

MUNICIPALITY



OF ASSIGINACK

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

**REGULAR MEETING OF COUNCIL
IN CHAMBERS**

Tuesday, February 18, 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 Regular Council Meeting of January 21, 2025
 - b) Minutes of Committee of the Whole Meeting of February 4, 2025
 - c) Minutes of PHSD Meeting of January 16, 2025
- 4. DELEGATIONS**
- 5. REPORTS**
 - a) Clerk's Report/Recommendation: eScribe Software
 - b) Clerk's Report/Recommendation: New Website RFP
- 6. ACTION REQUIRED ITEMS**
 - a) Accounts for Payment: General: \$ 370,149.94 Payroll: \$ 51,992.12
 - b) Consent Applications B 02, 03, 04-25 Comments to Planning Board
 - c) Assiginack Horticultural Society Request
 - d) Assiginack Curling Club Request
 - e) Library Board Appointments
 - f) OTF Grant Application Approval
 - g) Complaints Procedure
- 7. INFORMATION ITEMS**
 - a) City of Greater Sudbury: Termination of Recycling Acceptance
 - b) CUPW: Industrial Inquiry Commission Reviewing Canada Post

8. BY-LAWS

- a) By-law # 2025-03 Enter Agreement Rock Networks
- b) By-law # 2025-04 Adoption of Official Plan Amendment # A-3
- c) By-law # 2025-05 Adoption of Social Media Policy

9. CLOSED SESSION

- a) Personal Matters About Identifiable Individual/Advise Subject to Solicitor/Client Privilege

10. ADJOURNMENT

MUNICIPALITY



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The Regular Meeting of Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday January 21, 2025, at 7:00 pm.

Present: Deputy Mayor Dwayne Elliott
Councillor Janice Bowerman
Councillor Jennifer Hooper
Councillor Robert Maguire

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

Regrets: Mayor Brenda Reid
Stasia Carr, Clerk

Public: None

OPENING

#01-01-2025 J. Bowerman – R. Maguire

BE IT RESOLVED THAT this Regular Council Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 pm, with a quorum of members present with Deputy Mayor Elliott presiding in the Chair.

CARRIED

The Land Acknowledgement was read.

AGENDA

#02-01-2025 R. Maguire – J. Bowerman

BE IT RESOLVED THAT the agenda of this meeting be amended by deleting Item 9 Closed Session and adding 6f) Manitoulin Snow Dusters Insurance MOU Request.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

NONE

ANNOUNCEMENTS

NONE

ADOPTION OF THE MINUTES

#03-01-2025 J. Bowerman – R. Maguire

BE IT RESOLVED THAT we approve the Minutes of the Special Council Meeting of December 3, 2024.

CARRIED

#04-01-2025 R. Maguire – J. Bowerman

BE IT RESOLVED THAT we approve the Minutes of the Committee of the Whole meeting of January 7, 2025.

CARRIED

DELAGATIONS

NONE

REPORTS

NONE

ACTION REQUIRED ITEMS

#05-01-2025 J. Hooper – R. Maguire

BE IT RESOLVED THAT Council authorized the following Accounts for Payment:
General: \$353,923.85 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#06-01-2025 J. Hooper –R. Maguire

BE IT RESOLVED THAT Council authorized the following Accounts for Payment:
Payroll: \$153,529.88 pursuant to the attached Treasurer's Statement of Accounts.

Carried

#07-01-2025 J. Hooper – R. Maguire

BE IT RESOLVED THAT we advise the Manitouslin Planning Board that we have no objection to CONSENT Application B01-25 pursuant to the application submitted:

AND THAT we confirm that this subdivision road has yet to be completely assumed by the municipality and at this point is part of a private road.

CARRIED

#08-01-2025 J. Hooper R. Maguire

BE IT RESOLVED THAT we advise Manitoulin Island Cycling Advocates that we have no objection to the Annual Manitoulin Passage Ride scheduled for June 7,8, 2025.

CARRIED

#09-01-2025 J. Hooper – R. Maguire

BE IT RESOLVED THAT we inform BMO that we do not have space available at the Assiginack Public Library.

CARRIED

#10-01-2025 R. Maguire J. Bowerman

BE IT RESOLVED THAT we acknowledge receipt of the 2024-2025 Inspection Report on the Sunset Estates Drinking Water System.

CARRIED

#11-01-2025 R. Maguire J. Bowerman

BE IT RESOLVED THAT we enter into the attached Memorandum of Understanding with the Manitoulin Snow Dusters Snowmobile Club for the club's use of existing trails on municipal properties, with the understanding that a new land use agreement will be adopted prior to the commencement of the 2025-2026 snowmobile season.

CARRIED

INFORMATION ITEMS

#12-01-2025 R. Maguire J. Bowerman

BE IT RESOLVED THAT we acknowledge receipt of the following Correspondence Items:

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

CARRIED

BY-LAWS

#13-01-2025 J. Hooper – J. Bowerman

BE IT RESOLVED THAT By-law #2025-01, being a by-law to appoint a Municipal Clerk be given first and final reading and enacted in open Council.

CARRIED

#14-01-2025 J. Hooper – J. Bowerman

BE IT RESOLVED THAT By-law #2025-02, 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 at the rate of 1.25 percent be given a first, second, third and final reading and enacted in open Council.

CARRIED

CLOSING

#15-01-2025 J. Hooper – J. Bowerman

BE IT RESOLVED THAT we adjourn this meeting at 7:17 pm, until the next meeting or Call of the Chair.

CARRIED

Brenda Reid, MAYOR

Alton Hobbs, CLERK

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

MUNICIPALITY



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

Tuesday, February 4, 2025, at 7:00 p.m.

PRESENT: Mayor Brenda Reid,

Councillors Dwayne Elliott, Janice Bowerman, Jennifer Hooper, and
Robert Maguire.

STAFF: Alton Hobbs - CAO, Deb MacDonald- Treasurer/Deputy CAO,
Stasia Carr- Clerk

Moved by Councillor Hooper

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

Carried

The Land Acknowledgement was read by the Mayor.

Items to be Discussed:

Closed Session

Moved by Councillor Bowerman Seconded by Councillor Hooper

THAT in accordance with Section 239 of the Municipal Act, as amended, Council proceeds to a Closed Session at 7:07 p.m. to attend to matters pertaining to:

- a) Personal matters about an identifiable individual, including municipal employees;*
- b) Personal matters about an identifiable individual, including municipal employees;*
- c) Personal matters about an identifiable individual, including municipal employees.*

Carried

THAT the committee direct staff to proceed with instructions as provided in the closed session discussion.

Carried

Moved by Councillor Elliot

THAT we adjourn at 8:29 p.m. until the next regular meeting or call of the chair.

Carried

.....
Chair


.....

Clerk

(These minutes have been circulated but are not considered Official until they are approved by Council.)



**UNAPPROVED MINUTES – FIRST MEETING
BOARD OF HEALTH
PUBLIC HEALTH SUDBURY & DISTRICTS
BOARDROOM, SECOND FLOOR
THURSDAY, JANUARY 16, 2025 – 1:30 P.M.**

BOARD MEMBERS PRESENT

Ryan Anderson
Robert Barclay
Michel Brabant
Renée Carrier

Guy Despatie
René Lapierre
Ken Noland
Mike Parent

Mark Signoretti
Natalie Tessier

BOARD MEMBERS REGRET

Abdullah Masood

STAFF MEMBERS PRESENT

Kathy Dokis
Stacey Gilbeau
Emily Groot

M. Mustafa Hirji
Sandra Laclé
Stacey Laforest

Jamie Lamothe
Rachel Quesnel

R. QUESNEL PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

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

- Letter from René Lapierre dated January 3, 2025, re: resignation from the Board of Health for Public Health Sudbury & Districts
- Email from Pauline Fortin dated December 17, 2024, re: resignation from the Board of Health for Public Health Sudbury & Districts
- Thank you letter to Pauline Fortin from the Board of Health Chair dated January 8, 2025

City of Greater Sudbury appointee, Pauline Fortin, resigned from the Board of Health effective December 31, 2024. Thanks was extended for her participation and contributions on the Board since April 2024. A letter of thanks has been sent from the Board Chair on behalf of the Board of Health. The City of Greater Sudbury has not yet filled the vacancy.

Also, Rene Lapierre has announced that he will be resigning from the Board of Health effective following the February 20, 2025, Board meeting.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

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

4. ELECTION OF OFFICERS

Following a call for nominations for the position of Chair of the Board of Health, Mark Signoretti was nominated. There being no further nominations, the nomination for the Board of Health Chair for Public Health Sudbury & Districts for 2025 was closed. Mark Signoretti accepted his nomination.

01-25 APPOINTMENT OF CHAIR OF THE BOARD

MOVED BY LAPIERRE – TESSIER: THAT the Board of Health appoints Mark Signoretti as Chair for the year 2025.

CARRIED

MARK SIGNORETTI PRESIDING

Following a call for nominations for the position of Vice-Chair of the Board of Health, Michel Parent was nominated. There being no further nominations, the nomination for Vice-Chair for the Board of Health for 2025 was closed. Michel Parent accepted his nomination.

02-25 APPOINTMENT OF VICE-CHAIR OF THE BOARD

MOVED BY BARCLAY – BRABANT: THAT the Board of Health appoints Michel Parent as Vice-Chair for the year 2025.

CARRIED

Following a call for nominations for three positions of Board Member at Large to the Board Executive Committee, Ken Noland, Michel Brabant, Guy Despatie, Bob Barclay and Natalie Tessier were nominated. The nominations for the Board Executive Committee for the year 2025 was closed. Guy Despatie and Bob Barclay respectfully declined their nomination, and the three other nominees accepted their nominations.

03-25 APPOINTMENT TO BOARD EXECUTIVE COMMITTEE

MOVED BY CARRIER – PARENT: THAT the Board of Health appoints the following individuals to the Board Executive Committee for the year 2025:

1. Ken Noland, Board Member at Large
2. Michel Brabant, Board Member at Large
3. Natalie Tessier, Board Member at Large
4. Mark Signoretti, Chair
5. Michel Parent, Vice-chair
6. Medical Officer of Health/Chief Executive Officer
7. Director, Corporate Services
8. Secretary Board of Health

CARRIED

Following a call for nominations for three positions of Board Member at Large to the Finance Standing Committee of the Board, Michel Parent, Renée Carrier, Robert Barclay and Natalie Tessier were nominated. The nominations for the Finance Standing Committee of the Board of Health for the year 2025 was closed. Robert Barclay declined his nomination, and the three nominees accepted their nominations.

04-25 APPOINTMENT TO FINANCE STANDING COMMITTEE OF THE BOARD

MOVED BY TESSIER – DESPATIE: THAT the Board of Health appoints the following individuals to the Finance Standing Committee of the Board of Health for the year 2025:

1. Michel Parent, Board Member at Large
2. Renée Carrier, Board Member at Large
3. Natalie Tessier, Board Member at Large
4. Mark Signoretti, Chair
5. Medical Officer of Health/Chief Executive Officer
6. Director, Corporate Services
7. Secretary Board of Health

CARRIED

5. DELEGATION/PRESENTATION

i) Highly Pathogenic Avian Influenza

- Jonathan Groulx, Manager, Health Protection Division

It was noted that Power Point slide deck presentations to the Board are currently made available to the public via phsd.ca website. In addition to this, effective January 2025, presentations to the Board of Health will be recorded. The recorded presentation will be posted to Public Health's YouTube channel and the YouTube recording and the Power Point slide deck will be linked on phsd.ca. Starting with today's delegation, board presentations will be recorded and made available to the public.

J. Groulx was introduced and welcomed to present on the emerging issue of highly pathogenic avian influenza. The Board was informed of the Highly Pathogenic Avian Influenza (HPAI), its implications for public health, Public Health Sudbury & Districts local preparedness efforts, as well as the roles of public health and various other partners in responding to this emerging issue.

Local public health agencies are on the front lines of protecting human health during HPAI outbreaks. Their roles span from immediate case and contact management to broader public education efforts. Coordination with other agencies ensures consistent messaging and comprehensive responses. A multi-faceted approach ensures local public health units effectively address both immediate risks and longer-term public health education needs.

Public Health Sudbury & Districts has laid a solid foundation for its HPAI response through careful planning, preparedness initiatives, and active surveillance. This includes participation in provincial meetings, including the Ministry of Health, as well as role mapping and planning to ensure that every team member understands their part in our response framework and connect our local efforts with provincial and national strategies. Internal work such as division-level planning and ongoing surveillance help position Public Health Sudbury & Districts as a proactive and responsive leader in addressing the complexities of HPAI.

Comments and questions entertained relating to limited provincial and federal regulations for monitoring and investigation of backyard chickens and avian influenza risks associated with small game hunting.

Jon Groulx was thanked for the presentation.

6. CONSENT AGENDA

- i) Minutes of Previous Meeting**
 - a. Seventh Meeting – November 21, 2024
- ii) Business Arising from Minutes**
- iii) Report of Standing Committees**
 - a. Board of Health Executive Committee – Unapproved Minutes, December 23, 2024
- iv) Report of the Medical Officer of Health/Chief Executive Officer**
 - a. MOH/CEO Report, January 2025
- v) Correspondence**

- a. Food Insecurity
 - Letter from Peterborough Public Health Board of Health Chair to the Minister of Families, Children and Social Development and the Minister of Health, Government of Canada, dated December 24, 2024
 - Report and infographics from Middlesex-London Health Unit dated December 12, 2024
- b. Strengthening of Public Health
 - Memorandum from Elizabeth Walker, Executive Lead, Office of the Chief Medical Officer of Health, Public Health dated December 23, 2024
- c. Perspectives from Northern Ontario for the Public Health Funding Review
(Related motion from Board of Health Public Sudbury & Districts Motion #49-24)
 - Letter from the Municipality of Killarney to the Minister of Health, dated November 20, 2024

vi) Items of Information

- a. Annual Survey Results from 2024 Regular Board of Health Meeting Evaluations
- b. Annual Meeting Attendance Summary Board of Health for Public Health Sudbury & Districts 2024

Dr. Hirji welcomed Dr. Emily Groot who began on January 6, 2025, as Associate Medical Officer of Health at Public Health Sudbury & Districts (will remain Acting until Ministry appointment is received) and Sandra Laclé who is returning to Public Health Sudbury & Districts as Interim Director of Corporate Services as recruitment for this permanent position is underway. Responses to questions were provided relating to the MOH/CEO report.

05-25 APPROVAL OF CONSENT AGENDA

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

CARRIED

7. NEW BUSINESS

i) Immunization Registries

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated January 9, 2025
- Letter from Peterborough Public Health Board of Health Chair to the Deputy Minister and Minister of Health, dated November 29, 2024

Dr. Hirji defined an immunization registry as a confidential population-based database that contains information about immunization where vaccination status and records can be

searched. Vaccine preventable diseases are evolving such as measles, polio, and pertussis and vaccination rates are unknown; therefore, an immunization registry could help inform local public health response and better address these emerging diseases. An immunization registry could also help assess whether public campaigns are effective.

Currently, neither Ontario nor Canada has a reliable, complete or timely way to record immunization information for the population. Following SARS, having a national registry was a major recommendation to strengthen public health to improve preparedness and the ability to respond to future public health emergencies. As of 2025, Canada and Ontario continue to have no comprehensive immunization registry. In Ontario, there is a vaccination registry for school-aged children.

Recently, the Ontario Immunization Advisory Committee (OIAC) released a position statement urging the Ontario Ministry of Health to develop and implement a provincial immunization registry. The position statement includes seven recommendations on what is needed in Ontario to implement an immunization registry.

Today's motion seeks the Board of Health's support for the establishment and implementation of an Immunization Registry for Ontario as well as a pan-Canadian immunization registry that would integrate with provincial registries.

Questions were entertained regarding the implementation of an immunization registry and Dr. Hirji shared key challenges that might be encountered for the establishment of a national registry.

06-25 SUPPORT FOR IMMUNIZATION REGISTRIES

MOVED BY BARCLAY – DESPATIE: WHEREAS neither Ontario nor Canada currently have a reliable, complete or timely way to record immunization information for residents;

WHEREAS a national immunization registry has been a longstanding recommendation for strengthening public health in Canada;

WHEREAS in September 2024, the Ontario Immunization Advisory Committee released a position statement strongly urging the Ontario Ministry of Health to develop a provincial immunization registry; and

WHEREAS Peterborough Public Health (Motion 9.3.6) and Wellington-Dufferin-Guelph Public Health (Resolution 32) have also passed motions to support a provincial immunization registry;

THEREFORE BE IT RESOLVED THAT the Board of Health endorses the establishment and implementation of an Immunization Registry for Ontario;

AND THAT the Board of Health supports the establishment of a pan-Canadian immunization registry that integrates with any provincial registries.

CARRIED

ii) Response to Propose Amendment of Section 22 of the *Health Protection & Promotion Act*

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated January 9, 2025

Dr. Hirji indicated that as part of *Bill 231 2024 An Act to enact or amend various Acts related to health care*, there is a proposed amendment to the *Health Protection & Promotion Act's* Section 22, subsection 5.0.1 concerning class orders.

Section 22 is a provision with the *Health Protection and Promotion Act* that provides a medical officer of health or associate medical officer of health, in specific circumstances, by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. MOHs and AMOHs can issue orders against individuals when there is a need to protect public health.

Class orders allow issuing an order against multiple people (defined as a class), which was a provision created post-SARS to deal with challenges found containing that infection. A class order is rarely used but has been important public health tool.

The proposed amendment would require that before any Section 22 class order could be issued by a medical officer of health or associate medical officer of health, notice must be provided to the Chief Medical Officer of Health, and written approval of the order must also be received. A public comment period to this amendment before the Legislative Assembly is currently open until January 31, 2025.

This change would compromise the original goals of Section 22 orders to be able to respond swiftly, within hours, when facing an urgent public health threat, and would reduce local autonomy and ability to address local public health threats.

Class orders were used to address targeted, and localized health risks until 2020, when a novel definition of class was used to define the entire population of a health unit. During the COVID-19 pandemic response, this novel use of class orders was upheld by courts. Given the expanse of this power, there are reasons to increase checks and balances on it when used in this expansive way. However, the proposed amendment would do this in a way that prevents the effective use of class orders for their original intent.

The following are concerns regarding the proposed amendments:

- While provincial approval of a class order may have justification for a class order applied during a province-wide health emergency to foster alignment across local public health agencies, and where that order applies to the entire population of a health unit warranting greater scrutiny, it makes much less sense for a localized health risk. In particular, provincial approval would slow down the rapid response class orders were designed to permit.
- The amendment would reduce the historic local autonomy boards of health and medical officers of health have had to protect the local population under their responsibility.
- Even in a broad application of a Section 22 class order, provincial review could significantly delay implementation.
 - There should be consideration of timelines on the Chief Medical Officer of Health (CMOH) to complete the review and/or allow orders to go into effect, and the CMOH to instead rescind them after the fact rather than veto them before the fact.

Many issues arose regarding Section 22 orders and class orders through the Campbell Commission post-SARS which have never been addressed. Reviewing all the issues with Section 22 orders and comprehensively amending the legislation would seem advisable at this opportunity.

Dr. Hirji is recommending that Public Health Sudbury & Districts share these concerns, and advocate to the Legislative Assembly for a detailed, thorough review of the Section 22 provision before making any amendment.

Questions and comments were entertained.

07-25 RESPONSE TO PROPOSE AMENDMENT OF SECTION 22 OF THE *HEALTH PROTECTION & PROMOTION ACT*

MOVED BY ANDERSON - CARRIER: WHEREAS Class Orders under Section 22 of the *Health Protection & Promotion Act* were created in 2003 in the wake of the first wave of SARS to better equip local public health to respond to time-sensitive and severe public health emergencies;

WHEREAS Class Orders were used in novel ways during the COVID-19 pandemic response, ways that were much broader in scope than likely intended in 2003;

WHEREAS additional checks and balances on Class Orders are reasonable give the novel use of these orders to ensure they do not inappropriately impact public freedoms;

WHEREAS Bill 231, *More Convenient Care Act, 2024* proposes an amendment to the *Health Protection & Promotion Act* that would require provincial review and approval for any Class Order;

WHEREAS seeking provincial review and approval would create significant time delays with issuing Class Orders contrary to the need identified during the SARS response;

WHEREAS provincial review and approval of a local medical officer of health's actions to deal with local outbreaks and local health risks would represent an unusual infringement on local autonomy and independence in dealing with local concerns;

WHEREAS there are many recommendations that have arisen around improving the use of Section 22 orders dating back to SARS, many of which have not been implemented;

THEREFORE BE IT RESOLVED THAT the Board of Health recommends that the Legislative Assembly of Ontario that amending section 22 of the Health Protection & Promotion Act warrants more careful study, and that a dedicated task force to review this provision is recommended prior to any amendments; Health Protection & Promotion Act;

AND THAT the Board of Health recommends that any amendment of Section 22 Class Orders should distinguish between the original use of Class Orders which were narrowly targeted to small groups concerning time-sensitive risk of a local nature, and the novel use of Class Orders which area applied across an entire health unit on a risk diffuse throughout the province.

CARRIED

iii) Endorsement of the Recommendations of the Walport Report, and Support for Continued focus on Public Health Emergency & Pandemic Preparedness

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated January 9, 2025
- Letter from Peterborough Public Health Board of Health Chair to the Deputy Minister and Minister of Health and the federal Minister of Health, dated November 27, 2024

After SARS in 2003, there were several reports completed, both nationally and provincially, on improving public health preparedness. Many recommendations were made to improve the system for future health threats; and a large number were implemented; however, not all have been implemented as time from the emergency lessened the urgency to act. In comparison, to date, there has not been the appetite to learn from the COVID-19 pandemic response to prepare for the future with the exception of the 2022 Ontario Chief Medical Officer of Health (CMOH) report. Notwithstanding this report, there has been little evidence of action to implement its recommendations. For example, the report recommends that there be an annual report to the provincial legislature which would in part provide the transparency if any action is occurring on those recommendations. So far, no such annual report has been tabled.

The one other attempt to learn from the COVID-19 response was from Health Canada asking an independent expert panel to conduct a review of the federal approach to pandemic science advice and research coordination, take stock of the lessons learned, and provide concrete recommendations to strengthen Canada's preparedness in these areas for future health emergencies. The Walport Report was released mid-October 2024 and the 12 recommendations outlined. Dr. Hirji noted that these are good and sensible recommendations that, similar to other public health system recommendations, should not be left unactioned.

It is recommended that the Board endorse the Walport Report and encourage its deliberate implementation, along with the ongoing implementation of the 2022 Chief Medical Officer of Health of Ontario annual report.

Questions and comments were entertained, and it was clarified that a follow-up letter will be sent to action the endorsed motion.

08-25 ENDORSEMENT OF THE RECOMMENDATIONS OF THE WALPORT REPORT, AND SUPPORT FOR CONTINUED FOCUS ON PUBLIC HEALTH EMERGENCY & PANDEMIC PREPAREDNESS

MOVED BY BRABANT - BARCLAY: WHEREAS for the past two decades, there have been Public Health Emergencies of International Concern approximately every two years, several of which have impacted Canada;

WHEREAS in a world that is increasingly more complex, interconnected, and uncertain, future public health emergencies maybe more impactful and difficult to manage;

WHEREAS the are opportunities to learn lessons from the COVID-19 pandemic response, both of around successes and areas for improvement;

WHEREAS The Time to Act is Now: Report of the Expert Panel for the Review of the Federal Approach to Pandemic Science Advice and Research Coordination (aka The Walport Report) is one detailed effort to learn lessons from the COVID-19 pandemic response;

WHEREAS The Ontario Chief Medical Officer of Heath's 2022 Annual Report Being Ready: Ensuring Public Health Preparedness for Infectious Outbreaks and Pandemics presented a laudable path forward to be better prepare for future public health emergencies;

THEREFORE BE IT RESOLVED THAT the Board of Health endorses the Walport Report and its 12 recommendations;

AND THAT the Board of Health encourages both the Federal government and the government of Ontario to act with deliberate resolve in implementing the Walport Report as well as the 2022 Chief Medical Officer of Health report, respectively.

CARRIED UNANIMOUSLY

iv) Board of Health Meeting Date

Dr. Hirji noted that the Association of Local Public Health Agencies Annual (alPHa) in-person Conference and Annual General Meeting conflicts with the regular Board of Health meeting date in June. It is proposed that the meeting date be moved earlier by 1 week to facilitate attendance by the MOH, AMOH, other Public Health staff, and interested Board of Health members.

09-25 CHANGE IN BOARD OF HEALTH MEETING DATE

MOVED BY TESSIER – ANDERSON: WHEREAS the Sudbury & District Board of Health regularly meets on the third Thursday of the month; and

WHEREAS By-Law 04-88 in the Board of Health Manual stipulates that the Board may, by resolution, alter the time, day or place of any meeting;

WHEREAS the 2025 Association of Local Public Health Agencies Annual (alPHa) in-person Conference and General Meeting will be held from June 18 to 20, 2025;

THEREFORE BE IT RESOLVED THAT this Board of Health agrees that the June 19, 2025, regularly scheduled Board of Health meeting date be changed to Thursday, June 12, 2025 at 1:30 p.m.

CARRIED

8. ADDENDUM

None.

9. ANNOUNCEMENTS

There will be an opportunity to formally thank René Lapierre at the February Board of Health meeting for the excellent leadership he has provided as Board of Chair for the last 10 years.

M. Signoretti indicated that the Board of Health bylaws have an annual requirement that each Board of Health member review the Code of Conduct and Conflict of Interest Policies and Procedures. The Policies describe the duties and obligations Board members have to uphold including how to recognize and declare a conflict of interest and the Code of Conduct outlines behaviours that are expected of Board of Health members to create and maintain a culture of integrity. Board members are asked to complete the Code of Conduct and Conflict of Interest declaration forms once they have reviewed the Policies and Procedures.

Board members were invited to complete the January 16, 2025, Board of Health meeting evaluation following the meeting.

In response to a comment regarding the 2024 Board meeting evaluation roll up, Dr. Hirji noted that there was overall a good score for statement 5, *There is alignment with items that were included in the Board agenda package and the Public Health Sudbury & Districts' 2024-2028 Strategic Plan*, though it wasn't as strong as others. There is a desire not to make wholesale changes given the good score, but make small adjustments to further improve it. The MOH/CEO and other staff will be mindful of additional alignment opportunities in 2025 and going forward.

The next regular Board of Health meeting will be held on Thursday, February 20, 2025, at 1:30 p.m.

10. ADJOURNMENT

The meeting was adjourned at 2:41 p.m.

10-25 ADJOURNMENT

MOVED BY NOLAND - TESSIER: THAT we do now adjourn. Time: 2:41 p.m.

CARRIED

(Chair)

(Secretary)

ⁱ Ontario Agency for Health Protection and Promotion (Public Health Ontario), Ontario Immunization Advisory Committee. Position Statement: a provincial immunization registry for Ontario. Toronto, ON: King's Printer for Ontario; 2024.

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- **Reduced Printing Costs:** Switch to paperless, saving on printing and paper for agenda packages.

- **Lower Administrative Costs:** eScribe automates document creation, distribution, and tracking, reducing time spent preparing and assembling hard copies.
- **Reduced Storage Costs:** Digitizing documents eliminates the need for physical storage space.
- **Fewer Errors & Time Savings:** Version control minimizes errors, reducing the need for costly corrections and reprints.
- **Increased Meeting Prep Efficiency:** Automation speeds up document gathering and package creation.
- **Reduced Paper & Ink Waste:** No waste from unused printed documents, saving on printing costs.
- **Improved Staff Productivity:** Automation of routine tasks frees up staff time for higher-value work.
- **Lower Environmental Costs:** Reduces paper usage, cutting costs related to waste management and carbon emissions.
- **Cost-Effective Training:** Centralized platform simplifies training and onboarding, reducing training costs.

Calculation

- Paper and printing 1 year \$1,372.70 (total of 1961 pages in 2024 x 7 packages = 13,727 pages)
- Agenda Preparation average 1 to 2 days to assemble an agenda (Salary average per day is \$226 x 2 days = 452 x 24 agenda packages per year (total in 2024) cost = \$10,848)

Recent Examples where this centralized system would have been beneficial

- Searching for by-law requests for the fire department A copy of the Mutual Aid Agreement could not be found, in either hard or soft copy. Also spent time searching for additional by-laws.
- Severance Policy Staff were not aware there was a policy on the books from historical data. Centralized systems avoid any issues with not finding documents that have been uploaded into the management system.



Subscription Agreement

This Subscription Agreement (the "Agreement") is entered into the 12th day of February, 2025 by and between eScribe Software Ltd. ("eScribe") and the City of Assinack, Canada (Customer) (each a "Party" and collectively, the "Parties"). This Agreement, together with any appendices referenced and attached, govern the Customer's subscription to the eScribe product.

eScribe Terms and Conditions

1. Overview of eScribe

eScribe's service is a proprietary software application and platform for the purpose of meeting and agenda automation which it makes available as services via the internet. eScribe includes online storage space for storing, retrieving and sharing Customer Content (as defined below).

2. Definitions

The terms below have the following meaning:

- A. **"Customer Content"** shall mean the content, documents, audio and video uploaded or inputted to the Services or created, produced by the Customer during Use of the Services.
- B. **"Data Storage"** refers to the online electronic secure storage of all Customer Content during the Use of the Services.
- C. **"Documentation"** includes any and all printed or electronic guides and manuals, including sales, marketing and training materials provided by eScribe for the proper Use of the Services.
- D. **"Implementation Services"** refers to the configuration, training, and other services set out in Appendix C.
- E. **"Legacy Data"** refers to the ongoing Data Storage of Customer Content from previous Term(s) as set out in Appendix D.
- F. **"Personal Information"** means information which relates to an identified or identifiable individual, and includes any information defined from time to time as "personal information" under applicable Privacy as defined herein.
- G. **"Privacy Laws"** means applicable laws and regulations relating to privacy, data protection, or data security.

Subscription Agreement

- H. **"Services" or "Software"** means the provision of the software service known as "eScribe", together with any services provided, including the applications for access to the eScribe site, System Upgrades and interfaces made available to the Customer in connection with eScribe.
- I. **"Support Services"** shall mean the technical support for the Customer's use of eScribe as made available under eScribe's Support Services set out in Appendix B.
- J. **"Taxes"** refers to all present or future sales tax, consumption tax and similar taxes.
- K. **"Usage Data"** refers to the data generated automatically through access or use of eScribe, including but not limited to user log-in data, date and time stamps, device details such as browser type and operating system, IP address, feature usage, product settings and configuration, activity records, and associated log data and metadata. For the avoidance of doubt, Usage does not include Customer Content.
- L. **"Use"** shall mean the ability for the Customer to login with username and password and access the Services via the internet.
- M. **"You or Your"** refers to Customer, as defined in the preamble of this Agreement.

3. Operations

- 3.1 Software, Implementation Services. eScribe shall provide the Software, Implementation Services, and the Documentation to the Customer subject to the terms of this Agreement. The Implementation Services will be provided in a professional, timely, and competent manner. eScribe shall take appropriate steps to carry out the Implementation Services to the reasonable satisfaction of the Customer.
- 3.2 Availability of Service. eScribe shall make the Services available twenty-four (24) hours a day, seven (7) days a week, and will credit the Customer 10% of the equivalent monthly Subscription Fees listed in Appendix A for each three (3) hour period for which the Services are unavailable for Use by the Customer in a monthly period. "Uptime" and "Downtime" is recorded and calculated on a monthly basis and will be applied as a credit towards the annual Subscription Fees listed in Appendix A, for the next year. Downtime does not include scheduled outages for software updates.

server or network maintenance (which will generally be scheduled for weekends or after midnight eastern time), notification of which will be provided to the Customer's designated Support Contacts five (5) days in advance. Unsuitable Customer operating environment, including, but not limited to, inadequate end user computer configuration, installed third party software, internet connection issues or general internet congestion issues are excluded from any downtime calculations. Account credits of eScribe for any twelve (12) month period are hereby limited to a maximum of twenty percent (20%) of the annual Subscription Fees listed in Appendix A paid by the Customer during the prior twelve (12) month period up to the outage. Downtime is measured from the time that a trouble ticket is registered with Support Services by the Customer for the Services being unavailable for Use or the time that eScribe becomes aware that the Services are unavailable for Use (whichever is earlier), to the time the problem is resolved, and the Services are restored. In the event that eScribe becomes aware that the Services are unavailable for Use, eScribe shall notify the Customer immediately.

3.3 Support Services. During the Term of this Agreement, eScribe will provide the Customer the Support Services as described in Appendix B.

3.4 Access. eScribe will provide access to users designated by the Customer. eScribe may deny access to the Service if it has reason to believe that a login or password has been lost, stolen or compromised or is used contrary to the terms of this Agreement or threatens the security of Customer Data, the eScribe Service, or other users. You are solely responsible for all acts or omissions of any person using eScribe through assigned logins or passwords, or integrated access methods like Azure Active Directory. Use of eScribe via Customer logins and passwords, or integrated access methods is deemed to have been authorized by the Customer. If any of the Customers logins, passwords or access methods are lost, stolen or compromised, the Customer will promptly notify eScribe. Upon receipt of such notice, the affected logins and passwords will be cancelled or suspended as soon as is reasonably practicable, but the Customer remains responsible for any actions prior to our receipt of that notice. Customer may not make available the Service for Use by any third parties.

3.5 Usage Data. eScribe may collect and process Usage Data to (a) provide Services and associated support to Customer; (b) manage and secure its technical infrastructure; (c) develop and improve its products and services; (d) communicate with Customer about your use of the Services and

Subscription Agreement

provide recommendations regarding additional offerings; (e) enforce the terms of this Agreement or other contractual terms; (f) prevent abuse and fraud; (g) perform statistical analyses; and (h) for its internal business purposes. eScribe may share Usage Data with its affiliates and third-party service providers for these purposes, or as otherwise required or permitted by applicable law.

- 3.6 Customer Content Retrieval. During the Term of this Agreement, the Customer may retrieve Customer Content from the Services at any time and, within ten (10) days of the Customer's request, eScribe will make available any Customer Content that is stored in native file format (Word, Excel, PowerPoint, PDF, MP4).
- 3.7 Privacy. eScribe will comply with its obligations under all applicable laws and regulations related to the operation of the Services, including all applicable Privacy Laws.

4. License and Related Terms.

- 4.1 License Grant. During the Term and subject to You and Your Users' ongoing full compliance with the terms and conditions set forth in this Agreement, eScribe (a) grants Customer, solely for your internal and legitimate purposes, a limited, revocable, non-exclusive, non-sublicensable and non-transferable license to access and use the modules of the Service as set forth in your subscription.
- 4.2 Commitments and Restrictions. Customer and Your Users shall not: (a) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share or otherwise commercially exploit or make the Services, the Software or the eScribe Sites available to any third party; (b) modify, copy or create derivative works based on eScribe or the Software; (c) frame or mirror any content forming part of or all of the Services or the eScribe Sites, other than on your own intranets or otherwise for your own internal business purposes as permitted by this Agreement; (d) reverse engineer, disassemble, decompile or otherwise attempt to imitate, derive or discover the source code for the Software; (e) provide non-Users with access to the Services, the Software or eScribe Sites, whether directly or through a service bureau, commercial time-sharing arrangement, or application service provider arrangement; (f) use the Services, the Software or the eScribe Sites to provide outsourcing or training services to non-Users; (g) otherwise market the Services, the Software or the eScribe Sites to third parties without

Subscription Agreement



eScribe's written permission; (h) access or use the Services in order to build a competitive product or service, or copy any ideas, features, functions or graphics of the Services or the Software; (i) use the Service for any illegal or unauthorized purposes or beyond the scope of the this Agreement; or (j) breach or attempt to breach the security of any platforms or applications in the Services or the Software.

- 4.3 Rights to Intellectual Property. eScribe grants no other right or license to any of its or its affiliates' intellectual property to You by implication, estoppel or otherwise. You acknowledge and agree that eScribe or its affiliates (as applicable) owns all right, title, and interest in, to, and under such intellectual property and that you shall not acquire any proprietary rights therein. Any use by You or Your Users of any of such intellectual property and all goodwill and other rights associated therewith shall inure to the benefit of eScribe or its affiliates (as applicable).
- 4.4 Customer Responsibilities. You are responsible for Your Users' use of the Services. You will: (a) have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of all Customer Content; (b) ensure that each User has all necessary permissions, consents, approvals, and licenses for and to the Customer Content; and (c) comply with all applicable local, state, federal and foreign laws, or regulations in connection with each User's use of the Services. You shall not transfer or assign Your eScribe account privileges to a third-party without eScribe's prior written consent. Users are authorized to use the Services only for Your legitimate activities. As between You and eScribe, You shall be solely responsible for, and eScribe shall have no responsibility for, monitoring and policing the adherence of Users to all applicable laws, regulations, duties, and obligations with respect to accessing, distributing, and using Customer Content. You acknowledge and agree that eScribe is not responsible or liable in any way for any Customer Content and has no duty to pre-screen such content. However, eScribe reserves the right to remove Customer Content from the Site at any time, without prior notice, if eScribe in its sole discretion concludes that the Customer Content may violate applicable law.
- 4.5 Feedback and Improvements. The Customer acknowledges and agrees that eScribe shall own all rights, title, and interest, in and to any improvements to the Services, or any new programs, upgrades, modifications or enhancements to the foregoing, whether developed by eScribe or Customer in connection with rendering the Services to You. In the event that the Customer provides any feedback, ideas, suggestions proposals, refinements or other improvements (collectively, "Feedback"),

the Customer hereby irrevocably transfer and assign to eScribe all rights, title, and interest which Customer may have in such Feedback. eScribe shall have the right, but not the obligation, to use any such Feedback to improve any or all parts of its Services or Software and in the event that eScribe does incorporate such Feedback, it shall solely retain all right, title and interest in such Feedback. In the event that such Feedback does not automatically transfer to and vest in eScribe, You hereby grant an exclusive, irrevocable, transferable, sublicensable, royalty-free, fully paid-up license to eScribe and its affiliates to use the Feedback for any purpose without notice or restriction.

- 4.7 Ownership of Customer Content; Disclaimer. As between You and eScribe, You exclusively own all rights, title and interest in and to all Customer Content provided by You to eScribe Sites or under the Services. You acknowledge and agree that eScribe's custodial function is limited to the technical operation and maintenance of the Services and shall not extend to any fiduciary or other duty of care related to management of the sourcing, posting, accessing, use, or receipt for any Customer Content, or any functioning which utilizes the Service.

5 Confidentiality

- 5.1 Definition of Confidential Information. As used herein, "Confidential Information" means all confidential and proprietary information of a Party ("Disclosing Party") disclosed to the other Party ("Receiving Party"), including any intellectual property or proprietary rights, that (a) if disclosed orally is designated as confidential at the time of disclosure, (b) if disclosed in writing is marked as "Confidential" and/or "Proprietary," or (c) reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Without limiting the foregoing, Confidential Information of eScribe shall include the terms and conditions of this Agreement (including pricing and other terms reflected hereunder), provision of the Services, screenshots of eScribe, pricing in proposals, business and marketing materials, technology and technical information, product designs, and business processes. The Customer's Confidential Information shall include the Customer Content. Notwithstanding the foregoing, eScribe may disclose the existence and terms of this Agreement, in confidence, to a potential purchaser of or successor to any portion of such Party's business resulting from the reorganization, spin-off, or sale of all or a portion of all the assets of any business, division, or group of such Party. Confidential

Subscription Agreement

Information shall not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party; (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party; (iii) was independently developed by the Receiving Party, which can be demonstrated with clear and convincing evidence; or (iv) is received from a third party without breach of any obligation owed to the Disclosing Party.

- 5.2 Confidentiality and Non-Disclosure. The Receiving Party shall not disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, except with the Disclosing Party's prior written permission. Notwithstanding the foregoing, the Receiving Party may disclose such Confidential Information to those of its employees and contractors who need to know such information for purposes of performing this Agreement and certifies that such employees and contractors have agreed, either as a condition of employment or in order to obtain the Confidential Information, to be bound by terms and conditions substantially similar to those in this Section 5. The Receiving Party shall use the same degree of care to protect the Confidential Information as it uses to protect its own information of a confidential and proprietary nature, and in no event shall it use less than a reasonable degree of care.
- 5.3 Compelled Disclosure. If the Receiving Party is compelled by law or legal process to disclose Confidential Information of the Disclosing Party, it shall provide the Disclosing Party with prior notice of such compelled disclosure (to the extent legally permitted), provide reasonable assistance, at Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure and only make such disclosure, in both manner and content, as required by such law or legal process.
- 5.4 Remedies. If the Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of the Disclosing Party in breach of confidentiality protections hereunder, the Disclosing Party shall have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, it being specifically acknowledged by the Parties that any other available remedies are inadequate.
- 5.5 Survival. Notwithstanding the expiration or termination of this Agreement for any reason, the obligations of confidentiality and non-

Subscription Agreement

use set forth in this Section shall continue in perpetuity.

6 Pricing and Payment

- 6.1 Subscription Fees. The first year's Subscription Fees and the Implementation Fees, as described in Appendix A, will be invoiced as of the date of this Agreement and will be due according to the terms of the invoice. The Subscription Fees are due annually thereafter and will increase from the previous year's Subscription Fees by six percent (6%). eScribe may implement revised Subscription Fees for the Renewal Term, as defined in Section 7.1, by giving written notice of such price changes to You at least ninety (90) days prior to the expiration of the current Term, and that pricing will take effect unless You elect to terminate this Agreement in accordance with Section 7.
- 6.2 Implementation Fees. The Implementation Fees listed in Appendix C are assessed for remote participation by eScribe personnel during the onboarding process. Optionally, should the Customer wish to have eScribe personnel attend onsite during the onboarding process, additional travel and living expenses would apply in addition to the Implementation Fees listed in Appendix C.
- 6.3 Legacy Data. If Legacy Data fees apply, it will be added to the annual Subscription Fees as set out in Appendix D.
- 6.4 Overdue Payments. All payments are due thirty (30) days from the date of invoice. Any invoiced amounts (excluding those subject to good faith dispute), not received by eScribe by the due date may accrue, at eScribe's discretion, late charges at the rate of twelve percent (12%) per annum, or the maximum rate permitted by applicable law, whichever is lower, from the date such payment was due until the date paid. In addition, Customer shall be responsible for reasonable attorneys' fees and other reasonable costs of collection in the event of nonpayment by the Due Date.
- 6.5 Taxes. All fees and other charges set forth in this Agreement are exclusive of any and all applicable Taxes due to eScribe from

Subscription Agreement

Customer. Payment of all applicable Taxes shall be the responsibility of the Customer. If any such Taxes has to be withheld under this Agreement, Customer shall increase payment under this Agreement by such amount as to ensure that eScribe has received an amount equal to the payment otherwise required after such withholding or deduction.

- 6.6 Nonpayment and Suspension of Services. If any portion of the Customer invoice is more than thirty (30) days past due, in addition to any of its other rights or remedies under this Agreement or by applicable law, eScribe reserves the right to suspend access to the Service, but only if such past due account is not paid within five (5) business days after written notice of eScribe's intent to exercise its right to suspend hereunder. Any such permitted suspension shall be without liability to the Customer and may continue until such amounts are paid in full.

7. Term

- 7.1 Term of Agreement and Subscription. The term of this Agreement commences on the date of this Agreement for a period of three (3) years (the "Term") and will automatically renew for an additional term of equal length ("Renewal Term") unless notice of cancellation is received 60 days prior to the expiry of the Term.
- 7.2 Early Termination. This Agreement may be terminated by either Party prior to the end of the Subscription Term as follows: (a) If either party is adjudged bankrupt, becomes insolvent, makes an assignment for the benefit of creditors, bankruptcy or insolvency proceedings are instituted by or against such party, and such proceedings are not removed within sixty (60) days (an "Event of Bankruptcy"), then the party affected by such an Event of Bankruptcy must immediately give notice thereof to the other party, and the other party at its option may terminate this Agreement upon written notice to such affected party, (b) in the event that a Party materially breaches an obligation hereunder and fails to cure such breach within thirty (30) days after being notified thereof in writing, the non-breaching Party may terminate this Agreement at any time thereafter that the breach is continuing by providing written notice to the breaching Party, (c) by either Party for Force Majeure as defined in Section 14.7.

Subscription Agreement

- 7.3 Termination Penalties. If this Agreement is terminated by the Customer, or the Customer downgrades their subscription during the first year of the Term, for any reason other than a material breach of this Agreement on the part of eScribe, the Customer will be liable for the First Year Subscription Fees as invoiced, and a termination or downgrade penalty amounting to 35% of the remaining Subscription Fees due for Years Two and Three of the Agreement. If the Customer terminates or downgrades their subscription during the Second Year of the Term, for any reason other than the material breach of the Agreement by eScribe, the Customer will be responsible for Second Year Subscription Fees in full as invoiced, and a termination penalty amounting to 25% of the remaining Year Three Subscription Fees. If the Customer terminates or downgrades their subscription during the Third Year of the Term, for any reason other than the material breach of the Agreement on the part of eScribe, the Customer will be responsible for the Third Year Subscription Fees in full as invoiced without any additional penalty. If the Customer terminates or downgrades their subscription during a Renewal Term for any reason other than material breach, the Customer will remain responsible for 15% for any remaining Subscription Fees due for the Renewal Term.
- 7.4 Post Termination Obligations. Termination of this Agreement shall not limit either Party from pursuing any remedies available to it, including injunctive relief. Agreement termination, other than by the Customer in accordance with Section 7.2, shall not relieve You of Your obligation to pay the entire Subscription Fee for the applicable Term and all other applicable fees, if any due for the use of the Services. Following any termination pursuant to Section 7.2, eScribe shall refund to the Customer the prepaid but unused portion of the Subscription Fee for the then- current Subscription Term (prorated based on the number of whole months left in the then- current Term).
- 7.5 Effect of Termination. Following the termination or expiration of this Agreement, including your Subscription, (a) eScribe will convert Your Account to an inactive status, (b) Customer must immediately cease (and eScribe can block) Your accessing and using the Services and (c) Customer will retrieve all Customer Content no later than thirty (30) days after termination. After the thirty (30) day period, eScribe will delete or destroy all copies of Customer Content in its possession or control, unless legally prohibited and upon request, provide the Customer with a certificate of destruction.
- 7.6 Surviving Provisions. In the event this Agreement is terminated, any provision which must survive in order to allow the Parties to enforce its

meaning shall survive, including without limitation, Sections 4.3 (Rights to Intellectual Property), 4.5 (Feedback and Improvements), 5 (Confidentiality), 6 (Pricing and Payment) (until all amounts due hereunder are paid in full), 7.4 (Post Termination Obligations), 7.5 (Effect of Termination), 7.6 (Surviving Provisions), 8.5 (Disclaimer), 9 (Limitation of Liability), 10 (Indemnification) and 14.3 (Survival).

8. Warranties and Disclaimers. The following representation and warranties are applicable at the execution of this Agreement and during the Term:

- 8.1 Mutual Warranty. Each Party represents and warrants to the other that it has the legal capacity and right to execute this Agreement; that the signatory has the authority to bind the applicable organization; and when executed and delivered, this Agreement will constitute the legal, valid, and binding obligation of each Party, enforceable in accordance with its terms.
- 8.2 Customer Warranty. The Customer warrants the Customer Content will not infringe on any copyright, patent, trade secret or other proprietary, privacy, or other right held by any third party, or violate any applicable law.
- 8.3 eScribe Warranty of Rights and Performance. eScribe warrants that: (a) it owns or otherwise has sufficient rights in the Software to license Customer to use the Service as stated in this Agreement, and (b) the Service will materially conform to and perform substantially in accordance with the Documentation.
- 8.4 Remedies for Breach of eScribe Warranty. In the event eScribe breaches Section 8.3 and is unable to substantially correct such deficiencies after good faith efforts and at a commercially reasonable cost within thirty (30) days of Your written notification of such non-conformance, Customer shall have the right, as Your sole remedy for such breach, to terminate the Agreement and receive from eScribe the prepaid but unused portion of the Subscription Fee for the then-current Subscription Term (prorated based on the number of whole months left in the then-current Subscription Term).
- 8.5 Disclaimer. eScribe EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF SUITABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. EXCEPT FOR THE EXPRESS REPRESENTATIONS AND WARRANTIES CONTAINED IN THIS SECTION 2 G, (A) NEITHER PARTY TO THIS AGREEMENT, NOR ANY OTHER PERSON ON SUCH PARTY'S BEHALF,

HAS MADE OR MAKES ANY EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY, EITHER ORAL OR WRITTEN, WHETHER ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE, TRADE, OR OTHERWISE, ALL OF WHICH ARE EXPRESSLY DISCLAIMED, AND (B) EACH PARTY ACKNOWLEDGES THAT IT HAS NOT RELIED UPON ANY REPRESENTATION OR WARRANTY MADE BY THE OTHER PARTY, OR ANY OTHER PERSON ON SUCH PARTY'S BEHALF, EXCEPT AS SPECIFICALLY PROVIDED IN THIS SECTION 8.

9. Limitation of Liability

In no event shall either Party be liable to the other Party or its personnel for any indirect, incidental, punitive, special, or consequential damages related to use of eScribe, or for any damages for loss of profits, business interruption, harm to any computer system, or any other commercial damages or losses, regardless of the theory of liability (contract, tort, or otherwise), even if the other Party has been advised of the possibility of such damages. Except as provided herein, eScribe's total cumulative liability for damages, expenses, costs, liability or losses to You or any User arising out of or in connection with use of eScribe or any other matter under this Agreement is capped in the amount equal to Subscription Fees prepaid by You for the annual Term in which the alleged damage or liability occurred.

10. Indemnity

- 10.1 By eScribe. eScribe will defend and indemnify the Customer and its users against any claim, suit, action or proceeding against it alleging (a) harm originating in willful misconduct of eScribe or (b) that the Software or use of the Services in the manner and for the purposes authorized in this Agreement infringes any third-party patent or copyright. Notwithstanding any limitation of Section 9, and only to the extent of eScribe's applicable insurance coverage, eScribe will defend and indemnify You and Your Users against any claim, suit, action or proceeding against You or Your Users alleging harm originating in grossly negligent breach of this Agreement by eScribe.

In the event the Service or a component part thereof is held by a court of competent jurisdiction, or is believed by eScribe, to infringe or potentially infringe a third party's rights, eScribe shall, with prior notice to the Customer, (i) modify, at its expense, the Service to be non-infringing; provided that such modification does not adversely affect the Service as set out in this Agreement, or (ii) obtain for Customer the right to continue

Subscription Agreement

using the Service in its current state at no additional expense to the Customer, or (iii) if eScribe determines that neither of the foregoing options are reasonably available, eScribe may terminate this Agreement and refund any prepaid Fees to the Customer for which it has not received Services.

- 10.2 Procedure. If Customer is seeking indemnification, it must promptly notify eScribe in writing of the indemnifiable claim and provide the indemnifying Party with all non-monetary assistance, information and authority reasonably required for the defense and settlement of the indemnified claim. An indemnifying Party will select counsel for defense of the indemnified claim and direct and control the defense. Provided the indemnifying Party is diligently conducting such defense, the indemnifying Party shall not be liable for any attorney's fees of the indemnified Party. The indemnifying Party must obtain the indemnified Party's written consent to any settlement (said consent not to be unreasonably withheld, conditioned, or delayed), except that no such consent shall be required if the settlement or compromise requires no payment of damages by the indemnified Party and does not admit any liability or determination against the indemnified Party or materially restrict the indemnified Party.

11. Insurance

eScribe will at all times maintain sufficient insurance, appropriate for its industry and Service. At all times during the term of this Agreement, eScribe will maintain insurance coverage at least in line with the coverage and amounts specified in its current Certificate of Insurance.

12. Advertising

Customer agrees that eScribe may use and disclose Customer's name in its marketing material with prior written approval of the Customer, which will not be unreasonably withheld.

13. Trademarks

Any trademarks and service marks ("Trademarks") adopted by eScribe to identify the Services, Documentation and other products and services, belong to

Subscription Agreement

eScribe. Nothing herein grants, or shall be construed to grant, to Customer any rights to such Trademarks.

14. General Provisions

- 14.1 Relationship of Parties. In all matters relating to this Agreement Customer and eScribe are independent contractors, and nothing in this Agreement shall be deemed to place the parties in the relationship of employer-employee, principal-agent, partners, or joint ventures.
- 14.2 No Third-Party Beneficiaries. This Agreement is not intended to create any rights in any person or entity who is not a party to this agreement, and no such rights are created hereunder.
- 14.3 Entire Agreement. This Agreement, including all Appendices, is the entire Agreement between the parties and supersedes all prior negotiations, understandings and agreements between the parties concerning the subject matter hereof. No amendment or modification of this Agreement shall be made except by written agreement of both parties.
- 14.4 Ride Along: The terms of this Agreement may be extended for use by other parties, including: municipalities, school boards and government agencies upon execution of an addendum outlining the associated Services and Fees applicable. This term is not intended to circumvent any procurement rules and regulations of the additional party.
- 14.5 No Waiver. The failure of either party to exercise any right or the waiver by either party of any breach shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of the Agreement.
- 14.6 Partial Invalidity. Should any provision of this Agreement be held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect as though such provisions were deleted.
- 14.7 Force Majeure. Neither party shall be deemed in default of this Agreement to the extent that performance of its obligations or attempts to cure any breach are delayed or prevented by reason of any act of God, fire, natural disaster, act of government, or any other similar cause beyond the reasonable control of such party ("Force Majeure"), provided that such party gives the other party written notice thereof promptly and, in any event, within ten (10) days of discovery thereof and uses its reasonable

Subscription Agreement

efforts to cure the delay. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of non-performance exceeds ten (10) days from the receipt of notice of the Force Majeure event, the party whose performance has not been affected may, by giving written notice, immediately terminate this Agreement.

- 14.8 Assignment; Enurement. Neither Party may assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations hereunder, without the prior written consent of the other Party (such consent not to be unreasonably withheld); provided, however, that either Party may assign this Agreement without the other Party's consent in the event of any successor or assign that has acquired all, or substantially all, of the assigning Party's business by means of merger, stock purchase, asset purchase, or otherwise. Any assignment or attempted assignment in violation of this Agreement shall be null and void.
- 14.9 Injunctive Relief. The parties recognize that a remedy at law for a breach of the provisions of this Agreement relating to either party's Confidential Information will not be adequate for the non-breaching party's protection, and accordingly the non-breaching party shall have the right to seek, in addition to other relief and remedies available to it, injunctive relief to enforce the provisions of this Agreement in any court of competent jurisdiction.
- 14.10 Governing Law. This Agreement shall be governed and interpreted in accordance with the laws of Ontario, Canada and the federal laws of the Canadian Government applicable therein.
- 14.11 Calendar Days. All references to a day or days in this Agreement mean a calendar day or calendar days.
- 14.12 Time of the Essence. Time is of the essence of this Agreement and of every part hereof and no extension or variation of this Agreement will operate as a waiver of this provision.
- 14.13 Survival. All obligations of the parties which expressly or by their nature survive termination or expiration of this Agreement will continue in full force and effect subsequent to and notwithstanding such termination or expiration and until they are satisfied or by their nature expire.
- 14.14 Headings. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the



Subscription Agreement

masculine gender include the feminine gender and vice versa. Words in the neuter gender include the masculine gender and the feminine gender and vice versa.

- 14.15 Notice. Any notice required or permitted to be sent hereunder shall be in writing and shall be sent in a manner requiring a signed receipt, such as courier delivery, or if mailed, registered or certified mail, return receipt requested. Notice to both parties shall be to the address and contact set forth below and updated from time to time.

eScribe Software Ltd.
5300 Commerce Court West, 199 Bay Street
Toronto, ON M5L1B9

Attn: Legal

Customer Contact Info for Notices:

156 Arthur Street
Manitowaning, ON
Manitoulin Island, CANADA
POP 1N0



Subscription Agreement

The undersigned parties hereby enter into this Agreement,

eScribe Software Ltd.

Assiginack, Ontario, Canada

Signature

Signature

Authorizing Officer, Title

Authorizing Officer, Title

I have the authority to bind the organization.



Subscription Agreement

Appendix A – Annual Subscription Fees

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Premium Bundle	Annual		1	\$ 10,000
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Report Manager		INCL		
Forms Authentication		INCL		
Total – Annual Software and Support Fees				\$ 10,000
Implementation Fees		Service Fee	Quantity	Cost
eScribe Premium Setup/Training	One Time	\$ 3,000	1	\$ 3,000
2 Meeting Types, 1 Report Template, 5 Workflows		INCL		
eScribe Academy Licence	One Time	INCL	2	
Total – One-time Implementation Fees				\$ 3,000
Total – Year One Fees				\$ 13,000

	Year 1 Total	Year 2 Total	Year 3 Total
6% Annual Increase	\$ 13,000	\$10,600	\$ 11,236

Subscription Agreement

Appendix B – Support Services

Subject to the terms and conditions of this Agreement, eScribe shall perform the Support Services as defined.

Definitions:

The definitions used in the Agreement are incorporated herein. In addition, the following terms shall have the following ascribed to them:

"Business Hours" means the hours during which eScribe's helpdesk is available to take live incoming calls, emails and be available to respond to the Customer's Support Contacts, namely 8:00 a.m. to 8:00 p.m., Monday through Friday eastern time (excluding statutory holidays).

"Extended Hours" means the hours during which eScribe's helpdesk is available to take urgent calls during 8:00 p.m. to 11:00 p.m. EST, Monday through Friday eastern time (excluding statutory holidays).

"Support Contacts" means the Customer designated individuals (to be identified in the attached Problem Reporting Schedule) and any replacements designated in writing to eScribe who will serve as technical liaison between eScribe and Customer and who are to have technical knowledge and experience with the Services used by the Customer.

"Updates" shall mean fixes, patches, modifications, improvements to functionality or revisions to the Services and Documentation.

All other capitalized terms shall have the meanings set out in the Agreement.

Support Services:

eScribe will provide the following services to Customer:

- a. Technical assistance by telephone or electronic mail.
- b. Receipt and monitoring of calls during Business Hours at eScribe's support desk.
- c. Direct access for Customer Support Contacts to eScribe's team of support technicians.
- d. Provision of any available problem solutions related to the Services
- e. Make all reasonable commercial efforts to provide a response to reported problems in the manner described in the Problem Reporting Process below.
- f. Make available any Updates to the Services and Documentation at no additional charge, subject to Customer's responsibility for any Implementation Services fees for any new Services.

Subscription Agreement

Exclusions:

- a. Customer's third-party hardware and software not part of this Agreement.

Problem Reporting Process:

Step 1: Contact eScribe using one of the following methods:

Toll free number 1-855-299-0023

Email: support@eScribemeetings.com

Portal: <https://customerportal.eScribemeetings.com>

Step 2: Provide the following information:

Provide Support Contact's name, location the Services are in Use, telephone number and E-mail address.

Step 3: Provide a description of the problem.

Provide as much detail, including system error messages and screen printouts, as possible. eScribe assign a Priority Level based on the response matrix below.

Priority Level	Initial Response	Status Updates
1- Complete Services or business critical functions unavailable or impaired	Within 2 hours	Every 4 hours
2- Specific Services functions unavailable or impaired	Within 4 hours	Every 8 hours
3- Services operational, isolated or individual user issues	Next Business Day	As required on each reported incident

eScribe shall assign a ticket number to reference the case in all future communications with Customer regarding the reported incident. Customer understands that failure to provide accurate and detailed call information as described above may increase the amount of time needed by eScribe to diagnose the problem and develop a possible solution.

Regardless of the priority assignment, Customer's problem must relate to the Services in order for Support Services to be applied hereunder. Where eScribe is required to perform Support Services outside of the scope of the Agreement, including but not limited to investigations, efforts and

Subscription Agreement

resolutions pertaining to third party software, hardware, networks or facilities, eScribe shall charge Customer at its daily Implementation Services rate for the services rendered.

Using the Customer Community Portal, customers are able to check the status of their support tickets at any time.

The case will not be closed by eScribe until receipt of written confirmation from the Support Contact that the problem has been resolved. If written confirmation or feedback is not received within ten (10) business days, it will be assumed the problem has been resolved and the case will be closed.

General Support Terms:

- a. The Support Contacts will be the only persons authorized to receive the Support Services hereunder and to instruct eScribe in respect of Support Services.
- b. The delivery of Support Services hereunder does not extend to: i) Inadequate Customer computer configurations, installed third party software, internet connection issues or general internet congestion issues; ii) Services which have been altered, modified or improperly configured by the Customer, its customers, or any third party without eScribe's prior written consent; iii) failures related to an accident, disaster or other Force Majeure event; iv) any unauthorized use of the Services;
- c. eScribe warrants that its Support Services personnel shall deliver services in a professional manner and in accordance with industry standards.
- d. Response and resolution times provided in the Problem Reporting Process or otherwise whether orally or in writing, are intended as good faith estimates, guidelines or objectives only and are not to be taken as warranties or representations.



Subscription Agreement

Appendix C – Implementation Services

Subject to the terms and conditions of this Agreement, eScribe shall perform the Implementation Services as listed below.

Implementation Fees		Service Fee	Quantity	Cost
eScribe Premium Setup/Training	One Time	\$ 3,000	1	\$ 3,000
2 Meeting Types, 1 Report Template, 5 Workflows		INCL		
eScribe Academy Licence	One Time	INCL	2	
Total - One-time Implementation Fees				\$ 3,000
Total - Year One Fees				\$ 13,000



Subscription Agreement

Appendix D – Legacy and Third Party Migrated Data Storage Fees

Upon the completion of the initial, or any subsequent Term or Third-Party Data Migration, (Appendix E) eScribe will measure the total Customer Content Storage in gigabytes (GB) to calculate any Legacy Data storage fees based on the following schedule:

GB	Price / GB / Year
0-50	\$ 10.00
51-100	\$ 9.50
101-150	\$ 9.00
151-200	\$ 8.50
201-300	\$ 8.00
301+	\$ 7.50

Subscription Agreement

Appendix E – Third Party Data Migration – Project Scope

Subject to the terms and conditions of this Agreement, eScribe shall perform the Third-Party Data Migration Services listed below.

In Scope

- N/A

Out of Scope

- N/A

Assumptions

- N/A

Optional Sections

N/A

Additional Notes

- N/A

Migration Timelines

Data migrations are done as a phase 2 of your onboarding project. **Migration projects are not committed to the schedule until the project planning phase with your onboarding team.**

While we do our best to schedule as close as possible to go-live, typical lead times are approximately 6 months from date of scheduling. It is important to note that the incumbent system must remain available until after the migration is completed.



Subscription Agreement

Note, an additional cost may apply if the migration needs to happen sooner than the initially scheduled timeline.

Additional Fees

At the completion of the migration, an additional legacy data storage fee will be charged based on the amount of migrated data in gigabytes (GB) as per the table in Appendix D.

MUNICIPALITY



OF ASSIGINACK

Report

Submission by Stasia Carr, Clerk

Recommendation:

THAT Council directs staff to publish an RFP for the development of the new Township of Assiginack website.

New Assiginack Website Proposal

A well designed website can enhance transparency for Council, foster community engagement, and build trust with residents.

Deficiencies were observed in the Township of Assiginack's website. This proposal aims to provide solutions to these issues by proposing essential features for a new effective website design. Additionally, it includes a scope of work to be utilized within a tender for website development, ensuring that the new design meets the needs of the community and enhances the user experience on both ends. Priorities include a responsive platform for all devices, optimize search engines, and ensure accessibility for all audiences.

Issues with the Current Website

1. **Outdated Design:** The website has an outdated aesthetic that does not align with modern web design standards. This can deter users from engaging with the content.
2. **Poor Navigation:** The navigation structure is not intuitive, making it difficult for users to find information quickly. Important sections are buried or not clearly labeled.
3. **Lack of Mobile Responsiveness:** The website does not function well on mobile devices, leading to poor user experiences for those accessing the site via smartphones or tablets.

4. **Slow Loading Times:** Pages take a long time to load, which can frustrate users and lead to higher bounce rates. Bounce rates are a metric that measures the length of time a user is on a website. Under 10 seconds the bounce rate.
5. **Inaccessible Content:** The website lacks accessibility features, making it difficult for individuals with disabilities to navigate and access information. Sites need to be AODA compliant including documents that are formatted to be accessible.
6. **Limited Content Updates:** Information on the site is often outdated or missing entirely, which can mislead users and reduce trust in the township's communication.
7. **No Search Functionality:** The absence of a search bar makes it challenging for users to find specific information quickly.
8. **Inadequate Contact Information:** Contact details are not prominently displayed, making it hard for residents to reach out with questions or concerns.

Features for an Effective Website Design

1. **Modern Aesthetic:** A visually appealing design that reflects the township's identity and values.
2. **User-Friendly Navigation:** A clear and logical navigation structure that allows users to find information easily.
3. **Mobile Responsiveness:** A design that adapts seamlessly to various screen sizes, ensuring a positive experience on all devices.
4. **Optimized Loading Times:** Implementing best practices for web performance to ensure fast loading times.
5. **Accessibility Features:** Compliance with accessibility standards (e.g., WCAG) to ensure all users can access content.
6. **Regular Content Updates:** A content management system that allows for easy updates to keep information current.
7. **Search Functionality:** A robust search feature that enables users to find specific information quickly.
8. **Prominent Contact Information:** Easily accessible contact details, including phone numbers, email addresses, and social media links.

Scope of Work for Website Development Tender

Project Overview

The Township of Assiginack seeks to develop a new website that addresses the current deficiencies and incorporates essential features for an effective online presence.

Objectives

- To create a modern, user-friendly website that enhances community engagement.
- To ensure the website is accessible and responsive across all devices.
- To provide a platform for timely and accurate information circulation.

Deliverables

- 1. Website Design and Development:**
 - Create a visually appealing and modern design.
 - Develop a responsive layout that works on all devices.
 - Implement a user-friendly navigation structure.
- 2. Performance Optimization:**
 - Optimize website loading times.
 - Ensure the website is compliant with web performance best practices.
- 3. Accessibility Compliance:**
 - Ensure the website meets WCAG standards for accessibility.
- 4. Content Management System:**
 - Implement a CMS that allows for easy updates and management of content.
- 5. Search Functionality:**
 - Integrate a search feature that allows users to find information quickly.
- 6. Contact Information:**
 - Ensure contact details are prominently displayed and easily accessible.
- 6. Analytics:**
 - Ensure user data is easily gathered by staff.
- 7. Content Requirements:**

- Must be able to provide an event booking system within the content of the site or be able to incorporate a link to bring users to the Towns current event booking system.
 - Must include a news pop up feature and newsletter option.
- 8.

Timeline

- Project initiation:
- Design phase:
- Development phase:
- Testing and launch:

Budget

- Estimated budget range:

Proposal Submission

Interested vendors should submit their proposals by [deadline date], including examples of previous work, a detailed project plan, and a breakdown of costs.

Conclusion

This report serves as a comprehensive evaluation of the Township of Assiginack to improve its online presence through effective website design and development.



The Corporation of The Township of Assiginack

Request for Proposal

Website Hosting, Design, Development and Support Services

NO.2025-01

Sealed envelopes to be marked "Website Services"

ISSUE DATE: Monday, March 3, 2025

PROPOSAL QUESTIONS REQUIRED BY: Friday March 14, 2025

(Answers will be posted Thursday March 20, 2025, on Assiginack.ca)

PROPOSAL SUBMISSION DEADLINE: Tuesday March 25, 2025 @ 4pm

PROPOSAL SUBMISSION TO:

The Township of Assiginack
156 Arthur Street
P.O. Box 238
Manitowaning, ON POP 1N0
ATTN: Alton Hobbs, CAO

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

FAXED PROPOSALS ARE NOT ACCEPTABLE

1.0 General Description of Project

The Township of Assiginack invites qualified website design firms/consultants to submit proposals to redesign, upgrade, migrate existing email and data, and host our municipal website found at www.assiginack.ca.

The goals of the design for the Township's website are to:

- a) Provide simple electronic access to public services, public domain information, and serve as a communications tool on various types of hardware used by the end user.
- b) Develop a new Township website with functionality for both municipal staff and residents and create a user-friendly website that offers robust search capabilities and enhances community engagement.
- c) Ensure that the Township provides the most up-to-date opportunities for the distribution of information to the public, including e-services such as an events calendar and booking widget.
- d) Provide information aimed at promoting economic development and attracting new residents and businesses to the municipality.
- e) Comply with WCAG 2.0 accessibility standards and strive to meet W3C guidelines for content and accessibility. The Website must comply with all applicable regulations of the Accessibility for Ontarians and Disabilities Act, 2015 (AODA), with regards to the goods and services component herein. Specifically, Ontario Regulation 429/07: Accessibility Standards for Customer Service and Ontario Regulation 191/11: Integrated Accessibility Standards.
- f) Be accessible on any mobile device with the same look, feel, and content.
- g) Provide website hosting services that allow improved functionality for staff, and data migration of existing email.

2.0 Background

The Township of Assiginack is located on the eastern portion of Manitoulin Island. The main community, Manitowaning (the first European settlement on Manitoulin Island), is nestled in the picturesque Manitowaning Bay.

2.1 Core Services

The Township of Assiginack is responsible for various activities governed by Ontario's Municipal Act, S.O. 2001 including taxation, roads, water and wastewater servicing, planning and building, recreation, emergency services, bylaw enforcement, airport maintenance, and general government administration.

The role and influence of municipalities and citizen expectations for quality service, value for the taxpayers dollar, and effective governance are on the rise. There is a commitment by the Township to the delivery of quality public services, facilities, and infrastructure and strives to meet the day-to-day requirements in the community through a wide range of core services.

The Township aims for service excellence while offering a variety of amenities, facilities, programs, and services that residents, visitors, and businesses need and expect.

Council and Administration of the Township of Assiginack have experienced several changes and transitions in the past few years, including but not limited to staff turnover, aging infrastructure in need of repair, evolving regulatory standards, increased need for accountability, and increased public expectations for efficient and cost-effective service delivery.

Small municipalities often face communication challenges due to limited resources. It is harder to engage effectively with their communities. A well-designed website can help address these issues by offering easy access to information, improving transparency, and fostering greater interaction. This strengthens the relationship between local government and residents, ensuring more efficient and effective communication.

3.0 Scope of Work

The successful Consultant will facilitate the implementation of the Township's website design process, produce the following deliverables, and must ensure all components of the Accessibility for Ontarians with Disabilities Act, 2015 (AODA) Standards are complied with.

a) The scope of this project is to implement, design, and host a new municipal website with content that will allow for municipal IT and staff to easily maneuver, maintain, and control in-house, while maximizing efficiencies with staff time.

b) The resulting website must include the following deliverables:

1. Website Design and Development:

- o Create a visually appealing and modern design.
- o Develop a responsive layout that works on all devices.
- o Implement a user-friendly navigation structure.

2. Performance Optimization:

- o Optimize website loading times.
- o Ensure the website is compliant with web performance best practices.

3. Accessibility Compliance:
 - o Ensure the website meets WCAG standards for accessibility.
4. Content Management System:
 - o Implement a CMS that allows for easy updates and management of content.
5. Search Functionality:
 - o Integrate a search feature that allows users to find information quickly.
6. Contact Information:
 - o Ensure contact details are prominently displayed and easily accessible.
6. Analytics:
 - o Ensure user data is easily gathered by staff.
7. Content Requirements:
 - o Must be able to provide an event booking system within the content of the site or be able to incorporate a link to bring users to the Towns current event booking system.
 - o Must include a news pop up feature and newsletter option.
 - o Links to social media accounts must be included.
 - o Must have the ability to issue alerts for emergency situations.
 - o Must have a tab or section for online forms, reports, etc.
 - o Council and staff contact us form.
 - o Information on local events or things to do.
 - o Resources for residents and businesses.
 - o Emergency Services information.
 - o Taxation and Financial information.
 - o Allow for audio/video streaming to Facebook.
 - o Integration into a digital records management system ie eScribe.
 - o Reporting of metrics.

c) Staff must have the ability to post and remove information in a variety of formats at any given time, including the integration of Facebook and other social media platforms. A maintenance plan must be included.

d) Must support easy browsing via mobile phone and tablet devices. Public access to all features on the website is not dependent on a specific browser.

e) Staff training, and as required, technical support for problem resolution, software updating, and assistance with the implementation of future applications.

f) The Township wishes to ensure that the website is responsive and allows for interactive collaboration from the public.

g) The new design of the Township's website shall include a collaboration of the current website, in addition to recommendations from the successful candidate for this RFP.

h) The Website must comply with all applicable regulations of the Accessibility for Ontarians and Disabilities Act, 2015 (AODA), with regards to the provision of goods and services components herein. Specifically, Ontario Regulation 429/07: Accessibility Standards for Customer Service and Ontario Regulation 191/11: Integrated Accessibility Standards.

i) It will be the expectation that this endeavor will be handled in conjunction with municipal staff to ensure the Township is accurately represented, appropriate branding is considered, and expectations for content are met.

j) Ability to conduct e-commerce online.

k) Hosting services with increased server capacity.

3.1 General Description

The following is a general description of the process expected in undertaking the website redevelopment project. The Township encourages modification of these general steps by the successful candidate to achieve an enhanced, more efficient and/or effective outcome that is true to the process previously noted:

a) Initial start-up meeting.

b) Proposal submitted for expected work plan and schedule, to include proposed project milestones, breakdown of major tasks, and a time/task matrix to clearly identify to the Township how this work will be carried out and how long it will take to complete the work.

c) Clearly identify the role and tasks that are required of the Township.

d) Implement approved web design.

e) Provide all necessary training for staff.

f) Assist with website launch date.

g) Provide ongoing technical support as required.

h) Project completion deadline is December 2025.

The recommended strategies and implementation plans will be required to be fiscally responsible and mindful of the resource and staffing capacity limitations of the Township.

4.0 Contact

Questions regarding this RFP should be directed to:

Stasia Carr, Clerk
Township of Assiginack
156 Arthur Street
Assiginack, ON P0P 1N0
(Phone) 705-859-3196 (ext.206)

Email – scarr@assiginack.ca
Website – www.assiginack.ca

Questions via email are the preferred method of contact. The deadline for questions is March 14, 2025. All questions and answers will then be distributed on the Township website. By March 20, 2025.

5.0 Proposed Project Schedule

- **RFP Issued: March 3, 2025**
 - **Deadline for questions is March 14, 2025**
 - **Deadline for responses posted on the Township Website is March 20,2025**
 - **Deadline for Submission of Proposals: **March 25, 2025, 4:00 p.m.****
 - **Awarding of Proposals: April 15, 2025**
-

6.0 Consultant Requirements

Minimum requirements by the Consultant for submission of a proposal in response to the RFP shall include the following:

- a) Demonstrated familiarity with the development and implementation of website design and development.
- b) Demonstrated experience, competence, and qualifications of the Consultant and the participating staff successfully providing similar services to public entities (three references will be required).
- c) Demonstrated understanding and experience in the Accessibility for Ontarians with Disabilities Act, 2015 (AODA) and establishing appropriate systems that support the legal requirements of the Township.

- d) Understanding of the requested services and appropriateness of the proposed work program.
 - e) Ability to perform the work in a timely manner, availability of staff (if included), and contingency plans. A detailed work schedule is to be included with project completion no later than May 3, 2025.
 - f) Proposals must include the Consultant's registered business license information.
-

7.0 Consultant's Work Schedule

The Consultant's work schedule will begin immediately upon the award of contract and is expected to continue until the completion of the website design, all initial training has commenced, and the newly developed website has been launched. It is expected that all invoices will be submitted by the deadline and completion date of the website.

8.0 RFP Proposal Submission Requirements

Consultants interested in providing these services must prepare and submit a Proposal that includes:

a) Cover Letter

The cover letter is to be signed by an officer of the company authorized to execute a contract with the Township.

b) Consultant Qualifications

This section shall describe the areas of expertise of current permanent staff, whether a sole proprietor or members of the team, and the scope of services that can be provided by the firm.

c) Key Personnel

Include a proposed project management structure. Identify the key contact for the project and all personnel, if applicable, who will be assigned to work on this project, including a description of their abilities, qualifications, and experience. Include résumés for all key individuals. There can be no change of key personnel once the proposal is submitted without the prior written approval of the Township.

d) Sub-Contractors

Identify any portion of the scope of work that will be sub-contracted. Include firm qualifications and key personnel, telephone number, and contact person for all subcontractors. The Township reserves the right to approve or reject all Consultants or internal staff performing consulting services, proposed by the Consultant during or after the Consultant review and selection process.

e) Project Work Plan

A description of the project understanding, detailed work approach, and methodology will be

identified. The work plan should list specific tasks and any specific considerations, options, or alternatives.

f) Project Schedule

Propose a timeline for completion of the review including start date, milestones, and target date of completion. Any assumptions regarding the turnaround time for Township Council or staff review should be clearly noted.

g) Budget

Provide a detailed fee proposal, listed by task, for the services identified in the scope of work section of this proposal. Identify sub-tasks and the respective cost in the fee proposal as necessary. This section of the proposal shall include a professional fee schedule (hourly fee chart) for the Consultant (and if applicable the Consultant's personnel) and the sub-contractor's key personnel who will be working on this project. Hourly fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the Township's insurance requirements. The fee charged shall include travel costs to attend meetings with staff and to present the website to the Township Council.

h) References

A list of projects completed by the Consultant, under which services like those required by this RFP were performed, shall be listed in the proposal. An emphasis should be placed on projects undertaken within the last five (5) years and if those projects undertaken by public agencies were in similar-sized communities. Include a brief description of the services, dates the services were provided, and name and telephone number of references familiar with the services provided.

i) Work Samples

Provide brief descriptions of two projects completed that included website design by or under the direction of your firm. Include in your description the techniques used in the process and the outcome(s).

j) Presentation

Consultants may be requested to be available for an interview with Township staff and possibly with members of Council as part of the final selection process. The lead member(s) of the consulting team will be expected to attend any interviews scheduled with the Township.

k) Deadline and Delivery

Submissions sealed in an envelope, with a hard copy along with a digital copy in pdf format, will be received by the undersigned at the Township Office, 156 Arthur Street, Assiginack, Ontario, until 4:00 p.m., local time, March 25, 2025, as determined by the clock in the Assiginack Township Office. Submissions received after closing time will not be considered.

The Corporation of the Township of Assiginack
Stasia Carr, Clerk
156 Arthur Street, PO Box 238
Assiginack, ON POP 1H0

- Late Proposals will NOT be accepted and will be returned unopened to the Vendor, no exceptions.
 - Email or Facsimile responses for the Request for Proposal will NOT be accepted.
 - Submission delivered to a location other than which is stated in this document and the submission fails to be delivered to the Township prior to the closing date and time.
 - Proposals must be signed by the person authorized to sign on behalf of the Vendor and bind the Vendor to statements made in response to this Request for Proposal.
-

9.0 Harmonized Sales Tax

The quoted prices must clearly show the Harmonized Sales Tax as a separate item from the total price submission.

10.0 Indemnification, Hold Harmless, and Insurance Requirements

In addition to other standard contractual terms, the Township will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Consultant shall indemnify and hold harmless the Township of Assiginack (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees, and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive the termination of any agreement resulting from this RFP.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, their agents, representatives, employees or sub-contractors. The cost of such insurance shall be paid by the Consultant. Insurance shall meet or exceed the following unless otherwise approved by the Township.

10.1 Insurance Requirements

- a) Worker's Compensation coverage as required by the Province of Ontario.
- b) Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
- c) Professional Liability Errors and Omissions: \$2,000,000
- d) Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.

11.0 Equal Opportunity

The Township is an equal opportunity employer and requires all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract, agrees not to discriminate in its employment due to an employee’s or applicant’s race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

12.0 Accessibility

The Township is committed to and working toward ensuring Township services are accessible to all. We strive to meet or exceed the standards set by the Accessibility for Ontarians with Disabilities Act (“AODA”) which are rules established by the Province to help businesses and organizations identify, remove, and prevent barriers to accessibility. AODA requires accessibility of goods, services, facilities, accommodations, employment as well as information and communication.

13.0 Sustainability

The Township recognizes that being sustainable is a responsibility of the Township that is essential to the long-term economic prosperity, the social well-being of its residents and protecting environmental capacity and can only occur through community engagement and involvement.

14.0 Review and Evaluation Process

The Township of Assiginack uses a value-based approach to selecting consultants and will evaluate each proposal based on its own merit, giving specific attention to completeness of detail, experience of the project team, and other factors as set out in the criteria listed below which states the weight or value assigned to each category.

The evaluation will be based on the prescribed criteria, but not solely limited thereto, and any other relevant information provided by the Consultant(s). The Township reserves the right to prioritize and weigh the importance of each criterion confidentially. Selected proponents may be short-listed for interviews at the discretion of the Township.

CRITERIA	VALUE
Accessibility & Flexibility	15%
Navigation & Look and Feel	15%
Website & Graphic Design Experience	25%
Content Management System Features	15%
Proposed Work Plan & Timelines of the Project	5%
Fee Structure	
• Website Design	10%
• Ongoing Support Costs	10%
• Optional Requirements	5%
TOTAL SCORE:	100%

15.0 Terms and Conditions

ACCEPTANCE OF PROPOSALS

- i) The Township of Assiginack reserves the right to accept or reject any or all the proposals submitted in response to this Request for Proposal and may award the work to other than the lowest cost proposal. Proposals will be assessed considering the evaluation criteria. The Township of Assiginack reserves the right to interview any number of respondents regardless of their score. The Request for Proposal should not be construed as an agreement to purchase services. The Township will be under no obligation to receive further information, whether written or oral, from any Proponent. The Township reserves the right to award in whole or in part.
- ii) Proposals must be completed with due care. All proposals must conform to the instructions in this Document. If a Proposal does not conform in every way, even in ways which may seem to Proponents to be innocuous, that Proposal may be rejected by the Township as improper and may not be considered at all.
- iii) Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any Federal, Provincial, regional district or municipal statute, regulation or by-law.

DEFINITION OF CONTRACT

Notice in writing to a Proponent of the acceptance of its proposal by the Township and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

LIABILITY OF ERRORS

While the Township has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

AGREEMENT WITH TERMS

By submitting a Proposal, the Proponent agrees to all terms and conditions in this Request for Proposal. Proponents who have obtained the Request for Proposal electronically must not alter any portion of the document, except for adding the information requested. Doing so will invalidate the proposal.

MODIFICATION OF TERMS

The Township reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including proposals, submitted to the Township become the property of the Township. They will be received and held in confidence by the Township, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

USE OF REQUEST FOR PROPOSAL

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

CONFIDENTIALITY OF INFORMATION

Information pertaining to the Township obtained by the Proponent because of participation in this project is confidential and must not be disclosed without written authorization from the Township.

ARBITRATION

All disputes arising out of or in connection with the Contract must, unless the parties agree, be referred to and finally resolved by arbitration to the Commercial Arbitration Act.

INDEMNITY

The Consultant will indemnify and save harmless the Township, its employees and agents from and against all claims, demands, losses, damages, costs, and expenses made against or incurred, suffered or sustained by the Township at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Consultant or by any servant, employee, officer, director or sub-Consultant of the Consultant pursuant to the Contract excepting always liability arising out of the Independent acts of the Township.

CONTRACT AWARD

Provided that at least one of the Proposals received meets the approval of the evaluation committee, a recommendation for awarding will be made based on the evaluation. The award of the contract is subject to the best value for the Township.

- i) On approval of the evaluation of the committee's recommendation by Council, the Successful Respondent will be required to enter into a formal contract agreement.
- ii) Written notification to the Successful Respondent and the issue of a Purchase Order shall result in a binding contract between the Township and the Successful Respondent unless otherwise stated and will result in the execution of a formal contract agreement.

16.0 General

- i) Any potential conflict of interest shall be identified and described in detail. If a conflict of interest does exist, the Township may, at its discretion, withhold the assignment from the Consultant until the matter is resolved to the satisfaction of the Township.

If during the conduct of the assignment, the Consultant is retained by another client giving rise to a potential conflict of interest, then the Consultant shall inform the Township and if a significant conflict of interest is deemed to exist by the Township, then the Consultant shall

- a) refuse the new assignment; or
 - b) take such steps as are necessary to remove the conflict of interest.
- ii) The Consultant shall be expected to enter into an agreement with the Township concerning the products expected and the total upset cost of the work.

- iii) The Township will not bear any cost involved in the preparation or submission of proposals received as a result of this Request for Proposal, site inspections, interviews, or any other services that may be requested as part of the evaluation process.
- iv) All information and proposals collected by the project shall become the property of the Township.
- v) Revised proposals will not be called if only minor changes are contemplated.
- vi) The Consultant shall be required to assume responsibility for all services offered in their proposal regardless of whether the Consultant performs them in-house. The Consultant shall be totally responsible for the adherence by sub-Consultants to all provisions of the contract. The Consultant shall be the sole point of contact for contractual matters, including payment of any or all charges resulting from the contract.
- vii) All Consultants will be informed in writing of the results of this Request for Proposals.
- viii) The proposal must be signed by the person(s) authorized to sign on behalf of the Consultant and to bind the Consultant to statements made in response to this request for Proposal.
- ix) By submission of a clear and detailed written notice, the Consultant may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable for a period of 120 days from the date of closing. By submission of a proposal, the Consultant agrees that should its proposal be deemed successful, the Consultant would enter a Contract with the Township.
- xi) The Consultant will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Township for purposes of clarification.
- xii) In the event the Consultant desires to take exception to any of the terms or conditions set forth in this Request for Proposals, said exceptions must be clearly identified in the response to the Request for Proposals. Exceptions or deviations must not be added to the Proposal pages but must be a separate document accompanying the Consultant's Proposal.
- xiii) The Consultant shall be expected to commence work on this project immediately following receipt of formal notification of the award of the project.

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:** **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0034876 0034903
 Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0034876	2025-01-27	BELL CANADA	\$15.53
InvNo: 20250101	InvDesc: toll free line	InvAmt: \$15.53	
0034877	2025-01-27	CEDAR CHALET	\$45.00
InvNo: #01-25	InvDesc: pec-scg grnt food tray	InvAmt: \$45.00	
0034879	2025-01-27	CITY OF GREATER SUDBURY	\$3,247.32
InvNo: 00137488	InvDesc: oct 2024 recylc.material	InvAmt: \$1,184.31	
InvNo: 00137639	InvDesc: nov recyclable material	InvAmt: \$1,210.93	
InvNo: 00137843	InvDesc: dec recyl material	InvAmt: \$852.08	
0034880	2025-01-27	CLOUDPERMIT INC	\$8,814.00
InvNo: 201900929	InvDesc: cloudpermit subscipt	InvAmt: \$8,814.00	
0034881	2025-01-27	EASTLINK	\$2,361.92
InvNo: 22943081	InvDesc: consolidated tel billing	InvAmt: \$2,194.68	
InvNo: JAN 10 2025 MARINA	InvDesc: marina-dsl	InvAmt: \$83.62	
InvNo: JAN 10 2025 PW	InvDesc: pw-dsl	InvAmt: \$83.62	
0034882	2025-01-27	GERRY STRONG	\$234.62
InvNo: JAN 20 2025	InvDesc: bldg insp mileage	InvAmt: \$234.62	
0034883	2025-01-27	HYDRO ONE NETWORKS INC.	\$4,979.70
InvNo: JAN 3 2025 ICE PLNT	InvDesc: arena ice plnt (estimate)	InvAmt: \$3,696.42	
InvNo: JAN 3 2025 PW	InvDesc: pw	InvAmt: \$549.77	
InvNo: JAN 3 2025 HERITAGE	InvDesc: heritage park	InvAmt: \$71.07	
InvNo: JAN 3 2025 DEPOT	InvDesc: depot	InvAmt: \$78.39	
InvNo: JAN 8 2025 ADMIN	InvDesc: admin	InvAmt: \$515.64	
InvNo: JAN 15 2025 QNS PRK	InvDesc: queens park	InvAmt: \$68.41	
0034884	2025-01-27	JACKIE WHITE	\$186.86
InvNo: 1751	InvDesc: arena-reimb log book zamboni	InvAmt: \$118.65	
InvNo: 357338	InvDesc: arena-reimb.first aid supp	InvAmt: \$2.25	
InvNo: JAN 27 2025	InvDesc: arena-reimb. canteen supply	InvAmt: \$65.96	
0034885	2025-01-27	K.SMART ASSOCIATES LIMITED	\$129.95
InvNo: 37367	InvDesc: 2024 drainage supt	InvAmt: \$129.95	
0034886	2025-01-27	LAMBAC	\$450.00
InvNo: INV-0029	InvDesc: admin-desk purchase	InvAmt: \$450.00	
0034887	2025-01-27	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVIC	\$72,611.34

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: IN000023002 InvDesc: jan'25 amb/social assistance InvAmt: \$36,305.67

InvNo: IN000023024 InvDesc: feb'25 amb/social services InvAmt: \$36,305.67

ChqNo:	0034888	Date:	2025-01-27	Vendor:	MANITOULIN MUNICIPAL ASSOCIATION	Amount:	\$303.02
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InvNo: 2025 DUES InvDesc: 2025 mma dues InvAmt: \$303.02

ChqNo:	0034889	Date:	2025-01-27	Vendor:	MANITOWANING FRESHMART	Amount:	\$15.98
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InvNo: 00318271 InvDesc: pw-water InvAmt: \$15.98

ChqNo:	0034890	Date:	2025-01-27	Vendor:	MCDUGALL FUELS	Amount:	\$1,083.87
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InvNo: 7601203 InvDesc: lib bldg-propane InvAmt: \$1,022.68

InvNo: 7600985 InvDesc: arena-propane InvAmt: \$61.19

ChqNo:	0034891	Date:	2025-01-27	Vendor:	METAL AIR MECHANICAL SYSTEMS	Amount:	\$1,141.24
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InvNo: W27538 InvDesc: arena-ammonia sensor/ InvAmt: \$1,141.24

ChqNo:	0034892	Date:	2025-01-27	Vendor:	NEW NORTH FUELS INC	Amount:	\$6,329.52
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InvNo: 708504 InvDesc: pw-diesel InvAmt: \$2,591.66

InvNo: 708519 InvDesc: admin-furnace oil InvAmt: \$546.06

InvNo: 709273 InvDesc: pw-diesel InvAmt: \$3,191.80

ChqNo:	0034893	Date:	2025-01-27	Vendor:	OLD DUTCH FOODS LTD	Amount:	\$286.16
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InvNo: 41916279 InvDesc: arena-chips for canteen InvAmt: \$119.72

InvNo: 41916308 InvDesc: arena canteen - chips InvAmt: \$166.44

ChqNo:	0034894	Date:	2025-01-27	Vendor:	ONTARIO CLEAN WATER AGENCY	Amount:	\$18,873.90
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InvNo: INV00000051242 InvDesc: mtg wtp-dec gener,blck heater/ InvAmt: \$2,139.20

InvNo: INV00000051240 InvDesc: ss wtp-generator maint InvAmt: \$818.00

InvNo: INV00000051238 InvDesc: ss wtp-scade softwre/hard driv InvAmt: \$10,792.10

InvNo: INV00000051245 InvDesc: mtg wtp-backwsh sub pump InvAmt: \$5,124.60

ChqNo:	0034895	Date:	2025-01-27	Vendor:	PERRY NEWMAN	Amount:	\$822.96
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InvNo: JAN 27 2025 InvDesc: bylaw/bldg mileage InvAmt: \$822.96

ChqNo:	0034896	Date:	2025-01-27	Vendor:	STASIA CARR	Amount:	\$579.69
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InvNo: 2025 MEMBERSHIP InvDesc: amcto membership '25 reimb. InvAmt: \$579.69

ChqNo:	0034897	Date:	2025-01-27	Vendor:	DREAMCATCHER FIREWORKS	Amount:	\$3,000.00
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InvNo: 2025002 InvDesc: pec-fireworks fam.day wkend InvAmt: \$3,000.00

ChqNo:	0034898	Date:	2025-01-27	Vendor:	MARY YETT	Amount:	\$50.00
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InvNo: 312924 InvDesc: pec-gard.class scg grnt InvAmt: \$50.00

ChqNo:	0034899	Date:	2025-01-27	Vendor:	GYM & TONIC	Amount:	\$678.00
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InvNo: 1311 InvDesc: pec-seniors fitness InvAmt: \$678.00

ChqNo:	0034900	Date:	2025-01-27	Vendor:	WHITE'S SHELL	Amount:	\$286.21
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InvNo: 29175 InvDesc: arena-zamboni servicing InvAmt: \$286.21

ChqNo:	0034901	Date:	2025-01-27	Vendor:	WINDOWS UNLIMITED	Amount:	\$1,582.00
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InvNo: 2025-07 InvDesc: parks InvAmt: \$1,582.00

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo: 0034902	Date: 2025-01-27	Vendor: WOOD WYANT CANADA INC	Amount: \$78.82
InvNo: 374318	InvDesc: arena-fir cleaner pads	InvAmt: \$78.82	
ChqNo: 0034903	Date: 2025-01-27	Vendor: DIAMOND SOFTWARE INC.	Amount: \$3,322.20
InvNo: 429647	InvDesc: yr end software update	InvAmt: \$3,322.20	

*** End of Report ***

Report Total: **\$131,509.81**

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0034911 0034951
 Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0034911	Date:	2025-02-10	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$3,315.25
InvNo:	531609	InvDesc:	filters #6	InvAmt:		\$29.96	
InvNo:	531194	InvDesc:	bolts #9	InvAmt:		\$7.37	
InvNo:	853490	InvDesc:	pw-electr.impact	InvAmt:		\$801.17	
InvNo:	534960	InvDesc:	pw-batteries #8	InvAmt:		\$524.09	
InvNo:	853285	InvDesc:	pw-fuel conditioner	InvAmt:		\$64.27	
InvNo:	534232	InvDesc:	diesel exhaust luid	InvAmt:		\$1,591.40	
InvNo:	853008	InvDesc:	pw-hyd oil	InvAmt:		\$166.39	
InvNo:	852980	InvDesc:	pw-power steering fluid	InvAmt:		\$22.19	
InvNo:	852962	InvDesc:	pw-ww fluid	InvAmt:		\$67.66	
InvNo:	852947	InvDesc:	pw-motor oil	InvAmt:		\$40.75	
ChqNo:	0034912	Date:	2025-02-10	Vendor:	ANP OFFICE SUPPLY	Amount:	\$118.34
InvNo:	04155	InvDesc:	brush/goves/cutters	InvAmt:		\$118.34	
ChqNo:	0034913	Date:	2025-02-10	Vendor:	BAY GRINDING INC	Amount:	\$180.80
InvNo:	157445	InvDesc:	arena-zamboni blde sharpening	InvAmt:		\$180.80	
ChqNo:	0034914	Date:	2025-02-10	Vendor:	CEDAR CHALET	Amount:	\$45.00
InvNo:	#03-25	InvDesc:	pec-seniors drop in (scg grnt)	InvAmt:		\$45.00	
ChqNo:	0034915	Date:	2025-02-10	Vendor:	COMPUTREK	Amount:	\$1,832.18
InvNo:	31087	InvDesc:	jan offsite server mgmt	InvAmt:		\$1,568.88	
InvNo:	31044	InvDesc:	jan offsite backup	InvAmt:		\$263.30	
ChqNo:	0034916	Date:	2025-02-10	Vendor:	COOPER & SONS PLUMBING	Amount:	\$4,633.00
InvNo:	13412	InvDesc:	repair sewer line howe st	InvAmt:		\$3,729.00	
InvNo:	13413	InvDesc:	arena-emerg repairs	InvAmt:		\$904.00	
ChqNo:	0034917	Date:	2025-02-10	Vendor:	G. STEPHEN WATT, BARRISTER	Amount:	\$5,551.13
InvNo:	4354	InvDesc:	general legal	InvAmt:		\$5,551.13	
ChqNo:	0034918	Date:	2025-02-10	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	FEB 10 2025	InvDesc:	bldg insp mileage	InvAmt:		\$234.62	
ChqNo:	0034919	Date:	2025-02-10	Vendor:	GFL ENVIRONMENTAL INC 2019	Amount:	\$5,267.79
InvNo:	G00000038636	InvDesc:	jan recy. transsport	InvAmt:		\$5,267.79	
ChqNo:	0034920	Date:	2025-02-10	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$17,263.03
InvNo:	JAN 20 2025 TENNIS	InvDesc:	tennis courts	InvAmt:		\$32.90	
InvNo:	JAN 20 2025 ARENA	InvDesc:	arena	InvAmt:		\$831.02	

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo:	JAN 20 2025 INFO BTH	InvDesc:	info booth	InvAmt:	\$371.73
InvNo:	JAN 20 2025 SHWRHSE	InvDesc:	marina showerhouse	InvAmt:	\$33.75
InvNo:	JAN 20 2025 SS WTP	InvDesc:	ss wtp	InvAmt:	\$1,896.26
InvNo:	JAN 20 2025 DOCKS	InvDesc:	marina docks	InvAmt:	\$186.35
InvNo:	JAN 20 2025 LIB	InvDesc:	lib bldg	InvAmt:	\$485.17
InvNo:	JAN 23 2025 LITES	InvDesc:	street lites	InvAmt:	\$672.89
InvNo:	JAN 23 2025 MTG WTP	InvDesc:	mtg wtp	InvAmt:	\$5,257.93
InvNo:	JAN 282 2025 LAGOON	InvDesc:	lagoon	InvAmt:	\$4,803.74
InvNo:	JAN 31 2025 DEPOT	InvDesc:	depot	InvAmt:	\$867.64
InvNo:	JAN 31 2025 HERITAGE	InvDesc:	heritage park	InvAmt:	\$86.99
InvNo:	JAN 31 2025 PW	InvDesc:	pw	InvAmt:	\$848.76
InvNo:	JAN 31 2025 ICE PLNT	InvDesc:	arena ice plant	InvAmt:	\$887.90

ChqNo:	0034921	Date:	2025-02-10	Vendor:	KARI GERHARD	Amount:	\$9,021.36
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InvNo:	CSS25-28850	InvDesc:	otf seed grnt-lrg format print	InvAmt:	\$9,021.36
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ChqNo:	0034922	Date:	2025-02-10	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$554.70
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InvNo:	0321633	InvDesc:	pw-strap/extention	InvAmt:	\$35.22
InvNo:	0321050	InvDesc:	pw-utility knife/coffee	InvAmt:	\$63.90
InvNo:	0320215	InvDesc:	arena-ballast	InvAmt:	\$64.40
InvNo:	0320913	InvDesc:	arena-mopheads/lights/wd40	InvAmt:	\$79.60
InvNo:	0321215	InvDesc:	arena-battery	InvAmt:	\$126.33
InvNo:	0321620	InvDesc:	arena-mophead/mouse trap	InvAmt:	\$142.32
InvNo:	0321837	InvDesc:	arena-heater	InvAmt:	\$42.93

ChqNo:	0034923	Date:	2025-02-10	Vendor:	MANITOULIN PLANNING BOARD	Amount:	\$9,842.32
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InvNo:	2025 INTERIM	InvDesc:	2025 interim requisition	InvAmt:	\$9,842.32
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ChqNo:	0034924	Date:	2025-02-10	Vendor:	MANITOULIN TRANSPORT	Amount:	\$173.27
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InvNo:	33910240	InvDesc:	arena-freight	InvAmt:	\$173.27
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ChqNo:	0034925	Date:	2025-02-10	Vendor:	MANITOWANING PHARMACY	Amount:	\$8.69
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InvNo:	358668	InvDesc:	admin-batteries	InvAmt:	\$8.69
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ChqNo:	0034926	Date:	2025-02-10	Vendor:	MANITOWANING FRESHMART	Amount:	\$71.92
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InvNo:	00330584	InvDesc:	pw-water	InvAmt:	\$13.98
InvNo:	00330583	InvDesc:	pw-coffee/water	InvAmt:	\$17.98
InvNo:	0033837	InvDesc:	pw-water	InvAmt:	\$39.96

ChqNo:	0034927	Date:	2025-02-10	Vendor:	MCDUGALL FUELS	Amount:	\$8,783.17
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The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 7634692	InvDesc: arena-propane	InvAmt: \$14.72
InvNo: 7631556	InvDesc: arena-propane	InvAmt: \$954.62
InvNo: 7631514	InvDesc: pw-propane	InvAmt: \$4,107.78
InvNo: 7650135	InvDesc: arena-propane	InvAmt: \$3,629.22
InvNo: 7650100	InvDesc: arena-propane	InvAmt: \$76.83

ChqNo:	0034928	Date:	2025-02-10	Vendor:	MINISTER OF FINANCE	Amount:	\$22,151.00
InvNo:	383001251357014	InvDesc:	dec policing costs	InvAmt:	\$22,151.00		

ChqNo:	0034929	Date:	2025-02-10	Vendor:	MSC INDUSTRIAL SUPPLY ULC	Amount:	\$852.97
InvNo:	7295435002	InvDesc:	gloves	InvAmt:	\$319.33		
InvNo:	7359787001	InvDesc:	cable ties/bolts	InvAmt:	\$269.58		
InvNo:	7357650001	InvDesc:	camps/nuts/bolts	InvAmt:	\$264.06		

ChqNo:	0034930	Date:	2025-02-10	Vendor:	NEW NORTH FUELS INC	Amount:	\$1,434.67
InvNo:	710238	InvDesc:	pw-diesel	InvAmt:	\$1,434.67		

ChqNo:	0034931	Date:	2025-02-10	Vendor:	NORTH EASTERN MANITOULIN & THE ISLANDS	Amount:	\$3,272.00
InvNo:	IVC0011420	InvDesc:	2024 tourist info bth share	InvAmt:	\$3,272.00		

ChqNo:	0034932	Date:	2025-02-10	Vendor:	NORTHERN 911	Amount:	\$518.42
InvNo:	21216-02012025	InvDesc:	feb 911 dispatch	InvAmt:	\$518.42		

ChqNo:	0034933	Date:	2025-02-10	Vendor:	PERRY NEWMAN	Amount:	\$808.34
InvNo:	JAN 30 2025	InvDesc:	admin-uhaul rental (desk pkup)	InvAmt:	\$45.14		
InvNo:	FEB 10 2025	InvDesc:	mileage	InvAmt:	\$763.20		

ChqNo:	0034934	Date:	2025-02-10	Vendor:	PURULATOR COURIER	Amount:	\$50.54
InvNo:	555118640	InvDesc:	freight	InvAmt:	\$50.54		

ChqNo:	0034935	Date:	2025-02-10	Vendor:	RAINBOW DISTRICT SCHOOL BOARD	Amount:	\$90,339.68
InvNo:	2024 4TH QTR	InvDesc:	2024 4th qtr req	InvAmt:	\$90,339.68		

ChqNo:	0034936	Date:	2025-02-10	Vendor:	RECEIVER GENERAL	Amount:	\$23,957.60
InvNo:	JAN 2025	InvDesc:	jan source deductions	InvAmt:	\$23,957.60		

ChqNo:	0034937	Date:	2025-02-10	Vendor:	SIFTO CANADA INC.	Amount:	\$10,061.62
InvNo:	1403962	InvDesc:	salt	InvAmt:	\$5,332.31		
InvNo:	1404142	InvDesc:	salt	InvAmt:	\$4,729.31		

ChqNo:	0034938	Date:	2025-02-10	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$4,534.26
InvNo:	RC020036173	InvDesc:	feb health unit levy	InvAmt:	\$4,534.26		

ChqNo:	0034939	Date:	2025-02-10	Vendor:	CONSEIL SCOLAIRE DU DISTRICT DU GRAND NOI	Amount:	\$1,589.16
InvNo:	2024 REQ	InvDesc:	2024 requisiton	InvAmt:	\$1,589.16		

ChqNo:	0034940	Date:	2025-02-10	Vendor:	DATAFIX	Amount:	\$932.25
InvNo:	10900	InvDesc:	voterview election mgmt system	InvAmt:	\$932.25		

ChqNo:	0034941	Date:	2025-02-10	Vendor:	JOE ARNOLD	Amount:	\$1,500.00
InvNo:	FEB 6 2025	InvDesc:	pec-line dancing	InvAmt:	\$1,500.00		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo: 0034942	Date: 2025-02-10	Vendor: ANDREW GERHARD	Amount: \$343.49
InvNo: OTF EXP #2	InvDesc: otf seed grnt reimb.hd drive/	InvAmt: \$343.49	
ChqNo: 0034943	Date: 2025-02-10	Vendor: HILARY BOUDREAU	Amount: \$770.00
InvNo: 1055	InvDesc: pec-feb 10 wrkshp (scg grnt)	InvAmt: \$385.00	
InvNo: 1056	InvDesc: pec-feb 10 wrkshp scg grnt	InvAmt: \$385.00	
ChqNo: 0034944	Date: 2025-02-10	Vendor: GYM & TONIC	Amount: \$678.00
InvNo: 1313	InvDesc: pec-seniors fitness (scg grnt)	InvAmt: \$678.00	
ChqNo: 0034945	Date: 2025-02-10	Vendor: DEBBIE WHATLING	Amount: \$250.00
InvNo: 1005	InvDesc: pec-seniors craft wrkshp (scg)	InvAmt: \$250.00	
ChqNo: 0034946	Date: 2025-02-10	Vendor: TOROMONT CAT	Amount: \$1,057.76
InvNo: PS051467968	InvDesc: plow shoes #9	InvAmt: \$576.84	
InvNo: W0901033115	InvDesc: maint.contract #9	InvAmt: \$372.03	
InvNo: W0901052835	InvDesc: maint contract #9	InvAmt: \$108.89	
ChqNo: 0034947	Date: 2025-02-10	Vendor: VERSUS BUSINESS FORMS & LABELS	Amount: \$1,193.05
InvNo: 54202	InvDesc: tax bill forms	InvAmt: \$1,193.05	
ChqNo: 0034948	Date: 2025-02-10	Vendor: WAT SUPPLIES	Amount: \$1,180.83
InvNo: 318159	InvDesc: admin/lib/arena-skid of salt	InvAmt: \$1,180.83	
ChqNo: 0034949	Date: 2025-02-10	Vendor: WHITE'S SHELL	Amount: \$1,207.91
InvNo: 29253	InvDesc: arena-zamb maint	InvAmt: \$190.16	
InvNo: 4188	InvDesc: admin/lib bldg-snwblwr gas	InvAmt: \$27.00	
InvNo: 4131	InvDesc: gas #8	InvAmt: \$186.00	
InvNo: 4080	InvDesc: gas #8	InvAmt: \$195.00	
InvNo: 4157	InvDesc: gas #8	InvAmt: \$161.00	
InvNo: 4164	InvDesc: gas #8	InvAmt: \$156.75	
InvNo: 4138	InvDesc: gas #8	InvAmt: \$129.00	
InvNo: 4200	InvDesc: gas #8	InvAmt: \$163.00	
ChqNo: 0034950	Date: 2025-02-10	Vendor: WINDOWS UNLIMITED	Amount: \$2,853.25
InvNo: 2025-21	InvDesc: cleaning admin/lib	InvAmt: \$2,853.25	
ChqNo: 0034951	Date: 2025-02-10	Vendor: XEROX CANADA LTD.	Amount: \$206.76
InvNo: F63544482	InvDesc: monthly copier	InvAmt: \$206.76	

*** End of Report ***

Report Total:

\$238,640.13

ment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
4904		2025-02-10	02/10CONB	122	HOBBS, ALTON	OUTSTANDING	Cheque
4905		2025-02-10	02/10CONB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
4906		2025-02-10	02/10CONB	133	BOND, FREDA	OUTSTANDING	Cheque
4907		2025-02-10	02/10CONB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
4908		2025-02-10	02/10CONB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
4909		2025-02-10	02/10CONB	506	MCCARVILLE, MADISON	OUTSTANDING	Cheque
4910		2025-02-10	02/10CONB	507	GAMMIE, DONNA	OUTSTANDING	Cheque
9		2025-02-10	02/10CONB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
0		2025-02-10	02/10CONB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1		2025-02-10	02/10CONB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
2		2025-02-10	02/10CONB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3		2025-02-10	02/10CONB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4		2025-02-10	02/10CONB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
5		2025-02-10	02/10CONB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
6		2025-02-10	02/10CONB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
7		2025-02-10	02/10CONB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
8		2025-02-10	02/10CONB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
9		2025-02-10	02/10CONB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
0		2025-02-10	02/10CONB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
1		2025-02-10	02/10CONB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
2		2025-02-10	02/10CONB	399	HASTELKO, JOHN	OUTSTANDING	Direct Deposit
3		2025-02-10	02/10CONB	508	Carr, Stasia	OUTSTANDING	Direct Deposit

Total : \$25,754.84

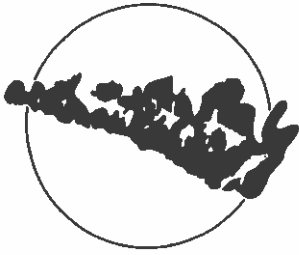
Date : 2025-01-27
Time : 10:41:47 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0034869		2025-01-27	01/27COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0034870		2025-01-27	01/27COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0034871		2025-01-27	01/27COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0034872		2025-01-27	01/27COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0034873		2025-01-27	01/27COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0034874		2025-01-27	01/27COMB	506	MCCARVILLE, MADISON	OUTSTANDING	Cheque
0034875		2025-01-27	01/27COMB	507	GAMMIE, DONNA	OUTSTANDING	Cheque
4242		2025-01-27	01/27COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
4243		2025-01-27	01/27COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
4244		2025-01-27	01/27COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
4245		2025-01-27	01/27COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
4246		2025-01-27	01/27COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
4247		2025-01-27	01/27COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
4248		2025-01-27	01/27COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
4249		2025-01-27	01/27COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
4250		2025-01-27	01/27COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
4251		2025-01-27	01/27COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
4252		2025-01-27	01/27COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
4253		2025-01-27	01/27COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
4254		2025-01-27	01/27COMB	391	GAMMIE, MURRAY	OUTSTANDING	Direct Deposit
4255		2025-01-27	01/27COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
4256		2025-01-27	01/27COMB	399	MASTELKO, JOHN	OUTSTANDING	Direct Deposit
4257		2025-01-27	01/27COMB	503	Peltier, Amy	OUTSTANDING	Direct Deposit
4258		2025-01-27	01/27COMB	508	Carr, Stasia	OUTSTANDING	Direct Deposit

Total : \$26,237.28



MANITOULIN PLANNING BOARD

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

☎ 705-282-2237 ☎ 705-282-3142

February 05, 2025

Alton Hobbs CAO
Municipality of Assiginack
156 Arthur Street
PO Box 238
Manitowaning ON P0P 1N0

NOTICE OF APPLICATION FOR CONSENT TO SEVER

File No.'s	B02-25, B03-25 and B04-25
Owner:	Marilyn Cohen Estate Trustee
Agent:	B.J. Allison
Location:	Part Lot 32 Concession VI, Surveyed as Part 1, Plan 31R-3905 Township of Assiginack District of Manitoulin

Purpose and Effect: To provide for the creation of three (3) new (+/- 0.7 Hec.) lots for seasonal residential uses.

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

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

Last Day for Receiving Comments: February 19, 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 OLT by filing with the Secretary-Treasurer of the Planning Board a notice of appeal setting out the reasons for the appeal, accompanied by the prescribed fee prescribed under the Ontario Land Tribunal Act.

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

Dated at the Town of Gore Bay this 5th Day of February, 2025.

MANITOULIN PLANNING BOARD

FOR OFFICE USE
 FILE NO. FILE No's:
B02-25
B03-25
B04-25

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@bafinet.ca

WHO MUST SIGN THE APPLICATION

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

Please Print and Complete or (✓) Appropriate Boxes)

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) Marilyn Cohen, Estate Trustee		Home Telephone No.	Business Telephone No.
Address 224 Bradley Foster Dr., Huntington, WV 25701		Cell No.	E-mail &/or Fax
1.2 Name of Agent/Applicant B. J. Allison		Home Telephone No.	Business Telephone No.
Address 6372 Hwy 542, Mindemoya, ON P0P1S0		Cell No.	705-282-3241 E-mail &/or Fax bradjallison@gmail.com
1.3 Name of Contact Person Brad Allison			

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 Assiginack			Property Identification No. 47133-0343
Concession Number(s) 6	Geographic Lot Number(s) Pt Lot 32	Name of Street/Road Cardwell Street	House No./911 No. N/A
Survey Plan No. Plan 31R-3905	Survey Part/Lot Number(s) Parts 1, 2 & 3	Subdivision Plan No.	Subdivision Lot No.

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

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

3. Purpose of this Application

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

- Creation of 3 new lots
- Transfer: Creation of new lots Addition to a lot Easement/Right-of-way
- Other: A charge A lease A correction of title

FEB 14 2024
 VIA REGISTER MAIL

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

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)

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.

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

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard	NO	YES - adjacent lands to the south
Utility Corridor	NO	NO
A landfill, closed or active	NO	NO
A sewage treatment plant or waste stabilization plant (lagoon)	NO	NO
A provincially significant wetland or significant coastal wetland	NO	NO
A significant wildlife habitat and/or habitat of endangered species and threatened species	NO	NO
Fish Habitat	NO	YES - Manitowaning Bay - 23 m
Flood plain	NO	YES - Manitowaning Bay - 23 m
An active or rehabilitated or abandoned mine site or mine hazards	NO	NO
An active mine site or aggregate operation site within 1 km of the subject land	NO	NO
A contaminated site or a gas station or petroleum/fuel storage	NO	NO
An industrial or commercial use, and specify the use(s)	NO	NO
Known archaeological resources or areas of archaeological potential	NO	NO
A municipal or federal airport	NO	NO

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

7.2 Past Land Uses -

Vacant and NOT used since initial Crown Patent

8. Current Applications

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

Yes No Unknown If Yes, and if known, specify the appropriate file number and status of the application

9. Other Information

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.

No other useful information.

10. AFFIDAVIT OR SWORN DECLARATION

I/We, Bradley James Allison of the Municipality of Central Manitoulin
 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 Municipality of Central Manitoulin
 in the District of Manitoulin

this 11 day of January 2024

Debra Lynne Allison
 Commissioner of Oaths
DEBRA LYNNE ALLISON,
 a Commissioner, etc., Province of Ontario,
 for B. J. Allison, Barrister and Solicitor.
 Expires March 22, 2025.

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

11. AUTHORIZED AGENT

Authorization of Owner for Agent to Make the Application

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

October 13, 2023
 Date

 Date

Marilyn Cohen
 Signature of Owner(s)
[Signature]
 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.

October 13, 2023
 Date

 Date

Marilyn Cohen
 Signature of the Owner(s)

 Signature of the Owner(s)

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

Applicant's Checklist:	Have you remembered to attach:	Yes
	- 3 copies of the completed application form?	<input checked="" type="checkbox"/>
	- 3 copies of the sketch?	<input 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:

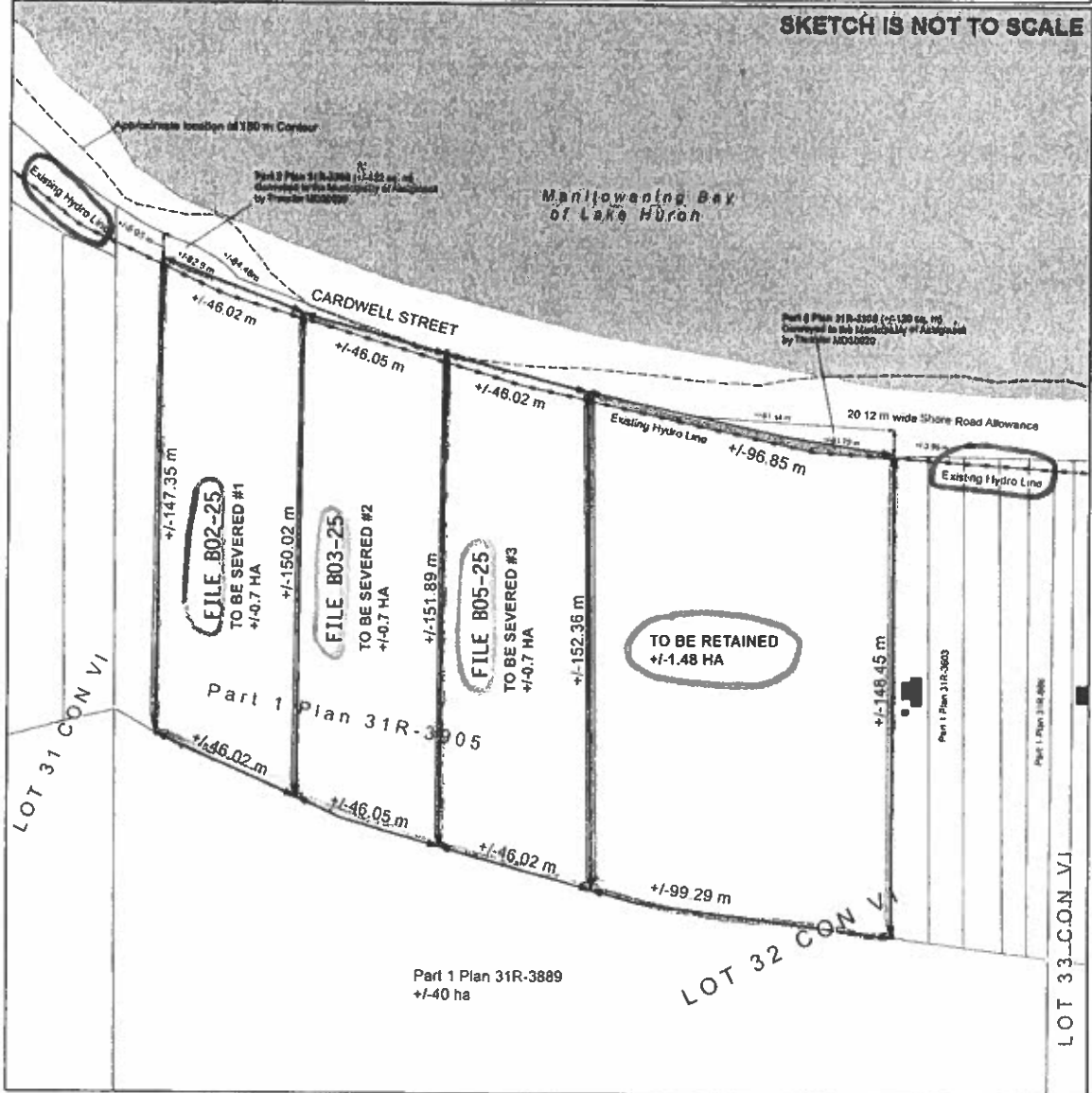
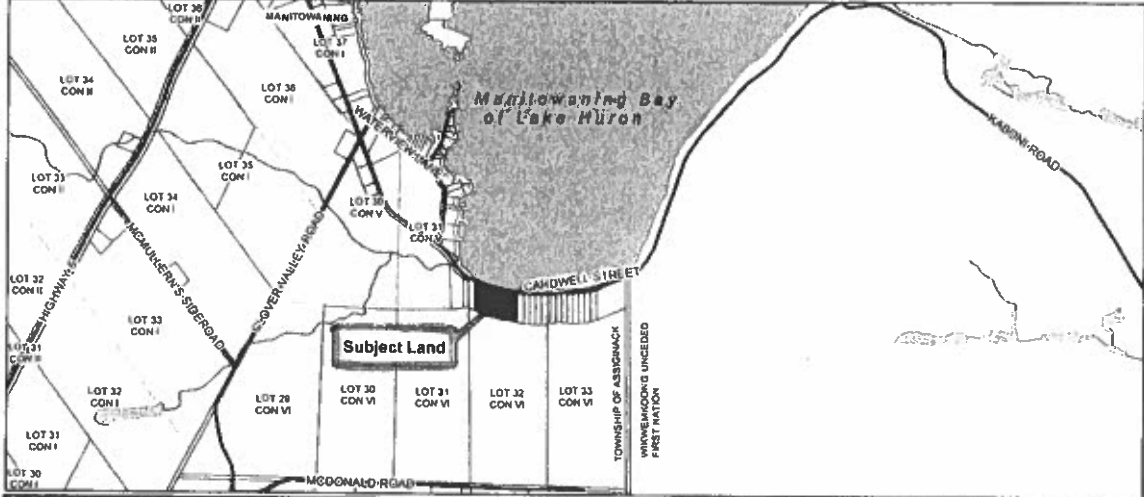
- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of 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.

Part Lot 32 Concession VI
 Surveyed As Part 1 Plan 31R-3905
 Township of Assinick
 District of Manitoulin

FILE NO's: B02-25, B03-25 & B04-25

Prepared January 30th 2025



Patricia Morka
118 Eastview Lane
POP1N0
Secretary- Assiginack Horticultural Society

Municipality of Assiginack
Mr. Alton Hobbs, Chief Administrative Officer,

RECEIVED
JAN 31 2025

January 30, 2025

Dear Mr Hobbs;

On behalf of the Assiginack Horticultural Society we would like to thank ,you , the Mayor and Council for the continued support of the Assiginack Horticultural Society in their efforts to beautify the town with flower planting, weeding and general upkeep of the barrels and other areas around town and the museum.

This year is the 70th Anniversary of the Assiginack Horticultural Society and a celebratory " Flower Show and Luncheon", will be held on July 30th . Last year we held the flower show and luncheon at Knox United Church and albeit successful , it was a bit cramped given the 100 plus attendees. This year we do expect a larger attendance and to that end we have requested and received a quote for using the Atrium from Mrs. Jackie White. Although the quote is within parameters the town charges for rental of the space we were taken aback at the amount of \$800.00 for the time we require the space to host the event.

Mr. Hobbs, we would kindly request and, would appreciate if there could be a considerable reduction or waiver of the rental cost given the 70th Anniversary event is an opportunity to showcase not only the Horticultural Society but also the town of Manitowaning, to several individuals and groups from the district and beyond.

Last year our members donated over 1100 hours to plant, weed, water, and maintain flower beds and the barrels around the township. It is with care, commitment , dedication and pride for their community that ,although small in number, this group undertakes these activities. This year being a special 70th Anniversary event we anticipate our members will spend even greater volunteer hours committed to ensure the town is well dressed horticulturally for the event and visitors to the town.

We are sincerely hoping you will consider granting our request for reduction or waiver of the cost of renting the Atrium to proudly showcase the 70th Anniversary event of the Assiginack Horticultural Society and our town of Manitowaning.

Sincerely,


Patricia Morka-Secretary ,on behalf of,
Assiginack Horticultural Society
c/o 118 Eastview Lane
Manitowaning, ON, P0P1N0

for Council
F 16/4



Assiginack Curling Club
PO Box 68, 26A Clover Valley Rd.
Manitowaning, Ont.
POP 1N0

RECEIVED
FEB 06 2025

Township of Assiginack
156 Arthur Street
Box 238
Manitowaning, Ont
POP 1N0

February 4, 2025

To Whom it May Concern Regarding Municipal Taxes of the Assiginack Curling Club

The Assiginack Curling Club had a 2024 Tax Levy of \$8,600.68. There are no taxes in arrears. It currently has 85 members, many that volunteer countless hours in order to make the club successful. There are no paid positions.

The club is one of five curling clubs on Manitoulin Island, and a reason that the Island was chosen to host the 2018 and 2024 Northern Ontario Provincial Curling Championships.

Listed is the 2024 Municipal Taxes of the five Curling Clubs on Manitoulin.

Assiginack	\$8601	- Two Sheet Club
Mindemoya	\$4331	- Two Sheet Club
Gore Bay	\$3600	- Three Sheet Club
Providence Bay	\$1308	- Two Sheet Club
Little Current	\$0	- Four Sheet Club Owned by NEMI

Membership of the clubs' range between 75- 125 members. The Assiginack Club has the highest membership dues on Manitoulin Island, currently at \$250/year. Curling takes place from January – March.

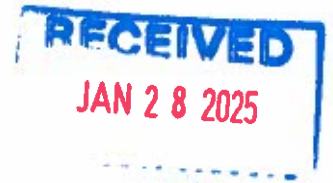
The club balance sheet ending September 30th, 2024, was at \$1774. It would not cover the cost of a major ice plant breakdown.

The Assiginack Curling Club is asking for minor relief from Municipal Taxes. **We are asking that you limit municipal taxes to \$5000 per year for the next five years. I am available if you have any questions or concerns.**

Thanks
Joe Cooper
President,
Assiginack Curling Club
(705)-862-2760

January 23, 2025

Township of Assiginack
P.O. Box 238, 156 Arthur Street
Manitowaning, ON POP 1N0



Subject: Termination of Recyclable Acceptance Agreement for Blue Box Recycling Processing

Dear Township of Assiginack,

We are writing to inform you of an important notice regarding the processing of Blue Box recyclable materials at the City of Greater Sudbury's Recycling Centre. **As of March 31, 2025, the current Recyclable Acceptance Agreement between the City of Greater Sudbury and Township of Assiginack will be terminated.**

This change is a result of the new provincial regulation O. Reg. 391/21 as amended, which shifts the responsibility for the operation and maintenance of the Blue Box program from Ontario municipalities to producers of Blue Box materials. The City of Greater Sudbury is transitioning under the new Blue Box Regulation to Extended Producer Responsibility on April 1, 2025. As such, the City of Greater Sudbury will no longer oversee the processing of Blue Box recyclable materials for eligible sources.

The City's Recycling Center is being leased to a Blue Box materials processor (HGC Management) who can continue accepting your Blue Box recyclable materials through a direct agreement with the facility's current service provider, HGC Management. To arrange for continued processing service, please contact HGC Management Inc prior to March 31, 2025. Contact information is as follows:

Herb Lambacher | President HGC Management
Desk 519-754-4732 x400 | Cell 905-301-2947
herb@hgcmanagement.ca

We recommend reaching out to HGC Management promptly to ensure a seamless transition and avoid any disruption in service.

Should you have any questions or require further information, please do not hesitate to contact Environmental Services at 705-674-4455, extension 4406. Thank you for your understanding and cooperation during this transition.

Sincerely,



Nataly Wissell
Manager of Collections and Recycling

*Emailed
Feb 4/25*



377, rue Bank Street
Ottawa, Ontario K2P 1Y3
tel./tél. 613 236 7238
fax/télé. 613 563 7861
www.cupw-sttp.org

CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.

Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

BY EMAIL AND MAIL

January 16, 2025

Brenda Reid, Mayor
Township of Assiginack
PO Box 238 156 Arthur St
Manitowaning, ON P0P 1N0



Dear Brenda Reid:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here: <https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

Alton Hobbs

From: Sharon ALLEN <shagloann@gmail.com>
Sent: February 13, 2025 8:22 AM
To: Alton Hobbs
Subject: Library Board

Good morning Alton,

I am submitting my name for consideration as a member on the library board.

Sincerely,

Sharon Allen

Alton Hobbs

From: jo mellan <jecmellan@gmail.com>
Sent: February 12, 2025 8:52 PM
To: Alton Hobbs
Subject: Library board

Hi Alton,
I would be interested in being considered for a position on the library board.
Thanks
Jo Mellan
Sent from my iPhone

AVAILABLE FUNDING OPPORTUNITY

Funding Program Name: OTF Capital Grant

Funding Provider Name: PROVINCIAL- OTF

Funding Program Description:

OTF Capital Grant

Improve community spaces

Programs and services that support the people of Ontario are delivered locally in a range of community buildings and spaces. These places provide opportunities for activity, recreation, and connection and play an important role in creating healthy and vibrant communities where everyone feels a sense of belonging.

In the Capital grant stream, OTF funds projects that update buildings, enhance spaces, and purchase fixed and non-fixed equipment so people and communities can thrive.

Amount of Funding Available (Max. Contribution Amount): **\$200,000**

Is this funding stackable with other levels of government? YES NO

Stackable Program Name: N/A and %: Click or tap here to enter text.

Municipal Contribution Amount (% or \$): **ZERO**

Application Deadline: **3/5/2025**

When will we hear back regarding a decision? **10/3/2025**

What is the funding program's timeline for the project's duration? 1 Yr.

Have you consulted with the Funding Program Officer for more information? YES NO

Have you consulted with the Treasurer regarding Budget Accommodation? YES NO

FUNDING PROGRAM EVALUATION

<p>PROS <i>(Why should We apply for this funding? How will this project benefit the community? Does the benefit outweigh the cost and resources required?)</i></p>	<p>CONS <i>(Why shouldn't we apply for this funding? Does the benefit outweigh the cost and resources required?)</i></p>
<ul style="list-style-type: none"> • See answer below 	<ul style="list-style-type: none"> • See answer below

TOWNSHIP OF ASSIGINACK PROJECT INFORMATION

Project Name: Developing Accessible Pathways and Ramps within the Assiginack Musuem and Heritage Complex to Adjoin the Historic Outbuildings and Veterans Cenotaph

- **Enhanced Accessibility:** The creation of accessible walkways will ensure that individuals of all abilities can easily access and enjoy the Museum and Veterans Cenotaph, promoting inclusivity and diversity within our community.
- **Improved Safety:** By installing safe and well-maintained pathways and railing where needed, we are reducing the risk of accidents and injuries, creating a more welcoming and secure environment for residents and visitors alike.
- **Preservation of Heritage:** By extending the life of the Museum and Veterans Cenotaph through these infrastructure improvements, we are preserving our history and culture for future generations to appreciate and learn from.

This proposed Township of Assiginack Ontario Trillium Foundation Capital project to create fully accessible walkways at the Museum and Veterans Cenotaph is not only important for enhancing accessibility but also for fostering a deeper sense of connection and community spirit among residents. By aligning with the funder objectives of maintaining or increasing access to a program or service, extending the life of a facility or space, and improving a facility or space to make it more accessible, we are demonstrating our commitment to inclusivity, safety, and heritage preservation. This community project is not just about building walkways - it is about building bridges between people and creating a more connected, healthy and vibrant community for all.

Estimated Project Budget: \$73,000

Have you obtained quotations to confirm the cost(s)? YES NO

Project Timeline/Duration: one year

Tentative Start Date: 3/2/2026

Tentative End Date: 9/25/2026

Does this project align with the 4 Core Pillars and Values from the Township's Strategic Plan?

YES NO *If so, which one?* **Infrastructure Investment & Renewal**

Does this project align with the potential funding program's objectives? YES NO

Have you confirmed the project's eligibility with a program officer? YES NO

Describe the benefit(s) this project will create for our community.

*See above project description

How does this project align with all other municipal plans? (i.e., Strategic Plan, Asset Management and Long-term Capital Plans)? *Yes, all of the plans mentioned above plus, branding and marketing, arts, heritage and culture planning.*

Have you consulted with other relevant Township of Assiginack's Departments and Department Heads to ensure this project is not duplicating another current or future proposed project?

YES NO

Have Annual Maintenance costs been determined? YES NO

PROJECT MANAGEMENT

Who will be responsible for overseeing and executing this project? Choose an item.

STAFF MEMBER'S NAME	ROLE	RESPONSIBILITIES
Shelba Millette	EDO	Funding Application and Reports Press Releases and Marketing
Stasia Carr	Clerk	RFP's / Contract Advertising
Deb MacDonald	Treasurer	Accounting
Ron Cooper	Road Superintendent	Construction Oversight
Kelsey Maguire	Curator, Assiginack Museum and Heritage Complex	Design Aspects

Are contracted services an eligible expense of this funding program? YES NO

Are additional Municipal Resources required to complete this project? If so, please list below.

NONE

Please list any future Municipal Resources required once this project is complete. (*i.e.*, Ongoing maintenance, budgeted expenditure in Annual Operating Budget, etc.)

Maintenance

Who is responsible for Reporting on this Project if Successful? Shelba Millette

Staff's Recommendation to Council:

Apply for OTF Capital Grant

Report Completed By: Shelba Millette, EDO

Date: 1/16/2025

Township of Assignack

156 Arthur Street, Manitowaning, ON P0P1N0

Complaint & Response Form

Forward to ahobbs@assignack.ca

1.0 Complaint Form Submitted By:

Your Name:	Your Signature:
Contact Numbers:	Cell:
	Home Telephone:
	Work Telephone:
Email Address:	
Mailing Address:	

1.1 Complaint Summary

What is the nature of your complaint? Please include relevant date(s), location, and all background information, including any Municipal employees you have contacted regarding this matter. (Please attach a separate page to this form submission if you require additional space to record your complaint).

Please note: You may be summoned to court to testify concerning this complaint.

1.2 How do you see this situation being improved?

1.3 Additional Information

Office use only:

File Number:		Received by:	
CAO Signature:		Delegated to:	

Acknowledgement of the Receipt of Complaint

Date Sent:		By Staff:	
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Action Taken:

Final Response to Complaint

Date Sent:		By Staff:	
CAO Initials:		Copies attached:	

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2025- 03

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
TO ENTER INTO AN AGREEMENT WITH ROCK NETWORKS INC TO ALLOW
CERTAIN INSTALLATIONS ON MUNICIPAL ROAD ALLOWANCES.**

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

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

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

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

Read a first, second and third time and finally passed this 18TH day of February, 2025.

Mayor: Brenda Reid

Clerk: Stasia Carr

Seal

PERMISSION TO PERFORM WORK AND PLACE INFRASTRUCTURE ON MUNICIPAL PROPERTY

1. The Township of Assiginack hereby grants ROCK Networks Inc. (ROCK) permission to perform certain works as identified in the attached drawings (list the drawings), which form part of this agreement under the terms and conditions identified herein.
2. ROCK is granted permission to construct, repair and maintain vaults and underground infrastructure at the identified locations subject to the conditions of this agreement and engineered plans approved by the Township of Assiginack.
3. All construction work shall be performed in a safe and workmanlike manner that minimizes the impact of said works on municipal operations and property and complies with all applicable legislation and regulations.
4. All works shall be pre-approved by the municipality and carried out under the supervision of the Public Works Superintendent who shall retain at all times the authority to require moderate changes to safeguard public use of affected lands and mitigate the impact on private property owners.
5. ROCK shall save and hold harmless the Township of Assiginack, its officers and assigns from any and all liability associated with the installation, use or removal of its equipment and infrastructure, and maintain commercial liability and operational insurance in an amount of not less than ten million dollars. Further, the Township of Assiginack shall be listed as a named insured on that policy and be provided with a current copy of the policy on an annual basis.
6. All equipment and surrounding grounds shall be maintained in a professional manner.
7. ROCK shall provide a primary contact number and email to the municipality to enable immediate communication with the organization in the event of future problems related to the equipment.
8. ROCK shall be responsible for all costs associated with the installation, operation and removal of their equipment.

9. The Township of Assiginack assumes no responsibility for the personal safety or actions of any persons associated with ROCK.
10. ROCK shall provide the municipality with a work safety plan, a certificate of insurance and proof of coverage from the Workplace Safety Insurance Board (WSIB) prior to commencement of construction and maintain those coverages for the life of the project.
11. Should ROCK fail to meet any of its obligations as identified herein, all permissions are withdrawn, and ROCK shall remove all equipment and immediately cease operations on municipal property. If the said equipment is not removed within thirty (30) days of notification of such breach, the municipality may cause the equipment to be removed and charge back all costs of the removal and any associated costs to ROCK.
12. ROCK shall fully reimburse the Township of Assiginack for any and all costs incurred in the development, execution and enforcement of this agreement.
13. Cyient is introduced as ROCK's design firm. All permit submissions will be coordinated and submitted to the municipality through Cyient, on behalf of ROCK.
14. A certificate of insurance will be provided by the construction contractor once finalized by ROCK. This certificate of insurance will be shared with the municipality alongside the construction start notice.

For Township of Assiginack:

Name:

Signature:

Date:

For ROCK Networks Inc.:

Name:

Signature:



Date:

February 7, 2025

Kalai S. Kalaichelvan

THE CORPORATION OF THE TOWNSHIP OF Assiniboia

BY-LAW NO. 2025- 04

**ADOPTION BY-LAW FOR OFFICIAL PLAN AMENDMENT No. A-3
(As Amended)**

**BEING A BY-LAW TO AMEND THE OFFICIAL PLAN
FOR THE DISTRICT OF MANITOULIN**

WHEREAS the Manitoulin Planning Board has recommended adoption and submission of an Official Plan Amendment (OPA) for the District of Manitoulin;

AND WHEREAS The Manitoulin Planning Board deems it appropriate to adopt the Official Plan Amendment No. A-3 for an Area-Wide Natural Heritage System Strategy (NHSS) for the District of Manitoulin,

NOW THEREFORE the Corporation of the Township of Assiniboia, in accordance with the provisions of Section 17(22) of the Planning Act, R.S.O. 1990, as amended, hereby enacts as follows:

1. THAT Amendment No. A-3 to the Official Plan for the District of Manitoulin consisting of explanatory text and mapping (Schedule F attached) is hereby adopted;
2. THAT the Secretary-Treasurer for the Manitoulin Planning Board is hereby authorized and directed to make application to the Ontario Ministry of Municipal Affairs and Housing (MMAH) for approval of the aforementioned Amendment No. A-3 to the Official Plan for the District of Manitoulin; and
3. THAT this by-law shall come into force and take effect on the final date of passing therefore, and subject to Ministry approval.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED

THIS 18 DAY OF FEBRUARY, 2025.

(Name) (Mayor/Reeve)

(Name) (Secretary-Treasurer/Administrator)

I, (name)(Secretary-Treasurer/Administrator) for the Township of Assiniboia hereby certify that the foregoing is a true copy of By-law No. 2025- 04 passed by the Township of Assiniboia on the 18 day of FEBRUARY, 2025.

ALTON HODAS CAO
(name and title)

(Certification Stamp on this page and on the Schedule A to the Adopting By-law)

AMENDMENT NO. A-3

(AS AMENDED NOVEMBER 19TH, 2024)

TO THE

OFFICIAL PLAN

FOR THE

DISTRICT OF MANITOULIN

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

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

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

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

PART A THE PREAMBLE

1. Purpose

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

2. Location

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

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

3. Basis

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

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

PART B THE AMENDMENT

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

DETAILS OF THE AMENDMENT

The Official Plan is amended as follows:

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

D.4(a) Natural Heritage System Strategy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section D.4(b) Feature-Specific Policies

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

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

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

D.4.(b).2 – Other Wetlands

The following policies apply to Other Wetlands:

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

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

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

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

part of an Environmental Impact Study (EIS)

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

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

The following policies apply to Fish Habitat:

- The Planning Board and the municipalities recognize that the health of the aquatic environment is a fundamental indicator of the health of the overall ecosystem in the District and beyond. The harmful alteration, disruption or destruction of fish habitat is prohibited under the *Fisheries Act*.
- Through a fish habitat mitigation/compensation assessment, in consultation with the Planning Board and the Department of Fisheries and Oceans (DFO), it is the Planning Board's objective to secure a "no net loss" of productive capacity of fish habitat, and where possible, secure a net gain of productive capacity of fish habitat.
- Any development or change in land use within or adjacent to an existing fish habitat area, or potential fish habitat area along lands adjacent to any lake, river, stream, or wetland, will be reviewed by the Planning Board in consultation with the DFO with respect to the potential impact. Adjacent lands will be ~~defined by the Planning Board, in consultation with the Province and DFO, and will generally be 30-~~ considered to be 120 metres from the edge of the identified Fish Habitat. Any such proposal may be subject

to a scoped Environmental Impact Statement (EIS), in accordance with Section D 7, to determine if proposed development will adversely impact the fish habitat. If it is determined that development will impact the fish habitat, development will not be permitted. If it is determined, through consultation with DFO, that development will not impact fish habitat then the requirement for an EIS may be waived, in accordance with Section D 7. An example of this may include ~~development on full municipal services and nearby~~ intervening development between the site and the identified fish habitat.

4. Where it has been determined by the DFO that the development or change in land use will affect the natural functions of the fish habitat, the preparation of a fish habitat mitigation/compensation assessment will be required. The assessment will typically be required to include the following information:
 - a. identify the nature and extent of potential impacts;
 - b. determine appropriate mitigative measures to protect the affected fish habitat;
 - c. specify compensation for loss of fish habitat through near-site replacement of habitat, off-site replacement of fish habitat or an on-site increase of fish habitat capacity;
 - d. determine appropriate buffering and explain how such buffering will be protected in the future; and
 - e. address other matters as determined by the DFO.
5. Any requirements imposed through a fish habitat mitigation/compensation assessment will be implemented by the proponent with input from, and to the satisfaction of the Planning Board and the DFO.
6. Any development or site alteration within ~~20-30~~ metres above the high water mark will have regard to the Shoreline Management Plan (SMP), which was developed by the Province.

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

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

species. An example of this includes Deer Wintering Areas, which are identified on Schedule D to this Official Plan.

The following policies apply to Significant Wildlife Habitat:

1. Significant Wildlife Habitat is to be screened for and assessed in accordance with the Natural Heritage Reference Manual as part of the preliminary review of a planning application, in order to determine if an Environmental Impact Study (EIS) would be required to support the proposed development:
 - a. Determine if the area involves a trigger for Significant Wildlife Habitat or if any confirmed Significant Wildlife Habitat is present;
 - b. If a trigger or habitat is present, conduct an Ecological Land Classification for the site and land within 120 m;
 - c. Identify any candidate Significant Wildlife Habitat by comparing the ELC evaluation with the Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E (MNR 2015)
 - ~~d. Investigate to determine if the area contains one or more candidate or confirmed Significant Wildlife Habitat(s), and if so conduct an Environmental Impact Study as per Section D.7, the Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E (M.N.R.F. 2015) as may be amended from time to time.~~
2. Significant Wildlife Habitat is not mapped on Schedules to the Plan, with the exception of Deer Wintering Areas and areas of Significant Wildlife Habitat identified by an Environmental Impact Study (EIS) prepared during the course of a planning application.
3. A screening assessment for Significant Wildlife Habitat is to be completed to determine potential presence of this feature type in accordance with Section D.7 of the Official Plan.

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D.4.(b)5.1 Deer Wintering Areas

The following policies apply to Deer Wintering Areas:

1. Deer populations provide a broad range of economic, social and cultural benefits to Manitoulin Island residents. These include both direct benefits (e.g. hunting, viewing, tourism) and indirect benefits (e.g. contributions to biodiversity, bequest to following generations). It is the intent of the Planning Board to conserve important Core Deer Yards as part of the natural ecology of Manitoulin. Core Deer Yard boundaries are shown on Schedule D of this Official Plan.
2. Core Deer Yards consist mainly of coniferous trees (pines, hemlock, cedar, spruce) with a conifer canopy closure of more than 60% and may include interspersed areas of

deciduous forest. Core Deer Yards provide suitable areas of cover, food, and adjacent natural lands. Lands surrounding the Core Deer Yard can be agricultural, or mixed/deciduous forest; however, a Core Deer Yard is predominantly woodland habitat with minor components of cultural lands. These areas are traditionally used by deer and are absent of barriers to migration to and from the yard itself.

3. Development and site alteration can be beneficial when it maintains cover and provides winter browse. It can be detrimental when excessive amounts of conifer cover are removed or converted to mixed woods or hardwoods. The three most important features of a successful yard are traditional use, cover and browse.
4. Policies aim to be enabling and flexible to allow for local land use planning decisions to address local circumstances and needs, while still contributing to the broader landscape-based deer management needs.
5. In areas identified as a Core Deer Yard or on adjacent lands, shown on the land use Schedules to this Official Plan, and outside of the identified urban areas and village areas, new development or site alteration may be permitted without an Environmental Impact Statement (EIS) provided:
 - a. The proposed new lots have a minimum 90 metre frontage and 90 metre depth, and vegetation retention is maximized through the use of tools such as a development agreement or a subdivision agreement, miscellaneous notification agreement (and subject to the other policies of this plan). Smaller lot sizes may be considered if through means of an EIS it can be demonstrated that no adverse impact will occur to the habitat or herd.
 - b. An EIS as set out in Section D-7 will be required for the creation of more than three new lots as a means to determine the extent of conifer habitat to be retained and other mitigation measures. A Township lot as originally surveyed, i.e. 40 hectare lot, may be severed from an entire holding without affecting the three lot limit in this case.

- c. Where development is proposed in shoreline areas, coniferous fringe habitat along the shoreline (providing deer browse and shelter habitat) shall be conserved.
6. For development proposals within or adjacent to deer habitat, the Planning Board will require an applicant to provide the following:
 - a. a map or sketch indicating the property and the location of the deer habitat on or adjacent to the proposed development and identifying all adjacent land uses;
 - b. identify existing land use and proposed land use;
 - c. identify alternative development locations or forms considered;
 - d. describe the existing forest cover of the area including species, extent of existing forest types etc., including pictures and maps to assist in review of the application;
 - e. describe other identified natural heritage features or development constraints present on the site;
 - f. provide any previous habitat assessments or studies that exist;
 - g. identify the potential impacts of the proposal on key ecological functions including loss of existing conifer cover, food production areas, and linkages;
 - h. describe how the identified deer wintering habitat will be protected or enhanced;
 - i. outline the proposed mitigation measures which will be employed to reduce potential impacts to the deer wintering area as a result of the proposed development; and
 - j. specify the net predicted effect of the development and proposed mitigation measures
7. Where requested to be completed by Planning Board an EIS must be completed by a qualified professional, the cost of which will normally be borne by the applicant. The Planning Board may require a peer review of an EIS.
8. An EIS may be required for a planning application, other than new lot creation, for a change in land use to a commercial, industrial, or institutional use where the proposed building coverage and clearing may result in negative impacts to the natural features

and their ecological functions

9 An EIS will be required when a planning application is made for a large scale recreational use (e.g. a golf course, serviced campground, tourist lodge, motor sport track) that will require large scale site alteration, or large scale removal of the natural vegetation coverage.

10 On existing lots of record, where planning approvals are not required and residential uses are permitted, new residential uses do not require the submission of an EIS.

D.4(b).6 Alvars

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

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

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

D.4(b).8 Linkages

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

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

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

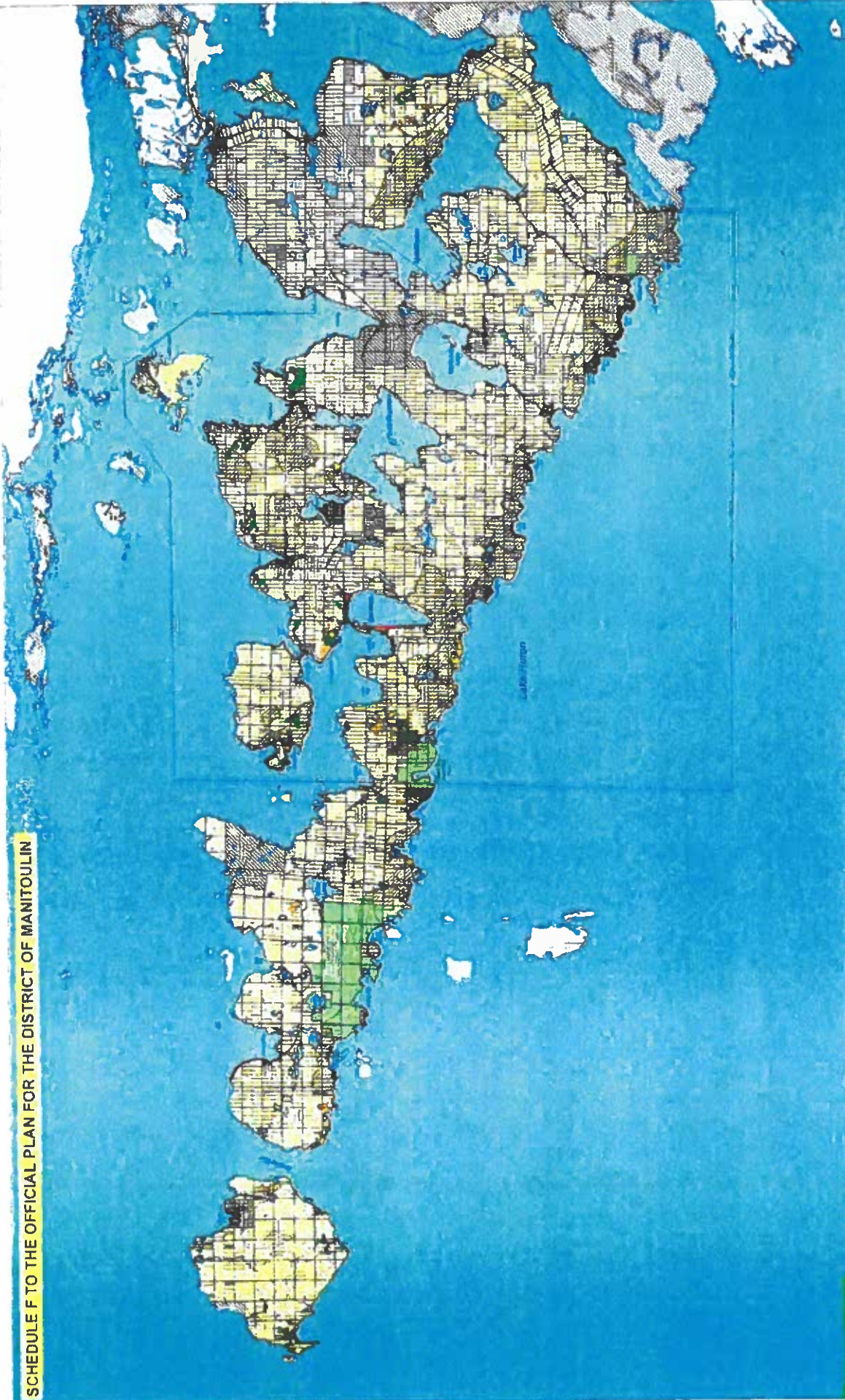
- Site Scale Linkages identified in an Environmental Impact Study (EIS)

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

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

1. The mapping of landscape-level Linkages uses the best currently available mapping of the features and areas that make up the NHS. Landscape level linkages will vary in size and shape depending on their habitat types and/or functions. This scale of mapping is general in nature and minor shifts may be permitted when informed by more detailed assessment.
2. Existing uses on lots of record within Linkages will be permitted to continue.
3. Development and Site Alteration for low-intensity uses may be permitted in linkages within this Official Plan if it can be demonstrated through an Ecological Site Assessment (EcoSA) that the development will have no negative impacts on the function of the Linkage, or that the development can be conducted in such a way as to avoid the Linkage altogether. In cases where an EIS is triggered by this assessment, the requirements of Section D.7 shall apply.
4. When considering waiving or scoping an EIS supporting a proposed development within a Linkage, the Planning Board will have consideration for the criteria applied to the Natural Heritage Features for which the Linkage is providing connectivity, and for the nature of the land uses proposed.
5. Smaller site-scale linkages are intended to provide connection within and between natural heritage features and areas in close proximity. Linkages at the site-level scale, as may be assessed and identified through a site specific study such as an EIS, may not appear on Schedule F, however, the policies of this Official Plan continue to apply.
6. Development and Site Alteration within site-scale linkages will not be permitted except for portions of naturalized stormwater management facilities or similar infrastructure that does not disrupt the function of the Linkage.

SCHEDULE F TO THE OFFICIAL PLAN FOR THE DISTRICT OF MANITOULIN



Legend

General

- City of Manitoulin
- County of Manitoulin
- Unincorporated Area
- Water
- Highway
- Other

Official Plan

- Residential
- Commercial
- Industrial
- Community
- Other

Heritage

- Historic District
- Historic Building
- Historic Site
- Historic Area

Other

- Other

Map Information

- Scale: 1:50,000
- North Arrow
- Projection: UTM
- Zone: 18N
- Datum: NAD 83
- Units: Meters

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2025-05

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
TO ADOPT A SOCIAL MEDIA POLICY.**

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

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

AND WHEREAS The Council of the Corporation of the Township of Assignack wishes to adopt a social media policy:

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

1. THAT the Municipality adopts the Social Media Policy, attached as Schedule A to this by-law and forming part of it.
2. THAT this by-law shall come into force and take effect upon third and final reading hereof.

Read a first, second and third time and finally passed this 18th day of February, 2025.

Mayor: Brenda Reid

Clerk: Stasia Carr

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Social Media Policy

1. Policy Statement

1.1 The Township of Assiginack is committed to continuous improvement to accomplish the mission as identified in our Strategic Plan. This document outlines the social media policy for the Township of Assiginack, emphasizing effective communication and service delivery through digital platforms.

The Corporation of the Township of Assiginack is a dedicated team who serves its community by delivering services and support in a consistent and professional manner.

1.2 Effective service delivery requires providing services in a fair, timely, respectful, and transparent fashion. This policy provides the framework for the use of social media for the Township of Assiginack. It establishes guidelines for the appropriate use and management of social media, ensuring the protection of the Township's reputation while fostering community engagement.

1.3 The Township supports the use of digital communications including, but not limited to, the Township's official website and social media accounts as methods of providing information to the public.

1.4 The Township's official accessible website, www.assiginack.ca will remain the Township's primary means of digital communication. Corporate

Passed by Council: By-law No. 2025- ?

social media accounts will complement and enhance the Township's established web presence and all social media communications will redirect to the Township's website when more information is available.

2. Purpose

2.1 The purpose of this policy is to set guidelines and standards to ensure the appropriate use and management of social media on behalf of the Township.

2.2 More specifically, the Purpose of this Policy is to:

- 2.2.1 Protect the Township's reputation and ensure consistency and professionalism with all Township communication through social media.
- 2.2.2 Establish protocols, criteria, and courses of action for:
 - 2.2.2.1 Appropriate monitoring and administration of the Township's social media pages;
 - 2.2.2.2 Determining/adopting new social media accounts for the Township;
 - 2.2.2.3 Providing timely, effective, and accurate information and responses;
 - 2.2.2.4 Establishing a mechanism to address controversial or sensitive matters relating to online content about the Township;
 - 2.2.2.5 Warranting appropriate protection of privacy of the public who engage or interact with the Township via social media.

2.2.3 Provide Township employees, Council, Committee members, volunteers, and the public with an understanding of the policies surrounding acceptable corporate and personal use of social media accounts as they relate to discussing the business of the Township.

3. Scope

3.1 This policy applies to Township employees, Committee members, volunteers, and Council members who make public statements on Township social media sites and other social networks that discuss, share, or comment on the Township. This policy also applies to members of the public who use, comment, or post on Township social media sites and social

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networks. The policy applies to all social media accounts used by the Township of Assiginack.

4. Responsibility

4.1 It is the responsibility of all Council members, employees, Committee members, and volunteers to ensure compliance with this policy. Issues concerning potential non-compliance with this policy will be directed at the attention of the Clerk or CAO to ensure compliance with this policy.

Direct staff roles and responsibilities are as defined in the Township of Assiginack's Virtual Communications Strategy.

5. Definitions

5.1 "Township" – means The Corporation of the Township of Assiginack.

5.2 "Employee" – means an employee of The Corporation of the Township of Assiginack.

5.3 "Digital Communication" – means information that is shared using the Internet or mobile communication network for any purpose (i.e.: information sharing, marketing, public engagement, etc.).

5.4 "Social Media" – means the various online, accessible communication accounts or technologies that enable individuals to join and/or participate in online communities for the purpose of publicly sharing information, ideas, messages, pictures, etc. These accounts can include Facebook, Twitter, YouTube, Instagram, TikTok, as well as blogs, mobile applications, websites, photo boards, discussion boards, or any other online location where commentary is publicly shared and attributed to the Township, an employee, or elected official.

5.5 "Social Media Content" – means content that is planned and developed by the Township's departments and posted or intended to be posted on the Township's social media pages. This refers to any posts, notices/media releases, documents, photographs/graphics, videos, links, or other information that is created, posted, distributed, or transmitted via social media.

5.6 "Social Media Moderators" – means Township staff who are designated to post, update, monitor, and review content on corporate social media pages, and who are also responsible for social media governance, strategy and implementation, and who work directly with all municipal departments and stakeholders to lead social media initiatives.

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5.7 "Public Record" – means anything which is created in the regular course of conducting Township business and which documents the business of the Township, regardless of format. Public records document decisions, policies, procedures, transactions, activities, commitments, obligations, ownership, entitlement, legal rights, etc. of the Township and are relied upon by the Township as proof of such to support Township business.

5.8 "Public Statement" – A declaration made by a Township employee, official, or representative in any public forum, which relates to the Township, its employees, and/or its business. This includes statements made on personal social media accounts which the public can view, public online forums or discussions, social networking pages, and elsewhere in the public record.

6. Guidelines

6.1 Site Content

- Social media is used as a communication tool for the intent of enhancing communication with the public about programs and services.
- 6.1.2 The Township invites the public to engage with posts while treating others with respect, including the Township.
-

6.1.3 The Township understands that members of the public may express concerns, feelings, or opinions that may not align with municipal decisions. Community engagement, both positive and constructive, is welcome in discussions on the Township's corporate social media. The Township will not, however, tolerate inappropriate posts or comments.

6.1.4 Each social media account used by the Township will contain a disclaimer that will reference this policy for guidelines of conduct.

6.1.5 The Township of Assiginack has zero tolerance for disrespectful or inappropriate behaviour on any of its media platforms.

6.2 Site Administration

- 6.2.1 Only Social Media Moderators shall post on the Township social media accounts.
- 6.2.2 Social Media Moderators serve as a centralized resource for the oversight of the Township's social media. They adhere to the following principles:

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- 6.2.2.1 The Township's official corporate social media pages are monitored regularly by the Social Media Moderator(s) during business hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
- 6.2.2.2 Every effort is made to respond to constructive concerns and questions on the corporate social media pages. If a response is required, the goal is to address the comment within one (1) to two (2) business days; however, this time may be impacted by Township Staff availability to assist with the content of the response. A disclaimer advising of this time period will be added to the Townships Social Media Platforms; and
- 6.2.2.3 Account login credentials and passwords are confidential and will be stored in a secure location with the Social Media Moderator(s).

6.3 Use of Social Media by Council, Employees, Volunteers, and Committee Members

- 6.3.1 To facilitate compliance with public records law, prevent false or misrepresented information, and to ensure that communications from the Township are streamlined, Employees and Council that wish to use personal accounts for the promotion or marketing of Township events, property, or services must share the original post from the Township's corporate social media accounts. Employees, volunteers, committee members, and Council are all representatives of the Township and must uphold the standards of the Township branding when engaging in anything related to the Township, its services, operations, policies, and/or procedures. This includes engaging in online interaction on the Township's corporate social media pages or any online conversation that involves information about the Township on a public page. Employees, Council members, and committee members must adhere to their respective Codes of Conduct.

6.4 Municipal Staff Usage of Social Media

- 6.4.1 Employees are free to express themselves as private citizens on social media sites; however, their speech cannot impair or impede the performance of their duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the Township. No employee shall speak in a way to cause deliberate harm or disruption to the mission and functions of the Township.
- 6.4.2 Employees may identify themselves as a Township employee; however, online postings cannot reveal confidential information about the Township. Any questions about what is considered confidential should be

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directed to their supervisor, Social Media Moderator, or the Chief Administrative Officer (CAO).

6.5 Mayor and Council Usage of Social Media

- 6.5.1 In accordance with the Municipal Act, 2001, Section 224, Council's social media usage must take into account:
 - 6.5.1.1 They represent the public and must consider the well-being and interests of the Township, and develop and evaluate the policies and procedures;
 - 6.5.1.2 They ensure the accountability and transparency of the operations of the Township.
- 6.5.2 If members of Council are responding to a public comment about a Township matter, they must identify themselves as a member of Township Council.
- 6.5.3 Social media and other types of online content sometimes garner media attention and/or legal questions. Any inquiries should be brought to the attention of the CAO. Council members are free to express themselves as private citizens on social media sites; however, their speech cannot impair or impede the performance of their duties, impair discipline and harmony among Council and Staff, or negatively affect the public perception of the Township.

7. Responding to Social Media Posts by the Public

7.1 Social Media Moderators regularly check the Township's social media accounts for comments and posts from the public. Schedule "A" attached to this policy outlines a comprehensive workflow for assessing and responding to social media posts based on their tone. The workflow, when followed ensures the Township of Assiginack maintains a professional presence on Social Media while engaging with the community.

7.2 Document the Interaction: Keep a record of the interaction for future references and ensure compliance with the Municipal Freedom of Information Protection of Privacy Act (MFIPPA.) Forward copies to the Clerk for keeping the records.

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7.3 Review and Adjust: Regularly review the types of interactions occurring on social media to adjust strategies and improve engagement with the public.

Social Media Post Response Workflow

This document outlines a comprehensive workflow for assessing and responding to social media posts based on their tone. It provides a structured approach to determine whether a post is positive or negative and guides the responder through the necessary steps to ensure appropriate engagement. This workflow is designed to help staff maintain a professional online presence while addressing customer concerns effectively.

How should the social media post be responded to?



Workflow Chart

1. Determine the Tone of the Social Media Post

- Is the tone Positive or Negative?

• Positive Tone

- Engage with enthusiasm

- Choose the right response strategy.

• Negative Tone

- Address concerns promptly

- Choose the right response strategy.

- No Response.

- ****No****

- Does the Post Contain Inaccurate Information About the Organization?

- ****Yes****

- Respond with correct information.

- ****No****

- Is the Post a Complaint or a Customer Service Issue?

- ****Yes****

- Acknowledge the concern and resolve the issue.

- Continue the conversation offline.

- ****No****

- No Response.