

**MUNICIPALITY**



**OF ASSIGINACK**

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

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

**REGULAR MEETING OF COUNCIL  
IN CHAMBERS**

**Tuesday, January 21, 2025, 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 Special Council Meeting of December 3, 2024
- b) Minutes of Committee of the Whole Meeting of January 7, 2025

**4. DELEGATIONS**

**5. REPORTS**

**6. ACTION REQUIRED ITEMS**

- a) Accounts for Payment: General \$353,923.85  
Payroll \$153,529.88
- b) Consent Application B 01-25 Recommendation
- c) MICAH: 2025 Manitoulin Passage Ride
- d) BMO Inquiry
- e) Acknowledge Receipt of 2024-2025 Inspection Report Sunsite Estates  
Drinking Water System

**7. INFORMATION ITEMS**

- a) Ministry Solicitor General: 2025 OPP Costing Adjustments
- b) Ministry of Municipal Affairs: Changes to Integrity Commissioner  
Framework
- c) Southeast :Lions Club Update

**8. BY-LAWS**

- a) By-law # 2025-01 Appointment of Municipal Clerk
- b) By-law # 2025-02 Interim Tax Levy Authorization

**9. CLOSED SESSION**

- a) Advice Subject to Solicitor Client Privilege

**10. ADJOURNMENT**

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

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, December 3, 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  
Freda Bond Tax and Utilities Manager

**#253-17-2024 J. Bowerman – D. Elliott**

THAT the Special Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:05 pm, with a quorum of members present, with Mayor Reid presiding in the Chair.

*CARRIED*

**AGENDA:**

**#254-17-2024 D. Elliott – J. Bowerman**

THAT we amend and adopt the agenda for tonight's meeting by adding 6h) Township Policies Binder and Review and 6i) Winter Sand Contract Concerns.

*CARRIED*

**DISCLOSURE OF PECUNIARY INTEREST:**

None

**ANNOUNCEMENTS:**

Mayor Reid opened with the Land Acknowledgement.

Mayor Reid presented a review of the past year and term to date and thanked Council Members and Staff for their efforts.

**ADOPTION OF MINUTES:**

**#255-17-2024 J. Bowerman – D. Elliott**

THAT we approve the Minutes of the Regular Council Meeting of November 19, 2024.

*CARRIED*

**ACTION REQUIRED ITEMS:**

**#256-17-2024 J. Bowerman - D. Elliott**

THAT Council authorizes the following Accounts for Payment: General \$ 119,351.23 pursuant to the attached Treasurer's Statement of Accounts.

*CARRIED*

**#257-17-2024 D. Elliott – J. Bowerman**

THAT Council authorizes the following Accounts for Payment: Payroll \$ 29,666.38 pursuant to the attached Treasurer's Statement of Accounts.

*CARRIED*

**#258-17-2024 J. Bowerman – R. Maguire**

THAT we inform the Manitoulin Planning Board that we have no objections to the following Consent Application Files: B 26-24, B 27-24, and B 28-24, subject to the applications submitted.

*CARRIED*

**#259-17-2024 D. Elliott – J. Bowerman**

THAT Whereas the following submissions were received for the Rural Parks and Properties Maintenance Request for Proposals:

Windows Unlimited: \$ 60,342.00 inclusive of HST

NOW TJHEREFORE THAT the proposal of Windows Unlimited be accepted.

*CARRIED*

**#260-17-2024 J. Bowerman – D. Elliott**

THAT Whereas the following submissions were received for the Maintenance of Township Grass Requests for Proposals:

Windows Unlimited: \$ 281,935.00 inclusive of HST

Moggy Excavating: \$ 253,721.16 inclusive of HST.

NOW THEREFORE THAT the proposal of Moggy Excavating be accepted.

*CARRIED*

**#261-17-2024 D. Elliott – J. Bowerman**

THAT we inform Pomegran-Cyient that we would like them to attend a future meeting to explain their proposals.

*CARRIED*

**#262-17-2024 R. Maguire – D. Elliott**

THAT we approve in principle the conceptual plans for the AAEC.

AND THAT we support the project moving forward within current fiscal subsidies.

AND THAT we ask the Architect to attend a future meeting of Council.

AND FINALLY, THAT we ask that any future community consultations take place at 6 or 7 pm.

*CARRIED*

*Council discussed their Priorities for the rest of the year and agreed that this should form the basis of 2025 capital budgeting. Council also requested that staff maintain an ongoing chart of projects, priorities and progress moving forward.*

*Council also asked for a report on the stacking of winter sand so late in the year and wish answers to the following questions:*

- a) Was this a violation of the contract?*
- b) Who asked for the delay in putting the sand up?*
- c) Who gave the extension and for what reasons?*

**#263-17-2024 R. Maguire – J. Bowerman**

THAT we contract Kresin Engineering to complete an application for our Consolidated Linear Infrastructure Environmental Compliance Approval for our sewage collection system, pursuant to their proposal of November 22, 2024.

*CARRIED*

**#264-17-2024 J. Bowerman – R. Maguire**

THAT we acknowledge receipt of the Township's Policies Binders and confirm that Council will conduct an annual review of the policies at year end.

*CARRIED*

**INFORMATION ITEMS:**

**#265-17-2024 R. Maguire – D. Elliott**

THAT we acknowledge receipt of the following correspondence items:

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

*CARRIED*

**BY-LAWS:**

**#266-17-2024 D. Elliott – R. Maguire**

THAT By-law # 2024-12, being a by-law to amend By-law # 2024-01 by adding Schedule B be given first, second, third and final readings and enacted in open Council.

*CARRIED*

**#267-17-2024 R. Maguire – D. Elliott**

THAT By-law # 2024-15, being a by-law to replace Schedule A of By-law # 2015-29 be given first, second, third and final reading and enacted in open Council.

*CARRIED*

**#268-17-2024 D. Elliott – J. Bowerman**

THAT By-law # 2024-17, being a by-law to enter into an agreement for the provision of a community garden be given first, second, third and final reading and enacted in open Council.

*CARRIED*

*Councillors Maguire and Hooper declared pecuniary interests in the matter and did not participate in the discussion, vote, or attempt to influence the vote.*

**#269-17-2024 R. Maguire – D. Elliott**

THAT By-law # 2024-18, being a by-law to adopt an Employee Code of Conduct be given first, second, third and final reading and enacted in open Council.

*CARRIED.*

**CLOSING:**

**#270-17-2024 D. Elliott - R. Maguire**

THAT we adjourn until the next Regular Meeting at 8:00 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.

8:00 pm.

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**COMMITTEE OF THE WHOLE MINUTES**

**Tuesday, January 7, 2025, 7:00 pm.**

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

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

Delegation: Adem Idriss, Mahsa Alikhani ROCK Networks, Cyient

Moved by Councillor Bowerman:

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

CARRIED.

Disclosures: None

CAO corrected information from the December 3<sup>rd</sup> Committee meeting regarding the Community Garden. The owner of the property pays all property taxes and utilities associated with the property.

The CAO also confirmed publicly that the questions from the previous committee meeting regarding the winter sand contract was that all actions taken were in keeping with the existing contract.

1.a) CYIENT:

Adem and Mihsa from the company came to explain to that Cyient and its partner; Rock Networks are involved in bringing fibre optic high speed internet to an area that includes the Township of Assiginack. In order to do so, they are requesting permission to install 12 'cabinets' in various locations on Township road allowances which will feed the fibre optic cable along Hydro One pole lines to be accessible to all homes which receive hydro services from Hydro One from a pole line. Cyient is only involved with setting up the physical infrastructure and not with providing internet services. Cyient expects to have everything completed in 2025.



The municipality has developed an agreement to allow these installations, and the delegation ended with the company agreeing to review the agreement and the municipality agreeing to review all 12 locations. If everything is satisfactory, the Committee agrees to move forward.

2.a) Encroachment Agreements:

The Committee revisited the issue of developing a policy for encroachments on municipal properties, particularly shore road allowances. The Committee reviewed the options available in terms of developing a policy but at the end of the discussion agreed that it would deal with all such situations on a case by case basis.

NOTE: Councillor Maguire disclosed a direct pecuniary interest in this issue after a review of the situation had finished at the beginning of the deliberation. While remaining at the table he did not take part in the discussions, attempt to influence the vote or vote on the matter.

2.b) Traffic By-law:

The CAO distributed copies of By-law # 01-17 which is the Township's traffic by-law. Staff is working in 2025 to secure Provincial approval to issue parking tickets and the traffic by-law is the authority to do so. As the by-law is almost 25 years old, staff is asking if Council wishes to make any amendments to it prior to submission to the province. Committee members agreed to take 2 weeks to review and inform staff of areas of the by-law they would like to reconsider.

Councillor Hooper moved to proceed to a closed session at 7:40 pm in order to attend to matters regarding advice that is subject to solicitor client privilege and 2 municipal personnel issues.

CARRIED.

Councillor Maguire moved to resume our regular meeting at 9:18 pm and to adopt the directions given during the closed session.

Recorded Vote: Maguire    yea  
                                 Hooper    yea

Elliot        yea

Bowerman    yea

Reid         yea

CARRIED.

Councillor Elliot moved to adjourn the meeting at 9:20 pm.

CARRIED.

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Chair

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Deputy Clerk

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

RECEIVED  
DEC 03 2024

Ranges: From: To: From: To:  
Vendor ID First Last Chequebook ID First Last  
Vendor Name First Last Cheque Number 0034719 0034760  
Cheque Date First Last  
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0034719	2024-12-02	ALLEN'S AUTOMOTIVE GROUP	\$826.40
InvNo: 848770	InvDesc: light #2	InvAmt: \$15.41	
InvNo: 850013	InvDesc: hydraulic oil	InvAmt: \$128.00	
InvNo: 848898	InvDesc: antifreeze	InvAmt: \$101.79	
InvNo: 848812	InvDesc: site visit	InvAmt: \$565.00	
InvNo: NOV 2024	InvDesc: service chgs	InvAmt: \$16.20	
0034720	2024-12-02	ANP OFFICE SUPPLY	\$30.45
InvNo: 03916	InvDesc: oil absorb	InvAmt: \$30.45	
0034721	2024-12-02	ASSIGINACK MUSEUM BOARD	\$6,875.00
InvNo: 2024 4TH QTR	InvDesc: 2024 4th qtr levy	InvAmt: \$6,875.00	
0034722	2024-12-02	ASSIGINACK PUBLIC LIBRARY	\$12,476.25
InvNo: 2024 4TH QTR	InvDesc: 2024 4th qtr levy	InvAmt: \$12,476.25	
0034723	2024-12-02	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC	\$2,514.87
InvNo: 4650	InvDesc: replace brakes (loader)	InvAmt: \$1,787.73	
InvNo: 4662	InvDesc: repair brake pot #2	InvAmt: \$727.14	
0034724	2024-12-02	BEAMISH CONSTRUCTION INC	\$4,926.79
InvNo: 02882	InvDesc: cold mix	InvAmt: \$4,926.79	
0034725	2024-12-02	COMPUTREK	\$1,728.41
InvNo: 30751	InvDesc: nov remote server mgmt	InvAmt: \$1,531.70	
InvNo: 30714	InvDesc: nov offsite backup	InvAmt: \$196.71	
0034726	2024-12-02	EXP SERVICES INC.	\$5,718.46
InvNo: 853485	InvDesc: wtr distrib.costing/hewsf grnt	InvAmt: \$2,361.70	
InvNo: 853292	InvDesc: landfill montiroing	InvAmt: \$3,356.76	
0034727	2024-12-02	GERRY STRONG	\$234.62
InvNo: DEC 2 2024	InvDesc: bldg insp mileage	InvAmt: \$234.62	
0034728	2024-12-02	JACKIE WHITE	\$313.82
InvNo: 11/24/2025	InvDesc: arena-canteen supplies reimb	InvAmt: \$299.86	
InvNo: 11/17/24	InvDesc: pec-reimb supplies	InvAmt: \$13.96	
0034729	2024-12-02	MANITOWANING MILL & HOME BUILDING CENTRE	\$1,743.01
InvNo: 0315389	InvDesc: mouse bait	InvAmt: \$31.63	
InvNo: 0315388	InvDesc: cleaning supplies	InvAmt: \$21.21	
InvNo: 0315061	InvDesc: tarp	InvAmt: \$109.60	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo: 0314829	InvDesc: coffee	InvAmt: \$60.66
InvNo: 0313825	InvDesc: "closed" signs parks	InvAmt: \$7.19
InvNo: 0313594	InvDesc: rope	InvAmt: \$671.22
InvNo: 0313232	InvDesc: hole saw	InvAmt: \$36.15
InvNo: 0312548	InvDesc: landfill - paint for bins	InvAmt: \$218.38
InvNo: 0316021	InvDesc: arena-exit lights batt/key cut	InvAmt: \$99.19
InvNo: 0317470	InvDesc: marina-tarp/tape	InvAmt: \$65.51
InvNo: 0317823	InvDesc: arena-clamp/tubing/adapt.	InvAmt: \$109.19
InvNo: 0317826	InvDesc: office-snowshovel	InvAmt: \$20.99
InvNo: 0317827	InvDesc: lib bldg-showshovel	InvAmt: \$20.99
InvNo: 0317863	InvDesc: arean-xmas decorations	InvAmt: \$271.10

ChqNo: 0034730	Date: 2024-12-02	Vendor: MANITOULIN CENTENNIAL MANOR	Amount: \$11,471.84
InvNo: 2024 4TH QTR	InvDesc: 2024 4th qtr requisition	InvAmt: \$11,471.84	

ChqNo: 0034731	Date: 2024-12-02	Vendor: MANITOULIN STUDENT AID FUND	Amount: \$300.00
InvNo: 2024 BURSARY	InvDesc: 2024 student bursary	InvAmt: \$300.00	

ChqNo: 0034732	Date: 2024-12-02	Vendor: MANITOWANING FRESHMART	Amount: \$112.40
InvNo: 00317835	InvDesc: arena-canteen supplies	InvAmt: \$112.40	

ChqNo: 0034733	Date: 2024-12-02	Vendor: MANITOULIN SMALL ENGINE & MARINE	Amount: \$693.30
InvNo: NOV 15 2024 FD	InvDesc: fd-qtr pump repair	InvAmt: \$693.30	

ChqNo: 0034734	Date: 2024-12-02	Vendor: MCDUGALL FUELS	Amount: \$1,957.14
InvNo: 7499560	InvDesc: arena-propane	InvAmt: \$61.57	
InvNo: 7515839	InvDesc: arena-propane	InvAmt: \$859.24	
InvNo: 7515876	InvDesc: arena-propane	InvAmt: \$48.09	
InvNo: 7515980	InvDesc: lib bldg-propane	InvAmt: \$988.24	

ChqNo: 0034735	Date: 2024-12-02	Vendor: MOGGY EXCAVATING	Amount: \$497.20
InvNo: 2022684	InvDesc: landfill-screen for pest contr	InvAmt: \$497.20	

ChqNo: 0034736	Date: 2024-12-02	Vendor: MOORE'S 24 HOUR TOWING & RECOVERY	Amount: \$395.50
InvNo: 1605	InvDesc: tow to espanola #5	InvAmt: \$395.50	

ChqNo: 0034737	Date: 2024-12-02	Vendor: MSC INDUSTRIAL SUPPLY ULC	Amount: \$499.14
InvNo: 7295435001	InvDesc: gloves/nut/bolts	InvAmt: \$499.14	

ChqNo: 0034738	Date: 2024-12-02	Vendor: NORTHERN 911	Amount: \$517.16
InvNo: 21216-12012024	InvDesc: dec 911 dispatch	InvAmt: \$517.16	

ChqNo: 0034739	Date: 2024-12-02	Vendor: OLD DUTCH FOODS LTD	Amount: \$387.71
InvNo: 41916020	InvDesc: arena-chips for canteen	InvAmt: \$199.63	
InvNo: 41916088	InvDesc: arena-canteen chips	InvAmt: \$188.08	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

ChqNo:	Date:	Vendor:	Amount:
0034740	2024-12-02	PERRY NEWMAN	\$525.00
InvNo: DEC 2 2024	InvDesc: bylaw mileage	InvAmt: \$525.00	
0034741	2024-12-02	PUROLATOR COURIER	\$165.81
InvNo: 565066025	InvDesc: freight	InvAmt: \$93.34	
InvNo: 570109915	InvDesc: freight	InvAmt: \$72.47	
0034742	2024-12-02	RECEIVER GENERAL	\$22,897.92
InvNo: NOV 2024	InvDesc: nov source deductions	InvAmt: \$22,897.92	
0034743	2024-12-02	RHEAL RZADKIEWICZ	\$150.00
InvNo: 5039118	InvDesc: pw-workboots allowance	InvAmt: \$150.00	
0034744	2024-12-02	SIMALAM	\$508.50
InvNo: 1571	InvDesc: website maint plan	InvAmt: \$508.50	
0034745	2024-12-02	MANITOWANING MINOR HOCKEY	\$420.00
InvNo: 2024 PWER SKATING	InvDesc: pec-re power skating reg	InvAmt: \$420.00	
0034746	2024-12-02	NOLA THOMPSON	\$68.17
InvNo: NOV 25 2024	InvDesc: nhsp grnt-reimb supp	InvAmt: \$68.17	
0034747	2024-12-02	KELLIE ROBINSON	\$700.00
InvNo: 4	InvDesc: pec-zumba (nov/dec)	InvAmt: \$700.00	
0034748	2024-12-02	DEBBIE WHATLING	\$745.00
InvNo: 1002	InvDesc: pec-paint class	InvAmt: \$220.00	
InvNo: 1003	InvDesc: pec-xmas wrkshps	InvAmt: \$525.00	
0034750	2024-12-02	WAT SUPPLIES	\$644.32
InvNo: 314916	InvDesc: admin bldg-t.tissue	InvAmt: \$157.05	
InvNo: 315140	InvDesc: arena-t.tissue.p.twls	InvAmt: \$487.27	
0034751	2024-12-02	WEAVER-SIMMONS	\$751.45
InvNo: 966718	InvDesc: general legal	InvAmt: \$751.45	
0034752	2024-12-02	WHITE'S SHELL	\$1,192.10
InvNo: 4037	InvDesc: pw-gas	InvAmt: \$10.50	
InvNo: 4056	InvDesc: pw-gas	InvAmt: \$87.00	
InvNo: 4047	InvDesc: pw-gas	InvAmt: \$147.00	
InvNo: 4097	InvDesc: fd-gas	InvAmt: \$23.50	
InvNo: 4110	InvDesc: pw-gas	InvAmt: \$153.00	
InvNo: 4111	InvDesc: arena-gas for edger	InvAmt: \$9.10	
InvNo: 4118	InvDesc: pw-gas	InvAmt: \$155.00	
InvNo: 4093	InvDesc: pw-gas	InvAmt: \$188.00	
InvNo: 4077	InvDesc: pw-gas	InvAmt: \$165.00	
InvNo: 4102	InvDesc: pw-gas	InvAmt: \$254.00	

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

ChqNo:	Date:	Vendor:	Amount:
0034753	2024-12-02	FREDA BOND	\$330.56
InvNo: DEC 2 2024	InvDesc: mileage-cemetery/marriage offi	InvAmt: \$330.56	
0034754	2024-12-02	J.R. BRISSON EQUIPMENT	\$356.16
InvNo: PSO194219-1	InvDesc: hydraulic hose (loader)	InvAmt: \$356.16	
0034755	2024-12-02	SHEILA MCDERMID	\$480.00
InvNo: NOV 25 2024	InvDesc: pec(nhsp grnt) paint class	InvAmt: \$480.00	

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

**Report Total:**

**\$84,154.46**

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

RECEIVED  
 DEC 17 2024

**Ranges:**      **From:**      **To:**      **From:**      **To:**  
 Vendor ID      First      Last      Chequebook ID      First      Last  
 Vendor Name      First      Last      Cheque Number      0034778      0034805  
 Cheque Date      First      Last  
**Sorted By:**      Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0034778	2024-12-16	ASSIGINACK VOLUNTEER FIRE DEPT. ASSOCIATI	\$1,600.00
InvNo: DEC 5 2024	InvDesc: 2024 dues	InvAmt: \$1,600.00	
0034779	2024-12-16	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	\$1,619.79
InvNo: 0004636	InvDesc: 2025 membership	InvAmt: \$1,619.79	
0034780	2024-12-16	EASTLINK	\$2,449.29
InvNo: 22788244	InvDesc: consolidated telephone billing	InvAmt: \$2,116.75	
InvNo: DEC 10 2024 PW	InvDesc: pw-dsl	InvAmt: \$166.27	
InvNo: DEC 4 2024 MARINA	InvDesc: marina dsl	InvAmt: \$166.27	
0034781	2024-12-16	G. STEPHEN WATT, BARRISTER	\$3,813.75
InvNo: 4342	InvDesc: general legal	InvAmt: \$3,813.75	
0034782	2024-12-16	EXP SERVICES INC.	\$12,804.60
InvNo: 856138	InvDesc: wtr dist costing (hewsf)	InvAmt: \$8,373.30	
InvNo: 858215	InvDesc: landfill monitoring	InvAmt: \$4,431.30	
0034783	2024-12-16	GERRY STRONG	\$234.62
InvNo: DEC 16 2024	InvDesc: bldg insp mileage	InvAmt: \$234.62	
0034784	2024-12-16	GFL ENVIRONMENTAL INC 2019	\$7,023.72
InvNo: G00000037591	InvDesc: nov recycl.transport	InvAmt: \$7,023.72	
0034785	2024-12-16	JACKIE WHITE	\$39.84
InvNo: 701-5511779-3350630	InvDesc: pec-threads club supplies	InvAmt: \$39.84	
0034786	2024-12-16	MANITOULIN EXPOSITOR	\$559.98
InvNo: 121833	InvDesc: advertising	InvAmt: \$559.98	
0034787	2024-12-16	MANITOWANING FRESHMART	\$62.76
InvNo: 00322504	InvDesc: pec-hot choc	InvAmt: \$32.94	
InvNo: 00324145	InvDesc: pec-supplies	InvAmt: \$29.82	
0034788	2024-12-16	MUNICIPAL EMPLOYER PENSION CENTRE OF ONT	\$65.26
InvNo: 0005129	InvDesc: 2025 mun. contribution	InvAmt: \$65.26	
0034789	2024-12-16	NEW NORTH FUELS INC	\$3,182.93
InvNo: 704992	InvDesc: pw-dyed diesel	InvAmt: \$726.65	
InvNo: 704903	InvDesc: pw-diesel	InvAmt: \$2,456.28	
0034790	2024-12-16	OLD DUTCH FOODS LTD	\$146.83
InvNo: 41916134	InvDesc: arena-canteen chips	InvAmt: \$146.83	
0034791	2024-12-16	PAUL METHNER	\$1,378.80
InvNo: #20241130	InvDesc: nov animal control	InvAmt: \$1,100.00	
		InvAmt: \$278.80	

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

ChqNo:	Date:	Vendor:	Amount:
0034792	2024-12-16	PITNEY BOWES	\$219.98
InvNo: 3202484354	InvDesc: postage meter lease	InvAmt: \$219.98	
0034793	2024-12-16	SHELBA MILLETTE	\$4,949.86
InvNo: NOV 19 2024	InvDesc: otf seed grnt-camera/equip	InvAmt: \$4,949.86	
0034794	2024-12-16	RESURFICE CORP.	\$228.81
InvNo: 101359	InvDesc: arena-edger blades	InvAmt: \$228.81	
0034795	2024-12-16	MANITOULIN FAMILY RESOURCES	\$579.00
InvNo: 2024 SANTA PICS	InvDesc: pec-donations (santa pics)	InvAmt: \$459.00	
InvNo: DEC 7 2024 MARKET	InvDesc: threads club-donation food bnk	InvAmt: \$120.00	
0034796	2024-12-16	ANDREW GERHARD	\$473.60
InvNo: DEC 4 2024	InvDesc: lib bldg-reimb.chng tbl/knobs	InvAmt: \$473.60	
0034797	2024-12-16	APPRAISALS NORTH REALTY INC	\$5,237.55
InvNo: 24-7097	InvDesc: landfill exp-appraisal	InvAmt: \$5,237.55	
0034798	2024-12-16	GYM & TONIC	\$749.98
InvNo: 1307	InvDesc: pec-re seniors comm grnt	InvAmt: \$749.98	
0034799	2024-12-16	ANASTASIA ERANOSOVA	\$75.00
InvNo: 1067	InvDesc: pec-wreath wrkshop	InvAmt: \$75.00	
0034800	2024-12-16	DENISE SHAWANA	\$565.00
InvNo: 22	InvDesc: pec-seniors comm grant	InvAmt: \$565.00	
0034801	2024-12-16	UNIVERSUS SOFTWARE CANADALTD	\$222.62
InvNo: INV-2565	InvDesc: booking ecomm fees	InvAmt: \$222.62	
0034802	2024-12-16	WINDOWS UNLIMITED	\$1,073.50
InvNo: 312293	InvDesc: arena garbage 24/25 winter	InvAmt: \$1,073.50	
0034803	2024-12-16	WISHART LAW FIRM LLP	\$3,923.25
InvNo: 169673	InvDesc: general legal	InvAmt: \$2,486.00	
InvNo: 169675	InvDesc: general legal	InvAmt: \$1,143.45	
InvNo: 169692	InvDesc: general legal	InvAmt: \$293.80	
0034804	2024-12-16	PERRY NEWMAN	\$528.50
InvNo: DEC 16 2024	InvDesc: bylaw mileage	InvAmt: \$528.50	

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

Report Total:

**\$53,808.82**



The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

RECEIVED  
 DEC 23 2024

**Ranges:** From: To: From: To:  
 Vendor ID First Last Chequebook ID First Last  
 Vendor Name First Last Cheque Number 0034811 Last  
 Cheque Date First Last 0034823  
**Sorted By:** Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0034811	2024-12-23	CEDAR CHALET	\$36.00
InvNo: DEC 17 12024	InvDesc: pec-re senior comm grnt	InvAmt: \$36.00	
0034812	2024-12-23	FREELANDT CALDWELL REILLY	\$3,672.50
InvNo: CJH-9280	InvDesc: 2023 fir completion	InvAmt: \$3,672.50	
0034813	2024-12-23	JACKIE WHITE	\$463.02
InvNo: DEC 23 2024	InvDesc: arena/pec-mileage	InvAmt: \$111.65	
InvNo: DEC 2024	InvDesc: pec-thrds club don cas	InvAmt: \$120.00	
InvNo: 2024/12/19	InvDesc: pec-reimb postage	InvAmt: \$23.62	
InvNo: DEC 22 2024	InvDesc: arena-mileage	InvAmt: \$56.00	
InvNo: DEC 22 2024 ARENA	InvDesc: arena-reimb.canteen supp	InvAmt: \$151.75	
0034814	2024-12-23	MANITOULIN EXPOSITOR	\$229.39
InvNo: 121898-SB24	InvDesc: advertising	InvAmt: \$229.39	
0034815	2024-12-23	MANITOWANING PHARMACY	\$44.31
InvNo: 352418	InvDesc: admin-batteries	InvAmt: \$11.29	
InvNo: 352368	InvDesc: admin-misc supplies	InvAmt: \$33.02	
0034816	2024-12-23	MANITOWANING FRESHMART	\$25.21
InvNo: 00326606	InvDesc: admin - kitchen supplies	InvAmt: \$25.21	
0034817	2024-12-23	MCDUGALL FUELS	\$3,613.06
InvNo: 7555708	InvDesc: arena-propane	InvAmt: \$140.92	
InvNo: 7559712	InvDesc: pw-propane	InvAmt: \$3,472.14	
0034818	2024-12-23	NEW NORTH FUELS INC	\$5,530.02
InvNo: 705675	InvDesc: pw-diesel	InvAmt: \$2,907.84	
InvNo: 705674	InvDesc: pw-dyed diesle	InvAmt: \$2,143.09	
InvNo: 705671	InvDesc: mun office	InvAmt: \$479.09	
0034819	2024-12-23	ONTARIO CLEAN WATER AGENCY	\$6,412.07
InvNo: INV00000050069	InvDesc: mtg wtp-air dryer&filter repa	InvAmt: \$1,402.47	
InvNo: INV00000050053	InvDesc: ss wtp-various repairs	InvAmt: \$3,763.95	
InvNo: INV00000050054	InvDesc: mtg life stn-sew pump control	InvAmt: \$1,245.65	
0034820	2024-12-23	PERRY NEWMAN	\$269.50
InvNo: DEC 30 2024	InvDesc: bldg-bylaw mileage	InvAmt: \$269.50	
0034821	2024-12-23	AL FRANK	\$1,427.03
InvNo: OWDCP JULY '24	InvDesc: odwcp claim (july '24)	InvAmt: \$1,427.03	

The Township of Assiginack  
CHEQUE DISTRIBUTION REPORT  
Payables Management

ChqNo:	Date:	Vendor:	InvDesc:	InvAmt:	Amount:
0034822	2024-12-23	DEBBIE WHATLING	pec-orn class seniors grnt	\$220.00	\$220.00
0034823	2024-12-23	WOOD WYANT CANADA INC	arena flr machine mainteance	\$400.59	\$400.59

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

**Report Total:**

**\$22,342.70**

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

RECEIVED  
 JAN 13 2025

**Ranges:** From: To: From: To:  
 Vendor ID First Last Chequebook ID First Last  
 Vendor Name First Last Cheque Number 0034832 0034867  
 Cheque Date First Last  
**Sorted By:** Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0034832	2025-01-13	ALLEN'S AUTOMOTIVE GROUP	\$88.06
InvNo: 850303	InvDesc: tdh oil & antifreeze	InvAmt:	\$88.06
0034833	2025-01-13	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	\$10,383.71
InvNo: 4709	InvDesc: repair wiring #2	InvAmt:	\$481.38
InvNo: 4708	InvDesc: repairs starter #2	InvAmt:	\$1,713.50
InvNo: 4705	InvDesc: repair solenoid #2	InvAmt:	\$595.79
InvNo: 4680	InvDesc: dozer repairs #13	InvAmt:	\$1,150.91
InvNo: 4673	InvDesc: single axle repairs #16	InvAmt:	\$6,442.13
0034834	2025-01-13	BELL CANADA	\$14.75
InvNo: 2024 12 01	InvDesc: toll free line	InvAmt:	\$14.75
0034835	2025-01-13	CITY OF GREATER SUDBURY	\$1,097.87
InvNo: 00136817	InvDesc: sept recycling material	InvAmt:	\$1,097.87
0034836	2025-01-13	COMPUTREK	\$1,669.79
InvNo: 30912	InvDesc: dec remote server mgmt	InvAmt:	\$1,531.70
InvNo: 30876	InvDesc: dec offsite backup	InvAmt:	\$138.09
0034837	2025-01-13	G. STEPHEN WATT, BARRISTER	\$1,356.00
InvNo: 4348	InvDesc: general legal	InvAmt:	\$1,356.00
0034838	2025-01-13	ENTANDEM	\$266.09
InvNo: 461058	InvDesc: arena - 2025 socan lic	InvAmt:	\$266.09
0034839	2025-01-13	GERRY STRONG	\$234.62
InvNo: JAN 13 2025	InvDesc: bldg insp mileage	InvAmt:	\$234.62
0034840	2025-01-13	GFL ENVIRONMENTAL INC 2019	\$4,389.82
InvNo: G00000038144	InvDesc: dec recy transport	InvAmt:	\$4,389.82
0034841	2025-01-13	HYDRO ONE NETWORKS INC.	\$27,728.36
InvNo: DEC 18 2024 SHWRHSE	InvDesc: marina showerhouse	InvAmt:	\$123.99
InvNo: DEC 18 2024 TENNIS	InvDesc: tennis courts	InvAmt:	\$67.65
InvNo: DEC 18 2024 SSWTP	InvDesc: ss wtp	InvAmt:	\$2,174.08
InvNo: DEC 18 2024 ARENA	InvDesc: arena	InvAmt:	\$1,493.47
InvNo: DEC 18 2024 DOCKS	InvDesc: marina docks	InvAmt:	\$364.14
InvNo: DEC 18 2024 LIBRARY	InvDesc: library	InvAmt:	\$736.74
InvNo: DEC 18 2024 INFO BTH	InvDesc: info booth	InvAmt:	\$407.06
InvNo: DEC 18 2024	InvDesc:	InvAmt:	\$1,366.19

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

InvNo:	DEC 20 2024 MTG WTP	InvDesc:	mtg wtp	InvAmt:	\$7,113.84
InvNo:	DEC 12 2024 QNSPRK	InvDesc:	queens park	InvAmt:	\$63.06
InvNo:	DEC 30 2024 LAGOON	InvDesc:	lagoon	InvAmt:	\$7,538.55
InvNo:	DEC 3 2024 ICE PLNT	InvDesc:	arena ice plant	InvAmt:	\$5,827.70
InvNo:	DEC 3 2024 DEPOT	InvDesc:	depot	InvAmt:	\$44.79
InvNo:	DEC 3 2024 HERIT PRK	InvDesc:	heritage park	InvAmt:	\$72.61
InvNo:	DEC 3 2024 PW	InvDesc:	pw	InvAmt:	\$334.49

ChqNo:	0034842	Date:	2025-01-13	Vendor:	JACKIE WHITE	Amount:	\$393.22
InvNo:	#1153	InvDesc:	pec-reimb supp sen.comm grnt	InvAmt:	\$107.35		
InvNo:	CC452262	InvDesc:	pec-reimb postage	InvAmt:	\$68.34		
InvNo:	116469	InvDesc:	arena-canteen supp reimb	InvAmt:	\$104.54		
InvNo:	130410	InvDesc:	pec-reimb paddle canada	InvAmt:	\$112.99		

ChqNo:	0034843	Date:	2025-01-13	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$1,804.58
InvNo:	0318372	InvDesc:	coffee	InvAmt:	\$40.67		
InvNo:	0316765	InvDesc:	coffee	InvAmt:	\$19.99		
InvNo:	0316500	InvDesc:	landfill-animal proof screen	InvAmt:	\$737.62		
InvNo:	0316460	InvDesc:	weeping tile	InvAmt:	\$96.05		
InvNo:	0315688	InvDesc:	shelving - pw shop	InvAmt:	\$404.18		
InvNo:	0315508	InvDesc:	marina-dock boards	InvAmt:	\$148.11		
InvNo:	0318039	InvDesc:	queens prk-elect.cords/lights	InvAmt:	\$163.80		
InvNo:	0318071	InvDesc:	arena-foam	InvAmt:	\$140.66		
InvNo:	0318651	InvDesc:	arena-locknut	InvAmt:	\$2.03		
InvNo:	0319670	InvDesc:	fd-air hose repairs	InvAmt:	\$49.22		
InvNo:	0320006	InvDesc:	arena-coupling	InvAmt:	\$2.25		

ChqNo:	0034844	Date:	2025-01-13	Vendor:	MANITOWANING FRESHMART	Amount:	\$41.96
InvNo:	00323248	InvDesc:	pw-water/pop	InvAmt:	\$41.96		

ChqNo:	0034845	Date:	2025-01-13	Vendor:	MCDUGALL FUELS	Amount:	\$852.34
InvNo:	7580914	InvDesc:	arena-propane	InvAmt:	\$784.46		
InvNo:	7580921	InvDesc:	arena-propane	InvAmt:	\$67.88		

ChqNo:	0034846	Date:	2025-01-13	Vendor:	MINISTER OF FINANCE	Amount:	\$43,711.48
InvNo:	381712241317011	InvDesc:	oct policing	InvAmt:	\$22,151.00		
InvNo:	382012241053011	InvDesc:	november policing	InvAmt:	\$22,151.00		

The Township of Assiginack  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

ChqNo:	0034847	Date:	2025-01-13	Vendor:	MINISTER OF FINANCE	Amount:	\$3,872.23
InvNo:	1-119526028-9	InvDesc:	tile drainage pyt	InvAmt:	\$3,872.23		
ChqNo:	0034848	Date:	2025-01-13	Vendor:	MUNICIPAL PROPERTY ASSESSMENT CORP.	Amount:	\$10,249.37
InvNo:	1800037034	InvDesc:	2025 1st qtr billing	InvAmt:	\$10,249.37		
ChqNo:	0034849	Date:	2025-01-13	Vendor:	NEW NORTH FUELS INC	Amount:	\$3,281.71
InvNo:	706519	InvDesc:	pw-diesel	InvAmt:	\$912.98		
InvNo:	707424	InvDesc:	pw-dyed diesel	InvAmt:	\$956.69		
InvNo:	707407	InvDesc:	pw-diesel	InvAmt:	\$1,412.04		
ChqNo:	0034850	Date:	2025-01-13	Vendor:	NORTHERN 911	Amount:	\$518.42
InvNo:	#21216-01012025	InvDesc:	jan 911 dispatch	InvAmt:	\$518.42		
ChqNo:	0034851	Date:	2025-01-13	Vendor:	OLD DUTCH FOODS LTD	Amount:	\$140.16
InvNo:	41916251	InvDesc:	arena-canteen chips	InvAmt:	\$140.16		
ChqNo:	0034852	Date:	2025-01-13	Vendor:	PAUL METHNER	Amount:	\$1,100.00
InvNo:	#20241230	InvDesc:	dec animal control	InvAmt:	\$1,100.00		
ChqNo:	0034853	Date:	2025-01-13	Vendor:	PERRY NEWMAN	Amount:	\$515.52
InvNo:	JAN 13 2025	InvDesc:	bldg/bylaw mileage	InvAmt:	\$515.52		
ChqNo:	0034854	Date:	2025-01-13	Vendor:	PETTY CASH	Amount:	\$232.68
InvNo:	DEC 31 2024	InvDesc:	petty cash replenishment	InvAmt:	\$232.68		
ChqNo:	0034855	Date:	2025-01-13	Vendor:	RALF ISLAND TRUCK PARTS	Amount:	\$299.51
InvNo:	18184	InvDesc:	grease fittings & line #2	InvAmt:	\$19.50		
InvNo:	18054	InvDesc:	windshield fluid/def fluid	InvAmt:	\$280.01		
ChqNo:	0034856	Date:	2025-01-13	Vendor:	RECEIVER GENERAL	Amount:	\$44,761.32
InvNo:	DEC 2024	InvDesc:	dec source deductions	InvAmt:	\$44,761.32		
ChqNo:	0034857	Date:	2025-01-13	Vendor:	RELIANCE HOME COMFORT	Amount:	\$124.70
InvNo:	DEC 11 2024 ADMIN	InvDesc:	admin-hwt rental	InvAmt:	\$58.94		
InvNo:	DEC 11 2024 PW	InvDesc:	pw-hwt rental	InvAmt:	\$65.76		
ChqNo:	0034858	Date:	2025-01-13	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$4,534.26
InvNo:	RC020036099	InvDesc:	jan health unit levy	InvAmt:	\$4,534.26		
ChqNo:	0034859	Date:	2025-01-13	Vendor:	CANADIAN SAFETY EQUIPMENT INC.	Amount:	\$1,525.00
InvNo:	57204-1	InvDesc:	fd-boots/fire gloves	InvAmt:	\$1,525.00		
ChqNo:	0034860	Date:	2025-01-13	Vendor:	ADAM MOGGY	Amount:	\$600.00
InvNo:	DEC 31 2024 - 1	InvDesc:	coyote pred (4) claim	InvAmt:	\$200.00		
InvNo:	DEC 31 2024 - 2	InvDesc:	coyote pred (4) 2024	InvAmt:	\$200.00		
InvNo:	DEC 31 2024 - 3	InvDesc:	coyote pred (4) 2024	InvAmt:	\$200.00		
ChqNo:	0034861	Date:	2025-01-13	Vendor:	PHOENIX EMERGENCY MANAGEMENT LOGIC	Amount:	\$3,390.00
InvNo:	2025-11-01	InvDesc:	2024 4th qtr cemc	InvAmt:	\$3,390.00		
ChqNo:	0034862	Date:	2025-01-13	Vendor:	CANDICE IRWIN	Amount:	\$1,250.00
InvNo:	1007	InvDesc:	pec/sen.comm grnt-seniors prog	InvAmt:	\$1,250.00		

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

ChqNo:	Date:	Vendor:	Amount:
0034863	2025-01-13	TOROMONT CAT	\$2,479.51
InvNo: PS051467967	InvDesc: cutting edge #9	InvAmt: \$1,131.39	
InvNo: PS051468624	InvDesc: cutting edge #9	InvAmt: \$473.22	
InvNo: PS051468625	InvDesc: cutting edge #9	InvAmt: \$460.42	
InvNo: W0901046815	InvDesc: maint contract #9	InvAmt: \$489.99	
InvNo: PS051467806	InvDesc: plow shoes	InvAmt: \$576.84	
InvNo: W0901040004	InvDesc: maint charge #9	InvAmt: \$281.29	
0034864	2025-01-13	WAT SUPPLIES	\$1,135.27
InvNo: 315868	InvDesc: admin/lib bldg/arena-salt	InvAmt: \$1,135.27	
0034865	2025-01-13	WINDOWS UNLIMITED	\$7,356.30
InvNo: 2025-22	InvDesc: bldg cleaning admin/lib	InvAmt: \$2,853.25	
InvNo: 2025-23	InvDesc: lib-extra clean/garb 2025	InvAmt: \$565.00	
InvNo: 2025-312296	InvDesc: med bldg-2025 shovel/salting	InvAmt: \$1,299.50	
InvNo: 312295	InvDesc: office-2025 prking lot shovel	InvAmt: \$395.50	
InvNo: 312294	InvDesc: arena-2025 entrances shoveling	InvAmt: \$2,243.05	
0034866	2025-01-13	WORKPLACE SAFETY & INSURANCE BOARD	\$11,842.56
InvNo: OCT-DEC 2024	InvDesc: wsib oct-dec 2024	InvAmt: \$11,842.56	
0034867	2025-01-13	XEROX CANADA LTD.	\$376.70
InvNo: F63284691	InvDesc: monthly copier	InvAmt: \$176.96	
InvNo: 9L0875011	InvDesc: corr past invoice	InvAmt: \$5.45	
InvNo: F63405206	InvDesc: monthly usage	InvAmt: \$194.29	

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

**Report Total:**

**\$193,617.87**

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0034712		2024-12-02	12/02COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0034713		2024-12-02	12/02COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0034714		2024-12-02	12/02COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0034715		2024-12-02	12/02COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0034716		2024-12-02	12/02COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0034717		2024-12-02	12/02COMB	506	MCCARVILLE, MADISON	OUTSTANDING	Cheque
0034718		2024-12-02	12/02COMB	507	GAMMIE, DONNA	OUTSTANDING	Cheque
4169		2024-12-02	12/02COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4170		2024-12-02	12/02COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4171		2024-12-02	12/02COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4172		2024-12-02	12/02COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4173		2024-12-02	12/02COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4174		2024-12-02	12/02COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4175		2024-12-02	12/02COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4176		2024-12-02	12/02COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
4177		2024-12-02	12/02COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
4178		2024-12-02	12/02COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4179		2024-12-02	12/02COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4180		2024-12-02	12/02COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
4181		2024-12-02	12/02COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
4182		2024-12-02	12/02COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4183		2024-12-02	12/02COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
4184		2024-12-02	12/02COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4185		2024-12-02	12/02COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit
4186		2024-12-02	12/02COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
4187		2024-12-02	12/02COMB	503	Peltier, Amy	OUTSTANDING	Direct Deposit

Total : \$31,383.90

Date : 2024-12-06  
Time : 9:43:53 AM

The Township of Assiginack

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0034756		2024-12-06	12/06FD	400	ELLIOTT, ALLAN	OUTSTANDING	Cheque
0034757		2024-12-06	12/06FD	402	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0034758		2024-12-06	12/06FD	404	HAM, BRAD	OUTSTANDING	Cheque
0034759		2024-12-06	12/06FD	411	MACDONALD, DUNCAN	OUTSTANDING	Cheque
0034760		2024-12-06	12/06FD	435	MACKENZIE, JAMES	OUTSTANDING	Cheque
0034761		2024-12-06	12/06FD	443	BOWERMAN, Cole	OUTSTANDING	Cheque
0034762		2024-12-06	12/06FD	451	CLOSS, ETHAN	OUTSTANDING	Cheque
0034763		2024-12-06	12/06FD	453	HOWARD, NATHAN	OUTSTANDING	Cheque
0034764		2024-12-06	12/06FD	454	CLOSS, FIONN	OUTSTANDING	Cheque
0034765		2024-12-06	12/06FD	455	COOPER, Christopher	OUTSTANDING	Cheque
0034766		2024-12-06	12/06FD	456	White, Christopher	OUTSTANDING	Cheque
0034767		2024-12-06	12/06FD	457	WHATLING, Edward	OUTSTANDING	Cheque
0034768		2024-12-06	12/06FD	458	Vanvolkingburgh, Pete	OUTSTANDING	Cheque
0034769		2024-12-06	12/06FD	501	MORABITO, BRYCE	OUTSTANDING	Cheque
0034770		2024-12-06	12/06FD	502	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque

Total : \$36,723.96

RECEIVED  
DEC 05 2024



Date : 2024-12-16  
Time : 10:08:01 AM

The Township of Assiginack

RECEIVED  
DEC 17 2024

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0034771		2024-12-16	12/16COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0034772		2024-12-16	12/16COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0034773		2024-12-16	12/16COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0034774		2024-12-16	12/16COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0034775		2024-12-16	12/16COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0034776		2024-12-16	12/16COMB	506	MCCARVILLE, MADISON	OUTSTANDING	Cheque
0034777		2024-12-16	12/16COMB	507	GAMMIE, DONNA	OUTSTANDING	Cheque
4188		2024-12-16	12/16COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4189		2024-12-16	12/16COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4190		2024-12-16	12/16COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4191		2024-12-16	12/16COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4192		2024-12-16	12/16COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4193		2024-12-16	12/16COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4194		2024-12-16	12/16COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4195		2024-12-16	12/16COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
4196		2024-12-16	12/16COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
4197		2024-12-16	12/16COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4198		2024-12-16	12/16COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4199		2024-12-16	12/16COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
4200		2024-12-16	12/16COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
4201		2024-12-16	12/16COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4202		2024-12-16	12/16COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
4203		2024-12-16	12/16COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4204		2024-12-16	12/16COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
4205		2024-12-16	12/16COMB	503	Peltier, Amy	OUTSTANDING	Direct Deposit

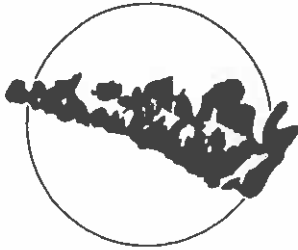
Total : \$29,762.29

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0034805		2024-12-30	12/30COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0034806		2024-12-30	12/30COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0034807		2024-12-30	12/30COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0034808		2024-12-30	12/30COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0034809		2024-12-30	12/30COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0034810		2024-12-30	12/30COMB	507	GAMMIE, DONNA	OUTSTANDING	Cheque
4206		2024-12-30	12/30COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4207		2024-12-30	12/30COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4208		2024-12-30	12/30COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4209		2024-12-30	12/30COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4210		2024-12-30	12/30COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4211		2024-12-30	12/30COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4212		2024-12-30	12/30COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4213		2024-12-30	12/30COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
4214		2024-12-30	12/30COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
4215		2024-12-30	12/30COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4216		2024-12-30	12/30COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4217		2024-12-30	12/30COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
4218		2024-12-30	12/30COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
4219		2024-12-30	12/30COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4220		2024-12-30	12/30COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
4221		2024-12-30	12/30COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4222		2024-12-30	12/30COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
4223		2024-12-30	12/30COMB	503	Peltier, Amy	OUTSTANDING	Direct Deposit

Total : \$28,148.58

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0034825		2025-01-13	01/13DOMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0034826		2025-01-13	01/13DOMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0034827		2025-01-13	01/13DOMB	133	BOND, FREDA	OUTSTANDING	Cheque
0034828		2025-01-13	01/13DOMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0034829		2025-01-13	01/13DOMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0034830		2025-01-13	01/13DOMB	506	MCCARVILLE, MADISON	OUTSTANDING	Cheque
0034831		2025-01-13	01/13DOMB	507	GAMMIE, DONNA	OUTSTANDING	Cheque
4224		2025-01-13	01/13DOMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4225		2025-01-13	01/13DOMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4226		2025-01-13	01/13DOMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4227		2025-01-13	01/13DOMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4228		2025-01-13	01/13DOMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4229		2025-01-13	01/13DOMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4230		2025-01-13	01/13DOMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4231		2025-01-13	01/13DOMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
4232		2025-01-13	01/13DOMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
4233		2025-01-13	01/13DOMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4234		2025-01-13	01/13DOMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4235		2025-01-13	01/13DOMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
4236		2025-01-13	01/13DOMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
4237		2025-01-13	01/13DOMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4238		2025-01-13	01/13DOMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
4239		2025-01-13	01/13DOMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4240		2025-01-13	01/13DOMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
4241		2025-01-13	01/13DOMB	503	Peltier, Amy	OUTSTANDING	Direct Deposit

Total : \$27,511.15



# MANITOULIN PLANNING BOARD

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

☎ 705-282-2237 ☎ 705-282-3142

January 13, 2025

Alton Hobbs, CAO  
P.O. Box 238  
156 Arthur Street  
Manitowaning ON P0P 1N0

## NOTICE OF APPLICATION FOR CONSENT

**File No. B01-25**  
**Owner:** 5026911 Ontario Limited  
**Location:** Lots 22 to 25, Conc. VII including Part 1 on Plan 31R-4278 but  
excepting Part 1 on Plan 31R-4205 and excepting Block H on  
Subdivision Plan S-152  
AND Lots 22 to 26, Conc. VIII  
Township of Sheguiandah  
Municipality of Assiginack  
District of Manitoulin

Purpose and Effect: To provide for a legal right-of-way over Lot 26, Conc. VIII and  
the road allowance between Lots 25 & 26, Conc. VIII in favour of a lot within  
the Town of Northeastern Manitoulin and the Islands planning area, surveyed  
as Part 2 on Plan 31R-4311.

Dear Mr. Hobbs:

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: January 27<sup>th</sup>, 2025.

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 Ontario Land Tribunal (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 written submission to the  
Manitoulin Planning Board before it gives or refuses to give a provisional consent, the  
Ontario Land Tribunal (OLT) may dismiss the appeal.

Dated at the Town of Gore Bay this 13<sup>th</sup> Day of January, 2025.

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 [mpbcarisle@bcfinet.ca](mailto:mpbcarisle@bcfinet.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.

PROCESSED  
OCT 22 2024  
As Received

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) <u>5026911 ONTARIO LIMITED</u>	Home Telephone No. Cell No.	Business Telephone No.
Address <u>566 DEW DROP ROAD, SUDBURY ON P3G 1K9</u>	E-mail &/or Fax <u>dave@steelworth.ca</u>	
1.2 Name of Agent/Applicant <u>JORDAN CHANDLER</u>	Home Telephone No. Cell No. <u>705 968 0195</u>	Business Telephone No.
Address <u>359 MONUMENT RD. SPRINGBAY, ON P0P 2B0</u>	E-mail &/or Fax <u>jordanchandler@live.ca</u>	
1.3 Name of Contact Person <u>JORDAN CHANDLER</u>		

**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/ <u>ASSI GINAEK (SHEGUANDAN)</u>	Properly Identification No. <u>471350710 (current)</u>		
Concession Number(s) <u>8 + 7</u>	Geographic Lot Number(s) Part LT. <u>22-26(8), 22-24(7)</u>	Name of Street/Road <u>SANDY POINT RD</u>	House No./911 No.
Survey Plan No. <u>EXCEPT SIM 210 AND EXCEPT 5-152 (BLACKH)</u>	Survey Part/Lot Number(s) <u>EXCEPT PART 1 31R-4278 EXCEPT PART 1 31R-4205</u>	Subdivision Plan No. <u>TBD</u>	Subdivision Lot No. <u>48</u>

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)

\* THERE WILL BE A HYDRO EASEMENT @ SANDY POINT ROAD, EASEMENT IN FAVOR OF HYDRO ONE FOR POWER LINE.

**3. 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

PROCESSED  
OCT 07 2024  
As Received

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

DELMER FIELDS, LESLIE FIELDS

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.

PROCESSED  
NOV 12 2024  
As Received

4. Description of Subject Land and Servicing Information (Complete each subsection)			
4.1 Description	Frontage (m)	Severed #1 <u>Gasement</u> 22.7 m	Severed #2
	Depth (m)	Avg. 56 m	
	Area (ha.)	0.11 HA	
<p>WARRANT 1748 m            Retained SUB SITE ESTIMATED SIZE SANDY POINT RD. 907.31 m            NORTH 1856.75 m            WEST 2010 m</p>			
4.2 Use of Property	Existing	VACANT	SEASONAL RESIDENTIAL
	Proposed	ACCESS ROAD	PLAN OF SUBDIVISION AND VACANT
4.3 Buildings or Structures	Existing	NONE	SEASONAL BUILDING + GARAGE
	Proposed	NONE	NONE AT THIS TIME
4.4 Access  (Check appropriate space)	Provincial Highway		
	Municipal Road, Maintained All Year	SANDY POINT ROAD TO BE ASSUMED BY TWP	SUB SITE ESTIMATED AND SANDY POINT RD.
	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	NOT APPLICABLE	
	Privately owned/operated individual well		
	Privately owned/operated communal well		
	Lake or other water body		J.C. LAKE AURON
	Other means		
4.6 Sewage Disposal  (Check appropriate space)	Publicly owned & operated sanitary sewage system	NOT APPLICABLE	
	Privately owned & operated individual septic tank <sup>1</sup>		PROPOSED SEPTIC TANK.
	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	NOT APPLICABLE	✓
	School Bussing	✓	✓
	Waste Collection/Disposal	LANDFILL	LANDFILL
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)  
SHORELINE AREA AND RURAL AREA

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

6.3 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		✓ CATTLE PASTURE NO BARN'S
Utility Corridor	HYDROLINE	
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	✓	POTENTIAL FOR THREATENED SPECIES -- BLANDING TURTLE
Fish Habitat		
Flood plain		
An active or rehabilitated or abandoned mine site or mine hazards		
An active mine site or aggregate operation site within 1 km of the subject land	NO	E. AGGREGATE PIT TO WEST
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

- PLAN OF SUBDIVISION ~~2021~~ SUB 2021-01
- LAND RECEIVING RIGHT OF WAY IS CON 2023-14 (NOMI)

7.2 Past Land Uses -

✓ ACANT LAND

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

SUB 2021-01

9. 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.

- CREATING AN EASEMENT IN FAVOUR OF PART 2

31 R 4311

- AN EASEMENT IN NOMI WILL ALSO BE REQUIRED,

BUT THEY WILL ONLY APPROVE ONCE THIS APPLICATION IS

APPROVED

10. AFFIDAVIT OR SWORN DECLARATION

We, Jordan Chandler of the TOWNSHIP OF BILLINGS

in the DISTRICT OF MANITOULIN 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 18<sup>th</sup> day of September 2024

[Signature]  
Commissioner of Oaths

JAKE ALBERT DIEBOLT, a Commissioner, etc.  
Province of Ontario for Manitoulin Planning Board  
Expires May 26 2027

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

Owner(s) of Authorized Agent/Applicant

11. AUTHORIZED AGENT

Authorization of Owner for Agent to Make the Application

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

July 17/24  
Date

[Signature]  
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.

July 17/24  
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

<b>Applicant's Checklist:</b>	Have you remembered to attach:	Yes
	- 3 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 checked="" type="checkbox"/>

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

• Sketch Required

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

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- (b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- (c) 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 addition, the lands the addition is to be consolidated with.
- (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- (e) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
  - (i) are located on the subject land and on land that is adjacent to it, and
  - (ii) in the applicant's opinion, may affect the application;
- (f) the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial).
- (g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- (h) if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- (i) the location and nature of any easement affecting the subject land

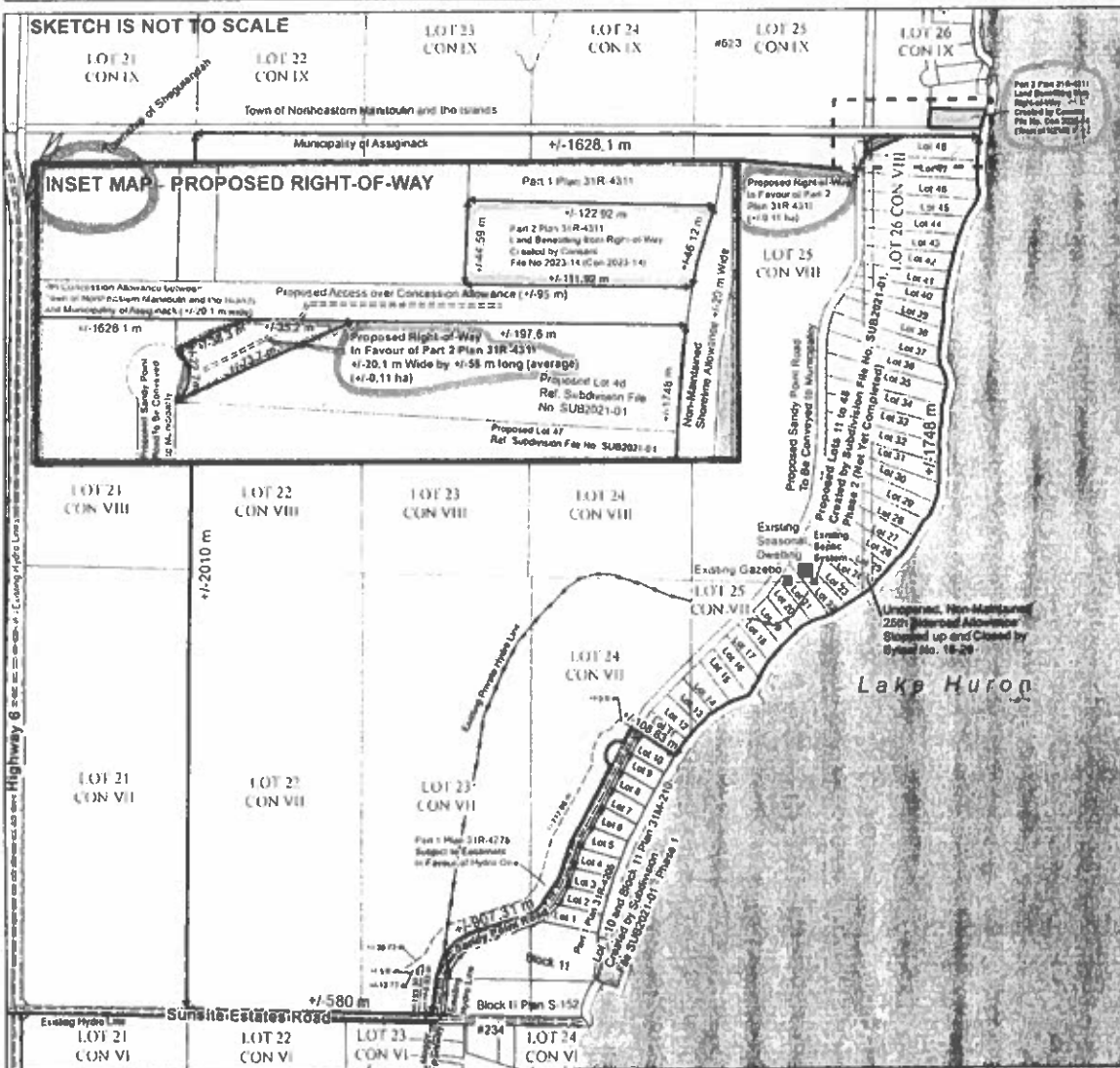
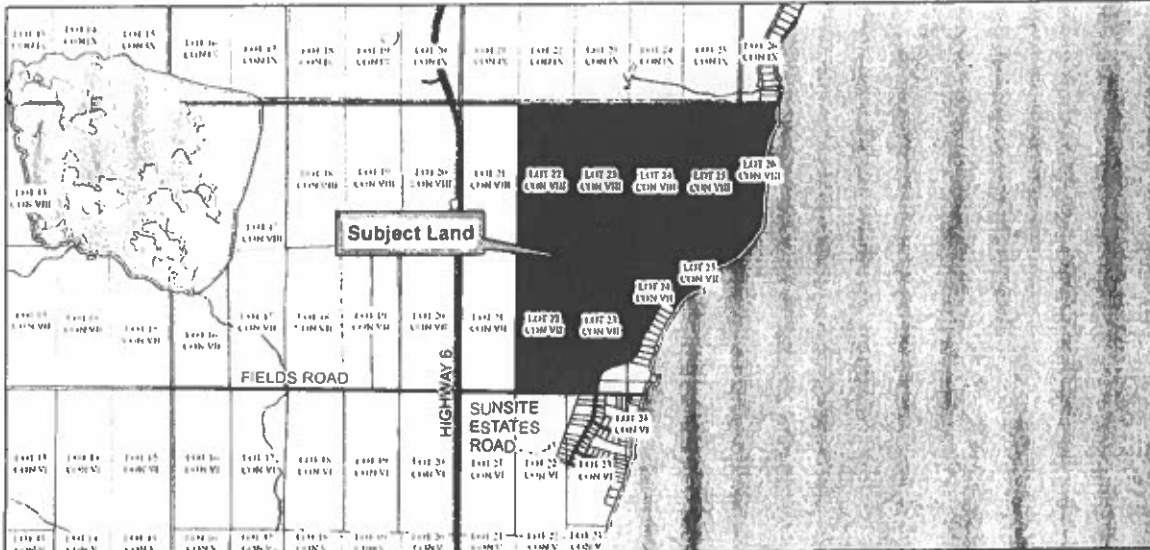
The preferred size is on paper no larger than 8.5" by 14", larger plans will be accepted provided a reduction for circulation purposes is provided.



Lot 22 to 25 Concession VII Excepting Part 1 Plan 31R-4205  
 (Lots 1-10 and Block 11 Plan 31M-210) and Block H Plan S-152 FILE NO: B01-25  
 and Including Part 1 Plan 31R-4278  
 And Lot 22 to 26 Concession VIII Including Road Allowance Between Lot 25 and 26  
 Township of Sheguiandah  
 Municipality of Assinack  
 District of Manitoulin



Prepared November 12 2024



MUNICIPALITY



OF ASSIGINACK

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

June 21, 2023

Delmer and Leslie Fields  
PO Box 175  
Manitowaning, ON  
POP 1N0  
[lesliedelmer@castlink.ca](mailto:lesliedelmer@castlink.ca)

Dear Mr. and Mrs. Fields:

RE: Request to Cross Unopened Road Allowance

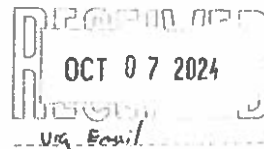
The Assiginack Committee of the Whole met on the 6<sup>th</sup> of this month and one of the items addressed was your request. It was approved. The Committee of the Whole minutes from that meeting were approved at last night's Council meeting.

Please let me know if anything further is required.

Trusting that this is satisfactory, I remain,

Yours truly,

  
Alton Hobbs  
CAO/Deputy Clerk



RECEIVED  
JAN 13 2025

Manitoulin Island Cycling Advocates (MICA)  
PO Box 292  
Mindemoya ON  
POP1S0  
705 377 4471

January 13, 2025

Municipalities of Manitoulin Island;

**Letter of Acknowledgment request**

June 7 & 8, 2025 will be the **13th Annual Manitoulin Passage Ride**.

The ride will commence in Mindemoya and proceed through the Townships of Central Manitoulin, NEMI , Assiginack , Tehkummah, M'Chigeeng First Nation and Sheguiandah First Nation.

Please find more information on our website [www.manitoulincycling.com](http://www.manitoulincycling.com)

At the time of this letter over 120 cyclists have already signed up for this weekend event and we are expecting about 250 riders to attend this popular ride.

This event is insured through our Insurance provider with the required \$5,000,000 coverage. MICA will include your municipality details on our insurance for your protection during this event, thus protecting the Township from liability.

To comply with MTO requirements, MICA is requesting that you provide us with a **Letter of Acknowledgment** for this event and return it to us at your earliest convenience.

If more information is required, please feel free to call 705 377 4471

Thank you,

Guy Nielen  
MICA Coordinator

# Alton Hobbs

---

**From:** Szeto, Carmen [REDACTED]  
**Sent:** January 2, 2025 2:45 PM  
**To:** Alton Hobbs  
**Subject:** Retail Leasing Opportunity at Assiginack Public Library Building

Hello Alton,

Thank you for taking my call today. We were hoping to see if there would be interest or an opportunity for retail leasing at the Assiginack Public Library building. I look forward to hearing back from you after you've been able to socialize the idea, if you have any questions or need additional information, please let me know.

Have a good day,

**Carmen Szeto**  
Transaction Analyst, Western Canada & Prairies Central Region  
Corporate Real Estate (CRE)

**Bank of Montreal**  
Suite 900, 525 8 Avenue SW  
Calgary, AB T2P 1G1

[REDACTED]  
[REDACTED]

RECEIVED  
DEC 06 2024



Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement, de la Protection de  
la nature et des Parcs

Drinking Water and Environmental  
Compliance Division, Northern Region

Division de la conformité en matière d'eau potable  
et d'environnement, Direction régionale du Nord

933 Ramsey Lake Road  
4<sup>th</sup> Floor  
Sudbury ON P3E 6B5  
Tel.: 705 564-3237  
Toll free: 1 800-890-8516  
Fax: 705 564-4180

933, rue Ramsey Lake  
4<sup>e</sup> étage  
Sudbury ON P3E 6B5  
Tél. 705 564 3237  
Numéro sans frais 1 800 890 8516  
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December 6, 2024

Mr. Alton Hobbs  
Clerk-Treasurer,  
Corporation of the Township of Assiginack  
156 Arthur St.  
Manitowaning, ON P0P 1N0

**Re: Final 2024-25 Inspection Report for the Sunsite Estates Drinking Water System**

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Dear Mr Hobbs:

Please find attached the annual Sunsite Estates Drinking Water System inspection report for the year 2024-25. No issues of non-compliance were identified during the current inspection. However, in the interest of continuous improvement, a number of best practice issues and recommendations have been included throughout the report. You will find the complete list of the recommendations in the final appendix of the inspection report.

Please be reminded that Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. It is important that a copy of this report and the information included in the Inspection Rating Record (Appendix C) is shared with the town council.

Also note that a copy of this inspection report has been provided to Public Health Sudbury and Districts, as per the Ministry's Drinking Water Inspection Protocol.

Should you have any questions regarding the attached document or your obligations under Ontario's drinking water legislation, please feel free to contact me at 705-665-0892.

Sincerely,



Shelley Baggio  
Water Compliance Officer, Badge #928  
Ministry of the Environment, Conservation and Parks  
Drinking Water and Environmental Compliance Division  
Sudbury District Office

cc: Keith Stringer, Operations Manager, OCWA  
Leslie Campbell, Process and Compliance Technician, OWCA Espanola Hub  
Sarah Beaulieu, Process and Compliance Technician, OCWA Espanola Hub  
Natalie Wagar, Process and Compliance Technician, OCWA Espanola Hub  
Burgess Hawkins, Manager-Health Protection Division, Public Health Sudbury & District



SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM

Physical Address: 15 MOGGY FAIRWAY, .  
ASSIGINACK, ON

## INSPECTION REPORT

System Number: 220008471

Entity: CORPORATION OF THE  
TOWNSHIP OF ASSIGINACK  
ONTARIO CLEAN WATER  
AGENCY

Inspection Start Date: September 24, 2024

Inspection End Date: November 19, 2024

Inspected By: Shelley Baggio

Badge #: 928

Inspected By: Marnie Managhan

Badge #: 718

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1-888-745-8888 or [Ontario.ca/inspectionfeedback](https://Ontario.ca/inspectionfeedback)

Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement, de la  
Protection de la nature et des Parcs  
*Shelley Boyd*  
(signature)





## INTRODUCTION

### Purpose

This unannounced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

### Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system. The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in the "Systems Components" section (below), and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

### Facility Contacts and Dates

The drinking water system is owned by the Corporation of the Township of Assinack and operated by Ontario Clean Water Agency (OCWA). The system serves an estimated population of 65 and is categorized as a Small Municipal Residential System. Information reviewed for this inspection covered the time period of July 1, 2023 through until September 26, 2024.

### Systems/Components

All locations associated with primary disinfection were visited as part of this inspection. The following components were reviewed as part of the inspection of the drinking water system:

#### SOURCE WATER - Surface Water

The Sunsite Estates Water Treatment Plant intake lies in Manitowaning Bay, just off the North Channel of Georgian Bay in Lake Huron. Raw water has been characterized as typical Lake Huron/Georgian Bay water, which is low in colour and turbidity. The Drinking Water Works Permit indicates the intake is 185 m long, 150 mm in diameter with a flared elbow intake inside

a cribbed structure. A zebra mussel chlorine injection line with chemical diffuser has been installed at the intake screen along with a raw water sampling line (25 mm in diameter). Water is gravity fed to the low lift pumping station. A low lift pump and the zebra mussel control system are located in the low lift pump station. A 75mm diameter raw water line runs from the low lift station to the plant (approximately 145 metres).

#### TREATED WATER

The Class 2 membrane filtration water treatment plant has been operational since June 20, 2007. The system has been operated by Ontario Clean Water Agency (OCWA) since October 2007. Pre-treatment includes straining and addition of pH adjustment (if necessary). To date, pH adjustment has not been necessary at this plant. The treatment includes Evoqua skid mounted membrane filtration units (2 trains, each can be isolated for maintenance) followed by pre chlorination in baffled contact cells beside the facility. GAC filters, included in DWWP/MDWL, to be used when taste and odour are problematic, and may be installed in the future. Post chlorination injection is available (injection at header - just prior to discharge) at the plant but is not required.

Membranes in use are rated as ultrafiltration with associated pore sizes of 0.04 microns. Two below ground clear wells located adjacent to the plant provide a total storage volume of 93 cubic metres. The membrane cleaning process involves backwash cycles using low pressure blower air introduced at the bottom of and distributed throughout modules. Clean in Place (CIP) cycles occur as necessary and include treatment with sodium hypochlorite which assists in removal of organics and citric acid for the removal of inorganics. Neutralization of CIP effluent occurs using "Captor" which is a calcium thiosulfate solution or caustic soda. CIP analyzer determines ORP on wastewater prior to discharge. Backwash reservoir waste and neutralized wastewater are discharged to a nearby ditch and on to Manitowaning Bay. The operating system (SCADA) in use includes control features at site and in nearby Manitowaning. On site there is a panel display and a datalogger.

#### DISTRIBUTION

This distribution system, commissioned in 1973, is a Class 1 system servicing approximately 65 permanent and seasonal residents. This distribution system serves approximately 64 lots, 42 of which include buildings. Many of these locations are seasonal cottages. This small distribution system has two dead end locations, 2 x 1.5 inch blowoffs and a half inch goose neck pipe (formerly allowed to flow continuously but now with a curb stop, this site is used for sampling).

The system is constructed of PVC pipes. No hydrants are connected nor are there private lines connected to the system. Metering is not in place on water services.

#### Permissions/Approvals

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the

inspection in addition to the requirements of the SOWA and its regulations:

- Municipal Drinking Water License No. 254-101 (Issue No.4);
- Drinking Water Works Permit No. 254-201 (Issue No. 3); and,
- Permit to Take Water No. 7151-ABEK4P, expiry date July 14, 2026.

#### **Background and Compliance**

Issues of non-compliance were not identified during the previous inspection.

### NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

## RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

### INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1012001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner have a harmful algal bloom monitoring plan in place that met the requirements of the Municipal Drinking Water Licence?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had a harmful algal bloom monitoring plan in place which met the requirements.			

Question ID	DWMR1014001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Was flow monitoring performed as required by the Municipal Drinking Water Licence or Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Flow monitoring was performed as required.			

Question ID	DWMR1016001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions.			
The PTTW (#7151-ABEK4P, expires July 14, 2026) provides for maximum takings of 276.48 m3/day and 379 L/min. Maximum raw water takings were well below these limits during the			

review period.

The Municipal Drinking Water Licence provides for a rated capacity of 220 m<sup>3</sup>/day. The maximum daily treated water flow rates were maintained well below this limit during the inspection period.

Question ID	DWMR1018001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner ensured that equipment was installed as required.			
After years of operations, specific equipment identified in the DWWP may have been deemed unnecessary and ultimately, never used as part of the treatment process. However, if the DWWP and MDWL are not updated to have such equipment removed from the documents, the equipment must remain in operable condition.			

Question ID	DWMR1025001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All parts of the drinking water system were disinfected as required.			
This requirement was reviewed with the operator during the inspection to confirm knowledge and awareness of the Schedule B (DWWP) procedures.			

Question ID	DWMR1023001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03 Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed.

The Sunsite Estates water plant uses a process that includes membrane filtration (ultrafiltration) followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits.

Please refer to Schedule E of the MDWL (included in the appendices) for a summary of the plant processes and their respective log removal credits.

As per Schedule E the following criteria for membrane filtration must be met at all times:

1. Maintain effective backwash procedures.
2. Monitor the integrity of the membranes by continuous particle counting or equivalent means (i.e. pressure decay measurements).
3. Continuously monitor filtrate turbidity.
4. Meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month.

Through a review of the available data, the logbooks, the daily reports and through discussion with the plant operator it was determined that the above noted criteria were consistently met, during the inspection period. Filters are regularly backwashed while in operation, with maintenance and acid cleans completed as they are necessary. The transmembrane pressure is continuously monitored through the SCADA and membrane integrity tests are completed on a regular schedule. Turbidimeters are located on each filter effluent line and monthly filter reports are completed.

Though some daily Process Value Summary sheets indicated loss of data, Wonderware continues to record data and PDM summaries are complete. Also, an onsite data logger can be used to review trending. It was noted during the inspection that the computer on-site at the plant was not running an up to date SCADA program and was basically no longer useful in plant operations. Further, Daily Reports have not been available since May 2024. The plant was being operated by the data panel display and while functional, it makes plant operations difficult. The SCADA programming should be updated immediately.

As per Schedule E of the MDWL, the chlorine disinfection component of this system must achieve a minimum of 0.5-log inactivation of *Giardia* and 4-log inactivation of viruses. A standard operating procedure has been developed for this facility that requires a CT calculation to be completed and recorded any time the chlorine levels leaving the clear well are 0.80 mg/L or less. According to the data, the CT was maintained at the required level during the inspection period.

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



that RV Anderson was been hired to complete calculations and information has subsequently been submitted to the MECP.

Question ID	DWMR1024001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required.  The lowest distribution chlorine residual was 0.96 mg/L, recorded on November 3, 2023.			

Question ID	DWMR1034001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (5); SDWA   O. Reg. 170/03   7-2   (6);			
<b>Question:</b> Was secondary disinfectant residual tested as required for the small municipal residential distribution system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Secondary disinfectant residual was tested as required.  At least 2 distribution samples shall be taken, at least 48 hours apart during the same week and measured for free chlorine residual.			

Question ID	DWMR1030001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (1); SDWA   O. Reg. 170/03   7-2   (2);			
<b>Question:</b> Was primary disinfection chlorine monitoring being conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Primary disinfection chlorine monitoring was conducted as required.  It is important to note that a seldom used manually triggered trim chlorine system is also available which would inject sodium hypochlorite at a point just prior to water entering the distribution system. The operator is aware that, due to a lack of contact time, using only the trim chlorine system may mean water is not properly disinfected prior to use by the first			

consumer. Any new operators need to be trained on this procedure.

Question ID	DWMR1032001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-3   (2);			
<b>Question:</b> If the drinking water system obtained water from a surface water source and provided filtration, was continuous monitoring of each filter effluent line performed for turbidity?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Continuous monitoring of each filter effluent line was performed for turbidity.			

Question ID	DWMR1035001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4;			
<b>Question:</b> Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators were examining continuous monitoring test results as required.			
The results of the review are noted in the electronic logbook.			

Question ID	DWMR1038001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4;			
<b>Question:</b> Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.			

Question ID	DWMR1037001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)5-10; SDWA   O. Reg. 170/03   6-5   (1.1);			
<b>Question:</b> Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards  Chlorine alarms are set at 1.1 mg/L. A low lift pump lockout occurs when chlorine reaches this level.  Filtrate turbidity alarms are set at 0.1 NTU, with no set delay. The operator tracks filtrate turbidity in excess of 0.1NTU in order to evaluate filter efficiency ratings  It is noted that the plant has been operating with critical alarms hardwired into the auto dialer since July 30, 2024, which means not all alarms are programmed to call out. Although the critical operational alarms remain connected, this situation should be repaired as soon as possible to ensure proper and diligent operation of the plant.			

Question ID	DWMR1040001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10;			
<b>Question:</b> Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All continuous analysers were calibrated, maintained, and operated as required.  The calibration and maintenance of analyzers is part of the electronic maintenance management system. Work orders are generated on pre-set schedules, which are based on manufacturer's recommendations and/or any applicable regulations. The operators are responsible to ensure the activity in the work order is completed.  A review of the Work Order Summary document provided by the operating authority confirmed that analyzers undergo regular maintenance and calibrations.			

Question ID	DWMR1108001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-5   (1)5-10; SDWA   O. Reg. 170/03   6-5   (1.1);			

**Question:**

Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

A qualified person responded as required and took appropriate actions.

When an alarm at the water treatment plant is received the operator on call is paged. When an operator is called to respond to an alarm, the response, actions and/or other relevant information relating to the incident is documented in the logbook. A review of the Call Back Summary Report and the facility logbook, specifically entries relating to alarm call outs, indicated that the operators are responding to alarms in a timely manner.

Question ID	DWMR1099001	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1082001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   11-2   (1); SDWA   O. Reg. 170/03   11-2   (2); SDWA   O. Reg. 170/03   11-2   (6);			
<b>Question:</b> Were distribution microbiological sampling requirements prescribed by Schedule 11-2 of O. Reg. 170/03 for small municipal residential systems met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Distribution microbiological sampling requirements were met.			
Sampling in the distribution system is required once every two weeks with testing for E.coli, total coliform and heterotrophic plate count.			

Question ID	DWMR1096001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-3   (1);			
<b>Question:</b> Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that chlorine residual tests were conducted as required.			

Question ID	DWMR1084001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-2;			
<b>Question:</b> Were inorganic parameter sampling requirements prescribed by Schedule 13-2 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Inorganic parameter sampling requirements were met.			
The requirement is to sample and analyze for the inorganic parameters specified in Schedule 23 of O. Reg. 170/03 every 60 months (60 months is defined by Schedule 6 of the regulation). Sampling of these parameters was completed January 16, 2019, and on January 15, 2024. All results were within the limits defined by the Ontario Drinking Water Quality Standards (ODWQS).			

Question ID	DWMR1085001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-4   (1); SDWA   O. Reg. 170/03   13-4   (2); SDWA   O. Reg. 170/03   13-4   (3);			
<b>Question:</b> Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Organic parameter sampling requirements were met.			
The requirement is to sample and analyze for the organic parameters specified in Schedule 24 of O. Reg. 170/03 every 60 months (60 months is defined by Schedule 6 of the regulation). Sampling of these parameters was completed January 16, 2019, and on January 15, 2024. All results were within the limits defined by the Ontario Drinking Water Quality Standards (ODWQS).			

Question ID	DWMR1086001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6.1   (1); SDWA   O. Reg. 170/03   13-6.1   (2); SDWA   O. Reg. 170/03   13-6.1   (3); SDWA   O. Reg. 170/03   13-6.1   (4); SDWA   O. Reg. 170/03   13-6.1   (5); SDWA   O. Reg. 170/03   13-6.1   (6);			
<b>Question:</b> Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Haloacetic acid sampling requirements were met.			
The standard for Haloacetic Acids came into effect on January 1, 2020. It is expressed as a Running Annual Average (RAA), where the RAA is defined as the average for quarterly HAA results for a drinking water system.			
HAAs generally form at the beginning of the distribution system and sampling should be completed accordingly. Since the previous inspection sampling for HAAs was completed on the following dates with the results as noted:			
July 17, 2023 - 24.5 ug/L October 17, 2023 - 17.2 ug/L January 15, 2024 - 17.6 ug/L April 15, 2024 - 20.1 ug/L July 29, 2024 - 35.7 ug/L			
The running average did not exceed the 80 ug/L limit during the inspection period. The running average based on the last four results is 22.65 ug/L.			

Question ID	DWMR1087001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6   (1); SDWA   O. Reg. 170/03   13-6   (2); SDWA   O. Reg. 170/03   13-6   (3); SDWA   O. Reg. 170/03   13-6   (4); SDWA   O. Reg. 170/03   13-6   (5); SDWA   O. Reg. 170/03   13-6   (6);			
<b>Question:</b> Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Trihalomethane sampling requirements were met.			
At least one distribution sample is required to be collected every three months and tested for trihalomethanes (THMs). A review of water quality data for this inspection period confirmed that THMs samples were collected in accordance with the legislative requirements. Since the previous inspection THM samples were collected on the following dates with the			

subsequent results:

July 17, 2023 - 41 ug/L  
 October 17, 2023 - 42 ug/L  
 January 15, 2024 - 31 ug/L  
 April 15, 2024 - 33 ug/L  
 July 29, 2024 - 53 ug/L

The running average did not exceed the 100 ug/L limit during the inspection period. The running average based on the last four results is 39.75 ug/L.

Question ID	DWMR1088001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-7.			
<b>Question:</b> Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Nitrate/nitrite sampling requirements were met.			
Sampling for these parameters was completed every three months, as required. All of the results were well below the limits defined by the ODWQS.			

Question ID	DWMR1089001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-8.			
<b>Question:</b> Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Sodium sampling requirements were met.			
Sampling for sodium was last completed on January 15, 2024 with a result of 7.57 mg/L.			

Question ID	DWMR1090001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-9.			
<b>Question:</b> Where fluoridation is not practiced, were fluoride sampling requirements prescribed by Schedule 13-9 of O. Reg. 170/03 met?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Fluoride sampling requirements were met.

Sampling for fluoride was last completed on January 15, 2024 with a result of less than 0.06 mg/L.

Question ID	DWMR1094001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were water quality sampling requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Water quality sampling requirements were met.			
Table 3 and Table 7 of Schedule C, MDWL require quarterly composite sampling of backwash water at point of discharge for total suspended solids (TSS). The annual average concentration shall not exceed 25mg/L. A grab sample of backwash water must also be tested for total chlorine residual. The annual average concentration shall not exceed 0.02 mg/L.			
The results for this required sampling taken during the inspection period are as follows:			
July 17, 2023 - TSS - 7 mg/L, total chlorine residual - 0.02 mg/L			
October 17, 2023 - TSS - 3 mg/L, total chlorine residual - 0.02 mg/L			
January 15, 2024 - TSS - 7 mg/L, total chlorine residual - 0.03 mg/L			
April 26, 2024 - TSS - 5 mg/L, total chlorine residual - 0.03 mg/L			
July 29, 2024 - TSS - 4 mg/L, total chlorine residual - 0.01 mg/L.			

Question ID	DWMR1104001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   16-6   (1); SDWA   O. Reg. 170/03   16-6   (2); SDWA   O. Reg. 170/03   16-6   (3); SDWA   O. Reg. 170/03   16-6   (3.1); SDWA   O. Reg. 170/03   16-6   (3.2); SDWA   O. Reg. 170/03   16-6   (4); SDWA   O. Reg. 170/03   16-6   (5); SDWA   O. Reg. 170/03   16-6   (6);			
<b>Question:</b> Were immediate verbal notification requirements for adverse water quality incidents met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Immediate verbal notification requirements for adverse water quality incidents were met.			
The following adverse water quality incidents were reported during the inspection period:			
- AWQI #164639, reported March 15, 2024 - server issue resulting in an inability for alarm			



notification. All required corrective actions were followed.

- AWQI #165826, reported July 29, 2024 - communication lost between PLC and alarm dialer resulting in an inability for alarm notification. All corrective actions were followed.

- AWQI #166024, reported August 18, 2024 - loss of pressure to distribution system when generator did not start during power outage. Resulted in a DWA for all residents. All corrective actions were followed.

Question ID	DWMR1102001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   18-10   (1); SDWA   O. Reg. 170/03   18-11; SDWA   O. Reg. 170/03   18-12; SDWA   O. Reg. 170/03   18-13; SDWA   O. Reg. 170/03   18-14; SDWA   O. Reg. 170/03   18-2; SDWA   O. Reg. 170/03   18-3; SDWA   O. Reg. 170/03   18-4; SDWA   O. Reg. 170/03   18-5; SDWA   O. Reg. 170/03   18-6; SDWA   O. Reg. 170/03   18-9;			
<b>Question:</b> For small municipal residential systems, were corrective actions, including any steps directed by the Medical Officer of Health, taken to address adverse conditions?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Corrective actions were taken to address adverse conditions.			

Question ID	DWMR1112001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   19-2   (1); SDWA   O. Reg. 170/03   19-2   (2); SDWA   O. Reg. 170/03   19-2   (3); SDWA   O. Reg. 170/03   19-2   (4);			
<b>Question:</b> For small municipal residential systems, if the drinking water system was required to post warning notices, were approved warning notices posted?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The drinking water system was required to post warning notices and approved warning notices were posted.			

Question ID	DWMR1113001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10.1   (3);			
<b>Question:</b> Were changes to the system registration information provided to the ministry within ten (10) days of the change?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**  
Changes to the system registration information were provided as required.

Question ID	DWMR1060001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.			

Question ID	DWMR1062001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-5;			
<b>Question:</b> Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			

Question ID	DWMR1071001	Question Type	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Did the owner provide security measures to protect components of the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner provided security measures to protect components of the drinking water system.  The water treatment plant is locked with restricted access. However, there is no intrusion alarm for the plant. It is recommended that the owner and their operating authority consider			

the installation of such and alarm.

Periodic review of security measures including cyber security is also recommended.

Question ID	DWMMR1073001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   23   (1);			
<b>Question:</b> Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> An overall responsible operator was designated for all subsystem.			
In the past, the procedure for assigning the ORO was to follow the on-call schedule, even if the license level of the on-call staff was no more than one level lower than that of the plant. It was discovered that at times, the operating authority was using a backup ORO while staff with appropriate licensing were available. This prompted OCWA to review the ORO assignment procedure and to come up with a new procedure to be implemented.			
Currently, the procedure is to follow the on-call schedule to designate the ORO, unless the person on call has a license level lower than what would be allowable to act as ORO/Backup ORO for the facility. When that scenario arises, the on-call schedule includes details of which operator is on-call, in addition to identifying the ORO. When an operator with a license level matching that of the facility is available during the day (i.e. regular business hours) that operator will be the designated ORO. If that operator has indicated that they are not available after hours, an on-call operator will be designated as the backup ORO, where possible. If necessary, the Senior Operations Manager for the area can also be used as the backup ORO. It was indicated that the current SOP for designating the ORO will be updated once any issues and problems have been identified and resolved.			

Question ID	DWMMR1074001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   25   (1);			
<b>Question:</b> Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators-in-charge were designated for all subsystems.			
The operator in charge (OIC) is identified in the logbook daily.			

Question ID	DWMR1075001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   22;			
<b>Question:</b> Were all operators certified as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All operators were certified as required.			
<p>It was noted that operational staff shortages resulted in a reliance on operators in training (OITs) to perform operational duties at this drinking water system for extended periods of time. An OIT cannot perform the duties of an operator in charge (OIC). Therefore, guidance must be provided, at all times, to an OIT when he/she is undertaking operational duties within the drinking water system.</p> <p>During periods of operational staff shortages, heavy reliance on inexperienced OITs when adequate assistance and guidance may not be readily available may result in non-compliance with O. Reg. 128/04. Further, the operational staff shortages experience by OCWA's Espanola Hub during the inspection period were very close to the critical stage. The Espanola Hub has a Critical Shortage of Staff Contingency Plan in place; however, the plan has not been revised or updated in a number of years. Maintaining operational staff at adequate levels to ensure each facility under OCWA's responsibility within the area can be attended to sufficiently is a key part due diligence. As such, it is very strongly recommended that the current contingency plan is reviewed and updated to ensure proper resources can be allocated during operator shortages. It is also important that the Critical Shortage of Staff Contingency Plan is implemented when needed to ensure the operators have the necessary support.</p>			

Question ID	DWMR1076001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Were adjustments to the treatment equipment only made by certified operators?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Adjustments to the treatment equipment were only made by certified operators.			
<p>It was noted that operational staff shortages resulted in a reliance on operators in training (OITs) to perform operational duties at this drinking water system for extended periods of time. An OIT cannot perform the duties of an operator in charge (OIC). Therefore, guidance must be provided, at all times, to an OIT when he/she is undertaking operational duties within the drinking water system.</p> <p>A review of the facility logbook indicates that OITs are noting in the logbook when they receive instruction and guidance from an OIC prior to performing any operational duties.</p>			

However, in most cases, the OIT was just indicating "as per OIC" in the logbook without providing any specific details. It is in the best interest of both the OIT and the OIC to have additional information documented in the logbook to further attest to the required communication between the OIT and OIC. This information should include, but is not limited to, the method of communication, time of communication, specific duties performed by OIT under the OIC's guidance, issues or problems encountered by the OIT and any OIC response times.

It is important to note that the OIT is operating under the license of the licensed operator providing the instruction and guidance. The licensed operator is fully responsible for the actions and operational duties performed by the OIT within the drinking water system.

Question ID	DWMR1117001	Question Type	Information
<p><b>Legislative Requirement(s):</b> Not Applicable</p> <p><b>Question:</b> Were there any other items related to the drinking water system that should be recognized in the report?</p> <p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The following items were noted as being relevant to the drinking water system:</p> <p>A full summary of any issues identified by the current inspection that may require further attention is provided in the final appendix of this report.</p>			

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# **APPENDIX A**

**MUNICIPAL DRINKING WATER LICENCE  
DRINKING WATER WORKS PERMIT**

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# **APPENDIX E**

## **BEST PRACTICE RECOMMENDATIONS**

### **Sunsite Estates Drinking Water System – Best Practice Recommendations**

1. A seldom used manually triggered trim chlorine system is also available which would inject sodium hypochlorite at a point just prior to water entering the distribution system. The operator is aware that due to a lack of contact time, using only the trim chlorine system may mean water is not properly disinfected prior to use by the first consumer. New operators need to be trained on this procedure.
2. Over many years of operation, specific equipment installed when the plant was constructed (i.e. pH adjustment) has been found to be unnecessary. However, if the DWWP and the MDWL make reference to the equipment, it must remain in place and in operable condition.
3. It was noted during the inspection that the computer on-site at the plant was not running an up to date SCADA program and was basically no longer useful in plant operations. Further, Daily Reports have not been available since May 2024. The plant was being operated by the data panel display and while functional, it makes plant operations difficult. The SCADA programming should be updated immediately.
4. It is noted that the plant has been operating with critical alarms hardwired into the auto dialer since July 30, 2024, which means not all alarms are programmed to call out. Although the critical operational alarms remain connected, this situation should be repaired as soon as possible to ensure proper and diligent operation of the plant.
5. It was noted that operational staff shortages resulted in a reliance on operators in training (OITs) to perform operational duties at this drinking water system for extended periods of time. An OIT cannot perform the duties of an operator in charge (OIC). Therefore, guidance must be provided, at all times, to an OIT when he/she is undertaking operational duties within the drinking water system. During periods of operational staff shortages, heavy reliance on inexperienced OITs when adequate assistance and guidance may not be readily available may result in non-compliance with O. Reg. 128/04. Further, the operational staff shortages experience by OCWA's Espanola Hub during the inspection period were very close to the critical stage. The Espanola Hub has a Critical Shortage of Staff Contingency Plan in place; however, the plan has not been revised or updated in a number of years. Maintaining operational staff at adequate levels to ensure each facility under OCWA's responsibility within the area can be attended to sufficiently is a key part due diligence. As such, it is very strongly recommended that the current contingency plan is reviewed and updated to ensure proper resources can be allocated during operator shortages. It is also important that the Critical Shortage of Staff Contingency Plan is implemented when needed to ensure the operators have the necessary support.



6. Further to the above noted use of OITs, a review of the facility logbook indicates that OITs are noting in the logbook when they receive instruction and guidance from an OIC prior to performing any operational duties. However, in most cases, the OIT was just indicating "as per OIC" in the logbook without providing any specific details. It is in the best interest of both the OIT and the OIC to have additional information documented in the logbook to further attest to the required communication between the OIT and OIC. This information should include, but is not limited to, the method of communication, time of communication, specific duties performed by OIT under the OIC's guidance, issues or problems encountered by the OIT and any OIC response times. It is important to note that the OIT is operating under the license of the licensed operator providing the instruction and guidance. The licensed operator is fully responsible for the actions and operational duties performed by the OIT within the drinking water system.

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DEC 03 2024

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 326-5000  
Toll Free: 1 866 517-0571  
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**Solliciteur général**

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Minister.SOLGEN@ontario.ca



November 29, 2024

Her Worship Brenda Reid  
Mayor  
Township of Assiginack  
[breid@assiginack.ca](mailto:breid@assiginack.ca)

Dear Mayor Reid:

Our government is proud to have a strong working relationship with both our municipal partners and the police services that keep our communities safe. The collective agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) earlier this year reflects this strong relationship and will support our brave women and men in uniform across Ontario.

At the same time, we understand the impact these changes are having on the budgets of municipalities that are served by the OPP, including your own, which is why we are stepping up with additional provincial support. With that in mind, I am pleased to share with you the following proposed billing changes:

- A 3.75 per cent reduction of the total 2023 reconciled costs to all communities to approximate the full (100 per cent) impact of the Ontario Provincial Police Association (OPPA) salary increases, excluding the 1 per cent increase that was built into the 2023 estimates; and
- A 44 per cent reduction on overtime 2023 reconciled costs to all communities;
- A 10 per cent reduction of 2025 invoice amounts to all communities to approximate the full (100 per cent) impact of the OPPA salary increases excluding the 1 per cent increase that was already built into the 2023 estimate.

These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to you for 2025, inclusive of the increases resulting from the new collective agreement, was \$321,147. Today's proposed billing changes will provide an estimated \$47,307 in financial relief for your municipality, bringing the new total for OPP services being billed to your municipality in 2025 to \$273,840.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

... /2

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

If you have any questions, please contact Ryan Whealy, Deputy Director of Issues and Legislative Affairs, at [Ryan.Whealy@ontario.ca](mailto:Ryan.Whealy@ontario.ca).

Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of your community.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Kerzner", with a stylized flourish at the end.

Michael Kerzner  
Solicitor General

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



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DEC 13 2024

234-2024-5801

December 12, 2024

Dear Head of Council,

I am pleased to inform you of the introduction of the proposed Municipal Accountability Act, 2024 on December 12, 2024, which, if passed, would make changes to the *Municipal Act, 2001* and *City of Toronto Act, 2006* to strengthen the municipal code of conduct and integrity commissioner framework.

I appreciate the valuable feedback we have received from municipalities and share your commitment to safe and respectful workplaces. The proposed changes, if passed, would:

- enable the creation of a standard municipal code of conduct and standard municipal integrity commissioner investigation processes to help ensure consistency across all Ontario municipalities;
- create a role for the Integrity Commissioner of Ontario in municipal code of conduct and integrity commissioner matters, including providing training to municipal integrity commissioners; and
- establish a mechanism to remove and disqualify members of council and certain local boards for a period of four years for the most serious code of conduct violations following a recommendation from the local integrity commissioner, a concurring report from the Integrity Commissioner of Ontario, and a unanimous vote of council.

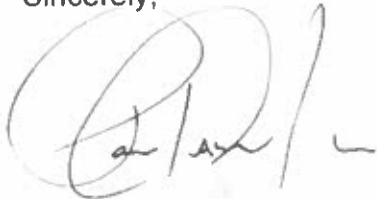
In the coming months, I will want to hear your feedback on the Bill as well as other matters regarding local accountability regimes. I look forward to seeing many of you at the upcoming Rural Ontario Municipal Association conference, where we will have the opportunity to discuss these changes and other matters of importance to your communities.

If passed, important work to develop the regulations to support this new framework would lie ahead, and I remain committed to engaging with you throughout that process. Our intention is to have these changes in effect for the new term of councils beginning in Fall 2026 to ensure there is adequate opportunity for local implementation.

For more information on these amendments, please see the news release. To share your comments on the proposed legislation, please see a posting on the Regulatory Registry that will be open for comments for 60 days.

If you have any questions regarding these new provisions, please contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Calandra', written in a cursive style.

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

- c: Jessica Lippert, Chief of Staff  
Owen Macri, Deputy Chief of Staff  
Martha Greenberg, Deputy Minister  
Caspar Hall, Assistant Deputy Minister, Local Government Division  
Sean Fraser, Assistant Deputy Minister, Municipal Services Division  
Municipal Clerks and CAOs

RECEIVED  
DEC 18 2024

Box 330  
Manitowaning  
ON P0P1N0

Dec. 18, 2024

To: Mayor Brenda Reid  
Councillor Dwayne Elliott  
Councillor Janice Bowdman  
Councillor Jennifer Hooper  
Councillor Rob Maguire

On behalf of the Southeast Manitoulin Lions, we would like to thank the Public Works Dept and the arena staff for their help Summerfest weekend.

Every month, we pay for Help Lines for vulnerable people (5 to 8 people)  
Our donations include:

Manitoulin Secondary School: 2 bursaries,  
student food cupboard, Robotics Team  
Manitoulin Family Resources Christmas Hanger  
Manitoulin Centennial Manor Tree of Lights  
MLTV Lions Christmas Telethon  
Manitoulin Sea Cadets

Manitowaning Minor Hockey  
Banner brackets for 2 veterans in Iqkummah

Without the support of the community our Lions would not be able to contribute to so many worthwhile causes.

Yours truly,

Lion Sandra Pope

# The Corporation of the Township of Assiginack

By-Law No. 2025-01

## BEING A BY-LAW TO AUTHORIZE THE HIRING OF A MUNICIPAL CLERK.

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

**AND WHEREAS** Council wishes to hire a Municipal Clerk;

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

1. THAT we appoint Stasia Carr as Municipal Clerk, effective January 14, 2025.
2. THAT we authorize an employment contract, attached to and forming part of this by-law as Schedule A.
3. THAT this by-law shall come into force and take effect upon the third and final reading hereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
ON THIS 21st DAY OF JANUARY, 2025

---

Brenda Reid, Mayor

---

Alton Hobbs, CAO/Deputy Clerk

seal

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW # 2025-2**

**BEING A BY-LAW to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.**

**WHEREAS** Section 317 of the Municipal Act, 2001, S.O., Chapter 25, as amended, provides that the Council of a local municipality may, in 2025 before the adoption of the estimates for the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying the prescribed percentage (50%) of the 2024 tax rate to residential and farm assessment;

**AND WHEREAS** Section 317 of the Municipal Act, 2001 S.O., Chapter 25, as amended, provides that the Council of a local municipality may, in 2025 before the adoption of the estimates for the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying the prescribed percentage (50%) of the 2024 tax rate that the municipality is required to calculate to commercial and industrial assessment and the assessment that relates to pipelines, railways, hydro corridors, airports and other such unique properties.

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

1. That the Interim Tax Levy rates for 2025 for municipal and education purposes be hereby set as follows:

<b>CLASS</b>	<b>MUNICIPAL RATE</b>	<b>EDUCATION RATE</b>	<b>TOTAL RATE</b>
Residential	0.01546739	0.00153000	0.01699739
Multi-Residential	0.01546739	0.00153000	0.01699739
Commercial Occupied	0.01469402	0.00842583	0.02311985
Commercial Vacant	0.01028581	0.00842583	0.01871164
Industrial Occupied	0.01190989	0.00676308	0.01867297
Industrial Vacant	0.00774143	0.00676308	0.01450451
Pipelines	0.01734668	0.00000000	0.01734668
Landfill	0.01469402	0.00980000	0.02449402
Farm	0.00386685	0.00038250	0.00424935
Managed Forest	0.00386685	0.00038250	0.00424935

2. That said interim tax levy shall become due and payable in two (2) installments as follows: Fifty (50%) percent of the interim levy rounded upwards to the next whole dollar shall become due and payable on the 12th day of March, 2025; Fifty (50%) of the interim levy rounded upwards to the next whole dollar shall become due and payable on 11<sup>th</sup> day of June, 2025 and non-payment of the amount on the dates stated in accordance with this section shall constitute default.
3. On all taxes of the interim levy, which are in default on the 12th day of March, 2025 and the 11<sup>th</sup> day of June, 2025 a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31<sup>st</sup>, 2025.
4. Penalties and interest added on all taxes or the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.



5. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
6. The taxes are payable at the Township of Assiginack Municipal Office, Manitowaning, Ontario.

**Read a First, Second, and Third time and finally passed this 21st day of  
January, 2025**

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

\_\_\_\_\_  
S. Carr - Clerk

Seal