

# The Corporation of the Township of South Algonquin

## Regular Council Meeting July 5, 2023

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# CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN<sub>2</sub>

## AGENDA

### REGULAR COUNCIL MEETING

Wednesday, July 5, 2023 9:00 a.m.

Council Chambers  
Municipal Office  
7 Third Avenue  
Whitney, Ontario

**And ZOOM and You Tube Channel: South Algonquin Council**

1. Open Meeting/Call to order – 9:00 a.m.
2. Roll Call
3. Land Acknowledgement

We acknowledge that we are gathered on the unceded Traditional Territory of the Algonquin Anishinaabeg people, specifically the Matouweskarini (people of the Madawaska River). We further acknowledge that the Algonquin People have been stewards of this land since time immemorial and we strive to treat the land along with the flora and fauna it supports, the people, their customs and traditions, with honour and respect. Today, this area is home to people of all walks of life, and we acknowledge the shared opportunities and responsibilities to live, work and survive within this beautiful territory.

Chi-miigwetch, All my relations

4. Additions / Amendments to the Agenda
5. Adoption of the Agenda

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Res. # 23-** \_\_\_\_\_

THAT: Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Regular Council Meeting of July 5, 2023.

Carried  
Defeated

6. Disclosure of Pecuniary Interest
7. Petitions, Delegations and/or Presentations
  - Bil Smith, Executive Director Community Resource Centre Killaloe – Municipal Support for Senior Active Living Centre
8. Minutes of Previous Meetings (s)
  - Adopt the Minutes of the Regular Council Meeting of June 6, 2023

**Moved by: Councillor** \_\_\_\_\_ **Seconded by: Councillor** \_\_\_\_\_ **Res. # 23-** \_\_\_\_\_

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of June 6, 2023 as circulated.

Carried  
Defeated

- Adopt the Minutes of the Human Resources, Administration & Public Relations Committee Meeting of May 16, 2023

**Moved by: Councillor**                      **Seconded by: Councillor**                      **Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Human Resources, Administration & Public Relations Committee Meeting of May 16, 2023 as circulated.

Carried  
Defeated

- Adopt the Minutes of the Human Resources, Administration & Public Relations Committee Meeting of June 20, 2023

**Moved by: Councillor**                      **Seconded by: Councillor**                      **Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Human Resources, Administration & Public Relations Committee Meeting of June 20, 2023 as circulated.

Carried  
Defeated

- Adopt the Minutes of the Asset Management Committee Meeting of June 26, 2023.

**Moved by: Councillor**                      **Seconded by: Councillor**                      **Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Asset Management Committee Meeting of June 26, 2023 as circulated.

Carried  
Defeated

9. Committee, Staff and/or Councillor Reports
10. Business Arising from the Minutes
11. Unfinished Business
12. Correspondence – Action Items
13. Correspondence – Information Items
14. New Business
15. Motions of Council
16. By-Laws
17. Resolution to Move into a “Closed Session”
18. Adjournment

**Moved by: Councillor**                      **Seconded by: Councillor**                      **Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of July 5, 2023 at p.m.

Defeated  
Carried



# 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: Bil LAST NAME: Smith

TITLE/ORGANIZATION (if applicable): Killaloe Community Resource Centre - Executive Director

SPOKESPERSON(S): \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: 1

MAILING ADDRESS:

15 Lake St. BOX 59, Killaloe, ON K0J2A0

TELEPHONE NO.: 613-757-3108

E-MAIL: director@crc-renfrewcounty.com

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

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

Partnership to apply for provincial funding to start a Senior Active Living Centre in South Algonquin

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

Council Resolution of Support

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](mailto: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: 28 June 2023



**June 6<sup>th</sup>, 2023**

**COUNCIL MEETING – MINUTES**

On Tuesday, June 6, 2023, the Council for the Corporation of the Township of South Algonquin held a Regular Hybrid Council Meeting via Zoom Meeting and in Chambers, which was streamed to YouTube.

**In Chambers:**

Councillor Laurie Siydock  
Councillor Joe Florent  
Councillor Joan Kuiack  
Councillor Bill Rodnick  
Councillor Shawn Pigeon

**Staff-**

Bryan Martin, CAO/Clerk-Treasurer  
Jennifer Baragar, Deputy Treasurer  
Steven Ronholm – Public Works Superintendent

**Via Zoom:**

Councillor Sandra Collins

**Via Zoom:**

Fire Chief Ian Collins

**1. OPEN MEETING/CALL MEETING TO ORDER:**

Mayor Ethel LaValley called the meeting to order at 9:03 a.m.

**2. ROLL CALL**

**3. LAND ACKNOWLEDEMENT**

**4. ADDITIONS/AMENDMENTS TO THE AGENDA:**

- 1) Resolution to accept the 2022 audited financial statements
- 2) Report from Public Works Superintendent – Steven Ronholm
- 3) Closed Session under Section 239.2 litigation or potential litigation.
- 4) Landfill attendant concerns

**5. ADOPTION OF THE AGENDA**

**Moved by: Councillor Florent      Seconded by: Councillor Rodnick      Res. # 23-210**

THAT: Council for the Corporation of the Township of South Algonquin adopts the Agenda as amended for the Regular Council Meeting of June 6, 2023.

**-Carried-**

**6. DISCLOSURE OF PECUNIARY INTEREST:**

-None

**7. PETITIONS, DELEGATIONS and/or PRESENTATIONS:** Erin Thompson of MacKillican and Associates presented the 2022 audit report to council.

**Moved by: Councillor Rodnick      Seconded by: Councillor Collins      Res. # 23-211**

THAT: Council for the Corporation of the Township of South Algonquin accepts the 2022 Audited Financial Statements as presented.

**-Carried-**

**8. MINUTES OF PREVIOUS MEETING**

**Moved by: Councillor Collins      Seconded by: Councillor Rodnick      Res # 23-212**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of May 3, 2023 as circulated.

**-Carried-**

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

**Library Report**

A written report was provided in the council package by Head Librarian Charlene Alexander.

**Fire Report**

A written report was provided in the council package by Fire Chief Ian Collins.

**Public Works Reports**

A report was provided in the council package by David Dupuis regarding his attendance at the Ontario Good Roads Conference. Verbally reported:

A written report was provided by Public Works Superintendent Steven Ronholm.

### **M&L**

Minutes of the April 11, 2023 meeting were provided in the council package.

**Councillor Report** - Councillor Pigeon advised that McKenzie Lake Association is undertaking a lake plan that they would like council to consider in the Official Plan

### **10. BUSINESS ARISING FROM THE MINUTES: None**

### **11. UNFINISHED BUSINESS: None**

### **12. CORRESPONDENCE-Action**

### **13. CORRESPONDENCE-Information**

**14. NEW BUSINESS:** Staff were requested to provide council with information on floating Cottages.

### **15. MOTIONS OF COUNCIL:**

**Moved by: Councillor Florent                      Seconded by: Councillor Pigeon                      Res. # 23-213**

THAT: Council for the Corporation of the Township of South Algonquin consents to enter into an agreement with the Municipal Dog Pound Board, located in the Township of Faraday

**-Carried-**

**Moved by: Councillor Florent                      Seconded by: Councillor Rodnick                      Res. # 23-214**

THAT: Council for the Corporation of the Township of South Algonquin agrees to donate \$1900.00 to the Ayleen Lake Community Association for the purchase of portable water/fire pump, hoses and storage unit.

**-Carried-**

**Moved by: Councillor Collins                      Seconded by: Councillor Pigeon                      Res. # 23-215**

THAT: Council for the Corporation of the Township of South Algonquin agrees to allow Shelly Grice to use the Lester Smith Building, free of charge, twice a week until the end of summer, to offer Yoga classes.

**-Defeated-**

**Moved by: Councillor Pigeon                      Seconded by: NO SECONDER                      Res. # 23-216**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution received from the Municipality of Tweed that calls on the Province of Ontario to facilitate, coordinate and regulate telecommunication and hydro pole deployment measures across the Province of Ontario;

AND THAT the Province of Ontario encourage Bell Canada and Hydro One to work together to provide access for poles to better service the infrastructure needs of Ontarians.

**- Defeated-**

**Moved by: Councillor Kuiack                      Seconded by: Councillor Siydock                      Res. # 23-217**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution received from the City of Stratford that requests the provincial government to support community driven home care services through the redirect of ministry bed in abeyance funding

**-Carried**

**Moved by: Councillor Florent                      Seconded by: Councillor Kuiack                      Res. # 23-218**

THAT: Council for the Corporation of the Township of South Algonquin recognizes June as Seniors month

**-Carried-**

### **16. NOTICE OF MOTIONS: None**

### **17. BY-LAWS:**

**Moved by: Councillor Siydock                      Seconded by: Councillor Rodnick                      Res. # 23-219**

THAT:

- 1) By-Law 2023-752, Appoint Signing Officers
- 2) By-Law 2023-753, Amend Speed Limits
- 3) By-Law 2023-754, Municipal Dog Pound
- 4) By-Law 2023-755, Confirm the Proceedings of Council

BE READ A FIRST TIME AND BE DEEMED READ A SECOND TIME

**-Carried-**

**Moved by: Councillor Collins                      Seconded by: Councillor Florent                      Res. # 23-220**

THAT:

- 1) By-Law 2023-752, Appoint Signing Officers
- 2) By-Law 2023-753, Amend Speed Limits
- 3) By-Law 2023-754, Municipal Dog Pound
- 4) By-Law 2023-755, Confirm the Proceedings of Council

BE DEEMED READ A THIRD TIME AND PASSED.

**-Carried-**

**18. CLOSED SESSION:**

**Moved by: Councillor Florent                      Seconded by: Councillor Pigeon                      Res. # 23-221**

THAT: Council for the Corporation of the Township of South Algonquin move into a closed session in accordance with Ontario Municipal Act, Part VI, S.239 (2);(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board at 11:00 a.m.

**-Carried-**

**19. ADJOURNMENT:**

**Moved by: Councillor Florent                      Seconded by: Councillor Siydock                      Res. # 23-222**

THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of June 6, 2023, at 12:23 p.m.

**-Carried-**

The next council meeting is scheduled for Wednesday, July 5, 2023 at 9:00 a.m.

\_\_\_\_\_  
Mayor Ethel LaValley

\_\_\_\_\_  
CAO/Clerk-Treasurer Bryan Martin

**May 16, 2023**

**HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING –  
MINUTES**

On Wednesday, May 16, 2023, the Human Resources, Administration & Public Relations Committee held an in-person meeting.

**Council Present:**

Mayor Ethel LaValley  
Councillor Sandra Collins, Chair  
Councillor Joe Florent  
Councillor Joan Kuiack  
Councillor Shawn Pigeon  
Councillor Bill Rodnick |  
Councillor Laurie Siydock

**Township Staff Present:**

Bryan Martin, CAO, Clerk-Treasurer

**OPEN MEETING/CALL MEETING TO ORDER:**

Councillor Collins called the meeting to order at 1:12 p.m.

**LAND ACKNOWLEDGEMENT**

**ADDITIONS/AMENDMENTS TO THE AGENDA: None declared.**

**ADOPTION OF THE AGENDA**

**Moved by:** Councillor Florent

**Seconded by:** Councillor Siydock

To adopt the agenda as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS: None**

**CLOSED SESSION:**

**Moved by:** Councillor Pigeon

**Seconded by:** Councillor Kuiack

That Committee go into closed session in accordance with Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board and Section 239(2)(d) labour relations or employee negotiations.

-Carried-

**ADJOURNMENT:**

**Moved by:** Councillor Florent

**Seconded by:** Mayor LaVallee

To adjourn the Human Resources, Administration & Public Relations Meeting of May 16, 2023, at 3: 29 p.m.

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Councillor S. Collins

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Carla Gatley, Deputy Clerk  
Recording Secretary

**June 20, 2023**

**HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES**

On Tuesday, June 20, 2023, the Human Resources, Administration & Public Relations Committee held an in-person meeting.

**Council Present:**

Mayor Ethel LaValley  
Councillor Sandra Collins, Chair  
Councillor Joe Florent  
Councillor Joan Kuiack  
Councillor Shawn Pigeon  
Councillor Bill Rodnick |  
Councillor Laurie Sydock

**Township Staff Present:**

Bryan Martin, CAO, Clerk-Treasurer  
Tracy Cannon, Planning & Building Administrator  
Forbes Symon, Senior Planner Jp2g Consultant Inc.

**OPEN MEETING/CALL MEETING TO ORDER:**

Councillor Collins called the meeting to order at 9:17 a.m.

**ADDITIONS/AMENDMENTS TO THE AGENDA: None**

**ADOPTION OF THE AGENDA**

**Moved by:** Mayor LaValley

**Seconded by:** Councillor Florent

To adopt the agenda as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: Councillor Kuiack-Short Term Rental Policy**

**PRESENTATION/DELEGATIONS:**

**Draft Official Plan**

The committee reviewed various sections of Draft 2 of the Official Plan. Mr. Symon clarified sections and will update required sections.

Mr. Symon will also provide an updated draft with the revisions discussed today.

A resolution will be presented at the council meeting of July 5, 2023 authorizing staff to proceed with circulation to the Ministry of Municipal Housing and Affairs. Resolution will also authorize staff to proceed with a public meeting/open house for September.

**Draft Short Term Rental Policy and Zoning By-Law Amendment**

Discussion and review of the report provided by Mr. Symon regarding the implementation of a Short-Term Rental Policy and the requirement to recognize Short Term Rentals in the Zoning By-Law through an amendment.

Staff will arrange an open house for public input around the first week in October.

The committee to provide comments on the draft policy to T. Cannon by July 7<sup>th</sup>.

**UNFINISHED BUSINESS:**

**Draft Yards Standard By-Law**

Discussion regarding the draft Yards Standard By-Law. Committee to provide comments to T. Cannon by July 7<sup>th</sup>. Staff will modify the circulated draft. Staff will bring the revised draft back to committee for review. After such time council is satisfied with the draft, staff will schedule an open house for public comment on the draft.

**NEW BUSINESS:**

**Committee of Adjustment & AMO Training**

Staff will arrange Committee of Adjustment through OACA for members and investigate booking November 28<sup>th</sup> for council to attend the AMO New Councillor training.

**ADJOURNMENT:**

**Moved by:** Councillor Florent

**Seconded by:** Councillor Pigeon

To adjourn the Human Resources, Administration & Public Relations Meeting of June 20, 2023, at 11:42 a.m.

\_\_\_\_\_  
Councillor S. Collins

\_\_\_\_\_  
Tracy Cannon, Planning & Bldg. Admin.  
Recording Secretary

**TOWNSHIP OF SOUTH ALGONQUIN**  
**ASSET MANAGEMENT COMMITTEE MEETING – MINUTES**

On Monday, June 26, 2023 the Asset Management Committee held an in-person and Zoom Meeting, livestreamed to YouTube.

**Council Present:**

Mayor Ethel LaValley  
 Councillor Sandra Collins  
 Councillor Joe Florent, Chair  
 Councillor Joan Kuiack  
 Councillor Shawn Pigeon  
 Councillor Laurie Siydock  
 Councillor Bill Rodnick |

**Township Staff Present:**

Bryan Martin, CAO, Clerk-Treasurer  
 Steven Ronholm, Works Superintendent  
 Jennifer Baragar, Deputy Treasurer  
 Tracy Cannon, Planning and Building Administrator

**Guests:**

Darla Campbell and Liza Guilbeau, Dillion Consulting

Chair of the Asset Management Committee, Councillor Florent called the meeting to order at 9:00 a.m.

**LAND ACKNOWLEDGEMENT**

**ADDITIONS/AMENDMENTS TO THE AGENDA:** None

**ADOPTION OF THE AGENDA**

**Moved by: Councillor Kuiack**

**Seconded by: Councillor Pigeon**

To adopt the agenda as circulated.

**DISCLOSURE OF PECUNIARY INTEREST:** None declared

**PRESENTATIONS:**

Darla Campbell of Dillion Consulting presented the committee with the Asset Management Plan.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Galeairy Lake Boat Launch**

Discussion regarding a letter received from a resident regarding the Galeairy Lake Boat Launch. Staff to invite the Ministry of Natural Resources and Forestry, Fisheries and Oceans and Ontario Parks to a future committee meeting to discuss the issues at the boat launches.

**Overnight Camping & Litter on Municipal Property**

Councillor Kuiack received a complaint of a lot of litter along roadways. Discussion continued that there is a lot of camping on township property as well. Staff to do a survey of areas that need “No Camping Signs”.

**Recreation Plan**

Councillor Kuiack presented the Recreation Plan for Whitney Recreation Committee. The plan has been approved by the Recreation Committee. A resolution will be presented at the July 5<sup>th</sup> Council meeting accepting the plan for consideration.

**Playground Inspections**

Adam Ziebarth, Facilities Maintainer conducted the required inspections on township playgrounds. There are some deficiencies and A. Ziebarth is working on completing the necessary work. B. Martin will follow up with A. Ziebarth on costing and what deficiencies have been repaired.

**Level of Service for Road Maintenance Policy**

B. Martin presented the draft Level of Service Maintenance Policy that meets the requirements of the Ontario Regulation 239/02 Minimum Maintenance Standards (MMS) for municipalities.

**All Terrain Vehicle By-Law**

A draft All Terrain Vehicle By-Law presented to allow All Terrain Vehicles on all roads within township jurisdiction.

**Office Closure July 7<sup>th</sup>- Generator Hookup**

Due to the installation of the generator, the office will have no hydro, therefore the office will be closed. Staff will circulate on Facebook.

**Major Lake Road Bridge Closure-Inspection July 12<sup>th</sup> 10:00 a.m. until 3:00 p.m.**

Councillor Florent has advised the McCauley Lake Cottage Association and some local businesses. Staff will post on Facebook and notify emergency services.

**Good Samaritan-Accident Highway 523**

Mayor LaValley received notification that Tom Taylor, local citizen assisted people that were in an accident. Staff to write a letter of recognition.

Staff to include in the next newsletter that the township does special recognition or milestone certificates.

**Railway Bed Petition**

Councillor Florent was presented with a petition regarding the dust generated from the recent resurfacing of the ATV trail in Madawaska.

Staff to send letters to these agencies to request lower the speed limits and add more signage to alert users to slow down, residential area.

**Railway Bed Washout**

Staff to contact MNR to request that they erect signs alerting users of the area on both sides of the washout.

**Moved by: Councillor Collins**

**Seconded by: Councillor Rodnick**

To adjourn the Asset Management Committee meeting of June 26, 2023 at 11:05 a.m.

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Councillor Joe Florent/Chairperson

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Tracy Cannon, Recording Secretary

**July 5, 2023**

**COMMITTEE/STAFF REPORTS:**

- 1) Steven Ronholm, Works Department Report
- 2) South Algonquin Public Library, RE: Report and Minutes of May 16, 2023
- 3) Fire Report
- 4) Planning Report – Part-Lot Lift By-Law
- 5) M&L Parks and Recreation, RE: Agenda June 13, 2023 and Minutes of May 17, 2023





## **Council Report for July 2023 Meeting – Public Works & Roads Department**

Date: Wednesday July 5<sup>th</sup>, 2023

Submitted by: Steven Ronholm, Public Works Superintendent

- Grading / Calcium Operations – Fine Grading across all Township Roads Completed.
- Calcium Operations – Calcium Placement across all Township Roads completed.
- Grass-Cutting Operations - Ongoing (cutting all areas weekly)
- Pothole maintenance - Ongoing throughout township
- Landfill Operations – National Grinding completed shredding of all C&D material in Lyell Landfill in the month of June. Shredding of Whitney C&D material to be completed by mid-July. Scrap Metal & Tire pickup at both landfills completed during month of June.
- Planned Drainage & Road Improvements – 20 Culvert Assemblies delivered to yard in Madawaska on June 27<sup>th</sup>. Planning to commence culvert installations across various township roads the week of July 10<sup>th</sup>. While installing culverts our crew will also be focusing on completing ditching and addressing problematic drainage areas across the township at the same time. Advance notification of any traffic restrictions facilitating culvert installations will be provided to residents well in advance.
- Equipment Maintenance / Notes
  - Annual Safety Inspections completed on both Utility Trailer, Float and Garbage Compactor as part of the annual maintenance program.
  - Major Repairs were required and completed on the garbage compactor over the past 2 weeks and truck is back in operation
  - Upcoming Safety coming due for one of our tandem trucks in the month of July
  - Hydraulic Motor to be replaced on Promac Mulching Head during the month of July 2023

- Tender / Quotations – 2 Quotations received for the Winter Sand Tender which are currently under review. Once awarded work will be scheduled to be completed as soon as possible.
- Safety - Hydro installed 19 more grounding rods at Madawaska Yard to resolve the stray voltage issue encountered at fuel cells. A 48hr meter test was installed at the yard on June 22<sup>nd</sup>. Meter was picked up on June 26<sup>th</sup>. Currently waiting on results of meter prior to being able to continue use of our fuel cells.
- Upcoming Dates
  - Aylen Lake Boat Launch Modifications – July 5<sup>th</sup> & 6<sup>th</sup>
  - Major Lake Bridge Inspection by Jewell Engineering – July 12<sup>th</sup> from 10am – 3pm
  - Roadside Mowing – Booked for the 3<sup>rd</sup> week of July
  - Hazardous Waste Day – Scheduled for Saturday August 12<sup>th</sup>

**Township of South Algonquin Public Library**  
**Charlene Alexander**  
**Report – June 2023**

**Programming**

1. **TD summer Reading Virtual Program:** Materials have been distributed to all students.
2. **Kids Coding Club: Kids Coding Club:** This free, program is designed for ages 8 – 12 years old. The club will run once weekly during the summer, Thursday's 5 – 6:30 pm at both branches. Depending on interest. Pre-registration is required as we are limited to 5 spots per session. Code Club projects are freely available for anyone to use to start getting creative with code.
3. **Free Little Libraries:** Both Free Little Libraries have been installed and are in use. (Whitney Beach/ J.R. Booth Park) Receiving positive feedback.
4. **Community Seed Library:** Since the launch, 70 people have access the seed library.
5. **Author Talk:** Linda Hutsell-Manning September 5<sup>th</sup> 7pm Madawaska Hall
6. Planning for 2024 programming has begun, please forward ideas and suggestion to Charlene.

**Contact and Service Hours**

Whitney: Wi-Fi 24/7

Wednesdays 10am -3pm, Thursdays 12:00pm - 7:00pm, Saturdays 10am – 2pm  
whitneylibrary@southalgonquin.ca 613-637-5471

Madawaska: Wi-Fi 24/7

Tuesdays 10am -3pm, Thursdays 12:00pm - 7:00pm, Saturdays 10am – 2pm  
madawaskalibrary@southalgonquin.ca 613-637-1099

**Township of South Algonquin Public Library  
Minutes of the Meeting Held  
May 16th 2023 @ 7:00 PM**

**Attendees:** Vicki Forward, Elaine Hare, Rose Jessup, Jeff Bowman, and Councillor Laurie Siydock. **Staff:** Charlene Alexander & Cynthia Haskin **Guests:** Rick Ronholm **Regrets:** Sarah Ennor

**Land Acknowledgement: Vicki Forward**

**Call to Order:** 7:06pm

**1. Motion # 2023-22**

Moved by – Elaine Hare Seconded by – Jeff Bowman /To approve the agenda/Carried

**2. Motion # 2023-23**

Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the minutes of **April 18<sup>th</sup> 2023**/ Carried

**3. Report of the Chair:** Nothing to report. Was impressed with Adam Shoalts.

**4. Business Arising**

**4.1 OTF Resilient Communities Fund:** All funds have nearly been spent. Media release has been completed.

**4.2 CO2 monitors:** Rick Ronholm presented a donation cheque for \$700 from the Barry's Bay Legion lotteries fund to purchase 2 CO2 monitors for lending. Photo taken and posted online.

**4.3 Seed Library:** Seed library is doing very well.

**4.4 Little Free Libraries:** Little libraries kits(purchased from Amazon) will be in this week and will need to be assembled.

**4.5 Annual Survey:** completed and submitted.

**4.6 Meeting Dates:** After review and discussion, the regular meetings will remain on the 3<sup>rd</sup> Tuesday of every month.

**6.1 Outstanding Accounts:** had a discussion of finances and how best to report.

**Motion # 2023-24**

Moved by – Elaine Hare Seconded by – Jeff Bowman/ To outstanding accounts.(\$685.98) Carried

**6.3 Council Report:** Stewart Tompkins and Carla Gatley have resigned from the Township.

**6.4 Board Assemblies:** twenty-three libraries represented. CELA (Centre for Equitable Library Access) is offering training to librarians to support patrons with print disabilities. The Governance Hub has a document describing the [role of Municipal Councillors](#) on a Library Board. OLS is preparing a Library Toolkit which will provide libraries with tools to convey their value to their community. It will be available soon.

Roundtable discussion:

Ideas: Book Club, workshops on online banking, a group of teenagers organized an Escape Room. charity rides as fundraisers. I.e. motorcycle club, snowmobile run etc. After school gaming club, coding club. Movie nights.

One library has a shelf in their local grocery store selling weeded books for \$2.00 each. It is proving popular.

Donating books to hospitals or nursing homes? Tear the books apart and use the paper in craft projects.

Police checks: Other libraries have Board members who live elsewhere but own property in the library region. They got their police check done where they live. Jesse Roberts from OLS said this was acceptable. We need to revisit this as it has cost us two potential board members already. Charlene could talk with Lake of Bays staff as they have Board members from out of the district. A call to OLS as well to clarify further.

**8.1 Author Talk: Adam Shoalts** was successful.

**8.2 Code Club Canada:** training and code club starting soon.

**8.3 TD Summer Reading Club StoryWalk® Summer 2023** – materials arriving in June.

**8.4 Author Talk:** Linda Hutsell-Manning September 5th 7pm

**8.5 Other Ideas:** Talk about Seeds/harvesting, Murder Mysteries

Next Meeting May 18th 2023 @ 7:00 PM Whitney

**Motion # 2023-25**

Moved by – Elaine Hare Seconded by – Jeff Bowman/To adjourn Carried



## MONTHLY FIRE REPORT TO COUNCIL

Reporting Date: 28<sup>th</sup> June 2023

### Training / Courses

- 13<sup>th</sup> June. Madawaska practice. Equipment on all vehicles checked and replaced.
- 20<sup>th</sup> June. Whitney practice. Local training.

### Calls / Responses

- 31<sup>st</sup> May. Bark Lake Bell Bay. Boat of fire. Declined – MVFD area.
- 4<sup>th</sup> June. Madawaska B Trail / Major Lake Road. Dirt bike accident rider injured assist EMS to extract rider from bush.
- 13<sup>th</sup> June. Whitney. DC Thom attended Whitney Schools fire drill.
- 16<sup>th</sup> June. Whitney report of smoke. Traced to a wood furnace.
- 16<sup>th</sup> June. Whitney. Mew Lake Campground reports of campfire. Declined - MNRF
- 17<sup>th</sup> June. Madawaska Hwy 523 / Reids Road, overturned truck.
- 19<sup>th</sup> June. Madawaska Hwy 60 / Burant Lane, report of campfire. No trace.
- 23<sup>rd</sup> June. Whitney. Kearney Lake campground, report of campfire. Declined - MNRF
- 26<sup>th</sup> June. Madawaska. Hwy 60 / Algonquins Edge Resort. Vehicle vs deer. No action required.
- 27<sup>th</sup> June. Whitney. Whitney Schools filled water tanks for school garden project.

### Complaints / Concerns

- 1<sup>st</sup> June RFZ instigated – followed by Twp Total Fire ban.
- 16<sup>th</sup> June. Twp ban lifted. Road signs left at 'Fire Ban' as the RFZ remains in place.

### Upcoming Events

- Madawaska Fire Hall will be lighting the fireworks for the Canada day celebrations.
- Whitney Fire Hall will have an open day at the fire hall and will be lighting the fireworks for the Canada day celebrations.
- Reinspection of commercial property on Hwy 523 due next week (post 30 days)

### Correspondence / Other

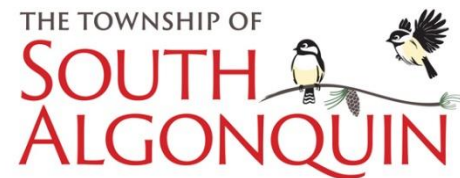
- 1 application for Whitney Fire Hall pending. Applicant has previously been qualified to FF 1 standard having served previously for 10 years on a BC volunteer dept.

# STAFF REPORT

Meeting Date: July 5, 2023

Agency: Township of South Algonquin

Staff Contact: Tracy Cannon



**Agenda Title: Part-Lot Control By-Law**

**Agenda Action: By-law**

## **Recommendation**

That Council approve the Part Lot Lift By-Law #2023-761.

## **Background**

The Committee of Adjustment gave provisional consent on April 12, 2023 to sever the shore road allowance that has merged on title, in front of lands legally described as PLAN M345 PT LOT A PT;RD ALLOW RP 36R7103 PART 2;RP 36R11116 PART 4 REM PCL;17135 PT PCL 29266 NIP (locally known as 39 Windmill Point Lane) and PLAN M345 PT LOT A PT;RD ALLOW RP 36R7103 PART 1;RP 36R11116 PART 3 REM PCL;17135 PT PCL 29266 NIP and add the shore road allowance to the respective lands.

A condition for consent was “The applicant submit a request to the Township to enact a deeming by-law or to lift Part Lot Control to effect the merging of the shore road allowance (Parts 3 and 4 on Plan 36R-11116) with PINs 49228-0296 and 49228-0297, respectively.”

This by-law will satisfy the condition.

## **Attachments**

Decision of the Committee of Adjustment

Reference Plan



7 Third Avenue, P.O. Box 217  
Whitney, ON K0J 2M0

## Decision of Committee of Adjustment

Date of Decision: April 12, 2023

Application #: C.2023-01 – Baker

In the matter of Section 53(1) of the Planning Act, R.S.O. 1990

-and-

In the matter of a Consent Application to the Committee of Adjustment received from the property owner described as PLAN M345 PT LOT A PT;RD ALLOW RP 36R7103 PART 2;RP 36R11116 PART 4 REM PCL;17135 PT PCL 29266 NIP (locally known as 39 Windmill Point Lane) and PLAN M345 PT LOT A PT;RD ALLOW RP 36R7103 PART 1;RP 36R11116 PART 3 REM PCL;17135 PT PCL 29266 NIP. The subject lands are located within the geographic Township of Sabine.

The purpose of the application for consent is to sever the shore road allowance that has merged on title, in front of lands legally described as PLAN M345 PT LOT A PT;RD ALLOW RP 36R7103 PART 2;RP 36R11116 PART 4 REM PCL;17135 PT PCL 29266 NIP (locally known as 39 Windmill Point Lane) and PLAN M345 PT LOT A PT;RD ALLOW RP 36R7103 PART 1;RP 36R11116 PART 3 REM PCL;17135 PT PCL 29266 NIP and add the shore road allowance to the respective lands..

The subject lands are within the **Hamlet** designation of the Official Plan.

Responses were received in advance of the Public Meeting from the following: Anthony Hommik, Senior Planner Jp2g Consultants Inc.

Members of the public ~~X were~~ **were not** present for the public hearing. Any written submissions, and all comments made at the meeting are recorded in the minutes and taken for consideration prior to the Committee making a decision on the file.

### Decision – C.2023-01

The Committee in reviewing the subject application, determined it to be consistent with the policies of the Provincial Policy Statement, 2020, to conform to the Township Official Plan, and compatible with existing land uses in the area. Thus, the application is **APPROVED**, subject to the following conditions as outlined below:

1. The applicant submit a request to the Township to enact a deeming by-law or to lift Part Lot Control to effect the merging of the shore road allowance (Parts 3 and 4 on Plan 36R-11116) with PINs 49228-0296 and 49228-0297, respectively.
2. That the applicant provide the Township with:

- a. The original executed transfer (deed), a duplicate original and one photocopy;
  - b. A copy of the Reference Plan to be deposited in the Land Registry Office that is substantially in compliance with the application sketch; and
  - c. A schedule describing the severed lot and naming the grantor and grantee attached to the transfer for approval purposes.
3. Payment of all municipal legal and planning fees associated with the processing of the application.
  4. If applicable, that the applicant meet all financial requirements of the Township, including payment of the balance of any outstanding taxes, including penalties and interest.

All of these conditions shall be fulfilled within a period of two years after the giving of the Notice of Decision, failing which, pursuant to Subsection 53(41) of the Planning Act, this consent shall be deemed to be refused.

**Additional Conditions (if required):**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

**Deleted Conditions (if required):**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

_____	_____
Councillor Kuiack, Chair	Councillor Collins, Member
_____	_____
Councillor Florent, Member	Mayor LaValley, Member
_____	_____
Councillor Pigeon, Member	Councillor Rodnick, Member
_____	
Councillor Siydock, Member	

Decision was verbally approved during the public hearing. The original will be endorsed at a later date.



---

**CERTIFICATION**

Planning Act, R.S.O, 1990, c. P13, Section 53(17)

I, Tracy Cannon, Secretary-Treasurer of the Township of South Algonquin Committee of Adjustment, certify that the above is a true copy of the decision of the committee with respect to the application recorded therein.



Signature of Secretary-Treasurer  
Township of South Algonquin Committee of Adjustment

COPY

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 36R-11116

DATE: DECEMBER 11, 2000

DATE: July 4, 2001

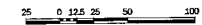
PAUL A. MILLER, O.L.S.

STEVEN SUNDT

LAND REGISTRAR OF THE LAND TITLES DIVISION OF ONTARIO

SCHEDULE				
PART	LOT	CONCESSION	SECTION/PARCEL	AREA
1			PART OF THE ROAD ALLOWANCE ALONG MCKENZIE LAKE LYING IN FRONT OF LOT 32, CON. 2	0.25 ± Acres
2			PART OF THE ROAD ALLOWANCE ALONG MCKENZIE LAKE LYING IN FRONT OF LOT 32, CON. 2 AND LOT 12, W.H.R.	0.26 ± Acres
3			NOT CLOSED OR TRANSFERRED	0.35 ± Acres
4			PART OF THE ROAD ALLOWANCE ALONG MCKENZIE LAKE LYING IN FRONT OF LOT 12, W.H.R.	0.56 ± Acres
5				0.28 ± Acres

PLAN OF SURVEY OF  
PART OF THE SHORE ROAD ALLOWANCE  
ALONG MCKENZIE LAKE  
LYING IN FRONT OF  
LOT 32, CONCESSION 2 AND  
LOT 12 WEST HASTINGS ROAD  
GEOGRAPHIC TOWNSHIP OF SABINE  
NOW IN THE  
TOWNSHIP OF SOUTH ALGONQUIN  
DISTRICT OF NIPISSING  
SCALE: 1 INCH = 50 FEET  
PAUL A. MILLER, O.L.S.



**NOTES**  
BEARINGS ARE ASTROLOGIC AND ARE REFERRED TO THE WEST LIFT OF LOT 25, REGISTERED PLAN H-345, SHOWN AS NEOTIDE. PROPERTY LINES ARE UNFENCED, UNLESS OTHERWISE NOTED. FENCES ARE LOCATED ON PROPERTY LINES, UNLESS OTHERWISE NOTED.

ALL TIES TO THE NORMAL WATER'S EDGE ARE PERPENDICULAR TO THE TRAVERSE LINE UNLESS OTHERWISE INDICATED.

**LEGEND**

SYMBOL	DENOTES
■	SURVEY MONUMENT FOUND
□	SURVEY MONUMENT PLANTED
SSB	SHORT STANDARD IRON BAR 1" x 1" x 24"
SIB	STANDARD IRON BAR 1" x 1" x 48"
IB	IRON BAR 5/8" x 5/8" x 24"
RB	ROCK BAR 1" x 1" x 6"
RPL	ROCK PLUG 5/8" x 5/8" x 8"
BC	BRASS CAP
WT	WITNESS
RET. NO.	RETIREMENT NUMBER
+	POST & WIRE FENCE
—	RAIL FENCE
⊙	BELL BOX
HP.T.	HYDRO PUMP/OUT TRANSFORMER
OP	PEAKSHEED
OP1	REGISTERED PLAN H-345
OP2	PLAN 36R-7103
WHR	WEST HASTINGS ROAD
HP.T.	HYDRO PUMP/OUT TRANSFORMER
BB	BELL BOX

**SURVEYOR'S CERTIFICATE**

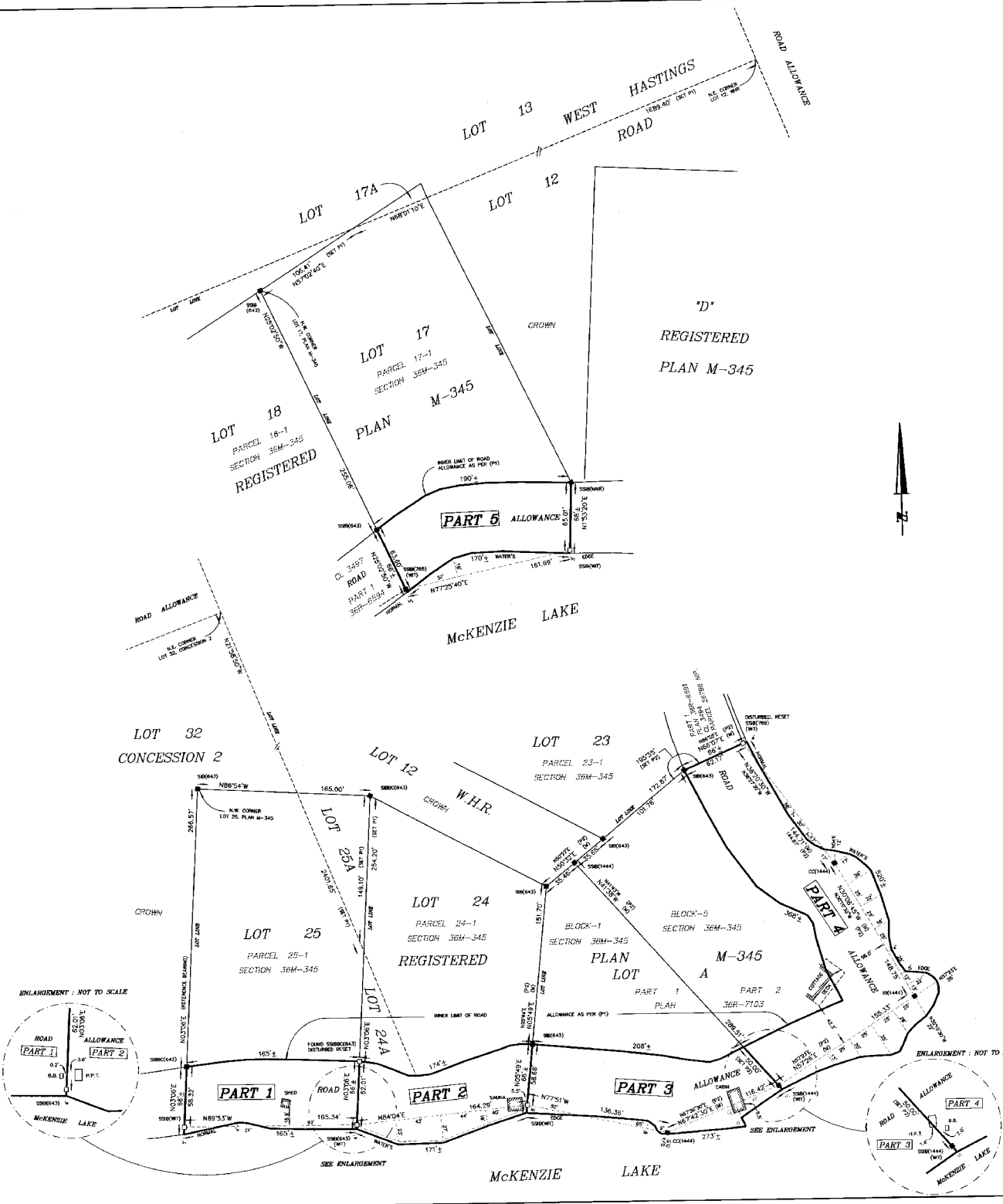
- I CERTIFY THAT:
- THE SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT, AND THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
  - THIS SURVEY WAS COMPLETED ON THE 7th DAY OF NOVEMBER, 2000.

DATE: DECEMBER 11, 2000

IMPERIAL DISTANCES SHOWN ON PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

**P. A. MILLER SURVEYING LTD.**  
ONTARIO LAND SURVEYOR  
P.O. BOX 1800  
BANCROFT  
(613) 338-3664

1116



## CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

### AGENDA

#### Murchison & Lyell Parks and Recreation Committee

Tuesday June 13, 2023 at 7:00 pm.  
At the Madawaska Community Hall

1. Call meeting to order.
2. Reading & approval of the Agenda plus any additions.
3. Approval of May 17, 2023 minutes and any amendments.
4. Edward Lentz Presentation to the committee regarding Tom & Mick Murray Park.
5. Business arising from minutes.
  - a) Councillor's Report.
  - b) Reports: i) Sharon Florent: Final Report from Adult Dance April 29<sup>th</sup>. ii) Sharon Florent: Funeral Lunches. iii) Nicole Dupuis: Mother's Day and Father's Day Gift Making.
6. Financial Report – Balance at the end of May 2023 \$ xxxxxx.

#### **New Business.**

7. Performance measurement – Event tracking sheet for May 2023.
8. Resolutions.
9. Canada Day 2023.
10. Nicole Dupuis: Family Dances and Adult Dance in June or July.
11. Nicole Dupuis: Fall Fun Day and Hall Pictures.
12. Ideas for new projects for the Community.
13. Adjournment.

Next meeting Tuesday July 11, 2023 at 7:00 pm at the Madawaska Community Hall.

**Murchison & Lyell Parks and Recreation Committee of South Algonquin  
Minutes for the meeting of Wednesday May 17, 2023 at 7:00 p.m.**

24

Members present: Terry Levean, Sharon Florent, Brendia Drew, Nicole Dupuis, Brenda Hildebrandt and Rosemary Shalla.

Regrets: Sue Dupuis and Fiona Girouard.

Council Representative: Councillor Joe Florent.

1. Chair called the meeting to order at 7:00 p.m.

**2. Reading and Approval of the Agenda plus any additions.**

**Motion #13-2023**

Moved by: Brenda Hildebrandt. Seconded by: Rosemary Shalla.

“To accept the agenda and any amendments or additions.”

**Carried**

**3. Approval and Adoption of April 11th, 2023 minutes and any amendments.**

**Motion #14-2023**

Moved by: Brendia Drew. Seconded by: Nicole Dupuis.

**4. Business arising from minutes:** a) Councillor Florent informed us that Carla Gatley had resigned effective the end of the month. The Township will be hiring one part-time and one full time Administrative Assistant/Accounting Clerk. He also said that Stuart Tompkins has resigned as well and will be done around the end of May as well. Steven Ronholm, the new Public Works Superintendent for South Algonquin, started on May 16<sup>th</sup>. Councillor Florent has been reported to the Integrity Commissioner regarding the yearly Flying Feathers Grant from the Township. He doesn't expect any repercussions because it was done in the correct manner. Liquor purchases for any licensed event at the hall, will now be put on the Township credit card to allow easier returns after the event. We will also prearrange a time for these returns so there is sufficient staff at the liquor store in Whitney, to check the returns back in.

**5. Financial Report:** Total balance at the end of March was \$8,821.88

**6. Performance Measurement:** Reports were done.

**7. Resolutions:** Moved by: Brendia Drew. Seconded by: Rosemary Shalla. To approve adding additional funds of \$60.00 to top up the funds raised by Trivia Night to a total of \$1802.50 for donation to SFVHF. Carried.

**8. Nicole Dupuis: Family Baseball and game night.** Nicole Dupuis reported that both events are going well. She requested that we buy 2 child's left-handed ball gloves to have on hand. They were ordered right away.

**9. Nicole Dupuis: Family Dances and Adult Dance:** Nicole Dupuis is hoping to have a Family Dance in June and an Adult Dance in July. She'll come back to us when it's decided.

**10. Spring Fair and Maple Brunch:** Spring Father's Day event is on the 26<sup>th</sup>. There will not be a Maple Brunch at this time. Nicole Dupuis is planning a Fall Fun Fair with Waddles and Wags as well as other events that will be planned in the near future.

**11. Canada Day 2023:** The fireworks are ordered and food purchases are happening as we come across a good special. We need to arrange for more volunteers. Riverland Campground approached us to combine our efforts with them for all of our events for Canada Day. Our plans are set for this year but we can discuss next year in the future.

**12. Discussion of S.A. Parks and Rec Plan:** Our committee agree that we would like to join with Airy to purchase banners to put up on existing holders for year round use, when not used for the Remembrance Day banners.

**13 & 14. Funeral Lunches:** We need to update our call list for donations for the memorials/funerals. It was updated and Brendia Drew said that she could print up a new one.

**15. Local Pictures for the Hall:** Nicole Dupuis is still in search of useable pictures to blow up and hang in the hall. She asked permission to redo the flower beds out front and will look after that soon.

**16. Bar for June 10<sup>th</sup>.** Unfortunately, we do not have enough workers to work a bar for a function on this date.

**17. Pickleball:** A third pickleball set was requested by Judith White for this year. It will be ordered and they will be starting up in early July.

**18. Adjournment:**

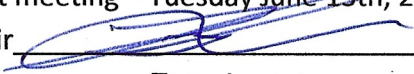
**Motion #15-2023**

Moved by: Brendia Drew. Seconded by: Nicole Dupuis.

“Motion to adjourn the meeting at 9 pm.”

Next meeting – Tuesday June 13th, 2023, at 7pm at the Community Hall.

Chair



Terry Levean

Secretary



Sharon Florent

**COUNCIL MEETING****July 5, 2023****ACTION:**

- 1) FONOM – Housing Resolution, Resolution

**From:** [FONOM Office/ Bureau de FONOM](#)  
**Subject:** FONOM's House Resolution - Seeking Support  
**Date:** Thursday, June 15, 2023 10:06:13 AM  
**Attachments:** [Municipality Version of Housing Resolution.pdf](#)  
[Email for FONOM Housing Resolution.pdf](#)

---

Good morning  
**COUNCIL**

**PLEASE SHARE THIS EMAIL WITH YOUR**

A need for affordable housing and support for people at risk of homelessness impacts every community across Ontario. Many Councils have supported previous housing Resolutions, seeking help to address the challenges seen in our communities. For several years, FONOM has heard Minister Steve Clark comment about Ontario needing a better deal from the Federal Government. Below is a part of Minister Clark's speech at the 2022 AMO Conference.

***"Ontario is currently being underfunded by approximately \$490 million for housing and homelessness over the term of the National Housing Strategy based on the province's level of Core Housing Need, which is the highest in the country." Also, stated, "We need our municipal partners to stand shoulder-to-shoulder with us and urge the federal government to pay its fair share, so we can continue working together to deliver support and resources to vulnerable populations."***

FONOM is non-partisan, but the Board believes supporting more funding to address Ontario's Housing challenges should be supported! Therefore, the Board has written and Supported the attached Resolution, and they firmly ask for your consideration and support at your Councils. The Resolution is lengthy, but it speaks to the data, the current funding, and what should be changed to help Ontario achieve better.

Thanks you

Danny Whalen

President of FONOM

*PS: Attached in the second document are the email addresses mentioned in the last paragraph of the Resolution. Also, a Word Version of the Resolution will be available upon request.*

Mac Bain  
Executive Director  
The Federation of Northern Ontario Municipalities  
615 Hardy Street North Bay, ON, P1B 8S2

Ph. 705-498-9510

**Thank you to the 2023 Conference Sponsors held in [Parry Sound](#)**



**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments. Do not enter your password into web pages you are not familiar with.



**COUNCIL MEETING****July 5, 2023****CORRESPONDENCE RECEIVED FOR INFORMATION:**

- 1) ED Redevelopment & Physician Recruitment and Retention
- 2) Proposed Provincial Policy Statement
- 3) Brenda Hildebrandt – Letter of Resignation M & L Recreation Committee

# ED Redevelopment & Physician Recruitment and Retention



▶ Local Municipal Officials

Presented by:

Dr. Jason Malinowski COS,  
Greg McLeod COO.

June 7<sup>th</sup>, 2023



# Today's Discussion

## ▶ ED & AMBULATORY CARE REDEVELOPMENT

- ▶ Hospital Profile
- ▶ Programs and Services at SFMH
- ▶ Current state (utilization)
- ▶ Challenges of current ED and Ambulatory Care
- ▶ Capital Planning Process
- ▶ Partners
- ▶ Redevelopment Costs
- ▶ Drawings

## ▶ PHYSICIAN RECRUITMENT

- ▶ Current situation (local physicians)
- ▶ Current situation (provincial physicians)
- ▶ Emergency Department closures
- ▶ Physician responsibilities/role
- ▶ Previous Municipal Funding
- ▶ SFMH Investments/ Site Redevelopment
- ▶ Challenges/ Risks
- ▶ Local Strengths
- ▶ Diagnosis and prescription for recruitment and retention

# ED & AMBULATORY CARE REDEVELOPMENT

- ▶ Hospital Profile
- ▶ Programs and Services at SFMH
- ▶ Current state (utilization)
- ▶ Challenges of current ED and Ambulatory Care
- ▶ Capital Planning Process
- ▶ Partners
- ▶ Redevelopment Costs
- ▶ Drawings

# Hospital Profile

	<b>March 31, 2022</b>
Budget	\$11.9 million
Staff	166
Local M.D.'s with Active/Associate privileges	6
Clinic Visits	5,487
Beds (10 Active/ 10 Complex Continuing Care)	20
Emergency Visits	9,209 *
O.P. Medical Imaging & ECG	8,370
Patient Days: Acute 3,267 CCU 3,101	6,368

\*impact of COVID. ED visits typically 11,000

# Programs and Services at SFMH

- Emergency
- Inpatient Care
- Bone Densitometry
- Home & Community Care Nursing Clinic
- Cardiac Rehab
- Diabetic Counseling
- X-Ray
- Ultrasound
- Dialysis (satellite of RVH)
- Echocardiography
- Foot Care
- Holter Monitor
- Laboratory Services
- Mammography
- Respirology/  
Pulmonary Function Testing
- Telemedicine Clinics
- OBSP
- Addiction Treatment Services (satellite of RVH)

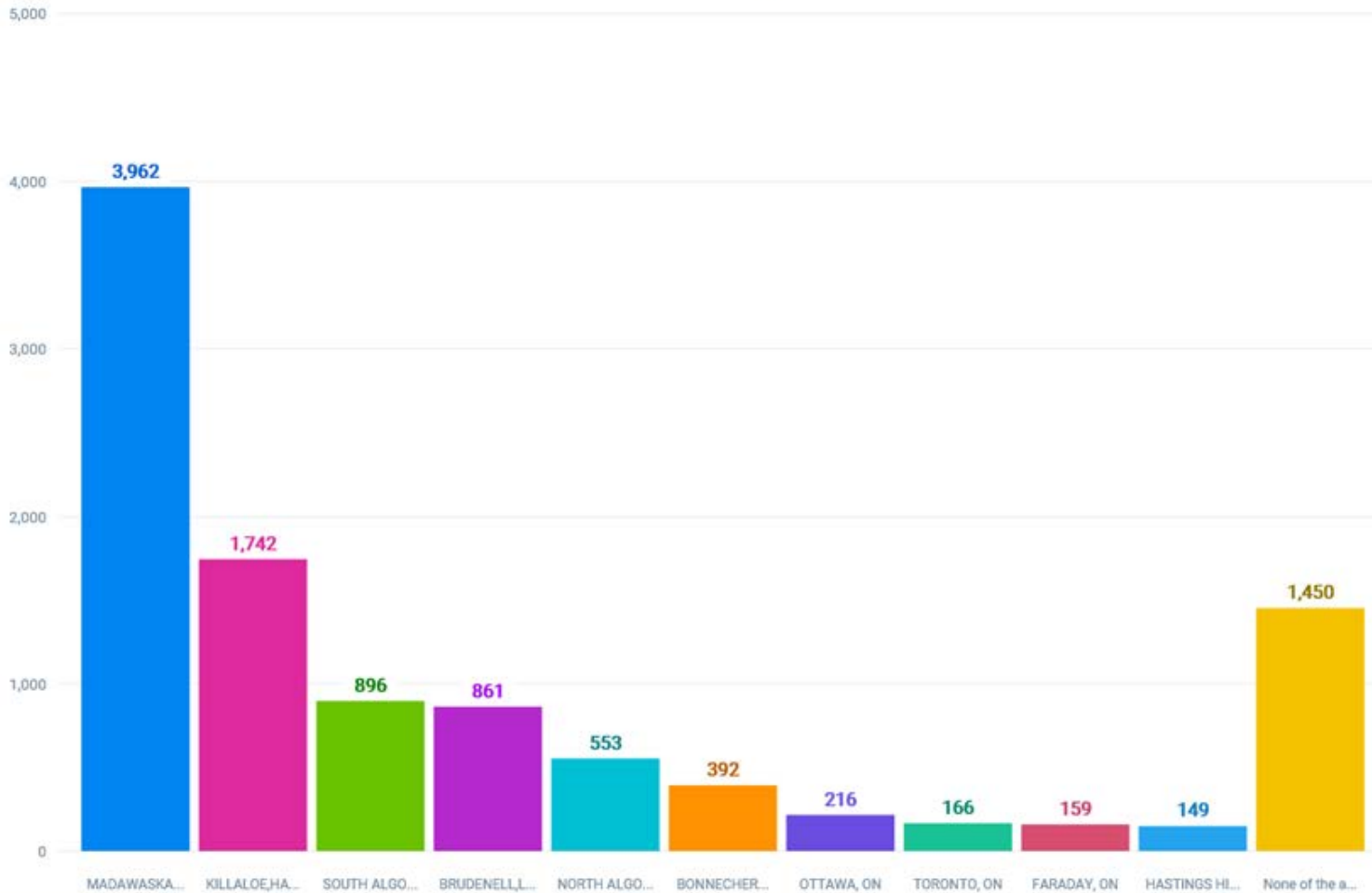
# CURRENT STATE UTILIZATION

	April 1/2022- March 31/23	During pandemic April 1, 2020 - March 31/21	Pre- pandemic April 1, 2019 - March 31/20
ER visits per annum	10,063	7,975	10,840
Summer volumes (July & Aug)	2,184	1,878	2,418
Admissions from Emergency to Inpatient	255	195	194

# ED Encounters by municipality(2022)

Number of ED Encounters by County

Between 1/1/2022 and 31/12/2022





# CHALLENGES OF CURRENT ED

## TRIAGE AREA

- Design, privacy, safety, workspace, line of sight

## NURSES' STATION

- Space constraint, restricted line of sight, privacy for report, electronic charting (space)

## Trauma Area

- Space limitations

## Waiting Area

- Privacy, safety, line of sight

## Medication Room & Observation areas

- Lack of workspace, privacy, room for equipment

## Safety/Infection Control

- Lighting, decontamination, mental health, offloading, overflow, isolation, ceiling lifts, patient bathroom

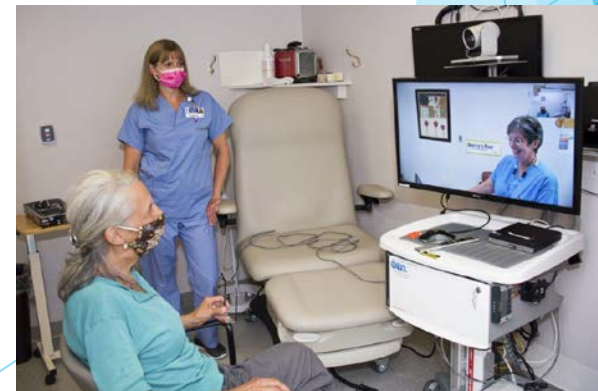
## Other Working Spaces that should be dedicated in an ED

Plaster area, ENT Room, Sexual Assault/Crisis Room, Consultation/Counselling area, Child friendly space, treatment, Negative Pressure Exam Room



# Challenges- Ambulatory Care

- ▶ Telemedicine, CCAC Clinic, Ambulatory Care
- ▶ Current space does not meet standards for patient care
- ▶ No changing/ waiting area for patients
- ▶ Clean and dirty supply room are inadequate
- ▶ Patient flow/ circulation compromised in current arrangement
- ▶ Meeting room and office often double up for care provision (Lakeview Room/ Office)
- ▶ Equipment and supply storage presently used for ED as well as ambulatory
- ▶ Privacy



# Architectural Drawing



# THE PROJECT

- ▶ Largest investment in SFMH since construction of the hospital
- ▶ Our Emergency is one of the busiest and most important clinical services at the hospital
  - ▶ Distance to next hospital is 1hr+ in all directions
- ▶ Our ED sees over 11,000 visits a year, accounting for 63% of all patient interactions

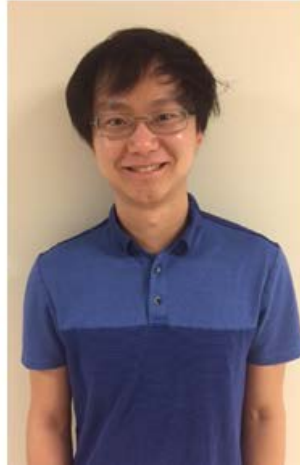




# QUESTIONS?



# Physician Recruitment and Retention



# Physician Recruitment and Retention

- ▶ **PHYSICIAN RECRUITMENT**
- ▶ Current situation (local physicians)
- ▶ Current situation (provincial physicians)
- ▶ Emergency Department closures
- ▶ Physician responsibilities/role
- ▶ Previous Municipal Funding
- ▶ SFMH Investments/ Site Redevelopment
- ▶ Challenges/ Risks
- ▶ Local Strengths
- ▶ Diagnosis and prescription for recruitment and retention

# Current Situation (local)

Practice (rostered patient) count (2022)

- ▶ Rainbow Valley CHC 1,000
- ▶ MV Family Health Team 569
- ▶ FHO 6,017
  
- ▶ FHT/ FHO waitlist 961

▶ ED visits (orphan patients):

▶ 2020 data 14% of registered ED patients have no primary care provider. This accounts for ~1,500 visits per year. The average age of these patients is 50.6 years.

▶ Of newly created medical charts (new patients at SFMH) top 10 counties are:

- ▶ (Madawaska Valley (143), Ottawa (102), Toronto (99), Bonnechere Valley (80) KHR (78), NAW (49), South Algonquin, (47) BLR (44), etc.) This is a potential measure for those moving to area.



# Current Situation (local)

## Contd.

- ▶ Health Force Ontario (HFO) physicians who work in ED accounted for 70% of ED coverage over several years, since 2020 this ratio has decreased to 55%. This means local physicians have had to staff the ED to a higher degree. HFO physician provincial supply has decreased since 2020, while the number of hospitals using HFO has increased by 50%.
- ▶ St. Francis Memorial Hospital is the largest user of HFO physicians to staff ED in the province
- ▶ Inpatient coverage is 1 week per month shared between 4 physicians.
- ▶ One physician has worked in the ED on average 48 hours per week for the past 7 months.
- ▶ 4 physicians of 6 work in the ED

# Current Situation (Provincial)



DID YOU KNOW? At least 1 million Ontarians do not have regular access to primary care.

- The shortage is especially acute in northern and rural areas
- There is a shortage of 100 family doctors and 130 specialists in northern Ontario alone

## Ontario's doctor shortage and growing population adds stress on health care



More than  
**1 million**  
Ontarians  
do not have a  
family doctor

**For northern Ontario, it's worse**  
100 family doctors short | 130 specialists short

## Ontario's population is growing and aging

2020  
**14.7 million**



Growth in proportion of  
population 65 and over

2046  
**20 million**



2020 **17.6%**

2046 **22.2%**

# Current Situation (Provincial) contd.

- ▶ Widespread demand for physicians has increased competition between communities, including urban areas.
- ▶ Newer recruited physicians do not generally take on caseload of predecessors
- ▶ Covid accelerated retirements
- ▶ With online options, physicians have different choices for how they practice.
- ▶ Fewer residents electing to pursue family medicine
- ▶ Primary care requires 3 years of residency



# Current Situation (Provincial)

- ▶ 2021-23 Temporary increases to physicians to incentivize ED
  - ▶ This has translated to an increase in ED hourly rates for local physicians by nearly 45%. No indication program will continue. No funding for this program 2023-24 thus far.
- ▶ Health Force Ontario (HFO) program demand and supply imbalanced significantly
- ▶ Ontario average for unattached patients is 7.1% (compare this to 14% of SFMH ED visits with no primary care provider.



# ED Closures

# ED Closures

2022 saw 158 closures across the province (over 184 days lost)

## 'Staggering' number of Ontario emergency department closures revealed by Star analysis

'This is wrong. This is not doing right by our patients. Our standard is to provide better care than that.'



By **Kenyon Wallace** Investigative Reporter  
Tue., Feb. 21, 2023 | 6 min. read



[JOIN THE CONVERSATION](#)



Hospital emergency departments across Ontario were forced to close 158 times in the past year, resulting in some 4,430 hours — the equivalent of 184 days — when the urgent care needs of many communities could not be met locally.

# Almonte General Hospital ER to close for 12 hours due to staffing shortage

• [Josh Pringle](#)

• CTV News Ottawa Digital Multi-Skilled Journalist

Published **May 18, 2023** 4:38 p.m. EDT



The emergency department at the Almonte General Hospital will be closed overnight due to a shortage of nurses.

The Mississippi River Health Alliance announced the temporary closure of the ER from 7 p.m. Thursday until 7 a.m. Friday. The Almonte General Hospital's emergency room was previously temporarily closed for 12 hours in March due to a staffing shortage.

"Patient and staff safety is our main priority," Mary Wilson Trider, Mississippi River Health Alliance President and CEO, said in a statement.

"Our dedicated teams at both Almonte General Hospital and Carleton Place & District Memorial Hospital continue their tireless efforts to ensure we have the necessary staff to support our community with their health care needs. We are closely supported by our team at the Lanark County Paramedic Service."

## RELATED STORIES

• [Almonte, Ont. hospital reopens emergency department after temporary closure](#)

While the Almonte General Hospital emergency department will be closed overnight, the rest of the hospital remains open and caring for patients. Anyone requiring medical attention is asked to call 911, and paramedics will transport you to the nearest Emergency Department for care.





**Catalina Gillies**  
CTVNews.ca Barrie Video Journalist

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**Updated** May 17, 2023 9:22 a.m. EDT  
Published May 16, 2023 8:22 p.m. EDT



It was a tense environment at the Haliburton County Council meeting Tuesday morning as Haliburton Highlands Health Services CEO Carolyn Plummer presented the consolidation plan of the two emergency departments in the county.

Plummer says staffing shortages and the global healthcare crisis are the reason for the closure of the Minden emergency department.

"It just wasn't sustainable anymore. We've fought long and hard to keep both sites open, but we've reached a point where we're just not able to do that on a consistent basis anymore. I do feel confident that this is the right decision," says Plummer.

However, members of the council disagree.

"I have no trust in the board, and I feel that they should resign," says Minden Hills Mayor Bob Carter.

- [RELATED | Minden emergency department to close permanently](#)

**May 17, 2023**

Carter says there was no discussion with council, emergency department staff or members of the community before the decision was made.

"To make this type of a decision and then for the board to agree to it without even asking 'hey, where's the plan? Have you consulted with people, have you talked to people?' I mean, that's totally irresponsible," says Carter.

Dr. Bruno Helt, who's been a doctor in the emergency department for 27 years and is the former emergency department chief, says this decision came as a jarring shock.

"This decision to close the Minden hospital at this time and in this way is wrong," says Helt. "I think it could've been made after the summer with physician and community input. More than anything, it needed community input," he added.

Helt says the hospital did have enough staff to stay open until at least September.

"The board really is going to be spending more money and they're going to be getting less services, and they're going to be at an increased risk of closure this summer compared to other summers," says Helt.

Another concern is scheduling for the summer months, with many shifts at the Haliburton hospital still needing to be filled.

"The schedule that was put out today is only until the end of June. So they have nothing for July, August and September which are the busiest months," says Helt.

Meanwhile, Minden residents are still feeling incredibly frustrated with the closure.

"Carolyn Plummer today has basically said people are going to die with my plan," says resident Patrick Porzuczek. "I don't understand how morally as a person, we're supposed to trust our healthcare to give the answers she gave today. There is absolutely no plan."

As of June 1st the doors to the Minden Hospital will officially be closed. However, community members say they will only stop fighting once the decision is reversed.



## Future of Minden helipad uncertain as ER slated to close June 1<sup>st</sup>.



By **Greg Davis** • Global News

Posted May 3, 2023 4:22 pm · Updated May 3, 2023 4:34 pm



An Ornge air ambulance comes in for landing. Over the past five years, Ornge has utilized the helipad at the hospital in Minden, Ont., nearly 100 times. **THE CANADIAN PRESS IMAGES/Lars Hagberg**

May 3, 2023

While the emergency room at the hospital in **Minden, Ont.**, is set to close June 1, the future of the hospital's helipad has yet to be determined

Global News Peterborough has received data from **Ornge air ambulance**, which shows over the past five years, nearly 40 per cent of all landings/patient transfers for the **Haliburton Highlands Health Services** were at the Minden hospital site. The remaining were at the hospital in Haliburton, 30 kilometres northeast.

The **health board in late April announced** it was closing the **Minden emergency department** and consolidating all services with the Haliburton hospital. Officials, including HHHS president and CEO Carolyn Plummer, cite ongoing "serious" **staff shortages and the challenges to recruit staff** as the main reasons for the closure.

However, Plummer says the future of the helipad at the Minden site has yet to be determined.

"All air ambulance transfers from HHHS will take place at the Haliburton helipad as of June 1, 2023," she told Global News Peterborough in an email. "HHHS continues to discuss the future status of the Minden helipad with its  
-----"

LONDON | News

## Wingham, Ont.'s emergency department to reduce hours this long weekend



Wingham and District Hospital. (File)

Fiona Robertson  
Multi-Media Journalist  
[Contact](#)

May 23, 2023

The Listowel Wingham Hospitals Alliance has announced another Emergency Department (ED) closure.

The Wingham and District hospital will be closed Thursday evening starting at 5 p.m., and will reopen Friday morning at 7 a.m.

The hospital will face additional closures this long weekend.

On Saturday, Sunday, and Monday, Wingham's ED will only be open from 7 a.m. until 3 p.m.

### RELATED STORIES

- [Chesley, Ont. residents take hospital fight to Queen's Park](#)
- [Local beach community prepares for influx of tourists this long weekend](#)

Regular hours of operation will resume Tuesday, May 23, at 7 a.m.

This closure is due to staffing shortages.

Patients in need of urgent care will be redirected to neighbouring hospitals.

# Seaforth Community Hospital emergency department to close overnight Tuesday

May 23, 2023

## Seaforth Community Hospital emergency department to close overnight Tuesday



Seaforth Community Hospital in Seaforth, Ont., as seen in July 2022. (Scott Miller/CTV News London)

Ashley Hyshka  
CTVNewsLondon.ca Web  
Writer

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Published May 23, 2023 3:28  
p.m. EDT

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Citing “sudden and unplanned health human resource shortages,” the emergency department at the hospital in Seaforth, Ont. will close overnight on Tuesday.

According to the Huron Perth Healthcare Alliance (HPHA), the emergency department at the Seaforth Community Hospital will experience a temporary reduction in service on Tuesday.

The emergency department will close at 5 p.m., and reopen its doors at 7 a.m. on Wednesday, when regular hours of operation will resume.

The HPHA reminds residents that anyone in need of immediate medical attention should call 9-1-1, and paramedics will remain available to the community, and will reroute patients to the nearest emergency department as needed.

### RELATED STORIES

• Child cancer survivor has 'best day ever' at Blue Jays game thanks to London, Ont. realtor

• It took a century, but area town will build its first cenotaph

For non-urgent health care, people can call Health Connect Ontario at 8-1-1, which is available 24/7 for non-emergency health-related questions.

The closest 24-hour emergency departments to the Seaforth Community Hospital are:

- Exeter – South Huron Hospital
- Goderich – Alexandra Marine & General

Hospital

- Stratford – HPHA – Stratford General Hospital

The HPHA reminds people to check with the aforementioned emergency departments prior to attending to confirm they are operating with regular hours.

# ER in Thessalon closing two days this week due to doctor shortage



The emergency department at the Thessalon Site of the North Shore Health Network is closing for two days this week because it doesn't have enough doctors. (File)



**Darren MacDonald**  
CTVNorthernOntario.ca Digital  
Content Producer

[Follow](#) | [Contact](#)

**Updated** May 23, 2023 7:34  
p.m. EDT

**Published** May 23, 2023 5:27  
p.m. EDT

Share



The emergency department at the Thessalon Site of the North Shore Health Network (NSHN) is closing for two days this week because it doesn't have enough doctors.

The site will be closed from 8 a.m. May 24 until 8 a.m. Friday.

"The North Shore Health Network has investigated all possible options to continue to provide safe access to care, however, the difficult decision has been made to announce the temporary Thessalon site emergency department closure," the network said in a news release Tuesday.

"Every effort will continue to be made and NSHN is committed to keeping the community informed regarding this situation."

## RELATED STORIES

- [Sault Area Hospital recruiting baby 'cuddlers'](#)
- [Rescue helicopter locates missing Sault girl, 11, who fell down embankment](#)

Anyone requiring immediate medical attention should call 911. Ambulances will then be rerouted to the three closest emergency departments in the area: the Blind River site, Richards Landing-Matthews site or Sault Area Hospital.

Access to services for non-emergent health advice or information is available by calling 811, toll-free TTY line: 1-866-797-007. Or start a live chat with

an adviser [online](#).

For more information, visit the network's [website](#).

May 23, 2023



## 'Very difficult decision': Arnprior emergency department set to close overnight this weekend

Officials say unexpected staff challenges force temporary closure overnight Friday, Saturday

By **Arnprior Regional Health** Arnprior Chronicle-Guide

Friday, May 19, 2023 | 1 min to read



Arnprior Regional Health's emergency department will close overnight on Friday, May 19, from 7:30 p.m. to Saturday, May 20 at 7:30 a.m. and then again on Saturday, May 20 at 7:30 p.m. to Sunday, May 21 at 7:30 a.m. due to unexpected staffing challenges this weekend.

"This temporary closure has been a very difficult decision as we understand its impact on our community," said Leah Levesque, president and CEO, Arnprior Regional Health. "Patient and staff safety is our main priority, and our dedicated team works tirelessly to do everything possible to have the necessary staff to support our community's health-care needs. In addition, we are working with our partner hospitals and the County of Renfrew Paramedic Services to ensure continued access to care."

Anyone requiring life-threatening immediate medical attention should call 911 for paramedic assistance.

The nearest emergency departments include:

Almonte General Hospital: [www.almontegeneral.com](http://www.almontegeneral.com)

# ED Closures: Example of the emails the hospital receives ~each week)

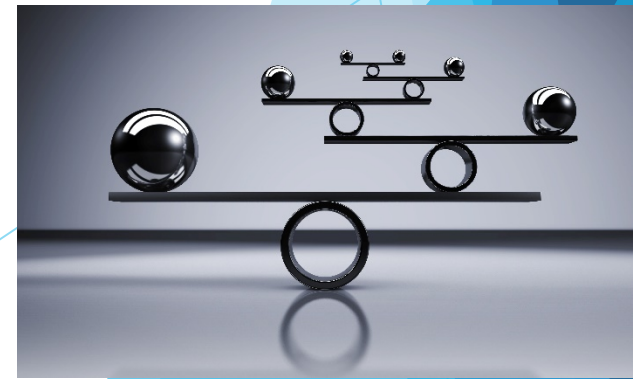
- ▶ Received May 23rd
- ▶ Please find attached the ED Closure Protocol as we have not yet received confirmation there is local back-up in place for the below:

Hospital	Date	Start Time	End Time	Duration (Hrs)
Barry's Bay - St. Francis Memorial Hospital	Friday, May 26, 2023	20:00	08:00	12
	Saturday, May 27, 2023	08:00	20:00	12

- ▶ Please note that the EDLP has reached out to hundreds of physicians and on multiple occasions and while we will continue our efforts, it is becoming increasingly unlikely that we will find EDLP coverage.
- ▶ As you know, the protocol requires hospitals to escalate the potential closure to OH Regional Leadership & the Ministry of Health 96 hours in advance of the shift, which means hospital escalation for the earliest shift would need to begin tomorrow.
- ▶ Please confirm if this timeline is in alignment with your plans for escalating the risk of closure, or if we've misunderstood and there is no risk of ED closure, please let us know as soon as possible.

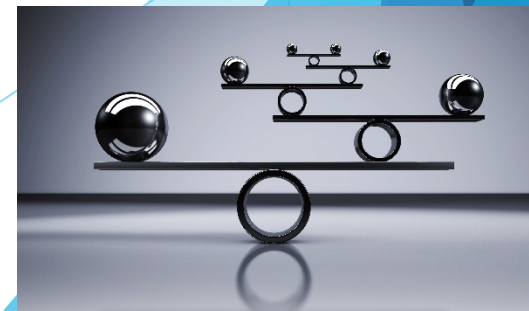
# Local Physician role and responsibilities

- ▶ Primary Care
- ▶ Hospital inpatient (rounding and on-call)
  - ▶ Call consists of 1 week per month
- ▶ Emergency Department shifts
  - ▶ 12 hour shift
- ▶ Hospice Palliative Care
- ▶ Valley Manor



# Physician Responsibilities/ Role

- ▶ Clinical Committees (at each agency) and Administrative work
- ▶ Life/ work balance of local physicians
- ▶ 2012 had 9 local physicians sharing responsibilities
- ▶ Many physicians are selective in which roles they fill
- ▶ ED and Inpatient work are the hardest work of the others
- ▶ Physician role in a rural setting has a high level of responsibility
- ▶ Medical Residents tell us that they choose where to practice selectively for life-work balance





# Previous Municipal Funding (Revenue)

MV (26.67%)	28,000
KHR (20%)	21,000
NAW (20%)	21,000
SA (13.33%)	14,000
BLR (13.33%)	14,000
HH (6.67%)	0

Previous submission by Township to Ontario Rural Economic Development Program for financial support of recruitment

# Previous Municipal Funding (Expenses)

- ▶ Expense items for previous funding
  - ▶ Hosting physicians site visits
  - ▶ Recruitment fairs
  - ▶ Giveaways
  - ▶ Advertising
  - ▶ Physician retention
  - ▶ Recruiter and office supplies

# Other municipalities- incentives (2014 data)

- ▶ Renfrew \$150k
- ▶ Pembroke \$50k
- ▶ Quinte Health Care \$150k
- ▶ North Bay (interest free loan)
- ▶ Wingham \$24k
- ▶ Midland \$20k/ yr. + \$8k signing
- ▶ Kapuskasing \$150k
- ▶ \_\_\_\_\_
- ▶ \*we have learned that Kingston is now providing \$150k,  
Deep River has a multi component package.

## “I think it’s fantastic”: Incentive program aims to attract physicians to North Grenville

“I just wonder what incentives or strategies are going to be put into place to attract a nurse practitioner or two,” she stated. “I don’t see anywhere that it encouraged the primary care physicians to hire a registered nurse or registered practical nurse in the practice, which would improve access and probably allow the physician to roster more than 800 patients, if they had a nurse working to full scope of practice.”

O’Sullivan added that a Family Health Team (FHT), as opposed to the Family Health Organization (FHO) model currently in place locally, may solve a lot of problems.

“Financially and in terms of good service for the community, I think it would be wise to look at that option as well,” she explained. “And frankly, I thought it would’ve been brought forward at the same time — to attract more primary care practitioners, not just physicians.”

“So the attraction of nurses and looking at nurse practitioners in particular, to see how they could fulfil some of the gaps in our clinics, is definitely part of the strategy that was approved by council and we’re definitely working on it,” responded Geneau.

Frank J. Vassallo, chief executive officer of the KDH, said the program is good news for the community and hospital.

“I’m definitely a huge supporter of the financial incentives, along with other tactics that we would employ to attract physicians to our community,” he added. “I think it’s fantastic.”

Amanda Fitzgerald, a local resident, mother and health care worker, echoed his sentiments.

“The amount of people who are on the list due to doctor’s retiring, doctor burnout, doctor’s leaving family practice to go to emergency, doctor’s moving the location of their practices, new residents — whatever the case may be — is long, way too long,” she said. “Kemptville is growing and the need is there. We have the space to bring these new doctors in — let’s use it and get that list shortened.”

She noted that her office gets four to five calls daily asking about doctors taking on new patients.

“It’s sad. Let’s hope this works and we can get new graduates who are wanting to start their practice here,” Fitzgerald said.

**STORY BEHIND THE STORY:** After North Grenville council passed a primary care incentive program, reporter Jennifer Westendorp talks to the chief executive officer of the Kemptville District Hospital and a local health care worker, about their thoughts on the program.

## Hospital & Local Investments for Recruitment & Retention

- The Medical Building (built in 2003) does not generate revenue for the hospital, as physicians are provided with favourable rents (including IT services, MDRD, etc..)
- The hospital has made significant renovations to the facilities for visiting physicians
- Meals are provided to our ED physicians
- ED / Ambulatory Care redevelopment
- Recruitment conferences
- Medical/ Student placements

# Accreditation/ Electronic Medical Record

St. Francis Memorial Hospital and Valley Manor are both accredited organizations.

SFMH is a level 6 (out of 7) EMRAM (Electronic Medical Record Adoption Model) as rated by HIMSS (Health Information and Management System Society). This means that we are a highly progressive health facility in relation to medical records.

The Electronic Medical Record (EPIC) used at SFMH is connected with a large swathe of hospitals, including Heart Institute, The Ottawa Hospital, Deep River, and Renfrew Victoria Hospital among others.

These elements, as well as the pending redevelopment of the Emergency Department and Valley Manor would be considerations for potential recruits.



# Recruitment considerations

- ▶ Residency placement have been proven as the best source of recruitment
- ▶ New physicians seek turn key operations
- ▶ New physicians seek out interdisciplinary care teams (almost a must for primary care recruitment)
- ▶ Lifestyle and Cultural factors are large determinant for relocation/ recruitment

# Recruitment Challenges/ Risks

- ▶ Return of Service contracts ending soon for recruited physicians. No assurance that physicians will remain further than their agreed period.
- ▶ The number of physicians does not guarantee coverage, numbers of rostered patients, work in the ED, etc.
- ▶ Resident placements (rural) are primarily funded by the resident themselves.
- ▶ Limited opportunities for spouse can mean single family income if moving to the area.
- ▶ Competition is fierce



# Recruitment Challenges/ Risks

- ▶ We are the only community in our position that we are aware of not offering incentives
- ▶ Newer physicians are less likely to settle in a rural area/ pursue rural medicine
- ▶ Prior recruitment did not define requirements for physicians
- ▶ Lack of active recruitment/ limited scope of search (international?)
- ▶ Without incentives, there may be no further recruits.

# Retention

- ▶ We have an excellent local health team
- ▶ Retention as important as recruitment. Burnout and high demands are real factors.
- ▶ Expectations for a local physician are high, as is the workload.
- ▶ They need to know that they are supported and that the community understands that they are shorthanded
- ▶ Items heard
  - ▶ Hospitalist support,
  - ▶ Accommodation for locums,
  - ▶ Incentives for locums on top of OHIP funding,
  - ▶ Travel incentives

# Diagnosis / prescription for Recruitment and Retention



# Call to Action

- ▶ With no Return of Service funding, our community is not competitive for recruitment
- ▶ Competition is fierce
- ▶ Who responsible for recruitment (Medical Staff?, Hospital? Community? Municipalities? Industry?)
- ▶ Needs:
  - ▶ Funds to support resident/ student visits
  - ▶ Funds to support Return of Service agreements
  - ▶ Funds to support recruitment



**From:** [Bryan Martin](#)  
**To:** [Tracy Cannon](#)  
**Subject:** Fwd: Proposed Provincial Planning Statement | la proposition de déclaration provinciale sur la planification  
**Date:** Friday, June 16, 2023 3:05:13 PM

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**From:** growthplanning@ontario.ca <growthplanning@ontario.ca>  
**Sent:** Friday, June 16, 2023 3:01:16 PM  
**To:** Bryan Martin <clerk@southalgonquin.ca>  
**Subject:** Proposed Provincial Planning Statement | la proposition de déclaration provinciale sur la planification

June 16, 2023

On April 6, 2023, the government released a draft of the Provincial Planning Statement ([ERO#019-6813](#)) that would replace the existing Provincial Policy Statement and A Place to Grow: Growth Plan for the Greater Golden Horseshoe.

At that time, natural heritage policies and related definitions remained under consideration by the government and were not released for review and input. The proposed natural heritage policies are now available for review and feedback. The details of the changes can be found through the [Environmental Registry of Ontario](#).

Please note that the comment period has been extended to August 4, 2023. You are encouraged to share this information with senior staff in the municipality and to inform the head of council and council members.

Sincerely,

Ministry of Municipal Affairs and Housing

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Le 16 juin 2023

Le 6 avril 2023, le gouvernement publiait une ébauche de la *Déclaration provinciale sur la planification* ([Registre environnemental de l'Ontario n<sup>o</sup> 019-6813](#)) qui remplacerait la *Déclaration de principes provinciale* et le document *En plein essor : Plan de croissance de la région élargie du Golden Horseshoe* existants.

À cette date-là, les politiques en matière de patrimoine naturel et leurs définitions connexes demeuraient à l'étude par le gouvernement et n'ont pas été publiées pour un examen, des commentaires et des questions. Les politiques proposées en matière de patrimoine naturel sont maintenant disponibles pour un examen, des commentaires et des questions. On peut trouver les renseignements sur ces changements dans le [Registre environnemental de l'Ontario](#).

Veillez prendre note que la période de soumission de commentaires a été prolongée jusqu'au 4 août 2023. Nous vous encourageons à partager cette information avec les dirigeantes et les dirigeants de votre municipalité et à en informer la présidente ou le président du conseil et les membres du conseil.

Meilleures salutations,

Ministère des Affaires municipales et du Logement

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments. Do not enter your password into web pages you are not familiar with.

To the rec community:  
I Brenda Hildebrandt  
is resigning from  
the rec community and  
the funeral lunches,  
as I am moving to  
Barrys Bay. To live,  
I have enjoyed doing  
these services.  
I will miss u all,

Brenda  
Hildebrandt

July 5, 2023

## MOTIONS OF COUNCIL

**Moved by:**

**Seconded by:**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin accepts the Whitney Recreation Committee's Recreation Plan presented at the Asset Management Committee Meeting of June 26, 2023;

AND items listed in the plan may be considered by council upon request during budget deliberations.

**-Carried-**

**-Defeated-**

**Moved by:**

**Seconded by:**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin accepts the recommendation of the Recreation Committee and approves the applications received from Shelly Grice to join the Whitney Recreation Committee, subject to a favourable police record check.

**-Carried-**

**-Defeated-**

**Moved by:**

**Seconded by:**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin award the Tender received from Maynooth Natural Granite Inc. for Tender# SA.2023-03, Screened Winter Sand, in the amount of \$47,121.00 including HST.

**-Carried-**

**-Defeated-**

**Moved by:**

**Seconded by:**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the Asset Management Plan as prepared and presented by Dillion Consulting at the June 26th, 2023 Asset Management meeting.

**-Carried-**

**-Defeated-**





## COUNCIL MEETING

July 5, 2023

### By-Laws:

**Moved by: Councillor**

**Seconded by: Councillor**

**Res. # 23-**

THAT:

- 1) By-Law 2023-756, Appoint Division Registrar and Deputy Registrar
- 2) By-Law 2023-757, Appoint Deputy Issuer/Registrar Authorized to Issue Marriage Licence
- 3) By-Law 2023-758, Sale of Shore Road Allowance 3192 Aylen Lake
- 4) By-Law 2023-759, Transfer of Shore Road Allowance
- 5) By-Law 2023-760, All Terrain Vehicle By-Law
- 6) By-Law 2023-761, Part-Lot Lift By-Law
- 7) By-Law 2023-762, Adoption of Level of Service for Road Maintenance
- 8) By-Law 2023-763, Confirm the Proceedings of Council

BE READ A FIRST TIME AND BE DEEMED READ A SECOND TIME

**-Carried-**

**-Defeated-**

**Moved by: Councillor**

**Seconded by: Councillor**

**Res. # 23-**

THAT:

- 1) By-Law 2023-756, Appoint Division Registrar and Deputy Registrar
- 2) By-Law 2023-757, Appoint Deputy Issuer/Registrar Authorized to Issue Marriage Licence
- 3) By-Law 2023-758, Sale of Shore Road Allowance 3192 Aylen Lake
- 4) By-Law 2023-759, Transfer of Shore Road Allowance
- 5) By-Law 2023-760, All Terrain Vehicle By-Law
- 6) By-Law 2023-761, Part-Lot Lift By-Law
- 7) By-Law 2023-762, Adoption of Level of Service for Road Maintenance
- 8) By-Law 2023-763, Confirm the Proceedings of Council

BE READ A THIRD TIME AND PASSED

**-Carried-**

**-Defeated-**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 2023-756**

**BEING A BY-LAW TO APPOINT THE DIVISION REGISTRAR  
AND DEPUTY DIVISION REGISTRARS**

**WHEREAS** the Vital Statistics Act stipulates that every Municipal Clerk is a Division Registrar and is responsible for the duties of Division Registrar as prescribed by the Vital Statistics Act.

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

**THAT** the following is hereby established as Policy for the Corporation of the Township of South Algonquin concerning all matters due to the Division Registrar.

a) Bryan Martin is appointed as Division Registrar.

b) Tracy Cannon is appointed Deputy Division Registrar.

c) The Township of South Algonquin will receive and process birth, stillbirth and death registrations centrally in one location namely at the Municipal Building of the Township of South Algonquin, 7 Third Avenue, Whitney, Ontario.

1. A division registrar shall, if applicable, number consecutively the statements of deaths and still-births that the division registrar signs in each calendar year, together with all relevant supporting documentation, where the numbering is in a separate series for each death or still-birth, beginning with the number "1" (Sec 55.5 (1)(l));

2. The Division Registrar code number is 4801 for **The Township of South Algonquin**.

3. A letter will be sent to the Ministry of Consumer and Commercial Relations, Registration Division Office of the Registrar General to include a signed copy of the By-Law appointing the Division Registrar, a list of names of those persons appointed as Deputy Division Registrars and Sub-Registrars; along with two sample signatures of each person. The full mailing address of the municipality, telephone number(s), fax number(s), and E-Mail address will be used by ORG staff to contact the appropriate staff.

4. All previous appointments of Division Registrars and Deputy Division Registrars are hereby revoked; and that any other By-Law inconsistent with or antedating this By-Law is hereby repealed.

**FURTHER**, this By-Law shall come into force and take effect immediately upon the passing thereof.

READ A FIRST & SECOND TIME this 5<sup>th</sup> Day of July, 2023

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO Clerk / Treasurer

READ A THIRD TIME AND PASSED 5<sup>th</sup> Day of July, 2023

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO Clerk / Treasurer

**THE CORPORATION OF  
THE TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 2023-757**

**BEING A BY-LAW TO APPOINT A DEPUTY ISSUER/REGISTRAR  
AUTHORIZED TO ISSUE MARRIAGE LICENCES**

**WHEREAS** pursuant to section 11(2) of the Marriage Act, R.S.O. 1990, c. M.3, the Honourable Minister of Government Services may appoint a Deputy Issuer/Registrar of the Township as a person authorized to issue marriage licenses in and for the Township:

**AND WHEREAS** the Council of the Corporation of the Township of South Algonquin deems it expedient for the public convenience that Tracy Cannon of the Corporation of the Township of South Algonquin be appointed as the Deputy Issuer/Registrar for Marriage Licenses.

**THEREFORE, BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**

1. The Corporation of the Township of South Algonquin be, and it is hereby authorized to make application to the Honourable Minister of Government Services to have Tracy Cannon, be appointed as a Deputy Issuer/Registrar authorized to issue marriage licenses in and for the Corporation of the Township of South Algonquin.
2. The Mayor, Clerk and Deputy Issuer be, and hereby authorized and directed to do all such things and execute all such documents as may be necessary for the completion and implementation of the said appointment.
3. That any other By-Law inconsistent with or antedating this By-Law is hereby repealed.

READ A FIRST & SECOND TIME THIS 5<sup>th</sup> DAY OF July 2023

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO Clerk /Treasurer

READ A THIRD TIME AND PASSED THIS 5<sup>th</sup>, DAY OF July 2023

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO Clerk-Treasurer

**THE CORPORATION OF THE TOWNSHIP OF  
SOUTH ALGONQUIN  
BY-LAW NO. 2023-758**

**Being a By-law to provide for the stopping up and closing part of the shore road allowance along Aylen Lake in front of lands legally described as DICKENS CON 12 PT LOTS 4&5;RP36R4003 PART 2 PCL 24036;NIP and locally known as, 3192 AYLEN LAKE designated as Part 1 on Reference Plan 36R-15070 in the Geographic Township of Dickens, within the Township of South Algonquin, in the District of Nipissing.**

**WHEREAS:**

1. The original road allowance laid out by the original Crown survey along the shore of Aylen Lake is a "highway" by virtue of Section 26 of The Municipal Act, 2001, S.O.2001, c.25 (the "Act") as amended; and
2. By Section 9 and Section 11 of the Act, a municipality is empowered to permanently close a highway; and
3. The owners of land abutting part of the said original road allowance have applied to the Municipality to close it and sell it to the said owners; and
4. The closure will not result in any person having no motor vehicle access to and from that person's land over any highway; and
5. The part of the said road allowance closed by this By-law is not covered with water and does not abut any land owned by the Crown in right of Canada or lead to any work owned by the Crown in right of Canada, and therefore, the consent of neither the Ministry of Natural Resources of Ontario, nor the Government of Canada to the passing of this By-law is required by Section 43 or Section 34(2) respectively of the Act; and
6. Adequate and reasonable public notice of its intention to pass this by-law was given by the Municipality, in accordance with Township of South Algonquin By-Law, 2017-546.

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

1. That those parts of the original allowance for road along the shore of Aylen Lake lying in front of lands legally described as DICKENS CON 12 PT LOTS 4&5;RP36R4003 PART 2 PCL 24036;NIP and locally known as 3192 AYLEN LAKE, designated as Part 1 on Reference Plan 36R-15070 in the geographic Township of Dickens in the Township of South Algonquin in the District of Nipissing are declared surplus and hereby permanently closed.
2. That those parts of the said road allowance described in paragraph 1 hereof be sold and conveyed to the owners of the land abutting same (or their successors in title) for a price calculated at the rate of \$5.00 per linear foot or \$16.50 per metre plus all survey, advertising, administrative, legal and other costs and expenses associated with the said closure, sale and conveyance.
4. That the Mayor and CAO/Clerk Treasurer of the Municipality be hereby authorized and directed to perform all acts and to take such steps and execute such documents under the seal of the Municipality as are required to transfer the said road allowance permanently closed by this By-law to the owners of the abutting land, and to authorize the electronic registration of a Transfer in the Land Registry Office for the Land Titles Division of Nipissing (#36) North Bay in consideration of and upon payment of the sale price and costs and expenses aforesaid.
5. That this By-Law shall take effect upon the final passing hereof.
6. Any other By-Law antedating this By-Law is hereby repealed.

**READ A FIRST AND SECOND TIME THIS 5<sup>th</sup> DAY OF JULY, 2023.**

\_\_\_\_\_  
**Ethel LaValley, Mayor**

\_\_\_\_\_  
**Bryan Martin, CAO/Clerk-Treasurer**

**READ A THIRD TIME AND FINALLY PASSED THIS 5<sup>th</sup> DAY OF JULY, 2023.**

\_\_\_\_\_  
**Ethel LaValley, Mayor**

\_\_\_\_\_  
**Bryan Martin, CAO/Clerk-Treasurer**

**THE CORPORATION OF THE TOWNSHIP OF  
SOUTH ALGONQUIN  
BY-LAW NO. 2023-759**

**Being a By-to provide for the Township's disposition of part of the shore road allowance along Aylen Lake in front of Lot 19 Plan M334 and described as Part 2, Plan 36R6300 except Part 3 Plan 36R12823 and Part 1 Plan 36R-14954, in the Township of Dickens in the Township of South Algonquin, being PIN 49225-0507.**

**WHEREAS:**

1. By By-law No. 2022-728 enacted on November 2, 2022, the Township accepted a Transfer from Stephen Frank Chellew and Barbara E. Carroll ("Chellew") of that part of the shore road allowance along Aylen Lake in front of Lot 19, Plan M334, which Transfer was registered in the Land Registry Office for the Land Titles Division of Nipissing (No. 36) on December 6, 2022 as Nos. BS222123; and
2. It was understood and agreed at the time of authorization and registration of the said Transfer that, upon the enactment and registration of a By-law deeming Lots 18 and 19 on Plan M334 not to be part of said Plan M334 for the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P. 13 as amended, the said part of the said shore road allowance would be transferred back to Chellew; and
3. The Township enacted By-Law No. 2023-750 on May 3, 2023, which was registered in the Land Registry Office of the Land Titles Division of Nipissing (No. 36) on May 23, 2023 as No. BS226448 deeming Lots 18 and 19 on Plan M334 not to be part of said Plan M334 that the said part of the said shore road allowance would be restored to Chellew; and
4. It is therefore appropriate to transfer the said part of the said shore road allowance back to Chellew,

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

1. That the Mayor/CAO Clerk-Treasurer of the Township be and they are hereby authorized to and directed to take such steps and to execute such documents and to authorize the electronic registration of a Transfer to Stephen Frank Chellew of that part of Part 2 on Plan 36R6300 except Part 3 on Plan 36R-12823 and Part 1 on Plan 36R14954, in the Geographic Township of Dickens and now identified as PIN 49225-0507.
2. That all legal and related expenses incurred in connection with the said transfer of the said part of the said road allowance including the preparation and registration of By-Law and the Transfer, shall be paid by the said Stephen F. Chellew.
3. This By-Law shall take effect upon the final passing and enactment hereof.

READ A FIRST AND SECOND TIME this 5<sup>th</sup> day of July, 2023

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer

READ A THIRD TIME PASSED AND ENACTED this 5<sup>th</sup> day of July, 2023

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer

**THE CORPORATION OF  
THE TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 2023-760**

**BEING A BY-LAW TO REGULATE THE OPERATION OF ALL-TERRAIN  
VEHICLES ON MUNICIPAL HIGHWAYS WITHIN THE TOWNSHIP OF  
SOUTH ALGONQUIN**

WHEREAS the Highway Traffic Act, Section 191.8, subsection (3), as amended, provides that the Council of a Municipality may pass by-laws permitting the operation of All Terrain Vehicles on any highway within the Municipality that are under the jurisdiction of the Municipality or any part or parts of such highways;

And whereas as of July 1st, 2020 extreme terrain vehicles and off-road motorcycles can also be specifically permitted by the municipality on any highway within the Municipality that is under the jurisdiction of the Municipality or any part or parts of such highways;

AND WHEREAS the Council of the Municipal Corporation of the Township of South Algonquin deems it in the best public interest to regulate the operation of All Terrain Vehicles including extreme terrain and off-road motorcycles within the Municipality.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN ENACTS AS FOLLOWS:

1. Notwithstanding any other by-law to the contrary, the operation of All Terrain Vehicles including extreme terrain and off-road motorcycles shall be permitted on all highways under the jurisdiction of the Corporation of the Township of South Algonquin.
2. All of the provisions of Ontario Regulation 316/03, Operation of Off-Road Vehicles on Highways, as amended, shall apply to this by-law.
3. Any person who contravenes any section of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in The Provincial Offences Act.
4. This By-Law shall come into force and take effect on the day of its passing and shall remain in effect until otherwise amended or repealed.

READ A FIRST & SECOND TIME THIS 5th DAY OF July 2023

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED THIS 5th DAY OF July 2023

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer



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

**BY-LAW NO. 2023-761**

**A BY-LAW TO PROVIDE THAT SUBSECTION (5) OF SECTION 50 OF  
THE PLANNING ACT, R.S.O. 1990, C.P-13, AS AMENDED, DOES NOT APPLY TO  
CERTAIN LANDS IN THE TOWNSHIP OF SOUTH ALGONQUIN**

WHEREAS Subsection (7) of Section 50 of the *Planning Act* provides that Council may by by-law provide that Subsection (5) of Section 50 of the *Planning Act* does not apply to certain lands;

AND WHEREAS the Township of South Algonquin Council deems it advisable to provide that Subsection 5 of Section 50 should not apply to certain lands within Plan M-345 for the purpose of enabling those lands to be developed in the manner hereinafter described;

AND WHEREAS approval of this by-law under subsection (7.1) of Section 50 of the *Planning Act* is not required because the Township has delegated approval authority for subdivisions and subsection 7.2 dispenses with further approvals for this by-law

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

1. That Subsection (5) of Section 50 of the *Planning Act* shall not apply to ----- on Plan M-345, in the Township of South Algonquin, in the District of Nipissing on the condition that no person shall convey a part of any such Block or Lot by way of a deed, or transfer, or grant, assign or exercise a power of appointment in respect of a part of any such Block or Lot, or mortgage or charge a part of any such Block or Lot, or enter into an agreement of sale and purchase of a part of any such Block or Lot, or enter into any agreement that has the effect of granting the use of or right in a part of any such Block or Lot directly or by entitlement to renewal for a period of twenty-one years or more unless the description of the lands that includes such part in the conveyance, transfer, grant, assignment or exercise of power of appointment is the same as one of the approved descriptions set out on Schedule "A" to this by-law and which forms a part hereof.
2. This By-law shall come into force on the date of its passing.

READ A FIRST AND SECOND TIME THIS 5<sup>th</sup> DAY OF JULY, 2023.

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer

READ A THIRD TIME AND FINALLY PASSED THIS 5<sup>th</sup> DAY OF JULY, 2023.

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer

## SCHEDULE "A"

TO BY-LAW NO. 2023-761

APPROVED DESCRIPTION

Parcel 1 description "PCL Block – 1 SEC 36M345; PT LT A PL M345 Sabine being PT Summer Resort Lt on McKenzie Lake, Pt 1 36R7103; PCL 29266 SEC NIP; PT shore rdal along McKenzie Lake Sabine in front of LT 12 W Hastings Rd SABINE being PT 3 36R11116; South Algonquin, District of Nipissing"

Parcel 2 description "PCL Block – 5 SEC 36M345; PT LT A PL M345 Sabine, Pt 2 36R7103; PCL 29266 SEC NIP; PT shore rdal along McKenzie Lake Sabine in front of LT 12 W Hastings Rd SABINE being PT 4 36R11116; South Algonquin, District of Nipissing"

# THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

## BY-LAW NO. 2023-762

### BEING A BY-LAW TO ADOPT MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

**WHEREAS** Section 44(1) of the Municipal Act, R.S.O. 2001, states that municipalities shall keep all highways and bridges in a reasonable state to repair.

**AND WHEREAS** if a municipality defaults in complying with Section 44(1), then such municipality shall be liable under the *Negligence Act* for all damages any person sustains because of the default.

**AND WHEREAS** Section 44(4) provides that the Minister of Transportation may by regulation establish minimum standards of repair for highways and roads; classes of highways and roads; bridges; and classes of bridges.

**AND WHEREAS** the Township of South Algonquin desires to adopt and implement such minimum maintenance standards being Ontario Regulation 239/02 attached as policy PW23-01 hereto and forming part of this by-law.

**AND WHEREAS** all roads within the Township of South Algonquin are classified as per the regulation and attached as Appendix "A" hereto and forming part of this by-law.

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

1. THAT the standards herein, and amended from time to time, be hereby adopted and come into effect on the final date of passing of this by-law.
2. THAT in the South Algonquin, that Class 5 standards apply to all Class 6 roads under the jurisdiction of the Township.
3. THAT all operational activities of the municipal road department be directed to provide the desired roadway services as herein described where care is taken first to assure that the minimum standards are maintained, and second that such services are efficiently and effectively rendered.
4. THAT neither this corporation nor its officials make any promise or assurance that roadway services will be in excess of the minimum standard herein defined.
5. THAT these standards, and definitions of terminology, be made available to the ratepayers and users of this public municipal road system when requested. And that where exception is taken to standards stated herein, or interpretation of the same, such concern may be reviewed at a meeting of the Public Works Committee for that purpose, for consideration.
6. THAT where situations arise or applications be made which fall outside of the scope of these standards, the Works Superintendent shall respond as he/she may deem to be appropriate, with respect to budgetary constraint and reasonable practice.

- 7. AND THAT budgets and Council priorities shall be set on the basis of provision of roadway services to minimum standards.
- 8. That bylaw 16-512 is hereby repealed.

READ A FIRST AND SECOND TIME THIS 5<sup>th</sup> DAY OF JULY, 2023.

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED THIS 5<sup>th</sup> DAY OF JULY, 2023.

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer

<b>Township of South Algonquin Corporate Policy</b>			
<b>DEPARTMENT:</b> Corporate Services			<b>POLICY #:</b> PW23-01
<b>POLICY:</b> Level of Service for Road Maintenance			
<b>DATE:</b> June /23	<b>REV. DATE:</b>	<b>COVERAGE</b> : Public Works Department	<b>PAGE #:</b> 1 of 16

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## **PURPOSE:**

It is the objective of the Township of South Algonquin to provide sufficient resources to meet the level of service set out in this policy for a low volume predominantly rural road system. The goal will be to provide a level of service that meets the requirements of Ontario Regulation 239/02 Minimum Maintenance Standards (MMS) for Municipal Highways as amended from time to time.

## **POLICY STATEMENT:**

The Township of South Algonquin promotes safety on all roads assumed and designated by the Township of South Algonquin. This policy was developed to help mitigate road related service, along with supporting the requirements of Ontario Regulation 239/02, as amended by 366/18 and other associated legislation and regulations.

## **SCOPE:**

This policy shall apply to all roads assumed and designated by the Township of South Algonquin as roads receiving maintenance. Notwithstanding the foregoing, neither the Township of South Algonquin nor its officials or employees shall make any promise, assurance or guarantee that the services provided by the Township of South Algonquin will be more than the MMS.

## **TITLE:**

This Policy shall be called the 'Level of Service for Road Maintenance Policy'.



## 1.0- Routine and Winter Patrolling

### 1.1 Introduction

The Township of South Algonquin Roads Department will provide a level of service for routine patrolling that meets the Minimum Maintenance Standards O. Reg. 366/18 Section 3, under the Municipal Act 2001. Road classifications are in accordance with O. Reg. 366/18. Please refer to the table below for a description of the Classification of Highways.

TABLE: CLASSIFICATION OF HIGHWAYS

### Average Annual Daily Traffic Traffic Posted or Statutory Speed Limit

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
(# of motor vehicles)	(Kilometers per hour)						
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

There are currently no Class 1, Class 2 or Class 3 highways within the Township of South Algonquin.

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

### 1.2 Definitions

- “day” means a 24-hour period.
- **As soon as practicable** - shall mean without undue delay, having regard to prevailing circumstances.
- **Bicycle Lane** - shall mean:
  - a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
  - a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer.
- **Class** - shall mean the class of highway as determined in the Classification of Highways Table of the MMS.
- **GPS/AVL**- shall mean global positioning system, automated vehicle locating.
- **Highway** - shall include a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the public for the passage of vehicles and includes the

area between the lateral property lines thereof.

- **Ice** - shall mean all kinds of ice however formed.
- **Maintenance Class** - shall mean a Class 1, 2, 3, 4, 5 or 6 road designated as such by posted speed and traffic volume in accordance with Classification of Highways Table of the MMS.
- **MMS** - shall mean Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways as amended from time to time.
- **Operations** - shall mean those activities the Public Works Department performs to improve a condition or sustain a roadway standard. Public Works are normally defined by guidelines (not policy), with discretion of the Public Works Superintendent to choose various methods to achieve results cost-effectively.
- **Public Works Superintendent**- shall refer to a person, in the employ of, contracted by or appointed by the Township, who is accountable for the deployment of operations that impact on the condition or roadway services.
- **Patrol person** - shall mean a person who is either a dedicated winter patroller or a person whose duties include winter patrolling.
- **Roadway** - shall mean the part of the highway that is improved, designed, or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all the roadways collectively.
- **Sidewalk** - shall mean the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders, or any part of the sidewalk where cleared snow has been deposited.
- **Significant Weather Event** - shall mean an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a Township.
- **Snow Accumulation** - shall mean the natural accumulation of any of the following that, alone or together, covers more than half a lane width of roadway: 1) new fallen snow 2) windblown snow 3) slush.
- **Weather Hazard** - shall mean the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.
- **Winter Event** - shall mean a weather condition affecting roads such as snowfall, wind-blown snow, sleet, freezing rain, frost, or ice, to which a winter event response is required.
- **Winter Event Response** - shall mean a series of winter control activities performed in response to a winter event.
- **Winter Patrol** - shall mean the field observation of weather and road conditions.
- **Winter Season** - shall mean that season when the Township normally performs winter highway maintenance as identified in this policy.

### 1.3 Operations Description

The Township of South Algonquin will routinely patrol highways at a frequency set out in Table 1A below.

Table 1A: Routine Patrolling Frequency

Class of Highway	Patrolling Frequency
3	Once every 7 days
4	Once every 14 days
5	Once every 30 days

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

- a) Routine Patrolling will be carried out by driving on the highway or by electronically monitoring the highway to check for conditions described in O. Reg. 239/02 as amended by 366/18 and this level of service policy.

- b) Routine Patrolling is not required between sunset and sunrise.
- c) Winter patrol operations will replace routine patrols during the season when the Township performs winter highway maintenance.
- d) Winter patrol routes will not operate when conditions have been identified throughout the Township that will require commencement of snowplowing or sanding operations. The patroller will then be reassigned to snowplowing roads. The winter patrol and winter maintenance activity are an interchangeable function.

## 2.0- Plowing and Sanding

### 2.1 Introduction

The Township of South Algonquin Roads Department will provide a level of service for Road Conditions that meets the Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18, under The Municipal Act 2001. Road classifications are in accordance with O. Reg. 239/02 as amended by 366/18. There are currently no Class 1, Class 2 or Class 3 highways within the jurisdiction of the Township of South Algonquin. The Township of South Algonquin recognizes that severe weather conditions may occur that could prevent the attainment of the Level of Service specified in this policy. The Roads Department must work within the available resources and in such a manner to protect the safety of employees and the public.

### 2.2 Definitions

- “Season when the Township performs winter highway maintenance” means that period from October 1 to April 30 of the following year in accordance with O. Reg. 239/02 as amended by 366/18. The Township of South Algonquin may extend the season to May 10 when weather conditions create a demand for additional winter maintenance.
- “highway” means a common and public highway maintained by the Township of South Algonquin and includes any bridge, trestle, viaduct or other structure forming part of the highway.
- “roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.
- “Snow accumulation” means the natural accumulation of new fallen snow or windblown snow that covers more than half a lane width of a roadway.
- From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 239/02 as amended by 366/18.

### 2.3 Operations Description

#### 2.3.1 Snow Plowing

Table 2A: Snow Accumulation shown below contains the minimum maintenance standards specified in O. Reg. 239/02 as amended by 366/18 under the Municipal Act.

Table 2A: Snow Accumulation

<b><u>SNOW</u></b>		
<b>Class of Highway</b>	<b>Depth</b>	<b>Time for Removal</b>
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

Table 2B: Icy Roadways

<b><u>ICY ROADWAYS</u></b>	
<b>Class of Highway</b>	<b>Time for Treatment</b>
3	8 hours
4	12 hours
5	16 hours

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

The Township treats icy roadways in accordance with Table 2B for vehicular traffic. Maintenance for pedestrian purposes is not performed on roadways. These requirements only apply to a Township during the season when the Township performs winter highway maintenance.

### **2.2.1 Sidewalk Maintenance**

- 2.3.2.1 The sidewalks will be cleared within 24 hours of when the snow accumulations reach a depth of 7.5 centimeters (3 inches).
- 2.2.1.2 Surfaces will be maintained in a snow packed condition during a storm.
- 2.2.1.3 Sidewalks will only be sanded when icy conditions create a hazard to pedestrians.
- 2.2.1.4 Sidewalks will generally be cleared and sanded in priority order. Priority will be given to school zones and then to commercial areas.

## **3.0 Road Surface Conditions**

### **3.1 Introduction**

The Township of South Algonquin Roads Department will provide a level of service for Road Surface Conditions that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 6, 7, 8, 9 and 16(1) as amended by 366/18, under The Municipal Act 2001. Road classifications are in accordance with O. Reg. 239/02 as amended by 366/18. There are currently no Class 1, Class 2 or Class 3 roads within the jurisdiction of the Township of South Algonquin.

### **3.2 Definitions**

- “day” means a 24-hour period.
- “debris” means any material or object on a roadway, that is not an integral part of the roadway or has not been intentionally placed on the roadway by a Township, and that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle.
- “highway” means a common and public highway maintained by the Township of South Algonquin and includes any bridge, trestle, viaduct or other structure forming part of the highway.
- “roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.
- “shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non paved surface of the shoulder.
- “surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to bridge.

### 3.3 Operations Description

#### 3.3.1 Potholes

- a) Most pothole formations occur during the freeze/thaw cycles in spring and fall. Regular maintenance including patching and grading, is performed immediately following these cycles to prevent the formation of potholes.
- b) Potholes that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections c) and d) below.
- c) If a pothole exceeds both the surface area and depth set out in Table 3A, 3B, and 3C the Township of South Algonquin will repair the pothole within the time set out in Table 3A, 3B, or 3C as appropriate, after becoming aware of the condition.
- d) A pothole shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in Table 3A, 3B, or 3C as appropriate.

Table 3A: Potholes on Paved Surface of Roadway

Class of Highway	Surface Area	Depth	Time for Completion of Repair
3	1000cm <sup>2</sup>	8cm	7 days
4	1000cm <sup>2</sup>	8cm	14 days
5	1000cm <sup>2</sup>	8cm	30 days

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

Table 3B: Potholes on Non-Paved Surface of Roadway

Class of Highway	Surface Area	Depth	Time for Completion of Repair
3	1500cm <sup>2</sup>	8cm	7 days
4	1500cm <sup>2</sup>	10cm	14 days
5	1500cm <sup>2</sup>	12cm	30 days

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

Table 3C: Potholes on Paved or Non-Paved Surface of Shoulder

Class of Highway	Surface Area	Depth	Time for Completion of Repair
3	1500cm <sup>2</sup>	8cm	14 days
4	1500cm <sup>2</sup>	10cm	30 days
5	1500cm <sup>2</sup>	12cm	60 days

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

### 3.3.2 Shoulder Drop-off

- a) Regular shoulder grading is performed during spring and fall, when time and resources permit, to prevent the formation of shoulder drop-off.
- b) Problem areas are identified through routine patrolling and historical data. Shoulder grading is performed in these areas at an increased frequency appropriate to the requirements of each area.
- c) A shoulder drop-off condition that is identified during routine patrols will be scheduled for grading as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections d) and e) below.
- d) If a shoulder drop-off is deeper, for a continuous distance of 20 meters or more, than the depth set out in the table 3D, the Township of South Algonquin will repair the shoulder drop-off within the time set out in the Table after becoming aware of the condition.
- e) A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in Table 3D.

Table 3D: Shoulder Drop-offs

Class of Highway	Depth	Time for Completion of Repair
3	8cm	7 days
4	8cm	14 days
5	8cm	30 days

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

### 3.3.3 Cracks

- a) Most cracks occur during the freeze/thaw cycles in spring and fall. Regular maintenance including patching is performed immediately following these cycles to prevent the formation of cracks.
- b) Cracks that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections c) and d) below.
- c) If a crack on the paved surface of a roadway is greater, for a continuous distance of three meters or more, than both the width and depth set out in Table 3E the Township of South Algonquin will repair the crack within the time set out in the Table after becoming aware of the condition.
- d) A crack shall be deemed to be repaired if its width or depth is less than or equal to that set out in the Table.

Table 3E: Cracks

Class of Highway	Width	Depth	Time for Completion of Repair
3	5cm	5cm	60 days
4	5cm	5cm	180 days
5	5cm	5cm	180 days

### 3.3.4 Debris

- a) If there is debris on a roadway, the Township of South Algonquin will remove the debris as soon as practicable after becoming aware of the condition. Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.
- b) “Debris” means any material (except snow, slush or ice) or object on roadway.

- That is not integral part of the roadway or has not been intentionally placed on the roadway by a Township, and
- That is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9(2); O. Reg. 47/18, s.9 as amended by 366/18.

### 3.4.5 Road Discontinuities

- Most road discontinuities occur during the freeze/thaw cycles in spring and fall. Most road discontinuities are temporary conditions, caused by frost heave. Road discontinuities found during the freeze/thaw cycle will be identified with a warning sign and monitored for potential repairs.
- Regular maintenance including patching and grading, is performed immediately following these cycles to repair and permanent surface discontinuities.
- Surface discontinuities that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the road surface structure and within the minimum maintenance standards detailed in sections c) below.
- If a surface discontinuity, (other than a surface discontinuity on a bridge deck) exceeds the height set out in Table 3F, the Township of South Algonquin will repair the surface discontinuity within the time set out in the Table after becoming aware of the condition.

Table 3F: Surface Discontinuities

Class of Highway	Height	Time for Completion of Repair
3	5cm	7 days
4	5cm	21 days
5	5cm	21 days

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

### 3.4.6 Line Painting

- The line painting maintenance is completed in summer to replace existing lines worn away during the winter months.
- Line painting is completed on roads, sharp curves and steep that the Township deems necessary.

### 3.4.7 Dust Control

- Dust control is a regular treatment program applied annually to gravel and dirt roads.
- Due to the high cost of dust suppressants, the treatment is not repeated during the year so the application must be timed to provide optimum coverage for the season. The dust suppressants are generally applied in early summer.



## 4.0- Street Lights (Luminaires)

### 4.1 Introduction

The Township of South Algonquin Roads Department will provide a level of service for streetlights that meets the Minimum Maintenance Standards O. Reg. 239/02 Section 10 as amended by 366/18 under the Municipal Act 2001. Road classifications are in accordance with O. Reg. 239/02 as amended by 366/18. There are currently no Class 1, Class 2 or Class 3 roads within the jurisdiction of the Township of South Algonquin. The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s.12

### 4.2 Definitions

- “day” means a 24-hour period.
- “highway” means a common and public highway maintained by the Township of South Algonquin and includes any bridge, trestle, viaduct or other structure forming part of the highway.
- “streetlight” means the complete lighting unit consisting of a lamp and the parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. (Regulation 239/02 as amended by 366/18 uses the term Luminaires.)

### 4.3 Operations Description

- a) Streetlights will be scheduled for repair when the Township becomes aware that it is not functioning.
- b) Streetlights located in a high traffic area may be immediately scheduled for repair at the discretion of the Public Work Superintendent.
- c) In addition, the level of service specified in sections a) and b), streetlights will be repaired to the Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.

Table 4F: Luminaires

Class of Highway	Time for Completion of Repair
<b>3</b>	<b>7 days</b>
<b>4</b>	<b>21 days</b>
<b>5</b>	<b>21 days</b>

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

## 5.0- Signs and Traffic Signal Systems

### 5.1 Introduction

The Township of South Algonquin Roads Department will provide a level of service for Signs that meets the Minimum Maintenance Standards O. Reg. 239/02 Sections 11 and 12 as amended by 366/18 under the Municipal Act 2001. Road classifications are in accordance with O. Reg. 239/02 as amended by 366/18. There are currently no Class 1, Class 2 or Class 3 roads within the jurisdiction of the Township of South Algonquin. The Standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12(1); O. Reg. 239/02, s. 13 as amended by 366/18.



## 5.2 Definitions

- “day” means a 24-hour period.
- “highway” means a common and public highway maintained by the Township of South Algonquin and includes any bridge, trestle, viaduct or other structure forming part of the highway.
- “Regulatory sign” means a traffic sign advising drivers of action they should or must do (or not do), under a given set of circumstances.
- “Warning sign” means a sign which indicates conditions on or adjacent to a highway or street that is actually or potentially hazardous to traffic operations.

## 5.3 Operations Description

a) If any of the sign types listed below is illegible, improperly oriented or missing, the sign will be repaired or replaced as soon as practicable after becoming aware of the condition.

- Checkerboard
- Curve sign with advisory speed tab
- Do not enter.
- 1 Load Restricted Bridge
- One Way
- School Zone Speed Limit
- Stop, Stop Ahead, Stop Ahead New
- Traffic Signal Ahead, New
- Two Way Traffic Ahead
- Wrong Way
- Yield, Yield Ahead, Yield Ahead New
- Dead End Road
- No Exit
- Maintained Portion of Road Ends

b) Any sign that is found by the routine patrol to be illegible, improperly oriented or missing will be scheduled for repair or replacement as soon as practicable and within the minimum maintenance standards detailed in section c) below.

c) Any illegible, improperly oriented or missing regulatory/warning signs not found on the list above will be repaired or replaced within the time period set out in Table 5A.

Table 5A: Regulatory and Warning Signs

<b>Class of Highway</b>	<b>Time for Completion of Repair</b>
<b>3</b>	<b>21 days</b>
<b>4</b>	<b>30 days</b>
<b>5</b>	<b>30 days</b>

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

## 6.0- Bridges

### 6.1 Introduction

The Township of South Algonquin Roads Department will provide a level of service for Bridges that meets the Minimum Maintenance Standards O. Reg. 239/02 Sections 15 and 16 as amended by 366/18 under the Municipal Act 2001. Road classifications are in accordance with O. Reg. 239/02 as amended by 366/18. There are currently no Class 1, Class 2 or Class 3 roads within the jurisdiction of the Township of South Algonquin.

### 6.2 Definitions

- “Bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge.
- “day” means a 24-hour period.
- “highway” means a common and public highway maintained by the Township of South Algonquin and includes any bridge, trestle, viaduct or other structure forming part of the highway.
- “Surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to bridge.

### 6.3 Operations Description

- Most bridge deck spalls occur during the freeze/thaw cycles in spring and fall. Regular maintenance including patching is performed immediately following these cycles to prevent the formation of spalls.
- Bridge deck spalls that are identified during routine patrols will be scheduled for repair as soon as practicable to prevent further degradation of the bridge surface structure and within the minimum maintenance standards detailed in sections c) below.
- If a bridge deck spall exceeds both the surface area and depth set out in Table 6A below, the spall will be repaired, within the time specified in Table A after becoming aware of the condition.

Table 6A: Bridge Deck Spalls

Class of Highway	Surface Area	Depth	Time for Completion of Repair
3	1,000 cm <sup>2</sup>	8 cm	7 days
4	1,000 cm <sup>2</sup>	8 cm	7 days
5	1,000 cm <sup>2</sup>	8 cm	7 days

*Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18.*

- The bridge deck spall will be considered repaired if its surface area or depth is less than or equal to that set out in Table 6A.
- If the surface discontinuity on a bridge deck exceeds 5 cm, the condition will be repaired as soon as practicable after becoming aware of the condition.

## **7.0- Drainage systems**

### **7.1 Introduction**

The Township of South Algonquin Roads Department will provide a level of service for Drainage Systems that protects the road infrastructure from damage due to water saturation and prevents flooding of the roadway and adjacent properties. Drainage systems are not included in the Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18 under the Municipal Act 2001.

### **7.2 Operations Description**

- a) Collapsed or excessively corroded culverts will be replaced.
- b) Culverts that have shifted in position and are no longer set to the proper grade due to frost heave or wear will be reset or replaced depending on the condition of the culvert.
- c) Culvert thawing will be performed seasonally, in accordance with the demand caused by weather conditions.
- d) Regular spring run-off maintenance will include the removal of snow from high volume ditching, and the clearing of each end of the culvert. The maintenance program is completed in order of priority, when time and weather conditions permit. A sudden onset of the spring melt may prevent the maintenance program from proceeding.
- e) Curb and gutter sections that have settled or heaved will be scheduled for repair.
- f) In specific areas of historical concern, catch basins are to be cleaned when required.
- g) Ditches in areas where problems are repetitive will be inspected annually and cleared as required.
- h) Catch basin tops and inlets will be cleaned when required.
- i) Ditches will be scheduled for clearing when problems are identified.
- j) Catch basin and ditch inlet frames and grates within a highway shall be inspected for road surface continuity. Adjustments of the frames and grates will be made as required in Table 3F Surface Discontinuities.

## **8.0- Trees and Brush**

### **8.1 Introduction**

The Township of South Algonquin Roads Department will provide a level of service for Trees and Brush that protects the health and safety of the public and maintains the natural surroundings.

Trees and brush are not included in the Minimum Maintenance Standards O. Reg. 239/02 as amended by 366/18 under the Municipal Act 2001. The Township follows the Municipal Act Section 62 (1) and 62 (2) which states:

62 (1) Entry on land, tree trimming- A Township may, at any reasonable time, enter upon land lying along any of its highways.

- a) To inspect trees and conduct tests on trees; and
- b) To remove decayed, damaged or dangerous trees or branches of trees if, in the opinion of the Township, the trees or branches pose a danger to the health or safety of any person using the highway.

62 (2) Immediate Danger- An employee or agent of the Township may remove a decayed, damaged or dangerous tree or branch of a tree immediately and without notice to the owner of the land upon which the tree is located if, in the opinion of the employee or agent, the tree or branch poses and immediate danger to the health or safety of any person using the highway.

The Township will also adhere to Section 62.1 (1) of the Municipal Act which states that a Township may apply to a judge of the Superior Court of Justice for an order requiring the owner of the land lying along the highway to remove or alter any vegetation, building or object on the land that may obstruct the vision of pedestrians or drivers of vehicles on the highway, cause the drifting or accumulation of snow or harm the highway if the Township is unable to enter into an agreement with the owner of the land to alter or remove the vegetation, building or object from the land.

## 9.0 Sidewalk surface discontinuities

The Standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O.Reg.23/10, s.10; O.Reg.47/13, s16(1), O.Reg.239/02, s.13 as amended by 366/18.

A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the Township does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimeters. O. Reg. 47/13, s. 16 (2).

1. If a surface discontinuity on or within a sidewalk exceeds two centimeters, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 239/02, s. 14 as amended by 366/18.
2. A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimeters. O. Reg. 239/02, s. 14 as amended by 366/18.
3. For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 239/02, s.14 as amended by 366/18.

## 9.1 Encroachments, area adjacent to sidewalk

1. The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 239/02, s. 15 as amended by 366/18.
2. For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45cm. O. Reg. 239/02, s. 15 as amended by 366/18.
3. The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a Township to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 239/02, s. 15 as amended by 366/18.
4. For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 239/02, s. 15 as amended by 366/18.

## 9.2 Snow accumulation on sidewalks

- a) To reduce the snow to a depth less than or equal to 8 centimeters within 48 hours; and
- b) To provide a minimum sidewalk width of 1 meter. O. Reg. 239/02, s. 15 as amended by 366/18.

## 9.3 Ice formation on sidewalks and icy sidewalks

- a) If ice forms on a sidewalk even though the Township meets the standard set out, the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the Township first becomes aware of the fact that the sidewalk is icy. O. Reg. 239/02, s.15 as amended by 366/18.
- b) The standard for treating icy sidewalks after the Township becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 239/02, s. 15 as amended by 366/18.
- c) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 239/02, s. 15 as amended by 366/18.

#### **9.4 Icy sidewalks, significant weather event**

- 1) If a Township declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,
  - a) To monitor the weather in accordance with section 3.1; and
  - b) If deemed practicable by the Township, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the Township deems appropriate to do so. O. Reg. 239/02, s. 15 as amended by 366/18.

#### **9.5 Winter sidewalk patrol**

- 1) If it is determined by the Township that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the Township selects as representative of its sidewalks at intervals deemed necessary by the Township. O. Reg. 239/02, s. 15 as amended by 366/18.
- 2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 239/02, s. 15 as amended by 366/18.

# MMS Classification Schedule A

<i>Sec. #</i>	<i>Name</i>	<i>From</i>	<i>To</i>	<i>Length</i>	<i>MMS Class</i>	<i>AADT</i>	<i>AADT Year</i>	<i>Speed Limit</i>
RD010	Airy Road	Highway 60	0.9km west of Highway 60	0.900	6	10	2021	50
RD020	Airy Road	0.9 km west of Highway 60	1.2 km west of Highway 60	0.300	6	10	2021	50
RD030	Galeairy Lake Road	Maple Drive (N)	Maple Drive (S)	0.440	6	318	2021	40
RD035	Galeairy Lake Road	Highway 60	Maple Drive (N)	0.250	6	318	2021	40
RD040	Maple Drive	Galeairy Lake Rd. N.	Galeairy Lake Rd. S.	0.850	5	300		50
RD050	Sunset Trail	Maple Drive	End	0.600	6	40		50
RD060	Birch Crescent	Maple Drive	End	0.150	6	20		50
RD070	Hemlock Crescent	Maple Drive	End	0.130	6	20		50
RD080	Galeairy Lake Crescent	Galeairy Lake Road	End	0.130	6	20		40
RD090	Fire Route-Dam	Galeairy Lake Road	End	0.050	6	5		50
RD100	Hay Creek Road (PA)	Highway 60	1.25 km South of Highway 60	1.250	5	638	2021	40
RD110	Hay Creek Road (UP)	1.25 km South of Ottawa Street	McCrae's Mill	0.750	5	638	2021	40
RD120	Dave Bowers Road	Hay Creek Road	0.1 km west of Hay Creek Road	0.100	6	20		50
RD130	Ottawa Street	First Avenue	Second Avenue	0.200	5	624	2021	50
RD135	Ottawa Street	Highway 60	First Avenue	0.400	5	624	2021	50
RD140	Lake Street	Third Avenue	Lakeshore Drive	0.250	6	156		50
RD145	Lake Street	Second Avenue	Third Avenue	0.300	6	156		50
RD150	Boat Launch Road	Ottawa Street	0.10 west of Ottawa Street	0.100	6	10		50
RD160	Lakeshore Avenue	Hay Creek Road	Third Street	0.600	6	30		50

<i>Sec. #</i>	<i>Name</i>	<i>From</i>	<i>To</i>	<i>Length</i>	<i>MMS Class</i>	<i>AADT</i>	<i>AADT Year</i>	<i>Speed Limit</i>
RD170	First Avenue	Hay Creek Road	Ottawa Street	0.200	6	156		50
RD180	Second Avenue	Hay Creek Road	Ottawa Street	0.210	6	156		50
RD190	Third Avenue	Hay Creek Road	Lakeshore Drive	0.120	6	156		50
RD200	Mill Street	First Avenue	Second Avenue	0.200	6	156		50
RD220	Paradise Road	Highway 60	1.1 km south of Highway 60	1.100	6	195	2021	50
RD230	Paradise Road	1.1 km south of Highway 60	End	1.300	6	5	2021	50
RD240	Hilltop Crescent	Highway 60	End	0.360	6	50		50
RD250	Church Hill Street	Post Street	0.06 km South of Post Street	0.060	6	93		50
RD254	Church Hill Street	0.06 South of Post Street	300m North of Highway 60	0.380	6	93		50
RD258	Church Hill Street	300m North of Highway 60	Highway 60	0.300	6	93		50
RD260	Park Street	Highway 60	Paradise Rd.	0.245	6	93		50
RD280	Post Street	Highway 60	Medical Centre Road	0.270	5	371	2021	50
RD290	Post Street	Medical Centre Road	End	0.170	6	93		50
RD300	Medical Centre Road	Post Street	End	0.170	6	186		50
RD310	Madawaska Avenue	Post Street	Madawaska Street	0.050	6	0		50
RD320	Madawaska Street	Algonquin Street	End	1.000	6	40		50
RD330	Madawaska Street	Highway 60	Madawaska Avenue	0.100	6	25	2021	50
RD335	Madawaska Street	Madawaska Avenue	Algonquin Street	0.200	5	300		50
RD340	Algonquin Street	Madawaska Street	Algonquin Crescent	0.700	6	39	2021	50
RD340	Algonquin Street	Algonquin Crescent	End	0.210	6	39	2021	50
RD350	Algonquin Crescent	Highway 60	End	0.400	6	20		50

Sec. #	Name	From	To	Length	MMS Class	AADT	AADT Year	Speed Limit
RD360	Nipissing Road	Algonquin Street	0.6 km East of Algonquin Street	0.600	5	300		50
RD380	Nipissing Road	0.6 km East of Algonquin Street	2.3 km East of Algonquin Street	1.670	5	300		50
RD390	Old Highway 127	Highway 60	Highway 127	5.530	6	38	2021	80
RD400	Spectacle Lake Road	Highway 60	Dickens Township Boundary	1.380	6	62	2021	50
RD410	Aylen Lake Road	Highway 60	End	8.300	5	86	2021	60
RD420	Gaffney Road	Aylen Lake Road	Moonlight Road	0.810	6	21		80
RD424	Gaffney Road	Moonlight Bay Road	Burnt Depot Road	3.870	6	21		80
RD428	Gaffney Road	Burnt Depot Road	End	0.620	6	21		80
RD435	Burnt Depot Road	200m East of Gaffney Road	End	0.300	6	5		80
RD430	Burnt Depot Road	Gaffney Road	200m East of Gaffney Road	0.200	6	5		80
RD440	Moonlight Bay Road	Gaffney Road	End	2.200	6	5		80
RD450	Whites Road	Aylen Lake Road	End	0.700	6	5		80
RD460	North Aylen Lake Road	Aylen Lake	Chapel Lane	3.320	6	43		80
RD463	North Aylen Lake Road	Chapel Lane	Ferndale Lane	2.080	6	43		80
RD466	North Aylen Lake Road	Ferndale Lane	End	2.310	6	43		80
RD470	Pringles Road	North Aylen Lake Road	End	0.670	6	10		80
RD480	Shields Road	North Aylen Lake Road	End	0.160	6	10		80
RD490	Old Farm Road	Aylen Lake North Road	End	0.310	6	5		80
RD505	Paplinskie Road	Civic #221	End	1.100	6	39	2021	80
RD500	Paplinskie Road	Highway 60	Civic #221	1.000	6	39		80
RD510	Dunnes Road	Highway 60	End	2.100	6	10		80



Sec. #	Name	From	To	Length	MMS Class	AADT	AADT Year	Speed Limit
RD520	Dawson Street	Highway 60 West	Highway 60 East	0.800	6	101		50
RD530	Merton Street	Murchison Road	Highway 60	0.610	6	101		50
RD540	Murchison Road	Dawson Street	End	0.240	6	101		50
RD550	Holstein Street	Merton Road	End	0.500	6	50		50
RD580	Victoria Street	Highway 60	Major Lake Road	0.400	6	79	2021	50
RD590	Fire Route - Pump House	Major Lake Road	End	0.150	6	20		50
RD600	Tom and Mick Murray Park Road	Highway 523	End	0.670	6	5		80
RD610	Major Lake Road	Highway 60	Victoria Street	0.700	5	209	2021	50
RD612	Major Lake Road	Victoria Street	4.7km North of Highway 60	4.000	4	209	2021	80
RD613	Major Lake Road	4.7km North of Highway 60	6km North of Highway 60	1.300	4	209	2021	80
RD614	Major Lake Road	6km North of Highway 60	Victoria Lake Road	2.000	4	209	2021	80
RD615	Major Lake Road	Victoria Lake Road	McCaulley Lake Road	3.100	4	209	2021	80
RD630	Victoria Lake Road	Major Lake Road	Civic #700	3.440	6	5		80
RD635	Victoria Lake Road	Civic #700	End	2.510	6	5		80
RD640	McCauley Lake Road	Major Lake Road	End	3.150	6	11	2021	80
RD660	Reids Road	Highway 523	End	0.100	6	20		80
RD670	Lyell Lake Landing Road	Highway 523	End	0.400	6	30		80
RD680	McGuey Road	Highway 127	Civic# 471	2.370	6	44	2021	80
RD685	McGuey Road	Civic #471	End	1.970	6	44	2021	80
RD690	McRae-Hay Lake Road (PA)	2.4km West of Highway 127 (Civic 510)	McRae-Hay Lake Road (UP)	2.000	6	19	2021	80

Sec. #	Name	From	To	Length	MMS Class	AADT	AADT Year	Speed Limit	
RD691	McRae-Hay Lake Road (PA)	Highway 127	2.4km West of Highway 127 (Civic 510)	2.400	6	19	2021	80	
RD700	McRae-Hay Lake Road (UP)	North Road	End	2.480	6	19		80	
RD710	Bennett Road	McRae-Hay Lake Road	End	2.360	6	5		80	
RD736	McKenzie Lake Road	South McKenzie Lake Road	Highway 127	1.560	6	45	2021	80	
RD730	McKenzie Lake Road	Highway 127	Proven Line	1.580	6	45	2021	80	
RD732	McKenzie Lake Road	Proven Line	North McKenzie Lake Road	2.460	6	45	2021	80	
RD734	McKenzie Lake Road	North McKenzie Lake Road	South McKenzie Lake Road	3.190	6	45	2021	80	
RD740	South McKenzie Lake Road	McKenzie Lake Road	End	2.600	6	5		80	
RD750	North McKenzie Lake Road	McKenzie Lake Rd.	Civic #681 (Moosemeat Archery)	3.410	6	36		80	
RD752	North McKenzie Lake Road	Civic #681 (Moosemeat Archery)	Henry Coglan Drive	2.800	6	36		80	
RD755	North McKenzie Lake Road	Henry Coglan Drive	End	2.310	6	36		80	
RD760	Henry Coglan Drive	North McKenzie Lake Road	End	1.900	6	5		80	
RD770	Proven Line	McKenzie Lake Road	Pastwa Lake Road	1.720	6	10		80	
RD780	Pastwa Lake Road	Proven Line	2.7 km East of Proven Line	2.400	6	10		80	
RD785	Pastwa Lake Road	2.7 km East of Proven Line	End	3.080	6	5		80	
RD790	Kuiack Road	Pastwa Lake Road	End	0.500	6	1		80	
RD791	Kenny Road	Paradise	End	0.200	6	25		50	
				122.085					

## Winter Road Closures

### Airy Ward:

<u>Road Name</u>	<u>Particulars</u>
Lakeshore Drive	From Change Room to Third Avenue
Boat Launch Road – Galeairy Lake	Entire length

### Dickens Ward:

<u>Road Name</u>	<u>Particulars</u>
Burnt Depot Road	From 0.25 km to end of road
Shields Road	Entire length
Old Farm Road	Entire length

### Murchison/Lyell Wards:

<u>Road Name</u>	<u>Particulars</u>
Dunnes Road	From 183 Dunnes Rd. to end
Lyell Lake Landing Road	Top of the hill to the boat launch
Tom & Mick Murray Park	Boat Launch turn to Tom & Mick Murray Park

**Sabine Ward:**

<b><u>Road Name</u></b>	<b><u>Particulars</u></b>
Pastwa Lake Road	From 435 Pastwa Lake Road end of road
Kuiack Road	Entire length
Hay Lake Boat Launch Road	Entire length

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 2023-763  
BEING A BY-LAW TO CONFIRM  
THE PROCEEDINGS OF COUNCIL**

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**WHEREAS** Section 5(1) of the Municipal Act 2001, Chapter 25 and amendments thereto provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** Section 5(3) of the Municipal Act 2001 Chapter 25 and amendments thereto provides that the powers of every council shall be exercised by By-Law;

**AND WHEREAS** it is deemed necessary and expedient that the proceedings and actions of the Council of the Corporation of the Township of South Algonquin be confirmed and adopted by By-Law, for the regular meeting held on:

**July 5, 2023**

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

1. THAT the action of the Council of the Corporation of the Township of South Algonquin in respect to each recommendation contained in the reports of the Committees and in respect to each motion, resolution and other action passed and taken by the Council at its said meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. The Mayor or in her absence, the Presiding Officer of the Council and the proper officials of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required.
3. The Mayor or in his/her absence the Presiding Officer and the Clerk or in his/her absence the other designated signing officer, are hereby directed to execute all documents required by Statute to be executed by them, as may be necessary in that behalf and to affix the Corporate Seal of the Municipality to all such documents.
4. THAT in the event any provision or provisions of this By-Law be deemed illegal or not enforceable, it or they shall be considered separate and severable from the By-Law, and its remaining provisions shall remain in force and be binding as though the said provision or provisions had never been included.

READ A FIRST AND SECOND TIME on July 5, 2023.

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Ethel LaValley – Mayor

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Bryan Martin-CAO/Clerk Treasurer

READ A THIRD TIME, PASSED AND ENACTED on July 5, 2023.

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Ethel LaValley – Mayor

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Bryan Martin-CAO/Clerk Treasurer