

The Corporation of the Township of South Algonquin

Council Meeting January 13, 2021

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CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN AGENDA

COUNCIL MEETING

Wednesday, January 13, 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: January 13, 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 January 13, 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: South Algonquin Business Association- Mapping Project
6. Minutes of Previous Meetings (s)
 - i. Adopt the Minutes of the Regular Council Meeting of December 2, 2020
 - ii. Adopt the Minutes of the Asset Management Committee Meeting of November 25, 2020
 - iii. Adopt the Minutes of the Waste Management Committee Meeting of November 25, 2020
 - iv. Adopt the Minutes of the Emergency Services Committee Meeting of November 25, 2020

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: January 13, 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 December 2, 2020 as circulated.”

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: January 13, 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 Asset Management Committee Meeting of November 25, 2020 as circulated.”

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: January 13, 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 Waste Management Committee Meeting of November 25, 2020 as circulated.”

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: January 13, 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 Emergency Services Committee Meeting of November 25, 2020 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: January 13, 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 awards Tender SA2020-10 “4x4 Cab & Chassis Truck with Dump Body & Plow” to Hunter Ford Sales Ltd for \$73,349.43 excluding H.S.T.

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: January 13, 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 authorize staff to start the process of changing to an Electronic Fire Permit System, utilizing Burnpermits.com.”

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: January 13, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

“BE IT RESOLVED THAT Council for the Township of South Algonquin approve the write-off of \$ 411.13 for property tax charged to roll number 4801 020 001 25010 0000.”

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: January 13, 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 authorizes staff to apply for two positions for the Canada Summer Jobs Program.”

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

- Pandemic Plan

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: January 13, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

FIRST and SECOND READING

“BEING A BY-LAW to adopt a Pandemic Plan for 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: January 13, 2021	Meeting: Council Meeting	Res. No.: 21-
Moved by:	Seconded by:	

THIRD READING

“BEING A BY-LAW adopt a Pandemic Plan for 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 21-626 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: January 13, 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 authorizes the payment of all bills as recorded for the meeting January 13, 2021: Batch 2020-00060 \$221,495.79, Batch 2021-00062 \$130,195.44, Batch 2020-00064 \$9,141.22, Batch 2020-00066 \$10,230.47."

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: January 13, 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 adjourns the regular meeting of January 13, 2021, at _____."

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

Carried:
Defeated by:

DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 20-622

TO BE A DELEGATION AT A REGULAR COUNCIL OR COMMITTEE MEETING you must complete this form, in its entirety and submit it to the Deputy Clerk no later than 1:00 p.m. seven days prior to the meeting at which you wish to be heard. Council agendas are finalized the Thursday prior to the meetings. The CAO/Clerk-Treasurer reserves the right to designate the request to the appropriate meeting upon review of the completed form.

APPLICANT INFORMATION:

FIRST NAME: Gabriela LAST NAME: Hairabedian

TITLE/ORGANIZATION (if applicable): South Algonquin Business Association

SPOKESPERSON(S): Gabriela Hairabedian or alternate TBD

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: 2

MAILING ADDRESS:
14 Major Lake Road, Madawaska, ON, K0J 2C0

TELEPHONE NO.: 905-746-7150 E-MAIL: fourseasonsalconquin@gmail.com

Has this subject matter been brought to council previously: yes no

Please describe the topic or subject matter you wish to address:

We would like to discuss the mapping project


If you are seeking a specific action or decision please explain:

1. We would like council to include feedback from the business community regarding the design and content of the proposed maps. 2. We would like council to implement a policy that automatically triggers a public feedback process on such projects in the future.

Is this a time sensitive issue: yes no

Do you have supporting documentation: yes no

If yes: Please ensure documentation is attached or has been forwarded to deputy-clerk@southalgonquin.ca with the application. Please provide a copy of materials used in your presentation, if any, to the Deputy Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Signature: 

Date: January 6, 2021

protection Act. R.S.O., 1990 Chapter E9 as amended; as referred by the committee of the whole council;

AND THAT it be read a third time and passed and numbered **20-625** 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-

16. CLOSED SESSION:

Moved by: S. Collins

Seconded by: D. Harper

Res. # 20-186

“That Council for the Corporation of the Township of South Algonquin move into a closed session of Council at 10:09 a.m. to consider subject matter regarding;
Ontario Municipal Act, Part VI, S.239 (2)

(b) Personal matters about an identifiable individual, including municipal or local board employees; a complaint submitted under the Complaint Policy By-law 17-540, against the CAO/Clerk Treasurer.”

Dave Gatley, Works Superintendent left the meeting.

Moved by: B. Bongo

Seconded by: J. Florent

Res. # 20-187

“**BE IT RESOLVED THAT** That Council for the Corporation of the Township of South Algonquin adjourns the closed session of the regular meeting of December 2, 2020, at 11:37 a.m.”

-Carried-

RISE AND REPORT:

Discussed complaints received against the CAO/Clerk-Treasurer. Council gave the CAO/Clerk-Treasurer direction on how to respond to complaints.

Discussed policies that will be reported on in 2021.

17. PAYMENT OF ACCOUNTS:

Moved by: R. Shalla

Seconded by: D. Harper

Res. # 20-188

“**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 December 2, 2020: Batch 2020-00056 \$87,577.69, Batch 2020-00058 \$132,262.09.”

-Carried-

18. ADJOURNMENT:

Moved by: J. Vermaire

Seconded by: S. Collins

Res. # 20-189

“**BE IT RESOLVED THAT** That Council for the Corporation of the Township of South Algonquin adjourns the regular meeting of December 2, 2020, at 11:40 a.m.”

-Carried-

The next council meeting is scheduled for Wednesday, January 13, 2021 at 9:00 a.m.

Mayor Jane Dumas

CAO/Clerk-Treasurer Holly Hayes

Deputy Clerk Carla Gatley
Recording Secretary

TOWNSHIP OF SOUTH ALGONQUIN
ASSET MANAGEMENT COMMITTEE MEETING – MINUTES

On Wednesday, November 25, 2020 the Asset Management Committee held a ZOOM meeting, live streamed to You Tube Channel.

Council Present:

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

Township Staff Present:

Holly Hayes, CAO/Clerk Treasurer
 Dave Gatley, Works Superintendent
 Tracy Cannon, Planning & Bldg. Admin., *Recording Secretary*

Chair of the Asset Management Committee, Councillor Florent called the meeting to order at 9:15 a.m.

ADDITIONS/AMENDMENTS TO THE AGENDA:

New Business, 2021 Capital Projects; Shields Road, Hay Lake Road

ADOPTION OF THE AGENDA

Moved by: R. Shalla

Seconded by: J. Dumas

To adopt the agenda as prepared for the Asset Management Committee meeting of Wednesday November 25, 2020 as circulated and amended.

DISCLOSURE OF PECUNIARY INTEREST: None

DELEGATIONS AND/OR PRESENTATIONS:

Ron Milne, Lyell Lake property owner introduced himself and provided examples of misuse and safety concerns on Lyell Lake and at the Lyell Lake Boat Launch and parking area. Mr. Milne also provided the committee with some examples of solutions.

The committee acknowledged boat launches are a concern throughout the township, however some of the concerns Mr. Milne expressed such as boat speeds on the water are not within Township's jurisdiction.

Mr. Milne will forward the written copy of his report to the office so it can be circulated to the committee.

Mr. Milne exited the meeting.

UNFINISHED BUSINESS:

Aylen Lake Boat Launch Storage

- No response from the Ministry of Natural Resources and Forestry has been received at this time. D. Gatley spoke to the consultant that conducted the decommissioning of the site and they have no concerns with the area being used for parking.

Strategic Plan Discussion

- Discussion regarding a staff report circulated in a previous Council meeting to update the Strategic Plan in 2021 or defer the update until after the next election.

Proposed Signage Plan

- Discussion on the signage plan circulated with a staff report. The plan included existing sign locations and proposed locations. Project was funded in the 2020 budget and through the Rural Economic Grant.
- In addition, there will be two 4x8 square Wayfinding Map signs, one to be located in Whitney and one in Madawaska. In the future additional maps could be ordered and placed in other locations.

Update on Victoria Lake Road

- CAO/Clerk Treasurer had a meeting with the Ministry of the Environment, Conservation and Parks. A Non-Operational Park Road Maintenance Agreement for all the roads within the non-operating parks has been received. Staff emphasized that any road maintenance done by the township will be done to our Level of Service By-Law. MECP will be replacing the dilapidated culvert on Victoria Lake Road this winter. Once the culvert is replaced staff will be able to cross that portion of the road with larger equipment.
Once the agreement is more acceptable to staff, we will have it reviewed by the lawyer who provided the original legal advice on this matter. MECP confirmed their jurisdiction and ownership of all infrastructure within the non-operating parks.
- Camp Madawaska has offered the township \$2,500.00 as their contribution to maintain Victoria Lake Road.

NEW BUSINESS:

Status of 2020 Capital Budget

- Staff presented the 2020 Budget Power Point presentation that included the status of the 2020 capital projects; road projects came in below budgetary allowances. As weather permits staff will continue with drainage improvements.
Outstanding is the engineering proposals for the Roads Need Study and design of Hay Creek Road. In the interim it was requested that some safety signs be erected in a few locations in the McKenzie Lake area.
- Tender for the 1Ton truck has been advertised and will close the second week of December. An unexpected expense for the replacement of the equipment float occurred in the spring.
- D. Gatley attended a virtual meeting with Renfrew County Public Works to discuss possible solutions for operational disruptions due to Covid-19. It was recommended that the yellow tandem be kept in service.

2021 Capital Projects

- Shields Road; there have been an increase of full time residents accessed from Shields Road, as the first 300 metres of the road is presently included in the township's Level of Service By-law but listed as a "Winter Road Closure" it was requested that the township consider providing winter maintenance for the first 200 meters. The construction of a turnaround would be required and costs will be investigated. Works Superintendent to provide capital and operational cost estimates.
- Discussion on resurfacing Hay Lake Road; contract entire project so staff can focus on general maintenance around the township such as grass cutting or do the work in house

that will cause some maintenance delays in the other areas.

- Priority should be given for the replacement of culverts.

Expansion of Bark Lake Boat Launch

- With a lot of parcels on Bark Lake being within the land claim, it is recommended council start to think about possibly expanding the Bark Lake Boat Launch. H. Hayes added staff are currently working with the Township Planners on updates to the Official Plan and other planning tools and that can be implemented in preparation for land transfers.

Moved by: J. Vermaire

Seconded by: S. Collins

To adjourn the Asset Management Committee meeting of November 25, 2020 at 10:58 a.m.

Councillor Joe Florent/Chairperson

Tracy Cannon, Planning & Building Admin.
Recording Secretary

DRAFT

TOWNSHIP OF SOUTH ALGONQUIN
WASTE MANAGEMENT COMMITTEE MEETING – MINUTES

On Wednesday, November 25, 2020 the Waste Management Committee held a ZOOM meeting, livestreamed to You Tube Channel.

Council Present:

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

Township Staff Present:

Holly Hayes, CAO/Clerk Treasurer
 Dave Gatley, Works Superintendent
 Tracy Cannon, Planning & Building Administrator, *Recording Secretary*

Chair of the Waste Management Committee, Councillor Shalla called the meeting to order at 11:06 a.m.

ADDITIONS/AMENDMENTS TO THE AGENDA: None

ADOPTION OF THE AGENDA

Moved by: D. Harper

Seconded by: J. Vermaire

To adopt the agenda as prepared for the Waste Management Committee meeting of Wednesday, November 25, 2020 as circulated.

DISCLOSURE OF PECUNIARY INTEREST: None declared

UNFINISHED BUSINESS:

Review Waste Management By-Law 16-517

Discussion and review of the current Waste Management By-Law #16-517.

- Enforcing the Definition of “Approved Container”, a large number of residents are still using oversized containers and some with narrow tops, reducing efficiency and causing health and safety concerns for staff.
- Review of Section 4.9 to 4.13 pertaining to Commercial pickup. Section should include; businesses that have large pickups are required to purchase bins that can be mechanically unloaded with the truck.
- To help extend the life of our landfill sites a reminder letter is to be sent to commercial businesses that dispose of commercial and demolition waste and cardboard boxes in bins. This type of waste should be taken to the landfill site by the owner where its volume can be reduced prior entering the landfill.
- Staff will no longer go in private waste storage buildings to retrieve waste.
- All tipping fees collected at the landfill sites are recorded by the Landfill Site Attendants and regularly delivered to the office where the collected funds and receipts are verified by office staff prior to bank deposit.

NEW BUSINESS:

Spring Summer Waste Collection-Commercial Pickup

- 12 to 15 residents consistently utilized the Sunday single point collection that was added to the Spring/Summer Waste Collection Calendar for the McKenzie Lake area. The attendant observed that this collection could be reduced by a half an hour and that the reduction would free up the collection truck to service other areas such as campgrounds/trailer parks more efficiently. Staff will look at the current structure of the collection calendar to see if the commercial pickup schedule can be included in the next Spring/Summer Waste Collection Calendar.

Other Items

- The aluminum bin at the Airy Landfill Site is high and difficult for some residents to dispose aluminum. Staff will look into how to make it more accessible.
- The new electronic containers have been received; one at each landfill site.

Moved by: J. Florent

Seconded by: J. Dumas

To adjourn the Waste Management Committee meeting of November 25, 2020 at 11:40 a.m.

-Carried-

Councillor Richard Shalla
Waste Management Committee Chairperson

Tracy Cannon, Planning & Building Administrator
Recording Secretary

TOWNSHIP OF SOUTH ALGONQUIN
EMERGENCY SERVICES COMMITTEE MEETING – MINUTES

On Wednesday, November 25, 2020 the Emergency Services Committee held a Zoom Meeting broadcasted to You Tube

Council Present:
 Mayor Dumas, Chair
 Councillor Sandra Collins
 Councillor Dave Harper
 Councillor Joe Florent
 Councillor Bongo
 Councillor Richard Shalla
 Councillor Joey Vermaire

Township Staff Present:

Holly Hayes, CAO/Clerk Treasurer, *Recording Secretary*
 Don Kruger, Fire Chief

Chair of the Emergency Services Committee, Mayor Dumas called the meeting to order at 11:42 a.m.

ADDITIONS/AMENDMENTS TO THE AGENDA: None

ADOPTION OF THE AGENDA

Moved by: J. Florent

Seconded by: J. Vermaire

To adopt the agenda as prepared for the Emergency Services Committee meeting of Wednesday, November 25, 2020 as circulated.

DISCLOSURE OF PECUNIARY INTEREST: None declared

UNFINISHED BUSINESS: None

NEW BUSINESS:

Fire Chief Don Kruger provided a written report pertaining to a fire permit process.

Recommendation is to move to a proper fire permit system that will be assigned to properties of those property owners who intend on burning brush or having campfires.

The current system has little tracking ability, as property owners contact the Fire Chief by either calling him directly or by email.

The proposed web based system; Burnpermits.com will allow the Fire Department to efficiently track where fires are, allow staff to communicate with registered property owners on fire awareness and is a great tool for staff to quickly get important information out, such as the implementation of a fire ban.

Fire permits would be issued annually and property owners would then be requested to report each time they have a fire by either calling the number provided or through a web base tool.

Staff propose a two year trial period to allow time to ensure the system is beneficial. During the trial period no fees will be applied for the purchase of a fire permit. Fees can be revisited after the trial period.

A resolution for the fire permit system will be presented at a future council meeting.

Moved by: J. Vermaire

Seconded by: R. Shalla

To adjourn the Emergency Services Committee meeting of November 25, 2020 at 12:14 p.m.

-Carried-

Mayor Jane A.E. Dumas
Emergency Services Committee Chairperson

Holly Hayes, CAO/Clerk-Treasurer
Recording Secretary

DRAFT

COUNCIL MEETING

January 13, 2021

COMMITTEE/STAFF REPORTS:

- 1) Fire Report
- 2) Deputy Treasurer's Report
- 3) Administration Report
- 4) Public Works/Operations Report

MONTHLY FIRE REPORT TO COUNCIL

SOUTH ALGONQUIN FIRE DEPARTMENT

Reporting Date: December 2020

Training / Courses

- 8th – Madawaska Station, Introduction to Mental Health and Post Traumatic Stress Disorder (PTSD). PowerPoint presentation and discussion on Mental Health concerns for firefighters, signs and symptoms, causes of stress and some coping strategies to help prevent PTSD. Presentation of SAFD Standard Operating Guideline #1101 Post Incident Analysis and Review (PIAR).
- 15th - Whitney Station, Introduction to Mental Health and Post Traumatic Stress Disorder (PTSD). PowerPoint presentation and discussion on Mental Health concerns for firefighters, signs and symptoms, causes of stress and some coping strategies to help prevent PTSD. Presentation of SAFD Standard Operating Guideline #1101 Post Incident Analysis and Review (PIAR).

Calls / Responses

- 17th- Shed fire at 160 Davies Lane on hwy 523

Complaints / Concerns

- Nov. 27th – District Chief Thom received a complaint from a nurse with Paramed that has a patient at Riverland Campground. Concerns about the smell of propane in the kitchen adjacent to the residence, he passed his concerns to Chief Kruger on the 8th. Chief Kruger attended with DC Thom on Dec 16th to inspect the kitchen. Slight smell of propane was noted but nothing that raised any alarms, kitchen appliances were clean and inspection paperwork and records were up to date. Chief Kruger reached out to TSSA and OFMEM for resources if any further action was needed, none required at this time. Updated the complainant and advised her to reach out with any further concerns. She was very appreciative of our efforts.

Upcoming Events

- Christmas and New Years – All the best to Council and Staff!
- January Flow testing of SCBAs and firefighter F.I.T. testing (SCBA)
- January training is annual CPR and First Aid

Correspondence / Other

-

STAFF REPORT

Meeting Date: Jan.13, 2021

Agency: Township of South Algonquin

Staff Contact: Jennifer Baragar, Deputy Treasurer



Agenda Title: Property tax write-off

Agenda Action: Resolution

Recommendation

That Council pass a resolution directing staff to write off uncollectable property tax to ensure an accurate position of the Township's expected revenue.

Background

Property roll # 4801 020 001 25010 0000 is held by the Ministry of Natural Resources and Forestry. The property was formerly classed as a payment-in-lieu (PIL) property with a land use permit associated with it. Although the tenure for this property was cancelled in January 2014, regular payment had been made until 2019.

In October 2020 staff requested a letter from MNRF detailing the reasons for nonpayment. The letter dated December 14, 2020 has been included as an attachment to this staff report.

Under Auditor advice, each year the Deputy Treasurer is asked to review the Accounts Receivables to determine whether accounts are collectible. When an account receivable has been determined to be uncollectible we cannot expect any future economic benefit from it. It no longer qualifies to be an asset and is therefore written off from accounts.

Analysis

There is an outstanding property tax balance of \$ 411.13. The tenure for this property has been cancelled and the MNRF staff have stated that the payment will not be issued.

Alternatives

No alternative.

Strategic Plan

None

Fiscal Impact

Staff are satisfied that all reasonable collection efforts have been exhausted. Taxes receivable will decrease by \$ 411.13.

Consultations

None

Attachments

Letter from Jana Osbourne, MNRF Lands Business Unit Supervisor.

**Ministry of Natural
Resources and Forestry**

Integration Branch

300 Water Street
Peterborough, ON
K9J 8M5

**Ministère des Richesses
naturelles et des Forêts**

Direction de l'intégration

C.P. 7000
300, rue Water
Peterborough (Ontario)
K9J 8M5



December 14, 2020

Township of South Algonquin
7 Third Avenue
PO Box 217
Whitney, Ontario
K0J 2M0

Attn: Jennifer Barager, Deputy Treasurer

This letter is to inform the Township of South Algonquin, that payment will not be made towards roll number 4801 020 001 25010, as the tenure which was associated with this roll was cancelled effective January 20, 2014. The tenure cancellation made the property untenanted, unpatented Crown land, which as per Section 3(1)(c) of the *Municipal Tax Assistance Act*, is exempt from a payment-in-lieu of tax (PIL).

Please contact me with any further questions.

Thank you,

Jana Osbourne

Jana Osbourne
Supervisor, Lands Business Unit
Program Services, Section
Ministry of Natural Resources and Forestry

STAFF REPORT

Meeting Date: January 6, 2021

Agency: Township of South Algonquin

Staff Contact: Holly Hayes



Agenda Title: CAO/Clerk Treasurer Staff General Report

Agenda Action: Information

This is a summary report to provide general update to council on ongoing or general matters.

Administration

- Jan 5, we were provided an update that Minister Yakabuski's Sr. Policy advisor is discussing the Lyell Landfill file with Senior staff at Infrastructure Ontario.
- The radio tower between Whitney and Madawaska has been sold, an updated agreement will be signed,
- Staff has been working on the website and will provide a presentation in the meeting.
- A By-law has been included in the package to pass the COVID policies that staff developed in 2020.
- The community safety and well-being survey closed and South Algonquin received 82 surveys returned comprised of 51 online, and 31 paper completions. Using population stats from 2016, this equals a response rate of 7.5%- which is very good. (3% is generally considered a "representative" response rate.).
- Prior to Christmas there was discussion with the AOO negotiation team requesting another meeting, as discussed during the Special meeting.
- Application for the COVID relief fund was submitted for the re-construction of the Trestle bridge.
- There is currently a "hard" insurance market where insurers are re-evaluating what risks they want to insure and are charging increased premiums for those they wish to continue to insure. The hard market is the result of increased losses over the past 5+ years and the effects are being felt across the insurance industry. Double digit increases are being seen throughout most Municipalities that we have talked to, regardless of the company, with more significant increases on those with claims. The 2020-2021 insurance renewal premium is \$66,636.00 plus applicable taxes – up 22% over the expiring term. The increase is driven by the current market conditions and existing losses primarily affecting the liability and property insurance rates.
- Staff provided comments on the Algonquin Land Claim Supplemental Report to the Draft EER: Proposed Settlement Lands.

Emergency Management

- The CMO has submitted our 2020 information to EMO and received confirmation that our field officer has recommended to the management team that we are compliant.

Meetings

- Fire Chief has a number of proposed actions to be included in the 2021 budget, he has prepared staff reports and would like to have a committee meeting to discuss January 20, 2021.
- Economic Development meeting

Public Works Department Operations Update

From: Dave Gatley, Public Works Superintendent

To: Mayor Dumas & Councillors

Date: January 7, 2021

Human Resources:

Health & Safety – Public works staff completed mandatory recertification training on December 15th for “Traffic Control Person” and “Workplace Violence and Harassment”.

Transportation Services:

Winter Service – Works staff changed to the 7 day schedule in mid-December. The new personnel and equipment structure has provided an opportunity to improve winter service and increase efficiencies. Staff has extensively re-calibrated the tandem plow trucks to have more uniform and accurate sanding rates.

Environmental Services:

Brushing – The excavator was used to brush approximately 2 lane kilometres of McCauley Lake Road between December 9th & 11th. Some manual tree trimming has also been completed in the Sabine and Whitney area.

Recreational and Cultural Services:

Rinks – Both rinks are operating under the restriction guidelines and providing a much needed source of outdoor recreation to the public.

Boat Launches – Renewal of the agreements for five municipal boat launch facilities are due. Staff is working with Bancroft MNRF to obtain them. No new information has been received from the MNRF for the proposed boat storage area for Ayles Lake. A reminder has been sent.

Capital Projects:

Hay Creek Road – Two proposals for engineering design of the proposed resurfacing and drainage improvement project have been received and a third is anticipated shortly.

Roads Needs Study – Three engineering firms have expressed interest in providing proposals. The scope for the study will include an Inventory Manual, Pavement Condition Index, Sign Survey (limited to just identify areas of concern) and a traffic count for identified roads.

New Single Axle Truck – Due to delays in the industry delivery of the new unit is anticipated for fall of 2021.

Shields Road – A capital cost of approximately \$10,000 is estimated to improve the first 200 metres of Shields Road and construct a snowplow turn around area. The estimate is based on the work being completed using township forces and some rented equipment. An annual Winter Control operational cost increase of < \$1,000 is estimated to add this 200 metre road section to the tandem plow route.

COUNCIL MEETING

January 13, 2021

ACTION:

- 1) MP Cheryl Gallant, RE: Canada Summer Jobs Program



Cheryl Gallant

Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology



December 17th, 2020



Whitney Recreation Centre
General Delivery
Whitney, Ontario
K0J 2M0

Dear Whitney Recreation Centre,

I am pleased to announce the Canada Summer Jobs (CSJ) Program is officially accepting applications for positions available throughout 2021. Canada Summer Jobs helps employers create much-needed summer job opportunities for students, while strengthening local economies and communities across Canada.

To help accommodate businesses during the pandemic, the CSJ program this year will be keeping the temporary expansions which were part of the 2020 version of the program:

These expansions are:

- 1) an increase to the wage subsidy, so that private and public sector employees can receive up to 75 per cent of the provincial minimum hourly wage for each employee;
- 2) an extension to the end date for employment to February 26, 2022; and
- 3) allowing employers to hire staff on a part-time basis.

Also due to the pandemic, in order to be eligible to receive funding, employers must be able to provide workers with a job placement in a safe work environment.

Funding opportunities are available to all not-for-profit organizations, public-sector employers, and small businesses with 50 or fewer full-time staff. Applicants must create job opportunities for young people aged 15 to 30 years.

The application period begins on December 21st, 2020 and will remain open until January 29th, 2021.

For more information on the CSJ Program, or for information on how to apply please, visit my website www.cherylgallant.com and click on the Canada Summer Jobs button under the 'Programs' tab.

Sincerely,

Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
PARLIAMENTARY OFFICE
Room 604, Justice Building
House of Commons
Ottawa, ON K1A 0A6
Tel.: (613) 992-7712
Fax: (613) 995-2561

CONSTITUENCY OFFICE
2nd Floor, 84 Isabella St.
Pembroke, ON K8A 5S5
Tel.: (613) 732-4404
Fax: (613) 732-4697
Toll Free: 1-866-295-7165
Website: www.cherylgallant.com

COUNCIL MEETING

January 13, 2021

CORRESPONDENCE RECEIVED FOR INFORMATION:

- 1) Solicitor General, RE: Community Safety and Well- Being Plan
- 2) Bancroft-Minden Forest, RE: 2021-2031 Forest Management Plan
- 3) Covid-19 Vaccine Distribution Task Force, RE: Vaccine Update
- 4) MNRF, RE: Short-Term Forest Management Plan Extension

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
 Toronto ON M7A 1Y6
 Tel: 416 325-0408
 MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
 Toronto ON M7A 1Y6
 Tél. : 416 325-0408
 MCSCS.Feedback@Ontario.ca



132-2020-5553

By email

December 24, 2020

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:

As you know, on January 1, 2019, amendments to the *Police Services Act* (PSA) came into force which mandate every municipality in Ontario to prepare and adopt a community safety and well-being (CSWB) plan, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services, and children/youth services. As previously communicated, municipalities originally had two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021).

The government recognizes that the pandemic has created unprecedented challenges for communities across Ontario. Over the past several months, we have heard from municipal partners that resources have been redirected to the pandemic response and, as a result, some have experienced delays in their CSWB planning and engagement processes.

In an effort to support municipal, policing and community partners during the emergency, on April 14, 2020, the government passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which amended the PSA to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans post January 1, 2021. This amendment came into force immediately upon Royal Assent.

I would like to inform you that the new deadline for municipalities to prepare and adopt a CSWB plan is now July 1, 2021. This extension provides municipalities with an additional six months to complete their plans.

This change will ensure municipalities, police services and local service providers can continue to dedicate the necessary capacity and resources to respond to COVID-19, while also providing adequate time to effectively undertake consultations, work collaboratively with multi-sectoral partners, and meet the legislative requirements to develop meaningful and effective CSWB plans.

Community partners continue to underscore the importance and need for this type of holistic planning that addresses crime and complex social issues on a long-term, sustainable basis and improves the safety and well-being of Ontario communities.

.../2

Head of Council/Chief Administrative Officer/Municipal Clerk
Page 2

Despite the unforeseen challenges that the pandemic has created, it is encouraging to see municipalities across the province persevere and make significant progress on their CSWB plans through innovative and forward-thinking approaches.

I greatly appreciate your on-going support as we move forward on this modernized approach to CSWB together. Through collaboration, we will continue to build safer and stronger communities in Ontario.

Lastly, if municipalities have any questions about CSWB planning, please direct them to ministry staff, Tiana Biordi, Community Safety Analyst, at Tiana.Biordi@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sylvia Jones', with a stylized flourish at the end.

Sylvia Jones
Solicitor General

Review of Proposed Operations Bancroft-Minden Forest 2021-2031 Forest Management Plan

The Ontario **Ministry of Natural Resources and Forestry (MNRF)**, **Bancroft Minden Forest Company (BMFC)** and the **Bancroft-Minden Local Citizens' Committee (LCC)** invite you to participate in the review of proposed operations. This review is being held as part of the detailed planning of operations for the ten-year period of the 2021-2031 Forest Management Plan (FMP) for the **Bancroft-Minden Forest**.

The Planning Process

The FMP takes 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. The second opportunity (Stage Two) for this FMP occurred on September 15, 2020 to October 15, 2020 when the public was invited to review and comment on the proposed Long-Term Management Direction (LTMD). This **'Stage Three'** notice is:

- To invite you to review and comment on
 - the planned areas for harvest, renewal and tending operations for the 10-year period of the plan;
 - the confirmed corridors for new primary and branch roads for the 10-year period of the plan;
 - the proposed operational road boundaries for the 10-year period of the plan; and
- To request contributions to the background information to be used in planning.

How to Get Involved

To facilitate your review, the following information can be obtained electronically on the Natural Resources Information Portal - <https://nrp.mnr.gov.on.ca/s/fmp-online>.

- a summary of the MNRF regional director preliminary endorsed LTMD; and
- a portrayal of:
 - the planned areas for harvest, renewal and tending operations for the 10-year period of the plan; and
 - the confirmed corridors for new primary and branch roads which are required for the 10-year period of the plan;

In addition to the most current versions of the information which was available at Stage Two of public consultation, the following information will be available electronically on the Ontario government website:

Information available as described in the 2020 *Forest Management Planning Manual* (FMPM) (Part A, Section 2.3.3) <https://files.ontario.ca/mnrf-forest-management-planning-manual-en-2020-07-08.pdf>

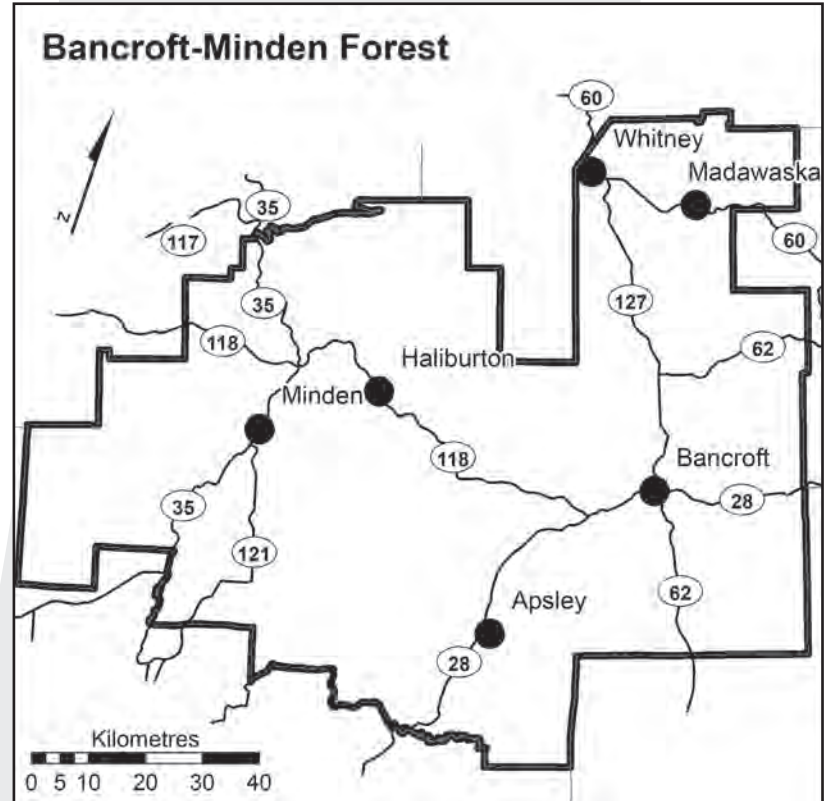
The detailed proposed operations can be made available electronically for review and comment by contacting the Bancroft Minden Forest Company office and/or MNRF contact listed below, during normal office hours for a period of 30 days from **January 4, 2021 to February 2, 2021**. Comments on the proposed operations for the Bancroft-Minden Forest must be received by Corinne Arthur of the planning team at the MNRF Southern Region Office, by **February 2, 2021**.

The Information Forum related to the review of Proposed Operations will be held via individual or group remote meetings which may be arranged by calling the individuals listed below during the review period. Remote meetings with representatives of the planning team and the LCC can be also requested at any time during the planning process. Reasonable opportunities to remotely meet planning team members during non-business hours will be provided upon request. If you require more information or wish to discuss your interests with a planning team member, please contact one of the individuals listed below:

Corinne Arthur, R.P.F.
Regional Planning Forester
MNRF
tel: 705-313-3274
e-mail: corinne.arthur@ontario.ca

Svetlana Zeran, R.P.F.
Plan Author
BMFC
tel: 613-332-6890
e-mail: svetlana@bmfc.ca

Jane Dumas
Bancroft-Minden Local Citizens' Committee (LCC)
e-mail: mayor@southalgonquin.ca



During the planning process there is an opportunity to make a written request to seek resolution of issues with the MNRF District Manager or the Regional Director using a process described in the 2020 *FMPM* (Part A, Section 2.4.1).

Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

<https://www.ontario.ca/document/participate-forest-management-ontario/how-get-involved-forest-management>

The tentative scheduled date for submission of the draft FMP is March 2021. There will be two more formal opportunities for you to be involved. These stages are listed and tentatively scheduled as follows:

Stage Four - Review of Draft FMP **April 2021**
Stage Five - Inspection of the MNRF-Approved FMP **August 2021**

If you would like to be added to a mailing list to be notified of public involvement opportunities, please contact Jennifer Card at jennifer.card@ontario.ca.

The Ministry of Natural Resources and Forestry (MNRF) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the *Crown Forest Sustainability Act, 1994*. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between MNRF and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the 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 Shari MacDonald by e-mail: shari.macdonald@ontario.ca.

COVID-19 Vaccine Distribution Task Force

General (Ret'd) Rick Hillier
Chair

25 Grosvenor Street
11th Floor
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca

Groupe d'étude sur la distribution des vaccins contre la COVID-19

Général (à la retraite) Rick Hillier
Président

25, rue Grosvenor
11^e étage
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca



December 31, 2020

It is hard to believe that this will be my final report of 2020. It has been a year like we have never seen. Ontarians have experienced great loss this year. When we look back at 2020, we will remember the family members and friends that succumbed to this terrible virus. We will also remember and thank all the health-care workers, essential front-line workers, the people who stock our grocery shelves, deliver food, drive transit and help Ontario continue to move forward each day.

On December 23, 2020, Health Canada approved the Moderna COVID-19 vaccine. Ontario received approximately 53,000 doses of Moderna this week with a second shipment expected in the middle of January. The Moderna vaccine does not need to be stored at extremely cold temperatures and can be transferred more easily. This means it can be taken directly to priority groups in long-term care homes, retirement homes, other congregate care settings, rural and remote locations, and other places where the most vulnerable and less mobile residents live.

Guided by our [ethical framework](#) and the best available data, the Task Force will continue to prioritize the most vulnerable populations first, who have higher risk of negative health outcomes from contracting the virus and are at a higher risk of spreading the virus. Groups receiving the early vaccine doses in the first few months of the Ontario immunization program will include:

- Residents, staff, essential caregivers, and other employees of congregate living settings that provide care for seniors;
- Health care workers, including hospital employees, staff who work or study in hospitals and other health care personnel;
- Adults in First Nations, Metis, and Inuit populations, beginning with remote/fly-in communities; and
- Adult recipients of chronic home health care.

Further priority populations will be identified within this phase based on available vaccine supply and informed by the ethical framework which was publicly released on December 30, 2020. Over time, the vaccine supply will increase to the point that all Ontarians who wish to be immunized, will be able to.

I wish everyone a healthy and safe New Year.

General (Ret'd) Rick Hillier
Chair of the COVID-19 Vaccine Distribution Task Force

COVID-19 Vaccine Distribution Task Force Update #4



Vaccine Update

Phased Distribution Plan

December 31, 2020

- On December 23, 2020 Health Canada approved the Moderna COVID-19 vaccine.
 - ~**53,000** doses of the Moderna vaccine were delivered on Dec 30th and will be administered to residents in long term care homes and high-risk retirement homes beginning with those in the grey and red zones.
 - Over **24,000** doses of COVID-19 vaccines have been administered to date.
- **Ethical Framework:**
 - The ethical framework was developed to guide decision-making and to ensure an ethical and effective distribution of vaccines in Ontario.
 - Supports the identification and sequencing of priority populations as well as other distribution considerations.
 - The framework is grounded in a core set of principles to guide COVID-19 vaccine distribution. Including:
 - Minimize harms and maximize benefits
 - Equity
 - Fairness
 - Transparency
 - Legitimacy
 - Public trust is enhanced by ensuring decisions and decision-making processes are informed by these principles to advance confidence and trust in Ontario's COVID-19 immunization program
 - The framework was developed by the prioritization subgroup – co-chaired by Dr. Maxwell Smith and Dr. Dirk Huyer and with representation from clinical leaders and bioethicists from across the province.

Key Successes

- Significant progress has been made on the plan for vaccinating those residing in remote/fly-in Northern communities, including the identification of health care personnel who will be administering the vaccine. The roll-out to these communities is targeted to begin in early January with Ornge undertaking the operational lead.
- This week, a total of 19 hospital sites continued to vaccinate workers and essential caregivers from long-term care and high-risk retirement homes, as well as high-risk hospital workers, with volumes increasing over the course of the week.
- Building on lessons learned from the Pfizer Vaccine rollout, the ministry has collaborated with key health sector partners to prepare for administering the Moderna vaccine to residents in long-term care homes and high-risk retirement homes.

For more information on COVID-19 vaccines for Ontario, please click [here](#).

NOTICE

APPROVED 3 MONTH SHORT-TERM FOREST MANAGEMENT PLAN EXTENSION FOR THE ALGONQUIN PARK FOREST 2010-2021 FOREST MANAGEMENT PLAN

The Ontario **Ministry of Natural Resources and Forestry (MNRF)**, **Algonquin Forestry Authority (AFA)** and the **Algonquin Park Local Citizen Committees (LCC)** would like to advise you that a 3 month short-term Forest Management Plan (FMP) extension of the approved 2010 – 2021 FMP for the **Algonquin Park Forest** has been approved by the Regional Director.

This FMP extension extends the period of the current FMP to June 30th, 2021.

How to Access the Approved FMP Extension:

The FMP extension is available electronically at the following locations:

- on the Natural Resources Information Portal – <https://nrip.mnr.gov.on.ca/s/fmp-online>
- by contacting the AFA office; Gordon Cumming at: gord.cumming@algonquinforestry.on.ca, during normal office hours.



Interested and affected persons and organizations can arrange a remote meeting with MNRF staff to discuss the approved FMP extension.

For further information, contact:

MNRF Contact

Joe Yaraskavitch, R.P.F
Management Forester
Joe.yaraskavitch@ontario.ca
613-401-4167

AFA Contact

Gordon Cumming, R.P.F
Plan author
gord.cumming@algonquinforestry.on.ca
705-789-9647 x130

LCC Contact

Tom Ballantine
LCC Chairmen
tomb@bell.net

The Ministry of Natural Resources and Forestry (MNRF) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the *Crown Forest Sustainability Act*, 1994. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between MNRF and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the 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 Shari MacDonald by e-mail: shari.macdonald@ontario.ca

Renseignements en français : Elizabeth Holmes au tél: 613 258-8210 courriel: elizabeth.holmes@ontario.ca.



COUNCIL MEETING

January 13, 2021

BY-LAWS:

- 1) 21-626 Adopt Pandemic Plan

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 21-626

Being a by-law to adopt a Pandemic Plan for 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 and healthy work environment for employees and visitors;

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

1. The Cleaning of Outhouses Policy, HS 008-00 and forming part of the by-law is hereby adopted.
2. The Wearing of Face Masks Policy, HS 009-01 and forming part of the by-law is hereby adopted.
3. The Facility User Protocols for Covid-19 Policy, HS 010-00 and forming part of the by-law is hereby adopted.

AND FURTHER that this By-Law, when passed, takes precedence over all previous by-laws/policies or resolutions with respect to the matters contained herein and shall come into force and effect on the day of its passing.

READ A FIRST AND SECOND TIME this 13th, day January 2021.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 13th, day January 2021.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer



Township of South Algonquin

COVID-19 Response Plan

Effective: March 17, 2020

Update 1; April 6, 2020

Update 2; June 19, 2020

Update 3; December 23, 2020

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Addendum

Communication Plan

Wearing of Face Mask Policy; HS-009-001

Facility User Protocols for Covid-19; HS-010-00

Cleaning of Outhouses Policy; HS-008-00

Covid-19 Safety Plan-Snapshot

SECTION 1 – INTRODUCTION

COVID-19 has been identified as a specific hazard that could imminently disrupt the operations of Township of South Algonquin (Township), the health care system and society. It is a possible emergency for which appropriate planning is required to ensure all staff are equipped with the knowledge, skills and resources to respond and protect themselves, and to ensure the essential functions of the Service continue to operate. This Response Plan (Plan) was developed to assist the Township to remain operational in the face of a potential pandemic, as well as strengthen its ability to resume operations following a pandemic.

The Plan has been designed as one aspect of the broader emergency plan. It provides guidance to council and employees, and may serve as the plan for maintaining essential functions and services during a pandemic.

This Plan reflects current knowledge and available information. It will be reviewed and updated on a regular basis to ensure it remains aligned with national, provincial and local developments and reflects current knowledge on COVID-19. Discretion may be required in the implementation of the Plan depending on changing circumstances.

The goals of this pandemic response are to prevent infection transmission, minimize serious illness, and minimize disruption to operations as a result of a COVID-19 pandemic.

SECTION 2 – BACKGROUND ON COVID-19

The information contained in this section is reproduced from the World Health Organization (WHO):

2.1 The COVID-19 Virus

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus was unknown before the outbreak began in Wuhan, China in December 2019.

The most common symptoms of COVID-19 are fever, tiredness, difficulty breathing and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment.

2.2 How Does COVID-19 Spread?

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs, sneezes or exhales. These droplets land on objects and surfaces around the person. Other people

then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who sneezes, coughs out or exhales droplets. This is why it is important to stay more than 2 meters (6 feet) away from a person who is sick.

2.3 Providing Current Information

Information regarding the COVID-19 is developing, as it becomes available, we will convey clear, relevant information about the source and nature of the risk.

SECTION 3 – LEGAL OBLIGATIONS

3.1 Pursuant to the *Occupational Health and Safety Act* (OHSA), the Township, its supervisors and employees all have duties and responsibilities to control hazards in the workplace and ensure a safe working environment. The Township will continue to comply with and satisfy its obligations pursuant to the OHSA in the event of a potential COVID-19 pandemic, including its obligations with respect to:

- (a) the provision of information, instruction and supervision;
- (b) taking reasonable precautions for the protection of workers;
- (c) providing required equipment, material and protective devices;
- (d) reporting occupational illnesses; and
- (e) considering work refusals in accordance with the OHSA.

3.2 The Township will continue to comply with its obligations under the *Human Rights Code*, including its duty to accommodate.

SECTION 4 - PRE-PANDEMIC MITIGATION STRATEGIES AND CARE

4.1 All employees are encouraged to:

- (a) Regularly and thoroughly clean their hands with an alcohol-based (at least 60% alcohol) hand rub or wash them with soap and water for at least 20 seconds and dry hands with paper towels.
- (b) Maintain at least 2 metre (or 6 feet) distance between the employee and other people.
- (c) Avoid touching eyes, nose and mouth.
- (d) Ensure that they, and the people around them, follow good respiratory hygiene, including but not limited to covering their mouth and nose with

their bent elbow or tissue when they cough or sneeze and disposing of used tissues immediately.

- (e) Clean and disinfect frequently touched objects and surfaces.
 - (f) Avoid shaking hands with colleagues or customers.
- 4.2 Within the workplace, the Township may also implement social distancing measures, which include: modifying the frequency and type of face-to-face employee encounters (e.g. placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksites (e.g. telecommuting); and promoting social distancing between employees and customers to maintain 6-foot spatial separation between individuals. Such measures will be communicated to employees in accordance with this Plan.
- 4.3 The Township will increase its cleaning operations, particularly of common areas and include, for example, surfaces of desks, phones and doorknobs.
- 4.4 All business travel shall be cancelled.

SECTION 5 – PANDEMIC RESPONSE TEAM

- 5.1 The Township's goal is to maintain operations and continuity to the extent possible during a pandemic.
- 5.2 The Township has designated a team of senior management personnel as the Pandemic Response Team, comprised of:
- (a) Holly Hayes, CAO/ Clerk Treasurer,
 - (b) Brian Ackney CEMC,
 - (c) Dave Gatley Works Superintendent and
 - (d) Tracy Cannon CEMC Alternate.
- 5.3 Each member of the Pandemic Response Team has also designated a back-up in the event that member becomes ill or is otherwise unable to perform their duties. Each member listed below will be an alternate for the corresponding list above.
- (a) Dave Gatley Works Superintendent
 - (b) Tracy Cannon CEMC Alternate
 - (c) Brian Ackney CEMC
 - (d) Adam Ziebarth Custodian

- 5.4 The role of the Pandemic Response Team is to:
- (a) monitor information related to the pandemic;
 - (b) establish when the various steps of the Plan must be implemented, and whether any steps of the Plan need to be amended to address the unique nature of the pandemic threat;
 - (c) determine how long the Plan will be kept in effect;
 - (d) communicate with public health agencies, emergency responders and others as required in the event that an employee, client, customer or visitor is confirmed as having the virus, or is displaying symptoms;
 - (e) confirm or define “High Risk Jurisdictions” on an ongoing basis for the purposes of notification under this Plan;
 - (f) review the Township’s policies regarding paid and unpaid leaves of absence and determine whether any changes need to be made on a temporary or interim basis;
 - (g) coordinate the distribution of information and materials to employees;
 - (h) enact pre-pandemic mitigation strategies;
 - (i) identify the essential functions or services of the Township which will be continued and how they will be carried out during the pandemic outbreak.
 - (j) develop a plan for continued operations, in accordance with Section 9.

SECTION 6 – SELF-IDENTIFICATION, NOTIFICATION AND TREATMENT

- 6.1 Employees who feel unwell or have symptoms of a respiratory illness of any kind should remain at home in isolation. If an employee has a fever, cough and difficulty breathing, the employee should call their local health authority and seek medical attention. The RCDHU has a self-assessment tool that can be found at [Coronavirus \(COVID-19\) self-assessment \(ontario.ca\)](https://www.ontario.ca/coronavirus), this tool should be used if you have been exposed to COVID-19 or have symptoms.
- 6.2 Employees should stay informed on the latest developments about COVID-19, and follow the advice of their healthcare provider, national and local public health authorities or the Township on how to protect themselves and others from COVID-19. In the event mandatory quarantines or other protective measures are required by health authorities, the CAO/Clerk Treasurer will issue an emergency communication to all employees.

- 6.3 Any employee who has recently travelled outside of the country, must immediately report to the CAO/Clerk Treasurer and the CEMC in her absence via email or telephone prior to returning to work for further instructions regarding whether or not a self-quarantine is required based on current direction from health authorities.
- 6.4 Any employee who has been in contact with someone who (i) has travelled outside of Canada and (ii) is exhibiting symptoms of, or tests positive for, COVID-19 must immediately notify CAO/Clerk Treasurer and the CEMC in her absence by email or telephone. Employees will be required to work remotely if possible, or go on a leave of absence for 14 days following such contact, and will be permitted to return to work only if they are not showing symptoms at the conclusion of that 14 day period.
- 6.5 Any employee who is planning travel, whether within Canada or outside of Canada, must contact CAO/Clerk Treasurer and the CEMC in her absence before returning to the workplace to ensure that they are informed of any updates to Township guidelines or changes to the jurisdictions considered as “high risk”.

SECTION 7 - EMPLOYEE ABSENCES

- 7.1 As part of its duties, the Response Team will develop a contingency plan for increased absenteeism within the Township’s workforce.
- 7.2 Employees who are required to remain at home who are not able to work from home will be on an unpaid leave, unless they are eligible for sick leave, or have other paid leaves available to them. The Township and Province may make additional paid leaves available to employees for the purposes of the pandemic, which will be communicated to employees.

SECTION 8 – VISITORS [CUSTOMERS, CLIENTS]

- 8.1 All members of the public will be asked to decline attending the workplace if they develop any flu-like or respiratory illness symptoms, or if they have been in a “High Risk Jurisdiction” in the 14 day period that precedes their visit.
- 8.2 All members of the public are encouraged to contact employees of the Township by e-mail or telephone, instead of through a physical visit. Members of the public can be offered participation through audio conference for those who cannot attend in person.

SECTION 9 – COMMUNICATIONS

- 9.1 The CAO/Clerk Treasurer will work with the CEMC on all communication strategies, including the use of appropriate channels for dissemination, and coordinate the production of materials for internal and external

communications, including those for social media, media relations and mass communications, the CEMC can also act as spokesperson.

- 9.2 In the event emergency communications are necessary, they will be communicated by CAO/Clerk Treasurer via memo to employees.
- 9.3 Signage promoting hand hygiene, cough and sneeze etiquette, proper use of Personal Protective Equipment (PPE) and social distancing will be posted throughout the workplace as applicable.
- 9.4 The CAO/Clerk Treasurer and CEMC will work with the Response Team to ensure that the Township's Pandemic Response Plan is communicated and implemented in the workplace. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the CEMC. During a pandemic response, all communications will be approved by the Mayor and CAO/Clerk Treasurer.
- 9.5 The CAO/Clerk and CEMC will determine strategies for internal and external communication and for media. Other individuals shall refrain from *ad hoc* or spontaneous comments or communications, as contradictory or unclear information can create confusion and detract from the Response Plan. Communication will be as warranted and will be carried out in a controlled fashion, only by designated spokespersons and using official channels.
- 9.6 Privacy and Confidentiality
- When addressing requests for information in the event of a pandemic response, it is important to consider issues of privacy and confidentiality. Depending on the situation, confidentiality may be required by statutes, regulations, policies or contracts.

Before responding to any requests for disclosure of information or providing such information to anyone, consult with a member of the pandemic response team. This includes requests for information from police, government officials or media. If disclosure is made, CAO/Clerk Treasurer should be informed immediately.

Nothing in this section prohibits the release of personal information of any person to police or other government officials if the purpose is to mitigate an imminent risk of harm to any person or significant damage to Township resources.

SECTION 10 –BUSINESS CONTINUITY

- 10.1 The Pandemic Response Team is responsible for developing contingencies for dealing with the impact a health emergency may have on the continued operation of the Township's business. This may involve the following considerations:

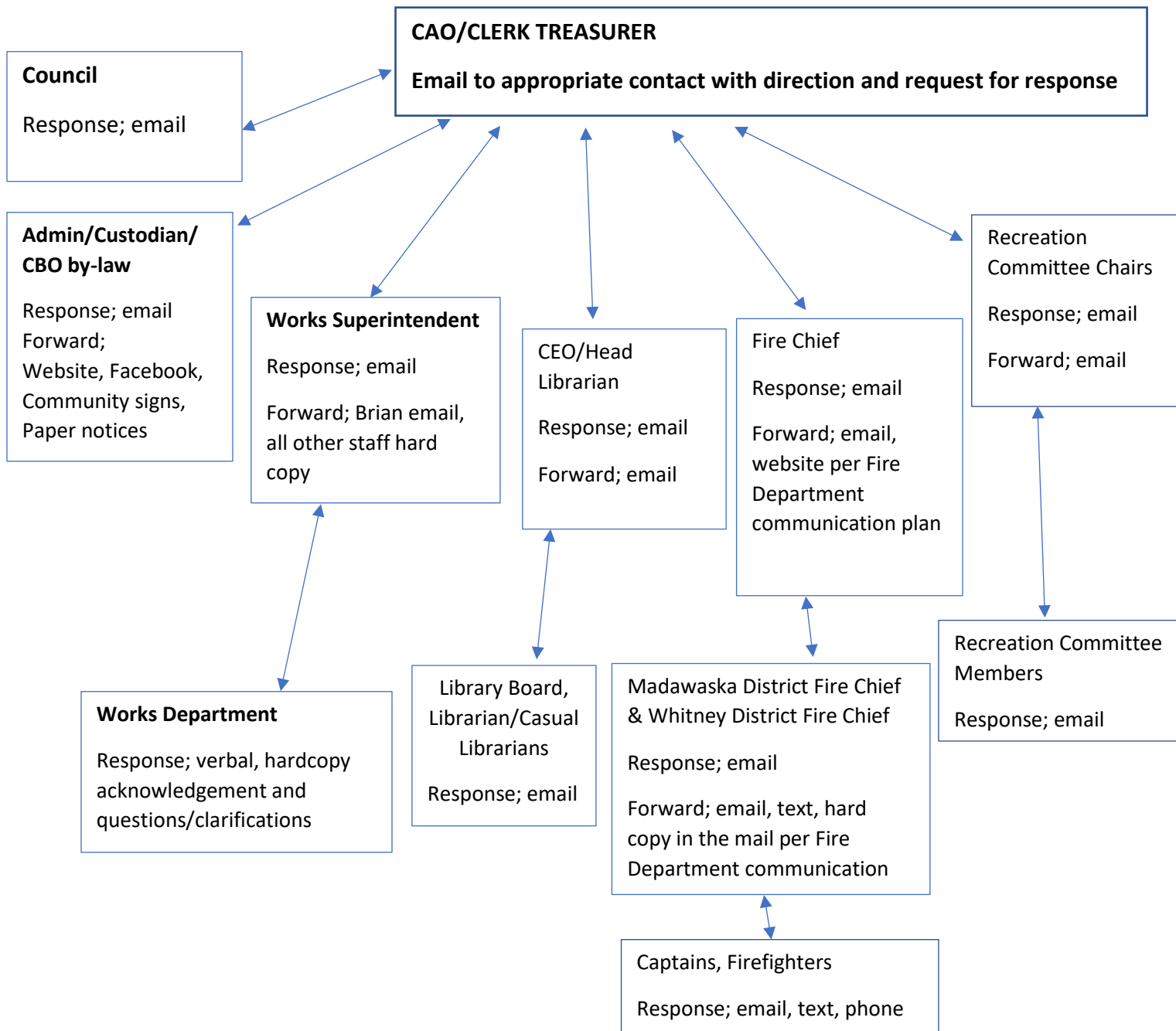
- (a) determining the core aspects of the business which must be carried on in order to sustain operations;
- (b) identifying the personnel systems, sites, supply methods, transportation requirements, utilities etc. that are required to maintain core functions;
- (c) identifying whether aspects of the operation would have to be closed temporarily;
- (d) developing, in conjunction with the Communications designate, plans for communicating to vendors, suppliers and customers;
- (e) identifying internal and external dependencies;
- (f) identifying essential positions and considering cross-training employees or training and drawing upon an ancillary workforce (for example, contractors or retirees);
- (g) identifying and planning for employees who may be at higher risk, for example pregnant women and employees with certain chronic conditions, and considering accommodations as necessary in accordance with human rights obligations;
- (h) determining in advance the level of absenteeism that can be tolerated before key business functions are affected and business operations must be changed;
- (i) maintaining a list of duties that employees can perform from home, as well as any equipment that may be necessary to perform those duties. Supervisors can then draw on this list to have those duties performed by employees from home should it become necessary;
- (j) considering how business activities can be modified to reduce face to face contact, for example by setting up meetings through teleconferencing rather than in person;
- (k) considering staggered work hours, flexible worksites, different work reporting structures or work assignments, telecommuting and reduced travel; and
- (l) ensuring communications and information technology infrastructures can accommodate a large number of employees working from home.

- (m) Waste Collection staff will not enter any enclosed building to retrieve waste.

PHASE 2 June 19, 2020

- a) Office staff starting to work from the office more regularly. Office closed to the public. (Office open to the public. Staff working from office and staff that shared small office space have been provide separate working areas.) Appointments are encouraged and are being scheduled so that only one member of the public in the office at one time.
- b) Building Department operational. Inspections scheduled with procedures; CBO/By-Law Enforcement Officer is not entering any occupied areas of buildings under construction including personal dwellings. Applicants may also be asked to answer brief, non-intrusive screening questions related to the COVID-19 health risks, and social distancing will be maintained.
- c) Planning Department; pursuant to the passing of Bill 189 (Coronavirus (Covid-19) Support & Protection Act (Apr. 14)) and O.Reg. 149/20 – Special Rules Relating to Declared Emergency (Apr. 15);no Committee of Adjustment Meetings were scheduled during this time (Lifted)
- d) Boat launches, beaches and washroom facilities open. Signage erected.
- e) Outdoor recreational activities, such as Pickleball has resumed. Indoor recreational activities remain suspended. (Lifted with restrictions)
- f) Libraries offering services via website.

APPENDIX 1: COMMUNICATION PLAN



**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	WEARING OF FACE MASKS			
TYPE:	HEALTH AND SAFETY	POLICY NO. HS-009-01		
DATE: July 10, 2020	REVIEW DATE:	FREQUENCY: As Required	REL. BY-LAW: 20-	PAGE #: 3
Revisions				
October 7, 2020				

I. Purpose:

The purpose of this document is to formally outline the internal procedures to be followed to ensure an increased focus on health and safety when interacting with members of the public during the global COVID-19 pandemic.

II. Scope:

The health and safety of Municipal staff and the general public is priority, and measures being taken through this Policy and Procedures are being done in compliance with requirements under the Emergency Management and Civil Protection Act and associated Regulations and public health directives issued by the Renfrew County and District Health Unit and the Government of Ontario. This Policy and Procedure applies to all individuals in the workplace who will have interactions with members of the public through services being offered.

III. Definition: “Enclosed Public Space” means indoor public spaces accessed by the public. Offices not open to the public including professional offices where clients receive services by appointment only are NOT considered an Enclosed Public Space.

1. Members of the public entering an enclosed public space will be asked to wear a face covering.
2. The following persons shall be exempt from wearing a face covering:
 - (a) a child who is under the age of 2 years old;
 - (b) a child between the ages of 3 and 5 who refuses to wear a face covering and cannot be persuaded to do so by their caregiver;

SUBJECT: WEARING OF FACE MASKS	POLICY NO: HS-009-01
DATE OF ISSUE/REVIEW DATE: July 10, 2020 October 7, 2020	Page 2 of 3

- (c) a person who is unable to put on or remove a face covering without assistance;
- (d) a person with a medical condition or other disability that inhibits their ability to wear a face covering, including persons who are reasonably accommodated pursuant to the (Ontario) Human Rights Code by not wearing a face covering;
- (e) a person whose ability to breathe in any way would be inhibited;
- (f) a person that cannot wear a mask/face covering or cannot cover the face for any religious reason;
- (g) employees or agents of the owner or operator of any enclosed public place within or behind a physical barrier or within an area designated for them and to which the general public is not invited;
- (h) any paramedic, fire fighter or police officer acting in the course of their duties.

No person shall be required to provide proof of any of the exemptions listed above.

3. if a member of the public is unable to wear a mask and wishes to meet with staff, they may be accommodated using a COVID safe method such as telephone or zoom
4. Clearly visible signage outlining the requirement to wear a mask will be posted noticeably at all entrances to the enclosed public place.
5. Municipal staff will encourage the public to wear a mask when entering a municipal facility and will continue to encourage during the duration of the visit.
6. Municipal Staff will wear a face covering when in common areas of their work space.
7. Municipal staff will wear a face covering when in a Township vehicle if there is more than one person in the vehicle.
8. Municipal staff will be provided disposable masks for their protection when functions of their job require them to visit enclosed public spaces.
9. A “face covering” shall mean a medical mask or non-medical mask or other face covering, including a bandana, scarf or other fabric or material that covers the nose, mouth and chin without gaping to create a barrier to limit the transmission of respiratory droplets.
10. This policy shall support a non-judgmental approach for those not wearing a mask/face covering. Kindness is important as some people may not be able to wear a mask/face covering.

SUBJECT: WEARING OF FACE MASKS	POLICY NO: HS-009-01
DATE OF ISSUE/REVIEW DATE: July 10, 2020 October 7, 2020	Page 3 of 3

By signing below, I confirm that I have read, understood and agree to abide by the terms and conditions of this undertaking.

(Employee Signature)

(Date)

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	FACILITY USER PROTOCOLS FOR COVID-19			
TYPE:	HEALTH AND SAFETY		POLICY NO. HS-010-00	
DATE: August 18, 2020	REVIEW DATE:	FREQUENCY: As Required	REL. BY-LAW: 20-	PAGE #:
Revisions				

I. Overview:

The health, safety and well-being of our staff, facility users and community are of the utmost importance. Community centres support a wide range of local activity including both public and private functions. The communal nature makes them places that are vulnerable to the spread of coronavirus (COVID-19).

II. Policy Brief & Purpose:

This policy includes measures we are actively taking to mitigate the spread of the COVID-19 virus. All facility users are asked to follow the measures outlined and use their best judgement to ensure a healthy and safe space when using Township facilities.

III. Scope:

This policy applies to all staff, volunteers and users of our facilities.

CORE PRINCIPLES TO SAFELY REOPEN FACILITIES

- Users and staff will follow COVID-19 related recommendations issued by Renfrew County and District Health Unit (RCDHU), which can be found at <https://www.rcdhu.com/>.
- To help decide which actions to take prior to approving a permitted activity, a **COVID-19 assessment should be completed by those requesting the use**, taking account of the core guidance on physically distancing and the points set out below; a simplified set of questions has been provided to help users consider the required aspects of managing a group within one of the facilities.

- Users of a facility have responsibility for managing risks arising from their own activities when they have control of premises and should understand protection measures relevant to their activity.

SOCIAL DISTANCING AND CAPACITY

- Measures should be in place to ensure all users of facilities follow the guidelines on distancing, including of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable).
 - The size and circumstance of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.
 - Guidance provided by provincial government should be adhered to when available (for example indoor gatherings of less than 50 people and outdoor of less than 100 are permitted at the time of writing this policy but is likely to change in the future).
 - Mask/face covering and a COVID-19 screening information page will be posted at the entrances to the facilities, users should re-confirm that they are present at all entrances and make participants as aware as possible of this information, (Attachment 1).
 - Renters should consider what changes might be needed to ensure safe use of the building including:
 - **Making use of multiple exit and entry points:** to introduce a one-way flow in and out of the premises, with appropriate floor markings or signage. Any changes to entrances, exits and queues should take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.
 - **Managing the arrival and departure times** of different groups so as to reduce the pressure at exits and entrances.
 - **Queue management:** the flow of groups in and out of the premises should be carefully controlled to reduce the risk of congestion. It may be necessary to introduce socially distanced queuing systems.
 - The RCDHU COVID-19 Directive for Masks/Face Coverings should be followed in Township facilities and has been added to this policy as Attachment 2.
 - Additional signage including wayfinding information can be found on the RCDHU website.
 - Equipment must be cleaned and disinfected between user sets or at the end of a game.
 - If the kitchen facility is being used all dishes must be washed, dried and put away. All food must be removed from the kitchen including any food in refrigerators. Food left will be thrown away.
 - Clean hands often using soap and water, or alcohol based (70%) hand sanitizer.
 - Users are required to leave the facility immediately after their facility rental.
 - All users are required to sanitize their hands when entering the facility, sanitizers are available at entrances.
 - Stay home if you are sick.
-

- **SCREENING :**

- Screening questions will be posted at the entrance to facilities; users shall not enter if they answer yes to any of the screening questions.
- Users will provide administration staff with a session participant list that will include when the user entered and left the facility.
- The Questionnaire and Participant Tracking list can be emailed or a photo texted to administration staff following use of the facility.
- If you have recently returned from out of the country, you are to remain home for 14 calendar days and return to our facility only if you are fully asymptomatic. You will also be asked not to come into physical contact with any other staff members or facility users during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please consider the safety of your community and stay at home. You will also be asked not to come into physical contact with any other staff members or facility users during this time.
- If you have a positive COVID-19 diagnosis, you can return to our facility *only after* you have fully recovered, with a doctor's note confirming your recovery.

Staff Protocols

- Staff commit to taking all protective measures.
- Staff will follow the direction provided by the RCDHU.
- Commonly touched surfaces will be cleaned after each facility rental.
- Staff will stay home if feeling ill.

EVALUATION

COVID 19 has presented all of us with challenges we have never seen before. This policy will be monitored and changed according to Provincial and Federal Government guidelines and RCDHU. We will adjust any of the above policies as restrictions lessen and the changes are manageable.

Attachments;

1. Mask/face covering and a COVID-19 screening information page.
 2. The RCDHU COVID-19 Directive for Masks/Face Coverings should be followed in Township facilities and has been added to this policy as Appendix A.
 3. Risk Assessment Questionnaire.
-



COVID-19

Do you have any of the following?



Fever



Cough



Difficulty breathing



Sore throat, trouble swallowing



Runny nose



Loss of taste or smell



Not feeling well



Nausea, vomiting, diarrhea



Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?



Have you returned from travel outside Canada in the past 14 days?



If you answered YES to any of these questions, go home and self-isolate right away. To find out if you require COVID-19 testing contact:

- Your health care provider OR
- Renfrew County Virtual Triage and Assessment Centre at 1-844-727-6404 OR
- Renfrew County and District Health Unit at 613-735-8654



Renfrew County and District Health Unit

"Optimal Health for All in Renfrew County and District"

www.rcdhu.com

ATTENTION

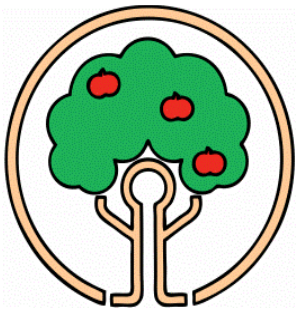
**Please wear a
MASK or FACE COVERING
in this facility**



**This includes cloth and disposable
masks, bandanas, scarves**

Exemptions include people who cannot wear a mask for medical reasons, children under two years old, or those who are unable to remove the face covering without assistance. Proof of exemption is not required.





Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

Background

This directive for masks/face coverings will remind employers of their responsibilities under the *Emergency Management and Civil Protection Act* (EMCPA) and related Regulations. It includes public health expectations per EMCPA and is written to continue to support a successful and safe implementation of the provincial [government's Framework for Reopening our Province](#). It is for any persons responsible for a business or organization that is permitted to open per EMCPA Ontario Regulation 263/20 – Stage 2 Closures, to highlight your responsibilities.

Increasing scientific evidence indicates that the widespread use of masks/face coverings by all persons decreases spread of respiratory droplets, and expert opinion supports the widespread use of face coverings to decrease transmission of COVID-19. Masks/face coverings are recommended because they:

- keep our respiratory droplets to ourselves and help to prevent the spread of the virus to others;
- provide a non-invasive, inexpensive way to reduce the spread of COVID-19; and
- act as a visual reminder to others to remain vigilant and stay physically distant from others.

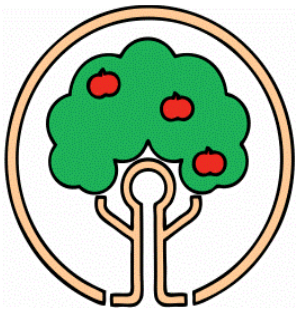
“Enclosed Public Space” means indoor public spaces accessed by the public.

These include the following, but are not limited to:

- restaurants, cafés, cafeterias, banquet halls;
- retail establishments and shopping malls;
- churches, mosques, synagogues, temples, or other places of worship;
- libraries, museums, art galleries, recreational facilities, bingo halls, community centres and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
- sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums;
- common areas of hotels, motels, or short-term rental premises such as lobbies, elevators, meeting rooms, rest rooms, laundry rooms, gyms, and kitchens;
- public and private transportation including taxis and rideshare services;
- common areas of premises under the control of a regulated health professional under the *Regulated Health Professions Act, 1991, S.O. 1991, c. 18, as amended*, such as waiting rooms;
- common areas of hospitals and independent health facilities such as lobbies, food courts and retail establishments;
- spas, hair salons, barbers, nail salons, and other personal service settings that are subject to health and safety protocols provided by the Province of Ontario during the provincial emergency;
- and municipal public spaces.

The following are NOT considered an “Enclosed Public Space”:

- Spaces subject to provincial and/or local public health guidance:



Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

- Schools under the *Education Act, R.S.O. 1990, c. E.2, as amended*
- Childcare centres and providers governed by the *Child Care and Early Years Act, 2014, S.O. 2014, c. 11, as amended*
- Day camps
- Offices not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant).

Mask Definition

“Mask” means a cloth (non-medical) mask, medical mask or other face coverings (e.g. a bandana, scarf or cloth), for filtering respiratory droplets that securely covers the nose, mouth and chin and is in contact with the surrounding face without gapping.

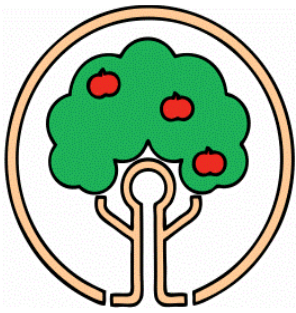
With the right to reopen businesses and public settings in our communities, comes the critical responsibility to do so in a *COVID-safe* way. Much of the responsibility and opportunity for a successful reopening in our region lies in your hands. The decisions you take as you reopen will determine the course of the pandemic in our area and the public health actions necessary to control spread.

A number of [workplace resources](#) are available on RCDHU’s website including a number of sector specific guidelines.

Who is exempt from wearing a mask/face covering?

A person shall be **exempt** from wearing a face covering on the premises if:

1. The person is a child under the age of two years; or a child under the age of 5 years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
2. The person is incapacitated and unable to remove their mask/face covering without assistance under the *Accessibility for Ontarians with Disabilities Act (AODA)* or who have protections under the *Ontario Human Rights Code, R.S.O 1990, c.H.19, as amended*;
3. Wearing a mask/face covering would inhibit the person’s ability to breathe in any way;
4. For any other medical reason, the person cannot safely wear a mask/face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information. **No medical documentation is required for a medical exemption, and operators should take a person’s word in good faith.**
5. For any religious reason, the person cannot wear a mask/face covering, or cannot cover the face.



Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

6. A person who is employed by or is an agent of the operator of an enclosed public space and:
 - Is in an area of the premises that is not designated for public access or,
 - Is within or behind a physical barrier (e.g., plexiglass)

What are my responsibilities?

As a business or organization that is permitted to open per EMCPA *Ontario Regulation 263/20 – Stage 2 Closures* your responsibilities for **general compliance** per provincial legislation include:

4. (1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.

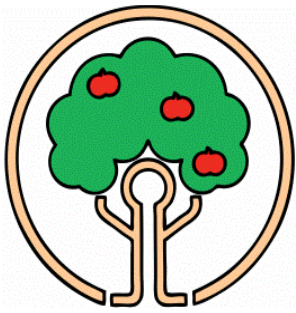
(2) The person responsible for a business or organization that is open shall operate the business or organization in **compliance** with the advice, recommendations and **instructions of public health officials**, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

(3) The person responsible for a business that is open to the public, or an organization responsible for a facility that is open to the public, shall ensure that the place of business or facility is operated to enable members of the public in the place of business or facility to, to the fullest extent possible, **maintain a physical distance of at least two metres from other persons.**(Ontario Regulation 263/20).

Directive from RCDHU Medical Officer of Health Regarding Enclosed Public Spaces

The following are instructions, pursuant to O. Reg 263/20 s.4(2) (or as current), to all operators responsible for businesses or organizations within Renfrew County and District Health Unit's service area:

1. To the fullest extent possible, ensure effective measures are in place to maintain physical distancing amongst all employees and clients.
2. Unless the nature of work requires the use of a medical mask, to the fullest extent possible, ensure all individuals wear a mask/face covering (for example, a homemade cloth mask, bandana, or scarf).
3. Implement screening practices for employees and members of the public, including requiring those who are ill to stay home and be advised to be tested for COVID-19.
4. Promote excellent hygiene practices including hand hygiene, and cough and sneeze etiquette (for details refer to the drop-down menu titled *How can you protect yourself and your family?* On [RCDHU's website](#)).



Renfrew County and District Health Unit

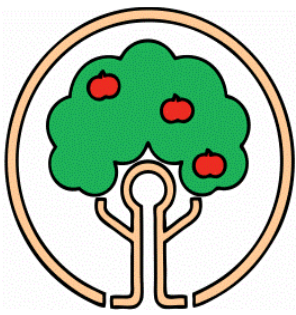
COVID-19 Directive for Masks/Face Coverings

Operator Definition

“Operator” means the person who controls, governs, directs, or is responsible for the activity carried on within the “Enclosed Public Space” and includes the person who is actually in charge at any particular time.

Duty of Operator

1. Every operator of an enclosed public space shall have a policy in place to educate persons when entering the premises of the commercial establishment or remaining in the premises if the said person is not wearing a mask/face covering. Best efforts shall be made to educate persons about wearing a mask/face covering. The mask/face covering **should be worn inside the premises at all times**, unless it is reasonably required to temporarily remove the mask/face covering for services provided by the establishment.
2. The policy should be enacted and enforced in “good faith” and should be used to educate people on mask/face covering use in premises where physical distancing can be a challenge.
3. Ensure the availability of alcohol-based hand rub at all entrances and exits for the use of all persons entering or exiting the premises.
4. Post appropriate visible signage indicating that masks/face coverings are required inside the premises. Each public entrance to the premises should post prominent and clearly visible signage. Sample signage can be found on the [RCDHU website](#).
5. Ensure that all employees are aware of the policy and are trained on your establishment’s expectations.
6. No person shall be required to provide proof of any of the exemptions listed above, in the “Who is exempt from wearing a mask/face covering” section.
7. The policy shall:
 - Exempt the persons listed above in the “Who is exempt from wearing a mask/face covering” section from the obligation of wearing a mask/face covering.
 - Ensure that all persons working at the establishment are trained in the requirements of the policy.
 - Require that employees and agents wear a mask/face covering when working in the public areas of the premises unless the employee or agent is within or behind a physical barrier.
 - Require that employees and agents provide a verbal reminder to any customer entering the premises without a mask/face covering that the customer should be wearing a mask/ face covering.
 - Require, for customers in a premise removing their mask/face covering for extended periods of time, a verbal reminder to that customer of the requirement to wear a mask/face covering under these instructions.



Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

- Permit the temporary removal of a mask/face covering where necessary for the purpose of:
 - Receiving services; or
 - While actively engaging in an athletic or fitness activity including water-based activities and dining.
8. Support a non-judgemental approach for those not wearing a mask/face covering. Kindness is important as some people may not be able to wear a mask/face covering.

Additional Fact Sheets & Posters

RCDHU FAQ- [Directive for Masks and Face Coverings](#)

- Includes frequently asked questions about the directive for mandatory masks and face coverings while in enclosed public spaces.

RCDHU FAQ- [Masks and Face Coverings](#)

- Includes frequently asked questions about masks and face coverings to be used while in enclosed public spaces.

RCDHU Tool – [COVID-19 Employee Screening Tool](#)

- Tool for employees to use before starting a shift, to help limit the spread of COVID-19.

RCDHU Fact Sheet – [Guidance for Retail Stores](#)

- COVID-19 information for retail stores, to assist with operations during the current pandemic.

RCDHU Poster – [COVID-19 Screening Poster for Retail Entrances](#)

- Public entrance poster displaying COVID-19 signs and symptoms, to help limit the possible spread of COVID-19.

RCDHU Poster – [Do's and Don'ts of Using Non-Medical Masks](#)

- Poster with tips on what should and what should not happen while wearing a mask or face covering.

RCDHU Signage – [ATTENTION: Please Wear a Mask or Face Covering in this Facility](#)

- A notice sign, which can be used to remind the public to wear a mask before entering.

Risk Assessment Questionnaire to be completed by those requesting use of a Recreation Facility. These questions will help users consider the main aspects within the policy and communicate them to Township staff;

1. What is the proposed activity?
2. Can the activity being requested be done in a way that allows for physical distancing?
3. Provide details of cleaning procedures that will be required during the activity to ensure that surfaces that are touched by more than one person will be cleaned between uses.
4. List any methods that will be employed to ensure members of the public will have the ability to physically distance?
5. Can the event coordinator manage arrival and departure times to ensure that the number of people in the facility meets the provincial requirements? (50 indoor)
6. How will the event coordinator manage the session participant list?

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	CLEANING OF OUTHOUSES			
TYPE:	HEALTH AND SAFETY	POLICY NO. HS-008-00		
DATE: June 9, 2020	REVIEW DATE:	FREQUENCY: As Required	REL. BY-LAW: 20-	PAGE #:
Revisions				

I. Purpose:

The Township of South Algonquin is committed to providing and maintaining clean and safe facilities for employees and visitors to use.

II. Scope:

This policy applies to all outhouse facilities owned and maintained by the township.

III. Definition:

-Employees that clean township outhouses must always use PPE; gloves and possibly a respirator

-Informational signs will be posted

-Hand sanitizer will be provided

-Units will be cleaned more frequently than usual during a pandemic

-Signage to be posted that indicates that between cleanings, the public must assume it's contaminated and that it's possible to acquire Covid through usage.

In order to clean and disinfect the outhouse,

1. clean with soap and water, and then rinse the soap away using low flow to reduce splash that will cause air borne contamination.

2. then apply a strong disinfectant solution by adding 4 teaspoons (20 ml) of bleach to a litre of water. Spray the surfaces with the bleach-water and let the disinfectant solution sit for 1 minute. The chemical will kill any remaining virus in this time.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name:

Division/group: All

Township of South Algonquin

Revision date: None

Date completed: December 22, 2020

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- The Pandemic Plan created in March has been updated and re-distributed, ensuring people are aware of the need to use the RCDHU website and screening tool.
- The information will be shared using the communication plan within the pandemic plan,
- Public Works has a bulletin board that includes updates as they are received,
- Management will continue to monitor online sources for updated information on the lockdown and COVID changes in general. <https://www.rcdhu.com/news/>

How we're screening for COVID-19

- Staff have been directed to use the COVID-19 Employee screening tool attached to this plan or use the Ontario COVID-19 self assessment tool at <https://covid-19.ontario.ca/self-assessment/>, prior to coming to work, if the tool provides direction other than they are ok to come to work supervisor is to be notified and staff is asked follow the direction provided.

Physical distancing and separation

- All staff work areas are separated more than 2m,
- Masks are to be used when staff leave their desks or are in common areas such as washrooms, kitchen, council chambers or when they have to meet,
- Staff are using the RCDHU screening tool prior to coming to work,
- Hand sanitizer is available,

- One member of the public at a time are permitted in the office those with symptoms or who have travelled are asked to not enter and call or email instead,
- Office is cleaned daily, staff are asked to wipe shared surfaces prior to using them,

Works

- All staff are required to wear masks when unable to distance 2m,
- Staff are using the RCDHU screening tool prior to coming to work,
- Hand sanitizer, PPE and cleaning material is available in equipment
- Shifts reduce staff interaction and trucks have been designated to reduce the number different drivers per truck,

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Contact RCDHU 613-732-3629 extension 977 or 1-800-267-1097 or <https://www.rcdhu.com/news/>
- Staff are asked to follow the direction provided by the RCDHU screening tool and not come to work,
- Information for all staff will be provided by their supervisor via text,
- We will know who would have interacted because of the schedule and log books,
- The Contact Tracing document included as attachment 2 will be used for visitors to the Township office.

How we're managing any new risks caused by the changes made to the way we operate our business

- Additional COVID "stress relief" days have been provided in an effort to help reduce staff's mental stress,
- Managers are making an effort to talk with staff, check in and ensure that if there are issues, they are being discussed,
- The risk of having multiple staff members being off at the same time is high if this happens additional drivers have been contacted and could operate for us if required.

How we're making sure our plan is working

- This plan will be reviewed monthly,

- Staff are encouraged to provide feedback to any document they are provided,
- Management continuously monitor and make changes to plans, and impacted staff will be updated with these changes from their managers.

COVID-19 Employee Screening

Please complete the following questions before beginning your work today.

Name: _____

Date: _____ Time: _____

Do you have any of the following?



Fever



Cough



Difficulty breathing



Sore throat, trouble swallowing



Runny nose



Loss of taste or smell



Not feeling well



Nausea, vomiting, diarrhea

Yes Have you been in close contact with someone who has tested positive for COVID-19 in the past 14 days?

Yes Have you returned from travel outside Canada in the past 14 days?

No

If you answered YES to any of these questions, go home and self-isolate right away. To find out if you require COVID-19 testing contact:

- Your health care provider, OR
- Renfrew County Virtual Triage and Assessment Centre at 1-844-727-6404

Adapted with permission from Ottawa Public Health and Toronto Public Health.



Renfrew County and District Health Unit

"Optimal Health for All in Renfrew County and District"

Visit us at www.rcdhu.com

September 28, 2020

