

MUNICIPALITY



OF ASSIGINACK

**INAUGURAL MEETING OF COUNCIL
To Be Held in the Council Chambers
Monday, December 3rd, 2018 at 5:00 p.m.
Council's Inaugural Meeting Agenda**

For consideration:

1. CALL TO ORDER

2. FILING OF CERTIFICATES AND DECLARATIONS OF OFFICE AND OATHS OF ALLEGIANCE, AND CODE OF CONDUCT

3. MAYOR'S CHARGE TO COUNCIL

4. STATEMENTS BY MEMBERS

break for pictures

5. OPENING

a) Adoption of Agenda

b) Disclosure of Pecuniary Interest and General Nature Thereof

6. ANNOUNCEMENTS

7. ADOPTION OF MINUTES

a) Regular Council Meeting of November 20, 2018 (p.4)

b) Manitoulin Centennial Manor Board Meetings of September 13 and October 15, 2018 (p.9)

8. REPORTS

9. ACTION REQUIRED ITEMS

a) Accounts of Payment: General: \$72,836.05 - Payroll: \$49,576.49 (p.13)

10. INFORMATION ITEMS

- a) Ministry of Finance: Ontario Cannabis Legalization Implementation Fund (p.19)
- b) Lisa Hallaert: Parade of Lights / Free Family Skate (p.23)
- c) Extencicare Engineering Report for Manitoulin Centennial Manor Board (p.24)
- d) Stantec Consulting: Swing Bridge Study Notice (p.38)
- e) Staff Christmas Bonus

11. BY-LAWS

12. CLOSED SESSION

13. ADJOURNMENT

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, November 20, 2018 at 5:00 p.m.

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

Staff: Jeremy Rody, Clerk

Press: Alicia McCutcheon, Expositor

Others: Sarah Harasym

OPENING:

#284-20-18 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:

#285-20-18 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:

Councillor Moggy commented on condition of the sidewalks in front of the Post Office/Bank Building causing problems for people using the building. He also thanked everyone at the table for their hard work over the past four-year term of Council.

Councillor Fields thanked all the volunteers and organizers involved with the Haunted Ride, even though it was a very cold and wet night, it was a big success. She also thanked the 400+ participants who waited for their turn gracefully and enjoyed the night despite the weather. The 3rd Annual Haunted Ride promises to be bigger and better. Councillor Fields also thanked Township Staff for all the support to Council and the community over the past four years and wished Councillor Moggy good luck during the next term of Council.

Mayor Moffatt thanked the other members of Council for all their contributions to Council and the community over the past eight years and said the experience was very gratifying and wished Councillor Moggy and the new Council all the best during the next term of Council.

The Clerk announced that the Parade of Lights will be held on December 8th at 6:30 p.m. The parade route will begin on Albert Street and travel down Queen Street to Arthur Street. The Southeast Manitoulin Lion's Club have sponsored a free family skate after the parade at the Assiginack Arena. Thank you to Lisa Hallaert and the Lion's Club for organizing this great event for the community.

PUBLIC MEETING HELD UNDER THE PLANNING ACT:

#286-20-18 B. Reid – R. Case

THAT we adjourn from our Regular Meeting and Open a Public Meeting for the purpose of hearing comments on an application to close and purchase an original road allowance per By-law #18-28, being a by-law that provides procedures and applications and prescribed fees for original road allowance closing in the Township of Assiginack, with Mayor Moffatt presiding in the Chair.

CARRIED

Note: The Mayor asked the Clerk a series of questions related to the timing of the Notice and the reason and purpose for the by-law. There were no persons in attendance to speak for or against the by-law and there were no written submissions submitted to the Clerk.

#287-20-18 R. Case – B. Reid

THAT we adjourn from this public meeting held under the authority of the Planning Act and resume our regular Council meeting.

CARRIED

MINUTES:

#288-20-18 B. Reid – R. Case

THAT the minutes of the Regular Council meeting of October 16, 2018, be accepted.

CARRIED

#289-20-18 R. Case – B. Reid

THAT the minutes of the Manitoulin East Municipal Airport Commission meeting of October 1, 2018, be accepted.

CARRIED

DELEGATIONS:

None.

REPORTS:

None.

ACTION REQUIRED ITEMS:

#290-20-18 B. Reid – R. Case

THAT Council authorizes the following Accounts for Payment:

General: \$438,036.09

AND THAT the Mayor and administration be authorized to complete cheques #28206 through #28225 and #28231 through #28267 and #28274 through #28310 as described in the attached cheque register reports.

CARRIED

#291-20-18 H. Moggy – L. Fields

THAT Council authorizes the following Accounts for Payment:

Payroll: \$59,443.05

AND THAT the Mayor and administration be authorized to complete cheques #28201 through #28205 and #28226 through #28230 and #28268 through #28273 as described in the attached cheque register reports.

CARRIED

#292-20-18 L. Fields – H. Moggy

WHEREAS the Manitoulin Planning Board has received a request from landowners in the McLay Subdivision to merge two lots into one parcel of land for the purpose of building a residence;

AND WHEREAS Section 50 of the Planning Act requires that a local municipality pass a Deeming By-law to deem the lots not to be within a plan of subdivision in order for the two lots to be consolidated into one parcel of land;

NOW THEREFORE BE IT RESOLVED THE Council of the Township of Assiginack approves the request to deem lots 24 and 25 of Plan 31M-206 not to be within a plan of subdivision;

AND FURTHER THAT the Deeming By-law shall be prepared by the Manitoulin Planning Board and considered at the next regular meeting of Council.

CARRIED

#293-20-18 L. Fields – H. Moggy

WHEREAS Hydro One has previously requested to relocate and bury a damaged sub-cable along a shoreline road allowance which services properties along Eastview Lane in the Municipality of Assiginack;

AND WHEREAS Council instructed Hydro One to approach the UCCM for consultation prior to receiving consent from the Municipality;

AND WHEREAS the UCCM has provided written confirmation that they do not have any concerns with the burial of the sub-cable along the shoreline road allowance;

AND WHEREAS Hydro One has also requested that they extend the sub-cable to service properties that will require hydro service in the future;

NOW THEREFORE BE IT RESOLVED THAT Assiginack Council is satisfied that Hydro One has consulted with and received permission from the UCCM and approves the request to bury the sub-cable along the shoreline road allowance as per the most recent drawings provided to the Municipality.

CARRIED

#294-20-18 H. Moggy – L. Fields

THAT Council supports the efforts of the Association of Municipal Clerks and Treasurers of Ontario in requesting that the Provincial Government undertake consultation with municipalities prior to modifying legislation that effects municipal governments;

AND THAT this resolution be forwarded to the Association of Municipal Clerks and Treasurers of Ontario and the Premier of Ontario.

CARRIED

INFORMATION ITEMS:

#295-20-18 H. Moggy – L. Fields

THAT we acknowledge receipt of the following correspondence items:

- a) Notice of Approval of Manitoulin Planning Board Official Plan
- b) Assiginack Information Centre & Last Chapter Used Book Shop 2018 Summary
- c) Township of Nairn and Hyman Resolution
- d) Township of McKellar Resolution
- e) Vigor Clean Tech Energy Production Report

CARRIED

BY-LAWS:

#296-20-18 L. Fields – H. Moggy

THAT By-law #18-30, being a by-law to authorize the transfer of an unopened road allowance to Sarah Harasym, be given its first, second and third readings and enacted in open Council.

CARRIED

CLOSED SESSION:

None.

CLOSING:

#297-20-18 L. Fields – H. Moggy

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

CARRIED

Paul Moffatt, MAYOR

Jeremy Rody, CLERK

5:25 p.m.

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

**Manitoulin Centennial Manor
Board of Management Meeting
Thursday, September 13th, 2018
“Unapproved Minutes”**

Present: Paul Moffat, Dawn Orr, Wendy Gauthier, Pat MacDonald, Bill Baker, Aurel Rivet, Michelle Bond; Administrator, Tamara Beam; DOC, Extendicare Regional Director

Regrets: Connie Suite

1.0 Call to order

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

2.0 Approval of Agenda

52/18 Orr/Rivet

That we approve the agenda as presented

...carried

3.0 Approval of Minutes

53/18 MacDonald/Orr

That we approve the minutes of the July 19th, 2018 board meeting

...carried

4.0 Business Arising from Minutes

At this time, the Board has decided not to implement a new FTE RN position with the additional funding from the MOH & LTC which became effective July 1st, 2018. Instead, we will use this funding to offset our current deficit in the Nursing envelope.

54/18 MacDonald/Orr

That we approve one new FTE RPN position with the additional funding dollars from the MOH & LTC which became effective on April 1st, 2018.

Against.....B. Baker

...carried

5.0 Correspondence

A letter was received from Burpee & Mills indicating that they wish to proceed with a meeting with the Board regarding their concerns prior to the release of the Engineers report. A representative from each municipality will be invited to attend a meeting with the Board of Management on Thursday, September 27th, 2018 at 7:00 p.m. to discuss concerns about the home's long term viability and aging infrastructure.

6.0 Administrators Report

55/18 Gauthier/Rivet

That we accept the Administrator's report as presented Michelle Bond.

...carried

7.0 Extendicare Report

56/18 MacDonald/Orr

That we approve the Financial Statements at August 31st, 2018 as presented by Keith Clement

...carried

8.0 Succession Planning

The Administrator made it known to the Board that she will be resigning from this position on April 30th, 2019.

9.0 Fundraising Update

The “Another Step Forward” campaign has raised a total of \$8,541.49 to date which includes proceeds of \$3,571.15 from the 2018 Tree of Lights fundraising initiative. Wendy asked the other board members to like and share her fundraising updates on Face Book.

57/18 Rivet/MacDonald

That we approved the fundraising report as presented by Wendy Gauthier

...carried

10.0 Meeting Date

The next regular board meeting will be held on Thursday, October 18th, 2018 at 10:00 a.m.

11.0 Adjournment

58/18 Orr

That we now adjourn the meeting at 11:46 a.m.

...carried

**Manitoulin Centennial Manor
Board of Management Meeting
Thursday, October 15th, 2018
“Unapproved Minutes”**

Present: Paul Moffat, Dawn Orr, Wendy Gauthier, Pat MacDonald, Bill Baker, Aurel Rivet, Michelle Bond; Administrator, Tamara Beam; DOC, Extendicare Regional Director

Regrets: Connie Suite

1.0 Call to order

Meeting called to order at 10:05 a.m. by Chair, Paul Moffat

2.0 Approval of Agenda

59/18 Orr/MacDonald

That we approve the agenda as presented with the following additions:

- 1) Extendicare agreement renewal
- 2) Recap of special meeting with contributing municipalities

...carried

3.0 Approval of Minutes

60/18 Gauthier/Suite

That we approve the minutes of the September 13th, 2018 board meeting

...carried

4.0 Business Arising from Minutes

No business to report at this time

5.0 New Business

➤ Extendicare Management Agreement

61/18 Gauthier/MacDonald

That we defer the discussion regarding the renewal of the Extendicare Management Agreement until the next board meeting.

...carried

➤ Meeting with Municipalities

A special meeting was held on September 27th, 2018 to discuss concerns raised regarding the Manor's aging infrastructure and long term viability. A recap of the meeting is as follows:

- Information sharing
- Asset management plan
- Loan for capital items
- Review of strategic directions
- Bi-laws and constitutions
- Annual meeting
- Contingency fund

62/18 Orr/MacDonald

That we acknowledge this meeting was held and agree with the recap of the events.

...carried

6.0 Correspondence

No correspondence received at this time

6.0 Snow Removal Tenders

Only one tender was received from Mike Varey & Son Excavating

63/18 MacDonald/Baker

That we receive the tender received from Mike Varey & Son Excavating and that our expectations are communicated to him.

...carried

7.0 Administrators Report

64/18 Rivet/Gauthier

That we accept the Administrator's report as presented Michelle Bond.

...carried

8.0 Extencicare Reports

65/18 MacDonald/Baker

That we approve the Financial Statements at September 30th, 2018 as presented by Keith Clement

...carried

66/18 Rivet/Orr

That we accept the Extencicare Engineering report as prepared by Dan Woods

...carried

9.0 Fundraising Update

The "Another Step Forward" campaign has raised a total of \$11,441.19 to date which includes proceeds from the 2018 Tree of Lights fundraising initiative. Wendy has sent all businesses on the island Sponsorship donor forms with different levels including bronze, silver and gold. The goal is to raise \$20,000 for the Tree of Lights campaign.

67/18 Suite/Baker

That we approved the fundraising report as presented by Wendy Gauthier

...carried

10.0 Meeting Date

The next regular board meeting will be held on Thursday, November 15th, 2018 at 10:00 a.m.

11.0 Adjournment

68/18 Orr

That we now adjourn the meeting at 11:20 a.m.

...carried

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 0028318 0028353
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

#28317 - void - misprint

ChqNo:	Date:	Vendor:	Amount:
0028318	26/11/2018	ALLEN'S AUTOMOTIVE GROUP	\$569.16
InvNo: 718970	InvDesc: hydraulic oil/clamps#7	InvAmt: \$160.14	
InvNo: 718948	InvDesc: hydraulic hose #7	InvAmt: \$113.01	
InvNo: 718749	InvDesc: 12v circuit breaker #9	InvAmt: \$98.74	
InvNo: 716458	InvDesc: coffee	InvAmt: \$29.98	
InvNo: 717101	InvDesc: power steering fluid	InvAmt: \$8.55	
InvNo: 715771	InvDesc: gas (norisle)	InvAmt: \$32.00	
InvNo: 715540	InvDesc: chainsaw bar	InvAmt: \$11.89	
InvNo: 716789	InvDesc: bolts & nuts	InvAmt: \$12.44	
InvNo: 717898	InvDesc: fule hose #7	InvAmt: \$32.66	
InvNo: 717713	InvDesc: oil # filter (zamboni)	InvAmt: \$24.27	
InvNo: 715402	InvDesc: gas (norisle)	InvAmt: \$14.40	
InvNo: 716109	InvDesc: gas (norisle)	InvAmt: \$31.08	
0028319	26/11/2018	ASSIGINACK VOLUNTEER FIRE DEPT. ASSOCIATI	\$1,500.00
InvNo: 2018 DUES	InvDesc: 2018 assoc dues	InvAmt: \$1,500.00	
0028320	26/11/2018	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	\$6,752.20
InvNo: 320/337/345/346/326/	InvDesc: mechanical #7/#2/#4	InvAmt: \$6,752.20	
0028321	26/11/2018	BEACON IMAGES	\$214.70
InvNo: 07-4790C	InvDesc: street signs	InvAmt: \$214.70	
0028322	26/11/2018	BEAMISH CONSTRUCTION INC	\$3,654.87
InvNo: I3104-02172	InvDesc: cold mix	InvAmt: \$3,654.87	
0028323	26/11/2018	BELL CANADA	\$21.92
InvNo: 2018 11 01	InvDesc: toil free line	InvAmt: \$21.92	
0028324	26/11/2018	BJ'S & ADDISONS	\$259.90
InvNo: 106059/106062	InvDesc: inspection cart #2/#7	InvAmt: \$259.90	
0028325	26/11/2018	BRENDA REID	\$200.00
InvNo: 2018 ELECTION	InvDesc: reimb.cand.deposit	InvAmt: \$200.00	
0028326	26/11/2018	CITY OF GREATER SUDBURY	\$1,099.89
InvNo: 00090487	InvDesc: sept recyl transport	InvAmt: \$1,099.89	
0028327	26/11/2018	EASTLINK	\$1,865.33
InvNo: 070155420	InvDesc: man streams	InvAmt: \$158.57	
InvNo: 07015450	InvDesc: mta wtp	InvAmt: \$149.09	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 07015448	InvDesc: norisle	InvAmt: \$69.91
InvNo: 07015442	InvDesc: arena	InvAmt: \$144.79
InvNo: 07015451	InvDesc: ss wtp	InvAmt: \$78.90
InvNo: 07015235	InvDesc: mun.office	InvAmt: \$589.42
InvNo: 07015462	InvDesc: pw	InvAmt: \$215.49
InvNo: 07015430	InvDesc: fd-interconnect	InvAmt: \$78.90
InvNo: 07015441	InvDesc: fd-tel	InvAmt: \$103.76
InvNo: 07015459	InvDesc: marina	InvAmt: \$78.90
InvNo: 07015432	InvDesc: info booth	InvAmt: \$86.96
InvNo: NOV 10 2018 MARINA	InvDesc: marina dsl	InvAmt: \$55.32
InvNo: NOV 10 2018 PW	InvDesc: pw dsl	InvAmt: \$55.32

ChqNo: 0028328	Date: 26/11/2018	Vendor: G. STEPHEN WATT, BARRISTER	Amount: \$2,064.51
InvNo: 3403	InvDesc: general legal	InvAmt: \$2,064.51	

ChqNo: 0028329	Date: 26/11/2018	Vendor: FORT GARRY INDUSTRIES LTD	Amount: \$42.49
InvNo: F6946896	InvDesc: wiring receptacles	InvAmt: \$42.49	

ChqNo: 0028330	Date: 26/11/2018	Vendor: GERRY STRONG	Amount: \$307.70
InvNo: NOV 26 2018	InvDesc: bldg insp/planning mileage	InvAmt: \$307.70	

ChqNo: 0028331	Date: 26/11/2018	Vendor: H & R NOBLE CONSTRUCTION	Amount: \$22,623.73
InvNo: 37317	InvDesc: ditching-exc./truck	InvAmt: \$4,925.67	
InvNo: 37316	InvDesc: ditching-exc/truck	InvAmt: \$17,698.06	

ChqNo: 0028332	Date: 26/11/2018	Vendor: HUGHES SUPPLY COMPANY	Amount: \$102.60
InvNo: 41018	InvDesc: shovels/pliers	InvAmt: \$102.60	

ChqNo: 0028333	Date: 26/11/2018	Vendor: HYDRO ONE NETWORKS INC.	Amount: \$2,570.92
InvNo: NOV 6 2018 MUN.OFF	InvDesc: mun.office	InvAmt: \$220.72	
InvNo: NOV 19 2018 ARENA	InvDesc: arena	InvAmt: \$450.05	
InvNo: NOV 19 2018 PO/BNK	InvDesc: po/bnk	InvAmt: \$364.89	
InvNo: NOV 19 2018 LITES	InvDesc: street lites	InvAmt: \$490.03	
InvNo: NOV 19 2018 DOCKS	InvDesc: marina docks	InvAmt: \$83.31	
InvNo: NOV 19 2018 LIBRARY	InvDesc: library	InvAmt: \$329.47	
InvNo: NOV 19 2018 INFO BTH	InvDesc: info booth	InvAmt: \$37.75	
InvNo: NOV 19 2018 SHOWERS	InvDesc: marina showerhouse	InvAmt: \$79.93	
InvNo: NOV 19 2018 TENNIS	InvDesc: tennis courts	InvAmt: \$34.04	
InvNo: NOV 19 2018 SS WTP	InvDesc: ss wtp	InvAmt: \$480.73	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	Date:	Vendor:	Amount:
0028334	26/11/2018	MANITOWANING MILL & HOME BUILDING CENTRE	\$148.00
InvNo: 0147478	InvDesc: office/library - salt	InvAmt: \$75.08	
InvNo: 0147668	InvDesc: lib-light bulbs	InvAmt: \$33.38	
InvNo: 0144144	InvDesc: extension cord	InvAmt: \$39.54	
0028335	26/11/2018	MANITOWANING PHARMACY	\$5.98
InvNo: 223245	InvDesc: pec-ice pack first aid kit	InvAmt: \$5.98	
0028336	26/11/2018	MANITOWANING FRESHMART	\$7.98
InvNo: 00438964	InvDesc: admin-water refill	InvAmt: \$3.99	
InvNo: 00446736	InvDesc: admin-water refill	InvAmt: \$3.99	
0028337	26/11/2018	NEW NORTH FUELS INC	\$2,519.92
InvNo: 480063	InvDesc: pw-diesel	InvAmt: \$569.93	
InvNo: 480062	InvDesc: pw-dyed diesel	InvAmt: \$1,192.04	
InvNo: 480061	InvDesc: po-furnace oil	InvAmt: \$757.95	
0028338	26/11/2018	PAUL MOFFAT	\$36.40
InvNo: NOV 15 2018	InvDesc: mileage - 1c meeting	InvAmt: \$36.40	
0028339	26/11/2018	PITNEY BOWES	\$37.66
InvNo: 3200951508	InvDesc: postage meter lease	InvAmt: \$37.66	
0028340	26/11/2018	STRONGCO LIMITED PARTNERSHIP	\$3,775.85
InvNo: 90643990	InvDesc: plow blades/shoes/bolts	InvAmt: \$3,775.85	
0028341	26/11/2018	SUDBURY & DISTRICT HEALTH UNIT	\$2,729.00
InvNo: RC020034322	InvDesc: dec sdhu levy	InvAmt: \$2,729.00	
0028342	26/11/2018	SUPERIOR PROPANE INC.	\$4,115.59
InvNo: 22231321	InvDesc: fd-propane	InvAmt: \$899.73	
InvNo: 22231322	InvDesc: pw-propane	InvAmt: \$3,215.86	
0028343	26/11/2018	TED PEARSON AUTOMOTIVE LTD.	\$283.55
InvNo: 64988	InvDesc: tubing/chuck/nozzle	InvAmt: \$283.55	
0028344	26/11/2018	CANADA POST	\$257.29
InvNo: 9668840417	InvDesc: election exp-vote by mail	InvAmt: \$257.29	
0028345	26/11/2018	E.GRIGGS & ASSOCIATES	\$305.10
InvNo: 1373	InvDesc: propane certification	InvAmt: \$305.10	
0028346	26/11/2018	SIMALAM	\$423.75
InvNo: 1172	InvDesc: website maint.plan (aug-oct)	InvAmt: \$423.75	
0028347	26/11/2018	CANAQUA SPORTS INC	\$150.00
InvNo: AUG 24 2019	InvDesc: advertising	InvAmt: \$150.00	
0028348	26/11/2018	TRACKS & WHEELS	\$1,226.47
InvNo: P28522	InvDesc: loader window	InvAmt: \$345.07	
InvNo: P28523	InvDesc: throttle/peddle (loader)	InvAmt: \$881.40	

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	Date:	Vendor:	Amount:
0028349	26/11/2018	WAYNE MIDDAUGH	\$150.00
InvNo: NOV 17 2010	InvDesc: work boot allowance	InvAmt: \$150.00	
0028350	26/11/2018	WURTH CANADA LTD	\$339.27
InvNo: 23295790	InvDesc: clnr/gloves/disinfectant	InvAmt: \$304.79	
InvNo: 23300829	InvDesc: booster cable clamp	InvAmt: \$34.48	
0028351	26/11/2018	XEROX CANADA LTD.	\$3,008.00
InvNo: L07523791	InvDesc: copier lease pyt	InvAmt: \$3,008.00	
0028352	26/11/2018	MANITOULIN STUDENT AID FUND	\$300.00
InvNo: 2018 DONATION	InvDesc: 2018 donation	InvAmt: \$300.00	
0028353	26/11/2018	CARRIER CENTERS	\$9,166.32
InvNo: 05S502468	InvDesc: fd-'11 pumper-repl.foam pmp kt	InvAmt: \$9,166.32	

*** End of Report ***

Report Total:

\$72,836.05

Date : 27/11/2018
Time : 10:29:41 AM

The Township of Assiginack

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0028311		26/11/2018	11/26COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0028312		26/11/2018	11/26COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0028313		26/11/2018	11/26COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0028314		26/11/2018	11/26COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0028315		26/11/2018	11/26COMB	158	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
0028316		26/11/2018	11/26COMB	173	QUACKENBUSH, CHRYSAL	OUTSTANDING	Cheque
1542		26/11/2018	11/26COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
1543		26/11/2018	11/26COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
1544		26/11/2018	11/26COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
1545		26/11/2018	11/26COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
1546		26/11/2018	11/26COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
1547		26/11/2018	11/26COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
1548		26/11/2018	11/26COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1549		26/11/2018	11/26COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
1550		26/11/2018	11/26COMB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
1551		26/11/2018	11/26COMB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
1552		26/11/2018	11/26COMB	211	YOGGY, HUGH	OUTSTANDING	Direct Deposit
1553		26/11/2018	11/26COMB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
1554		26/11/2018	11/26COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
1555		26/11/2018	11/26COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
1556		26/11/2018	11/26COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
1557		26/11/2018	11/26COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit

Total : \$19,619.93

Date : 28/11/2018
Time : 9:25:30 AM

The Township of Assiginack

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0028354		27/11/2018	11/27FD	400	ELLIOTT, ALLAN	OUTSTANDING	Cheque
0028355		27/11/2018	11/27FD	402	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0028356		27/11/2018	11/27FD	404	HAM, BRAD	OUTSTANDING	Cheque
0028357		27/11/2018	11/27FD	405	LAFLEUR, BILL	OUTSTANDING	Cheque
0028358		27/11/2018	11/27FD	406	MACDONALD, ROBERT	OUTSTANDING	Cheque
0028359		27/11/2018	11/27FD	411	MACDONALD, DUNCAN	OUTSTANDING	Cheque
0028360		27/11/2018	11/27FD	426	Mara, Christopher	OUTSTANDING	Cheque
0028361		27/11/2018	11/27FD	429	ARMSTRONG, RICK	OUTSTANDING	Cheque
0028362		27/11/2018	11/27FD	435	MACKENZIE, JAMES	OUTSTANDING	Cheque
0028363		27/11/2018	11/27FD	443	BOWERMAN, Cole	OUTSTANDING	Cheque
0028364		27/11/2018	11/27FD	447	SAMPSON, TANIA	OUTSTANDING	Cheque
0028365		27/11/2018	11/27FD	448	TRIMMER, SKYLER	OUTSTANDING	Cheque
0028366		27/11/2018	11/27FD	449	GAUTHIER, GARRET	OUTSTANDING	Cheque
0028367		27/11/2018	11/27FD	450	MELLAN, GARRETT	OUTSTANDING	Cheque
0028368		27/11/2018	11/27FD	451	CLOSS, ETHAN	OUTSTANDING	Cheque

Total : \$29,956.56

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29,956.56 +
49,576.49 *



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-314-6331

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-314-6331

November 20, 2018

Dear Head of Council (elect):

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
 - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
 - Municipalities that have opted-out will receive only a second \$5,000 each.
- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.

.../cont'd

- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g. police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g. 311 calls, correspondence);
- increased paramedic services;
- increased fire services; and
- by-law / policy development (e.g. police, public health, workplace safety policy).

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

The Deputy Minister of Finance will write to your Treasurer with further details on the administration of this funding and attach each municipality's specific allocation notice.

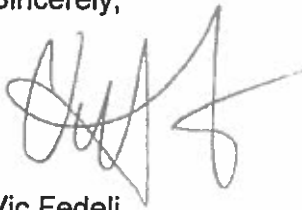
To assess the impact of the funding, the Association of Municipalities of Ontario and the City of Toronto have been asked to work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. More information on this process will be provided at a later date.

Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017*, which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli
Minister of Finance

- c: The Honourable Caroline Mulroney, Attorney General
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Paul Boniferro, Deputy Attorney General
Greg Orencsak, Deputy Minister of Finance
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of Attorney General
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry of Finance
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing
Dan Miles, Chief of Staff

**Ontario Cannabis Legalization Implementation Fund
2018-19 First Payment - Allocation Notice**



Township of Assiginack

5111

The Ontario Cannabis Legalization Implementation Fund (OCLIF) is provided to municipalities to help with the implementation costs of recreational cannabis legalization.

Funding Allocation	\$5,000
A Funding Amount based on Number of Households (A1 x A2 + 100)	\$2,219
1. Number of Households	870
2. Funding Amount per 100 Households	\$255
B Minimum Municipal Funding Allocation	\$5,000
C Funding Allocation (maximum of A and B)	\$5,000

Notes and Data Sources

A - funding amount is rounded up to the nearest dollar.

A1 - household figures are based on the 2018 returned roll provided by the Municipal Property Assessment Corporation (MPAC).

A2 - represents the funding amount per 100 households for single-tier municipalities.

B - represents the minimum funding allocation to municipalities.

Jeremy Rody

From: Frank and Lisa Hallaert <frank_lisa_h@hotmail.com>
Sent: Friday, November 9, 2018 9:48 AM
To: Alton Hobbs; jrody@eastlink.ca
Subject: Can you please add to next council meeting's agenda

Good Morning,

I am very happy to be sending Council this email today. Plans have been set for the 6th Annual Parade of Lights. This year the parade will be held on Saturday December 8th at 6:30pm. The route will go as follows; lineup on Albert St. and Queen St, travelling down Queen St. to Arthur St. ending on Napier St. Please join us for this fun holiday event. Also this year after the parade the Southeast Manitoulin Lions Club have rented the ice for a free family skate including hot chocolate and cookies.

It's sure to be lots of family fun.



PARADE OF LIGHTS

Merry Christmas from the Hallaert Family

Total Control Panel

[Login](#)

To: jrody@assignack.ca

[Remove](#) this sender from my allow list

From: frank_lisa_h@hotmail.com

You received this message because the sender is on your allow list.

Manitoulin

Phone 705-368-2710

Fax 705-368-2694

Postal Bag 460,
70 Robinson St.
Little Current, Ontario
POP 1K0

*Centennial
Manor*

October 19th, 2018

Dear Contributing Municipality:

Enclosed is the Extencicare Engineering Report for Manitoulin Centennial Manor based on an onsite assessment conducted July 25th, 2018.

The attached 10 year capital plan provides planned expenditures for each year based on the assessment/risk.

The costs identified in the report will be included in the yearly budgeting process for the Manor with the intent of absorbing these costs in the operational budget.

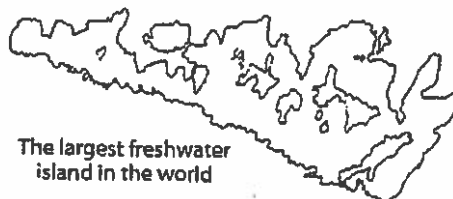
The plan will be adjusted based on current plans, i.e., there is a current fundraising project to replace the carpeting in the home, and a grant application has been submitted for replacing the windows.

If you should have any further questions or concerns regarding this report, please contact Michelle Bond, Administrator.

Yours truly,



for Paul Moffat
Board Chair
Manitoulin Centennial Manor



EXTENDICARE

ENGINEERING DEPARTMENT

Report on Site Visit - July 25th, 2018

Prepared: October 12th, 2018

By: Daniel Woods

Extendicare Director of Engineering

MANITOULIN CENTENNIAL MANOR

70 Robinson Street West

Little Current, Ontario

P0P 1K0

I visited the home on July 25th and met with the Administrator (Michelle Bond), the Dietary and Support Services Manager (Chris Lethbridge) and the Maintenance Man (Wendle Bailey). Wendle took considerable time to escort me around the home and point out areas of concern. In general, this home has held up well during the 5 years since my last visit. A copy of my previous report is attached as an appendix for the information of the reader.

The home appears to be in good condition with few reasons for concern. There have been some notable improvements, and there are some areas that should be considered for upgrade over the next few years.

The major improvements are the new ventilation equipment that was installed on the roof last year, the new Advanced Care nurse-call system that was installed last year and the conversion from pneumatic HVAC controls to electronic controls that is being carried out this year.

There is some equipment that is old, but well maintained and operating well. There is no reason to suspect that this equipment will fail over the next 10 years, but there is a risk that changes to government regulations may require that it be replaced or upgraded to meet changing regulations. This includes the following:

- The underground fuel storage tank (approximately 1,000 gal. capacity) appears to be in good condition and has been upgraded to have a leakage detection system. However, the Ministry of the Environment may at some time require that this be replaced with an above-ground system;
- The 1967 Otis elevator is a single car traction elevator with relay-logic controls. It operates well and appears to be well maintained by Thyssen-Krupp, however, at some point there will be pressure to upgrade the controller to a solid-state (computer) controller and to change the motor for a more modern high-efficiency motor.
- The 1967 Onan 30 kW propane-fired generator is also well maintained and in good condition. However, it is undersized for the home. An outdoor-style 200kW generator would be better at supporting most of the electrical needs of the home during a power failure. There is pressure from the Ministry of Health to insist that generators have more capacity to support kitchen loads and heating loads, but your generator should meet the minimum requirements at present. This

EXTENDICARE

ENGINEERING DEPARTMENT

minimum may change in the future, at which time a new generator would be needed.

- The two Weil McLean oil-fired heating boilers (each rated at 1,419,00 BTU/h) are of 1970's vintage and in good condition. They are well-built boilers and should last for many years with the maintenance that they are receiving. However, there may come a time when parts for the burners and controls become unavailable and new (more efficient) boilers will be required.

Some consideration should be given to carrying out the following capital work in the near future:

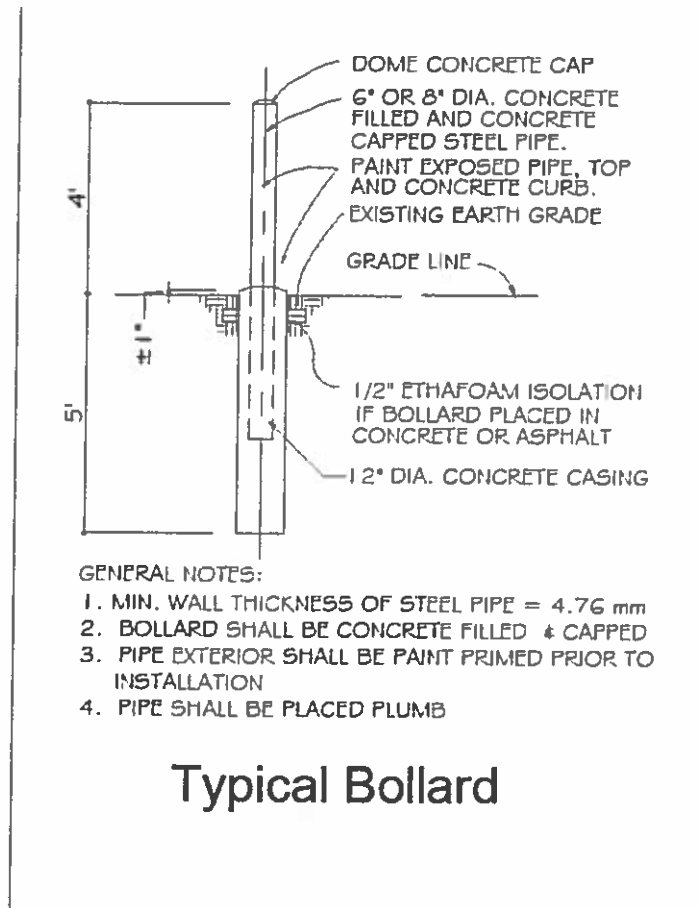
- The propane storage tank is located beside the lower parking lot. Although unlikely, it is possible for a driver to accidentally drive a vehicle against the tank. It would be wise to install bollards (see sketch of a bollard) spaced at 4-foot center-to-center to protect the tank from this type of damage.
- The hydro transformer located in the front yard, near the main parking lot should also be protected by two bollards.
- The residents' corridors are not well illuminated. Lighting is provided using 7" diameter pot-lights with compact fluorescent lamps. These fixtures provide poor light and uneven distribution. They should be replaced with new flush-mounted LED fixtures.
- When considering light levels in the home, attention should be given to the resident washrooms. A LED light fixture should be installed in the ceiling over every resident toilet, it is a very dark space.
- The chilling system for the walk-in cooler and freezer is in good condition, but water-cooled condensers are being used in this system. This is an expensive waste of water. They should be replaced with outdoor mounted air-cooled condensers. In many municipalities, water-cooled condensers are not permitted because of the amount of water that they waste.
- The walk-in cooler and freezer do not have sprinkler heads in them. Even though it is unlikely that a fire would ever take place inside these compartments, the fire code requires that they be sprinklered. The next time the annual sprinkler inspection is scheduled, the contractor should be asked to install these two additional (freeze protected) heads.
- The kitchen exhaust hood has a special fire suppression system installed. If a fire is detected, this system automatically shuts off the gas valve feeding the kitchen equipment. Unfortunately, the gas valve for the suppression control is located under the kitchen hood, where it could melt in a fire and release propane in an uncontrolled manner. This valve should be relocated away from flame zone.
- The home has a laundry which uses two 75-pound propane-fired clothes dryers. The younger of the two was fabricated in 1987 (31 years old). That is a very long life for this equipment which normally lasts around 20 years. The older dryer is now of a vintage where it is becoming difficult to obtain replacement parts when

EXTENDICARE

ENGINEERING DEPARTMENT

needed. It would be wise to replace the older dryer next year and the younger dryer in 2020.

- The elevator motor is exposed in a way that would allow a worker to accidentally come in contact with moving parts. A guard should be installed around this motor to protect against accidents



There are projects that should be considered but could afford to wait a few years until funding could be allocated. This includes:

- The Edwards 'EST Quickstart 4' Fire Alarm was installed in approximately 2008. This is a microprocessor controlled fire alarm. Like most computer systems, these panels become outdated every 15 to 20 years. This one is near the end of its term and should be replaced in the next 3 or 4 years. Production of these panels ceased about 6 years ago and the availability of replacement parts is quickly diminishing. It now occasionally has a problem that requires the system be re-booted to clear the trouble signal after a smoke detector has been changed.

EXTENDICARE

ENGINEERING DEPARTMENT

- Many of the corridors and a few of the resident bedrooms still have carpets on the floor. Wendel has removed carpeting and installed vinyl composite tiles in many bedrooms, on a gradual one-at-a-time basis. This should be continued for the next few years until all of the carpets have been removed in the bedrooms. A contractor will be required to remove the carpet and install sheet vinyl in the corridors. Carpets are not a good choice in Long-Term Care homes because of their ability to hold dirt and bacteria.
- The floor drains in the bathing rooms are not the proper style for use with sheet vinyl flooring. The next time the flooring is replaced in these rooms, these drains should be replaced with proper clamping drains.
- The Kitchen Range is showing signs of advanced age. It will need to be replaced in the next 2 or 3 years. It consists of 2 units, 1 with an oven and 4 burners, and one with an oven, 2 burners, and a grill.
- The Cleveland boiler steamer is in relatively good condition, but should be upgraded to boiler-less model in 7 or 8 years.
- Located in the kitchen is an ice maker that uses a tub-style ice bin. For sanitary reasons, this should be replaced with an auger style ice-dispenser. At present the ice machine appears to be in good condition and should last another 10 years. When it is replaced, an auger style dispenser should be purchased to replace it.
- The Walk-in cooler and freezer are in general in good condition, however the flooring is starting to wear. It consists of metal decking supported on insulated panels and may need to be replaced in approximately 10 years.
- The two laundry washing machines (one 65 pound capacity and one 85 pound capacity) are aging gracefully and with good maintenance should last at least another 5 or 6 years
- There is a sewage lift station for the lower floor sanitary drains. Wendel constructed a brass cage around the macerating pumps which has helped eliminate clogs. He also has a spare pump on site, and a temporary sump-pump in the room for use in emergencies. When the home was constructed there was no city owned sewer located near the lower level of the home and so this lift station was installed. Over the years, the area has become more developed and now a sanitary sewer is located in the street below the building. The pump works well but it would be wise at some point to consider connecting directly to this sewer and eliminating this lift station and the risk of sewage flooding the lower floor if the pump were to fail.
- The brick walls on the outside of the home have expansion joints approximately every 60 feet. These joints are sealed using caulking that has deteriorated over the years. Some of this calking has been removed and replaced, but more is needed.
- There is some minor damage to the brick retaining wall at the East side of the main building entrance (near Peewee's Gazebo). The top wythe of bricks (under the concrete coping) are spalling. The coping should be sealed and the damaged bricks removed and replaced. The coping should also have a drip-

EXTENDICARE

ENGINEERING DEPARTMENT

edge cut into the bottom surface to prevent water from migrating along the bottom surface to the top of the bricks.

- There is also some minor damage to the retaining wall at the west side of the home that should be repaired at the same time as the work described above.
- Paving repairs are needed, especially by the exit section of the driveway. It would be wise to consider resurfacing the parking lot and painting new parking line markers. This type of work might best be done when a paving company is in town doing work for the town or some other major business. At that time, the contractor could be asked to pave the driveway and parking areas of the home without charging travelling and set-up fees.

There are two system that are composed of multiple items that can be replaced a little at a time over several years. This includes:

- The Fire Alarm system uses smoke detectors that contain a sensor that wears out after about 10 years. Most of the smoke detectors in the home are now in that range and will need to be replace as their sensitivity drops below an acceptable level. We should anticipate replacing 25% of them every year for about 4 years.
- The windows are dated 1994 and use sealed glazing units. Although the window frames are in good condition, many of the seals are now starting to fail and will have to be replaced. A good strategy would be to wait until a number (say around 10) have failed and then replace them at one time to reduce the travel cost. This will require a contingency in the budget every year for the next few years.

EXTENDING CARE

ENGINEERING DEPARTMENT

Item	Cost	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Bollards for Propane Tank Protection	3,000	3,000										3,000
Bollards for Transformer Protection	800	800										800
Corridor Lighting Upgrade	12,000	3,000	3,000	3,000	3,000							12,000
Resident Washroom Lighting Upgrade	7,000	3,500	3,500									7,000
Air-Cooled condensers for Walk-in Units	9,000	9,000										9,000
Sprinkler Heads in Walk-in Units	3,000	3,000										3,000
Relocate Kitchen Hood Gas Valve	3,000	3,000										3,000
Laundry Dryers	15,000		7,500			7,500						15,000
Install a Guard around the Elevator Motor	6,000	6,000										
Replace Fire Alarm Panel	50,000			50,000								50,000
Replace Bedroom Carpet	2,000	2,000										2,000
Replace Corridor Carpet	65,000		15,000	15,000	15,000	15,000	5,000					65,000
Replace Bathing Room Flooring and Drains	9,000			3,000			3,000			3,000		9,000
Replace kitchen Range	60,000				60,000							60,000
Replace Kitchen Steamer	8,000										8,000	8,000
Replace Ice Machine	12,000										12,000	12,000
Replace floor in Walk-in Units	5,000										5,000	5,000
Replace Laundry Washing Machines	40,000		20,000			20,000						40,000
Connect lower sewage drain to city	80,000								80,000			80,000
Replace Brick Expansion Joint Caulking	24,000					24,000						24,000
Repair Damage to Retaining Walls	11,000						11,000					11,000
Repave Driveways and Parking	75,000							75,000				75,000
Replace Smoke Detectors	45,000		11,250	11,250	11,250	11,250						45,000
Replace Damaged Window Units	68,000	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	68,000
Total:	612,800	40,100	67,050	89,050	96,050	84,550	25,800	81,800	86,800	9,800	31,800	612,800

APPENDIX – PREVIOUS REPORT FROM 2013

EXTENDICARE

ENGINEERING DEPARTMENT

Report on Site Visit - August 26th, 2013

Prepared: November 25th, 2013

MANITOULIN CENTENNIAL MANOR
70 Robinson Street West
Little Current, Ontario
P0P 1K0

OBSERVATIONS:

Ventilation is provided by 3 roof-top ventilation units on the roof, a make-up air unit in the attic penthouse and a make-up air unit in the boiler room. The make-up air units use glycol coils to heat the air. The glycol is supplied through a heat-exchanger located in the boiler room. Exhaust fans are also located in this attic penthouse.

Access to the attic penthouse is very difficult, either through a long, narrow ladder accessed from a lower-floor closet or from a small door into the penthouse from the roof. Both methods of access are very narrow and difficult to use. An additional door on the roof, located to the west side of the existing door would greatly improve access to this penthouse.

The roof-top units are on a flat section of roof, but they are located closer than 2 meters from the edge of the flat roof. Guard-rails should be installed around these units to protect workers from the risk of falling. If this area is accessed by a ladder from the ground instead of the narrow internal ladder that leads from the lower floor to the penthouse, then a better access platform, with guard-rails, should be installed beginning where the ladder accesses the roof and leading to the flat part of the roof.

A small mechanical room is located in the partial-basement of the North Wing. It houses a separate ventilator with an air-conditioner that provides cooling for 3 sitting-rooms located at the north end of the building, one sitting-room on each floor as well as a staff lounge in the partial basement. This mechanical room also contains a small make-up air unit with a glycol coil that services the North Wing and a sewage lifting station that consists of a sump-pump and sewage holding-tank serving 6 resident rooms located in the North Wing. This sump-pump is 12 years old and should be replaced. Should the pump fail and the sewage level in the holding tank were to rise, then there is a local alarm that would sound, but it may not provide a warning early enough to prevent the tank from overflowing.

Hot Water Boilers are located in the lower floor boiler room. There are two Weil-McLain boilers, each rated at 1,419,000 BTUh. These boilers are oil-fired and provide hot water for

- the building hydronic heating system,
- the glycol heat-exchanger for the make-up air unit and,
- the heat-exchangers for the domestic hot water system.

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It is generally considered to be inefficient to operate building heating boilers during the summer in order to heat water for domestic use. It may be worthwhile considering the use of a separate, smaller boiler to heat domestic water so that the building heating boilers can be turned off during the summer.

In the boiler room, the cement-lined hot-water storage tank was leaking at the time of this inspection. It should be inspected and repaired if possible; if repairs are not possible it should be replaced.

One of the building heating pumps was not working at the time of this inspection and should be replaced.

The building heating system uses water as a medium to transport the heat (hydronic heating system). This water should be chemically treated to prevent damage to the piping and to prevent vapour-locks in the system. No chemical treatment program was in place at the time of this visit.

The building is also equipped with a bank of MAZDON solar panels on the roof that contribute to the heating of water for the home. These panels appear to be in good condition.

The Laundry is equipped with two 65-pound washing machines, a Unimac and a Uniwash. The Uniwash is quite old and may need to be replaced in a few years. There are also two 75-pound propane-fired laundry dryers. The dryers are not enclosed to separate them from the remainder of the laundry area. The dryers should be enclosed with insulated walls and have a separate combustion-air supply installed directly from the outdoors into the back of the enclosure.

The Kitchen is in relatively good condition. There is a complaint that the convection oven operates erratically. It was noticed that the propane gas-line that feeds this oven is mounted relatively high on the wall behind the range, exposing the pipe to the hot exhaust from the range. This might affect the gas-pressure in the line and be part of the reason for the erratic operation of the oven. This gas-line should be reinstalled closer to the floor level.

The C-44 dishwasher is quite old and should be replaced in a few years.

The Electrical system is fed by a 1200 amp supply panel at 120/208 volts. It is supported by a 30 kW propane-fired generator with an automatic transfer switch. The generator is located in the lower floor boiler room. This generator provides power to some lighting, some receptacles, the building heating system and pneumatic control system and some exhaust. It is quite small for the present requirements for this home, and should be replaced with a generator with a capacity of at least 150 kW.

EXTENDICARE

ENGINEERING DEPARTMENT

In general, the light level in the corridors and resident bedrooms is poor. There are many pot-lights in the corridors and common areas. These types of fixtures are not very efficient when used to illuminate larger areas and are more intended for spot lighting. It may be beneficial to replace these fixtures with new LED fixtures that would provide more light for the same or less energy.

The Fire Alarm is a two-stage Edwards 'GE-EST' fire panel. It is quite modern and appears to be in good condition.

The Sprinkler system.

This building is fully sprinklered.

The Nurse Call system

An old Edwards Nurse Call system is in use in this building with a more modern Austco system monitoring the door alarms and a new Roam Alert system guarding the receiving door, the lower West Corridor exit and the upper Main Entrance door against wandering residents leaving the building without assistance. The Edwards nurse call system is very old and has become obsolete. It should be replaced.

The Elevator

This building has one elevator, a 1967 Otis traction elevator. It has an old relay-controller that should be replaced. The traction motors did not have machine guards around them at the time of this inspection, something that is presently required by the Ministry of Labour.

Fuel Supply

This building uses propane fuel for the Kitchen, Laundry and Emergency Generator. The building heating boilers are oil-fired. The propane tank is located on the lower level outside of the receiving room. It is relatively close to resident bedroom windows and has no blast-wall to protect the windows from any problem that may arise from the propane tank. The tank is also relatively small considering the needs of the building. A new, larger tank should be installed at least 20 feet from the building.

The fuel-oil storage tank is located underground near the front entrance to the building. I was told that it is a fiberglass tank and is monitored to warn of any leaks. Underground fuel storage is always somewhat of a liability due to the risk of the environmental damage that leaking fuel can cause.

General Building Observations:

There are 3 tub rooms; two on the upper floor and one on the lower floor. They are of an adequate size, but are poorly ventilated. Each room should have a better exhaust system. Each room is equipped with an old Arjo bathing tub that should be replaced. Some of the Altro safety flooring in these rooms is showing cracks and should be replaced.

EXTENDICARE

ENGINEERING DEPARTMENT

The flooring in the lower resident area is sheet vinyl and in relatively good condition. The remainder of the flooring in all resident areas (including bedrooms) is carpet which is in poor condition and should be replaced, particularly in the dining rooms where carpets are more susceptible to spills and more difficult to clean properly.

There are 5 bed-pan flushers and they are in very poor condition. Parts are difficult to obtain for them. It is possible that they are no longer being used, but if they are, then they should be replaced. Many of our homes now use high-quality dishwashers in place of these fixtures, although some homes are also considering using disposable bed-pans.

The Parking Lot and the exterior paving are in poor condition and should be resurfaced or even replaced. This is especially notable for the rear driveway that leads to the receiving area on the lower floor.

The window caulking has become hard and cracked on many of the windows. It should be removed and replaced.

The majority of the roof is a standing-seam sloped metal roof, with a welded vinyl-membrane flat roof over the central part of the home. It appears to be in good condition, although the vinyl roof has an accumulation of algae as is typical for these types of roof. The roof over the garage at the west end of the building has accumulated a layer of overburden and is now growing larger plants. This roof should have better drainage installed and the overburden (and plants) removed.

The wall at the edge of the front patio, to the east side of the main entrance, is made of masonry bricks that are starting to spall. The spalling bricks should be replaced and the concrete cap on the wall repaired to reduce water penetration into the bricks.

The concrete retaining wall at the west end of the building is beginning to spall in the area where it contacts the ground. This should be repaired.

EXTENDICARE

ENGINEERING DEPARTMENT

RECOMMENDATIONS:

The following lists the major items that should be considered as a higher priority. Please note that the estimates are only an approximation of the cost, it would be advisable to obtain proper quotations before proceeding:

- 1) Replace the old Nurse Call System (budget \$1,600 per bed)
- 2) Replace the carpet in the Dining Room with Sheet-vinyl flooring (budget \$30,000)
- 3) Replace the hot-water storage tank (budget \$5,000)
- 4) Install a larger propane storage tank (budget \$5,000)
- 5) Install guard-rails around the roof-top units (budget \$3,000)
- 6) Install an access platform to the roof (budget \$8,000)
- 7) Replace the sump-pump (budget \$1,000)
- 8) Install machine-guards around the elevator motors (budget \$6,000)

Other items to consider for future years are:

- 1) Upgrade the elevator controller (budget \$60,000)
- 2) Replace the carpet in the corridors with sheet-vinyl (budget \$30,000 per corridor)
- 3) Replace the carpet in the resident rooms with sheet-vinyl or VCT (budget \$1,000 per room, maybe less if you do a group of rooms at a time)
- 4) Repair the retaining wall on the west side of the building (budget \$20,000)
- 5) Upgrade the lighting to LED fixtures (budget \$800 per bed)
- 6) Replace the generator with a larger generator (budget \$90,000)
- 7) Install an additional access door to the penthouse (budget \$1,500)
- 8) Install a separate domestic hot-water heater (budget \$28,000)
- 9) Replace the Uniwash laundry washer (budget \$20,000)
- 10) Enclose the laundry dryers (budget \$4,000)
- 11) Replace the dishwasher (budget \$18,000)
- 12) Improve the tub-room ventilation (budget \$2,500 per tub room)
- 13) Replace the Arjo bathing tubs (budget \$20,000 each)
- 14) Replace the tub-room flooring (budget \$1,800 per tub room)
- 15) Replace the bed-pan flushers with dish-washers (budget \$2,500 each)
- 16) Repave the rear access driveway (budget \$30,000)
- 17) Replace the window caulking (budget \$5,000)

Item	Cost	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Bollards for Propane Tank Protection	3,000	3,000										3,000
Bollards for Transformer Protection	800	800										800
Corridor Lighting Upgrade	12,000	3,000	3,000	3,000	3,000							12,000
Resident Washroom Lighting Upgrade	7,000	3,500	3,500									7,000
Air-Cooled condensers for Walk-in Units	9,000	9,000										9,000
Sprinkler Heads in Walk-in Units	3,000	3,000										3,000
Relocate Kitchen Hood Gas Valve	3,000	3,000										3,000
Laundry Dryers	15,000		7,500			7,500						15,000
Install a Guard around the Elevator Motor	6,000	6,000										
Replace Fire Alarm Panel	50,000			50,000								50,000
Replace Bedroom Carpet	2,000	2,000										2,000
Replace Corridor Carpet	65,000		15,000	15,000	15,000	15,000	5,000					65,000
Replace Bathing Room Flooring and Drains	9,000			3,000			3,000			3,000		9,000
Replace kitchen Range	60,000				60,000							60,000
Replace Kitchen Steamer	8,000										8,000	8,000
Replace ice Machine	12,000										12,000	12,000
Replace floor in Walk-in Units	5,000										5,000	5,000
Replace Laundry Washing Machines	40,000		20,000			20,000						40,000
Connect lower sewage drain to city	80,000								80,000			80,000
Replace Brick Expansion Joint Caulking	24,000					24,000						24,000
Repair Damage to Retaining Walls	11,000						11,000					11,000
Repave Driveways and Parking	75,000							75,000				75,000
Replace Smoke Detectors	45,000		11,250	11,250	11,250	11,250						45,000
Replace Damaged Window Units	68,000	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	68,000
Total:	612,800	40,100	67,050	89,050	96,050	84,550	25,800	81,800	86,800	9,800	31,800	612,800



Stantec Consulting Ltd.
200 – 835 Paramount Drive, Stoney Creek ON L8J 0B4

November 15, 2018
File: 165001086

Attention: Alton Hobbs, Chief Administrative Officer
Township of Assiginack
156 Arthur Street
P.O. Box 238
Manitowaning ON P0P 1N0

RECEIVED
NOV 20 2018

Dear Mr. Hobbs,

**Reference: Planning, Preliminary Design and Class Environmental Assessment
Highway 6 Little Current Swing Bridge Study (GWP 5268-14-00)
Notice of Study Design Report (SDR) Review**

Stantec Consulting Ltd. has been retained by the Ontario Ministry of Transportation (MTO) to undertake a Planning, Preliminary Design and Class Environmental Assessment (Class EA) Study for the Highway 6 Little Current Swing Bridge located in the Town of Northeastern Manitoulin and the Islands in Northeastern Ontario.

The purpose of this study is to identify a Recommended Plan that addresses current and future transportation needs at the bridge crossing. You are also encouraged to visit the project website at www.swingbridgestudy.ca for project information and updates.

The purpose of this letter is to advise you that a *Study Design Report* (SDR) has been prepared. The SDR documents the project Need and Justification, the study area, the alternative crossing types (Alternatives to the Undertaking), and the Class EA process including consultation. The SDR will be available for a 30 day public review period from November 22, 2018 to December 21, 2018. The SDR will be available on the project website (www.swingbridgestudy.ca), as well as locations listed on the attached notice. Comments may be provided to the project team or on the website.

November 15, 2018
Township of Assiginack
Page 2 of 2

**Reference: Planning, Preliminary Design and Class Environmental Assessment
Highway 6 Little Current Swing Bridge Study (GWP 5268-14-00)
Notice of Study Design Report (SDR) Review**

If you would like further information regarding the study, please contact either the undersigned or one of the project team members named in the enclosed information.

Regards,

Stantec Consulting Ltd.



Nevena Gazibara, B. Sc., MREM, ENV SP
Environmental Planner
Phone: (905) 381-3249
Fax: (905) 384-3534
nevena.gazibara@stantec.com

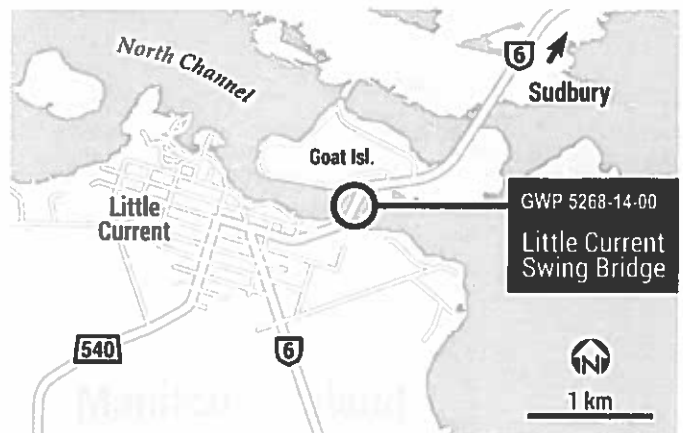
Attachment: Notice of Study Design Report (SDR) Public Review

c. M. Delfino, J. Haddow – Ministry of Transportation
G. Cooke, T. Belliveau – Stantec Consulting Ltd.



**NOTICE OF STUDY DESIGN REPORT REVIEW
PLANNING, PRELIMINARY DESIGN AND CLASS ENVIRONMENTAL ASSESSMENT
Highway 6 Little Current Swing Bridge Study, GWP 5268-14-00**

The Ontario Ministry of Transportation (MTO) has retained Stantec Consulting Ltd. to undertake a Planning, Preliminary Design, and Class Environmental Assessment (Class EA) Study for the Highway 6 Little Current Swing Bridge located in the Town of Northeastern Manitoulin and the Islands in Northeastern Ontario. The bridge provides year-round highway access between the community of Little Current and Manitoulin Island and mainland areas of Northern Ontario. The existing bridge is nearing the end of its service life. The purpose of this study is to identify a Recommended Plan that addresses current and future transportation needs at the bridge crossing.



THE PROCESS

This study is following the requirements of a "Group A" project under the *Class Environmental Assessment (EA) for Provincial Transportation Facilities* (2000), and includes opportunities for public input throughout, including at three PICs. A *Study Design Report* (SDR) has been prepared for review. Near the end of the study, a *Transportation Environmental Study Report* (TESR) will also be prepared for a 30-day public review with a notice of TESR Submission published in local newspapers.

PUBLIC REVIEW PERIOD

The *Study Design Report* (SDR) has been prepared and is available for a 30-day public review period from **November 22, 2018 to December 21, 2018**. The SDR documents the project Need and Justification, the study area, the alternative crossing types (Alternatives to the Undertaking), and the Class EA process including consultation. **The SDR will be available at the following locations and on the project website (www.swingbridgestudy.ca):**

Northeastern Manitoulin and the Islands Municipal Building 14 Water Street East Little Current, Ontario Monday-Friday: 8:30am - 4:30pm	Gore Bay Union Public Library 15 Water Street Gore Bay, Ontario Monday, Tuesday: 2pm - 5pm Thursday: 2pm - 8pm Friday: 10am - 1pm, 2 - 5pm Saturday: 10am - 1pm	Providence Bay Library 11 Mutchmor Street Providence Bay, Ontario Tuesday: 6:30pm - 8:30pm Wednesday: 1pm - 3:30pm Friday: 1pm - 4:30pm	Northeastern Manitoulin and the Islands Public Library 50 Meredith Street West Little Current, Ontario Tuesday, Wednesday, Friday: 10am - 5pm Thursday: 10am - 8pm Saturday: 10am - 4pm
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COMMENTS

Interested persons are encouraged to review the document and provide comments by **December 21, 2018**. You are encouraged to visit the project website, www.swingbridgestudy.ca for more information on the study, and to review notices or reports as they become available. You can also submit comments to the project team on the project website or by contacting:

Mr. Gregg Cooke, P.Eng.
Consultant Project Manager
Stantec Consulting Ltd.
200-835 Paramount Drive
Stoney Creek ON L8J 0B4
Tel: (905) 381-3227
Call Collect: (905) 385-3234
ProjectTeam@swingbridgestudy.ca

Ms. Melissa Delfino, P.Eng.
Senior Project Engineer
Ministry of Transportation Northeastern Region
447 McKeown Avenue
North Bay ON P1B 9S9
Tel: (705) 497-6807
Toll-free: 1-800-461-9547
ProjectTeam@swingbridgestudy.ca

If you have any accessibility requirements in order to participate in this project, please contact one of the Project Team members listed above. Comments and information are being collected to assist the MTO in meeting the requirements of the Ontario *Environmental Assessment Act*. Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. All comments will be maintained on file for use during the study and, with the exception of personal information, may be included in study documentation and become part of the public record.