

**MUNICIPALITY**



**OF ASSIGINACK**

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

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

**SPECIAL MEETING OF COUNCIL  
IN CHAMBERS**

**Tuesday, December 3, 2024, 7:00 pm**

**AGENDA**

**1. OPENING**

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

**2. ANNOUNCEMENTS**

**3. ADOPTION OF MINUTES:**

- a) Minutes of Regular Meeting of Council of November 19, 2024

**4. DELEGATIONS**

**5. REPORTS**

**6. ACTION REQUIRED ITEMS**

- a) Accounts for Payment: General: \$ 119,351.23 Payroll: \$ 29,666.38
- b) Consent Application B 26, 27, 28-24 Recommendations
- c) RFP Results: Grass Cutting, Parks
- d) POMEGRAN/CYIENT Infrastructure Installation Request
- e) AAEC: Next Steps
- f) Member's Priorities Review
- g) CLI-ECA Force main Proposal

**7. INFORMATION ITEMS**

- a) DSAB 3<sup>rd</sup> Quarter Report 2024
- b) Island Wide Waste Resources Committee Request
- c) North Shore Search and Rescue Request
- d) Township of King: Redistribution of PLT and Gas Tax Request
- e) Townships of Terrace Bay and Tay Valley: Rural Road Safety Program
- f) Public Health Sudbury & Districts Unapproved Minutes November 21,

**8. BY-LAWS**

- a) By-law # 2024-12 To Amend By-law #2024-01 Schedule B Addition
  - b) By-law# 2024-15 To Replace Schedule A of By-law # 2015-29
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- c) By-law # 2024-17 Community Garden Agreement
- d) By-law # 2024-18 Employee Code of Ethics

## **9. CLOSED SESSION**

## **10. ADJOURNMENT**

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

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, November 19, 2024, at 7:00 pm.

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

**Staff:** Alton Hobbs, CAO, Deputy Clerk  
Deb MacDonald, Treasurer  
Jackie White PEC/Arena Manager  
Crystal Lentir, Administrative Assistant

**OPENING:**

**#233-16-2024 J. Bowerman – D. Elliott**

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

*CARRIED*

**AGENDA:**

**#234-16-2024 D. Elliott – J. Bowerman**

THAT we approve the agenda for this meeting as presented.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

None

**ANNOUNCEMENTS:**

Mayor Reid opened with the Land Acknowledgement.

Mayor Reid presented a 10 Year Employment Certificate to Jackie White and stated there was also one for Kelsey Maguire.

Councillor Hooper thanked the staff of Rainbow Ridge Golf Course for remaining open to provide washroom and other services during last week's closure of Cardwell Street.

Councillor Hooper also mentioned the Tim Horton's Smile Cookies Campaign and noted that local proceeds were going to the Lions Club and Fixing our Felines.

Councillor Bowerman reminded the public that RFP's are being advertised for grass cutting and park maintenance.

**ADOPTION OF MINUTES:**

**#235-0516-2024 J. Bowerman – D. Elliott**

THAT we approve the Minutes of the Committee of the Whole Meeting of November 5, 2024.

*CARRIED*

**#236-16-2024 D. Elliott - J. Bowerman**

THAT we approve the Minutes of the Regular Council Meeting of October 22, 2024.

*CARRIED*

**#237-16-2024 J. Bowerman – D. Elliott**

THAT we approve the Minutes of the Assiginack Museum Committee Meeting of October 21, 2024.

*CARRIED*

**REPORTS:**

**#238-16-2024 D. Elliott – J. Bowerman**

THAT we accept the Public Works Report and thank the Superintendent.

*CARRIED*

**#239-16-2024 J. Bowerman – D. Elliott**

THAT we accept the PEC/Arena Report and thank the PEC/Arena Manager.

*CARRIED.*

**#240-16-2024 D. Elliott – J. Bowerman**

THAT we accept the 2024 Curator's Report and thank the Museum Curator.

CARRIED

**ACTION REQUIRED ITEMS:**

**#241-16-2024 J. Bowerman - D. Elliott**

THAT Council authorizes the following Accounts for Payment: General  
\$ 306,668.91 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

**#242-16-2024 D. Elliott – J. Bowerman**

THAT Council authorizes the following Accounts for Payment: Payroll  
\$ 60,635.74 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

**#243-16-2024 R. Maguire – J. Hooper**

THAT we approve Christmas bonuses for staff members in the amounts of \$  
200.00 for full time and \$ 100.00 for part time and seasonal staff.

CARRIED

**#244-16-2024 J. Hooper - R. Maguire**

THAT we approve modifying the landfill hours as follows: Closed December 24<sup>th</sup>,  
Open December 31<sup>st</sup> from 10-3;

AND THAT we approve the closure of the municipal office on December 27<sup>th</sup>,  
30<sup>th</sup> and 31<sup>st</sup>;

AND THAT we confirm closing of all municipal departments at Noon on  
December 24<sup>th</sup>.

CARRIED

**#245-16-2024 R. Maguire – J. Hooper**

THAT we confirm that any departmental surplus at year end be allocated to its  
respective reserves.

CARRIED

**#246-16-2024 J. Hooper – R. Maguire**

THAT we donate \$ 300.00 towards the Manitoulin Student Aid Fund, pursuant to the attached request.

*CARRIED*

**INFORMATION ITEMS:**

**#247-16-2024 J. Hooper – R. Maguire**

THAT we acknowledge receipt of the following correspondence items:

- a) Ministry of the Solicitor General
- b) Town of Pettawawa- Provincial Policing Cost Concerns
- c) City of Quinte West- Canada Community Building Fund

*CARRIED*

**BY-LAWS:**

**#248-16-2024 J. Hooper – R. Maguire**

THAT By-law # 2024-14, being a by-law to establish Retention Periods for Documents and Records to be Kept by the Township of Assiginack and to repeal and replace By-law # 1995-23 be given first, second, third and final readings and enacted in open Council.

*CARRIED*

**#249-16-2024 R. Maguire – J. Hooper**

THAT By-law # 2024-16, being a by-law to establish a Marketing and Branding Policy for the Township be given first, second, third and final reading and enacted in open council.

*CARRIED*

**CLOSED SESSION:**

**#250-16-2024 R. Maguire – J. Hooper**

THAT in accordance with By-law #02-02 as amended and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:35 pm in order to attend to:

- a) Advice subject to solicitor-client privilege, including communications necessary for that purpose 2 issues
- b) Labour Relations, Employee negotiations 1 issue

*CARRIED*

**#251-16-2024 J. Hooper – R. Maguire**

THAT we adjourn from our closed session, resume our regular session at 8:15 pm, accept the Minutes of the previous closed session;

AND THAT staff be authorized to follow the instructions issued by Council during the closed session.

*CARRIED*

**CLOSING:**

**#252-16-2024      R. Maguire – J. Hooper**

THAT we adjourn until the next Regular Meeting at 8:16 pm or Call of the Chair.

*CARRIED*

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

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

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

8:16 pm.

Ranges:

From:

To:

Vendor ID

First

Last

Vendor Name

First

Last

Cheque Date

First

Last

From:

From:

Chequebook ID

First

Cheque Number

0034663

To:

To:

Last

Last

0034693

Sorted By:

Cheque Number

Distribution Types Included: All

ChqNo:	0034663	Date:	2024-11-18	Vendor:	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	Amount:	\$189.44
InvNo:	4629A	InvDesc:	correct error on prev.chq34619	InvAmt:	\$189.44		
ChqNo:	0034664	Date:	2024-11-18	Vendor:	BELL CANADA	Amount:	\$14.65
InvNo:	2024 11 01	InvDesc:	toll free line	InvAmt:	\$14.65		
ChqNo:	0034665	Date:	2024-11-18	Vendor:	TOWNSHIP OF CENTRAL MANITOULIN	Amount:	\$4,555.88
InvNo:	GEN-1941	InvDesc:	2023 hazard.wst day	InvAmt:	\$2,330.29		
InvNo:	GEN-1933	InvDesc:	2024 hazard.wste day	InvAmt:	\$2,225.59		
ChqNo:	0034666	Date:	2024-11-18	Vendor:	DEBORAH MACDONALD	Amount:	\$81.08
InvNo:	0316692	InvDesc:	admin-reimb.xmax decorations	InvAmt:	\$81.08		
ChqNo:	0034667	Date:	2024-11-18	Vendor:	EASTLINK	Amount:	\$2,187.41
InvNo:	22632634	InvDesc:	consolidated telephone billing	InvAmt:	\$2,187.41		
ChqNo:	0034669	Date:	2024-11-18	Vendor:	ZAMBONI COMPANY LTD.	Amount:	\$1,903.20
InvNo:	122516	InvDesc:	arena-zamboni repairs	InvAmt:	\$1,903.20		
ChqNo:	0034670	Date:	2024-11-18	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	NOV 18 2024	InvDesc:	bldg insp mileage	InvAmt:	\$234.62		
ChqNo:	0034671	Date:	2024-11-18	Vendor:	GFL ENVIRONMENTAL INC 2019	Amount:	\$7,901.68
InvNo:	G00000037023	InvDesc:	oct recyl.transport	InvAmt:	\$7,901.68		
ChqNo:	0034672	Date:	2024-11-18	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$805.89
InvNo:	NOV 5 2024 DEPOT	InvDesc:	depot	InvAmt:	\$39.14		
InvNo:	NOV 6 2024 ADMIN	InvDesc:	mun office	InvAmt:	\$380.03		
InvNo:	OCT 31 2024 ICE PLNT	InvDesc:	arena ice plnt (estimate)	InvAmt:	\$30.64		
InvNo:	OCT 31 2024 PW	InvDesc:	pw	InvAmt:	\$292.00		
InvNo:	OCT 31 2024 HERIT.PR	InvDesc:	heritage park	InvAmt:	\$64.08		
ChqNo:	0034673	Date:	2024-11-18	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$54.23
InvNo:	0315821	InvDesc:	arena-thermostat	InvAmt:	\$54.23		
ChqNo:	0034674	Date:	2024-11-18	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	Amount:	\$34,266.09
InvNo:	IN000022368	InvDesc:	dec ambul/social assist	InvAmt:	\$34,266.09		
ChqNo:	0034675	Date:	2024-11-18	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$559.98
InvNo:	121596	InvDesc:	advertising	InvAmt:	\$559.98		
ChqNo:	0034676	Date:	2024-11-18	Vendor:	MANITOWANING PHARMACY	Amount:	\$8.24
InvNo:	347359	InvDesc:	admin-card	InvAmt:	\$8.24		
ChqNo:	0034677	Date:	2024-11-18	Vendor:	MANITOWANING FRESHMART	Amount:	\$186.99
InvNo:	00316807	InvDesc:	arena-canteen	InvAmt:	\$121.97		
InvNo:	00316065	InvDesc:	fd-water	InvAmt:	\$23.07		



The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

InvNo:	00080589	InvDesc:	admin-water refill	InvAmt:	\$4.99		
InvNo:	00317992	InvDesc:	admin-kitchen supplies	InvAmt:	\$36.96		
ChqNo:	0034678	Date:	2024-11-18	Vendor:	MANITOULIN SMALL ENGINE & MARINE	Amount:	\$299.50
InvNo:	2410162	InvDesc:	fd-fan repairs	InvAmt:	\$299.50		
ChqNo:	0034679	Date:	2024-11-18	Vendor:	MCDUGALL FUELS	Amount:	\$1,116.47
InvNo:	7493709	InvDesc:	marina pump repairs	InvAmt:	\$1,045.33		
InvNo:	7484080	InvDesc:	arena-propane	InvAmt:	\$71.14		
ChqNo:	0034680	Date:	2024-11-18	Vendor:	METAL AIR MECHANICAL SYSTEMS	Amount:	\$1,746.71
InvNo:	W26491	InvDesc:	arena-ice plant start up	InvAmt:	\$1,746.71		
ChqNo:	0034681	Date:	2024-11-18	Vendor:	MINISTER OF FINANCE	Amount:	\$21,598.00
InvNo:	382810241315011	InvDesc:	sept policing	InvAmt:	\$22,151.00		
ChqNo:	0034682	Date:	2024-11-18	Vendor:	NEW NORTH FUELS INC	Amount:	\$5,895.91
InvNo:	702443	InvDesc:	pw-dyed diesel	InvAmt:	\$2,535.14		
InvNo:	702444	InvDesc:	pw-diesel	InvAmt:	\$3,360.77		
ChqNo:	0034683	Date:	2024-11-18	Vendor:	OLD DUTCH FOODS LTD	Amount:	\$653.32
InvNo:	41915999	InvDesc:	arena-canteen	InvAmt:	\$212.82		
InvNo:	41915966	InvDesc:	arena-canteen	InvAmt:	\$199.63		
InvNo:	41916031	InvDesc:	arena-canteen supplies	InvAmt:	\$240.87		
ChqNo:	0034684	Date:	2024-11-18	Vendor:	PAUL METHNER	Amount:	\$1,215.60
InvNo:	#20241030	InvDesc:	oct animal control	InvAmt:	\$1,100.00		
InvNo:	#20241031	InvDesc:	mileage (g.bay court house)	InvAmt:	\$115.60		
ChqNo:	0034685	Date:	2024-11-18	Vendor:	PERRY NEWMAN	Amount:	\$1,000.30
InvNo:	NOV 18 2024	InvDesc:	bylaw/bldg mileage	InvAmt:	\$1,000.30		
ChqNo:	0034686	Date:	2024-11-18	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$4,275.65
InvNo:	RC022036080	InvDesc:	december health unit levy	InvAmt:	\$4,275.65		
ChqNo:	0034687	Date:	2024-11-18	Vendor:	ANASTASIA ERANOSOVA	Amount:	\$750.00
InvNo:	1065	InvDesc:	pec-wreath making wksp	InvAmt:	\$750.00		
ChqNo:	0034688	Date:	2024-11-18	Vendor:	WIKWEMIKONG MINOR HOCKEY ASSOCIATION	Amount:	\$75.00
InvNo:	NOV 2024	InvDesc:	arena-refund rental overpyt	InvAmt:	\$75.00		
ChqNo:	0034689	Date:	2024-11-18	Vendor:	THOMPSON ELECTRIC	Amount:	\$6,012.39
InvNo:	5207	InvDesc:	office-replace 4 lights	InvAmt:	\$576.30		
InvNo:	5206	InvDesc:	arena misc repairs	InvAmt:	\$4,955.84		
InvNo:	5205	InvDesc:	lib bldg-repair lights	InvAmt:	\$480.25		
ChqNo:	0034690	Date:	2024-11-18	Vendor:	WOOD WYANT CANADA INC	Amount:	\$55.62
InvNo:	343019	InvDesc:	arena-parts flr cleaner	InvAmt:	\$44.48		
InvNo:	343483	InvDesc:	arena-flr clnr parts	InvAmt:	\$11.14		

ChqNo:	0034691	Date:	2024-11-18	Vendor:	XEROX CANADA LTD.	Amount:	\$1,804.28
InvNo:	L01482661	InvDesc:	copier lease	InvAmt:	\$1,519.53		
InvNo:	J63135028	InvDesc:	monthly copier {prorate	InvAmt:	\$29.45		
InvNo:	F63095314	InvDesc:	monthly copier usage	InvAmt:	\$255.30		
ChqNo:	0034692	Date:	2024-11-18	Vendor:	G. STEPHEN WATT, BARRISTER	Amount:	\$5,593.50
InvNo:	4328	InvDesc:	general legal	InvAmt:	\$5,593.50		
ChqNo:	0034693	Date:	2024-11-18	Vendor:	ELWIN SHAW	Amount:	\$11,209.60
InvNo:	301	InvDesc:	rodgers creek portapott serv	InvAmt:	\$2,847.60		
InvNo:	06	InvDesc:	parks/marina/arena/depot ser	InvAmt:	\$8,362.00		

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

Report Total:

\$116,251.23

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

RECEIVED  
NOV 26 2024

From:

Vendor ID

Vendor Name

Cheque Date

Sorted By:

From:

First

First

First

Cheque Number

To:

Last

Last

Last

From:

Chequebook ID

Cheque Number

From:

First

0034694

To:

Last

0034711

Distribution Types Included: All

ChqNo:	0034694	Date:	2024-11-25	Vendor:	ALTON HOBBS	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034695	Date:	2024-11-25	Vendor:	COLE BOWERMAN	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034696	Date:	2024-11-25	Vendor:	CRYSTAL LENTIR	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034697	Date:	2024-11-25	Vendor:	DEBORAH MACDONALD	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034698	Date:	2024-11-25	Vendor:	EDDY SAGLE	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034699	Date:	2024-11-25	Vendor:	FREDA BOND	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034700	Date:	2024-11-25	Vendor:	GERRY STRONG	Amount:	\$100.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$100.00		
ChqNo:	0034701	Date:	2024-11-25	Vendor:	JACKIE WHITE	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034702	Date:	2024-11-25	Vendor:	JEREMY COOPER	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034703	Date:	2024-11-25	Vendor:	JOHN MASTELKO	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034704	Date:	2024-11-25	Vendor:	KARI GERHARD	Amount:	\$100.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$100.00		
ChqNo:	0034705	Date:	2024-11-25	Vendor:	KELSEY MAGUIRE	Amount:	\$100.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$100.00		
ChqNo:	0034706	Date:	2024-11-25	Vendor:	KYLE BOND	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034707	Date:	2024-11-25	Vendor:	PERRY NEWMAN	Amount:	\$100.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$100.00		
ChqNo:	0034708	Date:	2024-11-25	Vendor:	RHEAL RZADKIEWICZ	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034709	Date:	2024-11-25	Vendor:	RON COOPER	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034710	Date:	2024-11-25	Vendor:	SHELBA MILLETTE	Amount:	\$200.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$200.00		
ChqNo:	0034711	Date:	2024-11-25	Vendor:	MURRAY GAMMIE	Amount:	\$100.00
InvNo:	2024 CHRISTMAS BONUS	InvDesc:	christmas bonus	InvAmt:	\$100.00		

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

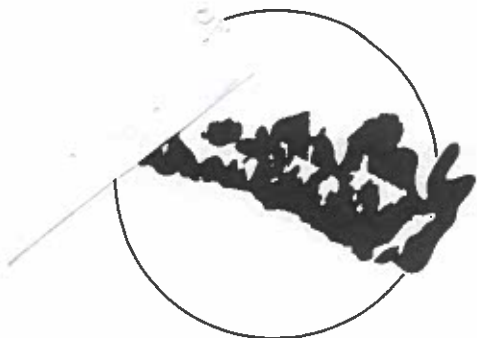
\*\*\* End of Report \*\*\*

Report Total:

\$3,100.00



Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0034656		2024-11-18	11/18COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0034657		2024-11-18	11/18COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0034658		2024-11-18	11/18COMB	133	BOND, FRED A	OUTSTANDING	Cheque
0034659		2024-11-18	11/18COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0034660		2024-11-18	11/18COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0034661		2024-11-18	11/18COMB	506	MCCARVILLE, MADISON	OUTSTANDING	Cheque
0034662		2024-11-18	11/18COMB	507	GAMMIE, DONNA	OUTSTANDING	Cheque
4150		2024-11-18	11/18COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4151		2024-11-18	11/18COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4152		2024-11-18	11/18COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4153		2024-11-18	11/18COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4154		2024-11-18	11/18COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4155		2024-11-18	11/18COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4156		2024-11-18	11/18COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4157		2024-11-18	11/18COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
4158		2024-11-18	11/18COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
4159		2024-11-18	11/18COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4160		2024-11-18	11/18COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4161		2024-11-18	11/18COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
4162		2024-11-18	11/18COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
4163		2024-11-18	11/18COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4164		2024-11-18	11/18COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
4165		2024-11-18	11/18COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4166		2024-11-18	11/18COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
4167		2024-11-18	11/18COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
4168		2024-11-18	11/18COMB	503	Peltier, Amy	OUTSTANDING	Direct Deposit
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Total :	\$29,666.38						



# MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 ☎ 705-282-3142

RECEIVED

NOV 13 2024

November 06, 2024

Heidi Ferguson  
Clerk  
Municipality of Assignack  
156 Arthur Street  
PO BOX 238  
Manitowaning ON P0P 1N0

## NOTICE OF APPLICATION FOR CONSENT TO SEVER

<b>File No.</b>	<b>B26-24</b>
<b>Owner:</b>	Ryan Yiu
<b>Location:</b>	Part Lot 20, Concession IV, As in T18897 (Including Part of Part 1, Plan 31R-4211), Excepting Parts 2, 3, 4, 5 and 6, Plan 31R-4211, and Excepting Part 1, Plan 31R-4247, and Excepting Part 1, T-21123 (Part 1 Highway Plan No. P-2460-43) (Located at #193 High Falls Road; previously #93 High Falls Road) Township of Sheguiandah Municipality of Assignack District of Manitoulin

Purpose and Effect: To provide for the creation of a new +/- 0.4 Hec. lot for rural residential uses.

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

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

Last Day for Receiving Comments: November 20, 2024.

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

### Decision and Appeal

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

Any person or public body may, not later than 20 days after the giving of the notice of decision, appeal the decision or any condition imposed by Planning Board or appeal both the decision and any condition to the Ontario Land Tribunal

## MANITOULIN PLANNING BOARD

FOR OFFICE USE  
FILE NO: \_\_\_\_\_

## APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT

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

**Completeness of the Application**

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

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

**Submission of the Application**

- A fee of \$760.00.00 for each parcel/consent proposed must accompany the application.
- A certification fee of \$130.00 to be submitted prior to the Certificate of the Secretary-Treasurer.
- The original and 3 copies of the completed application form and 3 copies of the sketch are required by the Manitoulin Planning Board. The copies will be used to consult with other ministries or agencies that may have an interest in the application.

Measurements are preferred in metric units.

**For Help**

To help you understand the consent process and information needed to make a planning decision on the application, refer to the "Application Guide Q & A" (attached) or contact the Manitoulin Planning Board Office at 705-282-2237 or e-mail [mpoc@bell.net.ca](mailto:mpoc@bell.net.ca).

**WHO MUST SIGN THE APPLICATION**

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

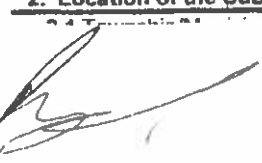
Please Print and Complete or (✓) Appropriate Box(es)

**1. Applicant Information**

An owner's authorization is required in Section 11.1, if the applicant/agent is not the owner.

1.1 Name of Owner(s) Ryan Yiu	Home Telephone No. Cell No. 705-920 0164	Business Telephone No.
Address 193 High Falls Road, Manitowaning ON P0P 1N0 (Previously 93 High Falls Road)		E-mail &/or Fax <a href="mailto:info@manitoulinislandconstruction.ca">info@manitoulinislandconstruction.ca</a>
1.2 Name of Agent/Applicant N/A	Home Telephone No. Cell No.	Business Telephone No.
Address		E-mail &/or Fax
1.3 Name of Contact Person SELF		

**2. Location of the Subject Land (Complete applicable boxes in 2.1) (Your land transfer/deed can assist you with completing this section)**

	Property Identification No. PIN 47134-0367
Part Lot 20 Concession IV As In T18897 (Including Part of Part 1 Plan 31R-4211) Excepting Parts 2, 3, 4, 5, and 6 Plan 31R-4211 and Excepting Part 1 Plan 31R-4247 and Excepting Part 1 T-21123 (Part 1 Highway Plan No. P-2460-43) (#193 High Falls Road, Previously #93 High Falls Road) Township of Sheguiandah, Municipality of Assiginack	

**2.2 Are there any easements or restrictive covenants affecting the subject land?**

☒ No ☐ Yes If Yes, describe the easement or covenant and its effect. (i.e. Hydro One, Right-of-way)

**3. Purpose of this Application****3.1 Type and Purpose of proposed transaction (check appropriate box)**

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

4.1 Description	Frontage (m.)	Severed #1 44 m	Severed #2	Retained Road 246.78 m / HW <sup>1</sup> 17.92 m
	Depth (m.)	105.99 m average		(116 m (100))
	Area (ha.)	0.4 ha		1.7 ha
4.2 Use of Property	Existing	Rural residential		Rural residential
	Proposed	Rural residential		Rural residential
4.3 Buildings or Structures	Existing	None		Dwelling, 4 wood sheds, garage
	Proposed	None		None
4.4 Access  (Check appropriate space)	Provincial Highway			
	Municipal Road, Maintained All Year	X		X
	Municipal Road, Seasonally Maintained			
	Other Public Road			
	Right of way			
	Water Access			
	Describe in section 9, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road			
4.5 Water Supply  (Check appropriate space)	Publicly owned/operated piped water system			
	Privately owned/operated individual well			
	Privately owned/operated communal well			
	Lake or other water body			
	Other means	X proposed cistern		X (cistern)
4.6 Sewage Disposal  (Check appropriate space)	Publicly owned & operated sanitary sewage system			
	Privately owned & operated individual septic tank <sup>1</sup>	X proposed septic		X
	Privately owned & operated communal septic system			
	Privy			
	Other means			
<sup>1</sup> A certificate of approval from the local Health Unit or Ministry of the Environment and Energy submitted with this application will facilitate the review.				
4.7 Other Services	Electricity	X		X
	School Bussing	X		X



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

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard.		
Utility Corridor		Hydro at rear of property
A landfill, closed or active		
A sewage treatment plant or waste stabilization plant (lagoon)		
A provincially significant wetland or significant coastal wetland		
A significant wildlife habitat and/or habitat of endangered species and threatened species		✓ +/- 20m
Fish Habitat		
Flood plain		
An active or rehabilitated or abandoned mine site or mine hazards		
An active mine site or aggregates operation site within 1 km of the subject land		
A contaminated site or a gas station or petroleum/fuel storage		
An industrial or commercial use, and specify the use(s)		
Known archaeological resources or areas of archaeological potential		
A municipal or federal airport		

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

☒ Yes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. History of the Subject Land

7.1 Has the subject land ever been the subject of any other planning applications, i.e. Official Plan or Zoning By-law Amendment, Plan of Subdivision, Consent, Site Plan, under the Planning Act?

☒ Yes ☐ No If Yes and if known, provide the application file number and the decision made on the application.

B29/21 consent was approved. 80202181-22-001

B30/21 consent was approved

7.2 Past Land Uses -

Residential

8. Current Applications

Is the subject land currently the subject of an application for an Official Plan and/or Zoning By-law amendment minor variance, consent or a plan of subdivision that has been submitted for approval?

☒ Yes ☒ No ☐ Unknown If Yes, and if Known, specify the appropriate file number and status of the application

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. AFFIDAVIT OR SWORN DECLARATION

I/We, Ryan Yu of the Town of Manitowaning  
Municipality of Assinac  
in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained

in this application is true and that the information contained in the documents that accompany this application is true

Sworn (or declared) before me

at the Manitoulin Planning Board  
in the Town of Gore Bay

this 6<sup>th</sup> day of September 2024

[Signature]  
Commissioner of Oaths

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

Owner(s) or Authorized Agent/Applicant

11. AUTHORIZED AGENT

Authorization of Owner for Agent to Make the Application

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

12. PERMISSION TO ENTER

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

Sept. 6/2024  
Date

[Signature]  
Signature of the Owner(s)

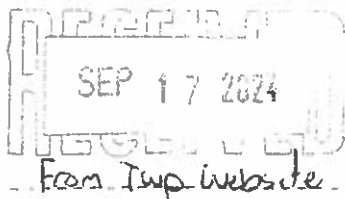
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Owner(s)

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

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

Forward to: **The Manitoulin Planning Board**  
40 Water Street, Unit 1, P. O. Box 240



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

**Tuesday, September 3, 2024 at 7:00 p.m.**

PRESENT: Mayor Brenda Reid, Councillors Dwayne Elliott, Jennifer Hooper, and Robert Maguire.

STAFF: Alton Hobbs - CAO, Heidi Ferguson- Clerk, Freda Bond- Tax & Utility Manager, Crystal Lentir- Administrative Assistant and Jackie White- PEC.

PUBLIC: Anna Peca.

**Moved by Councillor Bowerman:**

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

**CARRIED**

The Mayor reminded everyone that the Agricultural Fall Fair is taking place this weekend, starting on Friday. If anyone is interested, they are still looking for volunteers. The Mayor wished everyone to have a good time and enjoy themselves.

Disclosure of Pecuniary Interest: None declared.

**Moved by Councillor Bowerman:**

THAT we amend the agenda to include:

1d.) Municipal Record Storage

1e.) Circular Materials Recycling Contract

**CARRIED**

**1a.) Funding Proposal- New Horizons for Seniors Program**

Staff explained that we have received two requests for funding for New Horizons for Seniors and staff are recommending that the EDO, Arena Manager and Librarian sit down together to create one application for funding. Staff also suggested that we should have a designated person to shepherd all applications. Discussion took place and the Committee passed the following resolutions:

**Moved by: Councillor Maguire**

THAT we approve submitting a funding application to the New Horizons for Seniors Program.

**CARRIED**

## **2.a.) High Falls Road Discussion**

Staff shared that there are two issues we are looking for Mayor and Council's input on. One of the unintended consequences of having High Falls Bridge and High Falls Road is that people do not always see the park before the road which is leading to increased traffic and foot traffic. We have received complaints from both seasonal and permanent residents regarding the increase in traffic, especially on the private roads and those private roads that are named trails, as there is some confusion by visitors. Staff are bringing forward a request to consider a name changing the name of the road to help with this.

The second issue is that a property owner on High Falls Road would like another severance of their property, which would be the third and final severance they could have. The previous council would not grant this request due to the road not being up to standard. While it is still not up to standard, it has been pointed out that it is a year-round maintained road that Council agreed to take responsibility for.

Discussion took place and Members of the Committee wanted more time to consider renaming the road. Members of the Committee discussed the potential severance of a third and final lot and the committee agreed that they did not want to slow down development. Staff advised that we would communicate this to the property owner.

Members of the Committee asked staff to look into the brush pile and if it is on our property or the neighbor's property.

### **Moved by Councillor Maguire:**

THAT we adjourn at 7:50 p.m. until the next regular meeting or Call of the Chair.

**CARRIED**

---

Chair: Brenda Reid

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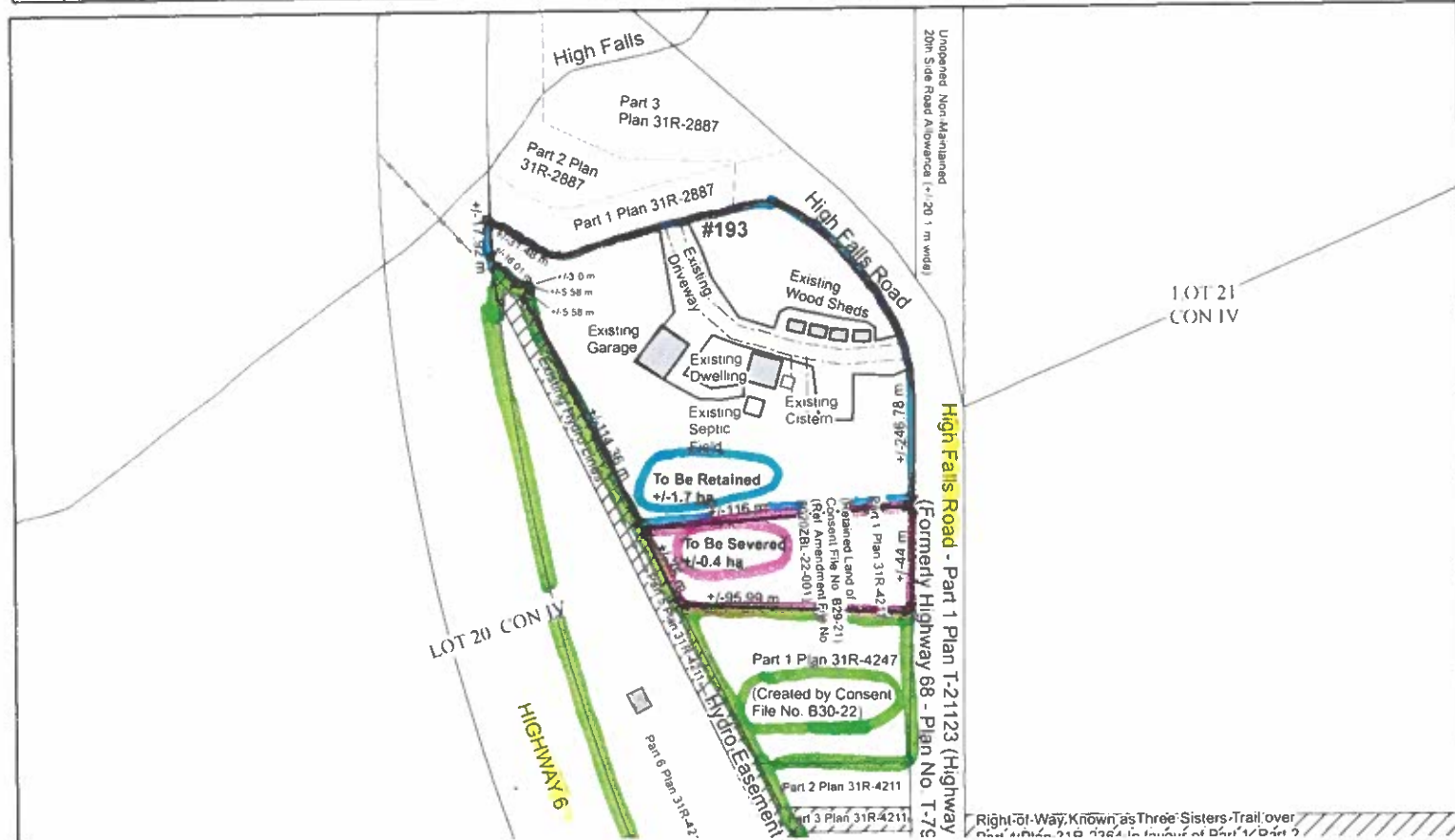
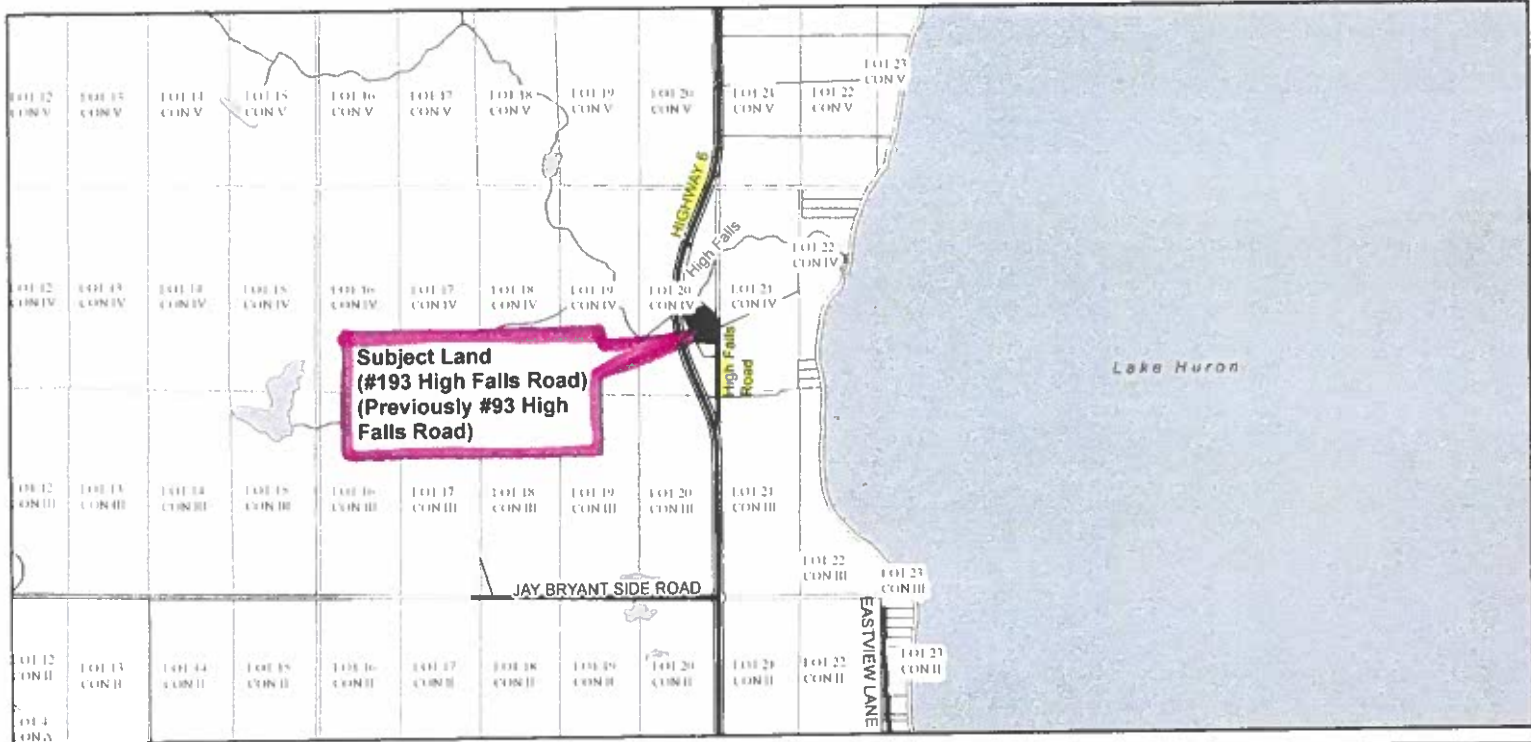
Recording Officer: Heidi Ferguson

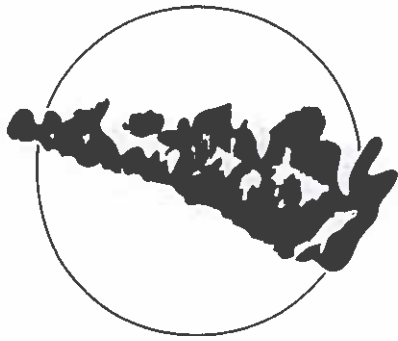
\*These Minutes have been circulated but are not considered Official until approved by Council.

Part Lot 20 Concession IV As In T18897  
(Including Part of Part 1 Plan 31R-4211)  
Excepting Parts 2, 3, 4, 5, and 6 Plan 31R-4211 and  
Excepting Part 1 Plan 31R-4247 and  
Excepting Part 1 T-21123 (Part 1 Highway Plan No. P-2460-43)  
(#193 High Falls Road, Previously #93 High Falls Road)  
Township of Sheguiandah  
Municipality of Assiginack  
District of Manitoulin



Prepared September 25 2024





# MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 📠 705-282-3142

November 06, 2024

RECEIVED

NOV 13 2024

Heidi Ferguson Clerk  
Municipality of Assiginack  
156 Arthur Street  
PO Box 238  
Manitowaning ON P0P 1N0

## NOTICE OF APPLICATION FOR CONSENT TO SEVER

**File No.** B27-24  
**Owners:** Lesya Volodymyrivina and Ashley David Chapman  
**Agent:** Aaron Ariganello  
**Location:** Part Lot 21 Concession V Surveyed as Part 16 Plan 31R-1247,  
Part Lot 22 Concession V Surveyed as Part 17 Plan 31R-1247, and  
Part Lot 23 Concession V Surveyed as Part 18 Plan 31R-1247  
Township of Sheguiandah, Municipality of Assiginack,  
District of Manitoulin

**Purpose and Effect:** To provide for the creation of a new +/- 11.8 Hec.  
(+/- 29 Acre) lot Together with a Right of Way via  
Eagle M Trail to Highway No. 6

**Related Files:** Consent to Sever File No. B49-82, and No. B52-81.

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

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

Last Day for Receiving Comments: November 20, 2024.

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

### Decision and Appeal

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

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

If a person or public body that files an appeal of a decision of the Manitoulin Planning Board in respect of the proposed consent does not make a written submission to the Manitoulin Planning Board before it gives or refuses to give a provisional consent, the Ontario Land

# MANITOULIN PLANNING BOARD

FOR OFFICE USE  
FILE NO: \_\_\_\_\_

B27-24

## APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT

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

### Completeness of the Application

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

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

### Submission of the Application

- A fee of \$760.00.00 for each parcel/consent proposed must accompany the application
- A certification fee of \$130.00 to be submitted prior to the Certificate of the Secretary-Treasurer
- The original and 3 copies of the completed application form and 3 copies of the sketch are required by the Manitoulin Planning Board. The copies will be used to consult with other ministries or agencies that may have an interest in the application.

Measurements are preferred in metric units.

### For Help

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

### WHO MUST SIGN THE APPLICATION

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

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

### 1. Applicant Information

An owner's authorization is required in Section 11.1, if the applicant/agent is not the owner.

1.1 Name of Owner(s) CHAPMAN, LESYA VOLODYMYRIVINA; CHAPMAN, ASHLEY DAVID		Home Telephone No. 1-519-377-9379 Cell No.	Business Telephone No. 1-519-986-3131
Address P.O. Box 782, Markdale, ON, N0C 1H0		E-mail &/or Fax achapman@chapmans.ca	
1.2 Name of Agent/Applicant TULLOCH Engineering		Home Telephone No.  Cell No.	Business Telephone No. 705-671-2295
Address 1942 Regent Street, Unit L, Greater Sudbury		E-mail &/or Fax aaron.ariganello@tulloch.ca	
1.3 Name of Contact Person Aaron Ariganello			

### 2. Location of the Subject Land (Complete applicable boxes in 2.1) (Your land transfer/deed can assist you with completing this section)

2.1 Township/Municipality/ Township of Assiginack			Property Identification No.
Concession Number(s) 5	Geographic Lot Number(s) 21-23	Name of Street/Road Hwy 6	House No./911 No. Not available
Survey Plan No. 31R1247	Survey Part/Lot Number(s) 16, 17 & 18	Subdivision Plan No.	Subdivision Lot No.

### 2.2 Are there any easements or restrictive covenants affecting the subject land?

☐ No ☒ Yes If Yes, describe the easement or covenant and its effect. (i.e Hydro One, Right-of-way)

Subject too mutual access easement (being parts 10 & 11 on Plan 31R1247). See attached sketch and reference plan.

### 3. Purpose of this Application

#### 3.1 Type and Purpose of proposed transaction (check appropriate box)



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

4.1 Description	Frontage (m.)	Severed #1 ±46 metres	Severed #2 (Mutual Access Easement) N/A	Retained ±104 metres
	Depth (m.)	±748.55 metres	±20.12 metres wide	±858.63 metres
	Area (ha.)	±11.8 hectares	±2096.1 square metres	±8.7 hectares
4.2 Use of Property	Existing	Vacant	Vacant	Vacant
	Proposed	Residential	Expansion to parts 10 & 11 on existing mutual access easement	Residential
4.3 Buildings or Structures	Existing	0	0	0
	Proposed	1	0	1
4.4 Access  (Check appropriate space)	Provincial Highway			
	Municipal Road, Maintained All Year			
	Municipal Road, Seasonally Maintained			
	Other Public Road			
	Right of way	X	X	X
	Water Access			
Describe in section 9, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.				
4.5 Water Supply  (Check appropriate space)	Publicly owned/operated piped water system			
	Privately owned/operated individual well	X	X	X
	Privately owned/operated communal well			
	Lake or other water body			
	Other means			
4.6 Sewage Disposal  (Check appropriate space)	Publicly owned & operated sanitary sewage system			
	Privately owned & operated individual septic tank <sup>1</sup>	X	X	X
	Privately owned & operated communal septic system			
	Privy			
	Other means			
<sup>1</sup> A certificate of approval from the local Health Unit or Ministry of the Environment and Energy submitted with this application will facilitate the review.				
4.7 Other Services	Electricity	X	X	X
	School Bussing			



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

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard		
Utility Corridor		
A landfill, closed or active		
A sewage treatment plant or waste stabilization plant (lagoon)		
A provincially significant wetland or significant coastal wetland		
A significant wildlife habitat and/or habitat of endangered species and threatened species		
Fish Habitat		
Flood plain		
An active or rehabilitated or abandoned mine site or mine hazards		
An active mine site or aggregates operation site within 1 km of the subject land		
A contaminated site or a gas station or petroleum/fuel storage		
An industrial or commercial use, and specify the use(s)		
Known archaeological resources or areas of archaeological potential		
A municipal or federal airport		

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

The application is consistent with PPS Policy 1.1.1(a) & 1.1.5.2(c) as the proposal is locally appropriate considering the application conforms to the OP as it appears the proposed severed and retained lot can provide sufficient setbacks from neighboring uses and therefore allow for the development of a residential use that is compatible with adjacent uses. Further, the application promotes efficient development over a property that has the lot frontage and area to facilitate the creation of a new lot. This will assist in sustaining the financial well-being of the Province and municipality over the long term.

7. History of the Subject Land

7.1 Has the subject land ever been the subject of any other planning applications, i.e. Official Plan or Zoning By-law Amendment, Plan of Subdivision, Consent, Site Plan, under the Planning Act?

☒ Yes ☐ No If Yes and if known, provide the application file number and the decision made on the application.

Consent to Sever, File No. B52-81 (1981).

7.2 Past Land Uses -

Same as current land use.

8. Current Applications

Is the subject land currently the subject of an application for an Official Plan and/or Zoning By-law amendment minor variance, consent or a plan of subdivision that has been submitted for approval?

☐ Yes ☒ No ☐ Unknown If Yes, and if Known, specify the appropriate file number and status of the application

9. Other Information

10. AFFIDAVIT OR SWORN DECLARATION

I/We, TULLOCH Engineering of the Municipality of Greater Sudbury  
in the Province of Ontario make oath and say (or solemnly declare) that the information contained

in this application is true and that the information contained in the documents that accompany this application is true

Sworn (or declared) before me

at the Municipality of Greater Sudbury

in the Province of Ontario

this 13 day of Dec 2023

David Glen Tulloch

Commissioner of Oaths

**David Glen Tulloch**

**a Commissioner, etc., Province of Ontario.**

**for TULLOCH Engineering Inc.**

**Expires Feb 20<sup>th</sup>, 2024**

A. Angemelt

Owner(s) or Authorized Agent/Applicant

Owner(s) or Authorized Agent/Applicant

11. AUTHORIZED AGENT

Authorization of Owner for Agent to Make the Application

CHAPMAN, LESYA VOLODYMYRIVINA;

I/We, CHAPMAN, ASHLEY DAVID

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

X July 18, 2023

Date July 18, 2023

Date

X

Signature of Owner(s)

X

Signature of Owner(s)

12. PERMISSION TO ENTER

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

X July 18, 2023

Date July 18, 2023

Date

X

Signature of the Owner(s)

X

Signature of the Owner(s)

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

Applicant's Checklist:

Have you remembered to attach

Yes

- 3 copies of the completed application form?

- 3 copies of the sketch?

- The required fee, payable to the  
Manitoulin Planning Board?

- a copy of your land transfer/deed?

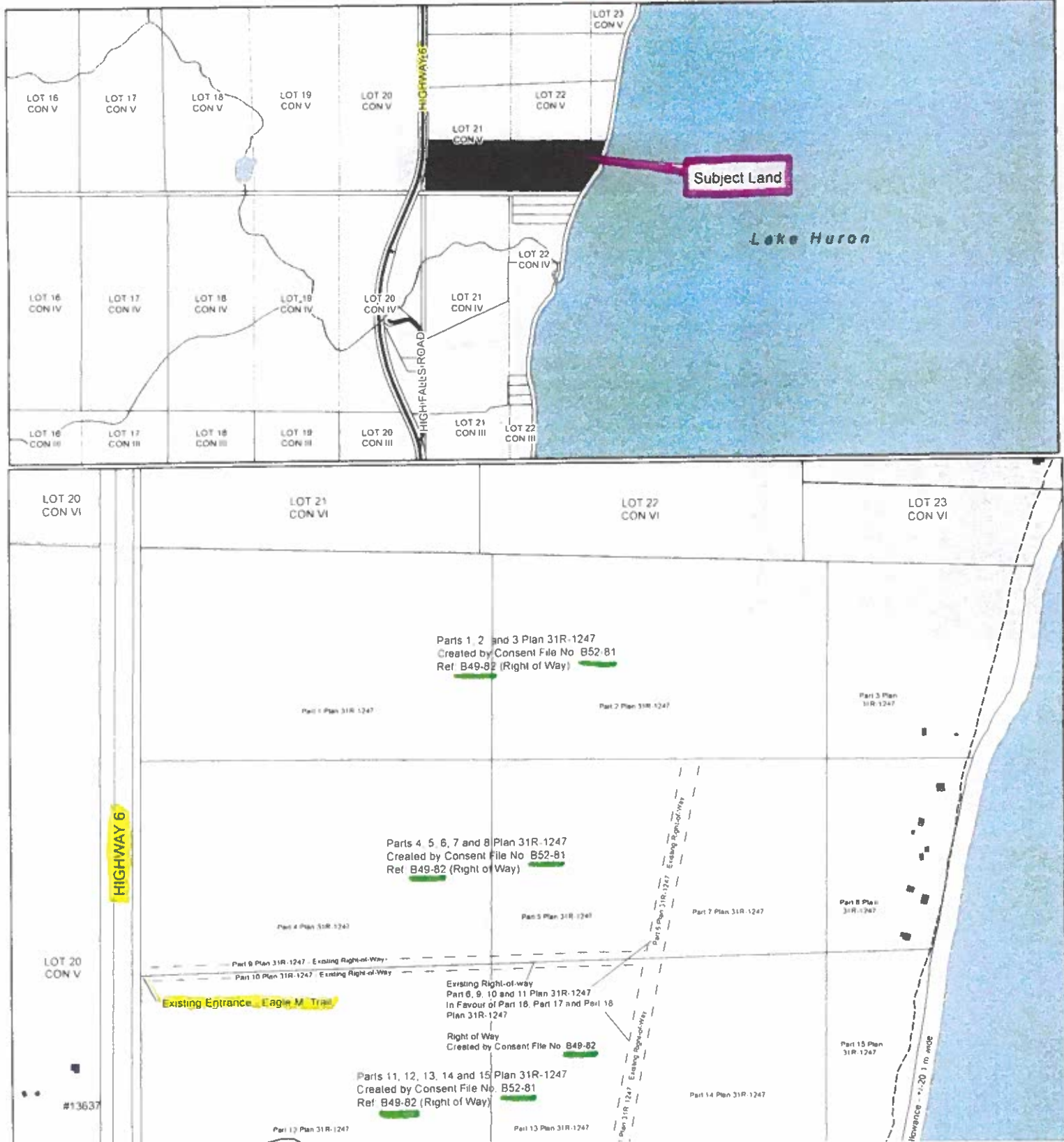
Forward to: **The Manitoulin Planning Board**  
**40 Water Street, Unit 1, P. O. Box 240**  
**GORE BAY, Ontario POP 1H0**

• Sketch Required

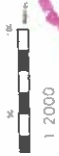
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Part Lot 23 Concession V Surveyed as Part 18 Plan 31R-1247  
Township of Sheguiandah  
Municipality of Assiginack  
District of Manitoulin

FILE NO. B27-24  
Sketch 1 of 2

Prepared November 5th 2024

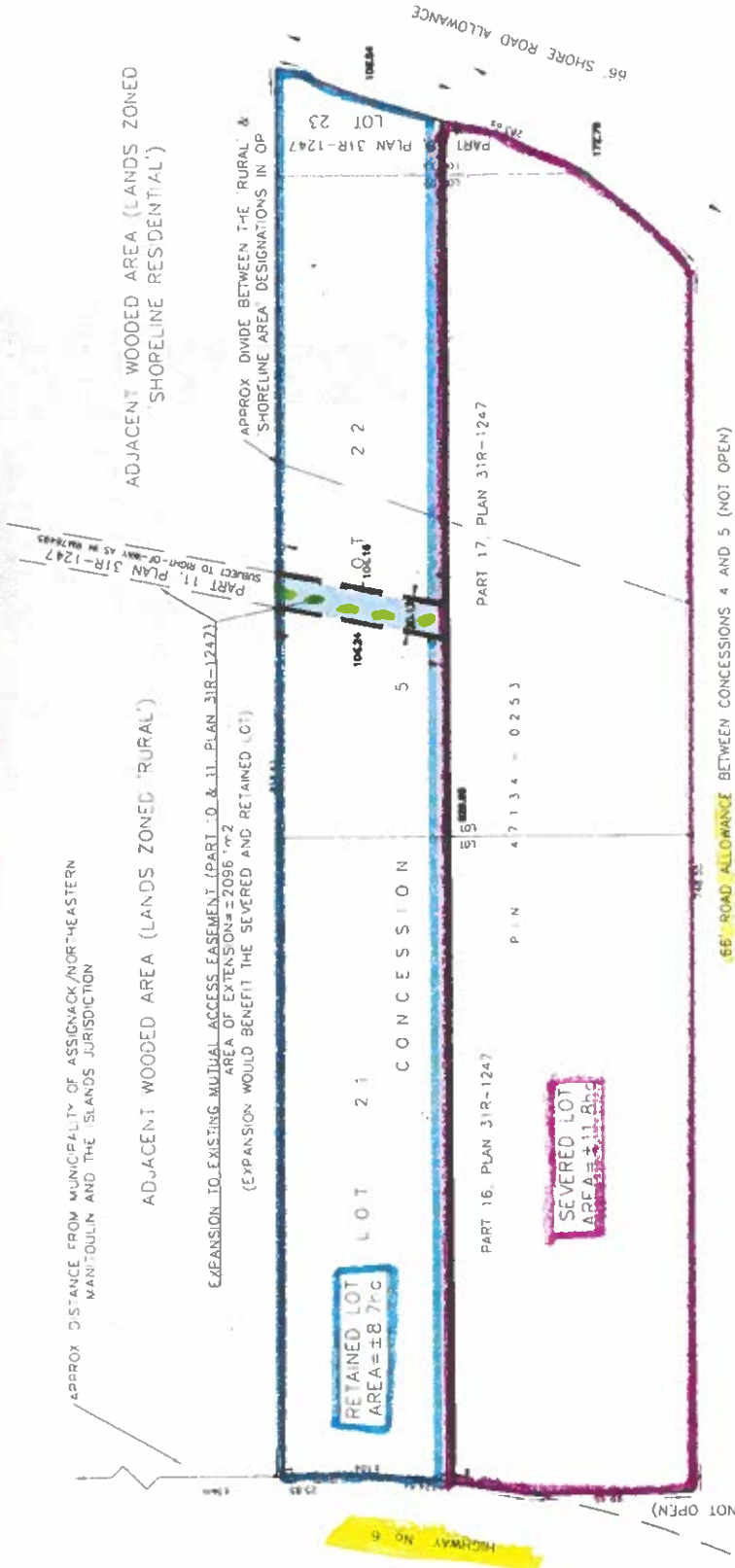
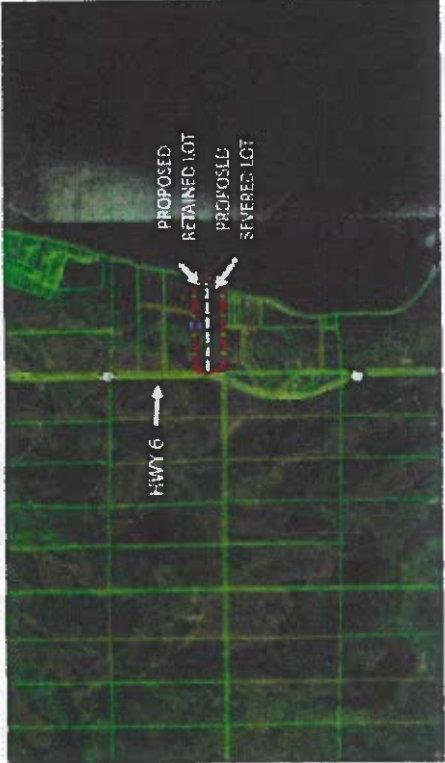


CEPTUAL SKETCH  
47134-0253  
GRAPHIC TOWNSHIP OF SHEGUANDAH,  
ICIPALITY OF ASSIGNACK  
ITOULIN ISLAND  
3



FILE NO. B27-24  
Sketch 2 of 2

KEY MAP



NOT TO SCALE  
PROPERTY BOUNDARIES AS SHOWN ON THIS PLAN  
WAS COMPALED FROM REGISTERED PLANS AND HAVE  
BEEN CONFIRMED  
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT  
BE USED FOR THE PURPOSES OF A SURVEY  
ON ANY COPY REPRODUCED, DISTRIBUTED OR  
USED IN ANY MANNER WITHOUT THE WRITTEN  
CONSENT OF THE TOWNSHIP OF SHEGUANDAH  
TOWNSHIP OF SHEGUANDAH 2023

ADJACENT WOODED AREA (LANDS  
ZONED 'RURAL')

ADJACENT SEASONAL DWELLINGS (LANDS  
ZONED 'SHORELINE RESIDENTIAL')

**TULLOCH**

1947 RECENT STREET SUDBURY, ONTARIO  
JAN 1, 2025 PLS 315

DRAWN BY: AA FILE: 22-1378

Heidi Ferguson  
Clerk  
Municipality of Assiginack  
156 Arthur Street  
Po Box 238  
Manitowaning ON P0P 1N0

RECEIVED

NOV 13 2024

**NOTICE OF APPLICATION FOR CONSENT TO SEVER**

<b>File No.</b>	<b>B28-24</b>
<b>Owners:</b>	Susan Weedon and James Hinds
<b>Agent:</b>	Ian Sinclair
<b>Location:</b>	Lot 10 Concession III (Located at # 354 Irish Line) Township of Bidwell Municipality of Assiginack District of Manitoulin

**Purpose and Effect:** To provide for the creation of a new +/- 1.1 Hec. Lot for continued non-farm residential uses.

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

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

**Last Day for Receiving Comments:** November 20, 2024.

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

**Decision and Appeal**

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

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

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

Dated at the Town of Gore Bay this 6th Day of November, 2024

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

Measurements are preferred in metric units.

#### For Help

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

#### WHO MUST SIGN THE APPLICATION

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

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

#### Applicant Information

An owner's authorization is required in Section 11.1, if the applicant/agent is not the owner.

1.1 Name of Owner(s)	WEEDON, Susan Jennifer HINDS, James David	Home Telephone No.	Business Telephone No.
Address		Cell No.	1-416-524-6949
40 CASTLE FRANK ROAD TORONTO, ONTARIO M1W 2Z1		E-mail &/or Fax	
1.2 Name of Agent/Applicant	IAN SINCLAIR SINCLAIR, SINCLAIR	Home Telephone No.	Business Telephone No.
Address		105-5101 (4075) Cell No.	OFFICE 405-1674 7591
214 ALDER STREET SUDBURY, ONTARIO P3C 4J2		E-mail &/or Fax 405-1674 4100	
1.3 Name of Contact Person	IAN SINCLAIR		

#### Location of the Subject Land (Complete applicable boxes in 2.1) (Your land transfer/deed can assist you with completing this section)

2.1 Township/Municipality/	BIDWELL TWP / ASSIGINACK		Property Identification No.
Concession Number(s)	Geographic Lot Number(s)	Name of Street/Road	House No./911 No.
3	10	IRISH LINE	354
Survey Plan No.	Survey Part/Lot Number(s)	Subdivision Plan No.	Subdivision Lot No.
3 BE RETAINED			

#### 2.2 Are there any easements or restrictive covenants affecting the subject land?

☒ No ☐ Yes If Yes, describe the easement or covenant and its effect. (i.e. Hydro One, Right-of-way)

#### Purpose of this Application

##### 3.1 Type and Purpose of proposed transaction (check appropriate box)

Transfer: ☒ Creation of a new lot ☐ Addition to a lot ☐ Easement/Right-of-way  
Other: ☐ A charge ☐ A lease ☐ A correction of title

##### 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged

CHLER RYERS and SHAYLEE TAYLOR

##### 3.3 If a lot addition, describe the lands to which the parcel will be consolidated with and the current land use (Also to be identified on sketch)

N/A

##### 3.4 If proposing the creation of a new lot, confirm if a Certificate of Official is required also for the Retained Land

☐ Yes ☒ No

If Yes, the applicant shall provide a statement from a lawyer that there is no land abutting the subject lands (i.e. severed and/or retained) that is owned by the registered Owner(s) of the subject lands, other than land that could be conveyed in accordance with Section 50 of the Planning Act.



Proposed		RESIDENCE AND FARM BLDGS	
4.4 Access  (Check appropriate space)	Provincial Highway		
	Municipal Road, Maintained All Year	IRISH LINE	IRISH LINE
	Municipal Road, Seasonally Maintained		
	Other Public Road		
	Right of way		
	Water Access		

Describe in section 9, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

4.5 Water Supply  (Check appropriate space)	Publicly owned/operated piped water system		
	Privately owned/operated individual well	✓	✓ NONE
	Privately owned/operated communal well		
	Lake or other water body		
	Other means		

4.6 Sewage Disposal  (Check appropriate space)	Publicly owned & operated sanitary sewage system		
	Privately owned & operated individual septic tank <sup>1</sup>	✓	NONE
	Privately owned & operated communal septic system		
	Privy		
	Other means		

<sup>1</sup> A certificate of approval from the local Health Unit or Ministry of the Environment and Energy submitted with this application will facilitate the review

4.7 Other Services	Electricity	✓	✓
	School Bussing	✓	✓
	Waste Collection/Disposal	MUNICIPAL DUMP	MUNICIPAL DUMP

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

## 5. Land Use

5.1 What is the existing official plan (OP) designation(s) of the subject land? Refer to OP Mapping [www.manitoulinplanning.ca](http://www.manitoulinplanning.ca)

RURAL AREA

5.2 What is the zoning of the subject land? Refer to Municipal website for Zoning Map

RURAL ZONE AND CONSERVATION ZONE

A significant wildlife habitat and/or habitat of endangered species and threatened species		
Fish Habitat		
Flood plain		
An active or rehabilitated or abandoned mine site or mine hazards		
An active mine site or aggregates operation site within 1 km of the subject land		
A contaminated site or a gas station or petroleum/fuel storage		
An industrial or commercial use, and specify the use(s)		
Known archaeological resources or areas of archaeological potential		
A municipal or federal airport		

Is the application consistent with Provincial Policy Statements issued under subsection 3(1) of The Planning Act? This document is available online.

YES - to provide housing where the former owners have passed away and there is to be no farming by the occupier of the residence and adjacent buildings

#### History of the Subject Land

1 Has the subject land ever been the subject of any other planning applications, i.e. Official Plan or Zoning By-law Amendment, Plan of Subdivision, Consent, Site Plan, under the Planning Act?

☒ Yes ☐ No If Yes and if known, provide the application file number and the decision made on the application

B 32 - 80 CREATED THE SUBJECT LAND

2 Past Land Uses - FARMING WITH FARM BUILDINGS AND RESIDENCE

#### Current Applications

Is the subject land currently the subject of an application for an Official Plan and/or Zoning By-law amendment, minor variance, consent or a plan of subdivision that has been submitted for approval?

☐ Yes ☒ No ☐ Unknown If Yes, and if Known, specify the appropriate file number and status of the application

#### Other Information

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

The proposal is to sell the portion of the property on which are located the residence and some of the farm related buildings as shown on the accompanying sketch. The final survey will provide for setbacks/wards as required under the Farming by Law BMR to be converted to storage



M. M. M.  
Commissioner of O.R.B.s  
TED SEMADNI

N. Y. M. M. M.  
Owner(s) or Authorized Agent/Applicant  
Signature of Owner(s) or Authorized Agent/Applicant  
JAMES DAVID HINDS

11. AUTHORIZED AGENT

Authorization of Owner for Agent to Make the Application

SIRIAN JENNIFER WRETTON

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

August 10th, 2024

Date  
August 10th, 2024

Date

N. Y. M. M. M.  
Signature of Owner(s) SIRIAN JENNIFER WRETTON  
Signature of Owner(s) JAMES DAVID HINDS

12. PERMISSION TO ENTER

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

August 10th, 2024

Date  
August 10th, 2024

Date

N. Y. M. M. M.  
Signature of the Applicant SIRIAN JENNIFER WRETTON  
Signature of the Owner(s) JAMES DAVID HINDS

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

Applicant's Checklist:	Have you remembered to submit:	Yes
	1 copies of the completed application form?	<input checked="" type="checkbox"/>
	3 copies of the sketch?	<input checked="" type="checkbox"/>
	The required fee, payable to the Manitoulin Planning Board?	<input checked="" type="checkbox"/>
	a copy of your land transfer/deed?	<input type="checkbox"/>

Forward to: The Manitoulin Planning Board  
40 Water Street, Unit 1, P.O. Box 240  
GORE BAY, Ontario P0P 1H0

- Sketch Required

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

- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
  - the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing
  - the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained and, in the case of a lot division, the lines the addition is to be consolidated with
  - the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
  - the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks, dikes or streams, wetlands, wooded areas, wells and septic tanks) that:
    - are located on the subject land and on land that is adjacent to it; and
    - in the applicant's opinion, may affect the application.
  - the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial)
  - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unimproved road
  - if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used, and
  - the location and nature of any easement affecting the subject land.
- The preferred size is on paper no larger than 8 1/2" by 14", larger plans will be accepted provided a reduction for circulation purposes is provided.





RECEIVED  
NOV 26 2024



**Adem Ahmed Idriss**

Active Networks Manager

**ROCK Networks**

+16133141055

26<sup>th</sup> November 2024

**To the Municipal Council of Assiginack Township,**

**Subject: Request for Permission to Install Outdoor OLT for Fiber Broadband Project**

We are seeking permission to install an outdoor Optical Line Terminal (OLT) as part of a new fiber broadband project funded by the Ontario and Federal Governments. This project aims to enhance internet connectivity in Assiginack Township by providing reliable, high-speed internet access to underserved areas.

**What We Will Do:**

- **Excavation:** We will dig a small hole to install a secure vault, which will house the OLT equipment.
- **Electricity:** The OLT will require electricity, and we will request power from Hydro One to support the system.
- **Construction Process:** After receiving approval and permits, we will begin placing the vault and installing the equipment. The full construction and network installation will continue into 2025, with the cabinet installation likely starting in Middle of December 2024.

**Benefits to the Community:**

- This project will provide high-speed internet access to homes and businesses that currently have limited or no service, boosting connectivity in Assiginack Township.
  - The OLT will be a permanent infrastructure improvement, helping to bridge the digital divide and supporting residents and businesses with reliable internet for communication, education, work, and more.
-



#### **Why We Are Doing This:**

- This installation is part of a broader initiative funded by both the Ontario and Federal Governments, aimed at improving internet access across the region.
- ROCK Networks is committed to delivering reliable, high-speed fiber internet services to residents and businesses, supporting local growth and development.

#### **What We Expect from Municipal Approval:**

- We seek approval for the permit to install the OLT equipment and vault at the specified location.
- We will obtain all necessary permits and manage the construction with required safety measures, including locates for any underground utilities.

Thank you for your consideration. Should you have any further questions or require additional information, please do not hesitate to contact me.

Sincerely,

Adem Idriss

Active Networks Manager

A handwritten signature in black ink, appearing to be "Adem Idriss", written over a light blue grid background.

**ROCK Networks**

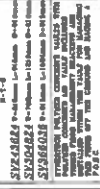
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For verification purposes, please feel free to contact our main office at 1-888-908-6682 or visit our website at [www.rocknetworks.com](http://www.rocknetworks.com)

**To Verify with Innovation, Science and Economic Development Canada (ISED)**

**Sylvain Quilliam, Director, Connected Canada Branch:** Innovation, Science and Economic Development Canada / Government of Canada [sylvain.quilliam@ised-isde.gc.ca](mailto:sylvain.quilliam@ised-isde.gc.ca) / Tel: 343-597-9599 / TTY: 1-866-694-8389

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[illegible]

ALL CONSTRUCTION ACTIVITY IN THE VICINITY OF  
THESE SHALL BE CARDED OUT BY SIGNI CORP.  
WHEN THE TRAIL PROTECTION POLICY OF THE  
BUREAU OF LAND MANAGEMENT, CONVENT  
OF QUAILMETS

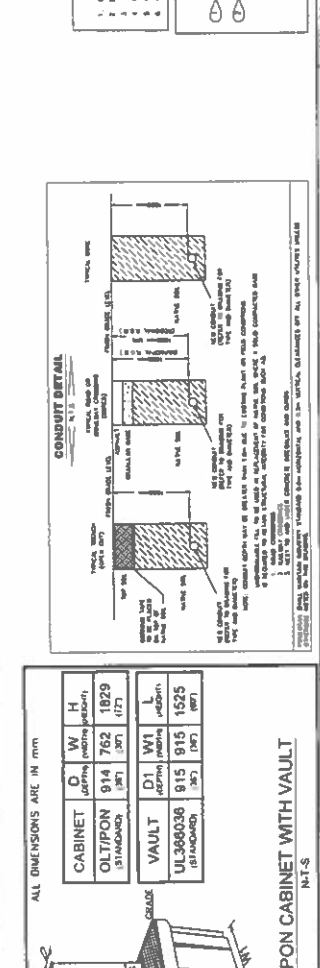
**GENERAL NOTES**

1. LOCATIONS OF CANTONMENT, CAMP, AND OTHER AREAS ARE SHOWN ON THE MAP. THE LOCATION OF THE CAMP IS SHOWN ON THE MAP. THE LOCATION OF THE CAMP IS SHOWN ON THE MAP.

As a revenue tool, it's available to all the federal agencies, but it's not used as extensively as it should be. The IRS is the only agency that has a dedicated communications unit, and it's not used as extensively as it should be. The IRS is the only agency that has a dedicated communications unit, and it's not used as extensively as it should be. The IRS is the only agency that has a dedicated communications unit, and it's not used as extensively as it should be.



Expenditure Period	Number of
1	2
3	5



1. Name of the person or organization		2. Address		3. City		4. State		5. Zip		6. Phone		7. Fax		8. E-mail		9. Other		10. Comments	
Mr. J. K. Smith		123 Main St.		New York		NY		10001		(212) 555-1234		(212) 555-5678		jksmith@xyz.com				Sample entry	
Mrs. A. B. Jones		456 Elm St.		Los Angeles		CA		90001		(310) 555-9876		(310) 555-4321		abjones@abc.com				Another sample	
Mr. C. D. Brown		789 Oak St.		Chicago		IL		60601		(312) 555-2345		(312) 555-6789		cdbrown@def.com				Third sample	
Ms. E. F. Green		101 Pine St.		Houston		TX		77001		(713) 555-3456		(713) 555-7890		efgreen@ghi.com				Fourth sample	
Mr. G. H. Black		202 Maple St.		Phoenix		AZ		85001		(602) 555-4567		(602) 555-8901		ghblack@jkl.com				Fifth sample	
Mrs. I. J. White		303 Cedar St.		San Antonio		TX		78201		(214) 555-5678		(214) 555-9012		ijwhite@mno.com				Sixth sample	
Mr. K. L. Gray		404 Birch St.		Dallas		TX		75201		(214) 555-6789		(214) 555-0123		klgray@pqr.com				Seventh sample	
Ms. M. N. Hall		505 Spruce St.		San Diego		CA		92101		(619) 555-7890		(619) 555-1234		mnhall@stu.com				Eighth sample	
Mr. O. P. King		606 Willow St.		Austin		TX		78701		(512) 555-8901		(512) 555-2345		opking@vwx.com				Ninth sample	
Mrs. Q. R. Lee		707 Ash St.		Jacksonville		FL		32201		(904) 555-9012		(904) 555-3456		qrlee@yz.com				Tenth sample	

[illegible]

100

[illegible]

RECORD OF INSPECTION  
 AS COMPLETED  
 BY: [Signature]  
 DATE: [Date]

[illegible][illegible]

**CYIENT**  
TOWNSHIP OF ASSOCIATES  
with \$100 \$1

NAME: ASSIGNACK\_FX\_4-01T B

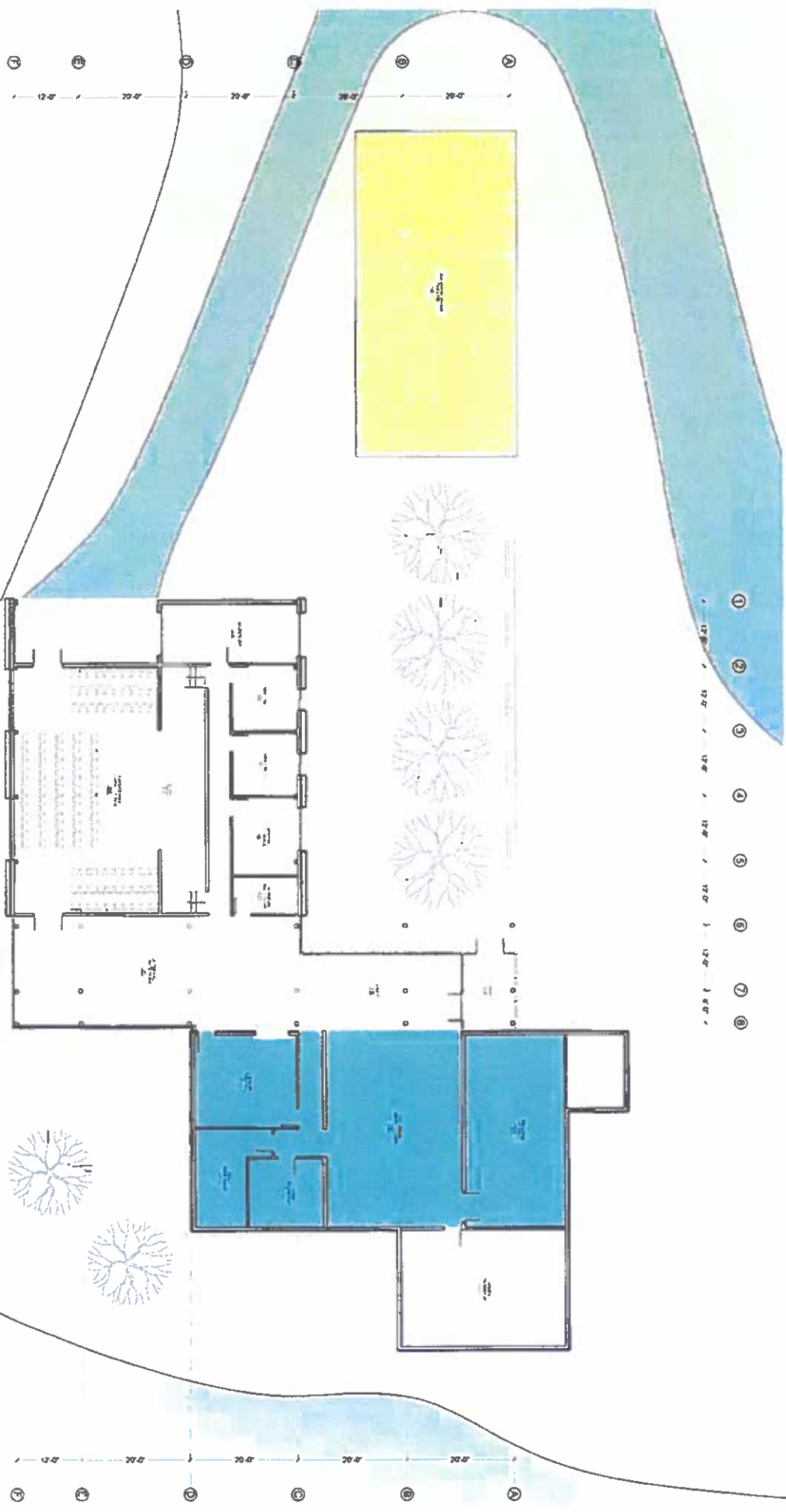
MC-P100000



AA&C  
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DESIGN

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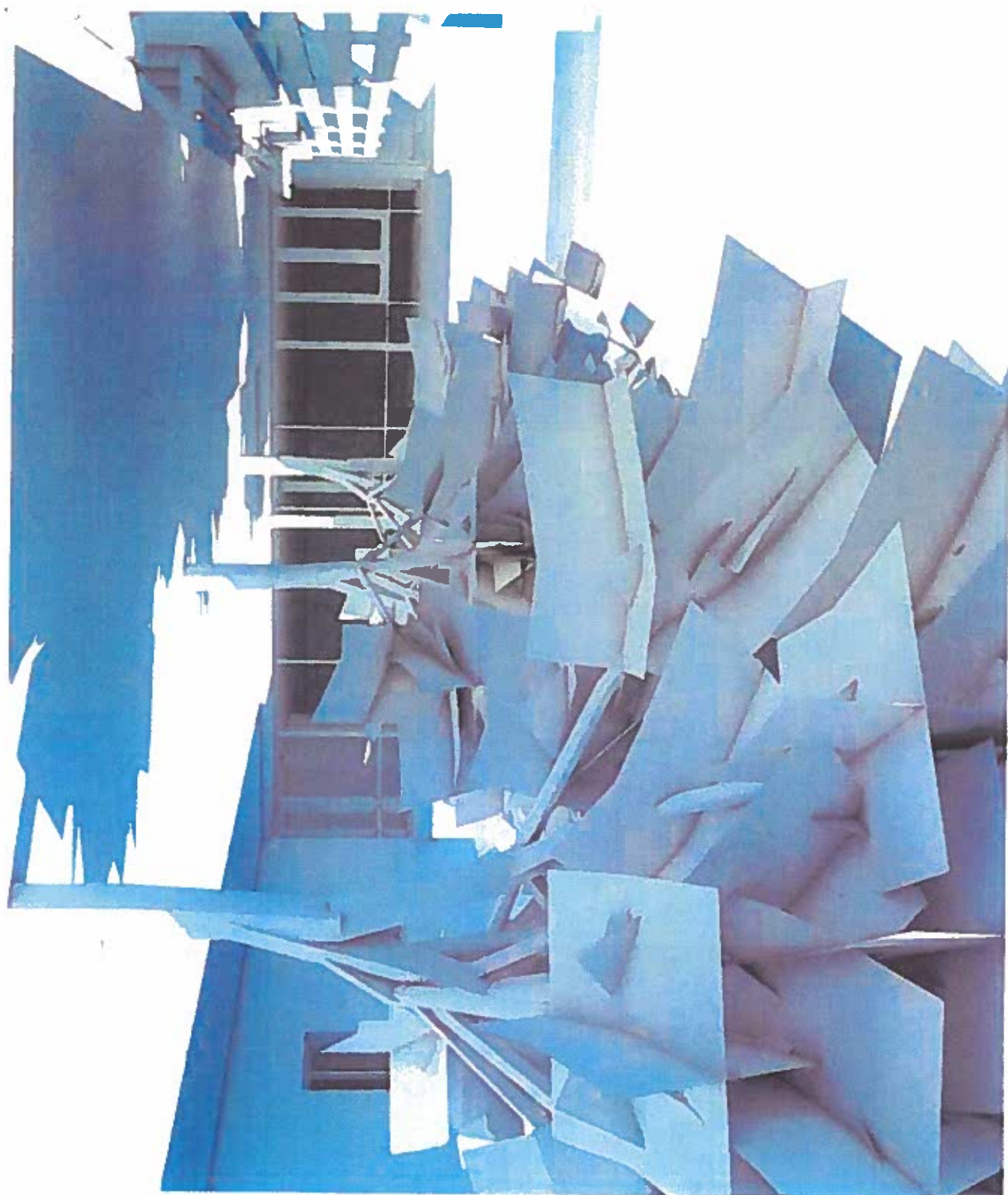


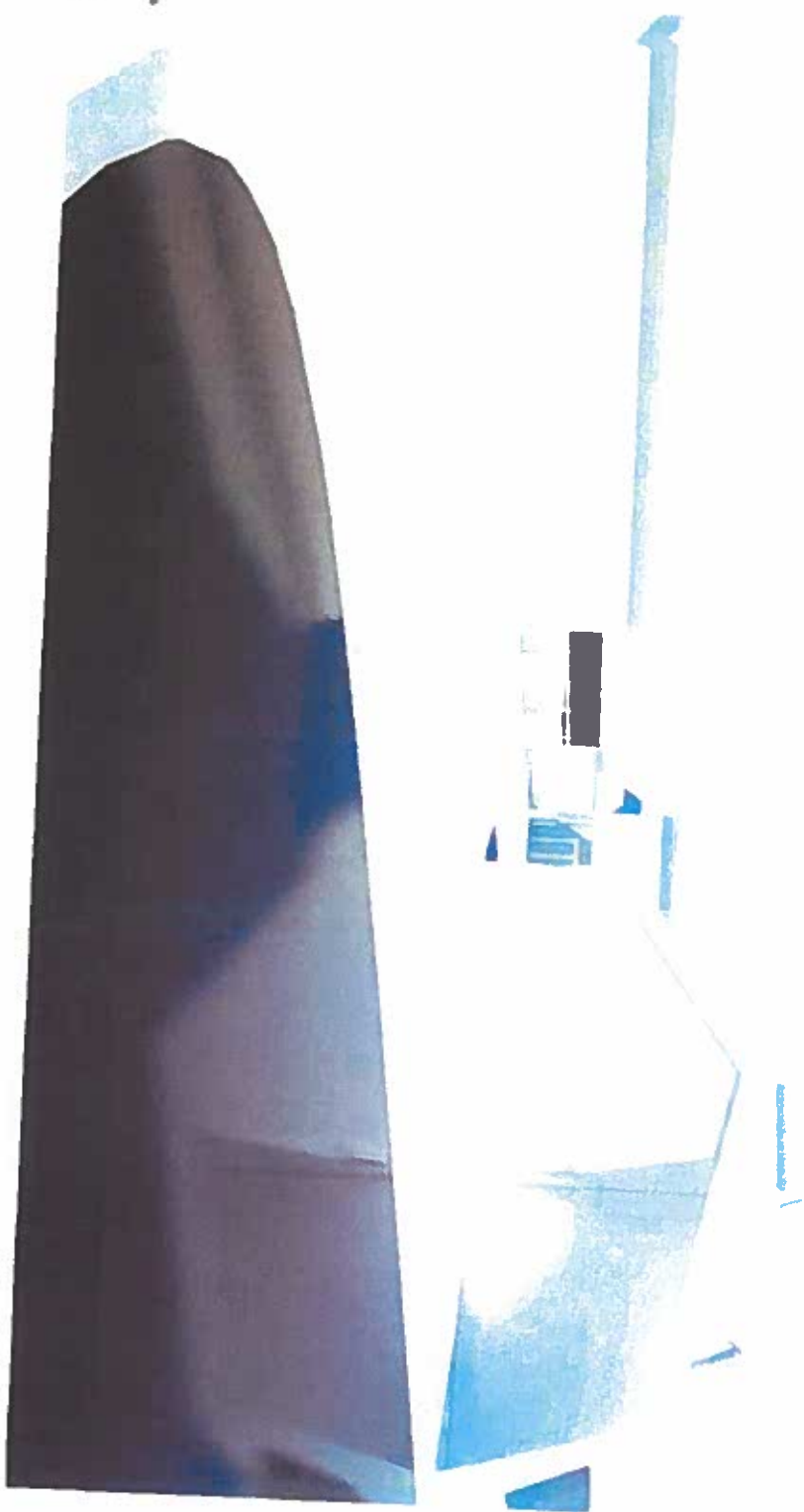












**Council Member's Priorities:**

**Councillor Bowerman:**

Tax Rates  
Asset Management  
Concerns/Complaint Response  
Public Works, Staffing in general  
COTW Meetings

**Councillor Hooper**

Mission Statements  
By-law Enforcement  
Beautification downtown  
Landfill  
Historical Buildings

**Mayor Reid:**

Roller Mills, Post Office  
Asset Management: Resources  
Staffing Needs  
Landfill  
Cemetery

**Councillor Elliott:**

Strategic Planning  
Expanding Town plot  
Water Wild lines  
Infrastructure  
Road Standards and Accepting New Roads

**Councillor Maguire:**

Historical Building Preservation  
Asset Management  
Municipal Building status  
Roads Conditions  
Community Development

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November 22, 2024

KEC Ref. 9.35.69

By Email (ahobbs@assignack.ca)

**Attention: Alton Hobbs, Chief Administrative Officer  
Township of Assignack**

**Re: Corporation of the Township of Assignack  
Sewage Collection System and Stormwater Management System  
Consolidated Linear Infrastructure Environmental Compliance Approval Applications**

Dear Mr. Hobbs:

The purpose of this letter is to present to the Township of Assignack (Township) a proposed work plan, schedule and cost estimate to prepare the Consolidated Linear Infrastructure (CLI) Environmental Compliance Approval (ECA) applications for the Township's Sewage Collection System and Stormwater Management Systems.

#### **Work Program**

Kresin Engineering Corporation (KEC) proposes to carry-out the work program in four (4) Tasks, as follows:

- Task 1: Review all available documentation;
- Task 2: Prepare Draft CLI ECA applications including infrastructure maps, review with the Township;
- Task 3: Finalize CLI ECA applications, submit to Ministry of Environment, Conservation and Parks (MECP); and,
- Task 4: Review Draft CLI ECA documents, provide comments to MECP prior to final approval.

#### ***Task 1: Review all Available Documentation***

On award, KEC will request copies of available documentation for the existing sewage and stormwater works for review.

#### ***Task 2: Prepare Draft CLI ECA Applications***

KEC will prepare Draft CLI ECA applications for the Township of Assignack Sewage Collection System and Stormwater Management System and distribute to the Township for review and comment.

**Task 3: Prepare Final CLI ECA Applications**

KEC will prepare the Final CLI ECA applications and submit to MECP.

**Task 4: Review Draft CLI ECA Documents**

KEC will review the Draft CLI ECA documents and provide any comments to MECP prior to the approvals being finalized.

**Schedule and Cost Estimate**

KEC is available to initiate the work on receipt of direction from the Township to do so.

The estimated cost to complete the work program is \$1,800.00 (HST extra).

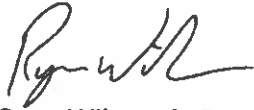
**Closure**

Thank you very much for the opportunity to provide this cost estimate for the consideration of the Township and we look forward to the prospect of working with the Township in completing the assignment.

Should you have any questions or require clarification, please call.

Thank you.

Yours Very Truly,  
**Kresin Engineering Corporation**



Ryan Wilson, P. Eng.  
Project Engineer

9.35.69 ltr assignack CLI ECA applications





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## **2024 Third Quarter Activity Report November 21, 2024**

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

### **CAO Overview**

The DSB 2024 Second Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$662,784**. Ontario Works, Children's Services, and Non-Urgent Patient Transfer Service are forecasted to be on budget. Community Housing is forecasted to be under budget by \$440,546. Paramedic Services is forecasted to be over budget by \$556,389. Interest revenue on non-reserve accounts is forecasted to be \$778,627 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

### **Paramedic Services**

#### **Recruitment and Retention**

Paramedic Services is engaged with CTS Canada Career College to accept students for their final residency from early August through late October. The process included their acceptance of employment with Manitoulin-Sudbury DSB with specific conditions of employment and timelines for those conditions to be met. Onboarding of these students into the DSB operation has been initiated throughout the residency resulting in a shortened timeline to become operational paramedics.

A similar process has been developed for CTS students who will start their final residency in November and Cambrian College students expected in late January 2025. This process is part of an overarching strategy to engage and recruit staff.

---



The posting for external Paramedics remains in place and staff have been meeting with potential candidates throughout this quarter and have been expediting the recruitment process. The organization continues to have challenges with external recruitment as the competition with larger and less expansive services impacts on interest.

The national recruitment process for a Chief of Paramedic Services continued in the third quarter.

### **Staffing Challenges**

Staffing absences and a lack of fulsome capacity to backfill those absences continues to impact Paramedic Services' ability to ensure resource deployment without extensive utilization of overtime. The third quarter represents the largest period of time for use of entitlements such as vacation while the capacity to backfill is further impacted as many part-time personnel have reached their maximum hours of work. The strategies being considered to mitigate these issues are being developed, but many of these are medium-term and will start to impact overtime use later in 2024.

### **Fleet**

The absence of new fleet arrivals continues to impact on fleet confidence. While this issue is not new, its impacts compound as staff work to keep the vehicles response ready. Staff are working with the manufacturer to ensure the urgency of the organization's needs are understood. The first vehicles are expected to be received in early November. Deployment of those vehicles will be expedited once received.

### **Community Paramedicine**

Staff have made some initial operational changes to the Community Paramedicine program; specifically, by deploying resources into geographic areas where it makes sense and away from central deployment from Espanola. This change is expected to provide access to patients while reducing unnecessary travel. One Community Paramedic (CP) now deploys on Manitoulin Island. In the 4<sup>th</sup> quarter, a CP will deploy from Sudbury East.

### **Non-Urgent Patient Transportation Service**

The Non-Urgent Patient Transportation Service system for transportation of non-urgent clients continues to operate in collaboration with the Emergency Health Services Branch of the Ministry of Health (MOH) and both Espanola General Hospital and Manitoulin Health Centre. This model for patient transportation continues to address the impact of increasing 9-1-1 call volumes on the Paramedic Services system. Staff have reached out to the MOH to discuss the funding design and to look for alternatives that more closely mirror other communities; specifically addressing the municipal contributions. The meeting is set for mid-November to work on these challenges.

## Children's Services

The Manitoulin-Sudbury District currently has 20 licensed child care locations, 14 center-based sites in schools, 1 center-based community location, and 5 licensed home child care sites. Two licensed home child care sites have closed since last quarter. In the third quarter, 535 children were enrolled in child care services, with 440 paying full fees and 95 receiving subsidies. This is a 7% decrease from the previous quarter and a 10% decrease from the same period last year. Special Needs Resourcing supported an average of 64 children, from infants to school-age, during the third quarter, showing a significant 23% increase compared to the same quarter last year.

In the third quarter, EarlyON programs welcomed 2312 visits from parents/caregivers and children. These services are provided through various means including mobile, virtual, and outdoor programs. This represents an 11% decrease from the same quarter last year.

### New Child Care Funding Approach

In September, an [issue report](#) was shared with the Board detailing the upcoming CWELCC cost-based funding model and its impact on child care services. The new [guidelines](#), received on August 1, 2024, will fund services for children aged 0-5 starting January 1, 2025, with additional guidelines for children aged 6-12 and EarlyON programs expected later in 2024.

The ministry [memo](#) outlined funding categories including cost-based funding for eligible operational expenses such as staffing and accommodations, along with a top-up for legacy or growth needs. Local priorities funding will support programs for children aged 0-12, including fee subsidies, capacity building, and special needs resourcing, while start-up funding will help increase licensed spaces for children aged 0-5 in line with space creation plans.

### CWELCC Funding – Updates to 2024 Allocations: Emerging Issues

In 2024 emerging issues funding has been allocated to address non-discretionary costs for CWELCC-enrolled providers. Announced in November 2023, this funding supports essential expenses such as occupancy, salaries, benefits, and food costs. The Manitoulin-Sudbury DSB received an initial allocation of \$70,542 for January to March 2024, followed by an additional \$21,681 in April to help manage rising operational costs. In response to further financial pressures, a final increase of \$72,319 was [announced](#) in September bringing the total funding for 2024 to \$164,542. This funding has been crucial for maintaining stable and accessible child care services as we transition to the new cost-based model in 2025.

## **Ontario Works**

In the third quarter, the Ontario Works/Temporary Care Caseload average was 473. Compared to last year at this time, the caseload has increased by 3.50%.

### **Centralized Intake**

The Manitoulin-Sudbury District Services Board (DSB) received 140 applications in the third quarter. Of the 140 applications received, 44 were auto-granted by the Intake and Benefits Administration Unit (IBAU), 42 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, 15 were transfers from another Ontario Works office, 21 were for Emergency Assistance which is completed online and sent to the local office for processing and 13 applications were processed at the local office rather than being referred to Centralized Intake as certain applications are not yet being processed by the IBAU. The remaining 5 applications were referrals from ODSP for individuals to participate in Ontario Works programming.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the third quarter, 31% of applications were completed by the IBAU.

### **Policy Changes to Support Centralized Intake**

Staff received a memo from the Ministry of Children, Community and Social Services (MCCSS) to advise that as of October 1, 2024, regulatory changes have been made to designate MCCSS as the Ontario Works delivery agent in 10 municipal geographic areas in the province and designate these CMSM's as delivery partners. The 10 areas are listed in the memo, none of the areas are in Northern Ontario.

In these 10 areas, the ministry will be responsible for initial eligibility decisions, including authorization of initial payments, and notifying applicants. Full implementation across the province will be completed in 2025.

### **2025 Ontario Works Performance Measures and Targets**

On September 12, staff received a memo providing notice of the 2025 performance measures and targets from the Ministry of Children, Community and Social Services. The targets are set by the ministry against the performance measures and can be found within the memo.

### **2025 Ontario Works Program Delivery Funding**

On September 6th, staff received verification of the 2025 Ontario Works Program Delivery Funding (PDF) planning allocations from MCCSS. Given the rise in caseload numbers, the ministry has changed the funding model and will no longer be holding Ontario Works delivery partners at their 2018 expenditure actuals. The 2025 funding has been adjusted to account for the transfers related to the Employment Services Transformation (EST).

## **Employment Ontario**

The Employment Services (ES), Youth Job Connect (YJC), and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office.

From July to September 2024:

- There were 14 new intakes for Employment Services.
- There were no new intakes for the YJC program, however two files were closed during this period.
- There were no new intakes for the YJCS program, however 4 files were closed during this period.
- 561 people attended the resource centre including 13 employers.

## **Quality Assurance**

During the third quarter of 2024, the Quality Assurance Coordinator for the Child Care and Ontario Works programs focused on enhancing professional development, improving service delivery, and supporting staff onboarding. A significant achievement was the coordination of a series of one-hour training sessions. These sessions, facilitated by Karine Silverwoman, cover critical topics including the Window of Tolerance, Trauma-Informed Care, and Conflict and Connection. The inaugural session was held virtually on September 5th, with 17 employees in attendance.

On September 20th and 21st, an in-person professional development workshop on Solution-Focused Coaching was hosted in Espanola. This workshop focused on boosting client engagement by aligning clients' strengths and priorities with service providers' expertise to set achievable goals. The workshop was led by Patricia J. Baldwin, a certified Solution-Focused Coach with over 15 years of experience in training health care and social service providers. A total of 38 participants attended from various organizations across the district, including Child Care, EarlyON, Kunuwanimano Child and Family Services, Mnaamodzawin, Compass Child and Youth Mental Health Services, and the Manitoulin-Sudbury District Services Board.

The annual fall all-staff professional development took place from September 24th to 26th, which included team members from Integrated Human Services, Infrastructure and Maintenance, Finance, and Paramedic Services. This event featured a half-day session on Workplace Professionalism and a full-day session on Inclusion, Diversity, Equity, and Accessibility.

The team has been working on the development of the 5-year Early Years and Child Care Service System Plan, which will be released in the first quarter of 2025.

Overall, the third quarter of 2024 demonstrated a strong commitment to enhancing the skills and knowledge of staff within the Child Care and Ontario Works programs, emphasizing the importance of professional development and fostering an inclusive environment for both employees and clients.

During the 3rd quarter, the Quality Assurance Coordinator for Housing and Homelessness has been focusing on streamlining some internal processes.

The QA Coordinator has been exploring Emergency Housing solutions in the district to potentially house the homeless population throughout the colder months. This exploration is new and will require collaboration with community partners to provide support to these individuals.

As of the end of Q3, there were a total of 50 households/57 individuals on the By Name List, 15 of whom identified as Indigenous, 28 individuals are in the LaCloche area, 21 on Manitoulin Island, 0 in Sudbury North, and 7 were from Sudbury East.

It is important to highlight as we are coming into the colder months that of these 57 actively homeless individuals, 9 of them identified as being unsheltered. Staff in collaboration with the Change Team are working on identifying existing community spaces within our district that can be utilized as warming spaces during these colder months.

**Community Housing**

There were 671 applications at the end of the 3<sup>rd</sup> quarter. The applicant breakdown is as follows:

1 Bedroom	501	2 Bedroom	74
3 Bedroom	54	4 bedroom	42

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 225 active DSS recipients. At the end of Q2 of this year there were 226 recipients and at this time last year there were 212.

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of September 20, 2024, we have successfully housed 27 market rent tenants and 134 affordable rent tenants. This represents 9% and 45% of our portfolio respectively and shows an increase of 4 Market rent and a decrease of 1 affordable rent from last quarter. Comparably, at this time last year, we reported 15 market rent tenants (5%) and 118 affordable (40%)

As of the end of the 3<sup>rd</sup> quarter of 2024, 225/295 of the portfolio's units are designated as Smoke-free. This represents 76% of the full portfolio currently. Units are designated as turnover occurs or should the current resident choose.

**Sudbury North Housing Case Management**

On September 18, 2024, an issue report on Housing Case Management (HCM) in Sudbury North was presented to the Board. In September 2023, the Manitoulin-Sudbury District Services Board (DSB) launched a housing case management pilot program in

Sudbury North. The program is designed to support the tenants living in Community Housing to have successful tenancies.

Primarily support is offered to at-risk tenancies. Case management can include individualized action plans, financial support, employment and education support, and mental health support. Although the program priority is DSB Community Housing tenants, this HCM position has the flexibility to support community members who are experiencing homelessness.

Staff believe the support is vital to the community and thus recommended the Finance committee review the budgetary impact of providing HCM internally during the 2025 budget process.

### **Housing and Homelessness Progress Report**

The progress [report](#) is provided to the Board and the Ministry of Municipal Affairs and Housing as an update on the final year of the 10-Year Housing and Homelessness Plan.

### **Homelessness Prevention Program**

On August 28th, 2024, staff received [confirmation](#) from the Ministry of Municipal Affairs and Housing that the Manitoulin-Sudbury DSB's [Homelessness Prevention Program \(HPP\) Investment Plan](#) for 2024-25 has been approved.

### **Ending Chronic Homelessness Research and Advocacy Project**

On August 30th, 2024, the Association of Municipalities of Ontario (AMO), the Ontario Municipal Social Services Association (OMSSA), and the Northern Ontario Service Deliverers Association (NOSDA) forwarded a [memo](#) to all Ontario Municipal Social Managers, CAOs, City Managers, Heads of Council and District Social Services Administration Boards to advise of an unprecedented research project.

AMO, OMSSA, and NOSDA have partnered together with HelpSeeker Technologies to undertake an Assessment of Need and Cost to End Chronic Homelessness in Ontario.

Once completed the work will serve as a platform for evidence-based-informed policy development, advocacy, and service planning to end chronic homelessness.

### **Homelessness and Addiction Recovery Treatment Hubs**

Staff received [communication](#) on August 29th, advising that HART Hubs will be led by the Ministry of Health in partnership with the Ministry of Municipal Affairs and Housing; the Ministry of Children Community and Social Services; and the Ministry of Labour, Immigration, Training and Skills. The communication advised that Ontario is investing \$378 million over four years to support a Demonstration Project for 10 new HART Hubs across the province, 2 of which will be Indigenous Led. HART Hubs will be selected through a Call for Proposals Service Managers were asked to share the Call for Proposals

with community partners. Staff shared the call for proposals with community partners and a proposal was submitted by a community agency for consideration by the provincial review team, announcements of successful proponents are expected before the end of Q4.

## **Projects Underway**

### **Capital Projects with Housing Services Corporation**

The Chapleau landscaping project is well underway with only one change order submitted for a third exit after it was determined that the two remaining exits were too close to each other. This project's expected completion date is set for mid-November.

The Gogama Base abatement has been completed, the project took a little longer than expected due to 2 significant issues being identified, which have been resolved.

The 70 Barber Street Make-Up Air unit replacement project has been awarded to DMC Electrical & Mechanical Ltd. with 72% being covered by 23/24 OPHI funds, work to commence in late October.

Mindemoya window replacement project has been awarded to Barne Builders with 92% of the project being covered with 24/25 COCHI funds.

## **Work Orders**

During the quarter (July - September 2024) a total of 265 Work Orders were generated: 204 for Community Housing; 4 for Administration Offices, and 57 for Paramedic Services. There were 169 Work Orders closed or resolved during that time.

There were 8 work orders for unit turnovers: all for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

## **COCHI-OPHI**

Staff received [correspondence](#) from the Minister of Municipal Affairs and Housing to confirm that our 2024-2025 COCHI-OPHI Investment Plans were approved.

**Donna Stewart**  
Chief Administrative Officer  
Manitoulin-Sudbury District Services Board  
Phone: 705-222-0499  
E mail: [donna.stewart@msdsb.net](mailto:donna.stewart@msdsb.net)  
Website: [www.msdsb.net](http://www.msdsb.net)



2025 TOTAL BUDGET

Cost Centre	2025 Total Budget	2024 Total Budget	% Variance Gross Program	2025 Fed/Prov Share	2024 Fed/Prov Share	2025 Municipal Share	2024 Municipal Share	Municipal Variance	% Variance Program	% Variance of Total Municipal
Ontario Works Programs	9,305,334	9,799,767	-5.05%	8,562,775	9,072,878	742,559	726,889	15,670		0.13%
OW Program Support	644,683	632,284		322,342	316,142	322,341	316,142	6,199		
Net Ontario Works	9,950,017	10,432,051		8,885,117	9,389,020	1,064,900	1,043,031	21,869	2.10%	0.19%
Children's Services	17,234,444	12,099,293	42.44%	17,042,661	11,873,026	191,783	226,267	-34,484		
CS Program Support	498,824	484,340		22,569	22,569	476,255	441,771	34,484		
Net Children's Services	17,733,268	12,583,633		17,065,230	11,895,595	668,038	668,038	0	0.00%	0.00%
Community Housing	2,366,352	2,241,177	5.59%	165,704	272,524	2,200,648	1,968,653	231,995		2.00%
Housing Program Support	609,568	542,517		0	0	609,568	542,517	67,051		
	2,975,920	2,783,694		165,704	272,524	2,810,216	2,511,170	299,046		
Investment in Affordable Housing Program	759,900	474,953		759,900	474,953	0	0	0		
Net Community Housing	3,735,820	3,258,647		925,604	747,477	2,810,216	2,511,170	299,046	11.91%	2.57%
Paramedic Services	23,287,431	21,383,224	8.91%	16,620,916	15,017,694	6,666,515	6,365,530	300,985		2.59%
Paramedic Services Program Support	1,235,550	1,136,462				1,235,550	1,136,462	99,088		
Net Paramedic Services	24,522,981	22,519,686		16,620,916	15,017,694	7,902,065	7,501,992	400,073	5.33%	3.44%
Program Budget	52,953,461	45,998,414	7.67%	43,151,956	36,711,075	9,801,505	9,287,339	514,166		4.42%
Program Support	2,988,625	2,775,603		344,911	338,711	2,643,714	2,436,892	206,822		
Subtotal	55,942,086	48,774,017		43,496,867	37,049,786	12,445,219	11,724,231	720,988		
Interest Revenue	-199,163	-99,163		0	0	-199,163	-99,163	-100,000		-0.86%
Net Budget	55,742,923	48,674,854		43,496,867	37,049,786	12,246,056	11,625,068	620,988		5.34%
Total Budget Increase (Decrease)	14.52%	7,068,069		17.40%	6,447,081	Total Municipal Variance	620,988	5.34%		

# Ontario Works Budget

	Page #	2025 Budget	2025 Municipal Share	2025 Provincial Share	2024 Budget	2024 Municipal Share	2024 Provincial Share	Municipal Variance	2024 Forecast	2023 Actual
Program Allowances	36	4,725,890	-	4,725,890	4,886,776	-	4,886,776	-	4,320,779	4,279,204
Discretionary Benefits	36	179,520	-	179,520	182,420	-	182,420	-	146,668	141,378
Our Kids Count		120,400	120,400	-	120,400	120,400	-	-	120,400	120,400
Program Delivery	37	2,166,000	944,500	1,221,500	2,336,831	922,631	1,414,200	21,869	2,336,831	2,343,764
Employment Ontario	39	220,607	-	220,607	368,024	-	368,024	-	368,024	243,981
Homeless Prevention Program (HPP)	40	2,537,600	-	2,537,600	2,537,600	-	2,537,600	-	2,537,348	975,238
Total		9,950,017	1,064,900	8,885,117	10,432,051	1,043,031	9,389,020	21,869	9,830,050	8,103,965
OW Program Municipal Share Change										2.10%
Impact on Municipal Share of Total DSB Budget										0.19%

Children's Services Budget

	Page #	2025 Budget	2025 Municipal Share	2025 Subsidy	2024 Budget	2024 Municipal Share	2024 Subsidy	Total Budget Variance	Municipal Variance	Provincial Variance	2024 Forecast	2023 Actual
Free Subsidy (0-12)		147,746	-	147,746	128,968	-	128,968	18,778	-	18,778	142,382	100,244
OW Formal & Informal (0-12)		52,648	-	52,648	52,648	-	52,648	0	-	0	52,648	91,068
Wage Enhancement (6-12)		102,708	4,669	98,039	485,918	6,767	479,151	(383,210)	(2,098)	(381,112)	527,282	497,492
Operating Grant (6-12)		1,973,143	169,813	1,803,330	-	167,715	(167,715)	1,973,143	2,098	1,971,045	960,468	3,201,163
Special Needs Resourcing (0-12)		789,321	-	789,321	690,316	-	690,316	99,005	-	99,005	650,919	617,873
Capacity Building (0-12)		435,525	-	435,525	394,825	-	394,825	40,700	-	40,700	408,275	377,251
Play Based (6-12)		68,000	-	68,000	136,000	-	136,000	(68,000)	-	(68,000)	127,500	127,500
Repairs and Maintenance (6-12)		68,000	-	68,000	136,000	-	136,000	(68,000)	-	(68,000)	136,000	127,500
CWELCC - WC PL (6-12)		159,264	-	159,264	-	-	-	159,264	-	159,264	-	-
Operating Grant (0-5)		11,113,319	-	11,113,319	-	-	-	11,113,319	-	11,113,319	-	-
Expansion (2023)		-	-	-	2,397,252	150,000	2,247,252	(2,397,252)	(150,000)	(2,247,252)	2,397,252	2,192,053
ELCC (2023)		-	-	-	602,616	-	602,616	(602,616)	-	(602,616)	612,576	602,616
Operating Grant (2023)		-	-	-	2,830,752	-	2,830,752	(2,830,752)	-	(2,830,752)	3,160,353	-
CWELCC (2023)		-	-	-	1,974,663	-	1,974,663	(1,974,663)	-	(1,974,663)	2,030,632	1,352,136
CWELCC Administration		-	-	-	116,529	-	116,529	(116,529)	-	(116,529)	278,818	116,528
EarlyON	43	1,882,790	-	1,882,790	1,854,329	-	1,854,329	28,461	-	28,461	1,882,790	1,867,186
EarlyON Administration	43	160,098	-	160,098	157,186	-	157,186	2,912	-	2,912	160,098	144,330
Administration		780,706	493,556	287,150	605,631	343,556	262,075	175,075	150,000	25,075	610,230	544,510
Total		17,733,268	668,038	17,065,230	12,563,633	668,038	11,895,595	5,169,635	-	5,169,635	14,138,223	11,959,451
Child Care Program Municipal Share Change												0.00%
Impact on Municipal Share of Total DSB Budget												0.00%

Community Housing Budget

	Page #	2025 Budget	2025 Municipal Share	2025 Provincial Share	2024 Budget	2024 Municipal Share	2024 Provincial Share	Budget Variance	Municipal Variance	Provincial Variance	2024 Forecast	2023 Actual
Public Housing	45	1,868,892	1,868,892	-	1,809,098	1,809,098	-	59,794	59,794	-	1,487,039	1,393,517
Non-Profit Providers	47	458,341	331,854	126,487	425,909	225,805	200,104	32,432	106,049	(73,617)	348,503	630,186
Transfer to Reserve	48	648,687	609,470	39,217	548,687	476,267	72,420	100,000	133,203	(33,203)	548,687	494,662
Community Housing		2,975,920	2,810,216	165,704	2,783,694	2,511,170	272,524	192,226	299,046	(106,820)	2,384,229	2,518,365
100% Prov Funding		759,900	-	759,900	474,953	-	474,953	284,947	-	284,947	502,630	412,250
Total		3,735,820	2,810,216	925,604	3,258,647	2,511,170	747,477	477,173	299,046	178,127	2,886,859	2,930,615
Community Housing Municipal Share Change												11.91%
Impact on Municipal Share of Total DSB Budget												2.57%



# Paramedic Services

	Page #	2025 Budget	2024 Budget	Variance	2024 Forecast	2023 Actual
Salaries & Wages		11,839,308	10,758,315	1,080,993	11,058,368	10,199,902
Employee Benefits		3,427,443	3,223,479	203,964	3,312,040	3,056,582
Transportation & Communication	53	560,817	518,637	42,180	594,421	653,751
Services & Rentals	54	1,777,500	1,692,002	85,498	1,879,473	1,988,617
Supplies & Equipment	57	281,167	228,966	52,201	264,262	192,477
Vehicles	58	954,583	909,127	45,456	909,127	865,835
Community Paramedicine Revenue	52	(86,956)	(86,956)	-	(86,956)	(148,811)
		18,753,862	17,243,570	1,510,292	17,930,735	16,808,353
Community Paramedicine	61	1,649,273	1,250,000	399,273	1,250,000	954,178
Non Urgent Patient Transfer Service	59	1,045,478	788,156	257,322	343,752	504,298
Wiikwemkoong Paramedic Services	60	3,074,368	3,237,960	(163,592)	3,237,960	2,425,021
Total		24,522,981	22,519,686	2,003,295	22,762,447	20,691,850

Paramedic Services Municipal Share	400,073
Paramedic Services Program Municipal Share Change	5.33%
Impact on Municipal Share of Total DSB Budget	3.44%



Explanation of Unaudited Municipal Share- AS OF September 30, 2024		NET Municipal Variance
Ontario Works	\$ -	Municipal share of administration expenses is forecasted to be on budget.
Child Care	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
		<b>(0) + (\$268,292) + (\$59,086) + (\$113,168) = (\$440,546) surplus</b>
		Federal Funding is forecasted to be on budget.
		Direct operated rev & exp and program support allocation is forecasted to be <b>(\$268,292)</b> under budget
		- Rental Revenues are forecasted to be (\$93,871) more than budgeted.
		- Direct operating expenses are forecasted to be (\$21,721) under budget due to: utilities (\$58,235) under budget, salaries & benefits \$18,881 over budget, maintenance expenses over budget \$13,609, other admin expenses over budget \$21,546; bad debt expense over budget by \$25,920
		- Program Support Allocation is forecasted to be (\$152,700) under budget.
Community Housing	\$ (440,546)	Rent Supplement program is forecasted to be <b>(\$59,086)</b> under budget. Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be <b>(\$113,168)</b> under budget.
		Paramedic Services municipal share is forecasted to be <b>\$556,389</b> over budget.
		The MOHLTC funding is forecasted to be on budget with all MOH funding allocation for 2024 received and agrees to budgeted.
		Medic Staffing and Benefits is forecasted to be over budget by <b>\$164,622</b> . Admin Staffing and Benefits is forecasted to be over budget by <b>\$83,912</b>
Paramedic Services	\$ 556,389	Non Wages are forecasted to be over budget by <b>\$307,855</b> - Other Transportation & Communication is forecasted to be (\$7,382) under budget - Operational Staffing Travel and meals are forecasted to be over budget by \$61,249 - Software costs are forecasted to be over budget by \$3,640 - Legal and Arbitration Costs are forecasted to be over budget by \$54,605 - Program Support is forecasted to be (\$50,262) under budget - Vehicle repairs and maintenance are forecasted to be over budget by \$102,292. - Building repairs and maintenance, grounds and utilities are forecasted to be \$102,354 over budget - Mal Practice Liability Insurance is forecasted to be \$7,815 over budget - Supplies are forecasted to be \$33,544 over budget.
Patient Transfer Service	\$ -	Patient Transfer Service Municipal share is forecasted to be on budget
Interest Revenue	\$ (778,627)	Interest Revenue is forecasted to be (\$778,627) more than budgeted which results in a municipal surplus.
	<b>\$ (662,784)</b>	



RECEIVED  
NOV 14 2024

Dear Mayor, CAO's and town Councils,

Waste is a growing problem in this world. Manitoulin municipalities have their own waste problems. With rapidly growing Canadian & Manitoulin populations, we are consuming more materials and we are running out of space to get rid of waste. Manitoulin suffers these challenges with landfills already full or close to closing. Several municipalities are already being forced to ship their waste off-island, collectively costing us approximately \$2.3 million. Billings is fortunate to still have a functioning landfill but it is approaching its capacity limits and Council is aware that it will not last forever and is looking for ways to move towards a circular economy where what we currently waste can be Recycled, Re-used in a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. We acknowledge it will not last forever and the environmental challenge of dealing with waste is something that needs attention sooner rather than later.

In late 2023, a group of concerned citizens and councillors gathered in Billings to discuss this issue and the general consensus was to gather like minded members of the neighbouring communities together to plan our way out of this mess. The Island Wide Waste Resource Committee was formed and has been meeting regularly to try and develop a plan to help anyone who would like to join. Our philosophy is to cover the basics of reducing waste production and turning the rest of the waste into a resource for the communities, while simultaneously reducing costs for everyone. The greener option for the environment can also present cost savings for us.

Our goal is to gather many of the local communities together to follow this rough plan:

2024 - Pool resources, apply for a grant to hire an employee

2025 - Hire the employee. They will work to research various waste disposal options that can function locally, and identify streamlining options in our current systems.

2026 - Present waste processing options to member groups and begin the process of further grant proposals for the chosen path forward.

2027 - Begin implementation of improved waste processing systems.

Hiring an employee for these challenges will facilitate a focused effort in this direction without placing more burden on current municipal employees. Billings Township has committed to supervising this employee and shouldering the human resources burden, but we are happy to share this part of the plan with other municipalities who are interested.

Combining our efforts will make the overall solution benefit more of our local population and bring general costs down. We anticipate reducing shipping costs off the island, creating local jobs for the economy, and also finding a more sustainable solution for long term waste disposal. We anticipate costs

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of approximately \$5/citizen with member communities, which would be required for the 2025 and 2026 financial years. After that we anticipate cost savings of more than 10% of current waste costs, which would be more than adequate to maintain the employee and keep the process moving forward. So for a small investment over the next two years, we anticipate creating an overall cost savings for the long term.

There are many reasons to put more focus on innovative ways to deal with waste. We hope cost savings will be a strong motivation for your citizens & councils, and creating a local solution to a growing problem is also beneficial to all. Also, shipping waste along Highway 6 on a regular basis sets a dangerous precedent for accidents on the lifeline to access Manitoulin, and also the waters on which we depend. We should not be totally reliant on shipping waste off Island to Espanola, because if the current contractor should, for example, lose their licence our alternatives would be far more distant and expensive. There are safer, more cost effective methods to deal with waste using the technology of today.

To summarise, we are seeking a commitment of \$5 per resident to ensure the development of the project in 2025. We hope you consider joining this project to keep Manitoulin Island, Mnidoo Mnising, as beautiful as it is today for future generations.

Sincerely,

Councillor Vincent Grogan,

on behalf of the Island Wide Waste Resource Committee

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RECEIVED  
NOV 19 2024

NORTH SHORE SEARCH AND RESCUE  
385 RICCI DRIVE  
ESPANOLA  
ON, P5E 1G4

November 19<sup>th</sup> 2024

To: Township of  
Assiginack

North Shore Search and Rescue (NSSAR) is a not-for-profit charitable organization which is staffed by the collective efforts of trained volunteers, who bring together their time and skills to provide help to those who are in need in a search or rescue emergency. Founded in Espanola in 1989, NSSAR is governed by a Constitution and has a Board of Directors who meet once a month. NSSAR is a member of the Ontario Search and Rescue Volunteer Association (OSARVA) and the Search and Rescue Volunteer Association of Canada (SARVAC)

NSSAR assists Police and Emergency Services during Search and Rescue operations. Our mandate includes working in off-road emergency situations and wilderness environments when traditional emergency services require specialized assistance, in addition to urban searches when requested. We are responsible for a catchment area from Blind River to West Nipissing, and Cartier to Parry Sound, including Killarney and Manitoulin Island. This area encompasses nearly 300,000 people and 12,000 square kms and responses are coordinated from the Operations Centre in Espanola. Recently, we have also developed two specialty teams which include Ice Rescue as well as Marine Response. Both teams require specialized training above and beyond our regular monthly Search Training.

Our members continually train to improve our skills and expertise, with NSSAR holding training sessions twice monthly. Training components include map & compass, GPS skills, first aid & CPR, including wilderness specialty and lost person behavior, which involves a specific focus on the behavior of those with Alzheimer's and dementia. We assist with numerous and varied calls for Search and Rescue incidents throughout all four seasons of the year.

In addition, NSSAR provides public education programs for all ages. These programs include *Adventure Smart* (perhaps best known for its *Hug a Tree & Survive* workshops), aimed at teaching young people what to do and how to be safe in the great outdoors, and NSSAR is a partner in the *Project Lifesaver* program which is geared to any individual who is at risk of wandering from their caregivers, be they children with autism or a person living with Alzheimer's or dementia. These individuals constitute a vulnerable sector of our population, and NSSAR strives to do everything possible to ensure their safety.

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NSSAR has an annual operating budget of between \$40,000 and \$50,000 and does not receive financial assistance from any level of government. In order to purchase equipment and sustain our operations, we must fundraise, apply for grants, and depend upon the generosity of sponsors/donors.

NSSAR are requesting if the Township of Assiginack would consider an annual contribution of \$2000 towards the team operations and would be happy to make a presentation to the board if required.

If you would like additional information or would like to speak to someone from NSSAR to discuss this further, please contact us at your convenience at 705-869-8587 or [north.shore@nssar.ca](mailto:north.shore@nssar.ca).

We would be more than happy to attend any council meetings to answer any questions as well, at your request

Thanking you in advance for your consideration,

Adam Page

Search Coordinator  
North Shore Search and Rescue

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RECEIVED  
NOV 19 2024

King Township  
2585 King Road  
King City, Ontario  
Canada L7B 1A1

Phone: 905.833.5321  
Fax: 905.833.2300  
Website: [www.king.ca](http://www.king.ca)  
Email: [clerks@king.ca](mailto:clerks@king.ca)

November 18, 2024

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

[justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Prime Minister and Premier,

**RE: TOWNSHIP OF KING RESOLUTION – REQUESTING THE REDISTRIBUTION OF  
PROVINCIAL LAND TRANSFER TAX AND GST TO MUNICIPALITIES FOR  
SUSTAINABLE INFRASTRUCTURE FUNDING**

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At its Council meeting of November 12, 2024, Council of the Township of King received and supported the following Resolution:

**Whereas** municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

**Whereas** the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

**Whereas** the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

**Whereas** the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

**Whereas** redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

**Whereas** a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

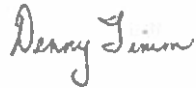
**Now Therefore Be It Resolved That;**

1. The Township of King Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and
-

2. The Township of King Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

*Carried Unanimously.*

Yours sincerely,



Denny Timm  
Township Clerk

cc. Hon. Peter Bethlenfalvy, Ontario Minister of Finance [Peter.Bethlenfalvy@pc.ola.org](mailto:Peter.Bethlenfalvy@pc.ola.org)  
Hon. Paul Calandra, Ontario Minister of Municipal Affairs and Housing  
[Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)  
Anna Roberts, MP, King-Vaughan [anna.roberts@parl.gc.ca](mailto:anna.roberts@parl.gc.ca)  
Scot Davidson, MP, York-Simcoe [Scot.Davidson@parl.gc.ca](mailto:Scot.Davidson@parl.gc.ca)  
Stephen Lecce, MPP, King-Vaughan [Stephen.lecce@pc.ola.org](mailto:Stephen.lecce@pc.ola.org)  
Hon Caroline Mulroney, MPP, York-Simcoe [caroline.mulroneyca@pc.ola.org](mailto:caroline.mulroneyca@pc.ola.org)  
444 Municipalities of Ontario  
The Federation of Canadian Municipalities (FCM) [info@fcm.ca](mailto:info@fcm.ca)  
Association of Municipalities of Ontario [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Mayor Steve Pellegrini, King [spellegrini@king.ca](mailto:spellegrini@king.ca)  
Councillor David Boyd, King [dboyd@king.ca](mailto:dboyd@king.ca)



## The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

November 19, 2024

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

RECEIVED  
NOV 20 2024

Dear Mr. Ford,

At the Township of Terrace Bay Regular Council Meeting held on Monday November 17, 2024 the following resolution of support was passed.

**Re: Good Roads Association, Establishment of an Ontario Rural Road Safety Program**

**Resolution: 306-2024**  
**Moved By: Councillor Johnson**  
**Seconded By: Councillor Adduono**

BE IT RESOLVED THAT Council receive the correspondence from the Good Roads Association regarding the establishment of an Ontario Rural Road Safety Program, for information;

AND THAT Council endorse and support the motion as circulated by the Good Roads Association, being:

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS preventing crashes helps to alleviate the burden on Ontario's already strained rural health care system;

AND WHEREAS roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Township of Terrace Bay requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads;





## The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

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AND FURTHER THAT a copy of this resolution be forwarded to Hon. Doug Ford, Premier, Hon. Prabmeet Singh Sarkaria, Minister of Transportation, Hon. Kinga Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Food and Agribusiness, Hon. Lisa M. Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, Hon. Lise Vaugeois, MPP, and Good Roads;

AND FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

Sincerely,

J. Hall  
Chief Administrative Officer/Clerk

**CC:**

Minister of Transportation – Anita Anand [anita.anand@parl.gc.ca](mailto:anita.anand@parl.gc.ca)  
Minister of Infrastructure – Kinga Surma [kinga.surma@pc.ola.org](mailto:kinga.surma@pc.ola.org)  
Minister of Agriculture, Food and Agribusiness – Rob Flack [rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org)  
Minister of Rural Affairs – Lisa M. Thompson [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
Associate Minister of Emergency Preparedness and Response – Trevor Jones  
[trevor.jones3@ontario.ca](mailto:trevor.jones3@ontario.ca)  
Minister of Health – Sylvia Jones [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)  
MPP Lise Vaugeois [lvaugeois-gp@ndp.on.ca](mailto:lvaugeois-gp@ndp.on.ca)  
Good Roads, Scott R. Butler, [scott@goodroads.ca](mailto:scott@goodroads.ca)  
Ontario Municipalities

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November 25, 2024

The Honorable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Sent by Email

Dear: Honorable Doug Ford

**RE: Establishment of an Ontario Rural Road Safety Program.**

The Council of the Corporation of Tay Valley Township at its meeting on November 19<sup>th</sup>, 2024, adopted the following resolution:

**RESOLUTION #C-2024-11-22**

**MOVED BY:** Fred Dobbie  
**SECONDED BY:** Marilyn Thomas

**“WHEREAS**, official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

**AND WHEREAS**, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

**AND WHEREAS**, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

**AND WHEREAS**, preventing crashes reduces the burden on Ontario's already strained rural health care system;

**AND WHEREAS**, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums

**AND WHEREAS**, preventing crashes can have a significant impact in improving municipal risk profiles;

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Tay Valley Township  
217 Harper Road, Tay Valley, Ontario K7H 3C6  
[www.tayvalleytwp.ca](http://www.tayvalleytwp.ca)  
Phone: 613-267-5353 or 800-810-0161 Fax: 613-264-8516

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**NOW THEREFORE BE IT RESOLVED THAT,** Tay Valley Township requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, which will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads;

**THAT,** a copy of this resolution be forwarded to Premier Doug Ford, Honorable Prabmeet Sarkaria, Minister of Transportation, Honorable King Surma, Minister of Infrastructure, Honorable Rob Flack, Minister of Agriculture, Honorable Lisa Thompson, Minister of Rural Affairs, Honorable Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Honorable Sylvia Jones, Minister of Health, and Good Roads;

**AND THAT,** this resolution be circulated to all municipalities in Ontario requesting their support."

**ADOPTED**

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or [deputyclerk@tayvalleytwp.ca](mailto:deputyclerk@tayvalleytwp.ca)

Sincerely,



Aaron Watt, Deputy Clerk

cc: Honorable Prabmeet Sarkaria, Minister of Transportation,  
Honorable King Surma, Minister of Infrastructure,  
Honorable Rob Flack, Minister of Agriculture,  
Honorable Lisa Thompson, Minister of Rural Affairs,  
Honorable Trevor Jones, Associate Minister of Emergency Preparedness and Response,  
Honorable Sylvia Jones, Minister of Health,  
Thomas Barakat, Good Roads Manager of Public Policy & Government Relations,  
All Municipalities in Ontario.

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**UNAPPROVED MINUTES – EIGHTH MEETING**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH SUDBURY & DISTRICTS**  
**BOARDROOM, SECOND FLOOR**  
**THURSDAY, NOVEMBER 21, 2024 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Ryan Anderson  
Robert Barclay  
Michel Brabant  
Renée Carrier

Guy Despatie  
Pauline Fortin  
René Lapierre  
Abdullah Masood

Ken Noland  
Mike Parent  
Marc Signoretti  
Natalie Tessier

**BOARD MEMBERS REGRET**

Michel Parent

**STAFF MEMBERS PRESENT**

Kathy Dokis  
Stacey Gilbeau  
M. Mustafa Hirji

Stacey Laforest  
Rachel Quesnel  
France Quirion

Renée St Onge

**R. LAPIERRE PRESIDING**

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

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

**2. ROLL CALL**

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

The agenda package was pre-circulated. There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

- i) **The drug toxicity crisis and ongoing local efforts**
  - Nicole Gauthier, Health Promoter, Health Promotion and Vaccine Preventable Diseases Division
  - Rachelle Roy, Public Health Nurse, Health Promotion and Vaccine Preventable Diseases Division

N. Gauthier and R. Roy were invited to provide an overview on the local toxic drug crisis and the progress made following the Greater Sudbury Summit on Toxic Drugs held in December 2023.

A fictional case example illustrated a scenario resulting of an opioid death, which sadly, is not unique to the story. Locally in 2020, there were 107 deaths due to opioids in comparison with 17 such deaths in 2016, representing an increase of 529% in a four-year span. This local increase is consistent with what we've observed across Northern Ontario. Annual rates of suspected drug toxicity deaths for PHSD are almost three times that of the provincial average. From January to September 2024, the rate of drug toxicity deaths in the district of Sudbury and Manitoulin is 64.5 per 100, 000 people and three times higher than the provincial rate of 22.9.

It was recapped that, per the Ontario Public Health Standards, the board of health is mandated to develop and implement a program of public health interventions that addresses risk and protective factors to reduce the burden of preventable injuries and substance use in the health unit population (*Substance Use Prevention and Harm Reduction Guideline, 2018*).

Addressing the toxic drug crisis continues to require a multifaceted approach. Public Health Sudbury & Districts remains committed to evidence-based, upstream approaches, including

- Monitoring and surveillance of substance use trends
- Promoting healthy public policy
- Addressing stigma, discrimination, and the broader social determinants of health

Public Health Sudbury & Districts is one of many partners in the community collaborating and contributing to harm reduction including

- Provision of a needle syringe programs and the distribution of sterile harm reduction supplies
- Provision of naloxone training and distribution
- Issuing drug alerts and warnings

Public Health Sudbury & Districts also provides leadership and coordination to the region's Community Drug Strategies and co-chair the four local drug strategies within our catchment area, including Manitoulin, Lacloche Foothills, Sudbury East, and Greater Sudbury. The purpose of the local drug strategies is to improve the health, safety, and well-being of communities by reducing substance use-related harms.

The Community Drug Strategy in Greater Sudbury is committed to advancing the recommendations from the Greater Sudbury Summit on Toxic Drugs. Since the Summit, the CDS has reinvigorated its structure and membership to better align with the three streams of the Summit, including health promotion, wrap-around supports, and substance use care

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with overarching priorities to address structural stigma, improve collaboration, center equity and eliminating barriers to access, and ensure adequate funding. Priorities for each of the three streams were outlined.

Questions and comments were entertained. The yearly stats for local opioid-related deaths were recapped and possible factors influencing the increase in the rate of deaths discussed. It was clarified that there is no Community Drug Strategy in Chapleau; however, there is good work happening. Public Health Sudbury & Districts will be going to Chapleau for a round table discussion with community partners to discuss opportunities that can be leveraged to address community needs. It was also noted that Public Health Sudbury & Districts played a supportive role in the development of HART hub applications and provided surveillance and data to help inform that application.

Presenters were thanked for the informative presentation.

## **5. CONSENT AGENDA**

- i) Minutes of Previous Meeting**
    - a. Seventh Board of Health Meeting – October 17, 2024
  - ii) Business Arising from Minutes**
  - iii) Report of Standing Committees**
    - a. Board of Health Finance Standing Committee Unapproved Minutes dated November 4, 2024
    - b. Board of Health Executive Committee Unapproved Minutes dated November 4, 2024
  - iv) Report of the Medical Officer of Health / Chief Executive Officer**
    - a. MOH/CEO Report, November 2024
  - v) Correspondence**
    - a. Funding Support for Student Nutrition Program
      - Letter from Peterborough Public Health Board of Health Chair to the Premier of Ontario, Minister of Child, Community and Social Services and Minister of Education, dated October 29, 2024
    - b. Phasing out free water well testing for private wells  
*(Related Motion from Board of Health for Public Health Sudbury & Districts Motion 48-24)*
      - Letter from Northwestern Health Unit Board of Health Chair to the Minister of Health and Public Health Ontario President and Chief Executive Officer, dated October 25, 2024
      - Resolution from Municipality of Killarney supporting the Town of Goderich, dated May 8, 2024
-

- c. Recommendations for Government Regulation of Nicotine Pouches  
(Related Motion from Board of Health for Public Health Sudbury & Districts Motion 26-24)
  - Resolution from Municipality of Wawa supporting the Municipality of St-Charles, dated October 15, 2024
  - Email from Natural and Non-prescription Health Products Directorate Consultation, Health Canada, dated October 11, 2024
  - Letter from The Corporation of the Township of Dubreuilville to Public Health Sudbury & Districts, dated October 11, 2024

Comments and questions were entertained regarding the November MOH/CEO report, including MOH reflections regarding the US election and lessons from it around the risk to trust of public institutions such as PHSD.

In response to a question, it was clarified that staff vacancies contributing to the positive variance in the year-to-date financial statements span all disciplines across the agency, including public health inspectors, IT staff, public health nurses, health promoters and managers.

Additional information was provided pursuant to an inquiry regarding the health and safety risk assessment undertaken by Human Resources in collaboration with management.

The Board Chair clarified that the Board of Health Finance Standing Committee unapproved minutes are tabled for information. The recommendation from the November 4, 2024, meeting will be discussed under 6.v).

R. Barclay and R. Lapierre provided an update regarding the virtual alPHA Fall Symposium held November 6 to 8, 2024. The Artificial Intelligence (AI) and Public Health all day workshop was held on November 6 and Reducing Alcohol Harms in Ontario: Canada's Guidance on Alcohol and Health and Public Education Workshop took place November 7. The Board of Health section meeting was held November 8. Symposium materials will be posted to the alPHA website. R. Lapierre also reported on the alPHA Board of Directors.

#### **62-24 APPROVAL OF CONSENT AGENDA**

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

**CARRIED**

#### **6. NEW BUSINESS**

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**i) Annual Board of Health Self-Evaluation 2024 Survey Results**

- a) Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 14, 2024

Part of the requirement of the Ontario Public Health Standards is that a Board of Health conducts a period self-evaluation. Board of Health Manual Policy C-I-14 notes that *the Board of Health shall engage in an annual self-evaluation process of its governance practices and outcomes*. This Board has routinely conducted a self-evaluation survey and provides Board members a chance to reflect on their individual performance, the effectiveness of Board policy and processes, and the Board's overall performance as a governing body.

Thanks was extended to those who completed the self-evaluation survey. A total of 10 out of 11 Board members completed the survey, for a response rate of over 90%. Overall results from the self-evaluation questionnaire indicate that most Board of Health members have a positive perception of their governance process and effectiveness.

Questions were entertained and the response rate was observed to be higher than in previous years. It was clarified that the results are for internal reflection and although not shared with the province, the agenda package is made available to the public. Dr. Hirji also clarified that if concerns were identified, appropriate action would be taken.

**ii) Medical Officer of Health and Chief Executive Officer (MOH/CEO) Mid-Point Check-In**

The Board Chair reported, that as part of good governance, he discussed a mid-point check-in review with Dr. Hirji. The Board of Health Executive Committee met on November 4, 2024, to discuss the MOH/CEO performance appraisal processes and mid-point evaluation process.

The Board of Health Executive Committee agreed that the MOH/CEO performance appraisal process will remain the same as in the past with the MOH/CEO performance appraisals conducted on an annual basis, starting approximately one year after they began in their role; therefore in April 2025 for Dr. Hirji.

The mid-point check-in review process will also be coordinated by the Board secretary and will occur in November and December 2024. The mid-point check-in will be carried out via a survey including questions about things done well and things to do even better.

R. Lapierre shared that Dr. Hirji's employment contract includes, pursuant to a request by Dr. Hirji, the conduct of 360-degree evaluation for the purposes of professional development to be conducted 18 months after commencing the role, or around September 2025. The Board Executive Committee agreed that the 360-degree evaluation remain separate from the annual performance appraisal, noting that the 360-degree evaluation is

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solely for professional development purposes. The agency may rely on services of an external Human Resources Firm for the 360-degree evaluation only.

**63-24 MID-POINT CHECK IN FOR THE MOH/CEO**

**MOVED BY NOLAND – SIGNORETTI: THAT upon recommendation from the Board of Health Executive Committee:**

**THAT this Board of Health support that a mid-point check-in take place for the Medical Officer of Health and Chief Executive Officer; and**

**THAT Board of Health members and positions that report directly to the MOH/CEO be invited to complete a confidential questionnaire responding to two questions; Things Done Well and Things To Do Even Better;**

**AND a summary report, prepared by the Board Secretary, be shared with the Board of Health Executive Committee members. Subsequently, the Board Chair would conduct a 1:1 meeting with the MOH/CEO to share the results and the Board would be informed once the process is completed.**

**CARRIED**

**iii) Staff Appreciation**

M.M. Hirji recapped for the newer Board members that this motion is unique to Public Health Sudbury & Districts and has been tabled for the Board's consideration yearly dating back to the mid-70's. The Staff Appreciation Day has been a symbol of the Board's appreciation and grants staff a day off with pay. Previous motions aligned with the holiday season and the block of time that staff can take the paid day off has been expanded to be more cognizant of cultural diversity. Staff have shown their gratitude in the past by submitting thank you notes. The motion is tabled for the Board's consideration again this year.

**64-24 STAFF APPRECIATION DAY**

**MOVED BY CARRIER – ANDERSON: THAT this Board of Health approve a Staff Appreciation Day for the staff of Public Health Sudbury & Districts during the upcoming holiday season. The Staff Appreciation Day may be taken between the dates of December 1, 2024, to February 28, 2025. Essential services will be available and provided at all times except for statutory holidays when on-call staff will be available.**

**CARRIED**

**iv) Consultation Regarding Amendment to the Fee Schedule for Servicers under Part VIII of the Ontario Building Code**

- a) Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer dated November 14, 2024
- b) Revised Board of Health G-I-50, By-Law 01-98

The briefing note speaks to the Part VIII *Ontario Building Code* program regarding private septic systems which are not connected to the Municipal sewer lines.

M.M. Hirji noted that the *Ontario Building Code Act* sets out the minimum standards related to sewage system and our agency is designated as the inspection agency responsible for the enforcement within our service areas. This is an important role to ensure our water stays free of pathogens.

Under the authority of the *Ontario Building Code*, Public Health Sudbury & Districts collects fees for Part VIII permits and services to recover all costs associated with administration and enforcement of the *Act*. The Part VIII program cannot be revenue generating and must be administered on a cost-recovery basis. The current fees, in place since 2018, are no longer cost-neutral and becoming a budget liability. There has been substantial inflation in the broader economy since 2018 which has similarly increased costs to deliver this program. The proposed fee increases are necessary to address increasing program operation and delivery costs.

The *Building Code Act* requires that public consultation take place of the proposed fee increases. The Board of Health's approval, in principle, was sought for the proposed increase in Part VIII – Ontario Building Code fees as outlined within Schedule "A" to Board of Health By-Law 01-98. Following the public meeting, the final proposed revisions will be tabled, likely in February 2025, for the Board's endorsement.

Questions and comments were entertained. It was suggested that future annual fee increases be implemented for a few years rather than for one year. The phased approach suggestion will be taken back for consideration for future years. The intent and process of a public consultation was outlined. M.M. Hirji clarified that the gaps in funds due to increasing program operation and delivery costs for Part VIII have been addressed via gapped operational funding.

It was noted that the proposed motion applies for 2025 and further consideration will given to a multi-year increase starting in 2026.

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**65-24 CONSULTATION REGARDING AMENDMENT TO THE FEE SCHEDULE FOR SERVICERS UNDER PART VIII OF THE ONTARIO BUILDING CODE**

**MOVED BY TESSIER – DESPATIE: WHEREAS** the Board of Health is mandated under the Ontario Building Code (O. Reg. 332/12), under the Building Code Act to enforce the provisions of this Act and the Building Code related to sewage systems; and

**WHEREAS** program related costs are funded through user fees on a cost-recovery basis; and

**WHEREAS** the proposed fees are necessary to address increased program associated operational and delivery costs; and

**WHEREAS** in accordance with Building Code requirements, staff will hold a public meeting and notify all contractors, municipalities, lawyers, and other affected individuals of the proposed fee increases; and

**WHEREAS** an update will be provided to the Board of Health following conclusion of the notification process with recommendation coming forward at the February 2025 Board of Health meeting to formally approve the updated Schedule “A” to Board of Health By-Law 01-98;

**THEREFORE BE IT RESOLVED THAT** the Board of Health approves in principle the proposed fee increase in Part VIII-Ontario Building Code fees as outlined within Schedule “A” to Board of Health By-law 01-98.

**CARRIED**

**v) Proposed 2025 Cost-Shared Operating Budget**

- a) Briefing Note and Schedules from the Acting Medical Officer of Health and Chief Executive Officer dated November 14, 2024

M. Signoretti, Chair of the Board of Health Finance Standing Committee reported that at its November 4, 2024, meeting, members carefully reviewed the recommended 2025 cost-shared operating budget.

Dr. Hirji and team were commended for the work they have done to bring forward a responsible and transparent budget. The recommended budget focuses on five priorities: sustainability, leveraging of technology, focusing on outcomes, fostering culture and engagement, and a continued commitment to the implementation of the Indigenous Engagement Strategy. The recommended budget manages the fixed cost increases which we cannot control with targeted budget reductions to limit pressure on municipal levies and balancing all this with making important strategic investments to advance the organization Strategic Plan.

Budget deliberations began with a projected shortfall of approximately \$891,000. The budget recommended by the Board Finance Standing Committee to the Board of Health today totals \$31,036,499. This represents an increase of \$963,420 (3.20% over the 2024 Board approved budget). The 2025 recommended budget incorporates increases to projected interest income of \$140,000, provincial and municipal increases of \$185,383 and \$638,037, respectively, and overall reductions of \$113,024.

This budget strikes a balance of cost containment and investments in strategic priorities while continuing to respond to local needs and carry out the Board's responsibilities.

M.M. Hirji reviewed details, including the assumptions that underpin the recommended budget and the specifics of the budget recommendations. It was noted that the full details of the resource and service implications will be discussed during the in-camera session.

Public Health funding has not kept up with inflation over the last ten years. Public Health Sudbury & Districts has been working diligently to maximize financial efficiencies to delivery programs, services, and address local needs with limited resources. The outcomes are still unknown related to the Ministry's Strengthening of Public Health initiative that included voluntary mergers, review of Ontario Public Health Standards, and funding review.

Representing 87% of the budget, the most significant pressure relates to salaries and benefits. Growth in employee benefits costs also remains well above inflation. Benefits are projected to increase by 15% for 2025 and is primarily driven by usage.

Growth in expenditures is to stay status quo for the 2025 budget. A 1% increase in province funding leaves \$891,061 to be bridged and recommendations from Board Finance Standing Committee are to be discussed.

Operational pressures that drive our work such as life expectancy, opioid related death, changing patterns of infectious diseases/outbreaks, such as increases in Tuberculosis as well as Syphilis infections as well as pressures in the vaccine preventive diseases (VPD) program were reviewed. These pressures are met with staffing recruitment and retention challenges. Pressures relating to the backbone services were also outlined. M.M. Hirji concluded that we want to focus on the 2024–2028 Strategic Plan priorities while addressing and balancing other pressures.

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**IN CAMERA**

**66-24 IN CAMERA**

**MOVED BY FORTIN – CARRIER: THAT this Board of Health goes in camera to deal with personal matters involving one or more identifiable individuals, including employees or prospective employees. Time: 3:02 pm**

**CARRIED**

**RISE AND REPORT**

**67-24 RISE AND REPORT**

**MOVED BY BARCLAY – SIGNORETTI: THAT this Board of Health rises and reports. Time: 3:52 P.M.**

**CARRIED**

It was reported that two personal matters involving one or more identifiable individuals, including employees or prospective employees were discussed for which the following motions emanated:

**68-24 APPROVAL OF BOARD OF HEALTH INCAMERA MEETING NOTES**

**MOVED BY MASOOD – ANDERSON: THAT this Board of Health approve the meeting notes of the October 17, 2024, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.**

**CARRIED**

**69-24 2025 COST-SHARED OPERATING BUDGET**

**MOVED BY NOLAND – BARCLAY: WHEREAS the Board of Health Finance Standing Committee reviewed and discussed the details of the proposed 2025 cost-shared operating budget at its November 4, 2024, meeting; and**

**WHEREAS the Finance Standing Committee recommends the proposed budget to the Board of Health for approval;**

**THEREFORE BE IT RESOLVED THAT the Board of Health approve the 2025 cost-shared operating budget for Public Health Sudbury & Districts in the amount of \$31,036,499.**

**CARRIED**

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**70-24 APPOINTMENT OF PUBLIC HEALTH SUDBURY & DISTRICTS ASSOCIATE MEDICAL OFFICER OF HEALTH**

**MOVED BY ANDERSON – NOLAND: WHEREAS** the Health Protection and Promotion Act, R.S.O. 1990, c.H.7, s.62 states that every board of health may appoint one or more associate medical officers of health (AMOH).

**WHEREAS** the Capacity Review Committee recommended that every local public health agency have at least one AMOH.

**WHEREAS** the AMOH position is vacant.

**THEREFORE BE IT RESOLVED THAT** the Board of Health appoint Dr. Emily Groot as Associate Medical Officer of Health, effective January 6, 2025, subject to approval of the appointment by the Minister of Health.

**CARRIED**

**7. ADDENDUM**

None.

**8. ANNOUNCEMENTS**

R. Lapierre and M.M. Hirji acknowledged that this is the last Board of Health meeting that F. Quirion will be attending given her pending retirement. Her leadership and significant contributions to Public Health Sudbury & Districts were highlighted and the Board applauded France on her successful career. A warm thanks and congratulations were extended.

Board members are to review the annual mandatory Emergency Preparedness PowerPoint presentation and email R. Quesnel to confirm once the review is completed.

Each board member was asked to complete the evaluation for today's Board meeting in BoardEffect.

There is no regular Board of Health meeting in December. The next regular meeting is Thursday, January 16, 2025, at 1:30 p.m. Effective January 2025, board delegations/presentations and Q&A will be recorded and posted on YouTube and phd.ca

Board members were invited to join Senior Managers for a celebration in the boardroom following today's meeting to recognize their contributions to the Board of Health and Board of Health Standing Committees.

**9. ADJOURNMENT**

The next regular Board of Health meeting is Thursday, January 16, 2025, at 3:59 p.m.

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**71-24 ADJOURNMENT**  
**MOVED BY BARCLAY – SIGNORETTI: THAT we do now adjourn. Time: 3:59 p.m.**  
**CARRIED**

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Secretary)

Unapproved

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 2024-12**

**BEING A BY-LAW TO AMEND 'SCHEDULE B' OF BY-LAW # 2024-01.**

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

**AND WHEREAS** By-law # 2024-01 was enacted in Council on February 20, 2024.;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack deems it necessary to amend 'Schedule B' of By-law # 2024-01, being a by-law to establish the Minimum Standards for Roads;

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

1. **THAT** we amend 'Schedule B' of By-law # 2024-01: Policy and Procedures for Minimum Standards for all Newly Constructed Roads and Street within the Township of Assiginack, under Section 2: Improvements to Unopened Road Allowances:
2. **THAT** this by-law shall come into force and take effect upon third and final reading.

Read a FIRST, SECOND, THIRD and FINAL TIME and enacted in Open Council, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

SEAL

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

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**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  
Assignack

**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 Assignack 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 Assignack are located in **Schedule 'B'**  
which is attached to and forms part of the by-law.

Read a **FIRST** and **SECOND TIME**, this 20<sup>th</sup> day of February, 2024.

Read and **THIRD** and **FINAL TIME** and enacted in Open Council, this 20<sup>th</sup> day  
of February, 2024.

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

  
\_\_\_\_\_  
Clerk: Heidi Ferguson

Seal

**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).~~ All work to be carried out on an Unopened Road Allowance will be conducted under the supervision and to the satisfaction of a Certified Professional Engineer and all expenses occurred in undertaking this work shall be 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.~~ It is the further responsibility of the Property Owner(s) and/or Developer(s) to provide the Township with a report from the Certified Professional Engineer certifying that the work undertaken on the Unopened Road Allowance meets the Municipal Standards identified in Section 3 of this policy as a condition to Council's approval and permission.

~~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.~~ All work and any subsequent maintenance to maintain the improvements authorized by Council on an Unopened Road Allowance shall be the responsibility and at the expense of the Property Owner(s) and/or Developer(s) who shall also be required to enter into a formal Agreement with the Township specifying municipal requirements for this use of municipal land.

Notwithstanding these requirements as set out above, in certain limited circumstances involving very minor work being proposed by a single Property Owner whose land abuts an adjacent Unopened Road Allowance, the obligation to have the proposed improvements certified by a report from a Certified Professional Engineer may be waived upon the

recommendation of staff and subsequent approval of Council. In any such circumstances an Agreement with the Township shall still be required.

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

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

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

**Surface Width:** 7.5 meters wide.

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

**Surface Type:** Low cost bituminous.

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

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

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

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

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

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

**Maximum Gradient:** 8%

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

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



#### **4. Guidelines for the Placement of Utility Services**

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

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

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

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 2024-15**

**BEING A BY-LAW TO REPEAL AND REPLACE "SCHEDULE A" OF  
BY-LAW # 2015-29.**

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001,c.25, as amended, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 11 of the Municipal Act, S.O. 2001,c.25, as amended, authorizes municipalities to pass by-laws regarding Accountability and Transparency of the municipality and its operations and of its local boards and their operations;

**AND WHEREAS** By-law # 2015-29 was enacted by Council on November 17<sup>th</sup>, 2015;

**AND WHEREAS** the Council of the Corporation of the Township of Assiginack deems it necessary to repeal and replace 'Schedule A' of By-law # 2015-29, being a by-law to adopt a Code of Conduct Policy for Council Members and Local Boards and Committees;

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

1. **THAT** we repeal and replace "Schedule A" of By-law # 2015-29, Code of Conduct Policy for Council Members, Local Boards and Committees.
2. **THAT** the Code of Conduct Policy for Council Members and Local Boards and Committees herein attached in "Schedule A" to this by-law and forming an integral part of this By-law, be adopted.
3. **THAT** this by-law shall come into force and take effect upon third and final reading.

Read a FIRST and SECOND time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a THIRD and FINAL TIME and enacted in Open Council, this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

SEAL

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

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**CORPORATION OF THE TOWNSHIP OF ASSIGNACK**  
**SCHEDULE "A" TO BY-LAW # 15-29**

**CODE OF CONDUCT POLICY**

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## 1. PURPOSE

The purpose and intent of this policy is to establish guidelines for ethical and interpersonal standards of conduct of Council and Local Boards by improving the quality of public administration and governance and by encouraging high standards of conduct on the part of all government officials.

- a) This policy is important because it helps to:
- i. Ensure equitable treatment of citizens;
  - ii. Ensure equitable treatment of employees;
  - iii. Communicate the corporate priorities to employees;
  - iv. Ensure compliance with statutory regulations;
  - v. Minimize liability risks;
  - vi. Ensure accountability at all levels; and
  - vii. Ensure optimal use of available resources.

Municipal Council members hold positions of privilege. Therefore, they must discharge their duties in a manner that recognizes a fundamental commitment to the well-being of the community and regard for the integrity of the Corporation.

This policy not only provides a universal understanding of the fundamental rights, privileges, and obligations of Municipal Council Members, but it provides a means for Municipal Council Members to obtain authorization for some contemplated conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct.

As well as this policy also encourages high ethical standards among Municipal Council Members, establishes the means of correcting unethical conduct and protects the public interest.

Commented [HF1]: I have combined the original bullets to two paragraphs so this section flows a little better.

## 2. DUTY OF COUNCIL

This Code of Conduct is a public declaration of the principles of good conduct and ethics that the Members of the Assiginack Council have decided its' stakeholders could reasonably expect of us as Members of Council to demonstrate in the performance of their responsibilities as elected community representatives.

Attaining an elected position within one's community is a privilege which carries significant responsibilities and obligations. Members of Council are held to a high standard as leaders of the community and they are expected to become well informed on all aspects of municipal governance, administration, planning and operations.

They are also expected to carry out their duties in a fair, impartial, transparent, and professional manner. The key stakeholders, although obvious at first, represent a broad base of interests and concerns which require fair and open attention, adjudication, and disposition.

These key stakeholders include, but are not limited to:

- a.) Residents
- b.) Ratepayers
- c.) Other Members of Council
- d.) Staff
- e.) Local Board and Committees
- f.) Province of Ontario
- g.) School Boards and other Public Agencies
- h.) Suppliers
- i.) Chambers of Commerce

To assist the Township of Assignack in interacting effectively with all stakeholders, the following obligations are expected of each Member of Council:

- a.) That all Members solemnly promise, declare, and carry out their responsibilities as prescribed in the oath of office.
- b.) That all Members familiarize themselves with and follow the Procedural By-law for Council and its Committees.
- c.) That all Members will follow the provisions of the *Municipal Act, 2001*, as amended, and read and follow the *Municipal Conflict of Interest Act*.

**3. POLICY STATEMENT**

Local Government is an open, accessible, and accountable form of government. The relationship of public trust and mutual respect that has evolved between government and the public requires high standards of ethical conduct by municipal Council Members.

**4. DEFINITIONS**

**CAO shall refer to the Chief Administrative Officer for the Township of Assignack.**

Commented [MF2]: Added this as a new definition

**Confidential Information** shall mean while the classification of information as “confidential” is a matter of Council discretion, whether labelled confidential or not, disclosure of information will not constitute a breach of the Code of Conduct unless that information is of an inherently confidential nature such as:

- i. Personal data of employees or other.
- ii. Records related to internal policies and practices, which if disclosed, may prejudice the effective performance of a municipal operation.
- iii. Records of a financial nature reflecting information given or accumulated in confidence.
- iv. Files prepared in connection with litigation and adjudicative proceedings.

- v. Reports of consultants, policy drafts and internal communication, which if disclosed prejudice the effective operation of the Township.

**Integrity Commissioner** is a municipal accountability officer who is responsible for applying the rules governing the ethical conduct of members of municipal councils and local boards, including codes of conduct, and for providing advice and education on those rules.

Commented [HF3]: Added this as a new definition

**Local Board** shall mean any individual appointed by Council to a Board, Commission or Committee in accordance with the *Municipal Act, 2001, S.O. 2001, Chapter 25*.

**Municipal Council Members** shall include the Mayor and Members of Council of the Township of Assiginack.

**Municipality and/or Township** shall mean the Corporation of the Township of Assiginack.

Commented [HF4]: Added this as a new definition.

**Public Comment** shall refer to disclosures made in public speech, lecture, radio, or television broadcast, in the press or in book form.

**Staff** shall mean employees hired and that work for the Corporation of the Township of Assiginack.

Commented [HF5]: Added this as a new definition

Tamara  
is a member?

## 5. RESPONSIBILITIES

### 5.1. STATEMENT OF COMMITMENT

The Members of the Corporation of the Township of Assiginack Council are committed to discharging their duties conscientiously and to the best of their abilities.

In the performance of their community role, they will act with honesty and integrity and conduct themselves in a way that both generates community trust and confidence in them as individuals and enhances the role and image of the Council and local government.

In addition to all legislative requirements, the Members of the Corporation of the Township of Assiginack Council have adopted the requirements of this Code of Conduct and ethics as standards that they will apply in the performance of their role.

### 5.2. STANDARD OF CONDUCT

- a.) Members of Council must not make improper use of information acquired or make improper use of their positions as a Member of Council;
- b.) Members of Council are to act honestly and with reasonable care and exercise due diligence in the performance and discharge of official functions and duties;



- c.) Members of Council shall, at all times, seek to advance the common good of the community which they serve and act in the best interest of the Township and in such a way that the credibility and integrity of the Township is not compromised;
- d.) Members of Council shall truly, faithfully, and impartially exercise the office to the best of their knowledge and ability; and
- e.) Members of Council shall perform the functions of office in good faith, honestly and in a transparent manner.

### 5.3. CONDUCT TO BE OBSERVED

#### a.) Statutory Provisions Regulating Conduct

This Code of Conduct is supplemental to the existing statutes governing the code of members, including but not limited to:

- i. *The Municipal Act, 2001, as amended;*
- ii. *The Municipal Conflict of Interest Act;*
- iii. *The Municipal Elections Act;*
- iv. *The Municipal Freedom of Information and Protection of Privacy Act;*
- v. *The Ontario Human Rights Code;*
- vi. *The Occupational Health and Safety Act; and*
- vii. *The Criminal Code of Canada.*

#### a.) Municipal Act, 2001, as amended

The following are distinct and specialized roles carried out by Council as a whole and by individual councillors when performing their other roles.

##### Role of Council *as noted in the Municipal Act, 2001, as amended.*

- a.) To represent the public and to consider the well-being and interests of the Township;
- b.) To develop and evaluate the policies and programs of the Township;
- c.) To determine which services the Township provides;
- d.) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e.) To ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the municipality;
- f.) To maintain the financial integrity of the Township; and
- g.) To carry out the duties of Council under this or any other Act.

##### Role of Head of Council *as noted in the Municipal Act, 2001, as amended.*

- a.) To act as Chief Executive Officer of the Township;
- b.) To preside over Council Meetings so that the business of Council can be carried out efficiently and effectively;

- c.) To provide leadership to Council;
- d.) Without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council described in the *Municipal Act, 2001*, as amended; and
- e.) To carry out the duties of the Head of Council under this act or any other act.

**Role of Officers and Employees**      *as noted in the Municipal Act, 2001, as amended.*

- a.) To implement Council's decision and establish administrative practices and procedures to carry out Council's decisions;
- b.) To undertake research and provide advice to Council on the policies and programs of the Township; and
- c.) To carry out other duties required under this act, or any other duties assigned by the Township.

#### **5.4 CONFIDENTIALITY**

All Municipal Council Members must hold in strict confidence all information of a confidential nature acquired in the course of their term with the Township. Without restricting the scope of this role, the following shall be considered breaches of the Code of Conduct:

- a.) To use confidential information, which is not available to the general public, and to which Members of Council have access by way of their position to further their personal interests or the interests of others;
- b.) To disclose either directly or indirectly, release, make public or in any way divulge any such information (verbal or written) or any aspect of the In-Camera or Closed Session deliberations to anyone, unless expressly authorized by Council or required to do so by law;
- c.) To disclose to unauthorized persons confidential information to which a Member of Council has access because of their position with the Township;
- d.) Council shall comply with the Municipal of Freedom of Information and Protection of Privacy Act at all times. Public comments, discussions, and disclosures to the media regarding employees or individuals that breach a person's privacy are deemed to be a contravention of this Code of Conduct.

#### **5.5 PERSONAL GAIN**

- a.) Members of Council may not use their position, privileges, or confidential information obtained as the Mayor or a Councillor(s) for private gain or to improperly benefit another person.
- b.) The Mayor or Councillor (s) may not be a party to or a beneficiary under a contract for:
  - i. The provision of goods and services to the Township;

- ii. The performance of any work otherwise than as a Councillor for the Township;
- c.) A Member of Council may not obtain a financial interest in any business of the municipality; or
- d.) A Member of Council may not appear on behalf of any other person before the Council or a Committee for a fee or other consideration.

## 5.6. USE OF MUNICIPAL PROPERTY

No Members of Council shall, for personal purposes or profit, permit the use of any Municipal property, equipment, services or supplies other than for purposes connected with:

- a.) The discharge of municipal duties;
- b.) Associated community activities of which Council has been advised unless such use is permitted by one of the following exceptions:
  - i. Reasonable and incidental personal use of office space, equipment such as computers, fax machines, etc. where the Township incurs no additional costs relating to such use, and the use is of limited duration and frequency.
  - ii. Use of municipal property and facilities where such use is universally known to be available to other residents upon request and on equal terms.

No Members of Council shall obtain financial gain from the use of municipally developed intellectual property, computer programs, technological innovations, or other patentable items, while being an elected official or thereafter. All such property remains the exclusive property of the Township of Assiginack.

Commented [HF6]: I added this section into the document.

No Members of Council use information gained in the execution of their duties that are not available to the general public for any purposes other than their official duties.

## 5.7. RESPECT IN THE DECISION-MAKING PROCESS

All Members of Council shall communicate accurately the decision of Council or Committee in such a manner that shows respect for the decision-making process of Council or Committees whether they agree or not.

## 5.8. CONDUCT RESPECTING STAFF

Only Council as a whole, where applicable, has the authority to approve budget, policy, Committee processes and other such matters. Accordingly, Members shall make direct requests outside of Council or Committees' approved budgets, as per the protocol identified by the CAO.

- a.) Under the direction of the CAO or designate, staff serve the Council as a whole and the combined interests of all members as evidenced through the decisions of Council;
- b.) Council shall be respectful of the role of staff to advise based on political fairness, and objectivity, and without due influence from any individual member or group of the Council;

- c.) No Member of Council shall maliciously or falsely harm the professional or ethical reputation of the prospects or staff practice. All Members shall show respect for the professional capacities of the staff of the Township of Assiginack;
- d.) No member of Council shall cause persistent, excessive nit-picking, unjustified criticism, and/or constant scrutiny towards staff;
- e.) No Member of Council shall compel staff to engage in partisan political activities or be subjected to threats of discrimination for refusing such activities;
- f.) No Member of Council shall impede or have influence on an employee's effort in advancing, promotions, or transfers;
- g.) No Member of Council shall undermine staff's efforts by setting impossible goals and deadlines; and
- h.) No Member of Council shall not use or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff members with the intent of interfering with the person's duties including the duty to disclose improper activity.

**In No Members of Council shall:**

- i. ~~Maliciously or falsely injures the professional or ethical reputation by spreading malicious rumors;~~
- ii. ~~Cause persistent, excessive nit-picking, unjustified criticism, and constant scrutiny;~~
- iii. ~~Exclude or ignore staff;~~
- iv. ~~Refuse to acknowledge employees' efforts by setting impossible goals and deadlines;~~
- v. ~~Undermine any employee's efforts by setting impossible goals and deadlines; and~~
- vi. ~~Impede or have influence on an employee's effort in advancing, promotions, or transfers.~~

OK

Commented [HF7]: I would like to remove this section as I have combined some of the elements that were not duplicates above into the list (a-e).

Bullying is defined as the ongoing health or career endangering mistreatment of an employee, by one or more of their peers or superiors. This takes the form of psychological harassment.

**5.9. INTERPERSONAL BEHAVIOUR OF MEMBERS OF COUNCIL**

**a.) Treat Every Person with Dignity, Understanding and Respect**

Members of Council shall abide by the provisions of the *Ontario Human Rights Code* and, in doing so, shall treat every person including other Members of Council, Committees, Boards, Staff, Contract Service Providers, and the Public with dignity; understanding and respect for the right to equality; and the right to an environment that is safe and free from harassment and discrimination.

**b.) Not to Discriminate**

In accordance with the *Ontario Human Rights Code*, Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour,

ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. "Age", "disability", "family status", "record of offences", "same sex partnership status", shall be as defined in the *Ontario Human Rights Code*.

**c.) Not to Engage in Harassment**

In accordance with the *Ontario Human Rights Code*, harassment shall mean engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Without limiting the generality of the foregoing, Members of Council shall not:

- i. make racial, homophobic, sexist, or ethnic slurs;
- ii. display pornographic, homophobic, sexist, racist or other offensive or derogatory material;
- iii. make leering (suggestive staring) or other offensive gestures;
- iv. make written or verbal abuse or threats;
- v. vandalize the personal property of others;
- vi. commit physical or sexual assault;
- vii. make unwelcome remarks, jokes, innuendos or taunting statements about a person's physical appearance, racial background, colour, ethnic origin, citizenship, ancestry, creed (religion or belief), sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, disability (physical or mental);
- viii. make unwelcome remarks, insulting gestures or jokes which cause embarrassment or awkwardness;
- ix. refuse to converse or interact with anyone because of their racial or ethnic background, colour, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnerships status, family status, or disability;
- x. make unnecessary or unwanted physical contact, including touching, patting, or pinching; and
- xi. demand sexual favors or requests.

**5.10. GIFTS, HOSPITALITY AND OTHER BENEFITS**

The objective of these policies is to ensure that Councillors make Council decisions based on impartial and objective assessment of each situation free from influence or gifts, favors, hospitality, or entertainment.

In this policy, the terms gifts, commission, hospitality, reward, advantage, or benefit of any kind may be interchanged and shall be deemed to include all of the aforementioned.

- a.) The stipend paid to each Member of Council is intended to fully remunerate

Members of Council for service to the Corporation.

- b.) Members of Council are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commission, hospitality, reward, advantage or benefit of any kind, personally or through a family members or business connection, that is connected directly or indirectly with the performance of duties of office or dealings with the municipality or could reasonably be construed as being given in anticipation of future or recognition of past "special consideration".
- c.) The above policy does not preclude Members of Council from accepting:
  - i.) Token gifts, souvenirs, mementoes, or hospitality received in recognition for service on a committee for speaking at an event or for representing the Corporation at an event.
  - ii.) Political contributions that are otherwise offered, accepted, and reported in accordance with applicable law;
  - iii.) Food and beverages at meetings, banquets, receptions ceremonies or similar events;
  - iv.) Food, lodging, transportation, entertainment provided by other levels of government boards or commissions;
  - v.) A stipend from a board or commission that the Councillor serves on as a result of an appointment by Council;
  - vi.) Reimbursement of reasonable expenses incurred in the performance of office;
  - vii.) Reimbursement of reasonable expenses incurred, and honorariums received in the performance of activities connected with municipal associations;
  - viii.) Gifts of nominal value that are received as an incident or protocol or social obligation that normally and reasonably accompany the responsibility of the office;
  - ix.) Services provided without compensation by persons volunteering their time for election campaign.
- d.) Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Members of Council shall report the matter to the CAO. The CAO may require that the gift be returned to the sender with an acknowledgement of the return and reference to this Code of Conduct or be retained by the Corporation or be disposed for charitable purposes.
- e.) Members of Council shall not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.

6. COMPLAINTS ALLEGING VIOLATIONS OF THIS CODE

6.1 COMPLAINTS PROCESS

Where any person (Members of the Public, Municipal Staff and/or other Members of Council) acting in public interest has reasonable grounds to believe that a Member of Council has breached this Code, a complaint may be submitted to the Office of the CAO on the prescribed form, found within Appendix 2 of this Policy.

Once an alleged complaint is received, the CAO will forward the complaint form and all supporting information to the Township's Integrity Commissioner, who will process it in accordance with the Complaint Protocol attached as Appendix "1".

Appendix "1" – Complaint Protocol

Appendix "2" – Request for Investigation

Appendix "3" – Request for Advice

Commented [HF8]: #6 is a whole new section that has been added to address the handling of complaints in regards to the Integrity Commissioner.

Commented [HF9]: We have changed this from Council to be more inclusive.

Commented [HF10]: New Complaint form within Appendix 2.

6.2. REFUSAL TO CONDUCT INVESTIGATION

If the Integrity Commissioner is of the opinion that the referral of a matter is frivolous, vexatious or not made in good faith or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct the investigation, or, when it becomes apparent throughout the course of the investigation, the Integrity Commissioner may terminate the investigation.

The decision of the Integrity Commissioner is final and not appealable.

6.3. LIMITATION PERIOD

The Integrity Commissioner shall not proceed with an enquiry regarding a Code of Conduct complaint that is more than sixty (60) days after the date of when the event or series of events occurred or when the event or series of events were discovered by the complainant. The onus of proof as to the date of discovery is on the complainant.

Notwithstanding Section 6.2 of this Policy, the Integrity Commissioner may proceed with an inquiry regarding a complaint that is filed after the expiry of the time limit under Section 6.2, if the Integrity Commissioner is satisfied that the delay was incurred in good faith; if it is in the public's interest to proceed with an inquiry; and no substantial prejudice will result to any person because of the delay.

Where the Integrity Commissioner decides not to proceed with the investigation of a Code of Conduct complaint received more than sixty (60) days after the date when the event or series of events occurred, the Integrity Commissioner may prepare and file a report to Council outlining this decision.



A complaint regarding an alleged contravention of the *Municipal Conflict of Interest Act* may not be made more than six (6) weeks after the applicant/complainant became aware of the alleged contravention.

**7. NON-COMPLIANCE WITH CODE OF CONDUCT - SANCTIONS**

A Member of Council found by the Integrity Commissioner to have contravened any provision of this Code, may be subject to one or more of the following consequences imposed by Council:

**Commented [HF11]:** Section 7 has been added to address Non-Compliance with Code of Conduct and what Sanctions could be imposed.

- a.) Reprimand;
- b.) Suspension of the remuneration paid to that member in respect of their services as a member of the Council, local board, or committee appointees, for a period of up to ninety (90) days;
- c.) Other penalties, including but not necessarily limited to:
  - i) Removal from membership of a committee or local board;
  - ii) Removal as Chair of a committee or local board;
  - iii) Require repayment or reimbursement of monies received;
  - iv) Return of property or reimbursement of its value;
  - v) A request for an apology;
  - vi) Revocation of travel or another budget;
  - vii) Request for resignation; and
  - viii) Trespass order restricting access, except for Council Meetings.

**8. NO REPRISAL/OBSTRUCTION IN THE ENFORCEMENT OF THIS CODE**

Every member must respect the integrity of the Code of Conduct and inquiries and investigations conducted under it and shall co-operate in every way possible in securing compliance with its application and endorsement.

Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited.

It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner, or any other municipal official involved in applying or furthering the objectives or requirements of this Code, in the carrying out of such responsibilities or pursuing any such objective.

**Commented [HF12]:** Section 8 has been added to further explain No Reprisal, due to an investigation.

Every member shall cooperate with the Integrity Commissioner if the Integrity Commissioner conducts an inquiry concerning an alleged contravention of this Code.

9. REVIEW

This policy shall be reviewed at the beginning of each term of Council, and as determined necessary by Council.

10.ACKNOWLEDGMENT

Acknowledgement and Agreement

The undersigned Member of Council hereby acknowledges receipt of two (2) copies of the Code of Conduct. One signed copy of the “Acknowledgment” is to be returned to the Municipal Clerk or designate.

I agree to adhere to this policy. I understand that if I violate the rules set forth under this Policy, I may face punitive or corrective action, and/or potential legal action.

Commented [HF13]: I have added this section to the acknowledgment.

Signature of Member of Council

Date of Signature

Printed Name

NOTE:

The Member of Council acknowledges that a copy of By-law # 15-29 containing the Code of Conduct Policy for Council was provided to that member. One signed copy of the “ACKNOWLEDGMENT” was returned to the Municipal Clerk or designate, and the Member of Council retained a complete copy of the By-law.

**Appendix "1" to By-law # 15-29**

**Complaint Protocol for Code of Conduct**

**(Council and Local Boards/ Committee Appointees)**

**Application**

Commented [HF14]: Appendix 1 is new.

This process applies to all members of the Corporation of the Township of Assiginack Council and its Local Boards/Committee Appointees, as defined in the *Municipal Act, 2001*, as amended.

**1.0. Integrity Commissioner**

The Township of Assiginack's Integrity Commissioner shall be responsible for the provision of services as established by Council which will include the following:

1. To provide written and oral advice to Members of Council and municipal Staff concerning the interpretation of and compliance with the Code of Conduct for Council and Local boards, Committee appointees governing the ethical behavior of the members;
2. To review the Code of Conduct to ensure it accurately reflects best practices for the conduct of members of Council, Local boards, or Committee appointees, or any person demonstrably acting in public interest and recommending any amendments thereto;
3. To provide Council and its local boards/committee appointees with training regarding the Code of Conduct, the role of the Integrity Commissioner, specific and general opinions, and advice on the interpretation of the Code;
4. To conduct inquiries or investigations as appropriate into a request made by Council, a Local board, a Committee appointee, municipal Staff, or any person demonstrably acting in the public interest into whether a member has contravened any application provision of the Code; and
5. To attempt to settle any complaint between the complainant and the Member of Council before commencing an inquiry.

**2.0. Procedure for Making a Complaint**

**2.1. Informal Complaints**

Any individual who identifies or witnesses' behavior or activity by a Member of Council and/or its Local boards/Committee appointees that appears to be in contravention of the Code of Conduct may address the prohibited behavior or activity themselves in the following manner:

- 1.) Advise the member in writing that the behaviour or activity appears to contravene the Code of Conduct identifying the specific provision of the Code of Conduct that is alleged to have been contravened;

- 2.) Encourage the member to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity;
- 3.) Document the incident(s) including dates, times, locations, other persons present and any other relevant information, including steps taken to resolve the matter;
- 4.) If applicable, confirm to the member satisfaction with the response of the member; or, if applicable, advise the member of dissatisfaction with the response; and
- 5.) If applicable, consider the need to pursue the matter in accordance with the formal complaint procedure.

Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or an activity that they believe violates the Code of Conduct; however, the informal process is not a precondition or a prerequisite to pursuing the formal complaint procedure.

## **2.2. Formal Complaints**

- 1.) All complaints or requests for inquiries shall be submitted to the CAO. The CAO shall forward the complaint to the Integrity Commissioner.
- 2.) All complaints or requests for inquiries must clearly state:
  - a.) The member to whom the complaint relates
  - b.) The nature of the alleged contravention
  - c.) The specific provision(s) of the Code allegedly contravened;
  - d.) Names of any witnesses to the alleged contravention; and
  - e.) Written material in support of the alleged contravention.
- 3.) All complaints or requests for inquiries must be accompanied by all written materials (documents or records), considered to be relevant to the complaint or request for inquiry.
- 4.) Upon receipt of a complaint or request for inquiry, the Integrity Commissioner shall first determine if it is within their jurisdiction and whether there is a procedure under other legislation or Municipal policy to deal with the complaint.

If it is determined that other procedures apply, the Integrity Commissioner shall refer to the complainant to the appropriate person or agency to follow that process. This would include such matters as:

- a.) The complaint provisions under the *Ontario Human Rights Code*;
- b.) A complaint about alleged criminal activity;

c.) Procedures under the *Municipal Act*, the *Municipal Conflict of Interest Act*, or the *Municipal Elections Act*; and

d.) The complaint provisions stated within the Township's *Workplace Violence and Harassment Policy*.

Where it has been determined that a complaint should be dealt with under one of the above processes, it will no longer be considered or dealt with by the Integrity Commissioner.

5.) Upon receipt of a complaint or request to conduct an inquiry within their jurisdiction, the Integrity Commissioner will deliver a preliminary information report to an open meeting of Council including the following:

a.) The opinion of the Integrity Commissioner as to whether the inquiry is appropriate and whether it can be conducted within the law applicable to such an inquiry;

b.) An indication as to whether it is the Integrity Commissioner's intention to conduct the inquiry under sections 33 and 34 of the *Public Inquiries Act*;

c.) A preliminary indication of the members of staff and/or consultations needed to assist the Integrity Commissioner;

d.) An estimated cost of the inquiry;

e.) The estimated time required to complete the inquiry and prepare a final report; and

f.) Where appropriate, the Integrity Commissioner may recommend that the alleged infraction be reported to the police and that the inquiry be suspended until the police investigation is completed.

6.) If the Integrity Commissioner is of the opinion that the referral of a matter to them is frivolous, vexatious or not made in good faith or that there are no grounds or insufficient grounds for an inquiry, the Integrity Commissioner shall not conduct an inquiry and shall state the reasons for not doing so in the preliminary report.

### **3.0. Procedure for Obtaining Advice**

Where a member or employee is seeking to obtain advice from the Integrity Commissioner, he/she shall submit to the CAO the completed form provided in Appendix "3".

All advice of the Integrity Commissioner to members or staff shall be confirmed in writing. No solicitor/client relationship will exist in the giving of such advice.

Where the Integrity Commissioner learns of a violation through the request for advice from any member, they are required to report such a violation to Council.

The Integrity Commissioner may decline to give advice if they determines that it will put them in conflict with their duty to Council as a whole.

**4.0. Confidentiality**

The Integrity Commissioner shall carry out all inquiries in a manner which will ensure that the individual to whom the complaint relates is treated fairly and all complaints shall be treated as confidential to the extent possible and in accordance with the *Municipal Act, 2001*, as amended.

All records of investigations shall be kept confidential and access limited to those in the Township with a need to know for the purposes of conducting a full investigation.

**5.0. Intake Procedure**

Upon receipt of a complaint involving a member other than the Mayor, the CAO shall immediately advise the Mayor.

Upon receipt of a complaint involving the Mayor, the CAO shall immediately advise the individual who is the Deputy Mayor at the time of the allegation, who is authorized to act in the place of the Mayor.

The Integrity Commissioner may attempt to settle any complaint. Except where otherwise required by the *Public Inquiries Act*, the Integrity Commissioner shall provide a copy of the complaint and supporting material to the member with a request for a written response to the allegation within ten days and provide a copy of such response to the complainant with a request for a written response also within ten days.

**6.0. Investigations**

After the presentation of the information report to Council, the Integrity Commissioner shall take all steps necessary to promptly investigate the complaint within their jurisdiction, including entering any municipal buildings, for such purpose and consultation with Municipal staff with access to all information and records described in subsections 3 and 4 of section 223.4 of the *Municipal Act, 2001* and may retain independent professional services if required.

The Integrity Commissioner shall make every effort to complete an investigation within thirty (30) days.

If the Integrity Commissioner requires more than thirty (30) days to complete an investigation, the following shall be notified accordingly:

- a.) The complainant;
- b.) The individual to whom the complaint relates;
- c.) The Mayor in the case of a complaint concerning another member; or the individual who was Acting Mayor or Deputy Mayor at the time of the allegation in the case of a complaint concerning the Mayor.

A complaint involving an alleged contravention that has already been thoroughly investigated will not be re-investigated unless new evidence is presented.

#### **7.0. Reporting the Results of the Investigation**

The Integrity Commissioner shall report their findings to an Open Meeting of Council. Where the inquiry relates to a Local board/Committee the report will be submitted both to Council and to the Local board/Committee.

If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or that a contravention occurred although the member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgement made in good faith, the Integrity Commissioner shall so state in the report and shall recommend that no penalty be imposed.

The Integrity Commissioner shall give a copy of the final report to the complainant and the member whose conduct is concerned fifteen (15) days prior to the Council meeting at which it will be considered.

At the time of the Integrity Commissioner's report to Council the identity of the person who is the subject of the complaint shall not be treated as confidential information if the Integrity Commissioner finds that a breach has occurred.

#### **8.0. Actions by Council**

In reviewing the final report, Council will determine whether they will impose any of the following penalties on a member if the Integrity Commissioner reports that it is their opinion that the member has contravened the Code:

- 1.) Issue a motion of reprimand;
- 2.) Suspension of the remuneration paid to the member in respect of his or her services as a member for a period of up to ninety (90) days;
- 3.) Request the member involved to return any gift or benefit received in contravention of the Code of Conduct;
- 4.) Request the member involved repay the value of the benefit;
- 5.) Remove the member from committee or local board appointments;
- 6.) Request an apology; or
- 7.) Withhold confidential materials/matters for a period of time.

All reports to Council by the Integrity Commissioner on the investigation of complaints are public documents.



The Integrity Commissioner shall be responsible for ensuring the above procedures are followed with respect to requests for inquiries and for conducting investigations. Municipal Council shall be responsible for determining penalties where appropriate.

**Protection from Retaliation**

Any employee who files a complaint of a contravention of the Code of Conduct will not be subjected to any form of penalty or reprisal provided the complaint is made in good faith and in the reasonable belief of the complainant that a contravention of the Code has occurred.

**Limitation Period**

The Integrity Commissioner shall not proceed with an inquiry in regard to a complaint that was more than sixty (60) days after the event or series of events which are the subject matter of the complaint were discovered by the complainant. The onus of proof as to the date of discovery lies with the complainant.

Notwithstanding this Policy, the Integrity Commissioner may proceed with an inquiry in regard to a complaint that is filed after the expiry of the time limit if the Integrity Commissioner is satisfied with that:

- a) The delay was incurred in good faith;
- b) It is in the public interest to proceed with an inquiry; and
- c) No substantial prejudice will result to any person because of the delay.

**9.0. Complaints in Municipal Election Years**

Despite any other provision of this process, if the Integrity Commissioner has not completed an inquiry before nomination day for a regular election as set out in the *Municipal Elections Act, 1996*, the Integrity Commissioner shall terminate the inquiry on that day.

If an inquiry is so terminated, the Integrity Commissioner shall not commence another inquiry in respect of the matter unless, within six (6) weeks after voting day in a regular election, as set out in the *Municipal Elections Act, 1996, as amended*, the person or entity who made the request or the member or former member whose conduct is concerned makes a written request to the Commissioner that the inquiry be commenced.

The following rules apply during the period of time starting on nomination day for a regular election, as set out in the *Municipal Elections Act, 1996, as amended* and ending on voting day in a regular election:

- 1.) There shall be no requests for an inquiry about whether a member of council or of a local board has contravened the Code of Conduct applicable to the member.

Code of Conduct Policy – Schedule A: Amended November 19, 2024

- 2.) The Integrity Commissioner shall not report to the municipality or local board about whether, in his or her opinion, a Member of Council or of a Local board/Committee appointment has contravened the Code of Conduct applicable to that member.
- 3.) The Township or Local board/Committee shall not consider whether to impose the penalties referred to in *Municipal Elections Act, 1996* on a Member of Council or on a Local board/Committee appointee.

Appendix "2"

Request for Investigation

Code of Conduct for Members of Council and Local Boards / Committee Appointees

Commented [HF15]: Appendix 2 is new.

Name of Applicant	
Address	
Telephone	
Email Address	
I, _____ (full name)	
Of _____ (Address)	
In the Province of Ontario, AFFIRM	
1. I have personal knowledge of the facts set out in this report.	
2. I have reasonable and probable grounds to believe that:	
(specify name of Member of Council or Local Board) _____	
Has contravened Section(s) _____ (specify)	
Of the Code of Conduct for Members of Council and Local Boards.	
Date of Incident:	
Time of Incident:	
Location of Incident:	
Name (s), position, contact information (phone number or email address) of all Witnesses to the incident:	
a.)	
b.)	
c.)	
d.)	
This report is made for the purpose of requesting this matter be investigated and for no improper use.	
List of documents or records that are relevant to the requested inquiry (include document title and date please.)	
All documents or records considered relevant to the complaint or request for inquiry must accompany this request for investigation form please.	



**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**  
**BY-LAW # 2024- 17**

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK  
TO ENTER INTO AN AGREEMENT WITH ROBERT MAGUIRE FOR USE OF HIS  
PROPERTY AS A COMMUNITY GARDEN.**

**WHEREAS** authority is found in Section 11 of the Municipal Act, RSO, 2001, c.25 as amended:

**AND WHEREAS** By-law # 2020-07 was enacted by the Township of Assiginack on June 2, 2020;

**AND WHEREAS** it is necessary to enter into a new agreement;

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

- 1. THAT Council enters into the agreement, attached to and forming part of this by-law as Schedule 'A'.
  
- 2. THAT this by-law shall come into force and take effect upon third and final reading.

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

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

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

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MUNICIPALITY



OF ASSIGINACK

BOX 238, MANITOWANING, ONT., P0P 1N0  
(705) 859-3196 or 1-800-540-0179  
[www.assiginack.ca](http://www.assiginack.ca)

SHORT TERM LEASE AGREEMENT

THIS agreement between the Corporation of the Township of Assiginack and Robert B. Maguire, for the lease of a certain parcel of land for the purpose of creating and maintaining a Community Garden.

THE parcel contained in this agreement is described as being:  
Manitowaning Townplot 3, south side Wellington Street, Lot 8, being 8,712 square feet.

The term of this lease shall be from this date until May 14, ,2027, except as terminated earlier according to the provisions below.

The Township agrees to pay Robert Maguire the sum of One Dollar \$1.00 per year.

The Township is permitted all normal activities associated with operating and maintaining a community garden including raised beds, tilled soil, greenhouses, sheds, water apparatus, etc.

The Township agrees to employ standard best management practices and will not create refuse, compost, or other potential subjects of complaint.

The Township extends its liability and property insurance coverages to this property, pursuant to the permission of the current insurance carriers in place.

The Township agrees to write down the property taxes on the subject property during the term of this agreement.

Either party may terminate this agreement upon 3 months notice in writing to the other.

The terms of this lease may be amended by mutual consent.

Signed:

\_\_\_\_\_  
Township of Assiginack

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Maguire

\_\_\_\_\_  
Date

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**  
**BY-LAW # 2024-18**  
**BEING A BY-LAW TO ADOPT AN EMPLOYEE CODE OF ETHICS**

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001, c.25, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 11 of the Municipal Act, S.O. 2001, c.25 as amended authorizes municipalities to pass by-laws regarding Accountability and Transparency of the Municipality and its operations and its local boards and their operations:

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

1. THAT the Code of Ethics Polic for Municipal Employees herein attached in Schedule 'A' to this by-law and forming an integral part of this by-law be adopted.
2. THAT this by-law shall come into force and take effect upon third and final reading.

Read a FIRST and SECOND time, this 3<sup>rd</sup> day of December, 2024.

Read a THIRD and FINAL time and enacted in Open Council, this 3<sup>rd</sup> day of December, 2024.

---

Mayor: Brenda Reid

SEAL

---

Deputy Clerk: Alton Hobbs

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## **CODE OF ETHIC POLICY FOR MUNICIPAL EMPLOYEES**

By adopting this code of ethics policy, the Corporation of the Township of Assiginack intends to ensure that municipal employees:

1. Are aware of what constitutes a conflict of interest
2. Are aware of what constitutes a breach of trust
3. Are aware of the level of conduct and integrity which is expected of all employees.

### **SPECIFIC OBJECTIVES**

The objectives of this policy are to:

Provide municipal employees with guidelines for identifying potential conflicts of interest and breaches of trust.

To help ensure that municipal employees do not place themselves or permit themselves to be placed in a position which would constitute a conflict of interest or breach of trust.

To promote high standards of professional conduct and values among municipal employees.

### **1. RESPONSIBILITIES:**

**COUNCIL** will:

Review the Code of Ethics policy for municipal employees as required and make any amendments considered appropriate.

Review, consider or take any action concerning the violation of this policy, which is referred to Council by the Chief Administrative Officer.

Where there is any conflict between this policy and the policies set forth in a statute of the Provincial or Federal governments, the Provincial or Federal statute shall supersede the provisions of this policy.

---

CHIEF ADMINISTRATIVE OFFICER will:

Implement, administer and promote the Code of Ethics Policy for the municipal employees.

Ensure that department heads promote the ethical standards expressed within the Code of Ethics policy to the employees of their department.

Recommend amendments to the Code of Ethics Policy to Council.

Investigate and review any reported violations of the Code of Ethics Policy and approve and/or administer any corrective action.

DEPARTMENT HEADS will:

Ensure that all employees of their department are familiar with the Code of Ethics Policy.

Advise the Chief Administrative Officer of any perceived violation of the Code of Ethics Policy by a member of staff and institute preventative or corrective actions.

Recommend to the Chief Administrative Officer any changes to the policy which are considered appropriate.

## 2. RESPONSIBILITIES OF MUNICIPAL EMPLOYEES

**ENTRUSTED TO UPHOLD THE LAW:** Municipal employees are agents of the public whose primary objective is to address the needs of the ratepayers. As such, they are entrusted with upholding and adhering to the by-laws of the Municipality as well as the statutes of the Provincial and Federal governments. As public servants, they must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

**DEDICATED SERVICE:** All employees of the municipality should faithfully work towards developing programs to address the needs of the ratepayers. In the course of their duties, employees should strive to perform at a level which is expected of those who work in the public's interest and be dedicated to providing quality services on a timely basis.

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**PERFORM WITHIN AUTHORITY:** Employees should not exceed their authority, breach the law or ask others to do so and should work in full co-operation with other employees, unless prohibited from doing so by law or by formalized rules of confidentiality.

**SOLICITING APPOINTMENTS:** Soliciting members of Council directly or indirectly to obtain preferential consideration with any appointment to the municipal service will disqualify the candidate from further consideration for the appointment.

**USE OF PUBLIC PROPERTY:** No employee shall request or permit the use of municipal owned vehicles or equipment, materials or property for personal convenience or profit, except where such privileges are granted to the public or are authorized by the Chief Administrative Officer.

**OBLIGATIONS TO RATEPAYERS:** No employee shall grant special consideration, treatment or advantage to any ratepayer beyond which is accorded to all ratepayers.

**CONFLICT OF INTEREST:** No employee, whether paid or otherwise shall engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would impair their independence of judgement or action in the performance of their official duties. Personal interest, other than financial includes any interest arising from family or marriage relationships or close business or political associations. The following are situations which constitute conflicts of interest for municipal employees:

- 1 Incompatible employment: No employee shall engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their duties or would impair the independence of judgement or action in the performance of required duties.
- 2 Disclosure of Confidential Information: No employee shall without proper legal authorization, disclose confidential information concerning the property, governance or affairs of the municipality, nor use such information to advance the financial or personal interests of him or herself or others.

- 3 Gifts and Favours: In keeping with private-public business practices, no employee shall show favoritism or bias towards any vendor, contractor or others doing business with the municipality. Employees are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality that would tend to influence them in the proper discharge of their official duties.
- 4 Representing Private Interests before Municipal Agency: No employee whose salary is paid in full or in part by the municipality shall appear on behalf of private interests before any agency or court of the municipality without consent of the Chief Administrative Officer. The employee shall not represent private interests in any action or proceeding against the interests of the municipality or in any litigation to which the municipality is party.
- 5 Contracts with Municipalities: No municipal employee shall have any interest, direct or indirect, in any legal municipal contract issued by the municipality unless approved by resolution duly adopted by Council.
- 6 Political Activities: No municipal employee shall perform work, either volunteer or paid on behalf of any political party or candidate during his or her hours of employment with the municipality.

**REPORTING BREACHES OF THIS CODE:** Employees who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns to the Chief Administrative Officer. No adverse action shall be taken against any employee who acting in good faith brings forward such information.

**CORRECTIVE ACTIONS:** Violations of this policy by a municipal employee may constitute a cause for corrective action. Any reported violation will be subject to investigation by the Chief Administrative Officer. If an investigation finds an employee guilty of a breach of this code, corrective action shall be commensurate with the nature and severity of the breach.

**REVISIONS:** This Code of Ethics or the sections contained herein will be reviewed and amended by by-law, in consultation with the Chief Administrative Officer, as required.

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