

AGENDA
A meeting of the Council of the Corporation
of the Town of Northeastern Manitoulin and the Islands
to be held on Tuesday, September 14, 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 2021-49

4. Old Business

- i. MSD, Craig Timmermans proposal for internet services

5. New Business

- i. Administration and Finance reports for the month of August, 2021
- ii. Permission to do work on Municipal property – Brian Hawki

6. Minutes and Other Reports

- i. Mayor's Report

7. In Camera

- i. A proposed or pending disposition or acquisition of land for municipal or local board purposes.

8. Adjournment

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

BY-LAW NO. 2021-49

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 4th, 2018 and held on:

September 7, 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
14th day of September, 2021.

Al MacNevin

Mayor

Pam Cress

Clerk

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

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

STAFF PRESENT: David Williamson, CAO
Pam Cress, Clerk

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

Disclosure of pecuniary interest and the general nature thereof – Councillor William Koehler declared a conflict with In Camera item 7i.

Resolution No. 245-09-2021

Moved by: B. Wood

Seconded by: W. Koehler

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

Carried

Resolution No. 246-09-2021

Moved by: B. Wood

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 # 2021-48 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

Resolution No. 247-09-2021

Moved by: D. Orr

Seconded by: M. Erskine

RESOLVED THAT the Planning Authority of the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands conditionally approves the application for consent as applied for by Jennifer Machum, File Number Con 2021-05, subject to the following conditions;

1. The access to the property being severed must be off Gaida's Sideroad
2. Transfer of land form prepared by a solicitor and a schedule to the transfer of land form on which is set out the entire legal description of the parcel,
3. 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.
4. Taxes – Prior to final approval by the Town of Northeastern Manitoulin and the Islands, the owner provide confirmation of payment of all outstanding taxes.
5. All outstanding fees associated with this application including a fee of \$100 for each transfer of land and advertising cost.

Carried

**The Corporation of the Town of Northeastern Manitoulin and the Islands
Minutes of Council**

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Resolution No. 248-09-2021

Moved by: M. Erskine

Seconded by: B. Wood

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Island approves the revised conditions of the draft approval for the McLay Subdivision as presented.

Carried

Resolution No. 249-09-2021

Moved by: W. Koehler

Seconded by: L. Cook

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands declares the four municipal properties presented as surplus and directs staff to advertise these properties for sale.

Carried

Resolution No. 250-09-2021

Moved by: D. Orr

Seconded by: L. Cook

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands approves the tender from Adam Callaghan/Manitoulin Design Homes for the Museum Park Washroom Construction in the amount of \$67 200 plus HST.

Carried

Resolution No. 251-09-2021

Moved by: A. Boyd

Seconded by: M. Erskine

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands proceeds In Camera in order to address a matter pertaining to personal matters about an identifiable individual, including municipal or local employees and a proposed or pending disposition or acquisition of land for municipal or local board purposes.

Carried

Resolution No. 252-09-2021

Moved by: W. Koehler

Seconded by: M. Erskine

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands does now Rise and Report.

Carried

Resolution No. 253-09-2021

Moved by: M. Erskine

Seconded by: A. Boyd

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands starts the process to stop up and close PIN# 47122-1094 under the terms and conditions of the Stop up, Close and Sell policy.

Carried

Resolution No. 254-09-2021

Moved by: J. Ferguson

Seconded by: B. Wood

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands does now adjourn at 8:23 pm.

Carried

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

BY-LAW NUMBER 2004-37

Amended December 3, 2013

**BEING A BY-LAW TO ESTABLISH POLICY AND PROCEDURES FOR THE
PROCUREMENT OF GOODS AND SERVICES**

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 271 (1), provides that a municipality and a local board shall adopt policies with respect to its procurement of goods and services, including policies with respect to,

- (a) the types of procurement processes that shall be used;
- (b) the goals to be achieved by using each type of procurement process;
- (c) the circumstances under which each type of procurement process shall be used;
- (d) the circumstances under which a tendering process is not required;
- (e) the circumstances under which in-house bids will be encouraged as part of a tendering process;
- (f) how the integrity of each procurement process will be maintained;
- (g) how the interests of the municipality or local board, as the case may be, the public and persons participating in a procurement process will be protected;
- (h) how and when the procurement processes will be reviewed to evaluate their effectiveness; and
- (i) any other prescribed matter.

AND WHEREAS it is deemed expedient to develop and implement such policy and procedures for the benefit of the taxpayers and business community of the Town;

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

The purchasing principles of the Corporation of the Town of Northeastern Manitoulin and the Islands are as follows:

1. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner;
2. to encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
3. to consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors;
4. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the Town as a whole prior to determining the appropriate acquisition method;
5. to co-ordinate the procurement of goods and services through the office of the CAO/Clerk-Treasurer;
6. to encourage the procurement of goods and services with due regard to the preservation of the natural environment, vendors may be selected to supply goods made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable;
7. to promote and incorporated wherever possible in purchasing activities of the Corporation the requirements of the Ontarians with Disabilities Act
8. this policy will be reviewed every 5 years or earlier, to evaluate its effectiveness.

PART I - DEFINITIONS:

1. In this by-law:

- a) "Authority" or "Authorized" means the legal right to conduct the tasks outlined in this by-law as directed by Council and delegated through the Office of the CAO/Clerk-Treasurer to the appropriate Department Head. Authorized purchases are those that have prior approval of Council either through resolution or through the departmental budget.
- b) "Bid Irregularity" means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Schedule "B").
- c) "CAO/Clerk-Treasurer" means the Chief Administrative Officer or the Clerk-Treasurer of the Corporation of the Town of Northeastern Manitoulin and the Islands.
- d) "Consultant" means a person or firm, who by virtue of a particular expertise, is hired by the Corporation to undertake a specific task or assignment that may include designing specifications and preparing plans or programs.
- e) "Contract" means any formal legal agreement for supply of goods, services, equipment or construction.
- f) "Contract Order" means an agreement between the Corporation and a supplier under which the supplier agrees to sell a product or service to the Corporation for an agreed period of time and at an agreed pricing arrangement.
- g) The "Corporation" or "the Town" means the Corporation of the Town of Northeastern Manitoulin and the Islands.
- h) "Council" means the Municipal Council of the Corporation of the Town of Northeastern Manitoulin and the Islands.
- i) "Department" means any department within the Corporation.
- j) "Department Head" means the person responsible for direction and operational control of a Department, or designate.
- k) "Designate" means a person authorized by the Department Head to act on his/her behalf, for the purposes of this by-law.
- l) "Emergency" means an event that occurs, which in the opinion of the CAO/Clerk-Treasurer or designate, requires immediate repair or replacement of equipment, services, or facilities in order to maintain a required public service or to prevent danger to life, limb or property within the Town of Northeastern Manitoulin and the Islands.
- m) "Goods and Services" means all supplies, materials or equipment and related procurement services. This may include installation, training, inspection, maintenance and repairs and related procurement services, but does not include land purchases, sales and property leases.
- n) "Mayor" means the elected Mayor of the Corporation or the person duly appointed to act in place of the Mayor.
- o) "Proposal" means an offer to supply goods or services on which end results are outlined but no detailed specifications given to the bidders as to the goods or how the work is to be performed.
- p) "Purchase Order" means the legal document that is the Corporation's commitment to the supplier for the value of the goods or services ordered. It is also the supplier's authority to ship and charge for the goods specified on the order.

- q) "Quotation" means a request for prices on specific goods or services obtained formally through a Call for Quotations or informally from selected sources, which are submitted verbally, in writing, by email or transmitted by facsimile as determined by the applicable Department Head.
- r) "Relationship" means a parent, spouse, child, brother or sister.
- s) "Request for Proposal" means an offer to provide goods or services to the Town, where it is not practical to prepare precise specifications, or where "alternatives" to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price.
- t) "Requisition" means a written or electronically transmitted request on an approved form for the purpose of initiating the procurement of goods or services.
- u) "Tender" means an offer in writing by way of a Call for Tender to execute certain specified work or to supply certain specified goods or services at a specific rate in response to the information contained in the call for tender.

PART II - PURCHASING GUIDELINES:

- 2. a) Except as otherwise stipulated, any purchase of goods, services or equipment shall be made on a competitive basis, in keeping with accepted public purchasing practices and in accordance with the applicable federal, provincial and municipal laws
 - b) Splitting of purchases to avoid any of the purchasing process outlined in this By-law is strictly prohibited. Such practices shall be reported to the CAO/Clerk-Treasurer.
 - c) Dollar amounts shown in this by-law setting parameters for the purchasing process, except as otherwise stated, shall be the total cost including taxes, freight and other charges applicable to the purchase.
3. Authorization of capital work by Council shall constitute authorization for any purchase of materials and services necessary to carry out such work within the approved project cost provided such purchases are made in accordance with accepted purchasing procedures. Where tender prices or on the job cost exceed the approved budget, the Department Head will, by a report submitted to Council, seek authorization to proceed with the work and to expend additional funds over and above those originally approved.

PART III - METHODS OF PROCUREMENT

4. Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Appendix "A" do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time.
- a) **PROCUREMENT OF GOODS AND/OR SERVICES**
Where the required product or service can be specified, (and such goods and services are not stocked in the central stores or covered by a Blanket Purchase Order), it shall be acquired by Purchase Requisition.
Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:
 - i) **\$0 to \$1,000**
Direct acquisition is acceptable. A Department Head may implement the use of local purchase requisitions as a means of expenditure authorization.
No purchase requisition is otherwise required.

ii) **\$1,000 to \$50,000**

The initiating Department Head, in consultation with the CAO/Clerk-Treasurer, shall obtain three (3) written quotations, where possible (using a Request for Quotation, invitational Request for Quotation, or other method).

If only one quotation is received, the Town may exercise its right to cancel the call for quotations. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.

A report to Council is necessary.

A purchase requisition is used to initiate the process and a purchase order must be issued.

iii) **\$50,000 and over**

The CAO/Clerk-Treasurer, or designate, in consultation with the requisitioning Department Head shall issue a Tender for all approved projects based on defined requirements (specifications are available to readily compare products).

At the discretion of the CAO/Clerk-Treasurer, and with the possible addition of information supplied by the initiating Department Head, invitations to tender, and requests for quotations and proposals may be sent to potential bidders to ensure the best possible response to the call.

Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the Municipal Office and are opened at a public tender meeting. If only one tender is received, the Town has the option of not opening the bid and closing the call for tender.

All tenders will be opened in full view of all bidders and any members of the public who wish to attend at a reasonable time following the close of bidding. Total tendered prices will be read out at the public opening.

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists, action is taken according to the nature of the irregularity (see Schedule B).

A report initiated by the issuing Department Head and reviewed by the CAO/Clerk-Treasurer shall be prepared for Council consideration and approval.

Upon Council's approval, the CAO/Clerk-Treasurer shall ensure that a legally binding agreement is executed by the Mayor and CAO/Clerk-Treasurer, or a purchase order is issued.

The Department Head is responsible for ensuring the delivery of current insurance certificates and WSIB certificates, as called for in the bid documents.

Except as otherwise provided, no work may commence or commitment to purchase goods shall be entered into, until such time as an Official Purchase Order has been issued or a Contract signed, and all necessary documents and approvals received.

b) **PROPOSALS:**

Requests for proposals may be called when the requirements for goods or services needed cannot be definitely specified. In these cases a proposal call will be made to obtain specific offers from bidders to fulfill the requirements for the goods or services at a particular price.

Requests for proposals may include requests for initial expressions of interest from consultants and the subsequent submission of detailed proposals.

Proposals for other than consulting services shall be called in accordance with this Purchasing By-law, evaluated by the appropriate selection committee and awarded in keeping with proper purchasing and tendering procedures.

Proposals for any type of consulting service such as Engineering Studies, Architectural Studies, Feasibility Studies or other similar requirements shall be called and managed by the CAO/Clerk-Treasurer according to the "Consultants" section of this By-law.

Calls for proposals either by invitation or requiring advertisement shall be done through the Municipal Office in co-operation with the user Department.

c) CONSULTANTS:

This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitely specified, the requirements of the Town are best described in a general performance specification, and innovative solutions are sought. Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

The CAO/Clerk-Treasurer shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation scoring scheme using a standard Request for Proposal that includes factors such as qualification and experience, strategy, approach, methodology, scheduling, and past performance, facilities, and equipment. Department Heads shall identify appropriate criteria from the list but are not limited to the standard criteria from the list. Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If only one proposal is received, the CAO/Clerk-Treasurer, in consultation with the Department Head, has the option of not opening the bid and closing the call for proposal.

d) EMERGENCY CIRCUMSTANCES:

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head or the CAO/Clerk-Treasurer to be a threat to:

- public health
- the maintenance of essential Town services
- the welfare of persons or of public property or
- the security of the Town's interests
- and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids.

The above criteria are to be applied on the basis of:

Procurement under \$50,000:

Wherever feasible, the Department Head, upon consultation with the CAO/Clerk-Treasurer or designate and with the applicable Committee Chairman shall secure by the most open market procedure at the lowest obtainable price, any goods and services required.

A purchase order shall be issued.

Procurement Over \$50,000:

The Department Head shall obtain the prior approval of the Mayor and CAO/Clerk-Treasurer.

An information report shall be submitted to Council explaining the actions taken and the reason(s) therefore.

A purchase order shall be issued.

PART IV - CONFLICT OF INTEREST

All consultants (eg: architects, engineers, etc.) retained by the Town of Northeastern Manitoulin and the Islands shall disclose to the Town prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Town as directed by the Department Head may, at it's discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a Town assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the Town.

5. That this By-law shall come into force and effect on the date of passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN
COUNCIL THIS 21st DAY OF DECEMBER, 2004

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN
COUNCIL THIS 17th DAY OF DECEMBER, 2013**

Al MacNevin Mayor

Pam Cress Clerk

SCHEDULE "A"

**GOODS AND SERVICES NOT SUBJECT TO THIS
BY-LAW**

1. Petty Cash Items
2. Training and Education including:
 - i. Conferences
 - ii. Courses
 - iii. Conventions
 - iv. Magazines
 - v. Memberships
 - vi. Periodicals
 - vii. Seminars
 - viii. Staff Development
 - ix. Staff Workshops
 - x. Staff Relations
3. Refundable Employee Expenses including:
 - i. Cash advances
 - ii. Meal allowances
 - iii. Travel expenses
 - iv. Accommodation
4. Employer's General Expenses including:
 - i. Payroll deduction remittances
 - ii. Medicals
 - iii. Insurance premiums
 - iv. Tax remittances
5. Licences, certificates and other approvals required.
6. Utilities, including
 - i. Postage
 - ii. Water and sewer charges
 - iii. Hydro
 - iv. Cable Television charges
7. Ongoing maintenance for existing computer hardware and software.
8. Professional and skilled services provided to individuals as part of approved programs within Corporate or Community Services including but not limited to medical services, home care services, counseling services and child care.
9. Other Professional and Special Services up to \$10,000 including:
 - i. Additional non-recurring Accounting and Auditing Services
 - ii. Legal Services.
 - iii. Banking Services where covered by agreements.
 - iv. Public Debenture Sales
 - v. Committee fees
 - vi. Witness fees
 - vii. Court reporters' fees
 - viii. Honoraria
 - ix. Arbitrators
 - x. Legal settlements

SCHEDULE "B"

ADMINISTRATION PROCEDURE FOR BID IRREGULARITIES

	IRREGULARITY	RESPONSE
1.	Late Bids.	Automatic rejection and not read publicly.
2.	Unsealed Envelopes.	Automatic rejection.
3.	Insufficient Financial Security – (No deposit or bid bond or agreement to bond or insufficient deposit or bid bond or agreement to bond).	Automatic rejection unless, in the opinion of the CAO/Clerk-Treasurer, the insufficiency in the financial security is trivial or insignificant.
4.	Bids not Completed in non-erasable medium and signed in ink.	Automatic rejection.
5.	Incomplete Bids -- (Part bids - all items not bid).	Automatic rejection unless, in the opinion of the CAO/Clerk-Treasurer, the incomplete nature is trivial or insignificant.
6.	Qualified Bids - (Bids qualified or restricted by an attached statement).	Automatic rejection unless, in the opinion of the CAO/Clerk-Treasurer, the qualification or restriction is trivial or insignificant.
7.	Bids received on documents other than those provided by the Town.	Automatic rejection unless, in the opinion of the CAO/Clerk-Treasurer, the matter is trivial or insignificant.
8.	Bids Containing Minor Clerical Errors.	48 hours to correct and initial errors.
9.	Execution of Agreements to Bond (Performance Security) Bonding company corporate seal or signature missing from agreement to bond.	Automatic rejection.
10.	Execution of Bid Bonds (Financial Security) a) Corporate seal or signature of the bidder, or both, missing.	48 hours to correct.
	b) Corporate seal or signature of bonding company missing.	Automatic rejection.
11.	Other Bid Security – Uncertified Cheques.	Automatic rejection.
12.	Documents – Execution a) Corporate seal or signature missing.	48 hours to rectify situation.
	b) Corporate seal and signature missing.	Automatic rejection.
13.	Erasures, Overwriting or Strike-Outs which are not initialled: a) uninitialled changes to the tender documents which are minor (example: the tenderer's address is amended by over-writing but not initialled);	48 hours to initial.
	b) unit prices in the Schedule of Prices have been changed but not initialled and the contract totals are consistent with the price as amended;	48 hours to initial.
	c) unit prices in the Schedule of Prices which have been changed but not initialled and the contract totals are not consistent with the price as amended;	Automatic rejection.
	d) other mathematical errors, which are not consistent with the unit prices.	48 hours to initial corrections as made by the Town.
14.	Mistakes in Tendering, on the application of the Tenderer and the demonstration of an error in the tender or the Tenderer's calculation sheets.	Following consultation with the bidder and the Town's agent, where applicable and requested, the CAO/Clerk-Treasurer, in consultation with the Department Head may allow the bid to be withdrawn and the bid deposit returned.
15.	Documents, in which all necessary Addenda, which have financial implication, have not been acknowledged.	Automatic rejection.
16.	Other Minor Irregularities.	The CAO/Clerk-Treasurer and the Department Head shall have authority to waive irregularities, which they jointly consider to be minor.
17.	Any Irregularity.	Despite the provisions contained herein, Council may waive any irregularity where considered to be in the Town's best interest.

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

BY-LAW NUMBER 2004-38

**BEING A BY-LAW TO ESTABLISH POLICY AND PROCEDURES FOR THE
HIRING OF ITS EMPLOYEES**

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 270 (1), provides that a municipality and a local board shall adopt policies with respect to the hiring of its employees, and, The Accessibility for Ontarians with Disabilities Act, 2015 (AODA) Ontario Regulation 191/11, section 22 and 23 including policies with respect to:

- (a) the hiring of relatives of a member of council or local board, as the case may be;
- (b) the hiring of relatives of existing employees of the municipality or local board, as the case may be;
- (c) notifying employees or potential employees of the availability to accommodate persons with disabilities and
- (d) any other prescribed matter;

AND WHEREAS the Town is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, age, marital/family status, disability or record of offences;

AND WHEREAS it is deemed expedient to develop and implement such policy to provide a systematic and equitable approach to hiring, to ensure compliance with legislative requirements and for the benefit of the community and the effective administration of the Town;

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

General:

It is the policy of the Township to hire the best-qualified personal to fill any employment vacancy within the Municipality based on demonstrated skills and abilities as well as best fit within the staffing team. The Township is an equal opportunity employer.

The CAO or designate will create a new job description or modify the existing one to reflect the relevant and present needs.

Council shall determine the process for hiring a new CAO. The recruitment and interview process shall generally follow the steps outlined in this policy.

The CAO is the only authorized employee to make final hiring or dismissal decisions, other than for the position of CAO.

1. Definitions

- a) **Relative:** Any person who is a spouse, child, sibling, niece, nephew, parent or grandparent of an employee, councillor, or local board member or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee, councillor or local board member is similar to that of persons who are family members or are related by marriage.
- b) **Student:** Any individual who is enrolled in a full-time program of study at an accredited secondary or post-secondary educational institution or has provided evidence satisfactory to the Town of proof of intention to enrol in such a program in the next scheduled program of study.

2. Recruitment Process:

All unionized vacancies will be posted internally in all Municipal buildings for a period of 7 consecutive days at which time if the position is not filled an ad will be posted in the local paper and on our web site and outside papers if required to obtain an individual with the required skills.

All job applicants will be notified that if/when they are individually selected to participate in an interview process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicants accessibility needs due to disability.

3. Interview Process:

The CAO, Clerk and Manager for the appropriate department will make up the Interview team.

The team will ask a series of questions to the applicant and may ask for skills demonstrations as part of the interview process. No questions will be asked that contravene the Ontario Employment Standards Act, or other applicable legislation.

The candidate's answers will be scored on the basis of their abilities to provide the anticipated answers. The candidate will also be given the opportunity to ask any questions they may have.

4. Job Offer:

Following the interview process the team will discuss at the results of the interview and make a recommendation to the CAO, the CAO will then make the final decision.

All potential employees will supply the Town with a Criminal Record Check and a copy of a valid driver's license and drivers abstract if required.

5. Hiring of Relatives:

An employee cannot be hired to a position what would result in a direct reporting relationship between relatives unless written approval is received from the CAO. In instances where a conflict or the potential for a conflict arises, even where no supervisory relationship exists, the parties may be separated by reassignment

In the event the collective agreement conflicts with this policy, the collective agreement will govern.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS
17th DAY OF, NOVEMBER , 2015

Alan MacNevin, Mayor

Pam Cress, Clerk

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	2021-08-01
Vendor ID	First	Last	Chequebook ID	TD GENERAL
Vendor Name	First	Last		TD GENERAL

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
016583	HYDRO15675	HYDRO ONE NETWORKS INC.	2021-08-11	TD GENERAL	PMCHQ00003963	\$ 22,133.77
016584	TIMCO20500	RONA LITTLE CURRENT BUILDING C	2021-08-12	TD GENERAL	PMCHQ00003964	\$ 4,210.00
016585	GENER00012	GENERAL SERVICES	2021-08-12	TD GENERAL	PMCHQ00003964	\$ 2,250.00
016586	CEPLO03600	UNIFOR	2021-08-12	TD GENERAL	PMCHQ00003965	\$ 1,368.17
016587	FINEH06100	MINISTER OF FINANCE	2021-08-12	TD GENERAL	PMCHQ00003965	\$ 2,965.53
016588	FREEL17000	FREELANDT CALDWELL REILLY LLP	2021-08-12	TD GENERAL	PMCHQ00003965	\$ 1,751.50
016589	GRASS20202	THE GRASS IS GREENER LAWN CARE	2021-08-12	TD GENERAL	PMCHQ00003965	\$ 2,428.82
016590	OMERS15410	OMERS - PENSION ACCOUNTS	2021-08-12	TD GENERAL	PMCHQ00003965	\$ 21,792.60
016591	RECGE18025	RECEIVER GENERAL	2021-08-12	TD GENERAL	PMCHQ00003965	\$ 1,359.35
016592	WSIBO23750	WORKPLACE SAFETY & INSURANCE B	2021-08-12	TD GENERAL	PMCHQ00003965	\$ 4,210.49
016593	LAURE12030	LAURENTIAN BUSINESS PRODUCTS I	2021-08-12	TD GENERAL	PMCHQ00003966	\$ 658.41
016594	RECGE18025	RECEIVER GENERAL	2021-08-12	TD GENERAL	PMCHQ00003966	\$ 1,304.61
016595	BAMMM20188	BRENDAN ADDISON MOBILE MECHANI	2021-08-12	TD GENERAL	PMCHQ00003967	\$ 282.50
016596	KSMAR85000	K. SMART ASSOCIATES LIMITED	2021-08-12	TD GENERAL	PMCHQ00003967	\$ 1,637.16
016597	LITWA12675	LITTLE WALLY'S DOCK SERVICE	2021-08-12	TD GENERAL	PMCHQ00003967	\$ 72.27
016598	MANMA13025	MANITOULIN CENTENNIAL MANOR	2021-08-12	TD GENERAL	PMCHQ00003967	\$ 32,944.84
016599	MANSU13148	MANITOULIN-SUDBURY DISTRICT SO	2021-08-12	TD GENERAL	PMCHQ00003967	\$ 89,486.16
016600	MGFEN13002	M & G FENCING	2021-08-12	TD GENERAL	PMCHQ00003967	\$ 406.80
016601	NCOMM14669	NORTHERN COMMUNICATIONS	2021-08-12	TD GENERAL	PMCHQ00003967	\$ 949.49
016602	SUDHE19910	PUBLIC HEALTH SUDBURY & DISTRI	2021-08-12	TD GENERAL	PMCHQ00003967	\$ 9,163.32
016603	USBAN95502	US BANK NATIONAL ASSOCIATION	2021-08-13	TD GENERAL	PMCHQ00003968	\$ 6,596.54
016604	AONPA00034	AON REED STENHOUSE INC.	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 3,054.00
016605	ASSIG01200	TOWNSHIP OF ASSIGINACK	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 1,055.69
016606	BEACO00066	BEACON IMAGES	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 678.00
016607	CAMTR00117	CAMBRIAN TRUCK CENTRE INC.	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 327.40
016608	COMPU75200	COMPUTREK	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 1,666.30
016609	GMBLU12602	GM BLUEPLAN ENGINEERING LIMITE	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 15,565.59
016610	MIKEV63630	MIKE VAREY EXCAVATING & EQUIPM	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 610.31
016611	TOROM4764	TOROMONT CAT	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 2,196.73
016612	UNIQU21275	UNIQUE 101	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 2,928.96
016613	WOODW24850	WOOD WYANT CANADA INC.	2021-08-13	TD GENERAL	PMCHQ00003969	\$ 5,512.20
016614	ARMSTR10001	RICK ARMSTRONG	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 194.58
016615	BELLC02510	BELL CANADA	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 80.51
016616	BREWE65650	BREWERS' MARINE SUPPLY	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 140.41
016617	FINPO06210	MINISTER OF FINANCE	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 62,998.00
016618	FIREH20211	FIREHALL BOOKSTORE	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 2,634.47
016619	HALLL20155	LISA HALLAERT	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 100.00
016620	INVES20211	INVESTIGATIVE SOLUTIONS NETWOR	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 11,300.00
016621	JAKES20188	JAKE'S HOME CENTRES	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 2,522.16
016622	JLRIC18175	J. L. RICHARDS & ASSOCIATES LI	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 457.65
016623	LECOU20199	LECOUPE ARCTIC GLACIER	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 417.62
016624	MAEXP20211	MANITOULIN EXPOSITOR	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 1,514.60
016625	VIANE22225	VIANET INTERNET SOLUTIONS	2021-08-13	TD GENERAL	PMCHQ00003970	\$ 73.39
016626	ADMRE20202	ADMINPLEX RESOURCE SERVICES IN	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 107.22
016627	BELLC02500	BELL CANADA	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 2,065.23
016628	BELLC02505	BELL CANADA	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 586.47
016629	CIMCO20202	CIMCO REFRIGERATION	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 40,281.34
016630	CONDI20199	DIANNE CONSTANTINEAU	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 200.00
016631	EASTA22550	EASTLINK	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 228.82
016632	EASTL58000	EASTLINK	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 217.14
016633	FERGH55000	HEIDI FERGUSON	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 63.83
016634	GFLN20199	GFL ENVIRONMENTAL INC.	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 6,610.48
016635	JETIC10315	JET ICE LIMITED	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 1,623.13
016636	MOGEX20199	MOGGY EXCAVATING	2021-08-17	TD GENERAL	PMCHQ00003971	\$ 1,977.50
016637	BRAND20199	BRANDT SUDBURY	2021-08-18	TD GENERAL	PMCHQ00003972	\$ 251.29
016638	HARBO08020	HARBOR VUE MARINA LIMITED	2021-08-18	TD GENERAL	PMCHQ00003972	\$ 286.73

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
016639	ONTCL15670	ONTARIO CLEAN WATER AGENCY	2021-08-18	TD GENERAL	PMCHQ00003972	\$ 19,890.37
016640	PREWA20211	PRECISION WASTE SYSTEMS LIMITE	2021-08-18	TD GENERAL	PMCHQ00003972	\$ 15,229.39
016641	USBAN95502	US BANK NATIONAL ASSOCIATION	2021-08-18	TD GENERAL	PMCHQ00003972	\$ 3,177.15
016642	BEACO00066	BEACON IMAGES	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 3,186.60
016643	BEAMC20177	BEAMISH CONSTRUCTION INC.	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 15,146.15
016644	DIAMO50000	CENTRALSQUARE CANADA SOFTWARE	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 1,970.44
016645	EASTL58000	EASTLINK	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 207.82
016646	GREER20177	GREER GALLOWAY	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 3,671.47
016647	HWYAU66600	HIGHWAY 6 AUTO SERVICE	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 148.25
016648	HYDRO15675	HYDRO ONE NETWORKS INC.	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 215.99
016649	JEFFS37700	JEFF'S TAXI AND DELIVERY	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 79.10
016650	LAIDL34440	LAIDLEY STATIONERY & OFFICE FU	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 423.90
016651	LIBRA12310	LIBRARY SERVICES CENTRE	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 423.66
016652	PCOSE16005	ORKIN CANADA CORPORATION	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 226.00
016653	PITGL16460	PITNEY BOWES GLOBAL CREDIT SER	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 165.50
016654	TAYLR49680	REID TAYLOR	2021-08-18	TD GENERAL	PMCHQ00003973	\$ 300.90
016655	WILLI10000	DAVID WILLIAMSON	2021-08-18	TD GENERAL	PMCHQ00003974	\$ 450.00
016656	USBAN95502	US BANK NATIONAL ASSOCIATION	2021-08-18	TD GENERAL	PMCHQ00003975	\$ 2,402.68
* 016656	USBAN95502	US BANK NATIONAL ASSOCIATION	2021-08-18	TD GENERAL	PMCHQ00003975	\$ 2,402.68
016657	USBAN95502	US BANK NATIONAL ASSOCIATION	2021-08-18	TD GENERAL	PMCHQ00003975	\$ 164.03
* 016657	USBAN95502	US BANK NATIONAL ASSOCIATION	2021-08-18	TD GENERAL	PMCHQ00003975	\$ 164.03
016658	ATCHA20199	ANDREW ATCHISON	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 174.97
016659	BELLC00071	BELL	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 45.08
016660	BELLM00075	BELL MOBILITY	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 712.24
016661	MAEXP20211	MANITOULIN EXPOSITOR	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 256.11
016662	MANFU13125	MANITOULIN FUELS	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 216.90
016663	MANUL51450	MANULIFE FINANCIAL	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 9,853.26
016664	PCOSE16005	ORKIN CANADA CORPORATION	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 204.53
016665	RECEI18025	RECEIVER GENERAL	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 23,626.33
016666	ROGER00116	ROGERS CANTEL INC.	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 276.85
016667	TESTM50000	TESTMARK LABORATORIES LTD.	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 39.55
016668	WILLI10000	DAVID WILLIAMSON	2021-08-19	TD GENERAL	PMCHQ00003976	\$ 61.00
016669	PIERR	RODNEY PIERCE	2021-08-20	TD GENERAL	PMCHQ00003977	\$ 800.00
016670	ALLEN00022	ALLEN'S AUTOMOTIVE	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 977.45
016671	BAMMM20188	BRENDAN ADDISON MOBILE MECHAN	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 888.18
016672	CONDI20199	DIANNE CONSTANTINEAU	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 200.00
016673	GAMMC10000	CONNIE GAMMIE	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 40.00
016674	HALLL20155	LISA HALLAERT	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 325.48
016675	LBCCA20166	LBEL INC.	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 171.20
016676	MIKEV63630	MIKE VAREY EXCAVATING & EQUIPM	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 6,841.96
016677	REATA2017	REALTAX INC.	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 4,418.30
016678	ROBID20199	DARRION ROBINSON	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 20.00
016679	ROQUE20211	EMILY ROQUE	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 180.00
016680	WAMCO25000	WAMCO WATERWORKS NORTHERN INC.	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 1,413.18
016681	WILLI10000	DAVID WILLIAMSON	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 50.00
016682	WILLL49090	LINDA WILLIAMSON	2021-08-23	TD GENERAL	PMCHQ00003978	\$ 380.00
016683	MCDOU20070	MCDOUGALL ENERGY INC.	2021-08-25	TD GENERAL	PMCHQ00003979	\$ 54,840.84
016684	HYDRO15675	HYDRO ONE NETWORKS INC.	2021-08-26	TD GENERAL	PMCHQ00003980	\$ 2,624.80
016685	MANHE10000	MANITOULIN HEALTH CENTRE	2021-08-26	TD GENERAL	PMCHQ00003980	\$ 7,000.00
016686	MANUL51450	MANULIFE FINANCIAL	2021-08-26	TD GENERAL	PMCHQ00003980	\$ 9,778.79
016687	MAXWR20211	ROBERT MAXWELL	2021-08-26	TD GENERAL	PMCHQ00003980	\$ 2,313.67
016688	WOODW24850	WOOD WYANT CANADA INC.	2021-08-26	TD GENERAL	PMCHQ00003980	\$ 83.98
016689	ADMRE20202	ADMINPLEX RESOURCE SERVICES IN	2021-08-26	TD GENERAL	PMCHQ00003981	\$ 108.13
016690	BELLC02505	BELL CANADA	2021-08-26	TD GENERAL	PMCHQ00003981	\$ 222.55
016691	FLAGS06600	FLAGS UNLIMITED	2021-08-26	TD GENERAL	PMCHQ00003981	\$ 679.01
016692	LECOU20199	LECOUPE ARCTIC GLACIER	2021-08-26	TD GENERAL	PMCHQ00003981	\$ 417.18
016693	REATA2017	REALTAX INC.	2021-08-26	TD GENERAL	PMCHQ00003981	\$ 1,740.20
016694	AUTOP20188	AUTO PARTS NORTH	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 521.16
016695	BREWE65650	BREWERS' MARINE SUPPLY	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 110.06
016696	CIMCO20202	CIMCO REFRIGERATION	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 17,500.54
016697	DSTEN20202	DST CONSULTING ENGINEERS INC.	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 2,260.00
016698	FLAGS06600	FLAGS UNLIMITED	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 465.48
016699	HYDRO15675	HYDRO ONE NETWORKS INC.	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 8,411.68

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Town of Northeastern Manitouli
VENDOR CHEQUE REGISTER REPORT
Payables Management

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User ID: CGAMMIE

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
016700	LCFOO37000	LITTLE CURRENT FOODLAND	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 23.92
016701	METRO20202	METRO PAVEMENT MARKINGS LTD.	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 9,017.40
016702	OMTRA41919	ONTARIO MUNICIPAL TAX AND REVE	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 226.00
016703	PCOSE16005	ORKIN CANADA CORPORATION	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 218.66
016704	WHITE88053	WHITE'S WEARPARTS LTD.	2021-08-27	TD GENERAL	PMCHQ00003982	\$ 2,187.08
016705	RELIA15425	RELIANCE HOME COMFORT/ PAYMT P	2021-08-27	TD GENERAL	PMCHQ00003983	\$ 51.95
016706	EASTL58000	EASTLINK	2021-08-30	TD GENERAL	PMCHQ00003984	\$ 214.05
016707	JJPOL10305	JJ POLE LINE CONSTRUCTION	2021-08-30	TD GENERAL	PMCHQ00003984	\$ 10,057.00
016708	PATSP11999	PATRICK SPRACK LIMITED	2021-08-30	TD GENERAL	PMCHQ00003984	\$ 70,170.27
016709	RICPA20144	PAUL RICHER	2021-08-30	TD GENERAL	PMCHQ00003984	\$ 50.00
016710	VIPON95000	VIPOND FIRE PROTECTION	2021-08-30	TD GENERAL	PMCHQ00003984	\$ 1,288.20
016711	USBAN95502	US BANK NATIONAL ASSOCIATION	2021-08-31	TD GENERAL	PMCHQ00003985	\$ 4,237.68
016712	GRAHA65650	GRAHAM ENERGY LIMITED	2021-08-31	TD GENERAL	PMCHQ00003986	\$ 18,391.88
REMIT00000000000000	TNEMI90327	TOWN OF NORTHEASTERN MANITOULI	2021-08-11		PMCHQ00003963	\$ 0.00

Total Cheques: 133

Total Amount of Cheques: \$ 723,364.21

TOTAL AUGUST 2021 PAYROLL EXPENSES : **\$ 121,183.14**

TOTAL AUGUST 2021 EXPENSES : **\$ 844,547.35**

TOWN OF NORTHEASTERN MANITOULIN & THE ISLANDS

Accounts Receivable - Water / Sewer

JULY	2021	\$62,044.55
AUGUST	2021	\$16,457.33
Change in Month		-\$45,587.22

Billed in Month	\$2,211.66
Payments in Month	\$47,798.88

Currently there are 5 accounts over \$400.00;

5 - Arrangements made

8 - Accounts were transferred to the tax account in the month of August.

Arrears notice will be sent to all accounts with outstanding balances.

TOWN OF NORTHEASTERN MANITOULIN & THE ISLANDS

Accounts Receivable - Taxes

JULY	2021	\$2,147,339.19
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AUGUST	2021	\$1,736,744.39
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Change in Month		-\$410,594.80
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Billings in period	
Payments in Month	\$410,594.80

Next installment due September 30, 2021



TOWN OF NORTHEASTERN MANITOULIN and the
ISLANDS

Last Updated : 2021-09-09
10:29 AM

2021 OPERATING SUMMARY
For the Eight Months Ending 2021-08-31

	2021 APPROVED BUDGET	2021 ACTUALS
REVENUES		
LOCAL TAXATION		
Municipal Levy	\$6,043,645	\$5,513,762
- Due to School Boards	(1,024,213)	(505,027)
Net Municipal Levy	\$5,019,432	\$5,008,735
Business Improvement Area	7,000	7,000
	\$5,026,432	\$5,015,735
PAYMENTS IN LIEU OF TAX	\$88,700	\$154,104
PROVINCIAL OMPF & OTHER ALLOCATION	\$1,633,400	\$1,225,050
FUNCTIONAL REVENUES		
Protective Services	\$132,846	\$90,996
Transportation Services	26,600	5,144
Environmental Services	1,281,216	617,543
Health Services	12,125	11,751
Social and Family Services	0	0
Recreation & Cultural Services	703,203	399,226
Planning & Development	5,800	30,765
	\$2,161,790	\$1,155,424
OTHER SOURCES OF REVENUE	\$186,400	\$201,846
TRANSFERS FROM RESERVES	0	0
PRIOR YR'S SURPLUS (DEFICIT)	0	0
TOTAL SOURCES OF REVENUE	\$9,096,722	\$7,752,158
EXPENDITURES		
GENERAL GOVERNMENT		
Operations	\$1,221,203	\$764,126
Transfers to Reserves	364,334	0
Subtotal	\$1,585,537	\$764,126
PROTECTIVE SERVICES		
Fire Department	\$173,505	\$91,571
Policing (provincial billing)	755,971	375,719
Building Inspection	118,010	61,010
Other Protective Services	37,400	21,709
Transfers to Reserves	0	0
Subtotal	\$1,084,886	\$550,010
TRANSPORTATION SERVICES		
Roadways	\$1,622,682	\$853,821
Street Lighting	6,500	25,161
Crossing Guards	30,760	7,244
Manitoulin East Airport	63,555	63,555
Transfers to Reserves	0	0
Subtotal	\$1,723,497	\$949,780



TOWN OF NORTHEASTERN MANITOULIN and the ISLANDS

Last Updated : 2021-09-09
10:29 AM

2021 OPERATING SUMMARY
For the Eight Months Ending 2021-08-31

	2021 APPROVED BUDGET	2021 ACTUALS
<u>ENVIRONMENTAL SERVICES</u>		
Sanitary & Storm Sewers	\$392,568	\$158,847
Waterworks	498,420	216,302
Garbage Collection	72,427	19,683
Garbage Disposal	263,081	148,026
Household Hazardous Waste	30,800	30,459
Landfill Closure Loan Payment	72,187	55,180
Recycling	48,000	24,383
Leachate Management	40,000	7,309
Transfers to Reserves	287,528	0
Subtotal	<u>\$1,705,011</u>	<u>\$660,190</u>
<u>HEALTH SERVICES</u>		
Health Unit	\$107,867	\$73,307
Land Ambulance	722,515	456,034
Cemeteries	29,326	17,241
Subtotal	<u>\$859,708</u>	<u>\$546,582</u>
<u>SOCIAL & FAMILY SERVICES</u>		
Manitoulin- Sudbury DSSAB	\$406,292	\$259,855
Centennial Manor	135,693	98,835
Subtotal	<u>\$541,985</u>	<u>\$358,690</u>
<u>RECREATION & CULTURAL SERVICES</u>		
Municipal Parks	\$113,273	\$69,268
Recreation Centre	624,813	223,152
Public Library	99,363	88,001
LC-H Centennial Museum	105,147	70,348
Spider Bay Marina	236,375	143,797
Other Marine Facilities	140,734	85,260
Transfers to Reserves	53,441	0
Subtotal	<u>\$1,373,147</u>	<u>\$679,826</u>
<u>PLANNING & DEVELOPMENT</u>		
Local Planning Administration	9,451	8,659
Tourism Promotion	16,200	8,698
Business Improvement Area	7,000	3,462
Economic Development	27,600	34,576
Transfers to Reserves	0	0
Subtotal	<u>\$60,251</u>	<u>\$55,395</u>
TOTAL EXPENDITURE	<u>\$8,934,022</u>	<u>\$4,564,598</u>
NET OPERATING	\$162,700	\$3,187,560
NET CAPITAL EXPENDITURE	<u>\$162,700</u>	<u>\$426,657</u>
MUNICIPAL SURPLUS/(-DEFICIT)	<u>\$0</u>	<u>\$2,760,903</u>

DEAR - MR. DAVID WILLIAMSON
AND N.E.M.I. COUNCIL.

SEPT. 9/2021

My name is BRIAN HAWKI i am a property owner at 2165 Bay Estates Rd. North. I am writing you concerning the township owned water front access lot located right accross the road from me fire #1264 Bay Estates Rd. N. which is currently full of over grown brush, poison ivy and some large tree's. Recently on Sept. 8th I meet with Rick Armstrong at this location, to confirm the lot location and its current condition. I would like to ask for permission to clean up an area making a trail to the water front about 30 ~~feet~~ wide clearing the brush and poison ivy but NOT remove any large trees leaving them in place. To complete this work I would need and pay the cost for a small back hoe, to perform the work under your supervision. I would then like to add grass seed making a nice green space trail which I would maintane and cut keeping the area beautiful. Then if possible be able to put a small 20 ft dock at the water. Understanding this is public property and to please council I would post a sign reading: PUBLIC ACCESS
NO MOTORIZED VEHICLES
USE AT YOUR OWN RISK.

over 7

I hope to if given the opportunity
this overgrown bush lot can become
a nice green space trail area to be
enjoyed and used by myself and my
direct back lot neighbours for many
years to come.

Thank you for your time and
consideration on my proposal.

BRIAN HAWKI

PHal.

519-318-6466