

**AGENDA**  
**A meeting of the Council of the Corporation**  
**of the Town of Northeastern Manitoulin and the Islands**  
**to be held on Tuesday, December 7, 2021**  
**Electronic Format at 7:00 p.m.**

**1. Call to Order**

**2. Approval of Agenda**

**Disclosure of Pecuniary Interest & General Nature Thereof**

**3. Minutes of Previous Meeting**

- i. Confirming By-Law 2021-64

**4. Planning Applications**

- i. Gail Murray, Consent Application
- ii. Jordan Stephens, Zoning Application

**5. New Business**

- i. 2022 Budget
- ii. NOHFC Funding Agreement – Rec Center upgrades
- iii. Emergency Management Plan review
- iv. Request for unopened road allowance work – Ray Beaudry, Blair Morphet
- v. Rain Gauge Site Agreement - Agricorp

**6. Minutes and Other Reports**

- i. Drinking Water Quality Management Review
- ii. CPAC minutes, November 10, 2021
- iii. DSSAB third quarter report
- iv. Public Health Sudbury and Districts
- v. Mayor's Report

**7. Adjournment**

**THE CORPORATION OF THE TOWN OF  
NORTHEASTERN MANITOULIN AND THE ISLANDS**

**BY-LAW NO. 2021-64**

Being a by-law of the Corporation of the Town of Northeastern Manitoulin and the Islands to adopt the minutes of Council for the term commencing December 4, 2018 and authorizing the taking of any action authorized therein and thereby.

WHEREAS the Municipal Act, S.O. 2001, c. 25. s. 5 (3) requires a Municipal Council to exercise its powers by by-law, except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS ENACTS AS FOLLOWS:

1. THAT the minutes of the meetings of the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands for the term commencing December 4<sup>th</sup>, 2018 and held on:

November 30, 2021

are hereby adopted.
2. THAT the taking of any action authorized in or by the minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes are hereby ratified, authorized and confirmed.
3. THAT, where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above-mentioned minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. THAT the Mayor and proper Officers of the Corporation of the Town of Northeastern Manitoulin and the Islands are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above-mentioned minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Northeastern Manitoulin and the Islands and to affix the seal of the Corporation thereto.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
7th day of December 2021.

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Al MacNevin

Mayor

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Pam Cress

Clerk

**The Corporation of the Town of Northeastern Manitoulin and the Islands**  
**Minutes of a Regular Meeting of Council meeting held Tuesday, November 30th, 2021**  
**via Zoom at 7:00p.m.**

**PRESENT:** Mayor Al MacNevin, Councillors: Al Boyd, Barbara Baker, Bruce Wood, Laurie Cook, Mike Erskine, Dawn Orr, and William Koehler

**ABSENT:** Councillor James Ferguson

**STAFF PRESENT:** David Williamson, CAO  
Pam Cress, Clerk  
Sheryl Wilkin, Treasurer  
Wayne Williamson, Manager of Public Works

Mayor MacNevin called the meeting to order at 7:00 p.m.

**Resolution No. 324-11-2021**

Moved by: W. Koehler

Seconded by: B. Wood

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands approves the agenda as presented.

Carried

**Resolution No. 325-11-2021**

Moved by: D. Orr

Seconded by: M. Erskine

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands now reads a first, second and third time and finally passes By-Law No. 2021-62 to adopt the minutes of Council for the term commencing December 4, 2018 and authorizing the taking of any action authorized therein and thereby.

Carried

**David Williamson and Sheryl Wilkin presented the 2022 draft budget and asked the attending public if they had any questions about the budget or suggestions. The budget will be brought back to the next regular Council meeting for a final vote.**

**Resolution No. 326-11-2021**

Moved by: M. Erskine

Seconded by: B. Wood

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands does now adjourn at 7:28 p.m.

Carried

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Al MacNevin

Mayor

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Pam Cress

Clerk



Project: Application for Consent  
File #: Con 2021-09  
Owner: Gail Murray  
Agent: Thomas Batman  
Legal: Sheguiandah, Concession 14 - Lot 5

#### **Purpose of the Application**

The consent application is being applied for the purposes of a new lot creation.

#### **Official Plan**

**Designation - Rural**

#### **Zoning**

**Designation - Rural**

#### **Comments from agencies**

Comments from the MNR and the MECP are attached.

#### **Comments from the Public**

No comments or requests were received from the public.

#### **When Considering Approval, we should consider:**

### **A. Consents**

A consent shall only be considered where a plan of subdivision is deemed to be unnecessary, where the application conforms with the policies of this Plan, is consistent with the Provincial Policy Statement, and the consent will generally not result in the creation of more than five new lots on a lot that existed prior to the date of adoption of this Plan, and it does not necessitate the creation of a new municipal road, or the extension of municipal services.

Council shall provide input on municipal conditions of approval for consents.

The proposed lot and retained lot shall have frontage and access on to an opened and maintained public road, or have private road or water access in compliance with the policies of this Plan.

MTO's policy is to allow only one highway entrance for each lot of record fronting onto a provincial highway. AMTO will not allow backlots to create a second entrance on the highway. MTO will not support a consent to separate a home-based business from a residential use which would result in separate entrances for the business and residential parcels.

Lots will not be created which would create a traffic hazard due to limited sight lines on curves or grades.

The lot area and frontage of both the lot to be retained and the lot to be severed will be adequate for existing and proposed uses and will allow for the development of a use which is compatible with adjacent uses by providing for sufficient setbacks from neighbouring uses and, where required, the provision of appropriate buffering.

The proposed lot(s) will not restrict the development of other parcels of land, particularly the provision of access to allow the development of remnant parcels in the interior of a block of land.

The proposed development will be serviced in accordance with the policies of Section E.

The parkland dedication policies of Section F.4.3 will apply.

**Remarks to approval considerations.**

This application does not constitute a need for a subdivision

The proposed lot severance has direct access to Townline Road, a year round municipal road.

Both the retained and severed lots have more than adequate frontage and size as per our zoning by-laws.

As per the attached diagram the proposed severance will not restrict any development to surrounding properties.

Water connections appear to be at the lot line all other services to this area will be private services.

No Park land dedication will be required.

**Suggested Conditions if Approved** – to be filed within one year of the Notice Decision for certification

Transfer of landform prepared by a solicitor and a schedule to the transfer of landform on which is set out the entire legal description of the parcel,

General – the applicant must deposit a Reference Plan of Survey in the Land Registry Office clearly delineating the parcels of land approved by The Town of Northeastern Manitoulin and the Islands in this decision and provide the Town Office with a copy.

Taxes – Prior to final approval by the Town of Northeastern Manitoulin and the Islands, the owner provide confirmation of payment of all outstanding taxes.

All outstanding fees must be paid in full

**Recommendations** – The planning department and other internal departments have not found any reason why this application could not be approved.

## Pam Cress

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**From:** Wainio, Shelley (MECP) <Shelley.Wainio2@ontario.ca>  
**Sent:** November 29, 2021 2:31 PM  
**To:** Pam Cress  
**Subject:** consent application  
**Attachments:** DRAFT-Proponents Guide to Preliminary Screening-May 2019.pdf

Hi Pam,

I think if there is no specific development planned at this point then there wouldn't be much usefulness in reviewing the application package. Here is a blurb that we sometimes include in consent applications in regards to species at risk, that you may find useful. The guide referenced within is also attached.

"In reference to species at risk the requirements for permits are triggered at the Future development date on the subject lands, which may impact endangered species and their habitat. The ministry recommends that the attached *Client's Guide to Preliminary Screening for Species at Risk* be utilised to determine potential for conflicts with species subject to the Endangered Species Act. The results of this screening, along with a completed check-list should be provided to SAR Ontario Branch ([SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)) in the case where there is a potential to impact species at risk or their habitat.

If activities subsequent to a severance or other administrative activity (for example, development on a lot) that could impact species at risk or their habitat are planned, then the person undertaking those activities would need to determine if an ESA authorization is required before the activities are undertaken. Please visit "How to avoid authorization" and "Permit types" (<https://www.ontario.ca/page/how-get-endangered-species-act-permit-or-authorization>) for more information. A person carrying out an activity may also wish to consult the Act and seek legal advice to understand its legal obligations.

It may also be worth noting that when reviewing whether an activity could impact species at risk, the ministry and more specifically, the Species at Risk Branch, needs specific details on the species, their habitat, the proposed activity, where the activity is happening, when it is happening, how much area will be developed and so on. The person carrying out the activity may even choose to build in such a manner that impacts to species at risk and their habitat will be avoided but we cannot know this until we see the details as proposed by the individual. Any review of potential development for ESA compliance should be done before the time of development. Such an assessment, if performed at this stage, may not be relevant 5, 10, 20 years after it is completed as species may move to other areas, their protection status may change, or new species may be found on the property.

Should any development occur on the severed lot in question then an SAR impact assessment may be required to avoid any contravention to sections 9 or 10 of the ESA."

Hopefully you find this useful in understanding the requirements and timing associated with the authorizations around species at risk.

Regards,

## **Pam Cress**

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**From:** Lalor, Jillian (NDMNRF) <Jillian.Lalor@ontario.ca>  
**Sent:** November 23, 2021 10:28 AM  
**To:** Pam Cress  
**Subject:** Consent application 2021-09 NRF comments  
**Attachments:** NEMI\_consent-app-2021-09.pdf

Good morning Pam,

The NRF Sudbury District office has reviewed this consent application.

There are nearby occurrences of Eastern Meadowlark and Blanding's Turtles on record; if there are concerns about potential impacts to species at risk, MECP should be consulted.

Work permits may be required if development is proposed in the future.

Thank you,

**Jillian Lalor**

A/ District Planner

Sudbury District | Northeast Region | Regional Operations Division

Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF)

[jillian.lalor@ontario.ca](mailto:jillian.lalor@ontario.ca) | 705-562-1782

## 1. Applicant Information

Name of Owner Gail Murray

Address P.O. Box 49  
32 Sydenham St.  
Sheguiandah, ON P0P 1W0

Phone Number 705-368-2778 Cell: \_\_\_\_\_

## 2. Name of Agent

Name of Owner Thomas Batman

Address P.O. Box 918  
Little Current, ON P0P 1K0

Phone Number \_\_\_\_\_ Cell: 705-863-3057

## 3. Property Description

Municipal Township Sheguiandah

Roll # 511904000601100

Concession 14 Lot 5

RP Plan \_\_\_\_\_ Part \_\_\_\_\_ Island \_\_\_\_\_

Street Address \_\_\_\_\_

4. Are there any easements or restrictive covenant's affecting the subject land? ☒ No ☐ Yes

5. If Yes please describe the easement or covenant and its effect

## 6. Purpose of Application

Type and Purpose of the application

☒ Creation of a New Lot ☐ Addition to a lot ☐ Easement/ROW

☐ A charge ☐ A lease ☐ A correction of title

## 7. Other Information

Name of Persons to whom land will be transferred: Adam Batman / Ian Murray

If lot addition what is the current land use: \_\_\_\_\_

## 8. Description of Subject land and Servicing Information

	Retained	Severance #1	Severance #2
Frontage	339' +/-	339' +/-	
Depth	250' +/-	250' +/-	
Area	1.9ac +/-	1.9ac +/-	
Use of Property - Existing	Farm	Farm	
Proposed	No change	No change	
Buildings - Existing	None	None	
Proposed	None	None	
Access	<input type="checkbox"/> Provincial Highway <input checked="" type="checkbox"/> Municipal Road Seasonal Road <input type="checkbox"/> Road Allowance <input type="checkbox"/> Municipal Road Year Road <input type="checkbox"/> Right of Way <input type="checkbox"/> Water Access	<input type="checkbox"/> Provincial Highway <input checked="" type="checkbox"/> Municipal Road Seasonal Road <input type="checkbox"/> Road Allowance <input type="checkbox"/> Municipal Road Year Road <input type="checkbox"/> Right of Way <input type="checkbox"/> Water Access	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal Road Seasonal Road <input type="checkbox"/> Road Allowance <input type="checkbox"/> Municipal Road Year Road <input type="checkbox"/> Right of Way <input type="checkbox"/> Water Access
Water Supply	<input checked="" type="checkbox"/> Publicly owned water system <input type="checkbox"/> Privately owned communal well <input type="checkbox"/> Privately owned individual well <input type="checkbox"/> Lake <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Publicly owned water system <input type="checkbox"/> Privately owned communal well <input type="checkbox"/> Privately owned individual well <input type="checkbox"/> Lake <input type="checkbox"/> Other	<input type="checkbox"/> Publicly owned water system <input type="checkbox"/> Privately owned communal well <input type="checkbox"/> Privately owned individual well <input type="checkbox"/> Lake <input type="checkbox"/> Other
Sewage Disposal	<input type="checkbox"/> Publicly owned Sanitary sewage system <input checked="" type="checkbox"/> Privately owned Septic tank <input type="checkbox"/> Privately owned communal septic system <input type="checkbox"/> Privy	<input type="checkbox"/> Publicly owned Sanitary sewage system <input checked="" type="checkbox"/> Privately owned Septic tank <input type="checkbox"/> Privately owned communal septic system <input type="checkbox"/> Privy	<input type="checkbox"/> Publicly owned Sanitary sewage system <input type="checkbox"/> Privately owned Septic tank <input type="checkbox"/> Privately owned communal septic system <input type="checkbox"/> Privy
Other Services	<input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> School Bussing <input type="checkbox"/> Waste Collection	<input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> School Bussing <input type="checkbox"/> Waste Collection	<input type="checkbox"/> Electricity <input type="checkbox"/> School Bussing <input type="checkbox"/> Waste Collection



**9. Land Use**

What is the existing Official Plan designation Rural

What is the existing zoning Rural

**10.** Please check any of the following use or features on the subject land or within 500 meters of the subject land

Use or Feature	On the Subject Land	Within 500 Metres (Specify distance)
Agricultural operation, including livestock facility or stockyard		
Utility Corridor		
A landfill, active or closed		
A sewage treatment plant or lagoon		
Provincially significant wetland or Significant coastal wetland		
Significant wildlife habitat and/or habitat of endangered species and threatened species		
Fish Habitat		
Flood Plain		
Mine site, active, rehabilitated or abandoned or hazard		
An active aggregate operation within 1km		
A contaminated site or a gas station or petroleum /fuel storage		
An industrial/commercial use (please specify)		
Known archaeological resources or areas of archaeological potential		

**11. History of Subject Land**

Has the subject land ever been the subject of any other planning applications?

☐ Official Plan Amendment ☐ Zoning By-law amendment ☒ Consent Application

Provide details of application and decision: Parts 1-3, 31R-1047 severed by consent, 1980.

**12. Former Uses of Subject land and Adjacent Land**

Has there been industrial or commercial use on the subject or adjacent land? ☐ Yes ☒ No

Has the grading of the subject land been changed by adding earth or other material? ☐ Yes ☒ No

Has a gas station or the storage of petroleum been located on the subject land? ☐ Yes ☒ No

Is there reason to believe the subject /adjacent land may have been contaminated by a former use ☐ Yes ☒ No

Has an Environmental Site Assessment or Record of Site Condition been filed? ☐ Yes ☒ No

**13.** Are there currently any other applications on the subject property?  
Please describe application and status. ☐ Yes ☒ No

Other Information:

Please identify any and all information you think we will find useful in making a decision.

**Application for CONSENT**  
Under Section 53 of the *Planning Act*  
*To be held on Tuesday, December 7, 2021*  
*at 7:00pm via Electronic Meeting Zoom*

**File No. :** Con 2021-08  
**Applicant:** Gail Murray  
**Location** Sheguiandah, Concession 14, Lot 5  
**Legal Description:**  
  
**Official Plan:** Rural  
**Zoning:** Rural

**PURPOSE OF THE APPLICATION**

This is a request for new lot creation

**CONSENT IS REQUIRED FOR THE FOLLOWING:**

The application is for the severance of 1.9 acres while retaining 1.9 acres

**ANYONE INTERESTED IN THESE MATTERS MAY ATTEND** the Town of Northeastern Manitoulin and the Islands public meeting concerning this application. If you have specific comments regarding this application, you may submit a letter to the Secretary-Treasurer of the planning authority prior to or at the meeting.

**IF YOU DO NOT ATTEND** this Hearing, it may proceed in your absence and, except as otherwise provided in the *Planning Act*, you will not be entitled to any further notice in the proceeding.

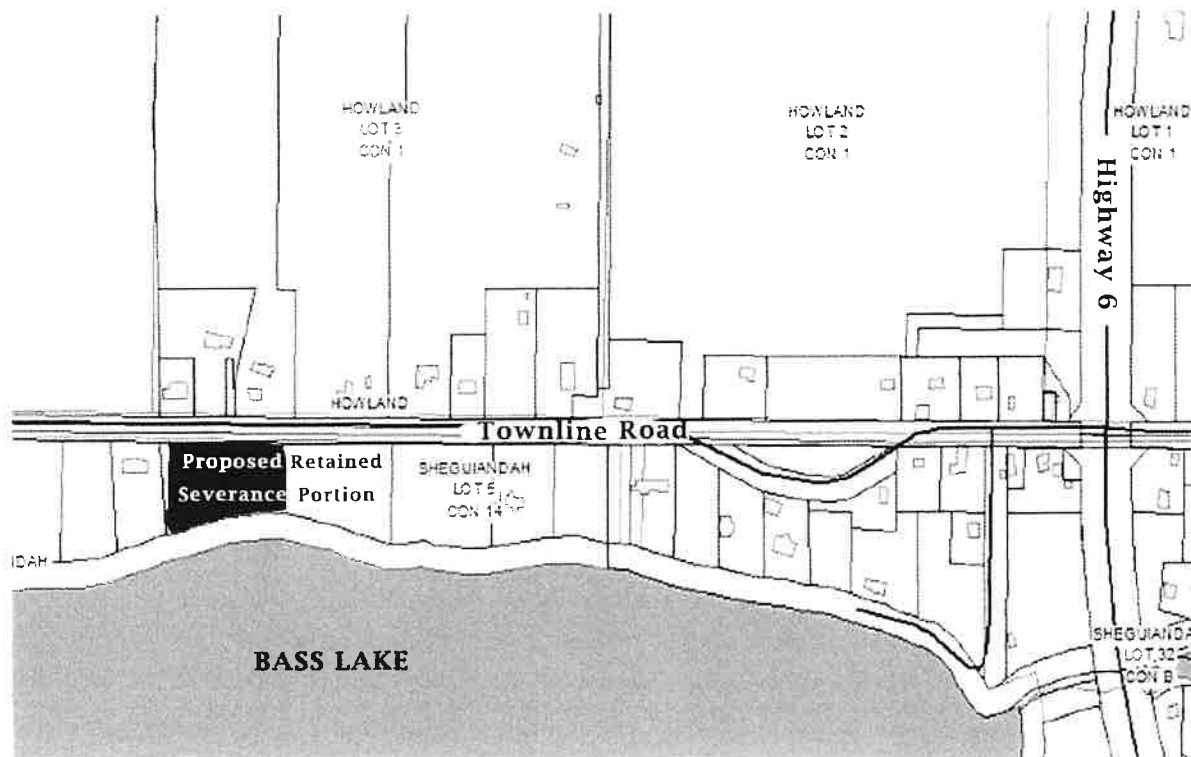
**IF YOU WISH TO BE NOTIFIED** of the Decision of the Planning Authority in respect of the proposed Consent, you must make a written request to the Secretary-Treasurer of the Planning Authority at the address shown below.

**IF A PERSON OR PUBLIC BODY THAT FILES AN APPEAL** against a decision of the Approval Authority in respect of the proposed consent has not made a written submission to the Approval Authority before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

**ADDITIONAL INFORMATION** regarding this application is available to the public for viewing at the Municipal office between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday; or you may contact Ms. Pam Cress, Clerk and Secretary-Treasurer of the Planning Authority, at (705) 368-3500 ext. 228.

Dated: November 10, 2021

Town of Northeastern Manitoulin & the Islands  
14 Water St. E.; P.O. Box 608  
Little Current, ON P0P 1K0  
Ph: (705)368-3500





Zoning by-law amendment – Planning Report  
December 7, 2021

Owner: Jordan Stephens & Larissa Alston  
File No: 2021-04 zbl  
Property Description: 31 Blake Street East

**Proposal :**

An amendment application has been received to amend the Commercial Zoning by-law by site specific to allow for a reduction in the rear yard setback from 6 meters to 3 meters

**Reasoning:**

The purpose of this application is to amend the zoning to allow for the new construction of a two level motel to fit properly on the lot.

**Subject Lands:**

This property is surrounded to the South and West by residential units and the North and East by commercial businesses.

**Zone Requirements**

No person within any General Commercial (C2) Zone shall use any land or erect, alter or use any building or structure except in accordance with the provisions of Section 6 - General Provisions and the following:

A commercial or recreational building or lot:

a)	Minimum lot frontage	15.0 m
b)	Minimum lot area	700 sq. m
c)	Maximum lot coverage (%)	30%
d)	Minimum front yard	6.0 m
e)	Minimum rear yard	6.0 m
f)	Minimum interior side yard	5.0 m
g)	Minimum exterior side yard	6.0 m
h)	Maximum building height	12.0 m
i)	Minimum distance to a lot line for an accessory building	1.0 m
j)	Maximum building height for an accessory building	5.0 m
k)	Maximum floor area for an accessory building	89 sqm

**Municipal Services**

new services would be required and have been installed to the lot line.

**Correspondence /inquiries Received**

No correspondence received, or information requested.

**Recommendations**

The Planning Authority should take into consideration the ability for the town's lagoon system to operate at appropriate capacity levels.

If Council feels that all stipulations are met, this application could be approved.

TOWN OF NORTHEASTERN MANITOULIN & THE ISLANDS

APPLICATION FOR OFFICIAL PLAN AMENDMENT and/or ZONING BY-LAW AMENDMENT

Note: Asterisk \* identifies required information for an Official Plan Amendment outlined in Schedule 1, Ontario Regulation 543/06.  
Double dagger ‡ identifies required information for Zoning By-law Amendment outlined in Schedule 1, Ontario Regulation 545/06.

1. \*‡ APPLICANT INFORMATION

- a) Registered Owner(s): Jordan Stephens and Larissa Alston  
Address: Blake St. E Lot 31 S RP 31R41  
e-mail address: jordensoldit@gmail.com  
b) Phone: Home 205 869 7153 Work \_\_\_\_\_ Fax: \_\_\_\_\_

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

- c) Authorized Agent(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
e-mail address: \_\_\_\_\_  
d) Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax: \_\_\_\_\_

NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

2. PURPOSE OF THE APPLICATION

- ( ) Official Plan Amendment ( ) Both  
☒ Zoning By-law Amendment

3. \*‡ Date of Application: Oct 21, 2021

4. \*‡ LEGAL DESCRIPTION OF THE ENTIRE PROPERTY

Municipal Address: Blake St. E Lot 31 S RP 31R41  
Lot: Lot 31 Concession: \_\_\_\_\_ Township: Nemi Registered Plan No.: 31R41  
Part/Lot/Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

5. \*‡ DIMENSIONS OF THE LANDS AFFECTED Lot Frontage (m) 20 Lot Depth (m) 50 Lot Area (ha) 0.10

6. ‡ Names and addresses of any mortgages, charges or other encumbrances in respect of the subject land:

7. ‡ Date the subject land was acquired by the current owner: Nov 27, 2020

8. \*‡ CURRENT OFFICIAL PLAN DESIGNATION: \_\_\_\_\_

9. ‡ CURRENT ZONING OF SUBJECT LAND: C2

**TOWN OF NORTHEASTERN MANITOULIN & THE ISLANDS**

**APPLICATION FOR OFFICIAL PLAN AMENDMENT and/or ZONING BY-LAW AMENDMENT**

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**Official Plan Amendment application:**

10. \* **OFFICIAL PLAN TO BE AMENDED:** \_\_\_\_\_

Name of Municipality requested to initiate Official Plan Amendment: \_\_\_\_\_

11. \* **LAND USES PERMITTED IN CURRENT OFFICIAL PLAN DESIGNATION:** \_\_\_\_\_

Why is the Official Plan Amendment being requested? \_\_\_\_\_

12. \* **THE PURPOSE OF THE REQUESTED AMENDMENT (check if yes):**

☐ Change a policy

☐ Delete a policy

☐ Replace a policy

☐ Add a policy

If "Yes", please identify the policy to be changed, replaced, deleted or added and the text of the requested amendment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Does the requested amendment change or replace a designation or schedule in the Official Plan? Yes ☐ No ☐

If "Yes", please identify the proposed designation and land uses the requested designation would permit and/or provide the requested schedule change and the text that accompanies it:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. \* **LAND USES THAT THE REQUESTED AMENDMENT WOULD PERMIT:** \_\_\_\_\_

**Both applications:**

14. ‡ **Does the application alter the boundary of or implement a new settlement area?** Yes ☐ No ☐

If "Yes", please explain Official Plan policies dealing with alteration or establishment of a settlement area and provide details of Official Plan Amendment (if applicable) which deal with the matter:

\_\_\_\_\_

15. ‡ **Does the application remove land from an employment area?** Yes ☐ No ☐

If "Yes", please explain Official Plan policies dealing with removal of land from an employment area and provide details of Official Plan Amendment (if applicable) which deal with the matter:

\_\_\_\_\_

# TOWN OF NORTHEASTERN MANITOULIN & THE ISLANDS

## APPLICATION FOR OFFICIAL PLAN AMENDMENT and/or ZONING BY-LAW AMENDMENT

Note: Asterisk \* identifies required information for an Official Plan Amendment outlined in Schedule 1, Ontario Regulation 543/06.  
Double dagger ‡ identifies required information for Zoning By-law Amendment outlined in Schedule 1, Ontario Regulation 545/06.

### Zoning By-law Amendment application:

16. ‡ PROPOSED REZONING REQUESTED: 9 foot variance

‡ In the proposed zone, please provide the following: Maximum Height (m) \_\_\_\_\_ Maximum Density \_\_\_\_\_

‡ Why is the rezoning being requested: to allow for a newly constructed motel to fit properly on lot.

17. ‡ Explain how the application conforms to the Official Plan: Most commercial buildings in little Current have some form of variance, seems to be a reoccurring issue with commercially zoned lots in Nemi

18. ‡ EXISTING USE OF LAND: Vacant

‡ Date of Construction: \_\_\_\_\_ ‡ Length of Time Existing Uses have Continued: \_\_\_\_\_

19. ‡ PROPOSED USE OF LAND: \_\_\_\_\_

20. ‡ PARTICULARS OF ALL EXISTING AND PROPOSED BUILDINGS (use an additional sheet if necessary)

	Existing	Proposed
Type	_____	_____
Length (m) x Width (m)	_____	_____
Floor Area (m <sup>2</sup> )	_____	_____
Height (m)	_____	_____
No. of Storeys	_____	_____
Setbacks from:		
Front Lot Line (m)	<u>6</u>	<u>6</u>
Rear Lot Line (m)	<u>6</u>	<u>3</u>
Side Lot Line (m)	<u>6</u>	<u>6</u>
Side Lot Line (m)	<u>6</u>	<u>6</u>

# TOWN OF NORTHEASTERN MANITOULIN & THE ISLANDS

## APPLICATION FOR OFFICIAL PLAN AMENDMENT and/or ZONING BY-LAW AMENDMENT

Note: Asterisk \* identifies required information for an Official Plan Amendment outlined in Schedule 1, Ontario Regulation 543/06.  
Double dagger ‡ identifies required information for Zoning By-law Amendment outlined in Schedule 1, Ontario Regulation 545/06.

### ACCESS / SERVICING

21. ‡ ACCESS TO LAND:

Provincial Highway ( )	Year-Round Municipal Road (✓)	Seasonal Municipal Road ( )	Other Public Road or Right-of-way ( )	Water ( )
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If access to the subject land is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:

### 22. \*‡ INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

Municipal Water (✓)	Communal Water ( )	Private Well ( )	Lake or other Water body ( )	Municipal Sewers (✓)	Communal Septic ( )	Private Septic ( )	Privy or other means ( )
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23. \*‡ If the proposed development is serviced by a privately owned and operated individual or communal septic system, will more than 4500 litres of effluent be produced per day? Yes ( ) No ( )

If "Yes", please provide the following with this application: 1) a servicing options report; and 2) a hydrogeological report.

24. ‡ INDICATE THE STORM DRAINAGE METHOD:

Sewers ( )	Ditches ( )	Swales ( )	Other: _____ ( )
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### PREVIOUS APPLICATIONS

25. \*‡ Has the subject land (or lands within 120 metres for an Official Plan Amendment Application) ever been, or is it now, the subject of an application for:

Plan of Subdivision ( )	Consent ( )	Official Plan Amendment ( )	Zoning By-law Amendment ( )	Minister's Zoning Order ( )	Minor Variance ( )	Site Plan ( )
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If "Yes", please provide the following information:

\*‡ File No. of Application(s): \_\_\_\_\_

\*‡ Status of Application(s): \_\_\_\_\_

\* Approval Authority: \_\_\_\_\_

\* Lands Affected: \_\_\_\_\_

\* Purpose of Application(s): \_\_\_\_\_

\* Effect on Requested Amendment: \_\_\_\_\_

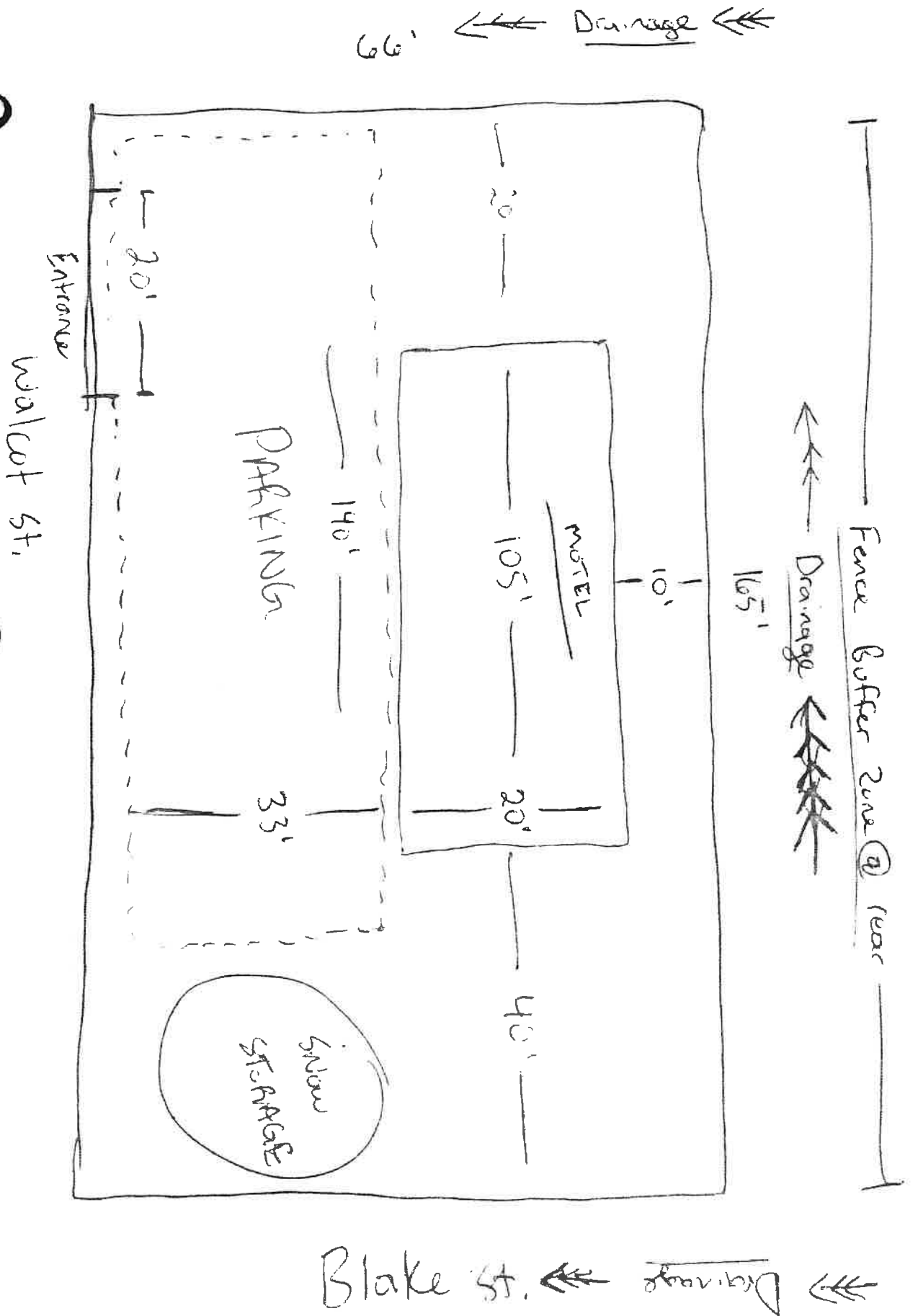
### PROVINCIAL POLICY

26. \*‡ Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*? Yes ( ) No ( )

27. \*‡ Is the land within an area designated under any provincial plan or plans? Yes ( ) No ( )

If "Yes", does the application conform to or not conflict with the applicable provincial plan or plans? \_\_\_\_\_





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## TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS DETERMINATION OF ANNUAL TAX RATE 2022

	All Wards 523,699,276 100.00%	Ward 1 125,105,533 23.89%	Ward 2 136,657,141 26.09%	Wards 3 & 4 261,936,603 50.02%	Wards 2,3 & 4 398,593,743 n/a
Total Weighted Assessment					
Common Levy Brought Fwd:	\$ 2,968,121	\$ 709,049	\$ 774,519	\$ 1,484,553	\$ -

Area Rates					
Programs Provided	1,977,781	19,200	186,836	42,594	1,729,152
Increase (Decrease) in Operating Reserves	61,725	2,800	1,215	-	57,710
Capital Projects	118,950	-	-	-	118,950
Increase (Decrease) in Capital Reserves	-	-	-	-	-
Utilities Operations, Reserves and Capital	500	-	500	-	-
Allocation of Shared Area Rate (W2, 3 & 4)	-	-	653,404	1,252,408	(1,905,812)
External Financing	-	-	-	-	-
Prior Year's Ward (Surplus) Deficit	-	-	-	-	-
	2,158,956	22,000	841,955	1,295,002	-

Net amounts to be raised:					
Municipal Levy	\$ 5,127,077	= \$ 5,127,077	\$ 731,049	\$ 1,616,474	\$ 2,779,555
Education Levy	1,024,811				
Total Levy	\$ 6,151,888				

### RESIDENTIAL TAX RATES, per \$1,000:

% Incr.	MUNICIPAL	2021	2022	% Incr	2021
-0.39%	Ward 1	0.00586605	0.00584346		
1.68%	Ward 2	0.01163336	0.01182868		
3.11%	Wards 3 & 4	0.01029171	0.01061156		

EDUCATION					
Residential Wards					
COMBINED					
-0.31% Ward 1					
1.48% Ward 2					
2.71% Wards 3 & 4					

COMPARATIVE RESIDENTIAL COMBINED LEVIES					
	2022	% Incr	2021		
	0.00737346	876,282	-0.31%	0.00739605	878,967
	0.01335868	1,407,106	1.48%	0.01316336	1,386,532
	0.01214156	2,883,600	2.71%	0.01182171	2,807,636
	\$ 5,166,988		1.85%	\$ 5,073,135	

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## TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS Analysis of Common Municipal Levy 2022

### EXPENDITURE

General Government		
Council	\$ 159,900	
Property Assessment	89,935	
Administration	<u>1,471,639</u>	
	\$ 1,721,474	
Protection to Persons & Property		
Policing	726,978	
MNR Fire Protection		
By-Law Enforcement	5,300	
Building Inspection	119,075	
Animal Control	26,100	
Emergency Planning	<u>2,000</u>	
	879,453	
Transportation Services		
Airport	63,555	
Environmental Services		
Water Quality Study		
Landfill Op'ns	280,457	
Recycle & Compost	<u>32,800</u>	
	313,257	
Health Services		
Health Unit	110,025	
Land Ambulance	736,965	
Cemeteries	<u>33,424</u>	
	880,414	
Social & Family Services		
M-S DSSAB	414,418	
Centennial Manor	138,407	
Haven House	<u>-</u>	
	552,825	
Parks & Recreation		
Parks	281,992	
Recreation	1,068,785	
Library	101,884	
Museum	<u>113,155</u>	
	1,565,816	
Planning & Development		
Planning	6,500	
Tourism	16,200	
Downtown Enhance'mt	4,497	
Waterfront Dev't	-	
Econ. Development	<u>28,600</u>	
	55,797	

**COMMON EXPENDITURE** \$ 6,032,589

### COMMON EXPENDITURE

\$ 6,032,589

#### REDUCED BY:

### REVENUE

Payments in Lieu	88,700
Province of Ontario	
OMPF (Ontario Municipal Partnership Fund)	1,617,100
Gas Tax	
Other Funding (Recycling)	31,500
Other Governments	Grant 2,500
Long Term Financing	Project Funding
User Fees	
Bldg Permits & Fines	\$ 119,075
Zoning Revenues	9,000
Tipping Fees & Access Fees	72,000
Cemeteries	10,000
Parks & Rec.	<u>878,447</u>
	1,088,522
Misc. Revenue	236,146
Transfers from Reserves	
Prior Year's Surplus (Deficit)	
from Common Levy	<u>-</u>

### COMMON REVENUES

3,064,468

### COMMON LEVY:

\$ 2,968,121

Prior Year's Levy	\$ 2,981,207
Percentage Change in Levy:	-0.44%

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## TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS WARD 1 AREA RATE 2022

	EXPENSES	-	REVENUES	=	INCR/(DECR) LEVY	PRIOR YEAR
Programs Provided						
Assessment Reductions	\$ -		\$ -		\$ -	\$ -
Roadways Maintenance	4,700		-		4,700	4,400
MNR Fire Protection	2,500		-		2,500	2,500
Recycling Removal	12,000		-		12,000	12,000
	<u>19,200</u>		<u>-</u>		<u>19,200</u>	<u>18,900</u>
Management of Operating Reserves						
Fire Protection Reserve	-		-		-	0
Tax Rate Stabilization	-		-		-	-
Water Quality Study Reserve	2,800		-		2,800	2,800
	<u>2,800</u>		<u>-</u>		<u>2,800</u>	<u>2,800</u>
Capital Projects						
Ward 1 - Burnt Island Surface Treatment	-		-		-	-
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
Management of Capital Reserves						
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
Utilities Operations and Capital						
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
External Financing						
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
WARD TOTALS	<u>\$ 22,000</u>		<u>\$ -</u>		<u>22,000</u>	<u>21,700</u>
Prior Year's (Surplus) Deficit					-	0
LEVY FOR WARD SERVICES					<u>\$ 22,000</u>	<u>\$ 21,700</u>

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## TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS WARD 2 AREA RATE 2022

	EXPENSES	-	REVENUES	=	INCR/(DECR) LEVY	PRIOR YEAR
Programs Provided						
Assessment Reductions	\$ -		\$ -		\$ -	\$ -
Sidewalks	6,000		-		6,000	6,200
Streetlighting	12,500		-		12,500	4,000
Crossing Guards	32,260		-		32,260	30,760
Curbside Pickup of Recyclables	36,000		-		36,000	36,000
Canine Control			-		-	-
Landfill Closure Financing	36,094		-		36,094	36,094
Garbage Collection	73,197		8,000		65,197	64,927
BIA Operations	5,785		7,000		(1,215)	(1,215)
	<u>201,836</u>		<u>15,000</u>		<u>186,836</u>	<u>176,766</u>
Management of Operating Reserves						
BIA	1,215		-		1,215	1,215
Recycling	-		-		-	-
	<u>1,215</u>		<u>-</u>		<u>1,215</u>	<u>1,215</u>
Capital Projects						
Urban Roads Surface Treatment			-		-	-
Meredith St Drain			-		-	-
Urban Sidewalk	-		-		-	25,000
	<u>-</u>		<u>-</u>		<u>-</u>	<u>25,000</u>
Management of Capital Reserves						
Sidewalks			-		-	-
Connecting Link - Land Purchase	-		-		-	-
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
Utilities Operations and Capital						
Sanitary Sewers			-		-	-
Sewer Reserves			-		-	-
Storm Sewers	500		-		500	500
Waterworks			-		-	-
Water Reserves (Watermain)	-		-		-	-
Water Treatment Plant	-		-		-	-
Water Distribution System	-		-		-	-
Sewer Reserves (Con Link)	-		-		-	-
	<u>500</u>		<u>-</u>		<u>500</u>	<u>500</u>
External Financing						
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
WARD TOTALS	<u>\$ 203,551</u>		<u>\$ 15,000</u>		<u>188,551</u>	<u>203,481</u>
Ward share of (Surplus) Deficit from services allocated to Wards 2, 3 & 4					653,404	608,367
Prior Year's (Surplus) Deficit					-	-
LEVY FOR WARD SERVICES					<u>\$ 841,955</u>	<u>\$ 811,847</u>

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## TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS WARDS 3 & 4 AREA RATE 2022

	EXPENSES	-	REVENUES	=	INCR/(DECR) LEVY	PRIOR YEAR
Programs Provided						
Assessment Reductions	\$ -		\$ -		\$ -	\$ -
Civic Addressing	-		-		-	-
Streetlighting	6,500		-		6,500	2,500
New Landfill Financing	-		-		-	-
Landfill Closure Financing	36,094		-		36,094	36,094
	<u>42,594</u>		<u>-</u>		<u>42,594</u>	<u>38,594</u>
Management of Operating Reserves						
Tax Rate Stabilization	-		-		-	-
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
Capital Projects						
Walking Trails	-		-		-	-
Roads	-		-		-	-
Streetlighting	-		-		-	-
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
Management of Capital Reserves						
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
Utilities Operations and Capital						
Waterworks	-		-		-	-
Water Reserves	-		-		-	-
Water Distribution System	-		-		-	-
Water Plant Upgrade	-		-		-	-
Water meters	-		-		-	-
Waterworks Users	-		-		-	-
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
External Financing						
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
WARD TOTALS	<u>\$ 42,594</u>		<u>\$ -</u>		<u>42,594</u>	<u>38,594</u>
Ward share of services allocated to Wards 2, 3 & 4					1,252,408	1,166,084
Prior Year's (Surplus) Deficit					-	-
LEVY FOR WARD SERVICES					<u>\$ 1,295,002</u>	<u>\$ 1,204,678</u>

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## TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS WARDS 2, 3 & 4 SHARED AREA RATE 2022

	EXPENSES	-	REVENUES	=	INCR/(DECR) LEVY	PRIOR YEAR
Programs Provided						
Basic Fire Service	\$ 176,209		\$ 11,536		\$ 164,673	\$ 161,969
911 Response	1,500		-		1,500	1,500
Roadways Maintenance	1,644,045		24,600		1,619,445	1,608,482
Docks	399,184		455,650		(56,466)	(50,941)
Garbage Disposal					-	-
	<u>2,220,938</u>		<u>491,786</u>		<u>1,729,152</u>	<u>1,721,010</u>
Management of Operating Reserves						
Fire Equipment Reserve	-		-		-	-
Docks & Marina Reserve	57,710		-		57,710	53,441
Public Works Reserves	-		-		-	-
Landfill Monitoring Reserve	-		-		-	-
	<u>57,710</u>		<u>-</u>		<u>57,710</u>	<u>53,441</u>
Capital Projects						
Fire Equipment	-		-		-	-
Roadways	1,015,000		896,050		118,950	-
Public Works (Drain)	-		-		-	-
Marina & Other Marine Services	385,000		385,000		-	-
	-		-		-	-
Cell Expansion	-		-		-	-
	<u>1,400,000</u>		<u>1,281,050</u>		<u>118,950</u>	<u>-</u>
Management of Capital Reserves						
Fire Equipment	-		-		-	-
Roadways	-		-		-	-
Public Works	-		-		-	-
Marina	-		-		-	-
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
Utilities Operations and Capital	-		-		-	-
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
External Financing	-		-		-	-
	<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
WARD TOTALS	<u>\$ 3,678,648</u>		<u>\$ 1,772,836</u>			
LEVY FOR WARD SERVICES					<u>\$ 1,905,812</u>	<u>\$ 1,774,451</u>
Allocated to Ward 2			34.28%		\$ 653,404	\$ 608,367
Allocated to Wards 3 & 4			65.72%		1,252,408	1,166,084
					<u>\$ 1,905,812</u>	<u>\$ 1,774,451</u>

## TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS

## - STATEMENT OF 2022 CAPITAL PROJECTS AND FINANCING -

## DRAFT CAPITAL BUDGET- 2022

CAPITAL PROJECT DESCRIPTION	17-Sep-21					NET COST TO TOWN
	TOTAL COST	BUDGETED SOURCES OF FINANCING			OTHER	
		GRANT	RESERVE			
GENERAL GOVERNMENT						
Municipal Office						
Chairs - Council Chambers	\$8,896			8,896 MO		-
Asset Management	\$88,000	56,250 MMAH-2				31,750
Tourist Info Centre - Bathroom upgrade	\$12,000					12,000
DEPARTMENT TOTAL	\$108,896	\$56,250		\$8,896	\$0	\$43,750
TRANSPORTATION SERVICES						
Roads Construction						
Green Bay Rd Digout	\$50,000	50,000 GT				-
Surface Treatment						
Green Bush Road (3.2kms)	140,000	122,000 GT		18,000 GT		-
Syndenham St/Bay Village Rd (.5km)	25,000			25,000 GT		-
Ironside Rd (.5 km)	25,000			25,000 GT		-
Drains						
Meredith Street Drain	125,000			125,000 GT		-
Other						
Sand Dome (Sheguiandah)	\$350,000	350,000				-
Tandem snow plow	\$300,000			181,050 WC		118,950
DEPARTMENT TOTAL	\$1,015,000	\$522,000		\$374,050	\$0	\$118,950
ENVIRONMENTAL SERVICES						
DEPARTMENT TOTAL						
	\$0	\$0		\$0	\$0	\$0
RECREATIONAL & CULTURAL SERVICES						
Rec Centre						
Removal of old chiller, new condenser,	231,435	319,050 NOHFC	pending			
		87,087 OCIF				
tie two systems together, boilers & hot water	98,746					
upgrades, desuperheater,						
replace ice resurfacer and ice edger	95,219			19,263 ZR		0
Walkway - front entrance - replace entrance cement	30,000	25,000 NHOR		5,000 WC		-
& expand. Add heated coil and connect to desuperheater						
Scooter parking and plug ins						
Parks						
Low Island Revitalization	167,000	125,250	pending	9,256 REC		-
"a" field fence upgrade, pump track, skate park upgrades		32,494	FEDNOR OCIF			
Running track at soccer field						



## TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS

## - STATEMENT OF 2022 CAPITAL PROJECTS AND FINANCING -

## DRAFT CAPITAL BUDGET- 2022

17-Sep-21

CAPITAL PROJECT DESCRIPTION	BUDGETED					NET COST TO TOWN
	TOTAL COST	SOURCES OF FINANCING				
		GRANT	RESERVE	OTHER		

**Spider Bay**

Pier 6 revitalization	360,000	360,000				-
Yard lights	25,000			25,000 SBM		-

DEPARTMENT TOTAL	\$1,007,400	\$948,881	\$58,519	\$0		\$0
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**PROTECTION TO PERSONS AND PROPERTY**

DEPARTMENT TOTAL	\$0	\$0	\$0	\$0		\$0
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**PLANNING & DEVELOPMENT**

CAPITAL PROJECT ACTIVITY TOTAL	\$ 2,131,296	\$ 1,527,131	\$ 441,465	\$ -		\$ 162,700
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## Reserve &amp; Other Legend

*	Loan
WC	Working Capital Reserve
CE	Computer Equipment Reserve
CEM	Cemetery Reserve
WTF	Waterfront Reserve
RC	Roads Construction Reserve
LCW	Little Current Water Reserve
LCS	Little Current Sewer Reserve
SBM	Spider Bay Marina Reserve
FE	Fire Equipment
ZR	Zamboni Replacement Reserve
REC	Rec Centre Capital Reserve

TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS  
**2022 (Pre Year End/Audit) Reserve Schedule**  
 - Schedule of Continuity of Reserves and Reserve Funds -

Description		OPENING	ADDITIONS	BUDGET		CLOSING
				REDUCTIONS		
RESERVES				OP'NS	CAPITAL	
General Government						
WF	WC	Working Capital	249,597	364,334	186,050	427,881
WF	WC	Future Development	135,939			135,939
WF		Computer Equipment	13,228			13,228
WF		Municipal Office	8,896		8,896	0
VS	T	Vested Sick Leave	94,314			94,314
WF		Modernization Funding (201	51,090			51,090
Protective Services						
PP		Fire Equipment	3,279			3,279
PP		Ward 1 MNR Fire Response	25,316			25,316
PP		Civic Addressing	1,578			1,578
PP		Building Inspection	173,574			173,574
Transportation Services						
SR		Surface Treatment	6,600			6,600
SR		Roadways Construction	21,041			21,041
SR		Sidewalks	14,492			14,492
SR		Streetlights Ward 2	220			220
A	E	Airport Runway	84,400			84,400
DM	E	Spider Bay Marina	196,255		25,000	171,255
DM	E	Waterfront Docks	112,282			112,282
SR		Vehicles & Equipment	0			0
Environmental Services						
WS	U	LC Sewers	29,321			29,321
WS	U	San Sewer Repayment Res:	-			0
WS	U	LC Water	1,432,975			1,432,975
WS	U	Sheg. Water	281,315			281,315
LS	NL	Landfill Compensation Plan	1,000			1,000
LS		Landfill Cell Expansion	177,977			177,977
LS		Old Landfills Gndwater Monitoring				0
LS		Landfill Post-Closure Care	84,036			84,036
R		Ward 2 Recycling	35,000			35,000
Health Services						
C		Cemeteries Capital	672			672
Parks, Rec & Cultural Services						
RC		Rec Centre Carryover RE: T	3,730		3,730	-0
RC		Rec Centre Capital	5,526		5,526	0
RC		Zamboni Replacement	19,263		19,263	-0
L		Library Building Roof				0
RC		Library Park Playground	4,386			4,386
M	T	Museum	1,500			1,500
Planning & Development						
ED	E	Information Centre Building				0
ED		Community Dev Corp	1,550			1,550
ED	E	B.I.A.	11,888			11,888
Subtotal			<u>\$ 3,282,242</u>	<u>\$ 364,334</u>	<u>\$ - \$ 248,465</u>	<u>3,398,111</u>
RESERVE FUNDS						
		Federal Docks	18,489		-	\$ 18,489
		Cemeteries Perpetual Care	202,872		-	\$ 202,872
		Ross Blum	-		-	\$ -
Subtotal			<u>\$ 221,361</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 221,361</u>
CLASSIFIED SUMMARY OF RESERVES						
			OPENING	CHANGE		CLOSING
WC		Working Capital	\$ 436,626	\$ 178,284		\$ 614,910
NL		Compensation Plan	1,000	-		\$ 1,000
LC		Landfill Closure	-	-		\$ -
U		Utilities	1,743,612	-		\$ 1,743,612
E		Enterprises	404,825	(25,000)		\$ 379,825
T		Trust	99,544	-		\$ 99,544
		Other Municipal Purposes	596,635	(37,415)		\$ 559,220
TOTAL			<u>\$ 3,282,242</u>	<u>\$ 115,869</u>		<u>\$ 3,398,111</u>

This **CONDITIONAL CONTRIBUTION AGREEMENT** is made between:

**NORTHERN ONTARIO HERITAGE FUND CORPORATION**  
a corporation existing under the laws of Ontario

(“NOHFC”)

- and -

**TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS**

a town existing under the laws of Ontario

(the “Recipient”)

**Background:**

NOHFC’s objects include the promotion and stimulation of economic initiatives in Northern Ontario.

The Recipient has applied to NOHFC for funds to assist the Recipient in carrying out the Project.

NOHFC is willing to provide funds to the Recipient to assist the Recipient in carrying out the Project on the terms and conditions set forth herein.

**Consideration:**

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Parties agree as follows:

**1.0 INTERPRETATION AND DEFINITIONS**

**1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa, and words in one gender include all genders;
- (b) the background and the headings do not form part of this Agreement; they are for reference only and shall not affect the interpretation of this Agreement;
- (c) any reference to dollars or currency shall be to Canadian dollars or currency;
- (d) the words “include”, “includes”, and “including” are used to indicate nonexclusive examples and not that the Parties intended such examples to be an exhaustive list;
- (e) any provision of this Agreement that states that NOHFC “may” do or agree to something, means that NOHFC may choose to do (or agree to) or to not do (or agree to) such thing in its sole discretion; and

**“Event of Default”** has the meaning ascribed to it in Section 10.1.

**“Excess Funds Amount”** means the excess, if any, of  $X - Y$  where:

“X” is the amount of Funds provided to the Recipient under this Agreement; and

“Y” is the total Eligible Project Costs, multiplied by the Project Percentage.

**“Funds”** means the money NOHFC provides to the Recipient pursuant to this Agreement.

**“Ineligible Project Costs”** means all Project costs that are not Eligible Project Costs.

**“Maximum Funds”** means the maximum amount payable to the Recipient under this Agreement, which is the lesser of: (a) the Project Percentage of the total Eligible Project Costs, and (b) \$319,114.

**“Northern Ontario”** means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay, and Timiskaming.

**“Party”** means either NOHFC or the Recipient, and **“Parties”** means NOHFC and the Recipient.

**“Project”** means the undertaking described in Schedule A.

**“Project Budget”** means the budget for the Project set out in Schedule B.

**“Project Completion Date”** has the meaning ascribed to it in Schedule A.

**“Project Costs Chart”** means the chart of Project costs set out in Section 1 of Schedule B.

**“Project Funding Chart”** means the chart of Project funding set out in Section 2 of Schedule B.

**“Project Location”** means the location of the Project specified in Section 2 of Schedule A.

**“Project Percentage”** means the maximum percentage of Eligible Project Costs reimbursable by NOHFC under this Agreement, as set out in Section 2 of Schedule B and as may be adjusted from time to time by NOHFC pursuant to Section 4.1(d).

**“Project Plan”** means the milestones and timelines for the Project set forth in Section 3 of Schedule A.

**“Project Report”** means a written report on the Project, duly executed by the Recipient in the form specified by (and in substance satisfactory to) NOHFC.

**“Public Entity”** means any “public entity” as defined in the *Financial Administration Act* (Ontario).

**“Related Party”** includes any shareholder, director, officer, or employee of the Recipient, any individual related by blood, adoption, or marriage to any such person (each of the foregoing, a **“Person”**), or any other person not dealing at arms’ length (as such term is defined in the

**SCHEDULE A**  
**PROJECT DESCRIPTION**

**1. Project Summary**

The Recipient will upgrade its recreation centre through the purchase and installation of a new condenser unit and boiler system, as well as the purchase of a new ice resurfacers.

**2. Project Location**

Little Current, Ontario

**3. Project Plan**

The Recipient shall complete each of the Project milestones no later than the date set across from such milestone in the table below.

<i><b>Project milestones</b></i>	<i><b>Timing</b></i>	
	<i><b>Start (month/ year)</b></i>	<i><b>End (month/ year)</b></i>

Project completion date (the "Project Completion Date"): \_\_\_\_\_, 20\_\_

# **TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS**

## **EMERGENCY RESPONSE PLAN**

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## **PART 1: INTRODUCTION**

**Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.** They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Town of Northeastern Manitoulin and the Islands.

The population of the Town of Northeastern Manitoulin and the Islands is 2,400 residents.

In order to protect residents, businesses and visitors, the Town of Northeastern Manitoulin and the Islands requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

The Town of Northeastern Manitoulin and the Islands Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Northeastern Manitoulin and the Islands important emergency response information related to:

1. Arrangements, services and equipment; and
2. Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Northeastern Manitoulin and the Islands Emergency Response Plan may be viewed at the NEMI Town Office and NEMI Public Library. For more information, please contact:

**Emergency Management Coordinator  
Town Office  
Town of Northeastern Manitoulin and the Islands  
(705) 368-3500**

**\*\* Town of Northeastern Manitoulin and the Islands reserves the right to allow minor administrative updates in the Plan without going through Council for approval.**

## **PART 2: AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Town of Northeastern Manitoulin and the Islands when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Town of Northeastern Manitoulin and the Islands, and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

For further details, please contact the Emergency Management Coordinator.

## **PART 3: AUTHORITY**

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.

The *EMCPA* states that the:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

As enabled by the *Emergency Management and Civil Protection Act, 2006*, this emergency response plan and its’ elements have been:

- 1 Issued under the authority of *Town of Northeastern Manitoulin and the Islands By-law #2004-34*; and
- 2 Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### **a) Definition of an Emergency**

The *EMCPA* defines an emergency as:

“An emergency means a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

### **b) Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Northeastern Manitoulin and the Islands.

## **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the CCG may initiate the notification procedure.

The contact phone numbers and addresses of the CCG members (and their alternates) are contained in Annex A.

When a member of the CCG receives a warning of a real or potential emergency, that member **will immediately contact the OPP, Fire and Ambulance Service**, through 911 emergency numbers and then **immediately contact the Town of NEMI Manager on call**, and direct them to initiate the notification of the CCG. The member initiating the call must provide pertinent details (e.g. - a time and place for the CCG to meet) as part of the notification procedure and contact the OPP Ambulance Service through the 911 emergency numbers.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place CCG members on standby.

### ***a) Requests for Assistance***

Assistance may be requested from the Town of Northeastern Manitoulin and the Islands at any time by contacting the Clerk. The request shall not be deemed to be a request that the town assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex A**.

### ***b) A Declared Community Emergency***

The Mayor or Acting Mayor of the Town of Northeastern Manitoulin and the Islands, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

**Upon declaring an emergency, the Mayor will notify:**

1. Emergency Management Ontario ;
2. Town Council:
3. Public;
4. Neighbouring community officials, as required;
5. Local Member of the Provincial Parliament (MPP);
6. Local Member of Parliament (MP);
7. Ministry of Municipal Affairs and Housing.

A community emergency may be **terminated** at any time by:

1. Mayor or Acting Mayor; or
2. Town Council; or
3. Premier of Ontario .

**When terminating an emergency, the Mayor will notify:**

1. Emergency Management Ontario ;
2. Town Council:
3. Public;
4. Neighbouring community officials, as required;
5. Local Member of the Provincial Parliament (MPP);
6. Local Member of Parliament (MP);
7. Ministry of Municipal Affairs and Housing.

## **PART 5: EMERGENCY COMMUNITY CONTROL GROUP**

### ***a) Emergency Operations Centre (EOC)***

The location of the Town of Northeastern Manitoulin and the Islands' primary and alternate Operations Centre is contained in Annex B.

### ***Emergency Evacuation Centre (EEC)***

The Location of the Town of Northeastern Manitoulin and the Islands' Emergency Evacuation Centre is contained in Annex B. The public will be informed of the location as required. The airport will act as the centre for air lifting medical emergencies and also to receive supplies by air.

### ***b) Community Control Group (CCG)***

The emergency response will be directed and controlled by the Community Control Group (CCG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

1. Mayor of the Town of Northeastern Manitoulin and the Islands ;
2. Chief Administrative Officer, who becomes the Operations Officer in the EOC;
3. Fire Chief ;
4. Community Emergency Management Co-ordinator ;
5. Manager of Public Works ;
6. Manager of Community Service ;
7. Clerk and/or Treasurer.

Additional personnel called or added to support the CCG may include:

- OPP and EMS Representatives ;
- alternates to any member of the Community Control Group ;
- Emergency Management Ontario Representative ;
- Liaison staff from Provincial Ministries ;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The Control Group may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.



***c) Operating Cycle***

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO's Assistant will maintain status board and maps and which will be prominently displayed and kept up to date.

***d) Community Control Group Responsibilities***

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

1. Calling out and mobilizing their emergency service, agency and equipment;
2. Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
3. Determining if the location and composition of the CCG are appropriate;
4. Advising the Mayor as to whether the declaration of an emergency is recommended;
5. Advising the Mayor on the need to designate all or part of the town as an emergency area;
6. Ensuring that an Incident Commander (IC) is appointed;
7. Ensuring support to the IMS by offering equipment, staff and resources, as required;
8. Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
9. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, closing down the downtown area;
10. Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
11. Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;

12. Determining if additional volunteers are required and if appeals for volunteers are warranted;
13. Determining if additional transport is required for evacuation or transport of persons and/or supplies;
14. Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator (Mayor), for dissemination to the media and public;
15. Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
16. Authorizing expenditure of money required dealing with the emergency;
17. Notifying the service, agency or group under their direction, of the termination of the emergency;
18. Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Operations Officer within one week of the termination of the emergency, as required;
19. Participating in the debriefing following the emergency.

## **PART 6: EMERGENCY RESPONSE SYSTEM**

### ***a) The individual responsibilities of the Community Control Group:***

#### **1. Mayor**

The Mayor is responsible for:

1. Providing overall leadership in responding to an emergency;
2. Declaring an emergency within the designated area;
3. Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
4. Notifying the Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
5. Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
6. Chairing meetings of the control group.
7. Securing and authorizing of expenditures of money required to deal with the emergency.
8. The dissemination of news and information to the media and the public.

## **2. Chief Administrative Officer**

The Chief Administrative Officer for the Town of Northeastern Manitoulin and the Islands is responsible for:

1. Activating the emergency notification system;
2. Ensuring liaison with the Police regarding security arrangements for the EOC;
3. Will act as the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
4. Advising the Mayor on policies and procedures, as appropriate;
5. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the Community Control Group;
6. Ensuring that a communication link is established between the Community Control Group (CCG) and the Incident Commander (IC) ;
7. Calling out additional town staff to provide assistance, as required.

## **3. Fire Chief**

The Fire Chief is responsible for:

1. Activating the emergency notification system;
2. Providing the CCG with information and advice on firefighting and rescue matters;
3. Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
4. Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
5. Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
6. Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;

#### **4. Emergency Management Coordinator**

The Emergency Management Coordinator is responsible for:

1. Activating the emergency notification system;
2. Activating and arranging the Emergency Operations Centre with the Community Services Manager;
3. Ensuring that security is in place for the EOC and registration of CCG members;
4. Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
5. Providing advice and clarifications about the implementation details of the Emergency Response Plan;
6. Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
7. Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
8. Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

#### **5. Manager of Public Works**

The Manager of Public Works is responsible for:

1. Activating the emergency notification system;
2. Providing the CCG with information and advice on engineering and public works matters;
3. Establishing an ongoing communications link with the Site Manager at the scene of the emergency;
4. Ensuring provision of engineering assistance;
5. Ensuring construction, maintenance and repair of town roads;
6. Ensuring the maintenance of sanitary sewage and water systems;
7. Providing equipment for emergency pumping operations.
8. Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
9. Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
10. Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
11. Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
12. Providing public works vehicles and equipment as required by any other emergency services;
13. Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

***b) Support and Advisory Staff***

**1. Police Representative**

The Police Representative is responsible for:

1. Activating the emergency notification system;
2. Notifying necessary emergency and community services, as required;
3. Establishing a site command post with communications to the EOC;
4. Establishing an ongoing communications link with the senior police official at the scene of the emergency;
5. Establishing the inner perimeter within the emergency area;
6. Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
7. Providing traffic control staff to facilitate the movement of emergency vehicles;
8. Alerting persons endangered by the emergency and coordinating evacuation procedures;
9. Opening of evacuee centres in collaboration with the Community Services Manager;
10. Ensuring liaison with the Community Services Manager regarding the establishment and operation of evacuation and reception centres;
11. Ensuring the protection of life and property and the provision of law and order;
12. Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
13. Notifying the coroner of fatalities;
14. Ensuring liaison with other community, provincial and federal police agencies, as required;

**2. Manitoulin Health Centre Hospital Administrator**

The Manitoulin Health Centre Hospital Administrator is responsible for:

1. Implementing the hospital emergency plan;
2. Ensuring liaison with the Manitoulin Health Centre Hospital Administrator and local ambulance representatives with respect to hospital and medical matters, as required;
3. Evaluating requests for the provision of medical site teams/medical triage teams;
4. Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

### **3. Community Services Manager**

The Community Services Manager is responsible for:

1. Activating the emergency notification system;
2. Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
3. Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
4. Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
5. Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
6. Ensuring that a representative of the Rainbow District Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
7. Ensuring liaison with Manitoulin Centennial Manor as required;
8. Making arrangements for meals for the staff/volunteers at the EOC and the Site.
9. Setting up the E.O.C. as required.

### **4. Emergency Medical Services (EMS) Director**

The Emergency Medical Services Director is responsible for:

1. Ensuring emergency medical services at the emergency site;
2. Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
3. Obtaining EMS from other municipalities for support, if required;
4. Ensuring triage at the site;
5. Advising the CCG if other means of transportation is required for large scale response;
6. Ensuring liaison with the receiving hospitals;
7. Ensuring liaison with the Medical Officer of Health, as required.

## **5. Operations Officer Administrative Assistant/Assistants**

The Operations Officer Administrative Assistant is responsible for:

1. Assisting the Operations Officer, as required;
2. Ensuring all important decisions made and actions taken by the CCG are recorded;
3. Ensuring that maps and status boards are kept up to date;
4. Provide a process for registering CCG members and maintaining a CCG member list;
5. Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
6. Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
7. Arranging for printing of material, as required;
8. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
9. Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
10. Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
11. Procuring staff to assist, as required.

## **6. Telecommunications (ARES) Coordinator**

The Telecommunications Coordinator is responsible for:

1. Activating the emergency notification system of the local amateur radio operators group;
2. Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
3. Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
4. Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
5. Making arrangements to acquire additional communications resources during an emergency;



## **7. Emergency Information Officer**

The Town's Mayor will act as the Town's spokesperson, and the CAO will act as the Town's Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex C.

## **8. Board of Education**

The Board of Education is responsible for:

1. Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
2. Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure.)

## **9. Other Agencies**

In an emergency, many agencies may be required to work with the Community Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

## **PART 7: EMERGENCY TELECOMMUNICATIONS PLAN**

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, radio communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Town of Northeastern Manitoulin and the Islands is a pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the office adjacent to the EOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Town of Northeastern Manitoulin and the Islands lose all telephone communications, pre-arranged communications could be obtained from the local taxi company and the school bus radios, which will act as relay to the EOC and the emergency site.

[illegible]

## PART 9: UPDATES AND AMENDMENTS

Updated dd/mm/yy	Comments	Updated By:
19 September 2006	Add Airport and Update people	Janet Moore
20 June 2008	Updated contacts	Janet Moore
21 December 2009	Updated contacts	Pam Cress
25 May 2011	Updated contacts	Pam Cress
24 May 2012	Updated contacts	Connie Gammie
04 September 2012	Updated contacts and addresses	Connie Gammie
13 September 2012	Updated contacts/training session	Connie Gammie
04 November 2013	Updated contacts/training session	Connie Gammie
19 March 2014	Updated EOC Location	Connie Gammie
24 July 2014	Updated contacts	Connie Gammie
18 August 2014	Updated contacts and responsibilities	Pam Cress
6 October 2014	Updated contacts	Connie Gammie
10 November 2014	Updated contacts/council	Connie Gammie
16 November 2015	Updated contacts	Connie Gammie
11 December 2015	Updated contacts/annual exercise	Connie Gammie
30 November 2016	Updated contacts/annual exercise	Connie Gammie
2 October 2017	Updated contacts/annual exercise	Connie Gammie
30 November 2017	Updated contacts/and responsibilities	Connie Gammie
31 January 2018	Updated members of EMPC Committee	Connie Gammie
9 November 2018	Updated contacts/and responsibilities	Connie Gammie
20 December 2018	Updated contacts/and responsibilities	Connie Gammie
14 May 2019	Updated contacts/and responsibilities	Connie Gammie
18 October 2019	Updated contacts/and responsibilities	Connie Gammie
28 November 2019	Updated contacts/and responsibilities	Connie Gammie
16 March 2020	Updated contacts/and responsibilities	Connie Gammie
30 November 2020	Updated contacts/and responsibilities	Connie Gammie
23 July 2021	Updated contacts	Connie Still
2 December 2021	Updated contacts	Connie Still

## **CONFIDENTIAL**

### **ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST**

The notification may be activated by the Chief Administrative Officer, the Fire Chief, the Police Chief, the Mayor, the Medical Officer of Health and the Emergency Management Coordinator.

Upon activation, the notification process will be carried out at once by staff, who will note the details of the message (e.g. description of the emergency, instructions to remain on standby or assemble at the EOC, etc.). This dispatcher will ensure this information is passed to and understood by each person called.

Persons on the notification list will be called in order, starting with the Mayor and CAO.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go on to the next appointment on the list.

Should an emergency occur or an impending emergency, contact should be made with the Emergency Management Ontario Duty Officer (24/7) at 1-866-314-0472 or fax at 1-866-314-6220.

Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

**\*\* Note the exact time each person was reached.**

**Emergency Notification List:**

**Fax Notification to 416-314 -0474**

**Mayor:**

Name – Alan MacNevin

**Alternate:**

Name: Laurie Cook

**Chief Administrative Officer:**

Name – David Williamson

**Alternate:**

Name – Pam Cress, Clerk

**Police Representative:**

Name – Staff Sergeant Helena Wall

**Fire Chief:**

Name – Duane Deschamps

**Alternate:**

Name: Deputy Chief Mark Aelick

**Community Emergency Management Coordinator:**

Name – Connie Still

**Alternate:**

Name – Heidi Ferguson

**Public Works Manager:**

Name – Wayne Williamson

**Alternate:**

Name – Edward Smith, Little Current P/Works Assistant Foreman

**Alternate:**

Name – Ed Steeves, Sheguiandah P/Works Assistant Foreman

**Alternate:**

Name – Ian Phillips

**Emergency Notification List (continued):**

**Medical Officer of Health:**

Name – **Penny Cheung**

**Alternate:** Name – **Mike Campbell** 705-370-9200 Ext. 737

**Alternate:** **Sudbury and District Health Unit – Sudbury Office**

**Burgess Hawkins (Program Manager)**

**Community Services Manager:**

Name – **Reid Taylor**

**Alternate:** Name – **Darrion Robinson**

**Emergency Medical Services Director:**

**Name - MOE SPILLS 1-800-268-6060**

Name – Manitoulin Sudbury DSSAB **Tim Beadman (Deputy Chief of EMS)**

**Alternate:**

Name – Manitoulin Sudbury DSSAB **Paul Myre (Deputy Chief)**

**Alternate:**

Manitoulin Sudbury DSSAB **Jennifer Tasse (Field Superintendent)**

**\*\* Little Current EMS Station –  
30 Wilson Street East, Little Current**

**Emergency Notification List (continued):**

**Hospital Administrator:**

Name – **Tim Vine and Paula Fields**  
(CO-CEO , CFO VP Corporate – Manitoulin Health Centre)

**Alternate:**

Name – Manitoulin Health Centre - Lead Floor Nurse

**Alternate:**

Name – **Duane Deschamps**  
(Facilities /Maintenance and Operations Manager – Manitoulin Health Centre)

**OCWA – Emergency Number    Operator On Call**  
**Keith Stringer**  
**Jeff Tuerk**

**Hydro One Networks:**

Name – **Peter Craig** (UTS II - Manitoulin Operations Manager)

**Alternate:**

**Hydro One Emergency Service**

**OPP Telecommunications Coordinator:**

Name – **Staff Sergeant Helena Wall**      [Helena.Wall@opp.ca](mailto:Helena.Wall@opp.ca)



## NOTIFICATION MESSAGE FORMAT

**SAMPLE SCRIPT** I am (**insert caller's name**), and I am calling to inform you that the Emergency Operations Centre will be activated at (**insert date and time**) due to (**state the nature of the emergency**). As a member of the Community Control Group you **should report to (list location: primary/alternate EOC or other location at (insert date/time)** and report to the CEMC or Operations Officer. Please bring the following resources with you (**list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list**)

---

---

---

---

---

Thank you

**Note:** The caller delivering this message MUST record the date and time EACH member (or alternate) of the CCG was contacted.

## **ANNEX B: LOGISTICS**

### ***a) Emergency Operations Centre***

The **Emergency Operations Centre** will be located in **NEMI Town Office**, which is located at **14 Water Street, Little Current**.

The **alternate Emergency Operations Centre** will be located at the **NEMI Recreation Centre**, which is located at **9001 Hwy 6 South in Little Current**.

### ***b) Equipment***

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in **the MAIN OFFICE (DOWNSTAIRS) AT THE NEMI TOWN OFFICE**. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

<b><u>Item</u></b>	<b><u>Location</u></b>
Fax Machine	Town Office
Telephones	Town Office
Ham Radio	ARES
Flip Charts	Town Office

## **ANNEX C:           EMERGENCY INFORMATION PLAN**

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

1. Emergency Information Coordinator;
2. Community Spokesperson; and
3. Citizen Inquiry Supervisor.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined the community spokesperson.

### **1.       Emergency Information Coordinator**

The Emergency Information Coordinator reports to the Chief Administrative Officer and is responsible for:

1. Establishing a communication link with the Community Spokesperson, and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
2. Ensuring that the EIC is set up and staffed and a site EIC, if required;
3. Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
4. Ensuring that the following are advised of the telephone number of the media centre:
  - Media;
  - Community Control Group;
  - Switchboard (Town and Emergency Services);
  - Community Spokesperson;
  - Police Public Relations Officer;
  - Neighbouring Communities;
  - Any other appropriate persons, agencies or businesses.

### **Emergency Information Coordinator ... Continued**

5. Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
6. Monitoring news coverage, and correcting any erroneous information;
7. Maintaining copies of media releases and newspaper articles pertaining to the emergency.

### **2. Community Spokesperson**

The community spokesperson will be the Mayor or delegate responsible for:

Giving interviews on behalf of the Town Council;

## **ANNEX D: RESOURCE DATA BASE**

<b><u>Private Contractors</u></b>	<b>Phone #</b>	<b>Equipment</b>
1. Mike Varey and Son	368-1799	Dozer, backhoe, excavator, trucks
2. Don Eadie	368-2171	Dozer, backhoe, excavator, trucks
3. Randy Noble	368-3565	Dozer, backhoe, excavator, trucks
4. Ferguson Aggregate	368-2338	Backhoe, trucks
5. Shaw Septic Service	377-5375	Pumper Trucks / portable washrooms
6. Wally's Septic Service	377-4032 / 282-7501	Pumper trucks/ portable washrooms
7. Allen's Auto NAPA	368-2800	Generators
8. Ham's Marine	859-2303	Generators

### **Restaurants**

1. Anchor Inn	368-2023	Generator Backup
2. Elliott's Restaurant	368-3370	No Backup
3. 3 Cows and A Cone	368-3524	No Backup

### **Fuel for Emergency Vehicles**

Spider Bay Marina	368-3148	Gas and Diesel
-------------------	----------	----------------

### **Neighbouring Municipalities**

Township of Assiginack	705-859-3196
Township of Central Manitoulin	705-377-5726
Town of Gore Bay	705-282-2420
Aundeck Omni Kaning	705-368-2228
Sheguiandah First Nations	705-368-2781

**Town of NEMI Staff Home Phone Numbers**

1. David Williamson
2. Pam Cress
3. Wayne Williamson
4. Edward Smith
5. Ed Steeves
6. Dave Draper
7. Tim Moore
8. Warren McGauley
9. Darrion Robinson
10. Ian Phillips
11. Terry Morphet
12. Edward Trusz
13. Mathew Noland
14. Reid Taylor
15. Duncan Pheasant
16. Rodney Pierce
17. Rick Armstrong
18. Sheryl Wilkin
19. Connie Still
20. Heidi Ferguson
21. Kimberly Knobel
22. Robyn McGauley
23. Lisa Hallaert.

**TOWN OFFICE:**

Alternate: Pam Cress, Clerk

Sheryl Wilkin, Treasurer  
Connie Still  
Heidi Ferguson  
Kimberly Knobel  
Robyn McGauley  
Lisa Hallaert  
Rick Armstrong

- Report to E.O.C.
- Notify all town office staff
- Staff to report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.

## **ANNEX D: RESOURCE DATA BASE - CONTINUED**

### **Public Works Department:**

Wayne Williamson, Manager of Public Works  
Little Current Public Works Garage  
Sheguiandah Public Works Garage

### **Alternate:**

Edward Smith, Little Current Public Works Assistant Foreman

Ed Steeves, Sheguiandah Public Works Assistant Foreman  
Public Works (Sheguiandah Garage)

### **Public Works Staff:**

Dave Draper  
Tim Moore  
Warren McGauley  
Terry Morphet  
Edward Trusz  
Mathew Noland  
Darrion Robinson  
Ian Phillips.

- Report to the E.O.C.
- Notify all public works staff to report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.



**ANNEX D: RESOURCE DATA BASE - CONTINUED**

**INSTRUCTIONS IN AN EMERGENCY SITUATION DURING REGULAR HOURS**

**Community Services Department:**

**Reid Taylor, Manager of Community Services**  
Cell Phone 705-968-0386

**\*\* Alternate Darrion Robinson**

**\*\* Alternate Dave Williamson**

- Report to E.O.C.;
- Notify each community services staff member;
- At that time they each will report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions.

**Community Services Staff: Darrion Robinson**  
**Duncan Pheasant**

**INSTRUCTIONS IN AN EMERGENCY SITUATION DURING AFTER-HOURS**

**First** - Call Emergency cell  
**Second** - Call David Williamson  
**Third** – Call Reid Taylor

**\*\* Alternate Pam Cress**

- Report to E.O.C.;
- Notify each community services staff member;
- At that time they each will report to E.O.C. at the NEMI TOWN OFFICE or Recreation Centre, sign in and wait for further instructions

## ANNEX E

### “A”: CRITICAL INFRASTRUCTURE IDENTIFICATION

#### Critical Infrastructure of the Town of Northeastern Manitoulin and Islands

Sector	Type of Critical Infrastructure	Component	Location	Owner/ Operator	Priority
Food and Water	Water Treatment	Water Treatment Plant	Little Current Sheguiandah	Town of NEMI	1
Grocery Stores- Both	LC Valumart	Food Distribution	Meredith St. Little Current	Valumart Andrew Orr	2
Sewage	Wastewater and Sewage Treatment	Sewage Treatment Plant	Water St. Little Current	Town of NEMI OCWA	1
Water	Water Distribution	Water Pumping Station	Little Current Sheguiandah	Town of NEMI OCWA	1
Water	Water Distribution	Water Pumping Station	Little Current Sheguiandah	Town of NEMI OCWA	1
Electricity	Electrical Transmission and Distribution	Transformer Station	Little Current	Hydro One	1
Electricity	Electrical Transmission and Distribution	Trans-mission Lines and Towers (500Kv)	Enter- North Exit- South, West	Hydro One	1
Fuel Farm	Fuel	Furnace Fuel	Vankoughnet Street East Little Current	Shell McDougall Energy New North Fuels	1
Propane Storage	Propane	Propane	Hwy 6 South	Superior Propane McDougall Energy	1

## ANNEX E

### “B”: CRITICAL INFRASTRUCTURE IDENTIFICATION

#### Critical Infrastructure of the Town of Northeastern Manitoulin and Islands

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Transportation	Highways and Roads	Bridge	Hwy 6 and Hwy 540	Provincial Ministry of Transportation	2
Transportation	Highways and Roads	Bridge	Hwy 6	Town of NEMI	3
Transportation	Airport	Airplanes and Helicopters	Hwy 6 South	Town of NEMI/Assignack	1
Transportation	Snow Removal	Dump Trucks w/ Plow Blades; Sand and Salt Storage Facilities	NEMI	Town of NEMI	3
Continuity of Government Services	Municipal Government	Town Hall	Little Current	Town of NEMI	1
Recreation	Building	Recreation Centre	Hwy 6 South	Town of NEMI	2
Telecommunications	911 Communications	911 Facilities	NEMI	Bell Canada	1
Telecommunications	911 Communications	CBC Tower Radio Tower	NEMI	CBC	1
Telecommunications	911 Communications	Radio Station	NEMI	Craig Timmermans	1

## ANNEX E

### “C”: CRITICAL INFRASTRUCTURE IDENTIFICATION

#### Critical Infrastructure of the Town of Northeastern Manitoulin and Islands

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Fire Service	Fire Fighting Services	2 Pumpers 0 Tanker	Little Current	Town of NEMI	1
		2 Pumpers 1 Tanker	Sheguiandah	Town of NEMI	1
Police	Police Services	Police Station	Little Current	O.P.P.	1
Ambulance	Emergency Medical Services	Ambulance Facilities	Little Current	DSSAB	1
Hospital	Hospital	# of beds- 19 and Emergency Unit	Little Current	Government	1

#### Notes:

Priorities shown are for illustration purposes only; priorities will vary from community to community.

A complete list would include full contact information, with names, titles, addresses, telephone numbers (business and emergency), fax numbers, and e-mail addresses.

## ANNEX F: EXERCISES

### Types of Exercises:

There are four main types of exercises, two of which have sub-types:

- **Static Exercises** are relatively easy to organize and is very inexpensive since it is almost always held in a single facility using a seminar-type setting. There are four types of static exercise:
  - Case Studies** involve the examination of a particular case study- either real of functional. The assembled exercise players study the case and one or more solutions or courses of action are outlined. In some exercises the case is presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past emergencies, or externally prepared studies written for training purposes.
  - **Paper Exercises**, like case studies, begin by presenting a problem or emergency.  
The key difference with a paper exercise is that information is provided to exercise payers in "real time" to simulate actual emergency events and messages.
  - Tabletop Exercises** expand on paper exercises by requiring the exercise players to describe their actions using maps, models, etc.
  - Synthetic Exercises** uses computers to generate incident events and evaluate player actions.
- **Telecommunications Exercises**, through the use of radios, fax machines, telephones, and/or computers, test the function and suitability of a community's emergency telecommunications system. There are main types of a telecommunications exercises:
  - Notification exercises** test the community emergency response plan's notification procedures. They are very useful in ensuring the validity of existing contact information contained in the plan.
  - EOC Exercises** test communications and information flow within the EOC and between emergency management/response partners.

- **Specialty Exercises** are designed to test response to specific types of emergencies such as biological attack, hazardous materials spill, or bomb threats. Although this type of drill does not generally test the entire emergency plan, it can be very useful in testing particular annexes of the plan and in the training assessment of specific response capabilities (discussed in Section 4-6 of this handbook).
- **Field Exercises** are larger-scale emergency simulations involving an emergency site and, often, the activation of the community EOC. This type of exercise generally involves physical response by emergency service organizations, and may also include mock casualties, outside organizations, and multiple jurisdictions. Field exercises offer numerous opportunities to test the emergency response plan and the community's response capability.

## **ANNEX G: EMERGENCY INFORMATION**

### **SAMPLE NEWS RELEASE**

### **SAMPLE NEWS RELEASE**

For Immediate Release  
Date, Year

### **MAYOR ORDERS EVACUATION FOR THE TOWN OF NEMI**

The North Channel has overflowed its banks and Mayor Alan MacNevin has ordered the immediate evacuation of everyone in the Town of Little Current who lives on Water Street in the Town of Northeastern Manitoulin & the Islands.

"A reception centre has been set up in the Town Recreation Centre," Mayor MacNevin said. "We have activated our assistance agreement with the Town of Assiginack and have taken all the necessary precautions to ensure the safety and security of our residents."

Mayor MacNevin said that people should bring supplies and medicine for three to four day absence and to not call 911 for information about this emergency, or use their telephones unless absolutely necessary because phone lines are needed by the emergency organizations.

He advised the public to listen to local radio and television stations for further information and instructions from authorities.

## **ANNEX H: PUBLIC AWARENESS PROGRAM**

### **STRATEGIC PLAN FOR THE TOWN OF NORTHEASTERN MANITOULIN AND ISLANDS PUBLIC AWARENESS**

**Aim:** To foster awareness about individual/family emergency preparedness and community emergency management.

#### **Objectives:**

- 1.1 The residents and business of the Town of NEMI will be notified about emergencies in the following ways:
  - (a) Local radio announcement ;
  - (b) Local cable channel announcements - Channel 6;
  - (c) Door to door by Town staff if necessary. Instructions will be given on protective actions to be taken in the announcements and by staff.
- 1.2 The residents and businesses will be informed about individual and family emergency preparedness by distributing pamphlets for e.g., winter power failures and winter driving.
- 1.3 The Mayor will send out a newsletter containing vital information that an emergency will be announced on local radio station and broadcasted on local cable channel 6, and staff will go door to door if necessary.
- 1.4 The Mayor's newsletter will also contain awareness about NEMI's Emergency Response Plan, where it can be viewed by the public and who to contact for more information about the Emergency Management Program.



**ANNEX I :**

**Declaration of Emergency**

(I) (We) \_\_\_\_\_ hereby declare an

( Mayor or Elected Head of Council )

Emergency in accordance with the Emergency Management and Civil  
Protection Act, R.S.O. 1990,

c.E.9, s.4. (1) Due to the emergency described herein

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For the Emergency Area or part thereof described as :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

**This** \_\_\_\_\_ **day of** \_\_\_\_\_, 20\_\_\_\_ **at** \_\_\_\_\_ **am/pm.**

**In the Municipality of** \_\_\_\_\_, **Province of** \_\_\_\_\_.

**Please fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474, when completed!**

**ANNEX J :                    TERMINATION OF A DECLARED EMERGENCY**

**Termination of Emergency**

(I)(We) \_\_\_\_\_ hereby declare that

( Mayor or Elected Head of Council )

The Emergency related to \_\_\_\_\_

( State the general description of the declared emergency )

is terminated in accordance with the Emergency Management and  
Civil Protection Act, R.S.O. 1990.

**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

**This** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_ **at** \_\_\_\_\_ **am/pm.**

**In the Municipality of** \_\_\_\_\_ **, Province of** \_\_\_\_\_ .

**Please fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474, when completed!**

## Dave Williamson

---

**From:** Mayor Al MacNevin  
**Sent:** November 25, 2021 2:20 PM  
**To:** Dave Williamson  
**Subject:** Fwd: Deteriorating Condition of 20th Sideroad

FYI Dave, both Ray and Blair would like to be advised about the date of Council's discussion on this matter.

Al

Begin forwarded message:

**From:** Raymond Beaudry <wrf@manitoulin.net>  
**Date:** November 24, 2021 at 7:55:26 PM EST  
**To:** Ann <blairmorphet@gmail.com>, Mayor Al MacNevin <amacnevin@townofnemi.on.ca>, Jim Ferguson <jferguson@townofnemi.on.ca>, orrw@vianet.ca, brucewood@xplornet.com, jamie.morphet@eastlink.ca  
**Cc:** "Beaudry, Raymond" <wrf@manitoulin.net>  
**Subject:** Re: Deteriorating Condition of 20th Sideroad

Hello Blair and Council members,

Also as a property owner who uses the 20th concession to access our lot, I fully support Blair Morphet and his families request to have some level of repairs or maintenance done on the 20th side road.

The township does have the resources available to perform the work as witnessed as recently as the the repairs done to the hardtop extension ditching to Green Bush road to Burnettes side road where loads of crushed stone were stored for weeks of repairs due to washouts on a newly redesigned hardtop extension with many hours of time, labour and equipment was used. This I am sure but may have had a substantial cost to the taxpayers unless it was recouped somehow.

There is a mountain of material stored behind the township garage where hopefully if not already spoken for somewhere else, this could be used to fill in the deep waterholes and rough ares on the 20th or enough material top perhaps bring the road level higher than the sides to have the water not run down the road. Please go and have a look at it. It is easily view-able from the horse ring by the curling club.

Users of the 20th are going further off the main traveled portion and on steep sloped sides to avoid the ever deepening low areas.

These deep potholes freeze thick with ice in colder weather causing damage to vehicles and restricting access to our properties to a shorter season rather than just snowfall.

Perhaps there is some level of infrastructure funding available to assist though I am believe that our township budget could allow for gravel, grading etc. Could this be an item to be budgeted for. This could also perhaps be a line item for discussion when the road crew joins council in a meeting.

Blair is correct in stating the number of users on this road as the Green Bush Road was graded several

times to the 20th this fall of 2021. Perhaps the road crew or council members themselves take a run down the 20th to the OFSC skidoo trail to fully understand the state of disrepair that section of the 20th actually is for the length of two 100 acre lots. Approximately two kilometers.

May I request that Blair and I be kept informed on any developments or decisions made in our request for any form of mtce or repairs planned or not to the 20th concession.

Awaiting a response.

Thank you  
Raymond Beaudry  
705-368-3328

On 2021-11-24 17:30, Ann wrote:

On Sunday November 21st I sent an email to CAO David Williamson requesting that the municipality undertake some repairs to the 20th Sideroad next spring to make it more passable. I have included in this email, for context, my original email as well as his reply to me.

I am writing to you Mr. Ferguson, Ms. Orr and Mr. Wood as councillors for Ward 4 which I believe takes in our 100 acre lot and you Mr. MacNevin, as mayor of NEMI. It is my hope after you read this email you support my request and the you can persuade council to support some remedial road work next spring.

The term road allowance refers to allowances originally laid out for roads by a crown surveyor and are generally 66 feet in width. An unopened road allowance as defined by the Municipal Act is a public highway that has not been opened and assumed for maintenance purposes by Bylaw of the municipality. Unopened road allowances could accommodate seasonal traffic, such as private access to a farm, house or vacant lands, logging access or it may function as a trail or public access to a water body. Where an unopened road allowance currently has some form of use, it is referred to as an existing or public right of way. Mr. Williamson is correct then when he refers to the 20th sideroad as an unopened road allowance, as there has not been a Bylaw passed to open it.

I suspect that early settlers in the area banded together and constructed the roadway that we know as the 20th Sideroad. There were a number of farms in this area as evidenced by the cleared land, building ruins and the remnants of a corduroy road are still visible.

This roadway has been in existence then for many, many years, I would think over eighty years. It has long been a travelled road and today is an actively used road for nine months or so of the year. It certainly sees a lot of traffic and not just from adjacent landowners, in fact I would suggest that non landowners are the majority of users. I am seeing the use of the 20th increasing each year. I am seeing hikers, people walking their dogs, cyclists, runners, campers, ATV's, hunters, horseback riders and people simply driving through to the Lime Kiln Road.

I would like to point out that the late Jim Eadie had owned all of the land around the 20th Sideroad between Concession 3 and the Green Bush Road. When his executors tried to dispose of this land, the Manitoulin Planning Board only allowed the sale of the 100 acre parcels if it could be shown that there was 911 access to the individual 100 acre parcels. The 20th Sideroad today is in worse condition than when Jim passed away despite the work that Northland Power and its contractor undertook some years ago to provide access for their equipment for construction of the wind farm.

My purpose here is not to advocate for NEMI to open the 20th Sideroad or bring it up to municipal road standards, I am simply asking for some coarse gravel and a few passes of the grader to smooth the road bed out. The municipality in the past has put gravel on this road, used the municipal grader on it, opened plugged culverts, installed at least one culvert and arranged for beavers to be trapped to eliminate flooding so there is an indisputable history of work on this roadway by the municipality. Given the ever increasing usage of this public right of way, I suggest that the municipality has some responsibility in this matter. I do take exception to Mr. Williamson's statement that I could apply to council for permission to repair the roadway at my expense. How absurd, I as one of many users would bear all the costs and liability but have no control over who uses the road.

Finally, as stated earlier, it is our intention to construct a camp and garage on our property next year for which we will acquire a building permit and as a result our property taxes will increase. I think it is only fair that all of us landowners adjacent to the 20th Sideroad see some small return on the taxes we are and will continue to pay.

I thank you all in advance for considering my request. Please  
contact me if you have any questions or wish to discuss this further.

Blair Morphet

167 Autumnwood Crescent

Sudbury P3B3Z1

705-560-6545

blairmorphet@gmail.com

Sent from Mail [1] for Windows

Links:

00000000-0000-0000-0000-000000000000

[1] <https://go.microsoft.com/fwlink/?LinkId=550986>



An agency of the Government of Ontario  
Un organisme du gouvernement de l'Ontario

NOV 16 2021

1 Stone Road West, PO Box 3660, Str. Central  
Guelph ON N1H 8M4  
1-888-247-4999 Fax: 519-826-4118  
TTY: 1-877-275-1380  
Accessible formats available  
agricorp.com | contact@agricorp.com

1 Stone Road West, C.P. 3660, succ. Centrale  
Guelph ON N1H 8M4  
1 888 247-4999 Téléc. : 519 826-4118  
ATS : 1 877 275-1380  
Formats accessibles disponibles  
agricorp.com | contact@agricorp.com

NE Manitoulin and the Islands  
14 Water St. E. P. O. Box 608  
Little Current, ON P0P 1K0

November 8, 2021

Vendor ID: NE MA0001

### Renewal of rainfall gauge site agreement for 2022-24

Thank you for allowing us to collect rainfall data from your property. Production Insurance for forage rainfall uses rainfall as an indicator of quantity and quality of forage.

Enclosed is a cheque for allowing us to place a rain gauge on your property during the 2021 rainfall collection period.

We would like to continue using your location for rainfall collection in 2022, 2023 and 2024.

Please find enclosed two copies of the *Rain gauge site agreement*. If you are willing to continue hosting the gauge, please sign and return one copy by fax, email or mail before December 15, 2021. The other copy is for your records.

Contact us if you have sold or are considering selling your property or if you no longer wish to host the gauge.

If you have any questions, please call or email Agricorp using the contact information above. For emails, please include "Production Insurance" in the subject line.

Sincerely,

Paul Fenlon  
Director, Program Delivery

Enclosed



An agency of the Government of Ontario  
Un organisme du gouvernement de l'Ontario

1 Stone Road West, PO Box 3660, Stn. Central  
Guelph, ON N1H 8M4  
1-888-247-4999 Fax: 519-826-4118

1 Stone Road West, C.P. 3660, succ. Centrale  
Guelph ON N1H 8M4  
1 888 247-4999 Téléc. : 519 826-4118

TTY/ATS: 1-877-275-1380

Accessible formats available  
Formats accessibles disponibles

agricorp.com | contact@agricorp.com

## Rain gauge site agreement between Agricorp and site owner

### Effective March 2022 to November 2024

#### Site owner identification

<b>Name</b> NE Manitoulin and the Islands	<b>Phone number</b> 7053683500	<b>Fax number</b>
<b>Mailing address</b> 14 Water St. E. P. O. Box 608	<b>Email address</b>	

#### Site information

<b>Site number</b> 7051054		<b>Site name</b> Howland	
<b>Lot and Concession</b> 8 28		<b>Civic address</b>	
<b>Geo-township</b> Howland	<b>Latitude and longitude</b> 45.910600000000002 - 82.105900000000005		<b>County/Region</b> Manitoulin

#### Agreement

##### Section 1.0 General

##### 1.1 Definitions

In this Agreement:

- "Agricorp" means AgriCorp, a crown corporation established by the *AgriCorp Act, 1996*
- "Site Owner" means the party who owns the property where the rain gauge is located
- "Forage Rainfall Plan" (FRP) means the weather derivative Production Insurance plan that insures forage growers against insufficient and/or excess rainfall
- "Contractor" means the entity contracted by Agricorp to provide rainfall collection services

##### 1.2 Consideration

In consideration of Agricorp paying the Site Owner the agreed fee, and the Site Owner allowing Agricorp to install rain gauge equipment on the Site Owner's property, Agricorp and the Site Owner agree to the following:

##### 1.3 Purpose of Agreement

This agreement permits Agricorp and its Contractor to install equipment, collect data, maintain equipment, or remove equipment on the Site Owner's property for purposes related to the FRP. This agreement permits Agricorp and its Contractor to access the property and rain gauge for a period of three years commencing March 1, 2022 and ending November 1, 2024.



## **1.4 Contacts for Agreement**

### **Agricorp**

Phone: 1-888-247-4999

Fax: 519-826-4118

Email: [contact@agricorp.com](mailto:contact@agricorp.com)

## **Section 2.0 Additional Terms**

### **2.1 Site Access**

The Site Owner shall ensure that Agricorp and its Contractor have access to the site for the purposes of collecting data for the use in administering the FRP, and for maintaining and adjusting the rainfall gauge equipment located on the site, between March 1 and November 1 (both inclusive) for each year of the agreement. Access will be allowed between 6 a.m. and 11 p.m., Monday to Saturday. Agricorp or its Contractor may access the site outside these times for special needs with at least 24 hours' prior notice to the owner.

### **2.2 Disclosure of Site Information**

Agricorp will provide the Contractor with the Site Owner's contact information and the location of the rain gauge. The Contractor will use this information to locate the site to install, monitor, or remove equipment and to collect rainfall data. The contractor will provide the raw rainfall data collected to Agricorp. Agricorp will use the rainfall data to determine forage claims by rain gauge site for all insured customers. Locations of rain gauge sites will be released to insured customers. The Contractor may use the information and rainfall data, as well as disclose it to others.

By signing this agreement, the Site Owner agrees to the information and data being used by Agricorp and its Contractor for the above purpose.

### **2.3 Information Sharing**

All data collected at the site will be available at [www.agricorp.com](http://www.agricorp.com) throughout the season. A summary of the seasonal rainfall data may be mailed to the site owner upon request.

### **2.4 Constraints to the Forage Rainfall Plan (FRP)**

If a Site Owner has Production Insurance with Agricorp and participates in the FRP, they cannot use the data collected by the rain gauge site on their property for the purpose of validating a claim under their Production Insurance. The Site Owner may choose an adjacent site or request to have the station moved off the property.

### **2.5 Payment for Use of Site**

Agricorp will pay the Site Owner \$100/site per year, or part of a year, that a rainfall station is located on the Site Owner's property. If the rainfall station is removed prior to May 1 in any year, the Site Owner will not receive \$100 for that year.

### **2.6 Termination Clause**

Either party may terminate this Agreement, without cause and without liability, upon written notice to the other party. Agricorp or its Contractor shall be entitled to have access to the site for no less than two weeks following notification of termination for the purpose of removal of the equipment.

If the property on which the rainfall station is situated is going to be sold, the Site Owner shall notify Agricorp.

### **2.7 Liability**

Agricorp and its Contractor shall each carry liability insurance for the purposes of this agreement.



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Guelph, ON N1H 8M4  
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1 888 247-4999 Téléc. : 519 826-4118

TTY/ATS: 1-877-275-1380

Accessible formats available  
Formats accessibles disponibles

agricorp.com | contact@agricorp.com


## 2.8 Electronic Execution

Agricorp and the Site Owner agree that this Agreement may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. The electronic signature of a party may be evidenced by one of the following means and transmission of this Agreement may be as follows:

- (i) a manual signature of an authorized signing representative placed in the respective signature line of this Agreement scanned as a PDF and delivered by email to the other party;
- (ii) a digital signature, including the name of the authorized signing representative typed in the respective signature line of this Agreement, an image of a manual signature or an Adobe signature of an authorized signing representative, or any other digital signature of an authorized signing representative with the other party's prior written consent, placed in the respective signature line of this Agreement delivered by email to the other party; or
- (iii) any other means with the other party's prior written consent.

## Section 3.0 Approvals

I have read and agree to the terms in this contract:

Signature of site owner	Date
Signature of Agricorp representative 	Date November 8, 2021



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## Rain gauge site agreement between Agricorp and site owner

### Effective March 2022 to November 2024

<b>Site owner identification</b>		
<b>Name</b> NE Manitoulin and the Islands	<b>Phone number</b> 7053683500	<b>Fax number</b>
<b>Mailing address</b> 14 Water St. E. P. O. Box 608	<b>Email address</b>	
<b>Site information</b>		
<b>Site number</b> 7051054	<b>Site name</b> Howland	
<b>Lot and Concession</b> 8 28	<b>Civic address</b>	
<b>Geo-township</b> Howland	<b>Latitude and longitude</b> 45.910600000000002 - 82.105900000000005	<b>County/Region</b> Manitoulin
<b>Agreement</b>		
<b>Section 1.0 General</b>		
<b>1.1 Definitions</b>		
In this Agreement:		
<ul style="list-style-type: none"><li>▪ "Agricorp" means AgriCorp, a crown corporation established by the <i>AgriCorp Act, 1996</i></li><li>▪ "Site Owner" means the party who owns the property where the rain gauge is located</li><li>▪ "Forage Rainfall Plan" (FRP) means the weather derivative Production Insurance plan that insures forage growers against insufficient and/or excess rainfall</li><li>▪ "Contractor" means the entity contracted by Agricorp to provide rainfall collection services</li></ul>		
<b>1.2 Consideration</b>		
In consideration of Agricorp paying the Site Owner the agreed fee, and the Site Owner allowing Agricorp to install rain gauge equipment on the Site Owner's property, Agricorp and the Site Owner agree to the following:		
<b>1.3 Purpose of Agreement</b>		
This agreement permits Agricorp and its Contractor to install equipment, collect data, maintain equipment, or remove equipment on the Site Owner's property for purposes related to the FRP. This agreement permits Agricorp and its Contractor to access the property and rain gauge for a period of three years commencing March 1, 2022 and ending November 1, 2024.		

## **1.4 Contacts for Agreement**

### **Agricorp**

Phone: 1-888-247-4999

Fax: 519-826-4118

Email: [contact@agricorp.com](mailto:contact@agricorp.com)

## **Section 2.0 Additional Terms**

### **2.1 Site Access**

The Site Owner shall ensure that Agricorp and its Contractor have access to the site for the purposes of collecting data for the use in administering the FRP, and for maintaining and adjusting the rainfall gauge equipment located on the site, between March 1 and November 1 (both inclusive) for each year of the agreement. Access will be allowed between 6 a.m. and 11 p.m., Monday to Saturday. Agricorp or its Contractor may access the site outside these times for special needs with at least 24 hours' prior notice to the owner.

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- (iii) any other means with the other party's prior written consent.

## Section 3.0 Approvals

I have read and agree to the terms in this contract:

Signature of site owner

Date

Signature of Agricorp representative

Date

A handwritten signature in cursive script, appearing to read "U. M. Nash".

November 8, 2021

# The Corporation of the Town of Northeastern Manitoulin and the Islands

## 2021 Management Review Minutes

Review Period:

Aug 1, 2020 – Sep 30, 2021



## Drinking Water Quality Management System

Meeting Date: November 18, 2021

Attendance: Keith Stringer – OCWA Operations Management, Natalie Wagar – OCWA PCT

Minutes of Review Provided to: Jeff St.Pierre – Regional Manager, Allyson Kirk – Safety, Process and Compliance Manager, Natalie Wagar – QEMS Rep & PCT, Sarah Beaulieu – QEMS Rep & PCT, Kevin Spec - Sr. Operations Manager, Jeff Tuerk – Facility Operator, Pam Cress – Town of NEMI, Dave Williamson – Town of NEMI

\*\* All reference to MOE, MOECC or MECP means Ministry of the Environment, Conservation and Parks

### Facility Highlights:

- Third party audits are scheduled for 2022. This includes a desktop and onsite portion.
- Little Current received a rating of 91.76% during the last inspection, had 1 reportable non compliances and 2 AWQIs were filed with the MECP.
- Sheguiandah had no inspection take place, had 0 reportable non compliances and 0 AWQIs were filed with the MECP.
- The maintenance program (WMS) was deemed to be adequate. No problems were found relating to equipment, call outs or general maintenance.
- In Little Current, membranes are being replaced
- Swabbing took place in Little Current and Sheguiandah
- Lead was not considered a concern in the drinking water system
- Results of the internal and third party audits revealed the DWQMS program was well implemented and listed no major issues.
- The risk assessment is reviewed regularly and was re-assessed in 2021
- The operational plan has been updated to include recent raw water sampling data
- Through the Management Review, 0 action items were created.

## List of Action Items Created Through the Management Review Process

Action Items Resulting from Review			
Root Location of Action Within Minutes	Action Item	Personnel Responsible	Proposed Timeline
N/A	N/A	N/A	N/A

## Incidents of Regulatory Non-Compliance

Non compliances are reported to the local MOE inspector or can be identified within an inspection report.

### Little Current

- The facility had three (3) non-compliance identified during the latest MECP inspection which took place on March 16, 2021.
  - All issues related to operational sampling
- One (1) non-compliance was reported to the MECP during the review period.
  - The non-compliances was related to missed sampling
- Sampling plans have been provided to staff and are available in hardcopy at the facility, as well as being available in Outlook

### Sheguiandah

- The facility has not had any inspection take place during the review period.
- No non compliances were reported to the MECP during the review period.

## Incidents of Adverse Drinking Water Tests

The drinking water regulation identifies particular indicators of Adverse Water Quality Incidents (AWQI) which must be reported to the MOE and the MOH.

### Little Current

- There were two (2) AWQIs filed for this facility
  - Both were due to watermain breaks

### Sheguiandah

- There were no AWQIs filed for this facility

## Deviations from Critical Control Point (CCP) Limits

Critical Control Points (CCP) are established through the Risk Assessment exercise and are monitored through the SCADA and Wonderware systems.

### Little Current

- The chlorine pump is being repaired

### Sheguiandah

- There were no outstanding issues relating to CCPs



## Operational Performance

Performance is evaluated by reviewing the MOE's latest inspection rating as well as the programs put in place by the Operating Authority.

### Little Current

- A grade of 42/510 was given to the facility by the MECP inspector during the latest inspection providing a score of 91.76 %
- An incident in July left the facility with very little water reserves
- It is estimated that approximately 30% of water taken is returned to the environment immediately, due to the treatment process
- New membranes should increase process capabilities
- Varying water levels in the channel are not a concern for the water treatment facility

### Sheguiandah

- Coagulant management has improved; alum levels have gone down in treated water
- Swabbing was completed

## Raw Water Supply and Drinking Water Quality Trends

Raw water and drinking water trends are monitored through OCWA's SCADA and Wonderware systems and numerical data is maintained within our Process Data Management (PDM) program.

### Little Current

- Lead
  - Historically low lead results and good alkalinity.
- THM and HAA sample results currently manageable.
  - Current THM values: 57.0 ug/L (Limit is 100 ug/L)
  - Current HAA values: 30.4 ug/L (Limit is 80 ug/L)

### Sheguiandah

- Drinking Water
  - Coagulant management has improved; alum levels have gone down in treated water
- Lead
  - Historically low lead results and good alkalinity.
- THM and HAA sample results currently manageable.
  - Current THM values: 45.0 ug/L (Limit is 100 ug/L)
  - Current HAA values: 28.0 ug/L (Limit is 80 ug/L)

## Consumer Feedback

Community complaints are reported to the Operating Authority, either directly from consumers or through the Municipal office.

**Little Current** – Two (2) consumer complaints were received most likely due to swabbing in the area

**Sheluiandah** – One (1) consumer complaint was received by the Operating Authority

## Internal and Third Party Audits

Internal audits are undertaken by the Operating Authority while external audit are performed by a third party. Any opportunities for improvement (OFI) listed within the reports are either implemented as preventive actions or are discarded as not being required.

- The off-site (surveillance) External Audit was completed on March 3, 2021
  - A total of 0 Minor NCs and 0 OFIs were found by the auditor
- The Internal Audit was completed on September 21, 2021
  - A total of 2 Minor NC and 0 OFIs were found by the auditor.
  - Operational staff did not acquire the 12 hours of health and safety training in 2020, as required by OCWA. There should be no issued reaching 12 hours in 2021
  - Action items were discussed, roots causes were determined and solutions were found.

## Consideration of Applicable Best Management Practices

Best management practices found on the facility's latest inspection report, published by the Ministry of the Environment or found through other means are reviewed at least every 36 months.

### Little Current

- There were no MECP or OCWA related BMPs to review
- There were three (3) BMPs listed in inspection report from March 16, 2021
  - Additional raw flow meters will not be installed
  - Membranes are being upgraded
  - Solutions will continue to be sought for the chemical room size

### Sheluiandah

- There were no MECP or OCWA related BMPs to review
- There were no inspections that took place; therefore, no BMP to review

## The Risk Assessment Process

Hazardous events are identified and control measures established for each. Risk assessments are required to be verified annually and re-assessed for the system every 36 months.

- The risk assessment was reviewed and deemed to be adequate
- The review and 36 month re-write was completed by compliance staff in 2021

## Emergency Response Testing

OCWA maintains 6 mandatory contingency plans which cover the majority of possible emergency situations. Each contingency must be tested annually and each must be reviewed every 5 years.

- The 'Loss of Service' contingency was tested in 2021
  - A scenario was provided to staff based on the need to haul water to the facility
  - A final review and contingency update has not been completed yet

## Action Items from Previous Management Reviews

Action items are initiated when deficiencies are found within the Quality Management System. Previous management review records are inspected on a continual basis.

- Training for staff on DWQMS is still outstanding.
- QEMS rep is planning on conducting the training at the next hub meeting with all staff

## Status of Other Actions Items Identified Between Reviews

Action items are sometimes initiated in response to other audits or incidents.

- There were no action items identified between reviews

## Changes That Could Affect the Quality Management System

This discussion is held to examine any changes which have occurred within the Organization, the Municipality or the Quality Management System.

- The pandemic has changed and will continue to affect how onsite audits are conducted. Additional safety measures are required when going onsite.

## Resources Needed to Maintain the DWQMS

Resources are defined as those things needed to implement or maintain the QMS such as physical work, financial resources and time involved by personnel.

- The QEMS Rep wants to try and go to the facility for internal audits next year, instead of conducting the audit virtually.

## Infrastructure Review

An infrastructure review is required annually by contractual obligations and DWQMS requirements. Infrastructure is assessed and recommendations are made to maintain or optimize the facility.

### Little Current

- Intake inspections took place in 2021
- Swabbing took place in 2021
- General maintenance was completed throughout the review period

### Sheluiandah

- Swabbing took place in 2021
- General maintenance was completed throughout the review period

## Operational Plan: Currency, Content, Updates

The DWQMS requires the Operating Authority to documents QMS for the drinking water system in the form of an Operational Plan.

- Updates were made to the operational plan to element 6 Drinking Water System
- Raw water bacteriological information was updated and the 2021 raw water assessment was added

## Staff Suggestions, Recommendation for Improvement

Staff suggestions are made, either directly to the Manager or the Process and Compliance Technician, and are reviewed during the Management Review.

- There were no staff suggestions.

## Next Management Review Meetings

- Scheduled for October 2022

**MINUTES**  
**COMMUNITY POLICING ADVISORY COMMITTEE MEETING**  
**Wednesday 10 November 2021**  
**ZOOM TELECONFERENCE VIA INTERNET**  
**7:00 P.M.**

---

**PRESENT:** Insp. Megan MORIARITY - OPP  
Al BOYD - NEMI  
John TURNER – Gordon / Barrie Island  
Ian ANDERSON– Billings  
Dave MCDOWELL – Assiginack  
Steve SHAFFER – Central Manitoulin  
Rick GORDON – Tehkummah  
Jack CLARK – Gore Bay

**REGRETS:** Bryan BARKER– Billings, Wayne BAILEY - Burpee/Mills

**GUEST:** Constable Tessa KASCH – Community Services Officer - OPP

**PUBLIC:** Tom SASVARI – Manitoulin Expositor, Zak NICHOLLS – NEMI Resident

**Minutes Taken by** Allan Boyd

**CALL MEETING TO ORDER**

Al BOYD, chairperson called meeting to order at 7:02 p.m. He thanked everyone for attending on Zoom conference as with Covid-19 and numbers starting to increase this format will remain and reevaluate in the new year. Al BOYD advised he would take the minutes.

**ADOPTION OF AGENDA**

Al BOYD asked if any changes to the agenda or additions for this meeting. A few minor items the date for the last minutes should read the 08 Sep 21 not 08 Nov 21 a typo in the agenda. Next was the addition of Constable Tessa KASCH as a guest to introduce herself under item 4.2 transition to PSB under 4.3. Al BOYD asked for motion to accept the changes of the agenda as circulated.

**Moved by Dave MCDOWELL and seconded by John TURNER that the agenda be adopted. CARRIED.**

**ADOPTION OF MINUTES**

Al BOYD asked if everyone received the minutes of the last meeting 08 Sep 21 and if there are any additions. Hearing nothing further Al BOYD asked for motion to move the minutes.

**Moved by Steven SHAFFER and seconded by Rick GORDON that the agenda be adopted. CARRIED.**

## **BUSINESS ARISING FROM LAST MEETING**

### **INTRODUCTIONS:**

Al BOYD started the meeting by welcoming all members to another Zoom meeting. With the recent stay at home order and situations CPAC meetings will take place via Zoom. Al BOYD welcomed Mayor Ian ANDERSON from Billings stepping in for Bryan BARKER A welcome to our guest this meeting Constable Tessa KASCH newly appointed Community Services Officer also to Insp MORIARITY and all councilors, Tom SASVARI Manitoulin Expositor, and a resident of NEMI Mr. Zak NICHOLLS.

Al BOYD advised Inspector MORIARITY that he wished to extend the thoughts and prayers of all CPAC members and Municipal councils on Manitoulin to all officers in the next coming weeks as the first anniversary of the death of Constable Marc HOVINGH on November 19<sup>th</sup>. This will be a difficult time for all officers, and we wanted you to know that the communities are all thinking and support the efforts of the OPP.

Al Boyd went around and had each councilor introduce themselves to Constable KASCH. After that Constable KASCH introduced herself and that she is new to the position but enjoying it very much she reviewed a number of programs she is presenting in the schools and communities. Al Boyd advised that he send her a contact list of the CPAC committee should she wish to contact anyone of us, and her information can be shared as follows.

Constable Tessa KASCH  
Community Services Officer  
Manitoulin OPP  
(705)-368-2200  
tessa.kasch@opp.ca

## **BUSSINESS ARISING**

### **TRANSISTION FROM CPAC TO POLICE SERVICES BOARD**

The process is still underway and that the MMA is holding meetings and deciding on how the new police services board will be made up. A further update was that the government did not accept the proposal of having a 15-member board on the island. Some municipalities would have to amalgamate, and a document was shared with the meeting which is included in these minutes. The new Police Services Board would comprise of six members from the municipalities and two members from the community and two members from the government making a total of a 10-member board. As for now until the new Police Services Community Safety Act is passed the CPAC committee will be status quo and continue. The law is expected to be passed in sometime in 2022.

Steve SHAFFER had a question for the Inspector in that has there been any talk with where the funding is going to come from to run these PSB's. With 10-member Board there are going to be expenses and as to compared to larger boards like Toronto etc. the cost could be quite sufficient

and with councils preparing new budgets is the government going to fund these boards. Inspector MORIARITY advised she has heard nothing, and it is yet to be determined.

## **NEW BUSINESS**

OPP Detachment Commanders Comments:

Insp MORIARITY advised that Theft under \$5000 is up all over the island and that they will be implementing the Lock It or Lose It Program. The mobile crisis mental health worker program is fully underway, and a second crisis worker has been hired to ride along with police. The police services are already seeing a great benefit of this program. The Manitoulin Health Centre and OPP protocol procedures are in the final stages and being worked out to make an easier transition of mental health patients between police and hospital.

The Inspector advised that the detachment is seeing the fall calmness after a busy summer.

Steve SHAFFER asked at last meeting there was talk about sharing the overall stats of the island with the committee to see what trends may be occurring and is there anyway we can have them in our RMS reports. Also, Steve asked if there was a reduction in POA tickets as costings had been put on the municipalities to pay for cost of running the program.

Al BOYD also added that if we could also get an idea of the traffic stats that were supplied a few meetings ago in the reports as this helps in dealing with complaints from our constituents.

Inspector MORIARITY advised that she will make sure the island and traffic stats will be added to the RMS reports. As for POA she was unaware of the cost formulas however with Covid there has been a decrease in traffic thus the tickets may be down but adds that there is lots of interaction with the motoring public with her officers and may be attributed to education and warnings versus enforcement.

Jack CLARK asked the Inspector about the OPP vaccination policy and are most officers vaccinated. Insp MORIARITY replied that they are however a few are not, and they are subject to the mandatory testing that is required as per the policy.

## **ROUND TABLE**

**Steve SHAFFER – Central Manitoulin** – With Remembrance Day coming tomorrow and remember those that made the ultimate sacrifice his municipality are sending their condolences to all officers on the year date of the passing of Constable March HOVINGH.

**Jack CLARK - Gore Bay** – All quiet in Gore Bay and nothing to report.

**John TURNER – Gordon/Barrie Island** – His municipality is feeling the remorse on the anniversary of the loss of Constable HOVINGH. On a happier note, the traffic has decreased, and all is quiet in his township.

**Dave MCDOWELL – Assiginack** – All is quiet in his municipality and with the Covid 19 numbers increasing we need to be cautious.

**Ian ANDERSON – Billings** – His municipality has seen a reduction in traffic which is welcome with all the tourist attractions. He wanted to express the excellent service and commend officers on a serious call in Billings on October 12 with a domestic situation he wanted to thank the Inspector for the professionalism and keeping everyone safe.

**Wayne BAILEY – Burpee/Mills** – Had to attend a council meeting no feedback available.

**Rick GORDON - Tehkummah** – All quiet nothing to report.

**Allan BOYD - NEMI** – Allan BOYD advised that NEMI has been quiet also other than the number of the Theft under \$5000 occurrences with a rise of 266 %. Glad to hear the lock it or lose it program being implemented. Also, we had issues with people calling about the bridge closures on the surface work between 8 PM and 5 AM. The OPP advised they did issue any media release on that. Again, the condolences to all the officers for a difficult week coming up with the anniversary of Constable HOVINGHS death.

### **MEETING AJOURNED**

Meeting was adjourned at 8:13 pm

**Moved by Rick GORDON and Bryan BARKER**  
**Carried**

### **DATE and TIME OF NEXT MEETING.**

Wednesday January 12, 2022 – 7 p.m., on Zoom Conference.





Proposed Manitoulin Police Service Board of 10 Members					
	Council Reps	Provincial Reps	Community Reps	Total Members	Appointed By
Assignack & Tehkummah	1			1	Council
Billings	1			1	Council
Burpee & Mills, Gordon & Barrie Island & Cockburn Island	1			1	Council
Central Manitoulin	1			1	Council
Gore Bay	1			1	Council
NEMI	1			1	Council
Manitoulin Provincial Reps		2.0		2	Province
Manitoulin Community Reps			2.0	2	MIMA Council Reps
Total Members	6	2.0	2.0	10.0	
% of total Membership		20%	20%		

**COMMUNITY POLICING ADVISORY COMMITTEE**

**REPRESENTATIVES**

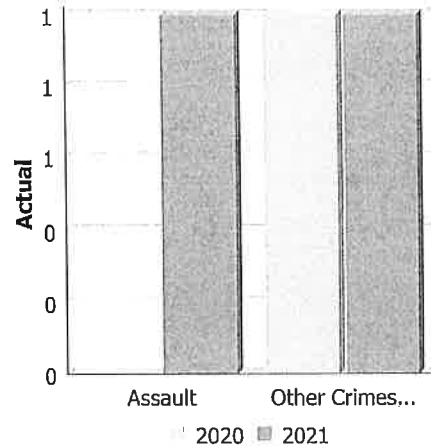
<b>Name</b>	<b>Mailing Address</b>	<b>Email</b>	<b>Phone #</b>
<b>Dave McDowell Assiginack TWP</b>	<b>16762 Hwy. #6 Manitowaning, ON P0P 1N0</b>	<b>mcdowellfarms@hotmail.ca</b>	<b>705-859-1944</b>
<b>Allan Boyd NEMI</b>	<b>27 Red Mill Rd. P.O. Box 208 Little Current, ON P0P 1K0</b>	<b>aboyd@townofnemi.on.ca</b>	<b>705-368-2779</b>
<b>John Turner Gordon/Barrie Island</b>	<b>1139 The Tenth Gore Bay, ON P0P 1H0</b>	<b>jturner@gordonbarrieisland.ca</b>	<b>705-282-7396</b>
<b>Jack Clark Town of Gore Bay</b>	<b>19 Wright St. P.O. Box 282 Gore Bay, ON P0P 1H0</b>	<b>jbrjclar@sympatico.ca</b>	<b>705-282-2420</b>
<b>Stasia Carr Town Clerk Gore Bay</b>	<b>P.O. Box 590 15 Water Street Gore Bay, ON P0P1H0</b>	<b>scarr@gorebay.ca</b>	<b>705-282-2420</b>
<b>Rick Gordon Tehkummah</b>	<b>417 Smeltzer's Rd Tehkummah Twp ON P0P 2C0</b>	<b>rgordon@tehkummah.ca</b>	<b>705-859-1277</b>
<b>Steven Schaffer Central Manitoulin</b>	<b>P.O. Box 8 Mindemoya, ON P0P 1S0</b>	<b>steven.shaffer1959@gmail.com</b>	<b>705-377-5250 Or 705-261-0648</b>
<b>Bryan Barker Billings Twp</b>	<b>985C Lakeshore Rd. Kagawong, ON P0P 1S0</b>	<b>bbarker@billingstwo.ca</b>	<b>905-512-0336</b>
<b>Wayne Bailey Burpee/Mills</b>	<b>R.R. #1 Evansville, ON P0P 1E0</b>	<b>waynelbailey@gmail.com</b>	<b>705-282-8108 Cell – 705-348- 1919</b>



**Police Services Board Report for Northeastern Manitoulin and the Islands**  
**Records Management System**  
**September - 2021**

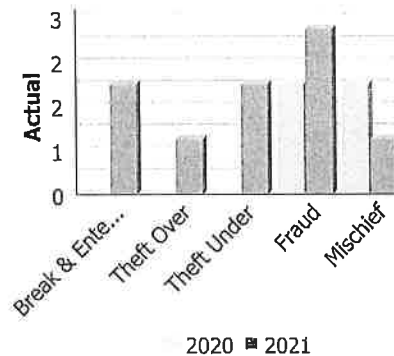
**Violent Crime**

Actual	September			Year to Date - September		
	2020	2021	% Change	2020	2021	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	0	--	1	2	100.0%
Assault	0	1	--	12	16	33.3%
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	1	--
Other Crimes Against a Person	1	1	0.0%	4	3	-25.0%
<b>Total</b>	<b>1</b>	<b>2</b>	<b>100.0%</b>	<b>17</b>	<b>22</b>	<b>29.4%</b>



**Property Crime**

Actual	September			Year to Date - September		
	2020	2021	% Change	2020	2021	% Change
Arson	0	0	--	0	0	--
Break & Enter	0	2	--	1	2	100.0%
Theft Over	0	1	--	1	3	200.0%
Theft Under	0	2	--	3	11	266.7%
Have Stolen Goods	0	0	--	0	0	--
Fraud	2	3	50.0%	7	10	42.9%
Mischief	2	1	-50.0%	9	14	55.6%
<b>Total</b>	<b>4</b>	<b>9</b>	<b>125.0%</b>	<b>21</b>	<b>40</b>	<b>90.5%</b>



**Drug Crime**

Actual	September			Year to Date - September		
	2020	2021	% Change	2020	2021	% Change
Possession	0	0	--	0	1	--
Trafficking	0	0	--	0	2	--
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>0</b>	<b>0</b>	<b>--</b>	<b>0</b>	<b>3</b>	<b>--</b>



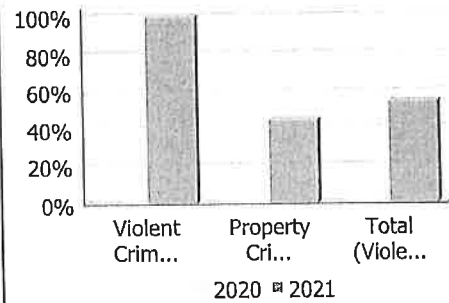
Detachment: 4H - MANITOULIN (Little Current)  
 Location code(s): 4H00 - MANITOULIN (Little Current)  
 Area code(s): 4048 - Northeastern Manitoulin & the Is  
 Data source date: 2021/11/06  
 Report Generated by: Ferguson, Carol A.

Report Generated on:  
 Nov 9, 2021 7:45:49 AM  
 PP-CSC-Operational Planning-4300

**Police Services Board Report for Northeastern Manitoulin and the Islands**  
**Records Management System**  
**September - 2021**

**Clearance Rate**

Clearance Rate	September			Year to Date - September		
	2020	2021	Difference	2020	2021	Difference
Violent Crime	0.0%	100.0%	100.0%	76.5%	86.4%	9.9%
Property Crime	0.0%	44.4%	44.4%	19.0%	32.5%	13.4%
Drug Crime	--	--	--	--	66.7%	--
<b>Total (Violent, Property &amp; Drug)</b>	<b>0.0%</b>	<b>54.6%</b>	<b>54.6%</b>	<b>47.5%</b>	<b>53.7%</b>	<b>6.2%</b>



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

**Detachment:** 4H - MANITOULIN (Little Current)  
**Location code(s):** 4H00 - MANITOULIN (Little Current)  
**Area code(s):** 4048 - Northeastern Manitoulin & the Is  
**Data source date:** 2021/11/06

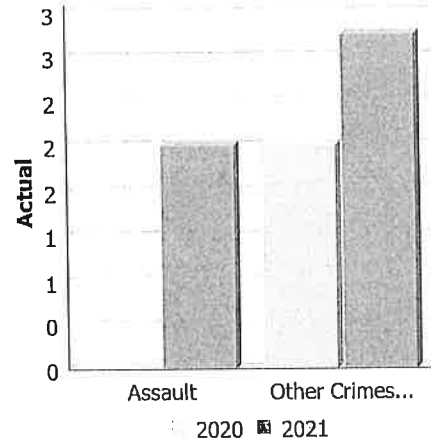
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**Police Services Board Report for Northeastern Manitoulin and the Islands**  
**Records Management System**  
**October - 2021**

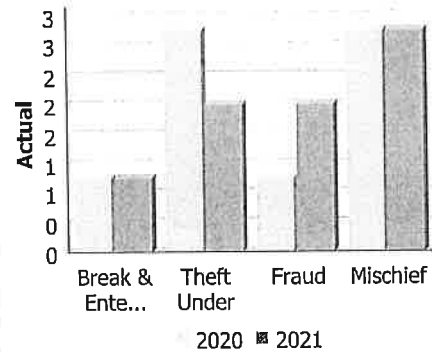
**Violent Crime**

Actual	October			Year to Date - October		
	2020	2021	% Change	2020	2021	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	0	--	1	2	100.0%
Assault	0	2	--	12	18	50.0%
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	1	--
Other Crimes Against a Person	2	3	50.0%	6	6	0.0%
<b>Total</b>	<b>2</b>	<b>5</b>	<b>150.0%</b>	<b>19</b>	<b>27</b>	<b>42.1%</b>



**Property Crime**

Actual	October			Year to Date - October		
	2020	2021	% Change	2020	2021	% Change
Arson	0	0	--	0	0	--
Break & Enter	1	1	0.0%	2	3	50.0%
Theft Over	0	0	--	1	3	200.0%
Theft Under	3	2	-33.3%	6	13	116.7%
Have Stolen Goods	0	0	--	0	0	--
Fraud	1	2	100.0%	8	12	50.0%
Mischief	3	3	0.0%	12	17	41.7%
<b>Total</b>	<b>8</b>	<b>8</b>	<b>0.0%</b>	<b>29</b>	<b>48</b>	<b>65.5%</b>



**Drug Crime**

Actual	October			Year to Date - October		
	2020	2021	% Change	2020	2021	% Change
Possession	0	0	--	0	1	--
Trafficking	0	0	--	0	2	--
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>0</b>	<b>0</b>	<b>--</b>	<b>0</b>	<b>3</b>	<b>--</b>



Detachment: 4H - MANITOULIN (Little Current)  
 Location code(s): 4H00 - MANITOULIN (Little Current)  
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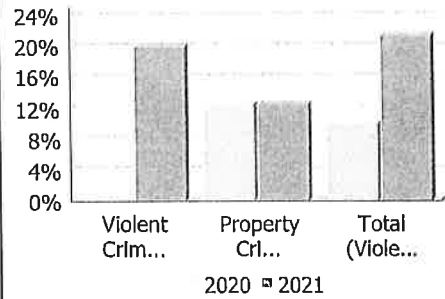
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**Police Services Board Report for Northeastern Manitoulin and the Islands**  
**Records Management System**  
**October - 2021**

**Clearance Rate**

Clearance Rate	October			Year to Date - October		
	2020	2021	Difference	2020	2021	Difference
Violent Crime	0.0%	20.0%	20.0%	68.4%	74.1%	5.6%
Property Crime	12.5%	12.5%	0.0%	17.2%	29.2%	11.9%
Drug Crime	--	--	--	--	66.7%	--
<b>Total (Violent, Property &amp; Drug)</b>	<b>10.0%</b>	<b>21.4%</b>	<b>11.4%</b>	<b>40.0%</b>	<b>48.2%</b>	<b>8.2%</b>



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

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## **2021 Third Quarter Activity Report November 25, 2021**

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

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

### **CAO Overview**

The DSB 2021 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$867,199**. Children's Services and Ontario Works is forecasted to be on budget. Community Housing is forecasted to be under budget by \$694,445. Paramedic Services is forecasted to be under budget by \$173,658. Interest revenue on non-reserve accounts is forecasted to be \$904 less than budgeted.

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

### **Paramedic Services**

#### **COVID-19 Pandemic Response**

Paramedic services continues to be an integral participant in vaccination and testing clinics. We are anticipating a "ramping up" of activities in the fourth quarter with the requirement of "booster" 3<sup>rd</sup> doses of vaccine for the most vulnerable and imminent approval of vaccines for the younger populations (5 to 11 years of age).

#### **Vaccination and Directive 6 by Ontario's Chief Medical Officer of Health (CMOH)**

On August 17, 2021, CMOH issued [COVID-19 Directive #6](#) under the section 77.7 of the Health Protection and Promotion Act stating that every Paramedic Service must establish, implement and ensure compliance with a COVID-19 vaccination policy requiring employees to provide:

- a) proof of full vaccination; or
- b) written proof of a medical reason, provided by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason; or

- c) proof of completing an educational session approved by the Covered Organization about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason.

The directive further directs that each Paramedic Services' policy require staff that are opting out of vaccination for whatever reason, to submit to regular antigen point of care testing a minimum of once every seven days. Manitoulin-Sudbury DSB Paramedic Services' policy went into force as of September 7, 2021, as directed by the CMOH. To date, 95% (121) of our active staff have provided proof of full vaccination. We have received zero (0) medical exemptions and a total of six (6) staff that have opted out of getting vaccinated. As previously reported, Paramedic Services deployed the PanBio Rapid Antigen Tests to each of our 12 Paramedic Stations as part of the Provincial Surveillance program and the non-vaccinated employees have been self-testing as required per policy.

### **Community Paramedicine for Long-Term Care (CPLTC)**

After an exhausting process to fill the last two (2) positions on the Community Paramedicine (CP) Team, we were successful in hiring 2 Full-Time CPs and the team is now fully staffed and operational. Community Paramedicine education and training is underway to provide the team with the necessary tools to fulfill their mission. The rostering of patients continues to exceed expectations and the feedback from our stakeholders has been extremely positive. In the fourth quarter we are anticipating finally deploying our iSTAT point of care testing devices that will enable our Community Paramedics to analyze blood samples and communicate those to the primary health care providers to further compliment appropriate care planning.

### **Influenza Vaccination**

Through the Community Paramedicine Program, we have engaged with Public Health Sudbury and Districts to explore the possibility of participating in the annual Influenza Vaccination campaign across our entire region. Discussions are on-going and while we are early in the planning stages, we are confident that we can receive the appropriate approvals in time for November 2021 clinics.

## **Children's Services**

### **Child Care Expansion Funding**

On July 27<sup>th</sup>, 2021, the Association of Municipalities (AMO) wrote a [letter](#) to the Honourable Stephen Lecce, Minister of Education regarding its concerns with the changes to administrative cost-sharing arrangements. An [Issue Report](#) was completed and noted the threshold for allowable administrative funding the CMSM/DSSABs can spend on Child Care will be reduced from 10% to 5% in 2022 in addition to the ongoing

cost sharing requirements previously introduced. This will place added pressure on service system managers to fill in the gaps and there has not been a significant reduction in administrative burden. The Manitoulin-Sudbury DSB endorsed AMO's letter to the Minister and supports the request that the province reverse the administrative changes in recognition of the detrimental impacts to those served by the child care system.

## **Health and Safety Updates**

Beginning in early August several memos have been shared with Service System Managers and Child Care Licensees regarding health and safety precautions and immunization disclosure requirements.

Programs are encouraged to continue with [health and safety](#) precautions in particular regular hand hygiene and respiratory etiquette, continued use of personal protective equipment and continued use of Provincial screening tool.

The Ministry of Education announced on August 18, 2021 the requirement of an [Immunization Disclosure Policy](#) for all licensed child care settings. Licensee requirements came into effect September 7th and need to be fully implemented by September 27, 2021.

The COVID-19 immunization policy must require child care staff, home child care providers, home child care visitors, volunteers, students, Special Needs Resource Workers, and frequent visitors to do one of the following:

- Provide proof of full vaccination or
- Provide a formal documented medical reason for not being vaccinated or
- Participate in an education program approved by the licensee

In addition to the instructions that licensees are to establish, implement and report on a COVID-19 immunization policy, a [memo](#) shared on September 14<sup>th</sup> indicates that individuals who are subject to testing (those individuals who are not fully vaccinated) must provide verification of negative test results at least two times per week.

As part of the testing requirement the Ministry has asked that licensees inform those required to undertake testing that:

- testing is to take place at an individual's residence prior to attending work,
- testing should be implemented consistently and should not take place more than 48 hours before attending work.

A supply of rapid antigen tests will be provided at no cost to licensees by direct delivery, pick up through the Ontario Chamber of Commerce, or pick up at an assigned school.

An additional memo received on September 14, 2021 shares that individuals who are not vaccinated are required to participate in an [educational session](#) about the safety and efficacy of COVID-19 vaccines, participation must occur outside of working hours.

In a memo dated [September 23, 2021](#) an extension to access pharmacy testing for those school boards and child care licensees that may have a shortage of testing kits, for eligible staff was granted until October 1, 2021.

## **Ontario Works**

### **Ontario Works Caseload**

In the third quarter of 2021, the Ontario Works/Temporary Care caseload average was 467. Compared to last year at this time, the caseload has decreased 9.1%.

### **Letter to Minister Fullerton**

On August 5, 2021 AMO [wrote](#) to the Honourable Merrilee Fullerton, Minister of Children, Community and Social Services. AMO acknowledged the ongoing engagement with the 47 service system managers on both the co-design of the new model and the vision for human services integration.

AMO stressed the importance that all partner ministries attend the Provincial Municipal Social Assistance and Employment Services Committee (PMSAEC) and the Human Services Collaborative Table, including those with employment, housing, child care, education, justice, corrections and health responsibilities.

It is crucial that the Ministry of Health is a fully engaged partner. Social assistance and health care transformation need to be interrelated moving forward beyond the immediacy of the pandemic. For life stabilization to be successful, health supports, especially supports for mental health and addiction are essential.

AMO has recommended the provision of supports to increase the capacity of the non-profit community sector to provide health and social services that are essential for life stabilization, including supportive housing, and mental health and addiction services.

### **Employment Services Transformation**

An [update](#) was provided on the ongoing rollout of Employment Services Transformation (EST) across the province. The government had previously announced a multi stage competitive process that would see service system managers selected for all catchment areas in Ontario between now and the end of 2023.

As such, the ministry is now proceeding with the selection of Service System Managers in four additional catchment areas. York, Halton, Stratford-Bruce Peninsula and Kingston-Pembroke have been identified to be part of the next phase based on findings from stakeholder engagement, organizational interest, and service delivery considerations. The next group of catchment areas will be completed in 2022, with a final round for Toronto and the Northern catchments occurring in 2023.

## Skills Development Fund (Round 2)

The second round of the [Skills Development Fund](#) (SDF) was announced on September 29, 2021. The Skills Development Fund was created to enable market-driven solutions and unlock the economic potential of skilled trades and broader workforce development initiatives to facilitate economic recovery.

For the second round of the SDF, there is a continuous intake process for applications, and project proposals will be accepted on an ongoing basis for the 2021/22 fiscal year.

## Ontario Works Two- Year Service Plan

The Ontario Works Two- Year [Service Plan](#) is required by all CMSM/DSB's every two years and it is submitted to the Ministry of Children, Community and Social Services.

This document speaks to the Ontario Works vision and the mandate of the Manitoulin-Sudbury DSB and offers an environmental scan of caseloads and the employment programs offered.

Operation indicators for April 2021 and April 2020 are highlighted in this document as well as a comparison to the province and to the North as a whole. Outcome strategies are detailed within the plan. As a result of the COVID-19 pandemic and subsequent stay at home orders, referrals have dropped between 2019 and 2020 which can be seen in the Service Plan statistics.

## Community Housing

### Municipal Affairs & Housing Funding Allocations

On August 23, 2021 the Ministry of Municipal Affairs and Housing provided a funding [letter](#) for the Manitoulin-Sudbury DSB 2022-23 allocations.

Program	Allocation Amount
Canada-Ontario Community Housing Initiative (COCHI)	\$347,763
Ontario Priorities Housing Initiative (OPHI)	\$207,700
Canada-Ontario Housing Benefit (COHB)	\$114,700
Community Homelessness Prevention Initiative (CHPI)	\$766,183
Service Manager Federal Funding for Social Housing	\$624,903

### Waiting list (Applicants)

Total applications at end of the third quarter are 548. The applicant breakdown is as follows:

1 Bedroom	434	(+23)	2 Bedroom	51	(+2)
3 Bedroom	37	(+/-0)	4 bedroom	26	(+/-0)

## **Direct Shelter Subsidy (DSS)**

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 216 active DSS recipients.

## **Income Mixing**

In accordance with DSB Policy, every effort is being made where the waitlist allows, to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 10 market rent tenants and 74 affordable rent tenants.

## **Smoke Free Housing – Unit Count-down**

In the third quarter, 180/275 of the portfolio's units are designated as Smoke-free. This represents **65.5%** of the full portfolio currently. Units are designated as turn-over occurs.

## **Social Services Relief Fund (SSRF) Phase 4**

On August 16, 2021, the Manitoulin-Sudbury DSB board chair received [important details](#) regarding additional provincial funding being offered to us through the fourth phase of Ontario's Social Services Relief Fund and through the Canada-Ontario Community Housing Initiative (COCHI).

The Manitoulin-Sudbury DSB will receive an additional **\$1,130,700** in provincial funding through a fourth phase of Ontario's SSRF for the 2021-2022 fiscal year. An [investment plan](#) was created and submitted to the Ministry on how the funds would be utilized.

## **Housing and Homelessness Plan**

Year 6 of the 10-Year Housing and Homelessness plan had been completed, presented to the board, and submitted to the Ministry of Municipal Affairs and Housing.

The report is designed using SMART Goals. SMART goals are Specific (clearly defined), Measurable (easily recorded and compared), Attainable (reasonable), Relevant (reflect the organization's Mission and purpose) and Time-Bound (doable in a fixed time frame)

The report identifies 4 goals for the Manitoulin-Sudbury District to work within. Each goal has priorities attached along with Inputs, Activities, Outputs, Outcomes, and Impacts.

- Goal 1:** Understanding Demand for Housing Services and supports by Demographic
- Goal 2:** Understanding and Addressing Need for Supply of Housing and supports
- Goal 3:** Income Support for Shelter and Homelessness Prevention Services
- Goal 4:** Innovations and Partnerships in the Provision of Housing with Supports

Details of the goals can be found in the [Year Six Report](#).



## **Correctional Discharges into Community Housing**

On June 24, 2021, the Association of Municipalities of Ontario wrote to Deborah Richardson, Deputy Solicitor General, Correction Services and Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing.

The purpose of the [letter](#) was to propose a dedicated, time-limited staff working group to address the issue of inmates that are discharged into homelessness.

AMO acknowledged the ongoing efforts of the ministry but stressed there is more to be done. Municipal expertise can assist in addressing the issue. When inmates are discharged into homelessness or inappropriate housing, their cycle of homelessness continues and there is often a risk of repeated incarceration.

The proposed group would be co-chaired by a municipal service system manager, the Ministry of Municipal Affairs and Housing and the Ministry of the Solicitor General with participation from relevant ministries.

All parties could work together to co-design policies, procedures, and protocols. The goal would be to ensure that inmates are appropriately discharged into housing and adequately supported to transition back into the community in a safe and healthy manner.

## **Work Orders**

During the third quarter a total of 226 Work Orders were generated: 168 for Community Housing; 8 for Administration Offices, and 50 for Paramedic Services. There was a total of 150 Work Orders closed or resolved during that time. Work orders are closed if the work is done in-house, or when the invoice is paid if from an outside source.

During the period, a total of 15, unit turnovers were started or completed which is more than average.

Pest Management issues continue to be addressed in various locations throughout the portfolio as we move into the fall. Abell Pest Management Services provide services throughout the district for all programs and locations.

## **Projects Underway**

A few projects worth mentioning:

Well drilling in Webbwood has been completed and water testing is underway. The well drilling project will continue to be supported by Ontario Clean Water Agency to ensure compliance before supply to the building will be completed.

Encompass completed the Thermal Scans in various Community Housing locations and reports from this work were received in the quarter. Various locations were identified as having issues within the electrical performance of the building that would require attention.

## **COCHI-OPHI**

To date the following projects are completed or nearing full completion as of the current date for COCHI Year 3 allocations:

- Espanola Municipal Non-Profit Housing: water main repairs, max funding of \$18,000
- Little Current Place: windows and doors, max funding of \$ 136,708.00
- Native People of Sudbury Development Corporation: foundation skirt insulation – max funding of \$ 13,781

[Correspondence](#) received from the Ministry of Municipal Affairs and Housing on August 16, 2021, announced additional investment through the fourth and final phase of the Social Services Relief Fund (SSRF) and through the Canada-Ontario Community Housing Initiative (COCHI) in August announced an additional \$84,100 in funding to the DSB. Our [investment plan](#) was created and submitted to the Ministry.

## **Summary**

The DSB had a very busy quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting, please feel free to contact me directly.

### **Fern Dominelli**

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-7777

E mail: [fern.dominelli@msdsb.net](mailto:fern.dominelli@msdsb.net)

Website: [www.msdsb.net](http://www.msdsb.net)



[illegible]

Variance Analysis September 30, 2021		
Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share
Ontario Works	\$ -	- Municipal share of administration expenses are forecasted to be on budget.
Child Care	\$ -	- Municipal share of Child Care expenses is forecasted to be on budget.
Community Housing	\$ (694,445)	<p><b>(\$91,035) + (\$385,160) + (\$225,854) + \$7,604 = (\$694,445) surplus</b></p> <p>Federal Funding is forecasted to be <b>(\$91,035)</b> more than budgeted.</p> <p>Direct operated rev &amp; exp and program support allocation is forecasted to be <b>(\$385,160)</b> under budget</p> <ul style="list-style-type: none"> <li>- Rental Revenues are forecasted to be (\$194,121) more than budgeted.</li> <li>- Direct operating expenses are forecasted to be (\$131,151) under budget due to: <ul style="list-style-type: none"> <li>utilities \$39,222 over budget, salaries &amp; benefits for custodians \$18,730 over budget, maintenance expenses over budget \$47,235, other administrative expenses over budget \$4,797, administration wages &amp; benefits are forecasted to be (\$191,135) under budget due to onetime administration funding available from 100% funded programs.</li> </ul> </li> <li>- Program Support Allocation is forecasted to be (\$109,888) under budget.</li> <li>- Direct Shelter Subsidy forecasted to be <b>(\$225,854)</b> under budget due to one-time 100% funding.</li> </ul> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be <b>\$7,604</b> over budget.</p> <p>Paramedic Services is forecasted to be <b>\$47,519 + (\$221,177) = (\$173,658)</b> under budget.</p> <p>The MOHLTC funding is forecasted to be less than budgeted by <b>\$47,519</b> deficit. The forecast is based on the actual funding received to date.</p> <p>Paramedic Staffing is forecasted to be <b>(\$127,515)</b> under budget:</p> <ul style="list-style-type: none"> <li>- Regular Wages are forecasted to be under budget by (\$248,980); Other and Replacement Wages are forecasted to be over budget by \$121,465</li> <li>- Benefits are forecasted to be under budget by <b>(\$40,270)</b>; WSIB is forecasted to be under by (\$229,209); CPP, EI and EHT are forecasted to be over by \$46,096; Other Benefits, OMERS and In Lieu are forecasted to be over by \$142,843;</li> </ul> <p>Administration Wages and Benefits are forecasted to be <b>(\$87,283)</b> under budget</p> <p>Non Wages are forecasted to be over budget by <b>\$33,891</b>.</p> <ul style="list-style-type: none"> <li>- Transportation &amp; Communication is forecasted to be (\$51,067) under budget</li> <li>- Vehicle repairs and maintenance is forecasted to be over budget by \$37,358</li> <li>- Building repairs and maintenance, grounds and utilities are forecasted to be \$17,600 over budget</li> <li>- Mal Practice insurance was not budgeted; it is forecasted to be \$30,000 over budget</li> <li>- Supplies are forecasted to be on budget.</li> </ul>
Interest Revenue	\$ 904	Interest Revenue is forecasted to be \$904 less than budgeted which results in a municipal deficit.
	<b>\$ (867,199)</b>	



**UNAPPROVED MINUTES – FIFTH MEETING  
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS  
PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR  
THURSDAY, NOVEMBER 18, 2021 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Randy Hazlett	Bill Leduc	Jacqueline Paquin
Jeffery Huska	Claire Gignac	Natalie Tessier
Robert Kirwan	Paul Myre	Carolyn Thain
René Lapierre	Ken Noland	

**BOARD MEMBERS REGRETS**

Glenda Massicotte	Mark Signoretti
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**STAFF MEMBERS PRESENT**

Stacey Gilbeau	Rachel Quesnel	Renée St. Onge
Sandra Laclé	France Quirion	
Stacey Laforest	Dr. Penny Sutcliffe	

**MEDIA PRESENT**

Media

**R. LAPIERRE PRESIDING**

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

The meeting was called to order at 1:31 p.m.

**2. ROLL CALL**

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

There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

- i) **Racial Equity: Public Health Sudbury & Districts**
  - Shana Calixte, Manager, Health Promotion Division

S. Calixte was introduced and invited to speak about the PHSD racial equity work and initiatives within the last year. Various and rising issues concerning race and racism as well as data have revealed the disproportionate impact the pandemic has had on communities historically discriminated against for reasons such as race. Work and initiatives that have been undertaken in support of our racial equity focus include:

- Indigenous engagement work ensuring respectful engagement with First Nations Communities and urban Indigenous health organizations in vaccine planning, organizing and supporting pop-up clinics, bi-weekly First Nation and urban Indigenous Vaccine Planning Committee meetings, National Day for Truth and Reconciliation/Orange Shirt Day awareness and most recently, Treaty Recognition Week in early November.
- A PHSD Racial Equity Task Group supported the development of a draft racial equity action framework and work plan materials for the agency as directed by the [Board motion 23-18](#).
- *The WOKE Age: Youth-driven Racial Equity Action in Sudbury* project work aimed to increase the capacity of Black and racialized youth to engage in anti-Black racism and allyship education with peer and ally groups, as well as to empower youth. From 2019 to March 2021, the project hosted over 1900 participants.
- Allyship workshops - additional workshop dates are being planned for the new year, including a 1-hour online module in French developed in conjunction with Centre de Santé Communautaire.
- In collaboration with community partners, two roundtables on Intersectionality, one in French and one in English, were held this summer on intersectionality.
- The Racial Equity team engaged with various communities around how Black, Indigenous and people of colour (BIPOC) communities have been affected by the pandemic. Findings showed a disproportionate effect of COVID-19 on BIPOC communities and the need for race-based data in our work during this pandemic. Subsequently, a pop-up vaccination clinic was held in conjunction with Black Lives Matter Sudbury, where 24 people were vaccinated.

Upcoming racial equity work will focus on:

- Establishment of a community of practice for trainers on allyship, in collaboration with Health Sciences North, Rainbow District School Board and Centre de Santé Communautaire.
- Creating plans to move racial equity work group work forward since the stall due to COVID-19.
- Further discuss the need for a racial equity lens on our current COVID-19 work.

There were no questions and comments and S. Calixte and team were commended for leading this important work.

## **5. CONSENT AGENDA**

- i) Minutes of Previous Meeting**
  - a. Fourth Meeting – October 21, 2021
- ii) Business Arising From Minutes**
- iii) Report of Standing Committees**
  - a. Board of Health Executive Committee Unapproved Minutes dated October 21, 2021
  - b. Board of Health Finance Standing Committee Unapproved Minutes dated November 2, 2021
- iv) Report of the Medical Officer of Health / Chief Executive Officer**
  - a. MOH/CEO Report, November 2021
- v) Correspondence**
  - a. Advocacy for Public Health Funding
    - Letter from the President, Association of Local Public Health Agencies, to the Minister of Health, dated November 10, 2021
    - Letter from the Board of Health Chair, Windsor Essex County Health Unit, to the Minister of Health and Deputy Premier, dated November 4, 2021
    - Letter from the Medical Officer of Health and Executive Officer, and the Board of Health Chair, North Bay Parry Sound District Health Unit, to the Minister of Health, dated November 1, 2021
  - b. Health System Transformation
    - Letter from the Board of Health Chair, Peterborough Public Health, to the Deputy Premier and Minister of Health, dated November 5, 2021
  - c. Prescription for Ontario: Doctor's 5-Point Plan for Better Health Care
    - Letter from the President, Association of Local Public Health Agencies, to the CEO, Ontario Medical Association, dated November 1, 2021
- vi) Items of Information**
  - a. Association of Local Public Health Agencies Summary: 2021 Ontario Economic Outlook and Fiscal Review: Build Ontario dated November 4, 2021
  - b. World Health Organization: COP 26 Special Report on Climate Change and Health: The Health Argument for Climate Action

## **29-21 APPROVAL OF CONSENT AGENDA**

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

**CARRIED**

## **6. NEW BUSINESS**

### **i) Board of Health Manual**

- Briefing note to the Board of Health Chair from the Medical Officer of Health dated November 12, 2021

Due to competing priorities relating to COVID-19, the manual review focused on the most important and timely revisions. All recommended changes appended to the Briefing Note are identified with tracked changes and are mostly housekeeping in nature. Next steps will include reviewing the Conflict of Interest Procedure to ensure alignment with Ministry requirements. Approved revisions will be updated on the website and in BoardEffect.

Questions and comments were entertained. The Board of Health members noted their appreciation for the tracked changes as it easily identifies proposed revisions. C. Thain noted the Public Health funding Information Sheet D-II-10 provides helpful and timely context. Although E-I-11 and G-I-30 proposes a revision to remove *Enquiries* from the Board of Health agenda, it was clarified that Board members continue to have the opportunity to ask questions relating to any business agenda items. Any enquiries that do not relate to the agenda can be directed at any time to the Board of Health Chair and or the MOH/CEO and can also be sent to the Board Secretary who will coordinate a response. The Board of Health Chair will continue to make relevant announcements at end of Board meetings.

## **30-21 BOARD OF HEALTH MANUAL**

***MOVED BY LEDUC – NOLAND: THAT the Board of Health, having reviewed the proposed revisions within the Board of Health Manual, approve the Manual as presented on this date.***

**CARRIED**

### **ii) MOH/CEO Renewal Employment Contract**

The Board of Health Chair shared that the MOH/CEO employment contract is up for renewal. Per past practice, the Board of Health Executive Committee has undertaken this responsibility following the Chair's engagement with the MOH. The goal is to have a recommendation come forward from the Board of Health Executive Committee at the

January Board of Health meeting. It was clarified that the current employment contract, expiring December 31, 2021, will remain in effect until the contract is renewed.

**31-21 MOH/CEO RENEWAL EMPLOYMENT CONTRACT**

**MOVED BY PAQUIN – TESSIER: *WHEREAS the term of the current employment contract agreement for the Medical Officer of Health/CEO for the Sudbury & District Health Unit is until December 31, 2021; and***

***WHEREAS the Board of Health Executive Committee has historically reviewed the MOH/CEO contract agreement; and***

***WHEREAS the Board of Health Executive Committee Terms of Reference stipulate that the Executive Committee of the Board of Health may, from time to time, be assigned responsibilities by the Board of Health in areas such as: policy, personnel, and property; and***

***WHEREAS responsibilities assigned to the Board of Health Executive Committee must be delegated by majority vote of the full Board;***

***THEREFORE BE IT RESOLVED THAT the Board of Health assign to the Board of Health Executive Committee the responsibility to review a renewal agreement and recommend the updated agreement to the Board of Health for approval.***

**CARRIED**

**iii) MOH/CEO Position Description (Revised)**

The Public health Sudbury & Districts position description review cycle is every five years and the last review date for the MOH/CEO Position Description was 2016. Proposed revisions are housekeeping in nature such as the updated organizational name and reporting relationships as well as alignment with Ministry language.

**32-21 MOH/CEO POSITION DESCRIPTION**

***MOVED BY HUSKA – MYRE: BE IT RESOLVED THAT the Sudbury & District Board of Health endorse the revised position description for the Medical Officer of Health/Chief Executive Officer, dated November 2021.***

**CARRIED**

**iv) 2022 Public Health Sudbury & Districts Operating Budget**

- a. Briefing Note and Appendices from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 12, 2021

- b. Letter from the Deputy Premier and Minister of Health, to the Board of Health Chair, Public Health Sudbury & Districts, dated November 2, 2021

Chair of the Board of Health Finance Standing Committee, C. Thain, noted that, as part of its mandate, the Committee carefully reviewed the proposed 2022 operating budget at its meeting on November 2. Committee members: Randy Hazlett, René Lapierre, and Mark Signoretti were thanked for their dedicated participation.

C. Thain shared that the development of budget has again taken place during a global pandemic where resources have been diverted from regular programs and services to ensure our Public Health COVID-19 response. There are significant future unknowns and Dr. Sutcliffe and team were commended for the work they have done to navigate the pressures during these unprecedented times.

The proposed budget incorporates management's best estimate of the requirements to begin the recovery and reinstatement of the Ontario Public Health Standards programs and services while they continue to respond to the COVID-19 pandemic. Budget deliberations began with a projected shortfall of approximately \$1.77 million resulting from the ministry funding policy change and fixed cost increases of \$606,000.

The 2022 recommended budget totals \$28,020,382 representing an increase of \$553,893, or 2.02%, over the restated 2021 Board approved budget.

The recommended budget incorporates Ministry funding of \$1,179,000 which is the reinstatement of the one-time mitigation grant to offset the change to the funding formula announced in 2019. It also incorporates budget pressures to be covered in-year in the amount of \$52,066, and a municipal increase of \$593,893 (\$3.62 per capita or 7% over 2021).

C. Thain shared that following a careful review and deliberation, a motion was tabled at the November 2 Finance Standing Committee meeting to limit the municipal funding increase to 3%. The motion was debated and following a recorded vote, the motion was defeated. The motion to recommend the proposed budget of \$28,020,382 was carried and as such, the Finance Standing Committee recommends that the Board of Health adopt the recommended 2022 operating budget totaling \$28,020,382.

Dr. Sutcliffe provided highlights from the briefing note and outlined the assumptions listed in the briefing note that underpin the recommended budget. F. Quirion and the team were acknowledged for their work in the development of the budget.



Dr. Sutcliffe concluded that the recommended 2022 budget for public health programs and services has no enhancement; it totals \$28,020,382 representing an increase of 2.02% increase over the 2021 budget.

**33-21 IN CAMERA**

***MOVED BY MASSICOTTE – KIRWAN: THAT this Board of Health goes in camera for personal matters involving one or more identifiable individuals, including employees or prospective employees. Time: 2:15 pm***

**CARRIED**

**34-21 RISE AND REPORT**

***MOVED BY KIRWAN – PAQUIN: THAT this Board of Health rises and reports. Time: 2:44***  
**CARRIED**

It was reported that two agenda items were discussed relating to Labour Relations and Employee Negotiations as well as a matter involving one or more identifiable individuals, including employees or prospective employees for which the following motion emanated:

**35-21 APPROVAL OF MEETING NOTES**

***MOVED BY GIGNAC – MYRE: THAT this Board of Health approve the meeting notes of the May 20, 2021, Board in camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.***

**CARRIED**

Discussion ensued regarding the recommended 2022 operating budget and related motion. R. Hazlett noted that surplus funds were moved to reserve in 2020 and that as the provincial one-time mitigation fund is temporary, requested PHSD explore a review process of programs and services to find cost savings. He put forward that the Board look to reserve or entertain a lower municipal increase to avoid future projected deficits. Board members voiced concerns with using reserve funds for ongoing operating expenses. Additional Board comments included that COVID-19 has affected everyone in province and costs are rising overall.

The Board Chair responded that a review of programs and services is premature in the context of the ongoing pandemic response expected of local public health. Further, the

Association of Local Public Health Agencies (alPHA) will be collaborating the Association of Municipalities of Ontario (AMO) to lobby the provincial government on behalf of municipalities regarding public health funding. Provincial funding has been flatlined for many years. It was also clarified that the Health Protection and Promotion Act stipulates that municipalities are obligated to fund local public health.

Caution was voiced regarding an initiative to cut public health programs and services given we are the lead for the local COVID-19 response and there is catch up work to be done with the significant backlog in public health programs and services. The future funding model is unknown, however, based on the current model, would result in significant financial pressures for health units throughout the province.

C. Thain clarified that proposed budget supported by the finance committee included information on financial pressures if funding scenarios less than 7% were entertained.

Concerns were voiced regarding provincial funding for public health programs and services and the need for more investment in issues such as addictions and housing.

In response to an inquiry regarding the opportunity to find administrative cost savings if there was less municipal funding, the Board was reminded that PHSD had previously eliminated positions and implemented attrition as well as various cost efficiencies. The recommended budget at 2% increase over 2021 leaves has no enhancements and leaves management with over \$50,000 in budget pressures to be found in 2022.

C. Thain indicated that Board of Health members have a responsibility to demonstrate accountability and have fiduciary responsibilities. Thorough and detailed information has been provided for the Board to make an informed decision for the recommended budget to cover estimated expenses for operating in 2022. It was recapped that when the funding formula was changed, PHSD had realigned its work, and deliberated on how to collaborate with other health units, find efficiencies, and streamline operations. The province's review of the public health system was stalled due to the pandemic and expected to be combined with the many post-pandemic anticipated to follow.

Dr. Sutcliffe noted that although there are rising fixed costs, the recommended budget at 2% includes no enhancements and efficiencies have been found. The demands and expectations of Public Health are growing, and boards of health across the province are experiencing financial pressures.

The following motion was tabled for consideration and a recorded vote requested.

**36-21 2022 OPERATING BUDGET**

***MOVED BY HUSKA – LEDUC: THAT That the Board of Health approve the 2022 operating budget with no greater impacts than 6% to local municipalities.***

YEAS: (3) Hazlett, Leduc, Paquin

NAYS: (8) Gignac, Huska, Kirwan, Myre, Noland, Tessier, Thain, Lapierre

Absent: (2) Massicotte, Signoretti

C. Gignac, Ken Noland and N. Tessier abstained.

**DEFEATED (8 TO 3)**

A recorded vote requested for the following:

**37-21 2022 OPERATING BUDGET**

***MOVED BY THAIN – HUSKA: THAT the Board of Health approve the 2022 operating budget for Public Health Sudbury & Districts in the amount of \$28,020,382.***

YEAS: (7) Gignac, Huska, Kirwan, Myre, Tessier, Thain, Lapierre

NAYS: (4) Hazlett, Leduc, Noland, Paquin

Absent: (2) Massicotte, Signoretti

Ken Noland abstained.

**CARRIED (7 TO 4)**

**v) Staff Appreciation Day and Public Health Heroes**

– Briefing Note from the Medical Officer of Health dated November 12, 2021

The Board of Health is familiar with the staff appreciation day motion that is tabled annually. The period to take the staff appreciation day off is being extended to the end of March to accommodate our response to the pandemic.

The briefing note outlines the history of the staff appreciation day as well as provides context for recommendation that the Board recognize all staff of Public Health Sudbury & Districts as Public Health Heroes considering their significant contributions during this pandemic. It was noted that expectations on Public Health are high and the Ministry of Health has shared its expectation that public health provide vaccination clinics over the holidays.

The work as well as the commitment that staff have displayed during the PHSD COVID-19 response and related personal sacrifices have been remarkable and onerous. Today's motion is an opportunity to thank and support staff for their tireless efforts. In response to an inquiry, Dr. Sutcliffe shared that there are no budget implications related to the staff appreciation day, however, further clarification would be shared via email.

**38-21 STAFF APPRECIATION DAY AND PUBLIC HEALTH HEROES**

***MOVED BY MYRE – HUSKA: BE IT RESOLVED THAT this Board of Health recognize the tremendous contributions of Public Health Sudbury & Districts staff throughout the pandemic, and recognize all staff as Public Health Heroes; and***

***FURTHER, that this Board of Health approve a Staff Appreciation Day for the staff of Public Health Sudbury & Districts during an extended period encompassing the upcoming holiday season. The Staff Appreciation Day may be taken between the dates of December 1, 2021, to March 31, 2022. Essential services will be available and provided at all times except for statutory holidays when on-call staff will be available.***

**CARRIED**

**7. ADDENDUM**

**39-21 ADDENDUM**

***MOVED BY LEDUC – THAIN: THAT this Board of Health deals with the items on the Addendum.***

**CARRIED**

**i) Public Health Sudbury & Districts – 2020 Annual Report, English and French**

The PHSD team was recognized for developing annual report while responding to a pandemic. The theme for the 2020 year's annual report is *Rising to the Challenge*. The report will be distributed widely through email distribution, social media and posted to phsd.ca.

**ii) alPHA Information Break Newsletter dated November 15, 2021**

Newsletter is shared for information.

**iii) COVID-19 Status Updates**

Dr. Sutcliffe noted that the COVID-19 status update includes important information to describe the current situation requiring additional measures to reduce the risk of transmission.

**iv) Annualized IPAC Hub Funding and Increase in Provincial Base Funding for Local Public Health**

- Letter from the Board of Health Chair, Algoma Public Health, to the Deputy Premier and Minister of Health, dated November 16, 2021

No discussion.

## 8. ANNOUNCEMENTS

- Board members are asked to complete the mandatory BFI and emergency preparedness training by December 31, 2021. Once the training materials have been reviewed, please confirm this via email: [quesnelr@phsd.ca](mailto:quesnelr@phsd.ca).
- The Board Chair announced that this week is National Addictions Awareness week and a time for us pause to consider solutions to help address the harms related to alcohol and other drugs and the solutions for change. Supervised consumption and treatment service are one way in which PHSD is working with the Community Drug Strategy and other partners to address harms. R. Lapierre was proud to share the INSIGHTS campaign which features testimonials from experts in our community from a variety of backgrounds and experiences. They share their informed perspective on why supervised consumption and treatment services (SCTS) can play an important part in reducing the harms of substances in our community. These testimonials will be promoted in our community for the next 3 months.
- Board members were encouraged to complete the November Board of Health meeting evaluation following the meeting.
- There is no regular Board of Health meeting in December. Board members were wished a safe and happy holiday and all the best for 2022.
- Next regular meeting is Thursday, January 20, 2022, at 1:30 p.m.

## 9. ADJOURNMENT

### 40-21 ADJOURNMENT

***MOVED BY Thain – GIGNAC: THAT we do now adjourn. Time: 3:39 pm***

**CARRIED**

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(Chair)

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(Secretary)