
MUNICIPALITY  **OF ASSIGINACK**

PO. Box 238 MANITOWANING, ON., P0P 1N0
(705) 859-3196 or 1-800-540-0179
www.assiginack.ca

COMMITTEE OF THE WHOLE AGENDA
Tuesday, February 6th , 2024 at 7:00 p.m.

OPENING AND DECLARATIONS

1. ADMINISTRATION/FINANCE/PLANNING

- a.) By-law # 2022-07: Short Term Accommodations Review
- b.) Ministry of Municipal Affairs and Housing- Municipal Financial Profile
- c.) Infrastructure Committee: Draft Terms of Reference

2. PUBLIC WORKS

- a.) By-law # 2024-01: Minimum Maintenance Standards for Municipal Highways
- b.) Ontario Clean Water Agency: Lagoon Sludge Report

A.) PROTECTION AND CONTROL

NONE

B.) RECREATION AND CULTURE

NONE

C.) CLOSED SESSION

- a.) Personal matters about an identifiable individual, including municipal employees.
 - b.) Personal matters about an identifiable individual, including municipal employees.
 - c.) Personal matters about an identifiable individual, including municipal employees.
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THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

By-Law # 22-07, Consolidated

SHORT-TERM ACCOMMODATIONS

BEING a by-law to licence, regulate and govern short term rental and/or accommodation uses within the Township.

WHEREAS Section 151 of the Municipal Act S.O. 2001 authorizes a municipality to provide for a system of licences with respect to a business and to regulate and govern any business carried on within the municipality;

AND WHEREAS Section 391 of the Municipal Act S.O. 2001 authorizes a municipality to require the payment of licence fees and to pass By-laws to impose fees or charges for permits and services;

AND WHEREAS Section 434 of the Municipal Act S.O. 2001 authorizes a municipality to add outstanding fees and charges to the tax roll and collect them in the same manner as municipal taxes;

AND WHEREAS notice of a public meeting was given, and a public meeting was held, at which time any persons who attended had an opportunity to make representation with respect to this By-law or to provide written comments;

AND WHEREAS the Council of the Corporation of the Township of Assiginack has duly considered representations and written comments with respect to this By-law;

AND WHEREAS the Council of the Corporation of the Township of Assiginack considers it desirable to exercise its licencing powers, including the imposition of setting out the conditions as presented in this By-law;

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

1. **Short Title:** This By-law may be cited as the "Short-Term Accommodation By-law" or "STA By-law" or "Accommodations By-law"
2. **Definitions:** Words or phrases contained herein this By-law, and which are not defined by this By-law, are firstly to be assigned the definition or meaning attributed to them in the applicable zoning By-law and failing such a definition or meaning prescribed there, the everyday meaning of such a word or phrase shall be used.

In this by-law:

- 2.1. **Action** means a prosecution or proceeding under Part I or Part III of the Provincial Offences Act;
- 2.2. **Agencies** means those agencies, authorities, boards, commissions, departments and ministries that are involved in the review of an application; commenting on an application; or, where applicable, the inspection of a premise;
- 2.3. **Agent** means a person duly appointed by the owner to act on their behalf;
- 2.4. **Applicant** includes a person seeking a licence or renewal of a licence or a person whose licence is being considered for revocation or suspension;
- 2.5. **Bedroom** means a room or spatial area used, designed, equipped or intended for sleeping;
- 2.6. **Camping Establishment** means lands used for the parking and temporary use for at least five (5) campsites occupied by tents, trailers, motor homes, truck campers and recreation vehicles and accessory uses and facilities such as administrative offices, sanitary facilities, recreational facilities.
- 2.7. **Chief of Police** means the local Ontario Provincial Police Detachment Commander;
- 2.8. **Council** means Council of the Corporation of the Township of Assiginack;

- 2.9. **Disturbance** means an event where an action has commenced with respect to nuisance, noise or other disturbance;
- 2.10. **Fire Chief** means the individual appointed to this position by Council or his/her designate;
- 2.11. **Health Unit** means Public Health Sudbury and Districts
- 2.12. **Licence** means a licence used under this By-law;
- 2.13. **Licensee** means a person who holds a licence under this By-law;
- 2.14. **Medical Officer of Health** means the Medical Officer of Health for Public Health Sudbury and Districts or his/her designate;
- 2.15. **Officer** means the person, or persons, who have been appointed to enforce the provisions of this By-law and includes the provincial offences officer as defined by the Provincial Offences Act;
- 2.16. **Owner** means the person holding title to the lands on which the short-term accommodation premises is located;
- 2.17. **Parking Management Plan** means a plan, drawn to scale, depicting the size and location of all parking spaces intended to be used for parking;
- 2.18. **Premises** means any place, premises or location, or part thereof, in which a trade, business or occupation of short-term accommodation is carried on;
- 2.19. **Property Management Plan** means a detailed plan that identifies those measures the Owner will implement so as to ensure good waste disposal practices, emergency response, compliance with the Township Standards for Maintenance of Property By-law 12-09, as amended (referred to herein as the Property Standards By-law) and any other By-law related to property maintenance and/or management;
- 2.20. **Property Standards By-law** means the Property Standards By-law formally known as the Standards for the Maintenance of Property By-Law #12-09, as amended, enacted under Section 15.1 of the Building Code Act that prescribes the standards for the maintenance and occupancy of property;
- 2.21. **Renter** means the person responsible for the rental of the premises by way of concession, permit, lease, licence, rental agreement or similar commercial arrangement;
- 2.22. **Renter's Code** means a document that has been prepared by the Owner that has been approved by the Township that is agreed to in writing by a renter that sets out the roles and responsibilities of the renter, including behavioral expectations as they relate to non-disturbance; which provides a warning related to the making of a disturbance; and, which identifies applicable Township By-laws that the renter must comply with including the provision of this By-law as they relate to, amongst other things, the Parking Management Plan;
- 2.23. **Responsible Person** means the person assigned by the owner or operator of a short-term accommodation premises to ensure the premises are operated in accordance with the provision of this By-law, the licence and the relevant provisions of this By-law, the licence and the relevant provisions of the Fire Code;
- 2.24. **Short Term Accommodation** means a building or structure or any part thereof that operates or offers a place of temporary residence, lodging or occupancy by way of concession, permit, lease, rental agreement, or similar arrangement for any period equal to or less than 30 consecutive calendar days, throughout all or any part of the calendar year. **Short-Term Accommodation** uses shall not mean or include a motel, hotel, authorized bed and breakfast establishments, authorized tourist cabin or cottage, authorized camping establishments, hospital, authorized commercial resort unit, village commercial resort unit or similar authorized commercial or institutional uses.
- 2.25. **Town, Township or Municipality** shall mean the Corporation of the Township of Assinack and shall be defined as the lands and premises within the corporate limits.

2.26. Zoning By-law means a By-law enacted under section 34 of the Planning Act that restricts and/or regulates the use of land.

3. Application

- 3.1.** The requirements of this By-law apply to the trade, business or occupation of providing **short-term accommodation** within the geographic limits of the Township as of the date that this By-law comes into effect.
- 3.2.** **Short-term accommodation** is only permissible in the main structure on the property. To further clarify, a **short-term accommodation** shall not be permissible in the following structures; an accessory unit or building, sheds, trailers, tents, nor any other structure that is not assessed as a Residential Dwelling.
- 3.3.** Persons who own, operate and/or offer a premises for **short-term accommodation** within the municipal boundaries as of the effective date of this By-law must file an application for a licence under this By-law within 60 days of it passing and recurrent by calendar year. The application form is attached in "Schedule A2" may be amended from time to time at the discretion of the of the Officer.
- 3.4.** The determination of whether a licence application is "complete" in accordance with the requirements of this By-law shall be within the sole discretion of the Officer.

4. Licencing Requirements

- 4.1.** No person shall carry on any trade, business or occupation of **short-term accommodation** unless that person has first obtained a licence.
- 4.2.** A person who obtains a licence shall comply with the regulations set out in this By-law for such licence. Failure to comply with the regulations constitutes an offence.
- 4.3.** An agent of persons who own, operate, or offer a premise for **short-term accommodation** purposes without a licence shall also be personally liable for the compliance of his principal, beneficiary or persons he represents. Failure by such a person to comply with this By-law constitutes an offence.
- 4.4.** Licences issued pursuant to this By-law are conditional upon compliance by the Licensee with all municipal By-laws and compliance with all Provincial and Federal Laws and Regulations and any conditions imposed to the holding of a licence.

5. Administration

- 5.1.** The Clerk and/or By Law Enforcement Officer is responsible for the administration and enforcement of this By-law.
- 5.2.** Every application for a new licence or renewal or extensions of an existing licence shall be submitted to the Officer on the forms prescribed. The most current version shall be obtained from the municipal office or the township website.
- 5.3.** Every application for a new licence or renewal or extension of an existing licence shall include:
 - 5.3.1.** Each owner, applicant and/or agent's name, address, telephone number, fax number and email address.
 - 5.3.2.** A copy of the transfer deed evidencing the ownership of the premises.
 - 5.3.3.** In the instance of an applicant or agent acting on behalf of the Owner, an Owner's written authorization permitting the applicant or agent to act on their behalf.
 - 5.3.4.** The rental agent's or agency's name, address and telephone number and email address
 - 5.3.5.** In the instance of a corporation or partnership, the name, address, telephone number and email address for each director and officer or partner of the Owner and / rental agent or agency.

- 5.3.6. The name, address, telephone number and e-mail address of a person who has been assigned by the owner or operator to be the responsible person for the operation and conduct of the inhabitants of the proposed licenced **short-term accommodation** premises;
 - 5.3.7. A statement from the Owner certifying the accuracy, truthfulness, and completeness of the application;
 - 5.3.8. Proof of placement of insurance specific to the rental nature of the property that includes a limited liability of not less than \$2 million per occurrence for property damage and bodily injury and includes provisions that the Town will be notified of any intended cancellations by the insurer no fewer than 15 days prior to such cancellation;
 - 5.3.9. Floor plans and a site plan are required to follow all current Provincial and Federal regulation included in the listing at 6.6 of this by-law. They may be drawn to scale and fully dimensioned, of the short-term accommodation premises, depicting the use of the premises including the proposed occupancy of each room; location of smoke detection and early warning devices; location of fire extinguishers, and related site amenities including parking, landscaping and other buildings or structures on the land;
 - 5.3.10. A Parking Management Plan that complies with the applicable Township Zoning By-law;
 - 5.3.11. A Property Management Plan identifying measures the Owner will implement for the purposes of complying with the Township's property standards By-law, waste collection By-law and any other By-law related to property management and / or maintenance;
 - 5.3.12. A Renter's Code;
 - 5.3.13. The prescribed fees, and;
 - 5.3.14. Any outstanding fees or fines owed to the Township by the Owner respecting any short-term accommodation premises.
- 5.4. A Licensee shall inform the Officer of any changes to the information provided in Section 5.3 within a period of 15 days.
 - 5.5. In addition to the requirements of Section 5.3, an applicant shall provide, if requested, evidence that the use of the short-term accommodation premises is protected by virtue of S.34(9)(b) of the Planning Act with such evidence including, but not be limited to, a sworn Statutory Declaration confirming the continued use of the premises for **short-term accommodation** purposes from prior to the enactment of a By-law that prohibited such use through to the present; rental receipts, advertisements and any other records that may be relevant that are supportive of the establishment and continued use of the premises for **short-term accommodation** purposes; and, an opinion, from a solicitor licenced to practice in Ontario, as to whether the premises is protected by virtue of S. 34 (9)(b) of the Planning Act and, in support of that opinion, the reasons why.
 - 5.6. Every application for a licence will be reviewed by the Officer to determine whether it meets the requirements of this By-law.
 - 5.7. As part of the review referenced at Section 5.6., the application will be circulated to those agencies deemed necessary and/or relevant by the Officer. Including but not limited to Public Health Sudbury and Districts, Assiginack Fire Department, Assiginack Public Works, etc.
 - 5.8. Those agencies referenced in Section 5.7. may require an inspection of the premises prior to the provision of comments and prior to the consideration of the application by the Officer. The Applicant shall cooperate and facilitate in arranging the inspection of the premises in a timely manner and shall be in attendance during the inspection. In the instance of the requirement of the payment of fees for such inspection(s), the applicant shall pay the applicable fees prior to the inspection to the relevant agency.

- 5.9. If it is determined that an application does not meet the requirements of this By-law and the requirements of all the circulated agencies, the Officer shall refuse the issuance of the licence.
- 5.10. A licence shall be issued to the Owner of the short-term accommodation premises upon meeting the requirements of this by-law.
- 5.11. A licence is valid only for the calendar year in which it was issued.
- 5.12. Adjustments in the fees prescribed shall be automatically affected each year based on the percentage change in the Consumer Price Index of Statistics Canada.
- 5.13. A Licensee is not eligible for the renewal or extension of an existing licence unless the Licensee has provided an annual application form complete with fees assigned.
- 5.14. A licence is not transferable. For greater clarity, should a licenced premise be sold, the licence becomes void, and the new owner would have to apply for their own licence for the premise.
- 5.15. No person shall enjoy a vested right in the continuance of a licence.
- 5.16. Applications and Licences shall remain the property of the Township.
- 5.17. If at any time the Officer determines, because of evidence that is provided, that the operation of a licenced **short-term accommodation** premises does not conform to the requirements of this By-law, the Officer may revoke the licence.
- 5.18. If at any time the Officer determines, because of evidence that is provided, that the operation of a **short-term accommodation** premises does not conform to the requirements of this By-law, the Officer may commence with proceedings pursuant to the Provincial Offences Act.

6. General Regulations

- 6.1. No person shall carry on any trade, business or occupation of short-term accommodation for which a licence is required under this By-law unless that person has first obtained a licence.
- 6.2. No person shall carry on any trade, business or occupation of short-term accommodation for which a licence is required under this By-law if the licence has expired or been revoked; or while the licence is under suspension.
- 6.3. A person is not eligible to hold a licence if the proposed use of the land, building or structure is not permitted by the zoning By-law that applies to the property.
- 6.4. No licence shall be issued for any property where the maximum occupancy would allow more than ten (10) guests per licenced property. Maximum occupancy is calculated by the allowance of 2 persons per registered room.
- 6.5. A person is not eligible to hold a licence unless the person has provided a certificate from the Electrical Safety Authority dated within a period of 24 months of the date of the application for a licence indicating that the premises conforms to the Electrical Safety Code.
- 6.6. A person is not eligible to hold a licence if the property to be used for carrying on the trade, business or occupation does not conform with the applicable Federal and Provincial Law and regulations or municipal By-laws, including but not limited to, the Zoning By-law; the Property Standards By-law; the Building Code Act; the Building Code; the Fire Protection and Prevention Act; the Fire Code; the Ontario Electrical Safety Code; or, an order of the Medical Officer of Health.
- 6.7. A person is not eligible to hold a licence unless a Renter's Code for the premises has been submitted to and approved by the Officer.
- 6.8. The Owner shall operate the short-term accommodation premises in accordance with the Parking Management Plan and Property Management Plan that has been approved by the Officer.

- 6.9.** The Owner, Operator or Agent of a Short-Term Accommodation premises shall keep a record of the renter with such record containing the date of entry, length of stay, home address of the renter and the signed Renters Code of conduct. With such records readily available for inspection at all times by an Officer for a period of one year.
- 6.10.** The owner shall display the licence permanently in a prominent place in the short-term accommodation premises to which it applies.
- 6.11.** Each licence shall include the following:
 - 6.11.1.** Building/site/location address/identifier (i.e. Emergency or 911 number);
 - 6.11.2.** Licence number;
 - 6.11.3.** Effective date and expiry date of the licence;
 - 6.11.4.** Owner's name and contact information
 - 6.11.5.** Rental Agent or agency's name and contact information
 - 6.11.6.** Responsible person's name and contact information; and,
 - 6.11.7.** An approved plan is laminated, plaqued or framed, and will depict the location of each bedroom, smoke alarm, extinguisher and exit/egress door or window.
- 6.12.** The owner of a short-term accommodation premise shall ensure that there is a responsible person available to attend to short-term accommodation premises at all times within a period of no greater than one hour from the time of contact by way of telephone or e-mail.
- 6.13.** No person shall obstruct, hinder or otherwise interfere with an authorized agent or employee of the Township while carrying out an investigation, making inquiries, or performing an inspection for the purposes of enforcing this By-law or any other municipal By-law or Provincial Legislation or Regulation.
- 6.14.** No person shall construct or equip a place of business or premises used for the business as to hinder the enforcement of this By-law.
- 6.15.** Every owner shall maintain the short-term accommodation premises in a clean and sanitary condition, with adequate measures for the storage and disposal of garbage and waste and sufficient levels of illumination to permit the safe use of the premises. For the purposes of this subsection, adequate measures for the storage and disposal of waste shall mean a self-enclosed building, structure or container, located outside of the short-term accommodation premises, which is of sufficient size that will store the garbage and waste generated by the premises until such garbage and waste is disposed of. Waste shall be disposed of while in possession of the Licensee's Recycle Depot ID card.
- 6.16.** Every Licensee shall ensure that the short-term accommodation premises is operated and used in a fashion such that the operation or use will not cause a disturbance.
- 6.17.** Every Licensee shall provide an understanding to operate the short-term accommodation premises in accordance with all Town By-laws including, but not limited to Property Standards By-laws enacted and any applicable Federal or Provincial laws or statutes including the Ontario Fire Code and laws related to the making of a disturbance. Further, every Licensee shall include in such undertaking a confirmation that they will require that each renter enter into a Renter's Code.
- 6.18.** No Licensee or employee of a Licensee shall discriminate in the carrying on of the trade, business or occupation of the short-term accommodation against any member of the public on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.
- 6.19.** The Officer may revoke a licence if it was issued on mistaken, false or incorrect information.
- 6.20.** The applicant/Licensee shall defend, indemnify and save harmless the Township of Assiginack, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal

costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the applicant/Licensee, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this contract.

7. Revocation and Suspension

- 7.1.** Where a licence has been revoked by the Officer it shall remain revoked for the remainder of that calendar year without refund.

8. Offence and Penalty Provisions

- 8.1.** Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction, is subject to fine as provided in the Municipal Act, 2001 or Provincial Offences Act and to any other applicable penalties.
- 8.2.** If this By-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction, thereafter, may in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 8.3.** If this By-law is contravened and a conviction entered, the court may also order that the premises or part of the premises be closed to any use as short-term accommodation.

9. Administration & Enforcement

- 9.1.** Any person who contravenes any provision of this By-law shall, upon issuance of a penalty notice, be liable to pay to the Township an administrative penalty.
- 9.2.** The penalty notice shall be given to the person whom or to which it is addressed as soon as is reasonably practical and shall include the following information:
- 9.2.1.** Particulars of the contravention, including the property to which it applies;
- 9.2.2.** The amount of the administrative penalty;
- 9.2.3.** Information respecting the process by which the person may exercise the person's right to request a review of the administrative penalty; and,
- 9.2.4.** A statement advising that an administrative penalty will, unless modified or rescinded pursuant to the review process, constitute a debt to the Township.
- 9.3.** An administrative penalty and associated fines that are deemed to be affirmed, constitutes a debt to the Township of each person owning the Short-Term Accommodation or to which the penalty notice was given.
- 9.4.** An administrative penalty that is not paid may be added to the tax roll to the property to which it applies and collected in the same manner as taxes.
- 9.5.** The licensee may, within 30 days, request to cancel the application and be refunded the Licencing Fee amount less the non-refundable submission fee as outlined in Schedule A1.

10. Delegation

- 10.1.** For the purposes of subsection 23.2(4) of the Municipal Act, it is the opinion of Council that the powers delegated pursuant to this By-law are minor.

11. Validity

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

Effective Date

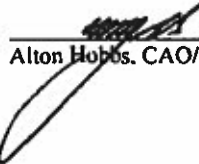
11.2. This By-law shall come into effect on the 1st day of JANUARY 2022.

AS READ a **FIRST** and **SECOND** time, this 19th day of APRIL 2022

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

26 day of NOVEMBER 2022.


Brenda Reid, MAYOR


Alton Hobbs, CAO/DEPUTY CLERK

The Corporation of the Township of Assiginack

Short-term Accommodation By-law #22-07

Schedule "A1" - Licencing Fees

Fees for short-term accommodation premises located within any Zone having Municipal jurisdiction of the Corporation of the Township of Assiginack Zoning By-laws, as may be amended from time to time.

STA Licencing Fee (1-year term)	\$1,000.00
Administrative Penalty	\$250.00
Non-Refundable Application Submission Fee	\$50.00

The Corporation of the Township of Assiginack
Short-term Accommodation By-law #22-07
Schedule "A2" – Application Form

(Current Version: Pages attached hereto)

Short Term Accommodation Application

5.3.3. & 5.3.4.
Agent Authorization

5.3.3. to 5.3.6. Responsible Person Consent Form

In the instance of an applicant or agent acting on behalf of the Owner, an Owner's written authorization permitting the applicant or agent to act on their behalf and is as follows:

Authority to Act as Agent

On our behalf, I appoint the following person/business to act as our agent in the preparation of this application for a Short-Term Accommodation Agreement with the Township of Assiginack. I certify that the submitted documents are true and accurate and hereby assign the clerical duties to the described. I acknowledge that any responsibility for complying to the terms and conditions within the By-law and any other applicable law remains mine, the owner of the property.

Agent Name(s)	_____	Address of Agent	_____
Telephone/Cellphone	_____	Fax	_____
Office Email Address	_____	Web Site	_____
Agent Signature	_____	Date	_____

Authority to Act as Operator

In the instance of a corporation or partnership, the name, address, telephone number and email address for each director and officer or partner of the Owner and / rental agent or agency be provided and are as follows:

On our behalf, I appoint the following persons or business to act as our Operator of this establishment we currently requesting application for licence under the Short-Term Accommodation By-law. I acknowledge that any responsibility for complying to the terms and conditions within the By-law and any other applicable law remains mine, the owner of the property.

Operator Name(s)	_____	Address of Operator	_____
Telephone/Cellphone	_____	Fax	_____
Office Email Address	_____	Web Site	_____
Operator Signature	_____	Date	_____

* Expiration of this contract between Owner and the Agent and/or the Operator, for the purposes of this application, expires annually on Dec. 31.

Owner Signature	_____	Name	_____
	<i>Signature of the Property Owner</i>		<i>Name of the Property Owner (printed)</i>
Date of Signature	MM DD YY	Contact Phone:	_____
		Email:	_____

Short Term Accommodation Application

5.3.7.

STA Applicant
Declaration

5.3.7. Short Term Accommodation Applicant Declaration Form

I _____ certify that the information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

I _____ shall defend, indemnify and save harmless the Township of Assiginack, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the applicant/licensee, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this contract.

Signature of Applicant: _____ Date: _____

Short Term Accommodation Application

5.3.1.1. Property Management Plan

5.3.11 Property Management Plan Points of Interest

Means a detailed plan that identifies those measures the Owner will implement to ensure good waste disposal practices, emergency response, compliance with the Township Standards for Maintenance of Property By-law #12-09, as amended (referred to herein as the Property Standards By-law) and any other By-law related to property maintenance and/or management.

Following are the details to be provided for how you will handle these aspects of business:

- WASTE DISPOSAL:** The recycle depot hours are posted on the Municipal website, proof of Municipal Residential status is required by all patrons.
 - This should include how you will handle the excess waste accumulated at your establishment, who will remit to the landfill and what you are asking the patrons to bring and take back with them.
 - Ensure compliance to this bylaw and especially Section 6.17 of this By-law.

- STANDARDS FOR MAINTENANCE OF PROPERTY BY-LAW # 12-09, AS AMENDED:** Include how you will maintain and keep clean, free of debris and clutter, maintenance of grass, shrubs, etc.

- SPACE USED IN THE SHORT-TERM ACCOMMODATIONS**
 - **NUMBER OF ROOMS (___ X 2 PEOPLE) + 2 PEOPLE = _____ CAPACITY**
 - The Maximum allowable persons are 10 at one time per property registration
 - Include a building layout plan for every floor that details the path of exit, location of smoke detectors and fire extinguishers
 - This should also include the emergency contact numbers and address of the location for emergency purposes.
 - To be reviewed and approved through consultation with the Assinack Fire Services Department.
 - This shall be posted in the entry and in any room used for Short Term Accommodation purposes.

- PARKING MANAGEMENT PLAN:** May be hand drawn, must include a site map labelled Parking Management and the location of transient vehicles [your agreement for the renters must include your rules for parking, e.g., if you have 3 rooms are you renting to 3 different families whereby you will need one space for each family/vehicle and if they have more than one vehicle what are your rules]. Ensure that you have compliance to the by-law and that there are established protocols in your Renters code to respect the properties surrounding yours.

Short Term Accommodation Application

5.3.12. Code of Conduct

5.3.12. Township of Assiginack - STA Code of Conduct

I / we the owner/operator of the Short-Term Accommodation Premises under this application, do here by agree to adhere to all Municipal By-laws as they pertain to the provision of services within the Township of Assiginack.

I / we agree that the following will be held to a high standard for our property and ensure that our guests are well informed of the same.

- As a responsible Short Term Accommodation Premises will ensure to make all guests aware of safety measures in place for:
 - Fire safety, Covid-19, Animal securement on premises and in the public, etc.
- No more then 2 guests per registered room to a maximum of 10 at any given time
- There is a valid Short-Term Accommodation Permit visible at the entrance to show conformity to this By-law along with the appropriate approved Safety Plan layouts
- No problematic disturbances of the peace to any resident or accommodation at any given time of noise, safety or otherwise so the full enjoyment of our community can be obtained by all who live or visit here.
- Must follow the "Open Air Burning" policy and/or Fire prevention methods installed by regulators
- Parking of vehicles is only permissible on registered area of the premises of the Short-Term Accommodation Property
- Uphold the highest standard for local tourist accommodations and endeavor to foster respectful relationships, character, and amenities within the tourism industry and local businesses to cultivate a quality standard in our community.
- The Short-Term Accommodation property owner/operator/employees/visitors shall defend, indemnify, and save harmless the Township of Assiginack, its elected officials, officers, employees, and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature in connection with or in any way related to the delivery of or performance of this contract.

By signing, we acknowledge the receipt of this document and declare that we have been fully advised of the parameters of the use of the Short-Term Accommodation and the By-law regulating such within the Township of Assiginack.

Short-Term Accommodation Premises:

Rental Dates:

Agreement Signed on:

Owner:

Signature:

Phone:

Guest:

Signature:

Phone:

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)
Assignack Tp

Date Prepared:	Submitted Under Review:	2022 Households:	447	Median Household Income (2016):	63,189
MSO Office:	September 12, 2023	2022 Population:	1,008	2023 Annual Repayment Limit:	922,834
Prepared By:	Northeast	2023 MFC Index:	7.7	Borrowing capacity 7% over 10 yrs:	6,481,603

STATISTICAL INFORMATION

	2022 AVERAGES FOR:					
	2018	2019	2020	2021	2022	PROVINCE
Population ¹⁾	1,013	1,012	1,013	1,008	1,008	North - Population >1000 <= 2500
Households ¹⁾	420	421	421	447	447	41,618
Municipal Expenses ⁷⁾	\$ 4,676,472	\$ 4,709,279	\$ 4,772,865	\$ 4,957,298	\$ 5,111,432	16,762
Own Source Revenues	\$ 3,458,066	\$ 3,580,728	\$ 3,673,818	\$ 3,760,218	\$ 4,140,187	\$ 144,358,880
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	73.0%	68.8%	72.0%	70.1%	64.6%	\$ 116,802,789
Total Revenues	\$ 4,734,205	\$ 5,204,253	\$ 5,099,804	\$ 5,366,888	\$ 6,408,523	\$ 4,037
Annual Repayment Limit	\$ 771,752	\$ 748,042	\$ 789,380	\$ 833,410	\$ 884,304	\$ 72.2%
Own Purpose Taxation	\$ 2,605,190	\$ 2,703,986	\$ 2,811,084	\$ 2,852,615	\$ 2,863,683	\$ 173,896,096
Direct Water Billings as % of Gross Water Expenditures	48.8%	55.6%	53.9%	56.7%	54.3%	\$ 18,565,262
Taxable Res. Assessment as a % of Total Taxable Assessment	94.0%	93.5%	92.9%	93.2%	93.2%	\$ 66,371,665
						66.9%
						84.8%
						79.6%

DISCOUNTED WEIGHTED ASSESSMENT ¹⁾ (Source: Financial Information Return)

	2022 AVERAGES FOR:					
	2018	2019	2020	2021	2022	PROVINCE
Taxable	173,189,767	178,462,313	184,435,657	188,241,348	189,159,078	North - Population >1000 <= 2500
PIL	1,085,787	1,069,547	1,118,625	1,162,035	1,162,035	296,876,909
Total	174,275,535	179,531,860	185,554,282	189,403,383	190,321,113	9,311,860,595
						4,114,443
						120,653,389
						300,991,352
						9,432,513,984

RECEIVED
JAN 03 2024

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)
Assignack Tp

Date Prepared: _____	Submitted Under Review: _____	2022 FIR Load Status: _____
MSO Office: Northeast	September 12, 2023	2022 Households: 447
Prepared By: _____	_____	2022 Population: 1,009
		2023 WFCI Index: 7.7
		Median Household Income (2016): 63,189
		2023 Annual Repayment Limit: 922,834
		Borrowing Capacity 7% over 10 yrs: 6,481,603

RESIDENTIAL TAXES

	2022 AVERAGES FOR:					2022	PROVINCE									
	North - Population >1000 <= 2500						North - Population >1000 <= 2500									
	2018	2019	2020	2021	2022	2022	2018	2019	2020	2021	2022	2018 %	2019 %	2020 %	2021 %	2022 %
# of Residential Households	853	853	851	860	860	860	1,031	1,031	1,031	1,031	1,031	11.87%	11.87%	11.87%	11.87%	11.87%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,450	\$ 2,531	\$ 2,606	\$ 2,678	\$ 2,678	\$ 2,678	\$ 2,064	\$ 2,064	\$ 2,064	\$ 2,064	\$ 2,064	2.9%	2.9%	2.9%	2.9%	2.9%
Avg Total Property Taxes per Avg Residential Household	\$ 2,727	\$ 2,800	\$ 2,869	\$ 2,948	\$ 2,948	\$ 2,948	\$ 2,327	\$ 2,327	\$ 2,327	\$ 2,327	\$ 2,327	3.3%	3.3%	3.3%	3.3%	3.3%
as a % of Median Household Income (Tax Effort)	4.3%	4.4%	4.5%	4.7%	4.7%	4.7%	3.6%	3.6%	3.6%	3.6%	3.6%	2.8%	2.8%	2.8%	2.8%	2.8%
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	498	502	503	507	507	507	710	710	710	710	710	0.8%	0.8%	0.8%	0.8%	0.8%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,439	\$ 2,537	\$ 2,637	\$ 2,706	\$ 2,706	\$ 2,706	\$ 2,049	\$ 2,049	\$ 2,049	\$ 2,049	\$ 2,049	2.6%	2.6%	2.6%	2.6%	2.6%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 2,714	\$ 2,807	\$ 2,903	\$ 2,980	\$ 2,980	\$ 2,980	\$ 2,306	\$ 2,306	\$ 2,306	\$ 2,306	\$ 2,306	3.0%	3.0%	3.0%	3.0%	3.0%
as a % of Median Household Income (Tax Effort)	4.3%	4.4%	4.6%	4.7%	4.7%	4.7%	3.6%	3.6%	3.6%	3.6%	3.6%	2.6%	2.6%	2.6%	2.6%	2.6%

RESIDENTIAL TAX RATES ² (Source: Financial Information Return)

	2018	2019	2020	2021	2022
Lower / Single-Tier General Rate	0.0190505	0.0151405	0.0151405	0.0151405	0.0151405
Upper-Tier General Rate	0.0017000	0.0016100	0.0015300	0.0015300	0.0015300
Education Rate					

TAXES RECEIVABLE

	2022 AVERAGES FOR:					2022	PROVINCE									
	North - Population >1000 <= 2500						North - Population >1000 <= 2500									
	2018	2019	2020	2021	2022	2022	2018	2019	2020	2021	2022	2018 %	2019 %	2020 %	2021 %	2022 %
Total Taxes Receivable less Allowance for Uncollectibles	\$ 463,321	\$ 476,370	\$ 498,118	\$ 406,161	\$ 344,980	\$ 344,980	\$ 4,667,859	\$ 4,667,859	\$ 4,667,859	\$ 4,667,859	\$ 4,667,859	7.9%	7.9%	7.9%	7.9%	7.9%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	15.7%	15.7%	15.8%	12.7%	10.8%	10.8%	10.7%	10.7%	10.7%	10.7%	10.7%	58.0%	58.0%	58.0%	58.0%	58.0%
Current Year Taxes Receivable as % of Total Taxes Receivable	56.3%	48.3%	48.7%	44.6%	36.3%	36.3%	58.0%	58.0%	58.0%	58.0%	58.0%	378.5%	378.5%	378.5%	378.5%	378.5%
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	257.9%	394.8%	417.5%	720.7%	1095.0%	1095.0%	478.3%	478.3%	478.3%	478.3%	478.3%	26.5%	26.5%	26.5%	26.5%	26.5%
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	36.9%	45.0%	46.2%	51.2%	56.0%	56.0%	31.8%	31.8%	31.8%	31.8%	31.8%	-15.1%	-15.1%	-15.1%	-15.1%	-15.1%

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)
Assignack Tp

Date Prepared: Northwest
MFO Office: Northwest
Prepared By: Northwest

2022 FIR Load Status: Submitted Under Review
Last Updated: September 12, 2023

2022 Households: 447
2023 Population: 1,008
2023 MFCI Index: 7.7

Median Household Income (2016): 63,189
2023 Annual Repayment Limit: 922,824
Borrowing Capacity 7% over 10 yrs: 6,481,603

GRANTS

	2022 AVERAGES FOR:			
	North - Population >1000 <= 2500	PROVINCE	2021	2022
Total Unconditional Grants	\$ 756,766	\$ 741,757	\$ 747,598	\$ 756,766
Ontario Municipal Partnership Fund	\$ 696,600	\$ 686,600	\$ 696,700	\$ 696,600
As a % of Municipal Expenses	14.4%	13.4%	14.1%	14.1%
Other	\$ 69,666	\$ 55,157	\$ 50,898	\$ 69,666
Total Ontario Conditional Grants	\$ 818,211	\$ 697,090	\$ 697,090	\$ 818,211
As a % of Municipal Expenses	17.4%	14.1%	14.1%	17.4%
Total Ontario Conditional and Unconditional Grants	\$ 1,514,538	\$ 1,393,780	\$ 1,393,780	\$ 1,514,538
As a % of Municipal Expenses	32.5%	29.1%	29.1%	32.5%

COVID - 19

COVID-19 Municipal Operating Funding Allocations - Actual

	2020	2021	2022	TOTAL
- Phase 1 Allocation	\$ 104,800	\$ -	\$ -	\$ 104,800
- Phase 2 Application Based Allocation	\$ -	\$ -	\$ -	\$ -
- Phase 2 2021 Allocation	\$ -	\$ 32,000	\$ -	\$ 32,000
2021 Provincial COVID-19 Recovery Funding for Municipalities	\$ -	\$ 33,921	\$ -	\$ 33,921
Total COVID-19 Municipal Operating Funding	\$ 104,800	\$ 65,921	\$ -	\$ 170,721

COVID-19 Municipal Funding - Amounts Recognized

	2020	2021	2022	TOTAL
Safe Restart Agreement - Municipal Operating Funding	\$ 69,666	\$ 45,898	\$ 55,157	\$ 170,721
Provincial COVID-19 Recovery Funding for Municipalities	\$ -	\$ -	\$ -	\$ -
TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED	\$ 69,666	\$ 45,898	\$ 55,157	\$ 170,721
Safe Restart Agreement - Public Transit Funding	\$ -	\$ -	\$ -	\$ -
Social Services Relief Fund (SSRF)	\$ -	\$ -	\$ -	\$ -

Total COVID-19 Expenses as reported on SLC-42 6009 01

TOTAL DEBT BURDEN

	2022 AVERAGES FOR:			
	North - Population >1000 <= 2500	PROVINCE	2021	2022
Total Debt Burden	\$ 1,627,498	\$ 1,513,399	\$ 1,271,008	\$ 1,154,538
Per Household	\$ 3,875	\$ 3,595	\$ 2,843	\$ 2,583
Debt Servicing Cost	\$ 159,904	\$ 153,982	\$ 139,114	\$ 139,320
Per Household	\$ 381	\$ 366	\$ 288	\$ 312
As a % of Municipal Expenses	3.4%	3.3%	2.6%	2.7%

Printed: 12/07/2023

Ministry of Municipal Affairs and Housing

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)
Assignack Tp

Date Prepared: **2023**
MSO Office: **Northeast**
Prepared By:

2022 FIR Load Status: **Submitted Under Review**
Last Updated: **September 12, 2023**

2022 Households: **447**
2022 Population: **1,000**
2023 MFCL Index: **7.7**

Median Household Income (2016): **63,189**
2023 Annual Repayment Limit: **972,834**
Borrowing Capacity 7% over 10 yrs: **6,481,603**

	2022	2023	2024	2025	2026	2027	2028	2029	2030
As a % of Own Purpose Taxation	6.1%	5.7%	4.9%	4.9%	4.4%	4.4%	4.4%	4.4%	7.1%
As a % of Own Source Revenue	4.6%	4.3%	3.8%	3.4%	3.0%	3.0%	3.0%	3.0%	4.3%
As a % of Total Revenues (Less Donated TCAs)	3.4%	3.0%	2.7%	2.4%	2.2%	2.2%	2.2%	2.2%	3.1%
Debt Service Coverage Ratio (Target: Ratio >= 2)	5	8	7	15	13	13	13	13	36

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)

Assignack Tp

Date Prepared: _____
MISO Office: Northeast
Prepared By: _____

2022 FIR Load Status: Submitted Under Review
Last Updated: September 12, 2023

2022 Households: 447
2022 Population: 1,008
2023 MFCI Index: 7.7

Median Household Income (2016): \$ 63,189
2023 Annual Repayment Limit: 922.81%
Borrowing Capacity 7% over 10 yrs: 6,481,603

LIABILITIES (Including Post-Employment Benefits)

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		
						North - Population >1000	North - Population <= 2500	PROVINCE
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%
Post-Employment Benefits	\$ 7,925	\$ -	\$ -	\$ -	\$ -	\$ 67,606	\$ 28,341,440	\$ 28,341,440
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,050	\$ 5,762,169	\$ 5,762,169
						22/21 %	21/20 %	20/19 %
						0.0%	0.0%	0.0%
						0.0%	0.0%	0.0%
						0.0%	0.0%	-100.0%
						0.0%	0.0%	0.0%

RESERVES AND RESERVE FUNDS

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		
						North - Population >1000	North - Population <= 2500	PROVINCE
Total Reserves	\$ 2,661,867	\$ 3,487,388	\$ 4,131,301	\$ 4,505,250	\$ 5,634,001	\$ 2,377,822	\$ 41,595,064	\$ 41,595,064
Total Discretionary Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,014,730	\$ 52,851,933	\$ 52,851,933
Total Reserves and Discretionary Reserve Funds	\$ 2,661,867	\$ 3,487,388	\$ 4,131,301	\$ 4,505,250	\$ 5,634,001	\$ 3,392,552	\$ 94,446,996	\$ 94,446,996
Per Household	\$ 6,338	\$ 8,284	\$ 9,813	\$ 10,079	\$ 12,604	\$ 3,640	\$ 3,565	\$ 3,565
As a % of Total Taxes Receivable	54.1%	69.6%	75.7%	98.6%	142.6%	113.4%	1263.3%	1263.3%
As a % of Municipal Expenses	56.9%	74.1%	86.6%	90.9%	110.2%	70.2%	76.7%	76.7%
As a % of Own Purpose Taxation	102.2%	129.0%	147.0%	157.9%	196.7%	118.1%	140.2%	140.2%
						22/21 %	21/20 %	20/19 %
						25.1%	9.1%	18.5%
						0.0%	0.0%	0.0%
						25.1%	9.1%	18.5%
						25.1%	2.7%	18.5%
						30.7%		30.7%

FINANCIAL ASSETS

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		
						North - Population >1000	North - Population <= 2500	PROVINCE
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	32.8%	44.6%	59.7%	64.8%	71.6%	45.9%	42.1%	42.1%
Net Financial Assets or Net Debt as % of Own Source Revenues	44.9%	64.9%	82.9%	92.5%	110.9%	66.5%	59.1%	59.1%
Net Working Capital as a % of Municipal Expenses	69.2%	87.9%	101.0%	107.7%	131.2%	76.0%	77.1%	77.1%
Net Book Value of Capital Assets as a % of Cost of Capital Assets	53.3%	51.6%	49.8%	48.4%	47.5%	46.9%	54.4%	54.4%
Asset Sustainability Ratio (Target: > 90%)	37.9%	59.5%	39.3%	97.0%	121.1%	186.4%	191.9%	191.9%
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	45.3%	46.9%	48.7%	50.1%	51.0%	51.1%	47.0%	47.0%

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)
Assignack Tp

Date Prepared:
ASD Office:
Prepared By:

Submitted Under Review
September 12, 2023

2022 FIR Load Status:
Last Updated:

2022 Households:
2022 Population:
2023 MFCI Index:

Median Household Income (2016):
2023 Annual Repayment Limit:
Borrowing Capacity 7% over 10 yrs:

447	63,189
1,008	922,834
7.7	6,481,603

SURPLUS / DEFICIT

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 56,080	\$ 494,974	\$ 326,939	\$ 409,590	\$ 1,297,091	North - Population >1000 <= 2500	PROVINCE	
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 264(09)	\$ 649,196	\$ 1,173,244	\$ 920,009	\$ 1,048,696	\$ 1,976,768	711,940	\$ 22,396,589	22/21 % 21/20 % 20/19 % 19/18 %
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	1.6%	13.8%	8.9%	10.9%	31.3%	1,386,117	\$ 37,704,131	216.7% 25.3% -33.9% 782.6%
Current Ratio (Target: >= 100%)	830.6%	1293.0%	1824.9%	1106.1%	1884.5%	17.4%	20.8%	88.5% 14.0% -21.6% 80.7%
						868.8%	628.5%	

OTHER INDICATORS

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		
Rates Coverage Ratio (Target: >=40%)	70.1%	72.5%	74.2%	72.4%	74.8%	North - Population >1000 <= 2500	PROVINCE	
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	567.8%	985.0%	1408.5%	882.1%	1556.1%	68.6%	71.3%	71.3%
Operating Balance as a % of Total Revenues (Less Donated TCAs)¹	1.2%	9.5%	6.4%	7.6%	20.2%	678.34%	461.01%	461.01%
Cumulative Annual Growth Rate²	0.2%	2.6%	3.3%	2.3%	4.4%	11.1%	14.7%	14.7%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	1.4%	1.2%	0.8%	0.7%	0.8%	-2.3%	-0.4%	-0.4%
						0.4%	0.7%	0.7%

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)

Assignack Tp

Date Prepared:
 ASO Office:
 Prepared By:

2022 FIR Load Status:
 Last Updated:
 Submitted Under Review:
 September 12, 2023

2022 Households:
 2022 Population:
 2023 MFCI Index:

Median Household Income (2016):
 2023 Annual Repayment Limit:
 Borrowing Capacity 7% over 10 yrs:

447
 1,008
 7.7

63,189
 972,114
 6,481,403

VULNERABILITY MEASURES

Own Source Revenue as a % of Total Revenues (Less Donated TCAs)
 Own Source Revenue per Household
 Avg Municipal Property Taxes Per Avg Residential Household
 as a % of Median Household Income (Tax Effort)

	2018	2019	2020	2021	2022
	73.0%	68.8%	72.0%	70.1%	64.6%
	\$ 8,233	\$ 8,505	\$ 8,726	\$ 8,412	\$ 9,262
	\$ 2,450	\$ 2,531	\$ 2,606	\$ 2,678	\$ 2,678
	4.3%	4.4%	4.5%	4.7%	4.7%

2022 AVERAGES FOR:

North - Population >1000 <= 2500	PROVINCE
68.0%	72.2%
4.137	\$ 4,037
2,064	\$ 2,628
3.6%	4.6%

SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks.
- A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

Own Source Revenue as a % of Total Revenues (Less TCAs)

Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.

Own Source Revenue per Household

Indicates the demand for resources and the municipality's ability and willingness to provide resources.

Average Municipal Property Taxes per Average Residential Household

Indicates the level of taxes on residential households for municipal purposes.

Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income

Indicates the portion of a ratepayer's income used to pay municipal property taxes.

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)
Assignack Tp

Date Prepared: _____
MSO Office: Northeast
Prepared By: _____

2022 FIR Lead Status: Submitted Under Review
Last Updated: September 12, 2023

2022 Households: 447
2022 Population: 1,000
2023 WFCI Index: 7.7

Median Household Income (2016) : \$ 63,189
2023 Annual Repayment Limit: 922,814
Borrowing Capacity 7% over 10 yrs: 6,481,603

The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals. This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.

NOTES

- 1* 2018, 2019, 2020, 2021 and 2022 assessment uses phase-in assessment based on 2016 property values.
- 2* Average tax rates are calculated where necessary when amalgamations occur.
- 3* Household and Population data are as reported by the municipality on Schedule O2 of the FIR.
- 4* Median Household Income - Source: Ministry of Finance - Statistics Canada's measure of median income for all private households in 2015.
- 5* Total Revenues include revenues from other municipalities.
- 6* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7* Total Municipal Expenses exclude amounts for other municipalities.
- 8* WFCI Index - Source: Ministry of Finance (2022 OMPF Calculation). This index is available for northern and rural municipalities only.

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	North - Population		Province
	>1000	≤ 2500	
2018	40	444	444
2019	40	444	444
2020	37	441	441
2021	35	434	434
2022	29	357	357

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)
Assignack Tp

Date Prepared:	Submitted Under Review	2022 Households:	447	Median Household Income (2016): *	61,189
M/SO Office:	September 12, 2023	2022 Population:	1,008	2023 Annual Repayment Limit:	922,834
Prepared By:		2023 MFCI Index: †	7.7	Borrowing Capacity 7% over 10 Yrs:	6,481,603

CALCULATIONS

STATISTICAL INFORMATION

Population *1
Households *1
Municipal Expenses *7
Own Source Revenues
Own Source Revenue per Household
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)
Total Revenues
Annual Repayment Limit

SLC 02 0041 01
SLC 02 0040 01
SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07
SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01
- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04
Own Source Revenues / SLC 02 0040 01
Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)

The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website.
<https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm>
ARLs for all municipalities (except the City of Toronto) are posted here as they are made available.

Own Purpose Taxation
Direct Water Billings as % of Gross Water Expenditures
Taxable Res. Assessment as a % of Total Taxable Assessment

SLC 10 0299 01
SLC 12 0831 04 + SLC 12 0832 04 / (SLC 40 0831 11 + SLC 40 0832 11)
SLC 26 0910 17 / SLC 26 9199 17

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

Taxable
PIL
Total

SLC 26 9199 17
SLC 26 9299 17
SLC 26 9199 17 + SLC 26 9299 17

RESIDENTIAL TAXES

of Residential Households
Avg Municipal Property Taxes Per Avg Residential Household
Avg Total Property Taxes per Avg Residential Household
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)
as a % of Median Household Income (Tax Effort)

Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes:
Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.
If labeled (Excl. RDUs) Recreational units are excluded.
An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.
An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the average taxes per household by tier. (the estimated tax rates are provided by OPTA).

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)

Assignack Tp

Date Prepared: Northest
 MSO Office:
 Prepared By:

2022 FIR Load Status: Submitted Under Review
 Last Updated: September 12, 2023

2022 Households: 447
 2022 Population: 1,008
 2023 MFCL Index: 7.7

Median Household Income (2016): 63,189
 2023 Annual Repayment Limit: 922,834
 Borrowing Capacity 7% over 10 yrs: 6,487,603

RESIDENTIAL TAX RATES ² (Source: Financial Information Return)

Lower / Single-Ther General Rate	SLC 22 0010 12 / SLC 22 0010 16
Upper-Ther General Rate	SLC 22 0010 13 / SLC 22 0010 16
Education Rate	SLC 22 0010 14 / SLC 22 0010 16

TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles	SLC 70 0699 01
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 76 9199 03 - SLC 72 2899 09)
Current Year Taxes Receivable as % of Total Taxes Receivable	SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	(SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	(SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

GRANTS

Total Unconditional Grants	SLC 10 0699 01
Ontario Municipal Partnership Fund	SLC 10 0620 02
As % of Municipal Expenses	SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Other	SLC 10 0699 01 - SLC 10 0620 01
Total Ontario Conditional Grants	SLC 10 0810 01 + SLC 10 0815 01
As a % of Municipal Expenses	(SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Total Ontario Conditional and Unconditional Grants	(SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Municipal Expenses	(SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

COVID - 19

COVID-19 Municipal Operating Funding Allocations - Actual	
- Phase 1 Allocation	Phase 1 Allocations - Actual
- Phase 2 Application Based Allocation	Phase 2 Application Based Allocations - Actual
- Phase 2 2021 Allocation	Phase 2 2021 Allocations - Actual
2021 Provincial COVID-19 Recovery Funding for Municipalities	2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations - Actual
Total COVID-19 Municipal Operating Funding	Phase 1 Allocations + Phase 2 Application Based Allocations + Phase 2 2021 Allocations + 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations
COVID-19 Municipal Funding - Amounts Recognized	
Safe Restart Agreement - Municipal Operating Funding	SLC 10 0626 01
Provincial COVID-19 Recovery Funding for Municipalities	SLC 10 0629 01
TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED	SLC 10 0626 01 (FY21) + SLC 10 0626 01 (FY21) + SLC 10 0629 01 (FY21)
Funding not recognized:	Total COVID-19 Municipal Operating Funding - Total COVID-19 Municipal Operating Funding Recognized
Safe Restart Agreement - Public Transit Funding	SLC 10 0627 01
Social Services Relief Fund (SSRF)	SLC 10 0628 01
Total COVID-19 Expenses as reported on SLC 42 6009 01	SLC 42 6009 01

TOTAL DEBT BURDEN

Total Debt Burden	SLC 74 9910 01
Per Household	SLC 74 9910 01 / SLC 02 0040 01
Debt Servicing Cost	SLC 74 3099 01 + SLC 74 3099 02
Per Household	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01

Printed: 12/07/2023

Ministry of Municipal Affairs and Housing

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)

Assignack Tp

Date Prepared:	Submitted Under Review	2022 Households:	447	Median Household Income (2016):	63,189
MSO Office:	September 12, 2023	2022 Population:	1,008	2023 Annual Repayment Limit:	922,834
Prepared By:		2023 MFCI Index: *8	7.7	Borrowing Capacity 7% over 10 yrs:	6,481,603

As a % of Municipal Expenses (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 As a % of Own Purpose Revenue (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01)
 As a % of Total Revenues (Less Donated TCAs) (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 1831 01 - SLC 12 1850 04)
 Debt Service Coverage Ratio (Target: Ratio >= 2) (SLC 10 9910 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04) / (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
 (SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)
Assignack Tp

Date Prepared: Northwest
MSO Office: Northwest
Prepared By:

2022 FIR Load Status: Submitted Under Review
Last Updated: September 12, 2023

2022 Households: 447
2022 Population: 1,008
2023 MFCI Index: 7.7

Median Household Income (2016): 63,189
2023 Annual Repayment Limit: 922,834
Borrowing Capacity 7% over 10 yrs: 6,481,603

LIABILITIES (Including Post-Employment Benefits)

S/LC 70 2010 01 / (S/LC 40 9910 11 - S/LC 12 9910 03 - S/LC 12 9910 07)
S/LC 70 2899 01
S/LC 60 5060 02 + S/LC 60 5060 03 + S/LC 60 5070 02 + S/LC 60 5070 03 + S/LC 60 5080 02 + S/LC 60 5080 03 + S/LC 60 5090 02 + S/LC 60 5090 03

RESERVES AND RESERVE FUNDS

S/LC 60 2099 03
S/LC 60 2099 02
S/LC 60 2099 02 + S/LC 60 2099 03
(S/LC 60 2099 02 + S/LC 60 2099 03) / S/LC 02 0040 01
(S/LC 60 2099 02 + S/LC 60 2099 03) / (S/LC 70 0699 01 + S/LC 70 0690 01)
(S/LC 60 2099 02 + S/LC 60 2099 03) / (S/LC 40 9910 11 - S/LC 12 9910 03 - S/LC 12 9910 07)
(S/LC 60 2099 02 + S/LC 60 2099 03) / S/LC 20 0299 01

FINANCIAL ASSETS

S/LC 70 9945 01 / (S/LC 10 9910 01 - S/LC 10 1831 01)
S/LC 70 9945 01 / (S/LC 10 9910 01 - S/LC 10 0699 01 - S/LC 10 1098 01 - S/LC 10 1099 01 - S/LC 10 1811 01 - S/LC 10 1812 01 - S/LC 10 1814 01 - S/LC 10 1830 01 - S/LC 10 1831 01 - S/LC 12 1850 04)
(S/LC 70 0299 02 + S/LC 70 0499 01 + S/LC 70 0699 01 + S/LC 70 0830 01 + S/LC 70 0835 01 + S/LC 70 4250 01 + S/LC 70 4260 01 + S/LC 70 2010 01 + S/LC 70 2299 01) / (S/LC 40 9910 11 - S/LC 12 9910 03 - S/LC 12 9910 07)
(S/LC 70 6210 01 - S/LC 51 2005 11 - S/LC 51 2205 11) / (S/LC 51 9910 04 - S/LC 51 2005 11 - S/LC 51 2205 11)
S/LC 51 9910 03 / S/LC 51 9910 08
S/LC 51 9910 10 / S/LC 51 9910 06

SURPLUS / DEFICIT

S/LC 10 2099 01 - S/LC 10 1831 01
S/LC 10 2099 01 - S/LC 10 1831 01 + S/LC 40 9910 16 + (S/LC 70 2799 01 (CY) - S/LC 70 2799 01 (PY)) + (S/LC 70 2899 01 (CY) - S/LC 70 2899 01 (PY)) - S/LC 74 3099 01 (CY = CURRENT YEAR, PY = PREVIOUS YEAR)
(S/LC 10 2099 01 - S/LC 10 1831 01) / (S/LC 10 9910 01 - S/LC 10 0699 01 - S/LC 10 0899 01 - S/LC 10 1098 01 - S/LC 10 1099 01 - S/LC 10 1811 01 - S/LC 10 1812 01 - S/LC 10 1814 01 - S/LC 10 1830 01 - S/LC 10 1831 01 - S/LC 10 1831 01 - S/LC 12 1850 04)
- S/LC 10 1830 01 - S/LC 10 1831 01 - S/LC 12 1850 04
(S/LC 70 9930 01 - S/LC 70 0829 01 - S/LC 70 0845 01 - S/LC 70 0898 01) / (S/LC 70 2099 01 - S/LC 70 2299 01)

OTHER INDICATORS

S/LC 10 0299 01 + S/LC 10 1299 01 + S/LC 10 1880 01 + S/LC 10 1885 01 / S/LC 40 9910 01
S/LC 70 0299 01 / (S/LC 70 2099 01 + S/LC 70 2299 01)
(S/LC 10 9910 01 - S/LC 40 9910 07) / (S/LC 10 9910 01 - S/LC 10 1831 01)
(S/LC 10 9910 01 (CY) / S/LC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((S/LC 40 9910 07 (CY) / S/LC 40 9910 07 (CY - 3) ^ (1/3) - 1) - (1/3) - 1)
S/LC 74 2099 02 / (S/LC 10 9910 01 - S/LC 10 1831 01)

Temp. Loans for Current Purposes as a % of Municipal Expenses
Post-Employment Benefits
Total Reserves and Reserve Funds for Post-Employment Benefits

Total Reserves
Total Discretionary Reserve Funds
Total Reserves and Discretionary Reserve Funds
Per Household
As a % of Total Taxes Receivable
As a % of Municipal Expenses
As a % of Own Purpose Taxation

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)
Net Financial Assets or Net Debt as a % of Own Source Revenues
Net Working Capital as a % of Municipal Expenses
Net Book Value of Capital Assets as a % of Cost of Capital Assets
Asset Sustainability Ratio (Target: > 90%)
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)

Annual Surplus / (Deficit) (Less Donated TCAs)
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues
Current Ratio (Target: >= 100%)

Rates Coverage Ratio (Target: >=40%)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)
Operating Balance as a % of Total Revenues (Less Donated TCAs)¹⁾
Cumulative Annual Growth Rate²⁾
Interest Payments as a % of Total Revenues (Less Donated TCAs)

FINANCIAL INDICATOR REVIEW

(Based on 2022 Financial Information Return)

Assiginack Tp

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2022 Financial Information Return)

Assiginack Tp

Date Prepared:	07-Dec-23
MSO Office:	Northeast
Prepared By:	Paul Prospero
Tier	ST

2022 Households:	447
2022 Population	1,008
2023 MFCL Index	7.7

Median Household Income:	63,189
Taxable Residential Assessment as a % of Total Taxable Assessment:	93.2%
Own Purpose Taxation:	2,863,683

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	North - Population >1000 <= 2500		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2018	15.7%	11.7%	12.4%	HIGH
		2019	15.7%	11.5%	12.6%	HIGH
		2020	15.8%	11.1%	12.9%	HIGH
		2021	12.7%	9.5%	10.7%	MODERATE
		2022	10.8%	9.1%	10.7%	MODERATE
		2018	44.9%	45.6%	45.0%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2019	64.9%	57.7%	57.6%	LOW
		2020	82.9%	61.1%	67.1%	LOW
		2021	92.5%	63.5%	65.2%	LOW
		2022	110.9%	64.0%	66.5%	LOW
		2018	56.9%	48.8%	55.9%	LOW
		2019	74.1%	52.4%	60.3%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2020	86.6%	63.2%	69.7%	LOW
		2021	90.9%	67.7%	71.6%	LOW
		2022	110.2%	62.1%	70.2%	LOW
		2018	567.8%	402.9%	528.7%	LOW
		2019	985.0%	524.2%	643.8%	LOW
		2020	1408.5%	652.5%	736.9%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2021	882.1%	575.9%	732.6%	LOW
		2022	1556.1%	668.4%	678.3%	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2018	3.4%	2.7%	2.6%	LOW
		2019	3.0%	2.5%	2.4%	LOW
		2020	2.7%	2.3%	3.0%	LOW
		2021	2.4%	1.9%	2.2%	LOW
		2022	2.2%	1.9%	1.9%	LOW
		2018	45.3%	47.7%	50.6%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2019	46.9%	48.7%	50.6%	LOW
		2020	48.7%	53.2%	52.1%	LOW
		2021	50.1%	51.0%	53.0%	MODERATE
		2022	51.0%	51.4%	53.1%	MODERATE
		2018	1.6%	12.6%	18.9%	LOW
		2019	13.8%	22.7%	27.7%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2020	8.9%	14.1%	16.1%	LOW
		2021	10.9%	12.1%	18.5%	LOW
		2022	31.3%	15.6%	17.4%	LOW

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2022 Financial Information Return)

Assiginack Tp

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied

$SLC\ 70\ 0699\ 01 / (SLC\ 26\ 9199\ 03 - SLC\ 72\ 2899\ 09)$

Net Financial Assets or Net Debt as % of Own Source Revenues

$SLC\ 70\ 9945\ 01 / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 0699\ 01 - SLC\ 10\ 0899\ 01 - SLC\ 10\ 1098\ 01 - SLC\ 10\ 1099\ 01 - SLC\ 10\ 1811\ 01 - SLC\ 10\ 1812\ 01 - SLC\ 10\ 1813\ 01 - SLC\ 10\ 1814\ 01 - SLC\ 10\ 1830\ 01 - SLC\ 10\ 1831\ 01 - SLC\ 12\ 1850\ 04)$

Total Reserves and Reserve Funds as a % of Municipal Expenses

$(SLC\ 60\ 2099\ 02 + SLC\ 60\ 2099\ 03) / (SLC\ 40\ 9910\ 11 - SLC\ 12\ 9910\ 03 - SLC\ 12\ 9910\ 07)$

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)

$SLC\ 70\ 0299\ 01 / (SLC\ 70\ 2099\ 01 + SLC\ 70\ 2299\ 01)$

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)

$(SLC\ 74\ 3099\ 01 + SLC\ 74\ 3099\ 02) / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 1831\ 01)$

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)

$SLC\ 51\ 9910\ 10 / SLC\ 51\ 9910\ 06$

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues

$(SLC\ 10\ 2099\ 01 - SLC\ 10\ 1831\ 01) / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 0699\ 01 - SLC\ 10\ 0899\ 01 - SLC\ 10\ 1098\ 01 - SLC\ 10\ 1099\ 01 - SLC\ 10\ 1811\ 01 - SLC\ 10\ 1812\ 01 - SLC\ 10\ 1813\ 01 - SLC\ 10\ 1814\ 01 - SLC\ 10\ 1830\ 01 - SLC\ 10\ 1831\ 01 - SLC\ 12\ 1850\ 04)$

Township of Assiginack Infrastructure Committee

Terms of Reference

Name: Assiginack Infrastructure Committee

Mission: To review and assess current and future infrastructure needs and provide advice and recommendations to Council as a Whole regarding the Township's Infrastructure.

Activities & Duties: The purpose of the Assiginack Infrastructure Committee is to gain a better understanding of the Township's infrastructure, review and assess current and future infrastructure needs and report back to Council on the following Infrastructure areas within the Township of Assiginack:

- Municipal Facilities and Outdoor Spaces (such as Parks, Trails, and Green Spaces in terms of Infrastructure and not Programming.)
- Environmental Services (Water Treatment & Distribution, Wastewater Collection & Treatment, and Landfill.)
- Transportation Services (Municipal Roads, Sidewalks, and the Maintenance of these services.)
- Planning and Development (considering what infrastructure needs to be in place for future projects).

Composition: The Assiginack Infrastructure Committee will be comprised of Two (2) Council Representatives, as well as Municipal Staff. The CAO will designate a Staff Member to record the minutes of the meetings and other staff may attend as required.

The Committee's term will coincide with the term of Council.

Meetings: The Committee will appoint a Chairperson who will be responsible for speaking on behalf of and representing the committee.

This committee will meet on the fourth Tuesday of each month at 7:00 p.m. at the Municipal Office, or at the Call of Chair, if a Special Meeting is required.

Meetings will follow the Township's standard format as prescribed by the Procedural By-law # 2015-30.

Agendas: An agenda will be prepared for each meeting and only the topics on the agenda may be discussed at the meeting. Agenda's will be circulated utilizing the same procedures of Council, as established within the Procedural By-law # 2015-30.

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 Assiginack

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 MAINTENANCE
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	Surface 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 ASSIGINACK : POLICY & PROCEDURES FOR MINIMUM MAINTANENCE
STANDARDS FOR MUNICIPAL HIGHWAYS**

Class of Highway	Surace 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

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

Class of Highway	Surace 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 ASSIGNACK : 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 MAINTENANCE
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	
Lacourt Street	
Lisgar Street	
McCaulley'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 MAINTENANCE
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 than 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 ASSIGNACK : 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 Assiginack: 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		* Refer back to Section 2.3 of the Policy for specific maintenance protocols
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		
2867.8	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	Biowell Road (Old Biowell Road Con 1 between Lot S1 & S2)		
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	Sim'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

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 ASSIGINACK

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 Assiginack.

"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 Assiginack.

"Township" shall mean the Corporation of the Township of Assiginack.

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 Assiginack 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.

Alton Hobbs

From: Keith Stringer
Sent: January 24, 2024 10:07 AM
To: Alton Hobbs
Cc: Ted Smider
Subject: Lagoon Report
Attachments: 4826-9ALL3Q Lagoon ECA 2013.pdf

Good morning Alton,

I hope you had a great holiday and New Year.

I would like to start the conversation on a path forward with regard to the sludge build up in the lagoon. In your ECA (attached) section 8(2)(C) states that at 5 year intervals or when the sludge depth exceeds 300mm the Owner shall undertake de-sludging of the lagoon by dredging or any other approved method. The latest sonar survey indicates that the average sludge depth is greater than 300mm and is actually at 440mm in each cell.

I hope you don't mind, I have started the conversation as well with our Engineering group. They are experienced in assisting with this specific issue. Once they have reviewed the information I would suggest a virtual meeting to review your options.

Keith Stringer
General Manager
Cell:
Office: 705-869-5578
Fax: 705-869-4374



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RECEIVED

SEP 25 2013



Ministry of the Environment
Ministère de l'Environnement

AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER 4826-9ALL3Q
Issue Date: August 30, 2013

The Corporation of the Township of Assiginack
25B Spragge Street
Post Office Box, No. 238
Manitowaning, Ontario
POP 1N0

Site Location: Manitowaning Sewage Stabilization Ponds
Lot 41, 42, Concession 1
Township of Assiginack, District of Manitoulin

You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:

upgrading of the existing sewage pumping station and municipal sewage treatment works (lagoons) from a "Rated Capacity" of 227.1 m³/d ("Average Daily Flow") to 495cu.m./day ("Average Daily Flow"), located in the Township of Assiginack, which is discharging treated effluent to Manitowaning Bay seasonally, includes the following works:

PROPOSED WORKS:

SEWAGE PUMPING STATION

- existing factory built underground sewage pumping station located on Bay Street approximately 152.4 m N of Nelson Street, to be equipped with two (2) sewage pumps in the dry well, each rated at 27.19L/s (2,350cu.m./day), complete with new isolation and check valves, ultrasonic level transducers, float switches, sampling port, forced air ventilation system, variable-frequency drives (VFDs located in the Water Treatment Building approximately 130m away complete with an existing 300kVA generator set and MCC) to discharge sewage via the existing 150 mm diameter forcemain, approximately 1.7km long to the upgraded 'waste stabilization pond' lagoon as described below:

SEWAGE TREATMENT WORKS

Lagoon Cells: upgrading of the two cell waste stabilization pond (lagoon) from a seasonally discharged lagoon to a continuous flow-through lagoon, located in parts of lots 41 and 42,

Concession I, consisting of the following:

- provision of a 1500mm diameter metering chamber near lagoon Cell #1, complete with a 150mm diameter flow meter (mag meter with digital display and totalizer), a 150mm by-pass line, 150mm diameter force main extension in the Cell #2, all valves and accessories as necessary,
- provision of three (3) proprietary baffle walls complete with hangers, mooring cables and anchors in the Cell #2, complete with upgrades to inter-cell connection between lagoon Cells # 1 and #2,
- provision of nine (9) floating Mechanical aerators (Aeromix Tornado 5.0hp Model or approved equivalent), complete with floats, mooring cables, guy wires, electric cables, anchors and accessories, as necessary in the Cell #2,
- provision of a 1500mm diameter flow-through chamber in lagoon Cell #2, complete with an alum injection and flash mixer system, including all piping and accessories as necessary,

CONTROL BUILDING

- a 2.4m by 2.4m four season building complete with a lockable door to house all electrical controls and alum addition system, including communications equipment to the existing SCADA system.

EFFLUENT OUTFALL

- provision of flow measuring equipment at the existing 2.2m by 2.5m lagoon discharge outfall control chamber complete with all accessories and re-establishment of sewage effluent diffusers in the Lake, including replacement of approximately 15m long diffuser pipe at the end of the existing 300mm diameter outfall, including all ancillary works as necessary,

all in accordance with the **Application for Approval of Municipal and Private Sewage Works**, dated October 22, 2007, **Design Brief- Assiginack Sewage Treatment Upgrade**, October, 2007, drawings and addendum documents prepared and submitted by David Spacek, P.Eng, Wm. R. Walker Engineering Inc., Consulting Engineers; together with the following "*Previous Works*" :

PREVIOUS WORKS:

SANITARY SEWERS:

<u>Street</u>	<u>From</u>	<u>To</u>
Easement	Albert St.	Arthur St.

Easement	Arthur St.	Sewage Pumping Station
Bay Street	Walcot St.	Sewage Pumping Station
Easement	Vankoughnet St.	Walcot St.
Arthur St.	approx. 61 m N. of Queen St.	Wellington St.
Arthur St.	Napier St.	approx. 53 m S. of Napier St.
Arthur St.	Nelson St.	approx. 53 m S. of Nelson St.
Spragge St.	approx. 42.7 m N. of Queen St.	Easement
Albert Street	approx. 61 m S. of Queen St.	approx. 30 m N. of Easement
Queen Street	Michael's Bay Rd.	approx. 60 m E. of Arthur St.
Easement	Queen St.	Easement
Wellington St.	approx. 53 m W. of Howe St.	Arthur St.
Nelson St.	Bay Street	Michael's Bay Rd.
Napier St.	Bay Street	Michael's Bay Rd.
Walcot St.	Bay Street	Michael's Bay Rd.
Vankoughnet St.	Easement	Albert St.
Michael's Bay Rd.	Nelson St.	approx. 60 m S. of Nelson St.

SEWAGE PUMPING STATION

- existing factory built underground dry-well wet well type sewage pumping station located on Bay Street approximately 152.4 m N of Nelson Street equipped with two (2) sewage pumps in the dry well to be removed and complete with existing trash rack in the wet well to remain in place,

SEWAGE TREATMENT WORKS

- a two cell, 3.24 hectare waste stabilization pond (lagoon) located in parts of lots 41 and 42, Concession I, Township of Assiginack, with a 300mm diameter outfall to discharge in flow-thru / continuous mode into the Manitowaning Bay;

including all appurtenances and controls, all in accordance with the **final plans and specifications prepared by Marshall Macklin Monaghan Limited, Consulting Engineers,** and the operational plan for phosphorus treatment prepared by **Ontario Clean Water Agency.**

For the purpose of this environmental compliance approval, the following definitions apply:

"*Act* " means the Ontario Water Resources Act, R.S.O. 1990, Chapter 0.40, as amended;

"*Average Daily Flow* " means the cumulative total sewage flow to the sewage works during a calendar year divided by the number of days during which sewage was flowing to the sewage works that year;

"*By-pass* " means any discharge from the *Works* that does not undergo any treatment before it is discharged to the environment;

"*CBOD5* " means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;

"*Approval* " means this entire Approval of approval document, issued in accordance with Section 53 of the *Act* , and includes any schedules;

"*Director* " means any *Ministry* employee appointed by the Minister pursuant to section 5 of the *Act* ;

"*Ministry* " means the Ontario Ministry of the Environment;

"*Monthly Average Concentration* " means the arithmetic mean of all *Daily Concentrations* of a contaminant in the effluent sampled or measured, or both, during a calendar month;

"*Owner* " means The Corporation of the Township of Assiginack and includes its successors and assignees;

"*Previous Works* " means those portions of the sewage works previously constructed and approved under a Approval of approval;

"*Proposed Works* " means the sewage works described in the *Owner* 's application, this *Approval* and in the supporting documentation referred to herein, to the extent approved by this *Approval* ;

"*Rated Capacity* " means the *Average Daily Flow* for which the *Works* are approved to handle;

"*Regional Director* " means the Regional Director of the Northern Region of the Ministry;

"*Water Supervisor* " means the Water Supervisor for the Sudbury Office of the Ministry; and

"*Works* " means the sewage works described in the *Owner* 's application, this *Approval* and in the supporting documentation referred to herein, to the extent approved by this *Approval* and includes both

Previous Works and Proposed Works.

You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. **GENERAL PROVISIONS**

- (1) The *Owner* shall ensure that any person authorized to carry out work on or operate any aspect of the *Works* is notified of this *Approval* and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
- (2) Except as otherwise provided by these Conditions, the *Owner* shall design, build, install, operate and maintain the *Works* in accordance with the description given in this *Approval*, the application for approval of the works and the submitted supporting documents and plans and specifications as listed in this *Approval*.
- (3) Where there is a conflict between a provision of any submitted document referred to in this *Approval* and the Conditions of this *Approval*, the Conditions in this *Approval* shall take precedence, and where there is a conflict between the listed submitted documents, the document bearing the most recent date shall prevail.
- (4) Where there is a conflict between the listed submitted documents, and the application, the application shall take precedence unless it is clear that the purpose of the document was to amend the application.
- (5) The requirements of this *Approval* are severable. If any requirement of this *Approval*, or the application of any requirement of this *Approval* to any circumstance, is held invalid or unenforceable, the application of such requirement to other circumstances and the remainder of this *Approval* shall not be affected thereby.

2. **EXPIRY OF APPROVAL**

The approval issued by this *Approval* will cease to apply to those parts of the *Works* which have not been constructed within five (5) years of the date of this *Approval*.

3. **CHANGE OF OWNER**

- (1) The *Owner* shall notify the *Water Supervisor* and the *Director*, in writing, of any of the following changes within 30 days of the change occurring:
 - (a) change of *Owner* ;
 - (b) change of address of the *Owner* ;
 - (c) change of partners where the *Owner* is or at any time becomes a partnership, and a copy of the most recent declaration filed under the Business Names Act, R.S.O. 1990, c.B17 shall be included in the notification to the *Water Supervisor* ;

(d) change of name of the corporation where the *Owner* is or at any time becomes a corporation, and a copy of the most current information filed under the Corporations Information Act, R.S.O. 1990, c. C39 shall be included in the notification to the *Water Supervisor* ;

(2) In the event of any change in ownership of the *Works* , other than a change to a successor Municipality, the *Owner* shall notify in writing the succeeding owner of the existence of this *Approval* , and a copy of such notice shall be forwarded to the *Water Supervisor* and the *Director* .

4. AS-BUILT DRAWINGS

(2) Within one year of the date of this *Approval*, if existing drawings do not exist, a set of as-built drawings showing the works "as constructed" shall be prepared. These drawings shall be kept up to date through revisions undertaken from time to time and a copy shall be retained at the *Works* for the operational life of the *Works* .

5. BY-PASSES

(1) Any *By-pass* of sewage from any portion of the *Works* is prohibited, except where:

- (a) it is necessary to avoid loss of life, personal injury, danger to public health or severe property damage;
- (b) where excessive stormwater drainage or run-off would result in severe damage to the property or process of the works;
- (c) the *Water Supervisor* agrees that it is necessary for the purpose of carrying out essential maintenance and the *Water Supervisor* has given prior written acknowledgment of the *by-pass* ; or
- (d) the *Regional Director* has given prior written acknowledgment of a planned *By-pass* .

(2) The *Owner* shall collect at least one (1) grab sample of the *By-pass* and have it analyzed for the parameters outlined in Condition 7 using the protocols in Condition 9 subsection (5).

(3) The *Owner* shall maintain a logbook of all *By-pass* events which shall include, at a minimum, the time, location, duration, quantity of *By-pass* , the authority for *By-pass* pursuant to subsection (1), and the reasons for the occurrence.

6. EFFLUENT OBJECTIVES

(1) The *Owner* shall use best efforts to design, construct and operate the *Works* with the objective that the concentrations of the materials named below as effluent parameters are not exceeded in the effluent from the *Works* .

Table 1 - Effluent Objectives

Effluent Parameter	Concentration Objective (milligrams per litre unless otherwise indicated)
<i>CBOD5</i>	25
Total Suspended Solids	30
Total Phosphorus	1.0

(2) The *Owner* shall use best efforts to:

- (a) maintain the pH of the effluent from the *Works* within the range of 6.0 to 9.5 , inclusive, at all times;
- (b) operate the works within the *Rated Capacity* of the *Works* ;
- (c) ensure that the effluent from the *Works* is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discoloration on the receiving waters.

(3) The *Owner* shall include in all reports submitted in accordance with Condition 10 a summary of the efforts made and results achieved under this Condition.

7. EFFLUENT LIMITS

(1) The *Owner* shall design and operate and maintain the *Works* such that the concentrations of the materials named below as effluent parameters are not exceeded in the effluent from the *Works* :

Effluent Parameter	Maximum Concentration (milligrams per litre unless otherwise indicated)
Column 1	Column 2
<i>CBOD5</i>	30
Total Suspended Solids	40
Total Phosphorus	1.0

(2) For the purposes of determining compliance with and enforcing subsection (1):

- (a) The *Monthly Average Concentration* of a parameter named in Column 1 of subsection (1) shall not exceed the corresponding maximum concentration set out in Column 2 of subsection (1).

(3) Paragraph (a) of subsection (2) shall apply upon the issuance of this Approval.

(4) Only those monitoring results collected during the corresponding time period shall be used in calculating the *Monthly Average Concentration* for this Approval .

8. OPERATION AND MAINTENANCE

- (1) The *Owner* shall exercise due diligence in ensuring that, at all times, the *Works* and the related equipment and appurtenances used to achieve compliance with this *Approval* are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate funding, adequate operator staffing and training, including training in all procedures and other requirements of this *Approval* and the *Act* and regulations, access to adequate laboratory services, process controls and alarms and the use of process chemicals and other substances used in the *Works* .
- (2) The *Owner* shall prepare an operations manual within one year of the date of this *Approval*, that includes, but not necessarily limited to, the following information:
 - (a) operating procedures for routine operation of the *Works* ;
 - (b) inspection programs, including frequency of inspection, for the *Works* and the methods or tests employed to detect when maintenance is necessary;
 - (c) repair and maintenance programs, including the frequency of repair and maintenance of the *Works*. The *Owner* shall undertake de-sludging of the lagoon by dredging or any approved method, at five (5) yearly operation interval and or when the sludge depth exceeds 300mm on the lagoon bottom;
 - (d) procedures for the inspection and calibration of monitoring equipment;
 - (e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the *Water Supervisor* ; and
 - (f) procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken.
- (3) The *Owner* shall maintain the operations manual current and retain a copy at the location of the *Works* for the operational life of the *Works* . Upon request, the *Owner* shall make the manual available to *Ministry* staff.
- (4) The *Owner* shall provide for the overall operation of the *Works* with an operator who holds a licence that is applicable to that type of facility and that is of the same class as or higher than the class of the facility in accordance with Ontario Regulation 435/93.

9. EFFLUENT MONITORING AND RECORDING

The *Owner* shall, upon commencement of operation of the *Works* , carry out the following monitoring program:

- (1) All samples and measurements taken for the purposes of this *Approval* are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.
- (2) For the purposes of this condition, the following definitions apply:
 - (a) Monthly means once every month;
- (3) Samples of raw sewage and lagoon effluent shall be collected at locations satisfactory to the

Water Supervisor and analyzed for at least the following parameters at the frequency specified, by means of the specified sample type and analyzed for each parameter listed and all results recorded:

Parameters	Sample Type	Frequency
CBOD5	grab	Monthly
Total Suspended Solids	grab	Monthly
Total Phosphorus	grab	Monthly

Parameters	Sample Type	Frequency
CBOD5	grab	Monthly
Total Suspended Solids	grab	Monthly
Total Phosphorus	grab	2 times per month
Total (Ammonia + Ammonium) Nitrogen	grab	Monthly
Total Kjeldahl Nitrogen	grab	Monthly
Nitrate Nitrogen	grab	Monthly
Nitrite Nitrogen	grab	Monthly
<i>E. Coli</i>	grab	Monthly

- (4) The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following:
- (a) the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended from time to time by more recently published editions;
 - (b) the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recently published editions;
 - (c) the publication "Standard Methods for the Examination of Water and Wastewater" (20th edition), as amended from time to time by more recently published editions;
 - (d) for any parameters not mentioned in the documents referenced in (a) and (b), the written approval of the *Water Supervisor* shall be obtained prior to sampling.
- (5) The measurement frequencies specified in subsection (2) in respect to any parameter are minimum requirements which may, after 12 months of monitoring in accordance with this Condition, be modified by the *Water Supervisor* in writing from time to time.
- (6) The *Owner* shall maintain a continuous flow measuring device, to measure the flowrate of the raw sewage to the *Works* with an accuracy to within plus or minus 15 per cent (+/- 15%) of the actual flowrate for the entire design range of the flow measuring device, and record the flowrate. The *Owner* shall measure or estimate and record the daily quantities of effluent

from the Works during drawdown for seasonal discharge.

- (7) All contaminant concentrations, measured in accordance with this monitoring program, are considered to be the minimum concentrations of the contaminants in the effluent from the *Works* .
- (8) The *Owner* shall retain for a minimum of three (3) years from the date of their creation, all records and information related to or resulting from the monitoring activities required by this *Approval* .

10. REPORTING

- (1) One week prior to lagoon discharge, the *Owner* shall notify the *Water Supervisor* (in writing) of the pending start up date.
- (2) Ten (10) days prior to the date of a planned *By-pass* being conducted pursuant to Condition No. 5 and as soon as possible for an unplanned *By-pass* , the *Owner* shall notify the *Water Supervisor* (in writing) of the pending start date, in addition to an assessment of the potential adverse effects on the environment and the duration of the *By-pass* .
- (3) In addition to the obligations under Part X of the Environmental Protection Act, the *Owner* shall, within 10 working days of the occurrence of any reportable spill as defined in Ontario Regulation 675/98, bypass or loss of any product, by-product, intermediate product, oil, solvent, waste material or any other polluting substance into the environment, submit a full written report of the occurrence to the *Water Supervisor* describing the cause and discovery of the spill or loss, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation.
- (5) The *Owner* shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to *Ministry* staff.
- (6) The *Owner* shall prepare, and submit to the Water Supervisor, a performance report, on an annual basis, within ninety (90) days following the end of the period being reported upon. The first such report shall cover the first annual period following the commencement of operation of the *Works* and subsequent reports shall be submitted to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:
 - (a) a summary of all monitoring data, including an overview of the success and adequacy of the *Works* ;
 - (b) a description of any operating problems encountered and corrective actions taken;
 - (c) a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the *Works* ;
 - (d) a description of efforts made and results achieved in meeting the Effluent Objectives of Condition No. 6.
 - (e) a summary of any complaints received during the reporting period and any steps taken

to address the complaints;
(f) a summary of all *By-pass* , spill or abnormal discharge events.

- (7) Prior to removal and disposal of sludge from the lagoons, the *Owner* shall provide notification to the Water Supervisor along with the proposed sludge disposal site.

Schedule 'A' forms part of this *Approval* and contains a list of supporting documentation / information received reviewed and relied upon in the issuance of this *Approval* .

SCHEDULE 'A'

1. Approval # 3765-794KBY issued on January 31, 2008, and supporting documents.
2. Application for Approval of Municipal and Private Sewage Works, dated October 22, 2007, Design Brief- Assiginack Sewage Treatment Upgrade, October, 2007, drawings and addendum documents prepared and submitted by David Spacek, P.Eng, Wm. R. Walker Engineering Inc., Consulting Engineers
3. Final plans and specifications prepared by Marshall Macklin Monaghan Limited, Consulting Engineers, and the operational plan for phosphorus treatment prepared by Ontario Clean Water Agency.

The reasons for the imposition of these terms and conditions are as follows:

1. Condition 1 is imposed to ensure that the *Works* are built and operated in the manner in which they were described for review and upon which approval was granted. This condition is also included to emphasize the precedence of Conditions in the *Approval* and the practice that the *Approval* is based on the most current document, if several conflicting documents are submitted for review. The condition also advises the Owners their responsibility to notify any person they authorized to carry out work pursuant to this *Approval* the existence of this *Approval* .
2. Condition 2 is included to ensure that, when the *Works* are constructed, the *Works* will meet the standards that apply at the time of construction to ensure the ongoing protection of the environment.
3. Condition 3 is included to ensure that the *Ministry* records are kept accurate and current with respect to the approved works and to ensure that subsequent owners of the *Works* are made aware of the *Approval* and continue to operate the *Works* in compliance with it.
4. Condition 4 is included to ensure that record drawings of the *Works* “as constructed” are maintained for future references.
5. Condition 5 is included to indicate that by-passes of untreated sewage to the receiving watercourse is prohibited, save in certain limited circumstances where the failure to *By-pass* could result in greater injury to the public interest than the *By-pass* itself where a *By-pass* will not violate the approved effluent requirements, or where the *By-pass* can be limited or otherwise mitigated by handling it in accordance with an approved contingency plan. The notification and documentation requirements allow the *Ministry* to take action in an informed manner and will ensure the *Owner* is aware of the extent and frequency of *By-pass* events.
6. Condition 6 is imposed to establish non-enforceable effluent quality objectives which the *Owner* is obligated to use best efforts to strive towards on an ongoing basis. These objectives are to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairment occurs and before the compliance limits of Condition 7 are exceeded..
7. Condition 7 is imposed to ensure that the effluent discharged from the *Works* to Manitowaning Bay meets the *Ministry* 's effluent quality requirements thus minimizing environmental impact on the receiver and to protect water quality, fish and other aquatic life in the receiving water body.
8. Condition 8 is included to require that the *Works* be properly operated, maintained, funded, staffed and equipped such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented. As well, the inclusion of a comprehensive operations manual governing all significant areas of operation, maintenance and repair is

prepared, implemented and kept up-to-date by the owner and made available to the *Ministry* . Such a manual is an integral part of the operation of the *Works* . Its compilation and use should assist the *Owner* in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for *Ministry* staff when reviewing the *Owner*' s operation of the work.

9. Condition 9 is included to enable the *Owner* to evaluate and demonstrate the performance of the *Works* , on a continual basis, so that the *Works* are properly operated and maintained at a level which is consistent with the design objectives and effluent limits specified in the *Approval* and that the *Works* does not cause any impairment to the receiving watercourse.
10. Condition 10 is included to provide a performance record for future references, to ensure that the *Ministry* is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this *Approval*, so that the *Ministry* can work with the *Owner* in resolving any problems in a timely manner.

Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s). 3765-794KBY issued on January 31, 2008.

In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:

1. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed

Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

3. The name of the appellant;
4. The address of the appellant;
5. The environmental compliance approval number;
6. The date of the environmental compliance approval;
7. The name of the Director, and;
8. The municipality or municipalities within which the project is to be engaged in

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary*

The Director appointed for the purposes of

Environmental Review Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5

AND

Part II.1 of the Environmental Protection Act
Ministry of the Environment
2 St. Clair Avenue West, Floor 12A
Toronto, Ontario
M4V 1L5

* Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349, Fax: (416) 314-4506 or www.ert.gov.on.ca

The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

DATED AT TORONTO this 30th day of August, 2013



Edgardo Tovilla
Director
appointed for the purposes of Part II.1 of the
Environmental Protection Act

TT/

c: DWMD Supervisor, MOE Sudbury District Office
David Spacek, P.Eng, Wm. R. Walker Engineering Inc.