

MUNICIPALITY



OF ASSIGINACK

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

**REGULAR MEETING OF COUNCIL
IN CHAMBERS**

Tuesday, January 16th, 2024 at 7:00 p.m.

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 the Regular Meeting of Council of December 19, 2023

4. DELEGATIONS

5. REPORTS

- a.) Public Works Report
- b.) Arena Update- Monthly Report
- c.) PEC Update

6. ACTION REQUIRED ITEMS

- a.) Accounts for Payment: General \$ 438,323.20
- b.) Accounts for Payment: Payroll \$ 92,934.33
- c.) Appointment of Health and Safety Representative
- d.) Declaration of Surplus Municipal Land- 115 Arthur Street.
- e.) Request for Property Title Correction- B.J. Allison
- f.) Request for Donation- Manitoulin Metal Robotics Team

7. INFORMATION ITEMS

- a.) Tay Township Request for Support- Provincial Cemetery Management
- b.) MTO Winter Highway Maintenance Reference Information
- c.) Request for Budget Considerations-Manitowaning Minor Hockey Executive
- d.) The Manitoulin Phragmites Project Results of 2023 Work

8. BY-LAWS

- a.) By-law # 2024-01: Minimum Standards for Municipal Highways
- b.) By-law # 2024-02: Cemetery Advisory Committee
- e.) By-law # 2024-03: Appointment of a Drainage Superintendent

9. CLOSED SESSION

- a.) Personal matters about an identifiable individual, including municipal employees
- b.) The security of the property of the municipality.
- c.) Personal matters about an identifiable individual, including municipal employees.
- d.) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

10. ADJOURNMENT

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, December 19, 2023, at 7:00 p.m.

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

Staff: Alton Hobbs, CAO
Heidi Ferguson, Clerk
Deb MacDonald, Treasurer/Deputy CAO
Freda Bond, Tax & Utility Manager
Jackie White, PEC

Regrets: Councillor Robert Maguire

OPENING:

#291-25-2023 J. Hooper – J. Bowerman

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 p.m., with a quorum of members present, with Mayor Reid presiding in the Chair.

CARRIED

The Land Acknowledgement was read.

AGENDA:

#292-25-2023 J. Bowerman – D. Elliott

THAT we approve the agenda as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

Mayor Reid disclosed a Pecuniary Interest with item #6c.) Payroll, as her husband Walter worked at the Landfill. She did not participate in the discussion, influence the vote, or vote on the matter, as she vacated the Chair for that vote.

ANNOUNCEMENTS:

Mayor Reid shared a Christmas message with the public who were livestreaming the meeting, in which she shared her appreciation to the members of Council for a busy year of accomplishing many goals, to staff for their hard work and to the ratepayers for helping keep our town beautiful. Mayor Reid wished everyone blessings for the season and health and happiness!

ADOPTION OF MINUTES:

#293-25-2023 J. Bowerman – D. Elliott

THAT we approve the minutes of the Regular Meeting of Council of November 21, 2023.

CARRIED

#294-25-2023 D. Elliott – J. Bowerman

THAT we approve the minutes of the Strategic Planning Advisory Committee Meeting of November 28, 2023.

CARRIED

#295-25-2023 J. Hooper – J. Bowerman

THAT we approve the minutes of the Parks, Recreation and Culture Committee Meeting of December 4, 2023.

CARRIED

DELEGATIONS:

NONE

REPORTS:

#296-25-2023 J. Bowerman – D. Elliott

THAT we acknowledge receipt of the Manitoulin Water Treatment Plant and Lagoon Capacity Assessment Report provided by EXP.

CARRIED

ACTION REQUIRED ITEMS:

#297-25-2023 J. Hooper – D. Elliott

THAT we accept the summary of the tenders received from the Tax Sale Properties, as presented by the Treasurer, pending review by staff.

CARRIED

#298-25-2023 D. Elliott – J. Bowerman

THAT we authorize the following Accounts for Payment: General \$190,423.51, pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#299-24-2023 J. Hooper – D. Elliott

THAT we authorize the following Accounts for Payment: Payroll \$ 57,981.12, pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

NOTE: Due to Mayor Reid's previous disclosure of pecuniary interest, she vacated the Chair and Councillor Elliott called the vote on this matter.

#300-25-2023 J. Bowerman - D. Elliott

THAT we support the Town of Huntsville and the Township of Lake of Bays resolutions regarding Floating Accommodations.
CARRIED

#301-25-2023 **J. Hooper - D. Elliott**
THAT we support Greater Napanee's resolution to implement Provincial Legislation for Third Party Short-Term Rental Companies.
CARRIED

#302-25-2023 **D. Elliott - J. Bowerman**
THAT we support the Corporation of the Municipality of Wawa's resolution to call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of tax credits for volunteer fire fighting and search and rescue volunteer services from \$3,000 to \$10,000.
CARRIED

#303-25-2023 **J. Hooper – D. Elliott**
THAT we support the Corporation of the Municipality of Wawa's resolution to call upon the Provincial Government to amend the Legislation Act, 2006, to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations.
CARRIED

#304-25-2023 **J. Bowerman – D. Elliott**
THAT we support and agree to participate in Public Health Sudbury and Districts' Vulnerable Road User Campaign for Spring 2024.
CARRIED

#305-25-2023 **J. Hooper – D. Elliott**
THAT we acknowledge receipt of Manitoulin Streams request, and we add this request to our 2024 Budget Deliberations.
CARRIED

INFORMATION ITEMS:

#306-25-2023 **D. Elliott – J. Bowerman**
THAT we acknowledge receipt of the minutes of the Provincial Offences Board of Management Meeting on September 19, 2023.
CARRIED

#307-25-2023 **J. Hooper - D. Elliott**
THAT we acknowledge receipt of the Unapproved Minutes of the meeting of the Board of Health for Public Health Sudbury & Districts of November 16, 2023.
CARRIED

BY-LAWS:

#308-25-2023 J. Bowerman – D. Elliott

THAT By-law 2023-24, being a by-law to enter into a lease agreement with Rhonda Fulton and Bryan Albrecht known as the "Twisted Sister" to lease the Toboggan Hill Canteen, as per the terms and conditions outlined within the lease agreement.
CARRIED

CLOSED SESSION:

#309-25-2023 J. Hooper – D. Elliott

THAT in accordance with By-law 02-02 and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:25 p.m. in order to attend to the matters pertaining to:

- a.) A proposed or pending acquisition or disposition of land by the municipality.
- b.) Personal matters about an identifiable individual, including municipal employees.
- c.) Personal matters about an identifiable individual, including municipal employees.

CARRIED

#310-25-2023 D. Elliott – J. Bowerman

THAT we adjourn from Closed Session at 7:59 p.m., accept the minutes of the previous closed session, and resume our Regular Meeting.

CARRIED

CLOSING:

#311-25-2023 J. Hooper – J. Bowerman

THAT we adjourn at 8:00 p.m. until the next regular meeting or call of the Chair.

CARRIED

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

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

Memo

To: Council
From: Jackie White
cc:
Date: January 8, 2024
Re: Arena update – monthly report

I am understanding that Council will be receiving monthly reports from the department heads. This arena update will cover a bit more than a month to play catch up and then going forward will be more concise. Please also note that statistics for 2023 will be covered at budget time in order to allow Council a broad overview of the facility operation.

There have been a few issues with the ice plant. We had to replace a coupler on the brine pump and discovered at that time that the motor has bearings grating which is a sign they are getting worn out. In 2023 Council set up a reserve fund to be ready for a brine pump replacement in 2028. Based on this current situation, I will be requesting at budget time for the motor to be replaced this spring and the reserve continue for the pump.

TSSA did their annual visit and decided we needed another exhaust fan in the ice plant room. Metal Air will be coming to do that. We are trying to get them to come as few times as possible and do as much work while they are here to save on travel costs. The control panel is still not installed due to the warm weather as we are unable to shut the plant off for any length of time.

The Zamboni had been acting up for the past year and finally we were able to find the issue when Zamboni sent up a maintenance person. The pump was replaced at no charge but because of the longstanding issue, a piece on the machine was broken (wash water unit) so will be bringing them up again in the summer to fix that. We are able to continue this season without it. It will also be recommended that they do annual preventative maintenance on the machine. They routinely come to the island and will catch them when they come, again to save on travel costs.

We have built a new shelving unit in the spare room across from the atrium. The long-term goal is to have a 'tuck shop' per se where we can lend out snowshoes, skates and walking poles in an easy and accessible manner. Currently skates are at the far end making the public cross the Zamboni entrance which can be icy at times, and the snowshoes are in a staff storage area.

After studying the trends for public skating for 2 years, starting in January we are switching the Saturday skating from 1-2 pm followed by sponge puck from 2-3 pm. We have begun advertising to ensure the public is aware. Previously public skating was 1-3 pm. Please also note that we have cancelled skating on January 20th and 27th in order to accommodate Little Current Minor Hockey, as NEMI is hosting provincial curling, and their ice pad is being turned into a curling pad.

We are delighted to have all divisions playing in the Manitowaning MHA this year. This is a first in a few years that there are 6 teams. Sundays are game days and we are putting upwards of 300 people in the arena each Sunday.

The Men's hockey is back for their weekly sessions as is CanSkate.

Assignack Public School is bringing their classes over during school time to skate. As well, they have their school hockey team practicing here. New this year is a tournament hosted by APS and taking place in our arena.

Respectively Submitted,

Jackie White, Arena Manager

Memo

To: Council
From: Jackie White
cc:
Date: January 8, 2024
Re: PEC update

Project and Events Coordinator update will be brief as year-end statistics will be covered during budget deliberation. At that time discussions involving costs, successes and upcoming plans can take place. It is exciting to serve the community through these projects and events.

McLean's Park hosted its first high school bike race this fall thanks to the efforts of amazing volunteers. We are hopeful this event continues. Cyclists came from MSS and Sudbury to compete.

In December a tree lighting was done at Queen's Park. Holiday skating was sponsored by local organizations and businesses to allow for free skating for the public. This was the best year for participation. Senior Drop-In had the Assiginack Public School Choir come and sing and stay for lunch.

December events also included a macrame class, cake decorating, ornament making for kids, sponge puck, and a Christmas market.

Ongoing events continue to foster community bonding and skill-sharing with the Senior Drop-In, inviting guests to share cooking tips, craft sessions, and more. January 24th the PHSD is coming to speak on medication management/fall prevention.

Adults continue to enjoy the cooking classes being offered and a Chef is coming next month. Zumba will be starting in February and run into the spring.

The regular offerings to youth/adults/seniors of dance, sewing, and cooking are happening again, as well as some fun new ones coming up soon.

Overall, there is excitement about the upcoming projects and events in the community and looking forward to another year of bringing people together and creating memorable experiences.

Respectfully submitted,

Jackie White, Events Coordinator

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: From: To: From: To:
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0033715 0033726
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0033715	2023-12-11	ALLEN'S AUTOMOTIVE GROUP	\$369.86
InvNo: 834969	InvDesc: hydraulic oil-garb.truck	InvAmt: \$369.86	
0033716	2023-12-11	COMPLETE AUTOMOTIVE AND MARINE	\$1,422.58
InvNo: 40321	InvDesc: repair brakes #5	InvAmt: \$1,422.58	
0033717	2023-12-11	COMPUTREK	\$58.31
InvNo: 27248	InvDesc: offiste backup	InvAmt: \$58.31	
0033718	2023-12-11	C. PEARSON & SON EXCAVATION & HAULAGE	\$24,272.91
InvNo: 6629	InvDesc: new england ditching/truck ren	InvAmt: \$14,726.73	
InvNo: 6628	InvDesc: landfill project (capital)	InvAmt: \$1,401.20	
InvNo: 6627	InvDesc: clean ditch fairgrounds (icip)	InvAmt: \$8,144.98	
0033719	2023-12-11	MCDUGALL FUELS	\$295.25
InvNo: 6876457CORRECTION	InvDesc: pw-propane	InvAmt: \$283.91	
InvNo: 6834253CORRECTION	InvDesc: arena-zamboni propane	InvAmt: \$11.34	
0033720	2023-12-11	MIKE VAREY EXCAVATING & EQUIPMENT	\$113,754.22
InvNo: INV-0729	InvDesc: red lodge rd (capital)	InvAmt: \$113,754.22	
0033721	2023-12-11	MOGGY EXCAVATING	\$497.20
InvNo: 2022543	InvDesc: sunsite wtr line repair	InvAmt: \$497.20	
0033722	2023-12-11	MSC INDUSTRIAL SUPPLY ULC	\$862.10
InvNo: 6531719001	InvDesc: plow bolts/washers/locknuts	InvAmt: \$862.10	
0033723	2023-12-11	MSR TIRE LTD	\$3,081.50
InvNo: 40461	InvDesc: truck tires #2	InvAmt: \$3,081.50	
0033724	2023-12-11	RALF ISLAND TRUCK PARTS	\$1,486.58
InvNo: 15406	InvDesc: atf/morrer/hoses #7	InvAmt: \$1,019.04	
InvNo: 15349	InvDesc: mirror/def fluid/lights	InvAmt: \$467.54	
0033725	2023-12-11	IAN'S HEATING AND SERVICE INC	\$5,351.85
InvNo: 1586	InvDesc: po heat exchanger	InvAmt: \$5,351.85	
0033726	2023-12-11	TOROMONT CAT	\$499.06
InvNo: W0900958807	InvDesc: maint program #9	InvAmt: \$499.06	

*** End of Report ***

Report Total:

\$151,951.42

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: From: To: From: To:
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0033734 0033770
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0033734	2023-12-18	ALLEN'S AUTOMOTIVE GROUP	\$8.12
InvNo: 834246	InvDesc: arena-ice edger filter	InvAmt: \$8.12	
0033735	2023-12-18	ARCHER ADVERTISING	\$62.88
InvNo: 7641	InvDesc: name plates veteran wall-iibra	InvAmt: \$62.88	
0033736	2023-12-18	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	\$1,571.68
InvNo: 0000299	InvDesc: 2024 membership	InvAmt: \$1,571.68	
0033737	2023-12-18	BELL CANADA	\$19.09
InvNo: 2023 12 01	InvDesc: toll free line	InvAmt: \$19.09	
0033738	2023-12-18	CEDAR CHALET	\$381.60
InvNo: #39-23	InvDesc: arena-pizza for canteen	InvAmt: \$200.80	
InvNo: #39-23A	InvDesc: arena-pizza for canteen	InvAmt: \$180.80	
0033739	2023-12-18	COOPER & SONS PLUMBING	\$1,963.88
InvNo: 12418	InvDesc: tob.hill canteen-plumbing	InvAmt: \$1,963.88	
0033740	2023-12-18	EASTLINK	\$2,234.83
InvNo: 20999818	InvDesc: consolidated telephone billing	InvAmt: \$2,078.99	
InvNo: DEC 10 2023 PW	InvDesc: pw-dsl	InvAmt: \$77.92	
InvNo: DEC 10 2023 MARINA	InvDesc: marina-dsl	InvAmt: \$77.92	
0033741	2023-12-18	G. STEPHEN WATT, BARRISTER	\$474.60
InvNo: 4172	InvDesc: general legal	InvAmt: \$474.60	
0033742	2023-12-18	EXP SERVICES INC.	\$6,205.50
InvNo: 78994	InvDesc: landfill eca monitoring	InvAmt: \$6,205.50	
0033743	2023-12-18	FREELANDT CALDWELL REILLY	\$3,084.90
InvNo: CJH-82329	InvDesc: 2022 fir completion	InvAmt: \$3,084.90	
0033744	2023-12-18	GERRY STRONG	\$234.62
InvNo: DEC 18 2023	InvDesc: bldg insp mileage	InvAmt: \$234.62	
0033745	2023-12-18	GFL ENVIRONMENTAL INC 2019	\$6,384.41
InvNo: G00000030922	InvDesc: nov recycling transport	InvAmt: \$6,384.41	
0033746	2023-12-18	HYDRO ONE NETWORKS INC.	\$8,681.08
InvNo: DEC 6 2023 ADMIN	InvDesc: mun.office	InvAmt: \$231.54	
InvNo: DEC 8 2023 SCHLHSE	InvDesc: clvr valley schoolhouse	InvAmt: \$29.89	
InvNo: DEC 4 2023 DEPOT	InvDesc: recycl.depot	InvAmt: \$47.60	
InvNo: DEC 4 2023 HERITAGE	InvDesc: heritage park	InvAmt: \$79.37	
InvNo: DEC 4 2023 ICE PLNT	InvDesc: arena-ice plant (estimate)	InvAmt: \$5,376.25	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: DEC 4 2023 PW InvDesc: pw InvAmt: \$460.50

InvNo: NOV 28 2023 LAGOON InvDesc: lagoon InvAmt: \$2,455.93

ChqNo:	0033747	Date:	2023-12-18	Vendor:	JACKIE WHITE	Amount:	\$119.17
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InvNo: DEC 82 023 InvDesc: pec-reimb supplies InvAmt: \$33.24

InvNo: DEC 8 2023 InvDesc: arena/pect reimb supplies InvAmt: \$85.93

ChqNo:	0033748	Date:	2023-12-18	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$280.76
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InvNo: 0289114 InvDesc: tob.hill canteen-smoke det/etc InvAmt: \$280.76

ChqNo:	0033749	Date:	2023-12-18	Vendor:	MANITOULIN CENTENNIAL MANOR	Amount:	\$11,246.90
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InvNo: 2023 4TH QTR REQ InvDesc: 2023 4th qtr req InvAmt: \$11,246.90

ChqNo:	0033750	Date:	2023-12-18	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$502.03
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InvNo: 118692 InvDesc: tx sale advert InvAmt: \$1,098.00

ChqNo:	0033751	Date:	2023-12-18	Vendor:	MANITOWANING PHARMACY	Amount:	\$28.01
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InvNo: 297957 InvDesc: admin-batteries InvAmt: \$28.01

ChqNo:	0033752	Date:	2023-12-18	Vendor:	MANITOWANING FRESHMART	Amount:	\$190.81
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InvNo: 00059490 InvDesc: admin-kitchen supplies InvAmt: \$21.51

InvNo: 00227572 InvDesc: pec-sr drop in lunch InvAmt: \$26.43

InvNo: 00226222 InvDesc: admin-kitchen supplies InvAmt: \$4.85

InvNo: 00226123 InvDesc: admin-kitchen supplies InvAmt: \$10.63

InvNo: 00059105 InvDesc: pec-seniors drop in lunch InvAmt: \$35.83

InvNo: 00219681 InvDesc: pw-coffee/sugar/cream InvAmt: \$22.37

InvNo: 00219464 InvDesc: pw-water InvAmt: \$29.81

InvNo: 00224793 InvDesc: pw-water InvAmt: \$26.96

InvNo: 00227993 InvDesc: admin-kitchen supplies InvAmt: \$12.42

ChqNo:	0033753	Date:	2023-12-18	Vendor:	MCDUGALL FUELS	Amount:	\$698.14
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InvNo: 6901049 InvDesc: po/bmo - propane InvAmt: \$698.14

ChqNo:	0033754	Date:	2023-12-18	Vendor:	MHBC PLANNING LIMITED	Amount:	\$2,741.95
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InvNo: 5032018 InvDesc: zoning bylaw prep InvAmt: \$2,741.95

ChqNo:	0033755	Date:	2023-12-18	Vendor:	MINISTER OF FINANCE	Amount:	\$22,103.48
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InvNo: 302310230834011 InvDesc: september policing costs InvAmt: \$22,612.00

ChqNo:	0033756	Date:	2023-12-18	Vendor:	MINISTER OF FINANCE	Amount:	\$3,872.23
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InvNo: 1-119526028-8 InvDesc: tile drainage pyt InvAmt: \$3,872.23

ChqNo:	0033757	Date:	2023-12-18	Vendor:	NEW NORTH FUELS INC	Amount:	\$2,510.04
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InvNo: 672936 InvDesc: po-furnace oil InvAmt: \$508.27

InvNo: 672407 InvDesc: pw-diesel InvAmt: \$2,001.77

ChqNo:	0033758	Date:	2023-12-18	Vendor:	OLD DUTCH FOODS LTD	Amount:	\$212.82
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InvNo: 41914561 InvDesc: arena-chips for canteen InvAmt: \$212.82

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	Date:	Vendor:	Amount:
0033759	2023-12-18	ONTARIO CLEAN WATER AGENCY	\$9,978.67
InvNo: INV00000038205	InvDesc: mtg lagoon sludge survey	InvAmt: \$9,978.67	
0033760	2023-12-18	PAUL METHNER	\$1,100.00
InvNo: #2023-11-30	InvDesc: nov animal control	InvAmt: \$1,100.00	
0033761	2023-12-18	PERRY NEWMAN	\$533.80
InvNo: DEC 18 2023	InvDesc: bylaw mileage	InvAmt: \$533.80	
0033762	2023-12-18	PITNEY BOWES	\$219.98
InvNo: 3202296923	InvDesc: postage meter lease pyt	InvAmt: \$219.98	
0033763	2023-12-18	PITNEY WORKS	\$146.88
InvNo: 12/28/2023	InvDesc: postage meter supplies	InvAmt: \$146.88	
0033764	2023-12-18	TROY LIFE & FIRE SAFETY LTD	\$2,088.92
InvNo: 1000831717	InvDesc: arena-service call re:panel	InvAmt: \$732.92	
InvNo: 1000831757	InvDesc: pw-fire hall-exting inspection	InvAmt: \$169.50	
InvNo: 1000831756	InvDesc: marina-exting.inspection	InvAmt: \$169.50	
InvNo: 1000831754	InvDesc: info booth - exting inspection	InvAmt: \$84.75	
InvNo: 1000831750	InvDesc: lib-exting inspection	InvAmt: \$169.50	
InvNo: 1000831773	InvDesc: museum- exting inspection	InvAmt: \$169.50	
InvNo: 1000831775	InvDesc: arena-exting inspection	InvAmt: \$169.50	
InvNo: 1000831779	InvDesc: landfill-exting inspection	InvAmt: \$169.50	
InvNo: 1000831781	InvDesc: po-exting inspection	InvAmt: \$169.50	
InvNo: 1000831783	InvDesc: cemetery-exting inspection	InvAmt: \$84.75	
0033765	2023-12-18	MANITOULIN TRAINING SOLUTIONS	\$680.00
InvNo: 1615	InvDesc: first aid training	InvAmt: \$680.00	
0033766	2023-12-18	CANDICE IRWIN	\$372.90
InvNo: 281	InvDesc: pec-fall dance	InvAmt: \$372.90	
0033767	2023-12-18	TAMMY ALBERS	\$100.00
InvNo: DEC 6 2023	InvDesc: pec-cupcake decorating	InvAmt: \$100.00	
0033768	2023-12-18	APPRAISALS NORTH REALTY INC	\$6,384.50
InvNo: 23-7102	InvDesc: po bldg-appraisal report	InvAmt: \$6,384.50	
0033769	2023-12-18	WAT SUPPLIES	\$457.46
InvNo: 297981	InvDesc: arena-t.tissue/p.twls	InvAmt: \$457.46	
0033770	2023-12-18	XEROX CANADA LTD.	\$2,071.07
InvNo: 85767966	InvDesc: monthly copier usage	InvAmt: \$219.41	
InvNo: 50356881	InvDesc: copier lease	InvAmt: \$1,851.66	

*** End of Report ***

Report Total:

\$99,947.70

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Range: From: To: From: To:
 Vendor: D First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0033771 0033780
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0033771	2023-12-21	HYDRO ONE NETWORKS INC.	\$30.69
InvNo: DEC 13 2023 QNS PARK	InvDesc: queens park	InvAmt:	\$30.69
0033772	2023-12-21	MANITOWANING FRESHMART	\$11.28
InvNo: 00229367	InvDesc: admin-tea	InvAmt:	\$6.49
InvNo: 00229055	InvDesc: admin-tea	InvAmt:	\$4.79
0033773	2023-12-21	MUNICIPAL EMPLOYER PENSION CENTRE OF ONT	\$65.26
InvNo: 0000815	InvDesc: 2024 municipal contribution	InvAmt:	\$65.26
0033774	2023-12-21	METAL AIR MECHANICAL SYSTEMS	\$486.74
InvNo: W21528	InvDesc: arena-calibrate amm.detect.sys	InvAmt:	\$486.74
0033775	2023-12-21	NEW NORTH FUELS INC	\$2,704.07
InvNo: 673711	InvDesc: pw-dyed diesel	InvAmt:	\$681.27
InvNo: 673757	InvDesc: pw-diesel	InvAmt:	\$1,165.81
InvNo: 673756	InvDesc: pw-dyed diesel	InvAmt:	\$856.99
0033776	2023-12-21	ONTARIO CLEAN WATER AGENCY	\$76,033.30
InvNo: INV00000038343	InvDesc: mtg wtp-filter turbidity analy	InvAmt:	\$26,626.73
InvNo: INV00000038387	InvDesc: mtg wtp-low pressure switch	InvAmt:	\$3,088.43
InvNo: INV00000038340	InvDesc: ss wtp-filter turbidity analy.	InvAmt:	\$20,026.27
InvNo: INV00000038324	InvDesc: ss wtp-air compressor repairs	InvAmt:	\$1,961.67
InvNo: INV00000038326	InvDesc: mtg wtp-air comp/pre-hypo bd	InvAmt:	\$22,810.20
InvNo: INV00000038334	InvDesc: mtg wtp-replace light fixtures	InvAmt:	\$1,520.00
0033777	2023-12-21	RECEIVER GENERAL	\$33,720.97
InvNo: DEC 2023	InvDesc: dec source deductions	InvAmt:	\$33,720.97
0033778	2023-12-21	RELIANCE HOME COMFORT	\$120.02
InvNo: DEC 12 2023 ADMIN	InvDesc: admin-hwt rental	InvAmt:	\$56.73
InvNo: DEC 12 2023 PW	InvDesc: pw-hwt rental	InvAmt:	\$63.29
0033779	2023-12-21	J.MILLETTE FORESTRY	\$1,130.00
InvNo: 146	InvDesc: lib/clinic-tree removal	InvAmt:	\$1,130.00
0033780	2023-12-21	WISHART LAW FIRM LLP	\$5,162.44
InvNo: 164225	InvDesc: general legal	InvAmt:	\$751.45
InvNo: 164224	InvDesc: general legal	InvAmt:	\$4,038.09
InvNo: 164336	InvDesc: general legal	InvAmt:	\$372.90

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

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

Report Total:

\$119,464.77

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:** **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0033786 0033801
 Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0033786	Date:	2024-01-02	Vendor:	COMPUTREK	Amount:	\$1,079.25
InvNo:	28825	InvDesc:	jan remote server mgmt	InvAmt:		\$927.89	
InvNo:	28905	InvDesc:	dec offsite server backup	InvAmt:		\$151.36	
ChqNo:	0033787	Date:	2024-01-02	Vendor:	DWAYNE ELLIOTT	Amount:	\$463.44
InvNo:	DEC 2023	InvDesc:	fd-xmas candy/printer	InvAmt:		\$463.44	
ChqNo:	0033788	Date:	2024-01-02	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	DEC 31 2023	InvDesc:	bldg insp mileage	InvAmt:		\$234.62	
ChqNo:	0033789	Date:	2024-01-02	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$7,573.30
InvNo:	DEC 21 2023 MTG WTP	InvDesc:	mtg wtp	InvAmt:		\$5,240.62	
InvNo:	DEC 19 2023 PO	InvDesc:	po/bmo	InvAmt:		\$640.70	
InvNo:	DEC 19 2023 DOCKS	InvDesc:	marina-docks	InvAmt:		\$107.35	
InvNo:	DEC 19 2023 LIB	InvDesc:	lib bldg	InvAmt:		\$444.50	
InvNo:	DEC 19 2023 INFO BTH	InvDesc:	info booth	InvAmt:		\$186.92	
InvNo:	DEC 19 2023 TENNIS	InvDesc:	tennis courts	InvAmt:		\$31.30	
InvNo:	DEC 19 2023 SS WTP	InvDesc:	ss wtp	InvAmt:		\$31.30	
InvNo:	DEC 19 2023 SHWRNSE	InvDesc:	marina showerhouse	InvAmt:		\$48.19	
InvNo:	DEC 19 2023 ARENA	InvDesc:	arena-	InvAmt:		\$842.42	
ChqNo:	0033790	Date:	2024-01-02	Vendor:	JACKIE WHITE	Amount:	\$57.97
InvNo:	DEC 27 2023	InvDesc:	pec-reimb supplies	InvAmt:		\$22.01	
InvNo:	12/31/2023	InvDesc:	arena-canteen supplies	InvAmt:		\$35.96	
ChqNo:	0033791	Date:	2024-01-02	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$4,012.69
InvNo:	0288839	InvDesc:	arena-picture hangers	InvAmt:		\$12.98	
InvNo:	0288965	InvDesc:	info booth-electrical supplies	InvAmt:		\$441.22	
InvNo:	0288970	InvDesc:	info booth-electrical supplies	InvAmt:		\$32.73	
InvNo:	0289059	InvDesc:	info booth-electrical supplies	InvAmt:		\$39.54	
InvNo:	0289064	InvDesc:	office-xmas decorations	InvAmt:		\$14.22	
InvNo:	0289085	InvDesc:	info booth-caulking	InvAmt:		\$4.51	
InvNo:	0289216	InvDesc:	info booth-electrical supplies	InvAmt:		\$135.66	
InvNo:	0289232	InvDesc:	info booth-appliances	InvAmt:		\$2,882.60	
InvNo:	0289258	InvDesc:	info booth-plumb/elect.subp	InvAmt:		\$179.08	

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 0289499	InvDesc: info booth-light bulbs	InvAmt: \$35.89
InvNo: 0289667	InvDesc: arena-mopheads/cleaners	InvAmt: \$90.17
InvNo: 0289935	InvDesc: arena-keycutting	InvAmt: \$26.54
InvNo: 0290068	InvDesc: arena-2x4's/2x6's	InvAmt: \$106.53
InvNo: 0290267	InvDesc: arena-lumber	InvAmt: \$11.02

ChqNo: 0033792	Date: 2024-01-02	Vendor: MCDUGALL FUELS	Amount: \$1,094.28
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InvNo: 6925371	InvDesc: lib bldg-propane	InvAmt: \$726.24
InvNo: 6919388	InvDesc: arena-propane	InvAmt: \$368.04

ChqNo: 0033793	Date: 2024-01-02	Vendor: MINISTER OF FINANCE	Amount: \$22,612.00
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InvNo: 301812231047018	InvDesc: november policing costs	InvAmt: \$22,612.00
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ChqNo: 0033794	Date: 2024-01-02	Vendor: MUNICIPAL PROPERTY ASSESSMENT CORP.	Amount: \$10,030.55
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InvNo: 1800034639	InvDesc: 2024 1st pyt	InvAmt: \$10,030.55
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ChqNo: 0033795	Date: 2024-01-02	Vendor: NEW NORTH FUELS INC	Amount: \$436.06
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InvNo: 674483	InvDesc: po-furnace oil	InvAmt: \$436.06
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ChqNo: 0033796	Date: 2024-01-02	Vendor: NORTHERN 911	Amount: \$462.62
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InvNo: 21216-01012024	InvDesc: jan 911 dispatch	InvAmt: \$462.62
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ChqNo: 0033797	Date: 2024-01-02	Vendor: ONTARIO GOOD ROADS ASSOCIATION	Amount: \$716.16
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InvNo: 70526	InvDesc: 2024 ogra membership	InvAmt: \$716.16
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ChqNo: 0033798	Date: 2024-01-02	Vendor: PERRY NEWMAN	Amount: \$323.53
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InvNo: DEC 31 2023	InvDesc: bylaw mileage	InvAmt: \$323.53
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ChqNo: 0033799	Date: 2024-01-02	Vendor: PUROLATOR COURIER	Amount: \$99.17
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InvNo: 455165217	InvDesc: man streams (reimbursed)	InvAmt: \$99.17
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ChqNo: 0033800	Date: 2024-01-02	Vendor: SUDBURY & DISTRICT HEALTH UNIT	Amount: \$8,093.20
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InvNo: RC020035748	InvDesc: nov healty levy	InvAmt: \$3,817.55
InvNo: RC020035786	InvDesc: jan health unit levy	InvAmt: \$4,275.65

ChqNo: 0033801	Date: 2024-01-02	Vendor: WINDOWS UNLIMITED	Amount: \$9,670.47
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InvNo: 2024-46	InvDesc: garb,pickup/prks/grss #1&2/12	InvAmt: \$7,427.42
InvNo: 2024-312282	InvDesc: arena-snow shovel/salting 2024	InvAmt: \$2,243.05

*** End of Report ***

Report Total:

\$66,959.31

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
033727		2023-12-18	12/18COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
033728		2023-12-18	12/18COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
033729		2023-12-18	12/18COMB	133	BOND, FREDA	OUTSTANDING	Cheque
033730		2023-12-18	12/18COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
033731		2023-12-18	12/18COMB	378	MILLETTE, SHEILA	OUTSTANDING	Cheque
033732		2023-12-18	12/18COMB	384	CASE, LORI	OUTSTANDING	Cheque
033733		2023-12-18	12/18COMB	500	Recollet-Case, Sapphire	OUTSTANDING	Cheque
695		2023-12-18	12/18COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
696		2023-12-18	12/18COMB	140	REID, WALTER	OUTSTANDING	Direct Deposit
697		2023-12-18	12/18COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
698		2023-12-18	12/18COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
699		2023-12-18	12/18COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
700		2023-12-18	12/18COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
701		2023-12-18	12/18COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
702		2023-12-18	12/18COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
703		2023-12-18	12/18COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
704		2023-12-18	12/18COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
705		2023-12-18	12/18COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
706		2023-12-18	12/18COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
707		2023-12-18	12/18COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
708		2023-12-18	12/18COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
709		2023-12-18	12/18COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
710		2023-12-18	12/18COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
711		2023-12-18	12/18COMB	394	RZADKIEWICZ, REEAL	OUTSTANDING	Direct Deposit
712		2023-12-18	12/18COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
713		2023-12-18	12/18COMB	399	MASTELRO, JOHN	OUTSTANDING	Direct Deposit

Total :	\$29,085.00						

Date : 2023-12-06
Time : 8:39:31 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033701		2023-12-06	12/06FD	400	ELLIOTT, ALLAN	OUTSTANDING	Cheque
0033702		2023-12-06	12/06FD	402	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0033703		2023-12-06	12/06FD	404	HAM, BRAD	OUTSTANDING	Cheque
0033704		2023-12-06	12/06FD	411	MACDONALD, DUNCAN	OUTSTANDING	Cheque
0033705		2023-12-06	12/06FD	435	MACKENZIE, JAMES	OUTSTANDING	Cheque
0033706		2023-12-06	12/06FD	443	BOWERMAN, Cole	OUTSTANDING	Cheque
0033707		2023-12-06	12/06FD	449	GAUTHIER, GARRET	OUTSTANDING	Cheque
0033708		2023-12-06	12/06FD	451	CLOSS, ETHAN	OUTSTANDING	Cheque
0033709		2023-12-06	12/06FD	453	HOWARD, NATHAN	OUTSTANDING	Cheque
0033710		2023-12-06	12/06FD	454	CLOSS, FIONN	OUTSTANDING	Cheque
0033711		2023-12-06	12/06FD	455	COOPER, Christopher	OUTSTANDING	Cheque
0033712		2023-12-06	12/06FD	456	White, Christopher	OUTSTANDING	Cheque
0033713		2023-12-06	12/06FD	501	MORABITO, BRYCE	OUTSTANDING	Cheque
0033714		2023-12-06	12/06FD	502	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
Total :							\$37,952.56

Date : 2024-01-02
Time : 10:54:28 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033781		2024-01-02	01/02COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0033782		2024-01-02	01/02COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0033783		2024-01-02	01/02COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0033784		2024-01-02	01/02COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0033785		2024-01-02	01/02COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
3714		2024-01-02	01/02COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3715		2024-01-02	01/02COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3716		2024-01-02	01/02COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3717		2024-01-02	01/02COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3718		2024-01-02	01/02COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3719		2024-01-02	01/02COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3720		2024-01-02	01/02COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3721		2024-01-02	01/02COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3722		2024-01-02	01/02COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3723		2024-01-02	01/02COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3724		2024-01-02	01/02COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3725		2024-01-02	01/02COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3726		2024-01-02	01/02COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3727		2024-01-02	01/02COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3728		2024-01-02	01/02COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
3729		2024-01-02	01/02COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
3730		2024-01-02	01/02COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
3731		2024-01-02	01/02COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit

Total : 526,893.67

RECEIVED

JAN 08 2024



B.J. Allison B.A., LL.B.
Barrister & Solicitor

P.O. Box 212, MINDEMOYA, ON POP 1S0

Ph. 705.282.3241

Fx. 866.670.9791

Email: bradjallison@gmail.com

Courier: 6372 Hwy. 542, MINDEMOYA, ON POP 1S0

January 8, 2024

Delivered via email

Township of Assiginack
P.O. Box 238
Manitowaning, Ontario
POP 1N0

Attention: Freda Bond

Dear Ms. Bond:

RE: Pt Lt 32 Con 6 Assiginack being Pts 1, 2 and 3 Plan 31R3905, PIN 47133-0343

I act for the owner of the above noted property, which encompasses a parcel of roughly 7 acres in size with frontage on the south side of Cardwell Street. I am retained to prepare an Application to the Planning Board for consent to sever the parcel into 4 residential lots, each with a view of Manitowaning Bay. The lands to be considered in the severance Application are Part 1 on the Plan; I have attached a copy of the Plan for your convenience.

I am NOT writing about the severance Application; I am sure your office will become familiar with the Application once it is filed. I am writing, though, about Parts 2 and 3 on the Plan which, you will see, appear to be small parts of this land parcel that lie within the boundaries of Cardwell Street. It is my client's wish to convey Parts 2 and 3 to the Township, in order to clear up the land title for this block of land and the title to that portion of Cardwell Street that lies adjacent to this block of land. Would the Township consent to receiving title to Parts 2 and 3? Given that we have a survey in hand, it would be a simple Transfer that I can prepare and I would be willing to act for the Township and the Transferor, no cost to the Township.

Please make inquiries and let me know.

Yours very truly,

A handwritten signature in black ink, appearing to read 'B. J. Allison', written in a cursive style.

B. J. Allison
*dla

Att.

From: [Brenda Reid](#)
To: [Heidi Ferguson](#)
Subject: Fw: Jacob Jones Robotics Sponsorship request
Date: Thursday, January 11, 2024 3:11:02 PM

From: olivia knapp [REDACTED]
Sent: January 9, 2024 3:53 PM
To: Brenda Reid <breid@assignack.ca>
Subject: Jacob Jones Robotics Sponsorship request

Hello Ms. Mayor Reid

My name is Jacob Jones and I am a resident of Assignack Township. I am currently in Grade 9 at Manitoulin Secondary School. I recently graduated from Assignack Public School after being a student from Preschool until Grade 8. I have successfully made the Robotics Team as coder and builder for the team upon starting Grade 9 at M.S.S.

I have tried to get in contact with you at the Township office but my school schedule is limited. I stay for late buses helping with Robotics and I don't get home until some nights after 6:30 p.m. on late bus and car pools.

I would like to know if you would kindly consider looking at sponsoring our M.S.S. Manitoulin Metal Robotics team for our upcoming provincial and World Competition in Houston, TX in April.

I have been canvassing throughout the community and I have secured sponsorship from Henley Boats, NAPA, White's Shell, Manitowaning Mill and Humphrey's new auto shop, still waiting to hear from Mr. Maguire from Terrastar.

I am seeking sponsorship for our M.S.S. Team for our travel to World's in April of this year in Houston, Texas.

Please let me know if I can attend in person to seek sponsorship from the Township of Assignack as I would be in attendance with my other Assignack Team members. There are a total of 5 of us from Assignack and we would be so appreciative and grateful for some help.

If sponsorship is by next week then you can be added to our sweatshirts and logo board in time for showing your support.

I can be reached at : [REDACTED] by telephone to discuss and appear in person at a council meeting to request as well.

My mom's email is: [REDACTED]

Please let me know

Thank you
Jacob Jones
%Olivia Knapp
[REDACTED]

Manitowaning, Ontario



Manitoulin Metal Robotics FRC6865
Manitoulin Secondary School
107 Bay Street, Michigang, ON P0P 1G0
705-368-7000 6865mssrobotics@gmail.com

November 27, 2023

Dear Potential Manitoulin Metal Sponsor

Re: Manitoulin Metal Robotics Team Sponsorship for 2023/24

We are so honoured that you have been a longstanding sponsor of Manitoulin Metal. We were also proud to have represented your name and logo at the World Championships in Houston. We continue to be excited to participate in the FIRST Robotics Program, and we are hoping you will sponsor us once again. The team provides life-changing opportunities for young individuals in grades 9-12 from diverse backgrounds, including First Nations communities across Manitoulin Island. We need your support so that dedicated, motivated, and talented young people from Manitoulin will have the same opportunities to innovate, invent, and have an impact as our urban counterparts. In our 2022-23 season, the team was recognized with many prestigious awards:

- 2 Dean's List Semi-Finalists (North Bay)
- Engineering Inspiration Award (North Bay)
- Impact Award (McMaster)
- Impact Award (Provincial)
- Women in STEM Scholarship (Provincial)
- FIRST Robotics Canada Indigenous Scholarship (Provincial)

Finally, with the support of generous sponsors and our community, we went to the World Championships in Houston and won the World Championship FIRST Impact Finalist Award. This monumental achievement qualifies the team to return to the World Championships in Houston (April 2024) and inspires ambitious engineering goals.

The FIRST Robotics program promotes science, technology, real-world engineering, programming, cooperation, and positive competition. Manitoulin Metal also promotes technology solutions to take action on environmental stewardship, including a net-zero season, battery and e-waste drives, and green technology design. The team has doubled in size and our goal is to continue to build a strong, competitive, sustainable FIRST Robotics program at MSS that exemplifies commitment, creativity, teamwork, ingenuity, and technical skill development. Our program leads to futures in science, technology, and math fields for students.

Sponsorship cheques can be made out to Manitoulin Secondary School (c/o Manitoulin Metal Robotics 107 Bay St. Michigang, ON, P0P 1G0). With a 2023/24 budget of over \$50,000, we are relying on sponsors who share our vision and would like to invest in youth. For this reason, we greatly appreciate your support in the form of a donation.

All sponsors are recognized in many ways:

- Promotion on the Team 6865 website and social media
- Your business logo prominently displayed at all our events
- Sponsors announced at all events (regional, district, and world championships)
- Featured in a variety of press materials

If you have any questions, would like to hear a presentation, or would like to test drive our robot "Bumblebee" please contact us at 705-368-7000 or email the team at 6865mssrobotics@gmail.com.

Thank you for your consideration,

Manitoulin Metal Robotics Team (FRC 6865)

Instagram & Twitter: [frc6865](#)

Facebook: [manitoulinmetal](#)

Website: sites.google.com/view/manitoulinmetal6865

Tiktok: [@mssrobotics6865](#)

Youtube Channel: [@ManitoulinMetal](#)

Any questions you can call Olivia Jones

Jones

TAY TOWNSHIP

450 Park Street
PO Box 100
Victoria Harbour, Ontario
L0K 2A0

RECEIVED
DEC 22 2023



December 21, 2023

Hon. Todd McCarthy
Minister of Public and Business Service Delivery
5th Floor
777 Bay St.
Toronto, ON M7A 2J3

sent via email Todd.McCarthy@pc.ola.org

Dear Hon. Todd McCarthy,

Re: Provincial Cemetery Management Support Request – Tay Township

Tay Township Council passed the following resolution during the December 20, 2023 Council Meeting regarding the Provincial Cemetery Management Support Request:

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

TAY TOWNSHIP

450 Park Street
PO Box 100
Victoria Harbour, Ontario
L0K 2A0



And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Tay requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amending the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost;

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Jill Dunlop and all Ontario municipalities.

Sent on behalf of Tay Township Council.

Yours truly,



Katelyn Johns, MPPA
Municipal Clerk

Cc: Jim Cassimatis, BAO Interim CEO/Registrar, Hon. Jill Dunlop, Minister of Colleges and Universities/MPP, and all Ontario municipalities.

Overview

Ontario is responsible for the year-round highway maintenance of approximately 17,000 kilometres of provincial highways and 3,000 bridges. The province is divided into 31 maintenance areas overseen by the Ministry of Transportation (MTO).

How highways are cleared

Winter highway maintenance is a continuous operation. Winter maintenance crews are active 24/7 to clear highways. There are more than 1,400 pieces of winter maintenance equipment ready to be deployed on our highways to fight the harshest winter storms.

- **Before a storm**, winter maintenance crews monitor weather and highway conditions, prepare equipment and plan winter maintenance work.
- **During a storm**, winter maintenance is ongoing. Ontario's contractors deploy their equipment within 30 minutes of the start of a winter storm to plow, salt or sand highways.
- **After a storm**, winter maintenance crews continue work to clear highways and perform clean-up and repair work.

Highway Closures

The Ontario Provincial Police decides when to close a highway. Highways may be closed to ensure safety until the weather and highway conditions improve. It's important for drivers to adjust their driving behaviour to changing weather and highway conditions.

What's new for 2023/2024

Remote Weather Information System (RWIS)

- 24 new Road Weather Information System (RWIS) stations (14 in Northern Ontario) have been added supplementing the current 152 standard RWIS stations and 16 solar-powered mini-weather stations, to enable better awareness and response to winter weather conditions.

Snowplow Legislation

- Amendments to the Highway Traffic Act (HTA) came into effect on September 15, 2023, that prohibits the overtaking of snowplows working in echelon formation, on provincial highways with a posted speed limit of 80 km/hr.
- The amendment is expected to enhance safety by helping reduce unsafe passing manoeuvres around working snowplows.

Winter Equipment and Materials Innovations

- Trial use of alternate winter maintenance materials that may be more suitable for extreme cold temperatures in Northern Ontario – potassium acetate and calcium chloride.
-

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- Further review and assessment of the effectiveness and utilization of new equipment configurations including wide wing plows and medium duty combination units.

Information for Travellers

We recommend checking the weather and travel conditions before heading out using the Ontario 511 traveler information service.

Traveller Information

Ontario 511 is the official source for information about traffic, highway, and weather conditions to help drivers make smarter, safer driving choices. Bilingual information is available to the public via four channels:

- Website: www.ontario.ca/511
- Twitter: [@511Ontario](https://twitter.com/511Ontario) (English) and [@Ontario511](https://twitter.com/Ontario511) (French)
- Telephone: dial 5-1-1
- Mobile app: Ontario 511 app

Ontario 511 provides information to help travellers plan their journey in the winter, including:

- Road conditions reported several times per day
- Over 600 cameras showing real-time images of Ontario highways
- Weather forecasts and radar provided by Environment Canada
- Forecasted Driving Conditions based on weather forecasts and pavement temperatures
- Track My Plow feature with current and past locations of winter maintenance vehicles
- Incidents and closures
- Traffic speeds showing stopped and slow traffic
- Notifications via text or email for travel delays, reduced traffic speed, incidents and closures for registered users

The Ontario 511 app is available to all drivers across the province and provides images from over 600 cameras and includes up-to-date highway information on construction, rest areas, collisions, and road closures.

Download the app by visiting the [App Store](#) or [Google Play](#).

Contact Us

Please reach out to Jaclyn Lytle, Stakeholder Relations Advisor, at jaclyn.lytle@ontario.ca if you have any questions regarding the information above.

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President: Katie Cyr
Vice Pres: Dawn Roque
2nd Vice: Dominique McDermid
Treasurer: Christine Cassidy
Secretary: Jackie White

Township of Assiginack
156 Arthur St. Manitowaning ON

January 10, 2024

Mayor and Council;

Manitowaning Minor Hockey would like to thank the Township of Assiginack for all of the support they have provided us over the years, it has always been very much appreciated and always goes to support the kids. Your support this year, by way of ice rates, has meant we have been able to keep our registration fees low and as a result we have seen an increase in the number of players we have registered with our program by 20 players this season over last.

We have some plans in motion for our season next year and would like to take the opportunity, before you consider your 2024 budget, to present Council with a couple of requests.

In 2024, during the Christmas holidays, we are hoping to offer a hockey skills camp to local island players, based out of the Manitowaning arena. This past holiday season, NOHA hosted a camp in Little Current that was very well received. We see the value in this for our kids and would like to continue this into the future. We would be looking at approximately 20 hours of ice time and was hoping that the Township might consider a donation of ice time to help facilitate this event.

We would also like to ask the Township to consider hosting a weekly "hockey/skating playground" program next year. Wikwemikong has had great success over the last few years in offering a free learn to skate/play program for young kids and/or kids who might be a bit older but who have not skated before.

We realize you offer public skating and sponge puck, but this would be a specialized program focusing only on this select group of kids. We are hoping such a program would encourage growth in both our numbers at Manitowaning Minor Hockey and the CanSkate program. Often times parents will not enroll their child into our programs, thinking their child does not know how to skate well enough or that they may not like hockey and do not wish to bear the financial costs (because it is an expense) to find out their child does not like it. This program would allow children to experience a taste of hockey/ skating at low/no cost. Manitowaning Minor Hockey would be happy to lend a hand and find coaching staff, unfortunately we would be unable to officially run this program as participants of any of our events must be registered with NOHA.

Thank you very much for your time and consideration of these requests. We would be happy to discuss these further.

Manitowaning Minor Hockey Executive



A volunteer doing the third summer of cutting to control Phragmites at Leask Bay/Hilly Grove.

Phragmites (say “frag-MITE-eeze”) is a very tall, invasive grass that has been spreading aggressively on shorelines and in wetlands in our area. Phragmites grows into dense patches that can eventually wipe out all other vegetation. It is a serious threat to wildlife and fish habitat, recreation, tourism, property values, and aesthetics. Southern Ontario has lost thousands of hectares of natural habitat to this highly invasive species. **The Manitoulin Phragmites Project** was started to make sure this does not happen on Manitoulin Island. The Project has just finished its 8th year of work.

Our Goal: To reduce Phragmites across our landscape to a low level that can be maintained by ordinary people with a little bit of annual effort. **This letter tells all about our work in 2023** toward that goal. A list of all Manitoulin Phragmites sites and their control status begins on page 5.

A scaled-back Project in 2023. We didn't get Ontario funding (the fund's 2023 priorities didn't fit our project well). We did get notice of federal funding in July but didn't get signed paperwork until December. We were able to work thanks to invaluable support from Manitoulin Transport, Manitoulin Streams, and many dedicated volunteers. We didn't have a full time field team, but veteran phraggers Rad Mroz and Sheila Madahbee worked “casual” (which is the wrong word given how hard they worked).

With no team, I focused on work I could do alone, mainly working on sites where herbicide was appropriate (dry ground, ditches, finished sites with a few remaining stems). When there were other people working, we concentrated on maintaining sites in progress to not lose the gains made last year. Given the challenges, I'm happy to say we had a very successful year!

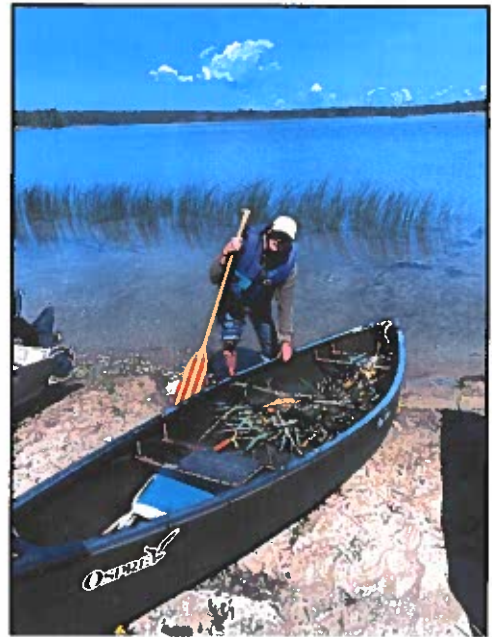
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2023 statistics

- 23 sites worked (9 species-at-risk [SAR] habitats, 7 roadside ditches, 2 other shorelines)
- 59.4 hectares of habitat controlled or maintained (52 ha in SAR habitat with 40 ha at Lake Wolsey).
- 122 km of roadside ditches surveyed
- 88 km of shoreline surveyed (all of Lake Manitou plus Jacko Bay and Sims Bay)
- 7 ha of inland wetland surveyed
- 2 additional new sites surveyed for Phragmites work planning
- 2 surveys done to monitor SAR
- 2 house calls made to check sites—no phrag found!

Manitoulin Phragmites Week went ahead. I reminded our 47 Phrag Watchers to check their sites. Almost everyone responded! Newspaper ads urged people to look for Phrag and to report it to us. We made a few house calls to follow up. I presented to 83 enthusiastic people at the Lake Manitou Area Association. This led to many new contacts and a new volunteer who took us by boat to survey all of the Lake Manitou shoreline!

Don't Drive Through Phrag! Phrag is mainly spread by ATVs and machinery. Phrag may spread back into our control sites because the water in Lake Huron continues to drop, and people can drive on the shore again. We continue to advertise (newspaper, radio) the Don't Drive message. Working with Fuel the Fire TV and with extra funding from the Canadian Wildlife Service, we also filmed a more general 30 second commercial about responsible ATV riding. You can see it on the Project's YouTube channel or on FTFTV.



Phrag Watcher shows off after annual clean up at Mac's Bay. Photo: Donna Haynes.

Herbicide is a tough issue. It takes some soul searching to accept that we sometimes have to use a small amount of herbicide or we will lose natural habitats. A lot of effort this year went into getting this message out there, and to work towards approval to use herbicide in Wiikwemkoong Unceded Territory.

Herbicide in Wiikwemkoong? With the help of the WUT Department of Lands and Natural Resources, I presented the proposal for herbicide use to the community. I posted a presentation on our YouTube channel (it's still there if you want to watch it) and the link on the WUT events page. At the WUT open house I spoke with over 150 people about Phrag and herbicide and was interviewed on the community's live feed. Having covered the bases, I presented to chief and council who were receptive. They asked for comment by Wiky Health, a detailed spraying plan, people to do monitoring and oversight, and a survey of medicinal plants in advance—all good ideas. The proposal will likely go back to C & C in early spring.

Work at Lake Wolsey in 2023 was full steam ahead! We contracted the Invasive Phragmites Control Centre's two person spray crew to spray all the patches of Phrag standing on dry ground on the municipal shoreline. I thought this would be a multi-year task, but they were able to get to all the dry-land Phrag in our entire work area! Our people maintained the in-water areas worked in 2022. If all goes as planned, we hope to have the entire 60+ ha shoreline under control when the Project ends in 2025. Yay!!!

Looking ahead Travel time is a significant issue for the Project. This is a big Island and we work all over it, so in each 8 hour day we lose a lot of work time to driving. In 2024, we're going to try a different strategy and work on one half of the Island, leaving the other half for 2025. Depending on the outcome of

the WUT herbicide proposal, 2024 may see us mainly in WUT and 2025 may see us based out of western Manitoulin. We'll see how it goes.

We are hiring! We are looking for some new team members to start in mid-May, especially if you want to work in Wiikwemkoong. Phragging is hard work but very rewarding, and we go to some nice places. If you are interested, email a resume. Because of the travel challenges, our team members must be living on Manitoulin Island during the summer and must have a valid driver's licence.

Help make Manitoulin Island Phrag-free!

- ◆ **DON'T DRIVE THROUGH PHRAGMITES!** Learn to recognize it. If you do drive through it, clean your ATV or vehicle in the yard before going out again.
- ◆ **WHEN PULLING WEEDS OFF THE BOAT PROP,** throw them in the boat for disposal on dry land.
- ◆ **READ OUR SIMPLE INFO PAMPHLET** available on our Facebook page (@manitoulinphrag) or **WATCH** our YouTube channel (search Manitoulin Phrag).
- ◆ **KEEP AN EYE OUT FOR PHRAGMITES AT HOME.** Contact us if you have some. We'll help you figure out what to do and get you started.
- ◆ **REPORT PHRAGMITES LOCATIONS TO US.** Tell us where you find it so we can take action.
- ◆ **JOIN US for Manitoulin Phragmites Week, July 16-21, 2024.** We can host a work bee in your area or make a house call to your property.
- ◆ **HIRE SUMMER STUDENTS** and make Phrag control part of their job. We'll be happy to train them.

The Manitoulin Phragmites Project, 2023-2024, is sponsored by ❤️
The Habitat Stewardship Program (Environment and Climate Change Canada)
Manitoulin Transport
The Invasive Phragmites Control Centre
Manitoulin Streams Improvement Association
Nature Conservancy Canada
Wiikwemkoong Unceded Territory
White's Shell
And a host of local volunteers
THANK YOU!

Phragmites and ATV tracks.

Don't drive through Phrag!
Phrag is spread from pieces of plant stuck to vehicles and machinery.

If you drive through Phrag, you help it travel to new places.



**The Manitoulin Phragmites Project, P.O. Box 278, Manitowaning, ON P0P 1N0 (705) 859-1027
manitoulinphrag@yahoo.com Facebook.com/manitoulinphrag**

List of sites where Phragmites is or has been present; control (C), maintenance (M) or a survey (S) done in 2023; control status; work still needed. Please email us about any Phragmites locations not listed here.
 *Species at Risk habitat

SITE NAME (alphabetical by municipality and First Nation)	Work or Survey in 2023	STATUS 2023	COMMENTS
Aundeck Omni Kaning First Nation			
Highway 540 ditches	S	Present	Sprayed by MTO in 2019; not killed
Lake Road		Present	Ditches; could maybe be sprayed.
Assiginack			
Bidwell Rd ditch by Scotch Line		Present	Mowed 2016, 2019, 2021. Under control; American race?
Clover Valley* & Leask Bay Shores		Under Control	Landowners are watching the site.
Corbett's Beach Road	C	Under control	Sprayed
Highway 6 south and north of Manitowaning	S	Present	Sprayed by MTO in 2022; a few small patches remain that should be controlled before they grow
Lake Manitou near Queen's Lane	S	Present	Needs landowner contact
Manitowaning Arena ditch	C	Eradicated	Follow-up spraying; a few stems left from 2022
Manitowaning dump		Eradicated	
Manitowaning Meredith St ditch		Present	
Manitowaning Michael's Bay Rd	C	Eradicated	Follow-up spraying; a few stems left from 2022
Manitowaning public works yard	C	Under control	Sprayed; some still remains where too wet to spray
Manitowaning Bay, off Cardwell	C	Under control	Follow-up spraying; a few stems left from 2022; still a few more to do where too wet to spray
McLennen's Creek mouth* to Black Rock*	C	Under control	Landowners are maintaining part of site. Area near Cowan SR cut but still needs follow up.
Hilly Grove* – Leask Bay*	C	Under control	Cutting; spraying; needs follow up in 2024.
Rogers Creek mouth and interior wetlands* (partly in Tehkummah)		Under control	Volunteers are maintaining the site.
Sim's Island and adjacent bay	S	Present	Surveyed to plan work for 2024.
Turtle Lake south		Present	Surveyed 2016. Extensive patches and no public access; control probably impossible without machinery and long-term plan.
Billings			
Hideaway Lodge and Cove		Partially under control	Lodge shoreline is under control; shoreline north of lodge needs work
Grandor Rd & Windjammer Rd		Under control	One small cluster of stems needs follow up
Maple Point Road		Eradicated	Volunteers are maintaining the site.
Mud Creek Road*	M	Under control	Volunteer is maintaining the site.
Newburn Road ditches / wetland*	C	Present	Dry areas sprayed; needs more work; needs survey for Black Ash
Burpee-Mills			
Campbell Bay		Under control	Volunteers are maintaining the site.
Campbell Road ditch		Eradicated	Municipality watching site.
East of Portage Bay*		Eradicated	Adjacent landowners are watching the site.
Portage Bay—Eastern*		Eradicated	Adjacent landowners are watching the site.
Portage Bay—Western*		Eradicated	<i>Phrag Watcher needed to check on site.</i>
Lake Wolsey Causeway S		Eradicated	<i>Phrag Watcher needed to check on site.</i>
Mac's Bay*	C	Under control	Adjacent landowners are maintaining the site.
Marsh Lake		Present	Assessed 2021. Large patches, restricted access. May be American race. Needs genotyping.

Misery Bay*	C	Under control	Patches on western alvar sprayed by Ontario Parks
Murphy Harbour*		Under control	Adjacent landowners are watching the site.
Ned Island, bay and shoreline		Present	Surveyed in 2022; large patches; boat access.
Tasker Shoreline East*		Eradicated	Adjacent landowners are watching the site.
Twilight Isle Marsh		Under control	Last worked 2022; needs checking. <i>Phrag Watcher needed to maintain site.</i>
Central Manitoulin			
Dean Bay*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Dominion Bay*		Under control	Landowners maintaining site.
Hwy 542 ditch W of Gilchrist SR		Present	Partially sprayed by MTO in 2022 but a lot not killed
Hughson Bay		Eradicated	Adjacent landowners are watching the site.
Ketchankookem Trail ditch		Present	Landowner mows area; <i>Phrag Watcher needed to monitor site.</i>
Lake Huron Dr & 14th Conc. Rd		Eradicated	Landowner is watching the site
Lake Huron Dr. ditches	M	Under control	A few remaining stems were sprayed. Landowner is watching the site
Lake Manitou at Reggie Lane		Present	Needs survey and landowner contact.
Lake Manitou Bell Bay	S	Present	May be American race; needs genotyping
Lake Manitou Ben's Bay	S	Present	May be American race; needs genotyping
Lake Manitou Moody Bay	S	Present	May be American race; needs genotyping
Mindemoya water treatment plant	C	Under control	Ditch sprayed
Lake Mindemoya Hwy 551 rest area	M	Under control	Volunteer is maintaining the site.
Lonely Bay*		Eradicated	Landowner is watching site
Lougheed's Bay*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Mud Lake Fen		Under control	<i>A few Phrag Watchers needed for occasional maintenance in large natural habitat.</i>
Providence Bay*		Eradicated	Volunteer is watching the site.
East of Providence Bay		Eradicated	<i>Phrag Watcher needed to check site.</i>
Rathburn Bay		Present	Reported to us in 2020; needs survey
Rockville Road near Lucar Pt Rd	S	Present	Ditch. Needs work
The Sand Lakes		Under control	Landowner is maintaining the site
Silver Bay Road ditch	C	Under control	Follow-up spraying; volunteer is watching the site.
Square Bay*		Eradicated	<i>Phrag Watcher needed to check on site.</i>
East of Timber Bay		Eradicated	Adjacent landowners are watching the site.
Cockburn Island			
Note: Project staff have not worked on Cockburn Island since 2019, but volunteers continue to check sites.			
Weatherbee Bay		Eradicated	Volunteers watching site
SW side of point S of Weatherbee Bay		Eradicated	Volunteers watching site
Sand Bay*		Eradicated	Volunteers watching site
Sand Lake		Under control	<i>Phrag Watcher needed to maintain site.</i>
Doc Hewson Bay*		Under control	NCC managing site.
Lakeshore Road (14th) shoreline		Eradicated	NCC managing site.
Mud Bay, Cockburn Island		Under control	NCC managing site.
Cranberry Bog		Present	NCC managing site.
Crossover Road ditches		Under control	NCC managing site.
Pitman Point wetland		Present	NCC managing site.
Ricketts Harbour*		Eradicated	NCC managing site.
Robb Lake			NCC managing site.
Robinson Bay		Eradicated	<i>Phrag Watcher needed to check site.</i>

Tolsmville hydro corridor		Under control	<i>Phrag Watcher needed to maintain site.</i>
Tolsmville: Otter Bay		Eradicated	Volunteers are watching the site
Wagosh Lake		Present	NCC managing site.
Little Wagosh Lake		Present	NCC managing site.
Wagosh North Fen		Present	NCC managing site.
Wagosh Bay*		Eradicated	NCC managing site.
9th Conc. ditches		Eradicated	Volunteers watching site
10th Side Road ditch		Eradicated	Volunteers watching site
12th Conc. ditch west of airstrip		Eradicated	Volunteers watching site
Dawson			
East Belanger Bay*		Present	Needs follow up from 2019
West Belanger Bay*		Under control	Needs checking.
Maple Lake		Under control	NCC managing site.
Twin Lakes*		Present	Large patches; remote location; Ontario Parks managing site.
Vidal Bay	C	Under control	NCC managing site.
Gordon-Barrie Island			
10th Line ditches*		Present	Ditches adjacent to wetland. Some patches on dry land. Volunteer is watching the site.
Barrie Island south shore L17 Con 2?		Present	Needs work; needs landowner contact
Campbell Bay at end of Conc. 4		Under control	Needs to be checked. <i>Phrag Watcher needed to check site.</i>
Goose Cap Crescent		Present	Large patch, inland, private property. Needs work.
Julia Bay & Comfort Cove	M	Partially under control	Volunteers maintained the causeway, swim beach, part of eastern shore. From west to east, ¾ under control.
Ice Lake Causeway*		Under control	Sprayed by MTO.
Lake Wolsey Causeway N		Under control	A few stems; <i>Phrag Watcher needed to check site.</i>
Lake Wolsey northern shoreline	C	Present	Large area. All on-land patches sprayed in 2023. In water work planned for 2024.
Rozell's Bay/Bayfield Sound	C	Partially under control	In progress: on-land patches near the airport were sprayed. Still requires in-water work.
Salmon Bay off Whitetail Dr.*		Under control	<i>Phrag Watcher needed to maintain site.</i>
Sturgeon Bay		Partially under control	Several patches in very shallow water and on land.
Town of Gore Bay			
Manitoulin Golf Course		Present	Needs to be checked. Discussed with golf course staff; requested they spray it.
Stream course on 540B east of Wright St.		Present	Needs landowner contact. Needs survey.
M'Chigeeng First Nation			
Highway 540 roadside west of M.S.S.		Present	Not sprayed by MTO because supposedly a natural, native species. Needs genotyping.
Highway 551 pedestrian trail		Present	On land; Waiting for MFN approval for spraying
Lagoon outflow, north of M.S.S.		Present	Large on-land patches; needs survey.
Lake Mindemoya off Lakeshore Rd		Under control	<i>Phrag Watcher needed to maintain site.</i>
Northeastern Manitoulin and Islands			
Bass Lake on Town Line Road		Present	Spraying in 2022 approved but not done. <i>Phrag Watcher needed to maintain site.</i>
Freer Point western shoreline *		Present	Boat access. Needs work.
Highway 6 across Great Cloche Island*		Present	Extensive patches; control promised in 2022 construction zone but no actions done.
Highway 6 ditch on Ferguson's		Eradicated	Sprayed by MTO

Hill			
Honora shoreline (Freer Point to M'Chigeeng)		Under control	Landowners are maintaining some areas. <i>Additional Phrag Watchers needed.</i>
Ironside Road, Sheguiandah		Under control	A few stems on remain on private property
Little Cloche Island at Dinner Point Depot		Present	Reported with photo. Needs survey.
Little Current / Harbour View at beacon	C	Present	Requires follow up <i>Phrag Watcher needed to maintain site.</i>
Low Island		Under control	A few stems still need follow up. <i>Phrag Watcher needed to maintain site.</i>
Strawberry Channel: White's Point to Sheguiandah FN	M	Under control	Assisted landowner of one area; Landowners maintaining some areas. <i>Phrag Watchers needed.</i>
Trotter's Side Road beside Rolston Quarry		Present	On private property. Landowner contact needed.
Turtle Lake North		Present	Surveyed 2016. Large patches; no public access.
Strawberry Island W shoreline*		Present	Ontario Parks managing site.
Ten Mile Point Road ditch		Eradicated	<i>Phrag Watcher needed to check site.</i>
White's Point*		Under control	Landowners are maintaining the site.
Horseshoe Bay, Great Duck Is.*		Eradicated	Not checked recently. <i>Phrag Watcher needed to check site.</i>
Old harbour, Great Duck Island		Present	Reported to us; needs survey
Robinson			
Beaver Meadows*		Present	Large patches; difficult access. American race?? NCC and Ontario Parks manage sites.
E of Black (Green) Point*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Burnt Island Bay	C	Under control	Sprayed. Landowners are maintaining the site.
Burnt Island Harbour east	C	Under control	Sprayed <i>Phrag Watcher needed to maintain site.</i>
Carroll Wood Bay*		Under control	Needs to be checked. <i>Phrag Watcher needed to maintain site.</i>
Christina Bay*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Cooks Dock		Present?	Needs survey; seen with binoculars
West of Cooks Dock		Present	Reported to us with photo. Needs survey.
Falls Lake and Young Lake		Present?	Reported to us. Needs survey.
Fisher Bay*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Ivan Point*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Maple Lake		Present	NCC is managing the site.
Misery Bay W of Ironside Beach*		Eradicated	<i>Phrag Watcher needed to check site.</i>
Misery Bay western alvar area		Under control	Sprayed by Ontario Parks
Portage Point*		Under control	Needs follow up; Landowners are maintaining site.
Sand (Hensley) Bay*		Under control	Needs to be checked. <i>Phrag Watcher needed to maintain site.</i>
Highway 540 Silver Water ditch		Under control	Sprayed by MTO in 2022.
Vidal Bay	C	Under control	NCC is managing the site.
Sheguiandah First Nation			
Highway 6 south of Ogimaa Miikan corner		Under control	Sprayed by MTO 2022
Pow-wow Grounds (part of Sheg Bay site listed in NEMI)		Under control	<i>Phrag Watcher needed to maintain site.</i>
Ogimaa Miikan and other roadside ditches in community		Present	Could be sprayed; needs approval of community.
Sheshegwaning First Nation			
Zhiibaahaasing Road ditches	C	Partially under control	Several patches; some were spaded; needs follow up

Tehkummah			
Frood Harbour*		Eradicated	Phrag Watchers are watching site.
Highway 6 south of Lakeshore Road	S	Present	Surveyed for 2024. Dry land on private property; have landowner consent & approval for herbicide.
Lakeshore Road North		Under control	Ditch sprayed in 2021; still present on private property. Requires landowner contact.
McKim Bay	C	Under control	Sprayed; one small patch remains on private prop.
Michael's Bay Manitou R. to Blue Jay Cr.*	M	Under control	A few stems left on shore. Phrag Watchers are maintaining the site. Patch present in inland fen.
Michael's Bay south of Blue Jay Creek*	C	Under control	Sprayed; a few stems still remain.
Rogers Creek mouth and interior wetlands* (partly in Assiginack)		Under control	Volunteers are maintaining the site.
Royal Michael's Bay area		Under control	Volunteer is maintaining site.
South Baymouth sewage lagoon		Under control	Volunteer is maintaining site.
Wiikwemkoong Unceded Territory			
Ambulance base corner		Present	Large patch in ditch
Andrew's Place beach		Present	Large patches; control started by landowners
Beach Road		Partially under control	New patches in roadside ditch. Shoreline is under control. <i>Phrag Watcher needed to maintain shore.</i>
Big Burnt Island; south shore		Present	At least three large patches; boat access only
Buzwah savannahs above 2 O'clock*		Present	Remote area needs several days of work; requires ATV to access
Cape Smith Georgian Bay and Wiky Bay shorelines		Present	Many large patches; boat access only?
Jacko Bay*	S	Present	Very large area with multiple patches in water and on land. Requires detailed work plan.
Kaboni Beach*	M	Under control	On land patch: one afternoon of work by the team <i>Phrag Watcher needed to maintain site.</i>
Kaboni Rd, South Bay Rd* & Wiky Way ditches		Present	Dry land patches; needs coordination with Public Works
King's Bay roadside ditches		Present	On land patch <i>Phrag Watcher needed to maintain site</i>
Manitowaning Bay shore near old Eshkibok farm*		Present	Needs survey
M'nishensing*		Eradicated	<i>Phrag Watcher needed to monitor site.</i>
Prairie Point*		Partially under control	On-land patches still require work. <i>Phrag Watcher needed to maintain site.</i>
Small bays south of Prairie Point		Present	Numerous small patches and a few large ones; boat access only
South Bay: Head of bay: Clover Valley to Pheasant's Creek*		Partially under control	Needs follow-up control from work in 2021.
South Bay Road at Pheasant's Creek*		Under control	One on-land patch still present at south side. <i>Phrag Watcher needed to maintain site.</i>
South Bay at the Narrows		Under control	Volunteer maintaining site.
South Bay Community Centre shore	M	Under control	A few stems only. <i>Phrag Watcher needed to maintain site.</i>
Tamarack Harbour*		Not checked recently	Patches on roadside need work; <i>Phrag Watcher needed to maintain shoreline.</i>
Thomas Bay*		Eradicated	<i>Phrag Watcher needed to monitor site.</i>
Little Thomas Bay*	M	Partially under control	In water area at west side maintained. Large site with big patches both in water and on land.
Water Treatment Plant (marina)		Present	On-land patch in high-traffic area. Needs coordination with Public Works
Wiky (Smith) Bay mouth of Mebine Creek to water treatment plant		Partially under control	Other than water plant, shoreline is under control from marina to "School" Creek. Rest of area needs machinery and long-term management plan

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2024-01

BEING A BY-LAW TO ESTABLISH POLICY AND PROCEDURES FOR THE MINIMUM MAINTENANCE STANDARDS FOR ALL MUNICIPAL HIGHWAYS AND MINIMUM STANDARDS FOR ALL NEWLY CONSTRUCTED ROADS AND STREETS WITHIN THE TOWNSHIP OF ASSIGINACK.

WHEREAS the appropriate authority is found in Sections 11 and 44 of the Municipal Act, S.O., 2001, Ch. 25, as amended;

AND WHEREAS Ontario Regulation 239/02, amended by Ontario Regulation 288/03, requires municipalities to follow minimum maintenance standards for municipal highways;

AND WHEREAS the Township has traditionally used the Ministry of Transportation minimum standards for various classes of roads being constructed in the municipality;

AND WHEREAS the Township deems it necessary and expedient to repeal By-law #2004-42 as amended, and By-law #2011-04 as amended and replaced with this by-law;

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

1. **THAT** the Minimum Maintenance Standards Policy/Procedures relating to minimum maintenance standards for municipal highways to be followed within the Township of Assiginack are located in **Schedule 'A'** which is attached to and forms part of the by-law.
2. **THAT** the Minimum Standards for all Newly Constructed Roads and Streets within the Township of Assiginack are located in **Schedule 'B'** which is attached to and forms part of the by-law.

Read a **FIRST** and **SECOND TIME**, this ___ day of _____, 2024.

Read and **THIRD** and **FINAL TIME** and enacted in Open Council, this ___ day of _____, 2024.

Mayor: Brenda Reid

Seal

Clerk: Heidi Ferguson

Township of Assignack

SCHEDULE A: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

POLICIES & PROCEDURES

**TOWNSHIP OF ASSIGNACK : POLICY & PROCEDURES FOR MINIMUM MAINTENANCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

1. Definitions

(1) For the following terms used in this policy, please find the defined meanings.

- “cm” means centimetres;
- “day” shall mean a 24-hour period;
- “highway” has the same meaning as roadway;
- “motor vehicle” has the same meaning as in Subsection 1(1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;
- “non-paved surface” means a surface that is not a paved surface;
- “paved surface” means the a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;
- “roadway” has the same meaning as in subsection 1(1) of the *Highway Traffic Act*;
- “shoulder” shall mean the portion of the roadway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;
- “surface” shall mean the top of the roadway or shoulder.

(2) For the purposes of this policy, every highway or part of a highway under jurisdiction of the Corporation of the Township of Assignack is classified in the Table to this section as a Class 1 through a Class 6 highway, based on the speed limit applicable to it and the average annual daily traffic on it.

(3) For the purposes of subsection (2) and the Table to this section, the average annual daily traffic on a roadway under municipal jurisdiction shall be determined;

- a) By counting and averaging the daily two-way traffic on the roadway or part of the roadway for the previous calendar year; or
- b) By estimating the average daily two-way traffic on the roadway or part of the roadway in accordance with accepted traffic engineering methods.

(4) Table – Classification of Highways

Average Annual Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
		90	80	70	60	50	40
15,000 +	1	1	1	2	2	2	2
12,000-14,999	1	1	1	2	2	3	3
10,000-11,999	1	1	2	2	3	3	3
8,000-9,999	1	1	2	3	3	3	3
6,000-7,999	1	2	2	3	3	3	3
5,000-5,999	1	2	2	3	3	3	3
4,000-4,999	1	2	3	3	3	3	4
3,000-3,999	1	2	3	3	3	4	4
2,000-2,999	1	2	3	3	4	4	4
1,000-1,999	1	3	3	3	4	4	5
500-999	1	3	4	4	4	4	5
200-499	1	3	4	4	5	5	5
50-199	1	3	4	5	5	5	5
0-49	1	3	6	6	6	6	6

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

2. Application

- (1) This policy sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Municipal Act.
- (2) The minimum standards of repair set out in this policy are applicable only in respect of motor vehicles using the highways or roadways.
- (3) Appendix A lists all Municipal highways and their respective classification.
- (4) The main body of this policy sets out the minimum standards for class 1 through class 5 highways. Appendix B sets out the minimum standards for class 6 highways under municipal jurisdiction.

3. Routine Patrolling

- (1) The minimum standard for the frequency of routine patrolling of highways is set out in the table in section.
- (2) Routine Patrolling shall be carried out by driving on the highway to check for conditions described in this policy.
- (3) Routine Patrolling is not required between sunset and sunrise.
- (4) Table - Routine Patrolling Frequency

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	Once every 7 days
4	Once every 14 days
5	Once every 30 days

4. Snow Accumulation

- (1) The minimum standard for clearing snow accumulation is,
 - a) While the snow continues to accumulate, to deploy resources to clear the snow as soon as practicable after becoming aware of the fact that the snow accumulation on the roadway is greater than the depth set out in the table to this section; and
 - b) After the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in the Table to this section, to clear the snow accumulation in accordance with subsections (2) and (3) or subsections (2) and (4), as the case may be, within the time set out in the table.
- (2) The snow accumulation must be cleared to a depth less than or equal to the depth set out in the Table.
- (3) The snow accumulation must be cleared from the roadway to within a distance of 0.6 metres inside the outer edges of the roadway.
- (4) Despite subsection (3), for a Class 4 highway with two lanes or a Class 5 highway with two lanes, the snow accumulation on the roadway must be cleared to a width of at least 5 metres.
- (5) This section,
 - a) does not apply to that portion of roadway designated for parking; and
 - b) only applies to the municipality during the season when it performs winter highway maintenance.

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

(6) In this section,

- a) "snow accumulation" means the natural accumulation of new fallen snow or wind-blown snow that covers more than half a lane width of a roadway.

(7) Table – Snow Accumulation Servicing

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

5. Icy Roadways

(1) The minimum standard for treating icy roadways is;

- a) To deploy resources to treat an icy roadway as soon as practicable after becoming aware that the roadway is icy; and
- b) To treat the icy roadway within the time set out in the Table to this section after becoming aware that the roadway is icy.

(2) This section only applies to the municipality during the season when it performs winter highway maintenance.

(3) Table – Icy Roadways

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

6. Potholes

(1) If a pothole exceeds both the surface area and depth set out in Table 1, 2, or 3 to this section, as the case may be, the minimum standard is to repair the pothole within the time set out in Table 1, 2 or 3 as appropriate, after becoming aware of the fact.

(2) A pothole shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in Tables 1, 2 and 3, as appropriate.

(3) Table 1- Potholes on Paved Surface of the Roadway

Class of Highway	Surace Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

(4) Table 2 – Potholes on Non-paved Surfaces of the Roadway

TOWNSHIP OF ASSIGNACK : POLICY & PROCEDURES FOR MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

(S) Table 3 – Potholes on Paved or Non-paved Surface of Shoulder.

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

7. Shoulder Drop-offs

- (1) If a shoulder drop-off is deeper, for a continuous distance of 20 metres or more, than the depth set out in the Table to this section, the minimum standard is to repair the shoulder drop-off within the time set out in the Table after becoming aware of the fact.
- (2) A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in the Table to this section.
- (3) In this section, "shoulder drop-off" means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder.

(4) Table – Shoulder Drop-offs

Class of Highway	Depth	Time
1	8 cm	4 days
2	8 cm	4 days
3	8 cm	7 days
4	8 cm	14 days
5	8 cm	30 days

8. Cracks

- (1) If a crack on the paved surface of a roadway is greater, for a continuous distance of three metres or more, than both the width and depth set out in the Table to this section, the minimum standard is to repair the crack within the time set out in the Table after becoming aware of the fact.
- (2) A crack shall be deemed to be repaired if its width or depth is less than or equal to that set out in the Table.

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

(3) Table – Cracks

Class of Highway	Width	Depth	Time
1	5 cm	5 cm	30 days
2	5 cm	5 cm	30 days
3	5 cm	5 cm	60 days
4	5 cm	5 cm	180 days
5	5 cm	5 cm	180 days

9. Debris

- (1) If there is debris on the roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris.
- (2) In this section.
"debris" means any material or object on the roadway,
 - a) That is not an integral part of the roadway or has not been intentionally placed on the roadway by the municipality, and
 - b) That is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle.

**TOWNSHIP OF ASSIGNACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

Appendix A – Municipal Roadways and Classifications

There are no highways deemed as Class 1 through to Class 5 that are governed under the Township of Assignack.

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

Appendix B – Class 6 Roadways

1. Year Round Maintained Class 6 Roadways

(1) All highways found in Table 1 of the Appendix are classified as being maintained on a year-round basis.

(2) The minimum maintenance standards for all Class 6 year-round maintained highways are to follow the minimum regulations for Class 5 highways as set out in the main body of this policy.

(3) Table – Year-Round Maintained Class 6 Highways

Year-Round Class 6 Highways	Year-Round Class 6 Highways
Albert Street	Plummer Street
Arthur Street	Purple Martin Trail
Birch Street	Queen Street
Campbell Street	Red Lodge Road
Cardwell Street	Sandy Point Road
Church Road	Scotch Line Road
Clover Valley Road	Sim's Road
Clover Valley Road W	Slash Road
Clover Valley Road E	South Bay Drive
Corbett's Beach Road	Sprague Street
Cowan's Side Road	Springer Brook Road
D.R. McLay Drive	Squirreltown Road
Fourth Avenue	Sucker Lake Road
Gauthier Road	Sunsite Estates Road
Highfalls Road	Third Avenue
Holiday Haven Road	Vankoughnet Street
Howe Street	Walcot Street
Irish Line	Wellington Street
Jaggard Road	
Jay Bryant Sideroad	
Koryk Street	
Lecourt Street	
Lisgar Street	
McCauley's Road	
MacDonald's Side Road	
McLean's Road	
McMullen's Sideroad	
Meredith Street	
Michael's Bay Road	
Moggy Parkway	
Monkhouse's Road	
Napier Street	
Nelson Street	
New England Road	
Bidwell Road (Old Bidwell Road Con 1 between Lot 51 & 52)	

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

2. Seasonally Maintained Class 6 Highways

- (1) All highways found in Table 2 of this Appendix B are classified as being maintained on a seasonal only basis.
 - a) To further clarify the listed roads will only be maintained to standards for this class during April 15 to November first of any given year,
 - b) And that they may be further restricted by reduced load regulations.
- (2) The minimum maintenance standards for Class 6 seasonally maintained roadways as per provincial regulations is to have no maintenance completed.
- (3) The maximum maintenance to be completed for each Class 6 seasonally maintained roadways is as follows:

Roadway	Graded # times /Year	Snow Removal # times / year	Gravelled max # of Loads / year
Cooper Court	—	—	—
Clover Valley Road East (Past Birch Street)	2	0	5
Davidson Side Road	1	0	1
Fields Road	2	2	1
Lakeshore Road			
Lower Slash Road	6	2	3
McLennan's Creek Lane	1	0	1
McKechnie's Side Road (from the south to first house)	1	6	1
Pine Lake Road	1	0	2

- (4) The Township's Public Works Superintendent has the right to refuse to complete maintenance on any seasonal Class 6 roadway for the following reasons:
 - a) The possibility that equipment may be harmed or damaged if work was to be undertaken.
 - b) Budget constraints that do not allow additional costs to be incurred.
- (5) Under no circumstances shall there be more general maintenance completed on a seasonally maintained Class 6 roadway then that of which is set out in Section (2)(3) unless:
 - a) Council of the Township of Assiginack deems that maintenance must be completed above the noted maximum due to unforeseen future events.
 - b) The seasonally maintained Class 6 roadway has been earmarked through the annual capital budget for upgrades.

3. Non-maintained or Un-opened Road Allowances

- (1) All unopened road allowances are classified as being non-maintained or unassumed Class 6 roadways.
- (2) Maintenance of any type will not be completed on any of the road allowances until such time that the roadways are:
 - a) Brought up to the minimum municipal standard the same as that of requirements as identified within Schedule B of this By law.
 - b) Ownership of the road and its allowance has been confirmed as being by the Township of Assiginack.
 - c) The non-maintained or unassumed Class 6 roadway has been earmarked through the capital budget for upgrades.
- (3) At such time that the roadway in this category has been brought to a standard that is adequate and meets the requirements of the Township, the classification of the roadway will be changed to that of a seasonally maintained class 6 highway and a set of maintenance standards regarding grading, snow removal, and graveling will be determined by the Municipal Council and the Public Works Superintendent.
- (4) **Private Roads and Rights-of-Ways**

**TOWNSHIP OF ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

- a) Private Roadways are not created by the municipality, are not maintained by the municipality, and
- b) Are sole responsibility of the property owners to maintain, and
- c) Property owners are responsible for assuring that the Emergency Services and Rescue vehicles are able to travel them as required.

Township of Assinack: Class 6 Highways

Table 1 - Year Round Maintained Roadways		Table 2 - Seasonally Maintained Roadways	
Metres	Roadway	Metres	Roadway
741.6	Albert Street	107.1	Cooper Court
1072.4	Arthur Street	1013.7	Davidson Side Road
935.0	Birch Street	2182.8	Field's Road
507.1	Campbell Street	3100.7	Lower Slash Road
2811.4	Cardwell Street	238.9	McLennan's Creek Lane
92.7	Cedar Court	3288.8	McKechnie's Side Road
1978.6	Church Road	460.6	Pine Lake Road
4057.3	Clover Valley Road	222.8	Lakeshore Road
1092.8	Clover Valley Road W		
2429.2	Clover Valley Road E		
1157.0	Corbett's Beach Road		
1617.4	Cowan's Side Road		
1732.6	D.R. McLay Drive		
204.8	Fourth Avenue		
1053.0	Gauthier Road		
621.8	Highfalls Road		
868.4	Holiday Haven Road		
442.3	Howe Street		
2867.6	Irish Line		
983.4	Jaggard Road		
1380.6	Jay Bryant Sideroad		
126.1	Koryk Street		
143.2	Lecourt Street		
95.5	Lisgar Street		
314.0	McCauley's Road		
1869.6	MacDonald's Side Road		
1319.1	McLean's Road		
1102.8	McMullen's Sideroad		
284.2	Meredith Street		
950.9	Michael's Bay Road		
1020.0	Moggy Parkway		
1253.2	Monkhouse's Road		
556.0	Napier Street		
573.9	Nelson Street		
4539.3	New England Road		
19133.9	Bidwell Road (Old Bidwell Road Con 1 between Lot 51 & 52)		
182.9	Plummer Street		
155.2	Purple Martin Trail		
1124.5	Queen Street		
1761.3	Red Lodge Road		
792.3	Sandy Point Road		
2094.3	Scotch Line Road		
337.6	Slim's Road		
9185.7	Slash Road		
1305.4	South Bay Drive		
210.6	Spragge Street		
1588.0	Springer Brook Road		
2294.2	Squirreltown Road		
4150.8	Sucker Lake Road		
1349.5	Sunsite Estates Road		
264.7	Third Avenue		
353.7	Vankoughnet Street		
617.6	Walcot Street		
519.3	Wellington Street		
90,216.3	Metres Total	10,615.4	Metres Total

* Refer back to Section 2.3 of the Policy for specific maintenance protocols

Township of Assiginack

**SCHEDULE B: MINIMUM STANDARDS FOR ALL
NEWLY CONSTRUCTED ROADS AND STREETS
WITHIN THE TOWNSHIP OF ASSIGINACK**

POLICIES AND PROCEDURES

POLICIES AND PROCEDURES FOR MINIMUM STANDARDS FOR ALL NEWLY CONSTRUCTED ROADS AND STREETS WITHIN THE TOWNSHIP OF ASSIGNACK

DEFINITIONS

“Certified Professional Engineer” shall mean an individual who has been issued a license to practice engineering by a provincial or territorial engineering regulatory body and has the pre-requisite formal educational background in engineering.

“Council” shall mean any members of the Council of the Township of Assignack.

“Developer” shall mean a person, business, corporation and/or an agent working on the behalf of the property owner(s).

“Private Property” shall mean property that is owned and legally registered to an individual, individuals, a business and/or corporation and not a governmental entity.

“Property owner(s)” shall mean the individual or individuals that are the registered owners of property within the Township of Assignack.

“Township” shall mean the Corporation of the Township of Assignack.

1. Newly constructed roads and streets on Private Property

All property owner(s) who develop or reconstruct a private road(s) or street(s) within the Township of Assignack assume all responsibility, liability, costs, maintenance, and ownership of the private road.

The Township suggests that all property owner(s) contact the Township, prior to developing their property, to ensure that they will comply with all applicable zoning, building and municipal by-laws.

Any property owner(s) who plan to request to have the Township assume maintenance (whether occasional, temporary, or permanent maintenance), should adopt the following minimum construction standards under Section 3 of this By-law, when constructing or reconstructing their private road.

In the event that the property owner(s) and/or developer(s) make a request to Council to conduct maintenance on a private road, it is the responsibility of the property owner(s) to provide the Township with:

- i.) A copy of the survey.
- ii.) A copy of an Engineer’s Report, completed by a Certified Professional Engineer, stating the Engineer is satisfied with the construction or reconstruction of the road.
- iii.) A copy of the conveyance of the road.

All costs incurred to provide this documentation shall be the responsibility of the property owner(s) and must be provided to the Township prior to approval. The property owner(s) will be required to enter into an agreement with the Township.

All requests must be submitted in writing to the attention of Council. Any and all requests submitted may not necessarily be approved by Council.

2. Improvements to Unopened Road Allowances

All Property Owner(s) and/or Developer(s) must make written application to Council seeking permission to complete work on an Unopened Road Allowance.

In the event that the Property Owner(s) and/or Developer(s) are granted permission and approval from the Township to conduct work on an Unopened Road Allowance, they must ensure that all work completed meets the Municipal Standards identified within Section 3 of this Policy.

All road work to be carried out will be conducted under the supervision and to the satisfaction of a Certified Professional Engineer and all expenses incurred are the responsibility of the property owner(s) and/or developer(s).

It is the Property Owner(s) and/or Developer(s) responsibility to provide the Township with a copy of the report from the Engineer certifying the road's condition, prior to final approval by the Township.

All maintenance to be conducted on the improved Unopened Road Allowance or portion of it, will be the responsibility of the property owner(s) and the property owner(s) will be required to enter into an agreement with the Township.

3. Minimum Standards for Construction or Reconstruction of Roadways or Streets within the Township of Assiginack

The following minimum standards must be adhered to when constructing or reconstructing a roadway or street within the Township of Assiginack and are supplemental to the Ontario Provincial Standard Specifications and Ontario Provincial Standard Drawings.

Right of Way: Shall be 20.0 meters wide unless a lesser width is authorized in accordance with the requirements of the Municipal Act.

Surface Width: 7.5 meters wide.

Shoulder width (including rounding): 1.0 meter on each side.

Surface Type: Low cost bituminous.

Road Surface: The road surface may not be intentionally altered for a period of two (2) years following the application of surface treatment.

Depth of Crushed Granular A: A 100mm minimum depth of compacted material.

Depth of Granular Base: As determined by construction of sub-grade material and contour of land (minimum depth of 200 mm compacted.)

Ditches: Minimum depth from the crown of road to bottom of ditch is 0.5 meters. All ditches to be carried to a sufficient outlet (2:1 slope).

Culverts: Galvanized corrugated metal, CSP concrete or plastic. Minimum of 400 mm in diameter or larger.

Geometrics: Dead end streets to be provided with a turning area at the terminus of dead-end streets as per cul de sac specifications such that maintenance equipment can work effectively.

Maximum Gradient: 8%

Clean up: Clearing and grubbing material is not to be left on the sides of the roadway or street, but it is to be hauled to a concealed dump site.

Width Clearing for Clean-up and Grubbing: Minimum width of 20.0 meters.

4. Guidelines for the Placement of Utility Services

In the event that Utility Services (above and/or below ground) may be installed within the Municipal Right-of-Way, property owner(s) and/or developer(s) are required to seek permission from Council

Any pole, guidewire or anchor that will be located on municipal property, shall be no further than 2.0 meters from the property line.

Upon approval, it is the responsibility of the property owner(s) and/or developer(s) to provide the Township with a detailed plan and drawings that indicate the placement on municipal property, for review and approval by Council prior to their placement and installation. The Township may also request an as-built drawings after construction is complete.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2024-02

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
TO STRIKE A CEMETERIES ADVISORY COMMITTEE AND CONFIRM ITS TERMS
OF REFERENCE.**

DRAFT

WHEREAS authority is found in Section 11 of the Municipal Act, RSO, 2001, c.25 as amended AND Part 5 of the Funeral, Burial, Cremation Services Act, S.O., 2002 Chapter 33 as amended;

AND WHEREAS By-law # 2023-04 was enacted by the Township of Assiginack on March 21, 2023;

AND WHEREAS it is necessary to strike a Cemeteries Advisory Committee;

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

1. THAT Council strikes a Cemeteries Advisory Committee and adopts the terms of reference for it as contained in Schedule 'A', attached to and forming part of this by-law.
2. THAT this by-law shall come into force and take effect upon third and final reading.

Read a first, second and third time and finally passed this _____ day of _____, 2024.

Mayor: Brenda Reid

Clerk: Heidi Ferguson

Seal

SCHEDULE A: TERMS OF REFERENCE

NAME:

Assignack Cemeteries Advisory Committee

MISSION:

The mandate of the Committee is to provide advice and recommendations to Council regarding the development of the municipal cemeteries in the Township of Assignack.

ACTIVITIES AND DUTIES:

To provide advice and guidance to Township Council through the CAO on matters pertaining to policies, practices and programs related to municipal cemeteries.

To provide Township Council with an annual report of the previous year's activities.

To act as an advisory resource to municipal staff as requested.

COMPOSITION:

The Committee shall be composed of three members of the public and a member of the township council designated by the Mayor. The Committee shall appoint one of its members as Chairperson. Term shall be the term of Council. The CAO shall designate a staff member to record Minutes of Committee meetings and other staff to attend meetings depending on the agenda items.

MEETINGS:

The Committee shall meet quarterly and may be summoned at the Call of the Chair for a special meeting if required.

NOTES:

The Committee is not authorized to represent the Municipal Corporation or the Cemetery when speaking with the general public or others. The Committee is not authorized to purchase on behalf of the cemetery. The Committee shall conduct itself within the authority of municipal, provincial and federal legislation.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2024-03

BEING A BY-LAW TO APPOINT A DRAINAGE SUPERINTENDENT UNDER THE DRAINAGE ACT, R.S.O., 1990.

WHEREAS the necessary authority is found in Section 93 of the Drainage Act, R.S.O. 1990, as amended;

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

AND WHEREAS the Township of Assiginack has entered into an agreement with K. Smart and Associates to provide the services of Drainage Superintendent;

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

1. THAT K. Smart and Associates is hereby appointed the Drainage Superintendent for the Corporation of the Township of Assiginack.
2. THAT the Drainage Superintendent appointed hereunder shall receive such remuneration as shall be mutually agreed upon as identified within K. Smart's proposal received September 8, 2023, and that K. Smart and Associates shall hold the position of Drainage Superintendent until they resign, or their employment is terminated by resolution of Council.
3. THAT the Drainage Superintendent shall perform the duties imposed on them pursuant to the Drainage Act, R.S.O. 1990, as amended, and shall submit such reports and perform such other duties as may be required by Council from time to time.
4. THAT all other by-laws of the Corporation of the Township of Assiginack inconsistent with this by-law are hereby repealed.
5. THAT this by-law shall come into force and take effect upon the third and final reading.

Read a **FIRST** and **SECOND** time this ____ day of _____ 2024.

Read a **THIRD** and **FINAL** time this ____ day of _____ 2024.

Mayor: Brenda Reid

Seal

Clerk: Heidi Ferguson