



TOWNSHIP OF ASSIGINACK

REGULAR MEETING OF COUNCIL

To Be Held in the Council Chambers

Tuesday, April 4, 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 March 21, 2017 (p.3)

4. DELEGATIONS

5. REPORTS

- a) Public Works Equipment Report (p.6)
- b) Boat Launch Report (p.10)
- c) Assiginack Public Library: 2016 Annual Report (p.12)

6. ACTION REQUIRED ITEMS

- a) Accounts of Payment: General: \$45,817.14 Payroll: \$17,930.72 (p.16)
- b) Georgian Bay-Manitoulin Island Cycling Route (p.20)
- c) Public Works Garage Building Condition Assessment Agreement (p.22)

7. INFORMATION ITEMS

- a) Manitoulin Municipal Association (p.24)
- b) Township of East Zorra-Tavistock (p.31)
- c) Town of Ingersoll (p.33)
- d) Manitowaning Agricultural Society (p.35)
- e) OFA: Agriculture Information Day (p.36)

8. BY-LAWS

- a) By-law #17-09: Alternative Voting Method (p.37)
- b) By-law #17-10: Commissioner of Oaths and Affidavits Policy (p.39)
- c) By-law #17-11: Investment Policy (p.43)

9. CLOSED SESSION

- a) 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, March 21st, 2017 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
Ron Cooper, Public Works Superintendent

Press: Alicia McCutcheon, Expositor

OPENING:

#071-06-17 B. Reid – R. Case

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:

#072-06-17 R. Case – B. Reid

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 matter.

ANNOUNCEMENTS:

All of Council was very impressed with the March Break Activities; they were well organized and well attended by members of all age groups in the community.

Members also thanked the Superintendent for the Status Reports he has forwarded over the past few weeks.

ADOPTION OF MINUTES:

#073-06-17 B. Reid – R. Case

THAT the minutes of the Regular Council meeting of March 7, 2017, be accepted. CARRIED

#074-06-17 R. Case – B. Reid

THAT the minutes of the Manitoulin East Municipal Airport Commission meeting of March 6, 2017, be accepted. CARRIED

#075-06-17 B. Reid – R. Case

THAT the minutes of the Manitoulin Centennial Manor Board of Management meeting of February 16, 2017, be received. CARRIED

DELEGATIONS:

There were no delegations.

REPORTS:

#076-06-17 R. Case – B. Reid

THAT the Sunsite Estates Drinking Water System Inspection Report for 2016-17, be accepted. CARRIED

ACTION REQUIRED ITEMS:

#077-06-17 H. Moggy – L. Fields

THAT Council authorizes the following Accounts for Payment:

General: \$151,247.58

AND THAT the Mayor and administration be authorized to complete cheques #26466 through #26507 as described in the attached cheque register report. CARRIED

#078-06-17 L. Fields – H. Moggy

THAT Council authorizes the following Accounts for Payment:

Payroll: \$18,259.49

AND THAT the Mayor and administration be authorized to complete cheques #26461 through #26465 as described in the attached cheque register report. CARRIED

#079-06-17 H. Moggy – L. Fields

THAT the Senior's Park/Bay Street Development Committee be formally established with the following mandate:

- 1) Complete the Senior's Park on Queen Street;
- 2) Continue development along Bay Street from the Senior's Park to the Public Beach; and,
- 3) Continue to apply for funding opportunities to offset the cost of these initiatives.

AND THAT the committee be composed of Councillors Reid and Fields, Susan Holmes, and Marilyn Moggy. CARRIED

INFORMATION ITEMS:

#080-06-17 L. Fields – H. Moggy

THAT we acknowledge receipt of the following correspondence items:

- a) Sudbury & District Board of Health
- b) Ministry of Education
- c) AMO Communications: Highlights of Bill 68
- d) MPAC: Stakeholder Research. CARRIED

CLOSING:

#081-06-17 H. Moggy – L. Fields

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

Paul Moffatt, MAYOR

Alton Hobbs, CAO/DEPUTY CLERK

5:20 p.m.

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

Assiginack Equipment Report 2017

RECEIVED
MAR 17 2017

#1- excavator – the excavator is a 1972 which almost speaks for itself. It is at the end of its life and most of its works is now at the landfill. If we choose to replace it we would be better to go to a midsize excavator that could be used in small areas. Right now we are surviving by using our backhoe. The answer to if we replace it or not is in councils hands and there long term plans with projects

#2 – 2016 Styerling- this is the new snow plow. It is an automatic and there are no issues at this time

#3- 1982 Ford- the old tandem we use at the depot. Its frame is rusted to the point where it is not possible to get a mechanical. It is still quite useful for garbage however

#4-2004 single axle- this truck is in rough shape and the one we replaced with #2. The motor is fine but electrical and body are very poor condition. We are still able to use it this winter as a spare and will use it for a water truck this summer. Its future at this time is very unpredictable.

#5- One ton 2012- this truck is quite useful and in good shape. It is at the point where its warranty is about to end

#6- Dodge ¾ ton 2015- in very good shape. We have a plow that we maintain sidewalks and parking lots attached

#7-2007 Sterling Tandem- We have used this truck for 10 years now and it is beginning to show its age as minor repairs are frequently done.. I don't see it being a big issue with getting another 5 or so years out of it however.

#9- !998 Grader- The grader is working well right now as it should with the amount of repairs it has had. There always seem to be something wrong with his machine as it has since the day we purchased it. Our repairs other than the major ones last year stay under budget however and I expect that it will continue to serve its purpose for many years.

#10 steamer – the steamer is very old and will some day die. It is still useable and passes inspection but is well rusted. This year we did not use it at all so it is quite hard to judge how often we need it

#11-mower 2003 Kubota- our mower is now 14 years old and we should look at replacing it soon. Its motor is in good shape but the rest is becoming well used

Loader 2013- a very valuable piece of equipment and in very good shape. The loader has taken so much pressure off of the rest of the equipment and extended the life of the backhoe, grader, dozer and excavator

#12 -tractor- the David Brown is a late 1960's model. It does not work well and we now use it for cutting rough areas such as around the lagoon.

Branson- we purchased this machine for its versatility. It has a mower and has been usefull in taking pressure from the other mowers. It is 4 wheel drive with a bucket and is useful for landscaping or making trails. We had hoped that it would also be good for roadside cutting but found that it was just too small. The last few years we have borrowed a tractor for this purpose and it is something we will have to address.

#13-dozer 1991 John Deere- it spends almost its entire life at the landfill. It is not the correct machine for that and so we are constantly repairing the under carriage, seals or hoses. It serves us well when ever we need it for a project.

#14-backhoe 2008- this machine is in good shape and increases in importance as the excavator decreases. It now has in excess of 14 000 hrs and is at the point where we need to decide if we are going to keep it until it dies or trade it in.

#15- 20 ton float- This float gets us by what we need especially now as the excavator and dozer are not moved from the land fill much. We use it for other things like moving docks.

Notes- with 15 pieces of equipment that means replacing one every year would mean replaced at 15 years old. Every two years would be every 30 years.

-we are trying to get on a 14 year cycle per truck. That means replacing one every 7 years. We are close to achieving that will need to extend #7's life for this to happen

-our greatest need is another form of pickup. Our students tie up one vehicle leaving only one for me to share with the crew and Will when he needs one.

RECEIVED
MAR 16 2017

Assiginack Boat Launch Report 2017

Currently we have 4 boat launches that we maintain. They continue to be a topic of controversy from users but I examine others around the island ours are certainly in acceptable condition. We do what we can with our resources because to repair these with an engineer's design would have to include permits, sheet piling, silt screens, dredging and excavation. It would be safe to say that the price for that would easily exceed 100,000 dollars.

Manitowaning- we completely reconstructed this launch about 10 years ago. It is in good shape and with its width and depth allows big boats to launch easily. We currently charge 5 dollars for its use to non rate-payers. This has always been a source of conflict as determining who is a local and who isn't can some times be hard. (trailer park owners consider themselves local)

It is the only launch we charge for. In my opinion we should charge all users the same amount. Parking is a continuing problem. Users seem to not pay attention to signs. As the beach continues to improve this will be a problem that gets worse.

Holiday Haven- This launch is in good shape except for its depth which is out of our control. We take a lot of complaints every

year about that but it would take an extensive dredging project to change. There are many other launches for the bigger boats on Lake Manitou. Eg Sandfield. We have installed a new dock there about 4 years ago. We constructed a new parking lot with the fill from the road project and we have not had any parking issues since.

Black Rock- We completely reconstructed this launch about 4 years ago. Before this was almost completely un-useable. It now has a dock attached and is now a very good launch. Last fall some holes appeared on the launch as a result of erosion. I believe these can be corrected with minimal expense. Parking is adequate but as this area becomes busier may be a problem in the future.

Rogers Creek- Last year we installed a new dock at this launch. It is good shape but again very shallow. Parking hasn't been a problem.

ANNUAL REPORT 2016

ASSIGINACK PUBLIC LIBRARY

**25 A Spragge Street, Manitowaning,
Manitoulin Island, Ontario, P0P 1N0.**

**Box 280 Manitowaning,
Manitoulin Island, Ontario, P0P 1N0.**

(705) 859-2110

aplgoodtomes@email.com

www.assignacklibrary.wordpress.com

Board Members

Brenda Reid – Council Representative / Chair

Catherine Bassett – Vice Chair

Les Fields – Council Representative / Secretary

Alison Greenhill – Member

Jane Tilston – Member

Heather Pennie - Member

Irma Lenz - Member

Staff

Debbie Robinson – CEO/Librarian

Joan Wood – Relief Staff

Ashley Quackenbush – Relief Staff

Friends of the Library

Jackie Bryant – Chair

Library Hours of Operation

**Tuesday & Thursday – 11:00 a.m. to 4:30 p.m.
& 7- 8:30 p.m.**

Saturday – 10:00 a.m. to 3:00 p.m.

(extended hours for the months of July & August)

Assiginack Public Library On-Going Goals

- 1)...to comply with current Public Library Act
- 2)...to stand as an educational, cultural, informational and recreational facility for the whole community
- 3)...to maintain a collection of various types of materials, formats and services
- 4)...to maintain an accurate and accessible service facility and collection
- 5)...to ensure staff quality through workshops and evaluation
- 6)...to be a viable, vital and visible part and basic element of the community and the Island-wide resource network

Statistics Summary 2016

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| Population..... | 931 |
| Circulation of Print Materials (books& magazines)..... | 8938 |
| Circulation of Audio-Visuals (DVD,CD Playawa,y)..... | 2258 |
| Program Attendance..... | 519 |
| Total Membership..... | 828 |
| Materials Purchased and Donated in 2015..... | 627 |
| Periodical Subscriptions..... | 14 |
| Inter-library Loans..... | 195 |
| Internet/Computer Usage..... | 2145 |
| OverDrive E-Books Circulation..... | 872 |
| Total Print Materials in Library..... | 11248 |
| Total Audio-Visual Materials in Library..... | 1044 |

Library Collection and Services

- 1)...Non-fiction Titles and Fiction Titles for Adults, Teens and Children
- 2)...Reference Books, Encyclopedias, Atlases, Dictionaries
- 3)...Periodicals, Local Paper, Large Print Books, Talking Books, DVDS, CD's, CNIB Daisy Reader
- 4)...Internet Access and Assistance, Word Processing and Printing, Free Wireless Internet Access, Children's Early Learning Literacy Station, Overdrive E-Books Access, Our Door to Yours Home Service, Inter-library Loans, Reading Contests, Literature Out Loud (LOL), Elementary (Jr. & Sr.) Reading Contests, Public Library Week Visits

Assiginack Public Library
Financial Statement 2016

Revenues

| | |
|---|------------------------|
| Municipal Levy..... | 36685.00 |
| Provincial Grant..... | 3483.00 |
| Student Grant..... | 0 |
| Transfers..... | 12134.00 |
| Special Grants..... | 2896.00 |
| Fees / Donations / Coffee / Printing..... | 625.00 |
| Rebates / Reimburse..... | 132.00 |
| Friends of the Library..... | 600.00 |
| Bank Interest..... | .98.00 |
| Pay Equity..... | 0 |
| TOTAL..... | <u>56653.00</u> |

Expenditures

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|--|------------------------|
| Accounts Payable from 2015..... | 0 |
| Books..... | 921.00 |
| Wages..... | 29806.00 |
| Salary Deductions..... | 1993.00 |
| Health Tax..... | 581.00 |
| WSIB..... | 98.00 |
| Rent..... | 1200.00 |
| Insurance..... | 168.00 |
| Periodicals..... | 311.00 |
| Audio/Visual..... | 498.00 |
| Telephone & Internet Line..... | 875.00 |
| Office Supplies/Housekeeping..... | 2219.00 |
| Furniture / Mach.&Computer Maint..... | 14371.00 |
| Memberships/Conferences/Registrations..... | 660.00 |
| OverDrive(ebooks)..... | 534.00 |
| IT Support Service..... | 303.00 |
| Misc. / Mem. Comp. Fund / Comp .Misc..... | 126.00 |
| Automation Costs..... | 0 |
| Accounting Assist..... | 100.00 |
| Bank Charges / Brd. Acct. Maint. Fees..... | 52.00 |
| TOTAL..... | <u>54816.00</u> |

LIBRARIAN'S REPORT 2016

**The Library's wireless access for the public
is an important service feature.**

**It remains an important communication tool,
for visitors as well as local residents.**

**The Library gives our patrons access to E-Books
through the OverDrive system and it is becoming popular.**

**Inter-library Loan gives our Library patrons
access to virtually millions of books from across the province.**

**The "Our Door to Yours Library Home Service,"
is in place to assist patrons who have difficulty getting to the Library.
I would like to thank our many patrons for using the Library so faithfully.**

**We also sincerely appreciate your generous donations
of material to the Library collection.**

**Thank you to the Municipal Council, Municipal Office Staff,
the Library Board Members and the Friends of the Library
for all of their ongoing work, support, commitment and
dedication to this Library and its service.**

It has been a pleasure working with you all!

We are looking forward to meeting your needs in 2017!

**Our Library celebrates it's '78th' birthday this year and
we will all be celebrating Canada's**

"150"



Come visit us soon and check it out your larger, newly renovated Library sp

**Debbie Robinson
CEO/Librarian
Assiginack Public Library
January 2017**

The Township of Assiginack

CHEQUE DISTRIBUTION REPORT

Payables Management

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|-------------------|---------------|------------|---------------|------------|
| <u>Ranges:</u> | <u>From:</u> | <u>To:</u> | <u>From:</u> | <u>To:</u> |
| Vendor ID | First | Last | Chequebook ID | First |
| Vendor Name | First | Last | Cheque Number | 0026512 |
| Cheque Date | First | Last | | 0026538 |
| <u>Sorted By:</u> | Cheque Number | | | |

Distribution Types Included: All

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|--------|----------------------|----------|--------------------------------|---------|---------------------------|---------|-------------|
| ChqNo: | 0026512 | Date: | 20/03/2017 | Vendor: | BELL CANADA | Amount: | \$22.71 |
| InvNo: | 2017 03 01 | InvDesc: | toll free line | InvAmt: | \$22.71 | | |
| ChqNo: | 0026513 | Date: | 20/03/2017 | Vendor: | BRENDA REID | Amount: | \$48.00 |
| InvNo: | MARCH 2017 | InvDesc: | pec-supp.re mrch brk act | InvAmt: | \$48.00 | | |
| ChqNo: | 0026514 | Date: | 20/03/2017 | Vendor: | CEDAR CHALET | Amount: | \$183.91 |
| InvNo: | FEB 20 2017 | InvDesc: | pec family day hot dogs.juice | InvAmt: | \$183.91 | | |
| ChqNo: | 0026515 | Date: | 20/03/2017 | Vendor: | COMPUTREK | Amount: | \$265.55 |
| InvNo: | 14654 | InvDesc: | admin-ext.usb drive for backup | InvAmt: | \$265.55 | | |
| ChqNo: | 0026516 | Date: | 20/03/2017 | Vendor: | DWAYNE ELLIOTT | Amount: | \$251.89 |
| InvNo: | MARCH 7 2017 | InvDesc: | fd-mileage/reimb.expenses | InvAmt: | \$251.89 | | |
| ChqNo: | 0026517 | Date: | 20/03/2017 | Vendor: | EASTLINK | Amount: | \$1,908.62 |
| InvNo: | 01842918 | InvDesc: | arena | InvAmt: | \$138.01 | | |
| InvNo: | 01842930 | InvDesc: | ss wtp | InvAmt: | \$78.90 | | |
| InvNo: | 0184226 | InvDesc: | norisle (fischer fund) | InvAmt: | \$69.91 | | |
| InvNo: | 01842905 | InvDesc: | fd-interconnect | InvAmt: | \$78.90 | | |
| InvNo: | 01842917 | InvDesc: | fd-tel | InvAmt: | \$103.76 | | |
| InvNo: | 01842940 | InvDesc: | marina | InvAmt: | \$78.90 | | |
| InvNo: | 01842943 | InvDesc: | bwt | InvAmt: | \$78.90 | | |
| InvNo: | 01842908 | InvDesc: | info booth | InvAmt: | \$148.91 | | |
| InvNo: | 01842928 | InvDesc: | mtg wtp | InvAmt: | \$149.26 | | |
| InvNo: | 01842892 | InvDesc: | man streams | InvAmt: | \$152.53 | | |
| InvNo: | 01842708 | InvDesc: | mun.office | InvAmt: | \$619.96 | | |
| InvNo: | 01842944 | InvDesc: | pw | InvAmt: | \$210.68 | | |
| ChqNo: | 0026518 | Date: | 20/03/2017 | Vendor: | FREELANDT CALDWELL REILLY | Amount: | \$14,972.50 |
| InvNo: | CH-20911 | InvDesc: | 2016 interim audit bill | InvAmt: | \$14,972.50 | | |
| ChqNo: | 0026519 | Date: | 20/03/2017 | Vendor: | GERRY STRONG | Amount: | \$307.70 |
| InvNo: | MARCH 20 2016 | InvDesc: | bldg insp mileage | InvAmt: | \$307.70 | | |
| ChqNo: | 0026520 | Date: | 20/03/2017 | Vendor: | HUGH MOGGY | Amount: | \$57.20 |
| InvNo: | MARCH 15 2017 | InvDesc: | mma mileage | InvAmt: | \$57.20 | | |
| ChqNo: | 0026521 | Date: | 20/03/2017 | Vendor: | HYDRO ONE NETWORKS INC. | Amount: | \$12,111.71 |
| InvNo: | MARCH 3 2017 | InvDesc: | recy.depot | InvAmt: | \$516.26 | | |
| InvNo: | MARCH 2 2017 NORISLE | InvDesc: | norisle/heritage park | InvAmt: | \$30.86 | | |

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

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|-----------------------------|--------------------------|--------------------|
| InvNo: MARCH 2 2017 MTG WTP | InvDesc: mtg wtp | InvAmt: \$6,240.29 |
| InvNo: MARCH 2 2017 PW | InvDesc: pw | InvAmt: \$661.60 |
| InvNo: MARCH 2 2017 ICE PLT | InvDesc: arena ice plant | InvAmt: \$4,030.12 |
| InvNo: MARCH 7 2017 ADMIN | InvDesc: mun.office | InvAmt: \$361.19 |
| InvNo: MARCH 16 2017 DEPOT | InvDesc: recyl.depot | InvAmt: \$271.39 |

| ChqNo: | 0026522 | Date: | 20/03/2017 | Vendor: | JJ POLE LINE CONSTRUCTION | Amount: | \$804.90 |
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| InvNo: 1427 | InvDesc: repair hnging strt lite | InvAmt: \$804.90 |
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| ChqNo: | 0026523 | Date: | 20/03/2017 | Vendor: | LESLIE FIELDS | Amount: | \$30.00 |
|--------|---------|-------|------------|---------|---------------|---------|---------|
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| InvNo: MARCH 2017 | InvDesc: pec-supp.re mrch brk act. | InvAmt: \$30.00 |
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| ChqNo: | 0026524 | Date: | 20/03/2017 | Vendor: | MANITOULIN EXPOSITOR | Amount: | \$195.27 |
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| InvNo: 92934 | InvDesc: advertising | InvAmt: \$117.16 |
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| InvNo: 93007 | InvDesc: advertising | InvAmt: \$78.11 |
|--------------|----------------------|-----------------|

| ChqNo: | 0026525 | Date: | 20/03/2017 | Vendor: | MANITOWANING FRESHMART | Amount: | \$3.99 |
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| InvNo: 00292847 | InvDesc: admin-water refill | InvAmt: \$3.99 |
|-----------------|-----------------------------|----------------|

| ChqNo: | 0026526 | Date: | 20/03/2017 | Vendor: | MINISTER OF FINANCE | Amount: | \$91.07 |
|--------|---------|-------|------------|---------|---------------------|---------|---------|
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| InvNo: MARCH 20 2017 | InvDesc: salary garnishment | InvAmt: \$91.07 |
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| ChqNo: | 0026527 | Date: | 20/03/2017 | Vendor: | NEW NORTH FUELS INC | Amount: | \$4,472.60 |
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| InvNo: 404169 | InvDesc: admin-furnace oil | InvAmt: \$339.95 |
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| InvNo: 404167 | InvDesc: po/bnk-furnace oil | InvAmt: \$722.89 |
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| InvNo: 404164 | InvDesc: pw-diesel | InvAmt: \$1,258.06 |
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| InvNo: 404173 | InvDesc: pw-coloured diesel | InvAmt: \$814.20 |
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| InvNo: 405634 | InvDesc: pw-diesel | InvAmt: \$918.07 |
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| InvNo: 405791 | InvDesc: po/bnk-furnace oil | InvAmt: \$419.43 |
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| ChqNo: | 0026528 | Date: | 20/03/2017 | Vendor: | PUROLATOR COURIER | Amount: | \$40.71 |
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| InvNo: 433995927 | InvDesc: freight | InvAmt: \$40.71 |
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| ChqNo: | 0026529 | Date: | 20/03/2017 | Vendor: | RELIANCE HOME COMFORT | Amount: | \$93.18 |
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| InvNo: MARCH 2017 ADMIN | InvDesc: mun.office-hwt rental | InvAmt: \$43.99 |
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| InvNo: MAR 2017 PW | InvDesc: pw-hwt rental | InvAmt: \$49.19 |
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| ChqNo: | 0026530 | Date: | 20/03/2017 | Vendor: | RIVERSIDE ENTERPRISES | Amount: | \$1,618.16 |
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| InvNo: 17550 | InvDesc: feb recyl transport | InvAmt: \$1,618.16 |
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| ChqNo: | 0026531 | Date: | 20/03/2017 | Vendor: | SHAW SEPTIC SERVICES | Amount: | \$661.05 |
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| InvNo: MARCH 8 2017 | InvDesc: high water alarm callout | InvAmt: \$661.05 |
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| ChqNo: | 0026532 | Date: | 20/03/2017 | Vendor: | SUDBURY & DISTRICT HEALTH UNIT | Amount: | \$2,688.00 |
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| InvNo: RC020033477 | InvDesc: april sdhu levy | InvAmt: \$2,688.00 |
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| ChqNo: | 0026533 | Date: | 20/03/2017 | Vendor: | SUPERIOR PROPANE INC. | Amount: | \$1,478.82 |
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| InvNo: 14867473 | InvDesc: pw-cylinder rental | InvAmt: \$11.87 |
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The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

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|-----------------|--------------------------------|------------------|
| InvNo: 14867474 | InvDesc: arena-cylinder rental | InvAmt: \$23.73 |
| InvNo: 15048173 | InvDesc: po-propane | InvAmt: \$627.58 |
| InvNo: 15071867 | InvDesc: fd-propane | InvAmt: \$815.64 |

| | | | |
|----------------|--------------------------|-------------------------------------|------------------|
| ChqNo: 0026534 | Date: 20/03/2017 | Vendor: BOATING ONTARIO ASSOCIATION | Amount: \$710.86 |
| InvNo: 45058 | InvDesc: 2017 membership | InvAmt: \$710.86 | |

| | | | |
|----------------|-------------------------------|----------------------------|------------------|
| ChqNo: 0026535 | Date: 20/03/2017 | Vendor: SHEILA MADAHBEE K. | Amount: \$660.00 |
| InvNo: 003 | InvDesc: pec-archery services | InvAmt: \$660.00 | |

| | | | |
|----------------|------------------------------------|--------------------------|--------------------|
| ChqNo: 0026536 | Date: 20/03/2017 | Vendor: RYLANDS CLOTHING | Amount: \$1,111.74 |
| InvNo: 18303 | InvDesc: fd-coats for firefighters | InvAmt: \$1,111.74 | |

| | | | |
|----------------------|-----------------------------------|-------------------------|------------------|
| ChqNo: 0026537 | Date: 20/03/2017 | Vendor: SHEILA MCDERMID | Amount: \$315.00 |
| InvNo: MARCH 15 2017 | InvDesc: pec-one stroke pnt class | InvAmt: \$315.00 | |

| | | | |
|----------------|-------------------------------------|-----------------------------|------------------|
| ChqNo: 0026538 | Date: 20/03/2017 | Vendor: MADONNA AESCHLIMANN | Amount: \$712.00 |
| InvNo: 01 | InvDesc: pec-mrch brk paint.classes | InvAmt: \$712.00 | |

*** End of Report ***

Report Total:

\$45,817.14

Date : 20/03/2017
Time : 10:41:24 AM

The Township of Assiginack

Page: 1

| Payment # | Amount | Date | Batch # | Employee ID | Employee Name | Status | Payment Method |
|-----------|--------|------------|-----------|-------------|--------------------|-------------|----------------|
| 0026508 | | 20/03/2017 | 03/20COMB | 118 | COOPER, RONALD | OUTSTANDING | Cheque |
| 0026509 | | 20/03/2017 | 03/20COMB | 122 | HOBBS, ALTON | OUTSTANDING | Cheque |
| 0026510 | | 20/03/2017 | 03/20COMB | 126 | MacDONALD, DEBORAH | OUTSTANDING | Cheque |
| 0026511 | | 20/03/2017 | 03/20COMB | 133 | BOND, FREDA | OUTSTANDING | Cheque |
| 788 | | 20/03/2017 | 03/20COMB | 106 | WOOD, STEVEN | OUTSTANDING | Direct Deposit |
| 789 | | 20/03/2017 | 03/20COMB | 134 | VIRTANEN, ANNETTE | OUTSTANDING | Direct Deposit |
| 790 | | 20/03/2017 | 03/20COMB | 140 | REID, WALTER | OUTSTANDING | Direct Deposit |
| 791 | | 20/03/2017 | 03/20COMB | 152 | PRAIRIE, JANET | OUTSTANDING | Direct Deposit |
| 792 | | 20/03/2017 | 03/20COMB | 155 | BECK, WILLIAM | OUTSTANDING | Direct Deposit |
| 793 | | 20/03/2017 | 03/20COMB | 163 | MACDONALD, ROBERT | OUTSTANDING | Direct Deposit |
| 794 | | 20/03/2017 | 03/20COMB | 164 | MIDDAUGH, WAYNE | OUTSTANDING | Direct Deposit |
| 795 | | 20/03/2017 | 03/20COMB | 168 | STRONG, GERRY | OUTSTANDING | Direct Deposit |
| 796 | | 20/03/2017 | 03/20COMB | 186 | RODY, JEREMY | OUTSTANDING | Direct Deposit |
| 797 | | 20/03/2017 | 03/20COMB | 205 | MOFFAT, PAUL | OUTSTANDING | Direct Deposit |
| 798 | | 20/03/2017 | 03/20COMB | 206 | CASE, ROBERT | OUTSTANDING | Direct Deposit |
| 799 | | 20/03/2017 | 03/20COMB | 211 | MOGGY, HUGH | OUTSTANDING | Direct Deposit |
| 800 | | 20/03/2017 | 03/20COMB | 214 | FIELDS, LESLIE | OUTSTANDING | Direct Deposit |
| 801 | | 20/03/2017 | 03/20COMB | 216 | REID, BRENDA | OUTSTANDING | Direct Deposit |
| 802 | | 20/03/2017 | 03/20COMB | 301 | ROBINSON, DEBBIE | OUTSTANDING | Direct Deposit |
| 803 | | 20/03/2017 | 03/20COMB | 322 | OBRIEN, JOSEPH | OUTSTANDING | Direct Deposit |
| 804 | | 20/03/2017 | 03/20COMB | 323 | WHITE, JACQUELINE | OUTSTANDING | Direct Deposit |

Total : \$17,930.72

**Georgian Bay (Manitoulin Island) Cycling Route
Municipal Resolution**

This is a suggested resolution which is virtually similar to the resolutions passed by communities along the North Shore.

"WHEREAS the Georgian Bay (Manitoulin Island) Cycling Route, the Lake Huron North Channel Cycling Route and the Great Lakes Waterfront Trail cycling route initiatives are to create a safe and continuous route from Sault Ste. Marie to Sudbury with a connection to Manitoulin Island via Highway 6 from Espanola to South Baymouth with a connection to Tobermory and the southern portion of the Great Lakes Waterfront Trail cycling route; and

WHEREAS the route is being developed to be primarily on-road which will provide economic, tourism, health and environmental benefits for residence and visitors as part of Northern Ontario; and

WHEREAS the vision for the Great Lakes Waterfront Trail is to develop a route that is geared towards touring and recreational cyclists which connects northern communities along the route as well as to connect key destinations and attractions; and

WHEREAS the Waterfront Regeneration Trust will be the coordinating agency of the northern route and sees this as an extension of the existing provincial Great Lakes Waterfront Trail, which is a continuous 1600+ km mapped and signed route that is part of the Great Lakes Waterfront Trail network;

THEREFORE BE IT RESOLVED that the Township of Assiginack is in full support of these cycling initiatives and the Highway 6 connection as part of the provincial Great Lakes Waterfront Trail network, and as a partner with the Waterfront Regeneration Trust to implement the route and include it as part of their provincial trail system."

*Request to pass
MTO Put up signs,
Drive & ride segment*



2017

Trails Canada Trail
Sentier Transcanadien

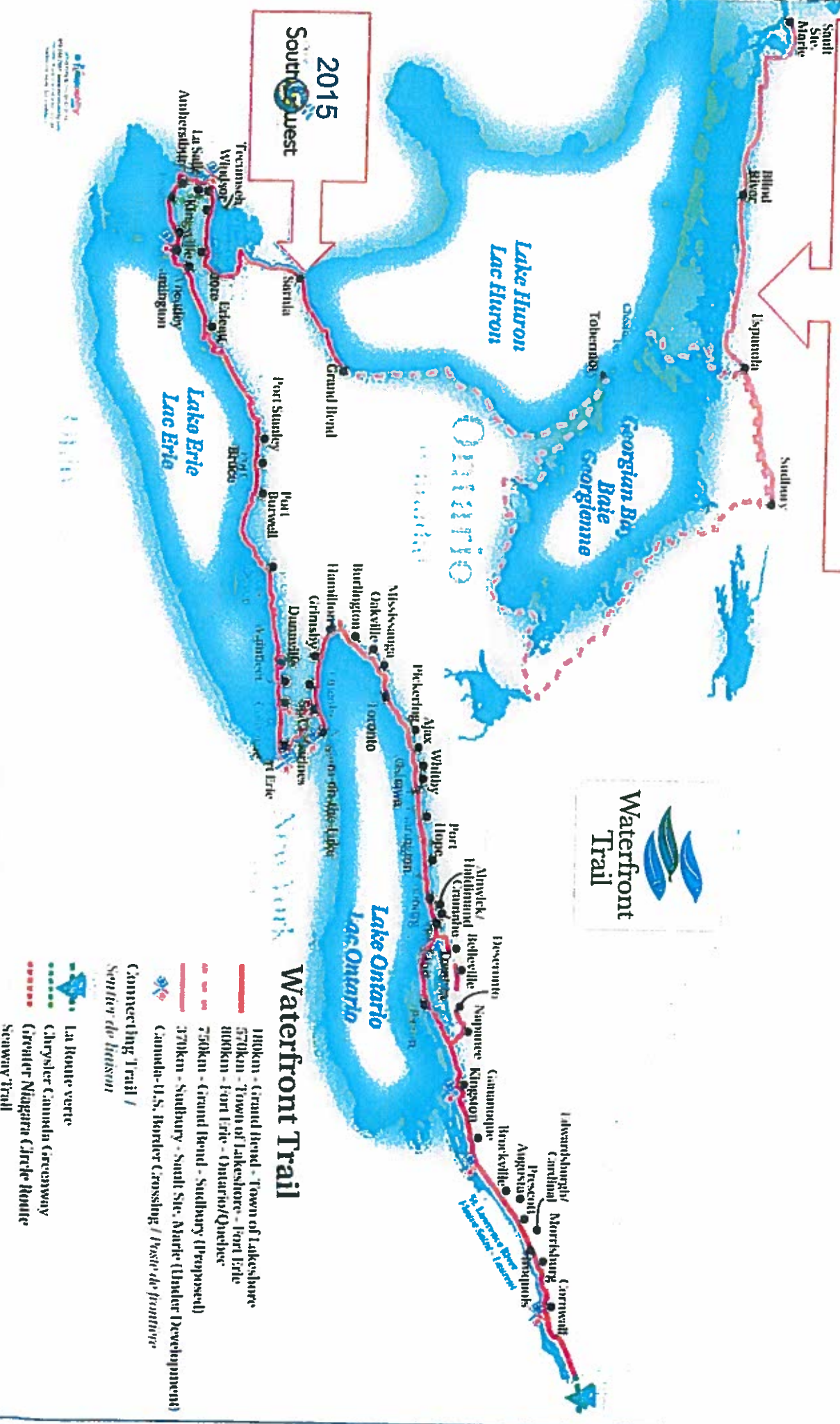


The Great Lakes Waterfront Trail

A signature project of the Waterfront Regeneration Trust

Waterfront Trail

2015
South West



Waterfront Trail

- 100km - Grand Bend - Town of Lakeshore
- 570km - Town of Lakeshore - Port Erie
- 750km - Port Erie - Ontario/Quebec
- 370km - Sudbury - South Ste. Marie (Under Development)
- Canada-U.S. Border Crossing / Passé de frontière
- Connecting Trail / Sentier de liaison
- La Route verte
- Chrysler Canada Freeway
- Greater Niagara Circle Route
- Seaway Trail



CLIENT/CONSULTANT AGREEMENT

Project # tbd

Memorandum of Agreement Between

Township of Assiginack
(Client)
and
TULLOCH Engineering Inc. (Consultant)

Dated: March 29, 2017


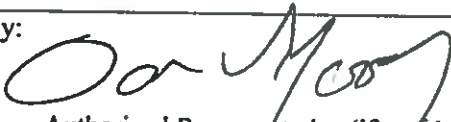
Whereas the Client intends to (describe project generally): **Obtain Engineering Services – Proposal for Building Condition Assessment - Public Works Garage, Township of Assiginack, P.O. Box 238, 156 Arthur Street, Manitowaning, ON, P0P 1N0.**

And has required the Consultant to furnish professional services in connection therewith;

1. **The Client hereby retains the services of the Consultant in connection with the Project and the Consultant hereby agrees to provide the services set out in the proposal email dated March 22, 2017.**

| | |
|-------------------------|--|
| Compensation | Client agrees to pay Consultant for the performance of Work on the following basis - Lump Sum Fee Compensation. |
| Payment | <p>Lump Sum Fee Compensation: The agreed lump sum fee shall be as set out in the letter of engagement. Lump Sum of \$3,800. plus HST.</p> <p>The Consultant will invoice the Client monthly for Work performed and Client agrees to pay each invoice within 30 days without holdback. Unless otherwise set out in the letter of engagement, payment shall be due 30 days following date of invoice. Interest at the rate of 12% per annum (or a maximum rate allowed by law, if lower) will be charged on all overdue amounts. The Consultant may suspend the Work, after giving the Client 5 day's written notice, until any overdue amounts have been paid in full.</p> |
| Sub-Consultants | The Consultant may engage others as sub-consultants for specialized services provided that prior approval is obtained, in writing, from the Client and may add a mark-up of not more than 10% of the cost of such services to cover office administration costs when claiming reimbursement from the Client plus the cost of the additional insurance incurred by the Consultant for the specialized services. |
| Liability and Insurance | <p>The Client will accept the insurance coverage amount specified in this clause as the aggregate limit of liability of the Consultant and its employees for the Client's damages.</p> <p>Comprehensive General Liability and Automobile Insurance. The Insurance Coverage shall be \$1 million per occurrence and in the aggregate for general liability and \$2 million for automobile insurance.</p> <p>When requested, the Consultant shall provide the Client with proof of Comprehensive General Liability and Automobile Insurance (Inclusive Limits) for both owned and non-owned vehicles.</p> <p>Standard of Care. The standard of care applicable to the Work will be the degree of care, skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time and place that the Work is performed.</p> <p>Professional Liability Insurance. Consultant shall maintain throughout the term of this Agreement Professional Liability Insurance with per claim and annual aggregate limits which it deems to be reasonable, insuring Consultant's professional liability resulting from the performance of the Work. Consultant shall provide Client with proof of such insurance upon written request.</p> <p>Limitation of Liability. Consultant's aggregate liability to Client for claims arising out of this Agreement, or in any way relating to the Work, will be limited to \$19,000. In no event will Consultant be liable for indirect or consequential damages including without limitation loss of use or loss of profits. No claim may be brought against Consultant more than 1 year after the Work was last</p> |

| | |
|-----------------------|--|
| | performed under this Agreement; provided, however, that if (and only if) the shortest limitations period for claims under the Governing Law (as defined below) is greater than 1 year and the Governing Law does not permit the parties to reduce that limitations period by contract, no claim may be brought against Consultant after the limitations period prescribed by the Governing Law expires. These limitations of liability will apply, to the extent permitted by law, whether Consultant's liability arises under breach of contract or warranty: tort, including negligence; strict liability; statutory liability; or any other cause of action, and will extend to and include Consultant's directors, officers, employees, insurers, agents and subconsultants. |
| Third Party Approvals | Unless otherwise provided in this Agreement, where the work of the Consultant is subject to the approval or review of an authority, department of government, or agency other than the Client, such applications for approval or review shall be the responsibility of the Consultant, but shall be submitted through the offices of the Client and unless authorized by the Client in writing, such applications for approval or review shall not be obtained by direct contact by the Consultant with such other authority, department of government or agency. Costs for all application fees shall be borne by the Client unless otherwise provided for by the Consultant. |
| Termination | This Agreement may be terminated for convenience by either party on 30 days' written notice of if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within 5 days of written notice and diligently complete the correction thereafter. On termination, the Consultant will be paid for all authorized work performed up to the termination date plus reasonable termination expenses. |
| Entire Agreements | This Agreement contains the entire agreement of the parties and supersedes all previous communications and negotiations between them relating to the Work. If the Client issues a Purchase Order in connection with the Work, the terms and conditions thereof do not apply to this agreement. |
| Governing Law | This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario ("Governing Law"). |
| Authorization | The Client authorizes TULLOCH ENGINEERING INC. (Consultant) to perform the work specified in the above scope of work ("Work") in accordance with the terms and conditions of this Agreement for Services. The signatories shall have the authority to bind their corporations, company or firm, as the case may be, for purposes of this agreement. |

| | |
|---|--|
| Client: Township of Assiginack | Consultant: TULLOCH Engineering Inc. |
| By:  | By:  |
| Authorized Representative (if required) | Authorized Representative (if required) |

TULLOCH Engineering Inc., 71 Black Road, Unit 8, Sault Ste. Marie, ON P6B 0A3

RECEIVED
MAR 30 2017

Manitoulin Municipal Association

Comprising Sitting Reeves, Mayors, Chiefs, Clerks and Councils of Municipalities and First Nations

District of Manitoulin, Ontario

Thursday, March 16, 2017

Manitoulin Municipal Association Members

Re: Resolutions Passed

To Member Municipalities:

At our March 15, 2017 meeting the MMA passed the following resolutions for your Councils review.

Resolution 17-11 Eric Russell, Pat MacDonald

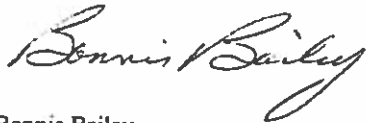
RESOLVED that each member municipality discuss with their fire departments the need to respond to all dispatched fire calls.....carried

Resolution 17-12 Pat MacDonald, Bill Baker

RESOLVED that each member municipality inquire with their councils as to Jeff Edwards (Phoenix Emergency Management Logic) proposal for the updating and training for emergency planning and plans.....carried

For further information please contact the office.

Sincerely yours



Bonnie Bailey
Secretary, Treasurer

8 Bailey Line Road, RR 1, Evansville, Ontario P0P 1E0
Telephone & Fax: 706 282 0624
Email: burpeemills@xplomet.com

MANITOULIN ISLAND - LARGEST FRESHWATER ISLAND IN THE WORLD

— from Jeff Edwards

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Hello Bonnie:

Some of the councilors seemed to want more information regarding exactly what they will get if they agree to the proposal. Please find attached a sample Table of Contents which shows the main headings of what would be in their new plan. Please share this with whomever you feel would benefit from it. Also, I would be willing to revise and update plans for municipalities on an individual basis (if not all agree to the proposal). Pricing for this would be dependent on exactly what they would want me to do for them. I would be able to tailor a program that fits the municipality's needs and budget and I would be willing to present to their council, if they wish. Some councilors asked about an ongoing agreement where I would update the plans as well as provide training and complete the exercise each year. I'm more than willing to discuss this idea with each municipality if they choose. Another idea could be a group exercise and training where I train all municipalities at the same time and complete the exercise then. I could do this in either one or two sessions depending on what the municipalities want. Perhaps this could be discussed at the next MMA meeting.

As well, here is a timeline of what would be done and when it would be done based on all 8 municipalities agreeing (assuming agreement is reached by mid-April):

- Mid April agreement is reached and a contact person in each municipality is identified**
- By mid June PEML will have reviewed all plans**
- By end of August PEML will have revised all plans**
- During July and August PEML will conduct evacuation shelter surveys on identified buildings**
- Late September PEML will review plans with municipalities and make changes as suggested by the municipality**
- Late September PEML will conduct training for the municipal emergency control group on the new plan**
- End of October, all plans would be presented to the municipalities with suggestions on distribution, copying, and controllership.**

I hope this clarifies things a bit and if anyone has questions please give them my contact information. I'm contactable any time.



Township of East Zorra-Tavistock

Box 100 / 90 Loveys Street
Hickson, Ontario N0J 1L0

Email ezt@ezt.ca
Web www.ezt.ca

Phone 519.462.2697
Fax 519.462.2961

March 20, 2017

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

Dear Premier Wynne:

Re: Support for Policy to Install AEDs in all Schools

Please be advised that at their March 15, 2017, regular meeting, East Zorra-Tavistock Council considered and passed the following resolution:

Moved by: Maureen RALPH

Seconded by: Shirley MCCALL HANLON

WHEREAS Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first minute, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy Foundation has currently purchased 22 AEDs for across Oxford County, including all three elementary schools in Zorra Township;

AND WHEREAS the Thames Valley District School Board has yet to put together a policy for having AEDs in place in all, or any, of their public elementary and secondary schools;

THEREFORE BE IT RESOLVED THAT the Municipality of East Zorra - Tavistock requests that the Premier, and Minister of Education, develop a policy that enables all schools and school boards in Ontario, including the Thames Valley District School Board, that allows individual elementary and secondary schools to have an AED installed in their schools;

AND THAT the Municipality of East Zorra-Tavistock request that the Thames Valley District School Board and all other schools in Ontario develop a policy to install AEDs in all schools as soon as possible for the safety of our children;

AND THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board, MPP Ernie Hardeman; and all Ontario Municipalities for consideration and support.

CARRIED.

Yours truly,



Will Jaques
Corporate Services Manager/ Clerk

c: Mitzie Hunter, Minister of Education
Ernie Hardeman, MPP Oxford
Laura Elliott, Director, Thames Valley District School Board
Association of Municipalities of Ontario
All Ontario Municipalities



TOWN OF INGERSOLL
Town Centre

March 20, 2017

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

RE: Development of Policy for Automated External Defibrillators in all Schools

Dear Premier Wynne:

The Council for the Municipality of the Town of Ingersoll passed the following resolution at their regular meeting of Council on March 6, 2017:

Moved by Councillor Franklin; seconded by Councillor Petrie

C17-03-067 WHEREAS Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first minute, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy foundation has currently purchased 22 AEDs for across Oxford County, including all three elementary schools in Zorra Township;

AND WHEREAS Thames Valley District School Board has yet to put together a policy for having AED's in place in all, or any, of their public elementary and secondary schools;

THEREFORE BE IT RESOLVED THAT the Town of Ingersoll requests that the Premier, and Minister of Education, develop a policy that makes it mandatory for all schools and school boards in Ontario, including the Thames Valley District School

Board, that allows individual elementary and secondary schools to have an AED installed in their schools;

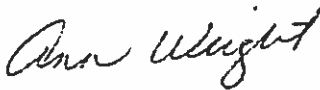
AND THAT the Town of Ingersoll request that the Thames Valley District School Board and all other schools in Ontario develop a policy to install AEDs in all schools as soon as possible for the safety of our children;

AND THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board; and all Ontario Municipalities for consideration and support.

CARRIED

The Council for the Town of Ingersoll urges the development and implementation of an AED policy for all schools to help ensure the safety of our children. Should you have any questions or comments regarding the Town's request please contact our office.

Sincerely,



Ann Wright
Deputy Clerk

cc Honourable Mitzie Hunter, Minister of Education
 Thames Valley District School Board
 Association of Municipalities of Ontario
 All Ontario Municipalities

RECEIVED
MAR 13 2017

Manitowaning Agricultural Society

454 Eastview Lane RR1
Manitowaning, Ontario
P0P 1N0

March 13, 2017

Township of Assiginack
P. O. Box 238
Manitowaning, ON P0P 1N0

Dear Mayor and Council Members:

Once again, we are in the planning stages for our annual Fall Fair and this year the Fair will be held on September 8th and 9th, 2017, at the Manitowaning Fair Grounds/Arena.

Assistance is required in order to provide prizes for the exhibitors. We are holding a Silent Auction and will be hosting a car show. Any donations are greatly appreciated. If you have helped us in the past, a very big Thank You and we hope you will continue to provide for this activity in our community.

Our Fall Fair is the oldest in Northern Ontario and is one of the few remaining fairs on Manitoulin Island. This year we are celebrating 141th and we feel that it is worthy of your support. The theme for this year is "Canada Celebrate 150". Thank you for your consideration.

Sincerely



Denise Villeneuve

Secretary

705-859-1850/guy.jul@hotmail.com



The Manitoulin-West Sudbury Federation of Agriculture
invites all
Manitoulin mayors, reeves, councillors and clerk-treasurers
to an

Agriculture Information Day
at
Mindemoya Community Centre
on
Tuesday, April 11 at 1 pm

The main topic of discussion will be the impact on
agriculture of the new MPAC reassessment of farm land.

Ben Lefort, Senior Farm Policy Analyst with the
Ontario Federation of Agriculture will speak
on how municipalities and counties across Ontario
have been reacting to the reassessments.

Please join us for an informal discussion on a variety of topics affecting farming
on Manitoulin. We hope that each municipality on Manitoulin will be
represented at the meeting.

from:

Alan Emiry – Chairman, Manitoulin-West Sudbury Federation of Agriculture
Mack Emiry – Secretary-Treasurer
Neil Tarlton – Member Services Representative OFA

For further information please contact
Jim Anstice, member of OFA Policy Advisory Committee
705-859-3925
anstice@amtelecom.net

THE CORPORATION OF THE TOWNSHIP OF ASSIGNACK

BY-LAW #17-09

BEING A BY-LAW of the Corporation of the Township of Assignack to Authorize Vote by Mail for the 2018 Municipal Election and the Entering into an Agreement with DataFix to provide Vote by Mail Services.

WHEREAS Section 42 of the Municipal Elections Act, 1996, S.O. 1996, c.32, provides the Council may, by by-law, authorize the use of an alternate voting method that does not require electors to attend at a voting place in order to vote;

AND WHEREAS the Council of the Corporation of the Township of Assignack considers it desirable and in the best interest of the public to conduct the 2018 municipal election using a vote by mail method and to contract with DataFix to provide election services;

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

1. THAT the alternative voting method of "Vote by Mail" is hereby authorizes for the Municipal Election to be held in 2018.
2. THAT a vote by mail kit will be provided to every person who qualifies to be an elector. The kit will be mailed to or provided in person to each qualified elector.
3. THAT a Ballot Return Station be established at the Municipal Office (156 Arthur Street, Manitowaning, Ontario) during regular office hours, prior to Election Day, Monday, October 22, 2018.
4. THAT a Ballot Return Station shall mean a voting place under the supervision of a Deputy Returning Officer where electors may deposit their ballot envelopes directly into the Ballot Returning Boxes rather than forwarding them by mail.
5. THAT every elector has the responsibility of completing the ballots in accordance with the Municipal Elections Act, 1996, as amended and the written procedures established by the Municipal Clerk, and returning the completed ballots to the Municipal Clerk by mail or deposit at the Ballot Returning Station on or before Monday, October 22, 2018 at 8 p.m.
6. THAT no proxy voting provisions or advance poll provisions other than ballot returning stations are applicable at the Municipal Election conducted in accordance with this by-law.
7. THAT the Municipal Clerk shall prepare procedures and policies for the Vote by Mail Municipal Election and provide them to each candidate, no later than Friday, July 27, 2018.
8. THAT any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the Municipal Elections Act, 1996, as amended, or the policies and procedures set out in Section 7 may be prosecuted pursuant to the Act, as amended.

9. THAT the Municipal Clerk is herewith authorized to complete the agreement with Data Fix to provide Vote by Mail services.

Read a First, Second, and Third time and finally passed this 4th day of April, 2017.

Mayor – P. Moffatt

Clerk – J. Rody

Seal

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW #17-10

BEING A BY-LAW of the Corporation of the Township of Assiginack to Adopt a Commissioner of Oaths and Affidavits Policy.

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

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

AND WHEREAS the Council of the Corporation of the Township of Assiginack deems it beneficial to the community to adopt this policy;

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

1. THAT the Commissioner of Oaths and Affidavits Policy is hereby adopted.
2. THAT the Commissioner of Oaths and Affidavits Policy be attached to and form 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 4th day of April, 2017.

Mayor – P. Moffatt

Clerk – J. Rody

Seal



POLICY

Commissioner of Oaths & Affidavits

1.0 PURPOSE

The purpose of this policy is to provide information to the general public with respect to Commissioner of Oath services provided by the Township; as well as provide guidelines for Township employees when commissioning documents for the public.

2.0 SCOPE

This procedure applies to all employees of the Township of Assiginack who by virtue of office, or who have been appointed by the Attorney General under the *Commissioners for taking Affidavits Act*, R.S.O. 1990, c C.17, to commission documents.

3.0 BACKGROUND

Clerks, Treasurers and their Deputies, by virtue of office are authorized by the Attorney General to act as Commissioners of oaths and affidavits, within the limits of their municipality. Additional Commissioners can be authorized by the Attorney General at the request of the municipality. The Township of Assiginack has four (4) Commissioners on staff: CAO/Deputy Clerk, Clerk, Treasurer, and the Tax and Utilities Manager.

A Commissioner of Oaths and Affidavits is authorized under provincial legislation to administer and witness the swearing of oaths or solemn affirmations in the taking of an affidavit for any potential legal matter. Commissioners of Oaths and Affidavits can also witness any declaration as required under a statute. The person swearing an oath, making an affirmation or making a declaration is called a deponent or declarant. The processing fee for this service is \$15.00 per document.

4.0 POLICY

Commissioner services are provided at the Township of Assiginack Municipal Office, 156 Arthur Street, Manitowaning ON, during regular office hours. The public is strongly encouraged to book appointments for commissioner services to ensure availability. If an appointment is not booked, the individual understands that there may not be a Commissioner available to provide the service.

Duties of the Commissioner:

The deponent or declarant, who is swearing or affirming to a document, shall appear before the Commissioner. If the person is not present in front of the Commissioner, the document will not be commissioned.

To confirm the identity of the deponent or declarant, the Commissioner is required to review their proper photo identification i.e. valid driver's licence, current passport, or any other government issued photo identification that includes the deponent's signature. The completed affidavit, with the exception of the signature, must also be presented with the photo identification to confirm the identity of the deponent or declarant.

A copy of the documents that are sworn, together with copies of the identification provided shall be retained for the file. This is completed in case there is ever a question as to the authenticity of the documents or if the documents are ever challenged.

The signing of the affidavit must be completed in the presence of the Commissioner. The Commissioner shall not commission the document if it was not signed in their presence.

The Commissioner will affix their stamp to the document, certifying that the required oath, affirmation or declaration has been properly administered.

Duties of the Deponent or Declarant:

Under the *Commissioners for taking Affidavits Act*, Commissioners of Oaths and Affidavits do not certify the truth of the statements contained in a document; that responsibility remains with the deponent or declarant.

The Commissioner is not responsible for the content of the affidavit; it is the responsibility of the deponent or declarant whose signature is being commissioned. The deponent or declarant must also understand not only the details to which they will attest, but also the fact that they are swearing an oath that the details are correct.

Commissioner Services:

The Commissioner of Oaths and Affidavits shall only sign documents that are in English, so the Commissioner can validate the information that is sworn.

The Commissioner may sign documents related, but not limited to the following*:

- Consents to Travel (As long as the deponent has provided a Government of Canada - Foreign Affairs, Trade and Development Canada recommended consent letter)
- Residency Documentation
- Vehicle Transfers
- Change of Ownership
- Insurance Claims
- Pension Plan Documents
- Any Government related forms
- Birth and Death Information Applications as prescribed by Statute
- Certification of Identifiable Individual's Signature
- Marriage Licence related documentation

- Court documents or documents related to a court proceeding
- Municipally related documents

* It is at the exclusive discretion of the individual Commissioner whether or not they choose to sign the document. If a Commissioner of Oaths and Affidavits is uneasy about the identity of the deponent, or the content of the document for any reason, the Commissioner may refuse to sign the document.

Services not provided by a Commissioner:

The Commissioner will not prepare or edit affidavits, nor will they provide legal advice.

Any information or clarification required for the prescribed form should be directed to the agency or party that has requested the form.

The Commissioner will not certify true copies of documents, unless given authority from the agency or party requesting the document, in writing on the form.

A Commissioner of Oaths and Affidavits is not the same as a Notary Public. A Notary Public is a person who is authorized under the *Notaries Act* to commission documents, and certify documents as true copies to verify signatures. The requirements to become a Notary Public are more stringent than for a Commissioner, and most are lawyers or judicial officers. If a document is required to be "notarized" as opposed to "commissioned", the Commissioners will not commission the document.

The following is a list of common documents but not limited to, that a Commissioner of Oaths and Affidavits cannot sign:

- Wills
- Living Wills
- Codicils to Wills
- Powers of Attorney
- Divorce, Separation, Custody
- Theft related documents
- Real estate related documents
- Forms which call upon a Commissioner, and also request certified true copies of other documents as attachments. Because the Commissioner cannot certify attachments, they cannot sign the affixed application

5.0 COMPLIANCE

All Commissioners for the Township of Assiginack are required to comply with the Commissioner of Oaths and Affidavits Policy as well as the *Commissioners for taking Affidavits Act*.

6.0 APPROVAL

The Council of the Corporation of the Township of Assiginack has approved this policy on the _____ day of _____, 20____.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW #17-11

**BEING A BY-LAW of the Corporation of the Township of
Assignack to Adopt an Investment Policy.**

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

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

AND WHEREAS the Municipal Act, S.O. 2001, c. 25 provides under Section 418 that a municipality may invest in prescribed securities, in accordance with the prescribed rules, money that it does not require immediately including, money in a sinking fund, retirement or reserve fund; money raised or received for the payment of a debt of the municipality or interest on the debt, and proceeds from the sale, loan or investment of any debentures;

AND WHEREAS such investment policy must be in accordance with Ontario Regulation 438/97 made under the Municipal Act, 2001, c.25 s.418 or as authorized by subsequent provincial regulations;

AND WHEREAS the Council of the Corporation of the Township of Assignack deems it expedient to adopt this policy;

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

1. THAT the Investment Policy is hereby adopted.
2. THAT the Investment Policy be attached to and form 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 4th day of April, 2017.

Mayor – P. Moffatt

Clerk – J. Rody

Seal



Township of Assiginack

Investment Policy

March 2017

Schedule "A" to By-law #17-11



Investment Policy

- Purpose:** This policy establishes guidelines for municipal investments, as defined by and in compliance with the requirements of s.418 to s.420 of the Municipal Act, 2001 and O.Reg.438/97. The goals of this policy are to ensure compliance with legislation and to establish a reporting practice to council to provide a full disclosure of information relating to municipally held investments.
- Scope:** This investment policy applies to any investment of the financial assets of the Township of Assiginack including Current, Capital, Reserve and Trust Funds.
- Responsibility:** The Treasurer is responsible for ensuring that all investments conform to legislation and this policy.
- Policy:** It is the policy of the Township of Assiginack to ensure;
- a) All investments are in compliance with O.Reg.438/97 and with s.418 to s.420 of the Municipal Act.
 - b) Preservation of capital.
 - c) Maintenance of liquidity
 - d) Competitive return on investments

Authorized Investments:

The eligible securities are prescribed under Ontario Regulation 438/97 (including any future revisions), attached as Schedule A to this policy. In addition, the Municipality further restricts investments to Guaranteed Investment Certificates, and investments in the One Investment Program's available portfolios. The Treasurer will attempt where possible to diversify the investments so that the certificates are covered under the Bank of Canada Deposit Insurance Act.

Deposits guaranteed or endorsed by,

- i. A bank listed in Schedule I, II or III to the Bank Act (Canada),
- ii. A loan corporation or trust corporation registered under the Loan and Trust Corporations Act, or
- iii. A credit union or league to which the Credit Unions and Caisses Populaires Act, 1994 applies.

To the extent possible, the Municipality shall attempt to match its investments with anticipated cash flow requirements.

The Municipality shall not invest in a security that is expressed or payable in any currency other than Canadian Dollars. O.Reg 438/97, s 6(1)

Reporting: The Treasurer or designate has a specific responsibility to prepare and provide an annual investment report to Council. O.Reg.438/97, s 8(1). This report shall contain the following information:

- A statement about the performance of the portfolio of investments during the period covered by the report.
- A description of the total investments that are invested in long-term and short-term securities.
- A statement of assurance by the Treasurer that investments were made in accordance with the policy adopted by council.

Authority: Authority to invest public funds is derived from section 418 to section 420 of the Municipal Act, 2001.

Approval: The Council of the Corporation of the Township of Assiginack has approved this policy on the _____ day of _____, 20__.

Municipal Act, 2001

ONTARIO REGULATION 438/97

formerly under Municipal Act

ELIGIBLE INVESTMENTS AND RELATED FINANCIAL AGREEMENTS

Consolidation Period: From March 30, 2016 to the [e-Laws](#) currency date.

Last amendment: O. Reg. 74/16.

This is the English version of a bilingual regulation.

1. A municipality does not have the power to invest under section 418 of the Act in a security other than a security prescribed under this Regulation. O. Reg. 438/97, s. 1; O. Reg. 399/02, s. 1.

2. The following are prescribed, for the purposes of subsection 418 (1) of the Act, as securities that a municipality may invest in:

1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by,
 - i. Canada or a province or territory of Canada,
 - ii. an agency of Canada or a province or territory of Canada,
 - iii. a country other than Canada,
 - iv. a municipality in Canada including the municipality making the investment,
 - iv.1 the Ontario Infrastructure and Lands Corporation,
 - v. a school board or similar entity in Canada,
 - v.1 a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,
 - v.2 a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*,
 - vi. a local board as defined in the *Municipal Affairs Act* (but not including a school board or a municipality) or a conservation authority established under the *Conservation Authorities Act*,
 - vi.1 a board of a public hospital within the meaning of the *Public Hospitals Act*,
 - vi.2 a non-profit housing corporation incorporated under section 13 of the *Housing Development Act*,
 - vi.3 a local housing corporation as defined in section 24 of the *Housing Services Act, 2011*, or
 - vii. the Municipal Finance Authority of British Columbia.
2. Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if,
 - i. the bond, debenture or other evidence of indebtedness is secured by the assignment, to a trustee, as defined in the *Trustee Act*, of payments that Canada or a province or territory of Canada has agreed to make or is required to make under a federal, provincial or territorial statute, and
 - ii. the payments referred to in subparagraph i are sufficient to meet the amounts payable under the bond, debenture or other evidence of indebtedness, including the amounts payable at maturity.
3. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,
 - i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada),
 - ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or
 - iii. a credit union or league to which the *Credit Unions and Caisses Populaires Act, 1994* applies.
- 3.1 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,

- i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada),
 - ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*,
 - iii. a credit union or league to which the *Credit Unions and Caisses Populaires Act, 1994* applies.
 - 4. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by an institution listed in paragraph 3.
 - 5. Short term securities, the terms of which provide that the principal and interest shall be fully repaid no later than three days after the day the investment was made, that are issued by,
 - i. a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,
 - ii. a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*, or
 - iii. a board of a public hospital within the meaning of the *Public Hospitals Act*.
 - 6. Bonds, debentures, promissory notes, other evidence of indebtedness or other securities issued or guaranteed by the International Bank for Reconstruction and Development.
 - 6.1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a supranational financial institution or a supranational governmental organization, other than the International Bank for Reconstruction and Development.
 - 7. Asset-backed securities, as defined in subsection 50 (1) of Regulation 733 of the Revised Regulations of Ontario, 1990 made under the *Loan and Trust Corporations Act*.
 - 7.1 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than five years after the date on which the municipality makes the investment.
 - 7.2 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than one year and no later than five years after the date on which the municipality makes the investment.
 - 8. Negotiable promissory notes or commercial paper, other than asset-backed securities, maturing one year or less from the date of issue, if that note or commercial paper has been issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
 - 8.1 Shares issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
 - 9. Bonds, debentures, promissory notes and other evidences of indebtedness of a corporation incorporated under section 142 of the *Electricity Act, 1998*.
 - 10. Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if the municipality first acquires the bond, debenture, promissory note or other evidence of indebtedness as a gift in a will and the gift is not made for a charitable purpose.
 - 11. Securities of a corporation, other than those described in paragraph 10, if the municipality first acquires the securities as a gift in a will and the gift is not made for a charitable purpose.
 - 12. Shares of a corporation if,
 - i. the corporation has a debt payable to the municipality,
 - ii. under a court order, the corporation has received protection from its creditors,
 - iii. the acquisition of the shares in lieu of the debt is authorized by the court order, and
 - iv. the treasurer of the municipality is of the opinion that the debt will be uncollectable by the municipality unless the debt is converted to shares under the court order. O. Reg. 438/97, s. 2; O. Reg. 265/02, s. 1; O. Reg. 399/02, s. 2; O. Reg. 655/05, s. 2; O. Reg. 607/06, s. 1; O. Reg. 39/07, s. 1; O. Reg. 373/11, s. 1; O. Reg. 74/16, s. 1, 2.
- 2.1 A security is prescribed for the purposes of subsection 418 (1) of the Act as a security that a municipality may invest in if,
- (a) the municipality invested in the security before January 12, 2009; and

- (b) the terms of the municipality's continued investment in the security have been changed pursuant to the Plan Implementation Order of the Ontario Superior Court of Justice dated January 12, 2009 (Court file number 08-CL-7440) and titled "In the matter of the *Companies' Creditors Arrangement Act*, R.S.C. 1985, c. C-36 as amended and in the matter of a plan of compromise and arrangement involving Metcalfe & Mansfield Alternative Investments II Corp. et al". O. Reg. 292/09, s. 1.

3. (1) A municipality shall not invest in a security under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 or paragraph 3.1 or 4 of section 2 unless the bond, debenture, promissory note or evidence of indebtedness is rated,

- (a) REVOKED: O. Reg. 265/02, s. 2 (1).

- (b) by Dominion Bond Rating Service Limited as "AA(low)" or higher;

- (b.1) by Fitch Ratings as "AA-" or higher;

- (c) by Moody's Investors Services Inc. as "Aa3" or higher; or

- (d) by Standard and Poor's as "AA-" or higher. O. Reg. 438/97, s. 3 (1); O. Reg. 265/02, s. 2 (1); O. Reg. 399/02, s. 3 (1); O. Reg. 655/05, s. 3 (1, 2); O. Reg. 607/06, s. 2; O. Reg. 39/07, s. 2.

- (2) REVOKED: O. Reg. 655/05, s. 3 (3).

(2.1) A municipality shall not invest in a security under paragraph 6.1 of section 2 unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as "AAA";

- (b) by Fitch Ratings as "AAA";

- (c) by Moody's Investors Services Inc. as "Aaa"; or

- (d) by Standard and Poor's as "AAA". O. Reg. 655/05, s. 3 (4).

(3) A municipality shall not invest in an asset-backed security under paragraph 7 of section 2 that matures more than one year from the date of issue unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as "AAA";

- (a.1) by Fitch Ratings as "AAA";

- (b) by Moody's Investors Services Inc. as "Aaa"; or

- (c) by Standard and Poor's as "AAA". O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (2); O. Reg. 655/05, s. 3 (5).

(4) A municipality shall not invest in an asset-backed security under paragraph 7 of section 2 that matures one year or less from the date of issue unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as "R-1(high)";

- (a.1) by Fitch Ratings as "F1+";

- (b) by Moody's Investors Services Inc. as "Prime-1"; or

- (c) by Standard and Poor's as "A-1+". O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (3); O. Reg. 655/05, s. 3 (6).

(4.1) A municipality shall not invest in a security under paragraph 7.1 of section 2 unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as "AA(low)" or higher;

- (b) by Fitch Ratings as "AA-" or higher;

- (c) by Moody's Investors Services Inc. as "Aa3" or higher; or

- (d) by Standard and Poor's as "AA-" or higher. O. Reg. 292/09, s. 2 (1).

(4.2) A municipality shall not invest in a security under paragraph 7.2 of section 2 unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as "A" or higher;

- (b) by Fitch Ratings as "A" or higher;

- (c) by Moody's Investors Services Inc. as "A2"; or

- (d) by Standard and Poor's as "A". O. Reg. 292/09, s. 2 (1).

(5) A municipality shall not invest in a security under paragraph 8 of section 2 unless the promissory note or commercial paper is rated,

- (a) by Dominion Bond Rating Service Limited as "R-1(mid)" or higher;

(a.1) by Fitch Ratings as "F1+";

(b) by Moody's Investors Services Inc. as "Prime-1"; or

(c) by Standard and Poor's as "A-1+". O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (4); O. Reg. 655/05, s. 3 (8).

(6) If an investment made under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2 or paragraph 3.1, 4, 6.1, 7, 7.1, 7.2 or 8 of section 2 falls below the standard required by this section, the municipality shall sell the investment within 180 days after the day the investment falls below the standard. O. Reg. 292/09, s. 2 (2).

(6.1) Subsection (6) does not apply with respect to an investment made by a municipality under paragraph 7 of section 2 on a day before the day this subsection comes into force. O. Reg. 292/09, s. 2 (3).

(7) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made and as long as it continues, the investment ranks, at a minimum, concurrently and equally in respect of payment of principal and interest with all unsecured debt of the corporation. O. Reg. 265/02, s. 2 (2).

(8) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made, the total amount of the municipality's investment in debt of any corporation incorporated under section 142 of the *Electricity Act, 1998* that would result after the proposed investment is made does not exceed the total amount of investment in debt, including any interest accrued on such debt, of the municipality in such a corporation that existed on the day before the day the proposed investment is to be made. O. Reg. 265/02, s. 2 (2).

(9) Any investment made under paragraph 9 of section 2, including any refinancing, renewal or replacement thereof, may not be held for longer than a total of 10 years from the date such investment is made. O. Reg. 265/02, s. 2 (2).

(10) Subsections (7), (8) and (9) do not prevent a municipality from holding or disposing of a security described in paragraph 9 of section 2 issued by a corporation incorporated under section 142 of the *Electricity Act, 1998*, if the municipality acquired the security through a transfer by-law or otherwise under that Act. O. Reg. 655/05, s. 3 (9).

(11) A municipality shall sell an investment described in paragraph 10 or 11 of section 2 within 90 days after ownership of the investment vests in the municipality. O. Reg. 655/05, s. 3 (9).

(12) REVOKED: O. Reg. 292/09, s. 2 (4).

4. (1) A municipality shall not invest more than 25 per cent of the total amount in all sinking and retirement funds in respect of debentures of the municipality, as estimated by its treasurer on the date of the investment, in short-term debt issued or guaranteed by the municipality. O. Reg. 438/97, s. 4 (1).

(2) In this section,

"short-term debt" means any debt, the terms of which provide that the principal and interest of the debt shall be fully repaid no later than 364 days after the debt is incurred. O. Reg. 438/97, s. 4 (2).

4.1 (1) A municipality shall not invest in a security under paragraph 7 of section 2 or in a promissory note or commercial paper under paragraph 8 of section 2 unless, on the date that the investment is made,

(a) the municipality itself is rated, or all of the municipality's long-term debt obligations are rated,

(i) by Dominion Bond Rating Service Limited as "AA(low)" or higher,

(i.1) by Fitch Ratings as "AA-" or higher,

(ii) by Moody's Investors Services Inc. as "Aa3" or higher, or

(iii) by Standard and Poor's as "AA-" or higher; or

(b) the municipality has entered into an agreement with the Local Authority Services Limited and the CHUMS Financing Corporation to act together as the municipality's agent for the investment in that security, promissory note or commercial paper. O. Reg. 265/02, s. 3; O. Reg. 399/02, s. 4; O. Reg. 655/05, s. 4 (1, 2).

(1.1) A municipality shall not invest in a security under paragraph 7.1 or 8.1 of section 2 unless, on the date the investment is made, the municipality has entered into an agreement with the Local Authority Services Limited and the CHUMS Financing Corporation to act together as the municipality's agent for the investment in the security. O. Reg. 655/05, s. 4 (3).

(1.2) Subsection (1.1) does not apply to investments in securities by the City of Ottawa if all of the following requirements are satisfied:

1. Only the proceeds of the sale by the City of its securities in a corporation incorporated under section 142 of the *Electricity Act, 1998* are used to make the investments.

2. The investments are made in a professionally-managed fund.
3. The terms of the investments provide that,
 - i. where the investment is in debt instruments, the principal must be repaid no earlier than seven years after the date on which the City makes the investment, and
 - ii. where the investment is in shares, an amount equal to the principal amount of the investment cannot be withdrawn from the fund for at least seven years after the date on which the City makes the investment.
4. The City establishes and uses a separate reserve fund for the investments.
5. Subject to paragraph 6, the money in the reserve fund, including any returns on the investments or proceeds from their disposition, are used to pay capital costs of the City and for no other purpose.
6. The City may borrow money from the reserve fund but must repay it plus interest. O. Reg. 655/05, s. 4 (3).

(2) The investment made under clause (1) (b) or described in subsection (1.1), as the case may be, must be made in the One Investment Program of the Local Authority Services Limited and the CHUMS Financing Corporation with,

- (a) another municipality;
 - (b) a public hospital;
 - (c) a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*;
 - (d) a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*;
 - (d.1) a foundation established by a college mentioned in clause (d) whose purposes include receiving and maintaining a fund or funds for the benefit of the college;
 - (e) a school board; or
 - (f) any agent of an institution listed in clauses (a) to (e). O. Reg. 265/02, s. 3; O. Reg. 655/05, s. 4 (4); O. Reg. 607/06, s. 3; O. Reg. 292/09, s. 3; O. Reg. 52/11, s. 1; O. Reg. 74/16, s. 1, 3.
5. A municipality shall not invest in a security issued or guaranteed by a school board or similar entity unless,
- (a) the money raised by issuing the security is to be used for school purposes; and
 - (b) REVOKED: O. Reg. 248/01, s. 1.

O. Reg. 438/97, s. 5; O. Reg. 248/01, s. 1.

6. (1) A municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O. Reg. 438/97, s. 6 (1).

(2) Subsection (1) does not prevent a municipality from continuing an investment, made before this Regulation comes into force, that is expressed and payable in the currency of the United States of America or the United Kingdom. O. Reg. 438/97, s. 6 (2).

7. (1) Before a municipality invests in a security prescribed under this Regulation, the council of the municipality shall, if it has not already done so, adopt a statement of the municipality's investment policies and goals. O. Reg. 438/97, s. 7.

(2) In preparing the statement of the municipality's investment policies and goals under subsection (1), the council of the municipality shall consider,

- (a) the municipality's risk tolerance and the preservation of its capital;
 - (b) the municipality's need for a diversified portfolio of investments; and
 - (c) obtaining legal advice and financial advice with respect to the proposed investments. O. Reg. 265/02, s. 4.
- (3) REVOKED: O. Reg. 655/05, s. 5.

(4) In preparing the statement of the municipality's investment policies and goals under subsection (1) for investments made under paragraph 9 of section 2, the council of the municipality shall consider its plans for the investment and how the proposed investment would affect the interest of municipal taxpayers. O. Reg. 265/02, s. 4.

8. (1) If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. O. Reg. 438/97, s. 8 (1).

- (2) The investment report referred to in subsection (1) shall contain,
- (a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;
 - (b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
 - (c) a statement by the treasurer as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the municipality;
 - (d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and
 - (e) such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 438/97, s. 8 (2); O. Reg. 655/05, s. 6.

(2.1) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any of the following investments fall below the standard required for that investment during the period covered by the report:

- 1. An investment described in subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2.
- 2. An investment described in paragraph 3.1, 4, 6.1, 7, 7.1, 7.2 or 8 of section 2.
- 3. An investment described in subsection 9 (1). O. Reg. 292/09, s. 4.

(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition. O. Reg. 265/02, s. 5.

8.1 If an investment made by the municipality is, in the treasurer's opinion, not consistent with the investment policies and goals adopted by the municipality, the treasurer shall report the inconsistency to the council of the municipality within 30 days after becoming aware of it. O. Reg. 655/05, s. 7.

9. (1) Despite this Regulation, an investment by a municipality in bonds, debentures or other indebtedness of a corporation made before March 6, 1997 may be continued if the bond, debenture or other indebtedness is rated,

- (a) REVOKED: O. Reg. 265/02, s. 6.
- (b) by Dominion Bond Rating Service Limited as "AA(low)" or higher;
- (b.1) by Fitch Ratings as "AA-" or higher;
- (c) by Moody's Investors Services Inc. as "Aa3" or higher; or
- (d) by Standard and Poor's as "AA-" or higher. O. Reg. 438/97, s. 9 (1); O. Reg. 265/02, s. 6; O. Reg. 399/02, s. 5; O. Reg. 655/05, s. 8.

(1.1) Despite subsection 3 (4.1), an investment in a security under paragraph 7.1 of section 2 made on a day before the day this subsection comes into force may be continued if the security is rated,

- (a) by Dominion Bond Rating Service Limited as "A" or higher;
- (b) by Fitch Ratings as "A" or higher;
- (c) by Moody's Investors Services Inc. as "A2"; or
- (d) by Standard and Poor's as "A". O. Reg. 292/09, s. 5 (1).

(2) If the rating of an investment continued under subsection (1) or (1.1) falls below the standard required by that subsection, the municipality shall sell the investment within 180 days after the day the investment falls below the standard. O. Reg. 438/97, s. 9 (2); O. Reg. 292/09, s. 5 (2).

FORWARD RATE AGREEMENTS

10. (1) A municipality that enters into an agreement to make an investment on a future date in a security prescribed by section 2 may enter one or more forward rate agreements with a bank listed in Schedule I, II or III to the *Bank Act* (Canada) in order to minimize the cost or risk associated with the investment because of fluctuations in interest rates. O. Reg. 655/05, s. 9.

(2) A forward rate agreement shall provide for the following matters:

1. Specifying a forward amount, which is the principal amount of the investment or that portion of the principal amount to which the agreement relates.
2. Specifying a settlement day, which is a specified future date.
3. Specifying a forward rate of interest, which is a notional rate of interest applicable on the settlement day.
4. Specifying a reference rate of interest, which is the market rate of interest payable on a specified future date on an acceptance issued by a bank listed in Schedule I, II or III to the *Bank Act* (Canada).
5. Requiring a settlement payment to be payable on the settlement day if the forward rate and the reference rate of interest are different. O. Reg. 655/05, s. 9.

(3) A municipality shall not enter a forward rate agreement if the forward amount described in paragraph 1 of subsection (2) for the investment whose cost or risk the agreement is intended to minimize, when added to all forward amounts under other forward rate agreements, if any, relating to the same investment, would exceed the total amount of the principal of the investment. O. Reg. 655/05, s. 9.

(4) A municipality shall not enter a forward rate agreement unless the settlement day under the agreement is within 12 months of the day on which the agreement is executed. O. Reg. 655/05, s. 9.

(5) A municipality shall not enter a forward rate agreement if the settlement payment described in paragraph 5 of subsection (2) exceeds the difference between the amount of interest that would be payable on the forward amount calculated at the forward rate of interest for the period for which the investment was made and the amount that would be payable calculated at the reference rate of interest. O. Reg. 655/05, s. 9.

(6) A municipality shall not enter a forward rate agreement except with a bank listed in Schedule I, II or III to the *Bank Act* (Canada) and only if the bank's long-term debt obligations on the day the agreement is entered are rated,

- (a) by Dominion Bond Rating Service Limited as "A(high)" or higher;
- (b) by Fitch Ratings as "A+" or higher;
- (c) by Moody's Investors Service Inc. as "A1" or higher; or
- (d) by Standard and Poor's as "A+" or higher. O. Reg. 655/05, s. 9.

11. (1) Before a municipality passes a by-law authorizing a forward rate agreement, the council of the municipality shall adopt a statement of policies and goals relating to the use of forward rate agreements. O. Reg. 655/05, s. 9.

(2) The council of the municipality shall consider the following matters when preparing the statement of policies and goals:

1. The types of investments for which forward rate agreements are appropriate.
2. The fixed costs and estimated costs to the municipality resulting from the use of such agreements.
3. A detailed estimate of the expected results of using such agreements.
4. The financial and other risks to the municipality that would exist with, and without, the use of such agreements.
5. Risk control measures relating to such agreements, such as,
 - i. credit exposure limits based on credit ratings and on the degree of regulatory oversight and the regulatory capital of the other party to the agreement,
 - ii. standard agreements, and
 - iii. ongoing monitoring with respect to the agreements. O. Reg. 655/05, s. 9.

12. (1) If a municipality has any subsisting forward rate agreements in a fiscal year, the treasurer of the municipality shall prepare and present to the municipal council once in that fiscal year, or more frequently if the council so desires, a detailed report on all of those agreements. O. Reg. 655/05, s. 9.

(2) The report must contain the following information and documents:

1. A statement about the status of the forward rate agreements during the period of the report, including a comparison of the expected and actual results of using the agreements.
2. A statement by the treasurer indicating whether, in his or her opinion, all of the forward rate agreements entered during the period of the report are consistent with the municipality's statement of policies and goals relating to the use of forward rate agreements.

3. Such other information as the council may require.
4. Such other information as the treasurer considers appropriate to include in the report. O. Reg. 655/05, s. 9.