

The Corporation of the Township of South Algonquin

Council Meeting March 4, 2020

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CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN
AGENDA
COUNCIL MEETING

Wednesday, March 4, 2020 9:00 a.m.

Municipal Office 7 Third Avenue Whitney, Ontario

1. Open Meeting/Call to order – 9:00 a.m.
2. Additions / Amendments to the Agenda
3. Adoption of the Agenda
4. Disclosure of Pecuniary Interest
5. Petitions, Delegations and/or Presentations
6. Minutes of Previous Meetings (s)
 - i. Adopt the Minutes of the Committee of Adjustment Meeting of February 5, 2020
 - ii. Adopt the Minutes of the Regular Council Meeting of February 5, 2020
 - iii. Adopt the Minutes of the Closed Session of the Regular Council Meeting of February 5, 2020
 - iv. Adopt the Minutes of the Human Resources/Administration/Public Relations Meeting of February 12, 2020
 - v. Adopt the Minutes of the Asset Management Meeting of February 12, 2020
7. Committee, Staff and/or Councillor Reports
8. Business Arising from the Minutes
9. Unfinished Business
10. Correspondence – Action Items
11. Correspondence – Information Items
12. New Business
 - 2020 Budget Presentation
13. Motions of Council
14. Notice of Motions
15. By-Laws
 - Entrance Policy
16. Resolution to Move into a “Closed Session”
 - Performance Appraisal
17. Payment of Accounts
18. Adjournment

Members of the public must request permission to use cameras, flash bulbs, recording equipment, and any other device of a mechanical or similar nature used for transcribing or recording proceedings subject to the approval and/or direction of the Chair/Presiding Officer and/or Council

**THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN
COMMITTEE OF ADJUSTMENT**

PUBLIC MEETING – February 5th, 2020 –9:00 a.m.

There was a public meeting of the Committee of Adjustment to hear a minor variance application No. MV.2020-01, at the Municipal Council Chambers on Wednesday, February 5, 2020. Present were Committee Members: Committee Chair Councillor Richard Shalla, Councillor Sandra Collins, Councillor Joe Florent and Councillor Dave Harper, Councillor Joe Vermaire.

Staff: Tracy Cannon, Secretary/Treasurer of the Committee of Adjustment

Councillor Shalla called the public meeting to order at 9:00 a.m.

1. ADDITIONS/AMENDMENTS TO THE AGENDA: None

2. ADOPTION OF THE AGENDA

Moved by: J. Vermaire

Seconded by: J. Florent

To adopt the agenda as prepared for the Committee of Adjustment meeting of Wednesday, February 5, 2020 as circulated.

3. DECLARATION OF PECUNIARY INTEREST: None noted

4. PURPOSE OF PUBLIC MEETING

CONSIDER MINOR VARIANCE APPLICATION – MV. 2020-01

Councillor Shalla stated the meeting was to consider one minor variance application under Section 45 of the Planning Act regarding DICKENS PLAN M318 LOT 5 RP;36R6951 PART 3 PCLS 20550 &;26819 NIP. Locally known as 467 Moonlight Bay Road.

REQUIREMENTS FOR NOTICE

T. Cannon reported, as required by the Planning Act all property owners within 60 metres and appropriate agencies were mailed the notice of the Public Meeting on January 23, 2020. The notice sign was provided to the applicant and posted on the subject property on January 21, 2020 and pictures of the posted notice was received.

APPLICATION

T. Cannon stated the purpose of the application is to request relief of the Zoning By-Law to permit the reconstruction of the existing cottage, which will increase the floor area and volume within the required front yard. The minimum front yard shoreline buffer area to will also decrease to 80% from the required 90%.

The consensus of the Committee was that the proposal would maintain the four tests of;

- 1) minor in nature.
- 2) maintaining the intent of the Municipal Comprehensive Zoning By-Law
- 3) maintaining the intent of the Official Plan and Provincial Policy Statement
- 4) representing appropriate development

COMMENTS FROM THE PLANNER:

T. Cannon informed the Committee that all comments from the Planner are outlined in the Planner Report, no additional comments were received from the Planner.

SITE INSPECTION REPORT & COMMITTEE DISCUSSION OF APPLICATION

Site inspections were conducted by some Committee members. It was confirmed the applicant owns the shoreline road allowance and the consensus was the proposal meets the four tests.

APPLICANT COMMENT ON APPLICATION

Tracy Cannon advised the Committee that the applicant had emailed to advise they had intended on attending the meeting, however something had come up and they were unable to make it.

PUBLIC COMMENT ON APPLICATION

No members of the public had comments. Tracy Cannon advised the Committee she had received an email from Algonquins of Ontario this morning requesting more time to review the application. After a telephone conversation an email was later received from Algonquins of Ontario to advise they had no objections to the minor variance.

FINAL QUESTIONS OR COMMENTS

Applicant or Agent: None
Members of the Public: None
Committee Members: None

SUGGESTED DECISION AND CONDITIONS OF THE MINOR VARIANCE

T. Cannon, Secretary Treasurer read the suggested decision to approve the application with conditions;
1) The development be in accordance with the drawings submitted with the application.
2) Payment of all municipal legal and planning fees associated with the processing of the application.

DECISION

Moved by: J. Vermaire

Seconded by: S. Collins

In making the decision upon the application, the committee has considered whether or not the variance requested was minor and desirable for the appropriate development and that the general intent of and purpose of the zoning by-law and the official plan will be maintained.

THEREFORE the Committee of Adjustment grant the minor variances subject to all planning fees associated with the processing of the application and that the development be in accordance with the drawings submitted with the application.

-Carried-

The decision was circulated and signed by all present members of the Committee of Adjustment.

5. **OTHER:** None

6. **NEXT MEETING**

Next meeting will be scheduled as required

ADJOURNMENT

Moved by: J. Florent

Seconded by: D. Harper

The Committee adjourned the Committee of Adjustment meeting at 9:12 a.m.

-Carried-

Committee Chair, Richard Shalla

Secretary/Treasurer, Tracy Cannon

February 5, 2020

COUNCIL MEETING – MINUTES

On Wednesday, February 5, 2020 the Council for the Corporation of the Township of South Algonquin held a Regular Council Meeting.

Present-Councillor Sandra Collins
 Councillor Joe Florent
 Councillor Dave Harper
 Councillor Bongo Mike Kalimin
 Councillor Richard Shalla
 Councillor Joey Vermaire
 Regrets- Mayor Dumas

Staff- Holly Hayes, CAO/ Clerk –Treasurer
 Carla Gatley, Deputy Clerk-Recording Secretary
 Dave Gatley, Works Superintendent

1. OPEN MEETING/CALL MEETING TO ORDER:

Councillor Harper called the meeting to order at 9:30 a.m.

2. ADDITIONS/AMENDMENTS TO THE AGENDA: None

3. ADOPTION OF THE AGENDA

Moved by: J. Florent

Seconded by: S. Collins

Res. # 20-016

“**BE IT RESOLVED THAT** Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Regular Council meeting of February 5, 2020.”

-Carried-

4. DISCLOSURE OF PECUNIARY INTEREST: None

5. PETITIONS, DELEGATIONS and/or PRESENTATIONS: None

6. MINUTES OF PREVIOUS MEETING

Moved by: J. Florent

Seconded by: B. M. Kalimin

Res. # 20-017

“**BE IT RESOLVED THAT** the Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council meeting of January 8, 2020 as circulated.”

-Carried-

7. BUSINESS ARISING FROM THE MINUTES:

-M&L Parks and Recreation is interested in having a finger board sign on Highway 60 indicating the location of the hall to facilitate interested parties in finding the hall. It was also suggested that a similar type of sign would be beneficial for the Whitney library.

8. UNFINISHED BUSINESS:

-Two quotes have been received for the roof at the Whitney Rink; will be brought to the meeting of February 12th.

9. COMMITTEE REPORTS, STAFF AND/OR COUNCILLOR REPORTS:

Councillor Florent

-Attended Blanket Ceremony in Pembroke as did Councillors Kalimin and Vermaire.
 -Attended Forest Strategy meeting in Peterborough.

campaign to ‘Stop Illegal Dumping’ at a one time cost of \$500.00 plus hst.”

-Carried-

Moved by: R. Shalla

Seconded by: J. Florent

Res. # 20-022

“**WHEREAS** there are many proud Ontarians participating annually, in Pitch In program's collecting litter/garbage within parks and communities also along the Municipal and Provincial Highways of the Province and

WHEREAS information available indicates in 2019 over 850,000 Canadians took part in the Pitch In program, in addition, there are also many other unregistered groups and individuals taking part from small town Ontario, farming country and cottage country volunteering to collect garbage and clean up the roadside to enhance the natural beauty and

WHEREAS after an area is cleaned it tends to generate discussions of appreciation also improves the image of these areas and

WHEREAS it appears due to a lack of education or carelessness, before long, the same areas are littered again and again and

WHEREAS it should be noted, it appears the Eastern Provinces are basically litter and garbage free along the roadside compared to Ontario

THEREFORE the Council of the Township of South Algonquin agrees Ontario should be a leader and develop a strategy to educate and inform Ontarians to reduce litter and garbage along roadways. The implementation of such a program should improve the image of the Province to Keep Ontario Clean and Litter Free. There are presently MTO signs at the entrance of all the Provincially maintained highways in the Province and if an additional sign was installed below the informative/directional sign, it may remind the public of the Provincial initiative. This could be very rewarding and build a more positive image for Ontario.

Cc Premier of Ontario Doug Ford

John Yakubuski Minister of Natural Resources and Forestry

Caroline Mulroney Minister of Transportation and Minister of Francophone Affairs

Christine Elliot Deputy Premier and Minister of Health

Jeff Yurek Minister of Environment, Conservation and Parks

AMO for distribution to all Municipalities.”

-Carried-

14. NOTICE OF MOTIONS: None

15. BY-LAWS:

FIRST AND SECOND READING

Moved by: J. Florent

Seconded by: S. Collins

Res. # 20-023

“**BEING A BY-LAW** authorizing a Lease Agreement with National Structures 2011 Inc. for the rental of Office Space within the Municipal Building and that it be read a first and second time and be referred to a committee of the whole council.”

-Carried-

THIRD READING

Moved by: S. Collins

Seconded by: J. Vermaire

Res. # 20-024

“**BEING A BY-LAW** authorizing a Lease Agreement with National Structures 2011 Inc. for the rental of Office Space within the Municipal Building as referred by the committee of the whole council;

AND THAT it be read a third time and passed and numbered **20-605** and that the said by-law be signed by the Mayor and CAO/Clerk Treasurer-sealed with the seal of the Corporation and be entered in the By-Law Book.”

-Carried-

FIRST AND SECOND READING

Moved by: J. Florent

Seconded by: S. Collins

Res. # 20-025

“**BEING A BY-LAW** to provide for an Interim Tax Levy and to provide for the payment of taxes; **AND THAT** it be read a first and second time and be referred to a committee of the whole council.”

-Carried-

THIRD READING

Moved by: S. Collins

Seconded by: J. Vermaire

Res. # 20-026

“**BEING A BY-LAW** to provide for an Interim Tax Levy and to provide for the payment of taxes as referred by the committee of the whole council;

AND THAT it be read a third time and passed and numbered 20-606 and that the said by-law be signed by the Mayor and CAO/Clerk Treasurer-sealed with the seal of the Corporation and be entered in the By-Law Book.”

-Carried-

FIRST AND SECOND READING

Moved by: B.M. Kalimin

Seconded by: J. Florent

Res. # 20-027

““**BEING A BY-LAW** to govern the proceedings of the Council for the Township of South Algonquin, the conduct of its members and the calling of meetings; **AND THAT** it be read a first and second time and be referred to a committee of the whole council.”

-Carried-

THIRD READING

Moved by: R. Shalla

Seconded by: J. Vermaire

Res. # 20-028

“**BEING A BY-LAW** to govern the proceedings of the Council for the Township of South Algonquin, the conduct of its members and the calling of meetings as referred by the committee of the whole council;

AND THAT it be read a third time and passed and numbered 20-607 and that the said by-law be signed by the Mayor and CAO/Clerk Treasurer-sealed with the seal of the Corporation and be entered in the By-Law Book.”

-Carried-

FIRST AND SECOND READING

Moved by: B.M. Kalimin

Seconded by: J. Vermaire

Res. # 20-029

“**BEING A BY-LAW** authorizing a Lease Agreement with National Structures 2011 Inc. for the rental of a Parking Area at the Whitney Dam and that it be read a first and second time and be referred to a committee of the whole council.”

-Carried-

THIRD READING

Moved by: R. Shalla

Seconded by: J. Florent

Res. # 20-030

“**BEING A BY-LAW** authorizing a Lease Agreement with National Structures 2011 Inc. for the rental of a Parking Area at the Whitney Dam as referred by the committee of the whole council;

AND THAT it be read a third time and passed and numbered 20-608 and that the said by-law be signed by the Mayor and CAO/Clerk Treasurer-sealed with the seal of the Corporation and be entered in the By-Law Book.”

-Carried-

There was a break at 11:09 a.m.

February 12, 2020

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES

On Wednesday, February 12, 2020 the Council for the Corporation of the Township of South held a Human Resources, Administration & Public Relations Meeting.

Present- Mayor Dumas
Councillor Sandra Collins
Councillor Joe Florent
Councillor Dave Harper
Councillor Bongo Mike Kalimin
Councillor Richard Shalla
Councillor Joey Vermaire

Staff- Holly Hayes, CAO/ Clerk –Treasurer
Carla Gatley, Deputy Clerk-Recording Secretary
Dave Gatley, Works Superintendent

OPEN MEETING/CALL MEETING TO ORDER:

Councillor Collins called the meeting to order at 9:02 a.m.

ADDITIONS/AMENDMENTS TO THE AGENDA:

- Move delegation to after Unfinished Business
- Need to set up an interview committee for the Internship position

ADOPTION OF THE AGENDA

Moved by: R. Shalla **Seconded by:** J. Dumas

To adopt the agenda as circulated and amended.

DISCLOSURE OF PECUNIARY INTEREST:

- Councillor Collins and Councillor Vermaire- Private Roads Grant Program

UNFINISHED BUSINESS:

Entrance Policy

- Discussion on draft Entrance Policy, D. Gatley will expand policy to include unopened road allowances and will circulate policy with addition. A by-law will be brought to the March 4th Council Meeting.

PRESENTATION: - Placemaking Design 9:28 a.m.

Beth Kennedy and Anya Gansterer provided a presentation which included results from Township surveys received. They are working on a branding plan for the Township as well as wayfinding maps. They are also considering updating the township logo and are proposing using a chickadee as the township's symbol.

Ms. Kennedy and Ms. Gansterer left at 10:09 a.m.

UNFINISHED BUSINESS Continued:

Update, Private Roads Grant Program

- H. Hayes followed up with questions that arose from a meeting in November and investigated what other townships do. Discussion on criteria that would be required to be eligible for the grant. D. Gatley will provide a list of access roads from our CGIS system.
- Considering implementing in 2021.
- Have to explore where in the budget the funds would come from.

Non-Operating Parks

- H. Hayes has been in contact with MECP; their legal department is reviewing the situation.
- MECP have been asked to follow our level of service guidelines for any proposed service agreements.
- The township will continue to maintain the road at our discretion in the interim.
- Camp Madawaska has been contacted, they are saying that they would cooperate but hasn't stepped forward yet.
- Should get any agreements or results of discussions with MECP in writing.

NEW BUSINESS:

Human Resources Policy- deferred to a closed session of the March council meeting.

Internship

-Need an interview committee for the internship position. Lynn Stewart will sit on the committee, she has been instrumental in sending the job ads out and has already started on interview questions. Councillor Kalimin as well as H. Hayes will also be on the committee.

Part Time Fire Chief

-The successful candidate, Don Kruger has accepted the offer of employment and has forwarded a police record check. His start date will be March 3, 2020.

Moved by: J. Vermaire **Seconded by:** R. Shalla

To adjourn the Human Resources, Administration & Public Relations Meeting of February 12, 2020 at 11:34 a.m.

Councillor Sandra Collins

Holly Hayes, CAO/Clerk-Treasurer

Deputy Clerk Carla Gatley
Recording Secretary

DRAFT

TOWNSHIP OF SOUTH ALGONQUIN
ASSET MANAGEMENT COMMITTEE MEETING – MINUTES

On Wednesday, February 12, 2020 the Asset Management Committee held a meeting.

Council Present:

Mayor Dumas
 Councillor Sandra Collins
 Councillor Joe Florent, *Chair*
 Councillor Bongo Mike Kalimin
 Councillor Dave Harper
 Councillor Richard Shalla
 Councillor Joey Vermaire

Township Staff Present:

Holly Hayes, CAO/Clerk Treasurer
 Dave Gatley, Works Superintendent
 Carla Gatley, Deputy Clerk, *Recording Secretary*

Chair of the Asset Management Committee, Councillor Florent called the meeting to order at 11:50 a.m.

ADDITIONS/AMENDMENTS TO THE AGENDA:

- Welcome Signs
- Maintenance on Pastwa Lake Road
- Plan to Develop McKenzie Lake Road Network

ADOPTION OF THE AGENDA

Moved by: D. Harper

Seconded by: J. Vermaire

To adopt the agenda as prepared for the Asset Management Committee meeting of Wednesday February 12, 2020 as circulated and amended.

DISCLOSURE OF PECUNIARY INTEREST: None

UNFINISHED BUSINESS:

Update, Strategic Asset Management Policy

- D. Gatley gave an update on the past, present and future of the Township's Asset Management Plan.
- Received quotes on Roads Need Study, Traffic Studies and Sign Inventory.

Update, Surplus Items

- Sold Fire Truck on government website.
- No bids received for two Ford F150 crew cabs. Will advertise in a different manner.
- The snowblower that didn't sell in the surplus sale is not suitable to be kept as a spare. Replacement of one existing in-service snowblower should be considered. Cost is estimated at \$4,000.

NEW BUSINESS:

2020 Capital Projects

- D. Gatley provided a list of items for consideration.

Parking Lot Expansion, Aylen Lake Boat Launch

- D. Gatley stated it would be possible to get another twenty feet of parking space in the upper parking lot; would need to wait until the spring to have access for clearing.

Brushing/Logging Operations, North Aylen Lake Road

- Bancroft and Minden Forest Company will be conducting a logging operation on North Aylen Lake Road sometime in the near future.

Maintenance on Shields Road

- Withdrawn from Agenda

Welcome Signs

- Councillor Shalla stated it would be nice to have fingerboard signs that say something like 'Please Don't Litter- Keep it Clean' under the Welcome signs.

Pastwa Lake Road

- The road needs a lot of work. Some road and drainage improvements will be made in 2020 as budget and time allow.

McKenzie Lake Road Network

- The road is in need of culverts and gravel. Six culverts were replaced in 2019 and further road and drainage improvements will occur in 2020.

RECREATION:

Park Seating

- H. Hayes provided council with a staff report which included suggested locations of chairs and benches. It was agreed to order 36 red Muskoka Chairs, 4 benches and no picnic tables.

Raise the Roof

- H. Hayes provided council with a staff report with three quotes for three different kinds of roof structures. The next step is to set up a meeting with Council and Whitney Recreation.

Whitney Beach

- Staff will ensure that there is more frequent cleaning of the outhouses during the swimming program.
- Seating to be purchased for the beach area.

Moved by: R. Shalla Seconded by: M. Kalimin

To adjourn the Asset Management Committee meeting of February 12, 2020 at 1:40 p.m.

Councillor Joe Florent/Chairperson

Carla Gatley, Deputy Clerk, Recording Secretary

COUNCIL MEETING

March 4, 2020

COMMITTEE/STAFF REPORTS:

- 1) M&L Parks and Recreation, RE: December 10, 2019 Minutes
- 2) Madawaska Fire Department, RE: Monthly Report
- 3) Whitney Fire Department, RE: Monthly Report
- 4) South Algonquin Public Library, RE: January 27, 2020 Minutes
- 5) Administration Report, *report will be verbal*
- 6) Public Works/Operations Report

Murchison & Lyell Parks and Recreation Committee of South Algonquin

Minutes for the meeting of December 10, 2019 at 7:00 p.m.

Members present: Terry Levean, Sharon Florent, Brendia Drew, and Rosemary Shalla.

Regrets: Jennifer Dupuis, Pat Conway, Nicole Dupuis, Brenda Hildebrandt and Susan Dupuis.

Council Representative: Councillor Joe Florent.

1. Chair called the meeting to order at 7 p.m.

2. Motion #1-2020

Moved by: Rosemary Shalla. Seconded by: Brendia Drew.

"To accept the agenda and any amendments or additions."

Carried

3. Motion #2-2020

Moved by: Brendia Drew. Seconded by: Rosemary Shalla.

"To adopt the December 10, 2019 minutes and any amendments."

4. Business arising from minutes: a) Councillor Florent reported that no decision has been made yet on the Muskoka chairs that we would like to acquire for seating at J.R. Booth Park through the Downtown Revitalization Grant. He also informed us of a Points of Interest Map that will be erected in the community. ii) Sharon Florent reported that, this year, our Angel Fundraiser donated \$1065.00 to the St. Francis Valley Healthcare Foundation.

5. Financial Report: Balance at the end of December in the chequing account was \$2453.28.

6. Performance measurement: Tracking sheet for December was completed for all activities.

7. Resolutions: None.

8. Valentine's Day Dance: This will be on February 8th. Nicole Dupuis was not present to give any further details.

9. Craft Days: Nicole Dupuis was not present to elaborate on this.

10. Afternoon Socials: The first one will be February 6th from 11am to approximately 3pm for the French and White bread making class. There will also be a lunch of homemade soup for \$3 each.

11. Fundraising Goals for 2020: We had a discussion on what we want to improve on in our community this year. We have decided that we will move towards "Community Betterment".

12. Maple Brunch 2020: We will be having further discussion on this at February's meeting.

13. March Break Dog Sledding: Nicole Dupuis was not present. This was moved to the February meeting.

14. January Newsletter: It was decided what was going in the newsletter and the information was forwarded to the Township by Sharon Florent.

15. Report to Council: Committee Chair Terry Levean delivered his annual Report to Council.

Motion #3-2020

Moved by: Rosemary Shalla. Seconded by: Brendia Drew.

"Motion to adjourn the meeting at 8:10 pm."

Next meeting – Tuesday February 11th, 2020, at 7pm at the Community Hall.

Chair


Terry Levean

Secretary


Sharon Florent

MONTHLY FIRE REPORT TO COUNCIL

MADAWASKA FIRE DEPARTMENT

Reporting Date: February 2020

Training / Courses

- 11th – Monthly training, SCBA practice. Practiced donning and doffing!

Calls / Responses

- 15th – Structure fire at 25397 Hwy. 60. Page came in @ 12:27 AM Talked with Chief Stubbs, Whitney hall was paged out at 12:40 am
- Temp was -13, causing freeze up.
- Whitney hall came with tanker and pumper (tanker arrived at 1:10 am, pumper arrived at 1:23 am)
- Hydro1 was called for disconnect (not sure what time they arrived)
- Fowler was called to sand road, water was running across road and freezing
- Left scene around 5:30 AM, still hot spots and left 2 on scene to watch.
- Continued to check throughout the day, wind had picked up.
- Occupant told neighbor it was a heater in the living room that caused fire.

Complaints / Concerns

- Primer malfunctioned on Pumper, could not draft water from porta tank. Used Whitney pumper and portables. Emailed Battleshield to get it serviced, they came and had to replace primer unit.
- Also found out that Whitney tanker could not hook up to our pump house, to be filled with electric pump. They did find connections eventually, they could not draft directly from tank because their ball valve froze up. This was preventing the tanker to create a vacuum to draw up water.

Upcoming Events

- Nothing to report

Correspondence / Other

- Nothing to report

MONTHLY FIRE REPORT TO COUNCIL: Feb 2020

WHITNEY FIRE DEPARTMENT

Training/Courses

- General practice on 18th

Calls/Responses

- Back up and tanker support Madawaska Fire Feb/15

Complaints/Concerns/Updates

- None at this time

Upcoming Events

Fire Conference Huntsville

Present: Elaine Hare, Rose Jessup, Carol Peterson, Richard Ronholm, Andrea Ruzzo & Councillor Dave Harper
Staff: Charlene Alexander, Cynthia Haskin Guests: Councillor Bongo, Councillor Joe Florent & Holly Hayes

1. Land Acknowledgement

2. Call to Order: 6:30

Motion # 2020-01

Moved by – Elaine Hare Seconded by – Rose Jessup
Approve the agenda, as amended. Carried

Motion # 2020-02

Moved by Elaine Hare Seconded by – Carol Peterson
Approve the minutes from November 4th 2019. Carried

5. Report of the Chairperson: no report

6.1 J.R. Booth Exhibit: Carol met with Dave McBride; he is willing for us to what we want. Joe Florent has offered to help move the collection.

6.2 Little Library: consideration was given to the best location to install in Madawaska.

7.1 Seed Library: Discussed and all board members were interested in starting this initiative.

7.2 Community Volunteer Income Tax Program: Due to our use policies, we are not able to provide a location.

7.3 Website Development & Maintenance: Andrea will look into this.

7.4 Proposed changes to open hours: Charlene will monitor peak usage times.

7.5 Kanopy Steaming Service – deferred to next meeting.

8.1 Outstanding accounts

Motion # 2020-03

Moved by – Rose Jessup Seconded by – Elaine Hare
To approve outstanding accounts. Carried

8.2 Librarian's reports

Motion # 2020-04

Moved by – Rose Jessup Seconded by – Carol Peterson
To approve librarians' reports. Carried

8.3 Council report: Winter maintenance is on going. He will begin work on the little library for Whitney.

9.1 Seed Exchange: to kick off the seed library, will host an exchange late March/ early April.

9.2 Medicinal Plant Talk & Guided Walk – Date tbd

9.3 Letter Writing Project thru Button Factory Arts: Schedule Whitney (6:00-7:30pm) Feb. 13th & Mar. 19th 2020.

9.4 Canada Reads - March 16th -19th 2020

9.5 National Canadian Film Day -April 22nd 2020

9.6 New Ideas:

9.7 Potential Authors for book talks/programs: Andrea will reach out to Kevin Callan. Carol will arrange a presentation with Monarch Ultra. Dates tbd

Motion # 2020-05

Moved by – Carol Peterson Seconded by – Richard Ronholm
To adjourn 8:35 pm. Carried

Next meeting ~~March 23rd~~ 2020 6:30pm at the ~~Madawaska Branch.~~

Feb 24

Whitney

Chairperson

Secretary/CEO



Stories from Our Land - Nisga'a

Programs

Fall/Winter 2019-2020

The NFB Film Club is thrilled to be offering a wide variety of documentary and animated films for the fall/winter season, with 15 programs of shorts and features for general audiences—new documentaries and animation, films to mark Remembrance Day, and stories about that most beloved of Canadian sports, hockey. There are also three programs covering a range of themes for young audiences. The Film Club's must-see lineup runs the gamut of experience, from emotionally charged to thought-provoking, and promises viewers a world of discovery. Happy viewing!

New Documentary Releases

These nine new programs focus on a broad spectrum of topics and places, and include six feature-length documentaries: Jean-François Caissy's *First Stripes* compassionately depicts the transformation of civilians into Canadian Armed Forces soldiers; Christy Garland's *What Walaa Wants* is about a young woman who decides to meet the challenge of becoming a policewoman in the Palestinian Security Forces; Claude Guilmain's *High Wire* looks back on the diplomatic tug-of-war that took place when Canada declined to take part in the US-led invasion of Iraq; Rohan Fernando, Tamara Segura and Justin Simms' *Becoming Labrador* follows a handful of Filipino workers who try to make a place for themselves in Labrador, far from their loved ones; Luc Bourdon's *The Devil's Share* takes a new look at the Quiet Revolution in Quebec and is crafted with excerpts from nearly 200 films in the NFB's collection; and Cam Christiansen's *WALL* examines the profound impact the wall separating Israel and Palestine has had on the people who live in the region. The other three programs each consist of three episodes of *True North*, a documentary series that provides an intimate look at the rise of the Toronto hoop dream through the stories of five young athletes.

New Animated Films

This vibrant program of seven animated shorts provides a fascinating glimpse of animation at the NFB: *I'm OK* by Elizabeth Hobbs; *A Short Film about Tegan & Sara* by Ann Marie Fleming; *Animal Behaviour* by Alison Snowden and David Fine, which was nominated for an Oscar in 2019; *Turbine* by Alex Boya; *Bone Mother* by Sylvie Trouvé and Dale Hayward; *The Zoo* by Julia Kwan; and *Manivald* by Chintis Lundgren.

Remembrance Day (November 11)

The four films grouped under this theme raise awareness about the work of military personnel and those who support them: *Rosies of the North* by Kelly Saxberg tells the story of the women who participated in the largest industrial war effort in Canada's history, between 1939 and 1945; *War Is Not a Game* by Lode Desmet challenges us to re-examine our views on war and its consequences for all the world's citizens, as well as for the combatants. The program also includes *First Stripes* by Jean-François Caissy and *High Wire* by Claude Guilmain (see the **New Documentary Releases** section for descriptions of these films).

Hockey Stories

These three programs feature documentaries about Canada's rousing national sport: hockey. *Junior* by Isabelle Lavigne and Stéphane Thibault takes a behind-the-scenes look at the daily lives of players and managers of a Quebec Major Junior Hockey League team; *When Hockey Came to Belfast* by Linda Conway is the striking story of how Canadian ice hockey is transcending religious lines; and the last program, *Hockey from Generation to Generation*, consists of three NFB classics: *The Rink* by Gilles Carle, *Here's Hockey* by Leslie McFarlane, and *Shinny: The Hockey in All of Us* by David Battistella.

Children's Programs

The first program, *Connections*, is composed of six animated shorts that are wonderfully diverse in terms of form and emotions, including *John and Michael* by Shira Avni and *Matrioska* by Co Hoedeman. The second program, *The NFB's Anniversary*, offers six animated films from the extraordinary list of 80 films selected to commemorate the NFB's 80 years of existence, including *Black Soul* by Martine Chartrand. The third and final program puts hockey in the spotlight with three films, including the beloved *Sweater* by Sheldon Cohen.

For programming details, please consult the [PDF document](#).

A collaborative initiative, the Film Club works with libraries to make the NFB's rich film collection accessible free of charge to communities across the country. In its programming, you'll find films for both adults and children: new releases exploring hot topics, timely and thought-provoking documentaries, award-winning animation, and a few timeless classics as well.

For more information on the NFB Film Club, contact:
 Florence François | 514-914-9253 | f.francois@nfb.ca

Previous seasonal programs still available:

[Winter 2020](#)
[Spring 2019](#)
[Winter 2019](#)
[Fall 2018](#)
[Spring 2018](#)
[Winter 2018](#)
[Fall 2017](#)
[Spring 2017](#)
[Winter 2017](#)
[Fall 2016](#)
[Winter 2016](#)
[Fall 2015](#)
[Spring 2015](#)
[English Winter 2015](#)
[English Fall 2014](#)
[English Spring 2014](#)
[English Programming Winter 2014](#)



THE NFB FILM CLUB

The NFB Film Club gives public libraries the opportunity to offer their patrons free screenings of films from the NFB's rich collection. In each Film Club program, you'll find films for both adults and children: new releases exploring hot topics, timely and thought-provoking documentaries, award-winning animation, and a few timeless classics as well. The NFB Film Club offers free memberships to all Canadian public libraries.

Joining the NFB Film Club is easy; all you need to do is host one or more free screenings.

STEP 1: Decide which film(s) you're interested in from the available titles, which can be found by clicking on the [NFB Film Club page](#).

STEP 2: Send your selection(s) by e-mail to f.francois@nfb.ca and include your screening date(s), time(s), and location(s).

STEP 3: You'll receive DVDs in the mail or a link via e-mail to download the films. To help you promote your screening, you'll have access to our [media space](#) to retrieve the files of the promotional materials available for each film (images, posters, one-sheets, etc.). As the films in our collection are bound by public-performance copyright restrictions, admission to these screenings must be free of charge, and DVDs must be returned to me by regular mail after your screening. In exchange, all we ask is that you keep us in the loop and send us the total audience attendance numbers following your event.

A collaborative initiative, the Film Club works with libraries to make the NFB's rich film collection accessible to communities across the country. Participation in the Film Club can help you connect with your community in new ways, increase your circulation, attract regular patrons and entice new members to come to film screenings.

Contact

Florence François, Programming Agent
 514-914-9253 | f.francois@nfb.ca

Date modified: 2018-10-24

Township of South Algonquin Public Library
Post Memorial Branch
February 2020 Report

<u>Stats for</u>	<u>December</u>	<u>January</u>
# of People:	290	285
# of Books out:	305	297
# of Computer Users:	32	22
# of Wireless User:	102	76
# of Videos out:	12	22
# of Interlibrary Loans:	5	8
# of New Members:	0	2
# of Wii Users:	4	2
# of Talking Books:	5	3
# of Kits:	0	1

- Researching & planning program.
- I have been evaluating, reorganizing and removing outdated fiction.
- Performed computer updates and maintenance.
- Updated and performed maintenance on holdings database.
- Have begin^a work on the Annual Survey.
- Continue to monitor usage trends and asking patrons their opinions regarding hours. Requests for more afternoon hours.

S.A.M.P.L.

South Algonquin Madawaska Public Library

Feb 24, 2020 Report 

Stats for Dec 2019

Stats for Jan 2020

# of people	75	138
# of books out	60	54
# computer users	28	36
# of wireless users	11	50
# of videos out	10	1
# interlibrary loans	0	0
# new members	0	1
# wii users	0	0
# of talking books	0	0
# literacy kits	0	0

Outstanding Accounts

Jack the Bookman \$28.84 (590)

Library Hours

Monday	5:30 – 8:00
Tuesday	10:00 – 12:00 & 5:30 – 8:00
Thursday	12:30 – 3:00 & 5:30 – 8:00

Public Works Department Operations Update

From: Dave Gatley, Public Works Superintendent

To: Mayor Dumas & Councillors

Date: February 26, 2020

Human Resources:

New Hire – The job competition will be advertised next week and close on March 18th. Interviews and practical evaluations are being arranged for the week of March 23rd.

Transportation Services:

Half Loads – Load restrictions may come into effect any time after March 1st but will be postponed as cold weather permits. Staff are monitoring long term forecasts and are in contact with some of the local logging industry.

Major Lake Road – A major brushing operation between kilometre 1 and 5 has been completed and work between kilometre 8 and 11 is anticipated to be complete shortly.

Seasonal Operations – Snow removal, benching and opening of drainage will continue as weather and schedule permit.

Victoria Lake Road – There has still been no progress observed or communicated on the replacement of the Blue Sea culvert by the MECPC. The Township continues to plow the road using the lighter plow unit but will discontinue crossing the Blue Sea culvert once spring conditions arrive.

Freshet – Changes in the Upper Madawaska River water management practices implemented in the fall of 2012 remain of concern for the upcoming Freshet.

Recreation & Cultural Services:

Galeairy Lake Memorial Park – MNRF staff recently informed the Township that work on the logway portion of the Galeairy Lake Dam refurbishment project is behind schedule due to some unforeseen complications. One possible solution being explored between the contractor and the MNRF is to extend this work into June and July. As this solution will interfere with public use of the facility and a proposed Township capital project we have asked to be included in their planning discussions.

Equipment:

Float – The 2007 float trailer has been declared unfit for service and beyond practical repair. Major stress fractures and other structural failures have been discovered by a mechanic during a recent brake repair. Information from the industry estimates useful life at 5-6 years for non-rustproofed units exposed to road salt and 20-30 years for units exposed to road salt when rustproofed at new and reapplied annually. The estimated cost for a new unit is \$32,000. It is recommended that a tender be prepared as soon as possible for purchase of a new unit utilizing the Transportation Capital Equipment Fund by a resolution of Council.

COUNCIL MEETING

March 4, 2020

ACTION:

1) No Action Items

COUNCIL MEETING

March 4, 2020

CORRESPONDENCE RECEIVED FOR INFORMATION:

- 1) Ministry of the Solicitor General, RE: EMCPA Compliance
- 2) Extended Deadline for Feedback- Emergency Health Services and Public Health Modernization
- 3) Invitation to Attend FONOM
- 4) Additions to the OSUM 2020 Program Line-up
- 5) What Happened at ROMA

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



February 15, 2020

Your Worship Jane Dumas
Township of South Algonquin
7 Third Avenue, P.O. Box 217
Whitney, ON K0J2M0

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2019.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2019. I look forward to continuing to work with you to ensure your continued compliance in 2020.

If you have any questions or concerns about this letter, please contact your Emergency Management Field Officer; their contact information is below.

Name: PhillippeGeoffrion
Email: Philippe.Geoffrion@ontario.ca
Phone: 613-286-3369

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Browne".

Douglas Browne
Chief of Emergency Management

cc: Brian Ackney - CEMC
Phillippe Geoffrion - Field Officer - Capital Sector

From: [EHS PH Modernization Feedback \(MOHLTC\)](#)
To: [EHS PH Modernization Feedback \(MOHLTC\)](#)
Subject: Extended Deadline for Feedback - Consultation on Public Health and Emergency Health Services Modernization
Date: February 11, 2020 1:25:26 PM

Dear colleagues:

Thank you to everyone who submitted feedback on the public health and emergency health services discussion papers.

In recognition of the work underway to prepare for, and respond to, 2019-nCoV ([2019 Novel Coronavirus](#)), the deadline for submitting written feedback on the discussion papers posted on the [ministry website](#) has been extended to March 31, 2020.

Organizations and individuals that submitted a response for the February 10th deadline may resubmit or supplement their response, if interested.

If you have questions or comments about the consultations or discussion papers, you can send an email to ehsphmodernization@ontario.ca.

Thank you,

Alison Blair
ADM Emergency Health Services
Executive Lead,
Public Health and Emergency
Health Services Modernization

Dr. David Williams
Chief Medical Officer of Health

Jim Pine
Advisor, Public Health and
Emergency Health Services

FONOM

The Federation of Northern Ontario Municipalities

February 11, 2020

Federation of Ontario Municipalities (FONOM)
Member Municipalities

Dear Mayors and Councils:

On behalf of our Board of Directors, I would like to invite you to attend the 2020 FONOM Conference which is being hosted by the City of Timmins May 13-15, 2020.

This year's conference marks the 60th anniversary of the Federation and the theme is "connecting the north" with speakers and topics designed to appeal to municipal and indigenous councillors on issues important to Northerners.

In addition, the Conference tradeshow is an excellent opportunity for you to talk directly with exhibitors about the products and services they provide.

This year's event also includes a Minister's Forum where you will hear first-hand from Provincial Cabinet members on what their Ministries are doing for the betterment of Northeastern Ontario.

Registration is now open or more information please visit:
<https://fonom.timmins.ca/>

Looking forward to seeing you there!



Danny Whalen
FONOM President

From: [OSUM Communications](#)
To: clerk@southalgonquin.ca
Subject: Springtime in Paris - OSUM 2020
Date: February 22, 2020 7:01:13 AM

Springtime in Paris - OSUM 2020

Exciting additions to the program line-up!

The 2020 OSUM Conference & Trade Show takes place April 29th – May 1st at the TownePlace Suites Brantford and Conference Centre [<https://www.marriott.com/hotels/travel/yhmbf-towneplace-suites-brantford-and-conference-centre>] in the County of Brant, Ontario.

As an example of one of Ontario's hallmark small urban communities, the County of Brant is the ideal blend of small-town living with access to big-city amenities. It was recently named Canada's 7th Best Overall Community to Live by MacLean's magazine. It offers a vibrant, friendly, engaging, and welcoming community. OSUM looks forward to Springtime in Paris and hosting the 2020 Conference in the County of Brant!

We are pleased to announce two outstanding additions to the Conference program!

Minister's Address: A Message from the Minister of Municipal Affairs and Housing

The 2020 OSUM Conference is the place to be for firsthand information about the Government of Ontario's interactions with municipal government.

The Honourable Steve Clark, Minister of Municipal Affairs and Housing, will address Conference attendees on Thursday, April 30th.

Opening Keynote Speaker: Ilona Dougherty, Leading Expert on Millennials and Generation Z and Social Entrepreneur

Ilona Dougherty is an award-winning social innovator and a regular commentator in the Canadian media who helps business, civil society and government understand how to tap into the unique abilities of young people. Find out what she has to say about how governments, businesses, and organizations can succeed in the innovation economy by tapping into young people's potential and how to spark intergenerational collaboration.

The Springtime in Paris Conference runs from April 29th beginning with a golf tournament, the opening of the trade show and an evening welcome reception. Full programming will run April 30th through May 1st. Stay tuned for more program information to be released soon.

The Registration Form is attached and available on the OSUM website [<https://www.osum.ca/Events/2020OSUMConference/Registration.aspx>]. We look forward to seeing you!

OPT-OUT: If you wish to opt-out of email communications regarding Facility Lighting from LAS please click here [mailto:Optout@las.on.ca?subject=I_wish_to_opt_out_of_mailings_on_the_LAS_Facility_Lighting_Service]

From: [The Rural Ontario Municipal Association](http://www.roma.on.ca)
To: clerk@southalgonquin.ca
Subject: What happened at #ROMA2020?
Date: February 10, 2020 11:45:15 AM

ROMA Insider - February 2020

<http://roma.on.ca/>

View an online version of this mailing. [

<https://AMO.informz.ca/InformzDataService/OnlineVersion/ind/bWFpbGluZ0luc3RhbmNISWQ9MTE2OTUxNSZzdWJzY3JpYmVySWQ9OTAxNjU3NDkz>
]

In this issue:

2020 Conference highlights

The 2020 ROMA Conference welcomed about 1,300 participants to Toronto at the end of January to connect, learn and advocate on behalf of rural Ontario.

Key highlights of the event included:

- The Premier and Cabinet committed to consulting with municipal governments, with the Premier promising “no surprises” in the upcoming provincial budget.
- Minister of Finance Rod Phillips confirmed 2021 funding of \$500 million for the Ontario Municipal Partnership Fund. This funding is critically important to the municipalities that rely on it to make ends meet.
- Conference delegates participated in an open question and answer session with provincial ministers. Popular topics included support for rural economic development, infrastructure funding, and climate change.
- Sessions were held on critical matters such as public health and paramedics, broadband, and social challenges like the opioid crisis and human trafficking.

“The event was a great success thanks to the excellent turnout from rural leaders from across Ontario. We also appreciate the active participation of the provincial government, which held more than 350 delegation meetings over the course of just two and half days,” said ROMA Chair Allan Thompson.

The Board was also pleased to welcome its newest member, Kevin Holland, Mayor of the Township of Conmee, who was acclaimed as the Zone 10 representative when nominations closed on December 20. The Board created the new Zone 10 to strengthen representation from northwestern Ontario.

Participants in the conference found value in connecting with peers, subject matter experts and provincial staff, with many gathering ideas and insights to take back home.

Presentation from the conference are available online [<http://www.roma.on.ca/Events/2020ROMAConference/Program.aspx>] . You can also hear a recap of the event via the latest AMO ON Topic podcast [<http://www.amo.on.ca/YourAssociation/MemberCommunication>] .

AMO Pre-Budget Submission speaks to rural priorities

AMO’s pre-budget submission, presented to the Ontario government just days after it was presented at the ROMA Conference, speaks to a number of priorities shared by rural Ontario governments.

Ontario’s municipal sector delivers \$50 billion in services and investment, making it critical to the daily lives of Ontarians and to the fundamental success of Ontario.

The submission notes that currently, Ontario’s municipal governments are spending about \$3 billion annually on responsibilities that are traditionally considered provincial. At the same time, Ontario’s provincial spending per capita is the lowest in Canada.

Key rural challenges, like housing, roads and bridges, broadband, and climate change adaptation will only be addressed by a strong partnership and a commitment by the province to make strategic investments in priorities that can drive growth and prosperity.

Read the full submission [<http://www.amo.on.ca/AMO-PDFs/Reports/2020/Partnering-for-a-Stronger-Ontario-AMO-2020-Prebudg.aspx>] to get a complete picture of the municipal financial context, growing pressures and how provincial changes affect our communities.

Ready-made digital solutions for municipal government

While digital solutions can help improve efficiency and modernize governments, navigating suppliers and technology is a challenge. AMO and LAS have done the legwork, partnering with leading companies to offer scalable, affordable, and easy-to-use technologies. All have offerings targeted to smaller municipalities. Learn more about current digital partnerships [<http://amo.on.ca/partners>] , which include platforms for customer service, meeting management, digital signatures, occupational health and safety, and websites.

Keep up to date with ROMA on social media.

website

<http://www.roma.on.ca> twitter

https://twitter.com/ROMA_Ont linkedin

<https://www.linkedin.com/company/rural-ontario-municipal-association/> youtube

https://www.youtube.com/channel/UCh_CmR0mancta_D4ZE3iszQ

Our mailing address is:

200 University Ave., Suite 801

Toronto, ON

M5H 3C6

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COUNCIL MEETING

March 4, 2020

BY-LAWS:

1. 20-609 Entrance Policy

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 20-609

Being a By-Law to adopt an Entrance Policy for the Township of South Algonquin

WHEREAS pursuant to Section 27 of the *Municipal Act, 2001* as amended (the Act) municipalities may enact by-laws regarding highways it has jurisdiction over;

AND WHEREAS pursuant to Section 11 and 8 of the Municipal Act, 2001 as amended (the Act), as part of the power to regulate or prohibit a matter, a municipality may, among other things, require persons to do things respecting the matter and provide for a system of permits;

AND WHEREAS pursuant to Section 444, 445, and 446 of the Municipal Act, 2001 as amended (the Act), a municipality possesses certain enforcement powers including the authority to undertake remedial action and recover the costs for such action from the person responsible;

NOW THEREFORE the Council of the Corporation of the Township of South Algonquin enacts as follows:

1. The Entrance Policy **NO. ADM-011-00** is hereby approved and adopted.
2. This by-law, when passed, takes precedence over all previous by-laws/policies or resolutions with respect to the matters contained herein and shall come into force and effect on the day of its passing.

READ A FIRST AND SECOND TIME, this 4th day of March 2020.

MAYOR – Jane A.E. Dumas

CAO/ CLERK-TREASURER – Holly Hayes

READ A THIRD TIME AND FINALLY PASSED this 4th day of March 2020.

MAYOR – Jane A.E. Dumas

CAO/ CLERK-TREASURER – Holly Hayes

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	ENTRANCE POLICY			
TYPE:	ADMINISTRATION	POLICY NO. ADM-011-00		
DATE: February 27, 2020	REVIEW DATE:	FREQUENCY:	REL. BY-LAW: 20-609	# OF PAGES: 7

DEFINITIONS

"Council" means the Council of the Corporation of the Township of South Algonquin.

"Entrance" shall be any driveway, lane way, private road, entrance, bridge, or other structure or facility constructed or used as a means of entrance to a municipal road.

"Municipality" refers to the Corporation of the Township of South Algonquin.

"Urban" refers to roadway possessing curb & gutter, storm sewer, or sidewalk.

"Rural" refers to roadway possessing open ditches and/or sidewalk.

"Residential" refers to a home dwelling.

"Commercial/Industrial" refers to a lot(s) dedicated to conducting business.

POLICY

The Public Works Department shall administer this policy.

All entrances shall be approved by the Municipality, **in writing**, prior to an Owner/Applicant proceeding with construction of the entrance. This is to ensure that such entrance does not interfere with the safety of persons using municipal streets and to ensure that such an entrance would not, by its location, obstruct a ditch or watercourse, cause damage to roads or property, or impede maintenance of the roads.

Written approval shall be in the form of an Entrance Permit.

This policy relates to construction of new entrances or changing or relocation of existing entrances.

All entrances are to be constructed to OPSD, OPSS and CSAS standards and specifications.

APPLICATIONS

All applications submitted for approval shall be made to the Public Works Department.

The application will consist of:

- 1) An application form prescribed by the Municipality;**
- 2) A sketch setting out the location and dimensions of the entrance.**

When an application is being made for construction of a new building, the request for an entrance shall be incorporated into the Building Permit Application and Building Permit approval process; however, a separate Entrance Permit Application will be required. The Site Plan submitted with the Building Permit Application shall show the location and dimensions of the entrance. The Entrance Permit Application will be forwarded to the Public Works Department for approval.

The Entrance Permit Application Form will include an authorization by the Owner of the property abutting the entrance if the person requesting approval is not the Owner of the

property. This authorization will confirm that the Applicant has the authority to apply for and construct the entrance on the Owner's property.

STANDARDS

All entrances (including the culvert) will be maintained, repaired and be the complete responsibility of the Owner/Applicant to provide adequate and safe travel of individuals who use the entrance.

It is the responsibility of the Owner/Applicant and/or the contractor carrying out the work to ensure that construction of the entrance meets all safety standards set forth by the Ministry of Labour and Ministry of Transportation.

No materials will be allowed to be placed on the Municipal right of way without the permission of the Municipality. The Owner/Applicant will be responsible for the restoration of the right of way at their own expense and satisfaction of the Municipality.

The installation of curbing, fencing, walls, hedges or other obstructions on municipal boulevards are strictly prohibited. The removal of these obstructions will be charged to the Owner/Applicant if they fail to remove them on their own accord.

No person shall apply asphalt or other hard surface to that portion of an entranceway on road allowance except with permission of the Municipality.

If the boulevard has been treated with an approved asphalt or concrete surface, the Owner/Applicant is responsible for its maintenance and repair.

The Municipality will be responsible for restoring the condition of an existing entrance only when its removal is required to perform improvements or repairs on boulevards.

It is recommended that entrances should not be located over the water service line or corporation stop (curb stop).

RURAL ENTRANCE REQUIREMENTS

Entrances will only be permitted in locations that do not jeopardize or threaten the safety of the public and conform to the following criteria:

Residential:

Visibility of entrance at road shall be a minimum distance of 50 meters in both directions.

Depending on whether the entrance is in a cut or a fill, the access would have to meet either OPSD-301.01 0 or OPSD-301.020 (copies attached).

Entrance distance from an intersection must be a minimum of 9.0 meters as per MTO Geometric Standards.

The maximum number of entrances allowed on a property is two (2).

The minimum distance between two entrances on the same property is 7.0 meters.

The entrance must be situated at least 3.0 meters from a property line or utility structure (i.e. hydro pole or guide wire, telephone or hydro service box).

Ditches must provide positive drainage to allow water to flow freely. If positive drainage is prevented by the installation of the entrance, the Owner/Applicant must purchase an approved culvert. The size of the culvert required in each situation will be determined by the Public Works Department.

The culvert will have sufficient length to extend 0.3 meters beyond the toe of slope of the entrance.

Residential entrance granular surface course must possess a minimum thickness of 100 mm of Granular "A".

All materials utilized in constructing an entrance shall conform to OPSS requirements.

Industrial/Commercial/Institutional:

Visibility of entrance at road shall be a minimum distance of 120 meters in both directions. The use of approved truck turning signs may be a requirement and will be determined by the Public Works Department.

Depending on whether the entrance is in a cut or a fill, the access would have to meet either OPSD-301.01 0 or OPSD-301.020 (copies attached) for configuration only.

Entrances must be constructed in accordance to the Commercial Site Access Policy and Standard Designs. Attached are CSAS-18, CSAS-23 & CSAS-PROF.

Entrance distance from an intersection must be a minimum of 35.0 meters.

The minimum distance between two entrances on the same property is 22.0 meters.

The maximum amount of entrances allowed on a property will be two (2).

An entrance will be located at a minimum distance of 15.0 meters from a residential property line and 10.0 meters from a commercial/industrial property line.

The entrance must be situated at least 3.0 meters from a utility structure (e.g. hydro pole, guide wire, telephone or hydro service box).

Ditches must provide positive drainage to allow water to flow freely. If positive drainage is prevented by the installation of the entrance, the Owner/Applicant must purchase an approved culvert. The size of the culvert required in each situation will be determined by the Public Works Department.

The culvert will have sufficient length to extend 0.3 meters beyond the toe of slope of the entrance.

All materials utilized in constructing an entrance shall conform to OPSS requirements.

URBAN ENTRANCE REQUIREMENTS

Entrances will only be permitted in locations that do not jeopardize or threaten the safety of the public. The Site Distance requirements will be determined by the Public Works Department.

Residential:

Entrance distance from an intersection must be a minimum of 9.0 meters as per MTO Geometric Standards.

The maximum entrance width permitted for a single or duplex dwelling will be 6.0 meters. An additional 3.0 meter in width will be allowed for each additional dwelling to accommodate a triplex and four-plex.

Entrances will conform to OPSD 351.010 and with sidewalks to OPSD 310.050.

All costs associated with the installation and/or repairs of an entrance will be at the expense of the Owner/Applicant.

The maximum number of driveways allowed on a standard property will be one (1). The Public Works Department must approve the request for additional driveways.

The minimum distance between two entrances on the same property is 7 meters.

The entrance's granular surface course must possess a minimum of 100 mm of Granular "A" in depth.

Industrial/Commercial/Institutional:

Entrance distance from an intersection must be a minimum of 9.0 meters as per MTO Geometric Standards.

The entrance will be designed and constructed in accordance with OPSD 350.010 and the Commercial Site Access Policy and Standard Designs.

The use of approved truck turning signs may be a requirement and will be determined by the Public Works Department.

All costs associated with the installation and/or repairs of an entrance will be at the expense of the Owner/Applicant.

If the boulevard has been treated with an approved asphalt or concrete surface, the Owner/Applicant is responsible for its maintenance and repair.

The Municipality will be responsible for restoring the condition of an existing entrance only when its removal is required to perform improvements or repairs on boulevards.

Only one entrance will be allowed per frontage unless written approval is given by the Public Works Department.

The entrance must be located a minimum distance of 3.0 meters from their property line.

Culverts:

If an entrance requires a culvert, the Owner/Applicant shall be responsible for the cost of its installation in its entirety. Once it has been installed and approved by the Municipality, the Municipality will assume the cost and responsibility of providing positive drainage to the culvert. The Owner/Applicant will be responsible for replacement costs of the culvert if replacement is required.

The obstruction of any drain on Municipal right of way is prohibited by the Drainage Act.

Approved HDPE culverts of new material will be allowed as per specification.

Roadway culverts will be a minimum diameter of 300 mm or as required to handle a two-year storm.

All culverts will extend beyond their respective roadway toe of slope for a minimum of 300 mm.

Bridges:

Entrances requiring construction of a bridge shall be constructed subject to the approval and supervision of the Municipality and any costs thereof shall be the responsibility of the Owner/Applicant.

Who Will Perform Work:

The Owner/Applicant, as per the approved Entrance Permit Application, shall carry out the construction of all entrances. Costs shall be the responsibility of the Owner/Applicant as set out previously in this policy.

Inspections:

The Municipality shall have the right to inspect the installations of works and services required to be performed in accordance with OPSS, OPSD, & CSAS requirements. Where the Municipality has reason to believe the work is not being done to the required standards and specifications, the work can be stopped until further notification from the Municipality is given to proceed.

Timeframe for Work to be Done:

The Permit shall lapse after 1 year. Issuance/signature of the Permit shall prove as evidence that the Owner/Applicant has agreed to the timeframe. The Owner/Applicant can vary the timeframe only on the written agreement with the Public Works Department.

Should the Owner/Applicant allow a Permit to lapse, an Application Renewal Fee of \$35 plus taxes will be charged to the Owner/Applicant.

Non-Approved, Inadequate or Dangerous Entrances:

Where an entrance is installed without approval, or is, in the opinion of the Public Works Department, inadequate, obstructing a ditch or watercourse, causing damage to a road or property within the Municipality, or impeding maintenance of the road(s); the Owner/Applicant of the property serviced by the entrance shall within 20 days of a written notice from the Municipality remove or modify the entrance and restore the entire road allowance at their cost.

Where the Owner/Applicant fails to comply with the notification to change, the Municipality may proceed to remove or modify the entrance and restore the road allowance without further notice of prior approval/agreement. The Owner/Applicant will be billed for the labour, equipment and materials required in removing or modifying the entrance and restoring the road allowance. The Owner/Applicant will also be charged an Application Renewal Fee if an entrance is created. All such billing shall be done through the Municipality's Accounts Receivable system and any fees unpaid within a timely manner will be added to the Tax Roll for the property

Where an entrance is, in the opinion of the Public Works Department, dangerous to pedestrians or vehicular traffic or interfering with the safety of persons or vehicles using municipal streets, the Public Works Department may proceed to remove or modify the entrance and restore the road allowance without further notice or prior approval/agreement. The Owner/Applicant will be billed for the labour, equipment, and materials required in removing or modifying the entrance and restoring the road allowance. The Owner/Applicant will also be charged an Application Renewal Fee if an entrance is created. All such billing shall be done through the Municipality's Accounts Receivable

system and any fees unpaid within a timely manner will be added to the Tax Roll for the property.

General:

Materials used in the construction of an entrance shall be to the OPSS specifications.

The construction of an entrance shall be conducted in accordance to the OPSS specifications.

Maintenance of the driving surface of an entrance is the responsibility of the Owner/Applicant. The Owner/Applicant shall be responsible for all maintenance of the driveway to the curb line and shall keep it in good repair. Failure to do so will result in the Municipality doing the repairs at the Owner/Applicant's expense. The portion of driveway on Municipal owned property shall remain under Municipal ownership and the Municipality shall have the right to remove, replace, alter or adjust this driveway should it be deemed necessary by the Municipality.

The Municipality shall not be liable, in any manner whatsoever, to set grades.

The Municipality shall not be liable, in any manner whatsoever; in the event there is required removal of part of a driveway by the Municipality for construction of a sidewalk or for any other reason.

No greater width or construction shall be permitted on a boulevard than that for which a permit is issued.