

**CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**  
**AGENDA**  
**COUNCIL MEETING**  
**Tuesday, March 31, 2020 9:00 a.m.**  
**Teleconference**

1. Open Meeting/Call to order – 9:00 a.m. [Mayor Dumas]  
 Discussion of methods that will be used through the meeting to ensure order and fairness during discussion and debate
2. Passing of by-law 20-610 Amend Procedural by-law [Mayor Dumas]

COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: March 31, 2020	Meeting: Special Council Meeting	Res. No.: 20-
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FIRST and SECOND READING

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“BEING A BY-LAW to amend Section 2 of the Procedural By- Law, #20-607, to allow electronic participation in open and closed meetings and shall be counted for the purposes of quorum; AND THAT it be read a first and second time and be referred to a committee of the whole council.”

Carried by:
Defeated by:

COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: March 31, 2020	Meeting: Special Council Meeting	Res. No.: 20-
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THIRD READING

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“BEING A BY-LAW to amend Section 2 of the Procedural By- Law, #20-607, to allow electronic participation in open and closed meetings and shall be counted for the purposes of quorum; as referred by the committee of the whole council; AND THAT it be read a third time and passed and numbered 20-610 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 by:
Defeated by:

3. Additions / Amendments to the Agenda [Mayor Dumas]  
 [Respond in alphabetical order; Collins, Florent, Harper, Kalamin, Shalla, Vermaire]
4. Adoption of the Agenda [Mayor Dumas]

**RESOLUTION**  
**Corporation of the Township of South Algonquin**

<b>Date</b> March 31, 2020	<b>Meeting:</b> Special Council Meeting	<b>Res. No.:</b> 20-
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<b>Moved by:</b>	<b>Seconded by:</b>
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“**BE IT RESOLVED THAT** Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Special Council meeting of March 31, 2020.”

<b>Carried by:</b>
<b>Defeated by:</b>

5. Disclosure of Pecuniary Interest  
 [Respond in alphabetical order; Collins, Florent, Harper, Kalamin, Shalla, Vermaire]
6. Staff Report
  - Administration [H Hayes]
  - Finance [will be discussed following reading of by-law]
  - 2020 Budget Update/discussion

7. By-Laws

COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: March 31, 2020	Meeting: Special Council Meeting	Res. No.: 20-
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FIRST and SECOND READING

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“BEING A BY-LAW to delegate certain authority and powers in the event that Council or its Committees are unable to act due to the current COVID 19 outbreak;  
AND THAT it be read a first and second time and be referred to a committee of the whole council.”

Carried by:
Defeated by:

COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: March 31, 2020	Meeting: Special Council Meeting	Res. No.: 20-
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THIRD READING

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“BEING A BY-LAW to delegate certain authority and powers in the event that Council or its Committees are unable to act due to the current COVID 19 outbreak; as referred by the committee of the whole council;  
AND THAT it be read a third time and passed and numbered 20-611 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 by:
Defeated by:

COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: March 31, 2020	Meeting: Special Council Meeting	Res. No.: 20-
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FIRST and SECOND READING

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“BEING A BY-LAW to amend the Interim Tax Levy Bylaw 20-606 to provide for temporary relief of property tax penalty amid the Covid-19 Pandemic;  
AND THAT it be read a first and second time and be referred to a committee of the whole council.”

Carried by:
Defeated by:

COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: March 31, 2020	Meeting: Special Council Meeting	Res. No.: 20-
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THIRD READING

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“BEING A BY-LAW to amend the Interim Tax Levy Bylaw 20-606 to provide for temporary relief of property tax penalty amid the Covid-19 Pandemic; as referred by the committee of the whole council;  
AND THAT it be read a third time and passed and numbered 20-612 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 by:
Defeated by:

8. Adjournment

**RESOLUTION**  
Corporation of the Township of South Algonquin

Date: March 31, 2020	Meeting: Special Council Meeting	Res. No.: 20-
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Moved by:	Seconded by:
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“BE IT RESOLVED THAT That Council for the Corporation of the Township of South Algonquin adjourns the Special meeting of March 31, 2020, at \_\_\_\_\_.”

Carried by:
Defeated by:

# **COUNCIL MEETING**

March 31, 2020

## **COMMITTEE/STAFF REPORTS:**

- 1. Administration**
- 2. Finance**
- 3. CEMC Update**

## **ADMIN REPORT March 31, 2020 from the desk of CAO/Clerk/Treasurer as of March 27, 2020**

### **1. Recreation;**

- At this time all recreation facilities have been closed, sanitized and are locked to the public,
- Staff is using the time to get things done that are difficult while in operation; floor re-finishing, painting,
- Signage has been installed at playgrounds to indicate that they are not being sanitized.

### **2. Administration;**

- Two staff members have been in self-isolation, have no symptoms and will be returning to the office Monday, March 30, 2020.
- Admin staff are taking turns being in the Municipal office to ensure that there is coverage in the event that someone has symptoms,
- We have purchased equipment and set up to have admin staff working from home, tax processing,
- Are participating all ministry information sessions, podcasts and teleconferences,
- Updating by-laws to reflect provincial legislation changes,
- CSWB coordinator role during COVID19 – update.

### **3. Fire/Protection;**

- following recommendations from the OAFCA and local guidelines for Fire Service response during the Pandemic; a memo has been posted to our website that includes some short videos regarding the use of PPE and the suggested protection measures for COVID19 for the firefighters to view to assist during this time.

### **4. Finance**

- Creation of a staff report to summarize the information pertinent to us which includes staff recommendation is included in the package,
- Payment batch 2020-00016 \$260,687.94 was processed on March 17, 2020 and will be presented to council at the May 6th meeting in the form of a Bills for Payment resolution
- To accommodate the work from home schedule we reduced our number of bill payments to once a month. The next bill payment processes are scheduled for April 15, 2020 and May 13, 2020. Staff will work with our vendors as much as possible to ensure our payment schedule will not result in late fee penalties being applied.
- A by-law to amend the Interim Tax Bylaw and to waive property tax interest will be introduced at the March 31, 2020 meeting. If passed I will work with our software provider to have our tax program respond accordingly.
- Monitoring email and telephone messages from home is proving to work better than anticipated. Staff will continue to closely monitor our municipal finance associations to obtain much needed insight into current municipal practices and policies in this rapidly changing time.
- Further to that staff will continue to track and make available Federal and Provincial links to important financial resources for everyone affected by the Covid-19 pandemic.
- A staff budget work plan has been created based on the previously presented budget. As projects and priorities evolve and change we will work to update this plan, as well as the budget, and keep all parties informed of the changes.

### **5. Planning**

- Two applications have been received; Severance and Minor Variance. Notices for the severance have been drafted and forwarded to MHBC Planning for their review. Notices for the Minor Variance will be drafted and forwarded to MHBC Planning. A Committee of Adjustment meeting will be scheduled at a later date to hear both applications.

### **6. Emergency Management**

- Staff have been participating in the PEOC meetings; Municipality and Ministries Updates scheduled for Mondays, Wednesdays and Fridays, participating in Renfrew County Health Unit Teleconferences,
- Updating emergency management procedures within the township. Following Federal and Provincial updates.

7. **Animal Control:**

- Two dog complaints received; staff has left messages for the owners.
- The kennel has reported they are still accepting dogs should the township need to take further action.

8. **Building Department:**

- Permit application submissions and inquiries have slowed down.

9. **Waste Management:**

Received some inquiries from residents about waste collection in areas that currently do not have collection. Staff have been working with these residents to come up with a solution.

10. **Operations**

- The works department is operating and staff have been directed to exercise social distancing, increased cleaning of work areas and equipment, changes to work methods are being implemented to protect staff from exposure,
- The float has been ordered and will be in the Township during the week of March 30, 2020,
- Works Department staff have forwarded a list of streets signs in need of replacing. List will be finalized and ordered,
- Landfills have been closed as a result of advice from the Health Unit that workplaces without proper cleaning facilities should be closed, following that the province included landfills in the list of "essentials" at this time our landfills are closed to the public and residents have curbside pick-up. Technically our landfill sites are not closed.



# STAFF REPORT

**Meeting Date:** March 31, 2020

**Agency:** Township of South Algonquin

**Staff Contact:** Holly Hayes, CAO Clerk/Treasurer & Jennifer Baragar, Deputy Treasurer

**Agenda Title:** Amend Interim Bylaw and Property Tax Penalty Waiver

**Agenda Action:** Bylaw

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By-law will be introduced to provide for a temporary amendment to the Interim Tax Levy Bylaw 20-606 and to provide for temporary relief of property tax penalty.

## Recommendation

1. That the interest/penalty fees be waived for the months of March and April 2020.
2. And that the necessary by-law be enacted.
3. Council review the amendment at a future date.

## Background

As a result of the widespread closure of businesses and declaration of a state of emergency by the Province of Ontario due to the COVID-19 pandemic, some Township of South Algonquin businesses are closed and some residents are being financially impacted. Interim property tax bills were issued in early March with instalment dates of March 31 and May 31, 2020. Some businesses and residents may find it difficult to pay the taxes as originally billed due to the effects of Covid-19 pandemic.

## Comments

Passing the proposed Bylaw will mean the May 31, 2020 property tax instalment date will remain in effect with interest penalty added on June 1, 2020. Council may revisit the amendment at a future date to see if further measures will be required.

Staff have been cautioned from Municipal finance associations against extending property tax relief beyond the short term. It is important that municipal cash flow remain predictable and by waiving the interest penalty this is in essence extending the property tax due dates.

The key take away from recent consultations with Municipal associations such as AMO, MFOA and OPTRA are that municipalities should not rush into implementing long term penalty waiving or deferral measures at this point.

The associations suggest that we wait on the Federal and Provincial governments to catch up to the legislation already introduced and allow for programs and policies to evolve with the circumstances. It is expected that more guidance for municipalities will be coming in the near future from the upper levels of government. In order to help alleviate some of the cash flow pressures that may arise for municipalities, the Province has announced a 90 day extension on school board levy requirements for the June and September due dates.

To date we are still receiving and processing property tax payments. A large portion of our residents choose to pay the entire Interim bill by the March 31 due date, this year is no exception as many people have and are continuing to submit payment.

### **Financial Impact**

Waive Penalty and Interest Charges Legislation requires that penalty and interest be applied in the same manner and at the same time for all properties. If penalty and interest were to be waived, it would have to be waived on all tax arrears.

There is currently \$152,000 owing from prior years. Waiving interest would provide an unintended benefit to taxpayers that were in arrears prior to the COVID-19 outbreak.

A monthly average was calculated from 2019 tax penalty fees collected and has been determined to be \$2,650/month. This translates to an estimated \$ 5,300 in lost revenues for a 2 month penalty waiver.

### **Conclusion**

There will be no doubt that the COVID-19 pandemic has and will cause financial hardship for some residents and businesses located in the township. Staff recommendations to waive March and April property tax interest fees will provide a direct assistance to our taxpayers as a short term relief measure.

## Friday March 27, 2020

### EMERGENCY MANAGEMENT UPDATE: CEMC BRIAN ACKNEY.

1. The spring freshet is underway in Ontario. CEMC Ackney has participated in conference calls with Bancroft District MNRF and has received regular correspondence from Pembroke MNRF, indicating that the spring freshet is progressing smoothly with all water systems at or below target levels. Bancroft District MNRF currently has a Water Safety Statement in effect due to increasing stream flows. The next Freshet conference call will be held on April 3<sup>rd</sup>.

2. CEMC Ackney has been monitoring the Novel Coronavirus emergency since early January, 2020. On March 7, 2020 CEMC Ackney completed a three hour training course on “Emerging Viruses-Novel Corona Virus. The World Health Organization provided the online training.

3. COVID-19 Pandemic response to date includes the following:

- Tracking the emergence of the virus. On January 30<sup>th</sup> the W.H.O. described the virus as a “Public Health Emergency of International Concern”.
- On February 3, 2020 CEMC Ackney upgraded the local emergency management program to “Enhanced Monitoring” from Routine Monitoring. Emergency Management Ontario also upgraded operations at the PEOC to Enhanced Monitoring.
- The World Health Organization declared the Novel Coronavirus a “global pandemic” on March 11, 2020.
- Premier Doug Ford declared a Provincial Emergency as of March 17, 2020. South Algonquin’s Emergency Management Program was upgraded to the “Activation Level” by CEMC Ackney and CAO/Clerk Treasurer Holly Hayes.
- CEMC has activated the emergency plan, held Municipal Control Group Meetings, assisted in the development of a Draft Pandemic Response Plan and is working on a Draft Continuity of Operations Plan.
- CEMC continues to participate in conference calls with Emergency Management Ontario, Renfrew County & District Health Unit and the Capital Sector CEMC Working Group. Covid-19 Updates from South Algonquin are submitted regularly to the Provincial Emergency Operations Centre by CEMC Ackney.
- CEMC is continuing to work cooperatively with municipal staff, Government Ministries, Stakeholders and assists in the preparation of Emergency Information and Public Education Products regarding COVID-19.
- CEMC continues surveillance activities and continues to respond as necessary during this Provincial Emergency.

## **COUNCIL MEETING**

March 31, 2020

### **CORRESPONDENCE RECEIVED FOR INFORMATION:**

- 1. Letter received from RTO 12 regarding tax relief**



3 Taylor Road, Bracebridge, ON P1L 1S6  
1-800-835-7303  
Algonquin Park, Almaguin Highlands, Loring-Restoule, Muskoka,  
Parry Sound & South Algonquin  
www.explorersedge.ca



*Tuesday March 24, 2020*

***AN URGENT PLEA TO ALL ELECTED MUNICIPAL OFFICIALS AND ADMINISTRATORS IN THE  
RTO12/EXPLORERS' EDGE GEOGRAPHICAL CATCHMENT REGARDING IMMEDIATE SUPPORTIVE  
MEASURES FOR TOURISM SMEs IN RESPONSE TO COVID-19***

**To Whom It May Concern:**

The tourism industry accounts for 13% of this region's GDP and is one of the top three industry employers here; in fact, this region relies on tourism for economic development more than any other area in Ontario.

The bulk of the industry is composed of SMEs that are now facing challenges never before seen as a result of Covid-19, and which could be potentially compounded by the prospect of spring flooding and a global recession.

Measures legislated (or slated to be legislated) by the federal and provincial governments to combat the varying effects of Covid-19 have been, though necessary, disastrous for our regional tourism industry, and we are now faced with the reality that, unless supported by all levels of government, many of our stakeholders will not be able to keep their doors open at all. This is not hyperbole or alarmism; data sets run by the Canadian Federation of Independent Businesses, the Tourism Industry Association of Ontario, and the RTO's business consultant concur.

The RTO12 Board and its staff are working tirelessly to ensure tourism SMEs in our region not only survive this unprecedented crisis, but are also able to thrive on the other side of it. To that end, on behalf of my fellow Directors, the Executive Director and tourism SMEs in our region, I am writing to inform you that the most pressing issue facing them is the need for tax relief or deferrals from municipalities, and the need for that to be enacted immediately (prior to March tax deadlines).

If this type of relief – which will allow SMEs to retain some liquidity in the time of crisis – has already been enacted by your municipality, then on behalf of RTO12 and regional tourism stakeholders, I thank you. If not, I formally request that you explain IMMEDIATELY exactly what measures you will be putting in place in your respective municipalities to assist these operators, and exactly when.

Please respond to the RTO12 Executive Director, James Murphy, regarding this plea, so that he may, in turn, relay your approaches for ensuring the sustainability of tourism operators in your respective municipalities to the operators themselves.

I cannot stress this enough; tourism operators are in crisis, and they seek and deserve an immediate response, succinctly and efficiently communicated by the municipalities where they do business.

On behalf of the regional tourism industry, I thank you for your efforts to assist us as we navigate this extremely challenging situation. (For clarification on any of the above, please also contact the RTO12 Executive Director.)

Yours truly,

A handwritten signature in black ink, appearing to read "Jeff Suddaby", written over a horizontal line.

Jeff Suddaby  
Chair of RTO12 / Explorers' Edge  
Owner, 3 Guys & A Stove, Huntsville

## **COUNCIL MEETING**

March 31, 2020

### **BY-LAWS:**

- 1. 20-610 Amend Procedural by-law 20-607 to allow electronic meeting**
- 2. 20-611 Delegation of Authority**
- 3. 20-612 Amend Interim Tax Levey By-law 20-606**

# **CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**

## **BY-LAW NO. 20-610**

**Being a by-law to amend by-law 20-607 Township of South Algonquin Council  
Procedural by-law**

**WHEREAS** pursuant to Section 238(3.1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended that every Municipality and Local Board pass a Procedure By-law for governing the calling place and proceedings of meetings;

**AND WHEREAS** the Council of the Corporation of the Township of South Algonquin deems it necessary to amend By-law No. 20-607 to reflect current practices, procedures and statutory requirements;

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

### **Section 2 General;**

**2.8** During emergencies declared locally or provincially under the Emergency Management and Civic Protection Act, Members of Council, Local Boards and Committee may participate electronically in open and closed meetings and shall be counted for the purposes of quorum.

**READ, A FIRST AND SECOND TIME this 31<sup>st</sup> day of March, 2020.**

\_\_\_\_\_  
Jane A. E. Dumas, Mayor

\_\_\_\_\_  
Holly Hayes, CAO/Clerk-Treasurer

**READ A THIRD TIME, PASSED AND ENACTED this 31<sup>st</sup> day of March, 2020.**

\_\_\_\_\_  
Jane A. E. Dumas, Mayor

\_\_\_\_\_  
Holly Hayes, CAO/Clerk-Treasurer



# **CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**

## **BY-LAW NO. 20-611**

### **Being a By-Law to delegate the Township of South Algonquin Council's Authority**

WHEREAS the Municipal Act, S.O. 2001 c. 25 as amended, Section 23.1 (1) provides that a municipality may delegate its powers and duties to a person or body subject to the restrictions set out in the act;

AND WHEREAS the Municipal Act, S.O. 2001 c. 25 as amended, Section 23.3 (1) provides for restrictions and powers which cannot be delegated;

AND WHEREAS the Council the Corporation of the Township of South Algonquin deems it desirable to delegate certain authority and powers in the event that Council or its Committees are unable to act due to the current COVID 19 outbreak;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of South Algonquin hereby enacts as follows:

1. THAT the Chief Administrative Officer/Clerk Treasurer and Mayor be delegated the authority to make decisions related to and/or during COVID-19, such as but not limited to:
  - (a) The hiring or dismissal of any employee of the municipality;
  - (b) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
  - (c) Making any expenditures or incurring any other liability which exceeds \$5,000; and
  - (d) Human Resources Policies and Procedures as they pertain to staffing.
2. THAT the Chief Administrative Officer/Clerk Treasurer and Mayor be given delegated authority to modify operations as required to protect staff and the community as additional information is received pertaining to COVID19.
3. THAT the Chief Administrative Officer/Clerk Treasurer and Mayor be given delegated authority to approve consultant appointments and contract awards that would normally require committee and/or Council approval and are Council approved budgetary expenditures.
4. THAT the Chief Administrative Officer/Clerk Treasurer will report to Council at the next meeting any actions taken under the provisions of this By-law.
5. THAT this By-law will be limited to the time that Council is unable to hold its regular or special meetings of Council or its Committees as a result of the COVID 19 outbreak.

That this By-law shall come into force and take effect March 31, 2020, and will be terminated by council when they are comfortable that it is no longer needed due to the threat of COVID19.

**CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN  
BY-LAW NO: 20-612**

**Being a By-Law to provide for a Temporary Amendment to the Interim Tax Levy Bylaw 20-606 and to provide for Temporary Relief of Property Tax Penalty amid the Covid-19 Pandemic**

**WHEREAS** Section 317(1) of the Municipal Act, 2001, provides that the Council of a local Municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** Section 317(9) of the Municipal Act, 2001, provides that if the Council of a municipality is of the opinion that the taxes levied under subsection (1) on a property are too high or too low in relation to its estimate of the total taxes that will be levied on the property, the Council may adjust the taxes on the property to the extent it considers appropriate.

**NOW THEREFORE BE IT RESOLVED THAT** the Council for the Corporation of the Township of South Algonquin enacts as follows:

1. **THAT** the Interim Tax Levy Bylaw 20-606 passed on February 5, 2020 be amended to include the temporary waiver of interest/penalty fee on all taxes to help mitigate the Covid-19 financial effects on constituents.
2. **THAT** on all taxes of the interim levy instalment March 31, 2020 and prior years, which are in default on the first day after the scheduled due date, a 1.25% penalty shall be waived until May 31, 2020.
3. **THAT** all current tax collection policy and procedure related to penalty and interest charges shall be suspended until May 31, 2020.
4. **THAT** this Bylaw shall come into force and take effect immediately upon the passing thereof.

**READ** a first and second time on this 31<sup>st</sup> day of March 2020.

\_\_\_\_\_  
**Mayor – Jane A. E. Dumas**

\_\_\_\_\_  
**CAO/Clerk Treasurer-Holly Hayes**

**READ** a third time and finally passed on this 31<sup>st</sup> day of March 2020.

\_\_\_\_\_  
**Mayor – Jane A. E. Dumas**

\_\_\_\_\_  
**CAO/Clerk Treasurer-Holly Hayes**