

MUNICIPALITY



OF ASSIGINACK

BOX 238, MANITOWANING, ONT., P0P 1N0

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

www.assiginack.ca

REGULAR VIRTUAL MEETING OF COUNCIL

Via ZOOM

Tuesday, April 6, 2021 5:00 pm

AGENDA

For Consideration:

1. OPENING

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

2. ANNOUNCEMENTS

3. ADOPTION OF MINUTES

- a) Regular Virtual Meeting of March 9, 2021
- b) Regular Meeting of Manitoulin East Municipal Airport Commission Meeting of March 1, 2021

4. DELEGATIONS

NONE

5. REPORTS

- a) Manitowaning Lagoon System Annual Report 2020
- b) Water System Financial Plan 2021
- c) 2020 Assiginack Public Library Annual Report

6. ACTION REQUIRED ITEMS

- a) Accounts for Payment : General \$ 220,783.61
Payroll: \$ 63,578.23
- b) Consent Application B 04-21 Recommendation
- c) Community Safety and Well Being Report Requirements
- d) Unopened Road Allowance Closure Requests
- e) Declare Clover Valley School House Surplus

7. INFORMATION ITEMS

- a) Stantec Swing Bridge Correspondence

8. BY-LAWS

- a) By-law # 21-05 Agreement with Office of Fire Marshal Fire Department
Funding

9. CLOSED SESSION

- a) Personnel and Land Issues

10. ADJOURNMENT

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held and hosted by way of a Zoom Conference video call on Tuesday, March 9, 2021 at 5:00 pm.

Present: Mayor Dave Ham
Councillor Dave McDowell
Councillor Rob Maguire
Councillor Christianna Jones
Councillor Hugh Moggy

Staff: Alton Hobbs, CAO, Deputy Clerk
Deb MacDonald, Treasurer
Freda Bond, Tax and Utilities Manager
Jackie White, PEC
Shelba Millette, EDO
Dwayne Elliott, Fire Chief

PRESS Alicia McCutcheon, Expositor

OPENING:

#030-03-2021 D. McDowell - H. Moggy

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

CARRIED

AGENDA:

#031-03-2021 C. Jones - R. Maguire

THAT we confirm the attendance of all the Members of Council electronically (on Zoom) and adopt the agenda as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

NONE

ADOPTION OF MINUTES:

#032-03-2021 H. Moggy - D. McDowell

THAT the Minutes of the Regular Council Meeting of February 2, 2021 be accepted.

CARRIED

#033-03-2021 R. Maguire – C. Jones

THAT the Minutes of the Manitoulin Planning Board Meeting of January 26, 2021 be received.

CARRIED.

#034-03-2021 D. McDowell- H. Moggy

THAT the Minutes of the Manitoulin East Municipal Airport Commission Meeting of February 1, 2021 be accepted.

CARRIED.

DELEGATIONS:

NONE

REPORTS:

#035-03-2021 R. Maguire – C. Jones

THAT we acknowledge receipt of the 2020 Annual Report on the Manitowaning Drinking Water System from OCWA.

CARRIED

#036-03-2021 H. Moggy – D. McDowell

THAT we acknowledge receipt of the 2020 Annual Report on the Sunsite Estates Drinking Water System from OCWA.

CARRIED

ACTION REQUIRED ITEMS:

#037-03-2021 D. McDowell - H. Moggy

THAT Council authorizes the following Accounts for Payment:

General: \$275,969.31;

AND THAT the Mayor and administration be authorized to complete cheques #30631 through #30664 and #30670 through #30696 as described in the attached cheque register report.

CARRIED

#038-03-2021 C. Jones - R. Maguire

THAT Council authorizes the following Accounts for Payment:

Payroll: \$39,883.62;

AND THAT the Mayor and administration be authorized to complete cheques #30626 through #30630 and #30665 through #30669 as described in the attached cheque register report.

CARRIED

#039-03-2021 H. Moggy - D. McDowell

THAT Council supports the Township of Larder Lake Resolution expressing concerns over the rising comprehensive insurance program premium increases being seen across the municipal sector.

CARRIED

#040-03-2021 R. Maguire - C. Jones

THAT we inform the Leask Bay Cottagers Association that we cannot enter a road maintenance agreement in perpetuity, and that the Association's willingness to collect winter road maintenance fees from its members was a necessary condition to the Township entering into the original agreement.

CARRIED

#041-03-2021 D. McDowell - H. Moggy

THAT we advise the Manitoulin Planning Board that we trust that they will allocate the remaining OP Reserves to an appropriate use that benefits all board members.

CARRIED

#042-03-2021 C. Jones – R. Maguire

THAT Council inform our MPP Mike Mantha, that we strongly support his efforts to ensure that the Ontario Fire College remains open and accessible to municipal fire fighters.

CARRIED

#043-03-2021 HJ. Moggy – D. McDowell

THAT we inform Mr. Atherton that we will object to Hydro One concerning the elimination of a seasonal rate class and shifting the residential low density class or any other such administrative changes that result in rate increases.

CARRIED

INFORMATION ITEMS:

#044-03-2021 R. Maguire – C. Jones

THAT we acknowledge receipt of the following correspondence items:

- a) 2020 Building Department Activity Report
- b) Township of Archipelago: MEA Amendments
- c) Township of Guelph/Eramosa: MFIPPA legislation

CARRIED

BY-LAWS:

#045-03-2021 R. Maguire - C. Jones

BE IT RESOLVED THAT By-law #21-03, being a by-law to Authorize a Confidentiality Agreement with the Sault Ste Marie Innovation Centre for a Vulnerable Persons Registry be given first, second, third and final reading and enacted in Open Council.

CARRIED

CLOSED SESSION:

#046-03-2021 H. Moggy – D. McDowell

BE IT RESOLVED THAT in accordance with By-law #02-02 as amended and Section 239 of the Municipal Act, Council proceed to a closed session (in camera) at 5:10 pm in order to attend to a matter pertaining to:

- a) Personal matters about an identifiable individual
- b) A proposed or pending acquisition of land by the Municipality.

CARRIED

#047-03-2021 D. McDowell – H. Moggy

THAT we adjourn from our closed session at 5:45 pm and resume our Regular Meeting.

CARRIED

CLOSING:

#048-03-2021 C. Jones - R. Maguire

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

CARRIED

David Ham, MAYOR

Alton Hobbs, CAO/DEPUTY CLERK

5:45 p.m.

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

RECEIVED
MAR 02 2021

**Manitoulin East Municipal Airport Commission Inc.
Commission Meeting Minutes**

Meeting of March 1, 2021

Present: G. Dobbs D. Ham; Rob Maguire; B. Koehler; D. Williamson; J. Ferguson; Bruce Wood

Meeting call to order by Dave Ham at 7:00 PM (on "Zoom" format)

Declaration of pecuniary interest- nil

Motion 2021 03 12

Moved by Bruce Wood

Second by Bill Koehler

Resolved that the Commission approves the agenda for the meeting of March 1, 2021.

Carried

Motion 2021 03 13

Moved by Rob Maguire

Second by Jim Ferguson

Resolved that the Commission approves the minutes of the meeting of February 1, 2020

Carried

Motion 2021 03 14

Moved by Rob Maguire

Second by Jim Ferguson

Resolved that the Commission accept the managers' report for the month of February 2021.

Carried

Motion 2021 03 15

Moved by Bruce Wood

Second by Bill Koehler

Resolved that the Commission accept the treasurers report for February 2021.

Carried

Motion 2021 03 16

Moved by Jim Ferguson

Second by Bruce Wood

Resolved that the Commission meeting of March 1, 2021 does now adjourn at 7:20 PM.

Carried



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Espanola Hub
148 Fleming St, Suite 5
Espanola, ON P5E 1R8

Tel: 705 869 5578
Fax: 705-869-4374
www.ocwa.com

March 31, 2021

Alton Hobbs, Chief Administrative Officer
The Corporation of the Township of Assiginack
156 Arthur St. P.O. Box 238
Manitowaning, Ontario
P0P 1N0

Re: Manitowaning Lagoon 2020 Annual Report

Dear Mr. Hobbs;

Attached is the 2020 Annual Report for the Manitowaning Lagoon. This report is completed based on the information we have in our records in accordance with the Certificate of Approval.

As per Section 10(6) of the C of A, a copy of the report has been submitted to the Ministry of the Environment for their records.

Sincerely,

A handwritten signature in black ink that reads "Sarah Beaulieu".

Sarah Beaulieu
Process & Compliance Technician
Ontario Clean Water Agency

RECEIVED
MAR 31 2021

NW

Manitowaning Lagoons

Annual Operating Report

ECA 4826-9ALL3Q
Issued August 30, 2013

January 1, 2020 – December 31, 2020

Prepared by the Ontario Clean Water Agency
For Corporation of the Township of Assiginack



SECTION 1: INTRODUCTION

The Ontario Clean Water Agency (OCWA) acts as the operating authority for the Manitowaning wastewater treatment. This document is prepared by OCWA in accordance with Environmental Compliance Approval (ECA) #4826-9ALL3Q. The report is required to include the following information:

- (a) A summary of all monitoring data, including an overview of the success and adequacy of the works;
- (b) A description of any operating problems encountered and corrective actions taken;
- (c) A summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the works;
- (d) A description of efforts made and results achieved in meeting the effluent objectives of condition no.6;
- (e) A summary of any complaints received during the reporting period and any steps taken to address the complaints;
- (f) A summary of all bypass, spill or abnormal discharge events

SECTION 2: Description of Facility

Capacity of Facility: 495 m³/d
Service Area: Manitowaning
Service Population:
Effluent Receiver: Manitowaning Bay
Major Process: Continuous Discharge Lagoons – 2 cells
Facility Classification: Wastewater Treatment Class 1
Collection Classification:

SECTION 3: Executive Summary

The Manitowaning Lagoon is a continuous flow-through lagoon. Three proprietary baffle walls are used to extend retention time to provide better treatment. Nine floating Mechanical aerators are also located in the lagoon

Sampling parameters were exceeded in May and June for Total Phosphorous in the effluent.

The total effluent discharge from the lagoons for the year was 72,758m³.

The total raw sewage flow into the lagoons for the year was calculated to be 110,574m³.



SECTION 4: Process Data

The facility operator collects grab samples of raw sewage and sends them to an accredited laboratory for analysis. Raw flows are calculated using a weir type flow meter.

Raw (Influent) Sampling					
Parameter	Frequency	Method	Results		
			Min	Avg	Max
CBOD ₅ (mg/L)	Monthly	Grab – External Analysis (Lab)	12	84	152
TSS (mg/L)	Monthly	Grab – External Analysis (Lab)	16	97.9	176
TP (mg/L)	Monthly	Grab – External Analysis (Lab)	0.11	1.52	3.94
Flow (m ³ /d)	Daily	Engineered Calculation – Weir Flow Meter	137	302	1,268

The facility operator collects effluent samples and sends them to an accredited laboratory for analysis each month. Effluent volumes are considered to be equivalent to raw flows.

Treated (Effluent) Sampling		
Parameter	Frequency	Method
CBOD ₅	Monthly	Grab – External Analysis (Lab)
TSS	Monthly	Grab – External Analysis (Lab)
TP	Twice Per Month	Grab – External Analysis (Lab)
TAN	Monthly	Grab – External Analysis (Lab)
TKN	Monthly	Grab – External Analysis (Lab)
Nitrate	Monthly	Grab – External Analysis (Lab)
Nitrite	Monthly	Grab – External Analysis (Lab)
<i>E.coli</i>	Monthly	Grab – External Analysis (Lab)
Flow	Daily During Discharge	Equivalent to Raw Flows

Compliance limits are based on monthly average for effluent concentrations. In addition, the discharge must be essentially free of floating and settleable solids and does not contain oil or other substance in amounts sufficient to create a visible film or sheen or foam or discoloration on the receiving waters.

The raw and effluent parameters specified in the above and below tables are analyzed by SGS Lakefield Research, an accredited laboratory located in Lakefield, Ontario.

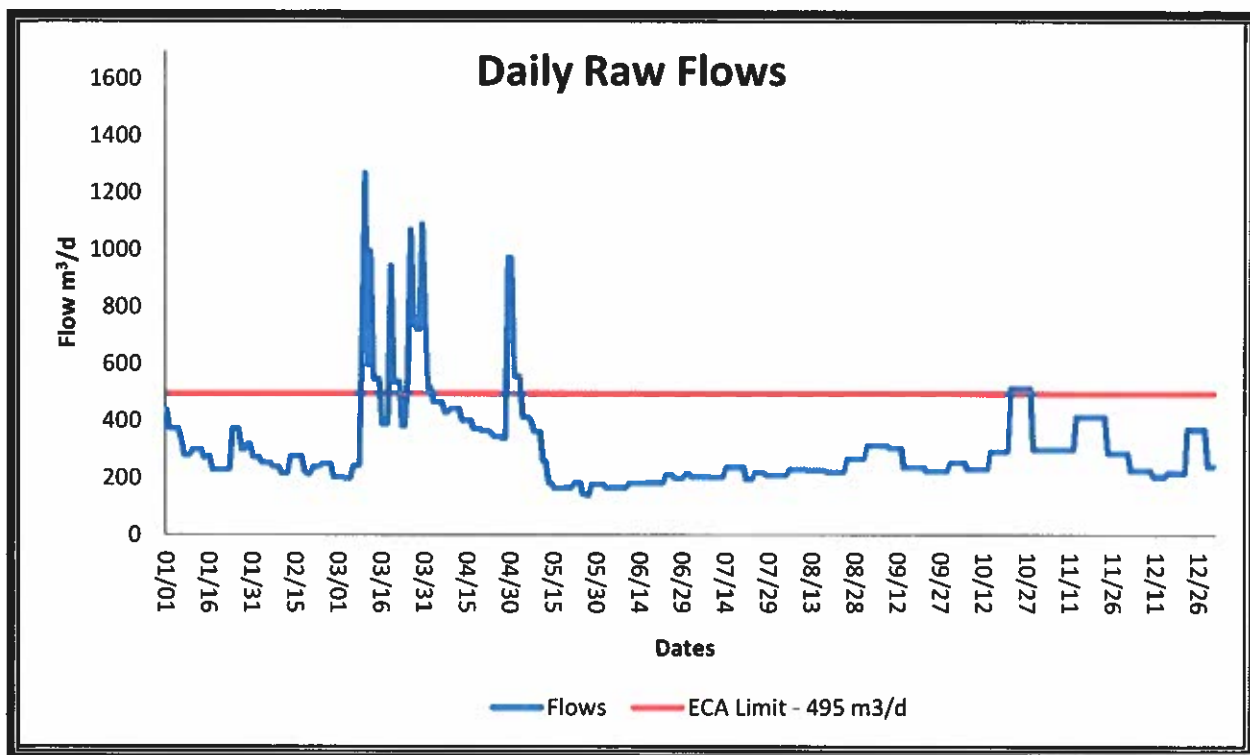


Treated (Effluent Discharge) Sampling											
Month	CBOD Avg mg/L	TSS Avg mg/L	TP Avg mg/L	pH			TAN Avg mg/L	TKN Avg mg/L	Nitrate Avg mg/L	Nitrite Avg mg/L	*E.coli Avg (CFU/100mL)
				Min	Avg	Max					
January	10	12	0.71	7.06	7.34	7.61	2.2	2.9	0.39	0.03	118
February	4	3	0.65	7.06	7.11	7.15	4.5	6	0.25	0.03	214
March	13	11	0.195	8.49	8.66	8.83	4.4	6	0.45	0.03	56
April	13	23	0.23	9.22	9.24	9.25	0.1	1.5	0.06	0.03	2
May	16	22	1.17	7.71	8.52	9.33	0.3	1.7	0.06	0.03	2
June	4	4	1.70	7.63	7.63	7.633	3.4	4.2	0.06	0.03	6
July											
August											
September	4	2	0.13	7.28	7.28	7.28	0.3	0.9	0.40	0.1	94
October	2	2	0.07	7.32	7.42	7.51	0.1	0.5	0.36	0.03	12
November	4	6.5	0.04	7.92	7.92	7.92	0.15	0.5	0.755	0.045	144.9
December	4	7	0.035	7.92	7.92	7.92	0.3	0.7	0.56	0.03	76
Max	16	23	1.70			9.33	4.5	6	0.755	0.045	214
Average	7.09	9	0.444		7.96		1.45	2.31	0.373	0.039	79.1
Min	2	2	0.035	7.06			4.5	0.5	0.06	0.03	2
ECA Limit	30	40	1.0								
ECA Objective	25	30	1.0	6.0 – 9.5 at all times							

* E.coli average is calculated as a geometric mean

Only those monitoring results collected during the corresponding time period shall be used in calculating the seasonal average concentration

Month	Flow Volumes			
	Total Volume (m ³)	Avg Daily Flow (m ³ /d)	Peak Daily Flow (m ³ /d)	Effluent Volumes (m ³)
January	9,361	301.97	438	7,272
February	7,073	243.9	276	4,740
March	17,104	551.74	1,268	11,849
April	13,348	444.93	971	13,093
May	8,103	261.39	556	6,150
June	5,521	184.03	214	90
July	6,612	213.29	238	0
August	7,225	233.06	267	0
September	7,963	265.43	313	8,144
October	10,173	328.16	514	7,071
November	10,152	338.4	413	8,611
December	7,939	256.1	369	5,738
Total	110,574			72,758
Average		302.11		
Maximum			1,268	



Year	Total Raw Sewage Flow m ³ /d	Avg Day Sewage Flow m ³ /d	Max Day Sewage Flow m ³ /d	Avg Day % of rated capacity 495 m ³ /d
2020	110,574	302.11	1,268	61%
2019	117,818	332.79	1,392	67%
2018	108,621	298.30	1,164	60%
2017	120,557	330.29	1,178	66.7%

The annual average flows measured into the sewage lagoon did not exceed the specified rated capacity of the facility.

The average raw daily sewage flows (302.11 m³/d) were approximately 61% of the rated capacity. The highest recorded peak flow occurred in March (1,268 m³/d) and was approximately 256% of the average rated capacity. The high flows are attributed to the spring freshet and infiltration.

The total raw sewage flow into the lagoons for the year was calculated to be 110,574m³.

The calculated monthly average of total phosphorous for the month of May was 1.17 mg/L, the calculated monthly average for the month of June was 1.70 mg/L. Phosphorus issues have been an ongoing issue during warmer months.



There were no other issues with meeting any other compliance or objective limits throughout the year.

In an effort to meet compliance and objective limits, aeration and ferric injection are components of the process.

The operator did not observe a visible film, sheen, foam or discoloration on the receiving waters nor did he notice floating or settleable solids at any time during discharge of the lagoons.

The total effluent discharge from the lagoons for the year was 72,758m³.

Based on the above monitoring program and sampling records, the sewage works provided adequate treatment within the required average daily flows while providing a quality effluent.

SECTION 5: Facility Upsets & Non Compliances

The calculated monthly average of total phosphorous for the month of May was 1.17 mg/L, the calculated monthly average for the month of June was 1.70 mg/L. Phosphorus issues have been an ongoing issue during warmer months. OCWA and the Owner hired Dave Neely, a process expert, to assess the system. Dave worked with the Operator and PCT to make adjustments to the ferric dosage which has helped reduce phosphorus levels. The Operator and PCT will continue to closely monitor phosphorus levels during the 2021 summer.

There were no other process issues or bypasses for the 2020 reporting period.

SECTION 6: Maintenance

Plant maintenance is monitored using a Work Management System (WMS). Maintenance reports are attached as Appendix A. There was no major maintenance for 2020.

A V-Notch flow meter is used to measure effluent flows from the lagoon, this was calibrated May 15, 2020. Another flow meter is used to measure raw flows; the raw flow meter was calibrated May 14, 2020. Verification records are maintained on site and electronically on the OCWA Hub server.

SECTION 7: Complaints

There were no community complaints for the 2020 reporting period.

RECEIVED
FEB 19 2021



Township of Assignack

O.Reg 453/07
Water System Financial Plan
No. 254-301A
(February 19, 2021)



DFA Infrastructure International Inc.



DFA Infrastructure International Inc.

33 Raymond Street St. Catharines Ontario Canada L2R 2T3

Telephone: (905) 938 -0965 Fax: (905) 937-6568

February 19, 2021

Deb MacDonald
Treasurer/Deputy CAO
Township of Assinack
P.O. Box 238, 156 Arthur Street
Manitowaning, ON
POP 1N0

Re: Township of Assinack, O.Reg 453/07 Water System Financial Plan No. 254-301A

Dear Deb:

We are pleased to submit the updated Water System Financial Plan No. 254-301A prepared in accordance with the requirements of O.Reg 453/07 as required for the Township's water system license renewal application. The attached Water System Financial Plan is based on the extent of the information as provided by the Township.

Please do not hesitate to contact us if you have any questions or require clarification on any aspect of the financial plan.

Yours truly,

DFA Infrastructure International Inc.
Derek Ali, MBA, P.Eng.
President

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Transmittal Letter

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1 Introduction

1.1 Background

The Township of Assiginack (Township) maintains two water treatment plants providing drinking water to approximately 327 customers through its Manitowaning and Sunsite Estates drinking water systems. The Township retains the services of the Ontario Clean Water Agency (OCWA) to operate these facilities and recovers its water related costs through a flat fee charged to its customers.

Under O.Reg. 188/07, the Township is required to obtain a Drinking Water System Licence which was received on September 14th, 2011 and is valid for a period of 5 years. The first renewal of the Township’s Drinking Water System Licence was obtained September 14th, 2016 therefore the existing drinking water system licence is due to expire on September 14th, 2021. A condition of the application for renewal of the licences is the preparation of an updated water system financial plan in accordance with O.Reg. 453/07. This document presents the updated financial plan.

1.2 Purpose

The primary purpose of this document is to present an updated single water financial plan as defined in O.Reg. 453/07, thereby allowing the Township to fulfil its obligations under the drinking water licensing regulations for the renewal of its drinking water systems licence as shown in Table 1.1. The number for the updated financial plan is 254-301A as it covers all of the water systems.

Table 1-1: Water Systems Included in the Updated Financial plan

Water System	Licence No.
Sunsite Drinking Water System	254-101
Manitowaning Drinking Water System	242-101

2 Regulatory Requirements

Regulation 188/07 under the Safe Drinking Water Act requires Ontario municipalities to apply for and obtain Drinking Water System Licences as part of their overall DWQMS. One of the requirements of holding a valid drinking water licence is preparing and submitting to the Province an updated financial plan in accordance with O.Reg. 453/07. The financial plan must include financial statements on the following:

- The proposed or projected financial position of the drinking water systems;
- The proposed or projected gross cash receipts and gross cash payments;
- The proposed or projected financial operations of the drinking water system; and

- Details on the extent to which the above information applies to the replacement of lead service pipes, if applicable.

Appendix A lists each requirement of the regulation and references the respective financial statements and other items that contain relevant information required under each item. The financial plan must apply to a period of at least six (6) years with the first year being the year the existing licence expires. In the Township's case, the updated plan covers the period 2021 to 2026 inclusive.

It is anticipated that this financial plan would be made available to the public at no charge and posted on the Township's website following final approval of the plan by resolution of Council. This will be confirmed through separate correspondence at the time of submission to the Ministry of Municipal Affairs and Housing (MMAH).

3 Key Considerations

This section presents the projections for key items over the six (6) year period and the assumptions used in order to prepare the financial plan. These include:

- Operations & Maintenance (O&M) cost projections;
- Capital forecasts;
- Revenue requirements;
- Debt repayments;
- Tangible Capital Asset (TCA) projections; and
- Reserve projections.

The financial projections are based on the data sources identified in Table 4-4 and other relevant information provided by Township staff.

3.1 Operating & Maintenance (O&M) Cost Projections

The Township's annual operating budget includes costs related to the following:

- Water system operations and maintenance costs;
- Transfers to capital reserves; and
- Debt servicing costs.

A portion of these costs is offset by various non-rate revenues.

The assumptions used in arriving at the projection of the gross costs and non-rate revenues over the six (6)-year period from 2021 to 2026 are as follows:

- Water O&M costs (not including non-recurring costs and reserve transfers) increase annually by 2.0%;
- Transfers to capital reserves are assumed to remain constant over the forecast period;
- Annual debt servicing costs over the forecast period reflects estimated debt servicing on the existing debt issued for the water treatment plant;
- Miscellaneous revenues from non-rate fees and charges are increased over the forecast period by 2.0%; and
- Recoveries related to the debt servicing of the Water Treatment Plant debt are billed directly to the affected water users.

Table 3-1 summarizes the gross operating costs, non-rate revenues and net costs to be recovered from users through the Township's water rate charges.

Table 3-1: O&M Cost Projections

	2021	2022	2023	2024	2025	2026
Water Works Operating	\$167,736	\$171,090	\$174,512	\$178,002	\$181,562	\$185,194
Water Works Hydro	\$75,000	\$76,500	\$78,030	\$79,591	\$81,182	\$82,806
Plant Phone/Internet	\$4,650	\$4,743	\$4,838	\$4,935	\$5,033	\$5,134
Insurance Premium (Township)	\$1,500	\$1,530	\$1,561	\$1,592	\$1,624	\$1,656
Equip Repairs, Materials & Supplies	\$31,500	\$32,130	\$32,773	\$33,428	\$34,097	\$34,779
Miscellaneous Wages	\$1,000	\$1,020	\$1,040	\$1,061	\$1,082	\$1,104
Transfers to Reserves	\$30,700	\$30,700	\$30,700	\$30,700	\$30,700	\$30,700
Debt servicing	\$70,898	\$69,570	\$68,243	\$66,915	\$65,587	\$64,260
Gross Operating Costs	\$382,983	\$387,284	\$391,696	\$396,224	\$400,868	\$405,632
Misc Revenue (Fill-Up Station)	\$4,500	\$4,590	\$4,682	\$4,775	\$4,871	\$4,968
Recovery of Water Debt from Users	\$70,898	\$69,570	\$68,243	\$66,915	\$65,587	\$64,260
Non-Rate Revenues	\$75,398	\$74,160	\$72,924	\$71,690	\$70,458	\$69,228
Net Operating Cost to be Recovered from User Fees	\$307,586	\$313,123	\$318,772	\$324,533	\$330,410	\$336,404
Annual Percent Change		1.8%	1.8%	1.8%	1.8%	1.8%

3.2 Capital Forecast

The capital forecast used for the financial plan is presented in Appendix B. This identifies capital spending and funding provisions between 2016 and 2021. (Recommended capital spending was provided by OCWA and adjusted where necessary to meet the Township's affordable funding level)

3.3 Revenue Requirements

The Township recovers its net costs through flat user fees charged to its various customer classes. The projection of revenues required from user fees over the six (6)-year period from 2021 to 2026 are detailed above in Table 3-1. The revenue requirements from the rates are projected to be approximately \$308 thousand in 2021, increasing to approximately \$336 thousand by 2026.

3.4 Debt Projections

The Township is projected to hold a 2021 opening debt balance of \$682 thousand related to the Water Treatment Plant. As reflected in Table 3-2, the Township’s outstanding debt is expected to decrease to \$357 thousand by the end of 2026.

Table 3-2: Debt Projections

Year	2021	2022	2023	2024	2025	2026
Opening Debt Balance	\$682,075	\$627,888	\$573,701	\$519,514	\$465,328	\$411,141
Principal Repayment	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)
New Debt Issue	\$0	\$0	\$0	\$0	\$0	\$0
Closing Debt Balance	\$627,888	\$573,701	\$519,514	\$465,328	\$411,141	\$356,954

3.5 Tangible Capital Assets (TCA) Projections

The Township’s PSAB 3150 TCA data was used to develop the financial information related to the Township's water assets which include:

- Infrastructure;
- Buildings; and
- Machinery and Equipment

The TCA projections for the study period are presented in Table 3-3 and are based on the following assumptions:

- Amortization of existing assets is based on the Township’s Tangible Capital Assets Policies and Procedures. Amortization of new assets is based on straight line depreciation with half-year depreciation charged in the year of acquisition;
- Historical costs, life expectancy and remaining useful life as per the PSAB 3150 data provided by the Township;
- Fully depreciated assets continue to be used in service i.e. no asset removals;
- Value of new assets are based on the capital provisions presented in Appendix B and are assumed to be all Infrastructure related. These values are added to the TCA in the year identified and depreciated over their useful life; and
- Contributed assets from new development are assumed to be zero as current growth is mostly due to infilling.

As detailed in Table 3-3, the depreciated value of the Township’s water system is projected to decrease from approximately \$4.2 million at the end of 2021 to \$3.7 million at the end of 2026.

Table 3-3: TCA Projections

TCA	2021	2022	2023	2024	2025	2026
Historical Cost	\$ 6,686,265	\$ 6,765,017	\$ 6,798,812	\$ 6,819,665	\$ 6,835,323	\$ 6,841,890
Accumulated Amortization (Beginning)	\$ 2,323,651	\$ 2,468,537	\$ 2,614,673	\$ 2,761,702	\$ 2,909,167	\$ 3,056,922
Amortization Expense	\$ 144,886	\$ 146,136	\$ 147,030	\$ 147,464	\$ 147,755	\$ 147,932
Accumulated Amortization (Ending)	\$ 2,447,507	\$ 2,572,395	\$ 2,710,220	\$ 2,851,987	\$ 2,995,451	\$ 3,141,550
Net Book Value	\$ 4,238,758	\$ 4,192,622	\$ 4,088,592	\$ 3,967,678	\$ 3,839,873	\$ 3,700,340

3.6 Reserve Balances

The projected transfers to and from the Township’s water related reserves and their respective balances are presented in Tables 3-4 and 3-5 and include reserves related to:

- Manitowaning Water Reserve; and
- Sunsite Water Reserve.

Contributions to the reserves were based on the 2021 operating budget with the contributions being kept constant over the forecast period. In 2021 however there is a provision in each reserve for the last repayment of a loan made previously from the water reserves. Reserve contributions to fund the proposed water capital forecast have been allocated equally from each of the Manitowaning and Sunsite Water Reserves.

Table 3-4: Manitowaning Water Reserve

	2021	2022	2023	2024	2025	2026
Opening Balance	\$155,801	\$125,855	\$93,355	\$89,355	\$93,580	\$101,105
Transfer from Operating (Operating)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Transfer from Operating (Capital)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Repayment of Loan from Reserve	\$2,554	\$0	\$0	\$0	\$0	\$0
Transfer to Capital	\$50,000	\$50,000	\$21,500	\$13,275	\$9,975	\$4,200
Closing Balance	\$125,855	\$93,355	\$89,355	\$93,580	\$101,105	\$114,405

Table 3-5: Sunsite Water Reserve

Description	2021	2022	2023	2024	2025	2026
Opening Balance	\$160,457	\$126,211	\$89,411	\$81,111	\$81,036	\$84,261
Transfer from Operating (Operating)	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Operating (Capital)	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200	\$13,200
Repayment of Loan from Reserve	\$2,554	\$0	\$0	\$0	\$0	\$0
Transfer to Capital	\$50,000	\$50,000	\$21,500	\$13,275	\$9,975	\$4,200
Closing Balance	\$126,211	\$89,411	\$81,111	\$81,036	\$84,261	\$93,261

3.7 Lead Service Pipe Removal

Based on the information provided by the Township, there are no lead pipes to be replaced. Therefore, the financial statements do not include costs associated with lead service pipe removal.

4 Financial Statements

This financial plan involves the review, analysis and assessment of financial information as provided by the Township including costs, revenues, debt, cash transactions and Tangible Capital Assets (TCA) to prepare the following three (3) financial statements covering the period 2021 – 2026 as required under O.Reg 453/07:

- Statement of Financial Position.
- Statement of Operations; and
- Statement of Cash Flow

4.1 Statement of Financial Position

The Statement of Financial Position is presented in Table 4-1. This statement summarizes the Township's water-related financial and non-financial assets i.e. Tangible Capital Assets (TCA) and liabilities, and provides the net financial asset (or net debt) position and accumulated surplus related to managing the water system.

The financial assets are the cash balances in the Township's water reserves and reserve funds. Liabilities consist of the water long-term debt.

The non-financial assets (TCA) include the Township's water infrastructure. The historical costs are amortized over the asset life to arrive at the net book value each year from 2021 to 2026. New assets are added in the years acquired, developed or built. It is assumed that other non-financial assets such as inventory and prepaid expenses are zero.

Contained within the Statement of Financial Position are important indicators, the first being net financial assets (or net debt) which is defined as the difference between financial assets and liabilities. This indicator provides a measure of the water system's "future revenue requirement". Table 4-1 indicates that in 2021 the Township's water system will be in a net debt position of \$376 thousand. The net debt position will reduce to \$149 thousand by 2026. The net debt position indicates that financial resources will be required to fund future operations. The reduction in the net debt position over the forecast period is due to a significant reduction in the water plant debt, offset by a decrease in the cash balance.

The next important indicator contained in the Statement of Financial Position is the net book value of TCA. Table 4-1 shows that net TCA are expected to decrease over the forecast period by about \$538 thousand. This indicates that the Township will not be investing in tangible capital assets in excess of the consumption of existing assets. Further, the asset consumption ratio indicates the percentage of the "life" of the assets that has been "used". This ratio is the accumulated amortization of the water assets as a percent of historical cost. It highlights the aged condition of the assets and their potential replacement needs. The Township's Water Asset

Consumption Ratio increases from 37% in 2021 to 46% in 2026. This suggests that the water system would be approximately 46% through its life expectancy by 2026 with approximately 54% of its life remaining. As this percentage would increase with time, consideration should be given to allocating adequate funds to finance the replacement or rehabilitation of aging assets as they expire.

Another important indicator in the Statement of Financial Position is the accumulated surplus. This indicator provides a measure of the resources available to the Township for managing its water system. The accumulated surplus is projected to decrease from approximately \$3.9 million in 2021 to approximately \$3.6 million by 2026. The accumulated surplus consists of non-financial assets that are made up of the net TCA balance representing past investments in water infrastructure, offset by the net debt position.

Table 4-1: Statement of Financial Position

	2021	2022	2023	2024	2025	2026
Financial Assets						
Cash, Receivables and Investment	\$252,066	\$182,766	\$170,466	\$174,616	\$185,367	\$207,667
Total Financial Assets	\$252,066	\$182,766	\$170,466	\$174,616	\$185,367	\$207,667
Financial Liabilities						
Accounts Payable & Deferred Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Long-term Liabilities	\$627,888	\$573,701	\$519,514	\$465,328	\$411,141	\$356,954
Total Financial Liabilities	\$627,888	\$573,701	\$519,514	\$465,328	\$411,141	\$356,954
Net Financial Assets (Net Debt)	(\$375,822)	(\$390,935)	(\$349,048)	(\$290,711)	(\$225,774)	(\$149,287)
Non-Financial Assets						
Tangible Capital Assets	\$6,686,265	\$6,765,017	\$6,798,812	\$6,819,665	\$6,835,323	\$6,841,890
Accumulated Amortization	(\$2,447,507)	(\$2,572,395)	(\$2,710,220)	(\$2,851,987)	(\$2,995,451)	(\$3,141,550)
Total Non-Financial Assets	\$4,238,758	\$4,192,622	\$4,088,592	\$3,967,678	\$3,839,873	\$3,700,340
Accumulated Surplus	\$3,862,936	\$3,801,687	\$3,739,544	\$3,676,966	\$3,614,098	\$3,551,053
Financial Indicators						
Increase (Decrease) in Net Financial Assets	(\$15,113)	(\$15,113)	\$41,887	\$58,337	\$64,937	\$76,487
Increase (Decrease) in Tangible Capital Assets	(\$44,886)	(\$46,136)	(\$104,030)	(\$120,914)	(\$127,805)	(\$139,532)
Increase (Decrease) in Accumulated Surplus	(\$59,999)	(\$61,249)	(\$62,143)	(\$62,578)	(\$62,868)	(\$63,045)
Water Asset Consumption Ratio	37%	38%	40%	42%	44%	46%

4.2 Statement of Operations

The Statement of Operations is presented in Table 4-2. It summarizes the annual revenues and expenses associated with managing the Township's water systems. It provides a report on the transactions and events that have an influence on the accumulated surplus. The main revenue items included are:

- Revenues from Water Charges;
- Other Revenues (administrative fees, and other direct charges such as Fill Station Revenues); and
- Recoveries of Water Treatment Plant debt related costs.

The main expense items are:

- The annual cost of operating and maintaining the water systems;
- Interest on long-term debt; and
- Amortization expenses on existing and added TCA.

The operating surplus (or deficit) is an important indicator contained in the Statement of Operations. An operating surplus (deficit) measures whether operating revenues generated in a year were sufficient to cover operating expenses incurred in that year. It is important to note that an annual surplus is necessary to ensure funds will be available to address non-expense items such as TCA acquisitions over and above amortization expenses, reserve/reserve fund contributions for asset replacement, and repayment of outstanding debt principal.

As reflected in Table 4-2 operating deficits are projected to occur each year over the forecast period and averages \$62 thousand per year. System long-term sustainability is dependent upon ensuring, on average, that current period expenses are less than current period revenues, as such the Township's water system is not considered financially sustainable over the long term. It is therefore recommended that the Township undertake a long-term financial planning exercise to develop financial policies and strategies to address the fiscal long-term sustainability of the Manitowaning and Sunsite water systems.

Table 4-2: Statement of Operations

	2021	2022	2023	2024	2025	2026
Water Revenue						
Rate Revenue	\$307,586	\$313,123	\$318,772	\$324,533	\$330,410	\$336,404
Other Revenue	\$75,398	\$74,160	\$72,924	\$71,690	\$70,458	\$69,228
Total Revenues	\$382,983	\$387,284	\$391,696	\$396,224	\$400,868	\$405,632
Water Expenses						
Operating Expenses	\$281,386	\$287,013	\$292,754	\$298,609	\$304,581	\$310,673
Interest on Debt	\$16,711	\$15,383	\$14,056	\$12,728	\$11,401	\$10,073
Amortization	\$144,886	\$146,136	\$147,030	\$147,464	\$147,755	\$147,932
Total Expenses	\$442,982	\$448,533	\$453,839	\$458,801	\$463,736	\$468,678
Annual Surplus/(Deficit)	(\$59,999)	(\$61,249)	(\$62,143)	(\$62,578)	(\$62,868)	(\$63,045)
Accumulated Surplus/(Deficit), Beginning of Year	\$3,922,935	\$3,862,936	\$3,801,687	\$3,739,544	\$3,676,966	\$3,614,098
Accumulated Surplus/ (Deficit), End of Year	\$3,862,936	\$3,801,687	\$3,739,544	\$3,676,966	\$3,614,098	\$3,551,053
Financial Indicators						
Increase (Decrease) in Total Revenues	N/A	\$4,300	\$4,413	\$4,527	\$4,645	\$4,764
Increase (Decrease) in Total Expenses	N/A	\$5,550	\$5,306	\$4,962	\$4,935	\$4,941
Increase (Decrease) in Annual Surplus	N/A	(\$1,250)	(\$894)	(\$435)	(\$291)	(\$177)
Operating Surplus Ratio	N/A	-15.8%	-15.9%	-15.8%	-15.7%	-15.5%

4.3 Statement of Cash Flows

The Statement of Cash Flow is presented in Table 4-3. This statement summarizes the main cash inflows and outflows related to the water system in four (4) main areas - operating, capital, investing and financing, and shows the annual changes in cash.

The operating cash transactions begin with the surplus or deficit identified in the Statement of Operations. This figure is adjusted to add or subtract non-cash items that were included as revenues or expenses (e.g. amortization expenses and earned revenues). The investing section reflects any investing of water related funds or repayment of past loans from the reserves. The capital section indicates the amounts to be spent to acquire capital assets (TCA) or to be received from the sale of assets. In the Township's case, it is assumed that there are no assets to be sold to generate cash. The financing section identifies funds external sources, proceeds from the issuance of debenture as cash inflows, and the portion of debt repaid as cash outflows.

Table 4-3 indicates that cash is being generated from operations, which is used in funding the acquisition of TCA and towards building internal reserves. The Township's cash position is projected however to decrease over the forecast period from \$252 thousand in 2021 to \$208 thousand in 2026.

Table 4-3: Statement of Cash Flows

	2021	2022	2023	2024	2025	2026
Cash Provided by:						
Operating Activities						
Annual Surplus/(Deficit)	(\$59,999)	(\$61,249)	(\$62,143)	(\$62,578)	(\$62,868)	(\$63,045)
Non-Cash Items						
Amortization	\$144,886	\$146,136	\$147,030	\$147,464	\$147,755	\$147,932
Net Change in Cash Provided by Operating Activities	\$84,887	\$84,887	\$84,887	\$84,887	\$84,887	\$84,887
Capital Activities						
Purchase of TCA	(\$100,000)	(\$100,000)	(\$43,000)	(\$26,550)	(\$19,950)	(\$8,400)
Net Change in Cash Used in Capital Activities	(\$100,000)	(\$100,000)	(\$43,000)	(\$26,550)	(\$19,950)	(\$8,400)
Investing Activities						
Repayment of Loan from Reserve	\$5,109	\$0	\$0	\$0	\$0	\$0
Net Change in Cash Used in Investing Activities	\$5,109	\$0	\$0	\$0	\$0	\$0
Financing Activities						
Proceeds From Long-Term Debt	\$0	\$0	\$0	\$0	\$0	\$0
Repayment of Long-Term Debt	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)
Net Change in Cash Used in Financing Activities	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)	(\$54,187)
Net Change in Cash and Cash Equivalents	(\$64,191)	(\$69,300)	(\$12,300)	\$4,150	\$10,750	\$22,300
Cash and Cash Equivalents, Beginning of the Year	\$316,257	\$252,066	\$182,766	\$170,466	\$174,616	\$185,367
Cash and Cash Equivalents, End of the Year	\$252,066	\$182,766	\$170,466	\$174,616	\$185,367	\$207,667

4.4 Data Sources

The primary sources of data used to prepare this financial plan are listed in Table 4-4. In addition, information was also developed from discussions with and input from the Township’s staff, as required.

Table 4-4: Financial Plan Data Sources

Item	Data Sources
Asset Life Expectancy	- Township’s TCA PSAB 3150 Database
Asset Values	- Township’s TCA PSAB 3150 Database
O&M Costs and Revenue Projections	- Township’s Projected 2021 Water Operating Budget
Capital Costs and TCA Projection	- Information provided by the Township/OCWA
Debt	- Information provided by the Township
Investments, Reserve Balances, Etc.	- Information provided by the Township

5 Conclusions & Recommendations

The following are the main conclusions and recommendations:

- The annual net cost to be recovered from water charges is projected to increase from \$308 thousand in 2021 to approximately \$336 thousand by 2026;
- Combined Manitowaning and Sunsite reserve balances over the forecast period are projected to decrease from \$252 thousand in 2021 to approximately \$208 thousand by 2026;
- The Net Book Value (NBV) of the Township’s water system is projected to decrease from approximately \$4.2 million in 2021 to approximately \$3.7 million by 2026. These values represent on the whole approximately 56% of the assets’ remaining service potential, with an overall system depreciation of approximately 46%;
- Annual operating deficits occur each year over the forecast period, averaging \$62 thousand per year;
- At present the Township’s revenues are not sufficient to offset asset depreciation and fund future asset replacement and therefore is not sustainable over the long term. It is therefore recommended that the Township undertake a long-term financial planning exercise to develop financial policies and strategies to address the long-term financial sustainability of the Manitowaning and Sunsite water systems;
- That the Water Financial Plan No. 254-301A including the Financial Statements presented herein be approved and submitted to the Ministry of Municipal Affairs and Housing (MMAH) in accordance with the Drinking Water System Licence renewal requirements and O. Reg. 453/07; and
- That a copy of the Water Financial Plan No. 254-301A be posted on the Township’s website.

Appendix A

Requirements of O. Reg. 453/07

Appendix A: Requirements of O.Reg. 453/07

Requirements		How Requirements are Met
1.	The financial plans must be approved by a resolution that is passed by,	
	i. The council of the municipality, if the owner of the drinking water system is a municipality.	<ul style="list-style-type: none"> It is expected the Council will approve the Updated Financial Plan prior to March 14, 2021.
	ii. The governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.	<ul style="list-style-type: none"> N/A
2.	The financial plans must apply to a period of at least six years.	<ul style="list-style-type: none"> Applies for 6 years from 2021 to 2026 inclusive.
3.	The first year to which the financial plans must apply must be the year determined in accordance with the following rules:	
	i. If the financial plans are required by subsection 2, the first year to which the financial plans must apply must be the year in which the drinking water system's existing municipal drinking water licence would otherwise expire.	<ul style="list-style-type: none"> The licence expires September 14 2021 for the water systems (No. 254-301A). Therefore, the first year of the Updated Financial Plan is 2021
	ii. If the financial plans are required by a condition that was included in a municipal drinking water licence under subsection 1 (3), the first year to which the financial plans must apply must be the later of 2010 and the year in which the first licence for the system was issued.	<ul style="list-style-type: none"> N/A
4.	Subject to subsection (2), for each year to which the financial plans apply, the financial plans must include the following:	
	i. Details of the proposed or projected financial position of the drinking water system itemized by:	<ul style="list-style-type: none"> See Statement of Financial Position for all water systems combined in Financial Plan.
	a. Total financial assets	<ul style="list-style-type: none"> See Statement of Financial Position for all water systems combined in Financial Plan.
	b. Total liabilities	<ul style="list-style-type: none"> See Statement of Financial Position for all water systems combined in Financial Plan.
	c. Net financial assets (debt)	<ul style="list-style-type: none"> See Statement of Financial Position for all water systems combined in Financial Plan.
	d. Non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses.	<ul style="list-style-type: none"> See Statement of Financial Position for all water systems combined in Financial Plan. TCA Projections in Financial Plan.
	e. Changes in tangible capital assets that are additions, donations, write downs and disposals.	<ul style="list-style-type: none"> See Statement of Financial Position for all water systems combined in Financial Plan. TCA Projections in Financial Plan.

Appendix A: Requirements of O.Reg. 453/07

	ii.	Details of the proposed or projected financial operations of the drinking water system itemized by,	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
		a. Total revenues, further itemized by water rates, user charges and other revenues.	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
		b. Total expenses, further itemized by amortization expenses, interest expenses and other expenses	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
		c. Annual surplus or deficit, and	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
		d. Accumulated surplus or deficit	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
	iii.	Details of the drinking water system's proposed or projected gross cash receipts and gross cash payments itemized by,	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
		a. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges, - done in full cost report	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
		b. Capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
		c. Investing transactions that are acquisitions and disposal of investments,	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
		d. Financing transactions that are proceeds from the issuance of debt and debt repayment.	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
		e. Changes in cash and cash equivalents during the year,	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
		f. Cash and cash equivalents at the beginning and end of the year.	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
	iv.	Details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1- 3 of Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act.	<ul style="list-style-type: none"> • Currently, all Haldimand County distribution systems are exempt from sampling due to sampling results received under the program (minimal exceedances). Also, there is no dedicated lead service pipe removal program in place. If lead pipe is discovered during normal operations, it is replaced accordingly. Therefore, there are no significant material financial costs associated with lead pipe removal.
5.		The owner of the drinking water system must.	
	i.	Make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,	<ul style="list-style-type: none"> • This will be done by the municipality following Council approval.

Appendix A: Requirements of O.Reg. 453/07

	ii.	Make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet,	<ul style="list-style-type: none"> The Financial Plan will be posted on the municipality's website and made available for public review at no charge.
	iii.	Provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.	<ul style="list-style-type: none"> A notice will be issued following Council approval.
6.		The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 3 (1).	<ul style="list-style-type: none"> Will be submitted following Council approval.
		Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared.	<ul style="list-style-type: none"> The Financial Plan was prepared using available information at the time of preparation and may not contain all desired items. Reasonable assumptions were made and these are noted in the Financial Plan.
	1.	Sub-subparagraphs 4 i A, B and C of subsection (1).	<ul style="list-style-type: none"> The Financial Plan was prepared using available information at the time of preparation and may not contain all desired items. Reasonable assumptions were made and these are noted in the Financial Plan.
	2.	Sub-subparagraphs 4 iii A, C, E and F of subsection (1). O. Reg. 453/07, s. 3 (2).	<ul style="list-style-type: none"> The Financial Plan was prepared using available information at the time of preparation and may not contain all desired items. Reasonable assumptions were made and these are noted in the Financial Plan.

Appendix B

Water Capital Forecast (2021 – 2026)

Appendix B: Water Capital Forecast (2021 – 2026)

Township of Assiginack	2021	2022	2023	2024	2025	2026
2021 Capital Program	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022 Capital Program	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
2023 Capital Program	\$ -	\$ -	\$ 43,000	\$ -	\$ -	\$ -
2024 Capital Program	\$ -	\$ -	\$ -	\$ 26,550	\$ -	\$ -
2025 Capital Program	\$ -	\$ -	\$ -	\$ -	\$ 19,950	\$ -
2026 Capital Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,400
Total Capital Program	\$ 100,000	\$ 100,000	\$ 43,000	\$ 26,550	\$ 19,950	\$ 8,400
Capital Financing						
Manitowaning Water Reserve	\$ 50,000	\$ 50,000	\$ 21,500	\$ 13,275	\$ 9,975	\$ 4,200
Sunsite Estates Water Reserve	\$ 50,000	\$ 50,000	\$ 21,500	\$ 13,275	\$ 9,975	\$ 4,200
Total Capital Financing	\$ 100,000	\$ 100,000	\$ 43,000	\$ 26,550	\$ 19,950	\$ 8,400

LIBRARIAN'S REPORT 2020

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

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

This year more than ever it was vital and our wireless access has remained on and has been very actively used throughout the pandemic.

The Library gives our patrons access to E-Books through the OverDrive system and this year a few more people signed up for convenience and to help them remain socially distanced.

Inter-library Loan was again available in the late summer (most of the lending Libraries were back on) and Library patrons once again had access to millions of books from across the province.

The "Our Door to Yours Library Home Service," kept up delivery for those shut-in and was much appreciated. The Meeting/Makerspace, unfortunately has remained closed to follow and maintain ongoing Government and Health Pandemic regulations. We would like to thank our many patrons for continuing to use the Library and our curbside service during these trying times.

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

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

It has been a pleasure working with you all!

Call 705-859-2110 on Tuesdays & Saturdays from 10 am to 3 pm to talk with staff about using our curbside Book & DVD pickup or visit the Township of Assignack Homepage and scroll down and click on Library

to see the instructions on how to become a curbside borrower.

The Library's the full listing of our Book and DVD collection is also there.

We are looking forward to meeting your needs in 2021!

Debbie Robinson
CEO/Librarian
Assignack Public Library
January 2020

ANNUAL REPORT 2020 ASSIGNACK PUBLIC LIBRARY

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

Board Members

Christianna Jones – Member / Council Rep

Les Fields – Member / Secretary

Jane Tilston – Member / Vice Chair

Heather Pennie - Member

Irma Lenz – Member / Chair

Lori Case – Member

Staff

Debbie Robinson – CEO/Librarian

Ashley Quackenbush – Relief Staff

Chrystal Quackenbush – Relief Staff

Joan Wood – Relief Staff

Natalie Parrington – Relief Staff

Friends of the Library

Jackie Bryant – Chair

Library Hours of Operation

Pandemic Curbside Pickup – Tuesdays & Saturdays
10:00 a.m to 3:00 p.m.

Tuesday – 11:00 a.m. to 4:30 p.m. & 7-9 p.m.

Thursday – 11:00 a.m. To 4:30 p.m.

Saturday – 10:00 a.m. to 4:00 p.m.

(extended hours for months of July & August)

THE TOWNSHIP OF ASBURNACK
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:** **From:** **To:**
 Vendor ID First Last Chequebook ID First Last Last
 Vendor Name First Last Cheque Number 0030706 0030732
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0030706	2021-03-01	ALLEN'S AUTOMOTIVE GROUP	\$585.96
InvNo: 783428	InvDesc: hydraulice hose #2	InvAmt: \$360.67	
InvNo: 782712	InvDesc: fuel filter (pumps)	InvAmt: \$12.29	
InvNo: 782716	InvDesc: mirror #2	InvAmt: \$60.85	
InvNo: 013021	InvDesc: jan s.chgs	InvAmt: \$34.65	
InvNo: 785061	InvDesc: arena-propane	InvAmt: \$117.50	
0030707	2021-03-01	ARCHER ADVERTISING	\$451.89
InvNo: 7191	InvDesc: admin-windowed envelopes	InvAmt: \$451.89	
0030708	2021-03-01	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	\$2,417.01
InvNo: 0847	InvDesc: replace heater control (loader)	InvAmt: \$169.50	
InvNo: 0841	InvDesc: replace wtr pump #16	InvAmt: \$1,058.94	
InvNo: 0845	InvDesc: repair belt #16	InvAmt: \$169.50	
InvNo: 0846	InvDesc: repair #2 wire harness	InvAmt: \$549.18	
InvNo: 1020	InvDesc: throttle control valve #2	InvAmt: \$469.89	
0030709	2021-03-01	BAY GRINDING INC	\$452.00
InvNo: 155970	InvDesc: arena-zamb.blade (1) & sharpen	InvAmt: \$452.00	
0030710	2021-03-01	BEACON IMAGES	\$195.13
InvNo: 2540	InvDesc: arena signage	InvAmt: \$195.13	
0030711	2021-03-01	CAMBRIAN TRUCK CENTRE INC.	\$211.11
InvNo: 24272	InvDesc: clutch csble #4	InvAmt: \$211.11	
0030712	2021-03-01	COMPUTREK	\$3,777.48
InvNo: 22907	InvDesc: admin-laptop	InvAmt: \$2,994.50	
InvNo: 22948	InvDesc: march virtual server mgmt	InvAmt: \$782.98	
0030713	2021-03-01	DIAMOND SOFTWARE INC.	\$2,915.40
InvNo: 309204	InvDesc: yr end software tx table updat	InvAmt: \$2,915.40	
0030714	2021-03-01	EASTLINK	\$121.94
InvNo: FEB 10 2021 MARINA	InvDesc: marina-dsl	InvAmt: \$60.97	
InvNo: FEB 10 2021 PW	InvDesc: pw-dsl	InvAmt: \$60.97	
0030715	2021-03-01	GERRY STRONG	\$153.85
InvNo: MARCH 1 2021	InvDesc: bldg insp mileage	InvAmt: \$153.85	
0030716	2021-03-01	HYDRO ONE NETWORKS INC.	\$9,464.44
InvNo: FEB 11 2021 DEPOT	InvDesc: depot	InvAmt: \$290.54	

THE TOWNSHIP OF BRANTFORD
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo:	InvDesc:	InvAmt:
FEB 11 2021 ADMIN	mun office	\$349.59
FEB 11 2021 ICE PLT	arena-ice plant	\$5,470.53
FEB 22 2021 ARENA	arena	\$750.51
FEB 22 2021 SS WTP	ss wtp	\$1,668.64
FEB 22 2021 TENNIS	tennis courts	\$30.56
FEB 22 2021 SHWSHSE	marina showerhouse	\$30.56
FEB 22 201 INFO BTH	info booth	\$33.90
FEB 22 2021 LIBRARY	library	\$298.27
FEB 22 2021 DOCKS	marina docks	\$66.67
FEB 22 2021 PO.BNK	po/bnk	\$474.67

ChqNo:	Date:	Vendor:	Amount:
0030717	2021-03-01	JACKIE WHITE	\$142.45
InvNo: 3965854		arena-bkend room surveil.camer	InvAmt: \$110.46
InvNo: MARCH 1 2021		pec-reimb.event supplies	InvAmt: \$31.99

ChqNo:	Date:	Vendor:	Amount:
0030718	2021-03-01	MANITOWANING MILL & HOME BUILDING CENTRE	\$224.96
InvNo: 0207078		office-snow shovel	InvAmt: \$24.85
InvNo: 0207077		lib bldg-snow shovel	InvAmt: \$27.11
InvNo: 0207074		office-recyl.bags/mop handle	InvAmt: \$19.75
InvNo: 0207471		po-snow shovel	InvAmt: \$36.15
InvNo: 0206380		arena-floor wax/stripper/seale	InvAmt: \$117.10

ChqNo:	Date:	Vendor:	Amount:
0030719	2021-03-01	MANITOULIN TRANSPORT	\$92.99
InvNo: 30713292		arena-freight zamboni blades	InvAmt: \$92.99

ChqNo:	Date:	Vendor:	Amount:
0030720	2021-03-01	MANITOWANING FRESHMART	\$17.12
InvNo: 00626945		arena-vinegar	InvAmt: \$3.49
InvNo: 00629339		admin-wtr refill	InvAmt: \$3.99
InvNo: 00204729		admin-plastic wrap/tea	InvAmt: \$9.64

ChqNo:	Date:	Vendor:	Amount:
0030721	2021-03-01	MINISTER OF FINANCE	\$1,262.81
InvNo: FEB 2021		feb eht remittance	InvAmt: \$1,126.82
InvNo: 2020 RECONC		2020 eht reconc	InvAmt: \$135.99

ChqNo:	Date:	Vendor:	Amount:
0030722	2021-03-01	MSC INDUSTRIAL SUPPLY ULC	\$899.00
InvNo: 4377146002		fender washers	InvAmt: \$34.77
InvNo: 4326119001		drill bits/clamps/connectors	InvAmt: \$556.41
InvNo: 4331610001		plow bolts/nuts #9	InvAmt: \$123.93
InvNo: 4331538001		safety glasse/film fluids	InvAmt: \$183.89

CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	Date:	Vendor:	Amount:
0030723	2021-03-01	NEW NORTH FUELS INC	\$3,443.98
InvNo: 570163	InvDesc: po-furnace oil	InvAmt: \$504.62	
InvNo: 570767	InvDesc: pw-diesel	InvAmt: \$2,112.84	
InvNo: 570766	InvDesc: pw-dyed diesel	InvAmt: \$826.52	
0030724	2021-03-01	NORTHERN 911	\$390.57
InvNo: 21216-03012021	InvDesc: march 911 fire dispatch	InvAmt: \$390.57	
0030726	2021-03-01	RECEIVER GENERAL	\$17,550.65
InvNo: FEB 2021	InvDesc: feb source deductions	InvAmt: \$17,250.65	
InvNo: 2020 T4 RECONC	InvDesc: 2020 t4 reconc	InvAmt: \$300.00	
0030727	2021-03-01	SUDBURY & DISTRICT HEALTH UNIT	\$3,245.59
InvNo: RC020034986	InvDesc: march sdhu levy	InvAmt: \$3,245.59	
0030728	2021-03-01	NORTHERN EQUIPMENT RENTAL	\$7,051.49
InvNo: 11475411	InvDesc: rogers rek bridge - crane rent	InvAmt: \$7,051.49	
0030729	2021-03-01	CANDICE IRWIN	\$375.73
InvNo: 207	InvDesc: pec-dance classes (feb)	InvAmt: \$375.73	
0030730	2021-03-01	TOROMONT CAT	\$52.20
InvNo: 05C736307A-001	InvDesc: plow bolts (reducers) #9	InvAmt: \$52.20	
0030731	2021-03-01	WAT SUPPLIES	\$251.26
InvNo: 244577	InvDesc: po-t.tissue	InvAmt: \$65.49	
InvNo: 244578	InvDesc: arena-p.twls	InvAmt: \$131.62	
InvNo: 244579	InvDesc: admin-g/bags	InvAmt: \$54.15	
0030732	2021-03-01	WINDOWS UNLIMITED	\$3,003.92
InvNo: 894606	InvDesc: cleaning	InvAmt: \$3,003.92	

*** End of Report ***

Report Total:

\$58,750.93

THE TOWNSHIP OF ARLINGTON
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: From: To: From: To:
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0030740 0030771
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0030740	2021-03-15	BEACON IMAGES	\$18.08
InvNo: 2578	InvDesc: arena-adhesive stickers	InvAmt: \$18.08	
0030741	2021-03-15	BELL CANADA	\$17.68
InvNo: 2021 03 01	InvDesc: toll free line	InvAmt: \$17.68	
0030742	2021-03-15	CITY OF GREATER SUDBURY	\$652.89
InvNo: 00109998	InvDesc: jan recycl.material	InvAmt: \$652.89	
0030743	2021-03-15	COMPUTREK	\$34.47
InvNo: 23049	InvDesc: feb offsite backup data storag	InvAmt: \$34.47	
0030744	2021-03-15	COOPER & SONS PLUMBING	\$395.42
InvNo: 9899	InvDesc: arena-supp/replace faucet	InvAmt: \$395.42	
0030745	2021-03-15	DFA INFRASTRUCTURE INT'L INC	\$6,667.00
InvNo: 3695	InvDesc: 0.reg 453/08 wtr fin.plan	InvAmt: \$6,667.00	
0030746	2021-03-15	EASTLINK	\$1,955.25
InvNo: 15309998	InvDesc: ss wtp	InvAmt: \$182.81	
InvNo: 15309989	InvDesc: fd-tel	InvAmt: \$103.76	
InvNo: 15309979	InvDesc: fd-interconnect	InvAmt: \$78.90	
InvNo: 15309796	InvDesc: admin	InvAmt: \$601.23	
InvNo: 15310009	InvDesc: pw	InvAmt: \$227.97	
InvNo: 15309969	InvDesc: man streams	InvAmt: \$169.25	
InvNo: 15309997	InvDesc: mtg wtp	InvAmt: \$252.72	
InvNo: 15309990	InvDesc: arena	InvAmt: \$159.19	
InvNo: 15309981	InvDesc: info booth	InvAmt: \$100.52	
InvNo: 15310006	InvDesc: marina	InvAmt: \$78.90	
0030747	2021-03-15	G. STEPHEN WATT, BARRISTER	\$1,032.26
InvNo: 3708	InvDesc: general legal	InvAmt: \$1,032.26	
0030748	2021-03-15	ZAMBONI COMPANY LTD.	\$424.13
InvNo: 107595	InvDesc: arena-zamboni parts	InvAmt: \$424.13	
0030749	2021-03-15	FREELANDT CALDWELL REILLY	\$14,972.50
InvNo: CJH-56113	InvDesc: interim bill-2020 audit	InvAmt: \$14,972.50	
0030750	2021-03-15	GERRY STRONG	\$153.85
InvNo: MARCH 15 2021	InvDesc: bldg insp mileage	InvAmt: \$153.85	
0030751	2021-03-15	GFL ENVIRONMENTAL INC 2019	\$3,010.54
InvNo: G00000011530	InvDesc: feb recy.material transport	InvAmt: \$3,010.54	

THE TOWNSHIP OF MANITOWANING
CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	0030752	Date:	2021-03-15	Vendor:	HENLEY BOAT MANUFACTURING	Amount:	\$113.00
	InvNo: 2036		InvDesc: mtg wtp-antenna bracket			InvAmt:	\$113.00
ChqNo:	0030753	Date:	2021-03-15	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$11,039.45
	InvNo: MARCH 4 2021 NORISLE		InvDesc: norisle heritage park			InvAmt:	\$0.24
	InvNo: MARCH 4 2021 DEPOT		InvDesc: recyl depot (actual)			InvAmt:	\$199.78
	InvNo: MARCH 4 2021 ICE PLT		InvDesc: arena-ice plant (estimate)			InvAmt:	\$1,396.24
	InvNo: MARCH 4 2021 PW		InvDesc: pw			InvAmt:	\$695.60
	InvNo: MARCH 1 2021 LAGOON		InvDesc: lagoon			InvAmt:	\$2,326.50
	InvNo: FEB 26 2021 PW		InvDesc: pw-microfit			InvAmt:	\$4.50
	InvNo: FEB 24 2021 MTG WTP		InvDesc: mtg wtp			InvAmt:	\$5,827.97
	InvNo: MARCH 8 2021 LTES		InvDesc: street lites			InvAmt:	\$588.62
ChqNo:	0030754	Date:	2021-03-15	Vendor:	JACKIE WHITE	Amount:	\$17.01
	InvNo: 317235		InvDesc: pec-reimb.easter evt supplies			InvAmt:	\$17.01
ChqNo:	0030755	Date:	2021-03-15	Vendor:	KYLE BOND	Amount:	\$100.00
	InvNo: 9195		InvDesc: eyeglasses (chanelle)			InvAmt:	\$100.00
ChqNo:	0030756	Date:	2021-03-15	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$72.26
	InvNo: 0207974		InvDesc: arena-mopheads			InvAmt:	\$72.26
ChqNo:	0030757	Date:	2021-03-15	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	Amount:	\$31,679.67
	InvNo: IN000019236		InvDesc: april amb/social assist			InvAmt:	\$31,679.67
ChqNo:	0030758	Date:	2021-03-15	Vendor:	MANITOWANING FRESHMART	Amount:	\$15.54
	InvNo: 00632181		InvDesc: admin-misc supp			InvAmt:	\$15.54
ChqNo:	0030759	Date:	2021-03-15	Vendor:	MINISTER OF FINANCE	Amount:	\$22,570.00
	InvNo: 202402210840013		InvDesc: january policing costs			InvAmt:	\$22,570.00
ChqNo:	0030760	Date:	2021-03-15	Vendor:	NEW NORTH FUELS INC	Amount:	\$5,420.74
	InvNo: 572137		InvDesc: po-furnace oil			InvAmt:	\$819.68
	InvNo: 571993		InvDesc: pw-diesel			InvAmt:	\$2,084.32
	InvNo: 571992		InvDesc: pw-dyed diesel			InvAmt:	\$643.86
	InvNo: 566581		InvDesc: pw-dyed diesel			InvAmt:	\$389.24
	InvNo: 566582		InvDesc: pw-diesel			InvAmt:	\$1,112.03
	InvNo: 572461		InvDesc: lib bldg-furnace oil			InvAmt:	\$371.61
ChqNo:	0030761	Date:	2021-03-15	Vendor:	NORTH CHANNEL MARINE TOURISM COUNCIL INC.	Amount:	\$600.00
	InvNo: MARCH 10 2021		InvDesc: marina-2021 membership			InvAmt:	\$600.00
ChqNo:	0030762	Date:	2021-03-15	Vendor:	PACIFIC TIER SOLUTIONS INC	Amount:	\$1,073.79
	InvNo: 6585		InvDesc: arena/pec book.sftwre/ecom.fee			InvAmt:	\$21.26
	InvNo: 6584		InvDesc: arna/pec-bk sftwre-quarterlu			InvAmt:	\$1,052.53

~~THE TOWNSHIP OF ASSYMON~~
CHEQUE DISTRIBUTION REPORT
 Payables Management

ChqNo:	Date:	Vendor:	Amount:
0030763	2021-03-15	PAUL METHNER	\$995.00
InvNo: #2021-02-28	InvDesc: feb animal control	InvAmt: \$995.00	
0030764	2021-03-15	PRO-GAS ENERGY SERVICES	\$271.20
InvNo: 9944	InvDesc: arena-furnace repair	InvAmt: \$271.20	
0030765	2021-03-15	RECEIVER GENERAL FOR CANADA	\$1,075.72
InvNo: 20210040536	InvDesc: 2021 radio lic	InvAmt: \$1,075.72	
0030766	2021-03-15	SUPERIOR PROPANE INC.	\$8,736.92
InvNo: 33346198	InvDesc: pw-cylinder rental	InvAmt: \$11.87	
InvNo: 33346199	InvDesc: arena-cylinder rental	InvAmt: \$23.73	
InvNo: 33368246	InvDesc: arena-propane	InvAmt: \$2,301.70	
InvNo: 33368247	InvDesc: arena-propane	InvAmt: \$2,405.82	
InvNo: 33368248	InvDesc: lib-propnae	InvAmt: \$803.41	
InvNo: 33303536	InvDesc: fd-propane	InvAmt: \$531.76	
InvNo: 33303537	InvDesc: pw-propane	InvAmt: \$2,330.77	
InvNo: 33303538	InvDesc: fd-propane	InvAmt: \$327.86	
0030767	2021-03-15	ROBERT R CRANSTON	\$9,888.00
InvNo: SEPT 30 2020	InvDesc: ballfield-fill	InvAmt: \$9,888.00	
0030768	2021-03-15	TULLOCH ENGINEERING	\$440.70
InvNo: 2007430	InvDesc: drain supt	InvAmt: \$440.70	
0030769	2021-03-15	WAT SUPPLIES	\$387.97
InvNo: 246809	InvDesc: po/mun.office - t.tissue/p.twl	InvAmt: \$205.02	
InvNo: 246810	InvDesc: po-g.bags/p.twls/etc	InvAmt: \$182.95	
0030770	2021-03-15	WINDOWS UNLIMITED	\$2,977.08
InvNo: 894617	InvDesc: rdside prks/g.pickup	InvAmt: \$2,977.08	
0030771	2021-03-15	XEROX CANADA LTD.	\$245.14
InvNo: 85385907	InvDesc: monthly copier usage	InvAmt: \$245.14	

*** End of Report ***

Report Total:

\$127,056.79

CHEQUE DISTRIBUTION REPORT
Payables Management

Ranges: **From:** **To:** **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0030781 0030807
 Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0030781	2021-03-29	ALLEN'S AUTOMOTIVE GROUP	\$191.58
InvNo: 785046	InvDesc: battery-branson tractor	InvAmt: \$191.58	
0030782	2021-03-29	AUTO PARTS NORTH	\$53.41
InvNo: 284312	InvDesc: funnel	InvAmt: \$11.84	
InvNo: 284337	InvDesc: wiper motor	InvAmt: \$41.57	
0030783	2021-03-29	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	\$4,992.80
InvNo: 1251	InvDesc: repair #16 coolant leak	InvAmt: \$565.00	
InvNo: 1156	InvDesc: repair air lines/diag #2	InvAmt: \$1,079.57	
InvNo: 1157	InvDesc: replace air comp #2	InvAmt: \$2,382.08	
InvNo: 1276	InvDesc: annual inspection #2	InvAmt: \$113.00	
InvNo: 1356	InvDesc: float repairs	InvAmt: \$423.75	
InvNo: 1277	InvDesc: annual inspection #16	InvAmt: \$429.40	
0030784	2021-03-29	BEACON IMAGES	\$277.03
InvNo: 2664	InvDesc: assig 150 bldgs of assig sign	InvAmt: \$277.03	
0030785	2021-03-29	BJ'S & ADDISONS	\$389.85
InvNo: 116124	InvDesc: float inspection	InvAmt: \$129.95	
InvNo: 116126	InvDesc: annual insp #2	InvAmt: \$129.95	
InvNo: 116127	InvDesc: annual insp #7	InvAmt: \$129.95	
0030786	2021-03-29	CEDAR CHALET	\$170.00
InvNo: 02-21	InvDesc: pec-prizes	InvAmt: \$170.00	
0030787	2021-03-29	EASTLINK	\$121.94
InvNo: MAR 10 2021 MARINA	InvDesc: marina-dsl	InvAmt: \$60.97	
InvNo: MARCH 10 201 PW	InvDesc: pw-dsl	InvAmt: \$60.97	
0030788	2021-03-29	ENTANDEM	\$224.40
InvNo: 98700	InvDesc: arena-socan lic 2021	InvAmt: \$224.40	
0030789	2021-03-29	EXP SERVICES INC.	\$432.23
InvNo: 606550	InvDesc: landfill eca monitor/training	InvAmt: \$432.23	
0030790	2021-03-29	GERRY STRONG	\$153.85
InvNo: MARCH 18 2021	InvDesc: bldg insp mileage	InvAmt: \$153.85	
0030791	2021-03-29	HYDRO ONE NETWORKS INC.	\$4,155.94
InvNo: MARCH 9 2021 ADMIN	InvDesc: mun.office	InvAmt: \$324.48	
InvNo: MARCH 22 2021 PO	InvDesc: po/bank	InvAmt: \$499.82	

CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo:	MARCH 22 2021 LIBRAR	InvDesc:	library	InvAmt:	\$347.61
InvNo:	MARCH 22 201 DOCKS	InvDesc:	marina docks	InvAmt:	\$75.96
InvNo:	MARCH 22 2021 SHWRS	InvDesc:	marina showerhouse	InvAmt:	\$30.81
InvNo:	MARCH 22 2021 INFO	InvDesc:	info booth	InvAmt:	\$36.88
InvNo:	MARCH 22 2021 ARNEA	InvDesc:	arena	InvAmt:	\$1,020.75
InvNo:	MARCH 22 2021 SS WTP	InvDesc:	ss wtp	InvAmt:	\$1,788.82
InvNo:	MARCH 22 2021 TENNIS	InvDesc:	tennis courts	InvAmt:	\$30.81

ChqNo:	0030792	Date:	2021-03-29	Vendor:	JACKIE WHITE	Amount:	\$1,243.00
InvNo:	MAR 22 2021	InvDesc:	arena-reimb.course fee	InvAmt:	\$1,243.00		
ChqNo:	0030793	Date:	2021-03-29	Vendor:	KETCHUM MANUFACTURING INC.	Amount:	\$109.81
InvNo:	425465	InvDesc:	dog tags	InvAmt:	\$109.81		
ChqNo:	0030794	Date:	2021-03-29	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$39.53
InvNo:	0206166	InvDesc:	led lights	InvAmt:	\$39.53		
ChqNo:	0030795	Date:	2021-03-29	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$161.70
InvNo:	109145	InvDesc:	pec-easter events advertising	InvAmt:	\$161.70		
ChqNo:	0030796	Date:	2021-03-29	Vendor:	MANITOULIN TRANSPORT	Amount:	\$208.73
InvNo:	28145810	InvDesc:	freight (zamboni blades)	InvAmt:	\$208.73		
ChqNo:	0030797	Date:	2021-03-29	Vendor:	MANITOWANING FRESHMART	Amount:	\$32.07
InvNo:	00632956	InvDesc:	disinfectant wipes/clnrs	InvAmt:	\$28.08		
InvNo:	00205684	InvDesc:	admin-water refill	InvAmt:	\$3.99		
ChqNo:	0030798	Date:	2021-03-29	Vendor:	MCDUGALL FUELS	Amount:	\$209.28
InvNo:	5013116	InvDesc:	arena-propane	InvAmt:	\$209.28		
ChqNo:	0030799	Date:	2021-03-29	Vendor:	MESSER CANADA INC	Amount:	\$641.61
InvNo:	2103292076	InvDesc:	ferroline/maintenace	InvAmt:	\$236.00		
InvNo:	2103292075	InvDesc:	acety/oxygen/maintenance	InvAmt:	\$390.13		
InvNo:	2103319611	InvDesc:	acetylene	InvAmt:	\$15.48		
ChqNo:	0030800	Date:	2021-03-29	Vendor:	METAL AIR MECHANICAL SYSTEMS	Amount:	\$457.42
InvNo:	148205	InvDesc:	arena-brine press.gauge/therm	InvAmt:	\$457.42		
ChqNo:	0030801	Date:	2021-03-29	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$836.17
InvNo:	4440361001	InvDesc:	cutting discs/bolts	InvAmt:	\$421.05		
InvNo:	4377146001	InvDesc:	wash/bolts/plow bolts	InvAmt:	\$415.12		
ChqNo:	0030802	Date:	2021-03-29	Vendor:	NEW NORTH FUELS INC	Amount:	\$1,365.50
InvNo:	573764	InvDesc:	mtg wtp-diesel (generator)	InvAmt:	\$765.45		
InvNo:	573966	InvDesc:	po-furnace oil	InvAmt:	\$600.05		
ChqNo:	0030803	Date:	2021-03-29	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$14,982.31
InvNo:	INV00000010069	InvDesc:	ss wtp-settling tnk lit replac	InvAmt:	\$4,274.95		

CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: INV00000010067	InvDesc: mtg wtp-inst./rep led lights	InvAmt: \$1,052.88
InvNo: INV00000010068	InvDesc: ss wtp-setup/prog/conf.scada	InvAmt: \$8,542.75
InvNo: INV00000010063	InvDesc: mtp wtp-supply/install hwt	InvAmt: \$1,111.73

ChqNo:	0030804	Date:	2021-03-29	Vendor:	RALF ISLAND TRUCK PARTS	Amount:	\$171.76
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InvNo: 8682	InvDesc: windshield washer fluid	InvAmt: \$171.76
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ChqNo:	0030805	Date:	2021-03-29	Vendor:	RELIANCE HOME COMFORT	Amount:	\$108.38
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InvNo: MAR 10 2021 ADMIN	InvDesc: mun.office-hwt rental	InvAmt: \$51.16
InvNo: MAR 10 2021 PW	InvDesc: pw-hwt rental	InvAmt: \$57.22

ChqNo:	0030806	Date:	2021-03-29	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$3,245.59
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InvNo: RC020035005	InvDesc: april phsd levy	InvAmt: \$3,245.59
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*** End of Report ***

Report Total:

\$34,975.89

Payment #	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0030772	2021-03-29	03/29COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0030773	2021-03-29	03/29COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0030774	2021-03-29	03/29COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0030775	2021-03-29	03/29COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0030776	2021-03-29	03/29COMB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0030777	2021-03-29	03/29COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
2548	2021-03-29	03/29COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2549	2021-03-29	03/29COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2550	2021-03-29	03/29COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2551	2021-03-29	03/29COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2552	2021-03-29	03/29COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2553	2021-03-29	03/29COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2554	2021-03-29	03/29COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
2555	2021-03-29	03/29COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2556	2021-03-29	03/29COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2557	2021-03-29	03/29COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2558	2021-03-29	03/29COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit
2559	2021-03-29	03/29COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2560	2021-03-29	03/29COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2561	2021-03-29	03/29COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2562	2021-03-29	03/29COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit

Total : \$19,672.37

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0030697		2021-03-01	03/01COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0030698		2021-03-01	03/01COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0030699		2021-03-01	03/01COMB	133	BOND, FRED A	OUTSTANDING	Cheque
0030700		2021-03-01	03/01COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0030701		2021-03-01	03/01COMB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0030702		2021-03-01	03/01COMB	371	BELL, NATALIA	OUTSTANDING	Cheque
0030703		2021-03-01	03/01COMB	373	ROQUE, EMILY	OUTSTANDING	Cheque
0030704		2021-03-01	03/01COMB	374	PENNIE, BRODIE	OUTSTANDING	Cheque
0030705		2021-03-01	03/01COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
2516		2021-03-01	03/01COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2517		2021-03-01	03/01COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2518		2021-03-01	03/01COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2519		2021-03-01	03/01COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2520		2021-03-01	03/01COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2521		2021-03-01	03/01COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2522		2021-03-01	03/01COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
2523		2021-03-01	03/01COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2524		2021-03-01	03/01COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2525		2021-03-01	03/01COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2526		2021-03-01	03/01COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit
2527		2021-03-01	03/01COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2528		2021-03-01	03/01COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2529		2021-03-01	03/01COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2530		2021-03-01	03/01COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
2531		2021-03-01	03/01COMB	377	CASE, TERRY	OUTSTANDING	Direct Deposit

Total : \$21,790.71

Payment #	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0030733	2021-03-15	03/15COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0030734	2021-03-15	03/15COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0030735	2021-03-15	03/15COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0030736	2021-03-15	03/15COMB	219	JONES, CHRISTIANNA	OUTSTANDING	Cheque
0030737	2021-03-15	03/15COMB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0030738	2021-03-15	03/15COMB	371	BELL, NATALIA	OUTSTANDING	Cheque
0030739	2021-03-15	03/15COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
2532	2021-03-15	03/15COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
2533	2021-03-15	03/15COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
2534	2021-03-15	03/15COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
2535	2021-03-15	03/15COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
2536	2021-03-15	03/15COMB	211	MOGGY, HUGH	OUTSTANDING	Direct Deposit
2537	2021-03-15	03/15COMB	218	MCDOWELL, DAVID	OUTSTANDING	Direct Deposit
2538	2021-03-15	03/15COMB	220	HAM, DAVID	OUTSTANDING	Direct Deposit
2539	2021-03-15	03/15COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
2540	2021-03-15	03/15COMB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
2541	2021-03-15	03/15COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
2542	2021-03-15	03/15COMB	329	OBRIEN, CHERYL	OUTSTANDING	Direct Deposit
2543	2021-03-15	03/15COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
2544	2021-03-15	03/15COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
2545	2021-03-15	03/15COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
2546	2021-03-15	03/15COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
2547	2021-03-15	03/15COMB	377	CASE, TERRY	OUTSTANDING	Direct Deposit

Total : \$22,115.15

Alton Hobbs

From: Alton Hobbs
Sent: March 26, 2021 11:03 AM
To: Theresa at Manitoulin Planning Board
Subject: RE: File No. B04-21
Attachments: B04 21 Questionnaire.pdf

Theresa:

Council meets April 6th. I don not foresee any issues with this application.

Kindest regards,

Alton Hobbs
CAO
Assiginack
705 859 3196

From: Theresa at Manitoulin Planning Board <mpbcarlisle@bellnet.ca>
Sent: March 26, 2021 10:00 AM
To: Alton Hobbs <ahobbs@assiginack.ca>; Alton Hobbs <ahobbs@assiginack.ca>
Subject: File No. B04-21

Good Morning Alton,

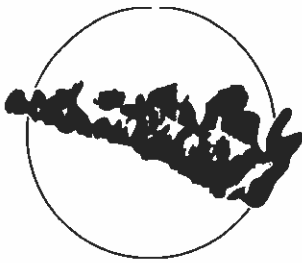
REF: Proposed Consent to Server – File No. B04-21
H. and F. Clarke
#10 and #14 LeCourt Street

Please provide me with the questionnaire re: the above.
Thanks, Alton.

Theresa

Theresa Carlisle,
Secretary Treasurer
Manitoulin Planning Board
Harbour Centre
40 Water Street, Unit 1
P.O. Box 240
Gore Bay ON P0P 1H0
TEL: 705-282-2237
FAX: 705-282-3142

This communication and any attachments may contain confidential information for the sole use of the intended recipient(s). Any unauthorized use, disclosure, viewing, copying, alteration, or distribution of, or reliance on this message is strictly prohibited. If you have received this message in error, or you are not an authorized recipient,



MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0
☎ 705-282-2237 ☎ 705-282-3142

RECEIVED

MAR 19 2021

March 02, 2021

Alton Hobbs, CAO
P.O. Box 238
156 Arthur Street
Manitowaning ON P0P 1N0

NOTICE OF APPLICATION FOR CONSENT

File No: B04-21
Owners: Harold and Dorothy Faye Clarke
Location: Lots D and E, North Side LeCourt Street and
Lot 24 Bay Street South of Queen Street
(#10 and #14 LeCourt Street)
Townplot 3 of Manitowaning
Municipality of Assiginack
District of Manitoulin

Purpose and Effect: To provide for the creation of a new ±800 sq. m. new lot, being Lot D North Side LeCourt Street, located at #14 LeCourt Street.

In order that the application may be properly considered in accordance with requirements set out in Sections 50 and 53 of the Planning Act, would you please fill out the attached questionnaire, returning one to us and keeping the other for your records.

If your Council have any suggestions, information, or conditions to add to the questionnaire form, please send them out in an attached letter.

Last Day for Receiving Comments: March 16th, 2021.

Additional information, if required, may be available by contacting the Planning Board Office.

Decision and Appeal

If you wish to be notified of the Decision of Planning Board in respect of the proposed consent, you must make a written request to the Planning Board at the address of the Planning Board Office as stated above.

Any person or public body may, not later than 20 days after the giving of the notice of decision, appeal the decision or any condition imposed by Planning Board or appeal both the decision and any condition to the Local Planning Appeal Tribunal (LPAT) or appeal both the decision and any condition to the Local Planning Appeal Tribunal (LPAT) by filing with the Secretary-Treasurer of the Planning Board a notice of appeal setting out the reasons for the appeal, accompanied by the prescribed fee prescribed under the Local Planning Appeal Tribunal (LPAT) Act.

If a person or public body that files an appeal of a decision of the Manitoulin Planning Board in respect of the proposed consent does not make written submission to the Manitoulin Planning Board before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal (LPAT) may dismiss the appeal.

Dated at the Town of Gore Bay this 2nd Day of March, 2021.

APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT

Note to Applicants: This application form is to be used if the Manitoulin Planning Board is the consent granting authority. In this form the term "subject" land means the land to be severed and the land to be retained.

Completeness of the Application

The information in this form that must be provided by the applicant is prescribed by the Planning Act, Schedule to Ontario Regulation 197/96, as amended. The mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the Manitoulin Planning Board will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the Manitoulin Planning Board and others in their planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Submission of the Application

- A fee of \$725.00 for each parcel/consent proposed must accompany the application.
- A certification fee of \$125.00 to be submitted prior to the Certificate of the Secretary-Treasurer.
- The original and 3 copies of the completed application form and 3 copies of the sketch are required by the Manitoulin Planning Board. The copies will be used to consult with other ministries or agencies that may have an interest in the application.

Measurements are preferred in metric units.

For Help

To help you understand the consent process and information needed to make a planning decision on the application, refer to the "Application Guide Q & A" or contact the Manitoulin Planning Board Office at 705-282-2237 or e-mail mpbcartisle@bellnet.ca

WHO MUST SIGN THE APPLICATION

- 1) All registered owners, or an owner with written authorization of all of the owner(s);
- 2) An agent or solicitor appointed by all registered owners of the property with the submission of written authorization of all registered owners; or
- 3) If the registered owner is a corporation, an officer who has the authority to bind the corporation.

Please Print and Complete or (✓) Appropriate Box(es)

1. Applicant Information An owner's authorization is required in Section 11.1, if the applicant/agent is not the owner.			
1.1 Name of Owner(s) <u>Clarke, Harold / Dorothy Faye</u>	Home Telephone No. <u>705-859-3335</u>	Business Telephone No.	
Address <u>PO Box 87 Manitowaning, ON P0P 1N0</u>		E-mail &/or Fax	
1.2 Name of Agent/Applicant <u>Same as above</u>	Home Telephone No.	Business Telephone No.	
Address		Cell No.	E-mail &/or Fax
1.3 Name of Contact Person <u>Harold / Faye Clarke</u>			
2. Location of the Subject Land (Complete applicable boxes in 2.1)			
2.1 Township/Municipality/ <u>Assiginack</u>			Property Identification No. <u>47133-0656</u>
Concession Number(s) <u>Manitowaning Town Plot 3NS Lecourt</u>	Geographic Lot Number(s) <u>Lot D, E / of Queen Street at Bay Street</u>	Name of Street/Road <u>Lecourt</u>	House No./911 No. <u>1014</u>
Survey Plan No.	Survey Part/Lot Number(s)	Island No./Name	Section/Mining Loc. No.
2.2 Are there any easements or restrictive covenants affecting the subject land? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe the easement or covenant and its effect.			
3. Purpose of this Application			
3.1 Type and Purpose of proposed transaction (check appropriate box)			
Transfer: <input checked="" type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> Easement/Right-of-way			
Other: <input type="checkbox"/> A charge <input type="checkbox"/> A lease <input type="checkbox"/> A correction of title			
3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged			
3.3 If a lot addition, describe the lands to which the parcel will be consolidated with and the current land use. (Also to be identified on sketch)			

4. Description of Subject Land and Servicing Information (Complete each subsection.)

* See Sketch

4.1 Description		Severed #1	Severed #2	Retained
(Check appropriate space)	Frontage (m.)	166 ft.		Lot E - 166 ft x 132 ft
	Depth (m.)	130 ft.		Lot A - 166 ft x 227.20 ft
	Area (ha.)			
4.2 Use of Property	Existing	Residential		Residential
	Proposed			
4.3 Buildings or Structures	Existing	Shed 8' x 12' x 12' Residential		garage/lot Residential 24-Vacant.
	Proposed			
4.4 Access (Check appropriate space)	Provincial Highway			
	Municipal Road, Maintained All Year	✓		Lot E Lot A ✓ ✓
	Municipal Road, Seasonally Maintained			
	Other Public Road			
	Right of way			
	Water Access			
	Describe in section 9, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.			
4.5 Water Supply (Check appropriate space)	Publicly owned/operated piped water system	✓		Lot E Lot A ✓ ✓
	Privately owned/operated individual well			
	Privately owned/operated communal well			
	Lake or other water body			
	Other means			
4.6 Sewage Disposal (Check appropriate space)	Publicly owned & operated sanitary sewage system	✓		Lot E Lot A ✓ ✓
	Privately owned & operated individual septic tank ¹			
	Privately owned & operated communal septic system			
	Privy			
	Other means			
¹ A certificate of approval from the local Health Unit or Ministry of the Environment and Energy submitted with this application will facilitate the review.				
4.7 Other Services	Electricity	✓		Lot E Lot A ✓ ✓
	School Bussing	✓		✓ ✓
	Waste Collection/Disposal			

4.8 If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is publicly maintained seasonally or all year.

N/A

5. Land Use

5.1 What is the existing official plan designation(s) of the subject land?

Residential Area

5.2 What is the zoning of the subject land?

Residential (R1)

5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land?
Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard.	No	No
Utility Corridor	No	No
A landfill, closed or active	No	No
A sewage treatment plant or waste stabilization plant (lagoon)	No	No
A provincially significant wetland or significant coastal wetland	No	No
A significant wildlife habitat and/or habitat of endangered species and threatened species	No	No
Fish Habitat	No	No
Flood plain	No	No
An active or rehabilitated or abandoned mine site or mine hazards	No	No
An active mine site or aggregates operation site within 1 km of the subject land	No	No
A contaminated site or a gas station or petroleum/fuel storage	No	No
An industrial or commercial use, and specify the use(s)	No	No
Known archaeological resources or areas of archaeological potential	No	No
A municipal or federal airport	No	No

6. Is the application consistent with Provincial Policy Statements issued under subsection 3(1) of The Planning Act?

Yes.

7. History of the Subject Land

7.1 Has the subject land ever been the subject of any other planning applications, i.e. Official Plan or Zoning By-law Amendment, Plan of Subdivision, Consent, Site Plan, under the Planning Act?
 Yes No If Yes and if known, provide the application file number and the decision made on the application.

7.2 Past Land Uses -

8. Current Applications

Is the subject land currently the subject of an application for an Official Plan and/or Zoning By-law amendment minor variance, consent or a plan of subdivision that has been submitted for approval?
 Yes No Unknown If Yes, and if Known, specify the appropriate file number and status of the application

9. Other Information

Is there any other information that you think may be useful to the Planning Board or other agencies in reviewing this application?
 If so, explain below or attach on a separate page.

Properties registered under the same name, properties abut each other so under the Planning Act were merged.

10. AFFIDAVIT OR SWORN DECLARATION

I/We, Harold and Faye Clarke of the Town of Manitowaning
 in the Municipality of Assiginack make oath and say (or solemnly declare) that the information contained
 in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the Municipality of Assiginack

in the Town of Manitowaning

this 8 day of February 2021

[Signature]
 Commissioner of Oaths
Prods Bond, Commissioner, etc.
Tax & Utility Manager/Deputy Treasurer
Township of Assiginack
District of Manitoulin

[Signature]
 Owner(s) or Authorized Agent/Applicant
[Signature]
 Owner(s) or Authorized Agent/Applicant

11. AUTHORIZED AGENT

Authorization of Owner for Agent to Make the Application

I/We, _____, am/are the registered owner(s) of the subject lands for which this application is to
 apply. I/We do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

 Date

 Signature of Owner(s)

 Date

 Signature of Owner(s)

12. PERMISSION TO ENTER

I/We hereby authorize the members of the staff of the Manitoulin Planning Board to enter upon the subject lands and premises for the
 limited purpose of evaluating the merits of this application. This is their authority for doing so.

08 February 2021
 Date

[Signature]
 Signature of the Owner(s)

08 February 2021
 Date

[Signature]
 Signature of the Owner(s)

The Planning Board will assign a File Number for complete applications and this should be used in all communications.

Applicant's Checklist:	Have you remembered to attach:	Yes
	- 3 copies of the completed application form?	<input checked="" type="checkbox"/>
	- 3 copies of the sketch?	<input type="checkbox"/>
	- The required fee, payable to the Manitoulin Planning Board?	<input checked="" type="checkbox"/>

Forward to: **The Manitoulin Planning Board**
 40 Water Street, Unit 1, P. O. Box 240
 GORE BAY, Ontario POP 1H0

*** Sketch Required**

The Application shall be accompanied by a sketch showing the following, in metric units:

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained and, in the case of a lot addition, the lands the addition is to be consolidated with;
- (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- (e) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- (f) the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
- (g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- (h) if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- (i) the location and nature of any easement affecting the subject land.

The preferred size is on paper no larger than 8.5" by 14", larger plans will be accepted provided a reduction for circulation purposes is provided.



PROPERTY INDEX MAP
MANITOULIN(No. 31)

LEGEND

- FREEHOLD PROPERTY
- LEASEHOLD PROPERTY
- LIMITED INTEREST PROPERTY
- CONDOMINIUM PROPERTY
- RETIRED PIN (MAP UPDATE PENDING)
- PROPERTY NUMBER
- BLOCK NUMBER
- GEOGRAPHIC FABRIC
- EASEMENT

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

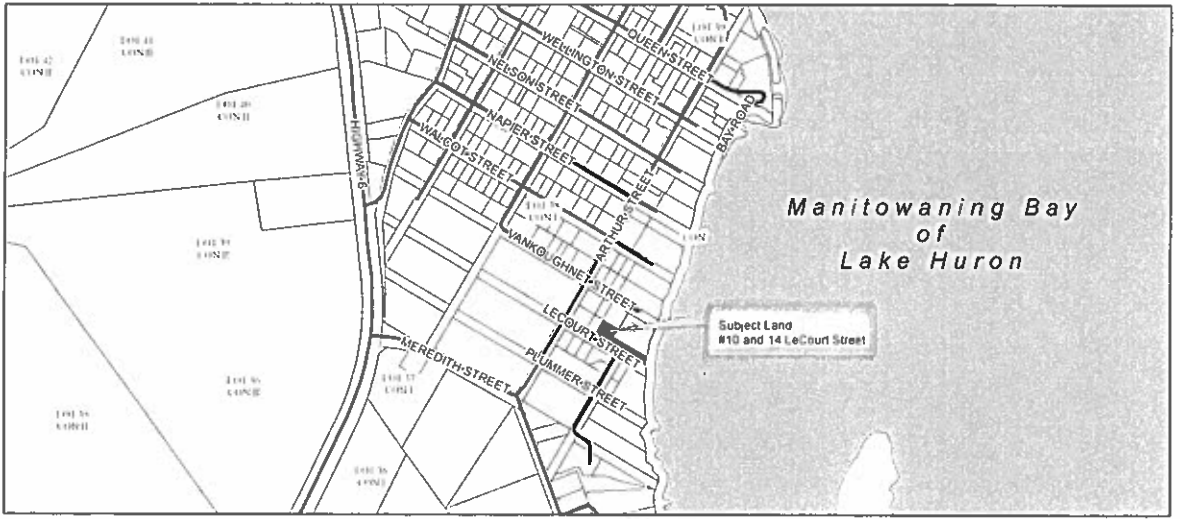
ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED



**Lot D and E N/S LeCourt Street and Lot 24 Bay Street South of Queen Street
 (10 and 14 LeCourt Street)
 Townplot 3 of Manitowaning
 Municipality of Assiginack
 District of Manitoulin**

FILE NO: B04-21



Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 325-0408
MCSCS.Feedback@Ontario.ca

RECEIVED
MAR 22 2021



132-2021-404
By email

March 18, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA).

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

Dear Heads of Council and First Nations Chiefs
Page 2

Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at sarah.caldwell@ontario.ca. If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at joanna.reading@ontario.ca

Sincerely,



Sylvia Jones
Solicitor General

Enclosures

c: Chief Administrative Officers
Municipal Clerks

OPP DETACHMENT BOARD PROPOSAL PROCESS

FACT SHEET



CONTEXT

- Ontario passed the *Comprehensive Ontario Police Services Act, 2019 (Bill 68)* and established the *Community Safety and Policing Act, 2019 (CSPA)* which, once in force, will repeal the *Police Services Act, 1990 (PSA)*.
- Section 67 of the CSPA requires there be an *Ontario Provincial Police (OPP) detachment board, or more than one OPP detachment board*, for each detachment of the OPP that provides policing in a municipality or in a First Nation community.
- The Ministry is required to develop a regulation related to the composition of each OPP detachment board. To achieve this, the ministry has developed an "OPP Detachment Board Framework".

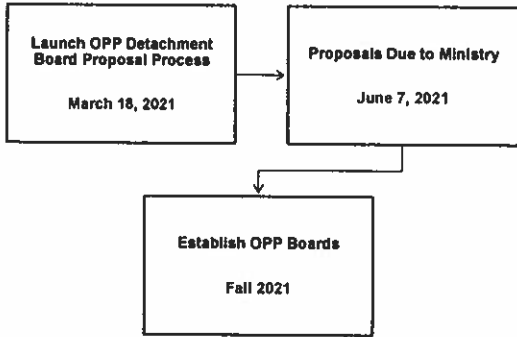


FRAMEWORK

- The new **OPP Detachment Board Framework** will provide civilian governance to 326 municipalities and 43 First Nations including those that:
 - Are directly policed by the OPP;
 - Employ their own First Nations Constables but receive administrative support from the OPP; and
 - Receive "OPP Dedicated" policing (i.e. North Caribou Lake and Wapekeka First Nation).
- By enhancing civilian governance, the **OPP Detachment Board Framework** under the CSPA will:
 - Ensure each municipality and First Nation receiving OPP services and supports has an opportunity to represent their local perspectives, needs, and priorities, and
 - Provide opportunities for municipalities and First Nations to collaborate on efforts to improve community safety.



TIMELINES



PROCESS

- To ensure the objectives of the **OPP Detachment Board Framework** are met, the ministry has developed a flexible approach that allows municipalities and First Nations to determine the preferred composition of their detachment board(s) by submitting a proposal using a digital form provided by the ministry.
 - Link to Digital Form: [OPP Board Proposal Form](#)
- Municipalities and First Nations within a detachment will be required to work together to develop and submit one proposal indicating the composition of their board(s). The proposal must meet the minimum composition requirements established by the ministry (See Page 2 & Qs and As).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board but will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- The ministry will work with each municipality and First Nation to obtain outstanding information and provide support to ensure each detachment submits a completed proposal. However, a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board(s).
- The ministry is offering virtual information sessions for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process, upon request.

✓ OPP DETACHMENT BOARD COMPOSITION REQUIREMENTS

MINIMUM REQUIREMENTS

Minimum Size	5 members
Maximum Size	None
Community Representatives	20% Community Representation <ul style="list-style-type: none"> • Province to appoint community representative(s) if municipal council/band council fail to appoint representatives by joint resolution.
Provincial Appointments	20% Provincial Appointees



CONTACT INFORMATION

General information/OPP Detachment Board Proposal Process	Community Safety and Intergovernmental Policy Branch Joanna Reading (Joanna.Reading@ontario.ca)
Civilian Governance Options for First Nations	Indigenous Engagement Unit Ashley O'Connell (Ashley.OConnell@ontario.ca)

Q1: What are the key differences between the section 10 board framework under the *Police Services Act (1990) (PSA)* and OPP detachment board framework under the *Community Safety Policing Act, 2019 (CSPA)*?

A1:

- The OPP currently polices 326 municipalities. Of these, only those under a section 10 agreement have access to civilian governance. This means there are 178 municipalities that do not participate on a board and as a result do not have access to civilian governance.
- Under the CSPA, all municipalities receiving OPP policing services will have the opportunity to participate on an OPP detachment board.
- In terms of the roles and responsibilities of board members, the role of OPP detachment boards will include additional responsibilities not required for section 10 boards under the PSA (1990) such as:
 - considering any community safety and well-being plan adopted by a municipality that receives policing from the detachment;
 - establishing local policies, in consultation with the detachment commander, with respect to policing in the area receiving policing from the detachment; and
 - ensuring local action plans prepared by the detachment commander address the objectives and priorities determined by the board.
- Under the CSPA, OPP detachment board members will be required to:
 - consult with the OPP Commissioner on the selection of a detachment commander;
 - monitor the performance of the detachment commander; and
 - provide an annual report to the municipalities and band councils served by the OPP.
- OPP detachment boards will also provide a venue for the municipalities and First Nations within a detachment area to coordinate and collaborate on strategies to address common issues that is not present under the PSA.

Q2: What does the transition to the new OPP detachment board framework mean for municipalities and First Nations currently receiving policing services by the OPP?

A2:

- Until the Act comes into force, the ministry will continue to renew section 10 agreements that are set to expire in 2021.
- However once the CSPA comes into force all existing section 10 agreements will be terminated, and Section 10 boards will be dissolved.
- To do this, the ministry is committed to providing sufficient time and adequate supports to municipalities currently participating on a Section 10 board or, in the case of municipalities that receive OPP policing without a formal agreement/contract (i.e. Section 5.1 municipality), a Community Policing Advisory Committees (CPAC) as they dissolve their current board structures and transition to the new OPP detachment board model.

Q3: When will the CSPA come into force?

A3:

- The ministry is working towards the act being proclaimed in early 2022.

Q4: Which municipalities and First Nations are included in the OPP detachment board framework?

A4:

- The OPP detachment board framework provides civilian governance to the municipalities and First Nations receiving policing from OPP detachments.
- More specifically, the framework includes 326 municipalities currently policed by the OPP.
- The First Nations included in this framework include the 43 First Nations that:
 - are directly policed by the OPP (i.e., zone policing without a funding agreement);
 - employ their own First Nations Constables but receive administrative support from the OPP (i.e., "OPP-Administered" policing under the Federal First Nations Policing Program (FNPP)); and
 - receive "OPP-Dedicated" policing (i.e. Stream Two agreements under the FNPP).

Q5: What role will municipalities and First Nations have with respect to the OPP Detachment Board proposal process?

A5:

- Municipalities and First Nations in each OPP detachment area will be required to submit one proposal indicating the composition of their board and the rationale for multiple boards and the composition of each additional board, if multiple boards are being recommended.
- The ministry will only accept one proposal per detachment.
- Municipalities and First Nations within a detachment will be required to work together and determine the approach for developing and submitting their proposal to the ministry.
 - For example, after determining the composition of the detachment board(s), the municipalities and First Nations within a detachment may select one municipality or First Nation to complete and submit the proposal.

Q6: What information is the ministry requesting in the proposal form?**A6:**

- Municipalities and First Nations within a detachment area will be required to submit a proposal indicating the composition of their board(s).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board. Rather, they will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- If a municipality and/or First Nation chooses not to participate on a detachment board and forfeits their seat, they will be required to indicate this in the proposal.

Q7: Factors to consider when requesting more than one detachment board.**A7:**

- The CSPA allows an OPP detachment to establish one, or more than one, OPP detachment board.
- Detachments that are considering requesting more than one detachment board should consider factors such as:
 - Geography (e.g. distance between municipalities and First Nations);
 - Variations in population size and;
 - The number of municipalities and First Nations within an OPP detachment; and
 - Service demands (e.g. calls for service).
- However, if proposing more than one OPP detachment board, municipalities and First Nations should also consider challenges associated with recruiting board members (e.g. inability to fill vacancies) and the costs associated with operating additional boards.

Q8: Will municipalities/First Nations that are receiving policing and/or supports and services by two OPP detachments be allowed to participate on both OPP detachment boards?**A8:**

- Yes. Municipalities and First Nations that are receiving policing and/or supports and services by two OPP detachments can participate on both OPP detachment boards, or can choose to participate on only one OPP detachment board.
- Representation must be determined in collaboration with the other municipalities and First Nations within the OPP detachment, as a consensus on the composition of the OPP detachment board is required.
- Municipalities that wish to be represented on both OPP detachment boards will be required to cover the costs associated with participating on two boards (i.e. operational costs).

Q9: What is considered a “completed” proposal?**A9:**

- Each detachment will be required to complete one proposal using the digital form provided by the ministry. The link to the digital form can be found here: [Ontario Provincial Police Board \(OPP\) Proposal Form](#).
- A completed proposal must be submitted using the digital form provided by the ministry and meet the minimum composition requirements provided by the ministry.
- The ministry will work with each detachment to obtain outstanding information/proposals and support them in submitting a completed proposal.
- If however in the end if a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board.

Q10: What support will the ministry provide municipalities and First Nations throughout the OPP detachment board proposal process?**A10:**

- Virtual information sessions, led by the ministry, will be made available upon request for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process.
- If your detachment is interested in a virtual information session, or have other inquiries related to the OPP detachment board proposal process, please forward your request to the ministry to Joanna Reading via email at Joanna.Reading@ontario.ca.

Q11: What is the purpose of provincial appointments on OPP Detachment Boards?**A11:**

- Provincial appointees will provide advice to the board as public representatives whose appointments are independent of municipal/band councils.
- However, to ensure members of the detachment board are reflective of the communities they serve, the municipalities/First Nation Chief and Councils will have the ability to nominate individuals for consideration as provincial appointees.

Q12: Will the government address the current backlog in provincial appointments?**A12:**

- We know there are concerns related to the number of vacant provincial appointments and the length of time these appointments remain unfilled.
- We have made significant progress in reducing the backlog of provincial appointments. Since our government took office in 2018, we have filled approximately 124 provincial appointment vacancies on section 10 boards.
- We will continue to work with municipalities and First Nations to ensure provincial appointees are recruited and appointed in a timely manner.

Q13: Why are First Nations with Self-Administered Police Services not included in the OPP detachment board framework?**A13:**

- First Nations that receive policing from a Self-Administered First Nation Police Service (SA FNPS) are not included in the OPP detachment board framework as they are already represented on boards and/or have their own police governing authorities. In addition, SA FNPS boards have existing relationships and alternate methods to communicate their input to the OPP with respect to supports and services the OPP provides to their communities.

Q14: Are there other civilian governance options for First Nation communities that are captured within the OPP detachment board framework?**A14:**

- As an alternative to participating on an OPP Detachment board, under the CSPA First Nations have the option to request to form a First Nation OPP Board.
- Where a First Nation or multiple First Nations has entered into an agreement with the Minister for the provision of policing and other specified services by the Commissioner, the First Nation(s) may request that the Minister constitute a First Nation OPP board.
- A First Nation OPP board would perform similar functions and responsibilities as an OPP Detachment board by providing advice and oversight over the policing services provided by the OPP to a First Nation community or communities.
 - This includes determining objectives and priorities, supporting development of the strategic plan, and advising the Detachment Commander with respect to policing provided to a First Nation community or communities.
 - A First Nation OPP board could also establish local policies, in consultation with the OPP, with respect to the detachment's provision of policing.
- Please contact Ashley O'Connell, Indigenous Engagement Unit, Ministry of the Solicitor General at Ashley.OConnell@ontario.ca for more information on requesting a First Nation OPP Board.

ADDITIONAL INFORMATION**Q15: What training will OPP detachment board members be required to complete?****A15:**

- Members cannot perform their duties or exercise any of their powers until they have successfully completed the training identified in the CSPA.
- More specifically, like all other boards and councils governed under the CSPA, OPP detachment board members will be required to successfully complete training with respect to:
 - human rights and systemic racism;
 - the diverse, multiracial and multicultural character of Ontario society;
 - the rights and cultures of Indigenous peoples; and
 - any other training prescribed by the Solicitor General.

Q16: Will municipalities be able to request enhanced OPP policing services (e.g., beyond basic "adequate and effective" policing) under the CSPA?**A16:**

- Under the CSPA, municipalities that receive policing from the OPP may enter into agreements for enhanced policing services.
- Municipalities will continue to be responsible for funding and implementing enhancements.

Q17: Once the CSPA is in force, will municipalities within a detachment receive one billing statement (i.e., a single invoice for the entire detachment)?**A17:**

- There will be no substantive changes to the billing process.
- Municipalities will continue to be billed individually.

Q18: Will there be an opportunity to provide additional feedback on other OPP-related matters for regulation?

A18:

- All OPP-related matters for regulation will be posted on the Ontario Regulatory Registry for public comment.



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



March 18, 2021
File: 165001086

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

Dear Mr. Hobbs,

**Reference: Planning, Preliminary Design and Class Environmental Assessment
Highway 6 Little Current Swing Bridge Study (GWP 5268-14-00)
Notice of Online Public Information Centre 3**

The Ontario Ministry of Transportation has retained Stantec Consulting Ltd. to undertake a Planning, Preliminary Design and Class Environmental Assessment (Class EA) Study for the Highway 6 Little Current Swing Bridge located in the Town of Northeastern Manitoulin and the Islands in Northeastern Ontario. The purpose of this study is to identify a Recommended Plan that addresses current and future transportation needs at the bridge crossing. Please visit the project website at www.swingbridgestudy.ca for additional project information.

The third and final Public Information Centre (PIC) has been planned for this project. In light of the COVID-19 pandemic and associated physical distancing requirements, PIC 3 will be hosted online. As indicated within the attached notice, the PIC will be available for your review on the study website at www.swingbridgestudy.ca on **Tuesday, March 30, 2021**. A recorded presentation will be available as part of the online PIC until Friday, April 30, 2021.

The information presented at this online PIC will provide an opportunity to review and comment on the evaluation of the alignment and structure alternatives, the Preliminary Preferred Plan, and the associated potential impacts and preliminary proposed mitigation measures.

March 18, 2021
Alton Hobbs, Chief Administrative Officer

Page 2 of 176

**Reference: Planning, Preliminary Design and Class Environmental Assessment
Highway 6 Little Current Swing Bridge Study (GWP 5268-14-00)
Notice of Online Public Information Centre 3**

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

Regards,

Stantec Consulting Ltd.



Diana Addley
Senior Environmental Planner
Phone: (905) 415-6401
diana.addley@stantec.com

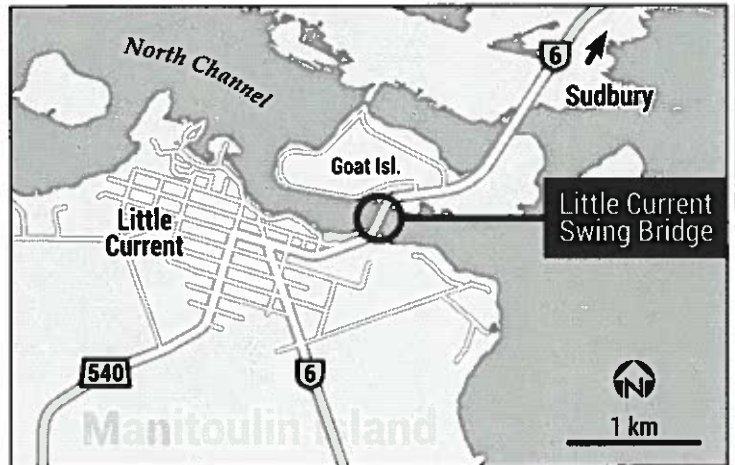
Attachment: Notice of Online Public Information Centre 3

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



**NOTICE OF ONLINE PUBLIC INFORMATION CENTRE 3
PLANNING, PRELIMINARY DESIGN AND CLASS ENVIRONMENTAL ASSESSMENT
Highway 6 Little Current Swing Bridge Study, GWP 5268-14-00**

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



THE PROCESS

This study is a “Group A” project under the *Class Environmental Assessment (EA) for Provincial Transportation Facilities* (2000) and includes undertaking environmental and engineering investigations and seeking input from stakeholders, external agencies, Indigenous communities and the public. Upon completion of preliminary design, a *Transportation Environmental Study Report (TESR)* will be prepared and made available for public review. Notices will be published in local newspapers to advise the public of the TESR public review period.

ONLINE PUBLIC INFORMATION CENTRE 3

Two Public Information Centres (PICs) have been held to date to present and gather feedback at key points in this Study. PIC 1 was held in August 2018 to present the transportation needs assessment, existing study area conditions, and alternatives to the undertaking. PIC 2 was held in July 2019 to present alignment and structure type alternatives, the evaluation process and preliminary assessment of the heritage conservation options for the existing bridge.

The third and final PIC has been scheduled to provide an opportunity for you to review the evaluation of the alignment and structure alternatives, the Preliminary Preferred Plan, and the associated potential impacts and preliminary proposed mitigation measures. In light of the COVID-19 pandemic and associated physical distancing requirements, PIC 3 will be hosted online. **The PIC will be available for your review on the study website at www.swingbridgestudy.ca on Tuesday, March 30, 2021.** A recorded presentation will be available as part of the online PIC until April 30, 2021.

COMMENTS

You are encouraged to participate in the study and to provide comments to the study team. If you wish to have your name added to the study mailing list, have any comments, questions or concerns, and/or are unable to access the online PIC 3 materials provided on the study website, please contact one of the following study team members:

Mr. Gregg Cooke, P.Eng.
Consultant Project Manager
Stantec Consulting Ltd.

Tel: (905) 381-3227
Call Collect: (905) 385-3234
ProjectTeam@swingbridgestudy.ca

Ms. Melissa Delfino, P.Eng.
Senior Project Engineer

Ministry of Transportation Northeastern Region
Tel: (705) 497-6807 or (705) 491-7756
Toll-free: 1-800-461-9547
ProjectTeam@swingbridgestudy.ca

Please visit the project website, www.swingbridgestudy.ca, to review study information including notices, background information and PIC displays. Other study materials will also be provided on the study website, as they become available. Comments and questions to the study team can be submitted on the study website.

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

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 21-05

BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK TO ENTER INTO AN AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE OFFICE OF THE FIRE MARSHAL TO RECEIVE PROVIDE FUNDS TO THE ASSIGINACK FIRE DEPARTMENT.

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

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

AND WHEREAS The Council of the Corporation of the Township of Assiginack wishes to enter into an agreement with the Office of the Fire Marshal:

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

1. THAT the Municipality enter into an agreement with the Office of the Fire Marshal to accept \$ 4,800.00 for the Assiginack Fire Department, pursuant to the agreement, attached as Schedule A to this by-law and forming part of it.
2. THAT this by-law shall come into force and take effect upon third and final reading hereof.

Read a first, second and third time and finally passed this 6th day of April, 2021.

Mayor: Dave Ham

Deputy Clerk: Alton Hobbs

seal

FIRE SAFETY GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the Click or tap here to enter text. day of Choose an item., 20Click or tap here to enter text. (the **"Effective Date"**)

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Office of the Fire Marshal**

(the **"Province"**)

- and -

Township of Assiginack

(the **"Recipient"**)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule "A" - General Terms and Conditions
Schedule "B" - Project Specific Information and Additional Provisions
Schedule "C" - Project
Schedule "D" - Budget
Schedule "E" - Reports, and
any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 In the event of a conflict or inconsistency between the Additional Provisions and Schedule "A", the Additional Provisions will prevail.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Office of the Fire
Marshal**

Click or tap here to enter text.

Date

Signature: _____

Name: Douglas Browne

Title: Deputy Fire Marshal

Township of Assiginack

Click or tap here to enter text.

Date

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

I have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 DEFINITIONS

A1.1 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

- (a) in the case of the first Funding Year, the period commencing on March 31, 2021 and ending on August 31, 2021; and

"Funds" means the money the Province provides to the Recipient pursuant to the Agreement.

"Indemnified Parties" means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

"Maximum Funds" means the maximum Funds set out in Schedule "B".

"Notice" means any communication given or required to be given pursuant to the Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province extends that time.

"Parties" means the Province and the Recipient.

"Party" means either the Province or the Recipient.

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “E”.

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants and covenants that:

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has the full power and authority to enter into the Agreement and has taken all necessary actions to authorize the execution of the Agreement;
- (c) it has, and will continue to have the experience and expertise necessary to carry out the Project;
- (d) it is in compliance with, and will continue to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and
- (e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully; and
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A6.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on March 31, 2021 and will expire on the Expiry Date.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds allocated as part of this grant exercise;
- (b) provide the Funds to the Recipient in accordance with the payment plan set out in Schedule "D"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency or organization of the Government of Ontario.

A5.0 CONFLICT OF INTEREST

A5.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without a conflict of interest. The Recipient will disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A6.0 REPORTING, ACCOUNTING AND REVIEW

A6.1 Preparation and Submission. The Recipient will submit to the Province at the address referred to in section A15.1, all Reports in accordance with the timelines and content requirements provided for in Schedule "E", or in a form as specified by the Province from time to time.

A6.2 Record Maintenance. The Recipient will keep, maintain and make available to the Province, its authorized representatives or an independent auditor identified by the Province for inspection and copying:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.0 COMMUNICATIONS REQUIREMENTS

A7.1 Acknowledge Support. Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province for the Project in a form and manner as directed by the Province.

A7.2 Publication. The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A8.0 INDEMNITY

A8.1 Indemnification. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A9.0 INSURANCE

A9.1 Recipient's Insurance. The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability

arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30 day written notice of cancellation.

A9.2 Proof of Insurance. If requested, the Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section A9.1.

A10.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A10.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A6.1, Reports or such other reports as may have been requested by the Province;
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A10.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A10.3 When Termination Effective. Termination under this Article will take effect as provided for in the Notice.

A11.0 FUNDS AT THE END OF A FUNDING YEAR

A11.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient the payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A12.0 FUNDS UPON EXPIRY

A12.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A13.0 NOTICE

A13.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule "B", or as either Party later designates to the other by Notice.

A13.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five business days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one business day after the Notice is delivered.

A14.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A14.1 Consent. When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A15.0 INDEPENDENT PARTIES

A15.1 Parties Independent. The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A16.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A16.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' permitted assigns.

A17.0 GOVERNING LAW

A17.1 Governing Law. The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A18.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A18.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "Failure");

- (b) has been provided with notice of such Failure in accordance with the

requirements of such other agreement;

(c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A19.0 SURVIVAL

A19.1 Survival. All Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"

PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$4,800.00
Expiry Date	August 1, 2021
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	Position: Address: Fax: Email:
Contact information for the purposes of Notice to the Recipient	Position: Address: Fax: Email:
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Position: Address: Fax: Email:

Additional Provisions:

(None)

SCHEDULE "C"

PROJECT

The Municipal Fire Protection Grant has been established to provide critical support to municipalities in 2020-21 to offset costs and potential barriers for issues stemming from the COVID-19 pandemic. Such issues include access to training, and equipment or other critical upgrades that are needed at the local level to support virtual inspections.

Ontario's fire departments vary in size and capacity and they all serve different communities that each present different levels of risk. There is a significant cost to ensure that every department has skilled first responders who are adequately trained and equipped to meet the needs of their community.

Funding could represent the difference in allowing fire departments to train more staff, purchase much needed equipment to allow them to adapt and respond to COVID-19 related risks in their communities in a way that ensures both community and personnel safety.

The use of the one-time 2020-21 Municipal Fire Protection Grant will focus on the needs of municipal fire departments to ensure community safety with a focus on issues that have presented due to the COVID-19 pandemic, including:

- Training to offset the pressures in training as a result of the COVID-19 pandemic.
- Specialty training to respond to the dynamics of the COVID-19 pandemic and the need to ensure fire safety in their communities such as virtual inspections.
- Small improvements to fire department infrastructure, such as accessing high speed internet to support training and virtual inspections.

The fire service has expressed concerns with training and fire code compliance since the start of the pandemic. Some of these concerns include critical inspections being delayed or impacted given the apprehension with entering premises. Similarly, training has been impacted given that fire services have been responding to challenges associated with the pandemic (staffing shortages, increased calls for service, etc.). Many departments continued training online as the Office of the Fire Marshal enhanced its online course availability at the start of the pandemic. This emergency COVID relief funding provides support for increased access to training, support for fire code compliance inspections through virtual inspections, and equipment or other critical upgrades that are needed at the local level to support community risks during the pandemic and the switch to virtual training and inspections.

<insert a copy of the letter of intent from the municipality to outline proposed use of funds>

SCHEDULE "D"

BUDGET

Funding will be provided to the <insert municipality name> upon execution of this Agreement. The funds will need to be spent by the municipality by August 1, 2021.

SCHEDULE "E"

REPORTS

As a condition of the Municipal Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by September 1, 2021 to outline how the grant was utilized at the department level.

Ministry of
Community Safety and
Correctional Services

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère de la
Sécurité communautaire et
des Services correctionnels

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, Avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



March 25, 2021

Dwayne Elliott
Township of Assiginack
P.O. Box 238, 156 Arthur Street
Manitowaning, ON P0P1N0

Dear Dwayne Elliott,

Further to ongoing discussions regarding the Fire Safety Grant Program, I am writing to confirm that the fire service has agreed (in principle) to utilizing its grant allocation to support its intended purpose as outlined below.

The Township of Assiginack will be provided a total of \$4,800.00 to support:

- Increased training opportunities

This aligns with the intended purpose of Fire Safety Grant Program.

As part of this process, formalization of the grant allocation and the Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the funds provided.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Pegg", written over a white background.

Jon Pegg
Fire Marshal

Instructions to the Municipal Representative:

Please complete and submit a copy of this document to our office at ofm@ontario.ca by no later than March 29, 2021.

I hereby accept the grant allocation and proposed strategy for utilization, pending approval by Township of Assiginack as outlined above.

Print Name:	Title:	Signature:	Date:
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