

# The Corporation of the Township of South Algonquin

## Regular Council Meeting October 4, 2023

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

## AGENDA

### REGULAR COUNCIL MEETING

Wednesday, October 4, 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 October 4, 2023.

Carried

Defeated

6. Disclosure of Pecuniary Interest
7. Petitions, Delegations and/or Presentations
  - Integrity Commissioner Tony Fleming, Cunningham Swan Lawyers
8. Minutes of Previous Meetings (s)
  - Adopt the Minutes of the Regular Council Meeting of September 6, 2023

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

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

Carried

Defeated

- Adopt the Minutes of the Human Resources, Administration & Public Relations Committee Meeting of September 13, 2023.

**Moved by:**

**Seconded by:**

**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 September 13, 2023 as circulated.

Carried

Defeated

- Adopt the Minutes of the Emergency Services Committee Meeting of September 20, 2023

**Moved by:**

**Seconded by:**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Emergency Services Committee Meeting of September 20, 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. Notice of Motions
17. By-Laws
18. Resolution to Move into a “Closed Session”

**Moved by:**

**Seconded by:**

**Res. # 23-**

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)(b) personal matters about an identifiable individual, including municipal or local board employees at p.m.

**-Carried**

**Defeated**

19. Adjournment

**Moved by:**

**Seconded by:**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of October 4, 2023 at p.m.

Defeated

Carried

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

**COUNCIL MEETING – MINUTES**

On Wednesday, September 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:**

Mayor LaValley  
Councillor Sandra Collins  
Councillor Joe Florent  
Councillor Joan Kuiack  
Councillor Shawn Pigeon  
Councillor Bill Rodnick  
Councillor Laurie Sydock

**Staff:**

Bryan Martin, CAO/Clerk-Treasurer  
Steven Ronholm – Public Works Superintendent  
Ian Collins- Fire Chief  
Tracy Cannon, Planning & Building Administrator

Guests: Lisa Severson & Jason St. Pierre, Easter Ontario Regional Network (EORN)  
Chris Legget, Spectra Point Inc. (Agent of Rogers Communication Inc.)

**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: None**

**5. ADOPTION OF THE AGENDA**

**Moved by: Councillor Collins      Seconded by: Councillor Florent      Res. # 23-246**

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

**-Carried-**

**6. DISCLOSURE OF PECUNIARY INTEREST: None**

**7. PETITIONS, DELEGATIONS and/or PRESENTATIONS:**

Lisa Severson & Jason St. Pierre, Eastern Ontario Regional Network (EORN) presented the EORN Cell Gap Project.

Chris Legget, Spectra Point Inc. (Agent of Rogers Communication Inc.) presented a presentation on a proposed Self Support Tower at 831 McGuey Road and 3121A Highway 523.

**8. MINUTES OF PREVIOUS MEETING**

**Moved by: Councillor Florent      Seconded by: Councillor Collins      Res # 23-247**

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

**-Carried-**

**Moved by: Councillor Kuiack      Seconded by: Councillor Pigeon      Res. # 23-248**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Special Council Meeting of August 15, 2023 as circulated.

**Carried**

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

**Library Report**

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

**Public Works Reports** A written report was provided in the council package by Public Works Superintendent Steven Ronholm.

**Fire Report**

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

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

A written report was provided by Bryan Martin, CAO/ Clerk Treasurer.

**Lake Plan Report – McKenzie Lake**

A written report was provided by Tracy Cannon, Planning & Building Administrator

**M&L**

Minutes of the June 13, 2023 meeting were provided in the council package.

Items and furniture were moved or lost during a rental in June at the Madawaska Community Centre. This has been very time consuming for staff and committee members to find and replace items and put the building back in order.

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

**11. UNFINISHED BUSINESS: None**

**12. CORRESPONDENCE-Action Items**

- South Algonquin Business Alliance; Re: Economic Development Appointment – Received as information.
- Resolution of support will be passed by resolution.

**13. CORRESPONDENCE-Information Items**

- Items received as information

**14. NEW BUSINESS:**

Mayor LaValley provided an update on the presentations she attended at the AMO conference with the Ministry of Health and the Ministry of Long-Term Care.

Will follow up with the new Minister of Long-Term Care in a few weeks.

**15. MOTIONS OF COUNCIL:**

**Moved by: Councillor Florent      Seconded by: Councillor Collins      Res. # 23-249**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from the Town of Shuniah pertaining to Bill 3.

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Rodnick      Res. # 23-250**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from the Municipality of Chatham-Kent pertaining to reducing municipal insurance.

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Collins      Res. # 23-251**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from the Municipality of Chatham-Kent and the Town of Plympton-Wyoming pertaining to Municipal Freedom of Information and Protection of Privacy Act.

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Collins      Res. # 23-252**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from Fort Erie pertaining to controls on Airbnbs, VRBO and others which affect municipal rentals.

**-Carried-**

**Due to a conflict of interest Councillor Kuiack and Councillor Pigeon did not participate in discussion or vote for the above resolution.**

**16. NOTICE OF MOTIONS: None**

**17. BY-LAWS:**

**Moved by: Councillor Rodnick      Seconded by: Councillor Florent      Res. # 23-253**

THAT:

- 1) By-Law 2023-765, Amend Speed Limit on Spectacle Lake Road
  - 2) By-Law 2023-766, Confirm the Proceedings of Council
- BE READ A FIRST TIME AND BE DEEMED READ A SECOND TIME

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Collins      Res. # 23-254**  
 THAT:  
 1) By-Law 2023-765, Amend Speed Limit on Spectacle Lake Road  
 2) By-Law 2023-766, Confirm the Proceedings of Council  
 BE READ A THIRD TIME AND PASSED  
**-Carried-**

**18. CLOSED SESSION:**

**Moved by: Councillor Florent      Seconded by: Councillor Siydock      Res. # 23-255**  
 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)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; And Ontario Municipal Act, Part VI, S.239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees at 1.14 p.m.

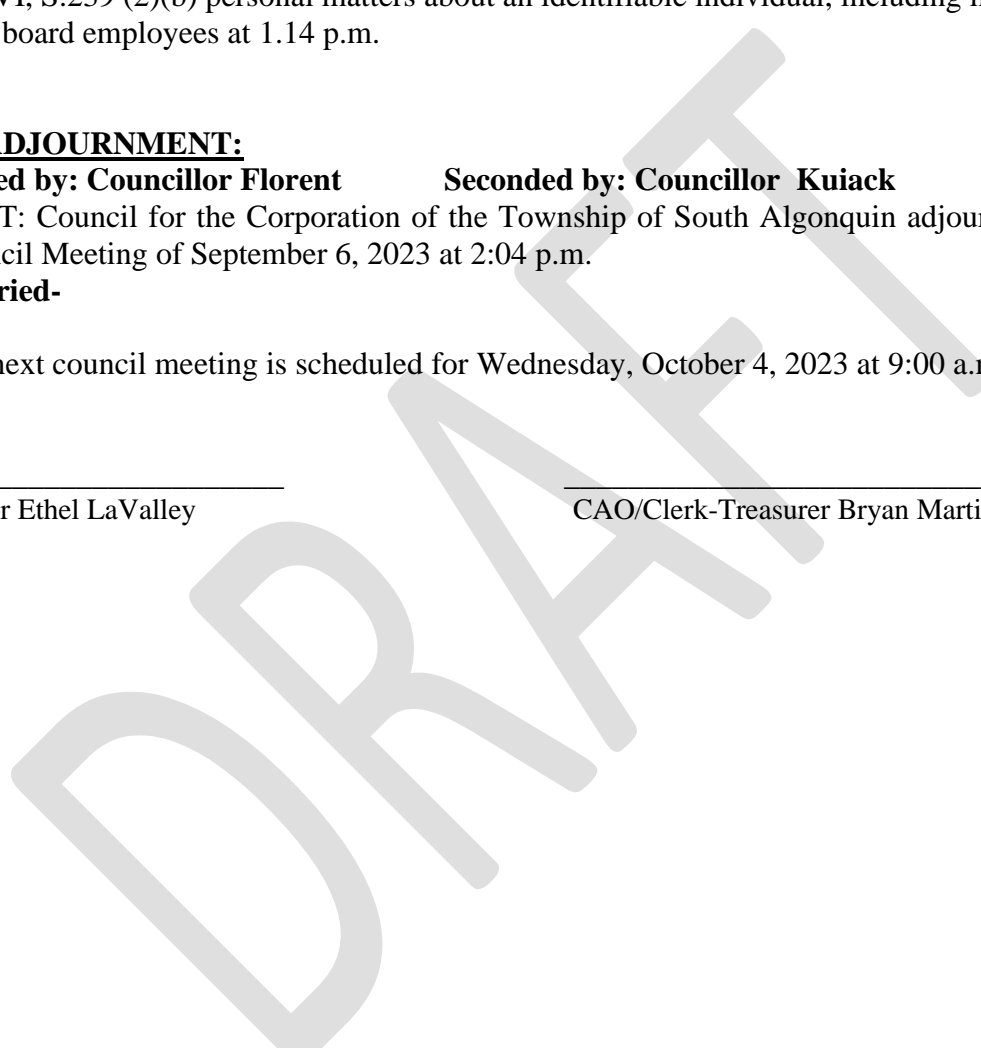
**19. ADJOURNMENT:**

**Moved by: Councillor Florent      Seconded by: Councillor Kuiack      Res. # 23-256**  
 THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of September 6, 2023 at 2:04 p.m.  
**-Carried-**

The next council meeting is scheduled for Wednesday, October 4, 2023 at 9:00 a.m.

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

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



**September 13, 2023**

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

On Wednesday, September 13, 2023, the Human Resources, Administration & Public Relations Committee held a hybrid 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  
 Tracy Cannon, Planning & Building Administrator  
 Jennifer Baragar, Deputy-Treasurer

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

Councillor Collins called the meeting to order at 9:05 a.m.

**ADDITIONS/AMENDMENTS TO THE AGENDA:**

**New Business: Memorial Program**

**ADOPTION OF THE AGENDA**

**Moved by: Councillor Florent**

**Seconded by: Councillor Kuiack**

To adopt the agenda of September 13, 2023 as circulated and amended.

**DISCLOSURE OF PECUNIARY INTEREST:** Councillor Kuiack and Councillor Pigeon-Draft Short Term Rental Zoning By- Law Amendment and Policy

**UNFINISHED BUSINESS:**

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

Staff will revise the Draft Short Term Zoning By-Law Amendment:

- Include Shoreline Residential (SR) and Limited Shoreline Residential (LSR).
- Remove the requirement to permit only in primary dwelling units. Inclusion of seasonal dwellings i.e. cottages.
- Add permission to include secondary dwelling units on the bases there is an adequate sewage system. (Not include trailers or guest cabins/bunkies).
- Emergency contact person must be able to be on site within 30 minutes.

Once the draft by-law is complete staff will bring it back to a future meeting for council approval to proceed with public consultation.

The by-law will proceed first as revisions to the by-law will most likely cause changes to be made to the current draft Short-Term Rental Policy. A draft of the policy will also be taken to public consultation at the same time as the Zoning By-Law Amendment. This will provide staff and council public input on the policy prior to council consideration.

**NEW BUSINESS:**

**Memorial Program** - Councillor Kuiack requested a memorial program. B. Martin has drafted a Memorial Dedication Policy and will present it at an upcoming committee meeting.

**Draft Routine Disclosure and Active Dissemination Policy-** B. Martin presented the Draft Routine Disclosure and Active Dissemination Policy. The policy will be included in the October Regular Council Meeting

**Draft Schedule of Fees-**Staff will make revisions per committee and staff discussions and bring it back to a future meeting.

**Budgetary Control Report** – Review and discussion.

**ADJOURNMENT:**

**Moved by: Councillor Siydock**

**Seconded by: Councillor Pigeon**

To adjourn the Human Resources, Administration & Public Relations Meeting of September 13, 2023, at 12:01 p.m.

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Councillor S. Collins

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Tracy Cannon, Planning & Bldg. Admin.  
 Recording Secretary

**September 20, 2023**  
MEETING – MINUTES

On Wednesday, September 20, 2023, the Emergency Services Committee held a meeting.

**Council Present:**

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

**Present:**

Brian Ackney, Works Foreman/CEMC  
Tracy Cannon, Planning & Building Administrator/CEMC Alternate  
Steven Ronholm, Works Superintendent  
Adam Ziebarth, Facility Maintainer  
Ian Collins, Fire Chief  
Theresa Kramer, Whitney Seniors New Outlook  
Jay Debernardi, Red Cross  
Melissa Botz, Renfrew County Health Unit

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

Councillor Siydock called the meeting to order at 9:31 a.m.

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

**ADOPTION OF THE AGENDA**

**Moved by: Mayor LaValley**

**Seconded by: Councillor Collins**

To adopt the agenda of September 20, 2023 as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: None**

**INTRODUCTION:** Round table introductions.

B. Ackney provided a verbal CEMC Report.

**RED CROSS PRESENTATION**

Jay Debernardi, Red Cross presented a presentation that included what Red Cross does, statistics, local resources available, agreement options between township and Red Cross and Red Cross's initiative. Consensus was to enter in the "Just-in-Time" Agreement and that it would be included as an Appendix to the Emergency Plan.

**RENFREW COUNTY DISTRICT HEALTH UNIT**

Melissa Botz, RCDHU presented a presentation on current respiratory illnesses. Under the program RATs (rapid antigen tests), municipalities are now being requested to be a distribution site for rapid antigen tests. The goal is for the public to be prepared and have tests in their possessions prior to becoming ill. The tests will be available in the lobby of the township office.

Due to timing B. Ackney requested that the Municipal Contril Group Training session be deferred to the October 18<sup>th</sup> Tabletop Exercise.

The committee took a short break.

**HAZARD IDENTIFICATION & RISK ASSESSMENT**

B. Ackney presented the Hazard Identification & Risk Assessment (HIRA) presentation.

**NEW BUSINESS:**

Brian Ackney, Works Foreman, CEMC presented Mayor LaValley with his resignation as of October 31, 2023.

**ADJOURNMENT:**

**Moved by: Councillor Florent**

**Seconded by: Councillor Rodnick**

To adjourn the Emergency Services Committee Meeting of September 20, 2023, at 12:00 p.m.

\_\_\_\_\_  
Councillor L. Siydock

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



# COUNCIL MEETING

October 4, 2023

## COMMITTEE/STAFF REPORTS:

- 1) Library Report; Charlene Alexander CEO/Head Librarian
  - September 2023, Strategic Doings, Feedback and Program Plans
  - June 20, 2023, Library Board Minutes
- 2) Public Works & Roads Department Report; Steven Ronholm, Works Superintendent
- 3) Monthly Fire Report; Ian Collins, Fire Chief
- 4) Whitney Recreation, Minutes of September 12, 2023
- 5) M&L Parks and Recreation, Minutes of August 8, 2023

## September 2023 Strategic Doings, Feedback and Program Plans

<b>Strategic alignment</b>	
<b>Accreditation/Community Hub</b>  <b>Governance and Accessibility</b>  <b>Personnel &amp; Human Resources</b>  <b>Financial</b>	<p>Ongoing policy creation and review (governance &amp; accreditation)</p> <p>1) Saturday hours 2-year pilot project (4 hours/weekly at both branches)</p> <p>This pilot project will end in May 2024. It has been successful, and we would like to request to continue this project as a regular Saturday shift at both branches.</p> <p>2) In line with our strategic plan: to work towards accreditation, increase capacity as a community hub, better accommodation of school programs, and provide time For Cynthia &amp; Charlene to work directly together, we would like to request increases in service hours at the library.</p> <p>Obtain and maximize additional funding from the Township and available grant programs to support the above objectives.</p> <p>Focus funding requests on highest priority areas and ensure responsible oversight of spending decisions.</p>
<b>Community Hub Programming</b>  <b>New Community engagements</b>  <b>Collection</b>  <b>Use of Space</b>  <b>Online promotion and visibility</b>	<p>School/daycare visits: biweekly visits, four separate school classes. Daycare visits are ongoing dependent on the weather and children's behavior</p> <p>Free Little Libraries have been very successful and appreciated by residents and visitors. Thank you to Vicki and Cynthia, and anyone else that may have stopped by to tidy &amp; fill.</p> <p>Free Seed Library: Success! We had 85 people access seeds between both branches. We have also received some donations.</p> <p>Put a call out for seed donations as harvest time approaches.</p> <p>Friendship Campaign: Library users bring a friend to register for a library card. Both people get entered into a prize draw. If they brought a different friend to sign up their name would go into the draw again for each new friend that signed up for a library card. Just a little incentive to 'bring a friend or friends' for extra ballots.</p> <p>Maintain and expand the library's collection to suit the needs of users. Promote intellectual freedom and local/culturally relevant materials.</p> <p>Automatic door openers were installed, and ramp repairs occurred at Whitney Branch. Ramp repairs completed.</p> <p>Ongoing website and social media maintenance and content creation, answering messages.</p>
<b>Grow and maintain new and existing partnerships</b> <b>local</b>  <b>regional</b>	<p>Continued partnerships with school/daycare, SABA, Whitney &amp; Area Algonquins, Seniors Centre, Whitney Recreation</p> <p>Madawaska Valley Public Library(Barry's Bay), North Hastings Public Library(Bancroft), Hasting Highlands Public Library(Maynooth), Pembroke Public Library, Renfrew Public Library, Killaloe &amp; District Public Library, Bonnechere Union Public Library (Eganville). Kids Code Canada, Ontario Parks, Cela</p>

### **Comments & Feedback received:**

- Amazing library for such a small town.
- So clean & bright.
- You have really cool things that my library doesn't have!! Seed Libraries are not available at the Ottawa Public Library.
- Your equipment is amazing!
- We look forward to visiting every year, when we are at our cottage. Park passes and themed backpacks are fantastic. The addition of chromebooks and coding club, is forward thinking. Kudos.
- Very surprised that you lend c pen readers and chromebooks!!! The night skies kit is a great idea.
- Love, love, love the Little free libraries, have been visiting both of them throughout the summer. I see many people using them.
- Library is well organized and has many non-traditional items that can be borrowed.
- Borrowed the night skies kit and watched a shooting star.
- Great collection! very impressed with the Indigenous books.
- Both branches are clean and modern, great work.
- Impressed with your author visits, I have traveled from Petawawa to attend Kevin Callan and Adam Shoalts. I wish my library brought in Authors like this.
- Wifi access is appreciated
- I am camping and needed internet access, computer and printing, so happy to find your library and your great services.
- I went in for books and came out with much more. 10 packets of free seeds for my garden! Thank you so much, this is very appreciated.
- I hadn't visited the library in many years, I had no idea they had so much more than books
- I use both library branches, both are so clean and well organized and the staff is friendly and helpful.
- The Little Library at the Whitney beach is a fantastic idea.
- I'm not very computer literate, Charlene has patiently helped me many times with my laptop and cell phone. Thank you for saving me a trip to a repair shop.
- This library may be small, but wow, what a great collection of books and services. Definitely on par with much bigger libraries. From Guelph, Ontario
- It is handy that the wifi is always on and accessible from the parking lot. The picnic table and gnome house are nice touches.

### **2024 Programming Plan**

1. May: Adam Shoalts discussing Where the Falcon Flies
2. Brenda Missen discussing her book Tumblehome tbd
3. Whitney and Area Algonquins: hand crafting workshop tbd
4. Ongoing child & adult crafts in Madawaska
5. Bi-weekly school visits in Whitney, September - June. Will incorporate a coding club into class visits with the senior class from St. Martins.
6. Drop in Coding Club
7. Gary Pritchard of 4 Directions Conservation: topics such as the intersection of western science and indigenous knowledge as applied to environmental conservation. I have a zoom meeting with Gary on Thursday October 11th to discuss. no cost
8. I met with Fire Chief Ian Collins, we discussed hosting two public information sessions(in Madawaska & Whitney) Late October/early November. This will be part of our Safer Homes initiative that includes the Radon & CO2 monitors and how to use them.
9. Rory Mackay: 2 books hoping to be released by Christmas. Jr Booth and Revised Camboose Shanty
10. Robert Fisher: Ontario Journalist, Writer, Photography & Filmmaker. Just moved to Madawaska and is working at the Valley Gazette. screening/Q&A sessions with his short documentary on food & farming fees \$0

**Township of South Algonquin Public Library  
Minutes of the Meeting Held  
June 20<sup>th</sup> 2023 @ 7:00 PM**

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

**Land Acknowledgement:** Vicki Forward

**Call to Order:** 7:02pm

**1. Motion # 2023-26**

Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the agenda/Carried

**2. Motion # 2023-27**

Moved by – Jeff Bowman Seconded by – Elaine Hare /To approve the minutes of **May 16th 2023**/ Carried

**3. Report of the Chair:** The Free Little Libraries look good, and we added signs. Both locations are being actively used.

**4. Business Arising**

**4.1 Little Free Libraries:** Very happy with the quick installation by the Township. We are receiving positive responses in person and on social media.

**Seed Library:** we had someone join the library because of our seed library.

**6.1 Finance:** review of budgetary control. For record keeping, add a separate line for school visits separate from other programming.

**6.3 Council Report:** Was at the beach yesterday, I put up some fairy lights. The Little libraries look good. Banners are coming soon.

**7.1 Policy:**

**Motion # 2023-28**

Moved by – Jeff Bowman Seconded by – Elaine Hare /To approve the Gifts and Fundraising policy review and update / Carried

**Motion # 2023-29**

Moved by – Rose Jessup Seconded by – Elaine Hare /To approve the Information Services Policy / Carried

**Motion # 2023-30**

Moved by – Jeff Bowman Seconded by – Rose Jessup /To approve the Equity, diversity, and Inclusion Statement / Carried

8.3 Linda Hutsell-Manning September 5th 7pm. Vicki Forward will be on vacation.

Next Meeting September 19<sup>th</sup> 2023 @ 7:00 PM Whitney

**Motion # 2023-31**

Moved by – Elaine Hare Seconded by – Jeff Bowman/To adjourn 8:40pm Carried



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

Date: Wednesday October 4<sup>th</sup>, 2023

Submitted by: Steven Ronholm, Public Works Superintendent

- Grading Operations – Final Grading operations are ongoing.
  - Aylen Lake completed week of September 11<sup>th</sup> – 15<sup>th</sup>
  - McKenzie Lake completed week of September 18<sup>th</sup> – 22<sup>nd</sup>
  - Hay Lake, McGuey Road, Old 127 & Whitney completed week of September 25<sup>th</sup> – 29<sup>th</sup>
  - Paplinski Road, Dunne’s Road, Madawaska, McCauley Lake, Victoria Lake to be completed week of October 2<sup>nd</sup> – October 6<sup>th</sup>
- Grass-Cutting Operations – All areas of Township recently cut and in good condition
- Pothole maintenance - Ongoing throughout township. Work completed on Major Lake Road & Nipissing Road in Whitney during the month of September.
- Landfill Operations
  - Waste collection material currently going to Airy Landfill and cover material being applied as required. Regular site cleanup of C&D Material ongoing at both landfills as required
  - Dozer from Crosstown rented in September 2023 to complete an overall good site cleanup prior to winter
  - Annual Capacity Surveys by JP2G to occur this Fall.
  - Demolition on Hay Creek Road in September 2023 – Resulted in Tipping fee’s close to \$7k of revenue
  - Final Annual pickups for scrap steel, tires & electronics booked all for the week of October 16<sup>th</sup> – October 20<sup>th</sup> for both landfill sites
  - Burning of Brush to be planned anytime after November 1<sup>st</sup>. Notification will be provided to Ian (fire chief) prior to any burning taking place
  - Battery Operated Fans have been supplied to each landfill attendant
  - Permanent Septic Pump Tanks fabricated in September and are now ready for delivery. Delivery & Installation of both tanks to be arranged in early October and washrooms built this fall.
- Drainage & Road Improvements – Work is ongoing and advance notification of any traffic restrictions facilitating culvert installations will be provided to residents well in advance.

The work completed this season to date on Road & Drainage improvements are as follows:

- 16 out of 20 planned Culvert Replacements completed this season to date.
- Ditching in multiple areas including McKenzie Lake, Hay Lake, & Old 127, Whitney
- September works including 3 Culvert Installations on Old 127, 3 Culverts in Whitney, 1 Culvert at Murray Park in Madawaska

Upcoming Schedule for Culvert & Ditching Crew:

- Ditching & Culvert Replacements (4) & brushing at Ayles Lake to commence October 2<sup>nd</sup> and be ongoing throughout the month of October
- Winter Sand Update – 2900t of sand delivered and installed into sand dome at the works yard in Madawaska the week of August 14<sup>th</sup>, 2023. Ready to go for winter.
- Roadside Mowing Update – All Roadside Mowing operations throughout Township limits have been completed as of August 28<sup>th</sup>, 2023. Completed right on budget.
- Medical Center Well Update – Well Casing was fixed on August 23<sup>rd</sup>, 2023. Fracturing completed on Tuesday September 19<sup>th</sup>, 2023. Well recovery rate after fracturing was found to be over 7 gallons per minute.
- Capital Projects Update
  - M&L Hall Interior Painting - Completed
  - Madawaska Seacan Container – Completed
  - JR Booth Storyboard Replacement - Completed
  - Roads Drainage Project - Ongoing
  - Heat & AC unit at works garage – Byer’s Heating has been selected to complete the work and will begin installation right after Thanksgiving Weekend
  - Tom & Mick Murray Park Story Boards – Still waiting on acceptance from MNRF.
- Bi-Annual OSIM’S – Jewell Engineering completed Bi-Annual Inspections on all Township structures on July 20<sup>th</sup>, 2023. Reports forthcoming in the Fall. No major concerns after inspection was completed.
  - Multi-Plate Culvert Structure on McCauley Lake Road will need to be replaced in the next season or 2
  - Truss Bridge in Whitney will require work on the Expansion Joints next season
  - Box Culvert at end of Poverty in decent shape structurally other than some erosion beginning under the center support.
  - McKenzie Lake Bridge in good shape

- Sign Retro-Reflectivity Inspections – Advantage Data Collection have been arranged to complete the annual sign inspections this fall. Inspections have been completed in September 2023 and report forthcoming. Once report has been reviewed consideration will be taken to budget in for replacement of some of the signage next season.
  
- Playground Inspection Annual Report
  - 2023 Annual Inspections completed May 8<sup>th</sup> – May 10<sup>th</sup>, 2023
  - All Category A Hazards have been addressed.
  - Compacted surfaces were tilled in September 2023
  
- Equipment Maintenance / Notes
  - Annual Safety Inspections:
    - Tandem #7 completed in July 2023
    - Tandem #27 booked for October 2<sup>nd</sup>, 2023
    - Tandem #33 booked for October 4<sup>th</sup>, 2023
    - All tandem safeties will be done prior to winter / snow season
    - F-550 (#34) Annual Safety due in November 2023
  - Garbage Compactor – One of the main hydraulic cylinders for the compactor has a small leak and will have to be fixed in October 2023
  - Promac Mulching Head – Hydraulic Motor was repaired in July 2023 and ready for brushing operations this coming Fall. Toplift mechanic set hydraulic pressures and RPM of brusher head to manufacturer specifications.
  - New 3/4t Pickup – Truck was delivered to Summer Brothers September 27<sup>th</sup>, 2023 and they will have the truck ready to be picked up in the next week or so.
  - Routine Oil Changes – Pickups ongoing as required, Linkbelt Excavator, Loader, Grader and garbage compactor all recently completed prior to 250hr mark.
  - Undercoating – Undercoating of all 3 Tandems, Float, F-550 have all been completed in September 2023. Garbage Compactor and remaining Pickups to be completed week of October 2<sup>nd</sup>.
  
- Winter Snowplow Preparation
  - Replacement Wear Parts for one-way plows, wings all ordered and dropped off to shop week of September 25<sup>th</sup>, 2023. This includes pins, bolts, quick connects, cutting edges. One-ways dropped off at Perry's Pit Stop for Annual Maintenance and will be ready right after Thanksgiving for pickup.
  - Replacement of main sander chain on Tandem#27 ordered and once in will be installed
  - Additional inventory of wear parts was ordered so we have onhand at yard in Madawaska

- Tender / Quotations
  - 3/4t Replacement was awarded to Summer Brothers in Killaloe – Truck has been delivered in and ready for pickup in next week or 2.
  - Currently working on gathering quotations from different subcontractors to assist with budgeting for next years proposed capital projects
  
- Safety Update:
  - Incidents – No new incidents to report since the last Council Meeting
  - Implementation of new Worker Safety Program for Works Department is ongoing
    - Setup of new Safety Board at the Works Garage in Madawaska which will have on it all mandatory workplace safety documentation **(nearly complete)**
    - Grab & Go Package for workplace incidents **(complete)**
    - Safety Talks, Safe Work Procedures (SWP's), Safe Job Procedures (SJP's) & JHA's have been all drafted up, printed off and put in a safety binder at the yard. Documentation review to commence with crew starting in October 2023
      - Daily PSI (Pre-Job Safety Instruction)
      - Weekly Safety Talk
      - Monthly SJP & SWP
  - Training – Reached out to Ground Force Training & Loyalist College (Bancroft) for a quotation on setting up training courses for the Public Works Employee's. Waiting on quotations and once received training will be booked prior to end of October 2023.
  - Additional PPE was ordered and delivered to the yard in August 2023. Currently have sufficient inventory for employees (gloves, safety glasses, Hi-Vis Vests, hard hats etc.)
  - Monthly JHSC Meetings have been arranged in the works department for the last Wednesday of every month and include a H&S representative, worker representatives and management representatives.
    - 2<sup>nd</sup> JHSC Meeting was held on Wednesday September 27<sup>th</sup>
    - Meeting Notes posted on Safety Board in Madawaska





## MONTHLY FIRE REPORT TO COUNCIL

Reporting Date: 27<sup>th</sup> September 2023

### Training / Courses

- 12<sup>th</sup> September. Madawaska. Debrief solar fire. SCBA donning & doffing. Wajax service points & LifeVac equipment training.
- 19<sup>th</sup> September. Whitney. Debrief solar fire – Wajax pumps run & tested.

### Calls / Responses

- 5<sup>th</sup> September. Madawaska. Murray Bro's. Assist EMS male collapse.
- 6<sup>th</sup> September. Madawaska. Hwy 60. Assist EMS fentanyl overdose.
- 10<sup>th</sup> September. Report of day burning.

### Complaints / Concerns

- 12<sup>th</sup> September. Visit to Merton St re day burning – advice given.
- Wildfire indices continue to indicate we are in the medium to high range in our area.

### Upcoming Events

- 28<sup>th</sup> September. National – 'Test Your Smoke Alarm' day
- 18<sup>th</sup> October. Emergency Management Committee tabletop exercise
- Throughout October Fire trucks will receive their annual safety inspection.

### Correspondence / Other

- 6<sup>th</sup> September. Renfrew County Chiefs Association meeting.
- 8<sup>th</sup> September. Whitney tanker wheel alignment completed.
- 12<sup>th</sup> September. Township strategic planning meeting.
- 19<sup>th</sup> September. Induction for potential new member of Whitney FH.
- 20<sup>th</sup> September. Emergency management meeting.
- 21<sup>st</sup> September. Request for information re rental property with potential fire hazards.
- 23<sup>rd</sup> September. Madawaska Fall Fun Day. Fire Truck & AFFES attended.



THE TOWNSHIP OF  
**SOUTH ALGONQUIN**

- Whitney FH floating pump back from repair and returned to service.
- MTO claims for 2023 submitted and awaiting confirmation and payment total \$10,860.60
- As verbally reported last month, Capt Aleck on sick leave until December. Capt Parks and FF Parks leave of absence until further notice due to ongoing medical issues.

## Whitney Recreation Committee

**Minutes**

September 12, 2023

Name	Present	Regrets	Name	Present	Regrets
Joe Avery – Chair	X		Laurie Siydock	X	
Robert Craftchick	X		Joan Kuiack	X	
Kensley Cannon		X	Holly Hayes		X
Kelsey Fuller		X	Lynn LePage		X
Shelley Grise		X	Jessica Robertson		X
Leanne Panke		X			

1. Welcome – Present
2. Treasures report – reviewed account status

GIC coming up end of September for renewal – If needed for proposed grant – what should we do. Joan will contact Jennifer.

3. Councillor report
  - Budget Proposal – ideas discussed – kitchen reno has been on the radar for a few years. We will need to work on the proposal and have an estimate done. Will also add winter themed banners to list.
  - Ethel has asked about playground equipment – would like to see something new – needs further discussion.

Secretary and Treasure needed – deferred to next meeting

Keys – who has them – office reluctant to add more Joan will send list of who to Tracy.

4. Beautification Committee – Great job by all those involved in raising money and planting, water flowers. They look amazing. Winter storage of planters discussed. Hoping room in the storage shed. Will need approx. \$250 to continue with flowers next year.
  - Story boards – Laurie still working on these. More to follow
5. Fundraising – upcoming events
  - November 12<sup>th</sup> – Craft Sale
  - December 17<sup>th</sup> Christmas Parade in the afternoon
  - December 17<sup>th</sup> Breakfast with Santa – kids free Adults \$10. Menu will be discussed at a later meeting.

Halloween Candy Distribution – Joan will do. Joe to purchase candy. We will do up bags later.

December 20 – Spaghetti Dinner and cookie decorating. Joan offered to make sugar cookies – More discussion needed.

December 3<sup>rd</sup> - Tree Lighting Joan will spearhead and will be asking for some help from others – would like to see it be an event – tree lighting, coffee, tea, cookies, singing – will need to be discussed further.

Other ideas, Festival of Rinks – Jan/February

Canada Day

July – float your raft day – followed by BBQ at the park.

6. Sound Absorption Boards – as we discussed last meeting it is possible to make our own. Lumber, Rock wool. Joan has had a large quantity of material that could be used to cover. Minimal cost – Joe suggested we go ahead. We will need to discuss with township before we proceed.
7. Grant proposal – Laurie and Joan spoke with Steven to discuss. He will proceed in getting quotes. Once done I will reach out to Dustin from NOHFC and get grant submitted. Fingers crossed.
8. Recreation plan – what next – defer to next meeting.
9. Paint night – upcoming. Hope it is a success and can do again.
10. Date of next meeting – determine the best night for ongoing meetings – as most members not in attendance we will keep it on the first Tuesday of every month until we hear more.

Next meeting – October 3<sup>rd</sup>. 6:30. - See everyone then.

**Murchison & Lyell Parks and Recreation Committee of South Algonquin**

21

**Minutes for the meeting of Tuesday August 8, 2023 at 7:00 p.m.**

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

Regrets: Susan Dupuis.

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 #19-2023**

Moved by: Nicole Dupuis. Seconded by: Rosemary Shalla.

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

**Carried**

**3. Approval and Adoption of June 13, 2023 minutes and any amendments.**

**Motion #20-2023**

Moved by: Brendia Drew Seconded by: Rosemary Shalla.

**4. Edward Lentz Presentation:** Mr. Lentz was unable to attend.

**5. Business arising from minutes:** a) Councillor Florent informed us that there is a \$42,700.00 grant available this year that is directly connected to seniors activities, through the Killaloe CR Centre. It is the same type of grant that we had available a few years ago that provided organized lunches for seniors in our community. Council agreed to donate \$2,500.00 to the Seniors Centre in Whitney to aid in their ability to receive some grant funds. He also attended a working lunch with Dr. Jason Morgenstern, the recently appointed permanent, full-time Medical Officer of Health for the Renfrew County Health Unit and Joann King from RCHU. It was to share information regarding local healthcare.

**6. Financial Report:** Total balance at the end of July was \$13,898.82.

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

**8. Resolutions:** None.

**9. Christmas Photos:** Brendia Drew will speak to a lady that takes family photos for the Christmas season. She will see what she can find out about how she arranges her sessions as well as costing and will come back to us about it.

**10. Nicole Dupuis: Fall Fun Day and Hall Pictures:** Nicole Dupuis has Waddles and Wags booked and is speaking to Riley Towns regarding providing some live music for this event as well. The bouncy castle will be set up too. She is still looking into other activities that would be good for this event.

**11. Upcoming Funeral Lunch:** There will be a Celebration of Life for Marie (Kuick) Towns on September 9<sup>th</sup> from 12 to 4pm.

**12. Temporary Stand-in Volunteers to Run the Pickleball Night:** When Judith White was unavailable for a couple of weeks due to other commitments, our committee agreed to welcome Cheryl Tirretto and Leo Merwiak as stand ins for her. Thanks go out to them for looking after the event on a few occasions, from everyone involved, even though the weather didn't always cooperate.


**13. Adjournment:**


**Motion #21-2023**

Moved by: Fiona Girouard Seconded by: Rosemary Shalla.

“Motion to adjourn the meeting at 8 pm.”

Next meeting – Tuesday September 12th, 2023, at 7pm at the Community Hall.

Chair   
Terry Levean

Secretary   
Sharon Florent

**COUNCIL MEETING****October 4, 2023****ACTION:**

- 1) Ministry of Municipal Affairs and Housing; Responding to the Housing Affordability Task Force's Recommendations
- 2) Resolution of Support; Northern Ontario School of Medicine (NOSM)- Request to increase funding for Northern Ontario Healthcare

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2023-4597

September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's  
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to [housingsupply@ontario.ca](mailto:housingsupply@ontario.ca) no later than October 16, 2023.**

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P' and 'C'.

The Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

- c: Hon. Rob Flack, Associate Minister of Housing
- Kirstin Jensen, Interim Chief of Staff, Minister's Office
- Martha Greenberg, Deputy Minister
- Joshua Paul, Assistant Deputy Minister, Market Housing Division
- Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response



**Attachment: Top Five Housing Affordability Task Force (HATF) Recommendations for Response**

Please identify the top 5 HATF recommendations that you support, and rationale / comments	
1.	
2.	
3.	
4.	
5.	

September \_\_\_\_\_, 2023

Hon. Doug Ford  
Premier of Ontario  
Legislative Building, Room 28, Queen's Park  
Toronto, Ontario  
M7A 1A1  
Sent Via Email: [Premier@ontario.ca](mailto:Premier@ontario.ca)

Dear Premier Ford,

In 2002 the Conservative Government created the Northern Ontario School of Medicine (NOSM) to address the health needs of the region, improve access to quality care, and contribute to the economic development of Northern Ontario. On April 1, 2022, we celebrated as your Government proclaimed NOSM a standalone university, becoming Canada's only independent Medical University.

NOSM University is one of the greatest successes in Canada as it relates to addressing health workforce supply, with over 50% of graduates choosing family medicine as a career and over 90% of combined MD and postgraduate learners staying in Northern Ontario. Today, over 400,000 northerners receive primary and acute care from a NOSM University-trained doctor. Furthermore, many specialists have been created by NOSM University, providing care closer to home and reducing the need for patients to travel south to decrease the cost of the Northern Health Travel Grant.

We attribute much of this success to a "distributed community engaged learning" model that places its learners in 90 communities (135 organizations) across Northern Ontario throughout the academic year. NOSM University's economic impact in our region is immeasurable, but the institution is in jeopardy.

Northern Ontario remains in a healthcare crisis. More than 350 physicians are currently needed to fill shortages, which does not account for anticipated retirements. Areas of the North that are still in dire need of healthcare services are rural, remote, and Indigenous communities. NOSM University is the only Northern solution to meeting our physician workforce needs.

We are grateful for your Government's decision to increase medical school spaces at NOSM University. Still, the momentum gained in addressing the health inequities in the North will be considerably impacted by the lack of financial sustainability for this newly created University.

While the creation of NOSM University gives it the autonomy to yield tremendous success in Northern physician recruitment and retention, the costs associated with

becoming a university, undertaking an unprecedented expansion, and continuing to offer world-class community-based education are significant. The University's current base funding rates have not been increased sufficiently, and cost reductions are no longer attainable or feasible.

As such, we respectfully support NOSM University's request to the Province of Ontario for a permanent increase in annual base funding of \$4.0 million before the end of this fiscal year so it can continue to deliver on the mandate that the Conservative Government established initially in response to the needs of Northern municipalities.

We thank you in advance for your consideration of our request.

Sincerely,

---

Mayor

WHEREAS the \_\_\_\_\_ name of Municipality\_\_\_\_\_ recognized the urgent need for physicians in Northern Ontario as it is experiencing a shortage of trained physicians and specialist physicians

WHEREAS life expectancy of Northern residents is more than two years lower than the Ontario average, and mental health and addictions are at a four-times higher rate

WHEREAS one in eight Northern residents does not have access to a family doctor, and many must travel long distances to access healthcare services representing the failure of healthcare in Northern Ontario

WHEREAS communities in Northern Ontario require access to equitable health care, especially underserved rural, Indigenous, and Francophone communities

WHEREAS in April of 2022, the Government announced an unprecedented medical expansion for NOSM University's medical programs

AND WHEREAS the current base funding rates for the Northern School of Medicine University (NOSM) have not been increased sufficiently to accommodate growth and expansion

THEREFORE, BE IT RESOLVED THAT \_\_\_\_\_ name of Municipality\_\_\_\_\_ strongly requests the Provincial Government grant NOSM University's request for a permanent increase in annual base funding by \$4.0 million before the end of this fiscal year so it can continue to deliver on the mandate that the Conservative Government initially established in response to the needs of Northern municipalities.

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, Kevin Holland, Association of Municipalities of Ontario, Northern Ontario School of Medicine University, Federation of Northern Ontario Municipalities, Northern Ontario Academic Medicine Association and the leaders of the opposition parties of Ontario.

**COUNCIL MEETING****October 4, 2023****CORRESPONDENCE RECEIVED FOR INFORMATION:**

- 1) Conflict of Interest Report; Tony Fleming, Integrity Commissioner; Cunningham Swan Lawyers
- 2) Office of the Fire Marshal; Interpretation of s.6(3) of the Fire Protection and Prevention Act
- 3) NOMA/FONOM/NOSDA; Mental Health Addictions Housing AMO Delegation Package
- 4) FONOM; Recommendation to Address Ontario's Mental Health & Addiction Crisis
- 5) FONOM; Provincial Grant Provided to Northern Ontario Health Units
- 6) FONOM; School Board Trustee Elections in 2026
- 7) Ontario Provincial Police; Distribution of Police Record Check Revenue to Municipalities



**Cunningham Swan**<sup>30</sup>

LAWYERS

• EST 1894 •

**Tony E. Fleming**  
**Direct Line: 613.546.8096**  
**E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)**

September 25, 2023

**Delivered by email: [clerk@southalgonquin.ca](mailto:clerk@southalgonquin.ca)**

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

Attention: Bryan Martin, CAO/Clerk

Dear Mr. Martin:

**RE: Conflict of Interest Complaint– Report  
Our File No. 35965-14**

Please be advised that our investigation under the *Municipal Conflict of Interest Act* is now complete. We attach the final report herewith and the report should now be circulated to members of the Council. We have provided a copy of the report to the member and complainants separately.

This investigation is hereby closed. If Council requires the attendance of the Integrity Commissioner when the report is dealt with by Council, please advise.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**

Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:mg  
Enclosures

01117548.DOCX:

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)



Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

September 25, 2023

**SENT BY EMAIL TO:** [clerk@southalgonquin.ca](mailto:clerk@southalgonquin.ca)

Mayor and Members of Council  
c/o Bryan Martin, Clerk  
Township of South Algonquin  
7 Third Ave. PO Box 217  
Whitney, Ontario  
K0J 2M0

Dear Mr. Martin:

**RE: Conflict of Interest Complaint– Report  
Our File No. 335965-14**

This public report of our investigation is being provided to Council in accordance with Section 223.6(1) of the *Municipal Act*. We note that Section 223.6(3) of the *Municipal Act* requires that Council make the report public. The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should otherwise be made public.

Should Council desire, the Integrity Commissioner is prepared to attend virtually at the open session meeting to present the report and answer any questions from Council.

At the meeting, Council must first receive the report for information. The only decision Council is afforded under the *Municipal Act* is to decide how the report will be made public, and whether to adopt any recommendations made by the Integrity Commissioner. Council does not have the authority to alter the findings of the report, only consider the recommendations.

The Integrity Commissioner has included only the information in this report that is necessary to understand the findings. In making decisions about what information to include, the

01112567.DOCX:

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

Integrity Commissioner is guided by the duties set out in the *Municipal Act*. Members of Council are also reminded that Council has assigned to the Integrity Commissioner the duty to conduct investigations in response to complaints under the Code of Conduct, and that the Integrity Commissioner is bound by the statutory framework to undertake a thorough process in an independent manner. The findings of this report represent the Integrity Commissioner's final decision in this matter.

### **Timeline of Investigation**

The key dates and events during the course of this investigation are as follows:

- Complaint Received – May 13, 2023
- Complaint sent to Member – June 22, 2023
- Response received from Member – June 29, 2023
- Response sent to Complainant – July 17, 2023
- Response received from Complainant – July 25, 2023
- Interviews with Witnesses – August 24 and August 28, 2023

### **Complaint Overview**

The Complaint alleges that Councillor Florent breached the *Municipal Conflict of Interest Act* (the "MCLA") and the Code of Conduct at the regular meeting of Council on March 1, 2023.

Specifically, it is alleged that Councillor Florent declared a pecuniary interest verbally and in writing but proceeded to participate in the Council discussion regarding funding for a local organization of which he is the secretary/treasurer and a snowplow operator. The funding is alleged to be used for operating expenses as well as the snowplow services provided by Councillor Florent to the organization.

### **Limitation Period**

Section 223.4.1(4) of the *Municipal Act* requires that a Complaint under the MCLA be submitted within six weeks of the applicant becoming aware of the alleged contravention. As part of our investigation, we reviewed evidence as to when the Complainant became aware of the alleged contravention and are satisfied that the Complaint was submitted within the required timeframe.

### **MCLA Provisions**



The Complaint engages the following provision of the MCI A:

5(1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,  
...

- (b) Shall not take part in the discussion of, or vote on any question in respect of the matter;

### **Code of Conduct**

The Complaint engages the following provisions of the Code of Conduct:

Rule No. 1  
Avoidance of Conflicts of Interest

...

1. Members of Council shall not participate in the decision-making processes associated with their office when prohibited to do so by the Municipal Conflict of Interest Act.
2. Members of Council shall not participate in the decision-making processes associated with their office when they have a disqualifying interest in a matter.

“Disqualifying interest” is defined in the Code of Conduct as:

[A]n interest in a matter that, by virtue of the relationship between the Member of Council and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the Member of Council could not participate impartially in the decision-making processes related to the matter.

### **Findings**

In reaching the findings contained in this report, the Complaint and all written responses received were reviewed, interviews with relevant persons were conducted and the video of the March 1, 2023 Council Meeting was reviewed.

As is detailed below, I find that Councillor Florent breached both the *MCLA* and the Code of Conduct.

### **Factual Findings**

The various accounts of what occurred at the March 1, 2023 Council Meeting were not in conflict. Further, video of the March 1, 2023 meeting was reviewed which confirmed the accounts of what took place at the meeting.

### **MCIA**

In his response, Councillor Florent acknowledged that he filed notice of a pecuniary interest regarding the motion that is the subject of this Complaint and verbally disclosed his interest at the March 1, 2023 meeting. There is no evidence before us to suggest that the pecuniary interest was wrongly declared and it is our finding that Councillor Florent did have a pecuniary interest in the matter being considered at the March 1, 2023 Council Meeting.

Councillor Florent further acknowledges that he participated in the discussion on the report. During the investigation, we confirmed that Councillor Florent was advised by staff that he could speak to the matter and have considered that fact in coming to the recommendations contained in this report.

Despite being advised by staff that he could participate, however, we find that Councillor Florent did breach the *MCLA* Section 5(1)(b). The direction provided by staff was incorrect and by participating in the discussion of the matter, even though the nature of the Councillor's responses were to answer questions and provide factual clarification the Councillor breached the *MCLA*. We note that this section of the *MCLA* is clear that no participation in the discussion of a matter is permitted by a member who has a pecuniary interest in the matter being considered.

### **Code of Conduct**

#### **Rule 1(1)**

As we have found a breach of the *MCLA* we also conclude that Councillor Florent breached Rule No. 1(1) of the Code of Conduct which requires compliance with the MCIA provisions.

#### **Rule 1(2)**

We find that the pecuniary interest of Councillor Florent is of such a nature that it would be considered by a reasonable person, fully informed of the facts, that Councillor Florent could not have participated impartially in the decision-making processes related to the matter being considered at the March 1, 2023 meeting.

As such, we find that Councillor Florent had a “disqualifying interest” within the meaning of the Code of Conduct.

As a result, we find that there was a breach of Rule 1(2) of the Code of Conduct as Councillor Florent did participate in the decision-making processes regarding the matter as outlined above, even though he did not vote.

### **Recommendation**

#### **Advice Provided**

Relevant to our recommendation as to penalty is the advice provided to Councillor Florent by our offices on November 23, 2022 regarding the pecuniary interest that was the subject of this Complaint. In that advice, it was specifically stated that the pecuniary interest created by Councillor Florent’s involvement with the organization required him to refrain from participating in the discussion regarding the funding of the organization.

#### **Context**

A mitigating factor with respect to the recommendation as to penalty is that Councillor Florent was advised by staff that he could participate in the discussion and only had to refrain from voting as a result of the pecuniary interest. This was incorrect, but from the evidence reviewed appears to have impacted Councillor Florent’s decision to participate. Further, his inquiry of staff indicates he was sensitive to his obligations as a Councillor with respect to the conflict of interest.

#### **Penalty**

As detailed above, it is our finding that Councillor Florent did breach Section 5(1)(b) of the *MCLA*. However, we do not recommend that an application to a judge be made in this case given the context in which the comments were made, specifically that Councillor Florent did declare his interest and was advised by staff he could participate in the discussion. Further mitigation includes the fact that he appeared to provide factual information only and was not advocating in favour of the decision one way or the other.

As further detailed above, it is our finding that Councillor Florent did breach Rule 1(1) and Rule 1(2) of the Code of Conduct.

We must stress that the obligations under the Code of Conduct and the *MCLA* belong to the Councillor and that he alone is responsible for ensuring that he is acting within the bounds of the *MCLA* and the Code of Conduct. Further, he was provided with advice from our offices directing him to refrain from participating in the discussion of the matter. Confounding this matter is the advice given by staff at the time that appears to have confused the Councillor as to his obligation to refuse to participate in the discussion.

Given the conflicting direction given to the Councillor about his obligations and the fact that he did not vote, our recommendation that Councillor Florent issue a public apology for the error in participating in the discussion when he had declared a pecuniary interest in the matter, but that no other penalty be imposed.

The concern that must be addressed is the public's confidence in the integrity of Council's decision-making process. When a member of Council declares a conflict of interest and proceeds to participate in the discussion of the matter in which they have a conflict, public confidence in the process is undermined and uncertainty is created. As a result, a public acknowledgement of the error and apology by Councillor Florent in this circumstance is necessary.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:ls



# COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL  
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

## Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

### ***Responsibility to council***

*6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.*

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.



**NOMA/FONOM/NOSDA - Multi-Ministry Notes**  
**Monday August 21, 2023, 8:15-9:00am (EST)**  
**Windsor Club Room, 2nd floor of the DoubleTree by Hilton - London**

**Attendees:**

Mayor Wendy Landry of Shuniah, President of NOMA  
 Councillor Danny Whalen of Temiskaming Shores, President of FONOM  
 Councillor Michelle Boileau of Timmins, Chair of NOSDA  
 Mayor Fred Mota of Red Lake, Executive Vice President of NOMA  
 Mayor Ken Boshcoff of Thunder Bay, NOMA Executive Board Member  
 Mayor Rick Dumas of Marathon, NOMA Executive Board Member  
 Mark Figliomeni, CAO/Clerk of Red Rock, NOMA Board Member  
 Councillor Mark King of the City of North Bay, FONOM Board Member  
 Tammy MacKenzie CAO at District of Parry Sound Social Services Administration Board  
 Donna Stewart, CAO of the Manitoulin-Sudbury District Services Board  
 Debbie Ewald, Board Member Rainy River District Social Services Administration Board  
 Andrea Strawson, Executive Director of NOMA  
 Mac Bain, Executive Director of FONOM  
 Fern Dominelli, Executive Director of NOSDA

**Employment Services System**

We are here to discuss an essential initiative that is underway in the Province of Ontario - the transformation of our employment services system in Northern Ontario. This transformation is driven by the Ministry of Labour, Immigration, Training and Skills Development, with the aim of creating a more efficient, streamlined, and outcome-focused system that better serves the needs of job seekers, businesses, and local communities.

The foundation of this transformation lies in the integration of employment services from social assistance into Employment Ontario. By doing so, we hope to reduce fragmentation, eliminate duplication, and, most importantly, improve the quality of service provided to our clients. The Ministry of Labour, Immigration, Training and Skills Development has designated 2 geographical regions in the North, being Northeastern Ontario and Northwestern Ontario.

The 789,519 people (2021 census) who live in Northern Ontario are spread across a land mass of 806,708 square kilometers, we have 0.98 people per square kilometer. By comparison, the City of Toronto has a land mass of 630.2 square kilometers with a population of 2,794,356 (2021 census) or 4,434 people per square kilometer.

NOSDA members are concerned that the two Northern regions are too large and vast a geographic area for only two Service System Managers. I am proud to share that the

Northern Ontario Service Deliverers Association (NOSDA) wholeheartedly supports this integration. NOSDA has been actively collaborating with colleges in Northern Ontario to develop a comprehensive employment service system. This collaborative approach leverages the expertise and resources of educational institutions, ensuring that we address the unique needs of job seekers and employers in our region. One key area in establishing Service System Managers in Northern Ontario will be the creation of employment performance zones. Basically, in order for a Service System Manager to receive their funding, they must achieve specific employment related targets negotiated with the Ministry.

Now it may be easier for a Service System Manager to achieve their targets in large urban centres in Northern Ontario, but the real challenge will be establishing performance zones where targets must be achieved within a sprawling geographic area. We are talking areas with unsophisticated transportation systems, minimal broadband connectivity, limited employment opportunities, lower education rates, etc. As you can imagine, achieving targets in rural and remote parts of Northern Ontario will require comprehensive planning and many meaningful partnerships.

This is where we believe CMSM's and DSSAB's can play a vital role in the success of the employment transformation. We are already well-established across the North and understand the uniqueness of our northern communities.

To ensure the success of this transformation, we present two key recommendations:

**Engaging CMSMs and DSSABs:** We believe it is crucial to involve Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) as full partners in determining and finalizing the employment performance zones. By doing so, we can ensure that the services and employment planning in Northern Ontario are precisely aligned with our region's unique requirements. This collaborative effort will foster better coordination and understanding, leading to more effective and tailored service delivery.

**Expanding Services in Rural and Remote Areas:** It is of utmost importance that we cater to the needs of job seekers and employers in our rural and remote areas. To achieve this, we recommend incentivizing our Service System Managers to expand their services to every corner of Northern Ontario. We must ensure that individuals in these regions have access to essential in-person resources to support their entry or re-entry into the local labour markets. While online services can complement these provisions, we must not do away with the invaluable 'human touch' in these regions.

In conclusion, it is critical that the transformation of our employment services system in Northern Ontario is achieved in partnership with us Northerners. By integrating services, collaborating with colleges, engaging CMSMs and DSSABs, and incentivizing Service System Managers, we can significantly enhance client service, improve accountability, and achieve better outcomes for both job seekers and employers. We urge the Ministry of Labour, Immigration, Training, and Skills Development to take the necessary steps to implement these recommendations. Let us work together to ensure a brighter future for our communities and workforce, and to support sustainable development in the region.

## **Centre of Excellence & Northern Ontario School of Medicine**

We would like to know the Ministry of Health's response to our recommendation in January regarding creating an advisory table for our 11 districts that would have direct dialogue with the Regional and Clinical Leads of the Ontario Centre of Excellence.

Also, our Organizations would like to speak to the urgent financial need of the Northern Ontario School of Medicine. They require a permanent increase in annual base funding of \$4.0 million before the end of this fiscal year. We want a commitment from the Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges, and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, and Kevin Holland that they act now to is the annual base increased by 4 million, not wait until March.

### **Analysis**

In January, we recommended the creation of an advisory table for each of the eleven districts in the North instead of a separate Northern Centre of Excellence. That would ensure a local strategic vision for a district's priority areas. These tables would have direct and continuous dialogue with the Regional and Clinical Leads of the Ontario Centre of Excellence.

This Government believes Ontario has different Health and Housing challenges than other Provinces in the Federation. Our three organizations believe we have different needs than the heavily populated Southern Ontario. We also acknowledge and know it to be true that Dryden and Temiskaming Shores have different needs and challenges. Therefore, Northern Ontario should be viewed as a One-Window Approach.

Our members lobbied for the creation of the Northern School of Medicine. Our members were thrilled when in 2022, this Government proclaimed NOSM a standalone university, becoming Canada's only independent medical university. Also, increasing the number of medical Doctors and Postgraduates spots was very well received.

The Northern School of Medicine has achieved its Vision by providing Innovative education and research for a healthier North. They have graduates that are our family physicians and specialists. But Northern Ontario still requires over 350 more physicians to serve those who don't have a family Doctor this morning.

The Northern School of Medicine Board has a zero-deficit policy, considering recent history is prudent. Therefore, an increase in annual base funding is required to allow for continuity and growing enrollment. This base funding increase is needed today to make the Northern School of Medicine what you and Northerners need to address our healthcare challenges.



## **Homelessness, Mental Health, & Addictions Series Upcoming Publication**

In 2021, Northern Policy Institute partnered with the Northwestern Ontario Municipal Association, the Federation of Northern Ontario Municipalities, and the Northern Ontario Service Deliverers Association to analyze the state of homelessness, mental health, and addictions in Northern Ontario. The first report, titled "*More than Just a Number: Addressing the Homelessness, Addiction, and Mental Health Crisis in the North*," established a baseline around homelessness, mental health, and substance use disorders in Northern Ontario and recommended eight strategies for government and community practitioners to address these issues.

The second report, "*Homelessness, Mental Health, and Substance Use in Northern Ontario, Revisited*," provided concrete steps decision-makers and community practitioners can take to implement three of those recommendations in Northern Ontario: amend the *Health Protection and Promotion Act* to support service hub communities; support new and existing culturally sensitive community housing facilities for Indigenous peoples; and establish a Northern Mental Health and Addictions Centre in Northern Ontario.

The third report aims to expand on another three of the eight strategies recommended by the first piece: provide long-term funding for capital repairs on community housing units, support new and existing Housing First programs, and establish mandated mobile crisis intervention teams (MCIT) in municipalities throughout Northern Ontario. This report will be provided to government at ROMA 2024.

The steps identified in this report will be informed not only by the analysis of the initial paper's findings highlighting that current efforts are not enough to address the worsening homelessness, addiction, and mental health crisis in Northern Ontario, but also by real-world case studies and best practices that will be gathered from literature and community members in Northern Ontario. From this information, this third report will be a guide tool that can inform decision-makers and community practitioners.

The health care crisis experienced across Northern Ontario is alarming. Municipalities are struggling to effectively fund public health care and retain adequate physicians and nurses to provide care to our residents. According to NOSM we need 364 physicians (211 family doctors and 153 medical specialists) in the North. Despite this need, as of April 1, 2023, your government reduced the number of Ministry of Health allocated physician spots on the Rural Northern Physician Group Agreement for multiple medical centres including Red Lake & Atikokan Hospitals among others. We need to retain funding for these health care professionals to avoid further exasperating the health care deficit.

Mental health, addiction, and homelessness cases are on the rise and municipalities are in desperate need of solutions. Municipalities across the North are experiencing serious financial pressures, most notably from inflation and funding inequities. Municipalities in Northern Ontario need financial relief and our organizations ask the province to restore the previous public health funding ratio of 75%/25% for all cost-shared programs and to assume 100% funding once again for those programs identified as such in the public health budget for 2018-2019. Additionally, we ask that you continue the current mitigation funding until such time as the cost-shared arrangement is restored to 75%/25% to account for the additional costs we experience to provide health care in the North.

To: Delegation during AMO Conference August 2023  
From: FONOM Board  
Date: August 21, 2023  
Subject: Recommendation to address Ontario's Mental Health & Addictions Crisis

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## ISSUE:

There has been a system-wide overload of Health and Social programs to handle our communities' current Mental Health and Addiction crisis. The existing systems were not designed to address the increasing numbers of the now concurrent and converging mental health and addiction issues that are partly driving homelessness.

Further complicating the situation is the lack of authority to safely and humanely support those actively suffering on our streets. Currently, no legislation provides authority to temporarily detain individuals that are highly intoxicated from a drug or substance when their own, or others, safety is at risk.

Often, drug-intoxicated individuals walk carelessly into traffic; many lay unconscious in alleys/entrances, suffer head trauma from falling, are victimized for theft/assault, and at times accost members of the general public.

Secondly, if such authority existed, there is no place currently to hold and medically support those who are grossly intoxicated for their safety while they stabilize.

As a result, the public feels unsafe in their communities, witnessing gross intoxication, drug-induced psychosis, and at times, being confronted by those suffering from severe mental health and addiction issues. Conversely, those suffering from Mental Health and Addictions are left to their own devices, lacking support and initiated care. Municipalities are facing the brunt of the impacts due to these issues.

## ANALYSIS:

FONOM/NOMA/NODSA's work on Mental Health, Addiction, and Homelessness and the Bail Reform Taskforce have converged to address a problematic convergence of Social Issues. Agencies, Hospitals, and many of our communities are spending considerable resources to tackle Mental Health, Addiction & Homelessness issues. Despite best efforts, Mental Health incidents and drug overdose numbers are steadily increasing, and our municipal infrastructure cannot handle the growing need.

The Mental Health Act, circa 1990, now 33 years old, and in the opinion of our municipal citizens and human service providers, needs review and modernization to address the current crisis. Although significant changes were made in 2000, much has evolved since that time, including the closure of the North Bay Psychiatric Hospital, the availability and high potency of illicit street drugs, the overdose crisis, and a global pandemic that inadvertently removed in-person social supports and services while government and human service agencies struggled to find a solution.

The Liquor Licence and Control Act, 2019, Sec 31(2) provides the authority for a police officer or conservation officer to arrest without warrant any person who is intoxicated by alcohol if, in the opinion of the officer, it is necessary to do so for the safety of any person. Over time, the incidents of gross intoxication and harm have increased due to drug consumption, not alcohol, rendering this particular authority inapplicable and creating a void in support.

Historically, Police Services would house individuals arrested for public intoxication; however, due to increasing awareness of medical concerns and public safety, Police cells are no longer a viable option for intoxicated individuals, thus creating the additional need for secure detoxification and support beds.

Secure detoxification beds offer individuals a safe and medically supported opportunity to stabilize without charge. Before release, and now with a clearer mind, social supports can be provided to address root causes and navigate the mental health/addictions ecosystem if services are accepted. This type of

interaction offers the best-case scenario for a safe and sober connection to services.

The funding of Secure Beds can not be done by the Province alone. The Federal Government must provide Ontario with new funding for this approach. FONOM would like to help the Ministers as they work with their Federal partners to secure the financing. Municipalities also have a role as more communities are contributing to supportive housing. FONOM will continue encouraging these often-supported measures through our membership and other municipal associations.

#### RECOMMENDATION:

FONOM recommends that the Attorney General, the Solicitor General, and the Minister of Health work together to address the current Mental Health and Addiction Crisis by reviewing the Mental Health Act and the Controlled Drugs and Substances Act, providing an opportunity to update definitions and authorities to the current need. Particularly, legislation that could address the ability to arrest without warrant, those found intoxicated by drugs or other substances, without charge, for the safety of the individual and/or the safety of others, and language recognizing and affirming the comorbidity and concurrence of Mental Health and Addictions.

FONOM also recommends that the Attorney General, the Solicitor General, and the Minister of Health work together to establish medically (and socially) supported secure beds for individuals to stabilize safely for 24hrs-48hrs. These stabilization and detox beds would hold those in a safe and medically supportive environment, providing 24-hour supervision, assessment, and offers of treatment support. FONOM would work with the Province to secure additional funding from the Federal Government, as they have a significant role in addressing this issue across the country.

FONOM believes that short of the Province establishing Psychiatric Facilities, **Ontario Homes** to secure the most dangerous in our community. FONOM believes the review and changes to the Mental Health Act and the Controlled Drugs and Substances Act, along with funding support for Secure Detox Beds, is the necessary next step and approach to addressing the mental health epidemic and addictions in our communities.

To: Delegation during AMO Conference August 2023  
From: FONOM Board  
Date: August 22, 2023  
Subject: Provincial Grant Provided to Northern Ontario Health Units

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## ISSUE:

Northern Ontario Municipalities are concerned with any reduction of the Provincial Grant provided for Northern Ontario Health Unit funding. Also, if the mitigation funding is decreased, many of our members would face great hardship. Responses from our membership show that Health Unit levies range from 0.79% – 3.23% of a Municipalities' Budget (the average Health Unit levy in Northeastern Ontario is 1.44%).

## RECOMMENDATION:

The Federation of Northern Ontario Municipalities (FONOM) requests that the Government of Ontario increase the grant they provide today by moving back to funding levels for Northern Ontario Health Units to the 2018 percentage of 75. Further, the Province again assumes 100% funding for those programs identified as such in the public health budget 2018-19.

## ANALYSIS:

The Services provided by the Health Units to our member communities are vital, and with considerable financial support from the Province during COVID, they provided exceptional Health Care to residents. This Government and its Ministries appreciate how vast Northern Ontario is, but the area overseen by the Porcupine Health Unit is 270,000 sq km (note Southern Ontario area is 114,217 sq km).

Many of our communities are geographically isolated, and providing universal Public Health Care is challenging and costly. The Health Units also oversee Public Health in unorganized areas with Provincial funding.

Northern Medical Officers of Health and their Boards have repeatedly asked for increased and sustainable base funding that considers the unique challenges faced in Northern Ontario. It is vital to Public Health to work effectively on the many public health disparities northern residents face. Public Health takes the lead or takes part in many of the foundations for action to improve health equity in the North. Leveling up public health funding and other funding in the North will make Health Units more resilient to the next emergency and allow Northerners to achieve better health overall.

*"Under the Health Promotion and Protection Act, since 1997, municipal governments are legally responsible for 100% of public health costs."*

The Funding for most of the Health Units programs in the Province was 75% funded by the Provincial Government and 25% by the Unit's Municipal Partners. There were also uniquely funded programs that the Province fully funded. The Units are responsive to the Ontario Public Health Standards: Requirements for Programs, Services, and Accountability (Standards) set by the Ministries of the Government. The Municipal Partners had representation on the Unit Boards and the Provincial Appointees but had no input on the Standards.

The Provincial Budget 2019 announced that the Government was changing the Grant amount they contribute to the Units. The Budget document stated: *"the current structure of Ontario's public health units does not allow for consistent service delivery, could be better coordinated with the broader system and better aligned with the current Government priorities."* Following the Budget announcement, the Health Units in the North increased their levy by 10% and planned for the same next year, which would have meant a 42% increase by 2021.

The Province also spoke to Public Health Modernization and consolidation. FONOM has previously shared, in August 2020, our opposition and concerns with any amalgamation with the Province.

Then the Government and the Medical Officer of Health worked together, with so many others, to bring the Province through the Pandemic.

Now that the Pandemic is behind us, FONOM wants to share with you that our membership in the Northeastern part of the Province cannot afford any increases more significant than 1.44% (*note that for many, that amount will be a hardship*). There is great concern that any further shift onto small, northern, and rural Ontario municipalities will be a financial burden.

**FONOM still believes that public health in Northern Ontario is funded through regular provincial taxation, not property taxation (*especially with an amalgamation*). Until the Government fully assumes Public Health, we ask the Province to move back to funding level Northern Ontario Health Units to the 2018 percentage of 75. Further, the Province again assumes 100% funding for those programs identified as such in the public health budget 2018-19.**

Documents

[Northern Ontario Health Equity Strategy](#)

[Being Ready - Ensuring Public Health Preparedness for Infectious Outbreaks and Pandemics –](#)

[Ontario Atlas of Adult Mortality](#)

[Funding Letter from NBPSHU](#)

	2023 increase	% of Annual Budget
<b>NBPSHU</b>		
Parry Sound	0.90%	1.50%
Perry	3%	1.55%
Seguin	6%	0.71%
Mattawan	0.04%	1.00%
Burks Falls	0.98%	0.88%
Callander	0.01%	
McKellar	0.97%	0.79%
Nipissing	-1.02%	1.00%
South River	0.97%	2.49%
Machar	0.96%	
<b>Tem HU</b>		
Cobalt	0.01%	1.50%
Kirkland Lake	2.68%	3.24%
Latchford	1.13%	
Armstrong	1%	
Coleman	0.05%	
Englehart	0.94%	0.98%
Coleman	0.97%	
Evanturel	0.91%	3.30%
McGarry	0.96%	
<b>SUD District HU</b>		
St. Charles	1.20%	1.60%
Killarney	1.12%	
Spanish	0.90%	1.80%
Assiginack	0.91%	0.80%
<b>Algoma HU</b>		
MMA&A		2.55%
Huron Shores	0.89%	0.01%
Wawa		2.09%
Plummer	0.91%	1.79%
St.Josephs	1.16	1.20%
<b>Porcupine</b>		
Hearst	0.97%	1.20%
Kapuskasing		1.50%
Mattice Val Cote	1.05%	
Greenstone	0.00%	0.00%
Smooth Rock Falls	0.96%	0.90%
Hornepayne	0.94%	
Val Rita-Harty		
<b>Renfrew</b>		
South Algonquin	0.10%	

To: Delegation during AMO Conference August 2023  
From: FONOM Board  
Date: August 21, 2023  
Subject: School Board Trustee Elections in 2026

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## ISSUE:

Municipal Staff oversees the Municipal and multiple School Board elections. The ratepayers of the Municipality are currently responsible for covering all costs associated with the Elections, even when there is no Municipal Election.

## RECOMMENDATION:

The Federation of Northern Ontario Municipalities (FONOM) requests that the Government of Ontario make school boards responsible for conducting their own trustee election or that the school boards fully compensate municipalities for overseeing such trustee elections.

## ANALYSIS:

The Boards often will not allow their facilities (school) to be used on Election Day. The biggest challenges Municipality have with the School Board Elections are;

Citizens do not understand the rules that go along with being able to vote for a particular board (i.e., their children go to catholic school, but the parents are not catholic, so they cannot vote for the Trustee for the Catholic Board). The 2026 Election will be even more confusing for School Board Elections with the Province taking over the voters' list. Currently, MPAC cannot share an individual's school board designation with the province. FONOM knows they are still working on this issue, but if MPAC cannot share this information, this will add an extraordinary amount of work for the Clerk's Department. Going so far as saying the municipality will hire additional election assistants to have one person dedicated to ensuring everyone's school board information is correct.



School Board Elections and “non-resident” Electors are always confusing for Election workers. If you do not live in the Municipality (non-resident), you cannot vote for a school board trustee – you must vote for the trustee in the Municipality you reside in.

80-90 % of the calls the Clerks Department receives before and on Election Day are related to School Board issues.

Also, 31 Municipalities in 2022 had Councils that were acclaimed. Those Municipalities still had to prepare and operate School Board Elections at ratepayers’ expense. We polled those Municipalities, and their costs were between \$3000-30,000. The total cost of 2022 Municipal and two of the four School Board Elections in North Bay was \$324,735.00, with the Clerk attributing 50% of the cost to the School Board Elections (noting that the Ballot cost only \$0.29; it is the education of the election worker and citizens is the challenge)

Due to Provincial Legislation, there currently is no financial support for a Municipality to help offset the cost of the Trustee Election. When there is no Municipal Election, the Municipality still has the responsibility and cost.

**Due to the challenges, costs, and responsibility to conduct the trustee elections. FONOM believes the School Boards operate their own elections or financially compensate the municipality for the costs incurred.**

<b>Municipal Councils that were Acclaimed</b>	<b>Amount for Trustee Elections</b>
1 Township of Armour	-
2 Township of Armstrong	
3 Town of Blind River (6 acclaimed of 7 member council, 1 vacancy)	\$ 26,044.06
4 Township of Brethour	
5 Township of Chamberlain (also 2018)	
6 Township of Chapleau	
7 Municipality of Charlton and Dack (also 2018)	
8 Township of Dawn-Euphemia	13,310.69
9 Township of Dorion (also 2018)	
10 Township of Drummond/North Elmsley	\$ 29,126.00
11 Township of East Garafraxa (also 2018)	\$ 3,302.75
12 Town of Enniskillen (also 2018)	\$ 4,026.30
13 Township of Evanturel (also 2018)	
14 Front of Yonge Township	
15 Municipality of Gordon/Barrie Island (also 2018)	
16 Township of Hilliard (4 acclaimed, 5 member council, 1 vacancy)	
17 Township of Hilton (also 2018)	
18 Village of Hilton Beach	
19 Township of Hornepayne	-
20 Township of Howick	\$ 14,702.00
21 Township of Kerns (also 2018)	
22 Township of Lake of the Woods	
23 Town of Laurentian Hills	
24 Town of Minto	\$ 62,000.00
25 Village of Oil Springs (also 2018)	\$ 5,932.14
26 Township of Perry	\$ 3,012.00
27 Township of Sioux Narrows-Nestor Falls	
28 Village of South River	
29 Township of Tay	\$ 29,526.00
30 Township of The Archipelago	
31 Town of Thessalon	\$ 4,425.29
32 Village of Thornloe (also 2018)	

#### Comments

- We are not experts on the questions that candidates have with regard to each board, this again would be further justification to have the boards run and manage their own elections.
- It was difficult at times trying to get timely information from the school boards. We were left trying our best to answer questions about districts, lead municipality, compensation etc., for the candidates running in the school board election.

- What isn't included is all the soft costs, as time is not tracked and all the administrative and coordination required from our Clerk and Deputy to administer the school board election. Being a small rural township, our School Board election candidate-ward boundaries are combined with three other municipalities, and as you can imagine it's a bit of a challenge.
- I should note that I do not book admin time for election purposes. The expenses are direct payouts by the Township for materials, wages, and advertising. Advertising was shared by most of the County municipalities to reduce costs. I should also note that we made use of the existing inventory of election forms and ballot boxes.
- No school board Election - However, there was an expense of almost \$18,000.00 for the election due to having to pay for the electronic voting and training, regardless of whether it was used or not.
- Including advertisements, mailing costs for Voter Information cards to electors, payments to Simply Voting and Datafix for online

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

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File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

**OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024.** Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at [OPP.Financial.Services.Unit@opp.ca](mailto:OPP.Financial.Services.Unit@opp.ca).

Respectfully,



Phil Whitton Superintendent  
Commander,  
Municipal Policing Bureau

cc OPP Deputy Commissioner Chris Harkins  
OPP Provincial Commander Mary Silverthorn  
A/Inspector Kirsten Buligan, Community Safety Services  
OPP Detachment Commanders

October 4, 2023

## MOTIONS OF COUNCIL

**Moved by: Councillor**

**Seconded by: Councillor**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution and draft letter from Northern Ontario School of Medicine (NOSM).

**-Carried-**

**Moved by: Councillor**

**Seconded by: Councillor**

**Res. # 23-**

THAT: Council for the Corporation of the Township of South Algonquin award the Tender received from Winslow Gerolamy for the purchase of New Tandem Axle Plow Truck in the amount of \$342,913.00 +HST.

**-Carried-**

# COUNCIL MEETING

## October 4, 2023

### By-Laws:

**Moved by: Councillor**

**Seconded by: Councillor**

**Res. # 23-**

THAT:

- 1) By-Law 2023-767, Routine Disclosure and Active Dissemination Policy
- 2) By-Law 2023-768, Establishment of Schedule of Fees
- 3) By-Law 2023-769, 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 2023-767, Routine Disclosure and Active Dissemination Policy
- 2) By-Law 2023-768, Establishment of Schedule of Fees
- 3) By-Law 2023-769, Confirm the Proceedings of Council

BE READ A THIRD TIME AND PASSED

**-Carried-**

**-Defeated-**

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN**

**BY-LAW NO. 2023-767**

**BEING A BY-LAW TO AUTHORIZE THE ROUTINE DISCLOSURE AND ACTIVE  
DISSEMINATION POLICY**

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**WHEREAS** under Section 253 of the *Municipal Act 2001, Chapter 25* subject to the *Municipal Freedom of Information and Protection of Privacy Act*, any person may at all reasonable times, inspect any of the records under the control of the Clerk;

**AND WHEREAS** under Section 254 of the *Municipal Act 2001, Chapter 25*, a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

**AND WHEREAS** the Township of South Algonquin is committed to improving customer service and streamlining public access to municipal records.

**AND WHEREAS** the Routine Disclosure and Active Dissemination of records supports accountability and transparency, the foundation of which is providing access to municipal records, while protecting privacy in accordance with the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

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

1. THAT the Corporation of the Township of South Algonquin adopts the Routine Disclosure And Active Dissemination Policy in accordance with Schedule “A” attached hereto and forming part of this By-law.
2. THAT this By-law come into effect upon its adoption.

READ A FIRST AND SECOND TIME on October 4, 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 October 4, 2023.

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Ethel LaValley – Mayor

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Bryan Martin-CAO/Clerk Treasurer



Township of South Algonquin Corporate Policy			
<b>DEPARTMENT:</b> Corporate Services			<b>POLICY #:</b> INSERT
<b>POLICY:</b> <b>Routine Disclosure and Active Dissemination</b>			
<b>DATE:</b> September/23	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 17

## 1. Policy Statement

The Township of South Algonquin is committed to improving customer service and streamlining public access to municipal records. Routine Disclosure and Active Dissemination of records supports accountability and transparency, the foundation of which is providing access to municipal records, while protecting privacy in accordance with the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The routine disclosure and active dissemination policy was developed to ensure that the Township of South Algonquin is proactive, efficient, open, and accountable. These principles are the focus of the Information and Privacy Commissioner of Ontario's *Access by Design*.

In the *Township of South Algonquin Strategic Plan (2016-2021)*, effectively communicating the Townships activities and interests was outlined as a key objective. Establishing the records available for routine disclosure and active dissemination will support this key objective, ensuring that both the public and staff are aware of records available for disclosure and identifying key records available on our website.

## 2. Purpose

- i) To identify, provide and improve access to municipal records.
- ii) To protect privacy, personal and confidential information
- iii) To improve accountability and transparency
- iv) To identify the records which may be routinely disclosed and made actively available.
- v) To provide guidelines to staff for the release of records
- vi) To establish a routine procedure under which records may be released without the submission of a formal Freedom of Information (FOI) request.

### 3. Scope

This policy applies to all Township of South Algonquin employees and all records in the custody and control of the Township of South Algonquin. This policy does not apply to records or information which are exempt under sections 6-15 of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

### 4. Policy

#### 4.1 Definitions

Active Dissemination	The periodic release of government records in the absence of a request.
Confidential Information	Information subject to exceptions outlined in <i>MFIPPA</i> or information which the Township of South Algonquin has deemed confidential.
FOI Coordinator	For the purposes of this policy and related procedures, the CAO/Clerk-Treasurer is designated as the FOI Coordinator. The Chief Administrative Officer may designate alternates through delegation of authority.
Freedom of Information (FOI) Request	A formal request made under Freedom of Information legislation ( <i>MFIPPA</i> ).
MFIPPA	<i>Municipal Freedom of Information and Protection of Privacy Act, 1990</i>
Personal Information	Recorded information about an identifiable individual (not a corporation, partnership, or sole proprietorship), including information relating to: a) race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual; b) education, medical, psychiatric, psychological, criminal or employment history, financial transactions; c) any identifying number, symbol, address, telephone number, fingerprints, or blood type; d) personal opinions or views of the individual except if they relate to another individual, and views or opinions of another individual about the individual; e) correspondence sent to the Township which is implicitly or explicitly of a private or confidential nature and replies to the correspondence; f) the individual's name if it appears with any other personal information.
Personal Information Bank (PIB)	Is a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number assigned to the individual.

Record	All recorded information, regardless of structure or form, was created, captured, received, or maintained by the municipality and which serves as documentary evidence of daily activities. Records are valuable corporate assets of the Township of South Algonquin. Records may include, but are not limited to correspondence, email, memoranda, invoices, minutes, photographs, maps, plans, drawings, microforms, books, reports, etc.
Request, Formal	A request for access to or copies of a record which is submitted in writing detailing the requested records, is dated, and signed by the requester. This type of request should be received only after the informal request has been denied. Fees apply.
Request, Informal	A verbal request for access to or copies of a record. May also be referred to as a routine disclosure request. All requests should begin informally, and requesters should only formally submit a request as a last resort.
Responsible Department	Shall refer to the department that currently has control or custody of the record.
Routine Disclosure	The routine or automatic release of certain types of administrative and operational records in response to informal rather than formal requests under <i>MFIPPA</i> .
Third Party Information	Any person, group of persons or organizations whose interest might be affected by disclosure, other than the person, group of persons, or organization making a request for access. Where the third party is an individual, another person may in some cases, exercise his/her right.

## 4.2 Active Dissemination

The Township of South Algonquin committed to making key records available to the public, where possible, on the Township of South Algonquin website, through media releases, newsletters, notices, pamphlets, newspapers, and advertising or for review at the Township Municipal Offices.

Where possible, any information released shall be made available in an accessible format.

Examples of public records routinely made available on the Township of South Algonquin website

include:

- Council Agendas and Minutes
- Frequently requested By-Laws
- Bid and Tender documents
- Municipal Policies
- Blank Applications and Forms
- Media Releases and Announcements
- Public documents related to Special Studies and Projects
- Master Plans
- Park, Trail, and Road Maps

- The Township of South Algonquin Emergency Plan
- The Township of South Algonquin Organizational Chart

### 4.3 Routine Disclosure

Records identified for routine disclosure may be released by the responsible department upon request, subject to the governing rules listed below and exceptions in the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

### 4.4 Rules Governing Routine Disclosure Requests

#### 4.4.1 Requests

- Routine disclosure requests should be made to the responsible department.
- Routine disclosure requests may be denied, or the records redacted, as per the exemptions outlined in the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, or at the Clerk's Discretion.
- If a routine disclosure request is denied, the requestor may submit a formal Freedom of Information Request (FOI) to the Clerk, subject to applicable fees.
- Routine disclosure requests may be made verbally or in writing ([See the Routine Disclosure Request Form](#)).
- Staff may require the routine disclosure request be submitted in writing if the request is unclear or the scope of the request warrants it in writing ([See the Routine Disclosure Request Form](#)).
- Routine disclosure requests may be required to be formally submitted as an FOI request if the search time and preparation of records may be deemed excessive. Fees may apply.
- Records related to regular routine disclosure requests will be made available within 10 business days.
- An estimate must be given within 10 days outlining the amount of time that a routine disclosure request may take for large volumes of records, records stored off-site, archived, or in a fragile state, where response may take longer.

#### 4.4.2 Conditions of Release

- To confirm the identity of the requestor, identification may be requested. MFIPPA, R.R.O. 1990, Reg. 823, s. 2 (3).
- Records will be routinely disclosed according to the conditions listed and, in the manner, specified in [APPENDIX A: Schedule of Records and Information for Routine Disclosure and Active Dissemination](#).

- iii) A staff member must be always present when a requestor is viewing an original record. MFIPPA, R.R.O. 1990, Reg. 823, s. 2 (1)(2).

#### **4.4.3 Personal and Confidential Information**

- iv) Personal information will not be released, except in accordance with exceptions provided in Section 14 of *MFIPPA*. Personal information may be redacted in response to a Routine Disclosure request. Requests for records containing personal information may be denied, requiring a formal Freedom of Information (FOI) request. MFIPPA, R.S.O. 1990, c. M.56, s. 14.
- v) The Township of South Algonquin is committed to the confidentiality of Third-Party information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, if the disclosure could reasonably be expected to cause harm to the interests of the Third Party. MFIPPA, R.S.O. 1990, c. M.56, s. 10. This includes copyrighted records and information.
- vi) Confidential Information, as defined in *MFIPPA*, or information determined to be confidential by the Township, will not be released.
- vii) If the personal information in the record is not that of the requestor or an agent of the requestor, the information will be redacted, unless authorized by legislation or in writing by the individual to which the information pertains.
- viii) Residents have the right to review and correct their own personal information if it is believed that there is an error or omission. MFIPPA, R.S.O. 1990, c. M.56, s. 36

#### **4.4.4 Availability of Records**

- i) Reproductions (digital or paper) of records may be provided if the request pertains to archived or permanent records considered too fragile for public viewing. The records management clerk will make this determination.
- ii) Records stored off-site or archived may not be immediately available and may require extra time to fulfill the request.
- iii) In response to a request, the Township of South Algonquin is not required to create records which do not otherwise exist.
- iv) The Township of South Algonquin is not required to restore or recreate records which have been destroyed in accordance with the records retention By-Law.

#### **4.5 FEES**

Fees may apply in accordance with the current Schedule of Fees By-Law.

## 4.6 Routine Disclosure Procedure

- 1) Upon receipt of a verbal or written request, consult the [Schedule of Records and Information for Routine Disclosure and Active Dissemination](#) to determine if the record can be routinely disclosed.
  - a. If the record is not listed in the Schedule of Records, consult with the FOI Coordinator or alternate to determine the appropriate response.
- 2) Consult the fee schedule for any applicable fees to provide an estimate to the requestor if required.
  - a. If fees apply, the requestor must make payment at the finance counter prior to obtaining the records.
- 3) Consult the schedule for any existing restrictions on the way the records will be disclosed and any exceptions or exemptions.

## 5. Responsibilities:

### 5.1 Department Heads:

- i) Ensure the protection of privacy and personal information collected, received, or maintained by the department.
- ii) Oversee routine disclosure and active dissemination within the department.
- iii) Regularly review the Routine Disclosure and Active Dissemination policy and notify the Clerk's Department of any changes to departmental record holdings.

### 5.2 FOI Coordinator / Alternate

- i) Provide guidance on release of records and Freedom of Information (FOI) requests.
- ii) Provide information and guidance on the formal FOI request process.

### 5.3 Employees:

- i) Assist the public with routine disclosure requests.
- ii) Protect personal, confidential, and third-party information when responding to all requests.
- iii) Follow all rules listed in section [4.4 Rules Governing Routine Disclosure Requests](#)
- iv) Review records available for routine disclosure
- v) Ensure familiarity with user fee schedule and provide estimates.
- vi) Consult supervisor if uncertain release of information.
- vii) Direct requests for records not listed in Appendix A to the FOI Coordinator / Alternate

## 6. Policy Review:

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

## 7. References and Related Documents:

Procedure for Processing FOI Requests  
Protecting Personal Information  
Township of South Algonquin Strategic Plan (2016-2021)  
*Access by Design – Information and Privacy Commissioner of Ontario (2010)*  
*Accessibility for Ontarians with Disabilities Act, 2005*  
*Assessment Act, 1990*  
*Development Charges Act, 1997*  
*Emergency Management and Civil Protection Act, 1990*  
*Fire Protection and Prevention Act, 1997*  
*Green Energy Act, 2009*  
*Municipal Act, 2001*  
*Municipal Elections Act, 1996*  
*Municipal Freedom of Information and Protection of Privacy Act, 1990*  
*Planning Act, 1990*  
*Provincial Offences Act, 1990*

## 8. Attachments:

**APPENDIX A:** Schedule of Records and Information for Routine Disclosure / Active Dissemination

**APPENDIX B:** Routine Disclosure Request Form

## APPENDIX A : Schedule of Records and Information for Routine Disclosure / Active Dissemination

### Administration Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Advertising	RD	Excludes draft copies and correspondence.	Available by request to Administration Department.	
South Algonquin Newsletter	AD	Excludes drafts and working copies.	Available on website and at Township Office.	
Media Releases / Announcements	AD	Excludes drafts and working copies.	Available on website	
Organizational Chart	AD	Excludes drafts and working copies.	Available on website.	
Strategic Plan	AD	Excludes drafts and working copies.	Available on website.	
Studies and Special Projects	AD	Excludes drafts and working copies.	Available on the website. Some materials available on Council Agenda.	

### Council Services Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Accessibility Compliance Report	RD		Available by request to the Clerk's Department.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 14 (2)</i>
Accessibility Plan	AD	Excludes correspondence, draft, and working copies.	Available on website or by request to Clerk's Department.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, O. Reg. 165/16, s. 3 (1)</i>



Agreements & Contracts under seal	RD/AD	Excludes draft agreements, legal opinions, correspondence, various other agreement documentation.	Agreements under seal may be provided on the Council Agenda. Signed agreements provided upon request.  Fees may apply.	
Appointments to Boards & Committees	RD	Release of names and resolutions appointing individuals only. Will not release applications, correspondence, closed reports, agendas, minutes, or background information.		
By-Laws	RD/AD	Signed copy only. Excludes draft copies, confidential attachments, legal opinion, correspondence, and background information relating to By-Law.	Commonly requested By-Laws available on website. All other By-Laws available by request to the Clerks Department.  Fees may apply.	<i>Municipal Act. 2001, s. 253(1); MFIPPA, s. 6(1)</i>
Committee Agendas & Minutes	RD	Excludes closed or confidential committee records.	Fees may apply.	<i>MFIPPA, R.S.O. 1990, c. M.56, s. 6; Municipal Act. 2001, s. 253(1)</i>
Council Agendas & Minutes	AD	Excludes Closed Session Agendas, Minutes and working notes.	Available on the website or by request to the Clerk's Department.  Fees may apply.	<i>MFIPPA, R.S.O. 1990, c. M.56, s. 6; Municipal Act. 2001, s. 253(1)</i>
Elections – Candidate Files	RD	Records may only be viewed in the 120 days following the election period.	Available for viewing at Clerk's Department between filing and the 120 period after the election from the Clerk's Department.	<i>Municipal Elections Act, 1996, 1996, c. 32, Sched., s. 88 (6)</i>
Elections – Candidate Financial Statements	AD		Available on website or for viewing at the Clerk's Department.	<i>Municipal Elections Act, 1996, 1996, c. 32, Sched., s. 88 (5)</i>
Elections – Nomination Papers	AD	Records may only be viewed in the 120 days following the election period.	Available for viewing at Clerk's Department between filing and the 120 period after the election from the Clerk's Department.	<i>Municipal Elections Act, 1996, 1996, c. 32, Sched., s. 88 (6)</i>
Incident / Accident Reports	RD	Copy can be provided to the individual referred to in the Incident /		

		Accident Report, insurance company or legal counsel.		
Lottery Licensing	RD	Confirmation of license issuance including license number, license holder, date of event and event location.	Available upon request from the Clerk's Department.	
Noise By-Law Exemptions	AD	Notice sent to surrounding residents.		
Policies	AD	Excludes drafts and working copies.	Available on the website or by request to the Clerk's Department.  Fees may apply.	
Reports to Council and Committees	AD	Excludes reports to closed session or confidential reports and working notes.	Available on website in Agenda.	<i>MFIPPA, R.S.O. 1990, c. M.56, s. 6; Municipal Act, 2001, s. 253(1).</i>
Resolutions	AD		Available in Council Minutes on website or by request to the Clerk's Department.	
Statements of Remuneration	RD	Statements of Remuneration prepared under Section 284 of the <i>Municipal Act, 2001</i> .		<i>Municipal Act, 2001, s. 253(1); MFIPPA, s. 284.</i>

## Recreation Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Facility Rental Agreements	RD	Provided only to renting party.	Available upon request.	
Programming Information	AD	Excludes registrations and personal information.	Available in activity guide, on website, or by request.	

## Planning and Building Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Building Permit Files	RD	Released to property owner, authorized agent, or individual with written permission from the owner.		<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 14 (1).
Building Plans (Residential Buildings)	RD	Released to property owner, authorized agent, or individual with written permission from the owner.  Copyright Act may apply to some drawings and plans.		<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 14 (1).
Official Plan and Amendments	AD	Excludes draft copies, correspondence, legal opinions, etc.	Available on the website or by request to Planning Staff.  Fees may apply.	
Planning Act related applications and supporting materials.  <ul style="list-style-type: none"> <li>- Official Plan Amendment</li> <li>- Zoning Applications</li> <li>- Subdivision Applications</li> <li>- Part Lot control</li> <li>- Consent Applications</li> <li>- Variance Applications</li> </ul>	AD	Excludes records not yet considered by Council, legal opinions, or other confidential records. Personal information will be redacted prior to the release of any information. Drawings may be subject to the exemptions listed in <i>MFIPPA</i> .	Available by request to, Planning Staff.	<i>Planning Act</i> , R.S.O. 1990, c. P.13, s. 1.0.1, s.14.2(6); <i>Municipal Act</i> . 2001, s. 253(1); <i>MFIPPA</i> , R.S.O. 1990, c. M.56

Planning Act and Committee of Adjustment Notices	AD		Available on website or by request to Planning Staff.	<i>Planning Act</i> , R.S.O. 1990, c.P.13, s. 14.2(6); <i>Municipal Act</i> . 2001, s. 253(1)
Work order and zoning compliance letters	RD	Released to lawyers and real estate agents.	Available by request to Planning Staff.  Fees apply.	
Zoning By-Laws & Amendments	AD	Excludes drafts, information not considered by Council, correspondence, background information, etc.	Available on the website or by request to the Council Services department.  Fees may apply.	

## Finance Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Assessment Rolls	RD	Assessment roll books are made available for public viewing at Township Hall. Assessment roll information is not provided by phone or email, except to the property owner. Proof of identification will be required.  No information pertaining to the roll number will be given out.  Assessment rolls currently stored off-site may not be immediately available.	<b>Current year and previous year:</b> Available for viewing at Township Office  <b>Archived copies:</b> Request by phone or email to finance department: 613-637-2650  Fees may apply.	<i>Assessment Act</i> , R.S.O. 1990, c. A.31, s. 39
Asset Management Plan	AD	Excludes drafts and working copies.	Available on website.	

Audited Financial Statements	AD		Available on website.	
Budget (Proposed and approved)	AD	Excludes drafts and working notes.	Available on website Township Office for viewing.	
Energy Consumption Report	AD	Excludes drafts and working copies.	Available on website.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Energy Management Plan	AD	Excludes drafts and working copies.	Available on website.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Remuneration	RD	Includes only final statements of remuneration prepared under section 284 of the <i>Municipal Act, 2001</i> .		<i>Municipal Act, 2001, c. 25, sec. 253(1)</i>
Tax account hard copy	RD	Available to registered owner or representative only.	Available by request from the Finance department.  Fees apply.	
Tax account information	RD	Available to the registered owner or representative only.	Available by request from the Finance department.  Fees may apply.	
Tax Certificate / Lawyers Letter	RD	Available to registered owner or representative only.	Available by request from the Finance department.  Fees apply.	

## Fire Services

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Incident Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.	Available by request to Fire Chief. Fees apply.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56.
Inspection Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.	Available by request to Fire Chief. Fees apply.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56.
Fire Safety/Prevention Information	AD		Available on website and social media, or by request.	
South Algonquin Fire Service Annual Report	RD		Available by request to Fire Chief.	
Recreational Fires – Quick Reference Sheet	AD		Available on website.	
Township of South Algonquin Emergency Response Plan	AD	Excludes drafts and confidential information.	Available on website.	<i>Emergency Management and Civil Protection Act</i> , R.S.O. 1990, c. E.9, s. 10.

## Public Works Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Memorial Program Information Packages	AD		Available at Township Office by request.	
Road Closures and Construction Information	AD		Available on website.	

## ROUTINE DISCLOSURE REQUEST FORM

**Routine Disclosure Request made to:**

Corporation of the Township of South  
Algonquin,

7 Third Avenue  
Whitney, ON, K0J 2M0

Request For:	Preferred Method of Access:
<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information <input type="checkbox"/> Other	<input type="checkbox"/> Review Original <input type="checkbox"/> Copy

Requestor Information:	
<b>Date:</b>	
<b>Name:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Province:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Signature:</b>	
<p>*Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Coordinator at 613-637-2650 ext. 202.</p>	

Detailed Request Information	
Please include any description or additional information related to the request	
<b>Request Details:</b>	





7 Third Avenue • PO Box 217 • Whitney, Ontario, K0J 2M0  
 Tel: 613-637-2650 or 1-888-307-3187 • Fax: 613-637-5368  
 info@southalgonquin.ca • www.southalgonquin.ca

For office use only:	
<b>Date Received:</b>	
<b>Request Status:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>Request Notes:</b>	
<b>Date Completed:</b>	

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

## **BY-LAW NO. 2023-768**

**Being a By-Law to establish a Schedule of Fees for the Corporation of the Township of South Algonquin.**

**WHEREAS** Section 390 and Section 391 of the Municipal Act 2001 authorizes the Council and Local Boards to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of the municipality or the Local Board and for the use of its property;

**AND WHEREAS** the Council of the Corporation of the Township of South Algonquin deems it advisable to update the Schedule of Fees for the Corporation of the Township of South Algonquin;

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

1. THAT attached hereto as **Schedule 'A'** to this by-law is an updated Schedule of Fees hereby ratified and imposed for the Corporation of the Township of South Algonquin from the effective date and ensuing years and will remain in effect until such time as it is amended in part by resolution or By-Law.
2. THAT all fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement is made to the contrary and approved by the municipality.
3. THAT in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Rolls for the properties in arrears (when possible) for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
4. THAT the CAO/Clerk-Treasurer or designate is hereby delegated as the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
5. Any other By-Law relative to fees that is inconsistent with or antedating this by-law is hereby repealed.
6. THAT this By-Law will come into force and take effect as of the date of passing.

**READ A FIRST AND SECOND TIME on October 4, 2023**

\_\_\_\_\_  
MAYOR – Ethel LaValley

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

**READ A THIRD TIME PASSED AND ENACTED on October 4, 2023**

\_\_\_\_\_  
MAYOR – Ethel LaValley

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

# DRAFT

<b>Type of Service</b>	<b>FEE</b>
<b>Animal Shelter</b>	
Township Collection Fee	\$250.00
Plus all impound fees and additional sums charged by Animal Shelter	Cost recovery
<b>Building Permit Fees:</b>	
<b>Residential</b>	
New Buildings (habitable)	\$1.00/sq./ft
Additions, renovations, alterations or repairs <b>(minimum \$150.00)</b>	\$.50/sq./ft
Garage, carport, or accessory building, shipping containers <b>(minimum \$150.00)</b>	\$.50/sq./ft
Installation of a building unit fabricated or moved <b>(minimum \$150.00)</b> from elsewhere (e.g. mobile home-factory built home)	\$1.00/sq./ft
<b>Commercial &amp; Industrial</b>	
New buildings or structure	\$1.00/sq./ft
Additions, renovations, alterations or repairs <b>(minimum \$150.00)</b>	\$.50/sq./ft
Any tower not falling under federal/provincial jurisdiction or structure exceeding one hundred (100) feet in height: \$1,000.00 for the first one hundred (100) feet; and \$6.00 per foot for every foot over one hundred (100) feet	
Any temporary structure or tower not falling under federal/provincial jurisdiction will require a deposit of \$3000.00	
<b>Other</b>	
Swimming Pool & Fence Enclosure	\$100.00
Prefabricated truss arch structures & decks <b>(minimum \$150.00)</b>	\$.50/sq./ft
Residential Demolition Permit	\$150.00
Commercial Demolition Permit under 6000 sq. ft.	\$150.00
Commercial Demolition Permit over 6000 sq. ft.	\$250.00
Requested site inspections prior to applying for permit	\$100.00 (if permit issued, fee to be included in permit fee)
Construction commencing before permit is applied for or issued.	Equal to permit fee or a minimum \$150.00
Change of Use Permit	\$150.00
Transfer of Permit	\$75.00
Occupancy Permit/Completion Permit	\$50.00
On site visit/inspections and or re-inspections over and above what is required	\$100.00 per inspection
Inspection of lands pertaining to septic, wells, severance purchasing or selling	\$200.00
Solar Panels (Roof mounts only)	\$.50/sq./ft
Water access-any inspections – if adequate, safe transportation is not provided by permit holder	\$100.00 per inspection
Administration Fees for Plan Review for Compliance to the OBC and Applicable Law	\$150.00
Research permit archives and distribute information	\$50.00
Any extra costs pertaining to any of the preceding shall be borne by the property owner	Cost recovery
<b>Refunds</b>	
<b>Status of Permit - Application</b>	Percentage of Fee
	Eligible for Refund
Application filed. No process or Review of Plans submitted	80%
Application filed. Plan reviewed and Permit issued	50%
Permit valued at \$100.00 or lesse (No Refund)	0%
Any temporary structure or tower not falling under federal/provincial jurisdiction will require a deposit of \$3000.00 of which 80% will be refundable when the tower or structure is dismantled and removed to the satisfaction of Council	
<b>Business Licenses</b>	
Transient Trader Type 1 –(door-to-door, chip truck on someone else’s property)	\$150.00
<b>Dog License (Lifetime)</b>	
All Dogs	\$10.00
Replacement Tag	\$5.00

<b>Entrance Permit</b>
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# DRAFT

Type of Service	FEE
New	\$200.00
Paving of existing driveway	\$100.00
<b>Administration Fees</b>	
Research Files 2 years and prior	\$50.00
Fax Transmissions (Outgoing) Every 4 Pages (includes cover page)	\$2.00
<b>Civic Addressing</b>	
Replacement Civic Address Sign	\$50.00
Replacement Civic Address Post	\$50.00
New or Replacement of Civic Address Sign and Post	\$100.00
<b>Commissioner of Oaths</b>	
Resident	NO CHARGE
Non Resident	\$10.00
<b>Council Chambers Rental (Day Time Rentals Only)</b>	\$75.00
<b>Damage to Municipal Property</b>	Replacement Cost
<b>Fire Department Fees</b>	
For apparatus, firefighters wages, mileage (Per the current Ministry of Transportation Rates)	Cost Recovery
Minimum charge of 1 hour for equipment and firefighters.	
Cost Recovery billed to insurance company - if no insurance flat rate of \$100.00	
Letters to Lawyers/Insurance Companies,administration fee etc.	\$50.00/hour
<b>Hall Rentals</b>	
Funerals/Memorials (Residents only)	NO CHARGE
2 hours-Madawaska Complex -Non Alcohol Event Only	\$25.00
2 hours-Madawaska Complex - Non Alcohol Event Only (Non-Resident)	\$175.00
Full Day and Evening – Madawaska Complex Non-Alcohol Event	\$200.00
Full Day and Evening – Madawaska Complex Non-Alcohol Event ( Non Resident)	\$350.00
Full Day and Evening –Madawaska Complex Alcohol Event	\$600.00
Full Day and Evening –Madawaska Complex Alcohol Event (Non Resident)	\$800.00
2 hours - Lester Smith - Non Alcohol Event Only	\$25.00
2 hours - Lester Smith - Non Alcohol Event Only (Non-Resident)	\$100.00
Full Day and Evening –Lester Smith Non-Alcohol Event	\$150.00
Full Day and Evening –Lester Smith Non-Alcohol Event (Non Resident)	\$200.00
Full Day and Evening –Lester Smith Alcohol Event	\$400.00
Full Day and Evening –Lester Smith Alcohol Event (Non Resident)	\$500.00
2 hours -Mervin Dupuis (Rink) Madawaska-Non Alcohol Event Only	\$25.00
2 hours -Mervin Dupuis (Rink) Madawaska-Non Alcohol Event Only (Non-Resident)	\$50.00
Mervin Dupuis (Rink) Madawaska-Non Alcohol Event	\$75.00
Mervin Dupuis (Rink) Madawaska-Non Alcohol Event ( Non Resident)	\$100.00
Mervin Dupuis (Rink) Madawaska-Alcohol Event	\$200.00
Mervin Dupuis (Rink) Madawaska-Alcohol Event (Non Resident)	\$275.00
Damage Deposit – Non-Alcohol Event (Including 2 hour rental)	\$200.00
Damage Deposit – Alcohol Event	\$500.00
<b>Interest Charges (on the balance owing on invoices, taxes)</b>	1.25%/ month
<b>Lottery Licenses</b>	
Bingo or Raffle Licenses	\$10.00 up to a draw prize of \$1500.00, 3% for draw prizes exceeding \$1500.00
Nevada License Extension Letter	\$10.00

<b>Mapping</b>	
8 ½” x 11”	\$4.00 each

# DRAFT

Type of Service	FEE
8 ½" x 14"	\$5.00 each
8 ½" x 11" laminated	\$5.00 each
8 ½" x 14" laminated	\$6.00 each
11" x 17"	\$6.00 each
Binder of all Municipal Street Maps	\$30.00 each
Shipping	Cost Recovery
<b>Marriage License</b>	
Marriage License	\$100.00
Marriage License (Non Resident)	\$125.00
<b>NSF Cheque</b>	\$35.00 plus bank fees
<b>Photocopies (per page)</b>	
Black and White	\$0.50
Colour	\$1.25
Colour 11"x17"	\$2.25
<b>Planning</b>	
Pre-Consultation Application Fee	\$100.00
Pre-Consultation with the Township Planner	Cost Recovery
Planning Application Deposit	\$1,000.00
Consent Application Fees	\$550.00
Minor Variance	\$450.00
Site Plan Application	\$500.00
Zoning By-Law Amendment	\$700.00
Official Plan Amendment	\$800.00
Amendment to Zoning By-Law and Official Plan	\$1,400.00
Temporary Use By-Law	\$250.00
Part-Lot Control or Deeming By-Law	\$250.00
Lifting Holding Symbol	\$250.00
Planning Agreements (i.e. Development Agreement or Road Allowance Agreement)	\$250.00
Plan of Subdivision/ condominium	\$1,500.00
Site Inspection Water access-any inspections – if adequate, safe transportation is not provided by permit holder	\$100.00
Advertisement	Cost of ad
Administration Fees	\$50.00/hr
Official Plan, Zoning, Building, Subdivision Compliance Report	\$50.00
Copy of Official Plan	\$25.00
Copy of Zoning By-Law	\$25.00
<b>Any extra costs, including but not limited to registration of title pertaining to any of the preceding shall be borne by the property owner/applicant.</b>	
<b>Septic System Permits and Inspections</b>	
Certificate of Approval for a Class 2 sewage system (grey water system)	<b>\$350.00</b>
Certificate of Approval for a Class 3 sewage system (receive from Class 1 system)	<b>\$350.00</b>
Certificate of Approval for a Class 4 sewage system (leaching bed)	<b>\$600.00</b>
Certificate of Approval for a Class 4 sewage system (filter media)	<b>\$600.00</b>
Certificate of Approval for a Class 5 sewage system (holding tank)	\$475.00
Replacement of tank	<b>\$350.00</b>
Replacement of leaching bed	<b>\$350.00</b>
File Search (per file)	\$100.00
Subsequent File Search/Additional Information Requested	\$50.00
Permit Renewal	\$100.00
<b>Status of Permit – Application</b>	Percentage of Fee
	Eligible for Refund
Application filed. No process or Review of Plans submitted	80%
Application filed. Plans reviewed and Permit issued	50%
<b>Shoreline Road Allowance</b>	
Application Fee (non-refundable)	<b>\$1,000.00</b>
Deposit (non-refundable)	\$100.00

# DRAFT

Type of Service	FEE
Patent fee (if applicable)	\$750.00
Purchase of frontage costs – per lineal foot	\$10.00
Purchase of frontage costs – per metre	\$33.00
All other fees associated therewith, advertising, title search, etc.	Cost recovery
<b>Tax Certification and Statements</b>	
Certificate	\$50.00
Statement	\$5.00
<b>Tax Sales</b>	
Administrative Costs –Engage Professional Services	\$500.00
Preparation and Registration of a Tax Arrears Certificate	Cost recovery
Preparation and Registration of Statutory Declarations	Cost recovery
Preparation and Registration of a Cancellation Certificate	Cost recovery
Preparation and Registration of a Tax Arrears Extension Agreement	Cost recovery
Survey Costs (if applicable)	Cost recovery
<b>SALE:</b>	
Tender Costs	Cost recovery
Advertising Costs: Local Paper	Cost recovery
Preparation and Registration of the Tax Deed	Cost recovery
<b>Waste Disposal Fees (Proof of demoliton permit or proof of civic address number must be provided)</b>	
Wood Chips from within the geographic boundaries of the Township. Half Ton Truck/Van with /without Small Trailer if brought in by resident.	NO CHARGE
Tires on or off rims	NO CHARGE
Mattresses, box springs and fabric covered furniture with metal frames or springs e.g. couches, loveseats, sofa chairs	\$10.00 per piece
Fibre Glass/Wood boats. Aluminum boat exempt. Please place aluminum boats in steel pile.	\$5.00/foot
Each entry into Landfill Site during non-operational hours (Applies to contractor or resident)	\$100.00
If more than one after-hours entry is required, arrangements can be made to have the Landfill Attendant remain on site for the initial entry fee plus per hour rate (Applies to contractor or resident)	\$50.00/hr
<b>Construction/Demolition Waste, including shingles and Brush</b>	
Passenger Vehicles - Car, Van, SUV, ½ ton truck <b>**Residents are exempt from this fee if brought in by resident**</b>	Sorted \$5 Unsorted \$20
Utility Trailer-single axle	Sorted \$20 Unsorted \$80
Utility Trailer-tandem axle	Sorted \$25 Unsorted \$100
Commercial trailer (including dump trailers) - single axle	Sorted \$30 Unsorted \$120
Commercial trailer (including dump trailers) - tandem axle	Sorted \$35 Unsorted \$140
Single axle Dump Truck	Sorted \$50 Unsorted \$200
Tandem Dump Truck	Sorted \$80 Unsorted \$320
Tri-axle Dump Truck	Sorted \$120 Unsorted \$500
Contaminated Soil	\$30.00/tonne Plus Cost Recovery of Required Equipment
<b>Township Services Rendered</b>	\$75.00 per hour

Red font is changes that were made at the Committee meeting of September 13th

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 2023-769  
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:

**October 4, 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 October 4, 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 October 4, 2023.

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Ethel LaValley – Mayor

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Bryan Martin-CAO/Clerk Treasurer