

The Corporation of the Township of South Algonquin

Council Meeting November 1, 2018

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Dave Harper

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Richard Shalla

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CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN
AGENDA
COUNCIL MEETING

Thursday, November 1, 2018 7:00 p.m.
Municipal Office 7 Third Avenue Whitney, Ontario

1. Open Meeting/Call to order – 7:00 p.m.
2. Additions / Amendments to the Agenda
3. Adoption of the Agenda
4. Disclosure of Pecuniary Interest
5. Petitions, Delegations and/or Presentations
 - Northern Rural Net-Tower
6. Minutes of Previous Meetings (s)
 - Adopt the Minutes of the Regular Council Meeting of October 4, 2018
7. Business Arising from the Minutes
8. Unfinished Business
9. Committee, Staff and/or Councillor Reports
10. Correspondence – Action Items
11. Correspondence – Information Items
12. New Business
13. Motions of Council
14. Notice of Motions
15. By-Laws
 - Shoreline Road Allowance
 - Expression of Sympathy Policy
 - Fit for Duty Policy
 - Smoke-Free Workplace Policy
16. Resolution to Move into a “Closed Session”
17. Payment of Accounts
18. Adjournment – 11:00 p.m.

October, 2018

COUNCIL MEETING – MINUTES

On Thursday, October 4, 2018 the Council for the Corporation of the Township of South Algonquin held a Regular Council Meeting.

Present- Mayor Dumas
Councillor John Brown
Councillor Sandra Collins
Councillor Dave Harper
Councillor Bill Rodnick
Councillor Richard Shalla

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

Regrets- Councillor Joe Florent

1. OPEN MEETING/CALL MEETING TO ORDER:

Mayor Dumas called the meeting to order at 7:07 p.m.

2. ADDITIONS/AMENDMENTS TO THE AGENDA: None

3. ADOPTION OF THE AGENDA

Moved by: B. Rodnick

Seconded by: R. Shalla

Res. # 18-200

“That Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the regular Council meeting of October 4, 2018.”

-Carried-

4. DISCLOSURE OF PECUNIARY INTEREST: None

5. PETITIONS, DELEGATIONS and/or PRESENTATIONS: None

6. MINUTES OF PREVIOUS MEETING

Moved by: D. Harper

Seconded by: S. Collins

Res. # 18-201

“**BE IT RESOLVED THAT** the Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council meeting of September 6, 2018 as circulated.”

-Carried-

Moved by: S. Collins

Seconded by: J. Dumas

Res. # 18-202

“**BE IT RESOLVED THAT** the Council for the Corporation of the Township of South Algonquin adopts the minutes of the Emergency Management Committee meeting of September 11, 2018 as circulated.”

-Carried-

7. BUSINESS ARISING FROM THE MINUTES:

-The proof for the sign directing people to Tom & Mick Murray Park has been sent to MTO for approval.

-The brackets on the mirror on the men’s washroom at the Madawaska Complex have been removed to make it safer. The mirror is not needed and will be removed.

-Mayor Dumas commended CEMC Brian Ackney for the effort put into the Table Top Exercise. All outside agencies commented how impressed they were with the exercise.

8. UNFINISHED BUSINESS:

-The CAO/Clerk-Treasurer and both fire chiefs will meet with the lowest bidder of the SCBA request for quote on Tuesday; samples will be provided.

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

Administration

A written report was provided in the council package by CAO/Clerk-Treasurer H. Hayes.

Verbally Reported:

- Sod turning for the Community Hub in Whitney will be on October 9th at 3:00 p.m.
- Council needs to make a decision by the end of December to opt in or opt out of additional policing for the sale of marijuana in the municipality.

Public Works/Operations

A written report was provided in the council package by Works Superintendent D. Gatley.

Verbally reported:

- The floating dock at the Whitney beach is showing its age and should be budgeted for replacement next year.
- A stop work order was issued for work being done on Paplinskie Road. A suggestion to invite the resident involved to a Roads meeting was discussed. Council decided the meeting was unnecessary and directed staff to continue on with the process in the manner that was in progress.
- Councillor Shalla reported that residents in the South McKenzie Lake area have requested 'S' signs.

10. CORRESPONDENCE-Action Items

- Condolence Policy for Review, *Councillors to forward any requested changes*
- Maple Leaf Snow Skimmers, RE: Memorandum of Understanding and Invitation, *resolution*

11. CORRESPONDENCE -Information Items

12. NEW BUSINESS: None

13. MOTIONS OF COUNCIL:

Moved by: J. Brown

Seconded by: D. Harper

Res. # 18-203

“That Council for the Corporation of the Township of South Algonquin directs the CAO/Clerk Treasurer to sign the MOU with the Maple Leaf Snow skimmers for use of Township property.”

-Carried-

Moved by: R. Shalla

Seconded by: B. Rodnick

Res. # 18-204

“**Whereas** the LCBO in Whitney is planning on not opening 2 days per week and **Whereas** the said LCBO store provides products to the Twp. of South Algonquin residents and Algonquin Provincial Park visitors which is an all season park providing recreational opportunities to residents of Ontario and **Whereas** the Township of South Algonquin needs all the visitors it can get and by not allowing the store to open will deflect business from the township, also force park visitors to drive much further than necessary and

Whereas it will also reduce employment hours for present staff

Therefore council agrees to have staff prepare a letter for Mayor Dumas requesting the LCBO reconsider their decision and continue to offer the service the area has become accustomed to.”

-Carried-

14. NOTICE OF MOTIONS: None

15. BY-LAWS:

FIRST AND SECOND READING

Moved by: S. Collins

Seconded by: D. Harper

Res. # 18-205

“**BEING A BY-LAW** to adopt an Emergency Management Program for the Township of South Algonquin pursuant to Section 2.1 (1) of the Emergency Management and Civil protection Act. R.S.O., 1990 Chapter E9 as amended

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: J. Brown

Seconded by: B. Rodnick

Res. # 18-206

“**BEING A BY-LAW** to adopt an Emergency Management Program for the Township of South Algonquin pursuant to Section 2.1 (1) of the Emergency Management and Civil protection Act. R.S.O., 1990 Chapter E9 as amended

AND THAT the By-Law be passed and numbered **18-578** and 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: S. Collins

Seconded by: J. Brown

Res. # 18-207

“**BEING A BY-LAW** to adopt an Emergency Management Plan for the Township of South Algonquin pursuant to Section 2.1 (2) (a) and 3 (1) of the Emergency Management and Civil protection Act. R.S.O., 1990 Chapter E9 as amended

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: D. Harper

Res. # 18-208

“**BEING A BY-LAW** to adopt an Emergency Management Plan for the Township of South Algonquin pursuant to Section 2.1 (2) (a) and 3 (1) of the Emergency Management and Civil protection Act. R.S.O., 1990 Chapter E9 as amended

AND THAT the By-Law be passed and numbered **18-579** and 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. Brown

Seconded by: S. Collins

Res. # 18-209

“**BEING A BY-LAW** to adopt a Code of Conduct for the Township of South Algonquin Council pursuant to Section 11 of the Municipal Act 2001,

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: D. Harper

Res. # 18-210

“**BEING A BY-LAW** to adopt a Code of Conduct for the Township of South Algonquin Council pursuant to Section 11 of the Municipal Act 2001,

AND THAT the By-Law be passed and numbered **18-580** and signed by the Mayor and CAO/Clerk Treasurer-sealed with the seal of the Corporation, and be entered in the By-Law Book.”

-Carried-

16. CLOSED SESSION: None

17. PAYMENT OF ACCOUNTS:

Moved by: B. Rodnick

Seconded by: D. Harper

Res. # 18-211

“**BE IT RESOLVED THAT** Council for the Corporation of the Township of South Algonquin authorizes the payment of all bills as recorded for the meeting of October 4, 2018: Batch 2018-00052 \$101,102.15, Batch 2018-00054 for \$805,245.60, and Batch 2018-00056 for \$12,164.28”

-Carried-

18. ADJOURNMENT:

Moved by: B. Rodnick

Seconded by: R. Shalla

Res. # 18-212

“**BE IT RESOLVED THAT** That Council for the Corporation of the Township of South Algonquin adjourns the regular meeting of October 4, 2018, at 8:27 p.m.”

-Carried-

The next council meeting is scheduled for Thursday, November 1, 2018 at 7:00 p.m.

Mayor Jane A. E. Dumas

CAO/Clerk-Treasurer Holly Hayes

Deputy Clerk Carla Gatley
Recording Secretary

COUNCIL MEETING

November 1, 2018

COMMITTEE/STAFF REPORTS:

- 1) Public Library Report
- 2) Madawaska Fire Department Report
- 3) Administration Report
- 4) Public Works/Operations Report

Township of South Algonquin Public Library
October 2018 Report
Prepared by: Charlene Alexander

Last Library board meeting September 10th 2018, next meeting October 29th 2018 @ Whitney Branch.

Correspondence presented to Board: none

Grants/Funding: Improving Library Digital Services – It was announced at the Ontario Library Service conference that this grant was cancelled by Doug Ford government. The only funding to libraries forecasted for 2019 is the base, annual provincial funding.

Programming:

1. Digitizing photo project continues.
2. Book Talk Series: Adam Shoalts, author of *Alone Against the North*, still trying to reschedule.
3. The Learning Centre, out of Eganville, would like to continue partnering with us and provide more free training courses in Whitney and they are hoping in Madawaska as well, depending on interest.
4. Opeongo Reader's Theatre – next performance planning for beginning of November.

It's called "Remember Me" and it will be about 90-minutes long, composed of non-fiction prose from some local boys fighting in WWII. Based on a recently discovered cache of 300 letters and postcards written to Tommy Skuce in Barry's Bay from local lads in Europe between 1939-1945. The letters are from soldiers with the following family names: Biernaskie, Kutchcoski, Skebo, Burchat, Eady, Murray, Etmanski, Voldock, Clouthier, Cameron, Coulas, Luckovich, Thrasher, Getz, Sloan, Prince, Bowes, Lahaie, Ritza, Burchat, Popkie, Hoare, Dupuis, Young, Shellhorn, Ruddy, Bresnahan, Peplinski, Noonan, Foy, Stack, Shalla, Hudson, Cowan, Hamilton, Dennison to name but a few of those from Whitney to Killaloe, Maynooth to Palmer Rapids who went to war and who deserve not to be forgotten. Those of you who know your Whitney/Madawaska family history should recognize more than a few local names.

Outstanding Issues: A panic button is needed in Madawaska. Door chimes have stopped working, investigate. I mentioned this to Adam and he is going to take a look at it.

Operations/Staffing:

1. Both branches have switched completely to computerized circulation using Resource Mate.
2. Both branches have completely changed book processing. We no longer require book cards & pockets. Barcodes & spine labels only. This has speeded up processing new materials massively.
3. Security system in Whitney has been updated and there is also a panic button on a lanyard.
4. I have begun work on the accreditation process, Tech plan and strategic planning.
5. Completed weeding and re-organizing the adult non-fiction collection. I have begun weeding and reorganizing the children's non-fiction collection.
6. Completely and submitted Public Library Operating, Pay Equity and First Nations Salary Supplement Grants 2018-19 (PLOG), which is a government requirement to receive the pay equity funding.

Other Correspondence: none

Other Business: none

MONTHLY FIRE REPORT TO COUNCIL

MADAWASKA FIRE DEPARTMENT

Reporting Date: October 25, 2018 2018

Training / Courses

- 9th – Monthly Practice

Calls / Responses

- Nothing to report

Complaints / Concerns

- Nothing to report

Upcoming Events

- 27th – Pembroke Fire Department are moving into their new fire station, Fire Chiefs are invited for 10 am that morning. They are giving a brief speech followed by a station tour. There is a open house for the public from 1-4 pm.

Correspondence / Other

- Nothing to report

1. **Recreation;**

-Both Committees are working on Christmas Activities and final purchases based on 2018 budget.

2. **Administration;**

-Chris Fullerton will be holding a meeting November 29 he is reaching out to those involved with former meetings, if council would like to provide contacts for those they would like Chris' students to contact, please let me know,

-Information has been included in the action package including a request for the placement of a cellular tower on Municipal property. Delegation will be provided at the meeting.

-included in the package are two by-laws pertaining to HR policy for cannabis,

-Works department staff have requested that council consider amending Schedule B of the Per Diem by-law to allow part time employees bereavement leave; Recent changes to employment legislation (which is going to change again) entitle all staff to two emergency days/year that can be used for anything that the employee deems an emergency.

The policy currently reads as follows;

e) **Bereavement / Compassionate Leave:**

Permanent full-time employees who would otherwise have been at work shall be allowed up to three (3) days leave with pay in the event of the death of his or her spouse, mother, father, mother-in-law, father-in-law, son, daughter, step-son, step-daughter, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, grandchild, ward, guardian, step-mother, step-father, step-grandparent, step-grandchild or same sex spouse.

Permanent full-time employees who would otherwise have been at work shall be allowed one (1) day leave with pay in the event of the death and to attend the funeral of his or her aunt, uncle, niece or nephew or to be a pallbearer.

3. **Finance;**

-On October 3, 2018 the Township conducted a property tax sale at 62 Dawson Road in Madawaska. The sale of land by public tender was successful with the highest tender amount being accepted,

-On October 26, 2018 Pahapill and Associates accounting firm will be conducting the interim audit which will involve an examination of township financial records.

-The Federal Government Budget 2017 eliminated tax exemption for elected officials; an honorarium increase of \$80/month per councillor and \$105 for the Mayor (total increased cost \$7,087/year) is our best estimate of the amount that would be required to offset this potential impact to councillors income tax. The personal income tax rate ranges from 0.0% to 53.5%. (0.0% on \$0 to 53.5% on \$220,000) A mid-rate of 26.7% been used as each individuals income will be outside of their honorarium.

councillor $\$3634 \times 26.7\% = \$970.27 / (\times 6) \$5820.60$

Mayor- $\$4741.67 \times 26.7\% = \1266.03

Total cost to the Municipality would be \$7086.63/ yr.

4. **Fire/Protection;**

-SCBA have been purchased will be delivered in November and training will be provided.

-Madawaska Fire department have provided specifications for the purchase of the truck; the budget for this item is \$50,000. The requested specification has been attached to this report for council discussion.

5. Road Signage;

-Tom & Mick Murray Park swimming/picnic area; sign would not qualify for a regulation sign, therefore the MTO will not permit it. However, the municipality may apply to have a billboard sign permit on Highway 523 to direct the public to Tom & Mick Murray Park. The current fee for a billboard sign permit is currently \$170.00. The permit would also be subject to an annual fee of \$150.00. All costs for the manufacturing, installation and maintenance would be the responsibility of the municipality.

-Lentz Lane sign - Hwy 523; the municipality may apply for a Guide Sign - Private Roadway permit. The current fee for a private roadway sign is \$85.00. This permit would also be subject to an annual fee of \$55.00. The ministry manufactures, installs and maintains these types of signs.

-Staff advised MTO of the verbal complaint received regarding the location of the Moose sign on Highway 60, just east of Highway 127. It has been relocated further back from the edge of pavement to increase the sight distance.

South Algonquin Township Madawaska Fire Department

Request to purchase: REPLACEMENT VEHICLE

This report is a user specification as drawn up after consultation with the majority of serving fire fighters of the Madawaska Fire Department for Council to consider when purchasing a general purpose fire support truck to replace the current Chevrolet ½ ton.

The primary role of the vehicle is the safe legal transportation of fire fighters to & from the fire ground. This also includes transportation of additional equipment required by fire fighters at the fire ground that we are currently unable to accommodate on other vehicles attending the scene.

The secondary role provides members of the FD transportation to meetings be they, council or Renfrew Area Mutual Aid training seminars for example and thus taking the onus off of members of the FD to use their own vehicles. This will generate savings due to the non payment of mileage expenses. It will also be used on a regular basis to transport SCBA tanks to Whitney fire hall to be refilled with compressed air.

As highlighted above you will note that the vehicle is not required to actively fight fires therefore it is my honestly held view that the vehicle does need to be fully code compliant with regards to National Fire Protection Association (NFPA) code 1901 or 1906. NFPA Code 1901 'Standard for Automotive Fire Apparatus' has sections dealing with the general build quality of the vehicle (Chapter 12 Chassis and Vehicle Components, Chapter 13 Low Voltage Electrical Systems and Warning Devices & Chapter 14 Driving and Crew Areas) by purchasing a standard commercially manufactured vehicle all of these sections will be compliant. The savings achieved by not having to purchase a code compliant specialised vehicle I anticipate will be advantageous to the project and should allow the purchase of a lightly used vehicle which can then receive a moderate but simple amount of remodelling to achieve 'Fit for Purpose' as detailed below in this report.

The multiple uses of the vehicle will ensure that it is used on a regular basis and does not remain at the fire hall stagnating. This is also relevant should a gasoline powered vehicle be purchased as the current ethanol based regular gas has a standard shelf life of only 12 weeks in peak condition. As ethanol based gasoline is hydroscopic it absorbs moisture from the air and turns the gasoline 'gummy' causing long term maintenance issues for the engine.

The current vehicle as previously stated is a half ton standard road vehicle and has served our needs for many years, the envisioned replacement builds on the current model.

USER REQUIREMENTS FOR BASE VEHICLE

¾ ton chassis

4X4 Transmission

Diesel Engine

4 full doors

5/6 seats

Running boards

120v Receptacle

8' Rear Box

Modifications and additions - Fit for Purpose

Raised Cap for rear compartment

Running Boards (if not already fitted)

Rear Slide Tray

Rear Slide Drawers

Brush Bars (front)

Front mounted winch

Trailer Tow Package

Light Bars (Front / Rear)

Rear Compartment interior lighting

Side & Rear mounted flood lights

Remote front mounted flood light

Fire Radio

Dual tone Sirens

PA System

12v battery maintainer

HazMat signage for Gasoline & Compressed Air (if required)

Obviously, it is understood that there will be budget restraints on the project and members of the FD do not wish to waste tax payers' money and for that reason have not been extravagant with their 'wish list' but offer them up in a genuine effort to achieve a value for money replacement vehicle.

Respectfully submitted for consideration.

Ian Collins

October 2018

Captain & Trainer

Madawaska Fire department

APPENDIX A – list of equipment previously carried on the Chevrolet ½ ton

South Algonquin Township Madawaska Fire Department

Appendix A - list of equipment & weight previously carried on the Chevrolet 1/2 ton

item	Weight LB's	Sub total
Raised Cap	200+	200
2x Wooden back boards	36	236
2x double flood lights on tripods	26	262
Wajax pump	60	322
Wajax suction hose	22	344
Wajax tool kit	28	372
4x wajax hose back packs	164	536
Wajax 20L fuel tank	32	568
6x Brush Fire back packs	316	884
Chainsaw	21	905
Chainsaw 10L fuel & bar oil tank	16	921
Chainsaw safety kit	7	928
Chainsaw tool kit	8	936
10lb ABC Fire Extinguisher	18	954
4x Flagging Poles	14	968
Flagging Hi-Vis Kit	10	978
2x Warning triangles & Flares	30	1008
First Aid Kit	17	1025
Portable Winch	16	1041
Wood for Cribbing	xxx	
Bolt Croppers	6	1047
Manual Jaws	21	1068
Tool Box	37	1105
3x Shovels	11	1116
Generator	180	1296
Gas for generator	32	1328
2x ground Flood Lights	10	1338
2x Extension Cords	7	1345
6x Pylons	xxx	
Jump Leads	10	1355
Rope (heavy Duty)	26	1381
2x Blankets	xxx	
4x Fire Fighters + Turnout Gear	@ 220pp = 880	2261
	CARRYING CAPACITY OF 1500 VEHICLE = 1980LBs	
Slide Out Tray (new vehicle)	200+	2461
Vehicle lights / Sirens	?	
Vehicle winch	?	
Tow package	?	
	CARRYING CAPACITY OF 2500 VEHICLE 3990LBs	

A 2500 vehicle will enable all of the current equipment listed to be carried simultaneously and have spare capacity for a 5th firefighter.

Public Works Department Operations Update

From: Dave Gatley, Public Works Superintendent

To: Mayor Dumas & Councillors

Date: October 25, 2018

Information:

The Township has received correspondence from McIntosh Perry proposing the full closure of Hwy 523 for two or three weeks in 2020 to replace the Bark Lake culvert. This closure would cause a significant disruption to Municipal and Emergency services as well major inconvenience to residents and businesses in the area. A copy of the correspondence has been included in the Council package.

Winter Service:

All plowing equipment is being readied for the beginning of the winter season November 1st.

Health & Safety:

Staff elected Tom Florent on October 22nd as their new Health and Safety Representative.

Transportation Services:

Drainage Improvements and Maintenance – Some culvert and ditching work was completed on Madawaska Street and topsoil and seed was placed in the ditch at #74 Maple Drive to eliminate some unsightly ponding water. Additional work will continue when possible.

Paplinski Road – The unauthorized entrance constructed in the snowplow turnaround was removed on October 24th. The Township issued a Stop Work Order stating that it would seek costs for this work. The cost to restore the area to its original condition is approximately \$4,000.00. The condition of two potentially damaged property bars is unknown at this time.

Church Hill Street – A geotechnical investigation to determine the feasibility of a minor eastward realignment to move the road away from #29386 Hwy 60 revealed a deep sandy glacial till overburden. Staff were able to realign the road about 2 metres away from the building with minimal effort and make some drainage improvements in the area.

Recreation & Cultural Services:

JR Booth Park – Pruning and tree removal work to accommodate the new playground area has been completed. Earthwork for the playground and the volleyball court will be completed as weather permits.

Capital Projects:

Aylen Lake Road – The project was substantially complete on October 18th. Installation of one short section of guide rail remains and is anticipated to be completed on October 26th.

Spectacle Lake Road - The project was completed on October 12th.

Centennial Park Expansion – The contractor has struggled with wet site conditions but considers the project complete. The Township will review the project for acceptance.

COUNCIL MEETING

November 1, 2018

ACTION:

- 1) Elissa Hirschberger, RE: Application for Whitney Recreation
- 2) McIntosh Perry, RE: Bark Lake Culvert
- 3) Royal Canadian Legion, RE: Military Service Recognition Book
- 4) Secret Sisters, RE: Use of Hall
- 5) Northern Rural Net, RE: Tower on Municipal Property



APPLICATION TO VOLUNTEER and/or BECOME a COMMITTEE MEMBER

We appreciate your interest in volunteering with the Township of South Algonquin. Please identify below what municipal program or committee you are applying to volunteer for. Your application will be approved by Council and forwarded to the committee. The completed application can be forwarded to the township office or email to info@southalgonquin.ca

Applicant Name: Elissa Hirschberger

Mailing Address: [Redacted]
Whitney ON [Redacted]

Telephone: N/A (home) [Redacted] (other)

Email if applicable: [Redacted]

VOLUNTEER SPECIFICS: Please check the municipal program you are interested in volunteering for:

SOUTH ALGONQUIN RECREATION COMMITTEES or LIBRARY:

Volunteer

Recreation Committee/Board Member

Please specify due to location which committee you are applying to:

M&L Recreation Committee Whitney Recreation Committee Library

A police check is mandatory to apply to volunteer for all committees. An application form is ***included in your volunteer package***. You are responsible to return it to the Township before this application will be submitted for approval.

OFFICE ONLY: Application received yes no Approved to volunteer yes no

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge.

Applicants Name: Elissa Hirschberger

Applicants Signature: [Signature] Date: Oct 9/18

Note: All persons under the age of 16 requires the consent of their parent/guardian

Parent/ Guardian Name: _____ Telephone#: _____

Parent/Guardian Signature: _____ Date: _____

October 18, 2018



Holly Hayes
CAO/Administrator Clerk
Township of South Algonquin
7 Third Avenue, PO Box 217
Whitney, ON K0J 2M0

Dear Ms. Hayes:

**Re: Replacement of Bark Lake Culvert
Class Environmental Assessment
Ontario Ministry of Transportation, G.W.P. 5274-14-00**

The Ministry of Transportation of Ontario (MTO) has retained the services of McIntosh Perry Consulting Engineers (McIntosh Perry) to carry out the detail design and environmental assessment (EA) for the replacement of Bark Lake Culvert located on Highway 523. The existing structure has experienced deterioration and requires replacement to maintain safe and long term access along Highway 523. A study area key map showing the location is attached.

The detail design is following an approved planning process under the Class Environmental Assessment for Provincial Transportation Facilities (2000) for a Group "C" project. McIntosh Perry are conducting a review to document existing conditions and sensitivities of the study area to develop environmental protection strategies, design elements, mitigation measures and construction/maintenance constraints as required for Group "C" projects.

One of the options that the MTO is currently considering is full closure of Highway 523 during construction and detouring traffic to the adjacent road network. The construction period for the full road closure design option is expected to last approximately two to three weeks. Advance notice of the temporary highway closure would be advertised a minimum of two weeks prior to the construction start date. Signage would be placed at key locations advising the travellers of the closure. The construction schedule for this project is anticipated for summer 2020 subject to funding and approvals.

We would appreciate receiving any comments or questions you may have regarding the project by *November 19, 2018*. All information / comments received will be maintained on file for use during the study and may be included in study documentation.

Your comments or questions can be directed to the following team member:

Ms. Jenn Meleschuk
Project Manager
McIntosh Perry Consulting Engineers
1-1329 Gardiners Road
Kingston, ON, K7P 0L8

Telephone: (613) 542-3788, ext. 3109
E-mail: j.meleschuk@mcintoshperry.com

Thank you for your anticipated assistance and cooperation.

Sincerely,

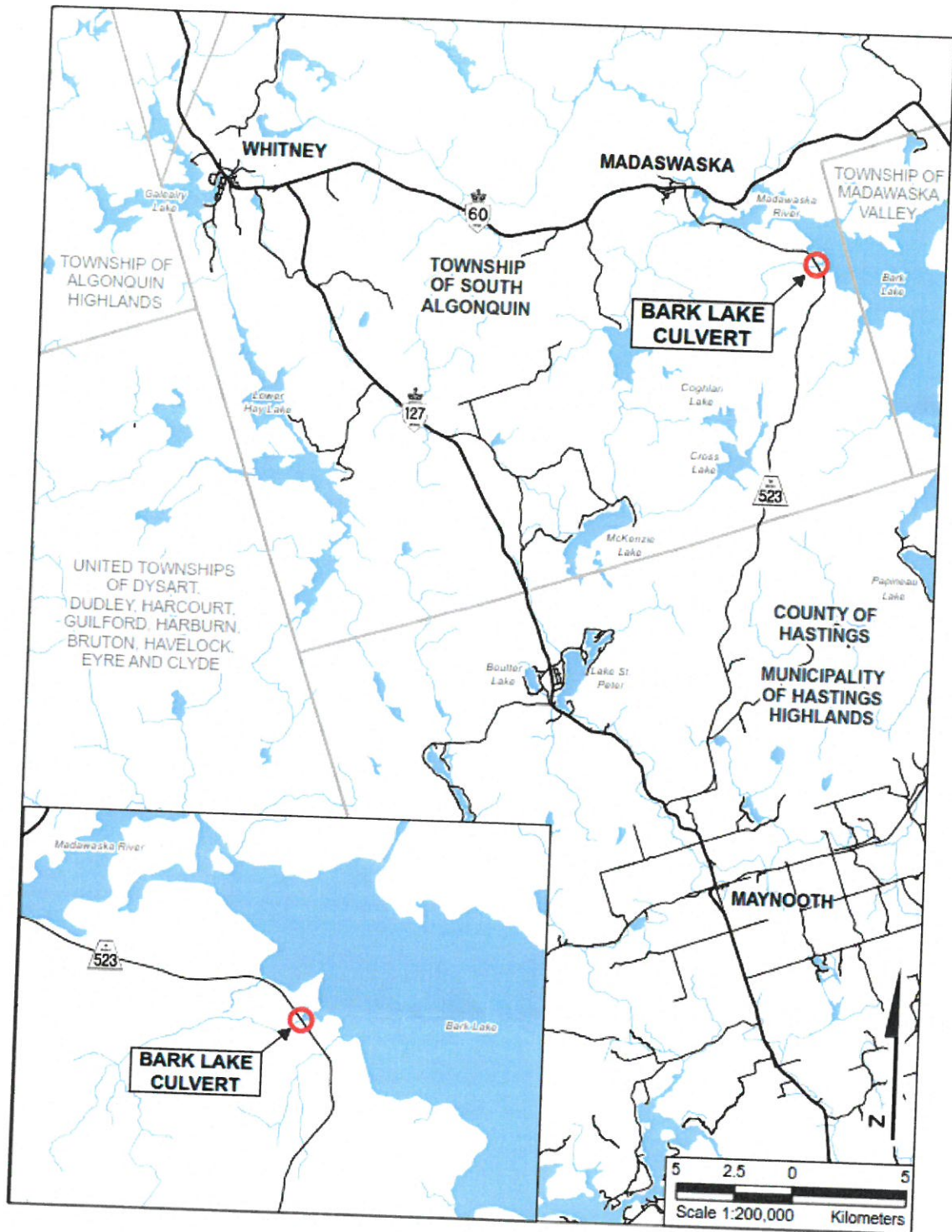
McIntosh Perry Consulting Engineers,



Jenn Meleschuk
McIntosh Perry Project Manager

Enclosure: Study Area Key Map

cc: Andrée Beaupré, MTO Project Manager
 Terri Rogers, MTO Environmental Planner
 Jennifer Cavanagh, McIntosh Perry Environmental Planner



Study Area Key Map

From: Janet Murphy
To: deputy-clerk@southalgonquin.ca
Subject: Attn: Township of South Algonquin-The Royal Canadian Legion Ontario Command- 6th Annual Military Service Recognition Book
Date: October 24, 2018 10:23:37 AM
Attachments: [image\[1\].png](#)
[Rates.pdf](#)
[advertisers check list.pdf](#)
[SubmissionFormONCL.pdf](#)

Hello Carla & The Township of South Algonquin,

First and foremost, I'd like to thank the community for the generous support you show, each year, for our local Veterans and Troops, we certainly do appreciate all your great help. I also want to thank you for taking a moment for me today, and for your interest in our 6th **Military Service Recognition Book** for The Royal Canadian Legion Ontario Command.

This unique publication is exclusively for the Province of Ontario, and will continue to recognize past and present day Veterans in print form with full biographies and photographs. To do this, submissions will be collected at local legion branches and with the help of our Veterans, their families and friends, this special publication will be released by **Remembrance Day 2019** .

Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

This Milestone project will be available for all to see, especially our future generations, to help them never forget the Sacrifices made by our Veterans for the freedoms we enjoy today. Copies will be available both at the local branch level and online at the command's website. <http://www.on.legion.ca/remembrance/military-service-recognition-book>

I have attached a letter and rate sheet from The Royal Canadian Legion Ontario Command for you to review.

Here's a copy of the beautiful support ad you used in our last edition, for your review. Please let me know if any changes need to be made.



Your support at any level would be greatly appreciated. If you have any questions or concerns, please do not hesitate to contact me by reply e-mail or at the number below. I will be in touch in after your meeting on November 1st.

Sincerely,

Janet Murphy

**The Royal Canadian Legion Ontario Command
Campaign Office**

☎ 1-855-241-6967

✉ oncl@fenety.com



www.on.legion.ca



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be printing **15,000 copies** of our 6th annual **“Military Service Recognition Book”**, scheduled for release by September 2019. This unique remembrance publication recognizes and honours our Province's Veterans, and helps us fulfill the Legion's role as the "Keepers of Remembrance". Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada’s largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion’s continued success.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our "Military Service Recognition Book."

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

Thank you for your consideration and/or support.

Sincerely,

**Sharon McKeown
President**



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>HST</u>	<u>Total</u>
Full Colour Outside Back Cover (SOLD)	\$2,132.74	+ \$277.26	= \$2,410.00
Inside Front/Back Cover (SOLD)	\$1,853.98	+ \$241.02	= \$2,095.00
2 Page Spread (Full Colour)	\$2,964.60	+ \$385.40	= \$3,350.00
Full Page (Full Colour)	\$1,482.30	+ \$192.70	= \$1,675.00
Full Page 7" X 9.735"	\$1,110.62	+ \$144.38	= \$1,255.00
½ Page (Full Colour)	\$831.86	+ \$108.14	= \$940.00
½ Page 7" X 4.735"	\$646.02	+ \$83.98	= \$730.00
¼ Page (Full Colour)	\$504.42	+ \$65.58	= \$570.00
¼ Page 3.375" X 4.735"	\$415.93	+ \$54.07	= \$470.00
1/10 Page (Full Colour)	\$300.88	+ \$39.12	= \$340.00
1/10 Page (Business Card) 3.375" X 1.735"	\$256.64	+ \$33.36	= \$290.00

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:

The Royal Canadian Legion
Ontario Command
(RCL ON)
(Campaign Office)
P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6



Oct. 12 2018

Dear Mayor Dumas & Council

Secret Sisters is approaching quickly once again. Our South Algonquin group would like your consideration for a reduced rate for the use of the M&L HALL. Our Christmas get together is Dec 1 2018. We would like to thank you in advance for your consideration.

Group Organizers of S.S.
Rosemary Shalla
Brendia Dumas

Town Council
Haycreek Road
Whitney, ON
K0J2M0



To South Algonquin Municipal Council Members:

Thank you for taking the time to read this letter. We understand that the technology needs in your surrounding community have been a high priority problem in the area. Northern Rural Net is pleased to propose a cost effective solution that will minimize the burden.

At Northern Rural Net we specialize in bringing internet and phone services with superior speeds, to residential and business customers. We are proud to offer guaranteed quality and the highest level of efficiency.

Below is a breakdown of our proposal. We look forward to discussing the project with you in more detail at the next town council meeting.

We are seeking permission, to utilize the municipal land located at the South Algonquin Public Library to house a wireless tower. We require a 4'x4' piece of land. The tower is self supporting, meaning it does not require any guide wires and would be built at no cost to the municipality.

The tower we would like to house at this location will give us the ability to service greater parts of Madawaska, and allow a better service to the library. We are offering this as a complimentary service. We are striving to offer better services to local residents, at a fraction of the cost of other providers.

We will not require the town to offer any winter maintenance to the tower; if needed it will all be handled by our company.

I have attached a copy of our lease agreement for your consideration. We normally require a minimum 5 year lease, but we are most willing to leave that open for discussion.

Sincerely,

Jason Peplinski
Principal
Northern Rural Net Inc.
(613) 756-5370 Office
info@northernrural.net

SECTIONAL PROPERTY LEASE AGREEMENT

BETWEEN

NORTHERN RURAL NET INC., A CANADIAN CORPORATION WHICH OPERATES CARRIER WHOLESALE AND RETAIL COMMUNICATIONS FOR WIRED AND WIRELESS COMMUNICATION SERVICES INCLUDING INTERNET, DIAL-TONE AND CATV, REGISTERED UNDER THE LAWS OF CANADA WHERE ITS HEAD OFFICE IS LOCATED AT 124 HASTINGS STREET NORTH UNIT #4 (hereinafter referred to as LESSEE)

- AND -

_____, AN INDIVIDUAL WHO IS A CITIZEN AND RESIDENT OF THE COUNTRY CANADA, WITH THEIR RESIDENCE AND PROPERTY LOCATED AT _____ (hereinafter referred to as LESSOR).

WHEREAS THE LESSEE INTENDS TO LEASE A SECTION OF LAND AT THE PROPERTY BEARING THE ADDRESS _____ FROM THE LESSOR.

THE LOCATION ON THE PROPERTY WHICH THE LESSEE INTENDS TO LEASE BEARS CENTRED GPS CO-ORDINATES OF _____.

GENERAL PROVISIONS

1. WHEREAS THE LESSEE INTENDS TO CONSTRUCT A COMMUNICATIONS TOWER REACHING A HEIGHT OF 88 FT.
2. WHEREAS AT THE LESSORS REQUESTS, THE LESSEE WILL INSTALL A TOWER LIGHT FOR THE PURPOSE OF GUIDANCE FOR THE LOCALIZED AIRPORT ON SITE OWNED BY LESSOR, AND LESSEE AGREES.
3. WHEREAS THE LESEE AGREES TO INSTALL AND MAINTAIN A HYDRO METER DEDICATED TO THE TOWER.
4. WHEREAS THE LESEE AGREES TO MAINTAIN ALL WINTER MAINTENANCE PERTAINING TO THE TOWER.

PAYMENT & REMUNERATION

IN ADDITIONAL CONSIDERATION OF THE SPACE BEING LEASED HEREIN, LESSEE AGREES TO OFFER THE LESSOR AN INTERNET SERVICE AT LESSORS HOME IF LESSOR DESIRES, LESSOR MUST MAKE THIS REQUEST TO LESSEE BEFORE INTERNET SERVICE WILL BE INSTALLED AT NO CHARGE PROVIDED LESSEE HAS FACILITIES AT HOME OR BUSINESS OF LESSOR TO PROVIDE SAID INTERNET SERVICE , AND LESSEE AGREES.

INSURANCE

LESSEE AGREES IT WILL MAINTAIN ITS OWN LIABILITY INSURANCE AT NO LESS THAN 2 MILLION CAD AS PART OF A SPECIFIC POLICY OR BLANKET POLICY WHICH COVERS THE ADDRESS HEREIN FOR THE TOWER TO BE CONSTRUCTED ON LESSOR PROPERTY.

TERM

WHEREAS THE INITIAL PERIOD OF THIS AGREEMENT BETWEEN LESSEE AND LESSOR SHALL BE FIVE (5) YEARS OR 60 MONTHS FROM THE DATE OF THE EXECUTION OF THIS AGREEMENT, AND LESSEE AND LESSOR AGREE.

OWNERSHIP

AT ALL POINTS DURING THIS AGREEMENT, LESSEE AND LESSOR AGREE, THAT LESSEE DOES IN FACT OWN THE COMMUNICATIONS TOWER AND ALL ITEMS ATTACHED TO THE TOWER. LESSEE AND LESSOR FURTHER AGREE THAT THE LAND WHICH THE COMMUNICATIONS TOWER IS LOCATED IS IN FACT OWNED BY THE LESSOR.

TERMINATION

IF LESSEE INTENDS TO VACATE THIS AGREEMENT, LESSEE WILL PROVIDE NO LESS THAN NINETY (90) DAYS WRITTEN NOTICE TO LESSOR AND REMOVE THE STRUCTURE IT BUILT ON PROPERTY, UNLESS LESSOR WISHES IT TO REMAIN AT WHICH POINT LESSEE AND LESSOR WILL NEGOTIATE A SALE PRICE OF THE COMMUNICATIONS TOWER LESSEE BUILT ON LEASE PROPERTY, AND LESSOR AGREES.

IF THE LESSOR INTENDS TO VACATE THIS AGREEMENT, LESSOR WILL PROVIDE NO LESS THAN 90 DAYS WRITTEN NOTICE TO LESSOR TO ENSURE LESSOR HAS THE ABILITY TO FIND ALTERNATE ARRANGEMENTS, AND LESSEE AGREES.

LESSEE AND LESSOR AGREE AS EXECUTED AND

SIGNED THIS _____ DAY OF _____, 2018

AT _____ IN _____.

THAT LESSOR AND LESSEE AGREE TO ALL THE TERMS IN THE ARTICLES ABOVE AND EXECUTE THIS SECTIONAL PROPERTY LEASE AGREEMENT.

) FOR LESSEE

CORRESPONDENCE RECEIVED FOR INFORMATION

November 1, 2018

- 1) Bancroft-Minden Forest Plan
- 2) Ministry of Community Safety and Correctional Services, RE: Firefighter Certification Regulation
- 3) OPP, RE: Court Security and Prisoner Transportation Grant

INVITATION TO PARTICIPATE

Bancroft-Minden 2021-2031 Forest Management Plan

The Ontario Ministry of Natural Resources and Forestry (MNRF), Bancroft-Minden Forest Company Inc. and the Bancroft-Minden Local Citizens' Committee (LCC) invite you to participate in the development of the 2021-2031 Forest Management Plan (FMP) for the Bancroft-Minden Forest.

The Planning Process

The FMP will take approximately three years to complete. During this time, five formal opportunities for public consultation and First Nation and Métis community involvement and consultation are provided. This first stage notice is to advise you that preparation of the plan has started and to request:

- Your contribution to background information, particularly information relating to values and important ecological features that could be affected by forest management activities, and
- Your view of the desired forest condition and desired benefits which can be obtained from the forest.

How to Get Involved

Please provide any comments or information to the MNRF office listed below or if you wish to meet and discuss your interests and concerns with the planning team, plan author and/or the LCC, please contact the individuals identified below.

Background information and sources of direction that are available for you to view includes the following:

- Description of the management responsibilities on the forest and of the forest industry that is supplied from the forest;
- Values maps showing natural resource features, land uses and values;
- Description of the historic forest condition;
- A map of existing roads and their use management strategies;
- Management unit annual reports, audit reports, and provincial reports pertaining to forest management;
- Sources of direction for the forest such as past plans, land use plans, any relevant policy direction under the Endangered Species Act, 2007, MNRF's provincial goals, objectives and policies for natural resource management.

The background information and further information about the forest management planning process will be available for the duration of plan preparation.

The general information regarding the FMP process, as well as the information described in this notice, will be available at the Bancroft-Minden Forest Company Inc. office and at the Bancroft District Office, at the locations shown below, by appointment during normal office hours. Meetings with representatives of the planning team and the LCC can be requested at any time during the planning process. Reasonable opportunities to meet planning team members during non-business hours will be provided upon request. If you require more information or wish to discuss your interests and concerns with a planning team member, please contact one of the individuals listed below:

Tim Reece
District Management Forester
106 Monck Street, Floor 2
Bancroft, ON K0L 1C0
tel: 613-332-3940, ext. 248
e-mail: tim.reece@ontario.ca

Svetlana Zeran
Bancroft-Minden Forest Company Inc.
27578 Highway 62 South, R.R. # 1
Bancroft, ON K0L 1C0
tel: 613-332-6890
e-mail: svetlana@bmfci.ca

Jane Dumas
Bancroft-Minden LCC
e-mail: mayor@southalgonquin.ca

Anytime during the planning process you may make a written request to seek resolution of issues with the MNRF District Manager or the Regional Director using a process described in the 2017 Forest Management Planning Manual (Part A, Section 2.4.1).

Stay Involved

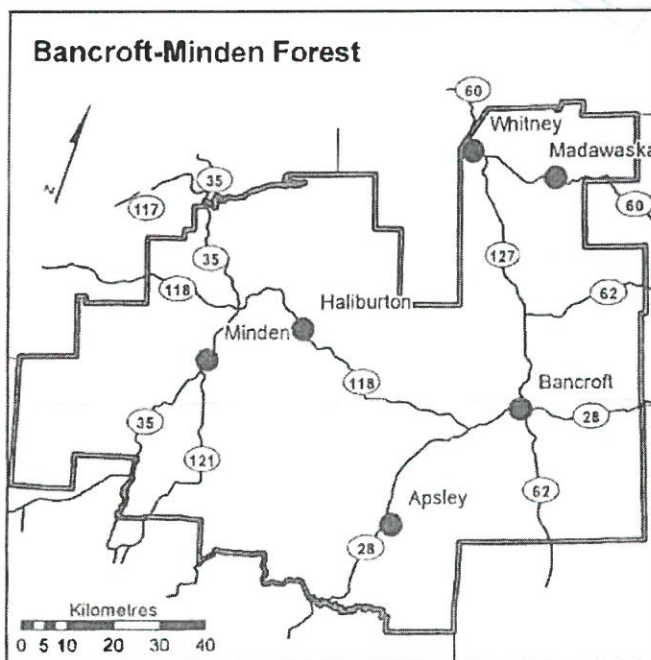
There will be four more formal opportunities for you to be involved. These stages are listed and tentatively scheduled as follows:

Stage Two -	Review of the Proposed Long-Term Management Direction	August 2019
Stage Three -	Information Centre: Review of Proposed Operations	March 2020
Stage Four -	Information Centre: Review of Draft Forest Management Plan	August 2020
Stage Five -	Inspection of MNRF-Approved Forest Management Plan	December 2020

If you would like to be added to a mailing list to be notified of public involvement opportunities, please contact Tim Reece, District Management Forester, at 613-332-3940, ext. 248.

The Ministry of Natural Resources and Forestry is collecting your personal information and comments under the authority of the Crown Forest Sustainability Act. Any personal information you provide (address, name, telephone, etc.) will be protected in accordance with the Freedom of Information and Protection of Privacy Act; however, your comments will become part of the public consultation process and may be shared with the general public. Your personal information may be used by MNRF to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Gillian Holloway at Gillian.Holloway@ontario.ca

Renseignements en français : David Lagros au 613 637-2828.



From: "Nichols, Ross (MCSCS)" <Ross.Nichols@ontario.ca>

Date: Oct 5, 2018 4:16 PM

Subject: From the Minister of Community Safety and Correctional Services – Information on Fire Regulations

To: "OFM Subscribers (MCSCS)" <OFM.Subscribers@ontario.ca>

Good afternoon.

Below you will find correspondence from Ministry of Community Safety and Correctional Services Minister Michael Tibollo advising the Firefighter Certification Regulation passed on May 8, 2018 has been revoked effective today.

**Ministry of Community Safety
and Correctional Services**

**Ministère de la Sécurité communautaire
et des Services correctionnels**

Office of the Minister

Bureau du ministre

25 Grosvenor Street
18th Floor

25, rue Grosvenor
18^e étage

Toronto ON M7A 1Y6

Toronto ON M7A 1Y6

Tel: 416-325-0408

Tél: 416-325-0408

MCSCS.Feedback@Ontario.ca

MCSCS.Feedback@Ontario.ca

October 5, 2018

On May 8, 2018, the previous government passed three regulations under the *Fire Protection and Prevention Act, 1997* related to firefighter certification, public reports, and community risk assessments. Over the past few months, I have heard substantial concerns about the mandatory certification regulation, which would come into force July 1, 2019. After hearing these concerns, our government has decided to repeal the Firefighter Certification regulation effective October 5, 2018. The community risk assessment and public reports regulations will come into force as scheduled.

We have heard from stakeholders that the certification regulation would present significant challenges for fire services and municipalities – in particular, small, rural, and northern municipalities with volunteer fire departments. Fire departments and municipalities across the province have voiced concern with the resources and supports that were anticipated to be required to be compliant with the certification requirements, as well as the potential longer-term impacts on the ability of volunteer fire services to recruit certified firefighters.

My goal remains to ensure both firefighter and public safety and to that end, I agree in principle with the certification of all firefighters. Moving forward, however, I want to ensure that any proposals concerning fire safety balance the interests of all stakeholders.

Should you have any questions or comments, please contact mcscsinput@ontario.ca.

Sincerely,

Michael Tibollo

Minister

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télec.: 705 330-4191

File Reference:

612-20

September 27, 2018

Dear CAO/Treasurer,

Further to the information provided in the 2019 Annual Billing Statement package I wish to provide you with an update with respect to the payment of the remaining 2018 Court Security and Prisoner Transportation Grant allotment. The Ministry advised the OPP on September 26, 2018 of the fact that the distribution of the final 2018 grant allotment is currently on hold as a result of the government's continuing expenditure management review. This review is expected to set service delivery planning as part of a multi-year planning process.

We appreciate your patience during this review period and we commit to provide an update as soon as it is available.

Yours truly,

A handwritten signature in black ink, appearing to read "Marc Bedard". The signature is fluid and cursive.

M.M. (Marc) Bedard
Superintendent
Commander,
Municipal Policing Bureau

COUNCIL MEETING

November 1, 2018

BY-LAWS

- 1) Shoreline Road Allowance 2018-581
- 2) Expression of Sympathy Policy 2018-582
- 3) Fit for Duty Policy 2018-583
- 4) Smoke-Free Workplace 2018-584

**THE CORPORATION OF THE TOWNSHIP OF
SOUTH ALGONQUIN
BY-LAW NO. 2018-581**

Being a By-law to provide for the stopping up and closing parts of the shore road allowance along Aylen Lake in front of Lot 5 Concession 8 abutting Lot 3 on Plan M306, designated as Part 1 on Reference Plan 36R-14221 in the Geographic Township of Dickens, within the Township of South Algonquin, in the District of Nipissing.

WHEREAS:

1. The original road allowance laid out by the original Crown survey along the shore Aylen Lake is a "highway" by virtue of Section 26 of The Municipal Act, 2001, S.O.2001, c.25 (the "Act") as amended; and
2. By Section 9 and Section 11 of the Act, a municipality is empowered to permanently close a highway; and
3. The owners of land abutting part of the said original road allowance have applied to the Municipality to close it and sell it to the said owners; and
4. The closure will not result in any person having no motor vehicle access to and from that person's land over any highway; and
5. The part of the said road allowance closed by this By-law is not covered with water and does not abut any land owned by the Crown in right of Canada or lead to any work owned by the Crown in right of Canada, and therefore, the consent of neither the Ministry of Natural Resources of Ontario, nor the Government of Canada to the passing of this By-law is required by Section 43 or Section 34(2) respectively of the Act; and
6. Adequate and reasonable public notice of its intention to pass this by-law was given by the Municipality, in accordance with Township of South Algonquin By-Law, 2008-296.

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

1. That those parts of the original allowance for road along the shore of Aylen Lake lying in front of Lot 5 Concession 8 abutting Lot 3 on Plan M306, designated as Part 1 on Reference Plan 36R-14221 in the geographic Township of Dickens in the Township of South Algonquin in the District of Nipissing are hereby permanently closed.
2. That the said parts of the said road allowance be and the same are hereby declared surplus in accordance with Township of South Algonquin resolution number 188-1998.
3. That those parts of the said road allowance described in paragraph 1 hereof be sold and conveyed to the owners of the land abutting same (or their successors in title) for a price calculated at the rate of \$5.00 per linear foot plus all survey, advertising, administrative, legal and other costs and expenses associated with the said closure, sale and conveyance.
4. That the Mayor and CAO/Clerk Treasurer of the Municipality be, and they are hereby authorized and directed to perform all acts and to take such steps and execute such documents under the seal of the Municipality as are required to transfer the said road allowance permanently closed by this By-law to the owners of the abutting land, and to authorize the electronic registration of a Transfer in the Land Registry Office for the Land Titles Division of Nipissing (#36) North Bay in consideration of and upon payment of the sale price and costs and expenses aforesaid.

6. That this By-Law shall take effect upon the final passing hereof.

READ A FIRST AND SECOND TIME THIS 1ST DAY OF NOVEMBER, 2018.

Jane A.E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND FINALLY PASSED THIS 1ST, DAY OF NOVEMBER, 2018.

Jane A.E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

DRAFT

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

BY-LAW NO. 18-582

Being a by-law to adopt a Policy for Expression of Sympathy on behalf of the Township of South Algonquin, Policy for Expression of Sympathy ADM-08-00

WHEREAS Section 8(1) of the Municipal Act, S.O. 2001, as amended, states that the powers of a Township under this or any other Act shall be interpreted broadly so as to confer broad authority on a Township to enable it to govern its affairs as it considers appropriate and to enhance the Township's ability to respond to municipal issues;

WHEREAS Municipal Council deems it important for expression of sympathy on behalf of the township to be done in a standard manner when required.

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

1. The Policy for Expression of Sympathy attached hereto as Schedule "A" and forming part of the by-law is hereby adopted.
2. That this by-law will come into force and take effect on its passing.

READ A FIRST AND SECOND TIME this 1st, day November 2018.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 1st, day November 2018.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	POLICY FOR EXPRESSION OF SYMPATHY			
TYPE:	ADMINISTRATION	POLICY NO. ADM-08-00		
DATE: September 25, 2018	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	# OF PAGES: 1

Purpose:

The Purpose of this policy is to provide procedures and rules for the Township to send expression of sympathy for the death of a family member of staff or council.

Guidance:

Administrative Staff will send an expression of sympathy on behalf of the Township of South Algonquin when notified of the death of an employee/council member or their immediate family member.

The sympathy expression may include a donation to charity or flowers in the amount of \$50. For the purposes of this policy, an immediate family member is defined as a spouse or partner, son or daughter (including stepchildren), ~~brother or sister, grandchildren, and the employee/councillor's parents, and grandparents, mother-in-law and father-in-law, brother-in-law and sister-in-law, son-in-law and daughter-in-law.~~

A sympathy expression as outlined above will also be sent to the family when a former Township of South Algonquin councillor passes away.

Administrative staff should be notified as soon as possible when a death has occurred. Please let us know the name of the deceased and if there will be an obituary. Depending on the wishes of the family, we will either send flowers to the funeral home (or the employee/councillor's home address) or make a donation in memory of the deceased to the family's charity of choice. The choice of how the condolence card will read will be determined by administrative staff.

Such as: "From your colleagues at Township of South Algonquin."

3

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

BY-LAW NO. 18-583

Being a by-law to adopt HR Policy HR 007-00; Fit for Duty within the Township of South Algonquin

WHEREAS Section 8(1) of the Municipal Act, S.O. 2001, as amended, states that the powers of a Township under this or any other Act shall be interpreted broadly so as to confer broad authority on a Township to enable it to govern its affairs as it considers appropriate and to enhance the Township's ability to respond to municipal issues; and

WHEREAS Municipal Council deems it to provide a safe, healthy and productive work environment for employees, clients, contractors and visitors, and

WHEREAS use of alcohol, medication and/or drugs by employees may impact on the job performance, threaten their own safety and the safety of the public and other employees,

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

1. The Policy Fit for Duty attached hereto as Schedule "A" and forming part of the by-law is hereby adopted.
2. That this by-law will come into force and take effect on its passing.

READ A FIRST AND SECOND TIME this 1st, day November 2018.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 1st, day November 2018.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	FIT FOR DUTY			
TYPE:	HUMAN RESOURCES	POLICY NO. HR-007-00		
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
Oct, 26, 2018		As Required	18-	6
Revisions				
Oct. 26, 2018 New Policy				

I. Policy Statement:

The Corporation of the Township of South Algonquin is committed to ensuring a safe, healthy and productive workplace. The consumption of alcohol, medication and/or drugs by employees may impact on-the-job performance, threaten their own safety, the safety of the public, and other employees. All employees are responsible for safety in the workplace. Alcohol and/or drug or medication use that impairs the ability of employees to perform their jobs, including jeopardizing their safety and/or the safety of other employees, the general public and the environment, is prohibited. This policy is intended to encourage mutual cooperation between employer and employee to prevent and address alcohol, medication and drug use problems. This policy is not meant to substitute municipal disability and/or other related policies.

II. Purpose:

The purpose of this policy is to:

- ensure that all employees in safety-sensitive positions understand that they must report and remain fit for duty at all times;
- identify, assist, support and accommodate employees that have a drug and/or alcohol dependency
- implement corrective actions

III. Definition(s):

“**Alcohol**” means any beverage which contains ethyl alcohol, including but not limited to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.

SUBJECT: FIT FOR DUTY POLICY	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: October 26, 2018	Page 2 of 6

“Drug” means any substance, including but not limited to alcohol, legal and/or illicit drugs, medications, or other substances the use of which has the potential to change or adversely affect the way a person thinks, feels or acts.

“Drug Paraphernalia” means any personal property associated with the use of any drug, substance, chemical or agent.

“Extreme Fatigue/Stress” means physical and/or mental exhaustion that reduces a person’s alertness such that a safety hazard is created or results in an inability to safely perform work.

“Fit for Work/Duty” means that a worker is able to safely and /or acceptably perform assigned duties without any limitations resulting from, but not limited to:

- the use or after-effects of drugs, alcohol, and/or medications,
- the misuse of and/or failure to take prescribed medications
- extreme fatigue/stress

“Illicit Drug” mean any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as cocaine, heroin, crystal meth).

“Impairment” means when functional limitations result from the use of alcohol, illicit and/or legal drugs or medication which negatively affect the worker’s ability to carry out the requirements of the job in a safe and efficient manner.

“Medication” means a drug which has been legally obtained with a physician’s prescription, or purchased as an over the counter medication and taken as directed and monitored appropriately.

“On Duty” means the time period commencing from when a worker reports to perform work up to the time he or she ceases to perform work for the day, and includes lunch, break times, and the time period which an individual is required to be performing work or is on stand-by to perform work.

“Safety Sensitive Positions” means positions that have a key and direct role in an operation where impaired performance could result in, or risk resulting in a significant error, incident, or accident affecting the health or safety of employees, and/or negatively impact the public, property, finances, or the environment.

“Worker” means a person who performs work or supplies services to the municipality.

“Workplace” means any land, premises, location or thing at, upon, from or near which an employee works and includes a motor vehicle operated by an employee in the course of his or her duties.

SUBJECT: FIT FOR DUTY POLICY	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: October 26, 2018	Page 3 of 6

IV. Responsibility:

Employer:

1. Define and enforce the procedures and requirements of this policy.
2. Ensure qualified and objective fit for duty evaluations are conducted where required.
3. Ensure all parties are properly trained to enforce and fulfill their duties.

Supervisor:

1. Monitor and observe workers to ensure they present as fit to perform work. This may include but is not limited to:
 - a) Attendance
 - b) Performance
 - c) Behaviour
2. Encourage employees to self-disclose any conditions or concerns that might impair job performance or compromise health and safety.
3. Monitor employees for fitness for duty, including documenting evidence of alcohol and/or drug use and/or impairment.
4. Identify and address any situation where an employee appears to be under the influence of alcohol, drugs or medication that could impair job performance or compromise health and safety, or where an employee appears to have a Substance Use Disorder problem.
5. Initiate the steps required to be followed when presented with reasonable suspicion (circumstances or knowledge) that indicate a worker may not be fit for duty.
6. Remove worker deemed not fit for duty from the workplace in a safe manner. This may include but is not limited to:
 - a) Making reasonable efforts to ensure that the employee returns home safely
 - b) Calling 911 if there is an immediate safety threat
7. Implement any reasonable accommodation upon return to work as deemed necessary.
8. Monitor performance after an employee returns to work from drug and/or alcohol treatment, assisting the employee as necessary.
9. Maintain the confidentiality of an employee's medical information.
10. Facilitate and support the safe, healthy and productive return to work of an employee who has received treatment for a Substance Use Disorder.

Worker:

Employees in safety-sensitive positions must:

1. Report to work fit for duty and remain fit while on duty throughout their work day. To be fit for duty, the employee must not be impaired by alcohol, drugs or medication.
2. Perform responsibilities in a safe and effective manner, with or without accommodations

SUBJECT: FIT FOR DUTY POLICY	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: October 26, 2018	Page 4 of 6

during the entire time for work.

3. Notify supervisor when not fit for duty. Report to their supervisor any conditions or concerns they believe may impair their job performance or compromise health or safety.
4. Notify supervisor when a co-worker is observed acting in a manner that indicates the co-worker may not be fit for duty.
5. Report the loss or suspension of a valid driver's licence or impaired driving charge and/or suspension to their supervisor immediately if required to drive a motorized vehicle for work.
6. Responsibly use all medications (including medical cannabis).
 - a) Consult with their personal physician or pharmacist to determine if medication use could have any potential negative effects on job performance and/or on their or their co-worker's health & safety, and if use of their medication may adversely affect their safe operation of any equipment or machinery, including vehicles. The worker is required to report any potential risks to health & safety to their Supervisor.
 - b) Take appropriate steps to minimize associated risk, which would include notifying their supervisor of their inability to perform work safely.
7. Take appropriate action(s) to avoid extreme fatigue or stress while on duty.
 - a) Ensure sufficient rest periods prior to starting work.
 - b) Utilize breaks provided within work periods to rest and recuperate.
8. Recognize symptoms of fatigue and/or stress and report such to supervisor.
9. Co-operate with any investigation.
10. Provide relevant medical and psychological information when required.
11. Be aware that Supervisors are required to address any concerns raised with regards to an employee's ability to perform their job safely, including concerns regarding potential impairment from medications. As such, an employee may be required to provide medical documentation confirming their ability to perform work safely.
12. Be aware that workers will be either removed from duty or removed from the safety-sensitive position, and accommodated through other duties if possible, if there are concerns related to alcohol, drugs, or medications that might hinder their job performance or compromise health and safety.

Non-compliance with this Policy may result in the appropriate disciplinary measures, up to and including dismissal from employment.

Employees in safety-sensitive positions who have been identified as having a substance use disorder or who are voluntarily seeking or receiving treatment for a substance use disorder must:

1. Undertake professional assessment, treatment, rehabilitative and follow-up (e.g. after care) programs for Substance Use Disorder in order to maintain their position at the Township of South Algonquin. Employees who refuse to participate or co-operate in such programs may be subject to discipline, up to and including termination of employment.

SUBJECT: FIT FOR DUTY POLICY	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: October 26, 2018	Page 5 of 6

2. Participate in work accommodation if necessary and available, during the course of their rehabilitative or follow-up programs.
3. Understand that, after treatment and prior to their return to work, their rehabilitation status will be shared with their supervisor(s). Information will be shared on a “need-to know” basis and only to the extent that is necessary to ensure appropriate support and monitoring in the workplace.
4. Be aware that if they refuse to consent to the sharing of rehabilitation information, they will not be able to return to work until the township is assured that they pose no risk to their personal health and safety, the health and safety of co-workers and to members of the public in the position to which they will be returning.
5. Participate in any further treatment or follow up care that is necessary when they return to the workplace to prevent recurrence or relapse.

Employees must advise their supervisor if they suspect that an employee in a safety-sensitive position is under the influence of drugs, alcohol or medication that might hinder job performance or compromise health and safety.

Contractor/Subcontractor:

1. Contractors and/or Subcontractors are expected to adhere to this document as applicable, and to ensure, by enforcing these requirements, that their workers and/or subcontractors do the same.

V. Procedure:

Prohibitions

The following (not limited to) are prohibited while on duty:

- Reporting for duty or remaining on duty under the influence of drugs or alcohol.
- Consuming any drugs or alcohol during work and/or breaks, whether on or off municipal property, including vehicles.
- Possession of prescribed medications without a legally obtained prescription.
- Intentional misuse of medications (e.g. using the medication not as prescribed, using someone else’s medication or combining medication and alcohol use against direction).
- Using, possessing, distributing, offering or selling drugs, illicit drugs, drug paraphernalia, medication or alcohol (trafficking).

Investigations

Professional evaluation of an employee’s physical, emotional or mental capacities is required to determine his or her ability to perform essential job functions. Such evaluations are to be conducted by an independent, licensed health care professional.

Communication:

This policy will be communicated to all staff upon hire and made available for further reference in the Human Resources Policies & Procedures Manual for the Township of South Algonquin.

SUBJECT: FIT FOR DUTY POLICY	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: October 26, 2018	Page 6 of 6

Employee Assistance:

The Work-Life Employee Assistance Program is designed to assist full time employees (and their dependents) who are experiencing personal or work-related problems, including those arising from drug and/or alcohol abuse. For the Township of South Algonquin this service is provided through the RBC Group Insurance Program at no cost to the employee. To access help with work, home, personal or family issues contact:

www.lifebalance.net

Call: 1-877-630-6701

TTY: 1-877-371-9978

Records:

All documents and reports related to Fit for Duty evaluations and/or alcohol and/or drug dependence problems, will be kept confidential and secure in employee personnel files.

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 18-584

Being a by-law to adopt HR Policy; Smoke Free workplace HR 008-00 within the Township of South Algonquin

WHEREAS Section 8(1) of the Municipal Act, S.O. 2001, as amended, states that the powers of a Township under this or any other Act shall be interpreted broadly so as to confer broad authority on a Township to enable it to govern its affairs as it considers appropriate and to enhance the Township's ability to respond to municipal issues; and

WHEREAS Municipal Council deems it to provide a healthy and safe work environment for employees, clients, contractors and visitors,

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

1. The Policy for Smoke Free workplace attached hereto as Schedule "A" and forming part of the by-law is hereby adopted.
2. That this by-law will come into force and take effect on its passing.

READ A FIRST AND SECOND TIME this 1st, day November 2018.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 1st, day November 2018.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	SMOKE- FREE WORKPLACE			
TYPE:	HUMAN RESOURCES	POLICY NO. HR-008-00		
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
Oct, 26, 2018		As Required	18-	2
Revisions				
Oct. 26, 2018 New Policy				

I. Policy Statement:

The Corporation of the Township of South Algonquin is committed to providing a healthy and safe work environment for its employees, clients, contractors and visitors using our premises and recognizes the known hazards of exposure to second-hand smoke.

SMOKING PROHIBITIONS:

In order to reduce the exposure to second hand smoke, smoking is prohibited in any building or structure owned by the Corporation of the Township of South Algonquin.

1. No person shall smoke in any building or structure owned by the Corporation of the Township of South Algonquin. This includes inside all enclosed workplaces, workplace vehicle and public spaces.
2. No person shall smoke within nine (9) metres from any entrance, exit, window or walkway of any building or structure owned by the Corporation of the Township of South Algonquin.
3. Smoking restrictions in outdoor public spaces shall be governed by the Smoke-Free Ontario Act and any other applicable legislation and by-laws.

DEFINITIONS:

“Property” means any lands which belong exclusively to the Township of South Algonquin and to which legal rights apply.

“Smoke or Smoking” means the inhaling, exhaling, burning or carrying of any lighted cigar, cigarette, e-cigarette, pipe or other lighted smoking equipment.

“Entrance or Exit” means an exit or entrance used by the public, staff, tenants or contractors and includes shipping and receiving areas.

SUBJECT: SMOKE- FREE WORKPLACE	POLICY NO: HR-008-00
DATE OF ISSUE/REVIEW DATE: October 26, 2018	Page 2 of 2

PROCEDURE:

1. Service contracts will require contractors and suppliers to conform to the Policy.
2. Compliance:
 - a) If an employee is seen smoking other than in the identified areas the appropriate Supervisor or Department Head will be notified. It is the responsibility of management representatives to monitor compliance with the policy among all employees and visitors and to document clearly all steps taken in the application of the policy.
 - b) Township of South Algonquin employees are encouraged to promote compliance of the policy to ensure its effectiveness. Anyone witnessing a contractor or visitor smoking where smoking is prohibited will advise the person of the policy and refer them to signage. If the person refuses to comply, the employee will immediately notify the appropriate Supervisor or Department Head, who will inform the individual of the Corporate Policies and Procedures. If the individual continues smoking in a restricted area, they will be asked to leave the property.