



**REGULAR MEETING OF COUNCIL  
To Be Held in the Council Chambers  
Tuesday, December 18<sup>th</sup>, 2018 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) Inaugural/Regular Council Meeting of December 3, 2018 (p.3)
- b) Assiginack Public Library Board Meeting of October 22, 2018 (p.6)
- c) Public Health Sudbury and Districts Board Meeting of November 22, 2018 (p.8)
- d) Manitoulin Planning Board Meeting of November 27, 2018 (p.18)

**4. DELEGATIONS**

- a) Burns Wharf Theatre Players

**5. REPORTS**

- a) Ministry of Environment, Conservation and Parks: Manitowaning Drinking Water System Inspection Report of September 27, 2018 (p.25)

**6. ACTION REQUIRED ITEMS**

- a) Accounts of Payment: General: \$142,060.28 - Payroll: \$18,685.22 (p.42)
- b) Budget to Actual Statements for the Year to Date as at November 30, 2018 (p.46)
- c) Rescind Resolution #250-17-17 re: Burns Wharf Theatre Players Incorporation Request (p.60)
- d) Ontario Cannabis Legalization Implementation Fund (p.61)
- e) Swing Bridge Study: Request for Consultation in Assiginack
- f) Staff Christmas Bonus Approval
- g) Departmental Surplus Allocation

**7. INFORMATION ITEMS**

- a) AMO Communications of November 29<sup>th</sup>, December 10<sup>th</sup> & 13<sup>th</sup>, 2018 (p.65)
- b) Steve Clark: Minister of Municipal Affairs and Housing Letters (3) (p.74)
- c) Town of Kearney Resolution: Voters' List for Municipal Elections (p.78)
- d) FedNor: Northern Ontario Development Program (p.80)

**8. BY-LAWS**

- a) By-law #18-31: Deeming By-law (p.83)
- b) By-law #18-32: Appointments to Boards and Committees (p.86)

**9. CLOSED SESSION**

**10. ADJOURNMENT**

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

The Inaugural Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Monday, December 3, 2018 at 5:00 p.m.

**Present:** Mayor David Ham  
Councillor Christianna Jones  
Councillor Robert Maguire  
Councillor David McDowell  
Councillor Hugh Moggy

<b>Staff:</b>	Alton Hobbs, CAO Jeremy Rody, Clerk Jackie White, PEC	Deb MacDonald, Treasurer Freda Bond, Tax & Utility Manager Ron Cooper, Public Works Superintendent
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<b>Others:</b>	Peter Baumgarten Jean McLennan Elwood Wohlberg Janine Pitawanakwat Ayden Hartley	Marilyn Moggy Jane Tilston Theresa McDowell Gabrielle Pitawanakwat Ava Hartley
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All members of Council were sworn in at 5 p.m.

Mayor Ham welcomed all to the Council table and expressed his ambition for everyone in the community to work together with Council to make Assiginack a better place through economic development initiatives.

**OPENING:**

**#298-21-18 R. Maguire – C. Jones**

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 5:09 p.m., with Mayor Ham presiding in the Chair.

*CARRIED*

**AGENDA:**

**#299-21-18 R. Maguire – C. Jones**

THAT the agenda for this meeting be accepted as presented.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

There were no disclosures of pecuniary interest.

**ANNOUNCEMENTS:**

There were no announcements.

**MINUTES:**

**#300-21-18 R. Maguire – C. Jones**

THAT the minutes of the Regular Council meeting of November 20<sup>th</sup>, 2018, be accepted.  
*CARRIED*

**#301-21-18 R. Maguire – C. Jones**

THAT the minutes of the Manitoulin Centennial Manor Board meetings of September 13<sup>th</sup> and October 15<sup>th</sup>, 2018, be received.  
*CARRIED*

**DELEGATIONS:**

None.

**REPORTS:**

None.

**ACTION REQUIRED ITEMS:**

**#302-21-18 H. Moggy – D. McDowell**

THAT Council authorizes the following Accounts for Payment:

General: \$72,836.05

AND THAT the Mayor and administration be authorized to complete cheques #28318 through #28353 as described in the attached cheque register report.

*CARRIED*

**#303-21-18 D. McDowell – H. Moggy**

THAT Council authorizes the following Accounts for Payment:

Payroll: \$49,576.49

AND THAT the Mayor and administration be authorized to complete cheques #28311 through #28316 and #28354 through #28368 as described in the attached cheque register reports.

*CARRIED*

**INFORMATION ITEMS:**

**#304-21-18 H. Moggy – D. McDowell**

THAT we acknowledge receipt of the following correspondence items:

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

*CARRIED*

**BY-LAWS:**

None.

**CLOSED SESSION:**

None.

**CLOSING:**

**#305-21-18 D. McDowell – H. Moggy**

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

*CARRIED*

\_\_\_\_\_  
David Ham, MAYOR

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

5:35 p.m.

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

ASSIGINACK PUBLIC LIBRARY BOARD MEETING  
WEDNESDAY OCTOBER 22, 2018

RECEIVED  
DEC 03 2018

The meeting was called to order by the chair at 3:05

Present: Lori, Brenda, Irma, Catherine, Les, Jane (3:15) and Deb

Regrets: Heather

30-18 Catherine/Irma

That the minutes of June 20/18, attached, be approved as presented.....cd

31-18 Lori/Catherine

That the Financial Reports of June, July, August and September, attached, be approved as presented..cd

32-18 Lori-Irma

That the Librarian's Reports of June, July, August and September, attached, be received....cd

The Library was busy over the summer months. It was good to see our summer residents back. The Meeting Room/Makerspace continues to well used. Membership has grown slightly. Patrons have continued to take advantage of both the Interlibrary Loan and Overdrive programs. The Ontario Library Service Conference for Northern Ontario was well attended. Workshops and presentations were timely and informative. The presentation on Mental Health Issues and Public Libraries dealt with staff and patron situations in regard to Mental Health.

Old Business:

Our Summer Student was a great asset to the Library staff . This program was supported by funding from Service Canada. She completed the Tech Sheets that will be used to guide patrons in the use of electronic equipment. She conducted activities for children in the Recreation program four times in July and four times in August. The Gallery Lights and supporting hardware have been purchased. They will be installed with the assistance of an electrician and Peter Baumgarten. The Maker Space is being well used for activities such as Seniors' Courses, Manitoulin Streams and Guitar Lessons.

New Business

Deb attended at Assiginack Public School during Library Week. Six classes (119 students) participated in reading exercises that centered around wilderness survival and problem solving. Board members discussed opportunities around hosting an Escape Room event during March Break next year. Deb and Jackie will attend the event at Assiginack Public School this week to see if this type of event would work at the Library....possibly using the 4 different rooms. They will report back to the Board at the December meeting. The Assiginack Library received a generous donation from the Knox United Church Golf Tournament, it will be placed in the Memorial Account. \$30 will need to be placed in the Board Account to cover Bank of Montreal service fees. Sherry Mish, Wikwemikong Library, has put forward a proposal for the Island to host a Festival of Trees event in 2020, letter attached. Deb will write a letter of support for this event before the end of 2018. Time was spent reviewing our Maker Space Policy. Deb will review and rewrite the Policy, based on Board discussions, incorporating the concepts of education,

recreation, culture and information, and then bring it back to the Board at the December meeting for review and approval. It will be reviewed again within one year.

33-18 Irma/Catherine

That we transfer \$30 to our Board Account to cover Bank of Montreal service charges.....cd

Coming Events

Santa Pictures...Tuesday and Thursday evenings and Saturday afternoon, date to be announced.

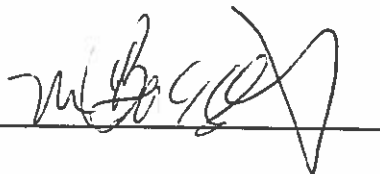
Deb will approach Steve Granville to see if he would be willing to have his guitar students participate in a Christmas Social Evening at the library. He is planning to host a recital for the parents of his guitar students.

Next Meeting

December 3/18 at 11:30 at the Library. We will provide finger foods.

34-18

The meeting was adjourned at 4:00 on a motion by Lori.



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**UNAPPROVED MINUTES – EIGHTH MEETING**  
**BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS**  
**PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR**  
**THURSDAY, NOVEMBER 22, 2018 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Maigan Bailey  
Janet Bradley  
Thoma Crabs  
James Crispo

Jeffery Huska  
Robert Kirwan  
René Lapierre  
Monica Loftus

Ken Noland  
Rita Pilon  
Mark Signoretti  
Carolyn Thain

**BOARD MEMBERS REGRETS**

Paul Myre

Nicole Sykes

**STAFF MEMBERS PRESENT**

Sandra Laclé  
Stacey Laforest  
Rachel Quesnel

France Quirion  
Dr. Penny Sutcliffe  
Renée St. Onge

Dr. Ariella Zbar

**RENÉ LAPIERRE PRESIDING**

**1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT**

The meeting was called to order at 1:30 p.m. followed by a territorial acknowledgement.

**2. ROLL CALL**

**3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST**

There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

**i) Mental Health and Public Health**

- Shana Calixte, Manager, Mental Health and Addictions, Health Promotion Division
- Troy Haslehurst, Manager, Human Resources, Corporate Services Division



S. Calixte and T. Haslehurst were introduced and invited to provide an overview of Public Health Sudbury & Districts work on mental health, both externally with the community and internally including the work of the Psychological Health & Wellness Committee. Public Health's role centers on promoting mental health and preventing mental illness and we are currently developing a public mental health action framework to guide a comprehensive workplan.

The Psychological Health and Wellness Committee developed a five-year action plan broken down into these components: awareness and education; capacity building; key indicators and monitoring; as well as organizational commitment.

A motion on today's agenda proposes the Board's endorsement to sign the Mindful Employer Canada's *Mindful Employer Charter* signifying the Board's commitment to supporting workplace mental health. The Charter was made available as a handout at today's meeting and is posted on BoardEffect. Becoming a Mindful Employer is free, voluntary, and open to any employer in Canada. It is a commitment to be actively engaged in:

- Promoting a mentally healthy workplace
- Increasing mental health awareness
- Eliminating stigma around seeking help
- Developing mindful managers
- Supporting success at work

Questions and comments were entertained. Dr. Sutcliffe clarified PHSD work as it relates to mindfulness and resiliency in schools and supports in place for staff. The presenters were thanked.

## 5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
  - a. Seventh Meeting – October 18, 2018
- ii) **Business Arising From Minutes**
- iii) **Report of Standing Committees**
  - a. Board of Health Finance Standing Committee, Unapproved Meeting Notes, October 29, 2018
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
  - a. MOH/CEO Report, November 2018
- v) **Correspondence**

- a. Vapour Products Display and Promotion
  - Letter from the Association of Local Public Health Agencies (aLPHa) to the Minister of Health and Long-Term Care dated October 22, 2018
  - Letter from the Peterborough Board of Health Chair to the Minister of Health and Long-Term Care dated November 5, 2018
- b. Ministry Realignment
  - Memorandum from the Deputy Minister, Ministry of Health and Long-Term Care to Health Sector Partners, dated October 18, 2018
- c. Drug Policy Reform
  - Letter from the Kingston, Frontenac and Lennox & Addington Board of Health Chair to the Prime Minister of Canada dated September 27, 2018
  - Letter from the Peterborough Board of Health Chair to the Minister of Health and the Minister of Justice and Attorney General of Canada dated November 2, 2018
- d. Chronic Disease Prevention Strategy Report
  - Letter from the Kingston, Frontenac and Lennox & Addington Board of Health Chair to the Minister of Health and Long-Term Care and Deputy Premier dated September 27, 2018
- e. Advocacy to Increase Actions re Opioid Crisis
  - Letter from the Southwestern Public Health Board of Health Chair to the Premier of Ontario dated October 24, 2018
  - Letter from the Peterborough Board of Health Chair to the Minister of Health and Long-Term Care dated November 5, 2018
- f. Cannabis Retail Model
  - Resolution from the Windsor-Essex County Board of Health dated October 5, 2018
  - Letter from the Peterborough Board of Health Chair to the Executive Director at the Ministry of the Attorney General Legalization of Cannabis Secretariat dated November 8, 2018
- g. Ontario Basic Income Research Project
  - Letter from the Huron County Board of Health Chair to the Premier of Ontario dated November 8, 2018
- vi) **Items of Information**
  - a. aLPHa Information Break October 19, 2018
  - b. aLPHa Update to Boards of Health Members October 26, 2018
  - c. Public Health Agency of Canada News Release  
Preventing Problematic Substance Use in Youth October 23, 2018
  - d. aLPHa 2019 Winter Symposium – Save the Date
  - e. Public Health Sudbury & Districts Workplace  
Health Newsletter, English and French Fall/Winter 2018

As it relates to the realignment of the Ministry of Health and Long-Term Care, a key change as it relates to public health is that, with the elimination of the Assistant Deputy Minister (ADM) of the Population and Public Health Division, the Chief Medical Officer of Health is now also the ADM.

Dr. Sutcliffe clarified considerations as it relates to the cannabis retail model.

C. Thain referred to the Board of Health Finance Standing Committee minutes of October 29, 2018, noting the Committee had considerable discussion around the proposed 2019 cost-shared budget being presented to the Board today. The Committee also reviewed information regarding reserves.

Dr. Sutcliffe was congratulated on receiving the well-deserved C.P. Shah Alumni Award of Excellence.

#### **35-18 APPROVAL OF CONSENT AGENDA**

***MOVED BY PILON – NOLAND: THAT the Board of Health approve the consent agenda as distributed.***

**CARRIED**

#### **6. NEW BUSINESS**

##### **i) 2018 Board of Health Self-Evaluation Survey**

- Briefing Note from the Board Secretary and Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 15, 2018

The briefing note describes the process and results for the 2018 Board of Health self-evaluation survey. The annual survey is part of the Board's ongoing commitment to continuous quality improvement and good governance.

The Board of Health Member Self-Evaluation of Performance survey included 23 questions on performance and processes, and open-ended questions after each section inviting additional comments or suggestions. For 2018, one additional open-ended question was added, inviting comments to assist the Chair as part of continuous improvement.

There was a response rate of 85.7%. Discussion was held regarding the qualitative comments and it was suggested that these be required fields for completion in future.

##### **ii) Mindful Employer Charter**

- Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 15, 2018

Further to today's delegation, the Board's support was sought to endorse the Mindful Charter for Canadian employers and help guide our organizational actions. The Mindful Employer of Canada's Mindful Employer is a good faith agreement to continue to strive towards supporting a mentally healthy workplace.

**36-18 MINDFUL EMPLOYER CANADA'S MINDFUL EMPLOYER CHARTER FOR CANADIAN EMPLOYERS SUPPORTING WORKPLACE MENTAL HEALTH**

***MOVED BY LOFTUS – HUSKA: WHEREAS various businesses/organizations across the country have recognized the value in becoming a Mindful Employer and have signed Mindful Employer Canada's Mindful Employer Charter including Bell, Toronto pulse CPR, Nova Scotia Public Service-Long Term Disability Plan Trust Fund, City of Lethbridge, Hamilton Health Sciences, Mental health Commission of Canada, Morneau Shepell, and more; and***

***WHEREAS the Association of Local Public Health Agencies (alPHA) resolution A17-4 Mental Health Promotion within Ontario Workplaces, June 12, 2017, encourages each of its member health units to address psychological health and safety, to protect and promote mental health of workers throughout the province; and***

***WHEREAS Public Health Sudbury & Districts recognizes that our workplace itself is a major determinant of health;***

***THEREFORE BE IT RESOLVED that the Board of Health endorse the signing of Mindful Employer Canada's Mindful Employer Charter to signify the Board's commitment to supporting workplace mental health; and***

***FURTHER THAT Public Health Sudbury & Districts share this motion with local municipalities, the Association of Local Public Health Agencies (alPHA), and Ontario Boards of Health.***

**CARRIED**

**iii) 2019 Cost-Shared Budget**

- Briefing Note and Appendices from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 15, 2018

Chair of the Board of Health Finance Standing Committee, C. Thain, reported that, taking budget principles into considerations, staff came well prepared with a balanced budget. The recommended 2019 cost-shared budget is a product of detailed deliberations to ensure that increasing program and cost pressures are managed responsibly within a fiscally constrained environment. Management continues to work diligently within the current fiscal context to balance these pressures with the maintenance of quality

programs, the need to be accountable and transparent, and our responsibility to meet local public health needs. C. Thain indicated that the Board of Health Finance Committee recommended the proposed 2019 budget to the Board which maintains the provincial funding at the 2018 level and increases the overall municipal funding by 3%.

Dr. Sutcliffe acknowledged the work of the Director of Corporate Services, Manager of Accounting and management. She also provided some highlights of the recommended 2019 budget for cost-shared programs and services totaling \$23,575,318 and represents an overall increase of 1% over the 2018 Board of Health-approved budget.

Unanticipated provincial funding for the 2018 fiscal year was integral to attain a balanced budget for 2019. Based on reasonably conservative cost assumptions and zero growth in the base budget, projected annual shortfalls are approximately \$400,000. Additional and significant cost reductions are anticipated to be required in future fiscal periods and will be the subject of future deliberations.

Questions and comments were entertained. The Board supported that the MOH write to the provincial government advocating for adequate and sustainable funding to reduce financial pressures from the municipalities. Dr. Sutcliffe concluded that we are keeping apprised of developments with the new provincial government and being proactive with our work such as the Northeast collaborative work currently underway to identify possible efficiencies for the northeast public health units.

#### IN CAMERA

##### 37-18 IN CAMERA

***MOVED BY CRABS – CRISPO: THAT this Board of Health goes in camera.***

***Time: 2:32 p.m.***

**CARRIED**

- Labour relations or employee negotiations

#### RISE AND REPORT

##### 38-18 RISE AND REPORT

***MOVED BY CRISPO – CRABS: THAT this Board of Health rises and reports. Time:***

***2:34 p.m.***

**CARRIED**

It was reported that one agenda item relating to *labour relations or employee negotiations* was discussed for which the following motion emanated:

### 39-18 APPROVAL OF MEETING NOTES

***MOVED BY CRABS – CRISPO: THAT this Board of Health approve the meeting notes of the February 15, 2018, Board in camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.***

**CARRIED**

The Board Chair shared the municipal levy rate increases since 2008. He added that the proposed 2019 budget maintains public health program and services and the proposed municipal levy increase is in line with our average increases since 2008.

Public Health Sudbury & Districts has been invited by the City of Greater Sudbury to present its 2019 Board-approved budget to Council on January 22, 2019.

### 40-18 2019 COST-SHARED BUDGET

***MOVED BY HUSKA – LOFTUS: THAT the Board of Health for the Sudbury and District Health Unit approve the 2019 operating budget for cost-shared programs and services in the amount of \$23,575,318.***

**CARRIED**

#### iv) Staff Appreciation Day

This motion comes forward for the Board's consideration on an annual basis. The staff appreciation day has been granted by the Board in the past as a symbol of thanks for the staff's work and commitment to Public Health Sudbury & Districts. The Board noted that the staff appreciation day is well-deserved and hope that staff enjoy their day off in the spirit by which it was granted.

### 41-18 STAFF APPRECIATION DAY

***MOVED BY SIGNORETTI – KIRWAN: THAT this Board of Health approve a Staff Appreciation Day for the staff of Public Health Sudbury & Districts during the upcoming holiday season. The Staff Appreciation Day may be taken between the dates of December 1, 2018, to February 28, 2019. Essential services will be available and provided at all times during the holiday period except for statutory holidays when on-call staff will be available.***

**CARRIED**

- v) Provincial Oral Health Program for Low Income Adults and Seniors
  - Briefing Note from the Medical Officer of Health and Chief Executive Officer dated November 15, 2018

As advocated by other Boards of Health, the proposed motion supports the Premier's dental care program and encourages the provincial government to go further by including low income adults in their commitment. The briefing note summarizes the risk associated with poor access to dental care and poor oral health.

Premier Ford's campaign promise to invest in a dental care program for low income seniors would not address the needs of the low income adult population. In Ontario, there are publically funded dental care programs for low income children, families with disabilities and low income adults looking for employment. Unfortunately, this patchwork of programs excludes adults who are working in low paying jobs or precarious employment. This motion supports the Premier's plan to invest in oral health programs for low income adults and further encourages the government to expand access to include low income adults.

**42-18 SUPPORT FOR PROVINCIAL ORAL HEALTH PROGRAM FOR LOW INCOME ADULTS AND SENIORS**

***MOVED BY HUSKA – LOFTUS: WHEREAS the Board recognizes that the health impacts of poor oral health extend beyond cavities; and***

***WHEREAS as compared with other provinces, Ontario has the lowest rate of public funding for dental care, as a percentage of all dental care expenditures and the lowest per capita public sector spending on dental services, resulting in precarious access to dental preventive and treatment services, especially for low-income Ontarians; and***

***WHEREAS the Ontario Progressive Conservative party pledged to implement a comprehensive dental care program that provides low income seniors with quality care by increasing the funding for dental services in Public Health Units, Community Health Centres, and Aboriginal Health Access Centres and by investing in a new dental services in underserved areas including increasing the capacity in public health units and investing in mobile dental buses;***

***THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts fully support the Premier's plan to invest in oral health programs for low income ~~adults~~ seniors and further encourage the government to expand access to include low income adults; and***

***FURTHER that this motion be shared with area municipalities and relevant dental and health sector partners, all Ontario Boards of Health, Chief Medical Officer of Health, Association of Municipalities of Ontario (AMO), and local MPPs.***

***CARRIED with friendly amendment***

**7. ADDENDUM**

– **DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**43-18 ADDENDUM**

***MOVED BY SIGNORETTI – KIRWAN: THAT this Board of Health deals with the items on the Addendum.***

**CARRIED**

**i) Association of Local Public Health Agencies (ALPHA) Newsletter**

- ALPHA Information Break dated November 21, 2018

The newsletter, shared for information, provides updates from the leadership and members of ALPHA, including recent announcements from the provincial government and dates of upcoming meetings and conferences. Returning Board members are encouraged to put their names forward to attend the Board of Health Section meeting and Winter Symposium.

**ii) Board of Health Meeting**

The appointment processes and timelines from all of constituent municipalities and Associations to their outside board, including the Board of Health, are unknown. Per legislation, the Board of Health must hold its election of officers at its first meeting of the year. Dr. Sutcliffe indicated that to date there is no urgent content requiring a January meeting.

It is proposed that the January 2019 Board of Health meeting be cancelled and for the first Board of Health meeting to be held on Tuesday, February 19, 2019, at 1:30 p.m. It was pointed out that Tuesday February 19 is being recommended as the Thursday, February 21, 2019, would conflict with the ALPHA symposium.

**44-18 BOARD OF HEALTH MEETING**

***MOVED BY KIRWAN – SIGNORETTI: WHEREAS area municipalities have various processes and timeframes for appointing members to the Board of Health following municipal elections, some of which conclude following the regularly scheduled January 17, 2019, Board of Health meeting; and***

***WHEREAS at its first meeting of the year and per the Health Protection and Promotion Act, the Board of Health must elect its chair and vice chair and further typically elects members to its committees;***



***THEREFORE BE IT RESOLVED THAT the first meeting for 2019 of the Board of Health for Public Health Sudbury & Districts be scheduled for Tuesday, February 19, 2019, at 1:30 p.m.***

**CARRIED**

#### **8. ANNOUNCEMENTS / ENQUIRIES**

- Dr. Sutcliffe provided the background and history of the C.P. Shah Alumni Award of Excellence she recently received for her leadership in the area of health equity.
- Board members are asked to RSVP to R. Quesnel by December 6 for the poverty challenge scheduled for December 14 from 9:00 am to 2:30 pm at St Albert Adult Learning Centre.
- Board members are invited to receive their flu shot following the BOH meeting if they did not have a chance to do so prior to today's meeting.
- Board members are invited to a social gathering immediately following this meeting.
- There is no regular Board of Health meeting in December and the date of the next Board of Health meeting is now Tuesday, February 19, 2019, at 1:30 p.m.
- Board of Health members are asked to return their PHSD iPad device to the Board Secretary as soon as they know if they are not returning to the Board.
- R. Lapierre, Board of Health Chair, thanked the Board of Health for its progressive work as a team and indicated it was a pleasure working with all members. The members were thanked for dedicating their time to the Board of Health, Board of Health Standing Committee, including Executive and Finance, as well as Working Groups and for attending events and training sessions.

#### **9. ADJOURNMENT**

##### **45-18 ADJOURNMENT**

***MOVED BY KIRWAN – SIGNORETTI: THAT we do now adjourn. Time: 2:56 p.m.***

**CARRIED**

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(Chair)

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(Secretary)



November 28, 2018

MINUTES OF PLANNING BOARD MEETING - November 27, 2018

At a Meeting of the Manitoulin Planning Board, held in the Board Room at the Planning Board Office, Gore Bay, Ontario, on Tuesday, November 27, 2018 the following Members of Planning Board were present:

- |    |             |    |             |
|----|-------------|----|-------------|
| 1. | L. Hayden   | 5. | K. Noland   |
| 2. | D. Osborne  | 6. | D. Head     |
| 3. | E. Russell  | 7. | I. Anderson |
| 4. | R. Stephens |    |             |

Absent: L. Addison, A. Hunt  
Regrets: P. Moffatt

Also in attendance was:

Tom Sasvari, Western Manitoulin News Editor, Manitoulin West Recorder.

There were no other interested parties or members of the general public or press in attendance.

The Regular Meeting was called to Order at 7:06 P.M. after the Public Meeting, by Chair Richard Stephens who welcomed all present.

The Chair asked if there were any Board Members who wished to declare a conflict of interest with any of the items listed on the agenda or having to do with the previous Board Meeting of October 23<sup>rd</sup>, 2018. There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

The Secretary-Treasurer requested that a "Letter of Request for Amendment to Zoning By-law No. 96-01" be added as item 4.f).

MOTION

It was moved by I. Anderson and seconded by D. Osborne that the Order of Business be adopted, as amended - Carried.

2. MINUTES OF PREVIOUS BOARD MEETING - October 23, 2018

The Chair announced that the Minutes of the Board Meeting held October 23, 2018 had been circulated to all Board Members and requested that any errors or omissions be stated.

The Secretary-Treasurer reported to the Board that an error had been made to the October 23<sup>rd</sup>, 2018 Minutes and two of the Motions which were carried, were not recorded as such. She read the two motions {4.a) and 5. f)} and asked that the Motion to Adopt include that they be recorded as carried.

MOTION

It was moved by K. Noland and seconded by E. Russell that the October Minutes be adopted as corrected. - Carried.

**BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING  
- October 23<sup>rd</sup>, 2018**

There was none.

3. VARIABLE EXPENDITURES

MOTION

It was moved by L. Hayden and seconded by D. Osborne that the variable expenditures be accepted as presented. - Carried.

4.a) PRESENTATION OF APPLICATIONS FOR CONSENT

The Chair announced that the applications for consent to sever would now be heard.

Note: For the sake of continuity the details and decisions of the presentations will be so recorded in the usual fashion toward the end of the Minutes.

4.b) i) PRESENTATION OF APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO: 96-01

File No.:	96ZBL-18-002
Applicants/Owners:	Richard and Cindy Nicks
Agent/Solicitor:	Self
Property Location:	Part Lot 25, Conc. X, (#414 Silver Lake Road) Being Pt. Lot 2, Lot 3, Lot 4, and Pt. Lot 5, Plan 62 Township of Robinson, District of Manitoulin

A Zoning Amendment Application was received from Richard and Cindy Nicks to permit an existing seasonal dwelling having an area of  $\pm 117.5$  square metres, to be converted to a guest cabin in a Shoreline Residential (SR) Zone.

Zoning By-law No. 96-01, under Section 5.(3), permits one guest cabin having a gross floor area not exceeding 46 square metres to be located and used on the same lot as a dwelling. The applicants would like to construct a new seasonal dwelling and convert the existing seasonal dwelling to a guest cabin that is larger than permitted. Therefore, an amendment is required.

This  $\pm 0.9$  Hec. lot is the retained land resulting from Consent File No. B12-07 having a frontage of  $\pm 87.2$  M. on Silver Lake Road, a maintained road, and an average depth of  $\pm 110.5$  M. The applicants have owned the property for three (3) years. The existing dwelling on the property, according to the application, is the original homestead, constructed in the 1890's.

By a Letter of Conformity (LC05/18), a garden shed (12 ft. X 20 ft.) is permitted to be located and used within the subject land.

The application to amend Zoning By-law No. 96-01 was circulated on October 22, 2018 to the Township of Robinson Local Roads Board, Ontario Power Generation, Metis Nation of Ontario and the Rainbow and District School Board and to all property owners within 120 metres as required by Ontario Regulation 545/06.

There have been no concerns or objections received from the property owners or agencies circulated.

Lori Mastelko, Secretary-Treasurer for the Township of Robinson Local Roads Board, advised via email on November 07, 2018 that the LRB has no concerns with the amendment application.

The subject land has an existing entrance, #414, from Silver Lake Road, a public maintained road.

Services are via private well and private individual septic system. No new services are required.

Fire Protection is available via the Robinson Township Volunteers.

Garbage collection is available via the Robinson Township Local Services Board.

The land subject to this proposal will remain designated as being within a Shoreline Area. All Official Plan Policies applicable thereto will continue to apply.

The subject land is within a Shoreline Residential (SR) Zone and is to remain as presently zoned.

Zoning By-law No: 96-01 defines a guest cabin as:

*'a building, without cooking facilities, that is accessory to a dwelling and used only for purposes of sleeping accommodation'*

This amendment proposal is considered to be in conformity with the Provincial Policy Statement (PPS) 2014 and appears to conform to policy 1.1.6.1., which states:

*'In rural areas located in a territory without Municipal organization, the focus of development activity shall be related to the sustainable management or use of resources and resource-based recreational uses (including recreational dwellings).'*

With approval of this proposed amendment, there does not appear to be any conflict or adverse impacts to policies expressed by the PPS 2014 due to the seasonal residential uses proposed.

The required Public Meeting was held on Tuesday, November 27<sup>th</sup>, 2018 at 7:00 p.m. in the Board Room of the Manitoulin Planning Board. There was no one in attendance at the Public Meeting to speak on behalf of or opposition to the application. There were no written submissions received.

4.b) i) PRESENTATION OF APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO: 96-01  
File No.: 96ZBL-18-002 - continued

Providing there are no extenuating circumstances or additional information to be considered, there would appear to be no expected adverse effects according to information available.

Therefore, based on the aforementioned analysis it is recommended the subject application be approved to permit an existing seasonal dwelling having an area of ±117.5 square metres to be converted to a guest cabin by special provision on a site specific basis, which is larger than permitted by Zoning By-law No. 96-01 of 46 square metres in size.

The following By-law was also read:

BY-LAW NO. 2018-002

Being a By-law of the Manitoulin Planning Board to amend By-law 96-01, the comprehensive Zoning By-law for the Townships of Dawson, Robinson, and Mills.

Whereas the Manitoulin Planning Board has been granted the authority by Ontario Regulation 159/96 deeming Ontario Regulation 672/81, a Minister's Zoning Order, to be and to always have been a By-law of the Manitoulin Planning Board under Section 34 of the Planning Act.

And Whereas the Manitoulin Planning Board has ensured that adequate information has been made available to the public and has held at least one (1) public meeting after due notice for the purpose of informing the public of this By-law.

And Whereas the Manitoulin Planning Board deems it desirable to amend By-law No. 96-01 as amended.

Now Therefore, the Manitoulin Planning Board enacts the following:

- (1) Despite Section 5.(3) permits one guest cabin defined as  
*'a building, without cooking facilities, that is accessory to a dwelling and used only for purposes of sleeping accommodation'*  
having a gross floor area of 117.5 sq. m. , in a Shoreline residential (SR) Zone, within land described in Subsection (2);
- (2) Subsection (1) applies to that parcel of land in the geographic Township of Robinson, in the District of Manitoulin, described as Part Lot 25, Conc. X, being Pt. Lot 2, Lots 3 and 4, and Pt. Lot 5, Plan 62, as registered in the Land Registry Office for the Registry Division of Manitoulin (31).
- (4) That it is hereby certified that this amending By-law is in conformity with the Official Plan for the Manitoulin Planning Area.
- (5) Schedule "A" hereto attached shall be considered to be part of this By-law.
- (6) This By-law shall come into force and take effect on the date of its final reading subject to the expiration of the 20 day appeal period, provided in Section 34(19) of the Planning Act and subject to the approval of the Ontario Municipal Board where objections to this by-law are filed with the Secretary-Treasurer of Planning Board.

Discussion regarding the proposed amendment resulted in the following motion:

MOTION

It was moved by D. Head and seconded by K. Noland that By-law No. 2018-002 be approved.  
- Carried

4.b) ii) PRESENTATION OF APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO: 96-01

File No.: 96ZBL-18-003  
Owner: Richard Charles Batchelor  
Agent: SELF  
Property Location: Part Lots 4 and 5, Conc. I  
Being Part 13, Plan R.R. 38, (Little Lake Huron Estates)  
Township of Robinson, District of Manitoulin

A Zoning Amendment Application has been received from Richard Charles Batchelor to rezone land described as Part Lots 4 and 5, Conc. I, being Part 13, Plan R.R. 38 from Rural (R) Zone to Shoreline Residential (SR) Zone to permit seasonal residential uses.

4.b) ii) PRESENTATION OF APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO: 96-01  
File No: 96ZBL-18-003 - continued

Seasonal residential uses are not a permitted use in the Rural (R) Zone by Zoning By-law No. 96-01, Part XI. Therefore, Zoning By-law No. 96-01 must be amended to permit the proposed seasonal residential uses.

This vacant shoreline lot, which was created by checkerboarding prior to subdivision control, has been owned by the applicant since 1980.

This application to amend Zoning By-law No. 96-01 was circulated on October 22, 2018 to the Township of Robinson Local Roads Board, Ontario Power Generation, Metis Nation of Ontario and the Rainbow and District School Board and to all property owners within 120 metres as required by Ontario Regulation 545/06.

There have been no concerns or objections received from the property owners or agencies circulated.

Lori Mastelko, Secretary-Treasurer for the Township of Robinson Local Roads Board, advised via email on November 07, 2018 that the LRB has no concerns with the amendment application.

The applicant accesses his property from Highway 540 over the Little Lake Huron Road/Pebble Road, crossing Lot 2, Conc. IV; Lots 1 and 2, Conc. III; Lots 2 and 3, Conc. II; and Lots 2, 3, 4 and 5, Conc. I, surveyed as Part 1, Plan R.R. 47; and over Cedar Trail Road, surveyed as Part 30 and Parts 1A to 29A, Plan R.R. 38. This right-of-way is not maintained by the Local Roads Board. The existing right-of-way known as Little Lake Huron Road and Cedar Trail is travelable by emergency vehicles, confirmed by a site visit in November 2017.

Water supply will be obtained from Lake Huron. Sewage disposal will be by grey water pit and privy.

The Sudbury and District Health Unit have advised they have no objections as the property appears to be capable of development for the installation of a septic tank and leaching bed system.

Fire Protection is available via the Robinson Township Volunteers.

Garbage collection is available via the Local Services Board for Robinson Township.

The lot subject to this application was created prior to Subdivision Control imposed in 1970. The subject land will remain designated as being within a Shoreline Area and all Official Plan (OP) Policies applicable thereto will continue to apply. Recreational camps/seasonal dwellings are permitted by Section B.2.3. of the OP.

The subject land is within a Rural (R) Zone. This area was zoned Rural to control development in an area where lots were created prior to subdivision control. The proposal is a continuation of the established precedents common to this area. If approved, this proposal will amend Zoning By-law No. 96-01 to rezone from Rural (R) Zone to Shoreline Residential (SR) Zone to permit SR Section 24(1) to apply, which will permit a seasonal dwelling and accessory structures thereto.

The Provincial Policy Statement (PPS) 2014 under Section 1.1.6.1 states:

*On rural lands located in territory without municipal organization, the focus of development activity shall be related to the sustainable management or use of resources and resource-based recreational activities (including recreational dwellings).*

There is a deer wintering area identified within the subject land. It is recommended that the loss of deer feeding opportunities and shelter habitat can be mitigated by minimizing the amount of conifer cover removed during the construction of the proposed seasonal dwelling and any accessory structures.

Section 3 of the Planning Act requires that decisions affecting planning matters 'shall be consistent with' policy statements issued under the Act. Planning decisions for the Manitoulin Planning Area must be consistent with Policies of the PPS.

With approval of this proposed amendment, there does not appear to be any conflict or adverse impacts to policies expressed by the PPS 2014 due to the seasonal residential uses proposed.

The required Public Meeting was held on Tuesday, November 27<sup>th</sup>, 2018 at 7:00 p.m. in the Board Room of the Manitoulin Planning Board. There was no one in attendance at the Public Meeting to speak on behalf of or opposition to the application. There were no written submissions received.

Providing there are no extenuating circumstances or additional information to be considered, there would appear to be no expected adverse effects according to information available.

Therefore, based on the aforementioned analysis it is recommended the subject Application for Zoning By-law Amendment be approved to rezone from Rural (R) Zone to Shoreline Residential (SR) Zone.

4.b) ii) PRESENTATION OF APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO: 96-01  
File No: 96ZBL-18-003 - continued

The following By-law was also read:

BY-LAW NO. 2018- 003

Being a By-law of the Manitoulin Planning Board to amend By-law 96-01, the comprehensive Zoning By-law for the Townships of Dawson, Robinson, and Mills.

Whereas the Manitoulin Planning Board has been granted the authority by Ontario Regulation 159/96 deeming Ontario Regulation 672/81, a Minister's Zoning Order, to be and to always have been a By-law of the Manitoulin Planning Board under Section 34 of the Planning Act.

And Whereas the Manitoulin Planning Board has ensured that adequate information has been made available to the public and has held at least one (1) public meeting after due notice for the purpose of informing the public of this By-law.

And Whereas the Manitoulin Planning Board deems it desirable to amend By-law No. 96-01 as amended.

Now Therefore, the Manitoulin Planning Board enacts the following:

- (1) To rezone from Rural (R) Zone to Shoreline Residential (SR) Zone the land described in Subsection (2);
- (2) Subsection (1) applies to that parcel of land in the geographic Township of Robinson, in the District of Manitoulin, described as Part of Lots 4 and 5, Conc. 1, being Part 13, Plan R.R. 38, as registered in the Land Registry Office for the Registry Division of Manitoulin (31).
- (3) That it is hereby certified that this amending By-law is in conformity with the Official Plan for the Manitoulin Planning Area.
- (4) Schedule "A" hereto attached shall be considered to be part of this By-law.
- (5) This By-law shall come into force and take effect on the date of its final reading subject to the expiration of the 20 day appeal period, provided in Section 34(19) of the Planning Act and subject to the approval of the Ontario Municipal Board where objections to this by-law are filed with the Secretary-Treasurer of Planning Board.

Discussion regarding the proposed amendment resulted in the following motion:

MOTION

It was moved by D. Head and seconded by K. Noland that By-law No. 2018-003 be approved.  
- Carried

4. c) ACCOUNTING SOFTWARE PROGRAM

The Secretary-Treasurer informed the Board that the 'Sage 50' Accounting Program had been purchased and has been installed on the office computer and that a training session has been confirmed in Sudbury on Monday, December 10<sup>th</sup>, 2018 between staff member J. Diebolt and the Auditor, KPMG Accountants.

4. d) BY-LAW ENFORCEMENT OFFICER APPOINTMENTS

The Secretary-Treasurer reported to the Board that J. Diebolt and herself have received their designations as Provincial Offences Officers for the purpose of enforcing the Zoning By-law for the Unincorporated Townships of Robinson and Dawson, from the Minister of Municipal Affairs and Housing, effective October 26<sup>th</sup>, 2018. She also reported that J. Diebolt had completed a site visit to the Townships of Robinson and Dawson and found a possible five (5) contraventions to Zoning By-law No. 96-01, and he will be following up on and writing letters requesting the landowners comply with the Zoning By-law.

4. e) DECEMBER OFFICE HOURS

A request was made to the Board from the Secretary-Treasurer that the Planning Board office be permitted to be closed for an additional three (3) days over the December Holidays, being December 27<sup>th</sup>, 28<sup>th</sup> and 31<sup>st</sup>, 2018 and that the two staff members would use these three (3) days as Holidays. She requested that staff be allowed to use one of their 2019 holidays in 2018. She explained that it was common practice for the office to be closed at noon on both Christmas Eve, December 24<sup>th</sup>, and New Year's Eve, December 31<sup>st</sup>.

Discussion resulted in the following motion:

MOTION

It was moved by E. Russell and seconded by K. Noland that the Planning Board office be closed at noon on December 24<sup>th</sup>, and closed on Thursday, December 27<sup>th</sup>, Friday, December 28<sup>th</sup>, and Monday, December 31<sup>st</sup>, 2018 and that the two staff members shall use these extra days as 2018 holidays and it was not necessary to use one of their 2019 holidays - Carried unanimously.

4. f) LETTER OF REQUEST FOR AMENDMENT TO ZONING BY-LAW NO. 96-01

The following letter, received from Perry and Tuija Conlon, via email on November 24<sup>th</sup>, 2018, was read by the Secretary-Treasurer:

' Dear Theresa Carlisle,

This letter is in regards to the Zoning Conformity for Lot 12, Concession VIII, previously applied for in the amount of \$650.

We are in an unfortunate situation with being unable to conform to the by-law. The structures have been built without prior knowledge of rules when it comes to location within our property. The reason for applying was to alleviate our children from having to worry about selling the hunt camp once time ended for us. Instead we find ourselves unable to abide according to the by-law.

We would ask than an exception be granted, rather than having to possibly destroy the work that has been put into the construction. If you look at the attached photos, the distance between the shed and the camp is between 6 and 12 feet depending on the measuring being from roof to roof or wall to wall.

Would you please consider making an exception, as the buildings once finished with siding will look quite nice, as it creates a little front court-yard. In addition, when driving through Silverwater and Meldrum Bay, there are numerous properties that have buildings in front of the main buildings even closer to the road than ours. Hence, we never considered this would ever have been an issue.

Again, this is an error on our part at the end of the day, but hopefully this can be seen as a minor infraction that can be rectified by approving the building to remain in its current spot as seen in the pictures. We would ask that given we should/could have included this in the original application, that the fee be waived. For consideration, please bring this forward to the Planning Board. We thank you in advance for your time.'

The Secretary-Treasurer gave a review to the Board from the Regular Meeting of Planning Board held on Tuesday, March 27<sup>th</sup>, 2018 and explained that Mr. and Mrs. Conlon had made application for Amendment to Zoning By-Law 96-01, File No. 96ZBL-18-001, to permit their seasonal dwelling/camp in an Agriculture Zone, which was built without permission. The Board had passed By-law No. 2018-001 permitting the existing seasonal dwelling within their property, located at #24520 Hwy 540, in an Agriculture (A) Zone. At that time there was a trailer, a privy, and a shed also located on the property which had been located without approval, which the applicants had advised would be moved or removed. She read the following motion of the Board from March 27<sup>th</sup>, 2018:

*'MOTION*

*It was moved by D. Head and seconded by D. Osborne that By-law No. 2018-001 be approved. And the Secretary-Treasurer is instructed to not issue a Letter of Conformity for the subject land until:*

- i) the Ministry of Transportation has approved an entrance permit;*
  - ii) all structures conform to Zoning By-law No. 96-01;*
  - iii) a civic address sign, #24520 Hwy 540, has been posted on the property; and*
  - iv) a site inspection has been done, at a cost to the applicants at 0.55 cents/klm, to confirm.*
- ....Carried.'*

The Secretary-Treasurer further explained that since March, items i) and iii) had been fulfilled, that the trailer had been removed, that the privy had been moved and is now located behind the seasonal dwelling and that the shed has not been relocated.

It was the general consensus of the Board that they did not wish to support an Amendment to permit the shed to remain in the front yard. During discussion and in consideration of the information available the Board considered they had adequate information to make a decision on the request for amendment and the following motion resulted:

MOTION

It was moved by K. Noland and seconded by D. Osborne that the Secretary-Treasurer inform Mr. and Mrs. Conlon that the original Motion of March 27, 2018 stands.  
- Carried.

5. BUDGET REVIEW

The Secretary-Treasurer gave a brief review of the Comparison of Revenue and Expenditures for 2018, which was attached to the Boards' Agenda. She reported that as of November 19<sup>th</sup>, 2018 there was a deficit of ±\$3,450.00. Since then the Planning Board office has processed an application for Amendment and it is anticipated that there will be at least three (3) more planning applications to be processed before year end. This would result in the Board's Budget being pretty much balanced.

## 6. OFFICIAL PLAN (OP)

The Secretary-Treasurer reported to the Board that the adopted Official Plan (MMA File Number 51-OP-161666) was approved on October 29, 2018 with 40 modifications, and that all Board Members and Municipalities had been advised and provided a digital copy of the OP. The 40 modifications had been addressed throughout the ±6 year process and there were no modifications that had not been already discussed.

The next steps moving forward would be to establish a Natural Heritage System and to proceed with updating the Municipal Zoning By-laws.

Hard Copies of the OP were received via Purolator on Monday, November 26<sup>th</sup>, 2018 and it was agreed that all Board Members will receive a copy at the January 2019 Board Meeting.

The Secretary-Treasurer explained to the Board that she had received confirmation from the Ministry of Municipal Affairs and Housing (MMAH) that the Planning Board staff could proceed with a technical amendment to the Official Plan to correct a mapping error and a text error to Site Specific Policy Area 6.3.2 if the Board considered this a minor change. The following motion resulted:

### MOTION

It was moved by D. Osborne and seconded by I. Anderson that the Planning Board staff proceed with a technical amendment as per Section G1, which is considered minor, to correct mapping and text to Site Specific Policy Area 6.3.2 of the Official Plan which was approved on October 29, 2018, and to notify the Ministry of Municipal Affairs and Housing (MMAH) when this has been done - Carried.

The Secretary-Treasurer requested the Board consider what an appropriate cost would be for a hard copy of the Official Plan document and that this fee should be added to the Boards' "Tariff of Fees". She explained that the OP document will be available on the Planning Board's website once the technical amendment is completed, and anyone will be able to make their own copy. However, in the past there have been inquiries for a hard copy.

It was the general consensus of the Board that it be at a cost recovery price. Getting a quote from Staples or our OP Consultant, Mr. Bender may prove helpful. The Secretary-Treasurer was requested to investigate further and this would be discussed further in 2019.

The Secretary-Treasurer reported to the Board that there was about \$8,000.00 left in the Official Plan Budget and she requested the Board consider what these funds could be used for, i.e. costs associated with a Natural Heritage System, Zoning By-law Updates, extra copies of the Official Plan documents, etc.

It was the general consensus of the Board that these funds were intended to benefit all of the Manitoulin Planning Area, including the Unincorporated Townships of Robinson and Dawson, and that this be discussed again in 2019.

The Secretary-Treasurer informed the Board that she had spoken with the Ministry of Municipal Affairs and Housing (MMAH) and they have agreed to attend a Board Meeting in January 2019, and/or additional meetings if requested, to assist with the implementation of the Official Plan and/or assistance moving forward.

The Secretary-Treasurer requested a motion from the Board that the final invoice be paid to the consultant for the completion of the Official Plan and the following motion resulted:

### MOTION

It was moved by D. Osborne and seconded by K. Noland that the final invoice for \$1,000.00 be paid to WSP Canada Group Limited for the completion of the Official Plan document, approved on October 29, 2018 - Carried.

## PRESENTATION OF APPLICATION FOR CONSENT TO SEVER

The Chair announced that the purpose of this phase of the meeting is:

- (a) to consider applications for consent under Section 52 of the Planning Act,
- (b) to make decision in regard to the applications scheduled to be heard, and, explained that this phase is open to the public and any interested parties will be given the opportunity to speak in support or oppose an application.

The Chair then asked if any Board Members have or wish to declare a "Conflict of Interest", at this meeting or previous meeting. There were none.

Following is the list of Applications for Consent considered at this meeting.

	<u>Moved By</u>	<u>Seconded By</u>
1. B15-18	K. Noland	E. Russell
2. B16-18	I. Anderson	D. Head
3. B17-18	D. Osborne	L. Hayden

It was moved and seconded that the above applications be conditionally approved, subject to all conditions being fulfilled as stated in the Decisions. - Carried.



Ministry of the Environment,  
Conservation and Parks

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

Ministère de l'Environnement, de la  
Protection de la nature et des Parcs

District de Sudbury  
199, rue Larch  
Bureau 1201  
Sudbury ON P3E 5P9  
Tél. : 705 564-insert phone # here  
Numéro sans frais : 1-800-890-8516  
Télééc. : 705 564-4180



RECEIVED  
NOV 30 2018

November 28, 2018

Mr. Alton Hobbs  
Clerk/Treasurer  
Municipality of Assiginack  
Box 238, Manitowaning, Ontario  
POP 1N0

Dear Mr. Hobbs:

With regard to the September 27, 2018, Manitowaning Drinking Water System inspection, please find enclosed the resulting annual inspection report.

Note that the section of the report entitled "Summary of Best Practice Issues and Recommendations" is included not as a regulatory review but to encourage greater effectiveness in drinking water system operations.

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

Your staff's cooperation during the inspection was appreciated. Please feel free to contact me at 705 564-7174, should you have questions.

Sincerely,

Maureen Spinney  
Water Inspector  
Sudbury District Office

cc. Ms. Sarah Beaulieu, OCWA  
Mr. Burgess Hawkins, Manager, Sudbury District Health Unit



**Ministry of the Environment, Conservation and Parks**

**MANITOWANING DRINKING WATER SYSTEM  
Inspection Report**

<b>Site Number:</b>	210001013
<b>Inspection Number:</b>	1-19QSQ
<b>Date of Inspection:</b>	Sep 27, 2018
<b>Inspected By:</b>	Maureen Spinney

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### **APPENDICES**

APPENDIX A	MUNICIPAL REFERENCE GUIDE
APPENDIX B	MDWL
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APPENDIX E	INSPECTION RATING RECORD

**OWNER INFORMATION:**

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

**CONTACT INFORMATION**

<b>Type:</b>	Operating Authority	<b>Name:</b>	Sarah Beaulieu
<b>Phone:</b>	(705) 859-5578	<b>Fax:</b>	(705) 869-4374
<b>Email:</b>	sbeaulieu@ocwa.com		
<b>Title:</b>	OCWA Espanola Hub, Process Compliance Technician		

<b>Type:</b>	Operator	<b>Name:</b>	Larry Harasym
<b>Phone:</b>	(705) 859-3302	<b>Fax:</b>	(705) 859-2489
<b>Email:</b>	lharasym@ocwa.com		
<b>Title:</b>	ORO/OIC		

<b>Type:</b>	Other - Health Unit Contact	<b>Name:</b>	Burgess Hawkins
<b>Phone:</b>	(705) 522-9200	<b>Fax:</b>	(705) 677-9607
<b>Email:</b>	hawkinsb@sdhu.com		
<b>Title:</b>	Sudbury & District Health Unit, Manager - Health Protection Division		

<b>Type:</b>	Main Contact	<b>Name:</b>	Alton Hobbs
<b>Phone:</b>	(705) 859-3010	<b>Fax:</b>	(705) 859-3196
<b>Email:</b>	clerktreasurer@eastlink.ca		
<b>Title:</b>	Clerk-Treasurer, Municipality of Assiginack		

<b>Type:</b>	Operating Authority	<b>Name:</b>	Keith Stringer
<b>Phone:</b>	(705) 869-5578	<b>Fax:</b>	(705) 869-4374
<b>Email:</b>	kstringer@ocwa.com		
<b>Title:</b>	OCWA Espanola Hub, Operations Manager		

<b>Type:</b>	Operating Authority	<b>Name:</b>	Natalie Wagar
<b>Phone:</b>	(705) 869-5578	<b>Fax:</b>	(705) 869-4374
<b>Email:</b>	nwagar@ocwa.com		
<b>Title:</b>	OCWA Espanola Hub, Process Compliance Technician		

**INSPECTION DETAILS:**

<b>Site Name:</b>	MANITOWANING DRINKING WATER SYSTEM
<b>Site Address:</b>	2 BAY ST N MANITOWANING ON POP 1N0
<b>County/District:</b>	Assiginack
<b>MECP District/Area Office:</b>	Sudbury District
<b>Health Unit:</b>	SUDBURY AND DISTRICT HEALTH UNIT

**Conservation Authority:**  
**MNR Office:** Sudbury Regional Office  
**Category:** Large Municipal Residential  
**Site Number:** 210001013  
**Inspection Type:** Announced  
**Inspection Number:** 1-19QSQ  
**Date of Inspection:** Sep 27, 2018  
**Date of Previous Inspection:** Jun 21, 2017

## COMPONENTS DESCRIPTION

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

**Comments:**

The Manitowaning Water Treatment Plant intake lies in Manitowaning Bay, just off the North Channel of Georgian Bay in Lake Huron. The raw water has been characterized as typical Lake Huron/Georgian Bay water, low in colour and turbidity.

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

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

**Comments:**

The water treatment plant has been operational since June 2007. Pre-treatment includes straining, addition of pH adjustment (if necessary) and, addition of alum (if necessary) to be used when turbidity levels are high. However neither of the pre-treatment chemicals have ever been required at this plant.

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

Approximately two days supply of drinking water is maintained in the reservoir located beneath the plant.

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

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

**Comments:**

The population of Manitowaning is estimated to be approximately 600, with about 350 service connections. It is reported that approximately 65 connections are to commercial /institutional premises such as the medical clinic, daycare, retirement home and various businesses. The distribution system was commissioned in 1975 and consists of two main components including Town lines and private lines.

A) Town Lines:

The distribution system pipes include a 300 foot, 10 inch diameter pipe extending outwards from the water plant, 8 inch diameter water mains on Queen Street and Main Street, with 6 inch lines on all other municipal lines. PVC piping was used except for a small section of 10 inch line. There are approximately 50 hydrants owned and maintained by the Municipality.

**B) Private Lines:**

The Municipality allowed six private lines to be installed on the agreement that maintenance and hookup fees were the sole responsibility of the owners of the private lines. The Municipality did not maintain these lines nor provide microbiological or chlorine residual sampling prior to 2004. In 2004, the Municipality asked its operating authority to begin sampling and testing residuals throughout the entire distribution system. Three private hydrants are installed on private lines. These lines are now included as part of the yearly flushing program on the municipal system. Further, any repairs on the private lines are now overseen by the operating authority. Please note that should any of these private distribution lines have six or more connections, they would be considered stand alone distribution systems and would require registration as such. Any stand alone distribution systems would be subject to all conditions as outlined in O. Reg. 170/03.

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**Site (Name):** CLASSIFICATION

**Type:** Plant Classification

**Sub Type:**

**Comments:**

The Manitowaning Water Treatment Plant is classified as a Class II Water Treatment Subsystem.

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

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**Site (Name):** MOE DWS Mapping

**Type:** DWS Mapping Point

**Sub Type:**

## INSPECTION SUMMARY:

### Introduction

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

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

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

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

The inspection review period is July 1, 2017 through to August 31, 2018.

### Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.

In accordance with the certificate of approval, two types of flow must be monitored:

1. The flow rates of water conveyed into treatment systems.
2. Flow rate and daily volume of water conveyed to the distribution system from each treatment system that has a separate line feeding the distribution system. Within the plant the three filter trains feed one line.

Raw water and treated water flow meters were calibrated on April 1, 2018.

- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

### Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

Permit to Take Water (PTTW) # 1366-7SXN4J - expiry June 12, 2019, provides for maximum takings of 1,149.12m<sup>3</sup>/day. Maximum raw takings amounted to 987m<sup>3</sup>/day in July 2018.

Municipal Drinking Water Licence provides for a rated capacity of 1,045m<sup>3</sup>/day. Reports provided indicate the maximum treated water flow was 644m<sup>3</sup>/day in July 2018.

**Treatment Processes**

- **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**  
A Form #2 was completed for the July 2018, replacement of 8 inch PVC pipe (including pipes, elbows, couplings and saddles) with stainless steel, located prior to the steel pipe tee as treated water exits the plant.
- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

This water treatment plant uses a process that includes membrane filtration (microfiltration) followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits. The following table summarizes the required log removal/inactivation and the credits assigned to each stage of the treatment process, as per Schedule E of the MDWL.

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

**MEMBRANE FILTRATION:**

As per Schedule E the following criteria must be met at all times:

1. Maintain effective backwash procedures. During review period there was no indication of problems. Operator indicates filters are set to run backwash cycles on pre-set schedules.
2. Monitor the integrity of the membranes by continuous particle counting or equivalent means (i.e. pressure decay measurements). During review period operator indicates pressure decay testing occurred normally. Membrane integrity tests are set to run on pre-set schedules with pressure decay tests every 24 hours.
3. Continuously monitor filtrate turbidity. During review period there was no indication of problems. Though some daily Process Value Summary sheets indicated loss of data, Wonderware continues to record data. Also an onsite datalogger can be used to review trending.
4. Meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month. In May 2018, a new SCADA system was commissioned. Filter efficiency requirements appear to be met, however there are a few concerns:  
-It is noted that filter efficiency calculations are based on a dataset which can include backwash turbidity. PVS daily data sheets do not include backwash turbidity.  
-Filter turbidity alarms are set at 0.2NTU and will automatically shut down the filter. However if turbidity is between 0.1 and 0.2NTU the efficiency of the plant will be reduced.  
-Daily PVS data sheets provide a running calculation of monthly filter efficiency. On day one of each month, the counter reverts to zero.

Thus the operator is encouraged to continue to examine daily data, make notes on outlier data, and report as necessary, filter efficiency calculations showing less than 99%.

**CHLORINATION:**

The chlorine disinfection component of this system must achieve a minimum of 0.5-log inactivation of Giardia and 4-log inactivation of viruses. A standard operating procedure has been developed for this facility that requires a CT calculation be completed and recorded any time the chlorine levels leaving the clearwell are 0.80 mg/L or less, as confirmed in the logbook.



### Treatment Processes

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

The operating authority typically pursues a distribution monitoring program including free chlorine residual levels in 4 samples on one day and 3 samples on another day, at least 48 hours apart.

### Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**

Primary disinfection monitoring is required to take place at a point where intended contact time is completed. At this plant the chlorine analyzer (identified as the pre chlorine analyzer) draws a sample from a point located at the end of the contact chamber pre clearwell.

Note that a trim chlorine injection point is located just downstream of the high lift pump header, with the associated post chlorine analyzer located just prior to water exiting the building. There is an SOP in place for use of the trim chlorine system.

- **Continuous monitoring of each filter effluent line was being performed for turbidity.**
  - **The secondary disinfectant residual was measured as required for the distribution system.**
- The operating authority typically pursues a distribution monitoring program including free chlorine residual levels in 4 samples on one day and 3 samples on another day, at least 48 hours apart.
- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**
  - **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

The chlorine system is alarmed at 0.85mg/l, with a low, low alarm at 0.8mg/l with no set delay. A lockout exists, which ensures that the filter trains are shut down when chlorine levels drop below 0.8mg/l.

The operator calculates CT when levels are less than 0.8mg/l. This was verified.

Filtrate turbidity alarms are set at 0.2NTU, with no set delay. A lockout exists, which ensures that the filter trains are shut down when filtrate turbidity is 0.2NTU.

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

It was initially thought that continuous chlorine monitoring did not occur during the events associated with AWQI #141003 on July 25, 2018. Within the plant, the 8 inch pvc treated water pipe failed following repair work and repressurization. Subsequent replacement with stainless steel necessitated installation of two 4 inch lines connected to the bypass valve on the high lift header and then connecting to a hydrant. This temporary line continued to provide potable water to the town and did not bypass the chlorine analyzer associated with primary

### Treatment Process Monitoring

disinfection.

- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

Schedule 6, Regulation 170 requires a check and calibration of continuous analyzers (chlorine and turbidity) as often as necessary, if manufacturer does not specify, to ensure the following margins of error:

Free chlorine residual +/- 0.05mg/l at concentrations of up to 1.0mg/l and proportionately higher with increased concentrations. OCWA indicates work is completed once per month. Work orders were verified.

Turbidity +/- 0.1NTU. OCWA indicates work is completed once every month. Work orders were verified.

### Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

Regarding plant upgrades expected during the next 12 months:

Schedule B of the Municipal Drinking Water Licence requires that procedures necessary for the operation and maintenance of the system be incorporated into the operations manual PRIOR to those alterations coming into operation.

Further the Licence stipulates that the operations manual be updated within 3 months of any change to the CT calculations.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

### Logbooks

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

The operating authority and the OIC should be attentive when OIT's are working at the plant. Operators who are "in training" require assistance.

### Security

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

### Certification and Training

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

The ORO is the operator on call. This is an established routine within the Espanola hub. ORO's are aware of which operator is on call and who is unavailable.

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

The OIC is the operator on duty. This is an established routine within the Espanola hub. OIC's are aware of which operator is on duty.

The Operator in Charge has specific duties as described in Section 26 of Regulation 128.

### Certification and Training

- All operators possessed the required certification.
- Only certified operators made adjustments to the treatment equipment.

### Water Quality Monitoring

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

The following microbiological tests were performed on distribution system samples: Minimum eight samples per month with at least one per week, which were tested/analyzed for Ecoli, Total Coliforms and a minimum of 25% of samples (2) tested/analyzed for general bacteria population (HPC).

The following issues were noted:

Courier delivered late samples to the laboratory on two occasions:

September 11, 2017 - Lab analyzed samples but marked results as unreliable.

December 18, 2017 - Lab notified operator and resamples were submitted as soon as possible.

The operating authority notified the Ministry of Environment, and submitted paperwork establishing that the courier company had taken actions to prevent future problems with meeting microbiological sample delivery timeframes.

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

The following microbiological tests were performed on treated water:

Minimum one sample per week with testing for E. Coli, Total Coliforms and general bacteria population expressed as Heterotrophic Plate Count.

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

The owner of a large municipal residential system is required to take a sample every 12 months and test and analyze for inorganic parameters specified in Schedule 23 of Regulation 170. Accomplished on January 9, 2017, and, January 8, 2018.

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

The owner of a large municipal residential system is required to take a sample every 12 months and test and organic parameters specified in Schedule 24 of Regulation 170. Accomplished on January 9, 2017, and, January 8, 2018.

- All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.

The operating authority pursues sampling a minimum of once every 3 months as follows:

July 10, 2017 @ 31.5g/l

October 3, 2017 @ 26.7ug/l

January 8, 2018 @ 19.2ug/l

April 10, 2018 @ 16.9ug/l

July 3, 2018 @ 34.9ug/l

RAA = 24.4ug/l.

- All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.

### Water Quality Monitoring

The operating authority pursues sampling a minimum of once every 3 months as follows:

July 10, 2017 @ 69g/l  
October 3, 2017 @ 69ug/l  
January 8, 2018 @ 33ug/l  
April 10, 2018 @ 35ug/l  
July 3, 2018 @ 48ug/l

RAA = 46.3ug/l.

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

The operating authority pursues sampling a minimum of once every 3 months.

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

The operating authority pursues sampling, a minimum of once every 60 months. Last sample occurred (per last inspection report) on January 13, 2014 with results of 8.29mg/l.

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

The operating authority pursues sampling, a minimum of once every 60 months. Last sample occurred (per last inspection report) on January 13, 2014 with results of 0.10mg/l.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**
- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

### Water Quality Assessment

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

### Reporting & Corrective Actions

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

AWQI #141003 July 25, 2018. Within the plant, the 8 inch pvc treated water pipe failed following repair work and repressurization. Subsequent replacement with stainless steel necessitated installation of two 4 inch lines connected to the bypass valve on the high lift header and then connecting to a hydrant. This temporary line, while continuing to provide potable water to the town, bypassed the chlorine analyzer and flow meter for 24 hours.

Health unit inspectors requested higher chlorine levels in water leaving the treatment plant. This was accomplished, the pipes repaired and bypassing hose removed.

During the second day of the incident a sample line was plumbed into the trim chlorine analyzer.

### Reporting & Corrective Actions

- All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.
- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

Reports provided during the inspection indicate 84 alarm callouts to operators. This is a relatively high number of alarms requiring operator response, which should be reduced when the Municipality takes action on replacing membranes and associated equipment.

Response time was generally 15 to 30 minutes, though 3 situations saw a 2 hour response time. The operators provided full details in the logbook establishing any required rationale, such as reviewing alarm details off site.

### Other Inspection Findings

- The following issues were also noted during the inspection:
  1. A new DWWP, Schedule C - Authorization to Alter the Drinking Water System, was issued by the Ministry on August 20, 2018, regarding the replacement of the existing filter membranes at the treatment plant. Requirements for this upcoming alteration include the following items:
    - The Municipality is reminded that Schedule B of the MDWL requires new procedures to be in place prior to alterations "coming into operation".
    - Updates to the operations manual are required within 3 months if there is a change in CT calculations.
    - Prenotification to Ministry District Office and to the local health unit regarding start and end dates of project.
    - Contingency plans for provision of water supply during installation/commissioning.
  2. As indicated in the last inspection report, the pvc treated water pipe inside the treatment plant could fail, resulting in a failure to supply drinking water to the distribution system since the treated water pipes were not twinned. This situation did occur in July 2018, resulting in emergency measures to bypass the shattered pipe. Though important steps are being taken to replace the existing membranes at the plant, the Municipality also needs to assess, prioritize and maintain associated equipment to ensure potable water is supplied. The following equipment issues were noted during the inspection:
    - Replacement is needed for old pvc, 6 inch and 8 inch treated water pipes from highlift header to newly installed stainless steel section in order to avoid further pipe failure.
    - Providing lead/lag duty switching capability is needed for electrical controls associated with air compressor units, thus providing ability to isolate units.
    - New valves and actuators for each of the membrane skids, are needed.
    - Pvc pipe leaks on membrane skids should be fixed. Consideration should be given to stainless steel pipe replacement.
    - Replace/update as necessary pH meters on membrane skids.
    - Provide equipment necessary to accurately dose Clean in Place (CIP) chemicals in order to avoid unnecessary loss of membrane integrity.
    - Upgrade existing float switches to help avoid operator callouts when break tank overwhelms underdrain system and domestic waste tank.
  3. It is recommended that an operator be present during diesel fuel deliveries in order to ensure no overflows, no pipe leaks, etc.
  4. Privately owned distribution lines are discussed below. It is recommended that the Municipality provide annual letters to residents connected to private lines reminding them to contact the Municipality regarding any leaks,

### Other Inspection Findings

questions, concerns or shortage of water. Such residents, as owners, could easily affect the communal drinking water system if they pursue repairs themselves. Note that it is a violation of Section 20 of the Safe Drinking Water Act, to cause or permit any thing to enter a drinking water system if it could result in a drinking water health hazard, contravention of a standard, or interfere with the normal operation of the system.

5. The operating authority should remain vigilant in assessing the need for blue green algae testing. Source water conditions may change over time.

6. Efforts should be taken to ensure that the backflow prevention device on the public tap is tested and maintained.

- **The following items are noted as being relevant to the Drinking Water System:**

1. In the past, the Municipality allowed six private lines to be installed on the agreement that maintenance and hookup fees were the sole responsibility of the owners of the private lines. The Municipality did not maintain these lines nor provide microbiological or chlorine residual sampling prior to 2004. In 2004, the Municipality asked its operating authority to begin sampling and testing residuals throughout the entire distribution system, and these private lines are now included as part of the yearly flushing program. Further, any repairs on the private lines are now overseen by the operating authority.

During the last inspection it was confirmed that none of the private lines have more than five connections and that the municipality no longer allows the connection of such lines to its distribution system.

2. The last underwater intake inspection is dated May 2015, and concludes that the intake is in generally good condition.

3. Aquaculture fish cages are located in the source waters for the water plant. Annual sampling is completed by the Ministry in order to examine possible impacts. The operating authority can also assist by identifying any changes in water quality.

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**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

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

Not Applicable

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

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

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

**Recommendation:**

Please see pages 11 and 12 of this report for a summary of issues and recommendations.



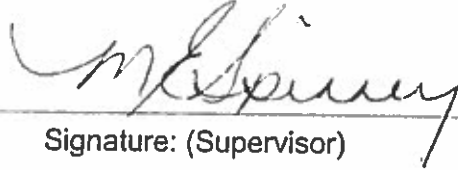
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**SIGNATURES**

Inspected By:

Maureen Spinney

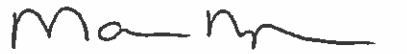
Signature: (Provincial Officer)



Reviewed &amp; Approved By:

Marnie Managhan

Signature: (Supervisor)



Review &amp; Approval Date:

Nov 29/18

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

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 0028374 0028411  
 Cheque Date First Last  
**Sorted By:** Cheque Number

Distribution Types Included: All

ChqNo:	0028374	Date:	10/12/2018	Vendor:	ASSIGINACK MUSEUM BOARD	Amount:	\$5,000.00
InvNo:	2018 4TH QTR	InvDesc:	2018 4th qtr levy	InvAmt:	\$5,000.00		

ChqNo:	0028375	Date:	10/12/2018	Vendor:	ASSIGINACK PUBLIC LIBRARY	Amount:	\$10,421.25
InvNo:	2018 4TH QTR	InvDesc:	2018 4th qtr levy	InvAmt:	\$10,421.25		

ChqNo:	0028376	Date:	10/12/2018	Vendor:	BELL CANADA	Amount:	\$21.13
InvNo:	2018 12 01	InvDesc:	toll free line	InvAmt:	\$21.13		

ChqNo:	0028377	Date:	10/12/2018	Vendor:	TOWNSHIP OF CENTRAL MANITOULIN	Amount:	\$1,379.09
InvNo:	2018 HAZARD. WASTE	InvDesc:	2018 hazard.waste day	InvAmt:	\$1,379.09		

ChqNo:	0028378	Date:	10/12/2018	Vendor:	CITY OF GREATER SUDBURY	Amount:	\$541.27
InvNo:	00091104	InvDesc:	oct recyl material	InvAmt:	\$541.27		

ChqNo:	0028379	Date:	10/12/2018	Vendor:	COMPUTREK	Amount:	\$771.34
InvNo:	18415	InvDesc:	dec remote server mgmt	InvAmt:	\$711.90		
InvNo:	18529	InvDesc:	nov offsite backup storage	InvAmt:	\$59.44		

ChqNo:	0028380	Date:	10/12/2018	Vendor:	EASTLINK	Amount:	\$1,817.70
InvNo:	07298665	InvDesc:	pw	InvAmt:	\$220.08		
InvNo:	07298438	InvDesc:	admin	InvAmt:	\$606.68		
InvNo:	07298635	InvDesc:	info booth	InvAmt:	\$93.65		
InvNo:	07298662	InvDesc:	marina	InvAmt:	\$80.87		
InvNo:	07298645	InvDesc:	arena	InvAmt:	\$149.19		
InvNo:	07298654	InvDesc:	ss wtp	InvAmt:	\$80.87		
InvNo:	07298651	InvDesc:	norisle	InvAmt:	\$71.65		
InvNo:	07298653	InvDesc:	mtg wtp	InvAmt:	\$152.53		
InvNo:	07298644	InvDesc:	fd-tel	InvAmt:	\$106.35		
InvNo:	07298633	InvDesc:	fd-interconnect	InvAmt:	\$80.87		
InvNo:	07298623	InvDesc:	man streams	InvAmt:	\$174.96		

ChqNo:	0028381	Date:	10/12/2018	Vendor:	FEDERATION OF NORTHERN ONTARIO MUNICIPAL	Amount:	\$168.00
InvNo:	1936 (2019)	InvDesc:	2019 membership	InvAmt:	\$168.00		

ChqNo:	0028382	Date:	10/12/2018	Vendor:	GERRY STRONG	Amount:	\$307.70
InvNo:	DEC 10 2018	InvDesc:	bldg insp/planning mileage	InvAmt:	\$307.70		

ChqNo:	0028383	Date:	10/12/2018	Vendor:	HUGH MOGGY	Amount:	\$100.00
InvNo:	2018 ELECTION	InvDesc:	reimb.candidates fee	InvAmt:	\$100.00		

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo:	NOV 27 2018 LAGOON	InvDesc:	lagoon	InvAmt:	\$1,360.59
InvNo:	NOV 26 2018 PW	InvDesc:	pw-microfit	InvAmt:	\$6.10
InvNo:	NOV 23 2018 MTG WTP	InvDesc:	mtg wtp	InvAmt:	\$4,134.79
InvNo:	DEC 3 2018 DEPOT	InvDesc:	recycling depot	InvAmt:	\$40.34
InvNo:	DEC 3 2018 PW	InvDesc:	pw	InvAmt:	\$271.36
InvNo:	DEC 3 2018 ICE PLNT	InvDesc:	arena-ice plnt (estimate)	InvAmt:	\$1,390.43
InvNo:	DEC 3 2018 NORISLE	InvDesc:	norisle heritage park	InvAmt:	\$55.15
InvNo:	DEC 5 2018 ADMIN	InvDesc:	mun.office	InvAmt:	\$175.02

ChqNo:	0028385	Date:	10/12/2018	Vendor:	JEREMY RODY	Amount:	\$226.00
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InvNo:	45086519	InvDesc:	eyeglasses	InvAmt:	\$226.00
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ChqNo:	0028386	Date:	10/12/2018	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$687.91
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InvNo:	0146668	InvDesc:	po-icemelt/cinrs	InvAmt:	\$91.48
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InvNo:	0147402	InvDesc:	arena-doorsweep/cleaners	InvAmt:	\$431.49
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InvNo:	0147965	InvDesc:	library-lt bulbs, snow shovel	InvAmt:	\$59.85
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InvNo:	0147979	InvDesc:	library-ice melt	InvAmt:	\$76.70
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InvNo:	0146728	InvDesc:	fd-utility pails	InvAmt:	\$32.46
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InvNo:	0148368	InvDesc:	admin-light bulb	InvAmt:	\$4.51
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ChqNo:	0028387	Date:	10/12/2018	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	Amount:	\$30,451.08
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InvNo:	IN000015839	InvDesc:	dec ambulance/social assist	InvAmt:	\$30,451.08
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ChqNo:	0028388	Date:	10/12/2018	Vendor:	MANITOULIN CENTENNIAL MANOR	Amount:	\$10,186.65
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InvNo:	2018 4TH QTR	InvDesc:	2018 4th qtr requisition	InvAmt:	\$10,186.65
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ChqNo:	0028389	Date:	10/12/2018	Vendor:	MANITOWANING FRESHMART	Amount:	\$5.64
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InvNo:	00165826	InvDesc:	admin-coffee filters	InvAmt:	\$5.64
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ChqNo:	0028390	Date:	10/12/2018	Vendor:	METAL AIR MECHANICAL SYSTEMS	Amount:	\$1,125.62
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InvNo:	134829	InvDesc:	arena-trblsht issue with swtch	InvAmt:	\$395.65
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InvNo:	134828	InvDesc:	arena-brine adjustments	InvAmt:	\$729.97
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ChqNo:	0028391	Date:	10/12/2018	Vendor:	MINISTER OF FINANCE	Amount:	\$22,440.00
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InvNo:	112211180935024	InvDesc:	october policing	InvAmt:	\$22,440.00
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ChqNo:	0028392	Date:	10/12/2018	Vendor:	MINISTER OF FINANCE	Amount:	\$1,430.27
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InvNo:	NOV 2018	InvDesc:	nov eht remittance	InvAmt:	\$1,430.27
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ChqNo:	0028393	Date:	10/12/2018	Vendor:	MINISTER OF FINANCE	Amount:	\$3,872.23
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InvNo:	1-119526028-3	InvDesc:	tile drain debenture	InvAmt:	\$3,872.23
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ChqNo:	0028394	Date:	10/12/2018	Vendor:	MUNICIPAL FINANCE OFFICERS ASSOC.	Amount:	\$282.50
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InvNo:	2019-015	InvDesc:	2019 membership	InvAmt:	\$282.50
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ChqNo:	0028395	Date:	10/12/2018	Vendor:	NEW NORTH FUELS INC	Amount:	\$2,430.58
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The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo: 481745      InvDesc: pw-diesel      InvAmt: \$1,752.37  
 InvNo: 482918      InvDesc: po-furnace oil      InvAmt: \$252.92

ChqNo:	0028396	Date:	10/12/2018	Vendor:	NORTHERN 911	Amount:	\$233.44
	InvNo: 21216-12012018		InvDesc: dec 911 dispatch			InvAmt:	\$233.44
ChqNo:	0028397	Date:	10/12/2018	Vendor:	OMERS	Amount:	\$8,603.28
	InvNo: NOV 2018		InvDesc: november omers			InvAmt:	\$8,603.28
ChqNo:	0028398	Date:	10/12/2018	Vendor:	PAUL METHNER	Amount:	\$1,100.00
	InvNo: #2018-11-30		InvDesc: nov animal control			InvAmt:	\$1,100.00
ChqNo:	0028399	Date:	10/12/2018	Vendor:	PETTY CASH	Amount:	\$174.59
	InvNo: DEC 10 2018		InvDesc: replenish petty cash			InvAmt:	\$174.59
ChqNo:	0028400	Date:	10/12/2018	Vendor:	PURULATOR COURIER	Amount:	\$45.12
	InvNo: 439913040		InvDesc: admin-freight			InvAmt:	\$45.12
ChqNo:	0028401	Date:	10/12/2018	Vendor:	RECEIVER GENERAL	Amount:	\$23,678.54
	InvNo: NOV 2018		InvDesc: nov source deductions			InvAmt:	\$23,678.54
ChqNo:	0028402	Date:	10/12/2018	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$35.60
	InvNo: 22424075		InvDesc: pw-cylinder rental			InvAmt:	\$11.87
	InvNo: 22424076		InvDesc: arena-cylinder rental			InvAmt:	\$23.73
ChqNo:	0028403	Date:	10/12/2018	Vendor:	TED PEARSON AUTOMOTIVE LTD.	Amount:	\$112.60
	InvNo: 64672		InvDesc: tire repair plugs/kit			InvAmt:	\$112.60
ChqNo:	0028404	Date:	10/12/2018	Vendor:	LEONARD DHINEL	Amount:	\$125.58
	InvNo: DEC 2018		InvDesc: reimb.water overpyt			InvAmt:	\$125.58
ChqNo:	0028405	Date:	10/12/2018	Vendor:	TOM HUGHSON	Amount:	\$1,484.00
	InvNo: SEPT 10 2018		InvDesc: owdep claim (sept 10)			InvAmt:	\$1,484.00
ChqNo:	0028406	Date:	10/12/2018	Vendor:	BARBARA BAKER	Amount:	\$929.50
	InvNo: 134		InvDesc: pec-seniors classes (grant)			InvAmt:	\$929.50
ChqNo:	0028407	Date:	10/12/2018	Vendor:	JENNIFER HOOPER	Amount:	\$100.00
	InvNo: 2018 ELECTION		InvDesc: reimb.candidates fee			InvAmt:	\$100.00
ChqNo:	0028408	Date:	10/12/2018	Vendor:	CHRIS MARA	Amount:	\$1,061.30
	InvNo: 2018 ROBOTICS		InvDesc: pec-reimb.robotics comp.exp			InvAmt:	\$1,061.30
ChqNo:	0028409	Date:	10/12/2018	Vendor:	RED WILLOW RANCH	Amount:	\$100.00
	InvNo: 21		InvDesc: pec-haunted ride hay rental			InvAmt:	\$100.00
ChqNo:	0028410	Date:	10/12/2018	Vendor:	WORKPLACE SAFETY & INSURANCE BOARD	Amount:	\$2,931.43
	InvNo: NOV 2018		InvDesc: november wsib remittance			InvAmt:	\$2,931.43
ChqNo:	0028411	Date:	10/12/2018	Vendor:	XEROX CANADA LTD.	Amount:	\$245.56
	InvNo: F53431259		InvDesc: monthly copier usage			InvAmt:	\$245.56

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

Report Total:

**\$142,060.28**

Date : 10/12/2018  
Time : 2:02:58 PM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0028369		10/12/2018	12/10COXB	118	COOPER, RONALD	OUTSTANDING	Cheque
0028370		10/12/2018	12/10COXB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0028371		10/12/2018	12/10COXB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0028372		10/12/2018	12/10COXB	158	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
0028373		10/12/2018	12/10COXB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
1558		10/12/2018	12/10COXB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
1559		10/12/2018	12/10COXB	133	BOND, FREDA	OUTSTANDING	Direct Deposit
1560		10/12/2018	12/10COXB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
1561		10/12/2018	12/10COXB	140	REID, WALTER	OUTSTANDING	Direct Deposit
1562		10/12/2018	12/10COXB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
1563		10/12/2018	12/10COXB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
1564		10/12/2018	12/10COXB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
1565		10/12/2018	12/10COXB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1566		10/12/2018	12/10COXB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
1567		10/12/2018	12/10COXB	205	MOFFAT, PAUL	OUTSTANDING	Direct Deposit
1568		10/12/2018	12/10COXB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
1569		10/12/2018	12/10COXB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
1570		10/12/2018	12/10COXB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
1571		10/12/2018	12/10COXB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
1572		10/12/2018	12/10COXB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
1573		10/12/2018	12/10COXB	220	HAY, DAVID	OUTSTANDING	Direct Deposit
1574		10/12/2018	12/10COXB	221	YAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
1575		10/12/2018	12/10COXB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
1576		10/12/2018	12/10COXB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit

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Total : \$18,685.22

# Memo

**To:** Mayor and Council

**Date:** December 13, 2018

**Re:** Budget to Actual Statements for the year to date as at November 30, 2018

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Please find attached the Budget to Actual Financial Statements for the year to date as at November 30, 2018. Please see below for a brief explanation by department:

## **General Government –**

**Council budget** – The amount that was budgeted for legal fees is currently underbudget by \$109,299.41

**PEC Budget** – Revenue received is more than what was budgeted, due in part to grants received for programming, as well as fees received for the various programs run by the Project and Events Coordinator

**Post Office Building** – currently underbudget, however, a transfer to reserve was budgeted for future building maintenance and actual transfers are not done until the end of the year.

**Treasury** – bank interest received has been much higher than what was budgeted

**Library and Municipal Office** – Wages for building maintenance were budgeted elsewhere in the budget. The actual building maintenance budget items are on track for the end of the year.

## **School Board –**

The 4<sup>th</sup> quarter requisition has not been paid yet. It will be done closer to year end when all supplemental taxes and write-offs to taxes have been reconciled.

## **Protection Services –**

**Fire Department** – As above, a transfer to reserve has been budgeted for future building/equipment needs and actual transfer is not done until the end of the year.

**Police Services** – As at November 30<sup>th</sup>, we had only received bills up to the end of September.

**Canine Control** – The new contract came in under the budgeted amount.

**Building Department** – Building Permit fees received are more than what we had budgeted. I would recommend transfer the excess to a reserve and the end of the year to offset any future training costs.

### **Transportation –**

As at November 30<sup>th</sup>, appears to be underbudget, however, the invoices for the winter sand and this year's gravel tender are not reflected at this time. This accounts for a large portion of the difference

### **Environmental**

Waste Management – Reserve transfer has been budgeted to spread costs of chipping over a two-year period. This transfer will not be done until the end of the year. As well, the recycling costs have only been billed to the end of September at this time.

Water/Sewer – The money to be received from CWWF has not been accounted for yet. An entry to set up as an Accounts Receivable will be done at year end if grant money has not yet been received.

### **Health Services –**

Medical Clinic Building – a reserve transfer has been budgeted for future building maintenance, but transfers are not done until year end.

### **Recreation –**

Arena – a reserve transfer has been budgeted for future building/equipment needs, but transfers are not done until year end.

### **Information Booth**

The invoice for our portion of the MTA building in NEMI goes under this heading, however, this invoice will not be received until year end

### **Planning**

This year's Planning Board Levy came in higher than what was budgeted

### **Capital**

All repayments to reserves are done on our quarterly basis, therefore, these statements reflect repayments up to September 30<sup>th</sup>

There are several projects which were budgeted for but were not completed for various reasons, these line items should be transferred to reserves for completion in future years

If anyone has any questions regarding any of the above or would like to go over the statements in more detail, please feel free to come and see me at any time.

Thank you,

  
Deb MacDonald, Treasurer



**The Township of Assiginack**  
**CORPORATE SUMMARY**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
General Government	\$54,592.06	\$842,849.30	\$1,013,519.41	83%
School Board Levy	85,495.94	261,107.65	340,662.00	77%
Protection Services	55,897.38	316,833.99	417,221.00	76%
Transportation Services	72,648.44	729,407.74	901,757.00	81%
Environmental Services	28,205.63	474,613.18	635,701.00	75%
Health Services	9,486.06	220,462.09	256,890.00	86%
Social and Family Services	10,960.25	161,139.91	182,286.81	88%
Recreation and Cultural Service	(17,715.52)	177,654.32	215,255.00	83%
Planning & Development	1,876.95	38,825.86	38,495.00	101%
Capital out of Current	7,839.22	405,393.55	1,662,359.39	24%
<b>Expenditures Total</b>	<b>309,286.41</b>	<b>3,628,287.59</b>	<b>5,664,146.61</b>	<b>64%</b>
<b>Revenues</b>				
General Government	47,903.72	248,882.19	195,278.83	127%
General Revenue	(7,642.83)	3,349,884.46	3,352,436.75	100%
School Board Levy		342,643.43	340,662.00	101%
Protection Services	320.00	24,501.84	13,500.00	181%
Transportation Services	3,360.00	28,285.25		0%
Environmental Services	40,396.75	468,795.51	631,551.43	74%
Social and Family Services			11,946.00	0%
Recreation and Cultural Service	1,160.30	27,185.70	18,900.00	144%
Planning & Development	586.39	1,559.93		0%
Capital out of Current		70,136.17	1,099,871.60	6%
<b>Revenues Total</b>	<b>86,084.33</b>	<b>4,561,874.48</b>	<b>5,664,146.61</b>	<b>81%</b>
<b>Net Levy</b>				
General Government	6,688.34	593,967.11	818,240.58	73%
General Revenue	7,642.83	(3,349,884.46)	(3,352,436.75)	100%
School Board Levy	85,495.94	(81,535.78)		0%
Protection Services	55,577.38	292,332.15	403,721.00	72%
Transportation Services	69,288.44	701,122.49	901,757.00	78%
Environmental Services	(12,191.12)	5,817.67	4,149.57	140%
Health Services	9,486.06	220,462.09	256,890.00	86%
Social and Family Services	10,960.25	161,139.91	170,340.81	95%
Recreation and Cultural Service	(18,875.82)	150,468.62	196,355.00	77%
Planning & Development	1,290.56	37,265.93	38,495.00	97%
Capital out of Current	7,839.22	335,257.38	562,487.79	60%
<b>Corporate Net Levy</b>	<b>223,202.08</b>	<b>(933,586.89)</b>		<b>0%</b>





**The Township of Assiginack**  
**GENERAL GOVERNMENT SUMMARY**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
Mayor & Council	\$23,655.95	\$151,880.34	\$271,980.00	56%
Administrator's Office	25,246.08	309,611.32	335,533.00	92%
Clerk's Office	(7,174.94)	212,044.21	236,406.41	90%
Project and Events Co-ordinator Programs	4,123.26	39,848.38	44,000.00	91%
General Admin - Elections	1,501.79	8,493.07	2,000.00	425%
Post Office Building	2,657.20	30,865.24	43,900.00	70%
Library Building	2,096.09	23,268.95	22,200.00	105%
Administration Building	1,521.63	18,345.66	10,500.00	175%
Treasury - Unallocated	965.00	30,585.71	27,000.00	113%
Taxation		17,906.42	20,000.00	90%
<b>Total General Government Expenditures</b>	<b>54,592.06</b>	<b>842,849.30</b>	<b>1,013,519.41</b>	<b>83%</b>
<b>Revenues</b>				
Clerk's Office	(4,292.95)	12,487.07	6,300.00	198%
Project and Events Co-ordinator Programs	1,191.00	28,821.98	19,800.00	146%
General Admin - Elections	5,993.07	7,893.07		0%
Post Office Building	3,193.39	35,061.03	37,525.00	93%
Library Building	757.87	12,654.84	15,000.00	84%
Treasury - Unallocated	41,061.34	151,964.20	116,653.83	130%
<b>Total General Government Revenue</b>	<b>47,903.72</b>	<b>248,882.19</b>	<b>195,278.83</b>	<b>127%</b>
<b>Net Levy</b>				
Mayor & Council	23,655.95	151,880.34	271,980.00	56%
Administrator's Office	25,246.08	309,611.32	335,533.00	92%
Clerk's Office	(2,881.99)	199,557.14	230,106.41	87%
Project and Events Co-ordinator Programs	2,932.26	11,026.40	24,200.00	46%
General Admin - Elections	(4,491.28)	600.00	2,000.00	30%
Post Office Building	(536.19)	(4,195.79)	6,375.00	(66%)
Library Building	1,338.22	10,614.11	7,200.00	147%
Administration Building	1,521.63	18,345.66	10,500.00	175%
Treasury - Unallocated	(40,096.34)	(121,378.49)	(89,653.83)	135%
Taxation		17,906.42	20,000.00	90%
<b>General Government Net Levy</b>	<b>6,688.34</b>	<b>593,967.11</b>	<b>818,240.58</b>	<b>73%</b>



**The Township of Assiginack**  
**GENERAL REVENUE**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Revenues</b>				
Municipal Tax Levy		\$2,623,956.47	\$2,642,936.75	99%
Payments In Lieu of Taxes	(7,642.83)	16,427.99		0%
Ontario Community Reinvestment Fund		709,500.00	709,500.00	100%
<b>Total Revenue</b>	<b>(7,642.83)</b>	<b>3,349,884.46</b>	<b>3,352,436.75</b>	<b>100%</b>
<b>Net Levy</b>				
Municipal Tax Levy		2,623,956.47	2,642,936.75	99%
Payments in Lieu of Taxes	(7,642.83)	16,427.99		0%
Ontario Community Reinvestment Fund		709,500.00	709,500.00	100%
<b>General Revenue Net Levy</b>	<b>(7,642.83)</b>	<b>3,349,884.46</b>	<b>3,352,436.75</b>	<b>100%</b>



**The Township of Assiginack**  
**SCHOOL BOARD SUMMARY**  
*For the Eleven Months Ending November 30, 2018*

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
English Language Public School	\$85,495.94	\$257,455.90	\$340,662.00	76%
French Language Public School		3,651.75		0%
<b>Total School Board Expenditures</b>	<b>85,495.94</b>	<b>261,107.65</b>	<b>340,662.00</b>	<b>77%</b>
<b>Revenues</b>				
English Language Public School		338,991.68	340,662.00	100%
French Language Public School		3,651.75		0%
<b>Total School Board Revenue</b>		<b>342,643.43</b>	<b>340,662.00</b>	<b>101%</b>
<b>Net Levy</b>				
English Language Public School	85,495.94	(81,535.78)		0%
<b>School Board Net Levy</b>	<b>85,495.94</b>	<b>(81,535.78)</b>		<b>0%</b>



**The Township of Assiginack**  
**PROTECTION SERVICES SUMMARY**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
Fire Department	\$53,020.26	\$76,119.85	\$96,250.00	79%
Police Services		200,792.87	269,276.00	75%
9-1-1			1,000.00	0%
Protective Inspection & Control		3,405.84	4,000.00	85%
Canine Control	1,100.00	11,934.96	22,500.00	53%
Building Department	1,777.12	24,580.47	24,195.00	102%
<b>Total Protection Services Expenditures</b>	<b>55,897.38</b>	<b>316,833.99</b>	<b>417,221.00</b>	<b>76%</b>
<b>Revenues</b>				
Fire Department		250.00		0%
Protective Inspection & Control		1,992.84	3,000.00	66%
Canine Control	20.00	535.00	500.00	107%
Building Department	300.00	21,724.00	10,000.00	217%
<b>Total Protection Services Revenues</b>	<b>320.00</b>	<b>24,501.84</b>	<b>13,500.00</b>	<b>181%</b>
<b>Net Levy</b>				
Fire Department	53,020.26	75,869.85	96,250.00	79%
Police Services		200,792.87	269,276.00	75%
9-1-1			1,000.00	0%
Protective Inspection & Control		1,413.00	1,000.00	141%
Canine Control	1,080.00	11,399.96	22,000.00	52%
Building Department	1,477.12	2,856.47	14,195.00	20%
<b>Protection Services Net Levy</b>	<b>55,577.38</b>	<b>292,332.15</b>	<b>403,721.00</b>	<b>72%</b>



**The Township of Assiginack**  
**TRANSPORTATION SERVICES SUMMARY**  
*For the Eleven Months Ending November 30, 2018*

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
Public Works Administration	\$16,166.74	\$202,908.19	\$363,958.00	56%
Operation Centre	5,747.61	66,823.99	58,900.00	113%
Road Side Maintenance		117.19		0%
Beaver Dams -Flood Control	296.71	894.30		0%
Street Name Signs	193.34	1,563.26	2,200.00	71%
Street Lighting	437.71	5,955.04	8,500.00	70%
Vehicles & Equipment	13,712.13	104,109.04	114,300.00	91%
Small Equipment & Supplies	1,788.45	6,390.39	3,000.00	213%
Airport		30,399.00	30,399.00	100%
Marina	7,485.23	42,540.15	25,000.00	170%
Roadways:				
Bridges and Culverts	271.68	2,335.74	6,500.00	36%
Brushing	283.96	2,770.63	6,500.00	43%
Ditching	20,373.37	25,761.80	30,000.00	86%
Catch Basins, Storm Sewers			3,000.00	0%
Sweeping/Flushing/Cleaning		12,749.83	13,500.00	94%
Resurfacing & Patching	722.07	134,482.78	134,000.00	100%
Snow Ploughing	4,944.11	34,425.21		0%
Sanding & Salting		4,492.18	35,000.00	13%
Loosetop Maintenance	225.33	37,922.91	67,000.00	57%
<b>Total Transportation Services Expenditures</b>	<b>72,648.44</b>	<b>716,641.63</b>	<b>901,757.00</b>	<b>79%</b>
<b>Revenues</b>				
Public Works Administration	3,360.00	28,210.25		0%
Marina		75.00		0%
<b>Total Transportation Services Revenues</b>	<b>3,360.00</b>	<b>28,285.25</b>		<b>0%</b>
<b>Net Levy</b>				
Public Works Administration	12,806.74	174,697.94	363,958.00	48%
Operation Centre	5,747.61	66,823.99	58,900.00	113%
Road Side Maintenance		117.19		0%
Beaver Dams -Flood Control	296.71	894.30		0%
Street Name Signs	193.34	1,563.26	2,200.00	71%
Street Lighting	437.71	5,955.04	8,500.00	70%
Vehicles & Equipment	13,712.13	104,109.04	114,300.00	91%
Small Equipment & Supplies	1,788.45	6,390.39	3,000.00	213%
Airport		30,399.00	30,399.00	100%
Marina	7,485.23	42,465.15	25,000.00	170%
Roadways	26,820.52	254,941.08	295,500.00	86%
<b>Transportation Services Net Levy</b>	<b>69,288.44</b>	<b>688,356.38</b>	<b>901,757.00</b>	<b>76%</b>



**The Township of Assiginack**  
**ENVIRONMENTAL SERVICES SUMMARY**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
Waste Management	\$7,983.53	\$78,401.93	\$105,650.00	74%
Waterworks	20,222.10	396,211.25	530,051.00	75%
<b>Total Environmental Services Expenditures</b>	<b>28,205.63</b>	<b>474,613.18</b>	<b>635,701.00</b>	<b>75%</b>
<b>Revenues</b>				
Sanitary Sewer & WPCP Revenue	9,820.68	112,592.14	121,779.97	92%
Garbage Collection	80.00	12,674.02	15,500.00	82%
Waterworks	30,496.07	343,529.35	494,271.46	70%
<b>Total Environmental Services Revenues</b>	<b>40,396.75</b>	<b>468,795.51</b>	<b>631,551.43</b>	<b>74%</b>
<b>Net Levy</b>				
Waste Management	7,983.53	78,401.93	105,650.00	74%
Sanitary Sewer & WPCP Revenue	(9,820.68)	(112,592.14)	(121,779.97)	92%
Garbage Collection	(80.00)	(12,674.02)	(15,500.00)	82%
Waterworks	(10,273.97)	52,681.90	35,779.54	147%
<b>Environmental Services Net Levy</b>	<b>(12,191.12)</b>	<b>5,817.67</b>	<b>4,149.57</b>	<b>140%</b>



**The Township of Assiginack  
HEALTH SERVICES SUMMARY  
For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
Cemetery	(\$10,004.77)	\$4,000.00	\$11,000.00	36%
Land Ambulance	19,490.83	214,399.13	233,890.00	92%
Medical Building		2,062.96	12,000.00	17%
<b>Total Health Services Expenditures</b>	<b>9,486.06</b>	<b>220,462.09</b>	<b>256,890.00</b>	<b>86%</b>
<b>Net Levy</b>				
Cemetery	(10,004.77)	4,000.00	11,000.00	36%
Land Ambulance	19,490.83	214,399.13	233,890.00	92%
Medical Building		2,062.96	12,000.00	17%
<b>Health Services Net Levy</b>	<b>9,486.06</b>	<b>220,462.09</b>	<b>256,890.00</b>	<b>86%</b>



**The Township of Assiginack**  
**SOCIAL & FAMILY SERVICES SUMMARY**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
District Social Services Administration Board	\$10,960.25	\$120,562.75	\$131,523.00	92%
Centennial Manor		40,577.16	50,763.81	80%
<b>Total Social &amp; Family Services Expenditures</b>	<b>10,960.25</b>	<b>161,139.91</b>	<b>182,286.81</b>	<b>88%</b>
<b>Revenues</b>				
DSSAB			11,946.00	0%
<b>Total Social &amp; Family Services Revenues</b>			<b>11,946.00</b>	<b>0%</b>
<b>Net Levy</b>				
District Social Services Administration Board	10,960.25	120,562.75	119,577.00	101%
Centennial Manor		40,577.16	50,763.81	80%
<b>Social &amp; Family Services Net Levy</b>	<b>10,960.25</b>	<b>161,139.91</b>	<b>170,340.81</b>	<b>95%</b>





**The Township of Assiginack**  
**RECREATION & CULTURAL SERVICES SUMMARY**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
Recreation		\$3,200.00		0%
Summer Programme		8,435.10	6,050.00	139%
Arena	18,168.09	89,330.57	115,870.00	77%
Parks	32.42	14,762.56	17,000.00	87%
Heritage	(15,432.45)	18,763.08	23,100.00	81%
Information Booth	114.25	6,000.26	10,050.00	60%
Burn's Wharf Theatre	1,000.00	5,899.00	1,500.00	393%
Library Board	(21,597.83)	31,263.75	41,685.00	75%
<b>Total Recreation &amp; Cultural Services Expenditures</b>	<b>(17,715.52)</b>	<b>177,654.32</b>	<b>215,255.00</b>	<b>83%</b>
<b>Revenues</b>				
Recreation		3,200.00		0%
Summer Programme		1,813.00		0%
Arena	971.42	15,581.14	18,900.00	82%
Heritage	188.88	692.56		0%
Burn's Wharf Theatre		5,899.00		0%
<b>Total Recreation &amp; Cultural Services Revenues</b>	<b>1,160.30</b>	<b>27,185.70</b>	<b>18,900.00</b>	<b>144%</b>
<b>Net Levy</b>				
Summer Programme		6,622.10	6,050.00	109%
Arena	17,196.67	73,749.43	96,970.00	76%
Parks	32.42	14,762.56	17,000.00	87%
Heritage	(15,621.33)	18,070.52	23,100.00	78%
Information Booth	114.25	6,000.26	10,050.00	60%
Burn's Wharf Theatre	1,000.00		1,500.00	0%
Library Board	(21,597.83)	31,263.75	41,685.00	75%
<b>Recreation &amp; Cultural Services Net Levy</b>	<b>(18,875.82)</b>	<b>150,468.62</b>	<b>196,355.00</b>	<b>77%</b>



**The Township of Assiginack**  
**PLANNING & DEVELOPMENT SUMMARY**  
**For the Eleven Months Ending November 30, 2018**

	<u>November</u>	<u>YTD</u>	<u>2018</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
<b>Expenditures</b>				
Planning	\$1,734.16	\$37,265.93	\$38,495.00	97%
<b>Total Planning &amp; Development Expenditures</b>	<b>1,734.16</b>	<b>37,265.93</b>	<b>38,495.00</b>	<b>97%</b>
<b>Net Levy</b>				
Planning	1,734.16	37,265.93	38,495.00	97%
<b>Planning &amp; Development Net Levy</b>	<b>1,734.16</b>	<b>37,265.93</b>	<b>38,495.00</b>	<b>97%</b>



**The Township of Assiginack**  
**CORPORATE CAPITAL SUMMARY**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	2018 Budget	% of Budget
<b>Expenditures</b>				
General Government	\$2,077.85	\$70,480.91	\$138,560.00	51%
Protection Services	20,019.24	110,836.55	942,128.72	12%
Transportation Services	(19,355.30)	12,605.72	37,804.00	33%
Environmental Services	6,120.92	144,071.32	425,688.15	34%
Health Services			17,000.00	0%
Recreation and Cultural Service	(1,023.49)	67,399.05	101,178.52	67%
<b>Expenditures Total</b>	<b>7,839.22</b>	<b>405,393.55</b>	<b>1,662,359.39</b>	<b>24%</b>
<b>Revenues</b>				
General Government		432.17	22,201.60	2%
Protection Services			787,200.00	0%
Environmental Services		69,704.00	250,470.00	28%
Recreation and Cultural Service			40,000.00	0%
<b>Revenues Total</b>		<b>70,136.17</b>	<b>1,099,871.60</b>	<b>6%</b>
<b>Net Levy</b>				
General Government	2,077.85	70,048.74	116,358.40	60%
Protection Services	20,019.24	110,836.55	154,928.72	72%
Transportation Services	(19,355.30)	12,605.72	37,804.00	33%
Environmental Services	6,120.92	74,367.32	175,218.15	42%
Health Services			17,000.00	0%
Recreation and Cultural Service	(1,023.49)	67,399.05	61,178.52	110%
<b>Corporate Net Levy</b>	<b>7,839.22</b>	<b>335,257.38</b>	<b>562,487.79</b>	<b>60%</b>

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
RESOLUTION

MOVED BY: Les

RESOLUTION # 250 <sup>17</sup>-~~00~~-17

SECONDED BY: Brenda

DATE: ~~MAY 2, 2017~~  
September 19, 2017

BE IT RESOLVED

~~THAT Council invite BWTP to a meeting <sup>with a request that they</sup> regarding ~~becoming an incorporated organization so that they can~~  
~~enter into a lease agreement for the building and submit~~  
~~funding applications in their own~~  
THAT WHEREAS we have concerns about the FedNbr application we  
have been asked to approve on behalf of the BWTP and;  
WHEREAS this application alone will not achieve the desired  
aim of the Committee + Township;  
NOW THEREFORE THAT we invite the BWTP to a future  
meeting to discuss Council's desires to see the BWTP become  
an incorporated legal entity, able to make its own  
applications, that this entity enter into a detailed agreement  
with the Township for care and control of the theatre and  
its ongoing operations and that upon completion of this  
agreement we enter into a long term lease with the  
Players of the Theatre building.~~

- CARRIED
- CARRIED AS AMENDED
- DEFEATED
- TABLED

  
MAYOR

RECORDED VOTE:  
Yea                  Nay

DISCLOSURE OF INTEREST

Paul Moffatt \_\_\_\_\_  
Bob Case \_\_\_\_\_  
Leslie Fields \_\_\_\_\_  
Hugh Moggy \_\_\_\_\_  
Brenda Reid \_\_\_\_\_



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

7<sup>e</sup> 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.

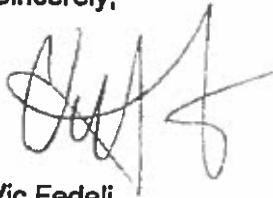
Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues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

.../cont'd

- 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 Boniferno, 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 Assignack**

5111

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

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

**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:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, November 29, 2018 6:02 PM  
**To:** jrody@eastlink.ca  
**Subject:** AMO Policy Update - Ontario Government Releases New Environment Plan for Consultation

November 29, 2018

## **Ontario Government Releases New Environment Plan for Consultation**

The Honourable Rod Phillips, Minister of Environment, Conservation and Parks has released Ontario's new Environment Plan for a 60-day consultation on the Environmental Registry. The new plan, a broad and wide-ranging framework for action on land, air and water quality across the province sets out new climate change action and climate resilience targets for the province. The government will conduct more focused consultations on individual plan objectives and actions in 2019. This update provides municipal officials with an overview of the plan's main objectives and possible actions that could affect municipal governments. AMO will be reviewing the plan in detail and responding to the government through the consultations.

Through today's announcement, the government proposes to revise Ontario's greenhouse gas (GHG) emissions reduction target by 30 per cent from 2005 levels by 2030. This target is aligned with reductions under the United Nations Paris Accord but allows greater emissions than the current target adopted by the previous government. The Province re-commits to investing \$5 billion additional funding in transit across Ontario and to working with federal and municipal governments to invest the \$7 billion Green Infrastructure stream in the Investing in Canada Infrastructure Plan in areas such as transit, wastewater and stormwater infrastructure.

The new strategy is separated into four main categories containing a wide range of proposed actions. Depending upon local needs and circumstances, municipal governments could be affected a number of initiatives. The four parts of the proposed plan are:

### **Addressing Climate Change**

- Actions to increase climate resilience for people and communities include:

- Carrying out a provincial climate impact assessment including vulnerability for key sectors such as energy, transport, water and agriculture;
  - Providing better information tools to homeowners to understand and take action to protect against climate change impacts;
  - Helping communities apply climate science in decision making to improve resilience;
  - Modernizing the Ontario Building Code to protect new buildings and homes against extreme weather;
  - Reviewing the Municipal Disaster Recovery Assistance program to incorporate climate resilience upgrades to damaged infrastructure; and
  - Review land use planning policies for climate resilience and helping communities adapt to changing weather conditions and improve stormwater management.
- This section also lays out actions to reduce GHG emissions by 30 per cent from 2005 levels by 2030 in line with the Paris Accord by:
    - Regulating Ontario's largest emitters to reduce GHGs. The regulated standards will include an assessment of trade-exposed industries and allow appropriate exemptions;
    - Create a four year \$400 million Ontario Carbon Trust fund to help pay for innovative technologies and GHG reductions;
    - The Ontario Carbon Trust could be combined with the \$420 million federal Low Carbon Leadership Fund allowing up to \$820 million to provide incentives to reduce carbon emissions;
    - Conserving energy and water in homes and buildings through better information on energy and water consumption
      - Expand the "Green Button" initiative for electricity and natural gas and voluntary support for water utilities;
      - Encourage the display of home energy information on real estate listings;
      - Increase renewable content in gasoline to 15 per cent by 2025;
      - Require natural gas utilities to offer voluntary renewable natural gas options for consumers;
      - Support smart grid and energy storage technologies;
      - Work with municipal governments to develop climate and energy plan initiatives to support climate resilience and low carbon transformation; and
      - Remove regulatory barriers to private sector low carbon refueling and compressed natural gas stations for trucks.

## **Reducing Litter and Waste in Our Communities and Keeping our Land and Soil Clean**

- Commitment to move Ontario's existing waste diversion programs to full producer responsibility to provide relief for taxpayers and make producers of packaging and products more efficient by better connecting them with the markets that recycle what they produce;
- Provide municipal governments and the communities they represent with say in landfill siting approvals;
- Cut regulatory red tape and modernize environmental approvals to support sustainable end markets for waste and new infrastructure;
- Expansion of green bin collection systems in large cities and relevant businesses;
- Develop a proposal to ban food waste from landfill;
- Reduce plastic waste through development of a national strategy; seeking federal commitment to implement standards that address recyclability and labelling for plastic products and packaging and ensuring the Great Lakes and other inland waters are included in international agreements that deal with plastic waste in the environment;
- Provide clear rules for compostable products and packaging by working with municipal governments and private composting facilities to build a consensus around requirements for emerging compostable materials and consider making producers responsible for the end of life management of these materials;
- Establish an official day focused on cleanup of litter across Ontario;
- Explore opportunities to recover the value of resources in waste through chemical recycling or thermal treatment;
- Work with municipal governments and producers to provide more consistency across the province regarding what items can and cannot be accepted in the Blue Box;
- Revise Brownfields regulation and record of site condition to reduce barriers to redevelop contaminated lands;
- Make it easier to reuse excess soils;
- Work with municipalities to reduce illegal dumping, including of excess soils; and
- Improve management of hauled sewage.

## **Protecting Our Air, Lakes and Rivers**

- Local air quality monitoring and action plans to address regional concerns;
- Reducing road salt infiltrating Ontario's lakes and rivers through best management practices and reducing phosphorous;

- Increasing transparency of monitoring and reporting of sewage overflows from municipal wastewater systems and considering improvements to stormwater and wastewater financing and investment;
- Action on invasive species;
- Addressing water taking policies to protect groundwater and prioritizing uses; and
- Increasing water use tracking and reporting.

## Conserving Land and Greenspace

- Work with municipal governments and communities to ensure Conservation Authorities focus on protecting people and property from flooding;
- Modernize Environmental Assessments (EA) to avoid duplications, streamline and reduce delays while better recognizing other planning processes

Municipal officials are encouraged to review the plan for individual impacts and opportunities in their government operations. Members may wish to provide their comments directly on the province's new Environment Plan through the EBR by January 28, 2019. AMO will be assessing the areas of the plan in greater detail and will report to members on any significant developments.

### AMO Contact:

Craig Reid, Senior Advisor, [creid@amo.on.ca](mailto:creid@amo.on.ca), 416-971-9856 ext. 334

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**Jeremy Rody**

---

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Monday, December 10, 2018 6:26 PM  
**To:** jrody@eastlink.ca  
**Subject:** AMO Policy Update - Information for Councils - Developing a Municipal Cannabis Policy Statement

December 10, 2018

## **Information for Councils – Developing a Municipal Cannabis Policy Statement**

### **Members of Council**

During Council transition, AMO sent to senior municipal staff a document that covers off all the information that would be helpful in preparing reports to councils on whether to opt-out or allow retail cannabis sales. Now, with councils sworn in, we want to share it directly with you.

The document includes a [Draft Municipal Cannabis Policy Statement Template](#). The Template helps municipal governments that may wish to allow recreational cannabis retail sales in their communities to identify sensitive areas and better guide retail outlet locations. The template is based upon the 'public interest' definition in the Ontario recreational cannabis regulations. Where stores are allowed, it can also help staff to provide comments to the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) on proposed locations within the 15-day statutory consultation window.

Under Ontario's recreational cannabis policy, private cannabis retail stores will be approved to sell as of April 1, 2019 where municipal governments allow them. Municipal governments that do not wish to allow cannabis retail stores can do so by informing the AGCO in writing by January 22, 2019 of council's decision. Members should note that the decision not to allow retail stores or the decision is to opt out and opt back in after Jan. 22 will affect access to the municipal portion of the Province's share of the federal share of its cannabis excise tax. No matter the municipal decision, consumers will continue to have access to cannabis through on-line sales, personal growing and through retail in other communities.

As a priority, please read the documents linked to this communication so that you have the most comprehensive information given the decision you will need to make by January

22, 2019. In addition, Heads of Councils and municipal treasurers received individual letters from the Minister of Finance. These letters set out each municipal government's cannabis implementation funding allocation. Members can find other information on cannabis legalization on [AMO's resource page](#).

**AMO Contact:**

Craig Reid, Senior Advisor, [creid@amo.on.ca](mailto:creid@amo.on.ca), 416-971-9856 ext. 334.

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**Jeremy Rody**

---

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, December 13, 2018 6:29 PM  
**To:** jrody@eastlink.ca  
**Subject:** Value of AMO Membership 2019-2020  
**Attachments:** Value of AMO Membership 2019-2020.pdf

December 13, 2018

**Re: Value of AMO Membership 2019-2020**

You would be right to think of AMO as a highly influential policy development and advocacy organization, but it is so much more. We are also a provider of programs of direct support through our Local Authority Services (LAS). We also advance municipal employer interests in OMERS as your sponsor representative through the Municipal Employer Pension Centre of Ontario (MEPCO). Take a few minutes to look at this [video](#) that speaks to our roles. In the meantime, let me highlight a few of the benefits as I ask you to renew your AMO membership.

In the first 100 days of the new provincial government, our work has resulted in positive changes for municipal government in Ontario. We now have fairer and clearer criteria for municipal governments to argue capacity to pay in fire service negotiations and interest arbitration. We now have full, absolute protection for "doublehatter" firefighters and we have seen the repeal of recent labour laws that would have added costs to municipal governments. We know the Government of Ontario is facing a very big fiscal challenge, one that has it looking at every single funding program, including those that support municipal governments and others in the broader public sector. We know consultations are occurring on development charges, housing and reducing the reporting burden on municipal governments – and that is just in one of many ministries that have an impact on municipalities.

Your membership in AMO gives the sector a seat at the provincial table. It gives us the ability to coordinate municipal governments and tap the talents and front-line knowledge of members on any number of topics. The coming year is going to be a pivotal year – a year when the municipal sector needs a strong, clear and united voice. We are a constant and influential voice at Queen's Park when it is needed most. Please renew your AMO membership.

OMERS is also a significant policy area if you are an OMERS employer. Take a look at your employer pension contributions – which average 10.7%. It is a significant budget line for your municipality. Even with some solid investment returns, OMERS remains in deficit from the last recession. In addition, the future is going to be more challenging for plan sustainability. OMERS estimates that by the year 2030, the ratio of contributing members to retirees will be 1:1. MEPCO is the municipal employers' pension voice. Its work is critical to protecting municipal employer interests. Without MEPCO, work on pension issues would be weakened and municipal representation would suffer. Employee-side sponsors are fully supported and resourced by their union associations. Employer sponsors must be fully supported too.

I promise that we will continue our hard work on your behalf in 2019. To do that we need your membership in AMO and MEPCO. The related membership invoices have been mailed to your treasury department for

payment. Municipal governments are the frontline of governments. Let us work together in 2019. Best wishes to you, your friends and family, and your community for a happy, safe and festive holiday season.

Jamie McGarvey, AMO President

---

**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

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December 13, 2018

**Re: Value of AMO Membership 2019-2020**

You would be right to think of AMO as a highly influential policy development and advocacy organization, but it is so much more. We are also a provider of programs of direct support through our Local Authority Services (LAS). We also advance municipal employer interests in OMERS as your sponsor representative through the Municipal Employer Pension Centre of Ontario (MEPCO). Take a few minutes to look at this [video](#) that speaks to our roles. In the meantime, let me highlight a few of the benefits as I ask you to renew your AMO membership.

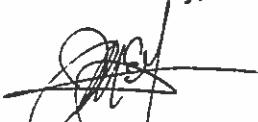
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I promise that we will continue our hard work on your behalf in 2019. To do that we need your membership in AMO and MEPCO. The related membership invoices have been mailed to your treasury department for payment. Municipal governments are the frontline of governments. Let us work together in 2019. Best wishes to you, your friends and family, and your community for a happy, safe and festive holiday season.

Yours sincerely,



Jamie McGarvey  
President

## Jeremy Rody

---

**From:** Minister (MMAH) <minister.mah@ontario.ca>  
**Sent:** Friday, November 30, 2018 10:40 AM  
**To:** Jeremy Rody  
**Subject:** un message du ministre Steve Clark

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

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

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M5G 2E5  
Tél. : 416 585-7000  
Télééc. : 416 585-6470



November 30, 2018

David Ham  
Mayor  
Township of Assiginack  
jrody@assiginack.ca

Dear Mayor Ham and Council:

Please accept my congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public, and I look forward to working with you in the years ahead.

As a former mayor, I know firsthand that municipal government is closest to the people and delivers important services every day. I also know your constituents expect local government to be effective and responsive, and you expect the same in the provincial-municipal relationship.

At the AMO conference this year, I was proud to sign a renewed Memorandum of Understanding one year before it expired. The MOU signals our government's commitment to consult when introducing measures that affect municipalities.

There is much work ahead of us. Our government is working hard to remove red tape that stands in the way of job creation and development in communities across the province. We will be working together to increase housing supply and find efficiencies by reducing the reporting burden you face when dealing with the province. Our goal is to ensure that local governments are working well and supporting future economic prosperity.

As we work together to serve the people of our great province, I want to hear about the challenges you face. I know that local representatives understand their communities and that you can help us ensure that local government is working harder, smarter and more efficiently. Best wishes to you and to council for success over the next four years.

Sincerely,



Steve Clark  
Minister

---

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**Ministry of  
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and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
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Toronto ON M5G 2E5  
Tél. : 416 585-7000



DEC 05 2018

RE: Municipal Reporting Burden

Dear Heads of Council,

As you have heard me say, reducing the provincial reporting burden affecting the municipal sector is a priority for the government. I addressed municipal concerns about the reporting burden at the Association of Municipalities of Ontario (AMO) conference in Ottawa this past summer. I have heard from municipalities that the province asks for too many reports, which impacts the ability of municipalities to focus on local priorities.

I have struck a team in my ministry to lead the reduction of the municipal reporting burden across government. In addition to reducing the number of reports, we must make sure any remaining information collected is necessary for the province's work. We must confirm the information requested is not duplicative, and that the reporting requirements for small municipalities are appropriate.

To address these goals, my ministry will be convening a cross-government working group to bring together ministries with municipal reporting requirements. This group will be tasked with reducing reporting and undertaking the work to meet the aforementioned commitments.

In addition to our cross-government working group, in 2018, my team will be convening a stakeholder working group of various municipal associations with a shared common interest in municipal reporting requirements.

I invite you to share your thoughts on what changes can be made to municipal reporting directly to my office, as well.

Thank you for your support.

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark  
Minister, Ministry of Municipal Affairs and Housing

c: Laurie LeBlanc, Deputy Minister, MMAH

RECEIVED  
DEC 07 2018

Ministry of  
Municipal Affairs  
and Housing

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000

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777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000



Dear Head of Council,

As you know, our government has launched a broad consultation to gather input on how to increase the supply and mix of housing, speed up development timelines and drive down costs. Feedback from the consultation will inform our Housing Supply Action Plan, to be released this spring. I encourage you to share your ideas by visiting [Ontario.ca/HousingSupply](http://Ontario.ca/HousingSupply) before January 25, 2019.

As part of this consultation, we will be undertaking a fundamental review of all aspects of the development approvals process as it relates to building more housing people can afford, and attracting and retaining new business investments. That is why I have directed my ministry to review the entire provincial approvals process – from the rules for planning all the way to construction.

I am keenly aware of the broad number of permits, approvals and processes that may come into play as part of this exercise, including those that reside with our partner ministries. I am working closely with my Cabinet colleagues on this initiative and our government's goal is a streamlined development process that ensures provincial approvals are in place within one year so building can begin sooner.

To help achieve this ambitious but necessary goal, and following on the successes of our recent Growth Plan Implementation workshops, we want to hear directly from you. That is why, we will be holding a series of targeted consultations focused on the key laws and policies that my ministry administers, and your input will be critical.

In the coming days, you will be invited to participate in one or several discussions focused on the Planning Act, the Provincial Policy Statement, the Building Code and other matters. This detailed review of individual policies and laws is needed to find every barrier and unnecessary step in the process. However, as Minister, I am interested in transformative change, not incremental shifts in policies.

Making Ontario open for business means a fundamental change to the status quo. Our province needs to be a place where businesses can locate and grow, and create jobs and innovate, not spend their time clearing regulatory hurdles and navigating unnecessary red tape.

This is urgent work, and I hope you will make time to participate. I look forward to hearing your important insights and recommendations on how to move forward.

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark  
Minister  
Ministry of Municipal Affairs and Housing

Subject:

Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

**Resolution #**

**10.(d)(iii)/21/11/2018**

**WHEREAS** concern over the quality of the Municipal Voters' List is not a new phenomenon;  
**AND WHEREAS** in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

**AND WHEREAS** the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

**AND WHEREAS** despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

**AND WHEREAS** a transformational solution to the way that the Voters' List is created and managed is required;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of

Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

**AND FURTHER** Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

**AND FURTHER** that this resolution be circulated to all Ontario Municipalities for their consideration and support.

**CARRIED**

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

*Cindy Filmore*

Senior Office Assistant

Town of Kearney

Ph# (705) 636-7752

Fax (705) 636-0527



# Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0  
Telephone: (519) 793-3522 • Fax: (519) 793-3823  
www.northbrucepeninsula.ca

December 4, 2018

TOWN OF KEARNEY  
8 MAIN STREET  
KEARNEY, ON  
POA 1M0

Att: Cindy Filmore

Dear Ms. Filmore:

Re: The Creation, Maintenance and General Quality of the Municipal  
Voters' List

The resolution received by the Town of Kearney (attached), was reviewed by the Council of the Municipality of Northern Bruce Peninsula on December 3, 2018, relating to the above noted item. At this meeting, Resolution # 28-07-2018 was carried and adopted by Council:

"THAT Council supports the attached resolution No. 10.(d)(iii)/21/11/2018 from The Corporation of the Town of Kearney in regards to the creation, maintenance and general quality of the municipal voters' list. "

The above is being provided for your information.

Yours truly,

Mary Lynn Standen  
Clerk

Encl.



Government  
of Canada

Gouvernement  
du Canada

[Home](#) → [FedNor](#) → [Apply now!](#)

# Application instructions for financial assistance for the NODP (Northern Ontario Development Program)

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## Application for financial assistance:

Before completing your Application, carefully review the Northern Ontario Development Program (NODP (Northern Ontario Development Program)) Guidelines to verify that your organization and proposed activities fit within the appropriate program criteria and priorities. FedNor will work to ensure project applications also align with the Government of Canada's Prosperity and Growth Strategy for Northern Ontario.

Complete an Application for Financial Assistance providing key contact and project information, along with a brief summary of how the proposed project will result in the following outcomes, based on the NODP (Northern Ontario Development Program) priority under which you are applying:

### Community Economic Development:

- Increased community mobilization to identify and prioritize viable economic opportunities through strong decision making and planning;
- Strengthened economic competitiveness in the community through priorities to diversify and stimulate business investment and growth in the short- to medium-term (up to five years);
- Enhanced collaboration among stakeholders to achieve shared regional economic development goals in the short- to medium-term (up to five years).

### Business Growth and Competitiveness:

- Enhanced productivity, competitiveness and business management capacity;
- Improved trade and export performance and supply chain integration in the short- to medium-term (up to five years);
- Enhanced level of investment from outside the region that increases the number of enterprises established and/or expanded in Northern Ontario;
- Diversified traditional industries and emerging sectors producing more value-added and knowledge-based products and services.



## **Innovation:**

- Strengthened or new alliances and clusters among businesses, research institutions and innovation centres to commercialize applied research and development in the short- to medium-term (up to five years);
- Increased number of businesses in Northern Ontario engaged in the applied research and innovation process;
- Increased number of value-added products, processes or services developed and commercialized to enhance productivity and competitiveness in key sectors in Northern Ontario.

Applicants will receive written or electronic confirmation that their Application has been received. While reviewing the information, FedNor may contact applicants for additional details to complete the application.

The results of the Application review will be communicated to applicants electronically or in writing.

Applications can be completed and submitted electronically, or printed and sent to the nearest FedNor office.

## **Phase Two Detailed Application under NODP (Northern Ontario Development Program):**

Upon initial evaluation, FedNor will provide an electronic or written decision on whether the project should proceed to Phase Two. If selected to proceed, applicants will be invited to submit a Phase Two Detailed Application and provide supporting documentation. This may include a detailed business plan, financial statements, and articles of incorporation. The information required and instructions on how to proceed will be provided to applicants.

## **Application Review:**

Phase Two Detailed Applications will be evaluated on their ability to support the objectives of the NODP (Northern Ontario Development Program) and meet the following criteria:

- Applicant can demonstrate it has an established track record in the delivery of projects;
- Applicant has the expertise and the resources required to complete the proposed project;
- Applicants applying on behalf of a sector or industry represent the key project stakeholders;
- Applicants have established a clear project governance structure and decision-making process;
- The project addresses a need identified by end users and will not duplicate existing efforts or projects;
- Accountability mechanisms are in place to ensure due diligence in administering public funds and the ability to report on performance measures; and

- Identification of a person and position responsible for project delivery and management along with key officers that have signing authority.

Furthermore, Phase Two Detailed Applications must clearly demonstrate how the project will have short- to medium-term measurable results leading to the economic development of Northern Ontario communities and businesses, such as:

- Business development, growth and competitiveness;
- Strategic economic development plans developed and/or implemented;
- Collaborative projects undertaken and the number of stakeholders involved;
- Community assets developed, modernized or expanded (e.g., industrial/business parks, waterfront developments);
- Increase in business investment and employment growth (jobs created and maintained);
- Businesses exporting or increasing export sales;
- Expansion of a key economic sector;
- Businesses offering value-added and/or knowledge-based products and services.

## Reporting Requirements:

Successful applicants will be required to report to FedNor on project expenditures and activities, the results/outcomes of the project, and achievement of performance indicators as identified in contribution agreements.

## Note:

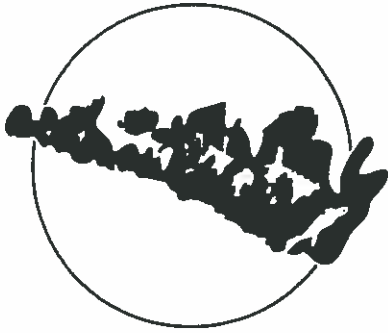
- A complete Application for Financial Assistance must first be submitted to determine your proposal's eligibility.
- Electronic or Written confirmation that an application may proceed to a Phase Two Detailed Application should not be interpreted as FedNor's approval of the proposed project or authorization to start with the proposed activities.
- Applicants cannot presume that financial support will be provided toward their project until written approval is obtained through a signed contribution agreement.

If you decide to accept public funding, depending on the nature of your project and the targeted clientele, you may be asked to assume official languages obligations among other obligations outlined in your contribution agreement.

FedNor requires that all projects conform to requirements set out in the Canadian Environmental Assessment Act (CEAA (Canadian Environmental Assessment Act)). For details of CEAA (Canadian Environmental Assessment Act) requirements please visit: [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca).

## Contact Us:

For more information, please contact your local FedNor Officer or call us toll-free at 1-877-333-6673.



**MANITOWLING** RECEIVED  
**PLANNING BOARD** DEC 04 2018

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 ☎ 705-282-3142

November 22, 2018

Jeremy Rody, Clerk  
Township of Assiginack  
PO Box 238  
Manitowaning ON P0P 1N0

Subject: Deeming By-law

File No.: 8020ZBL-18-002  
Owners: Alan Gropp and Liisa Rothmeier  
Location: Part Lot 3, Conc. XVII  
Being Lots 24 and 25, Subdivision Plan 31M-206  
Township of Assiginack  
District of Manitowling

Dear Mr. Rody:

Further to our letter dated October 30, 2018 and your email of November 21<sup>st</sup>, 2018 with attached copy of Resolution No. 292-20-18 which advised of your Council's concurrence with the subject proposal, please be advised that we wish to proceed with a Deeming By-law for Lots 24 and 25, Plan 31M-206, as previously requested.

After Council has passed the Deeming By-law, at the next Council Meeting to be held on Monday, December 3<sup>rd</sup>, 2018, please return the three (3) originals duly signed and stamped to our office for completion including the registration.

If you have any questions or if I can be of further assistance, do not hesitate to contact this office.

Yours truly,

Theresa Carlisle, ACST  
Secretary-Treasurer

Enclosures

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
RESOLUTION

MOVED BY: [Signature]

RESOLUTION # 292 -20-18

SECONDED BY: Hugh Moggy

DATE: November 20, 2018

BE IT RESOLVED

THAT 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
- CARRIED AS AMENDED
- DEFEATED
- TABLED

[Signature]  
MAYOR

RECORDED VOTE:  
Yea                      Nay

DISCLOSURE OF INTEREST

Paul Moffatt \_\_\_\_\_  
Bob Case \_\_\_\_\_  
Leslie Fields \_\_\_\_\_  
Hugh Moggy \_\_\_\_\_  
Brenda Reid \_\_\_\_\_

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW NUMBER 2018-31**

**Being a Deeming By-Law to designate  
Lots 24 and 25, Registered Plan 31M-206  
not to be Lots on a Registered Plan of Subdivision  
for Planning Act Purposes**

**WHEREAS** The Planning Act, R.S.O. 1990, Chapter P.13, Section 50 (4), as amended, authorizes a municipality to designate any plan of subdivision or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subsection (3);

**AND WHEREAS** Registered Plan 31M-206 for the geographic Township of Assiginack, was registered on the 14<sup>th</sup> day of September, 2004;

**AND WHEREAS** the owners of Lots 24 and 25, Plan 31M-206 in the Township of Assiginack have requested to have these Lots deemed not to be lots on a Registered Plan of Subdivision pursuant to Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13;

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

1. THAT the parts of the plan of subdivision described as Lots 24 and 25, Plan 31M-206, Township of Assiginack, are, pursuant to Section 50(4) of the Planning Act, R.S.O., C.P.13, deemed not to be Lots on a Registered Plan of Subdivision for the purposes of Section 50(3) of the said Planning Act.
2. That this by-law shall take effect on the date of registration in the land registry office.

**BY-LAW READ A FIRST AND SECOND TIME AND  
THIS 3<sup>rd</sup> DAY OF DECEMBER, 2018.**

\_\_\_\_\_  
David Ham, Mayor

\_\_\_\_\_  
Jeremy Rody, Clerk

**BY-LAW READ A THIRD TIME AND PASSED  
THIS 3<sup>rd</sup> DAY OF DECEMBER, 2018.**

\_\_\_\_\_  
David Ham, Mayor

\_\_\_\_\_  
Jeremy Rody, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 18-32**

**BEING A BY-LAW of the Corporation of the Township of Assiginack to appoint Members of Council to various boards and committees**

**WHEREAS** the appropriate authority is found in Section 8 of the Municipal Act, 2001, S.O. 2001, Ch. 25, as amended and Section 6.4 of By-law #15-30, as amended;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack deems it beneficial to the community to appoint Council Members to Boards and Committees for the current term;

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

1. THAT the following Council Members shall sit on the following Boards and Committees:

- |   |                                   |
|---|-----------------------------------|
| a) Assiginack Public Library                    | Christianna Jones                 |
| b) Hilly Grove Cemetery Board                   | Robert Maguire                    |
| c) Assiginack Museum Advisory Committee         | Hugh Moggy                        |
| d) Community Policing Advisory Committee        | David McDowell                    |
| e) POA Board                                    | Christianna Jones                 |
| f) Manitoulin Planning Board                    | David Ham                         |
| g) Manitoulin East Municipal Airport Commission | David Ham &<br>Robert Maguire     |
| h) Manitoulin Centennial Manor Board            | Hugh Moggy                        |
| i) Manitoulin Municipal Association             | David Ham<br>Robert Maguire (alt) |
| j) Manitoulin-Sudbury DSSAB                     | David Ham                         |

2. 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  
18<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
D. Ham: MAYOR

\_\_\_\_\_  
J. Rody: CLERK

Seal