

**MUNICIPALITY**



**OF ASSIGINACK**

**REGULAR MEETING OF COUNCIL  
To Be Held in the Council Chambers  
Tuesday, January 15<sup>th</sup>, 2019 at 5:00 p.m.  
Council's Regular Meeting Agenda**

**For consideration:**

**1. OPENING**

- a) Adoption of Agenda
- b) Disclosure of Pecuniary Interest and General Nature Thereof

**2. ANNOUNCEMENTS**

**3. ADOPTION OF MINUTES**

- a) Regular Council Meeting of January 2, 2018 (p.3)
- b) Community Policing Advisory Committee Meeting Minutes October 3, 2018 (p.8)

**4. DELEGATIONS**

- a) Manitoulin Island Cycling Advocates
- b) Sylvie Thibault, Rural Economic Development Fund Re-Branding Study
- c) Rob Mellan: Escarpment Biosphere Trails

**5. REPORTS**

**6. ACTION REQUIRED ITEMS**

- a) Accounts of Payment: General: \$93,257.01 - Payroll: \$19,621.13 (p.12)
- b) Used Truck Research Committee (p.16)
- c) Appointment of MTA Committee Member
- d) Leask Bay Shores Lane Maintenance Request (p.22)

**7. INFORMATION ITEMS**

- a) Ministry of Tourism, Culture and Sport: Ontario Tourism Strategy Meeting (p.27)
- b) Manitoulin Tourism Association Emergency Meeting (p.28)
- c) Freelandt Caldwell Reilly Audit Bulletin (p.45)
- d) S.S. Norisle Refit Project Reinstatement (p.55)

## **8. BY-LAWS**

- a) By-law #19-01: Amend By-law #15-30: Procedural By-law - Council Meeting Times (p.63)
- b) By-law #19-02: Appointment of an Integrity Commissioner (p.64)

## **9. CLOSED SESSION**

- a) The Security of the Property of the Municipality or local board (*Municipal Act, 2001, ch.25, s.239(2)(a)*)

## **10.ADJOURNMENT**

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Wednesday, January 2<sup>nd</sup>, 2019 at 5:00 p.m.

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

**Staff:** Alton Hobbs, CAO Ron Cooper, Public Works Superintendent  
Jeremy Rody, Clerk Jackie White, Events Coordinator  
Deb MacDonald, Treasurer

**Press:** Alicia McCutcheon, Expositor

**OPENING:**

**#01-01-19 H. Moggy – R. Maguire**

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

*CARRIED*

**AGENDA:**

**#02-01-19 R. Maguire – H. Moggy**

THAT the agenda for this meeting be amended by adding the following item:

6-H) Council Meeting Times;

AND THAT the agenda be accepted as amended.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

There were no disclosures of pecuniary interest.

**ANNOUNCEMENTS:**

There were no announcements.

**MINUTES:**

**#03-01-19 H. Moggy – C. Jones**

THAT the minutes of the Regular Council meeting of December 18, 2018, be accepted.

*CARRIED*

**DELEGATIONS:**

There were no delegations.

**REPORTS:**

There were no reports.

**ACTION REQUIRED ITEMS:**

**#04-01-19 C. Jones – H. Moggy**

THAT Council authorizes the following Accounts for Payment:

General: \$106,000.67

AND THAT the Mayor and administration be authorized to complete cheques #28412 through #28469 as described in the attached cheque register report.

*CARRIED*

**#05-01-19 H. Moggy – C. Jones**

THAT Council authorizes the following Accounts for Payment:

Payroll: \$19,966.87

AND THAT the Mayor and administration be authorized to complete cheques #28460 through #28465 as described in the attached cheque register report.

*CARRIED*

**#06-01-19 H. Moggy – C. Jones**

THAT a Burns Wharf Theatre Advisory Committee be established to search for theatre building renovation funding opportunities;

AND THAT the following individuals shall be appointed to the committee:

1. Peter Baumgarten, Burns Wharf Theatre Players
2. Chuck Vanderveen, Burns Wharf Theatre Players
3. David Ham, Assiginack Council
4. Robert Maguire, Assiginack Council

*CARRIED*

**#07-01-19 R. Maguire – H. Moggy**

THAT Assiginack Council submit an application to FedNor's Northern Ontario Development Program for an Economic Development Officer.

**CARRIED**

**#08-01-19 R. Maguire – D. McDowell**

WHEREAS the Ontario Cannabis Legalization Implementation Fund will provide funding to Ontario municipalities to assist with the expected increase in various costs related to cannabis legalization;

NOW THEREFORE BE IT RESOLVED THAT Assiginack Council does forecast an increase to policing costs and district social services costs as a result of cannabis legalization and shall not opt-out of the Ontario Cannabis Legalization Implementation Fund.

**CARRIED**

**6-E) Councillor's Priorities Discussion**

Dave McDowell – Councillor McDowell expressed in interest in touring all the Township buildings as it is important to see these buildings when discussing at the Council table. He would also like to learn more about the Township equipment requirements. He would like to address staffing needs as there are current employees who are close to retirement. He would like to support the development of a waterfront apartment unit primarily for seniors, this would bring more volunteers into the community. He would like to investigate solutions for Rogers Creek Bridge, Burns Wharf Theatre and Private Roads. And he would like to discuss By-law Enforcement on several issues.

Robert Maguire – Councillor Maguire would like to focus on Economic Development initiatives and establish a committee that includes council members, business owners, and members of the community. Staff will advertise for this committee until the second meeting in February to be appointed at the first meeting in March.

Christianna Jones – Councillor Jones would like to prioritize Economic Development and an improved waterfront to help bring traffic from highway 6 into the community. She would like to focus on more advertising for the events in our community as well as promoting the Marina and Golf Course as a attractions. She would like to promote Experience Tourism in Assiginack as people are vacationing different now than they have in the past, they are looking for unique experiences.

Hugh Moggy – Councillor Moggy's priority is infrastructure. Many buildings need attention including Burns Wharf Theatre, Public Works, Museum, Roller Mills, and Post Office. He would like to discuss what Council is going to do about the Fire Hall. There is some work to be done at the waste disposal site to ensure its future. He would like to see a solution for Rogers Creek Bridge as well as improvements to our network of roads. He will support Economic Development initiatives.

**#09-01-19 R. Maguire – D. McDowell**

THAT Assiginack Council approach the Township of Tehkummah Council regarding a preferred solution for the Rogers Creek Bridge which is currently closed due to its deteriorating condition;

AND THAT Assiginack Council requests that both Councils appoint a designated member to work together on a preferred solution, cost estimates, and funding discussions;

AND FUTHER THAT the members contact the Ontario Good Roads Association to inquire on any assistance they may be able to provide.

*CARRIED*

**INFORMATION ITEMS:**

**#10-01-19 R. Maguire – D. McDowell**

THAT we acknowledge receipt of the following correspondence items:

- a) AMO Communications of December 21<sup>st</sup>, 2018

*CARRIED*

**BY-LAWS:**

There were no by-laws.

**CLOSED SESSION:**

**#11-01-19 C. Jones – D. McDowell**

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

- b) Personal matters about an identifiable individual, including municipal or local board employees

*CARRIED*

**#12-01-19 C. Jones – D. McDowell**

THAT we adjourn from our Closed Session at 5:59 p.m., approve the minutes of the Closed Session of October 16, 2018 and resume our regular meeting.

*CARRIED*

**CLOSING:**

**#13-01-19 R. Maguire – D. McDowell**

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

*CARRIED*

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

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

6:00 p.m.

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

**MINUTES  
COMMUNITY POLICING ADVISORY COMMITTEE MEETING  
03 October 2018  
MINDEMOYA COUNCIL CHAMBERS  
7:00 P.M.**

RECEIVED  
JAN 11 2019

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<b>PRESENT:</b>	S/Sgt. Kevin WEBB Hugh MOGGY Brian PARKER Yvonne BAILEY Eric RUSSELL	Bruce WOOD Dale SCOTT Wayne BAILEY Betty NOBLE
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**Minutes Taken by:** Carol FERGUSON

**CALL MEETING TO ORDER**

Bruce WOOD called the meeting to order at 7:05 p.m.

**ADOPTION OF AGENDA**

Agenda for meeting was provided to all present. Bruce WOOD asked if there were any additions or any discussion required.

**Moved by Dale SCOTT and seconded by Eric RUSSELL that the agenda be adopted.  
CARRIED.**

**ADOPTION OF MINUTES**

Minutes of the 05 September 2018 meeting have been circulated and members were asked if there are any errors or omissions. Bruce asked if anyone had anything they wanted to discuss in relation to the minutes.

S/Sgt. WEBB spoke to concern raised at the last meeting in relation to police response time in attending scene of a tragic suicide in Central Manitoulin in June. He indicated that the response was actually ½ hr. The closest officer was in Little Current when the call came in, therefore, delay was due to logistics. He also mentioned at this same time officers were involved in the fires that had occurred. They were working throughout the island doing surveillance.

**Moved by Hugh MOGGY and seconded by Dale SCOTT that the minutes be adopted.  
CARRIED.**

**NEW BUSINESS:**

**Transition of Espanola Police Service**

S/Sgt. Webb indicated that the amalgamation with Espanola Town Police is looking good. Staffing is coming together. Vacancies have been filled by members on overtime. There are two sergeants and two constables from the Espanola Town Police that will be attending the academy for training. Remainder of vacant positions will be filled by members looking to transfer to Espanola.

**Change in Detachment Leadership**

S/Sgt. WEBB stated that he has accepted a position as Detachment Commander, Sudbury, which also includes, Killarney, Noelville and Warren. Inspector Baldassare NUCCIO will be the



interim Detachment Commander. There will be a competition in the future for a permanent Detachment Commander. Sgt. MINNEAR will be acting as the S/Sgt. Operations Manager. He may be the next person sitting on the CPAC committee but unsure at this point in time. He is very familiar with local issues as he has been a member of the Little Current Detachment for the past 8 years. He has 40+ years in policing, 33/34 with the OPP and the some municipal time as well.

### **ROUND TABLE**

Dale SCOTT - no issues in Central Manitoulin.

Hugh MOGGY – no issues in Assiginack

Wayne BAILEY provided a letter to S/Sgt. WEBB. Wayne mentioned that persons in Burpee/Mills as well as likely Gordon, Gore Bay and Central Manitoulin may be feeling the effects of items disappearing from their properties. His experience in Burpee is property owners do not call police – possibly afraid that policing costs will rise.

Young persons have been returning to the area to reside. They do not have employment and choose to do nothing productively through the daylight hours. During the night is when they get cruising the side roads, spot lighting, looking at cottages – shining light on cottage to determine if it is empty. People are nervous having this happen to them. Union Rd. was the first road where items started to go missing. They cruise down any road off of Hwy 540 travelling without their headlights on and then turn the spotlight on to check out properties. Thinks there are approximately 5 people working together. Wayne advised that suspect names could be provided. Council would like to meet with an officer to discuss this issue.

S/Sgt. WEBB stated that he would send an email to the officers to travel the back roads on nightshift. He would also request Cst. MANLEY or Cst. ROBERTSON to meet with council to discuss the matter. The bottom line is home/cottage owners need to report to police so it can be investigated. Cost to the municipality would be minimal. People are being victimized and this needs to be taken care of. These are crimes of opportunity.

Yvonne BAILEY – No issues in Gore Bay

Betty Noble – no issues in Gordon

Eric RUSSELL asked about the vandalism being done to election signs in Tehkummah, he was asking if the police had heard anything. S/Sgt. WEBB stated yes a non-formal complaint has been made with the police.

Brian PARKER – no issues in Billings

Bruce WOOD – quiet in NEMI

S/Sgt. WEBB stated that he has been very appreciative of the CPAC committee. Representatives on this committee do a great job for their municipalities. Stated he is a committee member like all others around the table.

S/Sgt. WEBB gave an overview of the last 7 years as Detachment Commander on Manitoulin.

He began in Little Current on 27 June 2011.

- He did attend a CPAC meeting with Retired S/Sgt. Bruce MCCULLAGH approximately a week before his start date.
- NEMI Boathouse – definitely a challenge to get it removed, many memo's were written, health and safety reports, photo's etc. Took two attempts in order to get it done.

- Billing Model – spent many hours learning how it works. Attended council meetings to discuss the model. Some people were under the assumption that police presence in their community was costing them money. This is not the case.
- Always accessible to local mayors and reeves. In the beginning attended MMA meetings and then later was invited to the table. It was felt that I was able to add to this group.
- Festivals – in the beginning Haweater weekend was concerning. Worked hard at making things better. The last 4-5 years the festival has run much more smoothly. No criminal activity.
- Cycling Tour, getting officers involved and making it safer
- Pearson Cup – Information being received after the fact, things are running more smoothly now.
- Countryfest – owners developed new venue – spoke with owners to discuss how to make venue more safe.
- Gore Bay Harbour Days – great event, no issues.
- Being visible - Statistically successful. Reduced Personal Injury accidents, no fatalities, reduced car/deer. Public safety is always our priority. Reduction in alcohol related accidents. Impaired drivers are minimal.
- Drug Strategy, there was a time when very little was being done with drug enforcement. It was brought back to the forefront. Enforcement charges have increased. Tri-force approach works well, great partnership. Each community blends into each other, everything we can do together reduces crime. Street Crime unit is doing great work with drug enforcement.
- Bridge Dedication for Lloyd Lackey.
- Christening of the Gwen Boniface vessel
- Marine Safety on our waterways. Educational approach as well as stern warnings. This year has seen a huge decrease in marine offences.
- Technology – tablets in cruisers. Officers are not in the office much anymore, they can do everything from the cruiser.
- Civilian Data Entry (CDE) officers dictate their reports and they are transcribed by the CDE unit and added to the occurrence.
- Field Support Unit (FSU) – 25-30% of calls for service are taken by the FSU. FSU consists of members who are accommodated. This saves the members working the road all kinds of time.
- Focused Patrols – Problem is identified, officers will concentrate some of their efforts on that problem area of concern. This is a provincial program that has been very beneficial.
- Community Mobilization – identify problem collectively and work together to deter bad behavior. Meeting with community, police and MTO to discuss an issue like Bridal Veil Falls parking worked well.
- Partnerships – UCCM and Wikwemikong Police Services, we all work great together.
- Offender Transport Unit – for many years cruisers would be driving back and forth to Sudbury transporting prisoners. Having the van has been a tremendous asset.
- Strategy now in place that will minimize the amount of time police will spend at hospitals with MHA patients. Hospital now recognizes that it is not our job .
- Harm reduction committee's – Manitoulin Injury Coalition, Victim Services etc. We have many partnerships throughout the island. Sexual Assault Clinic coming very soon to Manitoulin. Travelling to Sudbury can be a deterrent to the victim. Having this clinic will be very beneficial.
- Modernization Project – New Detachment for Little Current. Spring of 2019 they should break ground. Only detachment that will be closing will be Little Current once the doors open to the new detachment.

- Amalgamation of Espanola Police Service – very positive, there will be no negative to Manitoulin. Will gain four more cruisers, two additional sergeants, one inspector, one staff sergeant and a new detachment admin. clerk. People don't like change, however, the benefits of this amalgamation are great.

S/Sgt. WEBB stated that this would be his last meeting, and if any of the members ever needed to talk about an issue he would be more than happy to discuss.

All members thanked S/Sgt. WEBB for his approachability, his compassion to his job, his dedication to always following up on any issues that were brought forward.

S/Sgt. WEBB thanked everyone for being part of this great committee.

#### **DATE AND TIME OF NEXT MEETING**

Meeting will be decided upon after the elections on 22 October 2018. Likely not occur until the new year.

Motion to adjourn by Yvonne BAILEY at 8:25 p.m.

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

# The Township of Assiginack

## CHEQUE DISTRIBUTION REPORT

### Payables Management

<u>Ranges:</u>	<u>From:</u>	<u>To:</u>	<u>From:</u>	<u>To:</u>
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	0028475
Cheque Date	First	Last		0028500

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0028475	Date:	07/01/2019	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$24.21
InvNo:	725568	InvDesc:	arena-batt.cables/terminals	InvAmt:	\$24.21		
ChqNo:	0028476	Date:	07/01/2019	Vendor:	CHRISTIANNA JONES	Amount:	\$100.00
InvNo:	2018 ELECTION	InvDesc:	reimb candidates deposit	InvAmt:	\$100.00		
ChqNo:	0028477	Date:	07/01/2019	Vendor:	COMPUTREK	Amount:	\$806.93
InvNo:	18260	InvDesc:	jan remote server mgmt	InvAmt:	\$711.90		
InvNo:	18733	InvDesc:	dec offsite backup storage	InvAmt:	\$95.03		
ChqNo:	0028478	Date:	07/01/2019	Vendor:	DWAYNE ELLIOTT	Amount:	\$152.09
InvNo:	DEC 31 2018	InvDesc:	fd-mileage/fire prev supplies	InvAmt:	\$152.09		
ChqNo:	0028479	Date:	07/01/2019	Vendor:	EXP SERVICES INC.	Amount:	\$6,348.76
InvNo:	473721	InvDesc:	wtp membrane engineer fee	InvAmt:	\$1,017.00		
InvNo:	473720	InvDesc:	landfill eca-mon./train.	InvAmt:	\$5,331.76		
ChqNo:	0028480	Date:	07/01/2019	Vendor:	GERRY STRONG	Amount:	\$307.70
InvNo:	JA 7 2019	InvDesc:	bldg insp mileage/planning	InvAmt:	\$307.70		
ChqNo:	0028481	Date:	07/01/2019	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$11,054.31
InvNo:	DEC 19 2018 SHOWERS	InvDesc:	marina showerhouse	InvAmt:	\$29.86		
InvNo:	DEC 21 2018 MTG WTP	InvDesc:	mtg wtp	InvAmt:	\$5,848.73		
InvNo:	DEC 26 2018 PW	InvDesc:	pw-microfit	InvAmt:	\$6.10		
InvNo:	DEC 27 2018 LAGOON	InvDesc:	lagoon	InvAmt:	\$1,698.83		
InvNo:	JAN 2 2019 NORISLE	InvDesc:	norisle heritage park	InvAmt:	\$89.62		
InvNo:	JAN 2 2019 PW	InvDesc:	pw	InvAmt:	\$490.10		
InvNo:	JAN 2 2019 ICE PLT	InvDesc:	arena ice plant (estimate)	InvAmt:	\$2,847.93		
InvNo:	JAN 2 2019 REC DEPOT	InvDesc:	recycling depot	InvAmt:	\$43.14		
ChqNo:	0028482	Date:	07/01/2019	Vendor:	JACKIE WHITE	Amount:	\$87.95
InvNo:	DEC 26 2018	InvDesc:	pec-art supplies	InvAmt:	\$87.95		
ChqNo:	0028483	Date:	07/01/2019	Vendor:	LEVITT SAFETY LIMITED	Amount:	\$2,421.68
InvNo:	1732800-00	InvDesc:	fd-scott airpcks annual test.	InvAmt:	\$2,421.68		
ChqNo:	0028484	Date:	07/01/2019	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$181.86
InvNo:	0149510	InvDesc:	lib bldg-ice melt	InvAmt:	\$103.92		
InvNo:	0149618	InvDesc:	admin/po/lib-ice melt	InvAmt:	\$77.94		
ChqNo:	0028485	Date:	07/01/2019	Vendor:	MANITOWANING FRESHMART	Amount:	\$40.02
InvNo:	00451677	InvDesc:	admin-xmas party supplies	InvAmt:	\$32.09		

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

InvNo: 00451667      InvDesc: admin-water refill      InvAmt: \$3.99

InvNo: 00164376      InvDesc: admin-furn.polish      InvAmt: \$3.94

ChqNo:	0028486	Date:	07/01/2019	Vendor:	MINISTER OF FINANCE	Amount:	\$21,247.00
InvNo:	111712181315013	InvDesc:	november policing	InvAmt:	\$22,440.00		
ChqNo:	0028487	Date:	07/01/2019	Vendor:	MINISTER OF FINANCE	Amount:	\$1,047.97
InvNo:	DEC 2018	InvDesc:	dec eht	InvAmt:	\$1,047.97		
ChqNo:	0028488	Date:	07/01/2019	Vendor:	MUNICIPAL PROPERTY ASSESSMENT CORP.	Amount:	\$10,391.28
InvNo:	1800022294	InvDesc:		InvAmt:	\$10,391.28		
ChqNo:	0028489	Date:	07/01/2019	Vendor:	NEW NORTH FUELS INC	Amount:	\$4,877.87
InvNo:	486143	InvDesc:	po-furnace oil	InvAmt:	\$536.11		
InvNo:	485665	InvDesc:	pw-diesel	InvAmt:	\$1,434.92		
InvNo:	485664	InvDesc:	pw-dyed diesel	InvAmt:	\$395.67		
InvNo:	486556	InvDesc:	pw-diesel	InvAmt:	\$2,209.75		
InvNo:	486572	InvDesc:	pw-dyed diesel	InvAmt:	\$301.42		
ChqNo:	0028490	Date:	07/01/2019	Vendor:	NORTHERN 911	Amount:	\$239.17
InvNo:	21216-01012019	InvDesc:	jan 911 dispatch	InvAmt:	\$239.17		
ChqNo:	0028491	Date:	07/01/2019	Vendor:	OMERS	Amount:	\$8,595.60
InvNo:	DEC 2018	InvDesc:	dec omers remittance	InvAmt:	\$8,595.60		
ChqNo:	0028492	Date:	07/01/2019	Vendor:	PITNEY BOWES	Amount:	\$213.91
InvNo:	JAN 2 2019	InvDesc:	postage meter lease	InvAmt:	\$213.91		
ChqNo:	0028493	Date:	07/01/2019	Vendor:	RECEIVER GENERAL	Amount:	\$13,896.85
InvNo:	DEC 2018	InvDesc:	dec source deductions	InvAmt:	\$13,896.85		
ChqNo:	0028494	Date:	07/01/2019	Vendor:	RIVERSIDE ENTERPRISES	Amount:	\$2,370.74
InvNo:	20559	InvDesc:	dec recycl. transport	InvAmt:	\$2,370.74		
ChqNo:	0028495	Date:	07/01/2019	Vendor:	SOCAN	Amount:	\$209.13
InvNo:	8769949	InvDesc:	2019 socan arena lic	InvAmt:	\$209.13		
ChqNo:	0028496	Date:	07/01/2019	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$5,520.75
InvNo:	22782707	InvDesc:	po/bnk	InvAmt:	\$1,184.87		
InvNo:	22874786	InvDesc:	fd-propane	InvAmt:	\$1,165.41		
InvNo:	22874787	InvDesc:	pw-propane	InvAmt:	\$3,134.87		
InvNo:	22906703	InvDesc:	pw-cylinder rental	InvAmt:	\$11.87		
InvNo:	22906704	InvDesc:	arena-cylinder rental	InvAmt:	\$23.73		
ChqNo:	0028497	Date:	07/01/2019	Vendor:	DAVE MCDOWELL	Amount:	\$100.00
InvNo:	2018 ELECTION	InvDesc:	reimburse candidates deposit	InvAmt:	\$100.00		
ChqNo:	0028498	Date:	07/01/2019	Vendor:	WINDOWS UNLIMITED	Amount:	\$988.75
InvNo:	885065	InvDesc:	jan rdside prks/garb.pickup	InvAmt:	\$988.75		
ChqNo:	0028499	Date:	07/01/2019	Vendor:	WORKPLACE SAFETY & INSURANCE BOARD	Amount:	\$1,765.37

System: 08/01/2019 3:31:21 PM  
User Date: 08/01/2019

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

Page: 3  
User ID: deb

InvNo: DEC 2018      InvDesc: dec wsib remittance      InvAmt: \$1,765.37

ChqNo:	0028500	Date:	07/01/2019	Vendor:	XEROX CANADA LTD.	Amount:	\$267.11
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InvNo: F536065375      InvDesc: monthly copier usage      InvAmt: \$267.11

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

**Report Total:**

**\$93,257.01**

Date : 07/01/2019  
Time : 11:50:04 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0028470		07/01/2019	01/07COMB	118	COOPER, RONALD	OUTSTANDING	Cheque
0028471		07/01/2019	01/07COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0028472		07/01/2019	01/07COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0028473		07/01/2019	01/07COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0028474		07/01/2019	01/07COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
1591		07/01/2019	01/07COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
1592		07/01/2019	01/07COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
1593		07/01/2019	01/07COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
1594		07/01/2019	01/07COMB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
1595		07/01/2019	01/07COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
1596		07/01/2019	01/07COMB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
1597		07/01/2019	01/07COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1598		07/01/2019	01/07COMB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
1599		07/01/2019	01/07COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
1600		07/01/2019	01/07COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
1601		07/01/2019	01/07COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
1602		07/01/2019	01/07COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
1603		07/01/2019	01/07COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
1604		07/01/2019	01/07COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
Total :		\$19,621.13					



## 2006 STERLING L8500 S/A Plow/Sander Truck



Sold for 27000 CAD on Jul 10, 2018 (Day 1 of 2) in Toronto, ON, CAN

Lot # 560



Make:	STERLING
Model:	L8500 S/A
Year:	2006
Serial No.:	2FZAAWDCX6AV4XXXX
Meter reads (unverified)	128250 Km
Sold Price	27000 CAD
Details:	Caterpillar C7, Allison A/T, dbl frame, spring susp, 160 in. WB, Viking-Cives 11 ft frt plow harness, 12 ft wing, Viking-Cives 10 ft



four season box, Force SSC5100 electronic spreader ctrls, in-cab ctrls, Autolube, White

Notes:

WING LOCATED BEHIND PAINT SHOP RETIREMENT DISPERSAL FROM  
NORTHERN PAVING - GREAT HOME OUT OF GUELPH



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## 2002 FREIGHTLINER FL80 S/A Plow/Sander Truck



Sold for 10500 CAD on Sep 18, 2018 (Day 1 of 2) in Montreal, QC, CAN

Lot # 920



Make:	FREIGHTLINER
Model:	FL80 S/A
Year:	2002
Serial No.:	1FVABXAK22HJ8XXXX
Meter reads (unverified)	137203 Km
Sold Price	10500 CAD
Details:	Caterpillar 3126 6 cyl, 275 hp, Allison A/T, A/R susp, 18000 lb frt, 23000 lb rears, 174 in. WB, Tenco 12 ft hyd reversing plow, 11 ft



## 2005 STERLING S/A Plow/Sander Truck



Sold for 25000 CAD on Sep 25, 2018 (Day 1 of 2) in Toronto, ON, CAN

Lot # 112



Make:	STERLING
Model:	S/A
Year:	2005
Serial No.:	2FZAAWCS05AN3XXXX
Meter reads (unverified)	107055 Km
Sold Price	25000 CAD
Details:	Mercedes-Benz, Allison A/T, 18000 lb frt, 23000 lb rears, 196 in. WB, Viking-Cives 12 ft 2 way plow harness, 11 ft wing, Viking-Cives



## 2006 INTERNATIONAL 7500 4x4 Plow/Sander Truck



Sold for 39000 USD on Nov 5, 2018 in Salt Lake City, UT, USA

Lot # 92



**Make:** INTERNATIONAL

**Model:** 7500 4x4

**Year:** 2006

**Serial No.:** 1HTWMAZR16J20XXXX

**Meter reads (unverified)** 25944 Mi

**Sold Price** 39000 USD

**Details:** 6 cyl, diesel, Allison A/T, spring susp, 171 in. WB, 12 ft frt plow, 11 ft spreader box, 24 in. sander, Force SSC5100 electronic spreader ctrls, in-cab ctrls, hyd tailgate spreader



## 1998 FREIGHTLINER FL80 S/A Plow/Sander Truck



Sold for 2750 CAD on Dec 4, 2018 (Day 1 of 2) in Toronto, ON, CAN

Lot # 23



Make:	FREIGHTLINER
Model:	FL80 S/A
Year:	1998
Serial No.:	1FV6JFAB6WH92XXXX
Meter reads (unverified)	74572 Km
Sold Price	2750 CAD
Details:	Cummins, A/T, dbl frame, spring susp, 14000 lb frt, 23000 lb rears, 176 in. WB, harness, 11 ft 6 in sander, 2 spinner, Cirus Speedsmart electronic spreader ctrls, in-cab ctrls, RED

# Leask Bay Shores Lane

## Alton Hobbs

---

**From:** Alton Hobbs  
**Sent:** January-10-19 8:59 AM  
**To:** 'Dave Ham'  
**Subject:** RE: Emailing: Scan0696

Your Worship:

Council was asked last summer to provide a price to the Leask Bay Shores community. The Superintendent had a list of questions that he needed answers to before he could provide a price and Council decided to leave the matter to this term.

In general, I see the following areas of concern that would have to be addressed:

**Legality of Private Road or Rights of Way:** Are all landowners in favour of paying a contractor for maintenance? In this case, one landowner owns half of the road and approximately 25 others provide right of way over their property, none of which has been surveyed. If a landowner does not grant us access, we are trespassing. I think all landowners would have to be in agreement and it should be up to the association to confirm that.

**Equipment:** I don't know that PW has a vehicle that will reliably service this type of road. I think much of our current equipment may be too big to do the job.

We will need additional insurance coverage, which we can purchase. We should also require 'hold harmless' agreements with each landowner.

**Condition of the roads:** Leask Bay Shores Lane may be in good shape but we would need to have specific standards that other associations could work to in order for Council to consider future requests.

**Collection:** I think it should be the association's responsibility to pay the Township invoice and collect from their members. The Township should not have to chase home owners for payment and again, if one home owner doesn't give us permission to be on his property, what legal right do we have to charge a fee for being there?

**Snow Plowing Routes:** It is easy to say that doing this particular road might only take 20 minutes to maintain but that has an effect on completing the rest of the route. I think the Superintendent would have to comment further on this.

Of course the other way to look at this issue is not to look at a fee for service but of actually offering the landowners the opportunity to transfer the right of way to the Municipality and having these become municipal roads. I would think any legal and survey costs should be the landowners but other than giving the Township another 'not up to standard' road, it could simplify other issues.

Just my morning thoughts? Do you want this in this agenda?

Alton

---

**From:** Dave Ham <info@henleyboats.com>  
**Sent:** January-10-19 7:47 AM  
**To:** Alton Hobbs <ahobbs@assignack.ca>  
**Subject:** Emailing: Scan0696

Hello Alton : I was presented with this request this AM by  
Maureen Marion . Please read it over and provide your thoughts in

this matter as these folks are looking for winter maintenance and quite likely a bit of grading in the summer months. If council is in favour we will have to work on a formula as there are a few more of these roads in Assiginack township..

Regards, Dave

---

Total Control Panel

[Login](#)

To: [ahobbs@assiginack.ca](mailto:ahobbs@assiginack.ca)

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

From: [info@henleyboats.com](mailto:info@henleyboats.com)

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

RECEIVED

JAN 10 2019

Maureen Marion  
28 Leask Bay Shores Lane,  
Manitowaning, ON  
P0P 1N0

Date: January 9, 2019

Mayor Dave Ham  
Municipality of Assiginack Councilors  
156 Arthur Street,  
PO Box 238,  
Manitowaning, ON  
P0P 1N0

Re: Leask Bay Shores Lane

Dear Mr. Ham,

Leask Bay Cottagers Association is pleased to present this proposal on behalf of our community. We are a community that has grown from a few cottages on a country road to a viable subdivision in the township of Assiginack. As such, we request that you and the council consider assuming Leask Bay Shores Lane as a municipal road.

Our community began many years ago as a few cottages on two separate roads; Robin Lane and Hollywood Lane.

Since that time it has grown exponentially and with that growth, so have the needs of the community. A new road, Leask Bay Shores Lane was built to replace the two small lanes and Jaggard Road was built to remove traffic from the Cooper farm. We are now comprised of 110 lots, 73 of which are lake side. This community has grown from a handful of cottagers to a viable subdivision. We have grown to a point where we are in need of a municipal road that would provide for continuous safe and reliable access for our growing population. It is imperative that fire and ambulance services are able to get to our residents.

We are in immediate need of snowplowing.

### **Background Information**

- Leask Bay Shores Lane provides the Township of Assiginack with approximately \$141,500.
- To try and meet the needs of the community, the cottagers both funded and built our existing road from the corner of Clover Valley W. to the last home at the end of Leask Bay Shores Lane.



- Due diligence was followed, permission granted from council and built in accordance with the 50Ft. road allowance agreed upon when the subdivision was opened.
- Approximately half of this road has a 60 ft allowance, exceeding the agreed upon requirement.
- Leask Bay Shores Lane continues in excellent condition, being maintained with culverts, gravel, grading and snowplowing.
- The previous Assiginack Council assumed the maintenance of part of this road, now known as Jaggard Road, due to the high standard of excellence that the road was in.
- There remains only 2 kilometers of road left to be assumed by the Township of Assiginack.

### **Benefits of Assuming Leask Bay Shores Lane**

- A municipally maintained road would ultimately increase the townships tax base of \$141,500, by making properties more desirable for part time and especially full time residents to purchase.
- Our township currently holds lots for back taxes. A public road would increase the probability of these being sold.
- There are currently 11 prime residents with 2 or more to be included in the near future. A municipal road is necessary to provide continued access for these people to get to work and their children to school.
- Currently both the volunteers and the equipment used to maintain the road are aging and will have difficulty keeping the road to standard. Our equipment is failing.
- A municipal road would open this area for new, young families to make their homes here and for our older retired residents to remain for a few years longer. Why should Leask Bay Shores Lane be Assumed.
- There are many small cottage roads that would like to be taken over by the Township; however, Leask Bay Shores Lane has a road that is maintained at a high level of excellence, leaving little expense for the township. We also have a high population and a high tax base.
- It is economically advantageous to the Township of Assiginack; as this would open the subdivision to more full time residents.
- Maintenance of Jaggard Road has already been assumed (setting the precedent that a road built by cottagers can be taken over) and only 2 kilometers are left to complete the takeover.
- With the growing number of residents and increased traffic flow, it is important that the safety of our community be addressed.
- We understand that there are existing municipal roads that are not built to the 66ft. road allowance, but are maintained by the Township.  
We do not meet that allowance, but provide you with an upgraded road that has a large turn around at the end to accommodate the turning of trucks, snowplows and buses.

- Of **immediate** concern to our community is winter snow removal and sanding. It is important that our residents and their children be able to navigate a safe road for work and school.  
Our volunteers are often not out to snowplow until later in the day and at times our truck is broken down.
- Historically, when permission to open this subdivision was granted, council required a 50ft. road allowance. Leask Bay Shores Lane meets with this compliance and more, with half of the road providing a 60 ft. allowance plus a large vehicle turning area.
- We feel that we meet the requirements to be "*Historically Grandfathered*" in asking council to assume our road.

## Conclusion

As we mentioned in the opening paragraph of this proposal, Leask Bay Shores Lane was once a road with a few cottages. In the past 10 years this has grown to just under 50 residential sites. It is because of this growth and our expected growth that our road needs have changed and we respectfully request that you, our Mayor and our Councilors review our proposal.

We also ask that you review and give immediate consideration to our previous request (October 2017) for snow removal. Having reliable snow removal from the municipality is of great concern to our community.

Thanking you in advance for your consideration of this matter.

Sincerely,

Maureen Marion / per Paul Heastont

*Maureen Marion*

Leask Bay Cottagers Association

### Contact Information:

President: Paul Heastont Phone: 1-289-441-2702 E-mail [pheastont@icloud.com](mailto:pheastont@icloud.com)

Secretary: Sharon Duxbury, Phone # 705-862-1526 E-mail [sharon.stayfit@hotmail.com](mailto:sharon.stayfit@hotmail.com)

Lake Steward: Maureen Marion, Phone # 705-859-2037 E-mail [maureendenismarion@gmail.com](mailto:maureendenismarion@gmail.com)

**Ministry of Tourism,  
Culture and Sport**

Minister

9th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1  
Tel: 416-326-9326

**Ministère du Tourisme,  
de la Culture et du Sport**

Ministre

9<sup>e</sup> étage, édifice Hearst  
900, rue Bay  
Toronto (Ontario) M7A 2E1  
Tél. : 416-326-9326



January 7, 2019

On behalf of the Government of Ontario, I am pleased to invite you to attend an in-person consultation to support the development of a new Ontario Tourism Strategy.

We will be seeking your input on issues affecting the tourism industry, ranging from the role of government and industry to workforce challenges to regulatory burdens. Your feedback will be used to build a new tourism strategy to unlock the potential economic impact of Ontario's \$34 billion tourism industry. We want to create a positive business environment where the sector can flourish and create good and sustainable jobs.

We believe that any long-term vision for Ontario tourism must meet the needs of our tourism operators and the tourists they serve. That's why these consultations are so important. Feedback that we receive both online and in-person will support a strategy that is solution- and consumer-focused. It will set a clear direction for the success of the tourism sector.

Please find more details regarding the consultation session below:

**Date:** Monday, January 14, 2019

**Time:** 2:00pm to 4:00pm

**Location:** Mindemoya Community Hall, 6032 Highway 542, Mindemoya, ON, P0P 1S0

Kindly RSVP to [Kristina.Dejak@ontario.ca](mailto:Kristina.Dejak@ontario.ca) by Thursday, January 10, 2019 to confirm your attendance. Should you have any additional questions or if you require accommodation for a disability, please feel free to contact Kristina Dejak at [Kristina.Dejak@ontario.ca](mailto:Kristina.Dejak@ontario.ca) or by phone at 416-325-5930.

If you are unable to join in the roundtable, we encourage you to participate in our [online tourism survey](#). For additional information please see our [discussion guide](#).

I hope you will attend the session. I look forward to hearing your perspectives and feedback on how to ensure Ontario is "open for business" in tourism. We value your advice in making Ontario a travel destination of choice and bringing visitors back.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Tibollo".

Michael Tibollo  
Minister

# Manitoulin Tourism

[www.manitoulintourism.com](http://www.manitoulintourism.com) [mta@manitoulin.net](mailto:mta@manitoulin.net) 1 705 368 3021

January 8, 2019

Operations Committee and  
Mayor and Councillors of  
Township of Assiginack;  
Township of Howland;  
Town of Little Current;  
Town of Gore Bay;  
Township of Carnarvon;  
Township of Billings and Allen East;  
Township of Burpee

RECEIVED  
JAN 09 2019

To Whom It May Concern,

**RE: Emergency Meeting of the Operations Committee  
Notice to MTA to vacate the Tourism Information Centre by January 21, 2019**

Please be advised that the Manitoulin Tourism Association (MTA), a party to the *1990 By-Law 1678 Agreement to operate a Tourism Information Center*, calls for an emergency meeting of the Operations Committee.

## **Background to the 1990 By-Law 1677**

The original 1990 Agreement was a joint venture intended to support regional economic development through the construction and operation of a Tourism Information Centre. The terms of the Agreement set-out who has title to the land and who has control and management of the Tourism Information Centre.

The eight original signatories include the Township of Assiginack; Township of Howland; Town of Little Current; Town of Gore Bay; Township of Carnarvon; Township of Billings and Allen East; Township of Burpee; and the Manitoulin Tourism Association. The Operations Committee is made up of the eight (8) original signatories; with each member having one vote on the Operations Committee. With a quorum consisting of five (5) members.

Whereas the title to the land upon which the Manitoulin Tourism Information Centre is situated is held by the Town of Little Current, the control and management of the Tourism Information Centre is held by the Operations Committee.

## **Operations Committee**

Each year the Operations Committee is to approve a yearly operating budget based on a prescribed cost-sharing formula (Schedule A). Each municipality is to provide their budgeted share (authorized by their councils) to be managed by the Operations Committee.

**Role of the Operations Committee:**

- a) To supervise the operation, maintenance, and development of the Tourism Information Centre for a period no less than 21 weeks of each year;
- b) To provide promotional material, displays, and/or events to be presented within the Information Centre;
- c) To determine which types of material, displays, and/or events may be allowed to be presented within the Information Centre based on the Promotional Materials Policy (Schedule B);
- d) To provide staff and job descriptions (Schedule C);
- e) To provide janitorial services and supplies, utility payments, and other services as indicated in the budget (Schedule D);
- f) To establish rules and regulations not constituted with the provisions of the agreement of the said Information Centre. Such rules may be amended from time to time within the discretion of the members of the Committee.

**Role of the Town of Little Current**

The monies from the municipalities are to be held by the Town of Little Current. Every February 1<sup>st</sup>, the Town of Little Current is to submit a financial accounting for the expenditures incurred within the operating year.

**Role of the Manitoulin Tourism Association**

The MTA is responsible for providing all operations staff for the Tourism Information Centre. Staff must be in place for a minimum of 21 weeks a year, and during this period, be provided each day of the week, and during all hours of operation. The duties of the staff include a) service the public in regards to all displays and promotional material, and b) assist in accommodation and ferry bookings.

**Dispute Resolution**

If there are any disputes that arise in connection to the provisions of the agreement between any of the parties, such disputes are to be referred to the Ontario Municipal Board for hearing and determination.

**Withdrawal from the Agreement**

Any member of this Agreement is able to withdraw from the agreement, by providing no less than 1-year written notice, on or before March 1<sup>st</sup> of each operating year.

**Current Situation**

At the November 30, 2018, Annual General Meeting, the members motioned three items. The first motion was to authorize the MTA to enter into negotiations with the Town of Little Current for a reasonable tenant agreement. The second motion was to withdraw from the 1990 By-Law 1677; the motion did not receive a seconder and failed. The third motion was to provide the MTA the authority, if required, to renegotiate the 1990 By-Law 1677.

On December 5, 2018, the MTA received a letter from the Town of Little Current stating they were “advised by several of your members of your intention to renegotiate the agreement you have with the Municipalities for the operation of the Tourism Information Centre located at 70 Meredith Street, Little Current, Ontario”.

The MTA responded back to the town on December 12, 2018 stating, “in reference to your letter dated 5 December 2018, please be advised that the current board of directors of the MTA have not provided you with any notice regarding any renegotiation of any agreement.”

On December 19, 2018, we were requested to present at the Manitoulin Municipal Association (MMA) meeting that was to be held on December 20, 2018, in Mindemoya. As part of the MTA presentation, we stated that our intention was to go to the Operations Committee with our concerns. It was also suggested by another MMA member that this matter should be brought up at the Operations Committee.

The next day, the Manitoulin Tourism Association received a letter from the Town of Little Current stating, "further to my letter of December 5, 2018, you are hereby given notice to vacate the premises located at 70 Meredith Street in Little Current, Ontario (The Information Centre) ... Your organization will be expected to remove all of its assets and turn in the keys to the building to the Town Office by January 21, 2019."

We would like the Operations Committee to know that:

1. At no time did the MTA Board inform the Town of Little Current - either verbally, by email, or by mail - that we wished to renegotiate any agreement (either a new lease agreement or the 1990 By-Law 1677);
2. The Manitoulin Tourism Association membership has, to this point, provided us with the ability to negotiate and, if necessary, take action, which we have not done.

We had planned to meet with the Operations Committee in the new year to discuss some of the challenges faced by the MTA with the 1990 By-Law 1677, however, the letter from the Town of Little Current has expediated matters beyond our control.

Questions that have arisen based on the current situation include:

1. How is the MTA to fulfill its obligations set-out in Schedule C of the 1990 By-Law 1677 if the MTA is not situated within the Manitoulin Tourism Information Centre?
2. How is the MTA to bring its concerns to the Operations Committee and use of the Dispute Resolution Process, if the MTA is removed from the Manitoulin Tourism Information Centre by January 21, 2019?
3. Without the approval of the Operations Committee, does the Town of Little Current have the authority to remove the MTA from the Manitoulin Tourism Information Centre? Thereby, fundamentally changing the 1990 By-Law 1677 to operate a Manitoulin Tourism Information Center?
4. Do the other signatories to the 1990 By-Law 1677 agree that the MTA should be removed from the Manitoulin Tourism Information Centre?

Promoting regional economic development continues to be a worthy cause for collaboration. We wish to continue collaborating with all municipalities in supporting economic development, local businesses, and tourism on Manitoulin Island.

We are proposing a meeting of the Operations Committee for January 14, 2018, at the Manitoulin Tourism Information Centre (70 Meredith Street East), starting at 1:00 PM.

Please confirm your attendance by email to: [mta@manitoulin.net](mailto:mta@manitoulin.net) or phone at (705) 368-3021.

Sincerely,

***Manitoulin Tourism Association Board***

Encl.

By-Law 1677 Agreement to operate a Tourism Information Center

Letter from the Town of Little Current to the MTA dated December 5, 2018

Letter from the MTA to the Town of Little Current dated December 12, 2018

Letter from the Town of Little Current to the MTA dated December 21, 2018

THE CORPORATION OF THE TOWN OF LITTLE CURRENT

BY-LAW NO. 1677

BEING A BY-LAW TO ENTER INTO AN AGREEMENT TO  
OPERATE A TOURIST INFORMATION CENTER.

WHEREAS the Town of Little Current has established  
a Tourist Information Center;

AND WHEREAS the Municipal Act, R.S.O., 1980, Chapter  
302, Section 208 authorizes municipalities to pass By-Laws for  
entering into any agreement with any other Council;

AND WHEREAS the Municipal Act, R.S.O., 1980, Chapter  
302, Section 298, paragraph 58 authorizes Municipalities to pass  
By-Laws with any person or agency at their joint expense and  
benefit any service within the jurisdiction of Council.

NOW THEREFORE the Council of the Corporation of the Town  
of Little Current ENACTS AS FOLLOWS:

- 1) The terms and conditions as contained in  
Schedule "A" attached be accepted.
- 2) THAT the Mayor and Clerk be authorized to  
execute the agreement on behalf of the Town.
- 3) THAT this By-Law shall come into force the  
day it is enacted.

READ a FIRST and SECOND TIME, this 4th day of April, 1990.

.....  
MAYOR John Hodder

.....  
CLERK Edwin Bond

READ a THIRD TIME, and FINALLY PASSED, this 4th day of April, 1990.

.....  
MAYOR John Hodder

.....  
CLERK Edwin Bond

This is SCHEDULE "A" referred to in By-Law No. 1677

THIS AGREEMENT made this 12<sup>th</sup> day of February, 1990.

BETWEEN :

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK,	and;
THE CORPORATION OF THE TOWNSHIP OF HOWLAND,	and;
THE CORPORATION OF THE TOWN OF LITTLE CURRENT,	and;
THE CORPORATION OF THE TOWN OF GORE BAY,	and;
THE CORPORATION OF THE TOWNSHIP OF CARNARVON,	and;
THE CORPORATION OF THE TOWNSHIP OF BILLINGS AND ALLEN EAST,	and;
THE CORPORATION OF THE TOWNSHIP OF BURPEE,	and;
THE MANITOULIN TOURISM ASSOCIATION INC.	

WHEREAS the Town of Little Current has established a Tourist Information Center, and the Municipal Act, R.S.O. 1980, Chapter 302, Section 208, paragraph 57 authorized Municipalities to pass By-Laws for entering into and performing any Agreement with any other Council for fulfilling, executing or completing, at their joint expense, and for their joint benefit, any service within the jurisdiction of the Council.

AND WHEREAS the Municipal Act, R.S.O. 1980, Chapter 302, Section 208, paragraph 58 authorized Municipalities to pass By-Laws for entering into and performing any Agreement with Her Majesty: in right of Ontario respecting regional economic development, and subject to the approval of the Minister, any ancillary or subsidiary agreements with any person required as a result of entering into such an agreement with Her Majesty.

AND WHEREAS the parties hereto deem it advisable to provide for the joint exercise in connection with such Tourist Information Center of all the powers and rights contained in said paragraph 57 and 58, Section 208, and to entrust the control and management of such a Center to a Committee as hereinafter mentioned;

AND WHEREAS the Corporation of the Town of Little Current holds title to the said Tourist Information Center and to Parts 1 of Park Lot 7 and Part 3 of Park Lot 8 on Plan 31R-590 Registered in the Registry Office for the District of Manitoulin.

NOW THEREFORE, THIS AGREEMENT WITNESSETH that the parties hereto, in consideration of the premises and the mutual covenants and agreements hereinafter contained and expressed, MUTUALLY COVENANT AND AGREE as follows:



SCHEDULE "A" as referred to in By-Law No. /677

(cont'd)

1. THAT the control and management of such Information Center is hereby entrusted to a Committee to be known as the MANITOULIN TOURIST INFORMATION CENTER OPERATIONS COMMITTEE, hereinafter referred to as the Operations Committee for the purposes of this Agreement, the members of such Committee to be appointed by and represent the parties hereto as follows;

Representation :

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK	(1)
THE CORPORATION OF THE TOWNSHIP OF HOWLAND	(1)
THE CORPORATION OF THE TOWN OF LITTLE CURRENT	(1)
THE CORPORATION OF THE TOWN OF GORE BAY	(1)
THE CORPORATION OF THE TOWNSHIP OF CARNARVON	(1)
THE CORPORATION OF THE TOWNSHIP OF BILLINGS AND ALLEN EAST	(1)
THE CORPORATION OF THE TOWNSHIP OF BURPEE	(1)
THE MANITOULIN TOURISM ASSOCIATION INC.	(1)

The position of Chairman shall be created and shall be a nominee of the parties hereto and in such capacity shall exercise one vote. Each member of such commission shall hold office during his term as a Council member or Association member, but shall continue in office until his successor is appointed and shall be eligible for re-appointment from one term to the next. A quorum shall consist of five (5) members.

2. THAT immediately upon the execution of this Agreement, and upon approval of the Ontario Municipal Board (if necessary), to all of the By-Laws passed by the parties hereto authorizing the service hereinbefore, set out and further authorizing the parties to execute this Agreement the Corporation of the Town of Little Current shall entrust the control and management of the said established Tourist Information Center to the said Committee for the benefit of the municipalities and associations part to this Agreement.
3. IT IS AGREED between the parties hereto that monies will be necessary to initiate the said undertaking. These

SCHEDULE "A" as referred to in By-Law No. /677

(cont'd)

funds for the operations shall be determined by the Committee and authorized by the Councils on an annual basis with each annual requirement to be contributed by the parties hereto on an appropriate basis, based on: Schedule "A" hereto attached to this Agreement.

4. The parties hereto agree that they will pay to the Corporation of the Town of Little Current, their apportionment as needed upon the execution of this Agreement and the approval of the Ontario Municipal Board (if necessary) to any By-Laws by any of the parties hereto in connection with this service so as to effect the entrustment as set out in paragraph 2. If any other municipalities not a party to this Agreement at the date of its execution, desire to subsequently join and participate in this undertaking and thereby become a member of the Operations Committee, they may apply in writing to the said Committee and their acceptance shall be subject to the following;
  - (a) Approval of the Councils party to this Agreement.
5. The parties agree that if any dispute arises in connection with any of the provisions herein contained between any of the parties hereto that such disputes shall be referred to the Ontario Municipal Board for hearing and determination in accordance with paragraph (j) of Section 53 (1) of the Ontario Municipal Board Act, R.S.O., 1980 Chapter 347.
6. The Operations Committee as provided to be established in paragraph 1 hereof shall be entrusted with the control and management of the Tourist Information Center as hereinbefore provided for in paragraph 2 and shall have the further right :
  - a) To supervise the operation, maintenance, and development of the said Information Center for a period of no less than 21 weeks each year.
  - b) To provide for promotional material, displays, and/or events to be presented within the Information Center.
  - c) To determine which types of promotional materials, displays, and/or events may be allowed to be presented within the Information Center based on the Promotional Materials Policy to be attached as Schedule "B" to this Agreement.
  - d) To provide for staff and job descriptions as indicated in Schedule "C" to this Agreement.
  - e) To provide for janitorial services and supplies, utility payments, and other services as indicated in the

SCHEDULE "A" as referred to in By-Law No. 1677

(cont'd)

Operations Budget to be attached as Schedule "D" to this Agreement.

- f) The Committee may establish rules and regulations not constituted with the provisions of this Agreement for the conduct of its meetings and for the management of the said Information Center. Such rules may be amended and changed from time to time within the discretion of the members of the Committee.

7. The Town of Little Current will submit to the Committee hereto by February 1st a financial statement accounting for the expenditures incurred for the operating year.
8. Any participating municipality or association may withdraw from the said Committee by providing no less than 1 year written notice, on or before the 1st of March, each operating year.

IT IS UNDERSTOOD AND AGREED THAT the said Operating Committee shall have no further right (without the expressed authority of the parties hereto) to obligate the parties to the expenditure of further monies and shall have no right to expend further monies as may be hereafter from time to time provided for the said Committee by the parties hereto.

IN WITNESS WHEREOF the parties hereto have hereunder caused to be affixed, their respective Corporate Seals under the hand of the respective Councillors.

Seal

THE CORPORATION OF THE TOWNSHIP  
OF ASSIGINACK

*Harold Reed*  
REEVE

*John McKee*  
CLERK-TREASURER

Seal

THE CORPORATION OF THE TOWNSHIP  
OF HOWLAND

*John Peterson*  
REEVE

*Arthur Pales*  
CLERK-TREASURER

SCHEDULE "A" as referred to in By-Law No. 1677

(cont'd)

Seal

THE CORPORATION OF THE TOWN OF  
LITTLE CURRENT

  
MAYOR

  
CLERK-TREASURER

Seal

THE CORPORATION OF THE TOWN OF  
GORE BAY

  
MAYOR

  
CLERK-TREASURER

Seal

THE CORPORATION OF THE TOWNSHIP  
OF CARNARVON

  
MAYOR

  
CLERK-TREASURER

Seal

THE CORPORATION OF THE TOWNSHIP  
OF BILLINGS AND ALLEN EAST

  
REEVE

  
CLERK-TREASURER

Seal

THE CORPORATION OF THE TOWNSHIP  
OF BURPEE

  
REEVE

  
CLERK-TREASURER

SCHEDULE "A" as referred to in By-Law No. 1677  
(cont'd)

Seal

THE MANITOULIN TOURISM  
ASSOCIATION INC.

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
TREASURER

SCHEDULE "A"

( to Schedule "A" to By-Law No. /677 )

OPERATIONS COMMITTEE COST SHARING 1990

The following is the cost-sharing of the annual budget established by the Operations Committee for the annual operation of the Manitoulin Tourist Information Center, derived from a 50:50 ratio of current population and assessment figures:

	<u>POPULATION</u>	<u>ASSESSMENT</u>	<u>50:50 %</u>
ASSIGINACK	802	15 736 434	11.3 %
HOWLAND	811	18 922 480	12.6 %
CARNARVON	967	15 860 465	12.5 %
BURPEE	189	4 240 310	2.8 %
BILLINGS	355	10 891 472	6.5 %
GORE BAY	780	8 255 814	8.3 %
LITTLE CURRENT	1442	16 248 620	16.0 %
MTA	N/A	N / A	30.0 %

SCHEDULE "B"

1. THAT the parties to this Agreement be allotted space to display material pertinent to their area.
2. THAT the Operations Committee will receive all rentals of space within the building & property.
3. THAT any activity that effects the cost of the operation of the building must be approved by the Operations Committee.
4. THAT no food stuffs may be sold within the building. ( It is understood that pop vending machines are not included in this category. )

SCHEDULE "C"

( to Schedule "A" to By-Law No. 1677 )

- STAFF PROVISIONS -

The Manitoulin Tourist Association will be responsible for providing all Operations Staff for the Manitoulin Island Tourist Information Center, in addition to their annual operations budget fee. Adequate staff must be provided for a minimum of 21 weeks a year, and during this period, be provided each day of the week, and during all hours of operation.

The duties of these staff members shall be;

- 1) Service the public in regards to all displays and promotional material.
- 2) Assist in Accomodation and Ferry booking.



SCHEDULE "D"  
- 1990 OPERATIONS COMMITTEE BUDGET \* -

EXPENDITURES:

REVENUE:

Utilities *	2,800	Committee Contribution	
			7,000
Telephone **	600	Rentals	
Insurance	1,000	Concessions	
Janitorial	1,900	Other	
Contingency 10%	700		
	<u>7,000</u>		<u>7,000</u>
	<u>      </u>		<u>      </u>

\*\* Does not include bookings and reservations.

\* Based on a six month operation.

*The Town of*  
***NORTHEASTERN MANITOULIN***  
*and the ISLANDS*

Municipal Office  
14 Water Street

PO Box 608  
Little Current, ON  
P0P 1K0

December 21, 2018

Manitoulin Tourism Association Inc.  
P.O. Box 119  
Little Current, Ontario  
P0P 1K0

Dear Sir/Madam:

Further to my letter of December 5, 2018, you are hereby given notice to vacate the premises located at 70 Meredith Street in Little Current, Ontario (the Information Center).

Your tenancy is being terminated as per Section 8 of the agreement dated May 15, 2005. As per that agreement you are being given the required 30 days of notice. Your organization will be expected to remove all of its assets and turn in the keys to the building to the Town Office by January 21, 2019. Anything remaining in the building after that date will be treated as abandoned and will be disposed of accordingly.

Please call me at 705-368-3500, extension 224, if you have any questions regarding this notice.

Respectfully,



David Williamson  
Chief Administrative Officer

# Manitoulin Tourism

[www.manitoulintourism.com](http://www.manitoulintourism.com) [mta@manitoulin.net](mailto:mta@manitoulin.net) 1 705 368 3021

12 December 2018

David Williamson  
Chief Administrative Officer  
The Town of Northeastern Manitoulin and the Islands  
Municipal Office  
14 Water Street  
Little Current, ON P0P 1K0

Dear Mr. Williamson,

In reference to your letter dated 05 December 2018, please be advised that the current board of directors of the MTA have not provided you with any notice regarding any renegotiation of any agreement.

Respectfully,



Secretary  
Manitoulin Tourism Association Board

Mailing Address: Post Box #119 70 Meredith Street East Little Current, ON P0P 1K0

*The Town of*  
***NORTHEASTERN MANITOULIN***  
*and the ISLANDS*

Municipal Office  
14 Water Street

PO Box 608  
Little Current, ON  
POP 1K0

December 5, 2018

Manitoulin Tourism Association Inc.  
P.O. Box 119  
Little Current, Ontario  
POP 1K0

Dear Sir/Madam:

The Town of Northeastern Manitoulin and the Islands has been advised by several of your members of your intention to renegotiate the agreement you have with the Municipalities for the operation of the Tourism Information Center located at 70 Meredith Street, Little Current, Ontario.

As the owner of the building, the Town of Northeastern Manitoulin and the Islands needs to complete this negotiation as soon as possible. We need to ensure that we have time to make alternate arrangements should you be unable or unwilling to operate the facility in 2019 in order to minimize the impact of the potential change(s) on the taxpayers in our community.

As you are aware, the current agreement provides for the cancellation of the lease by the provision of one month's written notice. If I have not heard back from you by December 21, 2018, regarding your proposed changes or if we have not met to discuss those proposals, I will assume that you do not wish to continue to occupy the space and issue the appropriate written notice to terminate the agreement.

Please call me at 705-368-3500, extension 224, to schedule an appointment to discuss the agreement or forward your proposal to the Town Office so that we can seek to resolve this issue in a timely fashion.

Respectfully,



David Williamson  
Chief Administrative Officer

## Alton Hobbs

---

**From:** Corey Houle <coreyh@fcrca.com>  
**Sent:** January-09-19 3:18 PM  
**To:** Deb MacDonald; Alton Hobbs  
**Subject:** FCR Audit Bulletin  
**Attachments:** Audit Report Changes December 2018 (1).pdf

Hi Alton and Deb

Attached to this email is an FCR bulletin that will make you aware of some changes that you are going to see in your financial statements for your upcoming year-end.

CPA Canada has adopted changes to the wording of the Independent Auditor's Report that we will attach to your financial statements. This bulletin will familiarize you with the changes that you can expect to see so that there are no surprises.

You may also consider sharing the details of these changes with your Town Council.

If you have any questions about the bulletin or any of these changes feel free to contact me.

Thanks and regards,

**Corey Houle, CPA, CA**

**PRINCIPAL**  
[coreyh@fcrca.com](mailto:coreyh@fcrca.com)  
T 705.675.2200  
F 705.675.2515  
Ext: 316

62 Froid Road, Suite 301  
Sudbury ON P3C 4Z3  
[www.fcrca.com](http://www.fcrca.com)



FREELANDT CALDWELL REILLY LLP  
Chartered Professional Accountants

*Please consider the environment before printing this email.*

*This email and any attachments are confidential and may contain privileged information. If you are not the intended recipient, you are hereby notified that using or disclosing this email, including its contents and any attachments, in any manner whatsoever, is strictly prohibited. If you are not the intended recipient, please delete this email and any attachments and notify the sender immediately. We appreciate your assistance with this matter.*

*Our views are based on the provisions of the Income Tax Act (Canada) and the Income Tax Regulations in force at the date of writing. Published jurisprudence and the published administrative practices of the Canada Revenue Agency (CRA) at the time of writing have also been considered. The Act, its judicial interpretation, and the administrative policies of the CRA, Taxation, are subject to change. Any such change could affect our views as outlined in this communication. We are not responsible for updating our views for any such changes, which may occur subsequent to the date of this communication*

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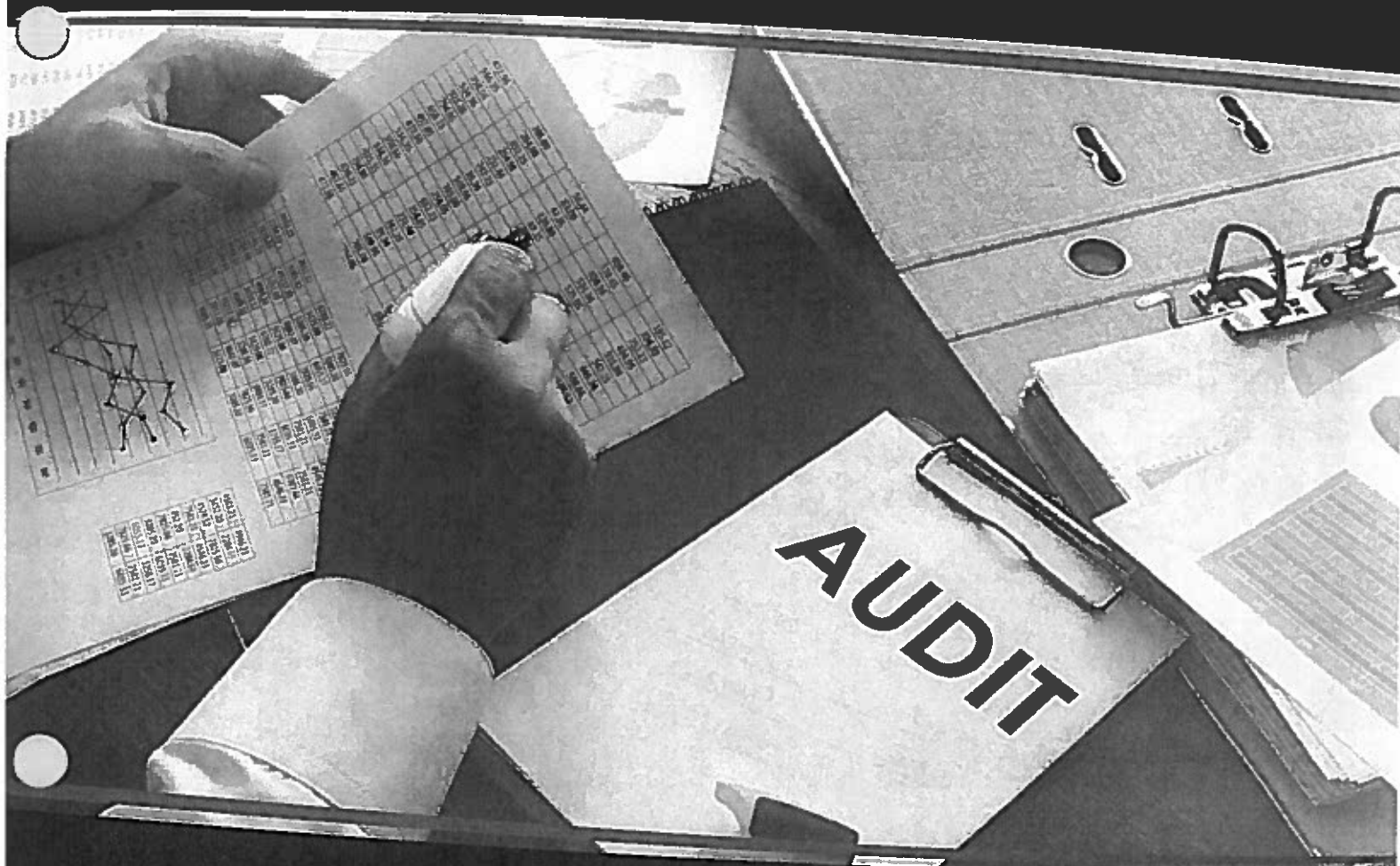
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To: [ahobbs@assignack.ca](mailto:ahobbs@assignack.ca)  
From: [coreyh@fcrca.com](mailto:coreyh@fcrca.com)

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# AUDIT REPORT CHANGES

New Standards effective  
December 15, 2018

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The information in this publication is current as of December 15, 2018.

This publication has been prepared in general terms and is based on the standards as they are currently expected to be implemented. This publication should serve as guidance only and does not replace the expertise of your professional services provider as the details provided within may not consider your specific circumstances. FCR does not accept or assume any liability or duty of care for any loss arising from reliance on this publication. Please contact the professionals at FCR if you should have any questions about your particular circumstances.



If you are currently receiving an audit opinion on your financial statements, you can expect to see big changes to the report in the upcoming year. The Accounting and Assurance Standards Board of Canada (AASB) approved a new group of standards that update the wording of the audit report to enhance the auditor's communication with financial statement users. These changes will be seen on financial statements for fiscal periods ending on or after December 15, 2018 and are meant to keep Canadian standards in-line with international auditing standards, however, some concessions have been made.

## **ORDER OF THE REPORT**

There are a number of significant changes to the auditor's report, but the most visually striking change is the order of information. The auditor's opinion will now be front and center as the first paragraph. This paragraph is followed by the basis of opinion paragraph, which explains that the audit is conducted in accordance with Canadian generally accepted auditing standards and contains an explicit statement about the auditor's independence.

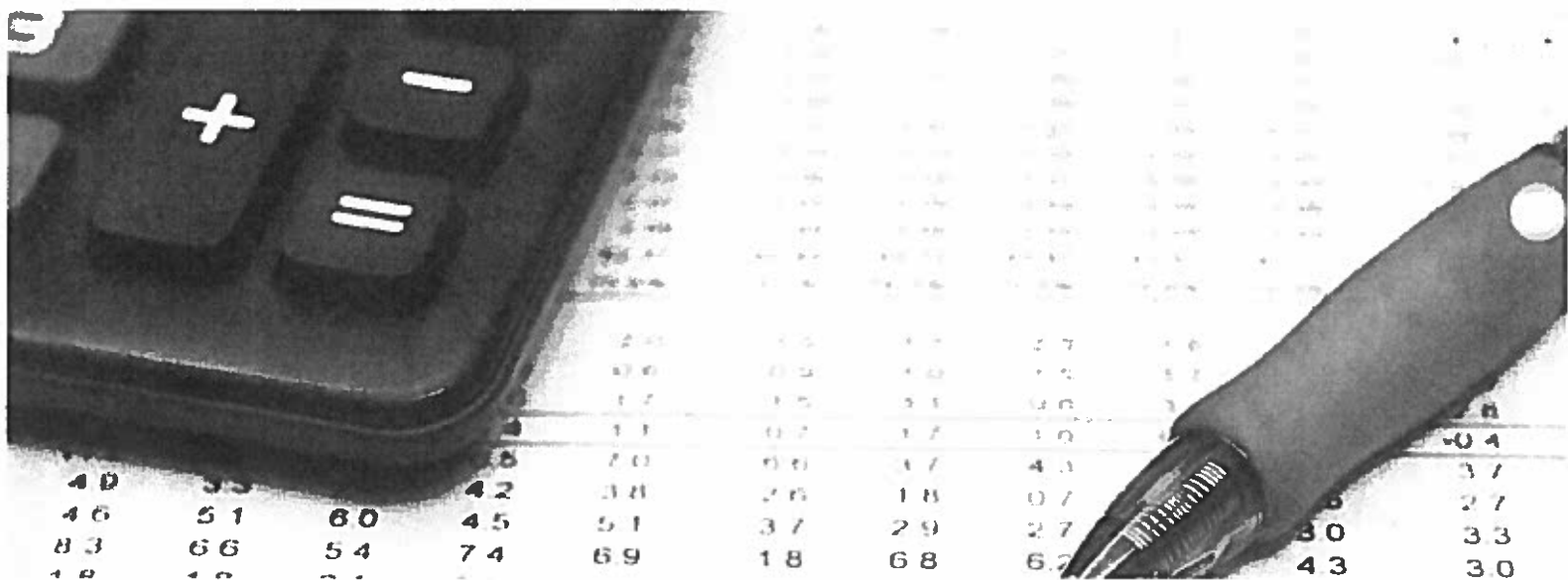
## **GOING CONCERN**

If there is a material uncertainty about an entity's ability to continue as a going concern, an additional paragraph is required to be added to the auditor's report, drawing the user's attention to the note disclosure contained in the financial statements that explains this condition. Previously, this information and reference, known as an emphasis of matters paragraph, would appear at the end of the report.

## **OTHER INFORMATION**

If the entity issues other information that is related to the financial statements, such as an annual report, another paragraph is required to be included in the report that details management's and the auditor's responsibilities for the other information and the auditor's conclusion from reading this information. The auditor's opinion does not extend to this other information and no assurance is provided. The auditor must read the other information and consider if the material presented is materially inconsistent with the financial statements and report their findings in this paragraph.





## EXPANDED RESPONSIBILITY PARAGRAPHS

In recent years the audit report has evolved to include and expand on the details of what management and the auditor is responsible for as it relates to the audit of the financial statements. These upcoming changes continue with this trend by adding an explicit statement that management is responsible for assessing the entity's ability to continue as a going concern and the use of the going concern assumption in the preparation of the financial statements. An additional statement is also added to the auditor's report stating that those charged with governance are responsible for overseeing the financial reporting process.

The auditor's responsibilities section of the report has been expanded to help users understand the nature of an audit engagement and the level of assurance offered. An auditor seeks to provide reasonable assurance that the financial statements are free from material misstatement. Reasonable assurance is considered to be a high level of assurance but does not guarantee all misstatements will be detected. Because of this fact, more information is presented to understand how an auditor reaches a conclusion on the financial statements, this includes:

- The application of professional skepticism;
- The identification and assessment of the risk of material misstatement whether due to fraud or error;
- Obtaining an understanding of internal controls, and where appropriate, testing their effectiveness;

- Evaluating the appropriateness of accounting policies, reasonableness of estimates, and appropriateness of disclosures;
- Concluding on the appropriateness of management's use of the going concern assumption;
- Evaluating the overall presentation, structure, disclosures and content of the financial statements, and whether the financial statements represent the underlying transactions and achieve a fair presentation; and
- Obtaining sufficient appropriate audit evidence to express an opinion.

Clearly, communication of these additional details will result in a substantially longer audit report. The auditor has been provided an opportunity to describe their responsibilities directly in the audit report, as an appendix, or by providing a reference to a website which provides this description. This flexibility could result in differing report lengths, despite the fact that the content is the same.

Two additional statements are made relating to the communications the auditor has provided to those charged with governance throughout the audit and their purpose as well as an explicit confirmation that the auditor has complied with the relevant ethical requirements regarding independence.



## REPORT ON OTHER LEGAL OR REGULATORY REQUIREMENTS

In some rare cases, another section will be required for the auditor to communicate their responsibilities prescribed by local law, regulation or national auditing standards. This will vary depending on the content required and will be entity specific.

## KEY AUDIT MATTERS

A significant area where Canadian auditing standards will differ from international auditing standards is the lack of inclusion of key audit matters (KAMs) in the auditor's report. Under international auditing standards the auditor must include communications about the key audit matters in their report for all listed entities. The Canadian standard setters have decided that, unless the inclusion of KAMs are required by law or regulations, their inclusion in the audit report is optional. This option is to keep the Canadian audit report in line with US practices as they work through a similar project to upgrade their audit reports. Because the financial markets of the US and Canada are so integrated, it was decided that it would be best not to have significantly different standards which could cause confusion in the marketplace.

Key audit matters are, in the auditor's professional judgement, the issues of most significance to the audit of the financial statements for the current period and are intended to increase the transparency of the audit performed. An auditor will determine which issues to communicate and highlight areas with higher assessed risk of material misstatement, areas

involving significant judgement or high estimation uncertainty, and significant transactions or events occurring during the year. The description of each will describe the issue, why it is considered to be one of the most significant issues, and how the matter was addressed in the audit.

## EVALUATING THE IMPACT OF THESE CHANGES

You may be wondering what this all means. The changes that have been made to the audit report will not have a substantial impact on your experience with the audit process. The auditor may make some adjustments to their approach, may ask you some additional questions, and update their communications. The biggest change to consider is the impact of this new report on your stakeholders. A significant change to the structure and format of the report may be a cause for alarm if the readers do not expect or understand the nature of the change. Whether it is dealing with funders, bankers, or any other user of the financial statements, you should consider alerting these stakeholders to these changes to ensure there is no concern when the report is issued.

We have included a sample of the new audit report in Appendix A. Reach out to an FCR Chartered Professional Accountant today to work through the impact of these changes and discuss any questions or concerns you may have.

## APPENDIX A

### Independent Auditor's Report

To the Shareholders of ABC Company

#### Report on the Audit of the Financial Statements

##### OPINION

We have audited the financial statements of ABC Company (the Company), which comprise the statement of financial position as at December 31, 20X1, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at December 31, 20X1, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRSs).

Opinion paragraph  
comes first

##### BASIS FOR OPINION

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Supported by basis  
of opinion

Explicit statement  
on independence

##### KEY AUDIT MATTERS

Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

*A description of each key audit matter would follow and be specific to the matters encountered within the entity.*

Appear if required by  
law or regulation

Auditor can  
include voluntarily

## APPENDIX A CONT.

### OTHER INFORMATION

Management is responsible for the other information. The other information comprises the information included in the annual report but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Included if the organization issues other information related to the financial statements

For Example:

- Management Discussion and Analysis
- Annual Report

### RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRSs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. Explicit statement that those charged with governance are responsible for the financial reporting process. In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

Expanded responsibility paragraphs for both management and the auditor

Explicit statement that management assesses the ability to continue as a going concern

Explicit statement that those charged with governance are responsible for the financial reporting process

### AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Description of level of assurance and limitations

## APPENDIX A CONT.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

### Highlighted material may be included:

- in report
- in appendix to report
- where permitted by law, regulation or national auditing standards, by reference to a website of an appropriate authority

### Auditor's responsibility to evaluate management's going concern determination

### Auditor's responsibility to evaluate overall financial statement presentation

### Description of communications with Those Charged With Governance

## APPENDIX A CONT.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

**Paragraph included if  
Key Audit Matters are  
included in audit report**

### REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

[The form and content of this section of the auditor's report would vary depending on the nature of the auditor's other reporting responsibilities prescribed by local law, regulation or national auditing standards.]

**Entity specific and  
dictated by law,  
regulation or national  
auditing standards**

[Signature in the name of the audit firm, the personal name of the auditor, or both, as appropriate for the particular jurisdiction]

**Engagement Partner's  
Name included for listed  
entities**

[Auditor Address]

[Date]

## S.S. NORISLE REFIT PROJECT REINSTATEMENT

DECEMBER 28, 2018

As a result of the S.S. Norisle Steamship Society being able to regain access to Norisle, John Coulter and Wayne Fischer travelled from Toronto and Puslinch during Dec 27, 28, 29 to attend meetings with Mayor Dave Ham and Councilor Rob Maguire and perform an overview inspection of Norisle.

The inspection was performed over an 8 hour period on Dec 28 by John Coulter, Wayne Fischer and Rob Maguire with meetings during the evenings of Dec 27 and 28.

The primary purpose of the inspection was to determine the overall physical condition of Norisle that has evolved during the unfortunate and totally unnecessary lock out of the society since late 2015 and to allow re-engagement of formal relations between the Township of Assinack and the S.S. Norisle Steamship Society.

The following information provides an overview of the inspections primary findings which are further supported by photographs that can be provided by Rob Maguire;

### WOOD DECKING

All of the wood decking on the Wheelhouse and Boat decks has a fabric overlay and waterproof coating. General cracking of the overlay is occurring at various areas of interface with the superstructure and deck side scupper moldings and cracks on the flat deck surfaces.

The fabric cracking is the primary cause of water ingress to various areas of the under laying wood decking. The water enters the cracks and migrates over wide areas below the fabric overlay and gradually passes through the wood deck which is the deckhead of the lower spaces.

In an effort to mitigate this extensive issue, discussions with a local building supplier determined a semi fluid roofing material that will flow in cold temperatures. This material can be poured, injected and brushed into and over crack areas in order to provide a temporary seal repair.



Fortunately, during the day of inspection the weather was mild which resulted in the melting of the snow and ice on the decks. This provided water flow and a visual indication of the deck and related deckhead leaking areas.

Rob Maguire will arrange to obtain the sealing material and have it applied to the specific leaking areas as well as other general deck fabric cracks that are located by further pro-active inspections.

### **WHEELHOUSE DECK**

Deck fabric cracks above or in way of the deteriorated deckhead on the Boat deck Forward Lounge and other observed areas of the Wheelhouse deck to be sealed.

### **BOAT DECK**

1 – The total interface of the deck fabric to the forward house superstructure with particular attention to the house aft end and sides must have all cracks filled.

2 – Seal the deck fabric at the aft area of the Forward Lounge interface cracks in way of the Port and Starboard house knuckle and the bases of the Port and Starboard aluminum mushroom vents inboard of the two knuckles.

3 – Seal ( 6 ) large cracks on the Port side fabric deck surface extending from the forward deck house sides to the deck side rail.

4 – Seal ( 2 ) large cracks on the Starboard side fabric deck surface extending from the forward deck house sides to the deck side rail.

### **GENERAL WOOD DECKS**

Beyond the specific deck fabric failure points indicated on the Wheelhouse and Boat decks that are causing the primary existing deckhead leaks in the Boat deck Forward Lounge, a more detailed inspection must be provided to locate any other areas of actual or potential fabric failure that may cause further deck leakage.

Relative to weather conditions, Rob Maguire will address this matter.

An ongoing pro- active wood deck fabric inspection and related repairs must be maintained until the refit replacement of the wood decks with steel.



## BOAT DECK FORWARD LOUNGE

1 - The mid aft Port side deckhead has deteriorated as a result of water ingress that has resulted in a sag in an area of 2 to 3 feet.

This area must be supported by two fore and aft located 4 x 4 inch wood pillars that are height adjusted by bottom wedges located at the lounge deck level. The two counter facing wedges for each pillar must bear upon a ½ inch plywood bottom plate that is square sized to fully accommodate the wedges lengths. When the pillars are wedged to the required height, the wedges must be screw secured to the bearing plate in order to prevent tripping.

The deck carpet in way of the bearing plate must be removed to allow the bearing plate to be screw set upon the lounge deck.

The top of the 4 x 4 pillars must bear upon a wood 2 x 4 that extends fore and aft beyond the length of the deckhead deformation.

The 2 x 4 must centre support a ¾ inch plywood deckhead panel that extends over the length and width limits of the deformation area.

The plywood should be marine grade and painted in order to preserve its integrity relative to any minor deckhead leakage that may still occur.

2 – The deckhead in approximately the same location on the Starboard side as the Port side deformation is beginning to fail in a similar manner as a result of deckhead leakage. Although smaller in area the same design and reduced area of support must be applied with one 4 x 4 being sufficient.

Both of these failing areas are a potential safety hazard and will be addressed by Rob Maguire during January.

## MAIN DECK

1 – Two scuppers elbows and tail pipes extending through the deckhead for shell plate overboard discharge located at the Port side frames 14 & 37 and one deckhead scupper elbow and tailpipe located at the Starboard frame 51 have wasted resulting in extensive water ingress to the Main deck.

A temporary duct tape repair of the elbows and tailpipes is required until a more formal repair can be applied. Rob Maguire will address these repairs before the Spring thaw and resulting deck water flows.

2 – Seven porthole lights ( glass ) are missing resulting in weather ingress to the Main deck areas.

During the inspection, plywood blanks were cut and fitted to the portholes using the dead lights and dogs as retention clamps.

#### LOWER FORWARD HOLD

During the past year, observations of Norisle's draft by society members clearly provided an indication that she was taking on water into the lower hull areas. The township was informed of this concern and requested to pump the bilges and locate the water ingress sources several times. The water source was not determined and only the pumping was provided.

During the inspection the leak was located and consisted of a 1/8 inch hole in the lower forward hold between frames 73 & 74 one frame ahead of the previous hole that was plugged and concrete box encased several years ago.

A screw and rubber gasket plug was fitted into the hole and over laid with epoxy which successfully stopped the water stream.

The concrete box was also found to be weeping which indicates that another hole has developed within the box area.

A more permanent and safer repair will be applied and consists of a plugged coupling being welded to the hull over the most resent leak plug and a weld fitted 22.5 x 14 inch steel plate will be welded to the hull, deckhead and side frames in way of the concrete box. This will encapsulate the box and leaking area and eliminate any further concerns in that specific area.

The welding will be performed by one of Dave Ham's welders during January with the assistance of Rob Maguire.

It is recommended that an extraction fan be located at the entrance to the hold area in order to extract the welding fumes.

## OUTBOARD HULL AREAS

### GANGWAY

The gangway has a broken wood slat that requires replacement as a potential safety concern. This can be best accomplished when the bay ice is safe enough to reach the underside bolts nuts. Rob Maguire will schedule this repair.

### STARBOARD RUB STRAKE & AFT DOLPHIN

#### RUB STRAKE

The wood rub strake in way of the aft dolphin has been lost and the hull mounted retaining channel in which the strake fits has been damaged by the ship movement and contact with the dolphin beam.

Replacement of the wood rub strake for an approximate length of 4 feet in way of the dolphin chaff board contact will be required to protect the hull. Fitting of the oak rub strake will require heat straightening of the steel channel bottom angle.

#### AFT DOLPHIN

The aft dolphin has lost its vertical wood chaff board which is essential for a safe movement contact interface with the hull rub strake.

An approximate 4 inch deep plank of oak with a length and width relative to the dolphin's retaining mount must be fitted.

This and the fitting of the rub strake can be accomplished when the ice provides a safe working surface.

Rob Maguire will co-ordinate the dolphin and rub strake work with local volunteers and or township works staff.

## NEAR FUTURE PROJECTS

### COAL AND BALLAST REMOVAL

In order to tow Norisle to the shipyard for the heavy engineering refit stage it will be necessary to perform an inboard hull condition inspection.

The ability to perform an inspection of specific areas of the hull is currently restricted by full coal bunkers and holds areas that contain stone and pig iron ballast.

It will be necessary to remove the coal and the majority of the ballast and a mechanical conveyor system that was installed by the society several years ago will assist major aspects of the removal task.

An initial plan is to remove the coal and ballast during 2019 and this will require the engagement of a volunteer team of project supporters from the society and community.

### SUPERSTRUCTURE PAINTING

Prior to the unfortunate actions of the previous council, the hull was painted black and remains in excellent image condition. Although not a component of the refit work, the painting was arranged by the society out of respect for the towns pride and public relations image.

The white superstructure does not present a desirable image. Although the paint is not physically failing it is presenting extensive areas of rust bleeding through the white.

With ongoing respect for the towns image and pride and the pro-active protection of Norisle, which is a major physical town asset, it is essential that a cover coat of white paint be applied to the total superstructure.

This is not to be viewed as a component of the refit but as in the case of the black hull initiative it is an interim image statement.

An initial plan is to perform the painting in late spring relative to weather conditions. A small volunteer team of 3 to 4 people could perform the work over a two day weekend . An attempt will be made to obtain the paint and materials as a donation.

## REFLECTIVE OVERVIEW

The opportunity for the society to return to Norisle after 8 years of progressive refit preparation initiatives and 3 years of lock out was an important and appreciated initial re-engagement initiative.

The past lost 3 years has resulted in a considerable loss of project traction that the society had gained. It is therefore now incumbent upon the society to regain its strength and commitment in support of its faith in Norisle's future for the benefit of Manitowaning, Ontario, Canada and future generations.

During 2007, at the beginning of the Norisle mission, the society predicted that passenger cruise ships on the Great Lakes would return as an important and growing industry. It was therefore encouraging to read in the December 27 Expositor that a 2017 / 2018 study into the benefits of Great Lakes cruise ships showed a growing industry with 30 ships attending the Manitoulin region during 2018 and an Ontario seasonal support of over 11 million dollars.

This clearly vindicates the society's belief in Norisle's future and the society's independent 2010 study that supported and predicted Norisle's successful future as a heritage cruise ship.

It is unfortunate that all of the 2018 cruise ships were from foreign countries and the USA. It is therefore even more important for Norisle to join the growing Great Lakes cruise ship fleet and fly the Canadian flag in support of Canada's heritage.

Communities and businesses strive to have a competitive edge. Manitowaning is blessed with several competitive opportunities and S.S.Norisle is the most significant edge.

The S.S.Norisle Steamship Society trusts that Assiginack's Mayor and Council will support the re-engagement of a Memorandum Of Understanding and a project promotion, development and fund raising team as a partnership bond that will guide Norisle to a future in support of a Canadian Great Lakes Cruise industry, our national heritage and future generations.

For the S.S. Norisle Steamship Society.

Sincerely,

John W. B. Coulter.

Wayne Fischer.

January 3, 2019.

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 19-01**

**BEING A BY-LAW to amend By-law #15-30; Being a by-law to govern proceedings of Council and Committees and Boards of Council**

**WHEREAS** pursuant to Subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires every municipality to pass a procedure by-law for governing the calling, place and proceeding of meetings;

**AND WHEREAS** Subsection 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires that the powers of a municipality shall be executed by its council;

**AND WHEREAS** Subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires that a municipal power shall be executed by by-law, unless specifically authorized to do otherwise;

**AND WHEREAS** Council deems is beneficial to the community to amend By-law #15-30 for the purpose of changing the time of Council meetings, and to repeal By-law #17-12;

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

1. THAT Procedural By-law #15-30 be amended as follows:

a. Section 4.2, Paragraph 1, be deleted and replaced with:

**4.2 Regular Meeting Times**

Regular meetings of Council shall be held at the hour of 7:00 p.m. (local time) on the first and third Tuesday's of each month, unless otherwise provided by resolution of Council. In the event of a holiday, the Meeting will occur on the Wednesday following the holiday. In the event there is no business to discuss, or matters that are not of an urgent nature, the Mayor and Clerk shall have the authority to cancel the Meeting.

2. THAT By-law #17-12 be repealed.

3. THAT this by-law shall come into force and take effect upon third and final reading.

Read a first, second and third time  
and finally passed this  
15<sup>th</sup> day of January, 2019.

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

A. Hobbs: CAO/DEPUTY CLERK

Seal

**THE CORPORATION OF THE TOWNSHIP  
OF ASSIGINACK**

**BY-LAW # 19-02**

**BEING A BY-LAW of the Corporation of the Township of Assiginack to authorize the Appointment of an Integrity Commissioner for the Township of Assiginack.**

**WHEREAS** the appropriate authority is found in Sections 8, 11 and 223.3(1) of the Municipal Act, RSO 2001, Chapter M.25 as amended by Bill 68;

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

1.

**THAT** in order to comply with Section 223.3(1) of the Municipal Act to provide access to an Integrity Commissioner, we enter into the attached agreement with Expertise for Municipalities for the provision of the required services.

2.

**THAT** the agreement with Expertise for Municipalities, in addition to being attached, forms part of this by-law.

**THAT** this by-law shall come into force and take effect upon third and final reading.

Read a First and Second Time, this 15th day of January, 2019

Read a Third and Final Time and Enacted in Open Council, this 15th day of January, 2019.

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Dave Ham MAYOR

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Alton Hobbs: CAO/DEPUTY CLERK

Seal