

**MUNICIPALITY**



**OF ASSIGINACK**

**BOX 238, MANITOWANING, ON, P0P 1N0**

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[www.assiginack.ca](http://www.assiginack.ca)

**REGULAR MEETING OF COUNCIL  
IN CHAMBERS**

**Tuesday, March 21, 2023, 7:00 pm**

**AGENDA**

**1. OPENING**

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

**2. ANNOUNCEMENTS**

**3. ADOPTION OF MINUTES**

- a) Minutes of Regular Council Meeting of February 21, 2023
- b) Minutes of March 14, 2023 Committee of the Whole Meeting
- c) Minutes of February 16, 2023 Public Health Sudbury & Districts Board Meeting
- d) Minutes of January 19, 2023 Manitoulin Centennial Manor Board Meeting
- e) Summary Assiginack Public Library Board January 25, 2023
- f) Minutes of January 11 and March 8, 2023 Community Policing Advisory Committee Meetings

**4. DELEGATIONS**

- a) Kelsey Maguire Museum Curator: Articles in Roller Mills

**5. REPORTS**

- a) Assiginack Public Library Annual Report 2022
- b) Manitowaning and Sunsite Estates Annual Reports under OWRA 2022

**6. ACTION REQUIRED ITEMS**

- a) Accounts for Payment: General: \$ 303,457.22  
Payroll \$ 55,041.53
- b) 2023 FONUM Conference Registration
- c) EDO Pre-Budget Presentation: Moving Forward

**7. INFORMATION ITEMS**

- a) Chatam-Kent – Stopping Harassment and Abuse by Local Leaders Act

**8. BY-LAWS**

- a) By-law # 2023-02 Official Plan Amendment #A-3
- b) By-law # 2023-03 Public Works Hiring By-law
- c) By-law # 2023-04 Amend Cemetery Rates and Regulations

**9. CLOSED SESSION**

**10. ADJOURNMENT**

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, February 21, 2023, at 7:00 pm.

**Present:** Mayor Brenda Reid  
Councillor Dwayne Elliott  
Councillor Janice Bowerman  
Councillor Jennifer Hooper  
Councillor Robert Maguire

**Staff:** Alton Hobbs, CAO, Deputy Clerk  
Deb MacDonald, Treasurer  
Freda Bond, Tax and Utilities Manager  
Crystal Lentir, Administrative Assistant  
Jackie White, PEC

**OPENING:**

**#026-04-2023 D. Elliott – J. Bowerman**  
THAT the Special Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 pm, with a quorum of members present, with Mayor Reid presiding in the Chair.

*CARRIED*

**AGENDA:**

**#027-04-2023 J. Bowerman – D. Elliott**  
THAT the agenda for this meeting be amended by adding 6e) Assessment Write Down Request.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

Councillor Hooper declared a direct Pecuniary Interest in Agenda Item 6c) as she is a member of the Southeast Manitoulin Lions Club. She did not participate in the discussion, vote or attempt to influence the vote.

**ANNOUNCEMENTS:**

Mayor Reid opened with the Land Acknowledgement.  
"We acknowledge that we are meeting in the traditional territory of the Potawatomi, Ojibwe and Odawa peoples of Mnídoo Mnising."

**ADOPTION OF MINUTES:**

**#028-04-2023 D. Elliott – J. Bowerman**

THAT the Minutes of the Regular Council Meeting of January 17, 2023 be accepted.

*CARRIED*

**#029-04-2023 J. Bowerman – D. Elliott**

THAT the Minutes of the Special Council Meetings of January 24 and 31, 2023 be accepted.

*CARRIED*

**#030-04-2023 D. Elliott – J. Bowerman**

THAT the Minutes of the Committee of the Whole Meeting of February 14, 2023 be accepted:

AND THAT we confirm the following actions from that meeting:

- a) 115 Arthur Street Engineering Costs for All Options
- b) Council Position on Severance Applications
- c) Approve draft Public Works Truck Tender Calls
- d) Approve Tendering for Drainage Engineer Services
- e) Approve PEC Funding Application
- f) Request detailed report on 2023 Marina Operations
- g) Approve retendering AAEC design
- h) Review Waterfront buildings and related instruction

*CARRIED*

**#031-04-2023 J. Bowerman – D. Elliott**

THAT the Minutes of the Manitoulin Centennial Manor Board of Management Meeting of December 24, 2022 be received.

*CARRIED*

**DELEGATIONS:**

**#032-04-2023 D. Elliott – J. Bowerman**

THAT we thank Keith Stringer of the Ontario Clean Water Agency for attending this meeting to discuss various needs in our water and waste water systems in 2023 and beyond.

*CARRIED*

**REPORTS:**

**#033-04-2023 J. Bowerman – D. Elliott**

THAT we acknowledge receipt of the Manitowaning Drinking Water System Annual Report for 2022 as issued by the Ministry of the Environment, Conservation and Parks.

*CARRIED*

**#034-04-2023 D. Elliott – J. Bowerman**

THAT we acknowledge receipt of the Manitoulin Sudbury District Service Board Third Quarter Report of 2022.

*CARRIED*

**ACTION REQUIRED ITEMS:**

**#035-04-2023 R. Maguire - J. Hooper**

THAT Council authorizes the following Accounts for Payment: General \$ 323,889.82 pursuant to the attached Treasurer's Statement of Accounts.

*CARRIED*

**#036-04-2023 J. Hooper – R. Maguire**

THAT Council authorizes the following Accounts for Payment: Payroll \$ 62,479.57 pursuant to the attached Treasurer's Statement of Accounts.

*CARRIED*

**#037-04-2023 R. Maguire – J. Hooper**

THAT by this resolution, Number 037-04-2023, the Council of the Corporation of the Township of Assiginack deems it appropriate to adopt Official Plan Amendment A-3 for the District of Manitoulin, including the unincorporated townships of Robinson and Dawson, consisting of explanatory texts and mapping identified on Schedule D, dated January 31, 2023, for a Natural Heritage System Study (HHSS). This is to be forwarded to the Ontario Ministry of Municipal Affairs and Housing.

*CARRIED*

**#038-04-2023 R. Maguire – J. Bowerman**

THAT we inform the Southeast Manitoulin Lions Club that they can have use of the arena and fairgrounds for the weekend of July 14-16, 2023 at no charge.

*CARRIED*

**#039-04-2023 J. Hooper – R. Maguire**

THAT we inform the Manitoulin Planning Board that we have no objection to Consent Applications B 04-23 and 05-23 as they are lot additions and not creating new lots.

*CARRIED*

**#040-04-2023 R. Maguire – J. Hooper**

THAT Council authorizes a 'write down' of \$ 91,000. In assessment on Roll # 5111 000 010 129 000 000 as calculated by MPAC, due to a loss of the residence due to fire, pursuant to Section 237 of the Assessment Act.

*CARRIED*

**INFORMATION ITEMS:**

**#041-04-2023 J. Hooper – R. Maguire**

THAT we acknowledge receipt of the following correspondence items:

- a) FONOM 2023 Conference
- b) Lanark Highlands: Violence Against Women resolution
- c) Notice of Swing Bridge Study Completion
- d) AMO Training for Elected Officials
- e) Manitowaning Wolves Ice Rental Rate Request
- f) Essex: School Board Elections and Costs

*CARRIED*

**BY-LAWS:**

**#042-04-2023 J. Hooper – R. Maguire**

THAT By-law # 2023-01, being a by-law to provide for an interim tax levy and to provide for the payment of taxes, and to provide for penalty and interest of 1.25% be given first, second, third and final readings and enacted in open Council.

*CARRIED*

**CLOSED SESSION:**

**#043-04-2023 J. Bowerman – D. Elliott**

BE IT RESOLVED THAT in accordance with By-law # 02-02 as amended, and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:45 pm in order to attend to a matter pertaining to:

- a) Personal matters about an identifiable individual, including municipal or local board employees (2 matters)

*CARRIED*

**#044-04-2023 R. Maguire - J. Hooper**

THAT we adjourn from our Closed Session at 8:25 pm, approve the Minutes of the Closed Session of January 31, 2023 and resume our Regular Meeting.

*CARRIED*

**CLOSING:**

**#045-04-2023 R. Maguire – J. Hooper**

THAT we adjourn until the next Regular Meeting or Call of the Chair.

*CARRIED*

\_\_\_\_\_  
Brenda Reid, MAYOR

\_\_\_\_\_  
Alton Hobbs, CAO/DEPUTY CLERK

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

8:25 pm.

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
COMMITTEE OF THE WHOLE MINUTES**

**Tuesday, March 14, 2023 7:00 pm.**

PRESENT: Mayor Brenda Reid, Councillors Janice Bowerman, Dwayne Elliott,  
Jennifer Hooper, Rob Maguire

Staff: Alton Hobbs CAO/Deputy Clerk, Deb MacDonald Treasurer, Freda  
Bond Tax Utilities Manager, Crystal Lentir Administrative Assistant,  
Jackie White PEC

Media: Tom Sasvari, Expositor

Public: Frank Klodnicki, Christianna Jones, Peter Baumgarten

**OPENING:**

Moved by Councillor Bowerman:

THAT the meeting be opened with Mayor Reid in the Chair.

CARRIED

Mayor read Land Acknowledgement

Disclosures: None

**ADMINISTRATION & FINANCE:**

1a) Hilly Grove Cemetery:

Staff thanked our Public Works Department for all the work this past year for opening and closing graves as well as the maintenance of the grounds. Staff reviewed the legislation and regulations under which the cemeteries are governed. Staff is suggesting rate increases to the regulated fees as ours seem low among Island communities. Staff explained the requirements, the amount of space left, the topographical challenges of the site and the research that has been done to plan for the installation of columbariums on the site. This capital cost will be considered in the budget and the Committee agreed that amending the fee structure was necessary and timely.



1b) Cenotaph Maintenance: The Committee agreed to set aside a small subsidy for the maintenance of the flower beds at the cenotaph and offered its thanks to Deb Smith who has maintained the grounds and flower beds on a voluntary basis for the past few years. Council agreed that changes need to be made to the access and fencing of the cenotaph and this will be considered during the budget process.

1c) Lake Manitou Area Association and Municipal Website: The Committee reviewed a request to post LMAA activities on the municipal website and decided that while it had no objection to linking to the LMAA site and that we would not consider acting as a webmaster/social media convenor for any organization.

**PUBLIC WORKS:**

2a) Landfill Hours: It was agreed by the Committee that landfill hours should be adjusted to allow for use on Sunday evenings. Staff will prepare a recommendation for the next meeting, staying within the current 20 hours per week.

2b) The Committee was informed that the Hiring Committee will have a recommendation for a new Public Works operator hire for the next Council meeting.

2c) Marina Building, shore stabilization and pilings: the Committee agreed that the concept of a building of that size and use would be beneficial to the waterfront however, would like to further review the whole concept of the waterfront before creating a fixed building. The Committee requested that we seek further information on the requirements and or costs to amend the instability of the shoreline at the access point for the current boat ramp/dockage to be discussed at budget time.

## **PROTECTION & CONTROL:**

3a) The Fire Chief presented a summary of the Fire Department resources, personnel and issues moving forward. The Fire Chief requested that, for insurance purposes, we replace the old apparatus as the insurance company requires the units to be 20 years old or less. The Chief also requested that a small truck be purchased. This would allow for a quicker response time to incidents that require the various pieces of portable equipment it would be designated to carry. Included in this review was the condition of the existing fire hall and its health and safety impacts. The Committee directed the Fire Chief to set up the training for the current firefighters to obtain licensing. The Committee will review these items at budget time and expressed its thanks for the report to the Chief.

3b) Mobile Food Carts: The Committee reviewed the existing policy regarding allowing mobile food carts on existing commercial properties.

## **RECREATION & CULTURE:**

4a) AAEC Design: The Committee agreed to invite proposals to complete the design work required to determine a full project budget as the previous Requests for Tender rendered no replies.

4b) Arena Advertising: The Committee has asked Staff to present a policy for its review.

4c) The Committee agreed to the installation of a trails sign that would be donated by the EBC and would be used at the Highway Information Centre to promote trails on Manitoulin.

4d) The Committee authorized the Public Events Coordinator to apply for Senior's activities funding to be used to make the access to the waterfront via the stairs more user friendly for this user group.

Moved by Councillor Elliott:

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

CARRIED.

8:30 pm

No other matters were discussed.

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Chair: Brenda Reid

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Recording Officer: Alton Hobbs



**UNAPPROVED MINUTES – FIRST MEETING  
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS  
MICROSOFT TEAMS  
THURSDAY, FEBRUARY 16, 2023 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Renée Carrier  
Claire Gignac  
René Lapierre

Abdullah Masood  
Ken Noland  
Michel Parent

Mark Signoretti  
Al Sizer  
Natalie Tessier

**BOARD MEMBERS REGRET**

Bill Leduc

**STAFF MEMBERS PRESENT**

Dr. Imran Khan  
Stacey Gilbeau  
Stacey Laforest

Hélène Leroux  
France Quirion  
Renée St Onge

Dr. Penny Sutcliffe

**DR. SUTCLIFFE PRESIDING**

**1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT**

The meeting was called to order at 1:30 p.m.

New Board members, Renée Carrier, Abdullah Masood, Mike Parent, and Al sizer and returning Board members, Claire Gignac, René Lapierre, Bill Leduc, Ken Noland, Mark Signoretti, and Natalie Tessier were welcomed to the meeting.

On behalf of the Board, letters of appreciation were sent to outgoing Board members Jeff Huska, Robert Kirwan, Paul Myre, Carolyn Thain, and Dean Wenborne, thanking them for their valued contributions to Public Health Sudbury & Districts.

**2. ROLL CALL**

**3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST**

There were no declarations of conflict of interest.

#### **4. ELECTION OF OFFICERS**

Following a call for nominations for the position of Chair of the Board of Health, René Lapierre was nominated. There being no further nominations, the nomination for the Board of Health Chair for Public Health Sudbury & Districts for 2023 was closed. R. Lapierre accepted his nomination.

##### **01-23 APPOINTMENT OF CHAIR OF THE BOARD**

***MOVED BY SIGNORETTI - NOLAND: THAT the Board of Health appoints René Lapierre as Chair for the year 2023.***

**CARRIED**

##### **R. LAPIERRE PRESIDING**

Following a call for nominations for the position of Vice-Chair of the Board of Health, Mark Signoretti was nominated. There being no further nominations, the nomination for Vice-Chair for the Board of Health for 2023 was closed. M. Signoretti accepted his nomination.

##### **02-23 APPOINTMENT OF VICE-CHAIR OF THE BOARD**

***MOVED BY PARENT - TESSIER: THAT the Board of Health appoints Mark Signoretti as Vice-Chair for the year 2023.***

**CARRIED**

Following a call for nominations for three positions of Board Member at Large to the Board Executive Committee, Michel Parent, Claire Gignac, Natalie Tessier, Abdullah Masood, and Ken Noland were nominated.

There being no further nominations, the nominations for the Board Executive Committee for the year 2023 was closed. Michel Parent respectfully declined his nomination. The four other nominees accepted their nominations and a ballot vote was conducted electronically. The Acting Board Secretary announced:

##### **03-23 APPOINTMENT TO BOARD EXECUTIVE COMMITTEE**

***MOVED BY LAPIERRE - SIZER: THAT the Board of Health appoints the following individuals to the Board Executive Committee for the year 2023:***

- 1. Claire Gignac***
- 2. Natalie Tessier***
- 3. Ken Noland***
- 4. René Lapierre, Chair***
- 5. Mark Signoretti, Vice-chair***
- 6. Medical Officer of Health/Chief Executive Officer***
- 7. Director, Corporate Services***
- 8. Secretary Board of Health***

**CARRIED**

Following a call for nominations for three positions of Board Member at Large to the Finance Standing Committee of the Board, Abdullah Masood, Michel Parent, Mark Signoretti, and Ken Noland were nominated.

There being no further nominations, the nominations for the Finance Standing Committee of the Board of Health for the year 2023 was closed. Abdullah Masood respectfully declined his nomination.

#### **04-23 APPOINTMENT TO FINANCE STANDING COMMITTEE OF THE BOARD**

***MOVED BY TESSIER - GIGNAC: THAT the Board of Health appoints the following individuals to the Finance Standing Committee of the Board of Health for the year 2023:***

- 1. Michel Parent***
- 2. Mark Signoretti***
- 3. Ken Noland***
- 4. René Lapierre, Chair***
- 5. Medical Officer of Health/Chief Executive Officer***
- 6. Director, Corporate Services***
- 7. Secretary Board of Health***

**CARRIED**

#### **5. DELEGATION/PRESENTATION**

##### **i) COVID-19 by the Numbers and Recovery Progress Report**

- Renée St Onge, Director, Knowledge and Strategic Services (KSS) Division and Dr. Imran Khan, Director, Sexual Health, Vaccine Preventable Diseases and COVID-19 Vaccination (SVC) Division and Public Health Physician

Co-presenters, R. St Onge and Dr. Khan, were invited to share achievements of our ongoing COVID-19 response and accomplishments from our 2022 recovery efforts.

The 2022 COVID-19 Response by the Numbers and Recovery Progress Report provides a numerical overview of COVID-19 response activities and a summary of progress on our recovery priorities, identified for action earlier last year.

Public Health Sudbury & Districts' overall program supports; case contact, and outbreak management activities; vaccine program; health and human resource capacity and the financial impact related to our COVID-19 response efforts, were highlighted.

The pandemic was a priority for local public health overshadowing almost everything else during this global public health emergency. The pandemic work left a huge imbalance and resulted in our inability to do much of our regular programming to promote and protect health in our communities, creating a backlog of public health program and increased need. In February 2022, Public Health launched its Recovery Plan to address this backlog and to move from risk to recovery to resilience.

Recovery work from September to December 2022 for the four community-focused priorities: Getting Children Back on Track; Fostering Mental Health Gains; Levelling Up Opportunities for Health; Supporting Safe Spaces and one operational priority; people and processes, were highlighted.

As we continue to balance the ongoing needs of COVID-19 planning and delivery, we will carry on making significant strides in our recovery priorities and resumption of public health programs and services.

Questions and comments were entertained, and R. St Onge and Dr. Khan were thanked for their presentation.

## **6. CONSENT AGENDA**

- i) Minutes of Previous Meeting**
  - a. Board of Health Meeting – November 10, 2022
- ii) Business Arising from Minutes**
- iii) Report of Standing Committees**
- iv) Report of the Medical Officer of Health / Chief Executive Officer**
  - a. MOH/CEO Report, February 2023
- v) Correspondence**
  - a. Alcohol Health Warning Labels
    - Letter from the Board of Health Chair, Timiskaming Health Unit, to the Prime Minister, dated February 8, 2023
  - b. Public Health Matters - Public Health Fall Vaccine Success
    - Letter and infographic from the President, Association of Local Public Health Agencies (alPHA) to Ontario local Public Health agencies, dated January 12, 2023
  - c. Canadian Public Health Association’s Campaign to Strengthen Public Health Systems in Canada
    - Letter from Dr. Sutcliffe, Public Health Sudbury & Districts, to the Minister of Health, Health Canada, dated January 9, 2023
  - d. Healthy Babies Healthy Children (HBHC) and Infant Toddler Development Program (ITDP) Funding
    - Letter from the Board of Health Chair, Peterborough Public Health, to the Minister of Children, Community and Social Services, dated November 24, 2022
- vi) Items of Information**
  - a. Annual Survey Results from 2022 Regular Board of Health Meeting Evaluations
  - b. Annual Meeting Attendance Summary Board of Health for Public Health Sudbury & Districts 2022

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|---|---------------------------------------|
| c. alPHa Information Break  | December 16, 2022<br>January 18, 2023 |
| d. <u>alPHa's Virtual 2023 Winter Symposium and Section Meetings</u>  | February 24, 2023                     |
| e. Council of Canadian Academies Fault Lines main findings (one pager) The Expert Panel on the Socioeconomic Impacts of Science and Health Misinformation | January 2023                          |
| f. Memo from the Ministry of Health re Executive Lead, Public Health & Pandemic Response and Recovery Wind-down   | November 30, 2022                     |

No discussion.

#### **05-23 APPROVAL OF CONSENT AGENDA**

#### **MOTION:**

***MOVED BY MASOOD - SIGNORETTI: THAT the Board of Health approve the consent agenda as distributed.***

**CARRIED**

#### **7. NEW BUSINESS**

- i) Public Health Sudbury & Districts 2022 COVID-19 Response by the Numbers and Recovery Progress Report**
  - Briefing note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 9, 2023.
  - Public Health Sudbury & Districts 2022 COVID-19 Response by the Numbers and Recovery Progress Report

Today's presentation to the Board of Health was based on the appended Public Health Sudbury & Districts 2022 COVID-19 Response by the Numbers and Recovery Progress report. The report highlights additional information summarizing the volume of work achieved of our ongoing COVID-19 response as well as our accomplishments from our continued 2022 recovery efforts.

Boards of health are responsible for the assessment, planning, delivery, management, and evaluation of a range of public health programs and services that address multiple health needs and respond to the contexts in which these needs occur (Ontario Public Health Standards, 2021). Boards of health are also responsible for demonstrating accountability to the Ministry of Health and community members. This is achieved by monitoring and reporting on a variety of indicators spanning the scope of public health programs and services.



Dissemination and next steps were discussed. The report will be shared with staff, members of the public, and local and municipal partners and stakeholders. As we progress through our recovery efforts, Public Health Sudbury & Districts looks forward to re-establishing routine monitoring and reporting.

It is recommended that the Board of Health for Public Health Sudbury & Districts receive the *2022 COVID-19 Response by the Numbers and Recovery Progress Report* and support its broad dissemination to the public and to local and provincial partners.

**06-23 COVID-19 RESPONSE – REPORTING AND ACCOUNTABILITY MONITORING**

***MOVED BY CARRIER - GIGNAC : WHEREAS Public Health Sudbury & Districts builds and maintains trust, and demonstrates accountability to all stakeholders through its ongoing monitoring and reporting of its COVID-19 response and recovery priorities; and***

***WHEREAS Public Health Sudbury & Districts continues to balance the COVID-19 response activities with the need to respond to intensified and emerging public health needs;***

***THEREFORE BE IT RESOLVED that the Board of Health for Public Health Sudbury & Districts receive the report entitled Public Health Sudbury & Districts COVID-19 Response by the Numbers and Recovery Progress Report and support its broad dissemination to the public and to local and provincial partners.***

**CARRIED**

**ii) 2022 District Area Snapshots Reports**

- Briefing note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 9, 2023
- 2022 District Area Snapshot Reports

The 2022 District Area Snapshot of Public Health reports are an update to the 2015 reports highlighting public health activities in the Chapleau, Manitoulin Island, LaCloche Foothills, and Sudbury East areas. The reports also include a brief overview of Ontario's public health system, Public Health Sudbury & Districts as well as some demographic information.

The reports are a key resource that will be used to reinvigorate existing municipal partnerships and establish new ones with the 18 rural municipalities outside of the City of Greater Sudbury and the two unorganized townships in the district areas.

It is recommended that the Board of Health for Public Health Sudbury & Districts receive the 2022 District Area Snapshots of Public Health reports for Chapleau, Manitoulin Island, LaCloche Foothills, and Sudbury East areas and that the Board of Health support the broad public and stakeholder dissemination of these reports including the role of the members of the Board in promoting the reports with their respective district area municipalities and community partners.

**07-23 SUPPORT AND DISSEMINATION OF THE 2022 DISTRICT AREA SNAPSHOTS OF PUBLIC HEALTH FOR THE CHAPLEAU, MANITOULIN ISLAND, LACLOCHE FOOTHILLS, AND SUDBURY EAST AREAS**

***MOVED BY TESSIER - NOLAND: WHEREAS public health programs and services are a joint effort, in collaboration with the public, community agencies, and municipalities, and local municipalities have a keen interest and play a pivotal role in the health and well-being of the residents and communities they serve; and***

***WHEREAS Public Health Sudbury & Districts (Public Health) has a long history of collaborating with municipalities and community partners to prevent disease and protect and promote health and well-being for the residents and communities we collectively serve; and***

***WHEREAS Public Health has identified re-engaging with municipalities as a priority in its pandemic Recovery Plan, and as a first step has produced the 2022 District Area Snapshots of Public Health for the Chapleau, Manitoulin Island, LaCloche Foothills, and Sudbury East areas highlighting recovery activities undertaken in 2022; and***

***WHEREAS Public Health intends to use these snapshot reports to re-invigorate collaborations with municipal partners and associations in areas of shared public health issues to promote health for all;***

***THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts receive the 2022 District Area Snapshots of Public Health for the Chapleau, Manitoulin Island, LaCloche Foothills, and Sudbury East areas; and***

***FURTHER THAT the Board support the broad public and stakeholder dissemination of these reports, including the role of members of the Board in promoting the reports with their respective district area municipalities and community partners.***

**CARRIED**

**iii) Community Engagement to Address Food Insecurity**

- Briefing note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 9, 2023

Dr. Sutcliffe highlighted that Ontario boards of health have been mandated to monitor food affordability using the National Nutritious Food Basket as per the Population Health Assessment and Surveillance Protocol with further guidance provided in the Monitoring Food Affordability Reference document.

Public Health Sudbury & Districts completes a survey on an annual basis that calculates local food affordability. The valuable data can be used to inform health and social policy; advocate for greater income supports (e.g. living wage, basic income, adequate social assistance rates); and engage in public education about the relationship between income and food insecurity.

The briefing note provides information about the data and food insecurity in Sudbury & Districts and Ontario, including a two-page report summarizing scenarios of food affordability in Sudbury & districts.

A motion is on the Board agenda for the Board's consideration as it relates to community engagement to address food insecurity.

Questions and comments were entertained. It was noted that Public Health Sudbury & Districts collaborates with local and provincial partners to ensure a variety of nutritious foods are accessible to participating schools in our area. Also public health dietitians work with educators and school staff and have discussions about food insecurity, its root causes and share evidence informed solutions.

### **08-23 COMMUNITY ENGAGEMENT TO ADDRESS FOOD INSECURITY**

***MOVED BY SIZER - PARENT: BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts, in recognition of the root causes of food insecurity, call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance levels; and***

***THAT the Board of Health reaffirm its support for the Association of Local Public Health Agencies (ALPHA) resolutions A18-02 (Minimum Wage that is a Living Wage) and A15-04 (Basic Income Guarantee); and***

***THAT the Board of Health intensify its work with relevant area agencies and community groups, and municipalities to shift the focus of food insecurity initiatives from food charity to income-based solutions, including but not limited to the sharing of data and evidence-based income solutions; and***

***FURTHER THAT the Board of Health for Public Health Sudbury & Districts Board share this motion with area partners, Ontario boards of health, and the relevant provincial government ministers.***

**CARRIED**

- iv) Organizational Risk Management Plan 2023-2025**
- Briefing note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 9, 2023
  - Organizational Risk Management Plan: 2020-2022
  - Annual Organizational Risk Assessment Progress Report, 2022

Risk Management is an organizational requirement under the Good Governance and Management Practices Domain in the Ontario Public Health Standards. It is a responsibility of boards of health to provide governance direction and oversight to risk management.

In 2019, the Board of Health approved a 2020-2022 risk management plan with the direction to conduct a comprehensive review every three years to inform the development of the next three-year plan.

It is recommended that the Board of Health receive the 2022 Annual Organizational Risk Management report and approve the proposed engagement timelines for the development of the agency's 2023-2025 Risk Management Plan.

**09-23 PUBLIC HEALTH SUDBURY & DISTRICTS RISK MANAGEMENT PLAN – APPROVAL OF ENGAGEMENT TIMELINES**

***MOVED BY NOLAND - CARRIER: BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts approve the Risk Management Engagement Timelines which outline the next steps for engagement, development, approval, and launch of the 2023-2025 risk management plan.***

**CARRIED**

**v) Strategic Plan**

- Briefing note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 9, 2023

Planning for the development of the next iteration of Public Health's Strategic Plan will need to begin as soon as possible to ensure time for appropriate engagement to develop a plan that reflects the current needs and perspective of our community, key stakeholders, and the organization.

Support is being sought for the Board Executive Committee for the oversight of the Strategic Plan development process for the planning cycle beginning in 2023.

**10-23 STRATEGIC PLAN**

***MOVED BY SIGNORETTI - GIGNAC: WHEREAS the Executive Committee of the Board of Health functions as an advisory committee of the Board to develop, review, and oversee Board policies and procedures; and***

***WHEREAS the Board of Health may assign specific responsibilities to the Board of Health Executive Committee by majority vote of the Board;***

***THEREFORE, be it resolved that the Board of Health assign responsibility to the Board Executive Committee for the oversight of the Strategic Plan development process for the planning cycle beginning in 2023.***

**CARRIED**

**vi) Support for Consumption and Treatment Services**

- Briefing note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 9, 2023

The Supervised Consumption Services (SCS) Site in Sudbury is operated by Réseau Access Network (RAN) since September 2022. Pending provincial funding approval, the City of Greater Sudbury is providing operational funding for the SCS while the application is still pending review since August 2021.

The briefing note highlights background and statistical information relating to the first four months of operation of the SCS site. Also noted on the briefing note is that in 2022, Public Health Sudbury & Districts had the second highest rate for suspected drug related deaths in the province among all 34 health units. Last year, 131 individuals died of a suspected drug poisoning, representing a mortality rate of 63.8 deaths per 100,000 (Ontario rate: 22.4 per 100,000).

Questions and comments were entertained.

**11-23 SUPPORT FOR CONSUMPTION AND TREATMENT SERVICES APPROVAL AND FUNDING**

***MOVED BY LAPIERRE - MASOOD: WHEREAS as recognized by motion 14-21 Sudbury and districts continue to experience an opioid crisis with the second highest opioid-related death rate in Ontario; and***

***WHEREAS the Ontario Public Health Standards require boards of health to collaborate with health and social service partners to develop programs and services to reduce the burdens associated with substance use; and***

***WHEREAS evidence shows that supervised consumption sites, as a harm reduction strategy, reduce overdose deaths, increase access to treatment and other health and social services, reduce transmission of infectious diseases, including HIV and Hepatitis C, reduce public injection of drugs, and reduce publicly discarded hazardous syringes; and***

***WHEREAS the provincial application for approval and funding for Sudbury's Consumption and Treatment Services was submitted in August 2021 and the application remains under review; and***

***WHEREAS Réseau Access Network received the required federal exemption and has been operating Sudbury's supervised consumption services site since September 2022 with temporary operating funds provided by the City of Greater Sudbury; and***

***WHEREAS there is uncertainty about the future of supervised consumption services in Sudbury given the temporary nature of current municipal funding and the outstanding provincial application;***

***THEREFORE BE IT RESOLVED THAT the Board of Health reaffirm motion 14-21, sounding the alarm on the local and regional opioid crisis – a crisis that has continued to intensify since 2021; and***

***THAT the Board of Health urge the provincial government to immediately approve funding for the Sudbury supervised consumption services site, operating as a Consumption and Treatment Services site under the Ontario model; and***

***FURTHER THAT this resolution be shared with relevant federal and provincial government ministers, area members of parliament and provincial parliament, local municipal leadership, the Chief Medical Officer of Health, and boards of health.***

**CARRIED**

**8. IN CAMERA**

**12-23 IN CAMERA**

***MOVED BY NOLAND - PARENT: THAT this Board of Health goes in camera to deal with labour relations or employee negotiations. Time: 2:41 p.m.***

**CARRIED**

**9. RISE AND REPORT**

**13-23 RISE AND REPORT**

***MOVED BY TESSIER - SIZER: THAT this Board of Health rises and reports. Time: 3:14 p.m.***

**CARRIED**

It was reported that one agenda item relating to labour relations or employee negotiations was discussed for which the following motion emanated.

**14-23 APPROVAL OF BOH INCAMERA MEETING NOTES**

***MOVED BY GIGNAC - NOLAND: THAT this Board of Health approve the meeting notes of the November 10, 2022, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.***

**CARRIED**

**10. ADDENDUM**

No addendum

**11. ANNOUNCEMENTS**

- Board of Health members are asked to complete:
  - o February Board of Health meeting evaluation following today's meeting

- Code of Conduct and Conflict of Interest Declaration forms in BoardEffect (under the Board of Health workroom - Collaborate - Surveys). Declaration forms will also be emailed to Board members along with the minutes of the meeting.
- There is no regular Board of Health meeting in March. Next regular meeting is Thursday, April 20, 2023, at 1:30 p.m.

**12. ADJOURNMENT**

**15-23 ADJOURNMENT**

***MOVED BY SIGNORETTI - CARRIER: THAT we do now adjourn. Time: 3:20 p.m.***

**CARRIED**

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(Chair)

---

(Secretary)

**Manitoulin Centennial Manor  
Board of Management Meeting  
Jan 19 2023  
(unapproved)**

**Present:**

Pat MacDonald, Mary Jane Lenihan, Dawn Orr,

Brenda Reid, Isobel Harry by phone

Don Cook, (Administrator); Sylvie Clarke, (DOC)

Keith Clement (Extendicare); Seran (Extendicare Finance guest), Trish Talabis (Director of Operations for Extendicare Assist, by phone Seran

With regrets – Jim Cahill

Meeting held in Manor board room

Isobel Harry replacing Brad Wright – Gordon/Berry Island

Jim Cahill replacing Vince Gorgan – Billings/Gore Bay

**1.0 Call to order**

1.1 Meeting called to order at 10:00 a.m. by Chair, Pat MacDonald

1.2 Welcome and Introductions

**2.0 Approval of Agenda**

2.1 Remove 4.2 Board elections since Pat MacDonald is staying on the board.

2.2 Motion put forward to approve the revised agenda

Moved by Dawn Orr

Seconded M J Lenihan

....carried

**3.0 Approval of Minutes**

3.1 Date for minutes should be Dec 15 not Dec 24

3.2 -9.0 Corrected, as the board can approve the 2% municipality increase for the budget, it does not need to be approved by each municipality.

Motion put forward to approve Dec, 2022 minutes as amended

Moved by Brenda Reid

Seconded Isobel Harry

.....carried

**4.0 New Business**

4.1 Meeting date and time. With new board member there was discussions about the possibility of changing the date and time of the board meetings. In the end it was decided that they would stay the same as present, to be held on the third Thursday of the month, at 10:00 AM in the Manor board room.

**5. Business Arising from Minutes**

5.1 Insurance renewal

Don is still working with new insurance brokers to obtain different quote for the Insurance.

Current insurance is to be renewed on Feb 15<sup>th</sup>.

5.2 Criminal Record Checks

Board member working on Criminal Record Check for Vulnerable Persons and to sign a declaration in the mean time.

Dawn Orr has submitted.



### 5.3 Fundraising Position

No one has stepped up to fill it as of yet. Don will place an add in the Expositor or the position. There will be clerical support to assist the person.

Thank you to MJ for her assistance with the Tree of Lights campaign.

### 5.4 Provincial Board Rep.

The board is asked to spread the word of the open position of a board member at large. If the board knows of anyone interested, please have them contact Don regarding how to apply.

Don to put position availability in the ad with the fundraising position.

### 5.4 Roof Leak

The old hot water heating system has been removed with new roofing material placed on the roof and the roofers are waiting for 2 consecutive days of good weather to come back and install the new roof.

## 6.0 Fundraising Update –

### 6.1 Dining Room Renovations

Still working on pricing. Don has been busy with accounts payable and year end, but now that the new office manager is starting to do the accounts payable and will be able to take that back, Don will be able to get the pricing on the new counters and cupboards and move forward.

### 6.2 Tree of lights campaign.

We did quite well with just over \$28,000 raised.

## 7.0 Correspondence

- Kenjgewin Teg - Employer Stellar Awards from Workforce Planning for Sudbury Manitoulin

We were contacted by Whitney McGraw from Kenjgewin Teg and they had nominated us for a “Stellar Award” from Workforce Planning for Sudbury Manitoulin, for taking PSW students for their placement and then hiring them.

We were selected and have won. Sylvie and Don are going to a luncheon in Sudbury on Jan 27 to accept the award.

Don to forward the email from Whitney to the board

## 8.0 Administrator’s Report

### 8.1 Attached Report

Sylvie, also informed the board about the change to Medisystems from CareRX as the pharmacy for the residents’ prescriptions. This is as per Extencare signing a new contract with Medisystems.

Motion to accept

Moved by M.J. Lenihan

Seconded by Dawn Orr

...carried





**Assignack Public Library Board  
January 25, 2023 Meeting**

**Present:** Leslie Fields, Lori Case, Dawn Roque, Kari Gerhard

**Regrets:** Amy Reid, Brenda Reid, Sue Moggy, Jane Tilston

In absence of quorum, the group spoke about our Meeting Room Rental Policy (OP-08) and ways to accommodate groups within the constraints of library hours and staffing. Suggestions were made to try to keep rental of our space affordable to community groups. Changes to our draft policy were suggested and will be presented at our next meeting of the full board.

Kari will contact Alice Pennie of the Agricultural Society regarding use of the space.

Date of our next meeting will be decided via online survey.

Meeting was adjourned at 5:30pm.

**MINUTES**  
**COMMUNITY POLICING ADVISORY COMMITTEE MEETING**  
**Wednesday 11 January 2023**  
**MANITOULIN O.P.P. DETACHMENT LITTLE CURRENT, ONTARIO**  
**7:00 P.M.**

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**PRESENT:** Insp. Megan MORIARITY - OPP  
Al BOYD - NEMI  
Jack GOULD – Gordon / Barrie Island  
Bryan BARKER– Billings  
Kelly CHAYTOR – Gore Bay  
Frank KLODNICKI – Assiginack  
Steven WOOD – Tehkummah  
David DEEG - Burpee/Mills  
Steve SHAFFER – Central Manitoulin

**REGRETS:** David DEEG – Burpee/Mills Twp advised he is filling in for Kim Middleton who could not make the meeting this evening.

**GUEST:** Perry CHATWELL – Tehkummah Council

**PUBLIC:** Tom SASVARI – Manitoulin Expositor

**Minutes Taken by** Allan Boyd - NEMI

**CALL MEETING TO ORDER**

Al BOYD, chairperson called the meeting to order at 7:02 p.m. He thanked everyone for attending the meeting due to the inclement weather. He welcomed all the members of CPAC to a new term and a special welcome to the new councilors sitting on the committee. Al BOYD advised he would take the minutes for this meeting.

**ADOPTION OF AGENDA**

Al BOYD asked if there were any changes to the agenda or additions for this meeting. Steve SHAFFER asked that an addition of the OPP Detachment Tour be added and recorded on the agenda, and it was placed at item line 5.3. Al BOYD asked for a motion to accept the changes to the agenda as circulated.

**Moved by Kelly CHAYTOR and seconded by Steven SHAFFER that the agenda be adopted.**

**CARRIED.**

**ADOPTION OF MINUTES**

Al BOYD asked if everyone received the minutes of the last meeting 11 May 22 and if there are any additions, corrections, or changes. Hearing nothing further Al BOYD asked for motion to move the minutes.

**Moved by AL BOYD and seconded by Bryan BARKER that the agenda be adopted.**

**CARRIED.**

### **BUSINESS ARISING FROM LAST MEETING**

#### **INTRODUCTIONS:**

Al BOYD started the meeting by welcoming all members to the first meeting of the new term. Al BOYD explained the process of CPAC meetings every second month with the summer months skipped. With Covid 19 we meet over Zoom, however face to face now and it was suggested that we have it at the OPP detachment so new members could have a tour of the Detachment. Al thanked Insp MORIARITY for hosting the meeting and looked forward to the continued excellent relation with the OPP and CPAC, Tom SASVARI Manitoulin Expositor, and Councilor Perry CHATWELL from Tehkummah Twp were acknowledged and welcomed to the meeting.

Each Councilor introduced themselves around the table including Inspector MORIARITY.

### **BUSSINESS ARISING**

#### **ELECTION OF CPAC COMMITTEE POSITIONS**

##### **CHAIR**

Al BOYD explained to the new committee as past chair of CPAC it is important to have a chair to oversee the meetings and act as a liaison with the OPP. Duties include keeping members aware of meetings and preparing the agenda.

Al BOYD opened the floor and asked for nominations for the position of Chair. Steven WOOD put motion forward that he nominate Al BOYD to the position of Chair. Bryan BARKER seconded the motion. Another call was made and not hearing any other nominations coming forward it was voted that Al BOYD take the role as chair. The motion was carried.

##### **DEPUTY CHAIR**

Steve SHAFFER suggested that the position of Deputy Chair be elected should the chair not be able to perform duties. It was all agreed as an excellent idea and Bryan BARKER advised she would like the role. Hearing nothing further, the vote was all in favor of Bryan BARKER as Deputy Chair motion was carried.

##### **SECRETARY**

The duties of the Secretary were explained in recording the minutes. Al BOYD asked for nominations and Councilor Kelly CHAYTOR advised she would be pleased to take the role.

Hearing no other nominations, a vote was taken that Kelly CHAYTOR take the position of Secretary. The motion was carried.

Al Boyd thanked all and looked forward to working with the new executive and committee.

## **NEW BUSINESS**

### **OPP DETACHMENT COMMANDER'S COMMENTS**

Inspector MORIARITY welcomed all the members back to CPAC including the new members that joined the committee. Explanation on the Police Reports called RMS was explained. Reports were handed out to each municipality, and she asked if there were any questions in relation to the RMS reports sent to each municipality. There was no response.

The inspector advised that the Police Service Delivery model was being updated and has been used to increase staffing levels. This is used in schedules of staffing for peak times and locations on the island and the north shore Espanola area. They are studying it and it will be completed in a 3-year period.

Steve SHAFFER asked if mental health issues have been studied and used in the model. The inspector explained that a grant was obtained with Health Sciences North in obtaining mental health workers working closely with police and responding to calls with officers. With additional grant monies the program has grown to 3 mental health workers for the detachment. These workers have been doing follow-up with families and building relationships between the police and the clients. Very successful program.

Al BOYD mentioned on the relationship with Victim Services and the new program called Project Lifesaver from donations from the municipalities and how it was being implanted and that Victim Services is looking after the administration portion of the program and the relationship with the police is excellent.

2 new officers have been appointed as Community Services Officers John Hill and Jessica Gilbertson Have been appointed since the opening of the pandemic.

The Inspector advised they are concentrating on safety messaging on the dangers of going on the ice as we have had very mild weather.

Perry CHATWELL asked about commercial vehicles inspections and the Inspector replied that they do work closely with MTO Officers mostly concentrating on the Hwy 17 area on the North shore but also on Manitoulin.

### **ROUND TABLE**

**Steve SHAFFER – Central Manitoulin** – Nothing major to report quiet winter so far and did explain the use of radar sign is very beneficial in determining trouble speeding spots in his municipality.

**Kelly CHAYTOR - Gore Bay** – Kelly asked the Inspector for the results of the OPP Radar sign that was set up on Meredith Street in Gore Bay. The results they got were for Meredith Street in Little Current. The inspector advised she would investigate that. Kelly also asked for anyway to get traffic stats along with the RMS. Inspector explained the process is a bit more difficult but could check for island wide specific concerns.

**Jack GOULD – Gordon/Barrie Island** – Nothing to report all quiet.

**Frank KLODNICKI – Assiginack** – He advised mostly quiet, however a concern on Cardwell Street with people not stopping at the 4 way stop sign. The inspector would notify her officers of that.

**Bryan BARKER – Billings** – Wanted to thank SGT. Mike PATTERSON for all his efforts using the mobile radar sign in their community and is still awaiting the results of the findings and to get back to him.

Thanked the OPP during last year no issues.

**David DEEG – Burpee/Mills** – David advised he is in attendance for Kim Middleton who will be the rep for CPAC. She is recovering from a broken leg thus his attendance nothing else to report. All quiet.

**Steven Wood - Tehkummah** – All quite nothing to report.

**AL BOYD – NEMI** - Nothing to report all quiet. NEMI looking at signage on draper street adjacent to Little Current Public School re complaint of speeders. Looking at options from the road flexible pylons to speed bumps. OPP is aware of issues.

The inspector advised that they have new bicycle equipment and will have bicycle patrols this summer.

#### **MEETING AJOURNED**

Meeting was adjourned at 8:34 pm

**Moved by Steve SHAFFER and Bryan BARKER**  
**Carried**

**Tour of OPP Detachment by Inspector MORIARITY for members that wished to take tour.**

#### **DATE and TIME OF NEXT MEETING.**

Wednesday March 08, 2023 – 7 p.m., Central Manitoulin Council Chambers Mindemoya to be confirmed.





**MINUTES**  
**COMMUNITY POLICING ADVISORY COMMITTEE MEETING**  
**Wednesday 8 March 2023**  
**CENTRAL MANITOULIN COUNCIL CHAMBERS, MUNICIPAL OFFICE,**  
**MINDEMOYA ON**  
**7:00 P.M.**

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**PRESENT:** Insp. Megan MORIARITY - OPP  
Al BOYD - NEMI  
Jack BOULD – Gordon / Barrie Island  
Bryan BARKER– Billings  
Kelly CHAYTOR – Gore Bay  
Frank KLODNICKI – Assiginack  
Kim Johnson - Burpee/Mills  
Steve SHAFFER – Central Manitoulin

**REGRETS:** Steven WOOD - Tehkummah

**PUBLIC:** Tom SASVARI – Manitoulin Expositor

**Minutes Taken by Kelly CHAYTOR – Gore Bay**

**CALL MEETING TO ORDER**

Al BOYD, chairperson called the meeting to order at 7:02 p.m. Al Boyd welcomed all the members of CPAC to the meeting. Al BOYD confirmed minutes of the meeting will be taken by Kelly CHAYTOR.

**ADOPTION OF AGENDA**

Al BOYD asked if there were any changes to the agenda or additions for this meeting. None were presented.

**Moved by Steve SHAFFER and seconded by Kim JOHNSON that the agenda be adopted. CARRIED.**

**ADOPTION OF MINUTES**

Al BOYD asked if everyone received the minutes of the last meeting 11 Jan 23 and if there are any additions, corrections, or changes. Correction to Jack Bould name from Gould. Correction to Deputy Chair paragraph to correct SHE to HE. Frank KLODNICKI advised in Round Table under Assiginack correct to Cardwell Street to Michael's Bay Road.

Al BOYD asked for motion to move the corrections to the minutes.

**Moved by Frank KLODNICKI and seconded by Jack BOULD that the agenda be adopted. CARRIED.**

## **BUSSINESS ARISING**

### **WELCOME**

Al BOYD started the meeting by welcoming all members to the meeting. Members including Inspector MORIARITY introduced each other around the table to Kim JOHNSON who was absent at last meeting.

### **CPAC TRANSITION TO POLICE SERVICES BOARD**

Al BOYD advised changes to CPAC could be seen in the Fall of 2023. Information will be shared as soon as that is available to the members of CPAC.

### **OPP SPEED RADAR SIGN REQUESTS**

Al BOYD asked if any communities were interested in OPP speed radar and if they are to please reach out to Officer Mike PATTERSON or Inspector MORIARITY

### **NEW BUSINESS**

### **OPP DETACHMENT COMMANDER'S COMMENTS**

Inspector MORIARITY advised January & February Police Service Board Reports were emailed on March 1 2023. Police Services Board Report for Manitoulin Cluster were provided to committee members; she advised that these reports do not include Provincial highways. Reports do not include all calls just basic criminal calls. Inspector asked if there were any questions in relation to the reports hearing none. Inspector MORIARITY also handed out Calendars with municipal billing details, along with recruitment cards.

### **SUMMER OPP & MARINE OPERATONAL PLANS FOR MANITOULIN**

Al BOYD advised if any communities are having events and would like to let Inspector MORIARITY know prior to event to do so as this will assist in the scheduling of staff. Inspector MORIARITY advised committee members of OPP's Marine Unit that in the past was patrolled by one officer however this year there are multiple officers trained for the Marine unit now. Inspector MORIARITY also asked if communities could advise of any water events happening the Marine Unit should be aware of. Steve SHAFFER advised Mindemoya will be having a Splashzone water park on lake Mindemoya for the months of July and August. Kelly CHAYTOR also advised Gore Bay will be hosting the Splash N Go Adventure park for the second year during the months of July and August.

### **ROUND TABLE**

**Steve SHAFFER – Central Manitoulin – No community concerns brought forward**

**Kelly CHAYTOR - Gore Bay – No community concerns brought forward** Side note - to Inspector MORIARITY that community service officer HILL has been noted attached Charles C. McLean public school and the kids were excited to have him be there and take part in recess with some of them.

**Jack GOULD – Gordon/Barrie Island – No community concerns brought forward**

**Frank KLODNICKI – Assiginack – No community concerns brought forward**

Bryan BARKER – Billings – Advised community is having a meeting to address the parking at the falls in Kagawong. Inspector MORIARTY advised to reach out to Officer PATTERSON to assist in matter if needed. Community is also looking into the possibility of painted lines by the falls on the no parking zones. Concerns of parking and pedestrians jaywalking across highway from candy store in Kagawong heading to Gore Bay. Another concern is April smelt run season; at the river that comes into Kagawong from the North Channel at Mudge Bay by the town office. Concern is of when people gather here and partake in alcohol consumption and trespassing.

**Kim JOHNSON – Burpee/Mills – No community concerns brought forward**

**AL BOYD – NEMI – No community concerns brought forward.** Brought attention to the Ministry of Natural Resources and Forestry proposal to make amendments to Ontario Regulation 161/17 under the Public Lands Act regarding the use of floating accommodations and camping on water over public lands in Ontario.

#### **FINAL REMARKS**

Inspector MORIARTY noted that police vehicles are having cameras installed along with body cameras on officers. AL also asked if Inspector could share Lifesaver project update to municipal members at next meeting.

#### **MEETING AJOURNED**

Meeting was adjourned at 7:55 pm

**Moved by Bryan BARKER and seconded by Kim JOHNSON  
Carried**

#### **DATE and TIME OF NEXT MEETING.**

Wednesday May 10, 2023 – 7 p.m., Central Manitoulin Council Chambers Mindemoya

## IN OUR LIBRARY

11,914 books

340 NEW this year 

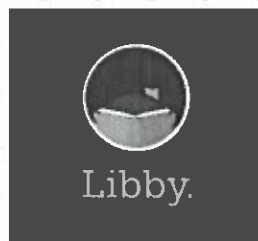
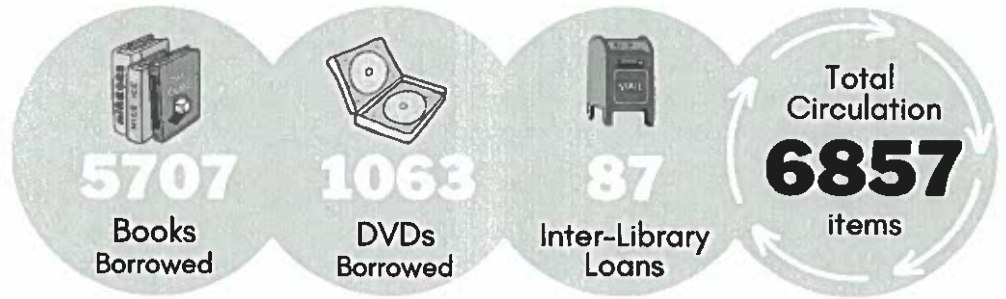
1,253 DVDs

31 NEW this year 



191  
ACTIVE  
PATRONS

NEW  
43



1296 ebooks borrowed  
519 audiobooks borrowed  
101 magazines borrowed

revenue **\$45,885.41** >> \$ >>> expenditures **\$41,089.77**

## MOST POPULAR BOOKS OF THE YEAR

1. Letters Across the Sea - Genevieve Graham
2. The Sea Gate - Jane Johnson
3. The Woman with the Blue Star - Pam Jenoff
4. The Madness of Crowds (Book 17) - Louise Penny



## MANY THANKS to:

- 👉 Debbie Robinson for her 38 years of dedication to the Assiginack Public Library
- 👉 The APL Board: Jane Tilston, Les Fields, Lori Case, Irma Lenz, Christianna Jones
- 👉 The Friends of the Library who also "retired" this year after many years of service
- 👉 The Township of Assiginack Staff and Council for all their ongoing support
- 👉 All of the patrons/community members who visit, donate and bring the Library to life





**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



February 28, 2023

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

Re: O. Reg. 170 Section 11 & Schedule 22 Annual Reporting under SDWA  
O. Reg 387 Section 9 Annual Reporting under OWRA  
For the Sunsite Estates Water Treatment Plant  
Waterworks No.: 220008471

Dear Mr. Hobbs;

Attached are the 2022 Annual and Summary Reports for the Sunsite Estates Water System. The Reports are based on information provided by Operators as of February 22, 2023 in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. A confirmation of submission of the PTTW reporting, as required by O.Reg 387, is included as part of the report.

Please note that any Orders that you have received directly from the MOE or any major expense incurred by the Municipality which is not listed should be reviewed and added to the report.

As per Schedule 22 of O. Reg. 170/03, this Summary Report is to be provided to the members of the municipal council no later than March 31, 2023. Please ensure this distribution.

Section 12 of O. Reg. 170/03, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,

Sarah Beaulieu  
Process & Compliance Technician  
Ontario Clean Water Agency

# *Sunsite Estates* *Drinking Water System*

Small Municipal Residential Drinking Water System

*January 1, 2022 – December 31, 2022*

***O.Reg 170/03 Schedule 22 Summary Report***  
***O.Reg 170/03 Section 11 Annual Report***  
***&***  
***O.Reg 387/04 Annual Record of Water Taking***

Prepared by the Ontario Clean Water Agency  
For The Corporation of the Municipality of Assiginack



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**



### **SECTION 3: SCHEDULE 22 REPORT**

#### **Flows - Treated**

In accordance with the Municipal Drinking Water License (MDWL), the Sunsite Estates WTP shall not be operated to exceed a maximum daily volume of 220 m<sup>3</sup>/d to the distribution system.

The daily treated water maximum flow was 126.2 m<sup>3</sup> in June and represents 57% of capacity. In 2022, the total volume of water sent to the distribution system was 27,013.4 m<sup>3</sup>

The quantity of treated water supplied during the reporting period **did not** exceed the rated maximum capacity.

#### **Flows - Raw**

Daily raw maximum instantaneous flow is stated in the PTTW at a maximum rate of flow of 6.32 L/s and a maximum daily volume of 276.48 m<sup>3</sup>/d.

The average monthly raw water flow for this reporting period was 80.26 m<sup>3</sup>/d. The maximum daily flow was 244.71 m<sup>3</sup>/d representing 88.5% of water taking limits. In 2022, the total volume of water taken from the environment was 29,295.8 m<sup>3</sup>

The quantity of raw water taken **did not** exceed any limits stipulated within the PTTW.

<i>RAW WATER FLOW DATA - TOTAL ALL SOURCES</i>						
Month	Total Monthly Flow (m <sup>3</sup> )	Average Flow (m <sup>3</sup> /3573d)	Maximum Flow (m <sup>3</sup> /d)	Maximum Flow Rate (L/s)	Limits	
					L/s (PTTW)	m <sup>3</sup> /d (PTTW)
January	2,194.99	70.81	893.71	4.06	6.32	276.48
February	1,954.15	69.79	95.53	4.08	6.32	276.48
March	2,180.18	70.33	86.15	4.08	6.32	276.48
April	2,115.79	70.53	85.7	4.09	6.32	276.48
May	2,338.94	75.45	91.09	4.08	6.32	276.48
June	2,595.03	86.5	128.89	4.08	6.32	276.48
July	3,019.44	97.4	198.44	4.06	6.32	276.48
August	2,575.96	83.1	108.28	4.04	6.32	276.48
September	2,688.99	89.63	244.71	4.01	6.32	276.48
October	2,543.3	82.04	94.09	4.03	6.32	276.48
November	2,410.27	80.34	92.09	4.01	6.32	276.48
December	2,678.8	86.41	117	4.08	6.32	276.48
<b>Total</b>	29,295.8					
<b>Average</b>		80.26				
<b>Maximum</b>			244.71	4.09	6.32	276.48



**Annual Raw Water Review**

Raw Water Taking	Total Taking m3/d	Average Day m3/d	Max Day m3/d	Max Day % of PTTW allowable 276.48 m3/d
2022	29,295.8	80.26	244.7	88.5
2021	24,390.13	66.82	146.72	53%
2020	21,928.56	59.91	161.18	58%
2019	16,219	44.44	409	39%
2018	13,536.7	37.09	181	65.5%

**System Failures and Corrective Actions**

The latest inspection of the drinking water facility took place on October 20, 2022. The facility scored 14/448 providing a rating of 96.88%

The following non-compliance was identified in the inspection report:

**Question ID MRDW1060000. Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?**

**The operations and maintenance manuals did not meet the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

DWI notes: Condition 16, Schedule B of the MDWL requires new CT calculations be added to the operations manual. Condition 8, Schedule C of the MDWL outlines those requirements including contact tank configuration drawings and CT calculations. The deadline for submission of this information was July 24, 2022. Though the deadline was not met it is noted that RV Anderson has been hired to complete calculations.

By January 6, 2023, provide to the undersigned an action plan with timetable regarding submission of CT documents.

AWQIs reported to the Ministry

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
n/a	n/a	n/a	n/a	n/a	n/a

**SECTION 4: SECTION 11 REPORT**

**Information to be provided**

Population Served	65
Does your Drinking-Water System serve more than 10,000 people?	No
Is your annual report available to the public at no charge on a web site on the Internet?	Yes
Location where Summary Report required under O. Reg. 170/03 Schedule	Township of Assiginack,





### Adverse Water Quality Incidents

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Comment / Corrective Action	Corrective Action Date
n/a	n/a	n/a	n/a	n/a	n/a

### Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03.

	No. of Samples Collected	Range of E.Coli		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Results	
		Min #	Max #	Min #	Max #		Min #	Max #
Raw Water	N/A							
Treated Water	N/A							
Distribution	27	0	0	0	0	27	0	2

### Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03

	No. of Samples Collected	Range of Results		Units of Measure
		Minimum	Maximum	
Turbidity – Filter 1	8760	0	0.581	(NTU)
Turbidity – Filter 2	8760	0	0.09	(NTU)
Free Chlorine Residual – TW	8760	0.383	3.77	(mg/L)
Free Chlorine Residual, Distribution	105	1.24	2.14	(mg/L)

### Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter and limits	Month Sampled	Day Sampled	Result	Unit of Measure
254-101 Issue Date: January 24, 2022 Expiry Date: January 23, 2027	Backwash (BW) Total Suspended Solids (TSS) 25 mg/L annual average Quarterly samples	Jan	20	2	mg/L
		Feb			mg/L
		Mar			mg/L
		Apr	19	3	mg/L
		May			mg/L
		Jun			mg/L
		Jul	19	14	mg/L
		Aug			mg/L
		Sep			mg/L
		Oct	18	7	mg/L
		Nov			mg/L
		Dec			mg/L
		<b>Annual Average</b>			



**Summary of Lead testing under Schedule 15.1 during this reporting period**

Location Type	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Distribution - Lead Results (ug/L)	n/a			10	0
Distribution - Alkalinity (mg/L)	2	71	76	n/a	n/a
Distribution - pH In-House	2	8.31	8.52	n/a	n/a

**Summary of Organic parameters sampled during this reporting period or the most recent results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW	2019/01/16	<MDL 0.02	5.0	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2019/01/16	<MDL 0.01	5.0	No	No
Azinphos-methyl (ug/L) - TW	2019/01/16	<MDL 0.05	20.0	No	No
Benzene (ug/L) - TW	2019/01/16	<MDL 0.32	1.0	No	No
Benzo(a)pyrene (ug/L) - TW	2019/01/16	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2019/01/16	<MDL 0.33	5.0	No	No
Carbaryl (ug/L) - TW	2019/01/16	<MDL 0.05	90.0	No	No
Carbofuran (ug/L) - TW	2019/01/16	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (ug/L) - TW	2019/01/16	<MDL 0.16	2.0	No	No
Chlorpyrifos (ug/L) - TW	2019/01/16	<MDL 0.02	90.0	No	No
Diazinon (ug/L) - TW	2019/01/16	<MDL 0.02	20.0	No	No
Dicamba (ug/L) - TW	2019/01/16	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (ug/L) - TW	2019/01/16	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (ug/L) - TW	2019/01/16	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (ug/L) - TW	2019/01/16	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (ug/L) - TW	2019/01/16	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2019/01/16	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (ug/L) - TW	2019/01/16	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2019/01/16	<MDL 0.19	100.0	No	No
Diclofop-methyl (ug/L) - TW	2019/01/16	<MDL 0.4	9.0	No	No
Dimethoate (ug/L) - TW	2019/01/16	<MDL 0.06	20.0	No	No
Diquat (ug/L) - TW	2019/01/16	<MDL 1.0	70.0	No	No
Diuron (ug/L) - TW	2019/01/16	<MDL 0.03	150.0	No	No
Glyphosate (ug/L) - TW	2019/01/16	<MDL 1.0	280.0	No	No
Malathion (ug/L) - TW	2019/01/16	<MDL 0.02	190.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (mg/L) - TW	2019/01/16	<MDL 0.01	50.0	N/A	N/A
Metolachlor (ug/L) - TW	2019/01/16	<MDL 0.02	80.0	No	No
Metribuzin (ug/L) - TW	2019/01/16	<MDL 0.3	80.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2019/01/16	<MDL 1.0	10.0	No	No
Paraquat (ug/L) - TW	2019/01/16	<MDL 0.04	3.0	No	No



## **SECTION 6: CONCLUSION**

The Sunsite Estates WTP delivers water that, in all its treated and distribution samples, indicates the water to be free of bacteriological contamination.

Based on information available for the 2022 operating year, the Sunsite Estates WTP was able to meet the demand of water use without exceeding the PTTW or the MDWL.





## List of Acronyms and Definitions

Alkalinity	The capacity of water for neutralizing an acid solution
AWQI	Adverse Water Quality Incident- when a water sample test result exceeds the Ontario Drinking Water Quality Standards
Backwash	Water pumped backwards to clean filters
BWA	Boil Water Advisory; Issued when risk of contamination is possible in drinking water
CFU	Colony Forming Units
Chlorine Residual	A low level of chlorine remaining in water after disinfection occurs
DW	Distribution Water
DWA	Drinking Water Advisory; Issued when water cannot be consumed by any means
DWWP	Drinking Water Works Permit - provides a description of the overall system
E.Coli	Bacteria used as indicators to measure the degree of pollution and sanitary quality of water
GUDI 170/03	Groundwater Under Direct Influence – Considered to be surface water under O.Reg
HPC	Heterotrophic Plant Count
L/s	Litres per Second
m <sup>3</sup> /d	Cubic Metres per Day
MAC	Maximum Acceptable Concentration
MDL	Minimum Detection Level
MDWL requirements	Municipal Drinking Water Licence - relates to the operation and performance
mg/L	Miligrams per Litre
Ministry	Ministry of the Environment and Climate Change
MOECC	Ministry of the Environment and Climate Change
O.Reg	Ontario Regulation
PTTW water	Permit to Take Water – Permit which allows water taking from groundwater or surface
RW	Raw Water
TC	Total Coliforms
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Turbidity	Cloudiness or haziness of water
TW	Treated Water



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**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

February 28, 2023

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



Re: O. Reg. 170 Section 11 & Schedule 22 Annual Reporting under SDWA  
O. Reg 387 Section 9 Annual Reporting under OWRA  
For the Manitowaning Water Treatment Plant  
Waterworks No.: 210001013

Dear Mr. Hobbs;

Attached are the 2022 Annual and Summary Reports for the Manitowaning Water System. The Reports are based on information provided by Operators as of February 22, 2023 in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. A confirmation of submission of the PTTW reporting, as required by O.Reg 387, is included as part of the report.

Please note that any Orders that you have received directly from the MOE or any major expense incurred by the Municipality which is not listed should be reviewed and added to the report.

As per Schedule 22 of O. Reg. 170/03, this Summary Report is to be provided to the members of the municipal council no later than March 31, 2023. Please ensure this distribution.

Section 12 of O. Reg. 170/03, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,

Sarah Beaulieu  
Process & Compliance Technician  
Ontario Clean Water Agency

# *Manitowaning Water Treatment*

Large Municipal Residential Drinking Water System

*January 1, 2022 – December 31, 2022*

***O.Reg 170/03 Schedule 22 Summary Report  
O.Reg 170/03 Section 11 Annual Report  
&  
O.Reg 387/04 Annual Record of Water Taking***

Prepared by the Ontario Clean Water Agency  
For The Corporation of the Municipality of Assiginack



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**



*Drinking-Water System Number:* 210001013  
*Drinking-Water System Name:* Manitowaning Drinking Water System  
*Drinking-Water System Owner:* Corporation of the Municipality of Assiginack  
*Drinking-Water System Category:* Large Municipal Residential

## **SECTION 1: INTRODUCTION**

This document is prepared in accordance with Section 11 and Schedule 22 of O.Reg.170/03 under the Safe Drinking Water Act and with Section 9 of O.Reg.387/04 under the Ontario Water Resources Act. The reports are prepared by the Ontario Clean Water Agency. Acronyms and definitions can be found at the end of the report.

A copy of the Summary Report must be provided to the members of the municipal council by March 31, 2023.

## **SECTION 2: REQUIREMENTS OF THE REPORTS**

### **Schedule 22 Report**

The report must list the requirements of the Act, the regulations, the system's approval and any order that the system **failed to meet** at any time during the period covered by the report. It must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

For the purpose of enabling the owner of the system to assess the rated capability of their system to meet existing and future planned water uses, the following information is required to be included in this report:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the systems approval.

### **Section 11 Report**

The annual report must contain the following:

- A brief description of the drinking water system and a list of chemicals used by the system.
- A description of any major expenses incurred during the period covered by the report to install, repair or replace required equipment.
- A summary of all adverse water quality incidents (AWQI) reported to the Ministry
- A summary of corrective actions taken in response all AWQIs
- A summary of all test results required under the regulation, under an approval, municipal drinking water licence or order, including an OWRA order.
- A statement of where a Schedule 22 report will be available for inspection.

The report must be prepared not later than February 28 of the following year.

### **Regulation 387 Report**

On or before March 31 in every year, every holder of a permit to take water (PTTW) shall submit to a Director the data collected and recorded for the previous year.

A record of annual water taking can be found in Appendix A.



### **SECTION 3: SCHEDULE 22 REPORT**

#### **Flows - Treated**

In accordance with the Municipal Drinking Water License (MDWL), the Manitowaning WTP shall not be operated to exceed a maximum daily volume of 1045 m<sup>3</sup>/d to the distribution system.

The daily treated water maximum flow was 610 m<sup>3</sup> in July and represents 58% of capacity. In 2022, the total volume of water sent to the distribution system was 108,652.1 m<sup>3</sup>

The quantity of treated water supplied during the reporting period **did not** exceed the rated maximum capacity.

#### **Flows - Raw**

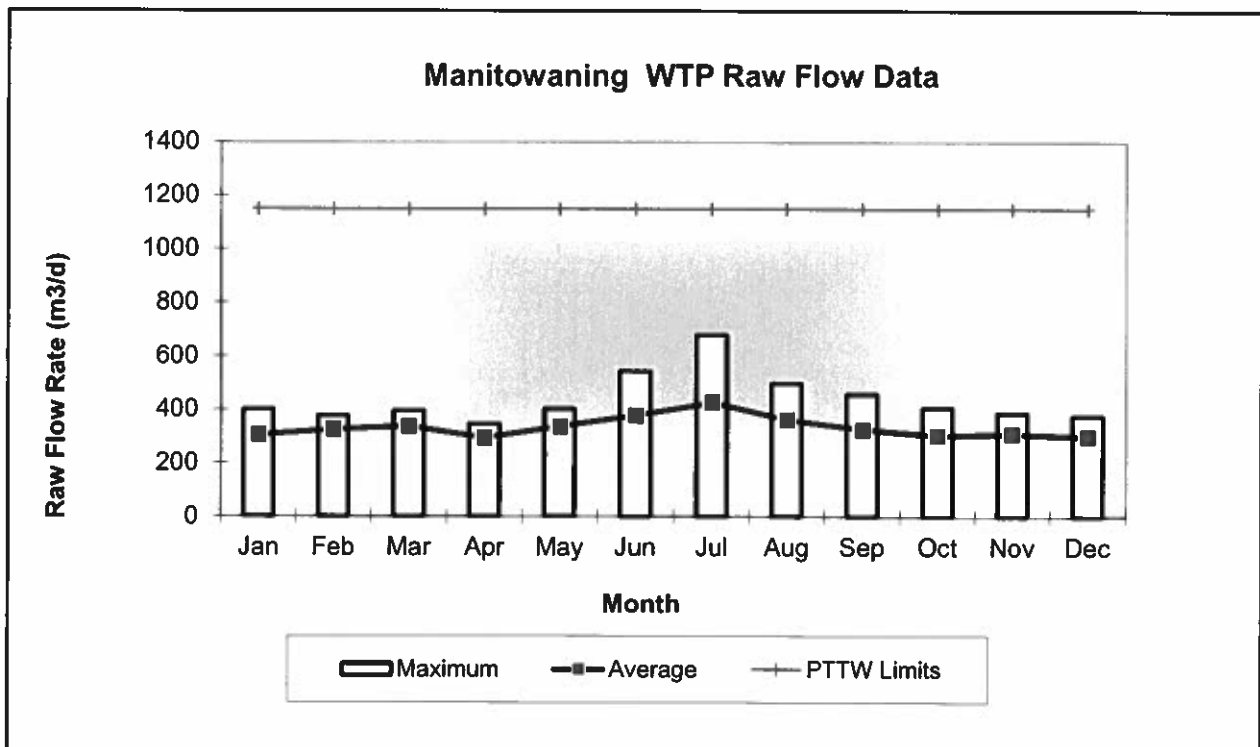
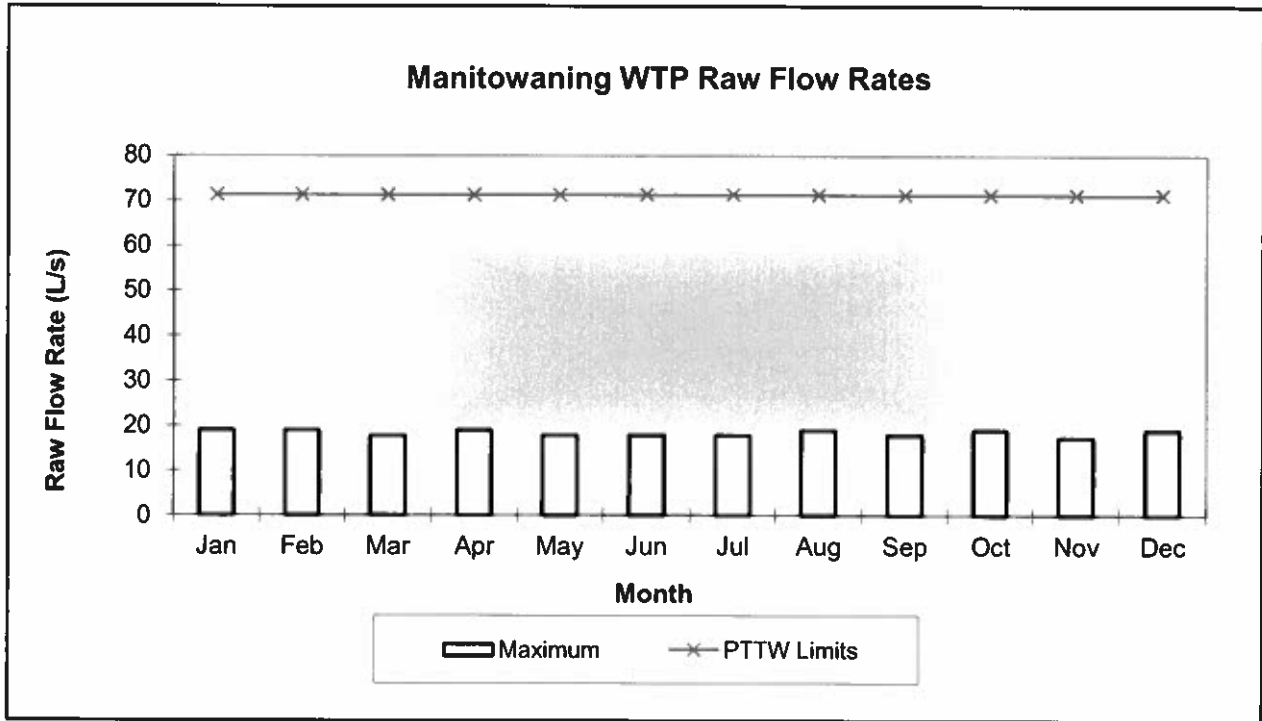
Daily raw maximum instantaneous flow is stated in the PTTW at a maximum rate of flow of 71.32 L/s and a maximum daily volume of 1149.12m<sup>3</sup>/d.

The average monthly raw water flow for this reporting period was 333.8 m<sup>3</sup>/d. The maximum daily flow was 678 m<sup>3</sup>/d representing 59% of water taking limits. In 2022, the total volume of water taken from the environment was 121,824.8 m<sup>3</sup>.

The quantity of raw water taken **did not** exceed any limits stipulated within the PTTW.

<b>RAW WATER FLOW DATA - TOTAL ALL SOURCES</b>						
<b>Month</b>	<b>Total Monthly Flow ( m3)</b>	<b>Average Flow (m3/d)</b>	<b>Maximum Flow (m3/d)</b>	<b>Maximum Flow Rate (L/s)</b>	<b>Limits</b>	
					<b>L/s (PTTW)</b>	<b>m<sup>3</sup>/d (PTTW)</b>
January	9,473	305.58	399	18.92	71.32	1149.12
February	9,097	324.89	375	18.92	71.32	1149.12
March	10,448	337.03	395	17.69	71.32	1149.12
April	8,810	293.67	345	18.92	71.32	1149.12
May	10,452	337.16	402	17.77	71.32	1149.12
June	11,319	377.3	544	17.78	71.32	1149.12
July	13,219.8	426.44	678	17.76	71.32	1149.12
August	11,238	362.52	497	18.92	71.32	1149.12
September	9,770	325.67	457	17.87	71.32	1149.12
October	9,416	303.74	405	18.92	71.32	1149.12
November	9,310	310.03	386	17.28	71.32	1149.12
December	9,281	299.39	377	18.92	71.32	1149.12
<b>Total</b>	121,824.8					
<b>Average</b>		333.8				
<b>Maximum</b>			678	8.92	71.32	1149.12







## Annual Raw Water Review

Raw Water Taking	Total Taking m3/d	Average Day m3/d	Max Day m3/d	Max Day % of PTW allowable 1149.12 m3/d
2022	121,824.8	333.8	678	59%
2021	141,509.4	387.7	822	71.5%
2020	132,013	360.69	682	59%
2019	104,954	287.55	497	43.3%
2018	147,007	402.76	987	85.9%

### System Failures and Corrective Actions

The latest inspection of the drinking water facility took place on October 20, 2022. The facility scored 14/506 providing a rating of 97.23%

The following non-compliance was identified in the inspection report:

**Question ID MRDW1060000. Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?**

**The operations and maintenance manuals did not meet the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

DWI notes: Generally the ops manual is sufficient when grouped with the associated SOPs, to meet requirements listed in the MDWL. In January 2022, Condition 1.5, Schedule C was added to include a requirement for a standard operating procedure to be put in place for use of higher capacity highlift pumps. The SOP was not written.

It is noted that the higher capacity (fire) pumps which can be used in parallel with other pumps are limited by the capacity of the filters.

OCWA staffs are writing an SOP which outlines pumping capacity versus filter capacity and how CT can be accomplished given resulting maximum flow rates.

### AWQIs reported to the Ministry

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
n/a	n/a	n/a	n/a	n/a	n/a



## **SECTION 4: SECTION 11 REPORT**

### **Information to be provided**

Population Served		550	
Does your Drinking-Water System serve more than 10,000 people?			No
Is your annual report available to the public at no charge on a web site on the Internet?			Yes
Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.		Township of Assiginack, Municipal Office 156 Arthur Street Manitowaning, Ontario POP 1N0	
Number of Designated Facilities served:			0
Did you provide a copy of your annual report to all Designated Facilities you serve?			NA
Number of Interested Authorities you report to:			0
Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?			NA
List all Drinking-Water Systems (if any), and their DWS Number which receive all of their drinking water from your system:			N/A
Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?			N/A
Indicate how you notified system users that your annual report is available, and is free of charge.			Public access/notice via newspaper
Indicate if you notified system users that your annual report is available and is free of charge using an alternate method			Yes

An Evoqua membrane filtration plant supplying water to the Town of Manitowaning drawing water from Lake Huron, consisting of three membrane filter trains a chlorine contact reservoir, clear well and five high lift pumps supplying the Town. Sodium Hypochlorite is used for primary disinfection as well as seasonally for zebra mussel control in the raw water intake. The rated capacity of the system is 12.1 L/s. Wastewater from backwash and filter cleans is neutralized and diverted to the sanitary sewer system.

### **Chemicals Used**

Sodium Hypochlorite (12%)	Disinfection and clean-in-place
Sodium Hydroxide	Neutralization of wastewater
Citric Acid	Clean-in-place
Calcium Thiosulphate (Captor)	Dechlorination of reject water & wastewater



### Significant Expenses

Significant expenses incurred to

- Install required equipment
- Repair required equipment
- Replace required equipment

Work Order	Date Completed	Comment
2497878	14-Mar-22	Purchased and installed new treated water turbidity analyzer equipment - \$6,808.53

### Adverse Water Quality Incidents

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Comment / Corrective Action	Corrective Action Date
n/a	n/a	n/a	n/a	n/a	n/a

### Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03.

	No. of Samples Collected	Range of E.Coli		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Results	
		Min #	Max #	Min #	Max #		Min #	Max #
Raw Water	54	0	NDOGT	0	NDOGT	0	N/A	N/A
Treated Water	54	0	0	0	0	54	0	2
Distribution	104	0	0	0	0	52	0	10

### Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03

	No. of Samples Collected	Range of Results		Units of Measure
		Minimum	Maximum	
Turbidity – Filter 1	8760	0	0.23	(NTU)
Turbidity – Filter 2	8760	0	0.43	(NTU)
Turbidity – Filter 3	8760	0	0.098	(NTU)
Free Chlorine Residual – TW	8760	1.08	2.09	(mg/L)
Free Chlorine Residual, Distribution Location 1	105	1.19	2.15	(mg/L)
Free Chlorine Residual, Distribution Location 2	105	0.90	2.118	(mg/L)
Free Chlorine Residual, Distribution Location 3	105	1.28	2.13	(mg/L)
Free Chlorine Residual, Distribution Location 4	52	1.24	2.07	(mg/L)



**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter and limits	Month Sampled	Day Sampled	Result	Unit of Measure
254-202  Issue Date: January 24, 2022  Expiry Date: January 23, 2027	Backwash (BW) Total Suspended Solids (TSS)  25 mg/L annual average Quarterly samples when discharging into Manitowaning Bay	Jan	N/A		mg/L
		Feb	N/A		mg/L
		Mar	N/A		mg/L
		Apr	N/A		mg/L
		May	N/A		mg/L
		Jun	N/A		mg/L
		Jul	N/A		mg/L
		Aug	N/A		mg/L
		Sep	N/A		mg/L
		Oct	N/A		mg/L
		Nov	N/A		mg/L
		Dec	N/A		mg/L
		<b>Annual Average</b>			

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW	2022/01/10	<MDL 0.6	6.0	No	No
Arsenic: As (ug/L) - TW	2022/01/10	0.4	25.0	No	No
Barium: Ba (ug/L) - TW	2022/01/10	12.2	1000.0	No	No
Boron: B (ug/L) - TW	2022/01/10	16.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2022/01/10	<MDL 0.003	5.0	No	No
Chromium: Cr (ug/L) - TW	2022/01/10	0.16	50.0	No	No
Mercury: Hg (ug/L) - TW	2022/01/10	<MDL 0.01	1.0	No	No
Selenium: Se (ug/L) - TW	2022/01/10	0.09	50.0	No	No
Uranium: U (ug/L) - TW	2022/01/10	0.179	20.0	No	No

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Fluoride (mg/L) - TW	2019/01/08	<MDL 0.06	1.5	No	No
Nitrite (mg/L) - TW	2022/01/10	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2022/04/11	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2022/07/11	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2022/10/11	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2022/01/10	0.158	10.0	No	No
Nitrate (mg/L) - TW	2022/04/11	0.164	10.0	No	No
Nitrate (mg/L) - TW	2022/07/11	0.128	10.0	No	No
Nitrate (mg/L) - TW	2022/10/11	0.123	10.0	No	No
Sodium: Na (mg/L) - TW	2019/01/08	6.37	20*	No	No

\*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.



**Summary of Lead testing under Schedule 15.1 during this reporting period**

Location Type	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Distribution - Lead Results (ug/L)	n/a			10	0
Distribution - Alkalinity (mg/L)	4	73	76	n/a	n/a
Distribution - pH In-House	4	8.19	8.54	n/a	n/a

**Summary of Organic parameters sampled during this reporting period or the most recent results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW	2022/01/10	<MDL 0.02	5.0	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2022/01/10	0.02	5.0	No	No
Azinphos-methyl (ug/L) - TW	2022/01/10	<MDL 0.05	20.0	No	No
Benzene (ug/L) - TW	2022/01/10	<MDL 0.32	1.0	No	No
Benzo(a)pyrene (ug/L) - TW	2022/01/10	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2022/01/10	<MDL 0.33	5.0	No	No
Carbaryl (ug/L) - TW	2022/01/10	<MDL 0.05	90.0	No	No
Carbofuran (ug/L) - TW	2022/01/10	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (ug/L) - TW	2022/01/10	<MDL 0.17	2.0	No	No
Chlorpyrifos (ug/L) - TW	2022/01/10	<MDL 0.02	90.0	No	No
Diazinon (ug/L) - TW	2022/01/10	<MDL 0.02	20.0	No	No
Dicamba (ug/L) - TW	2022/01/10	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (ug/L) - TW	2022/01/10	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (ug/L) - TW	2022/01/10	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (ug/L) - TW	2022/01/10	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (ug/L) - TW	2022/01/10	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2022/01/10	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (ug/L) - TW	2022/01/10	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2022/01/10	<MDL 0.19	100.0	No	No
Diclofop-methyl (ug/L) - TW	2022/01/10	<MDL 0.4	9.0	No	No
Dimethoate (ug/L) - TW	2022/01/10	<MDL 0.06	20.0	No	No
Diquat (ug/L) - TW	2022/01/10	<MDL 1.0	70.0	No	No
Diuron (ug/L) - TW	2022/01/10	<MDL 0.03	150.0	No	No
Glyphosate (ug/L) - TW	2022/01/10	<MDL 1.0	280.0	No	No
Malathion (ug/L) - TW	2022/01/10	<MDL 0.02	190.0	No	No
Metolachlor (ug/L) - TW	2022/01/10	<MDL 0.01	50.0	N/A	N/A
Metribuzin (ug/L) - TW	2022/01/10	<MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2022/01/10	<MDL 0.3	80.0	No	No
Paraquat (ug/L) - TW	2022/01/10	<MDL 1.0	10.0	No	No
PCB (ug/L) - TW	2022/01/10	<MDL 0.04	3.0	No	No
Pentachlorophenol (ug/L) - TW	2022/01/10	<MDL 0.15	60.0	No	No
Phorate (ug/L) - TW	2022/01/10	<MDL 0.01	2.0	No	No



Picloram (ug/L) - TW	2022/01/10	<MDL 1.0	190.0	No	No
Prometryne (ug/L) - TW	2022/01/10	<MDL 0.03	1.0	No	No
Simazine (ug/L) - TW	2022/01/10	<MDL 0.01	10.0	No	No
Terbufos (ug/L) - TW	2022/01/10	<MDL 0.01	1.0	No	No
Tetrachloroethylene (ug/L) - TW	2022/01/10	<MDL 0.35	10.0	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2022/01/10	<MDL 0.2	100.0	No	No
Triallate (ug/L) - TW	2022/01/10	<MDL 0.01	230.0	No	No
Trichloroethylene (ug/L) - TW	2022/01/10	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2022/01/10	<MDL 0.25	5.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW	2022/01/10	<MDL 0.12	100.0	No	No
Trifluralin (ug/L) - TW	2022/01/10	<MDL 0.02	45.0	No	No
Vinyl Chloride (ug/L) - TW	2022/01/10	<MDL 0.17	1.0	No	No
<b>DISTRIBUTION WATER</b>					
Trihalomethane: Total (ug/L) Annual Average - DW	2022/12/31	44.25	100.00	No	No
HAA Total (ug/L) Annual Average - DW	2022/12/31	24.225	80.0	No	No

## **SECTION 5: RAW WATER SUBMISSIONS**

Raw water flows were submitted to the Ministry on January 12, 2023.



Location: WTRS / WT DATA / Input WT Record

WTRS-WT-008

Water Taking Data submitted successfully.

**Confirmation:**

Thank you for submitting your water taking data online.

Permit Number: 727B-BALLV  
Permit Holder: THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
Received on: Jan 12, 2023 3:05 PM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

[Return to Main Page](#)

TOWNSHIP2 ASSIGINACK2 | 2023/01/12  
version: v4.5.0.21 (build#: 22)  
Last modified: 2018/09/18

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## **SECTION 6: CONCLUSION**

The Manitowaning WTP delivers water that, in all its treated and distribution samples, indicates the water to be free of bacteriological contamination.

Based on information available for the 2022 operating year, the Manitowaning WTP was able to meet the demand of water use without exceeding the PTTW or the MDWL.



## List of Acronyms and Definitions

Alkalinity	The capacity of water for neutralizing an acid solution
AWQI	Adverse Water Quality Incident- when a water sample test result exceeds the Ontario Drinking Water Quality Standards
Backwash	Water pumped backwards to clean filters
BWA	Boil Water Advisory; Issued when risk of contamination is possible in drinking water
CFU	Colony Forming Units
Chlorine Residual	A low level of chlorine remaining in water after disinfection occurs
DW	Distribution Water
DWA	Drinking Water Advisory; Issued when water cannot be consumed by any means
DWWP	Drinking Water Works Permit - provides a description of the overall system
E.Coli	Bacteria used as indicators to measure the degree of pollution and sanitary quality of water
GUDI 170/03	Groundwater Under Direct Influence – Considered to be surface water under O.Reg
HPC	Heterotrophic Plant Count
L/s	Litres per Second
m <sup>3</sup> /d	Cubic Metres per Day
MAC	Maximum Acceptable Concentration
MDL	Minimum Detection Level
MDWL requirements	Municipal Drinking Water Licence - relates to the operation and performance
mg/L	Miligrams per Litre
Ministry	Ministry of the Environment and Climate Change
MOECC	Ministry of the Environment and Climate Change
O.Reg	Ontario Regulation
PTTW water	Permit to Take Water – Permit which allows water taking from groundwater or surface
RW	Raw Water
TC	Total Coliforms
TSS	Total Suspended Solids
Turbidity	Cloudiness or haziness of water
TW	Treated Water





# Appendix A

## Raw Water Flows

**Ontario Clean Water Agency**  
**Annual Water Taking and Transfer Report**  
 From 01/01/2022 To 12/31/2022

Facility: MANITOWANING DRINKING WATER SYSTEM-5883  
 Tag: Raw Flow: Sum (m3/d)  
 Tag Group: Raw Water

Permit#: 7278-BALLLV  
 Source Name: Lake Huron (Georgian Bay)  
 Source: Lake  
 Type:  
 Purpose: Municipal

Coordinate Zone: 17  
 Easting: 437565  
 Northing: 5065825  
 Method deter: Metered

Date Measured	Value (m³/d)	Value (Litres)
01/01/2022	220.0000	220000.0000
02/01/2022	234.0000	234000.0000
03/01/2022	252.0000	252000.0000
04/01/2022	325.0000	325000.0000
05/01/2022	258.0000	258000.0000
06/01/2022	222.0000	222000.0000
07/01/2022	243.0000	243000.0000
08/01/2022	317.0000	317000.0000
09/01/2022	305.0000	305000.0000
10/01/2022	270.0000	270000.0000
11/01/2022	280.0000	280000.0000
12/01/2022	264.0000	264000.0000
13/01/2022	286.0000	286000.0000
14/01/2022	275.0000	275000.0000
15/01/2022	302.0000	302000.0000
16/01/2022	328.0000	328000.0000
17/01/2022	399.0000	399000.0000
18/01/2022	336.0000	336000.0000
19/01/2022	345.0000	345000.0000
20/01/2022	317.0000	317000.0000
21/01/2022	335.0000	335000.0000
22/01/2022	336.0000	336000.0000
23/01/2022	337.0000	337000.0000
24/01/2022	331.0000	331000.0000
25/01/2022	341.0000	341000.0000
26/01/2022	323.0000	323000.0000
27/01/2022	343.0000	343000.0000
28/01/2022	339.0000	339000.0000
29/01/2022	342.0000	342000.0000
30/01/2022	339.0000	339000.0000
31/01/2022	329.0000	329000.0000
01/02/2022	320.0000	320000.0000
02/02/2022	375.0000	375000.0000
03/02/2022	338.0000	338000.0000
04/02/2022	303.0000	303000.0000
05/02/2022	279.0000	279000.0000
06/02/2022	309.0000	309000.0000
07/02/2022	337.0000	337000.0000
08/02/2022	274.0000	274000.0000
09/02/2022	351.0000	351000.0000
10/02/2022	333.0000	333000.0000
11/02/2022	332.0000	332000.0000

12/02/2022	307.0000	307000.0000
13/02/2022	307.0000	307000.0000
14/02/2022	285.0000	285000.0000
15/02/2022	353.0000	353000.0000
16/02/2022	333.0000	333000.0000
17/02/2022	342.0000	342000.0000
18/02/2022	326.0000	326000.0000
19/02/2022	297.0000	297000.0000
20/02/2022	335.0000	335000.0000
21/02/2022	351.0000	351000.0000
22/02/2022	322.0000	322000.0000
23/02/2022	318.0000	318000.0000
24/02/2022	313.0000	313000.0000
25/02/2022	328.0000	328000.0000
26/02/2022	333.0000	333000.0000
27/02/2022	343.0000	343000.0000
28/02/2022	353.0000	353000.0000
01/03/2022	344.0000	344000.0000
02/03/2022	364.0000	364000.0000
03/03/2022	347.0000	347000.0000
04/03/2022	377.0000	377000.0000
05/03/2022	372.0000	372000.0000
06/03/2022	374.0000	374000.0000
07/03/2022	351.0000	351000.0000
08/03/2022	356.0000	356000.0000
09/03/2022	352.0000	352000.0000
10/03/2022	347.0000	347000.0000
11/03/2022	321.0000	321000.0000
12/03/2022	345.0000	345000.0000
13/03/2022	335.0000	335000.0000
14/03/2022	365.0000	365000.0000
15/03/2022	362.0000	362000.0000
16/03/2022	383.0000	383000.0000
17/03/2022	395.0000	395000.0000
18/03/2022	325.0000	325000.0000
19/03/2022	303.0000	303000.0000
20/03/2022	321.0000	321000.0000
21/03/2022	317.0000	317000.0000
22/03/2022	315.0000	315000.0000
23/03/2022	310.0000	310000.0000
24/03/2022	310.0000	310000.0000
25/03/2022	259.0000	259000.0000
26/03/2022	310.0000	310000.0000
27/03/2022	308.0000	308000.0000
28/03/2022	344.0000	344000.0000
29/03/2022	300.0000	300000.0000
30/03/2022	256.0000	256000.0000
31/03/2022	380.0000	380000.0000
01/04/2022	293.0000	293000.0000
02/04/2022	289.0000	289000.0000
03/04/2022	290.0000	290000.0000
04/04/2022	289.0000	289000.0000
05/04/2022	275.0000	275000.0000
06/04/2022	286.0000	286000.0000
07/04/2022	290.0000	290000.0000
08/04/2022	292.0000	292000.0000
09/04/2022	298.0000	298000.0000
10/04/2022	283.0000	283000.0000
11/04/2022	288.0000	288000.0000
12/04/2022	290.0000	290000.0000
13/04/2022	262.0000	262000.0000

14/04/2022	327.0000	327000.0000
15/04/2022	305.0000	305000.0000
16/04/2022	300.0000	300000.0000
17/04/2022	266.0000	266000.0000
18/04/2022	324.0000	324000.0000
19/04/2022	299.0000	299000.0000
20/04/2022	311.0000	311000.0000
21/04/2022	297.0000	297000.0000
22/04/2022	289.0000	289000.0000
23/04/2022	280.0000	280000.0000
24/04/2022	291.0000	291000.0000
25/04/2022	302.0000	302000.0000
26/04/2022	345.0000	345000.0000
27/04/2022	278.0000	278000.0000
28/04/2022	284.0000	284000.0000
29/04/2022	285.0000	285000.0000
30/04/2022	302.0000	302000.0000
01/05/2022	318.0000	318000.0000
02/05/2022	346.0000	346000.0000
03/05/2022	323.0000	323000.0000
04/05/2022	274.0000	274000.0000
05/05/2022	322.0000	322000.0000
06/05/2022	309.0000	309000.0000
07/05/2022	323.0000	323000.0000
08/05/2022	311.0000	311000.0000
09/05/2022	396.0000	396000.0000
10/05/2022	312.0000	312000.0000
11/05/2022	353.0000	353000.0000
12/05/2022	333.0000	333000.0000
13/05/2022	308.0000	308000.0000
14/05/2022	391.0000	391000.0000
15/05/2022	402.0000	402000.0000
16/05/2022	363.0000	363000.0000
17/05/2022	317.0000	317000.0000
18/05/2022	354.0000	354000.0000
19/05/2022	360.0000	360000.0000
20/05/2022	327.0000	327000.0000
21/05/2022	332.0000	332000.0000
22/05/2022	364.0000	364000.0000
23/05/2022	376.0000	376000.0000
24/05/2022	330.0000	330000.0000
25/05/2022	326.0000	326000.0000
26/05/2022	252.0000	252000.0000
27/05/2022	358.0000	358000.0000
28/05/2022	346.0000	346000.0000
29/05/2022	348.0000	348000.0000
30/05/2022	360.0000	360000.0000
31/05/2022	318.0000	318000.0000
01/06/2022	342.0000	342000.0000
02/06/2022	348.0000	348000.0000
03/06/2022	323.0000	323000.0000
04/06/2022	361.0000	361000.0000
05/06/2022	336.0000	336000.0000
06/06/2022	279.0000	279000.0000
07/06/2022	380.0000	380000.0000
08/06/2022	273.0000	273000.0000
09/06/2022	369.0000	369000.0000
10/06/2022	368.0000	368000.0000
11/06/2022	308.0000	308000.0000
12/06/2022	361.0000	361000.0000
13/06/2022	356.0000	356000.0000

14/06/2022	362.0000	362000.0000
15/06/2022	346.0000	346000.0000
16/06/2022	365.0000	365000.0000
17/06/2022	406.0000	406000.0000
18/06/2022	406.0000	406000.0000
19/06/2022	325.0000	325000.0000
20/06/2022	400.0000	400000.0000
21/06/2022	441.0000	441000.0000
22/06/2022	458.0000	458000.0000
23/06/2022	450.0000	450000.0000
24/06/2022	544.0000	544000.0000
25/06/2022	449.0000	449000.0000
26/06/2022	446.0000	446000.0000
27/06/2022	422.0000	422000.0000
28/06/2022	364.0000	364000.0000
29/06/2022	427.0000	427000.0000
30/06/2022	304.0000	304000.0000
01/07/2022	486.0000	486000.0000
02/07/2022	395.0000	395000.0000
03/07/2022	435.0000	435000.0000
04/07/2022	398.0000	398000.0000
05/07/2022	336.0000	336000.0000
06/07/2022	317.0000	317000.0000
07/07/2022	429.0000	429000.0000
08/07/2022	493.0000	493000.0000
09/07/2022	470.7900	470790.0000
10/07/2022	493.0000	493000.0000
11/07/2022	383.0000	383000.0000
12/07/2022	471.0000	471000.0000
13/07/2022	422.0000	422000.0000
14/07/2022	501.0000	501000.0000
15/07/2022	533.0000	533000.0000
16/07/2022	467.0000	467000.0000
17/07/2022	484.0000	484000.0000
18/07/2022	522.0000	522000.0000
19/07/2022	678.0000	678000.0000
20/07/2022	536.0000	536000.0000
21/07/2022	318.0000	318000.0000
22/07/2022	439.0000	439000.0000
23/07/2022	336.0000	336000.0000
24/07/2022	424.0000	424000.0000
25/07/2022	253.0000	253000.0000
26/07/2022	338.0000	338000.0000
27/07/2022	399.0000	399000.0000
28/07/2022	303.0000	303000.0000
29/07/2022	404.0000	404000.0000
30/07/2022	353.0000	353000.0000
31/07/2022	403.0000	403000.0000
01/08/2022	335.0000	335000.0000
02/08/2022	296.0000	296000.0000
03/08/2022	387.0000	387000.0000
04/08/2022	324.0000	324000.0000
05/08/2022	309.0000	309000.0000
06/08/2022	388.0000	388000.0000
07/08/2022	359.0000	359000.0000
08/08/2022	230.0000	230000.0000
09/08/2022	351.0000	351000.0000
10/08/2022	332.0000	332000.0000
11/08/2022	275.0000	275000.0000
12/08/2022	388.0000	388000.0000
13/08/2022	413.0000	413000.0000

14/08/2022	373.0000	373000.0000
15/08/2022	497.0000	497000.0000
16/08/2022	435.0000	435000.0000
17/08/2022	320.0000	320000.0000
18/08/2022	496.0000	496000.0000
19/08/2022	331.0000	331000.0000
20/08/2022	492.0000	492000.0000
21/08/2022	341.0000	341000.0000
22/08/2022	469.0000	469000.0000
23/08/2022	393.0000	393000.0000
24/08/2022	463.0000	463000.0000
25/08/2022	347.0000	347000.0000
26/08/2022	314.0000	314000.0000
27/08/2022	286.0000	286000.0000
28/08/2022	332.0000	332000.0000
29/08/2022	337.0000	337000.0000
30/08/2022	328.0000	328000.0000
31/08/2022	297.0000	297000.0000
01/09/2022	314.0000	314000.0000
02/09/2022	457.0000	457000.0000
03/09/2022	278.0000	278000.0000
04/09/2022	341.0000	341000.0000
05/09/2022	340.0000	340000.0000
06/09/2022	446.0000	446000.0000
07/09/2022	313.0000	313000.0000
08/09/2022	430.0000	430000.0000
09/09/2022	366.0000	366000.0000
10/09/2022	457.0000	457000.0000
11/09/2022	306.0000	306000.0000
12/09/2022	342.0000	342000.0000
13/09/2022	319.0000	319000.0000
14/09/2022	320.0000	320000.0000
15/09/2022	338.0000	338000.0000
16/09/2022	315.0000	315000.0000
17/09/2022	300.0000	300000.0000
18/09/2022	340.0000	340000.0000
19/09/2022	292.0000	292000.0000
20/09/2022	389.0000	389000.0000
21/09/2022	276.0000	276000.0000
22/09/2022	305.0000	305000.0000
23/09/2022	115.0000	115000.0000
24/09/2022	298.0000	298000.0000
25/09/2022	339.0000	339000.0000
26/09/2022	318.0000	318000.0000
27/09/2022	279.0000	279000.0000
28/09/2022	252.0000	252000.0000
29/09/2022	303.0000	303000.0000
30/09/2022	282.0000	282000.0000
01/10/2022	326.0000	326000.0000
02/10/2022	342.0000	342000.0000
03/10/2022	349.0000	349000.0000
04/10/2022	267.0000	267000.0000
05/10/2022	293.0000	293000.0000
06/10/2022	261.0000	261000.0000
07/10/2022	304.0000	304000.0000
08/10/2022	288.0000	288000.0000
09/10/2022	290.0000	290000.0000
10/10/2022	297.0000	297000.0000
11/10/2022	287.0000	287000.0000
12/10/2022	278.0000	278000.0000
13/10/2022	290.0000	290000.0000

14/10/2022	252.0000	252000.0000
15/10/2022	292.0000	292000.0000
16/10/2022	279.0000	279000.0000
17/10/2022	251.0000	251000.0000
18/10/2022	282.0000	282000.0000
19/10/2022	289.0000	289000.0000
20/10/2022	279.0000	279000.0000
21/10/2022	359.0000	359000.0000
22/10/2022	290.0000	290000.0000
23/10/2022	275.0000	275000.0000
24/10/2022	345.0000	345000.0000
25/10/2022	405.0000	405000.0000
26/10/2022	316.0000	316000.0000
27/10/2022	327.0000	327000.0000
28/10/2022	325.0000	325000.0000
29/10/2022	314.0000	314000.0000
30/10/2022	333.0000	333000.0000
31/10/2022	331.0000	331000.0000
01/11/2022	350.0000	350000.0000
02/11/2022	321.0000	321000.0000
03/11/2022	309.0000	309000.0000
04/11/2022	331.0000	331000.0000
05/11/2022	295.0000	295000.0000
06/11/2022	386.0000	386000.0000
07/11/2022	341.0000	341000.0000
08/11/2022	294.0000	294000.0000
09/11/2022	306.0000	306000.0000
10/11/2022	322.0000	322000.0000
11/11/2022	320.0000	320000.0000
12/11/2022	299.0000	299000.0000
13/11/2022	282.0000	282000.0000
14/11/2022	317.0000	317000.0000
15/11/2022	295.0000	295000.0000
16/11/2022	305.0000	305000.0000
17/11/2022	285.0000	285000.0000
18/11/2022	290.0000	290000.0000
19/11/2022	297.0000	297000.0000
20/11/2022	303.0000	303000.0000
21/11/2022	311.0000	311000.0000
22/11/2022	313.0000	313000.0000
23/11/2022	299.0000	299000.0000
24/11/2022	315.0000	315000.0000
25/11/2022	292.0000	292000.0000
26/11/2022	285.0000	285000.0000
27/11/2022	313.0000	313000.0000
28/11/2022	248.0000	248000.0000
29/11/2022	305.0000	305000.0000
30/11/2022	372.0000	372000.0000
01/12/2022	299.0000	299000.0000
02/12/2022	301.0000	301000.0000
03/12/2022	268.0000	268000.0000
04/12/2022	304.0000	304000.0000
05/12/2022	326.0000	326000.0000
06/12/2022	284.0000	284000.0000
07/12/2022	334.0000	334000.0000
08/12/2022	275.0000	275000.0000
09/12/2022	304.0000	304000.0000
10/12/2022	288.0000	288000.0000
11/12/2022	295.0000	295000.0000
12/12/2022	301.0000	301000.0000
13/12/2022	222.0000	222000.0000

14/12/2022	318.0000	318000.0000
15/12/2022	276.0000	276000.0000
16/12/2022	303.0000	303000.0000
17/12/2022	268.0000	268000.0000
18/12/2022	377.0000	377000.0000
19/12/2022	299.0000	299000.0000
20/12/2022	262.0000	262000.0000
21/12/2022	296.0000	296000.0000
22/12/2022	311.0000	311000.0000
23/12/2022	320.0000	320000.0000
24/12/2022	340.0000	340000.0000
25/12/2022	257.0000	257000.0000
26/12/2022	253.0000	253000.0000
27/12/2022	325.0000	325000.0000
28/12/2022	326.0000	326000.0000
29/12/2022	368.0000	368000.0000
30/12/2022	280.0000	280000.0000
31/12/2022	301.0000	301000.0000



**THE TOWNSHIP OF ROSELAND**  
**CHEQUE DISTRIBUTION REPORT**  
**Payables Management**

**RECEIVED**  
**FEB 27 2023**

**Ranges:**      **From:**                      **To:**                                      **From:**                                      **To:**  
 Vendor ID      First                                      Last                                      Chequebook ID      First                                      Last  
 Vendor Name    First                                      Last                                      Cheque Number      0032875                                      0032894  
 Cheque Date    First                                      Last

**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0032875	2023-02-27	AW Mechanical Service	\$4,727.16
InvNo: 1035	InvDesc: pw-parts #2	InvAmt: \$517.78	
InvNo: 1033	InvDesc: PW-#2 repairs	InvAmt: \$1,354.82	
InvNo: 1034	InvDesc: pw-#2 misc repairs	InvAmt: \$1,881.73	
InvNo: 1038	InvDesc: pw-#16 repairs	InvAmt: \$972.83	
0032876	2023-02-27	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	\$7,429.93
InvNo: 3032	InvDesc: fd-int'l s.call chgs	InvAmt: \$328.83	
InvNo: 3033	InvDesc: fd-freightliner repairs	InvAmt: \$1,305.15	
InvNo: 3025	InvDesc: fd-int'l repairs	InvAmt: \$5,150.71	
InvNo: 3017	InvDesc: fd-int'l safety inspection	InvAmt: \$450.31	
InvNo: 3018	InvDesc: fd-freightliner safety inspect	InvAmt: \$194.93	
0032877	2023-02-27	BJ'S & ADDISONS	\$271.20
InvNo: 130112	InvDesc: fd-freightline insp cert	InvAmt: \$135.60	
InvNo: 130111	InvDesc: fd-int'l insp certificate	InvAmt: \$135.60	
0032878	2023-02-27	CITY OF GREATER SUDBURY	\$936.43
InvNo: 00125230	InvDesc: jan recyl.material	InvAmt: \$936.43	
0032879	2023-02-27	EASTLINK	\$2,130.48
InvNo: 19561367	InvDesc: consolidated telephone billing	InvAmt: \$1,997.24	
InvNo: FEB 10 2023 MARINA	InvDesc: marina-dsl	InvAmt: \$66.62	
InvNo: FEB 10 2023 PW	InvDesc: pw-dsl	InvAmt: \$66.62	
0032880	2023-02-27	GERRY STRONG	\$234.62
InvNo: FEB 27 2023	InvDesc: bldg insp mileage	InvAmt: \$234.62	
0032881	2023-02-27	HYDRO ONE NETWORKS INC.	\$5,212.31
InvNo: FEB 7 2023 LITES	InvDesc: street lites	InvAmt: \$704.71	
InvNo: FEB 7 2023 MUN.OFF.	InvDesc: mun office	InvAmt: \$259.33	
InvNo: FEB 21 2023 INFO BTH	InvDesc: info booth	InvAmt: \$247.80	
InvNo: FEB 21 2023 DOCKS	InvDesc: marina docks	InvAmt: \$161.58	
InvNo: FEB 21 2023 LIBRARY	InvDesc: library bldg	InvAmt: \$408.32	
InvNo: FEB 21 2023 SHWRHSE	InvDesc: marina showerhouse	InvAmt: \$36.16	
InvNo: FEB 21 2023 TENNIS	InvDesc: tennis courts	InvAmt: \$36.16	

## CHEQUE DISTRIBUTION REPORT Payables Management

InvNo: FEB 21 2023 SS WTP	InvDesc: ss wtp	InvAmt: \$2,017.70
InvNo: FEB 21 2023 ARENA	InvDesc: arena	InvAmt: \$814.37
InvNo: FEB 21 2023 PO/BNK	InvDesc: po/bnk	InvAmt: \$484.91
InvNo: FEB 14 2023 PRK	InvDesc: queens prk	InvAmt: \$41.27

ChqNo:	Date:	Vendor:	Amount:
0032882	2023-02-27	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	\$99,654.99
InvNo: IN000021159		InvDesc: jan amb/social assist	InvAmt: \$33,218.33
InvNo: IN000021181		InvDesc: feb amb/social assist.	InvAmt: \$33,218.33
InvNo: IN000021203		InvDesc: march amb/social assist	InvAmt: \$33,218.33
0032883	2023-02-27	NEW NORTH FUELS INC	\$1,058.41
InvNo: 644914		InvDesc: pw-diesel	InvAmt: \$1,058.41
0032884	2023-02-27	OLD DUTCH FOODS LTD	\$237.57
InvNo: 41913199		InvDesc: arena-canteen inventory	InvAmt: \$237.57
0032885	2023-02-27	PERRY NEWMAN	\$278.80
InvNo: FEB 27 2023		InvDesc: bylaw enforcement mileage	InvAmt: \$278.80
0032886	2023-02-27	SUDBURY & DISTRICT HEALTH UNIT	\$3,817.55
InvNo: RC020035594		InvDesc: march health unity levy	InvAmt: \$3,817.55
0032887	2023-02-27	SUPERIOR PROPANE INC.	\$3,553.35
InvNo: 43014047		InvDesc: lib bldg-propane	InvAmt: \$1,096.56
InvNo: 42933225		InvDesc: arena-propane	InvAmt: \$1,362.51
InvNo: 42933224		InvDesc: fd-propane	InvAmt: \$1,094.28
0032888	2023-02-27	CHRISTINE MCNAUGHTON	\$249.00
InvNo: 394		InvDesc: pec-cooking class	InvAmt: \$249.00
0032889	2023-02-27	BARBARA BAKER	\$80.00
InvNo: 20230216ASSIGINACK		InvDesc: pec-seniors progammng	InvAmt: \$80.00
0032890	2023-02-27	SIMALAM	\$1,063.75
InvNo: 1474		InvDesc: website maint/hosting	InvAmt: \$1,063.75
0032891	2023-02-27	ULINE CANADA CORPORATION	\$10,124.57
InvNo: 11773009		InvDesc: picnic tables (otf grant)	InvAmt: \$10,124.57
0032892	2023-02-27	VERSUS BUSINESS FORMS & LABELS	\$1,092.66
InvNo: 51508		InvDesc: tax bill forms	InvAmt: \$1,092.66
0032893	2023-02-27	WINDOWS UNLIMITED	\$5,832.46
InvNo: 2023-30		InvDesc: rdside prks-2023 covid clean.	InvAmt: \$2,260.00
InvNo: 2023-40		InvDesc: garb pickup/prks	InvAmt: \$3,572.46
0032894	2023-02-27	XEROX CANADA LTD.	\$361.01
InvNo: 85678506		InvDesc: jan monthly copier usage	InvAmt: \$357.67
InvNo: 700983		InvDesc: copier usage prior month	InvAmt: \$3.34

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

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

**Report Total:**

**\$148,346.25**

THE TOWNSHIP OF ASSYMAN  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

**RECEIVED**  
**MAR 06 2023**

**Ranges:**      **From:**                      **To:**                                      **From:**                                      **To:**  
 Vendor ID      First                              Last                                      Chequebook ID      First                                      Last  
 Vendor Name    First                                      Last                                      Cheque Number    0032895                                      0032906  
 Cheque Date    First                                      Last

**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	0032895	Date:	2023-03-06	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$253.10
InvNo:	822647	InvDesc:	washer fluid	InvAmt:	\$13.87		
InvNo:	820895	InvDesc:	tdh oil (loader)	InvAmt:	\$118.82		
InvNo:	457915	InvDesc:	lights #16	InvAmt:	\$120.41		
ChqNo:	0032896	Date:	2023-03-06	Vendor:	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	Amount:	\$2,586.78
InvNo:	3045	InvDesc:	fuel pump #2	InvAmt:	\$1,119.83		
InvNo:	1100	InvDesc:	5" clamp #7	InvAmt:	\$27.62		
InvNo:	1093	InvDesc:	replace pinion seal #16	InvAmt:	\$1,439.33		
ChqNo:	0032897	Date:	2023-03-06	Vendor:	CRD CREIGTON	Amount:	\$5,972.73
InvNo:	INV261151	InvDesc:	plow shoes #16	InvAmt:	\$881.40		
InvNo:	INV261153	InvDesc:	truck & loader chains	InvAmt:	\$5,091.33		
ChqNo:	0032898	Date:	2023-03-06	Vendor:	MANITOU LIN CHRYSLER LIMITED	Amount:	\$5,088.30
InvNo:	28239	InvDesc:	power steering line #6	InvAmt:	\$273.97		
InvNo:	26573	InvDesc:	mech & tires #6	InvAmt:	\$4,814.33		
ChqNo:	0032899	Date:	2023-03-06	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$46.86
InvNo:	0264038	InvDesc:	gfi plug-in (library)	InvAmt:	\$46.86		
ChqNo:	0032900	Date:	2023-03-06	Vendor:	MOGGY EXCAVATING	Amount:	\$1,130.00
InvNo:	2022471	InvDesc:	sidewalk maint (feb)	InvAmt:	\$904.00		
InvNo:	2022449	InvDesc:	sidewalk maint (jan)	InvAmt:	\$226.00		
ChqNo:	0032901	Date:	2023-03-06	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$1,379.84
InvNo:	5984451001	InvDesc:	flux/lube	InvAmt:	\$207.91		
InvNo:	5938365001	InvDesc:	bits/wheels/bolts/wash/nuts/	InvAmt:	\$1,171.93		
ChqNo:	0032902	Date:	2023-03-06	Vendor:	PAUL METHNER	Amount:	\$2,200.00
InvNo:	#2023-02-28	InvDesc:	feb animal control	InvAmt:	\$1,100.00		
InvNo:	#2023-01-30	InvDesc:	jan animal control	InvAmt:	\$1,100.00		
ChqNo:	0032903	Date:	2023-03-06	Vendor:	RALF ISLAND TRUCK PARTS	Amount:	\$744.90
InvNo:	13396	InvDesc:	synthetic grease	InvAmt:	\$494.04		
InvNo:	13390	InvDesc:	hydr hose fittings #7	InvAmt:	\$36.16		
InvNo:	13345	InvDesc:	def fluid	InvAmt:	\$214.70		
ChqNo:	0032904	Date:	2023-03-06	Vendor:	SIFTO CANADA INC.	Amount:	\$4,549.11
InvNo:	1135468	InvDesc:	#alt	InvAmt:	\$4,549.11		
ChqNo:	0032905	Date:	2023-03-06	Vendor:	TOROMONT CAT	Amount:	\$181.48

**THE TOWNSHIP OF BRIDGEWATER**  
**CHEQUE DISTRIBUTION REPORT**  
**Payables Management**

InvNo: W0900913564      InvDesc: maintenance program #9      InvAmt: \$181.48

ChqNo:	Date:	Vendor:	Amount:
0032906	2023-03-06	WHITE'S SHELL	\$807.35
InvNo: 3339	InvDesc: gas #8	InvAmt: \$180.00	
InvNo: 3383	InvDesc: gas #8	InvAmt: \$75.00	
InvNo: 3332	InvDesc: gas	InvAmt: \$147.00	
InvNo: 3367	InvDesc: gas #8	InvAmt: \$78.50	
InvNo: 3397	InvDesc: gas #8	InvAmt: \$162.85	
InvNo: 3414	InvDesc: #8 gas	InvAmt: \$149.00	
InvNo: 3415	InvDesc: gas (lib snowblower)	InvAmt: \$15.00	

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

**Report Total:**

**\$24,940.45**

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

RECEIVED  
 MAR 13 2023

**Ranges:**      **From:**                      **To:**                      **From:**                      **To:**  
 Vendor ID      First                      Last                      Chequebook ID      First                      Last  
 Vendor Name    First                      Last                      Cheque Number      0032915                      0032943  
 Cheque Date    First                      Last  
**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0032915	2023-03-13	BEACON IMAGES	\$33.90
InvNo: 4571	InvDesc: arena-washroom stickers	InvAmt: \$33.90	
0032916	2023-03-13	BELL CANADA	\$19.09
InvNo: 2023 03 01	InvDesc: toll free line	InvAmt: \$19.09	
0032917	2023-03-13	COMPUTREK	\$849.34
InvNo: 27129	InvDesc: march remote server mgmt	InvAmt: \$849.34	
0032918	2023-03-13	DIAMOND SOFTWARE INC.	\$18,939.51
InvNo: 376423	InvDesc: 2023 mun.software maint.fees	InvAmt: \$18,939.51	
0032919	2023-03-13	EASTLINK	\$2,056.63
InvNo: 19700973	InvDesc: consolidated telephone billing	InvAmt: \$2,056.63	
0032920	2023-03-13	G. STEPHEN WATT, BARRISTER	\$3,084.90
InvNo: 4037	InvDesc: general legal	InvAmt: \$3,084.90	
0032921	2023-03-13	GERRY STRONG	\$234.62
InvNo: MARCH 13 2023	InvDesc: bldg insp mileage	InvAmt: \$234.62	
0032922	2023-03-13	GFL ENVIRONMENTAL INC 2019	\$2,892.94
InvNo: G00000025908	InvDesc: feb recycl.transport	InvAmt: \$2,892.94	
0032923	2023-03-13	HYDRO ONE NETWORKS INC.	\$10,950.04
InvNo: FEB 23 2023 MTG WTP	InvDesc: mtg wtp	InvAmt: \$4,700.11	
InvNo: FEB 28 2023 LAGOON	InvDesc: lagoon	InvAmt: \$3,142.71	
InvNo: MAR 2 2023 LITES	InvDesc: street lites	InvAmt: \$591.62	
InvNo: MAR 3 2023 ICE PLT	InvDesc: arena-ice plant (estimate)	InvAmt: \$1,388.58	
InvNo: MAR 3 2023 PW	InvDesc: pw	InvAmt: \$705.84	
InvNo: MAR 3 2023 NORISLE	InvDesc: norisle heritage park	InvAmt: \$69.43	
InvNo: MAR 3 2023 DEPOT	InvDesc: recycling depot	InvAmt: \$311.60	
InvNo: MAR 8 2023 PW	InvDesc: pw-microfit	InvAmt: \$5.14	
InvNo: MAR 10 2023 SCHLHSE	InvDesc: clvr valley schoolhouse	InvAmt: \$35.01	
0032924	2023-03-13	MANITOWANING MILL & HOME BUILDING CENTRE	\$448.63
InvNo: 0264541	InvDesc: arena-wrench/socket sets	InvAmt: \$203.38	
InvNo: 0264565	InvDesc: arena-cleaning supplies	InvAmt: \$66.48	
InvNo: 0265600	InvDesc: arena-hose, pressure inlet	InvAmt: \$15.24	
InvNo: 0266403	InvDesc: lib bldg-clean.supplies	InvAmt: \$64.57	
InvNo: 0266402	InvDesc: mun.office-cleaning supplies	InvAmt: \$60.40	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo: 0266401      InvDesc: po-cleaning supplies      InvAmt: \$117.65

ChqNo:	Date:	Vendor:	Amount:
0032925	2023-03-13	MANITOULIN CENTENNIAL MANOR	\$11,246.89

InvNo: 2023 1ST QTR      InvDesc: 2023 1st qtr requisition      InvAmt: \$11,246.89

ChqNo:	Date:	Vendor:	Amount:
0032926	2023-03-13	MANITOWANING FRESHMART	\$104.55

InvNo: 00155117      InvDesc: arena- canteen supplies      InvAmt: \$96.57

InvNo: 00153560      InvDesc: admin-water refill      InvAmt: \$3.99

InvNo: 00037959      InvDesc: admin-water refill      InvAmt: \$3.99

ChqNo:	Date:	Vendor:	Amount:
0032927	2023-03-13	MCDUGALL FUELS	\$353.04

InvNo: 6374171      InvDesc: arena-propane (zamboni)      InvAmt: \$178.31

InvNo: 6268192      InvDesc: arena-propane      InvAmt: \$67.69

InvNo: 6397837      InvDesc: arena-propane (zamboni)      InvAmt: \$107.04

ChqNo:	Date:	Vendor:	Amount:
0032928	2023-03-13	MINISTER OF FINANCE	\$22,174.00

InvNo: 302202231011011      InvDesc: january policing      InvAmt: \$22,612.00

ChqNo:	Date:	Vendor:	Amount:
0032929	2023-03-13	NEW NORTH FUELS INC	\$5,956.96

InvNo: 645821      InvDesc: pw-diesel/dyed diesel      InvAmt: \$3,017.45

InvNo: 646100      InvDesc: po-furnace oil      InvAmt: \$956.51

InvNo: 647212      InvDesc: mun.office-furnace oil      InvAmt: \$118.55

InvNo: 647059      InvDesc: pw-diesel      InvAmt: \$1,864.45

ChqNo:	Date:	Vendor:	Amount:
0032930	2023-03-13	NORTHERN 911	\$460.08

InvNo: 21216-03012023      InvDesc: 911 fire dispatch march      InvAmt: \$460.08

ChqNo:	Date:	Vendor:	Amount:
0032931	2023-03-13	OLD DUTCH FOODS LTD	\$105.59

InvNo: 41913230      InvDesc: arena-canteen inventory      InvAmt: \$105.59

ChqNo:	Date:	Vendor:	Amount:
0032932	2023-03-13	ONTARIO PROPERTY SERVICES	\$987.75

InvNo: 453      InvDesc: tax arrears canc.cert (3)      InvAmt: \$987.75

ChqNo:	Date:	Vendor:	Amount:
0032933	2023-03-13	PERRY NEWMAN	\$726.24

InvNo: MARCH 13 2023      InvDesc: bylaw enforcement mileage      InvAmt: \$726.24

ChqNo:	Date:	Vendor:	Amount:
0032934	2023-03-13	PURULATOR COURIER	\$48.06

InvNo: 452817436      InvDesc: freight      InvAmt: \$48.06

ChqNo:	Date:	Vendor:	Amount:
0032935	2023-03-13	RECEIVER GENERAL	\$20,439.57

InvNo: FEB 2023      InvDesc: feb source deductions      InvAmt: \$20,439.57

ChqNo:	Date:	Vendor:	Amount:
0032936	2023-03-13	SUPERIOR PROPANE INC.	\$6,397.82

InvNo: 43166271      InvDesc: po-propane      InvAmt: \$1,250.71

InvNo: 43143719      InvDesc: arena-cylinder rental      InvAmt: \$23.73

InvNo: 43143718      InvDesc: pw-cylinder rental      InvAmt: \$11.87

InvNo: 43352709      InvDesc: fd-propane      InvAmt: \$778.30

InvNo: 43352707      InvDesc: pw-propane      InvAmt: \$3,807.56

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

InvNo: 43352708                      InvDesc: pw-propane                      InvAmt: \$525.65

ChqNo:	0032937	Date:	2023-03-13	Vendor:	PPE SOLUTIONS INC	Amount:	\$12,687.64
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InvNo: PPE10710                      InvDesc: fd - bunker gear (4)                      InvAmt: \$12,687.64

ChqNo:	0032938	Date:	2023-03-13	Vendor:	DREAMCATCHER FIREWORKS	Amount:	\$1,500.00
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InvNo: 2022-397                      InvDesc: family day fireworks                      InvAmt: \$1,500.00

ChqNo:	0032939	Date:	2023-03-13	Vendor:	CANDICE IRWIN	Amount:	\$1,017.00
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InvNo: 262                      InvDesc: march dance classes (otf)                      InvAmt: \$1,017.00

ChqNo:	0032940	Date:	2023-03-13	Vendor:	BREAKAWAY SPORTS & CYCLE	Amount:	\$779.69
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InvNo: 220000015082                      InvDesc: mcleans prk-bike repair stn                      InvAmt: \$779.69

ChqNo:	0032941	Date:	2023-03-13	Vendor:	WAT SUPPLIES	Amount:	\$1,913.61
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InvNo: 279907                      InvDesc: arena-canteen inventory                      InvAmt: \$76.28

InvNo: 282432                      InvDesc: skid salt- multiple locations                      InvAmt: \$1,074.04

InvNo: 283139                      InvDesc: mun.office-t.tissue                      InvAmt: \$69.03

InvNo: 283141                      InvDesc: arena-t.tissue/p.twl/soap                      InvAmt: \$379.01

InvNo: 283142                      InvDesc: po-t.tissue                      InvAmt: \$56.62

InvNo: 283143                      InvDesc: lib bldg-soap/hand sanitizer                      InvAmt: \$258.63

ChqNo:	0032942	Date:	2023-03-13	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,653.66
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InvNo: 2023-17                      InvDesc: po/admin/lib cleaning                      InvAmt: \$3,653.66

ChqNo:	0032943	Date:	2023-03-13	Vendor:	WOOD WYANT CANADA INC	Amount:	\$108.77
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InvNo: 054963                      InvDesc: arena-floor clnr maint.contrac                      InvAmt: \$108.77

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

**Report Total:**

**\$130,170.52**



Date : 2023-02-27  
Time : 11:38:29 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0032867		2023-02-27	02/27COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0032868		2023-02-27	02/27COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0032869		2023-02-27	02/27COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0032870		2023-02-27	02/27COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0032871		2023-02-27	02/27COMB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0032872		2023-02-27	02/27COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0032873		2023-02-27	02/27COMB	384	CASE, LORI	OUTSTANDING	Cheque
0032874		2023-02-27	02/27COMB	393	Moggy, Elizebeth	OUTSTANDING	Cheque
3344		2023-02-27	02/27COMB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
3345		2023-02-27	02/27COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3346		2023-02-27	02/27COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
3347		2023-02-27	02/27COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3348		2023-02-27	02/27COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3349		2023-02-27	02/27COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3350		2023-02-27	02/27COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3351		2023-02-27	02/27COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3352		2023-02-27	02/27COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3353		2023-02-27	02/27COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3354		2023-02-27	02/27COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3355		2023-02-27	02/27COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3356		2023-02-27	02/27COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3357		2023-02-27	02/27COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3358		2023-02-27	02/27COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3359		2023-02-27	02/27COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit

Total : 923,443.54

Date : 2023-02-22  
Time : 9:25:23 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0032862		2023-02-22	2023RETRO	122	HOBBS, ALTON	OUTSTANDING	Cheque
0032863		2023-02-22	2023RETRO	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0032864		2023-02-22	2023RETRO	133	BOND, FREDA	OUTSTANDING	Cheque
0032865		2023-02-22	2023RETRO	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0032866		2023-02-22	2023RETRO	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
3333		2023-02-22	2023RETRO	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3334		2023-02-22	2023RETRO	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3335		2023-02-22	2023RETRO	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3336		2023-02-22	2023RETRO	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3337		2023-02-22	2023RETRO	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3338		2023-02-22	2023RETRO	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3339		2023-02-22	2023RETRO	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3340		2023-02-22	2023RETRO	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3341		2023-02-22	2023RETRO	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3342		2023-02-22	2023RETRO	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3343		2023-02-22	2023RETRO	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
Total :							\$8,619.92

RECEIVED  
FEB 22 2022

Date : 2023-03-13  
Time : 12:03:39 PM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0032907		2023-03-13	03/13COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0032908		2023-03-13	03/13COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0032909		2023-03-13	03/13COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0032910		2023-03-13	03/13COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0032911		2023-03-13	03/13COMB	367	QUACKENBUSH, MICHAEL	OUTSTANDING	Cheque
0032912		2023-03-13	03/13COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0032913		2023-03-13	03/13COMB	384	CASE, LORI	OUTSTANDING	Cheque
0032914		2023-03-13	03/13COMB	393	Moggy, Elizebeth	OUTSTANDING	Cheque
3360		2023-03-13	03/13COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3361		2023-03-13	03/13COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3362		2023-03-13	03/13COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3363		2023-03-13	03/13COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3364		2023-03-13	03/13COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3365		2023-03-13	03/13COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3366		2023-03-13	03/13COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3367		2023-03-13	03/13COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3368		2023-03-13	03/13COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3369		2023-03-13	03/13COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3370		2023-03-13	03/13COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3371		2023-03-13	03/13COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3372		2023-03-13	03/13COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3373		2023-03-13	03/13COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit

Total : \$22,978.07



# 2023 FONOM Conference

## Connecting the North

Hosted by the Town of Parry Sound

May 8, 9 and 10, 2023 at the Charles W. Stockey Centre for the Performing Arts,

2 Bay St, Parry Sound, Ontario

### Delegate Registration Form

(Please complete ONE FORM for each person attending)



Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Municipality or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

<b>Full Delegate Package</b> Includes all meals (2 breakfasts, 3 lunches, 4 breaks, Welcome Reception on Monday and Banquet on Tuesday), Trade Show, all sessions/workshops and a delegate kit.	By April 7 <input type="checkbox"/>	\$400
	After April 7 <input type="checkbox"/>	\$440
<b>One Day – Monday, May 8</b> Includes lunch, afternoon break and Welcome Reception, all sessions on Monday, Trade Show and a delegate kit.	By April 7 <input type="checkbox"/>	\$180
	After April 7 <input type="checkbox"/>	\$210
<b>One Day – Tuesday, May 9</b> Includes breakfast, lunch, morning & afternoon breaks, all sessions/workshops, Ministers' Forum on Tuesday, Trade Show and a delegate kit. Does NOT include Banquet ticket – order below.	By April 7 <input type="checkbox"/>	\$190
	After April 7 <input type="checkbox"/>	\$220
<b>One Day – Wednesday, May 10</b> Includes breakfast, lunch, morning break and a delegate kit. Also includes the FONOM Annual Business Meeting if you are a FONOM member and several sessions.	By April 7 <input type="checkbox"/>	\$180
	After April 7 <input type="checkbox"/>	\$210
<b>Extra Banquet Ticket</b> Any banquet attendee can note special dietary requirements below:	<input type="checkbox"/>	\$145
<b>(Payable to the Town of Parry Sound)</b>	<b>Total</b>	<b>\$</b>
	<b>HST - 13%</b>	<b>\$</b>
	<b>Final Total</b>	<b>\$</b>

Send payment and completed form to: Town of Parry Sound  
52 Seguin St,  
Parry Sound, On  
P2A 1B4

**Inquiries:**  
Navi Bhagla  
Administrative Assistant - Economic Development  
Tel: (705) 746-2101 ext (261)  
Email: [nbhagla@parrysound.ca](mailto:nbhagla@parrysound.ca)

**Please register by April 7th to obtain early bird rate. Your sent registration form by this deadline will guarantee the lower price. Payment must be received by the first day of the conference.**  
**Cancellation Policy:** Registration fees, less a \$50 administration charge, are refundable only if written notification is received by Friday, April 7th. No refunds will be made after April 7th, 2023, however substitutions may be made without financial penalty.

FONOM collects, uses and discloses the information requested to promote the interests of the municipal sector. It may also be shared with selected third parties to generate operating revenues for FONOM. Under the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) some of the information may constitute personal information. By filling out this form you agree that all personal information provided by you on the form may be collected, used and disclosed by FONOM for all purposes described above.

## AT A GLANCE:

### 2023 Township of Assinack Council Identified Priorities

#### CONTEXT:

We will hold a series of special meetings of Council to review issues with a view to bringing all Council members up to date on these issues, municipal positions, regulations, concerns, and budget concerns to facilitate well-informed decisions. I acknowledge there will be a significant amount of overlap on some issues, some will be ongoing, and some will shift priorities as this is a 'living document.'

Having stated this, the priorities identified below by Council will need to take the following variables into consideration: *(in whole or part)*

- Costs *(tax impacts)*
- Equipment
- Buildings/Resources
- Staffing/Human Resources
- Timing
- Constraints

#### Five Umbrella Categories of Council's Stated Common Priorities *(verbal and written)* Cross-Over Between Infrastructure Assets and Relevant Services/Staff Tasks:



##### 1. Landfill:

Expansion, Waste Diversion, Composition, Reports, Provincial Regulations



##### 2. Buildings and Grounds:

\*Manitowaning Waterfront: Norisle, Buildings *(including water treatment plant)*, Beach, Marina, Hydro, Parking, ETC.

\*Arena: Recreational Grounds and Programming

\*Council Familiarization Building Asset Tour



##### 3. Roads:

Equipment, road priorities, standards, hard surfacing *(staffing)*



##### 4. Strategic Planning:

\*Economic Development: Marketing Focus *(including but not limited to, Re-branding to Community Improvement / Place Making-beautification plans)*

\*Zoning By-law, Planning Development: Enforcement - Building, By-law, Animal Control

##### 5. Regular Department/Staff Reports: *(alphabetical order)*

- Chief Administrative Officer (CAO)
- Chief Emergency Management Coordinator (CEMC)
- Chief of Fire Department
- Deputy CAO / Treasurer
- Economic Development Officer (EDO)
- Enforcement Officers.: Chief Building Inspector (CBI), Municipal Law Enforcement Officer (MLEO), Animal Control
- EXP Landfill Progress
- Ontario Clean Water Agency
- Public Works Superintendent
- Project and Events Coordinator
- Tax and Utilities Account Manager



NOTE: Each report would come to Council on a quarterly basis, so multiple reports would be reviewed monthly. (\*Staggard report due dates)

# Asset Inventory

Table 2-1: Asset Inventory

Service	Assets	Quantity	
Water	Watermain	7124 Metres	
	Valves	109 Units	
	Services	236 Service Connections	
	Hydrants	46 Units	
	Buildings *	Water Treatment	2 Plants
		Pump Stations	2 Pump Stations
Reservoirs		2 Reservoirs	
Wastewater	Wastewater Mains	5698 Metres	
	Laterals	199 Lateral Connections	
	Manholes	67 Units	
	Force mains	1701 Metres	
	Buildings	1 Pumping Station 2 Treatment Lagoons	
Storm	Stormwater Mains	2116 Metres	
	Manholes	15 Units	
	Catch basins	32 Units	
Road	Gravel	50,214 Metres	
	Asphalt	6326 Metres	
	Surface Treatment	41582 Metres	
	Vehicles and Equipment *	16 Vehicles/Equipments	
		Public Works Salt	
	Buildings *	1 Shed	
1 Coverall Vinyl Storage Building			
1 Public Works Garage and Fire Hall			
Administration	Buildings *	1 Municipal Office and Library	
		1 Post Office and Bank	
		1 Lilly Grove Chapel	
		1 Medical Clinic	
		1 Log General	
		1 Blacksmithing	
		1 Museum	
		1 Burn Warehouse	
		1 Log Drive Shed	
		1 Old Mill	
		1 Log Pioneer	
		1 Log Schoolhouse	
		1 Information Booth	
		Mechanical and Electrical Equipment	Unspecified Quantity
Land	-	Area not Provided	
Recreation	Buildings *	1 Arena	
		1 Marina	
		Unspecified Quantity	Parks and Sports Fields
Fire Protection	Vehicles	3 Fire Trucks/Vehicles	
	Mechanical and Electrical Equipment	Unspecified Quantity	Bunker Suits
		Unspecified Quantity	FD Autoext. Equipment
Solid Waste	Landfill *	1 Recycling Depot	
		1 Landfill Site	
		Unspecified Quantity	Landfill Bins
Heritage & Library	Buildings	1 Library	
		1 Log Heritage Building	
		1 Theatre	

PRIORITY 3

PRIORITY 2

PRIORITY 2

PRIORITY 1

**Relevant Services/Township Staff Led Tasks Based On Council Priorities:**

**2. Buildings and Grounds:**

- \*Arena: Recreational Programming
- \*Council Familiarization Building Asset Tour

**PRIORITY  
4**

**4.Strategic Planning:**

- \*Economic Development: Marketing Focus (*including but not limited to, Re-branding to Community Improvement / Place Making-beautification plans*)
- \*Zoning By-law, Planning Development: Enforcement - Building, By-law, Animal Control

**5. Regular Department/Staff Reports: (alphabetical order)**

**PRIORITY  
5**

- Chief Administrative Officer (CAO)
- Chief Emergency Management Coordinator (CEMC)
- Chief of Fire Department
- Deputy CAO / Treasurer
- Economic Development Officer (EDO)
- Enforcement Officers: Chief Building Inspector (CBI),  
Municipal Law Enforcement Officer (MLEO), Animal Control
- EXP Landfill Progress
- Ontario Clean Water Agency
- Public Works Superintendent
- Project and Events Coordinator
- Tax and Utilities Account Manager

---

Janice

**PRIORITIZED Based On Attachments**

- |  |     |
|--|-----|
| 1. Tax Rates                                 | ?   |
| 2. Asset Management ? (review)               | 3   |
| 3. Review COTW agenda                        | 11? |
| 4. Plan for emails/questions from ratepayers | 11  |
| 5. Public Works – Staffing                   | 4   |

Dwayne

- |                                    |   |
|------------------------------------|---|
| 1. Update Strategic Plan           | 3 |
| 2. Expanding town plots?           | 9 |
| 3. Clean-up wild lines – waterline | 8 |
| 4. Roads standards?                | 4 |

Jennifer

- |  |                                   |
|--|-----------------------------------|
| 1. Strategic Plan – community cohesion | 3                                 |
| 2. By-law enforcement                  | 7                                 |
| 3. Town beautification                 | 3                                 |
| 4. Landfill                            | 1                                 |
| 5. Historical building preservation    | 2 (not official historical sites) |

Rob

- |                                     |       |
|-------------------------------------|-------|
| 1. Historical building preservation | 2     |
| 2. Assets – Tour Facilities?        | 6     |
| 3. Department heads meetings?       | 11?   |
| 4. Review buildings?                | 6/11? |
| 5. Roads – Prioritize?              | 4/11  |

Brenda

- |                |    |
|----------------|----|
| 1. Mill        | 2  |
| 2. Post Office | 2  |
| 3. Machinery   | 4  |
| 4. Staffing    | 4  |
| 5. Landfill    | 1  |
| 6. Cemetery    | 10 |
-



- 
1. Landfill
  2. Waterfront
  3. Strategic Plan – EDO
  4. Public Works – Roads
  5. Arena/Grounds
  6. Building tour?
  7. Animal control / Building bylaw
  8. Lines-OCWA
  9. Planning-Zones
  10. Cemetery Reassessment
  11. Department Reports (11 total)

Building + Equipment + Staff = Costs    ASSET MANAGEMENT PLAN DOC. + ANNUAL BUDGET

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Janice

**TOP 5 PRIORITIZED RESULTS**

Asset Management (review) 3/11  
Public Works – Staffing 4

Dwayne

Update Strategic Plan 3  
Road’s standards 4

Jennifer

Strategic Plan – community cohesion 3  
Town beautification 3  
Landfill 1  
Historical building preservation 2 (*NOTE: not official historical sites*)

Rob

Historical building preservation 2  
Roads – Prioritize? 4/11

Brenda

Mill 2  
Post Office 2  
Machinery 4  
Staffing 4  
Landfill 1

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## Step 1

### Proposed Direction:

*Build a Five-Year Economic Development Strategy and Action Plan built around the following values:*

### ***Township of Assiginack VALUES***

#### **HONOUR/CELEBRATE HISTORY AND FORSTER INNOVATION AND CREATIVITY TO PROMOTE GROWTH**

A thriving and resilient community recognizes its past while embracing the future, inspiring innovation and growth in all businesses and sectors.

#### **FOCUS ON FAMILY SUPPORTING JOBS AND SKILL DEVELOPMENT**

The quality of jobs that Assiginack creates today will impact its residents for generations to come.

Assiginack must encourage the ongoing up-skilling and training to insure residents have the tools to participate in our economy.

#### **MAXIMIZE QUALITY OF PLACE**

Assiginack values development efforts that prioritize quality of place and leverage the community's cultural and recreational assets.

#### **EMBRACE ENGAGEMENT AND PARTNERSHIPS**

Assiginack is committed to building partnerships to advance its economic development agenda.

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THE CORPORATION OF THE  
TOWNSHIP OF ASSIGINACK

# 2016-2021 Strategic Plan

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Live and Grow in Assiginack



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## **EXECUTIVE SUMMARY**

The Corporation of the Township of Assiginack is a municipal government located on Manitoulin Island in the Province of Ontario. Assiginack Council is committed to promoting and developing an inviting community atmosphere. Council and staff are invested in the development and implementation of this strategic plan.

The 2016-2021 Strategic Plan is the result of consultations with Council, appointed community representatives, citizens, local business people, volunteer and community organizations between November 2015 and March 2016.

Council would to thank the strategic planning committee, residents, businesses and volunteer and community organizations for their input into this process, and look forward to working together with the whole community to achieve a brighter future in Assiginack Township.

This document outlines (1) community identified areas of focus as priorities; (2) measurable indicators that can be used to track progress and success; and (3) strategies for improving our areas of focus.

Areas of focus most valued by the participants were:

**Infrastructure**

**Economic Development**

**Financial Resources**

**Quality of Life for All**

Assiginack Council and staff will set internal goals and develop initiatives over the next five years using this plan and feedback from the community as guidelines to set priorities.

---

## A WORD FROM THE MAYOR

I would like to thank all of the individuals who were involved in the development of our new Strategic Plan. It has been many years since a Strategic Plan has been produced for our Township, and during this time the Township has seen many changes. To have a viable, attainable strategic plan is to have a sense of direction; Council and the community can visualize the Township moving towards these goals and objectives. I would like to thank LAMBAC for facilitating the entire process from start to finish. The Strategic Planning Committee members from the Community Representatives, Councillors, and Staff, who were challenged in providing valuable insights, deserve a sincere thank you on behalf of the community. And finally, thank you to the businesses, volunteer organizations, and residents who participated by completing surveys and attending stakeholder sessions with LAMBAC. This plan was truly developed by the collective perspectives and input from the whole community. It will be Council and staff's responsibility to ensure the plan is implemented to the benefit of the community.



Paul Moffatt  
Mayor

## WORDS FROM THE COMMITTEE

“Being part of this process has given me hope for the future of Assiginack and its growth.”

“This was an interesting, challenging and exciting process. It forced all of us to dig deep into our values, hopes and dreams for our community. I congratulate and appreciate all participants who shared their visions for the future and I believe that this plan now gives a focus as well as structure in moving positively and strategically into our collective future.”

“I learned a lot about our community.”

## **INTRODUCTION**

The Township of Assiginack Council has committed to producing a strategic plan that represents the community at large and is a valuable tool to be used by Council over the next 5 years. It has been a number of years since Assiginack Council has updated its Strategic Plan. These plans are often requirements of provincial and federal grant applications. This document serves as a showcase of Council's plan to achieve specific goals for the community. The Strategic Plan will be implemented and reviewed quarterly until the plan is updated in the next term of Council.

### ***VISION***

Assiginack is a dynamic family oriented community that is proactive and forward thinking. We see ourselves as the primary Manitoulin destination for community spirit, involvement, friendliness, and growth.



### ***MISSION***

To provide opportunities and efficient public services to Assiginack Township within a fiscally responsible structure.



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## **THE STRATEGIC PLANNING PROCESS**

The Strategic Planning Process initiated in November of 2015; preliminary meetings were held between the Township and LAMBAC to coordinate and plan for a complete project timeline. The Township advertised locally for community minded citizens to join the Strategic Planning Committee, this committee was comprised of 3 representatives from the following groups: Council members, Community members, and staff. In December 2015, the members of the Strategic Planning Committee completed a Pre-Visioning Session Questionnaire. The results of the Questionnaire provided many similar themes and trends, which laid the foundation for the Vision and Mission statements in this plan.

In January 2016, the Strategic Planning Committee had its first meeting. LAMBAC representatives formulated exercises to yield responses from the Committee that would be used to develop Vision and Mission Statements as well as Goals and Objectives for the Strategic Plan. LAMBAC held similar sessions with Township department heads to further develop and validate the groundwork done by the Committee and to collect other opinions and identify additional themes and trends.

Following these data collection sessions, staff were able to draft the Strategic Plan based on all of the information collected from the Committee and staff sessions. The plan was then presented to local businesses and volunteer community organizations that serve Assiginack. During these sessions, LAMBAC facilitated exercises to validate the themes that the Committee used to create the Strategic Plan. The local businesses and volunteer organizations provided valuable insights not previously identified and were incorporated into the final plan.

The Strategic Planning Committee was presented with the plan and final comments and revisions were made. The Strategic Plan was approved by Council at the June 21, 2016 regularly scheduled Council meeting. The Plan is now available to the public and being implemented by staff and Council.

---

## CORE VALUES

Our Core Values are the most valued aspects of the community. All of the stakeholders of this process identified that Assiginack could benefit from **Growth** therefore it is a core value of the Strategic Plan. The community can achieve success if the Township focuses on its core values.

- ✚ **Growth** – Governing the community to enhance growth for all in Assiginack
- ✚ **Integrity** – Accountable and knowledgeable staff working with the community
- ✚ **Services** – Essential and convenient services located in our own community
- ✚ **People** – Volunteers, close-knit residents, caring families, community spirit
- ✚ **Natural Environment** – Waterways, recreation, rural Assiginack

## GUIDING PRINCIPLES

The guiding principles outlined below can be described as key success behaviours for Council and staff to follow in carrying out the mission statement and making their vision statement become a reality.

- ✚ To work for the community, with the community.
- ✚ To be open and transparent in what is done and how it is accomplished.
- ✚ To be accountable and fiscally responsible.
- ✚ To work as a team with honesty and integrity.
- ✚ To be committed to delivering reliable services.

## AREAS OF FOCUS

These are the four areas of Township responsibility that have been identified as the basis for setting Goals and Objectives. The Township's Goals and Objectives are focused on improving and maintaining infrastructure, enhancing economic growth and development, effectively management of our financial resources, and delivering services and programs that meet the needs of our community while attracting a broad array of new residents to the community.

- ✚ Infrastructure
- ✚ Economic Development
- ✚ Financial Resources
- ✚ Quality of Life for All

---

## GOALS & OBJECTIVES

### 1. Maintain affordable living for residents

#### *Objectives*

- ✚ Deliver the best possible municipal services within our means.
- ✚ Establish an asset maintenance schedule in conjunction with Asset Management Plan.
- ✚ Sustain, improve, and develop current and new infrastructure.

### 2. Grow the local economy

#### *Objectives*

- ✚ Encourage and provide opportunities for local young adults to return.
- ✚ Create and maintain a good working relationship with local businesses.
- ✚ Promote the Township of Assiginack as a place to do business.
- ✚ Support continuing education opportunities.

### 3. Promote the Township of Assiginack to attract a cross-section of the population

#### *Objectives*

- ✚ Develop a new municipal website.
- ✚ Establish a social media marketing plan.
- ✚ Support continuing education opportunities.
- ✚ Promote arts, culture, and heritage growth.
- ✚ Provide access to health care and senior services.

### 4. Create a connected community

#### *Objectives*

- ✚ Communicate the services and opportunities available to the community.
- ✚ Provide family oriented activities to the community.
- ✚ Promote multi-generational skills exchange programs.

---

## **NEXT STEPS**

The plan will be implemented by Council and staff using specific strategies and tactics to achieve the goals and objectives listed above. Council and staff will review the plan on a semi-annual schedule.

The plan will be consulted during the annual budgeting process with special attention given to land use planning applications, asset management planning, and economic development initiatives.

This plan is a necessary step in most if not all funding applications for capital projects therefore maintaining it in a current status will benefit the community in both planning and budgeting.

# Strategic Business Plan Assignack Arts and Events Centre (AAEC)



*"Creative spaces foster opportunities for people to gather, meet and develop new social networks and partnerships, stimulating artistic and community creativity that develop social cohesion, innovation, entrepreneurship and economic growth."*

---

*“Creative spaces foster opportunities for people to gather, meet and develop new social networks and partnerships, stimulating artistic and community creativity that develop social cohesion, innovation, entrepreneurship and economic growth.”*

- *“Should we let this funded opportunity pass us by and if so, why?”*

---

## 2.0 Vision

The Municipality's vision is to **proactively manage its assets** to best serve the Municipality's objectives, including:

- Prioritizing the need for existing and future assets to effectively deliver services,
- Supporting sustainability and economic development, and
- Maintaining prudent financial planning and decision making.

*'...consider the needs of future generations...'*

---

*TOA 2022 Strategic Asset Management Policy Excerpts:*

**‘Our vision to maintain a safe, family-oriented community with sustainable growth as well as promote the township as a primary destination requires alignment of the many initiatives underway in our organization at any given time, in order for it to be achieved. This alignment is necessary to properly consider whether the level of service provided by our existing and planned assets is congruent and supports our vision.’**

---



## **AAEC Project Process At A Glance:**

- Gathering of Information – In Part, Based On Fulfilling Pre-set Township Strategic Plan Goals
- Council Approval To Search Out Funding Sources
- Create An AAEC ‘Community-based’ Steering Committee To Aid In The Development Of A Realistic AAEC Strategic Business Plan-Living Doc.
- Secure Funding In Progressive Stages As Determined By Funder Criteria And Under Council Direction
- Post RFP(s) In Compliance With Township Protocol(s)
- Present RFP Applications To Township Council
- Proceed Under Well Informed Council Direction (Motions)

---

## **A Few Income Streams:**

1. Offer classes or workshops - onsite or through a streaming service
2. Rent out the space for special events, meetings, or conferences
3. Partner with local businesses for promotional activities
4. Sell merchandise/souvenirs, such as t-shirts, hats, mugs, etc.
5. Host fund raisers and benefit concerts
6. Book visiting speakers or lecturers
7. Sell tickets to exhibitions, performances, or movie nights
8. Pursue corporate sponsorships – start a donor wall

**NOTE:** Several One Time and Annual Government and Organizational Funding Sources For AAEC Activities and Operations

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## **Overall AAEC Benefits:**

- 1. It encourages social interaction and a sense of community in a small town.
  - 2. It can provide space for small businesses to thrive and create local jobs.
  - 3. It serves as a hub for cross-cultural events, performances, and other forms of recreation.
  - 4. It helps promote the local culture and tourism through special events or educational activities.
  - 5. It provides a place for the elderly and young people to come together and be active.
  - 6. It promotes economic stability and helps attract new businesses to the area.
  - 7. It provides a safe place for a community emergency shelter.
-

---

### **Capital Funds Clarification Note:**

- Funding For Such Projects As The AAEC, Comes From A Totally Separate Pool Than Funds For Other Township Priority Undertakings.
  - Simply Stated, This Project Is Not, Robbing Peter to Pay Paul, Sort Of Speak

---

## A FEW FACTS:

Investing in arts, culture, and events centers can have a positive impact on **quality of life** by providing access to cultural enrichment and entertainment, supporting economic development, fostering social inclusion, and encouraging creativity and innovation. Additionally, these centers bring people together, creating a sense of community and belonging that enhances the **overall quality of life** in a community. Investment in these centers can also help to attract tourists and visitors, leading to increased revenue and business opportunities.

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THE CORPORATION OF THE  
TOWNSHIP OF ASSIGINACK

## 2016-2021 Strategic Plan

Live and Grow in Assiginack



### **QUALITY OF LIFE FOR ALL**

can be defined as the satisfaction and wellbeing experienced by the members of the community on a day-to-day basis. Factors that influence **quality of life** include access to education, healthcare, basic services, recreation and entertainment, economic prosperity, and environmental protection. **Quality of life** also encompasses the 4 aspects of humanity; physical, mental/intellectual, and emotional health, as well as feelings of security, safety, and belonging.

# THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK 2016-2021 Strategic Plan

Live and Grow in Assiginack



## CORE VALUES

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- ↳ Infrastructure
- ↳ Economic Development
- ↳ Financial Resources
- ↳ Quality of Life for All

# THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK 2016-2021 Strategic Plan

Live and Grow in Assiginack



## GOALS & OBJECTIVES

### 1. Maintain affordable living for residents

#### Objectives

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- ★ Sustain, improve, and develop current and new infrastructure

### 2. Grow the local economy

#### Objectives

- ★ Encourage and provide opportunities for local young adults to return.
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- ★ Support continuing education opportunities.

### 3. Promote the Township of Assiginack to attract a cross-section of the population

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- ★ Establish a social media marketing plan.
- ★ Support continuing education opportunities.
- ★ Promote arts, culture, and heritage growth.
- ★ Provide access to health care and senior services.

### 4. Create a connected community

#### Objectives

- ★ Communicate the services and opportunities available to the community.
- ★ Provide family oriented activities to the community.
- ★ Promote multi-generational skills exchange programs.



**Multi-purpose Arts, Culture, and Events Centre  
Check List**



- 
- Quick wins over long term investments.
  - Concept + Logistics – comprehensive information is needed to make a responsible decision
  - 100 funding sources to 90% funding to leveraged Fed(40%) and Prov(50%) at 90% funding to 50% funding sources
-

- 
- **A community reflective, (branded), culturally responsive arts and events center** is a space that provides an opportunity for people of all cultural backgrounds to engage in meaningful, creative activities, attend music to theatre performances, participate in workshops and conferences, to social gatherings such as weddings as well as, providing a safe community refuge in emergencies. These centers provide a welcoming, safe space for everyone, regardless of their cultural identity, to come together, express themselves, and experience the arts. They strive to be inclusive and celebrate the multitude of cultures represented in their communities.
  - Culture is a way of life - Assiginack have a rich Indigenous History as well as, being stepped in Agricultural, Fishing Etc.
-

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The proposed AAEC facility in Manitowaning would include features that would benefit the entire community.

**AAEC is a Multi-purpose Arts, Culture, and Events Centre**

This community-based facility would be custom-designed to provide the community with space for a variety of beneficial activities and services.

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## **Design-Build is a Method of Project Delivery**

**Design-Build Project Delivery is a single source for design and construction** that includes a comprehensive process including planning, design and construction required to execute and complete a building facility or other type of project.

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## **Design-Build Benefits**

**Design-Build unleashes the power of the team to deliver projects faster,**

**Better, and for optimum cost**

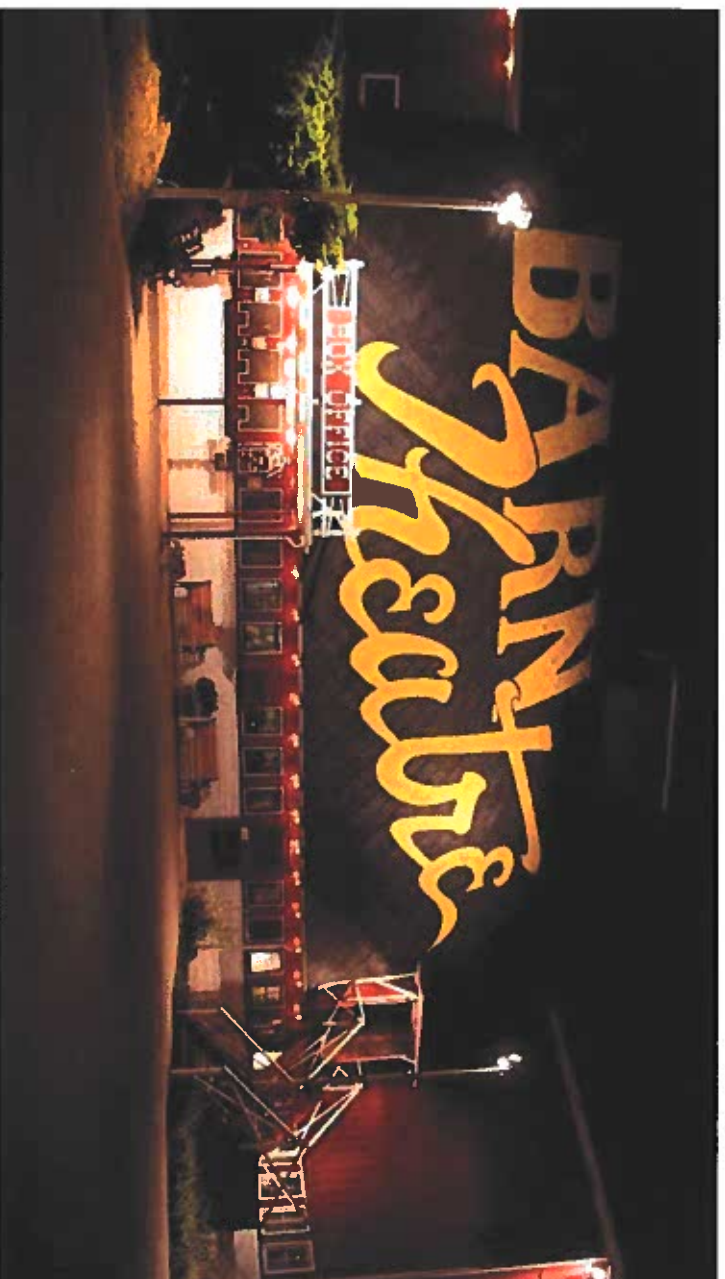
**—best value for the money, time and effort invested.**

**GET THE RESULTS YOU WANT WITHIN A PRE-DETERMINED BUDGET**

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- 
- Our Township holds fascinating unique stories, and this will be strong foundation for developing our strong brand identity; our focus will be on local culture and history. Our brand will reflect these stories through various art styles and forms.
-

POSSIBLE BRANDING CONCEPT FOR THE BUILD...



NEW '90% FUNDED' ENERGY EFFICIENT,  
CENTRALLY LOCATED, AMPLE PARKING,  
YEAR-ROUND OPERATION  
MULTI-PURPOSE HOME?

ASSIGINACK ARTS, CULTURE,  
AND EVENTS CENTRE

I.E. Retractable seating (80-100), for theatre  
performances, and music concerts to business  
workshops,

\*fitness to wedding receptions to emergency  
community safety evacuation centre space ETC...

Custom Build for Max. Design Input

Timing is Everything for Funding this  
'Once in a Lifetime' Initiative





# Strategic Business Plan Assignack Arts and Events Centre (AAEC)



*"Creative spaces foster opportunities for people to gather, meet and develop new social networks and partnerships, stimulating artistic and community creativity that develop social cohesion, innovation, entrepreneurship and economic growth."*

**Living Document...**  
**Decide on insert pg.**

---

## **Investing in Multi-purpose Arts, Culture, and Events Centres**

can have a positive impact on quality of life by providing access to

- cultural enrichment and entertainment,
- supporting economic development,
  - fostering social inclusion, and
- encouraging creativity and innovation.

Additionally, these centers bring people together,

**creating a stronger sense of community and belonging that enhances the overall quality of life in a community.**

Investment in these centers can also help to attract tourists and visitors, inevitably leading to increased revenue and business opportunities.

---

1. **MULTI-PURPOSE Arts, Culture, and Event Centers** are great places for people to come together and share experiences, build relationships, and find common interests.
2. These centers often provide access to 'educational' resources, such as presentations workshops, and a wide array of special interest classes such as, painting, poetry, quilting, yoga to holistic healing ETC., which incidentally can help to strengthen social / cultural connections.
3. **Arts, Culture, and Event Centers** provide a safe, welcoming space for people of all ages to express themselves.
4. These Centers often host events and performances which bring people from different backgrounds together to celebrate their differences and find common ground.
5. **Arts, Culture, and Event Centers** can provide an opportunity for people to volunteer and take part in community initiatives, helping to create a deeper sense of purpose and belonging.

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## NEXT STEPS

- MUST INTEGRATE BRANDING with 'ALL' Chosen Initiatives While Revising Documents Previously Mentioned to Ensure Fluidity and Accountability

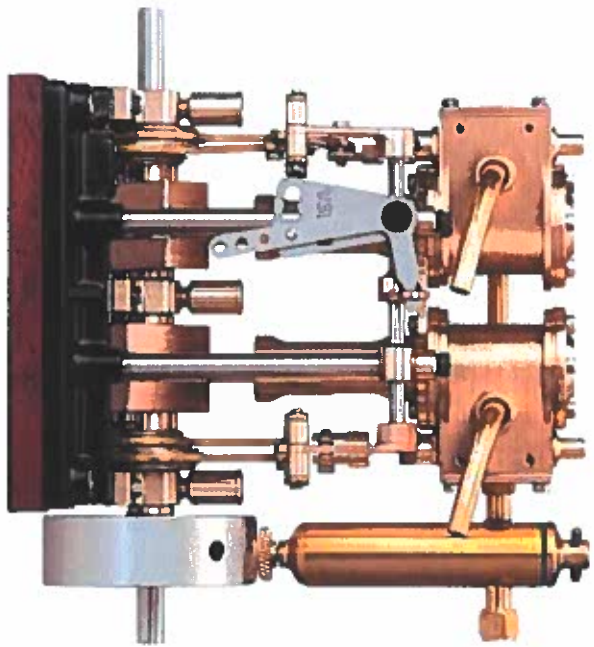
### Assiginack-Manitowaning

*"Nature's best-kept secret!" "Best-kept Island Secret"*

*"Gem of the Island" ...find secret-spots!*

*\*Treasure Hunt Marketing –*

create an unforgettable treasure hunt experience in nature! Explore the Outdoors!



March 6, 2023

The Honourable Doug Ford  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

**Re: Support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act**

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

“That Chatham-Kent Council express its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s inquiry determines that the member has contravened this requirement;

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs.”

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance/Clerk

C

Minister of Municipal Affairs and Housing  
Local MPPs  
Ontario Municipalities

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 2023-02**

**BEING A BY-LAW to amend the Manitoulin Official Plan by approving Amendment # A-3.**

**WHEREAS** authority is found in the Planning Act, RSO 1990 as amended, Chapter P.13, Sections 16 through 21 inclusive;

**AND WHEREAS** Council deems it expedient to adopt Amendment A-3 as recommended by the Manitoulin Planning Board;

**NOW THEREFORE** the Council of the Corporation of the Township of Assiginack enacts as follows:

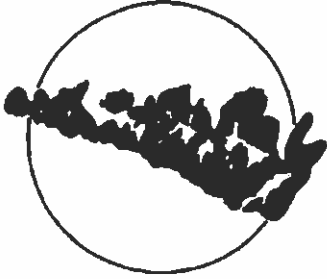
1. THAT Amendment # A-3, for the Manitoulin Official Plan, attached to and forming part of this by-law be hereby adopted.

**Read a First, Second, and Third time and finally passed this 21st day of March, 2023**

\_\_\_\_\_  
B. Reid - Mayor

\_\_\_\_\_  
A. Hobbs – CAO/Deputy Clerk

Seal



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

**THE MANITOULIN PLANNING BOARD**

**BY-LAW NO. 2023-002**

Being a By-law to adopt an Official Plan Amendment for the  
Manitoulin Planning Area including the  
Unincorporated Townships of Robinson and Dawson

WHEREAS the Manitoulin Planning Board has recommended the adoption and submission of an Official Plan Amendment for the implementation of a Natural Heritage System Strategy for the Manitoulin Planning Area;

AND WHEREAS the Manitoulin Planning Board deems it appropriate to adopt the Official Plan Amendment for the implementation of a Natural Heritage System Strategy for the Manitoulin Planning Area;

NOW THEREFORE, the Manitoulin Planning Board, under Section 18 of the Planning Act, as amended, hereby enacts as follows:

1. THAT Official Plan Amendment No. A-3 to the Official Plan for the District of Manitoulin consisting of the attached explanatory text and Schedule F is hereby adopted.
2. THAT Official Plan Amendment No. A-3 to the Official Plan for the District of Manitoulin, consisting of the attached explanatory text and Schedule F, is attached hereto and forms part of this By-law.
3. THAT this By-law shall come into force and take effect on the day of the final passing thereof subject to the requirements of the Planning Act.

READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED, THIS 31st DAY OF JANUARY 2023.

---

L. Hayden, Chair

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T. Carlisle, Secretary-Treasurer



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**AMENDMENT NO. A-3**

**TO THE**

**OFFICIAL PLAN**

**FOR THE**

**DISTRICT OF MANITOULIN**

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**AMENDMENT NO. A-3  
TO THE  
OFFICIAL PLAN  
FOR THE  
DISTRICT OF MANITOULIN**

The attached explanatory text and Schedule F constitutes Amendment No. A-3 to the Official Plan for the District of Manitoulin.

The following amendment to the Official Plan for the District of Manitoulin consists of two parts:

- PART A**      **THE PREAMBLE** – consists of the purpose, location, and basis for the amendment and does not constitute part of the actual Amendment.
- PART B**      **THE AMENDMENT** – including the text and Schedule F, sets out the actual Amendment.

---

## **PART A THE PREAMBLE**

### **1. Purpose**

The purpose of this Amendment is to implement a Natural Heritage System Strategy for the District of Manitoulin, as required by Modification No. 21 of the Official Plan for the District of Manitoulin as approved on October 29, 2018.

### **2. Location**

The area affected by the Amendment constitutes all lands in the geographic Townships of Allan, Assiginack, Barrie Island, Burpee, Campbell, Carnarvon, Dawson, Gordon, Mills, Robinson, Sandfield, and Tehkummah; the Town of Gore Bay; and those portions of the Township of Sheguiandah and Bidwell that are within the Municipal boundaries of the Municipality of Assiginack.

For greater clarity, said lands being the area falling within the municipal boundaries of the Municipalities of Assiginack, Billings, Burpee-Mills, Central Manitoulin, Cockburn Island, Gordon/Barrie Island, and Tehkummah; the Town of Gore Bay; and the unincorporated areas of Robinson and Dawson.

### **3. Basis**

The current Official Plan for the Manitoulin District was approved by the Ministry of Municipal Affairs and Housing on October 29, 2018. At that time, the Official Plan, by Modification No. 21, required that within three years the Manitoulin Planning Board update the Official Plan to include a Natural Heritage System Strategy in order to conform to Section 2.1.3 of the Provincial Policy Statement.

The Manitoulin Planning Board proposes to implement the Natural Heritage System Strategy into the Official Plan by replacing Section D-4(a) and D-4(b) of the Official Plan with updated text outlining the policies and components for the Natural Heritage System, and to add a new Schedule F to the Official Plan illustrating the components of the system (i.e. the Core Areas and Linkages). No amendments to Schedule D and Schedules D1 through D8 of the Official Plan are proposed.

---

## **PART B THE AMENDMENT**

All of this part of the document entitled Part B the Amendment, which consists of the following text and attached Schedule F, constitutes Amendment No. A-3 to the Official Plan for the District of Manitoulin.

### **DETAILS OF THE AMENDMENT**

The Official Plan is amended as follows:

- a) Schedule F to this Amendment is hereby added to the Official Plan as Schedule F – Natural Heritage System.
- b) Section D.4(a), D.4(b), D.4.1, D.4.2, D.4.3, D.4.4, D.4.5, and D.4.6 are hereby removed and replaced by the text attached, which will become Section D.4(a) and D.4(b).

#### **D.4(a) Natural Heritage System Strategy**

A natural heritage system is an ecologically based delineation of nature and natural function – a system of connected or to be connected green and natural areas that provide ecological functions over a longer period of time and enable movement of species. Natural heritage systems encompass or incorporate natural features, functions and linkages (also referred to as "corridors") as component parts within them and across the landscape. They also enable the linking of different landscapes.

A natural heritage system informs and supports land use planning and resource management while providing a strategic focus for restoration, stewardship, securement and the conservation of biodiversity. It also serves to:

- Limit landscape fragmentation;
- Mitigate the effects of climate change by facilitating migrations to more suitable habitats;
- Facilitate the maintenance of ecosystem health resilience and enjoyment / use by humans; and
- Provide ecosystem services such as clean air, flood attenuation, erosion prevention, and productive soils

The following Natural Heritage Features and Areas will make up the Natural Heritage System:

- Provincially Significant Wetlands
- Coastal Wetlands, including Significant Coastal Wetlands
- Significant Wildlife Habitat
- Areas of Natural and Scientific Interest (A.N.S.I)
- Fish Habitat
- Habitat of Endangered and Threatened Species
- Alvars
- Linkages

Natural Heritage Features and Areas shall be protected for the long term. The significant Natural Heritage Features and Areas are lands that represent the legacy of the natural landscape of the area and as a result have important environmental and social value. Natural Heritage Features and Areas in the District have been identified on Schedule D. Natural Heritage Features and Areas that make up the Natural Heritage System have been identified on Schedule F, except where data sensitivity or other issues prevent their display. Features meeting the requirements of the Natural Heritage System constitute part of the system regardless of whether they appear on Schedule F. The Planning Board and the municipalities will work to conserve, restore and enhance them, wherever possible.

---

The following policies apply to Natural Heritage Features and Areas and the Natural Heritage System:

1. Natural Heritage Features and Areas have been identified and mapped to the extent possible and are based on data from the Province and its partners as well as, in some cases, Environmental Impact Studies (EIS) undertaken during Planning Act applications. The accuracy of the feature limits is based on that of available data. The boundaries of the features and areas making up the Natural Heritage System may be refined, with additions, deletions and/or boundary adjustments, through individual EIS prepared in accordance with Section D.7 of this Official Plan or other similar studies as outlined in later sub-sections, and accepted by the Manitoulin Planning Board and/or the Municipalities. Once approved through an approval process under the Planning Act, these refinements will be in effect on the date of such approval. The Board will maintain mapping identifying such refinements and incorporate them as part of the Planning Area's statutory review of its Official Plan.
2. The Planning Board and the municipalities will encourage, wherever possible and appropriate, the enhancement and restoration of features and areas of the Natural Heritage System, including maintenance or re-naturalization of shoreline areas.
3. There may be features and areas on the landscape that are part of the Natural Heritage System but which are not mapped or cannot be readily mapped. Any feature or area that meets the criteria set out in Section D(4)(a) and Section D(4)(b) is part of the Natural Heritage system and is subject to the policies of the Official Plan.
4. The Planning Board and the municipalities will encourage, wherever possible and appropriate, that trees be planted to replace those trees removed if a development proceeds. The Planning Board and the municipalities will also encourage the conservation or replanting of roadside and fence-line shrubs and trees, and riparian area vegetation, wherever possible and appropriate in the context of new development. Financial compensation for tree loss is not considered as the preferable means of appropriate mitigation for development.
5. When considering development proposals, the Planning Board and the municipalities will encourage the exploration of opportunities for creating new habitats, natural vegetation regeneration, conserving natural landforms and functions for protecting and enhancing groundwater and surface water resources, and for promoting environmental education and interpretation.

6. Where components of Natural Heritage Features and Areas are held in private ownership, nothing in this Official Plan will require that these lands be free and available for public use, and the identification of land will not oblige the Planning Board, the municipalities, or other public agencies to purchase the land.
7. Subject to Provincial and Federal statutes, the policies of this Official Plan will not prevent the continuation of existing agricultural uses within or adjacent to Natural Heritage Features and Areas.
8. The Planning Board and the municipalities will, to the extent feasible, ensure that required maintenance of existing drains is carried out in a manner that mitigates impacts of the maintenance of drains on Natural Heritage Features, Areas, and their functions.
9. When considering applications or initiating projects under the *Drainage Act* or *Water Resources Act* for drainage works, the Planning Board and the municipalities, in consultation with the Province, will be satisfied that the works will be engineered and constructed to ensure no negative impact on Natural Heritage Features, Areas, and their functions. Such considerations may include completion of an EIS or an environmental evaluation/appraisal carried out under the *Drainage Act*.
10. The following policies will apply whenever a planning application proposes development and/or site alteration within a Natural Heritage Feature or Area that is part of the Natural Heritage System. More detailed policies for specific feature types are outlined in Section D.4(b).1 to D.4(b).6 of this Official Plan.
  - a. Development and Site Alteration will not be permitted in:
    - i. Provincially Significant Wetlands; and
    - ii. Provincially Significant Coastal Wetlands
  - b. Development and site alteration will not be permitted in:
    - i. Coastal Wetlands
    - ii. Other Wetlands
    - iii. Alvars
    - iv. Significant Wildlife Habitat
    - v. Areas of Natural and Scientific Interest; and
    - vi. Linkages

Unless it can be demonstrated through an EIS or equivalent study (as per Section D.7) that there will be no negative impact to the natural features or their ecological functions.

- c. Development and site alteration will not be permitted in:
  - i. Fish Habitat
  - ii. Habitat of Endangered or Threatened Species

Except in accordance with provincial and federal requirements, and supported by an EIS or equivalent study (as per Section D.7).

11. Development and site alteration in the *adjacent lands* of features identified in Section 10 above will not be permitted unless it can be demonstrated through an EIS or equivalent study (as per Section D.7) that there will be no negative impact to the natural features or their ecological functions. The distances used to determine the adjacent lands of the features comprising the Natural Heritage System are set out in the chart below and based on the criteria of the Natural Heritage Reference Manual:

<b>Feature or Area Type</b>	<b>Adjacent Lands Distance</b>
Provincially Significant Wetlands	120 metres
Coastal Wetlands	120 metres
Alvars	120 metres
Significant Wildlife Habitat	120 metres
Areas of Natural or Scientific Interest (A.N.S.I.) – life science	120 metres
Areas of Natural or Scientific Interest (A.N.S.I.) – earth science	50 metres
Fish Habitat	120 metres, or 300 metres for a Lake Trout Lake that is designated an at-capacity lake.
Habitat of Endangered or Threatened Species	120 metres

12. If an EIS or equivalent study is required under preceding Section 10 or 11, it may be appropriately scoped or waived if the proposal meets certain criteria as laid out in the specific sub-sections for these features later in the Official Plan.

#### **Section D.4(b) Feature-Specific Policies**

In addition to the policies in Section D.4(a) regarding features and areas composing the Natural Heritage System, the following policies apply to specific features that may or may not form part of the Natural Heritage System.



#### **D.4.(b).1 – Provincially Significant Wetlands**

Existing Provincially Significant Wetlands (PSW) in the District of Manitoulin will be protected. If any additional Provincially Significant Wetlands are identified during the life of this Official Plan, this Plan will be amended in accordance with Section F.2.1. The boundaries of PSWs will be defined based on information from the Province. The boundaries of PSWs may be refined without an amendment to this Plan provided approval is obtained from the Province. The addition or removal of a PSW will *not* require an amendment to this Plan.

#### **D.4.(b).2 – Other Wetlands**

The following policies apply to Other Wetlands:

1. Other Wetlands (OWs) are delineated on Schedule D, and include Unevaluated Wetlands, Coastal Wetlands, and Evaluated (Not Significant) Wetlands.
2. The boundaries of OWs will be defined based on information from the Province, which may be amended from time to time. Where new information becomes available, the Planning Board will review and update the policies related to unidentified wetlands as part of any subsequent review to this Official Plan.
3. The Planning Board may require that a Wetland Evaluation be prepared for any development or site alteration adjacent to an OW in accordance with the Province's Ontario Wetland Evaluation System (OWES) for Southern Ontario, or other provincial guidance document as may be created or amended from time to time, to determine their status under policies of the Provincial Policy Statement and this Official Plan. Evaluations are to be accepted by the responsible Provincial Ministry. Where an evaluation is completed and an OW is determined to be Provincially Significant, the policies applicable to Provincially Significant Wetlands shall apply.
4. Wetlands may be subject to additional regulations or legislation. No policy of this Plan is intended to and does not imply waiving, permission or authorization of any kind.

#### **D.4.(b).3 – Habitat of Endangered and Threatened Species**

The following policies apply to Habitat of Endangered or Threatened Species:

1. Habitat of Endangered Species and Threatened Species will be defined based on the *Endangered Species Act* (ESA) and the Species at Risk in Ontario (SARO) list.
2. The Province is the responsible authority to approve the delineation of habitat of endangered and/or threatened species identified by an ecological site assessment or as part of an Environmental Impact Study (EIS).

3. In accordance with common practices to protect the associated features from disturbance, the Habitat of Endangered or Threatened Species are not illustrated on the schedules to this Official Plan. Instead, a screening map, prepared by the Province showing areas of potential habitat of endangered and/or threatened species has been provided to the Planning Board for reference, which may be updated from time to time. Where the screening map identifies the potential habitat of endangered and/or threatened species, an ecological site assessment (EcoSA) will be required in support of a planning application. The EcoSA will assess the potential for habitat and delineate the extent of habitat of endangered and/or threatened species within or adjacent to an area proposed for development or site alteration. In cases where an EIS is triggered by this Official Plan, the above requirements may be addressed as part of the EIS, provided it is undertaken by a qualified individual.

#### **D.4.(b).4 - Fish Habitat**

The following policies apply to Fish Habitat:

1. The Planning Board and the municipalities recognize that the health of the aquatic environment is a fundamental indicator of the health of the overall ecosystem in the District and beyond. The harmful alteration, disruption or destruction of fish habitat is prohibited under the *Fisheries Act*.
2. Through a fish habitat mitigation/compensation assessment, in consultation with the Planning Board and the Department of Fisheries and Oceans (DFO), it is the Planning Board's objective to secure a "no net loss" of productive capacity of fish habitat, and where possible, secure a net gain of productive capacity of fish habitat.
3. Any development or change in land use within or adjacent to an existing fish habitat area, or potential fish habitat area along lands adjacent to any lake, river, stream, or wetland, will be reviewed by the Planning Board in consultation with the DFO with respect to the potential impact. Adjacent lands will be defined by the Planning Board, in consultation with the Province and DFO, and will generally be 30-120 metres from the edge of the identified Fish Habitat. Any such proposal may be subject to a scoped Environmental Impact Statement (EIS), in accordance with Section D.7, to determine if proposed development will adversely impact the fish habitat. If it is determined that development will impact the fish habitat, development will not be permitted. If it is determined, through consultation with DFO, that development will not impact fish habitat then the requirement for an EIS may be waived, in accordance with Section D.7. An example of this may include development on full municipal services and nearby, intervening development between the site and the identified fish habitat.

4. Where it has been determined by the DFO that the development or change in land use will affect the natural functions of the fish habitat, the preparation of a fish habitat mitigation/compensation assessment will be required. The assessment will typically be required to include the following information:
  - a. identify the nature and extent of potential impacts;
  - b. determine appropriate mitigative measures to protect the affected fish habitat;
  - c. specify compensation for loss of fish habitat through near-site replacement of habitat, off-site replacement of fish habitat or an on-site increase of fish habitat capacity;
  - d. determine appropriate buffering and explain how such buffering will be protected in the future; and
  - e. address other matters as determined by the DFO.
5. Any requirements imposed through a fish habitat mitigation/compensation assessment will be implemented by the proponent with input from, and to the satisfaction of the Planning Board and the DFO.
6. Any development or site alteration within 20 metres above the high water mark will have regard to the Shoreline Management Plan (SMP), which was developed by the Province.

#### **D.4.(b).5 – Significant Wildlife Habitat**

Significant wildlife habitats are ecologically important and includes species ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system. Significant wildlife habitat is an area where plants, animals and other organisms live and find adequate amounts of food, shelter, water and space needed to sustain their populations. All plants and animals have individual habitat requirements, which vary for different periods in their life cycles. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their life cycle, and areas, which are important to migratory or non-migratory species. An example of this includes Deer Wintering Areas, which are identified on Schedule D to this Official Plan.

The following policies apply to Significant Wildlife Habitat:

1. Significant Wildlife Habitat is to be screened for and assessed in accordance with the Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E (M.N.R.F. 2015) as may be amended from time to time.

2. Significant Wildlife Habitat is not mapped on Schedules to the Plan, with the exception of Deer Wintering Areas and areas of Significant Wildlife Habitat identified by an Environmental Impact Study (EIS) prepared during the course of a planning application.
3. A screening assessment for Significant Wildlife Habitat is to be completed to determine potential presence of this feature type in accordance with Section D.7 of the Official Plan.

#### **D.4.(b)5.1 Deer Wintering Areas**

The following policies apply to Deer Wintering Areas:

1. Deer populations provide a broad range of economic, social and cultural benefits to Manitoulin Island residents. These include both direct benefits (e.g. hunting, viewing, tourism) and indirect benefits (e.g. contributions to biodiversity, bequest to following generations). It is the intent of the Planning Board to conserve important Core Deer Yards as part of the natural ecology of Manitoulin. Core Deer Yard boundaries are shown on Schedule D of this Official Plan.
2. Core Deer Yards consist mainly of coniferous trees (pines, hemlock, cedar, spruce) with a conifer canopy closure of more than 60% and may include interspersed areas of deciduous forest. Core Deer Yards provide suitable areas of cover, food, and adjacent natural lands. Lands surrounding the Core Deer Yard can be agricultural, or mixed/deciduous forest; however, a Core Deer Yard is predominantly woodland habitat with minor components of cultural lands. These areas are traditionally used by deer and are absent of barriers to migration to and from the yard itself.
3. Development and site alteration can be beneficial when it maintains cover and provides winter browse. It can be detrimental when excessive amounts of conifer cover are removed or converted to mixed woods or hardwoods. The three most important features of a successful yard are traditional use, cover and browse.
4. Policies aim to be enabling and flexible to allow for local land use planning decisions to address local circumstances and needs, while still contributing to the broader landscape-based deer management needs.

- 
5. In areas identified as a Core Deer Yard or on adjacent lands, shown on the land use Schedules to this Official Plan, and outside of the identified urban areas and village areas, new development or site alteration may be permitted without an Environmental Impact Statement (EIS) provided:
    - a. The proposed new lots have a minimum 90 metre frontage and 90 metre depth, and vegetation retention is maximized through the use of tools such as a development agreement or a subdivision agreement, miscellaneous notification agreement (and subject to the other policies of this plan). Smaller lot sizes may be considered if through means of an EIS it can be demonstrated that no adverse impact will occur to the habitat or herd.
    - b. An EIS as set out in Section D-7 will be required for the creation of more than three new lots as a means to determine the extent of conifer habitat to be retained and other mitigation measures. A Township lot as originally surveyed, i.e. 40 hectare lot, may be severed from an entire holding without affecting the three lot limit in this case.
    - c. Where development is proposed in shoreline areas, coniferous fringe habitat along the shoreline (providing deer browse and shelter habitat) shall be conserved.
  6. For development proposals within or adjacent to deer habitat, the Planning Board will require an applicant to provide the following:
    - a. a map or sketch indicating the property and the location of the deer habitat on or adjacent to the proposed development and identifying all adjacent land uses;
    - b. identify existing land use and proposed land use;
    - c. identify alternative development locations or forms considered;
    - d. describe the existing forest cover of the area including species, extent of existing forest types etc., including pictures and maps to assist in review of the application;
    - e. describe other identified natural heritage features or development constraints present on the site;
    - f. provide any previous habitat assessments or studies that exist;

- g. identify the potential impacts of the proposal on key ecological functions including loss of existing conifer cover, food production areas, and linkages;
  - h. describe how the identified deer wintering habitat will be protected or enhanced;
  - i. outline the proposed mitigation measures which will be employed to reduce potential impacts to the deer wintering area as a result of the proposed development; and
  - j. specify the net predicted effect of the development and proposed mitigation measures.
7. Where requested to be completed by Planning Board an EIS must be completed by a qualified professional, the cost of which will normally be borne by the applicant. The Planning Board may require a peer review of an EIS.
8. An EIS may be required for a planning application, other than new lot creation, for a change in land use to a commercial, industrial, or institutional use where the proposed building coverage and clearing may result in negative impacts to the natural features and their ecological functions.
9. An EIS will be required when a planning application is made for a large scale recreational use (e.g. a golf course, serviced campground, tourist lodge, motor sport track) that will require large scale site alteration, or large scale removal of the natural vegetation coverage.
10. On existing lots of record, where planning approvals are not required and residential uses are permitted, new residential uses do not require the submission of an EIS.

#### **D.4.(b).6 Alvars**

Alvars are naturally open areas of thin or no soils over essentially flat limestone, dolostone, or marble rock, supporting a sparse vegetation cover of mostly shrubs and herbs. Alvars are shown on Schedule D and Schedule F. Policies regarding development and/or site alteration within or on the adjacent lands of Alvars are contained in Section D.4(a).10.

#### **D.4(b).7 Areas of Natural and Scientific Interest (ANSI)**

ANSIs are areas of land and water containing natural landscapes or features, which have been identified as having values related to protection, appreciation, scientific study or education. These areas have been identified, mapped, and ranked by the Province. The boundaries of all known ANSIs have been shown on Schedule D. Changes to the boundaries of an ANSI require the approval of the Province.

#### **D.4(b).8 Linkages**

The Natural Heritage System intends to protect the ecological function of Natural Heritage Features and Areas by ensuring connectivity between identified features. This connectivity is meant to ensure that hydrological and ecological function is preserved, to allow the free movement of wildlife, and to limit landscape fragmentation.

The mapping of linkages on Schedule F is general in nature and is meant to recognize and highlight connectivity in the landscape. Linkages currently identified in the schedule include:

- Water courses connecting Coastal Wetlands to Lake Huron, to a distance of 50 metres from the bank of the stream;
- Water courses connecting areas of identified Fish Habitat, to a distance of 50 metres from the bank of the stream, or in the case of meandering streams, the line from which the adjacent lands would be measured as if the stream were designated Fish Habitat, as set out in the *Natural Heritage Reference Manual Second Edition (2010)*;
- Portions of shoreline and lake bed connecting nearby areas of Fish Habitat on a lake;
- Areas of natural cover between identified Alvars that occur within the Alvars' adjacent lands distance;
- Site Scale Linkages identified in an Environmental Impact Study (EIS)

Smaller site-scale linkages are intended to provide connection within and between natural heritage features and areas in close proximity. Linkages at the site-level scale, as may be assessed and identified through a site specific study such as an EIS, do not appear on the attached Schedule F; however, the policies of this Official Plan continue to apply.

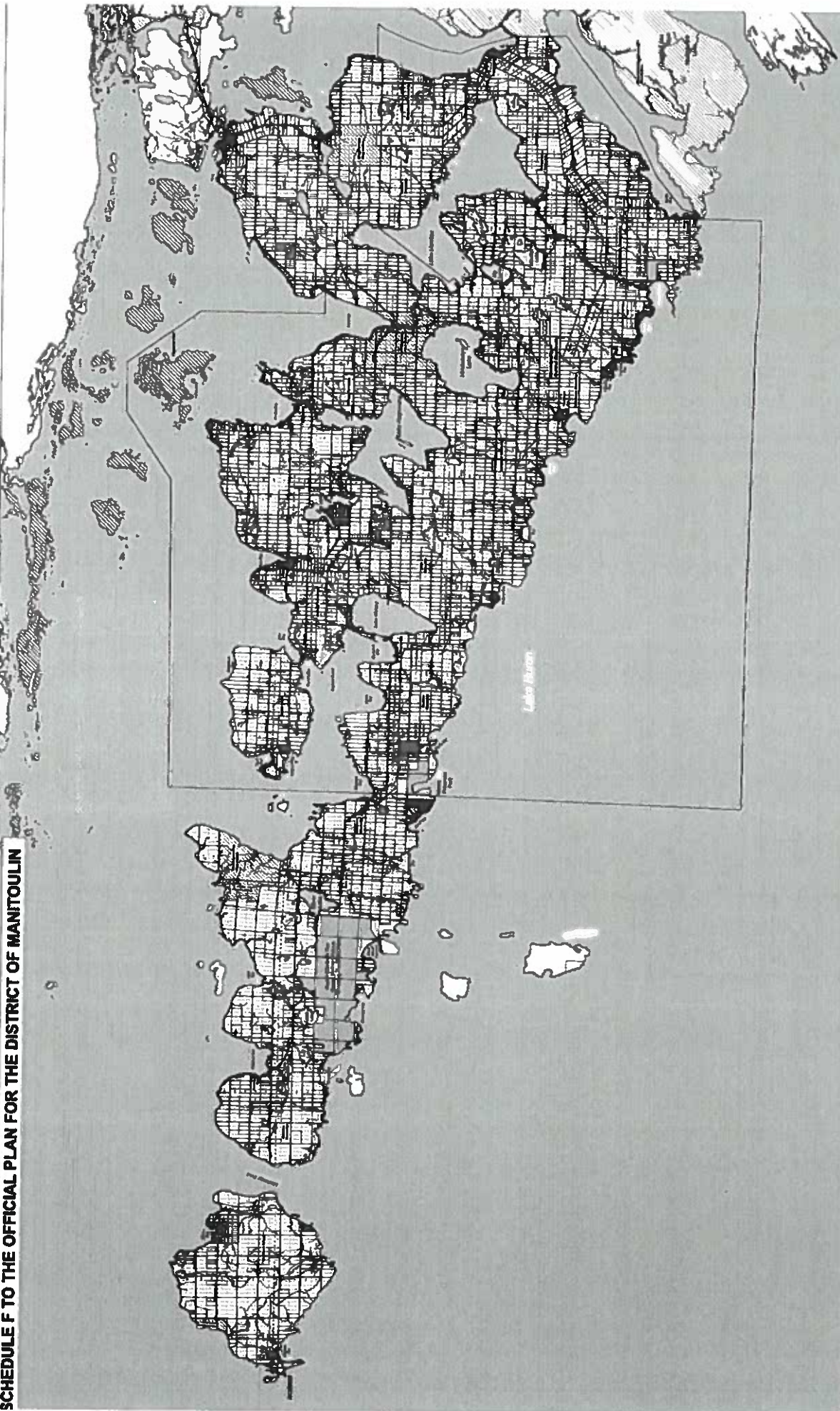
The following policies apply to Linkages in the Natural Heritage System:

1. The mapping of landscape-level Linkages uses the best currently available mapping of the features and areas that make up the NHS. Landscape level linkages will vary in size and shape depending on their habitat types and/or functions. This scale of mapping is general in nature and minor shifts may be permitted when informed by more detailed assessment.
2. Existing uses on lots of record within Linkages will be permitted to continue.
3. Development and Site Alteration for low-intensity uses may be permitted in linkages within this Official Plan if it can be demonstrated through an Ecological Site Assessment (EcoSA) that the development will have no negative impacts on the function of the Linkage, or that the development can be conducted in such a way as to avoid the Linkage altogether. In cases where an EIS is triggered by this assessment, the requirements of Section D.7 shall apply.

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4. When considering waiving or scoping an EIS supporting a proposed development within a Linkage, the Planning Board will have consideration for the criteria applied to the Natural Heritage Features for which the Linkage is providing connectivity, and for the nature of the land uses proposed.
  5. Smaller site-scale linkages are intended to provide connection within and between natural heritage features and areas in close proximity. Linkages at the site-level scale, as may be assessed and identified through a site specific study such as an EIS, may not appear on Schedule F; however, the policies of this Official Plan continue to apply.
  6. Development and Site Alteration within site-scale linkages will not be permitted except for portions of naturalized stormwater management facilities or similar infrastructure that does not disrupt the function of the Linkage.



**SCHEDULE F TO THE OFFICIAL PLAN FOR THE DISTRICT OF MANITOULIN**



**Legend**

**Designated Land Use**

- Residential Single-Family
- Residential Medium-Density
- Residential High-Density
- Community Office
- Community Retail
- Community Industrial
- Community Employment
- Community Recreation
- Community Cultural
- Community Institutional
- Community Public
- Community Civic
- Community Religious
- Community Educational
- Community Health
- Community Social
- Community Entertainment
- Community Services
- Community Transportation
- Community Utilities
- Community Infrastructure
- Community Environmental
- Community Conservation
- Community Agricultural
- Community Forest
- Community Pasture
- Community Rangeland
- Community Wildlife
- Community Wetland
- Community Water
- Community Air
- Community Noise
- Community Vibration
- Community Light
- Community Radio Frequency
- Community Electromagnetic Interference
- Community Hazardous Waste
- Community Contaminated Land
- Community Brownfields
- Community Blight
- Community Vacant Land
- Community Underutilized Land
- Community Inappropriate Land
- Community Incompatible Land
- Community Incongruous Land
- Community Inconsistent Land
- Community Incompatible Use
- Community Inconsistent Use
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- Community Inconsistent Signage Structure Advertisement

**Other Land Use**

- Urban Residential
- Urban Commercial
- Urban Industrial
- Urban Office
- Urban Retail
- Urban Employment
- Urban Recreation
- Urban Cultural
- Urban Institutional
- Urban Public
- Urban Civic
- Urban Religious
- Urban Educational
- Urban Health
- Urban Social
- Urban Entertainment
- Urban Services
- Urban Transportation
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**Other Designations**

- Provincial Park
- National Park
- Conservation Reserve
- Wildlife Sanctuary
- Historic Site
- Archaeological Site
- Provincial Heritage Site
- National Heritage Site
- World Heritage Site
- Provincial Water
- National Water
- World Water
- Provincial Air
- National Air
- World Air
- Provincial Noise
- National Noise
- World Noise
- Provincial Vibration
- National Vibration
- World Vibration
- Provincial Light
- National Light
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**The Corporation of the Township of Assignack**

By-Law No. 2023-03

**BEING A BY-LAW TO AUTHORIZE THE HIRING OF A PUBLIC WORKS EMPLOYEE AND MOVE ANOTHER FROM PART TIME TO FULL TIME STATUS.**

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

**AND WHEREAS** Council wishes to hire a Public Works Employee and to move another from part time to full time status;

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

1. THAT we appoint Rheal Rzakiewicz as a Public Works Employee, effective April 3, 2022.
2. THAT we authorize an employment contract, attached to and forming part of this by-law as Schedule A.
3. THAT Cole Bowerman be moved to full time status in the Public Works Department, effective March 1, 2023.
4. 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 21st DAY OF MARCH, 2023

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Brenda Reid, Mayor

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Alton Hobbs, Deputy Clerk

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**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 2023-04**

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
TO ADOPT UPDATED CEMETERY POLICIES AND PRICE LISTS FOR THE HILLY  
GROVE CEMETERY.**

**WHEREAS** Part 5 of the Funeral, Burial, Cremation Services Act, 2002 S.O., Chapter 33 as amended, establishes the operating duties and responsibilities of the cemetery licensee;

**AND WHEREAS** the Hilly Grove Cemetery is located within the Township of Assiginack and is owned and operated by the municipal corporation;

**AND WHEREAS** it is necessary to update the Policies, Contracts and Price Lists for the Hilly Grove Cemetery to reflect increased fees;

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

1. THAT Council adopts the amended Policies and Procedures, attached to and forming part of this by-law as Schedule A.
2. THAT Council adopts the updated Price List for Hilly Grove Cemetery, attached to and forming part of this by-law as Schedule B.
3. THAT this by-law shall come into force and take effect upon approval of the BAO.

Read a first, second and third time and finally passed this 21st day of March, 2023.

\_\_\_\_\_  
Mayor: Brenda Reid

\_\_\_\_\_  
Deputy Clerk: Alton Hobbs

seal

MUNICIPALITY



OF ASSIGINACK

BOX 238, MANITOWANING, ONT., P0P 1N0  
(705) 859-3196 or 1-800-540-0179

[www.assiginack.ca](http://www.assiginack.ca)

## HILLY GROVE CEMETERY

17282 Hwy 6

c/o PO Box 238, 156 Arthur Street

Manitowaning, ON

P0P 1N0

Email: [fbond@assiginack.ca](mailto:fbond@assiginack.ca)

Telephone: (705) 859-3196

Facsimile: (705) 859-3010

## PRICE LIST

**Effective date: January 1, 2023**

## SALE OF INTERMENT RIGHTS and Care and Maintenance

Description	Size	Interment Rights	Care and Maintenance	HST	Total
Single Grave Lot	4'x8'	\$650.00	\$290.00	\$122.20	<b>\$1,062.20</b>

## INTERMENT (charges to open and close grave and provide lowering)

Description	Interment	HST	Total Interment Price
Open and Close of grave: Monday – Saturday 9:30am-2:30pm	\$750.00	\$97.50	\$847.50
Saturday after 2:30pm, Sunday and Holidays	\$1,050.00	\$136.50	\$1,186.50
Interment without a Vault	\$1,050.00	\$136.50	\$1,186.50
Cremation: Monday – Saturday 9:30am-2:30pm	\$350.00	\$45.50	\$395.50
Saturday after 2:30pm, Sunday and Holidays	\$500.00	\$65.00	\$565.00
Baby (under 1 yr.)	\$200.00	\$26.00	\$226.00

## DISINTERMENT FEES

Description	Disinterment Fees	HST	Total Disinterment Price
Casket in vault – Concrete/Steel Shells	\$1,100.00	\$143.00	\$1,243.00
Casket w/o vault	\$1,500.00	\$195.00	\$1,695.00
Cremation Urn	\$350.00	\$45.50	\$395.50

## Monument Care and Maintenance Fees

Description	Amount Prescribed per marker	HST	Total Monument Care and Maintenance Fee
Flat marker less than 1,116 cm <sup>2</sup> 173 in <sup>2</sup>	\$0.00	\$0.00	\$0.00
Flat marker measuring at least 1,116.23cm <sup>2</sup> 173in <sup>2</sup>	\$100.00	\$13.00	\$113.00
Upright marker measuring 1.22m/4ft or less in height and 1.22m/4ft or less in length, including the base	\$200.00	\$26.00	\$226.00
Upright marker more than 1.22m/4ft in either height or length, including the base	\$400.00	\$52.00	\$452.00

## Miscellaneous Surcharges

Description	Amount	HST	Total
Cemetery Call-out Fee	\$75.00	\$9.75	\$84.75
Transfer of Interment Rights/per transferee	\$75.00	\$9.75	\$84.75
Replacement Interment Rights Certificate	\$75.00	\$9.75	\$84.75

MUNICIPALITY



OF ASSIGINACK

P.O. BOX 238 MANITOWANING, ON, P0P 1N0  
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[www.assiginack.ca](http://www.assiginack.ca)

**MUNICIPAL  
CEMETERIES  
BY-LAW**

Revised January 1, 2023 in order to comply with the provisions of the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) and Regulations administered by the Ontario Ministry of Government and Consumer Services for the Province of Ontario.

SCHEDULE 1

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- 5 Memorialization/Monuments
- 6 Care and Planting
- 7 Prohibited Items
- 8 Contractor/Monument Sales and Services
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These by-laws are the rules and regulations that govern any cemetery owned and operated by the Corporation of the Township of Assiginack and have been approved by the Registrar of Cemeteries, FBCSA, Bereavement Authority of Ontario, and Ministry of Consumer Services.

## 1. DEFINITIONS

**Burial:** The opening and closing of an in ground lot or plot for the disposition of human remains or cremated human remains or opening and closing of a niche.

**By-laws:** The rules and regulations under which the Cemetery(s) operates.

**Care and Maintenance Fund:** It is a requirement under the FBCSA that a dedicated percentage of the purchase price of all Interment Rights and set amounts for marker and monument installations is contributed into the Care and Maintenance Fund. Interest earned from this fund is used to provide care and maintenance of plots, lots, niche, markers, and monuments at the Cemetery.

**Cemetery Specialist:** The employee, contractor or worker appointed by the Corporation to ensure all work and documentation is consistent with the FBCSA.

**Contract:** For the purposes of these by-laws, all purchasers of interment rights must sign a contract with the Cemetery and Corporation, detailing the obligations of both parties and acceptance of the cemetery by-laws.

**Corporation:** The Corporation of the Township of Assiginack.

**Grave:** means any in ground burial space intended for the interment of a child, adult or cremated remains.

**Interment Rights Certificate:** The right to require or direct the interment of human remains or cremated human remains in a grave or niche and direct the associated memorialization.

**Interment Rights Holder:** Any person designated to hold the right to inter human remains in a specified grave or niche.

**Marker:** Any permanent memorial structure that is set flush and level with the ground and used to mark the location of a burial in a grave.

**Monument:** Any permanent memorial projecting above the ground and installed within the designated space to mark the location of a burial in a grave.

**Niche:** A unit in a columbarium purchased for the interment of human ashes.

**Plot:** For the purposes of these by-laws, a plot is a parcel of land, where interment rights are sold as a single unit and may contain multiple graves.

**Vault:** The sealed outer container of sufficient strength to permit burial and remain intact. The container must be of a size to permit burial within the size of the grave.

## 2. GENERAL INFORMATION



## 2.1 HOURS OF OPERATION

Visitation Hours: 7:30 a.m. until 8:00 p.m.

Office Hours: 8:30 a.m. until 4:00 p.m.

Burial Hours: **Monday through Saturday 9:30 a.m. until 2:30 p.m., by appointment Saturday's after 2:30pm, Sundays and Holidays, by special arrangement and additional charges will apply.**

Seasonal Operations: Hilly Grove Cemetery will be open from May 1<sup>st</sup> until November 30<sup>th</sup> annually. No interments will be permitted outside of these dates without prior written approval of the Corporation.

## 2.2 GENERAL CONDUCT

The Corporation reserves full control over the cemeteries operations and management of land within the cemetery grounds.

No person shall damage, remove, destroy, or deface any property within a cemetery.

All visitors should conduct themselves in a quiet manner that shall not disturb any service being held.

## 2.3 BY-LAW AMENDMENTS

The cemeteries shall be governed by these by-laws and all procedures will comply with the Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulation 30/11 which may be amended periodically.

All by-law amendments must be:

- a) Published once in a newspaper with general circulation in the municipality in which the cemetery is located;
- b) Conspicuously posted on a sign at the entrance of the cemetery and;
- c) Delivered to each supplier of markers who has delivered a marker to the cemetery in the previous 12 months if the by-law amendment pertains to markers or their installation.

All by-laws and by-law regulations are subject to the approval of the Bereavement Authority of Ontario, Ministry of Government and Consumer Services.

## 2.4 LIABILITY

The Cemetery operator, the Corporation nor the Cemetery Specialist will not be held liable for any loss or damage, without limitation (including damage by the elements, acts of God or vandals) to any grave, plot, niche, marker or monument or other article that has been placed in relation to an interment, save and except for direct loss or damage by gross negligence of the cemetery.

## 2.5 PUBLIC REGISTER

Provincial legislation, Section 110 of Ontario Regulation 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours.

## 2.6 PETS OR OTHER ANIMALS

Pets or other lower animals, including cremated animal remains are not allowed to be buried on cemetery grounds.

## 2.7 RIGHT TO RE-SURVEY

The cemetery has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways, or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to the approval of the appropriate authorities.

## 2.8 NOTICE OF RESALE AND TRANSFER OF INTERMENT RIGHTS

Interment Rights holders may only offer the interment rights to the cemetery. If the cemetery does not wish to re-purchase the interment rights, the rights may be transferred to a third party, as long as the transfer is conducted through the Cemetery Specialist, the transferee meets the requirement as outlined in these by-laws and any transfer fee is equal to or less than the current price on the cemetery price list.

## 3. CANCELLATION OR RESALE OF INTERMENT RIGHTS

Purchasers of interment rights only acquire the right to direct burial of human remains or cremated human remains, the installation of monuments, markers, and inscriptions, subject to the conditions set out in the cemetery by-laws. In accordance with cemetery by-laws, no interment or installation of any monument or marker is permitted until the interment rights have been paid in full. An Interment Rights Certificate will be issued to the Interment Rights Holder when payment has been made in full. The purchase of interment rights is not a purchase of Real Estate or Real Property. An interment rights holder wishing to resell their interment rights may advise the cemetery of their wish to transfer these rights.

### 3.1 CANCELLATION OF INTERMENT RIGHTS WITHIN 30 DAYS (COOLING OFF PERIOD)

A purchaser has the right to cancel an interment contract within 30 days of signing the interment rights contract, by providing written notice of the cancellation to the cemetery. The cemetery will refund all monies paid by the purchaser within 30 days from the date of the request for cancellation.

Upon receiving written notice from the purchaser of interment rights, the cemetery will cancel the contract and issue a refund to the purchaser for the amount paid for the interment rights. The refund will be made within 30 days of receiving the written notice. If the interment rights certificate has been issued to the rights holder, it must be returned to the cemetery along with the written notice of cancellation.

If any portion of the interment rights has been exercised, the purchaser or the interment rights holder are not entitled to cancel the contract or resell the interment rights.

### 3.2 CARE AND MAINTENANCE FUND CONTRIBUTIONS

As required by sections 166 and 168 of Ontario Regulation 30/11, a percentage of the purchase price of all interment rights and a prescribed amount for monuments and markers is contributed into the Care and Maintenance Fund. Income from this fund is used to provide only general care and maintenance of the cemetery. Contributions to this fund are not refundable except when interment rights are cancelled within the 30 day cooling off period.

### 3.4 RESALE AFTER 30 DAY COOLING OFF PERIOD

The interment rights holder, intending to sell their rights shall provide the following documents to the cemetery so that the operator can confirm the ownership of the rights and provide the third party purchaser with the required certificate etc.:

- a) An Interment Certificate endorsed by the current holder
- b) A statement of the number of graves that have been used in the plot and the number of interments (burial or cremated human remains) remaining
- c) Any other documentation in the possession of the current holder pertaining to the interment rights

### 3.5

The third party purchaser or Transferee will be provided with the following documents by the Cemetery:

- a) An interment Rights Certificate, complete with a written statement of the number of graves remaining for burials or cremated human remains available
- b) A copy of the cemetery's current by-laws
- c) A copy of the cemetery's current price list
- d) Any other documentation relating to the rights

### 3.6

The Cemetery will require:

- a) A statement signed by the current rights holder wishing to sell the Interment Rights acknowledging the sale of the Interment Rights to the third party purchaser
- b) Confirmation that the person selling the Interment Rights is the person registered with the Cemetery proving that they have the right to resell the Interment Rights
- c) Record the date of transfer of the Interment Rights to the third party purchaser
- d) Record the name and address of the third party purchaser
- e) A statement of any money owing to the Cemetery in respect to the Interment Rights

### 3.7

Once the endorsed certificate and all the required information has been received by the cemetery, it will issue a new certificate of Interment Rights to the third party purchaser.

**The Cemetery charges a \$75.00 Administrative Fee for the issuance of a new or duplicate certificate in accordance with the price listed on the cemetery's current price list.**

#### 4. BURIAL OR INTERMENT OF CREMATED HUMAN REMAINS

##### 4.1.1

Interment Rights Holders must provide written authorization prior to interment taking place. Should the Interment Rights Holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the rights holder, such as a personal representative, estate trustee, Executor or designated next of kin.

##### 4.1.2

A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province, must be provided to the cemetery office prior to burial taking place. A Certificate of Cremation must be submitted prior to the interment of cremated human remains taking place.

##### 4.1.3

In accordance with the FBCSA, the purchaser of interment must enter into a cemetery contract, providing such information as may be required by the cemetery for the completion of the contract and the public register prior to each burial or interment of cremated human remains.

##### 4.1.4

Payment must be made to the cemetery before a burial can take place.

##### 4.1.5

**The cemetery shall be given 72 hours of notice, 24 hours of which must be normal hours of operation.**

##### 4.1.6

The opening and closing of graves may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.

##### 4.1.7

Cremated human remains are not permitted to be scattered on a grave.

##### 4.1.8

Human Remains may be disinterred from a grave provided that the written consent of the Interment Rights Holder has been received by the Cemetery and prior notification of the Medical Officer of Health. A certificate from the medical officer of health must be received by the cemetery before the removal of casketed human remains may take place. A certificate is not required for the removal of cremated remains. In special circumstances, the removal of human remains may also be ordered by certain public officials without the consent of the Interment Rights Holder or next of kin.

##### 4.1.9

Not more than one casket burial or four interments of cremated human remains, or a single burial and up to three cremated human remains may be made in any single grave, only two cremation urns per niche.

#### 4.1.10

An infant burial in a casket not exceeding 60cm(23 ½”) by 30 cm(12”) is allowed at the foot or head of a single grave, provided that in the opinion of the cemetery specialist, space exists.

#### 4.1.1

All remains to be interred must be enclosed in a container, such as a casket or an urn sealed securely and of sufficient strength to permit burial with the container remaining intact. The container must be of a size to permit interment within the confines of the grave.

#### 4.1.12

The cemetery specialist or other employee of the corporation shall be in attendance at each interment.

### 5.0 MEMORIALIZATION

#### 5.1

No memorial or other structure shall be erected or permitted on a grave until a Monument Installation Contract has been signed by the interment rights holder and the monument company and all charges have been paid in full.

#### 5.2

No monument, footstone, marker, or memorial of any description shall be placed, moved, altered, or removed without permission from the cemetery specialist.

#### 5.3

Minor scraping of the monument base of an upright monument due to grass and lawn maintenance is considered to be normal wear.

#### 5.4

The cemetery and its specialist will take reasonable precautions to protect the graves and plots of interment rights holders, but it assumes no liability for the loss of, or damage to any monument, marker or other structure or part thereof.

#### 5.5

The cemetery and its specialist reserve the right to determine the maximum size of monuments, their number, and location on each grave or plot. They may not be of a size that would interfere with any future interments.

#### 5.6

All monuments must be placed on a foundation suitable for the monument, to the satisfaction of the cemetery specialist.

5.7

Should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk.

5.8

The cemetery reserves the right to remove at its sole discretion any marker, monument or inscription which is not in keeping with the dignity and decorum of the cemetery as determined by the corporation.

5.9

A monument or other structure shall be erected only after the specific design plans have been submitted to the cemetery specialist, including dimensions, foundation, material of structure, construction details and proposed location.

5.10

In keeping with the cemetery by-laws, only one monument shall be erected within the designated space on any grave.

5.11

The minimum thickness for flat markers including footstones is 10 cm (4").

5.12

All monuments and markers shall be constructed of bronze, granite, or marble.

5.13

No monument shall be delivered to the cemetery for installation until the monument foundation has been completed and the interment rights holder and/or retailer/contractor have notified the cemetery specialist and received his approval.

5.14

Markers and footstones of bronze or granite are permitted with size and quantity restrictions according to cemetery by-laws and the placement of such memorials shall not interfere with future interments.

5.15

Single Grave Maximum:

One headstone, one footstone and four cornerstones may be installed on a single grave. The maximum size a monument may be is a height of 60 cm(23") and a width of 76(27 ½") cm. A flat marker is permitted to mark cremation interments in the gravesite.

5.16

Double Grave Plot Maximum: One headstone, two footstones and four cornerstones may be installed. The maximum size a monument may be is a height of 1.2 meters(48") and a width of 1.5 meters(60"). A flat marker is permitted to mark cremation interments in the gravesite.

5.17

Created Human Remain Maximum:

Each cremated human remain grave may be marked on the ground with one flat marker, placed flush with the ground. Maximum size shall not exceed 65 cm(25 ½") by 65 cm(25 ½").

5.18

Monuments must be placed at the center of the head end of the plot except where alignment with existing nearby monuments justifies another location. Approval of the location must be obtained from the cemetery before a monument is set.

6.0 CARE AND PLANTING

6.1

A portion of the price of interment rights is trusted into the Care and Maintenance Fund.

6.2

No person other than cemetery staff shall remove any sod or in any other way change the surface of a grave or plot in the cemetery.

6.3

No person shall plant trees, shrubs, flowers or create a flower bed on any grave or plot in the cemetery.

6.4

Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time to protect the sod and maintain the appearance of the cemetery.

7.0 ITEMS THAT ARE PROHIBITED

7.1

The cemetery reserves the right to regulate the articles placed on graves or Plots that may pose a threat to the safety of all interment rights holders, visitors to the cemetery and cemetery employees, prevents the cemetery from performing general cemetery operations or are not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notification.

## 7.2

The cemetery reserves the right to remove all flowers, plotted plants, wreaths, and baskets of flowers when they become withered or unsightly, or for any other reason such removals are in the best interest of the cemetery. No decorations are permitted at the foot marker.

Artificial flowers are permitted, provided that they are properly maintained and not detrimental to the general maintenance of the cemetery.

Cut flowers are allowed on all graves but must be placed in receptacles. The receptacle must be set in the ground with the top even with the surface of the ground and covered when not in use or a vase installed on the monument base by the monument installer

Artificial freestanding wreaths are prohibited. Monument saddles may be placed on monuments. Placing of artificial flowers is permitted in approved containers, all artificial flowers will be removed by November 1<sup>st</sup> of each year.

## 8.0 CONTRACTOR/MONUMENT DEALER BY-LAWS

Any contract work to be performed in the cemetery requires the written approval of the interment rights holder and the cemetery specialist before the work may begin. Work which requires approval includes, but is not limited to landscaping, delivery of monuments and markers, proof of all applicable government approvals and permits, the location of all work to be performed. It is the responsibility of all contractors to report to the cemetery office and provide the necessary approvals before commencing work at any location on the cemetery property. Prior to the commencement of work, the contractor must provide proof of WSIB coverage and evidence of liability insurance of not less than 2 million dollars. Proof of Occupational Health and Safety and WHMIS and environmental protection best practices may also be required.

All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.

Contractors, monument dealers and suppliers shall not enter the cemetery unless approval has been granted by the cemetery specialist.

No work will be performed at the cemetery except during the regular hours of the cemetery.

Contractors will temporarily cease all operations if they are working within 100 meters(300') of a funeral until the conclusion of the service.

Contractors, monument dealers and suppliers shall lay wooden planks on graves and paths over which heavy materials are to be moved in order to protect the surface from damage.

## 9. GIFTS TO THE CEMETERY

The corporation gratefully accepts donations to the cemetery.

## 10. RULES FOR VISITORS



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Any person disturbing the quiet and good order of the cemetery by noise or other improper conduct or who violates these by-laws may be expelled from the grounds.

Children under the age of 12 are welcome in the cemetery when accompanied by an adult who shall be responsible for their good conduct and safety.

Drivers who damage the cemetery shall be held responsible for the cost of any repairs.

No dogs or other pets shall be allowed in the cemetery.

Any person who damages or moves any plant, marker, fence, or structure placed in the cemetery with the approval of the corporation shall be liable for damages which will be the amount required to restore the cemetery to the state it was in before the damage.

Complaints are to be made to the cemetery office.