



AGENDA

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS COMMITTEE

October 16, 2024, 9:00 a.m

**Council Chambers
Municipal Office
7 Third Avenue
Whitney, Ontario**

And ZOOM Live Streamed to You Tube Channel: South Algonquin Council

1. Open Meeting/Call to order
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
6. Disclosure of Pecuniary Interest or a General Nature Thereof
7. Staff Reports:
 - Deputy Treasurer, Jennifer Baragar
 - Expense / Income Report
 - O.P.P. Billing Review
 - Charlene Alexander, CEO/Head Librarian/Grant Writing
 - Library Report
 - Minutes of June 18th, 2024 Board Meeting
 - Grant Writing Report
 - Steven Ronholm, Works Superintendent
 - Works Department Report
 - Aurel Thom, Fire Chief/CEMC
 - Monthly Fire/ CEMC Report

8. Unfinished Business

- Confirm Public Meeting Date (Nov. 21st P.M.)-Short-Term Rental Licensing By-Law²

9. New Business

- Draft Noise By-Law
- Draft Establish & Regulate Fire By-Law

10. Closed Session

Moved by:

Seconded by:

THAT: Human Resources, Administration & Public Relations Committee for the Corporation of the Township of South Algonquin move into a closed session in accordance with Ontario Municipal Act, Part VI, S.239 (1) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board at _____.

11. Adjournment

Township of South Algonquin
 Period From January 01,2024 To September 30,2024

Printed: 9:11:04AM 10/09/2024

Account	Name	Budget	Actual	Available	% Used
14-1102-0000	Municipal Tax	2,705,480.00	2,692,249.34	13,230.66	99.51
14-1104-0000	Municipal Tax Supplemental	0.00	10,421.06	(10,421.06)	0.00
14-1200-0000	Interest On Taxes	31,000.00	32,243.08	(1,243.08)	104.01 **
14-1202-0000	English Public Education Tax	0.00	338,855.99	(338,855.99)	0.00
14-1204-0000	English Public Education Tax PIL	0.00	2,460.76	(2,460.76)	0.00
14-1206-0000	English Public Educ. Tax Supplemental	0.00	1,667.00	(1,667.00)	0.00
14-1302-0000	English Seperate Education Tax	0.00	46,041.86	(46,041.86)	0.00
14-1304-0000	English Seperate Education Tax PIL	0.00	339.98	(339.98)	0.00
14-1306-0000	English Seperate Educ. Tax Supplemental	0.00	28.08	(28.08)	0.00
14-1402-0000	Not Directed Education Tax	0.00	78,486.77	(78,486.77)	0.00
14-1404-0000	Not Directed Education Tax PIL	0.00	4,113.42	(4,113.42)	0.00
15-1005-0000	Payment In Lieu	97,360.00	103,573.77	(6,213.77)	106.38 **
15-2100-0000	OMPF Unconditional Grant	1,028,300.00	771,225.00	257,075.00	75.00
15-2503-0000	Provincial Grants - Transportation	40,000.00	198,090.50	(158,090.50)	495.23 **
15-2600-0000	Fees - Roads Own Fees (Entrance)	6,000.00	3,165.03	2,834.97	52.75
15-2605-0000	Fees - Non Operational Park Maintenance	10,000.00	15,298.80	(5,298.80)	152.99 **
15-2610-0000	Fees - Aggregate Licenses	4,500.00	2,902.60	1,597.40	64.50
15-2810-0000	Ontario Grants - Policing/ Fire	2,000.00	1,658.56	341.44	82.93
15-2850-0000	Fire Department Fees	12,000.00	20,174.96	(8,174.96)	168.12 **
15-2900-0000	Fees - Garbage Disposal	30,000.00	16,686.98	13,313.02	55.62
15-2970-0000	Grant - Hazardous Waste	5,000.00	225.88	4,774.12	4.52
15-3000-0000	Fees & Grants - Rec - Canada	29,000.00	2,400.00	26,600.00	8.28
15-3100-0000	Fees - Recreation	1,000.00	850.00	150.00	85.00
15-3102-0000	Fundraising Revenue - Recreation	15,000.00	24,429.85	(9,429.85)	162.87 **
15-3200-0000	Grants Library-Ontario	6,960.00	973.92	5,986.08	13.99
15-3300-0000	Fees - Library	100.00	0.00	100.00	0.00
15-3400-0000	Fees - Administrative - Gen Government	2,500.00	13,067.46	(10,567.46)	522.70 **
15-3500-0000	Fees - Services Gen Government	50.00	827.11	(777.11)	1,654.22 **
15-3550-0000	General Govt. Grants	13,900.00	0.00	13,900.00	0.00
15-3600-0000	Licences & Permits	900.00	1,069.10	(169.10)	118.79 **
15-3620-0000	Dog Licence & Dog Fees	100.00	65.00	35.00	65.00
15-3700-0000	Building/Demolition Permits	39,000.00	28,464.50	10,535.50	72.99
15-3750-0000	Septic Permits	12,000.00	14,650.00	(2,650.00)	122.08 **
15-3800-0000	Rent - Resource Ctr	9,600.00	7,200.00	2,400.00	75.00
15-3810-0000	Rent - Recreation	6,000.00	3,975.88	2,024.12	66.26

Township of South Algonquin
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Printed: 9:11:05AM 10/09/2024

Account	Name	Budget	Actual	Available	% Used
15-3830-0000	Rent and Expenses- Medical Centre	16,200.00	9,918.00	6,282.00	61.22
15-4000-0000	Investment Income - General	100,000.00	92,160.86	7,839.14	92.16
15-4010-0000	Investment Income - Recreation	1,000.00	3,375.58	(2,375.58)	337.56 **
15-4015-0000	POS - Online Credit Card revenues	0.00	236.81	(236.81)	0.00
15-4020-0000	Investment Income - Library	0.00	129.42	(129.42)	0.00
15-4050-0000	Investment Income - Gas Tax	4,500.00	2,214.17	2,285.83	49.20
15-4100-0000	Sale Of Land-Shoreline Rd Allowances	8,000.00	2,871.85	5,128.15	35.90
15-4110-0000	Planning Applications	15,000.00	14,836.80	163.20	98.91
15-4140-0000	Sale of Capital Assets	3,700.00	0.00	3,700.00	0.00
15-6000-0000	Rent and Expenses Ambulance/Helipad	27,500.00	18,000.00	9,500.00	65.45
15-7850-0000	MNR Fire Agreement	21,400.00	21,549.88	(149.88)	100.70 **
15-9000-0000	Gas Tax Grant (CCBF)- Federal	87,500.00	33,169.33	54,330.67	37.91
15-9000-0200	Transfers from Reserves to General Gover	37,025.00	0.00	37,025.00	0.00
15-9000-0201	Transfers from Reserves to Protection	20,100.00	(2,289.60)	22,389.60	(11.39)
15-9000-0202	Transfer from Reserves to Transportation	2,500.00	0.00	2,500.00	0.00
16-2000-0400	Council Honorarium	72,830.00	48,654.50	24,175.50	66.81
16-2000-0405	Council Special Meetings	18,820.00	12,053.75	6,766.25	64.05
16-2000-0450	Council C.P.P.	2,590.00	1,751.05	838.95	67.61
16-2000-0470	Council E.H.T.	1,790.00	1,183.90	606.10	66.14
16-2000-0500	Council Conferences/Seminars	19,000.00	25,612.36	(6,612.36)	134.80 **
16-2000-0710	Council Travel	6,000.00	4,137.47	1,862.53	68.96
16-2000-0800	Council Telephone	400.00	156.35	243.65	39.09
16-2000-0820	Council Supplies	3,000.00	1,500.73	1,499.27	50.02
16-3000-0400	Admin Salaries And Wages	355,920.00	255,597.26	100,322.74	71.81
16-3000-0440	Administration E.I.C.	4,300.00	5,163.57	(863.57)	120.08 **
16-3000-0450	Administration C.P.P.	15,510.00	13,013.11	2,496.89	83.90
16-3000-0460	Administration W.S.I.B.	12,175.00	9,131.75	3,043.25	75.00
16-3000-0470	Administration E.H.T.	6,945.00	4,770.38	2,174.62	68.69
16-3000-0480	Administration Omers	36,330.00	27,227.51	9,102.49	74.94
16-3000-0490	Administration Other Benefits	36,660.00	34,386.56	2,273.44	93.80
16-3000-0600	Admin Repairs To Building	3,000.00	2,206.00	794.00	73.53
16-3000-0603	Repairs to Medical Centre	13,500.00	6,215.43	7,284.57	46.04
16-3000-0620	Administration - gas & oil	0.00	143.58	(143.58)	0.00
16-3000-0640	Administration Insurance	15,590.00	15,590.04	(0.04)	100.00
16-3000-0655	Administration Heating Propane	3,000.00	1,592.81	1,407.19	53.09

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16-3000-0660	Administration Hydro	3,000.00	2,188.68	811.32	72.96
16-3000-0661	Resource Ctr Hydro	2,400.00	1,549.75	850.25	64.57
16-3000-0670	Administration Cleaning	2,000.00	1,383.51	616.49	69.18
16-3000-0680	Administration Radio	130.00	133.23	(3.23)	102.48 **
16-3000-0690	Admin Lease/Software Agreements	67,165.00	59,895.11	7,269.89	89.18
16-3000-0700	Administration Advertising	1,500.00	210.00	1,290.00	14.00
16-3000-0710	Administration Travel	8,000.00	5,954.33	2,045.67	74.43
16-3000-0720	Administration Assoc. Fees	5,300.00	4,525.36	774.64	85.38
16-3000-0730	Admin Conferences/Staff Traini	10,000.00	6,942.68	3,057.32	69.43
16-3000-0800	Administration Telephone	5,000.00	3,580.66	1,419.34	71.61
16-3000-0810	Admin Office- Postage/Equipment	6,000.00	7,443.19	(1,443.19)	124.05 **
16-3000-0811	Administration Staff Appreciation	2,000.00	738.36	1,261.64	36.92
16-3000-0814	Bow Club Levy	2,500.00	2,500.00	0.00	100.00
16-3000-0820	Administration Office Supplies	9,500.00	7,218.09	2,281.91	75.98
16-3000-0830	Administration Audit	33,000.00	10,379.55	22,620.45	31.45
16-3000-0840	Tax Sales/ Admin. Legal	12,000.00	5,701.11	6,298.89	47.51
16-3000-0850	Administration Consultants/ Contractors	46,000.00	25,414.98	20,585.02	55.25
16-3000-0900	Admin Bank Charges & Interest	3,500.00	4,558.92	(1,058.92)	130.25 **
16-3000-0920	Administration Write Off	3,500.00	0.00	3,500.00	0.00
16-3000-0940	Admin Capital Expenditures	4,200.00	0.00	4,200.00	0.00
16-3000-0950	Administration Donations	2,000.00	0.00	2,000.00	0.00
16-3000-0970	General Gov Contributions To Reserve	26,750.00	26,750.00	0.00	100.00
16-3200-0600	Ambulance Service Repairs To Building	3,500.00	5,449.86	(1,949.86)	155.71 **
16-3200-0640	Ambulance Service Insurance	380.00	370.57	9.43	97.52
16-3200-0650	Ambulance Service Heating	4,500.00	2,351.42	2,148.58	52.25
16-3200-0660	Ambulance Service Hydro	2,500.00	1,492.46	1,007.54	59.70
16-3200-0690	Ambulance Service - rent/lease agreement	250.00	233.88	16.12	93.55
16-3300-0400	Fire Dept Salaries & Wages	97,000.00	57,321.23	39,678.77	59.09
16-3300-0440	Fire Dept E.I.C.	1,350.00	1,002.15	347.85	74.23
16-3300-0450	Fire Dept C.P.P.	3,880.00	2,376.53	1,503.47	61.25
16-3300-0460	Fire Dept W.S.I.B.	8,500.00	5,899.25	2,600.75	69.40
16-3300-0470	Fire Dept E.H.T.	1,945.00	1,141.92	803.08	58.71
16-3300-0480	Fire OMERS	240.00	1,501.30	(1,261.30)	625.54 **
16-3300-0490	Fire Dept Other Benefits	6,200.00	10,104.48	(3,904.48)	162.98 **
16-3300-0510	Clothing MFD/WFD (<\$1000)	2,500.00	1,361.46	1,138.54	54.46

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16-3300-0530	Fire Dept Small Tools	1,500.00	572.67	927.33	38.18
16-3300-0540	Fire Dept Licences & Permits	250.00	30.00	220.00	12.00
16-3300-0600	Fire Dept Repairs To Building-MFD	5,000.00	3,285.62	1,714.38	65.71
16-3300-0601	Fire Dept Repairs to Building-WFD	9,000.00	9,720.75	(720.75)	108.01 **
16-3300-0610	Fire Dept Equip/Fleet-Purchase & Repairs	8,000.00	5,441.06	2,558.94	68.01
16-3300-0615	Fire Dept Equipment- Annual Servicing	8,000.00	8,202.75	(202.75)	102.53 **
16-3300-0620	Fire Dept-Gas & Oil	5,500.00	1,609.32	3,890.68	29.26
16-3300-0640	Fire Dept Insurance	18,820.00	18,816.24	3.76	99.98
16-3300-0650	Fire Dept Heating-MFD	3,500.00	1,560.41	1,939.59	44.58
16-3300-0651	Fire Dept Heating-WFD	4,500.00	1,836.17	2,663.83	40.80
16-3300-0660	Fire Dept Hydro-MFD	3,000.00	2,295.73	704.27	76.52
16-3300-0661	Fire Dept. Hydro-WFD	2,500.00	1,901.94	598.06	76.08
16-3300-0670	Fire Dept Cleaning	250.00	201.72	48.28	80.69
16-3300-0680	Fire Dept Radios	2,500.00	1,931.90	568.10	77.28
16-3300-0690	Fire Dept Rental/Lease Agreeeme	9,335.00	4,608.09	4,726.91	49.36
16-3300-0700	Fire Dept Advertising	500.00	0.00	500.00	0.00
16-3300-0710	Fire Dept Travel	1,500.00	1,593.77	(93.77)	106.25 **
16-3300-0720	Fire Dept Association Fees	750.00	374.75	375.25	49.97
16-3300-0730	Fire Dept Conference/Training-MFD/WFD	9,000.00	6,572.99	2,427.01	73.03
16-3300-0740	Fire Prevention Materials	500.00	0.00	500.00	0.00
16-3300-0800	Fire Dept-Telephone-MFD	1,250.00	783.14	466.86	62.65
16-3300-0801	Fire Dept-Telephone-WFD	800.00	313.95	486.05	39.24
16-3300-0802	Fire Dept- Emergency Call Out Line	700.00	545.77	154.23	77.97
16-3300-0810	Fire Dept Office Expense-MFD/WFD	200.00	743.26	(543.26)	371.63 **
16-3300-0820	Fire Dept Supplies-MFD/WFD	6,000.00	2,358.46	3,641.54	39.31
16-3300-0940	Fire Dept Capital Expenditures	48,100.00	15,556.43	32,543.57	32.34
16-3350-0750	Policing Requistions	311,930.00	208,501.30	103,428.70	66.84
16-3400-0740	Emg.Manag.Public Education & Training	100.00	0.00	100.00	0.00
16-3500-0400	Bylaw/Animal Control Salaries/Wages	750.00	0.00	750.00	0.00
16-3500-0440	Bylaw/Animal Control EI	20.00	0.00	20.00	0.00
16-3500-0450	Bylaw/Animal Control CPP	40.00	0.00	40.00	0.00
16-3500-0460	Bylaw/Animal Control W.S.I.B.	20.00	0.00	20.00	0.00
16-3500-0470	Bylaw/Animal Control E.H.T.	10.00	0.00	10.00	0.00
16-3500-0480	Bylaw/Animal Control Omers	60.00	0.00	60.00	0.00
16-3500-0690	Bylaw Animal Control Rental/Lease Agreee	3,000.00	1,131.77	1,868.23	37.73

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16-3500-0820	Bylaw/Animal Control Supplies	100.00	25.42	74.58	25.42
16-3800-0400	Building Inspection Wages	101,440.00	74,565.86	26,874.14	73.51
16-3800-0440	Building Inspection E.I.C.	1,030.00	1,560.63	(530.63)	151.52 **
16-3800-0450	Building Inspection C.P.P.	4,015.00	4,282.69	(267.69)	106.67 **
16-3800-0460	Building Inspection W.S.I.B.	3,475.00	2,743.17	731.83	78.94
16-3800-0470	Building Inspection E.H.T.	1,985.00	1,578.14	406.86	79.50
16-3800-0480	Building Inspection Omers	11,025.00	8,545.30	2,479.70	77.51
16-3800-0490	Bldg Inspection Other Benefits	8,655.00	7,917.70	737.30	91.48
16-3800-0510	Bldg Inspect. Clothing Allowan	150.00	150.00	0.00	100.00
16-3800-0640	Building Inspection Insurance	2,430.00	2,426.11	3.89	99.84
16-3800-0690	Bldg.Insp.Rental/Lease Agreeeme	1,800.00	3,386.56	(1,586.56)	188.14 **
16-3800-0720	Bldg.Insp.Association Fees	250.00	404.53	(154.53)	161.81 **
16-3800-0730	Bldg.Insp.Conferences/Training	400.00	0.00	400.00	0.00
16-3800-0750	22-01 Ford Escape Fuel	6,000.00	3,385.79	2,614.21	56.43
16-3800-0760	22-01 Ford Escape Maintenance & Licence	1,200.00	2,936.51	(1,736.51)	244.71 **
16-3800-0800	Building Inspection Telephone	500.00	252.15	247.85	50.43
16-3800-0810	Bldg.Insp.Office Expense/Posta	350.00	350.00	0.00	100.00
16-3800-0820	Building Inspection Supplies	1,200.00	217.86	982.14	18.16
16-4000-0400	Roads Salaries And Wages	467,350.00	294,507.16	172,842.84	63.02
16-4000-0440	Roads E.I.C.	4,990.00	6,523.16	(1,533.16)	130.72 **
16-4000-0450	Roads C.P.P.	23,125.00	16,136.75	6,988.25	69.78
16-4000-0460	Roads W.S.I.B.	17,035.00	10,915.60	6,119.40	64.08
16-4000-0470	Roads E.H.T.	9,100.00	6,142.17	2,957.83	67.50
16-4000-0480	Roads Omers	47,760.00	26,396.83	21,363.17	55.27
16-4000-0490	Roads Other Benefits	45,225.00	27,941.56	17,283.44	61.78
16-4000-0510	Roads Clothing /Safety Gear	2,000.00	1,668.46	331.54	83.42
16-4000-0530	Roads Small Tools (>250)	1,500.00	202.68	1,297.32	13.51
16-4000-0540	Roads Licences & Permits	1,500.00	0.00	1,500.00	0.00
16-4000-0600	Roads Garage Maintenance & Repairs	7,500.00	6,941.00	559.00	92.55
16-4000-0640	Roads Insurance	36,800.00	36,797.76	2.24	99.99
16-4000-0650	Roads Heat-Propane Madawaska Garage	12,500.00	6,173.43	6,326.57	49.39
16-4000-0660	Roads Hydro- Public Works MTO Garage	8,000.00	5,135.63	2,864.37	64.20
16-4000-0680	Roads Radios	3,500.00	3,823.79	(323.79)	109.25 **
16-4000-0690	Roads Rental/Lease Agreement	5,500.00	3,039.72	2,460.28	55.27
16-4000-0700	Roads Advertising	2,000.00	581.05	1,418.95	29.05

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16-4000-0710	Roads Travel/Accomodations	2,000.00	381.08	1,618.92	19.05
16-4000-0720	Roads Association Fees	1,050.00	1,035.99	14.01	98.67
16-4000-0730	Roads Conferences/Training	10,000.00	5,838.34	4,161.66	58.38
16-4000-0800	Roads Telephone	1,200.00	685.77	514.23	57.15
16-4000-0810	Roads Office Expense-Postage	750.00	0.00	750.00	0.00
16-4000-0820	Roads Supplies	5,000.00	4,207.26	792.74	84.15
16-4000-0821	Roads - Safety Supplies	2,000.00	1,358.95	641.05	67.95
16-4000-0822	Water Sampling	880.00	537.33	342.67	61.06
16-4000-0940	Roads Capital Expenditures	6,500.00	0.00	6,500.00	0.00
16-4000-0962	Civic Addressing & 911	1,000.00	59.15	940.85	5.92
16-4000-0970	Roads Contributions To Reserve	41,500.00	41,500.00	0.00	100.00
16-4000-1100	Roads Bridges & Culverts (>3m Dia.)	4,000.00	1,719.68	2,280.32	42.99
16-4000-1210	Roads Grass Mowing	7,500.00	7,143.57	356.43	95.25
16-4000-1220	Roads Brushing & Tree Trimming	5,000.00	2,583.03	2,416.97	51.66
16-4000-1231	Maint. Drainage Pipe & Accessories	100.00	12.19	87.81	12.19
16-4000-1240	Catch Basin/Curb/GutterCulvertCleaning	1,000.00	0.00	1,000.00	0.00
16-4000-1320	Roads Hardtop Patching	6,500.00	445.20	6,054.80	6.85
16-4000-1430	Roads Loose Top Dust Control	58,000.00	61,634.89	(3,634.89)	106.27 **
16-4000-1450	Maintenance Gravel	1,000.00	0.00	1,000.00	0.00
16-4000-1560	Roads Sand/Salt Materials	45,000.00	44,323.45	676.55	98.50
16-4000-1600	Roads Safety Devices/Barcades/signs	5,000.00	2,649.38	2,350.62	52.99
16-4000-1701	Helipad	200.00	0.00	200.00	0.00
16-4000-1821	Roads Reconstruction Program	127,500.00	68,065.67	59,434.33	53.38
16-4000-2123	Truck #2 (Red Dodge) Repairs & Service	0.00	103.77	(103.77)	0.00
16-4000-2146	2008-Tr#7 Yellow Tandem- Fuel	11,500.00	5,532.73	5,967.27	48.11
16-4000-2148	2008-Tr#7 Yellow TandemMaintenance & Lic	30,000.00	37,692.12	(7,692.12)	125.64 **
16-4000-2194	2020-Tr#29-Ford F150 Halfton- Fuel	7,500.00	5,494.99	2,005.01	73.27
16-4000-2196	2020-Tr#29-Ford F150- Maintenance & Lic	4,000.00	3,330.35	669.65	83.26
16-4000-2197	2020-Tr#30-Ford F150 Halfton- Fuel	7,500.00	6,271.60	1,228.40	83.62
16-4000-2199	2020-Tr#30-Ford F150- Maintenance & Lic	3,500.00	1,853.50	1,646.50	52.96
16-4000-2201	2014-Tr#24-Ford Super Duty- Fuel	0.00	755.75	(755.75)	0.00
16-4000-2208	Backhoe #26 Fuel	5,000.00	864.73	4,135.27	17.29
16-4000-2209	Backhoe #26 Maintenance	5,000.00	3,612.98	1,387.02	72.26
16-4000-2210	2018-Tr#27 Red Plow- Fuel	15,500.00	9,802.25	5,697.75	63.24
16-4000-2211	2018-Tr#27 Red Plow- Maintenance&Lic	30,000.00	17,142.83	12,857.17	57.14

Township of South Algonquin
 Period From January 01,2024 To September 30,2024

Printed: 9:11:05AM 10/09/2024

Account	Name	Budget	Actual	Available	% Used
16-4000-2214	2021-Tr#33 Int'l Plow- Fuel	15,000.00	9,570.08	5,429.92	63.80
16-4000-2215	2021-Tr#33 Int'l Plow- Maintenance & Lic	20,000.00	8,779.82	11,220.18	43.90
16-4000-2218	2021-Tr#34 Super Duty- Maintenance & Lic	10,000.00	3,227.96	6,772.04	32.28
16-4000-2219	2021-Tr#34 Super Duty- Fuel	12,500.00	8,098.15	4,401.85	64.79
16-4000-2220	2023-Tr#37 Ford 3/4ton- Fuel	7,500.00	6,066.36	1,433.64	80.88
16-4000-2222	2023-Tr#37 Ford 3/4ton-Maintenance& Lic	2,500.00	356.11	2,143.89	14.24
16-4000-2316	2001 #16 Grader- Fuel	12,500.00	8,471.49	4,028.51	67.77
16-4000-2318	2001 #16 Grader- Maintenance	20,000.00	17,835.31	2,164.69	89.18
16-4000-2322	Sander Spreader #35- Maintenance	2,500.00	30.26	2,469.74	1.21
16-4000-2330	Excavator #31 Fuel	7,500.00	4,287.93	3,212.07	57.17
16-4000-2332	Excavator #31 Maintenance	5,000.00	2,542.62	2,457.38	50.85
16-4000-2620	Steamer #13- Fuel & Maintenance	2,500.00	590.81	1,909.19	23.63
16-4000-2640	Small Equipment (\$250-\$5000)	3,500.00	580.00	2,920.00	16.57
16-4000-2641	Small Equipment- Maintenance	1,500.00	298.90	1,201.10	19.93
16-4000-2642	Small Equipment- Fuel & Oil	750.00	29.71	720.29	3.96
16-4000-2650	2020 Float Trailer #32- Maintenance	1,000.00	133.85	866.15	13.39
16-4000-2651	UtilityTrailer #28- Maintenance	250.00	170.91	79.09	68.36
16-4200-0660	Street Lighting - Hydro	9,700.00	6,258.63	3,441.37	64.52
16-4200-0960	Street Lighting -Repairs	1,500.00	4,564.42	(3,064.42)	304.29 **
16-4600-0400	Garb Collect Salaries & Wages	84,000.00	56,517.14	27,482.86	67.28
16-4600-0440	Garbage Collection E.I.C.	2,000.00	1,369.41	630.59	68.47
16-4600-0450	Garbage Collection C.P.P.	4,600.00	3,359.60	1,240.40	73.03
16-4600-0460	Garbage Collection W.S.I.B.	2,500.00	2,047.97	452.03	81.92
16-4600-0470	Garbage Collection E.H.T.	1,640.00	1,175.92	464.08	71.70
16-4600-0480	Garbage Collection Omers	5,680.00	5,074.40	605.60	89.34
16-4600-0490	Garbage Collect Other Benefits	7,550.00	4,598.49	2,951.51	60.91
16-4600-0510	Garb.Coll-Clothing Allowance	500.00	150.00	350.00	30.00
16-4600-0640	Garbage Collection Insurance	1,910.00	1,907.00	3.00	99.84
16-4600-0680	Garbage Collection Radio	150.00	133.25	16.75	88.83
16-4600-0700	Garbage Collection Advertising	1,000.00	127.20	872.80	12.72
16-4600-0810	Garb Coll Office Expense-Posta	550.00	155.15	394.85	28.21
16-4600-0820	Garbage Collection Supplies	500.00	0.00	500.00	0.00
16-4600-2121	Garbage Compactor-#23 Diesel Fuel	27,000.00	16,913.14	10,086.86	62.64
16-4600-2123	Garbage Compactor-#23 Repairs/servic	35,000.00	18,106.88	16,893.12	51.73
16-4650-0400	Garbage Disposal Salaries/Wage	50,000.00	29,836.76	20,163.24	59.67

Township of South Algonquin
 Period From January 01,2024 To September 30,2024

Printed: 9:11:05AM 10/09/2024

Account	Name	Budget	Actual	Available	% Used	
16-4650-0440	Garbage Disposal E.I.C.	1,200.00	703.93	496.07	58.66	
16-4650-0450	Garbage Disposal C.P.P.	2,760.00	1,700.19	1,059.81	61.60	
16-4650-0460	Garbage Disposal W.S.I.B.	1,500.00	1,058.02	441.98	70.53	
16-4650-0470	Garbage Disposal E.H.T.	980.00	606.42	373.58	61.88	
16-4650-0480	Garbage Disposal Omers	2,000.00	2,011.95	(11.95)	100.60	**
16-4650-0510	Garb Disp Clothing Allowance	300.00	300.00	0.00	100.00	
16-4650-0540	Garb Disp Licences & Permits	100.00	1,050.17	(950.17)	1,050.17	**
16-4650-0600	Garb Disp Repairs To Building	500.00	0.00	500.00	0.00	
16-4650-0650	Garbage Disposal Heating	700.00	0.00	700.00	0.00	
16-4650-0680	Garbage Disposal Radio	150.00	133.23	16.77	88.82	
16-4650-0690	Hazardous Waste Disposal	15,000.00	12,276.44	2,723.56	81.84	
16-4650-0700	Garbage Disposal Advertising	500.00	99.73	400.27	19.95	
16-4650-0810	Garb Disp Office Expense-Posta	100.00	93.58	6.42	93.58	
16-4650-0820	Garbage Disposal Supplies	4,000.00	1,716.66	2,283.34	42.92	
16-4650-0940	Garb Disp Capital Expenditure	1,300.00	1,295.28	4.72	99.64	
16-4650-1000	Garbage Disp Site Maintennace-Mat/Equip	5,000.00	1,070.21	3,929.79	21.40	
16-4650-1821	Gbd-Airy Landfill Site(Mon/Con	23,000.00	15,507.04	7,492.96	67.42	
16-4650-1822	Gbd-Mad.Landfill Site(Mon/Con)	25,500.00	16,142.70	9,357.30	63.30	
16-4650-1825	Shredding Initiative	35,500.00	35,921.35	(421.35)	101.19	**
16-4650-1830	Garbage Recycling Service	22,500.00	14,737.93	7,762.07	65.50	
16-4650-2511	Garb Disposal Loader Gas #6	5,000.00	2,107.46	2,892.54	42.15	
16-4650-2513	Garb Disposal Loader Repairs/servi	6,000.00	3,030.63	2,969.37	50.51	
16-4700-0400	Rural Storm - Wages and Salaries	20,000.00	8,274.62	11,725.38	41.37	
16-4700-0440	Rural Storm - E.I.	390.00	197.31	192.69	50.59	
16-4700-0450	Rural Storm C.P.P.	860.00	403.38	456.62	46.90	
16-4700-0460	Rural Storm - W.S.I.B.	550.00	288.93	261.07	52.53	
16-4700-0470	Rural Storm - E.H.T.	370.00	165.36	204.64	44.69	
16-4700-0480	Rural Storm - OMERS	1,420.00	598.98	821.02	42.18	
16-5000-0640	Health Services Insurance	970.00	1,093.75	(123.75)	112.76	**
16-5000-0816	Hospital Donation	11,500.00	5,000.00	6,500.00	43.48	
16-5110-0990	Renfrew County Health Unit	26,310.00	19,733.22	6,576.78	75.00	
16-5200-0600	Resource Centre Building Repairs	300.00	35.62	264.38	11.87	
16-5200-0640	Resource Centre Insurance	290.00	288.22	1.78	99.39	
16-5500-0990	District Social Services Admin. Board	580,540.00	435,399.66	145,140.34	75.00	
16-5600-0600	Repairs to Seniors Building	500.00	125.31	374.69	25.06	

Township of South Algonquin
 Period From January 01,2024 To September 30,2024

Printed: 9:11:05AM 10/09/2024

Account	Name	Budget	Actual	Available	% Used
16-5600-0640	Seniors Centre Insurance	1,460.00	1,455.88	4.12	99.72
16-5600-0655	Seniors Centre - Heat	2,700.00	1,592.89	1,107.11	59.00
16-5600-0660	Senior's Centre - Hydro	2,000.00	1,538.48	461.52	76.92
16-5600-0990	Casselholme	110,860.00	83,142.72	27,717.28	75.00
16-6000-0400	Recreation Salaries And Wages	74,000.00	70,250.93	3,749.07	94.93
16-6000-0440	Recreation E.I.C.	1,800.00	1,793.98	6.02	99.67
16-6000-0450	Recreation C.P.P.	3,600.00	3,675.99	(75.99)	102.11 **
16-6000-0460	Recreation W.S.I.B.	2,200.00	2,293.50	(93.50)	104.25 **
16-6000-0470	Recreation E.H.T.	1,480.00	1,494.35	(14.35)	100.97 **
16-6000-0480	Recreation Omers	3,950.00	2,877.52	1,072.48	72.85
16-6000-0530	Recreation Small Tools	400.00	85.73	314.27	21.43
16-6000-0600	Recreation Repairs To Building-Madawaska	4,000.00	2,388.60	1,611.40	59.72
16-6000-0601	Maintenance/Repairs- privies	4,000.00	3,199.55	800.45	79.99
16-6000-0602	Recreation Repairs to Building-Whitney	4,000.00	2,879.81	1,120.19	72.00
16-6000-0603	Rec Repairs/Maintenance Rink Madawaska	500.00	1,455.30	(955.30)	291.06 **
16-6000-0604	Rec Repairs/Maintenance Rink Whitney	500.00	468.47	31.53	93.69
16-6000-0605	Flood Lighting- Hydro	800.00	508.44	291.56	63.56
16-6000-0610	Recreation Repairs Equip Madawaska	500.00	0.00	500.00	0.00
16-6000-0611	Recreation RepairsEquip-KubotaMower	800.00	919.07	(119.07)	114.88 **
16-6000-0612	Recreation-Repairs Equip Whitney	500.00	91.58	408.42	18.32
16-6000-0620	Recreation Gas & Oil-Madawaska	0.00	131.91	(131.91)	0.00
16-6000-0621	Recreation Gas/Oil Kubota	650.00	720.16	(70.16)	110.79 **
16-6000-0622	Recreation-Gas & Oil- Whitney -Zamboni	400.00	541.92	(141.92)	135.48 **
16-6000-0640	Recreation Insurance	13,830.00	13,822.56	7.44	99.95
16-6000-0641	Insurance - Trestle	1,540.00	1,540.34	(0.34)	100.02 **
16-6000-0642	Insurance - Boat Launch	4,720.00	4,719.19	0.81	99.98
16-6000-0650	Recreation Heating Madawaska	6,000.00	3,004.49	2,995.51	50.07
16-6000-0652	Recreation Heating Whitney	4,000.00	1,999.91	2,000.09	50.00
16-6000-0660	Recreation Hydro Madawaska	4,200.00	3,279.63	920.37	78.09
16-6000-0662	Recreation Hydro Whitney	3,000.00	2,160.61	839.39	72.02
16-6000-0670	Recreation Cleaning Supplies Madawaska	1,000.00	731.02	268.98	73.10
16-6000-0672	Recreation Cleaning Supplies Whitney	1,000.00	470.40	529.60	47.04
16-6000-0690	Recreation Rental/Lease Agreem	100.00	0.00	100.00	0.00
16-6000-0700	Recreation Advertising	300.00	0.00	300.00	0.00
16-6000-0710	Recreation Travel	3,400.00	1,713.40	1,686.60	50.39

Township of South Algonquin
 Period From January 01,2024 To September 30,2024

Printed: 9:11:05AM 10/09/2024

Account	Name	Budget	Actual	Available	% Used
16-6000-0730	Recreat Conferences/Training	300.00	166.39	133.61	55.46
16-6000-0800	Recreation Telephone	2,600.00	1,874.31	725.69	72.09
16-6000-0810	Recreat Office Exp-Postage-Madawaska	100.00	139.61	(39.61)	139.61 **
16-6000-0812	Recreation Office Exp-Postage-Whitney	150.00	154.90	(4.90)	103.27 **
16-6000-0820	Recreation Supplies-Madawaska	2,500.00	2,112.40	387.60	84.50
16-6000-0822	Recreation Supplies Whitney	3,000.00	3,128.87	(128.87)	104.30 **
16-6000-0823	Fundraising Expenses- Whitney	10,000.00	13,469.65	(3,469.65)	134.70 **
16-6000-0824	Fundraising Expenses- M & L	5,000.00	8,652.68	(3,652.68)	173.05 **
16-6000-0920	Recreation Programming	3,500.00	0.00	3,500.00	0.00
16-6000-0942	Recreation Cap Exp-Whitney Rec	35,000.00	0.00	35,000.00	0.00
16-6000-0950	Recreation Maintenance to Playgrounds	1,500.00	726.84	773.16	48.46
16-6000-0960	Recreation Grant Expenses	4,000.00	2,400.00	1,600.00	60.00
16-6000-1809	Dock Lighting- Hydro	550.00	359.40	190.60	65.35
16-6000-1810	Dock/Boat Launch Maintenance	7,500.00	5,228.92	2,271.08	69.72
16-6100-0400	Library Salaries And Wages	50,780.00	49,908.66	871.34	98.28
16-6100-0440	Library E.I.C.	845.00	1,086.28	(241.28)	128.55 **
16-6100-0450	Library C.P.P.	2,605.00	2,817.27	(212.27)	108.15 **
16-6100-0460	Library W.S.I.B.	1,735.00	1,802.54	(67.54)	103.89 **
16-6100-0470	Library E.H.T.	990.00	911.65	78.35	92.09
16-6100-0480	Library OMERS	4,555.00	4,119.51	435.49	90.44
16-6100-0540	Library Licences & Permits	110.00	101.76	8.24	92.51
16-6100-0590	Library Books	6,000.00	4,342.43	1,657.57	72.37
16-6100-0600	Library Repairs To Building	2,000.00	365.02	1,634.98	18.25
16-6100-0640	Library Insurance	2,450.00	2,445.82	4.18	99.83
16-6100-0650	Library Heating	1,500.00	668.76	831.24	44.58
16-6100-0660	Library Hydro	2,800.00	2,196.00	604.00	78.43
16-6100-0670	Library Cleaning	200.00	123.95	76.05	61.98
16-6100-0690	Library Rental/Lease Agreement	1,000.00	773.36	226.64	77.34
16-6100-0700	Library Advertising	300.00	542.47	(242.47)	180.82 **
16-6100-0710	Library Travel	300.00	0.00	300.00	0.00
16-6100-0730	Library Conferences/Training	500.00	0.00	500.00	0.00
16-6100-0800	Library Telephone	3,100.00	2,521.85	578.15	81.35
16-6100-0810	Library Office Expense-Postage	175.00	55.00	120.00	31.43
16-6100-0820	Library Supplies	3,500.00	2,393.62	1,106.38	68.39
16-6300-0000	Planning & Development (Official Plan)	5,000.00	11,165.30	(6,165.30)	223.31 **

Township of South Algonquin
 Period From January 01,2024 To September 30,2024

Printed: 9:11:05AM 10/09/2024

Account	Name	Budget	Actual	Available	% Used
16-6300-0400	Planning Wages & Salaries	14,325.00	16,490.35	(2,165.35)	115.12 **
16-6300-0440	Planning EIC	210.00	396.79	(186.79)	188.95 **
16-6300-0450	Planning CPP	775.00	987.18	(212.18)	127.38 **
16-6300-0460	Planning WSIB	490.00	590.27	(100.27)	120.46 **
16-6300-0470	Planning EHT	280.00	337.88	(57.88)	120.67 **
16-6300-0480	Planning OMERS	1,325.00	1,716.21	(391.21)	129.53 **
16-6300-0690	Planning Rental/Lease Agreement	2,200.00	1,867.41	332.59	84.88
16-6300-0700	Planning - Advertising	1,000.00	1,510.12	(510.12)	151.01 **
16-6300-0710	Travel/Accomodations/Meals	2,000.00	247.30	1,752.70	12.37
16-6300-0720	Planning Association Fees	600.00	607.92	(7.92)	101.32 **
16-6300-0730	Planning Conferences/Training	1,000.00	0.00	1,000.00	0.00
16-6300-0820	Planning Supplies	5,500.00	71.21	5,428.79	1.29
16-6300-0840	Planning Legal	2,000.00	1,029.54	970.46	51.48
16-6300-0850	Planning Consultants	15,000.00	10,337.98	4,662.02	68.92
16-6300-0990	MPAC fees	41,260.00	30,941.28	10,318.72	74.99
16-7350-0000	English Public School Transfer	0.00	312,080.42	(312,080.42)	0.00
16-7400-0000	English Separate School Transf	0.00	39,760.29	(39,760.29)	0.00
16-8000-0000	Penny Rounding Account	0.00	0.06	(0.06)	0.00
Income Totals:		\$ 4,452,175.00	\$ 4,634,055.34	\$ (181,880.34)	104.09
Expense Totals:		\$ 4,452,175.00	\$ 3,511,754.46	\$ 940,420.54	78.88
Grand Totals:		\$ 0.00	\$ 1,122,300.88	\$ (1,122,300.88)	0.00

Note: The items marked with ** are over budget

STAFF REPORT

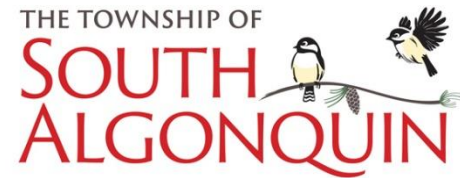
Meeting Date: October 16, 2024

Agency: Township of South Algonquin

Staff Contact: Jennifer Baragar, Deputy Treasurer

Agenda Title: OPP Billing Review

Agenda Action: NA



Recommendation

Ontario Provincial Police Levy report for Council's information.

Background

OPP Annual Billing:

2024	\$311,922
2023	\$309,532
2022	\$322,647
2021	\$325,349
2020	\$332,150

Analysis

Each year in September the Municipal Policing Bureau issues the annual billing statement package to Municipalities advising of the upcoming year's levy amount.

The OPP cost recovery model (Ontario Reg.267/14) is based on a provincial level of \$386M (2024). This cost is then allocated to municipalities based primarily on calls for service activity and base services.

Base services are costs recovered from proactive policing services such as routine patrols, traffic complaints, victim assistance, crime prevention, RIDE programs and liquor license Act enforcement.

The Base services are calculated based on proportionate shares of property counts within each municipality and the 1.2 million policed properties in Ontario.

The Base services per property rate for 2024 is \$165.59.

South Algonquin has 1295 properties at a cost of \$165.59/property for a total cost of \$214,435.

Calls for service are costs recovered from police services related to drug and drug possession, criminal code violations, property crime violations, statutes & acts, traffic, violent criminal code.

Calls for service costs are allocated based on a provincial measure of historical municipal policing calls for service and is proportionate to our property counts.

Calls for Service rate per property for 2024 is \$61.85.

South Algonquin has 1295 properties at a cost of \$61.85/property for a total cost of \$80,096

In addition to calls for service and base services costs there are costs recovered associated with overtime, prisoner transportation and accommodation/cleaning services.

Overtime	\$6.57/ per household	\$8,507
Prisoner Transportation	\$1.12/per household	\$1,450
Accommodation/Cleaning services	\$4.90/per household	\$6,346

*Please refer to the attached OPP 2024 Annual Billing statement for more detail.

Fiscal Impact

The 2024 OPP levy is 0.075% of our operating budget.

Attachments

OPP 2024 Annual Billing Statement

OPP 2024 Annual Billing Statement

South Algonquin Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	1,247		
	Commercial and Industrial	<u>48</u>		
	Total Properties	<u><u>1,295</u></u>	165.59	214,435
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	0.0438%	61.85	80,096
Overtime	(see notes)		6.57	8,507
Prisoner Transportation	(per property cost)		1.12	1,450
Accommodation/Cleaning Services	(per property cost)		<u>4.90</u>	<u>6,346</u>
Total 2024 Estimated Cost			<u><u>240.03</u></u>	<u>310,834</u>
2022 Year-End Adjustment	(see summary)			1,089
Grand Total Billing for 2024				<u><u>311,922</u></u>
2024 Monthly Billing Amount				25,994

OPP 2024 Annual Billing Statement

South Algonquin Tp

Estimated costs for the period January 1 to December 31, 2024

Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2024 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.4 % Base Services and 49.6 % Calls for Service. The total 2024 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.59 estimated for 2024. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2019, 2020, 2021 and 2022 has been analyzed and averaged to estimate the 2024 costs. The costs incorporate the estimated 2024 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2024 hours and salary rates and included in the 2026 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2024 costs have been estimated based on the 2022 activity levels. These costs will be reconciled to the actual cost of service required in 2024.

There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) Year-end Adjustment - The 2022 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service		Base Services	Calls for Service
			FTE	%	\$/FTE	\$
Uniform Members	Note 1					
Inspector	26.21	100.0	170,155		4,459,769	-
Staff Sergeant-Detachment Commander	9.14	100.0	152,475		1,393,620	-
Staff Sergeant	36.76	100.0	142,419		5,235,312	-
Sergeant	222.37	50.4	127,275		28,302,242	14,027,027
Constable	1,613.61	50.4	108,173		174,548,615	86,510,067
Part-Time Constable	15.08	50.4	86,989		1,311,789	661,984
Total Uniform Salaries	1,923.17				215,251,347	114,064,447
Statutory Holiday Payout			5,132		9,792,492	5,122,546
Shift Premiums			1,130		2,091,727	1,055,028
Uniform Benefits - Inspector			26.47%		1,180,501	1,180,501
Uniform Benefits - Full-Time Salaries			32.44%		67,955,243	35,341,010
Uniform Benefits - Part-Time Salaries			15.71%		206,082	103,998
Total Uniform Salaries & Benefits					296,477,393	156,867,530
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	168.12	50.4	68,433		11,505,025	5,803,153
Detachment Operations Clerk	2.08	50.4	64,421		133,996	67,642
Detachment Clerk - Typist	1.06	50.4	56,545		59,938	29,969
Court Officer - Administration	25.63	50.4	69,834		1,789,843	902,952
Crimestoppers Co-ordinator	0.83	50.4	65,987		54,769	27,715
Cadet	0.68	50.4	46,454		31,588	15,794
Total Detachment Civilian Salaries	198.40				13,575,160	6,847,226
Civilian Benefits - Full-Time Salaries			33.98%		4,612,839	2,326,687
Total Detachment Civilian Salaries & Benefits					18,187,999	9,173,913
Support Costs - Salaries and Benefits						
Communication Operators			6,228		11,977,503	6,263,811
Prisoner Guards			1,996		3,838,647	2,007,477
Operational Support			6,080		11,692,874	6,114,960
RHQ Municipal Support			2,751		5,290,641	2,766,818
Telephone Support			141		271,167	141,811
Office Automation Support			875		1,682,774	880,031
Mobile and Portable Radio Support			282		546,587	285,768
Total Support Staff Salaries and Benefits Costs					35,300,192	18,460,676
Total Salaries & Benefits					349,965,584	184,502,118
Other Direct Operating Expenses	Note 2					
Communication Centre			155		298,091	155,891
Operational Support			1,018		1,957,787	1,023,854
RHQ Municipal Support			212		407,712	213,219
Telephone			1,582		3,042,455	1,591,097
Mobile Radio Equipment Repairs & Maintenance			147		284,923	148,964
Office Automation - Uniform			3,019		5,806,050	3,036,359
Office Automation - Civilian			1,154		228,954	115,088
Vehicle Usage			9,975		19,183,621	10,032,356
Detachment Supplies & Equipment			548		1,053,897	551,151
Uniform & Equipment			2,305		4,467,666	2,335,795
Uniform & Equipment - Court Officer			994		25,476	12,852
Total Other Direct Operating Expenses					36,756,632	19,216,626
Total 2024 Municipal Base Services and Calls for Service Cost					\$ 386,722,216	\$ 203,718,745
Total OPP-Policed Municipal Properties						1,230,286
Base Services Cost per Property						\$ 165.59

OPP 2024 Estimated Base Services and Calls for Service Cost Summary**Estimated Costs for the period January 1, 2024 to December 31, 2024****Notes:**

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$15,971,805 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.4% Base Services : 49.6% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

OPP 2024 Calls for Service Billing Summary

South Algonquin Tp

Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	0	1	0	1	1	6.9	3	0.0002%	347
Drugs	0	1	0	0	0	80.6	20	0.0011%	2,028
Operational	65	101	68	70	76	3.8	289	0.0159%	29,073
Operational 2	54	21	14	24	28	1.5	42	0.0023%	4,266
Other Criminal Code Violations	1	9	4	5	5	7.3	35	0.0019%	3,491
Property Crime Violations	34	16	16	22	22	6.3	139	0.0076%	13,953
Statutes & Acts	17	18	22	25	21	3.5	72	0.0039%	7,223
Traffic	11	4	11	14	10	3.8	38	0.0021%	3,825
Violent Criminal Code	11	13	5	12	10	15.4	158	0.0087%	15,890
Municipal Totals	193	184	140	173	173		796	0.0438%	\$80,096

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
Provincial Totals	446,674	370,147	378,776	378,669	393,567		1,817,899	100%	\$183,003,471

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.

OPP 2024 Calls for Service Details
South Algonquin Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Grand Total	193	184	140	173	172.50
Drug Possession	0	1	0	1	0.50
Drug Related Occurrence	0	1	0	1	0.50
Drugs	0	1	0	0	0.25
Trafficking - Other Controlled Drugs and Substances Act	0	1	0	0	0.25
Operational	65	101	68	70	76.00
Accident - non-MVC - Master Code	0	1	0	0	0.25
Animal - Bear Complaint	0	1	0	0	0.25
Animal - Bite	2	0	0	0	0.50
Animal - Dog Owners Liability Act	0	1	0	0	0.25
Animal - Left in Vehicle	0	1	0	0	0.25
Animal - Other	3	3	0	1	1.75
Animal - Stray	0	2	0	6	2.00
Assist Fire Department	0	0	1	0	0.25
Assist Public	21	26	18	9	18.50
Dogs By-Law	0	0	0	1	0.25
Domestic Disturbance	9	16	14	7	11.50
Family Dispute	8	11	8	17	11.00
Fire - Vehicle	2	0	1	0	0.75
Firearms (Discharge) By-Law	0	2	0	0	0.50
Found - License Plate	1	0	0	0	0.25
Found - Others	1	0	0	0	0.25
Found - Personal Accessories	0	0	0	1	0.25
Found - Sporting Goods, Hobby Equip.	0	0	0	2	0.50
Found Property - Master Code	0	2	0	0	0.50
Insecure Condition - Building	1	0	0	0	0.25
Lost - Accessible Parking Permit	1	0	0	0	0.25
Lost - Others	1	0	0	1	0.50
Lost - Personal Accessories	0	0	0	1	0.25
Lost Property - Master Code	0	1	0	0	0.25
Missing Person 12 & older	1	0	0	0	0.25
Missing Person Located 12 & older	2	0	1	3	1.50
Missing Person under 12	0	1	0	0	0.25
Neighbour Dispute	6	6	7	3	5.50
Noise Complaint - Animal	0	2	1	0	0.75
Noise Complaint - Master Code	0	3	0	0	0.75
Noise Complaint - Others	0	2	2	0	1.00
Noise Complaint - Residence	0	0	1	0	0.25
Other Municipal By-Laws	2	0	0	1	0.75
Phone - Nuisance - No Charges Laid	0	1	0	1	0.50
Sudden Death - Accidental	0	1	0	0	0.25
Sudden Death - Drowning	0	0	1	0	0.25
Sudden Death - Natural Causes	0	2	3	1	1.50
Sudden Death - Suicide	0	1	0	1	0.50
Suspicious Person	2	5	3	6	4.00

OPP 2024 Calls for Service Details
South Algonquin Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Suspicious vehicle	1	5	1	3	2.50
Trouble with Youth	0	1	0	0	0.25
Unwanted Persons	1	4	6	5	4.00
Operational 2	54	21	14	24	28.25
911 call - Dropped Cell	22	2	2	0	6.50
911 call / 911 hang up	19	4	6	15	11.00
911 hang up - Pocket Dial	4	0	0	0	1.00
False Alarm - Others	3	6	3	1	3.25
Keep the Peace	6	9	3	8	6.50
Other Criminal Code Violations	1	9	4	5	4.75
Bail Violations - Fail To Comply	1	3	3	3	2.50
Breach of Probation	0	0	0	1	0.25
Disturb the Peace	0	3	0	0	0.75
Offensive Weapons - Other Offensive Weapons	0	1	0	0	0.25
Offensive Weapons - Possession of Weapons	0	1	0	0	0.25
Possess Firearm while prohibited	0	0	1	0	0.25
Public Morals	0	0	0	1	0.25
Trespass at Night	0	1	0	0	0.25
Property Crime Violations	34	16	16	22	22.00
Break & Enter	7	3	3	1	3.50
Fraud - False Pretence Under \$5,000	1	0	1	1	0.75
Fraud - Fraud through mails	0	0	0	1	0.25
Fraud - Money/property/security Over \$5,000	1	0	0	2	0.75
Fraud - Money/property/security Under \$5,000	2	1	2	2	1.75
Fraud - Other	4	0	2	1	1.75
Interfere with lawful use, enjoyment of property	0	2	0	0	0.50
Mischief	3	2	3	2	2.50
Mischief Graffiti - Non-Gang Related	1	0	0	0	0.25
Mischief with Data	0	0	0	1	0.25
Personation with Intent (fraud)	0	0	1	2	0.75
Possession of Stolen Goods over \$5,000	0	0	0	1	0.25
Possession of Stolen Goods under \$5,000	0	0	1	0	0.25
Property Damage	3	1	1	0	1.25
Theft from Motor Vehicles Under \$5,000	1	0	1	1	0.75
Theft of - All Terrain Vehicles	1	1	0	0	0.50
Theft of - Automobile	0	0	0	1	0.25
Theft of - Other Motor Vehicles	1	0	0	0	0.25
Theft of - Snow Vehicles	1	0	0	0	0.25
Theft of Motor Vehicle	0	0	0	3	0.75
Theft Over \$5,000 - Other Theft	0	1	0	0	0.25
Theft Over \$5,000 - Persons	1	0	0	0	0.25
Theft Under \$5,000 - Gasoline Drive-off	1	1	0	0	0.50
Theft Under \$5,000 - Other Theft	5	4	1	3	3.25
Theft Under \$5,000 Shoplifting	1	0	0	0	0.25
Statutes & Acts	17	18	22	25	20.50

OPP 2024 Calls for Service Details
South Algonquin Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Family Law Act - Other	0	1	0	0	0.25
Landlord / Tenant	3	4	4	7	4.50
Mental Health Act	2	4	3	3	3.00
Mental Health Act - Apprehension	0	0	1	6	1.75
Mental Health Act - Attempt Suicide	2	1	1	1	1.25
Mental Health Act - Placed on Form	1	1	0	1	0.75
Mental Health Act - Threat of Suicide	2	3	2	2	2.25
Mental Health Act - Voluntary Transport	1	1	2	0	1.00
Trespass To Property Act	6	3	9	5	5.75
Traffic	11	4	11	14	10.00
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	0	0	1	0.25
MVC - Personal Injury (Motor Vehicle Collision)	5	2	1	7	3.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	2	0	0	0	0.50
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	1	2	4	1	2.00
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	3	0	6	5	3.50
Violent Criminal Code	11	13	5	12	10.25
Aggravated Assault - Level 3	1	0	0	0	0.25
Assault - Level 1	4	3	0	2	2.25
Assault With Weapon or Causing Bodily Harm - Level 2	0	2	0	2	1.00
Criminal Harassment	1	2	1	2	1.50
Indecent / Harassing Communications	0	0	1	1	0.50
Sexual Assault	2	2	0	3	1.75
Utter Threats to Person	3	4	3	2	3.00

OPP 2022 Reconciled Year-End Summary
South Algonquin Tp
Reconciled cost for the period January 1 to December 31, 2022

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
Base Service	Property Counts				
	Household	1,241			
	Commercial and Industrial	48			
	Total Properties	<u>1,289</u>	172.74	222,665	221,800
Calls for Service	Total all municipalities	177,916,859			
	Municipal portion	0.0459%	63.40	81,722	81,258
Overtime			6.47	8,342	7,747
Prisoner Transportation	(per property cost)		1.08	1,392	2,204
Accommodation/Cleaning Services	(per property cost)		4.81	6,200	6,226
Total 2022 Costs			<u><u>248.50</u></u>	<u><u>320,322</u></u>	<u><u>319,235</u></u>
2022 Billed Amount				<u><u>319,233</u></u>	
2022 Year-End-Adjustment				<u><u>1,089</u></u>	

Notes

The Year-End Adjustment above is included as an adjustment on the 2024 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2024.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

**Township of South Algonquin Public Library - Charlene Alexander
Report – September 2024**

Next regular library meeting will be on October 15th at 7 pm at the Madawaska branch and via zoom.

Programming

Craft programs in Madawaska: We will be hosting one adult and one children’s craft program in December. Dates tbd

Paint Afternoon in Whitney: We will be hosting Kelsey Fuller for an adult painting event in December. Dates tbd

Canadian Museum of Nature: The library has partnered with the museum to offer family passes. We have six passes available between the library branches.

Library Speakers Consortium: To view upcoming & archived event and to register for an event, please visit our speaker’s website at <https://libraryc.org/southalgonquinlibrary>

Library Statistics August/September 2024

	Whitney		Madawaska	
	August	September	August	September
Head Count	204	190	123	108
Circulation	614	556	179	83
Computer users	43	42	21	15
Inter Library Loans	18	16	10	1
New Members	4	1	1	0
Print/fax/copy	26	25	11	8
Reference/Reader's Advisory	62	50	10	9
Tech/media/software support	17	20	4	5
Programs/school/daycare visits headcount	8	12	0	0
Non-members users	38	16	23	29
Over drive users combined	18	18		
Overdrive circulation	354	174		

Contact and Service Hours

Whitney:

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

Madawaska:

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

Township of South Algonquin Public Library
Minutes of the Meeting Held
 June 18th, 2024, 7pm Whitney Branch/Zoom

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

Land Acknowledgement: Jeff Bowman

Call to Order: 7:00 pm

1. **Motion # 2024-19**
 Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the agenda/Carried
2. **Motion # 2024-20**
 Moved by – – Elaine Hare Seconded by – Rose Jessup /To approve the minutes of May 21st, 2024 /
 Carried
3. **Report of the Chair: none**
4. **Business Arising from the Minutes**
 - 4.1. **AODA training for Board Members:** To date Rose, Vicki and Elaine have completed AODA training.
5. **New Business:**
 - 5.1. **Budget 2025:** Charlene asked Board members to start considering the 2025 budget requests.
 - 5.2. **Programming 2025:** consider a paint night event with Kelsey Fuller, Charlene will enquire.
 - 5.3. **Tackle Share Program:** The Tackle Share agreement has been renewed for 2024.
 - 5.4. **Presentation about Ontario snakes and turtles:** Charlene will reach out and plan.
6. **Reports**
 - 6.1. **Finance:** The last three years of audited financials have been added on the google drive.
 - 6.2. **Librarian Reports:**
 - 6.3. **Council Report:** Reported that the Township did not include the library in their strategic plan because the library has their own strategic plan.
7. **Governance**
 - 7.1. **Governance Committee:** Next steps Develop an MOU with the Township. Request a new Library Bylaw.
 - 7.2. **Governance Training:** list attached.
 - 7.3. **Policy:** Review Township HR policies (including employment, compensation and benefits, conduct (includes volunteers), health and safety, operations, and technology), Procurement, Accessibility Policies. These items will need to be formally adopted and incorporated into the new MOU.
8. **Programming**
 - 8.1 **School visits:** **Daycare Visits:** occasional
 - 8.2 **Adam Shoalts:** Fall 2025
 - 8.3 **Linda Hutsell Manning:** September 4th 6:30pm Madawaska Branch.
 - 8.4 **Medicine Walk with Christine Luckasavitch:** program is being developed.
9. **Correspondence**
 - 9.1. **Career Path Podcast with Brian Peterson:** Brian has decided not to run this program currently due to health issues.
 - 9.2. Gloria Beauclair of the Whitney Recreation requested the libraries financial support for them to host a program with Rory Mackay. The library declined due to budget cuts.
10. **Any Other Business:** Review fridge magnets. Agreed to change the colours to red & white and add a chickadee, to be aligned with the Townships theme. Sarah agreed to take this on.
11. **In-Camera/Our of Camera:** none
12. **Next Meeting:** September 17th, 2024, 7pm Madawaska Branch/Zoom
13. **Motion # 2024-21**
 Moved by – Elaine Hare Seconded by – Rose Jessup /To adjourn 8:02pm Carried

Township of South Algonquin - Grant Writing Activity Report – Charlene Alexander

1. NOHFC Grant – Resurfacing the Lester Smith Rink

- **Status:** Successfully passed the first stage of the application process.
- **Notification Date:** September 13th.
- **Next Steps:**
 - Communicating with township staff to organize the required information for stage two.
 - **Application Due:** November 13th.
 - Currently awaiting:
 - Usage statistics from the recreation committee.
 - Updated quotes.
 - Project planning and permit information.

2. Fire Prevention Grant – Cancer Prevention Equipment

- **Status:** Successfully passed the first stage of the application process.
- **Notification Date:** September 10th.
- **Next Steps:** Awaiting information on the next steps in the application process.

3. Community Emergency Preparedness Grant

- **Project:** Installation of an automatic generator and two heating/cooling pumps to convert the Lester Smith building into an emergency shelter.
- **Application Due:** October 31st.
- **Current Progress:**
 - Quotes for equipment have been received.
 - The application is currently being completed.

4. Community Futures Local Initiatives Grant

- **Status:** Completing two applications as part of ongoing intake.
 - **Madawaska Recreation:** Application for an 84-inch smart TV with wall mount.
 - **Whitney Recreation:** Application for an 84-inch smart TV with wall mount.



Committee Report for October 2024 Meeting – Public Works & Roads Department

Date: Wednesday October 16th, 2024

Submitted by: Steven Ronholm, Public Works Superintendent

1 - ROAD OPERATIONS:

- **GRADING UPDATE:**
 - **September 2024 Update** – Full grading operations ongoing throughout entire township during the month of September 2024 when weather permitted. One full grade on all township roads was completed in September 2024. Another full round of grading will be completed in October 2024 prior to freezeup. Please note that the Grader will require a new Manifold which repair will be scheduled this winter once final grading operations have been completed and freezeup occurs.
- **HARD-SURFACE REPAIRS:**
 - Cold Patching of potholes on Paved Surfaces is being monitored and potholes are being patched as required on a weekly basis. Potholes patched on Major Lake Road and Nipissing Road completed in September 2024
 - Granular Surface on Cross Culverts on Hay Creek Road were hard-surfaced with Grindings on Oct. 8th, 2024 and will remain that way until pulverizing of Hay Creek Road takes place in Spring of 2025.
- **WASHOUTS / BEAVER CONTROL:**
 - Beavers are active. Routine beaver control being completed as required. Beaver Deceivers were installed at troublesome areas this season including McKenzie Lake, Aylen Lake and Hay Lake and seem to be working very well in certain areas reducing the manhours required towards beaver control.
 - South Algonquin Resident Richard Shalla also assisted with trapping beavers at troublesome areas in Sabine which helped address a lot of other problematic areas. Bounty for Beaver Trapping should be considered by Council for future trapping requirements.
- **CULVERTS / DRAINAGE IMPROVEMENTS:**
 - 2 Culvert Deliveries completed in 2024 which facilitated drainage improvements this season on Hay Creek Road, Airy Road, North McKenzie Lake Road, Aylen Lake.

- Upto end of September 2024 the works department has performed 25 HPDE Culvert Replacements including locations on Hay Creek Road, Gafney Road (Aylen Lake), North Mckenzie Lake Road, Henry Coghlan Road. More culverts to be installed while weather permits in October 2024
 - Ditching Operations in 2024 include areas on Hay Creek Road in Whitney, Madawaska Avenue in Whitney, North Mckenzie Lake Road, Dunne’s Road, Dave Bowers Road, Nipissing Road
- **2024 BRUSHING OPERATIONS:**
 - The Works Department have self-performed approximately 8km of Brushing this season including the following locations:
 - Moonlight Bay Road, North Aylen Lake Road, Cross Lake Boat Launch Road, Nipissing Road, Madawaska Avenue, Hay Creek, Dave Bowers Road, North McKenzie Lake Road, McKenzie Mainline.
 - Dexcon was subcontracted during the month of September 2024 to complete some brushing / road widening operations on North McKenzie Lake Road as part of the Capital Works “Road Drainage Improvements” Project. Production was on average 1.5-2km per day with their excavator & rotary style type brushing head.
 - Total length of road brushed to date this season is approximately 16km. Brushing will continue throughout this fall if weather permits with a target of 20km total length of road brushed. Please note that the Township consists of 80km of unpaved roads and 40km of paved roads. If we can perform 20km of brushing annually this will allow us to have a cycle life of 6 years for brushing each road within the Township Limits.
- **2024 RE-GRAVELLING PROGRAM:**
 - To date this season the works department have self-performed placement of approximately 2500t of Granular A throughout various Township Roads upto end of September 2024 (170 Tandem Loads)
 - Areas for the above granular placement include the following roads:
 - Nipissing Road, Airy Road, Hilltop Road, Dunne’s Road, Lyell Landfill Road, Hay Creek Road, Old 127, Gafney Road, Burnt Depot Road, McKenzie Lake Mainline
 - Another 500-750t of Granular A is planned to be placed on McKenzie Lake Road before Thanksgiving Weekend which will conclude granular placement for the season and put us at our forecasted capital budget usage out of the CCBF grant funding we receive annually.

2 – LANDFILL OPERATIONS

- Household Waste Collection was taken to Airy Landfill in September 2024 and covered regularly as per requirements under our ECA
- Regular site cleanup of C&D Material ongoing at both landfill sites
- 3rd Annual Scrap steel pickup completed week in October 2024
- 3rd Annual Tire Pickup completed in October 2024
- 3rd Annual Electronics Pickup Completed in September 2024

- Annual Shredding operations completed in Summer of 2024 and overall costs for shredding was slightly over budget (>\$500)
- Hazardous Waste Day occurred on Saturday August 10th, 2024 at the Lester Smith building costs have been since received from GFL and were under forecasted budget
- Upcoming Works: Rental of Dozer from Crosstown Construction to complete our annual site cleanup at both Airy and Lyell Landfills commenced on October 9th, 2024 in preparation for Winter 2024/2025

3 – WINTER SAND UPDATE

- September 2024 Update – 2160t of Winter Sand supplied and placed in Public Works Sand Dome in August 2024. Overall cost came in just under our proposed budget for the season

4 – 2024 CAPITAL PROJECTS UPDATE

- **PROTECTION SERVICES - CAPITAL PROJECTS**

1. **DE-ICING HEATLINE:** Completed in October 2024
2. **RE-PAINTING OF FIREHALL DOORS IN WHITNEY** – Work complete in July 2024 by “Pro-Painters” out of Muskoka and was finished in July 2024 under budget.

- **TRANSPORTATION SERVICES – CAPITAL PROJECTS**

1. **HAY CREEK ROAD RECONSTRUCTION PROJECT**

- **September 2024 Update** – All drainage improvements on Hay Creek Road completed in Summer of 2024
- **Next steps:** Tender to be drafted this fall & issued early this winter for the resurfacing of Hay Creek Road to occur in early Spring or early Summer of 2025.

2. **MAJOR LAKE ROAD – PULVERIZING**

- Pulverized sections of road held up very nicely throughout this season. Currently working with Ontario Parks for a path forward for addressing the deteriorated Major Lake Bridge deck surface. Waiting on Ontario Parks to provide us with an update on when they can have the work completed.

3. **8X20FT SEACAN CONTAINERS FOR YARD** – Completed (on budget)

4. **2ND WINTER SANDBOX FOR WHITNEY** – Completed in June 2024 (under budget)

5. **ENGINEERING HAY CREEK ROAD** – Completed (under budget)

6. **ROAD RE-GRAVELLING PROJECT** – Ongoing. To be completed in October 2024.

- Approximately 2500t (170 tandem loads) of GA has been placed in the 2024 calendar year which was placed on various locations within the township including Airy Road (Whitney), Hilltop Road (Whitney), Henry Coghlan (Mckenzie Lake), Moonlight Bay (Aylen Lake), Pringles Road (Aylen Lake), Old 127, Lyell Landfill Road, Dunne’s Road, Gaffney Road & Mckenzie Lake Mainline Road & North McKenzie Lake Road

7. **ROAD DRAINAGE IMPROVEMENTS PROJECT** – Ongoing.

- **ENVIRONMENTAL SERVICES – CAPITAL PROJECTS**

1. **LANDFILL PRIVIES** – Completed (Under Budget)
2. **REPLACEMENT WASTE RECEPTACLES FOR PARKS** – Completed. Received in June 2024

- **HEALTH SERVICES – CAPITAL PROJECTS**

1. **RE-SHINGLING OF MEDICAL CENTER ROOF** – Complete. Work was completed in July of 2024 for the amount of \$5450 + HST = \$6158.50 which is lower than budgeted amount of \$7500 for this project.
2. **UV SYSTEM UPGRADE AT MEDICAL CENTER** – Materials received and unit to be installed at medical center on Wednesday October 16th, 2024.

- **RECREATION & CULTURAL SERVICES – CAPITAL PROJECTS**

1. **Gazebo in Whitney** – Demolition of Existing Gazebo to take place right after Thanksgiving Weekend
2. **Playground Equipment in Whitney** – Have not received grant from Hydro One
3. **Dock Replacements** – Completed
4. **Parking Improvements at Aylene Lake Boat Launch** – Completed

5 **BI-ANNUAL OSIM INSPECTIONS**

- Next OSIM'S report's required in 2025

6 **SIGN RETRO-REFLECTIVITY INSPECTIONS**

- **2023 Sign Inspections**: Completed in September 2023
- **2024 Sign Inspections**: Booked to occur week of October 15th, 2024
- **October 2024 Update** – Failed Retro-reflectivity signage on Aylene Lake will be replaced later this fall. Signs have been re-fabricated under warranty and have since been delivered to the yard.

7 **RECREATION UPDATE**

- **PLAYGROUND INSPECTION REPORTS**
 - i. 2024 Annual Inspections were completed by Adam Ziebarth
 - ii. Compacted soil at all playgrounds were tilled in April 2024 & again in September of 2024
- **Parks Update** – Parks to be closed down after Thanksgiving Weekend in preparation for winter.
- **Docks** – Whitney Floating Dock was removed in September 2024. Remaining docks to be removed after thanksgiving weekend except for the main dock at Aylene Lake which will remain in place until freezeup.
- **Outdoor Privies** – To be closed after Thanksgiving Weekend
- **Grass** - All areas cut one last time the week of October 7th, 2024

8 EQUIPMENT MAINTENANCE / NOTES

- Tandem #7
 - i. June 2024 – Annual Safety completed by Winslows. Safety required new rear breaks, new turbo actuator, other minor repairs, air conditioning repair.
 - ii. July 2024 – Truck required replacement of turbo. Please note that an aftermarket turbo was installed in July 2024 and the truck has ran fine since then.
 - iii. September 2024 Update – No new issues to note mechanically. Truck was undercoated in September 2024
 - iv. E-Test to be arranged in November 2024 prior to license renewals in December 2024
- Tandem #27
 - i. September 2024 - Annual Safety completed. Nothing Major required during safety. Truck was also undercoated.
- Tandem #33
 - i. September 2024 – Annual Safety completed and nothing major was required. Truck has since been undercoated.
- F-150 Pickup (#29)
 - i. September 2024 – No new issues to note. Truck has been undercoated.
- F-150 Pickup (#30)
 - i. September 2024 – No new issues to note. Truck has been undercoated.
- F-250 Pickup (#37)
 - i. September 2024 – No new issues to note. Truck has been undercoated. Spare set of V-Plow cutting edges received in September 2024 fin preparation for this winter.
- F-550 Pickup (#34)
 - i. September 2024 – Truck required an AC Clutch replacement. Truck has been undercoated. Spare set of V-Plow cutting edges received in September 2024 fin preparation for this winter.
- Garbage Compactor
 - i. June 2024 – Annual Safety Completed. Truck required new breaks and other than that nothing else major so costs for annual safety were lower than average.
 - ii. September 2024 - Routine Oil Change Completed and truck has been undercoated. Truck will require a new full set of tires prior to winter (spare set of tires at shop in seacan).
- Float Trailer
 - i. September 2024 – Float has been undercoated and no other issues to note.
- Utility Trailer
 - i. September 2024 – Trailer has been undercoated. Trailer will require new decking which will be installed during this winter.
- Grader

- i. September 2024 – Manifold Leak in 2 locations which will require repair. Repairs will be arranged this winter once final grading operations are completed prior to freezeup.

9 UPCOMING TENDERS / QUOTATIONS

- Upcoming Tenders – Hay Creek Road Resurfacing Project. Quantity takeoffs will be completed and tender put together this fall so its ready to issue this coming winter.

10 SAFETY UPDATE:

- Incidents
 - i. No new incidents to report in September 2024
- Annual inspections completed on all Township fire extinguishers in June 2024 by Dion
- Bi-annual inspection of range hood at M&L Hall completed in June 2024 by Dion
- Daily PSI (Pre-Job Safety Instruction) - ongoing
- Weekly Safety Talk - ongoing
- Monthly SJP & SWP - ongoing
- Employee Training
 - i. December 2023 - Winter Patroller Training course completed for entire works department
 - ii. February 2024 - Propane Handling, 1st Aid & CPR Courses completed for entire works department
 - iii. March 2024 - WHMIS, AODA, Bill 168 (HR Downloads) completed for entire works department
 - iv. April 2024 - Traffic Control & Book 7 course completed on April 26th, 2024 for entire works department
 - v. June 2024: Logout / Tagout Training & Heat Stress / Awareness training completed.
 - vi. Future Courses: Working at Heights, Traffic Control Refresher Course this winter
- PPE Inventory – Additional gloves, safety glasses and other PPE ordered and delivered to the yard in September 2024
- Monthly JHSC Meetings – Ongoing. Steven Ronholm (management rep), Adam Ziebarth (worker rep), Tom Florent (worker rep) all present for monthly meetings.
- No major action items to be addressed as a result of the meeting
- Other New Business
 - Job Postings for DZ Plow Operator & 2 part-time rink attendants posted in September 2024 in preparation for this coming winter



MONTHLY FIRE/CEMC REPORT TO COUNCIL

Reporting Date: **Sept./Oct. 2024**

Training / Courses

- **Sept. 3 & 17**– Training in Whitney
- **Sept. 10 & 24** -Training in Madawaska
- **Oct. 1** – Training in Whitney
- **Oct. 8** – Training in Madawaska

Calls / Responses

- **August 31** - Single vehicle accident, Hwy 60 and Ayleen Lake Road. We were dispatched by OPP to close the highway because it was a fatality. We done so until Fowler set up a road block sign at Hwy 523/60, then we were relieved of our duties @ 00:15. There is a MTO claim submitted, has not been approved yet. **Paged @ 22:16 (I checked the MTO portal as of Oct. 8 and the claim is still not cleared)**
- **Sept. 9** – EMS assist behind Whitney LCBO, male patient unconscious, possible opioid overdose. Nipissing EMS stood us down shortly after because he was awake and responsive. **Paged @ 16:56**
- **Sept 21** – Northern 911 called me and asked if we done any sort of water rescue, Renfrew County EMS was wondering about the water rescue, someone had flipped their kayak on Moore Creek at the Water Falls. The person was wearing a PFD and was OK, guess just needed some assistance. I informed them we did not do water rescue, just shore based. **Called at 14:29**
- **Sept. 24** – EMS assist, was never paged out, Nipissing EMS informed Northern 911 that we were not needed.
- **Oct. 6** – Fire call. Kearney campground in Algonquin Park, lightning hit a tree and it was on fire. OPP called it in and we did not respond, Northern 911 informed the Duty Officer and they were calling MNRF. **Paged at 16:33**
- **Oct. 8** – Fire call, fire at 3484 Hwy. 523. Residents had the fire extinguished upon our arrival, but they asked us to make sure everything was ok before we left. When the



initial call came in the civic # didn't make sense, came in as 8484, Hwy. 523 does not go up that high. I called Northern 911 and asked if the caller left a name or phone number, they did, so we knew where to go. **Paged at 07:15**

Complaints / Concerns

- **Sept. 5** – Received word that someone had backed into the garage door at the fire hall in Whitney, I was sent pictures of the damage. I text Bryan immediately and members of council, to inform them of the issue. I called OPP and they asked for my picture, because they were not sure if they could make it up to investigate. Adam gave me the name of the company that does door repairs, they came on the 7th to repair the door the best they could. OPP asked the LCBO if they had video surveillance there, and apparently there is nothing there.
- **Sept. 21** – Received a complaint from a resident about someone burning in a barrel in the afternoon, I have talked to the person and informed him there was a complaint. Informed them of the by-law and his responsibilities. Have not had any other further complaints about this property.

Upcoming Events

- Whitney has put a bin at the end of their hall, this is for a bottle drive fund raiser!

Correspondence / Other

- **Sept. 3** - Pat Voldock has joined the Fire Department, he attended the monthly Whitney training and was set up with gear. He is still waiting on his vulnerable OPP check.
- **Sept. 3** – Rick Michaud informed Deputy Chief Siydock that he was leaving the Whitney department. His experience and knowledge will be a loss to the department!
- **Sept. 4** – Monthly council meeting, I could not attend because of a prior commitment.
- **Sept. 4** – I attended the quarterly meeting of the Renfrew County Chiefs Association meeting in Pembroke.
- **Sept 5** – Received our JIT (Just in Time) agreement from the Red Cross, this process started last year.
- **Sept. 16** – Adam discovered an air leak in the Whitney Hall, on truck #505. Andrew Darraugh went to look at it and it was an air valve on the suction of the pump. Battleshield is coming to do a vacuum repair on Sept. 30, they are aware of the issue and will hopefully repair it as well while they are here.
- **Sept. 19** – Zoom meeting with OFM, they call them Town Hall meetings. A lot of discussion about the grant that was available, and how many departments participated.



They are hoping because of the high input of applications, that these grants will continue every year.

- **Sept 21.** – Fall fair at the Madawaska Complex. I had the big pumper and the side x side out for folks to look at, also had fire prevention and emergency preparation materials available to take. Kids love the red plastic fire hats!
- **Sept. 24** – Met with Gloria Beauclair about doing a little prevention talk at the seniors weekly meetings, in Madawaska and Whitney. Will put together a power point presentation about the hazards of Lithium Ion batteries.
- **Sept 24** – Received an E-Mail from Jay DeBernardi from the Red Cross, he will no longer be with the Red Cross. He was the Emergency Management Coordinator them. For now the contacts will be: OLR Duty Officer at **613 239-4590** (Renfrew County), Red Cross Ontario Duty Officer 416-209-0432 or Brandon Boyd Regional Operations Manager at brandon.boyd@redcross.ca
- **Sept 30** – Battleshield on site in Whitney to do repairs on truck #505, piston leaking air to a suction line, and, a vacuum leak in the priming system. Both has been fixed.

EMERGENCY MANAGEMENT

- **Sept. 10/11** – Attended an EM-300 course in Almonte, received my CEMC certificate. A copy is on file at the Twsp. Office.
- **Oct. 9** – Joining a zoom meeting, it is the Capital sector fall meeting for Emergency Management Ontario.
- Grant open for Emergency Management, I am putting in for a Generac generator at the Lester Smith Building. I have talked to Adam, I know he had received quotes for heat pumps there as well. I said we could combine that with a generator in the grant application, the limits are no less than \$5,000 and not more than \$50,000. It would double as an evacuation center, as well as a heating or cooling spot for community members. I think it should fall between these numbers! Adam has sent me copies of the quotes, and I have forwarded on to Charlene.

THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

By-Law Number 2024-

Being a by-law to regulate noise within the Township of South Algonquin

WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 129 of the *Municipal Act, 2001* provides that, without limiting sections 9 and 10 of the Act, a municipality may: (a) prohibit and regulate with respect to noise, vibration, odour, dust and outdoor illumination, including indoor lighting that can be seen outdoors; and (b) prohibit the matters described in clause (a) unless a permit is obtained from the municipality for those matters and may impose conditions for obtaining, continuing to hold and renewing the permit, including requiring the submission of plans;

AND WHEREAS section 128 of the *Municipal Act, 2001* provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council are or could become public nuisances;

AND WHEREAS section 444 of the *Municipal Act, 2001* provides that the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity, and any person who contravenes such an order is guilty of an offence;

WHEREAS it is in the public interest to ensure and maintain moderate noise levels within the Township of South Algonquin consistent with its character, so as to preserve, protect and promote the public health, safety, welfare and peace and quiet of the residents of the said Township and to regulate and control public nuisances:

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

1.0 Definitions In this by-law,

- a) "Agricultural Operation" means an agricultural, aqua cultural, horticultural or silvi culture operation that is carried on in the expectation of gain or monetary reward.
- b) "Construction" includes, but is not limited to, erection, alteration, repair, dismantling, demolition, structural maintenance, land clearing, earth moving, grading, excavating, the laying of pipe and conduit, whether above or below ground level, street and highway building, application of concrete, equipment installation and alteration and the structural installation of construction components and materials, in any form or for any purpose, and includes any work in connection with construction.
- c) "Construction Equipment" means any equipment or device designed and intended for use in construction or material handling, including, but not limited to, hand tools, power tools, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or tracks, ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment;
- d) "Emergency" means an urgent matter relating to the immediate health, safety, or welfare of the residents of the Township or the operator of the Vehicle.
- e) "Engine Brake" Jake Brake or Jacobs Brake may be used interchangeably and mean any device commonly used in motor vehicle powered by a diesel engine unit to slow or brake the vehicle by using the engine compression.
- f) "Motor Vehicle" means any vehicle propelled or driven other than by muscular power and as defined within the meaning of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended;
- g) "Municipality" means the Township of South Algonquin;
- h) "Noise" Means sound or a sound that is loud, unpleasant, unexpected, or undesired.

- i) “Point of Reception” means any point on the premises of a person where noise originating from other than those premises is received.
- j) “Power Device” Means any power device used in the servicing, maintenance or repair of any premises including but not limited to, chain saws, power tools, lawnmowers, leaf blowers, edge trimmers, line trimmers, roto tillers, and pressure washers specifically excluding devices driven by muscular power.
- k) “Public Nuisance” Means an activity or activities, intentional or negligent in origin, which have a detrimental impact on the use and enjoyment of properties in the vicinity of the premises such as but not limited to: fighting, obstructing a sidewalk, distributing handbills, annoying others, interfering with others’ lawful activities, disobeying signs, knocking over waste containers, damaging municipal property, applying graffiti, littering, dumping snow on municipal property, dumping waste on municipal property or unnecessary shining of vehicle, spotlight or fixed lights towards houses.
- l) “Premises” Means any parcel of land and the improvements on it, a building, store, shop, apartment, or other designated structure.
- m) “Residential” means any property or premises within the municipality which is zoned for residential use by an applicable zoning bylaw, or which is used in whole or in part for human habitation.
- n) Any word or term not defined in this By-law, that is defined in the Ontario Ministry of the Environment Publication Noise Pollution Control NPC-101, 102, 103, 104, 115, 205, 206, 215 or 232 (as set out in Part 3 of this By-law) shall have the meaning ascribed to it in such NPC Publication.

2.0 Prohibitions

No person shall emit, cause, or permit the emission of noise resulting from any act listed in the table set out in schedule “A” of this bylaw if clearly audible at a point of reception between the hours of 11:00 PM of one day and 7:00 AM of the following day.

3.0 Determination of excessive noise

Factors for determining whether a noise is unreasonably loud or excessive include, but are not limited to the following:

- a) The proximity of the noise to sleeping facilities,
- b) The land use, nature, and zoning of the area from which the noise emanates and the area where it is received or perceived:
- c) The time of day or night that the noise occurs:
- d) The duration of the noise
- e) The volume of the noise
- f) The nature of the noise
- g) Whether the noise is recurrent, intermittent, or constant; and
- h) The nature of the event or activity from which the noise emanates.

4.0 Operation of Engine Brakes

No person shall use or permit the use of any “Engine brake” or any other similar device on any Motor Vehicle between the hours of 7:00 PM of one day and 7:00 AM of the following day in any location as detailed in Schedule “C” of this bylaw.

5.0 Public Nuisance

No person shall at any time:

- a) Perform, permit or allow any act that is a public Nuisance.
- b) Perform, permit or allow any activities on one Property which are obnoxious, or which substantially reduce the enjoyment of another Property, including, without limiting the generality of this section, activities such as:
 - i. the creation of vibration; or objectionable odour.
 - ii. the emission of smoke, dust, airborne particulate matter or
- c) Perform, permit, or allow light to be broadcast directly from that Property onto another Property from any source.

6.0 Application of strictest standard

Where a source of noise is subject to more than one provision of this by-law, the most restrictive provision shall prevail.

7.0 Exemptions

- (1) This by-law shall not bind the Township of South Algonquin or any local board of the Township, the Province of Ontario, the Government of Canada, or any of its respective agents.
- (2) Despite other provisions of this by-law, this by-law shall not apply to a person who emits or causes or permits the emission of noise, or vibration in connection with:
 - (i) Any activities listed in Schedule “B”; or
 - (ii) Any situation where it can be clearly shown that reasonable efforts to address, ameliorate, or otherwise deal with a situation have been taken and that the shutting off or termination of the source of the noise would cause a situation affecting the health or safety of an individual.

8.0 Extension of hours for Outdoor Public Events

- (1) The Township may, upon written application, grant permission to extend the hours during which amplification equipment may be used at an outdoor public event.
- (2) The Township in exercising its authority pursuant to subsection (1), the Township may grant its permission with or without conditions.

9.0 Offence

Every person who contravenes any provision of this by-law is guilty of an offence and, on conviction, is liable to payment of a fine or other penalty as provided for under the *Provincial Offences Act, R.S.O 1990, P.33*, as amended.

10.0 Enforcement

This Bylaw may be enforced by any Provincial Offences Officer including but not limited to the Municipal Bylaw Enforcement Officer(s) of the Township of South Algonquin, The Ontario Provincial Police or Ministry of Transport.

11.0 Offences and Penalties

1. Any person who contravenes any provision of this By-law is guilty of an offence.
2. A director or officer of a corporation who knowingly concurs in the contravention of this By-law is guilty of an offence.
3. Any person convicted under this By-law is liable:
 - (i) Upon a first conviction, to a minimum fine of \$250.00 and a maximum fine of \$5,000.00;
 - (ii) Upon a subsequent conviction, to a minimum fine of \$500.00 and a maximum fine of \$10,000.00.
4. Where the person convicted is a corporation, the corporation is liable,
 - (i) Upon a first conviction, to a minimum fine of \$250.00 and a maximum fine of not more than Ten Thousand Dollars (\$10,000.); and
 - (ii) Upon any subsequent conviction, to a minimum fine of \$1000 and a maximum fine of not more than Twenty-Five Thousand Dollars (\$25,000).
5. If this by-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person or Corporation convicted.

12.0 Severability

Each clause of this bylaw is an independent clause and the holding of any clause or part of any clause to be void or ineffective for any cause shall not be deemed to affect the validity of any other clause of parts of any clause.

13.0 Effective Date

This by-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of The Township of South Algonquin

Read the first and second time this day of

Read a third and final time this day of

Mayor Ethel LaValley

CAO Bryan Martin

DRAFT

Schedule "A"
To By-law 2024- Being a
By-law to regulate noise

No person shall emit, cause or permit the emission of noise resulting from any act listed below at any time as detailed in this bylaw.

The operation of any electronic device or group of connected electronic devices, incorporating one or more loudspeakers or other electro - mechanical transducers, and intended for the production, reproduction, or amplification of music, speech, or other noise such clauses to include, without limitation, radios, phonographs, stereos, televisions, public address systems, noise equipment, loudspeakers, musical or noise producing instruments and all similar devices.
Persistent yelling, shouting, screaming, hooting, whistling, or singing
The detonation of fireworks or explosive devices
The operation of any power device
Crowd-related noise emanating from a gathering of individuals a property or premises, including without limitation, parties, music festivals, concerts, weddings, and other privately hosted events.
The operation of an engine or motor in, or on any motorized Vehicle or item of attached auxiliary equipment for a continuous period exceeding ten (10) minutes while such vehicle is stationary, except where weather conditions justify the use of heating or refrigeration systems powered by the motor or engine of the vehicle or supplementary motor or engine for the safety and welfare of the operator, passengers or animals or the preservation of perishable cargo.
The operation of any electrical or combustion engine which is intended for use in any toy or a model or replica which has no function other than that of amusement and which is not a Vehicle.
The operation of any auditory signaling device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduction, or amplification of any similar noises.
Construction activities or the operation of any construction equipment
The loading or unloading of any transport truck, moving van or motor vehicle.
The operation of a motorized Vehicle, engine, motor, construction equipment or pneumatic device without an effective exhaust, intake muffling device or other noise attenuation device of a type specified by the manufacturer, which is in good working order, and in constant operation.
The operation of a Vehicle resulting in banging, clanking, squealing, or other like noise due to improperly secured load or equipment or inadequate maintenance.
The operation of a vehicle horn or other warning device except where required or authorized by law or in accordance with generally accepted safety practices.
The operation of any hydraulic motor or hydraulically powered device

Schedule B
To Bylaw 2024 -
Being a Bylaw to Regulate Noise

Exemptions

- a) Operation of authorized emergency vehicles including but not limited to police vehicles, fire trucks, and ambulances.
- b) Operation of Municipal, or Provincial service vehicles and related equipment performing snow removal or public maintenance.
- c) Agricultural operations, agricultural processing activities, forestry operations and the operation of sawmill.
- d) The ringing of fire or burglar alarms.
- e) Noise emanating from a fuel powered generator being operated in case of an emergency or power outage.
- f) Use of Engine brakes or similar device to assist in braking of a vehicle in an emergency.

Schedule C
To Bylaw 2024-
Being a Bylaw to Regulate Noise

Engine Brake Prohibited Zones

As per section 4 of this Bylaw no person shall use or permit the use of any “Engine brake” or any other similar device on any Motor Vehicle between the hours of 7:00 PM of one day and 7:00 AM of the following day in any location as detailed below:

1. All areas located within the Village of Whitney or the Village of Madawaska

DRAFT

Township of South Algonquin

Part I Provincial Offences Act

Bylaw # 2024 -

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set fine
1	Emit, Cause or Permit excessive noise	2.0	\$250.00
2	Operation of Engine Brake	4.0	\$250.00
3	Perform, permit or allow a nuisance act	5.0	\$250.00

NOTE: The penalty provisions for the offences cited above are section 9 of Bylaw 2024-; a certified copy of which has been filed.

Township of South Algonquin

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CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NUMBER: 21-680

BEING A BY-LAW TO ESTABLISH AND REGULATE THE FIRE DEPARTMENT (REPLACES BY-LAW #14-452 AND ALL OTHER PRECEDING FIRE DEPARTMENT BY-LAWS)

WHEREAS the Municipal Act (2001) provides that the Council of a municipality may by by-law establish and regulate a Fire Department and

WHEREAS pursuant to the Fire Protection and Prevention Act 1997, c. 4, s. 5 (2). A Municipality may establish a fire department for the municipality.

BE IT THEREFORE ENACTED by the Municipal Council of the Corporation of the Township of South Algonquin as follows:

1) **DEFINITIONS:**

- a) **Council** means Council of the Township of South Algonquin
- b) **Deputy Chief** means the person appointed by Council to act on behalf of the Chief, for his or her respective Fire Station in the event of an absence, or a vacancy in the office of Fire Chief
- c) **Fire Chief** means a person appointed by Council to act as a Fire Chief for the corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act
- d) **Fire Department** means Madawaska Station and/or Whitney Station
- e) **Fire Protection Services** includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, and the delivery of all those services
- f) **Member** includes all Fire Department personnel
- g) **O.F.M.E.M.** means Office of the Ontario Fire Marshall and Emergency Management
- h) **Volunteer Firefighter** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, or training activity allowance.
- i) **Auxiliary Fire Staff** means a person whose role is to support the operational efficiency of the Fire Department and its members in a non-firefighting capacity.

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2) COMPOSITION:

The Department will consist of one Chief, two Deputy Chiefs, Captains and other officers and members in both the Madawaska and Whitney Stations, as deemed necessary and approved by Council.

A person is qualified to be appointed a member of the Department who:

- is not less than eighteen (18) years of age
- has passed such tests as may be required
- is medically fit
- has an appropriate valid driver's license

The remuneration of all members of the Department shall be determined by Council.

3) DUTIES:

The Fire Chief is responsible to council for:

- a) maintaining records and reporting incidents to the O.F.M.E.M.
- b) carrying out the general administrative duties of the Department
- c) providing liaison with the O.F.M.E.M. Advisor and the Renfrew County Fire Co-ordinator
- d) conducting inspections, where authorized, upon request or complaint or make arrangements to have qualified persons do the inspection
- e) training
- f) preplanning firefighting operations
- g) conducting fire investigations in order to determine cause
- h) preparing and submitting to the Council, for its approval, the annual budget estimate of the Department and any other specific reports requested by Council

The Deputy Chiefs of the Stations are responsible to the Fire Chief for their respective station's operation, including coordinating maintenance of all equipment and buildings as well as:

- a) the necessary administration and operation of their respective Station
- b) taking all necessary measures for the prevention, control and extinguishment of fires
- c) ensuring the protection of life and property
- d) enforcing all Township by-laws and policies, and Fire Department Standard Operating Guidelines
- e) issuing clothing, equipment and supplies
- f) dispatching members and apparatus
- g) ensuring the operation of communications within their jurisdictions
- h) performing or coordinating automotive rescue, extrication, first aid assistance, and salvage

The Deputy Chief shall report to the Chief of the Department and is responsible for carrying out the orders of the Chief and in the absence of the Chief, have all the powers and shall perform all the duties of the Chief.

A Captain is in command of the crew to which he /she is assigned and is responsible to the Deputy Chief for the proper operation of that crew.

Every member of the Department shall respond when available and shall remain on duty until relieved.

No member shall respond for duty or shall be permitted to remain on duty if his/her ability is impaired by the use of alcohol or drugs.

Every member will be expected to participate in appropriate training as directed by the Chief. Missing attendance for more than three months requires a leave of absence from the Chief.

The Chief in consultation with the Deputy Chief(s) of each station may reprimand, suspend, or recommend release of any member, for insubordination, inefficiency, misconduct, or for non-compliance with the provisions of this by-law or general orders and department rules, whose continued membership, in the opinion of the Chief, would be detrimental to the Department.

- A member shall not be released without the opportunity to be heard by Council, if he/she makes a written request for a hearing within seven (7) days of such release.

4) **LEVEL OF SERVICE:**

The level of Fire Protection Services within the Township of South Algonquin will be dependent on the following:

- a) defensive fire suppression activities, no expected rescue. For those residing on year-round roads maintained to municipal standards, if the incident commander feels that there are sufficient personnel, adequate water supply, and fire conditions are favorable, interior fire attack and/or rescue may be attempted
- b) fire suppression for those residing on roads not maintained may not be provided, for example, if roads are not plowed during winter months or branches are not trimmed during summer months such that fire apparatus cannot access the fire scene
- c) no fire suppression to those with no road access
- d) all areas will receive the same level of Fire Prevention Programs and Public Education
- e) medical response/assist as documented in the Tiered Medical Response Agreement

f) STANDARD RESPONSE GOALS

- Safety & Health of Responders
- Save Lives
- Reduce Suffering

- [Protect Public Health](#)
- [Protect Critical Infrastructure](#)
- [Protect Property](#)
- [Protect the Environment](#)
- [Reduce Economic & Social Losses](#)

The Fire Department does not engage in “Search & Rescue” operations unless requested to do so by the Ontario Provincial Police. The assistance provided will be determined by the number of available personnel and/or equipment required.

The Township reserves the right to charge a fee for costs incurred by the Fire Department, for any calls deemed not to be a true emergency, repetitive false alarms, or commission of a crime. This may include costs for volunteer personnel, equipment and apparatus deemed necessary for the response. Fees are set at the rate as prescribed by the Ministry of Transport (MTO) for fire response on Provincial roadways.

The Department reserves the right to recover costs incurred to extinguish any fire purposely set without a permit or for violations of a permit as set out in Schedule ‘A’ of the burning bylaw.

Pursuant to Section 20 (1) (2) of the Municipal Act, S.O. 2001, authorizes Council to enter into agreements, Section 19 (1) (2) authorizes Council to share firefighting apparatus, equipment and personnel.

The fire departments shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency that:

- in the opinion of the fire chief or designate of the fire department, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality
- in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid
- on property with which an approved agreement has been entered into with any person or corporation to provide fire protection services or emergency first response/rescue operations
- at the discretion of the fire chief, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the fire marshal or any other similar reciprocal plan or program
- on property beyond the municipal boundary where the fire chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the fire chief or designate

The Fire Chief shall take all proper measures for the prevention, control and extinguishing of fires and the protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the Fire Chiefs shall be empowered to authorize:

- pulling down or demolishing any building or structure to prevent the spread of fire;
- all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner.

5) **EMPLOYMENT**

The Fire Chief may recommend to the Council the appointment of any qualified person as a member of the Fire Department.

Persons appointed as members of the Fire Departments to provide fire protection services shall be on probation for a period of twelve (12) months.

If a medical examiner finds a member is physically unfit to perform assigned duties Council may release him/her from membership in the Fire Department.

Roster levels not to exceed eighteen (18) persons per station without approval of council.

6) **EXTRAORDINARY EXPENSES**

If Fire and Emergency Services respond to an emergency at any property in the Township of South Algonquin, and determine, or the Fire Chief or [Deputy](#) Fire Chief or appointed designate determine, that it is necessary to retain a private contractor, rent special equipment not normally carried on a fire apparatus, use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve or prevent a fire from spreading or otherwise control and eliminate an emergency or damage equipment owned by the Corporation of the Township of South Algonquin, the owner shall be charged those expenses incurred.

Additional equipment to be billed at current contractor rate plus 25% administration costs.

Letters to Lawyers/Insurance Companies, etc., the cost incurred by the Township.

The Corporation shall mail an invoice to each owner upon whom a fee is imposed under this by-law, requiring that payment be made within sixty (60) days of the date of mailing of the invoice.

The Corporation will administer collections procedures to the owner who is charged a fee under this by-law and who fails to pay the fee within sixty (60) days of mailing of the invoices.

The fees imposed this by-law may be waived or reduced where circumstances warrant with the recommendation of the Township of South Algonquin Fire Chief and with Council approval by way of resolution.

These fees do not apply where there is a signed agreement in place.

| READ A FIRST & SECOND TIME THIS ~~4ST DAY OF DECEMER 2021~~

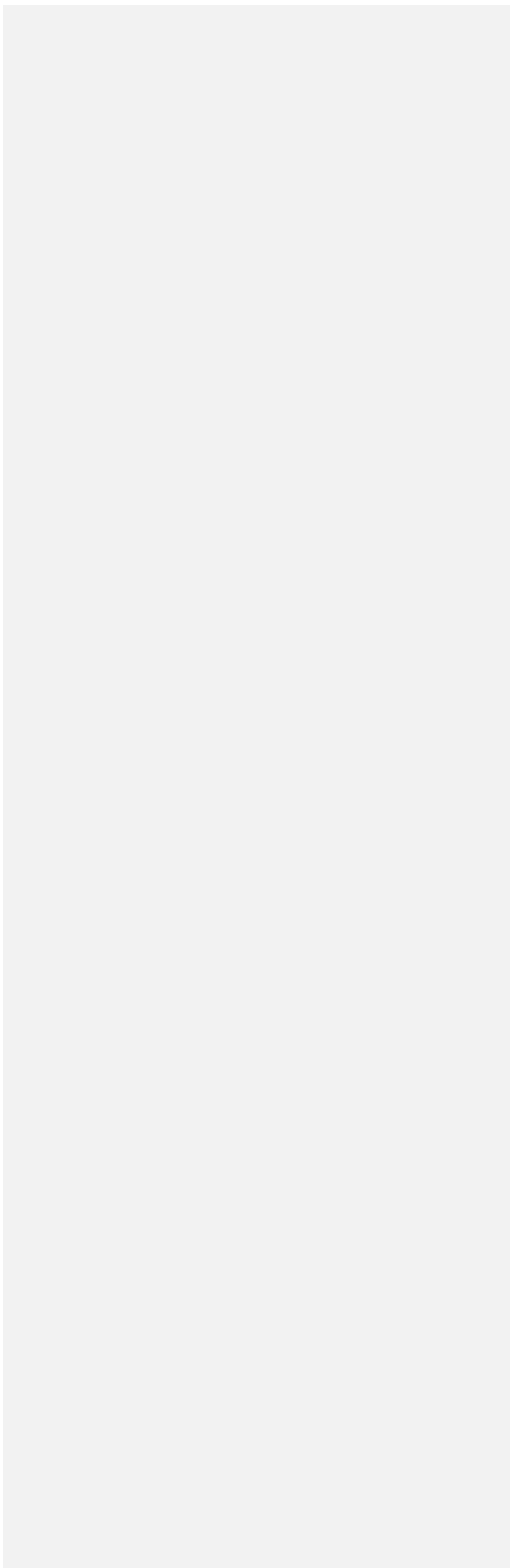
| Ethel LaValley, Mayor

Bryan Martin, CAO Clerk /Treasurer

| READ A THIRD TIME AND PASSED THIS ~~4ST DAY OF DECEMER 2021~~

| Ethel LaValley, Mayor

Bryan Martin, CAO Clerk /Treasurer



Schedule "A"

JOB DESCRIPTION - FIRE CHIEF

POSITION SUMMARY:

In accordance with By-Law#24, the Fire Chief is administrative and supervisory with responsibility for the overall operation of the Fire Department under the general direction of the Council of the Township of South Algonquin. This includes planning, coordinating, operating, training and efficiency for firefighting/prevention, hazardous materials and auto extrication incidents, rescue, all life and property saving functions. This rank allows considerable exercise of independent judgment in accordance with established policies and objectives including purchasing, maintenance and budgeting.

MAJOR RESPONSIBILITIES:

- Prepares, presents and administers the budget
- Plans, coordinates, directs the firefighting/prevention, rescue and life and property saving functions.
- Supervises the activities and the training programs and assists in the development of these programs.
- Reports to and assumes command at major incidents, and if required, initiates investigations up to and including contacting the Office of the Fire Marshall.
- Maintains discipline and morale within the department.
- Ensures the maintenance of all major equipment.
- Ensure all volunteer firefighters are trained and familiar with the safe operation of all vehicles and equipment.
- Maintains all training records for volunteer firefighters.
- Ensures that the station is maintained and kept in good order.
- Attends conferences, Renfrew County Fire Chiefs Committee ~~mutual aid meetings~~, workshops, and seminars to ensure the Township remains informed of changes in equipment and methods of operation to ensure the department will maintain, and where possible, improve the level of service in the community.
- Confers with the Council to ensure that the activities of the Fire Department are consistent with the goals and objectives of the Council of the Township of South Algonquin.
- Meets regularly with the Deputy District Fire Chiefs and other officers to ensure that they are following the procedures and goals of the Fire Department.
- Recommends new volunteer members to Council as required to maintain adequate volunteer levels as established by the Council of the Township of South Algonquin.
- Recommends to Council, dismissal of any member not deemed to be meeting requirements of his/her job.

QUALIFICATIONS AND TRAINING

EDUCATION AND TRAINING:

- Must maintain, at minimum, a valid Class 'G' Ontario Driver's License, a 'DZ' license is preferred.
- Possess, or be willing to obtain training or certification in:

- NFPA 1001 Firefighter Level 2
- NFPA 1021 Fire Officer Level 2 minimum
- NFPA 1031 Fire Inspector Level 1 minimum
- NFPA 1041 Fire Instructor Level 1 minimum
- First Aid and CPR
- Other training as required

EXPERIENCE:

- Minimum five (5) years satisfactory experience as an officer and have received additional training at regional fire schools or educational seminars.
- Advanced knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures.
- Advanced knowledge of the community and surrounding areas protected by agreement.
- Advanced knowledge of the type of buildings in the community.
- Advanced knowledge of safety procedures, rules and equipment.
- Must have demonstrated ability to supervise fire fighters and maintain discipline.
- Ability to use sound judgment and be resourceful.
- Must be in good physical condition, have high mental alertness, be conscientious and dependable.
- Must be willing and able to enter hazardous atmospheres/areas.

QUALITIES:

- Excellent team skills to relate to department members, officers, emergency response teams, and the general public.
- Excellent decision-making skills when under high stress conditions.
- Ability and willingness to work in all types of weather and less than ideal conditions.
- Willingness to perform any task as assigned.

JOB DESCRIPTION – ~~DEPUTY DISTRICT~~ FIRE CHIEF

POSITION SUMMARY:

In accordance with By-Law#24- the ~~Deputy District~~ Fire Chief role is supervisory in nature and involves the responsibility for the coordinating and directing the activities and training of the firefighting units of the Community Fire Hall (Madawaska or Whitney). The work is performed under the direction of, and all policy matters are referred to, the Fire Chief. This rank assumes command of the Fire Department in the absence of the Fire Chief and holds a high degree of responsibility for the protection of lives and property.

MAJOR RESPONSIBILITIES:

- Responds to all alarms of emergency and assumes command of the scene until relieved by the Fire Chief in all kinds of weather and less than ideal conditions, which may require entering hazardous atmospheres and areas.
- Supervises the fire ground to ensure that the officers and department members operate in a safe manner consistent with established procedures and accepted firefighting methods.
- Determines causes of fires in conjunction with other officers and ensures that the necessary forms are completed.
- Advised the Fire Chief of any changes in procedures or methods necessary to maintain or increase the firefighting efficiency.
- Advised the Fire Chief of any repairs necessary to maintain the vehicles, equipment and station.
- Ensure all volunteer fire fighters are trained and familiar with the safe operation of all vehicles and equipment.
- Maintains all training records for volunteer fire fighters.
- Oversees the training and maintains discipline in the firefighting ranks.
- Meets regularly with the Fire Chief and other officers to assist in developing and maintaining a progressive and efficient training program.
- Attends conferences, mutual aid meetings, workshops, and seminars to ensure the Township remains informed of changes in equipment and methods of operation to ensure the department will maintain, and where possible, improve the level of service in the community.
- Assumes command of the Fire Department in the absence of the Fire Chief during sick leave, time off, vacations, seminars, conventions, etc.
- Any other duties as assigned by Fire Chief.

QUALIFICATIONS AND TRAINING

EDUCATION AND TRAINING:

- Must maintain, at minimum, a valid Class‘G’ Ontario Driver’s License, a ‘DZ’ license is preferred.
- Possess, or be willing to obtain training or certification in
 - NFPA 1001 Firefighter Level 2 preferred
 - NFPA 1021 Fire Officer Level 1 preferred

- NFPA 1041 Fire Instructor Level 1 preferred
- First Aid and CPR
- Other training as required

EXPERIENCE:

- Minimum of five (5) years satisfactory experience as an officer and/or a department member and have received additional training at regional fire schools or educational seminars.
- Advanced knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures.
- Advanced knowledge of the community and surrounding areas protected by agreement.
- Advanced knowledge of the type of buildings in the community.
- Advanced knowledge of safety procedures, rules and equipment.
- Must have demonstrated ability to supervise fire fighters, maintain discipline, use sound judgment, and be resourceful.
- Must be in good physical condition, high mental alertness, and be conscientious and dependable.
- Must be willing and able to enter hazardous atmospheres/areas.

QUALITIES:

- Excellent team skills to relate to department members, officers, emergency response teams, and the general public.
- Excellent decision-making skills when under high stress conditions.
- Ability and willingness to work in all types of weather and less than ideal conditions.
- Willingness to perform any task as assigned.

JOB DESCRIPTION – CAPTAIN

POSITION SUMMARY:

In accordance with By-Law#24, the Captain role is supervisory in nature and involves the responsibility for the directing the activities at an emergency scene or around the fire station. The work is performed in accordance with established policies and required the exercise of good judgment in emergency situations under the direct supervision of superior officers. This rank responds to emergency calls assigned to his/her company and assumes command until relieved by a senior officer.

MAJOR RESPONSIBILITIES:

- Responds to alarms assigned to his/her company in all kinds of weather and less than ideal conditions, which may require entering hazardous atmospheres and areas.
- Assigns personnel to perform firefighting functions in accordance with training procedures, ventilate buildings, perform salvage and rescue operations, stabilize hazardous materials scenes and any other life and property saving functions which the department may be involved in and is expected to ensure all work is performed in a safe manner.
- Inspects fire scenes to prevent re-ignition.
- Supervises cleaning, checking and replacement of tools and equipment after an emergency.
- Supervises work of the department members to ensure that it is done safely and in accordance with established procedures.
- Inspects equipment, grounds and station to insure proper order and condition, reports deficiencies to the Deputy District Fire Chief.
- Maintains discipline, trains and drills department members and maintains a record of training activities of his/her company.
- Meets on a regular basis with the Fire Chief and Deputy District Fire Chief to discuss the overall operation of the Fire Department.
- Any other duties as assigned by Fire Chief.

QUALIFICATIONS AND TRAINING

EDUCATION AND TRAINING:

- Must maintain, at minimum, a valid Class 'G' Ontario Driver's License, a 'DZ' license is preferred.
- Possess, or be willing to obtain training or certification in
 - NFPA 1001 Firefighter Level 2 preferred
 - NFPA 1021 Fire Officer Level 1 preferred
 - First Aid and CPR
 - Other training as required

EXPERIENCE:

- Five years satisfactory experience as a department member and have received additional training at regional fire schools or educational seminars.
- Good knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures.
- Good knowledge of the community and surrounding areas protected by agreement.
- Good knowledge of the type of buildings in the community.
- Good knowledge of safety procedures, rules and equipment.
- Must have demonstrated ability to supervise department members, maintain discipline, use sound judgment, and be resourceful.
- Must be in good physical condition, high mental alertness, conscientious, dependable.
- Must be willing and able to enter hazardous atmospheres/areas.

QUALITIES:

- Excellent team skills to relate to department members, officers, emergency response teams, and the general public.
- Good decision-making skills when under high stress conditions.
- Ability and willingness to work in all types of weather and less than ideal conditions.
- Willingness to perform any task as assigned.

JOB DESCRIPTION: AUXILLARY FIRE STAFF

Reports to: Deputy Chief or Fire Chief

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Position Summary:

The member of the Auxiliary Fire Staff will be able to perform basic routine maintenance of the equipment or assist with making arrangements for the repair of the defective equipment. The role may also include taking & returning defective equipment from a professional repair facility. They may also be required in ferrying vehicles to / from servicing / repair facilities, or the fire ground (in a non-emergency mode) as directed by the Fire Chief or Deputy Chiefs.

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Duties:

- Routine maintenance of equipment used by the Fire Department.
- Routine maintenance of Fire Department vehicles.
- Washing vehicles to present the department in a professional manner.
- Washing / drying of equipment after use.
- Report to the Fire Chief any equipment that is defective and requiring professional repair.
- Report to Fire Chief any deficiencies found.
- Liaise with the Custodian regarding any issues with regards to the actual Fire Hall buildings.
- Drive vehicles (subject to holding the correct drivers license) to / from service facilities.
- Drive vehicles (subject to holding the correct driver's license) to / from fire ground on the direction of the Fire Chief or Deputy Chiefs to provide additional equipment.
- If directed by the Fire Chief or Deputy Chiefs, provide support at fire ground (if appropriately trained) with such duties such as manning a pump to release operational firefighters to actively fight the fire.
- As called upon by the Fire Chief or Deputy Chiefs, provide support to the fire ground by bringing food or beverages to the firefighters with due regard to length of time at the scene or inclement weather conditions.

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Qualities:

- Able to work unsupervised.

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- Able to take directions.
- Work within the parameters of the Occupational Health and Safety Act, RSC 1990.
- Abide by all the relevant Fire Department SOG's.
- Comply with the relevant Township Policies.
- Qualifications:
- Must maintain at a minimum, a valid Class G Ontario Driver's License, with a clean drivers abstract.
- Clean police records check.
- Physical fit enough to perform the role as detailed above.

Schedule "B"

Whereas the Township of South Algonquin firefighters respond to incidents twenty-four hours a day; and

Whereas the Township of South Algonquin Fire Department is comprised of volunteer/ or part-time firefighters, who, for the most part, hold down regular full-time employment elsewhere; and

Whereas the Township of South Algonquin firefighters sometimes encounter disturbing and traumatic events; and

Whereas these incidents sometimes do not allow sufficient recuperation or rest time before firefighters return to their regular employment; and

Whereas the Township of South Algonquin currently compensates firefighters for lost wages due to attending incidents or training;

Firefighters will be compensated for up to one full day of lost wages due to exposure to a traumatic event or an event that does not allow for sufficient time lapse to ensure a safe return to their regular employment.

Whereas the Township of South Algonquin currently compensates firefighters for lost wages due to attending incidents or training;
Firefighters will be compensated for up to one full day of lost wages due to exposure to a traumatic event or an event that does not allow for sufficient time lapse to ensure a safe return to their regular employment.