

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

ChqNo:	Date:	Vendor:	Amount:
0030331	26/10/2020	NEW NORTH FUELS INC	\$2,206.69
InvNo: 556166	InvDesc: pw-oil drum	InvAmt: \$859.42	
InvNo: 556484	InvDesc: pw-diesel	InvAmt: \$1,347.27	
0030332	26/10/2020	PACIFIC TIER SOLUTIONS INC	\$3,152.53
InvNo: 6251	InvDesc: arena/pec-bking sftwre setup	InvAmt: \$3,152.53	
0030333	26/10/2020	SUDBURY & DISTRICT HEALTH UNIT	\$3,091.00
InvNo: RC020034857	InvDesc: november sdhu levy	InvAmt: \$3,091.00	
0030334	26/10/2020	JONATHAN EDRALIN	\$200.00
InvNo: 6	InvDesc: pec-kickboxing	InvAmt: \$200.00	
0030335	26/10/2020	WAT SUPPLIES	\$354.67
InvNo: 239626	InvDesc: po-t.tissue/p.twl/g.bgs	InvAmt: \$354.67	
0030336	26/10/2020	WHITE'S SHELL	\$554.50
InvNo: 2199	InvDesc: pw-gas	InvAmt: \$50.00	
InvNo: 2125	InvDesc: pw-gas	InvAmt: \$137.00	
InvNo: 2145	InvDesc: pw-gas	InvAmt: \$112.00	
InvNo: 2151	InvDesc: pw-gas	InvAmt: \$42.50	
InvNo: 2173	InvDesc: pw-gas	InvAmt: \$151.00	
InvNo: 2171	InvDesc: pw-gas	InvAmt: \$62.00	
0030337	26/10/2020	WINDOWS UNLIMITED	\$3,616.00
InvNo: 885148	InvDesc: arena-strip/wax atrium floor	InvAmt: \$3,390.00	
InvNo: 885147	InvDesc: arena-repair roof gables	InvAmt: \$226.00	
0030338	26/10/2020	WOOD WYANT CANADA INC	\$5,853.25
InvNo: 626142	InvDesc: arena-flr scrubber mach/access	InvAmt: \$5,693.49	
InvNo: 628025	InvDesc: arena-bursh for flr cleaner	InvAmt: \$159.76	

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

**Report Total:**

**\$54,698.99**

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 0030339 0030354  
 Cheque Date First Last

**Sorted By:** Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0030339	28/10/2020	ALLEN'S AUTOMOTIVE GROUP	\$216.20
InvNo: 774179	InvDesc: solenoid #1	InvAmt: \$57.65	
InvNo: 774844	InvDesc: chain bar/files	InvAmt: \$56.93	
InvNo: 774028	InvDesc: copper lug	InvAmt: \$7.19	
InvNo: 773674	InvDesc: battery clamps	InvAmt: \$11.59	
InvNo: 773408	InvDesc: coffee/hot choc	InvAmt: \$29.98	
InvNo: 774584	InvDesc: saw chain	InvAmt: \$52.86	
0030340	28/10/2020	AUTO PARTS NORTH	\$69.77
InvNo: 282667	InvDesc: wrench/rub/tester	InvAmt: \$69.77	
0030341	28/10/2020	BEACON IMAGES	\$999.35
InvNo: 2204	InvDesc: 911 posts/hardware	InvAmt: \$999.35	
0030342	28/10/2020	BEAMISH CONSTRUCTION INC	\$207,920.00
InvNo: 15104	InvDesc: surface treatment	InvAmt: \$207,920.00	
0030343	28/10/2020	CRD CREIGTON	\$133.45
InvNo: INV209840	InvDesc: curb runners	InvAmt: \$133.45	
0030344	28/10/2020	HUGHES SUPPLY COMPANY	\$163.11
InvNo: 44509	InvDesc: flags/hand cleaner/garb.bags	InvAmt: \$163.11	
0030345	28/10/2020	MANITOWANING MILL & HOME BUILDING CENTRE	\$1,189.39
InvNo: 0195283	InvDesc: plumbing supplies/plexiglass	InvAmt: \$676.54	
InvNo: 0195497	InvDesc: coffee	InvAmt: \$49.98	
InvNo: 0196223	InvDesc: screws/hardware	InvAmt: \$54.08	
InvNo: 0196747	InvDesc: arena reno-doors	InvAmt: \$408.79	
0030346	28/10/2020	MANITOULIN EXPOSITOR	\$267.65
InvNo: 107813	InvDesc: arena-advertising	InvAmt: \$267.65	
0030347	28/10/2020	MANITOULIN SMALL ENGINE & MARINE	\$48.13
InvNo: OCT 6 2020	InvDesc: repair chainsaw	InvAmt: \$48.13	
0030348	28/10/2020	MINISTER OF FINANCE	\$1,180.95
InvNo: OCT 2020	InvDesc: oct eht remittance	InvAmt: \$1,180.95	
0030349	28/10/2020	MSC INDUSTRIAL SUPPLY ULC	\$157.60
InvNo: 4101408002	InvDesc: washers	InvAmt: \$10.50	
InvNo: 4149244001	InvDesc: film/fluid	InvAmt: \$147.10	
0030350	28/10/2020	OMERS	\$8,445.94
InvNo: OCT 2020	InvDesc: oct omers remittance	InvAmt: \$8,445.94	

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

ChqNo:	0030351	Date:	28/10/2020	Vendor:	RECEIVER GENERAL	Amount:	\$15,416.67
InvNo:	OCT 2020	InvDesc:	oct source deductions	InvAmt:		\$15,416.67	
ChqNo:	0030352	Date:	28/10/2020	Vendor:	SIFTO CANADA INC.	Amount:	\$4,152.85
InvNo:	680706	InvDesc:	salt	InvAmt:		\$4,152.85	
ChqNo:	0030353	Date:	28/10/2020	Vendor:	STRONGCO LIMITED PARTNERSHIP	Amount:	\$97.72
InvNo:	90938/810	InvDesc:	rotary switch/knob loader	InvAmt:		\$97.72	
ChqNo:	0030354	Date:	28/10/2020	Vendor:	WURTH CANADA LTD	Amount:	\$248.26
InvNo:	24071954	InvDesc:	glue/foam gun	InvAmt:		\$248.26	

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

**Report Total:**

**\$240,707.04**

Date : 13/10/2020  
Time : 10:10:12 AM

The Township of Assiginack

RECEIVED  
OCT 14 2020

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0030265		13/10/2020	10/13COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0030266		13/10/2020	10/13COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0030267		13/10/2020	10/13COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0030268		13/10/2020	10/13COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0030269		13/10/2020	10/13COMB	373	ROQUE, EMILY	OUTSTANDING	Cheque
2352		13/10/2020	10/13COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2353		13/10/2020	10/13COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2354		13/10/2020	10/13COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
2355		13/10/2020	10/13COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2356		13/10/2020	10/13COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
2357		13/10/2020	10/13COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2358		13/10/2020	10/13COMB	169	MACGUIRE, KELSEY	OUTSTANDING	Direct Deposit
2359		13/10/2020	10/13COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2360		13/10/2020	10/13COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2361		13/10/2020	10/13COMB	220	HAY, DAVID	OUTSTANDING	Direct Deposit
2362		13/10/2020	10/13COMB	221	MACGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2363		13/10/2020	10/13COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2364		13/10/2020	10/13COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2365		13/10/2020	10/13COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit
2366		13/10/2020	10/13COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2367		13/10/2020	10/13COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2368		13/10/2020	10/13COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2369		13/10/2020	10/13COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
Total :							\$22,561.86

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0030312		26/10/2020	10/26COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0030313		26/10/2020	10/26COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0030314		26/10/2020	10/26COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0030315		26/10/2020	10/26COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0030316		26/10/2020	10/26COMB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0030317		26/10/2020	10/26COMB	371	BELL, NATALIA	OUTSTANDING	Cheque
0030318		26/10/2020	10/26COMB	373	ROQUE, EMILY	OUTSTANDING	Cheque
0030319		26/10/2020	10/26COMB	375	GULYAS, DENNIS	OUTSTANDING	Cheque
2370		26/10/2020	10/26COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2371		26/10/2020	10/26COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2372		26/10/2020	10/26COMB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
2373		26/10/2020	10/26COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2374		26/10/2020	10/26COMB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
2375		26/10/2020	10/26COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2376		26/10/2020	10/26COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2377		26/10/2020	10/26COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2378		26/10/2020	10/26COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
2379		26/10/2020	10/26COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2380		26/10/2020	10/26COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2381		26/10/2020	10/26COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2382		26/10/2020	10/26COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2383		26/10/2020	10/26COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2384		26/10/2020	10/26COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2385		26/10/2020	10/26COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit

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Total : \$21,250.63

RECEIVED  
OCT 19 2020

<<<DATE>>>

Ontario Ministry of Natural Resources and Forestry  
Corporate Management and Information Division  
Mapping and Information Resources Branch  
Mapping and Geomatics Services Section  
Spatial Data Support Unit  
300 Water Street  
2<sup>nd</sup> Floor, North Tower  
Peterborough, Ontario  
K9J 3C7

Attention: Mapping and Geomatics Project Manager, Spatial Data Support Unit

**Re: Central Ontario Orthophotography Project (SWOOP) – 2021**

**Letter of Intent to Commit Funding – Area of Interest Option**

To whom it may concern,

This letter is to inform you that the <<< Insert Organization Name >>> intends to participate in the partnership to acquire leaf off, digital orthophotography in central Ontario during the spring of 2021. We acknowledge that the Ministry of Natural Resources and Forestry (MNRF) is the lead for this project and requires this Letter of Intent to Commit Funding as the first component of organizational commitment to the project. It is expected that this letter gives the MNRF the ability to continue with the management and implementation of the project, which will include formalizing the funding partnership and developing the funding model. Subject to the appropriate financial approvals, <<< Insert Organization Name >>> agrees that they will genuinely pursue funding and a firm commitment for this project but recognize that, should their Council or Board not approve such an expenditure, they will have no legal obligation to provide funding.

It is understood that the development of the COOP2021 partnership will be implemented in a phased approach, prior to organizations making a final commitment to the amount of funding required. We accept the phases for the project, as described below:

1. A minimum funding contribution of \$1,000.00 is required to become a COOP2021 participant. No funding is required until the agreements have been finalized.
2. Organizations provide MNRF with a Letter of Intent to Commit Funding, along with an Esri shapefile outlining their area(s) of interest, using the COOP2021 tile index. **(Deadline – November 3, 2020)**

3. MNRF will use the shapefiles provided by each organization, apply the funding model (based on the value of the accepted contract for the acquisition), and provide all organizations with the calculated cost for their portion of the project area.
4. Organizations will then accept their funding commitment, or decide not to participate in the partnership, by notifying the MNRF Project Manager.
5. Upon receipt of acceptance (or withdrawal) from the registered organizations MNRF will rerun the funding model and provide adjusted costs to all participating organizations.
6. Once the final calculations have been completed, and each organization has acknowledged their commitment, a legal agreement will be provided to formalize the funding commitment and participation of each organization.

An ESRI shape file will be provided to the MNRF Mapping and Geomatics Project Manager with the submission of this letter. The ESRI shape file will define the area of interest for <<< **Insert Organization Name** >>> so that it can be used to calculate the shared costs required for the project.

Provided that sufficient funding has been committed by December 18, 2020, to complete the entire project, the undersigned agrees to attempt to formalize the funding commitment through the signature of a legal agreement. If funding for the entire project is insufficient, a meeting will be held to determine whether to limit the scope of the project (extent or products), cancel the project, or seek additional funding. In the event that the scope of the project is limited, the commitment above will be reconsidered.

This partnership presents a unique opportunity for public and private sector organizations to collaborate in a project of this magnitude in order to satisfy a wide variety of business needs. We look forward to seeing this project realized and offer our support in the goals and objectives of developing this partnership.

Sincerely,

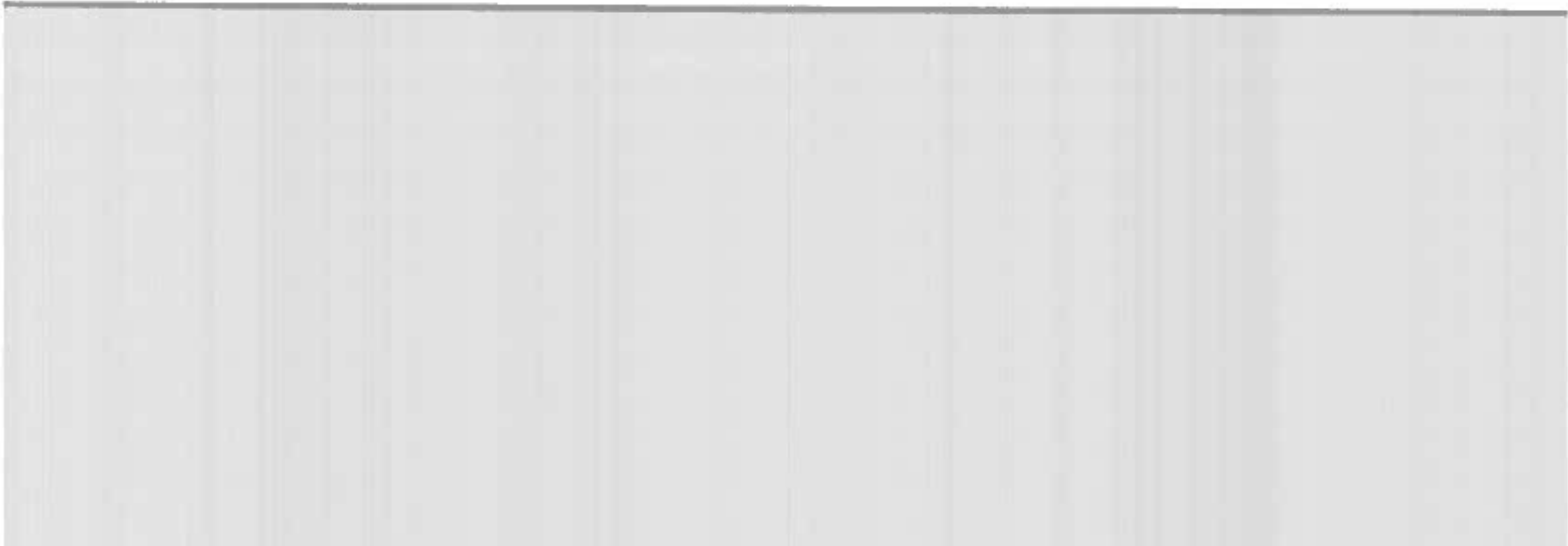
<<<**Name**>>>

<<<**Position**>>>

<<<**Organization**>>>

<<<**Phone#:**>>>

<<<**E-mail Address:**>>>



RECEIVED

OCT 28 2020

Hon. Laurie Scott  
Minister of Infrastructure  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

October 22, 2020

Dear Minister Scott,

**RE: One-year extension of deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015**

I am writing on behalf of the Municipal Finance Officers' Association of Ontario, and the municipalities it serves, to request a one-year extension of all upcoming deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015 (O. Reg. 588/17).

The Municipal Finance Officers' Association of Ontario (MFOA) is the professional association of municipal finance officers with more than 2,300 individual members. We represent individuals who are responsible for handling the financial affairs of municipalities and who are key advisors to councils. MFOA is a strong advocate for best practices that encourage long-term fiscal sustainability, including long term financial planning and asset management planning.

In recent years, MFOA and the Province have worked together to support municipalities on their asset management (AM) journeys. Our collaboration has resulted in a range of useful resources, including tip sheets, a strategic AM planning policy development toolkit, a guide on creating AM communities of practice, an AM framework, a self assessment tool, training, and the provision of professional one-on-one AM consulting, among other supports. MFOA, like the Province, believes in the fundamental importance of AM planning.

But we have also heard our members. As noted in your statement to the Standing Committee on Finance and Economic Affairs on July 30, 2020, municipalities were "among the hardest hit" by the economic shutdown necessitated by the COVID-19 pandemic. This hit has and continues to be both financial and operational in nature. Since March, municipalities have declared states of emergency, redeployed resources, contained costs (including hiring freezes), and rightly prioritized the immediate needs of stakeholders. Given these pressures, municipalities have not had the capacity to work on meeting the 2021 deadline in O. Reg. 588/17 and as we are in a second wave and a return to a modified stage 2 in some parts of the Province with no end in sight and the possibility of extended restrictions elsewhere, it is unlikely that current capacity challenges will be resolved in the short-term.



We are also concerned that revenue losses in some municipalities will result in re-evaluations of capital plans, including AM plans. AM planning completed during a period of high revenue uncertainty is unlikely to be very reliable. Plans done after a revenue re-evaluation post COVID provides confidence that AM plans have taken into account the COVID impacts and that they are more up to date and robust.

Similar to the Public Sector Accounting Board's one-year deferral of the effective date of upcoming standards, MFOA recommends a one-year extension of all upcoming deadlines in O. Reg. 588/17. In the short-term, an extension will help municipalities focus on pandemic management. In the long-term, extending timelines will ensure municipalities can produce meaningful work that embodies the spirit of AM that reflects new post COVID realities.

Throughout the pandemic, we have seen how much can be achieved when municipalities and the provincial government work together to achieve a common goal. Should you wish to follow up on this letter, please contact MFOA Executive Director, Donna Herridge (donna@mfoa.on.ca).

Sincerely,

A handwritten signature in black ink that reads "Trevor Pinn". The signature is written in a cursive, flowing style.

Trevor Pinn, CPA, CA  
President

cc. Hon. Steve Clark, Minister of Municipal Affairs and Housing



MUNICIPAL FINANCE  
OFFICERS' ASSOCIATION  
OF ONTARIO

**MFOA Request for One Year Extension of Deadlines in O. Reg. 588/17 - Sample  
Resolution**

WHEREAS the COVID-19 pandemic has had significant financial and operational impacts on Ontario municipalities;

AND WHEREAS municipalities have had to divert resources towards addressing the immediate needs of the pandemic and maintaining service delivery standards despite evolving restrictions and limited funds;

AND WHEREAS the Government of Ontario has delayed timelines with respect to several pieces of legislation;

AND WHEREAS the Government of Ontario has regulated municipal asset management through O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the *Infrastructure for Jobs and Prosperity Act, 2015*;

AND WHEREAS O. Reg. 588/17 mandates that every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023;

AND WHEREAS the key components of an asset management plan as required by the regulation are:

1. Infrastructure asset inventory
2. Levels of service
3. Lifecycle management and financial strategy

AND WHEREAS there is a concern amongst Municipal Finance Officers' Association of Ontario (MFOA) members and their municipalities that current capacity challenges (redeployment of staff, and lack of available resources) will result in limitations for purposeful asset management planning;

AND WHEREAS Ontario municipalities do not anticipate the current capacity challenges to be resolved in the short-term;

NOW THEREFORE BE IT RESOLVED that **THE MUNICIPALITY OF** supports MFOA's letter to the Ministry of Infrastructure requesting a one-year extension of deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the *Infrastructure for Jobs and Prosperity Act, 2015*; so that all municipalities can focus on the immediate needs of the pandemic and engage in municipal asset management planning when capacity challenges are resolved.



**MANITOULIN STUDENT AID FUND**

107 Bay Street, P. O. Box 307  
M'Chigeeng, ON  
P0P 1G0



Telephone: 705-368-7000

Fax: 705-368-7001

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October 2020

Reeve  
Corp of Township of Assiginack  
Box 238  
MANITOWANING, Ontario  
P0P 1N0

Dear Reeve & Council:

RE: Assiginack Municipality Bursary

It is time to plan for our 51st Annual Awards Night. You have been a valued contributor in the past, giving \$300. The Manitoulin Student Aid Fund looks forward to continuing your award this year.

Please send your donation or indicate your intention, no later than Dec. 1, 2020, to facilitate the selection processes of the various committees. The date of Awards Night at Manitoulin Secondary School this year will be Thursday, Dec. 17, 2020, 7:00 - 9:00 p.m.

If you have any questions, please do not hesitate to call the undersigned at 705-368-7000 during the day. If you leave a message, your call will be returned.

Thank you for considering the objectives of the Manitoulin Student Aid Fund as worthy of your support.

Sincerely yours,

Karlene Scott, Secretary  
Manitoulin Student Aid Fund

PLEASE COMPLETE AND RETURN WITH YOUR CONTRIBUTION

TO  
Treasurer  
Manitoulin Student Aid Fund  
Box 307  
M'Chigeeng, Ontario  
P0P 1G0

TITLE OF THE AWARD: \_\_\_\_\_

AMOUNT CONTRIBUTED: \_\_\_\_\_

NAME FOR RECEIPT PURPOSES: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please make cheque payable to "Manitoulin Student Aid Fund"**

**Mail to Manitoulin Student Aid Fund  
c/o Manitoulin Secondary School  
P.O. Box 307, 107 Bay Street  
M'Chigeeng, ON  
P0P 1G0**

**Please Note - Due to Covid Regulations we will not be holding our Awards Ceremony in person for the 2020 year. Cheques will be mailed to the students. If you have any questions or concerns please feel free to contact us at 705-368-7000.**



October 20, 2020

Township of Assiginack  
Mayor David Ham  
PO Box 238  
Manitowaning, ON  
P0P 1N0

*If you would prefer to receive this correspondence electronically, you may e-mail [dleblanc@mfresources.net](mailto:dleblanc@mfresources.net) and request that your donation letter be sent to your e-mail address. Likewise, you may use the same email address should you wish to unsubscribe from our Christmas mail list.*

*Thank you for helping us preserve our planet.*

Dear Mayor Ham:

Christmas time is around the corner once again and Manitoulin Family Resources' Emergency Food Assistance Program has started the preparations for the 2020 Christmas Food Basket campaign.

The Food Bank & Thrift Store has been providing emergency and seasonal food supports to the residents of Manitoulin district for over 35 years. Last year, thanks to the generosity of community members, businesses, and organizations, our expectations were surpassed. \$70, 271.92 was raised, and resulted in generating 1054 baskets and gifts for families and individuals in need.

Each basket is tailored to the size of the family and includes a turkey or ham, a generous supply of seasonal food and other food products. In past years, baskets have also included gifts for all children and teens, as well as some winter apparel (hats and mittens) for adults and children.

We hope to, once again, raise a minimum of \$55,000 during this year's Christmas campaign to meet increasing demands, as well as the increased cost of food and transportation. Any surplus funds from the campaign will be used to meet the food security needs throughout the rest of the year. Please be assured that your donations are used responsibly. Given the state of a global pandemic, and finding ourselves already in the second wave, we acknowledge that this year's campaign will be quite different. While planning will need to continue to evolve as we move forward, we intend to provide as we are able to for Christmas.

If you would like to contribute to the Christmas campaign, monetary donations are greatly appreciated and can be mailed to our office. Please make cheques payable to 'Manitoulin Family Resources' and indicate on the memo line "Christmas Basket Campaign 2020". We are unable to accept "in-person" monetary donations at our offices at this time.

If you prefer an online option, you can donate via [Canadahelps.org](http://Canadahelps.org) by visiting [www.mfresources.net](http://www.mfresources.net) and clicking on the 'Donate' button at the bottom of the page to link you to our donation site. Please follow the instructions, making sure you select 'Christmas Food Hamper Drive' in the drop down window under 'Apply your donation to a specific fund set up by this charity'. Tax receipts will be issued for financial donations over ten (10) dollars.

In the case of non-monetary/food donations, please call the Food Security Program Coordinator at 705 368-3400, ext. 242, to make arrangements for donation drop-offs. Attendance to the Basket Assembly Site will be restricted to preapproved personnel only, so as to ensure compliance with Public Health requirements. Christmas baskets will be prepared and disseminated within communities December 07 through December 18, 2020.

On behalf of the board, volunteers, and staff please accept our sincere thanks, and stay well.

Sincerely,



Marrie Hall  
Executive Director

**Violence Against Women Prevention - Haven House Shelter & Outreach Counselling  
Children's Services - Early ON Child & Family Centre and Childcare  
Help Centre - Food Bank and Thrift Shop**

RECEIVED

OCT 27 2020

**From:** Julie Poirier Mensinga <janice@omafra.ccsend.com> on behalf of Julie Poirier Mensinga <julie.poiriermensinga@ontario.ca>  
**Sent:** October 26, 2020 3:56 PM  
**To:** clerktreasurer@eastlink.ca  
**Subject:** Algoma, Manitoulin, Sudbury West Ag News, November 2020

## November 2020

Brought to you by Julie Poirier Mensinga, Agriculture Development Advisor

For more information contact the Agriculture Information Contact Centre at 1-877-424-1300 or email: [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)

You can also contact me:  
705-471-3389 or [julie.poiriermensinga@ontario.ca](mailto:julie.poiriermensinga@ontario.ca)

## Upcoming Events

### OMAFRA Dateline

Calendar of events directed to agriculture and regional economic development interests at <http://www.omafra.gov.on.ca/english/rural/edr/events-training.htm>

### Selling Food to Ontario Training Workshop November 5, 2020 from 8:30 a.m. - 12:30 p.m.

This webinar will help you create new opportunities for your farm or food business by learning how to expand into new markets such as restaurants, food service, food retailers, institutions and other wholesale buyers.

Topics include:

- Market channel opportunities (who buyers are, how they purchase food and what they expect)
- Basics of food regulations
- Getting your product listed in a retail store and keeping it there
- Food packaging and labelling (different packing design types and materials and labelling requirements)
- Mega trends in the food industry – risks and opportunities

For more information and to register, visit the [event registration page](#).

### Northern Ontario Virtual Field Day Pastured pigs in a multi-species rotational grazing system Thursday November 5th, 7pm - 8:30pm

Regular \$10, EFAO Members \$5

2 Northern Ontario farms + multiple livestock species = 2 different strategies for rotational grazing! Join us for a virtual tour of Kipling Ridge Farms and Corbett Creek Farm to see how each farm integrates pastured pigs into their multi-species rotational grazing system. Find out how each farm manages fencing, feeding, sheltering, watering, and moving animals - all with a focus on soil health and regeneration. Participants will watch a pre-recorded video tour of each farm's operations ahead of time, and then gather virtually for a Q&A panel discussion on Zoom.

[Kipling Ridge Farms](#) is located between Sudbury and North Bay, and is run by James and Josée Morin and their 4 children. They breed and raise Kune Kune and Large Black pigs along with a small herd of cattle, meat chickens and turkeys - all on a pasture-based, multi-species rotational grazing system rooted in the principles of regenerative agriculture.

[Corbett Creek Farm & Creative Centre](#) is located near Thunder Bay, and operated by Jonathan Hollway and Aly Wood. They raise heritage breeds of pastured pigs, whose diet is supplemented with leftover whey from Thunder Oak Cheese Farm and spent brewery grains, as well as grass-finished beef.  
[Register Here](#)

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## Cover Crop Grazing 2020 Webinar Series November 10, 17, 24

Grazing Cover Crops 2020 is going online this year. Join us and hear from sheep and beef producers across Ontario discuss the benefits of grazing cover crops. Each webinar will also feature a presentation from an OMAFRA specialist.

This event is free. Register [here](#).

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## 2020 Virtual Municipal Agriculture, Economic Development & Planning Forum

November 18 & 19

Hosts: Huron County and OMAFRA

The Forum brings together economic developers, planners, elected officials, administrators, and members of municipal economic development committees to share best practices, explore timely sector topics and learn about ag development tools and resources available to you.

The theme of this year's form is *Growing a Better Future: Agri-Food and Municipal Collaborations in the 2020s*. It focuses on how various partners can collaborate to positively impact the full length of the Agriculture Value Chain.

Check out OMAFRA's [blog post](#) for agenda themes and details.

Select one of the following options below to register:

- [Day 1 Only - \\$50 per person](#)
- [Day 2 Only - \\$50 per person](#)
- [Day 1 & 2 - \\$75 per person](#)

---

## Grocery Innovations Canada Show Goes Virtual! November 24th - 26th, 2020

The Choose Ontario pavilion will be at Grocery Innovations Canada in its first-ever virtual format where thousands of grocery retail buyers around the globe will be looking for new business partners! The Ontario Ministry of Agriculture, Food and Rural Affairs will be "virtually" hosting its flagship Choose Ontario Pavilion this year and looks forward to offering locally produced food and beverage products to the trade. The opportunity to showcase unique, top quality products will be at the Grocery Innovations Canada (GIC) LIVE @HOME 2020 trade show.

Click [HERE](#) to view a sample of the GIC LIVE @HOME show.

[Register NOW](#) at an exclusive rate of only \$1,700 to be an exhibitor in the "Choose Ontario" pavilion and take advantage of this "turnkey" special offer.

To find out MORE contact: Rolster Taylor, Sales Manager, 647-625-7940 or [rtaylor@cfg.ca](mailto:rtaylor@cfg.ca)

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## Forage Focus: Wrap It Up - Harvest, Storage, and Recycling December 1, 2 & 3

Free webinars

### December 1: Baleage, Fail-age, and Garbage - Kendall Guither, farmer

Quality is the name of the game when making baleage. This presentation will summarize a number of things Mr. Guither has learned over 23 years to help one make and maintain quality baleage, from the moment the forage is cut until it is fed. No matter where one lives, these ideas can be utilized. Mr. Guither will discuss different factors that affect quality and why each is important. These factors include plant maturity, dry down rate after cutting, raking, baling, when to wrap, styles of wrappers, and different bale wrap plastics.

### December 2: Post-Plastic Forage Storage panel

Single-use plastic is an issue that concerns Canadians. Preserving silage and baleage creates a lot of plastic waste on farms. Our panelists bring diverse solutions to this problem. Learn about innovations to keep bale wrap and silo covers out of the landfill.

### December 3: Hitting the Bullseye on Forage Quality - John Winchell, Alltech

Using cues from Mother Nature along with weather, analytics, and a touch of common sense to hit the target on forage quality.

Registration: <https://events.eventzilla.net/e/forage-focus-2020-2138790787?resp=on&dateid=2138536457>

1:00 - 2:00 pm EST (noon - 1 pm CST)

More details at: <http://ontarioforagecouncil.com/programs/forage-focus>

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## Webinar Series

### Exploring the Impact of Ontario Research

Explore research at Ontario's Agricultural Research Stations in this webinar series hosted by the Ontario Agri-Food Innovation Alliance. These webinars will demonstrate how Ontario's agricultural research stations provide a platform for innovative research and collaboration that benefits Ontario's agri-food sector.

Webinar 1: The Ontario Field Crops Research Centre - Elora  
December 1, 2020 - 1:30 p.m. to 2:30 p.m.

Webinar 2: The Ontario Beef Research Centre - Elora  
February 2, 2021 - 1:30 p.m. to 2:30 p.m.

Webinar 3: Ontario Aquaculture Research Centre - Alma  
March 30, 2021 - 1:30 p.m. to 2:30 p.m.

[Register here](#)

## Funding Programs

### Reconnect Festival and Event Program



The Reconnect Festival and Event Program offers non-capital funding to in-person and online events in Ontario that:

- Provide experiences that encourage people to travel locally and rediscover the beauty and diversity of their community
- Draw attendees and provide positive economic impact for the local community, the region and the province
- Create job opportunities for Ontarians, particularly in the tourism, culture and entertainment sectors
- Increase Ontario's profile through media and/or broadcast exposure to generate interest in future travel to the province once it is safe to do so again

View the full program guidelines [here](#).

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## Local Food Infrastructure Fund

The Local Food Infrastructure Fund is part of the Government of Canada's Food Policy which is Canada's roadmap for a healthier and more sustainable food system. The fund supports community-based, not-for-profit organizations to improve their food systems through investments in infrastructure that are directly related to addressing food insecurities and increasing the accessibility of healthy, nutritious, and ideally, local foods within their community.

For more information on eligible projects, visit:

<http://www.agr.gc.ca/eng/programs-and-services/local-food-infrastructure-fund/?id=1560701480448>

## Information

### Attention Swine and Poultry Farmers: Letters from the Ministry of Health (MOH)

The local Public Health Unit asked me to share the following two letters with farmers in my regions.

Dear **SWINE** Industry Stakeholder:

I am writing to recommend that you and your family get vaccinated against influenza this year. The COVID-19 pandemic makes it even more critical that you and your family are protected against influenza.

#### Flu vaccination recommendations for all Ontarians:

Flu vaccines are offered free to all Ontarians over the age of six months who live, work or attend school in Ontario, and are recommended for the general population.

Vaccination helps to prevent the spread of these flu viruses through the community and protects individuals who may be at greater risk of serious complications from the flu, such as pregnant women and those with chronic illnesses.

#### Flu vaccination recommendations for swine workers:

While we encourage everyone in Ontario to get vaccinated, we are also recommending that workers in the swine industry, in particular, get vaccinated because of the evidence that human flu viruses can infect and cause disease in swine and other animals, as well as people. The flu strains covered by the vaccine are primarily human community-based infections, meaning that you are most likely to get this flu from coming into contact with infected individuals in your community. However, preventing the movement of influenza viruses between the human and animal populations is an important public health measure aimed at trying to prevent the reassortment or mixing of different flu strains to produce new influenza viruses, which could cause significant disease in both people and animals. We are sending a similar letter to poultry industry workers.

Swine workers who get the flu vaccine will help to reduce the potential for human influenza viruses mixing with flu viruses commonly found in Ontario's swine herds, and help to keep the human viruses out of Ontario's swine herds.

Although it is unusual for individuals to get influenza infections directly from livestock, personal protective equipment – masks, eye protection and gloves – should be worn when working with sick swine to prevent infection, as occasional human infections have been reported. Individuals co-infected with two or more different influenza viruses can also serve as mixing vessels for these viruses, leading to the emergence of novel viruses.

**Swine workers who develop influenza-like illness:**

Individuals with influenza-like symptoms (fever, cough, sore throat, muscle aches and, in some cases, eye infections and pneumonia) should, if possible, be kept out of barns and away from swine herds until seven days after their symptoms have resolved. As COVID-19 has similar symptoms to influenza, ill individuals should self-isolate, contact their health care provider and seek testing for COVID-19. Those with a positive test, or have symptoms but don't get tested, should follow COVID-19 public health advice, including self-isolating for 10 days.

The Ministry of Health (MOH) has developed a poster which producers can print out and use at entry points to barns to help screen individuals/employees who may be infected with influenza before they enter swine barns. Electronic versions of this poster, in two size formats, are available as attachments to this letter.

Individuals who develop influenza-like symptoms after working with swine that show signs of respiratory illness should seek medical attention and advise their health care provider of their exposure to ill swine.

**Practice Good Personal Hygiene:**

Public health measures recommended to protect against COVID-19 may also help to protect against the flu. The MOH recommends that everyone, not just swine workers, incorporate these simple steps into daily routines:

- wash hands frequently and thoroughly with soap and warm running water after handling animals and before eating or drinking
- cover your mouth and nose with a tissue when you sneeze, dispose of the tissue immediately, and then wash your hands
- if you don't have a tissue, cough or sneeze into your upper sleeve – not into your hands
- avoid sharing food, eating utensils, towels or handkerchiefs
- keep an alcohol-based hand sanitizer (gel or wipes) handy at work, home and in your vehicle
- maintain physical distancing from others (2 meters or 6 feet) and wear a face mask when distancing isn't possible

The MOH is working closely with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) to reduce the risk of influenza transmission between humans and livestock. If you have any human health questions, please contact your physician or your local public health unit. If you have concerns about your livestock, please contact OMAFRA and/or your veterinarian.

We appreciate your assistance in helping to protect everyone in Ontario from influenza.

For more information on getting the flu vaccine, speak to your doctor, nurse practitioner, public health unit or pharmacist. To find a flu vaccination clinic near you, please contact your local public health unit (a list of local public health units can be found at [http://www.health.gov.on.ca/english/public/contact/phu/phuloc\\_mn.html](http://www.health.gov.on.ca/english/public/contact/phu/phuloc_mn.html)).

Sincerely,  
Nina Arron  
Director

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Dear **POULTRY** Industry Stakeholder:

I am writing to recommend that you and your family get vaccinated against influenza this year. The COVID-19 pandemic makes it even more critical that you and your family are protected against influenza.

**Flu vaccination recommendations for all Ontarians:**

Flu vaccines are offered free to all Ontarians over the age of six months who live, work or attend school in Ontario, and are recommended for the general population.

Vaccination helps to prevent the spread of these flu viruses through the community and protects individuals who may be at greater risk of serious complications from the flu, such as pregnant women and those with chronic illnesses.

**Flu vaccination recommendations for poultry workers:**

While we encourage everyone in Ontario to get vaccinated, we are also recommending that those in the poultry industry, in particular, get vaccinated because of the evidence that human flu viruses can infect and cause disease in birds and other animals, as well as people. In past years, Ontario commercial poultry flocks have tested positive for the pH1N1 influenza virus, which causes human respiratory illness and can be transmitted to poultry.

The flu strains covered by the vaccine are primarily human community-based infections, meaning that you are most likely to get this flu from coming into contact with infected individuals in your community. However, preventing the movement of influenza viruses between human and bird populations is an important public health measure aimed at trying to prevent the reassortment or mixing of different flu strains to produce new influenza viruses, which could cause significant disease in both people and birds. We are sending a similar letter to swine industry workers.

Poultry workers who get the flu vaccine will help reduce the potential for an avian flu virus mixing with these human influenza viruses, and help to keep the human viruses out of Ontario's flocks. With the initial arrival of highly pathogenic H5N2 avian influenza viruses in Ontario in 2015, and other avian influenza outbreaks occurring since then, this is becoming increasingly important.

Although it is unusual for individuals to get influenza infections directly from birds, personal protective equipment – masks, eye protection and gloves – should be worn when working with sick poultry to prevent infection, as occasional human infections have been reported. Individuals co-infected with two or more different influenza viruses can also serve as mixing vessels for these viruses, leading to the emergence of novel viruses.

**Poultry workers who develop influenza-like illness:**

Individuals with influenza-like symptoms (fever, cough, sore throat, muscle aches and, in some cases, eye infections and pneumonia) should, if possible, be kept out of poultry barns and away from bird flocks until seven days after their symptoms have resolved. As COVID-19 has similar symptoms to influenza, ill individuals should self-isolate, contact their health care provider and seek testing for COVID-19. Those with a positive test, or have symptoms but don't get tested, should follow COVID-19 public health advice, including self-isolating for 10 days.

The Ministry of Health (MOH) has developed a poster which producers can print out and use at entry points to barns to help screen individuals/employees who may be infected with influenza before they enter poultry barns. Electronic versions of this poster, in two size formats, are available as attachments to this letter.

Individuals who develop influenza-like symptoms after working with poultry showing signs of respiratory illness should seek medical attention and advise their health care provider of their exposure to ill poultry.

**Practice Good Personal Hygiene:**

Public health measures recommended to protect against COVID-19 may also help to protect against the flu. The MOH also recommends that everyone, not just poultry workers, incorporate these simple steps into daily routines:

- wash hands frequently and thoroughly with soap and warm running water after handling birds and before eating or drinking
- cover your mouth and nose with a tissue when you sneeze, dispose of the tissue immediately, and then wash your hands
- if you don't have a tissue, cough or sneeze into your upper sleeve – not into your hands
- avoid sharing food, eating utensils, towels or handkerchiefs
- keep an alcohol-based hand sanitizer (gel or wipes) handy at work, home and in your vehicle
- maintain physical distancing from others (2 meters or 6 feet) and wear a face mask when distancing isn't possible

The MOH is working closely with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) to reduce the risk of influenza transmission between humans, poultry flocks and livestock. If you have any human health questions, please contact your physician or your local public health unit. If you have concerns about your flock, please contact OMAFRA and your veterinarian.

We appreciate your assistance in helping to protect everyone in Ontario from influenza.

For more information on getting the flu vaccine, speak to your doctor, nurse practitioner, public health unit or pharmacist. To find a flu vaccination clinic near you, please contact your local public health unit (a list of local public health units can be found at

[http://www.health.gov.on.ca/english/public/contact/phu/phuloc\\_mn.html](http://www.health.gov.on.ca/english/public/contact/phu/phuloc_mn.html)).

Sincerely,  
Nina Arron  
Director

Subscribe to Receive My Updates



Julie Poirier Mensinga | 11790 Hwy 64, OMAFRA, Verner, Ontario P0H 2M0 Canada 7056481799

[Unsubscribe clerktreasurer@eastlink.ca](mailto:clerktreasurer@eastlink.ca)

[Update Profile](#) | [About our service provider](#)

Sent by [julie.poiriermensinga@ontario.ca](mailto:julie.poiriermensinga@ontario.ca)

RECEIVED  
OCT 27 2020

**Manitoulin Municipal Association  
8 Baileyline Road  
Evansville, Ontario  
POP 1E0  
705-282-0624  
[burpeemills@vianet.ca](mailto:burpeemills@vianet.ca)**

October 26, 2020

**The Honourable Doug Downey  
Attorney General of Ontario  
Ministry of the Attorney General  
720 Bay Street  
Toronto, Ontario  
M7A 2S9**

Dear Honourable Doug Downey:

**RE: Proposal to Transfer All Juried Sittings from the District of Manitoulin to Sudbury**

**The Manitoulin Municipal Association wishes to express their opposition to the removal of jury sittings from Gore Bay to Sudbury. This decision did not include any consultation with the Manitoulin municipalities or First Nation communities.**

**The proposed change will create undue hardship on many people needing to participate in these jury trials. The availability of transportation for many becomes an issue. Travel time one way can be in the range of 2 to 3 hours depending on where the person resides on Manitoulin. The costs associated with travel and accommodation can create added financial stress.**


**Jury trials have been held in Gore Bay in the District of Manitoulin for many years and have provided much needed employment for our communities.**

**If this decision has been based on the need for more space for social distancing, there are other locations in the Town of Gore Bay that would provide the required space. The Gore Bay Curling Rink is an option and has been used for jury trials in the past. Other locations throughout Manitoulin Island may be options as well. The decision to move these trials to Sudbury occurred without consultation. Further investigation into alternate locations on Manitoulin were not considered.**

**We are prepared to work with the court system in providing a suitable location for jury trials to continue on Manitoulin Island.**

**We anticipate a timely response.**

**Yours truly,**

  
**Ken Noland**  
**Chairperson**  
**Manitoulin Municipal Association**

**Cc: Mike Mantha, MPP**  
**Carol Hughes, MP**

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



RECEIVED  
OCT 27 2020

October 26, 2020

Les Gamble  
Board Chair, Manitoulin-Sudbury DSB  
210 Mead Boulevard  
Espanola ON P5E 1R9

Dear Les Gamble:

**Re: Social Services Relief Fund (SSRF) – Phase 2  
Service Manager Business Case Approval – with follow up direction**

As you know, this summer, my ministry announced \$362 million in new provincial and federal funding under a second phase of the Social Services Relief Fund (SSRF) to help protect vulnerable people from COVID-19. The Social Services Relief Fund has been effective in supporting Service Managers and Indigenous Program Administrators to respond quickly, adapt services, and address the housing and economic impacts of COVID-19 in their communities. The additional investment of SSRF Phase Two can help Service Managers and Indigenous Program Administrators continue to protect homeless shelter staff and residents, expand rent support programming and create longer-term housing solutions.

This brings the government's total Social Services Relief Fund investment provided to Service Managers and Indigenous Program Administrators to \$510 million.

This is part of our commitment of up to \$4 billion for municipalities across the province under the federal-provincial Safe Restart Agreement. This funding will help municipalities protect the health and well-being of the people of Ontario while delivering critical public services, such as public transit and shelters, as the province continues down the path of renewal, growth and economic recovery.

Prior to receiving SSRF Phase 2 funds, you were asked to submit a business case to the Ministry. The business case process provided an opportunity for you to outline how your initial planning allocation would be used and assisted the Ministry in ensuring that funds were being directed to the communities most in need. The business cases were reviewed by the Ministry, as well as an inter-ministerial working group, which made recommendations on funding decisions.

The Ministry has now completed its review of your business case, and I am pleased to confirm that we have approved your plan with follow up direction in accordance with a total planning allocation of **\$897,838** for the fiscal year 2020-21. Ministry staff will be in contact with you in the coming days to discuss feedback on your business case.

I want to acknowledge that, in addition to the capital and operating plans being approved with this letter, many Service Managers have submitted as part of their business cases additional capital proposals (i.e., additional proposals where submitted in response to Question 12 in the business cases). Where applicable, the Province encourages Service Managers to consider submitting these additional capital proposals under the federal government's Rapid Housing Initiative to maximize the potential benefits to Ontario's housing as well as the good work done by Service Managers as part of this process.

As communicated to you in August 2020, to ensure SSRF Phase 2 funding is targeted to where it is needed most, the Ministry has held back a portion of the total SSRF Phase 2 funding from the initial planning allocations. Decisions on how to allocate this hold back will be determined over the coming weeks and months based on emerging public health needs and progress to date as indicated through required program reporting. This will allow us to target these remaining investments where they are most required, as the public health situation continues to evolve. Service Managers will be notified when decisions are made to allocate this remaining funding.

### **SSRF Phase 2 Funding and Reporting**

Now that your business case has been approved, we will provide an initial payment of up to 75 per cent of operating funding based on the projections made in your approved business case. This payment will be processed shortly.

Funding for capital projects will be dispersed based on project submissions and the funding schedule outlined in the Program Guidelines. For each capital project, you must complete and submit a Project Information Form through the Transfer Payment Ontario (TPON) system for Ministry approval.

Please note that you are required to submit an interim report by **December 15, 2020** on your use of SSRF Phase 2 funds and projected spending. A subsequent operating payment will be made following the submission and approval of this report and attestation.

As part of the quarterly reporting requirements, you will also be required to report actual expenditures for the previous financial quarter and revised projections for subsequent quarters by the relevant spending category by **January 31, 2021**. For your year-end reports, you will also be required to report on data collected on specific performance indicators.



Please note that all SSRF Phase 2 reports must be submitted through the TPON system, in accordance with the program guidelines.

Thank you again for your tireless work supporting Ontario's most vulnerable residents during this challenging time. I appreciate your continued commitment to ensuring that the province's significant investments through SSRF are directed to where they are needed most, and I look forward to continuing our work together as we serve the people of Ontario.

Sincerely,

A handwritten signature in black ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark  
Minister

c. Fern Dominelli, Chief Administrative Officer

# **The Corporation of the Township of Assiginack**

By-Law No. 2020-11

## **BEING A BY-LAW TO AUTHORIZE AN AGREEMENT WITH THE BANK OF MONTREAL TO AUTHORIZE THE EXTENSION OF THE CURRENT LEASE AGREEMENT.**

**WHEREAS** authority is found in Section 8 of The Municipal Act, R.S.O. 2001, c.25, as amended;

**AND WHEREAS** Council wishes to extend the current lease agreement, authorized by By-law # 17-21;

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

1. THAT we enter into the agreement, attached to and forming part of this by-law as Schedule 'A'.
2. THAT this by-law shall come into force and take effect upon the third and final reading hereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2020**

---

Dave Ham, Mayor

---

Alton Hobbs, CAO

SIGNED:

THE TOWNSHIP OF ASSIGINACK



**LEASE RENEWAL AND AMENDMENT AGREEMENT**

AGREEMENT DATE: \_\_\_\_\_, 2020

BETWEEN:

**THE TOWNSHIP OF ASSIGINACK**  
(the "Landlord")

- and -

**BANK OF MONTREAL**  
(the "Tenant")

RECITALS:

1. The Landlord, as lessor, and the Tenant, as lessee, entered into a lease dated December 17, 2008 (the "Original Lease") for a term of three years commencing November 1, 2008 with respect to approximately 650 square feet of space (the "Premises"), as set forth in the Lease, in a building known as the "Manitowaning Post Office".
2. By a Renewal Lease dated July 8, 2011 (the "2011 Agreement") between Landlord and Tenant, the Original Lease was amended and the term renewed for a further three years commencing November 1, 2011.
3. By a Lease Renewal Agreement dated December 31, 2014 (the "2014 Agreement") between Landlord and Tenant, the Original Lease, as amended and renewed by the 2011 Agreement, was further renewed for a three year term commencing November 1, 2014.
4. By a Lease Renewal and Amendment Agreement dated October 31, 2017 (the "2017 Agreement") between Landlord and Tenant, the Original Lease, as amended and renewed by the 2011 Agreement and the 2014 Agreement, was amended and further renewed for a three year term commencing November 1, 2017.
5. The Original Lease, as amended and renewed by the 2011 Agreement, the 2014 Agreement and the 2017 Agreement, is hereinafter referred to as the "Lease".
6. The Tenant has exercised the fourth of the renewal options in the Lease, and the Landlord and the Tenant wish to record in writing that renewal, as well as amend the Lease.

13353972-1

INITIALS	
Landlord	Tenant

# **The Corporation of the Township of Assiginack**

By-Law No. 2020-12

## **BEING A BY-LAW TO AUTHORIZE AN ASSUMPTION OF LISGAR STREET FOR YEAR ROUND PUBLIC MAINTENANCE.**

**WHEREAS** authority is found in Section 11 of The Municipal Act, R.S.O. 2001, c.25, as amended;

**AND WHEREAS** Council wishes to assume responsibility for the maintenance of Lisgar Street, under the policies of By-law # 04-42 as amended;

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

1. THAT we assume maintenance of Lisgar Street on a year round basis, effective immediately.
2. THAT we authorize a payment to Robert White in the amount of \$ 12,000.00 as compensation for construction, development and maintenance costs of this street.
3. THAT this by-law shall come into force and take effect upon the third and final reading hereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2020**

---

Dave Ham, Mayor

---

Alton Hobbs, CAO

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**By-Law # 20-13**

**Entrance Permit By-Law**

**BEING** a by-law to regulate and standardize the construction and alteration process for entrances onto roadways and/or Highways within the Township.

**WHEREAS** The Municipal Act S.O. 2001, section 8, as amended, provides that without limiting the generality of subsections (1) and (2), a by-law under section 11 respecting a matter may,

- a) Regulate or prohibit respecting the matter; and
- b) As part of the power to regulate or prohibit respecting the matter, require persons to do things respecting the matter, provide for a system of licenses, permits, approvals or registrations respecting the matter and impose conditions as a requirement of obtaining, continuing to hold or renewing a license, permit, approval or registration.

**AND WHEREAS** The Corporation of the Township of Assiginack has the authority to pass by-laws relating to Highways under its jurisdiction, including parking and traffic pursuant to Section 11 of the Municipal Act, 2001, S.O. 2001, as amended;

**AND WHEREAS** Section 391 of the Municipal Act provides that a municipality and local board may pass by-laws imposing fees or charges on any class of persons,

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by on behalf of any other municipality or local board, and
- c) For the use of its property including property under its control;

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

- 1. Short Title:** This By-law may be cited as the "Entrance Permit By-law"
- 2. Definitions:** In this by-law:
  - 2.1. "Council"** shall mean the Council of the Corporation of the Township of Assiginack or Committee of Council as may be designated by Council for the purposes of this by-law.
  - 2.2. "Entrance"** means a public or private roadway, driveway, sidewalk, footpath or easement, gate structure or any facility constructed or used as a means of ingress and egress to and from any road.
  - 2.3. "Entrance, Agricultural"** means an entrance to a private farm or farmland, which may not include a farm residence.
  - 2.4. "Entrance, Commercial"** means an entrance to a multi-residential property with more than four (4) residential units
  - 2.5. "Entrance, Industrial"** means an entrance to an industrial establishment of any kind.
  - 2.6. "Entrance, Institutional"** means an entrance to an institutional establishment of any kind.
  - 2.7. "Entrance, Walkway/Utility"** means an entrance to a pedestrian walkway or an access entrance to a public utility used for maintenance purposes.

- 2.8. “Entrance, Residential”** means an entrance to a private single-family residence or multiple-family residence with four (4) or less dwelling units. I”
- 2.9. “Entrance Permit”** means a permit issued under the provisions of this By-law.
- 2.10. “Owner”** means the person as identified as the owner on the Assessment Roll for Taxation purposes during the current year, and where the context relates to the making of an application for an Entrance Permit under this By-law, includes a representative or agent of the owner.
- 2.11. “Person”** means any human being, association, firm, partnership, private club, incorporated company, corporation, agent or trustee and the heirs, executors, or the legal representatives of a person to whom the context can apply according to law.
- 2.12. “Public Works Superintendent”** means the Director of Public Works for the Township of Assiginack as may be appointed by Council from time to time, or a designate.
- 2.13. “Road”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designated and intended for use by the general public for the passage of vehicles and includes all lands lying within the limits of the road allowance or the right-of-way, all of which are owned or within the jurisdiction of the Township of Assiginack.
- 2.14. “Street line”** means the limit of a road allowance and is the dividing line between a lot and a road.
- 2.15. “Sidewalk”** means a paved pedestrian walk area located within a road or designated as a public walkway.
- 2.16. “Sight Line”** means a line of clear vision, measured from the point of entrance upon the road at a height of one (1) metre, along a road to a point above the centre line of the road at a height of one metre.
- 2.17. “Township or Municipality”** shall mean the Corporation of the Township of Assiginack and shall be defined as the lands and premises withing the corporate limits.
- 2.18. “Township Engineering Standards”** shall mean the Engineering Standards adopted by Council for the construction of facilities, utilities, access driveways, etc. as may be adopted by Council from time to time.
- 2.19. “Vehicle”** means an automobile, motorcycle, trailer, truck, traction engine, farm tractor, snowmobile and any vehicle drawn, propelled, or driven by any kind of power, including muscular power.
- 2.20. “Utility”** means the watermain, sanitary sewer, storm sewer, private drain connection, water service, water valve, fire hydrant, manhole, valve chamber, and other related appurtenances with respect to the operation of the water and waste water networks.

### **3. Prohibitions**

#### **3.1. Requirement for Entrance Permit**

No person shall construct or alter an entrance, including the installation of a culvert pipe or make a curb cut on a road until the Owner has applied for and received the Permit to proceed with the construction from the Public Works Superintendent. The application required is contained in “Schedule C”, attached hereto and forms part of this By-law.

#### **3.2. Entrance Established Without Permit**

Any entrance established in contradiction to the provisions set forth in this By-law and/or which a permit cannot be issued in compliance to the

provisions of this By-law, may be removed or altered by the Township at the Owner's expense.

**3.3. Alterations to Existing Entrances**

No person shall extend or alter an existing entrance until the Owner has applied for and obtained an Entrance Permit from the Public Works Superintendent.

**3.4. Pave Existing Entrance**

No person shall pave that portion of an existing entrance which is located on the road until the Owner has applied for and received written permission from the Public Works Superintendent. All work shall be carried out in accordance with the Township specifications, at the expense of the Owner.

**3.5. Entrance Change of Use**

No Residential Entrance shall be used as any other type of entrance from that of which the Owner has applied for and to which a Permit has been approved, as given in the Entrance Permit authorized by the Public Works Superintendent.

**3.6. Conditions for Entrance Permits**

**3.6.1.** Every Owner who makes an application for an Entrance Permit shall complete and submit the application form and all information and documentation pursuant to the application requirements. The Entrance Permit Applications are available at the Municipal Office and on the Municipal Website.

**3.6.2.** All applications for an Entrance Permit shall be accompanied by the prescribed fee as set out in the attached "Schedule A" forming part of this By-law.

**3.6.3.** Prior to the issuance of any Entrance Permit, the application will be reviewed against the Township Engineering Standards for strict compliance by the Public Works Superintendent. No permit will be issued that is non-compliant to the approved standards unless the Public Works Superintendent and the applicant receive prior written consent of Council.

**3.6.4.** Every permit issued by the Public Works Superintendent shall be subject to the conditions in the "Schedule B" attached hereto and thereby forming part of this by-law.

**3.6.5.** No entrance shall be constructed, extended, altered or maintained so as to cause or create any interference with mains, trunks, hydrants, laterals or any other part of any of the infrastructure of the Township water systems, waste water system or any other public utility.

**3.6.6.** The construction of the entrance in accordance to the specifications given by the Public Works Superintendent is the sole responsibility of the Owner. The area comprising the construction site for the purposes of the installation of the entrance is under the liability of the Owner, thereby, they are responsible for any and all damages, fines, and fees that may arise from any accident, injury, or damages to the surrounding property.

**3.6.7.** Upon the approval of the requested entrance location,

**3.6.7.1.** the Township of Assiginack will install the required post and 911 number for that lot location, following all guidelines as required for the same.

3.6.7.2. Where the address is located within town limits, the Owner is responsible for the installation pursuant to the Civic Address By-law.....

### **3.7. Maintenance**

**3.7.1.** The Township shall maintain and replace, as becomes necessary, any culvert installed under the provisions of the Entrance Permit. When and where any maintenance work is executed, Township of Assiginack will, where at all possible and within so much as the road allowance allows or as far as possible, re-establish the surface of the entrance to the original condition.

**3.7.2.** The owner of a property serviced by an entrance shall be responsible for maintaining the surface of each entrance from the property line to the travelled portion of the road.

**3.7.3.** Despite the provisions of 3.7.1., where the need to replace or repair any culvert has arising from any act done or permitted to be done by any person, the cost of the replacement or repair shall be recoverable against that person under the provisions of this By-law.

### **3.8. Hazardous Entrances**

Any entrance on a road which, in the opinion of the Public Works Superintendent, is considered a hazard to a pedestrian and vehicular traffic or impedes the flow of water such as to create a potential danger to the public or property, will be immediately removed by the Township of Assiginack and the full extent of provisions under Section 3.7.3. shall apply and are not limited thereto.

### **3.9. Work Performed by the Township of Assiginack**

Where this By-law stipulates that the Township of Assiginack may be required to complete work to rectify action or inaction, as the case may be, where the Standards or procedures utilized by the Owner, are contrary to the stipulations enacted in this By-law, this such work by the Township of Assiginack is completed at the sole expense of the Owner. The complete cost to remedy back to the permit standards, together with any charges, damages(including injury) or other expenses payable by the Township arising from the completion of these works, shall be paid by the Owner within 90 days of the issuance of the invoice for the same and if not paid, the same may be recovered by the Township of Assiginack in the same manner as taxes and/or by due process of Law.

### **3.10. Indemnify**

Every person wishing to carry out work under a permit on any road, shall firstly insure or provide proof of insurance against all damages or claims for damages against the Township that may arise as a result of the work in an amount satisfactory to the Public Works Superintendent.

## **4. Penalties**

**4.1.** In addition to the provisions set out in Section 3.9 of this By-law, any person who contravenes any provisions of this By-law, is guilty of an offence, and upon conviction is liable to a fine as provided for in the Provincial Offences Act and each day that a breach of this By-law continues shall constitute a separate offence.

## **5. Miscellaneous**

**5.1.** If any provision of this By-law is inconsistent with the Municipal Act, the Public Transportation Act, the Highway Traffic Act or any other Act, the provisions of the applicable Act shall prevail.



- 5.2. Should any section, subsection, clause, paragraph or provision of this By-law, including any part of the Schedules to this By-law, be declared by a court of competent jurisdiction to be invalid, the same shall not effect the validity of this By-law as a whole or any part, other than the provisions or part of the Schedule declared invalid.
- 5.3. Where the context permits, words importing the singular shall also include more than one person, parties, or things of the same kind. Where the context permits, words importing the masculine gender also include the female as well as the male.
- 5.4. For the purposes of this By-law, the word "may" must be construed as discretionary and the word "shall" be construed as mandatory.
- 5.5. **THAT** this By-law may be cited as the "Entrance Permit By-law"
- 5.6. **THAT** this By-law shall apply to all highways and roadways under the jurisdiction of the Township of Assignack

**6. Validity**

- 6.1. If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clause or provision of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

**7. Effective Date**

- 7.1. This By-law shall come into effect on the date of the third reading and it being passed.

**AS READ a FIRST and SECOND** time, this \_\_\_\_\_,

**AND AS READ a THIRD and FINAL** time and considered passed, in open Council, this

\_\_\_\_\_.

\_\_\_\_\_

David Ham, MAYOR

seal

\_\_\_\_\_

Alton Hobbs, CAO/DEPUTY CLERK

**The Corporation of the Township of Assiginack**

**Entrance Permit Fees**

**Schedule "A"**

**Fees for Entrance Permits requested within any Zone having Municipal jurisdiction of the Corporation of the Township of Assiginack Zoning By-law**

Entrance Permit

\$100.00 per permit, until such a time the fee is amended by council.

**The Corporation of the Township of Assiginack**

**Schedule "B"**

**Application for an Entrance Permit**

PERMIT NUMBER
E - _____

**Owner Information:**

<b>Name of Owner</b>			
<b>Mailing Address</b>			
<b>Contact Information</b>	Phone:	Email:	
<b>Owner Description</b>	<input type="checkbox"/> Person(s)	<input type="checkbox"/> Company	<input type="checkbox"/> Estate <input type="checkbox"/> Other:

**Detailed description of the Lot and Work:**

<b>Legal Address of Lot</b>	Address: _____	Lot & Cons Number: _____	Plan Number: _____
<b>Roll Number</b>	5111 – 000 – 0 _____ - _____ - _____ - 00		
<b>Dimensions of Land:</b>	Frontage: _____	Depth: _____	
	Area: _____	Zoning: _____	

<b>Access requested to front on the following road:</b>	Street Name: _____
<b>Is there a current and separate access point?</b>	Please describe: _____
<b>Is subdivision assumed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>(For clarification contact the Planning Board at 705-282-2237)</b>
<b>Proposed work to include the following:</b> (Please check all that will apply.)	<input type="checkbox"/> Installation of a new driveway culvert <input type="checkbox"/> Extension of existing driveway culvert <input type="checkbox"/> Widening of existing driveway <input type="checkbox"/> Widening of existing curb depression <input type="checkbox"/> Additional parking for Accessory Dwelling Unit <input type="checkbox"/> Paving of boulevard apron <input type="checkbox"/> Landscaping / Gardens <input type="checkbox"/> Storage of construction material, equipment and or bins on roadway <input type="checkbox"/> Short Term 1 to 2 days, <input type="checkbox"/> Longer Term 3+ days <input type="checkbox"/> Work in conjunction with another permit:
<b>Proposed Dates:</b> (Not to exceed 30 days)	Start: _____ End: _____

**Applicant / Agent Authorization**

<b>Name of Applicant/Agent</b>			
<b>Mailing Address</b>			
<b>Contact Information</b>	Phone:	Email:	
	<input type="checkbox"/> Person(s)	<input type="checkbox"/> Company	<input type="checkbox"/> Other:

I / we \_\_\_\_\_ authorize \_\_\_\_\_  
Name(s) of the property owner Name of person authorized as the agent

To act as my agent and sign the application form to the Township of Assiginack on my behalf, in the respect to the property and work described in this application. I/we further acknowledge that I/we have read the information provided in this application and certify it to be accurate and correct to the best of my/our knowledge.

\_\_\_\_\_  
 Signature(s) of property owner \_\_\_\_\_  
 Date

## Entrance Permit Application: Contractor Information

<b>Name of Company</b>			
<b>Company Address</b>			
<b>Site Contact Information</b>	<b>Phone:</b>	<b>Email:</b>	
<b>Insurance Information</b>	<b>Company:</b>	<b>Policy Number:</b>	<b>Contact:</b>
<b>WSIB Information</b>	<b>Clearance Certificate Number:</b>	<b>Expiry Date: (MM/DD/YY)</b>	

### Proposed Site Plan of Property

The site plan shall be attached and showing the following:

- Property dimensions
- Position of the new or proposed driveway, fixtures on site including setbacks from all lot boundaries, roadways and waterbody courses as set out in the Township of Assiginack Zoning By-law.
- Location of utilities
- Location of well
- Parking spaces

Submission Requirements	
<p>The application process requires the following to be attached to this application, accurate and completed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Payment of Administration Fees \$100:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Bin, Material or Construction Equipment on the roadway</li> <li><input type="checkbox"/> Fee for New Driveway Entrance or Widen Existing Driveway</li> </ul> </li> <li><input type="checkbox"/> Copy of the Legal Plan for the Property;</li> <li><input type="checkbox"/> Dated photograph of the front elevation of the home including public property (Must show any hydrants, trees, shrubs, utility boxes, etc); Detailed Site Plan showing existing and proposed features and be complete with dimensions in the previous section of this form;</li> <li><input type="checkbox"/> A valid Certificate of Insurance (COI), naming the Township of Assiginack as the certificate holder;</li> <li><input type="checkbox"/> Valid WSIB Certificate;</li> <li><input type="checkbox"/> Traffic Control Plan (if required).</li> </ul>	<p><b>OFFICE USE</b></p>
<p>Confirmation of receipt by Administrative Staff: _____ Date: _____</p>	
<p><b>*Does not confirm information contained is verified, accurate and complete</b></p>	

Terms and Condition of Approval
<ol style="list-style-type: none"> <li>1) Open cutting of roadways, sidewalks, boulevards, or residential driveways is not permitted except in strict accordance with the provisions of this permit.</li> <li>2) The Applicant is responsible for the entire work site including restoration thereof, and any costs incurred or associated with this permit. Any future repairs required to be completed by the Township due to settlement will be at the expense of the applicant.</li> <li>3) The Applicant is responsible for any damage caused to the roadway, curb, boulevard, paved driveway apron, sidewalk, boulevard tree, or other appurtenances located on or within the Municipal property. Any repairs required as a result of damage to the Municipal property from the work will be completed by the Township at the full expense of the Applicant.</li> <li>4) Restoration of the work area shall be to a condition that meets or exceeds the pre-construction site conditions. Grass areas shall be sodded, watered and maintained until adequate root growth is established. Applicant is to provide dated pictures when the worksite is restored to the standards herein.</li> <li>5) The Applicant/contractor shall ensure that all necessary traffic control measures are provided in accordance with MTO Book 7 requirements. Disruption of traffic flow shall be minimized where possible.</li> <li>6) Any materials, vehicles and or equipment stored on the boulevard or roadway shall be adequately delineated using traffic cones or barrels and shall not impede the flow of vehicular or pedestrian traffic in any way.</li> <li>7) All work being undertaken within a Capital Construction area shall be co-ordinated with the Town's Public Works Superintendent 705-859-3780.</li> </ol> <p style="margin-top: 20px;">"All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and Municipal Act, 2001. The information will be used for the purposes of the Township. Any questions may be forwarded to the Township Office, 156 Arthur Street, Box 238, Manitowaning, ON P0P1N0. Telephone 705-859-3196 or Fax 705-859-3010"</p>

I / we, the undersigned, understand that under the provision of this Application for Entrance Permit, the owner, operator or agent who has obtained a permit is responsible for any and all damages that may be caused to the highway, encroachments or right of way resulting from the work associated with this permit, or by reason of the driving, operation or moving of heavy vehicle, load, object or structure.

I / we, the undersigned, hereby agree to the conditions set forth on the Entrance Permit Application and agree to assume all costs for works, damages or repairs incurred as a result of

enacting work under this application. Where the work may be in compliance or non-compliance of the Entrance Permit By-law.

As of the date of this application for an Entrance Permit, I have examined the contents of this application, and I certify the correctness of the information submitted in with the application insofar as I have knowledge of these facts, and I concur with the submission of this application to the Township of Assinack.

I acknowledge and accept the responsibilities imposed by this By-law in relation to the operation of a commercial motor vehicle under the authority of the permit(s) issued pursuant to the application.

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Agent Printed

FOR OFFICE USE ONLY	
<p><b><u>ZONING COMPLIANCE</u></b></p> <p><input type="checkbox"/> Application Complete Date; _____</p> <p><input type="checkbox"/> Received By: _____</p> <p><b>ZONING REVIEW RESULTS</b></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Reviewed By: _____ Date: _____</p>	<p><b><u>TRANSPORTATION COMPLIANCE</u></b></p> <p><input type="checkbox"/> Application Complete Date; _____</p> <p><input type="checkbox"/> Received By: _____</p> <p><b>TRANSPORTATION REVIEW RESULTS</b></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Reviewed By: _____ Date: _____</p>

APPLICATION APPROVAL
<p>This Application for an Entrance Permit as detailed above is hereby approved, subject to the conditions contained herein. All work shall be in strict accordance with this approval.</p>
<p>_____ Public Works Superintendent, or designate</p> <p style="text-align: right;">_____ Date</p>

APPLICATION COMPLIANCE AND COMPLETION
<p><b>Non-Compliant Issues noted:</b> [ ] Not applicable</p> <p><input type="checkbox"/> Detailed Non-compliance Notice Issued – Dated: _____ [ ] Done</p> <p><input type="checkbox"/> Detailed Non-compliance Notice Issued – Dated: _____ [ ] Done</p> <p><input type="checkbox"/> Detailed Non-compliance Notice Issued – Dated: _____ [ ] Done</p>
<p><b>Completion:</b></p> <p>This Application for an Entrance Permit, as detailed above, is hereby completed, inspected and accepted as in compliance with this application.</p> <p>_____ Public Works Superintendent, or designate</p> <p style="text-align: right;">_____ Date</p>

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**By-Law # 20-14**

**TRAILER LICENSING**

**BEING** a by-law to Licence Trailers in the Township.

**WHEREAS** The Municipal Act S.O. 2001, section 168 authorizes the Municipality to pass by-laws for the licensing of Trailers in the Municipality;

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

- 1. Short Title:** This By-law may be cited as the "Trailer Licensing By-law"
- 2. Definitions:** In this by-law:
  - 2.1. "Township or Municipality"** shall mean the Corporation of the Township of Assiginack and shall be defined as the lands and premises within the corporate limits.
  - 2.2. "Trailer"** Shall mean any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by the motor vehicle and is capable of being used for the living, sleeping or eating accommodations of persons on a temporary, transient or short term basis, even if the vehicle is jacked up or its running gear is removed. Examples include a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home and a park model trailer.
  - 2.3. "Stored Trailer"** means any trailer located on the property only for the purpose of sale or storage but shall not include any trailer being used at any time for living, sleeping or eating accommodations of persons while located on the property.
  - 2.4. "Assessed Trailer"** means any trailer legally located on a property and that is assessed under the Assessment Act.
  - 2.5. "Camping Establishment"** means lands used for the parking and temporary use for at least five (5) campsites occupied by tents, trailers, motor homes, truck campers and recreation vehicles and accessory uses and facilities such as administrative offices, sanitary facilities, recreational facilities and an accessory convenience store.
- 3. Prohibitions**
  - 3.1.** No person shall use nor shall an owner of the land permit a person to use and / or keep a trailer on any property within the Township for more than 30 days in a given year, except in a designated Camping Establishment, without purchasing an annual license.
  - 3.2.** No person shall have a trailer without a license unless defined in Section 2.4 even if the trailer was legally placed on the property prior to the date of implementation of this By-law.
  - 3.3.** No person shall occupy a trailer from December to April of any given year.
  - 3.4.** No person shall add additions to a constructed trailer such as sunrooms, porches, roofs or decks.

- 3.5.** The owner of the land, other than an established Camping Establishment within the Township, upon which a legally non-conforming trailer is located, shall be responsible for obtaining a license from the Township or the Township's By-Law Enforcement Officer. No license shall be issued unless the prescribed fee has been paid.
- 3.6.** Where a trailer, that is located on a property in the Township, other than on land used as an established Camping Establishment, has been established to a legally non-conforming use and where such trailer has only been used occasionally for living, sleeping or eating accommodations of persons, such a trailer shall not be deemed to be a stored trailer as defined in Section 2.3 and shall be subject to an annual license.
- 3.7.** No License shall be issued under this By-law if the application for the license would be in contravention of any other By-law of the Corporation or of any Federal or Provincial law or regulation.
- 3.8.** This By-law shall not apply to a trailer where such a trailer is located on an existing lot for the sole purpose of storage or for the sole purpose of the sale of the trailer. Where a trailer is being stored or offered for sale and no person shall use or occupy the trailer.
- 3.9.** No person shall locate a mobile home their property.
- 3.10.** No trailer for which a license is required under this By-law shall be located on land except in conformity with the set back requirements for a dwelling unit as prescribed by the Corporation of the Township of Assiginack By-law 80-20 as amended and By-law 80-21 as amended, for the zone in which the lands are located.

#### **4. License Exemptions**

- 4.1.** A stored trailer, as defined in Section 2.3 does not require a license.
- 4.2.** An Assessed trailer, as defined in Section 2.4, does not require a license.
- 4.3.** Where a building permit for a single family dwelling unit has been issued by the Township's Chief Building Official, the permit holder shall enter into an agreement for the placement of a trailer on the property where the unit is being constructed or reconstructed solely for the purpose of the construction and only if any applicable building permit fees are paid and the trailer is promptly removed prior to the expiration of the said building permit.

#### **5. License Fee**

- 5.1.** The license fee for a trailer shall be set out in Schedule "A" attached to this By-law.
- 5.2.** The license fee is payable for the current fiscal year upon receipt of an application. Every license obtained, in accordance with this paragraph in this By-law, shall expire on the 31<sup>st</sup> day of December in that year it was issued.
- 5.3.** Applications for licenses shall be made to the Township Office and/or the Licensing Enforcement Officer and duly signed by the owner of the property on which the trailer is to be located. The owner to whom the a license has been issued shall display the license on the trailer in a place that it can be seen easily from the outside of the trailer.
- 5.4.** All applications for such a license shall be made using the prescribed form attached to this By-law as Schedule "B".



- 5.5. It is the sole responsibility of the landowner of such a property containing a trailer licensed under this By-law, to inform the Township Office and/or Licensing Enforcement Officer of any changes or removal of such trailer from the property.
- 5.6. The license fee is imposed upon the owner of the property on which the trailer is located. If the owner fails to make payment of the license fee in any year, the fee shall be deemed overdue and as such, the full license fee shall be collected as taxes.
- 5.7. A refund may be obtained by surrendering the issued license and submitting a request in writing to the Clerk and or the Licensing Enforcement Officer, indicating that the trailer was not located on the property and specifying the date on which it was removed. The refund may be calculated from the first day of the month following the relocation. The Township shall retain a minimum \$100.00 administration fee. The onus is on the landowner to provide supporting documentation of the date of such removal.
- 5.8. Any license issued under this By-law is not transferrable.
- 5.9. No person shall locate more than one trailer on a property lot.
- 5.10. Every person shall ensure that their trailer is connected to a sewage system that is operated and maintained as per Part 8 of the Ontario Building Code and enforced by Public Health Sudbury & Districts, unless the unit contains an integral holding tank to be emptied at a facility licensed by the Ministry of the Environment & Climate Change.
- 5.11. No trailer shall be licensed unless the location of the requested land the trailer is to be placed complies with the following:
  - 5.11.1. All Provincial statutory and regulatory requirements.
  - 5.11.2. The Township of Assiginack Zoning By-law, as amended.
- 5.12. A license issued pursuant to this By-law authorizes the use and maintenance of an existing trailer on an existing lot for temporary accommodation only. The issuance of a license does not grant the licensee the authority to occupy the trailer on a permanent basis. The issuance of a license is not intended and shall not be construed as permission or consent by the Municipality for the holder of the license to contravene or fail to observe or comply with any law of Canada, Ontario or any by-law of the Municipality.

## 6. Administration & Enforcement

- 6.1. Any person who contravenes any of the provisions of this by-law shall be guilty of an offence and shall be liable, **for each contravention and each day of the contravention shall constitute a separate offence.**
- 6.2. No person being the registered owner of any lot or parcel of land within the Township shall permit any person to locate a trailer on his or her property except in accordance with the provisions of this By-law.
- 6.3. The administration of this by-law is assigned to the Clerk who may delegate the performance of his or her function under this by-law from time to time as the occasion requires.
- 6.4. Every applicant shall provide in full, at the time of the application is submitted, all of the information required on the application for attached as Schedule "B", as well as payment of the prescribed license fee as set out in this By-law and any other document or information as required in any other part of this By-law.

- 6.5.** Any application, comment, recommendation, information, document, or thing in possession of the Clerk pursuant to the provisions of this By-law shall be made available by the Clerk for inspection:
- 6.5.1.** By any person employed in the administration of the enforcement of this by-law.
  - 6.5.2.** By any other person upon the consent, satisfactory to the Clerk, of the person, civic department, board commission authority or other agency which produced, submitted the application, comment, recommendation, information, document, or thing.

Subject only to the limitations imposed by the Municipal Freedom of Information and Protection of Privacy Act.

- 6.6.** The enforcement of the By-law is assigned to the Licensing Enforcement Officer for the Township of Assiginack.
- 6.7.** Any trailers used, maintained, or located in contravention of this By-law shall be removed from the lot, at the expense of the Owner of the lot. Failure to remove any trailers from a lot within the time prescribed by the Licensing Enforcement Officer may result in the removal of said trailer by the Township of Assiginack, at the expense of the Owner of the lot.

## **7. Inspections**

- 7.1.** Any person designated by Council to enforce this By-law may, at any reasonable time and upon producing proper identification, enter and inspect any property licensed under or in contravention of the provisions of this By-law.
- 7.2.** No person shall obstruct, hinder or in any way interfere with any person designated to enforce this By-law.

## **8. Penalty**

- 8.1.** Any person who contravenes any of the provisions of this by-law shall be guilty of an offence and, upon conviction, shall be liable for a fine pursuant to Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P.33, for each contravention and each day of the contraventions shall constitute a separate offence. Schedule "C" attached.
- 8.2.** Upon registering a conviction for the contravention of any provision of this By-law, the Ontario Court, Provincial Division, may, in addition to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **9. Validity**

- 9.1.** If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clause or provision of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

**10. Effective Date**

**10.1.** This By-law shall come into effect on the date of the third reading and it being passed.

**AS READ a FIRST and SECOND** time, this \_\_\_\_\_,

**AND AS READ a THIRD and FINAL** time and considered passed, in open Council, this \_\_\_\_\_.

\_\_\_\_\_

David Ham, MAYOR

seal

\_\_\_\_\_

Alton Hobbs, CAO/DEPUTY CLERK

**The Corporation of the Township of Assiginack**

**Trailer Licensing**

**Schedule "A" - Licensing Fees**

**Fees for trailers located within any Zone having Municipal jurisdiction of the Corporation of the Township of Assiginack Zoning By-law**

2020 Trailer Permit Fee	\$1200.00 per year and each year thereafter until such a time the fee is amended by council.
-------------------------	----------------------------------------------------------------------------------------------

The Corporation of the Township of Assiginack

Trailer Licensing

Schedule "B"

Application for a Trailer Permit

PERMIT NUMBER
T _____ - _____

Name of Applicant	
Address of Applicant	
Phone Number	
E-mail Address	

Address of Site	
Property Roll Number	5111 - 000 - 0 _____ - _____ - _____ - 00
Applicant's Interest	Owner [ <input type="checkbox"/> ]    Tenant [ <input type="checkbox"/> ]    Lease [ <input type="checkbox"/> ]    Other [ <input type="checkbox"/> ]
Dimensions of Land:	Frontage: _____                      Depth: _____
	Area: _____                                  Zoning: _____
Expected Date of Occupancy	Start: _____                                  End: _____

**Detailed description of the Trailer**

Length	Colour	Model Number	VIN Number	License Plate

**What provisions have been made for the following:**

Septic / Black Water	Grey Water	Drinking Water

Garbage Disposal Required	Electricity	Heat
<p>__ Yes *Landfill Card must be obtained from the Municipal Office where services are required. Strict sorting must also be adhered to, to qualify for disposal.</p> <p>__ No * ALL garbage will be removed from the lot on a regular basis to another location, principle residence or other municipality.</p>		

**Proposed Site Plan of Property**

The site plan should be attached and showing the following:

- Property dimensions
- Position of the recreational vehicle, of site including setbacks from all lot boundaries, roadways and waterbody courses as set out in the Township of Assiginack Zoning By-law.
- Location of Septic System
- Location of well
- Parking spaces
- Driveway
- Fire pit

If applicable, please attach the approved permit from the Public Health Unit, Sudbury & Districts.

**I confirm that the information provided on this application form is true to the best of my knowledge and belief.**

**I agree to comply with the provisions of this By-law.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Reviewed by the Township of Assiginack Administrative Staff:**

\_\_\_\_\_  
**Issuing Officials Signature**

\_\_\_\_\_  
**Date**

**The Corporation of the Township of Assiginack  
Trailer Licensing**

**PART 1 PROVINCIAL OFFENCES ACT  
Schedule "C" - Penalty Provision**

<b>ITEM</b>	<b>SHORT FORM WORDING</b>	<b>PROVISION CREATING OR DEFINING THE OFFENCE</b>	<b>SET FINE</b>
1.	Fail to obtain a license for trailer over 30 day limit	3.1	\$300.00
2.	Fail to vacate trailer at any time during the months of December through to April	3.3	\$300.00
3.	Allow additions to a constructed trailer such as sunrooms, porches, roofs or decks	3.4	\$300.00
4.	Locating mobile home on property	3.9	\$300.00
5.	Trailer not conforming to setback requirements of the Zoning By-law	3.10	\$300.00
6.	Have more than one (1) trailer per property	5.8	\$300.00
7.	Allow person(s) to locate trailer on his/her property without a license	6.2	\$300.00
8.	Obstruct person designated to enforce this By-law	7.2	\$300.00

**Note: The general penalty provision for the offences listed above is Section 8.1 of the By-law 20-14, a certified copy of which has been filed.**