

MUNICIPALITY



OF ASSIGINACK

BOX 238, MANITOWANING, ON, P0P 1N0

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

www.assiginack.ca

**SPECIAL MEETING OF COUNCIL
IN CHAMBERS**

Monday, November 28, 2022 5:00 pm

AGENDA

For Consideration:

1. OPENING

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

2. ANNOUNCEMENTS

- a) Land Acknowledgement Requests

3. ADOPTION OF MINUTES

4. DELEGATIONS

5. REPORTS

6. ACTION REQUIRED ITEMS

- a) Canada Post Renewal Lease
- b) Clover Valley Schoolhouse: Tender for Sale
- c) Cenotaph Improvements
- d) Hydro One: Shoreline Road Allowance Access
- e) Assiginack Arts and Entertainment Centre: Design
- f) Disposition of Norisle
- g) R.O.M.A. Ministerial delegation Requests
- h) Manitowaning Waterfront Development Proposal
- i) Sucker Lake Road Streetlight Request

7. INFORMATION ITEMS

8. BY-LAWS

- a) Integrity Commissioner Appointment for Term Notice
- b) Short Term Rental Accommodation Discussion

9. CLOSED SESSION

- a) Personnel Hiring Status
- b) 'Slip and Fall' Suit Information
- c) Potential Acquisition of Property

10. ADJOURNMENT

Alton Hobbs

From: DND_MND@forces.gc.ca
Sent: September 26, 2022 11:06 AM
To: Alton Hobbs
Subject: RE: Request for Donation of Retired Field Pieces



National Defence

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

Alton Hobbs
Chief Administrative Officer
Township of Assiginack

Dear Alton Hobbs:

I am writing in response to your email addressed to the Honourable Anita Anand, Minister of National Defence, regarding field pieces from the Department of National Defence (DND) for display at its local cenotaph. The Minister has asked that you provide the following information:

Please note that there is a process in place for the donation of surplus assets. When disposing of surplus goods, DND seeks the best value for the Government of Canada. Depending on the materiel in question, best value may be obtained through a government organization, sale, donation, or destruction.

That said, further information is needed from you in order for departmental staff to accurately assess your needs and equipment, decommissioning needs, specific equipment desired, available space, maintenance, and liability must be considered.

I invite you to contact Warrant Officer Kristen Nobles, Supervisor of Donations and Artefacts, by email at Kristen.Nobles@ndbc.gc.ca to explain the process and advise whether there is any equipment available to meet your needs.

I hope that this information is helpful, and thank you for writing.

Yours sincerely,

Joanne Lostracco
National Defence Corporate Secretary



From: Alton Hobbs [<mailto:ahobbs@assignack.ca>]
Sent: August 8, 2022 9:46 AM
To: +MCU@Corp Sec DSCS@Ottawa-Hull <DND_MND@forces.gc.ca>
Cc: Hughes, Carol - Personal <carol.hughes.p9@parl.gc.ca>
Subject: Request for Donation of Retired Field Pieces

Good Morning:

The Township of Assignack is a municipality in the center of the Manitoulin Island, closest to the Wikwemikong Unceded First Nation. We have a small cenotaph on our main street at which we hold our annual Remembrance Day services. Our Council is interested in acquiring two retired, decommissioned field pieces for our cenotaph, in order to recognize both the indigenous and non indigenous volunteers who served and protected our communities.

Please consider this email communication as our formal request for a donation from the Ministry.

Thank you.

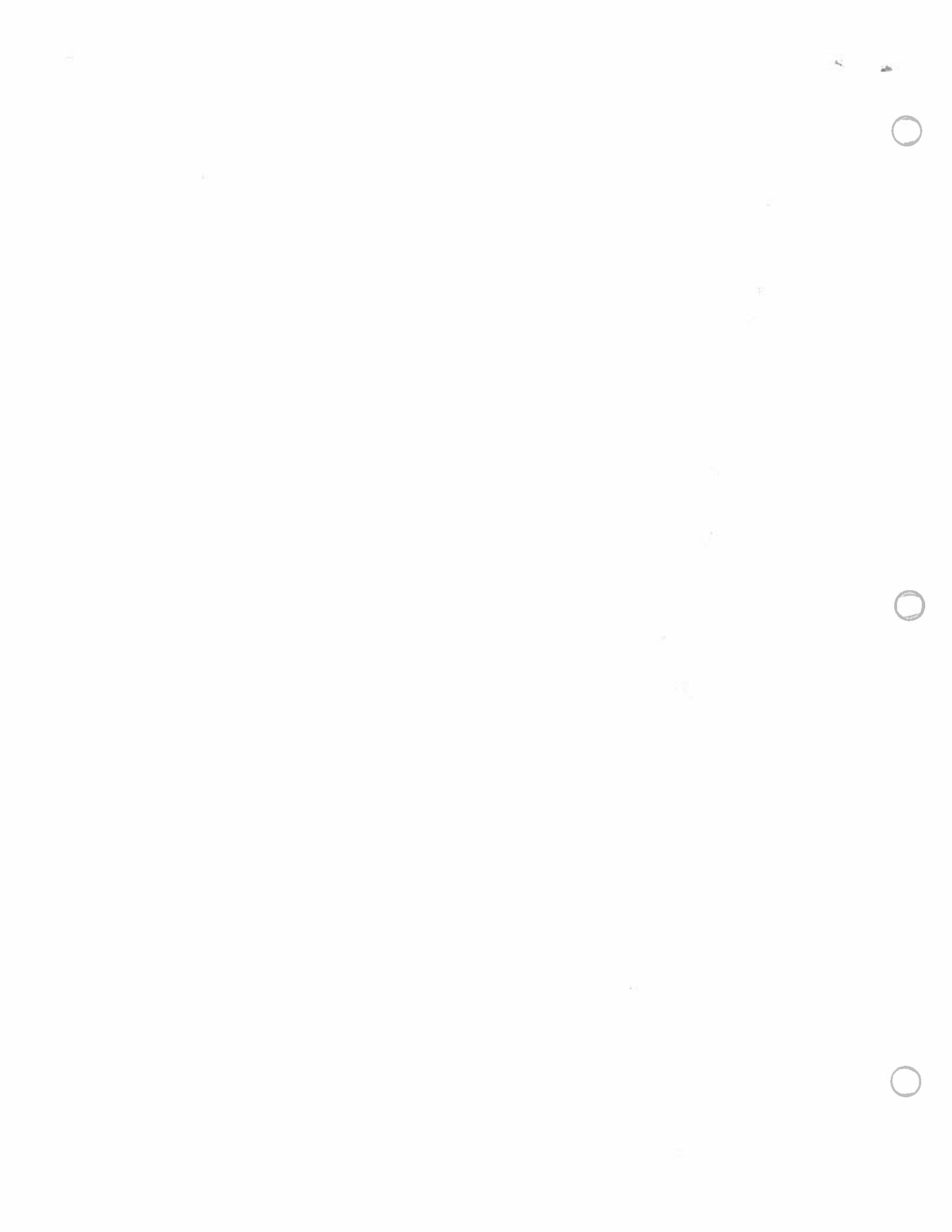
Alton Hobbs
CAO
Assignack
705 859 3196




The Municipal Election is October 24, 2022

Check to see if you are on the voters' list or update your information now at www.voterlookup.ca

Information re: Military Banners

1. Contact your Municipality to find out if Banners would be allowed, if Town does not have their own poles then maybe contact Hydro to see if there poles could be used.
2. Note: Espanola has theirs on hydro poles but they have Espanola Hydro so was able to get permission from them.
3. Get a quote on the size of the banner you wish to purchase. Enclosed is a copy of what O.J. Graphix gave me.
4. There was an error on the size of the Little Current banners The banners were to be 58 inches in total. However they rolled out the material and cut 58 inches and then took off 4 inches top and bottom for posts. Making them too short. So double check measurements for sure.
5. Start with a List of Veteran's that you would have in your community etc. In Little Current case I started with a list, but it had to keep changing as I only had 28 posts to work with and where I had one family member ended up with 4, 3 members – had 4, 4 members – had 5. I ended up with 32 and the town made an error in the number of poles as there were only 27 not 28. So some of the banners are hanging in store windows.
6. The size of the pictures is not an issue. I received some 10x12 others 2 x2. If families are unable to provide a picture, the sample one in this package of my Uncle was one of 3 that O.J. Graphix provided to choose from.
7. I provided all the information and was given proofs to go over for errors before printing.
8. The cost of the Banners were \$114.00 plus \$20.00 set up fee, plus tax - \$151.42. Price is on the enclosed paper from O.J.Graphix. Although it says they need 3 weeks it took longer as they were very busy.
9. You might consider getting sponsors for the banners ie. To purchase one for someone who might not be able to afford one, in L.C. case I received funds from the Town and Legion and therefore only charged the people \$125.00. This was not a money maker for the Legion. Going forward the price might change.



- 
- 
- 
10. I picked Veteran's that were from the Little Current and to my knowledge were born here, that does not have to be the case. You can choose someone who has moved to the Island or has family here. Your choice.
 11. I handed out the information personally, with a letter of explanation and a form. I would recommend that you put a deadline when to have the form picture and money returned.

If you have questions please feel free to contact me.

Linda Bowerman – 705-368-2465

Email. lnbowerman@bell.net



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster.



SAMPLE FORM:

VETERANS' MEMORIAL BANNERS

VETERANS' NAME _____

SERVICE i.e. Army, Navy Air Force

PICTURE ENCLOSED: _____

CONTACT PERSON: _____

PHONE NO. _____

E-MAIL _____

NAME OF THE PERSON SPONSORING THE BANNER: example. The Bowerman Family, or Linda Bowerman

Please return this form with your cheque made payable to Royal Canadian Legion Br. 177 as soon as possible.

Should you have any questions please don't hesitate to contact me.





The Royal Canadian Legion

ESPANOLA BRANCH 39

370 ANNETTE ST. ESPANOLA, ONTARIO - PSE 1J8 Phone:
705-869-1711 Fax: 705-583-2105
E-mail: rcl-39@persona.ca

May 28, 2019

George & Leona Arnold
McKerrow, ON
POP 1M0

Dear George & Leona –

We are undertaking a project to commemorate and recognize the service of some of our local veterans, both living and deceased. We have contacted the Town of Espanola and have permission to display banners on the street light poles. A sample picture of what is being used in other communities is included with this letter to give you a general idea of what our memorials would be similar to. These banners would bear a photo of the veteran along with the units. We will also incorporate poppies and flags. These banners would be on display on Centre Street from about mid-September to late November. Each veteran's banner would be displayed on a rotating basis and, over about a five-year period, we are hoping to be able to display these memorials for each and every one of our local veterans who gave their all for a cause they so greatly believed in.

The cost of the banners would be \$175.00 each and if you chose to sponsor one in memory of your son Glen, your name would be shown on his banner if you so wish, similar to what is shown in the sample photograph.

We have already been in contact with O.J. Graphix and these banners can be produced locally. Our goal is to have the first round of banners ready for display for this Fall.

Please contact us and let us know if you would like to sponsor one of the banners, or if you would like to discuss this further with us.

Yours in comradeship

Gary MacPherson
President

Att.

From: Joan <joan@ojgraphix.com>
To: Inbowerman@bell.net
Date: Jul 8, 2022 11:25:11 AM
Subject: BANNER QUOTES

Good Morning Linda: Price QUOTES for 18oz scrim banners as requested, same printed vinyl material as used by Espanola Royal Canadian Legion

Size: 50" x 22" 18oz vinyl scrim banner printed DOUBLE SIDED with 4" pocket top & bottom with 4 Grommets

QUANTITY 1 @ \$171

QUANTITY 10 + @ \$114 each

+ HST

This pricing Does Not include FILE Layouts, or artwork. If you require file setups, artwork is charged at \$80/per hour.

PLEASE NOTE: There are currently global interruptions in our supply chain. Our ship dates are an approximate and are not guaranteed, as some stocks, are in short supply and are difficult to receive. We thank you for your patience and understanding.

THANKS

Joan

CONTACT INFO:

email

joan@ojgraphix.com

OFFICE

7 Panache Lake Road

Espanola, Ontario

P5E 1H9

Telephone

705-869-0199

Toll Free

1-800-565-6150

Supporting the use of "Ancient Forest Friendly Papers"





LEST WE FORGET



JOHN ROGERSON
SERVING WW1
MEMORIAL BY
JOHN'S FAMILY

No Fish Laps


Honour Our Veterans



Helen Cook
RAF WW II
Family

Cedar Hill Greenwood Cemetery
THE CHAMBER
Energy

Honour Our Veterans



David R. Greenslade
Army Infantry 2RCR Afghanistan
Your Parents

Cedar Hill Greenwood Cemetery
THE CHAMBER
Energy

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail. The text notes that any discrepancies or errors in the records can lead to significant complications during an audit and may result in the disallowance of certain expenses.

2. The second part of the document addresses the issue of proper documentation. It states that all receipts, invoices, and other supporting documents must be properly filed and organized. This not only facilitates the audit process but also helps in identifying any missing or incomplete records. The document stresses that the burden of proof is on the taxpayer to demonstrate that the expenses claimed are legitimate and allowable.

3. The third part of the document discusses the importance of timely reporting. It highlights that any changes or corrections to the tax return should be reported as soon as they are identified. Failure to do so can result in penalties and interest charges. The text also notes that the IRS has the authority to audit any return, and it is essential to be prepared for such an eventuality.

4. The fourth part of the document discusses the importance of seeking professional advice. It suggests that taxpayers should consult with a qualified tax professional, such as a CPA or tax attorney, to ensure that they are fully compliant with all applicable tax laws and regulations. This is particularly important for complex transactions or for taxpayers who are unsure of their tax obligations.

5. The fifth part of the document discusses the importance of staying up-to-date on tax law changes. It notes that the tax code is constantly evolving, and taxpayers must be aware of any new legislation or regulations that may affect their tax situation. This can be done by regularly reviewing tax news and updates from reputable sources.



LEST WE FORGET



CPL GEORGE
THOMAS LOCKYER

119TH BN



SPONSORED BY
GARY GREEN AND LINDA N.
BOWERMAN (GREEN)

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial data and for facilitating the audit process. The text notes that any discrepancies or errors in the records can lead to significant complications and may result in penalties or legal action.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps involved in the accounting cycle, from identifying the transaction to posting it to the appropriate ledger accounts. The text provides a clear and concise guide for ensuring that all transactions are recorded accurately and in a timely manner.

3. The third part of the document discusses the importance of reconciling the accounts. It explains that regular reconciliation is essential for identifying and correcting any errors or discrepancies in the records. The text provides a step-by-step guide for performing account reconciliations and emphasizes the need for thoroughness and attention to detail in this process.

Alton Hobbs

From: SALT Stephen <stephen.salt@HydroOne.com>
Sent: November 22, 2022 1:11 PM
To: Alton Hobbs
Subject: RE: Hydro - 180 Eastview Lane

Please add 196 Eastview Lane also. They have started to build also and have requested a hydro service for their new build.

Thanks!

Steve Salt
Area Distribution Engineering Technician
Hydro One – Manitoulin OPS
Zone 6

From: Alton Hobbs <ahobbs@assignack.ca>
Sent: Tuesday, November 22, 2022 8:48 AM
To: SALT Stephen <stephen.salt@HydroOne.com>
Subject: RE: Hydro - 180 Eastview Lane

***** Exercise caution. This is an EXTERNAL email. DO NOT open attachments or click links from unknown senders or unexpected email. *****

New Council has been in place for a week. Expect an answer by month end. Will advise.

Alton Hobbs

From: SALT Stephen <stephen.salt@HydroOne.com>
Sent: November 21, 2022 11:12 AM
To: Alton Hobbs <ahobbs@assignack.ca>
Subject: RE: Hydro - 180 Eastview Lane

Hi Mr. Hobbs,

I am following up to see how this went with Council on November 15th. The Bradley's are anxious to find out.

Thanks!

Steve Salt
Area Distribution Engineering Technician
Hydro One – Manitoulin OPS
Zone 6

From: Alton Hobbs <ahobbs@assignack.ca>
Sent: Tuesday, November 1, 2022 9:44 AM
To: SALT Stephen <stephen.salt@HydroOne.com>
Subject: RE: Hydro - 180 Eastview Lane

***** Exercise caution. This is an EXTERNAL email. DO NOT open attachments or click links from unknown senders or unexpected email. *****

Mr. Salt:

As we have a new term of Council starting in a few weeks, I would be happy to place the matter before the new Council with the following conditions:

1. Hydro One enters into a formal easement, complete with detailed description of the location of each line crossing the municipal road allowance, all at Hydro One expense and registered.
2. Hydro One assumes the liability for all such lines, again, in writing, in a form suitable to the Township's solicitor.

The new Council term commences November 15th.

Please advise at your convenience.

Alton Hobbs
CAO
[Assignack](http://Assignack.ca)
705 859 3196

"Government is a necessary institution, the means to make the social system of cooperation work smoothly without being disturbed by violent acts of domestic or foreign origin. Government is not a necessary evil, but the only means available to make peaceful coexistence possible."
N.N. Taleb

From: SALT Stephen <stephen.salt@HydroOne.com>
Sent: October 31, 2022 10:19 AM
To: Alton Hobbs <ahobbs@assignack.ca>
Subject: Hydro - 180 Eastview Lane

Hello Mr. Hobbs,

I would like to ask that the Township of Assignack reconsider the proposal to bury primary underground cable along the shore allowance at Eastview Lane. I have explored the options of poles with overhead wires and primary underground cable on private property to service the Bradly property at 180 Eastview Lane. I have been unsuccessful with these options as other property owners don't want their trees cut or lawns dug up, etc. The existing property owners that have hydro support the option of utilizing the shore allowance since it is already used to service half of the lots on Eastview Lane, least disruptive to private property, has least affect on the environment and aesthetics. The existing property owners that I have spoken to on Eastview Lane have also raised no concerns and feel that Hydro One

has done a good job with the existing installation and maintenance of the existing underground line along the shore allowance.

Utilities in general have to rely on these shore allowances sometimes when there is no public road allowances to access private waterfront properties.

I believe the Bradley's are looking at turning their summer property on Eastview Lane into their permanent residence. They have an existing dwelling already on the property and are in the process of putting up a garage. Without hydro they won't be able to make this their permanent retirement residence. Unfortunately they have already invested lots of money into their property and without hydro their options are very limited.

Last week when I was at Eastview Lane I also noticed that a few more of the vacant lots have put in driveways this past summer or are in the process of putting in driveways. If the township receives building permit request for Eastview Lane the township may want to make them aware upfront that their lots most like won't be able to be serviced by Hydro One so they don't end up in the same predicament as the Bradley's.

The Bradley's have already paid a non refundable deposit and I would like to look at getting that returned to them if this can't happen because it was beyond Bradley/Hydro One control.

At Hydro One we always look at the best option for servicing new customers and take many things into consideration. Hopefully the Township of Assiginack will reconsider and we can work together to get the Bradley property connected and the remaining four lots in the future. Please let me know one way or the other so I can get back to the Bradley's.

Thanks!

Steve Salt
Area Distribution Engineering Technician
Hydro One – Manitoulin OPS
Zone 6

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Alton Hobbs

From: Delegations (MMAH) <Delegations@ontario.ca>
Sent: November 22, 2022 9:10 AM
To: Alton Hobbs
Subject: RE: Form submission from: 2023 Rural Ontario Municipal Association (<abbr>ROMA</abbr>) conference

Please see below as confirmation of your recent delegation request for ROMA 2023.

Submitted on Monday, November 21, 2022 - 15:24 Submitted by anonymous user: 10.0.3.225 Submitted values are:

1. Enter the name of your municipality. Assignack
2. Contact person: Choose a contact person who is knowledgeable about the issue(s) and is available to respond to ministry inquiries within one business day. Provide an alternate contact if this person will be on vacation. Alton Hobbs CAO
3. Phone number: 17058593196
4. Email address: ahobbs@assignack.ca
5. Alternate Contact: Deb MacDonald
705 859 3196
dmacdonald@assignack.ca
6. If you would like to receive a copy of what you have submitted, please provide a valid email address. Note that the copy of your submission will be sent to this email address within one business day. ahobbs@assignack.ca

Page 2: Discussion issues

7. Select the minister you would like to meet with: Natural Resources and Forestry
8. Select your preferred date of the meeting: Tuesday January 24, 2023
9. Enter the full names and titles of delegates who will attend this meeting: Brenda Reid, Mayor
Alton Hobbs CAO
10. Issue 1: Summarize your first discussion issue related to this ministry.
Aggregate Resources Act Licenses , setbacks from neighbouring property and Provincial Policy Statements regarding the same as it applies to the Manitoulin Official Plan. We are told by MNRF that the these setbacks are guidelines but our Planning Board treats them as minimum standards and it is adversely affecting a ratepayer.
11. Background: Provide background/context of the first issue you listed:
A ratepayer wishes to subdivide his property and sell it for single family residential purposes. During his application tot he Manitoulin Planning Board he is told that he cannot as his property abuts a licensed Aggregate pit. the license holder has been dead for more than 10 years, the pit has not operated for the same time period, yet the MNRF is not in the business of canceling aggregate license. The Provincial Policy Statement which must be applied when subdividing land states that there is to be a 1000 metre setback from all licensed aggregate operations. There seems to be a difference of opinion between civil servants as to whether this is a guideline or a standard and our ratepayer has been denied an application which was supported by our elected Council. We would like to know if this setback is a requirement or guideline and how the two ministries might assist the community in resolving this matter.
12. Issue 2: If you have a second discussion issue related to this ministry, summarize it here.
13. Background: Provide background/context of the second issue you listed:
14. Issue 3: If you have a third discussion issue related to this ministry, summarize it here.
15. Background: Provide background/context of the third issue you listed:
16. Would you like to meet with a second ministry? No



Alton Hobbs

From: Delegations (MMAH) <Delegations@ontario.ca>
Sent: November 24, 2022 3:38 PM
To: Alton Hobbs
Subject: RE: Form submission from: 2023 Rural Ontario Municipal Association (<abbr>ROMA</abbr>) conference

From: do.not.reply@ontario.ca <do.not.reply@ontario.ca>
Sent: November 24, 2022 9:48 AM
To: Delegations (MMAH) <Delegations@ontario.ca>
Subject: Form submission from: 2023 Rural Ontario Municipal Association (<abbr>ROMA</abbr>) conference

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Submitted on Thursday, November 24, 2022 - 09:48 Submitted by anonymous user: 10.0.3.225 Submitted values are:

1. Enter the name of your municipality. Assignack
2. Contact person: Choose a contact person who is knowledgeable about the issue(s) and is available to respond to ministry inquiries within one business day. Provide an alternate contact if this person will be on vacation. Alton Hobbs CAO
3. Phone number: 17058593196
4. Email address: ahobbs@assignack.ca
5. Alternate Contact: Deb MacDonald Treasurer
6. If you would like to receive a copy of what you have submitted, please provide a valid email address. Note that the copy of your submission will be sent to this email address within one business day. ahobbs@assignack.ca

Page 2: Discussion issues

7. Select the minister you would like to meet with: Environment, Conservation and Parks
8. Select your preferred date of the meeting: Monday January 23, 2023
9. Enter the full names and titles of delegates who will attend this meeting: Mayor Brenda Reid CAO Alton Hobbs
10. Issue 1: Summarize your first discussion issue related to this ministry. O Reg 453/07 Water System Financial Plans.
11. Background: Provide background/context of the first issue you listed:
Our municipality has two water systems. We have completed two Financial Studies, 5 years apart which state that our systems are not financially sustainable in the long term when it comes to infrastructure replacement. We dutifully submit the reports but have not seen any funding opportunities. This is becoming a time sensitive issue.
12. Issue 2: If you have a second discussion issue related to this ministry, summarize it here.
13. Background: Provide background/context of the second issue you listed:
14. Issue 3: If you have a third discussion issue related to this ministry, summarize it here.
15. Background: Provide background/context of the third issue you listed:
16. Would you like to meet with a second ministry? Yes
17. Select the second minister you would like to meet with: Infrastructure
18. Select your preferred date of the meeting: Monday January 23, 2023
19. Would the delegates who attend this meeting be the same people you listed for the first meeting you requested?
Yes
21. Issue 1: Summarize your first discussion issue related to this ministry

The Manitowaning Ontario Provincial Police Station was declared surplus. Our municipality expressed an interest and we have been waiting three years for a valuation on the building so that we can proceed.

22 Background 1: Provide background/context of the first issue you listed:

We are the only entity that expressed an interest in acquiring the property but nothing has happened since.

23. Issue 2: If you have a second discussion issue related to this ministry, summarize it here.

24. Background 2: Provide background/context of the second issue you listed:

25. Issue 3: If you have a third discussion issue related to this ministry, summarize it here.

26. Background 3: Provide background/context of the third issue you listed:

27. Would you like to meet with a third ministry? No

The results of this submission may be viewed at: <https://www.ontario.ca/node/154739/submission/2896600>



Michael Mantha

MPP Algoma—Manitoulin
Député provincial d'Algoma—Manitoulin

Queen's Park
Room 320, Main Legislative Building /
Bureau 320, Édifice de l'Assemblée législative
Queen's Park • Toronto, ON M7A 1A5
☎ 416-325-1938 📠 416-325-1976
✉ MMantha-QP@ndp.on.ca

Constituency Office
Bureau du circonscription
14 George Walk
Elliot Lake, ON P5A 2A4
☎ 705-461-9710 📠 705-461-9720
✉ MMantha-CO@ndp.on.ca

Hon. Graydon Smith
Minister of Natural Resources and Forestry
26 James St.
Parry Sound, ON P2A 1T5

RECEIVED
JUL 25 2022

July 25th, 2022

Re: Provincial Policy Statements on Aggregate License Holders

Dear Minister Smith,

I am writing to bring your attention to an issue raised by a constituent on Manitoulin Island regarding an aggregate licence that is preventing the severance and sale of his property. My office and the constituent have been seeking answers and assistance from your ministry for months to no avail.

The contradictory information that we have received from your ministry and the Ministry of Municipal Affairs and Housing has raised serious concerns with the Township of Assiginack. I am enclosing a letter from the town's CAO outlining their concerns.

Firstly, there is confusion on why the Manitoulin Planning Board feels that setback guidelines from the ministry are requirements that must be adhered to regardless of case specific circumstances. Secondly, there are serious concerns that this aggregate license is granted in perpetuity despite it being non-operational for a decade and no longer in the name of the current property owner. Repeated attempts for ministry assistance on resolving this issue have been unsuccessful.

Minister, I am asking that you and Minister Clark provide clear answers to these questions to Assiginack Town Council and instruct your officials to facilitate a face-to-face meeting with council to end the confusion around the province's policy.

Thank you very much for your time and I look forward to your response.

Sincerely,

Michael Mantha MPP
Algoma-Manitoulin

Mm: mc

**Cc: Hon. Steve Clark - Minister of Municipal Affairs and Housing
Jeff Burch MPP – Municipal Affairs Critic, Official Opposition
Alton Hobbs – CAO, Township of Assiginack**

RECEIVED
MAY 13 2010

Alton Hobbs

From: Alton Hobbs
Sent: July 22, 2022 9:07 AM
To: Mantha, Michael
Subject: Dene Banger Aggregate Resources Act Manitoulin Planning Board

Good Morning:

I know that you're aware of Mr. Banger's concerns regarding his problems in getting a land severance through the Manitoulin Planning Board due to both Official Plan and Provincial Policy Statements regarding development in proximity to properties licensed under the aggregate resources act.

The Township Council is puzzled by this seeming 'catch 22' where the provincial policy statement allows for a case by case review of setbacks by conducting a Risk Analysis Review which I understand Mr. Banger has been told can't be done in this case because the quarry has not operated in over 10 years and the license holder has passed away years ago.

I also understand that Mr. Banger has been in touch with someone in the MNRF Minister's office who has told him that MNRF guidelines are just that, but my Council would like to know how MNRF guidelines become provincial policy statements that our Planning Board apparently has to follow?

I was going to ask for your assistance in setting up a meeting with MNRF officials as my Council is frustrated that rules that apply to huge quarrying operations in the GTA also govern the Township of Assiginack with no apparent mechanism to look at cases individually. I think now that I need your assistance in setting up a meeting with MMAH regarding Provincial Policy Statements and how they come about from apparent guidelines only.

As always, I'm happy to discuss this matter in far greater detail at your convenience but our bottom line is somewhere along the line one of our ratepayers is being frustrated by 'red tape' and we need to address this.

Alton Hobbs
CAO
[Assiginack](#)
705 859 3196

The Municipal Election is **October 24, 2022**

Check to see if you are on the voters' list or update your information now at www.voterlookup.ca



Township of Assiginack

**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 Assiginack
P.O. Box 238, 156 Arthur Street
Manitowaning, ON
POP 1N0

Re: Township of Assiginack, 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,

A handwritten signature in black ink, appearing to read 'Derek Ali', is written over a horizontal line.

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	\$1,581	\$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	\$ 6,796,812	\$ 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	\$ 147,484	\$ 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

	<p>ii. Details of the proposed or projected financial operations of the drinking water system itemized by,</p>	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
	<p>a. Total revenues, further itemized by water rates, user charges and other revenues.</p>	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
	<p>b. Total expenses, further itemized by amortization expenses, interest expenses and other expenses</p>	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
	<p>c. Annual surplus or deficit, and</p>	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
	<p>d. Accumulated surplus or deficit</p>	<ul style="list-style-type: none"> • See Statement of Operations for all water systems combined in Financial Plan.
	<p>iii. Details of the drinking water system's proposed or projected gross cash receipts and gross cash payments itemized by,</p>	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
	<p>a. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges, - done in full cost report</p>	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
	<p>b. Capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,</p>	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
	<p>c. Investing transactions that are acquisitions and disposal of investments,</p>	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
	<p>d. Financing transactions that are proceeds from the issuance of debt and debt repayment.</p>	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
	<p>e. Changes in cash and cash equivalents during the year,</p>	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
	<p>f. Cash and cash equivalents at the beginning and end of the year.</p>	<ul style="list-style-type: none"> • See Statement of Cash Flow for all water systems combined in Financial Plan.
	<p>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.</p>	<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.
<p>5.</p>	<p>The owner of the drinking water system must.</p>	
	<p>i. Make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,</p>	<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

Alton Hobbs

From: Mantha - CO, Michael <MMantha-CO@ndp.on.ca>
Sent: August 9, 2022 12:50 PM
To: Alton Hobbs
Subject: RE: Manitowaning OPP Building

Dear Mr. Hobbs

I have written to the Ministry to request an update on this issue. As soon as I receive a response we will let you know.
Sincerely,

Grant Buck, Constituency Assistant to

Michael Mantha, MPP
Algoma-Manitoulin
COPE 343

14 George Walk, Elliot Lake, ON P5A 2A4
T: 705-461-9710
Direct Line: 705-461-8307
TF 1-800-831-1899
Michaelmantha.com
buckg@ndp.on.ca

From: Alton Hobbs <ahobbs@assiginack.ca>
Sent: August 9, 2022 11:19 AM
To: Mantha, Michael <MMantha@ndp.on.ca>; Mantha - CO, Michael <MMantha-CO@ndp.on.ca>
Subject: Manitowaning OPP Building

! CAUTION: External message.

Hello:

Not that I don't appreciate your help on the other issues, but we've never heard from Infrastructure Ontario on the disposition of the Manitowaning OPP station. Might your office be able to follow up?

Thank you.

Alton Hobbs
CAO
Assiginack
705 859 3196

The Municipal Election is **October 24, 2022**

Check to see if you are on the voters' list or update your information now at www.voterlookup.ca

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Alton Hobbs

From: Mantha, Michael <MMantha@ndp.on.ca>
Sent: March 31, 2022 11:21 AM
To: Alton Hobbs
Subject: Re: Manitowaning O.P.P. Station

I'll call you later this afternoon

MM

Get [Outlook for iOS](#)

From: Alton Hobbs <ahobbs@assignack.ca>
Sent: Thursday, March 31, 2022 10:21:40 AM
To: Mantha, Michael <MMantha@ndp.on.ca>
Subject: Manitowaning O.P.P. Station

CAUTION: External message.

Hello:

The Township of Assignack has confirmed our request to obtain the now surplus O.P.P. Station in Manitowaning from Infrastructure Ontario. I understand that covid has certainly impacted civil servant's ability to do their jobs but in this case, we have been told that we must pay market value and of course values are rising.

I am wondering if you might prompt Infrastructure Ontario for a time estimate for this effort?

Happy to discuss at your convenience.

Alton Hobbs
CAO
[Assignack](#)
705 859 3196

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Alton Hobbs

From: John Cannard <jcannard@jlrichards.ca>
Sent: October 12, 2022 2:27 PM
To: Alton Hobbs
Subject: RE: 31488 Manitowaning Waterfront Development

Hello Alton;

After I got back from the meeting with Mayor and Council, I discussed the requirements with our Architectural department. This included the items of walking trail to Lecourt; boardwalk or viewing platforms along the lakeside walking trail and stairs at Lecourt and Nelson Streets as discussed with members of council.

Rather than provide three (3) conceptual civil sketches we believe it will be more beneficial to Mayor and Council if we have the work done by our Architectural department.

We are proposing provision of a Concept Site Plan with options and two sketches of a 3D view/perspective of the concept.

There is more work required in providing this (including the 3D views) but we feel that it will better enable Council to appreciate the concepts and give them better support for decision making.

I'll follow up with you by phone to discuss.

Regards

John

John Cannard, P.Eng.
Associate
Civil & Environmental Engineering Lead, Northern Ontario

J.L. Richards & Associates Limited
314 Countryside Drive, Sudbury, ON P3E 6G2
Direct: 705-806-4085 Cell: 705-665-6321



**J.L. Richards
& Associates Limited**
ENGINEERS • ARCHITECTS • PLANNERS



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From: Alton Hobbs <ahobbs@assignack.ca>
Sent: Monday, September 12, 2022 11:46 AM
To: John Cannard <jcannard@jlrichards.ca>
Subject: RE: 31488 Manitowaning Waterfront Development

John:
Attached are the studies/condition assessments on theatre building and the OCWA annual report on waste water which should give you flow information.

Alton Hobbs

CAO

[Assiginack](#)

705 859 3196

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From: John Cannard <jcannard@jlrichards.ca>
Sent: September 12, 2022 9:12 AM
To: Alton Hobbs <ahobbs@assiginack.ca>
Cc: Nathan Lavallie <nlavallie@jlrichards.ca>; Martin Renaud <mrenaud@jlrichards.ca>
Subject: RE: 31488 Manitowaning Waterfront Development

Hello Alton;

The walk along the waterfront with the Councillors really helped us get a sense for what Mayor and Council are considering to include in the waterfront development.

I just have a couple of questions:

1. Does the Township have any idea what the maximum/peak flows are from the stormwater system in the pipe that outlets by the beach? Alternatively, are there sketches/drawings available for the stormwater system that outlets so we could get an idea of the extent of the stormwater sewershed?
2. Dwayne mentioned that there was a structural review report for the mill bldg. and the Burns Wharf building that provided some information on required upgrades and costs including fire protection requirements. Are those reports available to us?

Thanks

John

John Cannard, P.Eng.
Associate
Civil & Environmental Engineering Lead, Northern Ontario

J.L. Richards & Associates Limited
314 Countryside Drive, Sudbury, ON P3E 6G2
Direct: 705-806-4085 Cell: 705-665-6321



Platinum member

From: John Cannard
Sent: Monday, August 29, 2022 11:36 AM
To: Alton Hobbs <ahobbs@assiginack.ca>
Subject: 31488 Tuesday, September 6th

Hello Alton;

I'm good for the visit on September 6 and can be at the waterfront for 4:30 p.m. at latest.

Please note that this site visit/meeting was not included in our scope for completion of the conceptual drawings and will be considered an extra cost.

As recently discussed, we were somewhat surprised to see the Concept Sketches provided by J.N. Harvey since the scope depicted on these sketches does not match the vision of the waterfront upgrades discussed with Mayor and Council previously as reflected in our report.

We note the following specifically:

1. In the original scope Norlisle Park retrofits were limited to refurbishing the Mill Building, construction of a breakwall and refurbishment of the shoreline.
In the J.N. Harvey sketch there are additional items such as additional landscaping, a gazebo, 20 lot parking area, level area for informal seating, and a proposed building – multi-use/outdoor theatre
2. The J.N. Harvey sketch includes a proposed shed, permits, canteen & accessible washroom in the area adjacent to the existing shed.
JLR was including a marina centre building but it was up in the area adjacent to where J.N. Harvey shows the proposed gazebo.
3. The J.N. Harvey sketch shows a picnic area and accessible parking spaces adjacent to the existing dock. This would reduce the area available for beach.
4. The J.N. Harvey does not appear to show the existing change rooms/washrooms in the correct location. They are also showing “shade structures” and a new wharf in this area.
5. New playground equipment is also included in the J.N. Harvey sketch.
6. The J.N. Harvey sketch shows a roadway extension to Nelson Street. It was our understanding that the roadway extension was to be to Lecourt Street or Plummer Street using the existing Bay Road Right-Of-Way. We’ll need the Township to let us know if we had this wrong.

The J.N. Harvey sketch does not appear to include the majority of the work to expand the marina including the additional dock systems, float plane dock, electrical services, retaining wall, etc.

Overall, JLR will be looking for direction from the Township on what is to be included in the conceptual drawings and costing revisions for the proposed Manitowaning Waterfront Development.

Looking forward to the discussion.

Regards

John

From: Alton Hobbs <ahobbs@assignack.ca>

Sent: Monday, August 29, 2022 8:48 AM

To: John Cannard <jcannard@jlrichards.ca>

Subject: Tuesday, September 6th

[CAUTION] This email originated from outside JLR. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, please forward suspicious emails to Helpdesk.

Morning:

1. Conforming that you will be in attendance on the 6th for 5?
2. Some of my Council would like to tour the water4front with you, probably before 5. Is this possible for say 4:30 pm?
3. Thank you.

Alton Hobbs

CAO

[Assiginack](#)

705 859 3196

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John

John Cannard, P.Eng.



Civil & Environmental Engineering Lead, Northern Ontario

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**J.L. Richards
& Associates Limited**
ENGINEERS · ARCHITECTS · PLANNERS



Platinum
member

From: Alton Hobbs <ahobbs@assignack.ca>
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To: John Cannard <jcannard@jlrichards.ca>
Subject: Tuesday, September 6th

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Alton Hobbs
CAO
[Assignack](#)
705 859 3196

The Municipal Election is **October 24, 2022**

Check to see if you are on the voters' list or update your information now at www.voterlookup.ca

Alton Hobbs

From: Ron Cooper <assignroads@amtelecom.net>
Sent: May 3, 2022 1:19 PM
To: Alton Hobbs; Dave Ham; 'Christianna Jones'; 'TerraStar Building Products Inc.'; mcdowellfarms@hotmail.ca; hugmogg@icloud.com
Cc: Deb MacDonald
Subject: Re: Questions from Council Meeting

Just received a call from JJ Pole Line about a possible solar powered street light for sucker lake road. With the pole his price would be in excess of 14,000 dollars. I know we are well past this point now but I had previously asked him for a quote.

Ron

From: Alton Hobbs
Sent: Monday, April 11, 2022 1:53 PM
To: Dave Ham ; 'Christianna Jones' ; 'TerraStar Building Products Inc.' ; mcdowellfarms@hotmail.ca ; hugmogg@icloud.com
Cc: Deb MacDonald ; Ron Cooper (assignroads@amtelecom.net)
Subject: RE: Questions from Council Meeting

All installations on MTO property and their setbacks, including municipal intersections require a permit, engineered drawings etc. we're having those discussions regarding High Falls Bridge right now. Also, streetlights are a bit different than yard lights. I think we could get away with \$ 500.00 on the landfill property but not at the corner of the highway. It would be nice to see the specifications on a solar light to make sure its dependable during the winter months.

Alton Hobbs
CAO
Assignack
705 859 3196

From: Dave Ham <info@henleyboats.com>
Sent: April 11, 2022 1:47 PM
To: Alton Hobbs <ahobbs@assignack.ca>; 'Christianna Jones' <joneschristianna@gmail.com>; 'TerraStar Building Products Inc.' <terrastar@eastlink.ca>; mcdowellfarms@hotmail.ca; hugmogg@icloud.com
Cc: Deb MacDonald <dmacdonald@assignack.ca>
Subject: RE: Questions from Council Meeting

Hello Guys : We can purchase our own solar street light and place it ourselves on our own lot right at the corner

we would have to purchase a standard pole . Cost of solar light is \$250. And a good pole is about the same . I am sure that Ron has

the backhoe and the ability to install it .. Sure beats \$10,000.
For the same thing !

Dave H

Alton Hobbs

<ahobbs@assignack.ca>

Sent: April 11, 2022 1:34 PM

To: info@henleyboats.com; Christianna Jones <joneschristianna@gmail.com>; TerraStar Building Products Inc. <terrastar@eastlink.ca>; mcdowellfarms@hotmail.ca; hugmogg@icloud.com

Cc: Deb MacDonald <dmacdonald@assignack.ca>

Subject: FW: Questions from Council Meeting

From: Ron Cooper <assignroads@amtelecom.net>

Sent: April 11, 2022 1:15 PM

To: Alton Hobbs <ahobbs@assignack.ca>

Subject: Re: Questions from Council Meeting

Mark just texted me some info. It is going to be 8200 plus hydro layout and fees are extra.
He will let us know before the end of the week if solar is possible and the cost.

From: Alton Hobbs

Sent: Monday, April 11, 2022 11:03 AM

To: Ron Cooper (assignroads@amtelecom.net)

Subject: FW: Questions from Council Meeting

Please respond.

Thanks

Alton

From: TerraStar Building Products Inc. <terrastar@eastlink.ca>

Sent: April 11, 2022 11:03 AM

To: Alton Hobbs <ahobbs@assignack.ca>; info@henleyboats.com; 'Christianna Jones' <joneschristianna@gmail.com>; mcdowellfarms@hotmail.ca; hugmogg@icloud.com

Cc: Deb MacDonald <dmacdonald@assignack.ca>

Subject: RE: Questions from Council Meeting

Thank you Alton,

I have a follow-up question regarding street lights. Some time ago I believe we were looking in to purchase and installation of a roadway light at Highway 6 and Sucker Lake Road and pricing options were being pursued.

Has there been any new updates regarding this?

Thanks,

The Corporation of the Township of Assiginack

By-Law No. 2022-23

BEING A BY-LAW TO AUTHORIZE THE APPOINTMENT OF AN INTEGRITY COMMISSIONER FOR THE TOWNSHIP OF ASSIGINACK.

WHEREAS authority is found in Sections 8, 11 and 223.3(1) 11 of The Municipal Act, R.S.O. 2001, c.25, as amended by Bill 68;

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

1. THAT we Stephen Watt as Integrity Commissioner for the provision of the required services.
2. THAT this by-law shall come into force and take effect upon the third and final reading hereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON THIS 26th DAY OF November, 2022

Brenda Reid, Mayor

Alton Hobbs, Deputy Clerk

Seal

