

MUNICIPALITY



OF ASSIGINACK

REGULAR MEETING OF COUNCIL

To Be Held Via Zoom

Tuesday, June 2nd, 2020 at 3:30 p.m.

Council's Regular Meeting Agenda

For consideration:

1. OPENING

- a) Roll Call Confirmation / Adoption of Agenda
- b) Disclosure of Pecuniary Interest and General Nature Thereof

2. ANNOUNCEMENTS

3. ADOPTION OF MINUTES

- a) Regular Council Meeting Minutes of May 5, 2020

4. DELEGATIONS

None

5. REPORTS

- a) Urban Chicken Pilot Proposal

6. ACTION REQUIRED ITEMS

- a) Accounts for Payment: General: \$216,974.14 Payroll: \$ 39,438.12
- b) Manitowaning Agricultural Society Request: Pavilion
- c) 150th Anniversary Inquiries
- d) Comprehensive Insurance Renewal Premium Package
- e) Private Water Connection Request Manitowaning

7. INFORMATION ITEMS

- a) Librarian's 2020 Report
- b) Library Re-opening Procedures
- c) CPAC: AMO Changes to CPAC Police Service Boards
- d) 2020 Household Hazardous Waste Day
- e) Municipality of Huron Shores: Regional Broadband
- f) Manitoulin Health Centre Thank you
- g) Fixing Our Felines Thank you
- h) Household Hazardous Waste Day 2020

8. BY-LAWS

- a) By-law # 20-07 Maguire Property Lease

9. IN CAMERA

None

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 and hosted by way of a Zoom Conference call from the Council Chambers on Tuesday, May 5th, 2020 at 3:30 p.m.

Present: Mayor Dave Ham – via Zoom
Councillor Dave McDowell – via Zoom
Councillor Rob Maguire – via Zoom
Councillor Christianna Jones – via Zoom

Staff: All via Zoom
Alton Hobbs, CAO, Deputy Clerk
Deb MacDonald, Treasurer
Ron Cooper, Public Works Superintendent
Freda Bond, Tax and Utilities Manager
Jackie White, PEC

Absent: Councillor Hugh Moggy
Dwayne Elliott, Fire Chief

OPENING:

#086-08-2020 D. McDowell - R. Maguire

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 3:30 pm, with a quorum of members present, with Mayor Ham presiding in the Chair.

CARRIED

AGENDA:

#087-08-2020 C. Jones - D. McDowell

THAT we confirm the attendance of all the Members of Council electronically and adopt the agenda for this meeting be accepted as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

NONE

ADOPTION OF MINUTES:

#088-08-2020 R. Maguire - C. Jones

THAT the Minutes of the Regular Council Meeting of April 7, 2020 be accepted.

CARRIED

#089-08-2020 R. Maguire - D. McDowell

THAT the Minutes of the April 16th, 2020 meeting of Public Health Sudbury & Districts be received.

CARRIED

DELEGATIONS:

NONE

REPORTS:

NONE

ACTION REQUIRED ITEMS:

#090-08-2020 D. McDowell - C. Jones

THAT Council authorizes the following Accounts for Payment:

General: \$161,146.41

AND THAT the Mayor and administration be authorized to complete cheques #29815 through #29845, #29850 through #29870 as described in the attached cheque register report.

CARRIED

#091-08-2020 C. Jones - R. Maguire

THAT Council authorizes the following Accounts for Payment:

Payroll: \$38,095.21

AND THAT the Mayor and administration be authorized to complete cheques #29816 through #29819, #29846 through #29849 as described in the attached cheque register report.

CARRIED

#092-08-2020 C. Jones - D. McDowell

THAT Staff be authorized to negotiate a draft agreement with Jeff Edwards to provide CEMC services for the next three years and that the agreement come back in the form of a by-law to allow for 2020 compliance with the current legislation.

CARRIED

#093-08-2020 R. Maguire - D. McDowell

THAT Whereas we have received requests for keeping of backyard chickens, that we ask Staff to prepare a report on the issues surrounding the concept and report back to our next meeting.

CARRIED

#094-08-2020 C. Jones - R. Maguire

THAT Whereas we have received an offer of use of private land in the community of Manitowaning for use as a community garden, that we confirm through our insurance carrier that coverage is available and that we contact various community groups to see about administering and working the space.

CARRIED

INFORMATION ITEMS:

#095-08-2020 C. Jones - D. McDowell

THAT we acknowledge receipt of the following correspondence items:

- a) DMI: Island Covid 19 Repsonse
- b) OPP: Cannabis Funding
- c) Mike Mantha MPP: Northern Access to Broadband
- d) DSAB: Emergency Worker Childcare Centre
- e) PHSD: Covid 19 Correspondance

CARRIED

BY-LAWS:

#096-08-2020 R. Maguire - D. McDowell

THAT By-law #20-04, being a by-law to Set Tax Ratios for Municipal Purposes for the year 2020 be given first, second and final readings and enacted in Open Council.

CARRIED

#097-08-2020 D. McDowell - R. Maguire

THAT By-law #20-05, being a by-law to provide for the adoption of tax rates and penalty and interest in default thereof for 2020 be given first, second and final readings and enacted in Open Council.

CARRIED

#098-08-2020 R. Maguire - C. Jones

THAT By-law #20-05, being a by-law to Set the Annual Water and Wastewater Rates for Manitowaning and Annual Water Rates for Sunsite Estates for 2020 be given first, second and final readings and enacted in Open Council.

CARRIED

CLOSED SESSION:

NONE

CLOSING:

#099-08-2020 C. Jones - D. McDowell

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

CARRIED

David Ham, MAYOR

Alton Hobbs, CAO/DEPUTY CLERK

4:00 p.m.

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

156 Arthur Street Box 238
Manitowaning, ON
P0P 1N0
705 859 3196 Tel
705 859 3010 Fax www.Assiginack.ca

**Township of
Assiginack**

To:	COUNCIL	From:	Alton Hobbs
Fax/ Email		Pages:	
Phone:		Date	May 28, 2020
Re:	Urban Chickens	cc:	

Urgent For Review Please Comment Please Reply Please Recycle

Our research into this matter has determined two polarized points of view. Those with greater agricultural experience and those charged with dealing with animal control issues have a negative view of urban chickens, while those who are interested, are very passionate and willing to meet whatever requirements are put in place to allow them to attempt to supply their own eggs.

As fortune dictates, the Town of Powassan has recently authorized the keeping of backyard chickens and provided an excellent by-law establishing the policies and procedures (attached).

I would recommend that the Township adopt the approach of soliciting between 5 and 10 community households that would be interested in raising chickens for a one year period. We would monitor all complaints and ask that our Animal Control Officer randomly monitor and inspect the subject properties.

After the one year period, Council can then adopt a by-law based on the findings of the past year.

RECEIVED
MAY 13 2020

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
By-Law 2020-15**

Being a by-law to allow and regulate the keeping of backyard chickens

WHEREAS Sections 9 and 10 of the Municipal Act, S.O. 2001, c.25, as amended, confer the power to a municipality to pass by-laws regulating or prohibiting animals;

AND WHEREAS Section 103 of the Municipal Act confers the power upon a municipality to pass a by-law for the seizure and impounding of animals being at large or trespassing and the sale of impounded animals under certain circumstances;

AND WHEREAS Section 129 of the Municipal Act permits municipalities to pass by-laws to prohibit noises likely to disturb inhabitants within the municipality;

AND WHEREAS Section 391 of the Municipal Act enables a municipality to enact by-laws imposing fees or charges on any class of persons for services or activities provided or done by or done on behalf of it;

AND WHEREAS Council is desirous to ensure that animals are kept and treated in a humane manner and that the owners of animals provide good quality care to them;

AND WHEREAS it is deemed expedient to enact a by-law to regulate the keeping of backyard chickens in the Municipality, that such a by-law be passed.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF POWASSAN HEREBY ENACTS AS FOLLOWS:

Definitions

1. In this by-law:

"Animal Control Officer" means an "animal control officer" as defined in by-law 2020-14

"Being at large" means to be found in any place other than the property of the owner of the chicken and "be at large" has a corresponding meaning.

"Chicken" means an animal classified as *Gallus gallus domesticus*, of the family Phasianidae of the Order Galliformes.

"Clerk" means the Clerk of the Municipality;

"Council" means the Council of the Municipality;

"Dwelling unit" means one room or a group of rooms, occupied or capable of being occupied as the home or residence of one or more persons, and containing only one kitchen or other facility for the preparation of meals;

"Humane Society" means The North Bay Humane Society or such other agent as the Municipality may appoint and retain from time to time for the purposes of animal control;

"Municipality" means The Corporation of the Municipality of Powassan;

"Officer" means a Municipal Law Enforcement Officer, a Provincial Offences Officer or any other officer deemed by council to administer this by-law

"Owner" includes a person who possesses or harbours an animal and "owns" has a corresponding meaning;

"Public place" includes a highway, public park and other municipal property;

General

2. Notwithstanding section 4.5.2 (i) of By-Law 2003-38 as amended, a person may keep chickens in their backyard within the Municipality in accordance with the provisions set out in this by-law. The provisions in this by-law shall only be applied to lots smaller than 2 hectares within the Municipality.
3. No owner shall allow or permit their chicken to be at large.
4. No person shall keep a rooster on a property smaller than two (2) hectares.
5. No person shall keep more than five chickens on a lot smaller than two hectares.
6. Any owner shall ensure all chicken coops shall:
 - (1) be located only in the rear yard, and
 - (2) fully enclose the chickens and prevent them from escaping.

7. No person shall keep a chicken coop closer than:
 - (1) 5 metres from the rear lot line of the lot on which the chicken coop is located, and
 - (2) 5 metres from any side lot line of the lot on which the chicken coop is located.
8. Any owner shall ensure dead chickens are disposed of immediately and in any event, within 48 hours.
9. No owner shall fail to have hygienic storage of and prompt removal of chicken feces.
10. A person who keeps one or more hens must:
 - (1) provide each hen with at least
 - (a) 0.37 m² of coop floor area, and
 - (b) 0.92 m² of roofed outdoor enclosure;
 - (2) provide and maintain a floor of any combination of vegetated or bare earth in each outdoor enclosure;
 - (3) provide and maintain, in each coop, at least one perch, for each hen, that is at least 15 cm long, and one nest box;
 - (4) keep each hen in the enclosed area at all times;
 - (5) provide each hen with:
 - (a) food,
 - (b) water,
 - (c) shelter,
 - (d) light,
 - (e) ventilation,
 - (f) veterinary care, and
 - (g) opportunities for essential behaviors such as scratching, dust-bathing, and roosting, all sufficient to maintain the hen in good health;
 - (6) maintain each hen enclosure in good repair and sanitary condition, and free from vermin and obnoxious smells and substances;

- (7) construct and maintain each hen enclosure to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;
- (8) keep a food container and water container in each coop;
- (9) keep each coop locked from sunset to sunrise;
- (10) remove leftover feed, trash, and manure in a timely manner;
- (11) store manure
 - (a) within a fully enclosed structure, and
 - (b) in quantities not exceeding one cubic metre at a time;
- (12) remove all other manure not used for fertilizing forthwith;
- (13) follow biosecurity procedures recommended by the Canadian Food Inspection Agency;
- (14) keep hens for personal use only, and not sell:
 - (a) eggs,
 - (b) manure,
 - (c) meat, or
 - (d) other products derived from hens;
- (15) not slaughter a hen on the property;
- (16) not dispose of a hen except by delivering it to a farm, abattoir, veterinarian, mobile slaughter unit, or other facility that has the ability to dispose of hens lawfully; and
- (17) not keep a hen in a cage.

Powers of Officer

11. Pursuant to section 436 of the *Municipal Act, 2001*, an officer may enter onto and across any lands, at any reasonable time, to conduct an investigation or inspection to ensure the provisions of this by-law are being complied with.
12. Every chicken found running at large contrary to the provisions of this by-law may be seized and impounded by an Animal Control Officer or their designate, and impounded in the Animal Shelter designated by council. An owner has three days excluding holidays, in which they have the right

to redeem an impounded chicken from the Animal Control Officer. If claimed within the aforementioned time period, chickens may be redeemed for pound fees levied at the rate imposed by the Municipality and any fees/fines determined in the Schedules.

13. No person shall interfere with or hinder an officer or any agent of the Corporation of the Municipality of Powassan in the performance of any duty of such agent.

Severability

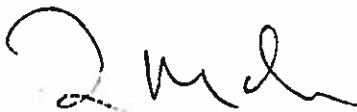
14. If a court of competent jurisdiction should declare any section or part of any section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced council to pass the remainder of the by-law and it is hereby declared the remainder of the by-law shall remain valid and in force.

Penalty

15. Every person who contravenes any provision of this bylaw is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.
16. When a person has been convicted of an offence under this by-law:
- (a) the Ontario Court of Justice, or
 - (b) any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

READ a FIRST and SECOND time, the 21st day of April, 2020

READ a THIRD and FINAL time and considered passed, this, the 5th day of May, 2020



Mayor McIsaac



CAO/Clerk-Treasurer

**Schedule "A" to By-Law 2020-15
Fees**

1.	Bail	First Offence:	\$30.00
		Second Offence:	\$45.00
		Third and all subsequent:	\$60.00
2.	Impound Fees	Summer	\$20.00/day
		Winter (Nov. 1- Mar. 31)	\$25.00/day

**Schedule "B" to By-Lay 2020-15
Set Fines**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1.	Permit chicken to be at large	3	\$100
2.	Keep a rooster on a lot smaller than 2 hectares	4	\$300
3.	Keep more than 5 chickens on property smaller than 2 hectares	5	\$100
4.	Keep chicken coop in area other than rear yard.	6(1)	\$100
5.	Keep chicken coop that fails to fully enclose the chickens and prevent escape.	6(2)	\$100
6.	Keep chicken coop within 5 metres of rear lot line.	7(1)	\$200
7.	Keep chicken coop within 5 metres of side lot line.	7(2)	\$200
8.	Fail to dispose of dead chickens within 24 hours.	8	\$100
9.	Fail to have hygienic storage/prompt removal of feces	9	\$100
10.	Fail to provide at least 0.37m ² of coop floor area.	10(1)(a)	\$100
11.	Fail to provide at least 0.92m ² of roofed outdoor enclosure	10(1)(b)	\$100
12.	Fail to keep each hen in the enclosed area at all times.	10(4)	\$100

13.	Fail to provide each hen with food.	10(5)(a)	\$200
14.	Fail to provide each hen with water.	10(5)(b)	\$200
15.	Fail to provide each hen with shelter.	10(5)(c)	\$200
16.	Fail to provide each hen with light.	10(5)(d)	\$200
17.	Fail to provide each hen with ventilation	10(5)(d)	\$200
18.	Fail to provide each hen with veterinary care.	10(5)(e)	\$200
19.	Fail to provide each hen with opportunities for essential behaviors	10(5)(f)	\$200
20.	Fail to maintain enclosure in sanitary/vermin free condition.	10(6)	\$200
21.	Fail to keep food/water container in each coop.	10(8)	\$200
22.	Fail to keep coop locked from sunset to sunrise.	10(9)	\$100
23.	Fail to remove leftover feed, trash, and manure in a timely manner.	10(10)	\$200
24.	Fail to store manure within a fully enclosed container	10(11)(a)	\$200
25.	Store more than 1 metre ³ of manure	10(11)(b)	\$200
26.	Fail to remove all manure not used for fertilizing	10(12)	\$200
27.	Fail to follow biosecurity procedures recommended by the Canadian Food Inspection Agency	10(13)	\$500
28.	Sell eggs from backyard chicken	10(14)(a)	\$200

29.	Sell manure from backyard chicken.	10(14)(b)	\$200
30.	Sell meat from backyard chicken.	10(14)(c)	\$200
31.	Sell other products derived from outdoor chickens.	10(14)(d)	\$200
32.	Slaughter or euthanize a chicken.	10(15)	\$200
33.	dispose of a hen except by delivering it to a farm, abattoir, veterinarian, mobile slaughter unit.	10(16)	\$200

Note: The general penalty provision for the offences listed above is section 16 of By-Law 2020-15 a certified copy of which has been filed.

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:** **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0029875 0029899
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0029875	11/05/2020	ASSIGINACK HORTICULTURAL SOCIETY	\$1,000.00
InvNo: 2020 DONATION	InvDesc: 2020 donation	InvAmt:	\$1,000.00
0029876	11/05/2020	COMPUTREK	\$791.23
InvNo: 21321	InvDesc: may remote server mgmt	InvAmt:	\$776.31
InvNo: 21408	InvDesc: april offsite backup data stor	InvAmt:	\$14.92
0029877	11/05/2020	DIAMOND SOFTWARE INC.	\$16,360.66
InvNo: 277928	InvDesc: 2020 accting sftware maint fee	InvAmt:	\$16,360.66
0029878	11/05/2020	EASTLINK	\$110.64
InvNo: APRIL 10 2020 MARINA	InvDesc: marina dsl	InvAmt:	\$55.32
InvNo: APRIL 10 2020 PW	InvDesc: pw dsl	InvAmt:	\$55.32
0029879	11/05/2020	G. STEPHEN WATT, BARRISTER	\$498.33
InvNo: 3609	InvDesc: general legal	InvAmt:	\$498.33
0029880	11/05/2020	EXP SERVICES INC.	\$21,679.05
InvNo: 551757	InvDesc: landfill eca-monitor.well inst	InvAmt:	\$21,679.05
0029881	11/05/2020	GERRY STRONG	\$307.70
InvNo: MAY 11 2020	InvDesc: bldg insp /plan.mileage	InvAmt:	\$307.70
0029882	11/05/2020	GFL ENVIRONMENTAL INC 2019	\$2,930.54
InvNo: GP0000003445	InvDesc: april recycling transport	InvAmt:	\$2,930.54
0029883	11/05/2020	HYDRO ONE NETWORKS INC.	\$4,000.03
InvNo: APRIL 23 2020 DOCK	InvDesc: marina docks	InvAmt:	\$95.81
InvNo: APRIL 23 2020 LIBRAR	InvDesc: library bldg	InvAmt:	\$473.06
InvNo: APRIL 23 2020 TENNIS	InvDesc: tennis courts	InvAmt:	\$28.96
InvNo: APRIL 23 2020 INFO	InvDesc: info booth	InvAmt:	\$33.49
InvNo: APRIL 23 2020 SHWERS	InvDesc: marina showerhouse	InvAmt:	\$28.96
InvNo: ARIL 23 2020 SS WTP	InvDesc: ss wtp	InvAmt:	\$1,331.54
InvNo: APRIL 23 2020 ARENA	InvDesc: arena	InvAmt:	\$1,049.79
InvNo: APRIL 23 2020 PO/BNK	InvDesc: po/bnk	InvAmt:	\$399.66
InvNo: APRIL 23 2020 LITES	InvDesc: streetlights	InvAmt:	\$558.76
0029884	11/05/2020	MANITOWANING MILL & HOME BUILDING CENTRE	\$186.21
InvNo: 0180167	InvDesc: pec-paint	InvAmt:	\$25.98
InvNo: 0180178	InvDesc: po-clorox wipes	InvAmt:	\$5.97
InvNo: 0181771	InvDesc: fd-gloves/disinfect spray	InvAmt:	\$154.26

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	0029885	Date:	11/05/2020	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$166.58
InvNo:	106070	InvDesc:	advertising	InvAmt:	\$166.58		
ChqNo:	0029886	Date:	11/05/2020	Vendor:	MANITOWANING PHARMACY	Amount:	\$21.46
InvNo:	120344	InvDesc:	admin-batteries	InvAmt:	\$21.46		
ChqNo:	0029887	Date:	11/05/2020	Vendor:	MANITOULIN STREAMS	Amount:	\$5,000.00
InvNo:	2020 DONATIONS	InvDesc:	2020 donation	InvAmt:	\$5,000.00		
ChqNo:	0029888	Date:	11/05/2020	Vendor:	MINISTER OF FINANCE	Amount:	\$1,063.71
InvNo:	APRIL 2020	InvDesc:	april eht remittance	InvAmt:	\$1,063.71		
ChqNo:	0029889	Date:	11/05/2020	Vendor:	NEW NORTH FUELS INC	Amount:	\$1,418.04
InvNo:	541168	InvDesc:	po-furnace oil	InvAmt:	\$367.07		
InvNo:	541751	InvDesc:	pw-dyed diesel	InvAmt:	\$1,050.97		
ChqNo:	0029890	Date:	11/05/2020	Vendor:	NORTHERN 911	Amount:	\$344.22
InvNo:	21216-05012020	InvDesc:	may 911 dispatch fees	InvAmt:	\$344.22		
ChqNo:	0029891	Date:	11/05/2020	Vendor:	OMERS	Amount:	\$8,133.20
InvNo:	APRIL 2020	InvDesc:	april omers remittance	InvAmt:	\$8,133.20		
ChqNo:	0029892	Date:	11/05/2020	Vendor:	PAUL METHNER	Amount:	\$995.00
InvNo:	#2020-04-30	InvDesc:	april animal control	InvAmt:	\$995.00		
ChqNo:	0029893	Date:	11/05/2020	Vendor:	PETTY CASH	Amount:	\$160.13
InvNo:	MAY 4 2020	InvDesc:	petty cash replenish	InvAmt:	\$160.13		
ChqNo:	0029894	Date:	11/05/2020	Vendor:	RECEIVER GENERAL	Amount:	\$16,139.50
InvNo:	APRIL 2020	InvDesc:	april source deductions	InvAmt:	\$16,139.50		
ChqNo:	0029895	Date:	11/05/2020	Vendor:	ISLAND ANIMAL HOSPITAL	Amount:	\$500.00
InvNo:	2020 DONATION	InvDesc:	2020 donation-re fx.our feline	InvAmt:	\$500.00		
ChqNo:	0029896	Date:	11/05/2020	Vendor:	3RDLINE STUDIO INC	Amount:	\$7,955.20
InvNo:	2015-1	InvDesc:	bwt-architect services	InvAmt:	\$7,955.20		
ChqNo:	0029897	Date:	11/05/2020	Vendor:	ONTARIO BUILDING OFFICIALS ASSOC	Amount:	\$361.60
InvNo:	113692	InvDesc:	bldg insp dues	InvAmt:	\$361.60		
ChqNo:	0029898	Date:	11/05/2020	Vendor:	TEBAKS TRAINING	Amount:	\$1,600.00
InvNo:	0427-2020	InvDesc:	fd-ppe	InvAmt:	\$1,600.00		
ChqNo:	0029899	Date:	11/05/2020	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,003.91
InvNo:	885120	InvDesc:	may cleaning	InvAmt:	\$3,003.91		

*** End of Report ***

Report Total:

\$94,726.94

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: From: To: From: To:
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0029905 0029929
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0029905	25/05/2020	ASSIGINACK MUSEUM BOARD	\$5,000.00
InvNo: 2020 1ST QTR	InvDesc: 2020 1st qtr levy	InvAmt: \$5,000.00	
0029906	25/05/2020	ASSIGINACK PUBLIC LIBRARY	\$10,421.25
InvNo: 2020 1ST QTR	InvDesc: 2020 1st qtr levy	InvAmt: \$10,421.25	
0029907	25/05/2020	BEACON IMAGES	\$1,050.90
InvNo: 1890	InvDesc: marina-covid safety signage	InvAmt: \$1,050.90	
0029908	25/05/2020	BELL CANADA	\$16.61
InvNo: 2020 05 01	InvDesc: toll free line	InvAmt: \$16.61	
0029909	25/05/2020	CITY OF GREATER SUDBURY	\$599.41
InvNo: 00104533	InvDesc: feb recycling material	InvAmt: \$599.41	
0029910	25/05/2020	EASTLINK	\$2,135.91
InvNo: 12255769	InvDesc: man streams	InvAmt: \$167.74	
InvNo: 12255807	InvDesc: marina	InvAmt: \$80.87	
InvNo: 12255781	InvDesc: info booth	InvAmt: \$97.24	
InvNo: 12255594	InvDesc: mun. office	InvAmt: \$605.79	
InvNo: 12255798	InvDesc: mtg wtp	InvAmt: \$249.77	
InvNo: 12255796	InvDesc: norisle	InvAmt: \$71.65	
InvNo: 12255799	InvDesc: ss wtp	InvAmt: \$178.11	
InvNo: 12255779	InvDesc: fd-interconnect	InvAmt: \$80.87	
InvNo: 12255789	InvDesc: fd	InvAmt: \$106.35	
InvNo: 12255790	InvDesc: arena	InvAmt: \$156.13	
InvNo: 12255810	InvDesc: pw	InvAmt: \$227.99	
InvNo: MAY 10 2020 MARINA	InvDesc: marina-dsl	InvAmt: \$56.70	
InvNo: MAY 10 2020 PW	InvDesc: pw-dsl	InvAmt: \$56.70	
0029911	25/05/2020	EXP SERVICES INC.	\$3,337.21
InvNo: 552579	InvDesc: mtg wtr distribution	InvAmt: \$3,337.21	
0029912	25/05/2020	GERRY STRONG	\$307.70
InvNo: MAY 25 2020	InvDesc: bldg insp/plan mileage	InvAmt: \$307.70	
0029913	25/05/2020	HILLY GROVE CEMETERY BOARD	\$4,000.00
InvNo: 2020 LEVY	InvDesc: 2020 levy	InvAmt: \$4,000.00	
0029914	25/05/2020	HYDRO ONE NETWORKS INC.	\$11,362.70
InvNo: APRIL 29 2020 LAGOON	InvDesc: lagoon	InvAmt: \$2,100.06	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo:	APRIL 28 2020 MTG WT	InvDesc:	mtg wtp	InvAmt:	\$6,985.87
InvNo:	APRIL 28 2020 PW	InvDesc:	pw-microfit	InvAmt:	\$6.10
InvNo:	MAY 5 2020 DEPOT	InvDesc:	recycling depot	InvAmt:	\$165.10
InvNo:	MAY 4 2020 ICE PLT	InvDesc:	arena ice plant (estimate)	InvAmt:	\$1,377.81
InvNo:	MAY 4 2020 PW	InvDesc:	pw	InvAmt:	\$439.76
InvNo:	MAY 4 2020 NORISLE	InvDesc:	norisle heritage park	InvAmt:	\$57.00
InvNo:	MAY 11 2020 ADMIN	InvDesc:	mun.office	InvAmt:	\$231.00

ChqNo:	Date:	Vendor:	Amount:
0029915	25/05/2020	MANITOWANING MILL & HOME BUILDING CENTRE	\$8,085.60

InvNo:	0180329	InvDesc:	pw-lumber/etc.various jobs	InvAmt:	\$486.50
InvNo:	0183580	InvDesc:	lib.bldg roof- shingles,etc	InvAmt:	\$7,549.42
InvNo:	0183742	InvDesc:	library roof-roof flashing, et	InvAmt:	\$49.68

ChqNo:	Date:	Vendor:	Amount:
0029916	25/05/2020	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	\$31,247.25

InvNo:	IN000018115	InvDesc:	june ambulance/social assist	InvAmt:	\$31,247.25
--------	-------------	----------	------------------------------	---------	-------------

ChqNo:	Date:	Vendor:	Amount:
0029917	25/05/2020	MANITOULIN CENTENNIAL MANOR	\$10,598.20

InvNo:	2020 2ND INSTALL	InvDesc:	2020 2nd installment	InvAmt:	\$10,598.20
--------	------------------	----------	----------------------	---------	-------------

ChqNo:	Date:	Vendor:	Amount:
0029918	25/05/2020	MANITOULIN EXPOSITOR	\$114.72

InvNo:	106306	InvDesc:	advertising	InvAmt:	\$114.72
--------	--------	----------	-------------	---------	----------

ChqNo:	Date:	Vendor:	Amount:
0029919	25/05/2020	MANITOULIN VETERINARY COMMITTEE	\$503.28

InvNo:	2020 FEES	InvDesc:	2020 veterinary fees	InvAmt:	\$503.28
--------	-----------	----------	----------------------	---------	----------

ChqNo:	Date:	Vendor:	Amount:
0029920	25/05/2020	MANITOWANING FRESHMART	\$14.10

InvNo:	00566832	InvDesc:	admin-misc supp	InvAmt:	\$5.64
InvNo:	00567386	InvDesc:	admin-kitchen supplies	InvAmt:	\$8.46

ChqNo:	Date:	Vendor:	Amount:
0029921	25/05/2020	NEW NORTH FUELS INC	\$1,064.06

InvNo:	541862	InvDesc:	pw-diesel	InvAmt:	\$1,064.06
--------	--------	----------	-----------	---------	------------

ChqNo:	Date:	Vendor:	Amount:
0029922	25/05/2020	PURULATOR COURIER	\$48.36

InvNo:	444504420	InvDesc:	freight	InvAmt:	\$48.36
--------	-----------	----------	---------	---------	---------

ChqNo:	Date:	Vendor:	Amount:
0029923	25/05/2020	SUDBURY & DISTRICT HEALTH UNIT	\$3,091.00

InvNo:	RC020034762	InvDesc:	june sdhu levy	InvAmt:	\$3,091.00
--------	-------------	----------	----------------	---------	------------

ChqNo:	Date:	Vendor:	Amount:
0029924	25/05/2020	SUPERIOR PROPANE INC.	\$662.76

InvNo:	29726223	InvDesc:	pw-cylinder rental	InvAmt:	\$11.87
InvNo:	29726224	InvDesc:	arena-cylinder rental	InvAmt:	\$23.73
InvNo:	29789434	InvDesc:	fd-propane	InvAmt:	\$627.16

ChqNo:	Date:	Vendor:	Amount:
0029925	25/05/2020	Dallas Moggy	\$50.00

InvNo:	APRIL 14 2020	InvDesc:	coyote pred (1) claim	InvAmt:	\$50.00
--------	---------------	----------	-----------------------	---------	---------

ChqNo:	Date:	Vendor:	Amount:
0029926	25/05/2020	ROB MELLAN	\$200.00

InvNo:	2020 MCLEANS PRK	InvDesc:	donation re:mcleans prk trails	InvAmt:	\$200.00
--------	------------------	----------	--------------------------------	---------	----------

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo: 0029927	Date: 25/05/2020	Vendor: SIMALAM	Amount: \$423.75
InvNo: 1288	InvDesc: website maint.planfeb-apr	InvAmt: \$423.75	
ChqNo: 0029928	Date: 25/05/2020	Vendor: 3RDLINE STUDIO INC	Amount: \$6,339.30
InvNo: 2015-3	InvDesc: bwt-architect services	InvAmt: \$6,339.30	
ChqNo: 0029929	Date: 25/05/2020	Vendor: WINDOWS UNLIMITED	Amount: \$2,960.37
InvNo: 885111	InvDesc: june rdside prks/g.pickup	InvAmt: \$2,960.37	

*** End of Report ***

Report Total:

\$103,634.44

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	Last
Cheque Date	First	Last		
			0029930	0029936

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0029930	Date:	27/05/2020	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$295.72
InvNo:	759869	InvDesc:	hydraulic oil	InvAmt:		\$90.38	
InvNo:	759762	InvDesc:	hydraulic oil	InvAmt:		\$135.57	
InvNo:	760506	InvDesc:	saw chains/2 stroke oil	InvAmt:		\$79.24	
ChqNo:	0029931	Date:	27/05/2020	Vendor:	MANITOU LIN CHRYSLER LIMITED	Amount:	\$339.57
InvNo:	4419	InvDesc:	repair steering #6	InvAmt:		\$339.57	
ChqNo:	0029932	Date:	27/05/2020	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$44.83
InvNo:	3343611001	InvDesc:	nuts & bolts	InvAmt:		\$44.83	
ChqNo:	0029933	Date:	27/05/2020	Vendor:	POLLARD DISTRIBUTION INC	Amount:	\$17,402.94
InvNo:	2571	InvDesc:	calcium	InvAmt:		\$17,402.94	
ChqNo:	0029934	Date:	27/05/2020	Vendor:	STRONGCO LIMITED PARTNERSHIP	Amount:	\$15.14
InvNo:	90884486	InvDesc:	starter gasket #9	InvAmt:		\$15.14	
ChqNo:	0029935	Date:	27/05/2020	Vendor:	WHITE'S SHELL	Amount:	\$193.00
InvNo:	1852	InvDesc:	gas #8	InvAmt:		\$96.00	
InvNo:	1828	InvDesc:	gas #8	InvAmt:		\$97.00	
ChqNo:	0029936	Date:	27/05/2020	Vendor:	WURTH CANADA LTD	Amount:	\$321.56
InvNo:	23903885	InvDesc:	gloves/clamps/mech.gloves	InvAmt:		\$321.56	

*** End of Report ***

Report Total:

\$18,612.76

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0029901		25/05/2020	05/25COXB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0029902		25/05/2020	05/25COXB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0029903		25/05/2020	05/25COXB	133	BOND, FREDA	OUTSTANDING	Cheque
0029904		25/05/2020	05/25COXB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
2157		25/05/2020	05/25COXB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2158		25/05/2020	05/25COXB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2159		25/05/2020	05/25COXB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
2160		25/05/2020	05/25COXB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2161		25/05/2020	05/25COXB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2162		25/05/2020	05/25COXB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2163		25/05/2020	05/25COXB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2164		25/05/2020	05/25COXB	220	HAY, DAVID	OUTSTANDING	Direct Deposit
2165		25/05/2020	05/25COXB	221	MACUIRE, ROBERT	OUTSTANDING	Direct Deposit
2166		25/05/2020	05/25COXB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2167		25/05/2020	05/25COXB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2168		25/05/2020	05/25COXB	329	O'BRIEN, CHERYL	OUTSTANDING	Direct Deposit
2169		25/05/2020	05/25COXB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2170		25/05/2020	05/25COXB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2171		25/05/2020	05/25COXB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2172		25/05/2020	05/25COXB	370	LENTER, CRYSTAL	OUTSTANDING	Direct Deposit
2173		25/05/2020	05/25HR	169	MACUIRE, NELSEY	OUTSTANDING	Direct Deposit

Total : * 19 803.73

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0029871		11/05/2020	05/11COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0029872		11/05/2020	05/11COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0029873		11/05/2020	05/11COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0029874		11/05/2020	05/11COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
2140		11/05/2020	05/11COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2141		11/05/2020	05/11COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2142		11/05/2020	05/11COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
2143		11/05/2020	05/11COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2144		11/05/2020	05/11COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
2145		11/05/2020	05/11COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2146		11/05/2020	05/11COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2147		11/05/2020	05/11COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2148		11/05/2020	05/11COMB	220	HAY, DAVID	OUTSTANDING	Direct Deposit
2149		11/05/2020	05/11COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2150		11/05/2020	05/11COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2151		11/05/2020	05/11COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2152		11/05/2020	05/11COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit
2153		11/05/2020	05/11COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2154		11/05/2020	05/11COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2155		11/05/2020	05/11COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2156		11/05/2020	05/11COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit

Total : \$19,634.39

Alton Hobbs

From: Alice and Burke Pennie <alicpenn@amtelecom.net>
Sent: May 26, 2020 9:55 AM
To: Alton Hobbs; Christianna Jones; Dave McDowell; Hugh Moggy; Mayor Ham; Rob Maguire
Cc: Lisa Hallaert
Subject: questions for council

Mayor Ham, Assiginack Councillors, and Alton Hobbs,

I have a couple of requests for council.

At our last Manitowaning fair board meeting in March, (before covid-19), we discussed giving the pavillion at the arena a bit of a touch-up. The picnic tables and the front wall of the kitchen need to be painted. I can arrange to have some teenage youths from our Manitou 4-H Club do this painting, following the pandemic rules...no group larger than 5, and social distancing. Can I get permission to get this painting done? Lions will supply the paint but we would need brushes and maybe rollers as well. I would like to be able to start this project in early June before these youths go to their camps for the summer.

My second concern is the committee for our 150 anniversary celebration next year in 2021. Is council going to appoint a committee now who can start planning some events for next year?

On an optimistic note, hopefully we can have some events to celebrate the 150 years of our municipality. If council would choose a committee now, then this committee would have time to think of ideas and possibly make plans before everyone gets busy with summer activities.

Looking forward to your response .

Any questions or concerns, please contact me.

Alice Pennie,
Member of the Assiginack museum committee

Total Control Panel

[Login](#)

To: ahobbs@assiginack.ca

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

From: alicpenn@amtelecom.net

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

MIS MUNICIPAL INSURANCE SERVICES

RECEIVED
MAY 27 2020



2020-2021
Municipal Insurance Renewal
for the
Township of Assiginack

May 27, 2020

Presented by:

MIS Municipal Insurance Services
o/b Provenance Insurance Services Ltd.

This presentation is a condensed report of your insurance coverage. Nothing herein alters the terms, conditions and exclusions contained in the printed insurance contract.

IMPORTANT – PLEASE NOTE THE FOLLOWING

DUTY OF DISCLOSURE

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favorable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

PAYMENT TERMS

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

PERIOD OF VALIDITY OF QUOTE

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy (ies).

BREACH OF WARRANTY OR SUBJECTIVITY

If any of the terms and conditions contained in this proposal are identified as a “warranty” or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

UNDERINSURANCE

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

UNDERWRITING / BINDING AUTHORITY

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

MATERIAL CHANGES FROM EXPIRING POLICY

You should carefully note any items identified in the “Changes from Expiry” section under each coverage as they represent material changes in cover from your previous policy.



RISK AND CLAIMS INFORMATION

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

**TAXES PAYABLE BY
INSUREDS:**

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax



SUMMARY OF COVERAGE, LIMITS AND DEDUCTIBLES

Name of Insured: **Corporation of the Township of Assiginack**

Policy Period: **May 27, 2020 to May 27, 2021**

12:01 a.m. local time at the mailing address of the Named Insured

CANADIAN COUNCILS LIABILITY		
LIMIT OF LIABILITY	General Liability <i>(including Sudden And Accidental Pollution)</i> :	\$ 5,000,000 any one Occurrence and in the Annual Aggregate for Products and Completed Operations during the Policy Period
EXTENSIONS OF COVERAGE	Extension	Limit
	Employers' Liability	\$ 5,000,000 any one Claim
	Tenant Legal Liability	\$ 5,000,000 any one Occurrence
	Employee Benefit Liability	\$ 5,000,000 any one Claim
	Incidental Medical Malpractice Retro Date: November 15, 1993	\$ 5,000,000 any one Claim
	Voluntary Medical Payments	\$ 50,000 any one Claim and in the Annual Aggregate during the Policy Period
	Forest Fire Fighting Expense	\$ 2,000,000 any one Occurrence and in the Annual Aggregate during the Policy Period
	Voluntary Payment for Property Damage	\$ 50,000 any one Occurrence and in the Annual Aggregate during the Policy Period
	Incidental Garage Operations	\$ 250,000 any one Occurrence and in the Annual Aggregate during the Policy Period
	Municipal Marina Legal Liability	\$ 100,000 any one Pleasure Craft \$ 1,000,000 in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period
Wrongful Dismissal (Legal Expense)	\$ 500,000 any one Claim and in the Annual Aggregate during the Policy Period	

CANADIAN COUNCILS LIABILITY		
	Conflict of Interest Reimbursement Expenses	\$ 100,000 any one Claim
	Legal Expense Reimbursement Expenses	\$ 100,000 any one Claim and \$ 500,000 in the Annual Aggregate during the Policy Period
	Non-Owned Automobile (including Contractual Liability for Hired Autos)	\$ 5,000,000 any one Occurrence
	Legal Liability for Damage to Hired Autos	\$ 250,000 any one Occurrence
	Wrap-up Liability – Difference in Conditions and Difference in Limits	\$ 5,000,000 any one Occurrence
ENDORSEMENTS	Endorsement	Limit
	Municipal Errors and Omissions Liability Retroactive Date: Unlimited	\$ 5,000,000 any one Claim and in the Annual Aggregate during the Policy Period
	Environmental Impairment Liability Retroactive Date: Unlimited	\$ 2,500,000 any one Claim and \$ 5,000,000 in the Annual Aggregate during the Policy Period
	Abuse / Molestation Liability Retroactive Date: May 27, 2019	\$ 250,000 any one Claim and \$ 500,000 in the Annual Aggregate during the Policy Period
	Voluntary Compensation	As per Endorsement No. 4 – Schedule of Benefits
	Police Officer Assault	\$ 5,000,000 any one Occurrence
DEDUCTIBLE(S)	Applicable Coverage	Deductible
	Public Entity General Liability	\$ 5,000 any one Occurrence and in the Annual Aggregate for Products and Completed Operations during the Policy Period any one Occurrence / per Claimant in respect of Sewer Back-up

CANADIAN COUNCILS LIABILITY		
	Extensions of Coverage	\$ 5,000 per Occurrence / per Claimant for all Extensions of Coverage except: \$ NIL with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary Compensation \$ 1,000 with respect to Legal Liability for Damage to Hired Autos \$ 5,000 with respect to Wrongful Dismissal (Legal Expense)
	Municipal Errors and Omissions Liability	\$ 5,000 any one Claim
	Environmental Impairment Liability	\$ 5,000 any one Claim
	Abuse / Molestation Liability	\$ 5,000 any one Claim
	Police Officer Assault	\$ 5,000 any one Occurrence

CANADIAN COUNCILS LIABILITY					
ENDORSEMENT	<p style="text-align: center;">2 Year Long Term Agreement Primary CAD 5,000,000 / CAD 5,000 Deductible</p> <p>The policy will be renewed annually for a period of two years expiring on May 27 2021 on the existing terms and conditions with the premiums paid annually in advance, as follows (Not Including EIL Premium):-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">May 27 2019 to May 27 2020</td> <td style="text-align: right;">CAD 10,294 (Gross)</td> </tr> <tr> <td>May 27 2020 to May 27 2021</td> <td style="text-align: right;">CAD 10,551 (Gross)</td> </tr> </table> <p>However terms and conditions may be reviewed 60 days prior to annual renewal if any of the following apply:</p> <ul style="list-style-type: none"> • Pertinent changes in reinsurance cover • there is an increase of 15% or more in population numbers • there are legislative changes that may impact upon the value or frequency of claims against the policy • there is a change in the exposure of the insured (as per the business description) or; • the value of Incurred Claims exceeds 40% of net premium (excluding Taxes) for any one Period of Insurance to which this agreement relates. • there has been significant adverse development on historical loss record in any of the prior 7 policy years whereby Incurred Claims exceed 50% of the Net Premium. <p>The term "Incurred Claims" means the total cost of claims including actual claim payments (including medical, legal and other costs and expenses) and reserves set by the Insurers on outstanding claims (also including such costs and expenses). "Net Premium" means the premium received by the Insurers net of tax and any commissions or other deductions.</p> <p>All other terms and conditions remain unaltered.</p>	May 27 2019 to May 27 2020	CAD 10,294 (Gross)	May 27 2020 to May 27 2021	CAD 10,551 (Gross)
May 27 2019 to May 27 2020	CAD 10,294 (Gross)				
May 27 2020 to May 27 2021	CAD 10,551 (Gross)				
POLICY FORM	EK1802697 (2018) B0901EK1903582000				
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Certain Lloyd's Underwriters (Syndicate 1886) – 100%				
SUBJECT TO	1. Terms will remain as indicated subject to no claims deterioration as of effective date May 27, 2020				

CANADIAN COUNCILS UMBRELLA LIABILITY (FIRST LAYER)															
LIMITS OF LIABILITY	\$20,000,000 any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations														
	\$20,000,000 any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability														
	\$20,000,000 any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability														
EXCESS OF UNDERLYING COVERAGE(S) AND LIMIT(S)	<table border="1"> <thead> <tr> <th>Underlying Coverage</th> <th>Underlying Limit</th> </tr> </thead> <tbody> <tr> <td>General Liability</td> <td>\$ 5,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement and in the Aggregate in respect of Products and Completed Operations during the Policy Period</td> </tr> <tr> <td>Incidental Medical Malpractice</td> <td>\$ 5,000,000 any one Claim</td> </tr> <tr> <td>Municipal Errors and Omissions Liability</td> <td>\$ 5,000,000 in the Annual Aggregate</td> </tr> <tr> <td>Employee Benefits Liability</td> <td>\$ 5,000,000 any one Claim</td> </tr> <tr> <td>Non Owned Automobile Liability including Contractual Liability for Hired Automobiles</td> <td>\$ 5,000,000 any one Occurrence</td> </tr> <tr> <td>Owned Automobile Liability (Aviva Insurance Company of Canada)</td> <td>\$ 5,000,000 any one Occurrence</td> </tr> </tbody> </table>	Underlying Coverage	Underlying Limit	General Liability	\$ 5,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement and in the Aggregate in respect of Products and Completed Operations during the Policy Period	Incidental Medical Malpractice	\$ 5,000,000 any one Claim	Municipal Errors and Omissions Liability	\$ 5,000,000 in the Annual Aggregate	Employee Benefits Liability	\$ 5,000,000 any one Claim	Non Owned Automobile Liability including Contractual Liability for Hired Automobiles	\$ 5,000,000 any one Occurrence	Owned Automobile Liability (Aviva Insurance Company of Canada)	\$ 5,000,000 any one Occurrence
	Underlying Coverage	Underlying Limit													
	General Liability	\$ 5,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement and in the Aggregate in respect of Products and Completed Operations during the Policy Period													
	Incidental Medical Malpractice	\$ 5,000,000 any one Claim													
	Municipal Errors and Omissions Liability	\$ 5,000,000 in the Annual Aggregate													
	Employee Benefits Liability	\$ 5,000,000 any one Claim													
Non Owned Automobile Liability including Contractual Liability for Hired Automobiles	\$ 5,000,000 any one Occurrence														
Owned Automobile Liability (Aviva Insurance Company of Canada)	\$ 5,000,000 any one Occurrence														
RETAINED LIMIT	\$ NIL														
ENDORSEMENTS	Endorsement #1 - Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7														
POLICY FORM	EK1802696 UMR: B0901EK1903583000														
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Certain Lloyd's Underwriters (Syndicate 1886) – 100%														
SUBJECT TO	1. Terms will remain as indicated subject to no claims deterioration as of effective date May 27, 2020														

CANADIAN COUNCILS UMBRELLA LIABILITY (SECOND LAYER)															
LIMITS OF LIABILITY	\$25,000,000 any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations														
	\$25,000,000 any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability														
	\$25,000,000 any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability														
EXCESS OF UNDERLYING COVERAGE(S) AND LIMIT(S)	<table border="1"> <thead> <tr> <th>Underlying Coverage</th> <th>Underlying Limit</th> </tr> </thead> <tbody> <tr> <td>General Liability</td> <td>\$ 25,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement and in the Aggregate in respect of Products and Completed Operations during the Policy Period</td> </tr> <tr> <td>Incidental Medical Malpractice</td> <td>\$25,000,000 any one Claim</td> </tr> <tr> <td>Municipal Errors and Omissions Liability</td> <td>\$25,000,000 in the Annual Aggregate</td> </tr> <tr> <td>Employee Benefits Liability</td> <td>\$25,000,000 any one Claim</td> </tr> <tr> <td>Non Owned Automobile Liability including Contractual Liability for Hired Automobiles</td> <td>\$25,000,000 any one Occurrence</td> </tr> <tr> <td>Owned Automobile Liability (Aviva Insurance Company of Canada)</td> <td>\$25,000,000 any one Occurrence</td> </tr> </tbody> </table>	Underlying Coverage	Underlying Limit	General Liability	\$ 25,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement and in the Aggregate in respect of Products and Completed Operations during the Policy Period	Incidental Medical Malpractice	\$25,000,000 any one Claim	Municipal Errors and Omissions Liability	\$25,000,000 in the Annual Aggregate	Employee Benefits Liability	\$25,000,000 any one Claim	Non Owned Automobile Liability including Contractual Liability for Hired Automobiles	\$25,000,000 any one Occurrence	Owned Automobile Liability (Aviva Insurance Company of Canada)	\$25,000,000 any one Occurrence
	Underlying Coverage	Underlying Limit													
	General Liability	\$ 25,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement and in the Aggregate in respect of Products and Completed Operations during the Policy Period													
	Incidental Medical Malpractice	\$25,000,000 any one Claim													
	Municipal Errors and Omissions Liability	\$25,000,000 in the Annual Aggregate													
	Employee Benefits Liability	\$25,000,000 any one Claim													
	Non Owned Automobile Liability including Contractual Liability for Hired Automobiles	\$25,000,000 any one Occurrence													
Owned Automobile Liability (Aviva Insurance Company of Canada)	\$25,000,000 any one Occurrence														
RETAINED LIMIT	\$ NIL														
ENDORSEMENTS	Endorsement #1 - Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7														
POLICY FORM	EK1802696 UMR B0901EK1903690000														
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Certain Lloyd's Underwriters (Syndicate 1886) – 100%														
SUBJECT TO	1. Terms will remain as indicated subject to no claims deterioration as of effective date May 27, 2020														

COMBINED PHYSICAL DAMAGE & MACHINERY BREAKDOWN		
COVERAGE	Property Of Every Description – All Risks of Direct Physical Loss or Damage (Subject to Policy Exclusions)	
LIMITS	\$ 16,426,590 Blanket Limit of Loss on Blanket Property of Every Description including Machinery Breakdown	
	\$ 53,040 Solar Panels - (included in the Blanket)	
	\$ 25,000 Computer/Electronic Data Processing - (Included in Blanket Limit)	
	\$ 1,286,322 Contents - (included in the Blanket Limit)	
EXTENSIONS OF COVERAGE	The Limits shown below are included in the Blanket Limit shown above:	
	Extension	Limit
	Valuable Papers	\$ 500,000
	Extra Expense	\$ 500,000
	Accounts Receivable	\$ 500,000
	Gross Rentals	\$ 500,000
	Computer Media	\$ 500,000
	Fine Arts (Agreed Value)	\$ 25,000
	The Limits shown below are in addition to the Blanket Limit shown above:	
	Extension	Limit
	Newly Acquired Property	\$ 1,000,000
	Buildings in the Course of Construction	\$ 1,000,000
	Property in Transit	\$ 500,000
	Unnamed Locations	\$ 1,000,000
	Expediting Expense	\$ 500,000
	Business Interruption – Profits	\$ 300,000 Subject to maximum of \$25,000 per month
	Contingent Business Interruption	\$ 1,000,000
Fire Extinguishing Materials and Fire Fighting Expense	\$ 100,000	
Professional Fees	\$ 500,000	
Hacking Event or Computer Virus attack – any one Random Attack or Any One Specific Attack, any one event or total loss in a policy year for the combined total loss or damage	\$ 100,000	
EXTENSIONS OF COVERAGE	The Limits shown below are in addition to the Blanket Limit shown above:	
	Extension	Limit
	Master Key	\$ 10,000

COMBINED PHYSICAL DAMAGE & MACHINERY BREAKDOWN		
CONTINUED	Land and Water Pollution Clean Up Expense	\$ 100,000
	Stock Spoilage	\$ 100,000
	Consequential Damage	\$ 100,000
	Off Premises Service Interruption	\$ 1,000,000
	Exhibition Floater	\$ 100,000
	Ammonia Contamination	\$ 500,000
	Water Escape	\$ 500,000
	Hazardous Substance	\$ 500,000
	Property of Councillors', Board Members' and Employees'	\$ 5,000 any one loss (\$25,000 maximum annual policy limit)
ENDORSEMENTS	Automobile Replacement Cost Deficiency Endorsement	
DEDUCTIBLE(S)	\$ 5,000 each Occurrence for All Losses except : \$ 1,000 each Computer/Electronic Data Processing loss \$ 10,000 each Sewer Backup Loss \$ 50,000 each Flood loss 5% of total loss or \$100,000 minimum, whichever is greater, each Earthquake occurrence \$ 5,000 each Fine Art loss	
POLICY FORM	Municipal Insurance Program - Master Policy (February 1, 2017)	
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Physical Damage: Aviva Insurance Company of Canada – 100% Machinery Breakdown: Aviva Insurance Company of Canada – 100%	
SUBJECT TO	1. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher. 2. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer.	

COMBINED PHYSICAL DAMAGE & MACHINERY BREAKDOWN

3. All locations may be subject to Engineering Inspection.
4. Terms will remain as indicated subject to no claims deterioration as of effective date May 27, 2020

Solar Panel Subjectivities

1. Completed Solar Panel app
2. Engineering Review and satisfactory sign-off is secured to confirm Roof Condition, adequacy of roof strength to support additional loads of solar panels and strength of mounting supports. Please provide copy of report for the file.
3. Electrical Safety Authority (ESA) Inspection and grounding arrangements are required to be satisfactory in each case in conformity with the Electrical Code.
4. 'IN-FORCE Warranties' for all Electrical/Mechanical Equipment related to the Installation.

Please provide:

- a) Breakdown of Annual Revenues-Worksheet for Business Interruption.
- b) Contingency plan for quicker replacement of damaged solar panels/Equipment.
- c) Connection Agreement & Copy of FIT Contract for review.

COMPREHENSIVE CRIME	
LIMITS	\$ 1,000,000 Employee Dishonesty – Form A \$ 200,000 Broad Form Loss of Money (Inside Premises) \$ 200,000 Broad Form Loss of Money (Outside Premises) \$ 200,000 Money Orders & Counterfeit Paper Currency \$ 1,000,000 Depositors Forgery \$ 200,000 Professional Fees / Audit Expenses \$ 200,000 Computer Fraud or Funds Transfer Fraud
DEDUCTIBLE	\$ Nil per Loss
POLICY FORM	Master Crime Wording (April 2012)
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Aviva Insurance Company of Canada – 100%
SUBJECT TO	1. Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds. 2. All cheque requisitions and issued cheques containing dual signatures. If the above is not part of your internal Financial controls, please provide explanation(s). 3. Terms will remain as indicated subject to no claims deterioration as of effective date May 27, 2020

AUTOMOBILE INSURANCE (ON)		
COVERAGE APPLICABLE	Liability – Bodily Injury / Property Damage	Limit: \$ 5,000,000
	Accident Benefits – Basic Benefits	Limits as stated in Section 4 of the Policy
	Accident Benefits – Options None Selected	Limit as stated in Policy – None Selected
	Uninsured Automobile	Limits as stated in Section 4 of the Policy
	Direct Compensation – Property Damage	Limits as stated in Section 5 of the Policy
	Loss or Damage – All Perils	Limits as stated in Section 6 of the Policy Deductible: \$ 5,000
ENDORSEMENTS	<p>Notice of Cancellation Ninety (90) Days</p> <p>OPCF 43R Removing Depreciation Deduction – 24 Months New OPCF 20 Loss Of Use – Applicable to Two (2) Light Units OPCF 21B Blanket Fleet Endorsement – No Annual Adjustment OPCF 31 Non-Owned Equipment OPCF 24 Freezing of Fire-Fighting Apparatus OPCF 44 Family Protection Endorsement: (Applicable only to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles)</p> <p><u>Additional Endorsements:</u> OPCF 3 Drive Government Automobiles OPCF 4A Permission to Carry Explosives OPCF 4B Permission to Carry Radioactive Material OPCF 5 Permission to Rent or Lease OPCF 32 Use of Recreational Vehicles by Unlicensed Drivers</p> <p>Airport Automobile Coverage Exclusion</p>	
POLICY FORM	Provincial Statutory Owner's Policy	
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	Aviva Insurance Company of Canada – 100%	
SUBJECT TO	1. Provision of updated Vehicles Schedule and Drivers List to insurer 2. Terms will remain as indicated subject to no claims deterioration as of effective date May 27, 2020	

COUNCILLORS' ACCIDENT COVERAGE	
LIMITS OF COVERAGE	\$ 200,000 Principle Sum
INCLUDED COVERAGE	Number of Councillors: (5)
	24 Hour Coverage
	Based on Five (5) Members Out of Province Emergency Medical for 15 Days including Spouse's Coverage
POLICY FORM	Insurer's Standard Form
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	AIG Insurance Company of Canada -- 100%
SUBJECT TO	1. \$2,500,000 Aggregate Limit of Indemnity Per Accident 2. Terms will remain as indicated subject to no claims deterioration as of effective date May 27, 2020

VOLUNTEER FIRE FIGHTERS' ACCIDENT COVERAGE	
LIMITS OF COVERAGE	\$ 150,000 Principle Sum While on Duty Only Coverage Disability Benefit 1 st 4 weeks - \$300 Disability Benefit after 4 weeks - \$900
POLICY FORM	Insurers Standard Form
INSURER(S) AND PROPORTION OF PARTICIPATION(S)	AIG Insurance Company of Canada – 100%
SUBJECT TO	1. Terms will remain as indicated subject to no claims deterioration as of effective date May 27, 2020

RISK MANAGEMENT	
ELECTED OFFICIAL, DIRECTORS AND DEPARTMENTAL SEMINARS	Included
AUTOMOBILE FLEET SERVICES	Risk and Driver Assessment included

PREMIUM SUMMARY	
TOTAL ANNUAL PREMIUM (OPTIONS NOT INCLUDED)	\$48,067 plus any applicable provincial sales tax

MUNICIPAL OPTIONS	
Employment Practices Liability	<p>Limit: \$ 250,000 Each Claim & Aggregate</p> <p>SIR: \$5,000</p> <p>Application required in order to quote</p> <p>Insurer: Creechurch International – Beazley Group 100%</p> <p>Amended Other Insurance Clause – QBE Primary Insurer with respect to Wrongful Dismissal Legal Expense Limit \$250,000 Any One Claim & Aggregate During the Policy Period</p> <p>Minimum Retained Premium: 20% of Annual Premium</p>
Automobile Insurance	<p>OPTION A. Medical & Rehabilitation (Non-Catastrophic) increase Limit \$130,000 - Annual Additional \$54</p> <p>OPTION B. Catastrophic Injury – Med Rehab and Attendant Care increase Limit from \$1,000,000 to \$2,000,000 - Annual Additional \$35</p> <p>OPTION C. Medical Rehab and Attendant Care increase Limit from \$1,000,000 to \$2,000,000 - Annual Additional \$109</p> <p>Caregiver Benefit Limit up to \$250 per week plus \$50 each additional dependant - Housekeeping and Home Maintenance – Limit up to \$100 per week up to 2 Years - Non-Catastrophic Impairment -Annual Additional \$121</p> <p>Income Replacement Limit - \$600/\$800/\$1000, Annual Additional \$490/\$980/\$1470</p> <p>Death and Funeral Benefits \$50,000 Lump sum to an eligible spouse; \$20,000 lump sum to each dependant; maximum \$8,000 for funeral benefits - Annual Additional \$105</p> <p>Dependant Care up to \$75 per week for the first dependant and \$25 per week for each additional dependant to a maximum \$150 per week - Annual Additional \$175</p> <p>Indexation Benefit – Annual Adjustment according to the Consumer Price Index for Canada - Annual Additional \$420</p> <p>Added Coverage to Offset Tort Deductible – OPCF 48, Total Annual Additional Premium – \$98</p>

MUNICIPAL OPTIONS	
Out of Province Emergency Medical	<p>Based on # of Members – under the age of 80 – Annual Additional Premium \$300</p> <p>To increase the Trip Duration from 15 days to 30 days – Annual Additional Premium \$350</p>
Public Entity Recovery Assistance Plan (Critical Illness)	<p>Based on # of Members – age 69 or less</p> <p>\$5,000 limit – Annual Additional Premium \$500 \$10,000 limit – Annual Additional Premium \$810</p> <p>\$10,000 limit – Annual Additional Premium \$810</p>
Municipal Volunteers Accident	Principal Sum \$50,000 – Annual Additional Premium \$750
Annual Low Risk Events Liability	Quotation available upon request
Cyber Liability	Quotation available upon completed application



ACCEPTANCE OF MUNICIPAL INSURANCE PROGRAM PROPOSAL

To: Marsh Canada Limited
Public Sector Division
120 Bremner Boulevard, Suite 800
Toronto, Ontario Canada M5J 0A8
Telephone: 416 868 2600

Policy Term (mm/dd/yy): May 27, 2020 to May 27, 2021

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Signed on Behalf of Corporation of the Township of Assiginack

Authorized Signature

Date

Please print the name of the person signing above

Implementation of Limit of Liability:

In no event shall either party be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10 million. This provision applies to the fullest extent permitted by applicable law.



Marsh Canada Limited
120 Bremner Boulevard, Suite 800
Toronto, Ontario M5J 0A8
+1 416 868 2600

Please refer to www.Marsh.ca > About Marsh > Disclosure for information with respect to MMC Equity Investments, Contractual agreements with Insurers and Wholesale Brokers, Victor Insurance Managers Inc., and Premium Financing – Marsh Income Disclosure Statement which may be applicable to some of the insurers that we are approaching on your behalf. Some insurers we may approach may provide us with insurer consulting compensation which we will disclose to you in our marketing results. Insurer consulting compensations are commissions that Marsh or its affiliates receive from insurers, which are at fixed rates (as a percentage of premium) established by Marsh in advance with insurers and paid in addition to customary retail commissions. Insurer consulting compensations are not contingent upon any factor, including insurer volume or insurer profitability, and are not tiered or graduated.

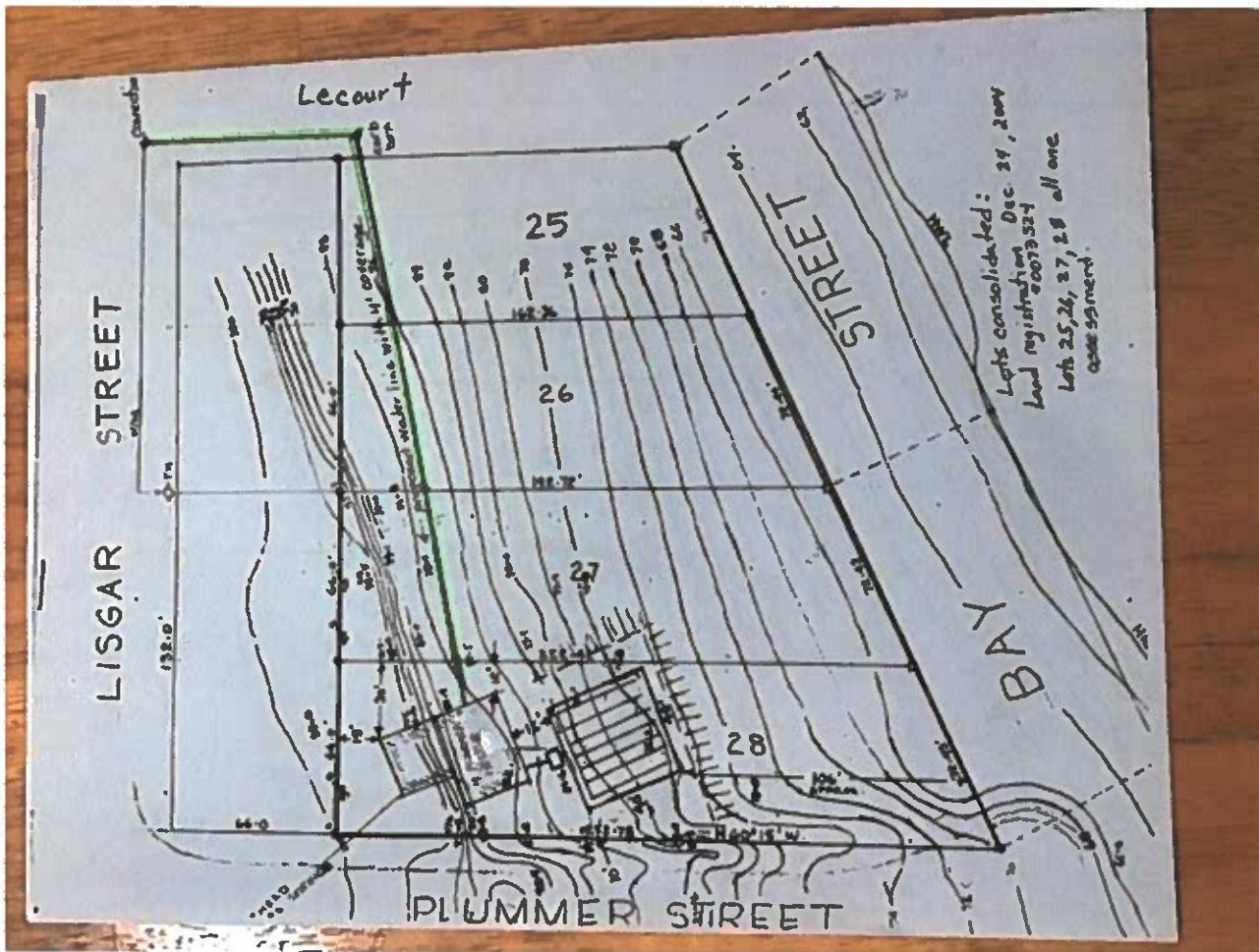
This document and any recommendations, analysis, or advice provided by Marsh (collectively, the "Marsh Analysis") are intended solely for the entity identified as the recipient herein ("you"). This document contains proprietary, confidential information of Marsh and may not be shared with any third party, including other insurance producers, without Marsh's prior written consent. Any statements concerning actuarial, tax, accounting, or legal matters are based solely on our experience as insurance brokers and risk consultants and are not to be relied upon as actuarial, accounting, tax, or legal advice, for which you should consult your own professional advisors. Any modeling, analytics, or projections are subject to inherent uncertainty, and the Marsh Analysis could be materially affected if any underlying assumptions, conditions, information, or factors are inaccurate or incomplete or should change. The information contained herein is based on sources we believe reliable, but we make no representation or warranty as to its accuracy. Except as may be set forth in an agreement between you and Marsh, Marsh shall have no obligation to update the Marsh Analysis and shall have no liability to you or any other party with regard to the Marsh Analysis or to any services provided by a third party to you or Marsh. Marsh makes no representation or warranty concerning the application of policy wordings or the financial condition or solvency of insurers or reinsurers. Marsh makes no assurances regarding the availability, cost, or terms of insurance coverage.

Marsh is one of the Marsh & McLennan Companies, together with Guy Carpenter, Mercer, and Oliver Wyman.
Copyright © 2019 Marsh Canada Limited and its licensors. All rights reserved. www.marsh.ca | www.marsh.com

Alton Hobbs

From: [REDACTED]
Sent: May 26, 2020 1:27 PM
To: Alton Hobbs
Subject: Re: Waterline Installation

Hello,
Please find enclosed a diagram to illustrate the proposed water line to our property. Information regarding the consolidation of lots is given at the bottom right of the plan. The connection and running of line is highlighted in green. It will have a 4ft. covering. I am okay with the hookup fee. If you require any additional info, please email. Thank you.



Sent from my iPad

On May 26, 2020, at 9:31 AM, Alton Hobbs <ahobbs@assiginack.ca> wrote:

Mr. [REDACTED]

Sorry, I had meant to get this to you yesterday...

Council is agreeable to your installation, noting the following:

- a) All lots are consolidated under one title as is indicated by the Assessment Roll.
- b) You provide a sketch indicating the location and depth of the installation. Emailed pictures would be an asset for further maintenance and repair requirements as well.
- c) In accordance with our Capital Policy under By-law # 2010-14, the installation/hook up fee is \$ 1,250.00, payable before connection.
- d) Installation with be overseen by Ron Cooper and inspected by OCWA. Ron can be reached at 705 859 3780.

Please let me know if you have any questions.

Thank you.

Alton Hobbs
CAO
[Assignack](mailto:ahobbs@assignack.ca)
705 859 3196

Total Control Panel

[Login](#)

To: ahobbs@assignack.ca

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

From: pecab@live.ca

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

- a) All lots are consolidated under one title as is indicated by the Assessment Roll.
- b) You provide a sketch indicating the location and depth of the installation. Emailed pictures would be an asset for further maintenance and repair requirements as well.
- c) In accordance with our Capital Policy under By-law # 2010-14, the installation/hook up fee is \$ 1,250.00, payable before connection.
- d) Installation with be overseen by Ron Cooper and inspected by OCWA. Ron can be reached at 705 859 3780.

Please let me know if you have any questions.

Thank you.

Alton Hobbs
CAO
Assiginack
705 859 3196

Total Control Panel

[Login](#)

To: ahobbs@assiginack.ca

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

From: pecab@live.ca

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

ANNUAL REPORT 2019
ASSIGNACK PUBLIC LIBRARY

25 A Sprage Street, Manitowaning,
Manitoulin Island, Ontario, P0P 1N0.
Box 280 Manitowaning,
Manitoulin Island, Ontario, P0P 1N0.
(705) 859-2110
aplgoodtomes@email.com

Board Members

Christianna Jones – Member / Council Rep
Lcs Fields – Member / Secretary
Jane Tilston – Member / Vice Chair
Heather Pennie - Member
Irma Lenz – Member / Chair
Lori Case – Member
Staff

Debbie Robinson – CEO/Librarian
Ashley Quackenbush – Relief Staff
Chrystal Quackenbush – Relief Staff
Joan Wood – Relief Staff
Frances Boegli – Relief Staff
Natalie Parrington – Relief Staff
Friends of the Library
Jackie Bryant – Chair

Library Hours of Operation

Tuesday – 11:00 a.m. to 4:30 p.m. & 7- 9 p.m.
Thursday – 11:00 a.m. To 4:30 p.m.
Saturday – 10:00 a.m. to 4:00 p.m.
(extended hours for months of July & August)

LIBRARIAN'S REPORT 2019

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

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

The Library gives our patrons access to E-Books through the OverDrive system and it is very popular. Inter-library Loan gives our Library patrons

access to virtually millions of books from across the province. The "Our Door to Yours Library Home Service,"

is in place to assist patrons who have difficulty getting to the Library. We have had four public Escape Room experiences setup,

Photos with Santa, Sewing for Kids, and other fun activities in partnership with Municipal Events & Recreation in out Meeting/Makerspace.

I would like to thank our many patrons for using the Library so faithfully.

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

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

It has been a pleasure working with you all!

We are looking forward to meeting your needs in 2020!

Come visit us soon and check out your Library space!

Debbie Robinson
CEO/Librarian

Assignack Public Library
January 2020

Assignack Public Library On-Going Goals

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

Statistics Summary 2019

Population.....	1014
Circulation of Print Materials (books& magazines).....	6726
Circulation of Audio-Visuals (DVD,CD Playaway).....	1396
Program Attendance.....	581
Total Membership.....	759
Materials Purchased and Donated in 2019.....	483
Periodical Subscriptions.....	14
Inter-library Loans.....	179
Internet/Computer Usage.....	1563
OverDrive (e-books consortium circulation).....	1205
Total Print Materials in Library.....	12537
Total Audio-Visual Materials in Library.....	1190

Library Collection and Services

- 1)...Non-fiction Titles and Fiction Titles for Adults, Teens and Children
- 2)...Reference Books, Encyclopedias, Atlases, Dictionaries
- 3)...Periodicals, Local Paper, Large Print Books, Playaway Talking Books, DVDs, CD's, CNIB Daisy Reader
- 4)...Free Internet Access, Word Processing and Printing, Free Wireless Internet Access for Personal Devices, Children's Early Learning Literacy Station, Overdrive E-Books Access, Our Door to Yours Home Service, Inter-library Loans, Public Library Week Events, Escape Rooms, Santa Photo Visits, Annual Easter Egg Hunt, Meeting / Makerspace

Assignack Public Library

Financial Statement 2019

Revenues

Bank Balance Dec. 31/18.....	4736.00
Municipal Levy.....	41685.00
Provincial Grant.....	3483.00
Student Grant.....	1680.00
Transfers.....	0
Special Grants.....	0
Fees /Donations.....	0
Rebates / Reimburse.....	0
Friends of the Library.....	300.00
Bank Interest.....	269.00
Pay Equity.....	0
TOTAL.....	52153.00

Expenditures

Accounts Payable from 2018.....	0
Books.....	1674.00
Wages.....	34916.00
Salary Deductions.....	2062.00
Health Tax.....	613.00
WSIB.....	91.00
Rent.....	1200.00
Insurance.....	168.00
Periodicals.....	335.00
Audio/Visual.....	571.00
Telephone & Internet Line.....	867.00
Office Supplies/Housekeeping.....	699.00
Furniture / Mach.&Computer Maint.....	0
Memberships/Conference/Registrations.....	724.00
OverDrive (e-books consortium fee).....	817.00
IT Support Tech Assist.....	100.00
Misc.....	220.00
Automation Costs.....	126.00
Accounting Assist.....	100.00
Bank Charge/Brd Acct. Maint. Fees.....	0
TOTAL.....	45283.00
Trfr to Memorial Account - 01/17/19 +	1500.00
<u>46783.00</u>	

ASSIGINACK PUBLIC LIBRARY PROPOSED BUDGET – 2020

Bank Bal. (Dec. 31/18) (4736.00)

<u>REVENUES</u>	<u>Proposed 2019</u>	<u>Actual 2019</u>	<u>Proposed 2020</u>
Municipal Levy	41685.00	41685.00	43000.00
Provincial Grant	3483.00	3483.00	3483.00
Student Grant	1700.00	1680.00	1700.00
Transfers	0	0	0
Special Grants (ILDS)	0	0	0
Fees/Donations	200.00	0	0
Rebates / Reimburse	0	0	0
Friends of the Library	300.00	300.00	300.00
Bank Interest	0	269.00	0
Pay Equity	0	0	0
<u>TOTAL</u>	<u>47368.00</u>	<u>47417.00</u>	<u>48483.00</u>
<u>EXPENDITURES</u>			
Accounts Payable	0	0	0
Books	1253.00	1674.00	1385.00
Wages	34540.00	34916.00	35247.00
Salary Deductions	2328.00	2062.00	2354.00
Health Tax	674.00	613.00	687.00
WSIB	90.00	91.00	92.00
Rent	1200.00	1200.00	1200.00
Insurance	168.00	168.00	168.00
Periodicals	315.00	335.00	350.00
Audio/Visual	550.00	571.00	550.00
Telephone & Internet Line	900.00	867.00	900.00
Office Supplies/Housekeeping	500.00	699.00	500.00
Furniture/Mach. Maintenance	350.00	0	200.00
Memb./Reg./Conferences	1200.00	724.00	750.00
OverDrive consortium e-book fee	900.00	817.00	900.00
IT Support & Tech Assist	300.00	100.00	400.00
Misc./ Mem.Computer Fund	1700.00	1720.00	2300.00
Automation Costs	200.00	126.00	300.00
Accounting Assist	100.00	100.00	100.00
Bank Charges/Brd.Acct. Maint. Fees	100.00	0	100.00
<u>TOTAL</u>	<u>47368.00</u>	<u>46783.00</u>	<u>48483.00</u>

2018 Bank Bal. + 2019 Revenue ^{plus} = ^{equals} all Revenue - 2019 Expenditures ^{minus} = ^{equals} 2019 Bank Bal.

\$4736.00 + \$47417.00 = \$52153.00 - \$46783.00 = \$5370.00



Parry Sound Public Library

Policy Type: **Operational**

Policy Number: **OP-02**

Policy Title: **Safety, Security & Emergencies in the Library**

Initial Policy Approval Date: April 28, 2015

Last Review/Revision Date: n/a

Year of next review: 2018

✶ The Parry Sound Public Library Board is committed to providing a safe and secure environment for staff, volunteers and members of the public who use the library. The board also acts to protect and secure library property. Procedures for staff during emergency situations are found in the Parry Sound Public Library *Emergency and Safety Manual*.

1. The board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure place for the public and staff.
2. The board requires individual staff members to take responsibility for their own safety, as well as that of the user.
3. All board members, staff and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
5. The CEO develops safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a) harassment and violence (see also relevant HR policies) that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
 - b) crime, including theft, vandalism, and drug dealing and/or use
 - c) disasters that threaten collections, furniture and equipment, including fire and flood
6. Staff members will enforce the *Library Code of Behaviour* in order to ensure safety and security in the library. For further information please refer to *OP – 20 Patron Behaviour Policy and Appendix A herein*.

OP – 02 Safety, Security and Emergencies in the Library *(continued)*

7. In accordance with **Ontario Regulation 191/11 Integrated Accessibility Standards** all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.
8. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library during an emergency or catastrophe. Refer to the Parry Sound Public Library *Emergency and Safety Manual* for guidance.
9. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

Parry Sound Public Library. **HR - 07 – Workplace Discrimination and Harassment.**
Parry Sound Public Library. **HR - 08 – Prevention of Workplace Violence**
Parry Sound Public Library. **HR - 09 – Health and Safety of Staff**
Parry Sound Public Library. **OP - 15 – Accessibility in the Library**
Parry Sound Public Library. **OP – 20 – Patron Behaviour Policy**
Parry Sound Public Library. **Emergency and Safety Manual**
Occupational Health and Safety Act, R.S.O., 1990, c. O.1, Last amendment: 2007
Ontario Regulation 191/11 Integrated Accessibilities Standards s. 13

Appendix A

Library Code of Behaviour

We ask for your cooperation in maintaining a safe and welcoming place for everyone to enjoy. Please follow these rules and the Library staff will make every effort to apply them fairly:

- Speak and work quietly. Use only respectful and acceptable language.
- Ask us for assistance if you find the behaviour of others is disruptive. If we ask you to modify your disruptive behaviour on library premises and you choose not to, you will be required to leave pursuant to the Ontario *Trespass to Property Act*.
- Attend to and supervise children or other individuals in your care.
- Use library materials, computers, equipment and furniture with care and only for their usual purpose.
- Share seating, workstations and tables with others.
- Ask us before you post or distribute materials and before you solicit or engage in commercial activity in the library.
- Enjoy cold food and covered drinks in the library.
- No food or drinks are allowed at the library computer stations.
- If you break any laws we will call the police.
- We welcome your guide and /or service animals in the library.

When a breach of the Rules of Conduct occurs, the C.E.O. or her designate has discretion in determining whether a person will be excluded, the time period of the exclusion, and will take into consideration the severity of the misconduct, the circumstances surrounding the incident and any mitigating factors.

Parry Sound Public Library

Policy Type: **Operational**
Policy Title: **Epidemic / Pandemic**

Policy Number: **OP - 17**

Policy Approval Date: **May 2020**
Policy Review Date: **2024**

Purpose

* To establish a protocol that will be used in the event of an epidemic/pandemic or other public health emergency. The Parry Sound Public Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during any public health emergency, organizations may be required to take measures to help slow the spread of illness such as closing by order of township, district, provincial or federal health or government officials. It is important to ensure that the core business activities of the library can be maintained with limited staff and reduced hours as determined by the library board and CEO.

Section 1: Continuity of Operations Plan—Epidemic/Pandemic

* This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Section 2: Library Closure

* Parry Sound Public Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

1. A mandate, order, or recommendation for closure is issued by the Town of Parry Sound, Parry Sound District, provincial or federal health or other government officials.
- * 2. If a Library employee has been diagnosed with the contagion, the library will temporarily close.
3. At the direction of the library board
4. At the discretion of the CEO

* In addition, the Parry Sound Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. In the event of closure, overdue fines will be suspended. The exterior book drop may be closed or kept open and cleared periodically.

Types of Library Closures:

- ✱ 1. Complete Closure: no staff in the building at any time.
- ✱ 2. Library Closure with Essential Services Only: exempt and other essential library employees may be required to work from home or on site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
- ✱ 3. Library Closure with Reduced Services: Staff may:
 - i. be allowed to work inside the building, although the building is closed to the public
 - ii. be assigned to provide services to patrons in newly determined ways

Section 3: Compensation in an Epidemic/Pandemic

✱ The library will compensate an employee their regularly scheduled hours if they:

- (1. contract the disease
- 2. are required to care for a family member with the disease
- 3. receive a mandated or doctor-directed self-quarantine

In the event of closure, the library board and CEO will assess the closure compensation for staff at regular intervals and provide timely notice of any changes to staff, until the re-opening of the library is deemed safe by officials.

✱ **Section 4: Impact on Staff with Child Care Concerns**

In the event of school districts and day care closures due to an epidemic, staff may choose to use their accrued leave or take unpaid time off to stay at home.

Section 5: Communication

✱ In the event of cancellation of services, programs, meeting room usage or library closures, library staff, at the direction of the CEO will:

- (1. Notify staff, board members, custodial staff and the public via email, social media and the Parry Sound Public Library website
- 2. Call or email scheduled program presenters, community room reservations, outreach sites, program attendees (if we have contact information)
- 3. Provide information regarding the epidemic/pandemic on the library's website homepage
- 4. Create signage for updating patrons inside the library and on the outside of the building.
- 5. Notify local media and other government entities as deemed necessary by the board and CEO.

OP- 17 Epidemic / Pandemic (continued)

Section 6: Employee Absences

* Parry Sound Public Library Human Resources policies shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the library remains operational. Pre-approved time off will be honored unless voluntarily cancelled.

Section 7: Social Distancing and Personal Protective Equipment

* If recommended by local, provincial or federal health officials, library staff will follow suggestions and directions to implement social distancing within the library building. Personal Protective Equipment (PPE) will be provided by the library should it be deemed necessary for employees to wear such equipment when working in the library during closure or upon reopening.

Section 8: Additional Cleaning Measures

During the epidemic/pandemic, the library board and CEO will ask staff and contracted custodians to increase cleaning within each location. The CEO will devise new cleaning procedures for the library during the epidemic to ensure standards for the cleaning of bathrooms, railings and door knobs, telephones, keyboards, counters, and cleaning of workstations/offices of employees who go home sick, emptying of wastebaskets, etc. For procedures on handling of returned materials please refer to policy OP – 26 *Handling of Returned Materials during a Viral Pandemic*.

Section 9: Responsibility for Library Operations

* The CEO and library board will establish a schedule for seeing to the critical needs of the facility if the library is closed for an extended time (HVAC, plumbing and building checks by custodians, book drop, payroll and bill payment/banking considerations). If, for any reason, the CEO is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be provided by the library board chair.

Related Documents

- Parry Sound Public Library **Human Resources Policies**
- Parry Sound Public Library **OP – 26 Handling of Returned Materials during a Viral Pandemic**
- Parry Sound Public Library **Emergency and Safety Manual**

Parry Sound Public Library

Policy Type: **Operational**
Policy Title: **Curbside Pick-up**

Policy Number: **OP - 28**

Policy Approval Date: **May 2020**
Policy Review Date: **2024**

- * During times when it is necessary to close the library due to emergencies, viral pandemics/epidemics or extenuating circumstances, or through government directive, the library may be given permission to provide curbside pick-up services for patrons of the Parry Sound Public Library.
- * Curbside pick-up occurs when the library is closed to the public, but offers curbside pickup. Return of library materials may continue using the drop-box unless otherwise indicated.
- * During a viral pandemic/epidemic, all effort will be made to thoroughly clean and sanitize materials being returned and check out to patrons (*OP - 26 Handling of Returned Materials during a Viral Pandemic*). Staff will be provided with PPE and gloves to ensure personal safety and safe handling of items.

Section 1. Schedule for Hold Pickup

- * For patrons with library cards in good standing, items may be placed on hold 24/7 using our online catalogue. Patrons may also call or email (pspl@vianet.ca) the library during the following hours to place holds on items:

Tuesdays 10:00 a.m. – 2:00 p.m.
Wednesdays 10:00 a.m. – 2:00 p.m.
Thursdays 10:00 a.m. – 2:00 p.m.

Patrons can place holds on up to 5 DVDs and 5 books each week. Inter-library loan services are currently unavailable
unavailable. Curbside Pick-up is for items located in the Parry Sound Public Library collection only.

Section 2: Picking up Holds

When your hold is fulfilled, the library will contact you to inform you it is ready for pick-up. On your pickup day:

- *
 - Call the circulation desk (705-746-9601) to let us know your approximate time of arrival within our opening hours on Tuesday, Wednesday and Thursday. Once you arrive, if you are able, please call again to let us know you are at the library.
 - Arrive at the library front doors (signage will indicated where you are to wait and the ground will be marked with appropriate social distances guidelines)

OP – 28 Curbside Pick-up *(continued)*

- ✦ A staff member will open the door. Please allow them to step away and ensure safe social distancing practices. Your items will be on a table in the lobby, marked with your name.
- ✦ Once the door is opened, please quickly and safely retrieve your items and exit through the opposite lobby door immediately.

Section 3: Returning Items

- ✦ As the library remains closed to the public, all items are to be returned to the book drop on McMurray St., which is accessible 24/7.

Staff will be emptying the book drop on a regular basis and checking items in following the guidelines established in *OP – 26 Safe Handling of Returned Items during a Viral Pandemic*. If you are not feeling well and are self-isolating, please do not return items. Call the library at 705-746-9601 and we will renew items for you.

Section 4: Phone Service

- ✦ The library will also offer phone service for renewing patron privileges and answering questions. Phone service will be available Tuesday, Wednesday and Thursday, 10:00 a.m. – 2:00 p.m.

Section 5: Fines

The library will waive or ease fine limits at the discretion of the CEO.

Section 6: Curbside Service FAQs

- ✦ Please call your library location with any questions you have about curbside pick-up service.

When can I pick up my holds?

- ✦ *Curbside service is being offered Tuesday, Wednesday, Thursday 10:00 a.m. to 2:00 p.m. Once you receive notice, call the library to schedule a pick up date and time.*

Can I return items at the curbside service?

- ✦ *Items can be returned in the library drop box at our McMurray St. entrance 24/7*

Do I need my library card?

- ✦ *Yes, your library card needs to be in good standing to borrow any items from the library. Please call the library if you have any questions or issues with your library card.*

What if I don't have a card?

- ✦ *Call the library and discuss options for acquiring a library card during closure.*

Can a library staff member help me with Overdrive /Libby /computer questions?

- ✦ *Please call the library for your digital book and technology questions.*

Can you fax or print something for me?

- ✦ *The library continues to be closed to the public. These services are not available until further notice.*

Can I come in and use the computer?




- ✦ *The library continues to be closed to the public. These services are not available until further notice.*

OP – 28 Curbside Pick-up *(continued)*

Section 7: Disclaimer

Curbside pickup, staffing, phone hours and other services may change at any time during this closure. Updates will be posted on our website and social media platforms as developments occur.

COVID-19 Disclaimer:

-  • Returned materials will be cleaned, and quarantined for a period of time, before being placed back into the lending collection. Although we strive to sanitize and practice safe handling of materials, The Parry Sound Public Library cannot guarantee the sanitization of library items. Please handle them with caution.
-  • Patrons should be advised to wash hands before and after handling books and other items, avoid touching their face while reading and to avoid sneezing or coughing onto items.
-  • Patrons who are immunosuppressed or otherwise susceptible to COVID-19 infection should not take out items from the library.

Related Documents:

Parry Sound Public Library **OP – 17 Epidemic Pandemic PSPL**

Parry Sound Public Library **OP – 26 Safe Handling of Returned Materials during a Viral Pandemic**

Parry Sound Public Library **Emergency and Safety Manual**

Parry Sound Public Library

Policy Type: **Operational**

Policy Number: **OP - 26**

Policy Title: **Handling of Returned Materials during a Viral Pandemic**

Policy Approval Date: March 2020
Policy Review Date: 2024

This policy is in place to define a procedure for the return of books, DVD's and other lending items to the Parry Sound Public Library to reduce the exposure of infectious diseases during a viral pandemic.

Section 1: Responsibilities

1.1 Employer:

The Town of Parry Sound and the Parry Sound Public Library Board shall take every precaution reasonable under the circumstances to ensure the safety of Staff including all other duties as outlined in **Section 25 and 26** of the **Occupational Health and Safety Act (OHSA)**.

1.2 CEO:


The CEO is responsible for training workers on each step of the handling of returned materials during a pandemic, ensuring required personal protective equipment (PPE) is available and to monitor and enforce the procedure.

1.3 Staff:

All staff must follow the outlined procedure.

Section 2: Personal Protective Equipment (PPE) Requirements

To reduce the risk of Infectious disease, staff handling returned library items must:

- 
- Wear disposable latex gloves when handling items from the book return and when disinfecting items.
 - Remove gloves following the 7-step glove removal procedure (Appendix A).
 - Refrain from touching your face; germs can easily be passed from your hands to your mouth causing infection

Section 3: Safe Work Procedures

3.1 All books and items should be accepted for return through the external and internal book return bins only and should not be accepted at service desks.

3.2 Removing items from book return:

- Don disposable gloves.
- Straddling the book return bin and bending your knees to keep the items close to your body and to protect your back, remove only a few items at a time from the return bin to avoid leaning items on clothing.
- Place items on designated shelves/carts where they will remain for a period of approximately 72 hours.
- Space the shelves/carts sufficient distance away from the book return bin to avoid the need to twist. If space permits, stand books up in an open/fanned position.
- Once book return bin is empty, remove gloves as per the guidelines outlined in Appendix A, including washing your hands immediately following the glove removal.

3.3 After 72 hours:

- Don gloves
- For books:
 - Wipe the outside of each book with an approved cleaner.
 - Allow the book to air dry.
 - Place the book on the book cart.
- For DVDs:
 - Wipe the inside and outside of the case with an approved cleaner.
 - Use an approved DVD cleaner to wipe both sides of the DVD.
 - Allow the case and DVD to air dry before returning the DVD to the case.
 - Place the DVD on the book cart.
- For other lending items:
 - Wipe the item as best as possible with an approved cleaner.
 - Allow the items to air dry.
- Once items have been disinfected and placed on carts, remove gloves as per the guidelines outlined in Appendix A, including washing your hands immediately following the glove removal.

3.4 Returning books to shelves:

- Place items from book carts on to shelves as per regular procedure, bending your knees to access the low shelves to reduce forward bending.
- Once all required items have been returned to the shelves, remove gloves as per the guidelines outlined in Appendix A, including washing your hands immediately following the glove removal.

Related Documents:

Occupational Health and Safety Act (OHSA)

Appendix A:

How to Remove Gloves

To protect yourself, use the following steps to take off gloves

- 

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.
- 

2. Peel the glove away from your body, pulling it inside out.
- 

3. Hold the glove you just removed in your gloved hand.
- 

4. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
- 

5. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
- 

6. Dispose of the gloves safely. Do not reuse the gloves.
- 

7. Clean your hands immediately after removing gloves.

Adapted from: Centers for Disease Control and Prevention. 2019. <https://www.cdc.gov/infectioncontrol/practices/guidelines/pdf/000075main.pdf>

© 2019

RECEIVED
MAY 20 2020

Alton Hobbs

From: mcdowellfarms <mcdowellfarms@hotmail.ca>
Sent: May 20, 2020 12:24 PM
To: Alton Hobbs
Subject: Fwd: Changes to CPAC and Police Services Boards
Attachments: 202020513 OPP Police Board Structure.docx; OPP Police Service Boards and letter to Ontario Association (003).pdf

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: Al Boyd <aboyn@townofnemi.on.ca>
Date: 2020-05-20 8:51 AM (GMT-05:00)
To: 'dave mcdowell' <mcdowellfarms@hotmail.ca>, Rick Gordon <ricktehkouncil@eastlink.ca>, "bbarker@billingstwp.ca" <bbarker@billingstwp.ca>, "shaffer@amtelecom.net" <shaffer@amtelecom.net>, 'Patricia Bailey' <bubbabailey29@gmail.com>, Wayne & Seija Bailey <waynelbailey@gmail.com>, John Turner <jturner@gordonbarrieisland.ca>, Stasia Carr <scarr@gorebay.ca>, Al Boyd <aboyn@townofnemi.on.ca>
Subject: Changes to CPAC and Police Services Boards

Hello All,

I hope this e-mail finds you all well and starting to enjoy some warmer weather. I just want to keep everyone in the loop as CPAC chair I received a call from Bill Foster Deputy Mayor with the town of Espanola. Bill sits on the police services board in Espanola and has attended the presentations from the government on this topic same that Steve also attended prior to the Covid-19 lockdown. Bill has been in discussion with the townships along the North Shore and they are looking to amalgamate into one Police Services Board for the North Shore. They anticipate about 7 to 9 members of that board. He wanted to check with me and the Island CPAC committee on what our intentions would be. If you all recall we did have a discussion at our last CPAC meeting in March and at that time it was left to see what was going to happen and await the next procedure from the government. Then the pandemic was declared. The government advised everything was on hold.

Bill was drafting a letter (attached to this e-mail) to send out to the government to show the intension of the North Shore and was wondering what the island intention was. I briefly told him we as a CPAC committee advised it did make sense to have two Police Board's or Committee's one for the North Shore and one for the Island. However, we could not make that decision it would have to be taken back to our own councils to decide on what each municipality wants to do. It makes sense to have two committees as policing concerns are very different from the North Shore on the Island. Speaking from experience policing the island we have rural policing concerns, farming, tourists, waterways, recreation issues, working closely with our Frist Nations Communities and their policing services just to name a few. The North Shore has the town of Espanola municipal policing with by-law enforcement, Major industry like Domtar, Trans Canada Highway with major

traffic and transient criminal activity travelling through their area. So, you can see that issues we deal with may not be issues that they deal with and vice versa. However, it was discussed with Bill that a member of each committee could sit on the other committee. This way we can share topics as OPP manpower, coverage, response time, etc.

Last night I had the NEMI council meeting, and this topic was put on the agenda. After discussion it was agreed that nothing needs to be done immediately as this has been on hold until after the pandemic is discontinued. However, it would be a good idea to take this back to your councils check with your Mayors and council members and see what works best for you. At our September CPAC meeting we can discuss the issue and look at drafting a letter backed by letters from each municipality to show the government our intentions. As mentioned at this point, I am not sure how this will play out. Future decisions may be legislated that there may be appointed members to a new Police Services Board. If we have our intentions ready to go then we can show what the island would like. On a side note I had a long telephone call with Inspector Cavanagh on this topic and she as Detachment Commander is in full agreement with two Police Services Boards or Committees for all the reasons and more that I mentioned above.

Along with the letter from the North Shore I have enclosed further information you can share with your councils. So, if I could ask you all to bring this to your council have a discussion and at the September CPAC meeting to give your input into this process. In the meantime, if you have any questions or concerns, I am only an email or phone call away. Please stay safe keep your distance and we will get through this. Thanks for your time and have a wonderful summer.

All the Best

AI

Allan Boyd

Chair

Community Police Advisory Committee

Councillor Ward 2

Northeastern Manitoulin & The Islands

27 Red Mill Road, P.O. Box 208

Little Current, Ontario

POP1K0

(705)-368-2779 Home

traffic and transient criminal activity travelling through their area. So, you can see that issues we deal with may not be issues that they deal with and vice versa. However, it was discussed with Bill that a member of each committee could sit on the other committee. This way we can share topics as OPP manpower, coverage, response time, etc.

Last night I had the NEMI council meeting, and this topic was put on the agenda. After discussion it was agreed that nothing needs to be done immediately as this has been on hold until after the pandemic is discontinued. However, it would be a good idea to take this back to your councils check with your Mayors and council members and see what works best for you. At our September CPAC meeting we can discuss the issue and look at drafting a letter backed by letters from each municipality to show the government our intentions. As mentioned at this point, I am not sure how this will play out. Future decisions may be legislated that there may be appointed members to a new Police Services Board. If we have our intentions ready to go then we can show what the island would like. On a side note I had a long telephone call with Inspector Cavanagh on this topic and she as Detachment Commander is in full agreement with two Police Services Boards or Committees for all the reasons and more that I mentioned above.

Along with the letter from the North Shore I have enclosed further information you can share with your councils. So, if I could ask you all to bring this to your council have a discussion and at the September CPAC meeting to give your input into this process. In the meantime, if you have any questions or concerns, I am only an email or phone call away. Please stay safe keep your distance and we will get through this. Thanks for your time and have a wonderful summer.

All the Best

AI

Allan Boyd

Chair

Community Police Advisory Committee

Councillor Ward 2

Northeastern Manitoulin & The Islands

27 Red Mill Road, P.O. Box 208

Little Current, Ontario

POP1K0

(705)-368-2779 Home

(705)-869-8284 Cell

aboyd@townofnemi.on.ca E-mail

Total Control Panel

[Login](#)

To: ahobbs@assignack.ca

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

From: mcdowellfarms@hotmail.ca

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

Sent via email to: oapsb@oapsb.ca
fred@governedge.com

May 6, 2020

Patrick Weaver
Chair, Ontario Association of Police Service Boards
180 Simcoe Street
London, Ontario
N6B 1H9

Dear Chair Weaver,

Please find attached a copy of a discussion paper on OPP detachment boards which I am forwarding to you for the interest of the OAPSB and its members.

The discussion paper is entitled, *New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance*. The paper was recently adopted by the Board of Directors of the Association of Municipalities of Ontario and it has been submitted for the consideration of our members and the Solicitor General.

The paper recognises that there are many unanswered questions associated with the development of the regulations needed to support new OPP detachment boards. It lays a framework to help municipalities and the provincial government consider key factors in determining the composition of new detachment boards. I am writing to highlight three issues which will be of particular interest to your members.

To begin, AMO supports the OAPSB's position on the need for provincial support and funding for mandatory board training and the operation of boards. AMO urges the need for the continuous availability of training, in line with the municipal electoral cycle. As I am sure you appreciate, training is not a one-off exercise. It must be available at regular intervals to ensure new board members can promptly assume their policing governance responsibilities. Training requires a provincially funded delivery plan when the new regulations take effect. AMO shares this key objective with the OAPSB.

Second, AMO believes that all municipalities should have the opportunity to select a representative on an OPP detachment board. This opportunity will be a shared one. It recognises the importance of municipal self-determination and cooperation in re-establishing new OPP boards with boundaries that will now extend beyond the boundaries of a single municipality. This will both broaden and dilute the scope of municipal council involvement in the appointment process. AMO believes municipalities should be provided the first opportunity to develop locally workable governance arrangements within a detachment and propose those to the provincial

government. My hope is, between the paper and local municipal cooperation, the composition of new OPP detachment boards can be successfully developed at a local or regional level.

Third, AMO calls on the provincial government to relinquish its authority to make appointments to OPP detachment boards. I know this will be a concern for some of your members. AMO values the importance of all police service/OPP detachment board members regardless of which authority has made the appointment. AMO's commentary on provincial appointees is not intended to detract from the contributions these individuals have made to good governance. The position on provincial appointees only applies to OPP detachment boards, not all policing boards.

There are a number of reasons why the AMO Board has taken this position. First, the lengthy delays associated with the provincial appointment process are a concern. Vacancies or delayed provincial appointments are an impediment to diversity, representativeness and good governance practice. As the OAPSB reported, in March 2017 over 90 of 250 provincial board positions were unfilled and vacant. Challenges with timely provincial appointments are a long-standing historical issue which is not confined to 2017.

Communities need local representatives who can be diligently selected and on the job without the delays and extended vacancies associated with the lengthy and cumbersome provincial OPP detachment board appointment process.

Second, the province already has a significant role to play with the OPP. The provincial government hires the Commissioner and negotiates the collective agreement with the Ontario Provincial Police Association. It writes the legislation and regulations which govern policing throughout the province. And of course, as you know, a board appointee's fiduciary responsibility is to the board itself; not to the authority making the appointment. Provincial appointees have no special or additional oversight responsibilities or powers.

Third, currently each municipality with a board, appoints (with provincial appointees) its own board. Under the new legislation, a municipality's power to appoint will be shared, and diluted, with all other municipal councils in a detachment. Boards will need to be bigger to accommodate this structure. The exact size would differ by detachment. Given this dilution, what role would a provincial appointee serve in this scenario?

Diligence and diversity in the selection of board members is now enshrined in policing legislation. Now is the time to let municipalities meet those obligations through their appointments to detachment boards.

To be clear, there is plenty of Canadian precedence for fully municipally appointed police service boards. They can be found in Alberta, Quebec, and Saskatchewan. This may be new ground for Ontario, but this is not a unique concept to Canadian policing governance in general.

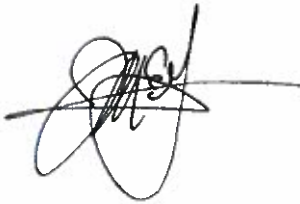
AMO continues to value the importance of community representatives (ie. those not holding local elected office) serving on an OPP detachment board. Community representatives should be present on all detachment boards. If the provincial government adopts AMO's position, past provincial appointees would be excellent candidates to serve as community representatives on new boards.

AMO also sees value in having a municipal staff member on a board, to support policy drafting functions. Many municipal staff throughout the province already provide this support on an informal basis. Again, there is precedence; municipal employees may be appointed to a board in Manitoba and Alberta.

I trust this letter and the report helps to outline some of our thinking regarding the regulations needed to support OPP detachment boards. The AMO paper is not an exhaustive list of issues, rather it is intended to help guide municipal input, shape the regulations, and lay the framework for successful OPP governance at a local or regional level.

I would be pleased to discuss any of the above if you have further questions. I thank you and your members for your consideration of these issues.

Sincerely,



Jamie McGarvey
AMO President
Mayor of Parry Sound



New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance

Discussion Paper

May 1, 2020

Introduction

Police service boards are the vital link between the police and democratic governance.

This is just as true for municipalities who contract with the Ontario Provincial Police for public safety services.

The government has launched a consultation with municipalities on re-constituting OPP Detachment Boards. With all governments now seized with COVID-19 emergency response, all consultations on new policing regulations have now ceased. The immediate public health crisis is the first priority of the provincial and municipal governments. Consideration of the issues raised in this paper must not distract from that priority. However, policing regulation discussions will resume at some point in the months ahead. It remains valuable for municipalities to consider what the future of police governance should look like once that conversation restarts.

At present, OPP boards are aligned within existing municipal boundaries. In the future, the government is aiming to create regional or detachment-based boundaries for boards (with some exceptions). However, the details of these new boards have not been determined. This is an opportunity for municipalities to provide input to the government on board boundaries, the size and composition of those boards, and whether provincial appointees continue to be made.

The government has not made any decisions on these issues. If any municipal council or a group of councils has suggestions on how these boards should be established, this is an opportunity to put those ideas forward.

This paper is not an exhaustive list of issues presented by the establishment of new OPP detachment boards. Rather it is intended to help guide municipal input to the Ministry and lay the groundwork for a successful transition to new boards. It asserts a number of key principles to inform the discussion and attempts to lay the framework for the future of successful OPP governance at a local or regional level.

Background

Policing is a vital local service. Out of fiscal necessity, the Association of Municipalities of Ontario (AMO) has put forward comprehensive recommendations during the provincial government's lengthy review of policing legislation in recent years. The need to modernize the delivery of this service is well-documented in the many submissions AMO has made to the government on behalf of our municipal members. Here are three examples:

In 2014, AMO's OPP Billing Steering Committee put forward a [report](#) which researched options to equitably allocate policing costs for municipalities which use the Ontario Provincial Police. The Committee conducted a review of the government's proposed billing model and examined other model options so implications could be understood. It also underscored the need for efficiency and effectiveness improvements for policing in general.

In 2015, AMO's Policing Modernization Task Force issued its [report](#) which included 34 recommendations on how to modernize policing for the future. The task force interviewed experts, reviewed the best academic research available, sent representatives to the 2015 Summit on the Economics of Policing and Community Safety in Ottawa, and had thorough and lengthy discussions

on specific issues about the future of policing. These recommendations were divided into four key themes: Partnership, Productivity, Performance, and Personnel.

In 2016, AMO issued a *Municipal Guide to Police Services Act Consultations*. The [guide](#) highlighted municipal issues associated with community safety and well-being planning; modernizing what police do; the education and training of officers; and accountability to the public and governance.

In particular, the Policing Modernization Report prioritized three key recommendations above all else:

1. Make changes to the interest arbitration system.
2. Improve the quality of the existing governance and civilian oversight system.
3. Make legislative changes to permit the greater transfer of specific functions to civilians or other security providers where appropriate.

In 2019, the Ontario Legislature passed Bill 68 the *Comprehensive Ontario Police Services Act, 2019*. While the Act did not address interest arbitration, it did make some significant changes to the second two priorities – improving governance and providing some allowance for the role that civilians play in delivering public safety and security.

With the legislation passed, the focus of this paper is on the regulations needed to support priority recommendation #2 as it pertains to OPP detachment boards.

Guiding Principles

Key principles and objectives which guide AMO on the issue of establishing new OPP local governance boards include the following:

1. Policing governance is a valuable means of ensuring community expectations are reflected in how a community is policed.
2. Good governance of policing matters to municipalities of all sizes, contract or not.
3. Municipalities should be provided every opportunity to develop and propose locally developed board composition ideas to the province.
4. Successful governance includes provincial support and funding for training new board members in alignment with the municipal electoral cycle.
5. All municipalities should have the opportunity to select a representative on an OPP detachment board.
6. Community or municipal staff representatives (i.e. municipally selected, non-elected officials) should serve on OPP detachment boards wherever possible.
7. To achieve municipal representation, detachment-based boards (or portions of a detachment) will need to be larger than they have been in the past.
8. If municipalities are to be adequately represented on consolidated OPP detachment boards, the province should relinquish responsibility for provincial appointments to OPP detachment boards.
9. Detachment boundaries should change in cases where it would support good governance and municipal representation.

10. Explore the potential use of DSSABs as OPP detachment boards in the north through discussions with FONOM, NOMA, DSSABs, and northern municipalities on a case by case basis. This could be a potential opportunity to align social services with policing in ways that have been provincially mandated through municipal community safety and well-being planning and which minimize administrative duplication. (See below for specific considerations and exemptions.)
11. OPP detachment board operation costs should, 1) be provincially supported through training and grants and 2) equitably distributed between municipalities.
12. Memoranda of Understanding with the Ministry of the Attorney General or transfer agreements between municipalities which govern *Provincial Offences Act* administration and fine revenue distribution may need to be updated depending on local circumstance.

Government Consultations to date - Regional Roundtables - OPP Detachment Boards

The government recently held seven discussion meetings across the province in February 2020 focusing on OPP detachment boards and the new policing legislation. The province did not lead discussions that provided specific details on how boards would be reconstituted. No plans have been announced.

Key municipal considerations included:

Structure of Boards and Local Say

- There shall be one OPP detachment board per detachment (with flexibility for unique circumstances/geography). A board's composition, terms of office, and remuneration will be provided for in regulations and has yet to be determined.
- In effect, these changes extend police governance to about 200 municipalities (which do not have a board, i.e. Section 5.1) but will consolidate multiple existing boards within a detachment.

Activity of Boards

- Boards shall determine local objectives, priorities, and policies in consultation with the Detachment Commander, consistent with the Solicitor General's strategic plan for the OPP.
- The Commissioner of the OPP shall consult with a Board regarding the selection of the Detachment Commander.
- The Detachment Commander shall prepare and adopt a local action plan in consultation with the board.
- Training for board members will become mandatory (Ministry support and funding is needed).

Financial Considerations

- There will be no distinction between contract and non-contract in the future. Effectively all policing will become contract.
- The focus of the billing-related regulations will be to address transition matters and to account for service differences between municipalities as well as existing contracts expiring at the end of 2020.

- It should be noted, billing model changes will not lower the overall cost of policing for the municipal sector.

AMO has impressed upon the Ministry of the need for:

- Open and transparent discussions;
- A recognition that policing is fundamentally local (i.e. it is important to maintain the close proximity of a community to its board and the police);
- Locally workable governance arrangements; and
- The representation of every municipal council.

Considerations for municipalities without existing detachment boards

Boards are an opportunity to expand the democratic oversight and governance of policing. In the words of Sir Robert Peel, the father of modern policing, “the police are the public and the public are the police.”

A detachment board helps to align policing objectives, priorities, and policies with community expectations. If your municipality is unaccustomed to having a board, the establishment of a board is an opportunity for a municipality of any size to have a greater say and establish a relationship with your Detachment Commander and the officers who police your community. It is also an opportunity to align municipal public safety expectations with those of neighbouring communities and clearly express those views in a coordinated manner with the Detachment Commander.

There is also the simple fact that policing is all the better for it. Good governance includes police officers who know their work matters to people who care. Good governance includes Chiefs and Detachment Commanders who are supported. Boards legitimize the work of the police. Municipal elected officials ask the public to pay for all of it and therefore municipalities need a say in policing on behalf of the community, through a board. It should not be viewed as an imposition but rather a democratic opportunity.

Financially and administratively, transfer agreements between municipalities regarding *Provincial Offences Act* fine revenue may need to be updated. This might include the need to review the Memoranda of Understanding with the Ministry of the Attorney General depending on local circumstance.

For communities with existing OPP boards

The legislation aims to consolidate existing municipal board boundaries with OPP detachment board boundaries (thus potentially including multiple neighbouring municipalities in the same detachment). However, the legislation provides for flexibility to address unique geographic circumstances. If you feel your area’s needs are unique, help the Ministry understand that uniqueness in a province-wide context.

In addition, attendees to roundtable meetings were told the Ministry is open to considering board composition suggestions from municipalities within regions or detachments. This is an opportunity to potentially shape the composition of a board in your area and develop a local solution.

While legislation dictates the size and composition of municipal police service boards (non-OPP), no such restriction exists for OPP detachment boards at present. Also undetermined at this point is

which bodies (provincial or municipal or both) will appoint board members. Municipal police service boards (non-OPP) have municipally and provincially appointed representatives. Future OPP detachment boards could be composed entirely of municipal appointees. Please see below for more information regarding provincial appointees.

Provincial Appointees

AMO values the importance of all police service/OPP detachment board members regardless of which authority has made the appointment. AMO's commentary on provincial appointees is not intended to detract from the contributions these individuals have made to good governance.

However, one of the issues which has historically plagued policing governance are delays associated with the provincial government making its appointments in a timely way.

Unfilled provincial appointees make good governance more difficult. AMO sought legislative change to improve the provincial appointment process for all boards (OPP and municipal) but that change did not occur in legislation. The need remains and it can still be addressed in regulations for OPP policed municipalities.

Unfilled or delayed provincial appointments are an impediment to diversity, representativeness and good governance practice. According to the Ontario Association of Police Service Boards, in March 2017 over 90 of 250 provincial board positions were unfilled and vacant. Challenges with timely provincial appointments are a long-standing historical issue which is not confined to 2017.

To be clear, the province already has a significant role to play with the OPP. The provincial government hires the Commissioner and negotiates the collective agreement with the Ontario Provincial Police Association. Municipalities pay the contracts for the services of the OPP to deliver local public safety. Communities need local representatives who can be diligently selected and, on the job, without the delays and extended vacancies associated with the provincial OPP detachment board appointment process. Diligent selection of appointees is now enshrined in law. Now is the time to let municipalities meet those legal expectations without the red tape of appointments from Queen's Park.

Given the above issues, and if municipalities are to be adequately represented on consolidated boards, it is the time to dispense with provincial appointees to OPP detachment boards. There is plenty of Canadian precedence for fully municipally appointed police service boards:

In **Alberta**, police boards (called policed commissions or committees) are composed entirely of municipal council appointees which include municipal staff and community representatives.

Similarly in **Quebec**, Surete du Quebec (SQ) policed municipalities have public security committees composed of 4-7 members of a municipal council.

In **Saskatchewan**, police commissions are composed of all municipally appointed representatives, including the mayor, councillors, and community representatives (members at large).

Manitoba permits the appointment of municipal employees to boards.

Therefore, while some municipalities might like to keep existing boards as they are, there is also an opportunity for fully municipally appointed boards, subject to provincial regulation. This would be a step in the right direction.

Other Appointees

There is precedence in Canada for municipal staff members to be appointed to police service boards (i.e. Manitoba and Alberta). Municipal staff representation on OPP detachment boards in Ontario could help to better support, for example, the policy drafting functions of a board.

Community representatives (as selected by a municipal council, but not elected officials) have also played an important role in reflecting community expectations and policing governance. That should continue in the future provided all municipalities are represented.

Northern District Social Services Administration Boards (DSSAB)

Existing board structures between multiple municipalities currently exist in Northern Ontario through District Social Services Administration Boards. These existing structures and board representation frameworks could be used to function as an OPP detachment board. Thus, a DSSAB could fulfill a dual role – existing social service responsibilities and a new mandate of policing.

Individual municipal governments would continue to be billed separately for OPP services. Therefore, existing rules regarding DSSAB apportionment of costs would NOT apply.

Given the provincial desire for a greater alignment of community safety and well-being objectives with policing, DSSABs could be an effective vehicle for such alignment. This is especially the case when considering the new municipal mandate of required community safety and well-being plan development.

Of course, there would need to be some specific carve outs for a DSSAB functioning as an OPP detachment board. First, northern cities with their own police services would need to be excluded from OPP detachment board composition. Second, representation from unincorporated areas on boards would need to be restricted given that municipal property taxes are not paid in these areas. Third, the expense of an OPP detachment board would need to be divided only among those using the OPP.

The appropriateness of DSSABs fulfilling this added function is best assessed on a case by case basis. Some DSSABs have multiple OPP detachments within them. What works in one catchment area (or district) might not work in another.

This idea is subject to the review, consideration, and input of FONOM, NOMA, DSSABs, and northern municipalities. AMO emphasizes municipal self-determination and cooperation in re-establishing OPP Boards. The idea is best assessed at a local level.

OPP Advisory Council

The establishment of this Council is to provide advice to the Solicitor General with respect to the use of the Solicitor General's powers related to the OPP. More generally, this change will enhance civilian governance of the OPP.

The AMO Board has recently adopted a position regarding the Council's composition. With over 300 municipalities using the services of the OPP, AMO seeks the authority to recommend municipal appointees to the Council. AMO's position is that half of Council's composition should be designated municipal appointees.

In addition, given the purpose of the Council, no member should be a former or current member of an Ontario police service or police association. This emphasizes the distinction between employee and employer and the civilian role in the function of advising the Solicitor General.

Conclusion and Next Steps

This paper aimed to summarise some key issues and assert principles to guide the new OPP detachment board framework. AMO encourages municipalities to share their thoughts, questions and board proposals. Together, and with provincial leadership, we can build a successful local governance framework for policing in over 300 municipalities.

The twelve principles are designed to establish a framework for successful governance which emphasizes municipal self-determination and cooperation in re-establishing OPP boards. While the government's regulatory development is on hold, this is an opportunity to discuss with neighbouring municipalities, locally workable options regarding board representation to present to the Ministry.

For additional questions, please contact:

Matthew Wilson, Senior Advisor, mwilson@amo.on.ca or 416-971-9856 extension 323.

Household Hazardous Waste Collection Event July 4th

What to bring

From your workbench

- Adhesives, glues, resins
- Hobby Supplies, artist supplies
- Latex, oil paints (SEE TIP)
- Stains, thinners and strippers, Varsol, solvents, Linseed oil

From your garage

- Car batteries, dry cell batteries
- AEngine degreasers, brake fluids
- Transmission fluids
- Engine oil
- Antifreeze

From your yard

- Insecticides, herbicides, Pesticides
- Propane cylinders (small)
- Swimming pool chemicals and bleach (do not mix)
- Wood preservatives
- BBQ lighter fluids

From your house

- Aerosol cans

- Cleaners (oven and drain), spot removers
- Hearing aid (button-style) batteries
- Ni-Cad batteries
- Photo chemicals
- Pharmaceuticals
- Fluorescent light tubes (4 ft) and fluorescent bulbs
- Nail polish and Nail polish removers
- Rat and mouse poisons

What not to bring

- Ammunition, fireworks, explosives
- Infectious and biological waste
- Syringes (your local drugstore will handle those)
- Radioactive waste
- Unknown compressed gas cylinders
- Tires
- Old electronics and computers

To ensure safety

- NEVER MIX CHEMICALS and NEVER SMOKE while handling hazardous materials
- Do not place waste in plastic garbage bags
- Tighten caps and lids leaving material in original labeled containers
- Sort and pack paint, pesticides and household cleaners separately
- Pack containers in sturdy upright boxes and pad with newspaper
- Pack your vehicle and go directly to the site

RECEIVED
MAY 25 2020

Participant: Residents of the Town of NEMI ONLY

Date: Saturday July 4, 2020

Time: 8:00 am – 11:00 am

**Location: NEMI Landfill Site
9571 Hwy 6, Little Current**

For More Info: Little Current Office 705 368-3500

Participants: Residents of the Municipality of Central Manitoulin, Townships of Assiginack, Billings, Burpee & Mills, and Tehkumman

Date: Saturday July 4, 2020

Time: 1:00 pm – 4:00 pm

**Location: Mindemoya Roads Building
7 Lakeshore Rd off Hwy 542/551
Mindemoya**

For More Info: Mindemoya Office 705 377-5726

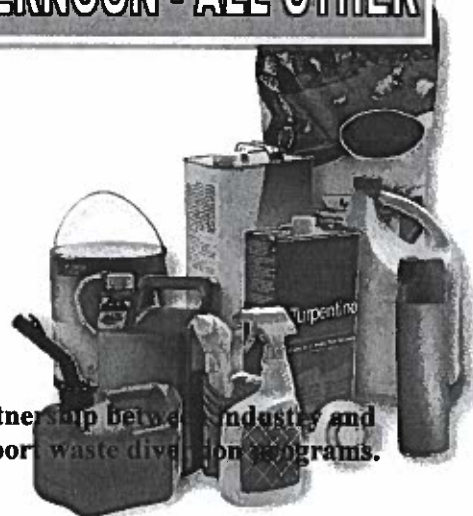
Services provided by:



Drain-All

www.drain-alltd.com

Space provided through a partnership between industry and Ontario Municipalities to support waste diversion programs.



MORNING - NEMI ONLY

AFTERNOON - ALL OTHER

*The Corporation of the
Municipality of Huron Shores*



May 19, 2020
via email

RECEIVED
MAY 20 2020

Office of the Mayor

Dear Mayor and Council

RE: Regional Broadband

Following the discharge of the Broadband Task Group under the Huron North Community Economic Alliance (HNCEA), and just prior to the onslaught of the COVID-19 Pandemic, the Council of the Municipality of Huron Shores appointed an ad-hoc Broadband Committee to remain active in furthering broadband efforts in the Municipality of Huron Shores.

Now, more than ever, our area is realizing the need for reliable and cost effective rural broadband in our corridor of Northern Ontario. It is our intent to continue to actively seek out effective rural broadband solutions. It has been shown from other areas, such as the Eastern Ontario Regional Network (EORN), that a regional approach will place us in a better position to seek out funding opportunities and provide network opportunities to our most rural/remote areas.

I write to inquire as to your interest in establishing a network along the north shore of Lake Huron, focused on delivering effective broadband that will serve and meet all our needs in all of our communities well into the future. We will not be able to access funding for possibly another 20 years. We need, at minimum, 50 Mbps/10Mbps, which is beyond what has been offered by the big ISP providers. We need to work on furthering our regional broadband efforts for our immediate needs now and in the future.

I will be contacting all Mayors from Echo Bay to Nairn Centre, Elliot Lake, and Espanola to Manitoulin Island, in order to obtain your thoughts. It is my hope that an electronic meeting of all interested parties can be arranged as soon as possible.

Yours truly,

A handwritten signature in cursive script that reads "Georges Bilodeau".

Georges Bilodeau
Mayor

- c.c. - MP Carol Hughes (carol.hughes@parl.gc.ca)
- MPP Michael Mantha (mmantha@ndp.on.ca)
- Ken Noland (burpeemills@vianet.ca)
- See Municipal Distribution List

MUNICIPAL DISTRIBUTION LIST (via CAO to Mayor and Council)

ALGOMA DISTRICT

- Blind River, Town of - Kathryn Scott, katie.scott@blindriver.ca
- Bruce Mines, Town of - Donna Brunke, dbrunke@bellnet.ca
- Elliot Lake, City of – Daniel Gagnon, dgagnon@city.elliottlake.on.ca
- Hilton Beach, Village of - Peggy Cramp, peggy@hiltonbeach.com
- Hilton, Township of - Valerie Obarymskyj, admin@hiltontownship.ca
- Jocelyn, Township of - Janet Boucher, admin@jocelyn.ca
- Johnson, Township of - Chris Wray, cwray@johnsontownship.ca
- Laird, Township of - Phyllis MacKay, lairdtpw@soonet.ca
- Macdonald, Meredith and Aberdeen Add'l, Township of - Lynne Duguay, lduguay@onlink.net
- Plummer Additional, Township of - Vicky Goertzen-Cooke, vgoertzencooke@ontera.net
- Spanish, Town of - Pam Lortie, pamlortie@townofspanish.com
- St. Joseph, Township of - Carol Trainor, stjoeadmin@bellnet.ca
- Tarbutt & Tarbutt Additional, Township of - Glenn Martin, tarbutttownship@bellnet.ca
- The North Shore, Township of - Mary Lynn Duguay, twpns@ontera.net
- Thessalon, Town of - Robert MacLean, robert.thessalon@bellnet.ca

MANITOULIN DISTRICT

- Assiginack, Township of - Alton Hobbs, ahobbs@assiginack.ca
- Billings, Township of - Kathy McDonald, kmcdonald@billingstwp.ca
- Burpee and Mills, Township of - Patsy Gilchrist, pgilchrist787@gmail.com
- Central Manitoulin, Municipality of - Ruth Frawley, centralm@amtelecom.net
- Gordon/Barrie Island, Municipality of - Carrie Lewis, clerk@gordonbarrieisland.ca
- Gore Bay, Town of - Stasia Carr, scarr@gorebay.ca
- Northeastern Manitoulin and The Islands, Town of - David Williamson, dwilliamson@townofnemi.on.ca
- Tehkummah, Township of - Silvio Berti, twptehk@amtelecom.net

SUDBURY DISTRICT

- Baldwin, Township of - Karin Bates, karin@baldwin.ca
- Espanola, Town of - Cynthia Townsend, ctownsend@espanola.ca
- Nairn and Hyman, Township of - Belinda Ketchabaw, nairncentre@personainternet.com
- Sables-Spanish Rivers, Township of – Kim Sloss, kasloss@sables-spanish.ca



MANITOULIN HEALTH CENTRE
www.manitoulinhealthcentre.com

IVED

MAY 06 2020

Opened May 14

☐ Little Current Site
Box 640, Little Current, ON P0P 1K0
(705) 368-2300

☐ Mindemoya Site
Box 170, Mindemoya, ON P0P 1S0
(705) 377-5311

April 22, 2020

Mayor Dave Ham
Township of Assiginack
156 Arthur Street
Manitowaning, ON
P0P 1N0

Dear Mayor Ham & Council,

On behalf of Manitoulin Health Centre (MHC), I would like to thank you for your generous donation to the Ventilator Campaign. Due to the overwhelming support and generosity of the community, the fundraising goal was quickly achieved and even surpassed. I am pleased to say that four ventilators have been ordered and are expected to be delivered soon.

As you may know, MHC continues to recognize all donations of \$1000 or more with an engraved leaf on one of our Trees of Life. If this is something that you would be interested in, could I please ask you to contact Lori Mastelko at lmastelko@mhc.on.ca or by calling 705-368-2300, x 2508 to discuss what you wish to be engraved on your gold leaf.

Once again, *Thank You* for your kind donation and for keeping the needs of MHC's patients close to your heart.

With warmest regards,


Lynn Foster
President & CEO

Dear Assiniboia Council + Residents: May 2020

Thank-you so very much for your generous donation to "Fixing Our Felines Manitowaning" again this year.

We were unable to have our usual ball/sale to raise funds, so we really appreciate this gift.

We have a few strays in town, and some at the dump. Thanks to Cole + Alicia two Kittens were trapped, socialized at vet (420 2 week stay) spayed + vetted and both found loving homes. This was so rewarding and precisely why we rescue. Love the Fixing Our

Household Hazardous Waste Collection Event July 4th

What to bring

From your workbench

- Adhesives, glues, resins
- Hobby Supplies, artist supplies
- Latex, oil paints (SEE TIP)
- Stains, thinners and strippers, Varsol, solvents, Linseed oil

From your garage

- Car batteries, dry cell batteries
- AEngine degreasers, brake fluids
- Transmission fluids
- Engine oil
- Antifreeze

From your yard

- Insecticides, herbicides, Pesticides
- Propane cylinders (small)
- Swimming pool chemicals and bleach (do not mix)
- Wood preservatives
- BBQ lighter fluids

From your house

- Aerosol cans

- Cleaners (oven and drain), spot removers
- Hearing aid (button-style) batteries
- Ni-Cad batteries
- Photo chemicals
- Pharmaceuticals
- Fluorescent light tubes (4 ft) and fluorescent bulbs
- Nail polish and Nail polish removers
- Rat and mouse poisons

What not to bring

- Ammunition, fireworks, explosives
- Infectious and biological waste
- Syringes (your local drugstore will handle those)
- Radioactive waste
- Unknown compressed gas cylinders
- Tires
- Old electronics and computers

To ensure safety

- NEVER MIX CHEMICALS and NEVER SMOKE while handling hazardous materials
- Do not place waste in plastic garbage bags
- Tighten caps and lids leaving material in original labeled containers
- Sort and pack paint, pesticides and household cleaners separately
- Pack containers in sturdy upright boxes and pad with newspaper
- Pack your vehicle and go directly to the site

Participant: Residents of the Town of NEMI ONLY

Date: Saturday July 4, 2020

Time: 8:00 am – 11:00 am

Location: NEMI Landfill Site
9571 Hwy 6, Little Current

For More Info: Little Current Office 705 368-3500

Participants: Residents of the Municipality of Central Manitoulin, Townships of Assiginack, Billings, Burpee & Mills, and Tehkumhaman

Date: Saturday July 4, 2020

Time: 1:00 pm – 4:00 pm

Location: Mindemoya Roads Building
7 Lakeshore Rd off Hwy 542/551
Mindemoya

For More Info: Mindemoya Office 705 377-5726

Services provided by:



Drain-All

www.drain-alltd.com

Space provided through a partnership between industry and Ontario Municipalities to support waste management programs.



MORNING - NEMI ONLY

AFTERNOON - ALL OTHER

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2020-07

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH ROBERT MAGUIRE FOR
USE OF HIS PROPERTY AS A COMMUNITY GARDEN**

WHEREAS the necessary authority is found in Sections 8 and 11 of the Municipal Act, 2001 c.25 as amended;

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

AND WHEREAS The Council of the Corporation of the Township of Assiginack wishes to enter into an agreement with Robert Maguire for the use of his property as a community garden:

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

1. THAT we agree to enter into the agreement with Robert Maguire, attached to and forming part of this by-law as Schedule 1.
2. THAT the Mayor and CAO are hereby authorized to complete and execute the agreement.
3. THAT this by-law shall come into force and take effect upon third and final reading hereof.

Read a first, second and third time and finally passed this _____ day of _____, 2020.

Mayor: Dave Ham

Deputy Clerk: Alton Hobbs

seal

MUNICIPALITY



OF ASSIGINACK

BOX 238, MANITOWANING, ONT., P0P 1N0

(705) 859-3196 or 1-800-540-0179

www.assiginack.ca

SHORT TERM LEASE AGREEMENT

THIS agreement between the Corporation of the Township of Assiginack and Robert B. Maguire, for the lease of a certain parcel of land for the purpose of creating and maintaining a Community Garden.

THE parcel contained in this agreement is described as being: Manitowaning Townplot 3, south side Wellington Street, Lot 8, being 8,712 square feet.

The term of this lease shall be from May 15, 2020 to May 14, ,2022, except as terminated earlier according to the provisions below.

The Township agrees to pay Robert Maguire the sum of One Dollar \$1.00 per year.

The Township is permitted all normal activities associated with operating and maintaining a community garden including raised beds, tilled soil, greenhouses, sheds, water apparatus, etc.

The Township agrees to employ standard best management practices and will not create refuse, compost, or other potential subjects of complaint.

The Township extends its liability and property insurance coverages to this property, pursuant to the permission of the current insurance carriers in place.

The Township agrees to write down the property taxes on the subject property during the term of this agreement.

Either party may terminate this agreement upon 3 months notice in writing to the other.

The terms of this lease may be amended by mutual consent.

Signed:

Township of Assiginack

Date

Robert Maguire

Date