

The Corporation of the Township of South Algonquin

Council Meeting June 2, 2021

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**CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN
AGENDA**

COUNCIL MEETING

Wednesday, June 2, 2021 9:00 a.m.

ZOOM MEETING

You Tube Channel: South Algonquin Council

1. Open Meeting/Call to order – 9:00 a.m.
2. Additions / Amendments to the Agenda
3. Adoption of the Agenda

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

“BE IT RESOLVED THAT Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Regular Council meeting of June 2, 2021.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

4. Disclosure of Pecuniary Interest
5. Petitions, Delegations and/or Presentations
6. Minutes of Previous Meetings (s)
 - i. Adopt the Minutes of the Regular Council Meeting of May 5, 2021

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

“BE IT RESOLVED THAT the Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of May 5, 2021 as circulated.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

7. Committee, Staff and/or Councillor Reports
8. Business Arising from the Minutes
9. Unfinished Business
10. Correspondence – Action Items
11. Correspondence – Information Items
12. New Business
13. Motions of Council

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

“WHEREAS the Old Airy Township van that was stationed in Madawaska and used as a bush truck response vehicle has been removed from service;
THEREFORE the Council for the Corporation of the Township of South Algonquin declares the vehicle as surplus.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

“BE IT RESOLVED THAT the Council for the Corporation of the Township of South Algonquin accepts the recommendation provided in the CAO/Clerk-Treasurer’s Staff Report dated June 2, 2021 and eliminates the requirement for the Mayor to sign off on staff timesheets other than the CAO’s.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	

	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

“BE IT RESOLVED THAT the Council for the Corporation of the Township of South Algonquin accepts the recommendation provided in the CAO/Clerk-Treasurer’s Staff Report dated June 2, 2021 and eliminates the review and approval of expenses by Council if it has already been approved as part of the annual budget.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

14. Notice of Motions

15. By-Laws

- 21-641 Appoint CAO/Clerk-Treasurer
- 21-642 Appoint Signing Officers

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

FIRST and SECOND READING

“BEING A BY-LAW under the provisions of Section 228 and Section 229 of the Municipal Act, RSO 2001C.25 as amended, to appoint a CAO/Clerk-Treasurer, who shall have all the powers and duties of said offices under the Municipal Act and every other Act;

AND THAT it be read a first and second time and be referred to a committee of the whole council.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried by:
Defeated by:

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

THIRD READING

“**BEING A BY-LAW** to provide for the appointment of a CAO/Clerk Treasurer; as referred by the committee of the whole council;
AND THAT it be read a third time and passed and numbered **21-641** 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.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried by:
Defeated by:

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

FIRST and SECOND READING

“**BEING A BY-LAW** to appoint signing Officers at the Toronto Dominion Bank and Desjardins Caisse Populaire des Voyageurs Inc for all Bank Accounts Operated by the Township of South Algonquin;
AND THAT it be read a first and second time and be referred to a committee of the whole council.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried by:
Defeated by:

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
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Moved by:	Seconded by:
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THIRD READING

“**BEING A BY-LAW** Law to appoint signing Officers at the Toronto Dominion Bank and Desjardins Caisse Populaire des Voyageurs Inc for all Bank Accounts Operated by the Township of South Algonquin as referred by the committee of the whole council;

AND THAT it be read a third time and passed and numbered **21-642** 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.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried by:
Defeated by:

16. Resolution to Move into a “Closed Session”

17. Payment of Accounts

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
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Moved by:	Seconded by:
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“**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 June 2, 2021: Batch 2021-00022 for \$198,146.46, Batch 2021-00024 for \$2,323.39.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

18. Adjournment

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: June 2, 2021	Meeting: Council Meeting	Res. No.: 21-
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Moved by:	Seconded by:
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“BE IT RESOLVED THAT Council for the Corporation of the Township of South Algonquin adjourns the regular meeting of June 2, 2021, at _____.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

May 5, 2021

COUNCIL MEETING – MINUTES

On Wednesday, May 5, 2021 the Council for the Corporation of the Township of South Algonquin held a Regular Council Meeting via Zoom Meeting which was streamed to YouTube.

Present- Mayor Dumas
Councillor Sandra Collins
Councillor Joe Florent
Councillor Dave Harper
Councillor Bongo Bongo
Councillor Richard Shalla

Staff- Holly Hayes, CAO/Clerk-Treasurer
Carla Gatley, Deputy Clerk-Recording Secretary
Dave Gatley, Works Superintendent
Tracy Cannon, Planning & Building Administrator
Jennifer Baragar, Deputy Treasurer
Don Kruger, Fire Chief
Bryan Martin, Acting CAO/Clerk-Treasurer

Guest – Tiffany Cecchetto/KPMG

Regrets - Councillor Joey Vermaire

1. OPEN MEETING/CALL MEETING TO ORDER:

Mayor Dumas called the meeting to order at 9:13 a.m.

2. ADDITIONS/AMENDMENTS TO THE AGENDA:

-Add a statement from Chair of Human Resources, After Agenda Item #4

3. ADOPTION OF THE AGENDA

Moved by: R. Shalla

Seconded by: J. Florent

Res. # 21-070

“**BE IT RESOLVED THAT** Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated and amended for the Regular Council Meeting of May 5, 2021.”

-Carried-

4. DISCLOSURE OF PECUNIARY INTEREST:

-Councillor Florent, Agenda Item #18, Payment of Accounts

Councillor Collins, Chair of the Human Resources Committee acknowledged that this will be Holly Hayes’ last Council meeting. She wished her well in all of her future endeavours and said we were sad to say goodbye and how grateful we are for her hard work and dedication. Bryan Martin will be the Interim CAO/Clerk-Treasurer. He was welcomed and provided a brief bio. There will be a presentation later in the meeting from the recruiter.

5. PUBLIC MEETING, ZONING BY-LAW AMENDMENT ZBA 2021-01

A public meeting was held in pursuant to the provisions of Section 34(12) of the Planning Act. T. Cannon, Planning & Building Administrator provided a brief explanation of ZBA2021-01 for the property locally known as 102-103 Grouse Lane. The Zoning By-Law Amendment was a condition for provisional consent. The lands are currently zoned as Shoreline Residential. No comments from the public were received other than a clarification on a map to an adjacent property owner. It is recommended that the severed land be re-zoned to Shoreline Residential Exception 3 and the proposed retained lands be zoned Shoreline Residential Exception 4. The By-Law to amend Map 21 to Zoning By-Law 2017-527 is included in the By-Law portion of the package.

T. Cannon left the meeting at 9:27 a.m.

6. PETITIONS, DELEGATIONS and/or PRESENTATIONS:

-Tiffany Cecchetto/KPMG presented the 2020 Financial Statement Review and Year-End Audit Report.

T. Cecchetto left the meeting at 10:12 a.m.

7. MINUTES OF PREVIOUS MEETING

Moved by: B. Bongo

Seconded by: S. Collins

Res. # 21-071

“**BE IT RESOLVED THAT** the Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of April 7, 2021 as circulated.”

-Carried-

Moved by: D. Harper

Seconded by: R. Shalla

Res. # 21-072

“**BE IT RESOLVED THAT** Council for the Corporation of the Township of South Algonquin

adopts the minutes of the Human Resources, Administration & Public Relations Committee Meeting of April 14, 2021 as circulated.”

-Carried-

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

Public Works/Operations

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

- Ready to begin clean-up in Parks as weather permits.
- Brushing maintenance at Aylen Lake completed this morning.
- Danger trees at Aylen Lake have been taken care of; more space is now available.
- Single dock at Aylen Lake has been installed.
- Culvert at Stubbs Lane has collapsed and will be replaced shortly.
- Culvert at North McKenzie Lake Rd. has collapsed; repaired it but will be replacing it.
- Going to McCauley Lake Rd. to clean up after the logging/brushing operation.
- Will be working on Shields Rd.
- Potential sign locations for the Branding Plan signage has been marked with orange posts; councillors were asked to advise if they had concerns with the locations.
- There is an opportunity to replace the worn out loader bucket with an economical used four-in-one bucket.
- Grant has been received for the rehabilitation of the Trestle Bridge. Drawings have been sent to the engineer.
- Bennet Rd. signs have been installed.

Fire

A written report was provided in the council package by Fire Chief D. Kruger.

Verbally reported:

- Auto extrication tools were delivered yesterday.
- Grant that was recently applied for has been approved, funds will be arriving shortly.

Administration

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

Verbally reported:

- Scheduled Committee of Adjustment Meeting, May 18, 2021, 9:00 a.m.
- T. Cannon is taking a Municipal Law Course and will not be available on Wednesdays.

Councillor Florent

-Acknowledged the passing of former councillor Frank Kuiack. Local media is doing a memorial article. The contact at the paper can be given to anyone that wants to provide information.

9. BUSINESS ARISING FROM THE MINUTES: None

10. UNFINISHED BUSINESS: None

11. CORRESPONDENCE-Action Items:

- Wayfinding Map, *Resolution*

12. CORRESPONDENCE -Information Items

13. NEW BUSINESS:

-Councillor Shalla suggested extending the Saturday Spring Clean-up hours at the landfill sites until June 26th. D. Gatley will talk to the attendants and determine feasibility.

14. MOTIONS OF COUNCIL:

Moved by: J. Florent

Seconded by: B. Bongo

Res. # 21-073

“BE IT RESOLVED THAT Council for the Corporation of the Township of South Algonquin awards Tender SA2021-01 ‘Supply and Application of Liquid Calcium Chloride’ to Miller Paving Limited in the amount of \$53,955.00 including HST.”

-Carried-

Moved by: D. Harper

Seconded by: R. Shalla

Res. # 21-074

“BE IT RESOLVED THAT Council for the Township of South Algonquin accepts the recommendation of the Fire Chief and approves application received from Brooke Perry to become a member of the South Algonquin Fire Department, Whitney Station.”

-Carried-

Moved by: J. Florent

Seconded by: B. Bongo

Res. # 21-075

“BE IT RESOLVED THAT Council for the Corporation of the Township of South Algonquin authorizes the CAO/Clerk-Treasurer and Mayor to sign the 2020 Financial Audit as presented on May 5, 2021.”

-Carried-

Moved by: S. Collins

Seconded by: D. Harper

Res. # 21-076

“WHEREAS municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

AND WHEREAS Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the Ministry.

NOW THEREFORE be it resolved that the Council of the Township of South Algonquin hereby supports a detachment board composition of 11 with 1 representative from each municipality, 1 from Pikwakanagan, 1 provincial appointees from within the area of Bonnechere Valley, Madawaska Valley, Brudenell Lyndoch and Raglan and Pikwakanagan, 1 provincial appointee from within the area of Killaloe Hagarty and Richards, North Algona Wilberforce and Bonnechere Valley and 2 community appointments, one from each of the area similar to the provincial appointees.

AND FURTHER THAT Council hereby appoints Joe Vermaire as the representative for the Township of South Algonquin.

AND FURTHER THAT an appointee be added to represent Algonquin Park.

AND FURTHER THAT a copy of this resolution be forwarded to CPAC Secretary and Deputy CAO/Clerk – Treasurer Tammy Gorgerat at Killaloe Hagarty and Richards.”

-Carried-

Moved by: B. Bongo

Seconded by: R. Shalla

Res. # 21-077

“WHEREAS Council for the Corporation for the Township of South Algonquin passed Res. No. 20-180 to authorize staff to purchase Wayfinding Maps as discussed at the November 25, 2020 Asset Management Committee meeting.

AND WHEREAS since the passing of the said resolution, Council made revisions to the Wayfinding Map.

THEREFORE the Council for the Corporation of the Township of South Algonquin hereby rescinds Res. No. 20-180 and directs staff to order two Wayfinding Maps as presented in the Council package.”

-Carried-

Moved by: R. Shalla

Seconded by: J. Florent

Res. # 21-078

“BE IT RESOLVED THAT Council for the Corporation of the Township of South Algonquin authorizes the Mayor and CAO/Clerk Treasurer to sign the Interim CAO/Clerk Treasurer Contract for the engagement of Bryan Martin.”

-Carried-

15. NOTICE OF MOTIONS: None

16. BY-LAWS:

FIRST AND SECOND READING

Moved by: D. Harper

Seconded by: S. Collins

Res. # 21-079

“BEING A BY-LAW to adopt optional tools for the purposes of administering limits for the Commercial, Industrial and Multi-Residential Property Classes for the year 2021,

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: B. Bongo

Seconded by: J. Florent

Res. # 21-080

“BEING A BY-LAW to adopt optional tools for the purposes of administering limits for the Commercial, Industrial and Multi-Residential Property Classes for the year 2021; as referred by the committee of the whole council;

AND THAT it be read a third time and passed and numbered 21-637 and that the said by-law be signed by the Mayor and CAO/Clerk Treasurer-sealed with the seal of the Corporation and be entered in the By-Law Book.”

-Carried-

FIRST AND SECOND READING

(2d) Labour relations or employee negotiations;”

-Carried-

Moved by: J. Florent

Seconded by: J. Vermaire

Res. # 21-088

“BE IT RESOLVED THAT Council for the Corporation of the Township of South Algonquin adjourns the closed session of the regular meeting of May 5, 2021, at 12:10 p.m.”

-Carried-

18. PAYMENT OF ACCOUNTS:

Moved by: B. Bongo

Seconded by: R. Shalla

Res. # 21-089

“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 May 5, 2021: Batch 2021-00018 for \$112,486.43, Batch 2021-00020 for \$73,972.08.”

-Carried-

19. ADJOURNMENT:

Moved by: D. Harper

Seconded by: S. Collins

Res. # 21-090

“BE IT RESOLVED THAT Council for the Corporation of the Township of South Algonquin adjourns the regular meeting of May 5, 2021, at 12:14 p.m.”

-Carried-

The next council meeting is scheduled for Wednesday, June 2, 2021 at 9:00 a.m.

Mayor Jane Dumas

CAO/Clerk-Treasurer Holly Hayes

Deputy Clerk Carla Gatley
Recording Secretary

COUNCIL MEETING

June 2, 2021

COMMITTEE/STAFF REPORTS:

- 1) Fire Report
- 2) Planning/Building/CBO/By-Law Enforcement Report
- 3) Administration Report
 - I. Staff Report - Payroll
 - II. Staff Report - Payables
- 4) Public Works/Operations Report

SOUTH ALGONQUIN FIRE DEPARTMENT

MONTHLY FIRE REPORT TO COUNCIL

Reporting Date: May 2021

Training / Courses

- 11th – Monthly Training, Madawaska Station, NFPA Firefighter 1 (1001-2013), 5.1.2, 5.3.20, 5.5.1 Ropes, Knots, and Hoisting, OFMEM Skills Sheets #19, 20, 21, 22. SAFD SOG #204 Use of Intoxicating Beverages and/or Drugs.
- 18th - Monthly Training, Whitney Station, NFPA Firefighter 1 (1001-2013), 5.1.2, 5.3.20, 5.5.1 Ropes, Knots, and Hoisting, OFMEM Skills Sheets #19, 20, 21, 22. SAFD SOG #204 Use of Intoxicating Beverages and/or Drugs.
- 25th – Inservice training for the new Hurst eDraulic extrication tools, Jason Defosse from Code 4 came to Whitney to introduce and train the firefighters on the new cutters and spreaders. Firefighters from both stations attended.

Calls / Responses

- 8th – Madawaska Station responded to assist paramedics on the ATV trail for an accident, dirt bike Accident 4 KM in on B Trail near 3121 Hwy. 523, Orange was dispatched and landed on Highway to transport patient.
- 23rd – Madawaska Station responded to assist paramedics on the ATV trail off Paplinskie RD for an accident, near 223 Paplinskie Road, 2 patients, one seriously injured. Both were transported by land ambulance, one air lifted to a trauma centre from Hospital.

Complaints / Concerns

- Nothing to report

Upcoming Events

- If students return to in person learning there will need to be 2 fire drills completed at the school to meet the Fire Code requirements
- Chief will be participating in a training course on Community Risk Assessments
- June 17th – SPI will be attending Whitney Station for servicing of the SCBA compressor system

Correspondence / Other

- 26th – bunker gear fitting for firefighters from both stations, representative from A J Stone will be in attendance

- Old Airy Township van that was stationed in Madawaska and used as a bush truck response vehicle has been removed from service and needs to be declared surplus

STAFF REPORT

Meeting Date: June 2, 2021

Agency: Township of South Algonquin

Staff Contact: Tracy Cannon, Planning & Building

Administrator and Michael Anderson, CBO/By-Law Enforcement Officer



Agenda Title: Travel Trailers on Vacant Land

Agenda Action: Information

Recommendation

Written notification be sent to property owners who have travel trailers on vacant land and are in contravention of the Comprehensive Zoning By-Law.

Background

Recently, there has been an increase in property owners using travel trailers as human habitation on vacant lands where no principal structure is constructed or proposed.

Per Section 4.24 of the Comprehensive Zoning By-Law; the use of a recreational vehicle, mobile home or tent travel trailer for human habitation shall be prohibited within the area covered by this By-law, except in a Zone where such uses are specifically permitted. (Not specifically permitted in any zone.)

Alternatives

Per Section 4.4 of the Comprehensive Zoning By-Law; a travel trailer shall be permitted for accommodation while construction of a principal dwelling is underway.

Analysis

Concerns with property owners using travel trailers as human habitation are as follows:

- Compliance with the Comprehensive Zoning By-Law; land use conflict.
- Sewage and grey water disposal.
- Trailers are not assessed as a structure; therefore, lands are assessed as vacant.
- Fairness to other property owners.

Fiscal Impact

Loss of taxation revenue.

Consultations

Jamie Robertson and Patrick Towns of MHBC Planning Inc.



STAFF REPORT

Meeting Date: June 2nd,2021

Agency: Township of South Algonquin

Staff Contact: Bryan Martin

Agenda Title: General Report

Agenda Action: Accept as information

Administration

- CAO appointment bylaw has been prepared as I have assumed the role effective the 18th of May.
- I would like to schedule a meeting of the Admin HR and Public Relations Committee in June.
- Does Council or Committee generally have scheduled meetings during July / August
- There are no Action/Information items in this council package as I am still sorting through Correspondence and will ensure items are included in the next package.

Finance

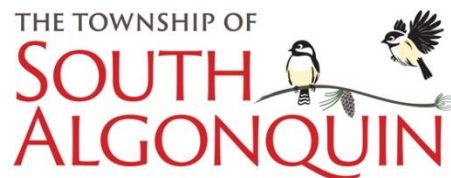
- Received the second quarter OMPF (Ontario Municipal Partnership Fund) payment April 23,2021 in the amount of \$247,350.00.
- Received the Fire Safety Grant on April 30, 2021 in the amount of \$\$4800.00.
- Received additional funds from COVID Safe Restart/Recovery Fund on May 5, 2021 in the amount of \$7,500.00.

STAFF REPORT

Meeting Date: June 2nd, 2021

Agency: Township of South Algonquin

Staff Contact: Bryan Martin, CAO Clerk/Treasurer



Agenda Title: KPMG -SDR payroll

Agenda Action: For Council Resolution

Recommendation:

That the Township eliminate the requirement for the Mayor to sign off on staff timesheets other than the CAO's.

All other timesheets are signed off by the CAO and department heads in accordance with approved budgets.

Background

In 2020 Council contracted KPMG to undertake a service delivery review of municipal operations and to report back to Council.

On May 5th, 2021, Council received the final report from KPMG and on page 31 of the report one of the issues identified as P3 was that the Township eliminate the review and approval of timesheets by the Mayor.

Analysis – KPMG – Service Delivery Review report presented May 5, 2021 to council.

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Alternatives - N/A

Strategic Plan -N/A

Fiscal Impact -No Fiscal Impact to the municipality

Consultations - KPMG Report

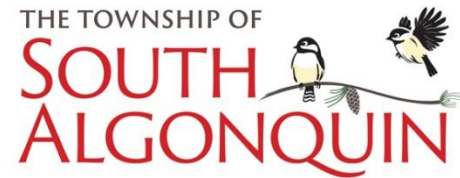
Attachments - none

STAFF REPORT

Meeting Date: June 2nd, 2021

Agency: Township of South Algonquin

Staff Contact: Bryan Martin, CAO Clerk/Treasurer



Agenda Title: KPMG -SDR payables

Agenda Action: For Council Resolution

Recommendation:

The Township eliminate the review and approval of expenses by Council if it has already been approved as part of the annual budget.

Batches, listing the payments made by the Township should not be provided to Council for review.

Background

In 2020 Council contracted KPMG to undertake a service delivery review of municipal operations and to report back to Council.

On May 5th Council received the final report from KPMG and on page 45 of the report one of the issues identified as P1 was that the Township eliminate the review and approval of expenses by Council.

Analysis

This is a municipal best practice that has been recommended to municipalities at several conferences in the past couple of years.

Alternatives - N/A

Strategic Plan -N/A

Fiscal Impact -No Fiscal Impact to the municipality

Consultations - KPMG Report

Attachments - none

Public Works Department Operations Update

From: Dave Gatley, Public Works Superintendent

To: Mayor Dumas & Councillors

Date: May 27, 2021

Transportation Services:

Dust Suppression – The second round of grading will commence shortly and will be followed by the application of liquid calcium prior to the July 1st long weekend. Continued unseasonably dry weather may affect operations.

North McKenzie Lake Road – A collapsed culvert was replaced at kilometre 5.7 on May 7. Two additional dilapidated culverts located at kilometre 4.7 & 1.3 were replaced on May 10th.

Environmental Services:

Waste Reduction – Annual shredding operations were completed at the Madawaska site between April 21st and 29th and at the Airy site between April 30th and May 21st.

Airy Site – A hazardous incident that occurred during operations on May 26th was reported on May 27th. Gusty wind conditions caused two pieces of aluminum soffit, deposited by a resident a few minutes before, to become airborne. The material came in contact with another resident's vehicle resulting in some damage to the paint along the full length of one side. The incident is concerning as landfill sites contain numerous objects that can potentially become projectiles during high wind situations posing a risk to people and vehicles visiting the site. For similar reasons, it is common practice to temporarily close construction sites during high wind situation. We will review how to recognize these situations with our attendants and implement a temporary closing procedure that would include posting a sign at the gate. Messaging can also be sent out to remind residents that the landfill sites can be temporarily closed due to potentially hazardous situations.

Recreation & Cultural Services:

Docks – The main dock at Aylen Lake was installed on April 29th. The Cross Lake, Hay Lake and Galeairy Lake docks were installed on May 20th. The Whitney Beach swim docks and the second Aylen Lake dock will be installed as soon as practicable.

Spring 2021 Work Plans Schedule:

Aylen Lake Boat Launch – The planned spring site maintenance was completed from April 29th - May 5th.

Nipissing Road– The failed culvert at Stubbs Lane was replaced May 6th.

McCauley Lake Road - Drainage & road improvement work began on May 12th and is continuing.

Shields Road – Improvement work will commence after completion of the McCauley Lake Road work.

Branding Plan Signs – Working with contractor to schedule work plans and obtain permits.

Aylen Lake Road – Two quotations have been received for the asphalt repair work. The project should be completed in June.

COUNCIL MEETING

June 2, 2021

ACTION:

No Action Items

COUNCIL MEETING

June 2, 2021

CORRESPONDENCE RECEIVED FOR INFORMATION:

No Information Items

COUNCIL MEETING

June 2, 2021

BY-LAWS:

- 1) 21-641 Appoint CAO/Clerk-Treasurer
- 2) 21-642 Appoint Signing Officers

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

BY-LAW NO. 21-641

**Being a By-Law to Provide for the Appointment of a
CAO/Clerk Treasurer**

WHEREAS under the provisions of Section 228 and Section 229 of the Municipal Act, R.S.O.2001 C.25, as amended, a municipality shall appoint a Clerk and a Chief Administrative Officer (CAO), respectively, who shall have all the powers and duties of said offices under the Municipal Act and every other Act;

AND WHEREAS under the provisions of Section 286 of the Municipal Act, R.S.O. 2001 C.25 as amended, a municipality shall appoint a Treasurer and tax collector who is responsible for handling all the financial affairs of the municipality on behalf of and in the manner directed by the Council of the municipality;

AND WHEREAS, the Municipal Council of the Corporation of the Township of South Algonquin deems it expedient to combine the said offices of CAO, Clerk and Treasurer and to appoint a CAO/Clerk Treasurer for the Township of South Algonquin;

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

1. That Bryan Martin is hereby appointed to the office of CAO/Clerk Treasurer.
2. That the salary attached to said office shall be as determined from time to time by resolution of the Municipal Council.
3. Pursuant to Section 288(4)(5) of the Municipal Act, 2001, Chapter 25, the Clerk may delegate in writing to any person other than a member of council, any of the Clerk's powers and duties under this or any other Act, and that in spite of this delegation, may continue to exercise the delegated powers and duties.
4. This by-law shall come into force and take effect upon final passing thereof.
5. That any other by-law inconsistent with or antedating this by-law is hereby repealed.
6. Duties and responsibilities of this position shall be contained in the job description attached as "*Schedule 1*" and forming part of this by-law.

READ A FIRST AND SECOND TIME this 2nd day of June 2021.

Jane Dumas, Mayor

Bryan Martin, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 2nd day of June 2021.

Jane Dumas, Mayor

Bryan Martin, CAO/Clerk Treasurer

**“Schedule 1”
TOWNSHIP OF SOUTH ALGONQUIN**

JOB DESCRIPTION

JOB TITLE: CAO/Clerk-Treasurer

JOB CODE:

REPORTS DIRECTLY TO: Council

DEPARTMENT: Administration

DATE PREPARED: June 17, 2014

DATE REVISED: March 30, 2021

POSITION SUMMARY:

The Chief Administrative Officer/Clerk-Treasurer is the most senior management position in the Township. This position provides the key link between Council and the Staff of the Township. As such, the CAO/Clerk-Treasurer is responsible for delegation of certain duties to employees of the Township.

As the Chief Administrative Officer, this position is responsible for exercising general control and management of the affairs of the Township for the purpose of ensuring the efficient and effective operations.

As the Clerk-Treasurer, this position is responsible for performing statutory duties as outlined in the *Municipal Act, 2001*.

As the most senior management position, the CAO/Clerk-Treasurer is expected to provide advice to Council and the Committees of the Township and to implement and administer the objectives, policies and programs as established and approved by Council.

The CAO/Clerk-Treasurer ensures the existence of guidelines for all employees and employers as required under the Ontario Occupational Health and Safety Act and, as with all employees, is responsible for following applicable legislation under this Act or other Acts designed to protect personal health and the health of others as governed by the Municipal Health and Safety Policy.

DUTIES AND KEY RESPONSIBILITIES:

As Chief Administrative Officer

- Acts as the main policy advisor to Council;
- Recommends and formulates policies for Council’s consideration and implements those Council approves;
- Communicates and interfaces with the Mayor and Members of Council as the primary channel of communications between Council, Staff and the General Public on administrative matters;
- Organizes and monitors the effective and efficient implementation of Council policies and programs;
- Provides leadership and direction to employees of the Township including the effective direction and management of human resources;
- Recommends to Council the appointment, employment, suspension, or dismissal of all full-time employees, recognizing the appropriate procedures specified for those employees covered by legislation and municipal by-laws or policies;
- Ensures training and performance review programs are carried out in accordance with approved guidelines and policies;
- Acts as the benefits administrator for the Township benefit programs relating to pension, medical and dental benefits;
- Ensures the efficient, economical, and effective organization and administration of the Township with the direction of Council;
- Is the direct supervisor of other administrative positions and Township volunteers;

- Adheres to, and ensures adherence by other Township Staff, to all Township policies and procedures;
- Ensures the safety, maintenance, and management of equipment and material resources related to municipal operations;
- Conducts periodic reviews of the organization's structure and recommends any changes to Council;
- Coordinates the development and implementation of short and long term operating plans and strategies for the Township;
- Direct the focus of the corporate administration to accomplish the approved plans for the year;
- Keep fully informed of all department operations through frequent meetings with Department Heads for coordination of activities and formulation of recommendations concerning policies, plans, budgets and the effective implementation of these;
- Participates in interdepartmental and intergovernmental projects as required;
- Attends all meetings of Council and Committees, makes observations, advises and responds to questions as required on behalf of administration;
- Researches and prepares recommendations to Council relating to municipal operations and proposes legislation or resolutions to address these;
- Draft and review by-laws, policies and recommendations for Council's consideration;
- Ensures that adequate insurance coverage is in place;
- Ensures the maintenance and confidentiality of all documents of the Township as required by regulation or other law or policy;
- Performs other duties required by Council which are in keeping with the duties of this position.

As Clerk

- Ensures that agendas are prepared and distributed in a timely manner with the appropriate background information;
- Ensures the minutes of Council and Committee meetings accurately reflect the proceedings and resulting decisions;
- Ensures records, by-laws, and municipal documentation are properly kept and maintained and that retrieval systems are in place for all important papers and documents;
- Prepares briefs, correspondence, agreements and advertisements as well as other documents required to ensure the effective communication from Council to internal and external audiences;
- Coordinates the compilation of notices that are included in mailings, publications in media, or posted on the Township website;
- Reviews all by-laws and resolutions and provides recommendations to Council;
- Ensure corporate compliance with all relevant statutory and regulatory requirements;
- Acts as the Freedom of Information coordinator for the Township;
- Acts as the Licensing Officer for the Township;
- Ensures the statutory duties of the Clerk are performed including those of Election Returning Officer, Commissioner of Oaths, Division Registrar and Issuer of Marriage Licenses;
- Performs other duties required by Council which are in keeping with the duties of this position.

As Treasurer

- Ensures the formulation, administration, and presentation of the annual and capital budgets for the Township;
- Ensures that all accounting and financial records of the Corporation are maintained accurately and in accordance with generally accepted accounting principles for Ontario Municipalities (PSAB);
- Provides final approval for expenditures as authorized by Council through the annual budget and municipal policy;
- Coordinates municipal banking services including investments, deposits, transfers, reconciliations, interact, and telephone/computer payments;
- Coordinate the annual municipal financial statement audit and other audits that may be required from time to time;
- Ensures the proper claims administration of all grants and joint funding arrangements;
- Prepares and reconciles employment grant applications with the appropriate Department Head;
- Considers financial implications of recommendations prepared for Council's consideration;

- Ensures remittance and accurate reconciliation of education levies;
- Ensures the statutory duties of the Treasurer are performed;
- Administers the procedures under the Municipal Tax Sales section of the Municipal Act 2001;
- Ensures the functions of accounting, taxation, payroll, accounts receivable, and accounts payable remain current;
- Performs other duties required by Council which are in keeping with the duties of this position.
- Current budget amount: 4.1 million dollars

QUALIFICATIONS:

- College/University education in business administration, finance or accounting discipline, as well as Association of Municipal Clerks and Treasurers/Certified Municipal Officer's Designation or an equivalent combination of education and relevant experience;
- Minimum of 8 to 10 years' experience in municipal management roles in government operations, particularly in finance;
- Thorough knowledge of municipal administration, finance and accounting;
- Extensive knowledge of local government operations including public works, waste management, recreation and emergency services;
- Advanced level computer skills (i.e. word processing, spreadsheets, presentation software);
- Completion of the Municipal Accounting and Municipal Tax Administration courses would be an asset;
- Thorough knowledge of municipal accounting, financial controls and Provincial legislation as it pertains to municipal finance, property taxation and general government;
- Advanced knowledge of Provincial Statutes and Regulations as they may apply to the positions of CAO/Clerk-Treasurer and the municipal Corporation in general;
- Excellent planning and organizational and time management skills to handle heavy workload and to meet rigid deadlines;
- Excellent oral and written communication skills when responding to the media with information or acting as spokesperson;
- Excellent negotiation skills when working with consultants, contractors, auditors, and legal services for the discussion of a wide range of municipal matters;
- Excellent interpersonal skills are required to interact with Council, Committee Members, staff, members of the general public, and senior government officials;
- Possess a sound knowledge of municipal services and operations;
- Possess an excellent knowledge and use of MS Office Suite;
- Possess a solid knowledge and practical understanding of a municipal accounting software as well a demonstrated experience with an asset management system;
- Possess a high level of initiative and independent judgement when providing leadership and direction to employees, acting as main policy advisor or spokesperson for the Corporation.

WORKING CONDITIONS

- High public profile
- Work subject to interruptions
- Good manual dexterity to operate computer and other office equipment, as required.
- Ability to work for long periods of time at a computer terminal.
- Work schedule is subject to shifting priorities of Council, changing Councils and deadlines imposed by legislation or municipal policy, and which may require work beyond the regular work schedule to meet deadlines and attend meetings.

WORKING RELATIONSHIPS

Internal

- Takes direction from, and provides advice to, Council;
- Provides leadership, guidance and direction to other staff regarding all areas of municipal operation;
- Direct reports: 5 full-time and 3 part-time
- Number of staff = 20 in addition to several volunteer committees for recreation

External

- Responsible for communicating with the public, media and other governments as required

IMPACT OF ERROR

- Recognizes that errors could add significantly to municipal costs, and create poor relations between the municipality and the public as a whole;
- Recognizes that errors could lead to legal issues;
- The frequency of errors to be minimized by continual diligence and communication with other staff, Council and with regulatory bodies as required.

TOWNSHIP OF SOUTH ALGONQUIN

CAO/CLERK-TREASURER

JOB DESCRIPTION ACCEPTANCE

I, _____ hereby recognize and accept the preceding duties and responsibilities as the incumbent of this position.

Employee/Incumbent

Date

Supervisor

Date

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

BY-LAW NO. 21-642

**Being a By-Law to Appoint Signing Officers at the Toronto
Dominion Bank and Desjardins Caisse Populaire des Voyageurs Inc.
for all Bank Accounts Operated by the Township of South
Algonquin**

WHEREAS it is the desire of the Corporation of the Township of South Algonquin to appoint from time to time Signing Officers on behalf of the Corporation.

NOW THEREFORE the Council for the Corporation of the Township of South Algonquin enacts as follows by appointing CAO/Clerk-Treasurer Bryan Martin or Deputy Clerk Carla Gatley together with Mayor Jane Dumas or Councillor Dave Harper or Councillor Richard Shalla as signing Officers at the Toronto Dominion Bank and Desjardins Caisse Populaire des Voyageurs Inc. for all Township of South Algonquin Bank Accounts.

AND FURTHER THAT By-Law 2016-515 be repealed in its entirety.

READ A FIRST AND SECOND TIME this 2nd day of June 2021.

Jane A.E. Dumas, Mayor

Bryan Martin, CAO/ Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 2nd day of June 2021.

Jane A.E. Dumas, Mayor

Bryan Martin, CAO/ Clerk-Treasurer