



TOWNSHIP OF ASSIGINACK

REGULAR MEETING OF COUNCIL

To Be Held in the Council Chambers

Tuesday, January 17, 2017 at 5:00 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 December 20, 2016 (p.3)
- b) Assiginack Public Library Board Meeting of October 17, 2016 (p.8)
- c) Community Policing Advisory Committee Meeting of December 7, 2016 (p.10)
- d) Manitoulin East Municipal Airport Commission Meeting of January 9, 2017. (p.12)
- e) Provincial Offences Act Board of Management Meeting of October 26, 2016 (13)

4. DELEGATIONS

5. REPORTS

- a) Manitowaning Drinking Water System Inspection Report 2016-17 (p.17)
- b) CBO's 2016 Building Permit Report (p.33)

6. ACTION REQUIRED ITEMS

- a) Accounts of Payment: General: \$283,265.34 Payroll: \$36,369.04 (p.34)
- b) Circulation of Three (3) Draft Policies (p.45)

7. INFORMATION ITEMS

- a) Ministry of Municipal Affairs: Order Notice (p.52)
- b) AMO's 2017-18 Strategic Objectives (p.56)

- c) Manitoulin Sudbury DSB: One Central Ambulance Communication Centre (p.60)
- d) Manitoulin Health Centre Recruitment Update (p.66)
- e) Ministry of Citizenship and Immigration: 2017 Volunteer Recognition Programs (p.68)
- f) Vigor Clean Tech: Monthly & Annual Energy Production Report (p.69)
- g) Town of Fort Frances Resolution: Railway Property Taxation (p.73)
- h) Town of Bancroft Resolution: Municipal Revenue Tools (p.75)

8. BY-LAWS

- a) By-law #17-01: Interim Tax Billing (p.77)
- b) By-law #17-02: Authorize Lease Renewal Agreement with Canada Post (p.79)

9. CLOSED SESSION

- a) Litigation, potential litigation, including matters before administrative tribunals affecting the Municipality or local board (*Municipal Act, 2001, c.25, s.239(2)(e)*)
- b) Personal matters about an Identifiable Individual, including municipal or local board employees (*Municipal Act, 2001, c.25, s.239(2)(b)*)

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, December 20th, 2016 at 5:00 p.m.

- Present:** Mayor Paul Moffatt
Councillor Les Fields
Councillor Robert Case
Councillor Brenda Reid
Councillor Hugh Moggy
- Staff:** Alton Hobbs, CAO
Jeremy Rody, Clerk
- Press:** Alicia McCutcheon, Expositor
- Others:** John Smith, EXP Services Inc.

OPENING:

#364-25-16 R. Case – B. Reid

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:

#365-25-16 B. Reid – R. Case

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

DISCLOSURE OF PECUNIARY INTEREST:

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

ANNOUNCEMENTS:

Councillor Fields announced that there is a film crew coming to Manitoulin to interview Kelsey Mellan and Matthew Bedard about the success they have had snowshoeing and that they have made Team Canada and will be heading to Austria in March. She thought

the Township could organize something possibly at McLean's Park to recognize them on behalf of the Township. The film crew will not be here for a couple of months so there is time to plan an event to recognize our local athletes and their accomplishments.

Councillor Fields mentioned that Public Works made a fantastic presentation to the school children about snow plow equipment, how it works, how to be safe around it and how to be safe playing in the snowbanks. Councillor Fields also wanted to thank staff for organizing a really fun and well done Christmas Lunch Party for Council and Staff.

The CAO confirmed with Council that they were going to put any surplus from 2016 in the water accounts towards offsetting next year's cost to the ratepayers, as they did last year. Council agreed that they would do this again.

ADOPTION OF MINUTES

#366-25-16 R. Case – B. Reid

THAT the minutes of the Regular Council meeting of December 6, 2016, be accepted. CARRIED

#367-25-16 B. Reid – R. Case

THAT the minutes of the Manitoulin East Municipal Airport Commission meeting of December 5, 2016, be received. CARRIED

#368-25-16 R. Case – B. Reid

THAT the minutes of the Manitoulin Planning Board meeting of November 29, 2016, be received. CARRIED

#369-25-16 B. Reid – R. Case

THAT the minutes of the Community Policing Advisory Committee meeting of September 28, 2016, be received. CARRIED

#370-25-16 R. Case – B. Reid

THAT the minutes of the Sudbury and District Board of Health meeting of November 24, 2016, be received. CARRIED

DELEGATIONS:

Note: John Smith from EXP Services Inc, spoke to Council about the upcoming tasks that should be done to continue with the Landfill expansion project. Earlier this year, the Township received the approval from the ministry to build the site; the next step is to receive approval from the MOECC to operate the site. He also spoke about composting strategies and entertained questions from Council. There was a brief conversation regarding the Water Treatment Plants and retrofitting them to an older technology that has significantly lower operating expenses. He advised that the supplier of the technology should be invited to both plants to get a more precise look at the current

system and cost of retrofitting. As well, he advised the Township to speak with OCWA about switching to an older technology.

#371-25-16 B. Reid – R. Case

THAT we thank John Smith from EXP Services Inc. for attending this meeting and speaking to Council about the potential Water Treatment Plant options and Landfill expansion project. CARRIED

REPORTS:

There were no reports.

ACTION REQUIRED ITEMS:

#372-25-16 R. Case – B. Reid

THAT Council authorizes the following Accounts for Payment:

General: \$107,229.41

AND THAT the Mayor and administration be authorized to complete cheques #26193 through #26210 and #26215 through #26245 as described in the attached cheque register reports. CARRIED

#373-25-16 H. Moggy – L. Fields

THAT Council authorizes the following Accounts for Payment:

Payroll: \$43,314.37

AND THAT the Mayor and administration be authorized to complete cheques #26178 through #26192 and #26211 through #26214 as described in the attached cheque register reports. CARRIED

#374-25-16 L. Fields – H. Moggy

THAT the year to date financial statements as at November 30, 2016, be received by Council. CARRIED

#375-25-16 L. Fields – H. Moggy

THAT Assiginack Council deems it expedient to renew the Fire Protection Agreement with the Ministry of Natural Resources and Forestry for a 5 year renewal term. CARRIED

#376-25-16 H. Moggy – L. Fields

THAT Assiginack Council supports the resolution of the Township of Georgian Bay of November 14, 2016 regarding the inequity of hydro costs for rural residents compared to urban residents due to higher distribution costs;

AND THAT the Province be requested 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. CARRIED

#377-25-16 L. Fields – H. Moggy

THAT Assiginack Council supports the resolution of the Township of McKellar of November 21, 2016 regarding a petition to the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Government Infrastructure Strategy to Move Ontario Forward. CARRIED

INFORMATION ITEMS:

#378-25-16 L. Fields – B. Reid

THAT we acknowledge receipt of the following correspondence items:

- a) Town of Richmond Hill Resolution: Postal Banking
- b) Ontario Provincial Police Letter: ROMA Conference
- c) MPAC 2017 Budget & Municipal Levy

CARRIED

BY-LAWS:

#379-25-16 H. Moggy – L. Fields

THAT By-law #16-18, being a by-law to adopt a Workplace Harassment and Violence Policy for the Township of Assiginack be given its third and final reading and enacted in open Council. CARRIED

CLOSED SESSION:

#380-25-16 H. Moggy – L. Fields

THAT in accordance with By-law #15-30 and Section 239 of the Municipal Act, as amended, Council proceeds to a “Closed Session” at 5:42 p.m. in order to attend to a matter pertaining to:

- e) Litigation, potential litigation, including matters before administrative tribunals affecting the Municipality. CARRIED

#381-25-16 L. Fields – H. Moggy

THAT we adjourn from our Closed Session at 5:48 p.m., approve the minutes of the Closed Session of December 6, 2016 and resume our regular meeting. CARRIED

CLOSING:

#382-25-16 H. Moggy – L. Fields

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

Paul Moffatt, MAYOR

Jeremy Rody, CLERK

5:50 p.m.

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

ASSIGINACK PUBLIC LIBRARY

BOARD MEETING

Monday October 17, 2016

RECEIVED
DEC 22 2016

The meeting was called to order by Board Chair Brenda at 3:00.

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

Regrets: Heather

33-16 Catherine/Irma

That the minutes of September 19, 2016 be approved as presented.....cd

34-16 Alison/Jane

That the financial report of September 2016 be approved as presented....cd

35-16 Jane/Irma

That the librarian's report (attached) be accepted as presented.....cd

Overdrive usage continues to be positive. Audio books are also available through Overdrive. Alison will investigate the process to obtain audio books in this manner and report back to the Board at the November meeting. Our Makerspace continues to be well used.

Old Business

None

New Business

The OLS North Conference was very informative and productive. As library staff often work alone and in the evening, it is incumbent on the Librarian and the Board to develop a workplace safety plan to address this issue. The Librarian will also begin work on succession planning for APL. The plan will outline duties performed by the Librarian on a monthly basis. A document will be prepared and left on site to document issues and tasks related to a smooth transition of personnel in the event that the Librarian were unable to carry out her assigned duties. Our excess wooden and metal shelving has been donated to the Webwood/Massey libraries. The Canada Post grant has been received, purchases made, and delivery expected shortly. Deb won free registration and transportation costs for the next OLA Provincial Conference. LOL events will begin in November with Alison organizing an evening of "Book Talks" for October 27 @ 7:00.

36-16 Catherine/Jane

That we use funds from our #1 GIC to make up the difference in the purchase and delivery of assets under the Canada Post Grant (approx \$600) and the remainder of funds in this account be designated to cover the cost of the wooden bookshelves that will be constructed this fall.....cd

The next meeting will be on November 14th @ 3:00 in the Library.

37-16

The meeting was adjourned at 3:50 on a motion from Catherine

Sandra Seid

[Signature]

RECEIVED

DEC 29 2016

MINUTES
COMMUNITY POLICING ADVISORY COMMITTEE MEETING
07 December 2016
MINDEMOYA COUNCIL CHAMBERS
7:00 P.M.

PRESENT: S/Sgt. Kevin WEBB Bruce WOOD
 Wayne BAILEY Dale SCOTT
 Eric RUSSELL Brian PARKER
 Leslie FIELDS

Minutes Taken by: Carole McCABE

CALL MEETING TO ORDER

Bruce WOOD welcomed everyone to the meeting and thanked all for the potluck meal.

ADOPTION OF AGENDA

Agenda for meeting was provided to all present.

Moved by Wayne BAILEY and seconded by Dale SCOTT that the agenda be adopted.
CARRIED.

ADOPTION OF MINUTES

Minutes of the September 28, 2016 meeting have been circulated and members were asked if there are any errors or omissions.

Moved by Leslie FIELDS and seconded by Eric RUSSELL that the minutes be adopted.
CARRIED.

OLD BUSINESS

S/Sgt. WEBB discussed Focus Patrol and requests for the Speed Sign. In Gore Bay the August speeds were within the safe speed limit. Gore Street had higher rates of speed documented. Young Street in Central Manitoulin had a noticeable reduction. There were no issues in Sandfield or on Monument Road and officers will continue to concentrate more enforcement on Highway 540 and Highway 6 in Little Current. There will be no Focus Patrols using the Speed Sign until next spring.

The current Drug Strategy is working really well. Information was received related to a school and drugs were found in a residence. An excellent job was done by officers. S/Sgt. WEBB said there will be a meeting, complete with an overview of drug strategies and substance abuse with council groups and will have a full report in the new year. The trial with our drug officer continues. The CDAT program is hoping to localize an officer to do drug enforcement and S/Sgt. WEBB is confident we will get it.

NEW BUSINESS

S/Sgt. WEBB discussed the realignment and does not know if Manitoulin will be taking over Espanola O.P.P. The Chief will be in NEMI on Friday and the fact that he is coming will give us a better idea in the coming months. A comment at the MMA meeting was that Mr. WEBB will work out of Espanola Detachment. S/Sgt. WEBB stated that although Espanola is ½ hour closer

to my home, I intend to continue reporting to Little Current and if the O.P.P. take over the town of Espanola his plan is not to leave this detachment area. Hopefully will get clear direction in the coming month regarding a new, state of the art building. The quality of the officers will not change. There has been a lot of discussion as to where the new building will be and rumour has NEMI or Kagawong. S/Sgt. WEBB advised that there has been no announcement. The new facility and the realignment are two separate decisions. There will be a lot of involvement from the communities as to whether having a detachment there or a store front. Dale SCOTT asked how municipalities can get involved and what the process will be with input. S/Sgt. WEBB said he has been tasked with this and the discussions will be open which would include statistical analysis, work load, geography, call out process and logistics to be looked at. There will be public meetings as well as meeting with councils/municipal governments. S/Sgt. WEBB said that mayors and reeves should attend Fridays meeting with the Chief as it could be an important time to raise questions regarding the new building. Brian PARKER asked why the press is not invited to the meeting. S/Sgt. WEBB said possibly because the Chief wants to deliver the message before it goes public.

ROUND TABLE

Wayne BAILEY said everything is under control. Eric RUSSELL would like to speak with a vet regarding a possible Bridge Dedication. Carole McCABE will provide him with Ron ROY'S phone number.

S/Sgt. WEBB discussed the RIDE Program. Most offences occur between 11am and 2pm, then bar closing hours. We are down 15% with impaired drivers and 75% with alcohol related collisions.

Brian PARKER said the new parking lot has been built and looks good. It is located next to Dig & Dougs and is on the same side of the highway as the falls. Brian will speak with MTO to have one side of the bridge as a walkway and will also look into a crossover. Bruce WOOD requested the speed sign at highway 540 when entering Little Current. S/Sgt. WEBB advised that it is put away for the winter months.

DATE AND TIME OF NEXT MEETING

15 February 2017, 7:00 p.m. – Mindemoya Council Chambers

Meeting adjourned by Brian PARKER and Leslie FIELDS at 8:30 p.m.

"Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence".

**Manitoulin East Municipal Airport Commission Inc.
Commission Meeting Minutes**

January 9th, 2017

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

Meeting called to order by M. Gauthier at 7 PM

Declaration of pecuniary interest- nil

Motion 2017 01 01

Moved by P. Skippen

Second by B. Case

Resolved that the Commission approves the agenda for the meeting of January 9, 2017

Carried

Motion 2017 01 02

Moved by D. Orr

Second by P. Moffat

Resolved that the Commission approves the minutes of the meeting of December 5, 2016

Carried.

Motion 2017 01 03

Moved by B. Case

Second by P. Skippen

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

Carried

Motion 2017 01 04

Moved by P. Skippen

Second by P. Moffat

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

Carried

Motion 2017 01 05

Moved by P. Skippen

Second by B. Case

Resolved that the Commission approves an annual wage increase for Roy McAllister and Gary Cotnam to \$18.00 (eighteen) dollars per hour, and an annual wage increase to \$19.50 (nineteen dollars and fifty cents) per hour for Reno Santarossa, and an annual wage increase to \$31.00 dollars per hour for the airport manager George .Dobbs. All increases effective as of January 1, 2017.

Carried

Motion 2017 01 06

Moved by B. Case

Second by D. Orr

Resolved that the Commission meeting of January 9th does now adjourn.

Carried

Minutes of the Provincial Offences Board of Management Meeting

Held on Wednesday, October 26, 2016 at 10:00 a.m.

Present: Leslie Fields, Chairperson, Assiginack Township
Perry Patterson, Gordon Township
Betsy Clark, Gore Bay
Linda Farquhar, Central Manitoulin
Bill Koehler, NEMI
Pentti Palonen, Burpee Mills
Paul Bowerman, Tehkummah
Annette Clarke, CAO/Clerk-Treasurer, Gore Bay
Pam Bond, Senior Financial Officer, Gore Bay

Absent: Brian Parker, Billings
Brent St. Denis, Cockburn Island

1. **Disclosure of Pecuniary Interest** – none declared
2. **Adoption of Minutes of July 19, 2016 Meeting**

Moved by Bill Koehler

Seconded by Paul Bowerman

THAT the minutes of the July 19, 2016 meeting be adopted as presented.

Carried

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

Annette advised the computer equipment has been purchased and installed. Staffing will be discussed in camera.

4. **New Business**

- a) **Financial Report ending September 30, 2016**

Pam presented the financial statement.

Moved by Pentti Palonen

Seconded by Betsy Clark

THAT the financial report ending September 30, 2016 be accepted as presented.

Carried

b) Audited Financial Statement 2015

Annette presented the audited financial statement to the Board. She advised that the board needs to decide whether or not to pay out the accumulated surplus (2014 and 2015) or place all of it or a portion of it into reserve. Discussion ensued.

Moved by Betsy Clark

Seconded by Pentti Palonen

✓ *THAT the POA Board of Management authorize the accumulated surplus from 2014 and 2015 in the amount of \$22656.00 to be paid out to the participating municipalities as per the audited financial statement.*

Carried

Moved by Perry Patterson

Seconded by Paul Bowerman

THAT the 2015 Audited Financial Statement be accepted as presented.

Carried

c) 2017 Budget Discussion

Discussion ensued. Board agreed to adopt a 2017 budget in the same amounts as 2016.

Moved by Perry Patterson

Seconded by Paul Bowerman

THAT the 2017 budget be adopted as presented.

Carried

5. In Camera

Moved by Perry Patterson

Seconded by Linda Farquhar

THAT we enter an in camera session at 10:15 a.m. to discuss staffing.

Carried

Moved by Betsy Clark

Seconded by Perry Patterson

THAT we come out of camera at 11:10 a.m.

Carried

6. Other

Bill Koehler advised that the board may be receiving a request from the Chief in M'Chigeeng regarding joining the POA Board.

7. Adjournment

Moved by Bill Koehler

THAT we adjourn at 11:13 a.m. to meet again on January 11, 2017 at 10 a.m.

Carried

Respectfully submitted by
Annette Clarke, CAO/Clerk-Treasurer
Gore Bay

POA FINANCIAL
Unaudited
December 31, 2016

	2017 Budget	Dec 31/16	Dec31/15 Audited
REVENUE:			
Fines Revenue			
POA Fines - Hwy traffic	\$ 94,000.00	\$ 112,203.63	\$ 94,648.00
POA Fines - VFS	\$ 26,000.00	\$ 35,677.46	\$ 26,030.00
POA FINES OTHER FINES	\$ 11,000.00	\$ 22,048.97	\$ 15,619.00
Provincial - Liquor <i>by Hwy</i>	\$ 9,000.00	\$ 10,252.50	\$ 10,105.00
Local Municipality	\$ 100.00	\$ 337.00	\$ 131.75
Overpayment		\$ 72.00	\$ 99.87
Other Munic collected	\$ 27,000.00	\$ 20,917.15	\$ 49,410.53
Dedicated	\$ 10,000.00	\$ 31,390.00	\$ 11,440.00
Transcript Revenue	\$ 400.00	\$ 3,127.81	\$ 787.62
Contribution from Reserve			
Collect Cost Recovered	\$ 3,500.00	\$ 5,974.27	\$ 3,788.23
TOTAL REVENUE	\$ 181,000.00	\$ 242,000.79	\$ 212,060.00
EXPENSES:			
POA Clerk	\$ 52,688.00	\$ 40,925.68	\$ 48,048.00
Bank Charges	\$ 3,000.00	\$ 2,698.34	\$ 2,895.40
Prosecutor	\$ 30,000.00	\$ 26,695.94	\$ 29,317.81
Court Reporter	\$ 3,400.00	\$ 3,920.42	\$ 2,809.00
Training / Conferences	\$ 1,000.00	\$ 6,581.00	\$ 15,491.28
Audit	\$ 550.00		\$ 550.00
Mailing Charges	\$ 500.00	\$ 992.93	\$ 488.74
Supplies/new tickets/advt	\$ 2,500.00	\$ 2,477.55	\$ 2,917.07
Witness Fees	\$ 2,000.00	\$ 134.78	\$ 6,321.15
ICON Charges	\$ 2,800.00	\$ 2,131.35	\$ 2,751.45
Adjudicator Charges	\$ 15,000.00	\$ 16,885.00	\$ 19,940.00
Technology upgrading	\$ 1,000.00	\$ 5,298.00	\$ 125.00
Mun. Fines paid/payable	\$ 10,000.00	\$ 17,088.90	\$ 19,546.00
Courtroom Security	\$ 400.00	\$ 441.00	\$ 306.00
Supervising Manager	\$ 3,847.00	\$ 3,846.99	\$ 3,847.00
Financial Manager	\$ 1,888.00	\$ 1,887.98	\$ 1,888.00
Courtroom Rent	\$ 3,400.00	\$ 4,500.20	\$ 2,975.00
Admin - Office Rent	\$ 2,526.00	\$ 2,526.00	\$ 2,477.00
Admin - Insurance	\$ 2,035.00	\$ 2,035.00	\$ 1,938.00
VFS fines <i>in fact</i>	\$ 25,000.00	\$ 35,677.46	\$ 26,330.00
Dedicated fines <i>in fact</i>	\$ 10,000.00	\$ 31,390.00	\$ 11,440.00
Collection Agency	\$ 3,000.00	\$ 2,452.76	\$ 3,052.00
Transcript Preparation	\$ 1,500.00	\$ 3,166.51	\$ 1,127.10
Interpreter	\$ 1,000.00		
To Reserve	\$ 1,966.00		
TOTAL EXPENSES	\$ 181,000.00	\$ 213,753.79	\$ 206,581.00
NET INCOME	NIL	\$ 28,247.00	\$ 5,479.00
Prior year			\$ 17,177.00
NET INCOME	NIL		\$22,656.00

last of 2017 BILH NOT 10
 Training increase to \$3000
 for financial training
 both Annette + Dyna

Ministry of the Environment and
Climate Change

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



Safe Drinking Water Branch

Direction du contrôle de la qualité de
l'eau potable

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

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

RECEIVED
DEC 16 2016

December 15, 2016

Mr. Alton Hobbs
Clerk-Treasurer,
Corporation of the Municipality of Assiginack
156 Arthur St., Suffix B
Manitowaning, ON P0P 1N0

Dear Mr. Hobbs:

Re: Manitowaning Drinking Water System Inspection Report 2016-17

Please find attached the annual Manitowaning Treatment Plant and Distribution System inspection report for the year 2016-17. There were no issues of non-compliance identified during the current inspection period. However, in the interest of continuous improvement, a number of Best Practice Issues have been noted. Please review these issues in the section of the report entitled Summary of Best Practice Issues and Recommendations.

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

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

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

Sincerely,



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

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



Ontario

Ministry of the Environment and Climate Change

MANITOWANING DRINKING WATER SYSTEM

Inspection Report

Site Number:	210001013
Inspection Number:	1-CN5R0
Date of Inspection:	Sep 26, 2016
Inspected By:	Shelley Baggio

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APPENDIX III	INSPECTION RATING RECORD
APPENDIX IV	KEY REFERENCE AND GUIDANCE MATERIAL

OWNER INFORMATION:

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

CONTACT INFORMATION

Type:	Main Contact	Name:	Alton Hobbs
Phone:	(705) 859-3010	Fax:	(705) 859-3196
Email:	clerktreasurer@eastlink.ca		
Title:	Clerk-Treasurer, Municipality of Assiginack		
Type:	Operating Authority	Name:	Keith Stringer
Phone:	(705) 869-5578	Fax:	(705) 869-4374
Email:	kstringer@ocwa.com		
Title:	OCWA Espanola Hub, Operations Manager		
Type:	Operating Authority	Name:	Natalie Wagar
Phone:	(705) 869-5578	Fax:	(705) 869-4374
Email:	nwagar@ocwa.com		
Title:	OCWA Espanola Hub, Process Compliance Technician		
Type:	Operating Authority	Name:	Sarah Beaulieu
Phone:	(705) 862-0493	Fax:	
Email:	sbeaulieu@ocwa.com		
Title:	OCWA Espanola Hub, Process Compliance Technician		
Type:	Operator	Name:	Larry Harasym
Phone:	(705) 859-3302	Fax:	(705) 859-2489
Email:	lharasym@ocwa.com		
Title:	ORO/OIC		
Type:	Other - Health Unit Contact	Name:	Burgess Hawkins
Phone:	(705) 522-9200	Fax:	(705) 677-9607
Email:	hawkinsb@sdhu.com		
Title:	Sudbury & District Health Unit, Manager - Health Protection Division		

INSPECTION DETAILS:

Site Name:	MANITOWANING DRINKING WATER SYSTEM
Site Address:	2 BAY ST N MANITOWANING ON P0P 1N0
County/District:	Assiginack
MOECC District/Area Office:	Sudbury District
Health Unit:	SUDBURY AND DISTRICT HEALTH UNIT
Conservation Authority:	
MNR Office:	Sudbury Regional Office
Category:	Large Municipal Residential

Site Number: 210001013
Inspection Type: Unannounced
Inspection Number: 1-CN5R0
Date of Inspection: Sep 26, 2016
Date of Previous Inspection:

COMPONENTS DESCRIPTION

Site (Name): MOE DWS Mapping
Type: DWS Mapping Point
Sub Type:

Site (Name): WTP RAW
Type: Source
Sub Type:

Comments:

The Manitowaning Water Treatment Plant intake lies in Manitowaning Bay, just off the North Channel of Georgian Bay in Lake Huron.

Raw water has been characterized as typical Lake Huron/ Georgian Bay water; low in colour and turbidity.

The First Engineer's Report and Drinking Water Works Permit indicate that the intake is 90 metres long, 300 mm in diameter with a flared elbow intake inside a cribbed structure at 1.5 metres height above the bay's bottom and 10 metre median depth. Water flows by gravity into a wet well at the treatment plant.

Site (Name): WTP TREATED
Type: Treated Water POE
Sub Type:

Comments:

The plant is classified as a Class II Water Treatment Subsystem.

The current water treatment plant has been operational since June, 2007. Pre treatment includes straining, addition of pH adjustment (if necessary) and addition of alum (if necessary) to be used when turbidity levels are high.

Treatment includes US Filter pressurized skid mounted membrane filtration (3 trains, 2 duty, 1 standby), followed by pre chlorination in baffled contact cells below the plant. GAC filters are in place to be used when taste and odour are problematic, and post (trim) chlorination is also available. Approximately two days demand is maintained in the reservoir located beneath the plant.

The membrane cleaning process involves backwash cycles which use pressurized air and occur every 30 minutes. Clean in Place (CIP) cycles occur as needed and includes treatment with sodium hypochlorite which assists in removal of organics and citric acid for the removal of inorganics. Neutralization of CIP effluent occurs using calcium thiosulphate or caustic soda. Backwash reservoir waste and neutralized wastewater is then discharged to sanitary sewer. The Municipal Drinking Water Licence does allow for discharge to surface water, if it is necessary.

Site (Name): DISTRIBUTION (WATER INSPECTION)
Type: Other
Sub Type:

Comments:

The Manitowaning distribution system is classified as a Class 1 Water Distribution System.

The population of Manitowaning is estimated to be approximately 600, with 347 (approximate) service connections. It is reported that about 63 connections are commercial /institutional premises such as the medical clinic, daycare, retirement home and various businesses. The distribution system was commissioned in 1975 and consists of two main components including Town lines and private lines.

A) Town Lines:

Distribution system pipes include a 300 foot, 10 inch diameter pipe extending outwards from the water plant, 8 inch diameter water mains on Queen Street and Main Street, plus 6 inch lines on all other municipal lines. PVC piping was used except for a small section of 10 inch line.

There are 52 hydrants owned and maintained by the Municipality.

B) Private Lines:

The Municipality allowed six private lines to be installed on the agreement that maintenance and hookup fees were the sole responsibility of the owners of the private lines. The Municipality did not maintain these lines nor provide microbiological or chlorine residual sampling prior to 2004. In 2004, the Municipality asked its operating authority to begin sampling and testing residuals throughout the entire distribution system.

Three private hydrants are installed on private lines. These lines are now included as part of the yearly flushing program on the municipal system. Any repairs on the private system are overseen by the operating authority.

INSPECTION SUMMARY:

Introduction

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

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

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

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

The previous inspection was completed on July 9, 2015, with one issue of non-compliance identified. However, there were no specific required actions associated with the non-compliance issue.

The review period for the current inspection is from July 2015 through until September 2016.

Capacity Assessment

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

The Municipal Drinking Water Licence (MDWL) for this plant identifies the rated capacity as 1,045 cubic meters per day of treated water from the treatment subsystem into the distribution system. A review of the treated water flow data confirmed that the rated capacity was maintained well below the identified limit throughout the inspection period.

The Permit to Take Water (PTTW #1366-7SXN4J), which forms part of the MDWL, allows for a maximum instantaneous flow rate of 4,279 litres per minute and a maximum daily water taking rate of 1,149,120 litres per day. Neither of these limits were exceeded during the inspection period.

Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.
- Records indicated that the treatment equipment was operated in a manner that achieved the design

Treatment Processes

capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.

The Manitowaning WTP uses a process that includes membrane microfiltration followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits for cryptosporidium, giardia and viruses. The following table summarizes the required log removal/inactivation and the credits assigned to each stage of the treatment process. The information is based on the Procedure for Disinfection of Drinking Water in Ontario, the original plant design and the Municipal Drinking Water Licence.

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

MEMBRANE FILTRATION:

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

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

To ensure the above criteria is met at all times, the filters are regularly backwashed while in operation, with maintenance and acid cleans completed as they are necessary. The transmembrane pressure is continuously monitored through the SCADA and the membrane integrity tests are completed on a regular schedule.

Turbidimeters are located on each filter effluent line and monthly filter efficiency reports are produced to ensure the plant meets the criterion each month. For the current inspection period, the filter efficiency criterion was achieved in all months.

CHLORINATION

In order to ensure effective pathogen inactivation to the required level through chemical disinfection (chlorination), the CT concept is applied. This concept uses a combination of disinfection residual concentration and the effective disinfection contact time in quantifying the capacity of a chemical disinfection system in providing pathogen inactivation. Using this concept involves the determination of CT values required at variable operating conditions (i.e. flow, temperature, pH) and ensuring that the disinfection process achieves the required value at all times. At this plant, chemical disinfection must account for a minimum of 0.5 log inactivation of giardia and 4 log inactivation of viruses. There is a standard operating procedure in place that requires a CT calculation to be completed any time the chlorine residual drops below 0.8 mg/L.

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

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

Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**
- **Continuous monitoring of each filter effluent line was being performed for turbidity.**
- **The secondary disinfectant residual was measured as required for the distribution system.**
The operator checks the chlorine residual in the distribution system twice per week; usually at four locations on the first day and three on the second day. It was confirmed that the residuals are measured at least 48 hours apart.
- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

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

All continuous monitoring equipment is equipped with alarms. The SCADA system sends all alarms to the operator pager using an autodialer. Once the alarm is received, the operator will call in to get the specific alarm information and will then respond accordingly.

The continuous chlorine analyzer used to measure the chlorine residual at the location where the intended CT has been achieved is set to alarm if the residual drops to 0.85 mg/L and the plant will stop production if the residual reaches 0.80 mg/L. The plant will also stop producing water if a high filtrate alarm is received. The alarm set point for filtrate turbidity is 0.2 mg/L.

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**
- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

OCWA has an electronic maintenance management system in place that generates work orders based on manufacturer specifications and pre-set schedules (i.e. weekly, monthly, annually). Regular calibration and maintenance of continuous analyzers is included in the maintenance management system.

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**
- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Although the operations manual is readily available and generally meets the noted requirements, it has not been updated for a number of years. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information regarding the operation of the drinking water system. Further, any outdated manuals and/or documents that are no longer valid should be discarded.

Logbooks

Logbooks

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

Security

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

The water treatment plant remains locked at all times and an operator visits the site a minimum of three times per week. It was indicated that there is an intrusion alarm at the plant, but it is not used. It is recommended that the operators start setting the intrusion alarm on a regular basis.

Certification and Training

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

OCWA employs a number of operators out of the Espanola Hub office that are appropriately licenced to act as the overall responsible operator (ORO) for the Manitowaning drinking water system (Class II water treatment subsystem and Class I water distribution system). The ORO is identified in the logbook daily and is usually the operator that is on call for the week.

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

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

- Only certified operators made adjustments to the treatment equipment.

Water Quality Monitoring

- All microbiological water quality monitoring requirements for distribution samples were being met.

For this system, eight samples are required to be collected each month. At least one sample must be taken in each week of the month and all of the samples must be tested for *Escherichia coli* (EC) and total coliforms (TC). At least 25% of the samples required to be taken must also be tested for general background bacteria population expressed as colony counts on a heterotrophic plate count (HPC).

All required distribution microbiological sampling and testing was completed during the inspection period.

- All microbiological water quality monitoring requirements for treated samples were being met.

At least one sample is required to be collected from the end of the treatment process each week and tested for EC, TC and HPC. This requirement was met each week during the inspection period.

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

The requirement is to sample and analyze for the inorganic parameters specified in Schedule 23 of O. Reg. 170/03 every 12 months. Sampling for these parameters was completed on January 14, 2015 and again on January 5, 2016. All results were within the limits defined by the Ontario Drinking Water Quality Standards (ODWQS).

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

The requirement is to sample and analyze for the organic parameters specified in Schedule 24 of O. Reg. 170/03

Water Quality Monitoring

every 12 months. Sampling for these parameters was completed on January 14, 2015 and again on January 5, 2016. All results were within the limits defined by the Ontario Drinking Water Quality Standards (ODWQS).

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

The requirement is to sample for THMs at a point in the distribution system expected to have the highest levels every three months. Since the previous inspection samples were collected on the following dates with the following results:

July 6, 2015 - 57 ug/L

October 5, 2015 - 58 ug/L

January 5, 2016 - 42 ug/L

April 11, 2016 - 40 ug/L

July 4, 2016 - 58 ug/L

The running average, based on the last four sample results, is 49.5 ug/L, which is well below the ODWQS of 100 ug/L (running average).

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

The requirement is to sample and analyze for nitrate and nitrite in the treated water every three months. Sampling for these parameters was completed on the following dates:

July 6, 2015

October 5, 2015

January 5, 2016

April 11, 2016

July 4, 2016

All results were well below the limits defined by the ODWQS.

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

The requirement is to sample for sodium in the treated water every 60 months. Sampling for sodium was last completed on January 13, 2014 with a result of 8.29 mg/L.

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

The requirement is to sample for fluoride in the treated water every 60 months. Sampling for fluoride was last completed on January 13, 2014 with a result of 0.10 mg/L.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**

The MDWL for this facility prescribes sampling for total suspended solids (TSS) if the operation of the plant requires discharging of the process wastewater into Manitowaning Bay. This was not required during the current inspection period.

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

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

Water Quality Assessment

Reporting & Corrective Actions

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**
There were no adverse water quality incidents reported during the current inspection period.
- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**
Notification of an alarm is sent to the on-call operator's pager. When an operator is called out to respond to an alarm, the response, actions taken and other relevant information relating to the alarm is documented in the logbook. A review of the logbook and the Facility Work Order Summary Report confirmed that the operators are responding to alarms within a reasonable timeframe. No concerns were identified with respect to this issue.

Other Inspection Findings

- **The following issues were also noted during the inspection:**
 1. As noted previously in this inspection report, although the operations manual is readily available and generally meets the noted requirements, it has not been updated for a number of years. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information regarding the operation of the drinking water system. Further, any outdated manuals and/or documents that are no longer valid should be discarded.
 2. Fuel delivery for the back-up generator regularly takes place when there is no operator present on site. The delivery is from the outside of the building and the delivery person has no visual observation of the flow into the generator. There is no containment on the pipe that connects the exterior portal to the generator inside the plant. Therefore, if the pipe is compromised, diesel could leak into the generator room for an extended period before it was noticed by the delivery person. As such, it is recommended that an operator be on-site and in the generator room during fuel deliveries.
 3. The treated water line that supplies the treated water into the distribution system is made of PVC with numerous glued fittings. As the pipe ages, some of the joints will begin to leak and there is a possibility of pipe failure (i.e. cracks and breaks). At present there is no way to by-pass the main treated water pipe to continuously supply water to the distribution system should the treated water line require repairs, or should the pipe sustain significant damage. Therefore, it is recommended that the owner and their operating authority review options to address such a situation and develop a contingency plan to specifically address a potential compromise of the treated water line within the plant.
 4. As noted in previous inspections, the membrane filtration technology used in the Manitowaning plant has become obsolete and the type of membranes used are no longer manufactured. The Township of Assiginack has addressed the short term implications of this issue and has purchased all available replacement filters.

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

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

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

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

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

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

1. As noted previously in this inspection report, although the operations manual is readily available and generally meets the noted requirements, it has not been updated for a number of years.

2. Fuel delivery for the back-up generator regularly takes place when there is no operator present on site. The delivery is from the outside of the building and the delivery person has no visual observation of the flow into the generator. There is no containment on the pipe that connects the exterior portal to the generator inside the plant. Therefore, if the pipe is compromised, diesel could leak into the generator room for an extended period before it was noticed by the delivery person.

3. The treated water line that supplies the treated water into the distribution system is made of PVC with numerous glued fittings. As the pipe ages, some of the joints will begin to leak and there is a possibility of pipe failure (i.e. cracks and breaks). At present there is no way to by-pass the main treated water pipe to continuously supply water to the distribution system should the treated water line require repairs, or should the pipe sustain significant damage.

4. As noted in previous inspections, the membrane filtration technology used in the Manitowaning plant has become obsolete and the type of membranes used are no longer manufactured. The Township of Assiginack has addressed the short term implications of this issue and has purchased all available replacement filters.

Recommendation:

1. It is recommended that the operations manual be reviewed and updated, where necessary, to ensure the document provides current and relevant information regarding the operation of the drinking water system. Further, any outdated manuals and/or documents that are no longer valid should be discarded.

2. It is recommended that an operator be on-site and in the generator room during fuel deliveries.

3. It is recommended that the owner and their operating authority review options and develop a contingency plan to specifically address a potential compromise of the treated water line within the plant.

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

SIGNATURES

Inspected By:

Shelley Baggio

Signature: (Provincial Officer)



Reviewed & Approved By:

Marnie Managhan

Signature: (Supervisor)



Review & Approval Date:

Dec 15/16

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

MEMO

Date: January 10, 2017

To: Alton Hobbs
Council

From: Gerry Strong

Re: 2016 Building Permit Report

Please find attached the 2016 Building Permit breakdown.

A summary of the breakdown is as follows:

Total Number of Permits Issued	18
Total Value of Construction	\$ 1,123,425.00
Total Building Permit Revenue	\$ 10,226.55

New Homes	1
New Cottages	3
Residential Reno's & Additions	7
Cottage Reno's & Additions	3
Agricultural Buildings	0
Intuitionl & Commercial Reno's	2
Demolition	<u>2</u>
	18

Although the number of permits issued in 2016 is less than 2015 & 2014 the total construction values are the basically equal to the past two, but there is an increase in the Building Permit fees of approximately \$1,500.00.

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 0026250 0026285
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0026250	23/12/2016	ALLEN'S AUTOMOTIVE GROUP	\$343.42
InvNo: 613473	InvDesc: lag bolts	InvAmt: \$13.12	
InvNo: 613490	InvDesc: chain	InvAmt: \$44.15	
InvNo: 615478	InvDesc: coffee	InvAmt: \$27.98	
InvNo: 615512	InvDesc: hydraulic hose #4	InvAmt: \$45.54	
InvNo: 614202	InvDesc: bolts	InvAmt: \$8.02	
InvNo: 614483	InvDesc: hydraulic filter #4	InvAmt: \$16.79	
InvNo: 614581	InvDesc: filters #3	InvAmt: \$113.05	
InvNo: 614756	InvDesc: hydraulic oil (dozer)	InvAmt: \$54.49	
InvNo: 617467	InvDesc: bolts	InvAmt: \$6.54	
InvNo: 615970	InvDesc: relau #4	InvAmt: \$13.74	
0026251	23/12/2016	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	\$1,325.77
InvNo: MEM005028	InvDesc: 2017 membership	InvAmt: \$1,325.77	
0026252	23/12/2016	BELL CANADA	\$22.20
InvNo: 2016 12 01	InvDesc: toll free line	InvAmt: \$22.20	
0026253	23/12/2016	TOWNSHIP OF CENTRAL MANITOULIN	\$2,322.03
InvNo: DEC 9 2016	InvDesc: 2016 hazard.waste day	InvAmt: \$2,322.03	
0026254	23/12/2016	EASTLINK	\$2,007.56
InvNo: 01418202	InvDesc: streams tel	InvAmt: \$156.71	
InvNo: 01418230	InvDesc: arena	InvAmt: \$137.89	
InvNo: 01418239	InvDesc: norisle (fischer fund)	InvAmt: \$69.91	
InvNo: 01418243	InvDesc: ss wtp	InvAmt: \$78.90	
InvNo: 01418215	InvDesc: fd-interconnect	InvAmt: \$78.90	
InvNo: 01418229	InvDesc: fd-tel	InvAmt: \$103.76	
InvNo: 01418253	InvDesc: marina	InvAmt: \$78.90	
InvNo: 01418256	InvDesc: bwt	InvAmt: \$78.90	
InvNo: 01418218	InvDesc: info booth	InvAmt: \$148.91	
InvNo: 01418241	InvDesc: mtg wtp	InvAmt: \$149.27	
InvNo: 01418018	InvDesc: mun.office	InvAmt: \$616.39	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 01418257 InvDesc: pw InvAmt: \$212.04
 InvNo: DEC 13 2016 MARINA InvDesc: marina dsl InvAmt: \$48.54
 InvNo: DEC 13 2016 PW InvDesc: pw-dsl InvAmt: \$48.54

ChqNo:	Date:	Vendor:	Amount:
0026255	23/12/2016	ELWIN SHAW	\$1,955.00

InvNo: 2016-04 InvDesc: sucker lk-portapotty rent/serv InvAmt: \$915.00
 InvNo: 2016-03 InvDesc: info bth-portapotty rent/serv InvAmt: \$1,040.00

ChqNo:	Date:	Vendor:	Amount:
0026256	23/12/2016	FALCON COMMUNICATIONS LTD.	\$435.05

InvNo: 4314 InvDesc: radio #2 (new truck) InvAmt: \$435.05

ChqNo:	Date:	Vendor:	Amount:
0026257	23/12/2016	FORT GARRY INDUSTRIES LTD	\$88.14

InvNo: F5587062 InvDesc: plow flags/lights InvAmt: \$88.14

ChqNo:	Date:	Vendor:	Amount:
0026258	23/12/2016	GERRY STRONG	\$153.85

InvNo: DEC 23 2016 InvDesc: bldg insp mileage InvAmt: \$153.85

ChqNo:	Date:	Vendor:	Amount:
0026259	23/12/2016	H & R NOBLE CONSTRUCTION	\$2,412.55

InvNo: 35849 InvDesc: mechanical #44float InvAmt: \$1,632.85
 InvNo: 35829 InvDesc: float grader from sudbury InvAmt: \$779.70

ChqNo:	Date:	Vendor:	Amount:
0026260	23/12/2016	HYDRO ONE NETWORKS INC.	\$5,173.33

InvNo: DEC 6 2016 ADMIN InvDesc: mun.office InvAmt: \$382.23
 InvNo: DEC 16 2016 TENNIS InvDesc: tennis courts InvAmt: \$34.18
 InvNo: DEC 16 2016 ARENA InvDesc: arena InvAmt: \$1,594.54
 InvNo: DEC 16 2016 SS WTP InvDesc: ss wtp InvAmt: \$982.23
 InvNo: DEC 16 2016 INFO BTH InvDesc: info booth InvAmt: \$36.71
 InvNo: DEC 6 2016 SHOWERS InvDesc: marina showerhouse InvAmt: \$76.81
 InvNo: DEC 16 2016 LIBRARY InvDesc: library InvAmt: \$523.75
 InvNo: DEC 16 0216 DOCKS InvDesc: marina docks InvAmt: \$61.41
 InvNo: DEC 16 2016 LITES InvDesc: street lites InvAmt: \$802.43
 InvNo: DEC 16 2016 PO/BNK InvDesc: po/bank InvAmt: \$679.04

ChqNo:	Date:	Vendor:	Amount:
0026261	23/12/2016	JACKIE WHITE	\$49.05

InvNo: 134392 InvDesc: supplies for school tree deco InvAmt: \$49.05

ChqNo:	Date:	Vendor:	Amount:
0026262	23/12/2016	LESLIE FIELDS	\$46.80

InvNo: DEC 7 2016 InvDesc: mileage cpac meeting InvAmt: \$46.80

ChqNo:	Date:	Vendor:	Amount:
0026263	23/12/2016	LINDE CANADA	\$281.31

InvNo: 55442753 InvDesc: welding wire InvAmt: \$163.62
 InvNo: 55423863 InvDesc: oxygen tank InvAmt: \$117.69

ChqNo:	Date:	Vendor:	Amount:
0026264	23/12/2016	MANITOWANING MILL & HOME BUILDING CENTRE	\$204.55

InvNo: 0100347 InvDesc: lib reno-paint brush/supp InvAmt: \$54.21

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 0100320	InvDesc: lib reno-plastic drop sheets	InvAmt: \$12.11
InvNo: 0100276	InvDesc: lib reno-paint supp	InvAmt: \$91.49
InvNo: 0100508	InvDesc: lib reno-paint supp	InvAmt: \$16.50
InvNo: 0100799	InvDesc: lib reno-caulking	InvAmt: \$2.93
InvNo: 0100897	InvDesc: lib reno-weatherstripp/foam tp	InvAmt: \$27.31

ChqNo:	Date:	Vendor:	Amount:
0026265	23/12/2016	MANITOULIN EXPOSITOR	\$134.39

InvNo: 91952	InvDesc: adv-holiday skating hours	InvAmt: \$75.81
InvNo: 92118	InvDesc: advertising	InvAmt: \$58.58

ChqNo:	Date:	Vendor:	Amount:
0026266	23/12/2016	MANITOWANING PHARMACY	\$39.86

InvNo: 339650	InvDesc: admin-xmas party supp	InvAmt: \$15.46
InvNo: 339479	InvDesc: admin-xmas party	InvAmt: \$24.42

ChqNo:	Date:	Vendor:	Amount:
0026267	23/12/2016	MANITOWANING FRESHMART	\$10.31

InvNo: 00124754	InvDesc: admin-plastic wrap	InvAmt: \$9.70
InvNo: 00275768	InvDesc: admin-j.cloth	InvAmt: \$4.17

ChqNo:	Date:	Vendor:	Amount:
0026268	23/12/2016	MUNICIPAL EMPLOYER PENSION CENTRE OF ONT	\$59.33

InvNo: MC003217	InvDesc: 2017 membership	InvAmt: \$59.33
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ChqNo:	Date:	Vendor:	Amount:
0026269	23/12/2016	MINISTER OF FINANCE	\$90.83

InvNo: DEC 23 2016	InvDesc: salary garnishment	InvAmt: \$90.83
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ChqNo:	Date:	Vendor:	Amount:
0026270	23/12/2016	NEW NORTH FUELS INC	\$4,265.01

InvNo: 392342	InvDesc: pw-dyed diesel	InvAmt: \$1,523.33
InvNo: 392344	InvDesc: pw-diesel	InvAmt: \$2,089.86
InvNo: 392489	InvDesc: po/bnk-furnace oil	InvAmt: \$651.82

ChqNo:	Date:	Vendor:	Amount:
0026271	23/12/2016	ONTARIO CLEAN WATER AGENCY	\$82.50

InvNo: INV000090559	InvDesc: mtg wtp	InvAmt: \$82.50
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ChqNo:	Date:	Vendor:	Amount:
0026272	23/12/2016	RALF ISLAND TRUCK PARTS	\$266.12

InvNo: 1212	InvDesc: valve	InvAmt: \$100.38
InvNo: 1195	InvDesc: winter wipers	InvAmt: \$36.10
InvNo: 1199	InvDesc: air tank (float)	InvAmt: \$97.51
InvNo: 1194	InvDesc: backup alarm #4	InvAmt: \$32.13

ChqNo:	Date:	Vendor:	Amount:
0026273	23/12/2016	RELIANCE HOME COMFORT	\$91.09

InvNo: DEC 12 2016 PW	InvDesc: pw-hwt rental	InvAmt: \$49.19
InvNo: DEC 12 2016 ADMIN	InvDesc: admin-hwt rental	InvAmt: \$41.90

ChqNo:	Date:	Vendor:	Amount:
0026274	23/12/2016	SUDBURY & DISTRICT HEALTH UNIT	\$2,688.00

InvNo: RC02003308	InvDesc: jan 2017 sdhu levy	InvAmt: \$2,688.00
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ChqNo:	Date:	Vendor:	Amount:
0026275	23/12/2016	REDBOW FLOOR & WALL FASHIONS	\$10,248.21

InvNo: 11787	InvDesc: lib reno-carpet supplv/install	InvAmt: \$5,220.44
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The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 14788 InvDesc: lib reno-tiles supply/install InvAmt: \$5,027.77

ChqNo:	0026276	Date:	23/12/2016	Vendor:	LARRY CRESS	Amount:	\$97.63
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InvNo: 642939 InvDesc: lumber for float InvAmt: \$97.63

ChqNo:	0026277	Date:	23/12/2016	Vendor:	TULLOCH ENGINEERING	Amount:	\$28,017.79
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InvNo: 155319-15 InvDesc: mun.drain supt InvAmt: \$4,005.29

InvNo: 165328-4 InvDesc: arthur/queen st eng InvAmt: \$24,012.50

ChqNo:	0026278	Date:	23/12/2016	Vendor:	BARBARA BAKER	Amount:	\$900.00
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InvNo: 119 InvDesc: dec seniors programming InvAmt: \$900.00

ChqNo:	0026279	Date:	23/12/2016	Vendor:	SIMALAM	Amount:	\$9,040.00
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InvNo: 0958 InvDesc: website instal #3 InvAmt: \$4,520.00

InvNo: 0957 InvDesc: website install #2 InvAmt: \$4,520.00

ChqNo:	0026280	Date:	23/12/2016	Vendor:	BRODART CANADA COMPANY	Amount:	\$4,866.63
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InvNo: 30007-1 InvDesc: lib-furniture re-can.post grnt InvAmt: \$5,310.47

ChqNo:	0026281	Date:	23/12/2016	Vendor:	GROENEVELD LUBRICATION SYSTEMS IN	Amount:	\$5,351.33
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InvNo: 024/40042795 InvDesc: auto.greaser #2(new truck) InvAmt: \$5,351.33

ChqNo:	0026282	Date:	23/12/2016	Vendor:	TERRASTAR BUILDING PRODUCTS INC.	Amount:	\$366.09
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InvNo: NOV 2016 InvDesc: roller mills steel InvAmt: \$366.09

ChqNo:	0026283	Date:	23/12/2016	Vendor:	WAT SUPPLIES	Amount:	\$49.21
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InvNo: 149793 InvDesc: po/bnk-t.tissue InvAmt: \$49.21

ChqNo:	0026284	Date:	23/12/2016	Vendor:	WHITE'S SHELL	Amount:	\$53.43
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InvNo: 0584 InvDesc: pw-gas/oil InvAmt: \$53.43

ChqNo:	0026285	Date:	23/12/2016	Vendor:	WILLIAM BECK	Amount:	\$251.64
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InvNo: 702-6402798-2284257 InvDesc: recy.depot-security light InvAmt: \$101.64

InvNo: 9990 InvDesc: safety boots allow InvAmt: \$150.00

*** End of Report ***

Report Total:

\$83,790.03

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 0026290 0026337
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0026290	Date:	09/01/2017	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$503.90
InvNo:	618407	InvDesc:	arena-propane	InvAmt:		\$112.98	
InvNo:	618546	InvDesc:	arena-propane	InvAmt:		\$56.49	
InvNo:	618803	InvDesc:	arena-oil	InvAmt:		\$24.17	
InvNo:	620138	InvDesc:	arena-propane	InvAmt:		\$112.98	
InvNo:	620928	InvDesc:	lib bldg-gas for snowblower	InvAmt:		\$34.89	
InvNo:	621561	InvDesc:	arena-oil/propane	InvAmt:		\$155.01	
InvNo:	123116	InvDesc:	s.chgs	InvAmt:		\$7.38	

ChqNo:	0026291	Date:	09/01/2017	Vendor:	TOWNSHIP OF ASSIGINACK	Amount:	\$6,336.72
InvNo:	111270020171STHLF	InvDesc:	2017 1st hlf w/s po/bank	InvAmt:		\$681.12	
InvNo:	1208800 2017 1ST HLF	InvDesc:	2017 1st hlf w/s arena	InvAmt:		\$1,362.24	
InvNo:	1303510 2017 1ST HLF	InvDesc:	2017 1st hlf w/s library bldg	InvAmt:		\$1,364.76	
InvNo:	1307800 2017 1ST HLF	InvDesc:	2017 1st hlf w/s marina	InvAmt:		\$681.12	
InvNo:	604300 2017 1ST HALF	InvDesc:	2017 1st hlf w/s pw	InvAmt:		\$371.46	
InvNo:	1305500 2017 1ST HLF	InvDesc:	2017 1st hlf w/s office	InvAmt:		\$681.12	
InvNo:	1307700 2017 1ST HLF	InvDesc:	2017 1st w/s norisle	InvAmt:		\$281.10	
InvNo:	1307810 2017 1ST HLF	InvDesc:	2017 1st hlf w/s heritage park	InvAmt:		\$681.12	
InvNo:	130500.01 2017	InvDesc:	2017 capital charge (sen.prk)	InvAmt:		\$232.68	

ChqNo:	0026292	Date:	09/01/2017	Vendor:	BJ'S & ADDISONS	Amount:	\$220.35
InvNo:	097359	InvDesc:	repair grader tires	InvAmt:		\$220.35	

ChqNo:	0026293	Date:	09/01/2017	Vendor:	CERTIFIED LABORATORIES	Amount:	\$936.88
InvNo:	469574	InvDesc:	grease/oil/wax	InvAmt:		\$936.88	

ChqNo:	0026294	Date:	09/01/2017	Vendor:	CITY OF GREATER SUDBURY	Amount:	\$606.93
InvNo:	00073380	InvDesc:	nov recyc. material	InvAmt:		\$606.93	

ChqNo:	0026295	Date:	09/01/2017	Vendor:	COMPUTREK	Amount:	\$531.89
InvNo:	14205	InvDesc:	dec it services reconc	InvAmt:		\$84.75	
InvNo:	14257	InvDesc:	dec backup storage fees	InvAmt:		\$177.07	
InvNo:	14145	InvDesc:	jan server mgmt	InvAmt:		\$270.07	

ChqNo:	0026296	Date:	09/01/2017	Vendor:	COOPER & SONS PLUMBING	Amount:	\$1,029.19
InvNo:	6405	InvDesc:	lib bldg-supply/install hwt	InvAmt:		\$1,029.19	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	0026297	Date:	09/01/2017	Vendor:	C. PEARSON & SON EXCAVATION & HAULAGE	Amount:	\$35,330.86
	InvNo: 3733		InvDesc: mun.drain maint			InvAmt:	\$35,330.86
ChqNo:	0026298	Date:	09/01/2017	Vendor:	DWAYNE ELLIOTT	Amount:	\$407.52
	InvNo: DEC 23 2016		InvDesc: fd-misc mileage & expenses			InvAmt:	\$407.52
ChqNo:	0026299	Date:	09/01/2017	Vendor:	EASTLINK	Amount:	\$1,952.04
	InvNo: 01495323		InvDesc: arena			InvAmt:	\$141.67
	InvNo: 01495336		InvDesc: ss wtp			InvAmt:	\$80.87
	InvNo: 01495332		InvDesc: norisle			InvAmt:	\$71.65
	InvNo: 01495309		InvDesc: fd-interconnect			InvAmt:	\$80.87
	InvNo: 01495322		InvDesc: fd-tel			InvAmt:	\$106.35
	InvNo: 01495346		InvDesc: marina			InvAmt:	\$80.87
	InvNo: 01495349		InvDesc: bwt			InvAmt:	\$80.87
	InvNo: 01495312		InvDesc: info booth			InvAmt:	\$152.63
	InvNo: 01495296		InvDesc: man streams			InvAmt:	\$157.28
	InvNo: 01495334		InvDesc: mtg wtp			InvAmt:	\$152.82
	InvNo: 01495350		InvDesc: pw			InvAmt:	\$214.18
	InvNo: 01495113		InvDesc: mun.office			InvAmt:	\$631.98
ChqNo:	0026300	Date:	09/01/2017	Vendor:	ELWIN SHAW	Amount:	\$35.00
	InvNo: 2016-05		InvDesc: recycling depot			InvAmt:	\$35.00
ChqNo:	0026301	Date:	09/01/2017	Vendor:	FORT GARRY INDUSTRIES LTD	Amount:	\$219.17
	InvNo: F5609175		InvDesc: shoe bracket			InvAmt:	\$219.17
ChqNo:	0026302	Date:	09/01/2017	Vendor:	ZAMBONI COMPANY LTD.	Amount:	\$1,027.33
	InvNo: 090861		InvDesc: zamboni gear motor kit			InvAmt:	\$1,027.33
ChqNo:	0026303	Date:	09/01/2017	Vendor:	GCR TIRE CENTRE	Amount:	\$707.32
	InvNo: 910-26652		InvDesc: tire #4			InvAmt:	\$707.32
ChqNo:	0026304	Date:	09/01/2017	Vendor:	GERRY STRONG	Amount:	\$153.85
	InvNo: JAN 9 2017		InvDesc: bldg insp mileage			InvAmt:	\$153.85
ChqNo:	0026305	Date:	09/01/2017	Vendor:	GIN-COR INDUSTRIES	Amount:	\$1,607.85
	InvNo: 40139		InvDesc: sander chain #7			InvAmt:	\$1,607.85
ChqNo:	0026306	Date:	09/01/2017	Vendor:	H & R NOBLE CONSTRUCTION	Amount:	\$1,322.10
	InvNo: 35871		InvDesc: grader rental			InvAmt:	\$1,322.10
ChqNo:	0026307	Date:	09/01/2017	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$12,141.84
	InvNo: DEC 30 2016 NORISLE		InvDesc: norisle/heritage park			InvAmt:	\$34.18
	InvNo: DEC 30 2016 ICE PLNT		InvDesc: arena ice plant (estimate)			InvAmt:	\$4,049.70
	InvNo: DEC 30 2016 DEPOT		InvDesc: recy.depot			InvAmt:	\$15.68
	InvNo: DEC 30 2016 PW		InvDesc: pw			InvAmt:	\$499.07

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: DEC 23 2016 LAGOON InvDesc: lagoon InvAmt: \$2,900.27
 InvNo: DEC 22 2016 MICROFIT InvDesc: pw-microfit InvAmt: \$6.10
 InvNo: DEC 22 2016 MTG WTP InvDesc: mtg wtp InvAmt: \$4,636.84

ChqNo:	0026308	Date:	09/01/2017	Vendor:	JACKIE WHITE	Amount:	\$26.52
InvNo:	DEC 31 2016	InvDesc:	pec-new yrs eva supp.reimb	InvAmt:		\$15.53	
InvNo:	DEC 12 2016	InvDesc:	pec-makerspace supplies	InvAmt:		\$10.99	

ChqNo:	0026309	Date:	09/01/2017	Vendor:	LINDE CANADA	Amount:	\$141.48
InvNo:	55314635	InvDesc:	argoshield/wire	InvAmt:		\$141.48	

ChqNo:	0026310	Date:	09/01/2017	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$434.99
InvNo:	0100015	InvDesc:	po-ice melter	InvAmt:		\$51.96	
InvNo:	0100426	InvDesc:	po-disinfect.cleaner	InvAmt:		\$53.94	
InvNo:	0100641	InvDesc:	arena-clean.supplies	InvAmt:		\$176.76	
InvNo:	0100797	InvDesc:	po-floor cleaner	InvAmt:		\$18.68	
InvNo:	0101090	InvDesc:	lib reno-clnrs,casters	InvAmt:		\$16.13	
InvNo:	0100705	InvDesc:	fitting	InvAmt:		\$1.80	
InvNo:	0100553	InvDesc:	extension cords	InvAmt:		\$62.14	
InvNo:	0100126	InvDesc:	paint/mouse bait/pinesol	InvAmt:		\$53.58	

ChqNo:	0026311	Date:	09/01/2017	Vendor:	METAL AIR MECHANICAL SYSTEMS	Amount:	\$684.84
InvNo:	124295	InvDesc:	arena-ice plant repairs	InvAmt:		\$684.84	

ChqNo:	0026312	Date:	09/01/2017	Vendor:	MINISTER OF FINANCE	Amount:	\$22,607.00
InvNo:	17281216143	InvDesc:	nov policing cost	InvAmt:		\$22,607.00	

ChqNo:	0026313	Date:	09/01/2017	Vendor:	MINISTER OF FINANCE	Amount:	\$1,253.86
InvNo:	DEC 2016	InvDesc:	dec eht remittance	InvAmt:		\$1,253.86	

ChqNo:	0026314	Date:	09/01/2017	Vendor:	MINISTER OF FINANCE	Amount:	\$90.83
InvNo:	JAN 9 2017	InvDesc:	salary garnishment	InvAmt:		\$90.83	

ChqNo:	0026315	Date:	09/01/2017	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$500.28
InvNo:	8867083001	InvDesc:	plow bolts/cut off wheels/nuts	InvAmt:		\$313.05	
InvNo:	8943184001	InvDesc:	brake cleaner	InvAmt:		\$187.23	

ChqNo:	0026316	Date:	09/01/2017	Vendor:	MUNICIPAL PROPERTY ASSESSMENT CORP.	Amount:	\$10,301.57
InvNo:	1800017294	InvDesc:	2017 1st qtr billing	InvAmt:		\$10,301.57	

ChqNo:	0026317	Date:	09/01/2017	Vendor:	NEW NORTH FUELS INC	Amount:	\$4,363.14
InvNo:	395060	InvDesc:	pw-diesel	InvAmt:		\$1,547.37	
InvNo:	394320	InvDesc:	office furnace oil	InvAmt:		\$284.49	
InvNo:	394197	InvDesc:	po-furnace oil	InvAmt:		\$240.23	
InvNo:	394047	InvDesc:	pw-diesel	InvAmt:		\$2,291.05	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	0026318	Date:	09/01/2017	Vendor:	NORTHERN COMMUNICATION SERVICES INC	Amount:	\$54.33
	InvNo: 21216-01012017		InvDesc: jan 911			InvAmt:	\$54.33
ChqNo:	0026319	Date:	09/01/2017	Vendor:	OMERS	Amount:	\$8,095.72
	InvNo: DEC 2016		InvDesc: dec omers remittance			InvAmt:	\$8,095.72
ChqNo:	0026320	Date:	09/01/2017	Vendor:	ONTARIO GOOD ROADS ASSOCIATION	Amount:	\$595.94
	InvNo: 40800		InvDesc: 2017 ogra membership fee			InvAmt:	\$595.94
ChqNo:	0026321	Date:	09/01/2017	Vendor:	PAUL MOFFAT	Amount:	\$46.80
	InvNo: DEC 22 2016		InvDesc: mileage awards night mss			InvAmt:	\$46.80
ChqNo:	0026322	Date:	09/01/2017	Vendor:	PITNEY BOWES	Amount:	\$251.57
	InvNo: 3200359565		InvDesc: postage meter lease			InvAmt:	\$251.57
ChqNo:	0026323	Date:	09/01/2017	Vendor:	PURULATOR COURIER	Amount:	\$73.75
	InvNo: 433296493		InvDesc: freight (streams reimb)			InvAmt:	\$73.75
ChqNo:	0026324	Date:	09/01/2017	Vendor:	RALF ISLAND TRUCK PARTS	Amount:	\$33.89
	InvNo: 1245		InvDesc: def fluid/glad hand			InvAmt:	\$33.89
ChqNo:	0026325	Date:	09/01/2017	Vendor:	RECEIVER GENERAL	Amount:	\$20,234.04
	InvNo: DEC 2016		InvDesc: dec source deductions			InvAmt:	\$20,234.04
ChqNo:	0026326	Date:	09/01/2017	Vendor:	RIVERSIDE ENTERPRISES	Amount:	\$2,370.74
	InvNo: 17314		InvDesc: dec recy. transport			InvAmt:	\$2,370.74
ChqNo:	0026327	Date:	09/01/2017	Vendor:	ROBERT CASE	Amount:	\$150.00
	InvNo: 2016-06		InvDesc: wagon rides new yrs eve			InvAmt:	\$150.00
ChqNo:	0026328	Date:	09/01/2017	Vendor:	SOCAN	Amount:	\$209.13
	InvNo: 8544210		InvDesc: 2017 arena lic			InvAmt:	\$209.13
ChqNo:	0026329	Date:	09/01/2017	Vendor:	STRONGCO LIMITED PARTNERSHIP	Amount:	\$52,020.06
	InvNo: 90316269		InvDesc: grader repairs			InvAmt:	\$52,020.06
ChqNo:	0026330	Date:	09/01/2017	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$2,878.96
	InvNo: 14049067		InvDesc: pw			InvAmt:	\$2,782.25
	InvNo: 14049068		InvDesc: arena			InvAmt:	\$1,329.79
	InvNo: 14049069		InvDesc: arena			InvAmt:	\$994.76
	InvNo: 14083695		InvDesc: po/bank			InvAmt:	\$310.72
ChqNo:	0026331	Date:	09/01/2017	Vendor:	DATAFIX	Amount:	\$452.00
	InvNo: 6786		InvDesc: 2017 voterview			InvAmt:	\$452.00
ChqNo:	0026332	Date:	09/01/2017	Vendor:	NEPSMAA/NEFEC	Amount:	\$644.10
	InvNo: 667		InvDesc: fd-fire conf reg (2)			InvAmt:	\$644.10
ChqNo:	0026333	Date:	09/01/2017	Vendor:	THOMPSON ELECTRIC	Amount:	\$420.53
	InvNo: 4830		InvDesc: po-relamp 6 fixtures			InvAmt:	\$116.84
	InvNo: 4831		InvDesc: lib bldg-repair bathroom fans			InvAmt:	\$303.69
ChqNo:	0026334	Date:	09/01/2017	Vendor:	WAT SUPPLIES	Amount:	\$1,036.37
	InvNo: 150852		InvDesc: arena/admin/lib-skid salt			InvAmt:	\$807.95

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 150627 InvDesc: po/bank-clean.supp/g.bags InvAmt: \$228.42

ChqNo:	0026335	Date:	09/01/2017	Vendor:	WHITE'S SHELL	Amount:	\$291.71
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InvNo: 15674 InvDesc: float mechanical InvAmt: \$131.98

InvNo: 15769 InvDesc: flasher #4 InvAmt: \$27.75

InvNo: 15672 InvDesc: mechanical #4 InvAmt: \$131.98

ChqNo:	0026336	Date:	09/01/2017	Vendor:	WINDOWS UNLIMITED	Amount:	\$1,741.70
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InvNo: 296116 InvDesc: lib bldg-rug cln.basement off. InvAmt: \$565.00

InvNo: 296115 InvDesc: med clinic-door lock InvAmt: \$56.50

InvNo: 296117 InvDesc: rdside parks&garb.pickup InvAmt: \$1,120.20

ChqNo:	0026337	Date:	09/01/2017	Vendor:	WORKPLACE SAFETY & INSURANCE BOARD	Amount:	\$2,398.72
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InvNo: DEC 2016 InvDesc: dec wsib remittance InvAmt: \$2,398.72

*** End of Report ***

Report Total:

\$199,475.31

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83,790.03 +
 199,475.31 +
 283,265.34 *

Date : 23/12/2016
Time : 9:11:16 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0026246		26/12/2016	12/26COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0026247		26/12/2016	12/26COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0026248		26/12/2016	12/26COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0026249		26/12/2016	12/26COMB	133	BOND, FREDA	OUTSTANDING	Cheque
685		26/12/2016	12/26COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
686		26/12/2016	12/26COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
687		26/12/2016	12/26COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
688		26/12/2016	12/26COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
689		26/12/2016	12/26COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
690		26/12/2016	12/26COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
691		26/12/2016	12/26COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
692		26/12/2016	12/26COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
693		26/12/2016	12/26COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
694		26/12/2016	12/26COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
695		26/12/2016	12/26COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
696		26/12/2016	12/26COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
697		26/12/2016	12/26COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
698		26/12/2016	12/26COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
699		26/12/2016	12/26COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
700		26/12/2016	12/26COMB	322	OBRIEN, JOSEPH	OUTSTANDING	Direct Deposit
701		26/12/2016	12/26COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Total :	\$18,385.98						

Date : 09/01/2017
Time : 1:48:11 PM

The Township of Assiginack

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0026286		09/01/2017	01/09COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0026287		09/01/2017	01/09COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0026288		09/01/2017	01/09COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0026289		09/01/2017	01/09COMB	133	BOND, FREDA	OUTSTANDING	Cheque
702		09/01/2017	01/09COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
703		09/01/2017	01/09COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
704		09/01/2017	01/09COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
705		09/01/2017	01/09COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
706		09/01/2017	01/09COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
707		09/01/2017	01/09COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
708		09/01/2017	01/09COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
709		09/01/2017	01/09COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
710		09/01/2017	01/09COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
711		09/01/2017	01/09COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
712		09/01/2017	01/09COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
713		09/01/2017	01/09COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
714		09/01/2017	01/09COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
715		09/01/2017	01/09COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
716		09/01/2017	01/09COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
717		09/01/2017	01/09COMB	322	OBRIEN, JOSEPH	OUTSTANDING	Direct Deposit
718		09/01/2017	01/09COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Total : \$17,983.06

0• C

18,385.98 +
17,983.06 +
36,369.04 *



Concussion Prevention and Management Policy

Purpose:

The Township of Assiginack understands the seriousness of concussions and is committed to keeping participants safe by reducing the incidence of concussions and ensuring proper management of participants with suspected and diagnosed concussions.

Definitions:

Concussion:

- Is a brain injury that changes how the brain functions, leading to symptoms/signs that can be physical, cognitive, emotional, behavioral and can be related to sleep.
- May be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull.
- Can occur even if there has been no loss of consciousness
- Can't normally be seen on x rays or similar scans
- Is a clinical diagnosis made by a medical practitioner

The young brain is most susceptible to concussion and takes longer to recover than adults. Without proper identification and management, a concussion can result in permanent brain damage or in certain instances, death.

Signs & Symptoms of Concussions

The presence of one or more of the following signs and symptoms may suggest a concussion:

- Lack of consciousness
- Headache
- Seizure or convulsion
- Dizziness
- Problems with balance
- Confusion
- Nausea or vomiting
- Feeling 'slowed down'

- Drowsiness
- Pressure in the head
- Blurred vision
- Irritability
- Sensitivity to light, noise
- Fatigue, low energy
- Nervous or anxious
- Neck pain
- Emotional control, sadness
- Difficulty remembering, concentrating
- Amnesia

Signs and symptoms can be immediate or may be delayed for hours or days. Concussion symptoms are made worse by exertion of any kind (physical or mental). It is difficult for young participants to communicate how they are feeling.

Employees:

Are individuals who are directly involved with municipal recreation programming and/or the direct supervision of participants.

SCOPE:

This policy applies to all:

- Township employees and contractors that are directly involved with recreation programming and direct supervision of participants.
- Participants and/or guardians of sport and recreation programs

RESPONSIBILITIES:

The Township will:

- Ensure that all participants and/or parents or guardians are aware of this policy
- Provide information to participants, parents and/or guardians that address concussion prevention, identification and management
- Provide training on prevention, identification and management of suspected and diagnosed concussions to all employees and contractors directly involved with recreation programming and/or supervision of participants.

Employees/Contractors will:

- Follow appropriate procedures related to removal from play in cases where concussions are suspected
- Document all suspected concussions sustained while participating in Township programs, completing incident/accident reports
- Ensure participants follow the 6 Step Return to Play Protocol in cases where a concussion has been diagnosed. Any return to play considerations must be accompanied by a medical practitioner's written approval.

Participants, Parents, Guardians will:

- Notify an employee or contractor of the Township about any current or previous concussions or concerns and ensure ongoing communication throughout the return to play process.

IMPLEMENTATION:

Removal from Play (suspected concussion)

- If an individual is conscious and suspected of having a concussion, he or she has to immediately be removed from play/activity
- Employees/contractors are to understand that they have the authority to remove from play any individual suspected of having a concussion- 'when in doubt, sit them out'
- Following their removal from play, any individual suspected of having a concussion is to be assessed by a medical practitioner

Note: if an individual is unconscious/has experienced any loss of consciousness, call 9-1-1.

6 STEP RETURN TO PLAY PROTOCOL (Diagnosed Concussion)

1. No activity, complete mental and physical rest. Proceed to next step only when all symptoms are gone.
2. Light aerobic exercise, such as walking or stationary cycling. Monitor for signs/symptoms. No resistance or weight training.
3. Sport specific activities and training (i.e. Skating)
4. Drills without body contact.
5. Begin drills with body contact.
6. Game play.



Criminal Record Check Policy

Purpose:

The Township of Assiginack understands that many positions within the municipal organization are safety and/or security sensitive or are otherwise assumed by the Township by placing a high degree of trust in the integrity of its employees. As a provider of public services, it is incumbent on the Township to exercise due diligence by ensuring, to the extent reasonably possible, that employees, contractors and volunteers who provide such services do not pose a risk to vulnerable individuals or to the Township's interests.

In order to minimize its risks, the Township has implemented a policy on police background checks for all new employees, students, volunteers and contractors.

Dependent upon the nature of the position and identified risks associated with the position, the employee will be required to provide either a criminal records check or a vulnerable sector screening check before commencement of employment or being permitted to volunteer for the Township.

Employees may be required to provide a renewed police background check if required at designated intervals.

This policy is intended to supplement any other legal requirements imposed by applicable legislation, consistent with the Ontario Human Rights Code, Criminal Records Act and Municipal Freedom of Information and Protection of Privacy Act.

Scope:

This policy applies to all employees, including but not limited to regular, full time, part time, temporary, contract employees, volunteers and students.

This policy will also apply to employees who are being assigned new tasks requiring vulnerable sector screening where it was not required at the beginning of their municipal employment.

Terms:

Police Background Check: A process where police conduct a check of their records and provide a report on their findings to the individual requesting the check. These finds may include information and criminal convictions, federal or provincial charges, discharges or pending, and probation or prohibition orders.

Criminal Records Check: A process conducted by the police force where the applicant resides. This check will reveal whether or not an individual has criminal convictions and/or outstanding criminal charges.

Vulnerable Sector Screening Check: In addition to the information provided in the criminal records check, the vulnerable sector screening check identifies whether or not an individual has a sexual offence. This check is only used for individuals seeking employment or volunteer opportunities with children or vulnerable persons depending on the nature of the position.

Vulnerable persons who because of age, a disability or other circumstances, temporary or permanent are in a position of dependence on others, or are otherwise at greater risk than the general population of being harmed by persons in a position of authority.

Conditions:

At the time of employment, assignment or promotion:

- The Township determines which positions require either a criminal records check or a vulnerable sector screening check.
- The Township determines the frequency each position requires such checks.
- Job descriptions and related advertisements regarding the position should clearly indicate the requirement for such checks, at the applicant's expense, in accordance with Township policy as a condition of employment.
- Individuals applying for positions are responsible for applying for, paying all costs of and submitting checks to the proper municipal contact.
- Current employees assigned to a position may request reimbursement of these costs.
- Failure to provide checks will be sufficient reason to disqualify an individual from employment or volunteer positions.
- Offers of employment will be made conditional upon the receipt of satisfactory checks.



Volunteer Management Policy

Purpose:

The Township of Assiginack acknowledges the essential role that volunteers play in maintaining a healthy community and that it is necessary to ensure that volunteers understand their responsibilities and commitments to the Township and the Township's responsibility to provide a framework for volunteers that allows for best practices and the minimization of risk to all parties. This policy will provide staff and volunteers with guidance to ensure a safe, meaningful and productive volunteer experience.

Definitions:

Volunteer:

Is anyone who offers time, energy and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial consideration beyond the agreed upon reimbursement for expenses.

Vulnerable Person:

Is a person under the age of 18; a person living with a disability who is in need of assistance to meet his or her basic needs with regards to personal care or the management of his or her property.

Policy Statements:

- The Township staff will detail the volunteer roles and responsibilities available.
- A written expression of interest or completion of a volunteer application form from potential volunteers will be accepted by Staff on an ongoing basis.

- Staff will implement a selection process that is appropriate for the volunteer role. The process may include interviews and reference checks.
- If a volunteer is to work with vulnerable persons, criminal reference checks will be required, unless the volunteer is assisting at a specific one-time event and there are multiple volunteers on site.
- Volunteers will be expected to follow the Township's Code of Conduct and Harassment policies at all times and supervisors will be responsible to provide training and copies as necessary.
- The Township reserves the right to remove a volunteer at any time.
- Volunteer files will be maintained by the Clerk of the Township.
- The staff member supervising the volunteer role will implement a selection process which may vary on a case by case basis as well as provide any necessary training, instructions and familiarity with applicable Township policies.
- The staff member supervising the volunteer role will prepare an incident/accident report for any individual removed from a volunteer role.
- Any volunteer who feels that they have been wrongfully treated will follow the Township's complaints policy and procedures.

ORDER

made under section 9 of the

PLANNING ACT, R.S.O. 1990, c. P.13

**Manitoulin Planning Board – Removal of the Town of Northeastern
Manitoulin and the Islands**

WHEREAS the Manitoulin Planning Area was established on February 21, 1975;

AND WHEREAS the Manitoulin Planning Board was established as the planning board for the Manitoulin Planning Area;

AND WHEREAS pursuant to section 73 of the *Planning Act* the Manitoulin Planning Board is continued as a planning board for the Manitoulin Planning Area without any change in name or constitution until the planning area is dissolved or the name or constitution of the planning board is changed by the Minister of Municipal Affairs;

AND WHEREAS the Town of Northeastern Manitoulin and the Islands has requested to be removed from the Manitoulin Planning Board;

AND WHEREAS the Minister of Municipal Affairs has determined that it is appropriate to redefine the Manitoulin Planning Area in order to remove the Town of Northeastern Manitoulin and the Islands and to change the constitution of the Manitoulin Planning Board accordingly;

NOW THEREFORE IT IS HEREBY ORDERED that:

Redefinition of Planning Area

1. The Manitoulin Planning Area shall be defined as consisting of:
 - a) the Township of Assiginack;
 - b) the Township of Billings;
 - c) the Township of Burpee and Mills;
 - d) the Municipality of Central Manitoulin;
 - e) the Township of Cockburn Island;
 - f) the Municipality of Gordon/Barrie Island;
 - g) the Town of Gore Bay;
 - h) the Township of Tehkummah; and
 - i) the geographic townships (including Dawson and Robinson) and the remaining territory set out in clause (c) of paragraph 45 of the Schedule to the Territorial Division Act, R.S.O. 1990, c. T.5, as that clause read on December 31, 2002, excluding the islands annexed to the Municipality of Killarney as described in a Minister's order dated May 1, 2000 and

published in the Ontario Gazette on May 20, 2000 and that portion of the District of Manitoulin, as it existed on December 31, 2002, that was annexed to the Municipality of Killarney by a Minister's order dated October 31, 1998 and published in the Ontario Gazette on November 21, 1998.

Change to Constitution of Planning Board

2. The Manitoulin Planning Board shall be composed of:
- a) one member from the Township of Assignack;
 - b) one member from the Township of Billings;
 - c) one member from the Township of Burpee and Mills;
 - d) one member from the Municipality of Central Manitoulin;
 - e) one member from the Township of Cockburn Island;
 - f) one member from the Municipality of Gordon/Barrie Island;
 - g) one member from the Town of Gore Bay;
 - h) one member from the Township of Tehkummah; and
 - i) two members appointed by the Minister of Municipal Affairs.

Effective Date of Changes

3. This order comes into force on January 1, 2017.



Minister of Municipal Affairs

Dated on Dec. 13/16

Ministry of
Municipal Affairs

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

Ministère des
Affaires municipales

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



RECEIVED

DEC 28 2016

DEC 19 2016

16-71763

Your Workship
Mayor Al MacNevin
Town of Northeastern Manitoulin and the Islands
14 Water Street East
PO Box 608
Little Current ON P0P 1K0

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

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

Dear Mayor MacNevin and Mr. Nolan:

This is further to the Town of Northeastern Manitoulin and the Islands' request to be removed from the Manitoulin Planning Board and be granted certain planning authorities.

On July 19, 2016 I wrote to advise that I would reluctantly consider redefining the planning area to exclude the Town, the effect of which would be that the Town would no longer be a member of the Planning Board. I would also consider delegating approval authority for land division applications to the Town and exempting the Town from Minister's approval of official plan amendments.

I advised that a final decision on any changes would not be considered until the Town's official plan came into effect. The Town's new Official Plan has now been approved and came into effect on October 24, 2016.

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I have now signed the attached Order which redefines the planning area and changes the Board's membership composition in order to remove the Town of Northeastern Manitoulin and the Islands. Also, I have signed the regulations which would empower the Town with planning authorities, and these will be shared with the Town through separate correspondence from the ministry's Municipal Services Office North.

I wish the Town and the Board success in continuing to deliver planning services. Going forward please work to keep the lines of communication open and work collaboratively wherever possible. I expect you will continue to coordinate on planning matters that cross municipal boundaries and work together for the betterment of the residents of Manitoulin Island. My staff will keep me informed of your progress and will be available for ongoing support as required.

Sincerely,



Bill Mauro
Minister

Enclosure

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

For distribution to Council

December 15, 2016

Dear Municipal Colleague:

I'm excited to share AMO's 2017-18 Strategic Objectives. It's an ambitious plan that will help us to promote municipal interests over the next 16 months, heading into the 2018 provincial election. This year the province introduced 12 pieces of legislation that affected us, along with many regulations. We expect 2017 to be even busier. There's been an incredible amount of provincial and federal consultation. Some of our members have remarked that if it weren't for AMO, they could not be 'in the know,' let alone have assurance that municipal views were being presented to government in a timely way.

Our work keeps municipal interests front and centre at Queens Park, by offering solutions, and by working hard to try to get the responses we need. We've had success in preventing some harmful policies from finding their way into legislation. We've also been successful in advancing particular needs - the most recent is seeing every municipal government receive formula based funding from the Can-On Phase 1 Clear Water and Waste Water Fund. This did not happen anywhere else in the country.

AMO has 43 Board members from municipal governments across the province and our work benefits from the wide input. The Directors you elect every two years come from communities of all sizes, from very small rural and northern to urban centres and upper tiers. Those Directors, along with the chairs of NOMA, FONOM, ROMA, OSUM, MARCO, LUMCO, and the two Wardens Group help pull the municipal community together, creating valuable linkages and depth.

Our shared success counts on your financial support and your voice. I hope that we can count on you for both. I also want to share information about two other AMO corporations that serve Ontario's municipal community.

First, Local Authority Services, or LAS, provides leading edge services that save you money and create opportunity. For example, it offers an LED streetlight program that cuts electricity consumption. The program has been used by many, reducing their energy consumption by 40 to 70%. It was recently recognized by the World Bank and it won the 2016 Lightsavers Canada Award. LAS followed up that success with a recreational facility LED lighting program. It pays to invest in LED.

../2

It also pays to invest in LAS's One Investment Program, which provides Ontario municipalities with stronger investment returns by combining municipal resources. Together, we are bigger, and stronger. The same approach creates a better high-interest savings account for Ontario's municipalities – and it offers you better pricing through pooled and hedged electricity, natural gas and fuel procurement programs. These are just a few of the LAS programs that stretch precious taxpayer dollars further for municipalities small and large. Check them out at <http://www.las.on.ca/About/What-is-LAS>.

If you are an OMERS employer, the Municipal Employers Pension Centre of Ontario, or MEPCO, unites 410 of the 1,000 or so employers within that pension plan. MEPCO was created in 2006 because individual municipal governments would have virtually no say in Plan design even though a small change in contribution rates can have a big impact on municipal budgets. Your ongoing support for MEPCO creates a much stronger position for us all. It enables us to tap pension and actuarial experts who help us as employer representative to advance ideas that make the Plan more sustainable and effective. In a joint employee/employer pension governance system, Plan design and benefit decisions are critical to municipal governments' bottom line, given other financial pressures in the delivery of municipal services. MEPCO's 2016 record and 2017 activities are also attached. It shows how your contribution to MEPCO is bringing municipal employer interests to the table.

The invoices for both AMO and MEPCO have been forwarded under separate cover to your finance department. I hope you agree that the work of AMO and MEPCO is valuable and that we can count on your membership in 2017. I also hope that you will learn about and take advantage of the LAS programs.

When we go to Queen's Park or to Parliament Hill, being able to say that we represent all municipal governments in Ontario is very important. Speaking with that common voice improves their listening! On behalf of the AMO Board, thank you for your support. Season's Greetings!

Yours sincerely,



Lynn Dollin
AMO President

Encl.



2017 Strategic Objectives

#1 Policy and Program Design Advocacy Work

Why? To achieve better outcomes that help municipal governments in their direct roles and responsibilities and other matters that shape and support strong communities.

How? AMO's actions include developing positions, working to influence governments' agendas and drafting of Bills and funding programs, reviewing Bills and promoting amendments as needed.

Priority Areas:

- Municipal Fiscal Future through AMO's "What's Next Ontario"
- *Aggregates Act*
- CAN-ON Phase Two Infrastructure Funds
- Changing Workforce Review
- Climate Change
- *Conservation Act*
- *Construction Lien Act*
- Debt/Investment/Prudent Regulation
- Double Hatter/Bill 109 Monitoring
- Expanding Medical Responses (OPPFA fire med proposal)
- FPPA Review/Fire Safety Table
- Housing Strategy
- Land Ambulance Dispatch Modernization
- Long Term Care/Seniors
- Marijuana Law and Implementation
- *Municipal Act* and Conflict of Interest
- OMB Reform
- *Police Services Act*/Modernization
- Public Health Panel
- *Waste Free Ontario Act*
- Water Taking

#2 Building Value for Members

Why? Helping members deal with the outcomes of policy and program changes so they are 'on top of things', incorporating change as efficiently as possible.

How? AMO will develop and provide different tools, knowledge and skills that are meaningful and supportive of municipal governments' responsibilities in a changing world.

Priority Areas:

- Open Data
- Digital Government
- Codes of Conduct for Elected Official and Staff
- NEW Training: Managing Conflicts, Codes of Conduct & More...from *Municipal Act/Conflict of Interest Act*
- e-Learning and In-Class Councillor Training Updates
- NEW Symposium: Changing Labour Force
- Human Services Symposium II
- Asset Management Symposium
- Energy Champions

#3 Reinforce Relations with Members and Others:

Why? An informed membership will strengthen overall advocacy, locally and regionally.

How? AMO will increase its 'field' presence and expand its membership involvement in activities.

Priority Areas:

- Bring new volunteers to AMO task forces
- Increase use of technology as an outreach and input tool
- Capacity building program for Asset Management
- Review membership communications approach

#4 Strengthen the Corporation Itself

Why? The best practice measure for not-for-profit financial health is a diversified membership revenue streams.

How? Develop long-term strategic partnerships between AMO and the municipal business community.

Priority Area:

- Develop a Business Partnership Plan and execute strategic complementary relationships

2016 Key Activity

Input to Ontario Ministry of Finance on the proposed Ontario Retirement Pension Plan (ORPP) initiative that led to exemption of the OMERS Plan from the ORPP;

Input to the OMERS Board on municipal employer perspectives and cost impacts on the inclusion of municipal non-full time employees in the OMERS Plan;

Monitored the Federal CPP enhancement initiative and promoted municipal employer considerations in integrating CPP changes with the OMERS Plan;

Continued regular MEPCO Board dialogue with the OMERS OAC Board Chair and OMERS President and CEO;

Provided advice to AMO OMERS representatives on changes to OMERS Plan assumptions, the performance of the OMERS Investment Strategy and the MEPCO focus on investment risk management;

Updated the MEPCO OMERS Primary Plan Pension Platform, which provides guidance to the MEPCO Board, and to AMO OMERS representatives on OMERS Plan design and operation;

Delivered MEPCO education session at the 2016 AMO Conference on the OMERS impacts of the proposed ORPP and CPP enhancement;

Provided regular updates to MEPCO members on OMERS and public sector pension legislative/regulatory developments.

2017 Priorities

Monitoring/assessing the performance of the OMERS Investment Strategy, changes to plan assumptions, implementation of the OMERS Funding Management Strategy, OMERS Plan design changes and the cumulative impacts of these matters on risk management and the ability to return to full funding of the OMERS Plan;

Advice to the OMERS SC Board on OMERS Plan cost and labour relations impacts of CPP integration with the OMERS Plan;

Monitor the development of legislation to create a new Ontario Financial Services Regulatory Authority and impacts on the OMERS Plan;

Assess the Federal Infrastructure Bank proposal and pension plan impacts;

Evaluation of MEPCO communications tools and development of the 2017 Communications Plan;

Continue regular MEPCO Board dialogue with the OMERS OAC Board Chair and OMERS President and CEO;

Develop a 2017 MEPCO education session;

Continue support for resolving MEPCO member concerns with OMERS as they arise;

Monitor OMERS governance and representation;

Provide regular updates to MEPCO members on OMERS and public sector pension legislative/regulatory developments.



Conseil des Services du District de
Manitoulin-Sudbury
District Services Board

210 boul Mead Blvd
Espanola, ON P5E 1R9
Telephone/Téléphone: (705) 862-7850
Fax/Télécopieur: (705) 862-7805
<http://www.msdsb.net>

December 15, 2016

Hon. Eric Hoskins
Minister of Health and Long-Term Care
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto ON
M7A 2C4

Sent by e-mail: ehoskins.mpp.co@liberal.ola.org

Dear Minister Hoskins;

Re: One Central Ambulance Communication Centre

The purpose of this letter is to bring to your attention that, at its regular monthly meeting of November 24, 2016, the Manitoulin-Sudbury District Services Board adopted Resolution #16-89.

This resolution requests the consolidation of the dispatch of Land Ambulance Services for Manitoulin-Sudbury DSB under one Central Ambulance Communication Centre.

A duly authorized copy of the Manitoulin-Sudbury DSB Resolution #16-89 and the Central Ambulance Communication Centre (CACC) – Issue Report are attached.

Respectfully yours,

Les Gamble
Board Chair

c.c. AMO
NOSDA
Member Municipalities



Report to: Manitoulin-Sudbury District Services Board

From: Michael MacIsaac, Chief of Paramedic Services
Robert Smith, Deputy Chief of Paramedic Services

Date: November 24, 2016

Re: Central Ambulance Communication Centre - Issue Report

Recommendation

That the Manitoulin Sudbury District Service Board accept this report and accompanying resolution demonstrating the DSB rationale to request the Ministry of Health and Long Term Care to migrate the Manitoulin-Sudbury DSB over into a single ambulance communications centre.

Background

Through provincial download of ambulance services, the Ministry of Health and Long Term Care (MOHLTC) has retained full responsibility for the funding and oversight of the provincial ambulance dispatching system. Currently there are 22 Central Ambulance Communication Centres (CACCs) within the province of Ontario with the MOHLTC directly operating approximately half of them, and a mix of contract providers (hospitals, municipalities, local municipal 911 centres, etc.) operating the rest.

Outside of the focus of this report, the provincial ambulance dispatching system is currently under review from a variety of perspectives. A consultant has been hired to review and consult on possible improvements in methodologies and efficiencies within the provincial ambulance dispatch system. Additionally, the MOHLTC has committed to improve upon dispatching services by 2018, namely by way of triaging patients more effectively. This decision came after a 2013 recommendation by the Auditor General that indicated that the province should assess the effectiveness of the two communications dispatch protocols currently in use in Ontario and adjust appropriately to reduce the over-prioritization of patients.

History

The responsibility for movement of ambulances within Manitoulin-Sudbury DSB has historically fallen under three CACCs: Sudbury, Timmins and Sault Ste. Marie. The rationale for this design initially related to an issue of radio communication and telephone system capacity that predated municipal download and the advent of the direct delivery model.

The service design immediately following ambulance download in 2000 had a single Emergency Medical Services Manager responsible for the stations dispatched by Timmins and Sault Ste. Marie. Accordingly, the administrative impact was limited. More recently, the DSB system has a single Field Superintendent responsible for the entire service at any given time. These front line managers are required to intervene directly as an advocate in the day-to-day communications between Paramedics and CACCs. Additionally, internal policy dictates that the Field Superintendent, wherever possible, is to monitor radio communications as an additional level of oversight over operations. Regular interaction between the CACC Supervisors and the Field Superintendents has become routine and has brought the challenge of three CACC system to the forefront.

Lastly, the current operational communication system is based upon technology emanating from Bell Mobility cellular towers. The radio setup has the capacity to allow for Field Superintendents to listen to all calls for service within a talk group regardless of geography. Under multiple CACCs there are multiple talk groups. In summary, while the current technology can allow for audio oversight across the entirety of the districts, the technicality of belonging to multiple CACCs has limited this ability and the Field Superintendents are operating without passive knowledge of call activities in areas outside of the geographical CACC generated talk groups.

Objectives

Manitoulin-Sudbury DSB recognizes the unnecessary complexities of having to deal with three dispatch centres, and the possible future benefits of consolidating the entire operation within one CACC. From the perspectives of quality assurance, inter-regional transportation, multi casualty incidents, and investigations, operating under one CACC would aid in decreasing unnecessary complexities in not only the movement of vehicles but also in oversight. Consideration in consolidation of the entire operation under one CACC would mitigate many of the historical challenges.

The responsibility of Manitoulin-Sudbury DSB for Health and Safety of its paramedics is captured in legislation. The segregation of the service amongst three CACCs, where in an overwhelmingly majority of the time only the Sudbury CACC is accessible to the on duty Superintendents is of particular concern. The loss of integration under one CACC means that 3 of the 12 Paramedic crews operated by the DSB cannot be monitored for safety in real time. The Superintendents must depend on the communication centre to monitor the paramedics, recognize risk that (which is truly the responsibility of the employer), and take appropriate action. The employer cannot divest themselves of their responsibility over the safety of their employees.

The Manitoulin-Sudbury DSB is responsible for the development and dissemination of a Deployment Plan that is designed to assist the communications centres in appropriate methodology for service delivery and designated limitations. The inability of the Superintendent to monitor real time activity continues to negatively impact on successful service delivery as challenges to the deployment plan cannot be mitigated. One example of this challenge surrounds end of shift activities. While the Deployment Plan sets specific limitations to assignment of end of shift work, there is no capacity for the managers of the service to remain aware of these activities due to lack of communications access. This simple example has significant impact to cost containment, hours of work exemptions and overall safety and wellbeing of staff.

The introduction of Post Traumatic Stress Disorder (PTSD) legislation for first responders in the Province of Ontario as a presumptive disorder has resulted in a rapid evolution of responsibility to the Paramedic service and responsible delivery agency. Manitoulin-Sudbury DSB is such an organization. A major risk mitigation strategy for employee wellness is monitoring of activities by the senior team and Superintendents while on duty. The process of doing so is compliant with the strategies set out in the education program titled Road to Mental Readiness (R2MR). This education program focuses the establishment of resilience for Paramedics, but also challenges the employers to maintain a vigilant awareness of what is taking place in the workplace. While such a process is challenging given the unique geographic of Manitoulin-Sudbury DSB, the lack of a single communication center and resulting lack of any capacity to maintain round the clock monitoring of personnel ensures that the employer responsibility is impossible.

What Neighbouring Services are Doing

The incidence of Paramedic Services being dispatched by multiple CACCs has historically not been limited to Manitoulin-Sudbury DSB. An example of such a design was in the Regional Municipality of York where the Paramedic Service was dispatched by a CACC in Barrie (Georgian), a CACC in Oshawa, and a CACC in Mississauga. The MOHLTC acknowledged the municipality's concern over the design and collapsed the service under a single CACC.

Recent discussions with senior MOHLTC Emergency Health Services Branch (EHSB) staff has confirmed that there may only be one other delivery agent in the province of Ontario operating paramedic services through two CACCs, and that only Manitoulin-Sudbury DSB has the only service dispatched by three CACCs.

Funding Parameters

Funding of all aspects of ambulance communications is 100% MOHLTC responsibility. As such, there is no municipal financial responsibility for ambulance communications. With that stated, the MOHLTC Emergency Health Services Branch has stated that the processing of 911 calls, and the transfer of calls to land ambulance communications does have municipal involvement. While it is the opinion of this DSB the transfer number is programmable, any such municipal involvement has not been confirmed.

Conclusion

Manitoulin-Sudbury District Service Board operates across over 45,000 square kilometers. The service is currently dispatched from three separate CACCs. Operating under such a process presents multiple challenges in effective service delivery and ensuring the Health and Safety of staff. A resolution to request the MOHLTC to migrate the Manitoulin-Sudbury DSB within a single CACC would effectively improve the DSB ability to ensure its employees are safe and operate an efficient manner.



RESOLUTION 16-89

DATE: November 24, 2016

MOVED BY: Al MacNevin

SECONDED BY: Jim Rook

WHEREAS the Ministry of Health and Long Term Care legislatively has full responsibility for the funding and oversight of the provincial ambulance dispatching system; and

WHEREAS the movement of ambulance resources within Manitoulin-Sudbury DSB is currently occurring under three Central Ambulance Communication Centre (CACC) Sudbury, Timmins and Sault Ste. Marie; and

WHEREAS the rationale for 3 CACCs is simply based on a historical design related to radio communication and telephone system capacity that predated municipal download; and

WHEREAS the current design of the dispatching model no longer supports the need for 3 CACCs to direct the movement of resources of a Paramedic Service; and

WHEREAS Manitoulin-Sudbury DSB recognizes its responsibility for the Health and Safety of its employees and the inability to communicate in real time with 3 of the 12 Paramedic crews operated by the DSB.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB requests the Honourable Eric Hoskins, Minister of Health and Long Term Care to consolidate the dispatch of Land Ambulance Services for Manitoulin-Sudbury DSB under one CACC; and

FURTHER THAT the Manitoulin-Sudbury DSB shares this motion with Minister of Health, AMO, NOSDA and member municipalities.

Carried

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		



RECEIVED

DEC 16 2016

MANITOULIN HEALTH CENTRE

www.manitoulinhealthcentre.com

□ **Little Current Site**

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

□ **Mindemoya Site**

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

December 8, 2016

Reeve Paul Moffatt and Council

Box 238

Manitowaning, ON

POP 1N0

Dear Reeve Moffatt and members of Assiginack Council:

Over the past year, our local approach to physician recruitment has been underway, involving multiple organizations from across the Island. Thanks to the strength you have helped bring to this initiative, it has proven very successful, with two of the long-outstanding physician full-time vacancies being filled (one each in Little Current and Mindemoya), as well as bringing a very large pool of visiting locum physicians to backfill in all locations for other needs (i.e. vacation, maternity, medical education leave, relief, etc.).

To review the history of this initiative, Manitoulin Health Centre originally joined with the physician clinics in Mindemoya, Little Current, Gore Bay and Manitowaning, along with the 3 Family Health Teams and Noojmowin Teg Health Centre, to form a core group of stakeholders who helped steer the efforts. Added to this core of support were the initial Municipal contributors, including yourselves.

A Physician Recruiter has been engaged and working on our collective behalf all year, on a contracted basis. This resource has spearheaded tasks like outreach contact efforts with candidate physicians throughout Ontario, helping to market the local opportunities of living and practicing medicine on Manitoulin, in one of the many professional settings. This role involves travel across the province, visiting with medical students, residents and locum physicians in their various settings, and helping to organize work routines.

There are a growing number of vacant physician positions across Ontario, and competition between communities is the new reality. Historically, Manitoulin has enjoyed a favourable compliment of family practice physicians, and vacancies have rarely been prolonged. This is no longer true. The new reality is that communities must link resources together and truly "market" their opportunities, incentives and life-style. Relationship-building with prospective candidates is a large part of this process, as is helping to ease the relocation transition for a new hire and their family.

Many communities across Ontario are spending hundreds of thousands of dollars on similar efforts. Our local, collaborative plan is based on very modest investments. To help accomplish this, on your behalf we have partnered with the Blind River communities, with a shared recruiter as the

human resource. This person brings all of the opportunities in front of candidates and then it is the candidate who decides on their level of interest and best "fit" with what is available.

This shared approach makes sense and is really working well! When you think about it, if we had our "own" recruiter, and so did the Blind River communities, the two of them would be attending the same events, chasing down the same candidates with the same information as is being received today, and so the candidates would still be deciding what best suits their individual needs; by sharing, we avoid this costly competition, and strengthen the viability through one, shared resource.

It has also enabled us to share the resources needed to build and sustain a website for recruitment: please visit <http://www.huronnorth.ca> to view what has been built on our behalf.

Last year, the launch of the effort was cemented together through the pool of funds brought forward by the core stakeholders, along with a contribution from our hospital. The total pooled Manitoulin budget amount was \$27,500. This was then added to the amounts from the Blind River communities to pay for the recruitment related expenses.

The amounts contributed were based on whether or not physicians were directly located within a community, and scaled by the number of such positions. ***To help cement the effort for 2017, I am respectfully requesting on behalf of the Partnership that you please earmark the same contribution amount as was provided last year.***

In addition, please let me pass along that to help broaden the base of support and in accordance with our plan, we are also reaching out now to all other community sources, beyond the original core of contributors. It is hoped that this will result in an even further strengthening of the Partnership, creating enhanced sustainability.

Early in 2017, we will be organizing a meeting of all Partners. This will provide an opportunity to review a full year of expenditures, review the activities and successes from our Recruiter, and to discuss the broadening of the base of stakeholders. In addition, as was the original plan, I will be asking for the election of a Committee Chair to assume leadership of the group. My role over the past two years has been to launch this effort and provide the initial impetus for its success. Now that things are moving along, I will be stepping aside and looking for the members themselves to elect a leader. I will still remain as a member of the effort, but in a supporting capacity.

Thank you for your consideration of this crucial issue,



Derek Graham
President & CEO

Ministry of Citizenship
and Immigration

Minister

6th Floor, 400 University Avenue
Toronto ON M7A 2R9
Tel.: 416 325-6200
Fax: 416 325-6195

Ministère des Affaires civiles
et de l'Immigration

Ministre

400, avenue University, 6^e étage
Toronto ON M7A 2R9
Tél. : 416 325-6200
Télééc. : 416 325-6195



RECEIVED

JAN 06 2017

December 19, 2016

Dear Friends:

I am very pleased to invite your organization to participate in two of Ontario's volunteer recognition programs for 2017.

The Ontario Medal for Young Volunteers – presented to outstanding young volunteers between the ages of 15 and 24 for their contributions and dedication to improve the quality of life in their communities and beyond. Deadline for nominations is **January 15**.

The Ontario Volunteer Service Awards – presented in recognition of continuous years of service to a single community organization. Deadline for nominations is **January 25**.

This year we have created four new pin categories that will help us celebrate more of the longer serving volunteers. The pins include 35+, 45+, 55+, and 65+ years of service.

Every day thousands of Ontarians of all ages give their time and talent to thousands of community organizations, and help hold our communities together. By submitting a nomination, you can help ensure that volunteers receive the recognition they deserve.

Instructions on submitting your nomination for these and other award programs can be found on the Ministry of Citizenship and Immigration website at: ontario.ca/honoursandawards

If you have any questions please call the Ontario Honours and Awards Secretariat at 416-314-7526 toll free 1-877-832-8622 or TTY 416-327-2391.

I will also take this opportunity to invite you to visit the Ontario Volunteer Gateway (www.findmyspark.ca), known as "Spark Ontario". This website encourages Ontarians to volunteer and makes getting involved easier by creating new pathways to volunteering. It may be of interest to you when posting your next volunteer opportunities.

I look forward to celebrating Ontario's volunteers. Thank you for participating.

Sincerely,

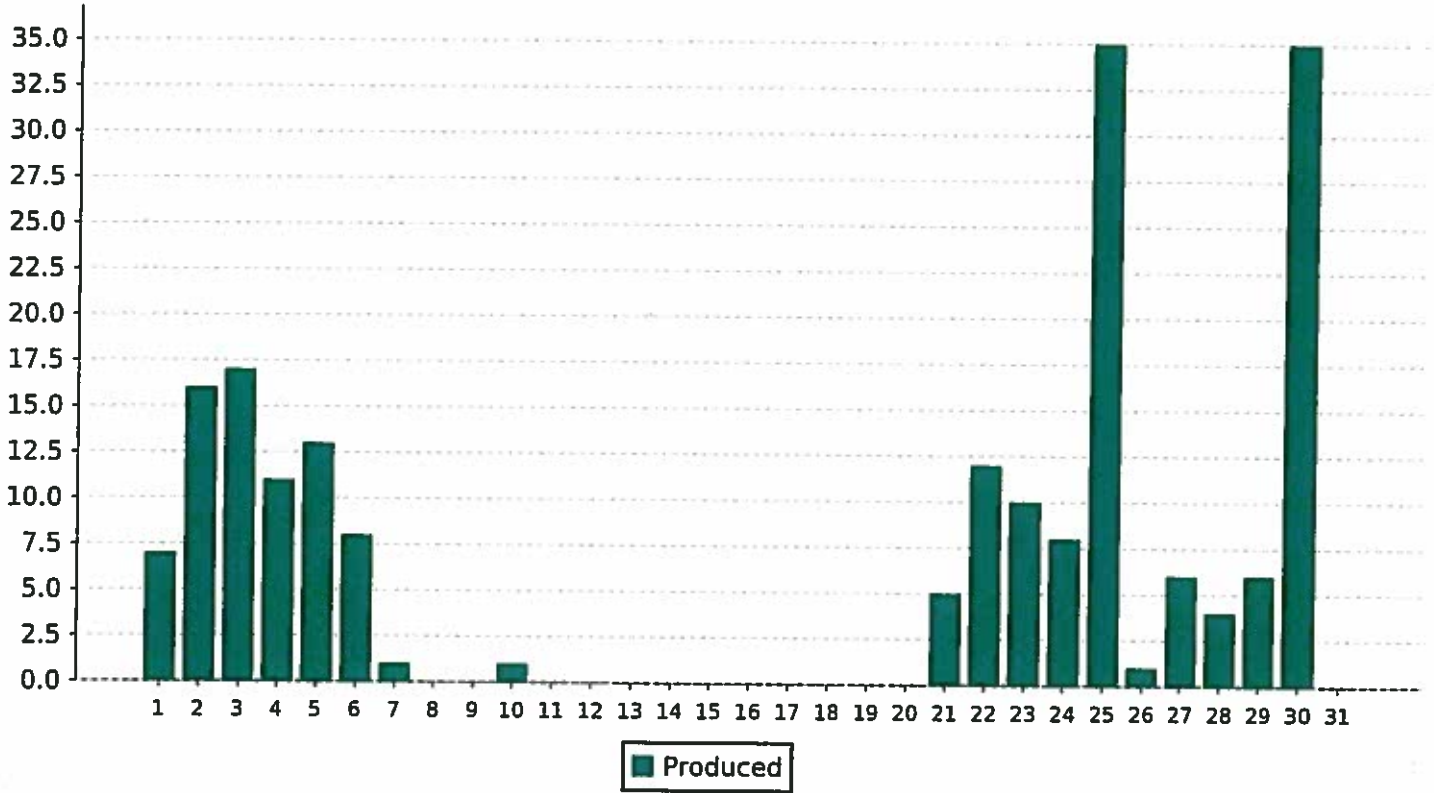
A handwritten signature in black ink that reads "Laura Albanese".

Laura Albanese
Minister

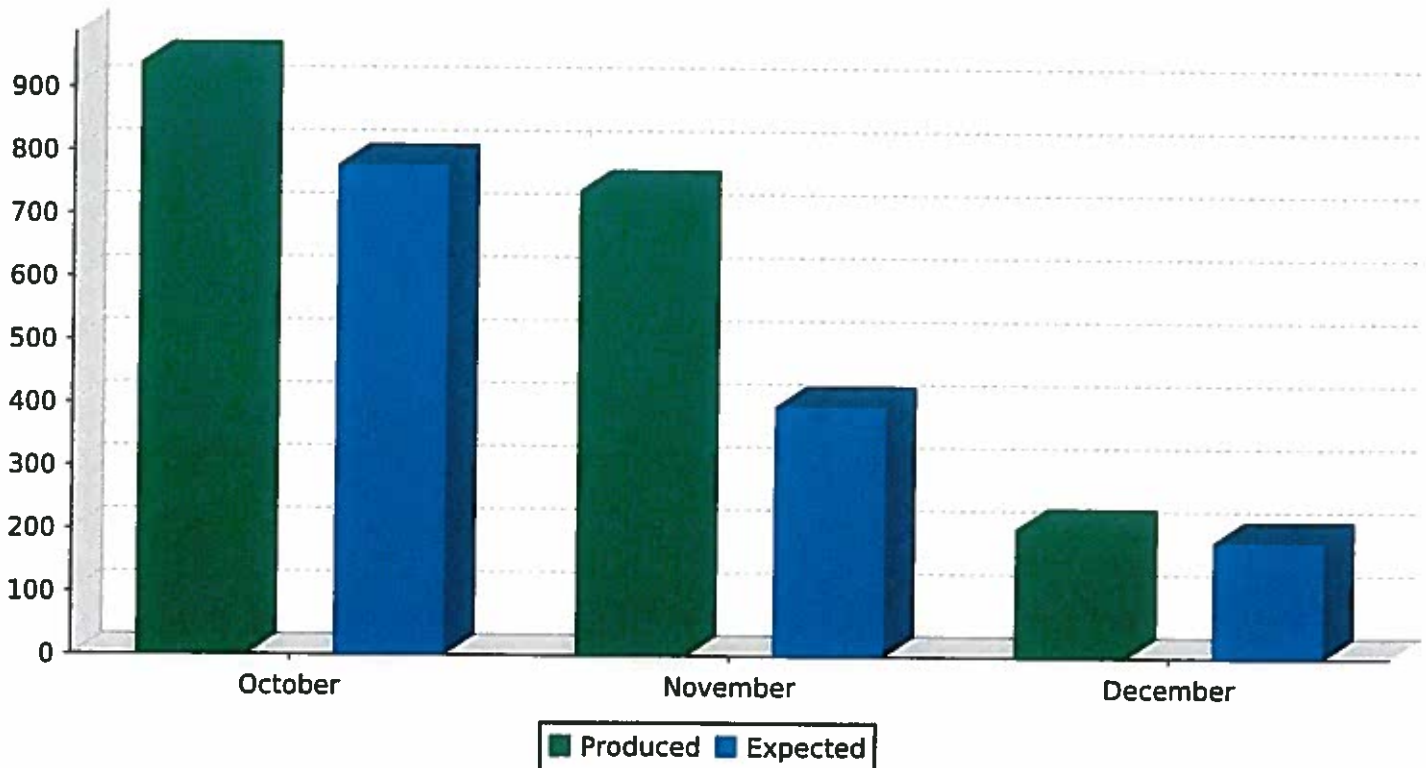
Energy Production Manitowaning Public Works Garage



Last Month - Production



Last 3 Months



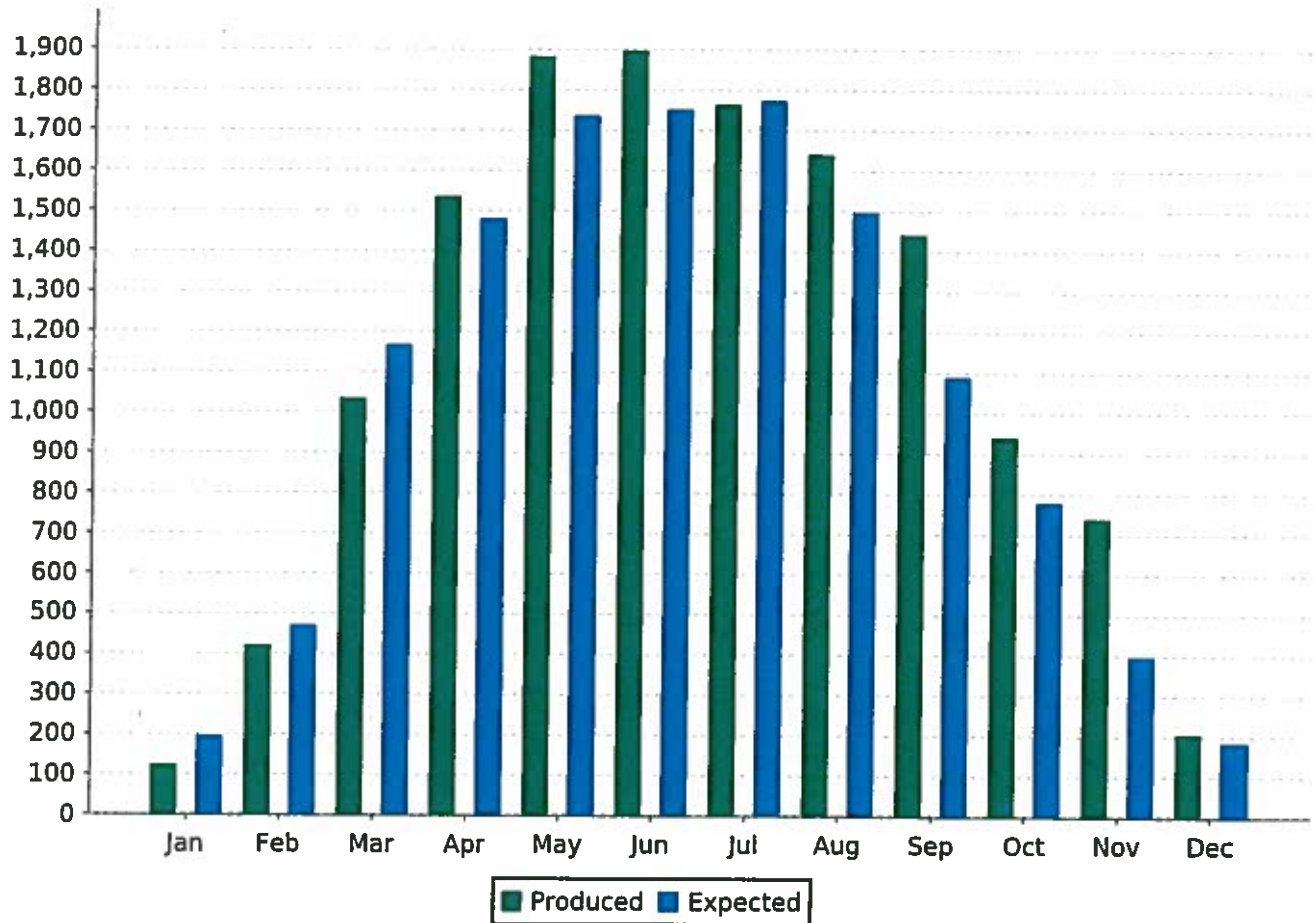
Day	Produced
December 01	7.0
December 02	16.0
December 03	17.0
December 04	11.0
December 05	13.0
December 06	8.0
December 07	1.0
December 08	0.0
December 09	0.0
December 10	1.0
December 11	0.0
December 12	0.0
December 13	0.0
December 14	0.0
December 15	0.0
December 16	0.0
December 17	0.0
December 18	0.0
December 19	0.0
December 20	0.0
December 21	5.0
December 22	12.0
December 23	10.0
December 24	8.0
December 25	35.0
December 26	1.0
December 27	6.0
December 28	4.0
December 29	6.0
December 30	35.0
December 31	0.0

Month	Produced	Expected
October 2016	940.0	778.0
November 2016	738.0	397.0
December 2016	205.0	185.0
Total	1,883.0	1,360.0

Annual Report Manitowaning Public Works Garage



Last 12 Months



Month	Produced	Expected	Difference	%
January 2016	122.736	195	-72.3	62.9
February 2016	420.176	470	-49.8	89.4
March 2016	1034.198	1166	-131.8	88.7
April 2016	1534.023	1479	55.0	103.7
May 2016	1881.572	1735	146.6	108.4
June 2016	1896.688	1751	145.7	108.3
July 2016	1763.154	1773	-9.8	99.4
August 2016	1639.768	1497	142.8	109.5
September 2016	1442.15	1090	352.2	132.3
October 2016	940.117	778	162.1	120.8
November 2016	738.719	397	341.7	186.1
December 2016	205.374	185	20.4	111.0
Total	13614	12516	1,102.0	108.8

Administration & Finance Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



FORTFRANCES

BOUNDLESS

January 10, 2017

Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.com
www.fort-frances.com

Kathleen Wynne, Premier
Legislative Building
Queen's Park
Toronto ON M7A 1A1
via e-mail

Dear Premier Wynne:

Re: Resolution to Address the Inequity in Property Taxation on Railway Right-of-Way's Collected by Municipalities in Ontario.

At the recent meeting of Council held on Monday, January 9, 2017, the following resolution was approved:

"WHEREAS it has been identified that Railway Companies in the province of Ontario, do not pay a proportionate share of municipal property tax as compared to other properties in their class, or compared to any other municipal tax class; and;

WHEREAS in other provinces and jurisdictions the railway companies do remit a more equitable share of taxes to the local tax base; and;

WHEREAS taxes in other jurisdictions for railway properties are calculated using a ton-mile concept; and;

WHEREAS said fees are reviewed and adjusted on a regular basis according to inflation and ongoing current conditions; and;

WHEREAS the Province of Ontario has continued to fall further and further behind in their approach to railroad property taxation over the past 112 plus years;

THEREFORE BE IT RESOLVED THAT the Town of Fort Frances call upon the Minister of Finance for the Province of Ontario to implement a new system of municipal property taxation for railroad right-of-way properties based on utilizing a per ton-mile concept; and;

FURTHER BE IT RESOLVED THAT the new tax system when implemented, be reviewed on a regular basis, similar to the MPAC four-year assessment cycle; and;

FURTHER BE IT RESOLVED THAT this resolution be sent to every Municipal Council within the Province of Ontario seeking their support, the Premier of Ontario, the Minister of Finance of Ontario, Ontario MPPs, Local MPs, RRDMA, NOMA, AMO and FONOM."

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth Slomke, Clerk

ES/kl



FORTFRANCES
BOUNDLESS

c.c. (via e-mail)
Hon. Charles Sousa, Minister of Finance
Ontario MPP's
Local MPP's
RRDMA
NOMA
AMO
FONOM
Mayor and Council
D. Brown, CAO



Regular Council
December 13 2016

Resolution #423-2016

Motion Details

Moved by Councillor Mary Kavanagh, Seconded by Councillor Charles Mullett

WHEREAS the Province of Ontario has asked local governments to put forward new "revenue tools" for municipalities through public discussion;

AND WHEREAS the Association of Municipalities of Ontario, in its "What's Next" survey, dated August 17, 2015, projected that with all other revenues remaining stable and service levels unchanged, property taxes will need to increase by 4.51% per year for the next ten years just to meet current service levels and standards;

AND WHEREAS municipalities are facing an estimated \$60 billion infrastructure investment gap;

AND WHEREAS Ontarians still pay the highest property taxes in the country;

AND WHEREAS the revenue raising capacity of property tax is extremely limited for many communities;

AND WHEREAS the National Bank of Canada noted in June 25, 2015, "The municipal sector generally bears the greatest burden when it comes to addressing Canada's infrastructure deficit. ... Local governments are responding to this infrastructure challenge as best they can;"

AND WHEREAS members of the public, staff and Council participated in a public opportunity to identify and assess new revenue tools for the Town of Bancroft through public open discussion;

AND WHEREAS the use of lotteries to raise funds for municipal purposes was brought forward;

AND WHEREAS many communities nationally and internationally have experienced overwhelming success raising funds for infrastructure needs with local lotteries such as "Chase the Ace;"

NOW THEREFORE BE IT RESOLVED THAT The Council of the Corporation of the Town of Bancroft does hereby request that the Province of Ontario strongly consider allowing municipalities in Ontario to hold municipal lotteries for the purpose of generating funds for local infrastructure needs;

AND FURTHER BE IT RESOLVED THAT a copy of this resolution be circulated to the Premier of Ontario, AMO, ROMA, and Ontario municipalities for support.

		RECORDED VOTE	
		YES	NO
CARRIED:	X		
TABLED:			
DEFEATED:			
RECORDED VOTE (SEE LEFT):			

BERNICE JENKINS, MAYOR	HAZEL LAMBE, CLERK
	

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 17-01

BEING A BY-LAW to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.

WHEREAS Section 317 of the Municipal Act, 2001, S.O., Chapter 25, as amended, provides that the Council of a local municipality may, in 2017 before the adoption of the estimates for the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying the prescribed percentage (50%) of the 2016 tax rate to residential and farm assessment;

AND WHEREAS Section 317 of the Municipal Act, 2001 S.O., Chapter 25, as amended, provides that the Council of a local municipality may, in 2017 before the adoption of the estimates for the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying the prescribed percentage (50%) of the 2016 tax rate that the municipality is required to calculate to commercial and industrial assessment and the assessment that relates to pipelines, railways, hydro corridors, airports and other such unique properties.

NOW THEREFORE the Council of the Corporation of the Township of Assiginack enacts as follows:

1. That the Interim Tax Levy rates for 2017 for municipal and education purposes be hereby set as follows:

CLASS	MUNICIPAL RATE	EDUCATION RATE	TOTAL RATE
Residential	0.01496054	0.00188000	0.01684054
Multi-Residential	0.01496054	0.00188000	0.01684054
Commercial Occupied	0.01421251	0.00965705	0.02386956
Commercial Vacant	0.00994876	0.00675994	0.01670870
Industrial Occupied	0.01151962	0.00642327	0.01794289
Industrial Vacant	0.00748775	0.00417513	0.01166288
Pipelines	0.01677825	0.00000000	0.01677825
Farm	0.00374014	0.00047000	0.00421014
Managed Forest	0.00374014	0.00047000	0.00421014

2. That said interim tax levy shall become due and payable in two (2) installments as follows: Fifty (50%) percent of the interim levy rounded upwards to the next whole dollar shall become due and payable on the 15th day of March, 2017; Fifty (50%) of the interim levy rounded upwards to the next whole dollar shall become due and payable on 14th day of June, 2017 and non-payment of the amount on the dates stated in accordance with this section shall constitute default.
3. On all taxes of the interim levy, which are in default on the 14th day of June, 2017, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31st, 2017.
4. Penalties and interest added on all taxes or the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
5. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.

6. The taxes are payable at the Township of Assiginack Municipal Office, Manitowaning, Ontario.

Read a First, Second, and Third time and finally passed this 17th day of January, 2017.

P. Moffatt - Mayor

J. Rody - Clerk

Seal

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW #17-02

BEING A BY-LAW of the Corporation of the Township of Assiginack to Authorize a Lease Renewal Agreement with the Canada Post Corporation.

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

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

AND WHEREAS the Council of the Corporation of the Township of Assiginack desires to execute a lease renewal agreement with the Canada Post Corporation;

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

1. THAT we enter into this lease renewal agreement with the Canada Post Corporation for an additional 5 year term commencing on the 1st day of February, 2018 and ending on the 31st day of January, 2023.
2. THAT the lease renewal agreement be attached to and form a part of this by-law as Schedule A.
3. THAT this by-law shall come into force and take effect upon third and final reading.

Read a First, Second, and Third time and finally passed this 17th day of January, 2017.

Mayor – P. Moffatt

Clerk – J. Rody

Seal

EXTENSION OF LEASE

THIS INDENTURE made this 21st day of December, 2016

BETWEEN THE MUNICIPALITY OF ASSIGINACK

(hereinafter called the "Landlord")

AND

CANADA POST CORPORATION

(hereinafter called the "Tenant")

WHEREAS by lease dated the 2nd day of November, 2002, (the "Lease") the Landlord did lease to the Tenant a portion of the building having a total rentable area of 122.5 square meters (the "Premises") commonly known as the Manitowaning Post Office and having an entrance at Nelson Street, Manitowaning, Ontario;

AND WHEREAS the Lease was renewed by Notice of Exercise of Lease Option dated September 6, 2002, Renewal of Lease dated November 29, 2007 and Renewal of Lease dated August 18, 2011;

AND WHEREAS the termination date in the Lease is now the 31st day of January, 2018;

AND WHEREAS the parties hereto have agreed to enter into this Extension of Lease (the "Extension of Lease") for a further term;

WITNESSETH that in consideration of the covenants herein contained the Landlord hereby demises the Premises unto the Tenant for a term of Five (5) years commencing on the 1st day of February, 2018 and ending on the 31st day of January, 2023 upon the terms and conditions hereinafter set forth:

The Tenant shall pay to the Landlord by cheque or direct deposit only, to the financial institution and account designated on Schedule A attached hereto, or to such financial institution within Canada designated by the Landlord from time to time, in lawful money of Canada, in equal monthly installments on the last day of the month, without any prior demand therefore as Gross Rent ("Gross Rent"):

From February 1, 2018 to January 31, 2019: \$27,295.00 plus applicable taxes.

From February 1, 2018 to January 31, 2020: \$28,113.85 plus applicable taxes.

From February 1, 2018 to January 31, 2021: \$28,957.27 plus applicable taxes.

From February 1, 2018 to January 31, 2022: \$29,825.98 plus applicable taxes.

From February 1, 2018 to January 31, 2023: \$30,720.76 plus applicable taxes.

The Landlord agrees to provide the Tenant with the information required under Schedule A each time the Landlord designates a new financial institution to receive the Rent.

IN ADDITION to the remaining option to extend under the Lease, the Landlord hereby grants the Tenant the right to extend the Lease for one (1) further period of five (5) years, upon written notice given to the Landlord at least three (3) months prior to the expiry of the then-current term. Should the Tenant either renew by Renewal of Lease or extend by Extension of Lease agreement, and not exercise any extension or renewal right currently

in the Lease, then any extension or renewal rights and all subsequent extension rights included and the dates, if any, shall be adjusted to reflect the next lease term in the Lease, and shall carry forward to the next lease term. Gross Rent payable during the extension terms shall be based upon the then-prevailing fair market gross rental for similar term, size and location. If the parties cannot agree on the Gross Rent payable during the extension term at least 90 days prior to the expiry of the then-current term, then the Gross Rent for such applicable extension of Term will be determined by binding arbitration as outlined below.

For clarity, the Tenant shall have two (2) further options to extend the lease for five (5) years each, on the terms described herein.

Arbitration

In the event that the Tenant extends this Lease pursuant to its rights under the previous section and the parties cannot agree upon a suitable Gross Rent, then the Gross Rent shall be determined by arbitration in the manner set out below.

The arbitration will be conducted by a single arbitrator. Either party (the “Complainant”) may initiate arbitration by giving written notice as set out in the Notice provisions of the Lease to the other party (the “Respondent”) of the Complainant’s desire to submit an arbitrable dispute to arbitration (the “Complaint”). The Complaint shall describe with reasonable particularity the subject matter of the dispute and shall nominate an arbitrator (the “Proposed Arbitrator”). The Proposed Arbitrator shall determine the dispute unless, within 10 Business Days of receipt of the Complaint (the “Response Period”), the Respondent, by written notice to the Complainant, objects to the appointment of the Proposed Arbitrator. If, within the Response Period, the Respondent objects to the Proposed Arbitrator and the Complainant and the Respondent cannot otherwise agree on the appointment of the arbitrator, the arbitrator may be appointed by a judge of a court of competent jurisdiction upon application of either party. The decision of the arbitrator shall be final and binding as between the parties and there shall be no rights of appeal of any kind. The arbitration and all elements of it shall be kept confidential.

IT IS AGREED, for the purposes of this Extension, that the following clause is hereby amended and/or added to the Lease:

i) **Tenant Right to Terminate**

The Landlord grants to the Tenant the right to terminate this Lease at any time during the Term by providing the Landlord with 12 months prior written notice and at the end of the notice period the Lease shall be at an end and of no further effect. Notwithstanding the aforementioned, the earliest the Tenant can provide notice of its intent to terminate is the 1st day of February, 2018.

ii) **Notice**

Any notice, statement or request herein required or permitted to be given by either party to the other shall be in writing and shall be deemed to have been sufficiently and effectually given if signed by or on behalf of the party giving the notice and either mailed by registered prepaid post (return receipt requested), or delivered by hand during normal business hours, in the case of notice to the Landlord at the following address:

Alton Hobbs
The Municipality of Assiginack
P.O. Box 238
Manitowaning, ON
POP 1N0

or to the Tenant at the following address:

Jones Lang LaSalle Real Estate Services, Inc. (Att: Lease Administration)
c/o Canada Post – South Central LLP
969 Eastern Avenue – 2nd Floor, Suite 517-A
Toronto, ON M4L1A5

and

Canada Post Corporation
Real Estate
Attn: Manager Acquisitions & Dispositions
2701 Riverside Drive, Stn N0122
Ottawa, ON K1A 0B1

AND OTHERWISE save for the changes herein the Extension of Lease shall include the same covenants, provisos and conditions, including clauses that are personal to the Tenant, so far as they are applicable or not inconsistent, as are in the Lease.

IN WITNESS WHEREOF

The Landlord has executed the Extension of Lease on the _____ day of _____, 2016

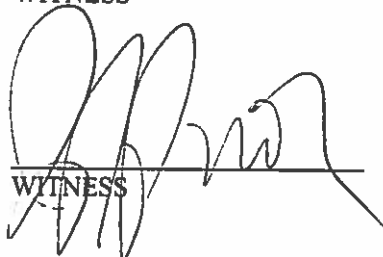
- and -

The Tenant has executed the Extension of Lease on the 22nd day of December, 2016

**SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:**

**THE MUNICIPALITY OF
ASSIGINACK**

WITNESS



WITNESS

CANADA POST CORPORATION

Per: _____


Name: Gary Mark
Title: Manager Real Estate Transactions

SCHEDULE A

CANADA POST CORPORATION



(CAN CORP)

LANDLORD AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS

SECTION 1 - VENDOR INFORMATION (CANADA POST CORPORATION)		
(Please complete ALL sections)		
Landlord Number / Name	(Insert # in box above)	
Tax ID Number		
Landlord Name (Please Print)	(Provide Full Legal Name of Company)	
Landlord Address	Line 1 Line 2 Line 3 Line 4	
P. O. Box Address	(If applicable, include City, Postal Code etc)	
City		
State / Province / Country		
Postal / Zip Code	(all characters needed in postal code)	
Contact Name		
Contact Phone Number	(Format including area code)	
Dedicated Fax Number	(Format including area code)	
Email Address	For Remittance Advice	

- Landlord designates the following depository financial institution account ("Account") for use in connection with electronic funds transfers ("EFT").

SECTION 2 – DEPOSITORY FINANCIAL INSTITUTION INFORMATION		
(Please complete ALL sections)		
Depository Name (Please Print)	(Provide Full Legal Name of Institution)	
Institution Address	Line 1 Line 2 Line 3 Line 4	
P. O. Box Address	(If applicable, include City, Postal Code etc)	
City		
State / Province / Country		
Postal / Zip Code	(all characters needed postal code)	
Institution Phone Number	(Format including area code)	
Institution Fax Number	(Format including area code)	

