



## **TOWNSHIP OF ASSIGINACK**

### **REGULAR MEETING OF COUNCIL**

**To Be Held in the Council Chambers**

**Tuesday, May 16, 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 May 2, 2017 (p.3)
- b) Manitoulin East Municipal Airport Commission Meeting of May 1, 2017 (p.6)

#### **4. DELEGATIONS**

#### **5. REPORTS**

- a) Staff Report: 2017-18 Arena Rates (p.7)
- b) Staff Report: 2017 Marina Rates (p.10)

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

- a) Accounts of Payment: General: \$119,756.21 Payroll: \$35,436.46 (p.12)
- b) Accept Consolidated Financial Statements for Year Ended Dec. 31, 2016\*
- c) Manitoulin Planning Board 2017 Requisition Levy and Financial Statements (p.18)
- d) Southeast Manitoulin Lion's Club Summerfest (p.33)

#### **7. INFORMATION ITEMS**

- a) 2018 Municipal Policing Billing Statement Property Count (p.34)
- b) Township of North Frontenac (p.35)
- c) Manitoulin Navy League (p.36)
- d) Manitoulin Trade Fair (p.38)

- e) 348 Manitoulin Royal Canadian Sea Cadets (p.39)
- f) Ministry of Environment and Climate Change (p.40)
- g) Energy Production Report (p.42)

## **8. BY-LAWS**

- a) By-law #17-13: Use of Unopened Road Allowance Policy (p.44)

## **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**

\* Draft consolidated financial statements available separately from Council agenda at the Municipal Office and [www.assiginack.ca](http://www.assiginack.ca)

**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, May 2<sup>nd</sup>, 2017 at 5:00 p.m.

**Present:** Mayor Paul Moffatt  
Councillor Brenda Reid  
Councillor Hugh Moggy

**Regrets:** Councillor Les Fields  
Councillor Robert Case

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

**OPENING:**

**#109-09-17 B. Reid – H. Moggy**

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

**AGENDA:**

**#110-09-17 H. Moggy – B. Reid**

THAT the agenda for this meeting be amended by removing item 9-A) Closed Session – Personal matters about an identifiable individual;

AND THAT the agenda be accepted as amended. CARRIED

**DISCLOSURE OF PECUNIARY INTEREST:**

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

**ANNOUNCEMENTS:**

There were no announcements.

**ADOPTION OF MINUTES:**

**#111-09-17 B. Reid – H. Moggy**

THAT the minutes of the Regular Council meeting of April 18, 2017, be accepted.  
CARRIED

**#112-09-17 H. Moggy – B. Reid**

THAT the minutes of the Assiginack Library Board meeting of February 20, 2017, be accepted. CARRIED

**DELEGATIONS:**

There were no delegations.

**REPORTS:**

**#113-09-17 B. Reid – H. Moggy**

THAT the Manitowaning Lagoon Annual Operations Report for 2016, as prepared by Ontario Clean Water Agency, be accepted. CARRIED

**#114-09-17 H. Moggy – B. Reid**

THAT the Assiginack Municipal Drain maintenance update, provided by the Drainage Superintendent, be accepted. CARRIED

**ACTION REQUIRED ITEMS:**

**#115-09-17 B. Reid – H. Moggy**

THAT Council authorizes the following Accounts for Payment:

General: \$25,914.72

AND THAT the Mayor and administration be authorized to complete cheques #26586 through #26612 as described in the attached cheque register report.  
CARRIED

**#116-09-17 H. Moggy – P. Moffatt**

THAT Council authorizes the following Accounts for Payment:

Payroll: \$17,793.86

AND THAT the Mayor and administration be authorized to complete cheques #26582 through #26585 as described in the attached cheque register report. CARRIED

**#117-09-17 B. Reid – H. Moggy**

THAT the Council of the Corporation of the Township of Assignack supports the Wikwemikong Unceded Indian Reserve in becoming a candidate site for the Basic Income Pilot Project. CARRIED

**INFORMATION ITEMS:**

**#118-09-17 H. Moggy – B. Reid**

THAT we acknowledge receipt of the following correspondence items:

- a) OPP North East Region Realignment
- b) Rainbow District School Board: Opportunity to Share Facilities
- c) Vigor Clean Tech Energy Production Report
- d) Knox United Church 2017 Charity Golf Tournament
- e) Forests Ontario
- f) Township of Perth East
- g) Township of Adjala-Tosorontio
- h) Township of West Lincoln
- i) Francois Choquette, MP Drummond
- j) FONOM Spring Newsletter / Press Release

**CLOSING:**

**#119-09-17 H. Moggy – B. Reid**

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

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

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

5:15 p.m.

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

**Manitoulin East Municipal Airport Commission Inc.  
Commission Meeting Minutes May, 2017**

**Present:** M. Gauthier, D. Williamson, P. Moffat, P. Skippen, B. Case, G. Dobbs  
**Meeting called to order by** Marcel Gauthier

**Declaration of pecuniary interest-** nil

**Motion 2017 05 24**

Moved by P. Skippen

Second by B. Case

Resolved that the Commission approves the agenda for the meeting of May 1, 2017

Carried

**Motion 2017 05 25**

Moved by P. Skippen

Second by P. Moffat

Resolved that the Commission approves the minutes of the meeting of April 3, 2017

Carried.

**Motion 2017 05 26**

Moved by P. Moffat

Second by B. Case

Resolved that the Commission accept the managers' report for April 2017.

Carried

**Motion 2017 05 27**

Moved by P. Skippen

Second by P. Moffat

Resolved that the Commission accept the treasurers' report for April 2017.

Carried

**Motion 2017 05 28**

Moved by P. Moffat

Second by P. Skippen

Resolved that the Commission meeting of May 1st, 2017 does now adjourn.

Carried



P.O. BOX 238 MANITOWANING, ON, P0P 1N0  
 (705) 859-3196 or fax 859-3010  
[www.Assiginack.ca](http://www.Assiginack.ca)

**REPORT TO COUNCIL**  
**May 16, 2017**

**TITLE:** 2017-18 Arena Rates

**RECOMMENDATION:** Please review.

**BACKGROUND:**

Arena Staff is recommending a 2% increase to the hourly ice rental rates for the 2017-18 season to help offset the operating cost of the arena. The last approved increase to these rates was before the 2015-16 season, a 2.11% increase. Staff is also recommending that there be no increase to Public Skating rates for children however a small increase to the family pass has been suggested. The Arena Manager has provided a short explanation and table showing the current and proposed rates.

Arena Rental Rates per Hour	2016-2017	HST	Total	Suggested 2% Increase 2017-2018	HST	Total
Private Users	86.19	11.28	\$98	87.91	11.43	\$99.50
Youth Organization (M. Minor Hocey - Sunday School)	66.37	8.62	\$75	67.70	8.80	\$76.50
Youth Rate - 18 Under (Excluding Organized Hockey)	\$50	Incl.	\$50	No Increase	Incl.	\$50.00

Public Skating	2016-2017	2017-2018
12 Years and Under	\$ 2.00	No Increase
Adult	\$ 4.00	No Increase
Season Pass Family (Appox 28 per Season)	\$ 67.80	\$ 70.00

**CONSULTATION:** Arena Staff

**FINANCIAL IMPLICATIONS:** Minimal increase to Arena Ice Rental Revenue

**SUPPORTING DOCUMENTS:** Arena Manager's letter to Council (attached)

**DISPOSITION:** Council

Respectfully submitted by  
Jeremy Rody, Clerk



May 8, 2017

Greeting Mayor and Council,

I am suggesting a slight increase in arena rates for the upcoming 2017-2018 season. There has not been a price increase in two years. With operating costs continually going up, I feel this is a fair adjustment.

Also, I would like to see the Youth Rate during Christmas and March Break being used for families. Organized hockey teams are using the March Break to practice for tournaments. I believe other arenas offering a youth rate do not allow organized hockey to take advantage of the special rate.

I would also like to meet with Council to help determine guidelines for Public Skating. In the past there has been some concerns regarding the older children and their behavior. I have had parents of young children approach me concerned their child may get hurt because of excessive speed and weaving in and out, abruptly stopping. Some sessions we could have 50 – 75 people on the ice. I have tried speaking to the older children with no success. They either ignore me or are disrespectful. I am asking for some input and support.

Sincerely,

Annette Virtanen

Arena Manager

MUNICIPALITY



OF ASSIGINACK

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**REPORT TO COUNCIL**  
**May 16, 2017**

**TITLE:** 2017-18 Marina Rates

**RECOMMENDATION:** Please review.

**BACKGROUND:**

Will Beck, Marina Manager, has prepared the following analysis of our Marina rates for Council's consideration:

"I compared our marina rates to the North Channel rates sent out recently and to anything else I could find online in the area. I did not do a scientific study, but these are my general observations.

Our **daily rate** is competitive and I think it should stay where it is.

Our **seasonal rate** is well under most marinas in the area, and is lower than comparable marinas. Ultimately this rate should be bumped from \$20/ft & \$25/ft (services), to \$25/ft & \$30/ft (services). The question is whether to do it this year or not. I am inclined to leave it where it is this year to attract seasonals. That being said, I would have thought the island's bargain hunters would have filled our marina in past years, but that did not happen.

Our **weekly rate** appears high. I think there is a market in the area for weekly moorage. There are a lot of people vacationing weekly on the island and would like a place to tie up their boat on the water. Most of the camps in our region have water access, but none are on Manitowaning Bay. I often get asked for a weekly quote, but people seem to balk at the price. I suggest we lower this rate from \$5/ft & \$7/ft (services), to \$4/ft & \$6/ft.

Our **monthly rate** appears slightly high and too close to our seasonal rate, but reasonably competitive with other marinas. I have never sold a slip at the monthly rate.

Our **pump out fee** could be lowered from \$12 to \$10 to be more competitive, though no one has ever complained about the price.

**Our daily launch fee of \$5 is fine, but should apply to all users. The seasonal launch fee should be raised to \$50, though I don't recall ever selling one.” – Will Beck’s email dated May 4, 2017.**

**CONSULTATION:** Marina Staff

**FINANCIAL IMPLICATIONS:** Dependent on sales volume.

**SUPPORTING DOCUMENTS:** None

**DISPOSITION:** Council

Respectfully submitted by  
Jeremy Rody, Clerk

## The Township of Assiginack

### CHEQUE DISTRIBUTION REPORT

#### Payables Management

<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	0026614
Cheque Date	First	Last		0026625

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0026614	25/04/2017	ALLEN'S AUTOMOTIVE GROUP	\$746.72
InvNo: 631943	InvDesc: bar nuts (chainsaw)	InvAmt:	\$8.14
InvNo: 631799	InvDesc: coffee	InvAmt:	\$14.99
InvNo: 631664	InvDesc: bearing (mower)	InvAmt:	\$32.54
InvNo: 631209	InvDesc: air filter/fuel filter/oil fil	InvAmt:	\$78.37
InvNo: 630436	InvDesc: kubota mower tires	InvAmt:	\$256.51
InvNo: 630433	InvDesc: rust paint #4	InvAmt:	\$26.07
InvNo: 630350	InvDesc: flap disc	InvAmt:	\$33.80
InvNo: 630279	InvDesc: seating type #4	InvAmt:	\$10.17
InvNo: 630275	InvDesc: oil filter #4	InvAmt:	\$31.73
InvNo: 630230	InvDesc: drill bits	InvAmt:	\$21.45
InvNo: 256715	InvDesc: hydraulic hose #7	InvAmt:	\$197.05
InvNo: 629420	InvDesc: slide break/coffee	InvAmt:	\$28.31
InvNo: 629278	InvDesc: grade 8 bolts #7	InvAmt:	\$7.59
0026615	25/04/2017	HUGHES SUPPLY COMPANY	\$65.43
InvNo: 38844	InvDesc: garbage bags/absorb	InvAmt:	\$65.43
0026616	25/04/2017	MANITOWANING MILL & HOME BUILDING CENTRE	\$230.20
InvNo: 0104526	InvDesc: rafter square	InvAmt:	\$20.33
InvNo: 0104512	InvDesc: pipe wrench	InvAmt:	\$132.20
InvNo: 0104451	InvDesc: paint/tray/brush #4	InvAmt:	\$38.14
InvNo: 0104404	InvDesc: coffee	InvAmt:	\$37.28
InvNo: 0104403	InvDesc: keys cut	InvAmt:	\$2.25
0026617	25/04/2017	MCQUARRIE MOTOR PRODUCTS	\$2,896.57
InvNo: W0139483	InvDesc: #5 safety/brakes/seals	InvAmt:	\$2,896.57
0026618	25/04/2017	MSC INDUSTRIAL SUPPLY ULC	\$1,037.89
InvNo: 9005014001	InvDesc: air hs reel/ty wrps/bolts/nuts	InvAmt:	\$338.09
InvNo: 1089334001	InvDesc: air fittings/brass elbows	InvAmt:	\$699.80
0026619	25/04/2017	RON COOPER	\$450.00
InvNo: 010261	InvDesc: eyeglasses (jill)	InvAmt:	\$275.00
InvNo: 010262	InvDesc: eyeglasses (ron)	InvAmt:	\$175.00

**The Township of Assiginack**  
**CHEQUE DISTRIBUTION REPORT**  
**Payables Management**

ChqNo:	Date:	Vendor:	Amount:
0026620	25/04/2017	STRONGCO LIMITED PARTNERSHIP	\$3,948.45
InvNo: 90375139	InvDesc: front axle repair (#14)	InvAmt: \$3,948.45	
0026621	25/04/2017	TED PEARSON AUTOMOTIVE LTD.	\$1,006.15
InvNo: 60578	InvDesc: glasses/tire repair/hand clnr	InvAmt: \$668.21	
InvNo: 60357	InvDesc: air tube/nipples/couplers	InvAmt: \$234.35	
InvNo: 61119	InvDesc: light	InvAmt: \$103.59	
0026622	25/04/2017	WAMCO WATERWORKS NORTHERN	\$2,862.74
InvNo: 30704739-00	InvDesc: water prts/curb stops (water)	InvAmt: \$2,862.74	
0026623	25/04/2017	SLING CHOKER MANUFACTURING LTD	\$151.42
InvNo: 109128	InvDesc: float chain	InvAmt: \$151.42	
0026624	25/04/2017	TRACKS & WHEELS	\$312.00
InvNo: P15113	InvDesc: blades/oil (mower)	InvAmt: \$228.10	
InvNo: P15241	InvDesc: gasket (loader)	InvAmt: \$83.90	
0026625	25/04/2017	WURTH CANADA LTD	\$417.46
InvNo: 22643454	InvDesc: line paint/gloves/rust paint	InvAmt: \$417.46	

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

**Report Total:**

**\$14,125.03**

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      0026630                                      0026658  
 Cheque Date    First                                      Last

**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0026630	01/05/2017	AMCTO - ZONE 7	\$1,450.00
InvNo: 2017 ZONE DONATIONS	InvDesc: donations rec'd for zone meet.	InvAmt: \$1,450.00	
0026631	01/05/2017	BRENDA REID	\$30.00
InvNo: APRIL 18 2017	InvDesc: cake for council acknow.	InvAmt: \$30.00	
0026632	01/05/2017	COMPUTREK	\$289.85
InvNo: 14884	InvDesc: may remote server mgmt	InvAmt: \$289.85	
0026633	01/05/2017	DWAYNE ELLIOTT	\$121.30
InvNo: APRIL 22 2017	InvDesc: fd-supplies re:fire	InvAmt: \$121.30	
0026634	01/05/2017	FIRESERVICE MANAGMENTS LTD	\$315.80
InvNo: 436073	InvDesc: fd-clean/repair coveralls	InvAmt: \$315.80	
0026635	01/05/2017	FLAGS UNLIMITED	\$830.53
InvNo: 241719	InvDesc: can/prov flags/flagpl hard.	InvAmt: \$830.53	
0026636	01/05/2017	GERRY STRONG	\$307.70
InvNo: MAY 1 2017	InvDesc: bldg insp/planning mileage	InvAmt: \$307.70	
0026637	01/05/2017	HYDRO ONE NETWORKS INC.	\$7,134.06
InvNo: APRIL 20 2017 PO/BNK	InvDesc: po/bank	InvAmt: \$557.23	
InvNo: APRIL 20 2017 LITES	InvDesc: street lites	InvAmt: \$691.64	
InvNo: APRIL 20 2017 DOCKS	InvDesc: marina docks	InvAmt: \$74.77	
InvNo: APRIL 20 2017 LIB	InvDesc: lib bldg	InvAmt: \$593.26	
InvNo: APRIL 20 2017 INFO B	InvDesc: info booth	InvAmt: \$32.94	
InvNo: APRIL 20 2017 SHOWER	InvDesc: marina showers	InvAmt: \$30.86	
InvNo: APRIL 20 2017 SS WTP	InvDesc: ss wtp	InvAmt: \$1,400.41	
InvNo: APRIL 20 2017 TENNIS	InvDesc: tennis courts	InvAmt: \$30.86	
InvNo: APRIL 20 2017 ARENA	InvDesc: arena	InvAmt: \$1,235.90	
InvNo: APRIL 26 2017 PW	InvDesc: pw microfit	InvAmt: \$6.10	
InvNo: APRIL 27 2017 LAGOON	InvDesc: lagoon	InvAmt: \$2,480.09	
0026638	01/05/2017	JACKIE WHITE	\$56.46
InvNo: 122742	InvDesc: canada day supp	InvAmt: \$56.46	
0026639	01/05/2017	LIFESAVING SOCIETY	\$142.00
InvNo: S024518	InvDesc: swim prog lic. fee	InvAmt: \$142.00	
0026640	01/05/2017	MANITOWANING MILL & HOME BUILDING CENTRE	\$383.51
InvNo: 0105257	InvDesc: flag hardware	InvAmt: \$65.22	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo: 0105602	InvDesc: seniors park-thread.rod/nuts	InvAmt: \$33.86
InvNo: 0105951	InvDesc: pw-first aid kit	InvAmt: \$30.50
InvNo: 0106073	InvDesc: arena-cleaners/supplies	InvAmt: \$83.89
InvNo: 00106234	InvDesc: lib bldg-velcro/indust.tape	InvAmt: \$67.77
InvNo: 0106328	InvDesc: lib bldg-wall anchors	InvAmt: \$6.65
InvNo: 0106346	InvDesc: po-clnrs	InvAmt: \$3.94
InvNo: 0106677	InvDesc: po-mouse traps	InvAmt: \$7.90
InvNo: 0106683	InvDesc: mcleans prk-sentry blue clnr	InvAmt: \$12.59
InvNo: 0098872	InvDesc: concrete mix	InvAmt: \$30.01
InvNo: 0099582	InvDesc: deck screws	InvAmt: \$57.05

ChqNo: 0026641	Date: 01/05/2017	Vendor: MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	Amount: \$31,128.50
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InvNo: IN000014627      InvDesc: may amb/social assist      InvAmt: \$31,128.50

ChqNo: 0026642	Date: 01/05/2017	Vendor: MANITOULIN VETERINARY COMMITTEE	Amount: \$573.30
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InvNo: 2017 FEES      InvDesc: 2017 vet.fees      InvAmt: \$573.30

ChqNo: 0026643	Date: 01/05/2017	Vendor: MANITOWANING FRESHMART	Amount: \$62.54
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InvNo: 00301551      InvDesc: pec-events supplies      InvAmt: \$6.58  
 InvNo: 00300107      InvDesc: pec-makerspace supplies      InvAmt: \$48.68  
 InvNo: 00303283      InvDesc: pec-events supplies      InvAmt: \$3.29  
 InvNo: 00303558      InvDesc: admin-water refill      InvAmt: \$3.99

ChqNo: 0026644	Date: 01/05/2017	Vendor: MINISTER OF FINANCE	Amount: \$23,294.00
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InvNo: 17260417140      InvDesc: march policing costs      InvAmt: \$23,294.00

ChqNo: 0026645	Date: 01/05/2017	Vendor: MINISTER OF FINANCE	Amount: \$1,005.05
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InvNo: APRIL 2017      InvDesc: april eht deductions      InvAmt: \$1,005.05

ChqNo: 0026646	Date: 01/05/2017	Vendor: MINISTER OF FINANCE	Amount: \$182.14
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InvNo: MARCH 6&MAY 1      InvDesc: salary garnishments      InvAmt: \$182.14

ChqNo: 0026647	Date: 01/05/2017	Vendor: NEW NORTH FUELS INC	Amount: \$1,410.25
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InvNo: 409224      InvDesc: pw-diesel dyed      InvAmt: \$766.51  
 InvNo: 409825      InvDesc: mtg wtp-diesel      InvAmt: \$335.53  
 InvNo: 410490      InvDesc: mtg wtp-diesel      InvAmt: \$308.21

ChqNo: 0026648	Date: 01/05/2017	Vendor: OMERS	Amount: \$8,052.96
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InvNo: APRIL 2017      InvDesc: april omers remittance      InvAmt: \$8,052.96

ChqNo: 0026649	Date: 01/05/2017	Vendor: PUROLATOR COURIER	Amount: \$221.09
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InvNo: 434384631      InvDesc: fd-freight      InvAmt: \$221.09

ChqNo: 0026650	Date: 01/05/2017	Vendor: RECEIVER GENERAL	Amount: \$15,455.76
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InvNo: APRIL 2017      InvDesc: april source deductions      InvAmt: \$15,455.76

**The Township of Assiginack**  
**CHEQUE DISTRIBUTION REPORT**  
**Payables Management**

ChqNo:	Date:	Vendor:	Amount:
0026651	01/05/2017	SUDBURY & DISTRICT HEALTH UNIT	\$2,688.00
InvNo: RC020033466	InvDesc: may sdhu levy	InvAmt: \$2,688.00	
0026652	01/05/2017	A.J. STONE COMPANY LTD.	\$465.96
InvNo: 0000132795	InvDesc: fd-helmet	InvAmt: \$465.96	
0026653	01/05/2017	AMCTO - ZONE 7	\$95.00
InvNo: SPRING 2017	InvDesc: spring workshop reg(jeremy)	InvAmt: \$95.00	
0026654	01/05/2017	4IMPRINT	\$1,262.58
InvNo: 13753524	InvDesc: tradeshow expenses	InvAmt: \$1,262.58	
0026655	01/05/2017	TULLOCH ENGINEERING	\$2,389.95
InvNo: 155319-19	InvDesc: mun.drain supt	InvAmt: \$2,389.95	
0026656	01/05/2017	THOMPSON ELECTRIC	\$4,379.60
InvNo: 4858	InvDesc: po-remove/relamp lights to led	InvAmt: \$4,379.60	
0026657	01/05/2017	WORKPLACE SAFETY & INSURANCE BOARD	\$1,665.99
InvNo: APRIL 2017	InvDesc: april wsib remittance	InvAmt: \$1,665.99	
0026658	01/05/2017	XEROX CANADA LTD.	\$237.30
InvNo: F50784739	InvDesc: april copier usage	InvAmt: \$237.30	

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

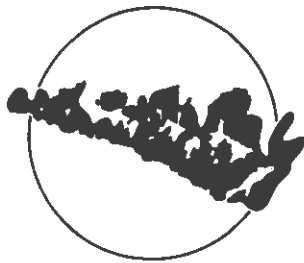
**Report Total:**

**\$105,631.18**



Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0026613		24/04/2017	04/24JASON	360	MOFFAT, JASON	OUTSTANDING	Cheque
0026626		01/05/2017	05/01COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0026627		01/05/2017	05/01COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0026628		01/05/2017	05/01COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0026629		01/05/2017	05/01COMB	133	BOND, FREDA	OUTSTANDING	Cheque
839		01/05/2017	05/01COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
840		01/05/2017	05/01COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
841		01/05/2017	05/01COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
842		01/05/2017	05/01COMB	152	PRAIRIE, JANET	OUTSTANDING	Direct Deposit
843		01/05/2017	05/01COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
844		01/05/2017	05/01COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
845		01/05/2017	05/01COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
846		01/05/2017	05/01COMB	169	STRONG, GERRY	OUTSTANDING	Direct Deposit
847		01/05/2017	05/01COMB	196	RODY, JEREMY	OUTSTANDING	Direct Deposit
848		01/05/2017	05/01COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
849		01/05/2017	05/01COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
850		01/05/2017	05/01COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
851		01/05/2017	05/01COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
852		01/05/2017	05/01COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
853		01/05/2017	05/01COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
854		01/05/2017	05/01COMB	322	O'BRIEN, JOSEPH	OUTSTANDING	Direct Deposit
855		01/05/2017	05/01COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

Total # 35 436.46



May 01, 2017

To: The Municipality of Assiginack

Re: Final Requisition for Funding for 2017

During the regular Meeting of Planning Board held on February 28, 2017, a motion was regularly made, duly seconded and carried adopting the Budget for 2017. The Budget is detailed within the accompanying documentation, headed Comparison of Actual Revenue and Expenditures for the years 2013 to 2016 and Comparison of Actual Revenue and Expenditures to Budget for 2016.

Also attached for your information are Funding Details for 2017 and Comparison of Actual Statistical Data for years 2006 through 2016, as well as the 2016 Financial Statements, as prepared by Freelandt Caldwell Reilly, Chartered Accountants and adopted by the Board during their Meeting held on April 25, 2017.

The requisitions to the Municipalities have remained unchanged since 2014. However, due to the Town of Northeastern Manitoulin and the Islands (NEMI) being granted its own planning authority and being removed from the Manitoulin Planning Board effective January 01, 2017, there is an increase in requisitions to the Municipalities for 2017. Your Municipality's share has increased from 10.82% in 2016 to 16.47% for 2017.

This Budget also identifies deferred revenue of \$12,567.10 for the Official Plan, which, barring the unforeseen, should see the completion of the Official Plan. It is noted that general expenses for the Official Plan, i.e. copy expense/postage, etc., are included within the general expenditures of the Planning Board.

The 2016 Central Ontario Orthophotography Project (COOP), which partner Municipalities, except the Township of Cockburn Island, and the Province, on behalf of the Unincorporated Townships, have participated in, has been completed. The final costs for this project, which were invoiced separately to the Municipalities, came in lower than anticipated and have all been paid. The 2016 imagery will be available to the Municipalities this week.

The Planning Administration Grant from the Province for the delivery of planning services in the unincorporated territory of the planning area accounts for 14.29% of funds provided by the Municipalities and the Province compared to only 8.08% of the total assessment, thereby resulting in a subsidy assisting the Municipalities.

By this letter, your concurrence with the 2017 Budget is respectfully requested as well as your final share of funds. On the Funding Details 2017 page, please find your Final 2017 requisition amount highlighted.

Thank you for your interim payment of \$6,463.87 leaving a balance of \$9,407.22.

Should anyone, including Board Members, Mayors, Reeves, Members of Council or Staff, have any questions or wish to have any clarification of any of the attached data or operation of Planning Board, please do not hesitate to call or drop into the office. A welcome is extended to anyone who may wish to view our office facilities or have a demonstration of its working functions or procedures.

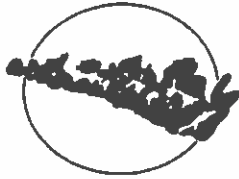
Thank you, in advance for your anticipated cooperation and continued support.

Yours truly,

Theresa Carlisle, ACST  
Secretary-Treasurer

Enclosures

Copies: Reeves/Mayors  
Board Members



# MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0  
☎ 705-282-2237 📠 705-282-3142

## COMPARISON OF ACTUAL REVENUE AND EXPENDITURES 2013 TO 2016 PREPARED FEBRUARY 17 2017 - UPDATED MARCH 1ST

## COMPARISON OF ACTUAL REVENUE AND EXPENDITURES TO BUDGET For the Period of January 1st to December 31st, 2016

REVENUE	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>BUDGET</u>	2016 <u>Budget</u>	2016 <u>Est. Actual</u>	<u>Variance</u>
Transfer from Reserves		0.00	7,047.00					
Req. To Municipalities - Official Plan	31,033.31							
Official Plan 2012/13 Deferred Revenue	8,362.00	1,939.04	0.00	8,847.90	12,567.00	21,415.00	8,847.90	-12,567.10
Req. To Municipalities - Operations	116,000.00	119,480.00	119,480.00	119,480.00	96,372.00	119,480.00	119,480.00	0.00
Interest Earned	1,310.00	1,493.00	1,357.00	1,214.72	796.00	1,350.00	1,214.72	-135.28
GST Tax Rebate & Misc. Income	6,445.00	5,284.57	3,092.39	7,946.82	4,000.00	4,000.00	7,946.82	3,946.82
Application Fees	37,775.00	57,850.00	50,025.00	48,450.00	42,500.00	54,000.00	48,450.00	-5,550.00
GRANTS				0.00				
Planning Administration Grants (Note 1)	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	0.00
COOP 2016 PROJECT								
Special Business Case Funding (Note 4)				1,847.60	2,452.40	4,300.00	4,300.00	0.00
Req. To Municipalities Shares				9,429.66	0.00	24,500.00	9,429.66	-15,070.34
GIS PROJECT								
2011 Deferred Revenue (Note 3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEDNOR - Funding	4,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NOHFC - Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>221,448.31</b>	<b>202,119.61</b>	<b>197,074.39</b>	<b>213,289.70</b>	<b>174,760.40</b>	<b>245,118.00</b>	<b>215,742.10</b>	<b>-29,375.90</b>
<b>EXPENDITURES</b>								
Administration								
Salaries	116,636.50	129,566.22	119,853.04	122,250.00	94,248.00	122,250.00	122,250.00	0.00
Contribution in Lieu of Benefits	11,224.50	11,337.04	11,985.31	12,225.00	9,248.80	12,225.00	12,225.00	0.00
Payroll Expenses (Note 2)	12,836.30	14,075.00	14,660.47	14,679.00	11,173.62	14,679.00	14,679.00	0.00
Honorariums	6,660.00	6,530.00	7,530.00	6,030.00	7,000.00	7,500.00	6,030.00	-1,470.00
Travel Expense - Board Members	3,040.50	2,911.50	2,566.00	1,865.00	2,400.00	2,750.00	1,865.00	-885.00
- Office Staff	3,831.50	4,011.50	4,114.50	3,868.50	4,100.00	4,150.00	3,866.50	-283.50
Office and Other Expenses								
Property Insurance	3,053.70	3,054.24	2,927.88	2,993.00	3,000.00	3,000.00	2,993.00	-7.00
Rent	10,942.12	10,404.96	10,613.16	10,821.00	11,043.00	10,821.00	10,821.00	0.00
Communications	2,424.83	2,471.03	1,954.82	1,840.34	1,900.00	2,050.00	1,840.34	-209.66
Postage	1,584.81	1,307.41	1,906.39	1,435.10	1,600.00	1,950.00	1,435.10	-514.90
Copying & Supplies	2,737.14	2,868.75	1,822.90	1,982.56	2,000.00	2,000.00	1,982.56	-17.44
Books, Publications & Memberships	304.00	304.00	304.00	329.25	300.00	300.00	329.25	29.25
Advertising	0.00			0.00				
Auditor's Fee	3,915.45	5,494.55	4,068.00	4,152.75	4,200.00	4,200.00	4,152.75	-47.25
Conferences, Seminars & Workshops	2,017.95	2,393.02	1,229.53	1,677.32	1,700.00	928.00	1,677.32	749.32
Legal Fees	125.00			0.00				
Professional Development	0.00	406.80	0.00	350.00	425.00	500.00	350.00	-150.00
Equipment	1,415.05		7,047.00	0.00	0.00	0.00	0.00	0.00
Moving Expense	1,773.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amortization	1,358.00	1,097.00	1,007.00	2,899.00	900.00	1,000.00		
SPECIAL PROJECTS								
Zoning Enforcement Training (Note 4)					2,455.00			
COOP 2016 Project				12,522.60	0.00	28,800.00	12,522.60	-16,277.40
Official Plan	39,395.31	1,939.04	0.00	8,847.90	12,567.00	21,415.00	8,847.90	-12,567.10
GIS Implementation/Maintenance Plan	12,825.70		4,577.00	4,492.00	4,500.00	4,600.00	4,492.00	-108.00
<b>TOTAL EXPENDITURES</b>	<b>238,101.36</b>	<b>200,172.06</b>	<b>196,167.10</b>	<b>215,258.32</b>	<b>174,780.42</b>	<b>245,118.00</b>	<b>212,359.32</b>	<b>-31,758.68</b>
Excess Revenue over Expenditures	-16,653.05	1,947.55	-1,092.71	-1,968.62		0.00	3,382.78	
As per Audit w/Accruals Applied	-15,266.00							

Note 1: Planning Administration Grant represents a Provincial Grant in payment of services performed in the Unorganized Townships based on a formula of Planning Functions Performed and the Number of Households in the Unorganized Townships and Areas.

Note 2: Payroll Expenses consist of the Board's share of C.P.P., E.I., E.H.T. & W.S.I.B.

Note 3: FedNor, MMAH and Municipal Contributions for GIS Implementation Received in advance.

Note 4: Remainder business case funding for COOP 2016. Proposed to be used for Zoning Enforcement Project in Unorganized Townships.

**MANITOULIN PLANNING BOARD - COMPARISON OF ACTUAL DATA 2006 - 2016**

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>BUDGET</u> <u>2017</u>
Municipal Assessment	832,024,395	840,516,195	853,801,032	911,666,654	1,052,555,728	1,131,080,702	1,210,906,700	1,319,021,388	1,440,348,393	1,561,206,042	1,686,775,200	1,135,809,574
Municipal Requisitions	71,212.00	71,212.00	71,212.00	71,212.00	71,212.00	71,212.00	71,212.00	116,000.00	119,480.00	119,480.00	119,480.00	96,372.00
Mill Factor	0.000086	0.000085	0.000083	0.000078	0.000068	0.000063	0.000059	0.000088	0.000083	0.000077	0.000071	0.000085
Revenues	151,328.67	190,597.73	153,356.52	167,753.07	230,333.85	357,321.00	299,788.17	221,448.31	202,119.61	190,026.00	213,289.70	174,760.40
Expenses	133,924.27	150,317.91	155,758.04	178,702.61	205,267.87	361,999.74	319,454.01	238,101.36	200,172.06	191,160.00	215,258.32	174,760.42
	17,404.40	40,279.82	-2,401.52	-10,949.54	25,065.98	-4,678.74	-19,665.84	-16,653.05	1,947.55	-1,134.00	1,968.62	0.00
Fees	50,575.00	75,275.00	46,800.00	37,275.00	76,250.00	49,300.00	48,525.00	37,775.00	57,850.00	50,025.00	48,450.00	42,500.00
Planning Admin. Grants	15,605.00	15,605.00	15,605.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00
Municipal Share	71,212.00	71,212.00	71,212.00	71,212.00	71,212.00	71,212.00	71,212.00	116,000.00	119,480.00	119,480.00	119,480.00	96,372.00

## FUNDING DETAILS FOR 2017

Municipalities	For Comparison to 2016					
	2017		2016		2016	
	Assessment	%	Shares	Assessment	%	Shares
Assignack	187,051,592.00	16.47	15,871.09	182,429,900.00	10.82	12,927.74
Gore Bay	72,317,250.00	6.37	6,136.03	74,422,900.00	4.41	5,269.07
Northeastern Manitoulin and the Islands				556,813,000.00	33.01	39,440.35
Billings and Allan East	176,298,574.00	15.52	14,958.71	181,100,000.00	10.74	12,832.15
Burpee and Mills	74,058,176.00	6.52	6,283.74	72,611,500.00	4.3	5,137.64
Central Manitoulin	394,928,919.00	34.77	33,509.22	394,113,500.00	23.36	27,910.53
Cockburn Island	11,816,300.00	1.04	1,002.60	13,079,400.00	0.78	931.94
Gordon/Barrie Island	142,477,680.00	12.54	12,089.05	138,045,800.00	8.18	9,773.46
Tehkummah	76,861,083.00	6.77	6,521.57	74,159,200.00	4.4	5,257.12
<b>TOTAL Municipalities</b>	<b>1,135,809,574.00</b>		<b>96,372.00</b>	<b>1,686,775,200.00</b>	<b>100</b>	<b>119,480.00</b>
<b>PROVINCE OF ONTARIO</b>						
<b>TOTAL UNORGANIZED TOWNSHIPS</b>	<b>99,887,650.00</b>		<b>16,073.00</b>	<b>93,113,210.00</b>		<b>16,073.00</b>
<b>TOTAL PLANNING AREA</b>	<b>1,235,697,224.00</b>		<b>112,445.00</b>	<b>1,779,888,410.00</b>		<b>135,553.00</b>
<b>RATIO OF ASSESSMENT/FUNDS</b>						
Municipalities	Assessment %		Funds %	Assessment %		Funds %
Province of Ontario	91.92		85.71	94.37		88.14
Total	8.08		14.29	5.63		11.86
	100		100	100		100

**THE MANITOULIN PLANNING BOARD**

**Financial Statements**

**Year Ended December 31, 2016**

## INDEPENDENT AUDITORS' REPORT

To: The Board of Directors of the Manitoulin Planning Board

### *Report on the Financial Statements*

We have audited the accompanying financial statements of The Manitoulin Planning Board, which comprise the statement of financial position as at December 31, 2016, and the statements of operations and changes in accumulated surplus, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Manitoulin Planning Board as at December 31, 2016, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Emphasis of Matter*

Our examination was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information included in Schedule 1 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the examination of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Freelandt Caldwell Reilly LLP*  
**FREELANDT CALDWELL REILLY LLP**  
Chartered Professional Accountants  
Licensed Public Accountants

Espanola, Ontario  
March 28, 2017

# THE MANITOULIN PLANNING BOARD

## Statement of Financial Position

December 31, 2016 with comparative figures for 2015

	2016	2015
	\$	\$
<b>Financial Assets</b>		
Cash	30,182	33,050
Term deposits (note 3)	101,690	100,575
Accounts receivable	4,379	2,593
	136,251	136,218
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	13,390	13,426
Deferred contributions (note 4)	21,538	21,415
	34,928	34,841
<b>Net assets (note 5)</b>	101,323	101,377
<b>Non-financial Assets</b>		
Tangible capital assets (note 6)	7,347	10,246
Prepaid expenses	1,829	1,847
	9,176	12,093
<b>Accumulated Surplus</b>	110,499	113,470

Commitment (note 7)

Subsequent event (note 8)

Approved on behalf of the Board of Directors



**THE MANITOULIN PLANNING BOARD****Statement of Operations and Changes in Accumulated Surplus  
Year ended December 31, 2016 with comparative figures for 2015**

	<b>Budget</b>	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Revenues</b>			
Municipal contributions - operations	119,480	119,480	119,480
Municipal contributions - official plan	21,415	7,968	-
Partner shares - COOP-2016	24,500	4,715	-
Applications fees	54,000	48,450	50,025
Minister of Municipal Affairs and Housing - operating grant	16,073	16,073	16,073
Minister of Municipal Affairs and Housing - COOP-2016	4,300	924	-
HST refund	4,000	5,028	2,480
Other	-	2,403	611
Interest	1,350	1,017	1,357
<b>Total Revenues</b>	<b>245,118</b>	<b>206,058</b>	<b>190,026</b>
<b>Expenditures</b>			
Salaries	134,475	134,475	131,838
Office equipment and expense	20,121	19,729	19,571
Payroll burden and employee benefits	14,679	14,694	14,401
Official plan project	21,415	8,848	-
COOP-2016 project	28,800	6,261	-
Board member honorariums	7,500	6,030	7,530
GIS expense	4,600	4,532	4,577
Professional fees	4,200	4,153	4,068
Site inspection	4,150	3,866	4,114
Amortization	1,000	2,899	1,007
Board members mileage	2,750	1,865	2,566
Conferences, workshops and meetings	928	1,677	1,229
Training	500	-	-
Other	-	-	259
<b>Total Expenditures</b>	<b>245,118</b>	<b>209,029</b>	<b>191,160</b>
<b>Annual surplus (deficit)</b>	<b>-</b>	<b>(2,971)</b>	<b>(1,134)</b>
<b>Accumulated surplus, beginning of year</b>	<b>113,470</b>	<b>113,470</b>	<b>114,604</b>
<b>Accumulated surplus, end of year</b>	<b>113,470</b>	<b>110,499</b>	<b>113,470</b>

# THE MANITOULIN PLANNING BOARD

## Statements of Changes in Net Assets

Year ended December 31, 2016 with comparative figures for 2015

	Budget	2016	2015
	\$	Actual	Actual
		\$	\$
Annual surplus (deficit)	-	(2,971)	(1,134)
Acquisition of tangible capital assets	-	-	(7,047)
Amortization of tangible capital assets	1,000	2,899	1,007
Change in prepaid expenses	-	18	(329)
Change in net assets	1,000	(54)	(7,503)
Net assets, beginning of year	101,377	101,377	108,880
Net assets, end of year	102,377	101,323	101,377

# THE MANITOULIN PLANNING BOARD

## Statements of Cash Flows

Year ended December 31, 2016 with comparative figures for 2015

	2016	2015
	\$	\$
<b>Cash flows from operations</b>		
Annual surplus (deficit)	(2,971)	(1,134)
<b>Items not involving cash</b>		
Amortization of tangible capital assets	2,899	1,007
<b>Changes in non-cash assets and liabilities</b>		
Accounts receivable	(1,786)	(1,190)
Accounts payable and accrued liabilities	(36)	360
Deferred contributions	123	-
Prepaid expenses	18	(329)
	(1,753)	(1,286)
<b>Capital activities</b>		
Cash used to acquire tangible capital assets	-	(7,047)
<b>Investing activities</b>		
Redemption of term deposits	150,575	100,000
Purchase of terms deposits	(151,690)	(100,575)
	(1,115)	(575)
<b>Decrease in cash</b>	(2,868)	(8,908)
<b>Cash, beginning of year</b>	33,050	41,958
<b>Cash, end of year</b>	30,182	33,050

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# THE MANITOULIN PLANNING BOARD

## Notes to the Financial Statements

December 31, 2016

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### 1. Nature of Operations

The Manitoulin Planning Board ("Board") is a not for profit organization which provides planning and zoning services to contributing municipalities and residents of Manitoulin Island, Ontario.

### 2. Significant Accounting Policies

The financial statements of the Board are the representations of management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The significant policies are detailed as follows:

#### a) Accrual accounting

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

#### b) Financial instruments

The Board initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Board subsequently measures its financial assets and financial liabilities at amortized cost, except for investments in equity securities that are quoted in an active market or financial assets or liabilities designated to the fair value category, which are subsequently measured at fair value. Unrealized changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost included cash, term deposits and accounts receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

#### c) Tangible capital assets

Tangible capital assets are recorded at cost. The Board provides for amortization using the straight-line method designed to amortize the cost, less any residual value, of the tangible capital assets over their estimated useful lives. The annual amortization rates for furniture and equipment is five years and ten years for leasehold improvements. Additions are amortized at one half of the annual rate in the year of acquisition.

#### d) Deferred contributions

Funding received under funding arrangements which relate to a subsequent fiscal year are recorded as deferred contributions and are recognized as revenue in the year to which they relate. Unexpended portions of grants received for specific purposes are reflected as deferred contributions and are recognized as revenue in the year they are expended.

# THE MANITOULIN PLANNING BOARD

## Notes to the Financial Statements

December 31, 2016

### 2. Significant Accounting Policies (continued)

#### e) Revenue recognition

Government transfers are recognized in the period that the events giving rise to the transfer have occurred as long as: the transfer is authorized; the eligibility criteria, if any, have been met and the amount can be reasonably estimated. Government transfers received before these criteria have been met are recorded in the accounts as deferred contributions and are recognized as revenue in the period in which all of these criteria are met.

Application fee revenue is recognized in the period in which the service is provided.

#### f) Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates. Accounts specifically affected by estimates in these financial statements are the estimated useful lives of tangible capital assets.

### 3. Term Deposits

Term deposits are comprised of two term deposits which bear interest at 0.750% per annum in year 1, 0.800% per annum in year 2 and 0.850% per annum in year 3 and mature on June 10, 2019 and June 24, 2019, respectively. These term deposits are redeemable on the fifteenth day of each month in the first year and on the anniversary date each year thereafter.

### 4. Deferred Contributions

	Balance, beginning of year	Contributions received	Contributions recognized	Balance, end of year
	\$	\$	\$	\$
Municipal contributions for Official Plan	21,415	-	7,968	13,447
Partner contributions for COOP-2016	-	9,430	4,715	4,715
Minister of Municipal Affairs and Housing for COOP-2016	-	4,300	924	3,376
Total	21,415	13,730	13,607	21,538

Deferred contributions consist of unspent municipal contributions regarding the Official Plan project, unspent partner and Minister of Municipal Affairs and Housing contributions regarding the COOP-2016 project. Both projects are incomplete at year-end.

# THE MANITOULIN PLANNING BOARD

## Notes to the Financial Statements

December 31, 2016

### 5. Net Assets

Net assets consist of the following:

	2016	2015
	\$	\$
Funds to be used:		
for the general operations of boards	17,362	18,433
for reserves and reserve funds (Schedule 1)	83,961	82,944
	<u>101,323</u>	<u>101,377</u>

### 6. Tangible Capital Assets

	Cost	Accumulated Amortization	2016	2015
	\$	\$	\$	\$
Furniture and equipment	22,121	16,703	5,418	8,020
Leasehold improvements	2,968	1,039	1,929	2,226
	<u>25,089</u>	<u>17,742</u>	<u>7,347</u>	<u>10,246</u>

In the prior year, the cost of tangible capital assets was \$25,089 and accumulated amortization was \$14,843.

### 7. Commitment

The Board has entered into an arrangement to lease premises with The Corporation of the Town of Gore Bay for a term of five years commencing August 1, 2013, and ending July 31, 2018. Future expected payments are as follows:

	\$
2017	9,861
2018	4,143
	<u>14,004</u>

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# THE MANITOULIN PLANNING BOARD

## Notes to the Financial Statements

December 31, 2016

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### 8. Subsequent Event

Effective January 1, 2017, The Corporation of the Town of Northeastern Manitoulin and the Islands will no longer be a member of the Board. Total municipal contributions from The Corporation of the Town of Northeastern Manitoulin and the Islands in 2016 were \$39,440 (2015 - \$39,106).

### 9. Financial Instruments

Transactions in financial instruments may result in an entity assuming or transferring financial risks to or from another party. The Board is exposed to the following risks associated with financial instruments and transactions it is a party to:

#### a) Credit risk

Credit risk is the risk that one party to a financial transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The Board is exposed to this risk relating to its cash, term deposits and accounts receivable.

The Board holds its cash accounts and term deposits with large reputable financial institutions, from which management believes the risk of loss due to credit risk to be remote. Receivables consist of balances due from government agencies and the risk of loss is minimal.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

#### b) Liquidity risk

Liquidity risk is the risk that the organization cannot repay its obligations when they become due to its creditors. The Board is exposed to this risk relating to its accounts payable and accrued liabilities.

The Board reduces its exposure to liquidity risk by monitoring cash activities and expected outflow through extensive budgeting and maintaining enough cash to repay trade creditors as payables become due.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

#### c) Interest rate risk

Interest rate risk is the potential for financial loss caused by the fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates. The Board is exposed to this risk through its term deposits.

There have been no significant changes from the previous year in the exposure to or policies, procedures and methods used to measure the risk.

**THE MANITOULIN PLANNING BOARD****SCHEDULE 1****Schedule of Continuity of Reserves****Year ended December 31, 2016 with comparative figures for 2015**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Balance, beginning of year	82,944	88,634
Interest earned	1,017	1,357
Appropriations to operations	-	(7,047)
<b>Balance, end of year</b>	<b>83,961</b>	<b>82,944</b>



Southeast Manitoulin Lions Club  
P.O. Box 330  
Manitowaning, Ontario  
POP1N0



Tuesday May 9, 2017  
Township of Assiginack  
Manitowaning, Ontario  
POP1N0

Dear Alton Hobbs:

**RE: Southeast Manitoulin Lions Club Summerfest**

Please be advised that the Southeast Manitoulin Lions Club will be holding our annual Summerfest Weekend on July 14<sup>th</sup>-16<sup>th</sup> at the Manitowaning Fairgrounds. There will be a BBQ as usual all weekend long just outside the arena by the pavilion. There will be alcohol served in the pavilion and at the ball diamond on Friday 6-10, Saturday 12-5. On Sunday only the pavilion will be serving alcohol from 12-4. As well as at the Dance in the arena on Saturday night 9-1.

The Jim Case Memorial Ball tournament will be held on Friday night and continued on Saturday with the demolition derby on Sunday. Other children's activities will commence after the parade (aprox. noon) at the fairgrounds.

We would like to thank the Township for your continued support with our annual Summerfest Weekend.

Sincerely,

Cole Bowerman, President  
Southeast Manitoulin Lions Club

APR 27 2017

Ontario  
Provincial  
PolicePolice  
provinciale  
de l'OntarioMunicipal Policing Bureau  
Bureau des services policiers des municipalités777 Memorial Ave.  
Orillia ON L3V 7V3777, ave Memorial  
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 4000- GOV

Date: April 26, 2017

The Township of Assiginack  
P.O. Box 238  
25 Spragge Street  
Manitowaning, ON  
P0P 1N0

Dear Chief Administrative Officer:

**Re: 2018 Municipal Policing Billing Statement Property Count**

Please find below The Township of Assiginack property count provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the requirements defined in O. Reg. 267/14 of the Police Services Act (PSA). The counts are based upon the 2016 Assessment Roll data delivered by MPAC to municipalities for the 2017 tax year. The property counts will be used by the OPP to determine the 2018 municipal policing service Annual Billing Statement.

Municipality	Household	Commercial & Industrial	Property Count
The Township of Assiginack	876	63	939

The Household count is reflected in your 2016 Year-end Analysis Report 5 (Household count) which you receive annually from MPAC, with adjustments to exclude Canadian Force Base (CFB) counts and timeshare units. The Commercial and Industrial counts reflect properties having the designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ). Please find the details on <http://www.opp.ca/billingmodel> (search for Property Count Description document).

Please review the count for your municipality and if you have any questions or concerns, please contact your local MPAC Account Manager, Municipal and Stakeholder Relations within 60 days from the issue date on this letter.

Any error in the 2016 year end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2018 municipal billing may be adjusted for the applicable changes.

Yours truly,

Marc Bedard  
Superintendent  
Commander  
Municipal Policing Bureau



# Township of North Frontenac



6648 Road 506, Plevna, Ontario, K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

May 1, 2017

Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Honourable Kathleen Wynne, President, Lake Sustainability Planning Committee  
Legislative Assembly of Ontario  
Queen's Park  
Room 281, 111 Wellesley Street West  
Toronto, ON  
M7A 1A1

Dear Ms. Wynne:

**RE: Hydro Reduction of 25% Not Applicable to Seasonal Residents**

Please be advised that the Council of the Corporation of North Frontenac passed the following Motion at their meeting on April 28, 2017:

**Moved by Councillor Good, Seconded by Deputy Mayor Perry #222-17**

**WHEREAS** Council passed Resolution #180-17 approving Councillor Hermer's Notice of Motion be brought forward at the April 28, 2017 Council Meeting regarding Hydro Rates including the 25% reduction not being applicable to seasonal residents, delivery charges etc.;

**AND WHEREAS** the government has reduced Hydro One consumers' delivery charges by 17% with an additional 8% HST to Ontario Residents;

**AND WHEREAS** due to unreasonable requirements for reduction most seasonal residents do not qualify for the reduction;

**AND WHEREAS** all consumers residing within a native reserve are exempt from the delivery charges;

**THEREFORE BE IT RESOLVED THAT** in the name of fairness and equality the Council of the Township of North Frontenac requests these charges be removed from all Hydro One customers billing;

**AND THAT** a copy of this resolution be provided to the Premier of Ontario; the Minister of Energy; all Municipalities within the Province; and Randy Hillier, MPP.

**Carried**

Yours truly,

*Tara Miekse*

Tara Miekse  
Clerk/Planning Manager  
TM/jd

cc: Ontario Minister of Energy  
Randy Hillier, MPP  
All Municipalities within the Province of Ontario



RECEIVED

MAY 08 2017

## MANITOULIN NAVY LEAGUE

Box 494, Little Current Ontario P0P 1K0

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May 3, 2017

Township of Assiginack  
25B Spragge St., P.O. Box 238  
Manitowaning, Ontario  
P0P 1N0

Attention: Alton Hobbs, CAO

Re: Financial Support for Manitoulin Sea Cadet Corps

Dear Mr. Hobbs:

---

With the support of the community, the Manitoulin Sea Cadet Corps has had a very successful year. Last month, the shooting team once again finished in first place in competition among all other Cadet groups (Sea, Air and Army) in the North. In the past decade, successive Manitoulin Sea Cadet Corps shooting teams have accomplished this an amazing nine times.

This is a useful reference because it speaks to the discipline and dedication installed in the 30-35 boys and girls who diligently came out to drill every Monday night, September through June.

Manitoulin was well represented at the 100th anniversary of the Battle of Vimy Ridge when six of our cadets, together with their Commanding Officer as well as other adult chaperones attend this important event in force. These young people who had been selected to go fundraised on their own for over two years and completely covered the costs for the six Manitoulin Sea Cadets attending. This too was an accomplishment.

The band now has two Band Officers and recently acquired some new (to them) additional instruments. Please watch for them in parades this summer.

The Department of National Defence covers much of the overhead associated with the Manitoulin Sea Cadets Corps, but not all of it so the understanding is that the community will also help to support Cadet endeavours nationally.

This is a good program for Manitoulin youth. It has been enormously successful for more than a decade and we are asking that you assist it with a financial contribution.

Cheques should be made out to the Manitoulin Navy League and can be mailed to the address shown on this letterhead or left at the Expositor Office in Little Current or the Manitoulin West Recorder in Gore Bay.

Thanks in advance for your consideration and generosity.

Yours truly,

Rick McCutcheon,  
fundraising chair

RECEIVED

MAY 03 2017



## You're Invited

On behalf of LAMBAC Board of Directors and Staff, you are invited to attend the opening ceremonies for the Manitoulin Trade Fair 2017 and the reception immediately following:

***Date: Friday, May 26<sup>th</sup>, 2017***

***Time: 4:45pm Opening Ceremonies  
5:00pm to 6:00pm Reception***

***Place: NEMI Recreation Centre, 9001 Hwy 6, Little Current, Ontario***

The official opening will take place in front of the main door of the Recreation Centre in Little Current and will be followed by a reception in the Curling Club Lounge.

LAMBAC is proud to bring you this wonderful opportunity to witness the wealth of goods and services of over 150 businesses and organizations available in the LaCloche - Manitoulin area. The thirteenth fair promises to be an exciting event!

We hope you will be our guest on Friday evening.

Please RSVP to Diane Newlands at (705) 282-3215 or by email to [info@manitoulintradefair.com](mailto:info@manitoulintradefair.com) by May 17<sup>th</sup>, 2017.



**A Project of LAMBAC**

P.O. Box 130, Gore Bay, ON POP 1H0

Phone: 705-282-3215 1-800-461-5131 Fax: 705-282-2989



RECEIVED

MAY 03 2017

**348 Manitoulin**

**Royal Canadian Sea Cadets**



On behalf of the 348 Manitoulin Royal Canadian Sea Cadet Corps we would like to request the honor of your presence at our 13th Annual Review.

**Sunday 11<sup>th</sup> June, 2017  
1330 hrs to 1600 hrs  
NEMI Recreational Centre  
9001 HWY. 6  
Little Current, ON  
The Reviewing Officer will be  
Mr. Peter Fletcher**

Seating will begin at 1330 hrs and the Ceremony will begin at 1400 hrs.

The Annual Review is a celebration of a Cadets achievements throughout the year and their leadership in our community. There will be award presentations, a march past, static and live displays. A light snack and will be served at the end of the Annual Review at the NEMI Arena.

Dress of the day will be No. 3A for Canadian Forces Personal and Business Attire for Civilians.

As leaders in our community, we hope you can join us in this celebration of our young leaders and share in their achievements.

Kindly **RSVP** before 31th May 2017 by calling Lt(N) Maggie King-Roi at 705-863-2572,

or E-mail : [348manitoulin@gmail.com](mailto:348manitoulin@gmail.com)

Kindest Regards,

Lt (N) Maggie King-Roi  
Commanding Officer

RECEIVED  
MAY 05 2017

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  
Bureau du directeur  
2<sup>e</sup> étage  
40, avenue St. Clair Ouest  
Toronto (Ontario) M4V 1M2



May 3, 2017

Ontario Municipal Drinking Water System Owners/Operators,

The Ministry of the Environment and Climate Change (MOECC) remains committed to working with you and other partners over the summer months to better understand the impact of environmental factors that contribute to harmful algal blooms (HABs) in our provincial lakes, rivers and inland waterbodies.

The purpose of this letter is to remind you of the importance of proactively monitoring your source water supplies for the presence of HABs which may contain blue-green algae (cyanobacteria). Considering that the onset of a bloom may be rapid and unexpected, it is imperative that all blooms be regarded as potentially toxic.

As such, I am requiring municipal drinking water system (MRDWS) owners/operators to be extremely diligent with:

- Ensuring that your systems are operating efficiently;
- Developing and implementing HAB Monitoring Plans (i.e. sample collection, testing, notification and reporting); and,
- Ensuring that MRDWS staff are aware and trained in HAB response at their location.

Those MRDWS that are historically affected by HABs every summer season should begin weekly monitoring from June 1st to the end of October, 2017. Monitoring actions should include, but are not limited to:

- Directly observing source water approaching and standing at system intakes for HABs;
- Assessing algal bloom movements in the Great Lakes at:  
[https://www.glerl.noaa.gov/res/HABs and Hypoxia/](https://www.glerl.noaa.gov/res/HABs%20and%20Hypoxia/)
- Diligently collecting raw and finished water samples for total microcystin testing at a licensed laboratory;
- Notifying the Ministry, the local Medical Officer of Health (and the local Conservation Authority, if applicable) that a bloom has been observed in order that actions are taken to protect the public.




On a weekly basis (or otherwise directed from Ministry staff), MRDWS owners/operators should collect one raw water sample from the affected water body and one finished (treated) water sample from the distribution. The raw water sample should be collected at the intake or as close to it as possible to obtain a representative sample. Ideally, the finished (treated) water sample should be collected where routine THM samples are taken as free residual chlorine may reduce microcystin levels depending on the water pH. In the event that this is not possible, samples may be taken collected where convenient.

If the system owner/operator observes a HAB in their area of responsibility, the monitoring plan should change to a daily basis.

All samples must be submitted to laboratories that are licensed to perform the enzyme-linked immunosorbent assay (ELISA) test for total microcystin. If an ELISA test result for total microcystin meets or exceeds 1.5 µg/L in finished (treated) water, the hired testing laboratory shall immediately forward the samples to the Ministry's Laboratory Services Branch (LaSB) for confirmatory microcystin-LR testing. The LaSB is the only licensed laboratory to perform this complex analyses and supports this important initiative by covering the charge for testing.

Should the LaSB detect a result that meets or exceeds the Ontario Drinking Water Quality Standard (ODWQS) of 1.5 µg/L for microcystin-LR, they will immediately notify the MOECC Spills Action Centre (SAC), the drinking water system owner/operator and the local Medical Officer of Health as per the *Safe Drinking Water Act (2002)*.

Although to date, there has never been an reported microcystin-LR exceedance in Ontario drinking water, this monitoring program is precautionary in nature and serves to assess the presence of cyanobacteria and treatment efficacy of the system in the event an HAB is observed. In addition, weekly analyses of the treated water will serve to provide assurance to the public that their drinking water continues to be safe and of high quality.



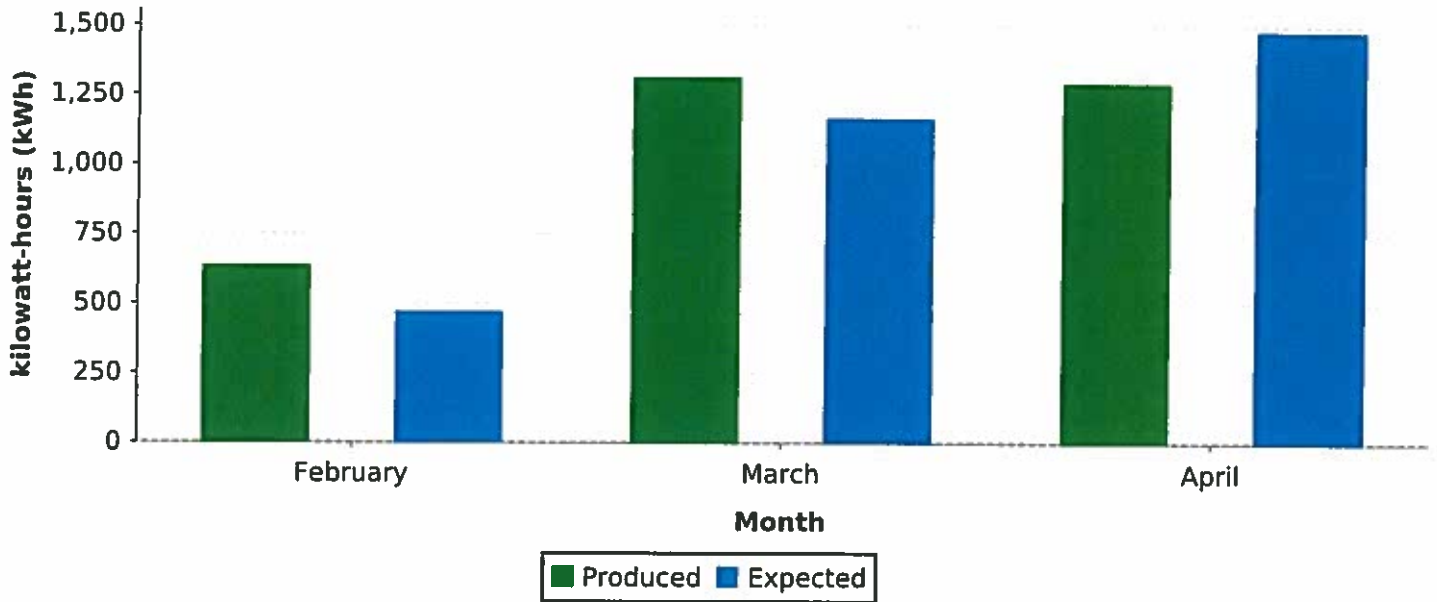
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Cammy L. Mack  
Director/Deputy Chief Drinking Water Inspector  
Safe Drinking Water Branch

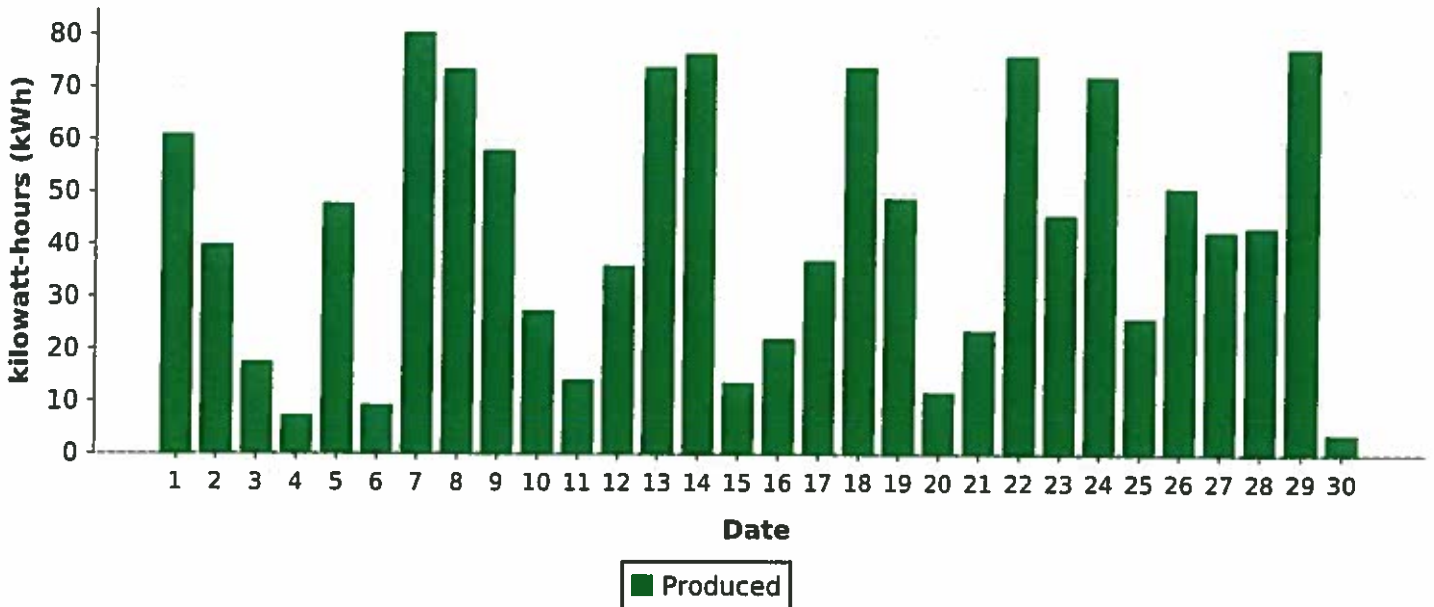
cc: MOECC staff  
Licensed Laboratories

Congratulations on generating clean, green energy! Your solar photovoltaic system is powering Ontario with renewable energy, while earning you income. Below is this month's performance monitoring update.

### Last 3 Months' Production



### Last Month's Production



# Energy Production Manitowaning Public Works Garage



In April you produced enough electricity to toast 5192 slices of bread!

Day	Produced
April 01	61.0
April 02	39.8
April 03	17.5
April 04	7.3
April 05	47.9
April 06	9.3
April 07	80.6
April 08	73.6
April 09	58.0
April 10	27.3
April 11	14.1
April 12	36.0
April 13	74.0
April 14	76.6
April 15	13.6
April 16	22.1
April 17	37.0
April 18	74.0
April 19	49.0
April 20	11.9
April 21	23.7
April 22	76.2
April 23	45.7
April 24	72.4
April 25	26.0
April 26	51.0
April 27	42.7
April 28	43.6
April 29	77.7
April 30	3.8

Month	Produced	Expected
February 2017	635.0	470.0
March 2017	1,313.0	1,166.0
April 2017	1,293.0	1,479.0
<b>Total</b>	<b>3,241.0</b>	<b>3,115.0</b>

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW #17-13**

**BEING A BY-LAW to establish a policy on the use of unopened road allowances**

**WHEREAS** Section 44 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended imposes on local municipalities the obligation to manage and maintain the Public Road System lying within the boundaries of the Municipality;

**AND WHEREAS** Section 35 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may remove or restrict any common law rite of passage over any public highway within the boundaries of the Municipality;

**AND WHEREAS** the Municipality receives requests from time to time from Ratepayers and other interested parties for permission to use portions of or upgrade unopened road allowances lying within the boundaries of the Municipality;

**AND WHEREAS** a significant portion of the municipal budget is expended on the maintenance of the road system and the only effective way to maintain control over current road expenditures and liability for future maintenance costs of the road system is to ensure that new roads are only added on a cost effective basis;

**AND WHEREAS** Council deems it advisable to pass this by-law and establish a formal policy on the use of unopened road allowances lying within the boundaries of the Municipality;

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

1. THAT the "Use of Unopened Road Allowances Policy" be attached to and form an integral part of this by-law, marked as Schedule "A", and is hereby adopted.
2. THAT Schedule "A" may be amended from time to time by a resolution of Council of the Township of Assiginack without an amendment to this by-law.
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 16<sup>th</sup> day of May, 2017.

\_\_\_\_\_  
Mayor – P. Moffatt

\_\_\_\_\_  
Clerk – J. Rody

Seal



## POLICY

### USE OF UNOPENED ROAD ALLOWANCES

#### 1.0 Background

An "unopened road allowance" as defined by the *Municipal Act*, 2001, is a public highway that has not been opened and assumed for maintenance purposes by By-law of the Township. Unopened road allowances may accommodate seasonal (summer) traffic, private access to a farm, house, or vacant lands, logging access, or may function as a trail or public access to a water body. Where an unopened road allowance currently has some form of use it is referred to as an existing or public right of way.

A "shore road allowance" is a public highway as defined by the *Municipal Act*, 2001, that is located along the shore of a navigable waterway.

The provisions in this policy only apply to unopened road allowances and the use of original shoreline road allowances will be governed by a separate policy of the Township.

#### 2.0 General

It is the general policy of the Township that road allowances or existing public rights-of-way that provide access to water will not be obstructed and will be kept in municipal ownership for the following reasons:

1. for future transportation needs, where warranted;
2. for public access, where appropriate;
3. for protection of the environment, including adjacent source waters;
4. to recognize and allow resolution of First Nation Treaty Rights.

From time to time the Township receives requests to privately occupy road allowances or existing public rights-of-way. The *Municipal Act*, 2001, provides that Council may pass by-laws:

- a) to close any portion of an opened or unopened road allowance and convey ownership of all or some of the lands, or
- b) enter into an agreement to restrict public access to or allow for an encroachment on a road allowance.

There are also existing buildings that encroach on unopened road allowances constructed many years ago that should be corrected or rectified legally, where the Township receives an official request in writing, from an abutting landowner.

Creating or disposing of one foot reserves on or near unopened road allowances may be permitted by Council to control access to roadways and address minor property matters pursuant to applicable legislation so long as the creation or disposition is consistent with the intent of this policy and other applicable policies. Such requests shall be considered by Council on a case by case basis.

### **3.0 Initial Screening Criteria (Closing and transferring)**

Closure and conveyance of any road allowance may be considered by the Township only where the following conditions exist:

1. The person making the request owns lands containing a building or structure abutting the unopened portion of a road allowance, or owns sufficient abutting lands that when added to the unopened road allowance could create a single usable parcel as determined by the applicable zoning for the lands.
2. The allowance has not been identified as possibly being required or will not be required within the road or trail system identified in the Manitoulin Official Plan or similar document.

### **4.0 Request to Close and Convey**

Where the screening criteria outlined in this policy have been met and a written request to close and convey any portion of a road allowance is received, including confirmation as to whether the land will be used for constructing new permanent buildings or structures, Council may, as a condition of such conveyance, require any of the following:

1. The applicant or owner making the request to pay all costs for the Township to process the submission as stipulated by Council from time to time plus any survey or legal expenses necessary to effect the land transfer.
2. If possible, the exchange of other property to provide appropriate public land or water access;
3. Notification to the public of such closure and conveyance in accordance with the *Municipal Act, 2001*, and Township notice by-law, including written acknowledgement of consultation with the applicable First Nations organization having jurisdiction in the area.
4. The subject lands to be rezoned or similar application under the Planning Act approved, including the submission of any engineering studies, environmental reports, or similar documentation that may be required by the Township.
5. Removal or repair of buildings or structures that may encroach on the lands.
6. Determination and negotiation of a purchase price if applicable.
7. Execution of an agreement to implement the general purpose and intent of this policy.

### **5.0 Request to Build**

Where the road allowance has been closed in accordance with the procedures set out in the *Municipal Act, 2001*, construction may be permitted thereon subject to the following conditions:

1. All applicable approvals are in place including applicable zoning, and a site plan or similar agreement with the Township has been executed and is registered on title.
2. An acknowledgement has been signed saving the Township harmless from any future litigation or action as a result of the issuance of the building permit or use or development of the lands.
3. There is no other practical alternative available to build solely on the lands to be consolidated with the road allowance. Wherever possible construction shall occur primarily on the original parcel and secondarily on the road allowance.
4. Permits or approvals from any other agency including the Department of Fisheries and Oceans, Conservation Authority, Ministry of Environment, Ministry of Natural Resources, Manitoulin Planning Board or similar are obtained.

### **6.0 Encroachment Agreements**

Where there are existing buildings or structures, including foundations, partially encroaching on to a road allowance this policy encourages relocation of said buildings, structures and foundations off the said road allowances wherever practical and reasonable.

Where it is not practical and possible to relocate a building or structure partially encroaching on to a road allowance, this policy shall allow the encroachment to continue through an agreement with the municipality. The agreement shall specify terms of the encroachment including required notice of termination of the agreement, rights of the Township to use the road allowance, public access rights and similar. As a general principle the Township will not limit continued public access to any road allowance even where an encroachment agreement is permitted.

This policy does not permit the expansion, redevelopment or increase in size of any existing encroachment on a road allowance, whether or not it is recognized by an encroachment agreement.

Any encroachment agreement will contain a provision that on reasonable notice the Township may require the encroachment to be removed.

Any person requesting the Township to permit an encroachment to continue shall comply with the requirements of this policy including, among other matters, Section 7.0 Part 9.

#### **7.0 Additional Policies**

1. Except for trails built and maintained by organizations such as the Ontario Federation of Snowmobile Clubs Association, the Township will generally refuse to permit any person to open any unopened road allowance within the Township by way of a trail, driveway, or road capable of being used by any motor vehicle whatsoever. The purpose of this policy is to protect the Township from liability claims by persons using unimproved unopened road allowances and from demands that such unopened road allowances be improved and maintained at the expense of general ratepayers.
2. The Township may consider permitting the opening up of an unopened road allowance where the number of potential users warrants the expense of maintaining it, where such potential users are prepared to pay the cost of initially constructing a road to the municipal standard in place at the time and where an agreement is signed between the parties respecting the opening and maintenance of the road allowance.
3. The Township will consider permitting a private driveway on an unopened road allowance where each of the following criteria are met:
  - a. The distance to be traveled along the road allowance is short generally less than 30 metres from the front of the lot except that longer distances may be considered in rural areas adjacent to larger farm parcels.
  - b. The number of property owners who could access the section of road allowance to be used is very limited, no new lot creation is to be permitted, and in no case will the Township assume maintenance of an unopened road allowance used as a private drive.
  - c. Each of the adjoining owners mentioned in the previous sub-paragraph enters into an agreement to be registered on title and binding subsequent owners of their property not to demand future improvement of the road allowance by the Township and protecting the Township from liability claims of users of the driveway. The person applying to use the road will pay the full legal costs of the Township Solicitor in preparing and registering the agreement(s).
  - d. Where necessary the boundaries of the portion of road allowance to be used are marked by an Ontario Land Surveyor and a Reference Plan prepared and, if

- necessary, filed at the Land Registry Office at the expense of the applicant, prior to the commencement of any work to avoid trespassing on neighbouring land.
- e. The proposal is completed in such a way as to prevent or discourage members of the general public from using the road allowance. Such measures may include locating part of the driveway on private property so that it can be gated and access controlled where required by the Township.
  - f. Any Provincial or Federal requirements dealing with Environmental Approvals have been obtained.
4. No person shall erect a dock or any kind of structure on an unopened road allowance leading to the water so as to have the effect of restricting public use of the unopened road allowance.
  5. No person shall store any vehicle, boat, trailer, etc. on an unopened road allowance.
  6. No person shall perform any work, remove any trees, soil or other material or erect upon or use any unopened road allowance without the specific written approval of the Township.
  7. Applications for permission to use an unopened road allowance shall be submitted in writing to the Clerk. The application must state the intended use, the applicant's interest in the allowance, and be accompanied by an accurate location and description plan as well as any other material or studies contemplated by this policy.
  8. The Township will follow applicable procedures respecting disposal of real property, stopping up and closing public highways, and restricting access through an encroachment agreement including recognizing its duty to consult with Native Bands, where applicable.
  9. If permission is granted by Council for use of a road allowance, or an encroachment on to either an open or an unopened road allowance, the following policies shall apply, as determined by the Township:
    - a. The actual location of the road allowance must be clearly determined. This is the responsibility of the applicant and may be required to be verified by an Ontario Land Surveyor, at the expense of the applicant.
    - b. If a new entrance way is required, the approval of the Public Works Department as to its location, width, size and length of culvert to be installed and the grade at which it intersects the Township Road is required.
    - c. Where entry is upon a roadway not under the jurisdiction of the Municipality, the standards and specifications of the Ministry of Transportation shall apply.
    - d. If brushing and clearing of the road allowance is undertaken, arrangements for the disposal of brush and/or compensation for wood of value harvested on the road allowance shall be obtained in writing by the Owner from the Township.
    - e. If the application is for the provision of an access road, driveway or right-of-way, the minimum width of clearance shall be 5 metres and shall be located in the centre of the road allowance wherever possible, leaving an equal buffer on either side of the cleared area, unless otherwise approved by Council.
    - f. The applicant shall acknowledge in writing that any and all improvements to the road allowance are at the sole expense of the applicant and all such improvements must be approved by the Township. The applicant must also acknowledge in writing that any member of the general public has the right to use the subject road allowance.
    - g. The applicant must post a notice on the road allowance in a form acceptable to the Township, advising all users of the road allowance that the roadway is an unassumed municipal roadway and is used at his/her own risk.
    - h. The applicant must acknowledge in writing that the Township assumes no liability, responsibility or obligation whatsoever to construct and/or maintain and/or repair the road allowance.



- i. The applicant must agree to indemnify and save harmless the Township its employees and councillors from any and all manner of actions, causes of actions, claims or demands whatsoever for or by reason of any personal injury and/or property damage of or in any way arising out of any accident whatsoever occurring on the road allowance.