InvAmt:	\$63.86		
InvNo:	612734	InvDesc:	chainsaw files	InvAmt:	\$34.35		
InvNo:	612697	InvDesc:	#10 oil	InvAmt:	\$129.16		
InvNo:	246946	InvDesc:	safety stripe	InvAmt:	\$19.89		
InvNo:	610973	InvDesc:	gas	InvAmt:	\$23.55		
InvNo:	612004	InvDesc:	coffee	InvAmt:	\$13.99		
InvNo:	607589	InvDesc:	wire connector (loader)	InvAmt:	\$11.63		
InvNo:	606504	InvDesc:	stopper	InvAmt:	\$2.00		
ChqNo:	0026171	Date:	29/11/2016	Vendor:	BJ'S & ADDISONS	Amount:	\$1,324.36
InvNo:	96714	InvDesc:	tires #5	InvAmt:	\$1,324.36		
ChqNo:	0026172	Date:	29/11/2016	Vendor:	COMPLETE AUTOMOTIVE AND MARINE	Amount:	\$109.05
InvNo:	24443	InvDesc:	safety inspection #6	InvAmt:	\$109.05		

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	0026173	Date:	29/11/2016	Vendor:	HUGHES SUPPLY COMPANY	Amount:	\$162.66
InvNo:	37343	InvDesc:	gloves/glasses	InvAmt:		\$162.66	

ChqNo:	0026174	Date:	29/11/2016	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$230.37
InvNo:	0097479	InvDesc:	mask	InvAmt:		\$7.90	
InvNo:	0097132	InvDesc:	keys cut	InvAmt:		\$10.07	
InvNo:	0096506	InvDesc:	sign/washers	InvAmt:		\$20.40	
InvNo:	0096201	InvDesc:	industrial fan (shop)	InvAmt:		\$107.34	
InvNo:	0096009	InvDesc:	paint (plows)	InvAmt:		\$84.66	

ChqNo:	0026175	Date:	29/11/2016	Vendor:	RALF ISLAND TRUCK PARTS	Amount:	\$62.65
InvNo:	1116	InvDesc:	mirror #3	InvAmt:		\$41.29	
InvNo:	1119	InvDesc:	hose assembly	InvAmt:		\$21.36	

ChqNo:	0026176	Date:	29/11/2016	Vendor:	STRONGCO LIMITED PARTNERSHIP	Amount:	\$1,070.65
InvNo:	90301643	InvDesc:	wing blade #7	InvAmt:		\$1,070.65	

ChqNo:	0026177	Date:	29/11/2016	Vendor:	TRACKS & WHEELS	Amount:	\$179.70
InvNo:	P12308	InvDesc:	bushing #14	InvAmt:		\$22.15	
InvNo:	P12311	InvDesc:	cap #14	InvAmt:		\$18.45	
InvNo:	P12310	InvDesc:	relay #14	InvAmt:		\$139.10	

*** End of Report ***

Report Total:

\$185,821.15

0. C

149,616.32 +
 7,501.58 +
 185,821.15 +
 342,939.05 *

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0026084		14/11/2016	11/14COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0026085		14/11/2016	11/14COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0026086		14/11/2016	11/14COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0026087		14/11/2016	11/14COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0026088		14/11/2016	11/14COMB	158	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
633		14/11/2016	11/14COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
634		14/11/2016	11/14COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
635		14/11/2016	11/14COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
636		14/11/2016	11/14COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
637		14/11/2016	11/14COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
638		14/11/2016	11/14COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
639		14/11/2016	11/14COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
640		14/11/2016	11/14COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
641		14/11/2016	11/14COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
642		14/11/2016	11/14COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
643		14/11/2016	11/14COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
644		14/11/2016	11/14COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
645		14/11/2016	11/14COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
646		14/11/2016	11/14COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
647		14/11/2016	11/14COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
648		14/11/2016	11/14COMB	314	WOOD, JOAN	OUTSTANDING	Direct Deposit
649		14/11/2016	11/14COMB	322	OBRIEN, JOSEPH	OUTSTANDING	Direct Deposit
650		14/11/2016	11/14COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Total : \$18,024.92

Payment #	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0026149	28/11/2016	11/28COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0026150	28/11/2016	11/28COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0026151	28/11/2016	11/28COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0026152	28/11/2016	11/28COMB	133	BOND, FRED A	OUTSTANDING	Cheque
651	28/11/2016	11/28COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
652	28/11/2016	11/28COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
653	28/11/2016	11/28COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
654	28/11/2016	11/28COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
655	28/11/2016	11/28COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
656	28/11/2016	11/28COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
657	28/11/2016	11/28COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
658	28/11/2016	11/28COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
659	28/11/2016	11/28COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
660	28/11/2016	11/28COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
661	28/11/2016	11/28COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
662	28/11/2016	11/28COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
663	28/11/2016	11/28COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
664	28/11/2016	11/28COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
665	28/11/2016	11/28COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
666	28/11/2016	11/28COMB	322	OBRIEN, JOSEPH	OUTSTANDING	Direct Deposit
667	28/11/2016	11/28COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Total : \$17,913.92

0. c

17,913.92 +
 18,024.92 +
 35,938.84 *



November 9, 2016

Municipal Corporation of the Township of Assiginack
c/o Jeremy Rody
P.O Box 238, 156 Arthur St.,
Manitowaning, Ontario P0P 1N0

Dear Jeremy:

RE: Xplornet Communications Inc. Proposal – Site ON7496
95 Sucker Lake Rd., Manitowaning, Ontario
Property legally described as Pt Lt 44 Con 2 Assiginack as in T12230; Assiginack

As discussed, Xplornet Communications Inc. has identified Pt Lt 44 Con 2 Assiginack as in T12230 in Assiginack as a potential candidate for the installation and operation of a telecommunications site. The purpose of this site is to provide improved Xplornet Communications Inc. wireless coverage in the surrounding area.

Xplornet Communications Inc. is proposing the following key terms:

1. Rental Fee \$6000/an
2. Initial Term 10 years
3. Renewal Terms 2 x 5 years
4. Hydro sub-metered and paid in addition to the rental fee
5. 24/7 access to the equipment
6. Xplornet Communications Inc. Insurance \$5,000,000 in commercial general liability

I have also attached the Xplornet Communications Inc. standard form of lease. Kindly review this proposal and if there is interest, we can have our team out to complete a site visit to develop the proposed designs to move this proposal forward.

Please do not hesitate to contact me with any questions or concerns you may have.

Sincerely,

Ferdinand Staab
Consultant –Site Acquisition



70 East Beaver Creek Road, Unit 2
Richmond Hill, Ontario, L4B 3B2
Phone: (226) 220-1890
Email: ferdinand.staab@fonturinternational.com

Dear Chiefs in Council, Reeves, Mayors, and Councillors,

13 November 2016

We wish to thank you for all the support you have given to MICA's efforts regarding cycling infrastructure and lobby efforts in the past few years.

We are pleased to inform you that the Ferry's cycling counts are up 5.76 % from last year, a total of 5503 (4425 racked on vehicles and 1078 ridden on) have taken the ferry in 2016.

Most of you have given us way-finding support letters for way-finding signs along MTO roads. MICA is in the process of applying for a Trillium Grant for trailhead and way-finding signs along more than 800km of cycling routes. Our routes roll past First Nation Territory and along Municipal roads.

We would like to ask you for a letter of agreement to erect these way-finding signs along your roads. We will use your agreements as an "in-kind" contribution in our grant application.

Some Municipalities will be asked to erect or attach the trailhead signs where the routes start. Details can be found at www.manitoulincycling.com (maps) . We wish to enter negotiations with you as to what you would like and where best to do this within your community. We hope to include cycling racks by the trailheads and perhaps water fountains (Lever Yard Hydrant', 8 ft. depth).

Thank you for helping us making Manitoulin a top cycling destination as stated in your recent resolutions.

A reply by the end of December 2016 would be greatly appreciated.

Maja Mielonen

MICA President

Ministry of Finance

Office of the Minister
7th Floor
Frost Building South
7 Queen's Park Cr
Toronto ON M7A 1Y7
Tel (416) 325-0400
Fax (416) 325-0374
www.fin.gov.on.ca

Ministry of
Municipal Affairs

Office of the Minister
17th Floor
777 Bay Street
Toronto, ON M5G 2E5
Tel (416) 585-7000
Fax (416) 585-6470
www.mah.gov.on.ca



RECEIVED
NOV 15 2016

November 10, 2016

Dear Head of Council:

We are writing to announce the release of the Ontario Municipal Partnership Fund (OMPF) municipal allocations for 2017.

In 2017, the province will maintain OMPF funding at \$505 million, which will provide unconditional support to 388 municipalities across the province. The province will continue to provide unconditional funding in 2017 and beyond.

When the OMPF is combined with the provincial uploads, the municipal benefit will total more than \$2.4 billion in 2017. This is nearly four times the level of funding provided in 2004, and is the equivalent of 13 per cent of municipal property tax revenue.

As you know, the OMPF was redesigned in 2014 following consultations with municipalities from across the province. Consultations with municipalities and the Association of Municipalities of Ontario (AMO) have continued over the past year and have focused on refining the program to ensure it meets the long-term priorities of municipalities.

The 2017 OMPF reflects the core objectives of the redesigned program, while balancing the range of views expressed by municipalities through this year's consultations.

The 2017 program will further target support to municipalities with more challenging fiscal circumstances by increasing the Northern and Rural Fiscal Circumstances Grant to \$82 million from \$67 million in 2016. This is an increase of over 20 per cent to this grant component and means that municipalities with more challenging fiscal circumstances will see their funding through this grant component increase in 2017.

Through the consultation process, we heard positive feedback on the funding enhancement introduced last year that is targeted to municipalities with the highest levels of farm land, in recognition of their unique challenges. In 2017, the Rural Communities Grant will be increased to \$148 million from \$143 million in 2016 to further target funding to municipalities across the province with the highest levels of farm land.

.../cont'd

Finally, in order to help municipalities as they adjust to the redesigned program, municipalities will continue to receive a guaranteed minimum level of funding. The 2017 minimum funding guarantee for municipalities in southern Ontario will be at least 85 per cent of their 2016 OMPF allocations and for municipalities in northern Ontario will be at least 90 per cent of their 2016 OMPF allocations.

Municipalities in all regions of the province with the most challenging fiscal circumstances will continue to have their funding maintained at 100 per cent of the prior year's allocation.

The Ministry of Finance's (MOF) Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2017 OMPF. This information and other supporting materials will be posted in both English and French on the MOF website: <http://www.fin.gov.on.ca/en/budget/ompf/2017>

Our government has a very strong record of supporting and working with municipalities. As outlined in the 2016 Ontario Budget, we are pleased to fulfil our commitment to the upload of social assistance benefit programs, as well as court security and prisoner transportation costs, off the local property tax base. These uploads will be fully implemented by 2018. As a result of the uploads, municipalities will benefit from more than \$1.9 billion in reduced costs in 2017 alone.

Our commitment to the provincial uploads means that overall support to municipalities will continue to increase. In 2017, municipalities will benefit from more than \$4 billion in ongoing support through the OMPF, provincial uploads, and other provincial initiatives – an increase of \$2.9 billion from the level provided in 2003.

Going forward, the government's focus will be on investing in the infrastructure that is vital to the health, prosperity and quality of life of Ontarians. In partnership with communities, Ontario is making significant infrastructure investments to create jobs and help the province grow and prosper.

The province's infrastructure commitments include transit, transportation and other priority infrastructure through Moving Ontario Forward that is supported by \$31.5 billion in dedicated funds. As part of Moving Ontario Forward, the Ontario Community Infrastructure Fund (OCIF) is being expanded to \$300 million per year by 2018-19, which will provide ongoing support for critical local infrastructure priorities. The expanded fund was launched in July of 2016.

.../cont'd

In addition, the 2016 Budget announced that the government is introducing a new Connecting Links program that will provide \$20 million in 2016-17 to help municipalities pay for construction and repair costs for municipal roads that connect two ends of a provincial highway through a community or to a border crossing. Funding for this program will increase to \$30 million per year by 2018-19.

In September, the province signed a bilateral agreement with the federal government to make funding available under the federal Clean Water and Wastewater Fund (CWWF). The Province will contribute about \$270 million in funding through the program to support immediate improvements to water distribution and treatment infrastructure, starting in 2016-17. This is in addition to a federal contribution of about \$570 million.

We remain committed to consulting with our municipal partners to ensure the design of the OMPF reflects municipal priorities. We look forward to continuing the strong partnership we have with communities across Ontario.

Sincerely,



Charles Sousa
Minister of Finance



Bill Mauro
Minister of Municipal Affairs

ADMINISTRATION OFFICE
1800 Main Street, P.O. Box 70
GERALDTON, ON P0T 1M0



P: 807-854-1100 F: 807-854-1947
E: administration@greenstone.ca
www.greenstone.ca

November 18, 2016

The Honourable Kathleen Wynne
Premier of Ontario
Toronto, ON M7A 1A1

Re: Resolution Regarding Access and Delivery of Hydro

Honourable Madam:

Please be advised that Council of the Municipality of Greenstone passed the following resolution at its meeting held November 14, 2016:

Resolution 16-234

Moved by: Councillor Blanchard
Seconded by: Councillor McPherson

WHEREAS there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Greenstone request the Province to re-evaluate the structure of hydro in terms of access and delivery and implement structural changes to address the unfair practice of charging more for delivery for rural residents;

AND THAT this resolution be circulated to all municipalities in the Province of Ontario as well as Ontario Small Urban Municipalities (OSUM) and Association of Municipalities of Ontario (AMO).

CARRIED.

ADMINISTRATION OFFICE
1800 Main Street, P.O. Box 70
GERALDTON, ON P0T 1M0



P: 807-854-1100 F: 807-854-1947
E: administration@greenstone.ca
www.greenstone.ca

The Municipality of Greenstone respectfully requests consideration of this resolution.

Sincerely,




Gabrielle Lecuyer,
Clerk
gabrielle.lecuyer@greenstone.ca
www.greenstone.ca

cc: Glenn Thibeault, Minister of Energy by email: gthibeault.mpp.co@liberal.ola.org
AMO by email: amo@amo.on.ca
OSUM by email: lmccabe@goderich.ca
All Ontario Municipalities
Micheal Gravelle, MPP Thunder Bay Superior North: mgravelle.mpp.co@liberal.ola.org
Mayor and Council

THE TOWNSHIP OF GEORGIAN BAY Council Agenda

DATE: 14 November 2016

	YEA	NAY
Councillor Bocek	_____	_____
Councillor Cooper	_____	_____
Councillor Douglas	_____	_____
Councillor Edwards	_____	_____
Councillor Kay	_____	_____
Councillor Wiancko	_____	_____
Mayor Braid	_____	_____

MOVED BY: 

SECONDED BY: 

DEFERRED _____ **CARRIED** _____ **DEFEATED** _____ **REFERRED** _____

WHEREAS there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;
 AND WHEREAS this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;
 NOW THEREFORE BE IT RESOLVED THAT the Township of Georgian Bay request the Province to re-evaluate the structure of hydro in terms of access and delivery and implement structural changes to address the unfair practice of charging more for delivery for rural residents;
 AND THAT this resolution be circulated to all municipalities in the Province of Ontario as well as Ontario Small Urban Municipalities (OSUM) and Association of Municipalities of Ontario (AMO).


MAYOR



Tay Valley Township

November 25th, 2016

The Honorable Kathleen Wynne, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Dear Honorable Wynne:

RE: Hydro One's Strategy Regarding Hydro Costs.

The Council of the Corporation of Tay Valley Township at its Council meeting on November 8th, 2016 adopted the following resolution:

RESOLUTION #C-2016-11-12

"WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;

AND THAT, this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO)."

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or clerk@tayvalleytwp.ca.



Tay Valley Township

Sincerely,

Janie Laidlaw

Janie Laidlaw, Acting Clerk

cc: Lynn Dollin, President, Association of Municipalities of Ontario (AMO)
Ronald Holman, Chair, Rural Ontario Municipalities Association (ROMA)
Ontario Municipalities
Ontario Small Urban Municipalities (OSUM)

Township of McKellar

P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

VIA EMAIL

November 22, 2016

The Honourable Kathleen Wynne
The Honourable Brad Duguid
The Honourable Bob Chiarelli
Norm Miller, MPP for Parry Sound-Muskoka
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities

Please be advised that at its regular meeting held, Monday November 21, 2016 the Council of the Township of McKellar passed the following resolution:

RESOLUTION: 16-384

WHEREAS the *Fire Protection and Prevention Act, 1997*, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility;

AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;

AND WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;

AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure;

AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of McKellar hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward;

AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Norm Miller, MPP for Parry Sound-Muskoka, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

As per the above resolution, please accept this correspondence for your information and consideration.

If you have any questions please do not hesitate to contact undersigned.

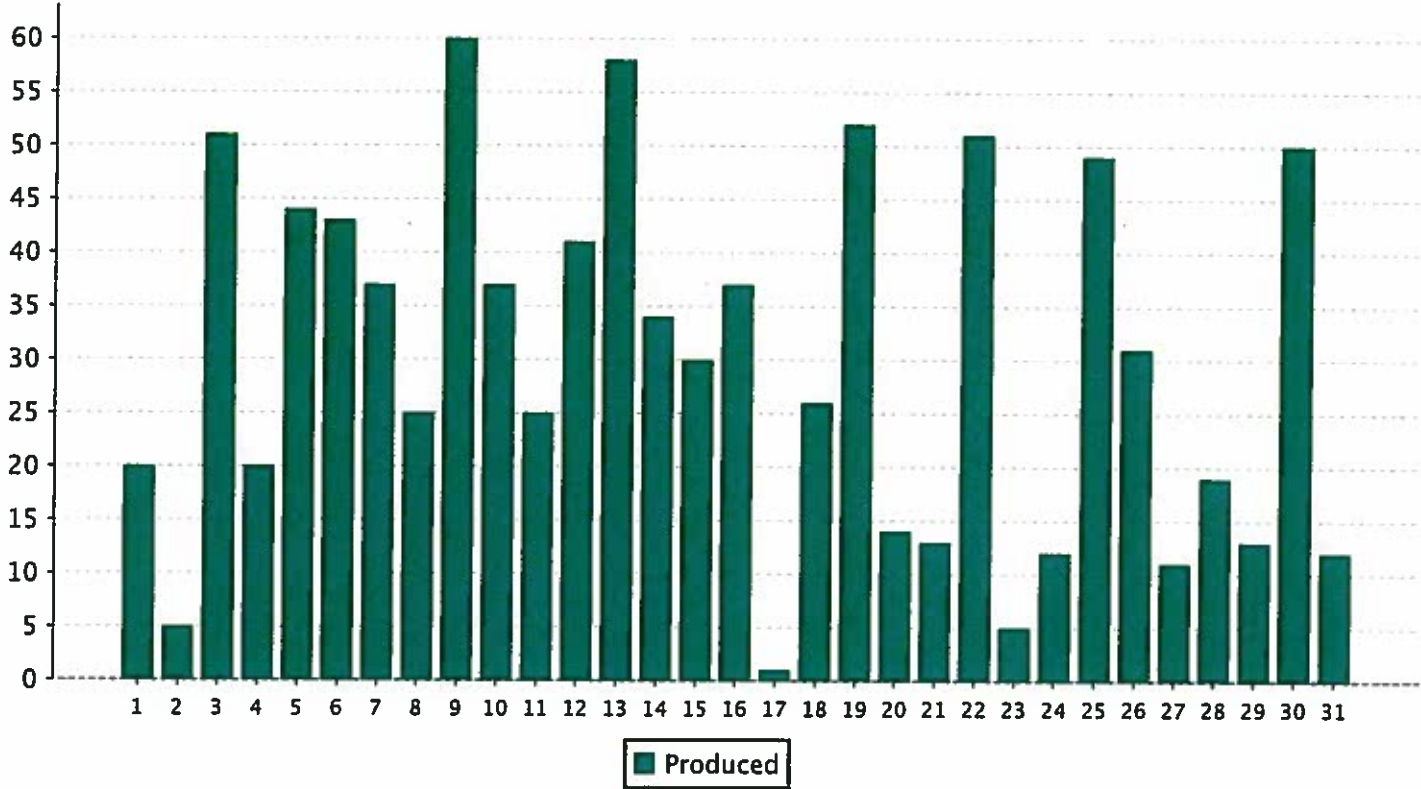
Sincerely,

Shawn Boggs
Clerk Administrator
Township of McKellar

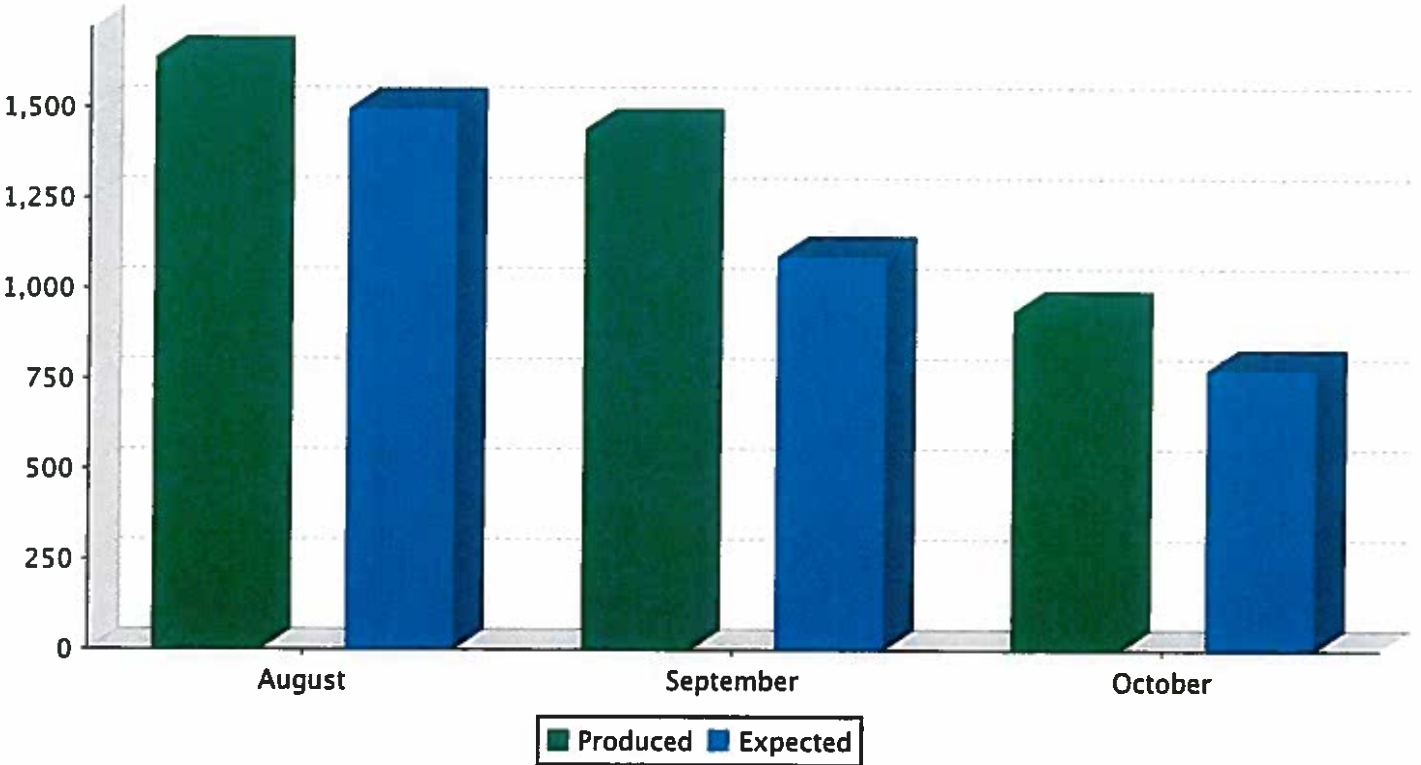
Energy Production Manitowaning Public Works Garage



Last Month - Production



Last 3 Months



Day	Produced
October 01	20.0
October 02	5.0
October 03	51.0
October 04	20.0
October 05	44.0
October 06	43.0
October 07	37.0
October 08	25.0
October 09	60.0
October 10	37.0
October 11	25.0
October 12	41.0
October 13	58.0
October 14	34.0
October 15	30.0
October 16	37.0
October 17	1.0
October 18	26.0
October 19	52.0
October 20	14.0
October 21	13.0
October 22	51.0
October 23	5.0
October 24	12.0
October 25	49.0
October 26	31.0
October 27	11.0
October 28	19.0
October 29	13.0
October 30	50.0
October 31	12.0

Month	Produced	Expected
August 2016	1,639.0	1,497.0
September 2016	1,442.0	1,090.0
October 2016	940.0	778.0
Total	4,021.0	3,365.0



Sudbury & District

Health Unit

Service de
santé publique

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aujourd'hui!

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Sudbury ON P3E 3A3
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Sudbury ON P3C 5N3
☎ : 705.522.9200
☎ : 705.677.9611

Chapleau
101 rue Pine Street E
Box / Boîte 485
Chapleau ON P0M 1K0
☎ : 705.860.9200
☎ : 705.864.0820

Espanola
800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
☎ : 705.222.9202
☎ : 705.869.5583

Île Manitoulin Island
6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON P0P 1S0
☎ : 705.370.9200
☎ : 705.377.5580

Sudbury East / Sudbury-Est
1 rue King Street
Box / Boîte 58
St-Charles ON P0M 2W0
☎ : 705.222.9201
☎ : 705.867.0474

Toll-free / Sans frais
1.866.522.9200

www.sdhu.com

November 17, 2016

VIA ELECTRONIC MAIL

The Honourable Kathleen Wynne
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Email: premier@ontario.ca

Dear Premier Wynne:

Re: Nutritious Food Basket 2016

At its meeting on October 20, 2016, the Sudbury & District Board of Health carried the following resolution #50-16:

WHEREAS the Sudbury & District Board of Health has monitored the cost of healthy eating on an annual basis in accordance with the Nutritious Food Basket Protocol and the Population Health Assessment and Surveillance Protocol per the 2008 Ontario Public Health Standards; and

WHEREAS the 2016 costing results continue to demonstrate that individuals and families living on low incomes cannot afford food after paying for housing and other necessities and therefore may be at risk for food insecurity; and

WHEREAS, within the 2016 Budget, the provincial government announced a Basic Income Pilot and has appointed the Honourable Hugh Segal to provide advice on the design and implementation of a Basic Income Pilot through a discussion paper to be delivered to the province by the fall;

THEREFORE BE IT RESOLVED THAT the Sudbury & District Board of Health commend the provincial government on taking steps to investigate basic income guarantee as a policy option for reducing poverty; and

THAT social assistance rates be increased to reflect the actual cost of nutritious food and adequate housing as informed by the current results of the Ministry of Health and Long-Term Care's Nutritious Food Basket and the Canada Mortgage and Housing Corporation Rental Income (Ontario) reports; and

FURTHER THAT the Sudbury & District Board of Health share this motion and supporting materials with community agencies, boards, municipalities, elected representatives and others as appropriate throughout the SDHU catchment area.

Food insecurity is inadequate or insecure access to food because of financial constraints and has serious public health implications. It is well understood that health care costs increase as the severity of food insecurity increases. Health care costs for households experiencing severe food insecurity are 121% higher compared with total annual health care costs in food secure households¹. Further, social assistance recipients are particularly vulnerable to food insecurity. In Ontario, 64.0% of the households reliant on social assistance experienced food insecurity². A basic income guarantee has the potential to eliminate poverty and food insecurity.

The Board of Health commends the provincial government for pursuing the potential for a basic income guarantee in Ontario. We would note that an increase in social assistance rates in the meantime would be important to improve health equity across Ontario.

Thank you for your attention to this important health matter,










Penny Sutcliffe, MD, MHSc, FRCPC
Medical Officer of Health and Chief Executive Officer

Enclosures: 2016 Nutritious Food Basket Scenarios (English and French)

cc: The Honourable Eric Hoskins, Minister of Health and Long-Term Care
The Honourable Helena Jaczek, Minister of Community and Social Services
Dr. David Williams, Chief Medical Officer of Health
Dr. Gregory Taylor, Chief Public Health Officer
Linda Stewart, Executive Director, Association of Local Public Health Agencies
Pegeen Walsh, Executive Director, Ontario Public Health Association
Louise Paquette, Chief Executive Officer, North East LHIN
Fern Dominelli, Chief Administrative Officer, Manitoulin-Sudbury District Services Board
Joseph Leblanc, Executive Director, Social Planning Council of Sudbury
Kristin Bickell, Child Poverty Task Force, Manitoulin Island

1. Tarasuk V, Cheng J, Oliveria C, Dachner N, Gundersen C, Kurdyak P. Association between household food insecurity and annual health care costs. *Canadian Medical Association Journal*. 2015; 1-8. Doi:10.1503/cmaj.150234
2. Tarasuk V, Mitchell A, Dachner N. (2016). Household food insecurity in Canada, 2014. Toronto: Research to identify policy options to reduce food insecurity (PROOF). Retrieved from <http://proof.utoronto.ca/>

2016 NUTRITIOUS FOOD BASKET SCENARIOS

Scenarios ^a	Households with children				Single person households		
	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
							
	Ontario Works	Minimum Wage Earner	Median Ontario Income	Ontario Works	Ontario Works	ODSP	Senior OAS / GIS
Income							
Total Monthly Income (after tax)	\$2,245	\$2,958	\$7,448	\$2,034	\$780	\$1,218	\$1,574
Expenses							
	3 Bedroom		2 Bedroom		Bachelor	1 Bedroom	
Monthly Rent (may include heat/hydro) ^b	\$1,114	\$1,114	\$1,114	\$953	\$610	\$771	\$771
Food ^c	\$889	\$889	\$889	\$672	\$299	\$299	\$216
Funds remaining for other basic needs							
	\$242	\$955	\$5,445	\$409	(\$129)	\$148	\$587
% of Income Required for Rent	50%	38%	15%	47%	78%	63%	49%
% of Income Required to Purchase Healthy Food	40%	30%	12%	33%	38%	25%	14%

a - As applicable, all scenarios are based on the following:

1 male adult, 1 female adult, 1 girl, 1 boy, 1 female older adult

b - Rental costs calculations are from the Rental Market Report: Ontario Highlights. Canada Mortgage and Housing Corporation, Fall 2015.

www.cmhc-schl.gc.ca/odpub/esub/64507/64507_2015_B02.pdf

c - Reference: Nutritious Food Basket Data Results 2016 for the Sudbury & District Health Unit – Includes Household Size Adjustment Factors.

For more information, please call 705.522.9200, ext. 257.



RESOLUTION 16-92

DATE: November 24, 2016

MOVED BY: David Leonard

SECONDED BY: Al MacNevin

WHEREAS the Sudbury & District Board of Health has monitored the cost of healthy eating on an annual basis since 2008 in accordance with the Nutritious Food Basket Protocol and the Population Health Assessment and Surveillance Protocol per the Ontario Public Health Standards; and

WHEREAS the 2016 costing results continue to demonstrate that individuals and families living on low incomes cannot afford food after paying for housing and other necessities and therefore may be at higher risk for food insecurity; and

WHEREAS food insecurity means inadequate or insecure access to food because of financial constraints and has serious public health implications; and

WHEREAS the Sudbury & District Board of Health states a basic income guarantee is a cash transfer from government to citizens not tied to labour market participation that can ensure everyone has an income sufficient to meet basic needs; and

WHEREAS the Sudbury & District Board of Health states a basic income guarantee is similar to the income guarantees provided in Canada for seniors and children, which have contributed to health improvements in those groups; and

WHEREAS the Sudbury & District Board of Health states a basic income guarantee is a simpler and more transparent approach to social assistance and has the potential to eliminate poverty; and

WHEREAS the Association of Local Public Health Agencies endorsed the concept of basic income guarantee;

WHEREAS the Sudbury & District Board of Health urge provincial and federal governments to prioritize and investigate a joint federal-provincial basic income guarantee as a policy option for reducing poverty;

WHEREAS the Sudbury & District Board of Health states while basic income guarantee is being investigated, the Province should increase social assistance rates to reflect the actual cost of nutritious food and adequate housing as informed by the current results of the Ministry of Health and Long-Term Care's Nutritious Food Basket and the Canada Mortgage and Housing Corporation Rental Income (Ontario) reports; and

THEREFORE BE IT RESOLVED the Manitoulin-Sudbury DSB agrees the concept of a basic income guarantee should be investigated and the Province should index social assistance rates to inflation to keep up with the rising cost of living; and

FURTHER THAT the Manitoulin-Sudbury DSB share this motion and supporting materials with DSB member municipalities.

Carried

original signed by Chair

CHAIR

MEMBER	YEAS	NAYS	MEMBER	YEAS	NAYS
BAKER, BILL			MACNEVIN, AL		
FALLDIEN, LAURIER			MEIKLEHAM, STEWART		
GAMBLE, LESLIE			PICHE, RON		
KILLAH, BRUCE			ROOK, JIM		
LEONARD, DAVID			RUSSELL, ERIC		
LEVESQUE, MICHAEL			SCHOPPMANN, PAUL		
LOVELACE, EDGAR			WHYNOTT, NED		



2016 Third Quarter Activity Report Nov. 24, 2016

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

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

CAO Overview

The DSB 2016 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal share surplus of \$175,731. This surplus includes an Ontario Works forecasted to be over budget by \$11,482. Children's Services forecasted to be over budget by \$13,115. Social Housing is forecasted to be under budget by \$172,614. Emergency Medical Services is under budget by \$45,095. Interest revenue on non-reserve accounts is forecasted to be \$17,381 under budget.

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

Paramedic Services

Ambulance Service Review

The Paramedic Services underwent an Ambulance Service Review in June. In accordance with the Ambulance Act, each operator of an ambulance service in Ontario must be licensed to operate said service. The Ambulance Service Review process is one based on a quality peer evaluation that allows the Ministry of Health and Long Term Care (MOHLTC) to issue 3 year licenses to operate ambulance services. On June 14th & 15th the MOHLTC review team visited DSB operations.

On September 12th the Ambulance Service Review Draft Report was received and the report noted 8 opportunities for improvement. The DSB has 30 days to respond to the draft report acknowledging and discussing the opportunities. An extensive 159-page report was submitted within the 30-day timeframe.

It must be noted that within the report there was a letter from the MOHLTC Manager of Inspections & Certifications indicating "congratulations on successfully meeting the legislated requirements for certification as a land ambulance operator in the Province of Ontario".

From a process perspective a letter has subsequently been received from the MOHLTC thanking the department for the response and indicating that their office will be in contact to set up an appropriate time for a follow-up visit. The Final Report should follow in a relatively short timeframe post follow up visit.

OAPC Annual Conference

The annual Ontario Association of Paramedic Chiefs (OAPC) conference was once again held during the last week of September.

The theme this year was “Transformational Change: Redefining Paramedicine”. Seminars were delivered by the guest speakers on a variety of topics including Paramedics role in both public health and in relation to the Patient First Act. A multidisciplinary approach to community care was discussed by a few speakers including Emergency Health Services Branch Director Tarmo Uukkivi. Lastly, a discussion with Director of Operations from London (England) Ambulance Service focused on the parallels between London and Ontario.

The Manitoulin-Sudbury DSB Paramedic Service Chief, Michael MacIsaac, is currently serving the second year of a 2-year term as a Northern Zone Director. Chief MacIsaac sits on a few committees including a MOHLTC lead Performance Measures group and is the co-chair of the Ministry of Labour (MOL) Section 21 Paramedic Sub-Committee.

The highpoint of the conference is always the annual EMS awards presentations for bravery, leadership and exemplary service. The DSB is proud to have Paramedics Andre Therrien Jr., Chris Gillis, Adam McDonald, and Linda Lebeau presented with the service awards by Lt.-Gen. Richard Rohmer. Paramedic Maureen Sagadore is also receiving her medal but was unable to attend.

The service medal is awarded to eligible members of the pre-hospital emergency medical service, with more than 20 years of exemplary service characterized by good conduct, industry and efficiency.

Additionally, Superintendent Mario Danis has been awarded his 2nd bar indicating a total of 40 years of meritorious duty. This brings the number of current or former Manitoulin-Sudbury Paramedics receiving this award to 24.

OPSEU Bargaining

Collective Bargaining with OPSEU, the Paramedic Services bargaining agent, began in the third quarter. The most recent Collective Agreement expired on December 31, 2015 and the DSB has been operating under the former terms since then. Bargaining has been going well with more meetings scheduled for early in the 4th quarter.

2016 Budget Process

As has become normal practice, the 2017 budget process began in July with preliminary discussions with the Finance department. Using a zero based budgeting approach an analysis of most recent expenditures and predictions was done in an attempt to present the most accurate budget for the coming year. Moving into September the budget was fine-tuned taking into account the preliminary approved staffing enhancements.

Children's Services

Child Care

The Associate Minister of Education sent a letter confirming the historic commitment of the Ontario Government to create 100,000 new child care spaces for infants, toddlers and preschoolers over the next five years in Ontario. The plan to create spaces includes both capital and operating funding to support a mixed approach to school-based, community-based and home-based expansion. DSB staff will be attending a Minister's Early Years Advisory workshop in November, further information will be provided regarding the expansion strategy.

Tiered Licensing

A number of regulatory changes under the Child Care and Early Years Act, 2014 (CCEYA) came into effect on August 29, 2016. The child care licencing manual has been updated to introduce the phase 2 regulatory changes. All child care licensees received a copy of the manual.

Best Start Network

The Aboriginal Advisory Committee hosted a cultural competency day on April 19, 2016 at the Manitoulin Hotel and Conference Centre. The session was very well attended and was considered to be the first step in working together as a community to ensure programs and services are culturally relevant across the district.

Ontario Early Years Child and Family Centres (OEYCFC)

Beginning in January 2018 Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) will be responsible for the local management of OEYCFC's as part of the DSB responsibility for the service system management of child care and other human services.

In July the Ministry of Education released the OEYCFC Planning Guidelines for Service System Managers. The guidelines are intended to support the planning in partnership with school boards and local service providers.

Key Implementation Dates:

- August 2016—launch of local needs assessment
- Early 2017—release of new funding approach
- May 2017—submission of needs assessment and initial plans for OEYCFC's
- January 2018—Implementation of OEYCFC funding approach

The Best Start Network (BSN) and DSB have begun to conduct a local needs assessment to support planning for OEYCFC's. The Social Planning Council (SPC) will be supporting the BSN and DSB to conduct the needs assessment and develop a local plan.

Family and Service Provider surveys are being developed and focus groups will be scheduled in the late winter early spring to inform the local needs assessment and initial plan.

Data Analysis Coordinator

Funding for data analysis services (formerly Data Analysis Coordinator funding) will be transferred to CMSM's/DSSAB's beginning in January 2017. Service expectations were provided to guide service delivery through the 2017 calendar year.

Truth and Reconciliation Commission-Ontario's Early Years Initiatives

On May 30, 2016 the Ontario government released The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples. In July, the Ministry of Education (MEDU) sent a memo identifying a total of \$150 Million over three years for initiatives aimed at closing gaps and removing barriers. Initiatives include a commitment to expand access for Indigenous children and families to child and family programs on reserve as well as licensed child care and culturally relevant child and family programs off reserve. The Ministry of Education has confirmed their commitment to working in partnership to move forward on these initiatives, it is expected that the Ministry staff will be reaching out to DSB staff to begin conversations on next steps in the coming months.

Ontario Works

Ontario Works Caseload

In the third quarter of 2016, the Ontario Works caseload average is 528. Which is equal to the caseload last year at this time.

The 2016 budget was based on an estimated monthly maximum caseload of 550. The municipal share for OW Allowances is forecast to be \$10,803 over budget. The municipal share of administration and employment expenses are forecast to be \$679 over budget.

Note of caution: This information is based on a new provincial database system data. As the Social Assistance Management System (SAMS) is not functioning to its fullest capabilities and the integrity of the data obtained is questionable

Employment Ontario

The DSB continues to deliver Employment Ontario programs successfully in the Chapleau North area. As a follow up from the Sanction letter pertaining to the Pre-Employment Training, the Ministry of Advanced Education and Skills Development has approved the proposal to continue to access the Chapleau Learning Center for the pre-employment training component.

The DSB is hosting a career fair on November 2 at the Chapleau Recreational Centre, currently 15 employers have registered to attend this event but more are expected.

Canada-Ontario Job Grant (COJG)

As of September 30th 2016, eleven training agreements were approved. A total one hundred and one (101) staff received training through the COJG program. On-going marketing and advertising continues to occur on an ongoing basis to ensure that the employers and employees are aware of the opportunities available. Staff have also been approached by a new employer that is seeking funding from COGJ prior to the end of this fiscal year.

Youth Job Connection

Youth Job Connection will continue to provide more intensive, targeted support for unemployed youth between ages 15 and 29 with multiple barriers to employment including poverty, homelessness, disability and mental health. Pre-Employment Training is scheduled to be delivered on October 11th, the program will continue to be delivered on an on-going basis to meet all set targets.

Staff have been focused on the Youth Job Connection - Summer program through the third quarter. A total of 22 students were registered, 15 students have completed the program successfully. Staff are currently working on a plan to achieve all targets prior to year end, staff will be enrolling students that are currently in school in the program to ensure budgetary requirements are met.

Basic Income Guarantee

As announced in the 2016 Budget, the Province is looking to design and implement a pilot program to test the growing view that a basic income could help deliver income support more efficiently, while improving health, employment and housing outcomes for Ontarians. The Basic Income Guaranteed, or guaranteed annual income, is a payment to eligible families or individuals that ensures a minimum level of income.

A news release was issued indicating that the province appointed special advisor Hugh Segal to provide advice on the design and implementation of a Basic Income Pilot in Ontario. As Special Advisor on Basic Income, Mr. Segal will draw on his expertise in Canadian and international models of basic income and consult with thought leaders to help Ontario design a pilot. Mr. Segal will deliver a discussion paper to the province by the fall to help inform the design and implementation of the pilot, on a pro bono basis. The discussion paper will include advice about potential criteria for selecting target populations and/or locations, delivery models and advice about how the province could evaluate the results of the Basic Income Pilot. The Province will undertake further engagement with experts, communities and other stakeholders as it moves towards design and implementation.

The government is currently seeking the benefits on the Basic Income Guarantee, to determine if the advantages of the program outweigh the disadvantages. Changes are needed to the current system, for the individuals that access the benefits and also from the government level. A streamlined process would minimize the gap between the rich and the poor which the government sees as a positive outcome.

The negative impacts of poverty are staggeringly high, including major health and social problems. It is increasingly evident that jobs do not provide livable incomes, and pursuing economic growth has a devastating cost to people. In contrast, a Basic Income Guarantee could create a peaceful, practical, effective way to address human needs for health, and the ability to provide care for Self, Family, Community and the natural Environment.

Social Housing

Ontario Electricity Support Program (OESP)

To date, the DSB has completed 245 OESP applications. When applicants apply for hydro arrears through the Healthy Communities Fund staff ensure that the applicant's have made application for OESP. In addition, Case Managers ensure all new social assistance clients apply for OESP.

DSB Waiting list

As of September 30th, the waiting list had an overall decrease of 65 applicants. This is a result of the increase in funding received for the Direct Shelter Subsidy Program, which allowed the DSB to offer additional housing applicants subsidy to assist with costs for their current rental expenses. The breakdown of waiting applicants is as follows:

- 1 Bedroom - 380 decrease of 48 since June 30, 2016
- 2 Bedroom - 55 decrease of 8 since June 30, 2016
- 3 Bedroom - 23 decrease of 7 since June 30, 2016
- 4 Bedroom - 20 decrease of 2 since June 30, 2016

Tenants

During the quarter there were 7 move outs and 9 new move ins. Additionally, 3 tenants were transferred for medical reasons.

Arrears

Rental arrears remained static at 2.67% of rental revenue for the quarter. An integrated approach is used for rent collection in keeping with the eviction prevention process.

Smoke Free Housing

As of the end of the second quarter, 90 of the 288 units are designated as Smoke-free. This represents 31.25% of the full portfolio. Some buildings are attaining 50% or greater smoke-free units, Manitowaning, Arthur Court and 80 Pine Street have achieved this.

Direct Shelter Subsidy Enhancement

With additional funding received from the Social Infrastructure Fund (SIF), the DSB offered additional housing to applicants through the Direct Shelter Subsidy Program with priority being given to applicants in areas where the DSB does not have social housing units. All applicants that are receiving the Direct Shelter Subsidy are deemed housed and removed from the Social Housing waiting list. There are currently 95 active Direct Shelter Subsidy cases as of the end of the quarter.

Transitional Community Support Worker

The partnership between Canadian Mental Health Association Sudbury/Manitoulin and the DSB is up and running in LaCloche-Manitoulin area. The Transitional Community Support Worker has been meeting with tenants in place and through alternative methods to connect and provide essential support services to help support a successful tenancy.

The Transitional Community Support Worker is providing a supporting role with the implementation of the Community Paramedicine Program in the LaCloche and Manitoulin sites. By the end of the third quarter 149 people attended. For the most part, these patients are self-managing their own conditions but the Paramedics have been able to visit several patients in their homes to conduct more detailed assessments including safety audits, which enables them to conduct a "Paramedics Assessing Elders at Risk for Independence Loss (PERIL)" assessment and make connections to further home care if indicated.

An unexpected outcome from the clinics that is a very clear success is approximately 34% of attendees would be considered "house bound" or "shut-ins". This is a very positive outcome from the viewpoint of mental health. There is a strong correlation with mental and physical health and residents are responding well to the program.

Infrastructure & Asset Management (IAM)

Ontario Renovates

There have been a total of six Ontario Renovates projects approved in third quarter for a total of 13 projects approved for 2016. The total cost for the six Ontario Renovates projects was \$90,642 and the total cost for the 13 projects approved so far this year is \$194,684. This amount accounts for 56% of the Ontario Renovates Budget.

There were two additional emergency files that were provided funding through the Revolving Loan Fund to avoid homelessness for a total of 5 for 2016. The total cost for the two emergency files was \$33,032.

The demographics of those assisted through the Ontario Renovates Program were seniors, working poor, and disabled. The distribution of the projects are as follows: Manitoulin 7, LaCloche 6, and Sudbury East 4, and Sudbury North 1.

The first Homeownership project for 2016 has been approved and is currently underway. This project's total cost will amount to \$7,315 provided the sale completes as planned.

Supervisor of Infrastructure & Asset Management

The major construction during the third quarter was the Mindemoya and Warren building roof replacements which were completed without issues. Union gas reimbursed 50% of the energy audit completed at 70 Barber. Hydro One has approved a 50% rebate of the cost of the energy audit that is underway at 17 Stanhope in Warren. The audit will be

completed in the fourth quarter. Investigations were made into the efficiency, reliability and long term viability of the make-up-air systems at 6 buildings. Despite having reached 'end-of-life' and planned for replacement as per the 2010 Building Condition Assessments, results show that with minor changes to timers and bearing maintenance, the life expectancy can be extended for 5 to 10 years.

DSB Staff reached out to the non-profit housing providers and asked for repair requests that meet the guidelines of the Social Housing Improvement Program (SHIP) Program. The demands far exceeded available funding so funds were distributed equitably by area based on the number of units in each area.

Infrastructure Maintenance Repairs and Capital Projects

The major maintenance challenges for the year is the 47 unit turnovers that have required significant custodian and contractor efforts to complete in a timely fashion. There have been 29 unit turnovers completed in 2016 with an average cost of \$5,630.34. There are currently 12 unit turnovers in progress and 6 more unit turnovers planned.

Improvements to the winter maintenance procedures have been implemented, custodians have been trained and additional resources allocated to the buildings. There are also changes to the annual unit life safety inspection program to improve unit condition documentation and communication with the tenant management team. This endeavor is intended to improve tenant stability and housing success over the long term.

Summary

The DSB had a very busy third quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting, please feel free to contact me at the address below.

Fern Dominelli
Chief Administrative Officer
Manitoulin-Sudbury District Services Board
Phone: 705-222-7777
E mail: fern.dominelli@msdsb.net
Website: www.msdsb.net

Manitoulin-Sudbury DSB 3rd Quarter Report (unaudited) AS AT 9/30/2016									
Total Gross Budget					Municipal Share Budget				
	YTD ACTUAL	YTD BUDGET	OVER(UNDER) BUDGET	ANNUAL BUDGET	YTD MUNICIPAL	MUNICIPAL SHARE Forecast	MUNICIPAL SHARE BUDGET	Over(Under) Budget Forecast	
Ontario Works 100% Funded	\$ 5,137,179	\$ 5,060,872	\$ 76,307	\$ 6,760,433	\$ 914,121	\$ 1,275,299	\$ 1,263,817	\$ 11,482	
Child Care	\$ 4,248,300	\$ 4,015,997	\$ 232,303	\$ 5,270,074	\$ 487,765	\$ 648,654	\$ 635,539	\$ 13,115	
Social Housing 100% Funded	\$ 2,591,534	\$ 2,622,747	\$ (31,213)	\$ 3,436,207	\$ 1,704,544	\$ 2,080,940	\$ 2,253,554	\$ (172,614)	
Paramedic Services 100% Funded	\$ 9,984,364	\$ 10,238,512	\$ (254,148)	\$ 13,461,778	\$ 4,509,036	\$ 6,281,296	\$ 6,326,391	\$ (45,095)	
TOTAL EXPENSES	\$ 24,270,937	\$ 24,216,136	\$ 54,801	\$ 31,973,251	\$ 7,615,465	\$ 10,286,189	\$ 10,479,301	\$ (193,112)	
Interest Revenue	\$ (61,337)	\$ (74,372.25)	\$ 13,035	\$ (99,163)	\$ (61,337)	\$ (81,782)	\$ (99,163)	\$ 17,381	
TOTAL EXPENSES	\$ 24,209,600	\$ 24,141,764	\$ 67,837	\$ 31,874,087	\$ 7,554,128	\$ 10,204,407	\$ 10,380,138	\$ (175,731)	

Variance Analysis
September 30, 2016

		Explanation of Unaudited Municipal Share
NET Municipal Variance		
YTD Actual to YTD Budget:		
Ontario Works	\$ 11,482	Municipal share of OW allowance is forecasted to be over budget by \$10,803. Municipal share of administration and employment expenses is forecasted to be \$679 overbudget.
Child Care	\$ 13,115	Municipal share of Child Care Resource Centre is over budget by \$27,930; due to Wage Enhancement. Municipal share of administration is forecasted to be under budget by \$14,815. (\$73,379) + (\$80,449) + (\$18,786) = \$172,614 surplus
Social Housing	\$ (172,614)	Federal Funding is (\$73,379) more than budgeted. Direct operated expenses and program support allocation are forecasted to be underspent by (\$80,449). Non-Profit, Rent Supp. and Urban Native expenses are \$18,786 under budget. Paramedic Services is forecasted to be (\$202,244) + \$157,149 = (\$45,095) over budget. The MOHLTC funding is forecasted to be (\$202,244) surplus. All MOHLTC funding has been confirmed. Medic Staffing and Benefits are forecasted to be over budget by \$182,783 due to: - The implementation of enhancements for PRU Lacombe started April 1, 2016; resulting in a forecasted surplus of (\$30,000). - WSIB NEER for 2016 is \$451,256 resulting in WSIB expenses over budget \$418,789 - OMERS is forecasted to be under budget by (\$70,164), due to FT staff off work, & did not contribute to OMERS, so the employer share was saved; - FT & PT wages are forecasted to be under budget by (\$106,516); mainly due to several top rate full time paramedics utilizing STD, LTD or WSIB; - Other related wages are forecast to be under budget by (\$79,863) - Other benefits are forecast to be over budget by \$50,537; due to part time employee percentage in lieu of benefits.
Paramedic Services	\$ (45,095)	Administration Wages and Benefits are forecasted to be (\$53,207) under budget due to Patient Transfer Service coordination and Community Paramedicine. Non Wages are forecasted to be over budget by \$27,573 - Program Support is forecasted to be (\$14,112) under budget - Transportation & Communication is forecasted to be (\$7,392) under budget - Building repairs, maintenance and utilities are (\$12,318) less than budget mainly due to hydro. - Vehicle fuel is currently forecasted to be (\$45,225) under budget. - Vehicle repairs and maintenance is forecasted to be \$98,708 over budget - Supplies are forecasted to be \$7,912 over budget due to the refresh of PAD supplies.
Interest Revenue	\$ 17,381	Interest Revenue on Non Reserve accounts is forecasted to be \$17,381 under budget.
	\$ (175,731)	

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW #16-17

BEING A BY-LAW to authorize a Sub-Licence Agreement between The Manitoulin Board and the Corporation of the Township of Assiginack to use and access Licenced Products as part of the COOP 2016 Project.

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

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

AND WHEREAS the Council of the Corporation of the Township of Assiginack deems it expedient to enter into the Sub-Licence Agreement as supplied by The Manitoulin Planning Board;

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

1. THAT the CAO is authorized to sign the Sub-Licence Agreement between the Manitoulin Planning Board and the Corporation of the Township of Assiginack to use and access certain Licensed Products as part of the COOP 2016 Project.
2. THAT the Sub-Licence Agreement, Schedule "A", be attached to and form part of this by-law.
3. THAT the Participant Agreement between the Her Majesty the Queen in right of Ontario, as represented by the Minister of Natural Resources and Forestry and the Manitoulin Planning Board, Schedule "B", be attached to and form part of this by-law.
4. THAT this by-law shall come into force and take effect upon third and final reading.

Read for a First, Second, and Final time and enacted in open Council this 5th day of December, 2016.

Mayor – P. Moffatt

Clerk – J. Rody

Seal

COOP2016 Sub-Licence Agreement, made this 22nd day of November, 2016

BETWEEN: **The Manitoulin Planning Board**
(Hereinafter referred to as the "Sub-Licensor")

AND: **The Municipality of Assiginack**
(Hereinafter referred to as the "Sub-Licensee")
(each referred to as "Party" and collectively as "Parties")

WHEREAS the Sub-Licensor has entered into a Participant Agreement, attached as Schedule A in this Agreement, with Her Majesty the Queen in right of Ontario, as represented by the Minister of Natural Resources and Forestry ("Ministry") to use and access certain Licensed Products, as defined in Schedule 1 of the Participant Agreement;

AND WHEREAS the Sub-Licensor was established as a Planning Board, which is a body corporate, under the *Planning Act* on February 21, 1975 for the Manitoulin Planning Area and entered into the Participant Agreement on behalf of the Municipalities and Unorganized Territories included in this phase of the Project;

AND WHEREAS the Sub-Licensee wishes to have use of the Licensed Products, and has agreed to enter into this Agreement;

AND WHEREAS the Sub-Licensor has agreed to grant a sub-license to the Sub-Licensee to have the use of such Licensed Products, upon the terms and conditions herein;

NOW THEREFORE the Sub-Licensor and Sub-Licensee agree as follows:

ARTICLE 1 – SUB-LICENCE

1.1 The Sub-Licensor hereby grants to the Sub-Licensee a perpetual, non-exclusive, transferable, royalty free, fully paid, world-wide right and licence ("Sub-Licence") to use the Licensed Products listed in Schedule B ("Sub-Licensed Products"), to:

- a. make and distribute an unlimited number of copies of the Sub- Licensed Products, provided that during the two (2) years following the Effective Date of the Licence it may only do so for use internally within the Sub-Licensee's organization;
- b. create, develop, produce and distribute Derivative Products, using the Sub-Licensed Products;
- c. grant sub-sub-licenses in respect of the Sub- Licensed Products, in accordance with section 1.2 of this Agreement;

Sub-License Agreement - Continued

- d. to provide, any of the Sub-Licensed Products to contracted service supplier(s) for any of the uses described in this section, provided that the Sub-Licensee takes such steps as are reasonably necessary to ensure that such contracted service suppliers use the Sub-Licensed Products only for the purpose of providing the contracted service and upon completion of the contracted service dispose of the Sub-Licensed Products either by destroying them or returning them to the Sub-Licensee. The Sub-Licensee shall be responsible for ensuring that a contracted service supplier uses and disposes of the Sub-Licensed Products in accordance with the terms of this Agreement; and
 - e. provide the Sub-Licensed Products where and as required by any Requirements of Law.
- 1.2 The Sub-Licensee may grant any Person who wishes to obtain the Sub-Licensed Products from it the right to use the Sub-Licensed Products by way of a sub-sub-licence agreement and any such sub-sub-licence agreement shall impose upon those parties the same terms and conditions, in favour of the Ministry as are set out in the Participant Agreement, as may be applicable, which shall in any case include the following provisions of the Participant Agreement: sections 4.6, 4.7, 4.8, 4.9, Article 5, the provision respecting the Ministry's right to terminate the Licence as provided in section 6.5 of the Participant Agreement.
- 1.3 The Sub-Licensee agrees to abide by the Participant's obligations and covenants of the Participant Agreement, in particular section 4.8, section 4.9 and Article 5. In addition, the Sub-Licensee acknowledges and accepts the provisions respecting the Ministry's right to terminate the Licence as provided in section 6.5 of the Participant Agreement, and in the event that the Licence is terminated, the Sub-Licence hereby granted shall also be terminated.
- 1.4 The Sub-Licensee will work directly with the Ministry Representative identified in the Participant Agreement for all operational aspects related to the access and use of the Sub-Licensed Products, including but not limited to the following:
 - a. Communications;
 - b. Identifying geographic areas of interest;
 - c. Identifying the Sub- Licenced Products to be accessed;
 - d. Acceptance of the Sub-Licenced Products directly from the Supplier; and
 - e. Reporting of errors
- 1.5 The Sub-Licenser agrees to meet and fulfill all of the Participant's obligations and covenants in the Participant Agreement.

Sub-License Agreement - Continued

- 1.6** The Intellectual Property Rights arising from any modification, improvement, development or translation of the Sub-Licensed Products or from the manufacture of Derivative Products, effected by or for the Sub-Licensee, shall vest in the Sub-Licensee or in such person as the Sub-Licensee shall decide.
- 1.7** In addition to the restrictions in this section, the Sub-Licensee may not do any of the following in respect of the Sub-Licensed Products:
- a. sell, sub-sub-license, rent, transfer, disclose, reverse engineer, disassemble, decompile or adapt the Sub-Licensed Products or use them in any manner not expressly authorized by this Agreement;
 - b. alter or remove any copyright notice or proprietary legend contained in or on the Sub-Licensed Products. The Sub-Licensee agrees that any embodiment of the Sub-Licensed Products permitted under this Agreement will contain the following notice: "Includes material © [year] Queen's Printer - ALL RIGHTS RESERVED."
- 1.8** The Crown in right of Ontario has the sole ownership of all of the logos, brands, trade-marks and official marks of the Province of Ontario, (collectively referred to as "Provincial Marks") and the Sub-Licensee may not copy, print or display any of the Provincial Marks on any Derivative Product or promotional advertising, or use any of the Provincial Marks for any purpose whatsoever, without the express written permission from the Ministry, on behalf of the Crown in right of Ontario.

ARTICLE 2 – WARRANTY, INDEMNITY AND LIMITATION OF LIABILITY

2.1 Limitations

The Sub-Licensed Products shall be provided, "as is", without warranty or condition of any kind, express or implied from the Ministry. The Sub-Licensee expressly waives all warranties or conditions not expressly set out in this Agreement including, but not limited to, implied warranties or conditions of merchantable quality and fitness for a particular purpose and those arising by statute or otherwise in law or from course of dealing or usage of trade.

2.2 Responsibility of Sub-Licensee

The Sub-Licensee shall be responsible to third parties for any and all Claims arising out of the Sub-Licensee's possession, use, disclosure or publication of the Sub-Licensed Products or Derivative Products or out of a breach of any term of this Agreement by the Sub-Licensee.

2.3 Limitation of Liability

Neither the Sub-Licenser nor the Ministry shall be liable for any Claim arising out of or in connection with this Agreement, whether arising in contract, tort (including negligence and strict liability), breach of warranty or any other legal theory.

Sub-License Agreement - Continued

2.4 Sub-Licensee to Indemnify

The Sub-Licensee shall indemnify the Sub-Licensors and the Ministry and respective appointees, employees, agents and contractors from all Claims against the Ministry, and any of their respective appointees, employees, agents of contractors arising out of the possession or use of the Sub-Licensed Products by either the Sub-Licensee or its sub-sub-licensee(s).

2.5 No Indemnities from Ministry

Notwithstanding anything else in this Agreement to the contrary, any express or implied reference to the Ministry providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of the Ministry, whether at the time of execution of this Agreement or at any time during the Term, shall be void and of no legal effect.

2.6

The limitations, exclusions and disclaimers expressed in this Article 2 or elsewhere in this Agreement shall apply irrespective of the nature of any claim, cause of action, demand or proceeding, including but not limited to breach of contract, negligence, strict liability, tort or any other theory of law, and irrespective of whether such claim, cause of action, demand or proceeding relates to loss of rights, loss of or damage to property, injury or death, and shall survive any fundamental breach and any termination or expiration of this Agreement.

2.7

This Article 2 shall survive the termination of this Agreement and/or the Sub-Licence.

ARTICLE 3 – PAYMENT

- 3.1** The Sub-Licensors will pay the Ministry the full amount of the Participant Contribution, as stated in the Participant Agreement.
- 3.2** The Sub-Licensors will coordinate with the Ministry to determine the funding contribution required by each of the Conservation Authorities included in this Phase of the Project, the aggregate total of which shall amount to no more than the required Participant Contribution, and HST where applicable, as defined in the Participant Agreement;
- 3.3** The Sub-Licensee will pay its calculated portion of the Participant Contribution ("Sub-Licensed Fee") to the Sub-Licensors for its use of the Sub-Licensed Products, being \$1,005.50, in accordance with the rates per sq km as defined in the Participant Agreement, and is subject to adjustment as provided in section 2.2 and section 2.3 of the Participant Agreement.
- 3.4** The Sub-Licensee agrees to pay the Sub-Licensed Fee to the Sub-Licensors no later than December 15, 2016.

Sub-License Agreement - Continued

ARTICLE 4 - TERMINATION

4.1 Termination by Sub-Licensors

The Sub-Licensors may immediately terminate the Sub-Licence upon giving notice to the Sub-Licensee where:

- a. the Sub-Licensee's acts or omissions constitute a material breach of the Sub-Licence under this Agreement; or
- b. the Sub-Licensee is adjudged bankrupt, makes a general assignment for the benefit of its creditors or a receiver is appointed on account of the Sub-Licensee's insolvency.

4.2 Termination by Sub-Licensee

The Sub-Licensee may terminate this Agreement and the Sub-Licence at any time upon written notification to the Sub-Licensors.

4.3 Deletion of Sub-Licensed Products on Termination

Upon termination of the Sub-Licence, the Sub-Licensee shall immediately delete or destroy all Sub-Licensed Products and any Derivative Products, except those for which the Sub-Licensors has accepted orders to sell, and shall provide notification to the Sub-Licensors thereof.

ARTICLE 5 - GENERAL

5.1 Except as expressly provided otherwise in this Agreement, any capitalized term or phrase shall have its respective meaning as set out in the Participant Agreement.

5.2 The Sub-Licensee Address and Sub-Licensee Representative are as follows, if different than the Clerk of the Municipality identified as the Sub-licensee, and will be provided to the Sub-Licensors for coordination of delivery and receipt of the Licenced Products, as identified in Schedule 4 of the Participant Agreement:

Sub-Licensee Representative:

Name:

Title:

Organization:

Address:

Email:

5.3 Each Party represents and warrants that it has the full right and power to enter into this Agreement and there is no agreement with any other Person which would in any way interfere with the rights of the other Party under this Agreement.

Sub-License Agreement - Continued

- 5.4** The Parties represent that their respective representatives have the authority to legally bind them to the extent permissible by law. The Parties may designate a different representative by providing notice in writing in accordance with the terms of this Agreement.
- 5.5** This Agreement embodies the entire agreement between the Parties and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the Parties at the date of execution of this Agreement.
- 5.6** If any term or condition of this Agreement, or the application thereof to the Parties or to any Persons or circumstances, is to any extent invalid or unenforceable, the remainder of this Agreement, and the application of such term or condition to the Parties, Persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.
- 5.7** The headings in this Agreement are for convenience of reference only and in no manner modify, interpret or construe this Agreement.
- 5.8** Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in this Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the Parties agree that force majeure events shall include natural disasters and acts of war, insurrection and terrorism but shall not include shortages or delays relating to supplies or services or lack of money or ability to pay any amounts owing under the Agreement. If a Party seeks to excuse itself from its obligations under this Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.
- 5.9** Notices shall be in writing and shall be delivered by postage-prepaid mail, personal delivery, email or facsimile and shall be addressed to, respectively, the Ministry Address to the attention of the Ministry Representative and to the Participant Address to the attention of the Participant Representative. Notices shall be deemed to have been given: (a) in the case of postage-prepaid mail, five (5) Business Days after such notice is mailed; or (b) in the case of personal delivery, email or facsimile one (1) Business Day after such notice is received by the Party to whom such notice is given. In the event of a postal disruption, notices must be given by personal delivery, email or by facsimile. Unless the Parties expressly agree in writing to additional methods of notice, notices may only be provided by the methods contemplated in this paragraph.

Sub-License Agreement - Continued

- 5.10 Any changes to this Agreement shall be by written amendment signed by the Parties. No changes shall be effective or shall be carried out in the absence of such an amendment.
- 5.11 This Agreement shall enure to the benefit of and be binding upon the Parties and their successors, executors, administrators and their permitted assigns.
- 5.12 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
- 5.13 This Agreement may be executed in counterparts, including facsimile or "pdf" counterparts (all of which shall together constitute one and the same agreement).

IN WITNESS WHEREOF the Parties have executed this Agreement effective as of the date first above written.

Manitoulin Planning Board

Per:  _____
Signature

Name: Jake Diebolt
Title: GIS Technician/Coordinator
I have authority to bind the Sub-Licenser

Municipality of Assiginack

Per: _____
Signature

Name:

Title:

I/we have authority to bind the Sub-Licensee

Schedule "A"

THIS PARTICIPANT AGREEMENT (the "Participant Agreement") made in duplicate, is effective as of September 28, 2016.

SCHEDULE B – LIST OF SUBLICENSSED PRODUCTS

Licensed Products/Deliverables – Subset listing

NOTE: The following Licensed Products will be provided to the Participant on appropriate media directly from the Supplier. Additional Licensed Products that are not included in this Subset of Deliverables, such as the stereo data, may be requested at a later date by contacting the Primary Contact for the Ministry.

All georeferenced Licensed Products will be delivered using the Coordinate System: UTM17 NAD83CSRS_CGVD28-1978_CGG2000_HT2_meters

1. **Project Level Data**
 - a. **Flight_Lines**
 - i. Shapefiles with flight lines and way points
 - ii. Includes acquisition dates of when the imagery was acquired.
 - b. **Metadata**
 - i. Metadata that includes details about the project and data in .html format.
 - ii. Readme Files: .txt format describing products
 - c. **COOP2016_Participant_Tile_Index**
 - i. Shapefile containing the tiles selected of the area(s) of interest for an organization and will be used to "clip" a subset
 - ii. Defines the geographic extent for each delivery/organization
 - iii. Provided directly to Fugro by MNR, as determined with each participating organization

2. **COOP2016_20cm_8BIT_Orthophotography**
 - a. All tiles will be labelled/named with the following convention/scheme:
(Sample tile label: *1km173000487202016COOP.tiff*) — where:
 - i. *1km* – tile extent (1km x 1km)
 - ii. *17* – UTM zone that the imagery is located/projected in
 - iii. *3000* – truncated easting value of the lower left corner of the tile
 - iv. *48720* – truncated northing value of the lower left corner of the tile
 - v. *2016* – year of acquisition of the imagery
 - vi. *COOP* – Project name or identifier
 - vii. *.tiff* – file format (TIFF or JP2)
 - viii. **NOTE:** other associated image related files, such as world files etc. will be included, where applicable
 - b. **GEOTIFF**
 - i. Full resolution (20cm) RGBNiR geotiff tiles matching organizational area(s) of interest tile index
 - ii. Images provided in 1 km x 1km tiles as per prescribed naming conventions.
 - iii. Separated by UTM zone, where applicable
 - c. **JPEG2000**
 - i. Compressed (10 to 1) RGBNiR Jpeg2000 tiles matching organizational area(s) of interest tile index
 - ii. Images provided in 1 km x 1km tiles as per prescribed naming conventions.
 - iii. Separated by UTM zone, where applicable

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW #16-18

BEING A BY-LAW to adopt a Workplace Harassment and Violence Policy.

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

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

AND WHEREAS the Council of the Corporation of the Township of Assiginack deems it expedient to adopt a Workplace Violence and Harassment Policy;

NOW THEREFORE THAT the Council of the Corporation of the Township of Assiginack ENACTS AS FOLLOWS:

1. THAT the Township of Assiginack Workplace Harassment and Violence Policy attached hereto as Schedule "A" and forming part of this by-law, be hereby adopted.
2. THAT this Policy be added to the Municipal Employee Handbook.
3. THAT any other by-law or policy or parts thereof that contradict the contents of this by-law are hereby repealed.
4. THAT this by-law shall come into force and take effect on the date it is finally passed.

Read for a First and Second time in open Council this 6th day of December, 2016.

Mayor – P. Moffatt

Clerk – J. Rody

Seal



TOWNSHIP OF ASSIGINACK

Workplace Harassment and Violence Policy

Purpose:

THE CORPORATION THE TOWNSHIPS OF ASSIGINACK is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the Municipality. It is THE TOWNSHIP OF ASSIGINACK's goal to provide a healthy and safe work environment that is free of any form of harassment or violence.

The Corporation of the Township of Assiginack is committed to fostering an environment that is free from any of the forms of discrimination and harassment which are prohibited under the Ontario Human Rights Code. Discrimination, harassment and/or violence are unacceptable within the Municipal organization in any form and at any level.

Policy:

This policy applies to all employees, contractors and consultants. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace;
- during work-related travel;
- at restaurants, hotels or meeting facilities that are being used for business purposes;
- in company-owned or leased facilities;
- during telephone, e-mail or other communications;
- at any work-related social event, whether or not it is company sponsored.

Conduct, comments or behaviour that constitutes harassment, discrimination and/or violence and occurs in locations covered by this expanded definition are subject to investigation under this policy.

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the Municipality, such as Council Members, volunteers, members of the public, customers and suppliers, although the available remedies may be constrained by the particular situation.

Remedies may also be available under the Ontario Human Rights Code. Everyone is encouraged to fully examine the various options which are available to them.

The pursuit of a complaint under the internal complaint mechanism does not preclude an individual from filing a complaint with the Ontario Human Rights Commission or pursuing any other available forms of relief. It should be noted that time limits apply to complaints which are taken to the Ontario Human Rights Commission, and persons contemplating making such complaints are urged to contact the Commission immediately so that these time limits are not missed.

A - DEFINITIONS:

"Discrimination" Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the Ontario *Human Rights Code*, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- race, colour, ancestry, citizenship, ethnic origin or place of origin;
- creed, religion;
- age;
- sex (including pregnancy and gender identity);
- sexual orientation;
- family, marital (including same-sex partnership) status;
- disability or perceived disability;
- a record of offences for which a pardon has been granted under the federal *Criminal Records Act* and has not been revoked, or an offence in respect of any provincial enactment.

For purposes of this policy, discrimination will be interpreted in a manner consistent with the Human Rights Code, which does contain some exceptions and interpretive provisions. Decisions under the Code have recognized that discrimination may be direct or "constructive". Direct discrimination is easily recognized but constructive discrimination is more subtle, and includes situations where occupational requirements effectively exclude individuals by race, ancestry, place of origin, etc.

"Sexual Harassment" Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of harassment, and someone of the same or opposite sex can harass someone else.

Some examples of sexual harassment include:

- sexual advances or demands that the recipient does not welcome or want;
- threats, punishment or denial of a benefit for refusing a sexual advance;
- offering a benefit in exchange for a sexual favour;
- leering (persistent sexual staring);
- displaying sexually offensive material, such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic Web sites or other electronic material;
- distributing sexually explicit e-mail messages or attachments, such as pictures or video files;
- sexually suggestive or obscene comments or gestures;
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex;
- persistent, unwanted attention after a consensual relationship ends;
- physical contact of a sexual nature, such as touching or caressing;
- sexual assault.

"Discriminatory Harassment" Discriminatory harassment includes comments or conduct based on the protected grounds in the Ontario *Human Rights Code* which the recipient does not welcome or that offends him or her.

Some examples of discriminatory harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion or sexual orientation;
- imitating a person's accent, speech or mannerisms;
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children;
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.

Harassing or discriminatory comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a **poisoned working environment** and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials, such as posters, pictures, calendars, Web sites or screen savers;
- distributing offensive e-mail messages or attachments, such as pictures or video files;
- practical jokes that embarrass or insult someone;
- jokes or insults that are offensive, racist or discriminatory in nature.

"Workplace Harassment" and Bullying Workplace harassment is a health and safety issue that is covered under the Ontario *Occupational Health and Safety Act*.

The *Occupational Health and Safety Act* defines "workplace harassment" as: "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome"

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect;
- it is hostile, abusive or inappropriate;
- it affects the person's dignity or psychological integrity;
- it results in a poisoned work environment.

In addition, behaviour that intimidates, isolates or discriminates against the recipient may also be included.

Some examples of workplace harassment include:

- verbally abusive behaviour, such as yelling, insults, ridicule and name calling, including remarks, jokes or innuendoes that demean, ridicule, intimidate or offend;
- workplace pranks, vandalism, bullying and hazing;
- gossiping or spreading malicious rumours;
- excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings;

- undermining someone else's efforts by setting impossible goals with short deadlines and deliberately withholding information that would enable a person to do his or her job;
- providing only demeaning or trivial tasks in place of normal job duties;
- humiliating someone;
- sabotaging someone else's work;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating phone calls or e-mails;
- impeding an individual's efforts at promotions or transfers for reasons that are not legitimate;
- making false allegations about someone in memos or other work-related documents.

What isn't harassment?

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan;
- imposing discipline for workplace infractions;
- requesting medical documents in support of an absence from work.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The test of harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or *should have known* that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through his or her conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

"Workplace Violence" and "Domestic Violence" Workplace violence and domestic violence that may occur in the workplace are health and safety issues which are covered under the *Ontario Occupational Health and Safety Act*.

Workplace violence is defined under the *Ontario Occupational Health and Safety Act* as:

- "(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- "(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- "(c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker."

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- physically threatening behaviour, such as shaking a fist at someone, finger

- pointing, destroying property, throwing objects;
- verbal or written threats to physically attack a worker;
- leaving threatening notes or sending threatening e-mails;
- wielding a weapon at work;
- stalking someone;
- physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Domestic Violence If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances. This may include some or all of the following:

- creating a safety plan;
- contacting the police;
- establishing enhanced security measures, such as a panic button, code words, and door and access security measures;
- screening calls and blocking certain e-mail addresses;
- adjusting your working hours and location so that they are not predictable;
- facilitating your access to counselling.

We appreciate the sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

B - PREVENTING HARASSMENT, DISCRIMINATION AND VIOLENCE:

It is our mutual responsibility to ensure that we create and maintain a harassment-free, discrimination-free and violence-free workplace, and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, Council members, volunteers, workers, members of the public, strangers and domestic/intimate partners).

The Municipality's Commitment:

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

The Corporation recognizes that it is possible for allegations to be advanced against the very persons required or permitted to investigate or deal with complaints under this policy. In such cases, a person who wishes to make a formal or informal complaint may contact any member of the Municipality's management with whom the complainant is comfortable. The staff member so contacted shall bring the Conflict of Interest to the attention of senior management (including the Municipal lawyer) who shall ensure that the complaint is investigated by persons who come as close as possible to meeting the requirements of this policy but who have no Conflict of

Interest, and in such circumstances this policy shall permit all necessary substitutions.

Persons who may take advantage of this Policy:

Anyone who alleges that they have suffered discrimination, harassment or violence by a person governed by this policy may make a complaint in accordance with this policy.

Obligations and Responsibilities:

Everyone governed by this policy is responsible for ensuring that all Municipal operations are free from discrimination, harassment and/or violence.

Council and senior staff have specific responsibilities to create and maintain a Workplace that is free from violence, discrimination or harassment. The Clerk is specifically responsible for ensuring that the policy is communicated and understood by all staff and that the policy is supported and encouraged. The Clerk is also responsible for preventing the development, escalation or recurrence of discrimination, harassment or violence.

The successful resolution of concerns and complaints is often determined by the way in which they are handled. The existence of a process with detailed procedures and guidelines is critical to ensure that all complaints are dealt with in a consistent and fair manner which allows flexibility to accommodate different situations, circumstances and needs.

The Municipality has established a procedure to permit complaints of discrimination, violence and harassment to be dealt with internally. External investigation will be obtained where necessary. All complaints so advanced will be taken seriously, and will be acted upon quickly and in a confidential manner.

Duties of Supervisors:

Supervisors are expected to assist in creating a harassment-free, discrimination-free workplace and to immediately contact the Clerk or alternate if they receive a complaint of workplace harassment, discrimination or violence, or witness or are aware of harassing or violent behaviour. Supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behaviour to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- whether the person's history of violence was associated with the workplace or work;
- whether the history of violence was directed at a particular employee or employees in general;
- how long ago the incidence of violence occurred.

In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of his or her work and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from physical injury.

Duties of All Employees:

You must do your part by ensuring that your behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment or discrimination.

You are also required to report to the Clerk or alternate the existence of any workplace violence or threat of workplace violence.

Duties of the Clerk as Advisor:

To assist you in understanding your rights and obligations under this policy, THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK has appointed the Clerk to act as advisor.

The role of the advisor is to:

- act as a resource and answer inquiries with respect to this policy;
- discuss complaints on a confidential basis, unless the advisor is required to release information by law, or where there is a risk of harm to you or another individual;
- assist individuals who may be experiencing domestic violence that may expose them to a risk of physical injury in the workplace;
- assist in the informal resolution of complaints through counseling;
- engage in discussions with the respondent to see if the matter can be resolved informally.

To avoid any potential conflicts of interest, the advisor is not involved in conducting formal investigations.

The advisor is impartial and may provide assistance in resolving issues of harassment and discrimination to any employee, contractor or consultant. That can include facilitating a solution between two or more affected parties or assisting a complainant, respondent or witness during an investigation.

The advisor is an advocate for a respectful workplace --- not an advocate for a particular individual. The advisor shall maintain confidentiality to the extent practicable and appropriate under the circumstances. They are not investigators under the policy, nor are they decision-makers.

In carrying out their duties under this policy, the clerk as advisor will be directly responsible to the Council.

Such contact will have three possible outcomes:

- The complainant may decide, after discussing the matter with the advisor, that no discrimination or harassment occurred. If this happens, no further action will be taken and no record will be made in any file;
- The complainant may have evidence of harassment or discrimination, but may not wish to lay a formal complaint. If this happens:
 - i. If the complainant agrees, the advisor may choose to take no further action with respect to the allegations where this would be appropriate in the circumstances;
 - ii. The advisor and the complainant may agree on an informal means of resolving the issue which may include informal meetings or other communications with the person against whom the allegations are made; or

- iii. The Clerk or Council may recommend that an investigation should nevertheless occur as though a formal complaint was in fact laid, even where that recommendation is contrary to the wishes of the complainant. We may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent the complainant was not aware of. The Clerk or Council will consider this recommendation in consultation with the Municipal Solicitor.
- The complainant may decide to lay a formal complaint.

C - PROCEDURE FOR RESOLVING AND INVESTIGATING HARASSMENT COMPLAINTS

Informal Procedure:

If you believe that you are being harassed, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like his or her actions is often enough to stop the behaviour.

Some of the things you can say that might stop the behaviour include:

- "I don't want you to do that."
- "Please stop doing or saying . . ."
- "It makes me uncomfortable when you . . ."
- "I don't find it funny when you . . ."

If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop, e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself.

It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what your response was.

If you believe that someone who is not a member of our organization, e.g., a member of Council, volunteer, member of the public, customer, contractor, supplier, etc., has harassed or discriminated against you, please report the harassment to the Clerk. Although THE TOWNSHIP OF ASSIGINACK has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

Formal Procedure:

If the complaint cannot be resolved informally (or with assistance of the Clerk as Advisor) or if it is too serious to handle on an informal basis, you may bring a formal complaint to the Clerk's Office. The Clerk acts as a workplace coordinator with respect to harassment, discrimination and violence in the workplace.

If you bring a formal complaint, we will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the incident(s), and the names of any possible witnesses.

It is important that we receive your complaint as soon as possible so that the problem doesn't escalate or happen again. Once we receive your complaint, we will initiate a formal investigation if it is necessary and appropriate to do so.

Such complaints may be registered either personally or through a solicitor or agent.

Please note that it is our policy not to investigate anonymous complaints unless there are extenuating circumstances.

Investigation procedure:

The Clerk will commence an investigation as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature and complexity of the complaint.

The investigation will include:

- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
- interviewing witnesses, if any;
- reviewing any related documentation;
- making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings to the Clerk. A summary of the findings will also be provided to the complainant and respondent.

It is our goal to complete any investigation and communicate the results to the complainant and respondent within 30 days after we receive a complaint, where possible.

Corrective action:

The Clerk will determine what action should be taken as a result of the investigation as per municipal policy and legislation.

The Clerk will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary.

If a finding of harassment is made, THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK will take appropriate corrective measures, regardless of the respondent's seniority or position in the organization.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay;
- termination with or without cause;
- referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
- a demotion or denial of a promotion;
- reassignment or transfer;
- financial penalties, such as the denial of a bonus or performance-related salary increase;
- any other disciplinary action deemed appropriate under the circumstances.

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. THE CORPORATION OF THE TOWNSHIP ASSIGINACK will, however, discipline or terminate anyone who brings forward a false and malicious complaint.

D - PROCEDURE FOR RESOLVING AND INVESTIGATING WORKPLACE VIOLENCE

You have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your supervisor, at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonably possible to your normal workstation and will need to be available for the purposes of investigating the incident. In some circumstances, you may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we (or workers) may contact the police, or other emergency responders as appropriate, to assist, intervene or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- equipment to summon assistance, such as phones, cell phones, etc.;
- emergency telephone numbers and/or e-mail addresses;
- detailed emergency procedures.

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of a worker refusing to work may be alleviated. In no way, regardless of the actions taken to deal with the threat of violence, is a worker's right to refuse work limited.

Investigation Procedure:

You are required to report the existence of any workplace violence or threat of workplace violence to your supervisor or the Clerk. The Clerk will commence an investigation as quickly as possible. We may choose to use either an internal or an external investigator, depending on the nature of the complaint.

The investigation will include:

- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
- interviewing witnesses, if any;
- reviewing any related documentation;
- making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings to the Clerk or Council. A summary of the findings will also be provided to the complainant and respondent.

It is our goal to complete any investigation and communicate the results to the complainant and respondent within 30 days after we receive a complaint, where possible.

Corrective Action:

The Clerk or Council in the case of the Clerk will determine what action should be taken as a result of the investigation.

The Clerk or alternate will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary.

If a finding of workplace violence is made, THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK will take appropriate corrective measures, regardless of the respondent's seniority or position in the MUNICIPALITY.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay;
- termination with or without cause;
- referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect ;
- a demotion or denial of a promotion;
- reassignment or transfer;
- financial penalties, such as the denial of a bonus or performance-related salary increase;
- any other disciplinary action deemed appropriate under the circumstances.

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK will, however, discipline or terminate anyone who brings forward a false and malicious complaint.

E - PROCEDURE FOR ADDRESSING DOMESTIC VIOLENCE

If you are experiencing domestic violence that would expose you to physical injury in the workplace, or if you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting the Clerk or alternate. Senior Management will assist in preventing and responding to the situation.

F - CONFIDENTIALITY OF COMPLAINTS AND INVESTIGATIONS

We recognize the sensitive nature of harassment, discrimination and violence complaints and we will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

The Corporation, through its management and legal staff, must ensure that complaints are investigated and handled in a manner so that the identities of the persons involved are kept confidential. It must be recognized that, to the extent that the complainant chooses to initiate

proceedings or make comments outside the Corporation's internal harassment complaint procedures, confidentiality cannot be guaranteed. It must also be recognized that information collected and retained is subject to release under the *Municipal Freedom of Information and Protection of Individual Privacy Act*, the Ontario Human Rights Code or the rules governing court proceedings.

The investigation process will involve the direct and indirect collection of personal information in relation to the complainant and the person against whom any complaint is advanced. Persons investigating discrimination or harassment on behalf of the Corporation are expressly authorized to collect any such personal information as may be required to properly conduct the investigation.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

The investigation will be conducted by the Municipal Solicitor or his designate (or other investigative body). Pursuant to the stated guidelines of the Ontario Human Rights Commission for internal dispute resolution mechanisms, the investigation shall not be conducted by any person who exercises supervisory responsibilities over the complainant or the person against whom allegations have been made.

G - PROTECTION FROM RETALIATION

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person, who taunts, retaliates against or threatens anyone in relation to a harassment, discrimination or violence complaint may be disciplined or terminated.

The findings of the investigation shall be compiled in the form of a written report to the Clerk, who shall receive the report and recommend the appropriate disciplinary action (if such action is warranted by the results of the report). The complainant shall be advised of the outcome of the investigation and any disciplinary action taken. In the event that the complainant is not satisfied with the disciplinary action taken by the Corporation, the complainant shall be reminded that, subject to the possible expiration of time limits, there is a continuing right to file a complaint with the Ontario Human Rights Commission.

The findings of the investigation may also include other relevant recommendations of the investigators in relation to the matter in question. For instance, the investigators may recommend certain administrative changes to correct deficiencies which were noted during the investigation.

Any persons being interviewed during the course of an investigation shall be entitled to have legal counsel present at their expense during any questioning. The person against whom allegations have been made shall be specifically warned prior to any questioning in the formal investigation that serious allegations have been brought, that his or her answers will be recorded and may be used against him or her, and that he or she is entitled to have a solicitor present at his or her expense during any questioning.